

CISCO Data Collection Process

IT Programs that will be administering a CCENT certification to their students must use the student's authentication code on their score report and share the link to receive exam results. Students who pass and earn their certification can also create a separate link from their profiles in Pearson Credentialing Manager for verifying their certification. The student official results will be crosschecked with student data that is uploaded via Moodle. *If the correct links are not provided, then the students' reports cannot be viewed and the data will not be included in assessment processing.*

Following are the steps to upload student data

1. In an Excel Spreadsheet, list the following fields:
 - a. Student's UIC
 - b. Student link on CCENT system
 - c. Last Name
 - d. First name
 - e. Building Name
 - f. Building Number
 - g. Result – Pass or Fail

PLEASE DO NOT SEND SPREADSHEET VIA EMAIL DUE TO STUDENT CONFIDENTIALITY

2. Save Spreadsheet and Upload into secure Moodle website. **Registration is required for the Moodle site. Please follow the directions below in steps 3 through 7 along with referring to the Moodle Registration document on the [CTE Skills Assessment Website](#) under the Data Coordination and Collection Section.**

http://www.michigan.gov/mde/0,4615,7-140-2629_53968_53970---,00.html.

3. The Moodle room that is required for registration is the **CISCO** room

To complete Step #3 of the Moodle Registration Procedures, click on the following links within Moodle:

- o Michigan Project Rooms
- o OCTE Connect Project Rooms
- o District Communication Project Rooms
- o CISCO

4. Complete Steps 4, 5, and 6 as stated in the Moodle Registration Procedures.
5. To complete Step 7, please enter the Enrollment Key: **CISCO18**
6. Complete Steps 8 and 9 as stated in the Moodle Registration Procedures.
7. Upload the files – see instructions on the CTE Skills Assessment Website on How to Upload a File in Moodle.

If you have issues entering the **CISCO** room, please contact Valerie Felder at felderv@michigan.gov or at 517-335-1066.