Cisco NetSpace Quick Start Guide

NETSPACE 2

Navigating the NetSpace Home Page 2

Accessing a Course 3

Navigating the Course Home Page 4

Launching the Course Curriculum 5

ASSIGNMENTS AND EXAMS 7

Viewing Assignments 7

Submitting an Assignment 12

Exams 14

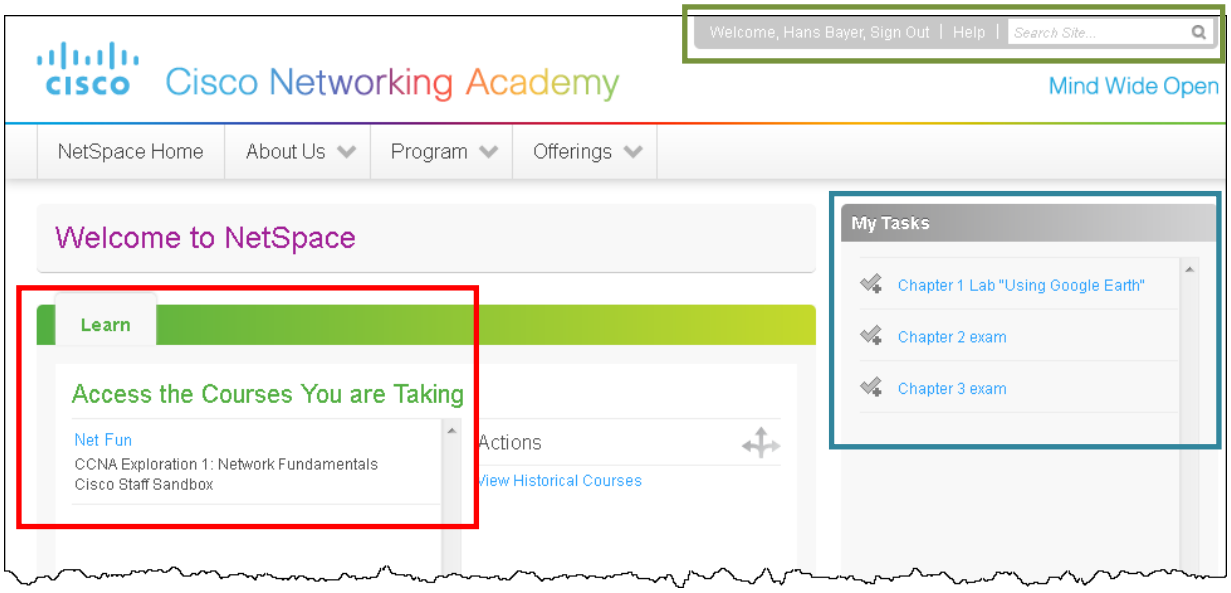
Grades 16

DISCUSSIONS 18

NetSpace

Navigating the NetSpace Home Page

Within NetSpace, there is the **NetSpace Home** page and the **Course Home** page. The *NetSpace Home* page is where courses are listed, current Networking Academy news is posted, and tasks needing to be completed can be accessed.



Learn Tab – all courses in which you are currently enrolled will be listed here.

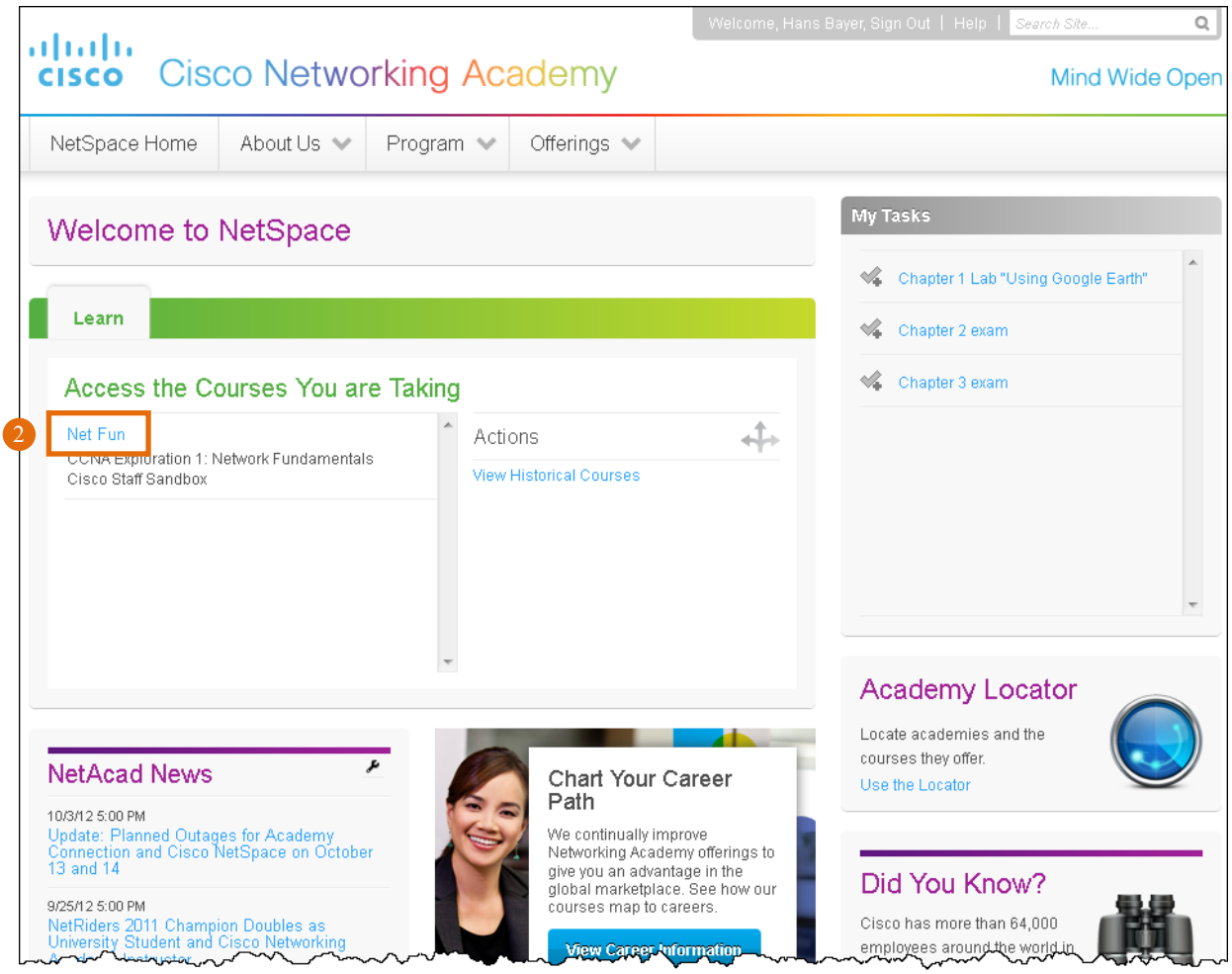
My Tasks – this area will list all upcoming tasks that need to be completed within the next seven days.

Help Corner – the Help Corner is where you can modify your profile, sign out of NetSpace, access the Networking Academy help, and search the site.

Accessing a Course

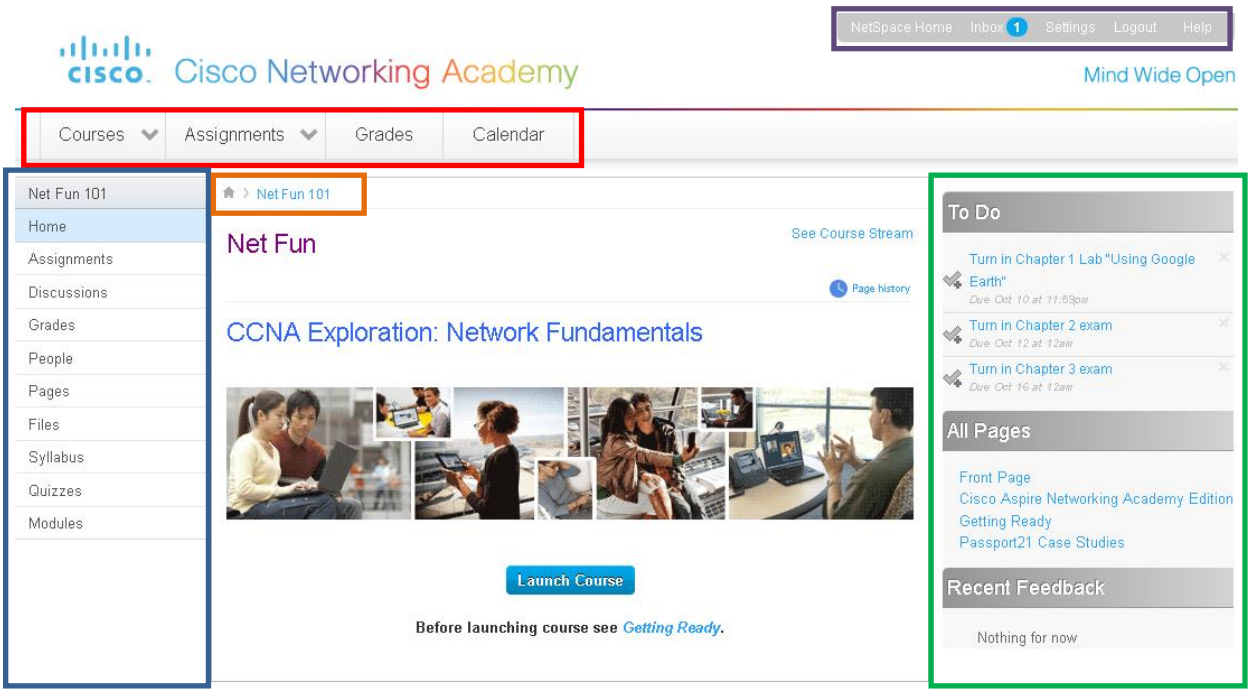
Courses you are currently enrolled in will appear in the list only when the course start date arrives.

1. Log in to **NetSpace**.
2. Click the **course name** link to enter course.



Navigating the Course Home Page

The *Course Home* page is where everything related to a particular course can be accessed.



Courses in NetSpace have several tool bars and many features:

Global Navigation – The *Global Navigation* bar provides quick access to all the courses you are currently enrolled in. Hover the mouse over *Courses* or *Assignments* to see options for all courses or click *Grades* or *Calendar* to open view information about all your classes.

Course Navigation – The *Course Navigation* bar allows access to the main pages of the course. This could appear differently based on the instructor's ability to add and delete buttons.

- **Home –** clicking this tab will bring you back to the main course home page.
- **Assignments** – this tab will list all assignments in the course and the weighting for each, if applicable.
- **Discussions** - this tab allows you to create or start a discussion for the entire class or join a discussion started by the instructor or someone else in the course.
- **Grades** – the *grades* tab will list all assignments, due dates, scores, and current average.
- **People** – this is where classmates can be seen, groups accessed or created, and the instructor contacted.
- **Pages** – the *pages* tab provides quick access to all pages within the course.
- **Files** – this is where course documents and files can be accessed and downloaded. This is also where you can collaborate with other students and/or the instructor using web tools such as Google Docs or EtherPad.
- **Syllabus** – the syllabus is used by the instructor to provide general course information such as instructor contact information, course requirements, etc.
- **Quizzes** – this tab is where you can access quizzes created by the instructor directly. All quizzes are also accessible using the Assignments tab.
- **Modules** – modules are used by the instructor to help organize coursework for sequential completion or by similarity.

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.

- **To Do** – the *To Do* section will list all assignments for the course that are due within the next seven days.
- **All Pages** – provides quick and easy access to all pages within the course.
- **Recent Feedback** – will list feedback provided by the instructor for assignment submitted.

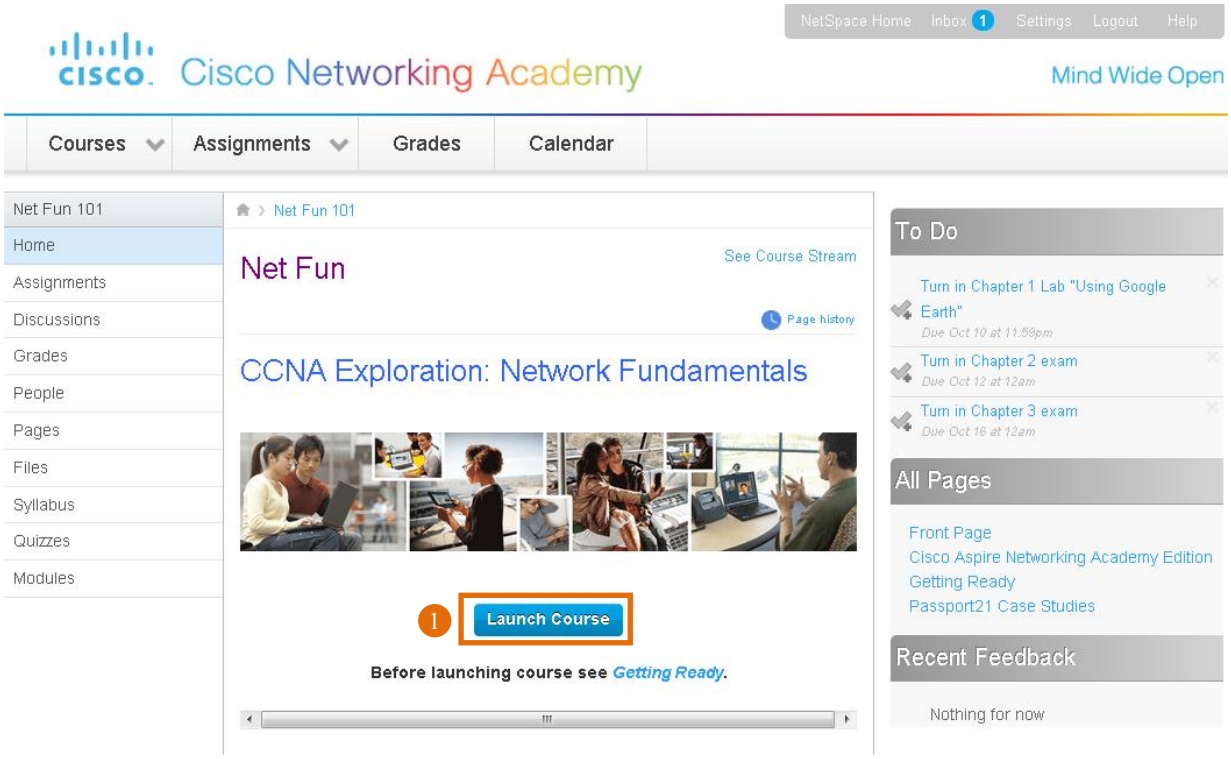
Help Corner – The *Help Corner* functions similar to the Help Corner on the NetSpace Home page but with a few added features.

- **NetSpace Home** – this will take you back to the NetSpace Home page.
- **Inbox** - is your course mailbox. Here you can send and receive correspondence with your instructor and other students. The number of unread messages will appear next in the *Inbox* link.
- **Settings** – this is where you can access your profile, change your password, and modify your notifications.
- **Logout** – clicking this link will log you out of NetSpace.
- **Help** – is where to go to find help from Academy Support resources.

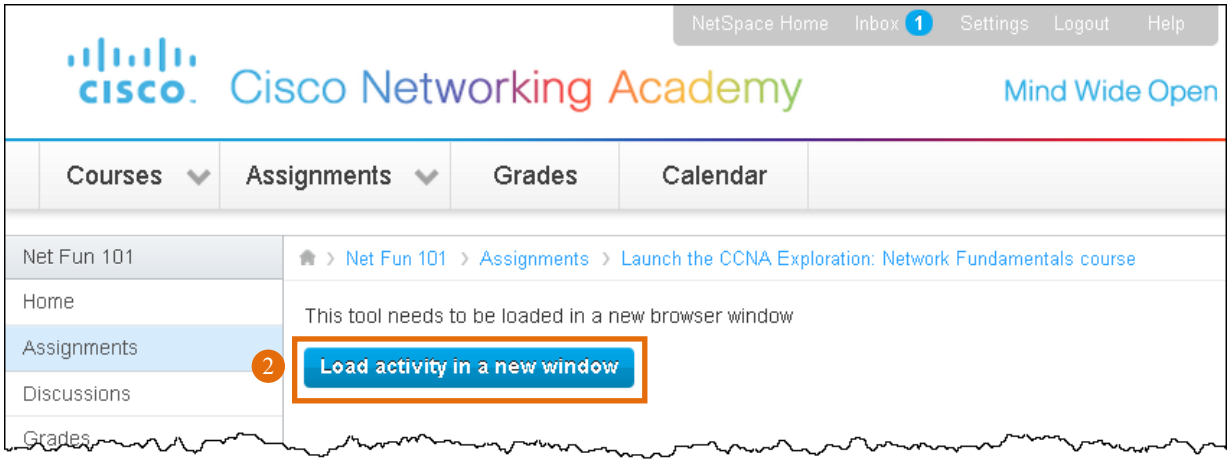
Launching the Course Curriculum

Course curriculum is accessed from the *Course Home* page.

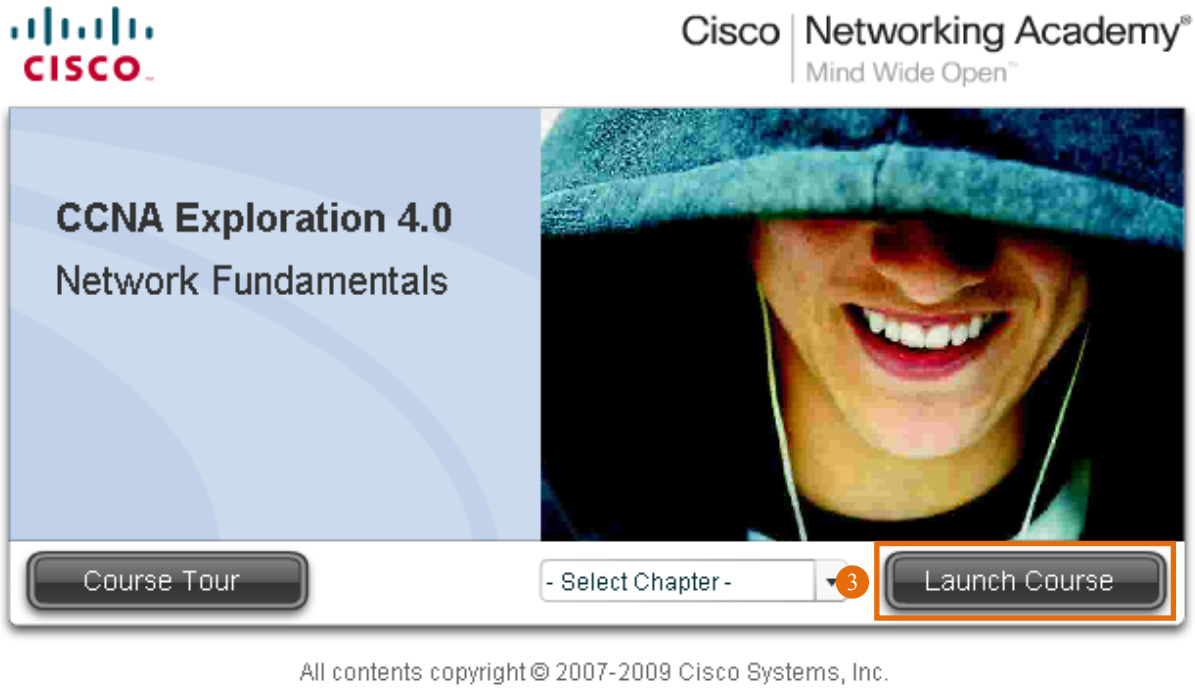
1. Click the **Launch Course** button.



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



3. Click the **Launch Course** button.



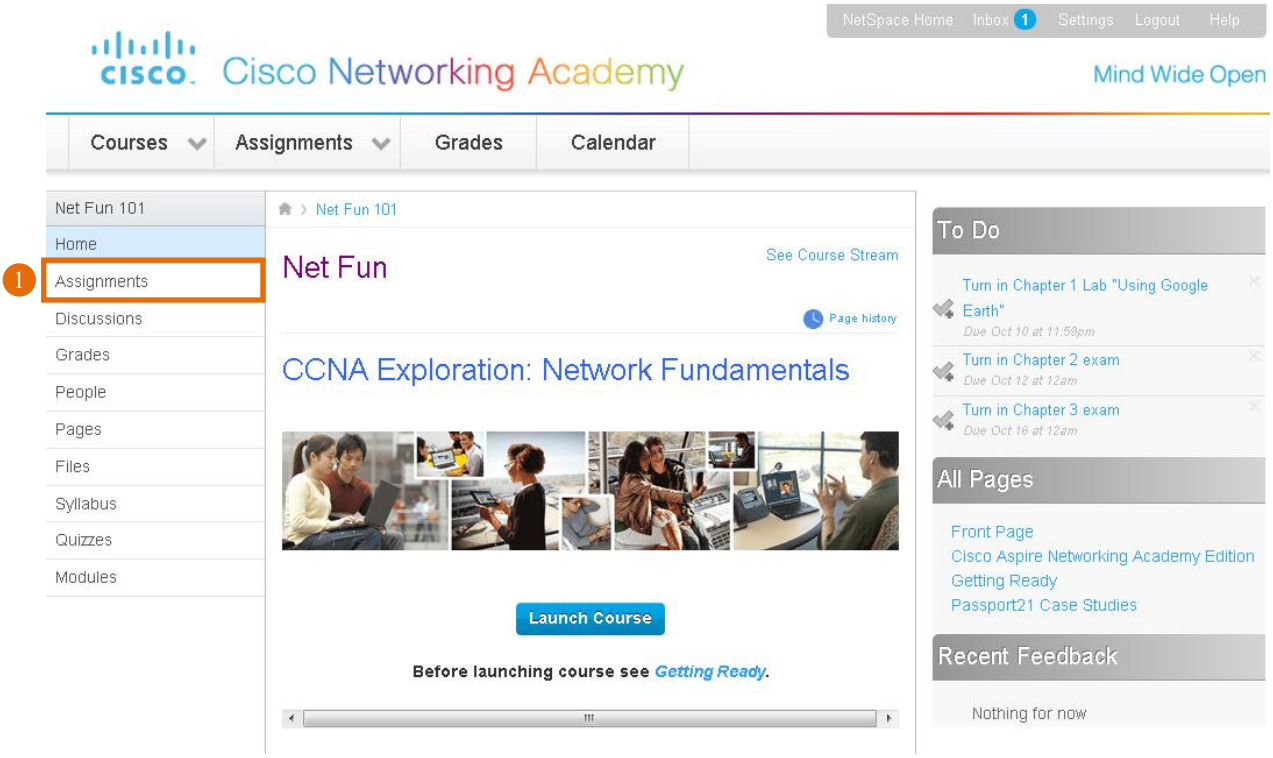
Assignments and Exams

Viewing Assignments

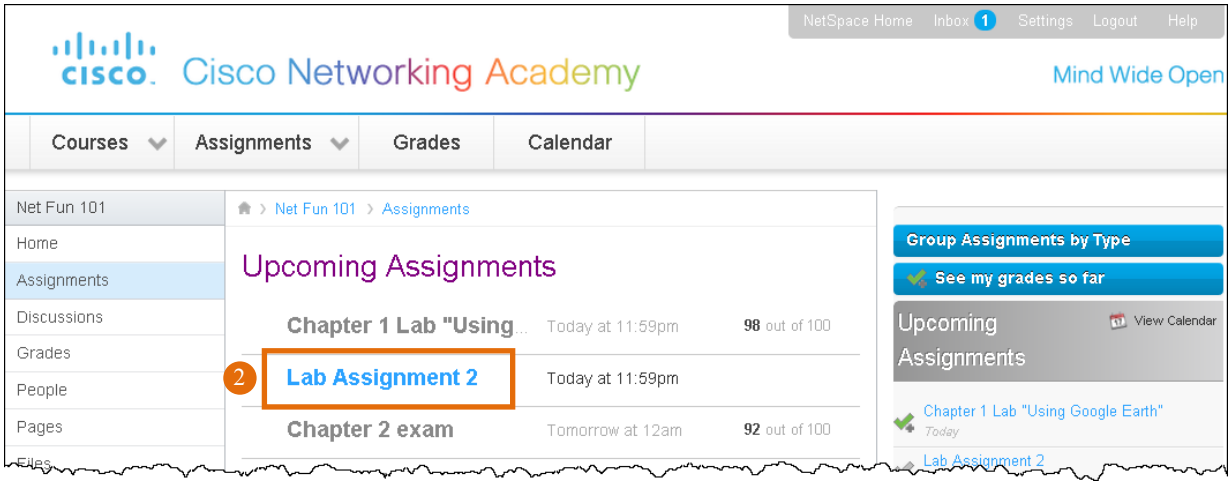
Assignments can be viewed and/or accessed in three ways:

Assignments Tab

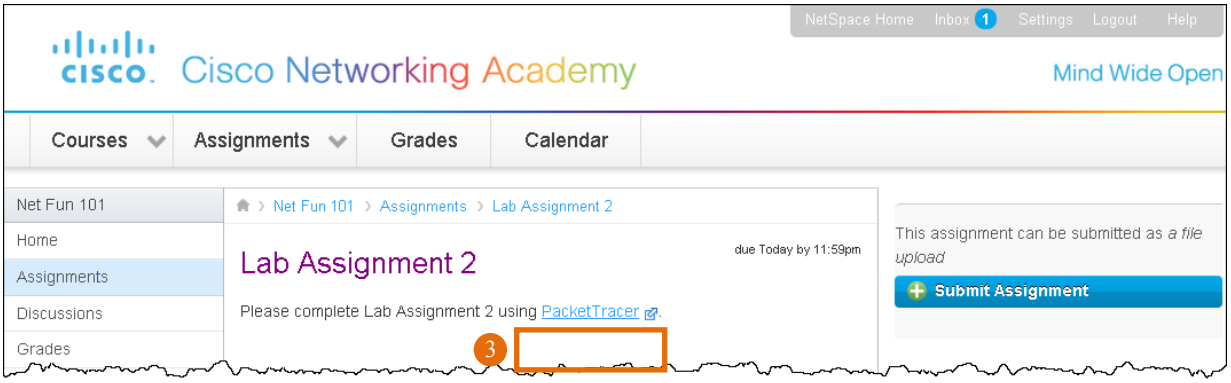
1. From the *Course Home* page, select the **Assignments** tab.



2. Click the **assignment name** to view instructions.

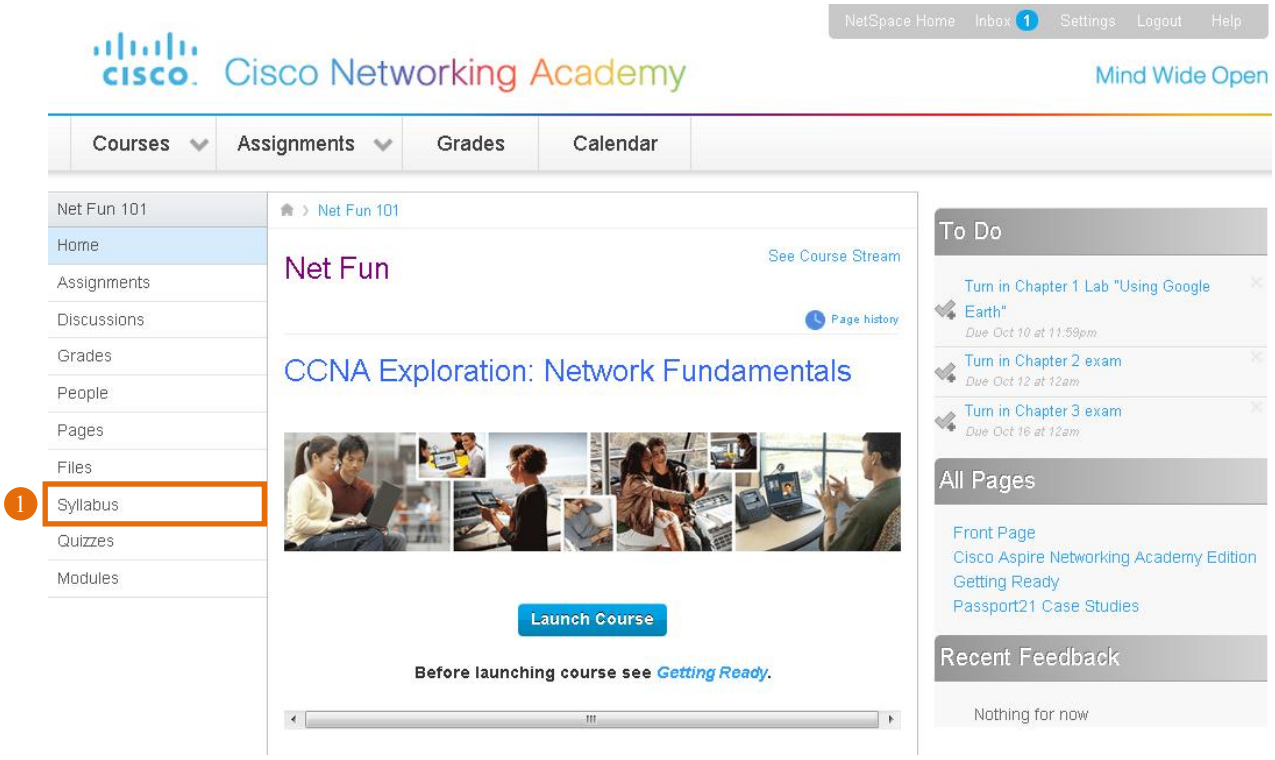


3. Review the instructions and click the **link** to access the needed files or webpages.

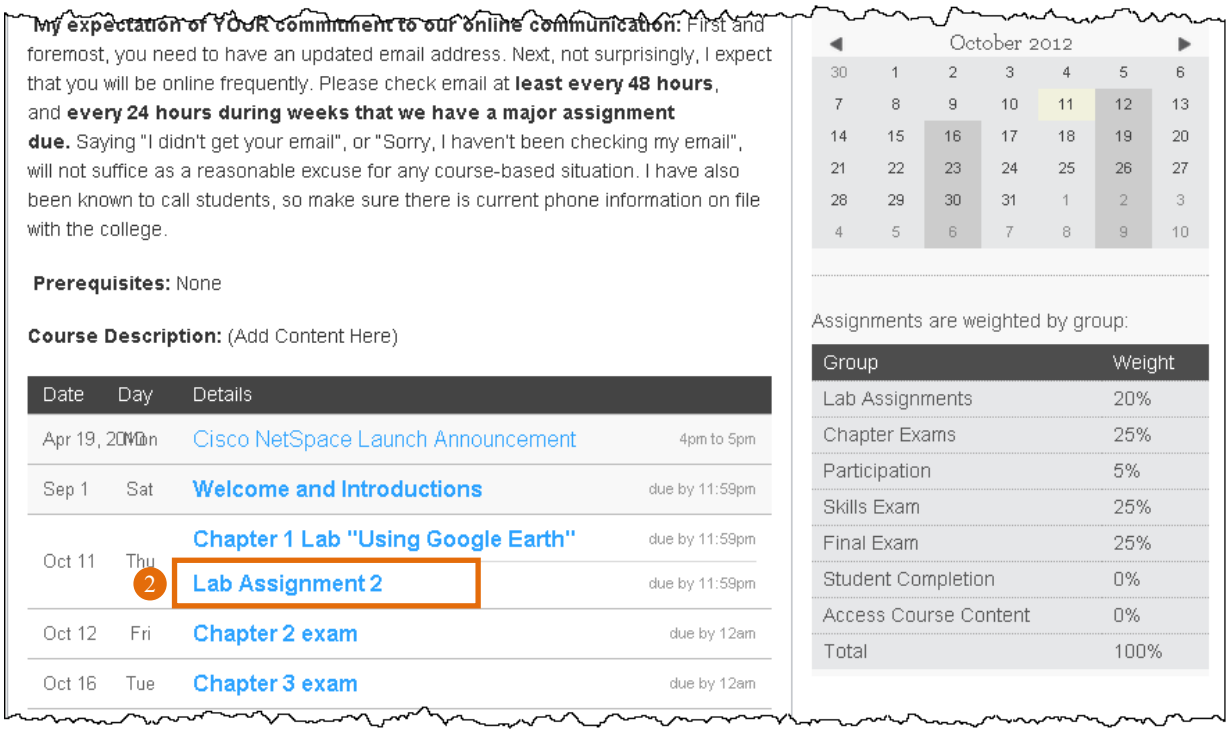


Syllabus Tab

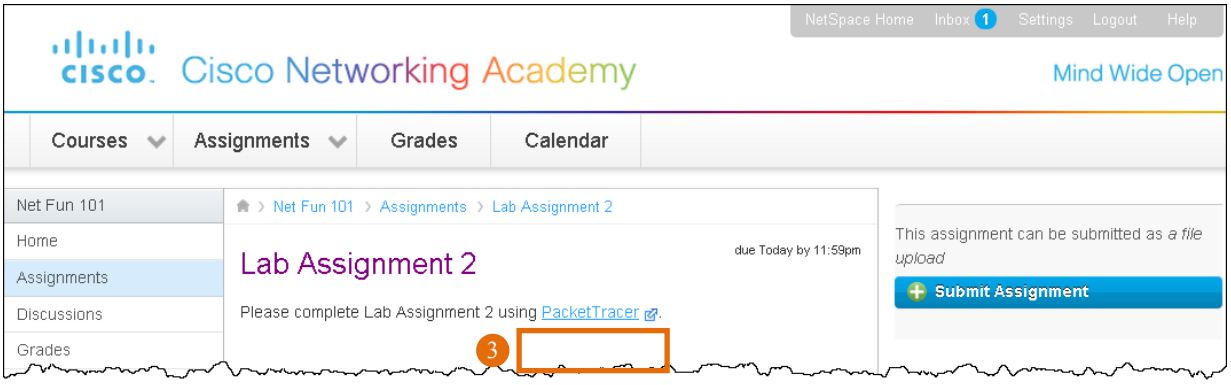
1. From the *Course Home* page, select the **Syllabus** tab.



2. Scroll down and select the needed assignment.

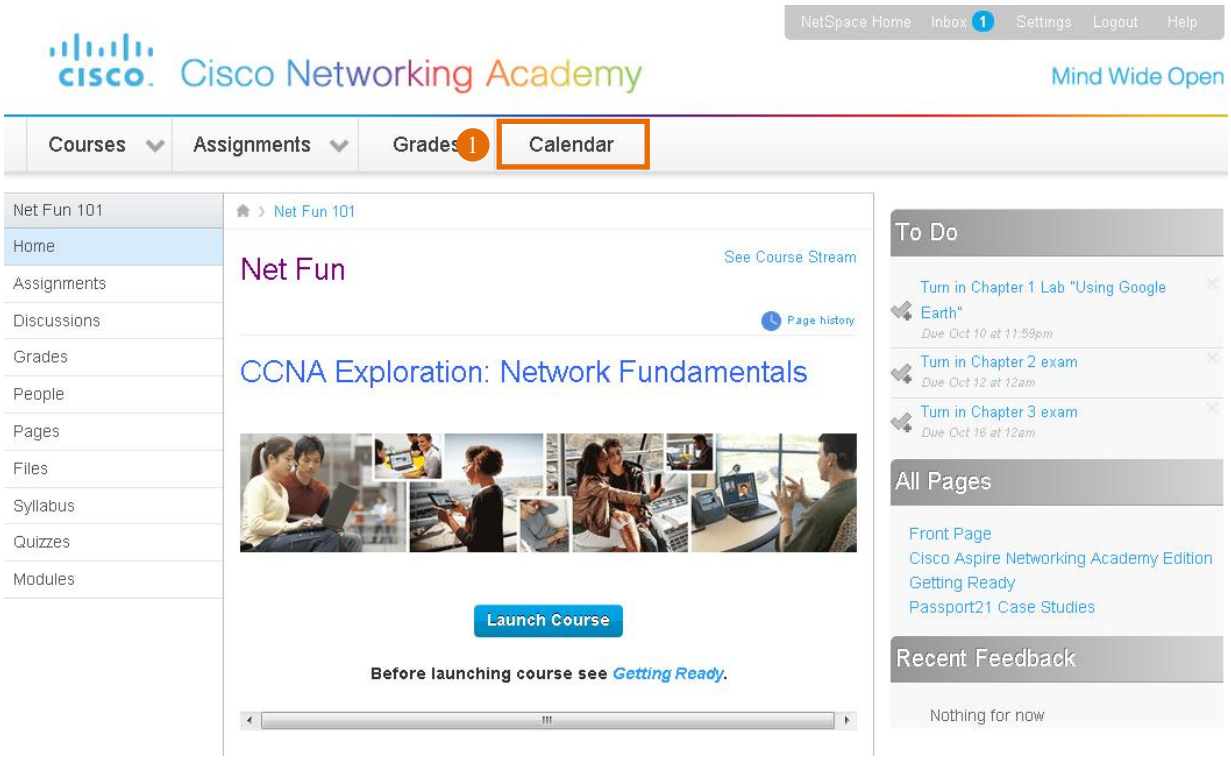


3. Review the instructions and click the **link** to access the needed files or webpages.

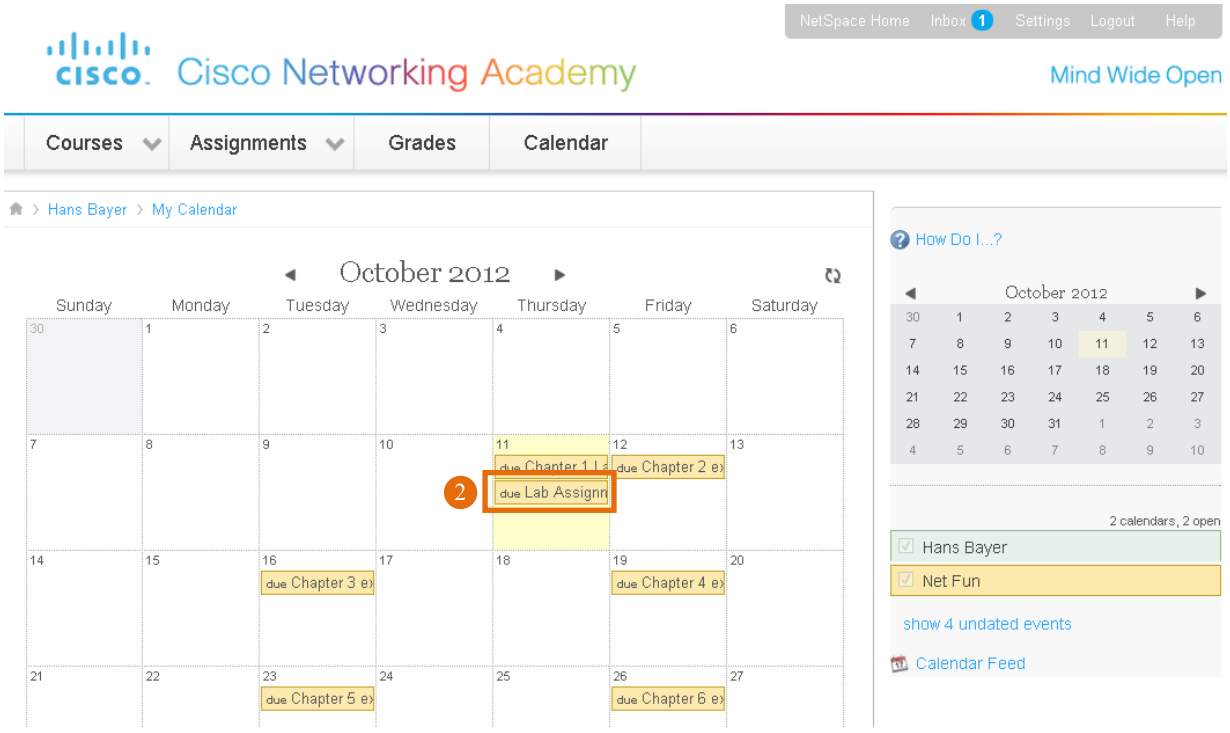


Calendar

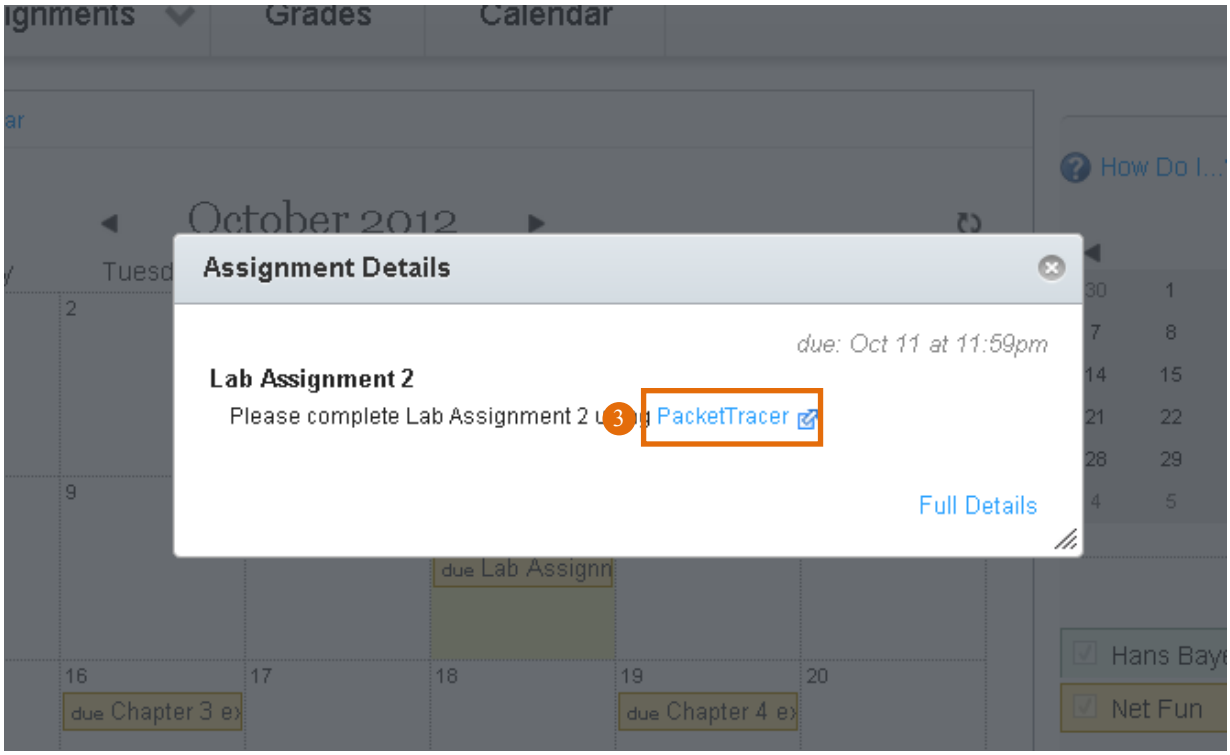
1. From the *Course Home* page, select the **Calendar** link on the global toolbar.



2. Click the needed **assignment link**.



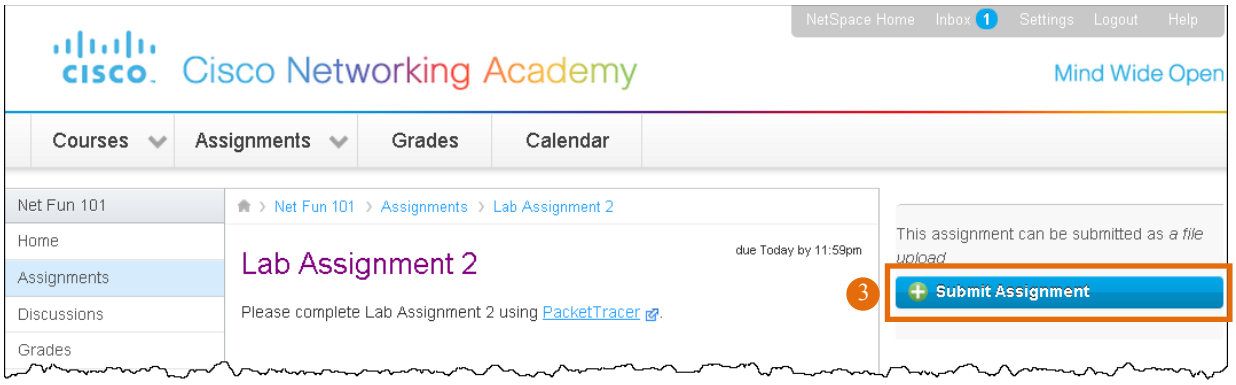
3. Review the instructions and click the link to access the needed files or webpages.



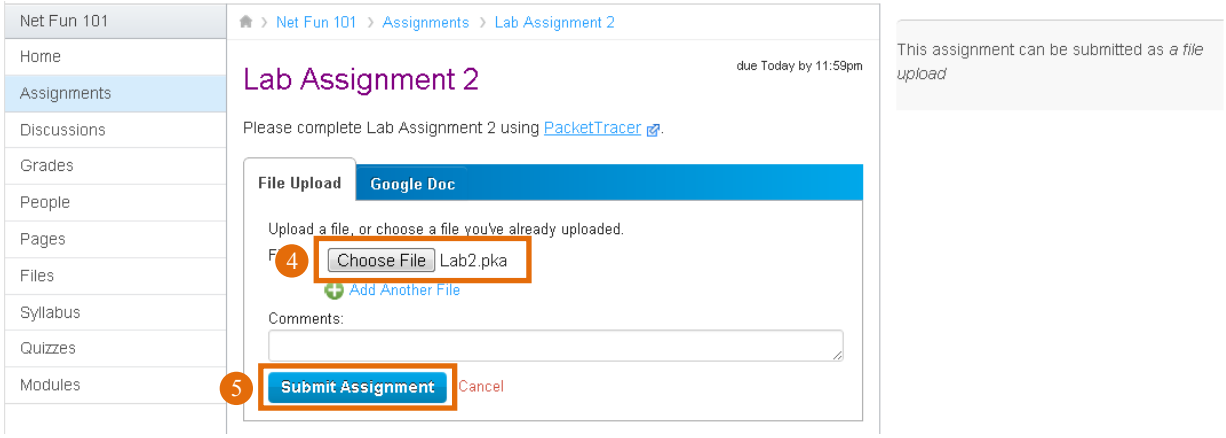
Submitting an Assignment

Once assignments are completed they can be uploaded to NetSpace. This ability is dependent on the submission requirements set by the instructor.

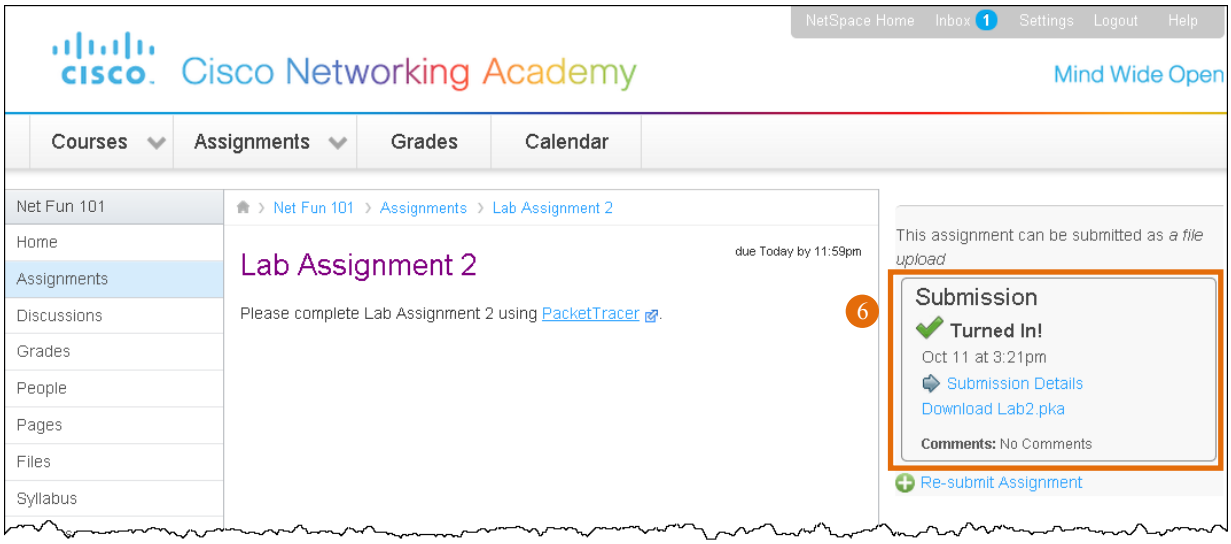
1. From the *Course Home* page, select the **Assignments** tab.
2. Click the **link** to open the assignment.
3. Click the **Submit Assignment** button.



4. Click **Choose File** to select the assignment file.
5. Click **Submit Assignment** to upload the file to NetSpace.



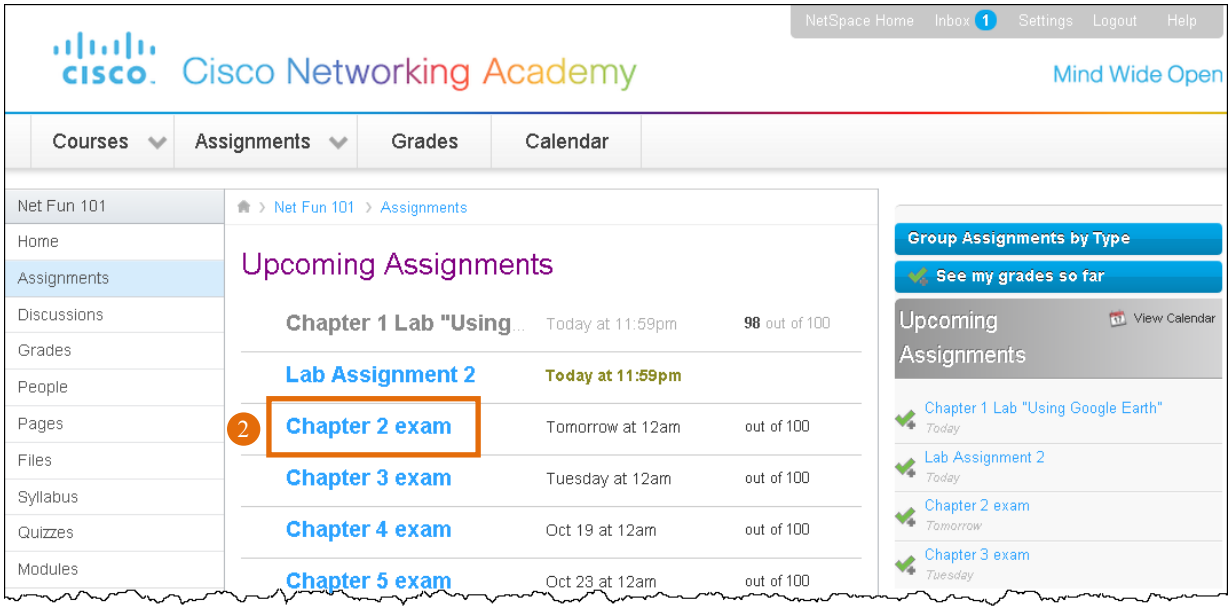
6. A confirmation message will appear after the file is successfully uploaded.



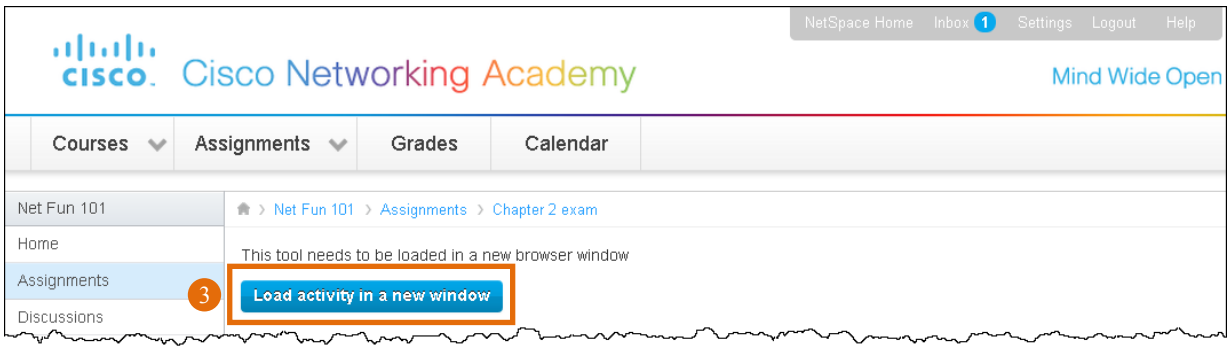
Exams

Exams are activated by the instructor. Once an exam is activated, students will be able to access and complete the exam through the assignments tab.

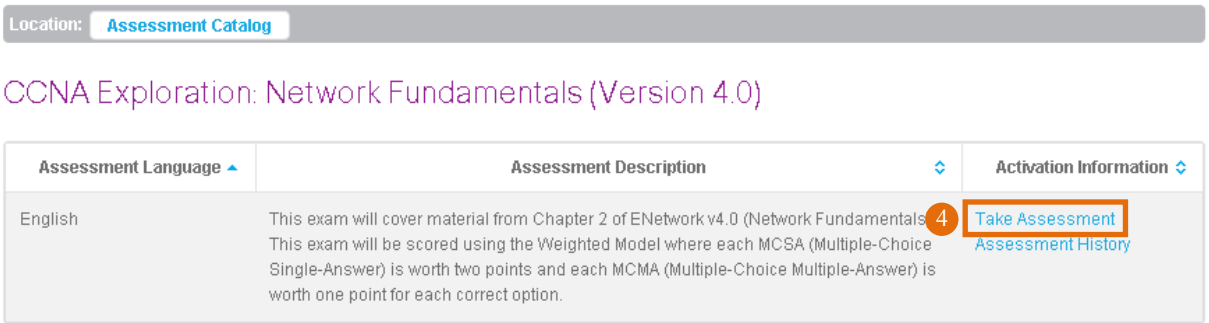
1. Click the **Assignments** tab.
2. Click the **exam link** to be completed.



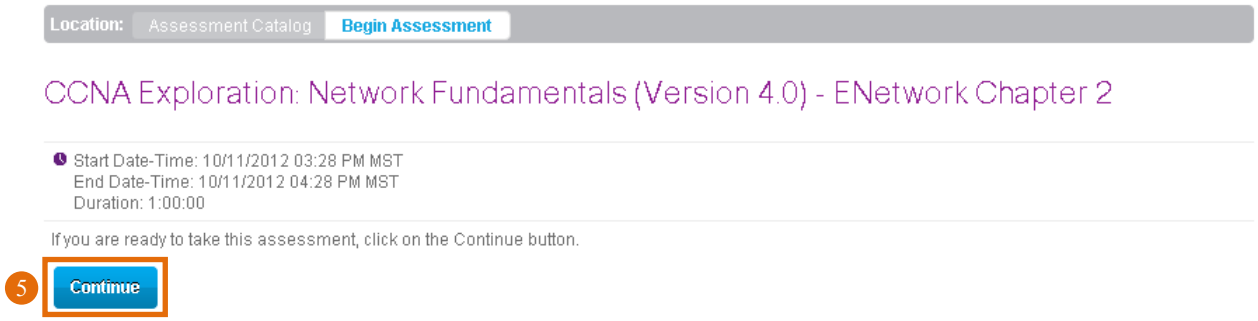
3. Click the **Load activity in a new window** button.



4. Click the **Take Assessment** link.

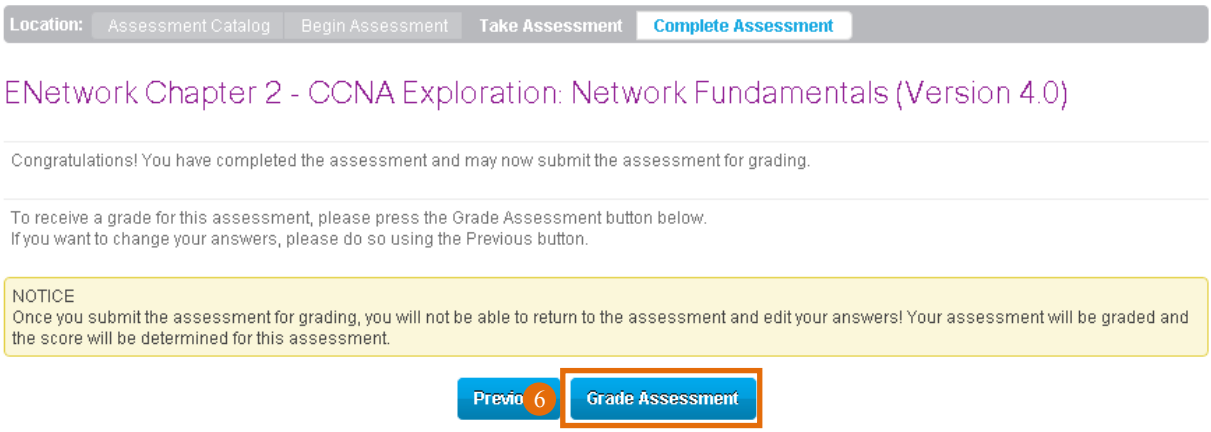


5. Most assessments have a time limit. When you are ready click **Continue** to begin the exam.



The assessment will begin.

6. At the end of the exam, click **Grade Assessment**.



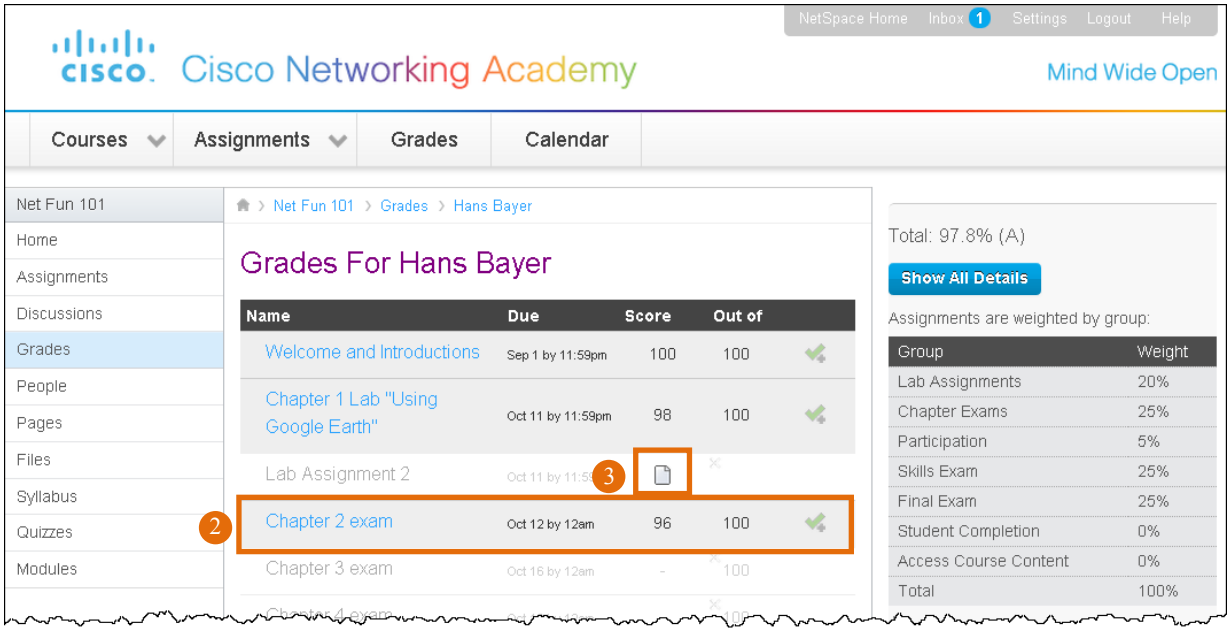
The grade will automatically be recorded in the grade book.

Grades

Viewing Grades

Grades can be viewed at any time on the *Grades* tab. Exam grades are immediately recorded and assignment and labs grades are entered by the instructor.

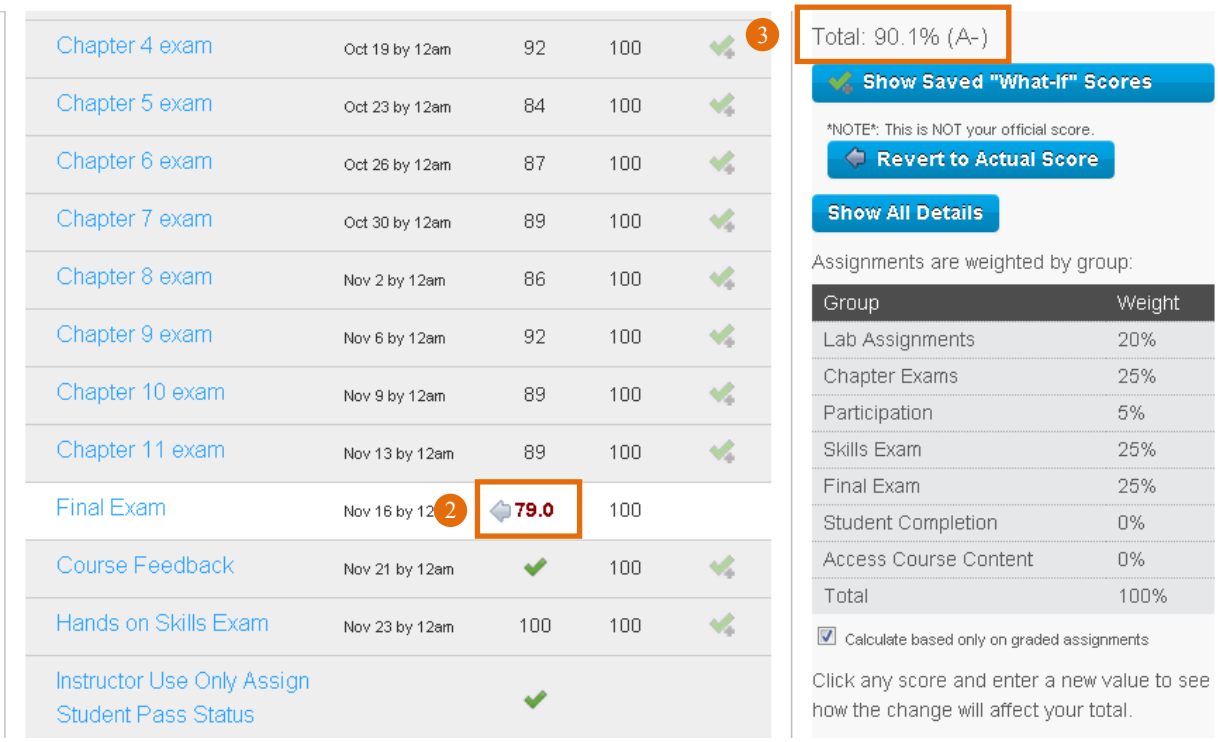
1. Click the **Grades** tab.
2. Graded exams, labs, and assignments will appear with a numerical score and a gray highlight.
3. Submitted assignments waiting to be graded will have a paper icon with no score.



Creating What-If Scenarios

Possible grade scenarios can be run by entering potential grade values.

1. Click the **Grades** tab.
2. Enter a *What-If* score for an assignment and press **Enter**.
3. The average score will be recalculated.



Repeat steps 2 and 3 above to conduct additional what-if scenarios.

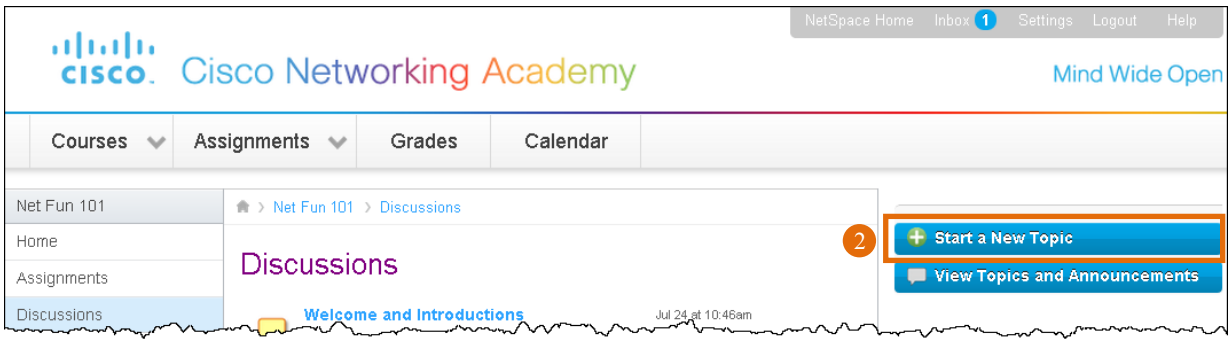
Discussions

Starting a Discussion

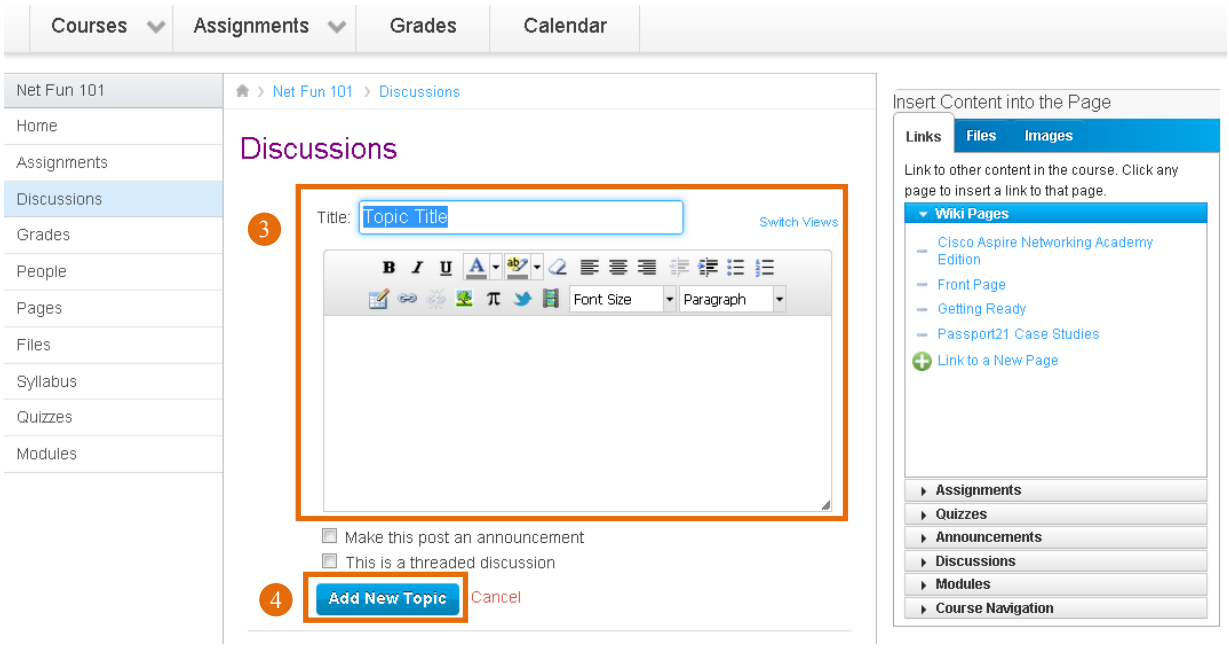
Discussions can be started and/or joined at any time.

1. Click the **Discussion** tab.

2. Click the **Start a New Topic** button to begin a new discussion thread.

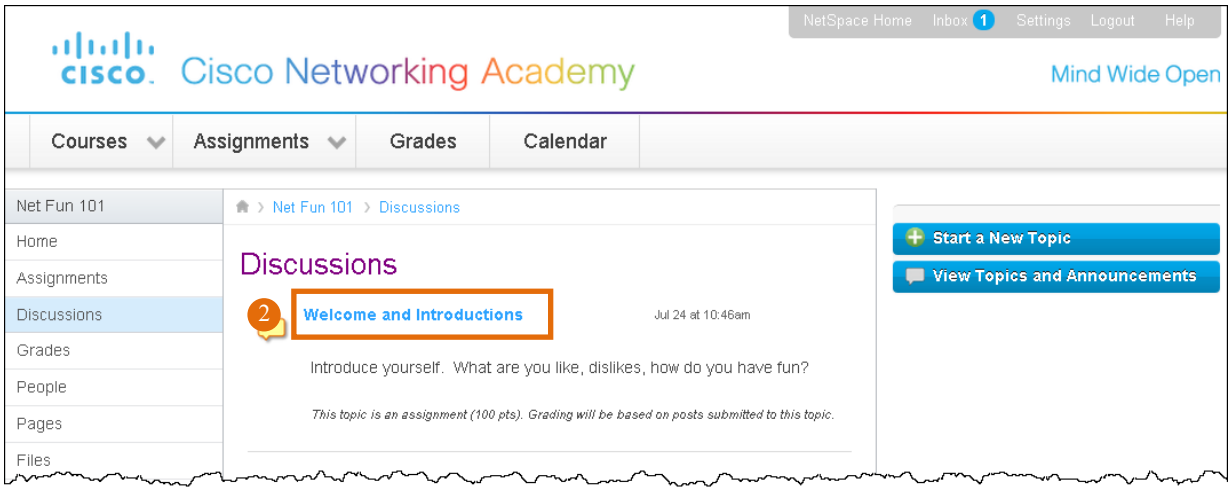
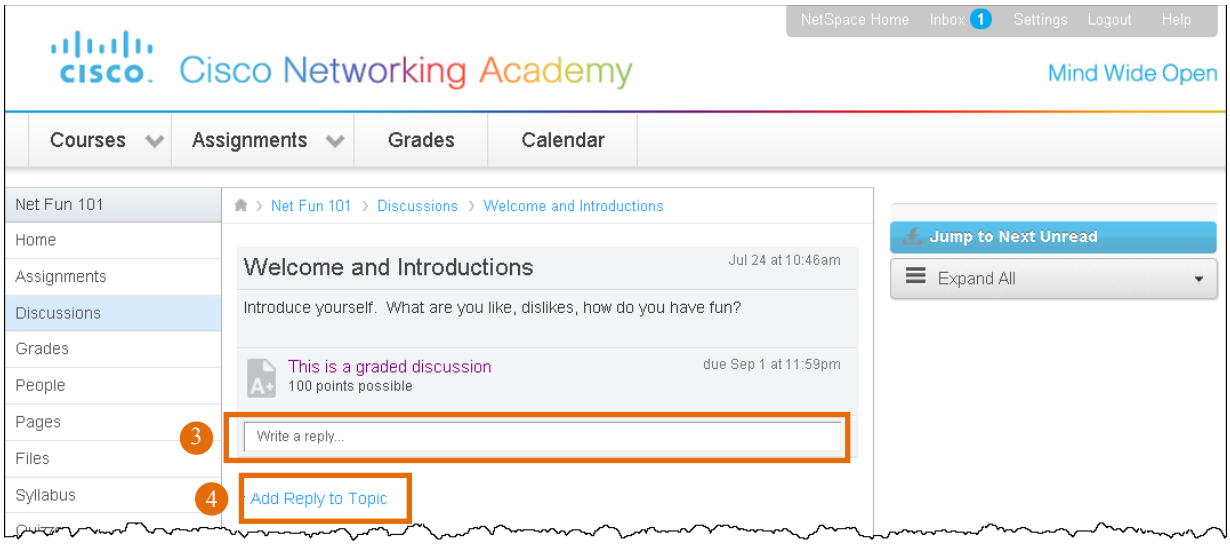


3. Enter a **title** and **topic content**.
4. Click the **Add New Topic** button to create the new discussion.



Joining a Discussion

1. Click the **Discussion** tab from anywhere in a NetSpace course
2. Click the discussion **title** link.



3. Enter the reply.
4. Click the **Add Reply to Topic** link.