



Cloud Labs Management Portal

Admin User Guide

CloudSwyft Global Systems Inc.

#10-12 Jupiter Street, Bel-Air,
Makati City, Philippines.

What is Cloud Labs?

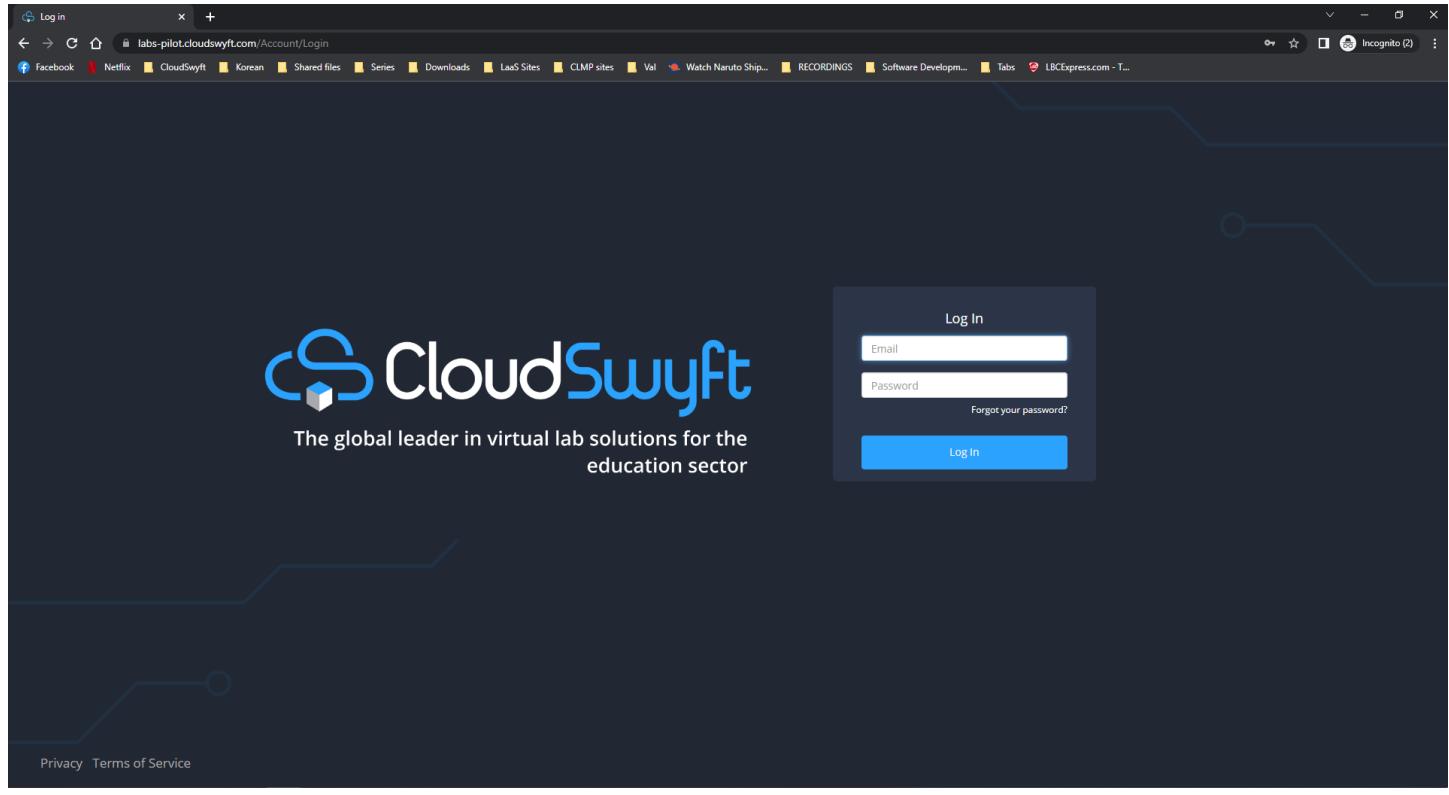
Cloud Labs is a platform where Customized Lab templates are created. These Lab templates allow users such as students and/or instructors to practice Lab Activities for specific L-a-a-S courses that would prepare them for the actual Graded Labs.

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:

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

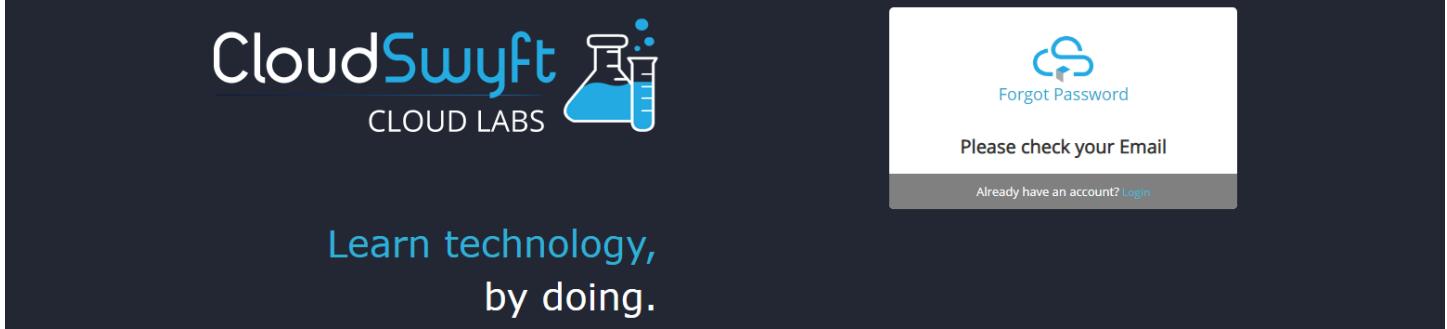


Forgot Password

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

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



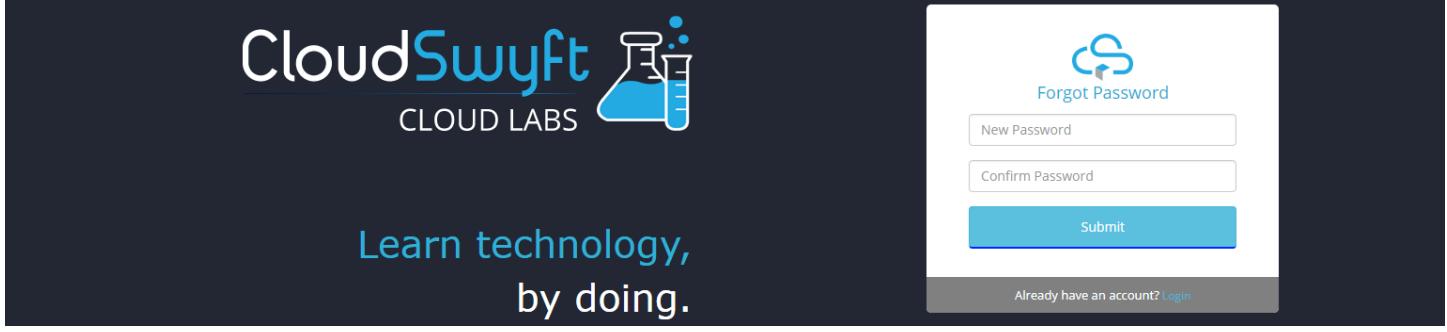
The screenshot shows the CloudSwyft Cloud Labs homepage. The header features the CloudSwyft logo and "CLOUD LABS". Below the header is a large text area with the tagline "Learn technology, by doing.". To the right of the main content is a white sidebar with a "Forgot Password" link, a message "Please check your Email", and a "Login" link for existing users.

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



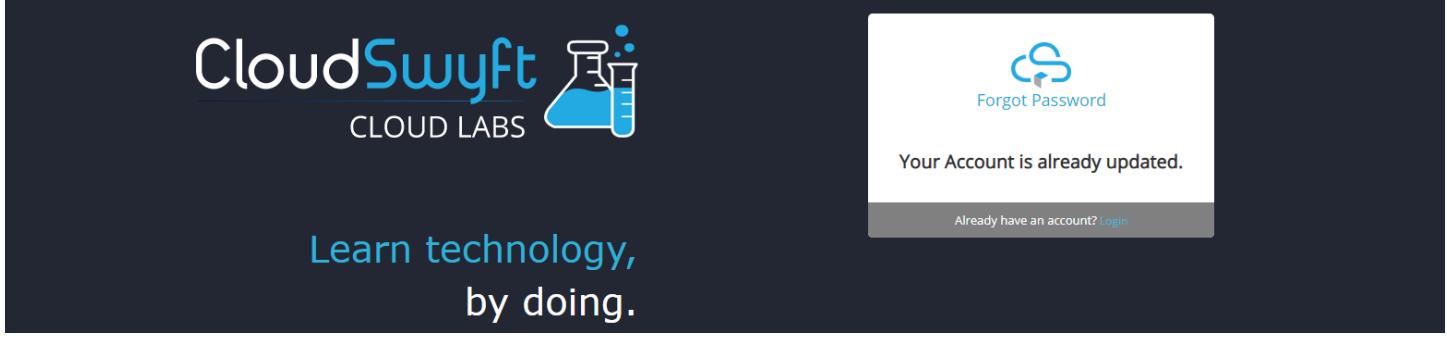
The screenshot shows an email from "CloudSwyft Global Systems Inc <no-reply@cloudswyft.com>" to "hopemores@outlook.com" dated "Mon 12/10/2018, 12:23 PM". The email body contains a "Welcome to CloudSwyft CLOUD LABS" message and a green "CREATE NEW PASSWORD" button.

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



The screenshot shows the "Forgot Password" page. It has fields for "New Password" and "Confirm Password", a "Submit" button, and a "Login" link for existing users. The background features the CloudSwyft logo and tagline.

7. Click **Submit**



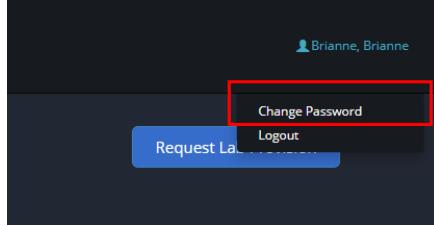
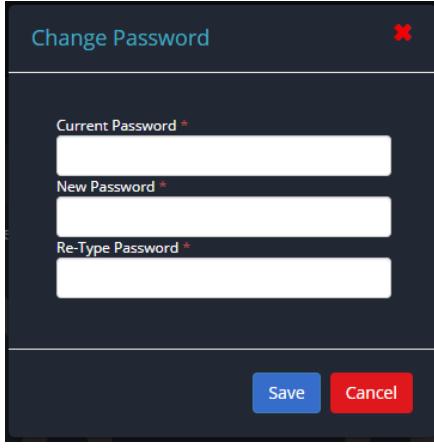
The screenshot shows a confirmation message: "Your Account is already updated." It includes a "Login" link for existing users. The background features the CloudSwyft logo and tagline.

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

Change Password

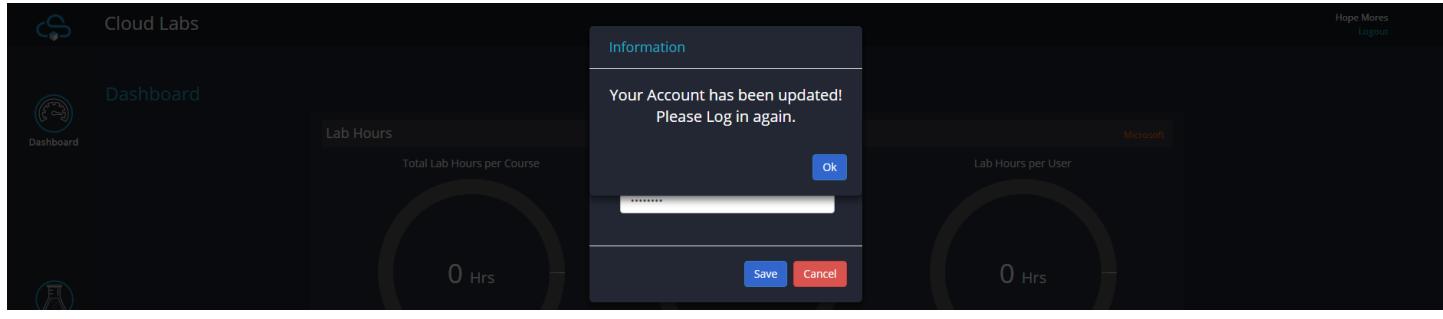
Each user has the option to update their passwords. To change the password, follow the instructions below.

1. Log in to Cloud Labs platform
2. Click the user's name on top right section of the page.
3. Click **Change Password**

Current Password *	<input type="password"/>
New Password *	<input type="password"/>
Re-Type Password *	<input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

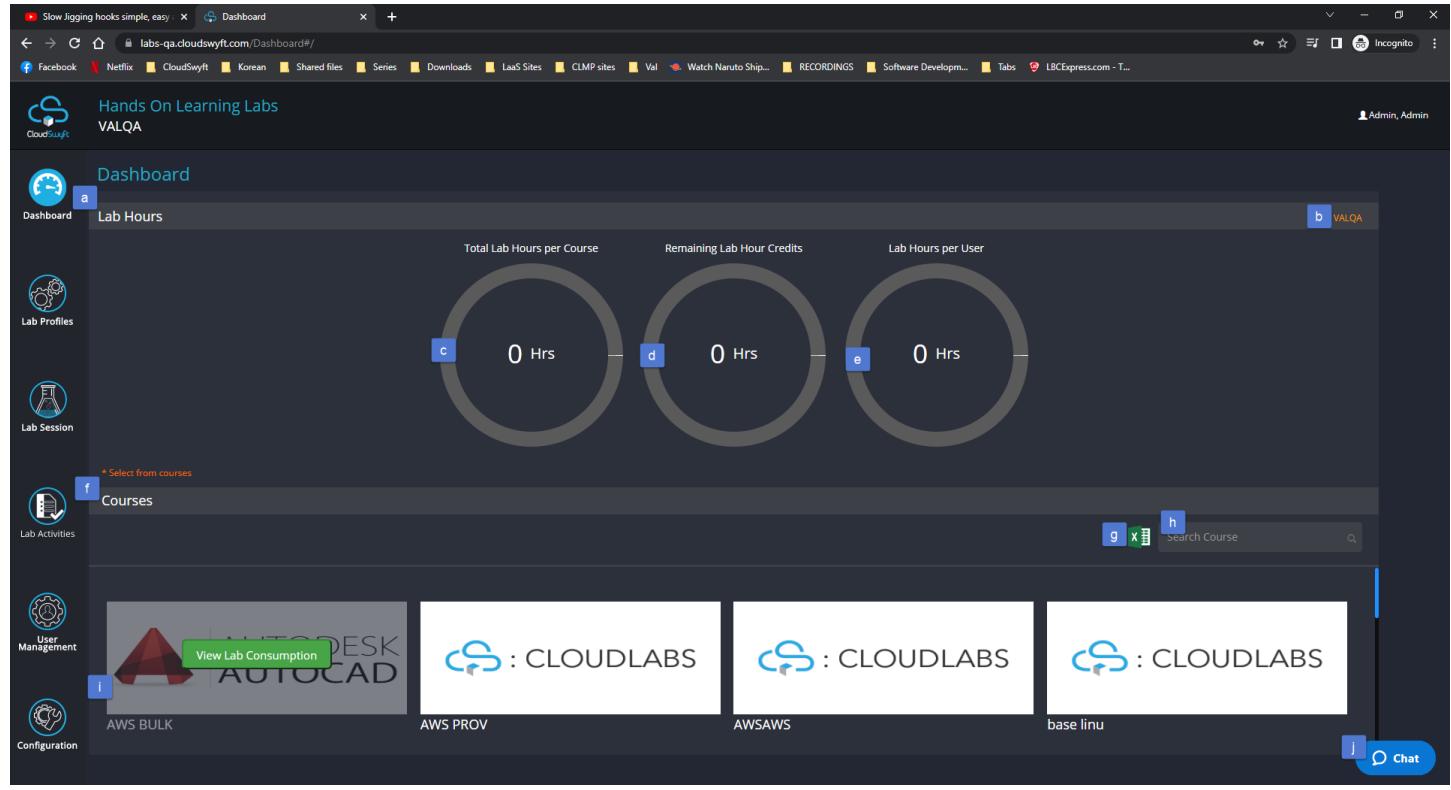
4. Enter the **Current password**
5. Enter **New Password**
6. Fill out **Re-Type Password**
7. Click **Save**



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.

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:

- Lab Hours** – Read-only text header for Lab Hours section
- [User Group]** – The name of the selected User Group is displayed as read-only on right side.
- Total Lab Hours per Course** – These are Lab hours allotted per course. Zero as default.
- Remaining Lab Hours Credits** – These are the available lab hours yet to be allotted to students. Zero as default.
- Lab Hours per User** – Lab hours provided per user. Zero as default.
- Courses** – read-only text header for Courses which contains thee Courses, number of users, Total Lab Hours per Course, Remaining Lab Hour Credits and Lab Hours per Users.
- Download Course List** – Clicking this icon will automatically download the list of the courses
- Search Course** – Search field wherein users can search for a specific course
- Course List** – List of Courses available for the selected User group.
- Chat** – The chat option is available for the users on any page where they can chat to CloudSwyft Support team for any inquiries.

View Download Course List

To download the Course List report, you may click on the  Excel icon under the Courses section of the Dashboard. Clicking the Course List icon will automatically download the Course list report in .xls format with the following:

1. Course List header name
2. Usergroup name
3. As of date – displayed in mm/dd/yyyy format
4. Course List table
 - a. Count
 - b. Courses
 - c. Number of Users
 - d. Total Lab Hours per Course
 - e. Remaining Lab Hour Credits
 - f. Lab Hours per Users

Course List (5).xls [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do Valerie Borja (LabOps Lead) Share

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

A1 : X ✓ fx | A B C D E F G H I J K L M N O P Q

1 Course List
VALQA
As of 07/11/2022

Count	Courses	Number of Users	Total Lab Hours per Course	Remaining Lab Hour Credits	Lab Hours per Users
1	AWS BULK	20	20 Hrs	20 Hrs	1 Hrs
2	AWS PROV	20	20 Hrs	20 Hrs	1 Hrs
3	AWSAWS	20	20 Hrs	20 Hrs	1 Hrs
4	BASE DEV279X	20	20 Hrs	20 Hrs	1 Hrs
5	base linu	20	20 Hrs	20 Hrs	1 Hrs
6	BASE WIN	20	20 Hrs	20 Hrs	1 Hrs
7	baseline	20	20 Hrs	20 Hrs	1 Hrs
8	BASELINE VAL QA	20	20 Hrs	20 Hrs	1 Hrs
9	BASELINE-UNIX	20	20 Hrs	20 Hrs	1 Hrs
10	DEV279K	20	20 Hrs	20 Hrs	1 Hrs
11	LIN	20	20 Hrs	20 Hrs	1 Hrs
12	NEWBASELINEWIN10	20	20 Hrs	20 Hrs	1 Hrs
13	QAVAL lab	20	20 Hrs	20 Hrs	1 Hrs
14	QAVAL LAB 2	20	20 Hrs	20 Hrs	1 Hrs
15	test	20	20 Hrs	20 Hrs	1 Hrs
16	test base	20	20 Hrs	20 Hrs	1 Hrs
17	TEST baseline	20	20 Hrs	20 Hrs	1 Hrs
18	Test valqa3	20	20 Hrs	20 Hrs	1 Hrs
19	VALQA AWS	20	20 Hrs	20 Hrs	1 Hrs
20	VALQA LINUX	20	20 Hrs	20 Hrs	1 Hrs
21	VALQA WINDOWS	20	20 Hrs	20 Hrs	1 Hrs
22	VALQA WINSER2016HV	20	20 Hrs	20 Hrs	1 Hrs
23	WINSERV2016HV	20	20 Hrs	20 Hrs	1 Hrs
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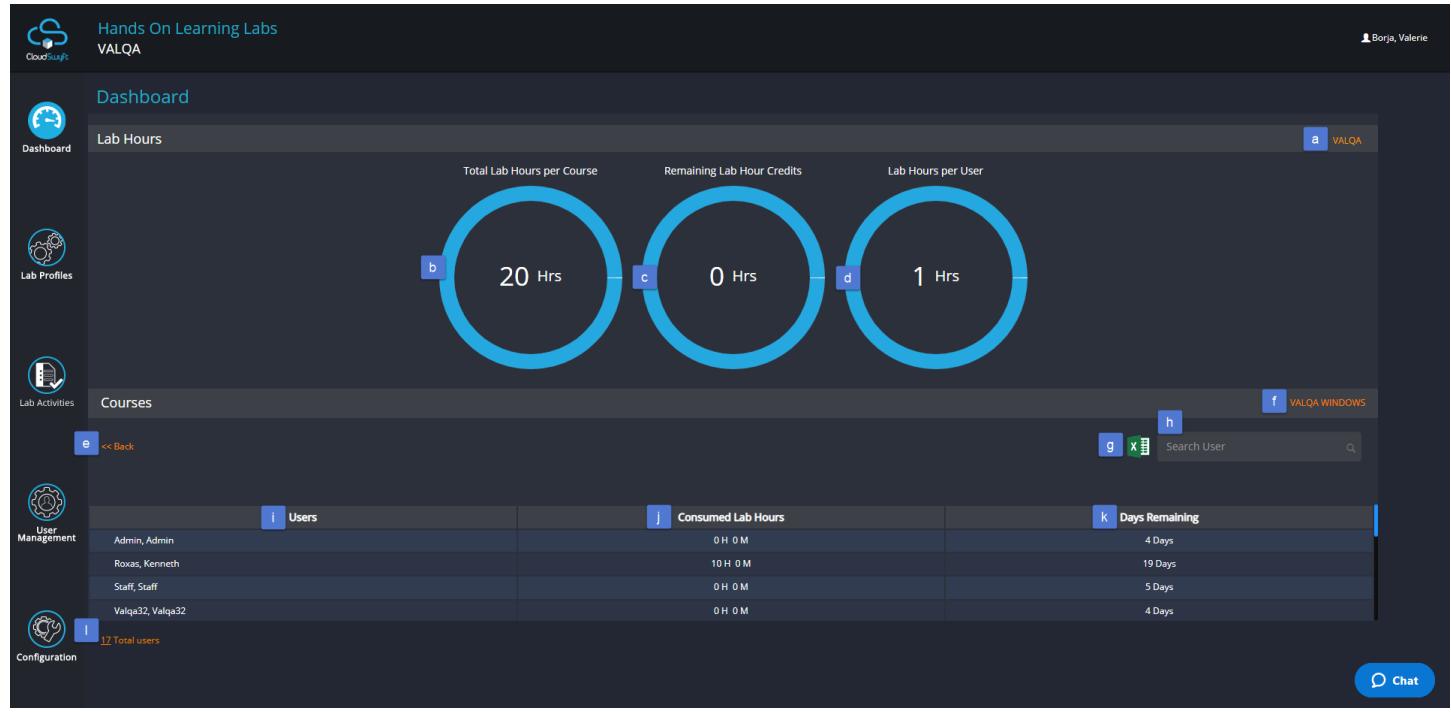
Course Data

Ready

View Lab Hours details of a course

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

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



Users	Consumed Lab Hours	Days Remaining
Admin, Admin	0 H 0 M	4 Days
Roxas, Kenneth	10 H 0 M	19 Days
Staff, Staff	0 H 0 M	5 Days
Valqa32, Valqa52	0 H 0 M	4 Days

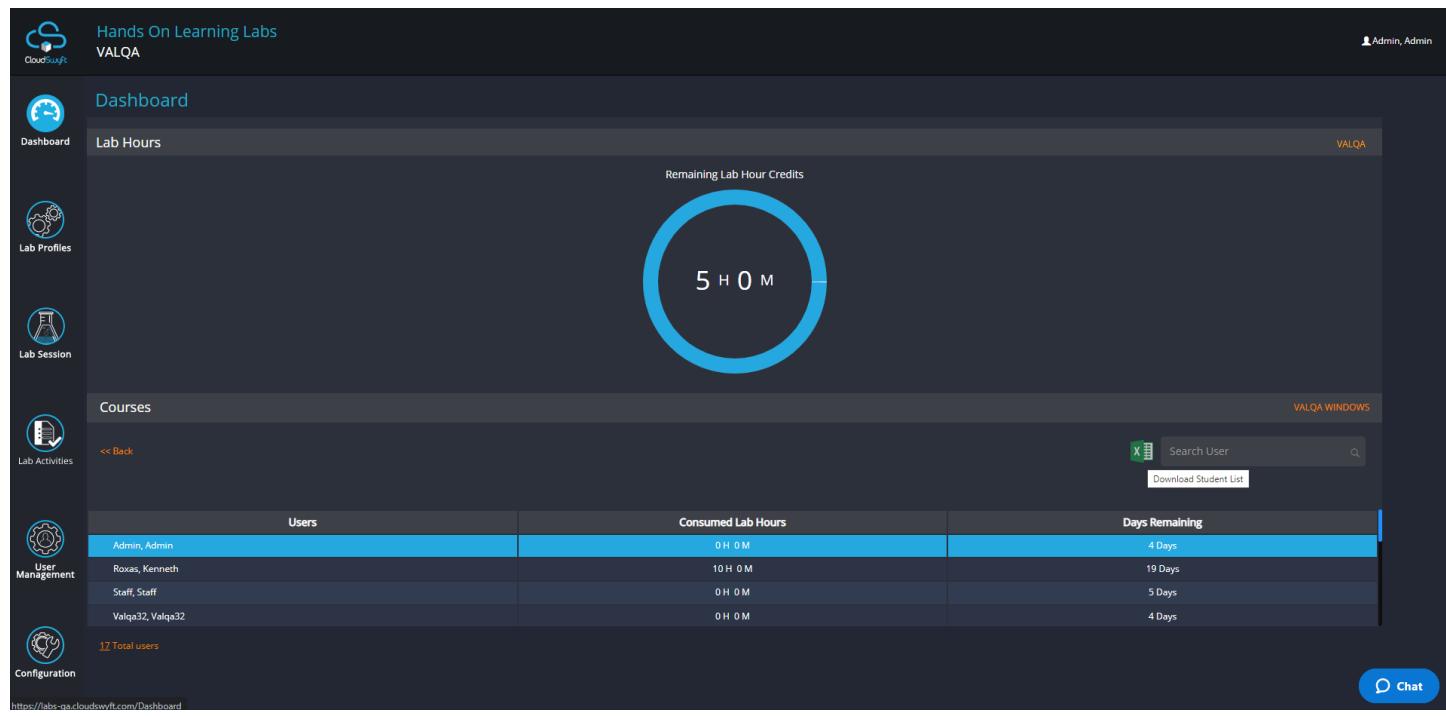
The Lab Hours section will display the following details:

- 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:

- e. **<< Back** – This link allows the user to go back to Dashboard default page.
- f. **[Course Name]** – This will display the name of the course selected. (Read-only)
- g. **Download student List** – Clicking the Student List will automatically download the Student List report with the Enrolled Users List file.
- h. **Search User** – This allows the user to search for a specific user
- i. **Users** – This column displays the list of all users with existing Labs for the selected course.
- j. **Lab Hours Consumed** – This column displays the hours consumed by the users.
- k. **Days Remaining** – Displays the days remaining until the Lab Expiration date. (Default Expiration day is 30 days)
- l. **Total Users** – displays the total count of the users enrolled to the selected course

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



The screenshot shows the CloudSwyft Dashboard for the course "Hands On Learning Labs" under the user "VALQA". A prominent circular gauge in the center displays "Remaining Lab Hour Credits" with the value "5 H 0 M". To the right of the gauge, the user name "VALQA" is displayed. The left sidebar contains icons for Dashboard, Lab Profiles, Lab Session, Lab Activities, User Management, and Configuration. The main content area shows a table of users with their consumed lab hours and days remaining. A "Download Student List" button is visible at the top right of the user table section.

Users	Consumed Lab Hours	Days Remaining
Admin, Admin	0 H 0 M	4 Days
Roxas, Kenneth	10 H 0 M	19 Days
Staff, Staff	0 H 0 M	5 Days
Valqa32, Valqa32	0 H 0 M	4 Days

Download Student List

To download the Student List report, follow the instructions below:

1. Log in as Admin, Instructor, or Staff
2. On Dashboard, select a course and click View Lab Consumption
3. Click on the  Excel icon under the Courses section. Clicking the Student List icon will automatically download the Student list report in .xls format with the following:
 - a. Enrolled Users List header
 - b. Usergroup name
 - c. As off date (mm/dd/yyyy format)
 - d. Enrolled Users Table
 - i. Count
 - ii. Users
 - iii. Consumed Lab Hours
 - iv. Remaining Lab Hour Credits
 - v. Days Remaining

Enrolled Users List (7).xls [Protected View] - Excel

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Count	Users	Consumed Lab Hours	Remaining Lab Hour Credits	Days Remaining
1	Admin, Admin	0 h 0 m	5 h 0 m	5
2	Roxas, Kenneth	10 h 10 m	0 h 10 m	20
3	Staff, Staff	0 h 0 m	5 h 0 m	6
4	Valq32, Valq32	0 h 0 m	5 h 0 m	5
5	Valq33, Valq33	0 h 0 m	5 h 0 m	5
6	Valq34, Valq34	0 h 0 m	5 h 0 m	5
7	Valq35, Valq35	0 h 0 m	5 h 0 m	5
8	Valq36, Valq36	0 h 0 m	5 h 0 m	5
9	Valq37, Valq37	0 h 0 m	5 h 0 m	5
10	Valq38, Valq38	0 h 0 m	5 h 0 m	5
11	Valq39, Valq39	0 h 0 m	5 h 0 m	5
12	Valq40, Valq40	0 h 0 m	5 h 0 m	5
13	Valq41, Valq41	0 h 0 m	5 h 0 m	5
14	Valq42, Valq42	0 h 0 m	5 h 0 m	5
15	Valq43, Valq43	0 h 0 m	5 h 0 m	5
16	Valq44, Valq44	0 h 0 m	5 h 0 m	5
17	Valq45, Valq45	0 h 0 m	5 h 0 m	5

Cloud 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.

Hands On Learning Labs
LabOps Test Admin, Valerie

Lab Sessions [Request Lab Provision](#)

Note: Minimum Screen Resolution of 1600 x 900 

XX LAB 1 Starting... 	LINUX LAB 1 Provisioning... 	WINDOWS LAB 1 Your lab is shutting down... 	AWS LAB 1 Remaining Credits: 1 Hrs 0 Mins  START
DAT101X LAB 2 Your lab hours have ended. If you wish to continue, kindly contact support@cloudswyft.com 	LINUX LAB 1 There was a problem encountered with the network connection. Please click Provision to try again.  PROVISION	DAT207X Remaining Credits: 9 Hrs 58 Mins  LAUNCH  	EMPTY MACHINE WINDOWS BASE WIN  PROVISION

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.



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.



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 provisioning.

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

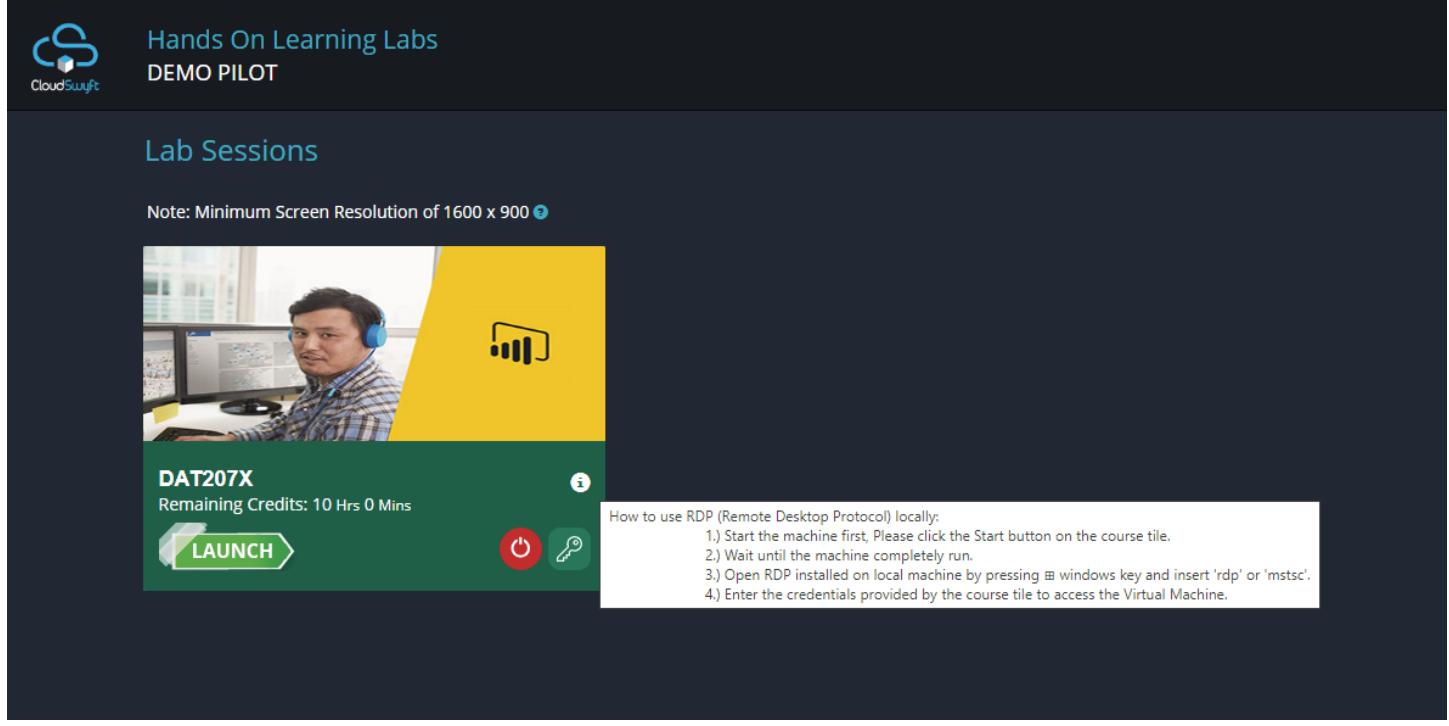
To Start the Cloud Lab Session, follow the following instructions:

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.

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.



The screenshot shows a course tile for 'DAT207X'. At the top, there's a thumbnail image of a person wearing headphones and looking at a computer screen. Below the thumbnail, the 'CloudSwyft' logo is displayed. The course title 'DAT207X' is in bold black text, followed by 'Remaining Credits: 10 Hrs 0 Mins' in smaller text. A large green button with the word 'LAUNCH' in white is at the bottom. To the right of the 'LAUNCH' button, there are two small icons: a red circle with a white power symbol and a blue key icon. A blue arrow points from the text 'How to use RDP (Remote Desktop Protocol) locally:' to the 'LAUNCH' button. A callout box contains the following text:

How to use RDP (Remote Desktop Protocol) locally:
 1.) Start the machine first. Please click the Start button on the course tile.
 2.) Wait until the machine completely run.
 3.) Open RDP installed on local machine by pressing $\text{Windows Key} + \text{R}$ and insert 'rdp' or 'mstsc'.
 4.) Enter the credentials provided by the course tile to access the Virtual Machine.

How to Access the Lab via Launch

1. Click on the Start button
2. Once the machine is running, Click on  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.



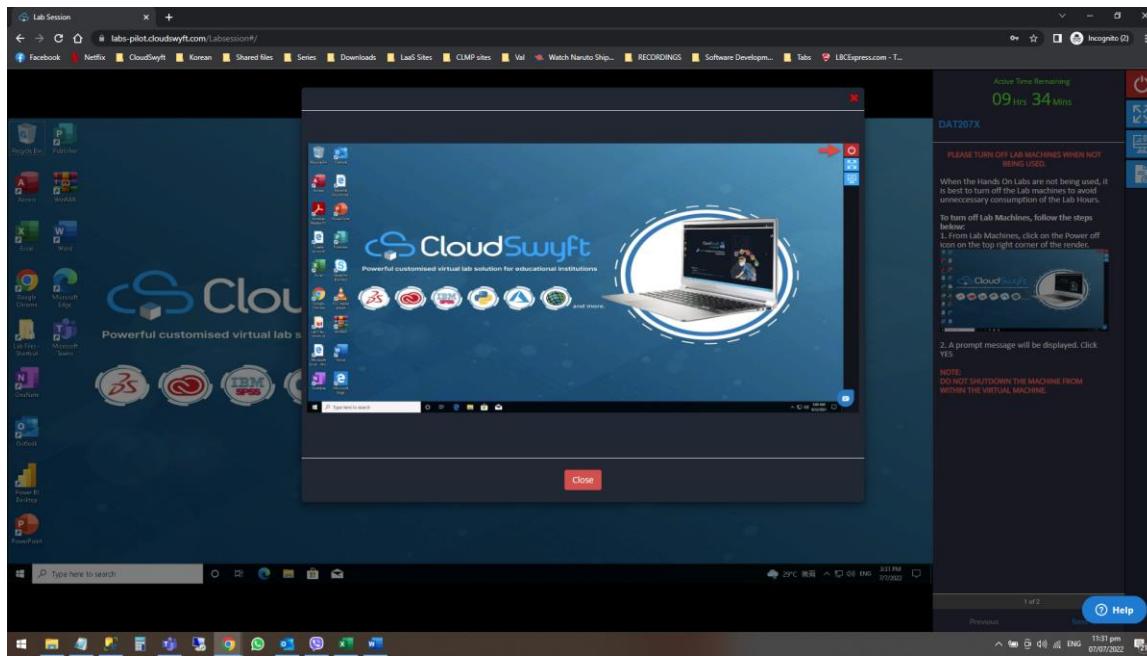
4. To view the Lab activities, click on  Lab Activities icon

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.

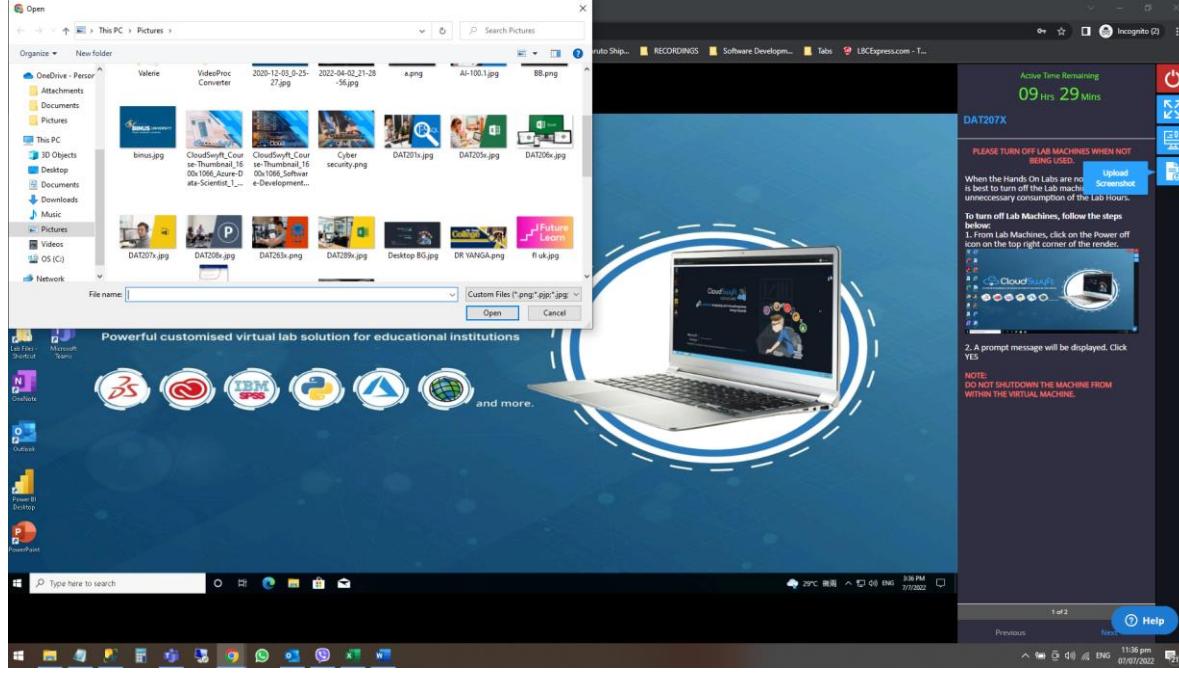


How to Upload Screenshots

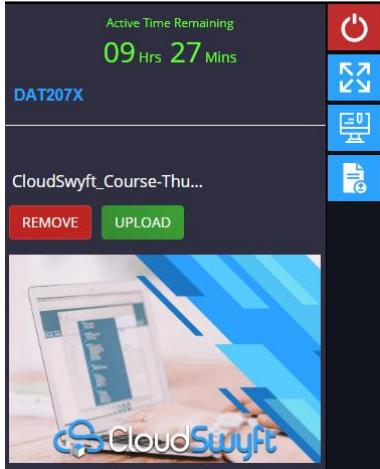
The user may be required to upload a screenshot if required by the lab activities. To upload screenshots, follow the instructions below:

1. Click on  Lab Activities icon
2. Click the  Upload Screenshot icon

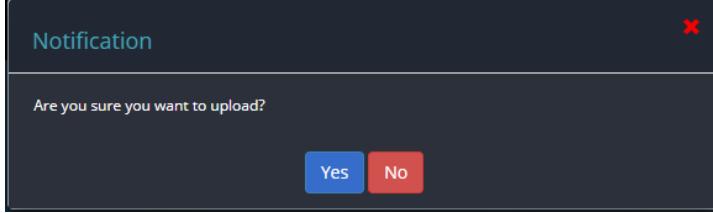
The file explorer will open on your local computer which allows the user to select an image file filtered by Custom image files



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



5. A prompt message will be displayed, Click Yes

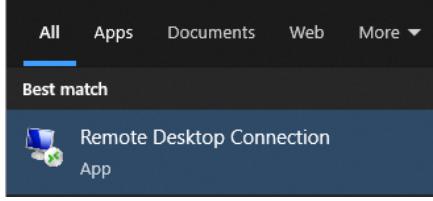


How to Access Lab via RDP (Windows)

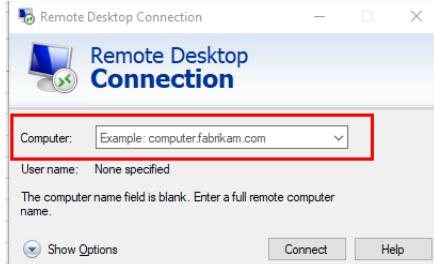
1. Start the Lab by clicking on Start button
2. Once the Launch button is displayed, click on the Key icon and the RDP credentials will be displayed



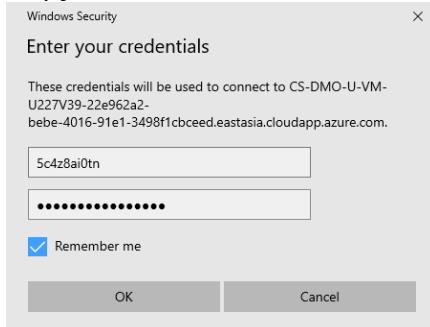
3. On your local computer, click on the Windows logo and type RDP
4. Select Remote Desktop Connection



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

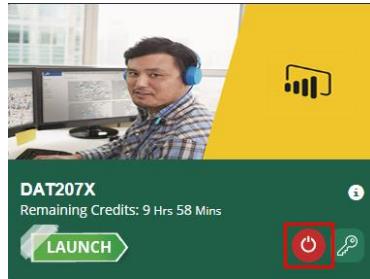
8. Check Don't ask me again for connections to this computer (optional) and click Yes



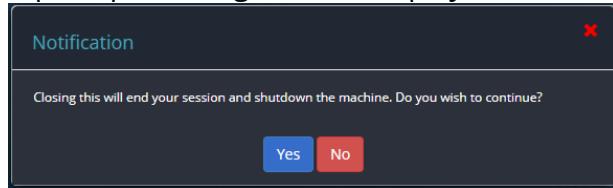
The RDP window will open and the user can now access the Lab via RDP connections



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.



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.



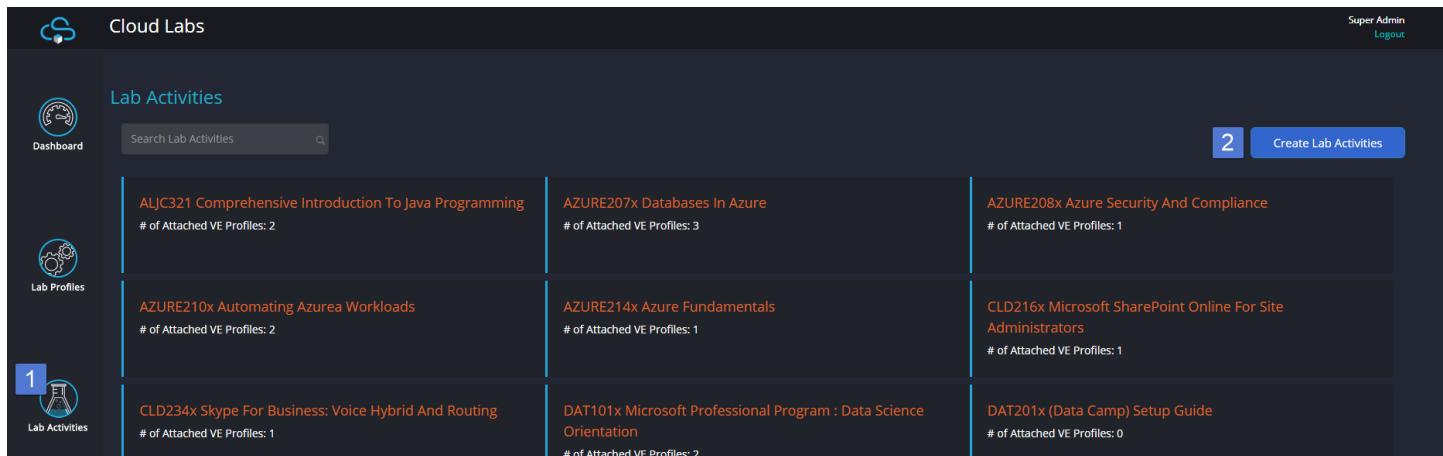
Note: Closing the modal will shutdown the virtual machine which may take up to 3 minutes as well as starting the Cloud Lab Session.

Lab Activities

Lab Activities the list of activities 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.

Only 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

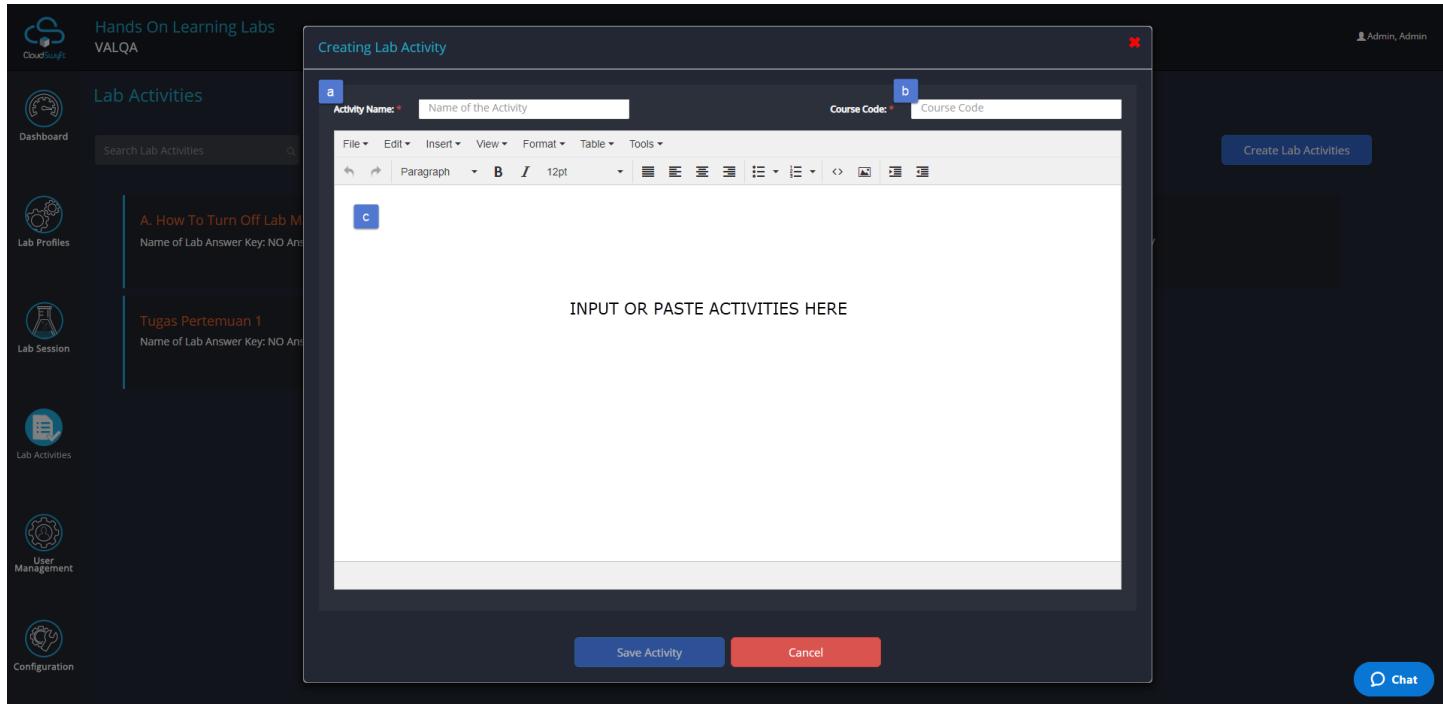


The screenshot shows the 'Lab Activities' section of the Cloud Swyft dashboard. On the left, there's a sidebar with icons for Dashboard, Lab Profiles, Lab Activities (highlighted with a blue box and the number 1), and User Management. The main area has a search bar and a 'Create Lab Activities' button. Below the search bar, there are six cards representing different lab activities:

- ALJC321 Comprehensive Introduction To Java Programming: # of Attached VE Profiles: 2
- AZURE207x Databases In Azure: # of Attached VE Profiles: 3
- AZURE208x Azure Security And Compliance: # of Attached VE Profiles: 1
- AZURE210x Automating Azure Workloads: # of Attached VE Profiles: 2
- AZURE214x Azure Fundamentals: # of Attached VE Profiles: 1
- CLD216x Microsoft SharePoint Online For Site Administrators: # of Attached VE Profiles: 1
- CLD234x Skype For Business: Voice Hybrid And Routing: # of Attached VE Profiles: 1
- DAT101x Microsoft Professional Program : Data Science Orientation: # of Attached VE Profiles: 2
- DAT201x (Data Camp) Setup Guide: # of Attached VE Profiles: 0

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**



The screenshot shows the 'Creating Lab Activity' modal window. The sidebar on the left is identical to the one in the previous screenshot. The main window has a title 'Creating Lab Activity'. It contains two input fields: 'Activity Name:' (labeled 'a') and 'Course Code:' (labeled 'b'). Below these is a rich text editor toolbar. A large text area labeled 'c' with the placeholder 'INPUT OR PASTE ACTIVITIES HERE' is centered. At the bottom are 'Save Activity' and 'Cancel' buttons.

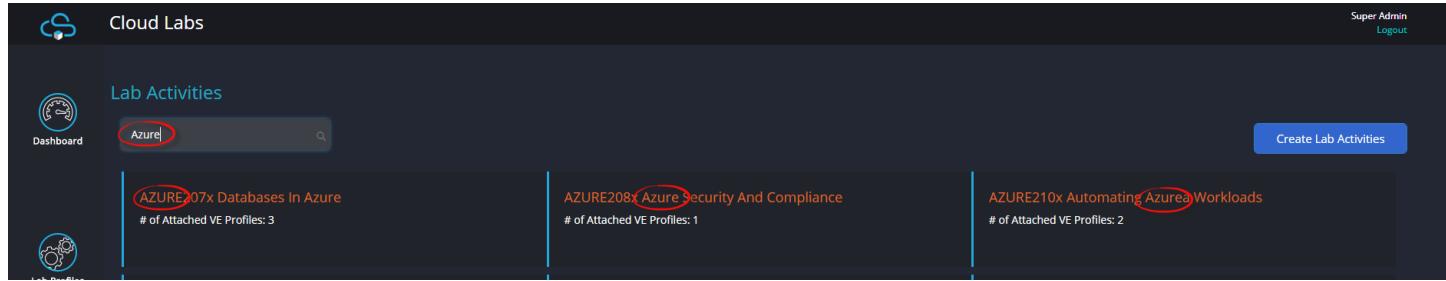
4. Enter Name of the Activity
5. Enter Course code – This will be the default file name for Downloading Lab Answer Keys.
6. Input or paste activities on text field
7. Users may upload images on the Lab Activities (Optional). However, Lab Activities only accepts .png files.
8. Click **Save Activity**
9. 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.

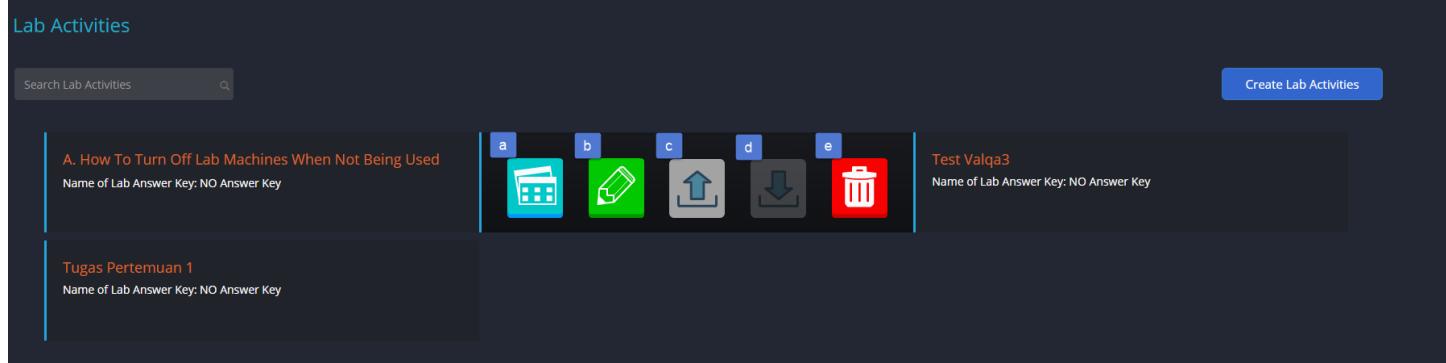
Search Lab Activities

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.

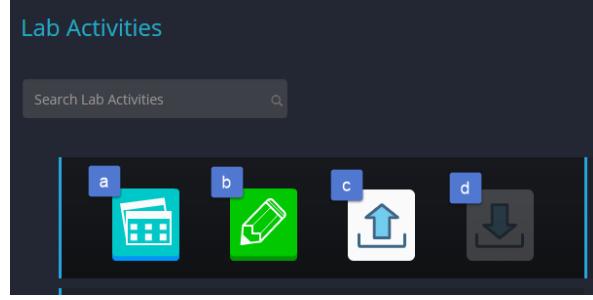


Lab Activities Hover options

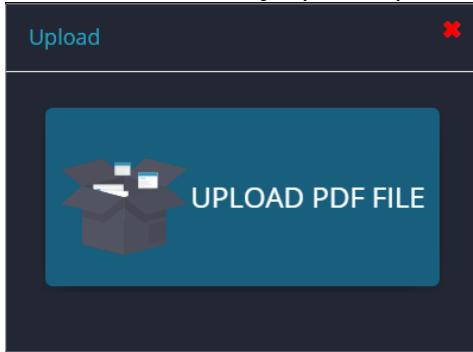
When hovered, the Lab activity will have the following option:



- View** – This option allows admin users to view the selected Lab Activity
- Edit** – (Available only for Admin Users) With this option, Admin user can update and/or customize the selected Lab Activities
- Delete** – This will allow only the **Admin** users to delete the selected Lab Activities. **Delete option is not available to Lab activities associated to any Lab Profiles.**



- d. Upload Lab Answer Key – The users will have an option to upload a Lab Answer key to be available to all Admin, Staff and instructor to be downloaded which they can use for checking the Students' labs. Users can only upload .pdf file.

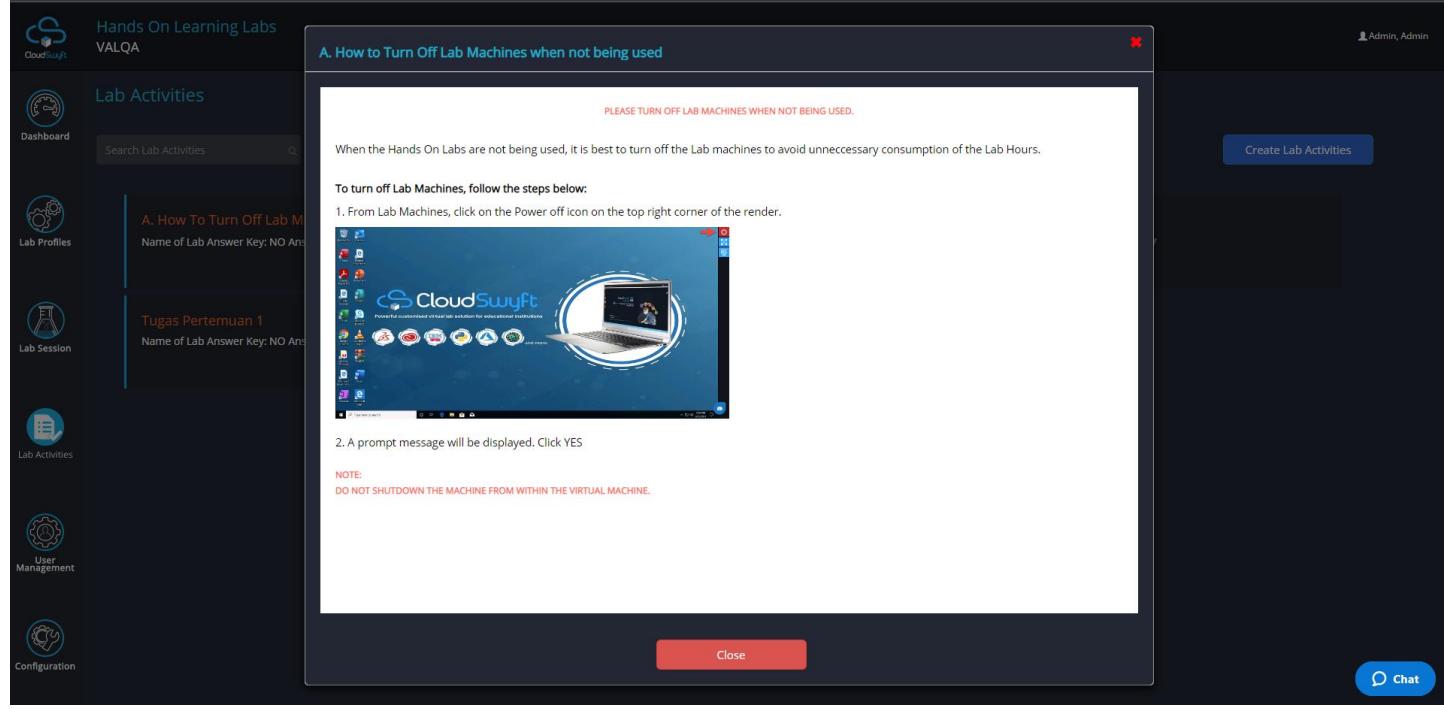


- e. Download Lab Answer Key – Disabled when no Lab Answer key uploaded on a specific Lab Activity. Clicking the Download Answer key will automatically download the .pdf file.

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 screenshot shows the CloudSwyft Admin dashboard with the 'Lab Activities' section selected. A modal window titled 'A. How to Turn Off Lab Machines when not being used' is displayed. The modal contains instructions and a screenshot of a Windows desktop with a power-off icon. The desktop background features the CloudSwyft logo.

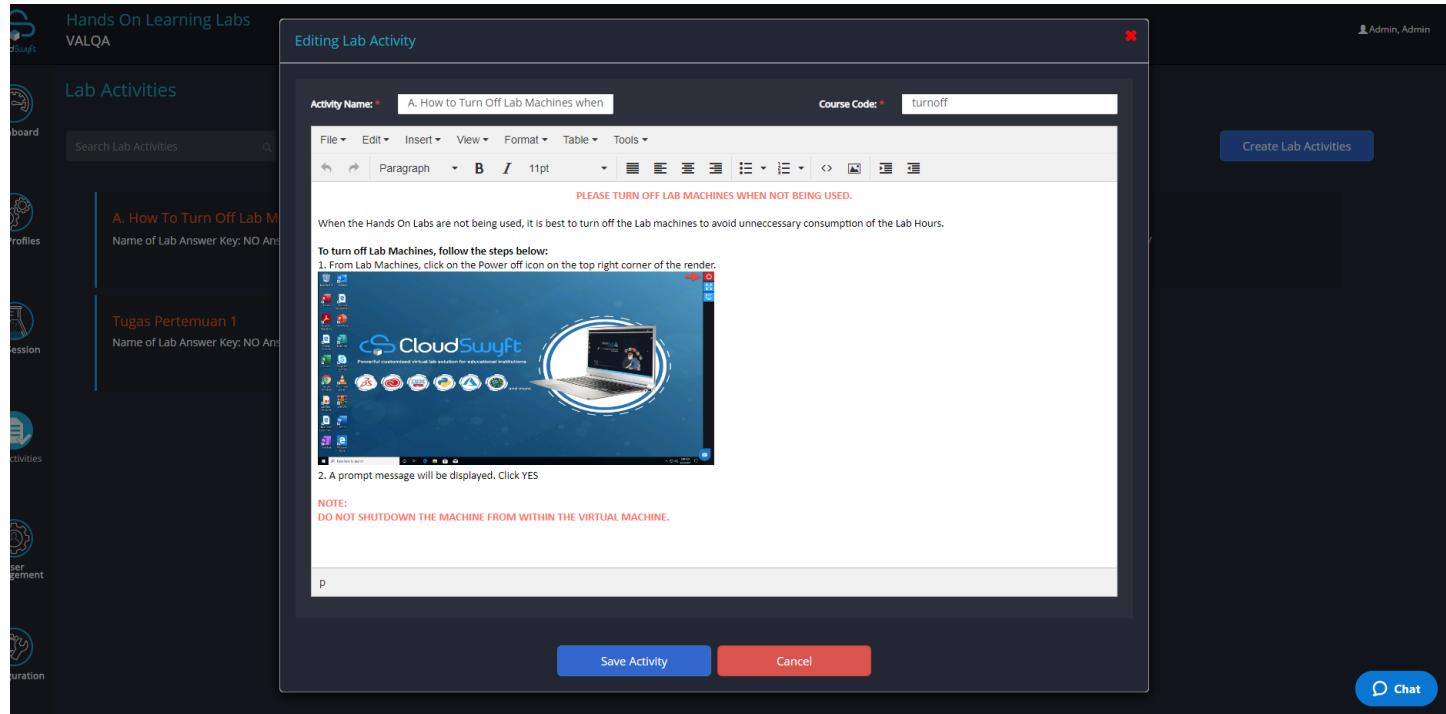
The Lab Activities will be displayed with Lab Activity name as the header and Close button.

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**



The screenshot shows the 'Editing Lab Activity' modal open. The activity name is 'A. How to Turn Off Lab Machines when...' and the course code is 'turnoff'. The content area contains the following text:

PLEASE TURN OFF LAB MACHINES WHEN NOT BEING USED.

When the Hands On Labs are not being used, it is best to turn off the Lab machines to avoid unnecessary consumption of the Lab Hours.

To turn off Lab Machines, follow the steps below:

1. From Lab Machines, click on the Power off icon on the top right corner of the render.



2. A prompt message will be displayed. Click YES

NOTE:
DO NOT SHUTDOWN THE MACHINE FROM WITHIN THE VIRTUAL MACHINE.

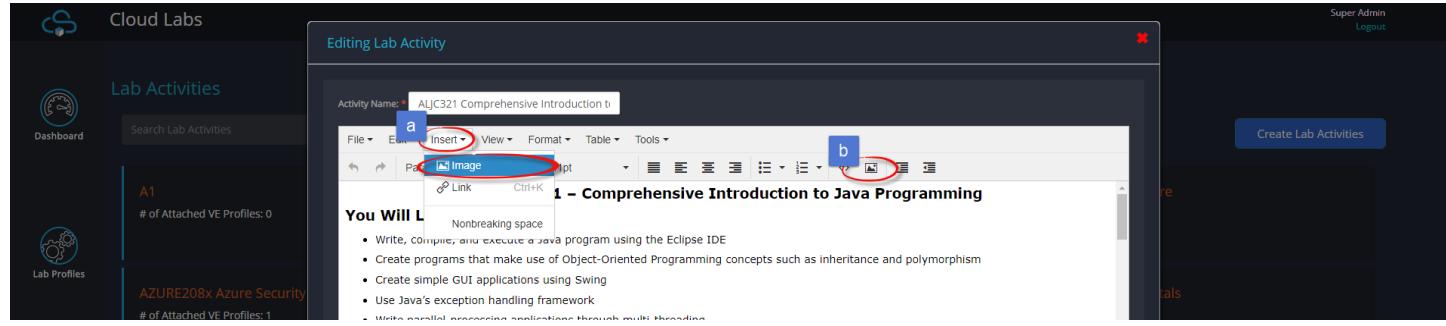
At the bottom of the modal are two buttons: 'Save Activity' (blue) and 'Cancel' (red).

Edit Lab Activity modal will allow the admin users to update the Activity name (*Required*), Course code 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.



The screenshot shows the 'Editing Lab Activity' modal open. The activity name is 'ALJC321 Comprehensive Introduction to Java Programming' and the course code is 'javaprogramming'. The content area contains the following text:

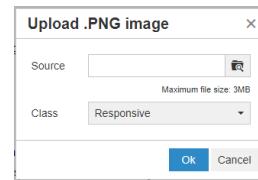
You Will Learn

- Write, compile, and execute a Java program using the Eclipse IDE
- Create programs that make use of Object-Oriented Programming concepts such as inheritance and polymorphism
- Create simple GUI applications using Swing
- Use Java's exception handling framework
- Write parallel processing applications through multi-threading

At the top of the content area, the 'Image' button in the toolbar is highlighted with a red circle. The toolbar also includes 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools' buttons.

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

- Insert**
- Image icon**



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

Admin users have the ability to delete Lab Activities that are not associated with any Lab profiles.

To delete Lab Activities, follow the following steps:

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  **Delete**
5. Click **Yes** on **Delete Lab Activity** prompt

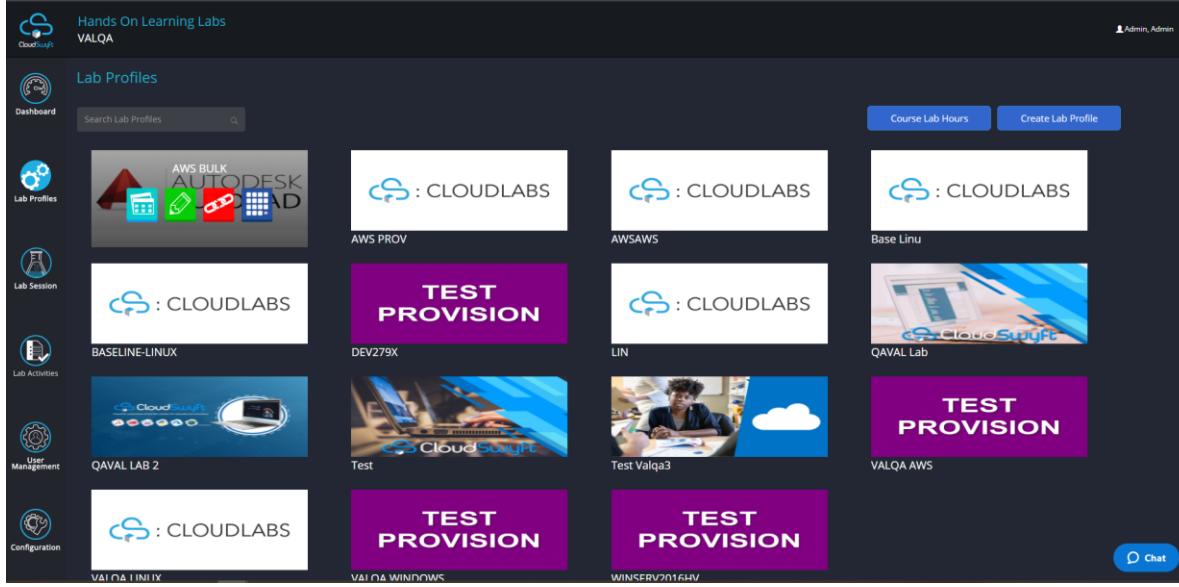


*Note: Clicking **No** will close the prompt message without deleting the Lab Activity.*

Lab Profiles

Lab Profiles are the templates used for creating the Virtual Machines for each course.

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



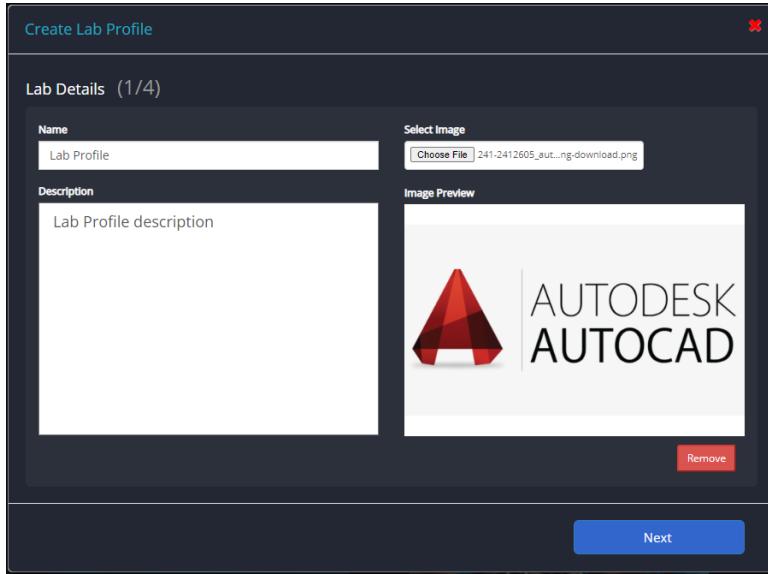
1. **Search Lab Profiles** – used to filter the Lab profiles list.
2. **Course Lab Hours** – Only available for Admin users

3. **Create Lab Profiles** – Only available for Admin Users
4. **Lab Profiles list** – Where Lab profile templates are listed.

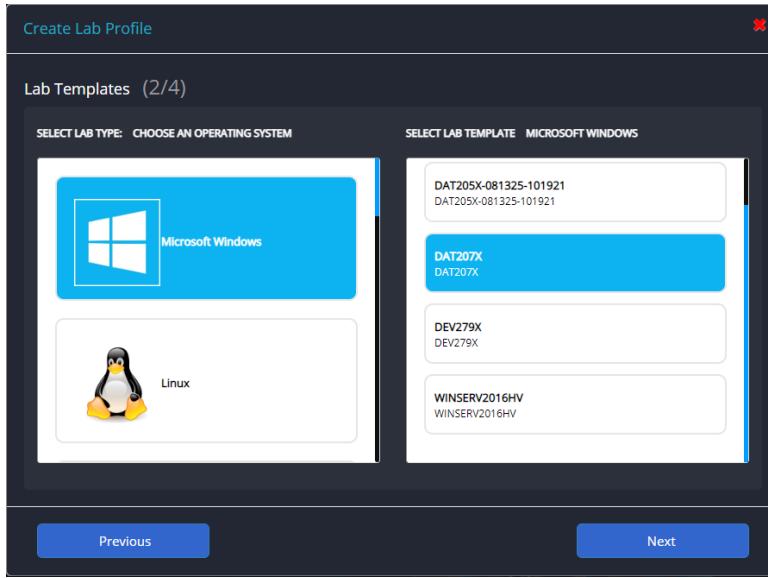
Create Lab Profiles

To create Lab Profiles, follow the instructions below:

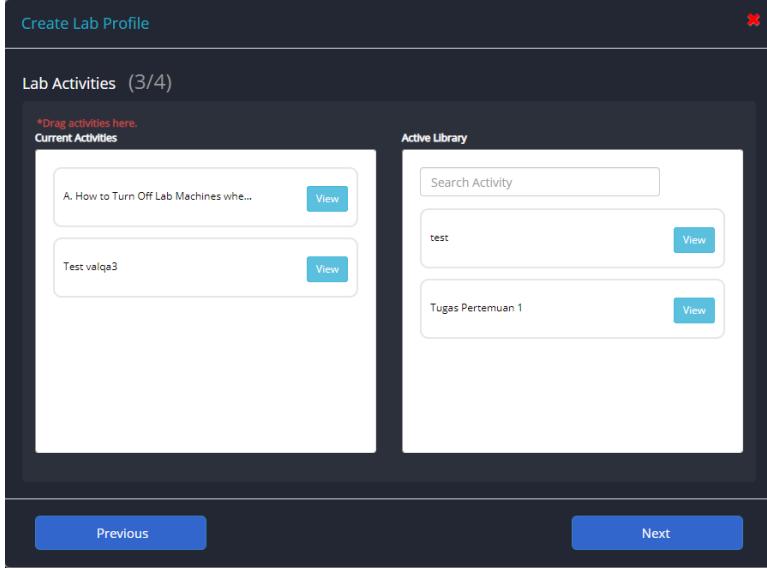
1. Log in as Admin
2. Go to Lab Profiles
3. Click Create Lab Profiles
4. Enter Name
5. Enter Description
6. Select Image
7. Click Next



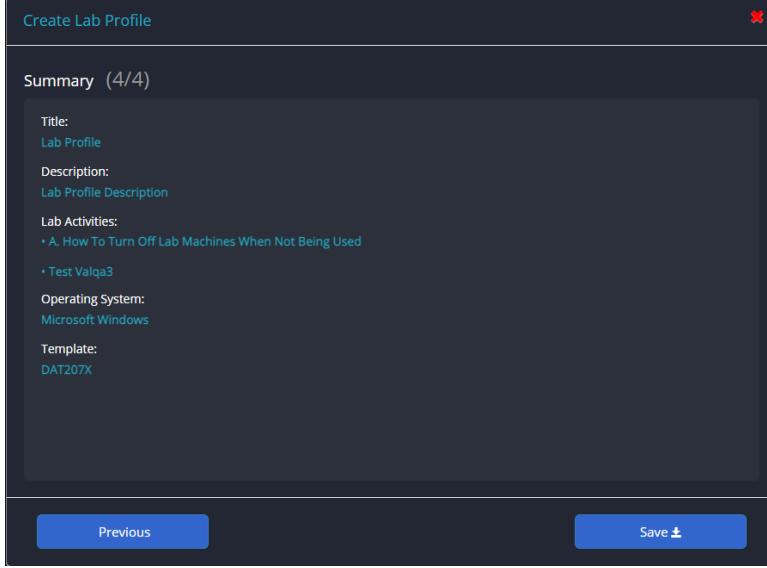
8. Select an Operating system
9. Select a Lab Template
10. Click Next



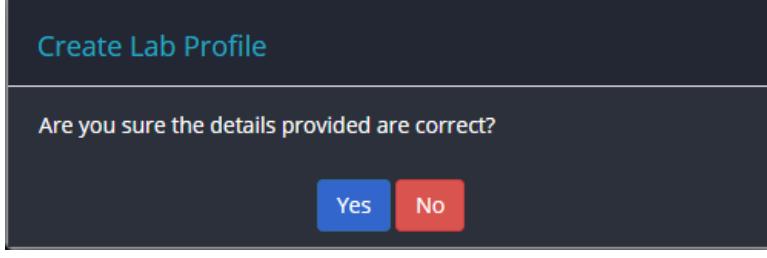
11. Drag Lab Activities from Active Library to Current Activities
12. Click Next



13. Click Save



14. On prompt message, click Yes



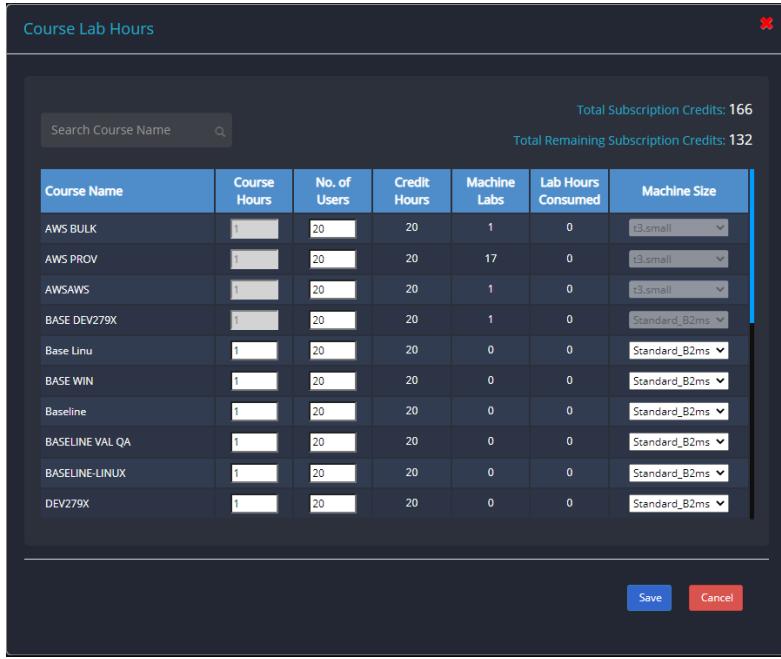
Lab Profile will be displayed on Lab Profiles list.

Course Lab Hours

Course Lab Hours will display the list of Lab Profiles where the admin users can assign the Course hours for each profile as well as the size.

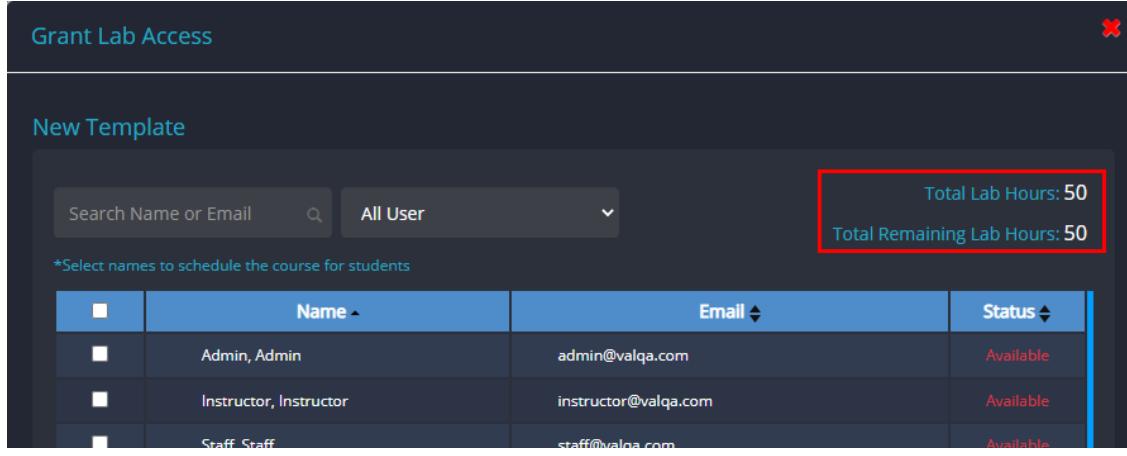
To add course lab hours to a lab profile, follow the instructions below:

1. Log in as Admin
2. Enter a Course Hours to a selected course name
3. Enter No. of users – The number of users is the number of labs that can be provisioned/created for the selected lab profile.
4. Select a machine size
5. Click Save



Course Name	Course Hours	No. of Users	Credit Hours	Machine Labs	Lab Hours Consumed	Machine Size
AWS BULK	1	20	20	1	0	t3.small
AWS PROV	1	20	20	17	0	t3.small
AWSAWS	1	20	20	1	0	t3.small
BASE DEV279X	1	20	20	1	0	Standard_B2ms
Base Linu	1	20	20	0	0	Standard_B2ms
BASE WIN	1	20	20	0	0	Standard_B2ms
Baseline	1	20	20	0	0	Standard_B2ms
BASELINE VAL QA	1	20	20	0	0	Standard_B2ms
BASELINE-LINUX	1	20	20	0	0	Standard_B2ms
DEV279X	1	20	20	0	0	Standard_B2ms

Lab profile will be given Total Lab Hours which can be seen in Grant Lab option of a Lab profile.



Name	Email	Status
Admin, Admin	admin@valqa.com	Available
Instructor, Instructor	instructor@valqa.com	Available
Staff, Staff	staff@valqa.com	Available

Note: The user may use the Search Course Name to search or filter the course name.

Search Lab Profiles

To search for Lab Profiles, follow the following instructions.

1. Log in as Admin
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.



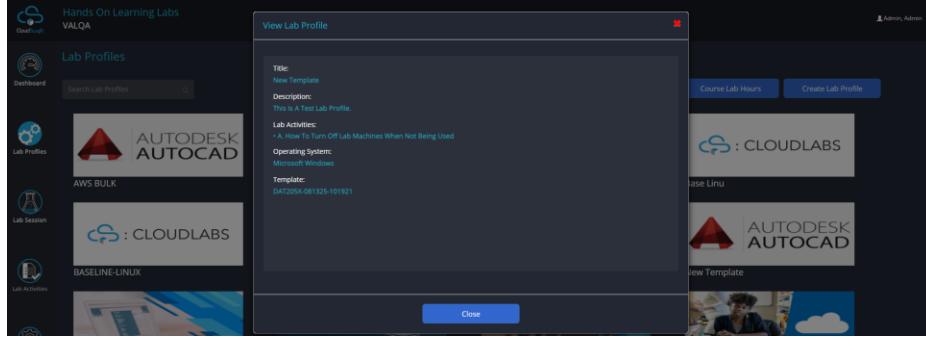
- a. **View** – Allows admin to View the selected Lab profile template
- b. **Edit** – Allows users to update the Lab Activities of the selected Lab Profile
- c. **Grant Lab Access** – This is where the admin users can create machines for students/users.
- d. **Lab Grade** – This is where the admin, instructor, or staff users can view the screenshots uploaded by the users and access to Lab Remote.

View Lab Profile

To view Lab Profiles, follow the steps below:

1. Log in as Admin, Instructor or Staff
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 or Staff
2. On the side panel options, select Lab Profiles
3. Hover on a Lab Activity template
4. Click  **Edit**
5. The user may update the lab profiles from Lab Details ¼, to Lab Activities ¾
6. Summary 4/4 will display the changes made on the Lab Profile
7. Click Save and Click Yes on the prompt message.

Note: Instructor and Staff users are only allowed to update the Lab Activities ¾ of the Edit Lab Profile.

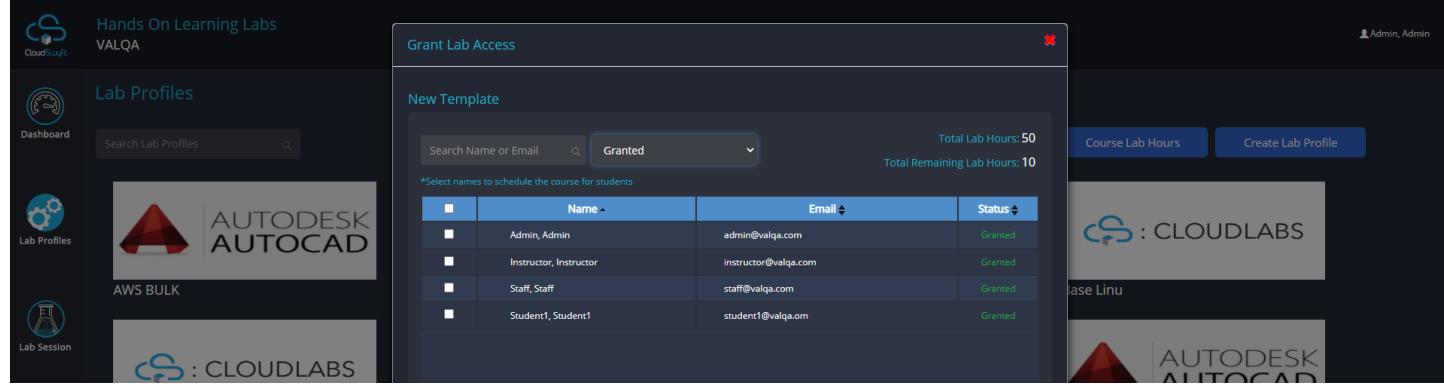
Grant Lab Access

The Admin, Instructor and Staff users have the ability to grant provision access for the users.

To grant access to a user, follow the instructions below:

1. Log in as Admin, Instructor or Staff
2. Go to Lab Profile
3. Hover on a selected Lab profile and click  **Grant Lab Access**
4. On Grant Lab access, select available user/s to be given access (The admin may use the Search field to search for specific users by entering a name or email which will filter the list of the users.)
5. Click Save

Selected users will be granted access for Self-provision.



	Name -	Email	Status
<input type="checkbox"/>	Admin, Admin	admin@valqa.com	Granted
<input type="checkbox"/>	Instructor, Instructor	instructor@valqa.com	Granted
<input type="checkbox"/>	Staff, Staff	staff@valqa.com	Granted
<input type="checkbox"/>	Student1, Student1	student1@valqa.com	Granted

Users with Lab Access granted will display a course tile on their Lab Session where they can provision their own machine.



Provision Lab Profile

Only the SuperAdmin users have the ability provision labs for the users. Users however, can provision their own labs when granted access.

To Provision Lab as SuperAdmin, follow the instructions below:

1. Log in as SuperAdmin
2. Go to Lab Profiles
3. Hover on Lab Profile and click Grant Lab Access
4. Select users to provision and Click Grant.
5. Click Yes on the prompt message

The selected users will have a course tile on their Lab Session

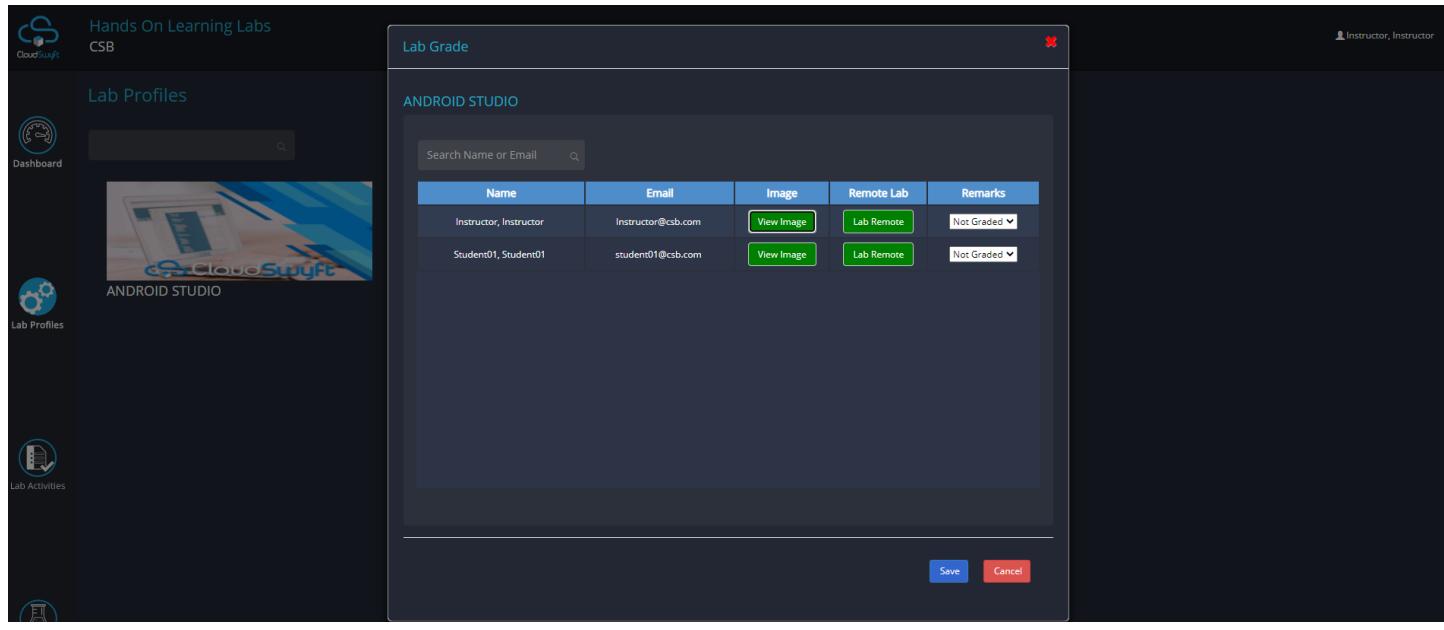


Lab Grade

Lab Grade is where the instructor, staff or admin users can check the activities done by the lab users either by remoting the lab of specific user, or view the screenshots uploaded by the lab user.

To access the lab grade, see instructions below:

1. Log in as Instructor, staff or admin user
2. Go to Lab Profile
3. Hover the course and click the  Lab Grade icon.



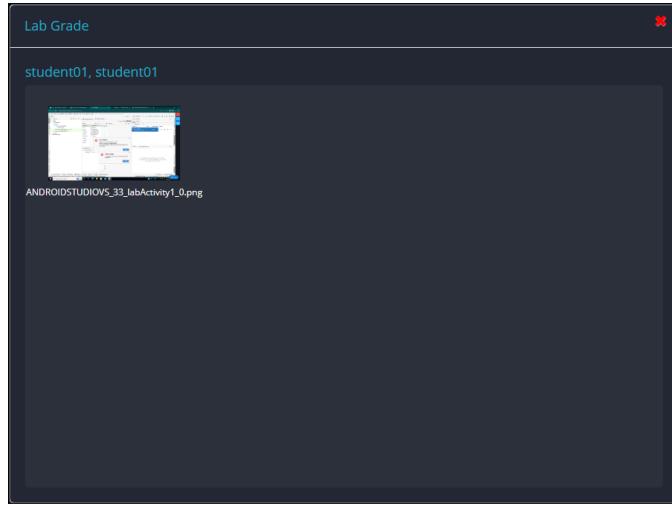
Name	Email	Image	Remote Lab	Remarks
Instructor, Instructor	Instructor@csb.com			Not Graded
Student01, Student01	student01@csb.com			Not Graded

On Lab Grade, the instructor, admin or staff user may search for a specific user by entering the name or email address to filter the list of users.

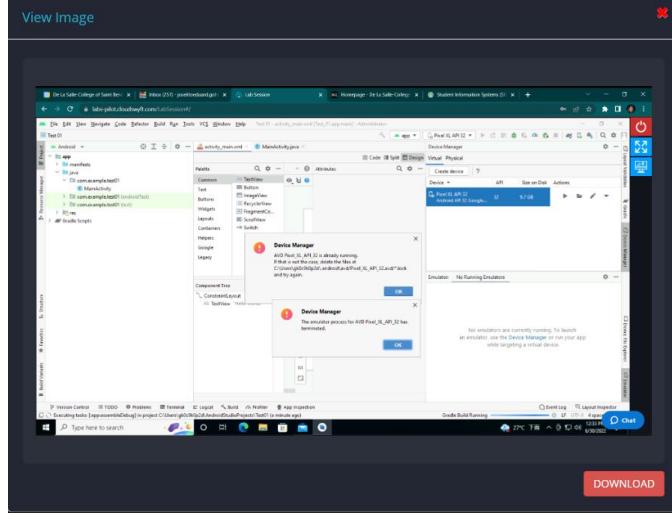
Lab Grade window will display the following:

1. Name of the course
2. Search field – Name or Email
3. Enrolled users table
 - a. Name
 - b. Email
 - c. Image
 - d. Remote Lab
 - e. Remarks – This is a remark that will either allow users to get their certificate by passing the lab activities as well as their course in the learning Platform or not.
 - i. Not graded – default value
 - ii. Passed
 - iii. Failed

To view the screenshots uploaded by the lab users, a View image button will be available which will display all the screenshots uploaded.



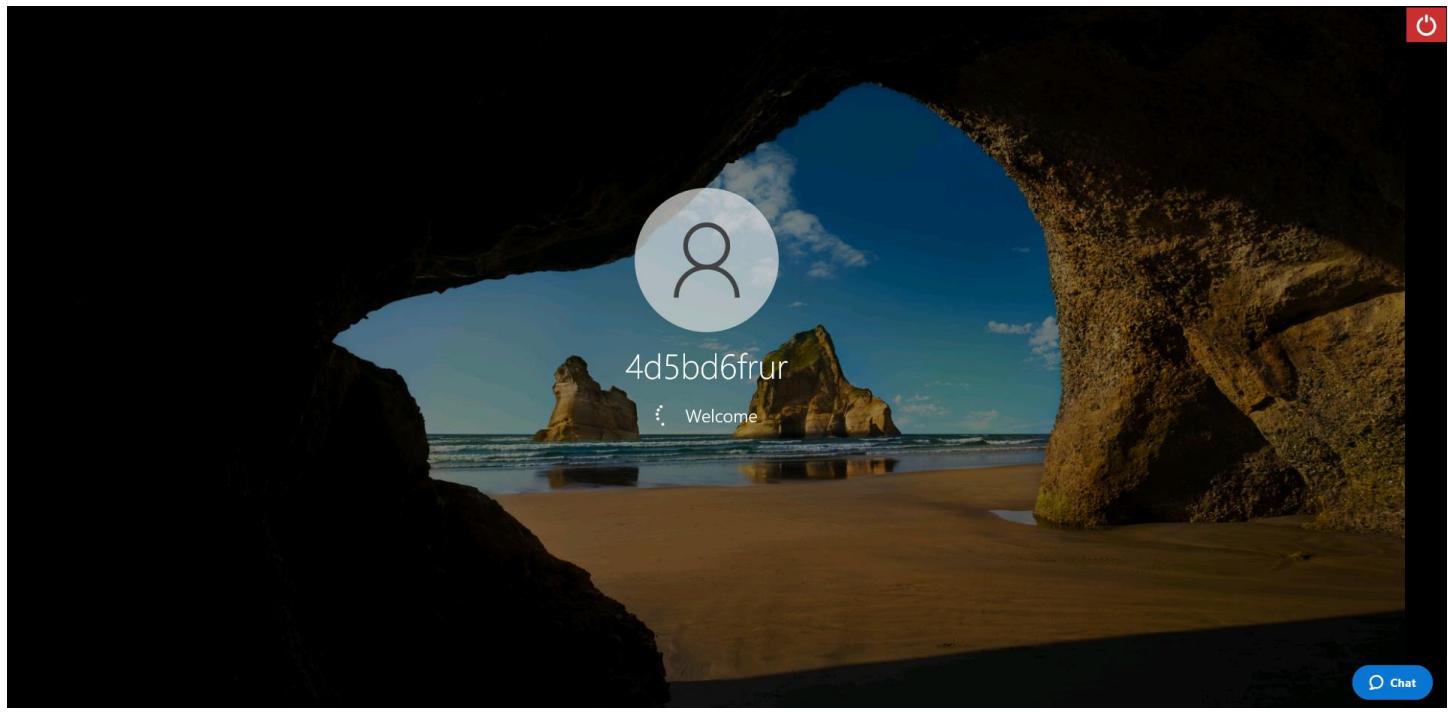
Clicking on the image will display the image which also allows the user to download the file.



The user may also access the lab users' machine by clicking on the Lab Remote button. Clicking the Lab remote button will start the machine which will disable the button until the machine is completely running.

Lab Grade

Name	Email	Image	Remote Lab	Remarks
Instructor, Instructor	Instructor@csb.com	View Image	Lab Remote	Not Graded ▾
Student01, Student01	student01@csb.com	View Image	Lab Remote	Remote Lab Access Not Graded ▾



Once done with the lab remote, the instructor, staff or admin may shutdown the machine by clicking on the shutdown button on the render page.

Note: Only one user can access the lab. If the lab user or the instructor access the lab at the same time, the first user will be disconnected.

User Management

The user profiles can be created in 2 ways. Registration via SSO or manually create them in Cloud Labs Management Portal.

Only users with Admin roles can create the User profile in CLMP.

To Create User profiles, see instructions below:

1. Log in as Admin
2. Go to User Management
3. Click on Create User Profile
4. Fill out the Create User Profile form
5. Click Create

For Multiple user profile creation the admin may click on Add Another instead of Create button.

Note: Once created, an email will be sent to the user where they can create their own password.

The created user will be displayed on User Profile List with **Unverified** status. Clicking on Unverified button will change the status to **Verified**.

Create User Profile

First Name *	User
Last Name *	Profile
Email Address *	user@profile.com
Role *	Student
User Group *	VALQA
Password *	Password1!
Re-type Password *	Password1!

Action	Name	Email Address	User Group	Role	Status	Created By	Date Created	Email Verification
	Xx, X	xx@valqa.com	VALQA	Student	Active	Admin Admin	06/15/2022	UNVERIFIED
	Student1, Student1	student1@valqa.com	VALQA	Student	Active	Valerie@Cloudswyft.Com	05/31/2022	VERIFIED

Edit User Profile

To Edit a User profile, follow the instructions below:

1. Log in as Admin
2. Go to User Management
3. Select a user or may use the Advanced search to search for a user

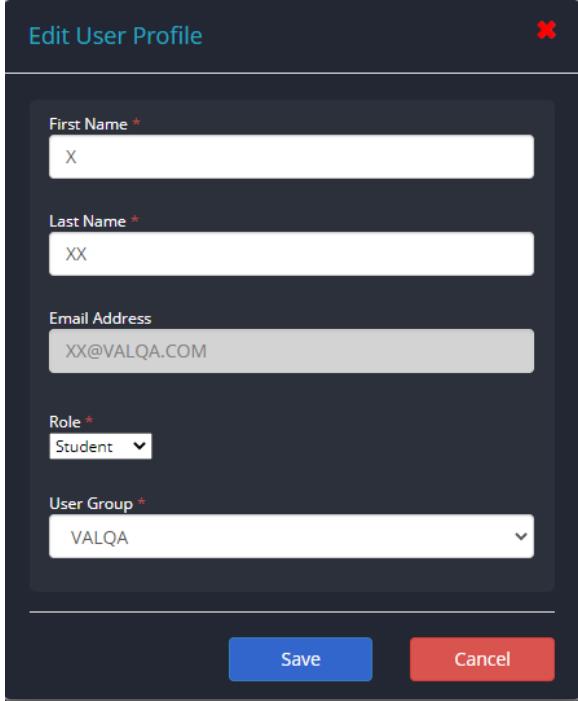
User Management

Advanced Search

Name	Hunter	Status	
Email		Created by	
Role	Student	Date Created	Start Date <input type="text"/> to End Date <input type="text"/>
User Group		<input type="button" value="CLEAR"/>	

Action	Name	Email Address	User Group	Role	Status	Created By	Date Created	Email Verification
	Xx, Hunter	xx@valqa.com	VALQA	Student	Active	Admin Admin	06/15/2022	UNVERIFIED

4. Click the  Edit button

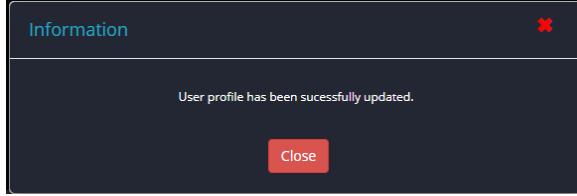


The dialog box is titled "Edit User Profile". It contains the following fields:

- First Name ***: Input field containing "X".
- Last Name ***: Input field containing "XX".
- Email Address**: Input field containing "XX@VALQA.COM".
- Role ***: A dropdown menu showing "Student".
- User Group ***: A dropdown menu showing "VALQA".

At the bottom are two buttons: a blue "Save" button and a red "Cancel" button.

5. Update the user details (First Name, Last Name, Role and/or Usergroup)
 6. Click Save and Click Close on the prompt message



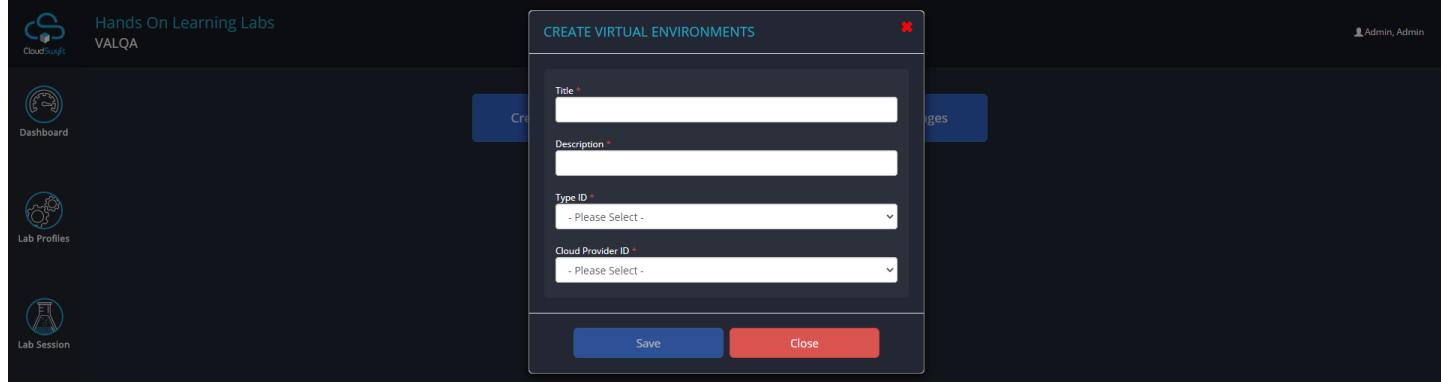
Creating Custom Template

Creating Custom Template requires the following:

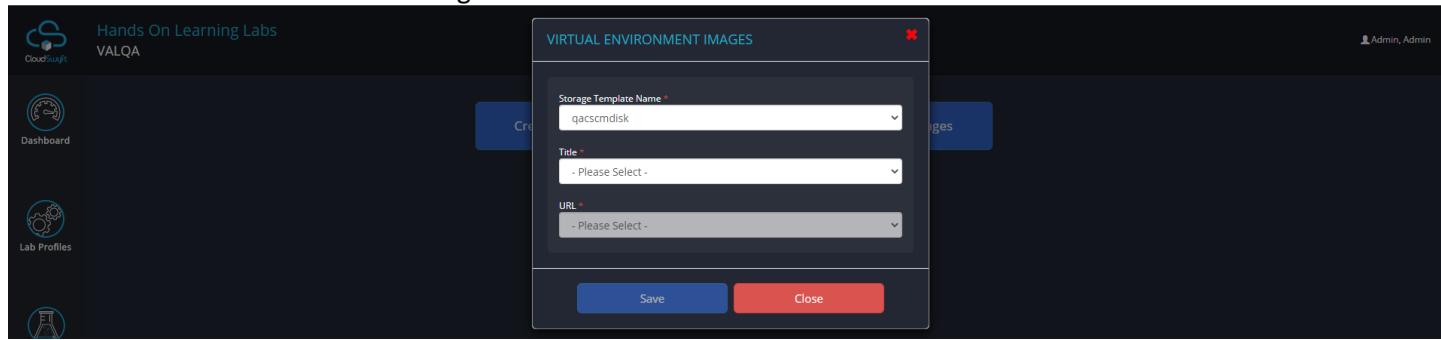
1. SuperAdmin User
2. Admin User
3. Baseline Template (Windows/Linux)

To Create Custom Template follow the instructions below:

1. Log in as SuperAdmin
2. If VirtualEnvironment has not been added yet to Configuration: Go to Configuration
3. Click Virtual Environments

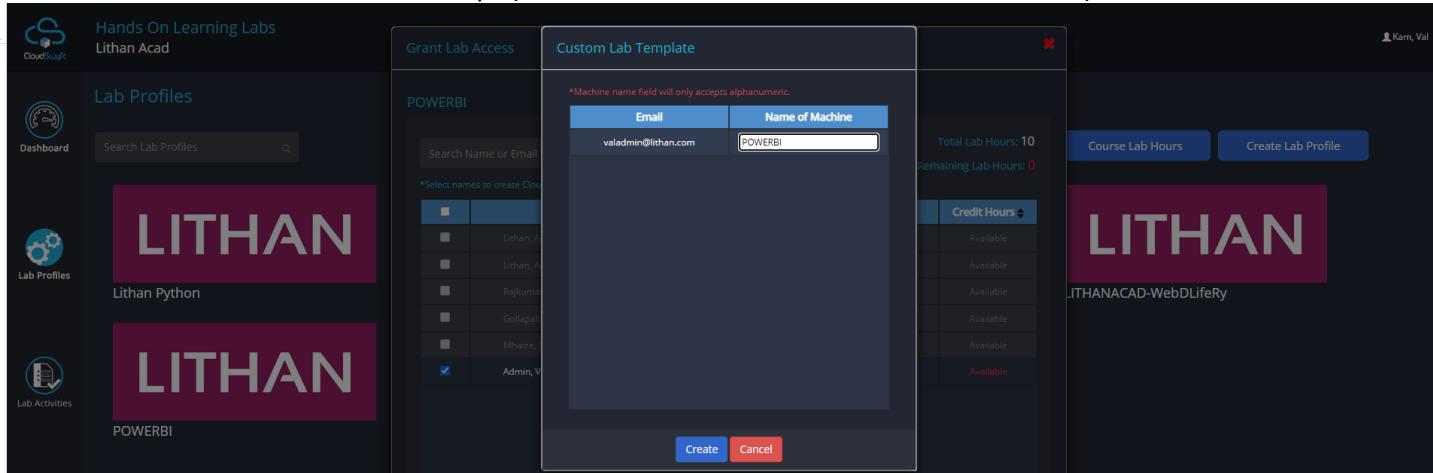


4. Enter the Title (Name of the image) For Windows baseline, enter BASELINEWIN10
5. Enter same name in Description
6. Type ID, select Baseline Windows
7. Client Provider ID, select Microsoft Azure
8. Click Save
9. Click Virtual Environment Images

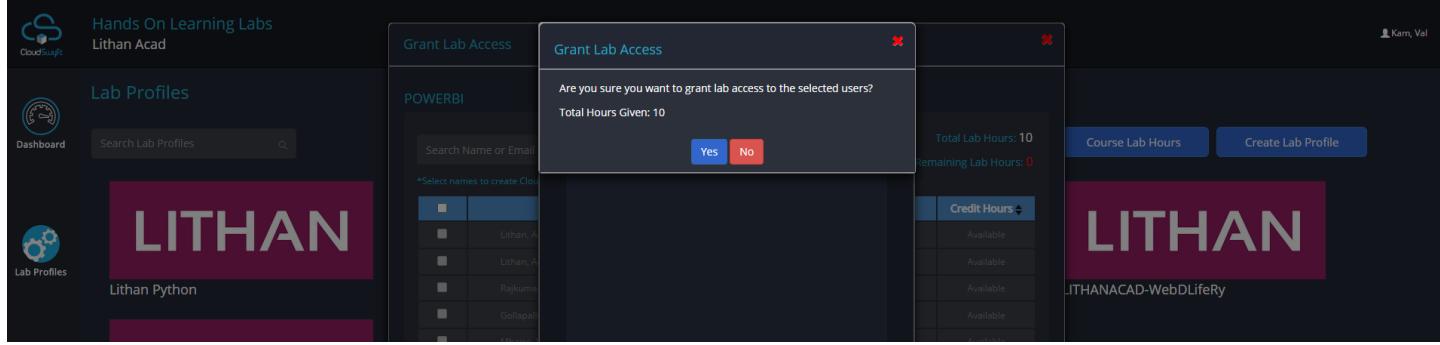


10. Select Storage Template Name
11. Select the Title in Dropdown list (BASELINEWIN10)
12. Select the vhd in URL dropdown
13. Click Save
14. Go to Lab Profiles
15. Click Create Lab Profile
16. Fill out the Lab Details ¼, click Next
17. On Lab Template 2/4, Select Baseline Windows on Operating System
18. On Select Lab Template, select BASELINEWIN10, click Next
19. Drag Lab Activity to Current Activities, click Next
20. Click Save and click Yes on prompt message.
21. Click Course Lab Hours and input Course hours, no of users and Machine size. (default is Standard_B2ms)
22. Click Save
23. Hover on Baseline Lab profile and select  Grant Lab Access

24. Select an Admin user from the list of users and click Grant Access button
25. Enter Name of Machine in all caps (This will serve as the Virtual Environment name)



26. Click Create and click Yes on prompt message



27. Log out as SuperAdmin and log in as Admin user
28. Go to Lab Session and wait til the course tile has changed from Provisioning to Stopped. (See sample images)

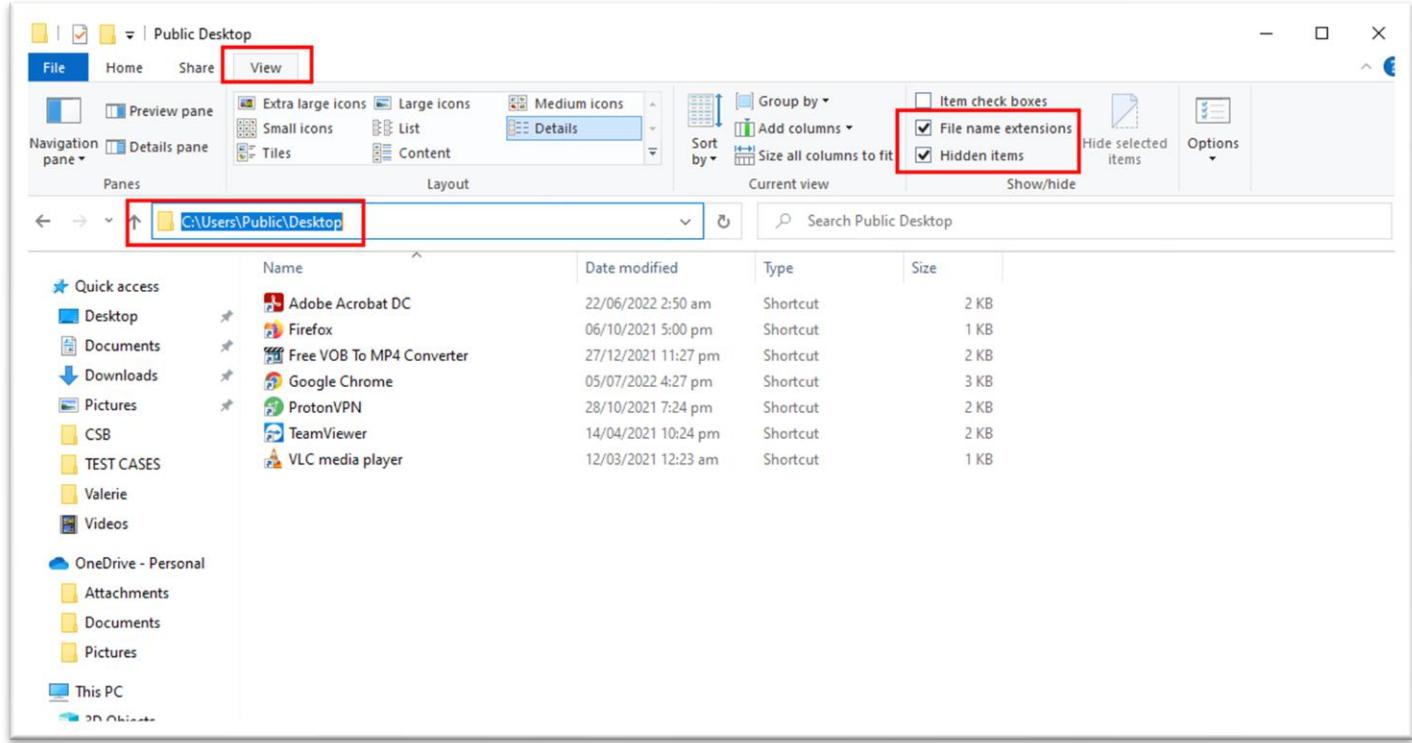


29. Once completed, click on Start button and wait til the Launch button is displayed.
30. Access via RDP by clicking on Key icon to get the credentials and open the RDP on your local computer.
 (See **How to Access Lab via RDP (Windows)** for instructions)
31. You may start installing applications and copy and paste Lab files or documents to be included on the new template.

Note: Never install applications to C:\Users and always save documents or files in C:\Foldername because it will not be included once the image has been sysprep.

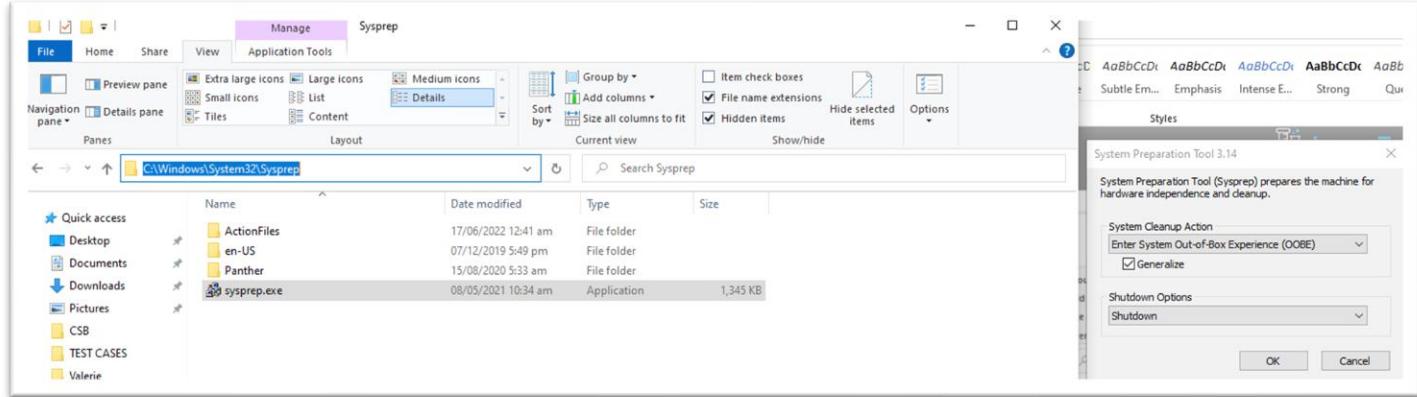
32. Add shortcut icons by dragging the desktop icons from desktop to C:\Users\Public\Desktop.

Make sure that the Hidden items is enabled under View option



33. Once done, proceed with sysprep.

34. To sysprep, go to C:\Windows\System32\Sysprep



35. Right click on Sysprep and click Run as Administrator

36. Select Enter System Out-of-Box Experience (OOBE)

37. Check Generalize

38. Select Shutdown on Shutdown Options

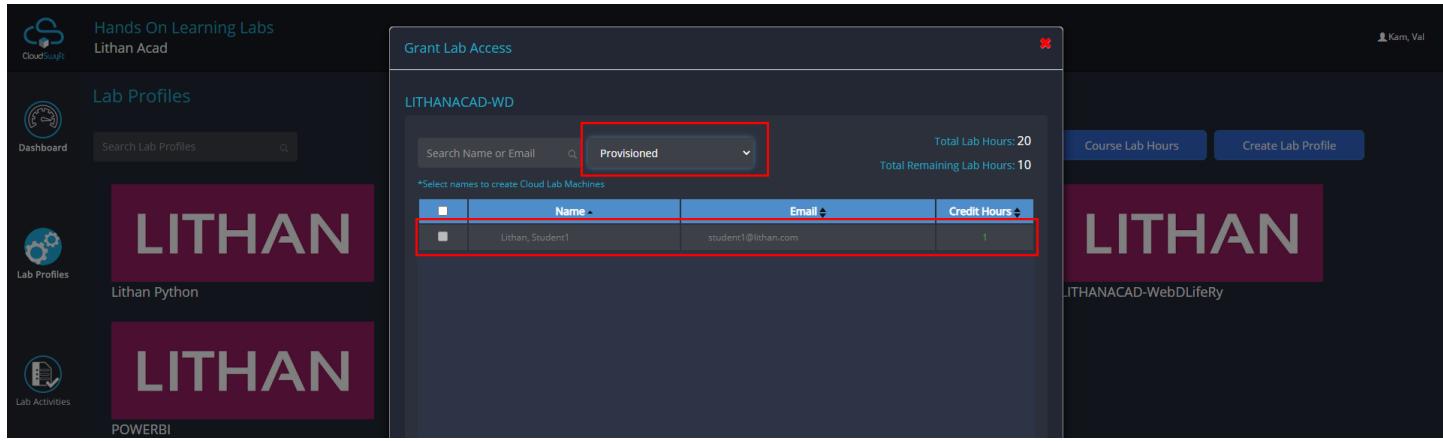
39. Click OK.

40. Wait for the machine to shutdown



Note: Please do not shutdown the Lab from Lab Session and leave it as it is.

41. After 1 hour, Contact CloudSwyft Team to add the Template and provide the Machine name entered in Step 25.
42. Once CloudSwyft Team has confirmed the Template has been added, Go to Configuration
43. Click on Virtual Environment and enter the same Machine name entered in Step 25, click Save
44. Click Virtual Environment Image and select the newly added Virtual Environment
45. Select the VHD on URL dropdown
46. Click Save
47. You may now create a new Lab profile to use the new custom template
 (See Create Lab Profiles for instructions on how to create lab profiles.)
48. You may now provision labs using the new template via Grant Lab Access for Self-provisioning or Lab Profile Provisioning using SuperAdmin account.
 (See Grant Lab Access and/or Provision Lab Profile on instructions for Self-provisioning or SuperAdmin provisioning.)
49. Confirm if the Labs has been successfully provisioned by going to Lab Profiles and filter by Provisioned.



Name	Email	Credit Hours
Lithan, Student1	student1@lithan.com	1

For any issues or inquiries, you may reach out to our CloudSwyft Support team by sending an email to support@cloudswyft.com.