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Cloud Labs Management Portal

Student User Guide

CloudSwyft Global Systems Inc.

#10-12 Jupiter Street, Bel-Air,
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.
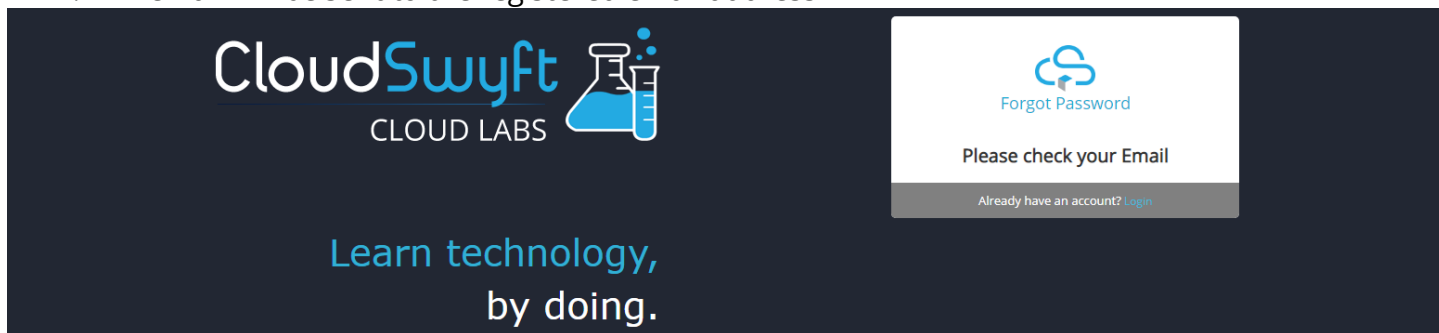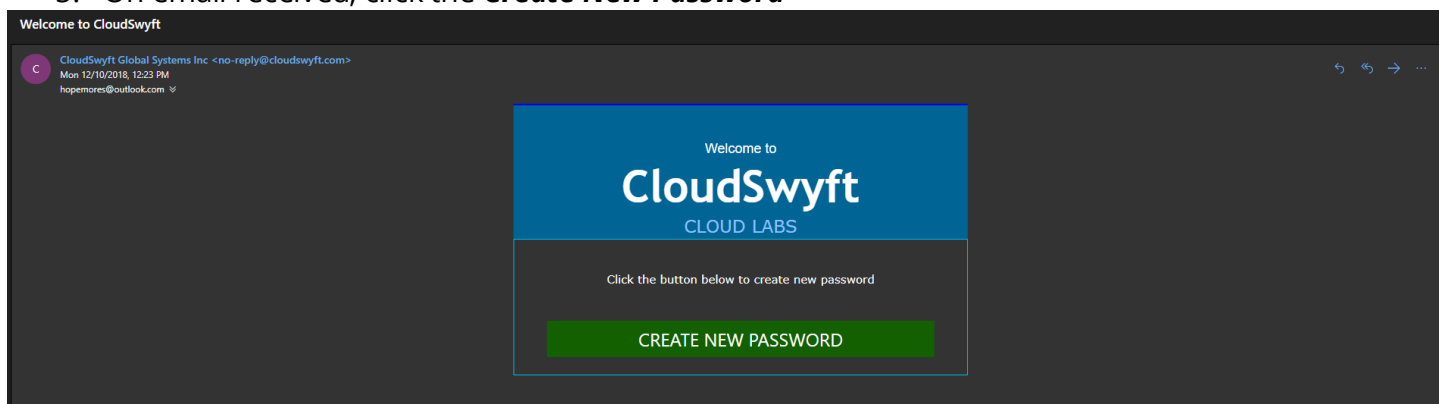   d. **Log in**

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

![CloudSwyft Global Systems, Inc.]

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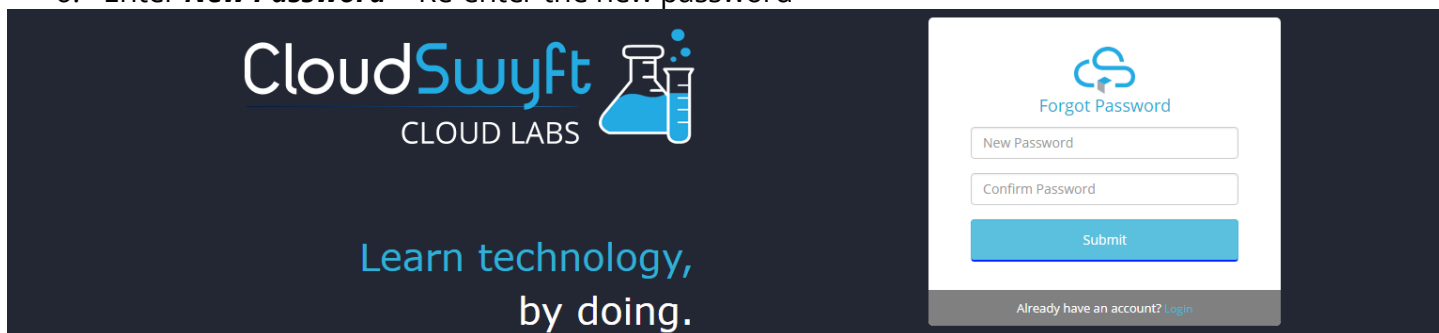5F Paseo Center Bldg., Paseo de Roxas, Makati city.

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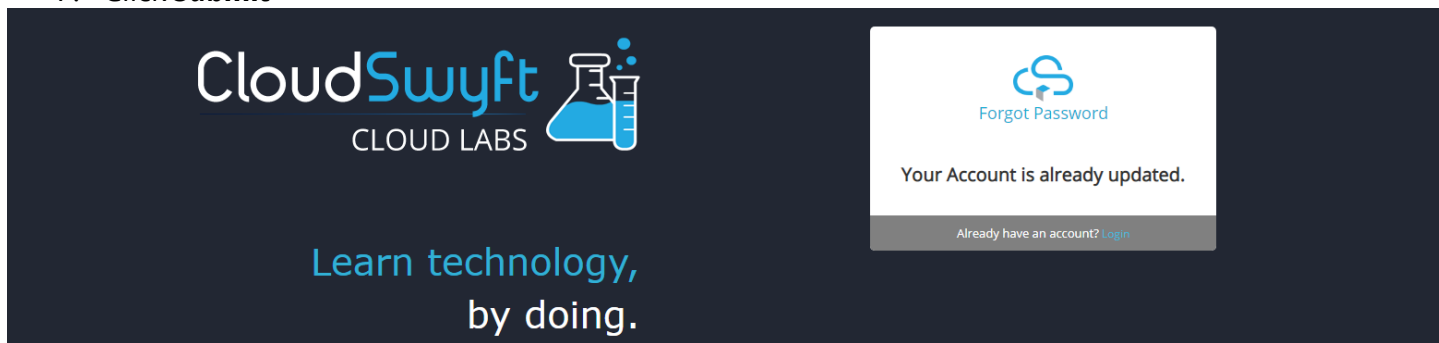

5. On email received, click the **Create New Password**

6. Enter **New Password** > Re-enter the new password
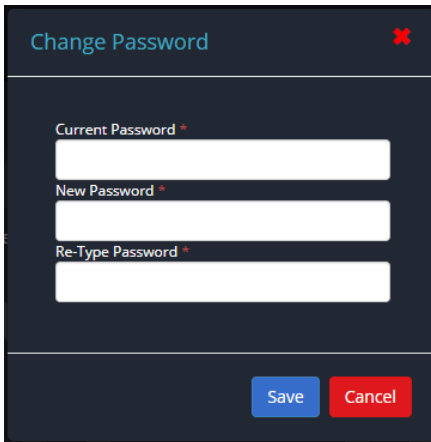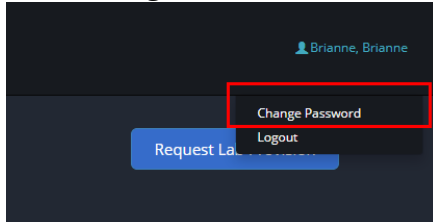

7. Click **Submit**

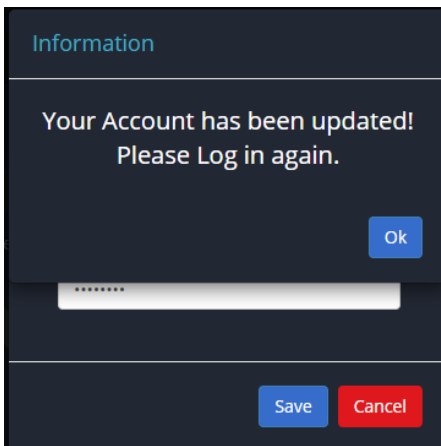You may now click the **Login** link and log in using the new password.

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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Lab Session

Cloud Labs Lab Session is available to users with Admin, Instructor, Staff and default to Student role. This page will display all the Lab Courses available to users.

Lab Statuses

Lab Courses have different theme colors depending on the Lab Status.
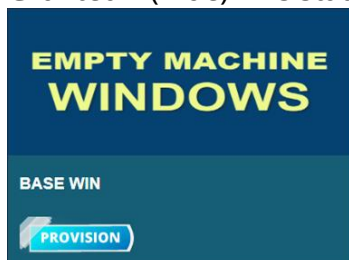
1. Stopped – (Green) This status means that the lab is turned off.

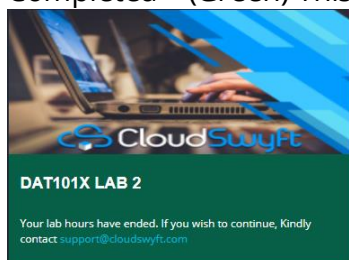2. Starting – (Purple) The Lab will change to Starting status once the Start button is clicked.

https://cloudswyft.com/ • getstarted@cloudswyft.com • sales@cloudswyft.com • support@cloudswyft.com

5th Level, Paseo Center Bldg., Paseo De Roxas, Makati City 1226.

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3. Granted – (Blue) This status allows the user for Self-Provisioning.

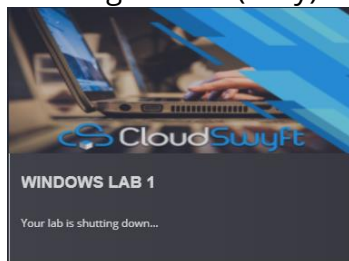4. Provisioning – (Orange) This status means that the machine is being created.

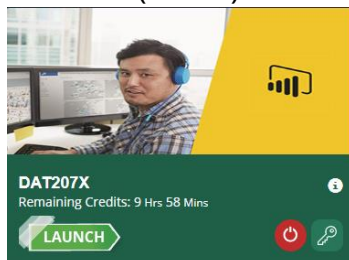5. Completed – (Green) This means that the course has zero remaining hours.

6. Failed – (Red) This means that the lab provisioning has failed and allows the user to Reprovision

7. Shutting down – (Gray) This status means that the lab has been shutdown and is being turned off.

8. Started – (Green) This status means that the lab is Running and ready to be launched.

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Self-Provision

When a user is granted Lab Access, the user will have the option to provision or create his/her lab depending on when to start using the lab.

A provision button is displayed where the user can click to start provisoning.

How to Self-Provision Labs
1. Log in to Cloud Labs Management Portal
2. Click Provision button

3. The course tile will change to Provisioning status

4. The course tile will change to Stopped status which means that the provision was successful.

Launch Lab Course

To Start the Cloud Lab Session, follow the following instructions:
1. Log in to Cloud Labs Management Portal
2. Click on Start button

3. Once the machine is running, the Launch button will be available.

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The user may have 2 options in accessing the Lab. The user may render the lab by clicking on Launch button or may use the RDP connection.

How to Access the Lab via Launch

1. Click on the Start button

2. Once the machine is running, Click on [LAUNCH] Launch button

3. Once the Lab has rendered, the user may click on the [⤢] Fullscreen icon (Optional) for Fullscreen view and may click again on the Fullscreen icon or ESC key on keyboard to exit Fullscreen view.
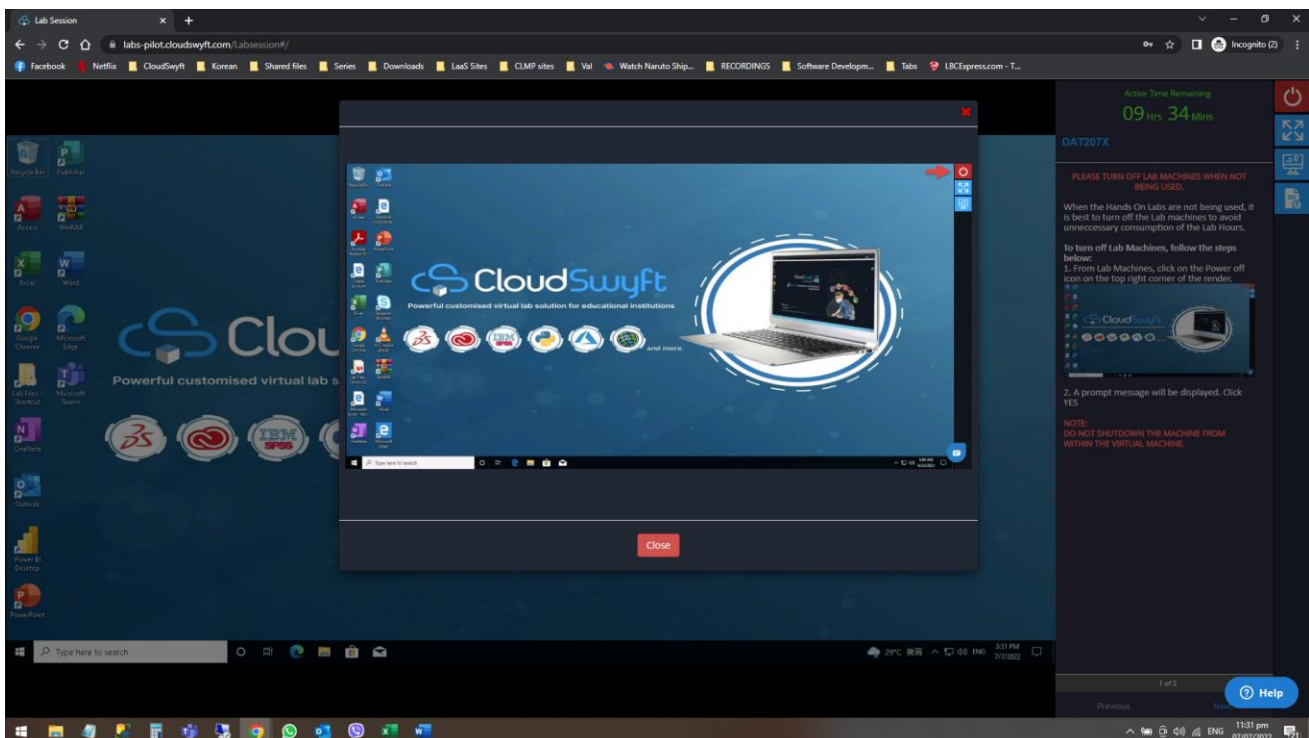
4. To view the Lab activities, click on 🖥 Lab Activities icon
This will display the list of Activities for the lab including the Active Time Remaining.

Multiple Activities can be accessed by clicking on the Next/Previous options at the bottom of the Lab Activities.

For Lab Activities with Images, the user may click on the image to enlarge the image for better viewing and can closed by clicking the close button.
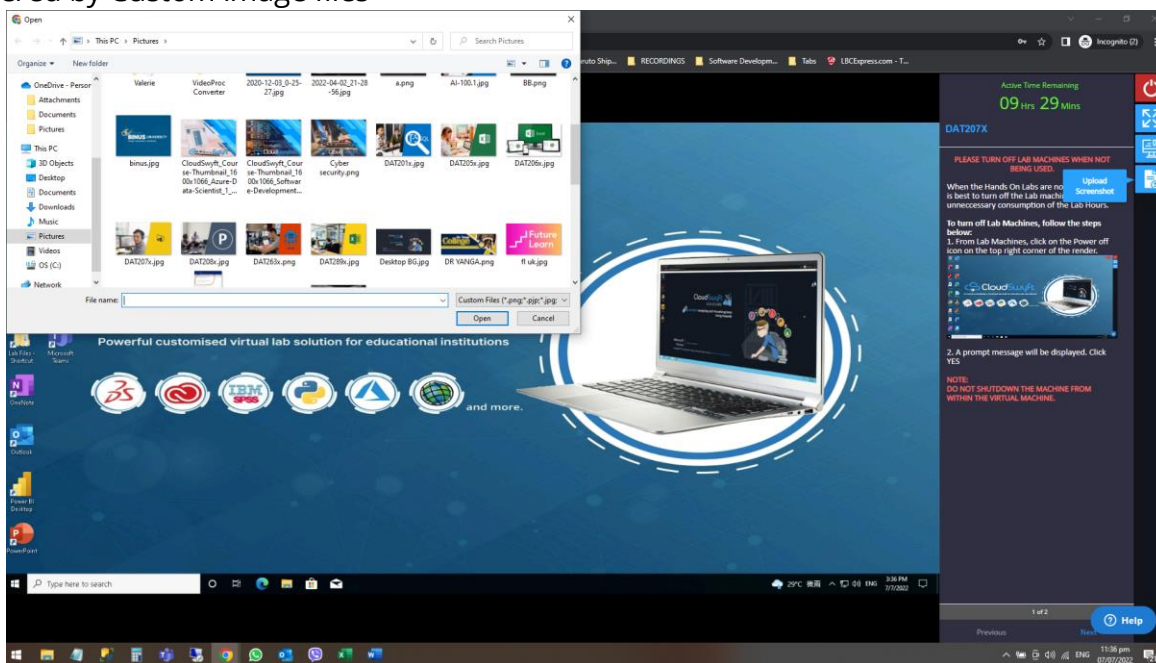
![CloudSwyft Global Systems, Inc.]

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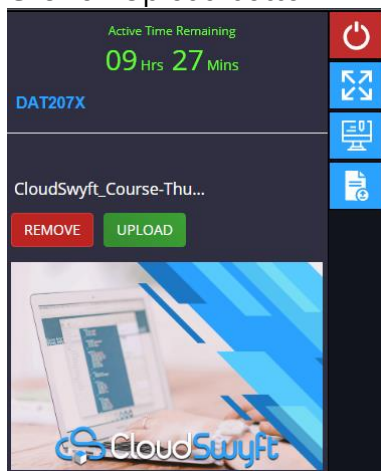
How to Upload Screenshots

The user may be required to upload a screenshot if required by the lab activities. To upload screenshots, follow the instructions below:

1. Click on ![icon] Lab Activities icon
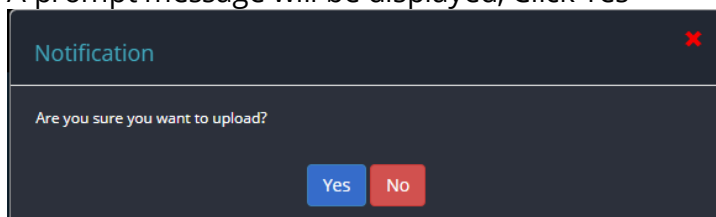2. Click the ![icon] Upload Screenshot icon
   The file explorer will open on your local computer which allows the user to select an image file filtered by Custom image files

3. Select an image and click Open.
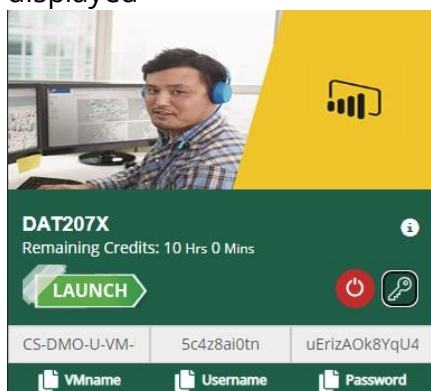4. Click on Upload button

5. A prompt message will be displayed, Click Yes

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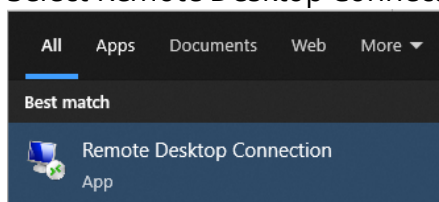5F Paseo Center Bldg., Paseo de Roxas, Makati city.
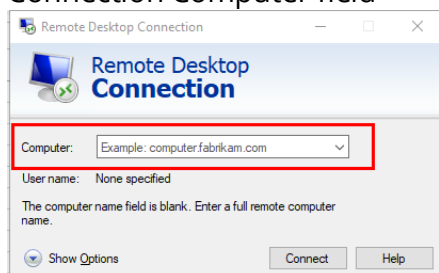
How to Access Lab via RDP (Windows)

1. Start the Lab by clicking on Start button
2. Once the Launch button is displayed, click on the 🔑 Key icon and the RDP credentials will be displayed
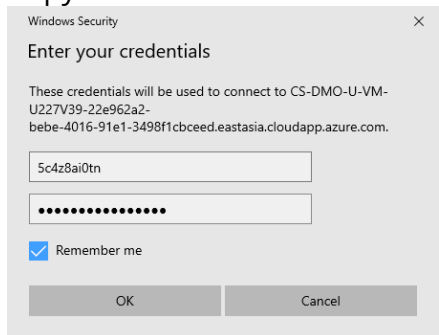

3. On your local computer, click on the ⊞ Windows logo and type RDP
4. Select Remote Desktop Connection

5. On Course lab, click the VMname on the RDP credentials to copy and paste in Remote Desktop Connection Computer field

6. Copy the Username and Password from the RDP credentials and paste it to the RDP login window

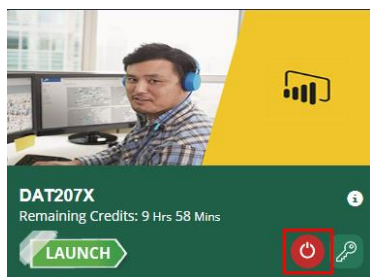7. Click Remember me (optional) and click OK

8. Check Don't ask me again for connections to this computer (optional) and click Yes
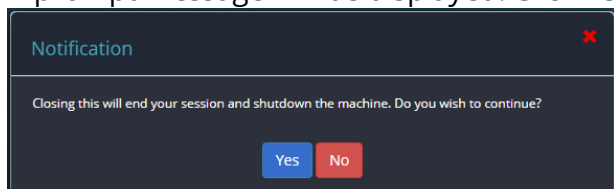

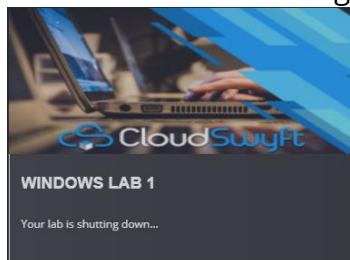The RDP window will open and the user can now access the Lab via RDP connections

To close the Virtual machine, simply click on the **X** icon of the RDP window and click on the shutdown icon on the course tile.

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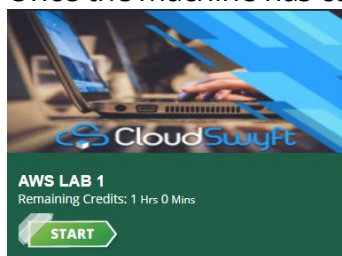5F Paseo Center Bldg., Paseo de Roxas, Makati city.

A prompt message will be displayed. Click Yes to shut down the machine.

The course tile will change to Shutting down status

Once the machine has completely shutdown, the course tile will change to Stopped status.

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