

Getting Started: Microsoft IT Academy E-Learning



Target Audience

Educators/Administrators who will assign and manage IT Academy E-Learning courses for students and/or staff

Objectives

By the end of this session, you will be able to:

- Sign into the IT Academy Member Site to access benefits
- Get students started with E-Learning
- Create groups based on grade book or class structures
- Generate reports on student progress

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Create a Microsoft Account:

To access all IT Academy websites, you will need a Microsoft Account previously known as Windows Live ID. If you have Hotmail, MSN, or Live ID, this is your Microsoft Account. The steps are listed below.

1. Go to <https://signup.live.com>
2. Complete the required fields using any email address to create your Live ID
3. Click "I Accept" to agree with the Microsoft service agreement and privacy statement.
4. Go back to your email account and follow steps to verify your email address*

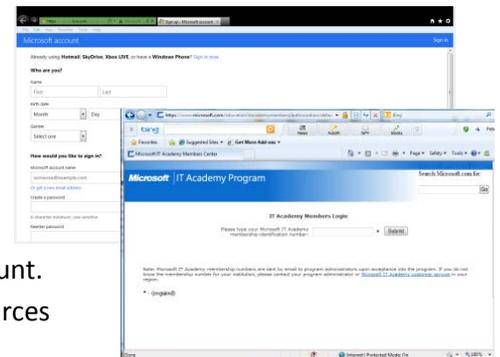
*Note that some school domains will block the verification email. If you do not receive verification email, check your junk mail folder or ask your IT administrator to add @windowslivemail.com (65.55.238.140 - 65.55.238.142) to your safe senders list.

Sign into the IT Academy Member Site

The IT Academy Member Site is where worldwide members go to access program benefits such as curriculum, educator tools, marketing materials, news and more.

If you have already signed into the Member site, skip to E-Learning Instructor Site. To access all IT Academy websites, you will need a Microsoft Account.

1. Obtain your IT Academy Member ID from your Program Administrator. This is a 9 or 10 digit number that typically begins with 120, 700 or 768.
2. Copy and paste the link below into your browser to get directly to the ITA Member Site: <https://www.microsoft.com/en-us/itacademy/members/default.aspx>
3. Type your Microsoft Account Email address and Password and click Sign in on right side of screen.
4. When prompted, enter your Microsoft IT Academy membership identification number and click Submit. You will only have to do this once, as subsequent logins will only require your Microsoft Account. Look through the benefits and curriculum options to see which resources will work best for you.



Log in to E-Learning Management System

1. Click **My Academy** located in the IT Academy Member Site
2. Click **Curriculum** link to expand and see your options
3. Select **Assign/Manage E-Learning** to go directly to the E-Learning Central Site
4. The first time you enter the E-Learning Central site you will be directed to a profile page where you will need to complete the required fields
5. Click **Continue** at bottom of screen
 - a. If you see a screen that says **Verify Ownership of your Email** scroll to the bottom and click **Continue**





6. On the Administrators and Instructors, left hand section, Click **Go** to enter the site
7. You should now be in the IT Academy Administrators & Instructors site (LMS) where you will be able to manage the E-Learning curriculum for your students. The LMS has tools that allow you to:
 - Assign specific E-Learning courses to your students
 - Organize students into groups based on your grade book or class structure
 - Generate reports on student progress
8. For all subsequent logins to E-Learning Central, you can access directly at <https://itacademy.microsoftlearning.com/default.aspx>.



Create Group(s)

We recommend using the **Group** tool if you have multiple teachers at your school using the E-Learning, or if you have multiple class periods using IT Academy E-Learning. If you are the only teacher at your school using E-Learning and you only have one class or one set of students using E-Learning, you do not need to create Groups. Additionally, if you only plan to use E-Learning as a class activity and don't need to use the reporting feature, groups may not be necessary.

Groups

Groups can assist with assigning Learning Plans to students and managing report data. This section explains how to create and manage groups.

The first step in the group creation procedure is to plan the group hierarchy as in the following example.

Fall 2012 Sessions - Class 1020 - Class 1030
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In this example Fall 2012 Sessions is the Parent Group with Class 1020 and Class 1030 as sub-groups.

Best Practice: When planning your group structure, we recommend the following:

- Parent Group – Use **your name** as the Parent for all of your groups – meaning this will be the very first group you create
- Group names – determine what you will call each group based on how you refer to your various classes (i.e., Computer Apps I, period 2 or similar)
- Create one group for each separate class period
- Create groups as a first step so that you can associate each group with your student access codes- this way the system groups your students for you upon first-time sign in

Create Groups

After planning your group structure, you are ready to create Groups.

Create a Group:



1. Click Groups from the top navigation bar
2. On the right, enter the Group Name
3. Enter a Description for your group, as shown in the example below (optional)

NOTE: Descriptions are helpful for understanding the group's purpose and assist with establishing consistency when there are multiple administrators.

4. Click the **Add Members*** button to add members to this group (***NOTE:** if your students have not signed into E-Learning previously and you have not imported them, skip to Step 8)
5. Select the students that need to be added by adding a checkmark in front of their name from the All Users display on the left
6. Click the >> button to add students to the Members display on the right
7. Click the Continue button
8. Click the **Save** button to create and save your group

Create Sub-groups within a Parent Group

1. Click **Create New Group** in box on left, or **Groups** from the top navigation bar
2. Enter a Group Name
3. Enter a Description for the group (optional)
4. Select the Parent Group from the drop down list of all available groups

5. Click the Add Members button to add/remove students to this group
6. Select the students that need to be added by adding a checkmark in front of their name from the All Users display on the left
7. Click the >> button to add students to the Members display on the right
8. Click the Continue button
9. Click the Save button to create your group and save the members added
10. Your group will now appear in the group hierarchy under the Parent Group that you selected

Next steps

- Create additional parent or sub-groups as needed
- Continue the setup process by creating course access codes

Deleting Groups

When a group is no longer needed, you can highlight the group and select delete. This will remove the group from the list. This will not remove the students within the group.



Learning Plans

Learning Plans contain a customized set of E-Learning courses that can be assigned to students to guide their learning. Learning Plans will display on the students' My Learning page. Instructors can create, edit and assign Learning Plans. Learning Plans can be assigned directly to individual students or to the groups that you have already established, or they can be assigned via access codes.

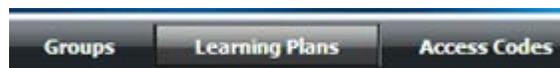
Best Practice: Before creating Learning Plans, you should first do some planning and make decisions regarding the following:

- Targeted audience – determine who the specific students or groups are for each Learning Plan
- Relevant content – determine which content is most relevant for the specific audience for each Learning Plan
- Naming convention – determine an appropriate name for each Learning Plan which will have meaning/recognition for the targeted students

Create Learning Plans

After planning is complete, follow the steps below to create your Learning Plans:

1. Click **Learning Plans** from the top navigation bar

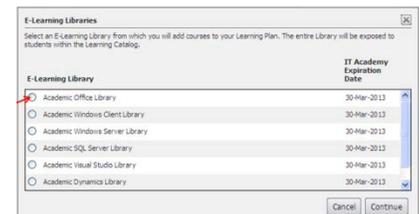


2. On the right side of the page, enter the **Learning Plan Name**

Note: The character limit for the Learning Plan title is 300 characters. Learning Plans are listed in alphabetical order by title on the students' My Learning page.

1. Add content to your Learning Plan by clicking on the **Select E-Learning Library** button to associate the subscription for the appropriate E-Learning library.
2. Select the E-Learning library by clicking the radio button:
3. Click the **Continue** button

Note that the E-Learning Library assignment is now reflected in your Learning Plan:

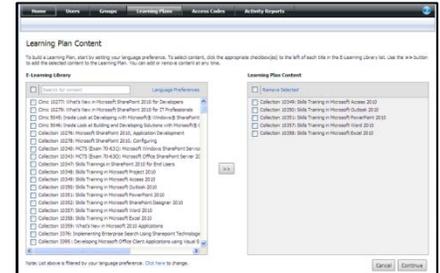


4. Now you need to build out the specific courses that will be in the Learning Plan. To do this, click on the **Add Content** button.
5. Select the language preference by clicking on the **Language Preferences** link



- Select the courses that need to be added by adding a checkmark in front of the title from the E-Learning Library display on the left
- Click the >> button to add courses to the Learning Plan Content display on the right
- Click the **Continue** button
- Click the **Save** button to save the Learning Plan

Note: You can save a Learning Plan without assigning any users to it.



Learning Plans can be assigned to students in two ways:

- If students already have student accounts set up in IT Academy E-Learning Central, you can [assign Learning Plans](#) directly by clicking the Add Users button.
- You can also assign Learning Plans [via access codes](#). If a student does not already have a student account set up in IT Academy E-Learning Central, an account will be created as part of the access code redemption process.

Creating Access Codes for Students

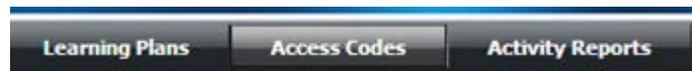
Access codes in IT Academy E-Learning Central can be associated with Learning Plans or E-Learning Libraries and are used to grant access to the associated content.

If the student does not already have an account on IT Academy E-Learning Central, the access code redemption process will allow them to self-register.

After you generate an access code, you can e-mail it yourself with redemption instructions that you can forward to your students. You can also view who redeemed each access code.

Best Practice: Before creating access codes, you should first make some decisions:

- Content association – are you assigning a Learning Plan or full E-Learning Library
- The number of users/students who require access to the content, Access code identifier (optional)
- Group assignment of the access code (optional)



Create Access Codes:

- Click **Access Codes** from the top navigation bar
- Determine if your access code will be associated with either a Learning Plan or an E-Learning Library by selecting the appropriate choice from the drop down list on the left
- Click on the specific Learning Plan or E-Learning Library from the list on the left



OR





4. Enter the “Number of Users”
 - The “Number of Users” determines how many users may redeem this access code. This is determined by the number of students in your class. We recommend adding 10 extra to the number of students.
5. Enter an “Access Code Identifier” in the box (optional)
 - Can be useful in quickly finding and identifying the codes you have created.
 - Must be a 3 - 8 character alphanumeric code with at least 1 letter. A random code identifier will be automatically generated if left blank.
6. Click the “Select Group” button to select a group to associate with your access code (optional)
 - If a group is assigned, then users who redeem that access code will automatically be assigned to that group.

7. Select a group from the list provided
8. Click the **Generate Code** button



9. The newly generated access code will display in the table at the bottom of the screen
10. Click the envelope icon in the **E-mail Code to Yourself** column to email the access code and email template to yourself for distribution to your students.

Created	Status	Access Code	Group	Total Usages	Usages Remaining	Usages Redeemed	E-mail Code to Yourself
22-Jun-2012	Active	L7810-test-5732	Class 1020	5	4	1 (View Users)	
11-Jul-2012	Active	L6297-F284-5941	Class 1030	40	40	None	

Note: If you deactivate an access code, users who have already redeemed the code will continue to have access to the associated training until the subscription expires.

NOTE: You can forward the email to your students. The email contains the access code and instructions for the students to redeem the access code (see [sample email 2](#) in the Appendix).

Activity Reports

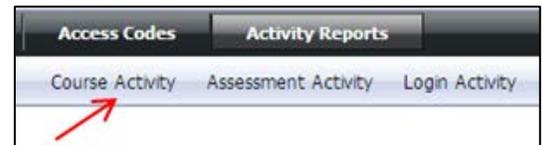
Administrators can run reports to track progress for students. Activity reports are only available in CSV format. There are three reports to choose from:

- **Course Activity**
The course activity report provides course progress and completion data for users.
- **Assessment Activity**
The assessment activity report provides assessment data for users accessing online courses that have associated assessments.
- **Login Activity**
The login activity report provides general statistics for site activity at the user level. Details include dates of first and most recent logins, number of logins, and total time logged into the site.



Run a Course Activity report

1. Click **Activity Reports > Course Activity** from the top navigation bar



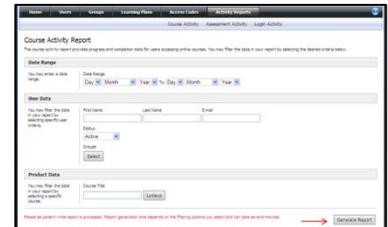
2. There are a variety of options for filtering the data in your report. None of the filters are required.

- Date Range** – you may enter a date range for a specific timeframe **or** you can choose to leave the dates blank to retrieve data from the earliest start date through the current date.
- User Data** – you may report on an individual user, a Group, users with a specific status, or all users. If you do not enter any specific user criteria, the report will include activity data for all active users for the criteria specified.
- Product Data** – you may specify that the report include activity for a specific course. Otherwise the report will include all courses for the criteria specified.

3. Click the **Generate Report** button

4. A message will display indicating that the report is generating.

5. Upon successful generation of the report, a dialog box will display with the option to Open or Save the CSV file.



6. **Open** the file.

Note: You will see a record for each user that meets the specified criteria. If a user belongs to multiple groups, there will be only one record per user with multiple group values pipe delimited in alphabetical order.

Student Steps

Students will need a Microsoft Account and an access code from you, or an auto-generated email from the Instructor E-Learning site to activate their courses. **IMPORTANT NOTE:** Microsoft Accounts (previous Windows LIVE ID) has an added security feature that blocks new account creation requests if more than 3 students from the same IP address try to create new Microsoft accounts or Windows Live IDs within a 24 hour period. Any further deployment is blocked pending **Whitelisting** of the IP address.

To whitelist your IP address from this security measure so that multiple students can create their Live ID's, complete and submit the brief online form at the link below. After submitting the form, your IP address should be whitelisted within the same day if submitted before 4pm PST or within 24 hours.

<https://support.live.com/default.aspx?productkey=wlidipexc&&st=1&wfxredirect=1>

Sign in to E-Learning Central Site and Start a Course

Note: follow these steps to see the courses as a student. You can also copy and paste these instructions to send in an email to your students with the access code you create included in Step 3 below.

Students can access the Microsoft IT Academy E-Learning Central site by access the following URL: <https://itacademy.microsoftlearning.com/> and click on "Go" button in the "Take Training" section on right.

- If students do not have an existing school email account, they can select Sign up now and follow the steps to create a new account.
- If students have an existing school email either a Microsoft Account, or Windows Live ID, they can enter their existing credentials and click **Sign In**.
- The first time a student visits the site, they will be requested to fill in a user profile.**





Microsoft

sign up

You are required to sign in with a Microsoft account to continue.

sign in

Microsoft account (What's new?)

or connect to your school account

or connect to your work account

or connect to your organization account

or connect to your personal account

or connect to your personal account

or connect to your personal account

Subsequent Student Access

After the initial sign in has been completed, the Microsoft IT Academy E-Learning Central site may be accessed directly with using the same school email account by clicking the “Go” button under the “Take Training” section on the right of the splash page.

After your school email account has been authenticated, you will be returned to the Microsoft IT Academy E-Learning Central home page.

Activating Content

Your instructor may assign content to you either by directly assigning a Learning Plan or via an access code. Either way, you will need to activate the content.



Activating Content Assigned Directly via a Learning Plan

If your instructor has assigned a Learning Plan to you, then you will receive an email from E-Learning Central with a unique link, provided for each user to activate their Learning Plan content. Upon first activation, the user will be requested to enter their email address.

Activating Content by Redeeming an Access Code

If your instructor has assigned content to you via an access code, you will be given the code with instructions for redeeming it. When accessing the E-Learning Central site, and redeeming an access code for the first time, a user account will be created for you in the system. You will first need to accept an End User License agreement for the content, enter your access code and email address. Access codes are case sensitive and must include the dashes provided.

Access Code Redemption

An Access Code provides immediate access to E-Learning content.

I accept the End User License Agreement.

Access Code

School E-mail

Enter

Student Functions

- This section covers the student functions of the IT Academy E-Learning Central Student portal. The top-navigation bar contains the primary student functions via the following workflows:

My Learning

View assigned courses and bookmarked content.

Learning Catalog

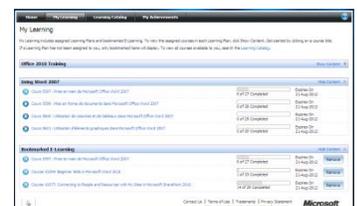
View and search all available training.

My Achievements

View information and attendance history for courses you have accessed.

My Learning

The **My Learning** page is a subset of the content in the **Learning Catalog** and contains Learning Plans assigned to you by your instructor or courses which you have bookmarked.





Learning Plans

A Learning Plan contains a set of E-Learning courses that have been assigned to you by your instructor.

Collapse or expand the contents of a Learning Plan by clicking on the **Hide Content** or **Show Content** link to the right of the Learning Plan title.

Bookmarked E-Learning

Courses in this section are those which you have launched or bookmarked.

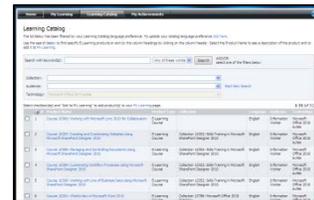
Collapse or expand the contents of Bookmarked E-Learning by clicking on the **Hide Content** or **Show Content** link to the right of the section title. Remove courses from Bookmarked E-Learning by clicking on the **Remove** button to the right of the course title.

Assessments

Courses with assessments have a **Take Assessment** button listed under the course title. To launch an assessment, click the **Take Assessment** button.

Learning Catalog

The **Learning Catalog** contains all content which is available to you.



My Achievements

The **My Achievements** page contains attendance history for courses you have accessed and/or completed. It also displays information for assessments you have taken.

Click the **View History** link to view details of your attendance history.



Customer Support

For customer support, call 1-800-508-8454 or email acadsupp@microsoft.com. Customer support hours are 9:30am - 8:30pm EST / 6:30am – 5:30pm PST. To validate your identity you will be asked to answer three of the following questions regarding your school:

- ITA member ID number
- ITA School Name
- School Address
- School Phone Number
- Program Administrator's Name
- Program Administrator's Email Address