Using the SimNet® Course Manager
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Overview
The SimNet Instructor Program has been redesigned as the completely Web-based SimNet Course Manager. There is no download required.

Requirements
Compatible browsers are:

- Internet Explorer 6.0
- Internet Explorer 7.0
- Firefox 2.0

The pages are optimized for display at 1024 x 768 or higher.

The Course Manager does not require any browser plug-ins, except for the exam and lesson preview functions which, like the student program, require Adobe Flash Player 9. There are no additional ActiveX controls or other plug-ins required. Preview functions require allowing pop-ups from https://*.simnetonline.com.

Navigation
General navigation is similar to the Instructor Web site for previous versions of SimNet. At the left side of the screen, there are six navigation areas. Each navigation area is described in detail later in this document.

- My Account
- Students
- Classes
- Lessons
- Exams
- Reports

Administrators have two additional areas: Instructors and Settings.

Action Menus
The initial page for each navigation area is a summary list of the objects available. Each row in the list includes an Actions drop-down menu. The Actions menu gives you easy access to all of the functions available for that list item. The Actions menus are also available from most “create” and “edit” pages.

Not every action is available to every user. For example, if your account is a Limited Instructor account, the Copy and Create actions are not available. If there is a lesson or exam assigned to one of your classes, but you did not create that lesson or exam, the Edit action is not available. To check which rights and permissions are assigned to your account, check the My Permissions section of the My Account page.

To use the Actions menu:

1. Click the arrow to expand the menu.
2. Click the action you want.
Sorting Lists

Most sections in SimNet start with a list of all the items available (classes, lessons, exams, etc.) You can sort these lists by any of the columns by clicking the top of the column. When you have sorted a list, an arrow appears at the top of the column, indicated which way the column is sorted. A △ symbol indicates that the column was sorted A-Z. A ▽ symbol indicates that the column was sorted Z-A.

Expanding and Collapsing Sections

Many of the pages within the SimNet Course Manager are organized using expandable sections. All of the information you need is on one page, but you have the ability to show and hide only the sections you are currently working with. For example, when creating a new lesson, there are separate sections for adding tasks to the lesson, for adding class assignments, and for adding individual student assignments.

To expand one of these sections, click the arrow ▽ at the end of the section title bar. This expands the section.

To collapse or hide the section, click the △ arrow.
Instructor Roles

There are five instructor roles in the SimNet Course Manager:

1. Administrator
2. Full Instructor
3. Limited Instructor
4. Assistant
5. 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.
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- We highly recommend using the Administrator account for administrative functions only. If you are both the account Administrator and you are an instructor, please create a Full Instructor account for yourself to use when managing your class and creating learning objects and assignments.

- Once you create an Administrator account, that account cannot be downgraded to an instructor account.

A Full Instructor can do everything the Administrator can do except create other instructor and edit other instructors’ materials. Instructors cannot change the account settings nor can they access archiving functions.

A Limited Instructor does not have permission to create new learning objects. 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.

Assistants can only view classes, students, lessons, exams, and reports. They cannot create anything.

In general:

- If you created the object, you can edit, copy, and delete it.
- If you did not create the object, you cannot edit or delete it, but if your account has proper permissions, you can make a copy (which you then "own").
- If you did not create the object, and it is not assigned to one of your classes, it does not appear in your list of lessons or exams.
- You can only create lessons from exams if you have the right to create lessons and vice versa.

Class and Student Assignments
The new SimNet Course Manager gives you more options for assigning lessons and exams to classes and students.

- Any lesson or exam can be assigned to an entire class or a single student.
- Lesson assignments are date and time specific and can be limited to specific days of the week. Lesson assignments can include passwords and can be limited by IP address (just like exam assignments).
- Assignments are now managed separately from the exam or lesson content to give the user more control and more flexibility when creating exams and lessons.
- The process of creating assignments is integrated into the exam/lesson creation process.

Logging In to the Course Manager

1. Go to your school’s SimNet Online Course Manger site: https://account.simnetonline.com/Manager (where account is your school’s SimNet account name).
   a. Notice that to access the Course Manager, you must include the /Manager after your school’s SimNet Online address.
   b. All SimNet Online accounts use the secure https instead of http.
   c. If you have used previous versions of SimNet, notice that the address has changed for this version. SimNet for Office 2007 accounts are part of the simnetonline.com domain (whereas SimNet XPert and SimNet for Office 2003 accounts are both part of the simnetenterprise.com domain).
2. Log in with your instructor username and password.
   a. You can click the link to retrieve your username and/or password. The information will only be sent to the email that is stored in the SimNet database for your account.

![Logging in to the Course Manager](image1)

**Figure  Logging in to the Course Manager**

### My Account

After you log in, you will see the **My Account** screen. You can return to this page at any time, by clicking **My Account** in the left-hand navigation bar.

![The Course Manager Welcome Screen (Administrator Account)](image2)

**Figure  The Course Manager Welcome Screen (Administrator Account)**

- The top section shows the **Administrator Message** (if there is one). This message is from your account Administrator. If you are the account Administrator, you will see an **Edit** button. This message is visible to all instructors who log in to the Course Manager.
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- The **System Message** section shows any messages from the SimNet Online System Manager (such as information about schedule maintenance).

- **My Account Details** shows your user information and allows you to reset your password.

- **My Permissions** outlines the permissions assigned to your account. Permissions are based on the instructor role.

**My Account Details**
To see your account information, click the arrow ▼ at the end of the **My Account Details** bar. This expands the section. To collapse or hide the section, click the △ arrow.

![My Account Details](image)

Figure  Viewing My Account Details (Administrator Account)

To edit your account information, click the **Edit** button. Make the changes you want, then click **Save**. Instructors can change any information except their role.

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. If you forget your password, use the **Forgot password or user name?** link from the log in screen to have your log in information sent to the email address that SimNet has on file for you.
Instructors
(Administrator Accounts Only)

Only Administrators can create, edit, and delete instructors. Other account types do not see the Instructors option in the navigation menu.

The instructor Snapshot (available from the Actions menu) shows all of the instructor details and assigned classes. You cannot edit any of the details from the Snapshot. To print the Instructor Snapshot:

1. Navigate to the Instructors area.
2. From the list of instructors, expand the Actions menu for the instructor you want to edit, and then click Print Snapshot.

Creating a New Instructor
To add a new instructor:

1. Navigate to the Instructors area, and click the Create tab.
2. Fill-in the required information.
3. Click the Next button to save the instructor record and add class assignments.
4. Expand the Assign Classes bar. You may want to collapse the Instructor Details bar if you have a long list of classes.
5. Click the class you want to assign the instructor to, and then click the Add button.

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.
6. When you add a class assignment, the Instructor account is updated and saved automatically.

**Editing or Deleting an Instructor**

To edit an instructor account including adding or removing classes:

1. Navigate to the **Instructors** area.

2. From the list of instructors, expand the **Actions** menu for the instructor you want to edit, and then click **Edit**.

3. From the Edit Instructor page, click the **Edit** button to change any of the instructor details (including changing the instructor's role or password).
a. Click the **Save** button when you have finished editing the instructor details.

4. If you want to add or remove classes from the instructor’s account, expand the **Assign Classes** section.
   a. To add a class, click the class name in the Available Classes list, and then click the **Add** button.
   b. To remove a class, click the class name in the Assigned Classes list, and then click the **Remove** button.
   c. SimNet saves the class assignments automatically.

![Figure Using the Instructor Actions Menu](image)

To delete an instructor account:

1. Navigate to the **Instructors** area.
2. From the list of instructors, expand the **Actions** menu for the instructor you want to edit, and then click **Delete**.
3. SimNet will ask you to confirm the deletion before actually removing the instructor account.

**Note:** Deleting an instructor account does not delete any of the classes, lessons or exams created by that instructor. However, the lessons and exams will be "orphaned" – that is, only the account Administrator will be able to edit or delete them. The Administrator can re-assign another instructor as the "owner" by editing the lesson or exam.

**Students**

Students can be registered manually by an instructor through the Course Manager or you can allow students to self-register. You can also batch import students into a class.
All of the students registered in the account are available from the **Students** tab.

**Finding Students**
The **Students** main page opens to the **Find Student** tab. Rather than showing a potentially very long list of students initially, SimNet allows you to search for the student or students you want.

![Image of SimNet Course Manager](image)

**Figure** Finding a Student

To search for a particular student:

1. In the **Search for a Student** form, enter the Student ID, First Name, and/or Last Name. If you are not sure of the spelling of the student’s name, you can type just the first few letters, and SimNet will return a list of all the potentially matching students.

2. If you want to limit the search to students who are enrolled in a particular class, expand the **By Class** list, and click the class you want. As an instructor, only the classes you are assigned to appear in the **By Class** list.

3. Click the Search button.

You can also display a list of all the students in a specific class:

1. Select the class you want from the **By Class** list. As an instructor, only the classes you are assigned to appear in the **By Class** list.

2. Click the **Search** button.

You can further refine your search by limiting it to a specific type of student:

1. Enter search criteria for Student ID, Last Name, First Name, and/or By Class.

2. Expand the **By Student Type** list, and click the category you want:
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a. **Full Student** – Student who has a full SimNet registration code in his account and therefore has access to all SimNet modules

b. **Single Use Student** – SimNet Proficiency student who has access to a single SimNet exam only.

c. **Unregistered** – Student who has an account in SimNet, but has not yet entered a registration code.

d. **Unenrolled Full Student** – Student who has a full SimNet registration code in his account, but has been unenrolled.

e. **Unenrolled Single Use Student** – Student who has a SimNet Proficiency registration code in his account, but has been unenrolled.

f. **Single Module Student** – Student who has a registration code that gives him access to SimNet materials for one module only.

g. **Unenrolled Single Module Student** – Student who has a registration code that gives him access to SimNet materials for one module only, but has been unenrolled.

3. Click the **Search** button.

**Viewing the Students List**
Click the **Students** tab, to see a list of all the students. You can filter the list by class or by student type.

![Viewing the Students List](image)

**Using the Student Actions Menu**
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.
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- **Print Snapshot** allows you to print the student's Snapshot.
- **Edit** 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 cannot print this report because it is generated dynamically. If you want to print a report of all the student's lesson and exam results, create a student report from the Reports section.
- **Delete** allows you to remove the student record from the database. However, if the student has entered a registration code, you cannot delete the student record.
  - If you want to hide the student from your roster and reports, you can unenroll the student (See *Enrolling and Unenrolling Students* later in this section).

Creating a 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.

Figure Creating a New Student

1. To add a new student, navigate to the **Students** area, and click the **Create** tab.
2. Fill in the required information. 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.
3. Click the **Next** button to save the student record and add any class assignments.
4. To assign the student to a class, expand the **Assign Classes** section by clicking the arrow. Select the class(es) you want from the **Available Classes** list, and click the **Add** button. SimNet saves the class assignment automatically.

**Enrolling/Unenrolling Students**

Unenrolling a student removes him from the active roster of students. Unenrolled students still have their accounts but are not assigned to any class or have access to Custom Exams or Custom Lessons. They no longer appear in the lists of active students found throughout the SimNet Course Manager.

Like other lists throughout SimNet, you can sort the Enrolled Students or Unenroll Students list by clicking one of the headers (Student ID, Last Name, First Name).

To unenroll or re-enroll a student:

1. Click the student name in the **Enrolled Students** list. You can select multiple students at once by holding down the **Shift** key and clicking (to select a block of contiguous names) or holding down the **Ctrl** key and clicking (to select noncontiguous names).

2. Click the **Add** button to add the students to the **UnEnrolled Students** list.

3. To move a student back to the Enrolled Students list, click the student(s) in the UnEnrolled Students list, and then click the **Remove** button.

![Figure Enrolling/Unenrolling Students](image)

**Classes**

The Classes main page shows the list of classes for which you are assigned as the instructor.

**Using the Classes Actions Menu**

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** allows you to change the class or section name and add or remove instructors and students. From the edit page, you can also close registration for the class (preventing students from self-registering).

- **Overview Report** generates a report showing all of the results for all of the class assignments.
  - From this report, you can view result details and delete results.
  - You cannot print this report because it is generated dynamically. If you want to print a report of all the class lesson and exam results, view the class report from the Reports section.

- **Import Students** allows you to import a roster of students into the class.

- **Delete** removes the class and its assignments from the SimNet database. **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.
  - You can only delete a class if you created it.

**Creating a New Class**

To add a new class:

![Creating a New Class](image)
1. Navigate to the **Classes** area, and click the **Create** tab.

2. Fill-in the class name and section (section is optional).

3. Click the **Next** button to save the class and assign instructors and students.

4. Select at least one instructor from the list on the left and click the **Add** button to add the instructor to the list of Assigned Instructors. You can click and drag to select multiple instructors at once or hold the **Ctrl** key and click to select non-contiguous instructor names. All classes must have at least one instructor assigned to manage the class. **If appropriate, be sure to assign yourself as an instructor.**

![Assigning Instructors to a Class](image)

5. Adding and removing students from a class works the same way. Expand the **Assign Students** section.

6. Select the students you want in the **Available Students** list.

7. Click the **Add** button.

You can also edit the student record to add/remove the student to/from a class.

1. From the Students page/Find Student tab, find the student you want.

2. Select **Edit** from the Actions menu.

3. Expand the **Assign Classes** section.

4. Add or remove the class(es) as appropriate.
Importing Students

The process to import a roster of students has changed from previous versions of SimNet. With SimNet Online, you begin by selecting the class into which you want to import the students.

1. From the Classes list, expand the Actions menu for the class into which you want to import a student roster.

2. Select Import Students.

3. The Import Students page provides a sample format for your import file.

4. Click the Select button and browse to select the import file.
5. If you want to email students with their account information, click the **Email Students Username and Password** check box.

6. Click the **Import** button.

7. If there are any errors in the import process, SimNet will alert you in the Errors section.

**Lessons**

When you click **Lessons** in the navigation menu, the main Lessons list appears, showing all the lessons available to you. These lessons include lessons you created and lessons other instructors created and assigned to one of your classes. You can filter the list of lessons by expanding the **Filter by Content** list just below the Lessons tab, and selecting a specific content module.

![Expanding the Lessons Actions Menu](image)

**Figure** Expanding the Lessons Actions Menu

In the Lessons list, the **Actions** menu may include (depending on the user’s role):

- **Preview**
  - Opens the SimNet lesson in a new window.
  - This new 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**
  - Prints the Snapshot.

- **Edit**
  - 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.
  - The **Actions** menu is also available from the top of the Edit page.
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- **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. Any instructor who has rights to create lessons from templates has access to the template (Full Instructors 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**
  - Deletes the lesson, all assignments, and all results from the database.
  - Only the lesson “owner” or the account Administrator can delete the lesson.

**Creating a New Lesson**
To create a new lesson:

1. Go to the **Lessons** page and click the **Create** tab.
2. Expand the **Type** menu, and select **Lesson**.
3. Type a name for the lesson in the **Title** box.
4. Click the **Next** button to save the lesson and continue to the next page.
Add Tasks

5. Expand the Tasks section.

6. You can view the available list of tasks by textbook or by module. Click the radio button for the view you want: By Textbook or By Module.

   a. **By Textbook**: If you want to further filter the list of available tasks, expand the By Chapter list, and select a specific chapter.

   b. **By Module**: If you want to further filter the list by Microsoft exam objective, expand the By MCAS list, and select a specific objective.
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7. In the Available Tasks list, 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.

   a. Use the Preview buttons between the Available Tasks list and the Assigned Tasks list to preview individual tasks.
   
   b. 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.
   
   c. Use the By Module filter to switch to another content module to add tasks that cover multiple applications.

Assign the Lesson to Classes and/or Individual Students
1. You may want to collapse the Tasks section, or you can scroll down to see the Class Assignments and Student Assignments section bars.

2. Expand the Class Assignments or Student Assignments section to create assignments. (For details about creating assignments, see the Assignments section.)

   a. Unlike previous versions of SimNet Enterprise, SimNet Online allows you to add restrictions to your lesson assignments including password protection and limiting access to the lesson by IP address.
   
   b. When you add an assignment, SimNet saves the lesson automatically.

Exams
When you click Exams in the navigation menu, the main Exams list appears, showing all the exams available to you. These exams include exams you created and exams other instructors created and assigned to one of your classes.

Figure Expanding the Exams Actions Menu
You can filter the list of exams by expanding the **Filter by Exam Type** list just below the Exams tab, and selecting **SimNet Exam** or **Test Bank Exam**. If you filter by SimNet Exam, an additional **Filter by Content** filter list is available.

In the Exams list, the **Actions** menu may include (depending on the user’s role):

- **Preview**
  - Opens the SimNet exam in a new window.
  - This new 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**
  - 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.

- **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 from the database.
  - Only the exam “owner” or the account Administrator can delete the lesson.
Creating a New SimNet Exam or SimNet Practice Exam

To create a new SimNet exam or SimNet practice exam:

1. Go to the Exams page and click the Create tab.

2. Expand the Type menu, and select SimNet Exam or SimNet Practice Exam. SimNet exams and SimNet practice exams use different question pools. You cannot mix-and-match questions from the exam question pool and the practice exam question pool (although you can mix-and-match questions from different content modules).

3. Type a name for the exam in the Title box.

4. Click the Next button to save the exam and continue to the next page.

Add Questions

5. Expand the Questions section.

6. You can view the available list of questions by textbook or by module. Click the radio button for the view you want: By Textbook or By Module.

   a. By Textbook: If you want to further filter the list of available questions, expand the By Chapter list, and select a specific chapter.

   b. By Module: If you want to further filter the list by Microsoft exam objective, expand the By MCAS list, and select a specific objective.

7. In the Available Questions list, click the questions you want to add, and then click the Add button. As you add tasks to the Assigned Questions list, SimNet saves the exam automatically.

   a. Use the Preview buttons between the Available Questions list and the Assigned Questions list to preview individual questions.
b. 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.

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

Apply Preferences
8. When you are finished adding questions, scroll down and expand the Exam Preferences section. (You may want to collapse the Questions section).

9. The default exam preferences for your account are applied automatically. To change the preferences, click the Edit button. Make your changes, and then click the Save button to save them.

Figure Setting SimNet Exam Preferences
a. 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.

b. Enter the Exam Attempts Allowed, up to 99.

c. If you want students to be able to pause the exam to come back to later, click the Allow to Pause Exam check box.

d. To display questions in random order, click the Random Question Order check box.

e. To display a random subset of questions, enter a number in the Limit box. When you enable random question order, the limit is automatically set to the maximum number of questions in your exam.

f. To display correct and incorrect feedback during the exam, click the Display Feedback check box.

g. To display hints after incorrect answers, click the Display Hints check box. (This option is only available if Display Feedback is enabled.)
h. Enter the **Question Attempts Allowed**, up to 99. This is the total number of attempts, not the number of retries.

i. 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.

j. 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.

k. Click the **Display Remediation** check box to show students the steps they took to answer the question (applies to both correctly and incorrectly answered questions).

l. 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.

m. Click the **Enable Printing** check box to allow students to print the Exam Results page.

**Assign the Exam to Classes and/or Individual Students**

10. You may want to collapse the Questions section, or you can scroll down to see the Class Assignments and Student Assignments section bars.

11. Expand the **Class Assignments** or **Student Assignments** section to create assignments. (For details about creating assignments, see the Assignments section.)

   a. Notice that password protection and limiting access to the exam by IP address have been moved from exam preferences to part of the exam assignments. This allows you to set different passwords for different classes, using the same exam.

   b. When you add an assignment, SimNet saves the exam automatically.

**Creating a New Test Bank Exam**

To create a new test bank exam:

1. Go to the **Exams** page and click the **Create** tab.

2. Expand the **Type** menu, and select **Test Bank Exam**.

3. Type a name for the exam in the **Title** box.

4. Click the **Next** button to save the exam and continue to the next page.
Add Questions
5. Expand the Questions section.

6. Expand the Filter by Test Bank list, and select the test bank you want to add questions from.

7. Click the questions you want to add, and then click the Add button. As you add questions to the Assigned Questions list, SimNet saves the exam automatically.

Figure  Adding Questions to a Test Bank Exam

- Use the Preview buttons between the Available Questions list and the Assigned Questions list to preview individual questions.
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b. 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.

Apply Preferences
8. When you are finished adding questions, scroll down and expand the Exam Preferences section. (You may want to collapse the Questions section).

9. The default test bank exam preferences for your account are applied automatically. To change the preferences, click the Edit button. Make your changes, and then click the Save button to save them.

Figure  Test Bank Exam Preferences
a. Enter the Time Limit.

b. Enter the Exam Attempts Allowed, up to 99.

c. For test bank exams, you can choose between to display formats: Single Page or 1 Question/Page.

d. If the display format is set to 1 Question/Page, you can display correct/incorrect feedback after every question is answered.

e. If the display format is set to 1 Question/Page, you can display the hint when the student answers a question incorrectly. (Not all test banks include hints.)

f. To display questions in random order, click the Random Question Order check box.

g. To display a random subset of questions, enter a number in the Limit box. When you enable random question order, the limit is automatically set to the maximum number of questions in your exam.

h. You may further restrict the randomization of your exam questions by specifying a number of easy, medium, and difficult questions.
i. First click the Level of Difficulty check box.

ii. Next, specify the number of questions for each difficulty type.

iii. The total number of questions in the level of difficulty boxes must equal the number entered in the Limit box. SimNet will prompt you if your numbers do not match, or if you have specified more questions of a difficulty type than are in your exam.

i. 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.

j. Click the Display Remediation check box to show students their answers (applies to both correctly and incorrectly answered questions).

k. Click the Show Study Guide check box to display page references. Not all test banks include page references.

l. Click the Enable Printing check box to allow students to print the Exam Results page.

Assign the Exam to Classes and/or Individual Students

10. You may want to collapse the Questions section, or you can scroll down to see the Class Assignments and Student Assignments section bars.

11. Expand the Class Assignments or Student Assignments section to create assignments. (For details about creating assignments, see the Assignments section.)

12. When you add an assignment, SimNet saves the exam automatically.

Assignments

The process for adding assignments is the same for a lesson, SimNet exam, or text bank exam and for a class or a single student. You can add assignments when you create a new lesson or exam, or you can edit an existing lesson or exam and add assignments at any time.

Creating a New Assignment

To create a new assignment:

1. If necessary, use the Edit command from the Actions menu to open the lesson or exam.

2. Expand the Class Assignments or Student Assignments section.

3. Click the class or student you want to assign the exam to, and then click the Add button.

4. The Exam Assignment Details box appears.

   a. By default, the assignment uses the current date and time as the start date, and extends the assignment for one year.
b. You can change the start and end date and time by typing in the **Start Time** or **End Time** box, or click the Date Picker icon to select a date, or click the Time Picker icon to select a time.

![Using the Date and Timer Pickers](image)

Figure  Using the Date and Timer Pickers

c. Click the **Day of Week Schedule** bar to expand the options for restricting the assignment to certain days of the week. You can also click the check box(es) under **Specific Time** to specify times for each day.

![Scheduling by Day of the Week](image)

Figure  Scheduling by Day of the Week

d. Type a password in the **Password** box to require a password for this assignment only. (The password will not apply to the entire lesson or exam, only this particular assignment.)

e. Expand the **IP Filter** bar to restrict the exam to be available from specific IP addresses only.

i. Type an IP address in the **IP Address** box, and then click the **Add** button, or
ii. Select an IP address from the Add IP by Friendly Name list, and click the Add button. Your account Administrator controls which names appear in the "Friendly Name" list.

5. Click the Save button to create the assignment.

**Editing Assignments**

Once you have created an assignment, you can edit it.

1. From the lesson or exam Actions menu, select **Edit**.
2. Expand the **Class Assignments** or **Student Assignments** section.
3. In the Assigned Classes or Assigned Students list, click the + next to the assignment you want to edit.

4. Click the **Edit** button to open the Assignments options box.
5. Edit the assignment options.
6. Click the **Save** button to save the changes.
Templates

Templates are lessons, exams, and test bank exams that are available for copying, but cannot be assigned directly to classes. Templates are available for instructors to copy and assign to their own classes. (Templates replace the "shared" lessons and exams from previous versions of SimNet.)

Once an instructor creates an exam from a template, the instructor is the "owner" of the exam and can edit the exam based on the rights and privileges assigned to that instructor's role. Full Instructors can change the questions or the preferences in the exam. Limited Instructors can only assign the exam and change the restrictions associated with the assignment.

Creating a New Template

The process to create a new template is the same as creating a new lesson, SimNet exam, or test bank exam.

1. From the navigation menu, go to the section for the type of template you want to create: Lessons or Exams.
2. Click the Create tab.
3. Expand the Type list, and select one of the template options.
4. Type a Title for the template.
5. Click the Next button to save the template and advance to the next step.
6. You use the same steps to create the template as you would to create a lesson or exam, except there is no option for assignments.
Using Templates
Templates are available to all instructors who have permission to create lessons and exams from templates (all instructors except Assistants).

Creating an Exam or Lesson from a Template
1. Go to Exams or Lessons.
2. Click the Templates tab.
3. Expand the Actions menu for the template you want to use, and select Copy to Exam (or Copy to Lesson, depending on the type of template you have selected). Notice that if you did not create the template, the Edit, Copy to Template, and Delete options are unavailable.
4. Excel automatically populates the Create Exam page for you, but you can change the title. Click the Next button to save the new exam, and continue.

5. You can add or remove questions or change the preferences if you have a Full Instructor account.

6. Create assignments as you normally would.

Creating a Template from an Existing Exam or Lesson
1. From the Exams or Lessons list, expand the Actions menu for the exam or lesson you want to use as the basis for the template.

2. Select Copy to Template. Notice that this action is only available for lessons or exams that you created.

3. SimNet automatically creates a title for you. You can change the title if you want.

4. Click the Next button to save the template. Your template is now created.

5. SimNet automatically opens the Questions or Tasks list. Notice the Assigned Tasks or Assigned Questions list is populated for you. You can add questions or tasks just as you would for a new exam or lesson. For exams, you can review and modify the preferences.

6. Because this is a template, there is no Assignments section.

7. From the Create Template page, you can expand the Actions menu and create a lesson or exam based on the template. You can even create corresponding learning materials (for example, an exam and a practice exam based on the tasks in a lesson template).

Reports
In SimNet Online, "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 Online offers five basis report types:

- **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
- **SimNet Exam** – Queries all of the results for a specific exam
- **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
To create a new report:

1. Click Reports from the navigation menu.
2. Click the Create tab.
3. Enter a title for the report.
4. Expand the Type list, and select the type of report you want.
5. 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.

Figure  Creating a Class Report

Figure  Creating a SimNet Exam Report
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For SimNet Exam, Lesson, and Test Bank Exam reports, you can create a report that is as specific or as broad as you want.

a. Expand the Class list to limit the report to results from a specific class.
b. Expand the Student list to limit the report to results for a specific student.
c. Expand the Exam (or Lesson) list to limit the report to a specific exam (or lesson).
d. For exams, you can limit the report by exam Status (In Progress, Paused, or Completed).
e. You can also specify a Date Range. By default, the report query will include all results.

6. Click Next to save the report and view it.

7. If the report includes both lesson and exam results, you will need to expand each section to see the specific results.

8. 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.

9. From this level, you can also delete results, by clicking the Delete link. SimNet will ask you to confirm that you want to delete the result.
10. Once you create a report, it is available from the Reports list, until you delete it.

Account Settings

The Settings option on the navigation menu is available to account administrators only.

Options

From the Options section, you can enable or disable student self registration. If self registration is disabled, you can also disable the option to allow students to change their own passwords.
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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:

1. Type the "friendly" name you want to use in the Friendly Name box.
2. Enter the IP address in the IP Address box. You can include an IP range by entering a number in the last box.
3. Click the Add link to add the "friendly" name to the list.
4. Click the Save button to save your changes.

To remove a "friendly" IP:

1. Click the "friendly" you want to delete.
2. Click the Remove link.
3. Click the Save button to save your changes.

Account Textbooks
The Account Textbooks section controls which textbooks are available to instructors for assignment as the exam study guide. The account textbooks list also controls which textbooks are available in the test banks lists.

Details
The Details section 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.
SimNet for Office 2007

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Overview of SimNet for Office 2007

SimNet for Office 2007 is a completely Web-based program. Each school has its own SimNet address (for example, https://schoolname.simnetonline.com). You will need to know this address in order to create your SimNet account and use the program. Note that the address begins with HTTPS rather than HTTP.

All student activity in SimNet begins at the school’s SimNet home page through the SimNet student portal. You can access your SimNet account from any compatible computer.

Requirements

SimNet for Office 2007 is completely Web-based. There is no CD-ROM to install and no special installation program or plug-in to download. Compatible browsers are:

- Internet Explorer 6.0
- Internet Explorer 7.0
- Firefox 2.0

The only plug-ins required are Adobe Flash Player 9 and Adobe Acrobat Reader. If you do not have these plug-ins, you can download them for free from www.adobe.com.

Optimizing Your Computer to Run SimNet

Pop-Up Blockers

If you are using a pop-up blocker, you will need to allow pop-ups from simnetonline.com. To add simnetonline.com to your list of allowed sites in Internet Explorer 7:

1. Click the Tools button, point to Pop-up Blocker, and click Pop-up Blocker Settings.
2. Type *.simnetonline.com in the Address of website to allow: box.
3. Click the Add button.
4. Click the Close button to dismiss the Pop-up Blocker Settings dialog.

Changing Your Screen Resolution

SimNet pages are optimized for display at a screen resolution of 1024x768 or higher. If you have scroll bars in your SimNet window, please check your screen resolution and change it to 1024x768 or higher.

To change your screen resolution under Windows XP:

1. Right-click an empty area of your computer desktop.
2. Select Properties from the menu to open the Display Properties dialog.
3. Click the **Settings** tab.

4. Drag the Screen Resolution slider to 1024x768 or greater.

5. Click the **Apply** button to check the new resolution. Not every resolution displays properly on every computer. You may need to adjust the screen resolution again to find a display setting that you like.

6. Click **OK** to accept your changes.

**Changing Your Temporary Internet Files Settings**

You can decrease the amount of time it takes for a SimNet lesson or exam to load if you set your browser caching to check for new pages only after you restart the browser.

To change this option in Internet Explorer 7:

1. Expand the **Tools** button, and select **Internet Options**.

2. Click the **Settings** button in the **Browsing History** section.

3. Make sure the radio button for **Every time I start Internet Explorer** is selected. This will ensure that you get the updated pages when we update SimNet.
4. Click **OK** to accept these settings. Each time you log-in to SimNet, the first lesson and exam may take a minute or two to load, but subsequent lessons and exams should load faster.

**Registering Your SimNet Account**

In order to use SimNet, you must have a username and password, and you must enter a registration code to activate your account.

**I have a user name and password**

Your instructor may provide you with a user name and password. If so, enter them on the log in page, then click the **Log In** button.
If you log in to SimNet, and your account is not yet registered, you will not have access to any of the SimNet materials until you add a registration code to your account. There are two ways to register your account.

1. If you have a registration code, enter it in the Registration Status box, and then click the Go button.

2. If you do not have a registration code, you can purchase your registration from within SimNet. Click the If you need to purchase a registration code click here link. See I want to pay for my registration online in the next section for more information.

I do not have a user name and password
If you do not have a user name and password, you will need to self-register. Click the Don't have an account? Click here. link under the Log In button to create your account.

I have a registration code
If you purchased a registration code from your bookstore, or if your instructor provided one to you, you will need to enter the code as part of the registration process. If you purchased a textbook for your class, the SimNet registration code may be included with the textbook.

1. Select the I have already purchased a SimNet Online registration code from my university book store. radio button, and then click the Next button.
2. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.

3. Enter your registration code in the space provided, and then click the **Next** button.
4. Enter your SimNet registration information, and then click the **Next** button.

5. Select the class(es) you are enrolled in, and then click the **Next** button.
6. Click the **Finish** button to return to the main log in page where you can now enter your user name and password.

**I want to pay for my registration online**

If you have not yet purchased a registration code from your bookstore, you can pay for registration online using a credit card:

1. Click the **I need to purchase a SimNet Online registration code.** radio button, and then click the **Next** button.

2. Select the SimNet Online product you want to purchase, and then click the **Next** button.
a. Confirm that the message at the top of the page includes the name of your school or organization.

b. If you are not sure which SimNet product to purchase, check with your instructor or your class syllabus.

c. Note: The prices you see on the screen shot here are probably not the same prices you will see on your school’s SimNet page.

3. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.
4. Enter your registration information and your credit card information.
   
a. The information in the SimNet Online Information section is used to create your SimNet account. This information is saved to the SimNet database and is visible to your instructor.

b. The credit card payment information and billing address is not saved to the SimNet database. This information is only used to process your SimNet payment. It is not visible to your instructor.

5. When you are ready, click the Purchase button to submit your payment. Be patient. The system may take a few minutes to process your payment.

6. If your payment is accepted, you will see a Transaction Approved message.

7. Select your class or classes from the list, and then click the Log In button to enroll in the class. You will be returned to the main Log In page, where you can now enter your user name and password.
Displaying Secure and Nonsecure Items on the Page

During the registration process, you may see a message box like this:

Click the **Yes** button to display both the secure and nonsecure items on the page. All of your personal information is secure.

**About Purchasing Online**

If you purchase your registration code online, the code will be added to your SimNet account automatically. You will receive your purchase receipt via an email from DECA SOFTWARE. You may need to check your junk email folder for the receipt email.

**Using the SimNet Online Student Portal**

All student activity begins at the student portal. There are five tabs in the student portal: Assignments, Self-Study, Gradebook, My SimNet, and SimSearch.
Assignments

The Assignments tab is where you will spend most of your time. This page displays the lists of exams and lessons assigned to you by your instructor. All of your SimNet assignments are available from this tab.

Assignments are displayed for one class at a time. If you are enrolled in more than one class, click the Filter By Class arrow to expand the list of classes, and select a class to see the assignments for that class. If your instructor has assigned any lessons or exams to you specifically, select My Personal Assignments from the Filter By Class list.
Self-Study
Click the **Self-Study** tab to access SimNet learning materials. The lessons on the Self-Study page are not assigned by your instructor. These materials are available to you as long as you have your SimNet account.

- The **SimNet Self Study Materials** box lists the pre-installed SimNet lessons that are available to every student. If your school is using a textbook, you may see additional lessons here, organized to match the content in your textbook.

- The **My Self Study Materials** box lists lessons that you create yourself (from SimSearch or by generating a lesson based on exam results).

Gradebook
The Gradebook tab displays your results for exams and lessons. To see your results, click the exam or lesson you want, and then click the **View Exam Results Details** or **View Lesson Results Details** button.

You can sort the Gradebook by clicking any of the column headers.

- Sort the Exam Grades list by Exam Type (SimNet or Test Bank), Exam Title, Course, Attempt (how many times you have taken the exam), Date, or Score.

- Sort the Lesson Grades list by Lesson Title, Course, Date, Complete (the number of tasks completed), Total (the total number of tasks in the lesson), or Score (the percentage of tasks in the lesson you completed).
The Exam Results Details looks like the results page you see at the end of an exam with the same settings (whether or not printing is available, whether or not the study guide is available, etc.).

The Lesson Results Details shows the list of tasks in the lesson and the date you most recently completed the Let Me Try exercise. In the # Completed column, SimNet keeps track of how many times you completed the Let Me Try exercise for each task. The Print button is always available for lessons.
My SimNet
The My SimNet page shows your account information, including the class(es) in which you are enrolled. From My SimNet, you can edit your personal information, add or remove classes, and add new SimNet registration codes if you need to.

To add yourself to a class, click the class name in the Available Classes list, and then click the Add button. You can also remove yourself from classes. Click the class name in the My Enrolled Classes list, and then click the Remove button. This process only affects your enrollment in SimNet.

SimSearch
SimSearch allows you to search the learning side of the student program and create your own custom lessons based on the results of the search.

1. Type the search word or words in the Search for: box.

2. If you want to limit your search to a specific content module (such as Word or Excel), expand the Search in: list and select the content module you want.
   a. SimNet for Office 2007 allows you to create lessons with tasks from more than one content module.

3. Click the radio button to Match any words or Match all words.

4. Click the Search button.

5. SimNet displays the tasks matching your search in the box below the Search button.
   a. Click the Clear Results button to remove your search terms and results.
   b. Click the Save Search Results button to save the search to come back to later.
To create a custom lesson from your search results:

1. Select the tasks you want to include in your custom lesson. Click a lesson title to select it. Hold down the Ctrl key or Shift key to select additional lesson titles.

2. Click the Make Lesson button.

3. Type a title for your lesson, and then click Create.

4. Your custom lesson can be opened from the Self-Study tab.

Taking Exams
SimNet Online includes two types of exams: SimNet exams and test banks exams. SimNet exams use a simulated application interface or a graphic user interface. Test bank exams present multiple choice, true/false, and fill-in-the-blank questions similar to a traditional paper exam.

To take an exam:

1. Click the Assignments tab.

2. If necessary, expand the Filter by Class list, and select the class you want.

3. Click the name of the exam to select it, and then click the Take Exam button. Notice the Assignments box shows which exam attempt you are on. Some exams may be limited to one attempt; others may be set to allow unlimited attempts. This preference is set by your instructor.

4. On the next page, confirm that this is the exam you want to take. You can review the exam time limit, the number of attempts allowed for the exam, the number of attempts allowed for each
question, and other specifications before beginning. When you are ready, click the **Open Exam** button.

5. A new window will launch and load the exam. This process may take several minutes.

6. When the exam is loaded, you will see the Begin Exam screen. Click the **OK** button to begin the exam.

**Using the SimNet Exam Interface**

All SimNet exams share a common user interface:
At the top of the window is the question box, displaying the current question. Answer the question by performing the appropriate action in the simulated interface below the question box.

At the right side of the screen is the control panel. The control panel provides information about the exam and allows you to navigate from question to question.

- Click the Next/Previous buttons to browse through the questions in the exam.
- Click the Question List button to display a list of questions in the exam. Click a question to go directly to it. If you have already answered the question the maximum number of times allowed, the hyperlink will be disabled.
- The Question box displays the current question you are on, out of how many in the exam.
- Time Remaining shows a clock counting down the time for the exam.
- Click the End Exam button to exit the exam. The exam will end automatically if you run out of time or if you answer all the questions the maximum number of times allowed.

**Answering SimNet Exam Questions**

SimNet exams use a simulated application interface. To answer a question, complete the required action just as you would in the real application. The program will respond with Correct or Incorrect. When you click OK, the program will advance to the next question automatically. **Note:** If your instructor disables the "Correct" and "Incorrect" feedback, you will see a generic message indicating that you have completed the question. Click OK to advance to the next question.

For most questions, SimNet allows as many "alternate" answers as the real application.

If you answer a question incorrectly, you can click the previous button to go back and try again. Or you can click the Question List button to expand the list of questions, then click the question you want to go to. Also, if there is still time left when you answer the last question in the exam, the exam will "recycle" to questions that you have not yet attempted the maximum number of times allowed.

**Note:** Some instructors set the exam preferences to allow you to retry questions you already answered correctly.

**Answering Test Bank Exam Questions**

Test Bank exams are true/false, multiple choice and fill-in-the-blank questions. Test Bank exams are presented in one of two formats:

For exams that list one question at a time: After you answer each question, you must click the Submit Answer and Go to Next Question button. If you want to skip a question and come back to it later, you can use Skip Question button.
For exams that list all of the questions in a list: You may answer the questions in any order. When you are finished, click the Submit Answers & End Exam button. Once you have submitted your answers, you cannot go back and change them.

If you end the exam and still have unanswered questions, SimNet will warn you and ask you to confirm that you really want to submit your answers.
Exam Results

The screen image above shows a sample Results page. Some of the Results page options may be disabled by your instructor.

- The exam title, your name, exam score, and the date appear at the top of the screen. Your score for the exam is based on the number of questions correct divided by the total number of questions in the exam.

- If detailed end feedback is enabled, you will see your question-by-question results. For each question, the Results page shows "correct", "incorrect", or "not tried".

- If remediation is enabled, the third column lists the actions you took to answer the question. This information is also reported to your instructor.

- If the Study Guide is enabled, the fourth column shows appropriate page numbers from your textbook. You can print this page and use the page references as a study guide.

Use the Print button to print your results page. Your instructor may choose to disable this option.

To create a custom lesson based on the questions you missed or skipped in the exam, click the Create Custom Lesson button. When you create a custom lesson, the lesson is available from the Self Study tab in the Student Portal.
Click the Close button to close the SimNet window. When the SimNet window closes, you will return to your main browser window. Click the Return To My Assignments button to return to the student portal page.

Delayed Exam Results

Your instructor may choose to delay displaying exam results until a later date. In this case, when you end an exam, you will see a message telling you when the delayed results will be available. Click the Close button to close the window. Your results will appear in the Gradebook when they are available.

Taking Lessons

Like exams, lessons are listed on the Assignments tab.

To take a lesson:

1. Click the Assignments tab.
2. If necessary, expand the Filter by Class list, and select the class you want.
3. Click the name of the lesson to select it, and then click the Take Lesson button. Lessons can be taken an unlimited number of times.
4. On the next page, confirm that this is the lesson you want to take. When you are ready, click the Open Lesson button.
5. A new window will launch and load the lesson. This process may take several minutes.
6. When the lesson is loaded, you will see the lesson navigation menu at the left side of the screen. The first skill in the lesson will load automatically.

Using the SimNet Lesson Interface

Each skill has three parts: Teach Me, Show Me, and Let Me Try. The Teach Me Section opens automatically. Click the Show Me or Let Me Try tab to display those parts of the skill.

To print the Teach Me text, click the Print button next to the Previous and Next buttons. (Printing requires the free Adobe Acrobat Reader, available from www.adobe.com.)

To close the lesson, click the Close button at the bottom of the navigation pane.
Navigating Lessons
To navigate the skills in the lesson, click a title in the lesson navigation menu. To go to another skill, click the Previous or Next button at the bottom of the Teach Me or Show Me window.

Teach Me
Each Teach Me section includes a brief explanation of the skill and step-by-step instructions. Some Teach Me pages include further information at the end of the text. Click each of the buttons to see the information in a pop-up window.

Click the Tips and Tricks button for related information about the skill. Click the Close button to close the popup.

Click the Tell Me More button for further information and advanced techniques. Click the Close button to close the popup.
Click the **Try This** button for alternate methods such as menu commands and keyboard shortcuts. Click the **Close** button to close the popup.

**Show Me**

The Show Me section includes an animation with audio narration showing how to complete the skill. Click the **Start** button to play the animation. To view the animation with closed captioning, click the **cc** button in the animation play bar.

**Let Me Try**

The Let Me Try exercises utilize the same simulated application interface used in the exams. The exercise question is presented in a box below the simulated interface. Answer the question by completing the appropriate action. If you need help, click the **Hint** button to display the hint to the right of the question.
The program will tell you if your response was correct or incorrect. If you answered correctly, the box to the right of the question will display a checkmark ✓. Click the Next button to move on to the next question. You cannot work in the simulated interface until you click the Next button and continue to the next step.

SimNet accepts most alternate methods for answering the question. The steps listed in the hint are the preferred method, but not necessarily the only method accepted as correct.

If you answered incorrectly, the program will show you the hint automatically. Click the X in the Incorrect box to dismiss the hint box and try again. (You cannot work in the simulated interface while the incorrect box is active.) You must complete each step correctly before moving on to the next step.
When you have completed the last step of the Let Me Try, click the checkmark ✓ to close the exercise and return to the Teach Me tab.

**Lesson Scoring**

Skills are recorded as "completed" when you click the **Finish** button at the end of the Let Me Try exercise. In the SimNet Gradebook, the "grade" is calculated as the percentage of skills in the lesson that were completed.

**Technical Support**

Please contact McGraw-Hill Technical Support if you require assistance:

Toll Free Support: 1-800-331-5094
http://mcgraw.outstart.com/pe/index.jsp?channelID=10101601

Sunday (6PM - 11PM Central)
Monday - Thursday (8AM - 11PM Central)
Friday (8AM - 6PM Central)