Actions menu reference guide

Use the Actions menu in the Instructor-Led Portal (ILP) to perform the following actions against the remote labs:

- Block user access to specific areas of the portal.

- Reboot or power on the remote labs.

- Transfer files to or collect files from the remote labs.

- Reset or deploy a new image to the remote labs.

- Clear access code activation information.

- Change access codes or reset access code passwords.

- View remote lab system logs.

Find the Actions menu by clicking the Lab tab on the navigation bar. The Actions menu is also accessible when connected to a remote lab by clicking the **Desktop** tab on the navigation bar.

> Actions run from the Desktop tab affect only the current connected remote lab. Run actions on multiple remote labs using the Actions menu under the Lab tab.
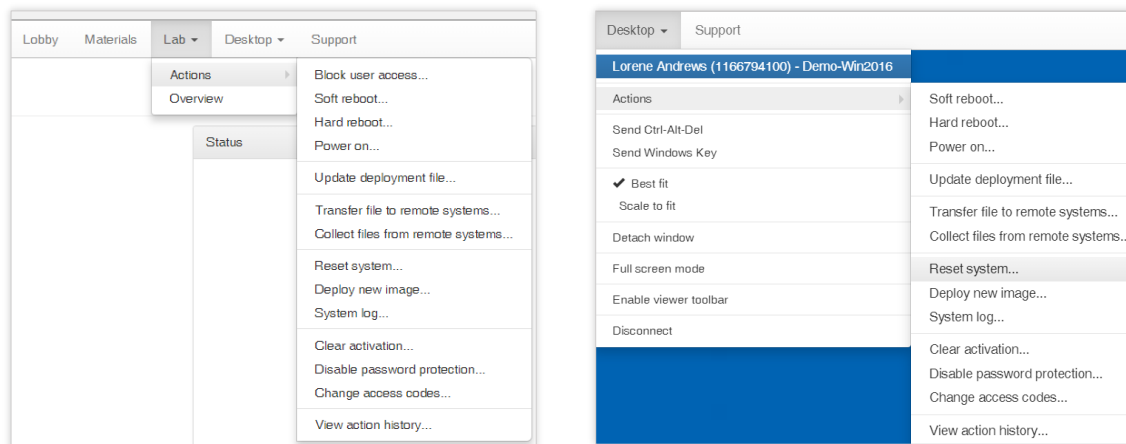
Student Actions menu

Students also have access to the Actions menu with certain limitations. Students can run the following actions:

- Soft reboot…

- Hard reboot.

- System log…

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- View action history…

Blocking user access

Use **Block user access…** to block student access to specific areas of the ILP such as the portal itself, the Materials page, or the Lab page.

- Select **Portal** to block a student from logging in to the ILP.
- Select **Materials** to hide the Materials tab on the navigation bar.
- Select **Labs** to hide the Lab tab on the navigation bar.

Rebooting the remote labs

Use soft and hard reboot in situations where the remote lab needs to reboot, such as newly installed software that requires a system restart.

- Select **Soft reboot…** to gracefully restart the remote lab. Soft reboot waits for the operating system to close all running applications.
- Select **Hard reboot…** to power the remote lab off then on without waiting for running applications to close.

A cloud-based lab takes about a minute or less to reboot. A hardware-based lab can take 5 – 10 minutes to reboot depending on the complexity of the lab environment. The status panel on the Lab page displays a green upward facing arrow icon indicating you can connect to the remote lab.

If the status panel continues to display a red downward facing arrow after 10 minutes, see the viewing system logs section of this guide to check for errors.

> Always attempt a soft reboot first as hard reboot has the potential to cause data loss. Only use hard reboot in situations where the remote lab does not respond to a soft reboot.

Powering on the remote labs

Use **Power on…** to start a remote lab that is shut down. Typically, the remote labs are always running and accessible during a live event. However, sometimes a student might shut down their remote lab at the end of their session, and it must be powered on before they can connect again.

Check the status panel on the Lab page for a red downward facing arrow indicating the remote lab is shut down. For more information on checking for remote lab errors, see the viewing system logs section of this guide

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A cloud-based lab takes about a minute or less to power on. A hardware-based lab can take 5 – 10 minutes to power on depending on the complexity of the lab environment.

Updating the deployment files

Use **Update deployment file…** to update the rt_deployment.txt file with the latest deployment information for your event. This file is located on each remote lab at C:\rt_deployment.txt. Deployment information includes:

- Access code
- Event ID
- Activation information
- Deployment and system information
- User role

Transferring files

Use **Transfer file to remote systems…** moreover, **Collect files from remote systems…** to transfer files directly to and from the remote labs.

Find files transferred to the remote labs in directory c:\ReadyTech\Inbox. To transfer multiple files, zip them into a single file and transfer the zipped file.

To collect files, ask students to place files to be collected in directory c:\ReadyTech\Inbox on their remote labs.

Resetting the remote labs and deploying a new image

Use **Reset system…** to restore a remote lab to its initial, preconfigured state. Be aware that using reset system reinstalls the original software image and wipes out any software and data on the system; any work you have done up to this point is lost.

Use **Deploy new image…** to install a new software image on the remote lab. This process wipes out all software and data on the remote lab; any work you have done up to this point will be lost.

A cloud-based lab takes about 5 to 10 minutes to reset or deploy. A hardware-based lab can take 30 minutes to 2 hours to reset or deploy, depending on the complexity of the lab environment. The status panel on the Lab page displays a green upward facing arrow icon indicating you can connect to the remote lab.

To check the status of a remote lab while resetting or deploying, see the viewing system logs section of this guide.

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Viewing system logs

Use **System log...** to access the log for a remote lab. The system log is useful to check for errors or the status of the following:

- Rebooting a remote lab.
- Resetting a remote lab image.
- Deploying a new remote lab image.
- Powering on a remote lab.
- Installing ReadyTech lab tools.

```
Thu Jan 31 19:48:35 UTC 2019 Starting restore request of LM_SP_Student1 to V193136
(ILT Online)...
Thu Jan 31 19:48:40 UTC 2019 lab 905971 is DEPLOYING
Thu Jan 31 19:49:26 UTC 2019 vm system is imaging
Thu Jan 31 19:49:26 UTC 2019 distributing image LM_SP_Student1 to base
Thu Jan 31 19:51:22 UTC 2019 image is now in vmslot
Thu Jan 31 19:51:22 UTC 2019 starting V193136...
Thu Jan 31 19:51:33 UTC 2019 lab 905971 is NOT_CONFIGURED
Thu Jan 31 19:51:33 UTC 2019 vm is now deployed...
Thu Jan 31 19:52:00 UTC 2019 lab 905971 is CONFIGURING
Thu Jan 31 19:52:45 UTC 2019 Deploying LabManager
Thu Jan 31 19:52:46 UTC 2019 ERROR: LabManager installation failed.
Thu Jan 31 19:57:51 UTC 2019 Deploying LabManager
Thu Jan 31 19:57:53 UTC 2019 ERROR: LabManager installation failed.
Thu Jan 31 19:57:53 UTC 2019 WARNING: LabManager deployment failed.
Thu Jan 31 19:58:06 UTC 2019 Checking if system is up...
Thu Jan 31 19:58:12 UTC 2019 System is up.
Thu Jan 31 19:58:12 UTC 2019 Checking if Support service installed.
Thu Jan 31 19:58:12 UTC 2019 Found Support service installed.
Thu Jan 31 19:58:48 UTC 2019 Auto Deploying ReadyTechViewer (Auto)
VERSION=current (2.6.55.0),SYSTEM=V193136,LAB=905971
Thu Jan 31 19:59:16 UTC 2019 Install successful, copying files over
Thu Jan 31 19:59:16 UTC 2019 ReadyTech Viewer Deployment succeeded on system
V193136, rebooting...
```

`Close`

Clearing access code activation

Use **Clear activation...** to remove the name currently associated with an access code. Once activation is cleared, the access code can be re-activated with a new name.

Clearing activation is useful in situations where two classes are being taught consecutively on the same day using the same event. An instructor can clear access codes and reset the remote systems for new students to activate.

Disabling password protection

Use **Disable password protection...** to remove a password associated with an access code.

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Changing access codes

Use **Change access codes...** to change access codes for an event. Changing access codes are useful to revoke a student's access to the portal, or for using a single event to teach separate morning and afternoon classes.

Viewing action history

Use **View action history...** to view a log of actions run against a remote lab.