



Skills for All Educator Experience Getting Started Guide for Beta

Providing Feedback

During the instructor-led class management features Beta Evaluation Phase, we encourage all instructors to provide feedback. All feedback should be submitted using this [feedback form](#). This form may be filled out multiple times during the Beta Evaluation Phase. Instructors can also provide enhancement requests using the form.

Getting Started Guide

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

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Access to SkillsforAll.com

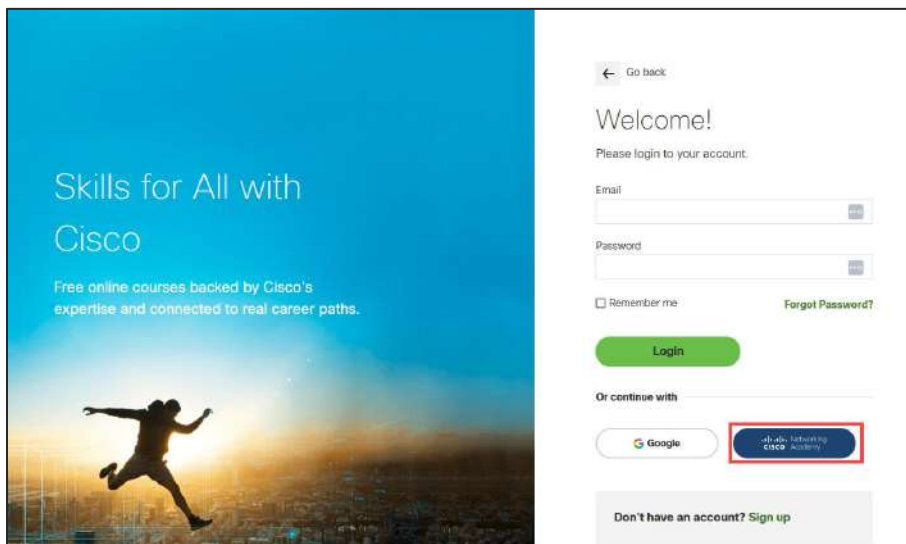
All active academies have access to Skills for All. All Cisco academy instructor and admin accounts are available on SkillsForAll.com and new instructor accounts created on NetAcad.com are automatically migrated to Skills for All.

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: Click on the blue Cisco Networking Academy button and use your NetAcad.com credentials. Do not use the green Login button or create a new account as you will not have your 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 will be 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). We do not know that we have processed a child's personal data 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.

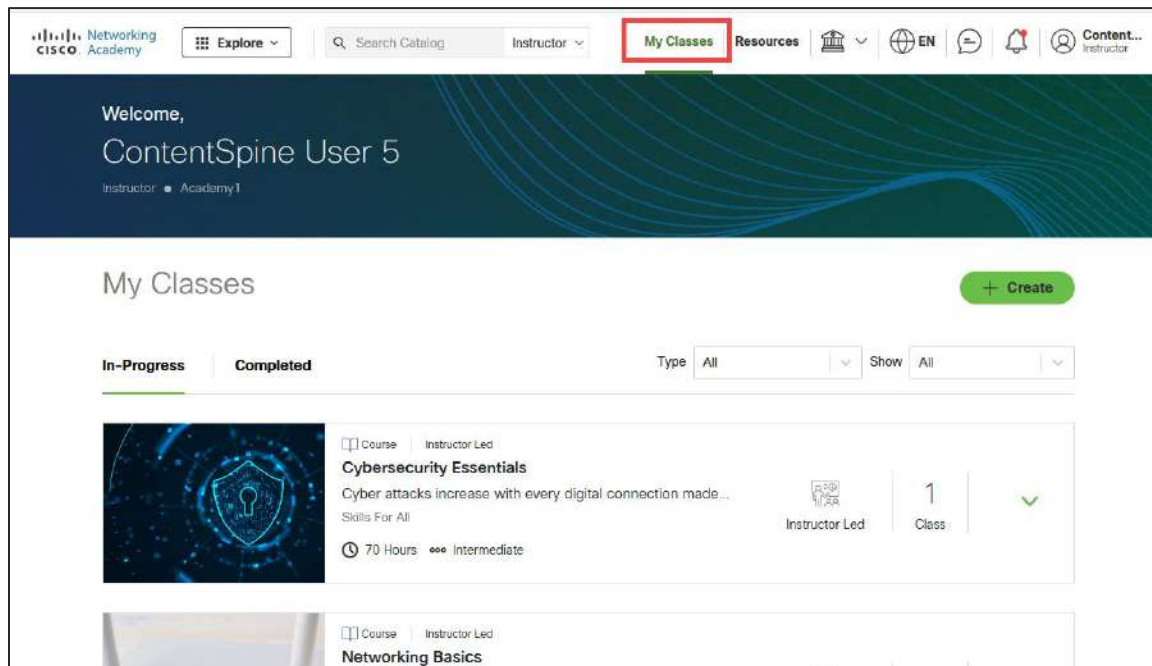
By not subscribing you will not receive Cisco Networking Academy promotional communications, including updates and the latest news regarding both skillsforall.com and netacad.com. You will still receive critical operational updates and updates about your learning journey and account status by email.

Accept & Continue
Cancel

Select your Academy

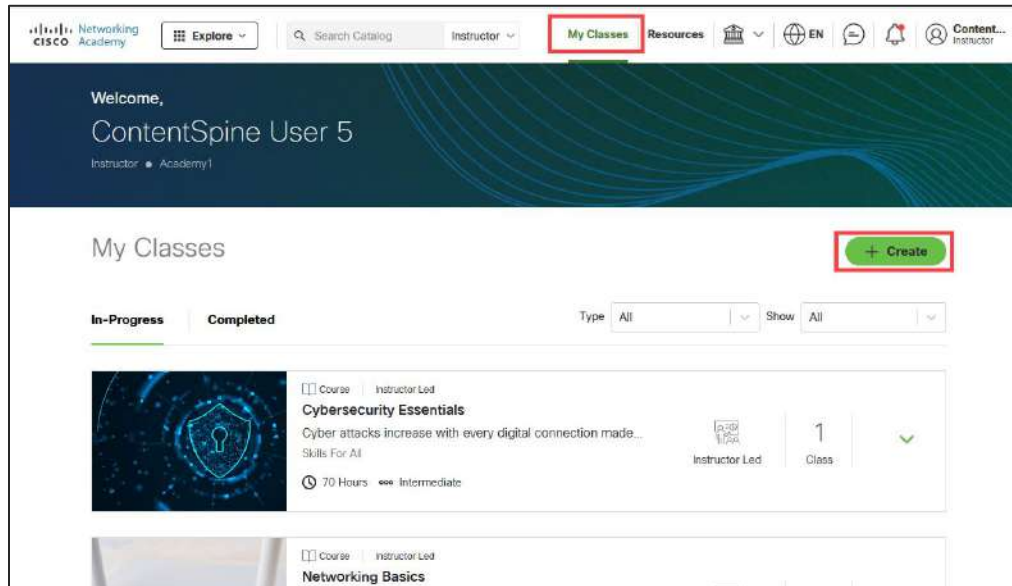
When logging into SkillsforAll.com you will have the Learner role and need to change it to Instructor. Click on the Academy icon and select your academy and role. Both Admin and Instructor roles are eligible to open self-paced and instructor-led classes.

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

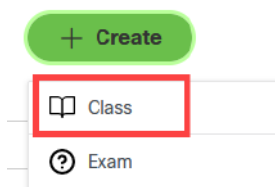
When you change your role to instructor the default page should be My Classes. You can also select 'My Classes' from the top bar to access. This is the default instructor page where you can view In-Progress and Completed classes as well as create a new class.



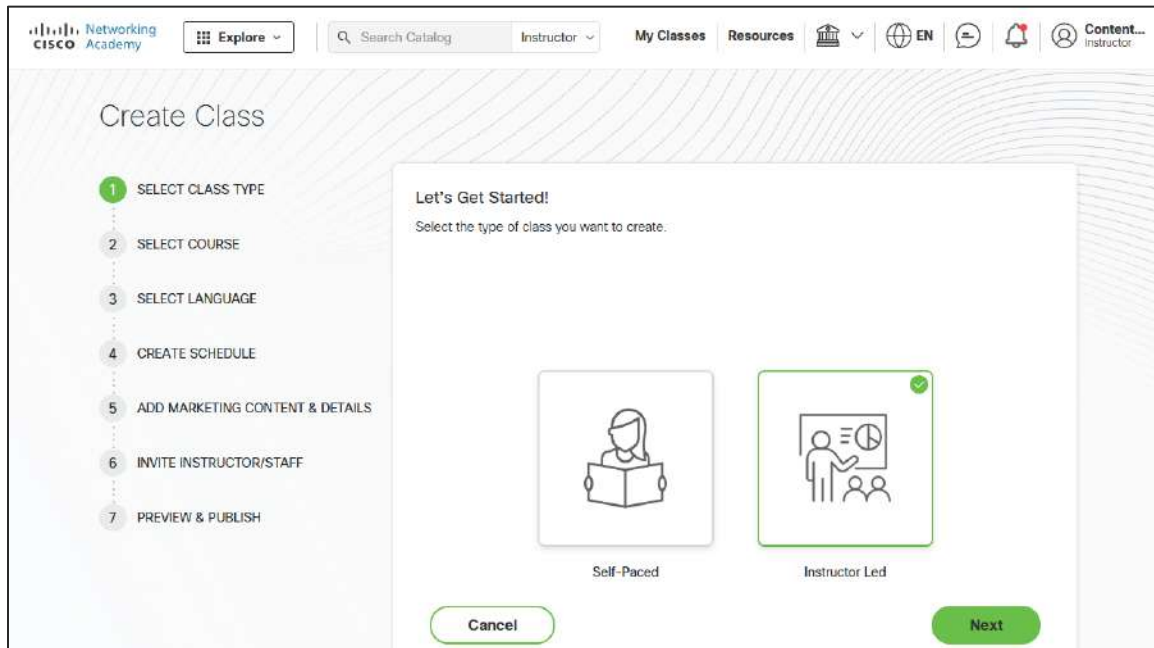
Create a Class

Create a new class by clicking the '+ Create' on the right side.

1. Select the Class option.



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



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



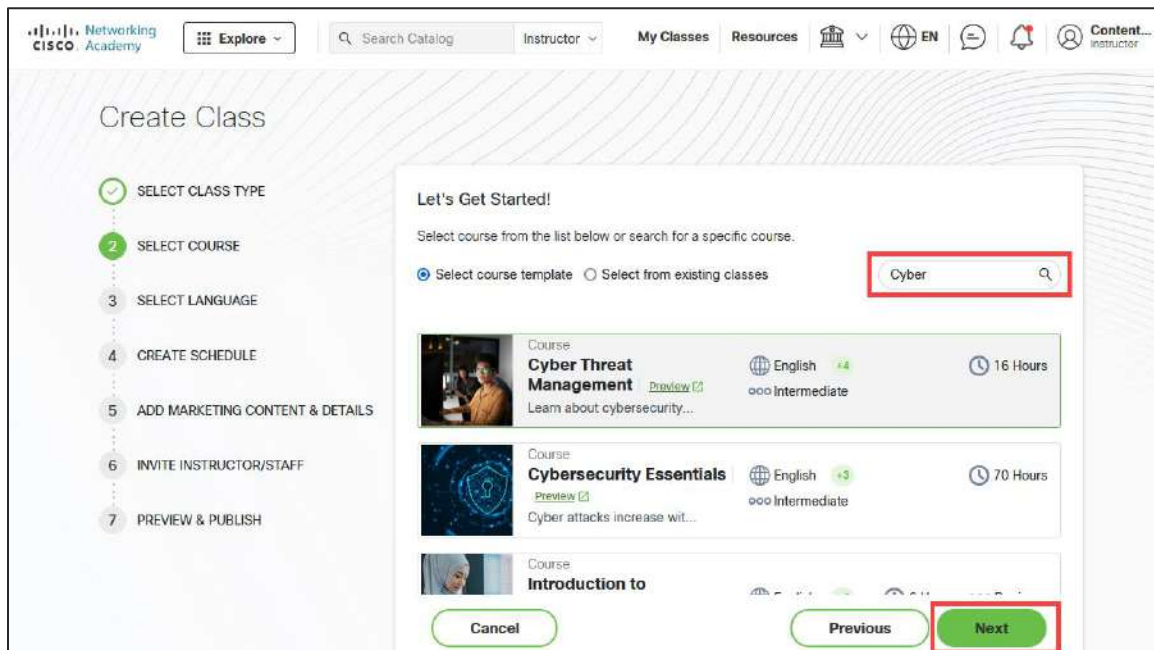
Instructor-led

Has everything in self-paced plus:

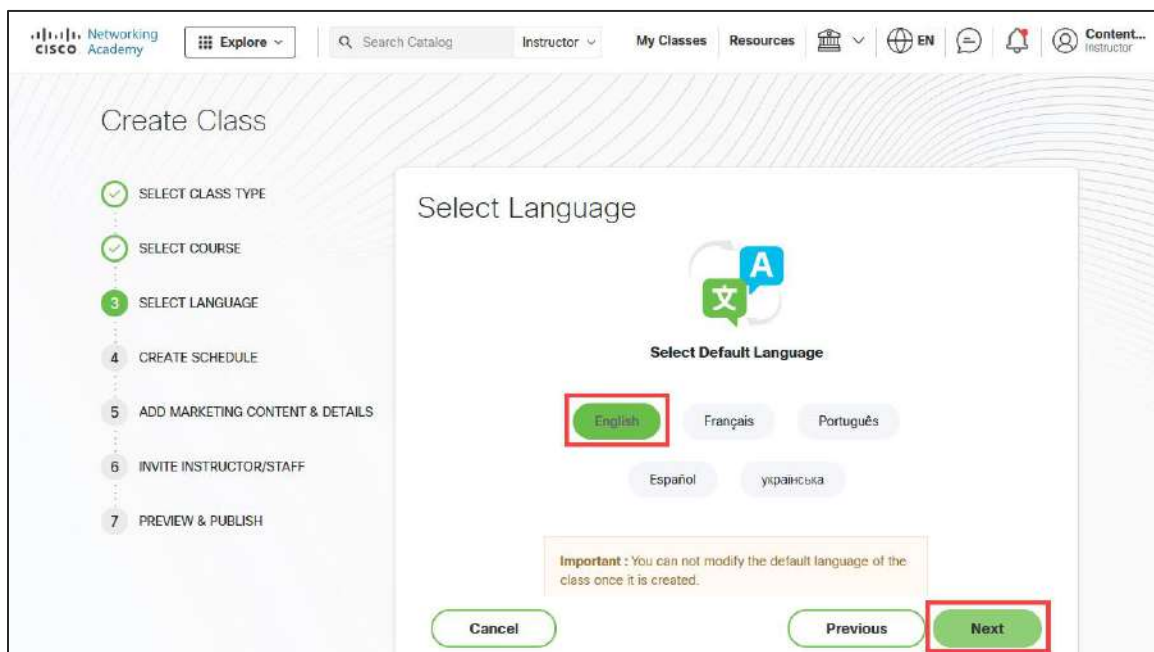
- ✓ Customizable assignments
- ✓ Class announcements
- ✓ Control availability to assessments
- ✓ Secure final exam
- ✓ Customizable gradebook

Currently, only some 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.

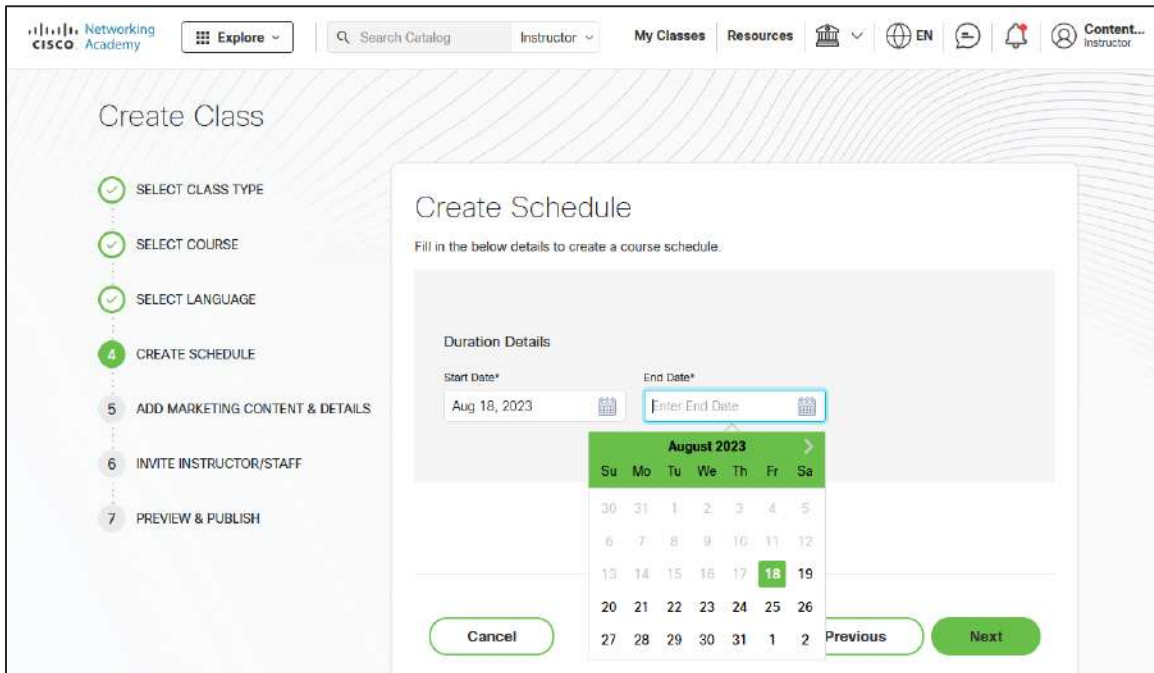
3. **Course selection:** Select the course and click Next to create a class. The available courses from the catalog are listed but the options are different depending on whether you selected self-paced or instructor-led. You can use the search bar to look for a specific course.



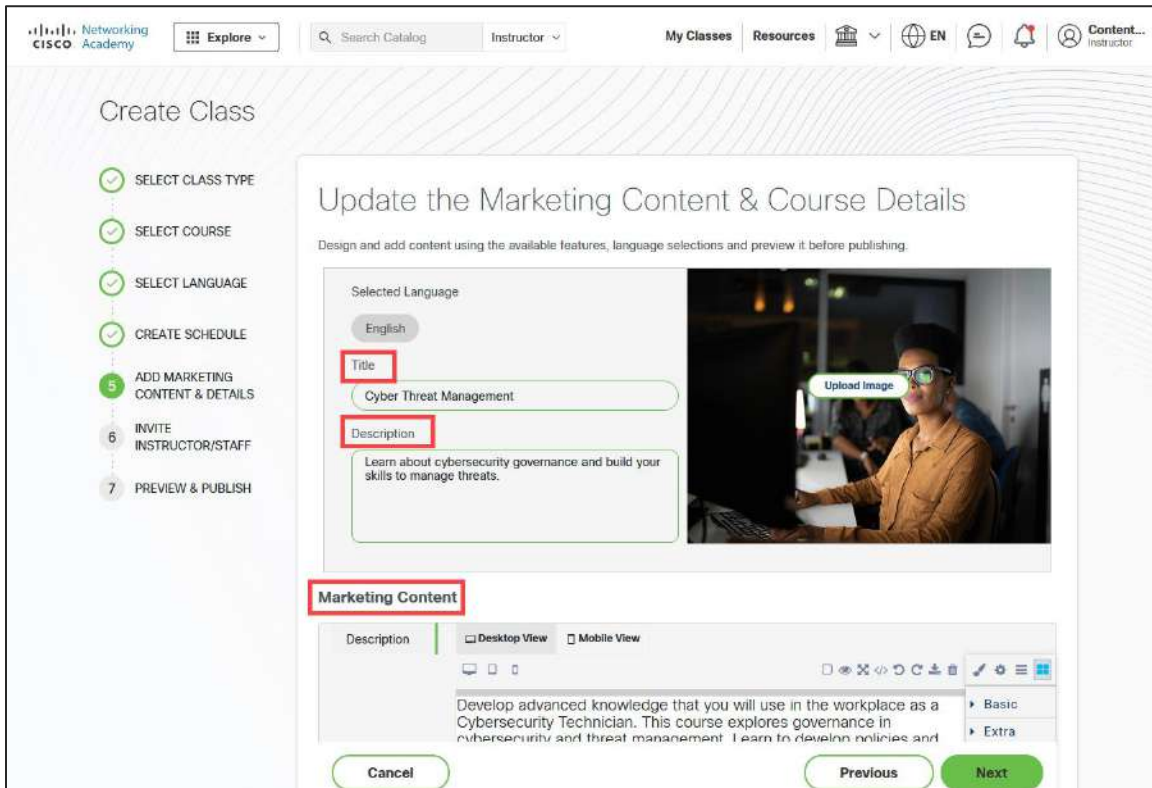
4. **Select Language:** Select the language in which you want the course to be displayed by default. Check the [Skills for All -- Courses, Languages, Platform, and Functionality Translations](#) to view specific course offerings and available translations. This language can be changed by the student 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**.



6. **Add Marketing Content & Course Details:** Edit the course landing page - this information will display when students click on the self-enroll URL. Click on the fields to edit the title, short 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.



Create Class

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

Update the Marketing Content & Course Details

Design and add content using the available features, language selections and preview it before publishing.

Selected Language: English

Title: Cyber Threat Management

Description: Learn about cybersecurity governance and build your skills to manage threats.

Upload Image

Marketing Content

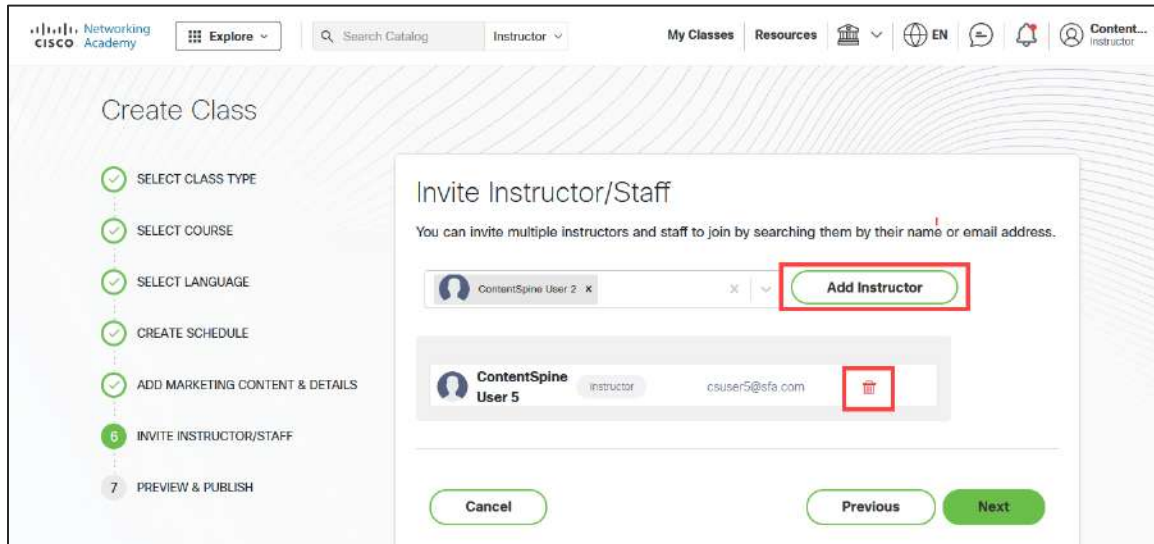
Description | Desktop View | Mobile View

Develop advanced knowledge that you will use in the workplace as a Cybersecurity Technician. This course explores governance in cybersecurity and threat management. Learn to develop policies and

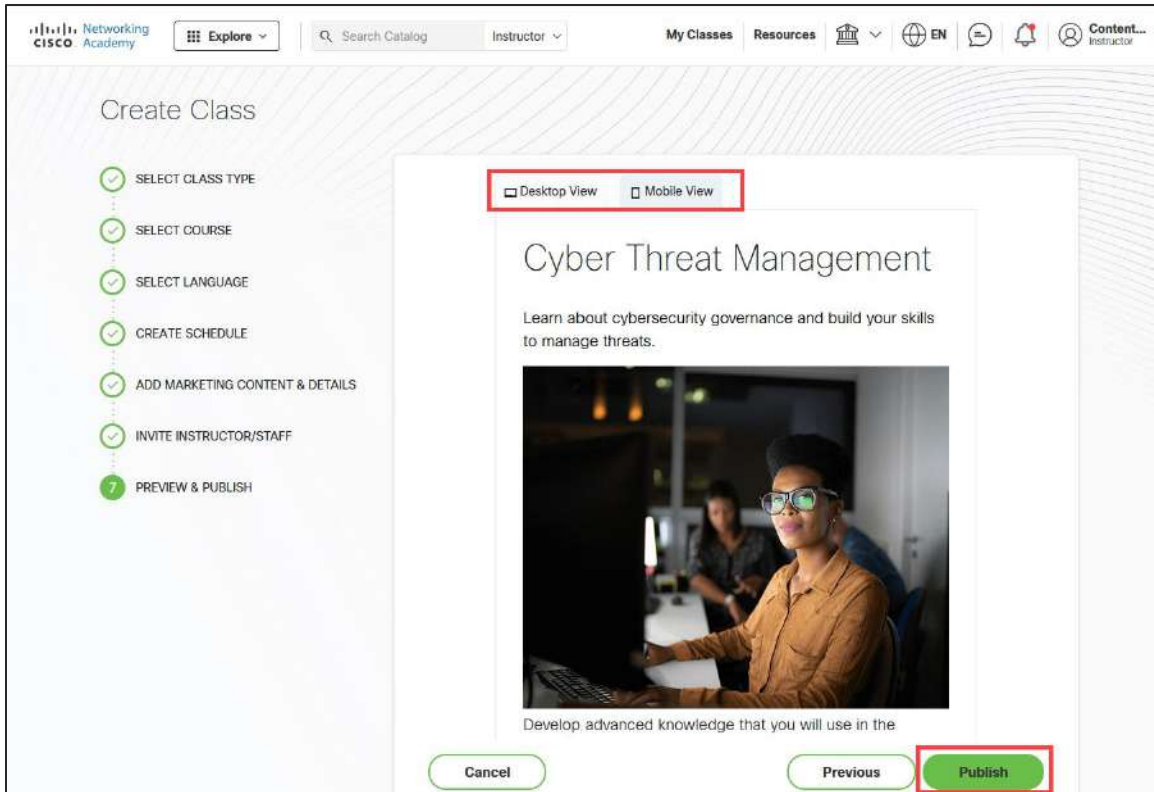
Basic
Extra

Cancel Previous Next

7. **Invite Instructors/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.



8. **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.




View your Classes

Under 'My Classes', 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 dots to access the edit menu for the class. You can also pause student enrollment and mark as complete from this menu.

Networking Academy | Explore | Search Catalog | Instructor | My Classes | Resources | EN | Content... instructor



Cyber Threat Management
 Learn about cybersecurity governance and build your skills to manag...
 Skills For All
 16 Hours Intermediate

Instructor Led | 1 Class

1 Class

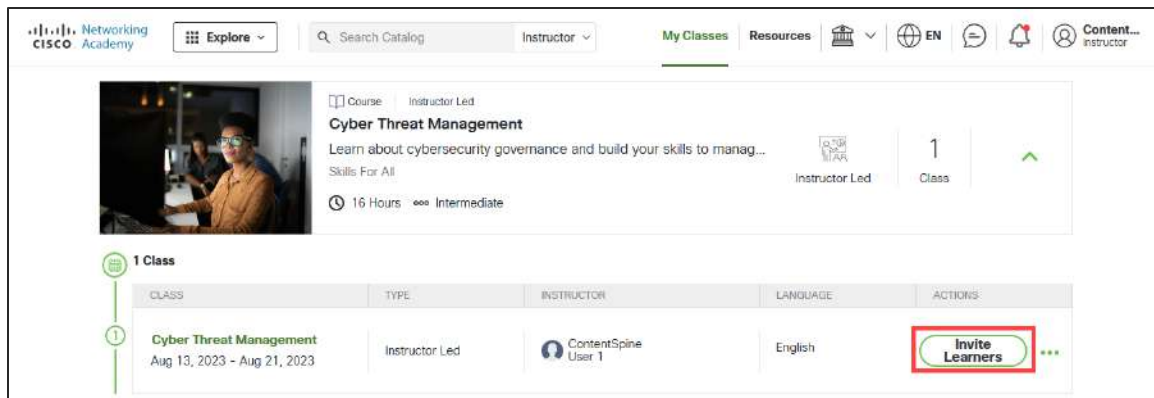
CLASS	TYPE	INSTRUCTOR	LANGUAGE	ACTIONS
Cyber Threat Management Aug 13, 2023 - Aug 21, 2023	Instructor Led	ContentSpine User 1	English	Invite Learners View Edit Manage Learners Pause Enrollment Mark as Complete

Student Enrollment

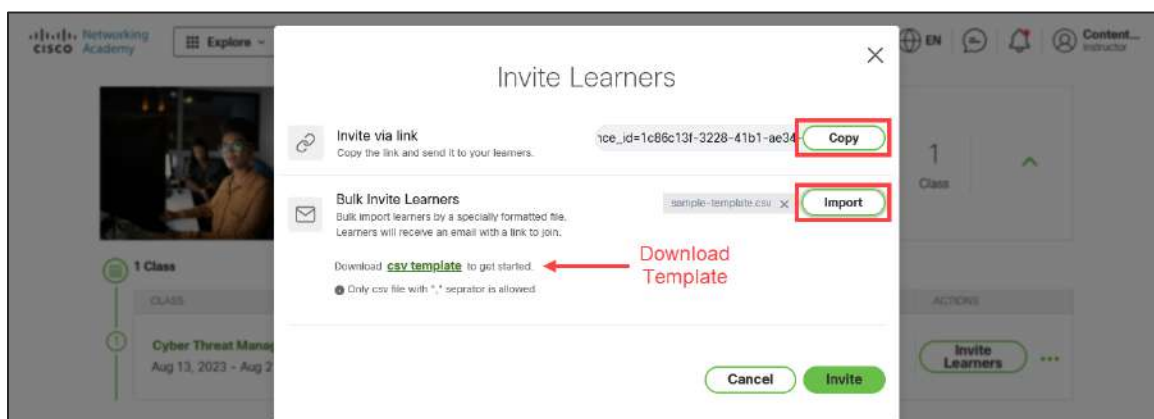
There are two ways to enroll your students into the class:

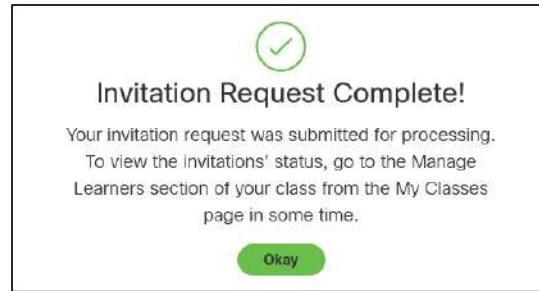
- 1) Share the enrollment URL with students
- 2) Upload a csv file

Go to 'My Classes' and expand your course to display your class. Under 'Actions' you will see an 'Invite Learners' button. Click to open a pop-up window with both options.

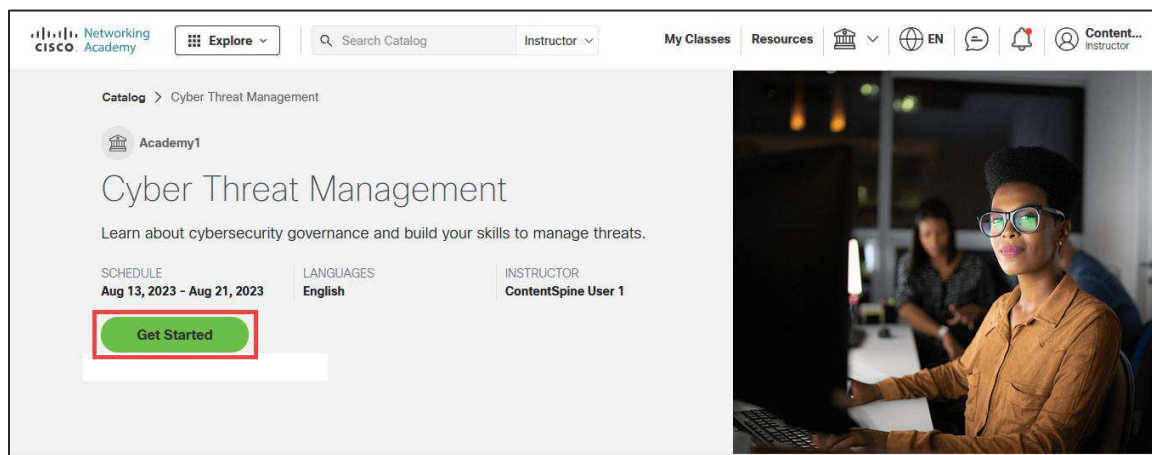


1. **Self-enroll URL link:** Click 'Copy'. Share the link with your students. Remember that your class must be active to allow the enrollment of new students. To disable student enrollment, click on 'Pause Enrollment' by expanding the three-dot to the right of the Invite Learners.
2. **Import students from 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 within a grey box. When you click on 'Invite', you will receive a confirmation message that an email will be sent to the students with the link to the course.





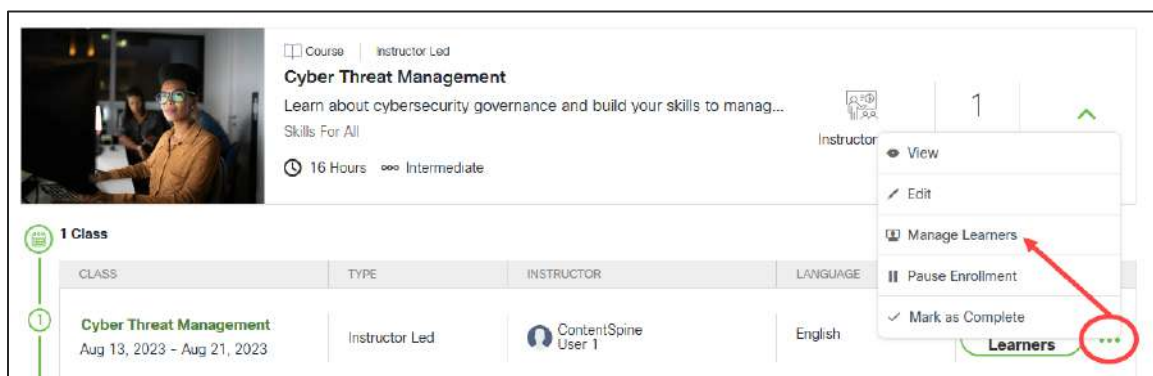
Course landing page: Once you provide the enrollment URL to your students, or they receive it via email after inviting them using the csv file option, they will see the course landing page for the class you created. Your students can enroll by clicking 'Get Started'.



Students can unenroll themselves from the class at any time. Instructors can view unenrolled students under Manage 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 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.

Remove students: To remove 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 removed from the class. The removed learner will be invited to join the global class (Skills for All Public Academy) if they want to continue learning.



← Learners Introduction to Cybersecurity- Gradebook Demo
Aug 21, 2023-Oct 31, 2023

1-3 of 3 Learners Search Learner View All Invite Learners Export

LEARNER	INVITATION DATE	STATUS	ENROLLMENT DATE
Vivek Ramtaka	Aug 22, 2023	● ENROLLED	Aug 22, 2023
QaCsStud ufJNJE	Aug 22, 2023	● ENROLLED	Aug 22, 2023
QaCsStud aTFoil	Aug 22, 2023	● ENROLLED	Aug 22, 2023

Row per page 10

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

Instructor Led 2 Classes

6 Hours ●● Beginner

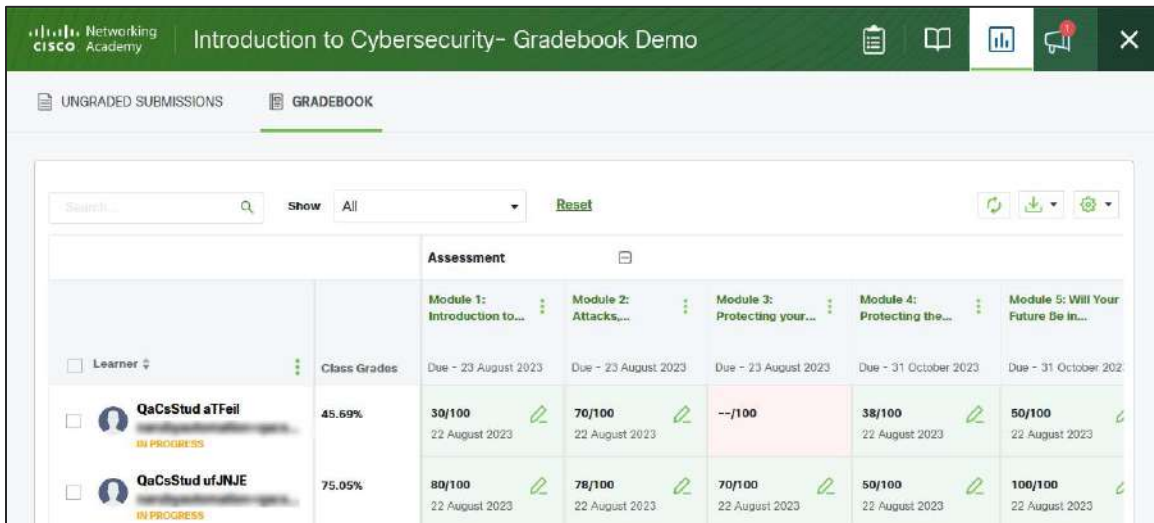
2 Classes

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.



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	Assessment				
		Module 1: Introduction to...	Module 2: Attacks,...	Module 3: Protecting your...	Module 4: Protecting the...	Module 5: Will Your Future Be in...
QaCsStud aTFeil	45.69%	30/100	70/100	--/100	38/100	50/100
QaCsStud ufJNJE	75.05%	80/100	78/100	70/100	50/100	100/100

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

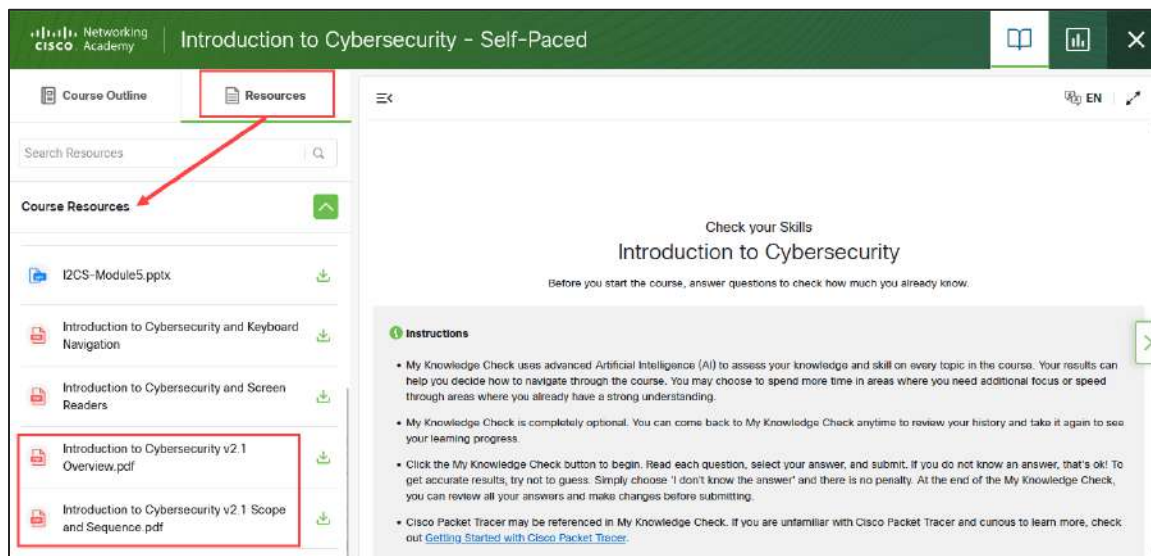
Accessing instructor resources

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.

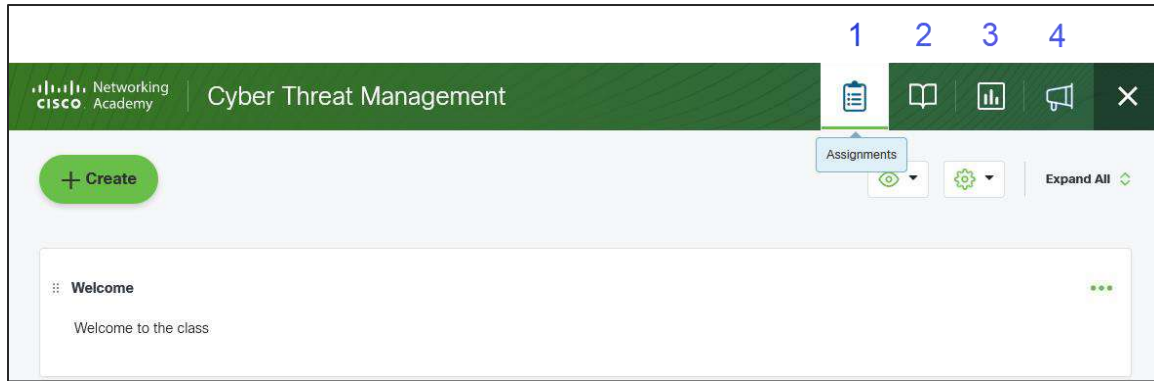
Instructor-led: In addition to what is available in self-paced resources you will also be able to access Instructor PowerPoints, Packet Tracer activities, and lab activities.

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



Overview of Instructor-led class experience in Beta

One main difference between Instructor-led classes compared to self-paced classes is the existence 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

The difference 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

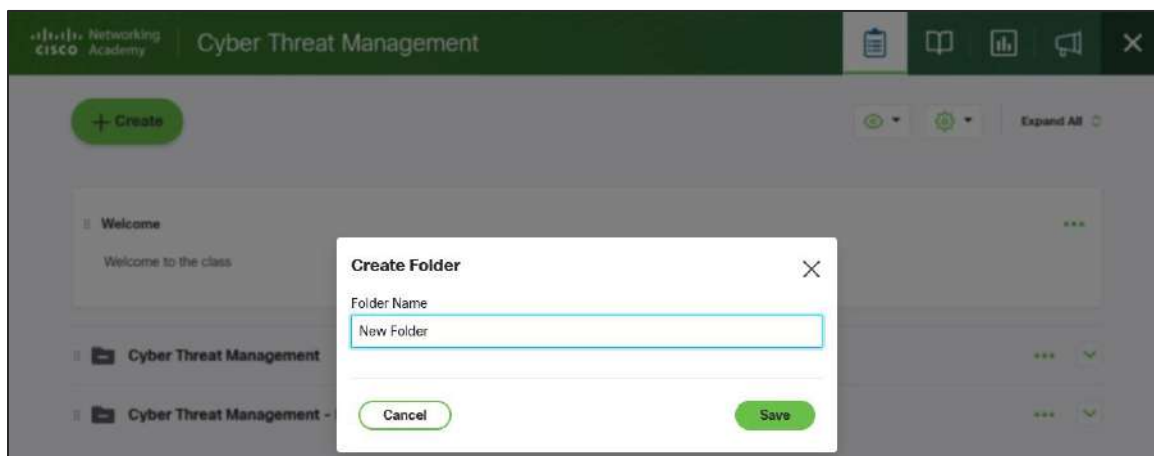
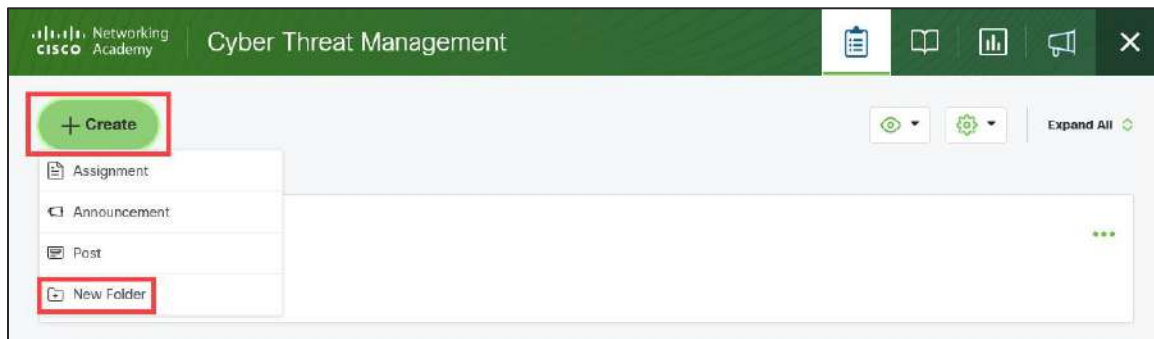
Students can still see the name and basic details like the due date

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

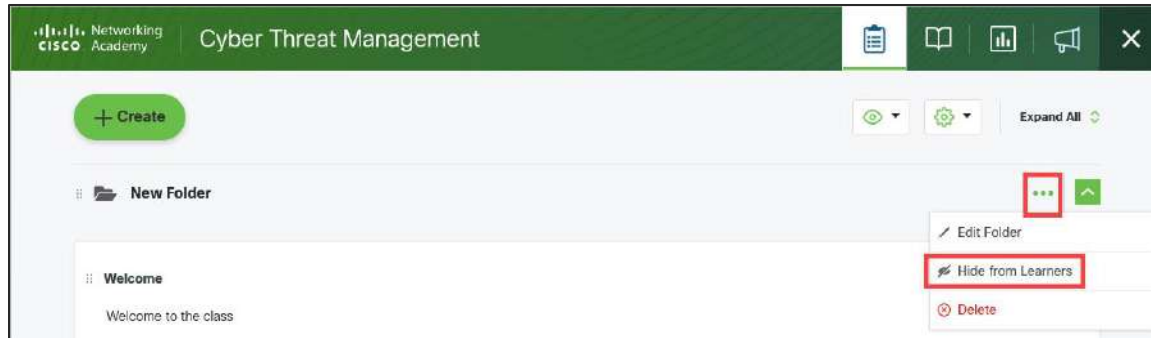
Folders allow you to organize your assignments. You can use folders to group assignments that you want your student to perform at a certain week or period. You can create new folders by clicking on the '+ Create'. You have the choice to select to create an assignment, announcement, post or new folder.



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 to edit, hide from learners or delete. The default is that it will be 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 on the course curriculum you want your students to read, module quizzes, checkpoint exams, final exam and survey. 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. Examples are a Packet Tracer activity 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 your 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.

← Create Assignment

Assignment Type
 Content Assignment

Name*
Module 2 Reading

Short Description
Read Module 2 before next week.

Description
Please add description here

Select Items

- Module 2: Network Security Testing ?
 - 2.0. Introduction
 - 2.0.1 Why Should I Take this Module?
 - 2.0.2 What Will I Learn in this Module?
- 2.1. Security Assessments
 - 2.1.1 Vulnerability Scanners
 - 2.1.2 Types of Scans
 - 2.1.3 Command Line Diagnostic Utilities

Clear Selection Add Selection

Gradebook Settings

Grading Policy* Gradebook Category* Scoring* Total Points*
 Ungraded Select a category Automatic 100

Submission Date

Due Date*
 Aug 21, 2023 9:59 PM

Cancel

Resources / References

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

Visibility
 Folder ? Assignment Visibility
 No Folder Visible to learners

Assign To
 All Learners

Submissions
 Submission Required ?
 None

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

When a new class is created as instructor-led, the assignments section will show default assignments you can reorganize in folders or adjust to your preference. You may want to change the due dates, names or any other settings available on the assignment edit window.

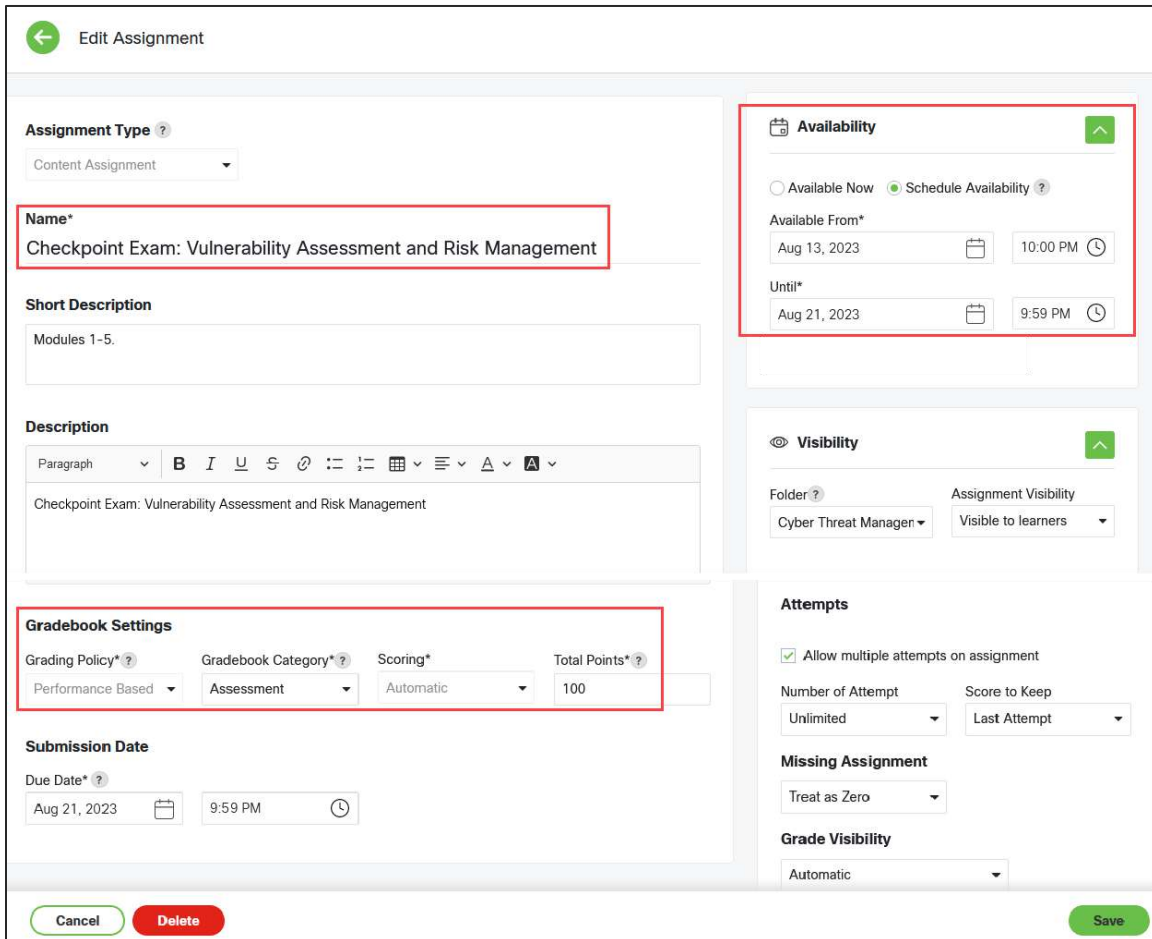
Assign a default module quiz or checkpoint exam

Open the edit details window for any module quiz or checkpoint exam pre-populated in your 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, the description, and the due date. You can determine the visibility of the quiz by choosing to hide it 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 will be automatically added to the gradebook.

Once you have modified it the way you want, 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~~

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*

Availability

Available Now Schedule Availability ?

Available From*

Until*

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

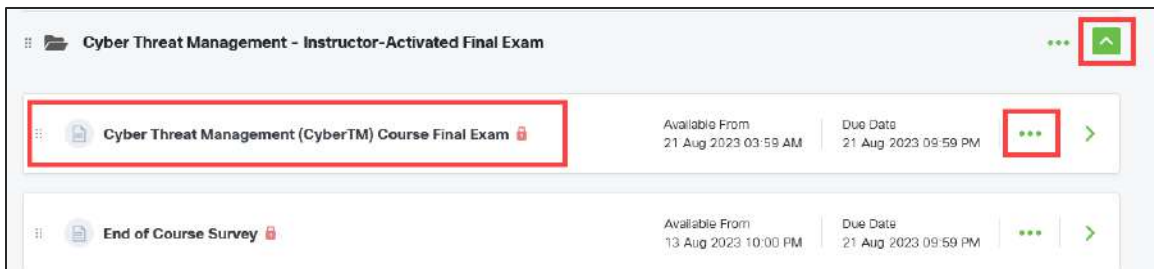
Grade Visibility
Automatic

Buttons: Cancel, Delete, Save

Assign the final exam

Within the course, open the folder for the final exam. This will be 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'.



You can change the 'Total Points' of the exam. You can lock access to the final exam by clicking on 'Schedule Availability' and selecting the dates and times you want your learners to access the exam. When you complete making 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~~ 🔗 📎 📄 📑 ☰ 🔍 🗑️ 🔗 🗑️
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

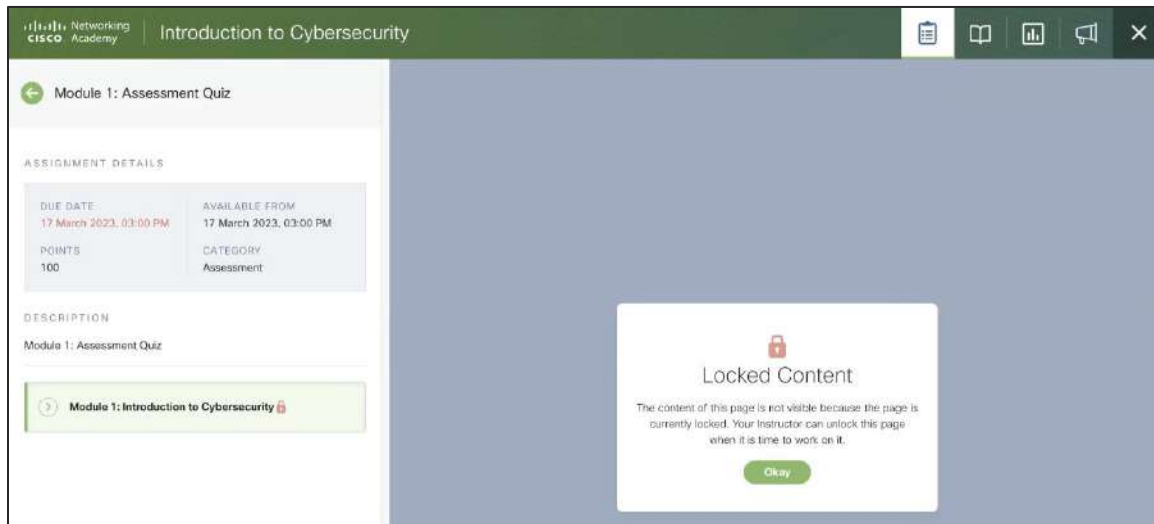
Missing Assignment

Treat as Zero

Grade Visibility

Automatic

When you lock an assignment students will see a 'Locked Content' message. They need to wait until the available from date to be able to access this content.



Create a custom assignment

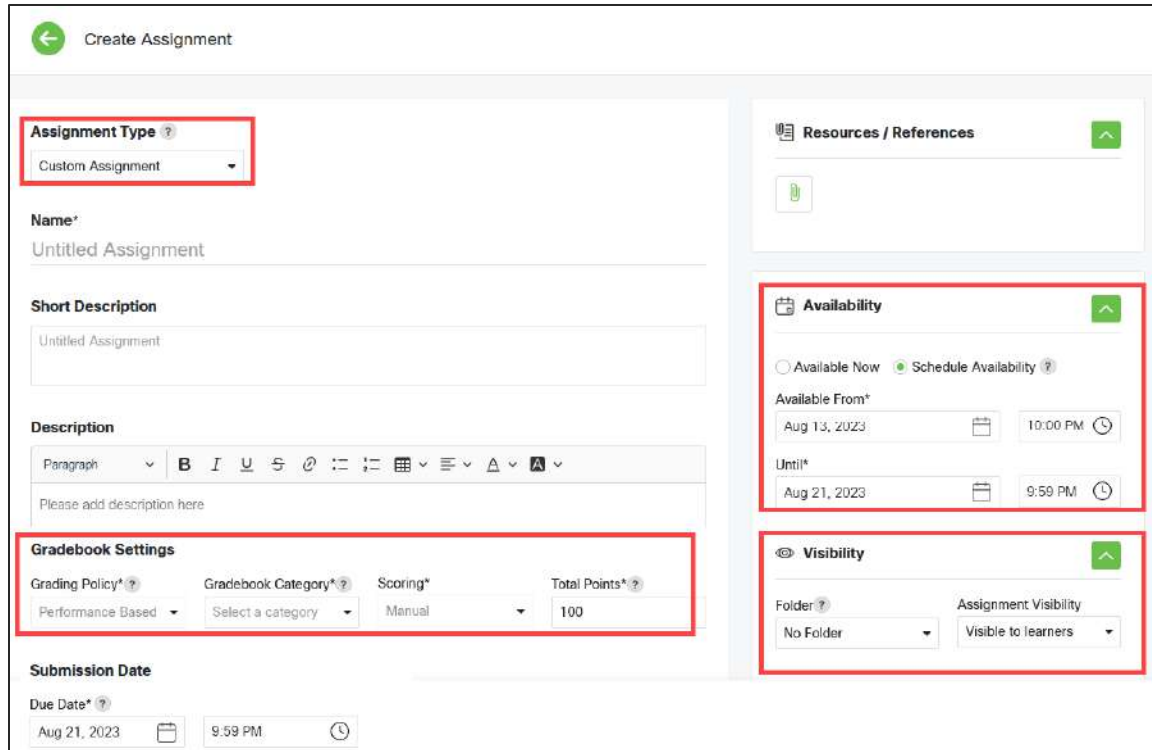
Custom assignments allow an instructor to create personalized activities. To create a custom assignment, click on '+ Create' and select 'Assignment'.

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 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 now click on the assignment and upload the solution file on the platform. These custom assignments require manual grading.



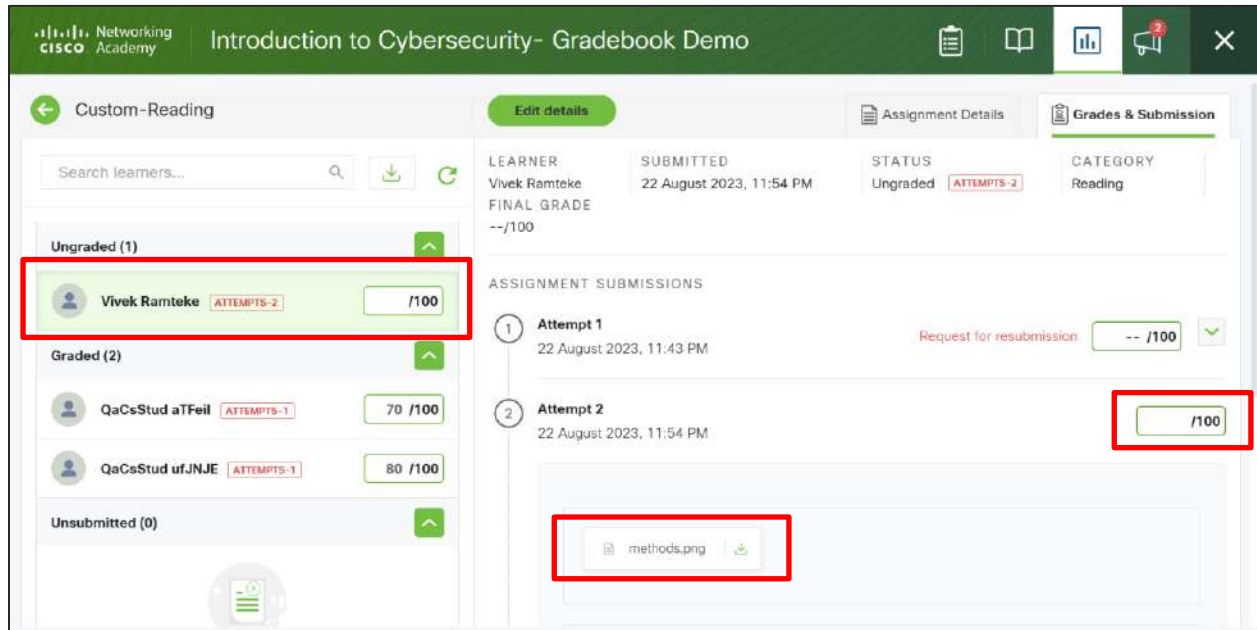
Grading a custom assignment

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.

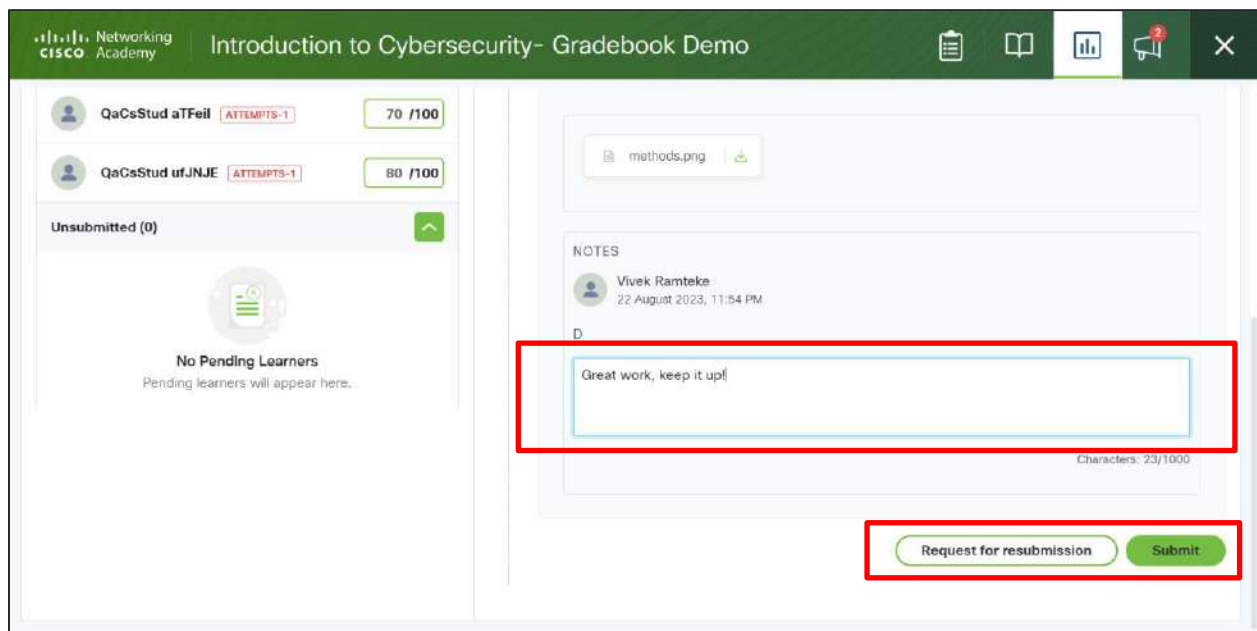


Assignment Name	Due Date	Ungraded	Total Submission
Custom-Reading	Due 31 October 2023, 11:29 AM	1	3/3
Custom-Activity	Due 31 October 2023, 11:29 AM	0	3/3
Custom-Assessment	Due 31 October 2023, 11:29 AM	1	3/3

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. From here, you can download and review the file submitted by student, write a feedback on student's submission and enter the grade in the box.



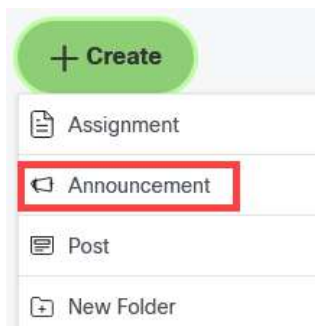
At the bottom you have the option to submit the grade or request student to resubmit the assignment, if you are not satisfied with the answer provided by the student.



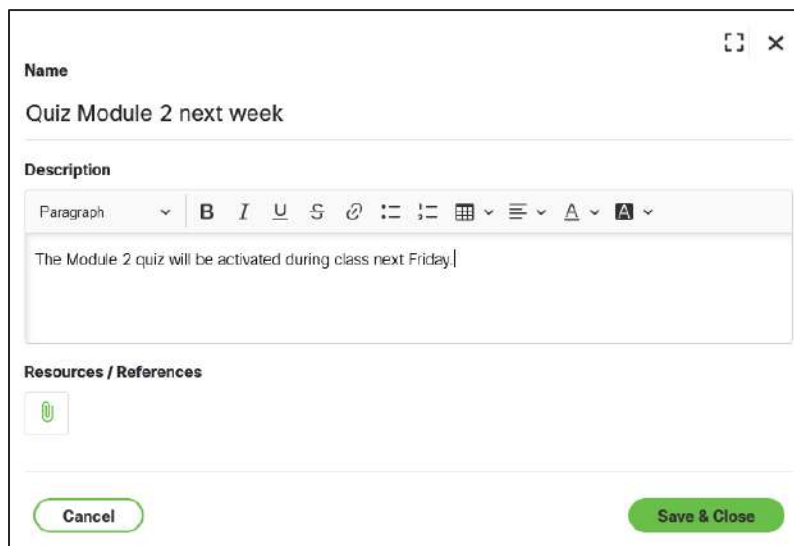
Create and pin/unpin an announcement

Announcements are displayed in the Announcements pane on the right which can be opened by the megaphone button in 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'.

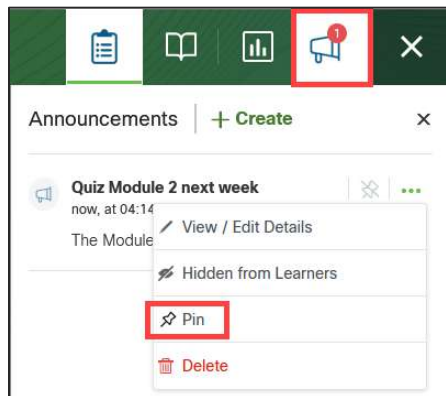


To create the announcement, add a name and description for your announcement. There is an option to attach a file by clicking on the paperclip icon underneath 'Resources / References'. Click 'Save & Close' to finish.



A screenshot of a form for creating an announcement. The form has a title bar with a maximize icon and a close icon. The 'Name' field contains the text 'Quiz Module 2 next week'. The 'Description' field has a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Strikethrough (S), Link (S with chain), Unlink (S with chain), Table, Bulleted List, Numbered List, Indent, Decrease Indent, Text Color, and Background Color. The description text reads 'The Module 2 quiz will be activated during class next Friday.'. Below the description is a 'Resources / References' section with a paperclip icon. At the bottom of the form 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.

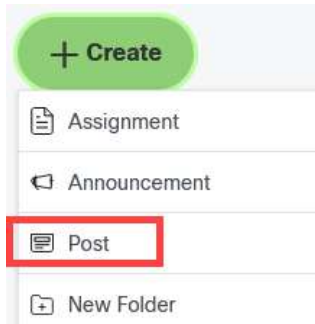


Note: You can only pin one announcement at a time to be shown at the top of the class homepage. You can unpin an old assignment and pin a new one you want to highlight at the top of the page.

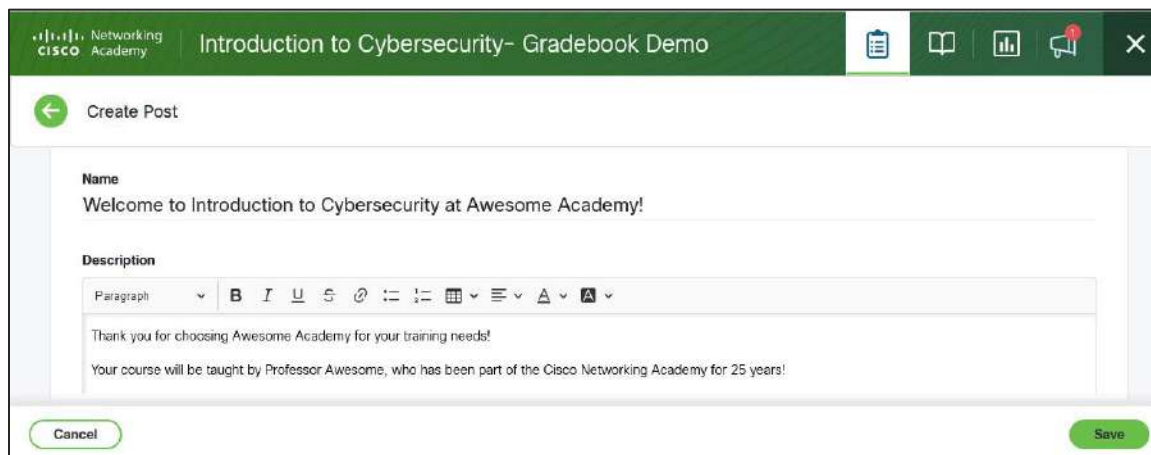
Create a post

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.



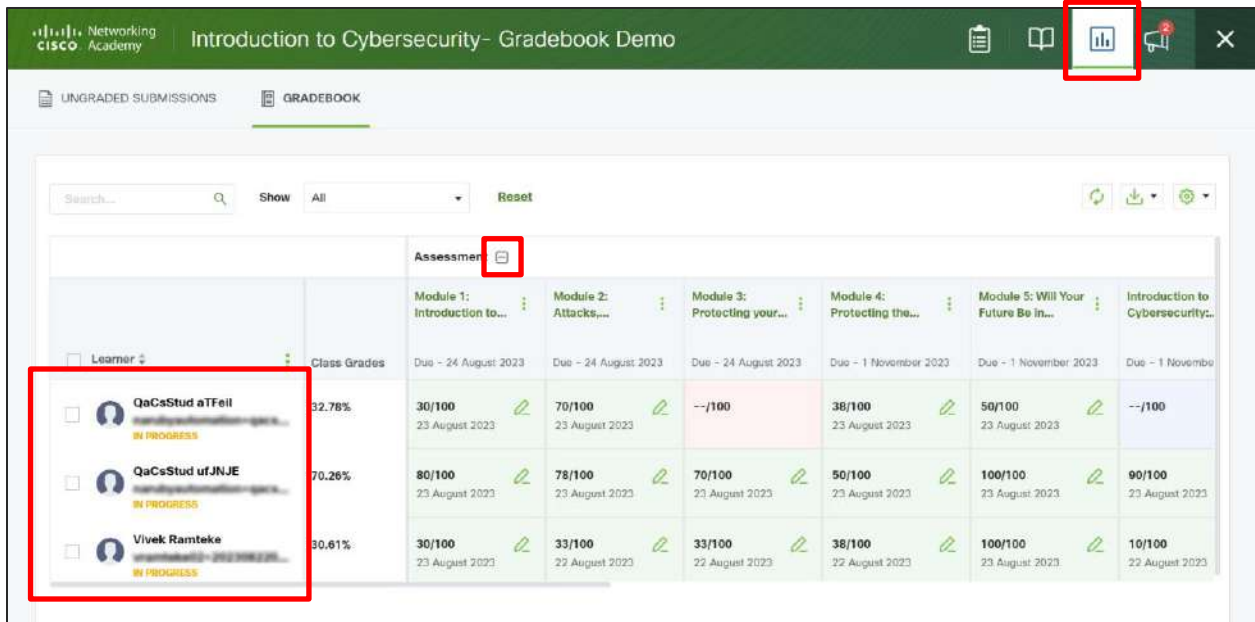
Enter a name and description, then click Save.



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.

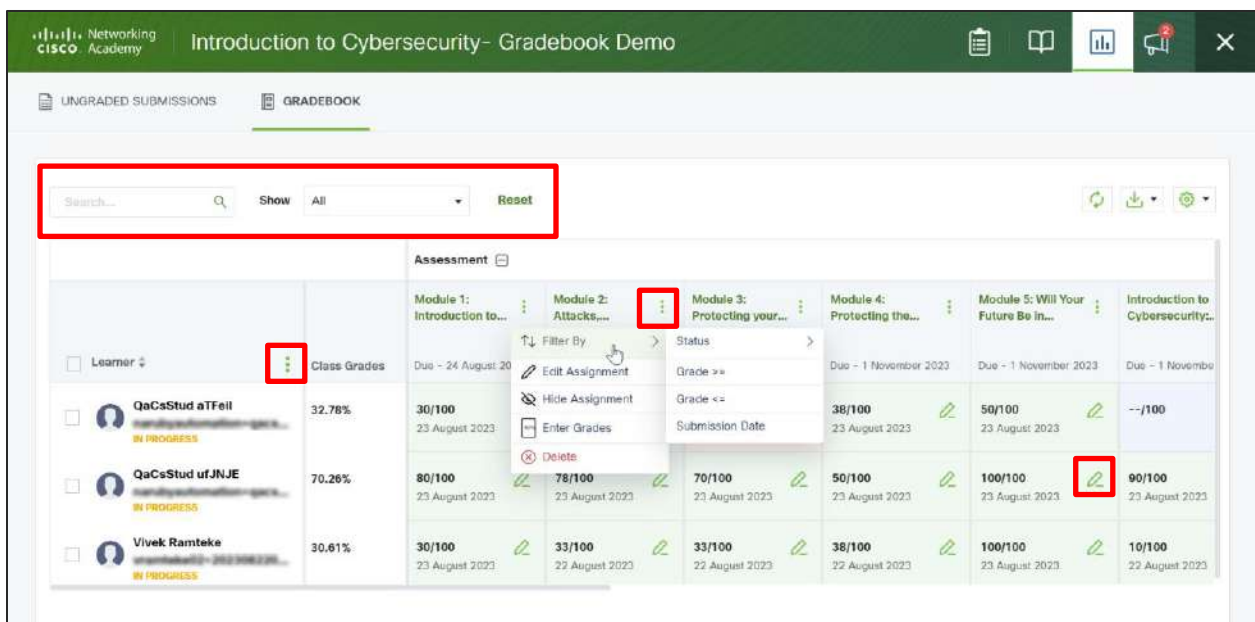
Customizable gradebook in beta release

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.



Assessment	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 aTFell	30/100	70/100	--/100	38/100	50/100	--/100
QaCsStud ufJNJE	80/100	78/100	70/100	50/100	100/100	90/100
Vivek Ramteke	30/100	33/100	33/100	38/100	100/100	10/100

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.



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:

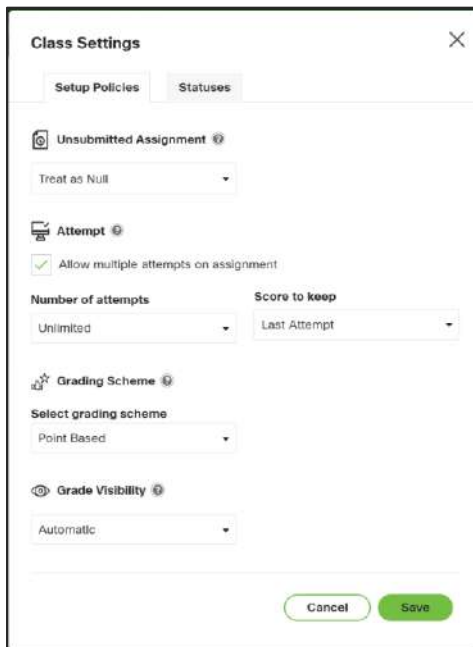
- Unlimited or specified number of attempts
- Which attempt's score is kept in the gradebook: last, first, highest, or lowest

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 will be 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 | Statures

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 ⓘ

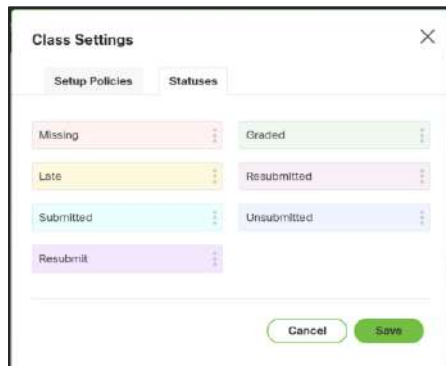
Automatic ▾

Cancel Save

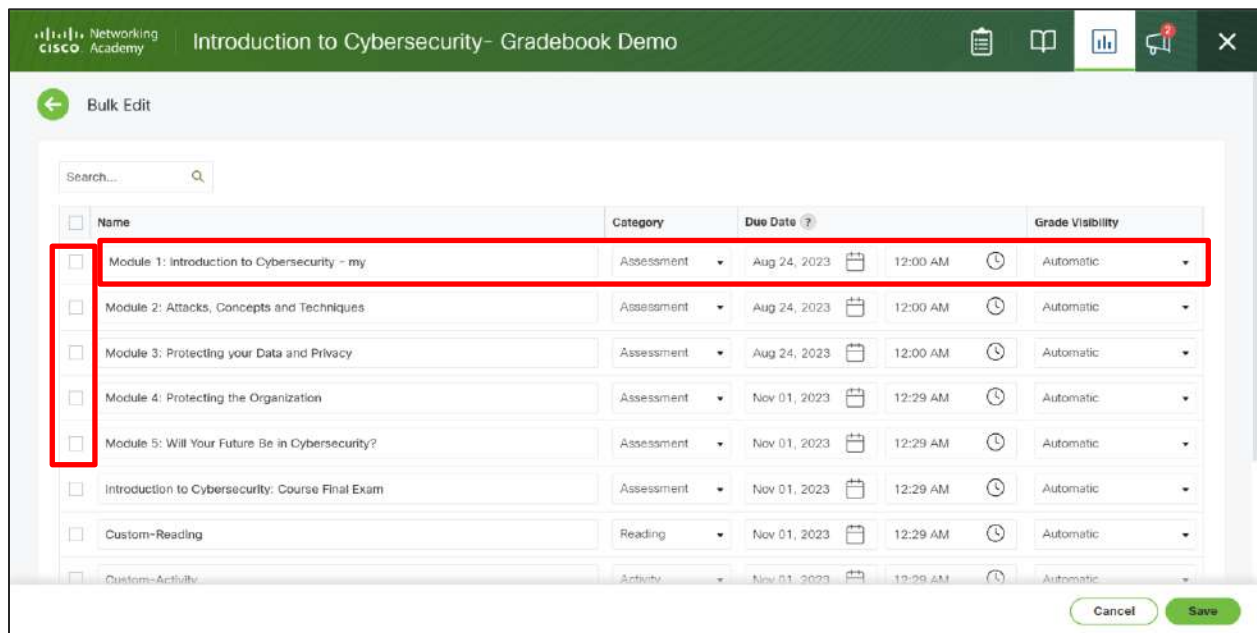
On the Statures tab, you can customize grade statuses names and colors. The statuses mean:

- 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

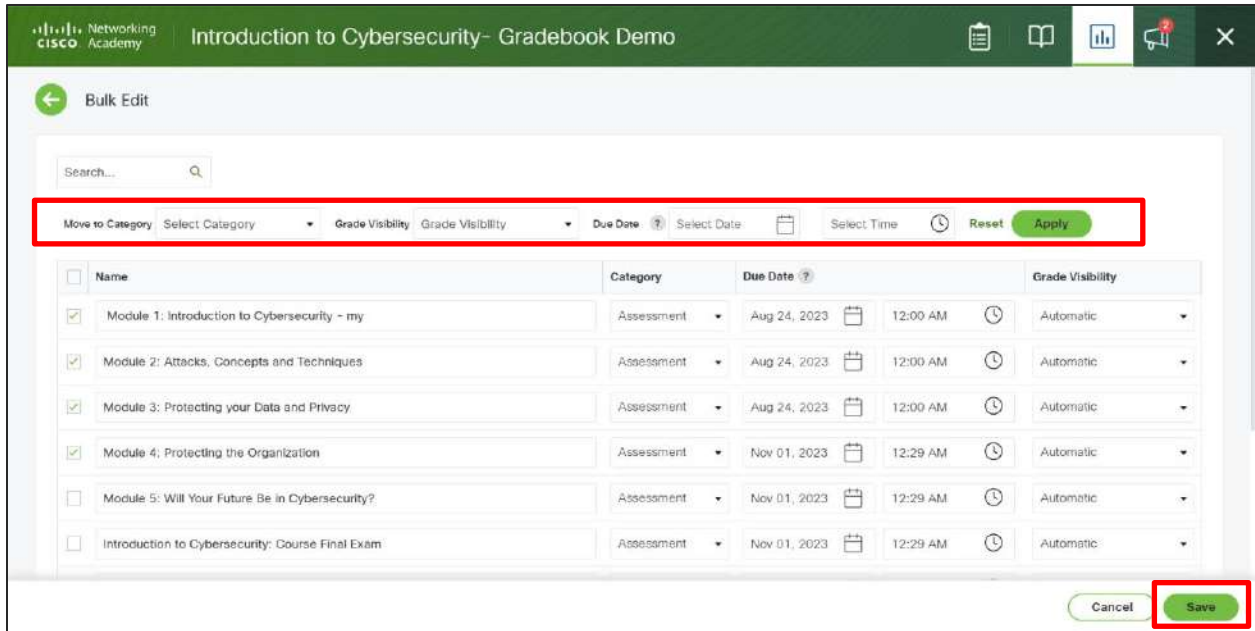
- Resubmitted – instructor has requested a resubmission AND student has submitted the resubmission AND it is not graded



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.

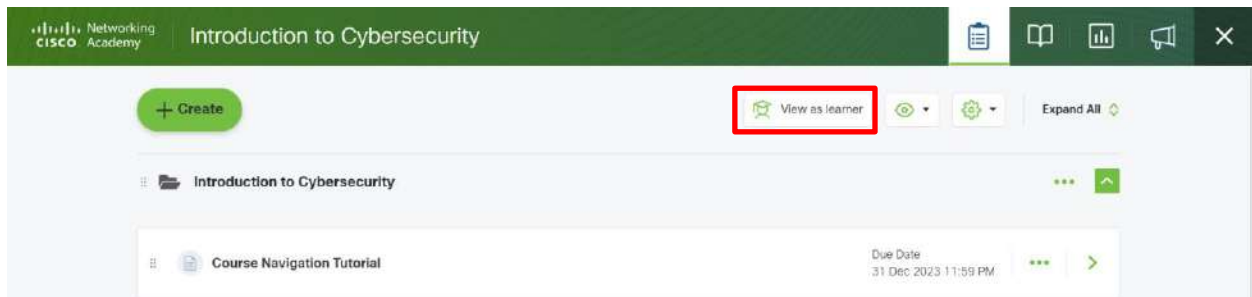


A panel will appear allowing you to modify the setting for all selected assignments at once. Click Apply and Save to save all changes.

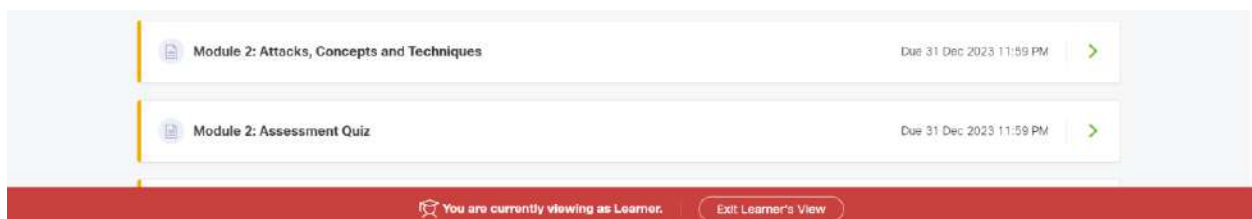


View as Learner

You can see how your customizations will look like 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.

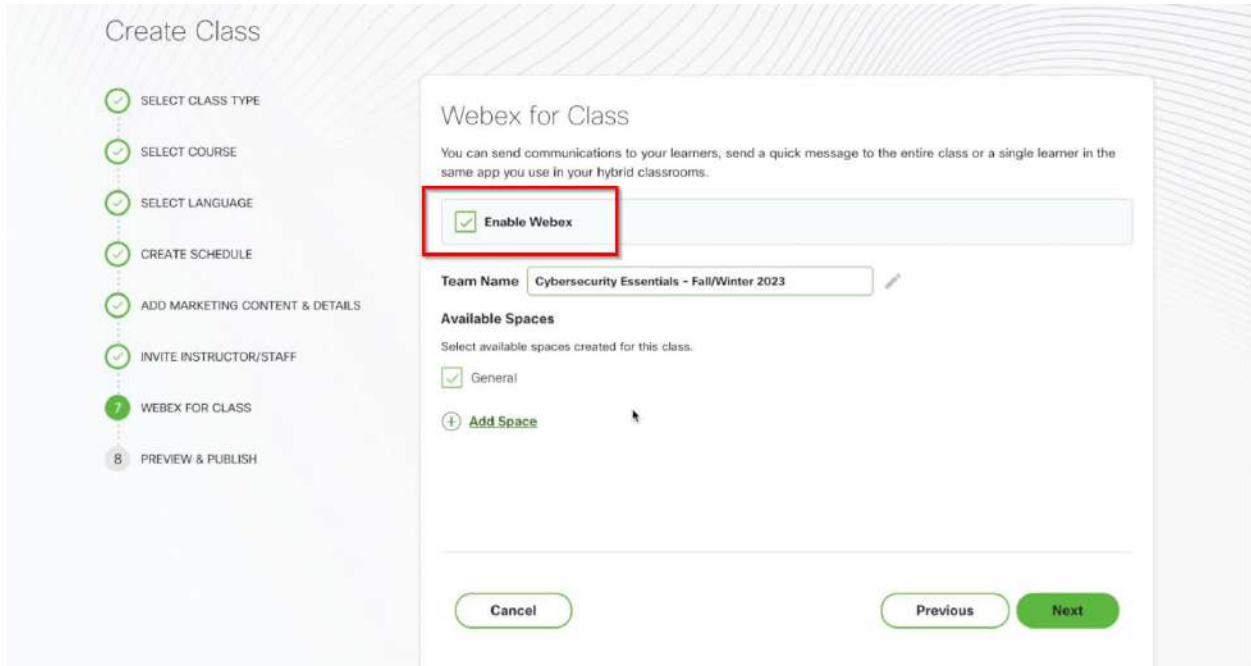


Class Messaging (Coming Soon)

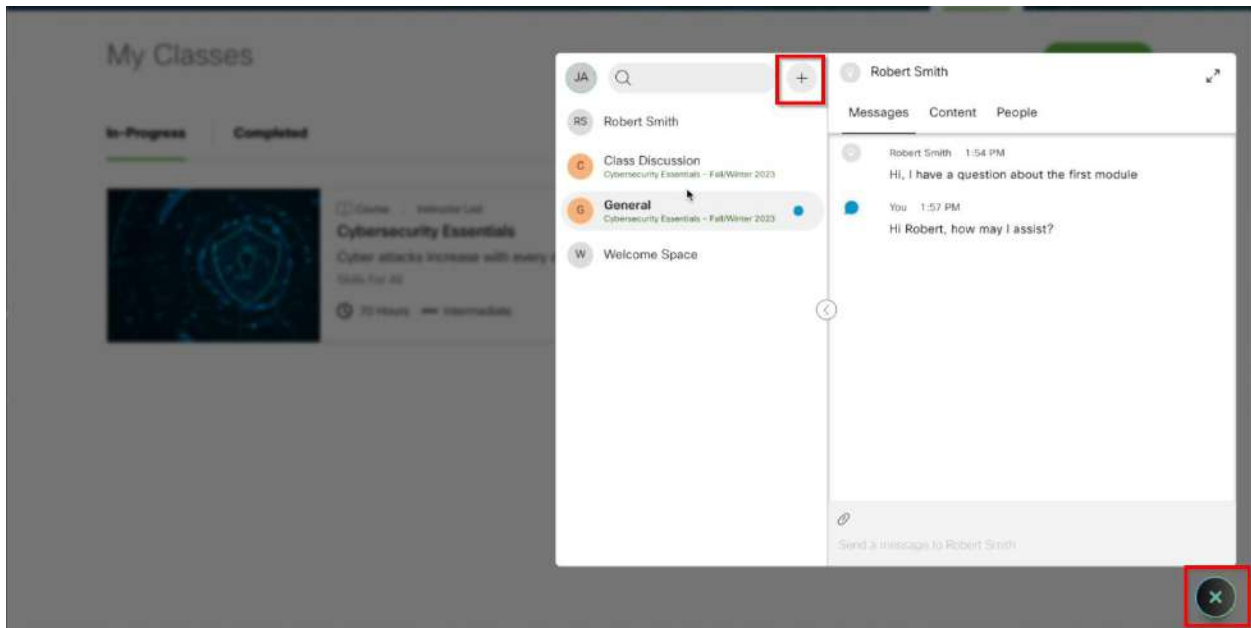
With Class Messaging you can communicate with your students individually, or with the whole class, as well as create communication groups within the class. Class Messaging leverages Webex in the back-end. Students use Skills For All built-in web widget for messaging. Instructor can use the same widget or their preferred Webex app.

Students do not need Webex accounts, but instructors do. 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.

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.



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.



Report a bug

Please use the Virtual Assistant for Support.

Provide Feedback on the Skills for All Educator Experience

We are looking for feedback from instructors on class management features. On this Instructor-led Experience [Feedback Form](#), you can either provide your general impressions of this new functionality or you can provide feedback on some of the tasks we provided in this guide.