



## Using the Virtual Assessment Center

### Access

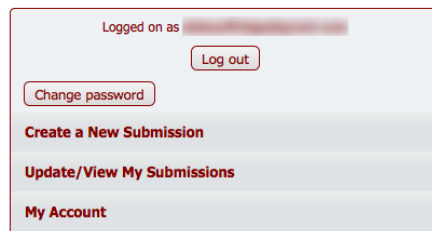
- 1) To access the Virtual Assessment Center (VAC) - <http://mooc.kennesaw.edu/credit/>
- 2) Then click on **"click here to login"** to access the login page.

### Creating an account

- 1) On the sign-in page, click **"Create Account"**
- 2) After reading the instructions here, click **"Continue to Registration."**
- 3) Fill out all the necessary information. (Please note that all fields are required except "Middle Name.")
- 4) Once all necessary information is filled out, click **"Submit."**
- 5) You will receive an onscreen notification that your registration was successful at the same time you receive an email notification sent to the email address you provided.
- 6) Go to your email and click the link to confirm your account and finish registration. If you are unable to click on the link, you can copy and paste the link into your browser.
- 7) That link will take you to the login page where you will be able to sign into the application.

### Main Menu

From the main menu, you have the option to create a new submission, update or view your previous submissions, view and change account details, or change your password.



### Creating a New Submission

- 1) Click **"Create a New Submission"** on the main menu.
- 2) On the Submission Request Page, choose your MOOC from the dropdown menu. Then click **"Save and Continue."**

A screenshot of the "Submission Request" form. The title is "Submission Request". Below the title is a light gray box with the instruction: "Please select your desired submission type below and then click the **Save & Continue** button below." The form has a "Submission Type" label and a dropdown menu. The dropdown menu is open, showing "Please select" at the top and "K-12 Blended and Online Learning MOOC" selected. To the left of the dropdown is a red asterisk and the text "\* - Required field". At the bottom of the form are two buttons: "Save & Continue" and "Back to Menu".

- 3) This will take you to an instruction page from your MOOC instructor. Read the instructions carefully, and then click **"Continue."**

- 4) This will take you to the **“My Submissions Page.”**

- 5) In the **“Status”** line, choose whether you would like to **“Save for Later Submission”** or **“Submit Now.”**

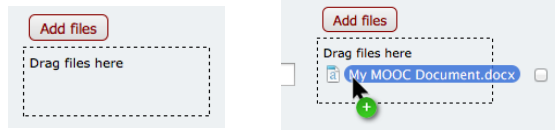
***There are two ways to upload on this page.***

- 6) You can click the **“Add File”** button and choose from the drop down menu to find the item you want to submit.

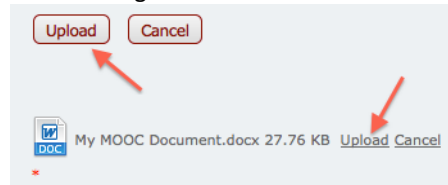
- 7) Or you can choose the item you need to upload from the list below, click the **Upload/Edit File** link and do the same.

- 8) Once you have expanded either area, you will see 1) a list of acceptable file types for that submission; 2) an area where you can enter additional information; and 3) an area to add the files.

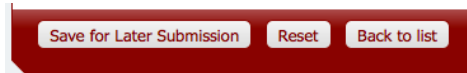
- 9) To upload the files, you can choose to **"drag files here"** or click the **"add files"** button and find the files on your computer.



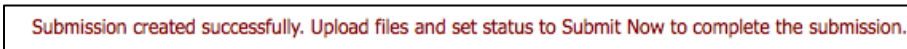
- 10) Be sure to hit **"Upload"** after adding file.



- 11) Once you have added the files that you are ready to upload, go to the bottom of the page and click either the **"Save For Later Submission"** or **"Submit Now"** button. This will depend on which option you chose from the drop down menu at the top of the page.

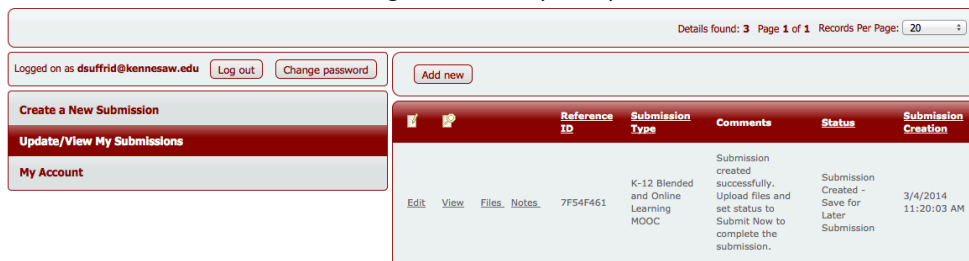


- 12) Once you have successfully uploaded the file(s), you will see this in the **"Comments"** area in the upper section of the **"My Submissions"** page.

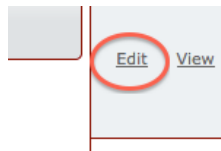


- 13) Click **"Back to list"** at the bottom of the page.

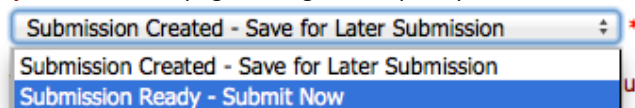
- 14) Your Main Menu will now be changed to reflect your uploads.



- 15) Once you have uploaded **all** the items that you need to submit, you can click **"Edit"** and return to the **"My Submissions"** page.



- 16) Once on the **"My Submissions"** page, change the top dropdown menu to **"Submit Now."**



- 17) The button at the bottom of the page changes to **"Submit Now."** Clicking this button will take you to the payment screen.



## Making Payment

- 1) Once on the payment screen, fill out all required information and click **“Process Payment.”**

**Submit Payment**

**Payment Description** K-12 Blended and Online Learning MOOC

**Payment Total** \$ 250.00

**Cardholder Information**

Cardholder's Name \*

Address Line 1 \*

Address Line 2 \*

City \*

State \*

Postal Code \*

**Card Information**

Card Number \*

Expiration Month Please select \*

Expiration Year Please select \*

CVC/CW/CW2 \*

Process Payment Cancel

\* - Required field

- 2) Once payment is successfully submitted, you will see this message and receive an email confirmation.

**Message**

Thank you for submitting your payment. You will receive an email confirmation.

Return to Menu

Once your payment has processed, your documents will be sent to the reviewers for your course. Please allow 8-10 business days for your documents to be reviewed. Once the reviews are completed you will receive an email notification.