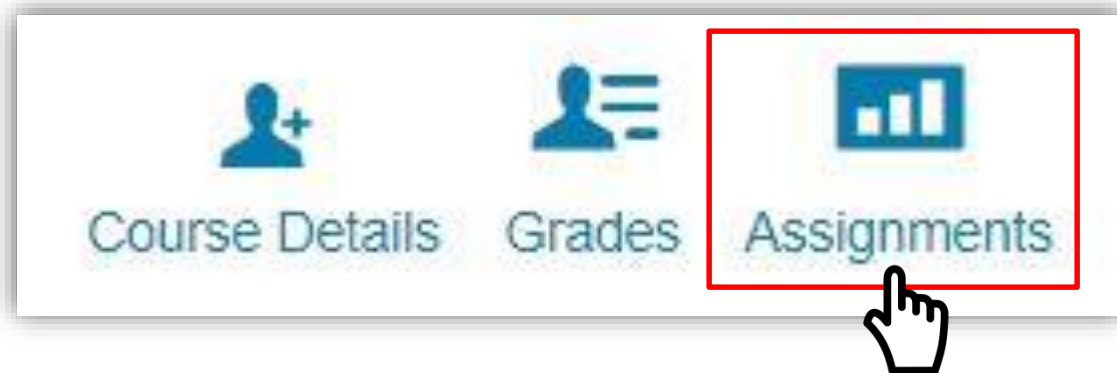




# HOW TO CONDUCT EXAMS FOR STUDENTS PROCESS

1. Go to Netacad **I'm Teaching** Home page
2. Identify the respective course
3. Now click on **Assignments**









## 1. Now Select the Exam which you want to Activate

▼ Module Group Exams

40% of Total

+

	<div><div></div><div></div></div> <div><div>Modules 1 - 3: Basic Network Connectivity and Communications Exam</div><div>Module Group Exams Module   100 pts</div></div> <div><div>✓</div><div></div></div>
	<div><div></div><div></div></div> <div><div>Modules 4 - 7: Ethernet Concepts Exam</div><div>Module Group Exams Module   100 pts</div></div> <div><div>✓</div><div></div></div>
	<div><div></div><div></div></div> <div><div>Modules 8 - 10: Communicating Between Networks Exam</div><div>Module Group Exams Module   100 pts</div></div> <div><div>✓</div><div></div></div>
	<div><div></div><div></div></div> <div><div>Modules 11 - 13: IP Addressing Exam</div><div>Module Group Exams Module   100 pts</div></div> <div><div>✓</div><div></div></div>
	<div><div></div><div></div></div> <div><div>Modules 14 - 15: Network Application Communications Exam</div><div>Module Group Exams Module   100 pts</div></div> <div><div>✓</div><div></div></div>
	<div><div></div><div></div></div> <div><div>Modules 16 - 17: Building and Securing a Small Network Exam</div><div>Module Group Exams Module   100 pts</div></div> <div><div>✓</div><div></div></div>

▼ Skills Exams			30% of Total	+	⋮
⋮	 <b>Practice PT Skills Assessment (PTSA)</b> Skills Exams Module   100 pts	✓	⋮		
⋮	 <b>ITN Hands On Skills Exam</b> Skills Exams Module   100 pts	✓	⋮		
▼ Practice Final Exam			0% of Total	+	⋮
⋮	 <b>Practice Final - ITN</b> Practice Final Exam Module   100 pts	✓	⋮		
▼ Final Exam			30% of Total	+	⋮
⋮	 <b>Final Exam</b> Final Exam Module   100 pts	✓	⋮		
▼ Student Completion			0% of Total	+	⋮
⋮	 <b>Instructor Use Only Assign Student Pass Status</b> 100 pts	✓	⋮		
⋮	 <b>Course Feedback</b> Course Feedback Module   100 pts	✓	⋮		

## 1. In this example I have selected Module1-3

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### Modules 1 - 3: Basic Network Connectivity and Communications Exam

Instructor-Activated Assessment Launcher

#### Introduction to Networks (Version 7.00) - Basic Network Connectivity and Communications Exam

---

Create Default Activation

Create default activations for the assessment

Create Advanced Activation

Create advanced activations for the assessment

Manage Activations

Manage the activations for the assessment

Assessment Viewer

View the questions for the assessment

Bulk Deactivation

Disregard incomplete attempts and deactivate available activations for the assessment

Class Performance Summary

View the overall class performance for this assessment

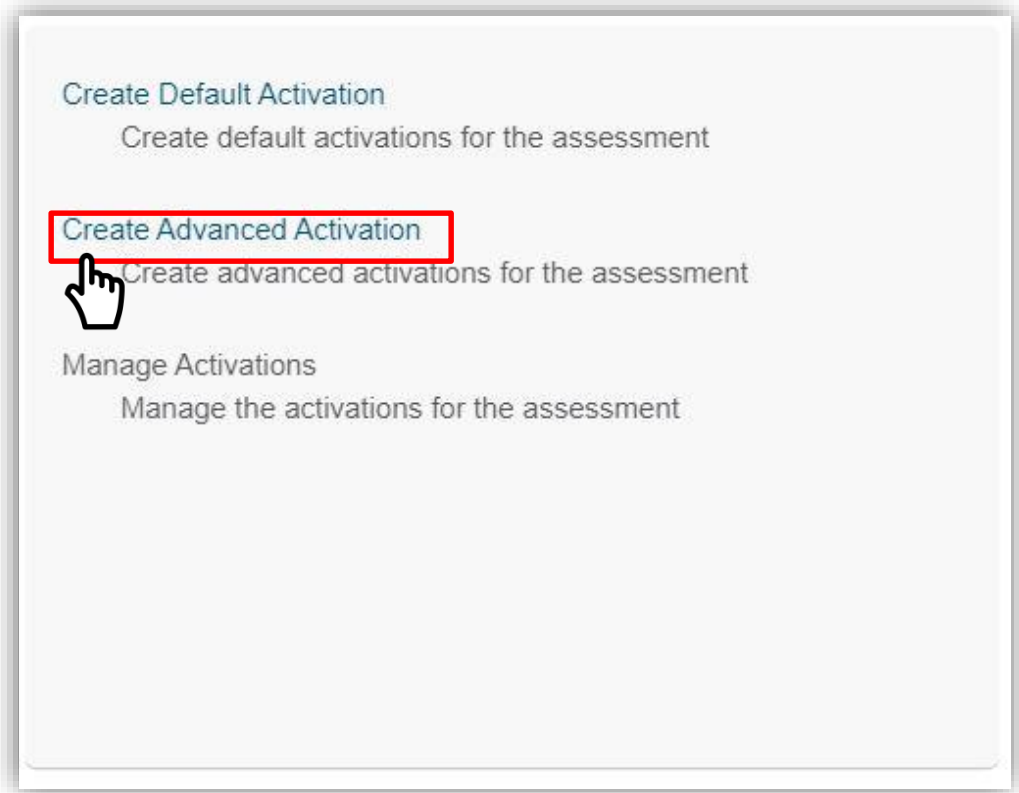
Student Performance Summary

View the Student Performance Summary for the assessment

View All Attempts

View all the attempts for the assessment

## 1. Now Click on **Create Advance Activation**



## 1. Now Set the **Start Time & End Time** and **Start Date & End Date**

### Introduction to Networks ( Version 7.00) - Basic Network Connectivity and Communications Exam

Settings

Students



**Current Time:** 02/28/2020 11:40 AM GMT+0530

**Start Time:** 02/28/2020 11 : 40 AM

**End Time:** 02/28/2020 12 : 40 PM

**Maximum Activation Window:** 90 days

Activations that exceed the maximum will be converted to the Maximum Activation Window.

**Maximum Number of Attempts:** 10

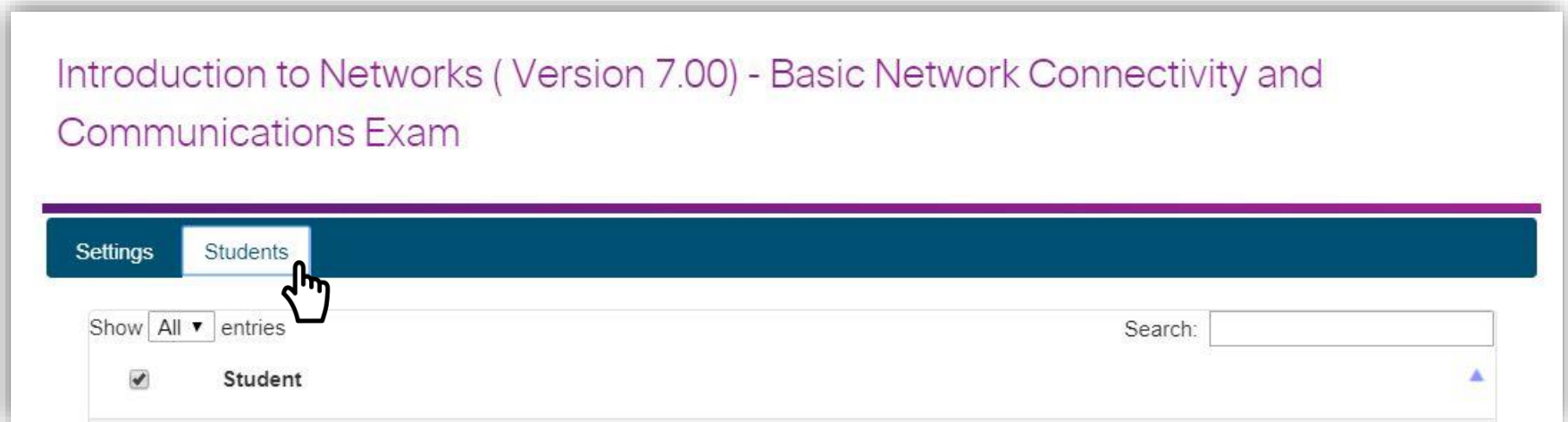
**Instructor Must Approve Additional Attempts:** ☒

Checking this option means that students will be limited to one attempt unless re-takes are approved by the instructor. Option is checked for default activation.

**Instructor Must Re-enable Incomplete Assessments:** ☐

Checking this option means that the instructor must re-enable any exams that students have started but not completed. Option is unchecked for default activation.

1. You can activate exams for specific students by clicking on **STUDENTS** Tab and then **uncheck** all enrolled students and **check** the specific students





1. Now select the language version as **English**
2. Now select the **1<sup>st</sup> option on assessment administration Part**
3. Now click on **Create advance activation**

Activate	Form	Language	Duration	Number of Attempts	Randomize Items	Instructor Item Information	Instructor Item Feedback
<input checked="" type="checkbox"/>	English FormA ITN Basic Network Connectivity and Communications	English	1:00 ▼	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**1**

Assessment Administration

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.

**2**

**Create Advanced Activation**

**3**

## 1. Assessment Activated successfully

Introduction to Networks (Version 7.00) - Basic Network Connectivity and Communications Exam

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**Assessment Activated**

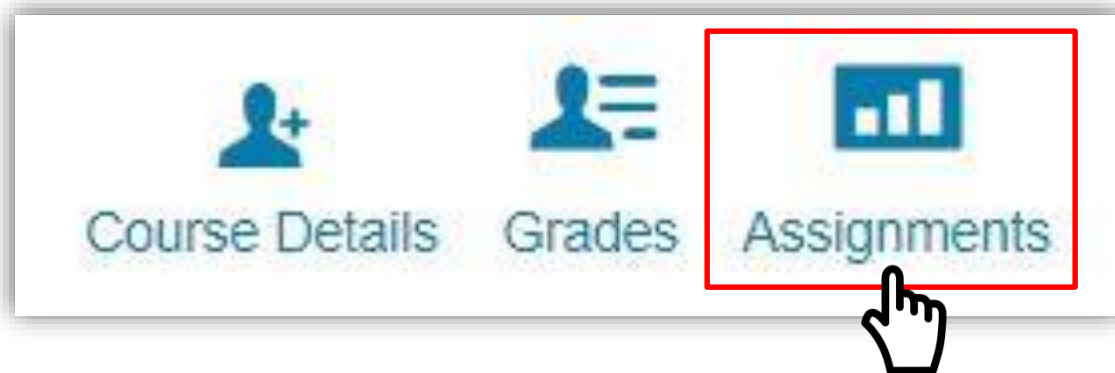
This assessment has been activated.

1. Now inform your students to access the assessment from cisco netacd portal



# **HOW TO DEACTIVATE THE EXAM PROCESS**

1. Go to Netacad **I'm Teaching** Home page
2. Identify the respective course
3. Now click on **Assignments**









## 1. Now **Select the Exam** which you want to deactivate







▼ Module Group Exams

40% of Total

+

⋮

⋮		<b>Modules 1 - 3: Basic Network Connectivity and Communications Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 4 - 7: Ethernet Concepts Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 8 - 10: Communicating Between Networks Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 11 - 13: IP Addressing Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 14 - 15: Network Application Communications Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 16 - 17: Building and Securing a Small Network Exam</b> Module Group Exams Module   100 pts	✓	⋮

▼ Skills Exams		30% of Total	+	⋮
⋮	 <b>Practice PT Skills Assessment (PTSA)</b> Skills Exams Module   100 pts	✓	⋮	
⋮	 <b>ITN Hands On Skills Exam</b> Skills Exams Module   100 pts	✓	⋮	
▼ Practice Final Exam		0% of Total	+	⋮
⋮	 <b>Practice Final - ITN</b> Practice Final Exam Module   100 pts	✓	⋮	
▼ Final Exam		30% of Total	+	⋮
⋮	 <b>Final Exam</b> Final Exam Module   100 pts	✓	⋮	
▼ Student Completion		0% of Total	+	⋮
⋮	 <b>Instructor Use Only Assign Student Pass Status</b> 100 pts	✓	⋮	
⋮	 <b>Course Feedback</b> Course Feedback Module   100 pts	✓	⋮	

1. In this example I have selected Module1-3 exam to deactivate

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Modules 1 - 3: Basic Network Connectivity and Communications Exam

Instructor-Activated Assessment Launcher

Introduction to Networks (Version 7.00) - Basic Network Connectivity and Communications Exam

Create Default Activation

Create default activations for the assessment

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Manage Activations

Manage the activations for the assessment

Assessment Viewer

View the questions for the assessment

Bulk Deactivation

Disregard incomplete attempts and deactivate available activations for the assessment

Class Performance Summary

View the overall class performance for this assessment

Student Performance Summary

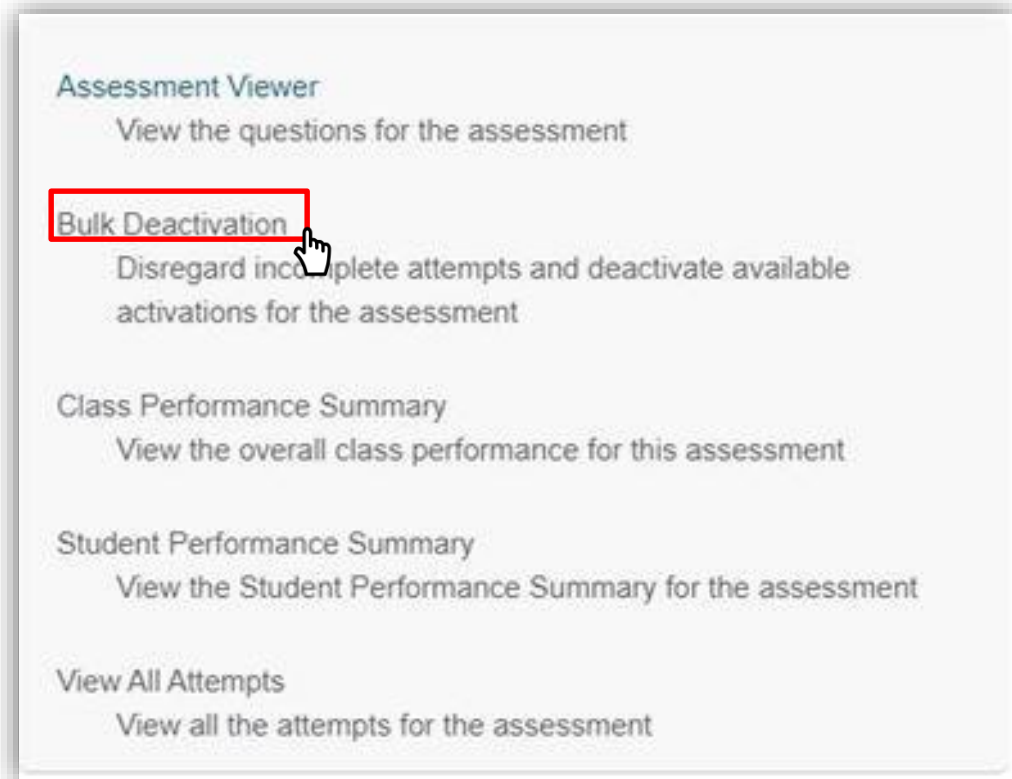
View the Student Performance Summary for the assessment

View All Attempts

View all the attempts for the assessment





1. Now click on **Bulk Deactivation** to deactivate the exam (**Do the same step for 3 Times**)



1. Now click on **Deactivate** to deactivate the exam (**Do the same step for 3 Times**)

## Introduction to Networks (Version 7.00) - Basic Network Connectivity and Communications Exam

 This tool will disregard incomplete attempts and deactivate the assessment for all students in this course. If a student has any saved responses for an incomplete assessment, they will be lost.

 This procedure should be done before concluding a course. If there is a need to deactivate the assessment for specific students, use the Manage Activations tool.

Deactivate



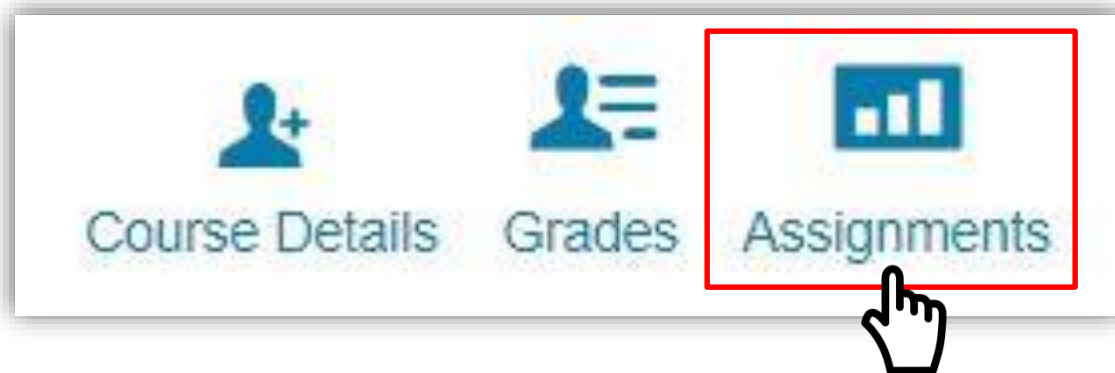
## 1. Successfully Deactivated

Deactivate

✔ The selected assessment was successfully deactivated.

# How to Re-Enable Exam

1. Go to Netacad **I'm Teaching** Home page
2. Identify the respective course
3. Now click on **Assignments**









## 1. Now Select the Exam which you want to Re-Enable







▼ Module Group Exams

40% of Total

+

⋮

⋮		<b>Modules 1 - 3: Basic Network Connectivity and Communications Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 4 - 7: Ethernet Concepts Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 8 - 10: Communicating Between Networks Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 11 - 13: IP Addressing Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 14 - 15: Network Application Communications Exam</b> Module Group Exams Module   100 pts	✓	⋮
⋮		<b>Modules 16 - 17: Building and Securing a Small Network Exam</b> Module Group Exams Module   100 pts	✓	⋮

Skills Exams			30% of Total	+	⋮
⋮	 <b>Practice PT Skills Assessment (PTSA)</b> Skills Exams Module   100 pts	✓	⋮		
⋮	 <b>ITN Hands On Skills Exam</b> Skills Exams Module   100 pts	✓	⋮		
Practice Final Exam			0% of Total	+	⋮
⋮	 <b>Practice Final - ITN</b> Practice Final Exam Module   100 pts	✓	⋮		
Final Exam			30% of Total	+	⋮
⋮	 <b>Final Exam</b> Final Exam Module   100 pts	✓	⋮		
Student Completion			0% of Total	+	⋮
⋮	 <b>Instructor Use Only Assign Student Pass Status</b> 100 pts	✓	⋮		
⋮	 <b>Course Feedback</b> Course Feedback Module   100 pts	✓	⋮		

## 1. In this example I have selected **Module1-3** exam

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### Modules 1 - 3: Basic Network Connectivity and Communications Exam

Instructor-Activated Assessment Launcher

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View the overall class performance for this assessment

Student Performance Summary

View the Student Performance Summary for the assessment

View All Attempts

View all the attempts for the assessment



## 1. Now Click on **View All Attempts**

### Assessment Viewer

View the questions for the assessment

### Bulk Deactivation

Disregard incomplete attempts and deactivate available activations for the assessment

### Class Performance Summary

View the overall class performance for this assessment

### Student Performance Summary

View the Student Performance Summary for the assessment

### View All Attempts

View all the attempts for the assessment

1. Now here you can provide **Additional attempts, Re-enable the incomplete attempt** then click on create activation and submit

Introduction to Networks (Version 7.00) - Basic Network Connectivity and Communications Exam

Start Time	End Time	Status	Approve Additional Attempts	Re-enable Incomplete Attempt	Submit Incomplete Attempt	Disregard Incomplete Attempt	Deactivate
02/28/2020 11:40 AM GMT+0530	02/28/2020 12:40 PM GMT+0530	Inactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create Activation

Cancel Submit

1. Now inform your students to access the assessment from cisco netacd portal



# EduSkills

Nation Building Through Skills

*Thank  
you*