The Academy Support Center Partnership
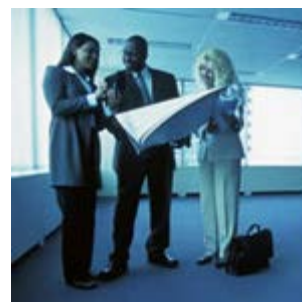# *Weekly Newsletter*

NetSpace Webinar: June 5th.

Still having trouble with the new NetSpace? Don't miss our monthly NetSpace Webinar airing June 5th. Check out our website under the "Members Only" tab at www.theascp.org for more information.

REMINDER: Download Academy Connection Class Data by 30 June 2013

This message is to remind you that all class data stored in Academy Connection will only be accessible through the end of June 2013. You can currently access data for classes that have been taught at your academy for the past five years. After 30 June 2013, Academy Connection will be shut down, and all class data that was created in Academy Connection will no longer be available.

Action Required: If your academy has not been downloading and saving class data locally, it is time to start. Please be sure to save all class data by 30 June 2013.
The data available in Academy Connection includes:

- Class name and duration
- Usernames
- Assessment and course results (pass, fail, or incomplete)

Data for courses that are created in Cisco NetSpace will be retained for two years*, but academies are strongly encouraged to save their data locally.
*This timeframe is subject to change.
The shutdown of Academy Connection will not affect your ability to view your academy metrics through the Academy Success Dashboard.
How to Download Data from Academy Connection
Administrators can follow these steps to download class data on Academy Connection:
1.   Log in to Academy Connection.
2.   Click Administrator Home or Instructor Home in the upper left menu.
3.   Scroll to the bottom of the page and click Download Class History.
The Download Class History function enables academies to download a Class History Report with all of their class data with one click.
Data for classes that are updated after the Class History Report is generated must be downloaded and saved individually, as they will not be included in the Class History Report.

IMPORTANT REMINDER FOR STUDENTS AND ALUMNI: Complete Actions in Academy Connection by 30 June 2013

Academy Connection will only be accessible through the end of June 2013. After this date you will no longer be able to view the gradebook and download certificates of completion or letters of merit.
In mid-May 2013, the ability to request vouchers will be disabled in Academy Connection and will only be available in Cisco NetSpace. For students who become voucher eligible, vouchers will continue to be valid for three months starting with the date that you become voucher eligible.
Please read the following scenarios carefully:

- If you are currently eligible, request your voucher and validate your email address as soon as possible.

- If you miss the opportunity to request your voucher in Academy Connection, when you upgrade to Cisco NetSpace your voucher eligibility will migrate with you. However, you may experience delays in accessing your voucher.

- If you request your voucher prior to mid-May, but do not validate your email address before 30 June 2013, your voucher record will be inaccessible; you will experience delays and you will need to contact the support desk.

- If you become voucher eligible in a class that completes after mid-May, you must upgrade to NetSpace to access your voucher, even if you do not plan on taking additional Networking Academy courses.

How to Download Certificates and Letters from Academy Connection
You can access certificates and letters by following these steps:
1.   Log in to Academy Connection.
2.   Click Student Home in the upper left menu.

3.   In the middle of the page under My Classes select the class data you would like to see.
4.   At the bottom of the page click Gradebook.
5.   Click Display Certificates and Letters.
6.   Save the PDFs locally.
 Because the information in the gradebook will no longer be available, we recommend that you copy and paste the information from the gradebook into a document and save it locally or print the page.
How to Request Vouchers in Academy Connection
1.   Log in to Academy Connection.
2.   Click Student Home in the upper left menu.
3.   If you are eligible for a Certification Exam Discount Voucher the Request Voucher Link will be visible in Request Voucher section under Professional Development.
4.   Determine which voucher you would like to request (for more info, review this link).
5.   Click the link to request the voucher for the exam(s) you selected.
If the Request Voucher Link is not visible and you believe you should be eligible for a voucher, please review the Voucher FAQs.

Inside Cisco NetSpace Learning Events in May and June

Registration is now open for additional Inside Cisco NetSpace webinars scheduled during May and June. Each of the following 30-minute webinars provides a demo and discussion of one feature in NetSpace, with a panel of NetAcad experts who can answer your questions.
Click the Register Now links below to view the dates and times in other time zones. These learning events are open to all instructors and partner representatives.
Inside Cisco NetSpace Webinar Series

Certificates, Letters of Merit, and Vouchers
Description: Learn to print Certificates of Completion and Letters of Merit for your students. Also learn how students can request exam discount vouchers.

- Wednesday, May 1, 2013, 7 a.m. PST Register Now

Calendar and Syllabus
Description: Learn how to create and use the calendar and syllabus within your course.

- Wednesday, May 15, 2013, 12 p.m. PST Register Now

Custom Page Creation
Description: Learn how to create and modify pages within your NetSpace course.

- Wednesday, June 5, 2013, 12 p.m. PST Register Now

Modules
Description: Learn how to use Modules to walk students through course materials.

- Wednesday, June 19, 2013, 12 p.m. PST Register Now

You can also view recordings of all past Inside Cisco NetSpace webinars in one convenient location. Just log in to the Instructor Communities then visit the Cisco NetSpace resources area:http://community.netacad.net/web/club-netacad/cisco-netspace.

Forward this email