

TestOut[®]

OFFICE PRO

— A Guide to Getting Started —

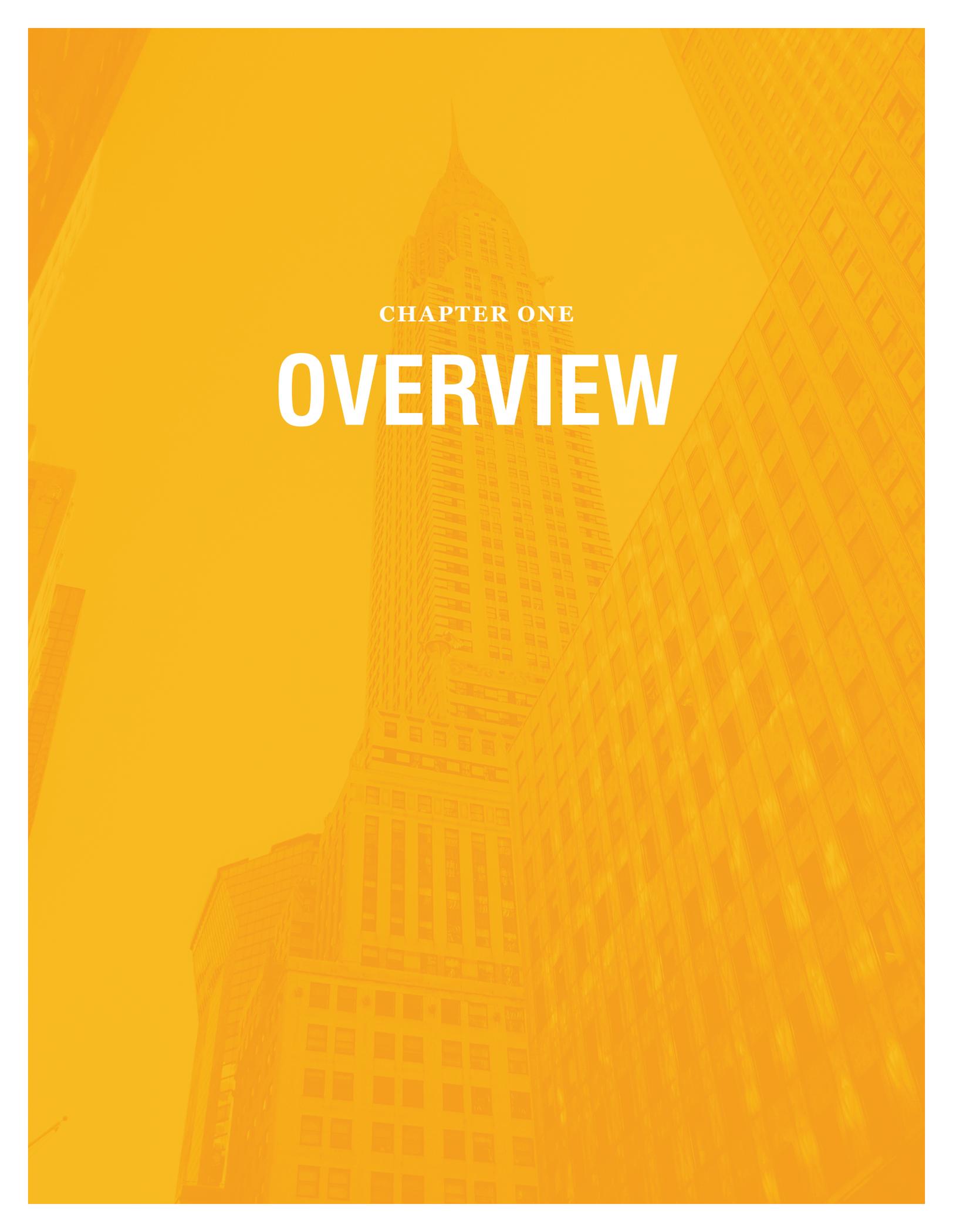


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 LABSIM

TABLE OF CONTENTS

1 OVERVIEW	3
Office Pro	4
LabSim	6
Minimum System Requirements	6
2 INSTRUCTOR GUIDE	8
Course Objectives	9
Accessing Office Pro as an Instructor.....	9
Setting Up Your Class	9
The Office Pro Methodology.....	9
Instructor Aids.....	11
Reporting	12
Instructor Tips for Success.....	12
Instructor Training.....	14
3 STUDENT GUIDE	15
Getting Started.....	16
Introduction and Navigating Office Pro.....	16
Student Tips for Success.....	17
4 OFFICE PRO ASSESSMENTS	19
End-of-Chapter Exams.....	20
Custom Exam Creator	20
Certification Exam	21
Capstone Projects	21
5 TECHNICAL SUPPORT	23



CHAPTER ONE

OVERVIEW

Office Pro

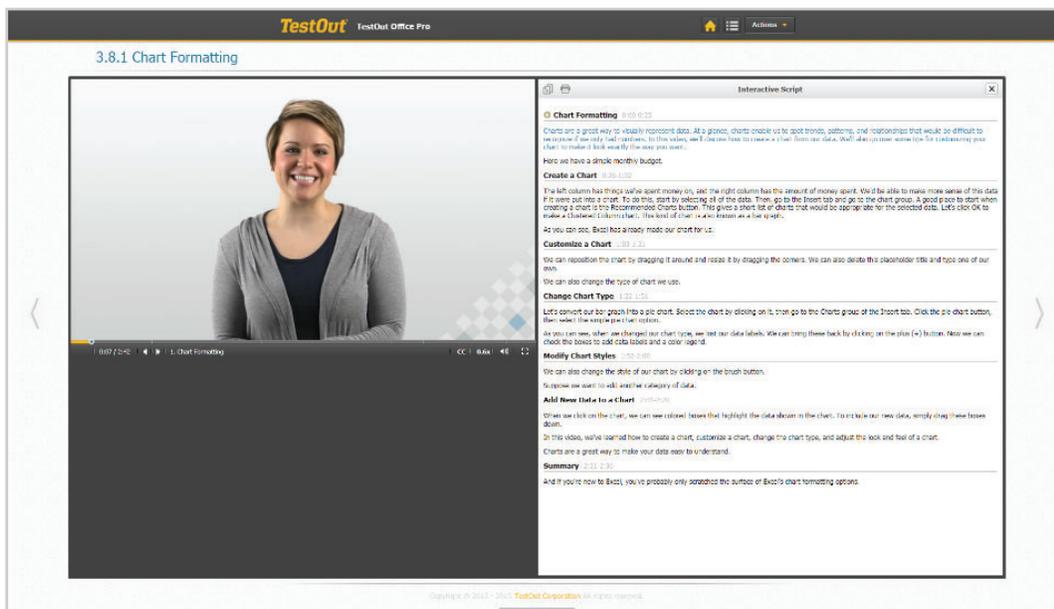
This course provides an innovative way to learn Microsoft Office applications, along with the basics of using a computer. The course runs within a web browser (e.g. Microsoft Internet Explorer, Google Chrome). It is unique because all the learning materials and hands-on activities can be accessed online without using a textbook or installing the Microsoft Office applications. The course simulates both the Microsoft Windows operating system and Office applications, which means students can learn, practice, and test their skills without having Microsoft Office installed on their computers.

The **Office Pro** course includes a semester's worth of online training on essential Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook) to help students prepare for the Microsoft Office Specialist certification exams.



Office Pro combines different learning methods and remediation to help students master essential Microsoft Office skills. There are four main components of the course.

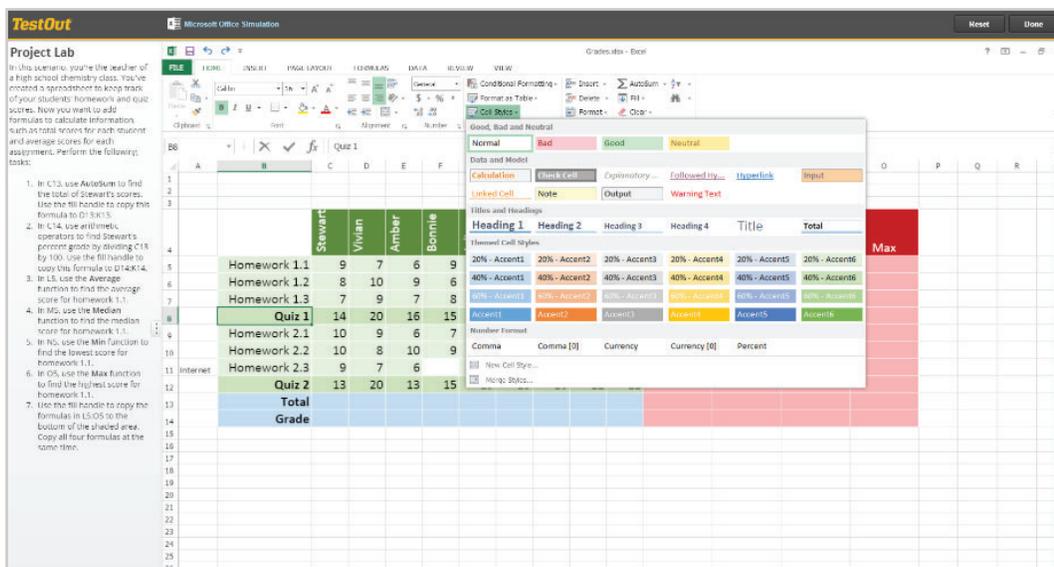
1. **Short Instructional Videos:** Five different instructors provide step-by-step instructions for each section of the course. All videos include optional interactive text that allows students to follow along with the video.
2. **Fact and Tip Sheets:** Each section provides fact and tip sheets covering concepts, vocabulary, and practical real-world advice.



The screenshot displays the TestOut Office Pro course interface. On the left, a video player shows a woman speaking. On the right, an 'Interactive Script' window is open, displaying text about chart formatting. The text includes sections like 'Chart Formatting', 'Create a Chart', 'Customize a Chart', 'Change Chart Type', 'Modify Chart Styles', and 'Add New Data to a Chart'. The video player has a progress bar at the bottom, and the script window has a close button in the top right corner.

All videos include optional interactive text allowing the students to follow along.

3. Three Levels of Lab Simulations: After watching the instructional videos, students are ready to complete three levels of lab simulations: Skills, Challenge, and Projects. The labs are where students spend a majority of their time in practicing skills. Each unique level is designed to build a student's memory, speed, and confidence.



Students benefit from three levels of lab simulations, each designed to build a student's memory, speed, and confidence.

To help students learn and master skills, the labs offer:

Remediation

- Instant feedback when a task is completed correctly. (Skills and Challenge labs)
- Full step-by-step instructions when the lab is complete (Project labs)

Hints

- Text steps (Skills and Challenge labs)
- Video demonstrations (Skills labs)

Multiple paths of completion

- Allow students to complete tasks using different methods such as the ribbon, dialog boxes, shortcut keys, and menus.

Auto-Grading and Scoring

- Each lab is scored automatically and put into the gradebook.

4. **Testing and Certification:** Office Pro provides four types of performance-based assessments. More detailed information is provided in the **Office Pro Assessments** section of this guide.

- End-of-Chapter Tests (Online Essentials, Computer Essentials, Common Office Features, Word, Excel, PowerPoint, Access, and Outlook)
- Custom Exams (Questions chosen by instructor)
- Office Pro Certification Exam (Word, Excel, and PowerPoint)
- Capstone Projects (Assignments designed for live applications)

LabSim

LabSim is TestOut's software platform that provides comprehensive, experience-based learning and assessment. LabSim uniquely combines rich multimedia materials, best-of-class lab simulations, comprehensive instructor tools, and 100% performance-based certifications. LabSim is the tool used by instructors to:

- Register and Login
- Set up a Class
- Manage Students
- Launch an Office Pro course
- Schedule and Create exams
- Run Reports

Step-by-step instructions on these functions are included in the **Instructor Guide** section of this manual.

Minimum System Requirements

- 64-bit Operating System
- 4 GB RAM
- 2.4 GHz processor
- 3.6 Mbps Internet speed per student
- Supported web browsers include:

	MICROSOFT EDGE 20+ (<i>Windows 10</i>)
	GOOGLE CHROME 35+
	MOZILLA FIREFOX 42+
	APPLE SAFARI 8+ (<i>Mac</i>)

No additional software or downloads are required.

Students who attempt to run a course on a 32-bit version of Windows will receive a warning message. These students will need to have access to a 64-bit computer

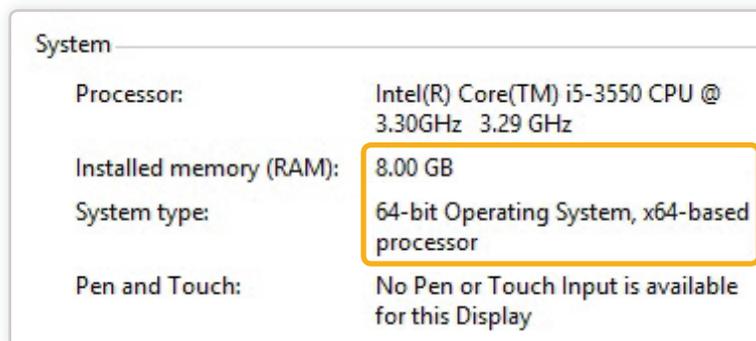


on campus, through a virtual machine (VM), or in another location.

How to check RAM and Windows version

To find out if a computer is running a 32-bit or 64-bit version of Windows in Windows 8 or Windows 10, do the following:

1. Click the **Start** button.
2. Type **system** to display the search box and then click **System**.
3. In the **System** window, view the RAM and system type.

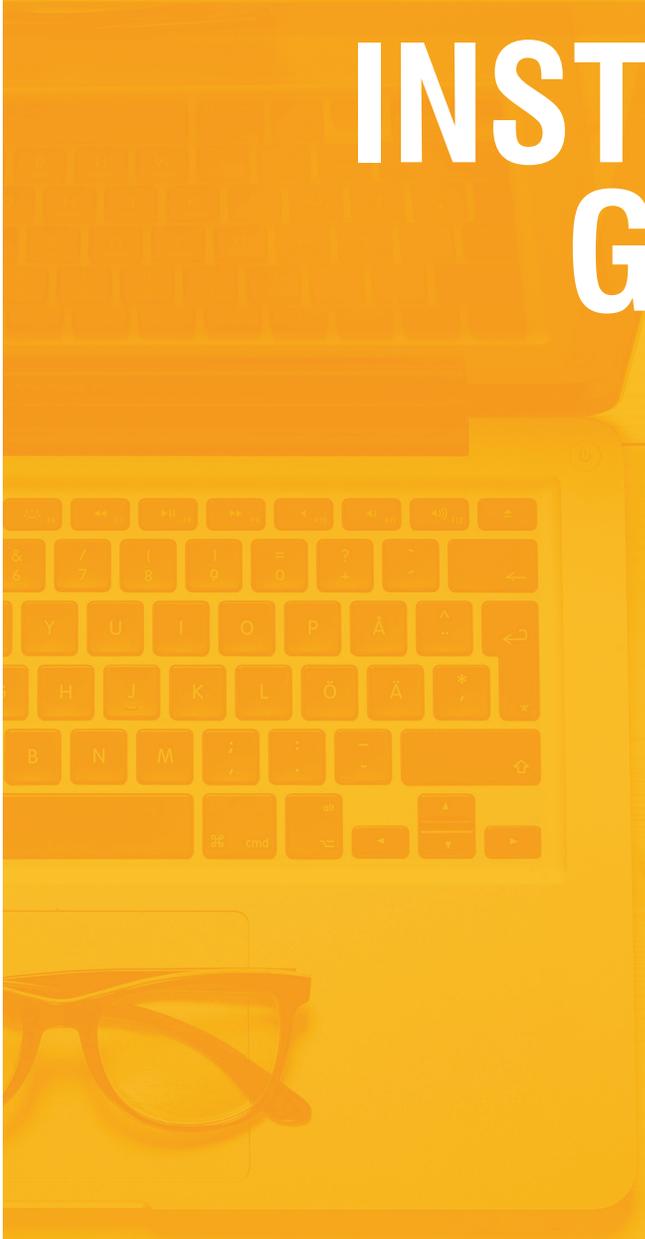


If a computer is running Windows 7, do the following:

1. Click the **Start** button, right-click **Computer**, and then click **Properties**.
2. Under **System**, view the RAM and system type.

CHAPTER TWO

INSTRUCTOR GUIDE



Course Objectives

TestOut Office Pro teaches basic computer skills and the use of Microsoft Office applications. For a detailed list of course objectives, refer to the **Getting Started Information** within the course.

Accessing the Office Pro Course as an Instructor

Log in to your LabSim account at **www.testout.com**.

If you have not received a username and default password, call TestOut at 800-877-4889 and press **1** to speak with your sales representative. Once logged in, click the **Products** tab to launch the Office Pro course.

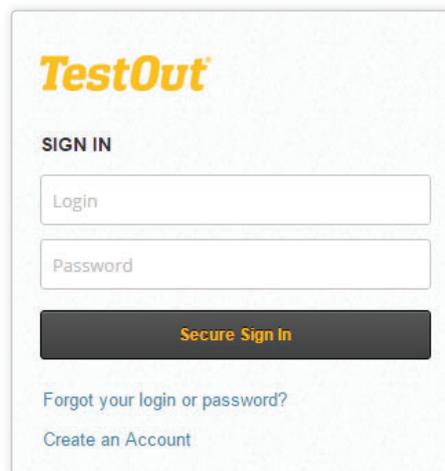
Setting Up Your Class

If you are using Learning Management System (LMS) integration with LabSim, this step may not apply. Contact your system administrator for specific instructions.

After logging in to LabSim, the first step to complete before students access an Office Pro course is to set up your class.

For detailed instructions, see the following link:

[Creating Classes for Office Pro Students](#)



Office Pro Methodology

1. Why TestOut Uses Simulation Technology

Simulating Microsoft Office applications gives our course developers greater control of both the content and timing of student feedback.

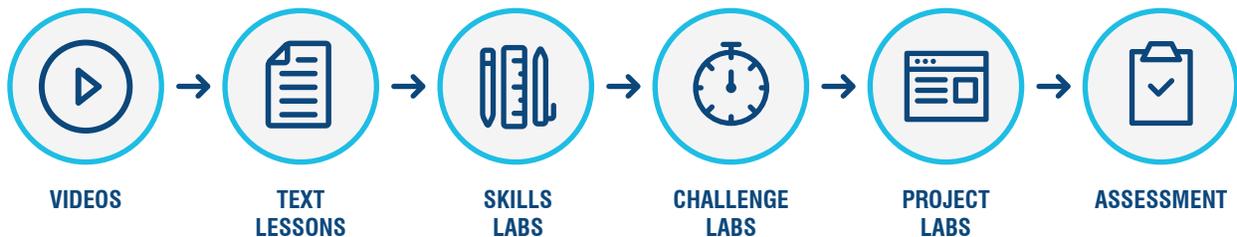
2. Instructor Roles

While Office Pro can be used for self-study, the content can also be used as the foundation for instructor-led courses in flipped classrooms. Instead of going to class for a lecture, students can watch videos and complete labs either before or after class. This lets instructors spend time in class providing personalized one-on-one tutoring help in the live applications. For more information, see the section below on Instructor Aids.

3. Typical Learning Flow

Office Pro is designed as a cohesive training package that simplifies the student's learning experience.

- a. Students begin each section by watching short videos that provide a real-world context for learning specific Office features.
- b. Text lessons review key terminology and provide practical tips for using application features.
- c. Next, students complete **Skills** and **Challenge** labs, which allow them to practice the basic **procedural skills** required in each application. Students should repeat the **Challenge** labs as many times as they want, with a different set of tasks given each time.
- d. At the end of each section, two **Project** labs give students real world scenarios where they can **apply the procedural skills** they learned in the **Skills** and **Challenge** labs.
- e. After completing all sections within a chapter, students are ready for an **assessment** of their skills. Instructors can use capstone projects and/or end-of-chapter exams for this purpose.



4. Formative vs. Summative Assessment

One of our challenges in working with instructors is helping them to understand the purpose of our **Skills** and **Challenge** labs. These labs are NOT intended to be used for **summative** assessment, which takes place at the end of the learning process. They are designed to be used as **formative** assessment to assist students **during** the learning process. Instructors are free to use these labs as part of their students' grades, but they should recognize their value primarily as formative assessment tools. Struggling students should run through each Challenge lab multiple times to improve upon their

INSTRUCTOR GUIDE

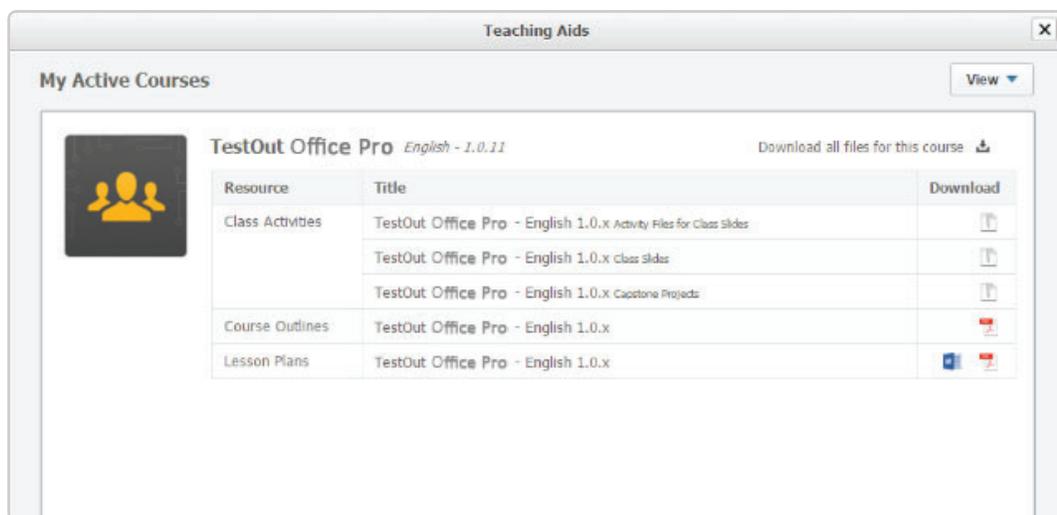
previous scores and to gain confidence in basic skills. This can help to narrow the gap between high-performing and low-performing students.

5. Certification Exam

Office Pro includes a certification exam that validates students' skills in Word, Excel, and PowerPoint. This exam is 100% **performance based**. Additional assessment tools are available for each Office application (end-of-chapter exams and capstone projects).

Instructor Aids

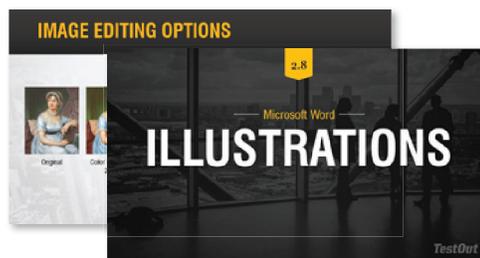
For instructor resources, click **Welcome** in the upper right of your browser. Select **Resources**, then **Teaching Aids**. This is where you can view TestOut instructor Lesson Plans, PowerPoint Slides, Capstone Projects and other resources.



Get free access to valuable teaching resources including: Lesson Plans, PowerPoint Slides, Capstone Projects and more.

The PowerPoint Slides are a great tool to facilitate class discussions and guide your class through each section of the course. Slide features include:

- Lesson Plans
- Instructor Notes
- Definitions of Key Terms
- Class Discussion Questions
- Class Activities in the Live Application
- Homework Assignments



Reporting

To view student reports from the **My School** tab, select **My Classes** and then click **Reports** across from your class name. Report options include:

- Class Gradebook
- Specific Resource Scores by Class
- Individual Scores by Product
- Class Roster
- Product Activations
- Product Usage
- Progress Report by Percent Complete
- Progress Report by Time Spent

For a tutorial on student report options, click the following link:

[Student Report Tutorial](#)

Instructor Tips for Success

Teaching Tips: Consider these suggestions to help students get the most out of their course experience.

- Use Office Pro instructor PowerPoints to make classroom time more efficient.
- Track students' completion of all labs. Students who skip the Skills or Challenge labs tend to struggle with the Project labs later in the course.
- The course labs are not fully-functional copies of Office applications. To encourage students to explore application features in greater depth, give some homework assignments or spend class time in the live applications.

Lab Troubleshooting Tips: If students are unable to complete a task successfully, review these tips:

- **Re-read the Scenario:** Re-read the lab scenario or the task instruction. Did they miss a detail that was included in the task instructions? It is easy to misread an instruction or miss specific details about a task, such as what to type or which cells to select.
- **View Hints:** View the hints or explanation steps for the lab.

- ◇ For Skills and Challenge labs, click **Hint** or **Show Me** to see specific steps on how to perform the task.
- ◇ For Project labs, review the **Explanation** included in the **Lab Report** after clicking **Done**. Students can then return to the lab and try it again.
- ◇ If students need further instruction on a particular skill, they should return to the course and watch the relevant video.
- **Try an Alternate Path** Consider possible differences between the simulated labs and the live application.
 - ◇ The simulated labs are “open simulations,” which means that they provide multiple ways to accomplish tasks, much like the real application. Typically, the labs provide the most common and most efficient paths for task completion.
 - ◇ The lab simulations are necessarily limited in some aspects. Experienced Office users may find that some commands, shortcuts, or dialog boxes are not supported within the labs. In this case, the lab will usually display a **Feature Not Simulated** message and students will need to perform the task in a different way.
- **Close and Restart Browser** If a web browser has been running for a long period of time, labs may become unresponsive. In these rare cases, consider closing and restarting the web browser. Log in to the course again and return to complete the lab.

Other Technical Issues Follow these suggestions for common technical difficulties.

- **Web Browsers** When running the labs, do not reload web pages. This will restart the lab and discard your work.
- **Mac Tips** While Office Pro is compatible with the Mac OS (through a web browser), students should be aware that the course teaches Microsoft Office *for Windows*. Consequently, some keyboard commands will necessarily be different in the simulated labs. A notable example is the Mac **delete** key, which is roughly equivalent to the **Backspace** key on Windows keyboards.

Instructor Training

To set up a complimentary training webinar, call our Implementation Specialist at 800-877-4889 or email training@testout.com.

CHAPTER THREE

STUDENT GUIDE



Getting Started

A step-by-step student tutorial can be found by clicking this link.

[Getting Started with Office Pro](#)

The tutorial shows students how to:

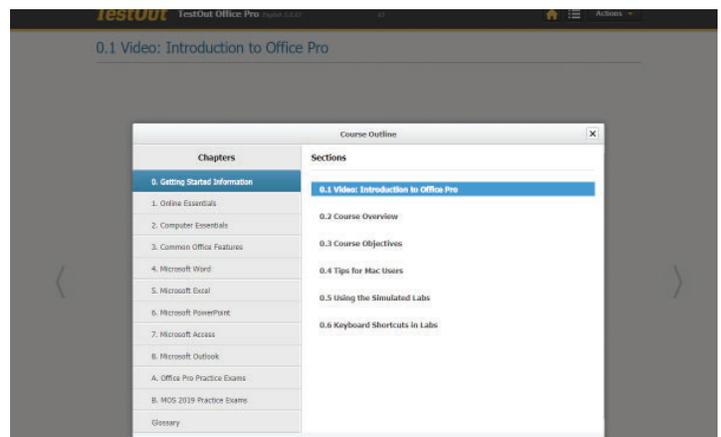
- Create an account
- Join a school
- Enroll in a class
- Access Reports

Introduction and Navigating an Office Pro Course

After creating an account and enrolling in a class, students are ready to begin using the course. We recommend that all students watch an 8-minute video on navigating the course. It covers the following topics:

- Logging into the course
- The course interface and what each icon means
- Instructional video features
 - ◇ Interactive text
 - ◇ Speed control
- Lab Features
 - ◇ Hints
 - ◇ Remediation
 - ◇ Leaderboard
 - ◇ Scores and reports

The video is accessed in the “Getting Started Information” at the beginning of the Office Pro course outline. This video also includes the interactive text option so students can follow along with the video.



Students can watch the video by clicking on the “Getting Started Information” at the beginning of the Office Pro Course outline.

Student Tips for Success

LabSim Troubleshooting Tips: If you are unable to complete a task successfully, review these tips:

- **Re-read the Scenario:** Re-read the lab scenario or the task instruction. Did you miss a detail that was included in the task instructions? It is easy to misread an instruction or miss specific details about a task, such as what to type or which cells to select.
- **View Hints:** View the hints or explanation steps for the lab.
 - ◇ For Skills and Challenge labs, click **Hint** or **Show Me** to see specific steps on how to perform the task.
 - ◇ For Project labs, review the **Explanation** included in the **Lab Report** after clicking **Done**. You can then return to the lab and try it again.
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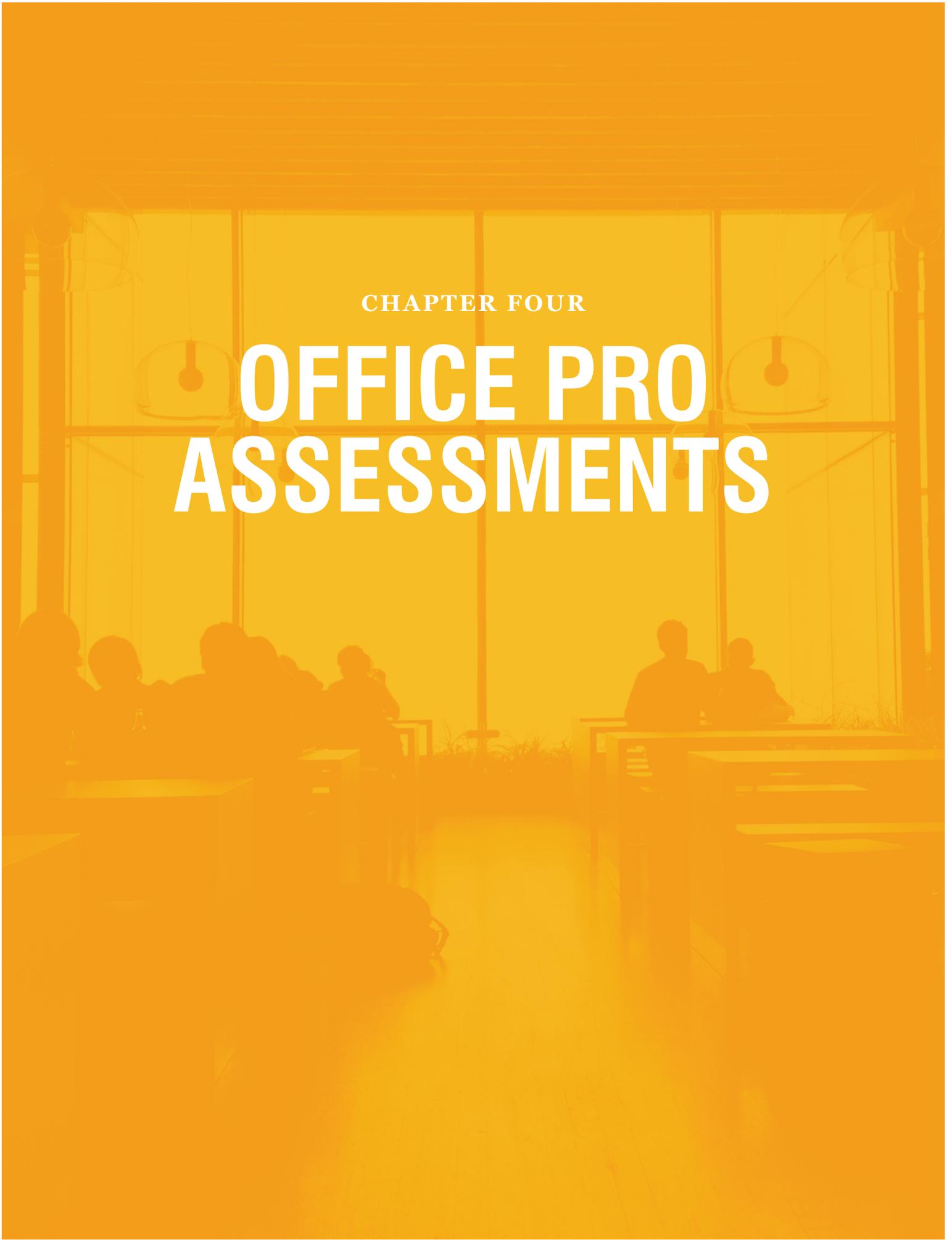
STUDENT GUIDE

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CHAPTER FOUR

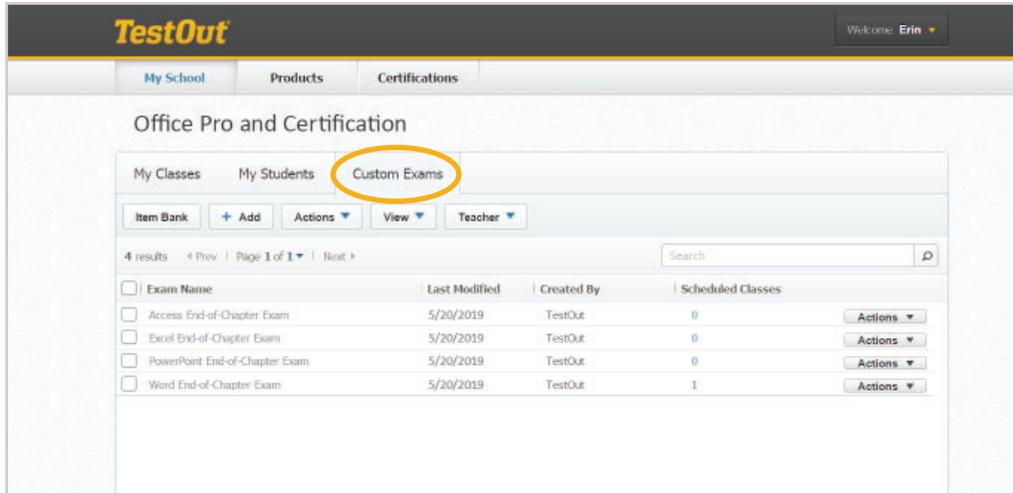
OFFICE PRO ASSESSMENTS



OFFICE PRO ASSESSMENTS

End-of-Chapter Exams

The Office Pro course includes end-of-chapter exams for Online Essentials, Computer Essentials, Common Office Features, Word, Excel, PowerPoint, Access, and Outlook. Each exam requires students to complete a few real-world scenarios within one hour. All assessments are hidden from the student until the instructor schedules the exam under the **Custom Exam** tab in LabSim.



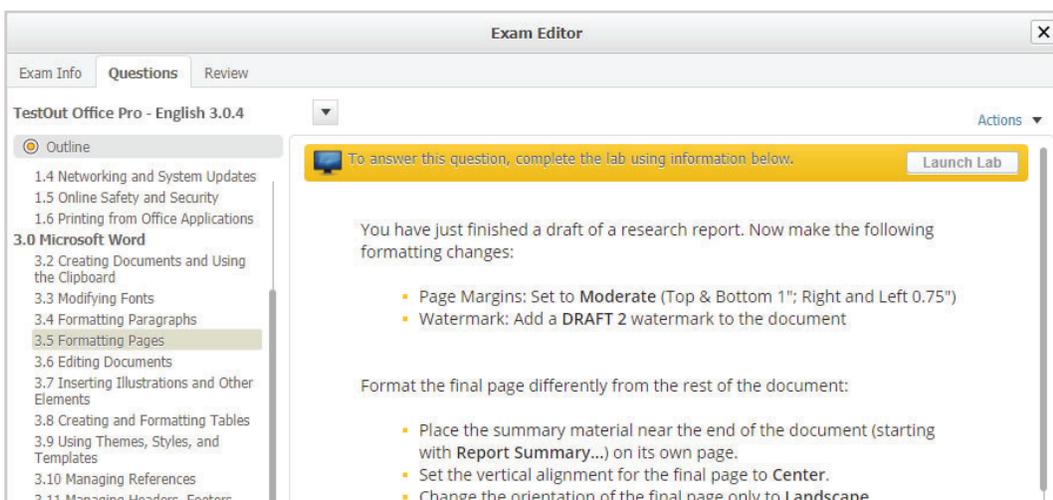
Teachers can schedule assessments in the "Custom Exams" tab

See the following link for instruction on how to schedule exams.

[Scheduling Office Pro Exams](#)

Custom Exam Creator

The Custom Exam Creator is a tool instructors can use to create their own exams made up of any of the project labs within the course or the scenarios from the chapter exams.



Teachers can create their own exams made up of any applied labs in the course or from the end-of-chapter exams

OFFICE PRO ASSESSMENTS

See the following link for tutorials on creating, scheduling, and viewing results of your own exam.

[Custom Exam Tutorials](#)

Certification Exam

Instructors are allowed to use the TestOut Office Pro certification exam as a final exam and part of the class grade. It is a single exam covering Word, Excel, and PowerPoint. The exam is 100% performance based and contains 15 simulated labs in which students are asked to complete 55 tasks in 90 minutes.

Scheduling the certification exam is similar to scheduling an end-of-chapter test. Click here for a step-by-step tutorial.

[Scheduling an Exam](#)

Capstone Projects

Another way to assess students is to use the optional capstone projects at the end of each chapter. These projects require student access to the live Microsoft Office applications. Because each project will be different, they need to be manually graded by the instructor. Included in the teaching aids are the project instructions, starting files, and grading rubric for each project.

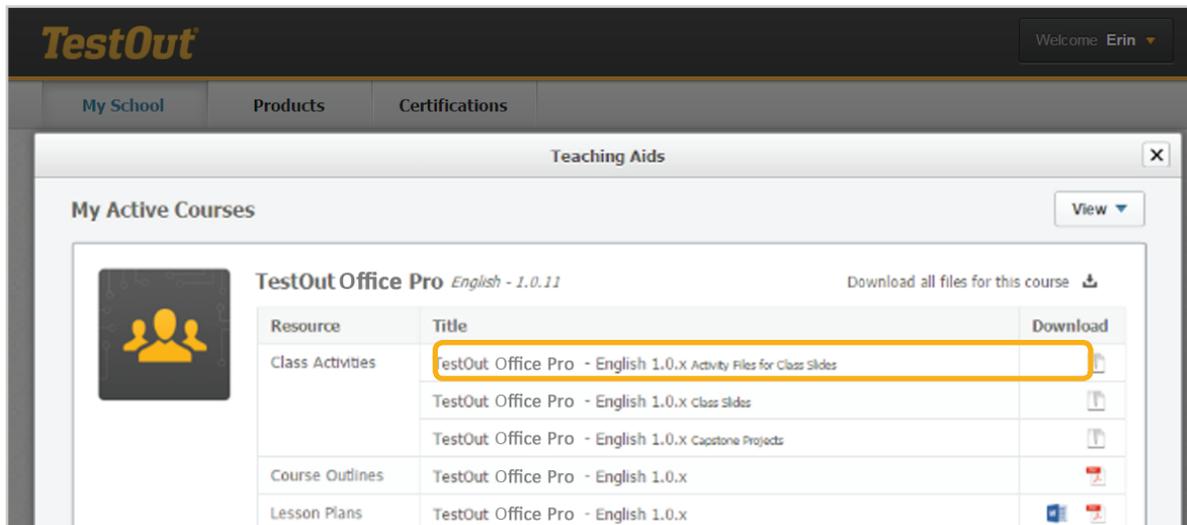
To access the capstone projects:

1. Click the **Welcome** button on the top right of your instructor page.
2. From the dropdown menu choose **Instructor Resources**, then **Teaching Aids**.

The screenshot shows the TestOut instructor dashboard. At the top right, a 'Welcome Erin' button is circled with a yellow '1'. A dropdown menu is open, showing 'Instructor Resources' circled with a yellow '2'. From 'Instructor Resources', a sub-menu is open, showing 'Teaching Aids' circled with a yellow '3'. The main content area shows 'Office Pro and Certification' with tabs for 'My Classes', 'My Students', and 'Custom Exams'. Below the tabs are buttons for '+ Add', 'Delete', 'Actions', and 'View'. A table below shows one result for 'Office Pro - My Class' with 1 student and 1 product. A 'Reports' icon is visible in the bottom right of the table area.

OFFICE PRO ASSESSMENTS

3. The files need to be downloaded and sent to students, since students do not have access to these files from within the course.



The screenshot shows the TestOut user interface. At the top, there is a navigation bar with 'My School', 'Products', and 'Certifications'. A 'Welcome: Erin' dropdown is visible in the top right. Below this is a 'Teaching Aids' window. The main content area is titled 'My Active Courses' and features a 'View' dropdown. A course card for 'TestOut Office Pro English - 1.0.11' is displayed, including a 'Download all files for this course' link. Below the course card is a table of resources:

Resource	Title	Download
Class Activities	TestOut Office Pro - English 1.0.x Activity Files for Class Slides	
	TestOut Office Pro - English 1.0.x Class Slides	
	TestOut Office Pro - English 1.0.x Capstone Projects	
Course Outlines	TestOut Office Pro - English 1.0.x	
Lesson Plans	TestOut Office Pro - English 1.0.x	

CHAPTER FIVE

TECHNICAL SUPPORT

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THE TORONTO-EDMONTON BANK

TECHNICAL SUPPORT

Technical Support

If you or your students are having other difficulties with Office Pro, call our technical support staff at 800-877-4889 or email support@testout.com. Live chat sessions are available at **www.testout.com**. Support is available Monday through Friday from 6:00 am to 6:00 pm Mountain Time.