SOLIDWORKS Academic Provider Program 2.0 Quick Guide

Delivering Exam Opportunities

For any questions about your account, exam offerings, credits, extra time for students with disabilities, contact the SOLIDWORKS EDU team via email at: <u>SOLIDWORKS.EDU-Certs@3ds.com</u>

For any technical problems during the exam, contact the SOLIDWORKS Certification team at: <u>certification@solidworks.com</u>

Instructions for Teachers:

Login to your **<u>3DEXPERIENCE Certification Center</u>** account. Use the images below to follow the steps in this guide.

- 1. Navigate to "Your Credits" menu tab.
- 2. Click on the exam you wish to deliver from the list.

Note: If you do not see a specific exam available in the list, contact the SW EDU team via email to request it.

3. Click on the "Create Exam Opportunity" button.

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- 4. Enter the "Tracking Tag" you wish to use to track and manage your students test results.
- 5. Type in or paste the email addresses for all students taking part in this exam opportunity. Please note: Student email addresses should be separated by lines as seen in the image below. Be careful not to add any extra spaces after the student email addresses, this will cause a problem. Only school email domains for your institution will work. If there is an issue, contact the SW EDU team via email.
- 6. Select the date and time for this Exam Opportunity. You have the ability to create an Exam Opportunity window up to 30 days in advance.
- 7. Click the "Create Exam Opportunity" button to finish.

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Exam Instructions for Students

To take the exam, follow these instructions below. If you have any problems, you may send an email to the SOLIDWORKS Certification team at certification@solidworks.com for support.

- 1) **Download** the TesterPRO Client software from <u>https://3dexperience.virtualtester.com</u> and **SAVE** it to any location of your choice.
- 2) Execute the file you just downloaded and proceed through the first set-up screen.

Tangix Tester Application	PRO.exe
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3) If you **DO** have an account, please login with your **school email address** and password. If you forgot your password, click <u>here</u> to reset it.

If you **DON'T** have an account, please create one at this time using your **school email address**. An email verification will be sent to you for account activation.

- 4) Select the 'SOLIDWORKS' brand.
- 5) Scroll down to find your exam. Click on the "Start Exam" icon to take your exam.

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6) Choose your language for the exam and then click the "**Start Exam**" button:

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7) Take your exam.

Tracking Students Results

After an Exam Opportunity has ended, the lead instructor can track their students' results by logging into their **<u>3DEXPERIENCE®</u>** Certification Center account and performing the following steps:

- 1. Click on "Team Info."
- 2. Ensure you are on the tab "Tracking Vouchers."
- 3. Click on the "Tracking Tag" pull-down menu to select the group and then click "OK."
- 4. Click the "Export Results" button to obtain an Excel spreadsheet.

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