

Skills for All Educator Experience

Getting Started Guide

Getting Started Guide

This Getting Started Guide provides instructions for completing key instructor tasks to create and manage classes.

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Video Resources – to access, log into SkillsforAll.com and change role to instructor:

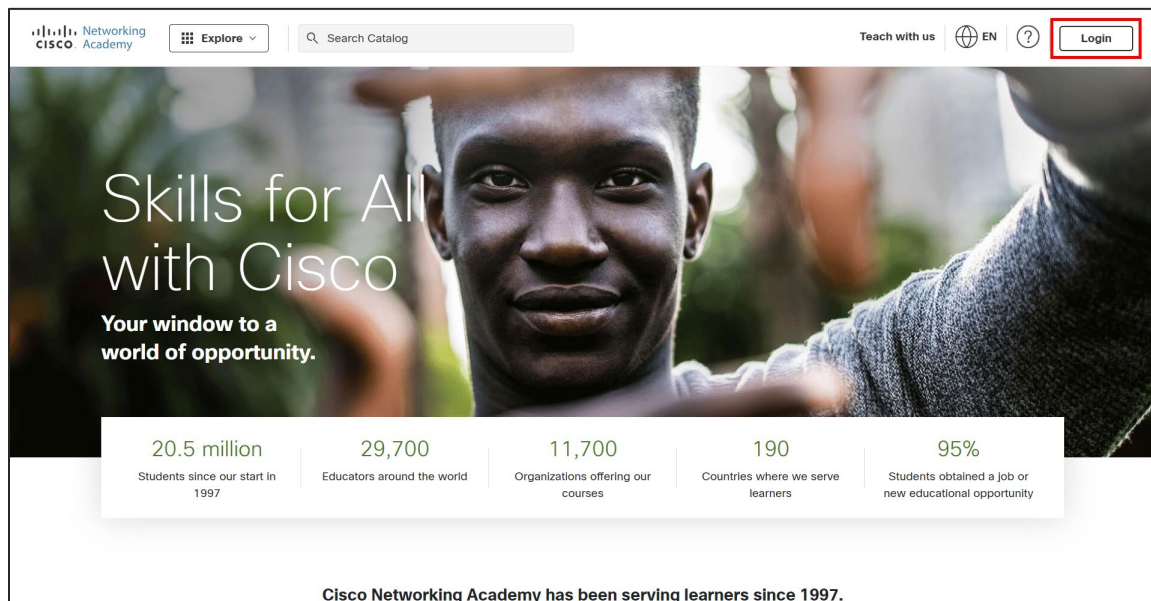
- [Posts](#)
- [Assignment](#)
- [Gradebook](#)
- [Class Messaging](#) – Instructor focus
- [Class Messaging](#) – Student focus

Access to SkillsforAll.com

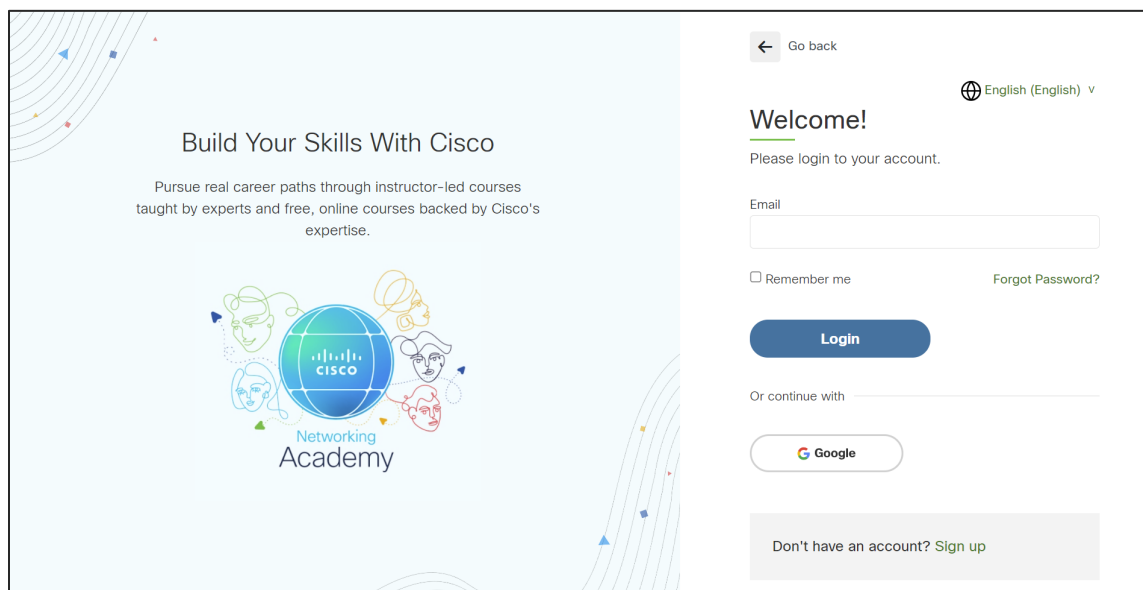
All active academies have access to Skills for All. All Cisco academy instructor and admin accounts are available on SkillsForAll.com and new instructor accounts created on NetAcad.com are automatically migrated to Skills for All.

Logging in to SkillsforAll.com

Step 1: If you are a Cisco Networking Academy instructor click **Login** in the upper-right hand side of the SkillsForAll.com home page.



Step 2: Enter your Instructor email address and click the blue **Login** button. Do not use the Google login button or create a new account as **you will not have instructor access**.



Step 3: Depending on the information contained in your NetAcad.com profile, you may see a screen asking for your country, year and month of birth. Complete the information requested in order to link your NetAcad account and click **Continue**.

Step 4: You are asked to accept the Terms & Conditions and choose to receive communications from Skills for All. As an instructor, **we strongly recommend that you also click to agree to receive communications** so you do not miss out on new course offerings and other important program updates. Click **Accept & Continue**. You have completed the log in process.

Terms & Conditions

Terms and Conditions for Use of Cisco Networking Academy Websites and Services

1. **Background.**The sites NetAcad.com and SkillsForAll.com are websites ("Websites") within the Cisco Networking Academy Program ("Program"). Cisco operates and provides access to a range of Program related websites and microsites accessible to users (including students, nonstudents and alumni) who have a Cisco Username and Passwords. Websites contain content relevant to the Program and are also designed to enable social networking and collaboration ("Services") among users. The Services enable a user to create personal profiles (each, a "Profile") that can be searched and viewed by other users. The Services also support discussion forums, chat, electronic messaging, survey tools, blogs, wikis or other collaborative tools that Cisco elects to make available in its discretion. Cisco may modify, enhance, restrict or terminate Websites and Services in its discretion at any time and without notice.

The Program operates in accordance with global privacy laws, including laws that impact children's privacy. Registration or use of the Program is not intended for children. For the purposes of the Program, we consider an individual to be a child if the applicable law limits the processing of an individual's personal data because the individual is under a certain age (for example, individuals under 13 years of age are children in the US). If you discover that you have processed a child's personal data or that you have created

☒ I have read and agreed to the terms & conditions. *

☒ I would like to receive communications and updates about the program, including information about functionality and learning offerings from Cisco Networking Academy. I understand I can unsubscribe at any time.

By not subscribing you will not receive Cisco Networking Academy promotional communications, including updates and the latest news regarding both skillsforall.com and netacad.com. You will still receive critical operational updates and updates about your learning journey and account status by email.

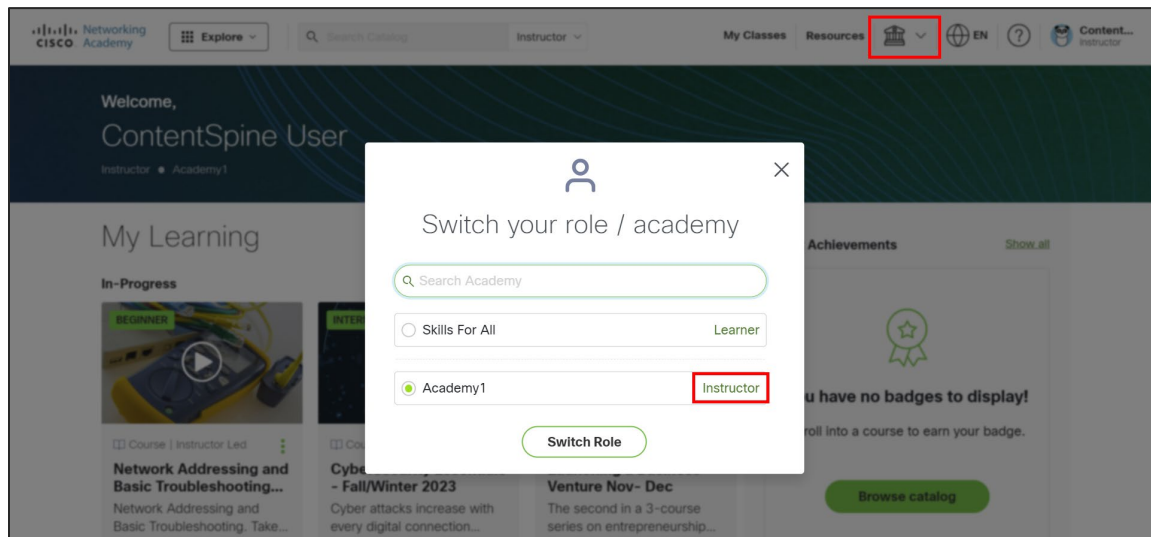
Accept & Continue

Cancel

Select your Academy

When logging into SkillsforAll.com you will have the Learner role and need to change it to the Instructor role. Click on the Academy icon (building icon on top menu) and select your academy and role. Both Admin and Instructor roles are eligible to open Self-paced and Instructor-led classes.

NOTE: When logged in the first time, you may need to wait a couple of minutes to populate your academies into your profile.

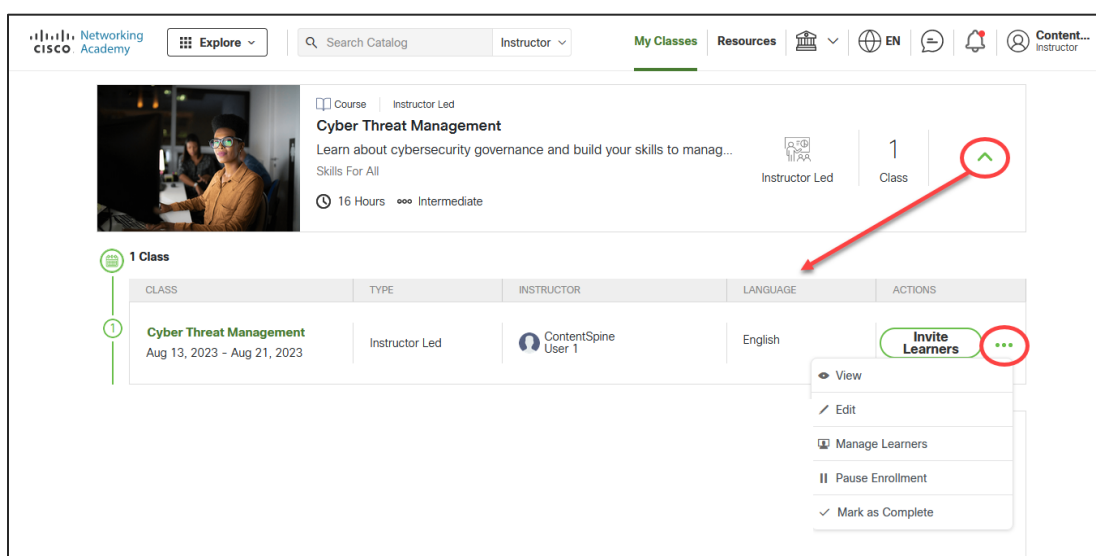


What you see on My Classes

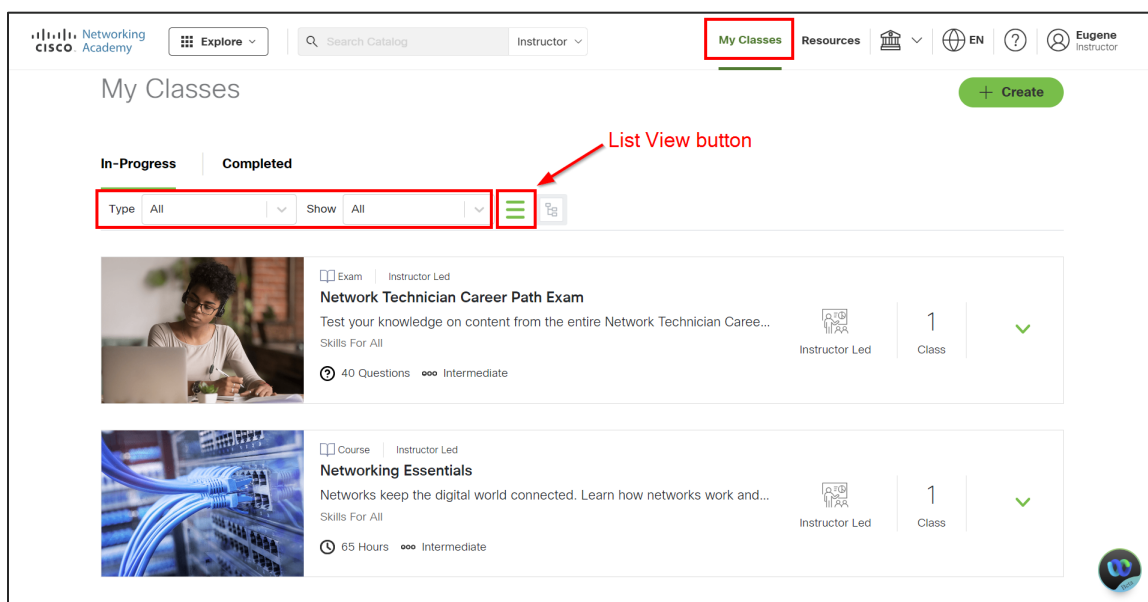
When you change your role to instructor, the default page should be My Classes. You can also select 'My Classes' from the top bar to access. This is the default instructor page where you can view In-Progress and Completed classes as well as create a new class. Use the drop-down boxes to filter the classes displayed. By default, your classes are grouped under respective courses.

Click on the arrow to expand your classes under the course name. This shows all the classes created for that particular course.

To view class information, edit class details, or manage learners, click on the three-dot button to access the edit menu for the class. You can also pause student enrollment and mark as complete from this menu.

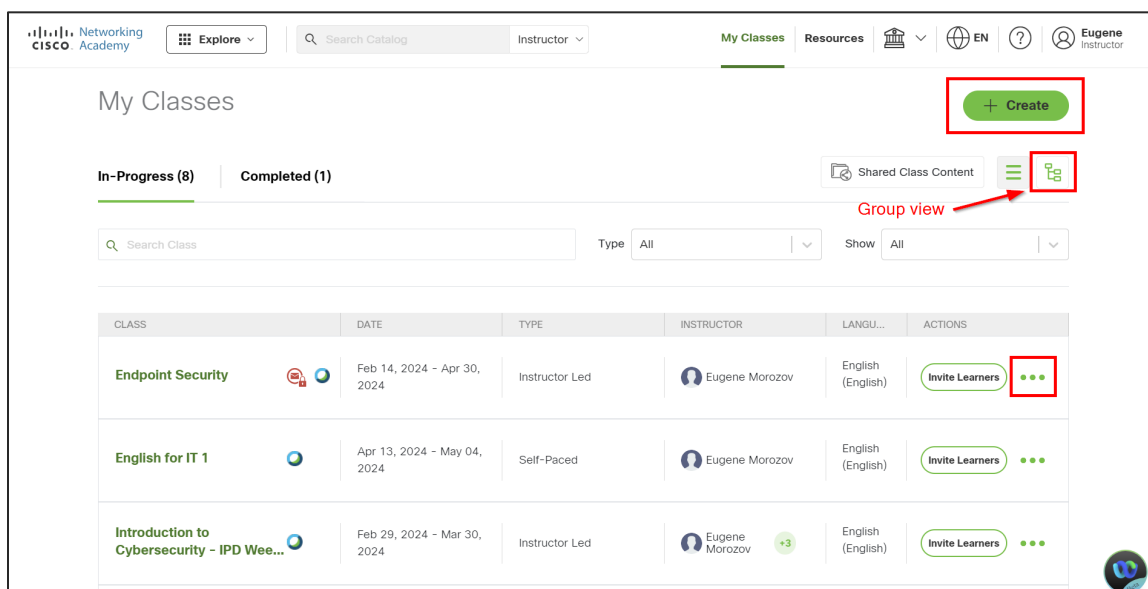


You can switch to the flat List view.



In **List view**, classes are displayed in a flat list. You can access class options with the three-dot button as well, or switch back to the **group view**.

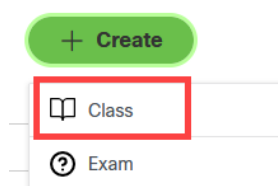
Use the **+ Create** button to create a new class.



Create a Class

Create a new class by clicking the '+ Create' on the right side then select **Class**.

1. Select the Class option.




2. Select class type: Select between 'Self-paced' or 'Instructor-led'.

Create Class


- 1 SELECT CLASS TYPE
- 2 SELECT COURSE
- 3 SELECT LANGUAGE
- 4 CREATE SCHEDULE
- 5 ADD MARKETING CONTENT & DETAILS
- 6 INVITE INSTRUCTOR/STAFF
- 7 WEBEX FOR CLASS
- 8 PREVIEW & PUBLISH

Let's Get Started!

Select the type of class you want to create.



Self-Paced



Instructor Led

Cancel

Next

Determining whether to use Self-paced or Instructor-led classes on Skills for All

Quick start option

A low touch model to enable hybrid learning at scale. Educators save time with pre-built, self-paced content and minimal course management requirements



Self-paced

- ✓ Create classes
- ✓ Manage student enrollments
- ✓ Monitor student progress
- ✓ Students can view their progress across course
- ✓ Export gradebook as CSV

Control option

Educators can curate, customize, and pace assignments based on pre-built curriculum. Includes controls for class announcements, grading, and instructor-activated assignments and assessment



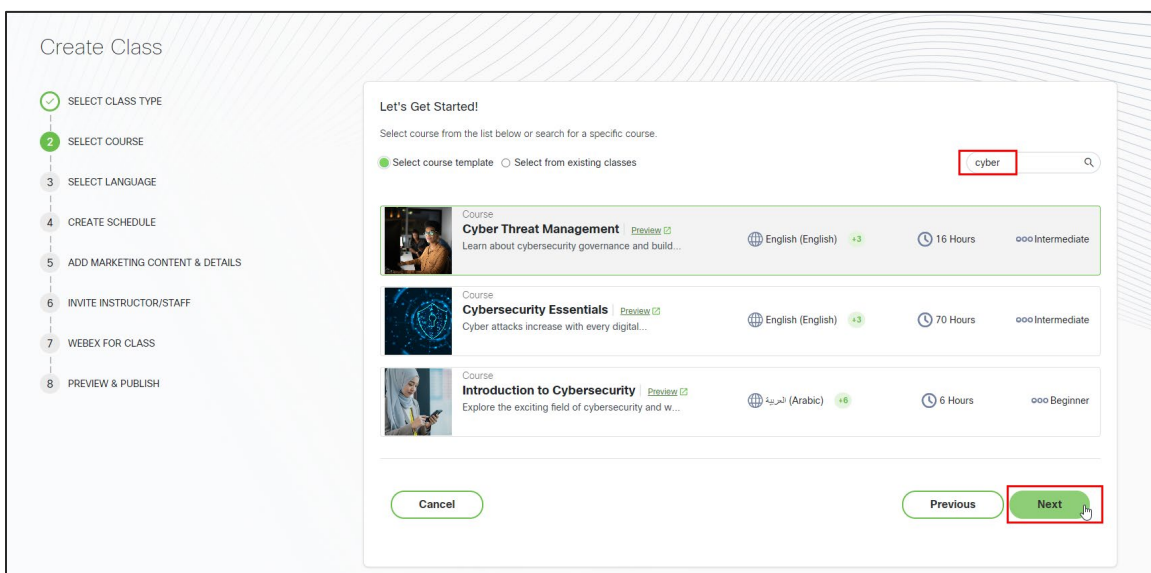
Instructor-led

Has everything in Self-paced plus:

- ✓ Customizable assignments
- ✓ Class announcements
- ✓ Control availability of assessments
- ✓ Secure final exam
- ✓ Customizable gradebook

Currently, not all courses are available as Instructor-led. [Skills for All -- Courses, Languages, Platform, and Functionality Translations](#) shows the up-to-date list of Instructor-led courses and translations.

3. **Course selection:** Select the course and click **Next** to create a class. The available courses from the catalog are listed but the options are different depending on whether you selected Self-paced or Instructor-led. You can use the search bar to look for a specific course.



Create Class

- 1 SELECT CLASS TYPE
- 2 SELECT COURSE
- 3 SELECT LANGUAGE
- 4 CREATE SCHEDULE
- 5 ADD MARKETING CONTENT & DETAILS
- 6 INVITE INSTRUCTOR/STAFF
- 7 WEBEX FOR CLASS
- 8 PREVIEW & PUBLISH

Let's Get Started!

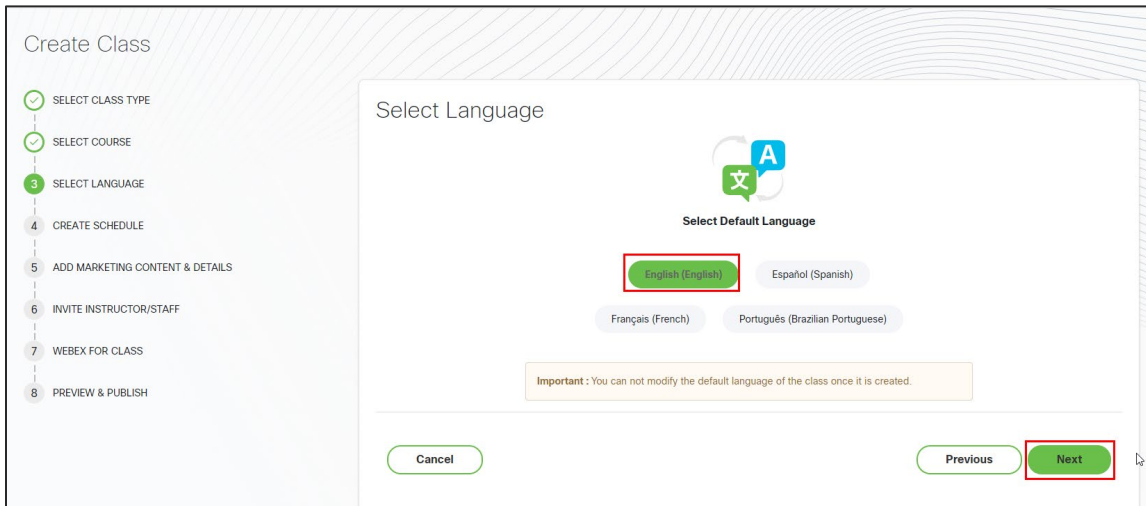
Select course from the list below or search for a specific course.

☒ Select course template ☐ Select from existing classes

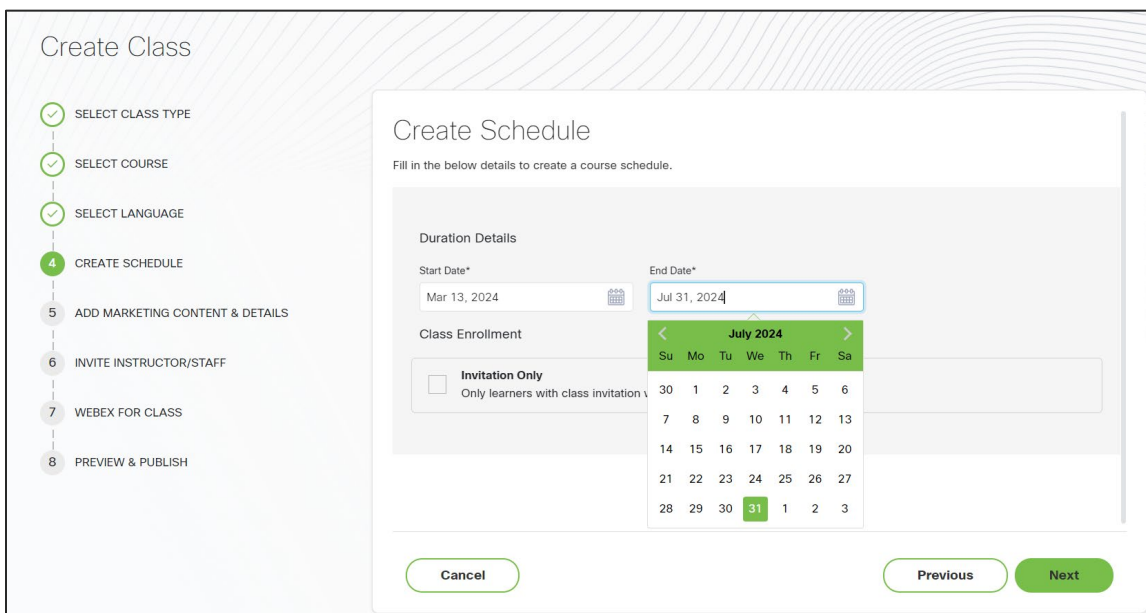
Search:

Course	Language	Duration	Level
Cyber Threat Management Learn about cybersecurity governance and build...	English (English)	16 Hours	Intermediate
Cybersecurity Essentials Cyber attacks increase with every digital...	English (English)	70 Hours	Intermediate
Introduction to Cybersecurity Explore the exciting field of cybersecurity and w...	العربية (Arabic)	6 Hours	Beginner

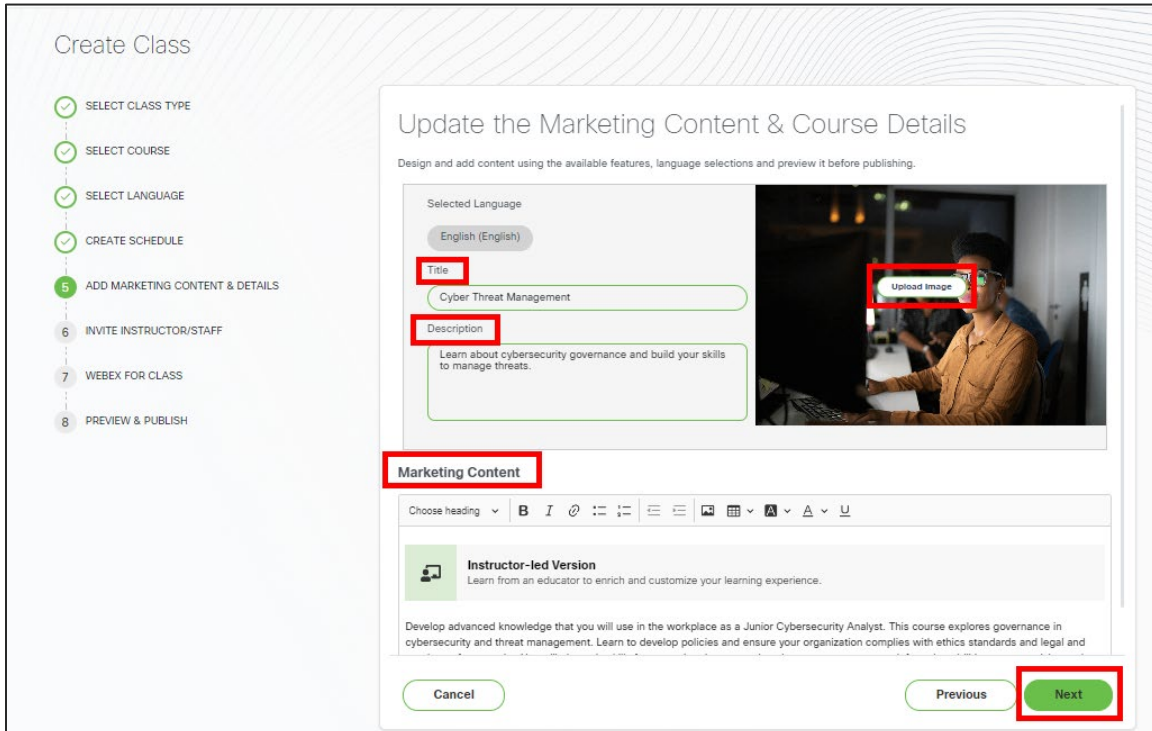
4. **Select Language:** Select the language in which you want the course to be displayed by default. Check the [Skills for All -- Courses, Languages, Platform, and Functionality Translations](#) to view specific course offerings and available translations. The language can be changed by the student within the course, but the default language of the course cannot be changed.



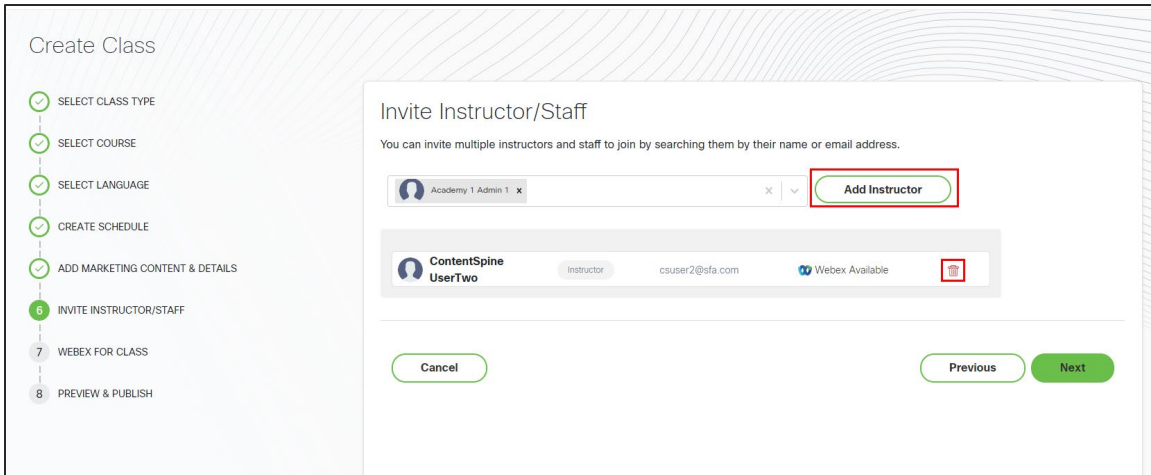
5. **Create Schedule:** Select the start and end dates for your class and click **Next**. The **Invitation Only** option will allow only learners with class invitation to enroll. Your class enrollment page will still be public, but non-invited email addresses are prevented from joining the class.



6. **Update the Marketing Content & Course Details:** Edit the course landing page – this information will display when students go on the self-enroll link for the class. Click on the fields to edit the **Title**, **Description** and **course image**. You have an additional **Marketing Content** section to edit a more detailed course description and add additional details. These sections are pre-filled with default course information, but you can localize or edit to meet your needs. The marketing content for the class can only be edited if you are creating a class on a desktop PC. Click **Next** when you are done with your edits.



7. **Invite Instructor/Staff:** You can add additional instructors from your academy to your class. Use the search bar and select the instructor(s) you want to add and then click '**Add Instructor**'. You can add as many instructors as needed. When you finish adding instructors, click on '**Next**'. You can also delete an instructor from the class by clicking on the red trash can icon to the right of the name.



Create Class

- SELECT CLASS TYPE
- SELECT COURSE
- SELECT LANGUAGE
- CREATE SCHEDULE
- ADD MARKETING CONTENT & DETAILS
- 6 INVITE INSTRUCTOR/STAFF**
- 7 WEBEX FOR CLASS
- 8 PREVIEW & PUBLISH

Invite Instructor/Staff

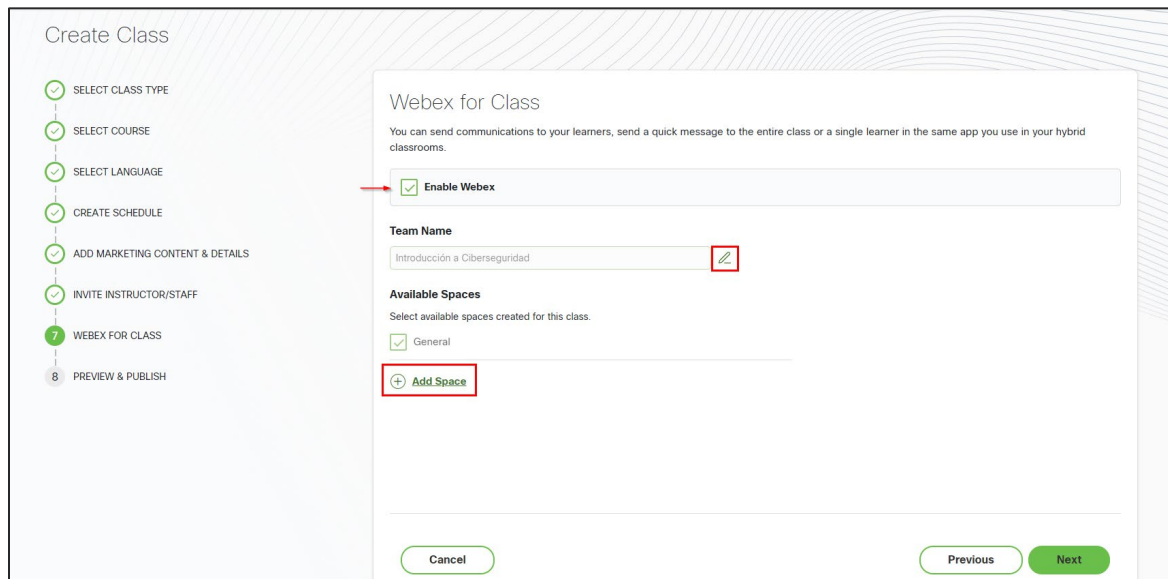
You can invite multiple instructors and staff to join by searching them by their name or email address.

Academy 1 Admin 1 x Add Instructor

Name	Role	Email	Webex Available	Action
ContentSpine UserTwo	Instructor	csuser2@sfa.com	Webex Available	✖

Cancel Previous Next

8. **Webex for Class:** You can enable **Webex Messaging** in your class by checking the **Enable Webex** box. The name of the team is the course name by default, but you can change it by clicking on the pen icon. There is a general space created by default and you can add more spaces by clicking on **+ Add Space** link. Learn more about messaging in [Class Messaging](#).



Create Class

- SELECT CLASS TYPE
- SELECT COURSE
- SELECT LANGUAGE
- CREATE SCHEDULE
- ADD MARKETING CONTENT & DETAILS
- INVITE INSTRUCTOR/STAFF
- 7 WEBEX FOR CLASS**
- 8 PREVIEW & PUBLISH

Webex for Class

You can send communications to your learners, send a quick message to the entire class or a single learner in the same app you use in your hybrid classrooms.

☒ **Enable Webex**

Team Name

Introducción a Ciberseguridad ✎

Available Spaces

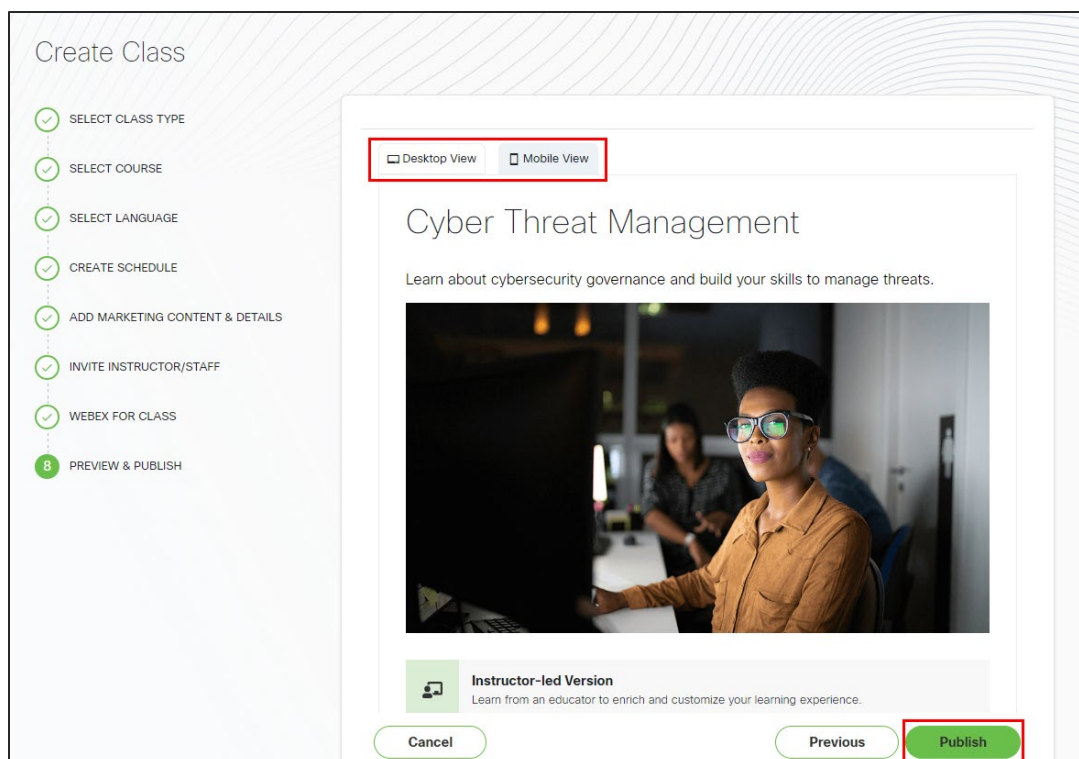
Select available spaces created for this class.

☒ General

+ Add Space

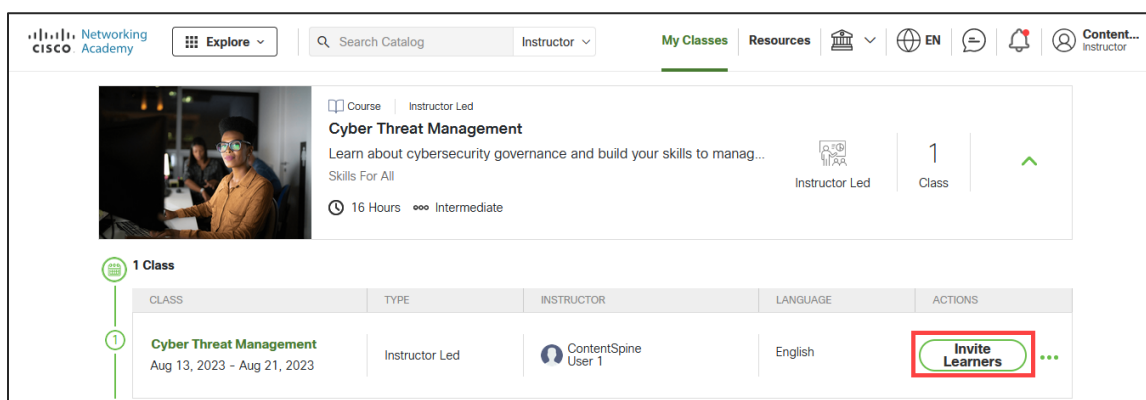
Cancel Previous Next

9. **Preview and Publish:** Finally, preview the information for both the **Desktop** and **Mobile** views before publishing. This is helpful in confirming how the course landing page will look for your students during enrollment. Select **Publish** and when asked '**Are you sure you want to publish**', select **Publish** again.



Student Enrollment

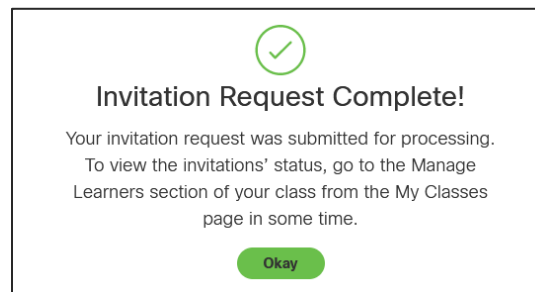
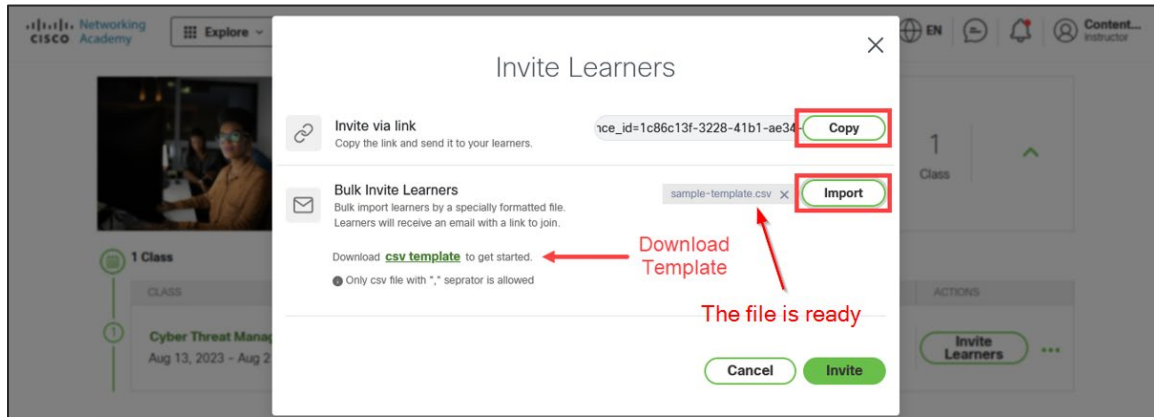
To add learners to your class, go to **'My Classes'** and locate the class where you want to add students. On the right-side, under **'Actions'**, click on **Invite Learners**.



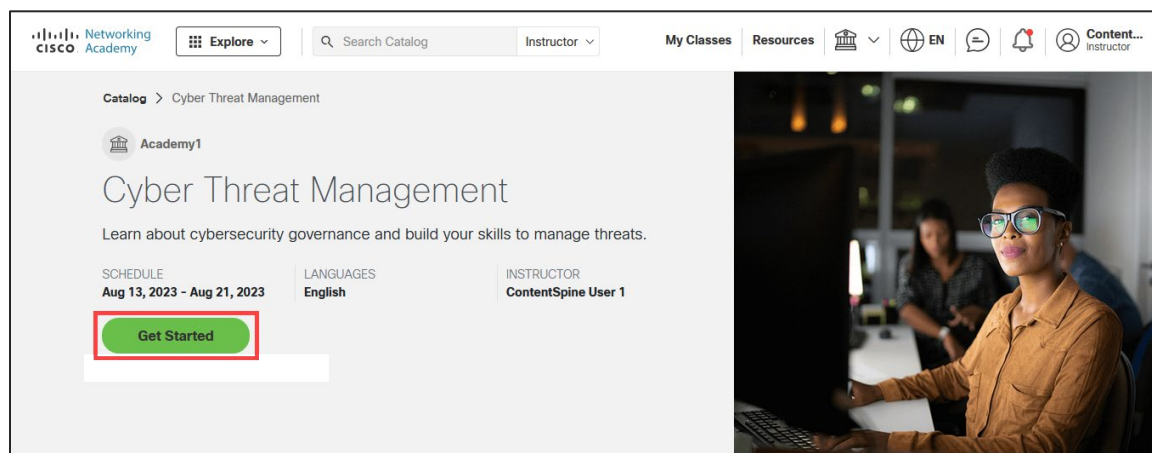
There are two ways to enroll students into the class:

1. **Invite via link** – this option is used to share a self-enroll link for students. Click **'Copy'** and share the link with your students. Remember that your class must be active to allow the enrollment of new students. To disable student enrollment, click on **'Pause Enrollment'** by expanding the three-dot to the right of the **Invite Learners**.

2. **Bulk Invite Learners** – this option imports a csv file. Download the template from the ‘**csv template**’ link. Enter student information in the template, such as name, surname, and email. Click on ‘**Import**’ to load the file. Once the file is ready to be used, it will appear in grey in front of the Import button. When you click ‘**Invite**’, you will receive a confirmation message that an email is sent to the students with the link to the course.



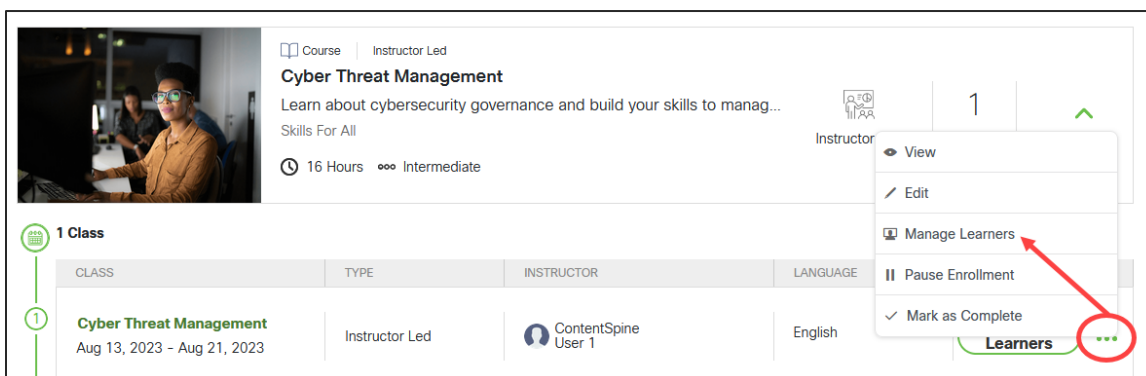
Course landing page: Once you provide the enrollment URL to students, or they receive an invite via email, they will see the course landing page for the class you created. Students can enroll by clicking ‘**Get Started**’.



Students can unenroll from the class at any time. Instructors can view unenrolled students under Manage Learners, which is available by clicking the three dots on the right-side of Invite Learners.

View students in the class

To view students enrolled in your class, click on the three dots under the 'Actions' section of a class and on the drop-down menu, select 'Manage Learners'.

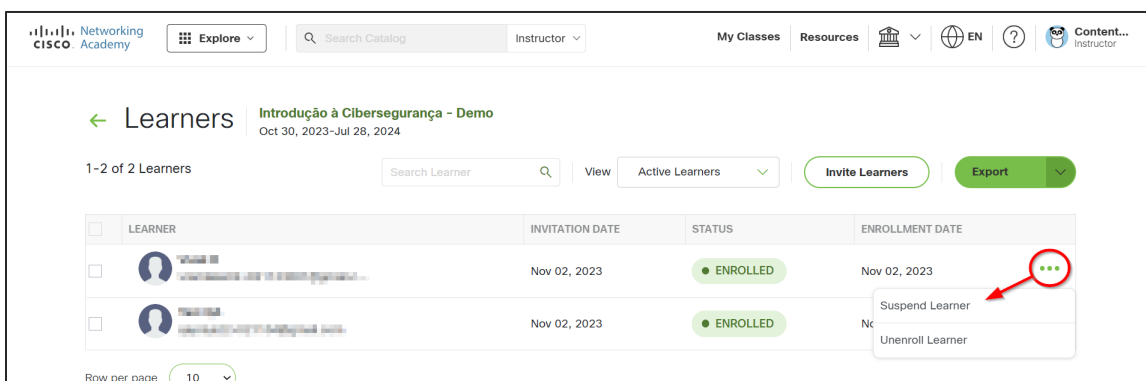


You will see a list of registered students and their status. Status will show as Enrolled, Invited, Suspended or Unenrolled.

Actions available from this view are search to find a student, invite learners, export the list of students, or remove a student from the class. The search can be used to look up students by name or email address.

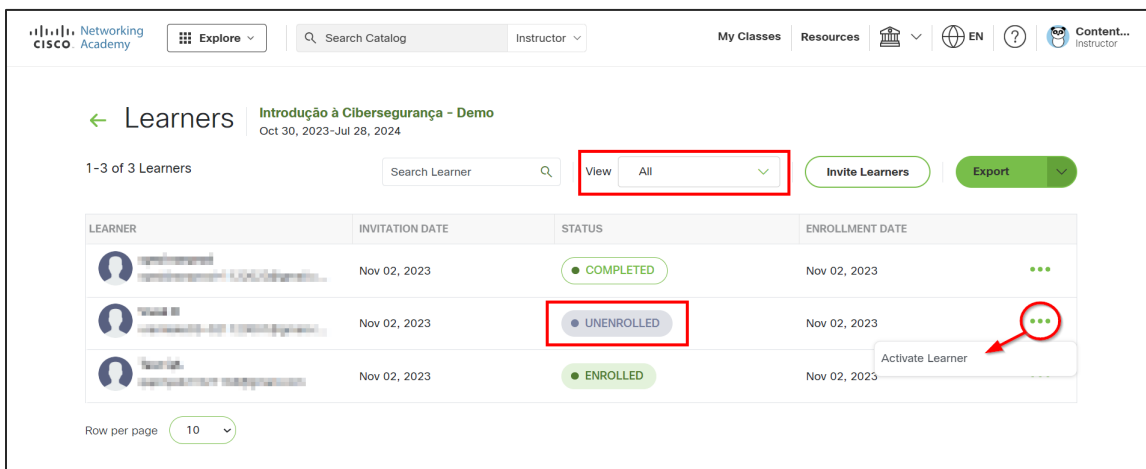
Suspending and unenrolling students

To suspend an individual student, click on the three dots icon and click on 'Suspend Learner'. You will see a pop up asking if you are sure you want to suspend that learner from the class. An email is sent to the learner to let them know they have been suspended from the class. The suspended learner is invited to join the global class (Skills for All Public Academy) if they want to continue learning. You can un-suspend a learner by selecting the Activate option on the same menu.



To remove a student, select the Unenroll Learner option. Unenrolled students cannot access the class or the gradebook. Students marked as Complete cannot be unenrolled from the class.

To see the unenrolled students, change the display filter to All. Students can be re-enrolled back into the class by selecting the Activate Learner option. Re-enrollment restores grades and progress status at the time of unenrollment.



← Learners **Introdução à Cibersegurança - Demo**
Oct 30, 2023-Jul 28, 2024

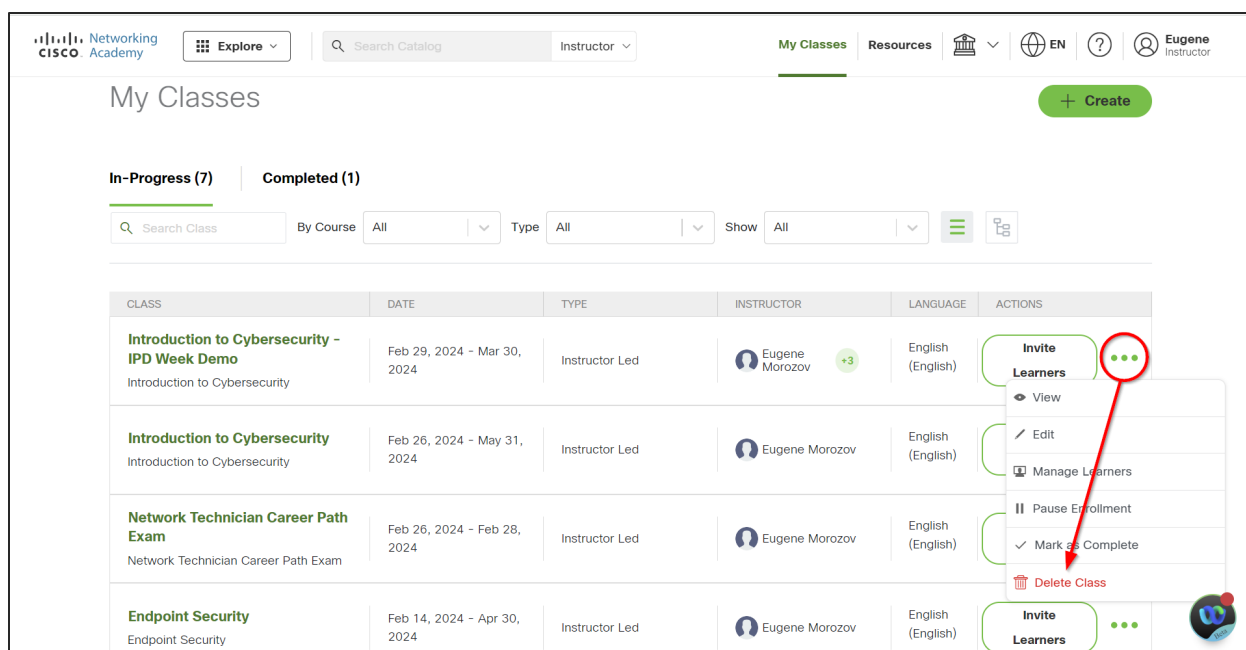
1-3 of 3 Learners **View** All

LEARNER	INVITATION DATE	STATUS	ENROLLMENT DATE
Introdução à Cibersegurança - Demo	Nov 02, 2023	COMPLETED	Nov 02, 2023
Introdução à Cibersegurança - Demo	Nov 02, 2023	UNENROLLED	Nov 02, 2023
Introdução à Cibersegurança - Demo	Nov 02, 2023	ENROLLED	Nov 02, 2023

Row per page 10

Deleting a class

To delete a class, select the **Delete Class** option from the class menu and confirm via pop-up warning window. Class deletion is permanent and cannot be undone. Prior to deletion, you have to unenroll all students from the class.



My Classes

In-Progress (7) **Completed (1)**

By Course All All All

CLASS	DATE	TYPE	INSTRUCTOR	LANGUAGE	ACTIONS
Introduction to Cybersecurity - IPD Week Demo Introduction to Cybersecurity	Feb 29, 2024 - Mar 30, 2024	Instructor Led	Eugene Morozov +3	English (English)	<input type="button" value="Invite Learners"/> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Manage Learners"/> <input type="button" value="Pause Enrollment"/> <input type="button" value="Mark as Complete"/> <input type="button" value="Delete Class"/>
Introduction to Cybersecurity Introduction to Cybersecurity	Feb 26, 2024 - May 31, 2024	Instructor Led	Eugene Morozov	English (English)	<input type="button" value="Invite Learners"/> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Manage Learners"/> <input type="button" value="Pause Enrollment"/> <input type="button" value="Mark as Complete"/> <input type="button" value="Delete Class"/>
Network Technician Career Path Exam Network Technician Career Path Exam	Feb 26, 2024 - Feb 28, 2024	Instructor Led	Eugene Morozov	English (English)	<input type="button" value="Invite Learners"/> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Manage Learners"/> <input type="button" value="Pause Enrollment"/> <input type="button" value="Mark as Complete"/> <input type="button" value="Delete Class"/>
Endpoint Security Endpoint Security	Feb 14, 2024 - Apr 30, 2024	Instructor Led	Eugene Morozov	English (English)	<input type="button" value="Invite Learners"/> <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Manage Learners"/> <input type="button" value="Pause Enrollment"/> <input type="button" value="Mark as Complete"/> <input type="button" value="Delete Class"/>

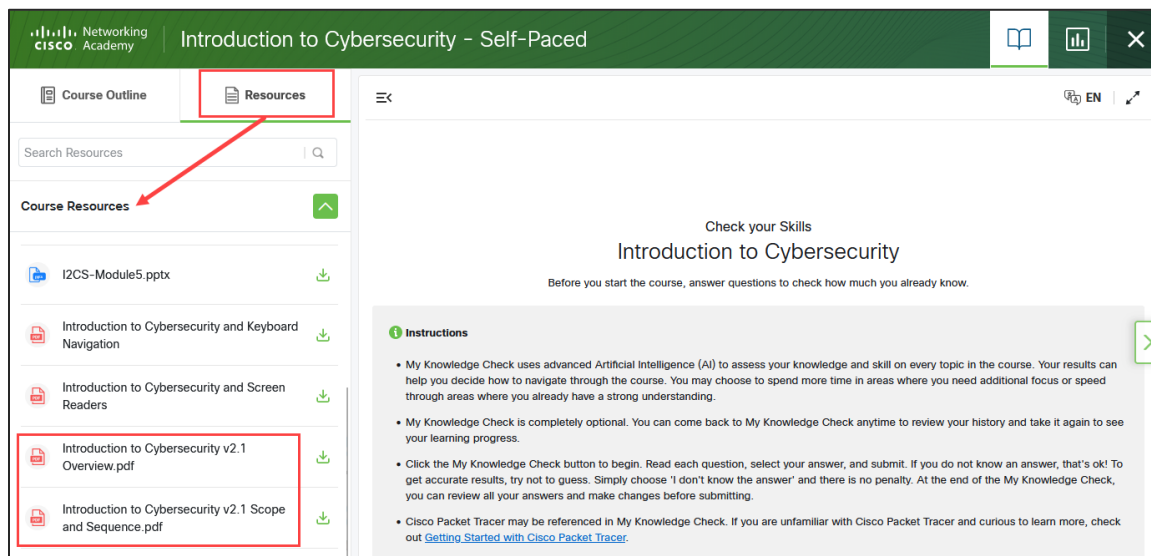
Accessing Instructor resources

A comprehensive list of communications and resources related to the Skills for All Educator Experience functionality and all course resources are available on the [Skills for All – Communications Update landing page](#) on NetAcad.com. You can also find the course resources in the Instructor Resource Library, available by clicking **Resources** on the top menu bar on [SkillsforAll.com](#).

Self-paced: You can also access the course overview slide and the scope and sequence documents within the class by clicking the Resources tab.

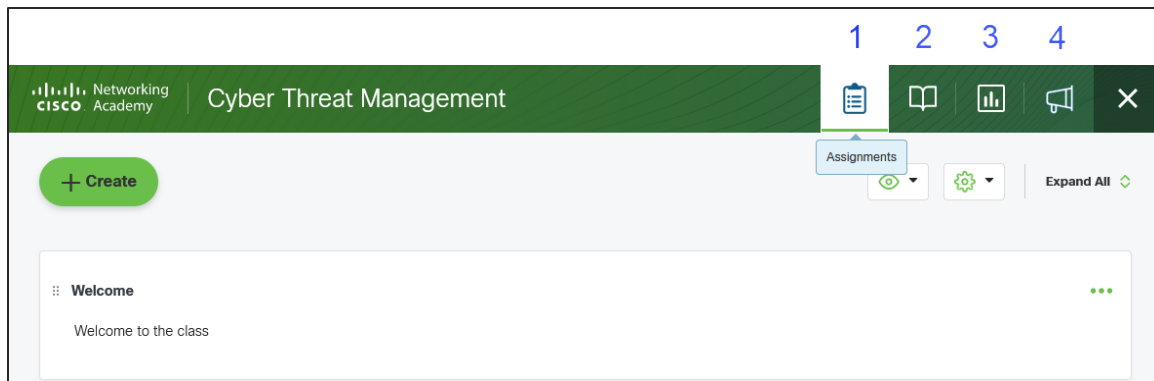
Instructor-led: In addition to what is available in Self-paced resources you will also be able to access Instructor PowerPoints, Packet Tracer activities, and lab activities.

Depending on the course offering, some resources are also available to students.



Overview of Instructor-led class experience

One significant difference between Instructor-led classes compared to Self-paced classes is the availability of an assignment page that can be personalized by the instructor. This page is the homepage of all Instructor-led classes. In the upper right there are four icons; 1) Assignments, 2) Content (course material), 3) Gradebook, and 4) Announcement.



Visibility versus availability of assignments

These are the differences between visibility and availability when customizing assignments and exams in your Instructor-led class:



Visibility

Controls if students can see the assignment

Students have no way of knowing a hidden assignment exists

Useful for:

- Creating drafts of assignments that are not yet "ready for prime time"
- Simplifying the assignment area to remove distractions from students



Availability

Controls if students can access the assignment content

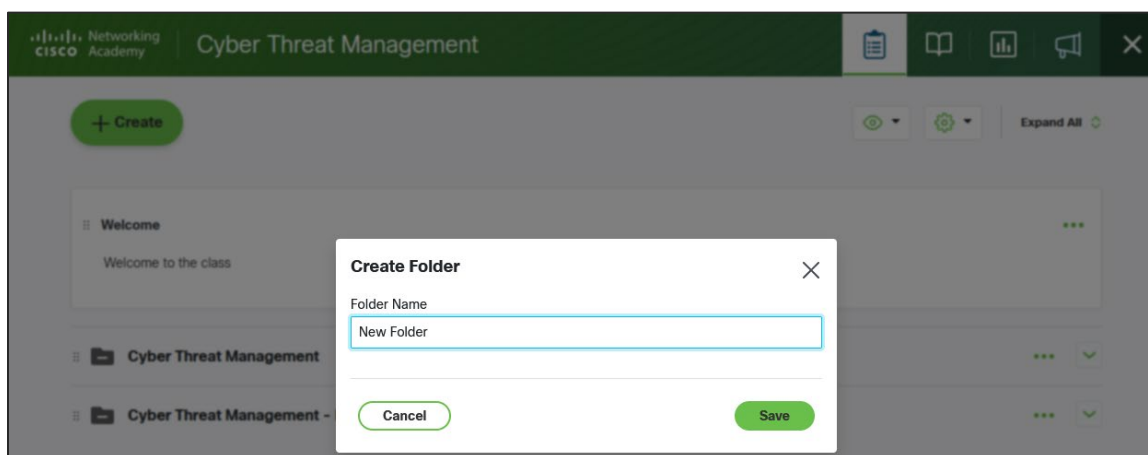
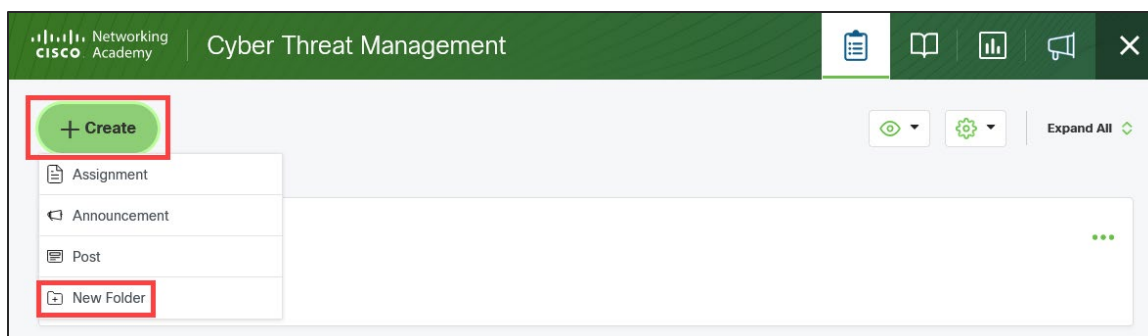
Students can still see the name and basic details like the due date

Useful for:

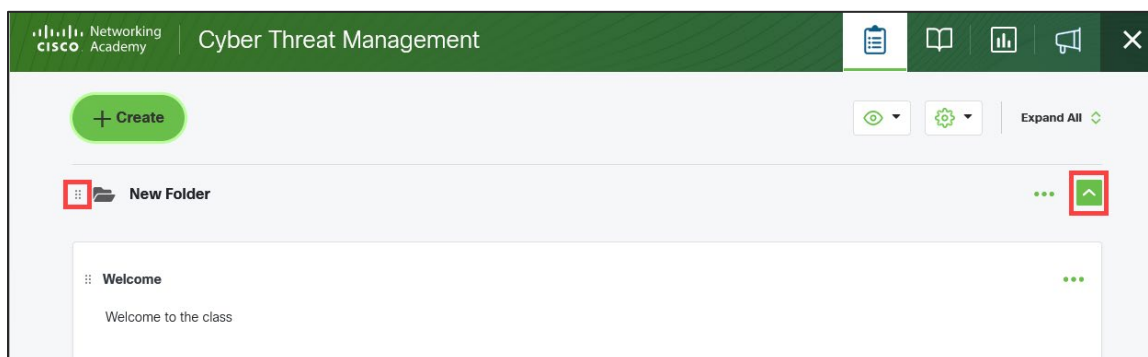
- Preventing students from seeing quiz or exam questions too soon
- Ensuring all students have the same amount of time for an assignment

Organize folders and assignments

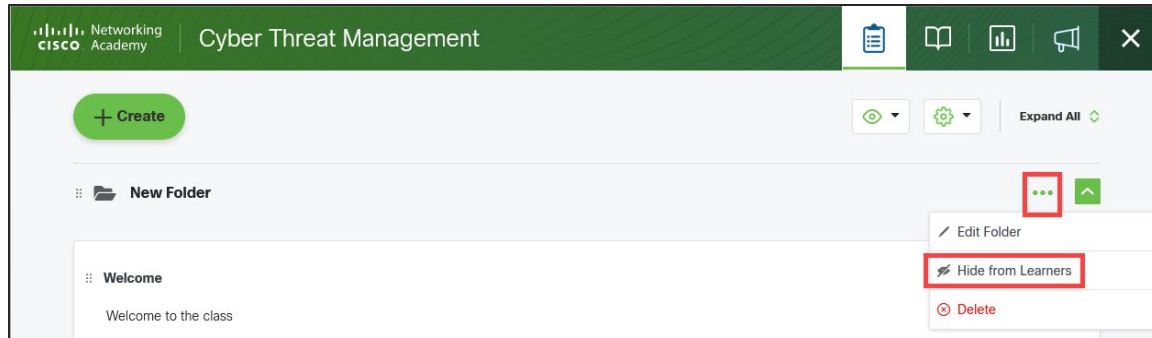
Folders allow you to organize your assignments. Folders can be used to group assignments that you want your students to perform for a certain week or period. You can create a new folder by clicking on '+ Create'. You have the choice to select to create an assignment, announcement, post, or new folder.



To move a folder, left-click on the grid to the left of the folder icon and drag the folder to where you want to position it in your list of folders. You may want to collapse any open folders so you do not have to scroll up and down too much.



You can edit and change the visibility of your folders. To edit or change visibility, click on the three dots on the right-side and you will see a menu with Edit Folder, Hide from Learners and Delete. The default behaviour is that the folder is visible to learners and you have the option to 'Hide from Learners'.



Now that your folder is created you can move any of the default course assignments into this folders. You may also create custom assignments and organize them logically in any folders you create.

Content assignments vs. custom assignments

Assignments are tasks or activities you want your students to complete while taking your class. You can create two types of assignments: **content** and **custom**. Content assignments are related to pages or sections in the course curriculum you want your students to complete – i.e. read a specific section, take a module quiz, etc. You can add multiple pages or sections of the curriculum to assign as a reading task you want your students to perform.

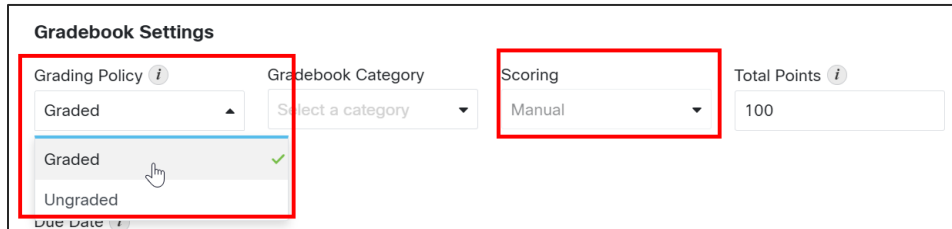
Custom assignments allow an instructor to create personalized activities. For example Cisco Packet Tracer activities you want your students to complete or a study guide you want your students to fill out and submit. Custom activities allow your students to send a file with the response or solution to the assignment.

Create content assignments

Content assignments can be related to pages or sections on the course curriculum you want students to read. To create a content assignment, click on '**+ Create**' and select '**Assignment**'. There are different settings you can use when creating an assignment. By default, the due date is prefilled with the class end date. You can adjust it to another date depending on when you want your students to complete a particular assignment.

Usually, reading activities are ungraded and the intent is to facilitate grouping sections of the content you want your students to read as homework or before the next lesson.

If you want to make a content assignment gradable, change the **Grading Policy** to **Graded**. Graded content assignments require **Manual** grading.



Gradebook Settings

Grading Policy ⓘ
Graded ▲

Gradebook Category
Select a category ▼

Scoring
Manual ▼

Total Points ⓘ
100

Graded ✓

Ungraded

Due Date ⓘ

Assign a default module quiz or checkpoint exam

Open the edit details window for any module quiz or checkpoint exam pre-populated in the course. You can do this by clicking on the three dots icon for any module quiz and then selecting **'View / Edit Details'**, or you can click on the module quiz and then click on **'Edit details'**.

You can change the name, description, and due date. You can set the visibility of the quiz by choosing to hide or make it visible to learners.

As these assignments include a graded activity such as a Module quiz or a Checkpoint exam, **'Performance Based'** grading policy is selected so the grades students obtain while taking this assessment is automatically added to the gradebook.

Once you have modified it, click on **'Save'** on the bottom right.

←

Edit Assignment

Assignment Type ?

Content Assignment

Name*

Checkpoint Exam: Vulnerability Assessment and Risk Management

Short Description

Modules 1-5.

Description

Paragraph

B

I

U

S

Link

Table

More

Color

Background Color

Checkpoint Exam: Vulnerability Assessment and Risk Management

Gradebook Settings

Grading Policy* ?

Gradebook Category* ?

Scoring*

Total Points* ?

Performance Based

Assessment

Automatic

100

Submission Date

Due Date* ?

Aug 21, 2023

9:59 PM

Availability

Available Now

Schedule Availability ?

Available From*

Aug 13, 2023

10:00 PM

Until*

Aug 21, 2023

9:59 PM

Visibility

Folder ?

Cyber Threat Manager

Assignment Visibility

Visible to learners

Attempts

Allow multiple attempts on assignment

Number of Attempt

Unlimited

Score to Keep

Last Attempt

Missing Assignment

Treat as Zero

Grade Visibility

Automatic

Cancel

Delete

Save

Assign the final exam

Within the course, open the folder for the final exam. This is a separate folder in all Instructor-led courses. By default, this is the last folder in the list.

Edit the details for the final exam by either clicking on the three dots and selecting 'View / Edit Details' or click on the final exam to open the exam and then click the 'Edit details'.

⋮

Cyber Threat Management - Instructor-Activated Final Exam

⋮

⌵

⋮

Cyber Threat Management (CyberTM) Course Final Exam

⋮

Available From

21 Aug 2023 03:59 AM

Due Date

21 Aug 2023 09:59 PM

⋮

>

⋮

End of Course Survey

⋮

Available From

13 Aug 2023 10:00 PM

Due Date

21 Aug 2023 09:59 PM

⋮

>

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Page 23 of 47

You can change the 'Total Points' of the exam. You can lock access to the final exam by clicking on 'Schedule Availability' and then selecting the dates and times you want your learners to access the assessment. When you complete all your changes, click 'Save'.

Assignment Type ?
Content Assignment

Name*
Cyber Threat Management (CyberTM) Course Final Exam

Short Description
Untitled Assignment

Description

Paragraph B I U S Link Table List Bulleted Numbered Indent Decrease Indent Increase Bold Italic Underline Strikethrough Link Unlink Table Table of Contents List Bulleted Numbered Indent Decrease Indent Increase Bold Italic Underline Strikethrough Link Unlink Table Table of Contents

Cyber Threat Management (CyberTM) Course Final Exam

Select Items
☐ My Knowledge Check
☐ Course Introduction

☐ 6.6.2 Digital Forensics and Incident Analysis and Response Quiz ?
☐ Checkpoint Exam: Incident Response ?
☐ Checkpoint Exam ?
☐ Cyber Threat Management (CyberTM) Course Final Exam ?
☐ Course Final Exam ?
☐ End of Course Survey ?

Clear Selection Add Selection

Course Final Exam

Gradebook Settings
Grading Policy* ? Performance Based
Gradebook Category* ? Assessment
Scoring* Automatic
Total Points* ? 100

Submission Date
Due Date* ? Aug 21, 2023 9:59 PM

Resources / References

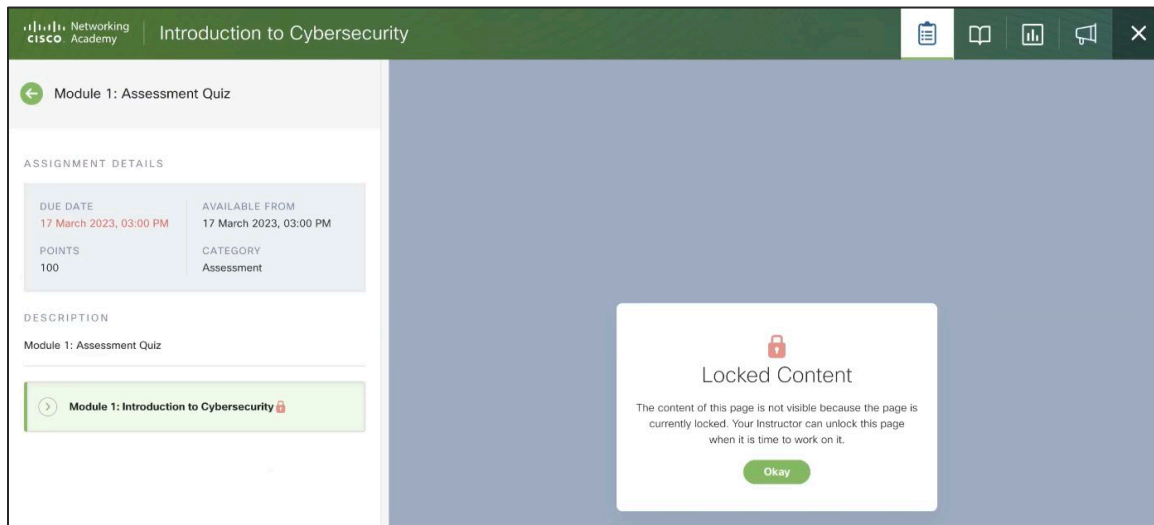
Availability
☐ Available Now ☒ Schedule Availability ?
Available From* Aug 21, 2023 3:59 AM
Until* Aug 21, 2023 9:59 PM

Visibility
Folder ? Cyber Threat Managen
Assignment Visibility Visible to learners

Submissions
Submission Required ? None

Grade Settings
Attempts
☒ Allow multiple attempts on assignment
Number of Attempt Unlimited
Score to Keep Last Attempt
Missing Assignment
Treat as Zero
Grade Visibility
Automatic

When you lock an assignment students will see a ‘**Locked Content**’ message. They need to wait until the availability date to be able to access this content.



Create a custom assignment


Custom assignments allow an instructor to create personalized activities. To create a custom assignment, click on ‘+ Create’ and select ‘Assignment’.

On the ‘Assignment Type’ dropdown, select ‘Custom Assignment’ and add a name and description for your assignment.

If you want to attach a file or any other file type (for example a Cisco Packet Tracer Activity), click on the paperclip icon under the ‘Resources / References’.

Define the gradebook settings for your assignment where you can select the number of points for the assignment. On the category dropdown, you can select the gradebook category for the assignment. Configure the visibility and set the due date for the assignment. Save and view the assignment.

Students can click on the assignment and upload the solution file on the platform.


Create Assignment

Assignment Type ?
Custom Assignment

Name*
Untitled Assignment

Short Description
Untitled Assignment

Description
Paragraph

Please add description here

Gradebook Settings
Grading Policy* ? Performance Based
Gradebook Category* ? Select a category
Scoring* Manual
Total Points* ? 100

Submission Date
Due Date* ?
Aug 21, 2023 9:59 PM

Resources / References

Availability
☐ Available Now ☒ Schedule Availability ?
Available From*
Aug 13, 2023 10:00 PM
Until*
Aug 21, 2023 9:59 PM

Visibility
Folder ? No Folder
Assignment Visibility Visible to learners

Custom assignments can be graded or ungraded. Submission of students' work for graded assignments is mandatory. Graded custom assignments require manual grading. You have flexible options for assignment grading.

Instructions
Paragraph

Please make sure to submit this assignment to receive your grade.

Gradebook Settings
Grading Policy ? Graded
Gradebook Category Reading
Scoring Manual
Total Points ? 100

Submission Date
Due Date ?
Aug 01, 2024 11:59 PM

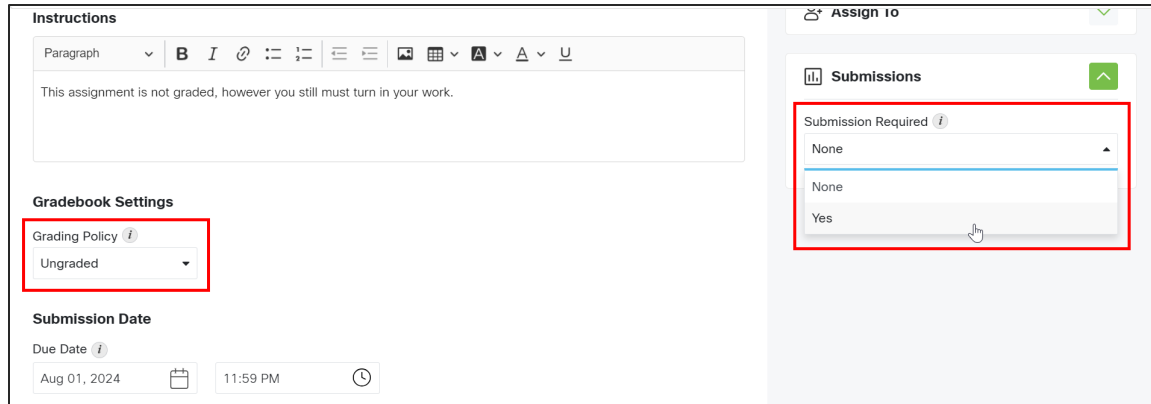
Assign to

Submissions
Submission Required ? Yes

Grade Settings
Attempts
Number of Attempt Single
Score to Keep Last Attempt

Missing Assignment

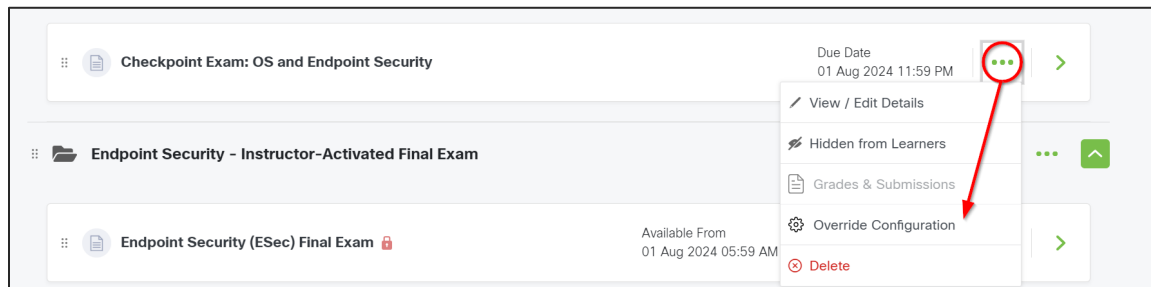
Ungraded assignments by default do not require students to submit their work. However you have flexibility to make the submission mandatory.



Student accommodations with override configurations

Override configuration is an alternative set of availability, attempts, and grading policies that is applied to a specific student or a subset of students in your class. This can be used when one or more students require a special accommodation for their assignment.

To create an override configuration, select the corresponding option of an assignment.



Give your override configuration a name, select students, and customize accommodation details. Here you can change the availability, submission dates, and number of submission attempts for the student(s).

Create Assignment Configuration

Configuration Name

Up to 5 attempts, available right away

Select Learners

Select Learners from the list

Test-1 User3

Clear

Availability

☒ Available Now

☐ Schedule Availability

Available From*

Apr 09, 2024

6:44 PM

Until*

Apr 30, 2024

11:59 PM

Submission Date

Due Date*

Apr 30, 2024

11:59 PM

No Later Than Date*

Apr 30, 2024

11:59 PM

Attempt ?

☒ Allow multiple attempts on assignment

Number of attempts

Multiple

5

Score to keep

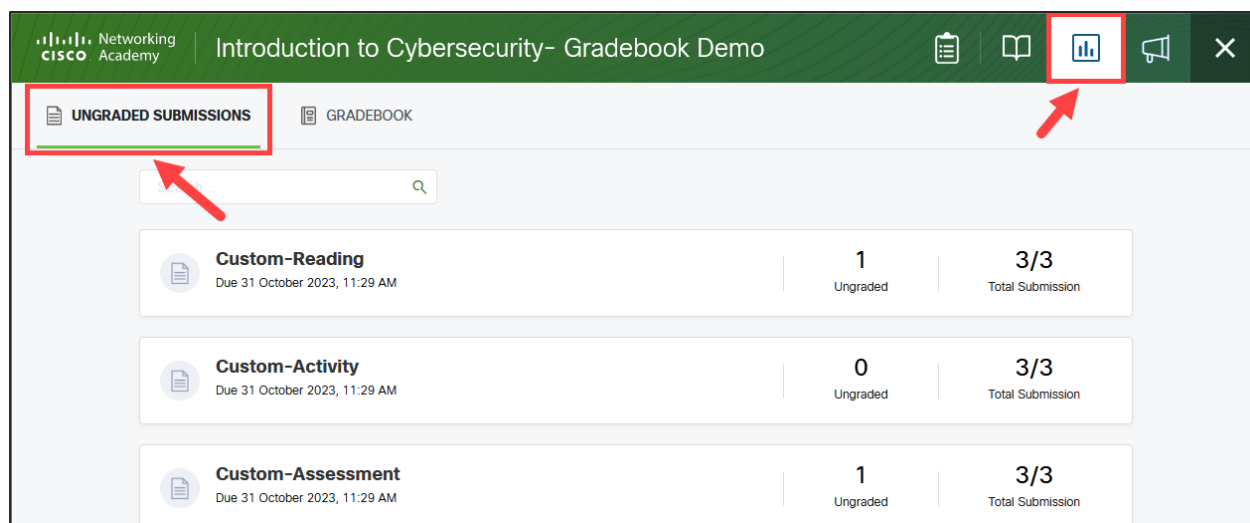
Highest

Cancel

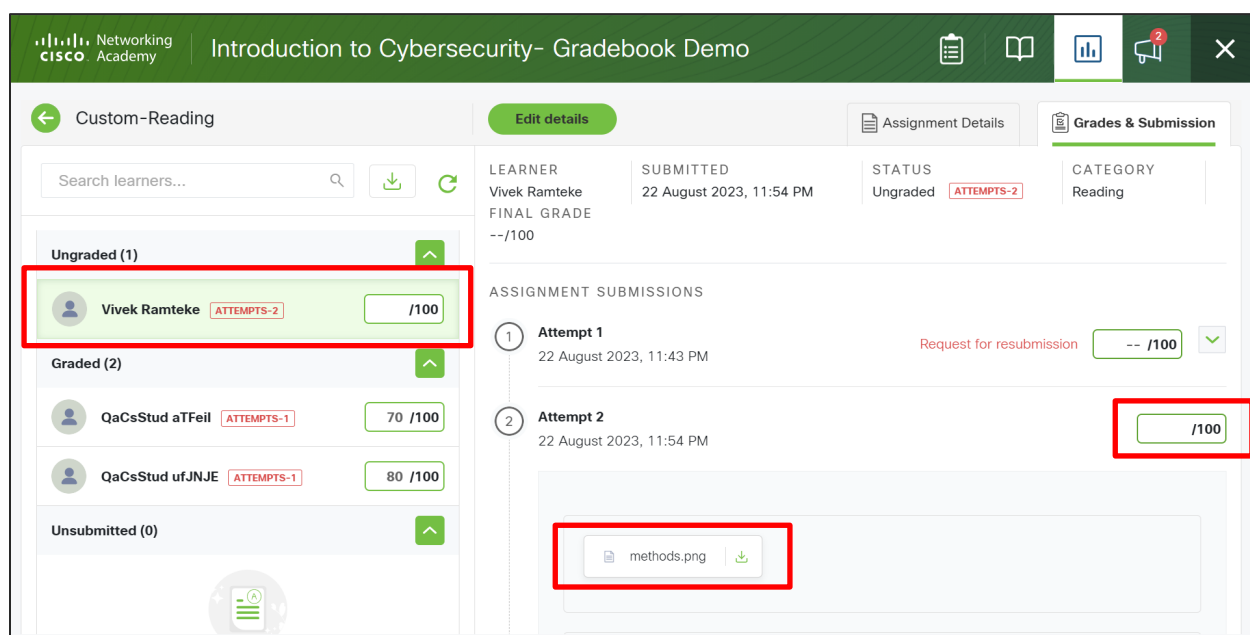
Create

Grading a custom assignment

While in your class, click on the gradebook icon in the upper right (between the book and megaphone icons). Then click on the **'Ungraded Submissions'** tab in the upper left. Select an assignment you wish to grade.

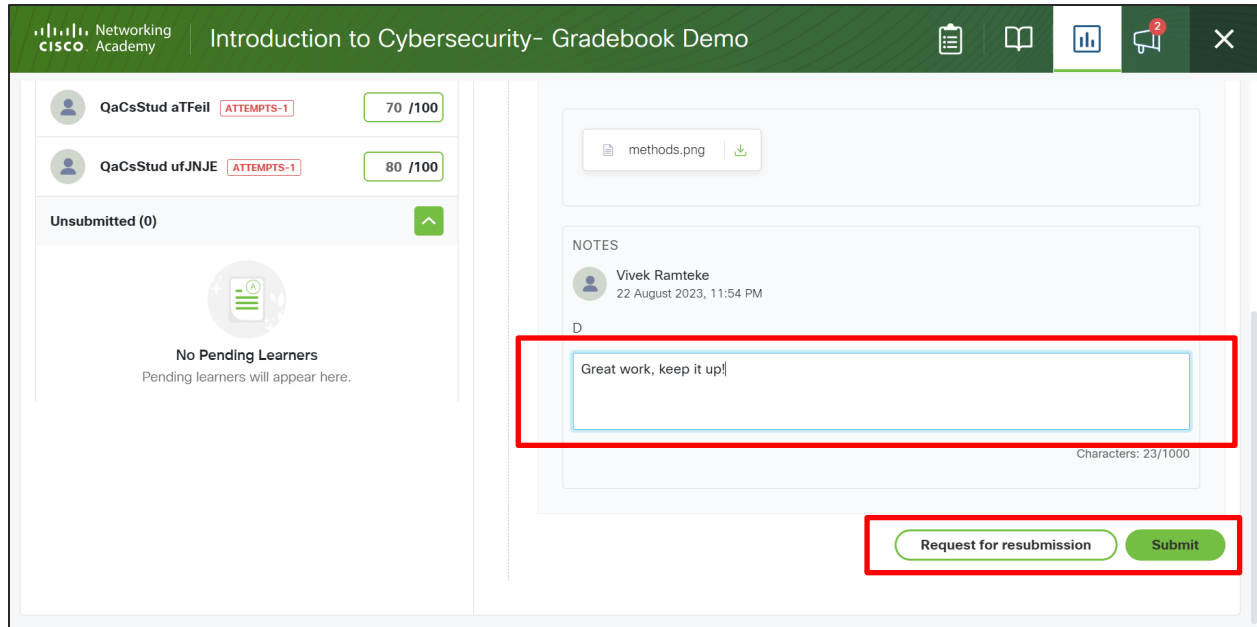


Select the student with ungraded attempts on the left. On the right, you can see the full student submission and grading timeline for this assignment, for all their attempts. The submission may include files uploaded by the student, as well as an inline text written by them. From here, you can download and review the file submitted by the student, write feedback on student's submission and enter the grade in the box.



Additional Resources – [Assignment Video](#) (must be logged into SkillsforAll.com and change role to Instructor)

At the bottom you have the option to submit the grade or request student to resubmit the assignment if you are not satisfied with the answer provided by the student.



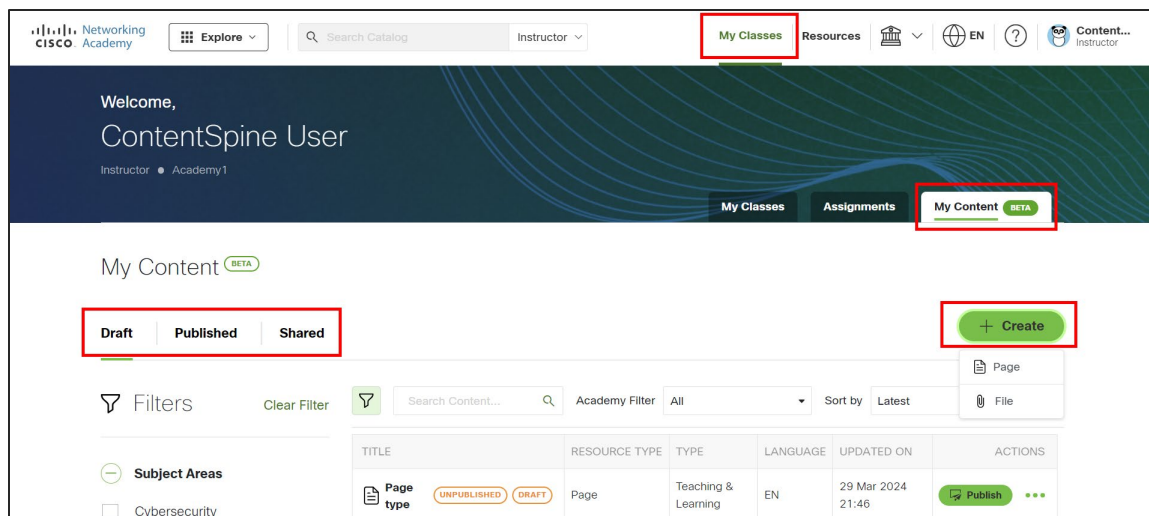
Customize course content

You can create custom pages, videos, playlists, and assessments and add them to your classes. From the **My Classes** page, click the **My Content** tab. On this tab, you can see and manage all custom content for your classes.

There are three content states possible:

- **Draft** – items are created but not published yet. Draft items cannot be seen by students in a class.
- **Published** – items are available to be used in classes. Only you can see these items and add them into classes.
- **Shared** – other instructors at your academy can see shared items. They also can use them in their classes.

Click **Create** to add new draft content.



Welcome,
ContentSpine User
Instructor • Academy1

My Classes Assignments **My Content** BETA

My Content BETA

Draft Published Shared

+ Create

Page
File

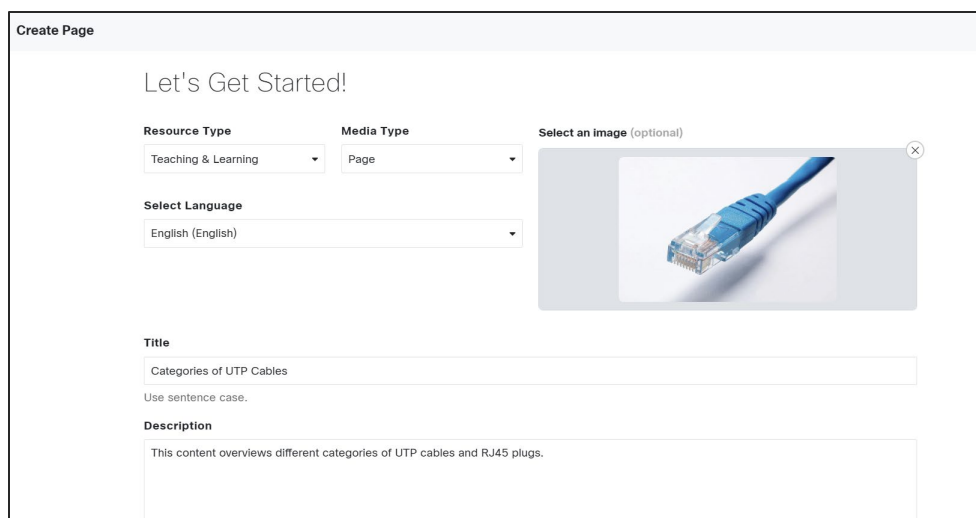
Filters Clear Filter Search Content... Academy Filter All Sort by Latest

Subject Areas
Cybersecurity

TITLE	RESOURCE TYPE	TYPE	LANGUAGE	UPDATED ON	ACTIONS
Page type	Page	Teaching & Learning	EN	29 Mar 2024 21:46	UNPUBLISHED DRAFT Publish

You can create a page or a file. The first steps in the page or file creation are similar.

Fill in the basic details about your content: Resource Type, Media Type, Select Language, Title and Description.



Create Page

Let's Get Started!

Resource Type: Teaching & Learning Media Type: Page Select an image (optional)

Select Language: English (English)

Title: Categories of UTP Cables
Use sentence case.

Description: This content overviews different categories of UTP cables and RJ45 plugs.

You can additionally specify authors of the content, as well as difficulty level, subject area and course affiliation. Click **Create** to confirm.

Author (optional)

×

Add Author

ContentSpine UserTwo
csuser2@sfa.com
×

ContentSpine User 4
csuser4@sfa.com
×

Tags (optional)

Difficulty Level

Beginner

Subject Area

Networking ×

Course

Networking Devices and Initial Configuration ×

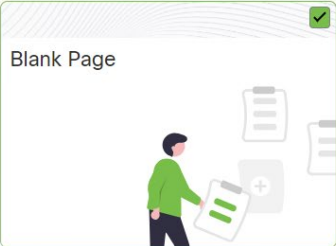
Cancel

Create

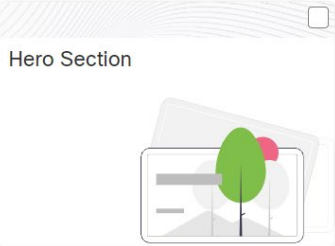
On the next step, select a template for your content page. For this example, we will use a blank page.

How would you like to start ?

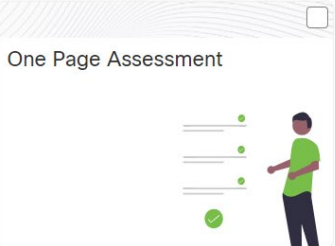
Blank Page



Hero Section

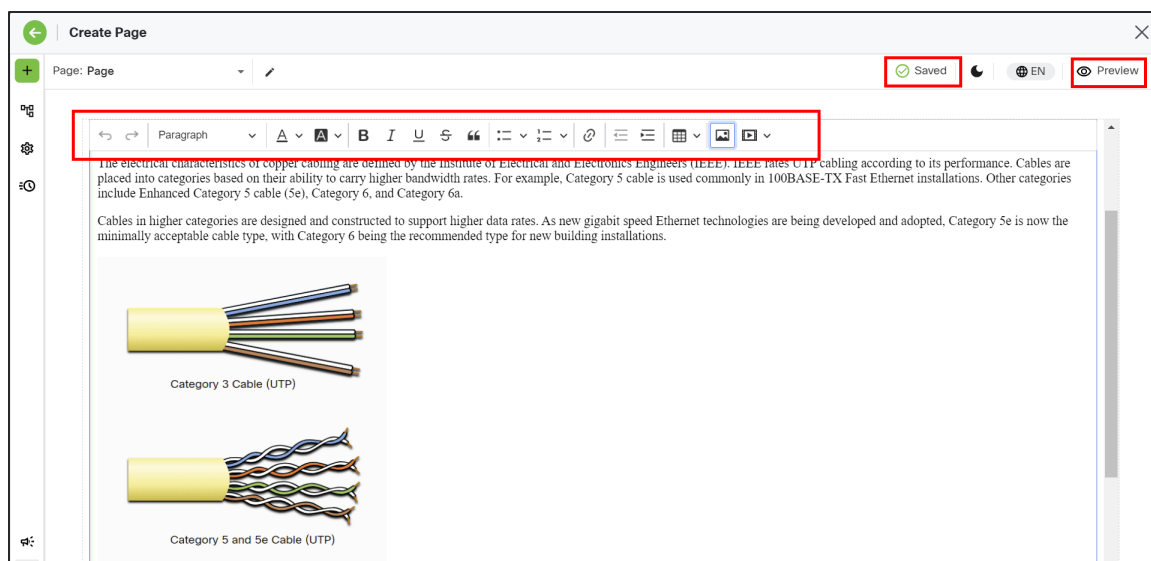


One Page Assessment

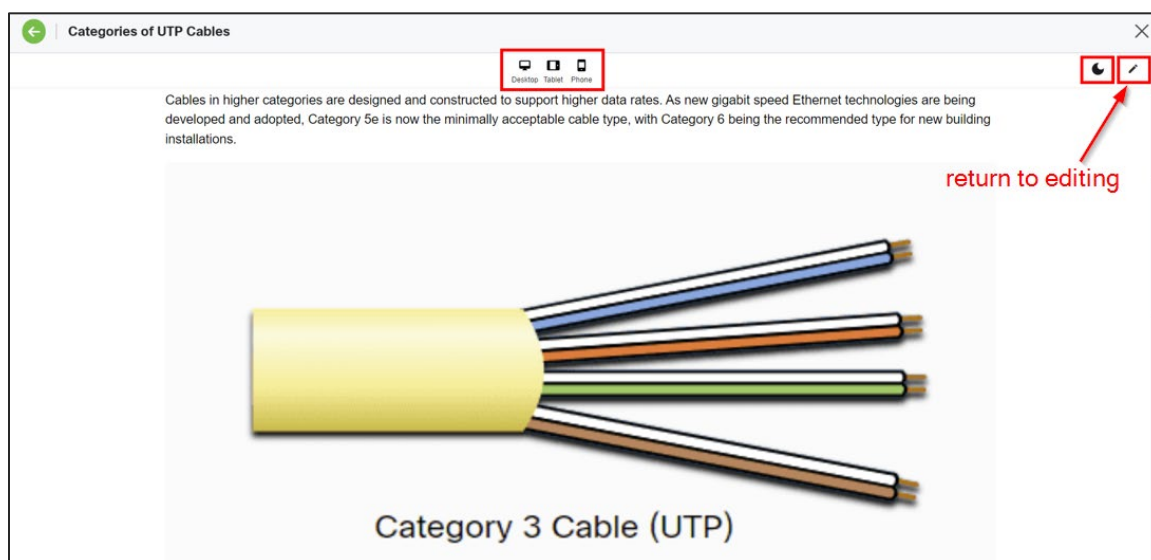


Create

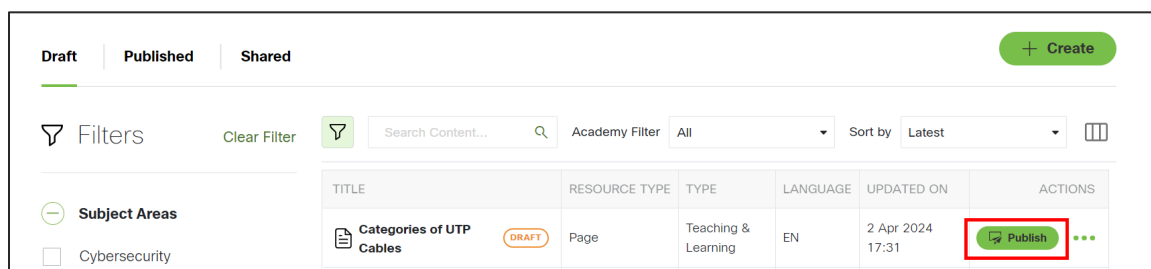
In the content editor, you can compose and customize your content. To create a basic page with graphics, use the rich text editor. Note that changes are automatically saved.



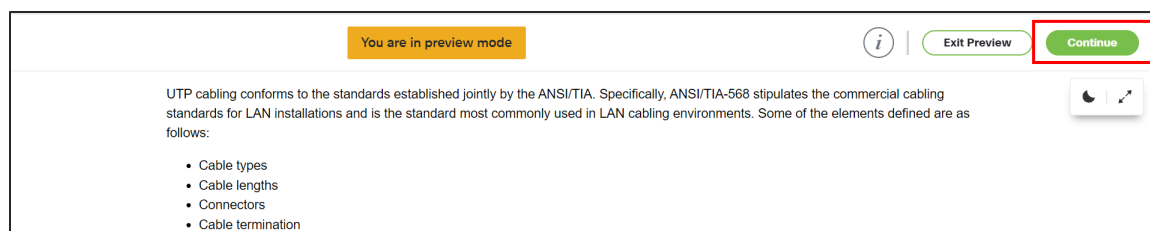
You can use the **Preview** button to preview the content at any time. In Preview mode, you can toggle between desktop, tablet, and mobile phone screen sizes, as well as the dark color theme. Click the pencil icon to return to the editing mode.



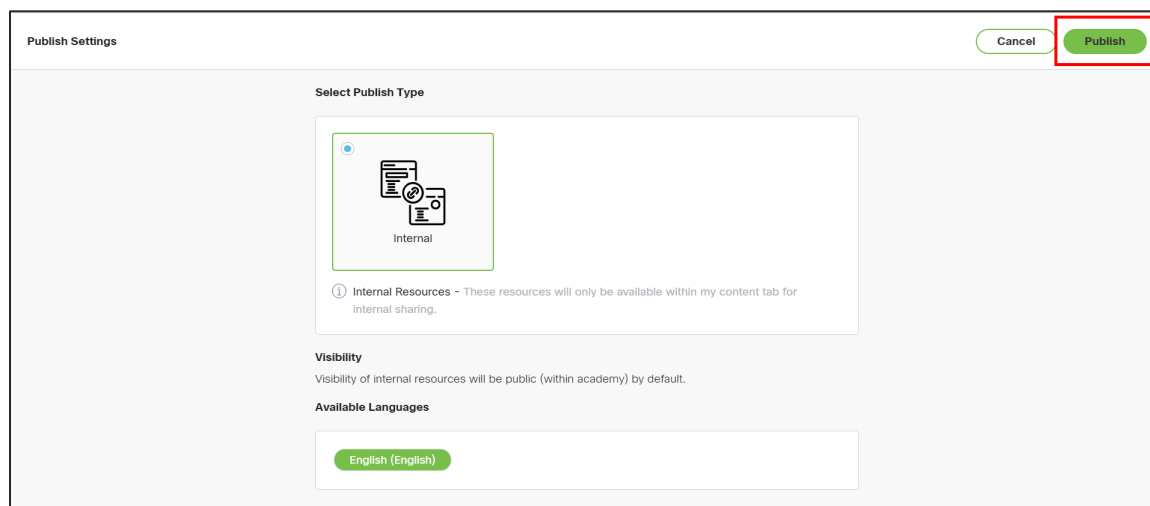
Once you close the editor, your content will show on the Draft tab. Click **Publish** to begin publishing the content.



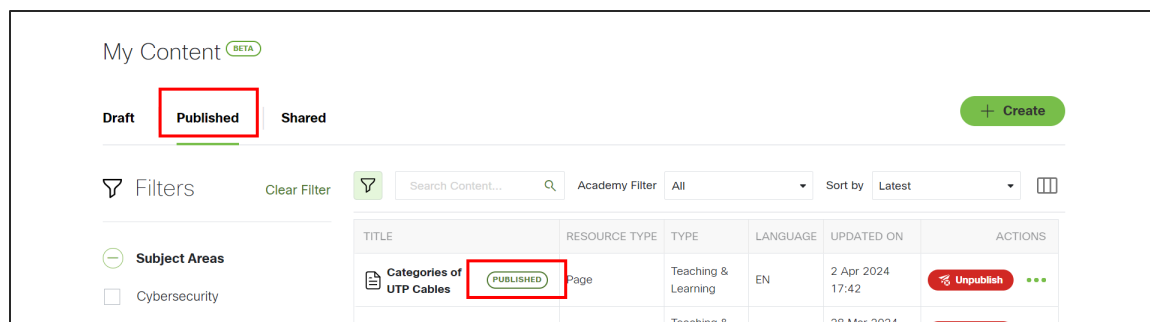
A preview mode page will be open. Click Continue on the preview screen to proceed.



On the next screen, you will enter the Publish settings where the visibility of the content is set to Internal. Internal resources can only be shared within your academy. It is the only type currently supported. Click **Publish**.



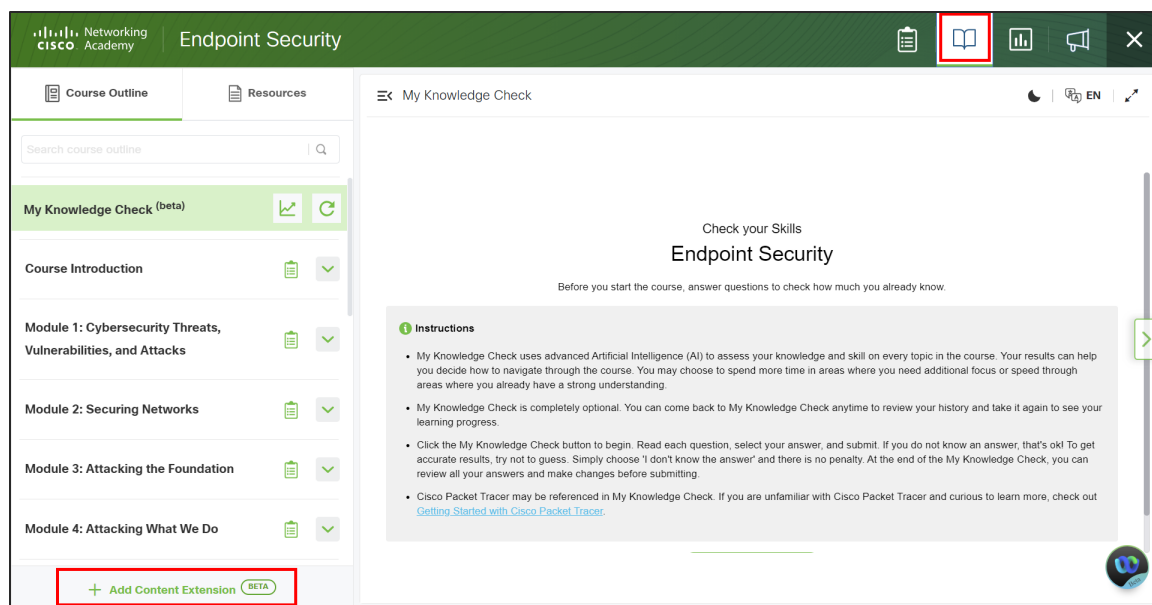
Once complete, you will find your content on the Published tab of the My Content page.



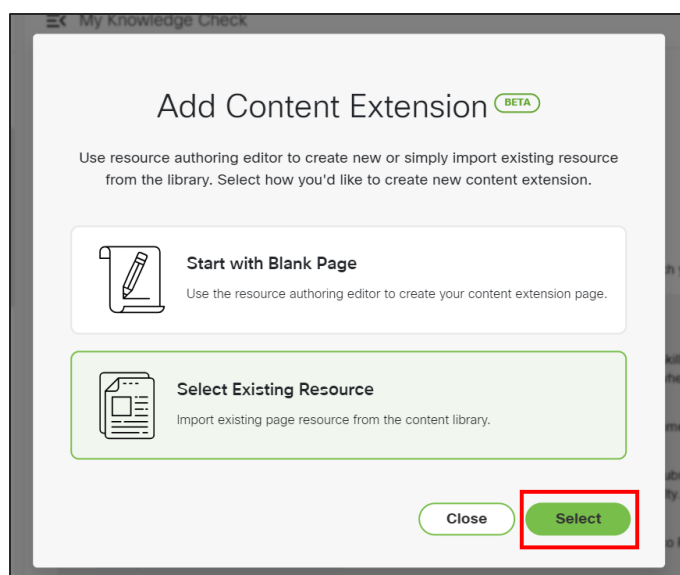
Note that students still cannot access the content. To make it available to students, add it to one or more of your classes.

Add custom content to a class

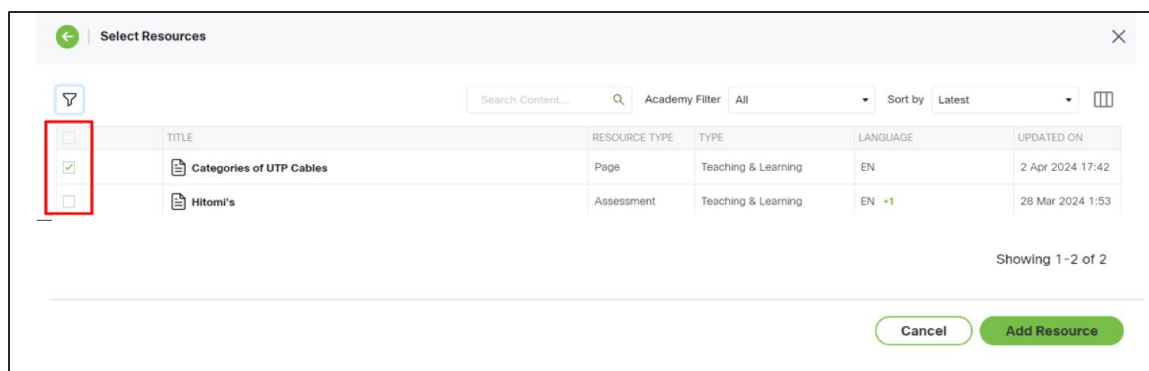
To add a custom content to your class, go to the Content view of your class and click the Add Content Extension button at the bottom of the Course Outline.



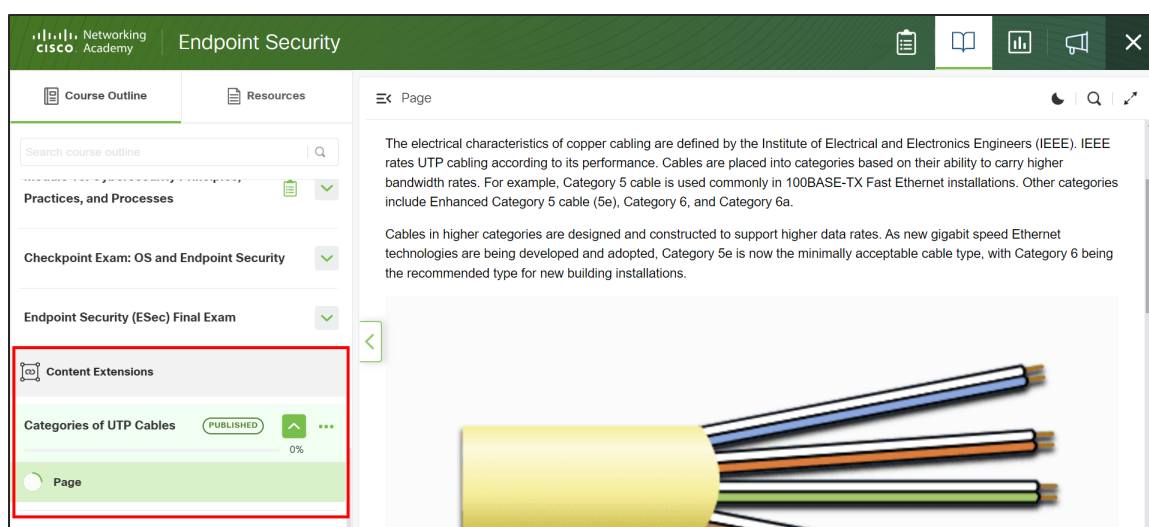
On the next screen, choose **Select Existing Resource** and click **Select**. Alternatively, you can create a new resource here as well.



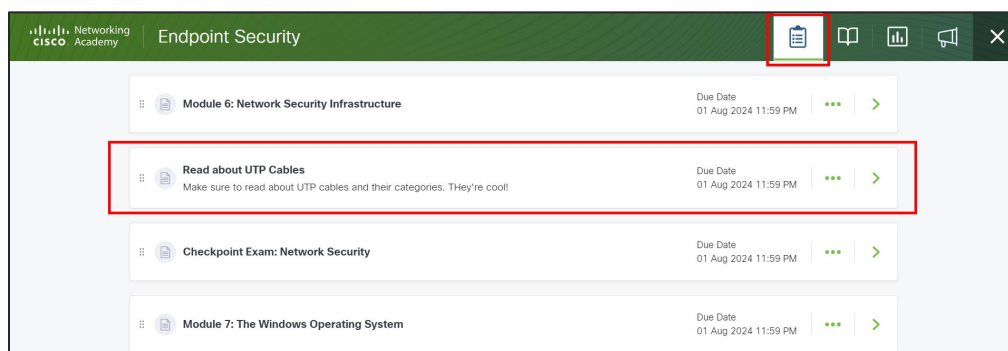
From the list of published resources, select one or more and click **Add Resource** at the bottom.



Your custom content or set of resources has been added to the class as a content customization. It is now displayed at the bottom of the Course Outline and is viewable by students.




If you wish to include this content into a specific place in your course sequence, you can create a **Content Assignment** for this content. The item will show in the modules list on the Assignments page. Refer to [Create content assignments](#) for details.



Monitor student progress

You can track your students' progress using the Gradebook. Under 'My Classes', click on the class where you want to track progress.



Course | Instructor Led

Introduction to Cybersecurity

Explore the exciting field of cybersecurity and why...

Skills For All

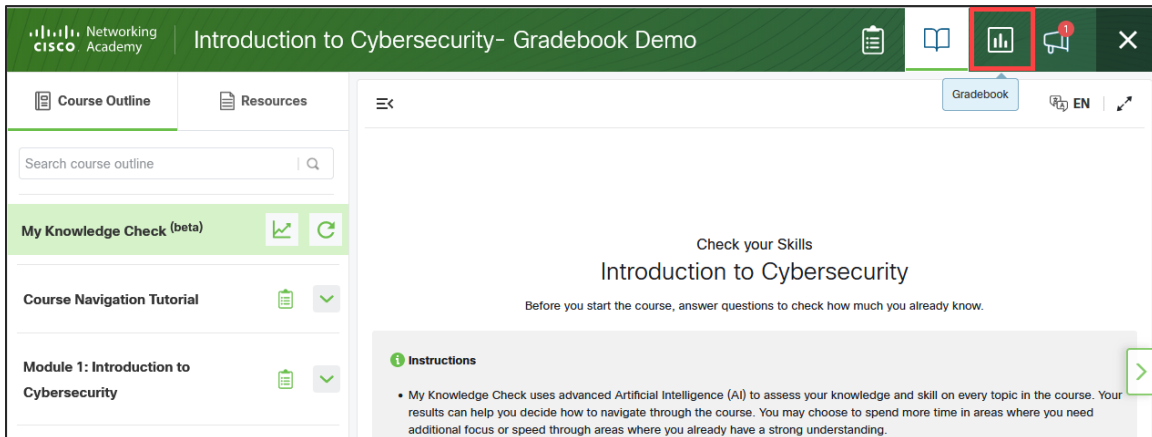
6 Hours | Beginner

Instructor Led | 2 Classes

2 Classes

CLASS	TYPE	INSTRUCTOR	LANGUAGE	ACTIONS
Introduction to Cybersecurity- Gradebook... Aug 21, 2023 - Oct 31, 2023	Instructor Led	ContentSpine User 1	English	Invite Learners ...

This will take you to the course page. The gradebook can be found in the upper right corner.



Networking Academy | Introduction to Cybersecurity- Gradebook Demo

Course Outline | Resources

Search course outline

My Knowledge Check (beta)

Course Navigation Tutorial

Module 1: Introduction to Cybersecurity

Gradebook

Check your Skills

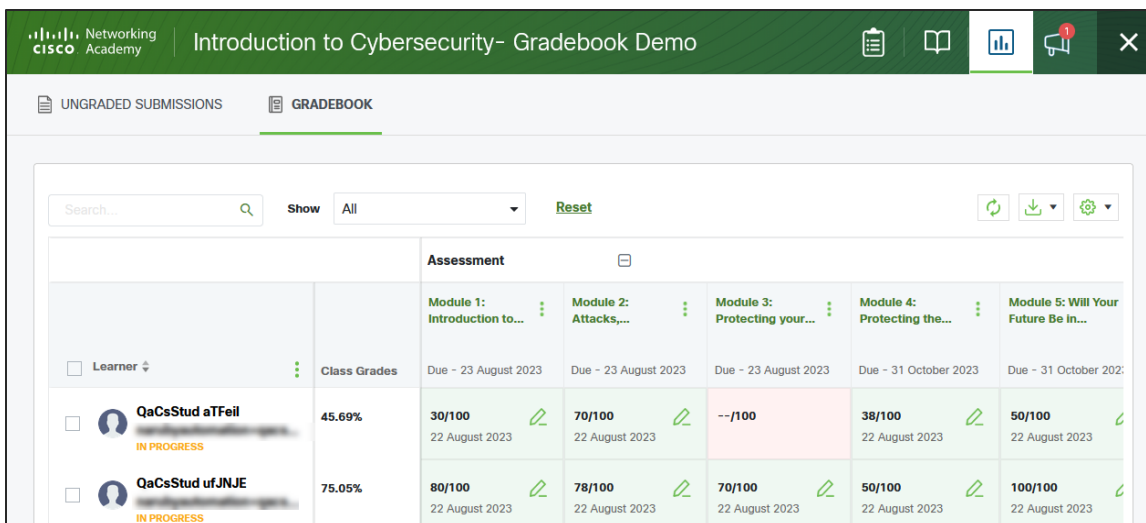
Introduction to Cybersecurity

Before you start the course, answer questions to check how much you already know.

Instructions

- My Knowledge Check uses advanced Artificial Intelligence (AI) to assess your knowledge and skill on every topic in the course. Your results can help you decide how to navigate through the course. You may choose to spend more time in areas where you need additional focus or speed through areas where you already have a strong understanding.

Select the 'Gradebook' icon on the top right. You will see a list of students and the scores received for each exam. Instructors can modify the grades manually in both Self-paced and Instructor-led courses.

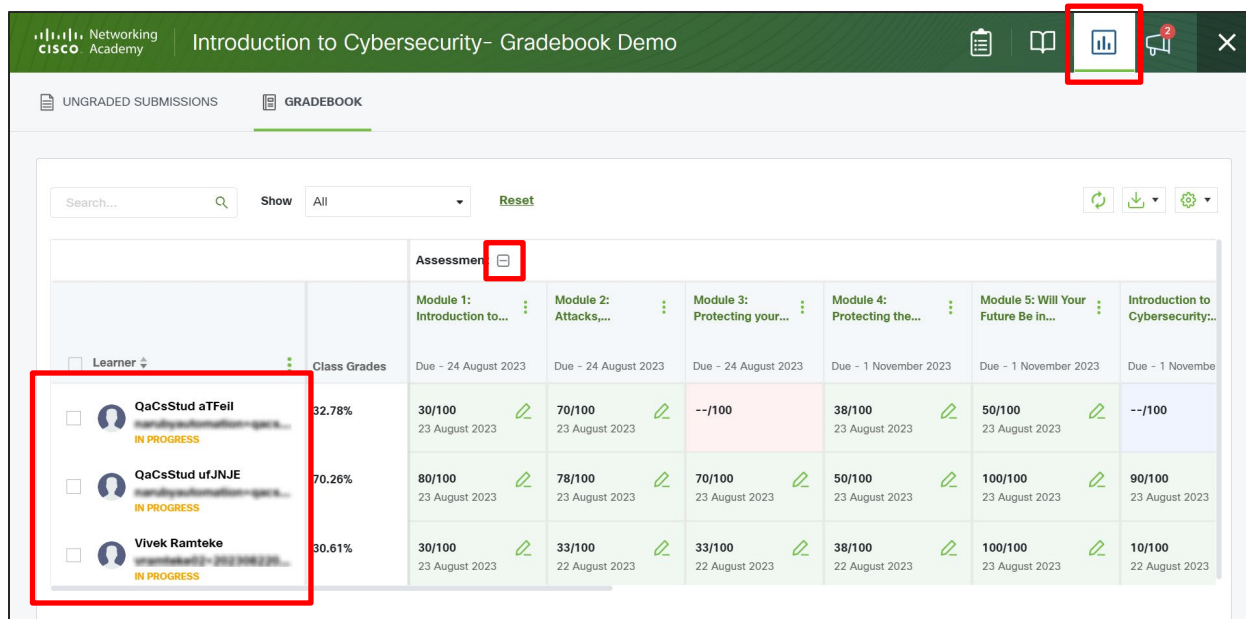


Learner	Class Grades	Module 1: Introduction to...	Module 2: Attacks,...	Module 3: Protecting your...	Module 4: Protecting the...	Module 5: Will Your Future Be in...
QaCsStud aTFeil IN PROGRESS	45.69%	30/100 22 August 2023	70/100 22 August 2023	--/100	38/100 22 August 2023	50/100 22 August 2023
QaCsStud ufJNJE IN PROGRESS	75.05%	80/100 22 August 2023	78/100 22 August 2023	70/100 22 August 2023	50/100 22 August 2023	100/100 22 August 2023

For Instructor-led courses only, instructors can create additional assignments to be included in the gradebook. Instructions are provided later in this guide.

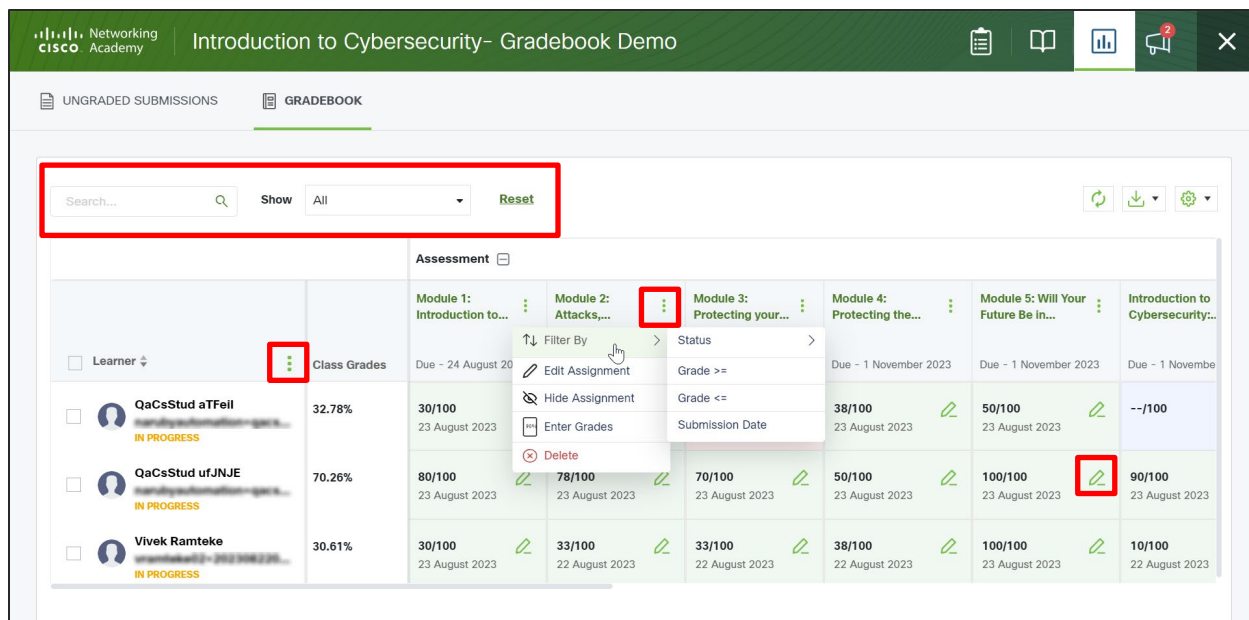
Customizable gradebook

To access the Gradebook, click on the gradebook icon in the upper right. In the main gradebook view, students' name and emails are listed on the left, and assignments are organized in columns grouped into categories. You can click the button to collapse and expand categories. Student grades are displayed in the table and color coded for grade status.



Learner	Class Grades	Module 1: Introduction to...	Module 2: Attacks,...	Module 3: Protecting your...	Module 4: Protecting the...	Module 5: Will Your Future Be in...	Introduction to Cybersecurity...
QaCsStud aTFeil IN PROGRESS	32.78%	30/100 23 August 2023	70/100 23 August 2023	--/100	38/100 23 August 2023	50/100 23 August 2023	--/100
QaCsStud ufJNJE IN PROGRESS	70.26%	80/100 23 August 2023	78/100 23 August 2023	70/100 23 August 2023	50/100 23 August 2023	100/100 23 August 2023	90/100 23 August 2023
Vivek Ramteke IN PROGRESS	30.61%	30/100 23 August 2023	33/100 22 August 2023	33/100 22 August 2023	38/100 22 August 2023	100/100 23 August 2023	10/100 22 August 2023

You can use the search bar to find individual students and sorting/filtering for students' names, emails and grade status and value. To quickly enter or modify a grade, click the pencil button.



Search... Show All Reset

Learner	Class Grades	Module 1: Introduction to...	Module 2: Attacks, Defenses, and Incident Response	Module 3: Protecting your...	Module 4: Protecting the...	Module 5: Will Your Future Be in...	Introduction to Cybersecurity...
QaCsStud aTFell	32.78%	30/100 23 August 2023	78/100 23 August 2023	70/100 23 August 2023	50/100 23 August 2023	100/100 23 August 2023	--/100
QaCsStud ufJNJE	70.26%	80/100 23 August 2023	78/100 23 August 2023	70/100 23 August 2023	50/100 23 August 2023	100/100 23 August 2023	90/100 23 August 2023
Vivek Ramteke	30.61%	30/100 23 August 2023	33/100 22 August 2023	33/100 22 August 2023	38/100 22 August 2023	100/100 23 August 2023	10/100 22 August 2023

Using the gear button at the upper right, you can change **Class Settings**. On the Setup Policies tab, you can select the following preferences:

Unsubmitted Assignment:

- Treat as Null – unsubmitted assignments will not be taken into consideration when summary and average grades are calculated
- Treat as Zeros – unsubmitted assignments are treated as zeros and reduce total and average scores

Attempt:

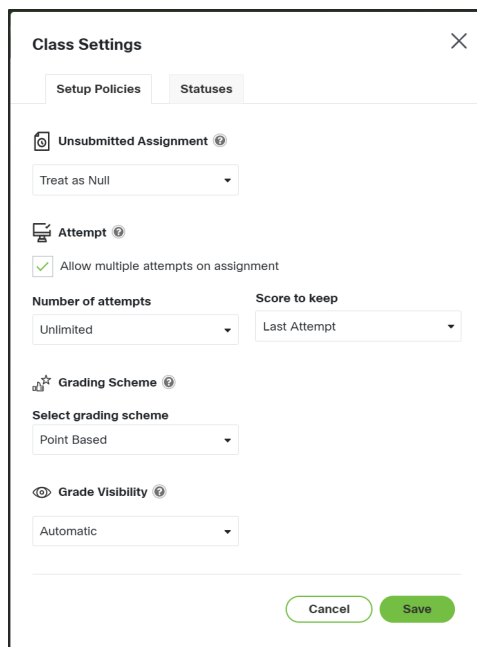
- Unlimited or specified number of attempts
- Which attempt's score is kept in the gradebook: last, first, highest, or lowest

Grading Scheme:

- Point Based – scores are calculated as plain points, with no regard to weighting
- Percentage Based – scores are normalized to percentages. This mode allows weighting assessment categories.

Grade Visibility:

- Automatic – grades are visible to students once they are awarded
- Manual – instructor will have to manually release grades to students. This is useful if you want the whole class to learn their grades at the same time.



Class Settings [X]

Setup Policies | **Statuses**

Unsubmitted Assignment ⓘ

Treat as Null ▼

Attempt ⓘ

☒ Allow multiple attempts on assignment

Number of attempts: Unlimited ▼

Score to keep: Last Attempt ▼

Grading Scheme ⓘ

Select grading scheme: Point Based ▼

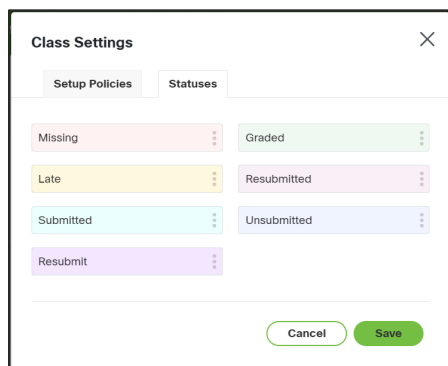
Grade Visibility ⓘ

Automatic ▼

Cancel Save

On the Statuses tab, you can customize grade statuses names and colors. The statuses mean:

- Unsubmitted – assignment is not submitted AND it is before the due date
- Missing – assignment is not submitted AND it is after the due date
- Submitted – assignment was submitted before the due date AND not graded
- Late – assignment was submitted after the due date AND not graded
- Graded – assignment was submitted AND graded
- Resubmit – assignment was submitted AND instructor requested a resubmission AND resubmission still pending
- Resubmitted – instructor has requested a resubmission AND student has submitted the resubmission AND it is not graded



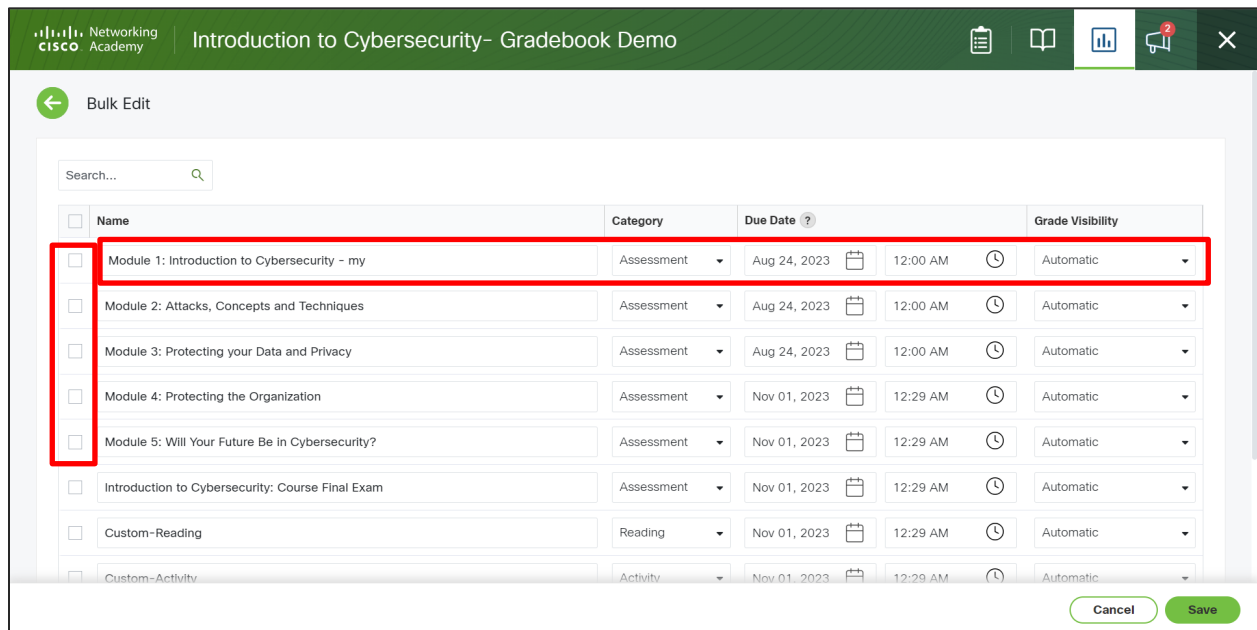
Class Settings [X]

Setup Policies | **Statuses**

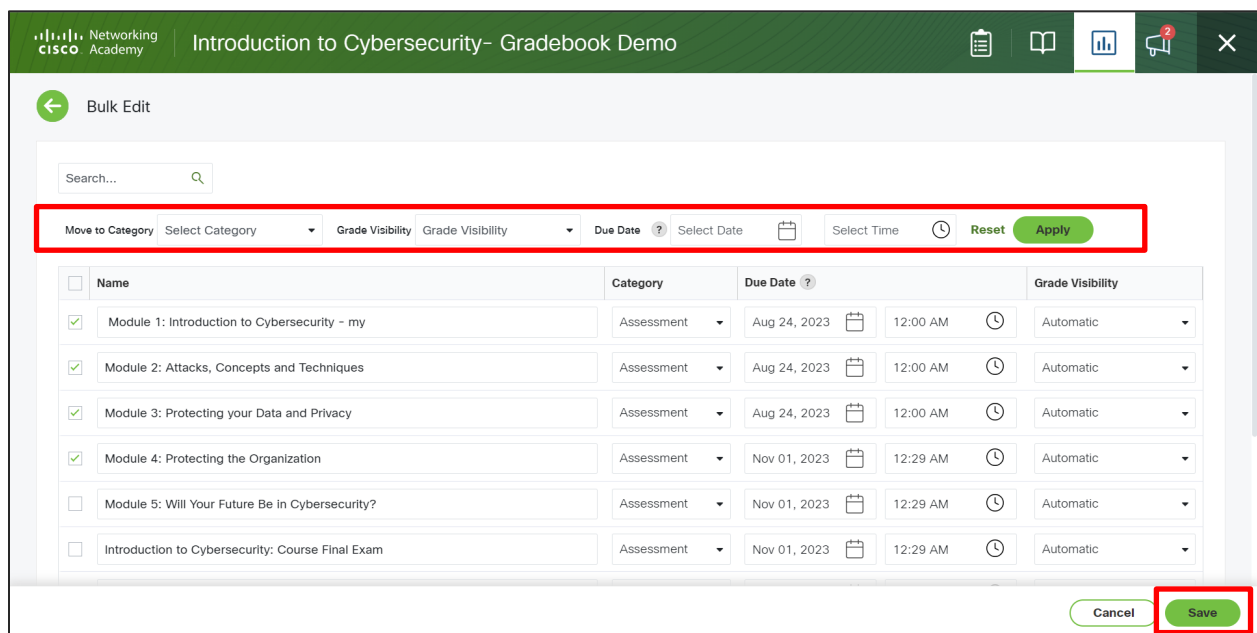
Missing	Graded
Late	Resubmitted
Submitted	Unsubmitted
Resubmit	

Cancel Save

Another option under the gear icon is **Manage Gradebook**. Here you can rearrange and regroup assignments. Click **Bulk Actions – Bulk Edit** Items to access bulk editing mode. This is a versatile mode where you can conveniently modify multiple assessment and grading parameters at the same time. Use the appropriate fields to edit assignment names, change categories, set due dates and grade visibility. Click on individual assignment checkboxes on the left to activate the bulk editing.



A panel will appear allowing you to modify the setting for all selected assignments at once. Click **Apply** and **Save** to save all changes.

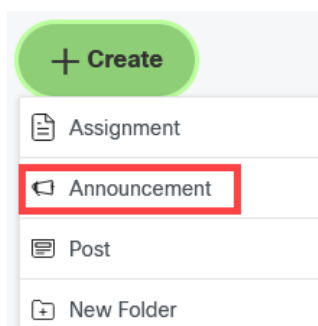


Additional resources – [Gradebook Video](#) (must be logged into SkillsforAll.com and change role to Instructor)

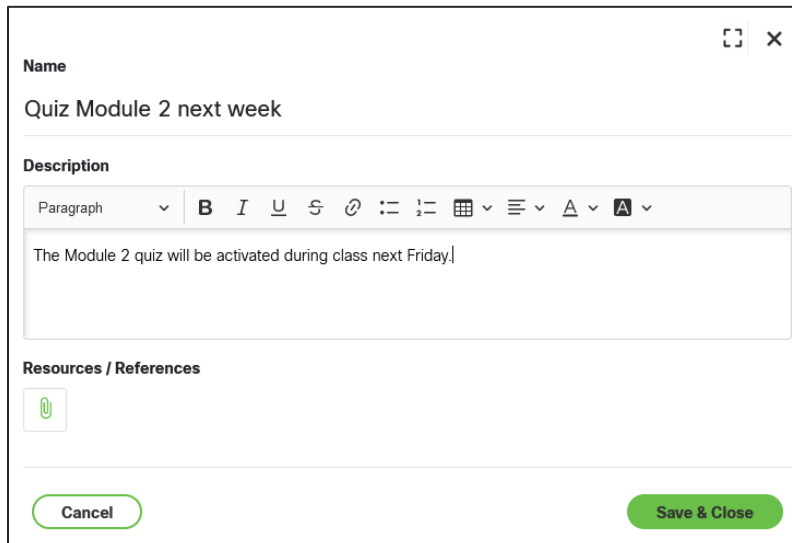
Create and pin/unpin an announcement

Announcements are displayed in the Announcements pane on the right which can be opened by the megaphone icon on the top right. Optionally, an announcement may be pinned to be displayed on the top of the Assignments page.

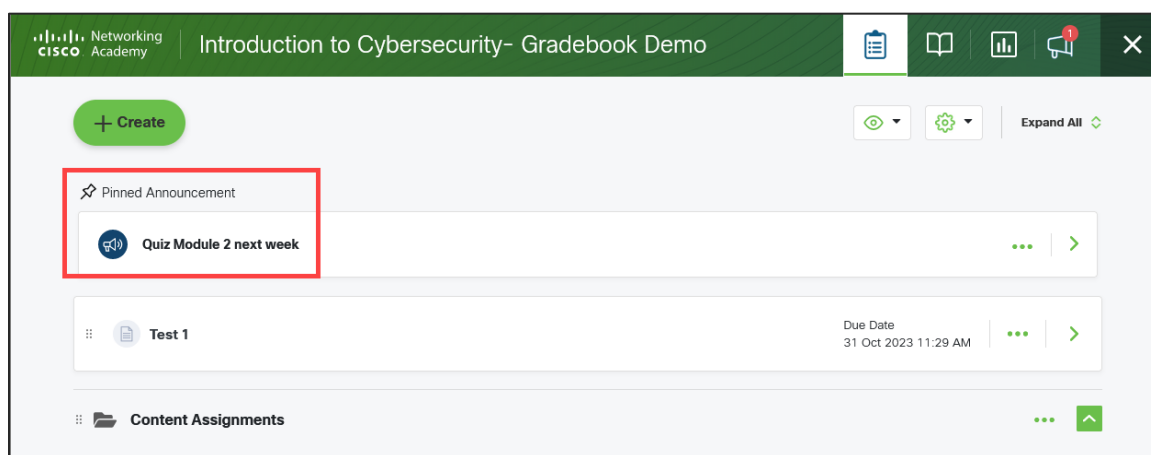
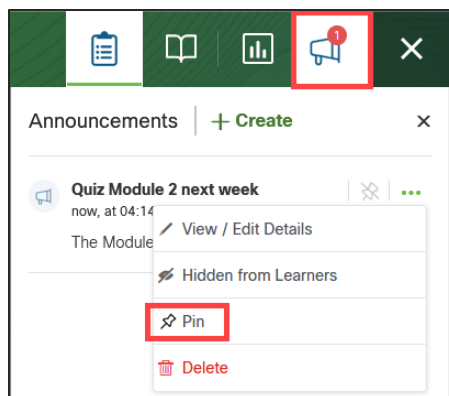
First, add a new announcement. From the assignments tab, click on **'+ Create'**. From the dropdown menu, select **'Announcement'**.



To create the announcement, add a name and description for your announcement. There is an option to attach a file by clicking on the paperclip icon underneath 'Resources / References'. Click **'Save & Close'** to finish.


 A screenshot of a form for creating an announcement. The form has a title bar with a maximize icon and a close 'X' icon. It contains three main sections:
 1. 'Name': A text field containing 'Quiz Module 2 next week'.
 2. 'Description': A rich text editor with a toolbar showing options for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Link (chain), Unlink, Bulleted List, Numbered List, Table, Indent, Decrease Indent, Text Color, and Background Color. The text area contains 'The Module 2 quiz will be activated during class next Friday.'
 3. 'Resources / References': A section with a paperclip icon for attaching files.
 At the bottom are two buttons: 'Cancel' and 'Save & Close'.

To pin your announcement, click on the megaphone icon to the left of the 'X' in the upper right corner. This will open a menu listing all announcements you have created. Click on the 'Pin' icon for the announcement you want to be pinned. It will appear at the top of the Assignments page.

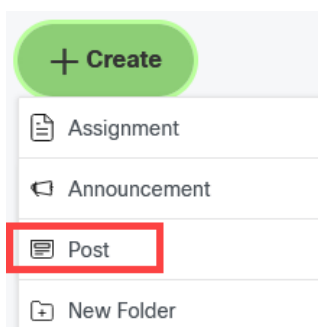


Note: You can only pin one announcement at a time to be shown at the top of the class homepage. You can unpin an old announcement and pin a new one you want to highlight at the top of the page.

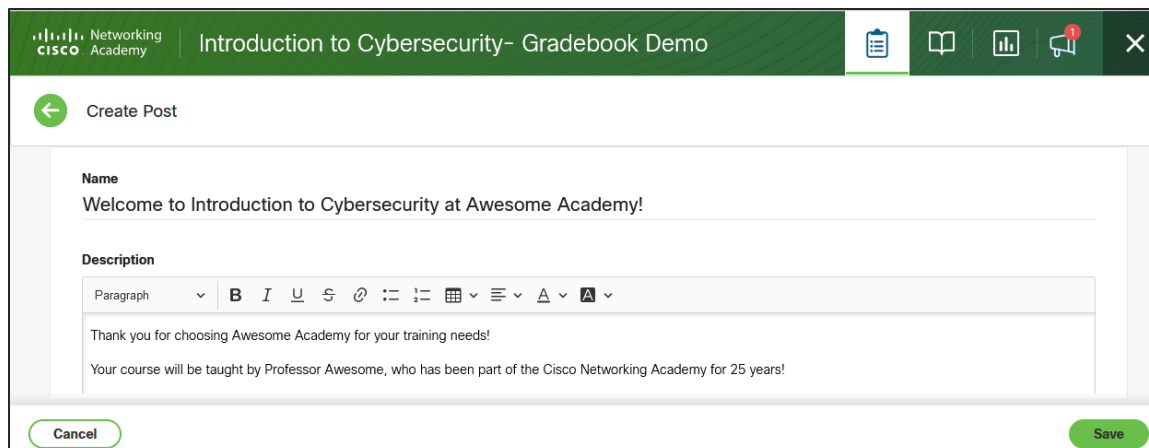
Create a post

Posts allow instructors to add text to the assignment page. For example, a welcome message at the top of the page or maybe additional instructions for a particular section.

Click '+Create' on the assignment page in the course and select **Post**.



Enter a name and description, then click **Save**.

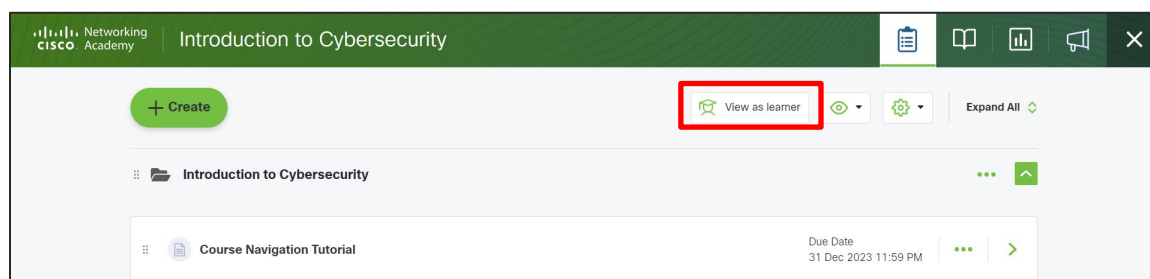


The post will show at the top of the assignment page. You can move it wherever you would like it to show. A longer post will have the 'show more' link at the bottom. Click to view full post.

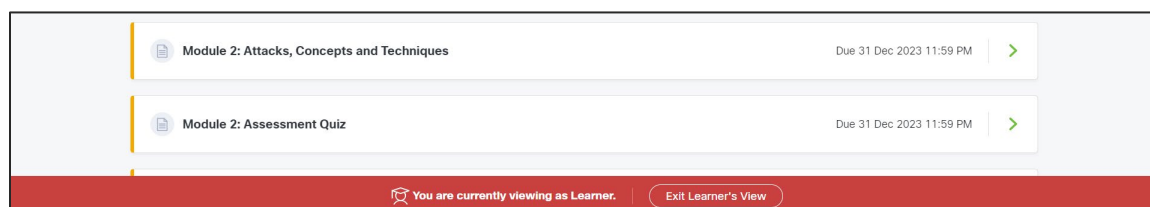
Additional resources – [Posts Video](#) (must be logged into SkillsforAll.com and change role to Instructor)

View as Learner

You can see how your customizations will look from a student's perspective. Click **View as Learner** to switch to the learner view.



Click Exit Learner's View to go back to instructor view.



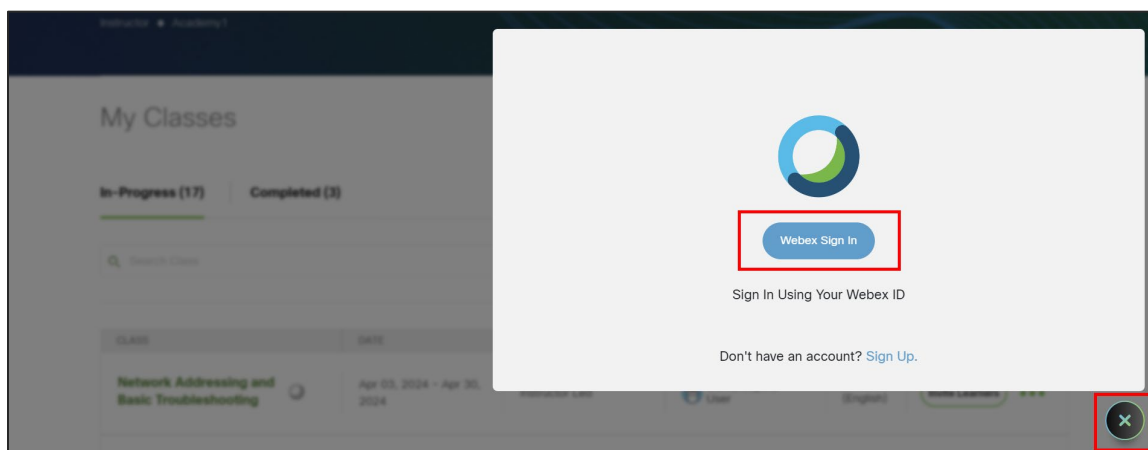
Class Messaging

With Class Messaging you can communicate with your students individually, or with the whole class, as well as create communication groups within the class. Class Messaging leverages Webex in the back-

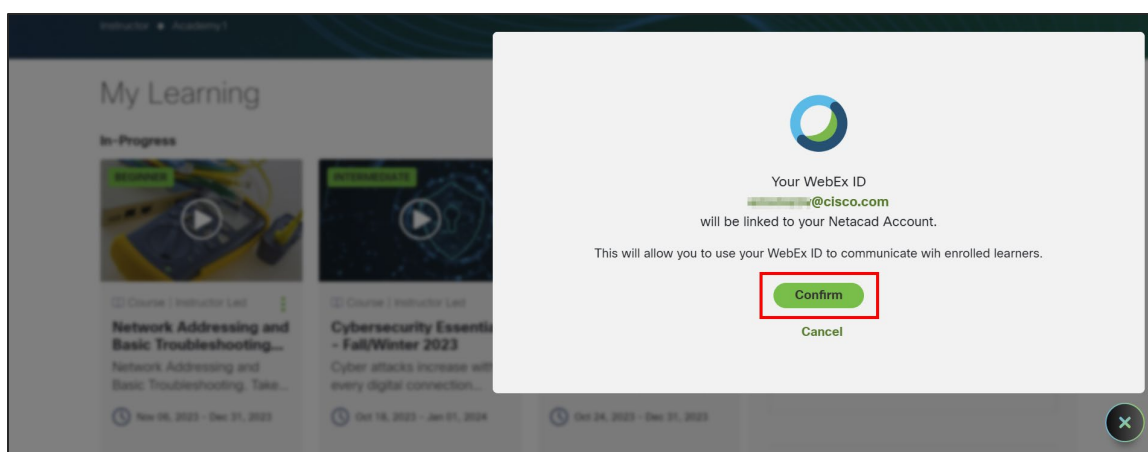
end. Students use Skills For All built-in web widget for messaging. Instructor can use the same widget or their preferred Webex app.

Instructors are required to have a Webex account, but students use a guest account. You can use any type of Webex account, including NetAcad-provided licenses, purchased licenses, and free Webex accounts. As a NetAcad instructor, you can request your free-of-charge Webex license from your instructor profile on NetAcad.com.

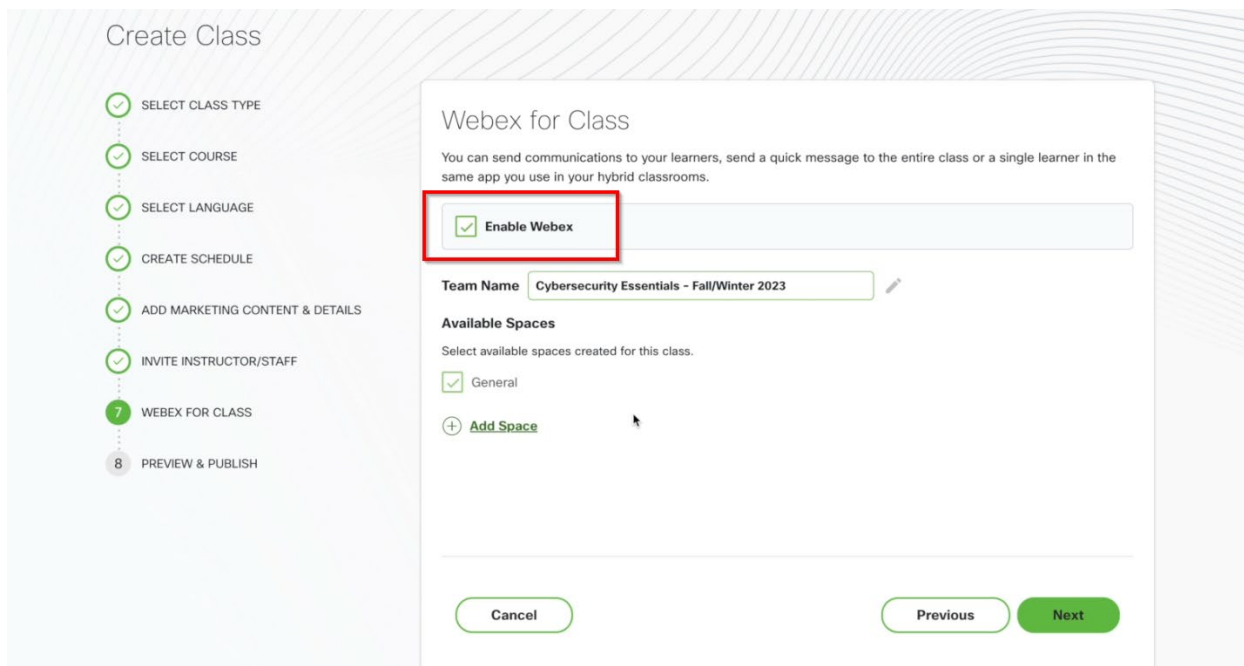
To link your Webex account to Skills for All, from the **My Classes** page, click the Webex icon at the bottom right. Then sign in to Webex.



Confirm to link your Webex account. Webex account linking is only needed once, the platform will remember your account. You may still need to sign in to your Webex account within the platform occasionally, for security reasons.



When you create a new class, select the option to enable Webex. You can create additional spaces for group communication on this screen, or at a later time.



Create Class

- SELECT CLASS TYPE
- SELECT COURSE
- SELECT LANGUAGE
- CREATE SCHEDULE
- ADD MARKETING CONTENT & DETAILS
- INVITE INSTRUCTOR/STAFF
- 7 WEBEX FOR CLASS**
- 8 PREVIEW & PUBLISH

Webex for Class

You can send communications to your learners, send a quick message to the entire class or a single learner in the same app you use in your hybrid classrooms.

☒ **Enable Webex**

Team Name:

Available Spaces

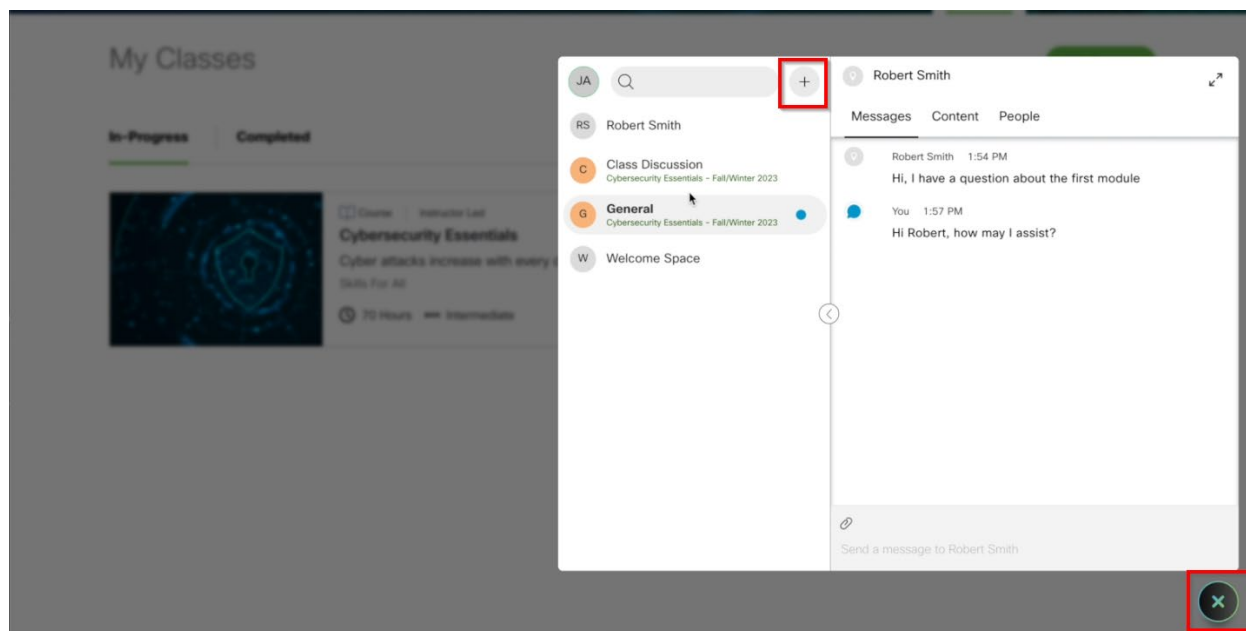
Select available spaces created for this class.

☒ General

[+ Add Space](#)

[Cancel](#) [Previous](#) [Next](#)

Click the button at the bottom right to bring up the Messaging widget. You can do this from the My Classes dashboard, or class context. Use the widget to exchange messages with your students, or create and manage additional spaces for group communication.



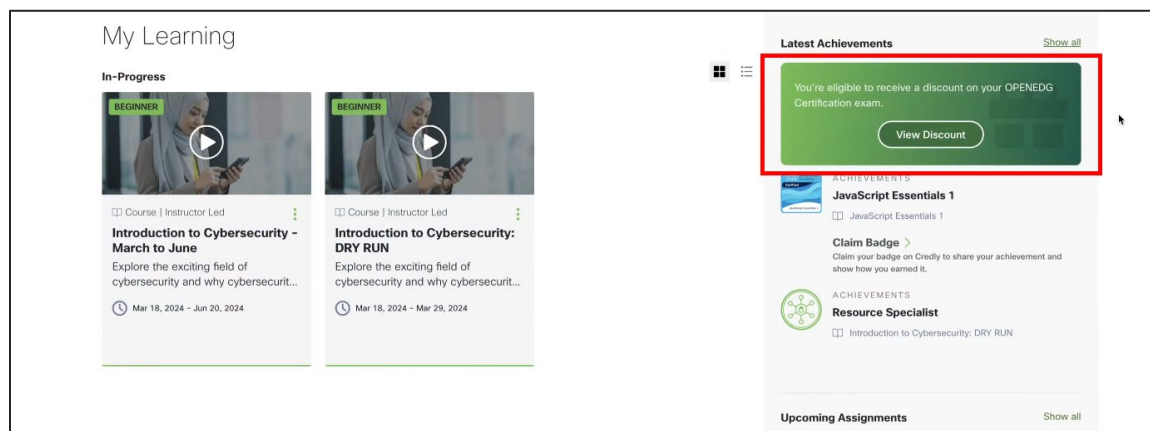
Additional Videos

- [Class Messaging](#) – Instructor focus
- [Class Messaging](#) – Student focus

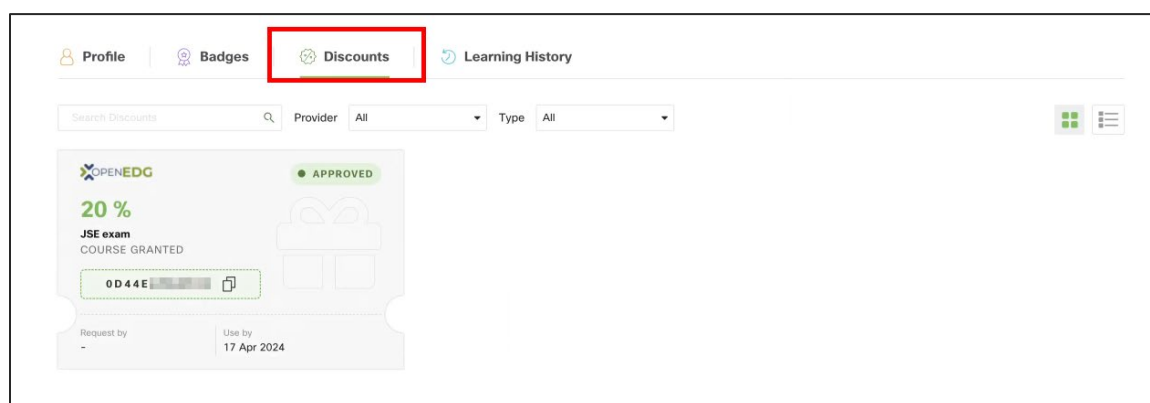
Student discounts

Some courses offer certification discounts when students complete a course and meet the eligibility criteria. Currently, only discounts for Javascript Essentials and Python Essentials courses are supported.

Once a discount becomes available, a panel with the **View Discount** button will show on the student's My Learning page.



This button will take the student to the **Discounts** page where they can see and copy their certification exam discount codes. Students need to enter this code when they book a certification exam to receive the discount.



Report a bug

Please report any bugs or issues through NetAcad Support available by clicking the question mark (?) in the upper right on NetAcad.com.