

## SIMnet® Online Projects Best Practices

- **Always** use the project instructions provided **online** and follow them in order.
- **Always** use the correct version of the MS Office software to complete your project. Use Office 2013 for 2013 projects, and Office 2010 for 2010 projects.
- **Always** begin a project with the provided **Start** file; **do not** start a project in a file that you created yourself.
- **Always** use a **single space** after punctuation at the end of sentences; **do not** use two spaces.
- **Do not** copy and paste any part of the project unless specified in the instructions.
- **Do not** include the SAMPLE watermark in your solution files as seen in the solution file PDFs.
- When using a Mac for a Mac Supported Project, **do not** switch between a Mac and Windows. Use only one type of machine on one file.

### To complete a project:

#### Step 1: Download the project files.

First, you need to get all the files you'll need to start your project.

- Click the **Download Files** button. When the *Download Wizard* opens, click the **Download Instruction File** button, then the **Download Resource Bundle** button. If the *Download Resource Bundle* button does not appear, your project does not have any additional resources. You may choose to download the **Solution File** and **Best Practices** file or **Skip**. Then **Close** the *Download Wizard*.

**Or**


- Click the **Instructions** link to open or save the step-by-step directions. Click **Resources** for extra files necessary to complete the project. Click the **Start-File** link to download and save the project start file. Click **Solution** to open or save the project solution.


Your start file will automatically be renamed to include your name. If directed by your instructor, change the filename and save it. Do all your work in this file and only this file!


1. Get project files.

Download the required project files using the links below. Once complete, open the project instructions file to begin.


**REQUIRED**


Instructions 

Resources 

Start-File 

**OPTIONAL**

Best Practices 

Solution 

**Download Files**

#### Step 2: Do the project

Open your downloaded files. Follow the *Instructions* to edit your *Start-File*. Use any *Resources* as instructed. Complete all instructions carefully!

#### Step 3: Upload & Save the project.

Once you have finished your project, you need to upload & save it to SIMnet. Click the **Upload & Save** button, select your file, and click **Open**. This will replace any file that was previously uploaded for this project. The *Submit Uploaded File* wizard will let you grade your file immediately by clicking **Yes, submit the file**. You can also use the Upload & Save feature to save your work online, to retrieve later. Click **No, I'm not ready**. Once you've uploaded your file, download it again from the *Saved File* section.

#### Step 4: Submit your project for grading.

If you selected **No, I'm not ready**. In step 3, click the **Grade my project** button to submit your project for grading. After your project has been graded, look for the eye icon for results that are available. Click the **Attempt** link to view past results.

**NOTE:** If you get a grading error, please check that you are using the appropriate version of Microsoft Office. Following the steps again from a fresh start file may resolve errors.

**Oops!**

An error has occurred.

An error occurred while grading your project submission.

Your project was completed with Microsoft Windows Excel 2013.  
Internal project ID: 958

You can use one of the links in the navigation area to get back to your content, or you can go to the [Sign In page](#).

## Downloading Start Files


(IE 9+, Firefox 12+, Chrome 18+, Safari 5+)

From the project page, click the **Download start file** button.

- If you're using **IE 9+**
  - a. 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.
  - b. Click **View downloads** to open the folder.
  - c. In the **View downloads** window, click **Open** to open the file.
  
- If you're using **Firefox 12+**
  - a. 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.
  - b. In the **Downloads** window, double-click the file name to open it.  
  
**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.
  
- If you're using **Chrome 18+**, click the file name that appears at the bottom of the browser window or click **Show all downloads** and select the file you want to open.
  
- If you're using **Safari 5+**, click the **Downloads** icon that appears in the dock at the bottom of the page and select the file you want to open.

## Extracting Resources.zip Folders

1. From the project page, click the **Resources** link.
2. **Save** the file.
3. Navigate to the **Downloads** folder on your computer.
4. Right-click on the file you just saved and choose **Extract All...** from the menu.
5. The **Extract Compressed (Zipped) Folders** window opens.
6. Make sure that the **Show extracted files when complete** check box is selected.
7. If you want to save your extracted files in a different folder, click on the **Browse** button and select a new folder.
8. Click the **Extract** button.

For additional information, click the  in the upper right corner of the SIMnet window to open the *SIMnet Instant Help*, then click on the **Projects** link under **Sections**.