

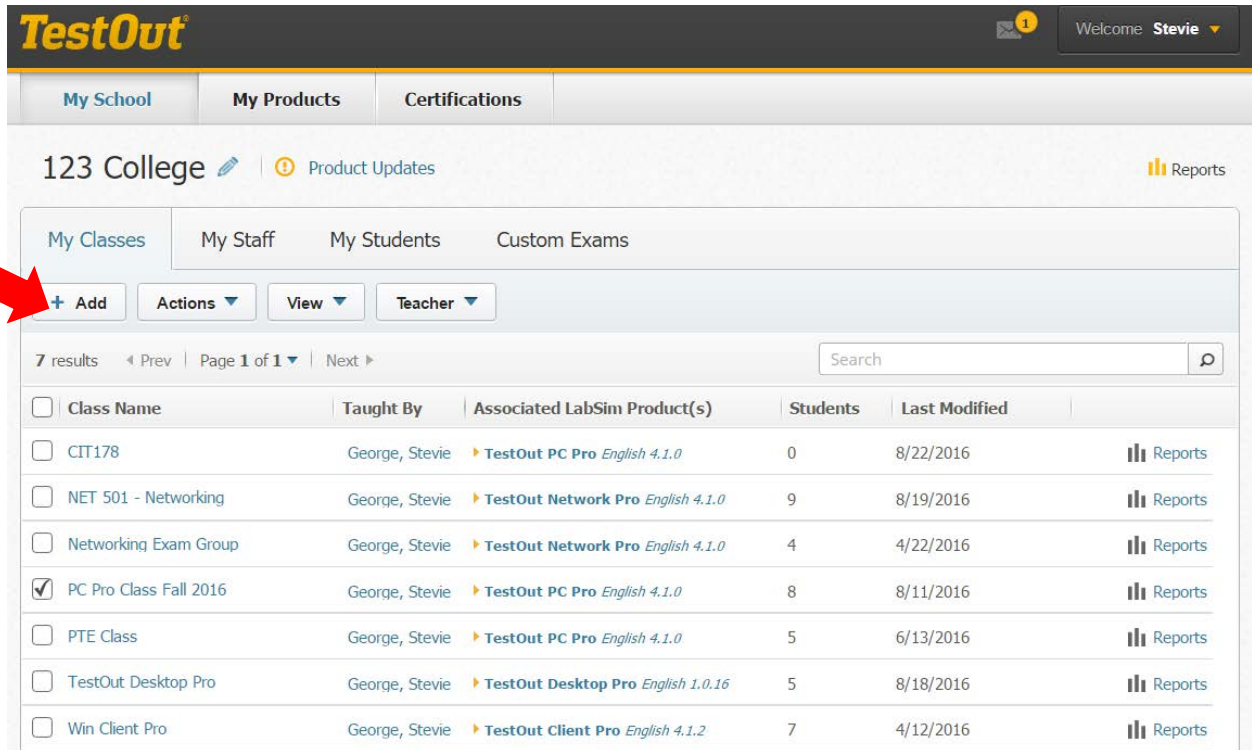
LabSim

Creating Classes for Students
Activating Accounts

TUTORIAL

Students must be enrolled in a class in order to view their progress reports. So instructors create the class(es) and then students enroll in their class(es).

Under the “My Classes” tab click “Add”.



The screenshot shows the TestOut user interface. At the top, there is a navigation bar with the TestOut logo, a notification icon with the number 1, and a user profile for 'Stevie'. Below this is a secondary navigation bar with tabs for 'My School', 'My Products', and 'Certifications'. The main content area shows '123 College' and 'Product Updates'. The 'My Classes' tab is active, and a red arrow points to the '+ Add' button. Below the button are 'Actions', 'View', and 'Teacher' dropdown menus. A table lists 7 results with columns for Class Name, Taught By, Associated LabSim Product(s), Students, Last Modified, and Reports. The 'PC Pro Class Fall 2016' row is selected with a checkmark.

<input type="checkbox"/>	Class Name	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	CIT178	George, Stevie	▶ TestOut PC Pro English 4.1.0	0	8/22/2016	Reports
<input type="checkbox"/>	NET 501 - Networking	George, Stevie	▶ TestOut Network Pro English 4.1.0	9	8/19/2016	Reports
<input type="checkbox"/>	Networking Exam Group	George, Stevie	▶ TestOut Network Pro English 4.1.0	4	4/22/2016	Reports
<input checked="" type="checkbox"/>	PC Pro Class Fall 2016	George, Stevie	▶ TestOut PC Pro English 4.1.0	8	8/11/2016	Reports
<input type="checkbox"/>	PTE Class	George, Stevie	▶ TestOut PC Pro English 4.1.0	5	6/13/2016	Reports
<input type="checkbox"/>	TestOut Desktop Pro	George, Stevie	▶ TestOut Desktop Pro English 1.0.16	5	8/18/2016	Reports
<input type="checkbox"/>	Win Client Pro	George, Stevie	▶ TestOut Client Pro English 4.1.2	7	4/12/2016	Reports

Enter the “Class Name”. If your name doesn’t appear in the “Assigned Teacher” field pick your name from the drop down list. Click the edit pencil next to the “Associate LabSim Product(s)”.

Class Profile

Class Name: PC Hardware

Assigned Teacher: George, Stevie

Associate LabSim Product(s)

Student Enrollment

Done Cancel

Select the product(s) you are using for the class and click “Done”. It’s important to note that there may be times when more than one version of the same course is available so you may need to click the box by “Show all available versions” to find the correct product.

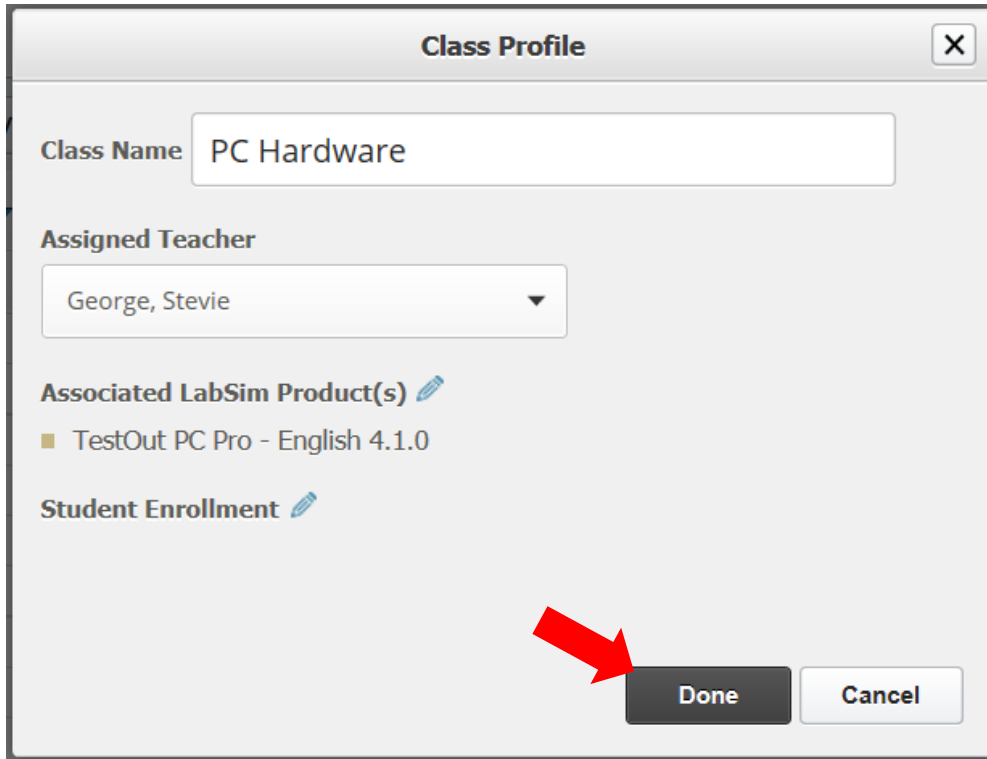
LabSim Products

Active Products [Change List](#) Show all available versions Filter:

<input type="checkbox"/> Product	Prepares for the Following Exams
<input type="checkbox"/> Configuring Server 2008 Network Infrastructure English ISBN: 978-1-935080-24-4	
<input type="checkbox"/> Configuring Windows 7 English ISBN: 978-1-935080-37-4	Microsoft 70-680
<input type="checkbox"/> TestOut Client Pro English 4.1.2 ISBN: 978-1-935080-45-9	TestOut Client Pro, Microsoft 70-680, Microsoft 70-687
<input type="checkbox"/> TestOut Desktop Pro English 1.0.16 ISBN: 978-1-935080-52-7	TestOut Desktop Pro
<input type="checkbox"/> TestOut Desktop Pro Plus English 2.0.0 ISBN: 978-1-935080-64-0	MOS Word 2016 (77-725), MOS Excel 2016 (77-727), MOS PPT 2016 (77-729), MOS Access 2016 (77-730)
<input type="checkbox"/> TestOut Linux Pro English 4.1.0 ISBN: 978-1-935080-38-1	TestOut Linux Pro, CompTIA LX0-103, CompTIA LX0-104
<input type="checkbox"/> TestOut Network Pro English 4.1.0 ISBN: 978-1-935080-43-5	TestOut Network Pro, CompTIA N10-006
<input type="checkbox"/> TestOut PC Pro English 4.1.0 ISBN: 978-1-935080-42-8	TestOut PC Pro, CompTIA 220-801, CompTIA 220-802
<input type="checkbox"/> TestOut Routing and Switching Pro English 5.0.7 ISBN: 978-1-935080-55-8	TestOut Routing Pro, TestOut Switching Pro, Cisco 100-101, Cisco 200-101, Cisco CCNA 200-120
<input type="checkbox"/> TestOut Security Pro English 5.0.5	

Done Cancel

This now completes the “Class Profile” setup click “Done” to save.

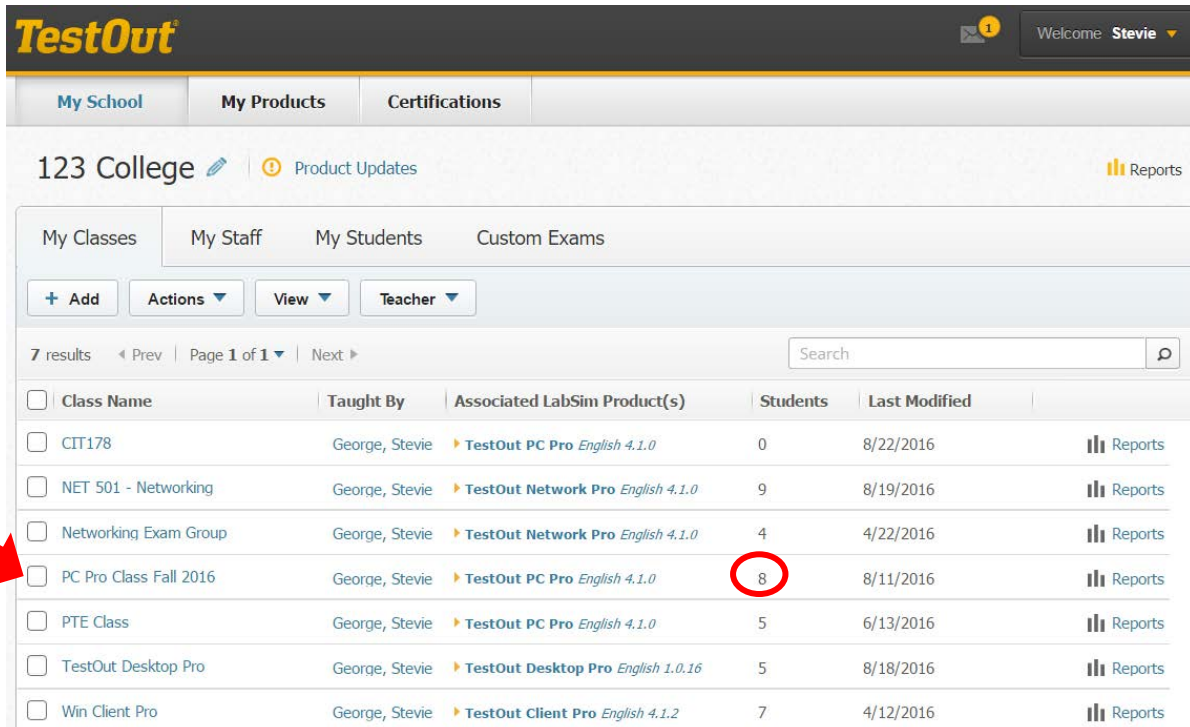


The image shows a 'Class Profile' dialog box with the following fields:

- Class Name:** PC Hardware
- Assigned Teacher:** George, Stevie
- Associated LabSim Product(s):** TestOut PC Pro - English 4.1.0
- Student Enrollment:** (field is empty)

At the bottom right, there are two buttons: 'Done' and 'Cancel'. A red arrow points to the 'Done' button.

Once students begin to enroll in your class, under the “My Classes” tab you can see the total number of students. Click the class name to view the student list.

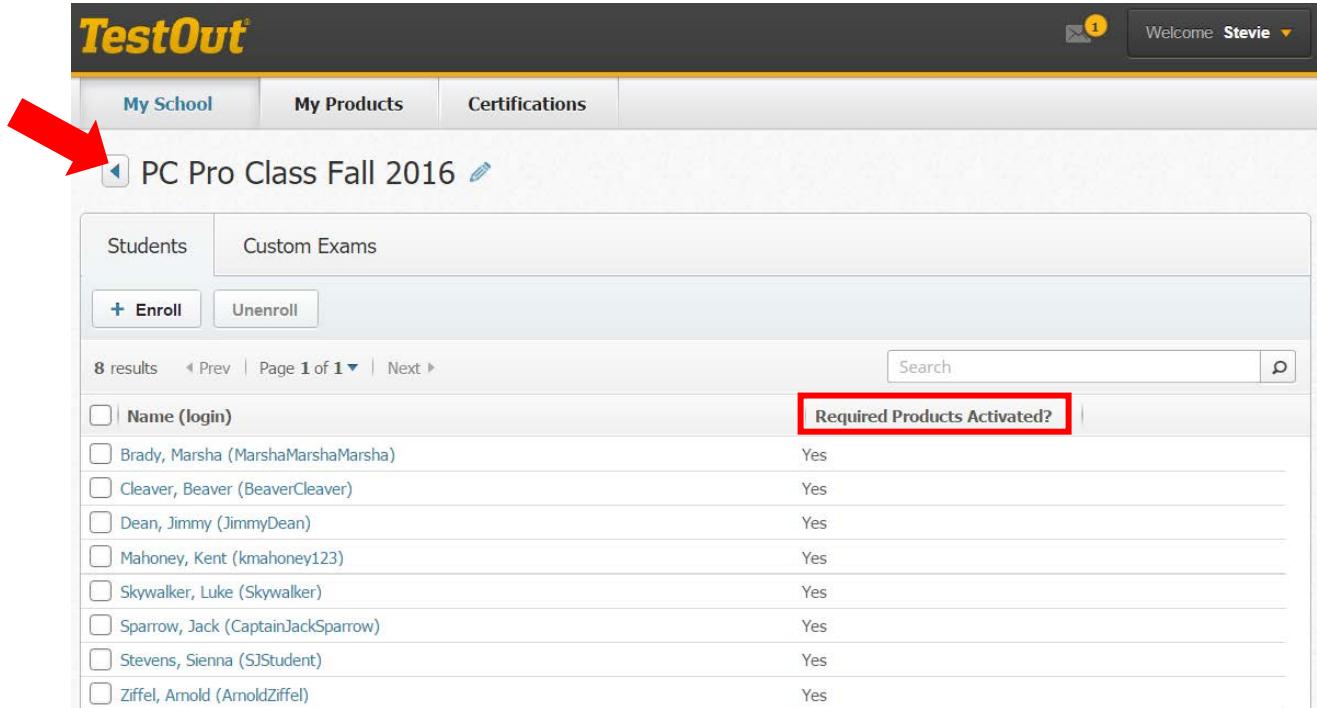


The screenshot shows the TestOut dashboard with the 'My Classes' tab selected. A table lists the classes with their respective student counts. A red arrow points to the 'PC Pro Class Fall 2016' row, and the number '8' in the 'Students' column is circled in red.

<input type="checkbox"/>	Class Name	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
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<input type="checkbox"/>	NET 501 - Networking	George, Stevie	▶ TestOut Network Pro English 4.1.0	9	8/19/2016	Reports
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<input type="checkbox"/>	Win Client Pro	George, Stevie	▶ TestOut Client Pro English 4.1.2	7	4/12/2016	Reports

Students are listed alphabetical by last name. The “Required Products Activated?” column allows you to quickly identify if anyone enrolled in the class hasn’t activated the LabSim product that correlates to your class. You will only be able to view progress reports for students enrolled in the class who have their required product activated.

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



The screenshot shows the TestOut interface. At the top, there is a navigation bar with the TestOut logo, a notification icon, and a user greeting "Welcome Stevie". Below this is a menu with "My School", "My Products", and "Certifications". A red arrow points to a back arrow icon next to the class name "PC Pro Class Fall 2016". The main content area has tabs for "Students" and "Custom Exams", with "Students" selected. There are buttons for "+ Enroll" and "Unenroll". Below these are pagination controls showing "8 results" and "Page 1 of 1". A search bar is also present. The main table has two columns: "Name (login)" and "Required Products Activated?". The "Required Products Activated?" column header is highlighted with a red box. The table lists 8 students, all with "Yes" in the "Required Products Activated?" column.

<input type="checkbox"/> Name (login)	Required Products Activated?
<input type="checkbox"/> Brady, Marsha (MarshaMarshaMarsha)	Yes
<input type="checkbox"/> Cleaver, Beaver (BeaverCleaver)	Yes
<input type="checkbox"/> Dean, Jimmy (JimmyDean)	Yes
<input type="checkbox"/> Mahoney, Kent (kmahoney123)	Yes
<input type="checkbox"/> Skywalker, Luke (Skywalker)	Yes
<input type="checkbox"/> Sparrow, Jack (CaptainJackSparrow)	Yes
<input type="checkbox"/> Stevens, Sienna (SJStudent)	Yes
<input type="checkbox"/> Ziffel, Arnold (ArnoldZiffel)	Yes