TestOut®

Teachers Activating for Students

GETTING STARTED GUIDE

Powered by **LABSIM**

Teachers Activating for Students

TestOut Quick Start Guide for Teachers

1. Go to www.TestOut.com

For optimal performance please use the following suggested browsers:
- **Best PC browsers** - Internet Explorer 10 or above and Chrome.
- **Best Mac browsers** - Safari and Chrome.

2. Log In

1. Click "Login."
2. Enter your username and password (provided by your school's LabSim administrator or TestOut representative) in the "Sign In" fields.

3. Create Student Accounts and Associate Students with the Campus

Note: If there are many students to add, you may import an entire class roster at once. See instructions on how to import a class roster in section 4 below.

1. Click the "My Students" tab.
2. Click "Add".
3. Enter the student's first name and last name.
4. Enter a username and the student's email address if available.
5. Enter a password for the student (the same password can be used as often as you like).
6. If the student is required to have additional time on timed exams click the box by "This user has a learning impairment".
7. Click the "Done" button.
8. Repeat these steps for each student.
9. Inform the students of their username and password.

Note: We recommend using students' email or ID# as their username, and then have them change their password after logging in for the first time (from the "Welcome" drop down menu choose "My Profile" and click "Change Password").

4. Import a Class Roster

1. Under the "My Students" tab click "Actions".
2. Select "Add students using a CSV file".
3. Be sure your import file is outlined as listed in the instructions.
4. Click on the "Browse" button.
5. Select the file you want to import and click "Open".
6. Click "Submit File" to import.
7. Inform the students of their username and password.

Note: We recommend using students' email or ID# as their username, and then have them change their password after logging in for the first time (from the "Welcome" drop down menu choose "My Profile" and click "Change Password".

5. Create a Class and Associate Students to the Class (logged in as a teacher)
By creating a class, you can group students' accounts and view reports related to the LabSim activities that students complete (if you used the import function your class should already be created).

1. Under "My Classes" click the "Add" button.
2. Enter the class name.
3. Ensure your name is in the "Assigned Teacher" field (select your name from the drop down list if needed).
4. Click the "Associated LabSim Product(s)" edit pencil.
5. From the Product List click the "+" button next to the respective LabSim product that corresponds to your class.
6. Click the "Student Enrollment" edit pencil. Students are listed alphabetically by last name, click the "+" button next to each student or look up students using the "Filter" field.
7. Once all your students are on the "Enrolled Students" side click the "Done" button.
8. Click the "Done" button on the Class Profile window.

6. Activate Student Licenses (You must be a campus administrator to activate licenses.)

You must activate licenses for your students' in order for them to have access to a LabSim product.

1. Under "My Classes", select a class and click the box next to the class name and click "Actions"
2. Click "Activate Product".
3. Locate the correct license.
4. Click "Activate" to complete the activation.
5. On the Activation Confirmation screen, click "Activate".

7. View Student Progress

Students must be assigned to a class in order for you to view their progress reports.
1. Across from your respective class click the "Reports" link.
2. Across from the report click "Run".
3. Select any filters at the top of the page and the report data will auto refresh.

Reports can be exported as CSV files.

Contact TestOut's Tech Support if you need additional assistance. Email: support@testout.com Call: 800-877-4889