

A. Install LabSim from the Internet

1. Click the following link:
<http://www.testout.com/support/download/LabSimOnlineSetup.exe>
2. Select "Run" to install immediately.
3. The install wizard will guide you through the installation process.

B. Log In

1. Launch LabSim.
2. When the Login screen appears, enter your login ID and password (provided by your school's LabSim administrator).
3. Click "Login."

C. Create Student Accounts and Associate Students with the Campus

Note: If there are many students to add, you may import an entire class roster at once. See instructions to Import a Class Roster in Section D below.

1. Click the "Accounts" link in the Management section of the LabSim navigation.
2. Select the "Students" tab at the top of the Accounts area.
3. Click the "Add Student" button on the right.
4. Create a login and password for the student.
5. Enter the student's first and last name and email address (optional).
6. Click the "Create" button at the bottom.
7. Repeat these steps for each student.
8. Inform the students of their login and password.

Note: We recommend using students' email or student ID as both their login and password, then asking them to change only their password after log

D. Import a Class Roster

1. Click the "Accounts" link in the Management section of the LabSim navigation.
2. Select the "Import" tab at the top of the Accounts area.
3. Follow the instructions in the Import tab area.
4. Click on the "Browse" button at the bottom to select the file you want to import.
5. Click on the "Submit File" button at the bottom to import the information from the file selected.
6. Inform the students of their login and password.

Note: We recommend using students' email or student ID as both their login and password, then asking them to change only their password after login.

Continued on page 2

E. Create a Class and Associate Students to the Class

By creating a class, you can group students' accounts and view reports related to the LabSim activities that students complete.

1. Select the "Teachers & Classes" tab at the top of the Accounts area.
2. Click the "Add Class" button on the right.
3. Enter the class name.
4. Select students to enroll in the class from the Available Students list on the right side by clicking the "Enroll" link.
 - If no student accounts have been created, Available Students won't appear.
5. Click the "Create" button at the bottom.

Note: Enrolling students to a class is required in order to generate reports on student progress and scores.

F. Activate Student Licenses

You must activate your students' accounts in order for them to log in and use LabSim.

1. Select the "Licenses" tab in the Accounts area.
2. Find your class's license listed.
3. Click the red "Activate Licenses" link inside your class's license box.
4. A License Activation window will open. From the drop down menu near the middle of the window, select "Activate Class Members" to activate the entire class at once, or select "Activate Students" to activate students individually.
5. Check the box or boxes next to the class or students you are activating.
6. Click "Activate Checked Boxes" to complete the activation.

G. View Student Progress

Students must be assigned to a class in order for you to view their progress reports.

1. Click "Student Reports" in the Management section of the LabSim navigation panel.
2. Select the type of report, class, and products you would like information on.
 - These can be printed or exported as CSV files.