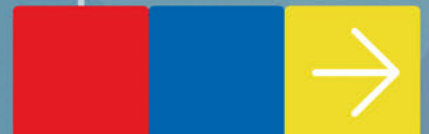




Training Guide



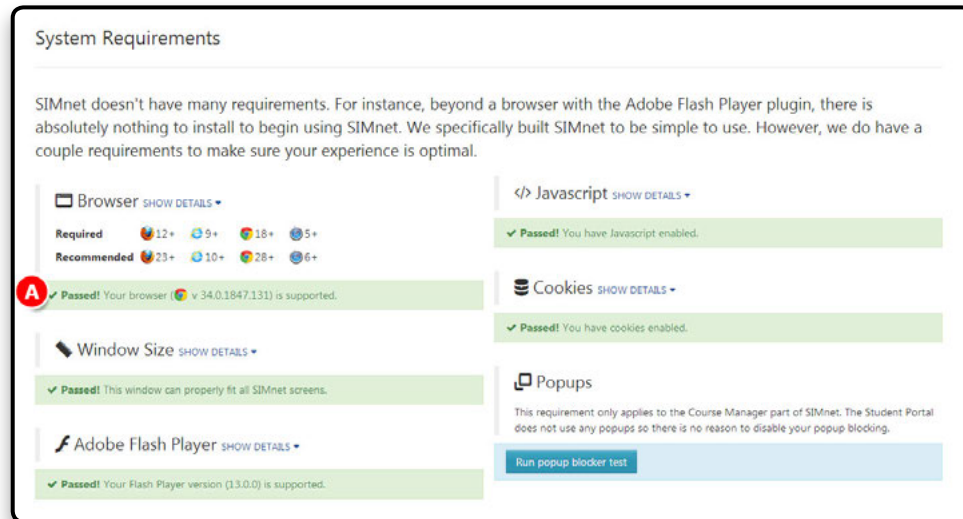
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Section 1: Overview

Welcome to using SIMnet Online as your learning and assessment solution for Microsoft® Office, Windows, and computer concepts. SIMnet utilizes a completely online, simulated Microsoft Office and Windows environment with custom content that correlates to many popular textbooks. Projects in SIMnet are live-in-the-application, automatically graded projects to supplement your course content or as a stand-alone project-based assessment.

SIMnet® Online is a complete learning management system designed to teach and assess competency in Microsoft® Office 2007, 2010, 2013, Windows 7™, Windows Vista™, Windows XP®, and computer concepts.



Requirements

SIMnet® is completely web-based. There is no CD-ROM to install and no special installation program to download. Check if your computer can run SIMnet by clicking on the **System Requirements Tests** link located on the SIMnet login page.

- A** Ensure your browser, window size, adobe flash, javascript, and cookies receive the **pass** message.

Section 2: Logging into the Course Manager

Go to your school's SIMnet Online site: <https://account.SIMnetonline.com> (where account is your school's SIMnet account name).

- A** You will know you have entered the correct web address cause you will see your school name in the **upper right hand corner**. All SimNet Online accounts use the secure https instead of http.
- B** Log in with your **instructor username**.
- C** and **password**.

simnet
Keep IT SIMple!

MH Digital Implementation Team

Username **B** aschwenker

Password **C**

[Forgot credentials?](#)

A

Sign In

Using the Dashboard

- A** The Dashboard link shows the current state of your classes and helps keep your classes, assignment and student activity organized.

When you log in or click the Dashboard link from within the My Account section, you will see the dashboard.

- B** The dashboard has the following components: Assignment Schedule, Past Due Assignments (B)
- C** And Student Activity (C). The dashboard components contain information about students and assignments in the courses you teach.

My Account

A Dashboard

Account Details

Permissions

Instructors

Students

Classes

Content

Learning

Exams

SimPaths

Projects

Resources

Assignment Schedule **B**

Past Current Upcoming

Click an assignment to see more info about it.

05/14 Demo for San

05/14 Exam

[View All Current Assignments](#)

Past Due Assignments

Assignments Are Up-to-date

All of your students are up-to-date with their assignments.

Student Activity **C**

Active Students (0)

Idle for 1 week (0)

Idle for 2+ weeks (0)

Never logged in (0)

My Account Details

- A** To edit your **Account Details** information.
- B** Click the **Edit** button. Make the changes you want, then click **Save**.
Instructors can change any information except their role.

The screenshot shows the SIMnet Course Manager interface. On the left is a sidebar with a 'Users' dropdown menu containing 'My Account', 'Dashboard', 'Account Details', and 'Permissions'. The 'My Account' section is expanded, showing 'Account Details' and 'Permissions'. The 'Account Details' section is highlighted with a red circle 'A'. The main content area has three tabs: 'Personal Information', 'Contact Information', and 'Log In Information'. The 'Personal Information' tab is active, showing fields for 'First Name' (Aaron), 'Last Name' (Schwenker), and 'Role' (Campus Administrator). Below these fields is an 'Edit' button, which is highlighted with a red circle 'B'. The 'Contact Information' tab shows fields for 'Email' (aaron_schwenker@mcgraw-hill.com), 'Phone', and 'Ext'. The 'Log In Information' tab shows fields for 'Username' (aschwenker) and 'Password' (Edit to reset password).

Notice that when you edit your account details, you cannot see your password. The password is hidden for security. You can reset your password by typing the new password in the **new password** box, and then typing it again in the **Confirm Password** box.

Section 3: Instructor Roles

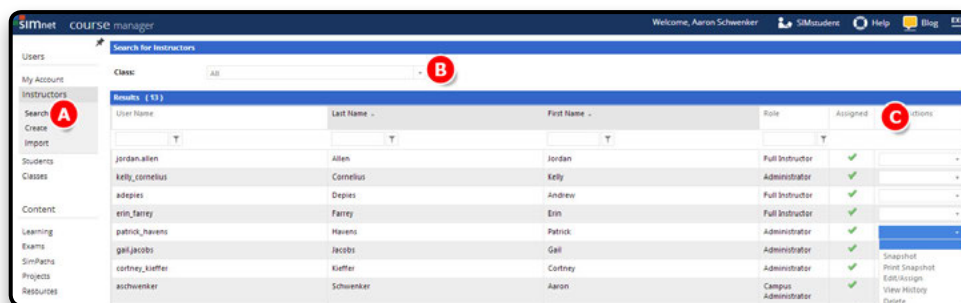
Note: Section 3 is described through the eyes of an Administrative Account only

There are several **instructor roles (A)** in the SIMnet Course Manager: **Administrator**, **Full Instructor**, **Limited Instructor**, **Assistant**, and **Inactive Instructor**.

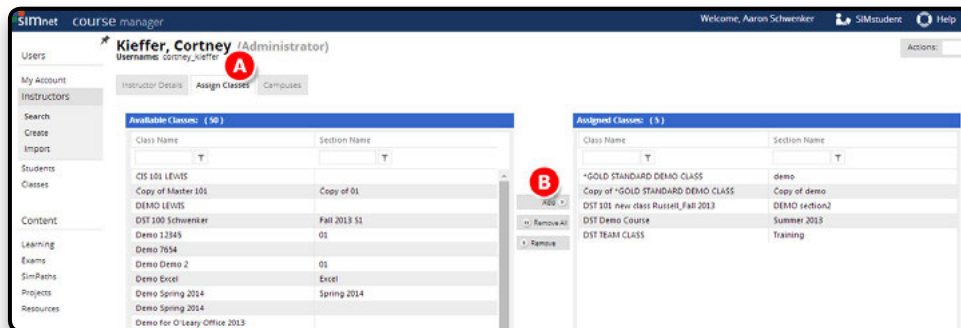
- **Administrators** - can create other administrators and instructors and have full access to all classes, lessons, and exams. Only Administrators have access to the account settings pages and archiving functions. An **Administrator** who is assigned to a specific campus or campuses, become a **Campus Administrator**. This means the **Campus Administrator** can view all assignment results and student information for a specific campus as well as add or delete campuses from their account.
- **Full Instructors** - can do everything an Administrator can do except modify administrative settings, create other instructors and edit other instructors' materials. Instructors cannot change the account settings nor can they access archiving functions.
- **Limited Instructors** - can only create lessons and exams from templates. They do not have the right to edit the content or preferences of lessons and exams created from templates nor can they create new learning objects.
- **Assistants** - can only view classes, students, lessons, exams, and reports. They cannot create anything.
- **Inactive Instructors** - cannot log in to the Course Manager. Their information is saved in SimNet but they are unable to access it.

Search for an Instructor

- A** When in the **Search** view
- B** Expand the **Class** menu and search for an instructor assigned to a specific class.
- C** Under the **Actions** menu a number of options appear when the dropdown box is selected: snapshot, print snapshot, edit/assign, view history, and delete.

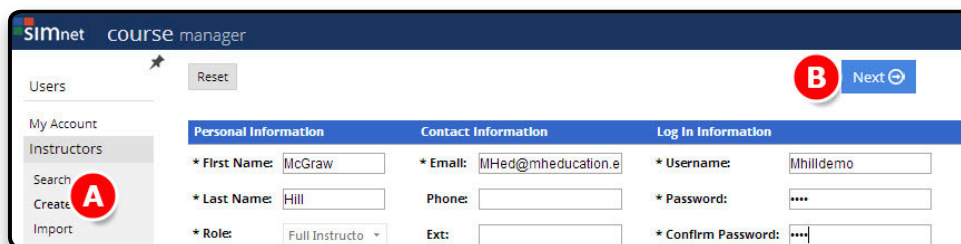


- A** By clicking on edit/assign from the actions dropdown box you can then **Assign a Class** to that particular instructor.
- B** To do so select the class you wish to assign to the instructor and click **Add**. The class will then appear under the Assigned Classes box.

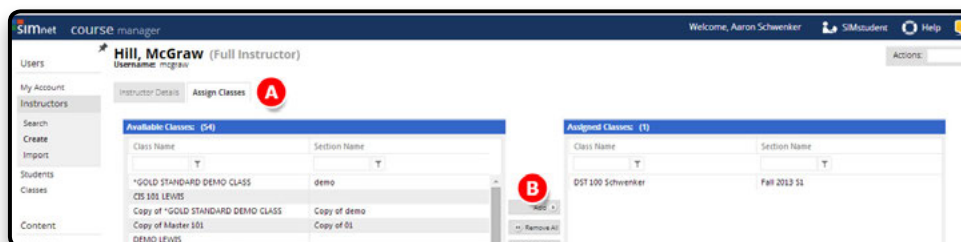


Create an Instructor

- A** Navigate to the Instructors area, and click the **Create** link.
- B** Fill-in the required information and click the **Next** to save the instructor record and add class assignments.



- A** Click the **Assign Classes** tab.
- B** Next, click the class you want to assign to the instructor, and then click the **Add** button. Alternatively, if you would need to delete or remove an instructor from a course, click on the **Remove** button. When you add a class assignment, the instructor account is updated and saved automatically.



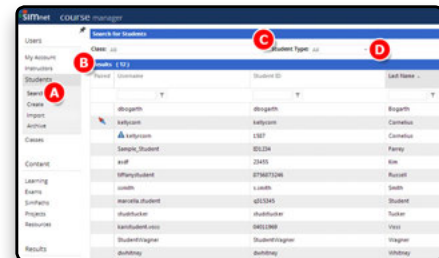
User Tip: you can assign multiple classes at once by clicking and dragging to select multiple classes. To select non-contiguous classes, press the CTRL key and click each of the classes you want.

Section 4: Students

Instructors are able to manually create students or batch import students into a class. They are also able to edit the student account data, register them for SIMnet, print their reports, and send messages. All of the students registered in the account are available from the **Students** link.

Search for Student

- A** The students navigation button on the left side opens the students link, and the **Search for Students** (A) window.
- B** The **Results** (B) area shows all the students registered for an instructor's classes.
- C** Search for Students according to **Class**.
- D** and **Student Type** or search for a particular student by using the filters in the results area.



To search for a specific student or students:

- In the **Search for Students** section, expand the **Class** list and select the class you want to search.
 - » As an instructor, only the classes you are assigned appear in the class list. SIMnet will automatically show a list of students enrolled in the class you searched.
- In the **Search for Students** (A) section, expand the **Student Type** (D) list and click the category you want:
- **Full Student** – Student has a full SIMnet registration code in his account and therefore has access to all SIMnet modules.
- **Proficiency Student** – Student has access to one exam per registration code.
- **Trial Student** – Student has a temporary account for up to 21 days. Student must purchase registration code to continue taking assignments after trial ends. Instructor determines length of trial.
- **Unregistered Student** – Student has a SIMnet account but has not yet entered a registration code.
- **Single Module Student** – Student has a registration code that gives him access to SIMnet materials for one module only.
- **SIMgrader Student** – Student has access to Projects only. Not available in SIMnet 2013.

Using Student Actions Menu

- A** Once you find the student you want, expand the **Actions** menu:
- The **Snapshot** for each student shows the student's registration information and a list of the classes the student is enrolled in.
 - **Print Snapshot** allows you to print the student's Snapshot. You can also add registration codes here.
 - **Edit/Assign** allows you to modify the user information for the student.
 - **Student Report** generates a report showing all of the student's lesson and exam results, including student-created self-study lessons. From this report, you can view result details and delete results. You can also change the grade of an individual item. You can print this report by clicking the Print Report button.
 - **Send Message** allows you to send a message to the student. (Messaging must be allowed to see this option.)
 - **Delete** allows you to remove the student record. However, if the student has entered a registration code, you cannot delete it. If you want to hide the student from your roster and reports, you can archive the student (See *Archiving and Unarchiving* Students later in this section).

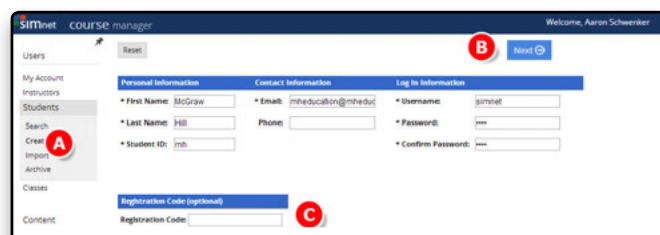


Paired	Username	Student ID	Last Name	First Name	Actions
	dbogarth	dbogarth	Bogarth	Donna	
	kellycom	kellycom	Cornelius	Kelly	
	1587	1587	Cornelius	Kelly	
	Sample_Student	ID1234	Farrey	Erin	
	asdf	23455	Kim	Student	
	tiffanystudent	8756873246	Russell	Tiffany	Snapshot Print Snapshot Edit/Assign Remove All FC Pairing Student Report View History Delete
	s.smith	s.smith	Smith	Susie	
	marcella.student	q315345	Student	Marcella	
	studetucker	studetucker	Tucker	Courtney	
	karistudent.voss	04011969	Voss	Kari (Student)	

Creating New Student

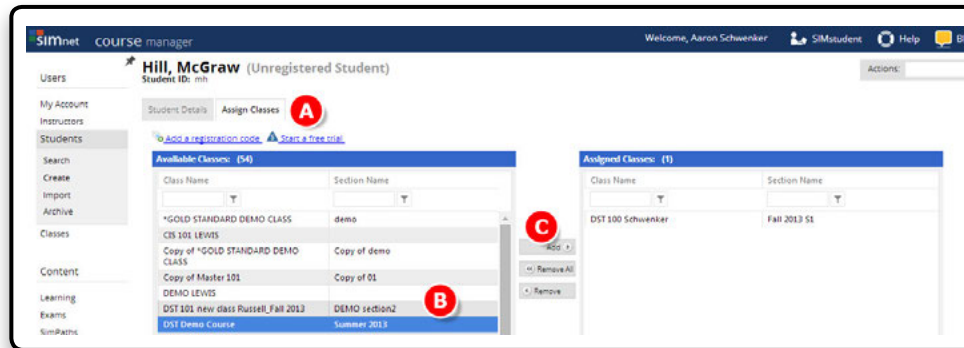
Most accounts will either allow students to self-register, or they will import student rosters on a class-by-class basis. However, there may be times when you want to create a new student account manually.

- A** Navigate to the **Students** area, and click the **Create** link. Fill in the required information.
- B** Click the **Next (B)** button to save the student record and add any class assignments.
- C** **Note:** If you do not include a **Registration Code**, the student will be prompted to enter one the first time he logs in to the student portal.



The screenshot shows the 'SIMnet COURSE manager' interface. On the left is a sidebar with a 'Students' link highlighted. The main area is a form titled 'Create Student' with three tabs: 'Personal Information', 'Contact Information', and 'Log In Information'. The 'Personal Information' tab is active, showing fields for 'First Name' (filled with 'McGraw'), 'Last Name' (filled with 'Hill'), and 'Student ID' (filled with 'msh'). The 'Contact Information' tab has fields for 'Email' (filled with 'mheducation@mhedu') and 'Phone'. The 'Log In Information' tab has fields for 'Username' (filled with 'simnet'), 'Password', and 'Confirm Password'. A 'Next (B)' button is in the top right. At the bottom, there is a 'Registration Code' field labeled 'C' and a 'Register' button.

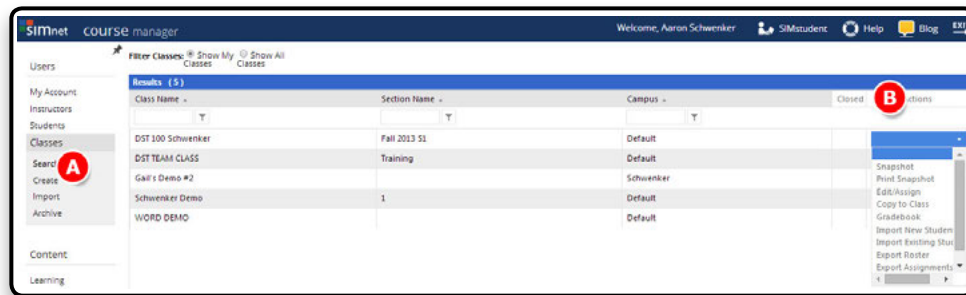
- A** To assign the student to a class, click the **Assign Classes** link.
- B** Select the class you want from the **Available Classes List**.
- C** Then click the **Add** button. SIMnet saves the class assignment automatically.



Section 5: Classes

Search a Class – Using Class Action Menu

- A** The Classes main page shows the list of classes for which you are assigned as the instructor. Click on **Classes** to begin the class set-up process
- B** The **Classes Actions** menu is available from the main Classes page. Expand the Actions menu for the class you want to work with:



- The **Snapshot** for each class shows the class roster and assignments.
- **Print Snapshot** allows you to print the class Snapshot.
- **Edit/Assign** allows you to change the class or section name and add or remove instructors and students. Edit/Assign also allows you to add or remove assignments as well as edit assignments details including start, due, and end dates. From the edit page you can also close registration for the class (preventing students from self-registering).
- **Copy to Class** copies all class information into a new class that you can rename or save as a copy.
- **Gradebook** generates a report showing the results for all of the class assignments. From this report, you can view result details and delete results. You can print this report by clicking the Print link.
- **Import New Students** allows you to import a roster of students into the class.
- **Export Roster** allows you to export a full class roster of students from SIMnet into an Excel document.
- **Export Assignments** allows you to export class assignments into an Excel document.
- **Send Message** allows you to send a message to all students in a particular class.
- **Delete** removes the class and its assignments from SIMnet. **When you delete the class assignments, you also delete the student results associated with those assignments.**
 - » Before deleting a class, we **highly** recommend running a class report and exporting all of the class exam and lesson results.
 - » Deleting a class does not delete the students enrolled in that class, but it does delete all of the class assignments and student results associated with those assignments.
 - » Classes can only be deleted if you created or are Administrator.

Creating a New Class

- A** Navigate to the classes area, and click the **Create** link.
- B** Fill-in the **Class Details**, class title, section title, and campus (optional) boxes.
- C** Click the **Next** button to save the class and assign instructors and students.

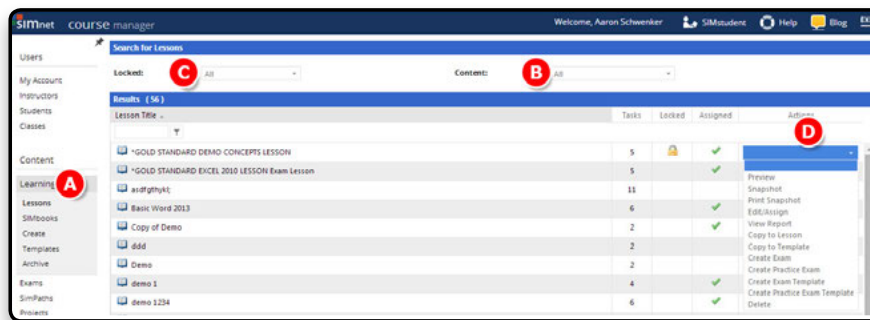
- A** Select at least one **Instructor** from the list on the left.
- B** Click the **Add** button.
- C** Add the instructors to the list of **Assigned Instructors**. Adding and removing students from a class works the same way.
- D** Click **Students** link and select the students you want in the available students list. Click the add button for the students to appear in the assigned students box.

User Name	Last Name	First Name
jordan.allen	Allen	Jordan
kelly.cornelius	Cornelius	Kelly
acox	Cox	April
adeplies	Depies	Andrew
erin.farrey	Farrey	Erin
kfinn	Finn	Kelly
kfreund	Freund	Kim
lgranger	Granger	Lisa
patrick.havens	Havens	Patrick
mhilldemo	Hill	McGrav
mccravy	Hill	McGrav
quent	Instructor	fake

User Name	Last Name
aschwenker	Schwenker

Section 6: Learning

- A** When you click Learning (A) on the navigation menu, SIMnet shows all lessons, including lessons you created and lessons other instructors created and assigned to one of your classes.
- B** At the top of the page, expand the Content (B) list to select a specific content module
- C** Or expand the Locked (C) list to select a locked or unlocked lesson.
- D** Depending on the user's role, the Actions (D) menu in the Lesson Title list may include:

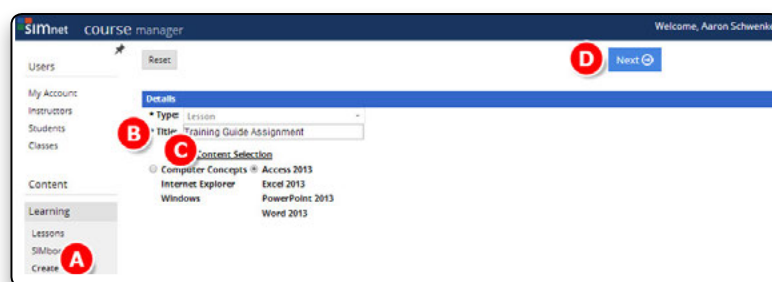


- **Preview** opens the SIMnet lesson in a new window. This feature makes it easier for instructors to preview exactly what students see without requiring the instructor to actually login as a student.
- **Snapshot** shows the details of the lesson (including assignments) in a static window. This option is useful for instructors who do not have edit privileges for the lesson.
- **Print Snapshot** displays the Snapshot information in a printable format.
- **Edit/Assign** allows you to edit the lesson. Once the lesson is locked, the tasks within the lesson cannot be changed. The assignment details can always be changed. Only the lesson "owner" or the account Administrator can edit the lesson.
- **View Report** allows you to view the latest lesson results for your entire class. To modify the report settings, click the Edit button at the top of the screen (to the left of the Bookmark button and Actions menu). Expand the lists to select a specific Class or Campus and click the Enable Date Range checkbox to specify a date range. Click Save to save changes. This option is available to the lesson "owner" only.
- **Copy to Lesson** copies the lesson to a new lesson. This option is available to the lesson "owner" only. If you want other instructors to be able to copy your materials, use Copy to Template instead.
- **Copy to Template** creates a new lesson template based on the selected lesson. An instructor who has rights to create lessons from templates has access to the template (full and limited instructors, but not assistants).
- **Create Exam** creates a new SIMnet exam based on the lesson content. This option is only available if you have the right to create SIMnet exams.
- **Create Practice Exam** creates a new SIMnet practice exam based on the lesson content. This option is only available if you have the right to create SIMnet exams.

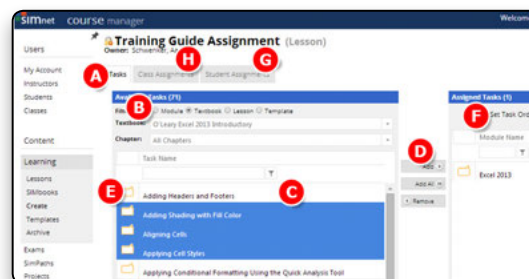
- **Create Exam Template** creates a new SIMnet exam template based on the lesson content. This option is only available if you have the right to create SIMnet exam templates.
- **Create Practice Exam Template** creates a new SIMnet practice exam template based on the lesson content. This option is only available if you have the right to create SIMnet exam templates.
- **Delete** option deletes the lesson, all assignments, and all results. Only the lesson “owner” or the account Administrator can delete the lesson.

Creating a New Lesson

- Go to the **Learning** section and click **Create**. Expand the **Type** menu, and select **Lesson**. (In the type menu, there are two options. The first is a regular **Lesson** which you will create here. The other option is **Lesson Template**, which is a lesson that is available for copying but cannot be assigned directly to a class. To learn more, see the **Template** section.)
- Type a name for the lesson in the **Title** box.
- Click a **Radio Button** to select SIMnet content selection.
- Click the **Next** button to save the lesson and continue to the next page.



- You will then be directed to the **Tasks** tab. You can view the available list of tasks by module, textbook, lesson, or template.
 - Click the **Radio Button** for the view you want.
- **Module:** If you want to filter the list by module, select a software application from the drop-down
 - **Module menu.** You can also select a specific Microsoft exam objective from the **MCAS** drop-down list.
 - **Textbook:** Select a textbook from the drop-down list to filter by Textbook. You can also filter by
 - **Chapter.**
 - **Lesson:** Select a lesson that you or another instructor created.
 - **Template:** Select a template that you or another instructor created.



- C** In the **Available Tasks** list.
- D** Click the tasks you want to add and then click the **Add button**. As you add tasks to the Assigned Tasks list, SIMnet saves the lesson automatically.
- E** Preview the tasks by moving your mouse over the question icon and then clicking the Preview Task button.
- F** Use the **Top, Bottom, Up, and Down Buttons** to reorder tasks in the **Assigned Tasks** list. When you reorder tasks, SIMnet saves the new task order automatically.

Use the **Module or Textbook** filter to switch to another content module or Chapter to add tasks that cover multiple applications (**see filters**)

- G** To assign the Lesson to Classes and/or Individual Students click the **Class Assignments** or **Student Assignments** tab to create assignments.

- SIMnet Online allows you to add restrictions to your lesson assignments including password protection and limiting access to the lesson by IP address.
- When you add an assignment, SIMnet saves the lesson automatically.
- An End Date is required when assigning a lesson to a class.

SIMbooks

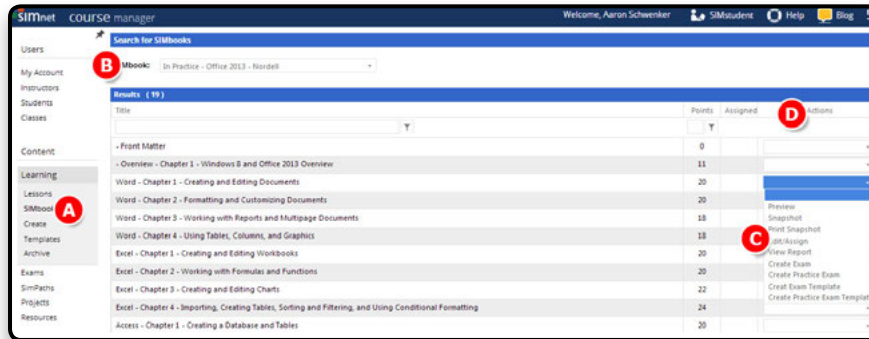
SIMbooks are electronic versions of some McGraw-Hill book series that include chapters with links to **A Show Me, Guide Me, and Let Me Try** simulated exercises. Students complete one, two, or all three of the types of simulated exercises directly from the corresponding book chapter while reading the textbook information. Gradebook credit is available for completion of the exercises.



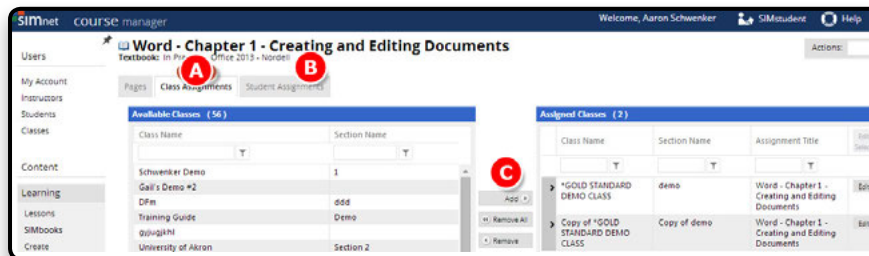
Assigning SIMbooks to Classes and/or Individual Students

SIMbooks can be assigned by using Edit/Assign on the Action menu or from within a class using the SIMbook tab.

- A** After clicking the **Learning** link in the left hand menu, click the **SIMbooks** link.
- B** Select a **SIMbook** from the drop down menu at the top of the page.
- C** Select **Edit/Assign**.
- D** from the **Actions** drop down menu.

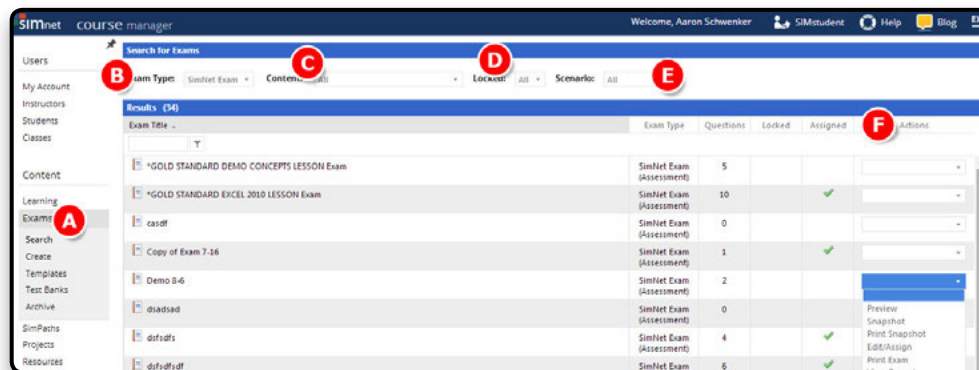


- A** Click the **Class Assignments**.
- B** or **Student Assignments** tab.
- C** Select an available class or student and click the **Add** button to add it to the assigned students or classes list. SIMnet allows you to add restrictions to your SIMbook assignments including password protection and limiting access to the lesson by IP address. When you add an assignment, SIMnet saves the SIMbook automatically. You must include an End Date when assigning a SIMbook to a class.



Section 7: Exams

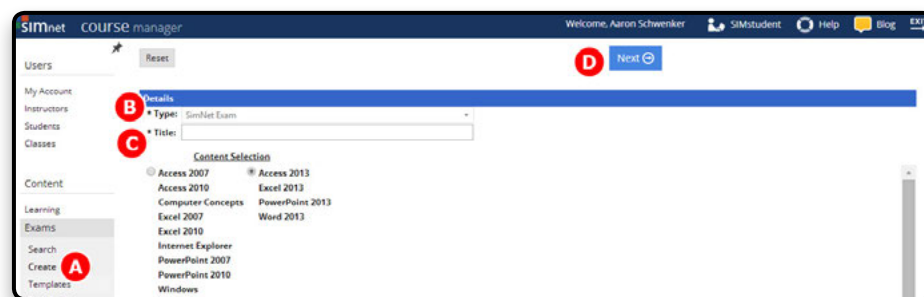
- A** When you click **Exams** in the navigation menu, you see a list of all available exams. These exams include exams you created and exams other instructors created and assigned to one of your classes
- B** You can filter the list of exams by expanding the **Exam Type** list at the top of the page and selecting **SIMnet Exam** or **Test Bank Exam**.
- C** If you filter by SIMnet Exam, an additional **Content** filter list is available.
- D** Expand the **Locked** list to filter by locked or unlocked exams.
- E** You can also expand the **Scenario** list to filter by exam type: Practice or Assessment.
- F** Depending on the user's role, the **Actions** menu in the **Exam Title** list may include:



- **Preview** opens the SIMnet exam in a new window. This feature makes it easier for instructors to preview exactly what students see without requiring the instructor to actually login as a student.
- **Snapshot** shows the details of the exam (including preferences and assignments) in a static window. This option is useful for instructors who do not have edit privileges for the exam.
- **Print Snapshot** prints the Snapshot.
- **Edit/Assign** allows you to edit the exam. Once the exam is locked, the questions within the exam cannot be changed. The assignment details can always be changed. Only the exam “owner” or the account Administrator can edit the exam. The Actions menu is also available from the top of the Edit page.
- **Print Exam** allows you to view and print Answer Key.
- **View Report** allows you to view the latest exam results for your entire class. To filter the report settings, enter data in a column and click the **Edit** button next to the Actions menu. Expand the lists to select a specific **Class**, **Campus** or **Status** and click the **Enable Date Range** checkbox to specify a date range. Click **Save** to save changes. This option is available to the exam «owner» only.
- **Copy to Exam (Copy to Practice Exam)** copies the exam to a new SIMnet exam, SIMnet practice exam, or test bank exam (depending on the exam type). This option is available to the exam “owner” only. If you want other instructors to be able to copy your materials, use **Copy to Template** instead.

- **Copy to Template** creates a new exam template based on the selected exam. Any instructor who has rights to create exams from templates has access to the template (Full Instructors and Limited Instructors, but not Assistants).
- **Create Practice Exam (Create Exam)** creates a new SIMnet practice exam based on the exam content or a new SIMnet exam based on the practice exam content. This option is only available if you have the right to create SIMnet exams. This option is not available for test bank exams.
- **Create Lesson** creates a new SIMnet lesson based on the exam content. This option is only available if you have the right to create SIMnet lessons. This option is not available for test bank exams.
- **Create Lesson Template** creates a new lesson template based on the exam content. This option is only available if you have the right to create SIMnet lesson templates. This option is not available for test bank exams.
- **Delete** deletes the exam, all assignments, and all results. Only the exam “owner” or the account Administrator can delete the lesson.

Creating a New SIMnet exam/SIMnet Practice Exam



- Go to the **Exams** page and click the **Create** link.
- Expand the **Type** menu and select one of the seven options. The first choice is **SIMnet Exam**, which you will be creating here. Other options include:
 - » **SIMnet Exam Template** – An exam that is available for copying but cannot be assigned directly to a class.
 - » **Practice SIMnet Exam** – An exam made up of questions from the practice exam question pool.
 - » **Practice SIMnet Exam Template** – A practice exam that is available for copying but cannot be assigned directly to a class.
 - » **Test Bank Exam** – An exam made up of objective questions from a specific test bank.
 - » **Test Bank Exam Template** – A test bank exam that is available for copying but cannot be assigned directly to a class.
 - » **Test Bank** – A grouping of questions with similar objectives that can be used to create Test Bank Exams.
- Type a name for the exam in the **Title** box.
- The name must be unique within your SIMnet system. Click the **Next** button to save the exam and continue to the next page.

Adding Questions

- A** You will now be directed to the **Questions**. You can view the available list of questions by textbook or by module.
- B** Click the **Radio Button** for the view you want: **Module**, **Textbook**, **Exam**, or **Template**.
Textbook: if you want to further filter the list of available questions, expand the **Chapter** list, and select a specific chapter.
Module: if you want to further filter the list by Microsoft exam objective, expand the **MCAS** list, and select a specific objective.
- C** In the **Available Question** list, click the questions you want to add,
- D** Then click the **Add** button. You can select multiple questions at once by holding down the **Shift** key and clicking (to select a block of contiguous questions) or holding down the **CTRL** key and clicking (to select non-contiguous questions).

As you add tasks to the **Assigned Questions** list, SIMnet saves the exam automatically.

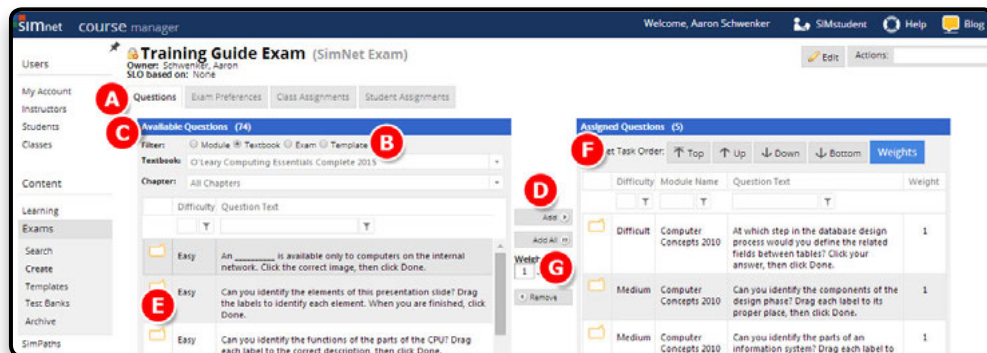
Filter the list by Module Name or Question Text to make searching easier.

- E** Use the question icon to **Preview** questions.
- F** Use the **Top**, **Bottom**, **Up**, and **Down** buttons to reorder questions in the Assigned Questions list. When you reorder questions, SIMnet saves the new question order automatically.

Use the **By Module** filter to switch to another content module to add questions that cover multiple applications.

In the Assigned Questions list, the **Weights** button allows you to determine the weight of each question. If you want to edit question weights, click the **Weights** button.

- G** The **Edit Question Weights** window appears with a list of assigned questions. To change the weight of a particular question, click the up or down arrow in the Weight column. Click the **Save Weights** button to continue.



Setting Preferences

The screenshot shows the 'Exam Preferences' tab in the SIMnet course manager. The 'Exam Properties' section includes settings for Time Limit (30 minutes), Random Question Order (unchecked), Question Attempts Allowed (1), Unlimited Time (unchecked), Random Question Limit (unchecked), Correct Retake Allowed (unchecked), Hide Timer (unchecked), Filter by Difficulty (unchecked), Display Feedback (checked), Exam Attempts Allowed (1), Allow to Save Exam (unchecked), Easy (0 of 0), Medium (0 of 4), Hard (0 of 1), Advance on Incorrect (checked), and Display Hints (checked). The 'Exam Results' section includes Detailed Feedback (checked), Display Submitted Answer (checked), Show Study Guide (unchecked), Enable Printing (checked), Enable Create Custom Lesson (checked), and Textbook (A Skills Approach - Access 2017 Customer Workbook and e-Text Manual). The 'Instructor References' section includes Objective Reference (SLO) (None). At the bottom, there are buttons for Save (B), Cancel, and Make Default (C).

A When you are finished adding questions, click the **Exam Preferences** tab. The default exam preferences for your account are applied automatically. To change the preferences, click the blue **Edit** button.

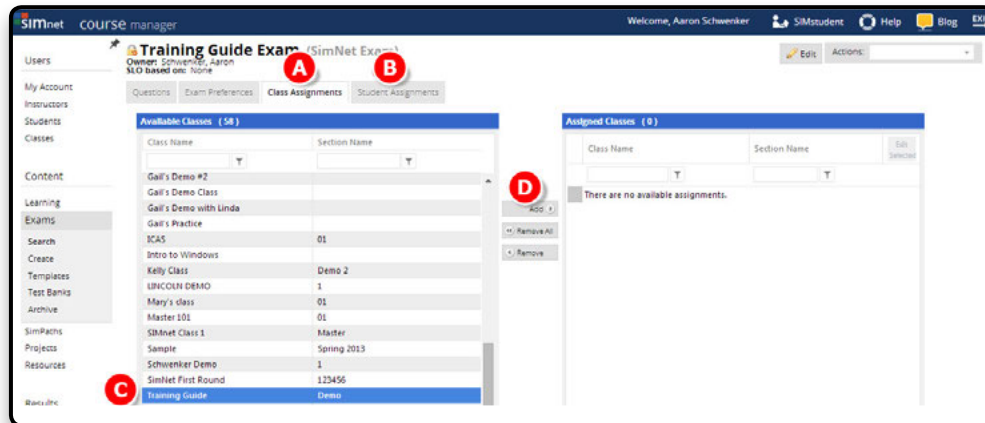
B Make your changes, and then click the **Save** button.

- » Enter the **Time Limit**. SIMnet will provide a suggested time limit once the SIMnet Online database has enough user data to calculate average response times for each question.
- » Enter the **Exam Attempts Allowed**, up to 99.
- » Click the **Allow to Save Exam** checkbox to let the student save the exam.
- » To display questions in random order, click the **Random Question Order** check box.
- » To display a random subset of questions, click the **Random Question Limit** check box and enter a number in the Limit box. When you enable random question limit, the limit is automatically set to the maximum number of questions in your exam. When enabled, it will set all custom question weights to 1.
- » Enter the **Question Attempts Allowed**, up to 99. This is the total number of attempts, not the number of retries.
- » If you have more than one question attempt allowed, and you want students to have the ability to re- answer questions they have already answered correctly, click the **Correct Retake Allowed** check box.
- » To display correct and incorrect feedback during the exam, click the **Display Feedback** check box.
- » If you want the exam to move to the next question even when the user answers incorrectly, click the **Advance on Incorrect** check box. This option is only available if **Display Feedback** is enabled.
- » To display hints after incorrect answers, click the **Display Hints** check box. (This option is only available if Display Feedback is enabled.)
- » In the **Exam Results** section, click the check box for **Detailed Feedback** to include the question list on the results page showing students which questions were answered correctly and incorrectly.
- » Click the **Display Submitted Answer** check box to show students the steps they took to answer the question (applies to both correctly and incorrectly answered questions).

- » Click the **Show Study Guide** check box to display page references from the textbook selected in the **Textbook** list. The list of textbooks available is controlled by your account Administrator.
 - » Click the **Enable Printing** check box to allow students to print the Exam Results page.
 - » Click the **Enable Create Custom Lesson** checkbox to let the student create their own custom lesson.
- C** If you modify any preferences and want to save them, click the **Make Default** button. Next time you create a new exam, these will be your default preferences.

Assigning the Exam to Classes and/or Individual Students

- A** Click the **Class Assignment**.
- B** or **Student Assignments** link.
- C** to assign the **Exam**.
- D** Once you have selected the exam you wish to assign, click **Add** to show in the Assigned Classes box.



- A** Enter the needed information in the **Exam Assignment Details** window.
- B** An end date is required to successfully assign an exam. Click the **Save** button to save the assignment.

Section 8: SIMpaths

A **SIMpath** is a three step learning and assessment path which follows these steps: **pre-test**, **lesson** and **post-test**. The **pre-test** can include questions from either question scenario. The **lesson** and **post-test** are then customized based on the completion of the **pre-test**.

Step 1: Pre-Test

- Includes questions from one of the SIMnet question scenarios: practice or assessment.
- Students can only take the pre-test one time.
- If the SIMpath preferences are set to allow it, students may skip the pre-test and go directly to step 2.

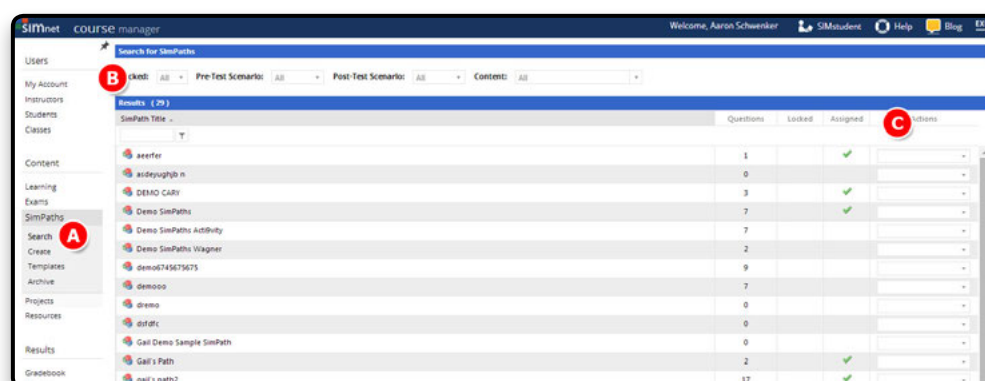
Step 2: Lesson

- The SIMpath lesson contains the learning tasks that correspond to the questions in the pre-test.
- The lesson can be set to show all the relevant tasks or only those that correspond to questions the student skipped or answered incorrectly.
- Students can be allowed to skip the lesson or can complete the tasks in the lesson multiple times.
- Once the student has completed all of the Let Me Try exercises in the lesson at least once, a **Take Post-Test** button appears in addition to the **Take Lesson** button.
- When the student clicks the **Take Post-Test** button, the SIMpath Assignments page updates and the lesson is no longer available.
- Now the student can click the SIMpath assignment and click **Take Exam** to start the post-test.

Step 3: Post-Test

- **Post-Test** includes questions that correspond to the questions in the pre-test.
- **Post-Test** questions may be exactly the same as those in the pre-test (from the same scenario) or they may be parallel questions from the other scenario.
- Instructors can set preferences to allow students to take the post-test up to 99 times.
- Each post-test result is stored in the gradebook.

Using SIMpaths

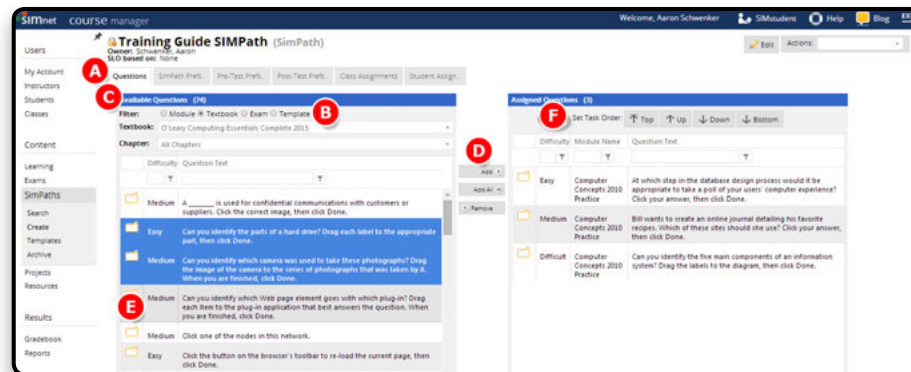


- A** When you click **SIMpaths** in the navigation menu.
- B** You can filter the list of SIMpaths by **Locked**, **Pre-Test**, **Scenario**, **Post-Test Scenario**, and **Content**.
- C** In the SIMpaths results list, the **Actions** menu may include (depending on the user's role):
 - » **Preview Pre-Test** opens the pre-test in a new window. This feature makes it easier for instructors to preview exactly what students see without requiring the instructors to actually login as a student.
 - » **Preview Lesson** opens the complete lesson in a new window.
 - » **Preview Post-Test** opens the complete post-test in a new window.
 - » **Snapshot** shows the details of the SIMpath (including preferences and assignments) in a static window. This option is useful for instructors who do not have edit privileges for the SIMpath.
 - » **Print Snapshot** prints the snapshot.
 - » **Edit/Assign** allows you to edit the SIMpath. Once the pre-test is locked, the lesson and post-test cannot be changed. The assignment details can always be changed. Only the SIMpath "owner" or the account Administrator can edit the exam. The Actions menu is also available from the top of the Edit page.
 - » **View Report** allows you to view the latest SIMpath results for your entire class directly from the Actions menu.
 - » **Copy to SIMpath** copies the SIMpath to a new SIMpath. This option is available to the SIMpath "owner" only. If you want other instructors to be able to copy your materials, use Copy to Template instead.
 - » **Copy to Template** creates a new template based on the selected SIMpath. Any instructor who has rights to create SIM paths from templates has access to the template (Full Instructor and Limited Instructors, but not Assistants).
 - » **Delete** erases the SIMpath, all assignments, and all results. Only the SIMpath "owner" or the account Administrator can delete the SIMpath.

Creating a SIMpath

- A** Click **SIMpaths** in the navigation pane and click the **Create** link.
- B** Type a **Title** for the SIMpath in the Title box. Expand the **Type** menu and select SIMpath.
- C** Expand the **Pre-Test Scenario** and select either Practice or Assessment. This will determine which type of questions will be asked during the Pre-test. Expand the **Post-Test Scenario** and select either Practice or Assessment. This will determine which type of questions will be asked during the Post-Test.
- D** Click a **Radio Button** to select SIMnet content from 2007-2010 or 2013.
- E** Click **Next** button to add questions to the SIMpath.

Adding Questions to a SIMpath

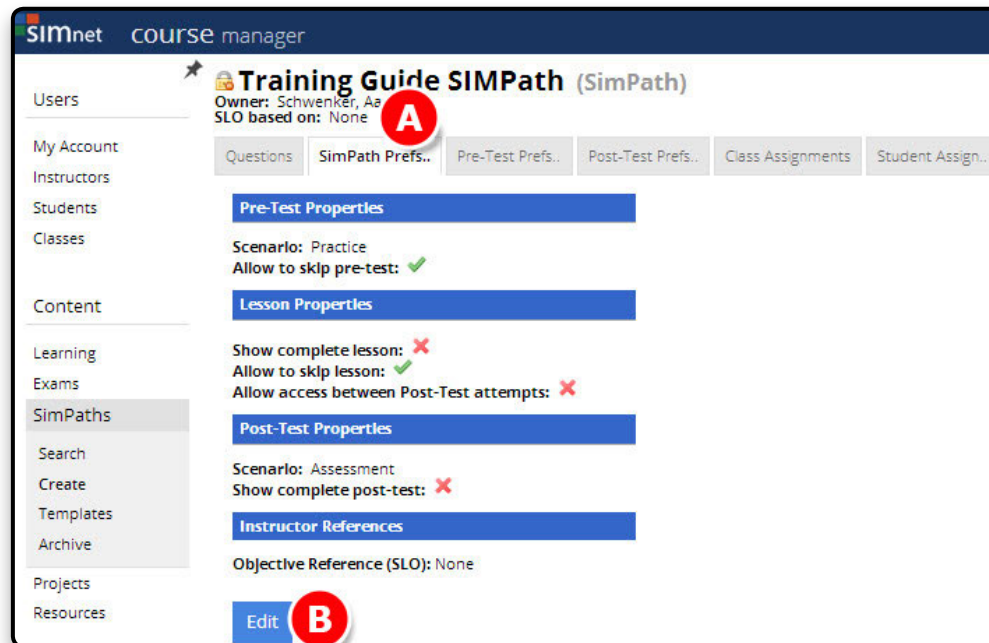


- A** After creating a SIMpath, click the **Questions** link. You can view the available list of questions by textbook or by module.
- B** Click the **Radio Button** for the view you want: **Module**, **Textbook**, **Exam**, or **Template**.
 - » Textbook: if you want to further filter the list of available questions, expand the Chapter list, and select a specific chapter.
 - » Module: if you want to further filter the list by Microsoft exam objective, expand the MCAS list, and select a specific objective.
- C** In the **Available Question** list, click the questions you want to add,
- D** Then click the **Add** button. As you add questions to the Assigned Questions list, SIMnet saves the SIMpath automatically.
 - » Filter the list by Module Name or Question Text to make searching easier.
- E** Use the question icon to **Preview** questions.
- F** Use the **Top**, **Bottom**, **Up**, and **Down** buttons to reorder questions in the Assigned Questions list. When you reorder questions, SIMnet saves the new question order automatically.

Use the **By Module** filter to switch to another content module to add questions that cover multiple applications.

Applying Preferences

- A** When you are finished adding questions, click the **SIMpath Preferences** link. The default preferences for your account are applied automatically.
- B** To change the preferences, click the **Edit** button. Make your changes, and then click the **Save** button to save them.



You can allow students to **skip** the pre-test and/or the lesson by checking the appropriate box. By default, SIMnet will create a custom lesson for the student based on the questions skipped or answered incorrectly in the pre-test. If you want all students to see all the tasks in the lesson, click the **Show complete lesson** check box. To allow students to skip the lesson, click the **Allow to skip lesson** check box. Click the **Allow access between Post-Test attempts** checkbox to let students take the lesson before completing the post-test. In the **Post-Test Properties** section, expand the **Scenario** menu to edit the scenario for the post-test. (After selecting the pre-test scenario when you create the SIMpath, you cannot change it.) To show the full post-test, click the **Show complete post-test** check box. To save these preferences as the default setting for your account, click the **Make Default** button. Click **Save** button to save your changes.

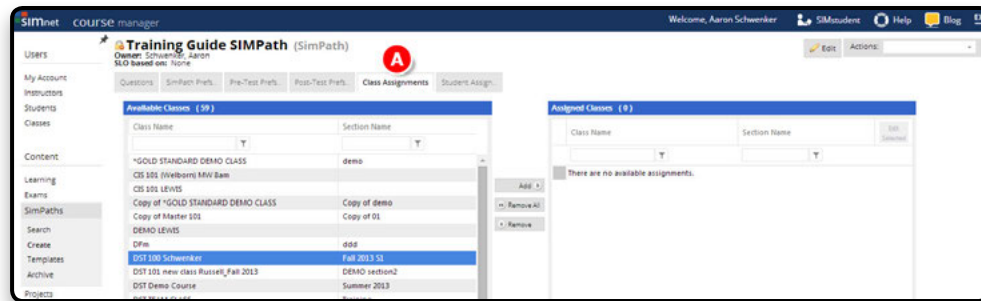
- A** Click the **Pre-Test Prefs** (Pre-Test Preferences) link.
- B** **Post-Test Prefs** link to set the exam preferences.
- C** Click the **Edit** button to make changes.

- » Enter the Time Limit.
- » Enter the **Exam Attempts Allowed**, up to 99.
- » To display questions in random order, click the **Random Question Order** check box.
- » To display correct and incorrect feedback during the pre or post-test, click the **Display Feedback** check box.
- » To allow students to advance to the next question while getting a wrong answer, click the **Advance on Incorrect** check box. (This option is only available if Display Feedback is enabled.)
- » To display hints after incorrect answers, click the **Display Hints** check box. (This option is only available if Display Feedback is enabled.)
- » Click the **Allow to Save Exam** checkbox to allow a student to return to an exam attempt without first ending the exam.
- » Enter the **Question Attempts Allowed**, up to 99. This is the total number of attempts, not the number of retries.
- » If you have more than one question attempt allowed, and you want students to have the ability to re-answer questions they have already answered correctly, click the **Correct Retake Allowed** check box.
- » In the **Pre-Test Results** section, click the check box for **Detailed Feedback** to include the question list on the results page showing students which questions were answered correctly and incorrectly.
- » Click the **Display Submitted Answer** check box to show students their answers (applies to both correctly and incorrectly answered questions).
- » Click the **Show Study Guide** check box to display the page references from the textbook selected in the **Textbook** list. The list of textbooks available is controlled by your account Administrator.
- » Click the **Enable Printing** check box to allow students to print the Exam Results page. Click the **Save** button to save your changes.

Assigning SIMpaths to Classes

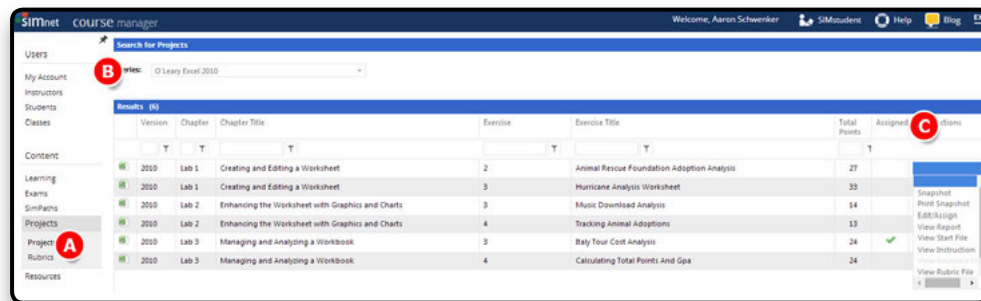
- A** Click the **Class Assignments** link to create assignments (For details about creating assignments, see the Assignments section).

SIMnet Online allows you to add restrictions to your SIMpath assignments including password protection and limiting access to the Pre-Test, Lesson, and Post-Test by IP address. When you add an assignment, SIMnet saves it automatically.



Section 9: Creating a Rubric

When setting up custom grading for the first time, an instructor typically creates a new rubric using an original rubric as a template since the original rubric cannot be modified.



- In the **Search for Projects** section, expand the **Series** menu to select a textbook series.
- Click on the **Actions** drop-down menu for the project you want to add to your class and select **Edit/Assign**.
- Click the **Rubrics** tab to view the rubric assigned to the project.
- Expand the **Rubric** menu and select **Create New Rubric**.
- Select the **Make Default** checkbox to set the new rubric as the default. (Any new rubric that is set as default will automatically be assigned to the selected project. If no rubric is assigned as the default, the original rubric will be assigned automatically. Only one default rubric can exist per project.)
- Select the **Share** checkbox to make the new rubric available to other instructors.
- Enter a name for the new rubric in the **Rubric Name** box.
- In the **Instruction Group** section, select a checkbox in the **Disable** column to the left of the instruction to disable it. (Once disabled, the instruction will not be included in grading. The instructions will still display in the Gradebook but will have a value of 0.)
- In the **Points** column, change the point value for any instruction in the rubric by entering whole numbers from 1 to 99 in the textbox.
- Click the **Save All Changes** button to save the new rubric.

Section 10: Gradebook

Gradebook

Student grades are posted in the Gradebook. The Gradebook allows instructors to track assignment grades and store both SIMnet and non-SIMnet related grades. Administrators and instructors only have access to the gradebooks for the classes they are assigned to teach.

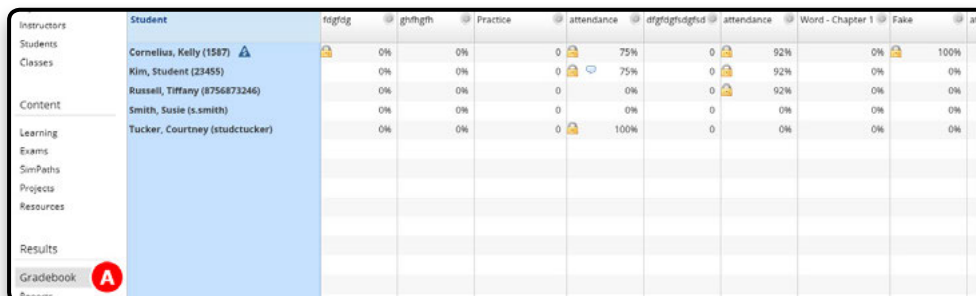
The **Gradebook** appears in the **Results** section on the left navigation along with **Reports**. If one of the classes for which the instructor or administrator is assigned to teach is a member of a campus that has the gradebook enabled, then the Gradebook section will be visible. Access to Gradebook settings and features will vary depending on instructor role.

- **Super Administrator** will not have any available classes since they cannot be assigned to a class.
- **Administrators** will have full access to all gradebook functionality for all available classes.
- **Campus Administrators** will have full access to all gradebook functionality for all available classes.
- **Full Instructors** will have full access to all gradebook functionality for all available classes.
- **Limited Instructors** will have read-only access to the gradebook and settings.
- **Assistants** will have read-only access to the gradebook and settings.

Viewing the Gradebook

The Gradebook provides administrators and instructors with tools for changing the ways in which grades are calculated and displayed, as well as means to change the grades manually. There is one gradebook per class. The new **Results** section in the **Course Manager** contains both the Gradebook and Reports. The **Gradebook** section contains gradebooks of all classes for which the instructor or administrator is assigned to teach.

- Navigate to the Gradebook (A) section.
- Expand the Classes (B) menu to select a class. The Gradebook loads the grades for your selected class.



Instructors	Student	trng	grng	Practice	attendance	atgrng	attendance	Word - Chapter 1	Final
Students	Cornelius, Kelly (1587)	0%	0%	0	75%	0	92%	0%	100%
Classes	Kim, Student (23455)	0%	0%	0	75%	0	92%	0%	0%
	Russell, Tiffany (8756873246)	0%	0%	0	0%	0	92%	0%	0%
Content	Smith, Susie (s.smith)	0%	0%	0	0%	0	0%	0%	0%
Learning	Tucker, Courtney (studctucker)	0%	0%	0	100%	0	0%	0%	0%
Exams									
SimPaths									
Projects									
Resources									
Results									
Gradebook									
Reports									

Grades

Grades in the gradebook are scores attributed to students in a SIMnet class and can be based on multiple attempts, displayed as a scale, store history, and contain notes. Grades can be overridden, calculated, and displayed in a variety of different ways.

Grade Calculation Types

Grades can be calculated in a variety of ways for each specific grade column. Only exam columns and calculated columns can implement a calculation type. There are several calculation types to choose from when creating a column in the gradebook:

- The **Average** calculation type calculates grades by adding all grades together and dividing by the number of total assignments to find the average.
- The **Maximum** calculation type determines the grade based on the student's highest attempt score for the SIMnet assignment.
- The **Minimum** calculation type determines the grade based on the student's lowest attempt score for the SIMnet assignment.
- The **First Attempt** and **Last Attempt** calculation types are specific only to **Exam Columns**.
- The **First Attempt** calculation type uses the student's initial assignment attempt as the column grade.
- The **Last Attempt** calculation type uses the student's most recent assignment attempt as the column grade.
- The **Sum** and **Weighted** calculation types are specific only to **Calculated Columns**.
- The **Sum** calculation type adds all scores together and determines the student's grade out of the possible number of points.
- The **Weighted** calculation type allows the instructor to give each exam or lesson a specific weight in determining the student's grade.

Grade Display Types

Grades in the gradebook can be displayed in the following ways:

- The **Percentage** display shows grades as a percentage, not a traditional letter grade. (%90)
- The **Points** display shows grades based on the number of points earned in the assignment. (9)
- The **Ratio** display shows the number of points the student earned out of the possible points available. (10/9)
- The **Scale** display shows grades in the traditional letter grade format, such as A, B or C. (A)

Grade History

Every attempt, grade override, manual update or unlocking is logged in the **grade history**. The history includes: the user who modified the grade, the grade before and after updating, and the date/time it was modified or unlocked.

A grade is only locked when an instructor has manually overridden the grade in the gradebook. To unlock a grade, double click it and click the **Unlock Grade** button. This will revert the grade back to the original, calculated score.

Roll your mouse pointer over the grade to view the **Information Panel**, which shows the most recent entries of the grade history. By default, the **Information Panel** automatically displays when you roll your mouse over a grade. To disable this feature, click the **Info Panel** checkbox at the bottom left of the screen.

To view the entire history for a specific grade:

- Point to a grade and double click it.
- Click the **View Grade History** button to display the grade history.

Overriding a Grade

Instructors and Administrators can override or manually update calculated grades. All overrides and updates appear in the grade history. Double click the grade you want to change and enter the new score in the column. Overriding or manually updating a grade will automatically lock the grade. To unlock a grade, double click it and click the **Unlock Grade** button.

Delaying a Grade

Instructors can choose to delay grade posting to their students until a certain date or time. Grades which are delayed still display in the Course Manager Gradebook and display as «delayed» in the Student Portal gradebook.

To delay a grade:

- Navigate to the **Gradebook** and select a class.
- Click the configure button next to the column name you want to delay grades for.
- In the **Configure Columns** dialog box, select the date and time you would like the grade to display in the **Hide Grade Until** section.
- Click the **Apply** button to apply your changes.
- Click the **Close** button to close the dialog box.

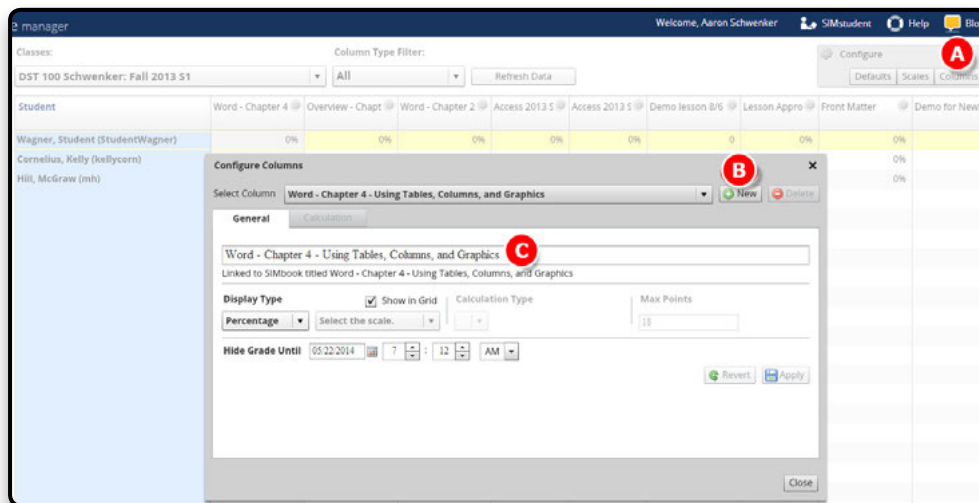
Grade Columns

A grade column is a grouping of grades where each student in the class has one grade per grade column. This user defined column is used to track grades that do not directly correlate with any SIMnet assignment. Each grade column has its own settings that affect how grades are calculated and displayed. There are two types of grade columns: **custom** and **calculated**.

Custom Columns

Custom or «non-linked» columns are columns which are not related to any SIMnet assignment. Custom column grades are not calculated on an attempt basis and are always being overridden as you enter the grade score manually.

- A** Navigate to the **Gradebook** section and select a class. Click the **Columns** button in the **Configure** section in the upper right of the screen.
- B** Click the **New** button.
- C** Enter the title in the **Column Title** box and select a column type. Click the **Create** button to create the new grade column.



Calculated Columns

A Calculated column is a grouping of columns which is used to produce a single grade. Each column entry can have a «column weight.» It is possible for a calculated column to contain other calculated columns. This allows instructors to create calculated column groups that can be re-grouped to produce a weighted final grade.

To create a calculated column:

- Navigate to the **Gradebook** section and select a class.
- Click the **Columns** button in the **Configure** section in the upper right of the screen.
- Click the **New** button.
- Type a name for the column in the **Column Title** box.
- Click the **Calculated** radio button.
- Click the **Create** button to create the custom column.
- In the **Configure Columns** dialog box, select the options for the column, including the **Calculation Type** and **Display Type**.
- Click the **Apply** button to apply your changes.
- Click the **Close** button to close the dialog box and return to the **Gradebook**.

Mapped Columns

A mapped column is a column that is included within a calculated column to determine the final displayed grade. To add a mapped column:

- Select a calculated column and click the configure button.
- In the **Configure Columns** dialog box, select the **Calculation** tab.
- Expand the menu to select a column, click the **Add** button, and then click the **Apply** button.
- Change the weight or sum of the column if necessary.
- Click the **Apply** button to save your changes.
- Click the **Close** button to close the dialog box.
- The column is now mapped to the calculated column.

Linked Columns

Linked columns are grade columns that can accept assignment attempt scores automatically from SIMnet SIMbooks, Lessons, Exams, TestBank Exams, SIMpaths, and Resources.

When assigning an exam or lesson to a class, click the **Show Column in Gradebook** checkbox in the **Exam Assignment Details** to record the grade in the gradebook automatically.

You can choose to show or hide linked columns in the grid by clicking the **Show in Grid** box in the **Configure Columns** dialog box.

Column Properties

All columns in the gradebook can be adjusted as needed by changing their width and/or order or choosing to show or hide the column in the column grid. You can choose which columns to show and hide in the **Gradebook** by clicking the **Configure** icon in the column heading. In the dialog box, click the **Show in Grid** checkbox to show or hide the column.

To change the width of a column:

- Point to the right boundary of the column heading until the cursor changes shape.
- Click and drag until the column is the width you want.

To change the order of gradebook columns:

- Click the column heading and hold down your mouse button.
- Drag the column to the left or right to change the order.

Each instructor can set his or her own set of customizable default column settings. Linked columns will be initialized using the settings specified in the default settings box.

To see and/or edit your default settings:

- Navigate to the **Gradebook** section and select a class.
- Click the **Defaults** button.
- Your default settings for **Scale**, **Display Type**, and **Calculation Type** appear in the **Configure Default Settings** dialog box.
- Expand each of the menus to change your default column settings then click **Save**.

Grade Scale

Grade scales are a way of evaluating or rating a student's performance that can be applied to any column type. The gradebook offers a standard set of default scales; however, instructors and administrators can also create custom scales from scratch as well as create scales from a template. Instructors can only edit or delete scales they created. Administrators can edit or delete any instructor scale.

Creating a Grade Scale from Scratch

- Navigate to the **Gradebook** section and select a class.
- Click the **Scales** button in the *Configure* section in the upper right of the screen.
- Click the **New** button.
- Type a title in the **Scale Name** box.
- By default, the **Scratch** radio button is selected to allow you to create a custom scale.
- Click the **Create** button to create the new grade scale.
- In the **Configure Scales** dialog box click the **Add** button to add the new grade range.
- Click in the **Label** column to name the new range and click in the **Min** and **Max** columns to enter the percentage range.
- Click **Apply** to apply your changes.
- Click **Close** to close the dialog box.

Creating a Grade Scale from a Template

To create a grade scale from an existing template:

- Navigate to the **Gradebook** section and select a class.
- Click the **Scales** button in the **Configure** section in the upper right of the screen.
- Click the **New** button.
- Type a title in the **Scale Name** box.
- Click the **Template** radio button and then expand the **Select Scale Template** menu to select a template.
- Click the **Create** button to create the new grade scale.

Creating a Grade Scale Template

Only administrators can create a scale template for other instructors to use.

To create a scale template:

- Navigate to the **Gradebook** and select a class.
- Click the **Scales** button in the **Configure** section at the top right of the screen.
- Click the **New** button and select the **Template** radio button.
- Click the **Configure** button that appears and then click the **New** button to create a new **Scale Template**.
- Type a name for your template in the **Scale Template Name** box and click **Create**.
- In the **Configure Scale Templates** dialog box, click the **Add** button to add ranges to the scale
- When you have finished, click the **Apply** button to save your changes.
- Click the **Close** button to close the dialog box.
- The new template is now available for instructors to copy from.

Exporting the Gradebook

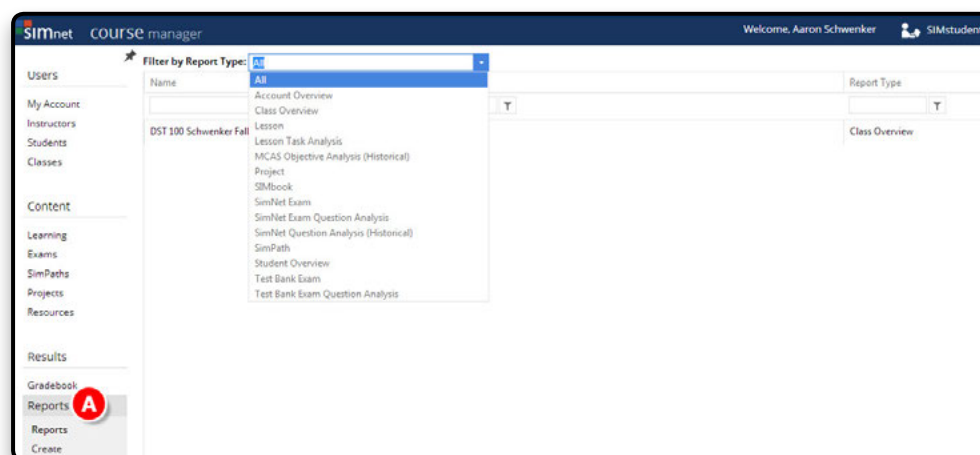
The gradebook can be exported to both .csv and .xls formats.

To export the gradebook:

- Navigate to the **Gradebook** section and select a class.
- Scroll to the bottom of the screen and expand the **Export As** menu to choose which type of file format you want.
- A window appears and you have the option of opening the file or saving it.

Section 11: Reports

In SIMnet, “reports” are actually saved report queries that will automatically update each time you view the report. There is no need to recreate the report every time you want an update. For example, if you create a class overview report, the report will automatically update with the latest lesson and exam results for your entire class every time you view the report. When you select Overview Report from the Students or Classes Actions list, that report is saved to the Reports list automatically.



Creating a New Report

SIMnet offers twelve basic report types:

Account Overview – Displays an overview of instructors, classes, and campuses. (For Account Administrators only).

Class Overview – Queries all of the lesson and exam results for assignments for a specific class

Lesson – Queries all of the results for a specific lesson

Lesson Task Analysis – Queries the number of times a task was taken by students and how many times it was completed.

MCAS Objective Analysis (Historical) – Queries the number of times the MCAS objectives have been answered incorrectly, correctly, and the total for the first question attempt, the second question attempt and all question attempts. Data is generated on every SIMnet question attempt for the lifetime of the account.

SIMnet Exam – Queries all of the results for a specific exam

SIMnet Exam Question Analysis – Queries the number of times a SIMnet question was answered incorrectly, correctly, and the total number of attempts.

SIMnet Question Analysis (Historical) – Queries the number of times a SIMnet question has been answered incorrectly, correctly, and the total for the first question attempt, the second question attempt and all question attempts. Data is generated on every SIMnet question attempt for the lifetime of the account.

SIMpath – Queries all results for a specific SIMpath.

Student Overview – Queries all of the lesson and exam results for a specific student

Test Bank Exam – Queries all of the results for a specific test bank exam

Test Bank Exam Question Analysis –Queries the number of times a Test bank question was answered incorrectly, correctly, and the total number of attempts.

To create a new report:

- A** Navigate to the **Reports** section.
- B** Click the **Create** link. Enter a title for the report.
- C** Expand the **Type** list, and select the type of report you want.

Depending on the report type, additional filter options are available. For example, for a Class Overview report, you will need to expand the **Class list**, and select the class you want. For SIMnet Exam, Lesson, and Test Bank Exam reports, you can create a report that is as specific or as broad as you want.

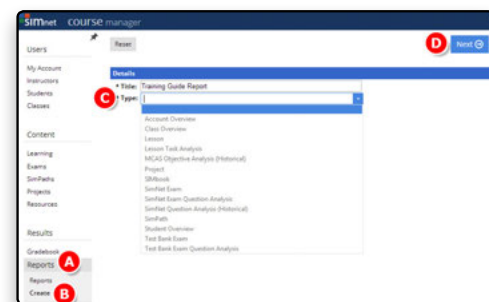
- » Expand the **Class** list to limit the report to results from a specific class.
- » Expand the **Campus** list to limit the report to results for a specific campus.
- » Expand the **Exam** (or Lesson) list to limit the report to a specific exam (or lesson).

NOTE: Deleting an exam attempt will promote all subsequent attempts up by 1. So, if you were to delete exam attempt 1, attempt 2 would then become attempt 1, etc. This is done in order to provide the student access to the proper number of attempts.

- » To group all sections of a class together into the same report, click the Yes or No radio button by the **Group All Sections of Selected Class** option.
- » You can also specify a **Date Range**. By default, the report query will include all results.

- D** Click **Next** (D) to save the report and view it.

- » If the report includes both lesson and exam results, you will need to expand each section to see the specific results. The top-level report list will show the overall score for each lesson or exam. To see specific results, click the one of the links.
- » Once you create a report, it is available from the Reports list, until you delete it.



Section 12: Settings

The Settings option under the Administration menu is available to account administrators only.

Options

From the **Options** link, you can enable or disable student self-registration. If self-registration is disabled, you can also disable the option to allow students to edit their account details and change their own passwords. You can enable or disable the message center and resources from the options link.

Friendly IPs

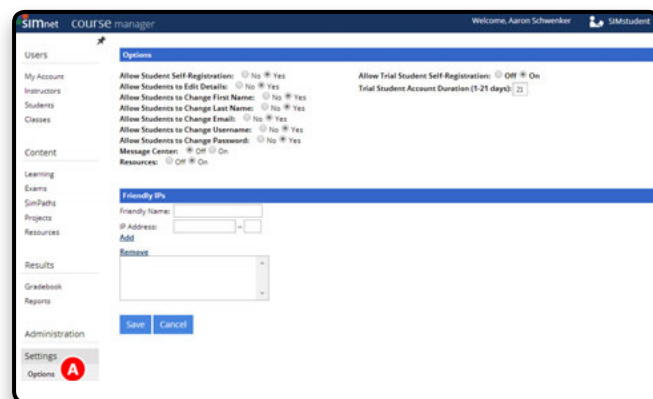
In the **Friendly IPs** section, you can create «friendly» names for IP addresses (such as those for your computer labs). These «friendly» names are then available to all instructors when they create exam and lesson assignments.

To add a new “friendly” IP:

- Type the “friendly” name you want to use in the **Friendly Name** box.
- Enter the IP address in the **IP Address** box. You can include an IP range by entering a number in the last box.
- Click the **Add** link to add the «friendly» name to the list.
- Click the **Save** button to save your changes.

To remove a “friendly” IP:

- Click the “friendly” you want to delete.
- Click the **Remove** link.
- Click the **Save** button to save your changes.



Textbooks

After you assign a product such as *SIMnet for Office 2013*, you can then add a textbook. Simply select a textbook from the list of **Available Textbooks** and add it to the list of **Assigned Textbooks**. The list of Assigned Textbooks also controls which textbooks are available in the Test Banks lists, which books are available as a textbook filter when creating lessons and exams, and which lessons are available to students in the Study Materials section of the Library.

Campuses

The **Campuses** link shows you all the available account campuses. You can add, edit and delete campuses using this option.

Products

The **Products** link will enable you to add and remove available products such as *SIMnet for Office 2013* or older products such as *SIMnet for Office 2010* or *SIMgrader for Office 2010*.

eCommerce

Administrators are able to fully control the eCommerce products for their school's SIMnet account.

When Administrators add or remove products and textbooks, the **Assigned eCommerce Products** will automatically be updated. For example, when you add *SIMnet for Office 2013* from the **Products** page, the system will automatically add *SIMnet 2013 – Standalone - Suite eCommerce* to the **Assigned eCommerce Products** list. If you add the *In Practice Office 2013* textbook, the system will automatically add *In Practice Office2013 eCommerce* to the **Assigned eCommerce Products** list.

Details

The Details link shows the account status (Adoption or Evaluation), time zone, and the account creation date.

Please contact your McGraw-Hill representative to change your account status or time zone setting.

Section 13: SIMnet Online Instant Help

Accessing SIMnet Instant Help

Insert_SimNetHelp

Click the **Help** button in the upper right corner of the SIMnet® course manager window.

- A list of **Help** topic will open corresponding to information about the link that you have currently selected.
- Click on the topic you need help with, or click **View All Entries** for the entire list of Help topics. In the SIMnet® instant help window you can read about the topic you have selected and watch a video by clicking the Watch Video button.

You can also select other topics from the Sections menu on the left and read the resources PDF files listed.

Technical Support

McGraw-Hill Support line: 1800 646 572

McGraw-Hill Digital Products Support Center: <http://mpss.mhhe.com>