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About This Document
This guide describes the VMware® Learning Platform™ Tenant Instructor Console.

Audience
The primary audience for this guide is VMware® Learning Platform tenant instructors.
Overview of Instructor-Led Labs
A tenant admin can set up instructor-led labs by completing the following set of tasks:

1. Assign an existing user the role of “tenant instructor”. A Tenant Instructor can monitor the progress of selected students (a “class”), taking a specified lab at a specified time.
2. Enable a tenant instructor to mass upload users to the tenant by using the Account List’s Mass User Controls option. Instructors can use the Mass User Controls option to add users to the tenant by means of a .csv file.
3. Create a class. A class is comprised of selected users (students) who will take a specified lab, at a specified time and to be monitored by a specified instructor. See the Tenant Administrator Reference Guide for instructions about creating a class.
4. Once the tenant admin sets up a class, the tenant instructor, by means of the Instructor Console, can monitor the progress of each student in a class who has started the lab.

Note: See the Tenant Administrator Reference Guide for more information about the Admin UI’s instructor-led class options.

Launching the Instructor Console
You (the Tenant Instructor) can launch the Instructor Console from the Admin UI.

1. On the Admin UI, click Classes>Classes. The Class List opens.

Note: The Admin UI’s Edit Tenant page includes the option “Allow Instructors Access to All Classes”. If enabled, then an instructor can go to the Class List and view all the classes in the tenant. If disabled, then the Class List lists only those classes to which the instructor has been assigned.
2. Along a class, click ** ***. A pull-down opens.
3. On the pull-down, click Start Class. The system creates, enables and provisions entitlements then starts the class.
4. Click the Launch URL along the class an example of which is the following:

   http://www-dev.vmwarelearningplatform...

The system opens the Instructor Console for the lab and should look similar to the following:
Notes:
  • In order to appear in the Instructor Console as shown in the example, a student of
    the class, in the example *jsmith*, must have gone to the Lab Console and started
    the lab (Rainpole 101). If the student has not yet started the lab, then the student's
    tile will be grayed-out. The student will be visible to the instructor but the status
    will be "not started".
  • The Instructor Console includes both the name of the class and the lab. In the
    example, Rainpole 101 is name of the class and Rainpole is name of the lab.

*Using the Instructor Console’s Options*

Example Instructor Console:

The instructor console includes the following options:
  • Box for each student: In the example, there is a single box for student John Smith.

  ![Box for each student](image)

  • Color-coded student box outline: The green outline in the example indicates that student
    John Smith has started the lab.

  ![Color-coded student box outline](image)

  *Note:* If the student (John Smith in the example) had not started the lab, then the student
    box would still appear but it would be grayed-out.

  • Progress bar: In the example, student John Smith has completed 0% of the lab.

  ![Progress bar](image)

  • Instructors heading: In the example, the instructor for the class the user “Admin”.

  ![Instructors heading](image)

  • Open Console button: Each student box includes an Open Console button. The Open
    Console button opens the lab console of the student.

  ![Open Console button](image)
• **Take Over:** The Take Over button is located within an opened lab console. Take Over allows the tenant instructor to gain full access to the student’s lab console. The tenant instructor can make changes to the work the student has done thus far or go ahead and complete steps the student has not yet done.

• **Broadcast Display:** The Broadcast Display button is located within an opened lab console. Broadcast Display broadcasts the student’s lab console to every student in the class.

• **Thumbnail button:** Opens a thumbnail of the student’s lab console. **Note:** The Thumbnail button does not open the student’s console.
• Blank All Screens button: Closes (blanks) the lab console of each student in the class.

The following is an example of a blanked lab console:

![Blanked Lab Console](image)

• Manual button: Opens the lab's instructional manual.

• Reset: When you click to open a student’s lab console, the Reset option is available.
  
  o Reset: Resets the vApp for the lab console and thus resets the lab back to its initial state. The student will not be able to recover any work done on the lab and thus will have to repeat it. Reset is useful when a student has encountered unrecoverable issues.

  **Note:** Respective option are only visible if the tenant option "Allow instructors to reset lab from class” or "Allow instructors to send new token from class” is enabled.
• Help: Allows the instructor to mark a Raised Hand help request as resolved. When you click the Help button, the system opens/collapses a panel.

The panel consists of all the raised hand help requests. You can click on the checkmark to resolve the request.

Note: The computer icon - - beside the resolve checkmark opens the student’s console.

• Counter for Raised Hand: When a Raised Hand help request occurs; a counter appears along with the help request.

**Editing an Existing Class**

If the tenant admin has granted the permissions, then you (the class instructor) can add/remove labs to/from an existing class or add/remove entitlements to from an existing class.

On the Admin UI:

1. Click **Classes/Classes** to open the Class List.
2. Select a class from the Class List to open a form that includes three tabs.
   a. On the **Edit Class** tab, use the **Labs** field to add/remove a lab to/from the class.
   b. On the **Entitlement List** tab, use the **Add/Remove Entitlement** option to add/remove entitlements from the class.