CONTENTS

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[1]
- 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

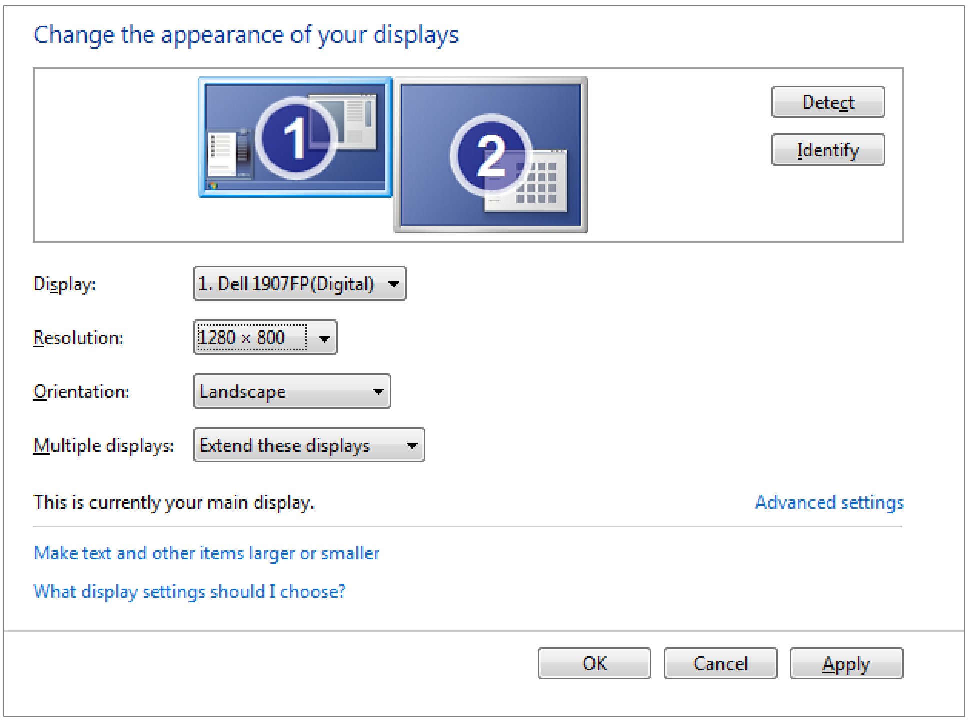
Changing Screen Resolution Settings

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.

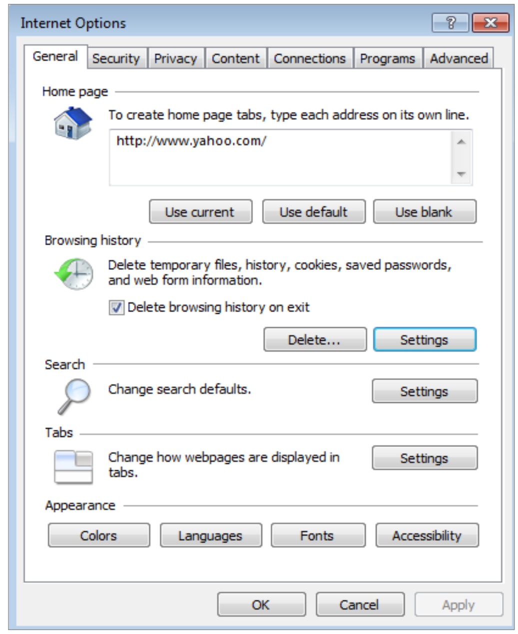
To change your screen resolution in Windows 7:

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

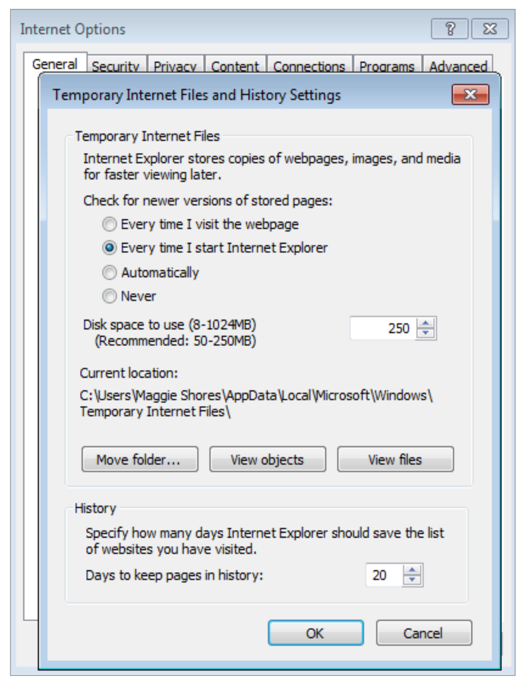
Most web browsers store copies of webpages, images, and media on your computer for faster viewing. To ensure that you get the most current version of SIMnet®, change the Temporary Internet Files settings to refresh every time you start the browser.



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.

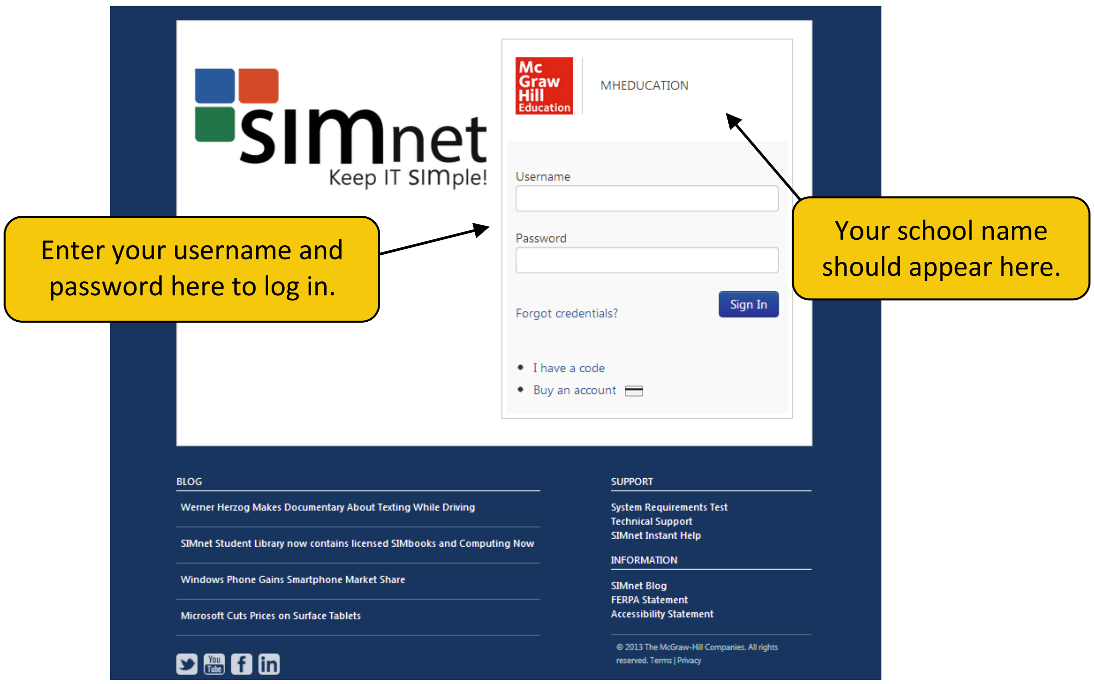
   a. Each time you log into SIMnet the first lesson and exam may take a minute or two to load, but subsequent lessons and exams will load faster.



REGISTERING YOUR SIMNET ONLINE ACCOUNT

I have a username and password

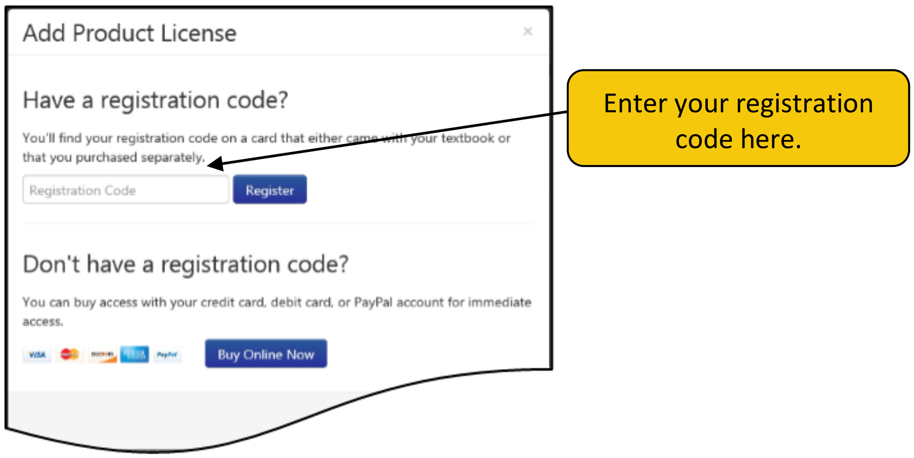
If your instructor has provided you with a username and password, enter them on the log in page, and then click the **Sign In** button.



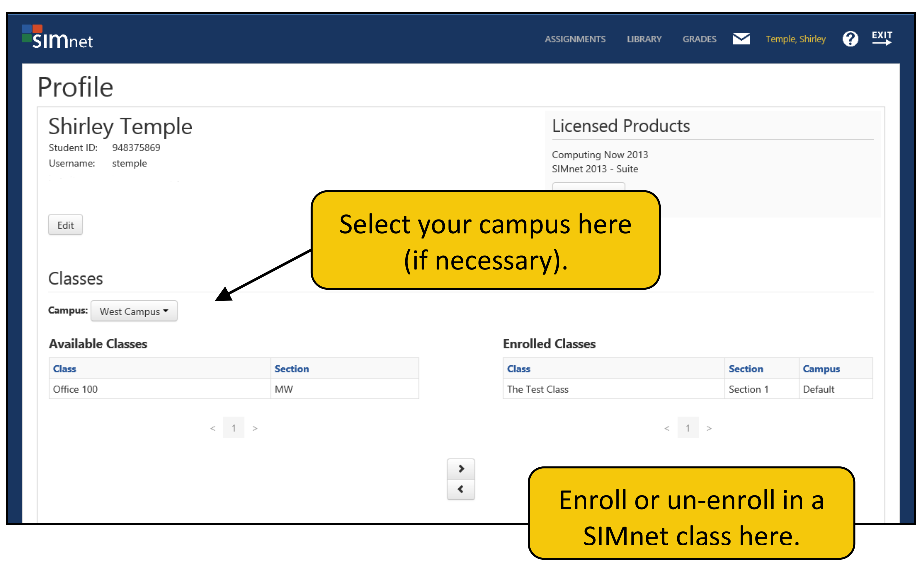
If you log into SIMnet, and your account is not yet registered, you will not have access to any of the SIMnet materials until you fully register your account – either by entering a registration code or by purchasing access online.

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.



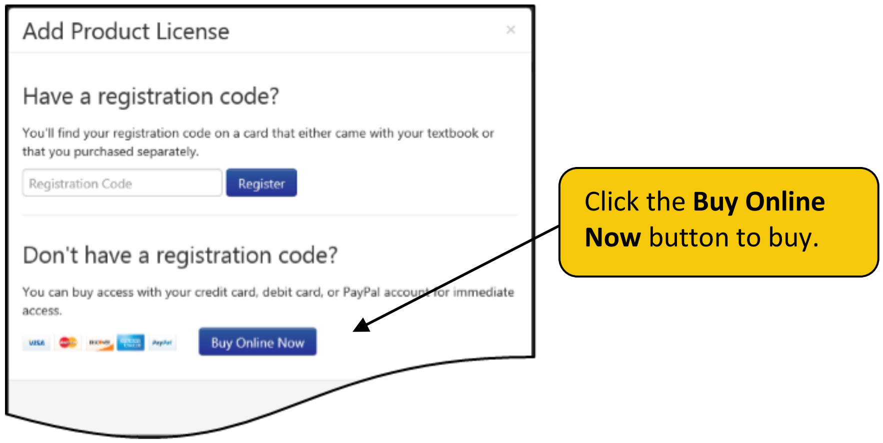
Confirm that you are enrolled in the correct SIMnet class. If you need to enroll yourself in a different SIMnet class, select the correct campus from the *Campus:* list (if necessary), click the class you want to enroll in, and then click the **>** button. **Note:** Not all schools allow you to change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



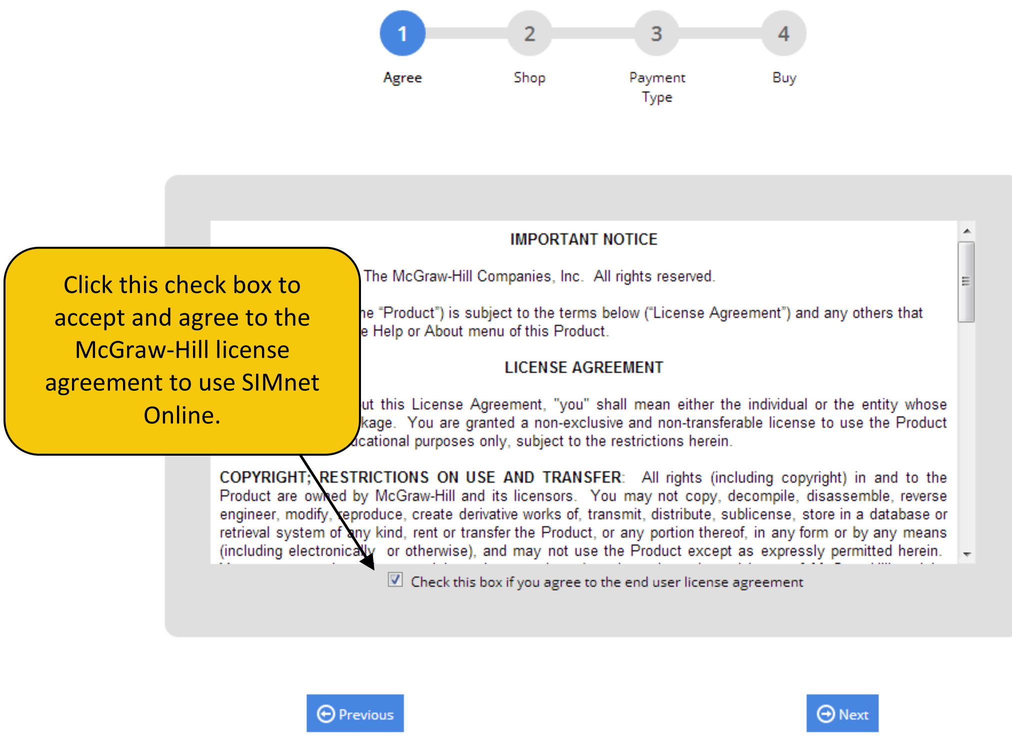
I do not have a registration code, and I would like to pay for my registration online

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

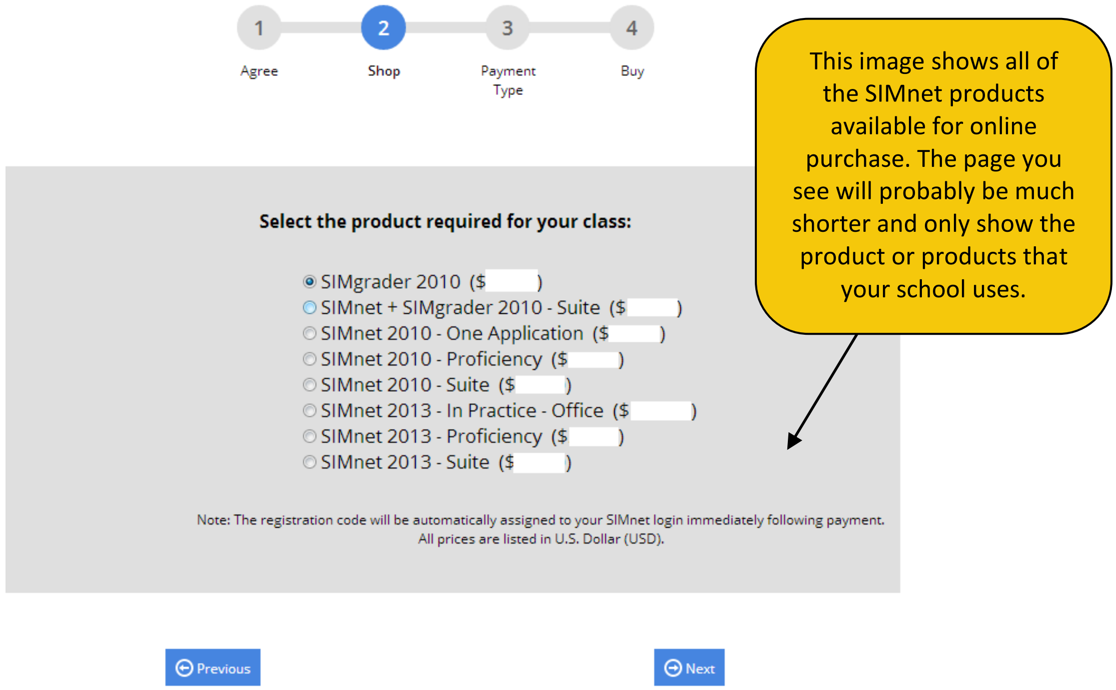
1. Click the **Buy Online Now** button.



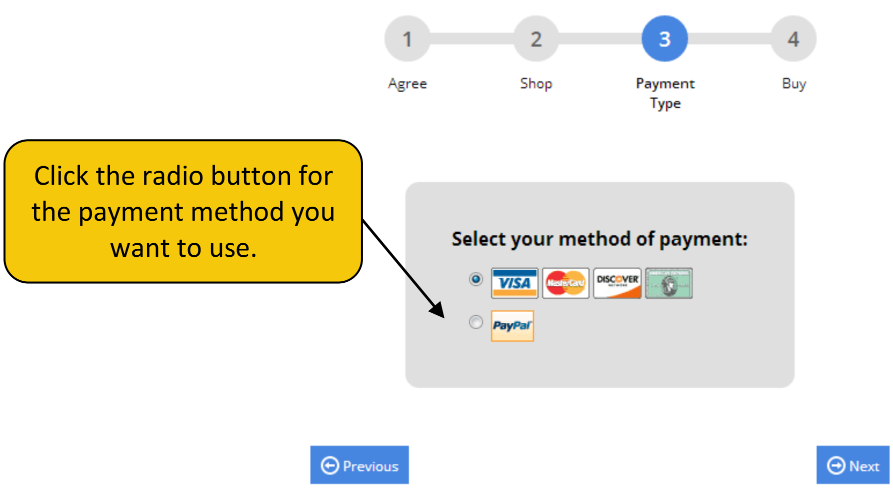
2. Review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.



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.

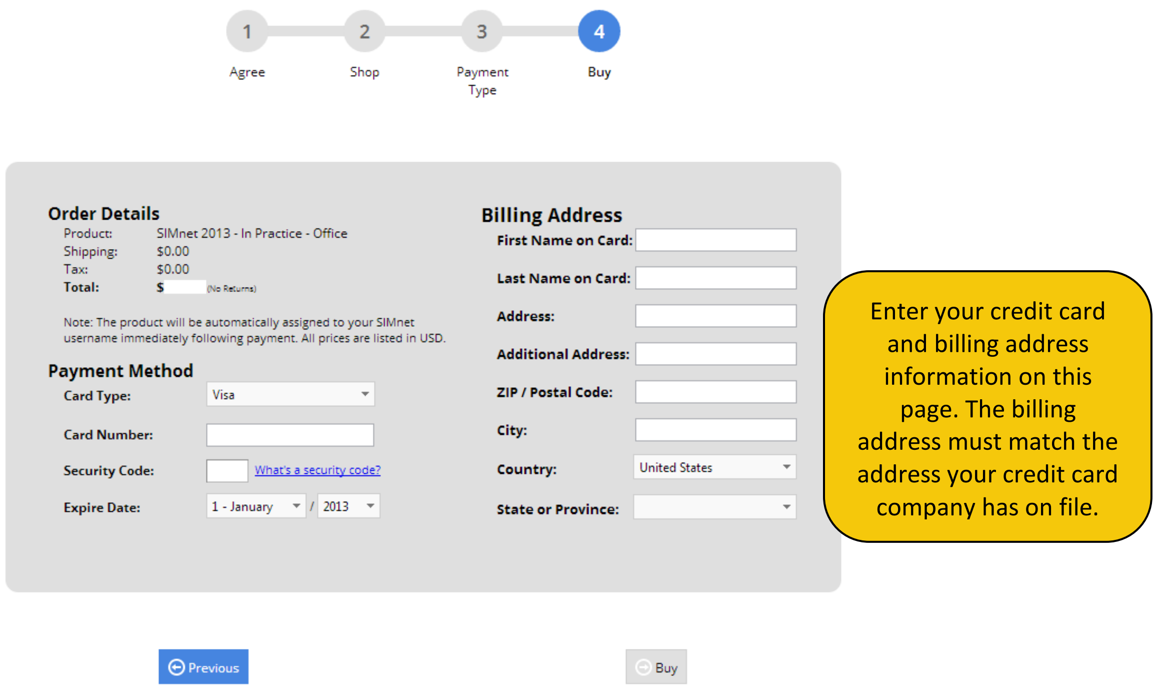


4. Select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of Next.)



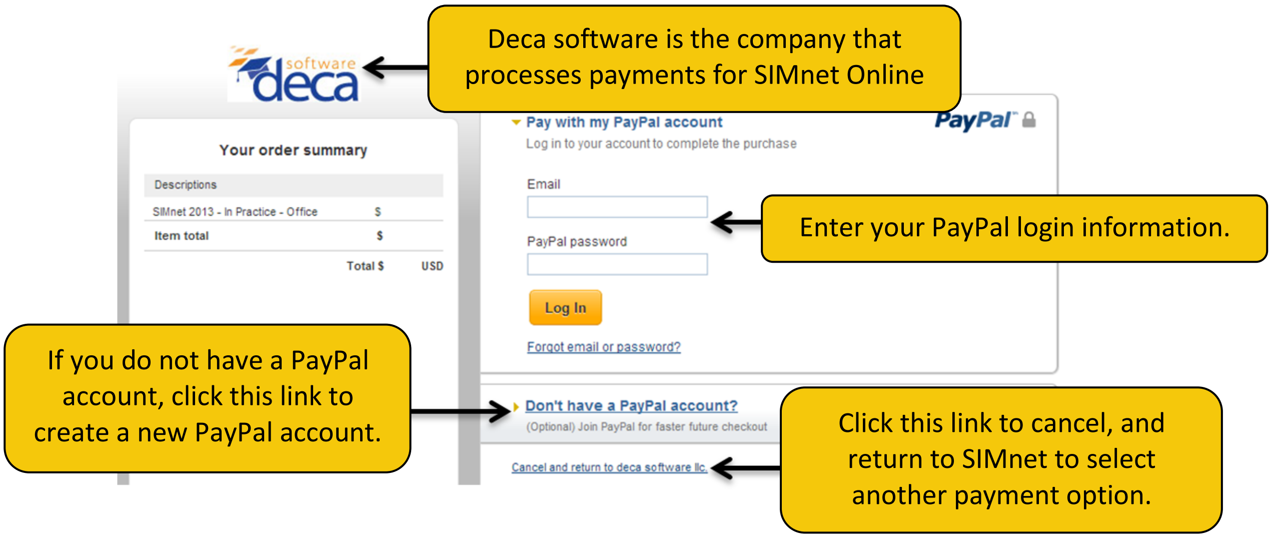
a. If you selected a credit card, enter the required information. The credit card payment information and billing address are not saved to the SIMnet database. This information is only used to process your SIMnet payment. It is not visible to your instructor.

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.**

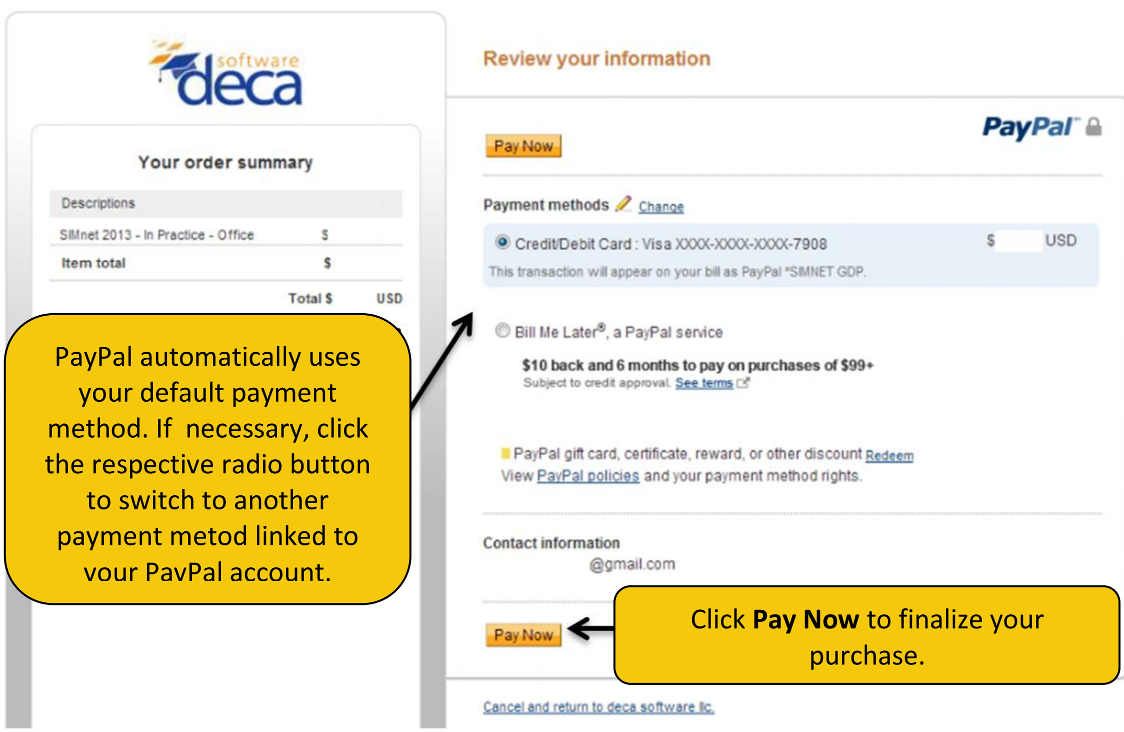


b. If you selected PayPal, you will see a PayPal log in screen.

   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.



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



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.

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

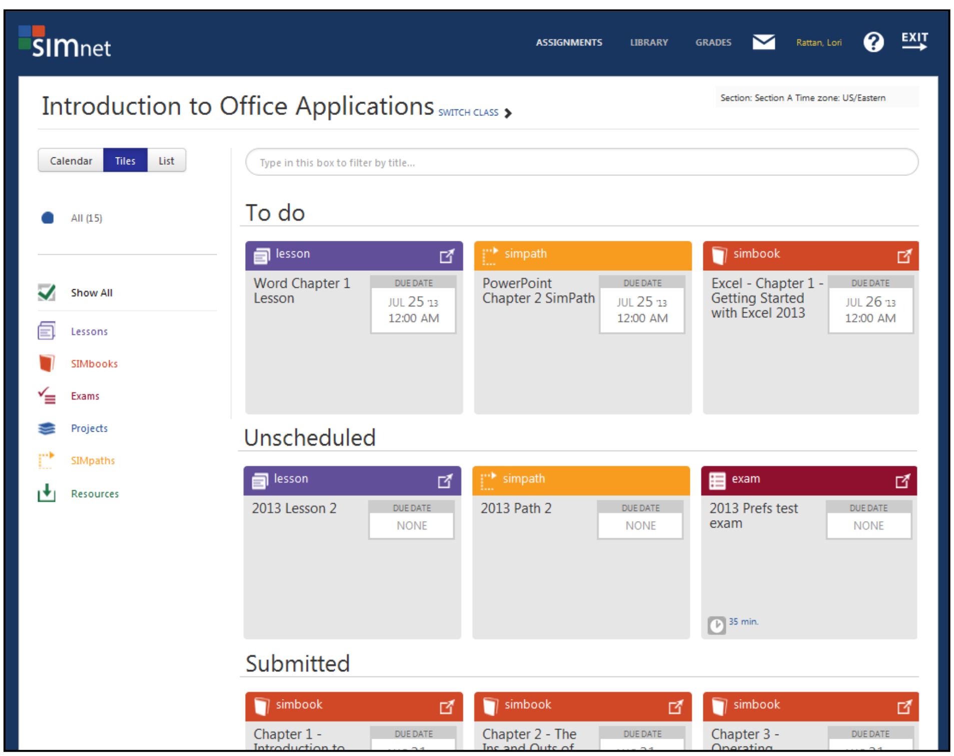
To view your assignments:

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.

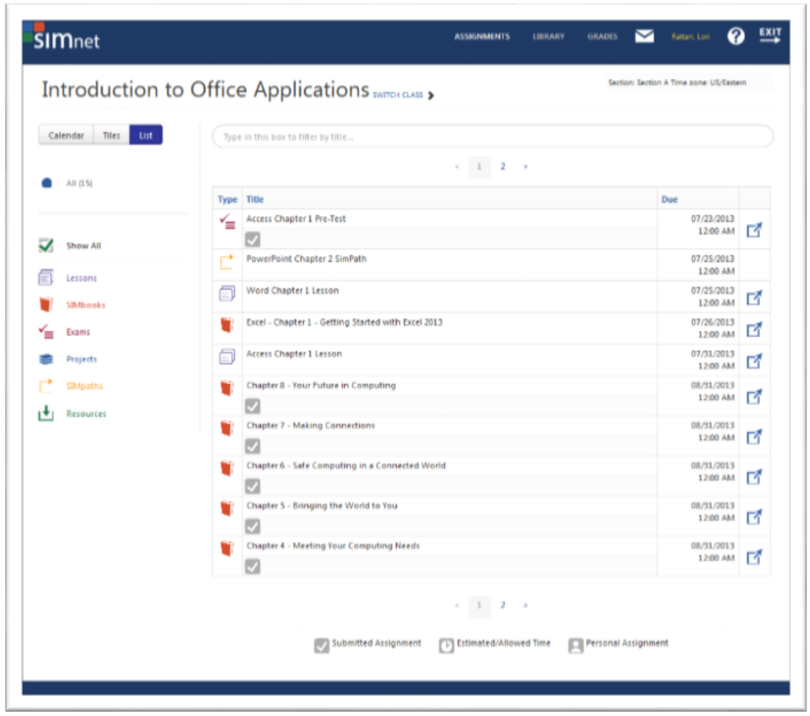
Tile View

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



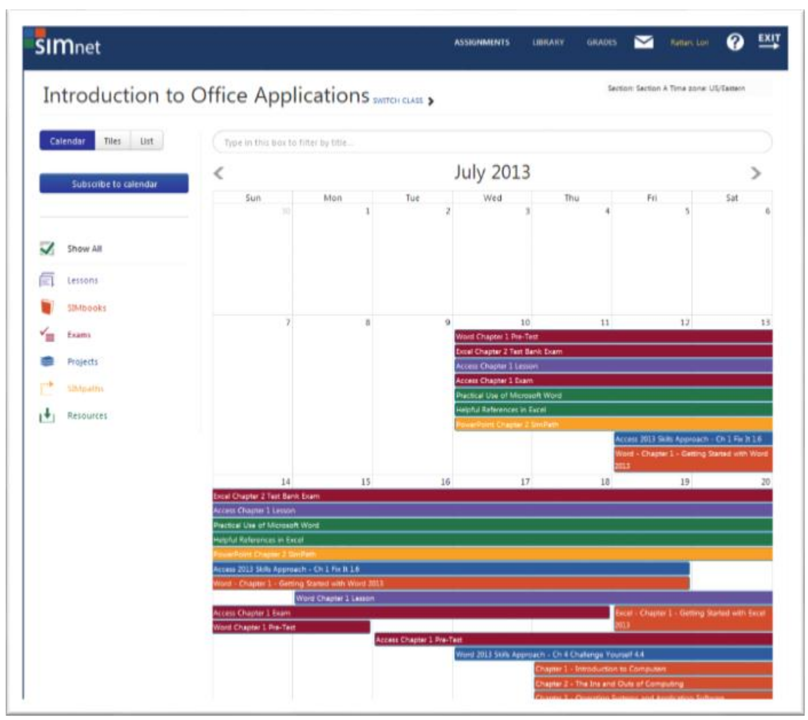
List View

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

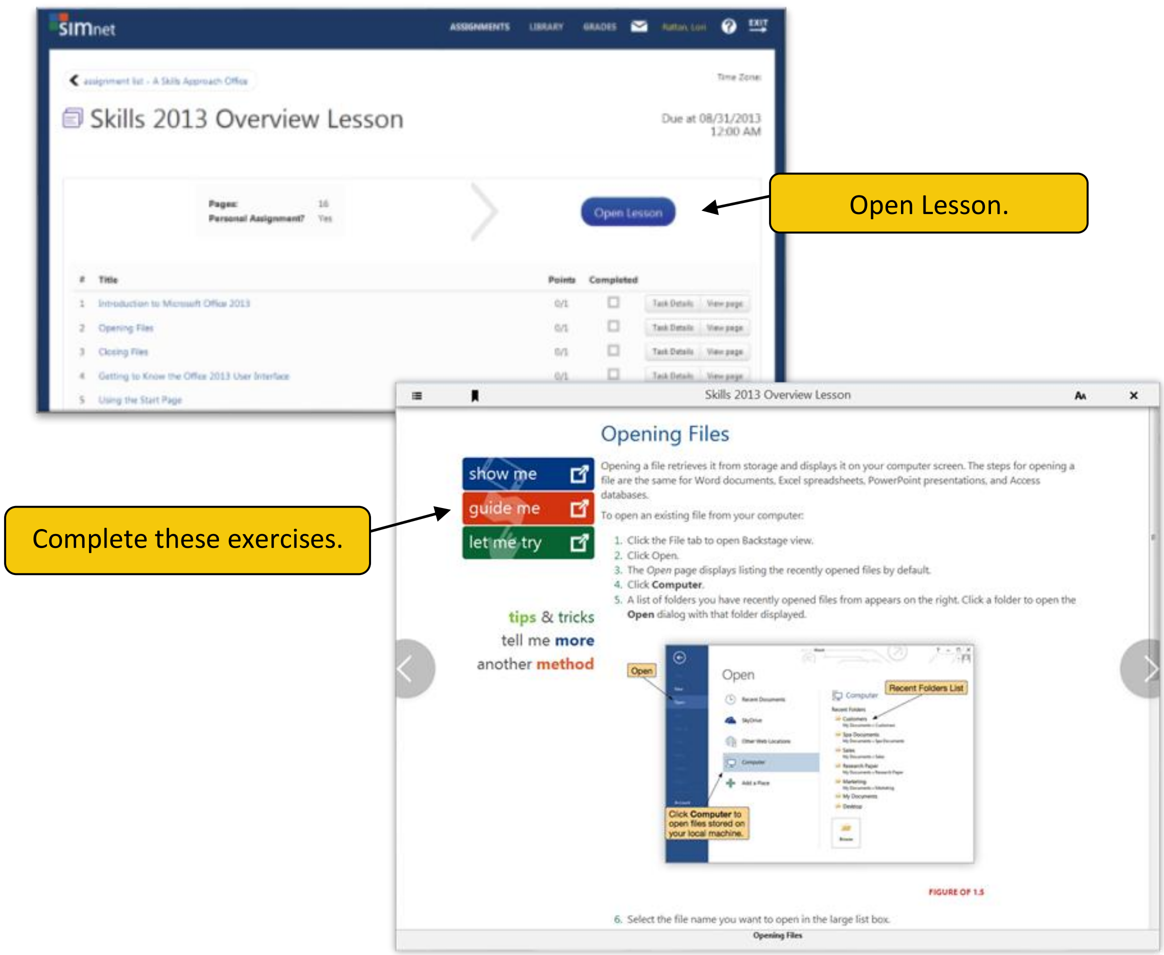
When viewing assignments in **Calendar** view, you can click the **Subscribe to calendar** button and follow the instructions for importing class assignments into your favorite calendar app. When your instructor changes an assignment date, your calendar app will update too.



Lessons

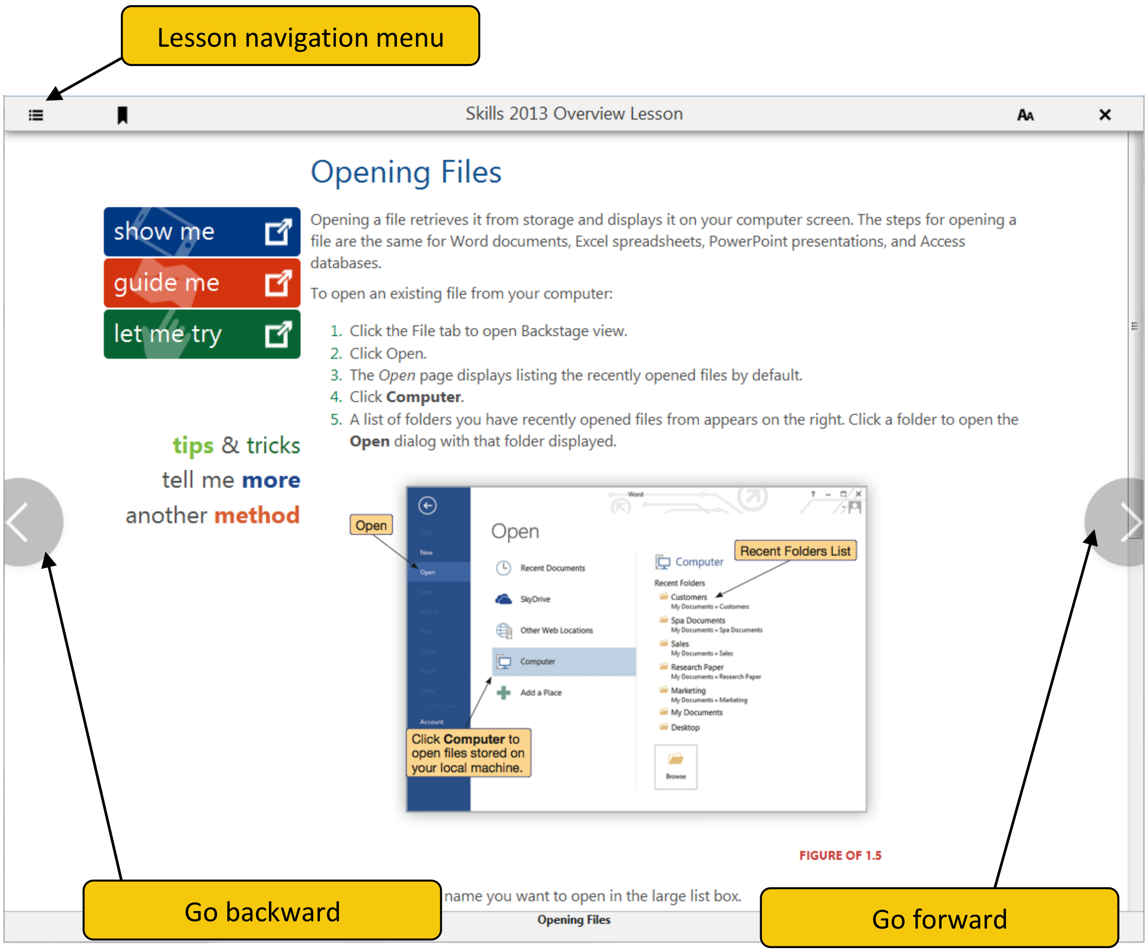
Taking a SIMnet lesson

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.*



Navigating Tasks in a Lesson

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



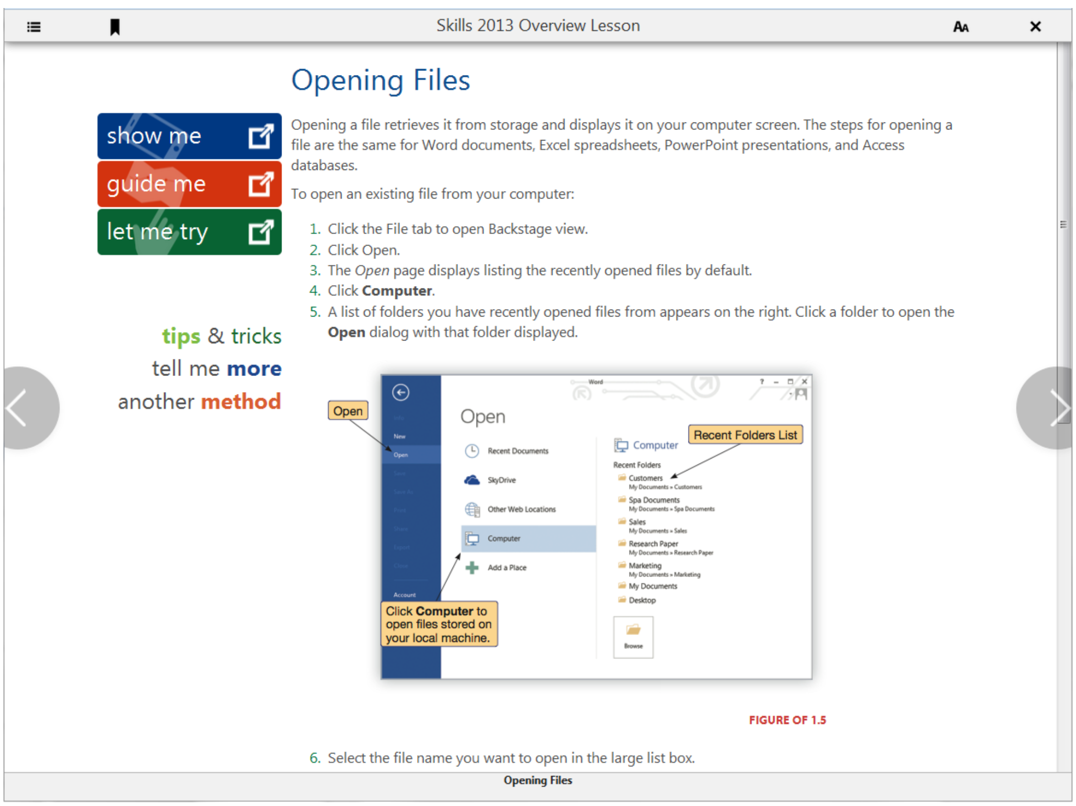
Completing the exercises in a lesson

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

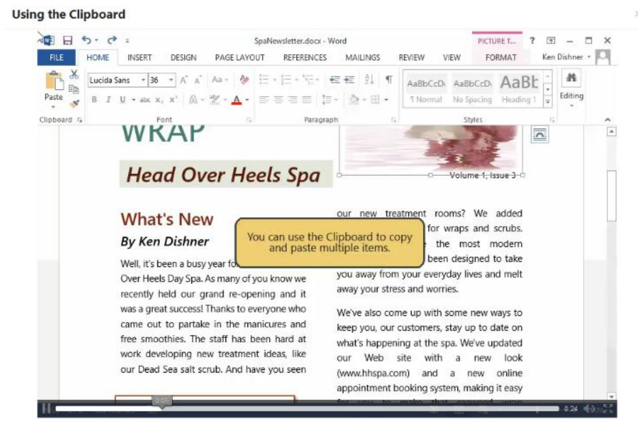
> *Show Me* - The Show Me exercise includes an animation with audio narration showing how to complete the task
>
> *Guide Me* - The Guide Me exercise includes a step-by-step interactive practice.
>
> *Let Me Try* - The Let Me Try exercise uses the same simulated application interface used in the exams. (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.)

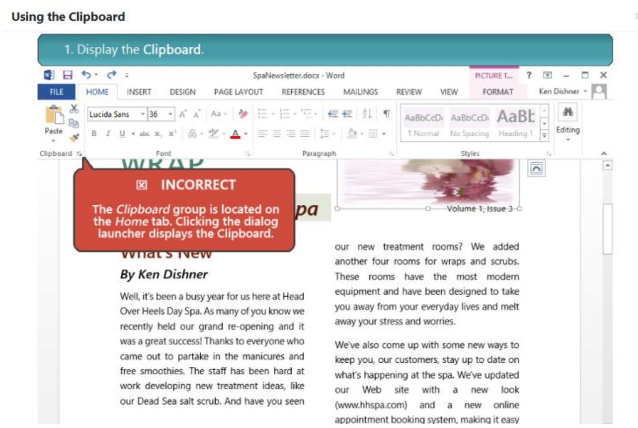


Completing the *Show Me*



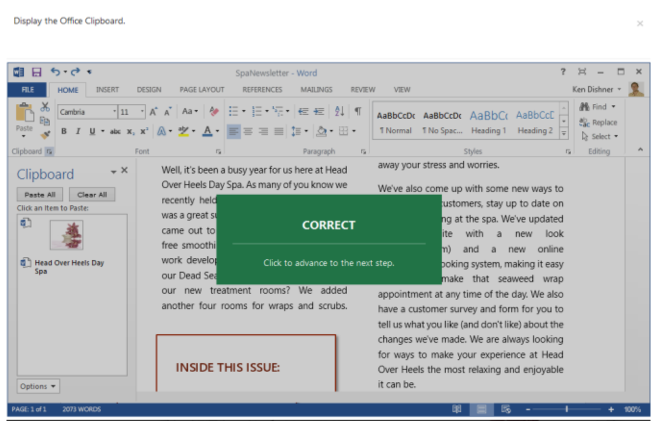
1. Click the **Show Me** button on the left side of the screen. The animation will automatically start.
2. Once the video ends, the window will automatically close and the **Show Me** button will display a checkmark.

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.

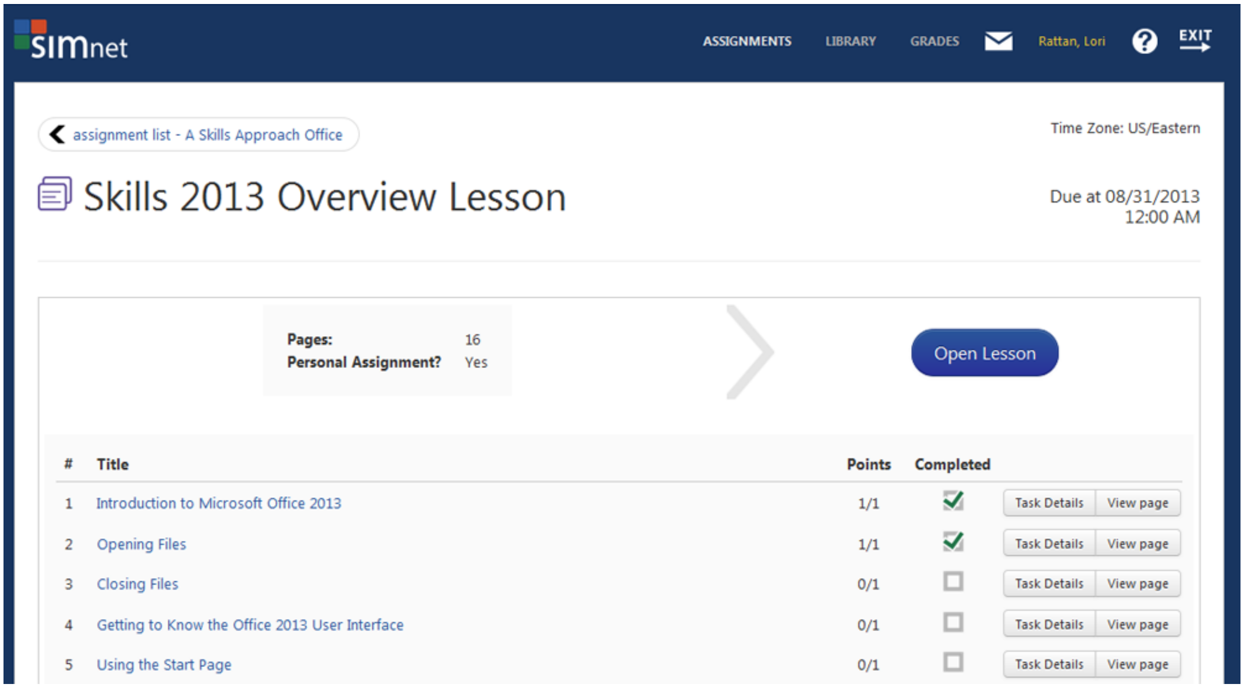
Completing the *Let Me Try*



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.

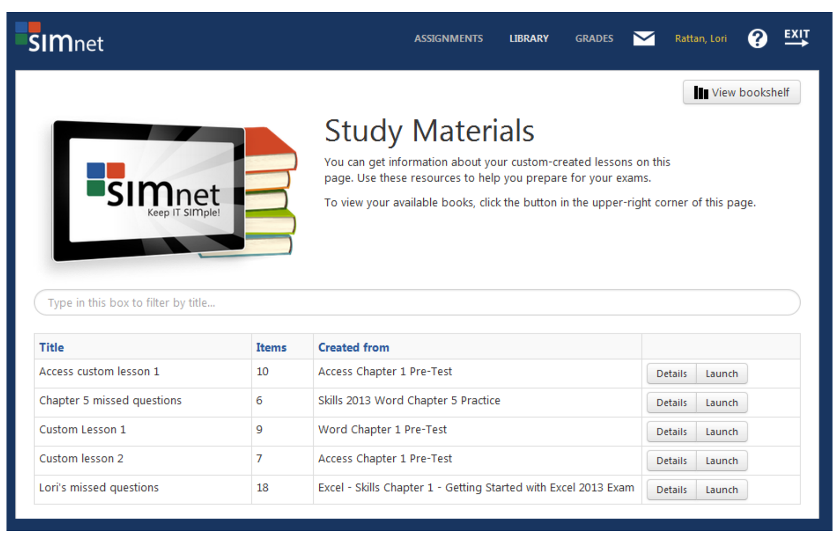
Viewing Lesson Results

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.



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.

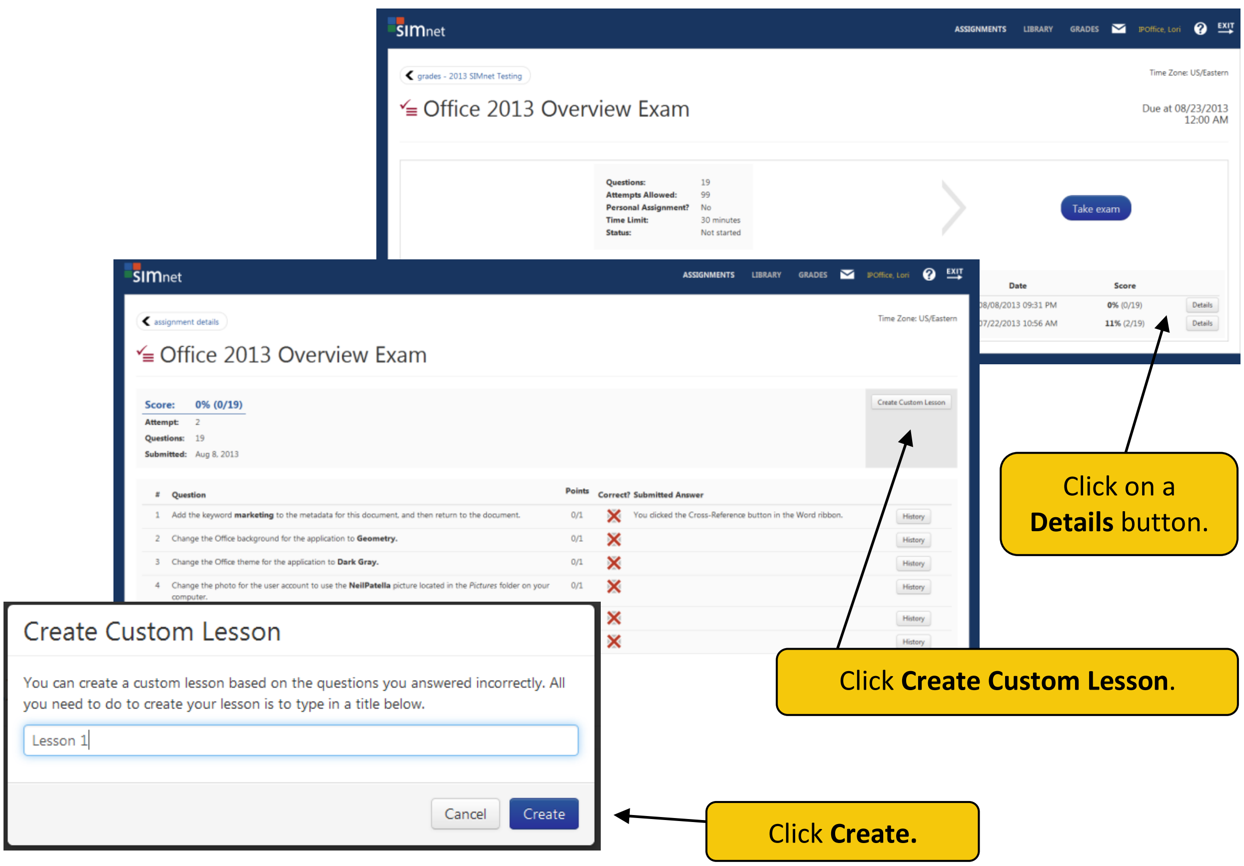


Creating a Custom Lesson

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

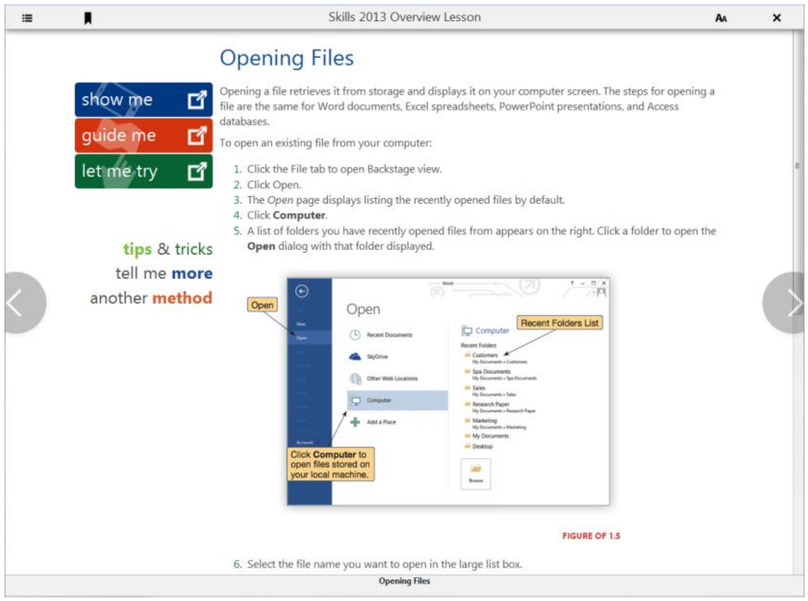
To create a custom lesson from an exam:

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 Lesso**n button, name your lesson, and then click the **Create** button.



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

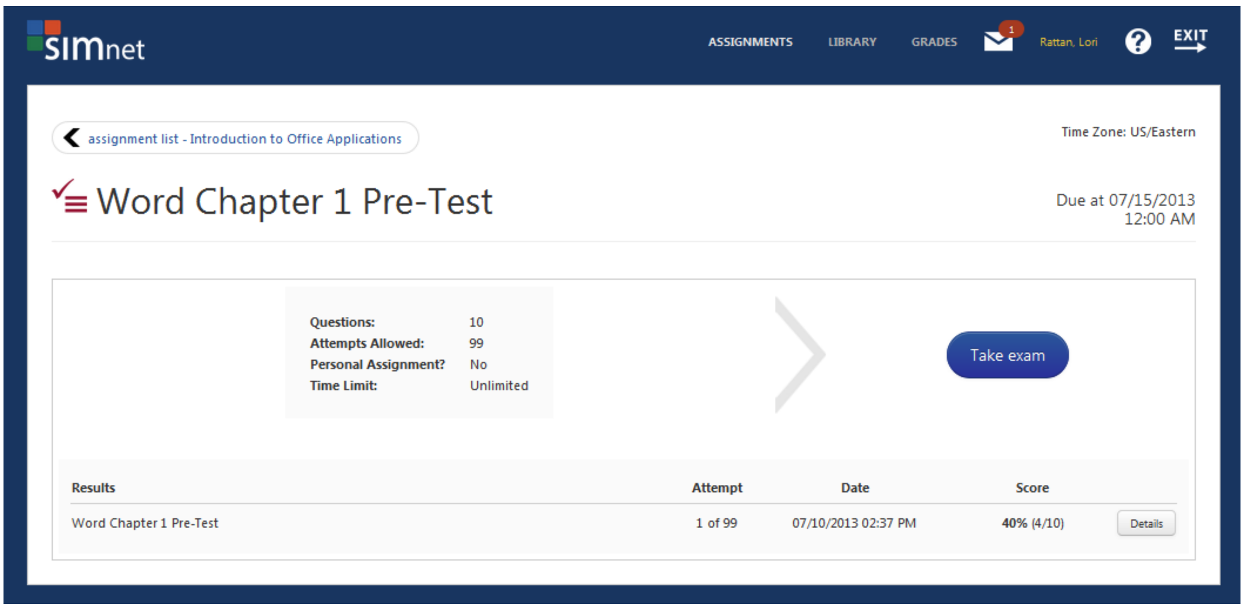
When you click the **X** link to exit the SIMbook, you will return to the **SIMbook** page. The **Completed** column will show you how many pages you have completed.

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.

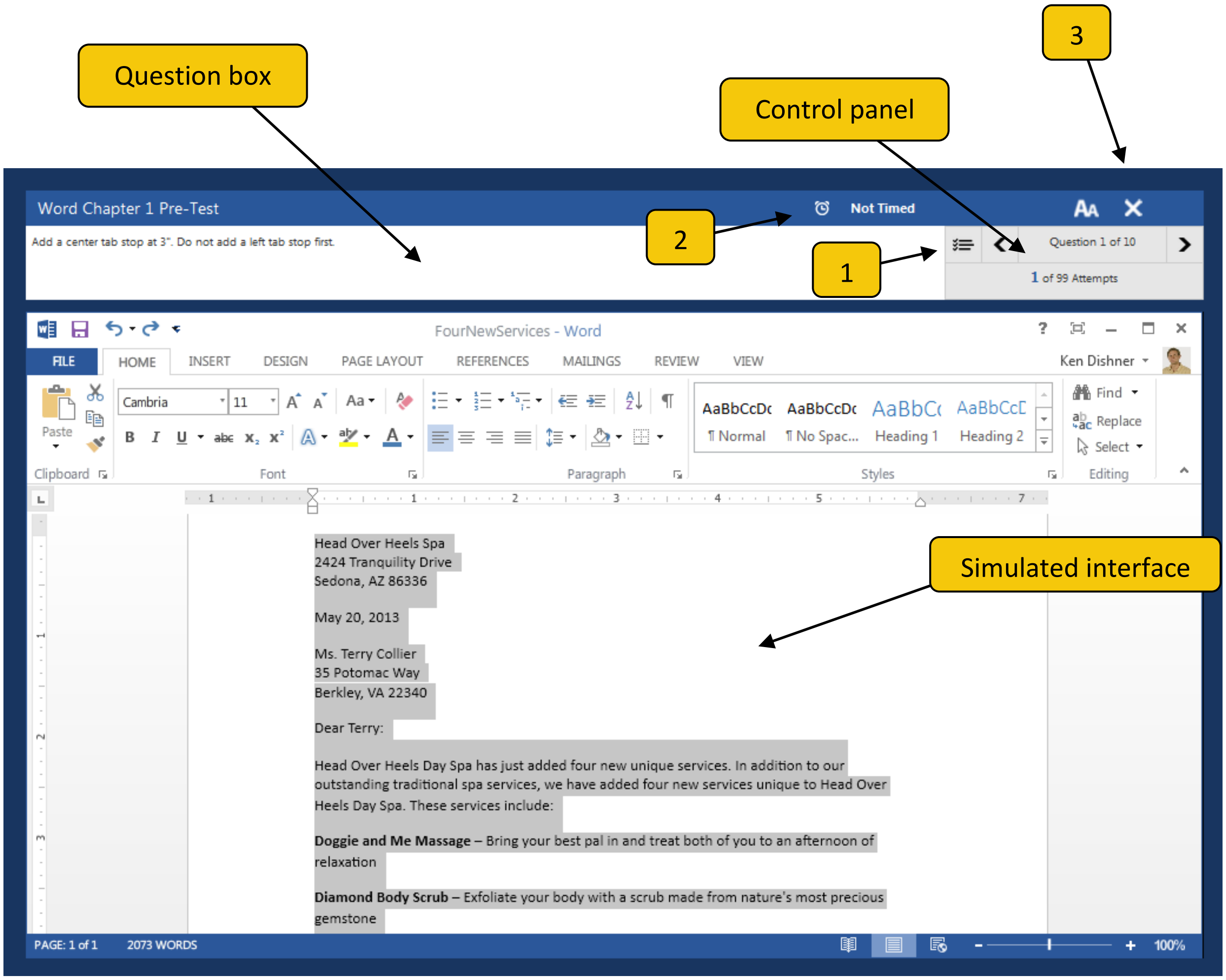
Taking an Exam

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.



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**.

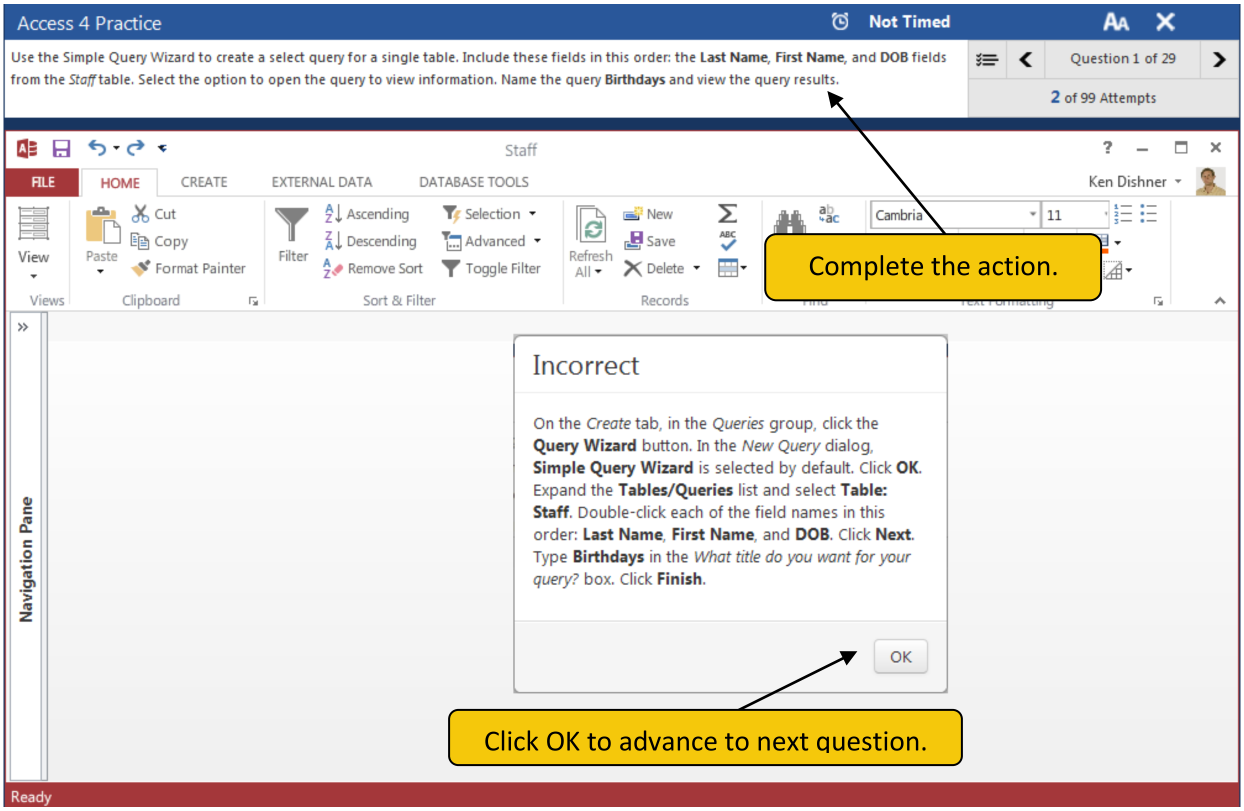


Use the **control panel** to navigate questions. Browse through the questions using the left and right buttons.

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.

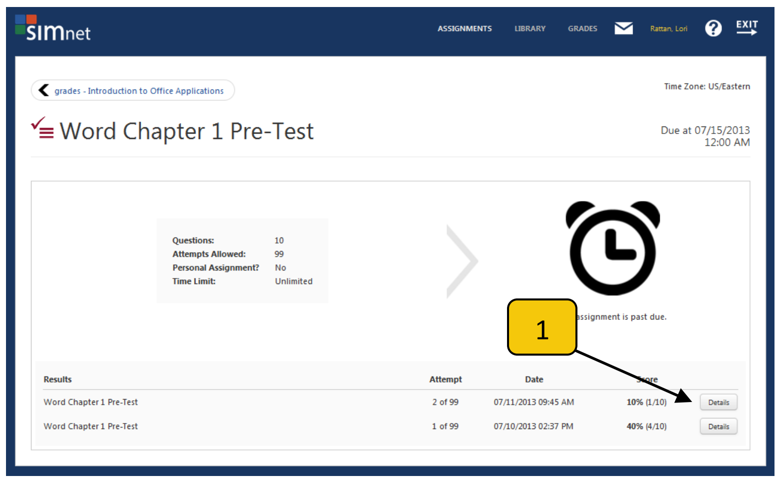
NOTE: If you end the exam and still have unanswered questions, SIMnet® will warn you and ask you to confirm that you really want to submit your answers.

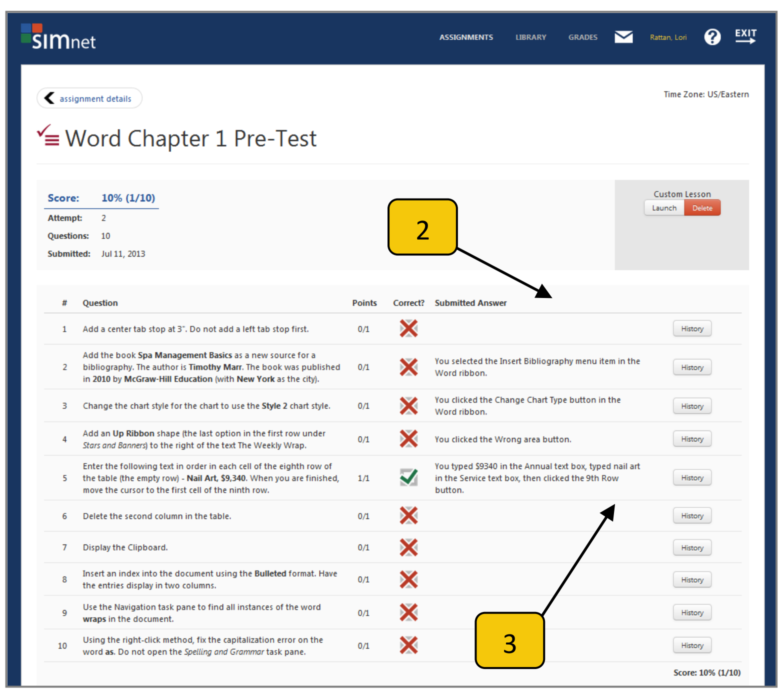
Viewing Exam Results

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.





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:

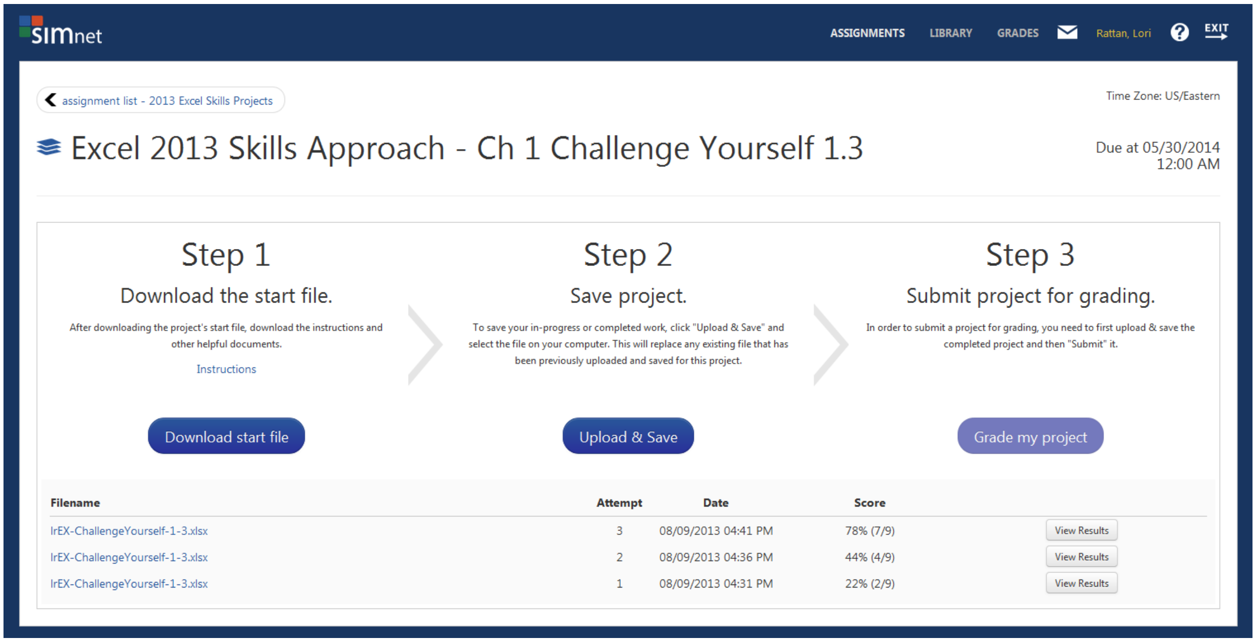
1. Click on a completed exam and click the **Details** button.
2. Click the **Create Custom Lesson** button.
3. Enter a lesson title and then click the **Create** button.
4. Click the **Launch** button to take the lesson immediately or access it later in the **LIBRARY.**

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.



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 comlpete 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

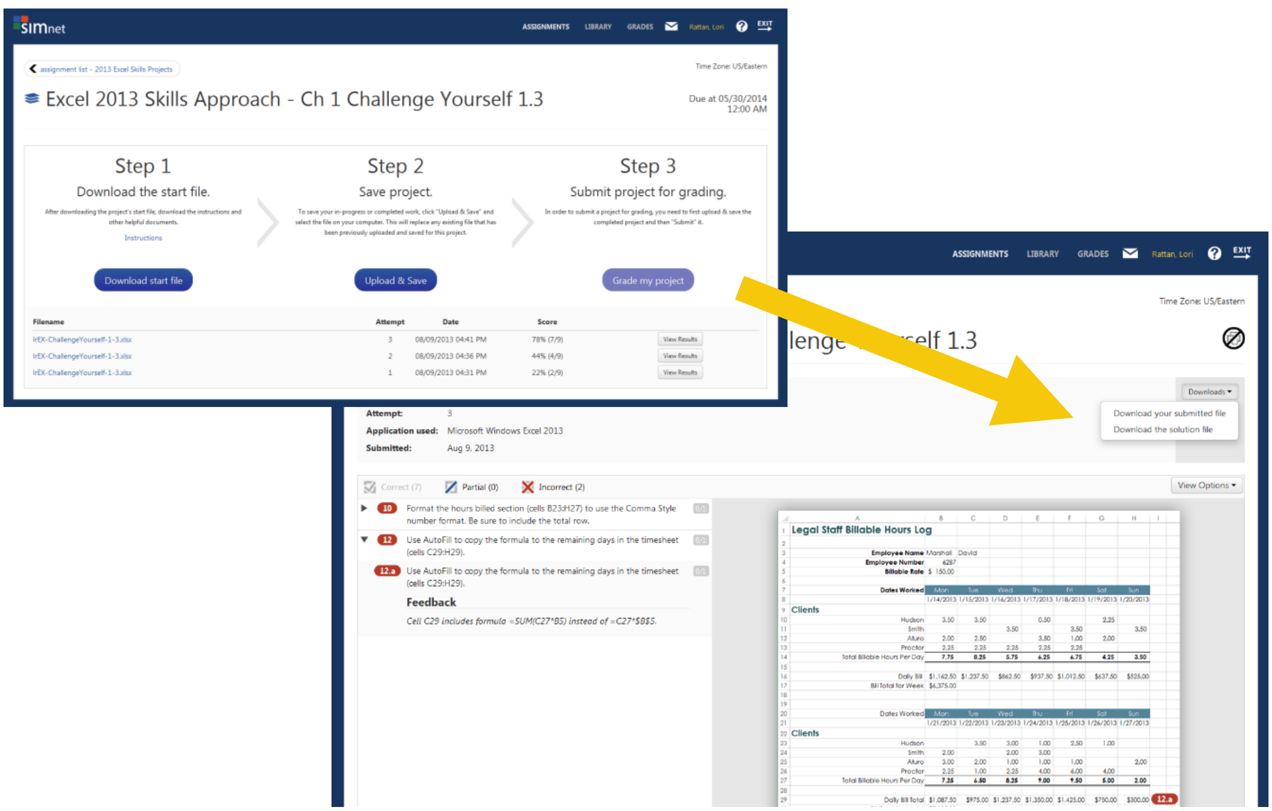
To submit a project for grading:

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.

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.

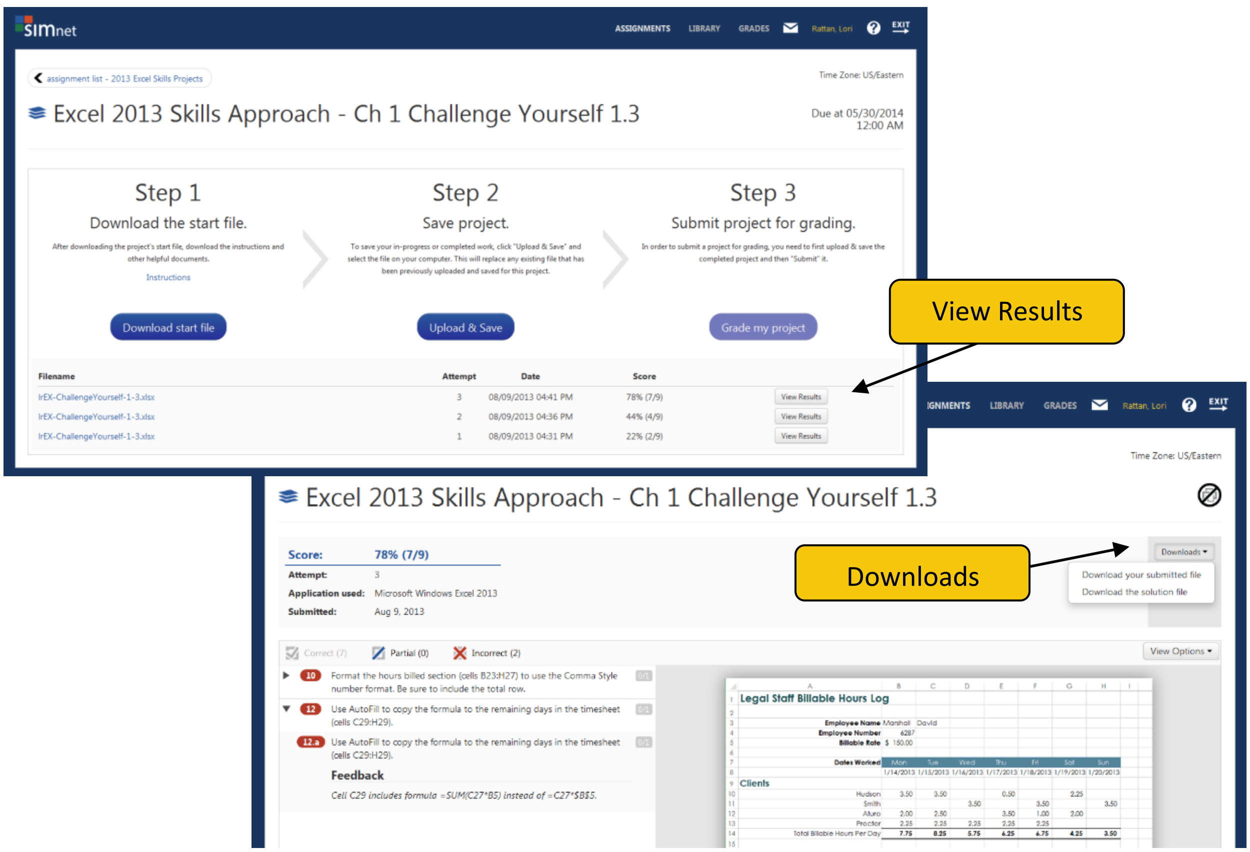


Downloading the Solution File

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.



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.

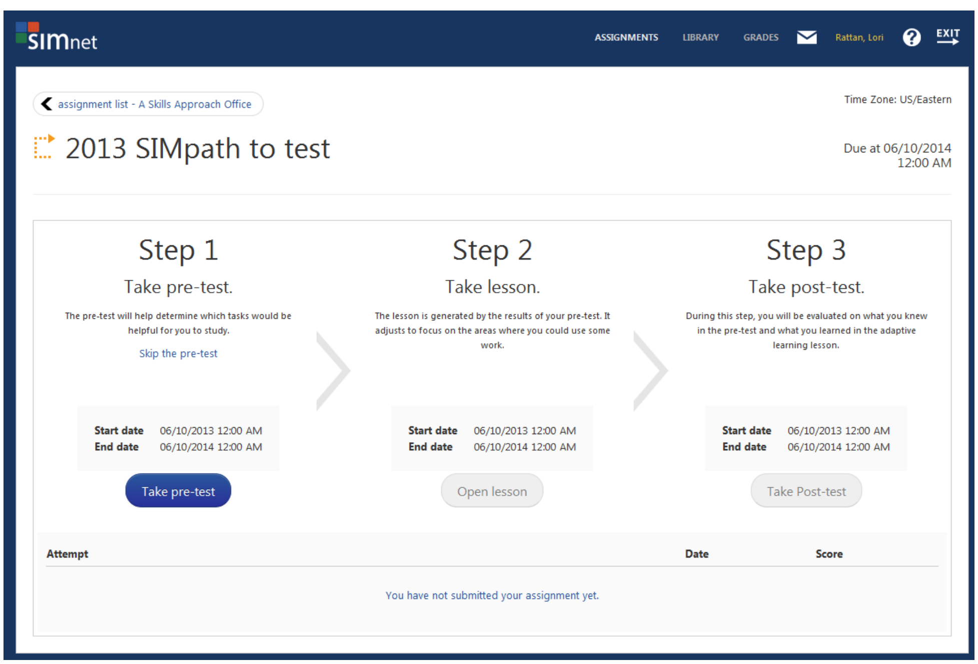
SIMpaths

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.



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

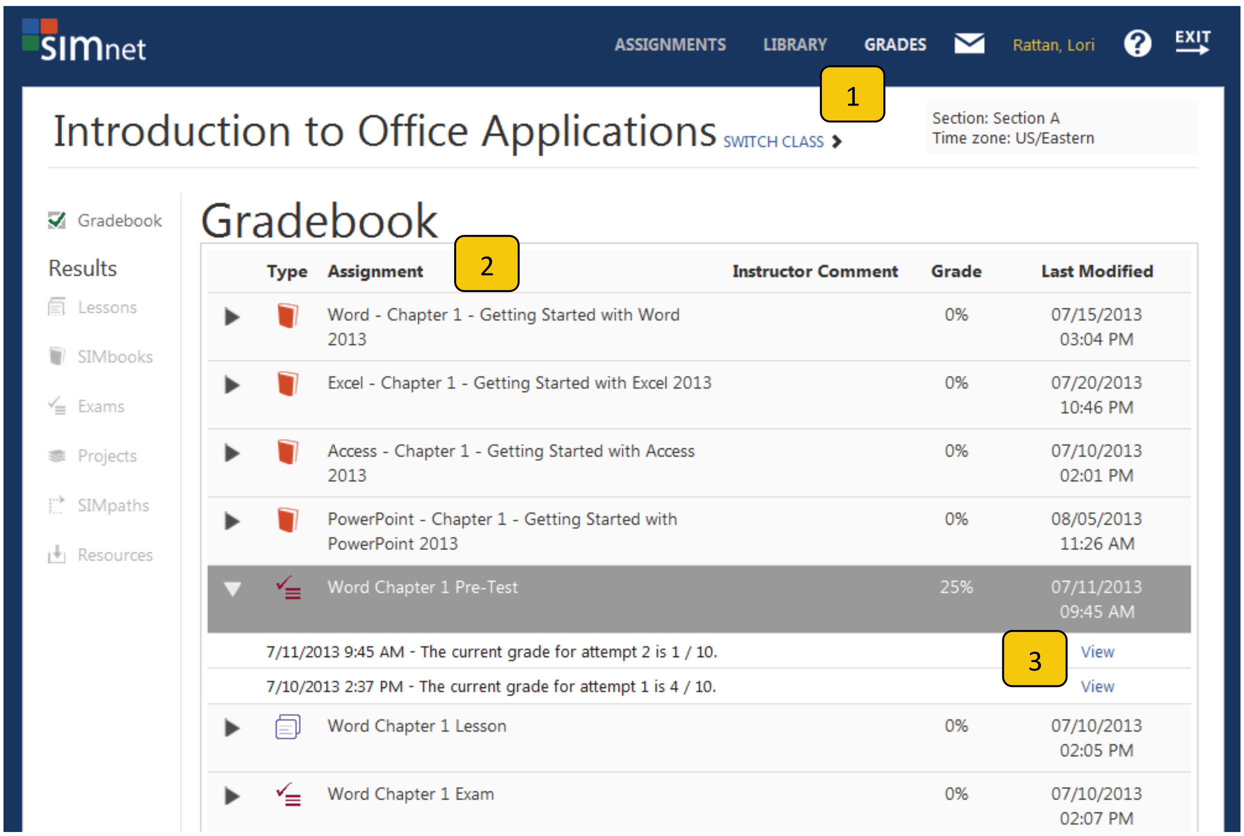
1. Click **ASSIGNMENTS**.
2. Click on **Resources**.
3. Click the **Resource title** you want to submit.
4. Click the **Upload & Save** button. Locate the file you want to submit, select it, and click **Open**.
5. Click the **Submit** button to submit your item for instructor review.

GRADES

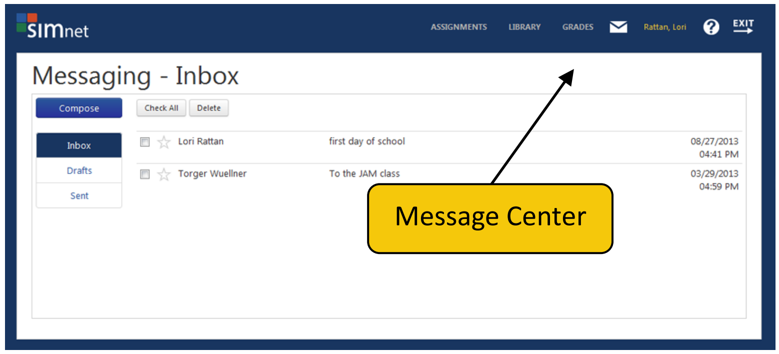
Your grades for all assignments will appear in the Gradebook. If the instructor uses another application to keep track of student grades, the Gradebook will not appear.

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.



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:

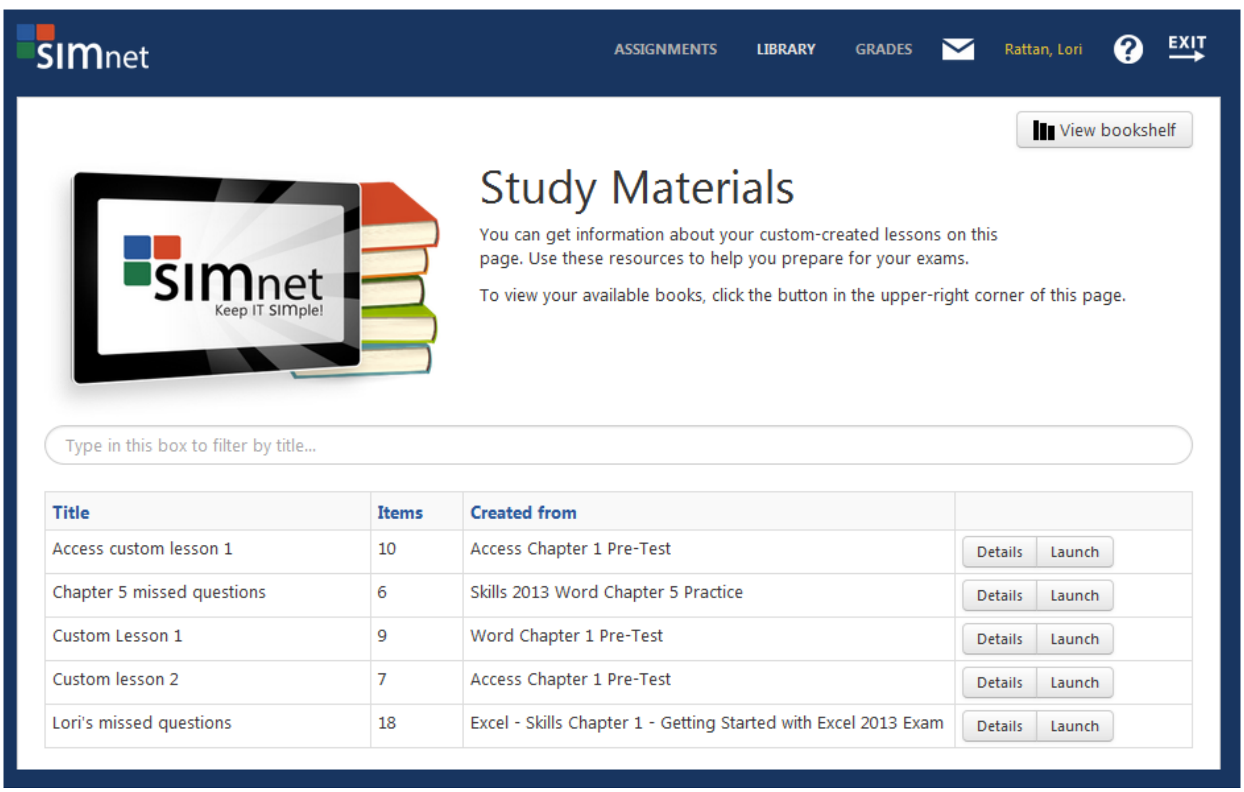
1. Click the **LIBRARY** link.
2. Click on the **Launch** button for the custom lesson you want to view.

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.

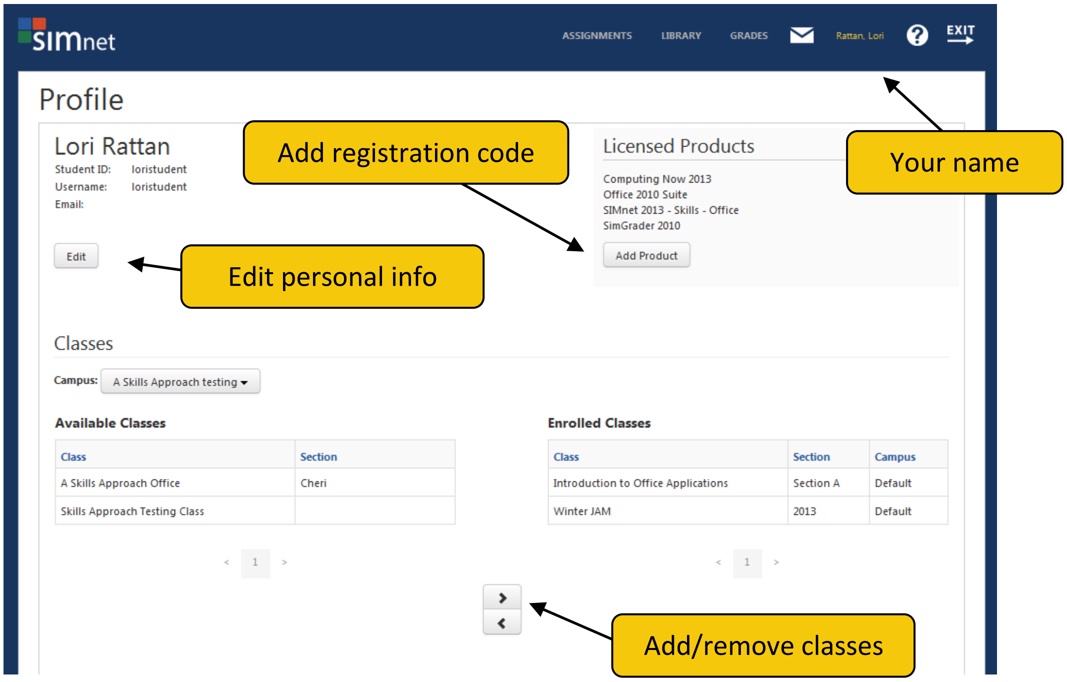
To view your textbooks and pre-installed self-study lessons:

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



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.



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