

## CONTENTS

<b>CONTENTS .....</b>	<b>1</b>
<b>OVERVIEW OF SIMNET.....</b>	<b>3</b>
COMPUTER REQUIREMENTS.....	3
OPTIMIZING YOUR COMPUTER TO RUN SIMNET® ONLINE .....	3
<i>Changing Pop-Up Blocker Setting .....</i>	<i>3</i>
<i>Changing Screen Resolution Settings.....</i>	<i>3</i>
<i>Changing Temporary Internet Files Settings.....</i>	<i>5</i>
<b>REGISTERING YOUR SIMNET ONLINE ACCOUNT.....</b>	<b>6</b>
I HAVE A USERNAME AND PASSWORD.....	6
I HAVE A REGISTRATION CODE.....	7
I DO NOT HAVE A REGISTRATION CODE, AND I WOULD LIKE TO PAY FOR MY REGISTRATION ONLINE.....	8
<b>LOGGING INTO THE SIMNET ONLINE STUDENT PORTAL.....</b>	<b>13</b>
<b>ASSIGNMENTS .....</b>	<b>14</b>
<i>Viewing your Assignments .....</i>	<i>14</i>
LESSONS .....	16
<i>Taking a SIMnet lesson .....</i>	<i>16</i>
<i>Navigating Tasks in a Lesson .....</i>	<i>17</i>
<i>Completing the exercises in a lesson.....</i>	<i>18</i>
<i>Viewing Lesson Results .....</i>	<i>20</i>
<i>Taking a Custom Lesson.....</i>	<i>20</i>
<i>Creating a Custom Lesson .....</i>	<i>21</i>
SIMBOOKS.....	22
<i>Taking a SIMbook Lesson.....</i>	<i>22</i>
<i>Viewing SIMbook Results .....</i>	<i>22</i>
EXAMS .....	23
<i>Taking an Exam.....</i>	<i>23</i>
<i>Answering Exam Questions.....</i>	<i>24</i>
<i>Taking a Test Bank Exam .....</i>	<i>26</i>
<i>Viewing Exam Results .....</i>	<i>26</i>
<i>Creating a Custom Lesson Based on Exam Results .....</i>	<i>27</i>
<i>Delayed Exam Results .....</i>	<i>27</i>
PROJECTS.....	28
<i>Acknowledging Best Practices Document.....</i>	<i>28</i>
<i>Opening a Project .....</i>	<i>29</i>
<i>Saving and Uploading a Project.....</i>	<i>30</i>
<i>Submitting a Project for Grading .....</i>	<i>30</i>
<i>Downloading your Submitted File.....</i>	<i>31</i>

<i>Downloading the Solution File .....</i>	<i>32</i>
<i>Viewing Project Results in the Gradebook .....</i>	<i>32</i>
SIMPATHS .....	33
<i>Taking a SIMpath.....</i>	<i>33</i>
<i>Viewing the SIMpath Results .....</i>	<i>34</i>
RESOURCES .....	34
<i>Downloading Resources.....</i>	<i>34</i>
<i>Upload a Resource .....</i>	<i>34</i>
<i>Submitting Resource for Grading.....</i>	<i>34</i>
<b>GRADES .....</b>	<b>35</b>
<i>To view your grades:.....</i>	<i>35</i>
<b>MESSAGING .....</b>	<b>36</b>
<i>Inbox .....</i>	<i>36</i>
<i>Creating a message .....</i>	<i>36</i>
<i>Viewing messages.....</i>	<i>36</i>
<i>Saving a Draft .....</i>	<i>36</i>
<i>Sent Button .....</i>	<i>36</i>
<b>LIBRARY .....</b>	<b>37</b>
<i>Study Materials.....</i>	<i>37</i>
<i>Bookshelf .....</i>	<i>37</i>
<b>PROFILE .....</b>	<b>38</b>
<i>Editing Personal Information .....</i>	<i>38</i>
<i>Adding Registration Code .....</i>	<i>38</i>
<i>Adding or Removing Classes .....</i>	<i>38</i>
<b>SIMNET ONLINE INSTANT HELP.....</b>	<b>39</b>
<b>TECHNICAL SUPPORT .....</b>	<b>39</b>

## OVERVIEW OF SIMNET

**SIMnet® Online** is a complete learning management system designed to teach and assess competency in Office 2007, 2010, 2013, Windows 7™, Windows Vista™, Windows XP®, and computer concepts.

Each school has its own SIMnet online address, for example, <https://schoolname.simnetonline.com>. You will need to know this address in order to create your SIMnet account and use the online software.

All student activity in SIMnet® begins at the school's SIMnet® home page through the SIMnet® student portal. You can access your SIMnet® account from any compatible computer.

### Computer Requirements

SIMnet® is completely web-based. There is no CD-ROM to install and no special installation program to download.

SIMnet® requires:

- High-speed Internet connection.
- Internet Explorer 9+ or Firefox 12+ or Chrome 18+ or Safari 5+
- Adobe Flash Player\* v11.3+
- Adobe Acrobat Reader<sup>1</sup>
- Cookies enabled
- Javascript enabled
- Pop-up blocker disabled
- Screen resolution of 1024x768 or higher (1920x1280 recommended)

### Optimizing Your Computer to Run SIMnet® Online

#### Changing Pop-Up Blocker Setting

To allow pop-ups from SIMnet® add **[\*].simnetonline.com** to the allowed sites exceptions list.

- In IE9+ go to Tools → Internet Options → Privacy → Pop-up Blocker → Settings
- In Firefox 12+ (Windows) go to Tools → Options → Content → Block pop-up windows → Exceptions
- In Firefox 12+ (OSX) go to Firefox → Preferences → Content → Block pop-up windows → Exceptions

#### Changing Screen Resolution Settings

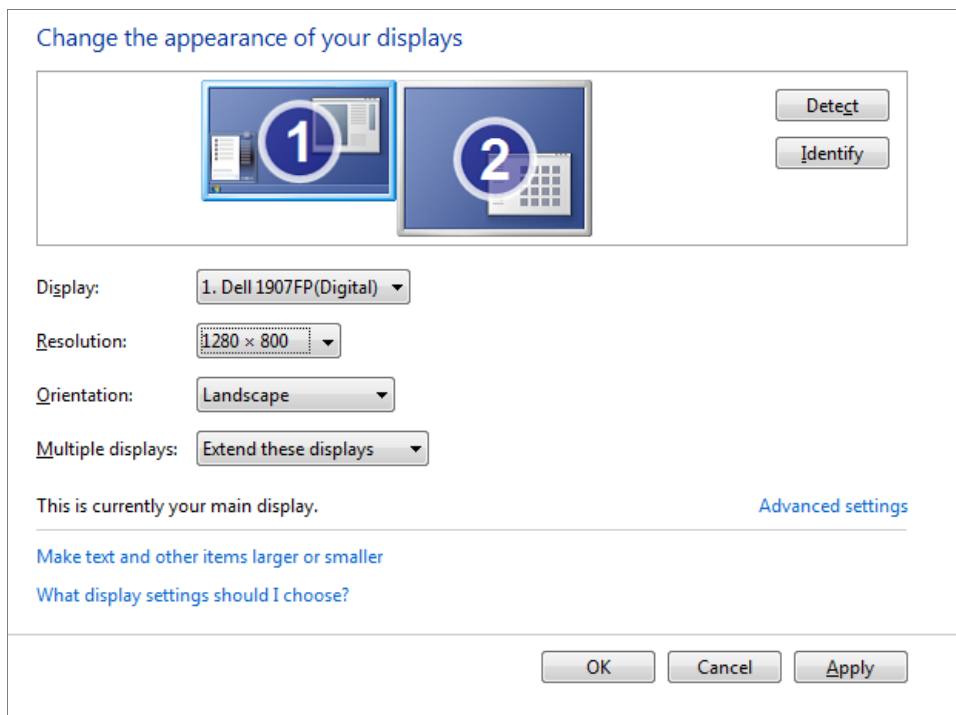
SIMnet® pages are optimized for display at a screen resolution of 1024x768 or higher (1920x1280 recommended). If you have scroll bars in your SIMnet® window, please check your screen resolution and change it to 1024x768 or higher. You should also hide all browser tool bars and hide the Windows task bar for additional vertical space.

---

\* To download *Adobe Flash Player* and *Adobe Acrobat Reader* go to [www.adobe.com](http://www.adobe.com).

## To change your screen resolution in Windows 7:

1. Right-click an empty area of your computer desktop.
2. Select **Screen Resolution** from the menu.
3. Click the **Resolution** drop-down list.
4. Drag the resolution slider to 1024x768 or greater.
5. Click the **Apply** button to check the new resolution.
6. Click **Keep changes** or **Revert** in the display settings pop-up.
  - Not every resolution displays properly on every computer. You may need to adjust the screen resolution again to find the optimum display setting for you.
7. Click **OK** to accept your changes.

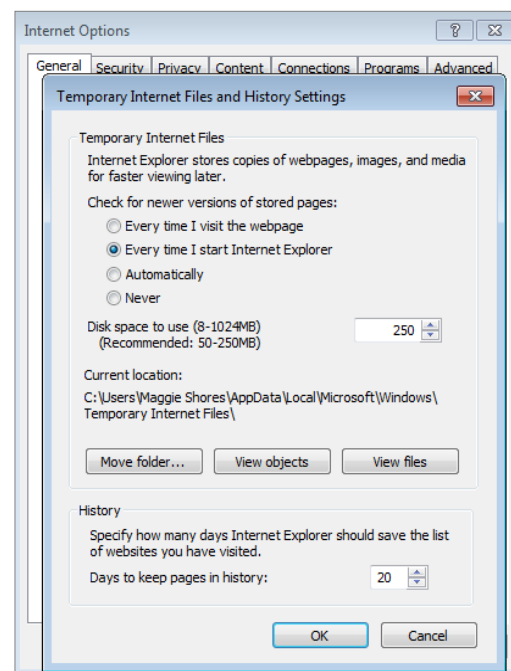
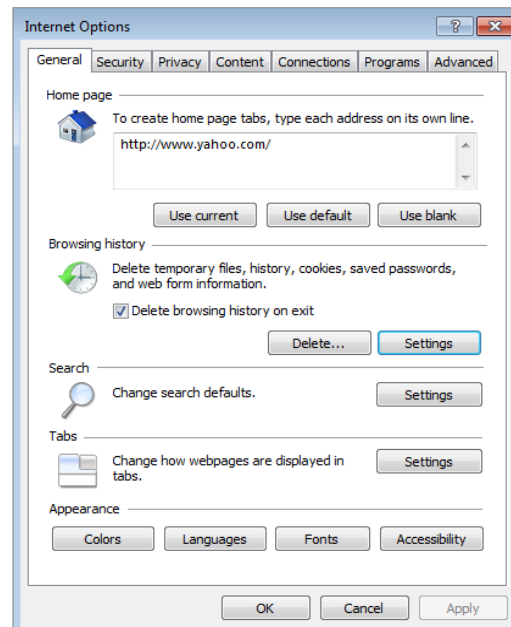


## Changing Temporary Internet Files Settings

Most web browsers store copies of webpages, images, and media on your computer for faster viewing. To ensure that you get the most current version of SIMnet®, change the Temporary Internet Files settings to refresh every time you start the browser.

### To change this option in Internet Explorer 9+:

1. Expand the **Tools** menu, and select **Internet Options**.
2. Click the **Settings** button in the *Browsing History* section of the General tab.
3. Check that the **Every time I start Internet Explorer** radio button is selected. This will ensure that you get the most up to date pages in SIMnet.
4. Click **OK** to accept these settings.
  - a. Each time you log into SIMnet the first lesson and exam may take a minute or two to load, but subsequent lessons and exams will load faster.



## REGISTERING YOUR SIMNET ONLINE ACCOUNT

### I have a username and password

If your instructor has provided you with a username and password, enter them on the log in page, and then click the **Sign In** button.

The screenshot shows the SIMnet login interface. The header features the SIMnet logo with the tagline 'Keep IT Simple!' and the McGraw Hill Education logo with 'MHEDUCATION' text. The login form includes fields for 'Username' and 'Password', a 'Sign In' button, and a 'Forgot credentials?' link. Below the form are links for 'I have a code' and 'Buy an account'. The footer contains a 'BLOG' section with news items, a 'SUPPORT' section with links to system requirements and help, and an 'INFORMATION' section with links to the blog, FERPA statement, and accessibility statement. Social media icons for Twitter, YouTube, Facebook, and LinkedIn are at the bottom left. Two yellow callout boxes with arrows provide instructions: one points to the username and password fields with the text 'Enter your username and password here to log in.', and the other points to the McGraw Hill Education logo with the text 'Your school name should appear here.'

If you log into SIMnet, and your account is not yet registered, you will not have access to any of the SIMnet materials until you fully register your account – either by entering a registration code or by purchasing access online.

## I have a registration code

If you have a registration code, type the code into the textbox under **Have a registration code?** and click the **Register** button.

The screenshot shows a dialog box titled "Add Product License". It has two main sections. The first section is titled "Have a registration code?" and includes a text input field labeled "Registration Code" and a blue "Register" button. A yellow callout box with the text "Enter your registration code here." has an arrow pointing to the "Registration Code" field. The second section is titled "Don't have a registration code?" and includes text about buying access with a credit card, debit card, or PayPal account, followed by a blue "Buy Online Now" button and logos for VISA, MasterCard, Discover, and PayPal.

Confirm that you are enrolled in the correct SIMnet class. If you need to enroll yourself in a different SIMnet class, select the correct campus from the *Campus:* list (if necessary), click the class you want to enroll in, and then click the > button. **Note:** Not all schools allow you to change SIMnet class enrollment.

The screenshot shows the SIMnet Profile page for Shirley Temple. The page has a dark blue header with the SIMnet logo and navigation links: ASSIGNMENTS, LIBRARY, GRADES, and a user profile icon labeled "Temple, Shirley". The main content area is titled "Profile" and includes the user's name, Student ID (948375869), and Username (stemple). There is an "Edit" button. To the right, under "Licensed Products", it shows "Computing Now 2013" and "SIMnet 2013 - Suite". Below this is a "Classes" section with a "Campus:" dropdown menu currently set to "West Campus". A yellow callout box with the text "Select your campus here (if necessary)." has an arrow pointing to the "Campus:" dropdown. Below the "Classes" section are two tables: "Available Classes" and "Enrolled Classes". The "Available Classes" table has columns for "Class" and "Section" and shows one row: "Office 100" and "MW". The "Enrolled Classes" table has columns for "Class", "Section", and "Campus" and shows one row: "The Test Class", "Section 1", and "Default". At the bottom of each table are navigation arrows. A yellow callout box with the text "Enroll or un-enroll in a SIMnet class here." has an arrow pointing to the right arrow button at the bottom of the "Enrolled Classes" table.

I do not have a registration code, and I would like to pay for my registration online

If you do not have a registration code, you can purchase your registration from within SIMnet.

1. Click the **Buy Online Now** button.

**Add Product License**

Have a registration code?

You'll find your registration code on a card that either came with your textbook or that you purchased separately.

Registration Code  **Register**

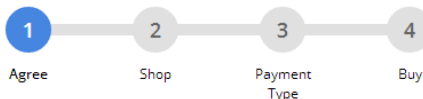
Don't have a registration code?

You can buy access with your credit card, debit card, or PayPal account for immediate access.

**Buy Online Now**

Click the **Buy Online Now** button to buy.

2. Review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.



Click this check box to accept and agree to the McGraw-Hill license agreement to use SIMnet Online.

**IMPORTANT NOTICE**

The McGraw-Hill Companies, Inc. All rights reserved.

The "Product" is subject to the terms below ("License Agreement") and any others that appear in the Help or About menu of this Product.

**LICENSE AGREEMENT**

Under this License Agreement, "you" shall mean either the individual or the entity whose name appears on the registration code card. You are granted a non-exclusive and non-transferable license to use the Product for educational purposes only, subject to the restrictions herein.

**COPYRIGHT; RESTRICTIONS ON USE AND TRANSFER:** All rights (including copyright) in and to the Product are owned by McGraw-Hill and its licensors. You may not copy, decompile, disassemble, reverse engineer, modify, reproduce, create derivative works of, transmit, distribute, sublicense, store in a database or retrieval system of any kind, rent or transfer the Product, or any portion thereof, in any form or by any means (including electronically or otherwise), and may not use the Product except as expressly permitted herein.

☒ Check this box if you agree to the end user license agreement

Previous

Next



3. Select the SIMnet Online product you want to purchase, and then click **Next**. If you are not sure which SIMnet product to purchase, check with your instructor or your class syllabus.

1 Agree 2 Shop 3 Payment Type 4 Buy

**Select the product required for your class:**

- ☒ SIMgrader 2010 (\$ )
- ☐ SIMnet + SIMgrader 2010 - Suite (\$ )
- ☐ SIMnet 2010 - One Application (\$ )
- ☐ SIMnet 2010 - Proficiency (\$ )
- ☐ SIMnet 2010 - Suite (\$ )
- ☐ SIMnet 2013 - In Practice - Office (\$ )
- ☐ SIMnet 2013 - Proficiency (\$ )
- ☐ SIMnet 2013 - Suite (\$ )

Note: The registration code will be automatically assigned to your SIMnet login immediately following payment.  
All prices are listed in U.S. Dollar (USD).

Previous Next

This image shows all of the SIMnet products available for online purchase. The page you see will probably be much shorter and only show the product or products that your school uses.

4. Select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of Next.)

1 Agree 2 Shop 3 Payment Type 4 Buy

**Select your method of payment:**

- ☒ VISA
- ☐ MasterCard
- ☐ DISCOVER
- ☐ American Express
- ☐ PayPal

Previous Next

Click the radio button for the payment method you want to use.

- a. If you selected a credit card, enter the required information. The credit card payment information and billing address are not saved to the SIMnet database. This information is only used to process your SIMnet payment. It is not visible to your instructor.

Enter your information, and then click the **Buy** button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click the Pay button more than once, or your credit card may be charged multiple times.**



**Order Details**  
Product: SIMNet 2013 - In Practice - Office  
Shipping: \$0.00  
Tax: \$0.00  
Total: \$ (No Returns)

Note: The product will be automatically assigned to your SIMnet username immediately following payment. All prices are listed in USD.

**Payment Method**  
Card Type:   
Card Number:   
Security Code:  [What's a security code?](#)  
Expire Date:  /

**Billing Address**  
First Name on Card:   
Last Name on Card:   
Address:   
Additional Address:   
ZIP / Postal Code:   
City:   
Country:   
State or Province:

Enter your credit card and billing address information on this page. The billing address must match the address your credit card company has on file.

Previous

Buy

- b. If you selected PayPal, you will see a PayPal log in screen.
- i. Click **Pay with my PayPal account**, enter your PayPal username and password, and click **Log In**. The SIMnet system does not keep or track your PayPal log in information.

The screenshot shows the Deca software interface with a 'Your order summary' on the left and a PayPal login section on the right. The order summary lists 'SIMnet 2013 - In Practice - Office' with a total in USD. The PayPal section has a 'Pay with my PayPal account' header, a 'Log in to your account to complete the purchase' instruction, and fields for 'Email' and 'PayPal password'. A 'Log In' button is below these fields. A link 'Forgot email or password?' is also present. Below the login fields, there is a link 'Don't have a PayPal account?' with a subtext '(Optional) Join PayPal for faster future checkout'. At the bottom, there is a link 'Cancel and return to deca software llc.'.

Deca software is the company that processes payments for SIMnet Online

Enter your PayPal login information.

If you do not have a PayPal account, click this link to create a new PayPal account.

Click this link to cancel, and return to SIMnet to select another payment option.

Confirm your PayPal payment information, and then click **Pay Now**.

The screenshot shows the 'Review your information' screen. On the left is the same 'Your order summary' as in the previous screenshot. The main section is titled 'Review your information' and has a 'Pay Now' button at the top. Below this, there is a 'Payment methods' section with a 'Change' link. It shows 'Credit/Debit Card : Visa XXXX-XXXX-XXXX-7908' as the selected method, with a note 'This transaction will appear on your bill as PayPal \*SIMNET GDP.' Below this, there is a 'Bill Me Later' option with a '\$10 back and 6 months to pay on purchases of \$99+' offer. Further down, there is a 'PayPal gift card, certificate, reward, or other discount' section with a 'Redeem' link and a 'View PayPal policies' link. At the bottom, there is a 'Contact information' section with an email field. A 'Pay Now' button is at the bottom left, and a 'Cancel and return to deca software llc.' link is at the bottom right.

PayPal automatically uses your default payment method. If necessary, click the respective radio button to switch to another payment method linked to your PayPal account.

Click **Pay Now** to finalize your purchase.

5. This confirms your purchase and SIMnet registration. The system will also send you a receipt via email (using the email address you entered as part of your SIMnet registration).

**You will not receive a registration code – your account is created automatically for you.**

Click the **Return to SIMnet** button to return to the main page where you can now enter your username and password to log in to SIMnet.

6. When you log back into SIMnet, click on your name in the upper right-hand corner to view your profile. Confirm that you are enrolled in the correct SIMnet class. If you need to enroll yourself in a different SIMnet class, select the correct campus from the *Campus:* list (if necessary), click the class you want to enroll in, and then click the > button. **Note:** Not all schools allow you to change SIMnet class enrollment.

## LOGGING INTO THE SIMNET ONLINE STUDENT PORTAL

*To log into the Student Portal:*

1. Enter your username in the **Username** field.
2. Enter your password in the **Password** field.
3. Click the **Sign In** button to log into SIMnet.
4. The **Assignments** page appears automatically.

**simnet**  
Keep IT Simple!

McGraw Hill Education

MHEDUCATION

Username

Password

Forgot credentials? [Sign In](#)

- [I have a code](#)
- [Buy an account](#)

**BLOG**

[Werner Herzog Makes Documentary About Texting While Driving](#)

[SIMnet Student Library now contains licensed SIMbooks and Computing Now](#)

[Windows Phone Gains Smartphone Market Share](#)

[Microsoft Cuts Prices on Surface Tablets](#)

**SUPPORT**

[System Requirements Test](#)

[Technical Support](#)

[SIMnet Instant Help](#)

**INFORMATION**

[SIMnet Blog](#)

[FERPA Statement](#)

[Accessibility Statement](#)

© 2013 The McGraw-Hill Companies. All rights reserved. [Terms](#) | [Privacy](#)

## ASSIGNMENTS

All of your **SIMnet**® assignments are available on the **ASSIGNMENTS** screen. Assignments are displayed for one class at a time. Your instructor can assign you six types of assignments: **Lessons**, **SIMbooks**, **Exams**, **Projects**, **SIMpaths**, and **Resources**.

### Viewing your Assignments

*To view your assignments:*

1. Click the **ASSIGNMENTS** link.
2. Select your class from the **SWITCH CLASS** link. (If you are enrolled in more than one class, click the **SWITCH CLASS** link to select a different class and view the assignments for that class.)
3. The window will automatically **Show All** assignments. Display fewer assignments by clicking on a category: **Lessons**, **SIMbooks**, **Exams**, **Projects**, **SIMpaths**, or **Resources** link.
4. Click on the assignment you want to open.

You have the option of viewing your assignments in three different formats: **Calendar**, **Tiles**, or **List**. Change the format by clicking the **Calendar**, **Tiles**, or **List** button.

#### Tile View

In the **Tiles** view, assignments are displayed according to completion status and due date.

The screenshot shows the SIMnet interface for the course "Introduction to Office Applications". The top navigation bar includes links for ASSIGNMENTS, LIBRARY, GRADES, and a user profile for "Rattan, Lori". The main content area is titled "Introduction to Office Applications" and features a "SWITCH CLASS" link. Below the title, there are three tabs: "Calendar", "Tiles" (selected), and "List". A search bar is present with the placeholder text "Type in this box to filter by title...". The assignments are displayed in three categories: "To do", "Unscheduled", and "Submitted".

Category	Assignment Type	Assignment Title	Due Date
To do	lesson	Word Chapter 1 Lesson	JUL 25 '13 12:00 AM
	simpath	PowerPoint Chapter 2 SimPath	JUL 25 '13 12:00 AM
	simbook	Excel - Chapter 1 - Getting Started with Excel 2013	JUL 26 '13 12:00 AM
Unscheduled	lesson	2013 Lesson 2	NONE
	simpath	2013 Path 2	NONE
	exam	2013 Prefs test exam	NONE
Submitted	simbook	Chapter 1 - Introduction to...	
	simbook	Chapter 2 - The In and Out of...	
	simbook	Chapter 3 - Operating...	

## List View

When viewing all assignments in **List** view, you can sort your assignments by **Type**, **Title** or **Due date** by clicking on the column header. Narrow the list of assignments by clicking one type of assignment instead of **Show All**.

The screenshot shows the Simnet interface for 'Introduction to Office Applications'. The 'List' view is selected, displaying a table of assignments. The table has columns for 'Type', 'Title', and 'Due'. The assignments are listed with their respective due dates and times. A sidebar on the left shows navigation options like 'Show All', 'Lessons', 'LibBooks', 'Exams', 'Projects', 'LibPaths', and 'Resources'. At the bottom, there are filters for 'Submitted Assignment', 'Estimated/Allowed Time', and 'Personal Assignment'.

Type	Title	Due
✓	Access Chapter 1 Pre-Test	07/23/2013 12:00 AM
✓	PowerPoint Chapter 2 SimPath	07/25/2013 12:00 AM
	Word Chapter 1 Lesson	07/25/2013 12:00 AM
	Excel - Chapter 1 - Getting Started with Excel 2013	07/26/2013 12:00 AM
	Access Chapter 1 Lesson	07/31/2013 12:00 AM
	Chapter 8 - Your Future in Computing	08/01/2013 12:00 AM
✓	Chapter 7 - Making Connections	08/01/2013 12:00 AM
✓	Chapter 6 - Safe Computing in a Connected World	08/01/2013 12:00 AM
✓	Chapter 5 - Bringing the World to You	08/01/2013 12:00 AM
✓	Chapter 4 - Meeting Your Computing Needs	08/01/2013 12:00 AM

## Calendar View

When viewing assignments in **Calendar** view, you can click the **Subscribe to calendar** button and follow the instructions for importing class assignments into your favorite calendar app. When your instructor changes an assignment date, your calendar app will update too.

The screenshot shows the Simnet interface for 'Introduction to Office Applications' in the 'Calendar' view. The calendar for July 2013 is displayed, with assignments shown as colored bars across the days. A 'Subscribe to calendar' button is visible at the top left. The sidebar on the left is the same as in the List View. The calendar shows various assignments such as 'Word Chapter 1 Pre-Test', 'Excel Chapter 1 Lesson', 'Access Chapter 1 Lesson', and 'PowerPoint Chapter 2 SimPath'.

## Lessons

### Taking a SIMnet lesson

1. Click **ASSIGNMENTS**.
2. Click the **Lessons** link.
3. Click the lesson title you would like to take.
4. Click the **Open Lesson** button to open the lesson from the beginning or click the **View Page** button to do directly to the page. *Loading Office 2007 or 2010 content may take several minutes to load.*
5. Read the content and then click on the **Show Me, Guide Me, and Let Me Try** exercises. *Your instructor may require that you complete one or more exercises on each page to complete the lesson.*

The image shows two overlapping screenshots from the SIMnet interface. The top screenshot displays the 'Skills 2013 Overview Lesson' page. It features a navigation bar with 'ASSIGNMENTS', 'LIBRARY', 'GRADES', and a user profile. The main content area shows the lesson title 'Skills 2013 Overview Lesson' with a due date of '08/31/2013 12:00 AM'. Below this is a table of tasks with columns for '#', 'Title', 'Points', and 'Completed'. A yellow callout box labeled 'Open Lesson.' points to the 'Open Lesson' button on the right side of the task table. The bottom screenshot shows the 'Opening Files' exercise page. It includes three exercise buttons: 'show me', 'guide me', and 'let me try'. A yellow callout box labeled 'Complete these exercises.' points to these buttons. The main content area of the exercise page shows a screenshot of the Windows 'Open' dialog box with a 'Recent Folders List' on the right. A yellow callout box points to the 'Computer' button in the dialog, with the text 'Click Computer to open files stored on your local machine.' Below the dialog box, the text 'FIGURE OF 1.5' is visible.



## Navigating Tasks in a Lesson

- Click a task in the Lesson navigation menu.
- Click an arrow to go forward or backward.

Lesson navigation menu

### Opening Files

Opening a file retrieves it from storage and displays it on your computer screen. The steps for opening a file are the same for Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases.

To open an existing file from your computer:

1. Click the File tab to open Backstage view.
2. Click Open.
3. The *Open* page displays listing the recently opened files by default.
4. Click **Computer**.
5. A list of folders you have recently opened files from appears on the right. Click a folder to open the **Open** dialog with that folder displayed.

tips & tricks  
tell me more  
another method

Open

Recent Documents

SkyDrive

Other Web Locations

Computer

Add a Place

Account

Recent Folders List

Customers

My Documents + Customers

Spa Documents

My Documents + Spa Documents

Sales

My Documents + Sales

Research Paper

My Documents + Research Paper

Marketing

My Documents + Marketing

My Documents

Desktop

Browser

Click Computer to open files stored on your local machine.

FIGURE OF 1.5

name you want to open in the large list box.

Opening Files

Go backward

Go forward

## Completing the exercises in a lesson

A SIMnet® **Lesson** includes a list of exercises you can take an unlimited number of times.

*Show Me* - The Show Me exercise includes an animation with audio narration showing how to complete the task

*Guide Me* - The Guide Me exercise includes a step-by-step interactive practice.

*Let Me Try* - The Let Me Try exercise uses the same simulated application interface used in the exams. (This exercise requires Adobe Flash and does not work on all mobile devices.)

Some pages include additional features:

- Click the **Tips & Tricks** button for information about the skill.
- Click the **Tell Me More** button for more information and advanced techniques.
- Click the **Another Method** button for alternate methods such as right-click menu commands and keyboard shortcuts.
- Practice what you learned by trying a **Let Me Try Live!** Simply open your Office application, follow the instructions, and save your document. (This exercise is not graded.)

Skills 2013 Overview Lesson

### Opening Files

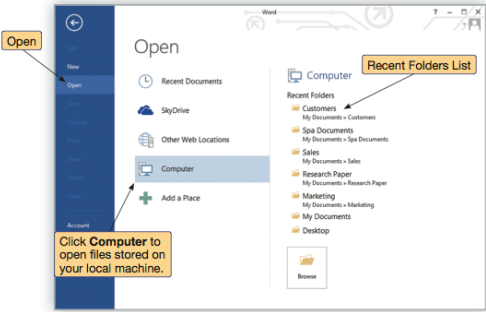
**show me** **guide me** **let me try**

**tips & tricks**  
**tell me more**  
**another method**

Opening a file retrieves it from storage and displays it on your computer screen. The steps for opening a file are the same for Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases.

To open an existing file from your computer:

1. Click the File tab to open Backstage view.
2. Click Open.
3. The *Open* page displays listing the recently opened files by default.
4. Click **Computer**.
5. A list of folders you have recently opened files from appears on the right. Click a folder to open the *Open* dialog with that folder displayed.



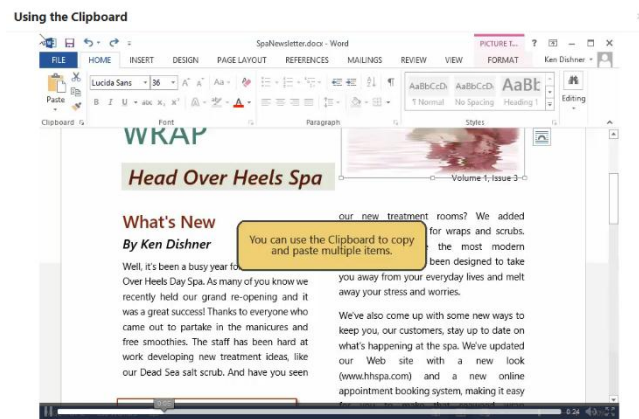
**FIGURE OF 1.5**

6. Select the file name you want to open in the large list box.

Opening Files

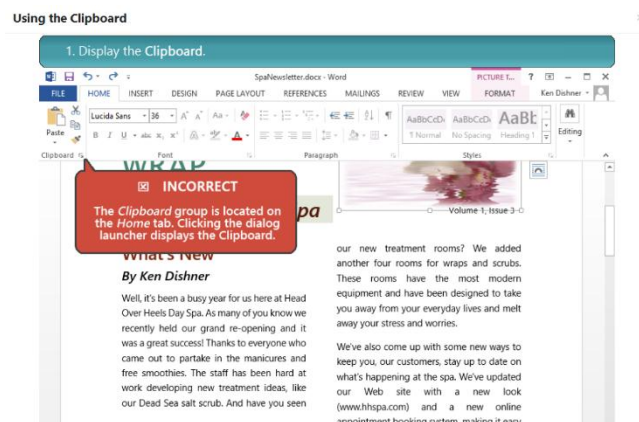
### Completing the *Show Me*

1. Click the **Show Me** button on the left side of the screen. The animation will automatically start.
2. Once the video ends, the window will automatically close and the **Show Me** button will display a checkmark.



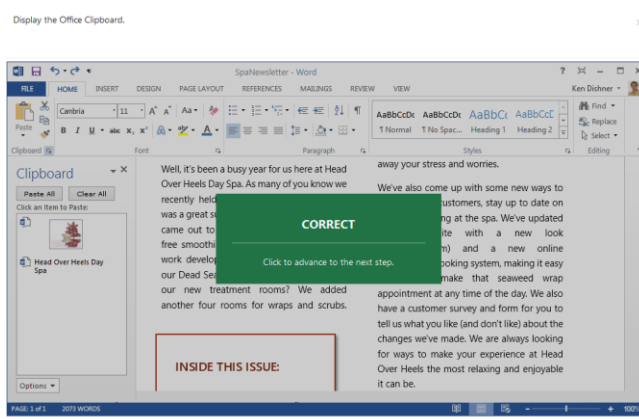
### Completing the *Guide Me*

1. Click the **Guide Me** button on the left side of the screen.
2. Answer the question at the top of your screen by completing the appropriate action in the simulated interface.
3. If you do not complete the exercise correctly, an Incorrect bubble will appear.
4. Read the guidance displayed in the bubble and answer the question again.
5. Once you answer it correctly, click the **CORRECT** button to continue.
6. After you complete the exercise, the window will automatically close and the **Guide Me** button will display a checkmark.



### Completing the *Let Me Try*

1. Click the **Let Me Try** button on the left side of the screen.
2. Answer the question at the top of your screen by completing the appropriate action in the simulated interface.
3. The program will tell you if your response was correct or incorrect.
4. If you answer correctly, click the **Correct** box to advance to the next step.
5. If you answer incorrectly, follow the solution in the **Incorrect** box until you answer correctly.
6. When you have completed the last step, the window will automatically close and the **Let Me Try** button will display a checkmark.



## Viewing Lesson Results

When you click the **X** link to exit the lesson, you will return to the **Lesson** page. The **Completed** column will show you which tasks you completed.

The screenshot shows the 'Skills 2013 Overview Lesson' page. At the top, there's a navigation bar with 'simnet' logo and links for 'ASSIGNMENTS', 'LIBRARY', 'GRADES', a mail icon, 'Rattan, Lori', a help icon, and an 'EXIT' button. Below the navigation bar, a breadcrumb trail shows 'assignment list - A Skills Approach Office'. The page title is 'Skills 2013 Overview Lesson' with a 'Due at 08/31/2013 12:00 AM' timestamp. A summary box indicates 'Pages: 16' and 'Personal Assignment? Yes'. A large right arrow and an 'Open Lesson' button are also present. The main content is a table with columns: '#', 'Title', 'Points', 'Completed', and two buttons: 'Task Details' and 'View page'.

#	Title	Points	Completed	Task Details	View page
1	Introduction to Microsoft Office 2013	1/1	<input checked="" type="checkbox"/>	Task Details	View page
2	Opening Files	1/1	<input checked="" type="checkbox"/>	Task Details	View page
3	Closing Files	0/1	<input type="checkbox"/>	Task Details	View page
4	Getting to Know the Office 2013 User Interface	0/1	<input type="checkbox"/>	Task Details	View page
5	Using the Start Page	0/1	<input type="checkbox"/>	Task Details	View page

## Taking a Custom Lesson

1. Click the **LIBRARY** link at the top of the page.
2. Click the **View Bookshelf** button and select the **Study Materials** book.
3. Select the title of the lesson you want to take and click the **Launch** button.

The screenshot shows the 'Study Materials' page. At the top, there's a navigation bar with 'simnet' logo and links for 'ASSIGNMENTS', 'LIBRARY', 'GRADES', a mail icon, 'Rattan, Lori', a help icon, and an 'EXIT' button. Below the navigation bar, a 'View bookshelf' button is visible. The page title is 'Study Materials' with a subtitle: 'You can get information about your custom-created lessons on this page. Use these resources to help you prepare for your exams. To view your available books, click the button in the upper-right corner of this page.' A search bar says 'Type in this box to filter by title...'. Below is a table with columns: 'Title', 'Items', 'Created from', and two buttons: 'Details' and 'Launch'.

Title	Items	Created from	Details	Launch
Access custom lesson 1	10	Access Chapter 1 Pre-Test	Details	Launch
Chapter 5 missed questions	6	Skills 2013 Word Chapter 5 Practice	Details	Launch
Custom Lesson 1	9	Word Chapter 1 Pre-Test	Details	Launch
Custom lesson 2	7	Access Chapter 1 Pre-Test	Details	Launch
Lori's missed questions	18	Excel - Skills Chapter 1 - Getting Started with Excel 2013 Exam	Details	Launch

## Creating a Custom Lesson

You can create a custom lesson based on the questions you answered incorrectly in an exam.

*To create a custom lesson from an exam:*

1. Click the **GRADES** link.
2. Click the **Exams** link.
3. Click on an exam **Title**.
4. Click the **Details** button.
5. Click the **Create Custom Lesson** button, name your lesson, and then click the **Create** button.

The composite image illustrates the steps to create a custom lesson from an exam in the simnet interface. It consists of three overlapping screenshots with callout boxes and arrows indicating the sequence of actions.

**Top Screenshot (Exam Overview):** Shows the 'Office 2013 Overview Exam' page. A callout box with an arrow pointing to the 'Details' button says: "Click on a Details button."

**Middle Screenshot (Exam Details):** Shows the 'Office 2013 Overview Exam' details page. A callout box with an arrow pointing to the 'Create Custom Lesson' button says: "Click Create Custom Lesson."

**Bottom Screenshot (Create Custom Lesson Dialog):** Shows the 'Create Custom Lesson' dialog box. A callout box with an arrow pointing to the 'Create' button says: "Click Create."

The 'Create Custom Lesson' dialog box contains the following text: "You can create a custom lesson based on the questions you answered incorrectly. All you need to do to create your lesson is to type in a title below." Below this text is a text input field containing "Lesson 1". At the bottom of the dialog are 'Cancel' and 'Create' buttons.

## SIMbooks

A SIMbook is an electronic replacement for your textbook. Think of it as an enhanced eBook that includes a list of pages that features interactive exercises that you can take an unlimited number of times.

**Show Me** - The Show Me task includes an animation with audio narration showing how to complete the task

**Guide Me** - The Guide Me task includes a brief explanation of the skill and step-by-step instructions on how to complete it.

**Let Me Try** - The Let Me Try task is an exercise that uses the same simulated application interface used in the exams.

Depending on the selected SIMbook, a page may include additional information:

- Click the **Tips & Tricks** button for information about the skill.
- Click the **Tell Me More** button for more information and advanced techniques.
- Click the **Another Method** button for alternate methods such as menu commands and keyboard shortcuts.
- Click the **Another Way** or **More Info** buttons to learn more about a topic.
- Practice what you learned by trying a **Let Me Try Live!**

## Taking a SIMbook Lesson

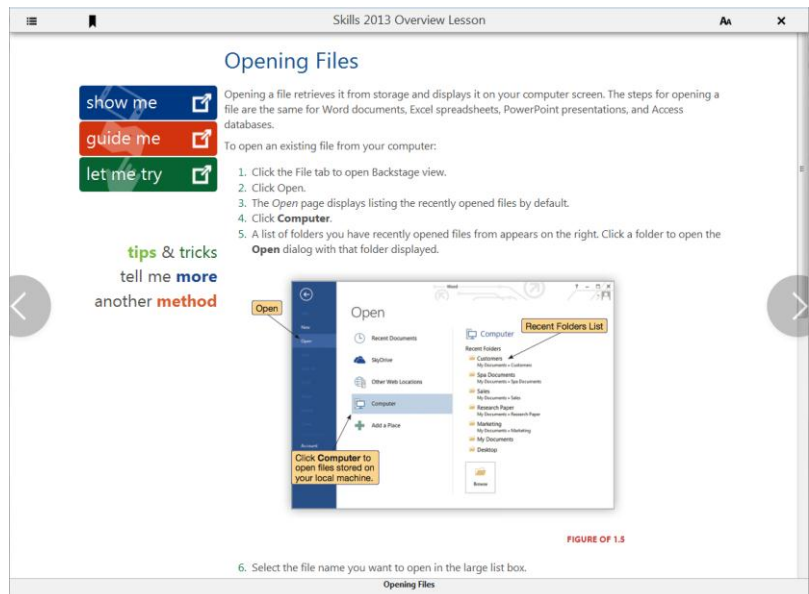
After opening a page, read the content and click on the [Show Me, Guide Me, and Let Me Try tasks](#). You must complete the Let Me Try task in order to complete the lesson.

To take a SIMbook lesson:

1. Click **ASSIGNMENTS**.
2. Click on **SIMbooks** and then click the SIMbook title you would like to review.
3. Click the **Open Book** button to open the lesson from the beginning or click on a page title.

## Viewing SIMbook Results

When you click the **X** link to exit the SIMbook, you will return to the **SIMbook** page. The **Completed** column will show you how many pages you have completed.



## Exams

**Exams** include two different formats: **SIMnet® Exams** and **Test Bank Exams**. SIMnet® Exams use a simulated application interface. Test Bank Exams present multiple choice, true/false, and fill-in-the-blank questions similar to a traditional paper exam.

### Taking an Exam

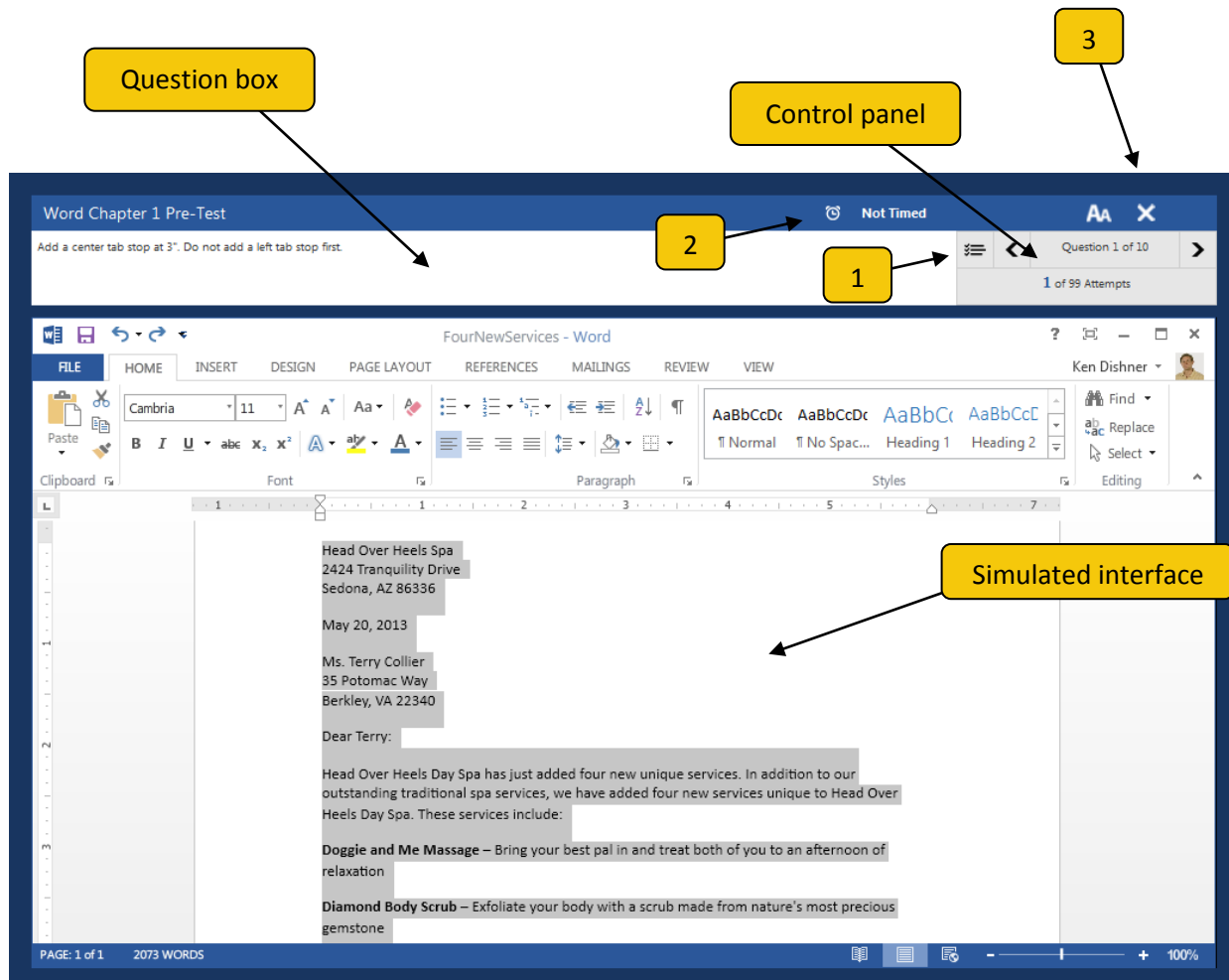
1. Click the **ASSIGNMENTS** link.
2. Click **Exams**.
3. Select an exam and then click the **Take Exam** button. *The process to load the exam may take several minutes to complete.*
4. Once the exam is loaded, click the **Start Exam** button to begin the exam.

The screenshot shows the SIMnet interface for a user named Lori Rattan. The top navigation bar includes links for ASSIGNMENTS, LIBRARY, and GRADES, along with a user profile icon and an EXIT button. The main content area is titled 'Word Chapter 1 Pre-Test' and includes a 'Take exam' button. Below this, a table displays the results of the exam attempt.

Results	Attempt	Date	Score
Word Chapter 1 Pre-Test	1 of 99	07/10/2013 02:37 PM	40% (4/10)

## Answering Exam Questions

The **question box** at the top of the window displays the current question. Answer the question by performing the appropriate action in the **simulated interface**.



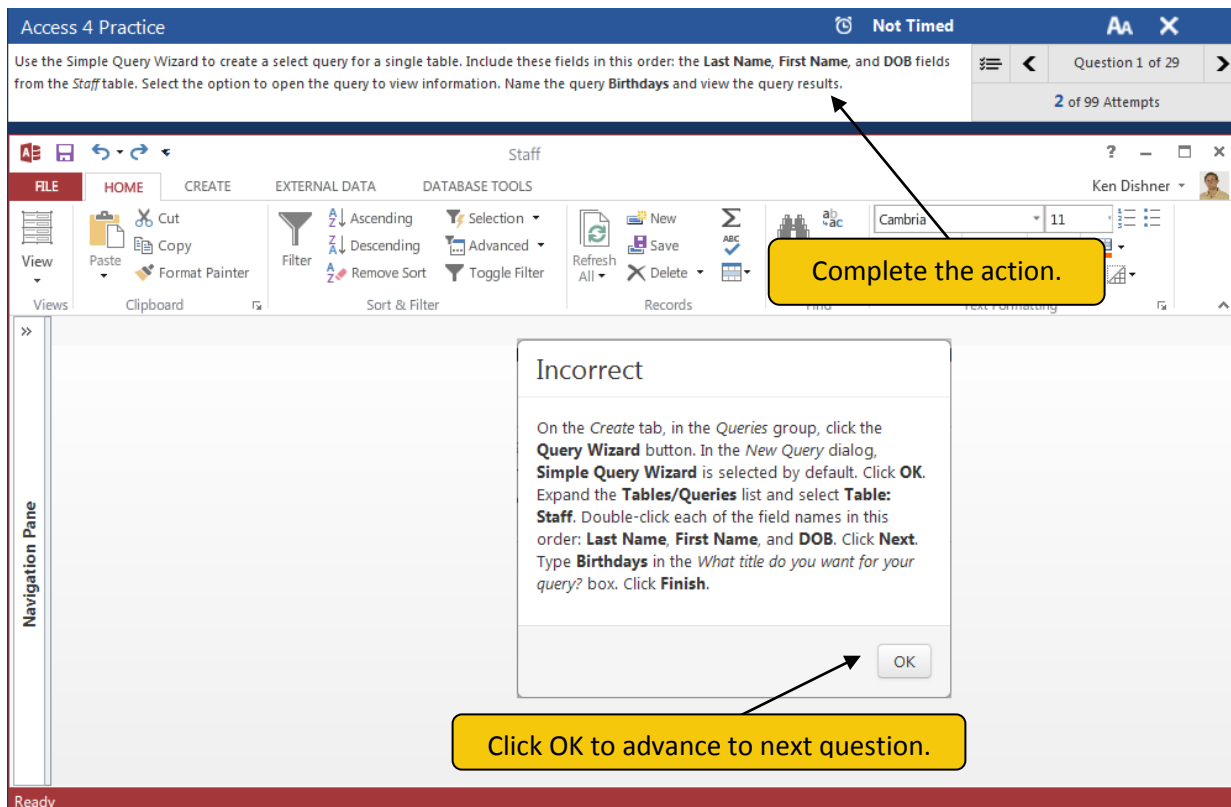
Use the **control panel** to navigate questions. Browse through the questions using the left and right buttons.

1. Click the **Question list** to view the list of questions in the exam. Click a question to go directly to it. If you have already answered the question the maximum number of times allowed, the hyperlink will be disabled.
2. The **Time remaining** box shows a clock counting down the time for the exam.
3. Click on the **X** in the top-right corner to exit the exam. The exam will end automatically if you run out of time or if you answer all the questions the maximum number of times allowed.
4. If you close the browser or browser tab your exam will automatically be ended and submitted.



To answer an exam question

1. Complete the required action just as you would in the real application.
2. The program will respond with **Correct** or **Incorrect**.
3. When you click **OK**, the program will advance to the next question automatically.
4. When you have answered all the questions, click the **X** to submit and end the exam and view your results.



**Note:** If your instructor disables the "Correct" and "Incorrect" feedback, you will see a generic message indicating that you have completed the question. Click OK to advance to the next question.

For most questions, SIMnet® allows "alternate" answers since you would have many different methods to complete a task in the real application.

If you answer a question incorrectly, you can click the **previous** button to go back and try again. Or you can click the **Question list** button to expand the list of questions, and then click the question you want to go to.

If there is time left when you answer the last question in the exam, the exam will "recycle" to questions that you have not yet attempted the maximum number of times.

Some instructors set the exam preferences to allow you to retry questions you already answered correctly.

## Taking a Test Bank Exam

**Test Bank** exams consist of true/false, multiple choice and fill-in-the-blank questions. Test Bank exams are presented in one of two formats:

1. **For exams that list *one* question at a time:** After you answer each question, you must click the **Submit Answer** and **Go to Next Question** button. If you want to skip a question and go back to it later, you can use **Skip Question** button.
2. **For exams that list *all* of the questions in a list:** You may answer the questions in any order. When you are finished, click the **End Exam** button. Once you have submitted your answers, you cannot go back and change them.

**NOTE:** If you end the exam and still have unanswered questions, SIMnet® will warn you and ask you to confirm that you really want to submit your answers.

## Viewing Exam Results

The SIMnet® Exam Results page includes the exam **Results**, **Attempt**, **Date** and **Score**. Your score for the exam is based on the number of your correct questions divided by the total number of questions in the exam.

1. If the exam results feedback is enabled, you can click the **Details** button to see your question-by-question results for the exam.
2. If remediation is enabled, you will see the **Submitted Answer** column which lists the actions you took to answer a question.
3. Click the **History** button to see how many times you attempted to answer the question.

If the study guide is enabled, you will see a **Learn** button that will allow you to review how to complete the task correctly.

The screenshot shows the SIMnet interface for the 'Word Chapter 1 Pre-Test'. At the top, there are navigation links: ASSIGNMENTS, LIBRARY, GRADES, a user profile icon, and an EXIT button. Below the navigation bar, the page title is 'Word Chapter 1 Pre-Test'. To the right, it says 'Time Zone: US/Eastern' and 'Due at 07/15/2013 12:00 AM'. A large clock icon with the number '1' inside it is prominently displayed, indicating that the assignment is past due. Below the clock, there is a table with columns: Results, Attempt, Date, and Score. The table shows two attempts: the first attempt on 07/11/2013 at 09:45 AM with a score of 10% (1/10), and the second attempt on 07/10/2013 at 02:37 PM with a score of 40% (4/10). A 'Details' button is next to each row.

Results	Attempt	Date	Score
Word Chapter 1 Pre-Test	2 of 99	07/11/2013 09:45 AM	10% (1/10)
Word Chapter 1 Pre-Test	1 of 99	07/10/2013 02:37 PM	40% (4/10)

The screenshot shows the 'assignment details' page for the 'Word Chapter 1 Pre-Test'. At the top, it shows the 'Score: 10% (1/10)', 'Attempt: 2', 'Questions: 10', and 'Submitted: Jul 11, 2013'. A 'Custom Lesson' button with 'Launch' and 'Close' options is visible. Below this is a table with columns: #, Question, Points, Correct?, Submitted Answer, and History. The table lists 10 questions. Questions 1 through 9 are marked as incorrect (0/1 points, red X). Question 5 is marked as correct (1/1 points, green checkmark). A 'History' button is next to each row. A large number '2' is placed over the 'Submitted Answer' column, and a large number '3' is placed over the 'History' column. An arrow points from the 'History' button of question 5 to the 'History' column header.

#	Question	Points	Correct?	Submitted Answer	History
1	Add a center tab stop at 3". Do not add a left tab stop first.	0/1	✗		History
2	Add the book <i>Spa Management Basics</i> as a new source for a bibliography. The author is <b>Timothy Marr</b> . The book was published in 2010 by McGraw-Hill Education (with <b>New York</b> as the city).	0/1	✗	You selected the Insert Bibliography menu item in the Word ribbon.	History
3	Change the chart style for the chart to use the <b>Style 2</b> chart style.	0/1	✗	You clicked the Change Chart Type button in the Word ribbon.	History
4	Add an <b>Up Ribbon</b> shape (the last option in the first row under <i>Stars and Banner</i> ) to the right of the text <i>The Weekly Wrap</i> .	0/1	✗	You clicked the Wrong area button.	History
5	Enter the following text in order in each cell of the eighth row of the table (the empty row) - <b>Nail Art \$9,340</b> . When you are finished, move the cursor to the first cell of the ninth row.	1/1	✓	You typed \$9340 in the Annual text box, typed nail art in the Service text box, then clicked the 9th Row button.	History
6	Delete the second column in the table.	0/1	✗		History
7	Display the Clipboard.	0/1	✗		History
8	Insert an index into the document using the <b>Bulleted</b> format. Have the entries display in two columns.	0/1	✗		History
9	Use the Navigation task pane to find all instances of the word <b>wraps</b> in the document.	0/1	✗		History
10	Using the right-click method, fix the capitalization error on the word <b>as</b> . Do not open the <i>Spelling and Grammar</i> task pane.	0/1	✗		History

## Creating a Custom Lesson Based on Exam Results

If you missed or skipped any questions on your exam, you can create a custom lesson based on those questions. After you create a custom lesson, the lesson is available in the **Study Materials** section of the **LIBRARY**.

*To create a Custom Lesson:*

1. Click on a completed exam and click the **Details** button.
2. Click the **Create Custom Lesson** button.
3. Enter a lesson title and then click the **Create** button.
4. Click the **Launch** button to take the lesson immediately or access it later in the **LIBRARY**.

## Delayed Exam Results

Your instructor may choose to delay displaying exam results until a later date. In this case, when you end an exam, you will see a message telling you when the delayed results will be available. Your results will appear in the Gradebook when they are available.

## Projects

**Projects** provide automatic grading for Microsoft's Office Suite projects. The Projects interface allows students to download, complete, and submit projects for grading, and then view the graded results with feedback.

The screenshot shows the SIMnet interface for a project titled "Excel 2013 Skills Approach - Ch 1 Challenge Yourself 1.3". The interface includes a navigation bar with links for ASSIGNMENTS, LIBRARY, GRADES, and a user profile for Rattan, Lori. The main content area displays a three-step process: Step 1 (Download the start file), Step 2 (Save project), and Step 3 (Submit project for grading). Each step has a description and a corresponding button. Below the steps is a table showing the project's history, including filename, attempt number, date, and score.

Filename	Attempt	Date	Score	View Results
IrEX-ChallengeYourself-1-3.xlsx	3	08/09/2013 04:41 PM	78% (7/9)	View Results
IrEX-ChallengeYourself-1-3.xlsx	2	08/09/2013 04:36 PM	44% (4/9)	View Results
IrEX-ChallengeYourself-1-3.xlsx	1	08/09/2013 04:31 PM	22% (2/9)	View Results

## Acknowledging Best Practices Document

The very first time a student logs into SIMnet® and wants to complete a project, they must read and acknowledge the *Best Practices* document.

*To acknowledge the Best Practices document:*

1. Click the **ASSIGNMENTS** link.
2. Click the **Projects** link. The **Projects Best Practices** document opens automatically.
3. Review the document thoroughly.
4. Click the **Acknowledge** button to continue. You *must* acknowledge the document in order to continue.

## Opening a Project

1. Click the **ASSIGNMENTS** link.
2. Click the **Projects** link.
3. Select the project you want to open.
  - a. Click the **Instructions** link to download the step-by-step directions for the project.
  - b. Click the **Solution** link to download the project solution file. *This option is only available when enabled by the instructor.*
  - c. Click the **Resources** button to download extra files that are necessary to complete the project. The files are in a ZIP folder and need to be extracted after downloading to your computer. If the link does not appear, it means that the project does not require extra files. (See [Extracting Resources.zip Folders](#) for full instructions.)
  - d. Click the **Download start file** button to download the file that you will use to complete the project. Use *only* the provided start file to complete your work. (See [Downloading Start Files](#) for full instructions.)
  - e. **Save** the start file to your computer.
  - f. **Open** the start file to begin the project. Use *ONLY* the provided **Start** file to complete your work.
  - g. Follow the **Instructions** in *sequential* order.
  - h. **Save** and **close** your project file after completing all of the instructions.

### *Extracting Resources.zip Folders (Windows 7 & IE)*

1. Click the **ASSIGNMENTS** link.
2. Click the **Projects** link.
3. Click the **project title** you want to load.
4. Click the **Download Resource** button.
5. Click **Save** in the “**Do you want to open or save...**” download bar. The folder will be saved to the **Downloads** folder on your computer.
6. Navigate to the **Downloads** folder on your computer.
7. Select and right-click the **Resources.zip** folder, then choose **Extract All...** from the menu.
8. The **Extract Compressed (Zipped) Folders** window opens. Make sure that the **Show extracted files when complete** check box is selected.
9. Click the **Extract** button to extract the folder and the files.

### *Downloading Start Files (IE, Firefox)*

1. Click the **ASSIGNMENTS** link.
2. Click the **Projects** link.
3. Click the **project** you want to load.
4. Click **Download Start File** button.
  - a. If using **IE 7+**, click the **Save** button in the **Do you want to open or save...** download bar. The file will be saved to the **Downloads** folder on your computer.
    - i. Click **View downloads** to open the folder.
    - ii. In the **View downloads** window, click **Open** to open the file.
      - Click **Enable Content** in the Security Warning bar if present.
  - b. If using **Firefox 13+**, select **Save File** in the **What should Firefox do with this file?** section of the download window and click **OK**. The file will be saved to the **Downloads** folder on your computer.
    - In the **Downloads** window, double-click the file name to open it. (Click **Enable Content** in the Security Warning bar if present.)

**NOTE:** If you select **Open with**, in the **What should Firefox do with this file?** section of the download window, the file will open in **Read-only** mode. Click the **Save As...** button in the warning bar and save the file to your computer.

### **Saving and Uploading a Project**

You can save and upload a copy of your in-progress work at any time. A new upload will replace any file that has been previously uploaded.

*To save and upload a project:*

1. Click **ASSIGNMENTS**.
2. Click the **Projects** link.
3. Click the project title you want to load.
4. Click the **Upload & Save** button, select the project file you want to upload, and click **Open**.

### **Submitting a Project for Grading**

*To submit a project for grading:*

1. Click the **Projects** link.
2. Click the **project title** you want to submit.
3. Click the **Grade my project** button to submit the file.
4. Your results will appear once grading is complete.

*To view the submitted document:*

- 
- The image is a collage of screenshots from a Coursera course interface, specifically for the 'Excel 2013 Skills Approach - Ch 1 Challenge Yourself 1.3' assignment.
- Top Left Screenshot:** Shows the assignment page. The title is 'Excel 2013 Skills Approach - Ch 1 Challenge Yourself 1.3'. The due date is '05/30/2014 12:00 AM'. The page is divided into three steps:
  - Step 1: Download the start file.** Instructions: 'After downloading the project's start file, download the instructions and other helpful documents.' A button 'Download start file' is visible.
  - Step 2: Save project.** Instructions: 'To save your in-progress or completed work, click "Upload & Save" and select the file on your computer. This will replace any existing file that has been previously uploaded and saved for this project.' A button 'Upload & Save' is visible.
  - Step 3: Submit project for grading.** Instructions: 'In order to submit a project for grading, you need to first upload & save the completed project and then "Submit" it.' A button 'Grade my project' is visible.
 Below the steps is a table showing the submission history:
 

Filename	Attempt	Date	Score	View Results
H1X-ChallengeYourself-1-3.xlsx	3	08/09/2013 04:41 PM	78% (7/9)	View Results
H1X-ChallengeYourself-1-3.xlsx	2	08/09/2013 04:36 PM	44% (4/9)	View Results
H1X-ChallengeYourself-1-3.xlsx	1	08/09/2013 04:31 PM	22% (2/9)	View Results
- Top Right Screenshot:** Shows the submission interface. A yellow arrow points to the 'Download your submitted file' button. Other buttons include 'Download the solution file' and 'View Options'.
- Bottom Left Screenshot:** Shows a list of feedback items for a challenge. The items are:
  - 10** Format the hours billed section (cells B23:H27) to use the Comma Style number format. Be sure to include the total row.
  - 12** Use Autofill to copy the formula to the remaining days in the timesheet (cells C29:H29).
  - 12.a** Use Autofill to copy the formula to the remaining days in the timesheet (cells C29:H29).
 Below the list is a 'Feedback' section with the text: 'Cell C29 includes formula =SUMIC27:B5 instead of =C27\*B5\$5\$.'
- Bottom Right Screenshot:** Shows a screenshot of a 'Legal Staff Billable Hours Log' spreadsheet. The spreadsheet has columns for dates (1/16/2013 to 1/26/2013) and rows for employees (Hutton, Smith, Adams, Proctor). It includes a 'Total Billable Hours Per Day' row and a 'Daily Bill' row. The 'Daily Bill' row shows values for each day, with a total of \$1,038.00 for the week. The 'Total Billable Hours Per Day' row shows values for each day, with a total of 17.00 for the week.

## Downloading the Solution File

This option is only available when enabled by the instructor.

*To download a solution file:*

1. Click the **GRADES** link.
2. Click the **Projects** link.
3. Click the assignment title for the project you want to load.
4. Click the **View Results** button to open the project results window.
5. Click the **Downloads** button to download the solution file.

The first screenshot shows the 'Excel 2013 Skills Approach - Ch 1 Challenge Yourself 1.3' project page. It features three steps: Step 1 (Download the start file), Step 2 (Save project), and Step 3 (Submit project for grading). Below the steps is a table with columns: Filename, Attempt, Date, Score, and View Results. A yellow callout box labeled 'View Results' points to the 'View Results' button in the table.

Filename	Attempt	Date	Score	View Results
EX-ChallengeYourself-1-3.xlsx	3	08/09/2013 04:41 PM	78% (7/9)	View Results
EX-ChallengeYourself-1-3.xlsx	2	08/09/2013 04:36 PM	44% (4/9)	View Results
EX-ChallengeYourself-1-3.xlsx	1	08/09/2013 04:31 PM	22% (2/9)	View Results

The second screenshot shows the 'View Results' window for the same project. It displays the score (78% (7/9)), attempt (3), application used (Microsoft Windows Excel 2013), and submitted date (Aug 9, 2013). Below this is a list of questions with feedback. A yellow callout box labeled 'Downloads' points to the 'Downloads' button in the top right corner of the window.

**Legal Staff Billable Hours Log**

Employee Name	Employee Number	Billable Rate	1/14/2013	1/15/2013	1/16/2013	1/17/2013	1/18/2013	1/19/2013	1/20/2013
Hudson	350	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50
Smith	200	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Alonso	200	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Proctor	200	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Billable Hours Per Day</b>			<b>7.75</b>	<b>6.25</b>	<b>6.75</b>	<b>6.25</b>	<b>6.75</b>	<b>6.25</b>	<b>6.75</b>

## Viewing Project Results in the Gradebook

*To view your projects results in the Gradebook:*

1. Click the **GRADES** link.
2. Click the **Projects** link.
3. Click the project you want to view.
4. Click the **View Results** button.



## SIMpaths

SIMpaths are a three part learning tool consisting of a Pre-test, a Lesson, and a Post-test. All three parts have to be finished to complete a SIMpath. Results will display at the bottom of the SIMpath window.

**Note:** If you score 100% on the pre-test you may not need to complete the lesson and/or post-test.

### Taking a SIMpath

1. Click **ASSIGNMENTS**.
2. Click on **SIMpaths** and then click on the title you want to complete.
3. Click the **Take pre-test** button and click the **Start Exam** button.
  - a. Answer the questions the same way you would answer an exam question.
  - b. Once completed, click the **"X"** or exit button to return to SIMpaths.
  - c. Click **Exit Exam** to view the results.
  - d. Click the **"X"** or exit button to return to the SIMpaths steps.
4. Click the **Open lesson** button.
  - a. You can click **Skip the lesson** to continue to the Post-test, if your instructor has enabled this option.
  - b. Once completed, click the **"X"** or exit button to return to SIMpaths.
  - c. Click the **Open lesson** button to take the lesson again. You can take an unlimited number of lessons before taking the Post-test.
5. Click the **Take post-test** button.
  - a. After the exam loads, click the **Start Exam** button.
  - b. Answer the questions the same way you would answer an exam question.
  - c. Once completed, click the **"X"** or exit button and then click **End Exam** to view your results.

The screenshot displays the SIMnet interface for a SIMpath titled "2013 SIMpath to test". The interface is divided into three main steps: Step 1 (Take pre-test), Step 2 (Take lesson), and Step 3 (Take post-test). Each step includes a description, a "Skip" button, and a "Take" button. The "Take" buttons are labeled "Take pre-test", "Open lesson", and "Take Post-test" respectively. Below the steps, there is a table with columns for "Attempt", "Date", and "Score". The table is currently empty, and a message below it states "You have not submitted your assignment yet."

**simnet** ASSIGNMENTS LIBRARY GRADES Rattan, Lon ? EXIT

← assignment list - A Skills Approach Office Time Zone: US/Eastern

2013 SIMpath to test Due at 06/10/2014 12:00 AM

**Step 1**  
Take pre-test.  
The pre-test will help determine which tasks would be helpful for you to study.  
Skip the pre-test

**Step 2**  
Take lesson.  
The lesson is generated by the results of your pre-test. It adjusts to focus on the areas where you could use some work.

**Step 3**  
Take post-test.  
During this step, you will be evaluated on what you knew in the pre-test and what you learned in the adaptive learning lesson.

Start date 06/10/2013 12:00 AM  
End date 06/10/2014 12:00 AM

Take pre-test

Start date 06/10/2013 12:00 AM  
End date 06/10/2014 12:00 AM

Open lesson

Start date 06/10/2013 12:00 AM  
End date 06/10/2014 12:00 AM

Take Post-test

Attempt	Date	Score
---------	------	-------

You have not submitted your assignment yet.

## Viewing the SIMpath Results

The **SIMpaths** window displays your SIMpath attempts at the bottom of the page. Click on a **Details** button to see more about the attempt:

- **Pre-Test** – Shows the list of questions in the pre-test, points awarded, if you answered them correctly, remediation, and history.
- **Lesson** – Shows the list of tasks in the lesson and the date you most recently completed them., SIMnet® keeps track of how many times you completed the exercise in the # Completed column.
- **Post-Test** - Shows the list of questions in the post-test, if you answered them correctly, remediation (what process you took to answer the question correctly) and points awarded. The **Print** button is available.

## Resources

The **Resources** link contains items assigned to you by your instructor. You can submit items back to the instructor from within this section.

### Downloading Resources

1. Click **ASSIGNMENTS**.
2. Click on **Resources**.
3. Click the **Resource title** you want to view.
4. Click the **Download resource** button.

### Upload a Resource

1. Click **ASSIGNMENTS**.
2. Click on **Resources**.
3. Click the **Resource title** you want to view.
4. Click the **Upload & Save** button.

### Submitting Resource for Grading

1. Click **ASSIGNMENTS**.
2. Click on **Resources**.
3. Click the **Resource title** you want to submit.
4. Click the **Upload & Save** button. Locate the file you want to submit, select it, and click **Open**.
5. Click the **Submit** button to submit your item for instructor review.

## GRADES

Your grades for all assignments will appear in the Gradebook. If the instructor uses another application to keep track of student grades, the Gradebook will not appear.

*To view your grades:*

1. Click the **GRADES** link.
2. Click on the **Assignment** you want to view.
3. Click on the **View** link to show detailed results in a new window.

The screenshot shows the SIMnet interface. At the top, there is a navigation bar with links for ASSIGNMENTS, LIBRARY, GRADES (highlighted with a yellow box labeled '1'), and an email icon. The user's name 'Rattan, Lori' and a help icon are also present. Below the navigation bar, the page title is 'Introduction to Office Applications' with a 'SWITCH CLASS' link. To the right, it says 'Section: Section A' and 'Time zone: US/Eastern'. On the left side, there is a sidebar with a 'Gradebook' link (checked) and a 'Results' section containing links for Lessons, SIMbooks, Exams, Projects, SIMpaths, and Resources. The main content area is titled 'Gradebook' and contains a table with the following columns: Type, Assignment (highlighted with a yellow box labeled '2'), Instructor Comment, Grade, and Last Modified. The table lists several assignments, including 'Word - Chapter 1 - Getting Started with Word 2013', 'Excel - Chapter 1 - Getting Started with Excel 2013', 'Access - Chapter 1 - Getting Started with Access 2013', 'PowerPoint - Chapter 1 - Getting Started with PowerPoint 2013', 'Word Chapter 1 Pre-Test' (highlighted with a yellow box labeled '3'), 'Word Chapter 1 Lesson', and 'Word Chapter 1 Exam'. The 'Word Chapter 1 Pre-Test' row shows a grade of 25% and a 'View' link. Below this row, there are two lines of text: '7/11/2013 9:45 AM - The current grade for attempt 2 is 1 / 10.' and '7/10/2013 2:37 PM - The current grade for attempt 1 is 4 / 10.', each with a 'View' link.

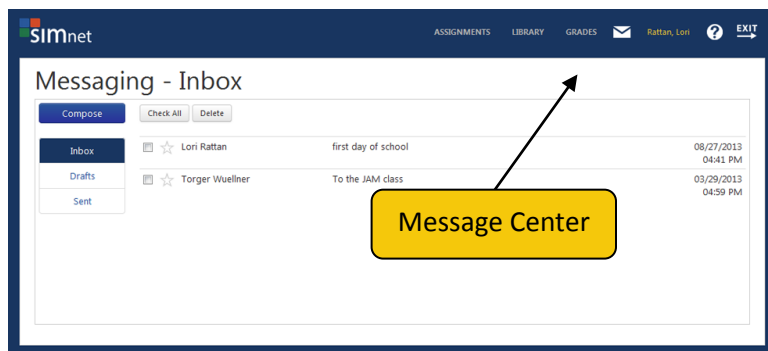
Type	Assignment	Instructor Comment	Grade	Last Modified
▶	Word - Chapter 1 - Getting Started with Word 2013		0%	07/15/2013 03:04 PM
▶	Excel - Chapter 1 - Getting Started with Excel 2013		0%	07/20/2013 10:46 PM
▶	Access - Chapter 1 - Getting Started with Access 2013		0%	07/10/2013 02:01 PM
▶	PowerPoint - Chapter 1 - Getting Started with PowerPoint 2013		0%	08/05/2013 11:26 AM
▼	Word Chapter 1 Pre-Test		25%	07/11/2013 09:45 AM
	7/11/2013 9:45 AM - The current grade for attempt 2 is 1 / 10.			<a href="#">View</a>
	7/10/2013 2:37 PM - The current grade for attempt 1 is 4 / 10.			<a href="#">View</a>
▶	Word Chapter 1 Lesson		0%	07/10/2013 02:05 PM
▶	Word Chapter 1 Exam		0%	07/10/2013 02:07 PM

## MESSAGING

The **Message Center** is used to send messages to and receive messages from the instructor or administrator. If you are not assigned to any classes or do not have any instructors assigned to your class, then you can only message the administrator.

### Inbox

The **Inbox** contains messages from your instructor. Click on the message to view it. From the Messaging pop-up window you can Reply, Forward, or Close the message.



### Creating a message

1. Click the Message Center envelope icon at the top of the screen.
2. Click the **Compose** button.
3. Click the **To:** box and a list of **Recipients** appears. Click on a **Recipient** and click the **Set Recipient** button.
4. Type a subject for your message in the **Subject** box. Enter your message in the space below the subject line.
5. Click the **Send Message** button to send your message. If you want to save your message as a draft and send it later, click the **Save Draft** button.

### Viewing messages

1. Click the Message Center envelope icon at the top of the screen.
2. Click the **Inbox** button to view messages received.
3. Click the **Drafts** button to view messages you have composed but not sent.
4. Click the **Sent** button to view messages you have sent.

### Saving a Draft

- If you want to see a list of your saved messages that have not been sent, click the **Drafts** button.
- To delete a draft, click on the box to the left of the name and click the **Delete** button.

### Sent Button

- If you want to see a list of all outgoing messages that have already been sent, click the **Sent** button.

## LIBRARY

The **LIBRARY** link contains additional learning materials such as SIMbooks and lessons that you create yourself. These materials are available to you as long as you have your SIMnet® account.

### Study Materials

Study Materials include custom lessons that you create based on your exam results. You can use these resources to prepare for an exam.

*To view your study materials:*

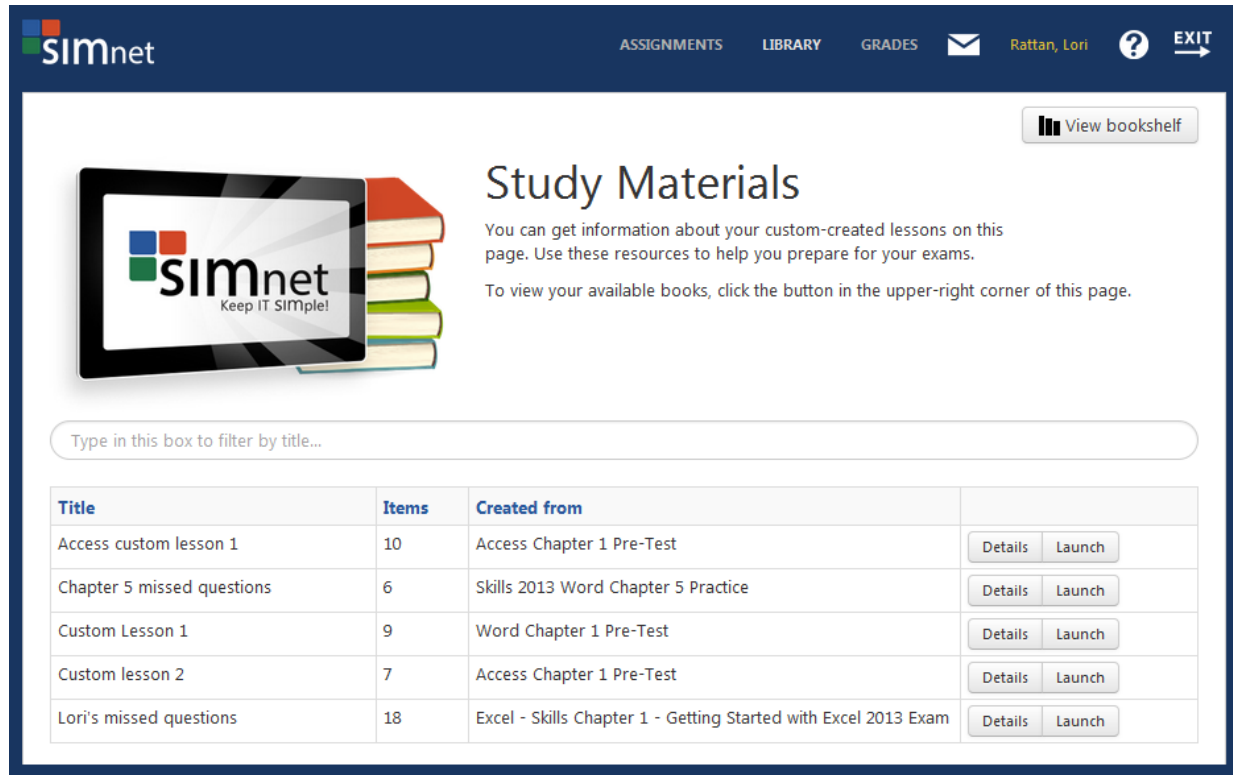
1. Click the **LIBRARY** link.
2. Click on the **Launch** button for the custom lesson you want to view.

### Bookshelf

The Bookshelf features SIMnet® books. If your school is using a textbook, you may see additional lessons here organized to match the content in your textbook.

*To view your textbooks and pre-installed self-study lessons:*

1. Click the **LIBRARY** link.
2. Click the **View Bookshelf** button.
3. Click on the book you want to view.



The screenshot shows the SIMnet Library interface. At the top, there's a navigation bar with links for ASSIGNMENTS, LIBRARY, GRADES, and a user profile for Rattan, Lori. A 'View bookshelf' button is in the top right. The main heading is 'Study Materials', with a subtext explaining that users can get information about custom-created lessons. Below this is a search bar and a table of study materials. The table has columns for Title, Items, and Created from. Each row includes 'Details' and 'Launch' buttons.

Title	Items	Created from	
Access custom lesson 1	10	Access Chapter 1 Pre-Test	<a href="#">Details</a> <a href="#">Launch</a>
Chapter 5 missed questions	6	Skills 2013 Word Chapter 5 Practice	<a href="#">Details</a> <a href="#">Launch</a>
Custom Lesson 1	9	Word Chapter 1 Pre-Test	<a href="#">Details</a> <a href="#">Launch</a>
Custom lesson 2	7	Access Chapter 1 Pre-Test	<a href="#">Details</a> <a href="#">Launch</a>
Lori's missed questions	18	Excel - Skills Chapter 1 - Getting Started with Excel 2013 Exam	<a href="#">Details</a> <a href="#">Launch</a>

## PROFILE

The **profile** contains your account information. This is where you edit your personal information, add a new SIMnet® registration code, and add or remove classes.

The screenshot shows the SIMnet Profile page. At the top, the user's name 'Rattan, Lori' is displayed next to a question mark icon and an 'EXIT' button. The main heading is 'Profile'. Below it, the user's name 'Lori Rattan' is shown along with their Student ID, Username, and Email. An 'Edit' button is located below this information. To the right, the 'Licensed Products' section lists 'Computing Now 2013', 'Office 2010 Suite', 'SIMnet 2013 - Skills - Office', and 'SimGrader 2010', with an 'Add Product' button below. The 'Classes' section includes a 'Campus' dropdown menu set to 'A Skills Approach testing'. Below this are two tables: 'Available Classes' and 'Enrolled Classes'. The 'Available Classes' table has columns for 'Class' and 'Section', with rows for 'A Skills Approach Office' (Section: Cheri) and 'Skills Approach Testing Class'. The 'Enrolled Classes' table has columns for 'Class', 'Section', and 'Campus', with rows for 'Introduction to Office Applications' (Section A, Default), and 'Winter JAM' (2013, Default). Navigation arrows are present below both tables. Yellow callout boxes with arrows point to specific elements: 'Add registration code' points to the 'Add Product' button; 'Edit personal info' points to the 'Edit' button; 'Your name' points to the user's name at the top right; and 'Add/remove classes' points to the navigation arrows between the class tables.

### Editing Personal Information

To edit your personal information:

1. Click your name at the top of the screen.
2. Click the Edit button to edit your personal information, and then click **Update** to save changes.

### Adding Registration Code

To add a registration code:

1. Click the **Add Product** button.
2. The **Add Product License** window will open.
3. Enter the registration code in the **Registration Code** box and click **Register**.
4. If you don't have a registration code, click the **Buy Online Now** button to buy one.

### Adding or Removing Classes

To add or remove a class from your profile:

1. Open your profile by clicking your name at the top of the screen:
  - **Add a class:** Click the class name in the **Available Classes** table and then click the **Right Arrow** button to move it to the **Enrolled Classes** table.
  - **Remove a class:** Click the class name in the **Enrolled Classes** table and then click the **Left Arrow** to put it back in the Available Classes table.

## SIMNET ONLINE INSTANT HELP

*To access the SIMnet® instant help:*

1. Click the **Help** button (question mark) in the upper right corner of the **SIMnet®** window.
2. Find a help topic by clicking a link under the **Sections** heading or click on the **Most Viewed** link. Search for a topic by typing it in the **Search** box.
3. After finding your topic, click the **View Instructions** or **Watch Video** button.
4. You can also download the **Registration** help file or **Best Practices** document for projects.

## TECHNICAL SUPPORT

**McGraw-Hill Technical Support line:**

**1-800-331-5094**

**Hours:**

Monday - Thursday: 8AM - 11PM Central

Friday: 8AM - 6PM Central

Sunday: 6PM - 11PM Central

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

<http://mpss.mhhe.com>