

TestOut[®]

Getting Started

Accounts Not Activated by Teachers

TUTORIAL

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CREATE AN ACCOUNT

After purchasing your LabSim product, use the provided activation code to setup an account. Go to www.testout.com. Click "Sign up". (Only first time users should setup a new account.)



The image shows a banner for the TestOut website. At the top left is the TestOut logo. To its right are navigation links: Courses, Certifications, Support, and Purchase. On the far right, there are two buttons: "Sign Up" and "Login". A red arrow points from the left towards the "Sign Up" button. The main part of the banner features a photograph of a diverse group of students walking on a university campus. Overlaid on the photo is the text "Making a Difference" in a large, white, serif font, with "THROUGH IT & MS OFFICE® EDUCATION" in a smaller, white, sans-serif font below it. At the bottom of the banner, there are four logos: CompTIA, Microsoft, Cisco, and Microsoft Office Specialist.

Type the respective information in each field. Be aware that the password field is case sensitive. When entering the activation code be sure to include the dashes. Click “Create Account”.

TestOut
The Lessons Only Experience Can Teach

Create Account

Login

Password

Confirm password

First Name

Last Name

E-mail Address

Activation Code
(e.g., AVXT-R87R-9876-TYUV)

Create Account

[Return to Sign-In](#)

Type your answers to the security questions and click “Secure Account”.

TestOut
The Lessons Only Experience Can Teach

Secure Account

Please set your security questions

What was your childhood nickname? ▾

What street did you live on when you started attending Elementary School? ▾

What school did you attend for sixth grade? ▾

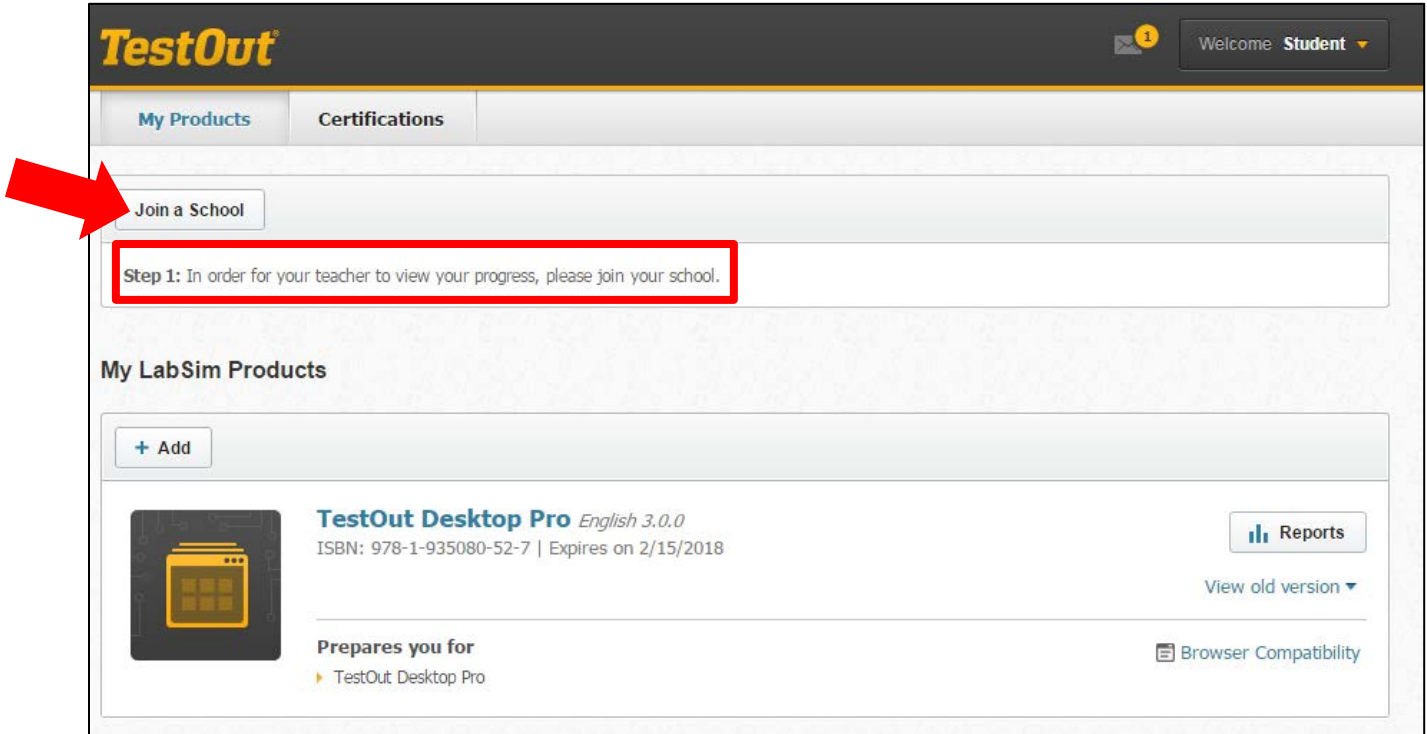
Secure Account

[Return to Sign-In](#)

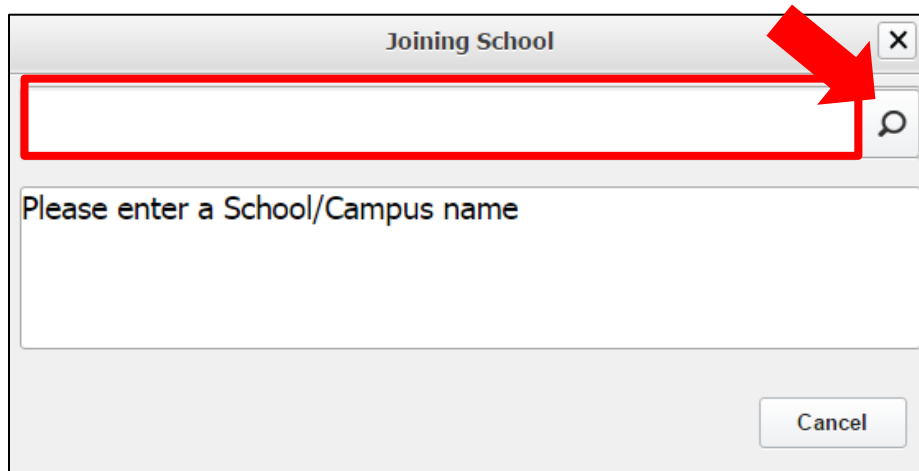
JOIN A SCHOOL

Click "Join a School".

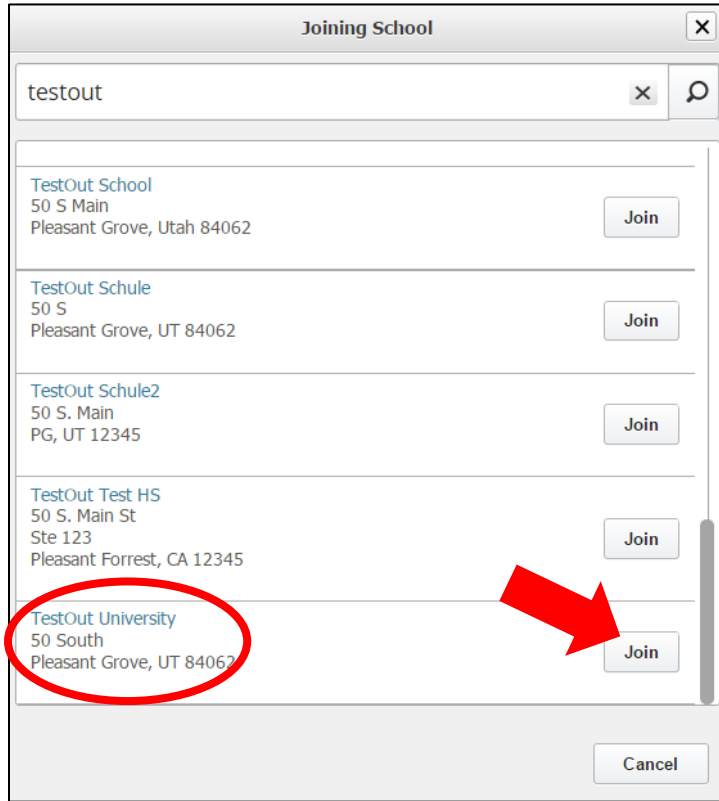
***Your account may already be associated with your respective school. If this is the case there will only be an "Enroll" button. So if that is true, skip to the [next section](#).*



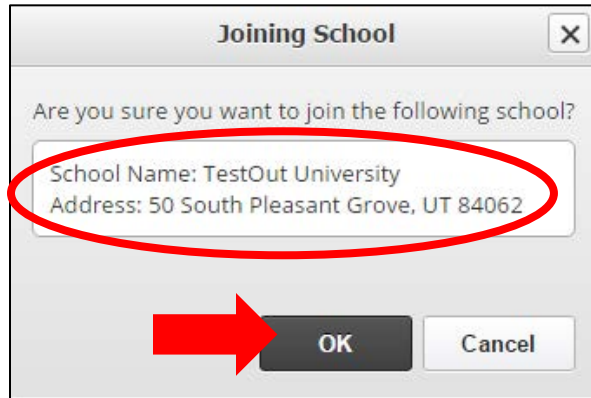
Enter the school name (or a minimum of four characters) in the search field and click the search icon.



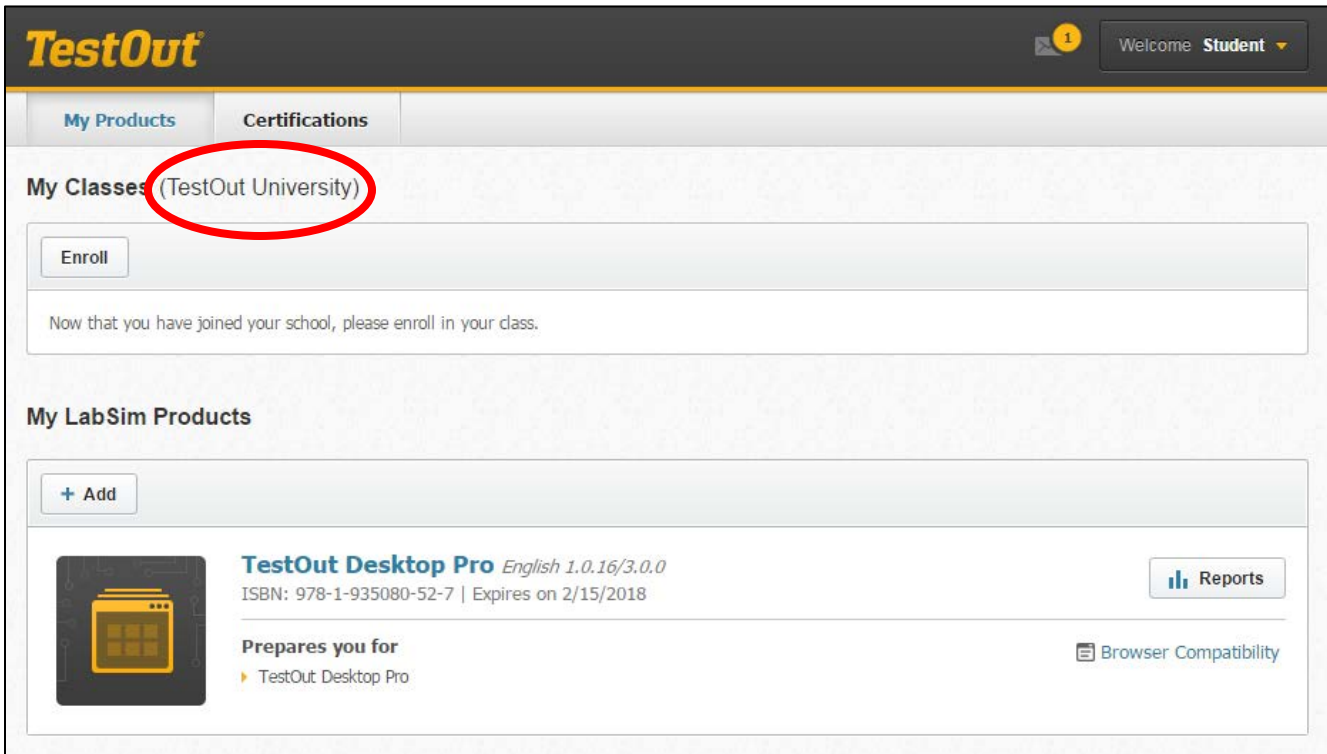
Use the scroll bar if needed to locate the respective school and click "Join".



Confirm the school you selected is correct by clicking "OK".



The school name will now appear next to “My Classes”.

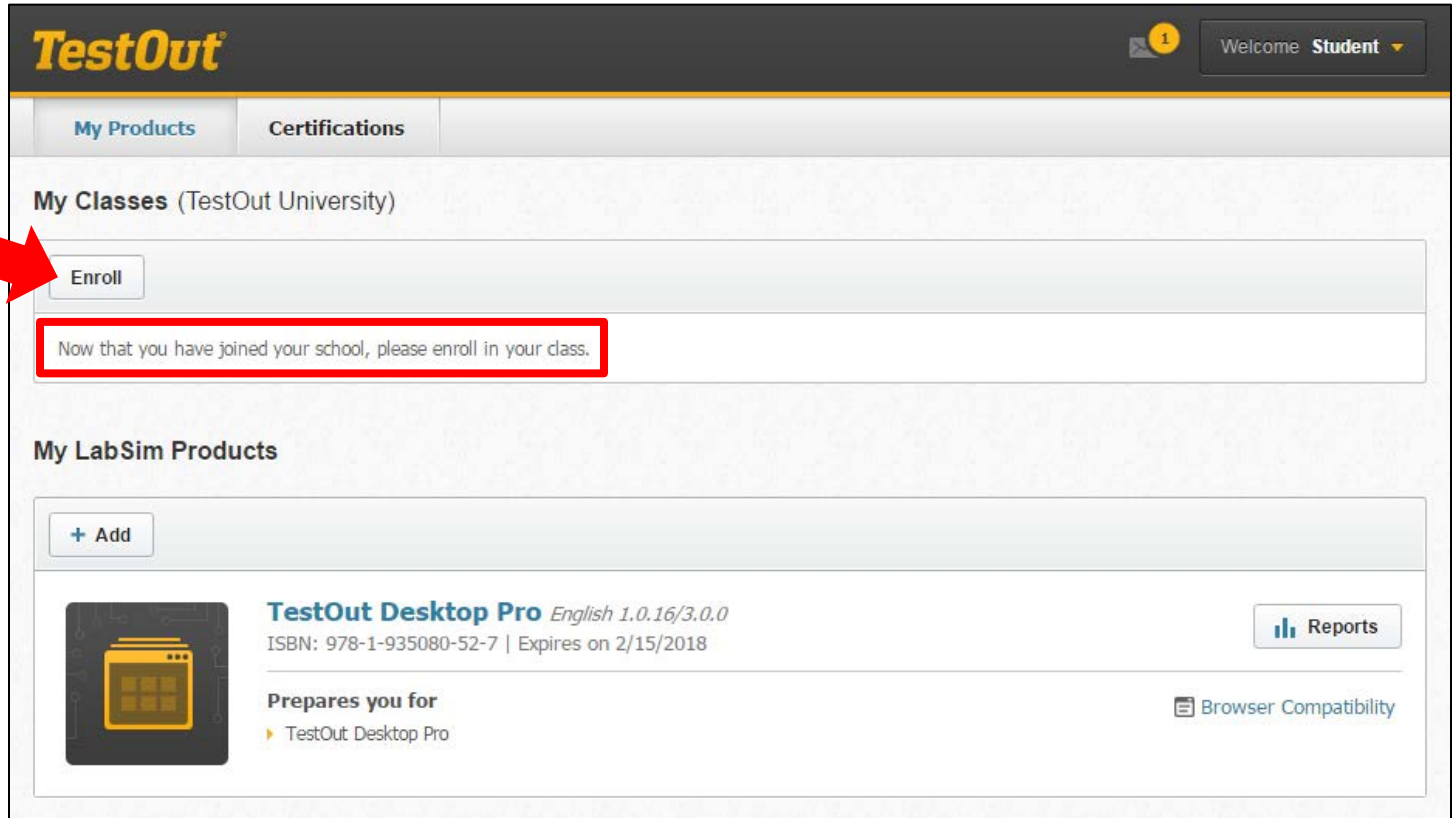


The screenshot shows the TestOut student dashboard. At the top left is the TestOut logo. At the top right, there is a notification bell icon with a '1' and a 'Welcome Student' dropdown menu. Below the header are two tabs: 'My Products' and 'Certifications'. The main content area is titled 'My Classes (TestOut University)', where 'TestOut University' is circled in red. Below this title is an 'Enroll' button and a message: 'Now that you have joined your school, please enroll in your class.' Below this is a section titled 'My LabSim Products' with a '+ Add' button. The first product listed is 'TestOut Desktop Pro English 1.0.16/3.0.0' with ISBN: 978-1-935080-52-7 and an expiration date of 2/15/2018. It includes a 'Reports' button and a 'Prepares you for' section listing 'TestOut Desktop Pro' and 'Browser Compatibility'.

ENROLL IN A CLASS

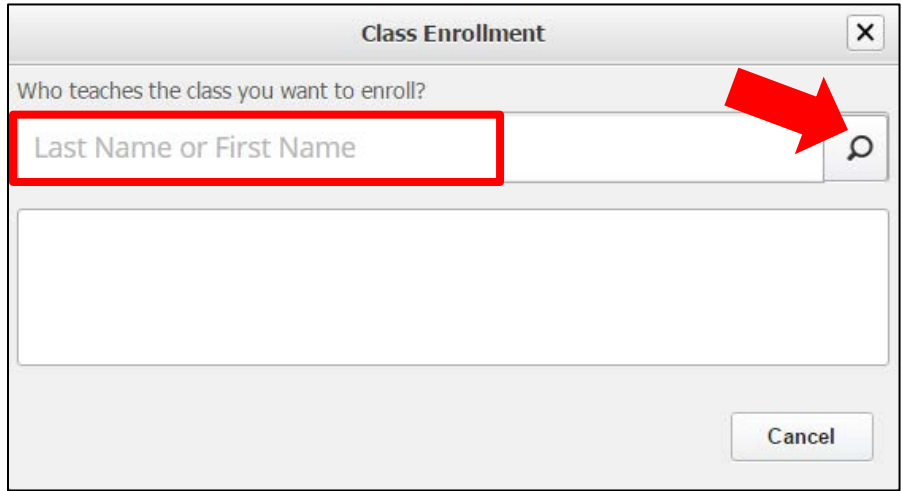
Click "Enroll".

***This button will only appear if you are joined to a school. If you need to join a school, refer to the [previous section](#).*

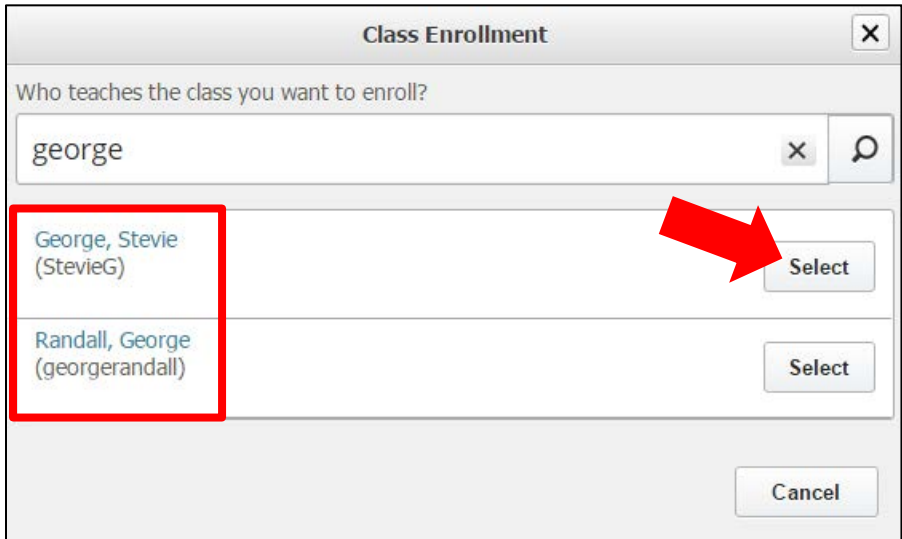


The screenshot shows the TestOut user interface. At the top left is the TestOut logo. At the top right, there is a notification bell with a '1' and a user profile dropdown showing 'Welcome Student'. Below the header are two tabs: 'My Products' and 'Certifications'. The main content area is titled 'My Classes (TestOut University)'. It features a light blue bar with an 'Enroll' button, which is pointed to by a red arrow. Below this bar is a message box with a red border containing the text: 'Now that you have joined your school, please enroll in your class.' Underneath the message box is the 'My LabSim Products' section, which includes a '+ Add' button and a product card for 'TestOut Desktop Pro English 1.0.16/3.0.0'. The product card shows the ISBN, expiration date, and a 'Prepares you for' section listing 'TestOut Desktop Pro'. There is also a 'Reports' button and a 'Browser Compatibility' link.

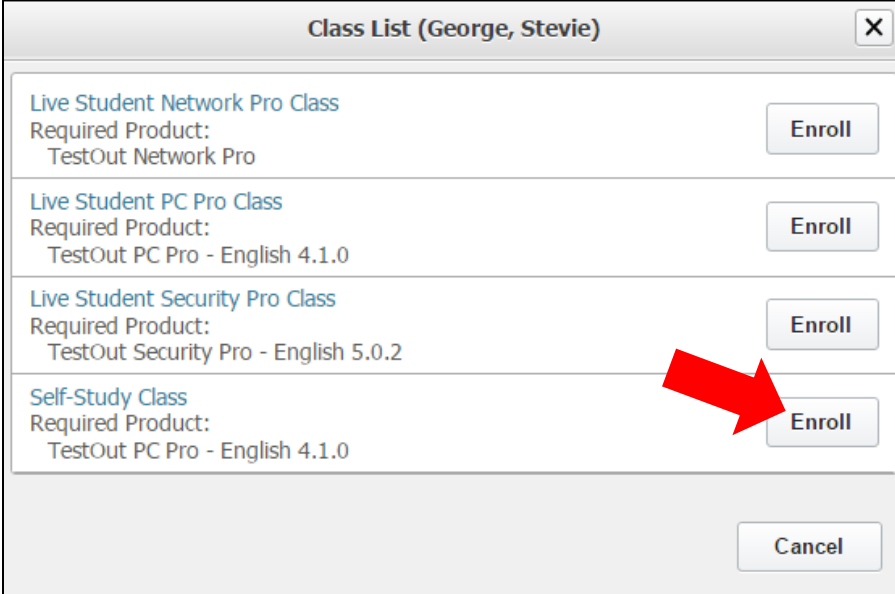
Type the respective instructor's name, either last or first name and click the search icon.



Any instructor that matches the name will appear. Click "Select" across from the respective instructor's name.

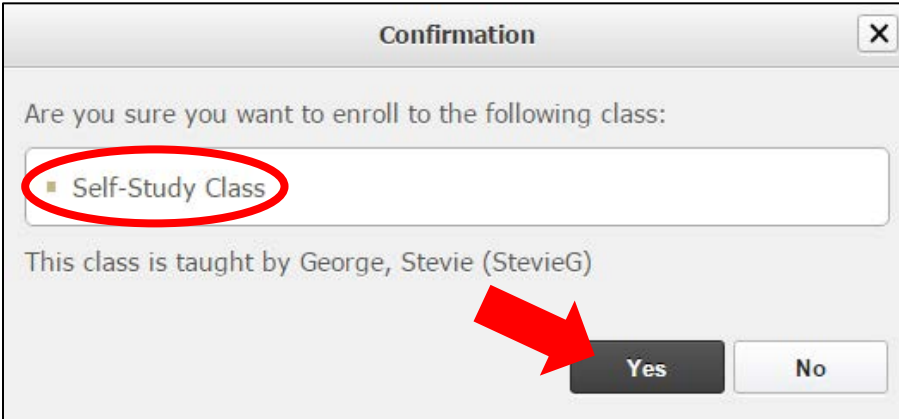


Click “Enroll” across from the instructor’s class you need to enroll in.



Class List (George, Stevie)	
Live Student Network Pro Class Required Product: TestOut Network Pro	Enroll
Live Student PC Pro Class Required Product: TestOut PC Pro - English 4.1.0	Enroll
Live Student Security Pro Class Required Product: TestOut Security Pro - English 5.0.2	Enroll
Self-Study Class Required Product: TestOut PC Pro - English 4.1.0	Enroll
Cancel	

Confirm the class you selected is correct by clicking “Yes”.



Confirmation

Are you sure you want to enroll to the following class:

Self-Study Class

This class is taught by George, Stevie (StevieG)

Yes No

The class you enrolled in will appear under the “My Classes” header. Repeat these steps if needed to enroll in any additional classes.

The screenshot shows the TestOut student dashboard. At the top left is the TestOut logo. At the top right, there is a notification icon with the number '1' and a 'Welcome Student' dropdown menu. Below the header are two tabs: 'My Products' and 'Certifications'. The main content area is titled 'My Classes (TestOut University)'. It features two buttons: 'Enroll' and 'Unenroll'. Below these is a table with the following columns: 'Class Name', 'Instructor', 'Pending Exams', and 'Required Products'. The first row in the table is 'Self-Study Class', which is circled in red. The instructor for this class is 'George, Stevie', and there are '0' pending exams. The required product is 'TestOut Desktop Pro - 1.0.16'. Below the 'My Classes' section is the 'My LabSim Products' section, which includes a '+ Add' button. The first product listed is 'TestOut Desktop Pro English 1.0.16', with ISBN: 978-1-935080-52-7 and an expiration date of 2/15/2018. A 'Reports' button is located to the right of the product title. Below the product title, there are two sections: 'Prepares you for' and 'Associated Classes'. 'Prepares you for' lists 'TestOut Desktop Pro'. 'Associated Classes' lists 'Self-Study Class (George, Stevie)'. A 'Browser Compatibility' icon is also present.

<input type="checkbox"/>	Class Name	Instructor	Pending Exams	Required Products
<input type="checkbox"/>	Self-Study Class	George, Stevie	0	▶ TestOut Desktop Pro - 1.0.16

My LabSim Products

+ Add

TestOut Desktop Pro *English 1.0.16*
ISBN: 978-1-935080-52-7 | Expires on 2/15/2018

Prepares you for
▶ TestOut Desktop Pro

Associated Classes
▶ Self-Study Class
(George, Stevie)

Reports

Browser Compatibility

REPORTS

After you have enrolled in your class the respective instructor will be able to view your progress and scores. You can also monitor this same detail by clicking “Reports”.

The screenshot shows the TestOut student interface. At the top, there's a navigation bar with the TestOut logo, a notification icon with '1', and a 'Welcome Student' dropdown. Below this are tabs for 'My Products' and 'Certifications'. The main content area is titled 'My Classes (TestOut University)' and includes 'Enroll' and 'Unenroll' buttons. A table lists class details:

<input type="checkbox"/>	Class Name	Instructor	Pending Exams	Required Products
<input type="checkbox"/>	Self-Study Class	George, Stevie	0	▶ TestOut Desktop Pro - 1.0.16

Below the table is the 'My LabSim Products' section with a '+ Add' button. The 'TestOut Desktop Pro English 1.0.16' product card is highlighted, showing its ISBN (978-1-935080-52-7), expiration date (2/15/2018), and associated classes. A red arrow points to the 'Reports' button on the right side of the card.

Click “Run” across from the “Score Sheet”.

The 'Reports' window displays three report options, each with a 'Run' button:

- 1. Score Sheet**
Shows your product specific scores.
- 2. Product Usage**
Shows your time spent in LabSim.
- 3. Product Activations**
Shows your product license information.

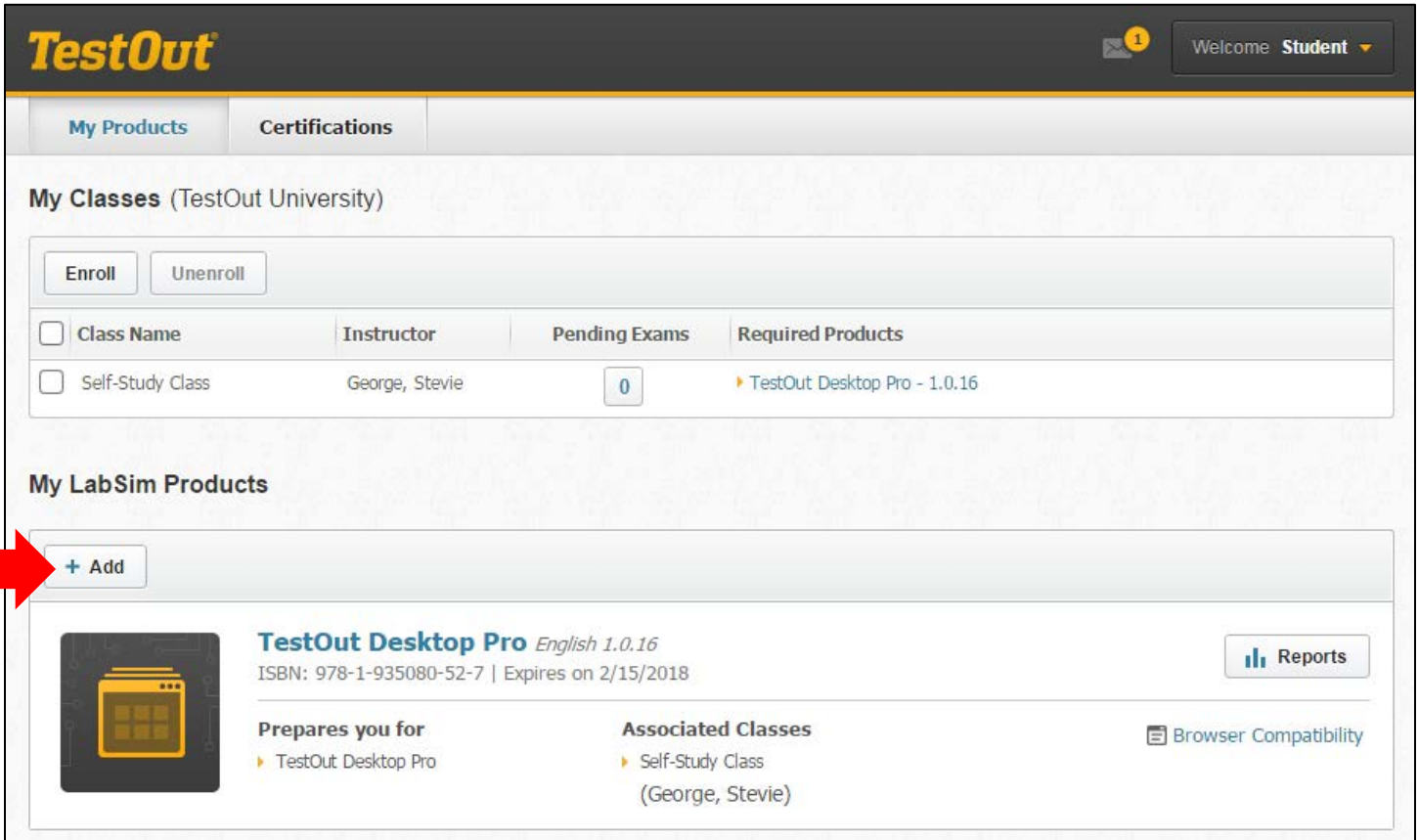
A red arrow points to the 'Run' button for the 'Score Sheet' report.

This report will provide the same detail that is available to the instructor.

Resource	Time In Resource	Newest Score	Highest Score	Lowest Score	Average Score	Attempts
1.1.1 Desktop and Mobile Devices						0
1.1.2 Desktop vs. Mobile Devices						0
1.1.3 PC Hardware Components	22 Seconds					1
1.1.4 PC Hardware Facts	14 Seconds					1
1.1.5 PC Ports and Connectors						0
1.1.6 PC Port and Connector Facts	10 Seconds					1
1.1.7 Peripheral Devices						0
1.1.8 Peripheral Device Facts						0
1.1.9 Printers						0
1.1.10 Printer Facts						0
1.1.11 Using the Hardware Simulator						0
1.1.12 Applied Lab: Explore the Lab Interface	45 Seconds	75% (0/15/2016 3:21:39 pm)	75% (0/15/2016 3:21:39 pm)	75% (0/15/2016 3:21:39 pm)	75%	1
1.1.13 Applied Lab: Set Up a Computer						0
1.1.14 Applied Lab: Install USB Devices						0
1.1.15 Applied Lab: Connect a Printer						0
1.2 Operating System Functions						0
1.2.2 Common Operating Systems						0
1.2.3 The Windows 7 Operating System						0
1.2.4 Windows 7 Components						0
1.2.5 Desktop Applications						0
1.2.6 Desktop Application Facts						0
1.2.7 The Windows Control Panel						0
1.2.8 Windows 7 Control Panel Facts						0
1.2.9 Applied Lab: Use the Windows 7 User Interface						0
1.2.10 Applied Lab: Change Display Settings						0
1.2.11 Applied Lab: Run Desktop Applications						0
1.3 Storage Devices						0
1.3.2 File Storage Options						0

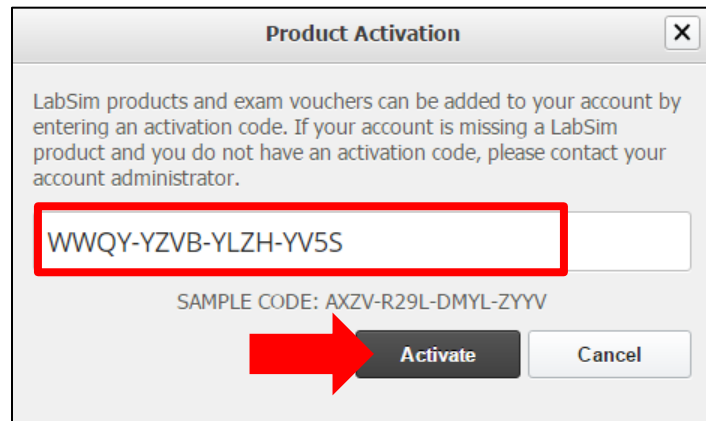
ADDING ADDITIONAL COURSES

To add additional LabSim products to your account click “Add”.



The screenshot shows the TestOut user interface. At the top left is the TestOut logo. At the top right, there is a notification icon with a '1' and a 'Welcome Student' dropdown menu. Below the header are two tabs: 'My Products' (selected) and 'Certifications'. The main content area is titled 'My Classes (TestOut University)' and contains 'Enroll' and 'Unenroll' buttons. Below this is a table with columns: 'Class Name', 'Instructor', 'Pending Exams', and 'Required Products'. The table has one row: 'Self-Study Class', 'George, Stevie', '0', and 'TestOut Desktop Pro - 1.0.16'. Below the table is the 'My LabSim Products' section, which has a '+ Add' button highlighted by a red arrow. Below the button is a product card for 'TestOut Desktop Pro English 1.0.16'. The card includes the ISBN: 978-1-935080-52-7, an expiration date of 2/15/2018, and sections for 'Prepares you for' (TestOut Desktop Pro) and 'Associated Classes' (Self-Study Class (George, Stevie)). There are also 'Reports' and 'Browser Compatibility' links.

Enter the activation code, be sure to include the dashes, and click “Activate”.



The screenshot shows a 'Product Activation' dialog box. It contains the following text: 'LabSim products and exam vouchers can be added to your account by entering an activation code. If your account is missing a LabSim product and you do not have an activation code, please contact your account administrator.' Below this text is a text input field containing the activation code 'WWQY-YZVB-YLZH-YV5S', which is highlighted by a red rectangle. Below the input field is a 'SAMPLE CODE: AXZV-R29L-DMYL-ZYYV'. At the bottom of the dialog are two buttons: 'Activate' and 'Cancel'. The 'Activate' button is highlighted by a red arrow.

Your new LabSim product will appear under “My LabSim Products”.

The screenshot shows the TestOut student dashboard. At the top, there is a navigation bar with the TestOut logo, a notification icon, and a 'Welcome Student' dropdown menu. Below this are two tabs: 'My Products' and 'Certifications'. The main content area is titled 'My Classes (TestOut University)' and contains an 'Enroll' button, an 'Unenroll' button, and a table with columns for 'Class Name', 'Instructor', 'Pending Exams', and 'Required Products'. The table lists a 'Self-Study Class' by 'George, Stevie' with 0 pending exams and 'TestOut Desktop Pro - 1.0.16' as a required product. Below this is the 'My LabSim Products' section, which includes an '+ Add' button and two product cards. The first card is for 'TestOut Desktop Pro English 1.0.16' (ISBN: 978-1-935080-52-7, Expires on 2/15/2018) and the second card is for 'TestOut PC Pro English 5.0.2' (ISBN: 978-1-935080-42-8, Expires on 8/15/2019). The 'TestOut PC Pro' card is circled in red. Both cards show 'Prepares you for' and 'Associated Classes' information, along with a 'Reports' button and a 'Browser Compatibility' icon.

After your account is setup you are ready to access your LabSim product. Click either the product name or the product thumbnail to launch the course.

This is a close-up view of the 'TestOut Desktop Pro' product card from the 'My LabSim Products' section. Two red arrows point to the product thumbnail on the left and the product name 'TestOut Desktop Pro' in the main heading. The card displays the product title 'TestOut Desktop Pro English 1.0.16', the ISBN '978-1-935080-52-7', and the expiration date 'Expires on 2/15/2018'. It also lists 'Prepares you for' (TestOut Desktop Pro) and 'Associated Classes' (Self-Study Class by George, Stevie). A 'Reports' button and a 'Browser Compatibility' icon are visible on the right side of the card.

Enjoy your training!