

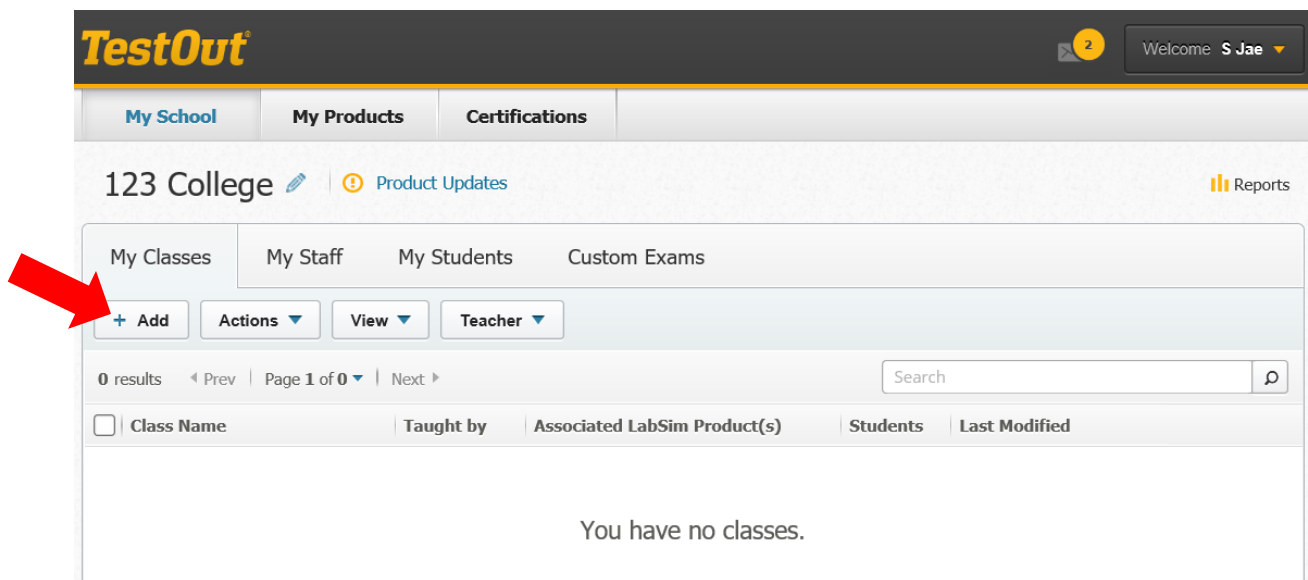
TestOut[®]

Creating Classes for
Desktop Pro Students

TUTORIAL

Instructors who will be using Desktop Pro need to create a class. Once the class is setup, students will be able to enroll in that class which will provide instructors the ability to view student reports.

From the LabSim home page click “Add” under the “My Classes” tab.



The screenshot displays the TestOut user interface. At the top left is the TestOut logo. The top right shows a user profile for 'S.Jae' with a notification icon containing the number '2'. Below the header is a navigation bar with tabs for 'My School', 'My Products', and 'Certifications'. The main content area shows '123 College' with a pencil icon and a 'Product Updates' notification. On the right, there is a 'Reports' icon. Below this is a sub-navigation bar with tabs for 'My Classes', 'My Staff', 'My Students', and 'Custom Exams'. Under the 'My Classes' tab, there are four buttons: '+ Add', 'Actions', 'View', and 'Teacher'. A red arrow points to the '+ Add' button. Below the buttons is a search bar and pagination controls showing '0 results', 'Page 1 of 0', and a search input field. A table header is visible with columns: 'Class Name', 'Taught by', 'Associated LabSim Product(s)', 'Students', and 'Last Modified'. The table body is empty, displaying the message 'You have no classes.'

First enter a "Class Name".

If your name doesn't appear in the "Assigned Teacher" field, pick your name from the drop down list.

Now click the edit pencil next to "Associate LabSim Product(s)".

Class Profile [X]

Class Name CIS105

Assigned Teacher
James, S Jae [v]

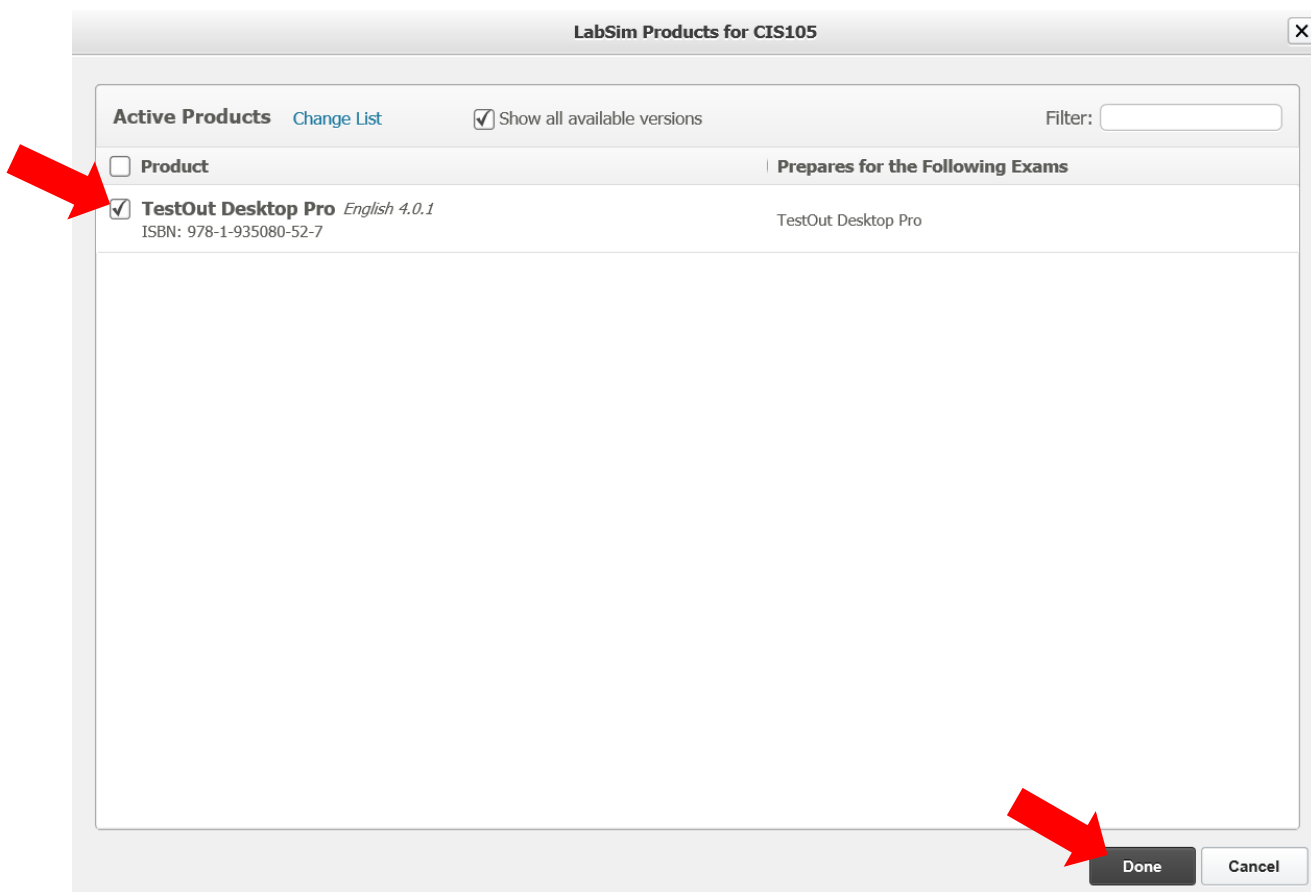
Associated LabSim Product(s) [pencil icon] [red arrow pointing to pencil icon]

[Empty text box]

Student Enrollment [pencil icon]

Done **Cancel**

Click the box by the product name “TestOut Desktop Pro” or “TestOut Desktop Pro Plus”. Click “Done” to save.



The Desktop Pro product will now appear in the “Associated LabSim Product(s)” field. This completes the class setup. (Please note that the students will do the enrollment process themselves. See the students Getting Started Guide for more detail.)

Click “Done” to save.

Class Profile

Class Name

Assigned Teacher

Associated LabSim Product(s)

■ **TestOut Desktop Pro** *English 4.0.1* [Remove](#)

Student Enrollment

Done

The class will now appear on your LabSim home page.

The screenshot shows the TestOut interface for user S Jae. The page title is "123 College" with a "Product Updates" notification. The navigation menu includes "My School", "My Products", and "Certifications". The main content area is titled "My Classes" and contains a table with the following data:

<input type="checkbox"/>	Class Name	Taught by	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	CIS105	James, S Jae	TestOut Desktop Pro English 4.0.1	0	10/5/2017	Reports

Once students begin to enroll in your class, the “Students” column will reflect the number of students enrolled.

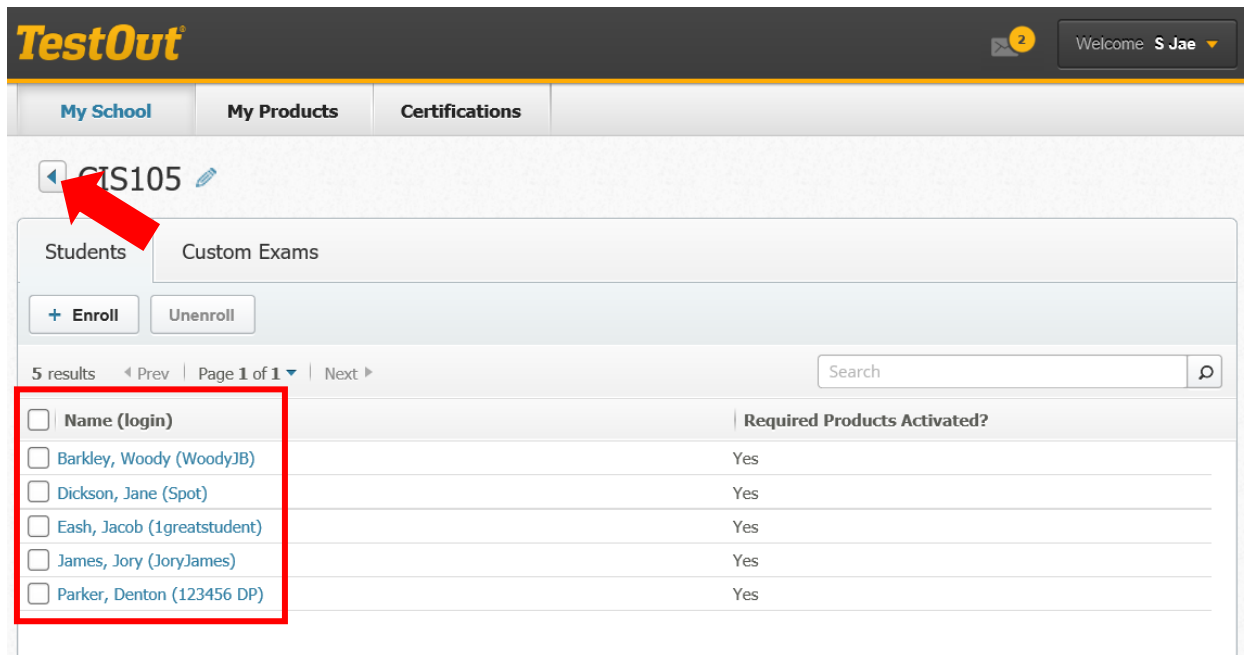
Click the class name to view the student list.

The screenshot shows the TestOut interface for user S Jae, identical to the previous one but with 5 students enrolled. The "Students" column now shows the number "5", which is circled in red. A red arrow points to the class name "CIS105" in the first column of the table.

<input type="checkbox"/>	Class Name	Taught by	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	CIS105	James, S Jae	TestOut Desktop Pro English 4.0.1	5	10/5/2017	Reports

Students are listed alphabetically by last name. You will only be able to view progress reports for students enrolled in the class so it is essential to ensure all students are enrolled. **(Please note that the students will do the enrollment process themselves. See the students Getting Started Guide for more detail.)**

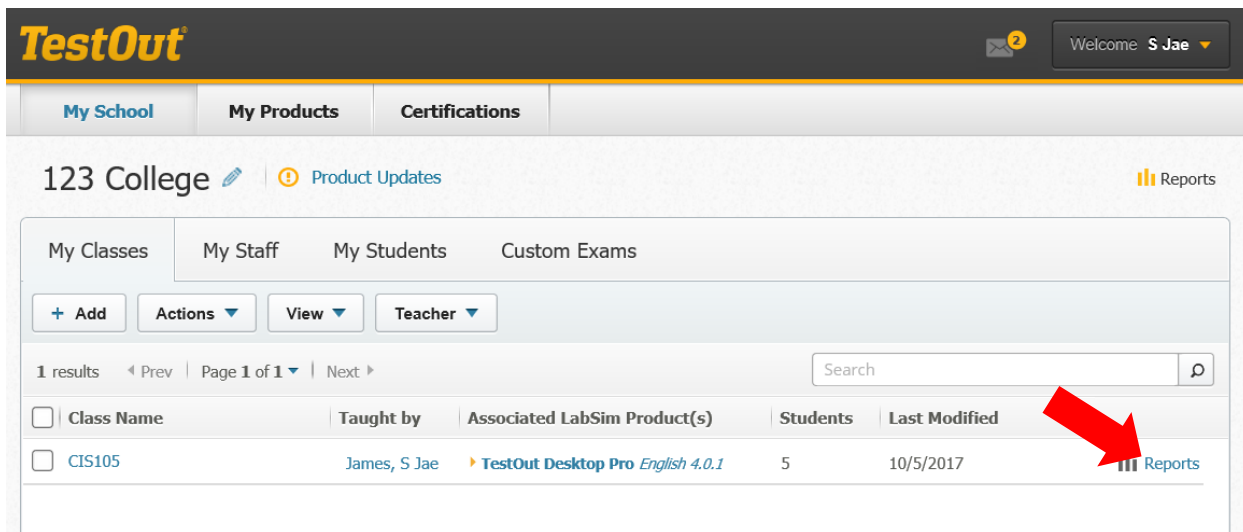
Click the back arrow button to return to the home page.



The screenshot shows the TestOut interface for course CIS105. At the top, there is a navigation bar with 'My School', 'My Products', and 'Certifications'. Below this, the course name 'CIS105' is displayed with a back arrow icon and an edit icon. A red arrow points to the back arrow icon. Below the course name, there are tabs for 'Students' and 'Custom Exams', and buttons for '+ Enroll' and 'Unenroll'. A search bar and pagination controls are also visible. The main content is a table with two columns: 'Name (login)' and 'Required Products Activated?'. The first five rows of the table are highlighted with a red box.

<input type="checkbox"/>	Name (login)	Required Products Activated?
<input type="checkbox"/>	Barkley, Woody (WoodyJB)	Yes
<input type="checkbox"/>	Dickson, Jane (Spot)	Yes
<input type="checkbox"/>	Eash, Jacob (1greatstudent)	Yes
<input type="checkbox"/>	James, Jory (JoryJames)	Yes
<input type="checkbox"/>	Parker, Denton (123456 DP)	Yes

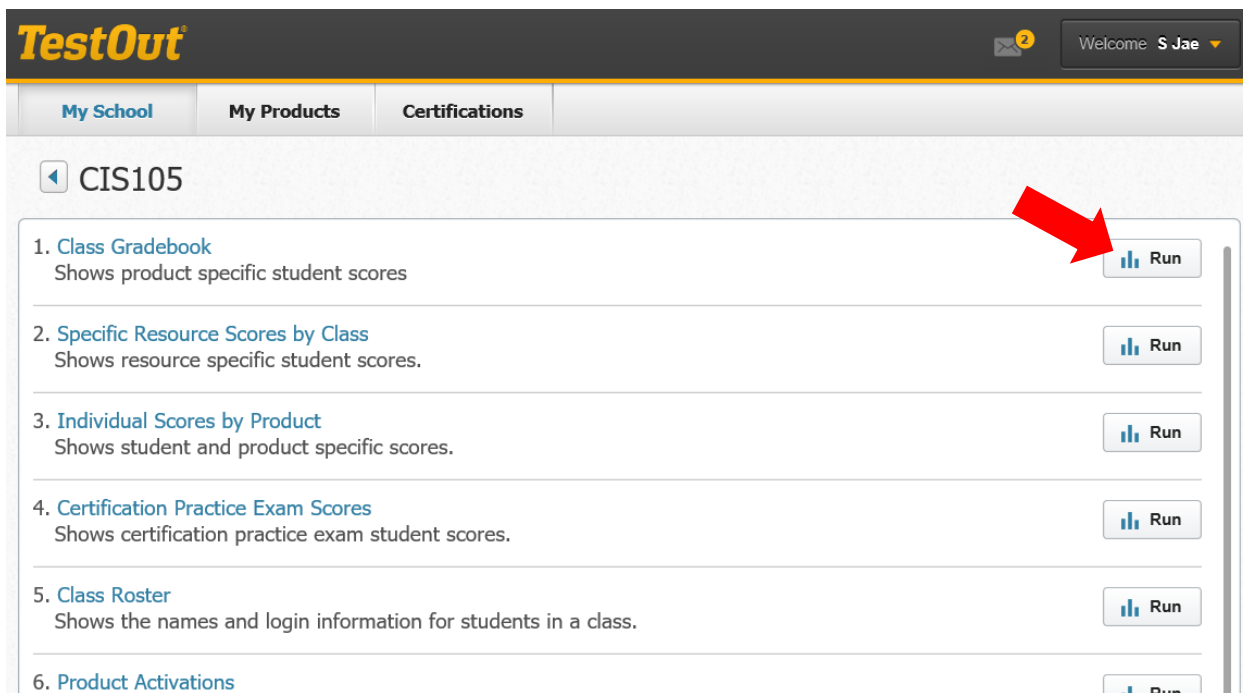
The “Reports” will provide data on how the students are doing on their lab exercises and a variety of other information depending on the report and options you select. Click the “Reports” link.



The screenshot shows the TestOut dashboard for user S. Jae. The main navigation bar includes 'My School', 'My Products', and 'Certifications'. Below this, the user is logged in as '123 College' with a 'Product Updates' notification. The dashboard is divided into sections: 'My Classes', 'My Staff', 'My Students', and 'Custom Exams'. Under 'My Classes', there are buttons for '+ Add', 'Actions', 'View', and 'Teacher'. A table lists one result for 'CIS105', taught by 'James, S. Jae', associated with 'TestOut Desktop Pro English 4.0.1', with 5 students and last modified on 10/5/2017. A red arrow points to a 'Reports' link in the last column of the table.

<input type="checkbox"/>	Class Name	Taught by	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	CIS105	James, S. Jae	TestOut Desktop Pro English 4.0.1	5	10/5/2017	Reports

Click “Run” across from the report you want to view data on.



The screenshot shows the TestOut dashboard for user S. Jae, now displaying the 'CIS105' class page. A list of reports is shown, each with a 'Run' button. A red arrow points to the 'Run' button for the first report, 'Class Gradebook'.

- Class Gradebook**
Shows product specific student scores. [Run](#)
- Specific Resource Scores by Class**
Shows resource specific student scores. [Run](#)
- Individual Scores by Product**
Shows student and product specific scores. [Run](#)
- Certification Practice Exam Scores**
Shows certification practice exam student scores. [Run](#)
- Class Roster**
Shows the names and login information for students in a class. [Run](#)
- Product Activations**
[Run](#)

By default the “Resources to Show” automatically include “Exams” and “Labs”. (However, it is important to note that there is no exam data for this course so checking or unchecking this box will not change any data output.)

The scores showing in the “Class Gradebook” report represent each student’s highest score. The students always have the opportunity to redo any of their activities.

Student	Lab - 2.2.4 Skills Lab: Create Documents	Lab - 2.2.5 Challenge Lab: Create Documents	Lab - 2.2.7 Applied Lab: Prepare a Business Memo	Lab - 2.2.8 Applied Lab: Reorganize Class Notes
Barkley, Woody (WoodyJB)	100%	86%	86%	100%
Dickson, Jane (Spot)	100%	100%	86%	100%
Eash, Jacob (1greatstudent)	100%	100%	100%	100%
James, Jory (JoryJames)				
Parker, Denton (123456 DP)	100%	71%		

All the filtering options are available at the top of the report. As you change any of the parameters the report data will auto-refresh. Use the vertical or horizontal scroll bars as needed to view all the data.

Student	Lab - 2.2.4 Skills Lab: Create Documents	Lab - 2.2.5 Challenge Lab: Create Documents	Lab - 2.2.7 Applied Lab: Prepare a Business Memo	Lab - 2.2.8 Applied Lab: Reorganize Class Notes
Barkley, Woody (WoodyJB)	100%	86%	86%	100%
Dickson, Jane (Spot)	100%	100%	86%	100%
Eash, Jacob (1greatstudent)	100%	100%	100%	100%
James, Jory (JoryJames)				
Parker, Denton (123456 DP)	100%	71%		

If you have any additional questions please contact training@testout.com, thank you.