



Cisco Networking Academy Program

ACT Definitions of Concepts

Academy Connection	The Academy Connection is a portal site for both Academy users and non-Academy users. This site serves as an online community space with a login for personalized instructor, administrator and/or student sites.
Academy Connection Transition (ACT)	This is a course for instructors who have already taken and passed the Orientation Course. This course introduces the key functionality of the new Academy Connection Site.
Academy Equipment Manager	This person verifies receipt of equipment orders in a particular academy
Academy Locator	A tool, which enables the end-user to locate an academy in a specified geographic location.
Academy Marketplace	Formerly known as the Academy Store, this is the online location to find course materials and Cisco related merchandise.
Academy Support Locator	A locator that allows Local Academies to search for a Regional Academy in order to establish a support relationship for a specific curriculum.
Academy Tree	The Academy Tree allows Legal Main Contacts to better understand the relationships that affect their Academy. In particular, the Academy Tree is driven by the support relationships that your Legal Main Contact has created.
Alumni Connection	The Alumni Connection is the official, global web site for Alumni of the Cisco Networking Academy Program. It includes community-building features and provides access to curricula that Alumni have already completed. The site also includes career development tools and resources.
Alumni Survey	The Alumni Survey is a tool for collecting baseline career data on students both while they are in the Networking Academy Program and afterwards. The Alumni Survey can be completed at any time by students who have registered as Alumni, but is usually completed when a student first registers as an Alumni. Survey fields are updateable and capture data historically to help alumni track their career development. The Alumni Survey is accessible from the Alumni Home Page on the Academy Connection.
Asset manager	This person is responsible for the following actions: <ol style="list-style-type: none">(1.) Inventory assets that will be used to deliver course content(2.) Register assets in GLN-SM asset management module(3.) Declare which of these assets are available to students accessing content(4.) This person can edit services for classes on behalf of the instructor.



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Batch Activation	Batch Activation is the activation of multiple exams. When an instructor chooses to batch activate exams, they must accept the default exam and form attributes.
Closed Training Model	The closed training model refers to a management system distinction whereby the Cisco team lead has designated that Instructors wishing to receive curriculum training for a specific topic must attend their existing support academy or “support center.”
“Communicate”	A key section of the Instructor and Administrator Home Pages that depending on the role provides: <ul style="list-style-type: none">• The ability to send emails and postings to groups• Discussion boards to communicate with other Academy users• Access to “My Academy Information”• A section to report curriculum and assessment bugs• Post success stories
Curriculum Lead	This person manages the implementation of one or more curricula within one or more Academies.
Custom Scores	Custom scores allow instructors to add assignments and scores for any other activities they assigned to the students but not appeared in the main Gradebook.
Discussion Boards	The discussion board provides access to discussions that allow administrators, instructors, students, and alumni to engage in active dialog on issues as they relate to the Cisco Networking Academy Program and the students' learning experience.



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Field Test Questions	Field test questions are questions that appear on a test but are not used as part of the student's score. The questions are used on a trial basis to ensure their appropriateness and quality before they are used in tests to determine a student's grade.
Flash activities	Learning activities found in an online environment where students can practice application of knowledge as they interact with curriculum.
Form Attributes	Form Attributes allow Instructors to set specific functionality on exams such as: randomized items, personalized feedback, item information, proficiency report, sub score report, duration of form, retries, stop criteria
Global Learning Network-Service Manager	<p>The definition for this role requires two parts.</p> <ol style="list-style-type: none"> (1.) First, there is a manager who operates the system that stores information about assets that are placed at Academies in support of World Wide Education curriculum and course content. An asset is defined as a piece of networked computer hardware and its associated IP address and port (i.e. socket). (2.) Second, there is hardware and software that tracks what assets are used to support the delivery of services for each course offered at the Academy. (Curriculum Delivery, Personalized Feedback Display Pages, Net Labs, More Info.)
Intelligent Knowledge Base	<p>The majority of program support will take place through the Knowledge Management Tool. It has the following features:</p> <ul style="list-style-type: none"> • Search for information • Ask a question if the information you need is not found • Rate the answer you receive • Receive automated updates when information changes
"Learn"	<p>A key section of the Instructor Home Page that allows:</p> <ul style="list-style-type: none"> • Instructors to manage their own training • Instructors to register for training and professional development materials including information on CCAI Certification and the Quality Assurance Plan



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Legal Main Contact	This person manages the implementation of one or more Academies and is the only person responsible for making legal decisions and signing online agreements at the Academy. There is one legal main contact per Academy.
Locators	Academy and Class Locators: <ol style="list-style-type: none">(1) "Locate Academy" allows the user to find the Academies associated with their search criteria(2) "Locate Class" allows the user to find the start and end dates of classes being offered at various Academies.
"Manage"	A key section of the Administrator's Home Page that allows: <ul style="list-style-type: none">• Link to Academy information• Add a new Academy• Add curriculum• Manage Quality Assurance Plans• Get information on ordering equipment• Add new classes and users• Manage instructor lists, students and other users• View reports
Membership Directory	The Membership Directory allows Academy Administrators and Instructors to search for co-workers and peers with accounts on the Academy Connection. From the Membership Directory Results page, users will see the results matching your search criteria and a hyperlink on the username. This link will display the user's public profile information. The Academy Name is a hyperlink to the Academy Information such as address, phone number and a contact person.
Migrating In-Progress	This is the term used to describe the transition from the one system to another. There are dates and times involved in the transition. All current gradebook information from classes closed prior to the transition can be accessed through the historical Gradebook. Classes that are active during the transition will have the current gradebook information stored both in the historical gradebook and in a new gradebook that contains additional functionality.



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Multiple Forms	Some exams may have multiple forms. Multiple forms are created to cover the same content and consist approximately the same number of items. Each form is created to have approximately equivalent difficulty. These multiple forms give instructors increased flexibility in the administration of assessments. Multiple Forms are usually accompanied with Proficiency Reports.
Open Training Model	The open training model refers to a management system distinction whereby the Cisco Networking Academy Program team lead for a particular geographic theater, country, or region has designated that Academy Instructors may attend curriculum training from an academy which is not in their existing supporting academy.
Personalized Feedback	Personalized feedback is provided to students upon the completion of certain exams. This feedback provides students with links to areas of the curriculum that they have not yet mastered, as measured by incorrect responses to items on that exam. Proficiency Feedback can be used to guide further study, but should not be considered a comprehensive indication of which curriculum can be bypassed. Proficiency Feedback is available only in courses that are delivered dynamically.
Postings	Any online communication in the form of email, or discussion board comments that enhance the growing knowledge of the community
Proficiency Report	These reports provide feedback on a student's proficiency level as measured by their performance on an assessment activity. The proficiency report will also contain information about the knowledge and skills that the student has probably mastered, as well as those that the student has probably not yet mastered.
Profile (User, Academy)	This term is used to describe the various user roles that are established to manage an Academy effectively. Examples are the Legal Main Contact, Curriculum Lead, Instructor, Registrar etc.



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Provisioning an Asset	Once assets have been entered and made available by the Asset Manager within GLN-SM an instructor may then select the assets they wish to specify for use in a class. This process is called provisioning an asset for use in a class
Registrar	This person adds new students to an Academy and may enroll them into a class.
Single Activation	Single Activation is the activation of one exam. By choosing single activation an instructor has more flexibility to set the exam activation features to their preferences. Some exams such as the final exam are only available for single activation.
Site Survey	The Site Survey has a general, network-centric survey component that gathers information about an Academy's network topology and network capabilities.
Support Center	The support center is the location where an Academy goes for special instructor training or help with the basic setup/operation of an Academy. They operate under the open and closed model of training.
"Teach"	A key section of the Instructor Home Page that allows: <ul style="list-style-type: none">• Management of the student and instructor classes they are teaching• Options to view student and instructor class information• Viewing reports• Add students to a class• Accessing student class history• Adding new student classes• Managing student users
Testlets	Testlets are small stories or descriptions with multiple questions that support integrative work. A scenario of some type is presented to the student. This can be a simulation, static graphic with text, video, audio, etc. A series of questions follows the scenario asking the student about various aspects of the task.