

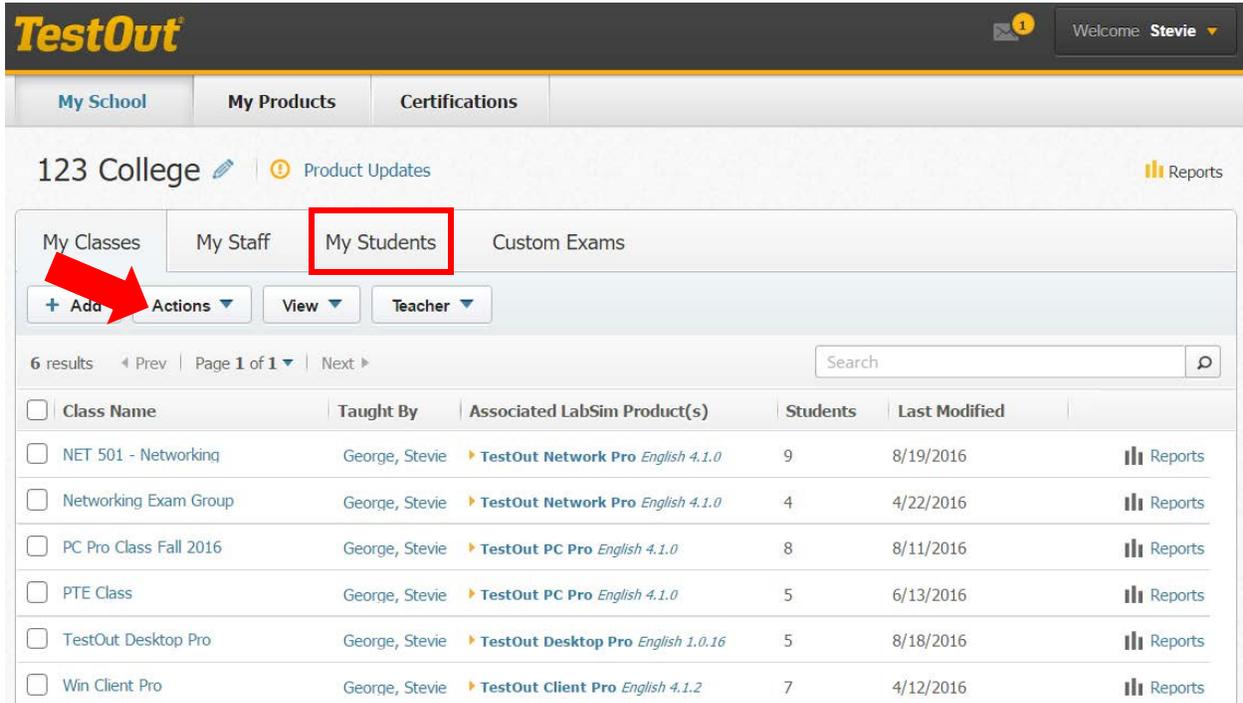
# ***LabSim***

Importing Student List

TUTORIAL

Importing a list of students generally works well for large classes. Importing does NOT provide access to a LabSim product. Either the student will need to enter an activation code or be issued a license in order to use a LabSim product.

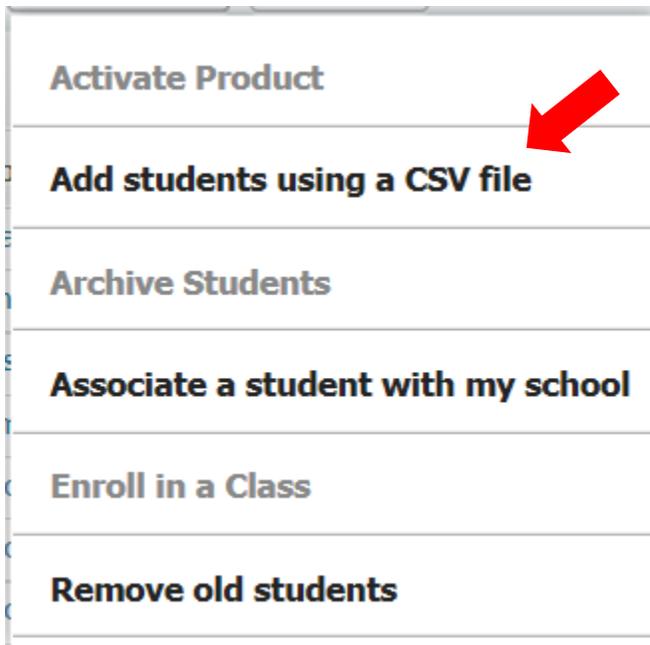
From the “My Students” tab click the “Actions” dropdown list.



The screenshot shows the TestOut dashboard for a user named Stevie. The 'My Students' tab is selected and highlighted with a red box. A red arrow points to the 'Actions' dropdown menu. Below the tabs, there is a table with 6 results. The table has columns for Class Name, Taught By, Associated LabSim Product(s), Students, and Last Modified. Each row includes a checkbox, a 'Reports' icon, and a search icon.

<input type="checkbox"/>	Class Name	Taught By	Associated LabSim Product(s)	Students	Last Modified	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 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

Click “Add students using a CSV file”.



The screenshot shows the 'Actions' dropdown menu with the following options: Activate Product, Add students using a CSV file, Archive Students, Associate a student with my school, Enroll in a Class, and Remove old students. A red arrow points to the 'Add students using a CSV file' option.

Read the detail carefully to ensure your document meets the criteria outlined.

**Import Students** X

**Instructions:**  
Users can be imported through uploading a CSV (Comma Separated Values) file using the form below.

The file should be in the format described below:  
The first line of the file should be a header row that gives the names of all the fields in the file separated by commas. Each line following the header should contain information for a single student. Each student line will also provide information about the class being taken and the teacher for that class. Because each student may take more than one class and each class will have many students, the CSV file will have a lot of information duplicated from one line to the next. Any time a value in the file contains a comma, that value should be enclosed by double quotes.

You may use the importer as often as necessary. You don't need to worry about duplicating student's who have already been imported. The system will recognize accounts that already exist and will only update existing account information, leaving any work completed by the student intact.

The importer recognizes the following fields by name and does not require the fields to be in any particular order:

Below is a sample Excel file. The importer recognizes fields by name so the first line in the file is the name of that field. So for instance line A1 is the actual "Student Name". Save the file in a csv format. (Only the minimally required fields are used in this example.)

	A	B	C	D	E	F	G
1	Student Name	Student Login	Student Email	Student P	Class Name	Teacher Name	Teacher Login
2	Dalton, Don	ddalton77@gmail.com	ddalton77@gmail.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
3	Peck, Martha	martha.j.peck@yahoo.com	martha.j.peck@yahoo.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
4	Williams, Jake	jake43095@hotmail.com	jake43095@hotmail.com	labsim	CIT110	James, Matthew	MatthewJames2
5	Ford, Rory	rorytheford@gmail.com	rorytheford@gmail.com	labsim	CIT178	George, Stevie	stevie
6	Eash, Foley	feash13@gmail.com	feash13@gmail.com	labsim	CIT178	George, Stevie	stevie
7	McVicker, Kelley	kellymcvickie22@gmail.com	kellymcvickie22@gmail.com	labsim	CIT110	James, Matthew	MatthewJames2
8	Arthur, chester	carthua@gmail.com	carthua@gmail.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
9	Harrison, ben	bharrison@gmail.com	bharrison@gmail.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
10	McKinley, William	wmckinley@gmail.com	wmckinley@gmail.com	labsim	CIT110	James, Matthew	MatthewJames2
11	Roosevelt, Theodore	rooseveltt@gmail.com	rooseveltt@gmail.com	labsim	CIT178	George, Stevie	stevie
12	Hoover, Herbert	hhoover@gmail.com	hhoover@gmail.com	labsim	CIT178	George, Stevie	stevie
13	Truman, Harry	htruman@gmail.com	htruman@gmail.com	labsim	CIT110	James, Matthew	MatthewJames2
14	Washington, George	gWASHINGTON@gmail.com	gWASHINGTON@gmail.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
15	Adams, John	jadams@gmail.com	jadams@gmail.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
16	Madison, James	jmadison@gmail.com	jmadison@gmail.com	labsim	CIT234	Jacobs, Faith	FaithJacobs
17	Jackson, Andrew	ajackson@gmail.com	ajackson@gmail.com	labsim	CIT178	George, Stevie	stevie
18	Lincoln, Abe	alincolin@gmail.com	alincolin@gmail.com	labsim	CIT178	George, Stevie	stevie
19	Gem, Ruby	rgemgmail.com	rgemgmail.com	labsim	CIT110	James, Matthew	MatthewJames2
20	Dayton, Dakota	dddDayton@gmail.com	dddDayton@gmail.com	labsim	CIT110	James, Matthew	MatthewJames2
21	Bailey, Trudy	trudymariebailey@gmail.com	trudymariebailey@gmail.com	labsim	CIT110	Stevens, Dale	DaleStevens2

Click the "Browse" button to select the import file.

### Import Students

**Instructions:**  
Users can be imported through uploading a CSV (Comma Separated Values) file using the form below.

The file should be in the format described below:  
The first line of the file should be a header row that gives the names of all the fields in the file separated by commas. Each line following the header should contain information for a single student. Each student line will also provide information about the class being taken and the teacher for that class. Because each student may take more than one class and each class will have many students, the CSV file will have a lot of information duplicated from one line to the next. Any time a value in the file contains a comma, that value should be enclosed by double quotes.

You may use the importer as often as necessary. You don't need to worry about duplicating student's who have already been imported. The system will recognize accounts that already exist and will only update existing account information, leaving any work completed by the student intact.

The importer recognizes the following fields by name and does not require the fields to be in any particular order:

.. .. .

Select the file and click "Submit File".

### Import Students

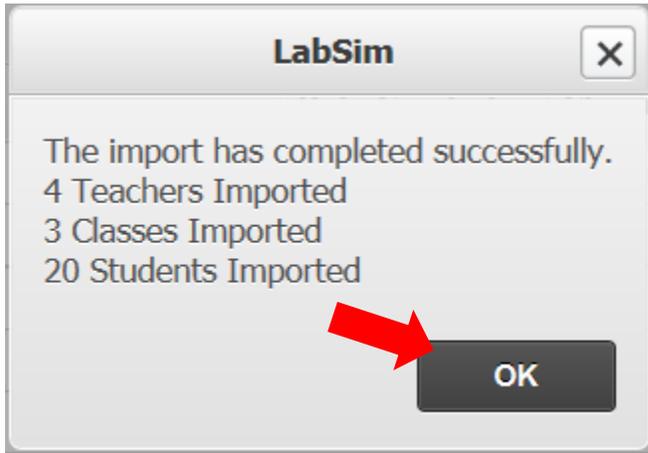
- "Course ID" (Can be used instead of Class Name, but with the same meaning)
- "Teacher Name" (LastName, FirstName format)
- "Teacher Login" (Teacher Email will be used as login if login is not supplied)
- "Teacher Email" (optional)
- "Teacher Password"

**Your import file should look similar to the following:**  
"Student Name", "Student Password", "Student Email", "Student Login", "Class Name", "Teacher Name", "Teacher Password", "Teacher Login"  
"Smith, Andy", apassw0rd, Andy@aol.com, 3280323, CompTech-Jan05, "Jones, Alex", reallySecure, alex@school.edu  
"Smith, Andy", apassw0rd, andy@aol.com, 3280323, Networking-Jan05, "Miller, Max", aHardPassw0rd, mmiller@school.edu  
"Smith, Charlie", apassw0rd, Charlie@aol.com, 3261958, CompTech-Jan05, "Jones, Alex", reallySecure, alex@school.edu  
"Smith, Owl", apassw0rd, Owl@aol.com, 3398175, CompTech-Jan05, "Jones, Alex", reallySecure, alex@school.edu

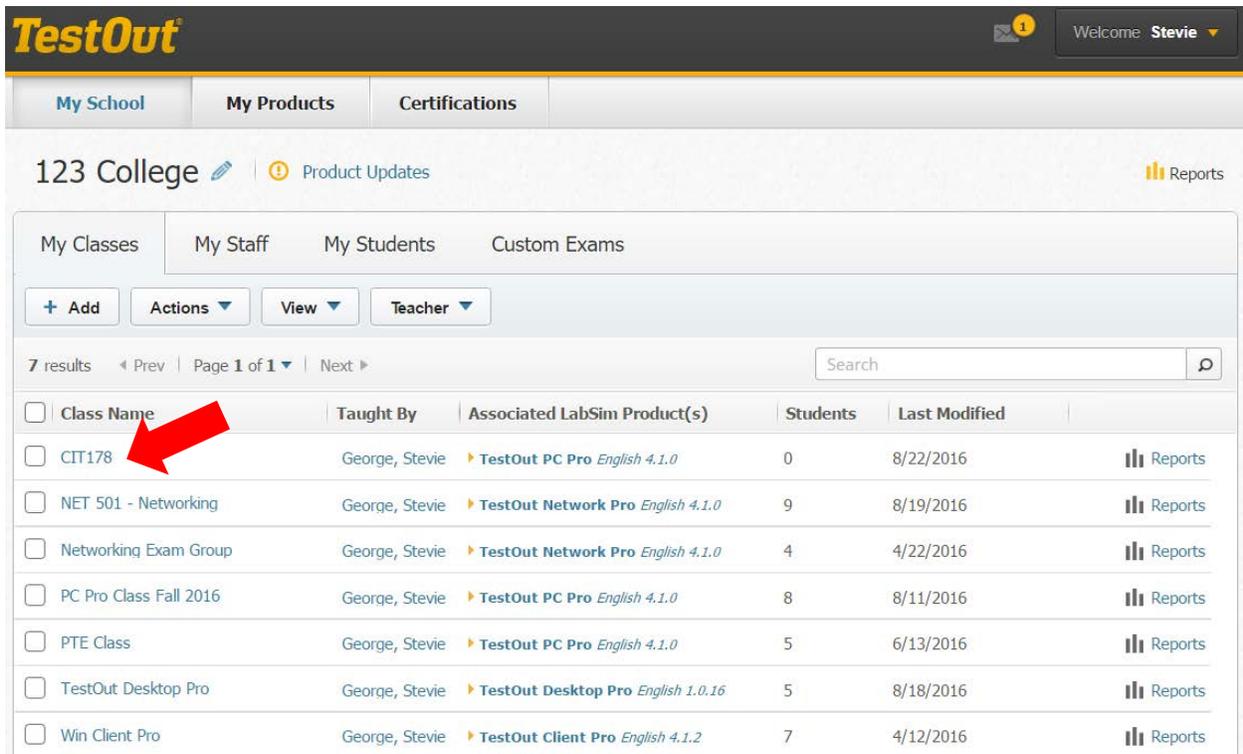
**NOTE:** Class Names / Course IDs must be unique within your school. Any class with the same Class Name or Course ID will be merged into one class even if you have two different teachers listed for those classes.

C:\Users\sgeorge\Desktop

A new window will confirm that the import was successful. Click OK.



From the "My Classes" tab click the class name that was just imported. (You'll need to repeat the following steps for each class that was imported.)



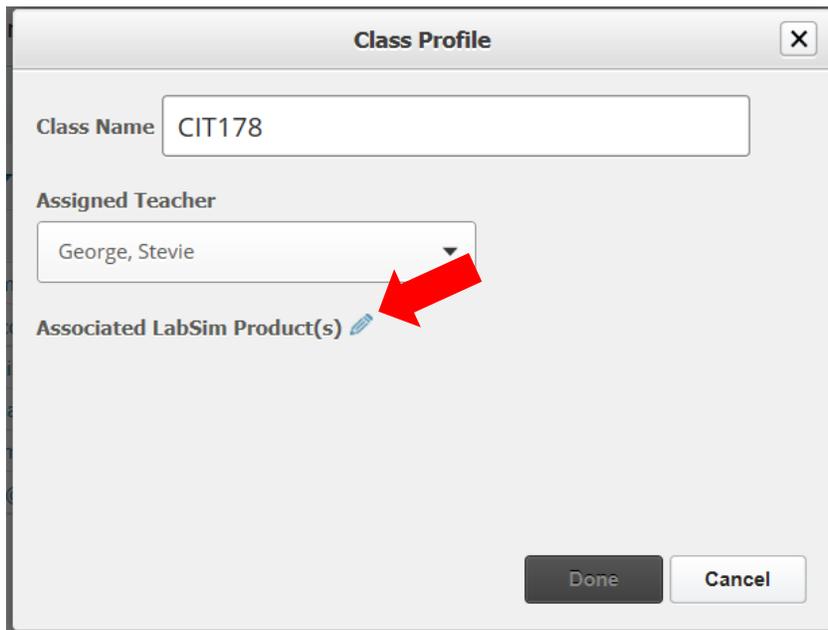
The image shows a screenshot of the TestOut dashboard. The top navigation bar includes the TestOut logo, a notification icon, and a user profile for "Stevie". Below the navigation bar are tabs for "My School", "My Products", and "Certifications". The main content area shows "123 College" and "Product Updates". The "My Classes" tab is selected, showing a table of classes. A red arrow points to the "CIT178" class name in the table.

<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 type="checkbox"/>	PC Pro Class Fall 2016	George, Stevie	▶ TestOut PC Pro English 4.1.0	8	8/11/2016	Reports
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<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

Click the edit pencil next to the class name.



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



Select the product(s) you are using for the class and select “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.

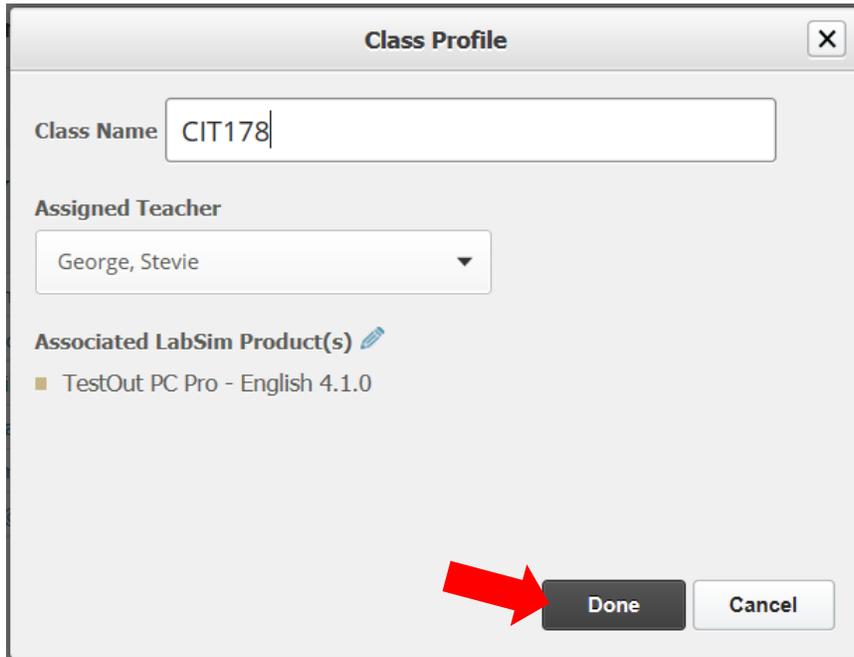
LabSim Products for CIT178

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

<input type="checkbox"/> Product	Prepares for the Following Exams
<input type="checkbox"/> <b>Configuring Server 2008 Network Infrastructure</b> <i>English</i> ISBN: 978-1-935080-24-4	
<input type="checkbox"/> <b>Configuring Windows 7</b> <i>English</i> ISBN: 978-1-935080-37-4	Microsoft 70-680
<input type="checkbox"/> <b>TestOut Client Pro</b> <i>English 4.1.2</i> ISBN: 978-1-935080-45-9	TestOut Client Pro, Microsoft 70-680, Microsoft 70-687
<input type="checkbox"/> <b>TestOut Desktop Pro</b> <i>English 1.0.16</i> ISBN: 978-1-935080-52-7	TestOut Desktop Pro
<input type="checkbox"/> <b>TestOut Desktop Pro Plus</b> <i>English 2.0.0</i> 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"/> <b>TestOut Linux Pro</b> <i>English 4.1.0</i> ISBN: 978-1-935080-38-1	TestOut Linux Pro, CompTIA LX0-103, CompTIA LX0-104
<input type="checkbox"/> <b>TestOut Network Pro</b> <i>English 4.1.0</i> ISBN: 978-1-935080-43-5	TestOut Network Pro, CompTIA N10-006
<input type="checkbox"/> <b>TestOut PC Pro</b> <i>English 4.1.0</i> ISBN: 978-1-935080-42-8	TestOut PC Pro, CompTIA 220-801, CompTIA 220-802
<input type="checkbox"/> <b>TestOut Routing and Switching Pro</b> <i>English 5.0.7</i> 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"/> <b>TestOut Security Pro</b> <i>English 5.0.5</i> ISBN: 978-1-935080-56-6	TestOut Security Pro, CompTIA Security+ SY0-501

**Done** **Cancel**

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



The screenshot shows a dialog box titled "Class Profile" with a close button (X) in the top right corner. The "Class Name" field contains the text "CIT178". Below it, the "Assigned Teacher" dropdown menu is set to "George, Stevie". Under the "Associated LabSim Product(s)" section, there is a single entry: "TestOut PC Pro - English 4.1.0". At the bottom of the dialog, there are two buttons: "Done" and "Cancel". A red arrow points to the "Done" button.

Just remember you will need to provide the students with their login credentials.

It is also important to note that importing a list of students only sets up their account and enrolls them in a class. Importing does NOT provide access to a LabSim product. Either the student will need to enter an activation code or be issued a license in order to use a LabSim product.