

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: SOLIDWORKS.EDU-Certs@3ds.com

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

Instructions for Teachers:

Login to your [3DEXPERIENCE Certification Center](#) 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.

The screenshot shows the 3DEXPERIENCE Certification Center interface. The top navigation bar includes the Dassault Systèmes logo, the title '3DEXPERIENCE® Certification Center', and a 'Logout' button. Below this is a dark blue navigation bar with tabs: 'Certificates', 'Your Exams', 'Your Credits' (highlighted with a red circle 1), 'Team Info', 'Company Info', and 'Settings'. On the left is a vertical sidebar with icons for home, user profile, team, search, and other functions. The main content area shows a section for redeeming exam vouchers with a text input and a 'Redeem' button. To the right of this are buttons for 'Create Exam Opportunity' (highlighted with a red circle 3), 'Show Transactions', and a refresh icon. Below this is a table of credits:

Balance	Description	Latest Transaction
487	*Associate - SolidWorks FULL exam (CSWA) (highlighted with a red circle 2)	02/08/2022
500	*Associate - Simulation (CSWA-S)	08/12/2020
500	*Associate - Sustainability (CSWA-SD)	08/12/2020
500	*Professional - CAM (CSWP-CAM)	08/12/2020
500	*Professional - MBD (CSWP-MBD)	08/12/2020
500	*Professional - Simulation (CSWP-S)	08/12/2020

Below the table is a section for 'Exam Opportunities' with tabs for 'Active Vouchers' and 'Redeemed Vouchers'. The 'Active Vouchers' tab is selected, showing a table with columns: Tracking Tag, Status, Certification, Created By, Active Fr..., Active To, Use..., and Usa... The message 'There is no data to display' is shown below the table.

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.

The screenshot shows a 'Create Exam Opportunity' dialog box. At the top, the title bar says 'Create Exam Opportunity' with a close button. Below the title bar, the text '*Associate - SolidWorks FULL exam (CSWA)' is displayed. The 'Your Current Balance:' is 487. The 'Tracking Tag:' field contains '2022_ENG101_CSWA Full exam' (callout 4). The 'User Emails:' field is a list box containing four email addresses, all ending in '@liberty.edu' (callout 5). The 'Lines added:' is 4. The 'Available between:' section has two rows: the first row shows '03/16/2022' with a calendar icon and '8:00 AM' with a dropdown arrow (callout 6); the second row shows '03/18/2022' with a calendar icon and '6:00 PM' with a dropdown arrow. The 'Time Zone:' is 'UTC-4 (America/New_York)'. At the bottom, there is a 'Create Exam Opportunity' button (callout 7) and a 'Cancel' button.

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.

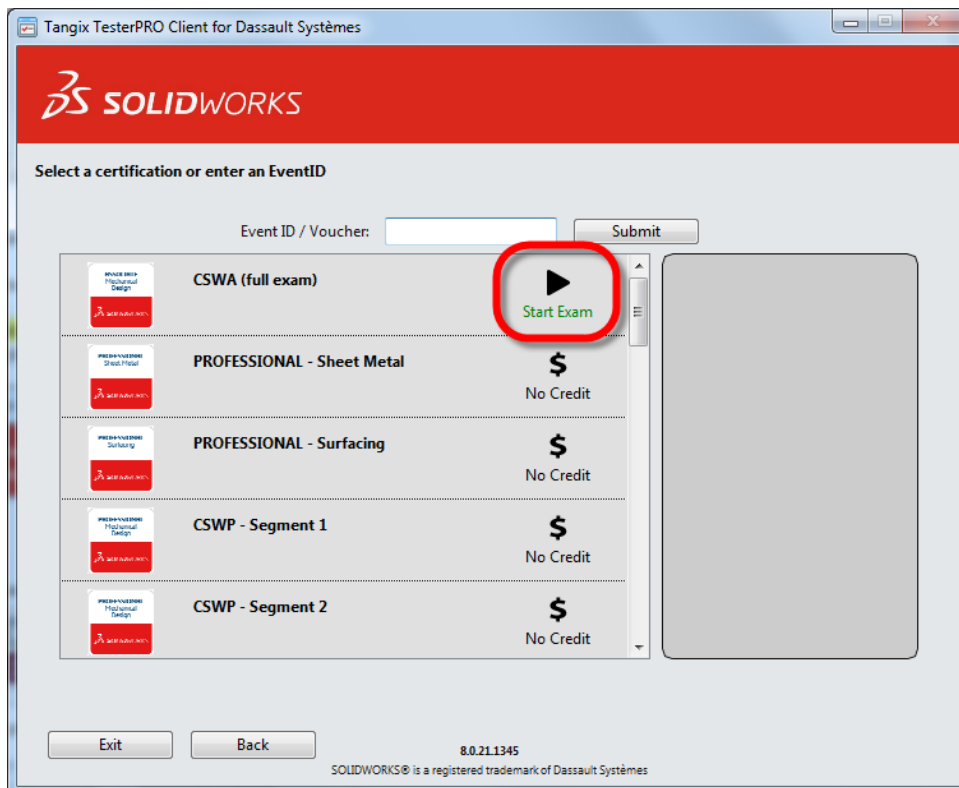
- 1) **Download** the TesterPRO Client software from <https://3dexperience.virtualtester.com> and **SAVE** it to any location of your choice.
- 2) Execute the file you just downloaded and proceed through the first set-up screen.



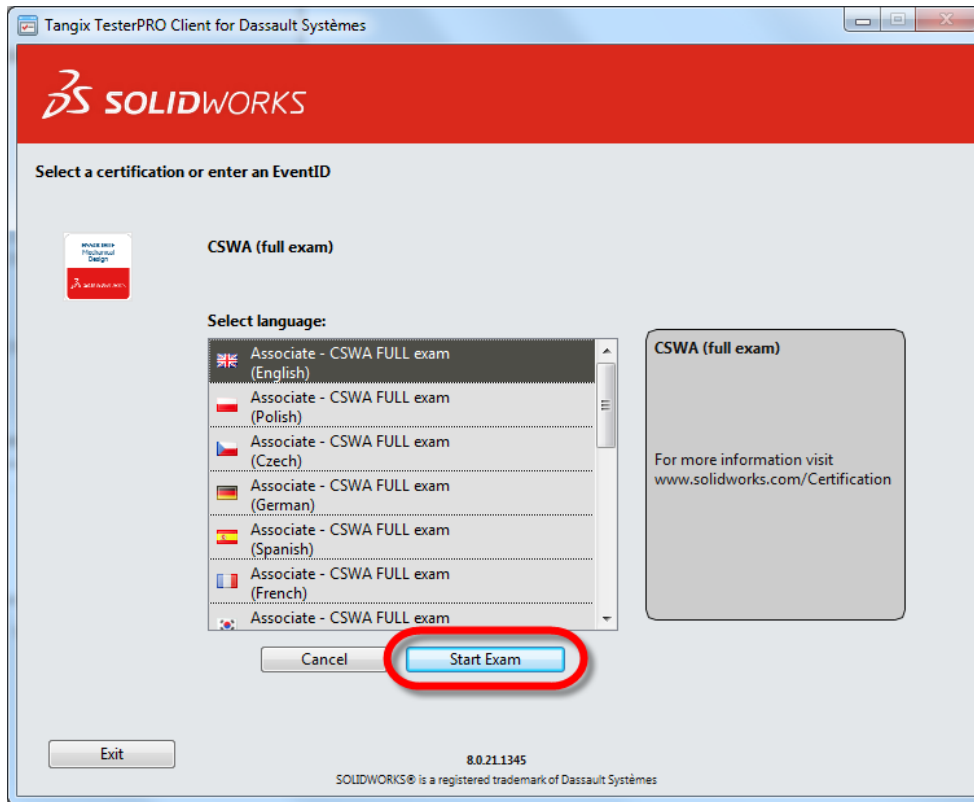
- 3) If you **DO** have an account, please login with your **school email address** and password. If you forgot your password, click [here](#) to reset it.

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.



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



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 [3DEXPERIENCE® 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.

The screenshot displays the 3DEXPERIENCE® Certification Center interface. The top navigation bar includes the Dassault Systèmes logo, the title '3DEXPERIENCE® Certification Center', and a 'Logout' button. Below this, a dark blue navigation bar contains icons for Certificates, Your Exams, Your Credits, **Team Info** (highlighted with a red circle and arrow 1), Company Info, and Settings. The main content area has a blue header with 'Tracking Vouchers' (highlighted with a red circle and arrow 2) and 'Shared Certificates' tabs. Below the tabs, the 'Tracking Tag' dropdown menu is set to 'Sp22_sec1p1' (highlighted with a red circle and arrow 3), with an 'OK' button next to it. To the right of the dropdown are buttons for 'Delete this Tag' and 'Export Results' (highlighted with a red circle and arrow 4). Below the buttons, a table lists exam results for four students, all using the 'Sp22_sec1p1' tracking tag. The table columns include Fullname, Email, Exam Subject, Tracking Tag, Code, Exam ID, Score, Points, Result, Exam Started (UTC), and Duration. Below the table is a bar chart titled 'Correct Answers (%)' showing 100% for all three visible entries. The footer contains copyright information for VirtualTester and Tangix Design & Development AB, SWEDEN 2005-2021, and a link to the Privacy Policy.

Fullname	Email	Exam Subject	Tracking Tag	Code	Exam ...	Score	Point...	Result	Exam Started (UT...	Du...
...	...	SW Edu - CSWA Acad...	Sp22_sec1p1	...	3110006	30	80	FAILED	03/07/2022 9:30 ...	89 min
...	...	SW Edu - CSWA Acad...	Sp22_sec1p1	...	3110010	120	80	PASSED	03/07/2022 9:30 ...	94 min
...	...	SW Edu - CSWA Acad...	Sp22_sec1p1	...	3110018	90	80	PASSED	03/07/2022 9:30 ...	90 min
...	...	SW Edu - CSWA Acad...	Sp22_sec1p1	...	3110009	75	80	FAILED	03/07/2022 9:30 ...	90 min