



Scheduling TestOut Desktop Pro End-of-Chapter Exams

TUTORIAL

For your convenience end-of-chapter exams for Access, Excel, PowerPoint and Word are already created and ready for you to schedule for your class. Please note you must have a class already setup within “My Classes” in order for these exams to appear.

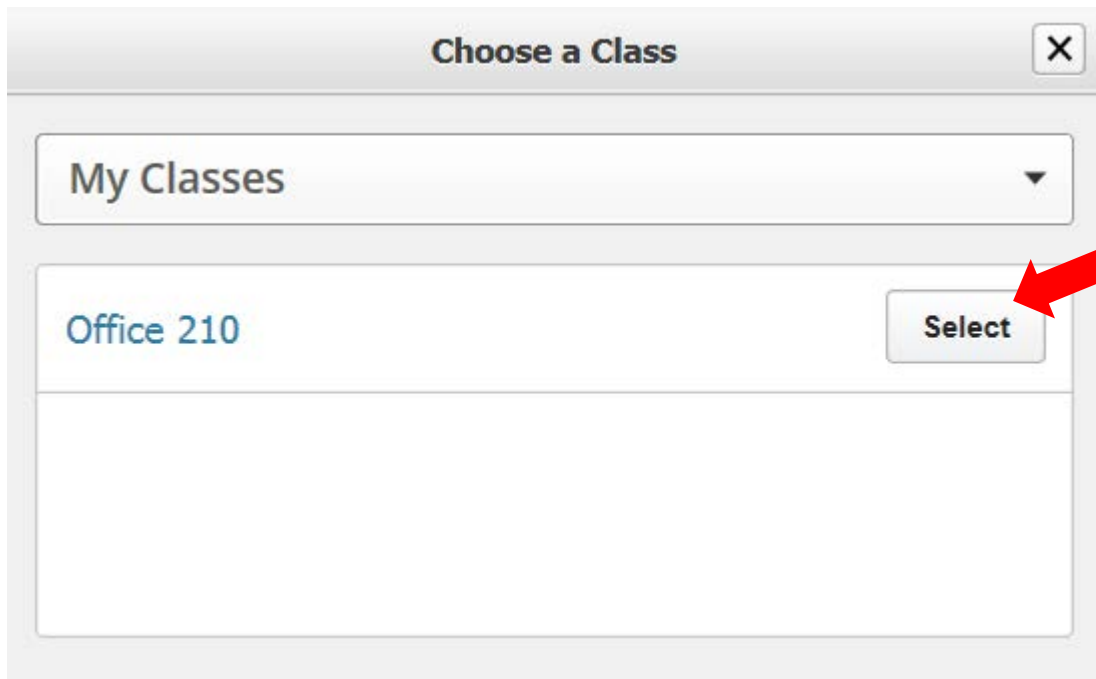
From your LabSim Account Home page click the “Custom Exams” tab.

Across from the respective exam click the “Actions” drop-down menu and select “Schedule Exam”.

The screenshot shows the TestOut web application interface. At the top, the TestOut logo is on the left, and a user greeting 'Welcome S Jae' is on the right. Below the header is a navigation bar with tabs: 'My School', 'Products', and 'Certifications'. The main content area is titled '123 College'. Below this, there are tabs for 'My Classes', 'My Students', and 'Custom Exams'. The 'Custom Exams' tab is selected, and a red arrow points to it. Below the tabs is a toolbar with buttons: 'Item Bank', '+ Add', 'Actions' (with a dropdown arrow), 'View' (with a dropdown arrow), and 'Teacher' (with a dropdown arrow). Below the toolbar is a search bar and a table of exams. The table has columns: 'Exam Name', 'Last Modified', 'Created By', and 'Scheduled Classes'. There are 4 results. Each row has an 'Actions' dropdown menu. A red arrow points to the 'Actions' dropdown for the 'Word End-of-Chapter Exam', which is open, showing options: 'Schedule Exam', 'Preview Exam', 'Copy Exam', and 'View Reports'. The 'Schedule Exam' option is circled in red.

<input type="checkbox"/>	Exam Name	Last Modified	Created By	Scheduled Classes	Actions
<input type="checkbox"/>	Access End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	Excel End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	PowerPoint End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	Word End-of-Chapter Exam	4/20/2015	TestOut	0	Actions

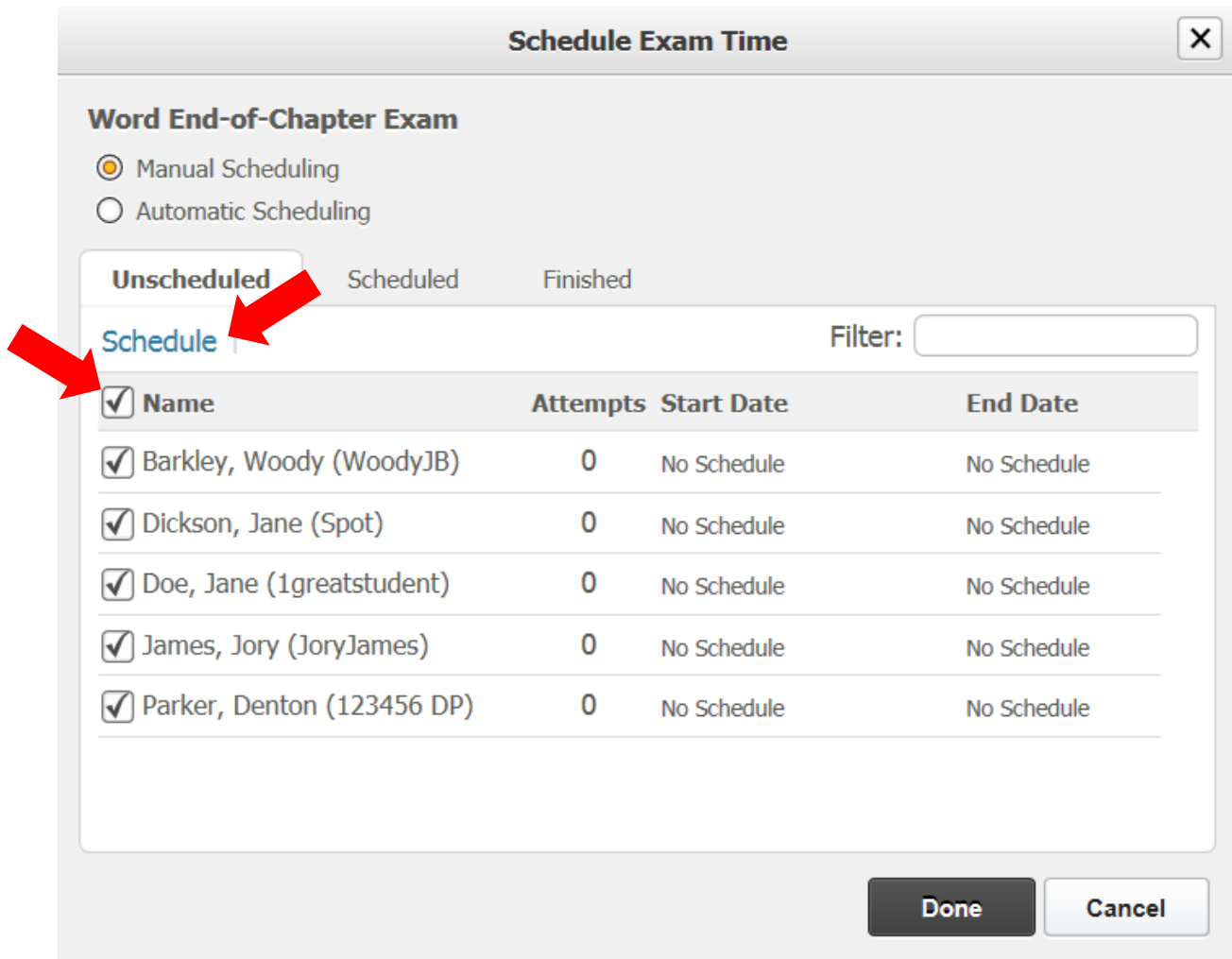
In the “Choose a Class” window click “Select” across from your respective class, thus choosing to schedule the end-of-chapter exam for students enrolled within this class.



The screenshot shows a window titled "Choose a Class" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "My Classes". Underneath the dropdown is a table with one row. The first column of the table contains the text "Office 210". The second column contains a button labeled "Select". A red arrow points to the "Select" button. Below the table is an empty rectangular box.

Within the “Schedule Exam Time” window all enrolled students appear. Click the “Name” box to choose all the students with one click or check the box by each respective student’s name if you only want to select a couple students.

Then press “Schedule”.



Schedule Exam Time

Word End-of-Chapter Exam

☒ Manual Scheduling
☐ Automatic Scheduling

Unscheduled | Scheduled | Finished

Schedule | Filter:

<input checked="" type="checkbox"/> Name	Attempts	Start Date	End Date
<input checked="" type="checkbox"/> Barkley, Woody (WoodyJB)	0	No Schedule	No Schedule
<input checked="" type="checkbox"/> Dickson, Jane (Spot)	0	No Schedule	No Schedule
<input checked="" type="checkbox"/> Doe, Jane (1greatstudent)	0	No Schedule	No Schedule
<input checked="" type="checkbox"/> James, Jory (JoryJames)	0	No Schedule	No Schedule
<input checked="" type="checkbox"/> Parker, Denton (123456 DP)	0	No Schedule	No Schedule



Done **Cancel**



Now the “Schedule Exam Time” window appears. First it is important to note that the time allotted for the students to take the exam is preset; which is noted on the screen. So you are choosing when students can begin the exam.

Press the “Start” calendar icon.

Schedule Exam Time

Set Available Date Range

Start: 1/5/2016  10:41 AM  *This exam has a time limit of 60 minutes.

End: 1/5/2016  11:41 AM  *This exam is delivered in your local time zone.

☐ Require a password to access the exam

☒ Shared Password:

☐ Generate a unique password for each student

Done **Cancel**

From the calendar select the date you would like the students to begin the test. Repeat these steps for the “End” date. Remember this is the date the test will be available for students to begin not when the exam will end.

Schedule Exam Time

Set Available Date Range

Start: 1/26/2016

End: 1/5/2016

☐ Require a password to

☒ Shared Password

☐ Generate a unique password

a time limit of 60 minutes.

delivered in your local time zone.

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Tuesday, January 05, 2016

Done

Cancel

Press the “Start” clock icon and select the time you would like the students to begin the test. Repeat these steps for the “End” time. Remember the “End” time represents the last time they can begin the exam. Students will have the full 60 minutes as indicated from when they begin to complete the test.

If you teach students in various time zones, the scheduled time is based off your time zone, so for instance an exam scheduled at 10am eastern time, would be available for students in California at 7am.

Schedule Exam Time

Set Available Date Range

Start: 1/26/2016 14 10:00 AM ⌚

End: 1/26/2016 14

☐ Require a password to access

☒ Shared Password:

☐ Generate a unique password

Time Picker: 10 : 00 AM

Buttons: Cancel Set

Bottom Buttons: Done Cancel

*This exam has a time limit of 60 minutes.

*This exam is delivered in your local time zone.

If you would like to further secure your exam, you may choose to password protect it. You can select a “Shared Password” or “Generate a unique password” for each student. Please note that this password field is case sensitive and you will need to provide the password to the students.

Click “Done” to save.

Schedule Exam Time

Set Available Date Range

Start:

1/26/2016

14

10:00 AM

End:

1/26/2016

14

10:30 AM

*This exam has a time limit of 60 minutes.

*This exam is delivered in your local time zone.

☒ Require a password to access the exam

☒ Shared Password:

TestOut

☐ Generate a unique password for each student

Done

Cancel

The student names will move to the “Scheduled” tab where you can confirm the exam details. By default students are given one attempt at the test, however, you have the ability to reschedule another attempt once the first exam has been completed.

Click the “Done” button. This finalizes the scheduling process.

Schedule Exam Time [X]

Word End-of-Chapter Exam

☒ Manual Scheduling
☐ Automatic Scheduling

Unscheduled **Scheduled** Finished

Schedule | Clear Schedule Filter: []

<input type="checkbox"/> Name	Attempts	Start Date	End Date
<input type="checkbox"/> Barkley, Woody (WoodyJB)	1	1/26/2016 10:00 AM	1/26/2016 10:30 AM
<input type="checkbox"/> Dickson, Jane (Spot)	1	1/26/2016 10:00 AM	1/26/2016 10:30 AM
<input type="checkbox"/> Doe, Jane (1greatstudent)	1	1/26/2016 10:00 AM	1/26/2016 10:30 AM
<input type="checkbox"/> James, Jory (JoryJames)	1	1/26/2016 10:00 AM	1/26/2016 10:30 AM
<input type="checkbox"/> Parker, Denton (123456 DP)	1	1/26/2016 10:00 AM	1/26/2016 10:30 AM

[Done] [Cancel]

On the main “Custom Exams” page in the “Scheduled Classes” column the 0 has changed to 1. Click the number for more details.

TestOut

Welcome S Jae

My School

Products

Certifications

123 College

My Classes

My Students

Custom Exams

Item Bank

+ Add

Actions

View

Teacher

4 results | Prev | Page 1 of 1 | Next |

<input type="checkbox"/>	Exam Name	Last Modified	Created By	Scheduled Classes	
<input type="checkbox"/>	Access End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	Excel End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	PowerPoint End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	Word End-of-Chapter Exam	4/20/2015	TestOut	1	Actions

If you elected to password protect your exam from this screen click “Yes”.

Scheduled Classes

Office 210

Reports

Dates	Students	Passwords	
Jan 26, 2016	5	Yes	Delete

Close

The password(s) is displayed so you don't need to remember the password you selected. Click the “x” to exist this window.

Exam Report: Office 210

Word End-of-Chapter Exam

Schedule

Individual Scores

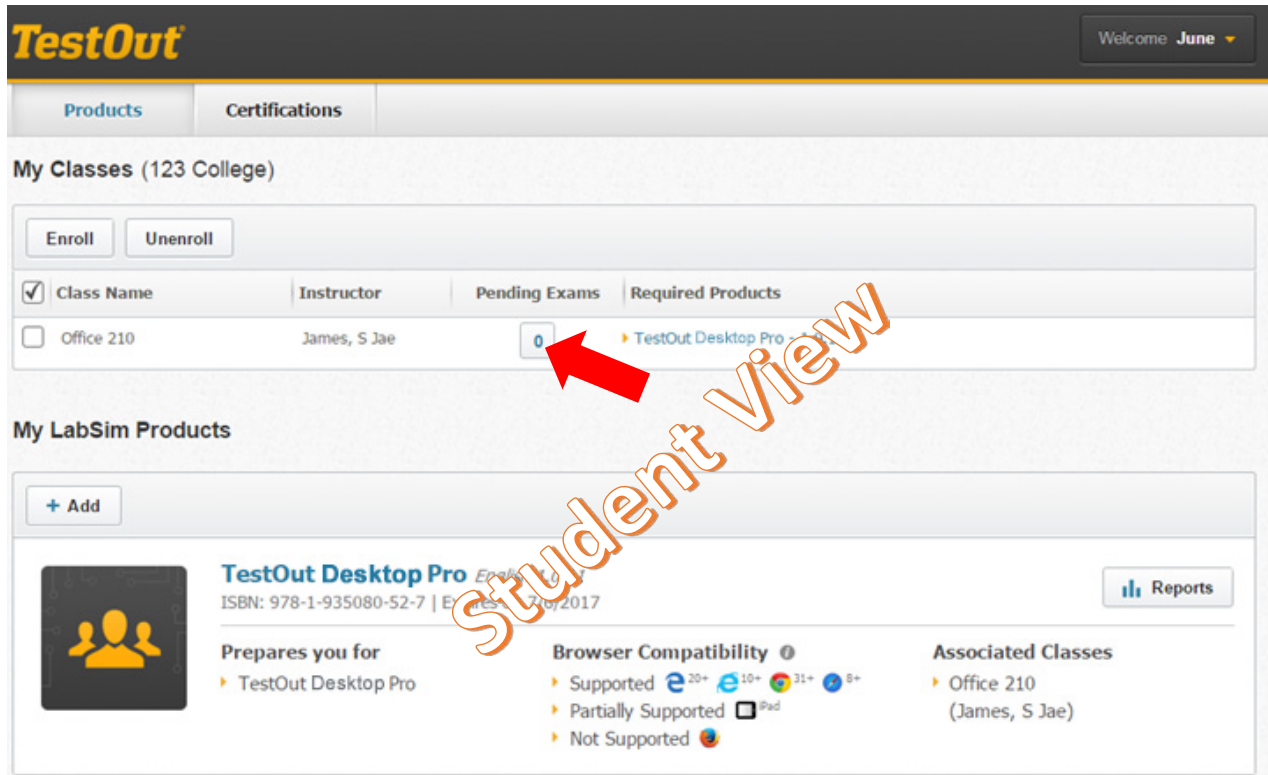
Class Performance

☒ Show only Student and Password columns

Student	Password
Barkley, Woody (WoodyJB)	TestOut
Dickson, Jane (Spot)	TestOut
Doe, Jane (1greatstudent)	TestOut
James, Jory (JoryJames)	TestOut
Parker, Denton (123456 DP)	TestOut

STUDENT VIEW

From the student's home page they can click anytime on the "Pending Exams" box across from their respective class. The number in the "Pending Exams" box does not change until the date and time arrive for the student to take the exam.



TestOut Welcome **June**

Products **Certifications**


My Classes (123 College)

Enroll **Unenroll**

<input checked="" type="checkbox"/> Class Name	Instructor	Pending Exams	Required Products
<input type="checkbox"/> Office 210	James, S Jae	0	TestOut Desktop Pro

My LabSim Products

+ Add



TestOut Desktop Pro Enroll Now

ISBN: 978-1-935080-52-7 | Expires: May 2017

Prepares you for

- ▶ TestOut Desktop Pro

Browser Compatibility

- ▶ Supported
- ▶ Partially Supported
- ▶ Not Supported

Associated Classes

- ▶ Office 210 (James, S Jae)

Reports

On the students “My Pending Exams” page the date and time of the upcoming exam is displayed.

My Pending Exams

Pending Exams

Exam Name	Scheduled Dates
Word End-of-Chapter Exam	1/26/2016 10:00:00 am - 1/26/2016 10:30:00 am

Student View

Close

When the date and time for the exam arrive, the students will see a red number in the “Pending Exams” box.

The screenshot displays the TestOut student dashboard. At the top, the TestOut logo is on the left, and a 'Welcome June' dropdown is on the right. Below the header are two tabs: 'Products' and 'Certifications'. The main section is titled 'My Classes (123 College)' and contains two buttons: 'Enroll' and 'Unenroll'. A table lists classes with columns for 'Class Name', 'Instructor', 'Pending Exams', and 'Required Products'. The first row shows 'Office 210' by 'James, S Jae' with a red circle around the number '1' in the 'Pending Exams' column, and 'TestOut Desktop Pro - 1.0.11' in the 'Required Products' column. Below this is the 'My LabSim Products' section, which includes an '+ Add' button and a detailed view for 'TestOut Desktop Pro'. This view shows the product icon, title, ISBN, and release date, along with a 'Reports' button. It also lists 'Prepares you for' (TestOut Desktop Pro), 'Browser Compatibility' (Supported for Windows 10+, 11+, and 12+; Partially Supported for iPad; Not Supported for others), and 'Associated Classes' (Office 210 by James, S Jae).

TestOut Welcome **June**

Products **Certifications**

My Classes (123 College)

Enroll **Unenroll**

<input checked="" type="checkbox"/>	Class Name	Instructor	Pending Exams	Required Products
<input type="checkbox"/>	Office 210	James, S Jae	1	TestOut Desktop Pro - 1.0.11

My LabSim Products

+ Add

TestOut Desktop Pro
ISBN: 978-1-935080-52-7 | Released: 6/2017 **Reports**

Prepares you for
TestOut Desktop Pro

Browser Compatibility
Supported: Windows 10+, 11+, 12+
Partially Supported: iPad
Not Supported: Others

Associated Classes
Office 210 (James, S Jae)

After the student clicks the “Pending Exams” box, the student then clicks the “Start Exam” link to begin the test.

My Pending Exams

Scheduled Exams

Exam Name	Scheduled Dates	
Word End-of-Chapter Exam	1/5/2016 1:30:00 pm - 1/5/2016 2:30:00 pm	Start Exam

Student View

Close

Detail about the test is listed and after reading this information students click “Start Exam”.

Word End-of-Chapter Exam

Exam Information

- Time limit: 1 Hour
- 3 questions.

Exam Features

- Questions are presented in random order.
- You can skip questions and return to previous questions.

After Finishing the Exam

- You can view your score in the exam report.
- If you did not feel comfortable with the concepts and tasks in the test, consider reviewing the prerequisite material.

Student View



Don't forget if you opted to password protect the exam, students need to enter the password at this point which they only get from you.

After students have completed the exam from the “Actions” drop-down menu select “View Reports” for detailed information.

The screenshot shows the TestOut web application interface. At the top, there is a header with the TestOut logo and a user greeting 'Welcome S Jae'. Below the header is a navigation bar with tabs for 'My School', 'Products', and 'Certifications'. The main content area is titled '123 College' and contains a sub-navigation bar with 'My Classes', 'My Students', and 'Custom Exams'. Below this is a toolbar with buttons for 'Item Bank', '+ Add', 'Actions', 'View', and 'Teacher'. A table displays exam results with columns for 'Exam Name', 'Last Modified', 'Created By', and 'Scheduled Classes'. The table lists four exams: 'Access End-of-Chapter Exam', 'Excel End-of-Chapter Exam', 'PowerPoint End-of-Chapter Exam', and 'Word End-of-Chapter Exam'. Each row has an 'Actions' dropdown menu. A red arrow points to the 'View Reports' option in the 'Actions' dropdown menu for the 'Word End-of-Chapter Exam'.

<input type="checkbox"/>	Exam Name	Last Modified	Created By	Scheduled Classes	Actions
<input type="checkbox"/>	Access End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	Excel End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	PowerPoint End-of-Chapter Exam	4/20/2015	TestOut	0	Actions
<input type="checkbox"/>	Word End-of-Chapter Exam	4/20/2015	TestOut	1	Actions

- Schedule Exam
- Preview Exam
- Copy Exam
- View Reports

If you have additional questions about end-of-chapter exams, please contact a TestOut representative they will be happy to assist you.