

TestOut[®]

LabSim Blackboard Building Block Setup

Installed Versions of Blackboard (April 2014 Release and Newer)

TABLE OF CONTENTS

- Determining your Blackboard Release3
- Installing the LabSim Blackboard Building Block.....4
- Creating a Link to LabSim Using the Building Block.....9
 - Licensing10
 - Manual entry of an activation code10
 - Automatic activation via a multi user license10
- Starting Section11
- Grading.....11
 - Entire Course11
 - Specific Starting Section12
- Launching LabSim from Blackboard13
- Adding a Link to A Custom Exam.....14
- Adding Pro Certification Exams.....16
- Grade Synchronization18

DETERMINING YOUR BLACKBOARD RELEASE

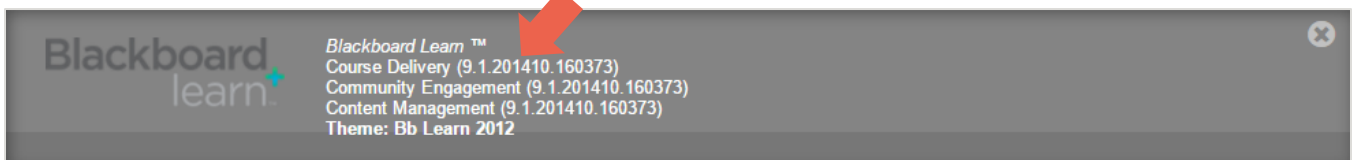
TestOut's LabSim Building Block was developed and tested on Blackboard 9.1, October 2014 release. Further testing has shown us that the Blackboard Building Block works on **installed versions** of Blackboard Learn 9.1 that are newer than the April 2014 release.

To determine the version of Blackboard you are currently running, click on *Installation details* at the bottom of your login screen.

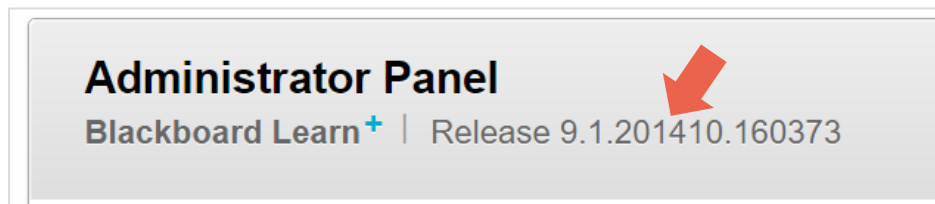


Looking at the numbers in parenthesis, note that the first set of numbers are 9.1. This indicates that you are running Blackboard 9.1.

The second set of numbers *201404* indicate you are running the April 2014 release.

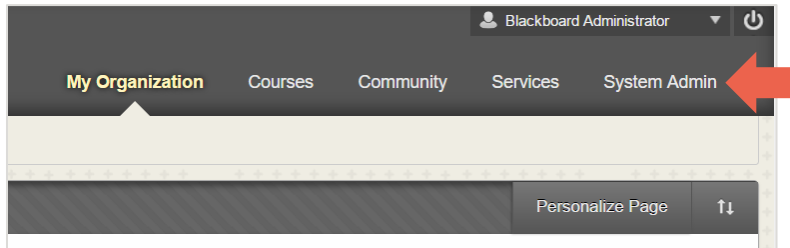


If this is not available on your Blackboard login page, your Blackboard Administrator can find this information on the System Admin tab.

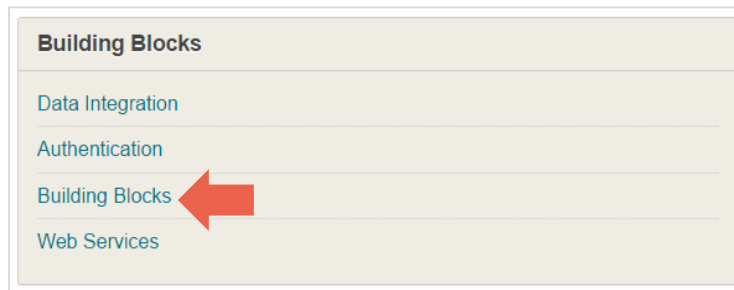


INSTALLING THE LABSIM BLACKBOARD BUILDING BLOCK

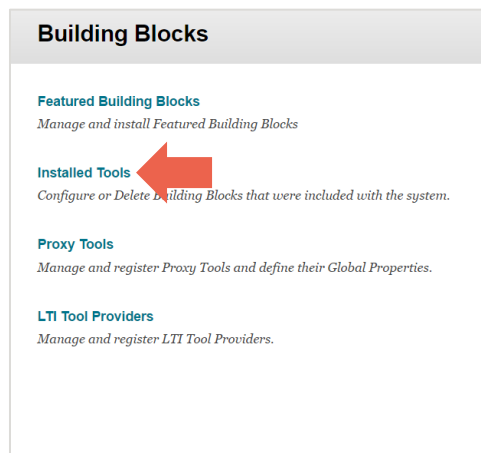
Navigate to the System Admin tab.



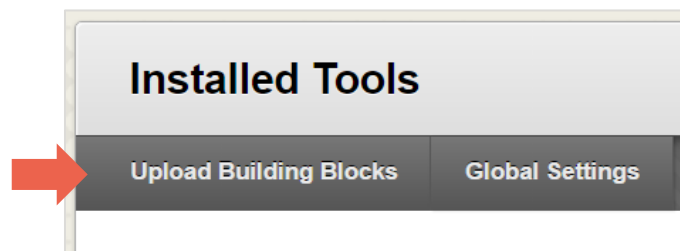
On the System Admin tab, find the Building Blocks section and click on *Building Blocks*.



On the Building Blocks screen, click on *Installed Tools*.



On the Installed Tools screen, you will see a list of tools and Building Blocks that have already been uploaded to your Blackboard server. Click on *Upload Building Blocks*.



On the Install Building Block screen, you will upload the Building Block .zip or .war file from TestOut.

Click Browse, find and select the file and click *Open*.

Once you have selected the file, click *Submit*.

Install Building Block

Cancel Submit

INSTALL BUILDING BLOCK

Browse to select a Building Block package to install. Building Blocks can be downloaded from the Blackboard Building Blocks Catalog.

Building Block Package **bb_labsim_9_1_oct_2014.zip** Remove

On the next screen, review the permissions and privileges required to install the TestOut Building Block.

Click *Approve*.

Install Building Blocks and Make Building Blocks Available

Installing a new version or Updating an existing version of this plugin might temporarily impact features in use or have other unintended consequences. Make sure to install plugins during non-peak times and test after the installation to minimize impact on other users. You are installing a new version or updating an existing version of Building Block(s) that you previously licensed from Blackboard and/or third parties. All terms and conditions of your original license to such Building Block(s) ("Original License") shall remain in full force and effect and shall apply to the updated version of the Building Block(s) to the same extent as the original Building Block(s). Except as expressly stated in your Original License, Blackboard disclaims all warranties and liability associated with the original and updated Building Block(s).

Cancel Approve

PRIVILEGES

The privileges listed below are required by following Building Blocks to perform properly.

Making the following Building Blocks available means that you trust the Building Blocks to have privileges on this system. By default, Building Blocks have privileges to read system properties, read and write to their local filesystem, and read specific filesystem components required to function properly, like the tag libraries.

Vendor: TOUT Handle: testoutintegrate Version: 1.0.0.0

Implied Blackboard Data Privileges

These are privileges for loading and storing objects in the Blackboard database, bestowed implicitly by the plugin framework.

Name	Read	Create	Edit	Remove	Comments
Announcements	✔	✔	✔	✔	Includes course, department, and Organization Announcements.
Calendar Entries	✔	✔	✔	✔	
Course Contents	✔	✔	✔	✔	Includes items, folders, lessons, course links, web links, and custom content types created by Building Blocks.
Content Links	✔	✔	✔	✔	
Courses and Departments	✔	✔	✔	✔	Includes both courses and Departments

Once the Building Block is installed, click *Return*.

Success: This action has been queued. An email will be sent when the process is complete.

Track Progress of Building Block installations

Return

TRACKING PROGRESS

Please ensure all application servers are restarted after performing Building Block updates.

Install Plugin with vendor TOUT handle testoutintegrate version 1.0.0.0

100%

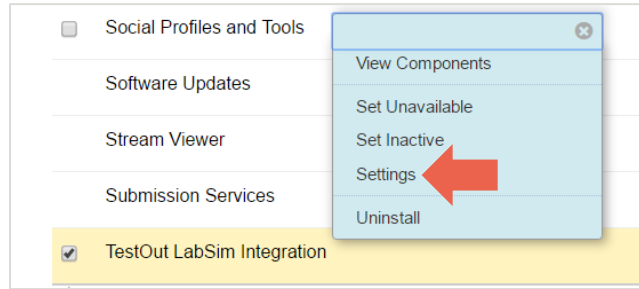
✔

Plugin enabled. Task complete. 20.57 seconds

Processing will continue to run in the background, even if you choose to leave this page. You will always receive an email reminder once processing has completed.

Return

Back on the *Installed Tools* page, navigate through the pages of tools to find the *TestOut LabSim Integration* tool. Click on the Options arrow to the right of the name and select *Settings*.



Security Configuration

In the Security Configuration section, type in the Key/Secret given to you from your TestOut Account Executive. Additionally you can check the box if System Administrators should not be treated as instructors in LabSim.

Product Activation Configuration

Under the Product Activation Configuration section, select the activation method that your school uses.

- If the school is billed for licenses (up front or at the end of the month), select *Allow Licenses*.
- If the school or students purchases Activation Codes from TestOut.com or a bookstore, select *Allow Activation Codes*.
 - Additionally, if you would like to direct students to a specific website to purchase their activation code, you may insert the URL you wish them to be directed to in the *Activation Code help URL* field.

Launch Button Customization

If you would like to customize the text on the button to launch the user to a LabSim resource, you may do so here. After you configure the settings, click *Submit*.

TestOut Course Integration Settings

SECURITY CONFIGURATION

Consumer Key:

Consumer Secret:

How to treat system administrators who are also teachers System Administrator who are also teachers SHOULD NOT be treated as teachers in LabSim

PRODUCT ACTIVATION CONFIGURATION

Activation Methods: Allow Licenses
 Allow Activation Codes

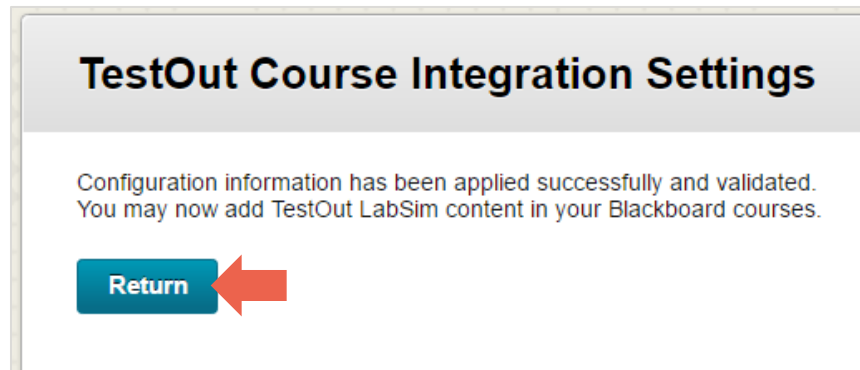
Your institution may provide an web page with instructions for your students to obtain an activation code.
 (Optional) Activation Code help URL:
URL should be a full length URL beginning with http:// or https://

LAUNCH BUTTON CUSTOMIZATION

TestOut LabSim Launch Button Text:

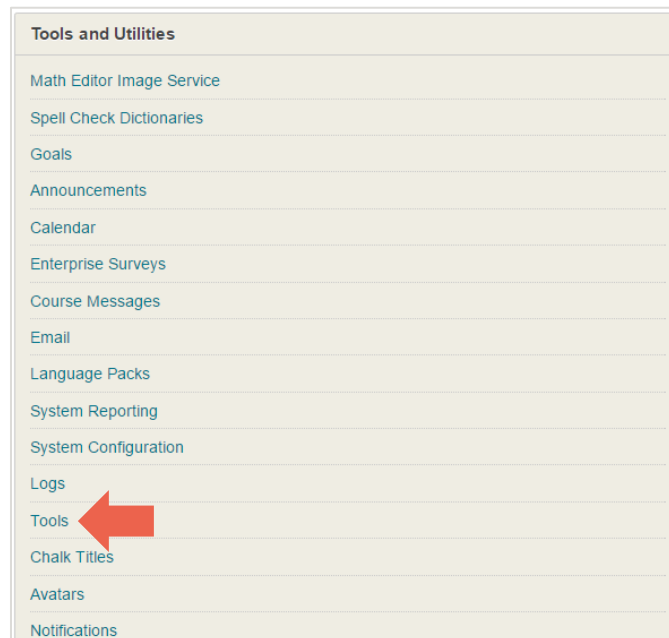
Click **Submit** to proceed. Click **Cancel** to go back.

After receiving confirmation that the configuration is completed, click *Return*.

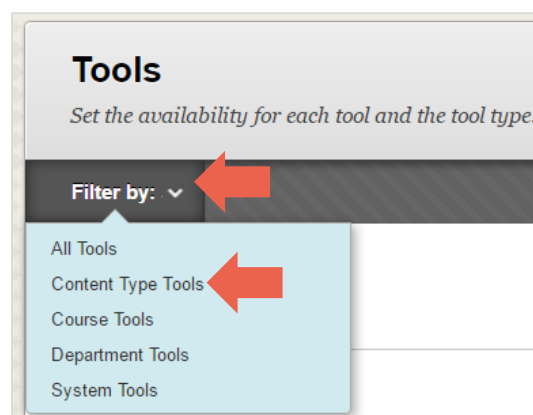


There is one more step to enable the tool to be used in your Blackboard courses.

Navigate back to the System Admin tab and in the Tools and Utilities section, click *Tools*.





















The TestOut LabSim is a Content Type Tool. To make the list more manageable, click *Filter by:* and then select *Content Type Tools*.



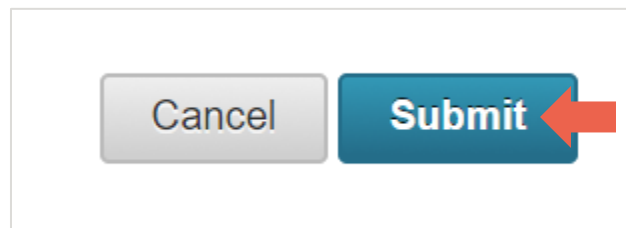
Scroll down to the TestOut Integration section. Every newly installed tool inside of Blackboard defaults to Off. Click on the switches on the **TestOut Custom Exam**, **TestOut Grade Synchronization**, **TestOut LabSim Course** and **TestOut Pro Certification** tools to turn them on.

For the

Additionally you can choose to apply changes to new courses or new and existing courses on these tools.

TestOut Integration	Tool Type	Availability	Scope of Change	Available to Guests	Available to Observers
TestOut Custom Exam	Content Type				
TestOut Grade Synchronization	System Tool				
	Course Tool		<div style="border: 1px solid red; padding: 2px;"> Apply changes to New and existing courses ▾ Turn tool on for existing courses </div>		
	Organization Tool				
TestOut LabSim Course	Content Type				
TestOut Pro Certification	Content Type				

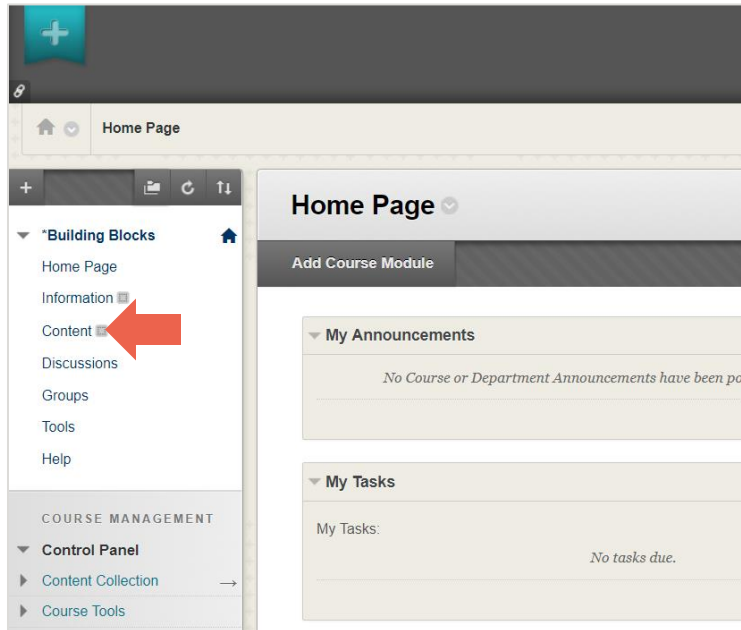
Click *Submit* to save your changes.



CREATING A LINK TO LABSIM USING THE BUILDING BLOCK

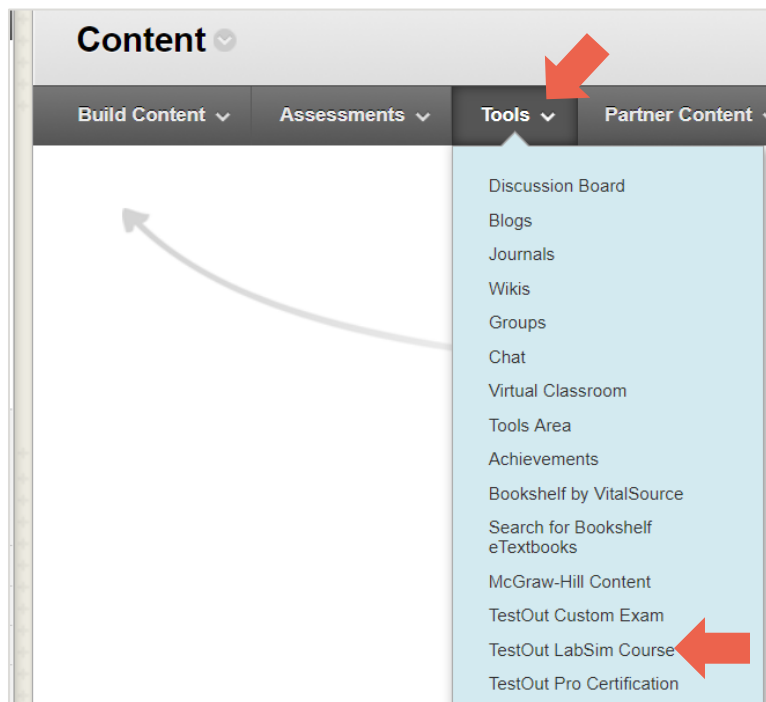
After the Blackboard Administrator has installed and successfully configured the TestOut LabSim Building Block, you can add TestOut LabSim Content to your Blackboard courses.

From the course Home Page, navigate to the Content section.



On the Content screen, find and click the Tools dropdown.

Select *TestOut LabSim Course* from the list.



Licensing

Under the Licensing section, the Admin/Instructor determines how students will gain access to TestOut LabSim.

Manual entry of an activation code

Select this option to require a student to put in their purchased activation code to gain access to the product. If this option is selected, the Admin/Instructor must manually type in the ISBN for the product they are using for this course in the box below.

Link to TestOut LabSim Content

A course content link will be created to launch the TestOut LabSim product you specify here. Each student must have a license from TestOut to access the product.

Licensing

Students should obtain a license using:

- Manual entry of an activation code
- Automatic activation via a multi-user license

Please specify the ISBN for the TestOut product you wish to use. Students will be asked to specify an activation code for the product that matches the ISBN number specify here.

TestOut LabSim Product ISBN

Automatic activation via a multi user license

Select this option and students will get immediate access—deducting a license from the school’s purchased pool or setting it up for future billing based on your purchasing agreement with TestOut.

To associate the correct TestOut LabSim product with this Blackboard course, simply select the product from the list of associated products that have been associated to your school in LabSim.

A course content link will be created to launch the TestOut LabSim product you specify here. Each student must have a license from TestOut to access the product.

Licensing

Students should obtain a license using:

- Manual entry of an activation code
- Automatic activation via a multi-user license

Your institution must already have obtained a multi-user license for a single TestOut LabSim Product. Products from those licenses are listed in the selection below.

TestOut LabSim Product

- TestOut PC Pro (ISBN: 978-1-935080-42-8)
- TestOut Network Pro (ISBN: 978-1-935080-43-5)
- TestOut Client Pro (ISBN: 978-1-935080-45-9)
- TestOut Desktop Pro (ISBN: 978-1-935080-52-7)
- TestOut Routing and Switching Pro (ISBN: 978-1-935080-55-8)

Note: Only one of these options may be available depending on how the Blackboard Administrator has configured the settings on the TestOut LabSim Tool.

Starting Section

You can determine where your students are directed within the LabSim course by picking a section from the dropdown. Selecting *Entire course* will direct them to the point where they last exited LabSim.

Note: Picking a specific section does not limit the student's access to the entire course but is just a starting point.

Starting section

If you would like the course to start at a specific section, please select a section from the dropdown menu.

Entire course ▼

Entire course

1.1 - Course Introduction

1.2 - Using the Simulator

1.3 - Hardware Basics

1.4 - Windows Basics

Grading

The choices within the grading section depends on your selection in the *Starting section*.

Entire Course

If you have selected to link to the entire course, you will be able to limit the types of LabSim resources that are transferred to the Blackboard gradebook, as shown below.

Grading

Scores will automatically be transferred from LabSim to Blackboard with a delay of up to 5 minutes.

You may limit the types of LabSim resources that will be transferred to your gradebook:

LabSim Exams LabSim Labs

LabSim Videos LabSim Demos

LabSim Text Lessons

You may add an additional label to the title of each scored item from this course. This can be helpful in differentiating LabSim items from other scored content in your course.

(Optional) Grade Title Prefix

Cancel **Add Content**

Additionally, if you wish, you can give the gradebook columns a prefix to easily determine the items from LabSim.

Click *Add Content* and then on the confirmation page, click *Return*.

TestOut LabSim Content Created

You have successfully added a TestOut LabSim content link to this course. Students will have access to all the content in the LabSim product when they click the content link.

TestOut LabSim Product Title: TestOut PC Pro (ISBN: 978-1-935080-42-8)

Return

Specific Starting Section

If you choose to create a link to a specific section in a LabSim course, inside the *Grading* section, you can limit the grades from that section that are transferred to the Blackboard gradebook by selecting them.

Starting section

If you would like the course to start at a specific section, please specify the section.

1.3 - Hardware Basics ▼

Grading

Scores will automatically be transferred from LabSim to Blackboard with a delay of up to 5 minutes.

You may limit the types of LabSim resources that will be transferred to your gradebook:

- 1.3.1 Computing Basics
- 1.3.2 Computing Facts
- 1.3.3 External Components
- 1.3.4 Port and Connector Facts
- 1.3.5 Adapter and Converter Facts
- 1.3.6 Set Up a Computer
- 1.3.7 Internal Components
- 1.3.8 Practice Questions

You may add an additional label to the title of each scored item from this course. This can be helpful in differentiating LabSim items from other scored content in your course.

(Optional) Grade Title Prefix

Gradebook prefixes and transfers are universal within an ISBN regardless of the section being included.

Additionally, if you wish, you can give the gradebook columns a prefix to easily determine the items from LabSim.

You may add an additional label to the title of each scored item from this course. This can be helpful in differentiating LabSim items from other scored content in your course.

(Optional) Grade Title Prefix

Click *Add Content* and then on the confirmation page, click *Return*.

TestOut LabSim Content Created

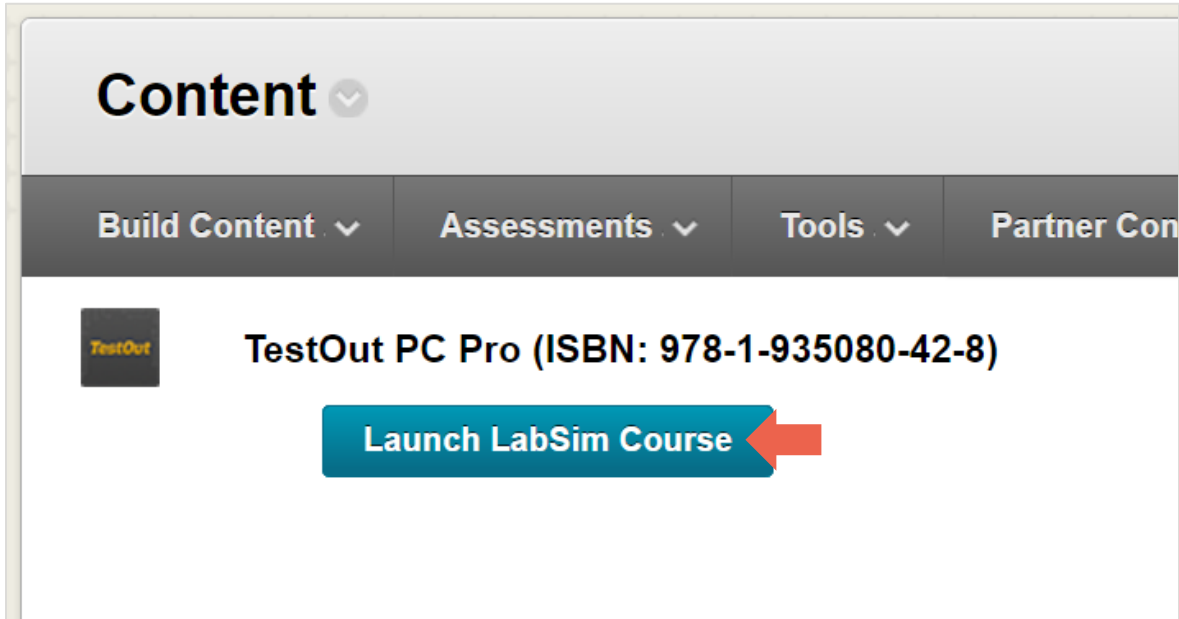
You have successfully added a TestOut LabSim content link to this course. Students will have access to all the content in the LabSim product when they click the content link.

TestOut LabSim Product Title: TestOut PC Pro (ISBN: 978-1-935080-42-8)

LAUNCHING LABSIM FROM BLACKBOARD

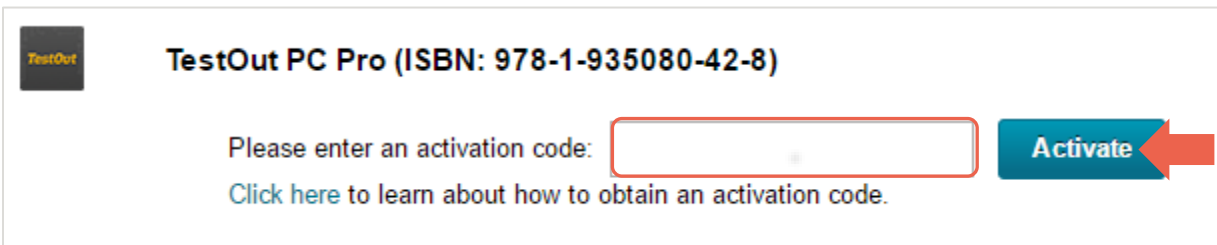
Once the content loads, as an Admin/Instructor you will see the *Launch LabSim Course* button appear.

Click *Launch LabSim Course* to enter LabSim. Each time you click this button you will be directed to your last location within this particular course.



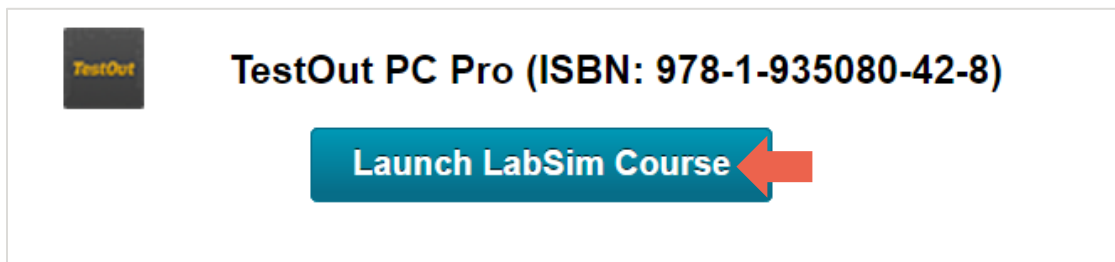
Students will see one of two views based on the settings determined while setting up the TestOut LabSim Building Block.

If your school is using Activation Codes and your student has not entered their activation code, they will see the below screen.



Note: The Click here link directs students to a URL specified by the Blackboard Administrator when the TestOut LabSim tool settings were configured.

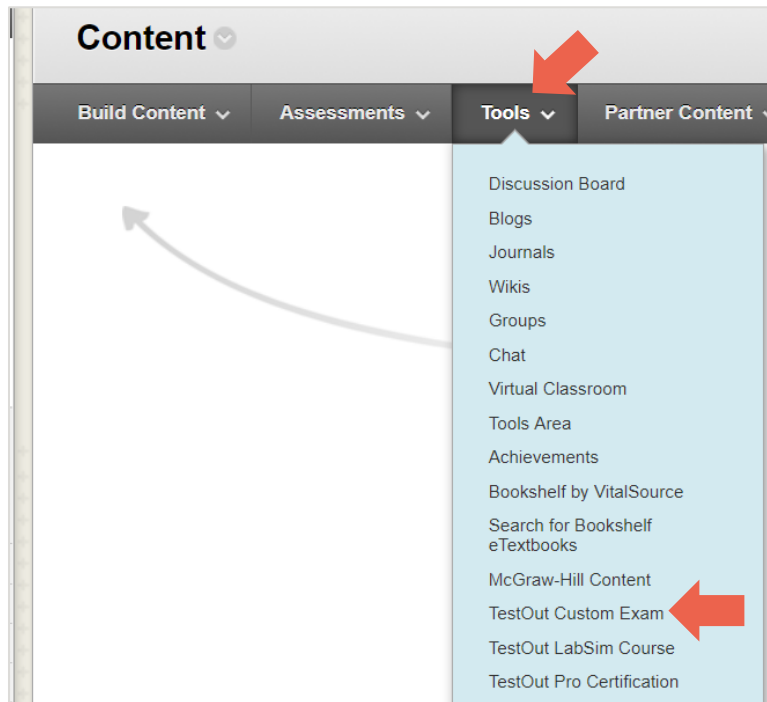
Once the student has entered their Activation Code **OR** if you are using licenses, the student will see the following.



ADDING A LINK TO A CUSTOM EXAM

On the Content screen, find and click the Tools dropdown.

Select *TestOut Custom Exam* from the list.



Select the Licensing method you are using.

Then select the teacher whose Custom Exam you would like to add. Second select the Custom Exam you are adding.

Link to TestOut Custom Exam

A link will be created to launch the TestOut custom exam you specify here. Each student must have a license from TestOut to access the exam.

Licensing

Students should obtain a license using:

- Manual entry of an activation code
- Automatic activation via a multi-user license

Select a teacher whose custom exam to add Blackboard Administrator ▼ ←

TestOut custom exam to add PC Pro Test Custom Exam ▼ ←

Next, check the box if you would like scores automatically transferred from TestOut to Blackboard.

Add a Grade Title Prefix if you would like.

If you would like to determine how much this Custom Exam is worth in your LabSim, you can add the points possible in the *Maximum possible points* box.

Note: Adding a value to this field does not change the default value of the custom exam inside LabSim.

Click *Add Content*.

Grading

Transfer scores automatically from TestOut to Blackboard. (There may be a delay of up to 5 minutes)
You may add an additional label to the title of each scored item from this exam. This can be helpful in differentiating TestOut custom exam from other scored content in your course.

(Optional) Grade Title Prefix

Maximum possible points

Click *Return*.

TestOut Custom Exam Settings

Custom exam has been added to your course

You will see your custom exam added to your content area.

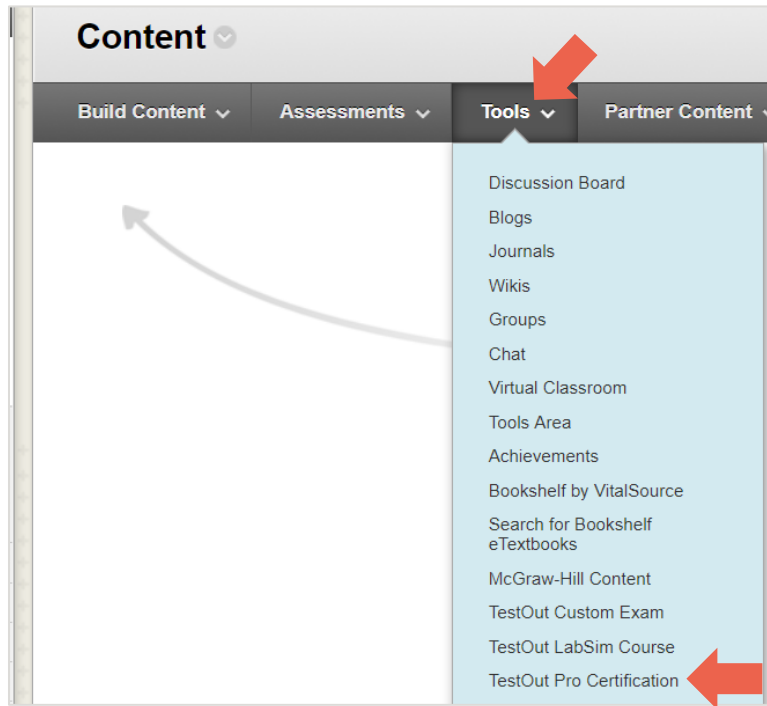
Content

Build Content | Assessments | Tools | Partner Content

- TestOut PC Pro (ISBN: 978-1-935080-42-8)
- PC Pro Test Custom Exam

ADDING PRO CERTIFICATION EXAMS

To add a link to a TestOut Pro Certification, go to the *Tools* menu and click on *TestOut Pro Certification*.



Select the licensing method your school uses and then select the Pro Certification you wish to link to.

Link to TestOut Pro Certification

A link will be created to launch the TestOut Pro Certification Exam you specify here. Each student must have a license from TestOut to access the exam. With each product purchased, students automatically receive ONE voucher for the corresponding TestOut Pro Certification. After clicking on the button and taking the Pro Certification exam, student's will not be able to access the exam again, unless they contact a TestOut Account Executive or Support to obtain a retake.

Licensing

Students should obtain a license using:

Manual entry of an activation code
 Automatic activation via a multi-user license

TestOut Pro Certification to add

In the grading section, check the box if you wish to transfer scores back to your Blackboard gradebook.

You can add a Grade Title Prefix to the Blackboard gradebook if you desire.

Finally, determine the amount of points you would like the Pro Certification to be worth in the Blackboard gradebook.

Note: Changing the score here does not change the score in LabSim, only in the Blackboard gradebook.

Click *Add Pro Certification Link*.

Grading

Transfer scores automatically from TestOut to Blackboard. (There may be a delay of up to 5 minutes)
You may add an additional label to the title of this exam. This can be helpful in differentiating TestOut Pro Certification from other scored content in your course.

(Optional) Grade Title Prefix


Blackboard Results Center Points Possible

NOTE: This does not change the default score of 100 pts. inside of LabSim, only in Blackboard.

Click *Return* to return to the Content Page and view the link to the Pro Certification.

TestOut Pro Certification Settings Saved

TestOut Pro Certification links has been added to your course

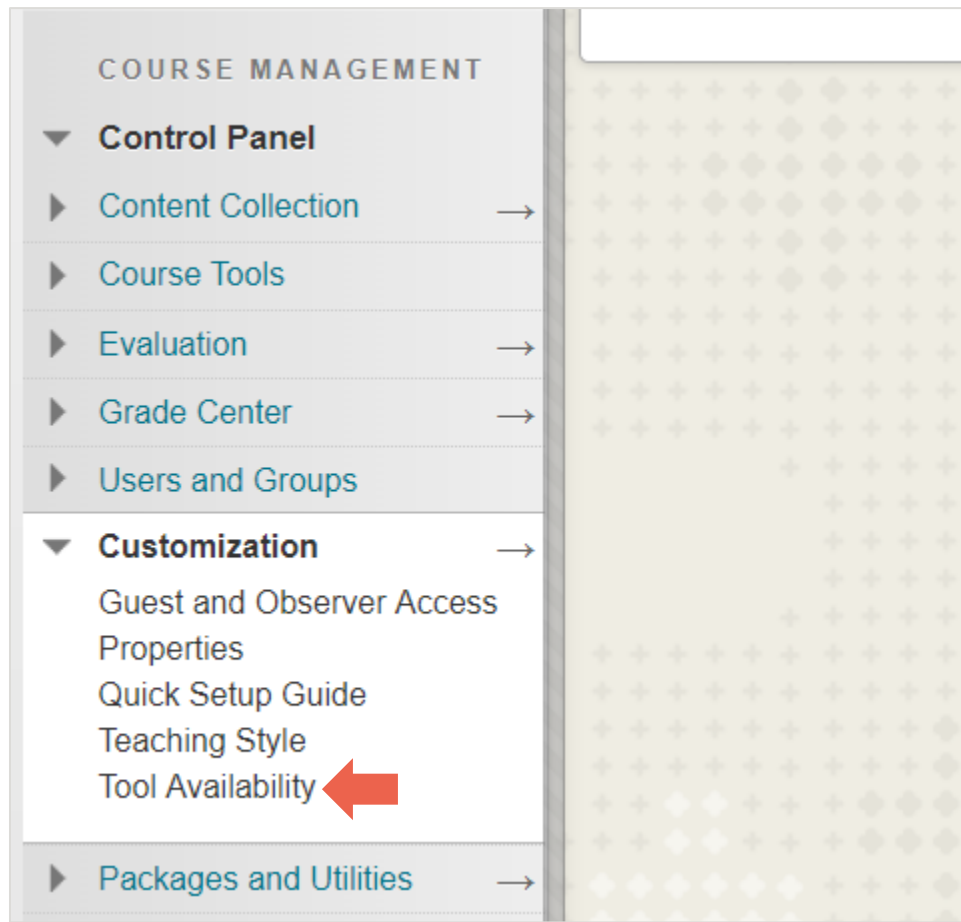


TestOut PC Pro® Certification

GRADE SYNCHRONIZATION

Grades will sync automatically when using the TestOut Building Block but administrators/teachers can manually initiate a grade synchronization for their course.

From within your course, navigate to the Customization section and click Tool Availability.



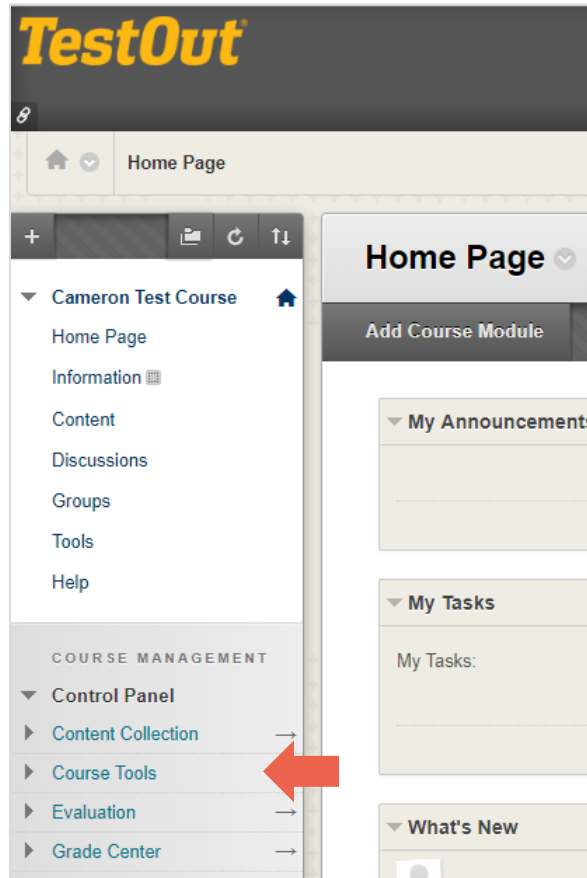
Assure that the *TestOut Grade Synchronization* box is selected and then click *Submit*.

TestOut Custom Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TestOut Grade Synchronization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TestOut LabSim Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TestOut Pro Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tools Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tools Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ultra Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Web Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wikis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wikis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YouTube Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
YouTube Video (in Text Editor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

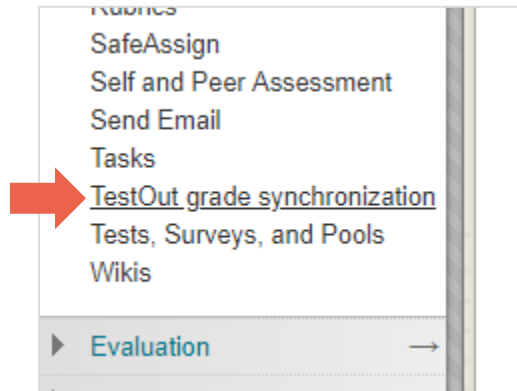
*Click **Submit** to finish. Click **Cancel** to quit.*

Cancel **Submit**

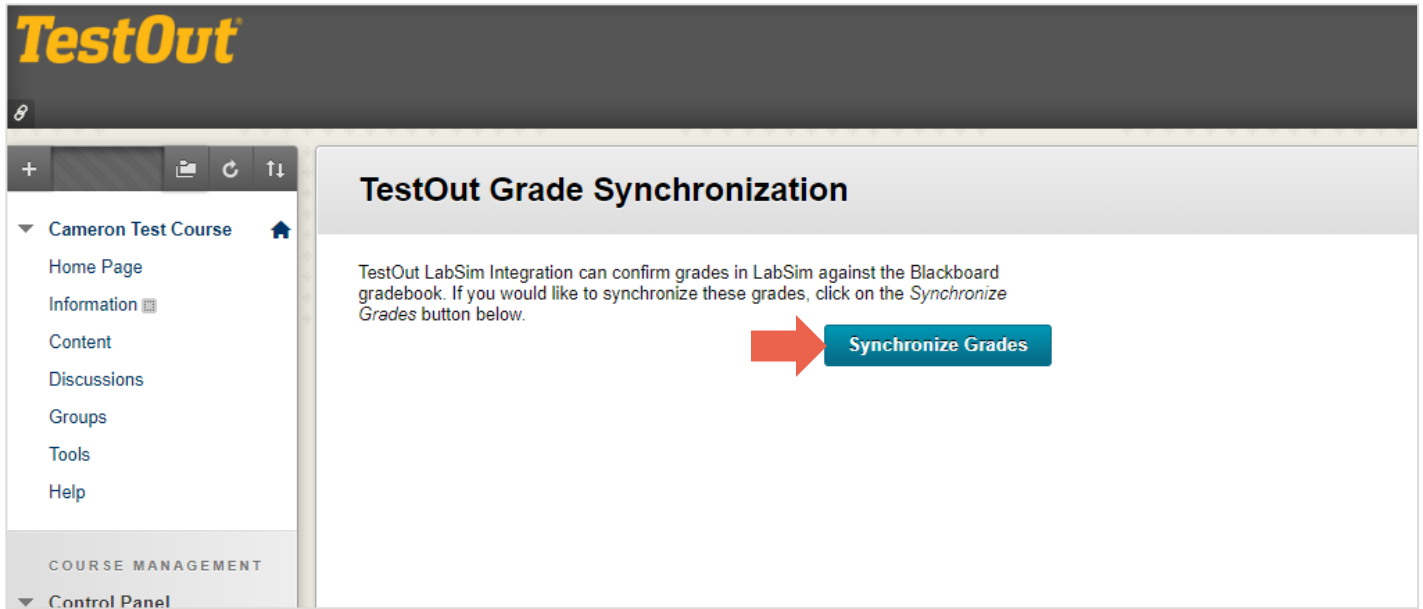
Next, from within your course, navigate to the course tools.



Click on “TestOut grade synchronization”



Click on “Synchronize Grades”



You will receive a success message when grade synchronization is complete.

