

Getting Started: First Steps to Launching the Microsoft IT Academy in the Classroom



Objectives

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

- Sign into your IT Academy Share Site (if available)
- Sign into the IT Academy Member Site to access benefits
- Understand the IT Academy curriculum options
- Work with your IT Director to prepare labs
- View and attend available training sessions
- Collaborate with fellow instructors

Table of Contents

Determine if your institution has a Share Site or Moodle	2
Sign in to the IT Academy Member Website	2
Review the IT Academy Curriculum	3
Work with your IT Director to prepare labs	5
Attend a Training Session	6
Collaborate	6
Contact Us / Ask Questions	6

Determine if your institution has a Share Site or Moodle

If so, follow the appropriate steps to join this community. This private community will contain important how-to documents, events, links, discussion and announcements regarding the IT Academy Program.

Sign in to the IT Academy Member Website

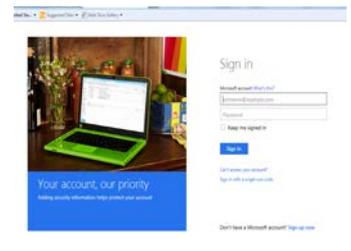
The IT Academy Member Site is where worldwide members go to access program benefits such as curriculum, educator tools, marketing materials, news and more.

1. Obtain your IT Academy Member ID from your Program Administrator. Let them know this is a 10 digit number possibly beginning with 1203.



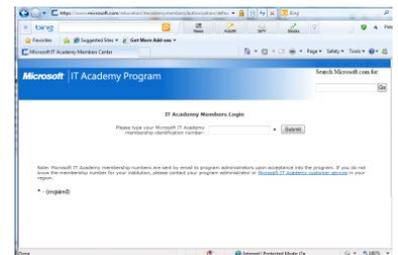


2. Copy and paste the link below to get to the ITA Member Site:
<https://www.microsoft.com/enus/itacademy/members/default.aspx>
3. Type your Microsoft account Email address (formally known as a Windows Live ID) and Password and click **Sign in** on right side of screen. Note - your Microsoft account will be used to access all Microsoft sites. If you have not created your Live ID, follow these steps to **Sign up** on left side of screen:



- a) Complete the required fields using any email address to create your Live ID
- b) Scroll to bottom of page and click **I Accept**
- c) Go back to your email account and verify your email

4. When prompted, enter your Microsoft IT Academy membership identification number and click **Submit**.



Review the IT Academy Curriculum

Look through the curriculum to determine your course of action. You now have access to valuable resources that allow you to embellish what you already have or enjoy the freedom to be creative with multiple resources. The curriculum provides differentiated instruction and is designed to map toward the various Microsoft certifications.

What it is	What to do	Where to find
<u>Course Blueprint or Frameworks</u>	Read through the state model frameworks or course guides to see how the ITA courses align with the particular programs of study.	Check with your state contact
<u>E-Learning Multiple Technologies</u>	Take or browse through an E-Learning course to evaluate for use as part of your curriculum plan. You can also use E-Learning for your own professional development. Courses have already been set up specifically for faculty and staff through DPI, giving you the opportunity to get up to speed on the latest technology and potentially earn clock hours. E-Learning is a great option for ESL students.	IT Academy Member Site from "My Academy" expand the orange "Curriculum" tab to link to instructor or student site Professional development codes are posted on the Moodle: http://moodle.learnnc.org/mod/resource/view.php?id=262146&subdir=/Staff_Development_Opportunities
<u>Lesson Plans &</u>	Find the Lesson Plans that are relevant to you	IT Academy Member Site from



<p><u>Projects</u> Office 2007 Office 2010 SharePoint 2010 Expression Web 4 Windows Server 2008</p>	<p>and review. Lesson plans are meant to be guides that take you through daily activities and projects with your students. Lesson plans map to the objective domain for the MOS exams (<i>see embedded Word Excel PowerPoint Matrix document</i>). Each plan links to E-Learning courses and includes multiple projects and test questions that give your students hands-on practice with the applications.</p>	<p>“My Academy” expand the orange “Curriculum” tab to link</p>  <p>WORD EXCEL PPT MATRIX.xlsx</p>
<p><u>Digital Literacy</u> Computer Basics Internet and the Web Productivity Programs Security and Privacy Digital Lifestyles</p>	<p>Explore the Digital Literacy curriculum to decide if this is a good place to start with your students. The Microsoft Digital Literacy E-Learning curriculum provides students with a fundamental understanding of computers. Digital Literacy can be used as a remedial tool for some students and as a means of exploring new topics for others. There are five courses, assessments and a certificate.</p>	<p>IT Academy Member Site from “My Academy” expand the orange “Curriculum” tab to link</p>
<p><u>Microsoft Technology Associate (MTA) Exam Review Kits</u> Fundamentals in: Windows OS Software Development Windows Development Web Development Database Administration Windows Server Networking Security Microsoft NET Mobile Development Gaming Development</p>	<p>If you and/or your students are interested in pursuing courses of study related to careers in technology, we recommend utilizing the MTA Exam Review Kits (ERK’s). Designed specifically for high school level students, MTA certifications validate the fundamental knowledge essential to succeed with continued studies and certifications in the field of technology. The kits are intended to supplement and reinforce curriculum already taught in the classroom by strengthening concepts and creating additional learning experiences.</p>	<p>IT Academy Member Site, click on the “Lesson Plan” tab from the top of the page, scroll down to MTA section</p>
<p><u>E-Reference Library</u></p>	<p>The Microsoft E-Reference Library gives you access to over 600 Microsoft Press books on all Microsoft technologies. The books can be used for your own professional development or you can download chapters and share practice files for use in the classroom. We recommend setting up one of your school’s subscriptions with the library so that students can browse the books anytime as well.</p>	<p>IT Academy Member Site from “My Academy” expand the orange “Curriculum” tab to link to the web form where you can request your subscription at any time</p>



Work with your IT Director to prepare labs

Prior to using the IT Academy tools in your classroom, you want to ensure that your computer labs are set up to run the ITA programs smoothly. Communication has been sent directly to your IT Director and training sessions have taken place, however we encourage you to work closely with them on the following:

- Upgrade your labs
 - Check with your program administrator to see what software upgrades are available to you.
 - Steps for downloading Office licenses can be found by contacting Customer Support or checking on your share site, if applicable.
 - You may be eligible for an upgrade to Windows 7 and other software through Dreamspark. Check with your program administrator for details.
- Be aware of system requirements for IT Academy learning materials
 - Make sure your IT Director completes each step outlined in the **IT Readiness Checklist**.
 - You can also scan your lab computers before launching E-Learning by clicking **Scan My System** here: <http://itacademy.microsoftE-Learning.com/help/systemRequirements.aspx>.
- Determine Student Identity strategy
 - Students will need an email account for certification and also for IT Academy E-Learning.
 - E-Learning requires students to have a Microsoft account (formally known as a Windows Live ID). Learn about the different options available when determining the student identity. *Recommendation – have students create a professional email account at home, which will be used for school work, college and job applications, resume, certification, E-Learning, etc.*
 - Whitelist your external IP address before students attempt to create their Microsoft account in the classroom. You or your IT Director can do this by completing the simple online form at <https://support.live.com/default.aspx?productkey=wlidipexc&&st=1&wfxredirect=1>



Attend a Training Session

Weekly training and informational webinars are offered on the IT Academy benefits such as how to get started, E-Learning, and other topics that will be beneficial to you in the classroom. Check with your Program Administrator or customer support for a schedule. Webinars are recorded whenever possible.

Collaborate

Make it a habit to visit your share site (if available) often to find information about program benefits, and share your experience, tips and best practices with colleagues. The sites offer an opportunity for teachers to post projects, exam reviews, listening guides and other course materials for fellow teachers across the state. Discussion Forums can be an invaluable resource if teachers collaborate on successes and failures. This is a great way to share projects, test prep materials, thoughts, questions and solutions to give your students a rich learning experience and help them succeed in their future.

Contact Us / Ask Questions

If you have questions on how to use the ITA tools or cannot find what you need to successfully use the IT Academy benefits, please contact us. Call or email for technical support or guidance with E-Learning or IT Academy specific benefits.

Hours: 6:30am - 5:30pm PST

Phone: 800-508-8454 for immediate help

Email: acadsupp@microsoft.com expect 24-48 hour response time

Note: when calling IT Academy Customer Support, we will need 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

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