

Netlab Student Guide

IT Education Department
Madison Area Technical College

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Netlab Systems Overview

The Madison College IT Education Department has four different Netlab systems, simply named Netlab 1, Netlab 2, Netlab 3, and Netlab 4. Your instructors will let you know which Netlab system you need to log into for class. If you don't already have an account on one of these systems, your instructors will also provide you with a username and temporary password. You will set your password after initially logging in.

Below are links to **each of the Netlab systems** hosted by the Madison College IT Education Department:

- **Netlab 1:** <https://netlab1.madisoncollege.edu/>
- **Netlab 2:** <https://netlab2.madisoncollege.edu/>
- **Netlab 3:** <https://netlab3.madisoncollege.edu/>
- **Netlab 4:** <https://netlab4.madisoncollege.edu/>

This guide provides an overview on how to use Netlab. For specific questions about Netlab pods in your classes, please refer to your instructors.

Initial Log In and Account Setup

In the following steps for this section, we'll be logging into **Netlab 3**

1. Open up a web browser and navigate to the following URL in the address bar:
<https://netlab3.madisoncollege.edu/>
2. Enter your username and password and click **Login**.
3. If this is your first time logging in on this system, you will be prompted to enter a new password. Set a password and click **Submit**.

Welcome, Student User!

This is the first time you have logged into this account.
You will now be asked to provide some account settings. These can be changed later.

Change Password - suser

New Password

Retype New Password

4. You will be prompted to confirm your Madison College Email Address and set your Date and Time Settings as well. Set these accordingly and click **Submit**.

Please enter a valid e-mail address.

You can leave this blank if you do not want to receive e-mail from the system.

✉ Change E-mail Address

E-mail Address

✔ Submit

🔗 Help

Enter your preferences for dates, times, calendars and clocks.
When traveling, you can change your time zone to match the local time.

🕒 Date and Time Settings

Time Zone

Date Display Format

Time Display Format

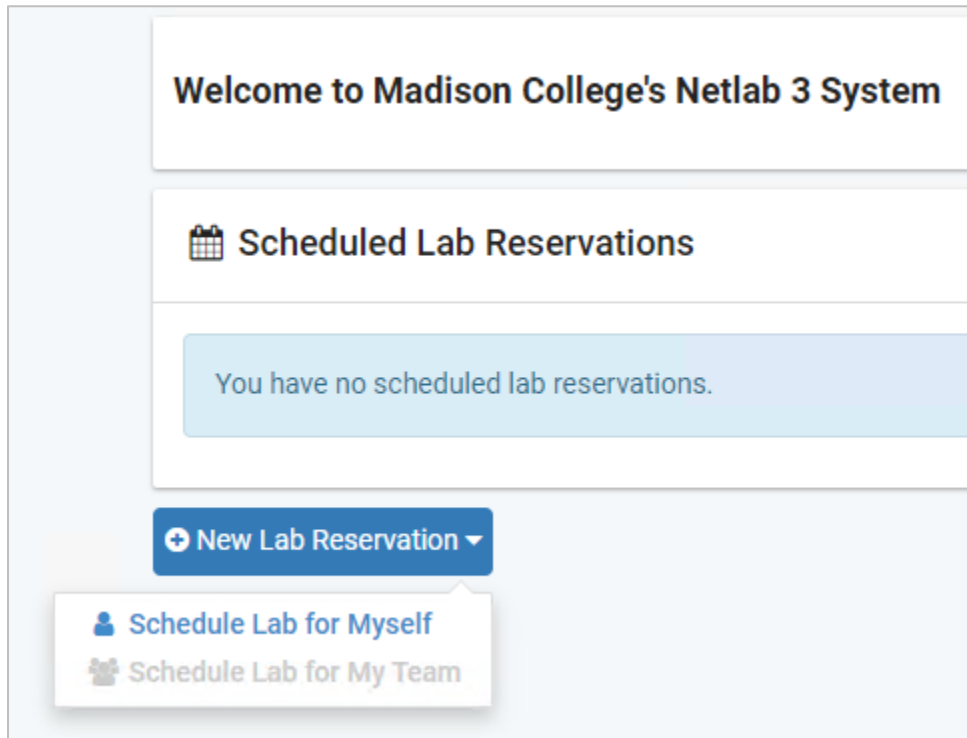
First Day of Week

✔ Submit

🔗 Help

Scheduling a Lab Reservation

1. On the **Scheduled Lab Reservations** page, click on **New Lab Reservation** and select **Schedule Lab for Myself**. This allows you to schedule a time to access one of the environments for one of your classes



2. On **Available Classes**, choose one of your classes.

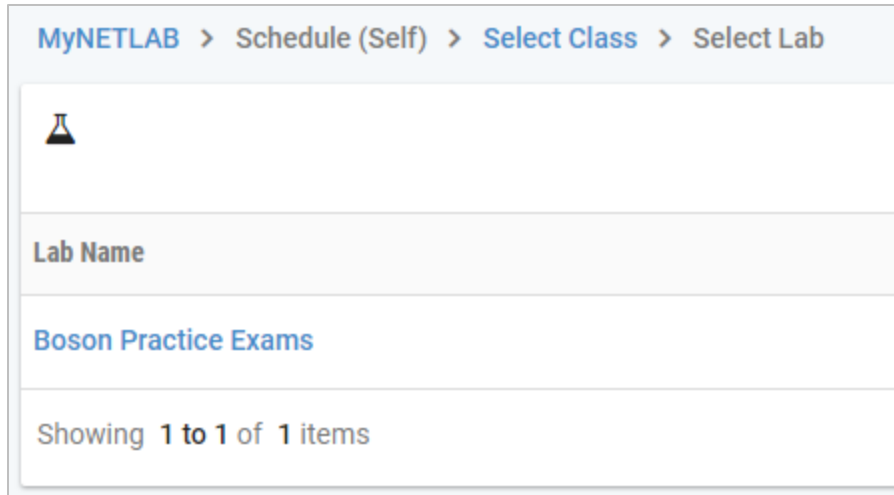
MyNETLAB > Schedule (Self) > Select Class

You are lead instructor of more than one class. Please select the class this reservation is for.


Available Classes

Name	Leads	Enrolled
Boson Practice Exams - CCNA	Brent Sieling, Miles Stoffel	15

3. On the **Lab** page, click the lab name.




4. On the **Pod Scheduler** page, you can reserve access to a lab environment, known as a **pod**. You may see one or several pods listed. The red line represents the present time, and the white area underneath represents future time. Click in the area directly underneath the red line (or as close to it) to start your reservation immediately (see the highlighted green area for where to click).

 Pod Scheduler

◀ 🏠 June 2024 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

BosonExams_D18N1_CCNA



8am		
9am		
10am		
11am		

- On the **Add Reservation** page, make sure your **Start Time** is now so you can enter your pod immediately. Next, you can extend the **End Time** section to increase your lab access time. Click on the **end time** or the **calendar icon** to the right of the listed end time.

Add Reservation

Pod BosonExams_D18N1_CCNA


Reservation Type Instructor Private Reservation

Reserve For Miles Stoffel


Lab Exercise Boson Practice Exams


Time Zone Central Time (US & Canada)


Start Time 06/13/2024 9:01 AM

End Time 06/13/2024 10:00 AM 

Length of Reservation 48 mins.

 Submit

 Previous

 Cancel

- In the calendar menu, look to the right pane with the listed times. Select the time you intend on completing your reservation in the pod. Then click **Submit** and **OK**. Note: The current max reservation length is three (3) hours on all Netlab systems. If you try to schedule for longer than the max, you will get an error. Be sure to keep your reservations under the max time.

Start Time 06/13/2024 9:01 AM

End Time 06/13/2024 12:00 PM

Length of Reservation :

Sub

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

12:00 PM

12:30 PM

1:00 PM


1:30 PM





2:00 PM

2:30 PM

Entering and Navigating a Lab Reservation

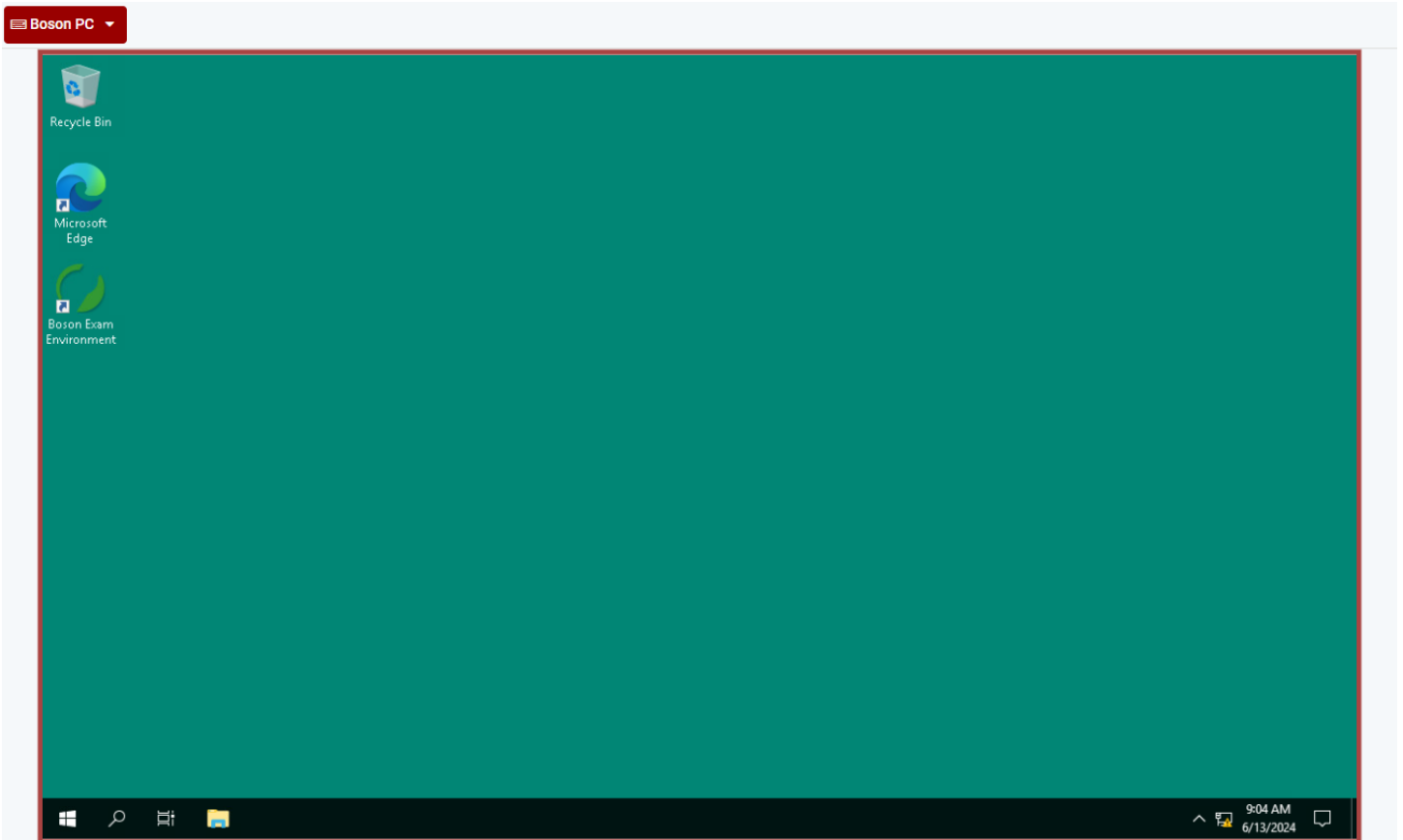
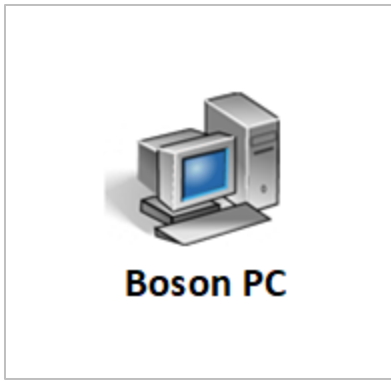
- On **Lab Reservations**, click on **Enter Lab** to get started in your environment. Take note of your reservation length and end time. Note: We'll cover how to extend your current reservation in subsequent steps.

 **Lab Reservations**

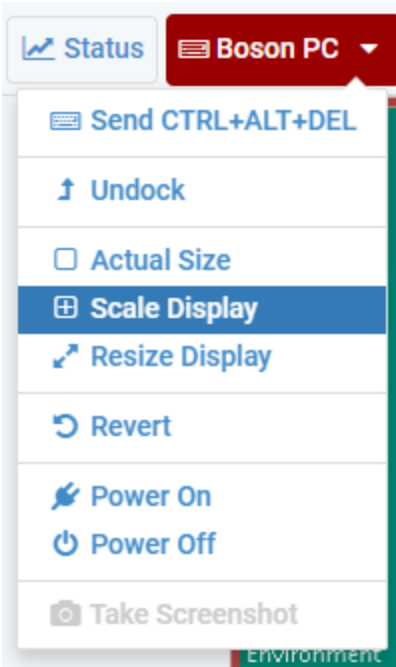
ID	Date/Time	Description
40987	<div style="display: flex; flex-direction: column; gap: 5px;"> <div> 06/13/2024 9:04 AM</div> <div> 06/13/2024 12:00 PM</div> <div> 2 hrs., 32 mins.</div> <div style="background-color: #28a745; color: white; padding: 5px; text-align: center; border-radius: 3px;">Enter Lab </div> </div>	<p>Class: Boson Practice Exams - CCNA</p> <p>Lab: Boson Practice Exams</p> <p>Type: Instructor</p> <p>User: Miles Stoffel</p>

Showing 1 to 1 of 1 items

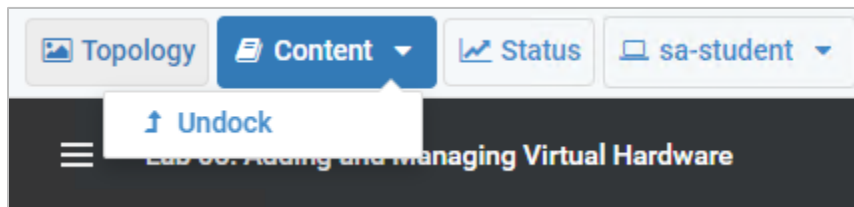
- In the reservation, notice the tabs along the top left. **Topology** is the tab you start in upon entering the reservation. This represents the lab devices and, in some cases, how they are interconnected. Click on **the device image** to open the remote console view into it.



3. If you need to use CTRL+ALT+DEL to log in to a device, click the **drop-down** next to the **device** name and choose **Send CTRL+ALT+DEL**. Note: We will cover remote view options in the next section.





- The **Content** tab sometimes contains lab documentation you can use to reference while in your reservation (but not in this pod). To open this in a separate browser window or tab, click the **drop-down** next to **Content** and choose **Undock**.



- The **Status** tab displays all the **Lab Devices** in your pod. From this tab, you can view information, as well as perform actions on each device.

 A screenshot of the 'Status' tab in the interface. It shows a table titled 'Lab Devices' with the following data:

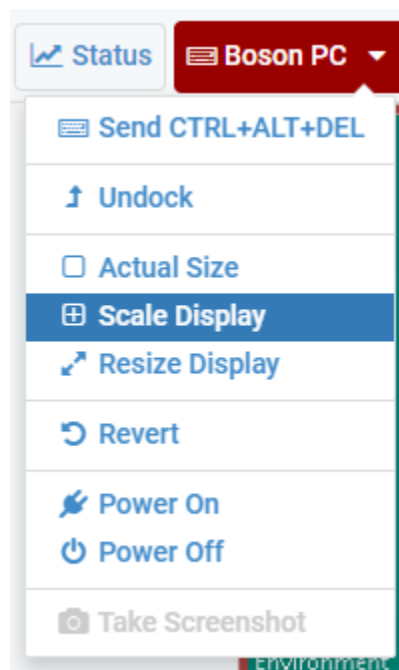
Device	Type	Power
 Boson PC	Windows 10	 Powered On

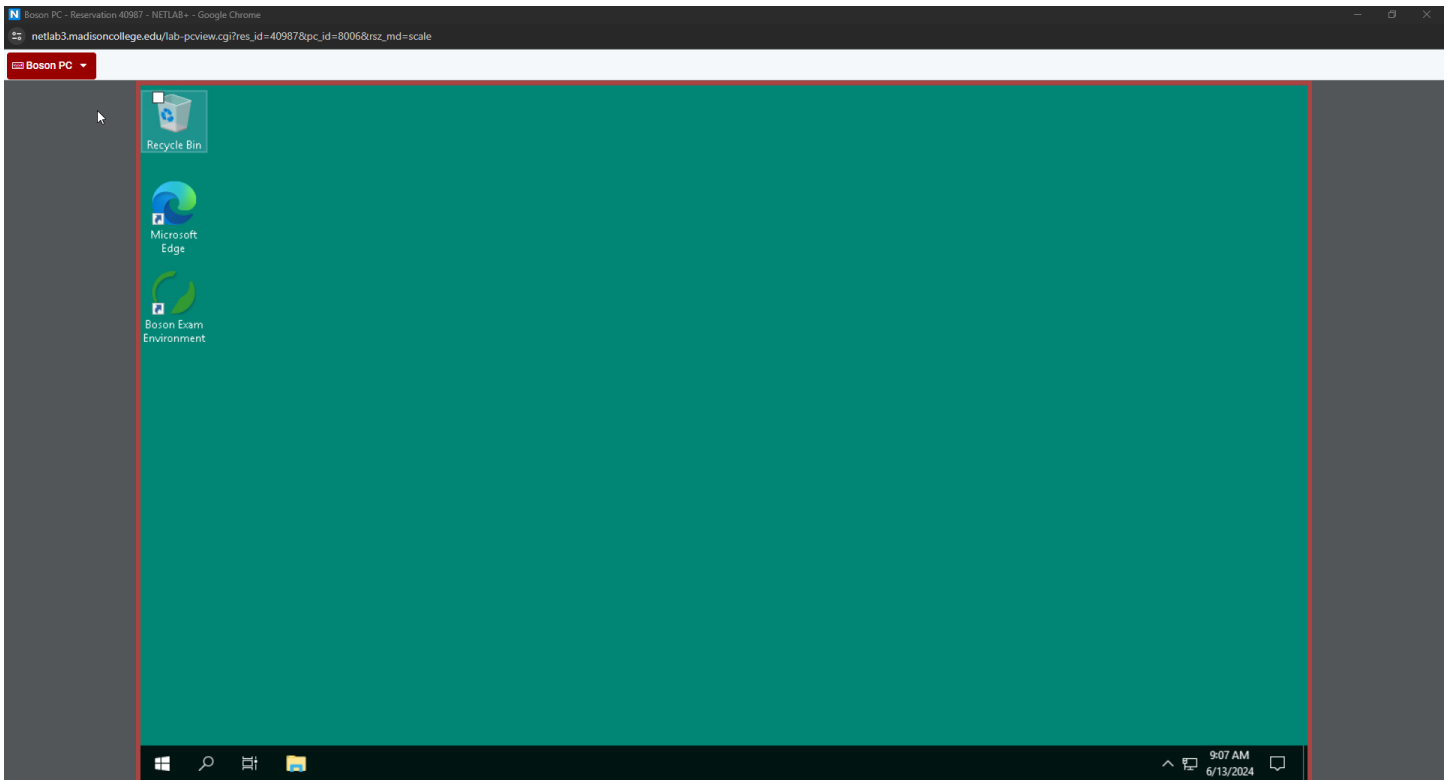
- Device tabs** also allow you to perform actions on devices, as well open a remote view into each of them. Devices in your pod will automatically boot up once your reservation starts. Some devices may take longer to fully boot than others. Consult with your instructor(s) on specific boot times for specific pods.

7. In the reservation, notice the information in the top-right. **Time remaining** displays in hours and minutes and will warn you when you only have 15 minutes left in your reservation. Note: We'll cover how to extend and end a reservation in subsequent sections.
8. Click **Home** to go back to the **Lab Reservations** page, where you can again view details about the reservation, including length (**Date/Time**), **Description**, and **Pod**. To get back into the reservation, click **Enter Lab**.

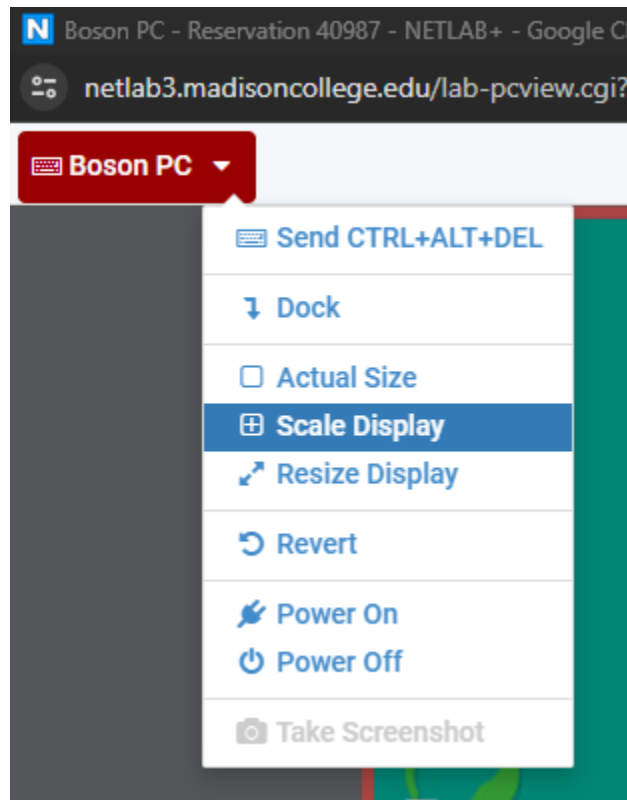
Adjusting Device Windows (Remote Views)

1. Click the **drop-down menu next to the device name** and select **Undock**. The remote view opens in its' own window. This allows you to maximize your remote view. You can place it anywhere on your screen, as well as on another screen if you have multiple monitors.

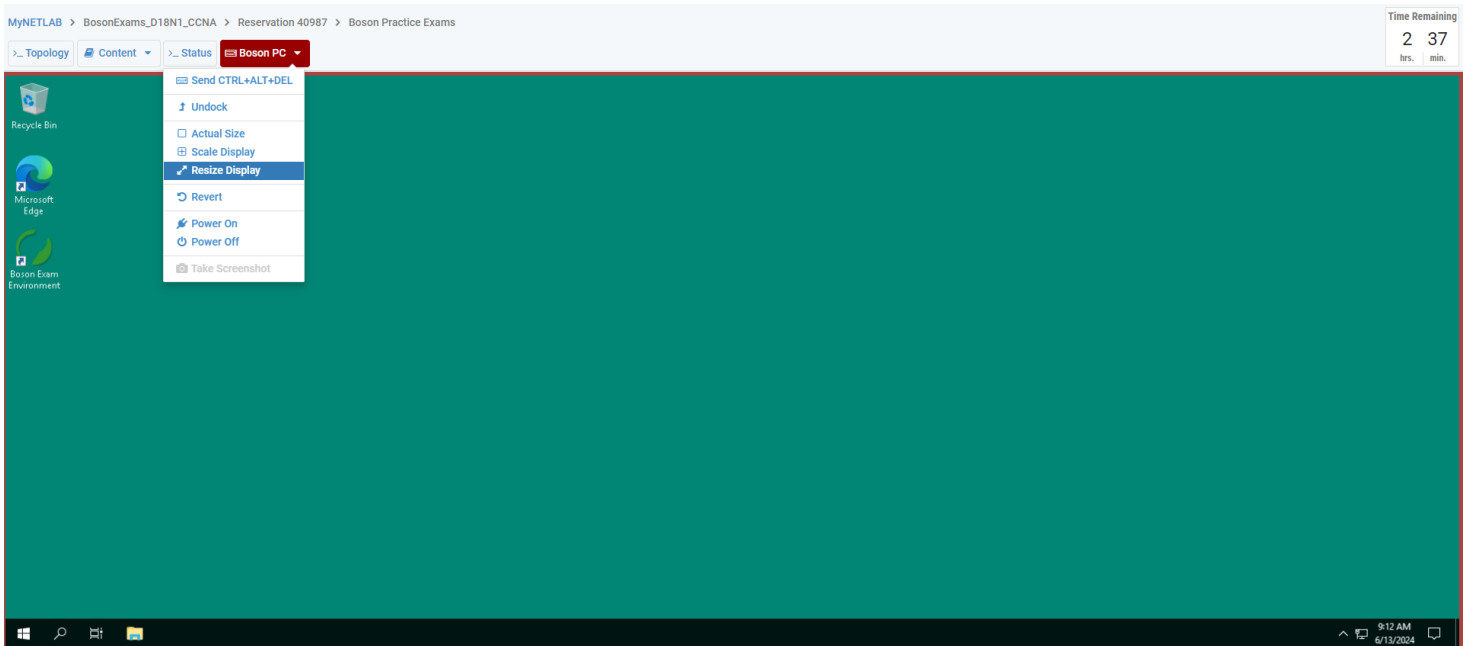




2. To “dock” the remote view again, click on the **drop-down menu** and select **Dock**. The remote view will now be back under that device tab on the reservation page.



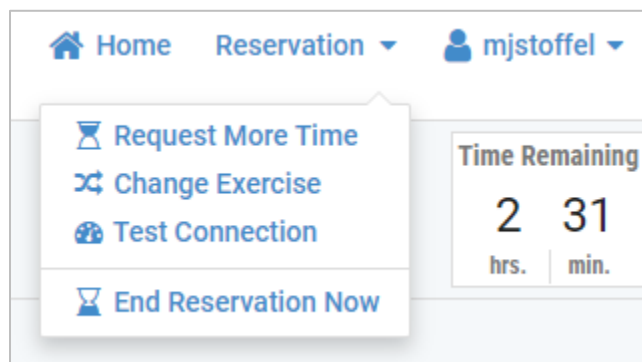
3. The **Resize Display** option adjusts the remote view to fill in your lab area in the browser. It also adjusts the device's resolution to match the lab area space, keeping the remote view crisp and clear.



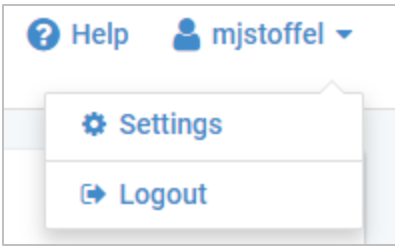
4. The **Actual Size** option adjusts the remote view to the exact screen resolution of the device. This will set the remote view to the device's intended resolution. The **Scale Display** option allows you to increase the size of the remote view to fill in the lab area, but does not change the device's resolution.

Ending a Lab Reservation and Logging Out

1. Once you have completed your work in a pod, it is imperative that you end your reservation. In the right corner of your reservation, click the **Reservation** drop-down and choose **End Reservation Now**. This will gracefully shutdown all the devices, as well as allow another student to login and make a reservation on Netlab.

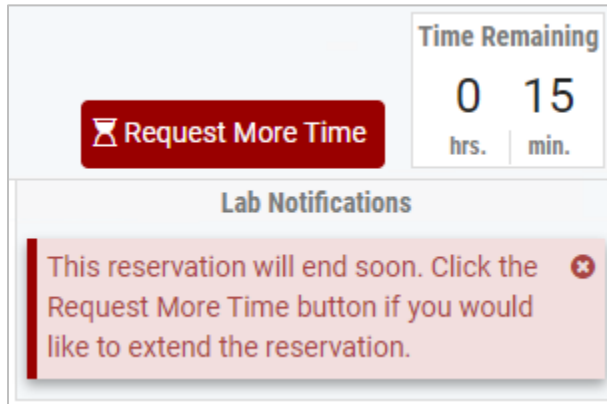


2. Once you've ended your reservation, you can then log out of Netlab. Click the **drop-down next to your username** and select **Logout**.



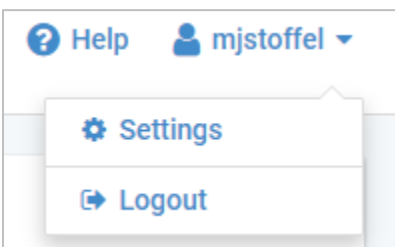
Extending a Lab Reservation

1. Once you have **only 15 minutes left in your reservation**, you will receive a notification in the top-right corner of the reservation letting you know it will end soon. To extend your lab reservation, click **Request More Time** to extend your reservation. It will be extended by **30 minutes**.



Viewing and Changing Account Settings

1. If you want to view or make changes to your account, **Click the drop-down next to your username** and select **Settings**. Remember that if you have classes utilizing multiple Netlab systems, you have an account for each.



2. On the **Settings** page, your current settings are displayed. You can change your password, email address, and date and time settings.



Student User

normal user

Community default


Username suser


 Change Password


Full Name Student User


Display Name Student User

Email suser@madisoncollege.edu

 Change Email

Date and Time  (GMT-06:00) Central Time (US & Canada)

 MM/DD/YYYY (09/15/2016)

 12 Hour (3:37 PM)

 Settings

 Dismiss