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CloudSwyft
Cloud Labs

Cloud Labs Management Portal

User Guide

CloudSwyft Global Systems Inc.

5th Floor Paseo Center Bldg,
Paseo de Roxas, Makati City, Philippines.

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What is Cloud Labs?

Cloud Labs is a platform where Customized Lab templates are created. These Lab templates allow users such as students and/or instructors to practice Lab Activities for specific L-a-a-S courses that would prepare them for the actual Graded Labs.

To know more about Cloud Labs, we have prepared this User Guide for step by step instructions.

Login page

The Login page is where the users input their username and password to access the Cloud Labs. This page will display the following:

   a. **Email** – Required field where user should enter the registered email address
   b. **Password** – Required field where user must enter the password
   c. **Forgot your password** – a link wherein a user can request for a new password.
   d. **Sign in**
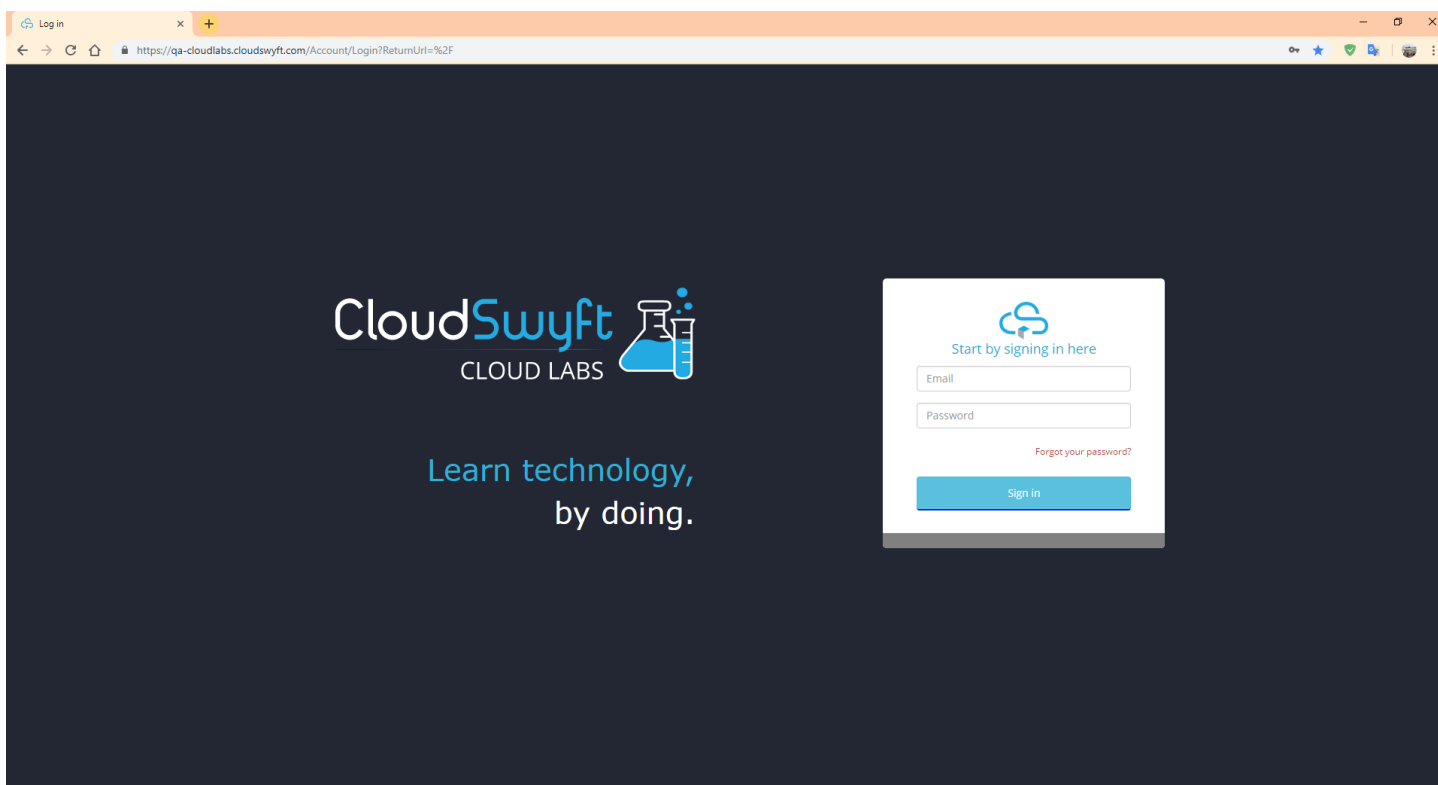
Forgot Password

In any case a user has forgotten his/her password, the user may request to create a new password for Cloud Labs. To do so, follow the instructions below.

   1. Go to Cloud Labs login page
   2. Click **Forgot your password?** link

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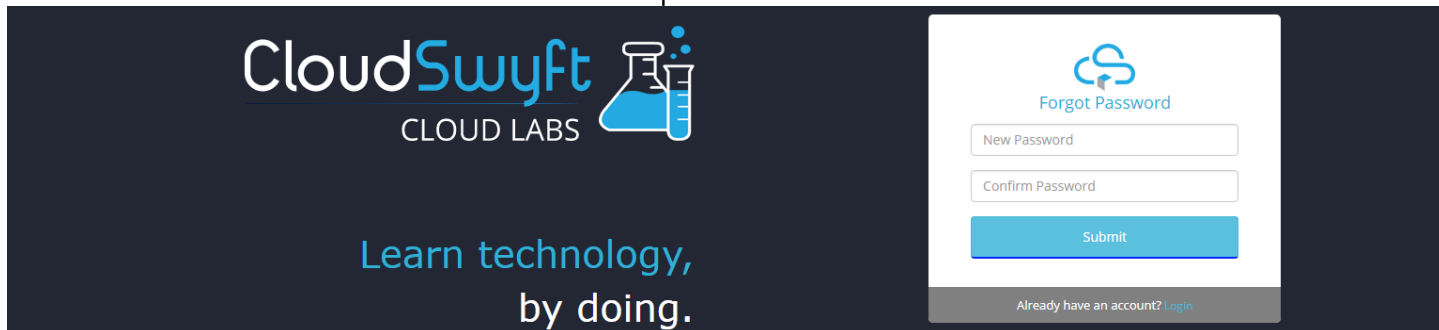5F Paseo Center Bldg., Paseo de Roxas, Makati city.

3. Enter the email address associated to Cloud Labs then click **Submit**
4. An email will be sent to the registered email address
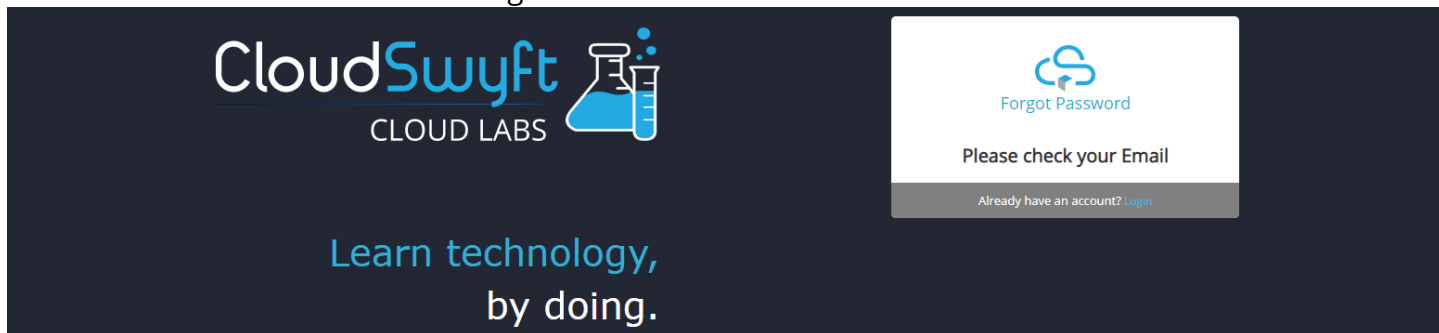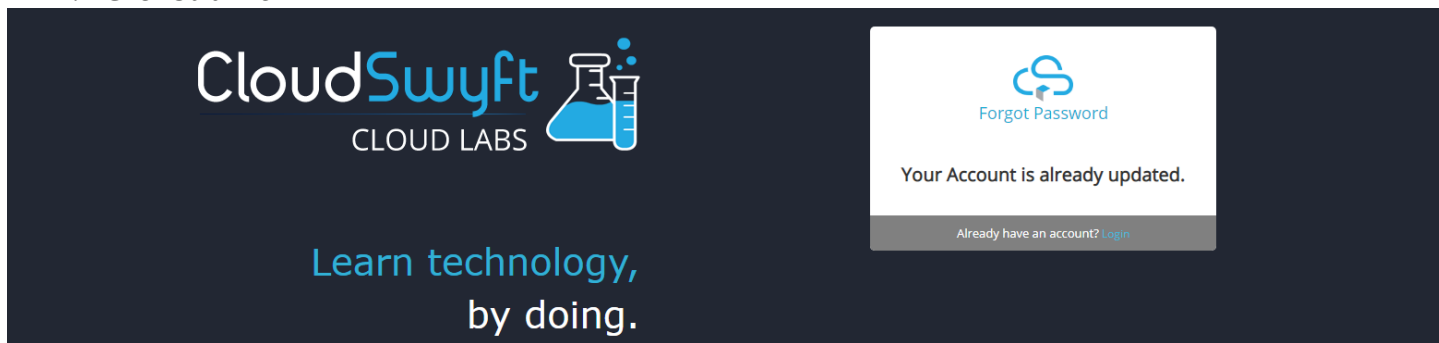

5. On email received, click the **Create New Password**
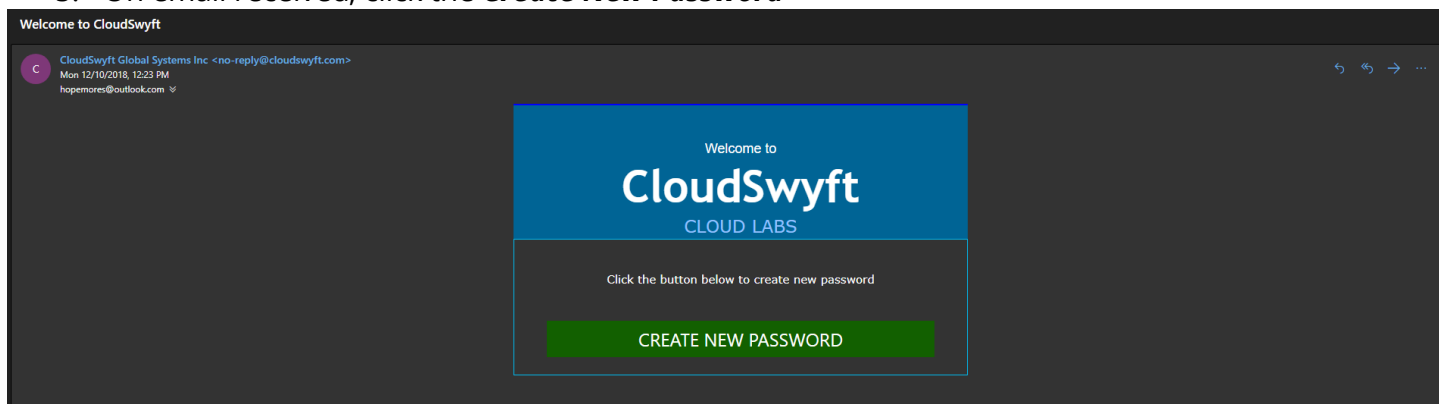
6. Enter **New Password** > Re-enter the new password


7. Click **Submit**

You may now click the **Login** link and log in using the new password.

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Change Password

Each user has the option to update their passwords. To change the password, follow the instructions below.

1. Log in to Cloud Labs platform
2. Click the user's name on top right section of the page.
3. Click **Change Password**
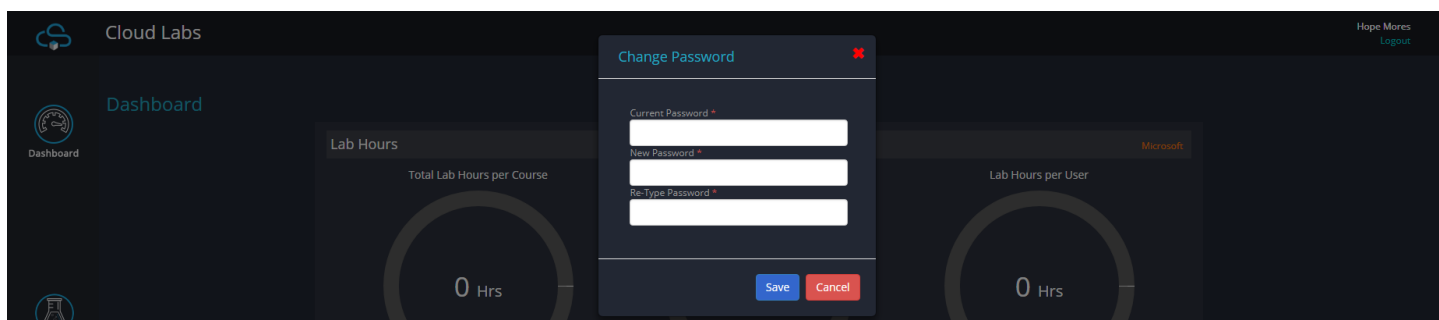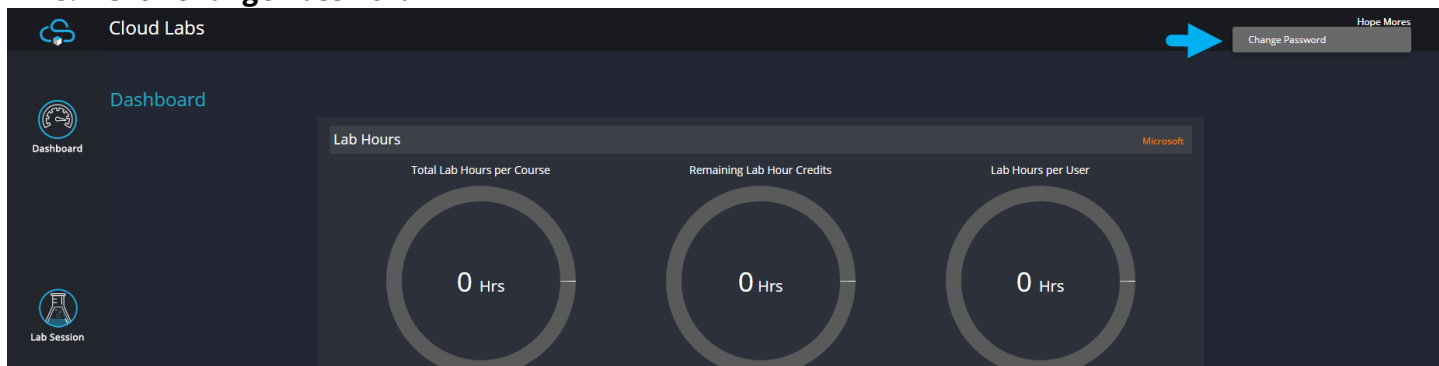
4. Enter the **Current password**
5. Enter **New Password**
6. Fill out **Re-Type Password**
7. Click **Save**
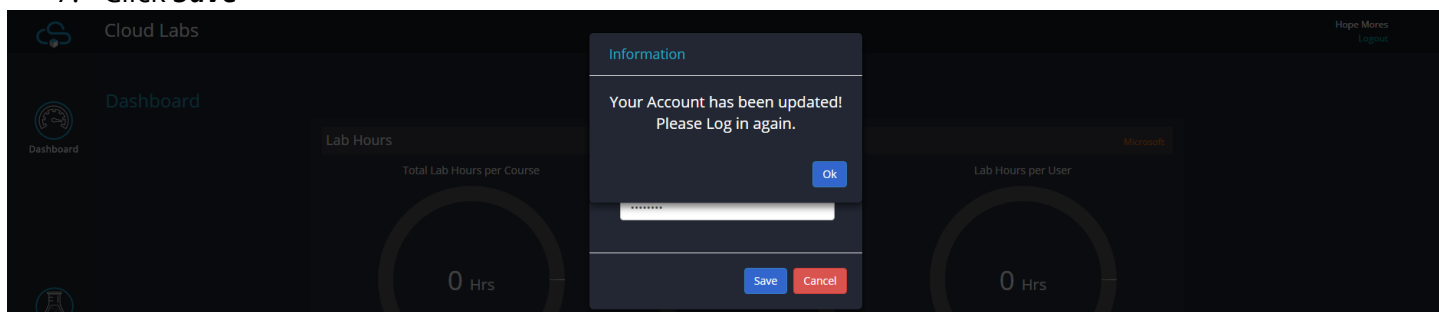
A confirmation message will prompt and clicking **OK** will log the user out.
Upon log out, the user may sign back in using the new password.

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Cloud Labs Dashboard

Cloud Labs Dashboard is available to users with Admin and Instructor role. This displays the Lab Hours information for each course.
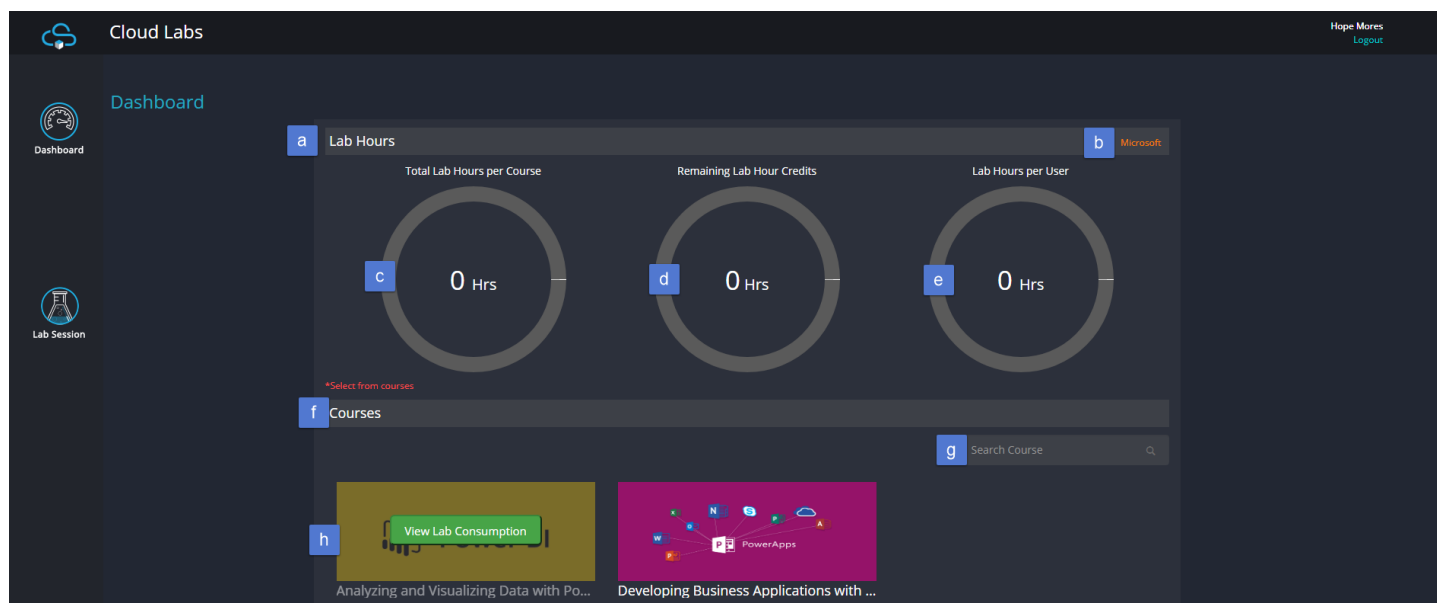
By default, the **Lab Hours** section is displayed in 0 Hours wherein the _Instruction must select a course_ from the **Courses** section to view the Lab Hours details.
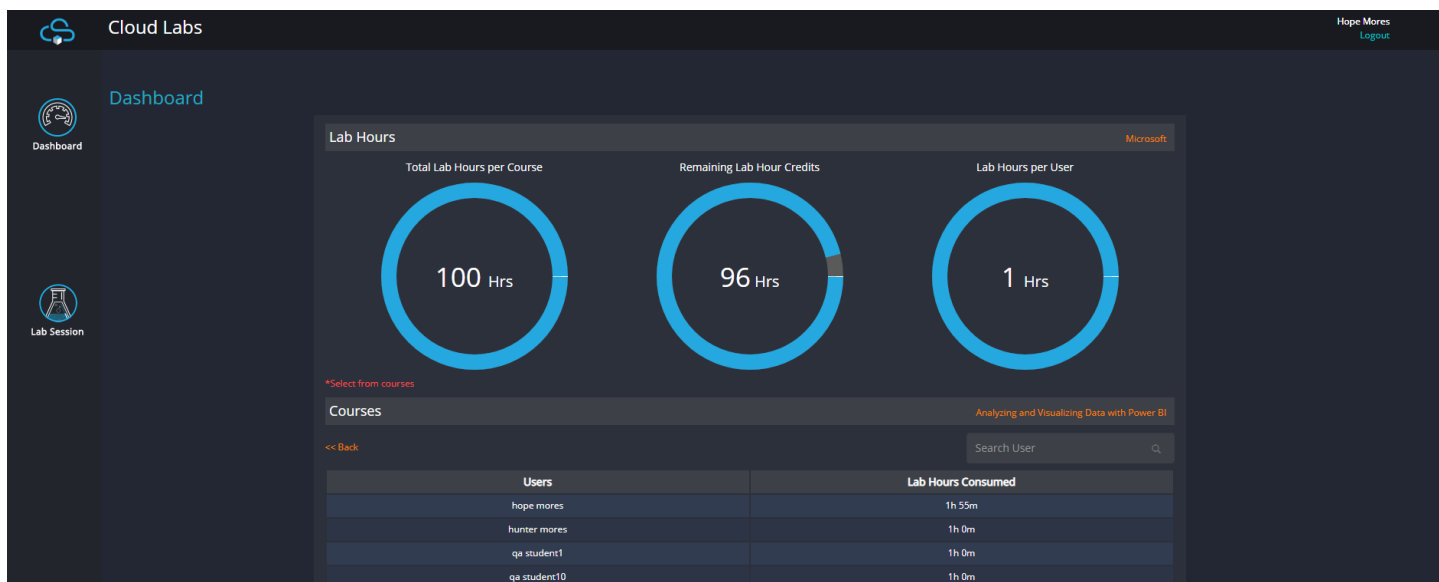
Dashboard default state will display the following:

a. **Lab Hours** – Read-only text header for Lab Hours section
b. **[User Group]** – The name of the selected User Group is displayed as read-only on right side.
c. **Total Lab Hours per Course** – These are Lab hours allotted per course. Zero as default.
d. **Remaining Lab Hours Credits** – These are the available lab hours yet to be allotted to students. Zero as default.
e. **Lab Hours per User** – Lab hours provided per user. Zero as default.
f. **Courses** – read-only text header for Courses
g. **Search Course** – Search field wherein users can search for a specific course
h. **Course List** – List of Courses available for the selected User group.

View Lab Hours details of a course

To View Lab Hours details of a specific course, see instruction below.

1. Log in as Instructor
2. From **Dashboard** page, Go to **Courses** section and hover on a course
3. Click **View Lab Consumption** button

The Lab Hours section will display the following details:

    a. **[User Group]** – The name of the selected User Group is displayed as read-only.
    b. **Total Lab Hours per Course** – These are Lab hours allotted per course
    c. **Remaining Lab Hours Credits** – These are the available lab hours yet to be allotted to students
    d. **Lab Hours per User** – Lab hours provided per user

The Courses section will display the following:

    a. **<< Back** – This link allows the user to go back to Dashboard default page.
    b. **[Course Name]** – This will display the name of the course selected. (Read-only)
    c. **Search User** – This allows the user to search for a specific user
    d. **Users** – This column displays the list of all users with existing Labs for the selected course.
    e. **Lab Hours Consumed** – This column displays the hours consumed by the users.

When a specific user is selected, this will display the Remaining Lab Hours Credits
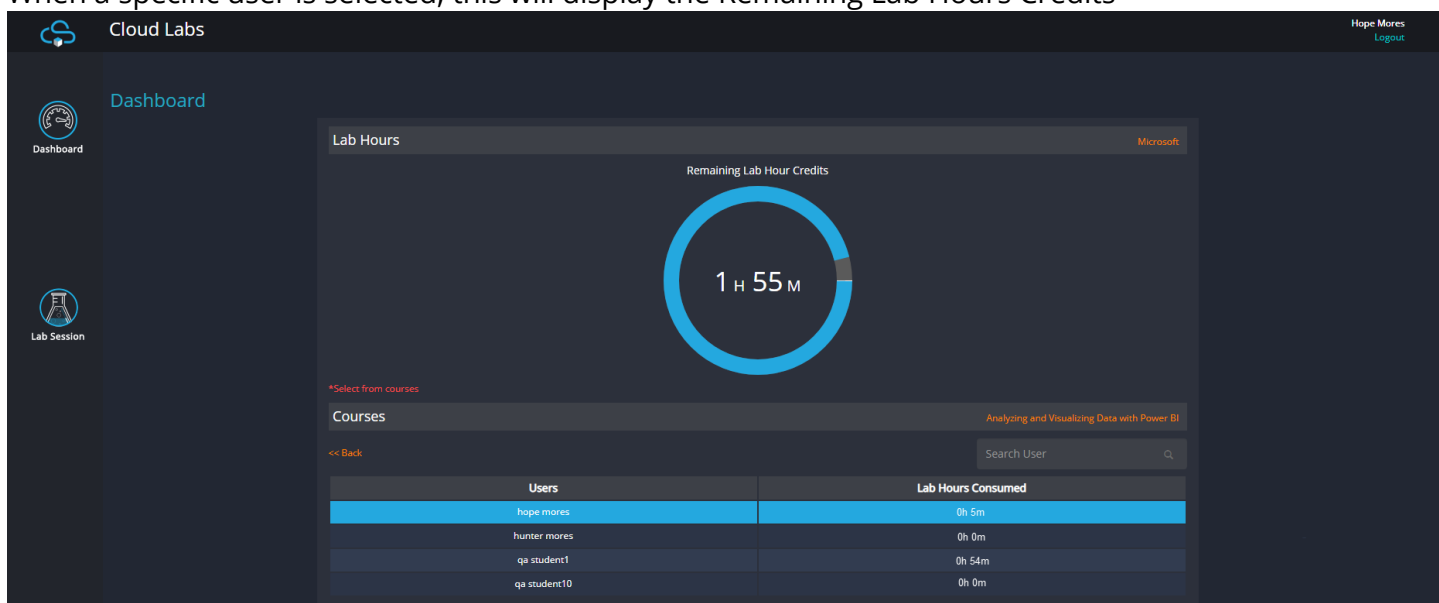
Cloud Lab Session

Lab Session is a page where all the virtual machines or Labs available to the logged in user are displayed.
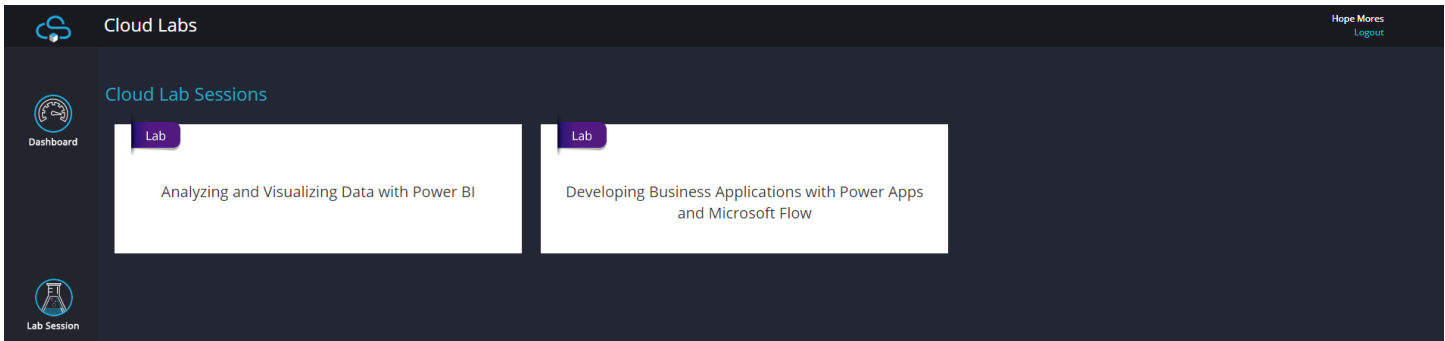
Start Cloud Lab Session

To Start the Cloud Lab Session, follow the following instructions:
1. Log in to Cloud Labs as Student or Instructor
2. If logged in as Instructor, select **Lab Session** on the side panel options.
3. Hover on the course and click **Start Cloud Lab Session**

The iframe for the virtual machine will be displayed.

Clicking the Lab icon side panel will display the Lab Activities.

To close the Virtual machine, simply click on the **X** icon on top right corner of the iframe.

Note: Closing the modal will shutdown the virtual machine which may take up to 3 minutes as well as starting the Cloud Lab Session.

Lab Activities

Lab Activities the list of exercises created for specific courses. With these, the students can apply what they have learned while taking the courses in our L-a-a-S platform.

The Users with Admin role have the ability to create, view and edit Lab Activities where they can attach them to Lab profiles.

Create Lab Activities

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To create Lab activities, a user credential with Admin role is required. See instruction below.

1. Log in to Cloud Lab using Admin role
2. On side panel options, click **Lab Activities**
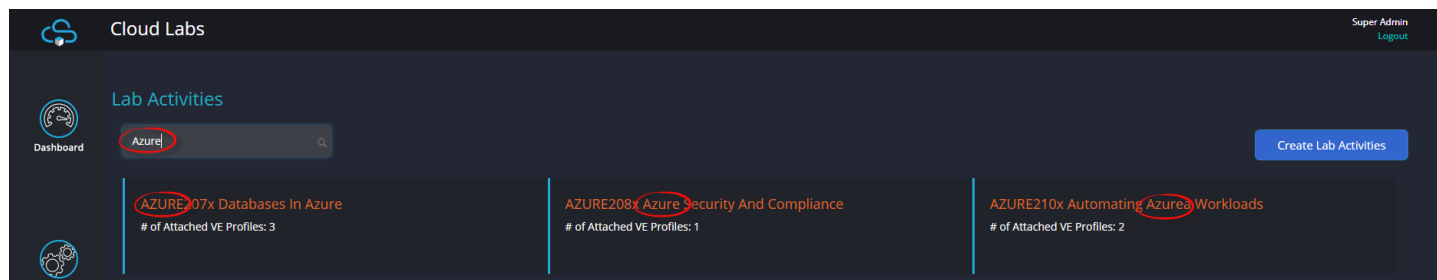3. Click **Create Lab Activities**
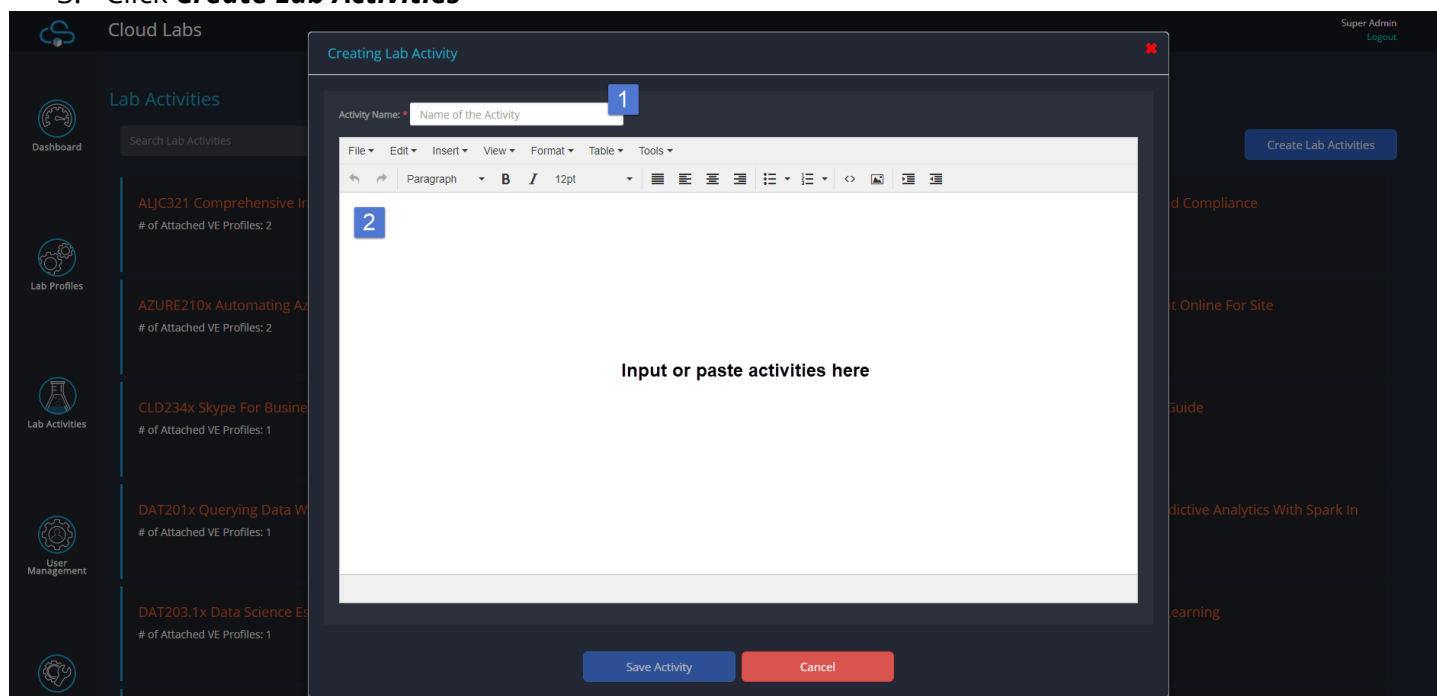
4. Enter Name of the Activity
5. Input or paste activities on text field
6. Click **Save Activity**
7. Click **Yes** on Create Lab Activity prompt message

The created Lab Activities will be added on Lab Activities list. These Lab Activities will also be available for creating or editing Lab Profiles.

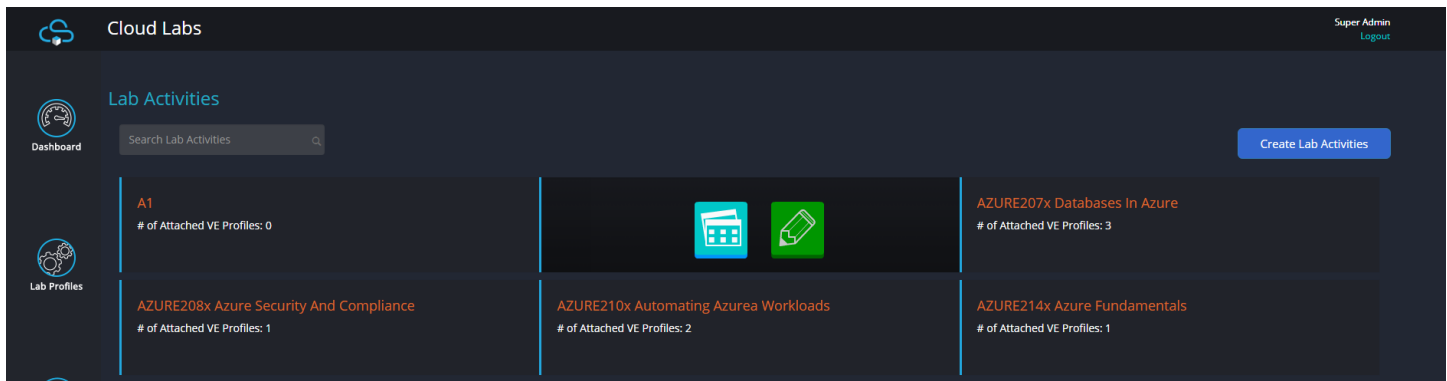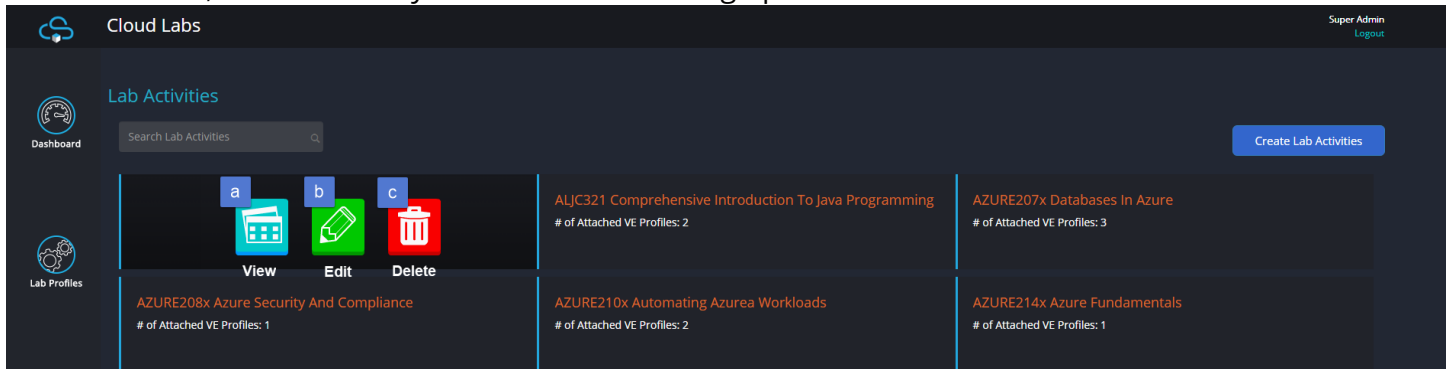*Note: Images copied from a file will not be pasted on Lab Activity text field.*

Search Lab Activities

To search or filter Lab Activities, you may use the Search Lab Activities field on Lab Activities page. By entering Lab Activity name, the Lab Activities list will be filtered based on the value entered on search field. See image below.

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Lab Activities Hover options

When hovered, the Lab activity will have the following option:

a. **View** – This option allows admin users to view the selected Lab Activity
b. **Edit** – With this option, user can update and/or customize the selected Lab Activities
c. **Delete** – This will allow the admin users to delete the selected Lab Activities. ***Delete option is not available to Lab activities associated to any Lab Profiles.***

View Lab Activities

To view a specific lab activity, follow the instructions below.

1. Log in to Cloud Labs platform using Admin credentials
2. On the side panel options, select the ***Lab Activities***
3. Hover on a specific Lab Activity
4. Click 🔲 ***View***
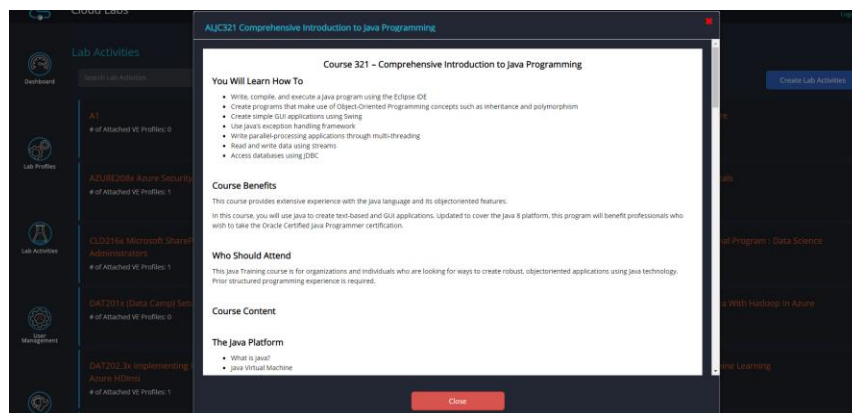
The Lab Activities will be displayed with Lab Activity name as the header and Close button.

To close the Lab Activity modal, simply click on the Close button or the **X** on top right corner of the modal.

Edit Lab Activities

To modify the Lab Activities, follow the instructions below.

1. Log in to Cloud Labs platform using Admin credentials
2. On the side panel options, select the **Lab Activities**
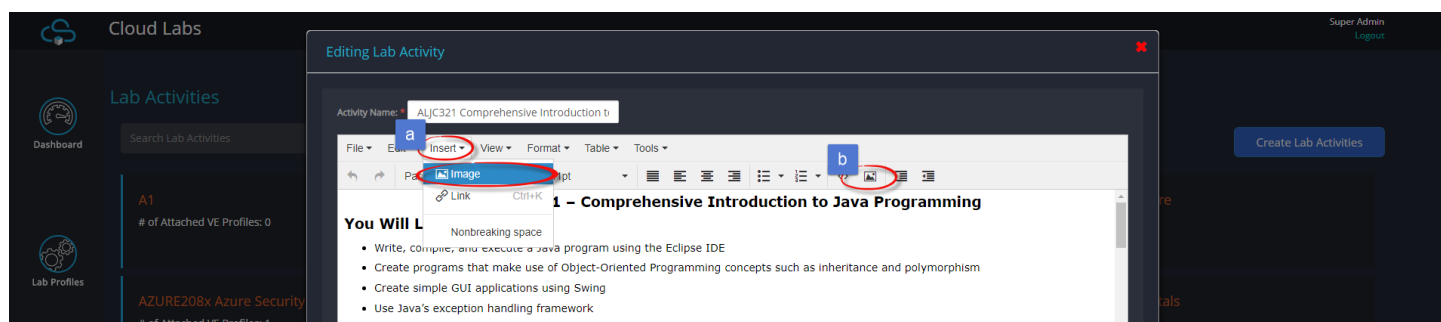3. Hover on a specific Lab Activity
4. Click 🖉 **Edit**
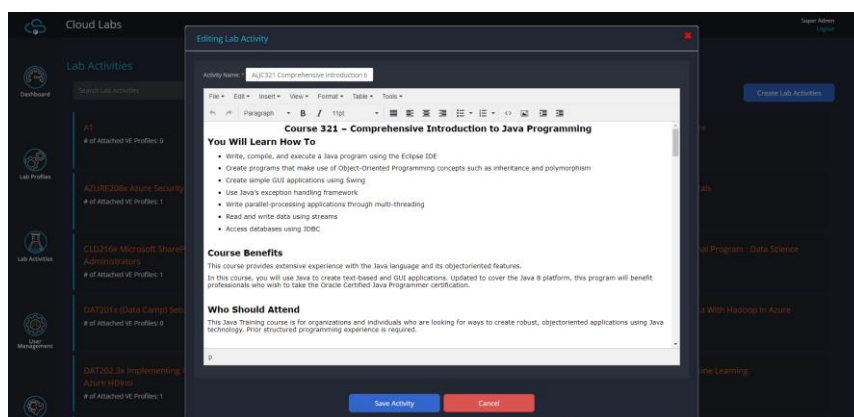
Edit Lab Activity modal will allow the admin users to update the Activity name (*Required*) as well as the Lab activity content.

Clicking the **Save Activity** will save the changes while clicking **Cancel** will close the modal without saving any changes.
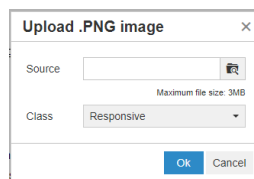
Uploading Images to a Lab Activity

Images can be uploaded to a Lab Activity, however only the **.PNG** files will be accepted. To upload image files, see below.

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This can be done by using either of the 2 options.

a. **Insert**
b. **Image icon**

| Upload .PNG image	✕
Source	🖿
	Maximum file size: 3MB
Class	Responsive ▾
	Ok Cancel

Clicking the Image option will open the file explorer where users can only select .PNG files with a maximum file size of 3MB.

Delete Lab Activities

To delete Lab Activities, follow the following steps:

1. Log in to Cloud Labs platform using **SuperAdmin** credentials
2. On the side panel options, select the *Lab Activities*
3. Hover on a specific Lab Activity
4. Click 🗑 *Delete*
5. Click *Yes* on *Delete Lab Activity* prompt

> Delete Lab Activity ✖
>
> Are you sure you want to delete A1?
>
> Yes No
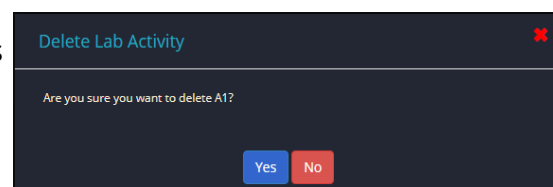
*Note: Clicking **No** will close the prompt message without deleting the Lab Activity.*

Lab Profiles

Lab Profiles are the templates used for creating the Virtual Machines for each course. Admins however do not have the option to create Lab profiles and only users with SuperAdmin role will be allowed.

To access Lab Profiles, you may select the Lab Profiles on the Side panel options which displays the following:

a. **Search Lab Profiles** – used to filter the Lab profiles list.
b. **Lab Profiles list** – Where Lab profile templates are listed.
c. **Course Lab Hours** – This is where admin users can allocate Lab hours to different courses.

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Search Lab Profiles

To search for Lab Profiles, following the following instructions.
1. Log in as Admin/Instructor
2. On side panel options, select *Lab Profiles*
3. On *Search Lab Profile* field, input a Lab profile name

The Lab profiles list will be filtered based on the values entered on the search field.

Hover on Lab Profile template

When you hover on a Lab profile template the following options will be available.
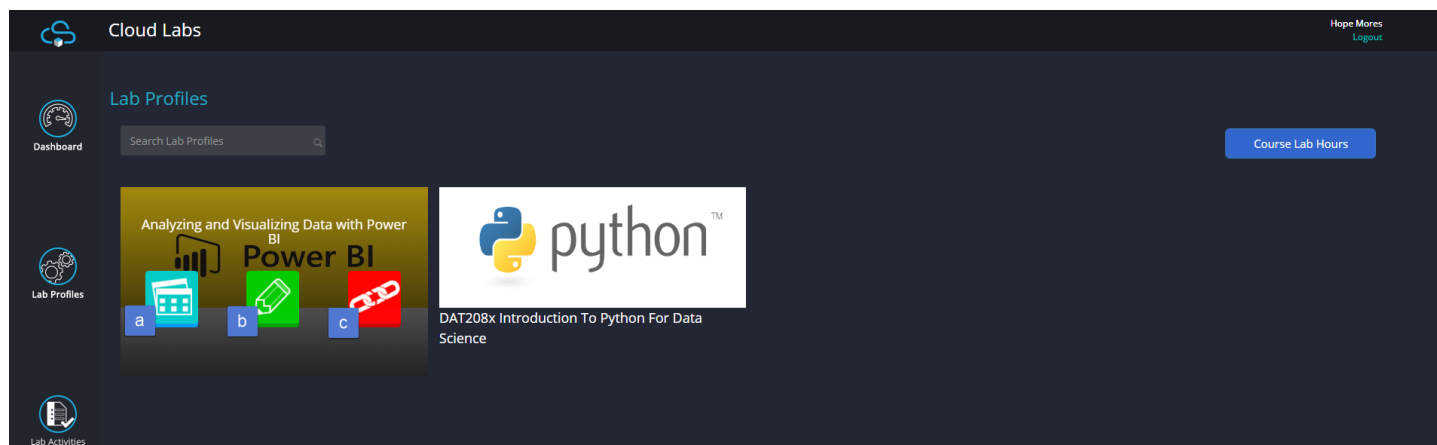
a. **View** – Allows admin/instructor to View the selected Lab profile template
b. **Edit** – Allows admin/instructor to update the Lab Activities of the selected Lab Profile
c. **Grant Lab Access** – This is where the admin/instructor users can create machines for students/users.

View Lab Profile

To view Lab Profiles, follow the steps below:

1. Log in as admin/instructor
2. On side panel options, select *Lab Profiles*
3. On Lab profiles list, hover on a Lab Profile
4. Select 📅 View
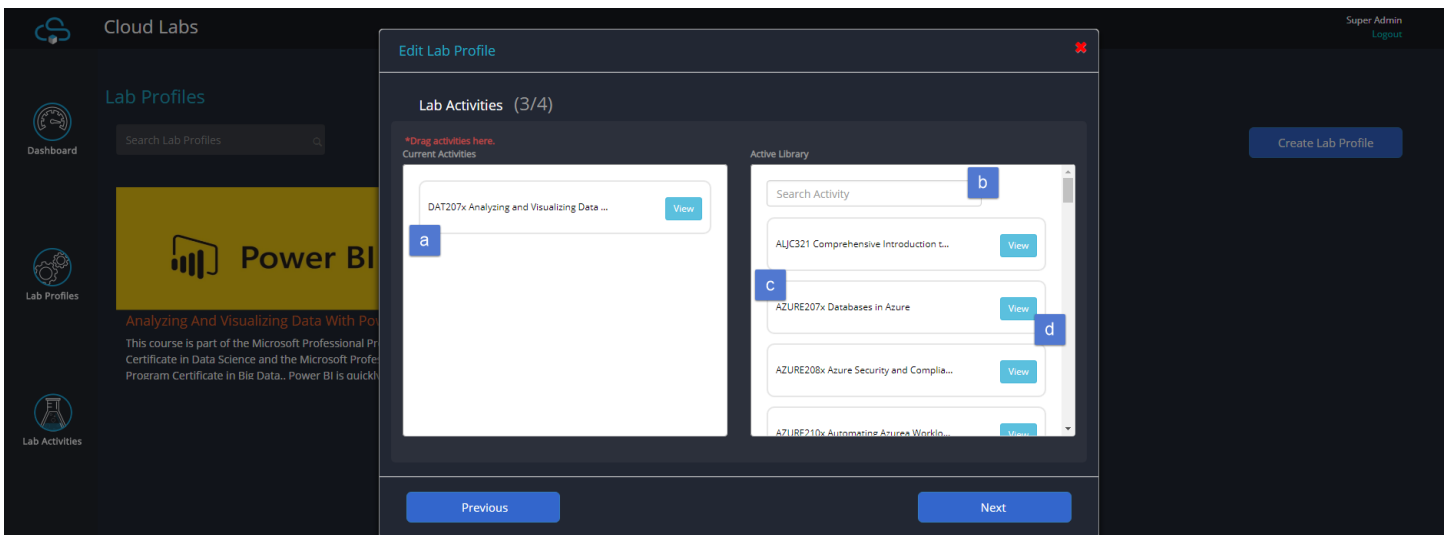
The *View Lab Profile* modal will be displayed.
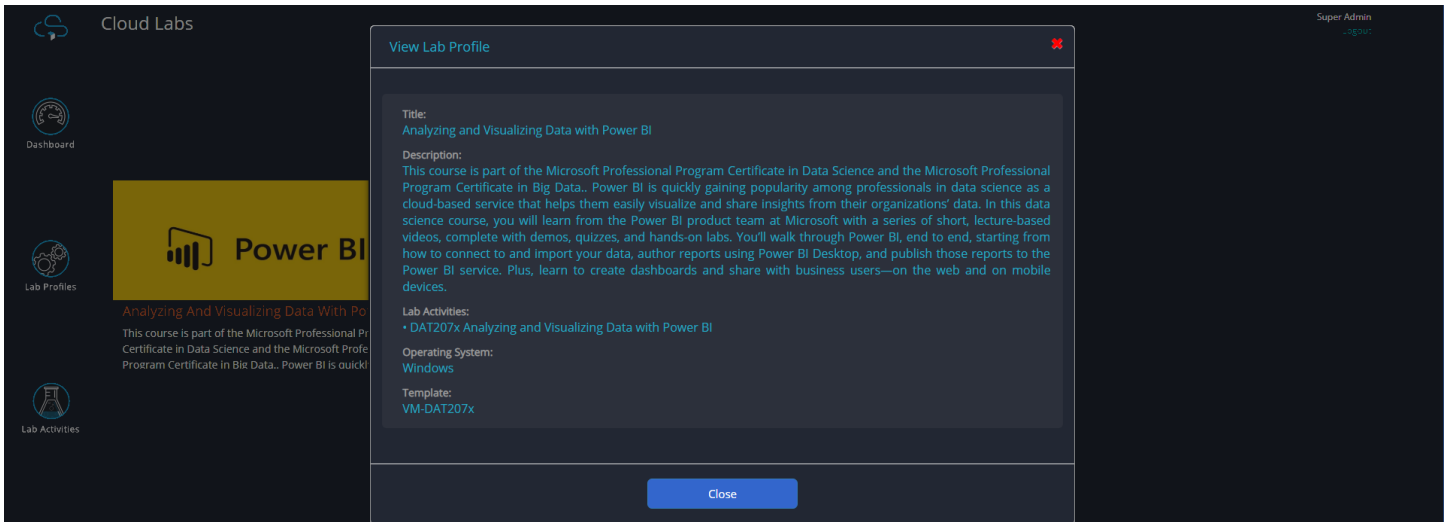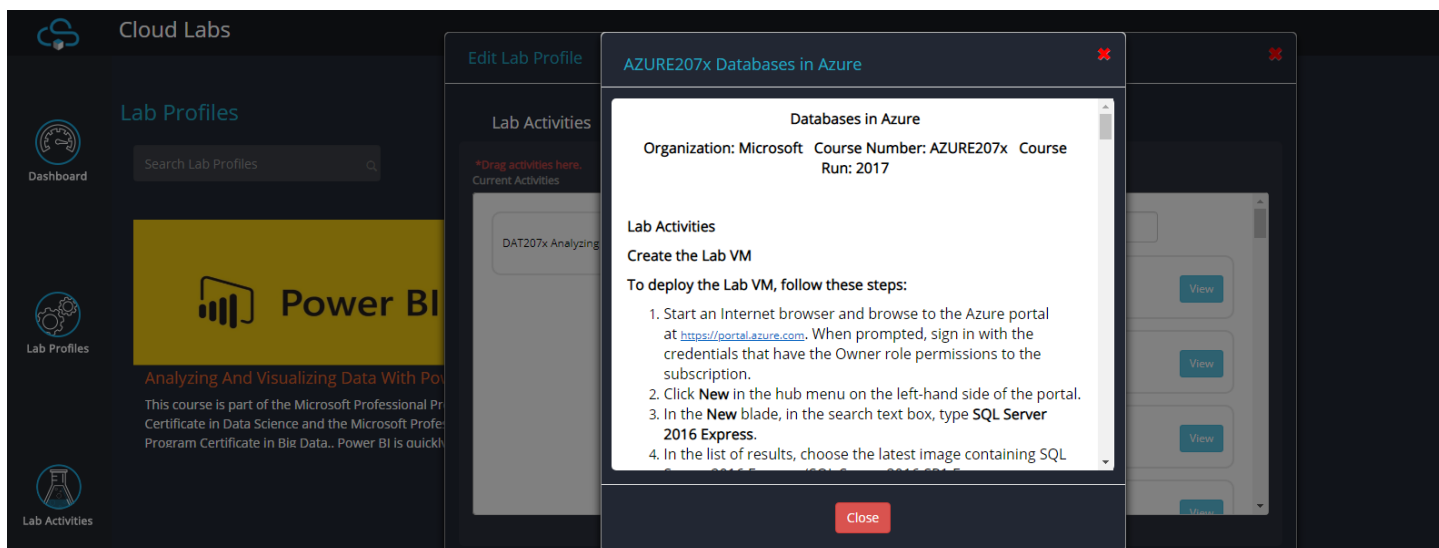
Edit Lab Profile

In Edit Lab Profiles, only the Lab Activities (3/4) can be modified. From there, the admin users can update the associated Lab Activities. To access the Edit Lab Profile page, follow the steps below:

1. Log in as admin/instructor
2. On the side panel options, select Lab Profiles
3. Hover on a Lab Activity template
4. Click ✎ **Edit**
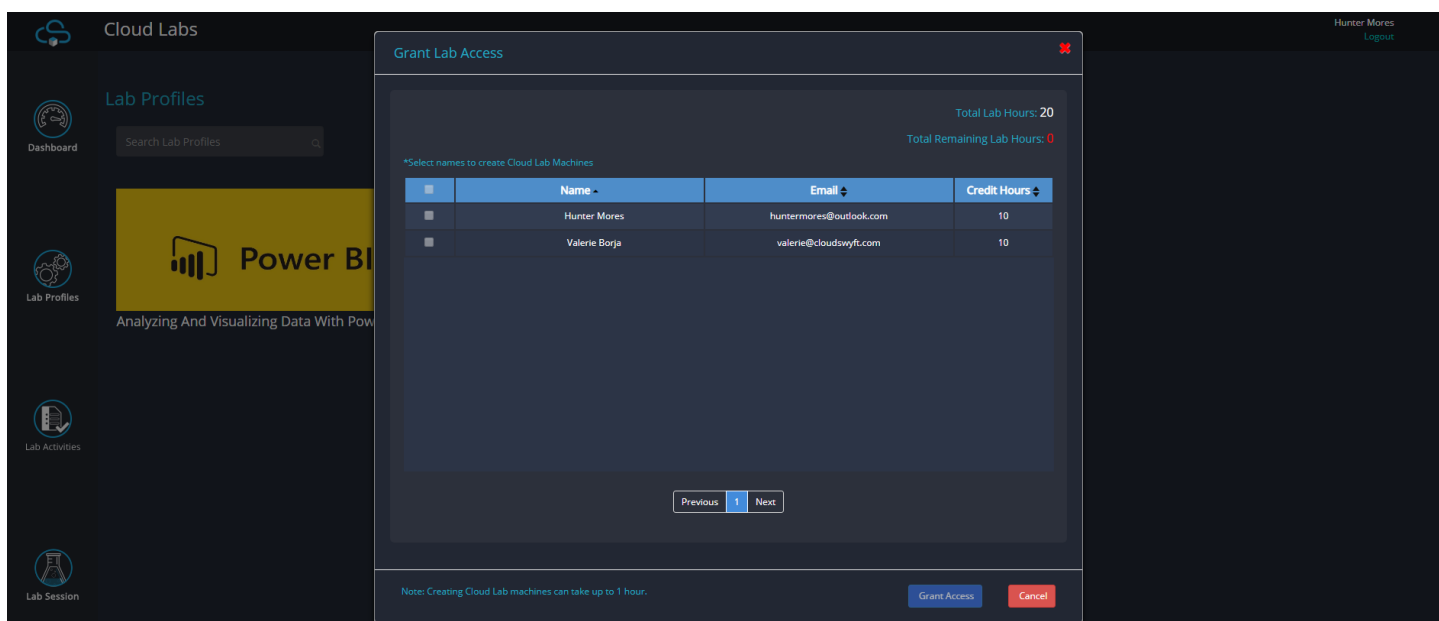
The Lab Activities (3/4) will display the following:

a. **Current Activities** – Current or selected Lab Activity
b. **Search Activity** – Where the users can filter or search for specific Lab Activity
c. **Active Library** – List of all available Lab Activities
d. **View** – This will display the View Lab Profile modal

From this modal, the user may drag the Lab Activities to and from **Current Activities** column. Clicking the **Next** button will display the updated summary of the Lab Profiles. Clicking the **Save** button will update the Lab Profiles.

Grant Lab Access

The Admin users will have the capability to create a machine for the users. Creating Lab machines for users will take up to 1 hour depending on number of users selected.

The Grant Lab Access modal will display the following:

- a. **Select checkboxes** – Used for selecting users whom will be granted the Lab machines.
- b. **Name** – Name of the users.
- c. **Email** – Email address of the users.
- d. **Total Lab Hours** – Total hours granted for the User group/Client.

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e. **Total Remaining Lab Hours** – Available Lab hours that is yet to be assigned to users.
f. **Grant Access** – Button use to create the Lab machines. This button is disabled when there are no users selected.
g. **Cancel** – This closes the Grant Lab Access modal without creating Lab machines.

Create Lab Machines

To create Lab machines, the Cloud Lab must have the following:
a. **Remaining Lab Hours**
b. **Users**
c. **Admin access**
d. **Lab Profile templates**

Follow the steps:
1. Log in as Admin user
2. On the side panel options, select *Lab Profiles*
3. Hover on a Lab templates and click 🔗 *Grant Lab Access*
4. On Grant Lab Access Modal, select the users by enabling the checkboxes next to the Name.

Upon selecting a user, the number of Lab Hours will be deducted from the Remaining Lab Hours and added to Credit hours of the selected users.
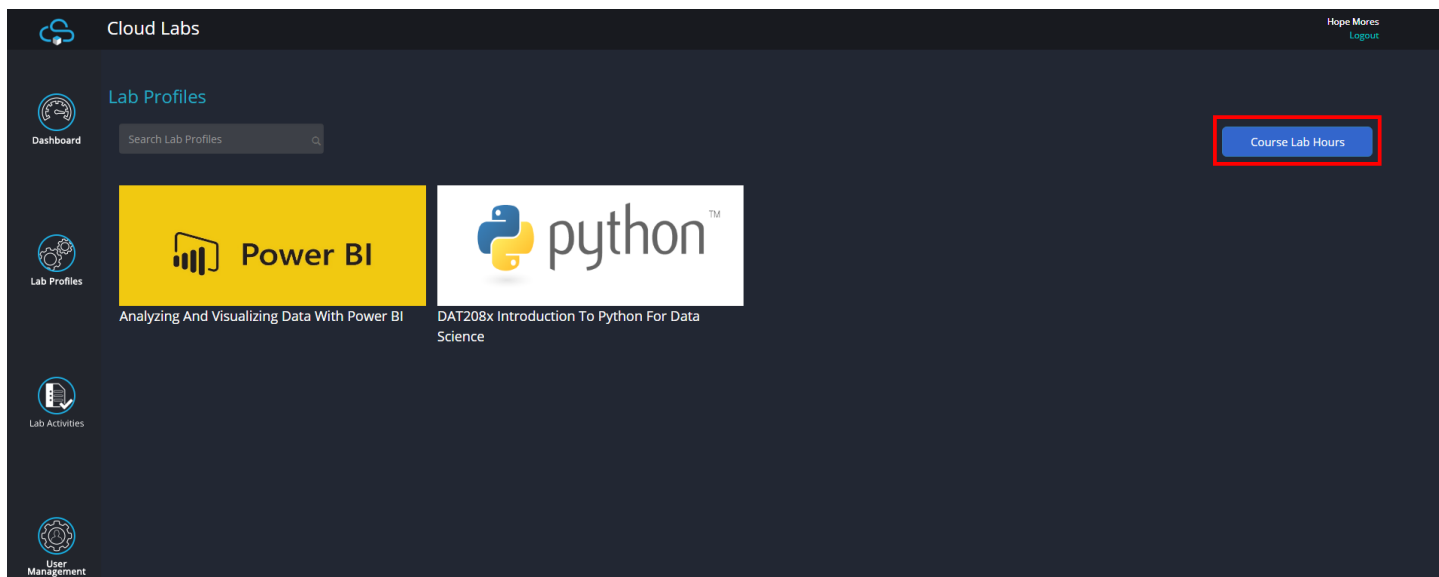
When the Total Remaining Lab Hours is insufficient to be assigned to the user, all unselected checkboxes will be disabled.

Note: The Lab hours being deducted from Total Remaining Lab Hours for each user depends on the number of Lab Hours assigned per Course.
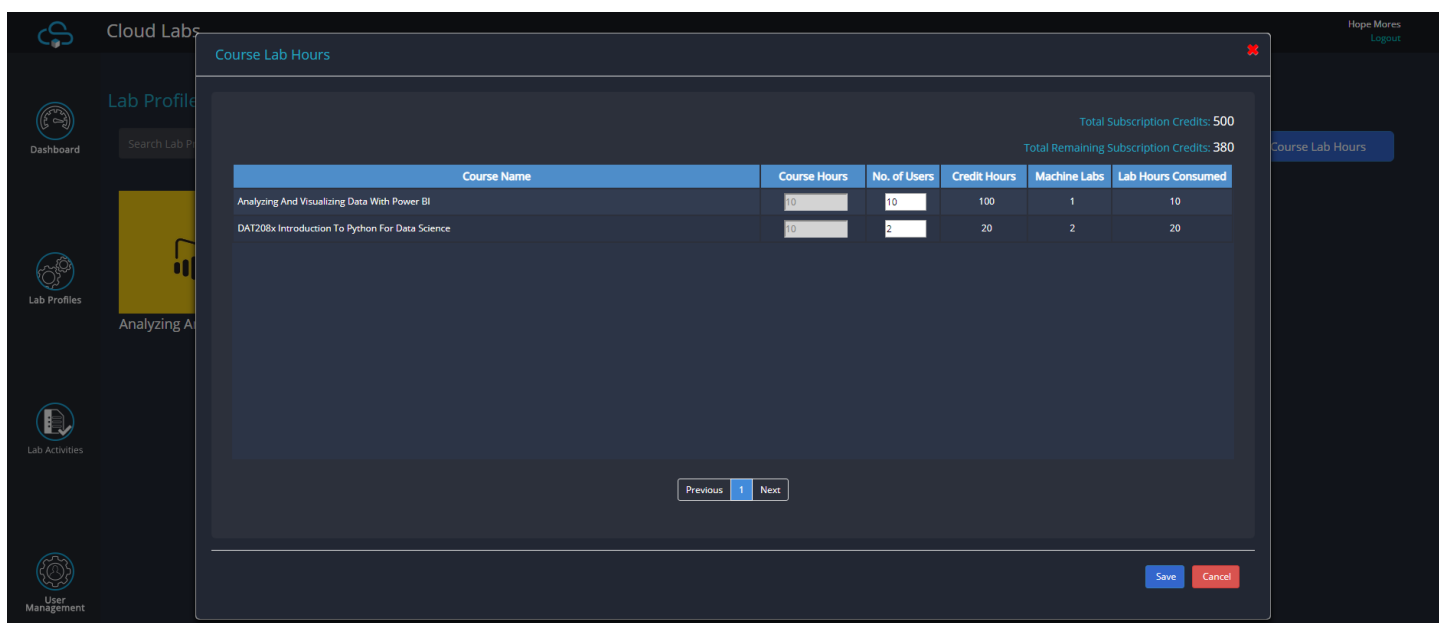
5. Click *Grant Access*

The Grant Lab Access 🔗 option will be disabled while the Lab machines are being created.

Clicking the Course Lab Hours will give the Admin users the option to allocate the Lab Hours to their available courses.

Course Lab Hours will display the following:

a. **Total Subscription credits** – Displays the subscribed Lab hours
b. **Total Remaining Subscription credits** – Lab Hours yet to allocated on subscribed courses.
c. **Course Name** – List of subscribed courses
d. **Course Hours** – Lab hours per Virtual Machine. This will be disabled and can no longer be modified once a machine has been provisioned.
e. **No. of Users** – Number of Students/Instructors who will be accessing virtual machines. The admin user may increase or decrease the number of users depending on Total remaining subscription

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credits. The minimum no. of students must not be less than the quotient of Lab hours consumed and Course Hours.

f. **Credit Hours** – Total Lab hours allocated to the Course. (Course Hours * No. of Users)

g. **Machine Labs** – No. of virtual machines provisioned for users

h. **Consumed Lab Hours** – Total number of hours allotted to virtual machines