Cisco NetSpace Quick Start Guide

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Quick Start Guide - Instructors

Step 1: Create a Course

1. Click the Create a Course link.

2. Select an Academy

3. Enter the Course Name and Course ID.
   
   Note: The Course Name will appear on the NetSpace Home page. The Course ID will appear on the Course Home page.
4. Select a course from the **Create a Course** drop-down. Only courses for which you are qualified to teach will show here.

5. Select a **Language and Version**.
6. Enter a **Start Date** and **Conclude Date**.

7. Select or add a qualified instructor (if needed).
   
   **Note:** By default, you as an instructor will be added. Additional instructors can be added using the **Add an Additional Qualified Instructor** button.

8. Click **Save** to create the course.

The course is added to the *NetSpace Home page*. Next you will need to enroll students.
Step 2: Enrolling Students

Students can be enrolled into courses by adding individually, by uploading a .CSV file or by creating seat tokens.

Enrolling Students Individually

If a student is new to the Academy and has not enrolled in a course in NetSpace, the student can be individually enrolled using the Add New tool.

1. Click the gear icon to the right of the course name.
2. Click the gear icon to the right of the **Student** section.

3. Choose **Add New** from the drop-down list.

4. Enter the student information.

5. Click **Save**.
Enrolling Existing Students Individually

If a student has previously enrolled in a Networking Academy course offered in NetSpace, the student can be individually enrolled using the Add Existing tool.

1. Click the gear icon to the right of the course name.
2. Choose Add Existing from the drop-down list.
3. Enter the first and/or last name of the student to be added.
4. Click Search.
5. Check the box to the left of the student name.
6. Click the **Enroll selected students** button

The selected student is added to the course.
Bulk Enrollment

Students can also be enrolled in a course by uploading a .CSV file.

1. Click the gear icon to the right of the Student section.
2. Choose Upload CSV from the drop-down list.

3. Click the Download link to download a .CSV template.

Upload a student enrollment CSV file

Download the CSV template and enter your students' information in the format provided (First Name, Last Name, Email Address, Institution Student ID). The first row is reserved for column titles, enter your first student on row 2.
4. Enter or add the student information to the .CSV file and save.

5. Click the **Choose File** button to select the .CSV file.

6. Click **Upload a CSV**. The student list will load.

7. Click **Save**.

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**Generating Seat Tokens**
Seat tokens allow students to self enroll in a course. The instructor will not need to enter the students' information such as name and email address.

1. Click the gear icon to the right of the Student section.

2. Choose Add Seats from the drop-down list.

3. Enter the number of seats needed for the course.

4. Click Submit. The needed number of seat tokens will be generated.

5. Click Print this Page.
Seat tokens can be redeemed by a user on NetSpace login page

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</table>

**Note:** This page is not retrievable once closed.

Tokens can be given to students to self-enroll
Step 3: Publishing a Course

1. Access the course by clicking the course link.

2. Click the Published link.

   Note: A course does not show on a student’s Learn tab until it is published. A course is not accessible until the start date arrives.
3. Next Steps will appear at the bottom of the screen. Click **Publish Course**.

**Note:** The course is ready to begin. The course link will now appear on a student’s Learn tab but will not be accessible until the start date is reached. Next step, activate exams.
Step 4: Activate an Exam

1. All exams are located on the Assignments tab. Click the Assignments tab in the Course Navigation bar.

2. Exams will need to be activated similar to the process in Academy Connection. Click the chapter exam to be activated.
3. Click the **Load activity** in a new window button.

4. Click the **Assessment Activation** link.

5. Assessments can be activated using the default settings or additional settings can be modified using **Advanced Activation**. To use the Default Activation settings, select how the test will be administered.

6. Click **Next**.
7. Click Create Default Activation to accept the default settings.

Default Activation  Advanced Activation

Assessment Administration  Confirm Activation

Unsure at this time.

Start Date: 06/15/2012
Start Time: 10:44 AM MST
Max Attempts: 3

Days(s) 7
Hours(s) 9
Minutes(s) 0

Selected Form(s):
English FormE ERouting v4.0 Chapter 1

Form Settings
Approve Additional Attempts: Yes
Re-enable Incomplete Assessments: No

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<th>Number of Attempts</th>
<th>Instructor Item Information</th>
<th>Instructor Item Feedback</th>
<th>Student Item Feedback</th>
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<td>Yes</td>
<td>Yes</td>
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</tbody>
</table>

Create Default Activation

Back  Next
Step 5: Passing/Completing a Student

1. Once a student has completed the course, each student will need to be marked complete/incomplete. From the Course Home page, click the Grades tab.

2. Scroll to the right to view the Instructor Use Only column. Click in the cell for each student and select Complete or Incomplete.
**Note:** When the course is complete and you will no longer need to make modifications, the course can be concluded. This will remove the course from your NetSpace Home page and will make the course read-only.

**Ending a Course vs. Concluding a Course**

**Ending a Course** – A course will end automatically when the conclude date is reached. This will place the course in a read-only status for students but remain fully functional for instructors.

**Concluding a Course** – This should be done when the course is complete and ready to be archived. Concluding a course will make the course read-only for both students and instructors and will remove the course listing from the course navigation on the NetSpace Home page.
Step 6: Concluding a Course

1. When the course is complete and ready to archive, the course can be concluded. Click the **Settings** tab in the Course Navigation bar.
2. Click the **End this Course** button.

3. Click the **Conclude Course** button to confirm.

**Note:** The course has been removed from the Course Navigation on the NetSpace Home page and can be accessed through the Past Courses page in the Courses drop-down.