

# *LabSim*

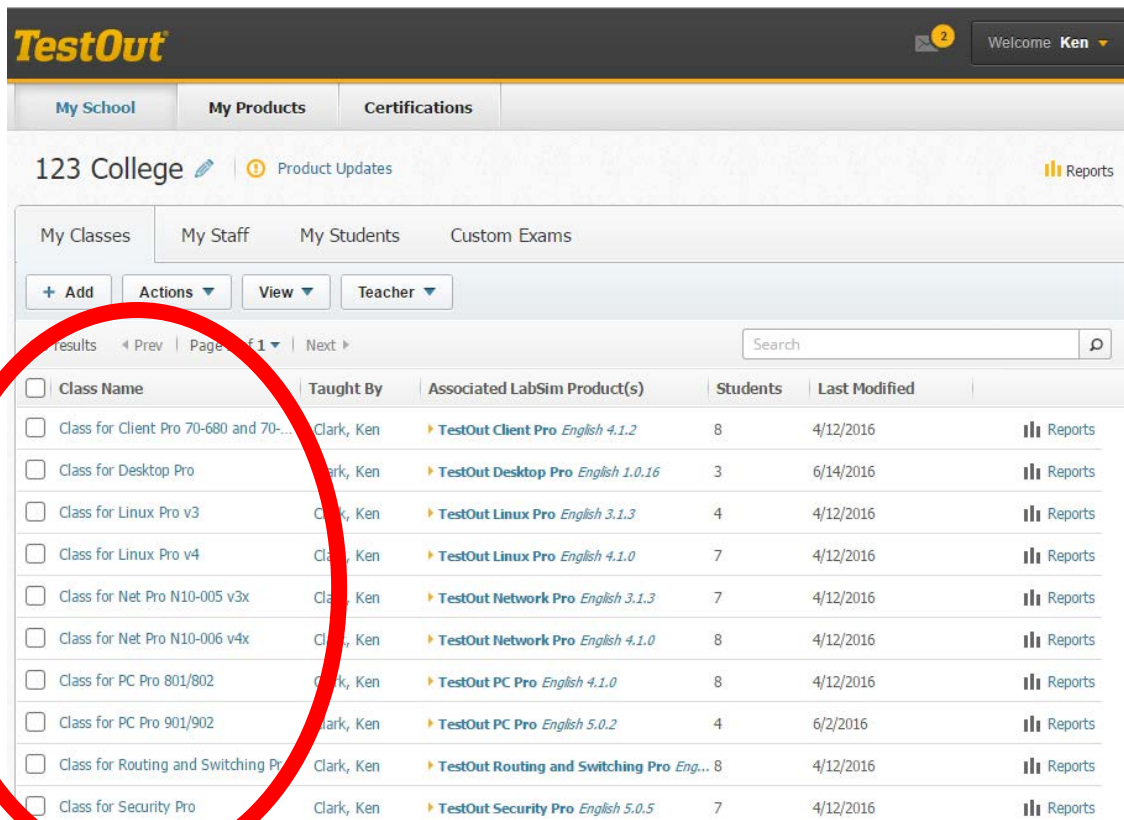
Archiving Classes

TUTORIAL

## Archiving Classes

Within LabSim 5 it is easy to accumulate multiple class profiles on your account home page (the “My Classes” tab, see Figure 1 below). You can now archive old class profiles, achieving a less cluttered appearance, while maintaining access to archived profiles within a separate “Archived Classes” view. Reports associated with archived class profiles are still available, and archived class profiles can also be edited (name of class edited, product title associations changed, etc.).

(Figure 1 – LabSim account home page)



The screenshot shows the TestOut LabSim account home page. The user is logged in as Ken. The page displays a list of class profiles under the 'My Classes' tab. A red circle highlights the 'Class Name' column header and the checkboxes for each class profile.

<input type="checkbox"/>	Class Name	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	Class for Client Pro 70-680 and 70-...	Clark, Ken	▶ TestOut Client Pro English 4.1.2	8	4/12/2016	Reports
<input type="checkbox"/>	Class for Desktop Pro	Clark, Ken	▶ TestOut Desktop Pro English 1.0.16	3	6/14/2016	Reports
<input type="checkbox"/>	Class for Linux Pro v3	Clark, Ken	▶ TestOut Linux Pro English 3.1.3	4	4/12/2016	Reports
<input type="checkbox"/>	Class for Linux Pro v4	Clark, Ken	▶ TestOut Linux Pro English 4.1.0	7	4/12/2016	Reports
<input type="checkbox"/>	Class for Net Pro N10-005 v3x	Clark, Ken	▶ TestOut Network Pro English 3.1.3	7	4/12/2016	Reports
<input type="checkbox"/>	Class for Net Pro N10-006 v4x	Clark, Ken	▶ TestOut Network Pro English 4.1.0	8	4/12/2016	Reports
<input type="checkbox"/>	Class for PC Pro 801/802	Clark, Ken	▶ TestOut PC Pro English 4.1.0	8	4/12/2016	Reports
<input type="checkbox"/>	Class for PC Pro 901/902	Clark, Ken	▶ TestOut PC Pro English 5.0.2	4	6/2/2016	Reports
<input type="checkbox"/>	Class for Routing and Switching Pro	Clark, Ken	▶ TestOut Routing and Switching Pro Eng...	8	4/12/2016	Reports
<input type="checkbox"/>	Class for Security Pro	Clark, Ken	▶ TestOut Security Pro English 5.0.5	7	4/12/2016	Reports

### How to Archive Class Profiles

From your account home page, check the box to the left of the class profile you wish to archive. Next select “**Archive Classes**” from the “**Actions**” menu (see Figure 2). Answer “**Yes**” to the Confirmation dialog box (see Figure 3).

(Figure 2)

The screenshot shows the TestOut user interface. At the top, there is a navigation bar with 'My School', 'My Products', and 'Certifications'. Below this, the user is logged in as 'Ken'. The main content area shows '123 College' and 'Product Updates'. A 'My Classes' tab is active, displaying a table of classes. The 'Actions' dropdown menu is open, and 'Archive Classes' is highlighted with a red circle. The table lists several classes, with 'Class for Net Pro N10-005 v3x' selected (checkbox checked) and circled in red.

	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	Clark, Ken	TestOut Client Pro English 4.1.2	8	4/12/2016	Reports
<input type="checkbox"/>	Clark, Ken	TestOut Desktop Pro English 1.0.16	3	6/14/2016	Reports
<input type="checkbox"/>	Clark, Ken	TestOut Linux Pro English 3.1.3	4	4/12/2016	Reports
<input type="checkbox"/>	Clark, Ken	TestOut Linux Pro English 4.1.0	7	4/12/2016	Reports
<input checked="" type="checkbox"/>	Clark, Ken	TestOut Network Pro English 3.1.3	7	4/12/2016	Reports
<input type="checkbox"/>	Clark, Ken	TestOut Network Pro English 4.1.0	8	4/12/2016	Reports

(Figure 3)

The screenshot shows a 'Confirmation' dialog box. The text inside reads: 'Are you sure you want to archive the following class(es)?' followed by a list containing 'Class for Net Pro N10-005 v3x'. Below the list, it says 'You can view archived classes by clicking the View button.' At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.

Now notice that “Class for Net Pro N10-005 v3x” no longer appears on our account home page. To navigate to the “Archived Classes” view, choose “**Archived Classes**” from the “**View**” menu (see Figure 4).

(Figure 4)

TestOut

Welcome Ken

My School My Products Certifications

123 College Product Updates Reports

My Classes My Staff My Students Custom Exams

+ Add Actions View Teacher

13 results Archived Classes Search

<input type="checkbox"/>	Class Name	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	Class for Client Pro 70-680 and 70...	Clark, Ken	TestOut Client Pro English 4.1.2	8	4/12/2016	Reports
<input type="checkbox"/>	Class for Desktop Pro	Clark, Ken	TestOut Desktop Pro English 1.0.16	3	6/14/2016	Reports
<input type="checkbox"/>	Class for Linux Pro v3	Clark, Ken	TestOut Linux Pro English 3.1.3	4	4/12/2016	Reports
<input type="checkbox"/>	Class for Linux Pro v4	Clark, Ken	TestOut Linux Pro English 4.1.0	7	4/12/2016	Reports

Now within the “Archived Classes” view you can see “Class for Net Pro N10-005 v3x” (see Figure 5).

(Figure 5)

TestOut

Welcome Ken

My School My Products Certifications

123 College Product Updates Reports

My Classes My Staff My Students Custom Exams

Actions View Teacher

3 results Page 1 of 1 Search

<input checked="" type="checkbox"/>	Archived Classes	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	Class for 70-640	Clark, Ken	Configuring Windows Server 2008 Acti...	7	12/21/2015	Reports
<input type="checkbox"/>	Class for CCNA 200-120	Clark, Ken	TestOut Routing and Switching Pro Eng...	6	12/21/2015	Reports
<input type="checkbox"/>	Class for Net Pro N10-005 v3x	Clark, Ken	TestOut Network Pro English 3.1.3	7	8/19/2016	Reports

Again, within the “Archived Classes” view class profiles can be edited (name of class edited, product title associations changed, etc.). To move a class profile back to the “Active Classes”

view simply check the box next to the class name, then select **“Activate Classes”** from the **“Actions”** Menu (see Figure 6). You will then be returned to the view seen in Figure 1 above where **“Class for Net Pro N10-005 v3x”** appears in its original location.

(Figure 6)

The screenshot shows the TestOut web interface. At the top, there is a navigation bar with the TestOut logo, a notification icon with the number 2, and a user profile for Ken. Below this is a secondary navigation bar with tabs for My School, My Products, and Certifications. The main content area is titled '123 College' and includes a 'Product Updates' notification and a 'Reports' link. The 'My Classes' tab is selected, showing a sub-menu with 'My Staff', 'My Students', and 'Custom Exams'. Below this, there are buttons for 'Actions', 'View', and 'Teacher'. The 'Actions' dropdown menu is open, showing options: 'View Licenses', 'Activate Product', 'Activate Classes' (circled in red), and 'Delete'. Below the menu is a table of classes. The table has columns for 'Taught By', 'Associated LabSim Product(s)', 'Students', and 'Last Modified'. The first row is 'Class for CCNA 200-120' with 6 students, last modified 12/21/2015. The second row is 'Class for Net Pro N10-005 v3x' with 7 students, last modified 8/19/2016. A checkbox next to the second row is checked and circled in red.

	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	Clark, Ken	Configuring Windows Server 2008 Acti...	7	12/21/2015	Reports
<input type="checkbox"/>	Clark, Ken	TestOut Routing and Switching Pro Eng...	6	12/21/2015	Reports
<input checked="" type="checkbox"/>	Clark, Ken	TestOut Network Pro English 3.1.3	7	8/19/2016	Reports