# Instructor Access to the BACCC's NETLAB+ Private Cloud Virtual Lab – QUICK START

With your Instructor Account (provided by your College Lead) you have full control of your *Classes*, *Student Enrollment*, and *Content*

You will be able to manage classes, create new classes, edit class information, add other instructors, manage your class roster and add content to your classes.
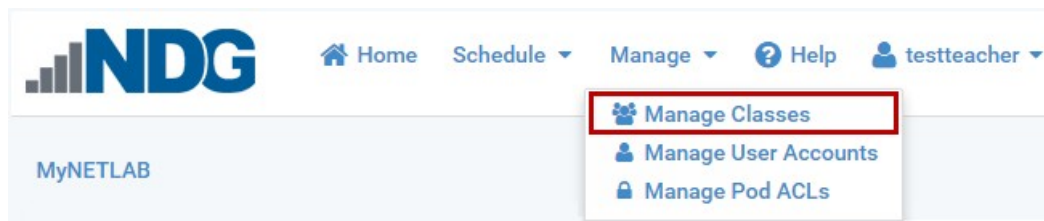
Through a web browser session, you will be able to access the remote lab by using the following url: https://openlab.bayict.cabrillo.edu/home.cgi
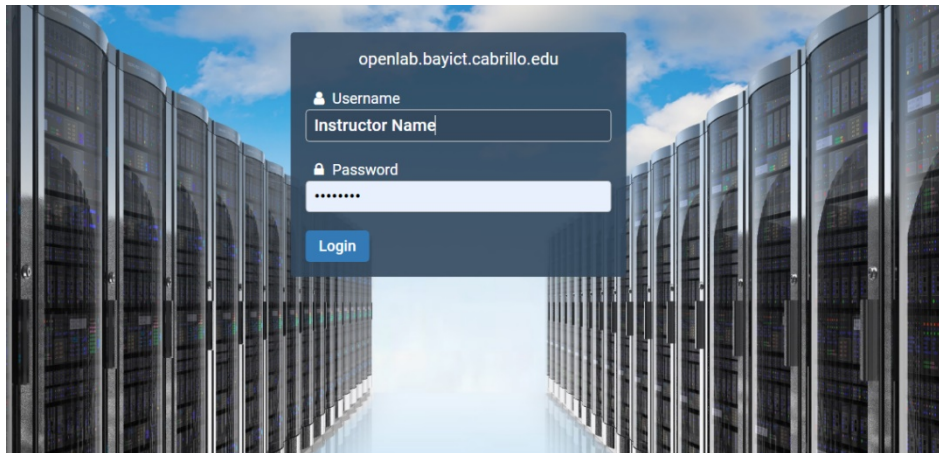
Manage Classes

Information for each class using the NETLAB+ system must be entered. To manage classes and rosters, click **Manage** in the upper-right corner of the Home page and select the **Manage Classes** dropdown option.

A list of classes that could be created in your community (your college) and will be displayed here. Classes are listed with the name of the class, lead instructor, the number enrolled, and end date (if specified).

ID	Name	Leads	Enrolled	End Date	Action
605	Adobe Fall 2020	Richard Training	3	None	▼
587	AutoDesk Fall 2020	Richard Training	0	None	▼
588	MSOffice Fall 2020	Richard Training	0	None	▼
589	Quickbooks Fall 2020	Richard Training	0	None	▼

Community: Training   Search

Show 25 entries   Showing 1 to 5 of 5 items   < 1 >

Add Classes

1. To add a class to the system, select the **Add Class** button at the bottom of the Classes page

2. Enter the class information into the **New Class** form. The **Name** field is required; other fields may be filled out now (refer to the field descriptions below), or later through the Edit function. Click **Submit**.

Edit Class Information - Follow the steps below to edit information for a class.

1. Edit the information for an existing class by clicking the class name in the class list displayed on the class manager page. Here, we will select the record for the recently created **MSOffice Fall 2020** class.

2. A page showing the current settings for the class will be displayed. Select the **Edit** button to make the information for the displayed class available for editing.

Notice the options available from the Settings tab of the class details page that provide additional data about the class. These options are also available from the MyNETLAB page, but selecting them from this page allows easy access to class level information:

- The **View Reservations** option will display a list of scheduled lab reservations for this class (see the *View or Cancel Reservations* section for details).
- Select the option to **View Class Lab Usage** to view lab usage statistics for this class (see the *Lab Usage* section for details).

3. A page showing the current settings for the class will be displayed. Select the Edit button to make the information for the displayed class available for editing.

4. The fields on the class edit page are identical to those on the new class page. Edit the information as needed. When you have finished editing, click Submit.

Manage a Class Roster

A class *roster* is a list of members, which may include student accounts, instructor accounts, or both. All members must belong to the same community. A class may contain one or more *lead instructors* (trainers). All other users in the roster (who are not leads) are *learners*.

As students join and withdraw from a class, you will need to make periodic changes to the class roster. Details are provided in the subsections below.

Add Learners to the Class Roster

One method of adding learners to a class is to select learners from the list of user accounts in the community. This is a good approach when accounts have already been created for the learners that you want to add to the class roster.

> ⏳ Learners can also be assigned to a class during the process of creating a user account. See the *Manage User Accounts* section for details.

1. Select the **Roster** tab on the class page to add learners.

2. A list of learners assigned to the class will be displayed, or the page will indicate that learners have not yet been added to the class roster. Click the Add Learners button.

3. A list of the user accounts in the community will be displayed. The list includes both instructors and students.
4. Add learners to the class roster by clicking the appropriate Select checkbox(es) and then click the **Add Selected** button.

The learners are now listed in the class roster. Notice that the date of the Last Login into NETLAB+ is listed for each class member.

View User Account Details from the Class Roster

There are several options available from the class roster that allow you to view additional information pertinent to individual class members, including viewing user account details. Click the **Action** dropdown on any of the detail rows and select **View User Account**.

Add Content to a Class

Selecting the content for a class will make available the appropriate instructional material (typically, lab exercises for scheduled lab reservations).

Select the Content tab on the class record and click the **Add Content** button.

A list of **Available Lab Content** is displayed. In the example below, the content for NDG Ethical Hacking is selected for the class.

The Available Lab Content on your system will vary, depending on the courses that have been added to your NETLAB+ system and the vendor programs in which your organization participates.

Available Lab Content

Name	Author ID	GID	Scope	Select
MCSA-70-740	SR388MCSA740	...4758	Global	☐
MCSA-70-741	SR388MCSA741	...D2B7	Global	☐
MCSA-70-742	SR388MCSA742	...630E	Global	☐
Microsoft Office 2016	SR388MO2016	...DF11	Global	Registered
NISGTC Ethical Hacking	DOLEH	...9FB1	Global	☐
NISGTC Forensics	DOLF	...367C	Global	☐
Oracle Labs	42	...5C5F	Global	☐
QuickBooks_2020	SR388QB2020	...6147	Global	☑

Show 100 ▼ entries   Showing 1 to 100 of 115 items   < 1 2 >

Cancel   ⊕ Add Selected Content

Click the **Add Selected Content** button. A message will confirm that the content has been added.

✔ 1 selected content item(s) were added.

👍 OK

Click **OK** to return to the class details.

Quickbooks 2020 is now included in the content list. The total number of **Labs** performed and number of **Hours** of lab reservation time currently indicate zero, since the content has just been added.

Settings	Leads ❶	Roster ❸	Content		
Name				▲	Action
Microsoft Office 2016					▼
QuickBooks_2020					▼

Manage User Accounts

This function is used to add, delete, and modify user account information. A student account should be created for each student to allow them to participate in lab reservations.

> **As an instructor with normal privileges, you have access to manage student accounts.** Instructor accounts may be managed by instructors with community administrator privileges or system-wide privileges, or the administrator. Contact your NETLAB+ Administrator if your responsibilities require that your privilege level be modified.

To manage user accounts, click **Manage** in the upper-right corner of the Home page and select the **Manage User Accounts** dropdown option.

A list of all users in the community will be displayed.

	Username	Sorted Name	Email	Type	Last Login	Action	
	Arya	Stark, Arya		Student	2020-04-21 22:23	▼	☐
	JStudent	Student, Joe		Student	2020-04-24 18:08	▼	☐
	LLearner	Learner, Larry		Student	never logged in	▼	☐
	Rgrotegut	Grotegut, Richard		Instructor	2020-04-26 14:42	▼	☐

Show 25 ▼ entries   Showing **1** to **15** of **15** items   < **1** >

Add Accounts   **Import Accounts**   Selected Items ▼

Entering Account Data

An account should be created for each user to allow them to participate in labs and have access to content.

Select the **Add Accounts** button at the bottom of the user account list.

The New Account page will be displayed. Complete the form with the appropriate details for the new user. Refer to the field descriptions at the end of this section. In the example below, a student account is being created for user *GNewsom*

Select **Submit** at the bottom of the page to add the new account to the system.

A confirmation message will indicate that the account has been added. Select **Add More Users** to add more accounts or select **Done** to return to the Accounts list.
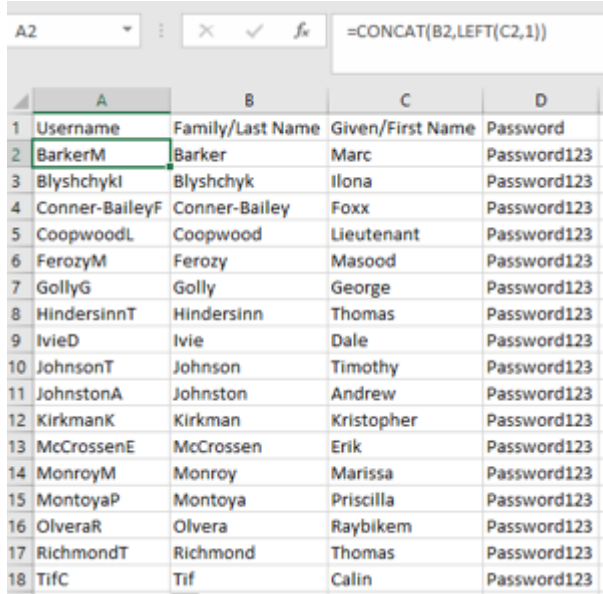
HOW TO SET UP BULK STUDENT USER ACCOUNTS IN NETLAB+ VE

Much time can be saved by creating all of your NETLAB+ student user accounts in bulk, instead of adding each user account individually. Below are instructions on how to import bulk user accounts into your NETLAB+ VE courses.

1. Convert your class roster into a comma limited .txt or .csv file

Most colleges provide an online/digital copy of your roster, and many provide the roster in Excel format. Whether you copy/paste the student data, enter the data manually, or are provided with an Excel file, the data must be in the following format:

A2	▼	⋮	×	✓	fx	=CONCAT(B2,LEFT(C2,1))

	A	B	C	D
1	Username	Family/Last Name	Given/First Name	Password
2	BarkerM	Barker	Marc	Password123
3	BlyshchykI	Blyshchyk	Ilona	Password123
4	Conner-BaileyF	Conner-Bailey	Foxx	Password123
5	CoopwoodL	Coopwood	Lieutenant	Password123
6	FerozyM	Ferozy	Masood	Password123
7	GollyG	Golly	George	Password123
8	HindersinnT	Hindersinn	Thomas	Password123
9	IvieD	Ivie	Dale	Password123
10	JohnsonT	Johnson	Timothy	Password123
11	JohnstonA	Johnston	Andrew	Password123
12	KirkmanK	Kirkman	Kristopher	Password123
13	McCrossenE	McCrossen	Erik	Password123
14	MonroyM	Monroy	Marissa	Password123
15	MontoyaP	Montoya	Priscilla	Password123
16	OlveraR	Olvera	Raybikem	Password123
17	RichmondT	Richmond	Thomas	Password123
18	TifC	Tif	Calin	Password123

*Note: At a minimum, you must include the following fields:

Username: You may use whatever format you like here. I happen to use last name + first initial of first name. In order to make this easier, I set up a formula to create my Username, which you can see in the formula bar.
Family/Last Name: Self explanatory
Given/First Name: Self explanatory
Optional: Password - You can set the password here if you wish. If you don't include this field in the file, you can set the initial default password for all the user accounts you're importing on the "Import Accounts" screen. (See Step 6) The user will be required change the password during their first login.

Once the file is in the above format, you must save it as a .txt or .csv file.

2. From the home screen, go to the manage drop-down, and select manage user accounts
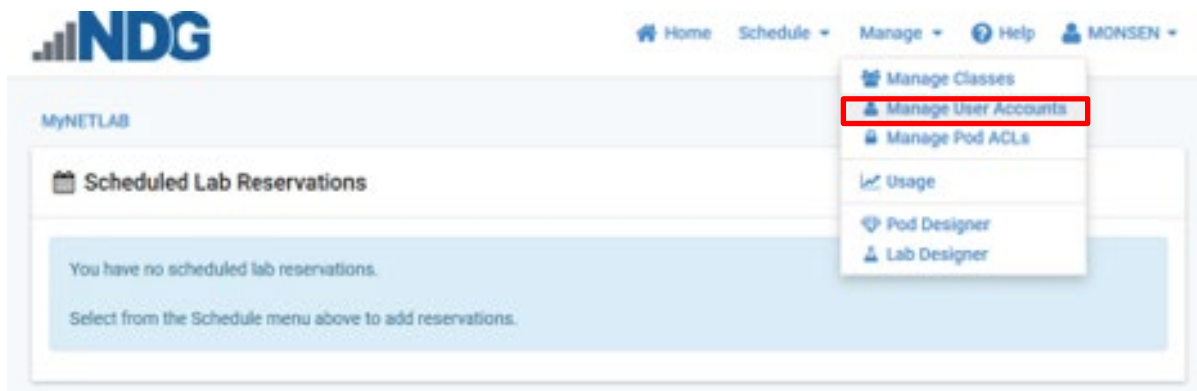
3. From the accounts screen, select import accounts

Username		Sorted Name	Email	Type	Last Login	Action	
	Arya	Stark, Arya		Student	2020-04-21 22:23	▾	☐
	JStudent	Student, Joe		Student	2020-04-24 18:08	▾	☐
	LLearner	Learner, Larry		Student	never logged in	▾	☐
	Rgrotegut	Grotegut, Richard		Instructor	2020-04-26 14:42	▾	☐

Show 25 ▼ entries   Showing 1 to 15 of 15 items   ‹ 1 ›

⊕ Add Accounts   **👤 Import Accounts**   Selected Items ▾

4. From the import accounts screen, select the browse button. Browse to your file location, select the (.txt or .csv) file you created in step 1, then select the submit button.

Account information may be imported into NETLAB+ from a file with these characteristics:

1. The file must be in a comma or tab delimited file format (*.csv or *.txt).
2. The first row of the file may contain column headers that identify each field to import.
3. The file may contain additional, extraneous columns of data. You will select which columns are used by NETLAB+.

For more information on how to import accounts, please refer to the Help menu above.

Click "Submit" to continue.

👤 Import Accounts

Import File   [   ] ⬆

✔ Submit   **✖ Cancel**   **❓ Help**