This document provides information on using LabSim software (an important part of your tutorial/lab lesson & assignment work) and on completing and documenting practical work for your assessment.

Contents
TUTORIAL/LAB SESSIONS ..................................................................................................................... 1
ASSIGNMENT SUBMISSION ................................................................................................................... 2
LOGGING INTO LABSIM ........................................................................................................................ 2
LABSIM SIMULATION DOCUMENTATION REQUIREMENTS .............................................................. 5
HOW TO MAKE SCREEN SHOTS FOR YOUR SIMULATIONS .......................................................... 6
COMPRESSING YOUR SCREEN-SHOTS IN YOUR WORD DOCUMENT ...........................................10
JUMPING IN AND OUT OF LABSIM SIMULATIONS .......................................................................11

Tutorial/Lab Sessions

Amongst other activities, your tutorial/lab sessions will include practical exercises as follows:

- LabSim “videos and demonstrations” (where you watch & listen). Videos & demonstrations are indicated by a screen  or  symbol in LABSIM

- LabSim “simulations” (where you perform systems administration tasks in a simulated environment). Simulation tasks are indicated by a mouse  symbol in LABSIM

- “Projects” (practical exercises performed on the PC)

The LabSim simulations need to be documented in Microsoft Word format in order for you to complete your assignments.

The best way to do this is to document your simulations in the required format “as you go” (as you complete them in weekly tutorial/lab lessons and/or at home).
Assignment Submission

Your assignment must be in Microsoft Word format, and must be submitted electronically by the due date. See: http://www.infocom.cqu.edu.au/help/Online_Assignment_Submission/

Your assignment must be submitted as a single Microsoft Word file.

Logging into LabSim

The stand-alone version of LabSim is installed in the CQU computer labs that are used for your tutorials/labs. This is the same version that comes with your textbook.

Students are expected to complete LabSim video lessons and simulations at CQU labs (and at home if necessary).

When you logon to LabSim in the CQU labs or at home it is important that you use your full name for the logon and as the identifier for progress reports, since you will be using screen-shots of the progress reports to show that you have completed the required LabSim video lessons and simulations.

To logon:

(1) Start the TestOut Navigator by doing one of the following:
   • Click the TestOut Navigator icon on the desktop
   • Start->All Programs->TestOut-> TestOut Navigator

(2) The TestOut Navigator logon window should open. Enter your Full Name in the Logon ID box and click Log On
(3) A window should open saying “Unknown student – do you want to register?” Click Yes

(4) The “Auto Register” window should open. In the “Name: (used in reports)” field type your full name again, then click OK
The TestOut Navigator window should now be open.

From here you can:

- click **Start** to start your course work

- Click **Progress Report** to show your progress report and take screen-shots to be pasted into a word document and submitted for your assignments (see How to Make Screen Shots for your Simulations on page 6)
**Important Note:** If you are using Lab PCs to complete LabSim exercises in tutorials or otherwise, your student progress information will not be kept between logons. It is therefore important that you take screen shots of your LabSim progress report at the end of each logon so that you can show proof that you have completed the required LabSim exercises (for your assignments).

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**LabSim Simulation Documentation Requirements**

You are required to complete the LabSim Simulations and provide evidence of their completion in your assignments. The software requires you to perform computer administration tasks in a simulated computer environment - indicated by a mouse symbol in LabSim).

**Documenting LabSim Simulations:**

Simulation tasks are indicated by a mouse symbol in LABSIM.

After completing all LABSIM simulation exercises from the tutorials for each week (weeks 1-5), you need to take a screen-shot your Progress Report (obtainable from the main menu of the LABSIM software) and paste this into your assignment document.

**Important:** Your FULL NAME must appear at the top of the progress report.

Note: this is the only acceptable method of submitting the progress report, since your assignment needs to be submitted electronically as a Microsoft Word document. Reports printed to paper (by pressing the print button on the progress report screen) and submitted will not receive any marks.

Below is an example of a progress report screen with all simulation tasks completed for the week 1 tutorial (LABSIM section 0.0). Note that for full marks in this section your progress report should show every simulation task completed (i.e. with at least one score of 100 against each section name) for the following LABSIM sections:

- 0.1.2 Create a local user account
- 0.1.3 Change the account type
- 0.1.7 Create Domain User Account
- 0.1.8 Disable A User Account
- 0.1.9 Reset the Password
- 0.2.3 Create a User
Note that it does not matter if you have attempted a LABSIM simulation task (section name) several times in order to obtain a score of 100 (for example, in the screen shot above the student attempted “Create a User” three times and was successful on the third time with a score of 100).

This task will be easily completed if you take the progress report screen shot each week when completing the tutorials.

### How to Make Screen Shots for your Simulations

**Taking a screen shot of your LabSim reports:**
Note: the screen-shots used in this document have been made using this method.

To open your LabSim progress report: either close the LabSim course window you are in (and you should be taken back to the TestOut Navigator window) or open the TestOut Navigator window as per the instructions above “Logging into LabSim”.
In the TestOut Navigator window click **Progress Report** to show your progress report.

Press *Alt* and *Print Scrn* at the same time to take a screen shot of your progress report. Then to paste this into your Word document, click on the document in the position that you want the image to be pasted to, then press *Ctrl* and *V* at the same time (alternatively, press *Shift* and *Insert* at the same time).

**Important:**

Make sure that you resize (by dragging with the mouse) the line that marks the column titled ‘Section Name’ so that the section name is readable (see example screen shots 1 below).

If all of the items in the “Section Name” column don’t display in a single screen shot, you’ll need to grab the right-hand side scroll bar, and scroll the list down, taking as many screen shots as necessary to show that you have completed all simulations (see example screen shots 2 below).

**Example screen shots 1:**

![Example Screen Shot 1](image-url)
Example screen shots 2:
Take the first screen shot.....

Scroll the list down to display more items then take more screen shots......
Compressing Your Screen-Shots in Your Word Document

It is important to minimise the size of your MS Word file by ‘compressing’ the screen shots that you past in.

To do this:

Right-click a screen-shot in the MS Word document.
Select Format Picture or Format Object from the drop-down menu.

The Format Picture or Format Object dialogue will appear:

Click Compress

The Compress Picture dialogue will appear:
Select All pictures in document and select Web/Screen and click OK.

Click OK.

**Jumping in and out of LabSim simulations**

When you are in a LabSim simulation, you can ‘jump out’ of the simulation by holding down the Alt key and pressing the Tab key until you select the green arrow symbol, then release all keys.

This will bring up a window as follows:

Click Leave Simulation to return to the main LabSim window.

To go back to the simulation where you left off, click the Restore Simulation button in the main LabSim window.