

Using the uCertify Virtual Labs

Microsoft Visio

Table of Contents

Introduction	2
Opening the Virtual Lab Desktop	2
Before You Begin: Adding Time to Prevent Losing Your Work	2
Opening Visio	4
Saving Visio Files	4
<i>Option 1: Saving Visio Files to the uCertify Evidence Tab.....</i>	<i>4</i>
<i>Option 2: Saving Visio Files to OneDrive</i>	<i>7</i>
Accessing Saved Files	9
<i>To Continue Working on a File Saved to uCertify.....</i>	<i>9</i>
<i>To Continue Working on a File Saved to Microsoft OneDrive</i>	<i>10</i>
<i>Download and Save Files to Your Personal Computer</i>	<i>11</i>

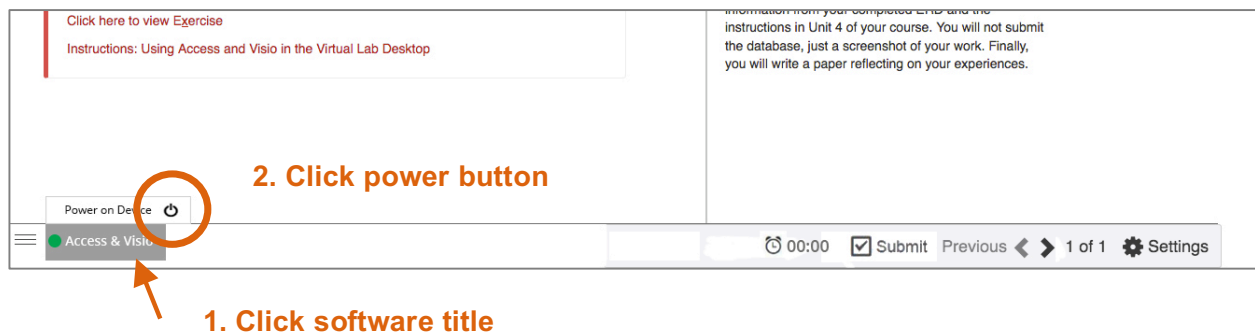
Introduction

This document contains instructions for [Adding Time to Prevent Losing Your Work](#), [Navigating the Virtual Lab](#), [Saving Your Work](#), and [Accessing Saved Files Later](#).

For instructions on *completing course specific lab assignments*, refer to the exercise directions housed in the course's virtual lab.

Opening the Virtual Lab Desktop

1. Click the software title in the gray box at the bottom of the screen.
2. **"Power Button"** to open the virtual lab desktop.
Note: *Activating the virtual lab desktop may take up to 5 minutes. If the virtual desktop does not respond after ~10 minutes, click the refresh button to try again.*



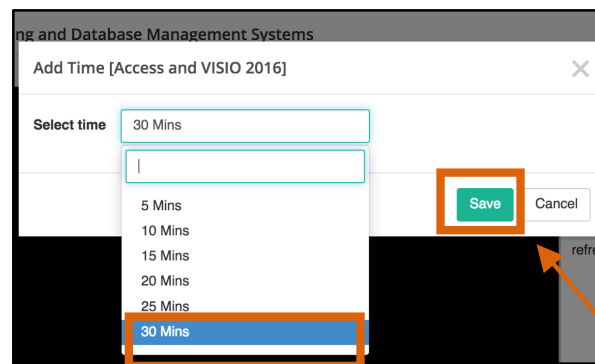
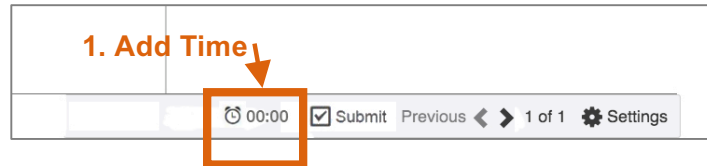
Before You Begin: Adding Time to Prevent Losing Your Work

The virtual labs are hosted on remote servers, which have automatic countdown timers, ensuring software is turned off when not in use. The default time allotted for the uCertify desktop is **30 minutes**.

To ensure you have enough time to complete your lab, **add additional time to your session before you begin**. You can add time in 30 minute increments – and 99 minutes is the maximum time allowed. We recommend setting the time to the maximum and adding additional time as you work, to avoid the timer running out. **If time runs out before you save your work, YOUR WORK WILL BE LOST.**

Complete the following steps to add time to the virtual lab timer.

1. Click **"Add Time"**
2. **Select the number of minutes** from the dropdown.
3. Click **"Save."**

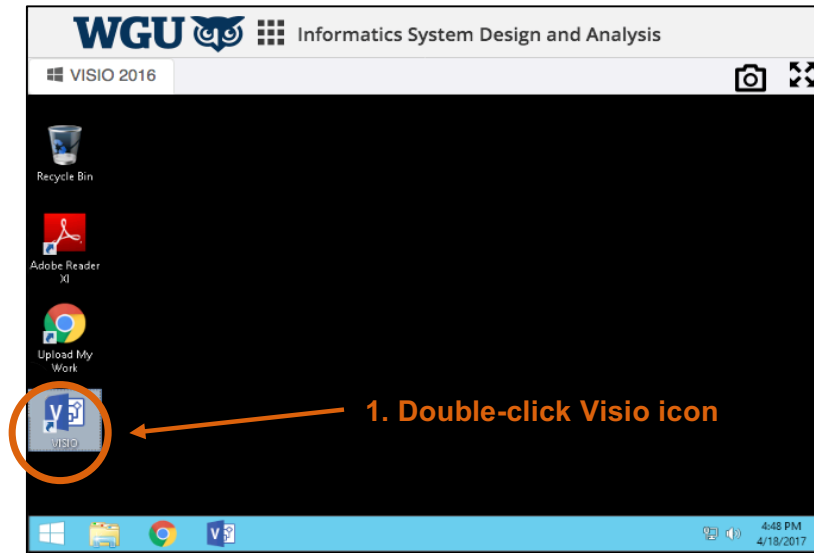


2. Select Minutes

3. Click Save

Opening Visio

1. **Start** the virtual lab and **Double-click the Visio icon** on the virtual lab desktop.



2. You are now ready to use the software within the virtual lab environment. Remember to save your work and add time to the countdown timer to ensure your work is not lost.

Saving Visio Files

Like working on your personal computer, you must **save your Visio files if you intend to return to them or continue working on them later**. There are two options for saving your work in the virtual lab:

- Option 1. Save Visio files to the **uCertify Evidence Tab**.
- Option 2. Save Visio files to **Microsoft OneDrive**.

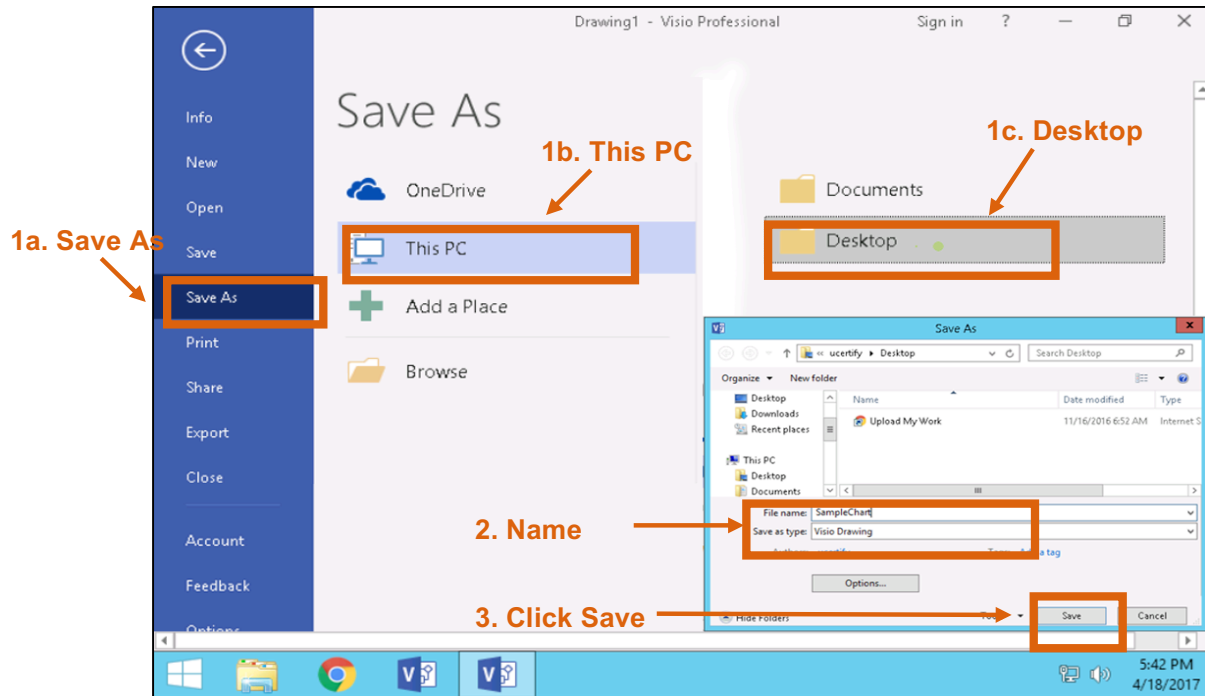
Option 1: Saving Visio Files to the uCertify Evidence Tab

When working in the virtual lab you must upload your work to the Evidence tab if you wish to review or continue working with that file later. **If you do not upload your work to the Evidence tab, it will be lost**, and you will not be able to return to it. You must complete both steps to save your work to the virtual lab Evidence tab.

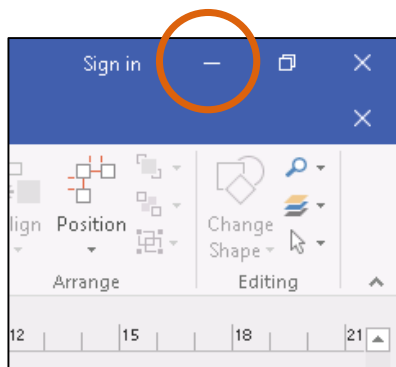
1. Save file(s) to the virtual lab desktop.
2. Upload the file(s) to the Evidence tab.

Step One: Save the Visio File to the Virtual Lab Desktop

1. Select **File > Save As > This PC > Desktop**.
2. **Name the file appropriately.** The file **Save as type** should be Visio Drawing, so you can re-open and edit later, if needed.
3. Click Save.

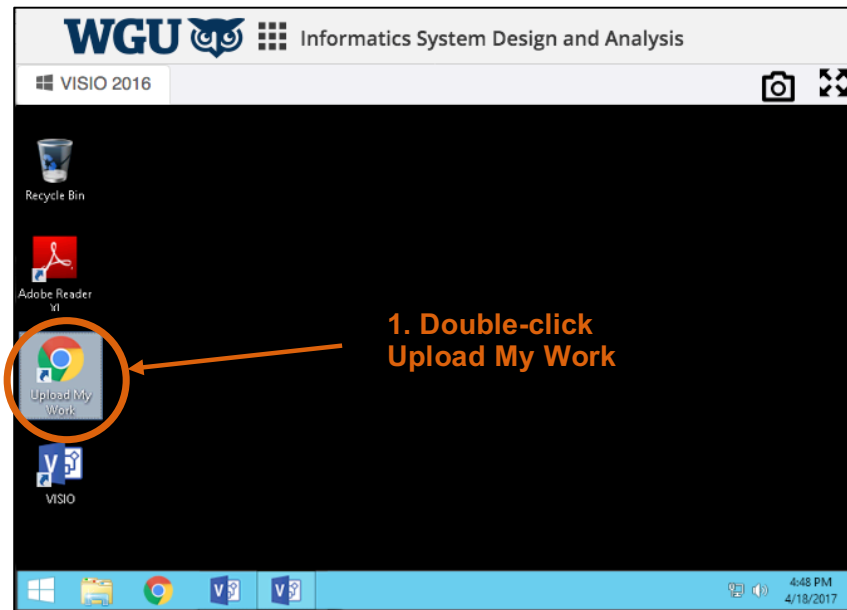


4. **Minimize** the software application.

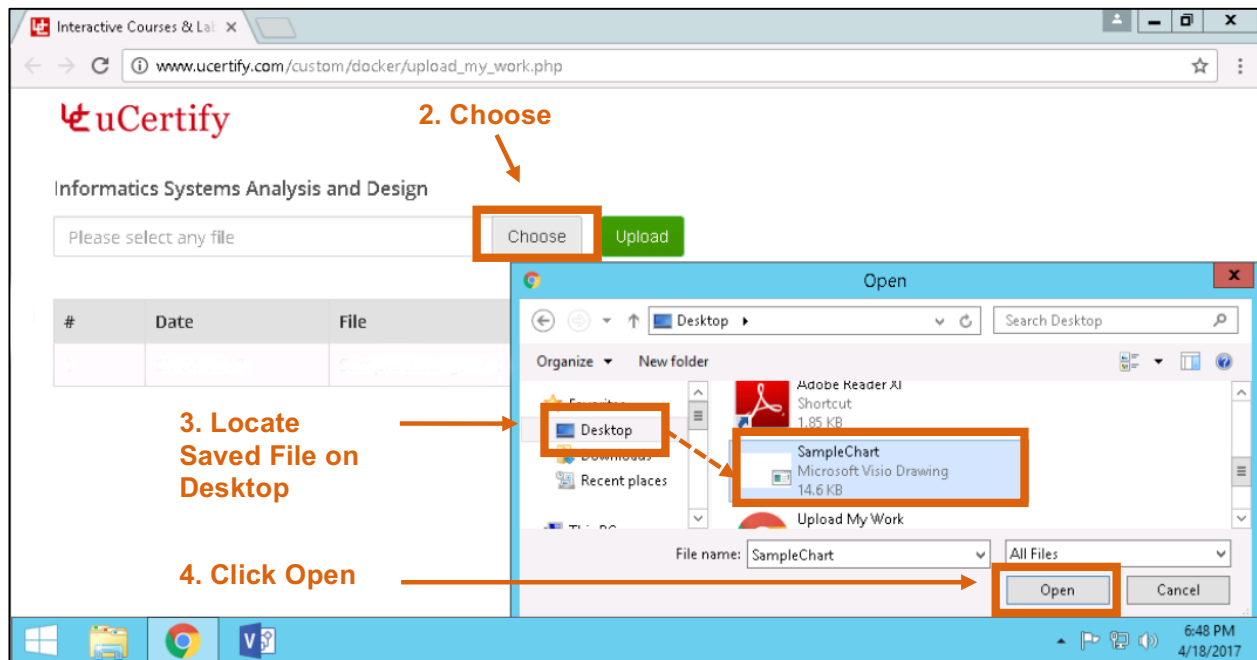


Step Two: Upload Saved Work to the uCertify Evidence Tab

1. Double-click **Upload My Work** from the virtual lab desktop.



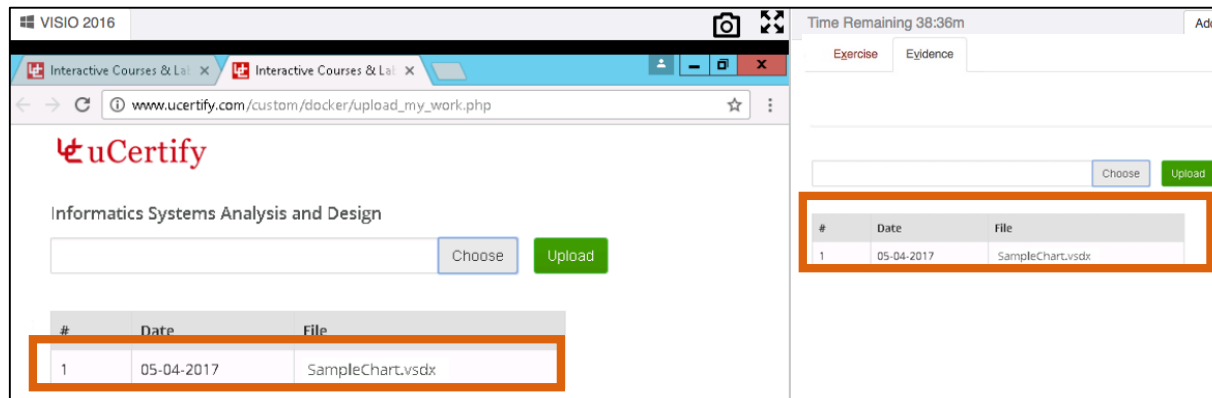
2. Click **Choose**.
3. Locate the saved file on the Desktop.
4. Click **Open** to upload the file.



5. Verify the correct file is listed in the selection box. Click **Upload** to save the file to the uCertify Evidence tab.

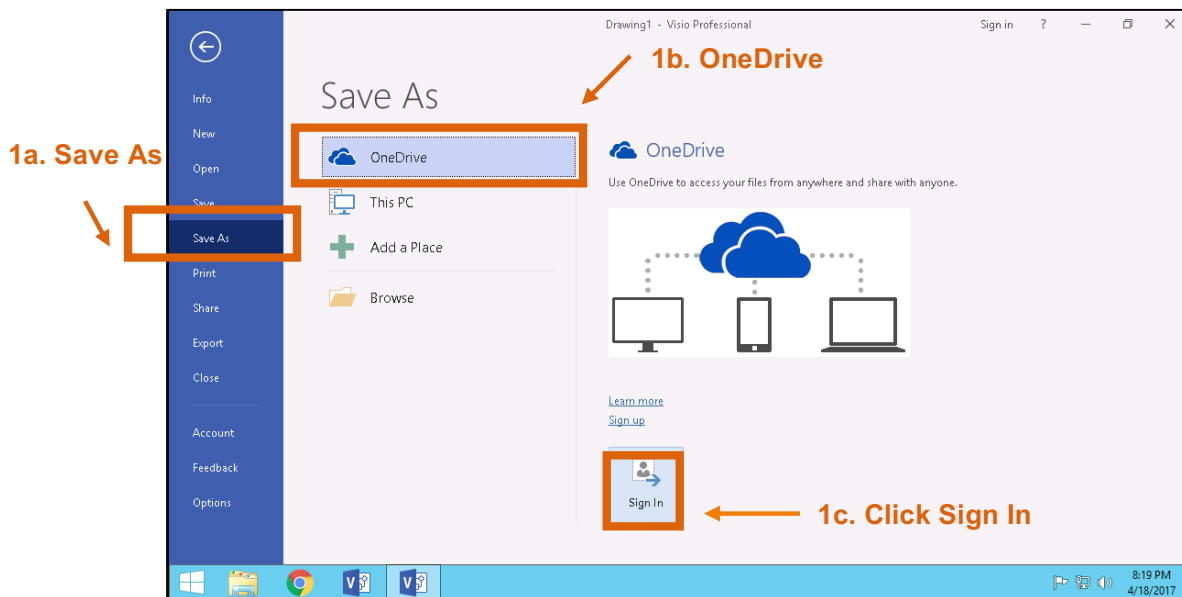


6. Confirm the file uploaded to uCertify.



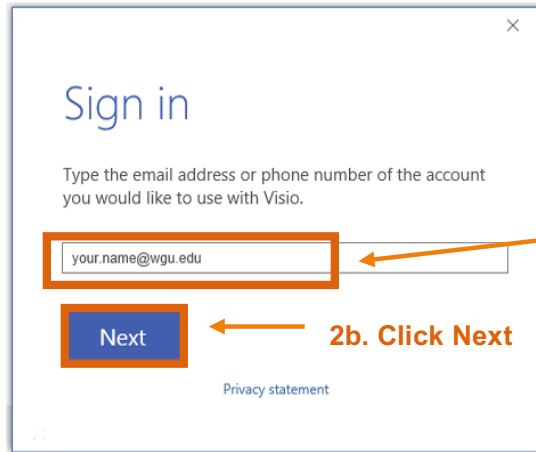
Option 2: Saving Visio Files to OneDrive

1. To save the file to OneDrive, Select **File > Save As > OneDrive > Sign In**.




2. Enter your Office 365 email, then click **Next**.

Note: You may use a personal Office 365 email account or your WGU email.



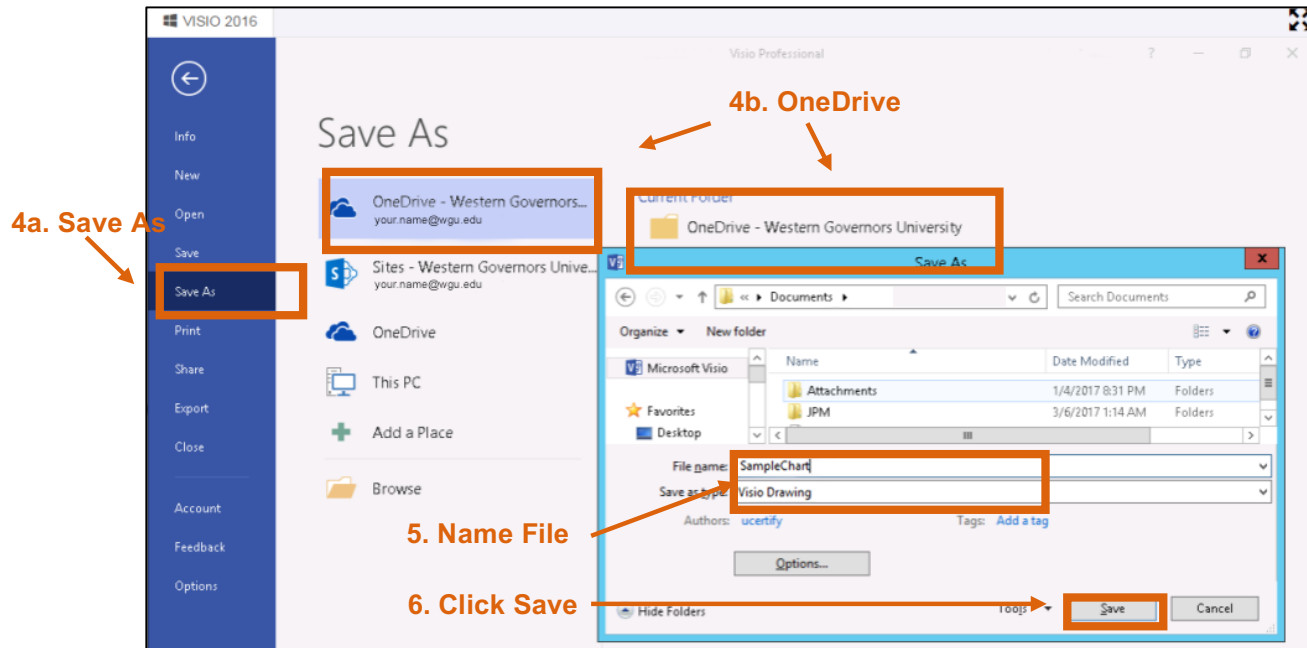
The image shows a 'Sign in' window from Microsoft Visio. It has a title bar with a close button (X). The main heading is 'Sign in' in blue. Below it, the text says 'Type the email address or phone number of the account you would like to use with Visio.' There is a text input field containing 'your.name@wgu.edu', which is highlighted with an orange box. An orange arrow points from the text '2a. Enter Email' to this box. Below the input field is a blue button with the word 'Next' in white, also highlighted with an orange box. An orange arrow points from the text '2b. Click Next' to this button. At the bottom right, there is a link for 'Privacy statement'.

3. Enter your password, then click **Sign in**.



The image shows a 'Sign in' window for WGU. It has a title bar with a close button (X). The WGU logo is at the top left. Below it, the text says 'Sign in with your organizational account'. There are two input fields: the first contains 'your.name@wgu.edu' and the second contains a masked password '.....', both highlighted with orange boxes. An orange arrow points from the text '3a. Enter Password' to the password box. Below the input fields is a blue button with the text 'Sign in' in white, highlighted with an orange box. An orange arrow points from the text '3b. Click Sign In' to this button.

4. Save your file to OneDrive by clicking **File > Save As > OneDrive > OneDrive**.
5. **Name the file appropriately.** The file **Save as type** should be Visio Drawing, so you can re-open and edit later, if needed.
6. Click **Save**.



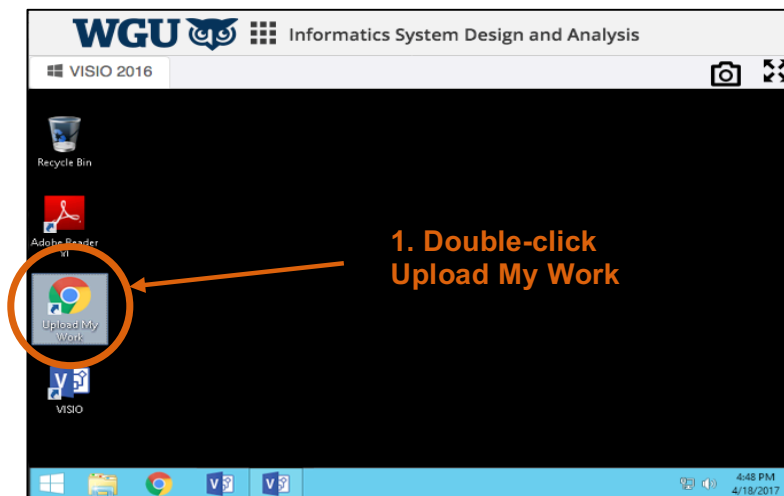
Accessing Saved Files

There are two instances in which you might want to access saved files.

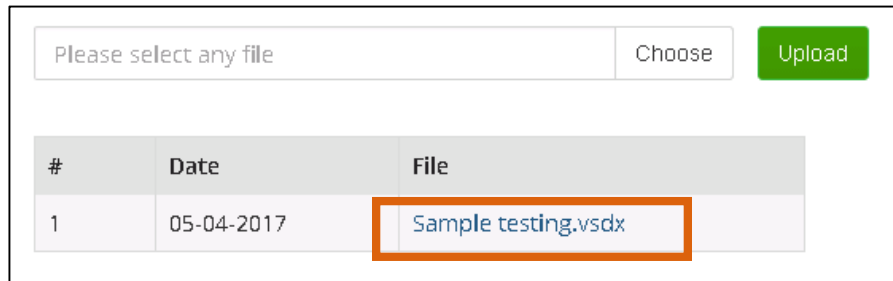
1. To **continue working on a file** saved to uCertify or the Microsoft OneDrive
2. To **download and save copies** to your personal computer

To Continue Working on a File Saved to uCertify

1. Double-click **Upload My Work** from the virtual lab desktop.



2. Click on the **name of the file** you want to download to the virtual lab desktop. It will download to the bottom of the screen.



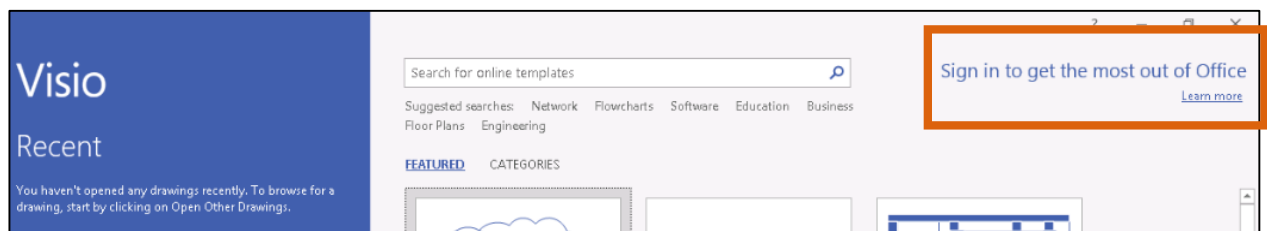
3. Click the **downloaded file** to open and continue working.



4. When you are finished with your edits, be sure to **re-save** your work and **re-upload** to the uCertify drive.

To Continue Working on a File Saved to Microsoft OneDrive

1. Double-click the Visio icon from the virtual lab desktop.
2. Login to Office 365 by clicking **Sign in to get the most out of Office**.



3. Your file should appear on the left under **Recent**. Click on the file to open.



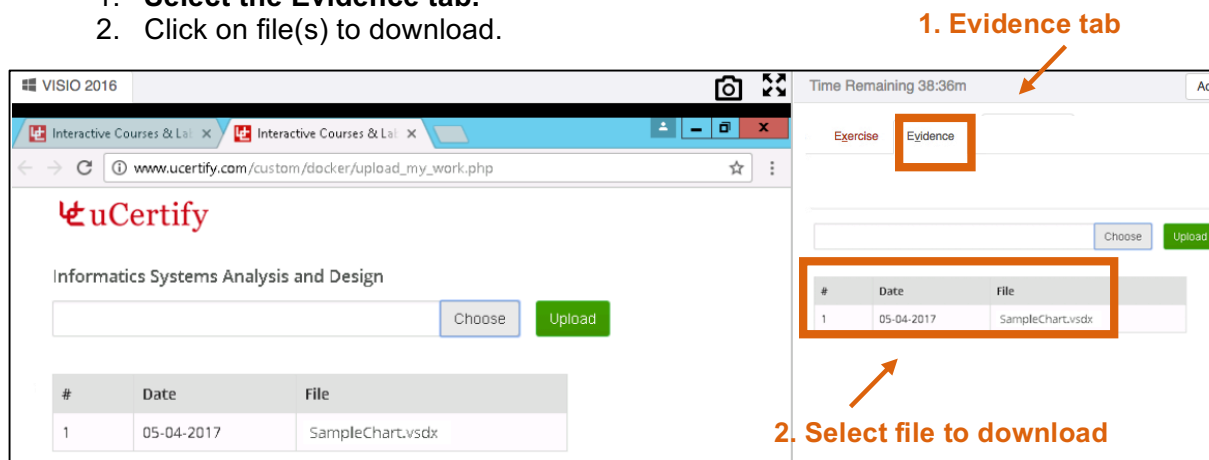
4. When you are finished with your edits, be sure to **re-save** your work to the OneDrive.

Download and Save Files to Your Personal Computer

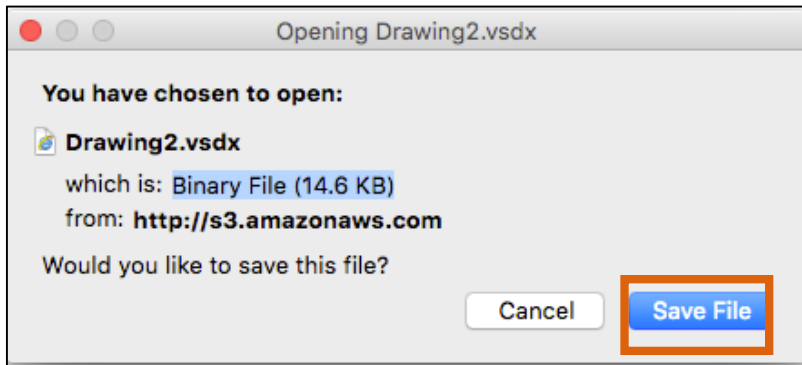
If you wish to maintain copies of your work on your personal computer, you can download any files you previously saved to the uCertify Evidence tab or Microsoft OneDrive.

Downloading Files Saved to uCertify

1. **Select the Evidence tab.**
2. Click on file(s) to download.



3. **Save File** to your computer.



Downloading Files Saved to Microsoft OneDrive

1. Login to your Microsoft OneDrive.
2. Click on file(s) to download.
3. Save to your computer.