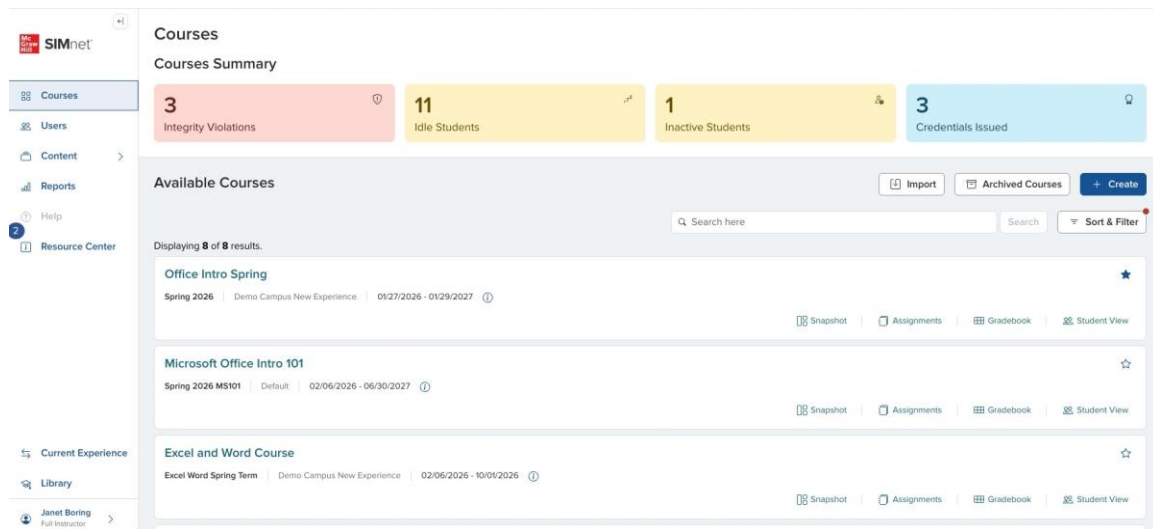


## Courses List

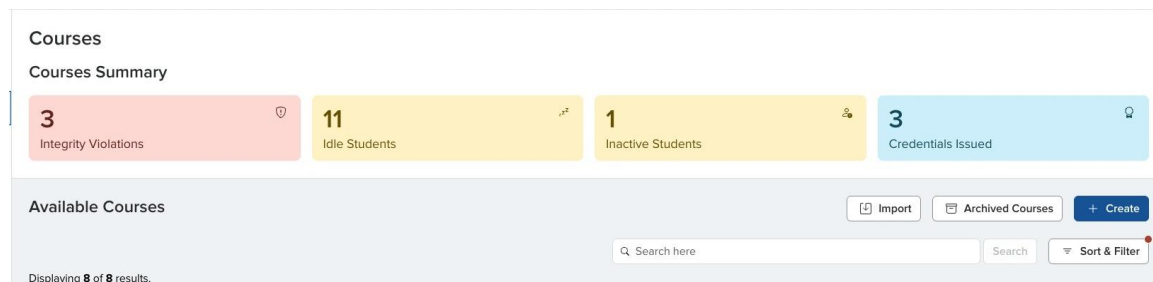
Learn how to navigate the Courses list where you can view information across all of your courses, access create and import courses, as well as the full list of your courses.

1. The Courses list is the dashboard of the new experience. There is a lot of information here at your fingertips, as well as actions that you can take related to courses.



2. First, you have the Courses Summary. As an instructor, this shows you valuable information across all of your courses related to:

- Integrity Violations
- Idle students who haven't logged in for a week
- Inactive students who haven't logged in for two weeks or more
- Credentials issued to your students



3. If you are an administrator, you will see a toggle for My courses and All courses. Remember that My courses are the courses you are also an instructor in. All courses will include every active course in the account.

Switching the toggle will change the Courses Summary numbers as well as the list of courses.

**Courses**

**Courses Summary**

256  
Integrity Violations

234  
Idle Students

213  
Inactive Students

16  
Credentials Issued

**Available Courses** Import Archived Courses + Create

My courses All courses  Search Sort & Filter

Displaying 10 of 415 results.

4. When you click on one of the widgets in the courses summary area, it will take you to the report behind that information.
- This is the Integrity Violations Report showing any issues with violations for the students in your courses. You can click on the icon to see the details of the violation.
- You can see totals at the bottom of the report, search the report, filter, export, or print.
- Simply click the arrow to the left of the title to return to the Courses list.

**Courses / Integrity Violations**

Search Filter Export Print

| Student Name   | Email                 | Student ID    | Username      | Attempt Number | Assignment Title                                     | Type    | Date               | Integrity Violation Status |
|----------------|-----------------------|---------------|---------------|----------------|------------------------------------------------------|---------|--------------------|----------------------------|
| Jenni Student1 | jennistudent1@mhe.com | jennistudent1 | jennistudent1 | 1              | PowerPoint 365 In Practice - Ch 1 Guided Project 1-2 | Project | 02/27/2026 01:46AM |                            |
| Jenni Student1 | jennistudent1@mhe.com | jennistudent1 | jennistudent1 | 1              | Excel 365 Skills Approach - Ch 1 Fix It 1.6          | Project | 05/27/2026 02:50PM |                            |
| Mike Student1  | mikestudent1@mhe.com  | mikestudent1  | mikestudent1  | 1              | Guided Project 1-1 - Standardizing Data              | Project | 05/27/2026 02:58PM |                            |

Total Violations **3** Suppressed Violations **0**

5. Again, as an administrator, you have the my courses/all courses toggle for the reports as well.

**Courses / Integrity Violations**

My Courses All Courses  Search Filter Export Print

| Student Name   | Email                 | Student ID    | Username      | Attempt Number | Assignment Title                                     | Type    | Date               |
|----------------|-----------------------|---------------|---------------|----------------|------------------------------------------------------|---------|--------------------|
| Jenni Student1 | jennistudent1@mhe.com | jennistudent1 | jennistudent1 | 1              | PowerPoint 365 In Practice - Ch 1 Guided Project 1-2 | Project | 02/27/2026 01:46AM |
| Jenni Student1 | jennistudent1@mhe.com | jennistudent1 | jennistudent1 | 1              | Excel 365 Skills Approach - Ch 1 Fix It 1.6          | Project | 05/27/2026 02:50PM |
| Mike Student1  | mikestudent1@mhe.com  | mikestudent1  | mikestudent1  | 1              | Guided Project 1-1 - Standardizing Data              | Project | 05/27/2026 02:58PM |

Total Violations **3** Suppressed Violations **0**

6. 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.

[Idle Students](#) Idle for 1 week

| Student Name                    | Email                  | Student ID     | Username              | Last Login         | Logins |
|---------------------------------|------------------------|----------------|-----------------------|--------------------|--------|
| <a href="#">Andrew Student1</a> | andrewstudent1@mhe.com | andrewstudent1 | andrewstudent1        | 05/27/2026 12:25PM | 16     |
| <a href="#">Andy Student1</a>   | andystudent1@mhe.com   | andystudent1   | andystudent1          | Never logged in    | 0      |
| <a href="#">Aparna Student1</a> | aparnastudent1@mhe.com | aparnastudent1 | aparnastudent1        | Never logged in    | 0      |
| <a href="#">Halli Student1</a>  | hallistudent1@mhe.com  | hallistudent1  | hallistudent1         | Never logged in    | 0      |
| <a href="#">Jack Student1</a>   | jackstudent1@mhe.com   | jackstudent1   | jackstudent1          | Never logged in    | 0      |
| <a href="#">Janet Student2</a>  | janetstudent2@mhe.com  | janetstudent2  | janetstudent2         | Never logged in    | 0      |
| <a href="#">Janet Student99</a> | janetstudent99@mhe.com | janetstudent99 | janetstudent99        | Never logged in    | 0      |
| <a href="#">Jenni Student1</a>  | jennistudent1@mhe.com  | jennistudent1  | jennistudent1         | 05/27/2026 12:44PM | 9      |
| <a href="#">Mateo Student1</a>  | mateostudent1@mhe.com  | mateostudent1  | mateostudent1@mhe.com | Never logged in    | 0      |
| <a href="#">Mike Student1</a>   | mikestudent1@mhe.com   | mikestudent1   | mikestudent1          | 05/27/2026 12:52PM | 5      |

Showing 1-10 of 11

7. 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.

[Inactive Students](#) Inactive for 2+ weeks

| Student Name                   | Email                 | Student ID    | Username      | Last Login         | Logins |
|--------------------------------|-----------------------|---------------|---------------|--------------------|--------|
| <a href="#">Laura Student1</a> | laurastudent1@mhe.com | laurastudent1 | laurastudent1 | 05/14/2026 10:46AM | 5      |

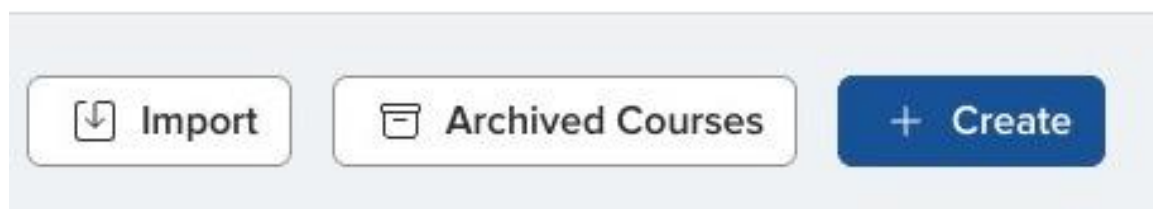
8. The credentials report is a great way to show the value of your students earning credentials from SIMnet. You can click the credential name to view the details. The roll-up numbers at the bottom give you a quick glance of which types of credentials students have earned.

← Credentials Issued

| Student Name    | Email                  | Student ID     | Username       | Credential                                                           | Issued Date        | Issued From      |
|-----------------|------------------------|----------------|----------------|----------------------------------------------------------------------|--------------------|------------------|
| Andrew Student1 | andrewstudent1@mhe.com | andrewstudent1 | andrewstudent1 | <a href="#">SIMnet - Introduction to Generative AI &amp; Copilot</a> | 02/27/2026 01:25AM | Essential Skills |
| Jenni Student1  | jennistudent1@mhe.com  | jennistudent1  | jennistudent1  | <a href="#">SIMnet - Introduction to Generative AI &amp; Copilot</a> | 02/27/2026 01:36AM | Essential Skills |
| Mike Student1   | mikestudent1@mhe.com   | mikestudent1   | mikestudent1   | <a href="#">SIMnet - Introduction to Generative AI &amp; Copilot</a> | 05/27/2026 02:55PM | Essential Skills |

Essential 3 Applied Intermediate 0 Advanced 0 Applied Expert 0

9. From the Courses list, you can also create courses, view archived courses, and import courses and sections.



10. You can Search for a course by title and use different Sort & Filter options to narrow the list. Be sure to click Apply in the lower-right corner to change your view.

The screenshot shows the SIMnet 'Courses' page. On the left is a sidebar with navigation links: Courses, Users, Content, Reports, Help, and Resource Center. The main area is titled 'Courses' and includes a 'Courses Summary' section with three cards: '3 Integrity Violations', '11 Idle Students', and '1 Inactive Students'. Below this is the 'Available Courses' section, which has tabs for 'My courses' and 'All courses', a search bar, and a list of courses. The first course is 'Microsoft Office Intro 101' with details for 'Spring 2026 MS101'. The second is 'Excel and Word Course' for 'Excel Word Spring Term'. The third is 'Office Intro Spring' for 'Spring 2026'. On the right, a 'Sort &amp; Filter' sidebar is open. It contains sections for 'Filter by' (Status: Starred, Paired, Closed; Dates: Available From and Available To), 'Sort By' (Starred, Course Title, Section Title, Available From, Available To), and 'Order' (Ascending, Descending). At the bottom of the sidebar are 'Cancel', 'Reset', and 'Apply' buttons.

11. On each course card, you have the course name, section name, campus, and dates. There are also quick links to the Snapshot, Assignments, Gradebook, and Student View for the course. The star allows you to favorite that course and bubble it up to the top of your list.



12. Clicking on the course title or Snapshot takes you to that course's snapshot page. The quick links for Assignments and Gradebook take you directly to that tab.

A screenshot of the 'Microsoft Office Intro 101' course snapshot page. The page features a sidebar with navigation links: 'Courses', 'Users', 'Content', 'Reports', 'Help', and 'Resource Center'. The main content area is titled 'Microsoft Office Intro 101' and includes a 'Switch Course' button and a 'Snapshot' tab. The 'Course Overview' section displays five metrics: '2 Integrity Violations', '0 Overdue Assignments', '10 Idle Students', '1 Inactive Students', and '3 Credentials Issued'. The 'Assignment Schedule' section shows 'No upcoming scheduled' assignments. The right sidebar contains links for 'Student View', 'Users', 'Reports', and 'Offers'. The footer includes copyright information for McGraw Hill and various policy links.