

# SIMnet Student User Guide

## Middlesex County College

### 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.



## 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**. **IN THIS CLASS YOU WILL ONLY BE ASSIGNED SIMbooks, Exams and Projects.**

### 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*

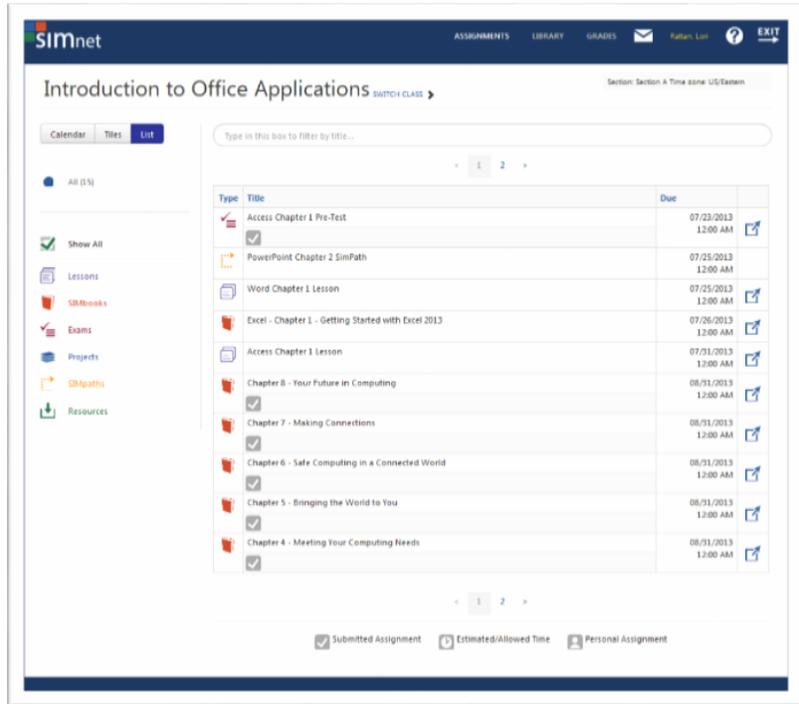
In the **Tiles** view, assignments are displayed according to completion status and due date.

The screenshot shows the SIMnet interface for the class "Introduction to Office Applications". The top navigation bar includes "ASSIGNMENTS", "LIBRARY", "GRADES", and "EXIT". The user's name "Rattan, Lori" is visible. The page title is "Introduction to Office Applications" with a "SWITCH CLASS" link. Below the title are tabs for "Calendar", "Tiles" (selected), and "List". A search bar says "Type in this box to filter by title...". The assignments are categorized into "To do", "Unscheduled", and "Submitted".

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

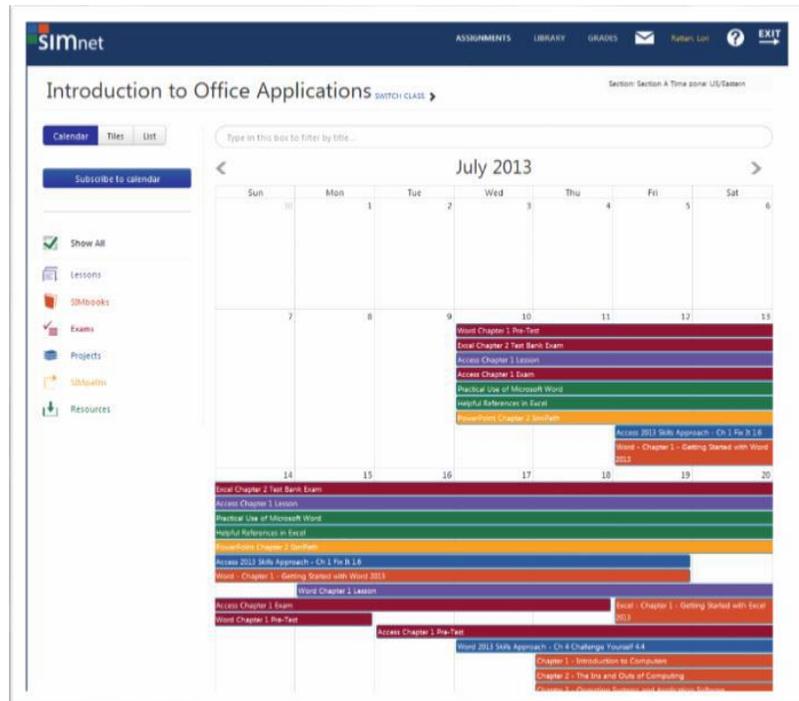
### List View

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**.



### 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.



## 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!**

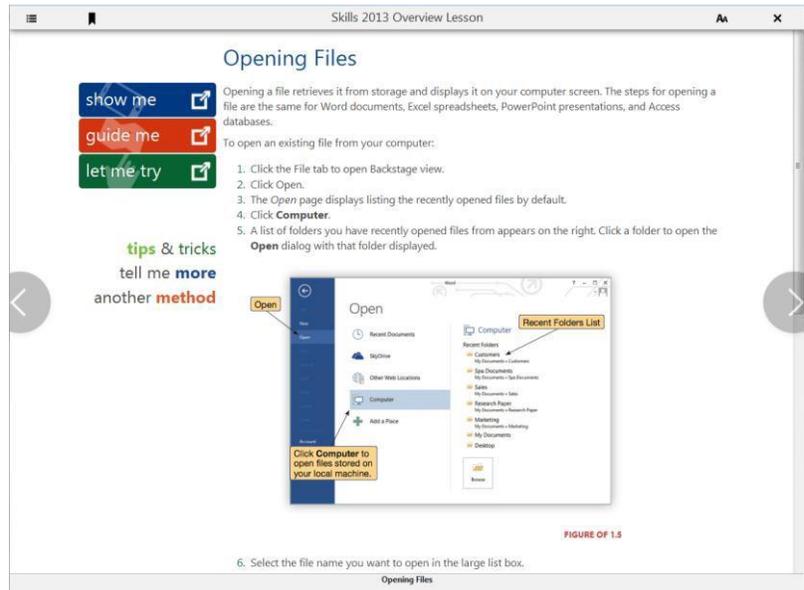
### Taking a SIMbook Lesson

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.**

*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.)



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

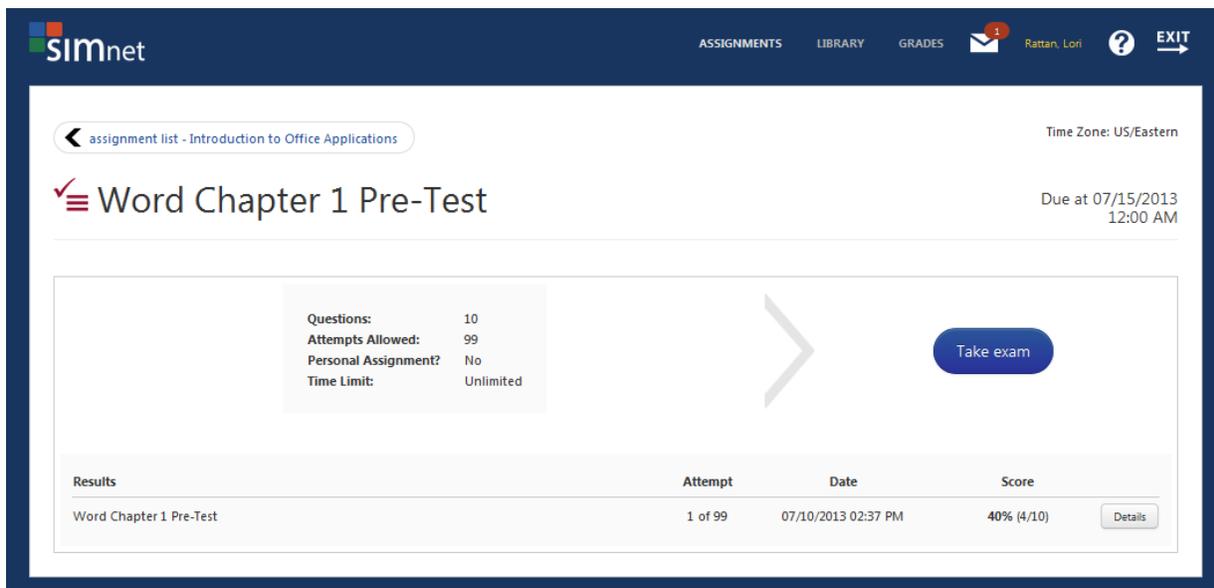
When you click the **X** link to exit the SIMbook, you will return to the **SIMbook** page. The **Completed** column will show you how many pages you have completed.

## Exams

SIMnet® Exams use a simulated application interface that is similar to a Let Me Try SIMbook exercise.

## 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.

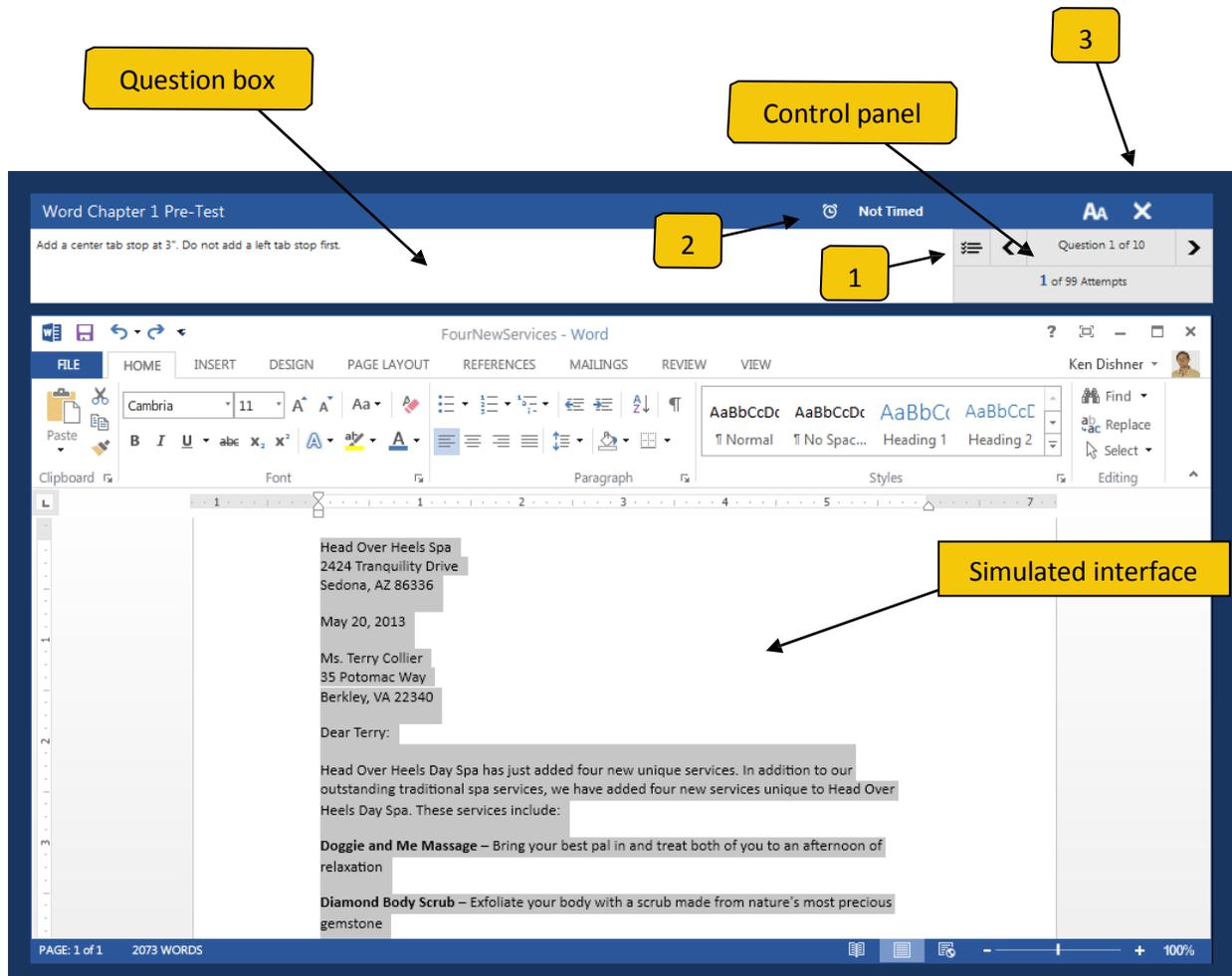


The screenshot displays the SIMnet interface for an exam. At the top, there is a navigation bar with 'ASSIGNMENTS', 'LIBRARY', 'GRADES', and a user profile for 'Rattan, Lori'. The main content area shows the exam title 'Word Chapter 1 Pre-Test' and a 'Take exam' button. Below this, there is a table with the following data:

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**.

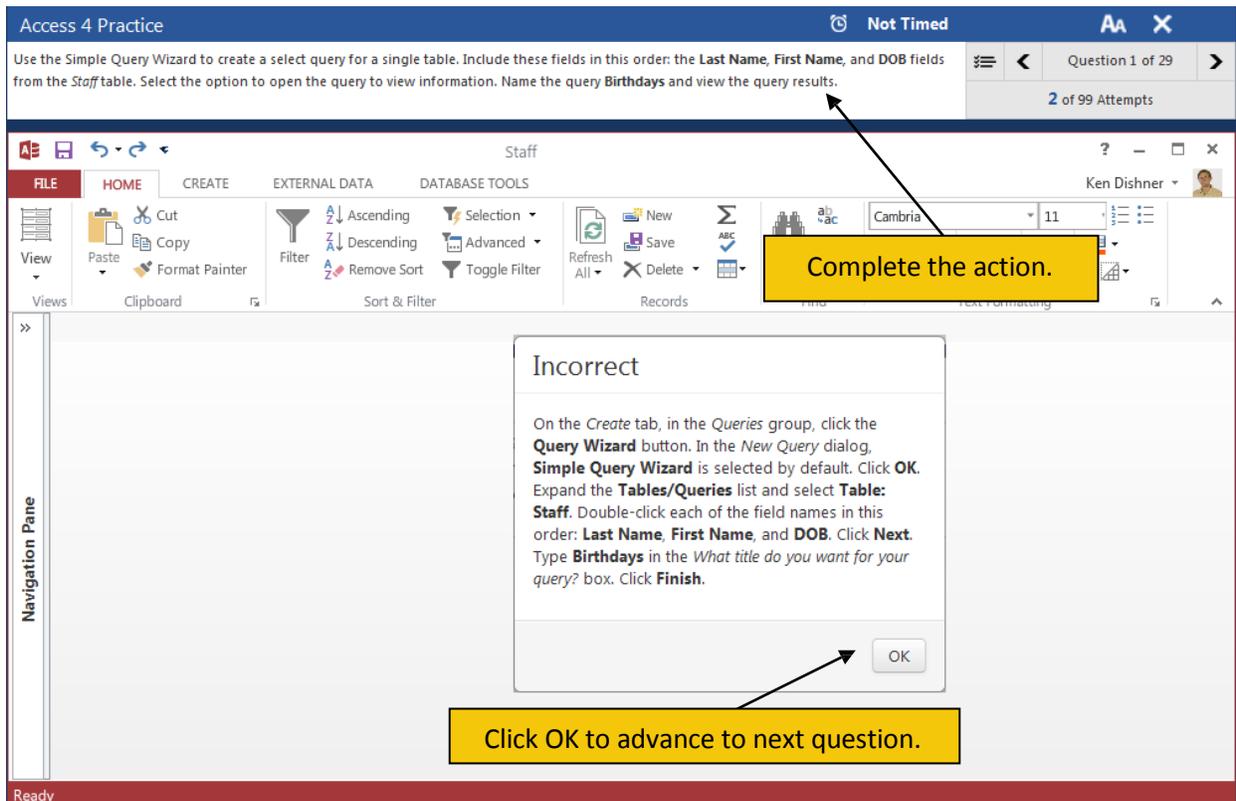


Use the **control panel** to navigate questions. Browse through the questions using the left and right buttons.

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.

## 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 displays the Simnet interface for a project titled "Excel 2013 Skills Approach - Ch 1 Challenge Yourself 1.3". The interface includes a navigation bar with "ASSIGNMENTS", "LIBRARY", "GRADES", and a user profile for "Rattan, Lori". The project page shows a breadcrumb "assignment list - 2013 Excel Skills Projects" and a due date of "05/30/2014 12:00 AM". The main content area is divided into three steps: Step 1 (Download the start file), Step 2 (Save project), and Step 3 (Submit project for grading). Each step has a corresponding button: "Download start file", "Upload & Save", and "Grade my project". Below the steps is a table with the following data:

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

## 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.

## Downloading your Submitted File

To view the submitted document:

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 your submitted file.

**Step 1**  
Download the start file.  
After downloading the project's start file, download the restrictions and other helpful documents.

**Step 2**  
Save project.  
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.

**Step 3**  
Submit project for grading.  
In order to submit a project for grading, you need to first upload & save the completed project and then "Submit" it.

Filename	Attempt	Date	Score	View Results
1EX-Challenge1courseF-1-3.xlsx	3	08/09/2013 04:41 PM	78% (7/9)	View Results
1EX-Challenge1courseF-1-3.xlsx	2	08/09/2013 04:36 PM	44% (4/9)	View Results
1EX-Challenge1courseF-1-3.xlsx	1	08/09/2013 04:31 PM	22% (2/9)	View Results

**Attempt:** 3  
**Application used:** Microsoft Windows Excel 2013  
**Submitted:** Aug 9, 2013

**Feedback**  
Cell C29 includes formula =SUM(C27\*185) instead of =C27\*185.

**Legal Staff Billable Hours Log**

Employee Name	Marshall	David						
Employee Number	4287							
Billable Rate	\$ 150.00							
<b>Dates Worked</b>								
1/14/2013	1/15/2013	1/16/2013	1/17/2013	1/18/2013	1/19/2013	1/20/2013		
Monday	Tue	Wed	Thu	Fri	Sat	Sun		
<b>Clients</b>								
Hudson	3.50	3.50		0.50		2.25		
Smith			3.50		3.50		3.50	
Alamo	2.00	2.50		3.50	1.00	2.00		
Pfecker	2.25	2.25	2.25	2.25	2.25			
<b>Total Billable Hours Per Day</b>	<b>7.25</b>	<b>6.25</b>	<b>6.75</b>	<b>6.25</b>	<b>6.75</b>	<b>4.25</b>	<b>3.50</b>	
Daily Bill	\$ 1,087.50	\$ 975.00	\$ 1,012.50	\$ 937.50	\$ 1,012.50	\$ 637.50	\$ 525.00	
Bi Total for Week:	\$ 6,375.00							
<b>Dates Worked</b>								
1/27/2013	1/28/2013	1/29/2013	1/30/2013	1/31/2013	2/1/2013	2/2/2013		
Monday	Tue	Wed	Thu	Fri	Sat	Sun		
<b>Clients</b>								
Hudson		3.50	3.50	1.00	2.50	1.00		
Smith			2.00	3.00				
Alamo	3.00	2.00	1.00	1.00	1.00		2.00	
Pfecker	2.25	1.00	2.25	4.00	4.00	4.00		
<b>Total Billable Hours Per Day</b>	<b>7.25</b>	<b>6.50</b>	<b>6.75</b>	<b>9.00</b>	<b>7.50</b>	<b>5.00</b>	<b>2.00</b>	
Daily Bill	\$ 1,087.50	\$ 975.00	\$ 1,012.50	\$ 1,350.00	\$ 1,125.00	\$ 750.00	\$ 300.00	

## 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 screenshot displays the Simnet interface for the 'Excel 2013 Skills Approach - Ch 1 Challenge Yourself 1.3' project. The top navigation bar includes 'ASSIGNMENTS', 'LIBRARY', 'GRADES', and 'EXIT'. The main content area shows 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 for 'Filename', 'Attempt', 'Date', 'Score', and 'View Results'. A yellow callout box labeled 'View Results' points to the 'View Results' button in the table. Below the table, the project score is shown as 78% (7/9). A yellow callout box labeled 'Downloads' points to the 'Downloads' button in the top right corner. The bottom section of the screenshot shows a preview of the Excel spreadsheet titled 'Legal Staff Billable Hours Log'.

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

Client	Hudson	Smith	Alam	Proctor	Total
Legal Staff Billable Hours Log	3.50	3.50	3.50	3.50	14.00
Total Billable Hours Per City	7.75	8.25	8.75	4.25	4.25

## 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.