

Course Snapshot

Learn how to navigate the Course Snapshot to monitor student activity, track course progress, and view course information.

1. To view an individual course and manage that course, including assignments, gradebook, and users, click on either the course title or one of the quick links in the course card for snapshot, assignments, gradebook, or student view.

The screenshot displays the SIMnet interface. On the left is a sidebar with navigation links: Courses (selected), Users, Content, Reports, Help, and Resource Center. Below these are links for Current Experience, Admin Settings, Library, and a user profile for Janet Boring, Administrator. The main content area is titled 'Courses' and includes a 'Courses Summary' section with four colored cards: 5 Integrity Violations (red), 12 Idle Students (yellow), 2 Inactive Students (yellow), and 3 Credentials Issued (blue). Below this is the 'Available Courses' section, which has tabs for 'My Courses' and 'All Courses', a search bar, and buttons for 'Import', 'Archived Courses', and '+ Create'. A 'Sort & Filter' button is also present. The course list includes 'Microsoft Office Intro 101' (Spring 2026 MS101, Default, 02/06/2026 - 06/30/2027), 'Excel and Word Course' (Excel Word Spring Term, Demo Campus New Experience, 02/06/2026 - 10/01/2026), 'Office Intro Spring' (Spring 2026, Demo Campus New Experience, 01/27/2026 - 01/29/2027), and 'Copy of Microsoft Office Intro 101'. Each course card has quick links for Snapshot, Assignments, Gradebook, and Student View.

2. Clicking the course title or the Snapshot quick link takes you to the snapshot view which is your overview of that specific course.
In the header, you can see the title of the course, the section name, the campus, the available dates, as well as some actions to the far right

There are tabs for Snapshot, Assignments, Gradebook, Students, and Instructors. The focus here is the Snapshot.

The screenshot shows the 'Microsoft Office Intro 101' course page in the SIMnet system. The 'Snapshot' tab is selected, displaying a 'Course Overview' section with four colored boxes: 3 Integrity Violations (red), 10 Idle Students (yellow), 2 Inactive Students (yellow), and 3 Credentials Issued (blue). Below this is an 'Assignment Schedule' section with tabs for 'Upcoming', 'Current', and 'Past'. It shows 'No upcoming scheduled' and 'You have 9 current and 28 past assignments'. On the right, there are sidebars for 'Student View' (Library, View Assignments), 'Users' (Instructors: 6, Students: 14), 'Reports' (Course Overview Report), and 'Offers' (eCommerce, Inclusive Access). The left sidebar contains navigation links for Courses, Users, Content, Reports, Help, and Resource Center. The footer includes copyright information for McGraw Hill and various policy links.

Microsoft Office Intro 101

Spring 2026 MS101 | Default | 02/06/2026 - 06/30/2027

Snapshot Assignments Gradebook Students Instructors

Course Overview

- 3 Integrity Violations
- 10 Idle Students
- 2 Inactive Students
- 3 Credentials Issued

Assignment Schedule

Upcoming Current Past

Showing 0 of 37 assignments

No upcoming scheduled
You have 9 current and 28 past assignments

Student View

- Library
- View Assignments

Users

- Instructors: 6
- Students: 14

Reports

- Course Overview Report

Offers

- eCommerce
- Inclusive Access

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3. The Course Overview is at a glance information across the entire course related to integrity violations, idle students, inactive students, and credentials issued.

This is a duplicate of the screenshot above, showing the same 'Microsoft Office Intro 101' course page in the SIMnet system. The 'Snapshot' tab is selected, displaying a 'Course Overview' section with four colored boxes: 3 Integrity Violations (red), 10 Idle Students (yellow), 2 Inactive Students (yellow), and 3 Credentials Issued (blue). Below this is an 'Assignment Schedule' section with tabs for 'Upcoming', 'Current', and 'Past'. It shows 'No upcoming scheduled' and 'You have 9 current and 28 past assignments'. On the right, there are sidebars for 'Student View' (Library, View Assignments), 'Users' (Instructors: 6, Students: 14), 'Reports' (Course Overview Report), and 'Offers' (eCommerce, Inclusive Access). The left sidebar contains navigation links for Courses, Users, Content, Reports, Help, and Resource Center. The footer includes copyright information for McGraw Hill and various policy links.

Microsoft Office Intro 101

Spring 2026 MS101 | Default | 02/06/2026 - 06/30/2027

Snapshot Assignments Gradebook Students Instructors

Course Overview

- 3 Integrity Violations
- 10 Idle Students
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Assignment Schedule

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No upcoming scheduled
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Student View

- Library
- View Assignments

Users

- Instructors: 6
- Students: 14

Reports

- Course Overview Report

Offers

- eCommerce
- Inclusive Access

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4. Clicking into any of the widgets takes you to the report with all of the details.
First is Integrity Violations.

The screenshot shows the course overview for "Microsoft Office Intro 101". The left sidebar contains navigation links: Courses, Users, Content, Reports, Help, and Resource Center. The main content area has tabs for Snapshot, Assignments, Gradebook, Students, and Instructors. The "Snapshot" tab is active, displaying four widgets: "3 Integrity Violations" (red), "10 Idle Students" (yellow), "2 Inactive Students" (yellow), and "3 Credentials Issued" (blue). On the right, there are sections for "Student View" (Library, View Assignments) and "Users" (Instructors, 6).

5. The Integrity Violations Report lists any issues with violations for the students in your courses. You can click on the icon to view the details of the violation.
You can view the student's information, the attempt number, assignment title, type of assignment, whether it's a project or a resource assignment, the date and time submitted, and the integrity violation status icon.
There are totals at the bottom of the report, and you are able to search, filter, export, and print the report.

The screenshot shows the "Integrity Violations" report for the course "Microsoft Office Intro 101". The page has a search bar and buttons for Filter, Export, and Print. Below is a table with the following data:

Student Name	Email	Student ID	Username	Attempt Number	Assignment Title	Type	Date	Integrity Violation Status
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	1	Janet Test Resource File Student Side - Legacy	Resource	06/16/2026 08:33PM	
Student1, Jenni	jennistudent1@mhe.com	jennistudent1	jennistudent1	1	Excel 365 Skills Approach - Ch 1 Fix It 16	Project	05/27/2026 02:50PM	
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	1	Guided Project 1-1 - Standardizing Data	Project	05/27/2026 02:58PM	

At the bottom of the table, there are totals: Total Violations 3, Suppressed Violations 0.

6. Remember that this report shows the student who submitted the assignment. If you want to see the details about the student whose file they may have submitted or copied and pasted from, you can click the icon to view the actual integrity violation details.

Note that if you do not allow students to submit files with integrity violations, there will be nothing in your report.

The screenshot shows the 'Integrity Violations' report for the course 'Microsoft Office Intro 101'. The interface includes a sidebar with navigation icons, a top navigation bar with the course name, and a main content area with a table of violations. The table has columns for Student Name, Email, Student ID, Username, Attempt Number, Assignment Title, Type, Date, and Integrity Violation Status. Three violations are listed, with the first one highlighted by a red shield icon. A 'Handle Active Violation' button is visible next to the first violation. At the bottom of the table, it shows 'Total Violations: 3' and 'Suppressed Violations: 0'. The footer contains copyright information and links to Terms of Use, Privacy Policy, Report Piracy, Contact Us, Accessibility, Troubleshooting, and Blog.

Courses / Microsoft Office Intro 101

Integrity Violations

Course: Microsoft Office Intro 101 | Section: Spring 2026 MS101

Q Search here Search Filter Export Print

Student Name	Email	Student ID	Username	Attempt Number	Assignment Title	Type	Date	Integrity Violation Status
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	1	Janet Test Resource File Student Side - Legacy	Resource	06/16/2026 08:33PM	
Student1, Jenni	jennistudent1@mhe.com	jennistudent1	jennistudent1	1	Excel 365 Skills Approach - Ch 1 Fix It 1.6	Project	05/27/2026 02:50PM	
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	1	Guided Project 1.1 - Standardizing Data	Project	05/27/2026 02:58PM	

Total Violations: 3 Suppressed Violations: 0

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7. Upon clicking the icon, you will get a pop - up window that shows you at the top the student who submitted it. The bottom tells you all of the information about the submitted file and who that belongs to and what course and section it came from. This allows you to decide what you want to do about that integrity violation. Suppressing the violation simply means that the violation indicator will not show up in

the grade book. It's not recommended to suppress the violation unless you no longer want that reminder once you've addressed them.

The screenshot shows the 'Microsoft Office Intro 101' course page. A modal titled 'Academy Integrity Violation Report' is open. It displays a table with one row of violation data:

Student (Student ID)	Resource	Attempt
Student1 Andrew (andrewstudent1)	Test_Start_File_for_Resources(3).xlsx	1

Below the table, it states: 'The submitted file belongs to:'

Account (Domain)
MHQA (Production Development Environment - QA)

Student (Student ID)
Boring Janet

Course (Section)
Microsoft Office Intro 101 (Spring 2026 MS101)

Resource
Janet Test Resource File Student Side - Legacy

Attempts
1

At the bottom of the modal are 'Close', 'Suppress', and 'Print' buttons. The background shows a list of students and a 'Total Violations' count of 3.

8. Next is Idle Students.

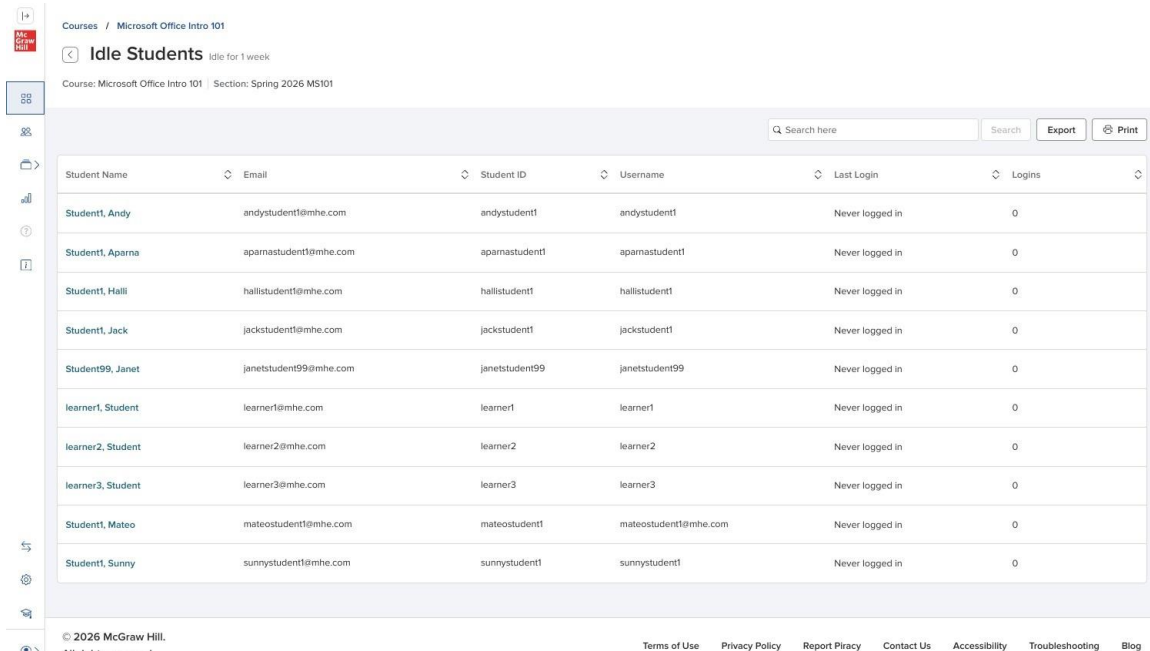
The screenshot shows the 'Microsoft Office Intro 101' course page. The 'Course Overview' section displays four metrics:

- 3 Integrity Violations
- 10 Idle Students
- 2 Inactive Students
- 3 Credentials Issued

The 'Idle Students' metric is highlighted in yellow. The page also shows a 'Student View' sidebar with options like 'Library' and 'View Assignments'.

9. Idle Students are students who have not had activity for one week. You can click on the student's name to view their snapshot.

This may be of interest, especially if you run shorter terms. It can be an early warning system to contact that student.



Courses / Microsoft Office Intro 101

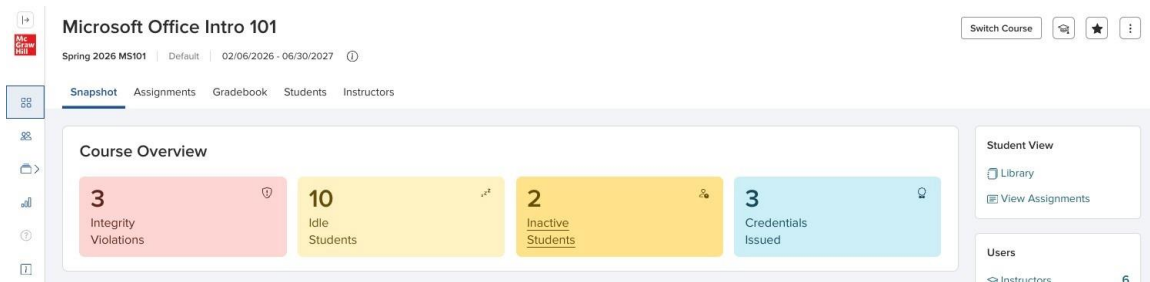
Idle Students idle for 1 week

Course: Microsoft Office Intro 101 | Section: Spring 2026 MS101

Student Name	Email	Student ID	Username	Last Login	Logins
Student1, Andy	andystudent1@mhe.com	andystudent1	andystudent1	Never logged in	0
Student1, Aparna	aparnastudent1@mhe.com	aparnastudent1	aparnastudent1	Never logged in	0
Student1, Halli	hallistudent1@mhe.com	hallistudent1	hallistudent1	Never logged in	0
Student1, Jack	jackstudent1@mhe.com	jackstudent1	jackstudent1	Never logged in	0
Student99, Janet	janetstudent99@mhe.com	janetstudent99	janetstudent99	Never logged in	0
learner1, Student	learner1@mhe.com	learner1	learner1	Never logged in	0
learner2, Student	learner2@mhe.com	learner2	learner2	Never logged in	0
learner3, Student	learner3@mhe.com	learner3	learner3	Never logged in	0
Student1, Mateo	mateostudent1@mhe.com	mateostudent1	mateostudent1@mhe.com	Never logged in	0
Student1, Sunny	sunnystudent1@mhe.com	sunnystudent1	sunnystudent1	Never logged in	0

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10. Next is Inactive Students.



Microsoft Office Intro 101

Spring 2026 MS101 | Default | 02/06/2026 - 06/30/2027

Snapshot Assignments Gradebook Students Instructors

Course Overview

- 3 Integrity Violations
- 10 Idle Students
- 2 Inactive Students
- 3 Credentials Issued

Student View

- Library
- View Assignments

Users

6 Instructors

11. Inactive students have been inactive in the course for two or more weeks. You can click on the student's name to view their snapshot.

These are likely students you want to reach out to and check in with regarding their progress in the course.

The screenshot shows the 'Inactive Students' page for the course 'Microsoft Office Intro 101'. The page header includes the course name and a note that students are 'Inactive for 2+ weeks'. Below the header is a table with columns for Student Name, Email, Student ID, Username, Last Login, and Logins. Two students are listed: Jenni and Mike. The page also features a search bar, 'Export' and 'Print' buttons, and a sidebar with navigation icons. The footer contains copyright information for McGraw Hill and links to Terms of Use, Privacy Policy, Report Piracy, Contact Us, Accessibility, Troubleshooting, and Blog.

Student Name	Email	Student ID	Username	Last Login	Logins
Student1, Jenni	jennistudent1@mhe.com	jennistudent1	jennistudent1	05/27/2026 12:44PM	9
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	05/27/2026 12:52PM	5

12. Finally, you have Credentials Issued.

The screenshot shows the 'Course Overview' page for 'Microsoft Office Intro 101'. The page displays four key metrics: 3 Integrity Violations, 10 Idle Students, 2 Inactive Students, and 3 Credentials Issued. The 'Credentials Issued' metric is highlighted with a blue box and a lightbulb icon. The page also includes a 'Student View' sidebar with links to 'Library' and 'View Assignments', and a 'Users' section with a link to 'Instructors'. The top of the page shows the course name, semester, and a 'Switch Course' button.

13. The credentials report is a great way to keep track of students earning credentials from SIMnet. You can click the credential name to view the details.

You're able to see the student information, the credential that was earned, when it was earned, and where it was earned from, whether it was earned from a specific SIMbook or a specific project or exam.

The roll-up numbers at the bottom give you a quick count of which types of credentials students have earned.

Courses / Microsoft Office Intro 101

Credentials Issued

Course: Microsoft Office Intro 101 | Section: Spring 2026 MS101

Q Search here Search Filter Export Print

Student Name	Email	Student ID	Username	Credential	Issued Date	Issued From
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Essential Skills in Generative AI	02/27/2026 01:25AM	SIMnet - Introduction to Generative AI & Copilot
Student1, Jenni	jennistudent1@mhe.com	jennistudent1	jennistudent1	Essential Skills in Generative AI	02/27/2026 01:36AM	SIMnet - Introduction to Generative AI & Copilot
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	Essential Skills in Generative AI	05/27/2026 02:55PM	SIMnet - Introduction to Generative AI & Copilot

Essential 3 Applied Intermediate 0 Advanced 0 Applied Expert 0

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14. Clicking one of the credentials will take you to the full details.

You will have to acknowledge that you're leaving the McGraw Hill SIMnet site.

Q Search here Search Filter Export Print

Email	Student ID	Username	Credential	Issued Date	Issued From
andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Essential Skills in Generative AI	02/27/2026 01:25AM	SIMnet - Introduction to Generative AI & Copilot
jennistudent1@mhe.com	jennistudent1	jennistudent1	Essential Skills in Generative AI	02/27/2026 01:36AM	SIMnet - Introduction to Generative AI & Copilot
mikestudent1@mhe.com	mikestudent1	mikestudent1	Essential Skills in Generative AI	05/27/2026 02:55PM	SIMnet - Introduction to Generative AI & Copilot

Intermediate 0 Advanced 0 Applied Expert 0

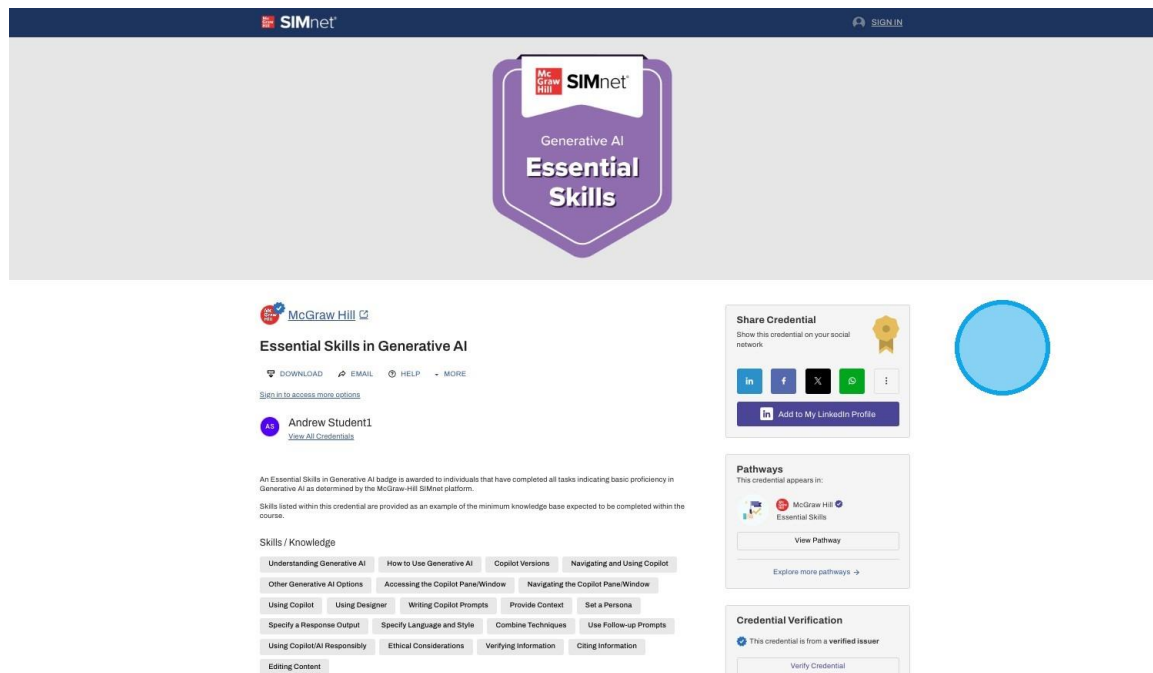
External Link Notice

You are about to leave the McGraw Hill SIMnet website. This link will open a new browser window or tab. Do you want to continue?

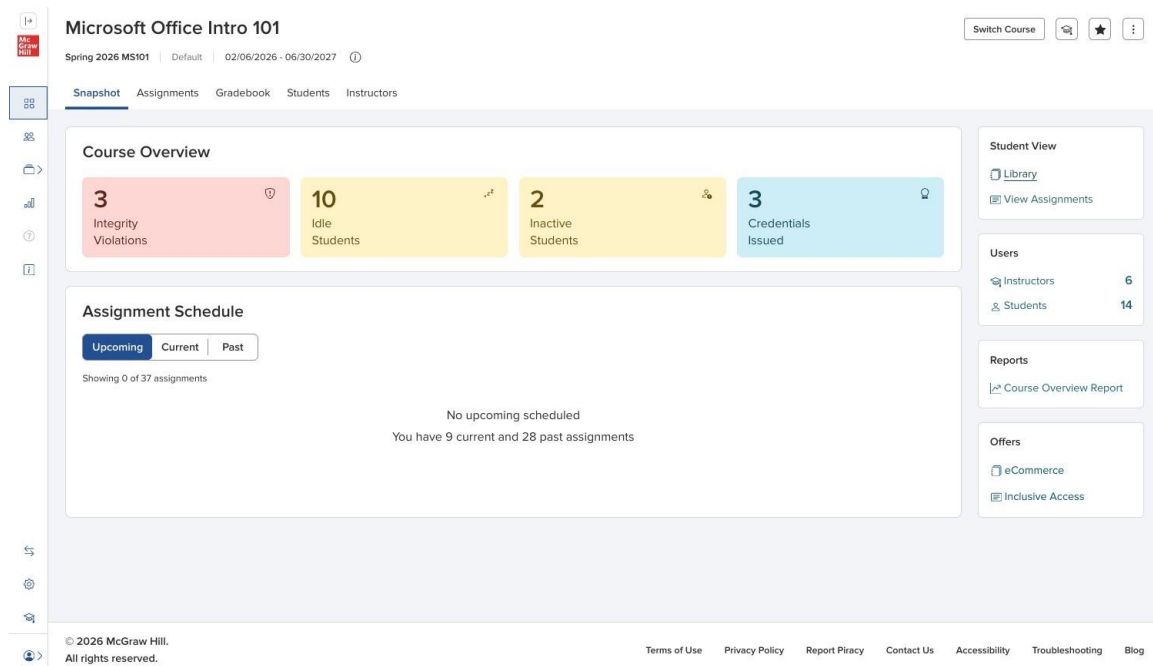
Cancel Continue

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15. You can see the badge and/or certificate and the full list of covered skills.



16. The Assignment Schedule gives you a quick glance by date of Upcoming, Current, and Past Due assignments.
You can view full assignments details on the Assignments tab.

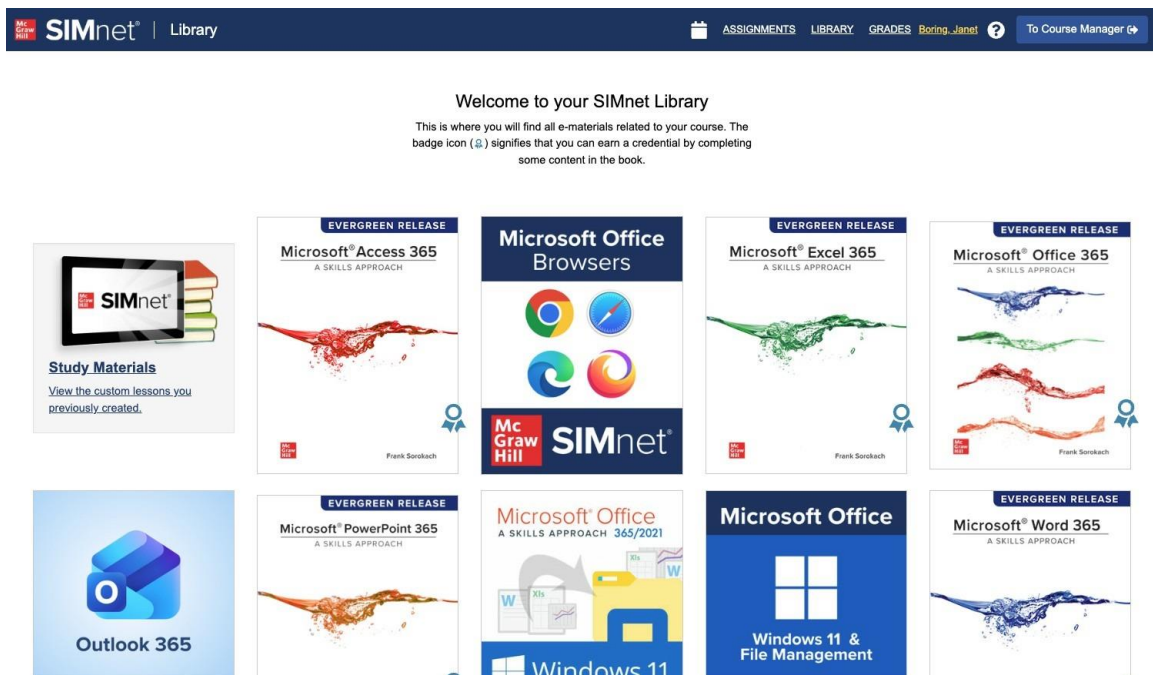


17. The Student View widget contains a link to the SIMbooks library. This shows all of the SIMbooks that are available to your students.

The View Assignments link takes you to the student view of assignments where you can see how it appears for students and also complete an assignment so that you can see how that functions.



18. This is the library view. These are all of the SIMbooks your students are able to see.



19. And this is the student assignment view.

The screenshot shows the SIMnet Assignments interface for the course "Microsoft Office Intro 101" (Spring 2026 MS101). The top navigation bar includes "ASSIGNMENTS", "LIBRARY", "GRADES", and a user profile for "Boring, Janet". A "To Course Manager" link is also present. The main content area is titled "Class Home" and includes a message: "This is your Office Intro course. Your assignments are organized in Folders. This course ends at 06/30/2027 11:59 PM". Below this, there are two rows of assignment cards. The first row contains five "Folders" cards: "Introductory Assignments", "GenAI", "Excel", "Data Analytics", and "PowerPoint". The second row contains two "Folders" cards: "Word" and "Final Exams and Projects", followed by three "Resource" cards. The "Resource" cards are for "Janet's Test" (due JUL 4 '26 11:59 PM) and "Janet's Project" (due 6/17). The left sidebar includes a "Switch View" toggle (List/Tiles), a "Status Filter" (All, Overdue, Due Soon, Submitted), and a "Type Filter" (Show All, Folders, Lessons, SIMbooks, Exams, Projects, SIMpath, Resource). An "Icon Key" is also visible at the bottom left.

20. You can also easily see the count of instructors and users in your course from the Users widget. Clicking on either instructors or students will take you to that tab.

The screenshot shows a "Users" widget with a light blue background. It displays the following information:

Category	Count
Instructors	6
Students	14

21. Throughout the new experience, you will see reports linked where they make sense and are relevant. In this case, we're in a course and the course overview report makes sense

to access from here. You can also access it from the main reports area. But if you are already in your course, it's a single click.



22. The Course Overview Report lists all of the submissions for each content type in that course, as well as credentials issued.

Course: Microsoft Office Intro 101

Course Overview Report

Course: Microsoft Office Intro 101 | Section: Spring 2026 MS101

Student Name	Email	Student ID	Username	Title	Time Spent (HH:MM:SS)	Completed Date	Submitted Date	Number Complete	Percent Complete
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Janet's GenAI Lesson	00:02:49	5/27/2026 2:33:52 PM	5/27/2026 2:33:52 PM	20/20	100%
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Janet's PPT Lesson	00:00:29	-	5/27/2026 2:43:33 PM	1/10	10%
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	Janet's GenAI Lesson	00:01:49	5/27/2026 2:55:31 PM	5/27/2026 2:55:31 PM	20/20	100%

Total Submissions: 3 | Average Time Spent: 00:01:42 | Average Percent Complete: 70%

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23. Click in the dropdown to view the different reports.

The screenshot shows the 'Course Overview Report' for 'Microsoft Office Intro 101'. A dropdown menu is open, displaying options: Lessons (selected), Exams, SIMpaths, Projects, SIMbooks, Resources, and Credentials. The report table below shows student performance data.

Student Name	Email	Student ID	Username	Title	Time Spent (HH:MM:SS)	Completed Date	Submitted Date	Number Complete	Percent Complete
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Janet's GenAI Lesson	00:02:49	5/27/2026 2:33:52 PM	5/27/2026 2:33:52 PM	20/20	100%
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Janet's PPT Lesson	00:00:29	-	5/27/2026 2:43:33 PM	1/10	10%
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	Janet's GenAI Lesson	00:01:49	5/27/2026 2:55:31 PM	5/27/2026 2:55:31 PM	20/20	100%

Summary: Total Submissions: 3, Average Time Spent: 00:01:42, Average Percent Complete: 70%

24. Each report can be searched, filtered, or exported.

The screenshot shows the same 'Course Overview Report' interface, but the dropdown menu is closed. The report table and summary are identical to the previous screenshot. At the top right of the table area, there are buttons for 'Search', 'Filter', and 'Export'.

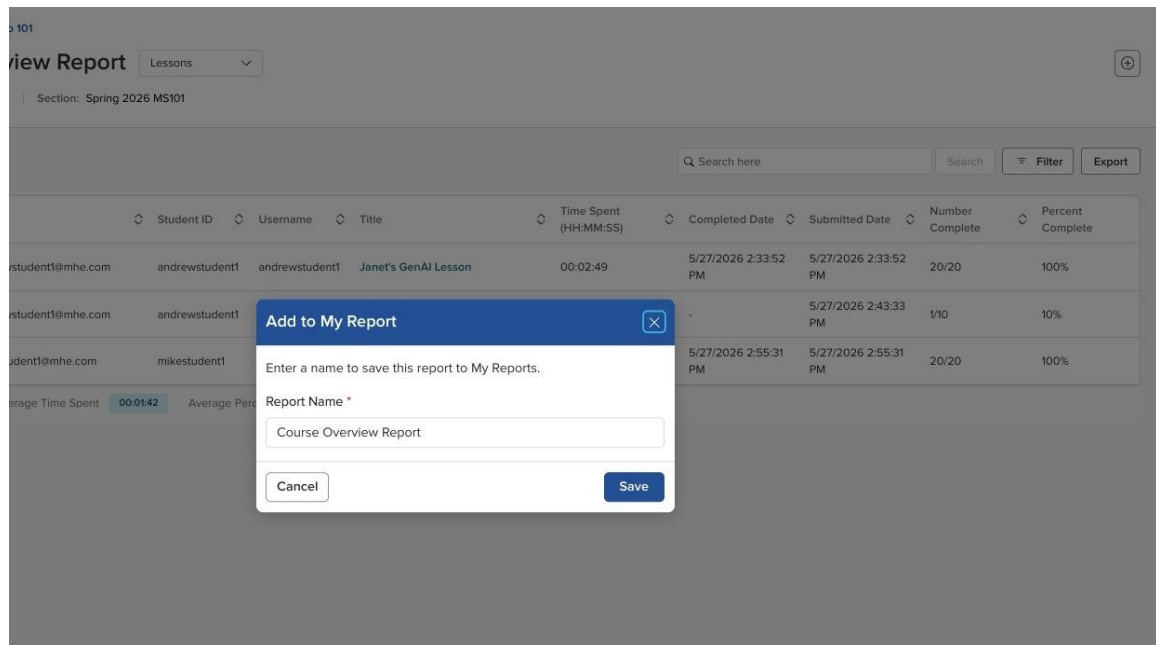
Student Name	Email	Student ID	Username	Title	Time Spent (HH:MM:SS)	Completed Date	Submitted Date	Number Complete	Percent Complete
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Janet's GenAI Lesson	00:02:49	5/27/2026 2:33:52 PM	5/27/2026 2:33:52 PM	20/20	100%
Student1, Andrew	andrewstudent1@mhe.com	andrewstudent1	andrewstudent1	Janet's PPT Lesson	00:00:29	-	5/27/2026 2:43:33 PM	1/10	10%
Student1, Mike	mikestudent1@mhe.com	mikestudent1	mikestudent1	Janet's GenAI Lesson	00:01:49	5/27/2026 2:55:31 PM	5/27/2026 2:55:31 PM	20/20	100%

Summary: Total Submissions: 3, Average Time Spent: 00:01:42, Average Percent Complete: 70%

25. If you would like to add this report to your own reports list, click Add to My Reports in the upper right corner.



26. Give the report a unique name and click Save.



27. You'll be taken out of the course to the My Reports page.

My Reports

Report was saved successfully

Search by report title or type Search Filter Create Report

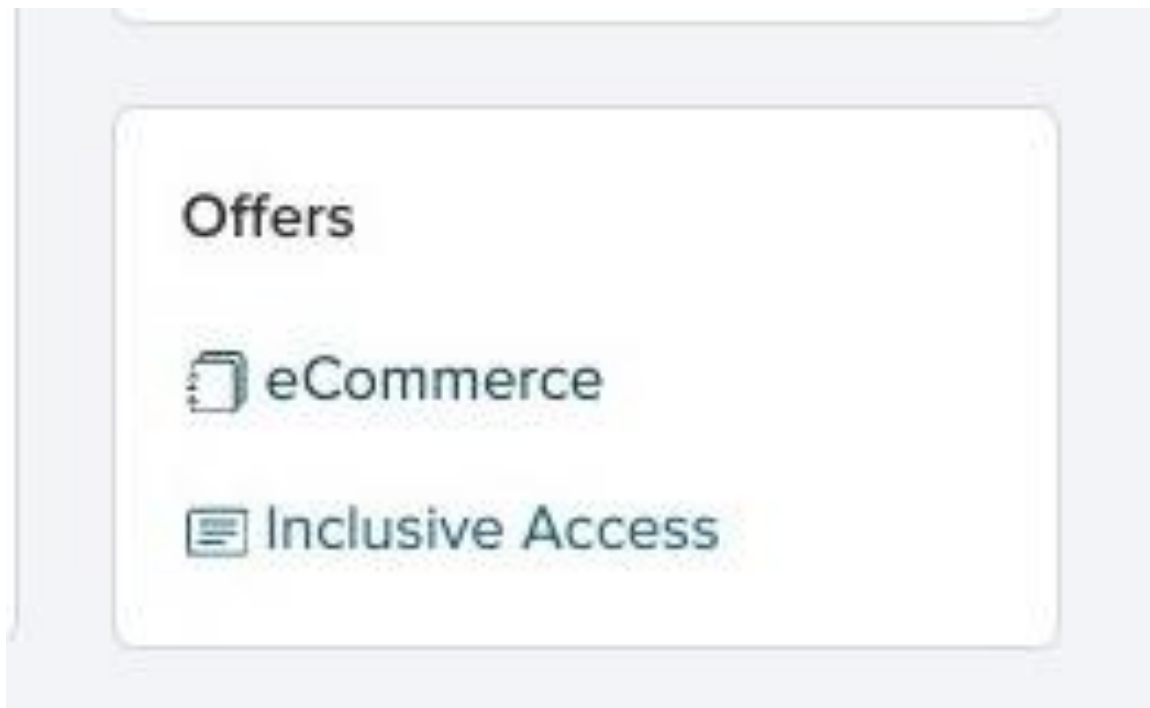
Title	Report Type	Export	Delete
Advanced Computing	Class Overview	—	
Copy of Microsoft Office Intro 101 A Copy of Spring 2026 MS101 Class Overview Report	Class Overview	—	
Copy of Microsoft Office Intro 101 Copy of Spring 2026 MS101 Class Overview Report	Class Overview	—	
Copy of Microsoft Office Intro 101 Z Copy of Spring 2026 MS101 Class Overview Report	Class Overview	—	
Copy of Office Intro Spring 1 Copy of Spring 2026 Class Overview Report	Class Overview	—	
Course Overview Report	Class Overview	—	
Excel and Word Course Excel Word Spring Term Class Overview Report	Class Overview	—	
Final Exam Spring 2026	SIMnet Exam		
Janet Course 2 Fall 2026 Class Overview Report	Class Overview	—	
Janet Lesson Report 1	Lesson		

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28. The last widget on the snapshot page is the Offers widget. This will provide information about the eCommerce and/or Inclusive Access offers available for this course.



29. Clicking on eCommerce will show you the offers available to students in this course, and give you the option to either add or remove offers.
There is a separate article about managing eCommerce offers.

The screenshot shows the 'Manage eCommerce Offers' interface for the course 'Microsoft Office Intro 101'. The left sidebar contains navigation links: Snapshot, Assignments, Gradebook, and a 'Course Overview' section with '3 Integrity Violations'. The main content area is titled 'Manage eCommerce Offers' and includes a '+ Add Offers' button. Below this is a table of 'Available Offers' with columns for Offer, ISBN, Country, Price, and Remove. One offer is listed: 'SIMnet 365/2021 - In Practice, Nordell - Office Intro, Access, Excel, Word Complete - eCommerce' with a price of 999.00 TRY. A 'Cancel' button is at the bottom left.

Offer	ISBN	Country	Price	Remove
☐ SIMnet 365/2021 - In Practice, Nordell - Office Intro, Access, Excel, Word Complete - eCommerce			999.00 TRY	

30. Clicking on Inclusive Access will show you any Account and/or Course level inclusive access offers available for the course.

The screenshot shows the 'Inclusive Access Offers' interface for the course 'Functionality and P'. The left sidebar contains navigation links: Courses, Users, Content, Reports, Help, and Resource Center. The main content area is titled 'Inclusive Access Offers' and includes a 'Registration Codes' section showing 'You have used 1080 of 3550 registration codes.' Below this is a table of 'Course Level Inclusive Access' with columns for Course Name, Section Name, Course Start Date, Course End Date, and Code Type Description. The table lists three offers: 'MH Campus', 'Badge', and 'Student pairing test'. A 'Cancel' button is at the bottom left.

Course Name	Section Name	Course Start Date	Course End Date	Code Type Description
MH Campus	Sync Testing	02/28/2011	Not set	Bundle Offer
Badge	A	07/13/2023	Not set	SIMnet 365/2021 - Skills Approach, Manning - Access, Excel PowerPoint, Word Complete - OLA
Student pairing test	LTR1	02/28/2011	Not set	Bundle Offer