# About the Hands-on Labs

This courseware includes a rich set of hands-on lab exercises that are designed to complement the learning material that is presented in the lectures. The lab exercises were designed to run in an Office 365 Tenant with each student having access to a set of Site Collection. As a student, you may be supplied with the necessary URLs and credentials to access the training sites. Alternatively, you can create your own Trial Tenant using the instructions below.

### The Student Office 365 Tenant Environment

All lab exercises should be completed in a Class Tenant on student site collections. You will be working in different Site Collections to complete your labs. The Instructor will provision these site collections for you based on your full name. The site collection name structure is as follows:

https://<classroom site>/sites/<student name>\_TeamSite

https://<classroom site>/sites/<student name>\_Search

https://<classroom site>/sites/<student name>\_BICenter

In the table below please enter the URLs for the class sites that have been created for you:

|  |  |
| --- | --- |
| **Team Site** |  |
| **Search Center** |  |
| **BI Center** |  |

### Logins for the Student Tenant

Each student will be given credentials to access their Site Collections from the instructor. You will use these credentials to perform all your work during the class. Please write your username and password below:

|  |  |
| --- | --- |
| User Name: | Password: |

### Copying the Student Lab Files to the Student workstation

There is a set of student lab files that must be copied to the student’s workstation. These student files are distributed in a single ZIP archive known as the **"student.zip"** file which will have a file name that also contains the course code and the version (e.g. **CPT\_BBSO365\_Student\_v1.0.zip**). Make sure the version number (e.g. v1.0, v1.1, v2.0, etc.) of the student.zip file matches the version number of this manual.

The labs assume that you have copied the student files locally to c:\student. If you copied them somewhere else, please indicate that location below.

|  |  |
| --- | --- |
| Student Directory: |  |

### Configuration Scripts

The Content Type and Document Library labs contain scripts to ease the burden of data entry. Each script must be edited for the URL and User Name. Under the guidance of your instructor, open the configuration files in the following directories and adjust the values according to the tables above:

C:\student\modules\ContentTypes\Lab\Utilities\ProductsListPopulationUtility.exe.config

C:\student\modules\DocumentLibraries\Lab\Utilities\UpdateProductImageUrls.exe.config

<add key="targetSiteUrl" value="https://<classroom site>/sites/<student name>\_TeamSite/" />

<add key="siteUser" value="<student name>@<classroom site>.onMicrosoft.com" />