The following directions will guide you through how to preview a class.
1. To log into your Tooling U-SME Administrative Center visit www.toolingu.com and click on LOGIN in the top left hand corner:

2. After you click on LOGIN you will be taken to the login screen. Ensure Admin is highlighted in blue and enter your user id and password.
3. Once you log in, you will be directed to your **Student List** which will show you the students that you are responsible for.

4. Scroll to the bottom of the list, to the Tools & Options box. You will want to be working in the second column, **Classes**. Next, click on **Preview Classes**
5. Once you click on Class Preview you will be taken to the Class Preview page where you can search by department, version, or student group.

6. To view the class as a student would client on the Preview link. (Note: You will not see the pretest or final exam, but you will see all other class content)

7. On the Class Overview simply click Start to begin previewing the class.