SIMNET® ONLINE PROJECTS BEST PRACTICES

- **Always** use the project instructions provided **online** and follow them in order.
- **Always** begin a project with the provided **Start** file; **do not** start a project in a file that you created yourself.
- **Always** use the correct version of the MS Office software to complete your project.
- **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** switch between a Windows and a Mac based computers while completing your project.
- **Do not** include the SAMPLE SOUTION watermark in your solution files as seen in the solution file PDFs.

Determine Your Version of Microsoft Office

Different versions of Microsoft Office have different features, menu options, themes and styles. Use the correct version of the MS Office software to complete your project. All 2016 Word, Excel and PowerPoint projects have been adapted for Macintosh users, and selected 2013 projects are also Mac compatible. When completing the Mac supported projects, follow the correct version of project instructions for your version of *Microsoft Office*.

To check your *Office for Mac* version, open **Word**, **Excel**, or **PowerPoint** software. Open the **Word** (or Excel, or PowerPoint) menu and click **About Word** (or Excel, or PowerPoint). If the number after the **Word Version** is less than 15, follow the Instructions for *Office for Mac 2011*. If the number after the word **Version** is greater than or equal to 15, follow the Instructions for *Office for Mac 2016*.

To complete a project:

STEP 1: DOWNLOAD THE PROJECT FILES USING ONE OF THE TWO METHODS BELOW:

Method One

Download the *optional* project files using the links under the OPTIONAL DOWNLOADS section. Click the **Best Practices** link to download the projects *Best Practices*. Click the **Solution** link to download the project solution PDF.

Download the *required* project files using the links. Click the **Office for Windows (2013 or 2016)** link under INSTRUCTIONS to open or save the step-by-step directions. For Mac instructions, click **Office for Mac 2011** or **Office for Mac 2016** link depending on your version of *Office for Mac*.

Click the **All office versions** link under START FILE section to download the project *start file*.

Click **All office versions** link under RESOURCES section for extra files necessary to complete the project. If the RESOURCES section does not appear, your project does not require additional resources.

> ## 1. Download files.
>
> Download the required project files using the links below or open the File Download Wizard. Once complete, open the downloaded instructions file to begin.
>
> **OPTIONAL DOWNLOADS**
>
>   Best Practices
>   Solution
>
> **INSTRUCTIONS** *(required)*
>
>   Office for Windows (2013 or 2016)
>   Office for Mac 2011 / Office for Mac 2016
>
> **START FILE** *(required)*
>
>   All office versions
>
> **RESOURCES** *(required)*
>
>   All office versions

Method Two

To download the *required* project files using the **Download Wizard**, click the **open the File Download Wizard** link under **1. Download files.** section. When the **Download Wizard** opens, the project *start file* will download automatically to the *downloads folder* on your computer.

Click the **Download Instruction File** button for instructions, then the **Download Resource Bundle** button for resources. If the **Download Resource Bundle** button does not appear, your project does not have any additional resources.

For **Mac** supported projects, *Macintosh* users will see radio buttons to select the correct version of *Office for Mac* instructions. Select the correct version by clicking the radio button, and click **Download Instruction File**.

In the last window of the **Wizard**, you may choose to download the **Solution File** pdf, **Best Practices** file or **Skip** downloading any files. When done, click the **CLOSE** button the close the **Download Wizard**.

NOTE: Your start file will be renamed automatically to include your name. Change the project file name if directed to do so by your instructor, and save it. *Do all your work in this file and only this file!*

STEP 2: COMPLETE THE PROJECT

Open your downloaded start file and follow the *Instructions* to complete your project in the *start file*. Use any *Resources* as instructed to complete the project. Be sure to complete all instructions carefully!

STEP 3: UPLOAD & SAVE THE PROJECT.

Once you have finished your project file, you need to upload & save it to **SIMnet**. Click the **Upload my file** button under **2. Save file.** section. Select your file in the **File Explorer**, and click **Open** to upload it.

In the **Submit Uploaded file?** dialog, click **No, I'm not ready,** to save your file to **SIMnet**. If you have uploaded a file previously, this new file will replace it. Once you've uploaded your file, you can download it again from the CURRENT FILE section, by clicking the file name link.

STEP 4: SUBMIT YOUR PROJECT FOR GRADING.

Once you have uploaded your project file, the *Submit Uploaded File* wizard will also let you grade your file immediately by clicking **Yes, submit the file.** If you select **No, I'm not ready** in step 3, you can just click the **Grade my file** button to submit your project for grading.

Once the project is graded a **Project Results** page will open. You can filter the results by **Correct**, **Partial** or **Incorrect** answers. You can also view the feedback for the partially correct and incorrectly completed instructions by clicking the arrow to the right of the instruction number.

Download Wizard - Required files ✕

The project **start file** is currently downloading. If the download fails, click here to try again. In order for your project to be properly graded, you will need to open it and begin your work.

Along with the **start file**, you will need the project **instruction file** to complete the project. This file includes information about the tasks to be completed in the project.

Screen 1 of 3

Which version of Office for Mac do you have installed?

○ Office for Mac 2011

◉ Office for Mac 2016

Download Instruction File

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2. Save file.

To save your in-progress or completed work, click "Upload my file" and select the file on your computer.

CURRENT FILE

PP2016-Capstone-Level3-solution.pptx
IMPORTANT This will be replaced if you upload a new file.

Upload my file

3. Submit file for grading.

Once you have uploaded your completed file, click "Grade my file" to get your score.

Grade my file

Downloading Start Files

From the project's page, click the **All office versions** link in the **START FILE** section under **1. Download files**. Then follow the instructions for the browser that you are using.

If you're using IE 11+

1. 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.
2. Click **View downloads** button to open the downloads window.
3. In the **View downloads** window, click **Open** next to the file name to open it.

   NOTE: If you select **Open with**, in the **Do you want to open or save** bar, 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 Firefox 46+

1. 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.
2. In the **Downloads** window, double-click the file name to open it. Or click the **Display the progress of ongoing downloads** icon at the top-right of the browsers window, and 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 47+

1. The file will be downloaded to your downloads folder automatically.
2. To open your file, you can click the file name that appears at the bottom of the browser window, or click **Show all downloads** link and select the file you want to open.

If you're using Safari 8+

1. The file will be downloaded to your downloads folder automatically.
3. Click the **Show Downloads** icon at the top right of the browsers window, and double-click the file name to open it.

Extracting Resources.zip Folders

1. From the project page, click the **Resources** link.
2. **Save** the zipped folder file by following the instructions for your browser as listed above.
3. Navigate to the **Downloads** folder on your computer.
4. **For Mac users,** double click the zipped folder to extract it, then double click the extracted folder to open it
5. For **PC** users, right-click the zipped folder file you just saved and choose **Extract All...** from the menu.
6. In the **Extract Compressed (Zipped) Folders** window, click the **Browse** button and navigate to a new folder, if you want to save your extracted folder in a different place than suggested.
7. Make sure that the **Show extracted files when complete** check box is selected.
8. Click the **Extract** button to extract the folder.
9. Double click the extracted folder to open it.

For additional information and instructional videos, click the *in the upper right corner of the SIMnet window to open the* **HELP- Projects** *menu.*