

Re-enable Incomplete Assessments (when assessment logon period is expired)

1. Go to the Academy Connection site at: <http://cisco.netacad.net>
2. At the Academy Users Log In location, select Academy Members [log in here](#)
3. Enter username and password and login as an Instructor
4. You will now be at the Instructor Homepage
5. Under the section entitled **Teach, Teach My Classes**, select the [class name](#)
6. At the Class Home Page, scroll to the bottom of the page and **under Manage Class**, select [Assessment Home](#)
7. From Assessment Home, click the [View Expired Assessment](#) Activations link
8. Find the assessment desired and select [View Status](#) link
9. Find the Form activation and student for whom you want to re-enable the assessment. You can find the incomplete assessment by looking at the number of Started and Submitted assessments. Incomplete assessments will always show a "0" in the number submitted column
10. Click the link [re-enable](#) to permit access to the incomplete assessment