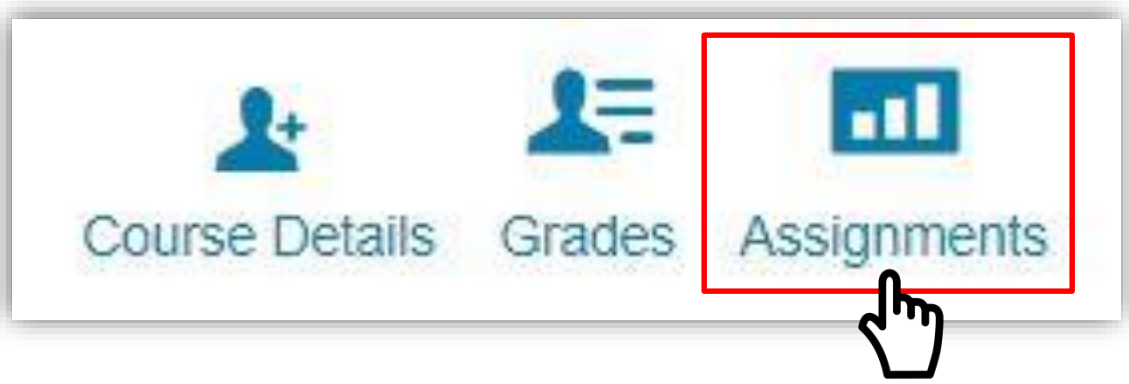
EduSkills

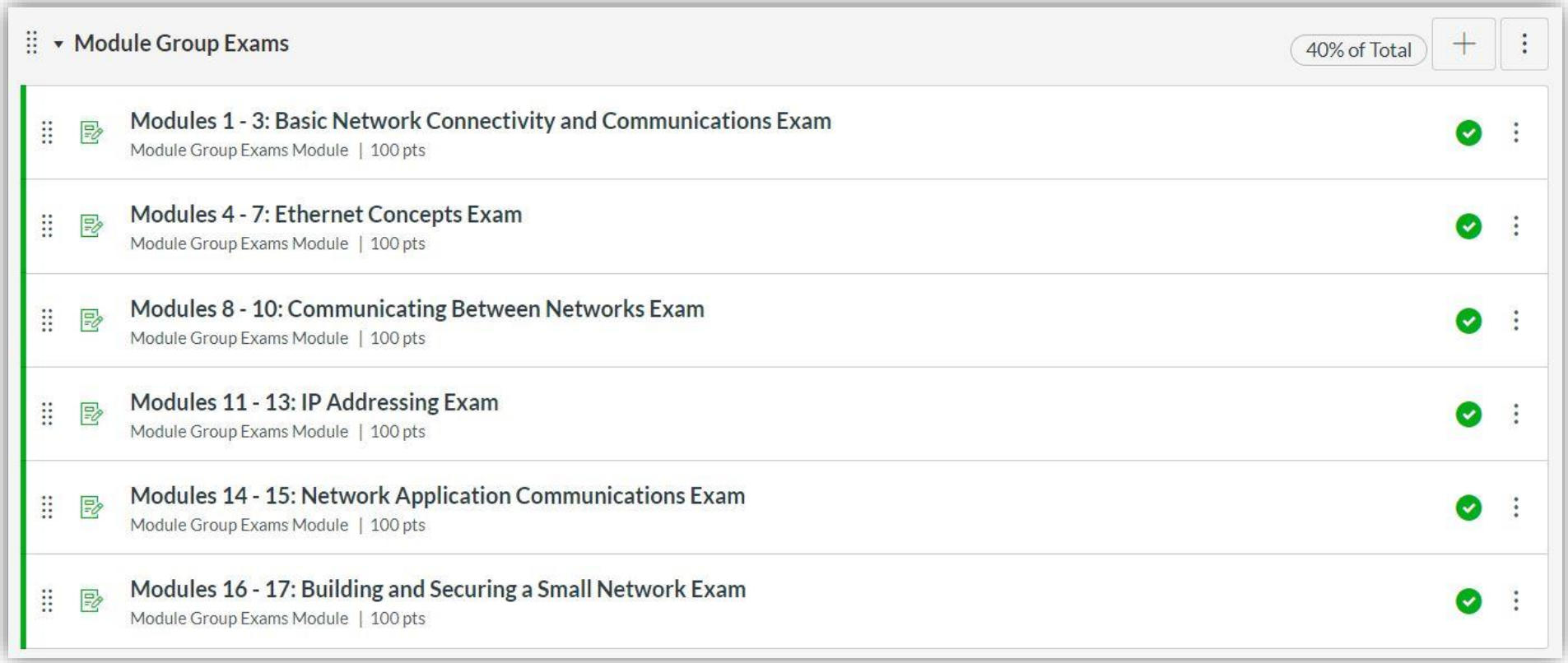
Networking Academy

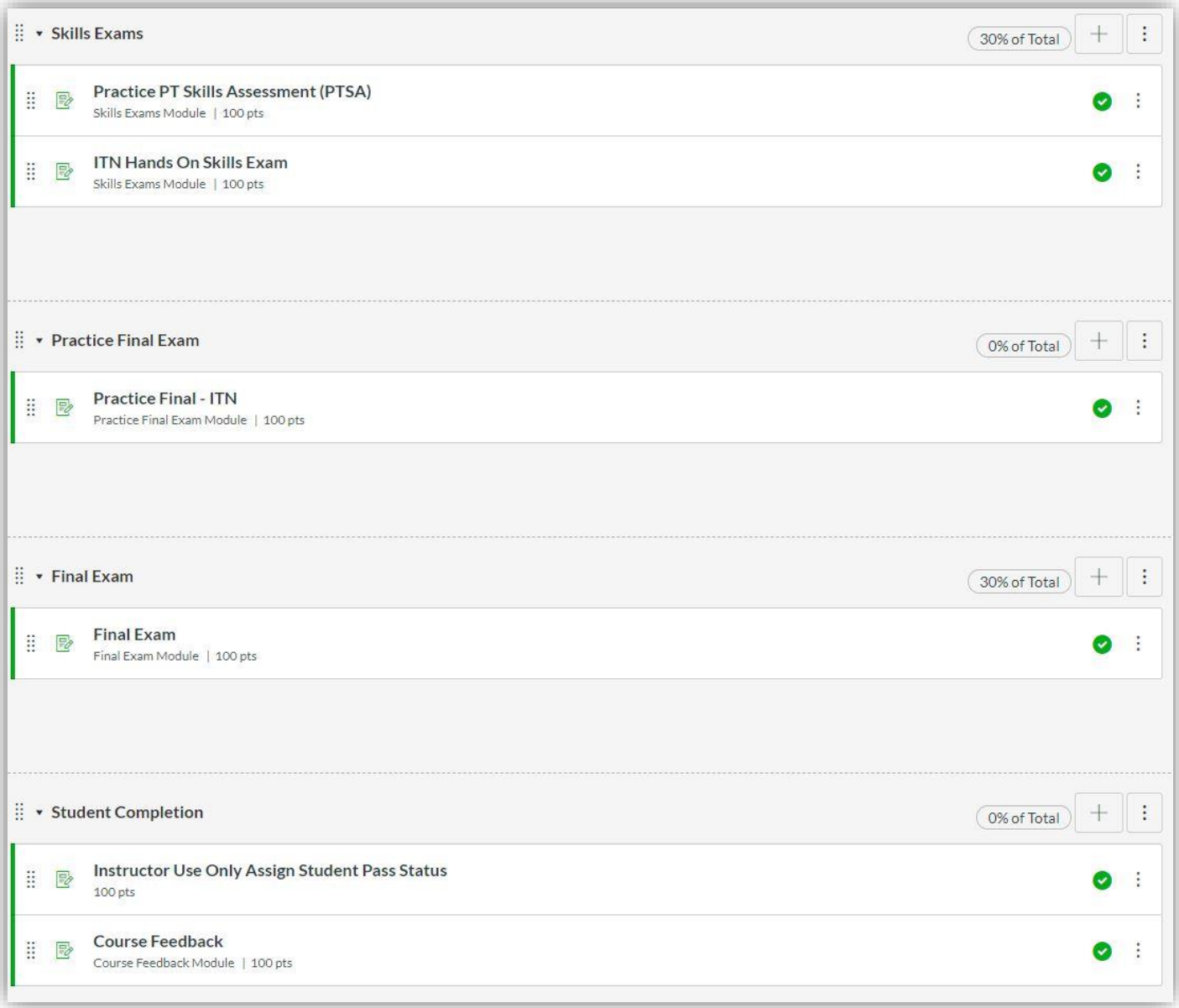
HOW TO CONDUCT EXAMS FOR STUDENTS PROCESS

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

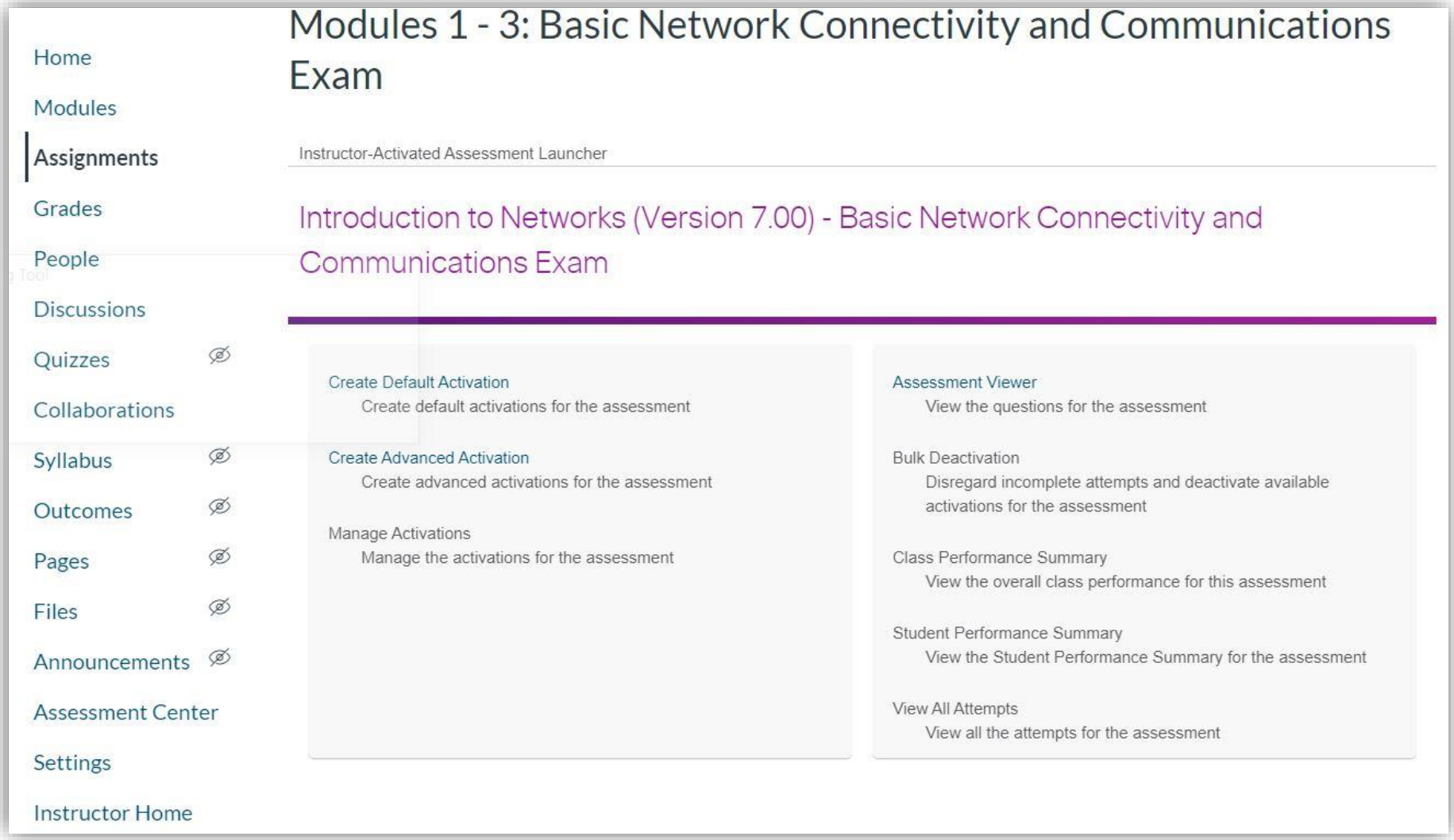


1. Now **Select the Exam** which you want to Activate

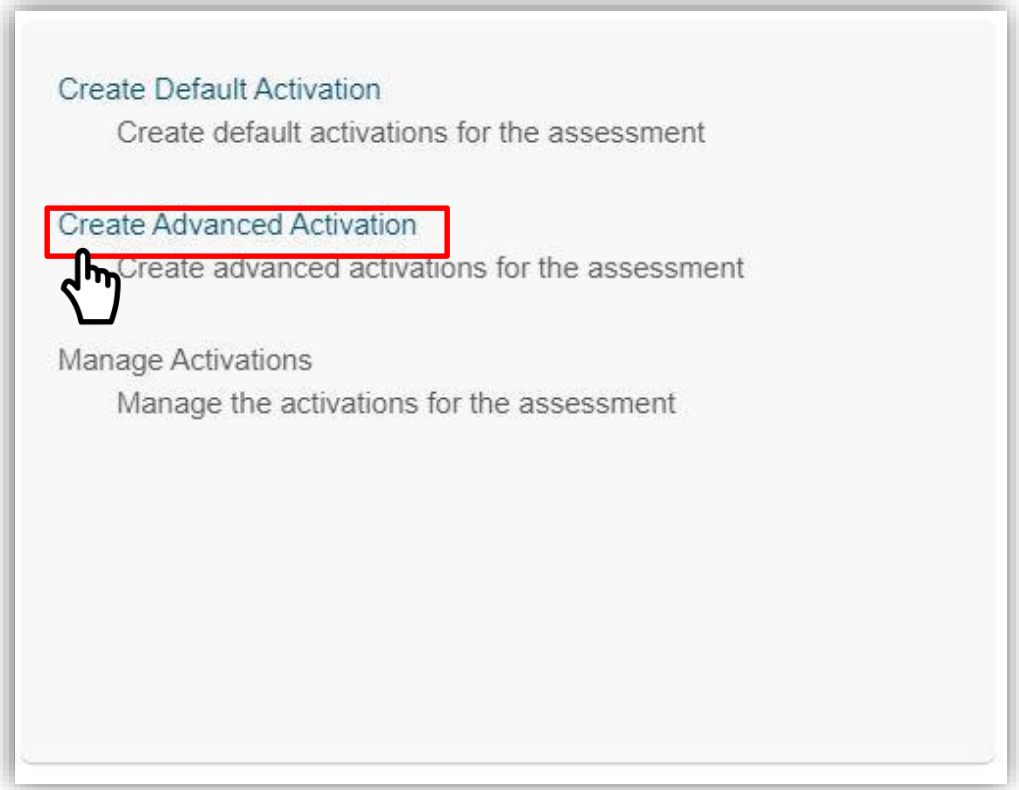



Skills Exams
30% of Total
Practice PT Skills Assessment (PTSA)
Skills Exams Module | 100 pts
ITN Hands On Skills Exam
Skills Exams Module | 100 pts
Practice Final Exam
0% of Total
Practice Final - ITN
Practice Final Exam Module | 100 pts
Final Exam
30% of Total
Final Exam
Final Exam Module | 100 pts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

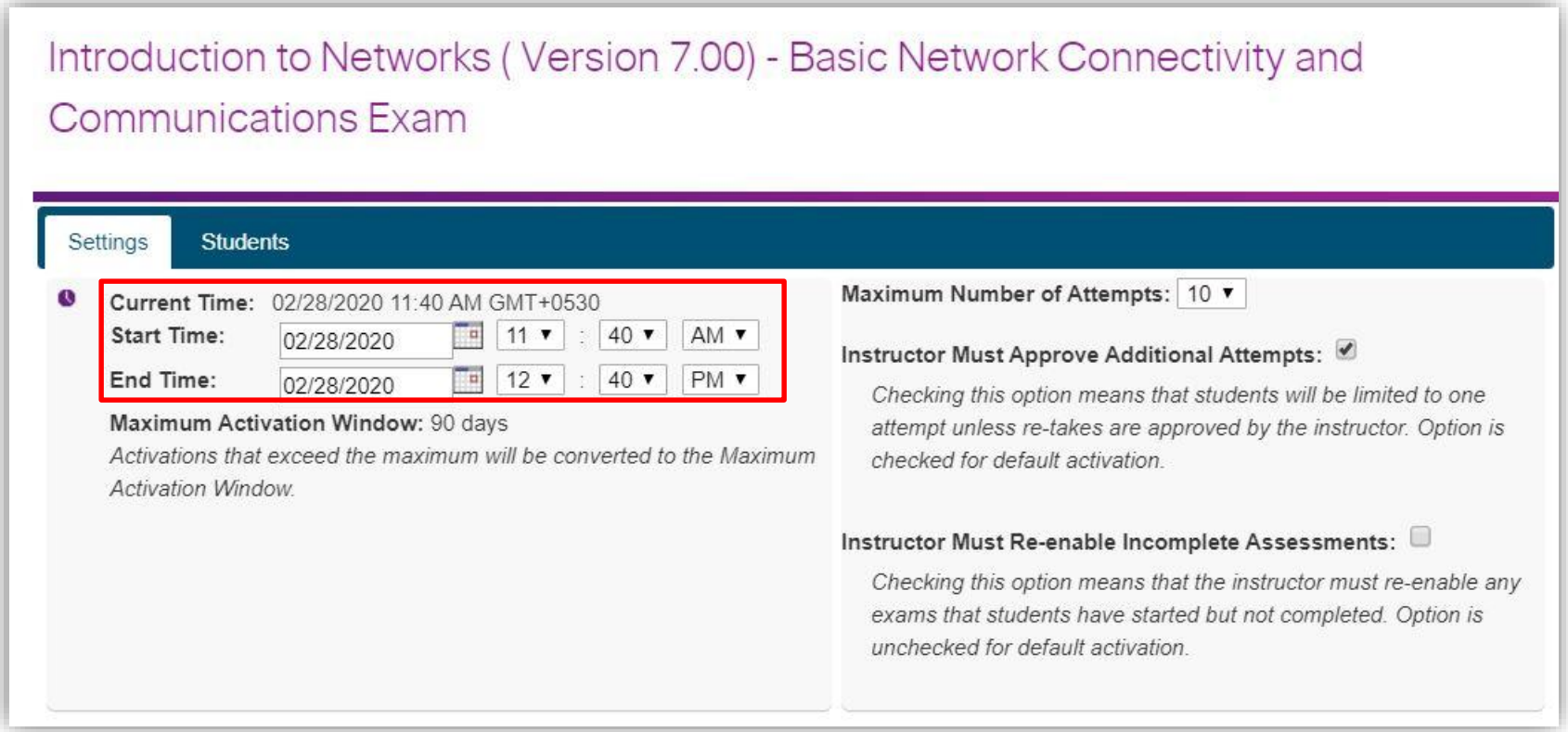
1. In this example I have selected Module1-3



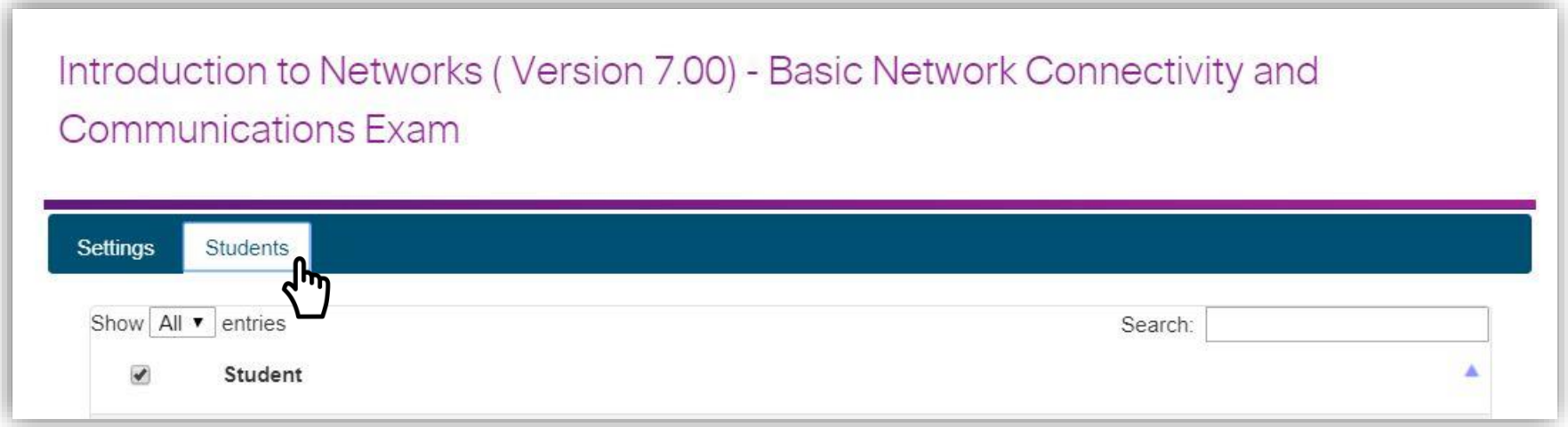
1. Now Click on **Create Advance Activation**



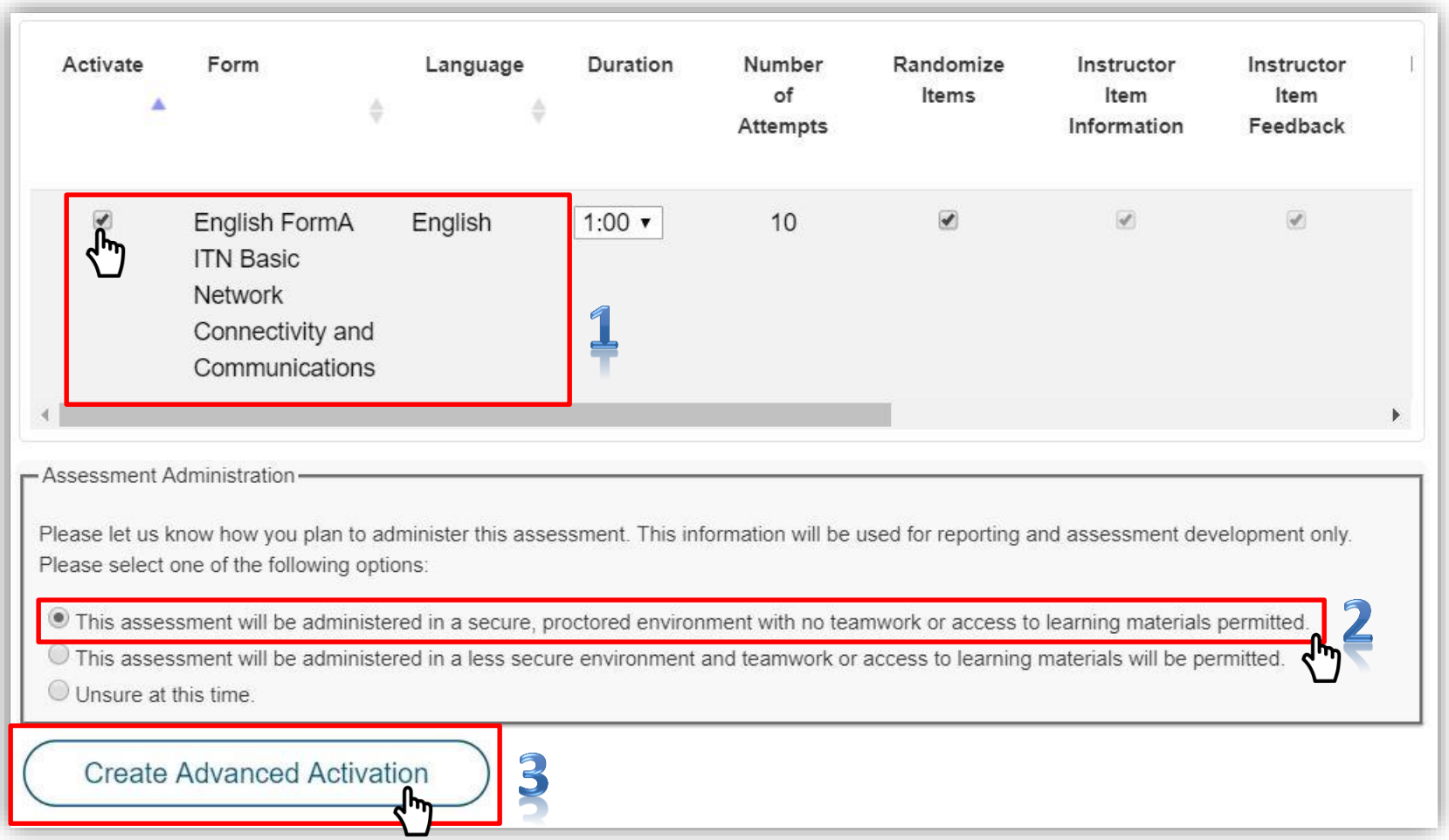
1. Now Set the **Start Time & End Time** and **Start Date & End Date**



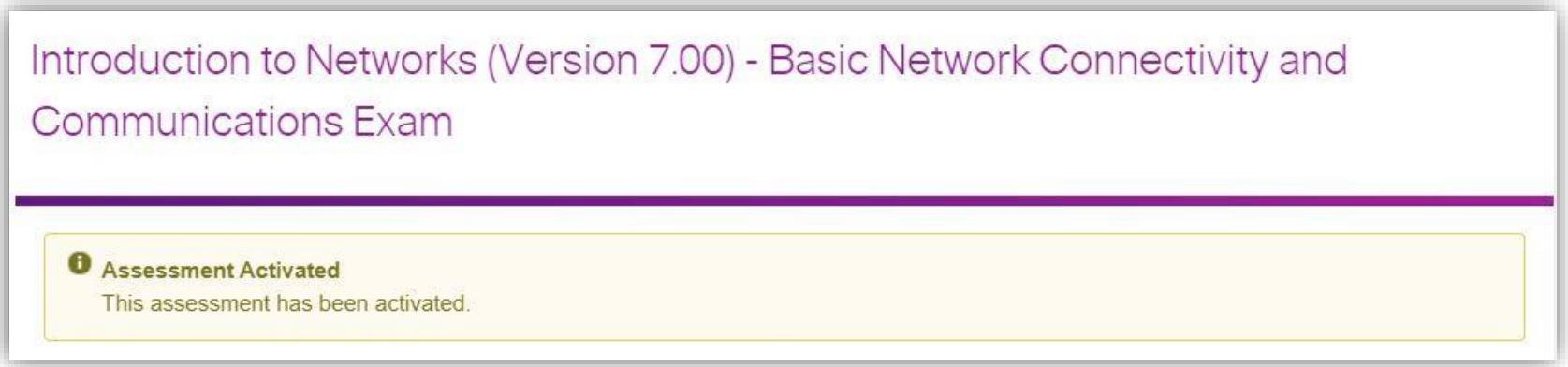
1. You can activate exams for specific students by clicking on **STUDENTS** Tab and then **uncheck** all enrolled students and **check** the specific students



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



1. Assessment Activated successfully

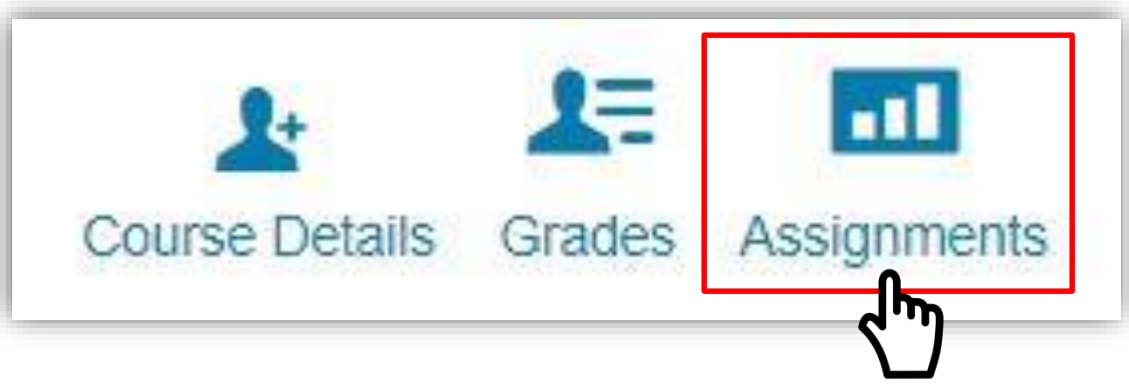


1. Now inform your students to access the assessment from cisco netacd portal

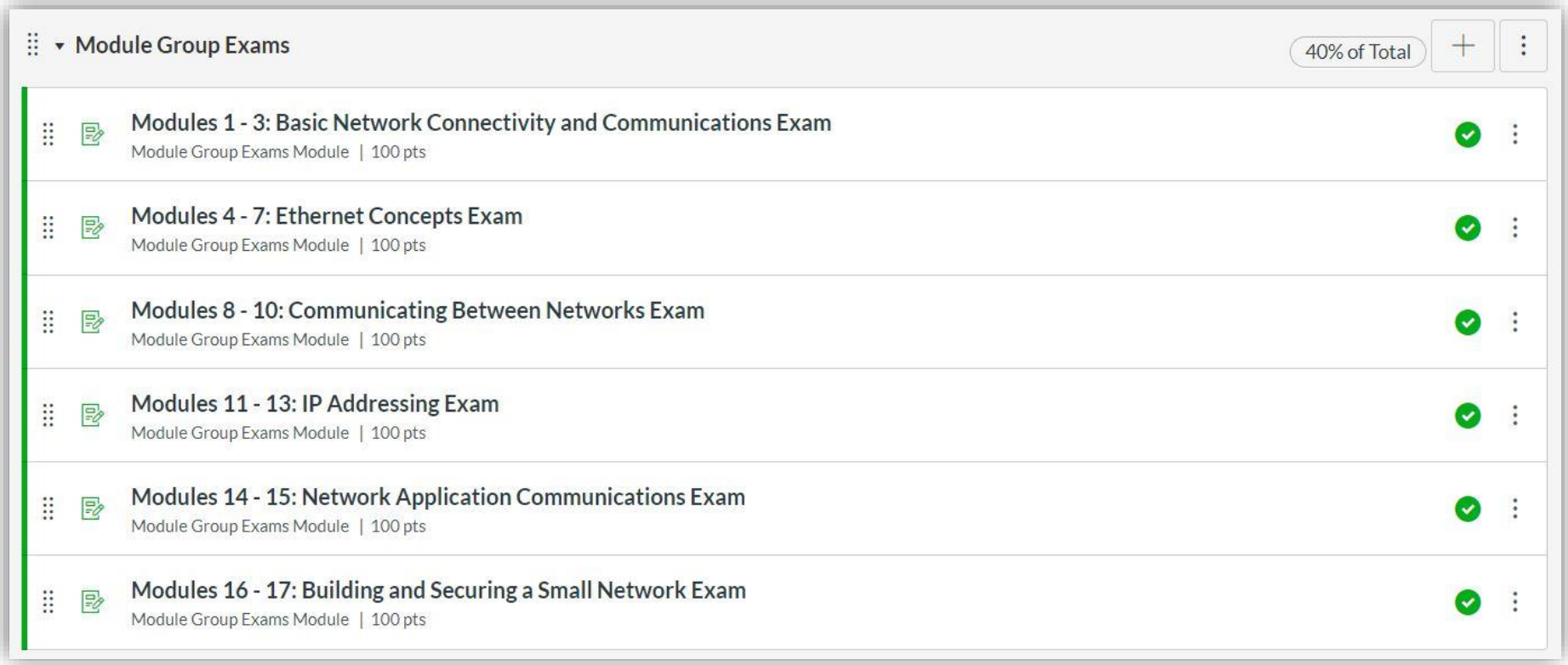
EduSkills

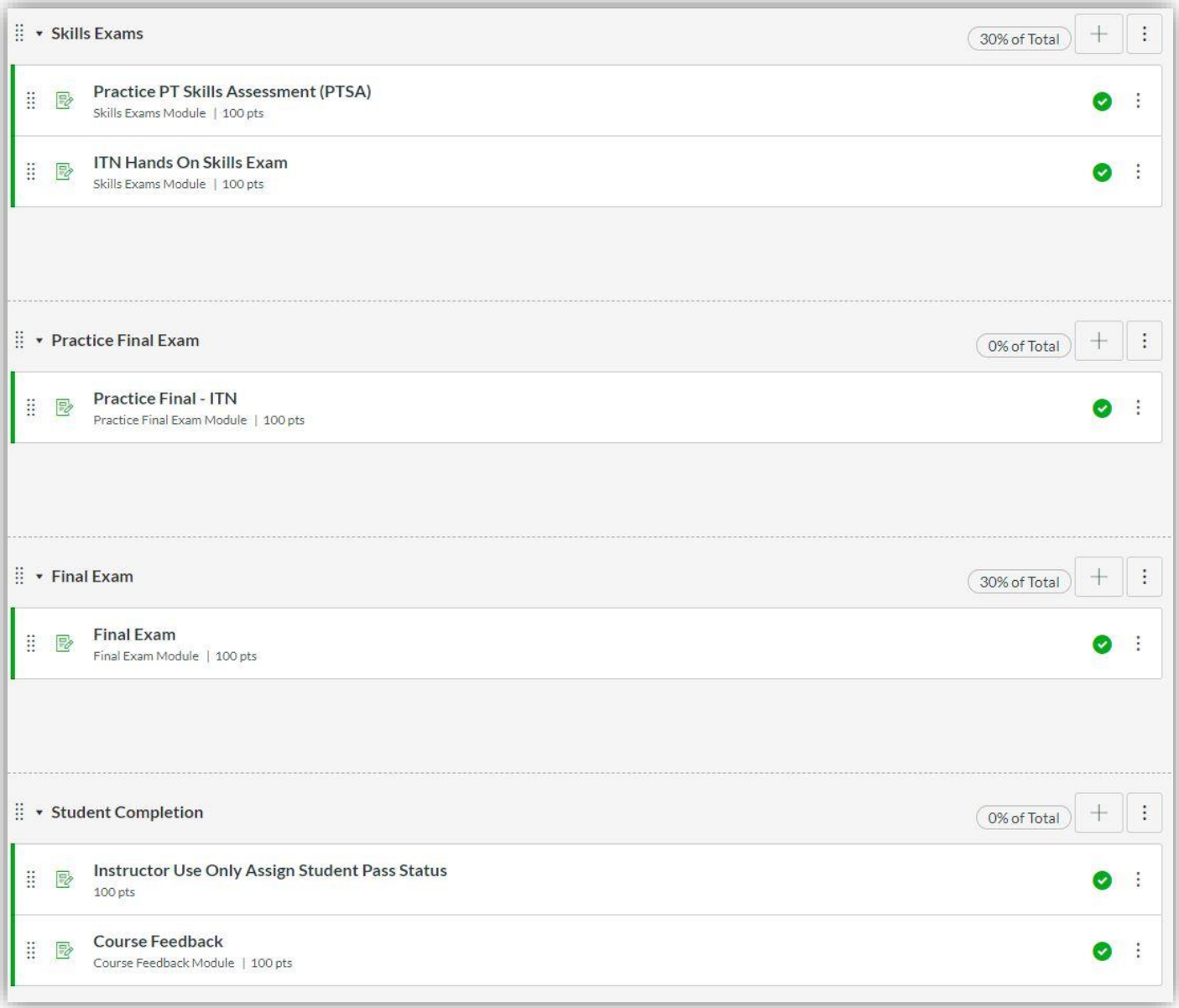
HOW TO DEACTIVATE THE EXAM PROCESS

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




Skills Exams
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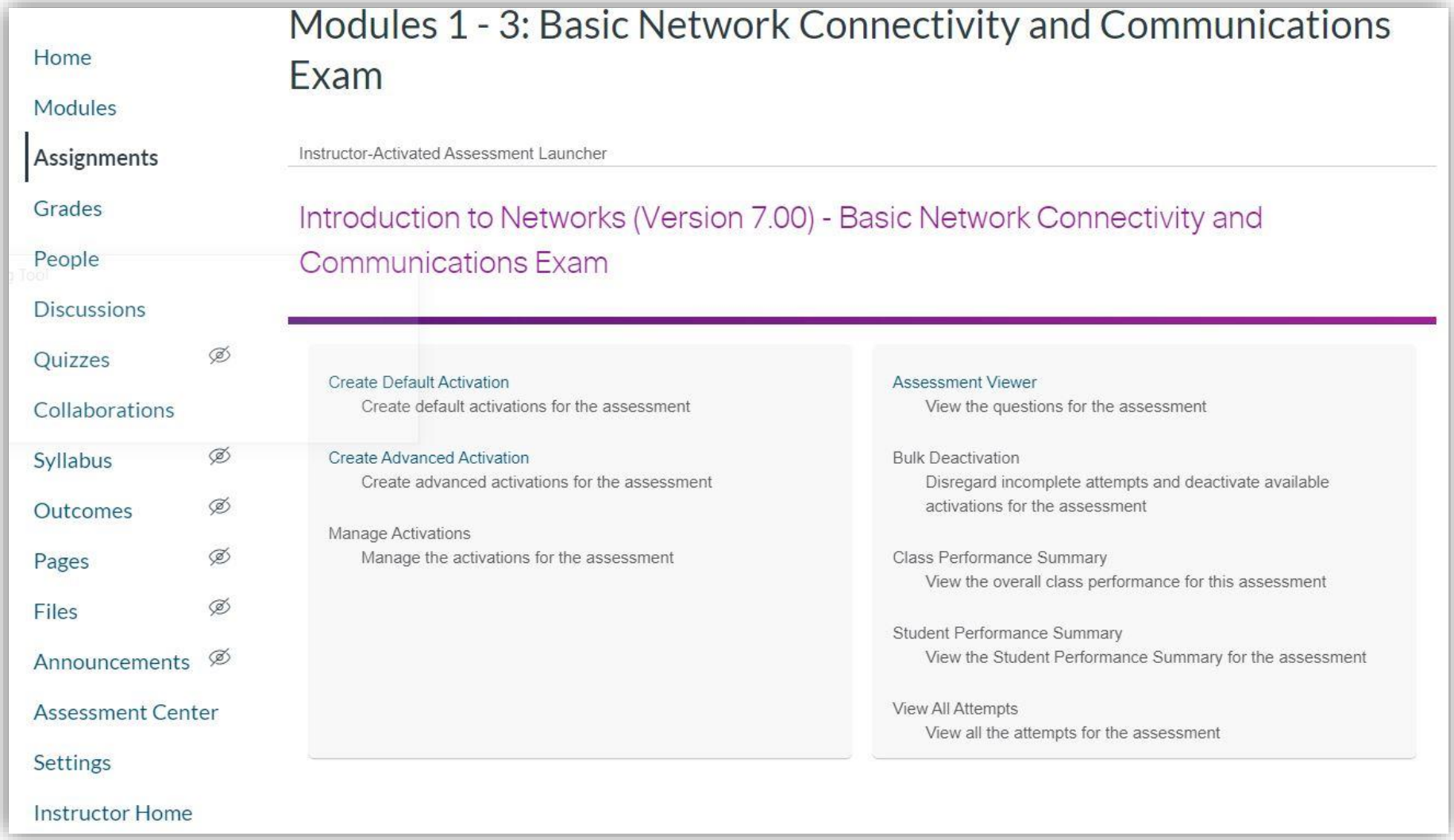
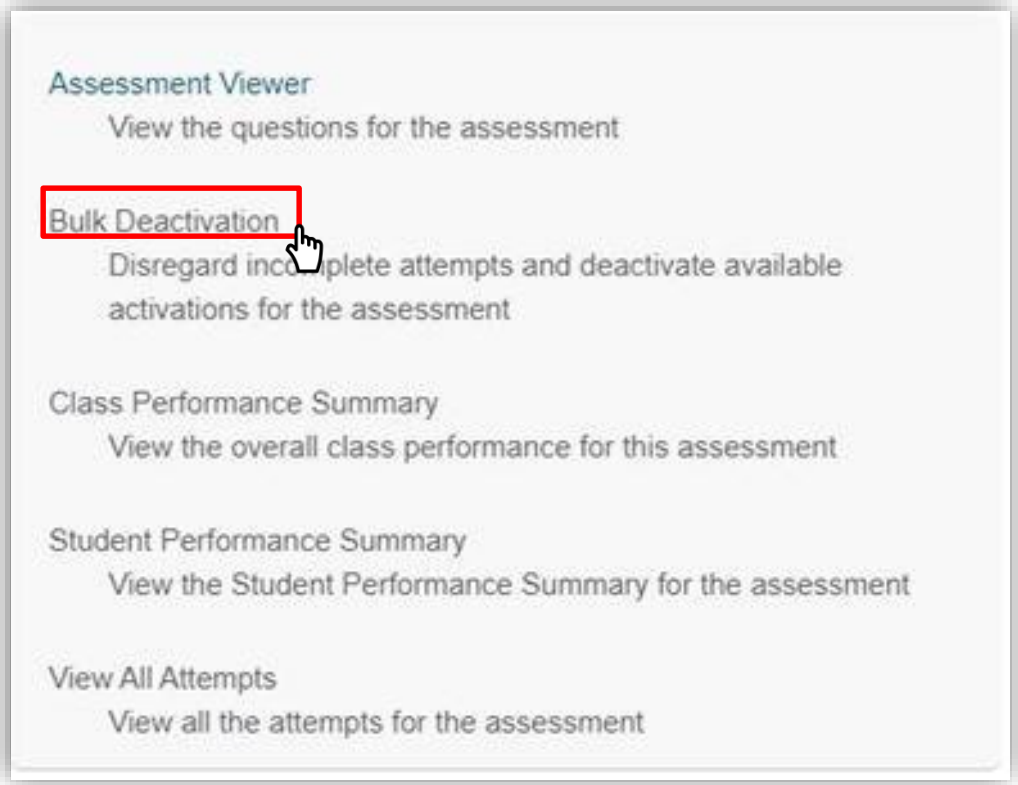
Skills Exams Module | 100 pts
ITN Hands On Skills Exam
Skills Exams Module | 100 pts
Practice Final Exam
0% of Total
Practice Final - ITN
Practice Final Exam Module | 100 pts
Final Exam
30% of Total
Final Exam
Final Exam Module | 100 pts
Student Completion
0% of Total
Instructor Use Only Assign Student Pass Status
100 pts
Course Feedback
Course Feedback Module | 100 pts

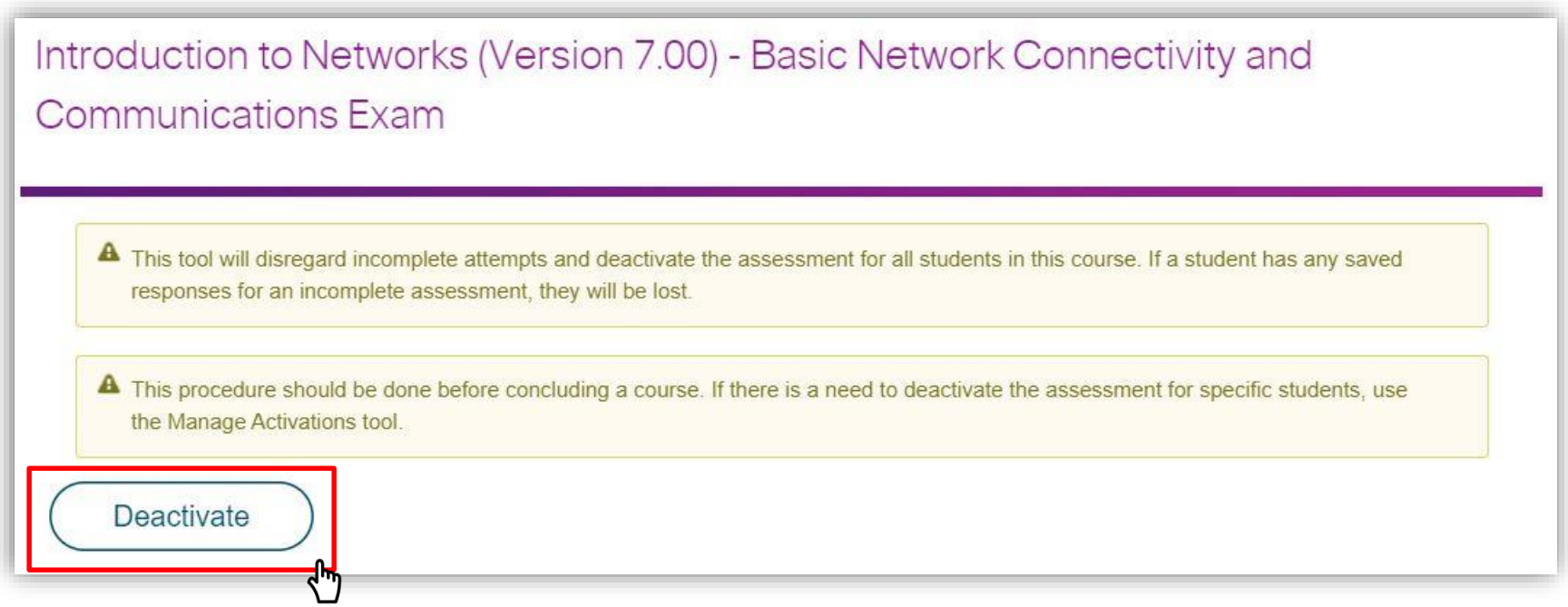
1. In this example I have selected Module1-3 exam to deactivate



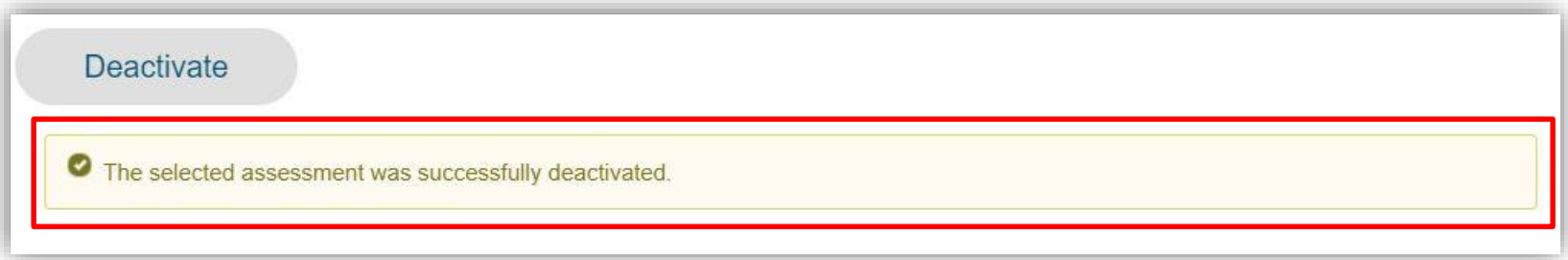
1. Now click on **Bulk Deactivation** to deactivate the exam (**Do the same step for 3 Times**)



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

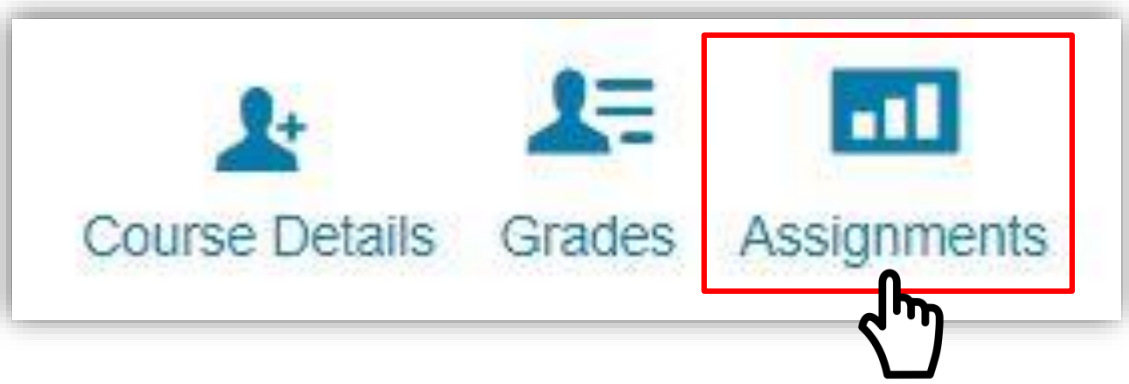


1. Successfully Deactivated

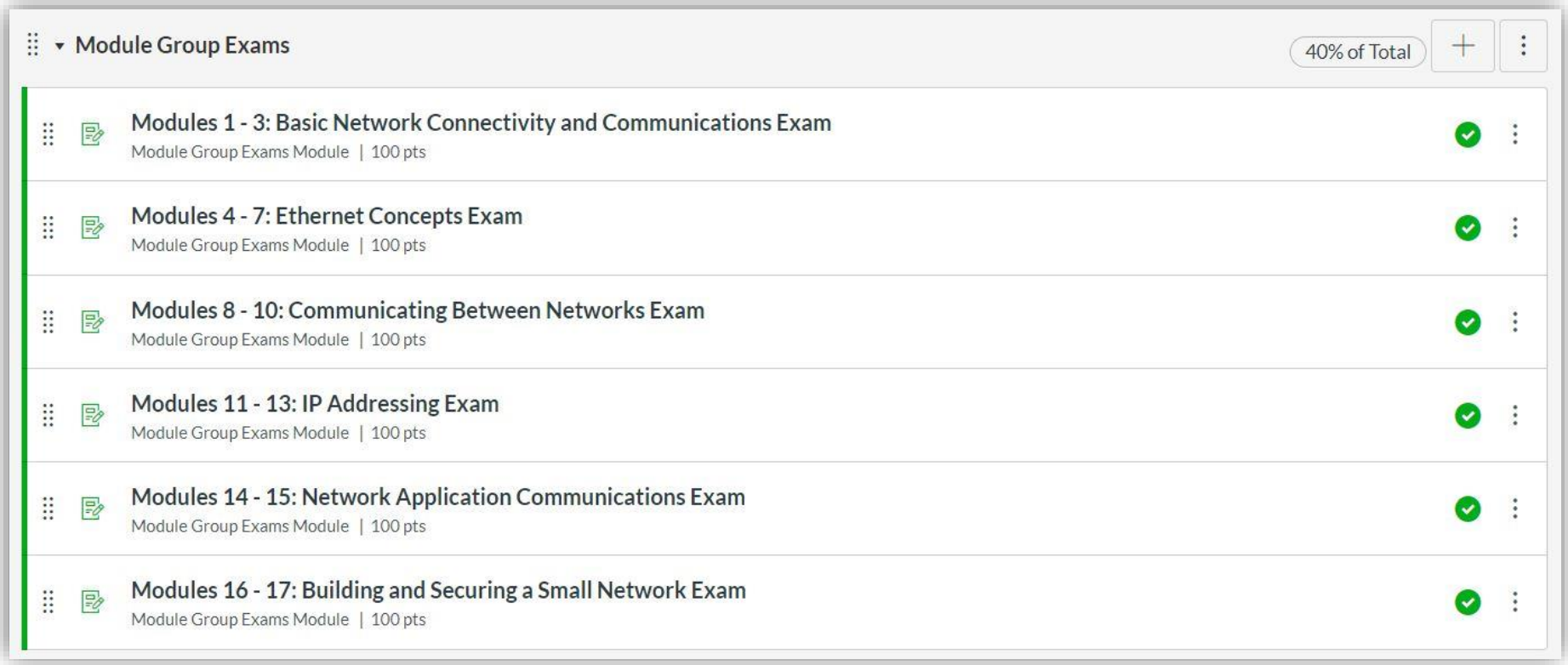


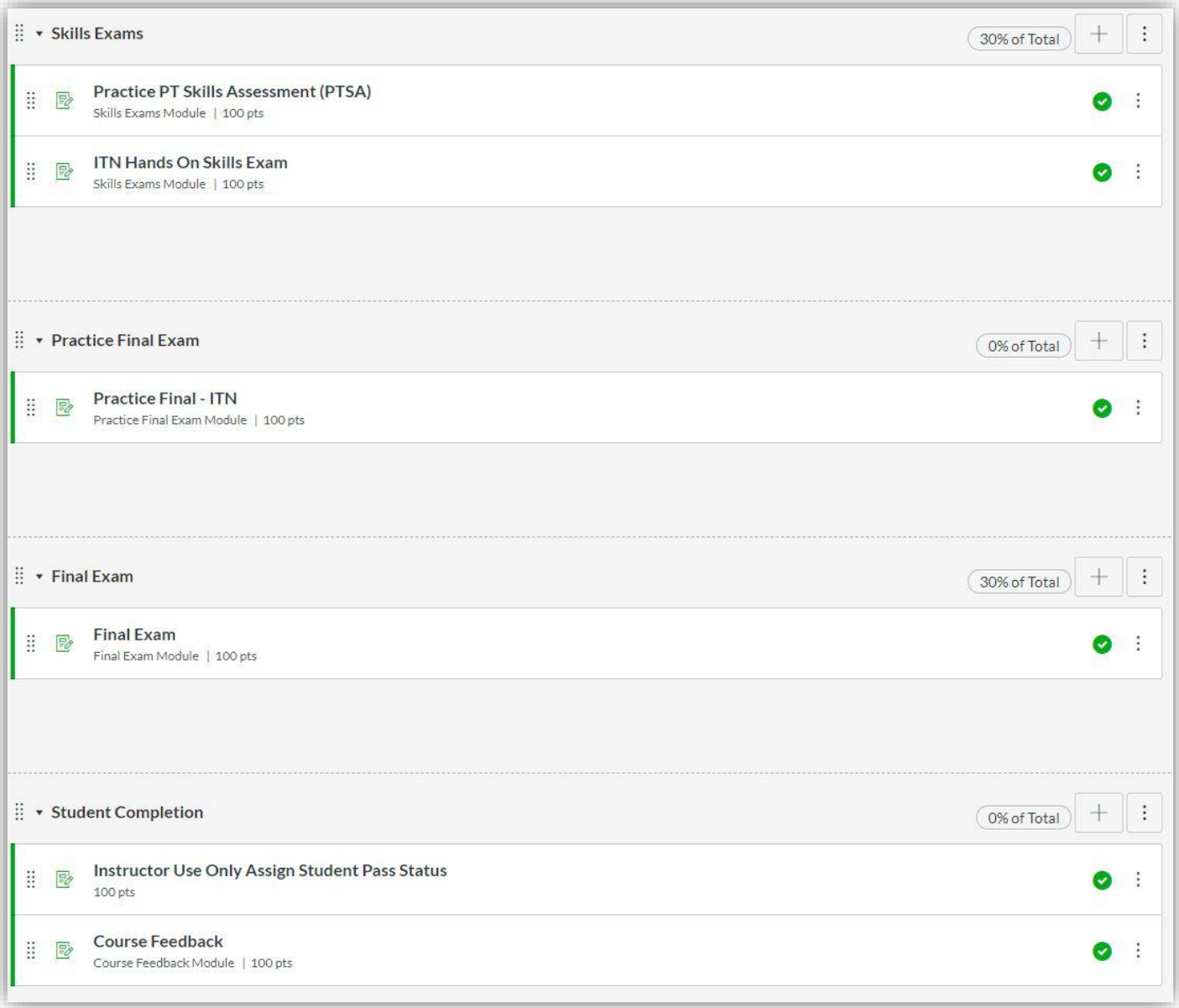
How to Re-Enable Exam

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**

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ITN Hands On Skills Exam
Skills Exams Module | 100 pts
Practice Final Exam
0% of Total
Practice Final - ITN
Practice Final Exam Module | 100 pts
Final Exam
30% of Total
Final Exam
Final Exam Module | 100 pts
Student Completion
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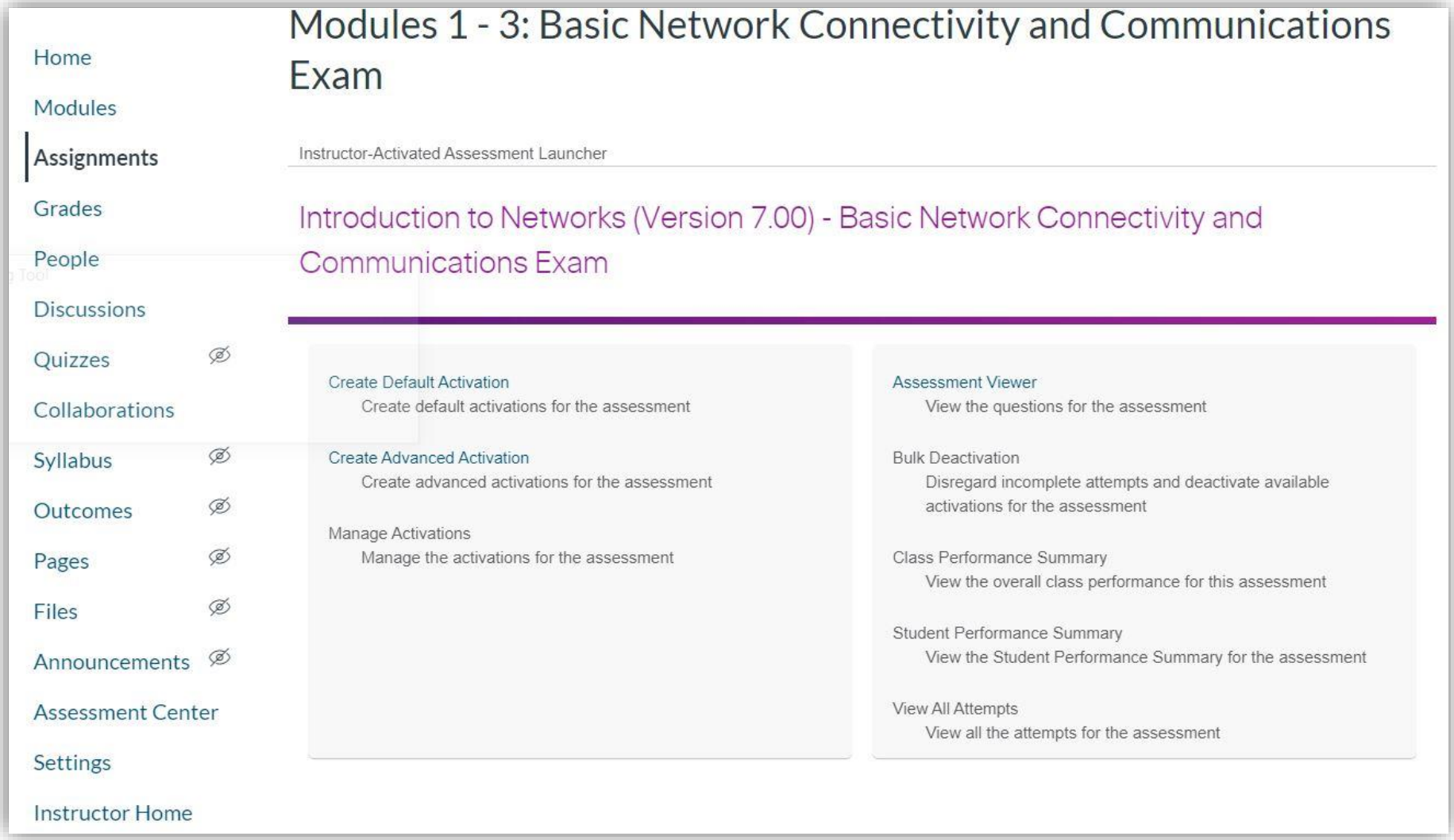
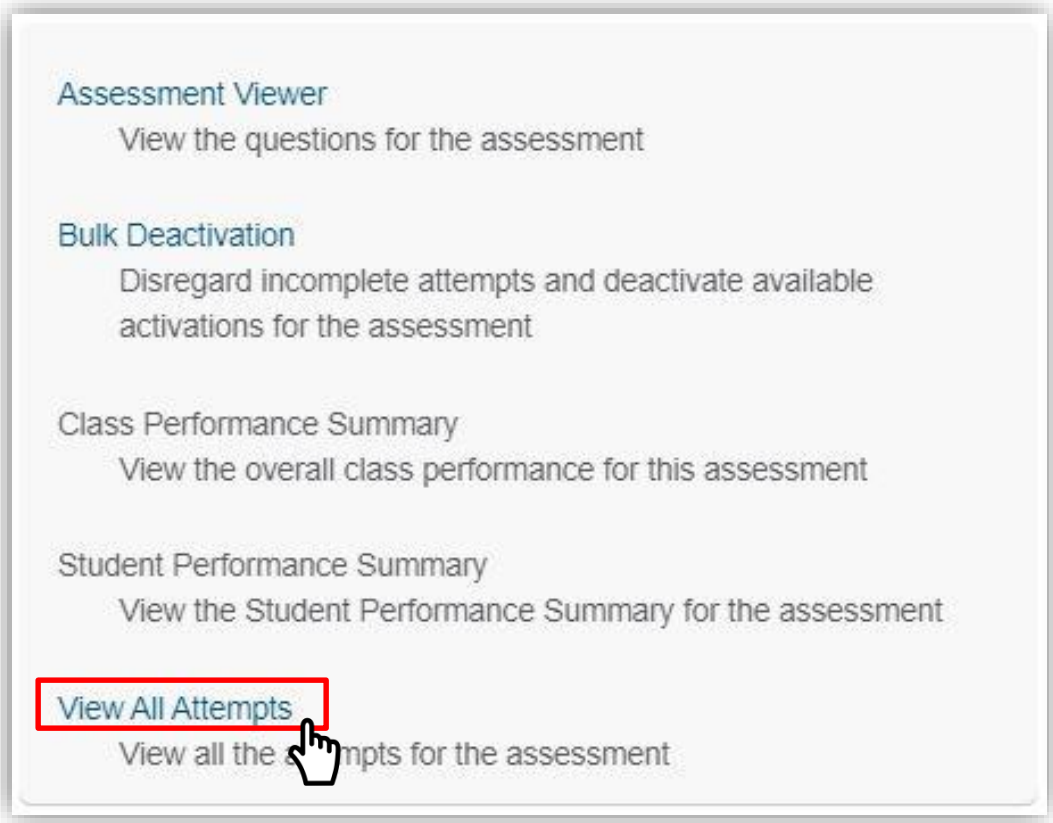
Instructor Use Only Assign Student Pass Status
100 pts
Course Feedback
Course Feedback Module | 100 pts

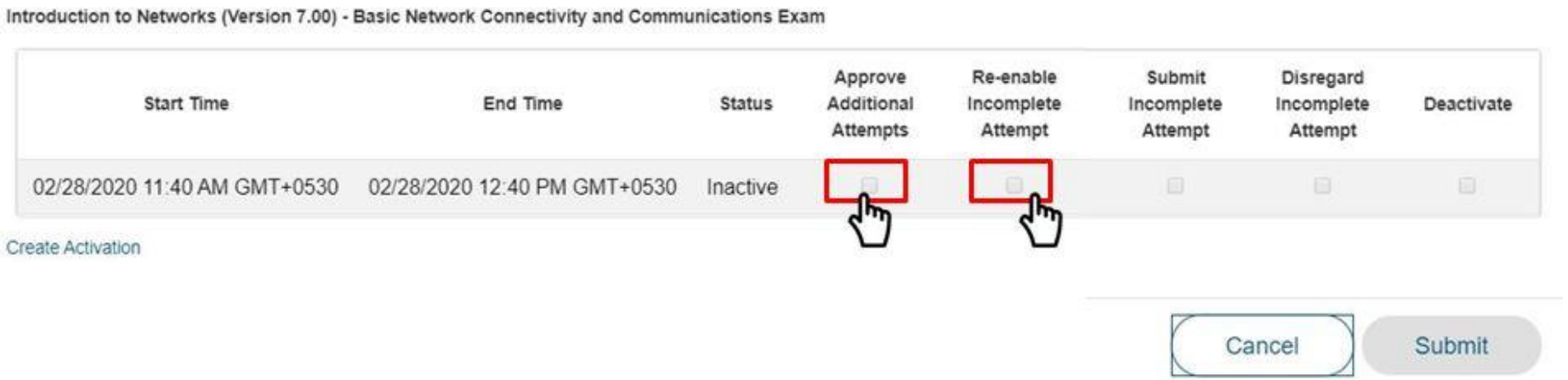
1. In this example I have selected **Module1-3** exam



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



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



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

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Nation Building Through Skills