

LabSim

ONLINE LABS

Browser LabSim Instructions for Students

Content

ORDERING THROUGH WWW.TESTOUT.COM.....	2-3
CREATE AN ACCOUNT	4
ACCOUNT LOG IN	5
JOIN A SCHOOL	7
ENROLL IN A CLASS.....	9-11
REPORTS.....	12
ADDING ADDITIONAL COURSES.....	13



ORDERING THROUGH [WWW.TESTOUT.COM](http://www.testout.com)

1. Go to www.testout.com
2. In the bottom right hand corner enter the following Promo Code in the promo code box: **14-232ta**

The screenshot shows the TestOut website homepage. At the top, there is a navigation bar with links for Certification, IT Certification Training, Educator Resources, Student Resources, and Support. A search bar is also present. The main content area features a large banner for 'LabSim For Windows Server Pro Is Here' with a man working on a laptop. Below the banner are four promotional boxes. The rightmost box, 'Need to purchase a LabSim Course?', contains a 'Promotion Code' input field and an 'Apply' button. A red arrow points to this box. The footer includes copyright information and social media links.

3. You will be taken to the “academic order form” within the site. Select the title required by your instructor, and click the “add to cart” button to continue on.

The screenshot shows the 'Academic Order Form' page on the TestOut website. The page is organized into sections for different certification providers: Cisco, CompTIA, and (ISC)². Each section contains a table of courses with columns for Exam Number, Course Title, Price, and an 'Add to Cart' button. A 'Promotion Code' input field with an 'Apply' button is located on the right side of the page.

Exam Number	Course Title	Price	Purchase
640-802	Cisco Certified Network Associate	\$89	Add to Cart
LabSim Courses for CompTIA			
220-701	A+ Essentials	\$89	Add to Cart
220-702	A+ Practical Application	\$89	Add to Cart
220-801	TestOut PC Pro A+	\$125	Add to Cart
220-802			
LX0-101	Linux+ Powered by LPI	\$89	Add to Cart
LX0-102			
N10-004	Network+	\$89	Add to Cart
N10-005	TestOut Network Pro	\$89	Add to Cart
SY0-301	Security+	\$89	Add to Cart
SY0-301	TestOut Security Pro	\$89	Add to Cart
SSCP			
LabSim Courses for (ISC)²			
SSCP	Systems Security Certified Practitioner	\$89	Add to Cart
SY0-301	TestOut Security Pro	\$89	Add to Cart

4. After selecting the titles you are going to purchase, continue on the next page by clicking the “checkout” button.
5. On the next screen, fill out your student information on the left. NOTE: you will be required to enter your school name exactly as it appears in our database. Your school name is listed as (**Southwestern Community College**)
6. You will also be required to enter your instructor’s name. This is not a case sensitive or spelling sensitive field.

TestOut → 1 item in Cart | → Log In | Call us at → 1-800-877-4889 | Live Chat

Certification | IT Certification Training | Educator Resources | Student Resources | Support

Shopping Cart

Checkout - Step 1 of 4

New Customers

First Name

Last Name

Email Address

Returning Customers

Email Address

Customer ID

If you do not remember your Customer ID, leave this field blank. Be sure to list the same email address that you used in your previous order.

Academic Pricing Confirmation

You have selected products that can only be purchased by teachers and students of specific schools.

School Name

Teacher Name

Salesperson

Cancel Back Next

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7. After filling out this information, click next to enter billing information.
8. NOTE: you will immediately be sent a receipt email with an **ACTIVATION CODE! DO NOT DELETE OR Destroy this code!** This code will be used to activate your course for class use.

EXAMPLE: V3HY-AZVY-9QZY-2H4T

9. Now that you are finished with ordering, you will be ready to activate your new LabSim courseware title!

CREATE AN ACCOUNT

After purchasing your LabSim training course, use the provided activation code to setup an account. Go to www.testout.com. At the login screen click "Create an Account". (Only first time users should setup a new account.)

The screenshot shows the TestOut website homepage. The navigation bar includes links for Certification, IT Certification Training, Educator Resources, Purchasing, Support, and About. A search bar is located on the right. The main content area features a large banner for 'TESTOUT'S NEW SECURITY PRO COURSE' with a 'Learn More' button. To the right of the banner is a 'Login' section with a 'Log In' button and a 'Create an Account' link. A red arrow points to the 'Create an Account' link.

Enter your country, desired login, password (field is case sensitive), first name, last name, email address and activation code and be sure to include the dashes. Click the "Create" button when completed.

The screenshot shows the 'Create an Account' form. The form is titled 'Create an Account' and has two main sections: 'Choose your login and password' and 'Activate your account'. The 'Choose your login and password' section includes fields for Country (a dropdown menu), Desired Login, Password, First Name, Last Name, and Email. The 'Activate your account' section includes an 'Activation Code' field. A sample activation code is provided: 'SAMPLE ACTIVATION CODE: AXZV-R29L-DMYL-ZYY'. At the bottom of the form are 'Create' and 'Cancel' buttons. A red arrow points to the 'Create' button.

This completes the account creation.

(During your initial login, you will be asked to update your account for enhanced security.)

ACCOUNT LOG IN

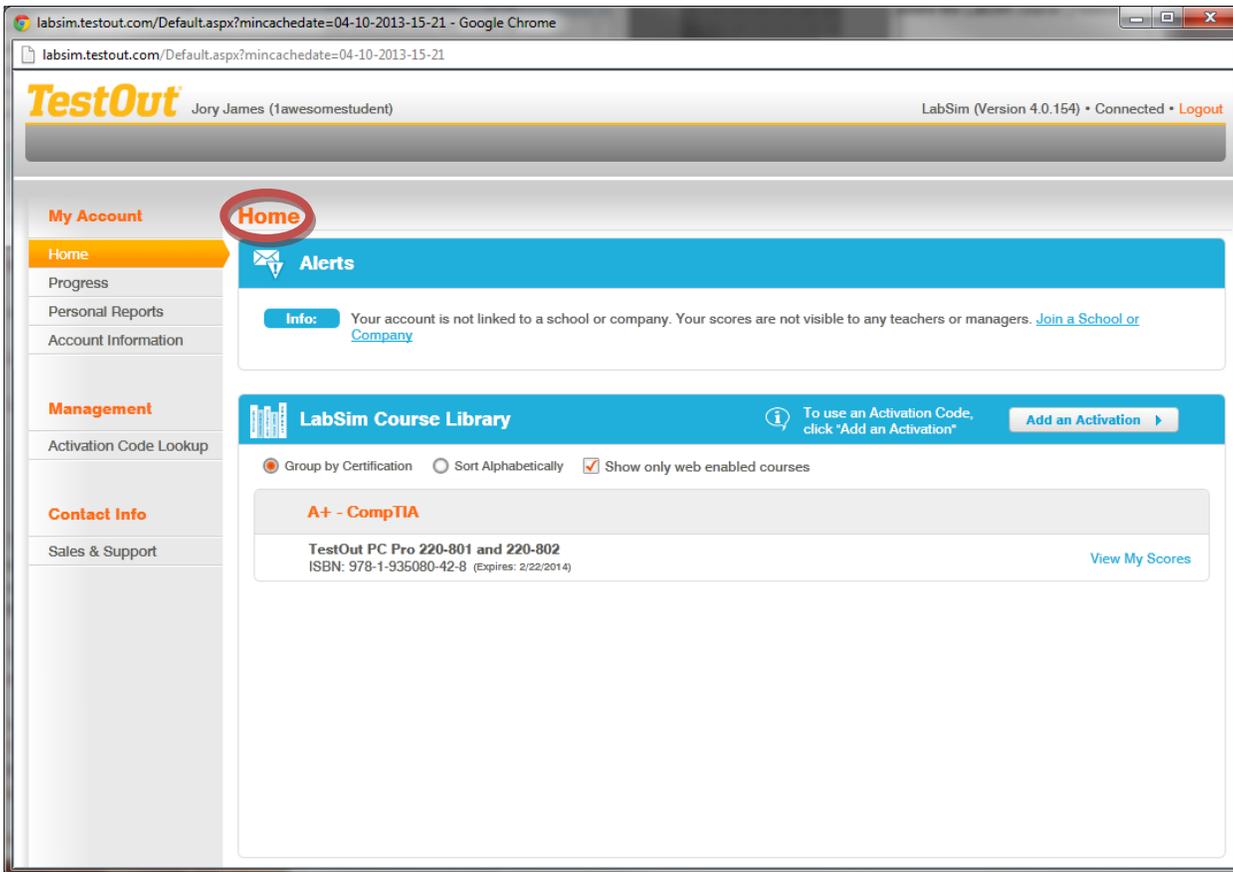
Go to www.testout.com and press the “Log In” button.

The screenshot shows the TestOut website homepage. The browser address bar displays www.testout.com. The page features a navigation menu with links for Certification, IT Certification Training, Educator Resources, Purchasing, Support, and About. A search bar is located on the right side of the navigation menu. The main content area has a large banner with the heading "THE VALUE OF IT CERTIFICATION" and a sub-headline "We believe the greatest value we can give is a certification that proves job skills." Below the banner is a "Learn More" button. On the right side of the banner, there is a "Login" section with a "Log In" button and a "Login Help" link. A red arrow points to the "Log In" button. Below the banner, there are four promotional boxes: "Registration Now Open!" for the 3rd Annual TestOut Conference, "LabSim IT Certification Training" with a "View Training" button, "Free Trial" with a "Start Free Trial" button, and "Need to purchase a LabSim Course?" with a "Purchase" button. The footer contains copyright information and social media links.

At the LabSim login screen, enter your login and password. Click on the “Login” button.

The screenshot shows the LabSim login screen. The browser address bar displays labsim.testout.com/Default.aspx?mincachedate=04-10-2013-15-21. The page features a large background image of a network cable connector. The heading "LabSim" is prominently displayed. Below the heading, there is a login form with the text "Please enter your account login and password to begin". The form includes fields for "Login" and "Password". Below the fields are two buttons: "Create Account" and "Login". A red arrow points to the "Login" button. At the bottom of the form, there is a link that says "Click here if you can't login / password".

Once you are logged in you will be on the main interface screen also called the LabSim Home page.



JOIN A SCHOOL

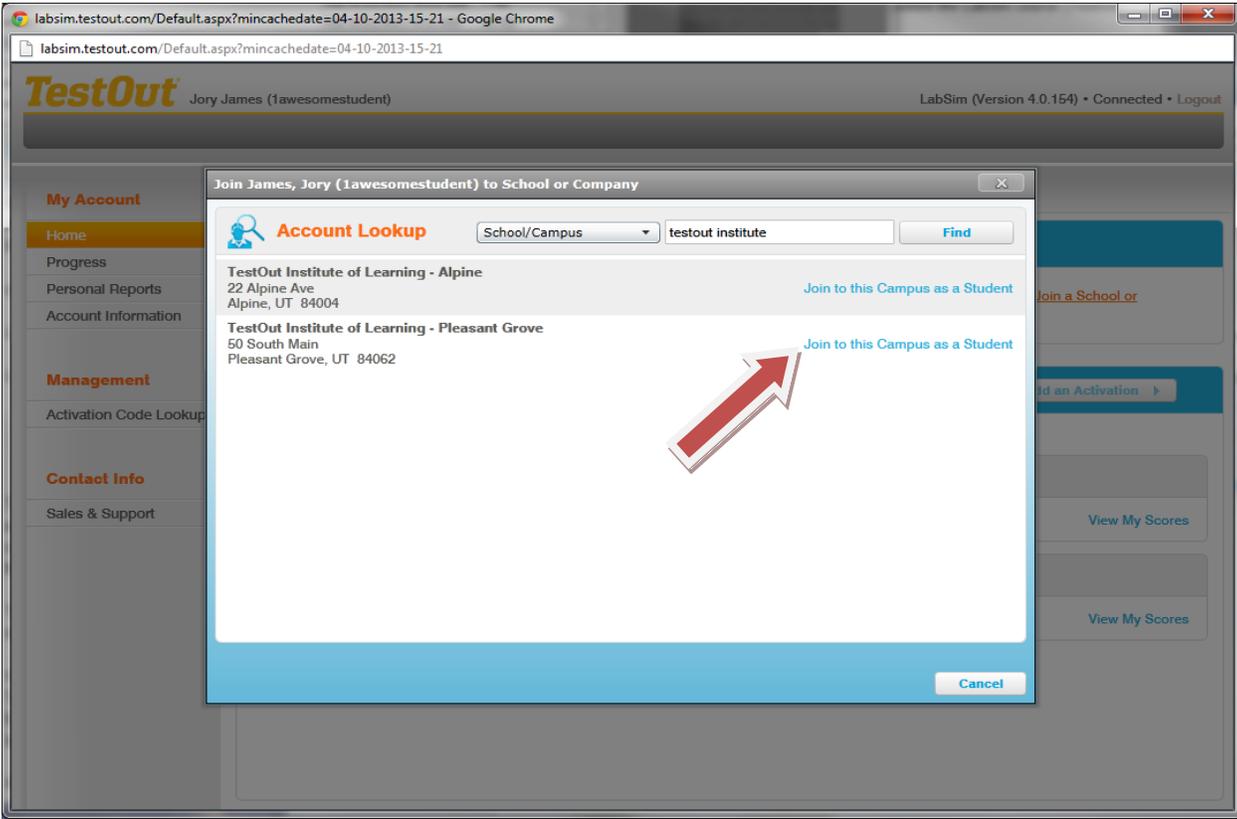
Click on “Join a School or Company” under the “Alerts” header. (Your account may already be associated with your respective school. If this is the case there will only be an “Enroll in a Class” link. So if that is true skip this section.)

The screenshot shows the TestOut LabSim interface. The user is logged in as Jory James (1awesomestudent). The Alerts section is highlighted, and a message states: "Your account is not linked to a school or company. Your scores are not visible to any teachers or managers. [Join a School or Company](#)". A red arrow points to this link. Below the Alerts section is the LabSim Course Library, which lists two courses: "A+ - CompTIA" (TestOut PC Pro 220-801 and 220-802) and "Network+ - CompTIA" (TestOut Network Pro N10-005). Each course has a "View My Scores" link.

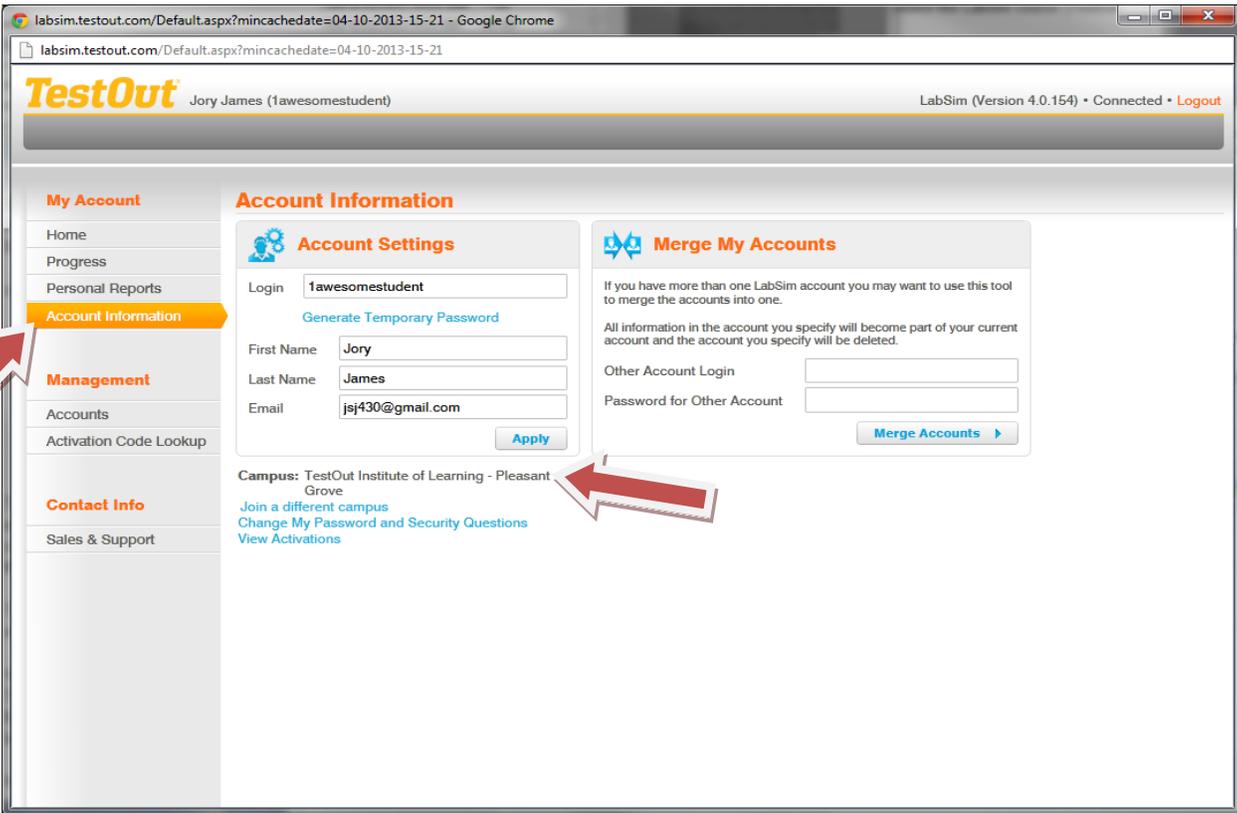
Enter at least part of the school name in the search box and click “Find”.

The screenshot shows the TestOut LabSim interface with the Account Lookup dialog box open. The dialog box has a search box containing "testout institute" and a "Find" button. A red arrow points to the search box, and another red arrow points to the "Find" button. The background shows the same interface as the previous screenshot, but the Account Lookup dialog box is the primary focus.

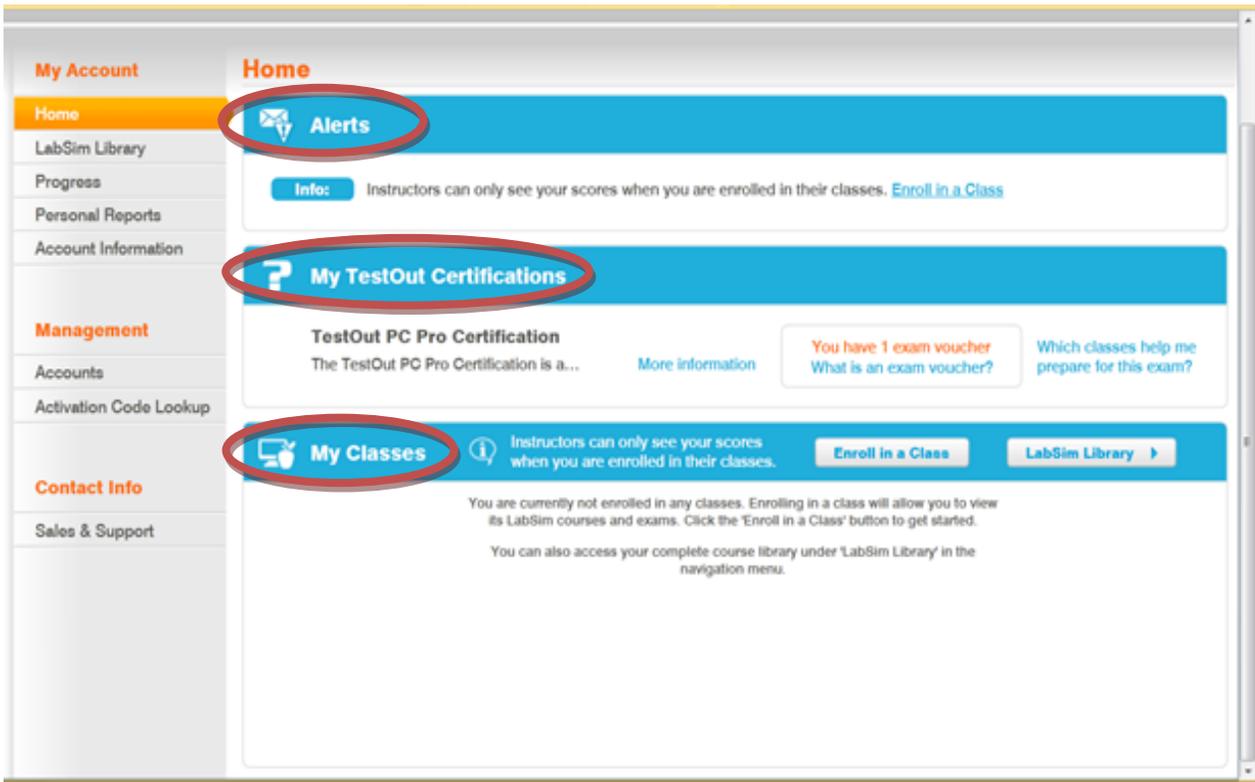
Use the scroll bar if needed to locate the school to join and click the link “Join to this Campus as a Student”.



The school you have joined will appear under “Account Information”.



Once your account is associated to your academic organization, your home screen will appear with three headers, "Alerts", "My TestOut Certifications" and "My Classes".



ENROLL IN A CLASS

Click on “Enroll in a Class” under the “Alerts” header. (This link will only appear if you are joined to a school.)

The screenshot shows the LabSim Home page. On the left is a navigation menu with sections: My Account (Home, LabSim Library, Progress, Personal Reports, Account Information), Management (Accounts, Activation Code Lookup), and Contact Info (Sales & Support). The main content area is titled 'Home' and features an 'Alerts' section. An 'Info' box states: 'Instructors can only see your scores when you are enrolled in their classes. [Enroll in a Class](#)'. Below this is the 'My TestOut Certifications' section, showing 'TestOut PC Pro Certification' with a 'More information' link and a box indicating 'You have 1 exam voucher'. At the bottom is the 'My Classes' section, which includes an 'Enroll in a Class' button and a 'LabSim Library' link. A red arrow points to the 'Enroll in a Class' link in the Alerts section.

Click “Enroll” next to the respective class or classes you are in and then click the “Apply” button.

The screenshot shows the 'Enroll in Classes' dialog box. The student's name is 'James, Jory'. The dialog is divided into two columns: 'Enrolled Classes' and 'Available Classes'. The 'Enrolled Classes' column shows one item: 'COMP210 PC Pro' taught by George, Stevie, with a 'Drop' button. The 'Available Classes' column shows a list of 76 items, including 'CIS 120 - Security Fund - Fall 2013', 'CIS 130 - Fall 2013', 'CIS 131 - Spring 2013', 'CIS 140 - Spring 2013', 'CIS 315 - Security - Fall 2013', 'ITS 315 - Spring 13-B', and 'ITSC 1425 - Computer Hardware & OS'. Each class has an 'Enroll' button next to it. A red arrow points to the 'Enroll' button for 'CIS 315 - Security - Fall 2013'. At the bottom of the dialog, there are 'Apply' and 'Cancel' buttons. Another red arrow points to the 'Apply' button.

The class or classes you enrolled in will appear under the “My Classes” header.

The screenshot shows a user interface with a sidebar on the left and a main content area. The sidebar has sections: **My Account** (Home, LabSim Library, Progress, Personal Reports, Account Information), **Management** (Accounts, Activation Code Lookup), and **Contact Info** (Sales & Support). The main content area has a top navigation bar with **Home** and **My TestOut Certifications**. Below this is a card for **TestOut PC Pro Certification** with a description and a **More information** link. A red arrow points from this card down to the **My Classes** header. The **My Classes** header includes a note: "Instructors can only see your scores when you are enrolled in their classes." and buttons for **Enroll in a Class** and **LabSim Library**. Below the header is a card for **COMP210 PC Pro** - taught by George, Etcvic. It lists related LabSim courses: **TestOut PC Pro 220-801 and 220-802** with a **View My Scores** link. To the right, an **Exams** section shows: **1 New Exam**, **1 Available Exam**, and "The next exam to expire ends at: 7/29/2014 10:45 AM".

To enroll in additional classes, click the “Enroll in a Class” button and follow the previous steps.

This screenshot is identical to the one above, but the red arrow points to the **Enroll in a Class** button in the **My Classes** header.

REPORTS

After you have enrolled in your class or classes, the respective instructor(s) will be able to view your progress and scores. You can also monitor this same detail by selecting “Personal Reports” and viewing your “Score Sheet”.

Personal Reports displays your scores for a specific product. [Return to Options](#)

Report options: Product: TestOut PC Pro 220-801 and 220-802 ISBN: 978-1-935080-42-8 - Resource Types: Exams, Labs, Lessons, Videos

Refresh Export as CSV Print

Resource	Time In Resource	Newest Score	Highest Score	Lowest Score	Average Score	Attempts
1.1.1 PC Pro and A+ Cert	9 Minutes 4 Seconds					1
1.2.1 Using the Simulator	40 Minutes					2
1.2.2 Explore the Lab Inte	6 Minutes 35 Seconds	75 % (3/25/201	75 % (3/25/201	75 % (3/25/201	75 %	1
1.2.3 Working with Intern	20 Minutes					1
1.2.4 Connect Internal Co	14 Minutes 50 Seconds	80 % (3/25/201	80 % (3/25/201	80 % (3/25/201	80 %	1
1.3.1 Computing Basics	17 Minutes 5 Seconds					1
1.3.2 Computing Facts	3 Minutes 26 Seconds					1
1.3.3 External Component	8 Minutes 16 Seconds					1
1.3.4 Ports and Connecto	51 Seconds					1
1.3.5 Set Up a Computer	2 Minutes 3 Seconds	100 % (3/25/201	100 % (3/25/201	100 % (3/25/201	100 %	1
1.3.6 Internal Component	4 Minutes 21 Seconds					1
1.3.7 Exam Questions - Si	1 Minute 37 Seconds	80 % (3/25/201	80 % (3/25/201	80 % (3/25/201	80 %	1
1.4.1 Operating Systems						0
1.4.2 Operating System F						0
1.4.3 Using the Windows I						0
1.4.4 Windows Interface F						0
1.4.5 Exam Questions - Si						0
2.1.1 Safety						0
2.1.2 Safety Measures						0
2.1.3 ESD						0

ADDING ADDITIONAL COURSES

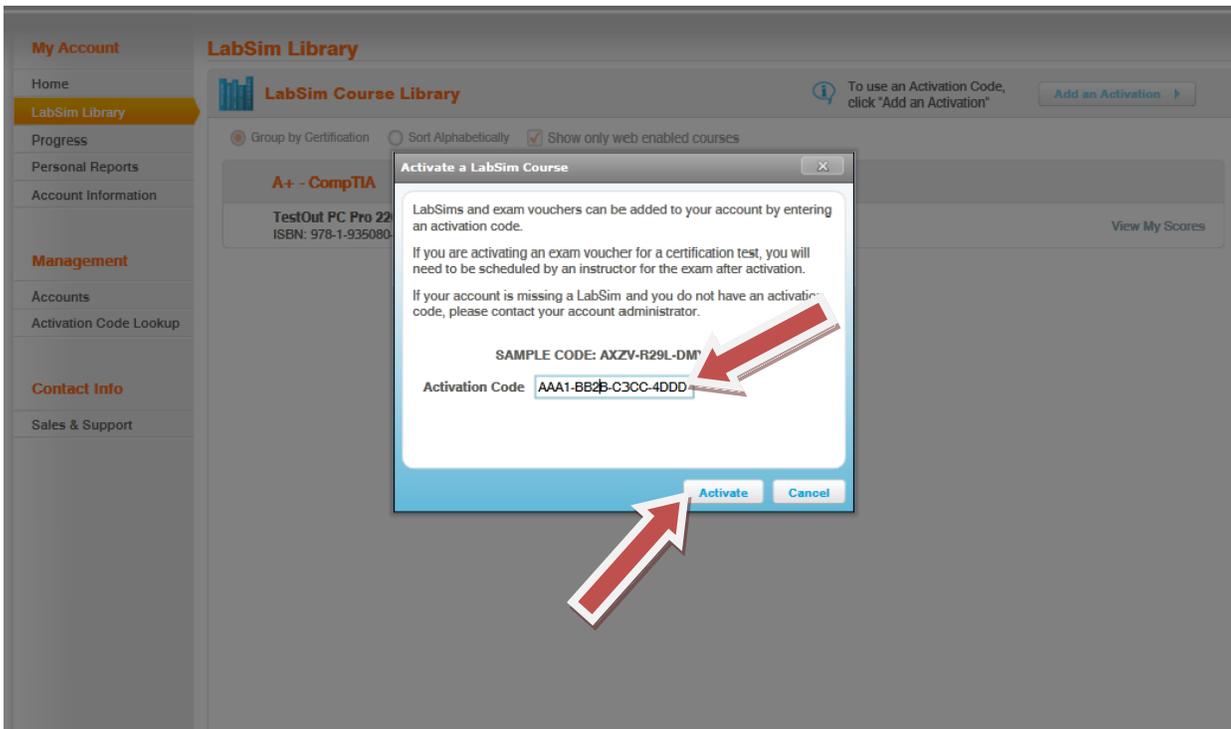
Click “LabSim Library” from one of the locations.

The screenshot shows a user interface with a left sidebar and a main content area. The sidebar has sections: **My Account** (Home, LabSim Library, Progress, Personal Reports, Account Information), **Management** (Accounts, Activation Code Lookup), and **Contact Info** (Sales & Support). The main content area has a header **Home** and a sub-header **My TestOut Certifications**. Below this, there is a section for **COMP210 PC Pro** with a description: "TestOut PC Pro Certification is a performance-based assessment for PC hardware, software, and Windows...". There are buttons for "More information", "Enroll in a Class", and "LabSim Library". A red arrow points to the "LabSim Library" button in the sidebar, and another red arrow points to the "LabSim Library" button in the main content area.

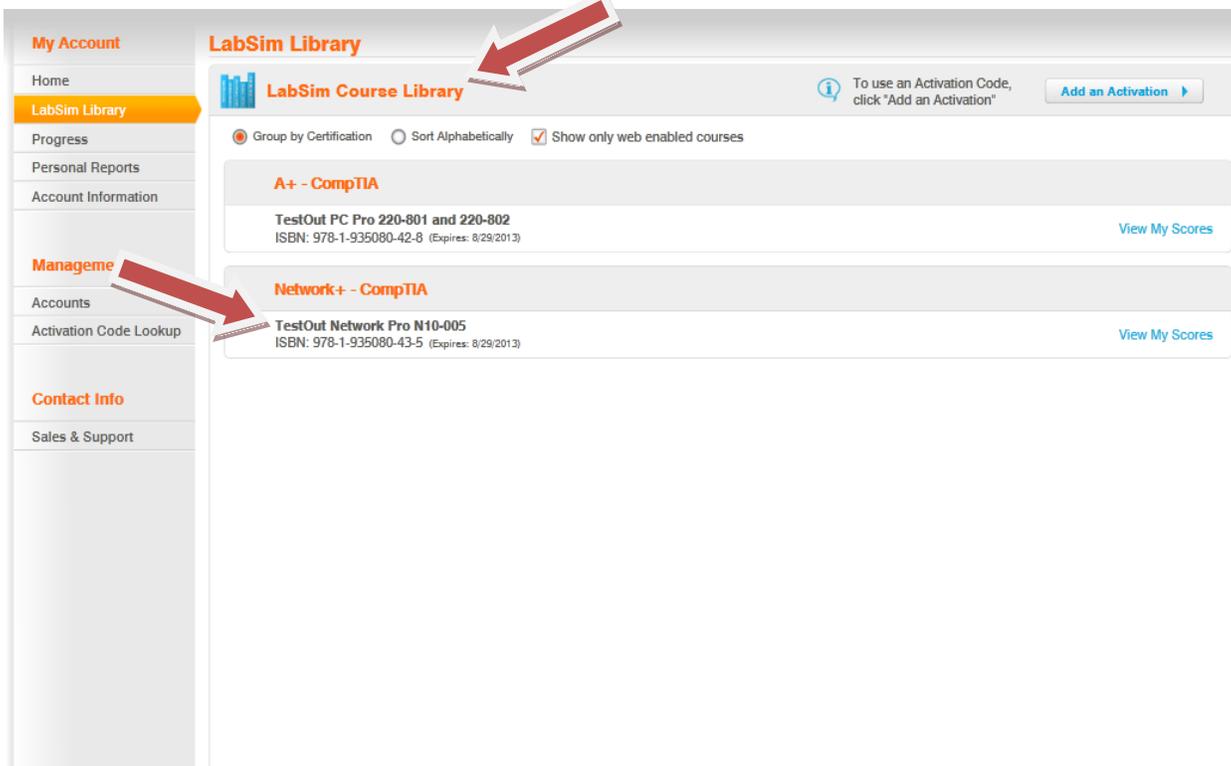
Click the “Add an Activation” button located across from the LabSim Course Library header.

The screenshot shows the **LabSim Library** page. The left sidebar is the same as in the previous screenshot. The main content area has a header **LabSim Course Library** and a sub-header **LabSim Course Library**. Below this, there are filters: **Group by Certification** (selected), **Sort Alphabetically**, and **Show only web enabled courses** (checked). There is a button **Add an Activation** with a right arrow. A red arrow points to this button. Below the filters, there is a section for **A+ - CompTIA** with a list of courses: **TestOut PC Pro 220-801 and 220-802** (ISBN: 978-1-935080-42-8 (Expires: 8/29/2013)). There is a button **View My Scores** next to the course name.

Enter the activation code and click the “Activate” button.



Your new course will appear under the list of courses in the LabSim Course Library.



NOTE: All your courses will appear in your LabSim Library; however, on your “Home” page, courses will only appear that associate with your classes.

The screenshot shows the TestOut user interface. On the left is a navigation menu with sections: My Account (Home, LabSim Library, Progress, Personal Reports, Account Information), Management (Accounts, Activation Code Lookup), and Contact Info (Sales & Support). The 'Home' link is circled in red. The main content area has a blue header for 'My TestOut Certifications' and another for 'My Classes'. Under 'My TestOut Certifications', there is a section for 'TestOut PC Pro Certification' with a 'More information' link and a voucher notification. Under 'My Classes', there is a section for 'COMP210 PC Pro' with an 'Enroll in a Class' button and a 'LabSim Library' link. Below this, there are 'Related LabSim courses' and 'Exams' sections. A red arrow points to the 'TestOut PC Pro 220-801 and 220-802' course in the 'Related LabSim courses' section.

You may also wish to view a short tutorial to assist you in using your courseware. The video is entitled “Navigation” and is posted online, <http://www.testout.com/home/student-resources/how-to-tutorials>, at the bottom of the page.

Enjoy your LabSim!

Feel free to contact me with any questions

Kelly Jorgensen

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