SIMnet Course Manager Guide

Contents
Overview.....................................................................................................................................................................4
Requirements .........................................................................................................................................................4
Navigation...............................................................................................................................................................4
  Action Menus......................................................................................................................................................5
  Sorting Lists.........................................................................................................................................................5
  Filtering Lists.......................................................................................................................................................5
Instructor Roles ......................................................................................................................................................6
SIMstudent .............................................................................................................................................................7
Class and Student Assignments..............................................................................................................................7
Archiving.................................................................................................................................................................7
Logging into the Course Manager ..............................................................................................................................9
My Account.............................................................................................................................................................. 10
  Dashboard ........................................................................................................................................................... 10
  Assignment Schedule....................................................................................................................................... 10
  Configuring Past Due Assignments.................................................................................................................. 11
Student Activity ............................................................................................................................................... 12
  My Account Details.............................................................................................................................................. 13
Communication Center ........................................................................................................................................... 14
  Creating a Message ............................................................................................................................................. 14
  Viewing Sent Messages ....................................................................................................................................... 16
  Exporting Messages to the to CSV File Format ................................................................................................. 16
Instructors (Administrator Accounts Only) ..................................................................................................................... 17
  Creating a New Instructor ................................................................................................................................... 18
  Importing an Instructor .................................................................................................................................... 20
  Editing or Deleting an Instructor ....................................................................................................................... 21
SIMnet Course Manager User Guide

Assignments ............................................................................................................................................................ 75
Creating a SIMpath ................................................................................................................................................ 56
Adding Questions to a SIMpath .............................................................................................................................. 57
Applying Preferences .......................................................................................................................................... 58
Assigning the SIMpath to Classes .......................................................................................................................... 60
Archiving SIMpaths .............................................................................................................................................. 60

Projects .................................................................................................................................................................. 61
Projects Menu ....................................................................................................................................................... 61
Editing Student Project Scores .............................................................................................................................. 61

Rubrics - Custom Grading .................................................................................................................................... 63
Creating a Rubric .................................................................................................................................................. 63
Editing an Existing Rubric .................................................................................................................................. 64
Copying an Existing Rubric .................................................................................................................................. 65
Deleting an Existing Rubric .................................................................................................................................. 66
Assigning a Rubric ................................................................................................................................................ 67
Editing a Rubric Assignment .................................................................................................................................. 68
Using the Main Rubrics Link .................................................................................................................................. 69
Using the Actions Menu ....................................................................................................................................... 69

Resources .............................................................................................................................................................. 71
Items ....................................................................................................................................................................... 71
Assigning an Item to Classes and/or Individual Students .................................................................................. 71

Submissions .......................................................................................................................................................... 72
Creating and Uploading a New File .......................................................................................................................... 74

Assignments .......................................................................................................................................................... 75
Creating a New Assignment .................................................................................................................................... 75
Editing Assignments .......................................................................................................................................... 76
Setting Start, Due, and End Dates .......................................................................................................................... 77
Personal Assignment Grade Transfer .................................................................................................................. 77

Templates ............................................................................................................................................................... 79
Creating a New Template ...................................................................................................................................... 79
Using Templates .................................................................................................................................................... 80
Creating an Exam or Lesson from a Template ....................................................................................................... 80
Creating a Template from an Existing Exam or Lesson ...................................................................................... 80

Results .................................................................................................................................................................... 81
Gradebook ............................................................................................................................................................... 81
Enabling the Gradebook ....................................................................................................................................... 81
Viewing the Gradebook ....................................................................................................................................... 82
Grades................................................................. 85
Grade Columns .................................................. 87
Grade Scale .......................................................... 91
Exporting the Gradebook ..................................... 92
Reports ................................................................. 93
Creating a New Report .......................................... 93
Report Filters ...................................................... 95
Changing Grades ................................................ 95
Deleting Grades .................................................. 96
Settings ............................................................... 97
Options ............................................................... 97
Free Trial ............................................................ 97
Friendly IPs ........................................................ 97
Textbooks ............................................................ 98
Campuses ........................................................... 98
Products ............................................................. 98
eCommerce ........................................................ 98
Details ............................................................... 99
Integration ........................................................ 100
Blackboard and SIMnet Integration (Instructors Single Sign On) ......................................................... 100
SIMnet and LMS Grade Sync ................................. 104
SIMnet and LMS Single Sign-On for Instructors ................................................................. 105
SIMnet and LMS Single Sign-On for Students ................................................................. 111
Blackboard and SIMnet Integration (Student Single Sign On/Registration) ..................................... 112
Blog ................................................................. 116
SIMnet® Online Instant Help ................................ 116
Accessing SIMnet® Instant Help .......................... 116
Technical Support ................................................. 116
Overview
SIMnet® Online is a complete learning management system designed to teach and assess competency in Office 2013 and 2016, Windows 10, computer concepts, internet browsers, and file management.

Requirements
SIMnet® is completely web-based. There is no CD-ROM to install and no special installation program to download. Check if your computer can run SIMnet by clicking on the System Requirements Tests link located on the SIMnet login page.

SIMnet® requires:
- Windows XP, Windows Vista, or Windows 7
- Mac OS X10.4+
  - Firefox 38+
- IE9+ or Firefox 38+
- 512 MB RAM is required, 1GB+ is recommended
- 1Ghz+ processor
- Adobe Flash Player 19+
- Screen resolution of 1024px x 768px or higher
- Microsoft Word 2007, 2010, 2013, 2016 (depending on which version of the program has been adopted)

Navigation
General navigation is similar to the Instructor website for previous versions of SIMnet. At the left side of the screen there are four main navigation areas. Each navigation area is described in detail later in this document.

Users
- My Account
- Communicate (if enabled by the Administrator)
- Instructors* (only the Administrator)
- Students

Classes
- Manage
- Build

Content
- Lessons
- SIMbooks
- Exams
- SIMpaths
- Projects (only available if your account includes SIMgrader)
- Resources (if enabled by the Administrator)

Results
- Gradebook
- Reports

Administration
- Settings (only the Administrator) Administrators have two additional areas: Instructors and Settings.
**SIMnet Course Manager User Guide**

**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 menu is 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/Assign 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 relevant object under the navigation area at the left.
2. On the right, in the **Actions** column, click the arrow to expand the menu.
3. Click the action you want.

**Sorting Lists**
You can sort lists in most sections of SIMnet 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.

**Filtering Lists**
In all sections of SIMnet, the search features have been replaced with column filters. These provide an intuitive and efficient way to quickly find the data you are looking for. To filter a list, type what you want to filter you list by and then click on the 🌀 symbol that appears to the right of each category and select the type of filter from the dropdown list of filter options.

The filter lists allow you to search by the following criteria:
- **NoFilter** - Search without using the filter.
- **Contains** - Type the word you wish to search by into the search field and select Contains. SIMnet will show all items containing the word you typed. Note: The default filter is CONTAINS.

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2 In order to ensure that SIMnet loads quickly, the user may now search or filter the titles.
**SIMnet Course Manager User Guide**

- **DoesNotContain** - Type the word you wish to exclude from your results into the search field and select DoesNotContain. SIMnet will show all items not containing the word you typed.
- **StartsWith** - Type the letter(s) you want to filter your search by and select StartsWith. SIMnet will show all items beginning with the letter(s) you typed.
- **EqualTo** - Type a word or number in the search field and select EqualTo. SIMnet will show all items that exactly match what you typed.
- **NotEqualTo** - Type a word or number in the search field and select NotEqualTo. SIMnet will show all items that exclude exactly what you typed.
- **GreaterThan** - Type a letter or number in the search field and select GreaterThan. SIMnet will show all items that are greater than that letter in the alphabet or all items greater than the number.
- **LessThan** - Type a letter or number in the search field and select LessThan. SIMnet will show all items that are less than that letter in the alphabet or all items less than the number.

**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.

- 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 instructors 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.

**Inactive Instructors** cannot login to the course manager. Their information is saved in SIMnet but they are unable to access it.

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.
- Administrator accounts can edit, copy and delete anything.
SIMnet Course Manager User Guide

SIMstudent

SIMstudent allows instructors and administrators to login to the Student Portal directly from the Course Manager without requiring a separate student account or registration code. The link is located in the upper right hand corner of the Course Manager and opens in a new browser window.

Class and Student Assignments

The SIMnet Course Manager gives you more options for assigning lessons and exams to classes and students.

- Any lesson, exam, SIMpath, SIMbook, project, or resource can be assigned to an entire class or a single student.
- Assignments are date and time specific and can be limited to specific days of the week. Assignments can include passwords and can be limited by IP address.
- Assignments are 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 lesson/exam/SIMpath/SIMbook/project/resource creation process.

Archiving

Archiving allows instructors to remove students, classes, lessons, exams and SIMpaths from their active lists and reports and store them in an archive list. This will not delete them but will help keep the instructor's account clean and organized, showing only current information. Whether you're archiving lessons, exams, SIMpaths, etc., the process and the archive screens are identical.

To archive:

1. Click on the Archive link in the section you want to archive items
2. Click on the item(s) in the Active list and click the Add button.
3. The item will appear in the Archived list.
SIMnet Course Manager User Guide

Items that have been archived can also be unarchived at any time, making the item active again.

To unarchive:
1. Click the item(s) you want to unarchive.
2. Click the Remove button.
3. The item now appears in the Active list.

Archiving for students follows the same process but is a bit different. An archived student can still log in and use their self-study materials but their account will not be deleted. Once a student account has been archived, their unique username cannot be used by another user.
Logging into the Course Manager

To log into the course manager:

1. Go to your school’s SIMnet Online site: https://account.SIMnetonline.com (where account is your school’s SIMnet account name).
   a. All SIMnet Online accounts use the secure **https** instead of http.
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 account.
**My Account**

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

- The **Dashboard** shows the current state of your classes and helps keep your assignments and student activity organized.
- The **Account Details** link shows your user information and allows you to reset your password.
- The **Permissions** link outlines the permissions assigned to your account. Permissions are based on the instructor role and you cannot edit the permissions assigned to an instructor account.

**Dashboard**

When you log in or click the **Dashboard** link from within the **My Account** section, you will see the dashboard. The dashboard has the following components: **Assignment Schedule**, **Past Due Assignments**, and **Student Activity**. The dashboard components contain information about students and assignments in the courses you teach.

![Dashboard](image.png)

**Assignment Schedule**

The **Assignment Schedule** component displays **Past** assignments that are no longer available, **Current** assignments that are currently available and **Upcoming** assignments that have not yet become available, 10 at a time, for your assigned classes. To see assignments for a specific class, expand the **Class** menu at the top of the screen and select the class you want.

Click the **Configure Assignment Schedule** icon at the top of the **Assignment Schedule** section to set the default link to show: the Last 10 Past Due Assignments, the 10 Current Assignments or the Next 10 Upcoming Assignments. There are several options to choose from in the **Assignment Schedule** section. Click the assignment to select it and choose one of the following options:

- **Edit Assignment** - Click the **Edit Assignment** icon to edit the contents or preferences of the assignment.
SIMnet Course Manager User Guide

**Edit Schedule** - Click the Edit Schedule icon to edit the start time or end time for the assignment, as well as add restrictions such as a password or IP filter.

**View Snapshot** - Click the View Snapshot icon to see an overview of the assignment information including question texts and hints, question weight, and question order.

**View Report** - Click the View Report icon to see a report for that assignment showing which students have taken the exam or lesson, the date they took it, and their scores.

**Delete Schedule** - Click the Delete Schedule icon to remove the schedule for the selected assignment.

**Configuring Past Due Assignments**
The Past Due Assignments component displays the number of students who have not submitted assignments that have passed the due date. Click the Configure Assignment icon at the top of the Past Due Assignments section to select a range for the past due assignments.
SIMnet Course Manager User Guide

Student Activity
The Student Activity component displays the status of your students in a pie chart. Each color on the chart represents the status of a group student.

Click on the individual status to see the student’s information:

- **Active Students** – The number of students who have logged into SIMnet within the past one week.
- **Idle for 1 week** – The number of students who have not logged into SIMnet for more than one week, but less than two weeks.
- **Idle for 2+ weeks** – The number of students who have not logged into SIMnet for more than two weeks.
- **Never Logged in** – The number of students who have never logged into SIMnet.
SIMnet Course Manager User Guide

**My Account Details**
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 your password?** link from the login screen to have your log in information sent to the email address that SIMnet has on file for you.
Communication Center

Using the Communication Center, instructors can now send messages to their class, students, instructors, and administrators. Administrators can send messages to their class, students, instructors, administrators, and by role. The Message Center is enabled by default. For older SIMnet accounts, the account Administrator may need to enable this feature.

The Communication Center main page opens to the Inbox and a list of all messages.

To open a message:
Click on its subject line. The message opens in a separate window from which you can Reply, Forward, Flag, and Close.

Creating a Message

To create and send a message (Administrator Account):
1. Navigate to Communicate on the left and click the Create link.
2. Under Settings, choose the message Type.
   a. Messages are standard messages that can be sent to any SIMnet user, class, or role.
   b. Announcements can only be sent to classes and cannot be replied to. They can be scheduled ahead of time to be sent at a chosen date and time.
3. Click the green plus icon on the right of the To Class, To User or To Role to add recipients.
   a. After a pop-up window appears, click on a recipient and then click the Add Recipients tab.
4. In the Compose Message section, type a subject for your message in the Subject box.
5. By default, the **Allow student to reply to message** checkbox is selected to allow students to respond to messages sent by instructors. To restrict student replies when broadcasting messages, click the checkbox to deselect it.

6. Type your message in the **Compose Message** area.

7. You can use the formatting options available in the window to stylize the text.

8. When finished, click the **Send Message** button to send your message.

9. You can also save your message as a draft by clicking the **Save Draft** button. Note that saving as a draft will not save the recipient list you have selected.

10. To view your message drafts click the **Drafts** link in the left hand menu under Messaging.

11. To view your sent messages, click the **Sent** link.

12. When a student receives a message, they will see an indicator in their messages link at the top right of the screen. Instructors will receive an indicator in their dashboard.
Viewing Sent Messages

To view and delete sent messages:

1. Navigate to Communicate on the left and click Sent.

2. To delete sent messages, click the checkbox next to the messages you want to delete and click Delete Selected Message(s).

Exporting Messages to the CSV File Format

To export a list of your sent or received messages to a CSV file:

1. Navigate to Communicate on the left and click Inbox, Drafts or Sent.

2. Click Export to CSV.

3. A download notification will appear. You can save the file to your Downloads folder or open the file.
**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** link.
2. Fill-in the required information.
3. Click the **Next** button to save the instructor record and add class assignments.
4. Click the **Assign Classes** tab.
5. Click the class you want to assign to the instructor, and then click the **Add** button.
   a. 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.
SIMnet Course Manager User Guide

Importing an Instructor

SIMnet allows you to import multiple instructors at one time and assign them an instructor role as well as a username and password.

To import an instructor:
1. Create and save a file (.csv or .txt format only) with a list of the instructors you wish to import.
   a. The file should show instructor information as follows: Last Name, First Name, User Name, Password, Email address, Phone (optional). The Instructors Import page provides a sample format for your import file.
2. Navigate to the Instructors area and click the Import link.
3. If you want to e-mail instructors their username and password, click the Email Instructors Username and Password check box.
4. Expand the Import batch as menu to choose which type of instructor to create.
5. Click the Browse... button to find the file you created and double-click that file to select it. You can upload files in the .csv or .txt formats only.
6. Click the Import button.
7. If there are any errors in the import process, SIMnet will alert you in the Errors section.
SIMnet Course Manager User Guide

**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 an instructor and then click **Edit/Assign**.

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, click the Assign Classes tab.
   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 click the Remove button.
   c. SIMnet saves the class assignments automatically.

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.
SIMnet Course Manager User Guide

Students
Instructors are able to manually create students or batch import students into a class. They are also able to edit the student account data, register them for SIMnet, print their reports, and send messages. All of the students registered in the account are available from the Students link.

Search for Student
The Students navigation button on the left side opens the Students link and the Search for Students window. The Results area shows all the students registered for an instructor’s classes.

Search for Students according to Class and Student Type or search for a particular student by using the filters in the Results area.

To search for a specific student or students:
1. In the Search for Students section, expand the Class list and select the class you want to search.
   a. As an instructor, only the classes you are assigned appear in the Class list. SIMnet will automatically show a list of students enrolled in the class you searched.

2. In the Search for Students section, expand the Student Type list and click the category you want:
   a. Full Student – Student has a full SIMnet registration code in his account and therefore has access to all SIMnet modules.
   b. SIMgrader Student – Student has access to Projects only. Not available in SIMnet 2013.
   c. Single Module Student – Student has a registration code that gives him access to SIMnet materials for one module only.
   d. Single Use Student – Student has access to one exam per registration code.
   e. Trial Student – Student has a temporary account for up to 21 days. Student must purchase registration code to continue taking assignments after trial ends. Instructor determines length of trial.
   f. Unregistered Student – Student has a SIMnet account but has not yet entered a registration code.
   g. Archived Trial Student – Student has a temporary account that has been archived prior to the end of the trial period.

3. In the Results section, you can further filter the students by Username, Student ID, Last Name or First Name.
SIMnet Course Manager User Guide

Viewing a Student Overview Report
A Student Overview Report queries all of the lesson and exam results for a specific student. From this report, you can view result details and delete results. You can print this report by clicking the Print Report button.

To view a student overview report from the Actions menu:

1. Navigate to the Students section.
2. Expand the Actions menu for the student you want to view a report for and select Student Report.
3. SIMnet will then display an overview of all the student's assignments.
4. Click on the Lessons, SIMbooks, Student Lessons, Exams, SIMpaths, Projects or Resources tab and select an assignment.
5. SIMnet will display the student's results for the assignments you have selected.
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.
- Print Snapshot allows you to print the student's Snapshot. You can also add registration codes here.
- Edit/Assign 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 can also change the grade of an individual item. You can print this report by clicking the Print Report button.
SIMnet Course Manager User Guide

- **Send Message** allows you to send a message to the student. (Messaging must be allowed to see this option.)
- **View History** allows you to view student activity in SIMnet, including SIMnet session information and assignment activity.
- **Delete** allows you to remove the student record. However, if the student has entered a registration code, you cannot delete it.
  - If you want to hide the student from your roster and reports, you can archive the student (See *Archiving and Unarchiving Students* later in this section).

**ADA (Americans with Disabilities Act) Multiplier**
The ADA Multiplier allows the instructor to assign more time to complete an exam for a particular student. The default setting for all students is 1, which represents the base time that the instructor has assigned to the exam.

If the ADA Multiplier is set to 1.5, then a 60 minute base time exam would be increased to 90 minutes for that student. Therefore, ADA Multiplier setting of 2 will be 2x the base time assign to the exam.

**To modify the ADA Multiplier default setting:**
1. Navigate to the **Students** menu.
2. Select **Edit/Assign** from the **Actions** drop-down for the student that you would like to apply the ADA Multiplier.
3. Click **Edit** at the bottom of the **Student Details** section.
4. In the **ADA Multiplier** box enter the desired multiplier rate.
5. Click **Save** to save the setting.

![SIMnet Course Manager User Guide](image)

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26 | Page 2/2/18
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.

To create a New Student:
1. Navigate to the Students area, and click the Create link.
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, click the Assign Classes tab. Select the class you want from the Available Classes list, and click the Add button. SIMnet saves the class assignment automatically.
Importing Students

The **Import** feature allows you to create one or more classes, and import new or existing students into each class simultaneously. By selecting a class from the **Copy from existing class:** menu, you can copy all assignments and custom gradebook columns to the new class. However, copying from an existing class does not copy student enrollments.

To use the Import feature:

1. Create and save a file (.csv or .txt format only) with the information for the students you wish to import.

   The file should show student information as follows: Class Title, Section Title, Student ID, Last Name, First Name, User Name, Password, Email address, Registration Code (optional). The Students Import page provides a sample format for your import file.

2. Navigate to the **Students** area and click the **Import** link.

3. Expand the **Copy from existing class** menu if you want to copy assignments and gradebook columns from an existing class.

4. If you want to import the classes into a specific campus, expand the **Import classes into campus** menu and select a campus.

5. Click the **Auto Register Students with Pre-loaded codes** checkbox to automatically assign **Full Student** codes to each student in the import file.

   a. If the number of students imported is greater than the number of pre-loaded codes available, an error will occur, and the importation will end after the last code is used.

   b. This option is only available if your school's account is configured to allow auto-registration.

6. Click the **Email New Students Username and Password** checkbox to send a new student an email with their login information.

   a. Checking this box will only send an email to new students specified and registered in the import file. An email sent to an unregistered student will include the student’s login information and instructions on how to purchase a registration code.
SIMnet Course Manager User Guide

7. Expand the If Importing with single application registration codes... menu only if you are importing a student with a single application registration code to select an application. Any student assigned a full registration code is automatically given access to all applications.
   a. Click the Browse button to select the import file you created. You can import .txt or .csv files only.
   b. Click the Import button.
   c. If there are any errors in the import process, SIMnet will alert you in the Errors section.

Archiving Students
Archiving does not delete a student but removes him/her from the active roster of students. Archived 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 but may still log in to the student portal.

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

To archive or unarchive a student:
1. Click the Archive link in the Students section.
2. Select Show My Classes to view classes assigned only to you, or Show All Classes to view all classes.
3. Click the student name in the Active 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).
4. Click the Add button to add the students to the Archived Students list.
5. To move a student back to the Active Students list, click the student(s) in the Archived Students list, and then click the Remove button.
Manage
The Classes main page shows the list of classes for which you are assigned as the instructor.

Using the Manage 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/Assign** allows you to change the class or section name and add or remove instructors and students. It also allows you to add or remove assignments as well as edit assignments details including start, due, and end dates. From the edit page, you can also close registration for the class (preventing students from self-registering).

**Copy to Class** copies all class information into a new class that you can rename or save as a copy.

**Organize** opens the class organizer to group class information into sections based on module, schedule or testing.

**Gradebook** generates a report showing the results for all of the class assignments. From this report, you can view result details and delete results. You can print this report by clicking the **Print** link.

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

**Import Existing Students** allows you to import a roster of students who already have a SIMnet account.

**Export Roster** allows you to export a full class roster of students from SIMnet into an Excel document.

**Export Assignments** allows you to export class assignments into an Excel document.

**Send Message** allows you to send a message to all students in a particular class.

**Delete** removes the class and its assignments from SIMNet. **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.
SIMnet Course Manager User Guide

- 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 or if you are an Administrator.

Searching for a Class

To search for a class:

1. Click on the Manage link.
2. From Filter Classes at the top of the screen, select show My Classes or Show All Classes.
3. You can refine the results even more by entering text in a filter:
   a. Class Name
   b. Section Name
   c. Campus
   d. Close/Open

Assigning a Class to a User or Assignment

To assign a class to a user or assignment:

1. Click on the Manage link.
2. Click Edit/Assign from the Actions menu for the class you want to assign.
3. Click on the tab at the top of the screen to assign a class to a user or assignment of the corresponding type.
4. Click on a name in the Available list. You can use Shift or Ctrl to select multiple items.
5. Click the Add button to add the user to the Assigned list. If an assignment dialog will appear where you can set assignment options such as scheduling, number of attempts allowed, and password protection.
Creating a New Class

To add a new class:
1. Navigate to the Manage area, and click the Create link.
2. Fill-in the class title, section title, select a campus and a default module (section, campus and default module are 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.
5. 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. Hold the Ctrl key and click to select non-contiguous instructor names.
NOTE: All classes must have at least one instructor assigned to manage the class. If appropriate, be sure to assign yourself as an instructor. If you are using a Full Instructor account, you will be automatically assigned to the class you have just created.

Adding and removing students from a class works the same way.

6. Click the Students link.
7. Select the students you want in the Available Students list.
8. 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/Search for Students section, find the student you want.
2. Select Edit/Assign from the Actions menu.
3. Expand the Assign Classes section.
4. Add or remove the class.
**Organize a Class**

To organize a class into groups:

1. Navigate to the **Manage** area and click the **Organize** link.
2. In the **Select a class** menu, select the desired class.
3. To create a new group, click the **Create Group** button.
4. Name your group and click **Save**.
5. Click and drag all desired assignments into the group.
6. The menu to the right changes based on the group or assignment that has been selected. You can edit class, group, or assignment preferences by selecting the desired item and making changes on the right.
   a. Click **Save** to keep your changes.
   b. Click **Reset to Defaults** to reset the values to the default selections for your campus.
   c. Click **Reload** to reload the previous save state. You will lose any unsaved changes.
To edit assignment settings in the Class Organizer:

1. Click the assignment to select it. The right menu will change to indicate the type of assignment selected.
2. The menu options depend upon the assignment type selected. Options include (but are not available for every assignment type):
   a. Title
   b. Scheduling
   c. Assignment Preferences
   d. Gradebook Options
   e. Restrictions
3. Click Save to save your changes.
SIMnet Course Manager User Guide

Importing Classes

To import a list of classes:

1. Create and save a file (.csv or .txt format only) with a list of the classes you want to import. If you also want to add a section title, separate it from the class title with a comma. The Classes/Import page provides a sample for you to follow.

2. Navigate to the Manage area and click the Import link.

3. In the Upload File section, if you want to copy from a class that already exists, expand the Copy from existing class menu to choose a class.

4. If you want to import classes into a specific campus, expand the Import classes into campus menu to choose a campus.

5. Click the Choose File button and browse to select the import file you created (.csv or .txt format).

6. Click the Import button.

7. If there are any errors in the import process, SIMnet will alert you in the Errors section.
**Importing Students into a Class**

In addition to importing students as described above, you can also import students directly into a class. Note that 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.

**To Import students:**

1. Create and save a file (.csv or .txt format only) with the information for the students you wish to import.
   - If you are importing **new students**, the file should show student information as follows: Student ID, Last Name, First Name, User Name, Password, Email address, Phone Number (optional), Registration Code.
   - If you are importing **existing students**, the file should show student information as follows: Student ID or Username, Registration Code (optional).

2. From the Manage list, expand the Actions menu for the class into which you want to import a student roster.
3. Select **Import New Students** or **Import Existing Students**.
4. The Import Students page provides a sample format for your import file.
5. Click the Browse button to find and select the import file.
6. Choose options before importing:
   - a. If importing new students, you can email them with their account information by click the Email Students Username and Password check box.
   - b. If importing existing students, select whether your information file lists the Student ID or Username.
7. Click the Import button.
8. If there are any errors in the import process, SIMnet will alert you in the Errors section.
Copying Classes
Copying a class allows an instructor to quickly copy all assignments and assigned instructors into a new class or section. To facilitate creating multiple sections with the same assignments, consider creating a class or section “master” to copy from.

To copy a class:

1. Navigate to the Manage section.
2. Expand the Actions menu for the class you want to copy and select Copy to Class.
3. SIMnet provides a class and section title for you. You can accept these titles or type in your own.
4. You can elect to automatically change the dates of each type of assignment. Fill in a new Start Date, Due Date, and End Date to Exams, Lessons, SIMbooks, SIMpaths, and Projects.
5. Click Next to save the copy of the class and continue to add assignments as you would for any other class.
Archiving Classes
Archiving does not delete a class but removes it from the active list of classes. The archived class will appear in the **Archived Classes** list under the **Archive** tab in the **Manage** section. Archived classes will not display in any list or report within the Course Manager or Student Portal and, once a class is archived, students can no longer enroll in that class.

**To archive or unarchive a class:**
1. Click the **Archive** link in the **Manage** section.
2. Click the class name in the **Active Classes** list. You can select multiple classes at once by holding down the **Shift** key and clicking (to select a block of contiguous classes) or holding down the **Ctrl** key and clicking (to select noncontiguous classes).
3. Click the **Add** button to add the students to the **Archived Classes** list.
4. To move a class back to the Active Classes list, click the class in the Archived Class list, and then click the **Remove** button.
Lessons

When you click Lessons on the navigation menu, SIMnet shows all lessons, including lessons you created and lessons other instructors created and assigned to one of your classes.

At the top of the page, expand the Content list to select a specific content module or expand the Locked list to select a locked or unlocked lesson (an assignment is locked when a student opens it and answers a question).

Depending on the user’s role, the Actions menu in the Lesson Title list may include:

- **Preview** opens the SIMnet lesson in a new window. This feature makes it easier for instructors to preview exactly what students see without requiring the instructor to 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** displays the Snapshot information in a printable format.

- **Edit/Assign** 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.

- **View Report** allows you to view the latest lesson results for your entire class. To modify the report settings, click the Edit button at the top of the screen (to the left of the Bookmark button and Actions menu. Expand the lists to select a specific Class or Campus and click the Enable Date Range checkbox to specify a date range. Click Save to save changes. This option is available to the lesson "owner" only.

- **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. An instructor who has rights to create lessons from templates has access to the template (full 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.
SIMnet Course Manager User Guide

Delete option deletes the lesson, all assignments, and all results. 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 section and click the Create link.
2. Expand the Type menu, and select Lesson. (In the Type menu, there are two options. The first is a regular Lesson which you will create here. The other option is Lesson Template, which is a lesson that is available for copying but cannot be assigned directly to a class. To learn more, see the Template section.)
3. Type a name for the lesson in the Title box.
4. Click a radio button to select SIMnet content for Microsoft 2010 applications, Microsoft 2013, or Microsoft 2016. You can only add content from one or the other, and choosing here determines which you will be adding from in the next step.
5. Click the Next button to save the lesson and continue to the next page.
SIMnet Course Manager User Guide

6. Click the Skills tab.
7. You can view the available list of skills by module, textbook, lesson, or template. Click the radio button for the view you want.
   a. Module: If you want to filter the list by module, select a software application from the drop-down Module menu. You can also select a specific Microsoft exam objective from the MCAS drop-down list.
   b. Textbook: Select a textbook from the drop-down list to filter by Textbook. You can also filter by Chapter.
   c. Lesson: Select a lesson that you or another instructor created.
   d. Template: Select a template that you or another instructor created.
8. 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.
9. Preview the tasks by moving your mouse over the question icon and then clicking the Preview Task button.
10. 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.
11. Use the Module or Textbook filter to switch to another content module or Chapter to add tasks that cover multiple applications (see step 7).
Assigning the Lesson to Classes and/or Individual Students

To assign the Lesson to Classes and/or Individual Students
1. Click the Class Assignments or Student Assignments tab to create assignments. (For details about creating assignments, see the Assignments section.)
   a. 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.

Previewing the Lesson
In addition to previewing individual Let Me Tries, you can also preview whole lessons, viewing them as a student would.

To preview a lesson:
1. Navigate to the Lessons section.
2. Expand the Actions menu for the lesson you want to preview and select Preview.
3. The lesson will load in a new window.
4. When the lesson has finished loading, click the Begin Lesson button.
5. You are now able to preview the lesson in the new window.

Archive Lessons
Archived lessons will not display in any list or report within the Course Manager or Student Portal. The lesson will not be deleted but it will appear in the Archived Lessons list under the Archive link in the Learning section.

To archive or unarchive a lesson:
1. Click the Archive link in the Lessons section.
2. Select the lesson name(s) from the Active Lessons list and click the Add button.
3. To move a class back to the Active Lessons list, click the class name(s) in the Archived Lessons list, and then click the Remove button.
SIMnet Course Manager User Guide

**SIMbooks**
SIMbooks are electronic versions of some McGraw-Hill book series that include chapters with links to Show Me, Guide Me, and Let Me Try simulated exercises. Students complete one, two, or all three of the types of simulated exercises directly from the corresponding book chapter while reading the textbook information. Gradebook credit is available for completion of the exercises.

**SIMbooks Menu**
Clicking SIMbooks displays the list of available SIMbooks. SIMbooks available are based on several different book adoptions listed in the SIMbook drop-down menu. Each SIMbook chapter is then listed in the Results window.

![SIMbook Menu](image)

**Assigning SIMbooks to Classes and/or Individual Students**
SIMbooks can be assigned by using Edit/Assign on the Action menu or from within a class using the SIMbook tab.

1. Click the SIMbooks link.
2. Select a SIMbook from the drop-down menu at the top of the page.
3. Select Edit/Assign from the Actions drop-down menu.
4. Click the Class Assignments or Student Assignments tab.
5. Select an available class or student and click the Add button to add it to the assigned students or classes list.
6. SIMnet allows you to add restrictions to your SIMbook assignments including password protection and limiting access to the lesson by IP address. When you add an assignment, SIMnet saves the SIMbook automatically.

**Exams**
When you click Exams in the navigation menu, you see a list of all available exams. These exams include exams you created and exams other instructors created and assigned to one of your classes.
You can filter the list of exams by expanding the **Exam Type** list at the top of the page and selecting **SIMnet Exam** or **Test Bank Exam**. If you filter by SIMnet Exam, an additional **Content** filter list is available. Expand the **Locked** list to filter by locked or unlocked exams (an assignment is locked when a student opens it and answers a question). You can also expand the **Scenario** list to filter by exam type: Practice or Assessment.

Depending on the user’s role, the **Actions** menu in the **Exam Title** list may include:

- **Preview** opens the SIMnet exam in a new window. This 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/Assign** 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.

- **Print Exam** allows you to view and print Answer Key.
**SIMnet Course Manager User Guide**

**View Report** allows you to view the latest exam results for your entire class. To filter the report settings, enter data in a column and click the **Edit** button next to the Actions menu. Expand the lists to select a specific **Class**, **Campus** or **Status** and click the **Enable Date Range** checkbox to specify a date range. Click **Save** to save changes. This option is available to the exam "owner" only.

**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 Exam (Create Practice 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. 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 link.
2. Expand the Type menu and select one of seven options. The first choice is SIMnet Exam, which you will be creating here. Other options include:
   a. SIMnet Exam Template – An exam that is available for copying but cannot be assigned directly to a class.
   b. Practice SIMnet Exam – An exam made up of questions from the practice exam question pool.
   c. Practice SIMnet Exam Template – A practice exam that is available for copying but cannot be assigned directly to a class.
   d. Test Bank Exam – An exam made up of objective questions from a specific test bank.
   e. Test Bank Exam Template – A test bank exam that is available for copying but cannot be assigned directly to a class.
   f. Test Bank – A grouping of questions with similar objectives that can be used to create Test Bank Exams.
3. Type a name for the exam in the Title box. The name must be unique within your SIMnet system.
4. Click the Next button to save the exam and continue to the next page.

Adding Questions

To add a question:
1. Click the Questions link.
2. You can view the available list of questions by textbook or by module. Click the radio button for the view you want: Module, Textbook, Exam or Template.
   a. Textbook: If you want to further filter the list of available questions, expand the Chapter list, and select a specific chapter.
   b. Module: If you want to further filter the list by Microsoft exam objective, expand the MCAS list, and select a specific objective.
   c. Exam: Choose a previously-created exam to add questions from.
   d. Template: Choose a previously-created exam template to add questions from.
3. In the Available Questions list, click the questions you want to add, and then click the Add button. You can select multiple questions at once by holding down the Shift key and clicking (to select a block of contiguous questions) or holding down the Ctrl key and clicking (to select noncontiguous questions).
4. As you add tasks to the Assigned Questions list, SIMnet saves the exam automatically.
   a. Filter the list by Module Name or Question Text to make searching easier.
   b. Use the question icon to preview questions.
   c. 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.

When you reorder questions, SIMnet saves the new question order automatically.
SIMnet Course Manager User Guide

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

4. In the Assigned Questions list, the **Weights** button allows you to determine the scoring weight of each question. If you want to edit question weights, click the **Weights button**.
   a. The **Edit Question Weights** window appears with a list of assigned questions.
   b. To change the weight of a particular question, click the up or down arrow in the Weight column.
   c. Click the **Save Weights** button to continue.

**Setting Preferences**

**To set a Preference:**

1. When you are finished adding questions, click the **Exam Preferences** tab.
2. The default exam preferences for your account are applied automatically. To change the preferences, click the blue **Edit** button.

3. Make your changes, and then click the **Save** button.
   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. Click the **Allow to Save Exam** checkbox to let the student save the exam.
   d. To display questions in random order, click the **Random Question Order** check box.
   e. To display a random subset of questions, click the **Random Question Limit** check box and enter a number in the **Limit** box. When you enable random question limit, the limit is automatically set to the maximum number of questions in your exam. When enabled, it will set all custom question weights to 1.
   f. Enter the **Question Attempts Allowed**, up to 99. This is the total number of attempts, not the number of retries.
g. 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.

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

i. If you want the exam to move to the next question even when the user answers incorrectly, click the Advance on Incorrect check box. This option is only available if Display Feedback is enabled.

j. To display hints after incorrect answers, click the Display Hints check box. (This option is only available if Display Feedback is enabled.)

k. 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.

l. Click the Display Submitted Answer check box to show students the steps they took to answer the question (applies to both correctly and incorrectly answered questions).

m. 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.

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

o. Click the Enable Create Custom Lesson checkbox to let the student create their own custom lesson.

4. If you modify any preferences and want to save them, click the Make Default button. Next time you create a new exam, these will be your default preferences.

Assigning the Exam to Classes and/or Individual Students

To assign the Exam to Classes and/or Individual Students:

1. Select the Exam you want to assign and select Edit/Assign from the Actions menu.

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

3. Select a class or a student from the Available Classes or Available Students list and click Add.

4. Enter the needed information in the Exam Assignment Details window.

5. Click the Save button to save the assignment.
Creating a Lesson from an Exam

Creating a lesson from an exam creates a new SIMnet lesson based on that particular exam's content. This option pre-populates all associated tasks from questions within the source exam, ensuring that the lesson covers all exam objectives. This option is only available if you have the right to create SimNet lessons and is not available for test bank exams.

To create a lesson from an exam:

1. Navigate to the Exams section.
2. Expand the Actions menu for the exam you want and select Create Lesson or Create Lesson Template. (SIMnet provides a title automatically. You can accept this title or type in your own.)
3. Click Next to create the new lesson or template and continue adding tasks and assignments just as you would for any other lesson.

Creating a New Test Bank Exam

To create a new test bank exam:

1. Go to the Exams page and click the Create link.
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.
5. Click the Questions link.
6. Select ALL from the dropdown Textbook menu.
7. Select a Test Bank from the dropdown Test Bank menu.
8. Click the questions you want to add, and then click the Add button. As you add questions, SIMnet saves the exam automatically.
   a. Filter by Question Text to make searching easier.
   b. Use the question icon to preview individual questions.
   c. 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.
   d. Determine the scoring weight of an assigned question by clicking on it and then clicking the Weights button.
Applying Preferences

To apply a preference:

1. When you are finished adding questions, click the Exam Preferences tab.
2. The default exam preferences for your account are applied automatically. To change the preferences, click the blue Edit button.
SIMnet Course Manager User Guide

a. Enter the Time Limit or click on the Unlimited Time box. 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. To display questions in random order, click the Random Question Order check box.

d. To display a random subset of questions, click the Random Question Limit check box and enter a number in the Limit box. When you enable random question limit, the limit is automatically set to the maximum number of questions in your exam. When enabled, it will set all custom question weights to 1.

e. You may further restrict the randomization of your exam questions by clicking the Filter by Difficulty check box. You can specify the number of questions for each level of difficulty. 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.

f. Enter the Question Attempts Allowed, up to 99. This is the total number of attempts, not the number of retries.

g. Choose between two display formats: Single Page or 1 Question/Page.

h. If you select the 1 Question/Page, you will be able to Display Feedback.

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 checkbox.

j. If you want the exam to move to the next question even when the user answers incorrectly, click the Advance on Incorrect check box. (This option is only available if Display Feedback is enabled.)

a. To display hints after incorrect answers, click the DisplayHints check box. (This option is only available if Display Feedback is enabled.)

b. 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.

c. Click the Display Submitted Answer check box to show students the steps they took to answer the question (applies to both correctly and incorrectly answered questions).

d. 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.

e. Click the Enable Printing check box to show students the steps they took to answer the question (applies to both correctly and incorrectly answered questions).

f. Click the Enable Create Custom Lesson checkbox to let the student create their own custom lesson.

3. Make your changes, and then click the Save button. If you modify any preferences and want to save them, click the Make Default button. Next time you create a new exam, these will be your default preferences.
Creating Test Bank Questions
Instructors can create/edit their own Test Bank questions in addition to creating copies of existing questions. Test Banks can be shared with other instructors.

To create a Test Bank question:
1. Navigate to the Exams page and click the Test Banks link.
2. From the list of Test Banks, expand the Actions menu for the Test Bank you want to create questions for and select Edit/Assign. (If there are no Test Banks listed you can create a new Test Bank through the Create page.)
3. In the Assigned Questions list, click the New button.
4. The Create New Question window appears.
5. Expand the Question Type menu to choose the type of question
   a. True/False – Gives the student a choice between answering true or false.
   b. Multiple Choice – Gives the student multiple answers to choose from.
   c. Fill In – Allows the student to fill in his or her own answer.
6. Expand the Difficulty menu and choose Easy, Medium or Hard.
7. Enter the page number in the Page Reference box.
8. Enter the text for the question in the Question Text box.
9. In the Rationale box, enter the explanation for the correct answer. This is essentially a hint.
10. Complete the Answer box:
      a. If True/False is enabled, click the True or False radio button.
      b. If Multiple Choice is enabled, enter up to five different answers in boxes A through E.
      c. If Fill In is enabled, enter the correct answer in the Answer(s) box.
11. Click the Save button to save the question and continue.

Archiving Exams
Archived exams will not display in any list or report within the Course Manager or Student Portal. The exam will not be deleted but will appear in the Archived Exams list under the Archive link in the Exams section.

To archive or unarchive an exam:
1. Click the Archive link in the Exams section.
2. Select the class name(s) from the Active Exams list and click the Add button.
3. To move a class back to the Active Exams list, click the exam name(s) in the Archived Exams list, and then click the Remove button.
**SIMpaths**

A SIMpath is a three step learning and assessment path which follows these steps: **pre-test, lesson** and **post-test**. The **pre-test** can include questions from either question scenario. The **lesson** and **post-test** are then customized based on the completion of the **pre-test**.

**Step 1: Pre-Test**
- Includes questions from one of the SIMnet question scenarios: practice or assessment.
- Students can only take the pre-test one time.
- If the SIMpath preferences are set to allow it, students may skip the pre-test and go directly to step 2.

**Step 2: Lesson**
- The SIMpath lesson contains the learning tasks that correspond to the questions in the pre-test.
- The lesson can be set to show all the relevant tasks or only those that correspond to questions the student skipped or answered incorrectly.
- Students can be allowed to skip the lesson or can complete the tasks in the lesson multiple times.
- Once the student has completed all of the Let Me Try exercises in the lesson at least once, a **Take Post-Test** button appears in addition to the **Take Lesson** button.
- When the student clicks the **Take Post-Test** button, the SIMpath Assignments page updates and the lesson is no longer available.
- Now the student can click the SIMpath assignment and click **Take Exam** to start the post-test.

**Step 3: Post-Test**
- **Post-Test** includes questions that correspond to the questions in the pre-test.
- **Post-Test** questions may be exactly the same as those in the pre-test (from the same scenario) or they may be parallel questions from the other scenario.
- Instructors can set preferences to allow students to take the post-test up to 99 times.
- Each post-test result is stored in the gradebook.
Using SIMpaths
When you click SIMpaths in the navigation menu, you can filter the list of SIMpaths by Locked, Pre-Test Scenario, Post-Test Scenario and Content.

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

**Preview Pre-Test** opens the pre-test in a new window. This feature makes it easier for instructors to preview exactly what students see without requiring the instructor to actually login as a student.

**Preview Lesson** opens the complete lesson in a new window.

**Preview Post-Test** opens the complete post-test in a new window.

**Snapshot** shows the details of the SIMpath (including preferences and assignments) in a static window. This option is useful for instructors who do not have edit privileges for the SIMpath.

**Print Snapshot** prints the snapshot.

**Edit/Assign** allows you to edit the SIMpath. Once the pre-test is locked, the lesson and post-test cannot be changed. The assignment details can always be changed. Only the SIMpath “owner” or the account Administrator can edit the exam. The Actions menu is also available from the top of the Edit page.

**View Report** allows you to view the latest SIMpath results for your entire class directly from the Actions menu.

**Copy to SIMpath** copies the SIMpath to a new SIMpath. This option is available to the SIMpath “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 template based on the selected SIMpath. Any instructor who has rights to create SIM paths from templates has access to the template (Full Instructor and Limited Instructors, but not Assistants).

**Delete** erases the SIMpath, all assignments, and all results. Only the SIMpath “owner” or the account Administrator can delete the SIMpath.
Creating a SIMpath

To create a SIMpath assignment:
1. Click **SIMpaths** in the navigation pane and click the **Create** link.
2. Type a title for the SIMpath in the **Title** box.
3. Expand the **Type** menu and select **SIMpath**.
4. Expand the **Pre-Test Scenario** and select either **Practice** or **Assessment**. This will determine which type of questions will be asked during the Pre-test.
5. Expand the **Post-Test Scenario** and select either **Practice** or **Assessment**. This will determine which type of questions will be asked during the Post-Test.
6. Click a radio button to select SIMnet content from 2007-2010 or 2013.
7. Click the **Next** button to add questions to the SIMpath.
Adding Questions to a SIMpath

To add a question to a SIMpath:

1. After creating a SIMpath, click the Questions link.
2. Click the radio button for the available list of questions according to: Module, Textbook, Exam or Template
   a. Textbook: If you want to further filter the list of available questions, expand the By Chapter list, and select a specific chapter.
   b. Module: If you want to further filter the list by Microsoft exam objective, expand the By MCAS list, and select a specific objective.
3. In the Available Questions list, 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 SIMpath automatically.
   a. Roll over the question icon to view question details.
   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.
Applying Preferences

To apply a preference:

1. When you are finished adding questions, click the SIMpath Preferences link. The default preferences for your account are applied automatically. To change the preferences, click the Edit button. Make your changes, and the click the Save button to save them.
   a. You can allow students to skip the pre-test and/or the lesson by checking the appropriate box.
   b. By default, SIMnet will create a custom lesson for the student based on the questions skipped or answered incorrectly in the pre-test. If you want all students to see all the tasks in the lesson, click the Show complete lesson check box.
   c. To allow students to skip the lesson, click the Allow to skip lesson check box.
   d. Click the Allow access between Post-Test attempts checkbox to let students take the lesson before completing the post-test.
   e. In the Post-Test Properties section, expand the Scenario menu to edit the scenario for the post-test. (After selecting the pre-test scenario when you create the SIMpath, you cannot change it.)
   f. To show the full post-test, click the Show complete post-test check box.
   g. To save these preferences as the default setting for your account, click the Make Default button.
   h. Click the Save button to save your changes.

2. Click the Pre-Test Pref (Pre-Test Preferences) link or Post-Test Pref link to set the exam preferences. Click the Edit button to make changes.
   a. Enter the Time Limit.
   b. Enter the Exam Attempts Allowed, up to 99.
   c. To display questions in random order, click the Random Question Order check box.
   d. To display correct and incorrect feedback during the pre or post-test, click the Display Feedback check box.
   e. To allow students to advance to the next question while getting a wrong answer, click the Advance on Incorrect check box. (This option is only available if Display Feedback is enabled.)
   f. To display hints after incorrect answers, click the Display Hints check box. (This option is only available if Display Feedback is enabled.)
   g. Click the Allow to Save Exam checkbox to allow a student to return to an exam attempt without first ending the exam.
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 **Pre-Test 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 Submitted Answer** check box to show students their answers (applies to both correctly and incorrectly answered questions).

l. Click the **Show Study Guide** check box to display the 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.

n. Click the **Save** button to save your changes.

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<td>Correct Retake Allowed: X</td>
<td></td>
<td>Enables Printing:</td>
</tr>
</tbody>
</table>
Assigning the SIMpath to Classes

To assign a SIMpath to a class:

1. Click the Class Assignments link to create assignments. (For details about creating assignments, see the Assignments section).
2. SIMnet Online allows you to add restrictions to your SIMpath assignments including scheduling, password protection, and limiting access to the Pre-Test, Lesson and Post-Test by IP address.
3. When you add an assignment, SIMnet saves it automatically.

Archiving SIMpaths

Archived SIMpaths will not display in any list or report within the Course Manager or Student Portal. The SIMpath will not be deleted but will appear in the Archived SIMpaths list under the Archive link in the SIMpaths section.

To archive or unarchive a SIMpath:

1. Click the Archive link in the SIMpaths section.
2. Select the class name(s) from the Active SIMpaths list and click the Add button.
3. To move a class back to the Active SIMpaths list, click the exam name(s) in the Archived SIMpaths list, and then click the Remove button.
SIMnet Course Manager User Guide

Projects
SIMnet provides automatic grading for Microsoft’s Office Suite projects. Students are able to download, complete, and submit projects for grading. The instructors can assign projects to classes or to students based on their individual needs through the Projects window.

Projects Menu
The Projects window contains the list of projects available. Projects available are based on several different book adoptions listed in the Series drop-down menu. Each individual project is then listed in the Results window.

Editing Student Project Scores
When a grade for a student needs to be edited, an instructor can change any single grade manually, and have the new results reflected in the Gradebook.

1. From the Projects section, expand the Actions menu for the desired project and select View Report.
2. Click the underlined Title for the project and the Attempt to be edited. The Gradebook view for the student’s attempt will open.
3. Click the arrow next to the Item number to expand the instructions for the group. NOTE: Any instruction that has not been disabled by the assigned rubric will have a pencil icon next to it indicating that it can be edited.

4. Click the pencil icon to enable editing.

Change the point value for any instruction in the rubric by entering whole numbers from 1 to 99 and then click the green icon to accept the change or the red icon to reject it. NOTE: Points cannot be less than zero or more than the total points available for any instruction.

5. Once a score has been edited it will reflect in both the student results view and the Gradebook. NOTE: If an attempt is re-graded all the edited scores will be replaced by the results from the new assigned score.
Rubrics - Custom Grading

The custom grading feature for SIMnet projects allows instructors to assign point values to individual instructions within a project by creating a custom rubric for the project.

Creating a Rubric

When setting up custom grading for the first time, an instructor typically creates a new rubric using an original rubric as a template since the original rubric cannot be modified.

To access the Rubrics sub-link:

1. Navigate to the Projects section.
2. In the Search for Projects section, expand the Series menu to select a textbook series.
3. Click on the Actions drop-down menu for the project you want to add to your class and select Edit/Assign.
4. Click the Rubrics tab to view the rubric assigned to the project.
5. Expand the Rubric menu and select Create New Rubric.
6. Select the Make Default checkbox to set the new rubric as the default. (Any new rubric that is set as default will automatically be assigned to the selected project. If no rubric is assigned as the default, the original rubric will be assigned automatically. Only one default rubric can exist per project.)
7. Select the Share checkbox to make the new rubric available to other instructors.
8. Enter a name for the new rubric in the Rubric Name box.
9. In the Instruction Group section, select a checkbox in the Disable column to the left of the instruction to disable it. (Once disabled, the instruction will not be included in grading. The instructions will still display in the Gradebook but will have a value of 0.)
10. In the **Points** column, change the point value for any instruction in the rubric by entering whole numbers from 1 to 99 in the textbox.
   a. *Note that most rubrics contain instruction steps that cannot be scored by SIMnet Projects, but are necessary for the project’s completion. These instructions have a point value of 0, which cannot be changed, and they cannot be removed from the rubric.*
11. Click the **Save All Changes** button to save the new rubric.

**Editing an Existing Rubric**

An existing rubric can be edited at any time.

**NOTE:** Editing an existing rubric will affect student results for any project associated with the edited rubric, only after they are re-graded. *The Original rubric cannot be edited.*

**To edit a rubric:**

1. From the **Rubrics** sub-link, expand the **Rubric** menu and select the rubric to be edited.
SIMnet Course Manager User Guide

2. Make your changes to the rubric. The same options that are available for creating a new rubric are also available for editing a rubric.

3. Click the Save All Changes button to save the edited rubric.

Copying an Existing Rubric

An instructor can create a new rubric using an existing custom rubric as a template.

To make a copy of an existing rubric:

1. From the Rubrics sub-link, expand the Rubric menu and select Copy to Rubric.
2. Expand the Copy From menu and select the rubric from which you want to copy the settings.
3. The default Rubric Name “Copy of [Rubric Name]” will appear in the textbox. The default name can be used, or a new name can be entered.
4. Make your changes to the rubric. The same options available for creating a new rubric are also available for copying a rubric.
5. Click the Save All Changes button to save the new rubric.
Deleting an Existing Rubric
Rubrics can be deleted if: they are not assigned to a class or a student, are not set as the default, and do not have any student results associated with them. The Original rubric cannot be deleted.

To delete a rubric:
1. From the Rubrics sub-link, expand the Rubric menu and select the rubric to be deleted.
2. If the rubric is eligible for deletion, the Delete Rubric button will appear.
3. Click the Delete Rubric button and then OK in the delete confirmation window. NOTE: This cannot be undone. (You can also delete a rubric from the main Rubrics page by selecting the Delete option from the Actions pull-down menu.)
Assigning a Rubric

After a rubric has been created for the selected project, it can be assigned through the Class Assignments or the Student Assignments link. You can assign different rubrics for the same project if the projects are assigned to different classes or different students.

To assign a project rubric to a class:
1. Expand the Actions menu for a Project and select Edit/Assign.
2. Assign the project to a class by clicking a class from Available Classes and clicking the Add button.
3. The Project Assignment Details window appears.
4. Expand the Rubric menu and select the rubric to assign to the project.
5. Here you also have the options to schedule the project, set the number of attempts, show solution PDFs, disable Integrity Violation (anti-cheating), and restrict access based on password and IP address.
6. Click the Save button to save the assignment.

To assign a project rubric to a student:
1. Select the Student Assignments link.
2. Select the student in the Available Students list and click the Add button.
3. The Project Assignment Details window appears.
4. Expand the Rubric menu and select the rubric to assign to the project.
SIMnet Course Manager User Guide

5. Here you also have the options to schedule the project, set the number of attempts, show solution PDFs, disable Integrity Violation (anti-cheating), and restrict access based on password and IP address.

6. Click the Save button to save the assignment.

Editing a Rubric Assignment
Once a rubric has been created and assigned to a project, the instructor can change the rubric. This can be done through the Class Assignments or the Student Assignments link.

NOTE: This is not retroactive to projects already graded. If you want the results to reflect the new rubric, the project must be re-graded.

To edit a project rubric within a class:
1. Click the Class Assignments link.
2. In the Assigned Classes section, click the arrow next to the class name to expand the Assignment Details for the class.
3. Click the Edit button to open the Assignment Details window.
4. In the Assignment Details window, select the rubric to assign to the project.
5. Click the Save button to save the assignment.

To edit a project rubric assigned to a specific student:
1. Click the Student Assignments link.
2. In the Assigned Students list, click the arrow next to the student name to expand the student information.
SIMnet Course Manager User Guide

3. Click the Edit button to open the Assignment Details window.
4. In the Assignment Details window, select the rubric to assign to the project and click the Save button to save the assignment.

Using the Main Rubrics Link
The main Rubrics link can be accessed from the Projects section. The main Rubrics link provides the instructor with a view of the available rubrics for all current projects.

The main Rubrics link contains an overview of each rubric including rubric name, owner, default setting, shared setting, and the total points for the rubric.

To use the main rubrics link:
1. To search for rubrics, expand the Series menu and select a book.
2. Expand the Projects menu and select a project.
3. Click on the Actions menu to expand your available options.

Using the Actions Menu
The Actions menu is a drop-down menu located in the last column in the Results section under the main Rubrics link. The following options are available in the Actions menu:

View — The view option allows the user to view the current rubric in a pop-up window. The rubric can also be printed from this screen by clicking the Print Rubric button.

Edit/Assign — The edit option enables the instructor to make changes to an existing rubric. Note: Editing an existing rubric will affect student results for any project associated with the edited rubric, only after they are re-graded. The Original rubric cannot be edited.

Using the Actions menu to edit/assign a rubric:
1. Expand the Actions menu for the rubric and select **Edit/Assign**.
2. The **Edit Rubric** window appears.
3. Make your changes to the rubric. The same options that are available for creating a new rubric are also available for editing a rubric.
4. Click the **Save** button to save the edited rubric.

**Copy To Rubric** — The copy to rubric option enables the instructor to create a new rubric using an existing custom rubric as a template.

Using the Actions Menu to copy a rubric:

1. Expand the **Actions** menu and select **Copy to Rubric**.
2. The **Copy Rubric** window appears.
3. The default **Rubric Name** “Copy of [Rubric Name]” appears in the textbox. The default name can be used, or a new name can be entered.
4. Make your changes to the rubric. The same options available for creating a new rubric, are also available for copying a rubric.
5. Click the **Save** button to save the new rubric.

**Delete** — The Delete option enables the instructor to delete an existing rubric. NOTE: Rubrics that are not assigned to a class or a student, and are not set as the default, and do not have any student results associated with them, can be deleted. The **Original** rubric can never be deleted.

Using the Action menu to delete a rubric:

1. Expand the **Actions** menu and choose **Delete**.
2. The **Delete Confirmation** window appears.
3. Click the **Delete** button to permanently delete the rubric. **This cannot be undone.**
Resources
The Resources section allows instructors to create and upload their own hyperlinks and files to assign to students.

This section also works as a two-way dropbox that manages the workflow between instructors and students. Instructors can assign items to students and allow them to submit files for review. Instructors can then provide feedback directly to the student from the Submissions link.

Items
To see a list of available content that has been uploaded, click the Items link. To make changes to an existing item, expand the Actions menu for the item, and select an option:

1. Select Snapshot to see the class and/or student assignments for the item.
2. Select Print Snapshot to print the snapshot of the item.
3. Select Edit/Assign to edit the class and/or student assignments for the item.
4. Select Delete to delete the item.

Assigning an Item to Classes and/or Individual Students
1. Click the Resources > Items link.
2. Click Edit/Assign from the Actions menu.
3. Click the Assign Classes or Assign Students tab.
4. Click the class or student you want to assign the item to, then click the Add button.
5. The Resources Item Assignment Details box appears.
   a. By default, the Enable Student Submissions checkbox is not selected. Select this option if you want to allow students to submit an item to Resources.
b. Select the **Show Column in Gradebook (if available)** checkbox if you want the item to appear in the Gradebook. This option is only available if the gradebook is enabled.

c. To change the start and end date and time, click the **Enable Schedule by Dates** checkbox. Change the start or end 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.

d. To restrict the item by password, type the password in the **Password** box.

e. To restrict the item by IP address, click the **Click to add IP filter** button and enter the IP address.

6. Click the **Save** button.

---

**Submissions**

The **Submissions** link allows you to see student submissions and provide feedback to the student. In order to allow students to make submissions, you must click the **Enable Student Submissions** checkbox when assigning the item to a student or class.

**To search for submissions:**

1. Click on **Resources > Submissions**.
2. Expand the **Class** menu and select the class title in which you want to search for submissions.
3. Expand the **Item** menu to search for submissions for a specific item.
4. Expand the **Feedback Provided** menu and select **All**, **Yes** or **No**.
5. Use the text filters at the top of the **Results** section to narrow your search.
To view a submission and provide feedback:

1. In the Results section, click the link in the Submission column to view the submission.
2. If you want to provide feedback for the item, expand the Actions menu for the submission and select Provide Feedback.
3. In the Provide Feedback message box, you can provide feedback in the form of a comment and/or a file.
   a. Type a comment about the submission in the Comment box.
   b. Click the Browse… button to search your computer for the file you want to upload.
   c. Click the Save button. Your feedback will now appear in the Feedback column and is now visible to the student.

You can delete your feedback at any time by expanding the Actions menu and selecting Delete Feedback.

If you want to delete a submission, expand the Actions menu for the submission you want to delete and select Delete Submission.
SIMnet Course Manager User Guide

Creating and Uploading a New File

To create a new file:
1. Click the Create link.
2. Type a name for the file in the Item Title box.
3. Expand the Item Type menu, and select File.
4. Click the Browse... button to locate the file you want to upload.
5. Click the Next button to continue and assign classes and/or students.

To create a new hyperlink:
1. Click the Create link.
2. Type a name for the link in the Item Title box.
3. Expand the Item Type menu, and select Link.
4. Type or paste the URL in the Link Location (HREF) box.
5. Click the Next button to continue and assign classes and/or students.
Assignments

The process for adding assignments is the same for a lesson, exam, text bank exam, class or 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. After clicking on a lesson or exam, use the Edit/Assign command from the Actions menu to open it.
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. When the Exam Assignment Details window appears, change the start, due, end dates and time by typing in the Start Date, Due Date or End Date box, or click the Date Picker icon to select a date or time.
5. 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.
6. 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.)
7. Expand the Click to add IP Filter bar to restrict the exam to be available from specific IP addresses only. Type an IP address in the IP Address box, and then click the Add button.
8. Click the Save button to create the assignment.
**Editing Assignments**

Once you have created an assignment, you can edit it. Note: You can use this technique to edit the details for SIMbooks and Projects as well. SIMbook titles cannot be changed.

To edit an assignment:

1. Use the **Edit/Assign** command from the **Actions** menu to open a lesson or exam.
2. Click the **Class Assignments** or **Student Assignments** tab.
3. In the Assigned Classes or Assigned Students list, click the **arrow** 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.
**Setting Start, Due, and End Dates**

If scheduling is enabled, assignments can have start, due, and end dates:

1. An assignment’s **Start Date** determines when an assignment becomes available for students.
2. An assignment’s **Due Date** indicates by when a student should submit the assignment.
3. An assignment’s **End Date** determines when an assignment will no longer be available for students.

Start, due, and end dates can be set either when the assignment is being assigned, or when editing it (if it is unlocked).

By default, assignments will be given a start date of the current time and date. Assignments are not given a default due or end date, but assignments must either be given an end date or have scheduling disabled before they can be assigned. If you want to make the assignment unavailable at the same time it is due, set only the end date.

**To set the start date, due date, and end date for an assignment:**

1. Find the assignment you want to assign or edit.
2. Expand the Actions menu for your assignment and click **Edit/Assign**.
3. Click the **Class Assignments** or **Student Assignment** tab, select the class you want to assign to, and click the **Add** button. If the assignment has already been assigned, find the class assignment you want to edit and click the **Edit** button.
4. The **Exam Assignment Details** dialog will appear. Make the necessary schedule changes in the dialog box.
5. Click the **Save** button.

**Personal Assignment Grade Transfer**

In some cases, instructors may need to extend a learning object’s assignment period for one or more students using the SIMnet personal assignment feature.

**Assignment transfer** can be used to transfer **Exam**, **Project**, and **Resource** personal assignment grade results back to the class for which the assignment was originally intended.

The following three conditions are required for the assignment transfer feature to be available:

1. The **instructor** must be assigned to the class to which the transfer is made
2. The **student** must be assigned to the class to which the transfer is made
3. The transferred assignment must be assigned to the class to which the transfer is made

*The following example screenshot uses an Exam learning object as the assignment.*

**To make a personal assignment grade transfer:**

1. From the navigation menu, select either **Exams**, **Projects**, or **Resources**.
2. Select the learning object to be transferred.
3. Expand the **Actions** menu and select **Edit/Assign**.
SIMnet Course Manager User Guide

4. From the edit screen, select the Student Assignments link.

5. Select the student for whom you would like to transfer an assignment and click the Add button. (Only one student assignment can be transferred at one time.)

6. The Exam Assignment Details pop-up window will open.
   a. In the End Date: area enter the new end date for the Exam. (This will only apply to this particular student.)
   b. In the Transfer Results section, click the “Transfer student results to:” and select the class that you want the student results to be added back to.

7. Click the Save button to save the changes.

The assignment will be available in the student’s My Personal Assignments window. Once the student completes the assignment, the results will be available in the student’s class gradebook rather than the personal assignments gradebook.

A grade will only be transferred if there are attempts remaining in the class assignment to which the transfer is designated. If the student has already used all attempts in the class, the grade will remain in the student’s gradebook.
SIMnet Course Manager User Guide

Templates
Templates are lessons, exams, SIMpaths 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.

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.

To create a new template:
1. From the navigation menu, go to the section for the type of template you want to create: Learning or Exams.
2. Click the Templates link.
3. From the Actions menu, select Copy to Template or Create Exam Template.
4. Type a Title for the template.
5. Click the Next button to save the template and advance to the next step.
**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**

To create an exam or a lesson from a template:

1. Go to **Exams** or **Learning**.
2. Click the **Templates** link.
3. Expand the **Actions** menu for the template you want to use, and select **Copy to Lesson** (or **Copy to Exam**, depending on the type of template you have selected).
4. Click the **Next** button.
5. SIMnet automatically populates the tasks for you, but you can change the title. You can add or remove questions or change the preferences if you have a Full Instructor account.

**Creating a Template from an Existing Exam or Lesson**

To create a Template from an Existing Exam or Lesson:

1. From the **Exams** or **Learning** 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**.
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).
Results

Gradebook
Student grades are posted in the Gradebook. The Gradebook allows instructors to track assignment grades and store both SIMnet and non-SIMnet related grades. Instructors only have access to the gradebooks for the classes they are assigned to teach.

The Gradebook appears in the Results section on the left navigation along with Reports. If one of the classes for which the instructor or administrator is assigned to teach is a member of a campus that has the gradebook enabled, then the Gradebook section will be visible. Access to Gradebook settings and features will vary depending on instructor role.

- **Administrators** will have full access to all gradebook functionality for all available classes.
- **Campus Administrators** will have full access to all gradebook functionality for all available classes.
- **Full Instructors** will have full access to all gradebook functionality for all available classes.
- **Limited Instructors** will have read-only access to the gradebook and settings.
- **Assistants** will have read-only access to the gradebook and settings.

Enabling the Gradebook
In the Course Manager, the Gradebook will be enabled or disabled according to each specific campus. All new accounts will have Gradebook enabled by default.

To enable the Gradebook:
1. Click on the Administration > Settings link.
2. Click the Campuses link.
3. Select the campus by clicking the Edit symbol next to the campus name.
4. Click the Enable Gradebook checkbox to enable the Gradebook for your campus.
5. Once the Gradebook has been enabled, click the green check to confirm, or click the red 'X' to cancel.
Viewing the Gradebook

The Gradebook provides instructors and administrators with tools for changing the ways in which grades are calculated and displayed, as well as means to change the grade manually. There is one gradebook per class. The new Results section in the Course Manager contains both the Gradebook and Reports. The Gradebook section contains gradebooks of all classes for which the instructor or administrator is assigned to teach.

To view the Gradebook:
1. Navigate to the Gradebook section.
2. Expand the Classes menu to select a class.
3. The Gradebook loads the grades for your selected class.

Instructors and administrators can also access the Gradebook through the Actions menu on the Classes page. When the gradebook section is enabled, the "Overview Report" item will be replaced with "Gradebook." Administrators and Campus Administrators who don’t otherwise have access to the Gradebook in the left navigation, can use the Actions Menu Gradebook item instead.

To view the gradebook from the Actions Menu:
1. Navigate to the Class section.
2. Click the Actions menu for the class you want and select Gradebook.
3. The Gradebook then displays grades for that specific class.
4. If no gradebook is available for the selected class, you will have the option of selecting a Class Overview report instead.

Filtering Grades

You can filter the gradebook by User to view the grades of a single user, based on first name, last name, email, username or student ID. You can also filter the gradebook by Columns to view particular assignment or assignment type. Lastly, you can filter grades by Grades on multiple conditions. You can filter by any or all filter types simultaneously or separately.

To Filter by Users:
1. Navigate to the Class section.
2. Click the Filter icon to expand the filter options.
3. Type desired user data (first name, last name, email, username or student ID). The results will automatically update as you type.

To Filter by Columns:
1. Navigate to the Classes section.
2. Click the Filter icon to expand the filter options.
3. If you would like to filter only by a particular assignment title, type desired column name.
SIMnet Course Manager User Guide

4. If you would like to filter by a particular assignment type, click the **All Types** drop down list and select an assignment type. You may select more than one assignment type at a time.

**To Filter by Grades:**
1. Navigate to the **Class** section.
2. Click the **Filter** icon to expand the filter options.
3. Select the **meet ALL conditions** option if you would like results from students who meet all grade conditions you set or select **meet ANY condition** if you would like results from students who match any individual grade filter.
4. Click the **Plus** icon to add a new grade filter.
5. Select an assignment from the **Assignment** drop-down menu.
6. Click the **Operator** drop down menu to select an operator for your grade filter.
7. Type a condition into the text box.
8. Click the orange **Minus** button to remove the filter.
9. Add as many additional filters as desired.

**Email Users that match filter criteria**
You can directly email users that match the filter criteria from the gradebook, such as all students who got below a certain grade on an exam. To email users that match a filter:

1. Navigate to the **Class** section.
2. Click the **Filter** icon to expand the filter options.
3. Create the desired filter.
4. Click the check box at the top of the filter results. The **Email Selected Users** button appears.
5. Click the **Email Selected Users** button.
6. A new email group is created. Complete and send the email.
**Single Student Record**
You can view a User’s profile including their identity, ADA multiplier, login activity and whether they have the required licenses to complete the course. To view the Single Student Record:

1. Navigate to the class section for the desired student.
2. Click the student’s Name.

**Single Student Report**
The Single Student Report allows you to view all the grades for a single student at once in a vertical layout. Note, all filters applied to the gradebook will still be active while viewing the Single Student Report. To view the Single Student Report:

1. Navigate to the class section for the desired student.
2. Click the student’s Name.
3. Click the View Report button above the Single Student Record.
4. Click the Print User Datasheet button in the upper right corner to print the Single Student Report.

**Viewing the Gradebook Full Screen**
To view the gradebook without any of the other navigation options taking up screen real estate, click the Toggle full screen mode button in the upper right corner of the gradebook.

View the Icon legend and Keyboard Shortcuts
To view the meaning of Icons and all keyboard shortcuts, click the Help & Info button in the upper right corner of the gradebook. Click Close when you are finished viewing the legend.
SIMnet Course Manager User Guide

Grades
Grades in the gradebook are scores attributed to students in a SIMnet class and can be based on multiple attempts, displayed as a scale, store history, and contain notes. Grades can be overridden, calculated, and displayed in a variety of different ways.

Grade Calculation Types
Grades can be calculated in a variety of ways for each specific grade column. Only exam columns and calculated columns can implement a calculation type. There are several calculation types to choose from when creating a column in the gradebook:

- The **Average** calculation type calculates grades by adding all grades together and dividing by the number of total assignments to find the average.
- The **Maximum** calculation type determines the grade based on the student’s highest attempt score for the SIMnet assignment.
- The **Minimum** calculation type determines the grade based on the student’s lowest attempt score for the SIMnet assignment.
- The **Oldest** and **Most Recent** calculation types are specific only to Exam Columns.
  - The **Oldest** calculation type uses the student's initial assignment attempt as the column grade.
  - The **Most Recent** calculation type uses the student's most recent assignment attempt as the column grade.
- The **Sum** and **Weighted** calculation types are specific only to Calculated Columns.
  - The **Sum** calculation type adds all scores together and determines the student’s grade out of the possible number of points.
  - The **Weighted** calculation type allows the instructor to give each exam or lesson a specific weight in determining the student’s grade.

Grade Display Types
Display Type can be changed by clicking on the **Defaults** button in the **Configure** section. Grades in the gradebook can be displayed in the following ways:

- The **Percent** display shows grades as a percentage, not a traditional letter grade. (90%)
- The **Points** display shows grades based on the number of points earned in the assignment. (9)
- The **Ratio** display shows the number of points the student earned out of the possible points available. (9/10)
- The **Scale** display shows grades in the traditional letter grade format, such as A, B or C. (A)
Grade History

Every attempt, grade override, manual update or unlocking is logged in the grade history. The history includes: the user who modified the grade, the grade before and after updating, and the date/time it was modified or unlocked.

A grade is only locked when an instructor has manually overridden the grade in the gradebook. To unlock a grade, double click it and click the Reset button. This will revert the grade to the original score.

Select the desired grade to view the Grade Settings Panel, and click the Click to load grade history button to view the grade history.

To view the entire history for a specific grade:

1. Click on a grade to select it.
2. Click the Click to load grade history button in the History section to display the grade history.

Viewing an Exam or Lesson Attempt

To view an exam or lesson attempt:

1. Select the grade.
2. Click the Click to load grade history button.
3. Click the Report button on the right of the student attempt to view the results of that attempt.

Deleting an Exam or Lesson Attempt

To delete an exam or lesson attempt:

1. Select the grade.
2. Click the Click to load grade history button.
3. Click the Delete Attempt button to delete the attempt
4. A record will appear in the grade history indicating the exam attempt was deleted. This cannot be undone.

Overriding a Grade

Instructors and Administrators can override or manually update calculated grades. All overrides and updates appear in the grade history. Select the grade you want to change and enter the new score in the Grade Settings Panel. Overriding or manually updating a grade will automatically lock the grade. To unlock a grade, double click it and click the Reset button.

Delaying a Grade

Instructors can choose to delay grade posting to their students until a certain date or time. Grades which are delayed still display in the Course Manager Gradebook and display as "delayed" in the Student Portal gradebook.

To delay a grade:

1. Navigate to the Gradebook and select a class.
2. Select the column heading for the assignment you want to delay grades for.
3. Click the Hide Grade Until text box and select the date from the drop-down calendar.
4. Click the Apply button to apply your changes.
5. Click the Close button to close the dialog box.
Syncing Grades
If your Campus is set to be synced to another LMS (see the Integration section), you can make sure that grades are synced to this system directly from the gradebook.

To Sync grades from a single user:
1. Navigate to the desired class section and select the desired student.
2. Click the Sync all user grades button on the Grade Settings Panel.

To Sync a specific grade:
3. Navigate to the desired class section and select the desired student grade on a single assignment.
4. Click the Re-sync grades button on the Grade Settings Panel.

To Sync grades from a single assignment:
5. Navigate to the desired class section and select the desired assignment column.
6. Click the Re-sync all grades button on the Column Settings Panel.

Grade Columns
A grade column is a grouping of grades where each student in the class has one grade per grade column. This user defined column is used to track grades that do not directly correlate with any SIMnet assignment. Each grade column has its own settings that affect how grades are calculated and displayed. There are two types of grade columns: custom and calculated.
SIMnet Course Manager User Guide

Custom Columns
Custom or "non-linked" columns are columns which are not related to any SIMnet assignment. Custom column grades are not calculated on an attempt basis and are always being overridden as you enter the grade score manually.

To create a custom column:
1. Navigate to the Gradebook section and select a class.
2. Click the Gradebook Actions & Settings menu the upper right of the screen.
3. Select Columns from the drop-down menu.
4. Click the Create button and select Custom.
5. Type a name for the column in the Title box.
6. Select Display as, Hide Grade, and Points options.
7. Click the Save button to save changes to the custom column.

Calculated Columns
A Calculated column is a grouping of columns which is used to produce a single grade. Each column entry can have a "column weight." It is possible for a calculated column to contain other calculated columns. This allows instructors to create calculated column groups that can be re-grouped to produce a weighted final grade.

To create a calculated column:
1. Navigate to the Gradebook section and select a class.
2. Click the Gradebook Actions & Settings menu the upper right of the screen.
3. Select Columns from the drop-down menu.
4. Click the Create button and select Calculated.
5. Type a name for the column in the Title box.
6. In the Data section click the View/Edit button to bring up the Edit associated columns for New Calculated Column dialog.
7. Click the Select a column drop-down arrow and select each column for the calculated column.
8. Click the Red minus button to remove columns.
9. Set the Calculation method and the associated Max points.
10. Select the Is extra credit box if you want the calculation to not effect a student’s grade if it is not completed.
11. Select the Use sliding grade check box if you want the grade to be calculated throughout the semester, before some associated grades are due, without penalizing students for uncompleted work.
12. Click Save to complete the calculated column.
SIMnet Course Manager User Guide

Mapped Columns
A mapped column is a column that is included within a calculated column to determine the final displayed grade. To add a mapped column:

1. Click the Gradebook Actions & Settings menu the upper right of the screen.
2. Select Columns from the drop-down menu.
3. Select the calculated column to edit.
4. Click the View/Edit button.
5. Click the Select a column drop-down button and select the column to add.
6. Change the weight or sum of the column if necessary.
7. Click the Save button to save your changes.
8. The column is now mapped to the calculated column.

Linked Columns
Linked columns are grade columns that can accept assignment attempt scores automatically from SIMnet SIMbooks, Lessons, Exams, TestBank Exams, SIMpaths, and Resources.

When assigning an exam or lesson to a class, click the Show Column in Gradebook checkbox in the Exam Assignment Details to record the grade in the gradebook automatically.

You can choose to show or hide linked columns in the grid by clicking the Show in Grid check box on the Column Settings Panel.

Column Properties
All columns in the gradebook can be adjusted as needed by changing their width and/or order or choosing to show or hide the column in the column grid. You can choose which columns to show and hide in the Gradebook by clicking the Show in Grid check box on the Columns tab of the Gradebook Actions & Settings menu.

To change the width of a column:
1. Point to the right boundary of the column heading until the cursor changes shape.
2. Click and drag until the column is the width you want.
OR
1. Select the desired column
2. Type a new value or use the Up and Down arrows in the Width box.

To change the order of gradebook columns:
1. Click the Gradebook Actions & Settings menu the upper right of the screen.
2. Select Column Order from the drop-down menu.
3. Click the desired column and drag the column up or down to change the order.

Each instructor can set his or her own set of customizable default column settings. Linked columns will be initialized using the settings specified in the default settings box.
SIMnet Course Manager User Guide

Pinning Columns
You can add a number of columns that will stay at the left end of the grid when scrolling. To set the number of pinned columns:
1. Click the Gradebook Actions & Settings menu the upper right of the screen.
2. Select Column Order from the drop-down menu.
3. Enter a number in the # of pinned columns text box.
4. The first columns corresponding to that number will automatically be pinned.

To see and/or edit your default settings:
1. Navigate to the Gradebook section and select a class.
2. Click the Gradebook Actions & Settings menu the upper right of the screen.
3. Select Columns from the drop-down menu.
4. Click the Defaults button.
5. Your default settings for Scale, Display Type, and Calculation Type appear in the Configure Default Settings dialog box.
6. Make the desired selection for each category type.
SIMnet Course Manager User Guide

Updating Columns
To update an existing grade column:

1. Navigate to the Gradebook section and select a class.
2. Click the column heading you want to edit. The Column Settings Pane opens.
3. In the dialog box, view the Display section to edit the way the grade is displayed. View the Data section to edit the way the grade is calculated.
4. Check or uncheck the Show in Grid checkbox to include or exclude the column from the gradebook.
5. Click the Apply button to apply your changes.

Grade Scale
Grade scales are a way of evaluating or rating a student's performance that can be applied to any column type. The gradebook offers a standard set of default scales; however, instructors and administrators can also create custom scales from scratch as well as create scales from a template. Instructors can only edit or delete scales they created. Administrators can edit or delete any instructor scale.

Creating a Grade Scale from Scratch

To create a grade scale:
1. Navigate to the Gradebook section and select a class.
2. Click the Gradebook Actions & Settings menu the upper right of the screen.
3. Select Scales from the drop-down menu.
4. Click the Create button.
5. Select Blank Scale from the drop-down menu.
6. Enter a new Name for the scale.
7. Click the Add Item button to add a new range to your scale.
8. Edit the Name, Min and Max values to fit your scale.
9. Continue adding new scale items until the scale is complete.
10. Click the Save button to save the scale.
Creating a Grade Scale from a Template

To create a grade scale from an existing template:
1. Navigate to the Gradebook section and select a class.
2. Click the Gradebook Actions & Settings menu in the upper right of the screen.
3. Select Scales from the drop-down menu.
4. Click the Create button.
5. Select the desired template from the From Template section of the drop-down menu.
6. Make any edits to the default name and template scale settings desired and click Save.

Creating a Grade Scale Template

Only administrators can create a scale template for other instructors to use.

To create a scale template:
1. Navigate to the Gradebook section and select a class.
2. Click the Gradebook Actions & Settings menu in the upper right of the screen.
3. Select Scale Templates from the drop-down menu.
4. Click the Create button.
5. Enter a new Name for the scale.
6. Click the Add Item button to add a new range to your scale.
7. Edit the Name, Min and Max values to fit your scale.
8. Continue adding new scale items until the scale is complete.
9. Click the Save button to save the scale.

Exporting the Gradebook

The gradebook can be exported to both .csv and .xlsx formats.

To export the gradebook:
1. Navigate to the Gradebook section and select a class.
2. Scroll to the bottom of the screen and expand the Export Data button in the top right corner of the gradebook.
3. Select the type of file you want to download.
Reports
In SIMnet, "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.

Creating a New Report
SIMnet offers fourteen basic report types:

Account Overview – Displays an overview of instructors, classes, and campuses. (For Account Administrators only).

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

Lesson Task Analysis – Queries the number of times a task was taken by students and how many times it was completed.

MCAS Objective Analysis (Historical) – Queries the number of times the MCAS objectives have been answered incorrectly, correctly, and the total for the first question attempt, the second question attempt and all question attempts. Data is generated on every SIMnet question attempt for the lifetime of the account.

Project – Queries all of the results for a specific project.

SIMBook – Queries all of the results for a specific SIMbook.
SIMnet Course Manager User Guide

SIMnet Exam – Queries all of the results for a specific exam

SIMnet Exam Question Analysis – Queries the number of times a SIMnet question was answered incorrectly, correctly, and the total number of attempts.

SIMnet Question Analysis (Historical) – Queries the number of times a SIMnet question has been answered incorrectly, correctly, and the total for the first question attempt, the second question attempt and all question attempts. Data is generated on every SIMnet question attempt for the lifetime of the account.

SIMpath – Queries all results for a specific SIMpath.

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

Test Bank Exam Question Analysis – Queries the number of times a Test bank question was answered incorrectly, correctly, and the total number of attempts.

To create a new report:
1. Click Reports from the navigation menu.
2. Click the Create link.
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. 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 Campus list to limit the report to results for a specific campus.
   c. Expand the Exam (or Lesson, SIMbook, or Project) list to limit the report to a specific assignment.
   d. NOTE: Deleting an exam attempt will promote all subsequent attempts up by 1. So, if you were to delete exam attempt 1, attempt 2 would then become attempt 1, etc. This is done in order to provide the student access to the proper number of attempts.
   e. To group all sections of a class together into the same report, click the Yes or No radio button by the Group All Sections of Selected Class option.
   f. 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. 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.
8. Once you create a report, it is available from the Reports list, until you delete it.
Report Filters
SIMnet reports are saved report queries that will automatically update each time you view the report. When you click the Create link in the Reports section to create a new report, you must first choose which type of report you want to create by expanding the Type menu. Based on which type of report is chosen, a different set of Filter Options will appear.

- If you choose to create a Class or Student Overview Report, you can filter the report by a specific class or student.
- If you choose to create a MCAS Objective Analysis Report or a SIMnet Question Analysis Report, you can filter by modules and/or objectives.
- For most all other report types you can filter by Class, Campus, or by Lesson or Exam.
- You can group all sections of a selected class by clicking the yes or no radio button.
- It is also possible to choose all dates by clicking the All Dates radio button in the Date Range section or, you can select the Rangeradio button to enter a start and end date.

Changing Grades
By viewing a report, instructors can change a student’s grade on a specific exam or lesson.

To change a student’s SIMnet exam grade:
1. Click the report you want to change and select View from the Actions menu.
2. Click the Title of the report.
3. Click the Change Grade icon, and then click Yes to change the grade.
### Deleting Grades

Once an instructor deletes a grade, it is permanent and **cannot** be recovered.

**To permanently delete a SIMnet exam grade:**

1. Click the report you want to change and select **View** from the Actions menu.
2. Scroll all the way to the right of the window and click the **Delete** icon (🗑️) to delete the grade.
**Settings**
The **Settings** option under the Administration menu is available to account administrators only.

**Options**
From the **Options** link, you can enable or disable student self-registration. If self-registration is disabled, you can also disable the option to allow students to edit their account details and change their own passwords. You can also enable or disable the Message Center and Resources from the Options link.

**Free Trial**
SIMnet offers a free trial for students waiting on financial aid. Once the option is on, students can create and use accounts immediately. Administrators can turn on the option for up to 21 days by going to the Administration Settings within SIMnet accounts. To change the length of the free trial:

1. Go to Administration/Settings/Options and turn on **Allow Trial Student Self-Registration**.
2. Enter a number between 1-21 in the **Trial Student Account Duration** box. Save your changes by clicking the **Save** button.

**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.
SIMnet Course Manager User Guide

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.

Textbooks

After you assign a product such as SIMnet for Office 2013, you can then add a textbook. Simply select a textbook from the list of Available Textbooks and add it to the list of Assigned Textbooks.

The list of Assigned Textbooks also controls which textbooks are available in the Test Banks lists, which books are available as a textbook filter when creating lessons and exams, and which lessons are available to students in the Study Materials section of the Library.

To control which textbooks are available:

1. Navigate to the Settings section.
2. Click the Textbooks link.
3. Click the textbooks you want to add in the Available Textbooks list.
4. Click Add to add the textbooks to the Assigned Textbooks list.

Campuses

The Campuses link shows you all the available account campuses. You can add, edit and delete campuses using this option. To add a campus to your account:

1. Navigate to the Settings section.
2. Click the Campuses link.
3. Enter a campus name at the top of the screen and click the Add button.

Products

The Products link will enable you to add and remove available products such as SIMnet for Office 2013 or older products such as SIMnet for Office 2010 or SIMgrader for Office 2010.

eCommerce

Administrators are able to fully control the eCommerce products for their school's SIMnet account.
When Administrators add or remove products and textbooks, the **Assigned eCommerce Products** will automatically be updated. For example, when you add *SIMnet for Office 2013* from the **Products** page, the system will automatically add *SIMnet 2013 – Standalone - Suite eCommerce* to the **Assigned eCommerce Products** list. If you add the *In Practice Office 2013* textbook, the system will automatically add *In Practice Office 2013 eCommerce* to the **Assigned eCommerce Products** list.

**Details**
The Details link 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.
Integration
SIMnet Online can be integrated into other education portals, if your school uses one.

Blackboard and SIMnet Integration (Instructors Single Sign On)
1. Log in to your Bb course and select Tools from the course links.

2. Select the McGraw-Hill Higher Education Tool

3. From the SIMnet section, select Pair with a McGraw-Hill SIMnet Course. (NOTE: Contact your institution system administrator and/or McGraw-Hill Digital Learning Consultant if the SIMnet pairing option does not appear within your Blackboard course.)
4. Enter your McGraw-Hill (Connect) username and password. If you do not have a McGraw-Hill login, please contact your local sales rep.

5. Enter the school specific URL provided by SIMnet when the school registered. If the school specific URL is unknown, click the link below the entry box to search for it.  
(Note: If you do not have your institution’s SIMnet web address, contact your McGraw-Hill rep for additional help in locating the school-specific URL OR, refer to the SIMnet registration email that was sent after your SIMnet account was created.)
6. Enter your SIMnet login information provided by SIMnet when registering.

7. Select from the school listing of existing SIMnet courses or choose to create a new course.
8. Complete! Select between Return to Bb or Go to SIMnet section. Please be advised that the link to SIMnet must be deployed into a content folder. From within any content folder in your Blackboard course, select Build Content > McGraw-Hill Content > SIMnet to deploy the link.

A link to SIMnet will now appear in the Content folder of your choice. Instructors and Students will have single sign on access to their SIMnet course (students will have to register on the first access).
SIMnet and LMS Grade Sync
We are pleased to offer single sign-on (SSO) and grade sync between SIMnet and your learning management system (LMS) through McGraw-Hill Campus (http://www.mhcampus.com).

McGraw-Hill Campus' free service will work with:

- Blackboard
- Moodle
- eCollege
- D2L
- Angel
- Sakai
- Instructure Canvas

To learn more about McGraw-Hill Campus' free service, please contact your McGraw-Hill sales representative.

Steps for grade sync:

**Note:** The steps below can only be completed after you have paired your course and are in SIMnet.

1. Click on the Gradebook menu

2. Select the class from the drop down menu that you would like to sync the grades for

3. Click on the Grade Sync button

**Note:** If you do not see the MHCampus button, go to the Classes menu and see if this icon is next to the class that you want to enable the grade sync. If it is not, please pair your LMS class with your SimNet class.
SIMnet Course Manager User Guide


4. Select **On** to enable the grade sync

![Configure McGraw-Hill Campus Gradebook Sync](image)

5. Check off the assignments to sync to your LMS under the Add to Sync column and click **Save** to proceed. 

**Note:** When you do this for the very first time, it is recommended that you only select one assignment to sync and verify that it is working before proceeding with the rest of the assignments that you want to sync.

![Configure McGraw-Hill Campus Gradebook Sync](image)

6. Click **Close**

![Your resync request is in process.](image)

7. Click **Refresh Data** to see the updated status of the grade sync. Once you see the green Sync Successful status, you can check your LMS gradebook to ensure that the grades have synced.

![Classes: Thuan's Grade Sync with Blackboard: SimNet](image)

**SIMnet and LMS Single Sign-On for Instructors**

We are pleased to offer single sign-on (SSO) between SIMnet and your learning management system (LMS) through McGraw-Hill Campus (www.mhcampus.com).

McGraw-Hill Campus' free service will work with:
SIMnet Course Manager User Guide

- Blackboard
- Moodle
- eCollege
- D2L
- Angel
- Sakai
- Instructure Canvas

To learn more about McGraw-Hill Campus' free service, please contact your McGraw-Hill sales representative.

Steps for pairing:

**Note:** The steps below only need to be completed once for the pairing process. You will be able to directly launch into SIMnet from your course on the McGraw-Hill Campus page going forward. The instructor needs to complete the pairing process before the students can start their pairing.

1. Locate and click on the **McGraw-Hill Campus** link in your LMS

2. Search for your student's ISBN or student's package ISBN and click **Find Now**
   **Note:** Please call customer support at 800-331-5094 if there are no search results for your ISBN.

3. Locate your textbook and click **Select**
4. Click on the SIMnet button

5. Click on the I want this for my students button
6. Click on the Adopt SIMnet

7. Verify the SIMnet URL associated with your school. If the prepopulated URL is incorrect, please enter the correct one. Click Next to proceed.
8. **Sign In** with an existing SIMnet account or Create a new SIMnet account if you do not have one

9. Pair with a new or existing SIMnet class and click **Next** to proceed
10. You have completed the pairing process.

Additional Information:

- In your Classes menu, there is a red and blue icon in the Paired column that indicates that your class is paired with McGraw-Hill Campus.
There is a link at the top of the SIMnet page to return to McGraw-Hill Campus.

SIMnet and LMS Single Sign-On for Students

Steps for pairing:

Note: The steps below only need to be completed once for the pairing process. You will be able to directly launch into SIMnet from your course on the McGraw-Hill Campus page going forward.

1. Locate and click on the McGraw-Hill Campus link in your LMS

2. Click the SIMnet button under your respective course

3. Sign In with an existing SIMnet account or Create a new SIMnet account if you do not have one
4. You have completed the pairing process.

Additional Information:

- There is a link at the top of the SIMnet page to return to McGraw-Hill Campus.

Blackboard and SIMnet Integration (Student Single Sign On/Registration)

1. Log in to your Bb course and click the link to SIMnet (location will vary based on the instructor's placement of the link).
2. Enter your MHHE account information. If you do not have an MMHE account, click the link to register for a MHHE account and complete the following registration page. You will end up on Step 3 once complete.

3. Select "Yes" or "No" when asked if you already have a SIMnet account (this is NOT the same as the MHHE account from Step 2)
4. If "No" was selected in Step 3, create a SIMnet account (below), if "Yes" was selected in Step 3, enter that information on the screen that follows.

5. Complete the payment process to gain full access to SIMnet. Once this process is completed, you will no longer be required to log in to SIMnet when entering from Bb.
Add a product

Have a registration code?
You'll find your registration code on a card that came with your textbook or that you purchased separately. If you don't have a code, you can buy access with your credit card, debit card, or PayPal account for immediate access.

Yes, I have a code
No, I do not have a code

Waiting for financial aid?
You can activate a 21 day free trial for immediate access.¹

Activate Trial

¹ Your grades will not be submitted until you enter a registration code.

Licensed Products
You have no valid licenses.
**Blog**

Click on the Blog link at the top of the screen to see a list of topics that are trending on the SIMnet Community website.

After clicking on a blog entry, the SIMnet Community website will open in a new window. Here you will find articles and additional help topics relevant to SIMnet users, along with current industry-related topics.

**SIMnet® Online Instant Help**

**Accessing SIMnet® Instant Help**

**To access the SIMnet® instant help:**

1. Click the Help button in the upper right corner of the SIMnet® course manager window.
   a. A list of Help topics will open that corresponds to the area of the course manager currently selected.
   b. Click on the topic you need help with, or click View All Entries for the entire list of Help topics.
2. In the SIMnet® instant help window you can read about the topic you have selected and watch a video by clicking the Watch Video button.
3. You can also select other topics from the Sections menu on the left and read the resources PDF files listed.

**Technical Support**

**McGraw-Hill Technical Support line:**

1-800-331-5094

**Hours:**

Sunday: 11AM – 1AM Central  
Monday - Thursday: 7AM – 3AM Central  
Friday: 7AM - 8PM Central  
Saturday: 9AM - 7PM Central

**McGraw-Hill Digital Products Support Center:**