Cisco NetSpace

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Navigating NetSpace

NetSpace Home

Within NetSpace, there is the NetSpace Home page and the Course Home page. The NetSpace Home page is where courses are created, enrollments are added and a place to find current news and professional development opportunities.

In the middle of the page are the tabs. These are role based.

Teach - The Teach tab is used by instructors to access existing courses currently being taught, create new courses, and enroll students.
**Manage** – The *Manage* tab appears for Institution Contacts, such as NetAcad Contacts. This tab also manages users, updates Academy information, manages ASC relationships, and accesses Academy reports.

**Learn** – The *Learn* tab appears for all students. This is where students will access their courses.
The Help Corner provides access to Networking Academy support, your NetSpace Home profile, and signing out.

Help – Help provides access to Community Support Forums, FAQs, and Cisco Networking Academy support.

- **Community Support Forums**
  Interact with and get assistance from your peers

- **Networking Academy FAQs**
  View Cisco answers to the most commonly asked questions.

- **Curriculum Assessment Errata**
  View already reported assessment and curriculum errors. Search for "errata"

- **Contact Support**
  Get assistance with time-sensitive issues
The menu items at the top of NetSpace Home provide links to Networking Academy information and access to Communities.
My Tasks – The My Tasks section displays tasks associated with courses currently being taught. An example of a task could be an assignment needing to be graded.
**Academy Locator** - The Academy Locator is used to locate Cisco Academies and courses they teach.

**Professional Development** - Instructors can use this space to locate Professional Development opportunities from Cisco or from Instructor Training Centers by clicking Find Opportunities.
NetAcad Resources – This is where additional Networking Academy resources can be found by clicking Explore Resources.
Course Home

The Course Home page can be accessed by clicking any of the courses listed on the Teach tab.
Global Navigation – The Global Navigation bar provides quick access to all the courses you are teaching and the course and personal calendar.

Course Navigation – The Course Navigation bar allows access to specific components of the course, such as assignments, grades and discussions.

Bread Crumb Navigation – The Bread Crumb Navigation allows you to easily move back through the course and provides a display of your current location.

Sidebar – The Sidebar is located on the right side of the screen. This area contains action buttons which may differ depending on the page.

Help Corner – The Help Corner functions similar to the Help Corner on the NetSpace Home page. From here, you can access your classroom profile by clicking on your name, return to the NetSpace Home page by clicking Home, review the NetSpace messaging tool by clicking Inbox, logout, and access Academy Support resources.
Creating a Course

Courses are easily created from the NetSpace Home page.

Creating a Course

1. Click the Create a Course link.
2. Enter the course information.

Select an Academy.

Enter a Course Name and Course ID.

Choose a language for the course.

Select a course. Only course for which you and the Academy are qualified will appear in the list.

Enter a start and conclude date.

Select a qualified instructor. Only instructors who are qualified will appear in the list.

3. Click Save.
Enrolling Students

Students can be enrolled into courses in two ways, by uploading a .CSV file or by individually adding students.

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**

1. **Download** the CSV template and enter your students’ information in the format provided (FirstName, LastName, 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**.
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

<table>
<thead>
<tr>
<th>#</th>
<th>Tokens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0dRASg</td>
</tr>
<tr>
<td>2</td>
<td>X8MMmO</td>
</tr>
<tr>
<td>3</td>
<td>uh02FV</td>
</tr>
<tr>
<td>4</td>
<td>ChG78G</td>
</tr>
<tr>
<td>5</td>
<td>I1LRBk</td>
</tr>
<tr>
<td>6</td>
<td>3nTHj3</td>
</tr>
<tr>
<td>7</td>
<td>k5wSEe</td>
</tr>
<tr>
<td>8</td>
<td>36Nsym</td>
</tr>
<tr>
<td>9</td>
<td>N0U1YQ</td>
</tr>
<tr>
<td>10</td>
<td>HyKu1b</td>
</tr>
</tbody>
</table>

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

Tokens can be given to students to self-enroll.
Publishing a Course

A newly created course is unpublished, meaning it is not available to be viewed by students. A course will not appear on a student’s Learn tab until it is published and is not accessible until the start date has arrived.

1. Click the published link.
2. Click the **Publish Course** button.

The course is now published. Notice the banner across the top is gone.
Adding a Syllabus

A syllabus can provide important additional course information, such as instructor contact information, office hours, and course description.

Adding a Syllabus

3. Select the Syllabus tab.
4. Click the **Edit Syllabus Description** button.

5. Enter the **content** of the syllabus.
6. Utilize the **Rich Text Formatting** toolbar to adjust font size, style, color and/or add a hyperlink to an external page.

7. Add links to **WIKI pages**, **files** and/or **images** using the tabs on the right.
8. Click the **Update Syllabus** button when the syllabus is complete.
Adding Assignments and Assignment Groups

Each Cisco Networking Academy course will include links to assessments in the Assignments tab. Additional assignments and assignment groups can be added at any time.

Adding an Assignment Group

1. Select the Assignments tab.
2. Click the **Add Assignment Group** link.

3. Enter the group name.
4. Assignment Groups can be given rules, such as drop the lowest grade for each student.

5. Click the Update button.

Repeat the steps above to add additional assignment groups.
Adding an Assignment

1. Select the Assignments tab.
2. Click the Add Assignment link or click the + on the group title bar.

3. Enter the assignment information.

4. Click the Update button to add the assignment.
The assignment is added to the Assignments tab, the Syllabus, and the Calendar.
Weighting Assignments

1. Check the **Weight the final grade based on assignment groups** box.

2. Enter a weighted percentage for each group.
3. Notice the percent total at the bottom. This will automatically adjust as values are changed.

<table>
<thead>
<tr>
<th>Assignment Group</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>10 %</td>
</tr>
<tr>
<td>Chapter Exams</td>
<td>15 %</td>
</tr>
<tr>
<td>Skills Exam</td>
<td>25 %</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15 %</td>
</tr>
<tr>
<td>Student Completion</td>
<td>15 %</td>
</tr>
<tr>
<td>Accesst Course Content</td>
<td>15 %</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>95%</strong></td>
</tr>
</tbody>
</table>
Using the NetSpace Calendar

The NetSpace calendar is a global feature and allows instructors to see assignments and events across all courses being taught.

Scheduling Assignments

1. Click the Calendar link on the Global toolbar.
As an instructor, you will have a personal calendar and a calendar for each course being taught. Click the show undated events link.
3. Drag the assignments from the Undated Events list to the due date on the calendar.

4. Repeat the previous steps until all needed assignments are scheduled.

Scheduled assignments will appear on the calendar, in the assignments tab and on the syllabus.
Scheduling an Event

1. Click the Calendar link on the Global toolbar.
2. Click the Add Event link.
3. Enter a **Title**, **Date** and **Duration** for the event.

4. Select the calendar and click **Submit**.

   *Note:* The course calendars are seen by all students. The personal calendar can only be seen by the user.
Creating Announcements

Announcements are typically used to notify students about something important. Reminding students of upcoming exams, posting video or audio for the whole class, or directing students to an outside resource or website, are all examples.

Creating an Announcement

1. Click the Announcements tab.
2. Click the **Create Announcement** button.

3. Enter the information for the announcement.

4. Click the **More Option** link.

- **Enter a title.**
- **Add links to NetSpace pages, uploaded files and images.**
- **Use the Rich Text Formatting bar to add text, graphics, video, and/or audio.**
5. Additional setting can be used to delay posting of the announcement or making replies visible only after the student makes a post. Click **Add New Announcement**.
Creating Discussions

Discussions enable students and instructors to collaborate in the online classroom environment.

Creating a Discussion

1. Click the **Discussions** tab.
2. Click the Start a New Topic button.

3. Enter the information for the discussion.

4. Click the More Option link.

   - Enter a title.
   - Use the Rich Text Formatting bar to add text, graphics, video, and/or audio.
   - Add links to NetSpace pages, uploaded files and images.
5. Additional setting can be used to make a discussion question an announcement, delay posting, and use for grading, among others. Click the Add New Topic button.
Using the NetSpace Inbox

The Inbox in the Classroom Environment is a messaging tool which allows Instructors and Students to communicate with one another.

Using the Inbox

1. Click the Inbox link in the Help Corner.
2. Enter the recipient(s) name and message.

3. Add attachments and/or record a video by clicking the Attach or Record links.

4. Click the Send button to send the message.
Messages are organized by sent and received.

- Messages become a threaded discussion between you and the student.
Creating Student Groups

Groups are used as a collaborative tool for students who are working on projects or group assignments. Each group gets their own workspace to do things such as create wiki pages, create and contribute to private group discussions, and manage group calendar events.

Creating Student Groups

1. Click the People tab.
2. Click the **View Student Groups** button.

3. Click the **Make a New Set of Groups** button.
4. Enter the **Group Name** and other profile settings.

5. **Click Create Category.**

### Add Set of Groups

<table>
<thead>
<tr>
<th>Name for Group</th>
<th>Project Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Sign-Up:</td>
<td><img src="image" alt="Allow self sign-up" /></td>
</tr>
<tr>
<td>Group Structure</td>
<td>Split students into equal groups</td>
</tr>
<tr>
<td></td>
<td>I’ll create groups manually</td>
</tr>
</tbody>
</table>

**Allow self sign-up** enables students to sign-up on their own.

Student can be randomly placed in groups or manually added by the instructor.

6. **Click the + button to create individual groups.**

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7. Enter the group name and click **Update**. Repeat for each group to be created.

8. Drag student names to each group to manually assign.
Adding a Quiz

The courses available with Cisco NetSpace include chapter exams, a final exam, and other assignments, depending on the course. Additional customized quizzes can be created by the instructor.

Adding a Quiz

1. Click the **Quizzes** tab on the Course Navigation toolbar.

2. Click the **Create a New Quiz** button.
3. Enter instructions for the quiz.

4. Click the New Question link.
5. Enter the **question name**, **pointvalue**, and select the **questiontype**.

6. Enter the question.

   - **Question**
   - **pts:** 1
   - **Multiple Choice**

Enter your question and multiple answers, then select the one correct answer:

- **Question:**

- **Answers:**
  - **Answer text:** Answer Text
  - **Answer text:** Answer Text
  - **Answer text:** Answer Text
  - **Answer text:** Answer Text

**Add Another Answer**

**Update Question**  **Cancel**
7. Enter the possible solutions.
   a. Click to the left of the solution to add a and mark as a correct answer.
   b. Click the or to add a comment for correct and incorrect responses.

8. Click the Update Question button to add the solutions to the question.

Repeat the previous step to add additional questions.
Modifying Quiz Options

1. Enter the quiz name:
2. Modify additional settings if needed.

3. Click the Save Settings button.
**Publishing a Quiz**

Quizzes must be published to be viewed by students.

Click the **Publish Quiz** button located in the **Quiz Options** box.

<table>
<thead>
<tr>
<th>Quiz Options</th>
<th>Link to Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a:</td>
<td>Graded Quiz</td>
</tr>
<tr>
<td>Group:</td>
<td>Labs</td>
</tr>
<tr>
<td>Quiz Name:</td>
<td>Unnamed Quiz</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Shuffle Answers</td>
<td></td>
</tr>
<tr>
<td>Time Limit:</td>
<td></td>
</tr>
<tr>
<td>Let Students See their Quiz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Which Answers Were Correct</td>
<td></td>
</tr>
<tr>
<td>Allow Multiple Attempts</td>
<td></td>
</tr>
<tr>
<td>Restrict this Quiz</td>
<td></td>
</tr>
<tr>
<td>Due Date:</td>
<td></td>
</tr>
<tr>
<td>Locked Until:</td>
<td></td>
</tr>
<tr>
<td>Locked After:</td>
<td></td>
</tr>
<tr>
<td>0 Points Possible</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Preview the Quiz</td>
<td></td>
</tr>
<tr>
<td>Notify users this quiz has changed</td>
<td></td>
</tr>
<tr>
<td>Save Settings</td>
<td></td>
</tr>
<tr>
<td>Publish Quiz</td>
<td></td>
</tr>
<tr>
<td>Add a New Question</td>
<td></td>
</tr>
</tbody>
</table>
Working with Assessments

Exams in NetSpace can be activated using the default or customized settings. These settings can be modified at any time using the Manage Activation feature.

Activating an Exam Using Default Settings

1. Click the **Assignment** tab.
2. Click the exam link to be activated.

3. Click the Load activity in a new window button.

4. Click the Assessment Activation link.
5. Select how the exam will be administered.

6. Click Next.

7. Review the default activation settings and click the Create Default Activation button.
This tool allows a user to take a single assessment from a course. Student assessments are instructor-activated, requiring the instructor to explicitly create activations.

**Course:** CCNA Exploration: Network Fundamentals  
**Version:** 4.0  
**Assessment:** ENetwork Chapter 9

### Assessment Administration

- **Start Date:** 6/20/2012  
- **Start Time:** 11:30 AM PDT  
- **Max Attempts:** 3

#### Day(s) & Time(s)
- Day(s): 7  
- Hour(s): 0  
- Minute(s): 0

#### Selected Form(s)
- English Form C: ENetwork v4.0 Chapter 9

### Form Settings

- **Approve Additional Attempts:** Yes  
- **Re-enable Incomplete Assessments:** No

<table>
<thead>
<tr>
<th>Form(s)</th>
<th>Assessment Duration</th>
<th>Number of Attempts</th>
<th>Instructor Item Information</th>
<th>Instructor Item Feedback</th>
<th>Student Item Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Form C: ENetwork v4.0 Chapter 9</td>
<td>1:00</td>
<td>5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Activating an Exam Using Custom Settings.

1. Click the Assignment tab.
2. Click the exam link to be activated.

3. Click the Load activity in a new window button.

4. Click the Assessment Activation link.
5. Select the **Advanced Activation** tab.

This tool allows a user to take a single assessment from a course. Student assessments are instructor-activated, requiring the instructor to explicitly create activations.

<table>
<thead>
<tr>
<th>Course</th>
<th>CONA Exploration: Network Fundamentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>4.0</td>
</tr>
<tr>
<td>Assessment</td>
<td>RNK Chapter 10</td>
</tr>
<tr>
<td>Default Active</td>
<td>Advanced Activation</td>
</tr>
</tbody>
</table>

6. Select how the exam will be administered.

7. Click **Next**.

This tool allows a user to take a single assessment from a course. Student assessments are instructor-activated, requiring the instructor to explicitly create activations.

<table>
<thead>
<tr>
<th>Course</th>
<th>CONA Exploration: Network Fundamentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>4.0</td>
</tr>
<tr>
<td>Assessment</td>
<td>RNK Chapter 10</td>
</tr>
<tr>
<td>Default Active</td>
<td>Advanced Activation</td>
</tr>
</tbody>
</table>

Please let us know how you plan to administer this assessment. This information will be used for reporting and assessment development only. Please select one of the following options:

- This assessment will be administered in a secure, proctored environment with no teamwork or access to learning materials permitted
- This assessment will be administered in a less secure environment and teamwork or access to learning materials will be permitted
- Unsure at this time
8. Select the availability of the exam and duration.

9. Click **Next**.

10. Select the **Form** options.

11. Click **Next**.
12. Adjust the **Assessment Settings** if needed.

13. Click **Next**.
14. Select all students or particular students and click **Next**.

15. Review the activation settings.
16. Click the **Create Advanced Activation** button.

This feature allows a user to take a single assessment from a course. Student assessments are instructor-activated, requiring the instructor to explicitly create activations.

<table>
<thead>
<tr>
<th>Course</th>
<th>CCNA Exploration (Network Fundamentals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>4.0</td>
</tr>
<tr>
<td>Assessment</td>
<td>ENetwork Chapter 16</td>
</tr>
</tbody>
</table>

### Assessment Administration

- **Start Date:** 9/22/2012
- **Start Time:** 11:26 AM PST
- **Max Attempts:** 3
- **End Date:** 9/27/2012
- **End Time:** 11:26 AM PST

### Form(s)

<table>
<thead>
<tr>
<th>Form(s)</th>
<th>Assessment Duration</th>
<th>Number of Attempts</th>
<th>Instructor Item Information</th>
<th>Instructor Item Feedback</th>
<th>Student Item Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENetwork v4.0 Chapter 16</td>
<td>1:00</td>
<td>5</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The exam becomes available to students beginning on the given start date.
Managing Assessment Activations: Activating an Exam for a Student.

1. Click the Assignment tab.
2. Click the exam link to be activated.

3. Click the **Load activity in a new window** button.

4. Click the **Manage Activations** link.

ASSESSMENT ACTIVATED:

This assessment has been activated.
5. Click the Create Activation link for the student to be added.

<table>
<thead>
<tr>
<th>#</th>
<th>Student(s)</th>
<th>Status</th>
<th>Info</th>
<th>Max Attempts</th>
<th>Completed Attempts</th>
<th>Pending Attempts</th>
<th>Incomplete Attempts</th>
<th>Approve Additional Attempts</th>
<th>Re-enable Incomplete Assessments</th>
<th>Deactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Joe Smith</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hans Bauer</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rosa Rodriguez</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Tracy Limon</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Kim Ying</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hannah Martin</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mary Parker</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>John Patrick</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>King Han</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Anna Ricci</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Kimberly Jones</td>
<td>Active</td>
<td>Details</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Unavailable</td>
<td>Unavailable</td>
<td></td>
</tr>
</tbody>
</table>

6. Select how the exam will be administered.

7. Click Next.
8. Review the default activation settings and click the **Create Default Activation** button.

<table>
<thead>
<tr>
<th>Assessment Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong> 6/20/2012</td>
</tr>
<tr>
<td><strong>Start Time:</strong> 11:30 AM (MST)</td>
</tr>
<tr>
<td><strong>Max Attempts:</strong> 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day(31)</th>
<th>Hour(24)</th>
<th>Minute(60)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Selected Form(s) | English Form C - Network v 4.0 Chapter 9 |

<table>
<thead>
<tr>
<th>Form(s)</th>
<th>Assessment Duration</th>
<th>Number of Attempts</th>
<th>Instructor Item Information</th>
<th>Instructor Item Feedback</th>
<th>Student Item Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Form C - Network v 4.0 Chapter 9</td>
<td>1:00</td>
<td>5</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Accessing the Assessment Summary from the Grades tab.

The Assessment Summary provides a comparison view of the class and other Networking Academy students around the world. The Assessment Summary can be accessed from either the Grades tab or the Assignments tab.

1. Click the Grades tab.
2. Click any exam link.

3. Click the Load activity in a new window button.

4. Click the Student Performance Summary link.
5. Select the **Assessment Summary** tab.

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>MCMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Zero Points</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Partial Points</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
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<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Max Points</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Median Score</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

There are four main types of questions offered in the assessments:

- **MCMA** - Multiple Choice/Multiple Answer
- **MCSA** - Multiple Choice/Single Answer
- **FIB** - Fill in the Blank
- **Interactive** - Interactive task (PTSA, Drag and Drop, etc.)
### Assessment Summary

<table>
<thead>
<tr>
<th>User Scores</th>
<th>Assessment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Summary</strong></td>
<td></td>
</tr>
<tr>
<td>Number of students</td>
<td>1 1 1 1 1 1 1 1 1 1 1 1</td>
</tr>
<tr>
<td>Zero Points</td>
<td>1% 0% 0% 100% 0% 100% 100% 1% 0% 0% 100% 0%</td>
</tr>
<tr>
<td>Partial Points</td>
<td>110% 100% 100% 0% 100% 0% 0% 1% 100% 100% 0% 0%</td>
</tr>
<tr>
<td>Max Points</td>
<td>0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%</td>
</tr>
<tr>
<td>Median Score</td>
<td>2 1 1 0 1 0 2 1 0 0 2</td>
</tr>
</tbody>
</table>

### Program Summary

| Number of Students | 477410 472156 472169 472698 474814 473749 473849 477430 475023 474340 474950 473554 475010 |
| Zero Points | 1% 2% 9% 44% 26% 25% 35% 27% 2% 1% 24% 40% 11% |
| Partial Points | 35% 53% 37% 0% 17% 0% 0% 1% 15% 31% 0% 0% 0% |
| Max Points | 0% 40% 54% 56% 59% 75% 65% 73% 63% 59% 70% 60% 89% |
| Median Score | 3 2 2 2 2 2 2 3 3 2 2 2 2 |

**Max Score** | 3 3 2 2 2 2 2 3 3 2 2 2 2
Values in the **Zero**, **Partial**, and **Max** points rows indicate percentage of students in the class (or Academy program) that received zero, partial or max points on the task.

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RCMA</td>
<td>MCMA</td>
<td>RCMA</td>
<td>MCMA</td>
<td>RCMA</td>
<td>MCMA</td>
<td>RCMA</td>
<td>MCMA</td>
<td>RCMA</td>
<td>MCMA</td>
<td>RCMA</td>
<td>MCMA</td>
<td>MCMA</td>
</tr>
<tr>
<td><strong>Student Summary</strong></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Students</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Zero Points</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Partial Points</td>
<td>10%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
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<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Max Points</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Median Score</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

| **Program Summary** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number of Students | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 | 47741 |
| Zero Points | 2% | 2% | 2% | 4% | 1% | 25% | 25% | 55% | 4% | 2% | 1% | 24% | 40% |
| Partial Points | 3% | 3% | 3% | 3% | 3% | 3% | 3% | 3% | 3% | 3% | 3% | 3% |
| Max Points | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |
| Median Score | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

**Number of Students** refers to the total number of students who have been presented with the task.
Accessing the Assessment Summary from the Assignments Tab

1. Click the Assignments tab.
2. Click any exam link.

3. Follow steps 3 – 5 above.
Using the Grade Books

The NetSpace grade book is a great feature to record and track assignments and assessment grades for students. Exams are automatically recorded here as the students complete the assessment.

Adding Grades

1. Select the Grades tab.
2. Click a cell to add a grade.

**Note:** Grades from chapter exams that are automatically recorded may be manually modified by the instructor to reflect alternate grading such as extra credit.

<table>
<thead>
<tr>
<th></th>
<th>Chapter 2 exam</th>
<th>Chapter 3 exam</th>
<th>Chapter 4 exam</th>
<th>Chapter 5 exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bayer, Hans</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Han, Ming</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Lions, Tracey</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Martin, Hannah</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Parker, Mary</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
3. Enter a score.

<table>
<thead>
<tr>
<th></th>
<th>Chapter 2 exam</th>
<th>Chapter 3 exam</th>
<th>Chapter 4 exam</th>
<th>Chapter 5 exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayer, Hans</td>
<td>98</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Han, Ming</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Lions, Tracey</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Martin, Hannah</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Parker, Mary</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Commenting on Student Grades

1. Roll-over the grade to be commented on.
2. Click the comment bubble in the upper right corner.
3. Enter a comment for the student.

4. Click **Update**.

A message is sent to the student using the student’s preferred contact method.

Exam grades can also be changed manually using the Grade Book tab.
Modifying the NetSpace Profile
The NetSpace profile contains three main sections: User Information, Notification Preferences, and Web Services.

Modifying User Information
The user profile information is accessed by clicking on the user name in the Help Corner from either the NetSpace Home page or the Course Home page.

1. Select the **user name** from the Help Corner.
2. Click the **Change** link to add a profile image.

3. Enter user information.

   **Note:** * marks required fields.

4. Additional user information can be added on the right to allow for searching in a user’s native language. These are not required fields.
5. This is where the user password can be changed.

6. Click the **Notifications Preferences** to select the frequency and method of communication for occurrences in the course.
Notification Preferences - Email

Notification preferences can be set as follows:

- Notify me right away.
- Send daily summary.
- Send weekly summary.
- Do not send me anything.

1. Hover the mouse over the notification area. The choices will appear.
2. Make a selection.
**Notification Preferences – SMS Text**

1. From Notification Preferences, click the **Settings** tab.

2. Click the **Add Contact Method** link.
3. Enter the **cell number** and select a **carrier** from the list. The SMS email will default.

4. Click the **Register SMS** button. A confirmation code will be sent to your phone.

5. Enter the **confirmation code**.

6. Click **Confirm**.
Contact successfully confirmed! will appear at the top of the screen and the SMS contact will appear on the right.

7. Click the Notifications tab.
8. Hover the mouse over the **Notification** column and make a selection.

---

**Setting Web Preferences**

1. Click the **Settings** tab on the Notifications Preferences page.
2. Scroll to the bottom to view Web Services options.

Web Services allows for collaboration and communication among instructors and students in the course.

3. Select a web service and follow the online steps to activate.

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I'm linked to my profile.

Registered Services

Other Services

Click any service below to register:

- Google Docs
- Skype
- LinkedIn
- Twitter
- Delicious
- Diigo

Approved Integrations:

Third-party applications can request permission to access the Canvas site on your behalf. As you begin authorizing applications you will see them listed here.

+ New Access Token
4. Once activated, the Web Service will be listed on the left.

### Registered Services

<table>
<thead>
<tr>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Docs</td>
</tr>
</tbody>
</table>

### Other Services

Click any service below to register:

- Skype
- LinkedIn
- Twitter
- Delicious
- Diigo

### Approved Integrations:

Third-party applications can request permission to access the Canvas site on your behalf. As you begin authorizing applications you will see them listed here.

[+ New Access Token](#)

Repeat the previous steps to add additional web services.
Adding an Instructor

Additional instructors can be added to a course as the course is created or at any timing during the term.

Adding an instructor as a course is created.

1. Follow the steps to Create a Course:

2. You will be added as an instructor by default. If additional instructors are needed, click the Add an Additional Qualified Instructor button at the bottom of the Create a Course window.
3. Select the qualified instructor from the drop-down list.
   
   **Note:** Only instructors qualified to teach the course at the selected Academy will be listed.

4. Click **Save**.

Repeat the previous steps until all instructors have been added.

4. Click **Save**.
Adding an instructor after a course has been created.

1. From NetSpace Home, click the Add or Edit Enrollments.

2. Select an Academy/Institution.

3. Select a course.

Manage Enrollments
4. The course with the current enrollment will appear. Click the Add Students/Instructors button at the bottom.

Manage Enrollments

Select an Academy/Institution: NetAcad South - CA
Select a Course: Net Fun

Enrolled Instructors

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>netacadsouth</td>
<td>instructor1</td>
<td><a href="mailto:bacrews+soulinstructor@cisco.com">bacrews+soulinstructor@cisco.com</a></td>
</tr>
</tbody>
</table>

Showing 1 result

Enrolled Students

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hans</td>
<td>Bayer</td>
<td><a href="mailto:bacrews+hans@cisco.com">bacrews+hans@cisco.com</a></td>
</tr>
<tr>
<td>Ming</td>
<td>Han</td>
<td><a href="mailto:bacrews+ming@cisco.com">bacrews+ming@cisco.com</a></td>
</tr>
<tr>
<td>Kimberly</td>
<td>Jones</td>
<td><a href="mailto:edubsam@raeaco.com">edubsam@raeaco.com</a></td>
</tr>
<tr>
<td>Tracy</td>
<td>Lion</td>
<td><a href="mailto:bacrews+tracey@cisco.com">bacrews+tracey@cisco.com</a></td>
</tr>
<tr>
<td>Hannah</td>
<td>Martin</td>
<td><a href="mailto:bacrews+hannan@cisco.com">bacrews+hannan@cisco.com</a></td>
</tr>
<tr>
<td>Mary</td>
<td>Parker</td>
<td><a href="mailto:bacrews+mary@cisco.com">bacrews+mary@cisco.com</a></td>
</tr>
<tr>
<td>John</td>
<td>Patrick</td>
<td><a href="mailto:bacrews+john@cisco.com">bacrews+john@cisco.com</a></td>
</tr>
<tr>
<td>Anna</td>
<td>Rici</td>
<td><a href="mailto:bacrews+anna@cisco.com">bacrews+anna@cisco.com</a></td>
</tr>
<tr>
<td>Resa</td>
<td>Rodriguez</td>
<td><a href="mailto:bacrews+resa@cisco.com">bacrews+resa@cisco.com</a></td>
</tr>
<tr>
<td>Joe</td>
<td>Smith</td>
<td>bacrews+joecisco.com</td>
</tr>
</tbody>
</table>

Showing 1 - 10 of 20 results

Add a qualified instructor: Super Instructor

Add Students

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Student Id</th>
</tr>
</thead>
</table>

Save all enrollments

5. Select Add a Qualified Instructor and choose the instructor name from the drop-down.

6. Click Save all enrollments.
Concluding a Course

Courses within NetSpace are either ended or concluded.

Ending a Course - A course ends when the end date, set when the course was created, passes. This places the course into a read-only state for the students but can still be managed by the instructor.

Concluding a Course – Concluding a course is a manual process that finalizes the course. The course is placed into a read-only state for both students and instructors and all enrollments are removed. No changes can be made to a course once it has been concluded. This should be done when the course is complete and no modifications need to be made.

Ending a Course

1. Course information is located in the Settings tab. Click the Settings tab.
2. A class will automatically end if the End Date passes. Click the Edit Course Details button.
3. Enter a future date in the **Ends** field to make the course available to students.

4. Click **Update Course Details**.

---

**Course Details**

- **Name:** Net Fun
- **Course Code:** Net Fun 101
- **Department:** NetAcad South
- **Term:** Default Term
- **Starts:** Jun 13, 2012
- **Ends:** Aug 31, 2012

**Note:** A course that has ended but not concluded will continue to appear in your current courses list.
Completing Students

1. Completing students is done from the Grade Book. Click the Grades tab.
2. *Complete/Incomplete* is assigned under the **Instructor Use Only** heading. Students must be marked individually for Complete or Incomplete.

![Grades table](image-url)
Concluding a Course

1. From the Course Home page, click the **Settings** tab.
2. Click the **End this Course** button.

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

Concluding the course places it in a read only state for both instructors and students. The course will be removed from the instructor’s course navigation panel and no other changes can be made.

Concluded courses can be accessed from the Course Home page by selecting **Courses → View All Courses**.
Duplicating a Course

Courses can be shared by exporting and importing or duplicated from one term to the next using the Copy function.

Exporting a Course

1. Enter the course to be exported.
2. Click the Settings tab.
3. Click the **Export Course Content** button.

4. Select Course and click **Create Export**.
5. The course will be exported. This may take a few minutes.

6. Click the link to download the file. The file can then be shared with other instructors or imported to another class.
Importing a Course

1. **Create** a new course.
2. Enter the course.
3. Click the **Settings** tab.
4. Click the **Import Content into this Course** button.

5. The Import Wizard opens. Click the Import content from content package or from another system.

---

**Import Wizard**

If you’re moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you’re going to want moved over here. This wizard should make that process pretty easy.

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don’t apply.

You can also:

- Copy content from another Canvas course
- Import content from a content package or from another system
6. Select Canvas Course Export Package from the drop-down list.

7. Click Choose File and select the exported .IMSCC file.

8. Click the Import Course button.

9. Once the file is imported, click the View Migrations link.

10. Click the Click her to choose the content to import link.
11. Individual course elements can be selected or choose **Copy Everything** to select all.

**Copy From null**

Select the content you'd like copied into this course. At the bottom you can also choose to adjust all dates for migrated items in case you've moved on to a new semester.

- **Assignments**
  - Chapter 1 Lab "Using Google Earth"

- **Quizzes**
  - Unnamed Quiz
  - Unnamed Quiz

- **Files**
  - Exploration_Network_Chapter6.ppt
  - Exploration_Network_Chapter2.ppt
  - Exploration_Network_Chapter11.ppt
  - lthorne.jpg
  - aspire_105.png
  - Exploration_Network_Chapter9.txt
12. Scroll to the bottom and adjust dates if needed.

13. Click the Import Course Content button.

✔ Adjust events and due dates

**null** dates range

from **Jul 24** to **Sep 30**

**This Course** dates range

from **Jul 24, 2012** to **Sep 30, 2012**

Tue Jul 24, 2012 Sun Sep 30, 2012

You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move everything that was on Mondays to now happen on Tuesdays)

Define a day substitution

13 Import Course Content

Depending on the size of the course, this process could take some time. Once complete, you will receive a confirmation email that the content has been imported.
Copying a Course

If a course will be used by the same instructor, copying a course may be a better solution.

1. Open the course to be copied.
2. Click the Settings tab.
3. Click the **Import Content into this Course** button.

4. Click the **Copy content from another Canvas course** button.

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**Import Wizard**

If you’re moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you’re going to want moved over here. This wizard should make that process pretty easy:

- Import Files (if any)
- Import Quizzes (if any)

You may skip any steps that don’t apply.

You can also:

- **Copy content from another Canvas course**
- Import content from a content package or from another system
5. Either search for the course to be copied or select from the drop-down list.

Copy From another Course

Select the course you want to copy from. Then you can specify what exactly you want copied over.

Search for Course: 

Or Select from the List: [Select Course] 

Include completed courses? 

6. Click the Copy From this Course button.
7. Select to copy everything and/or adjust event and due dates.

8. Click **Import Course Content**.

Depending on the size of the course file, this could take a few minutes.

9. Review the content copied.

**Note:** Some items may be duplicated during the copy process. Please see the tutorial for importing a course.