



Microsoft®

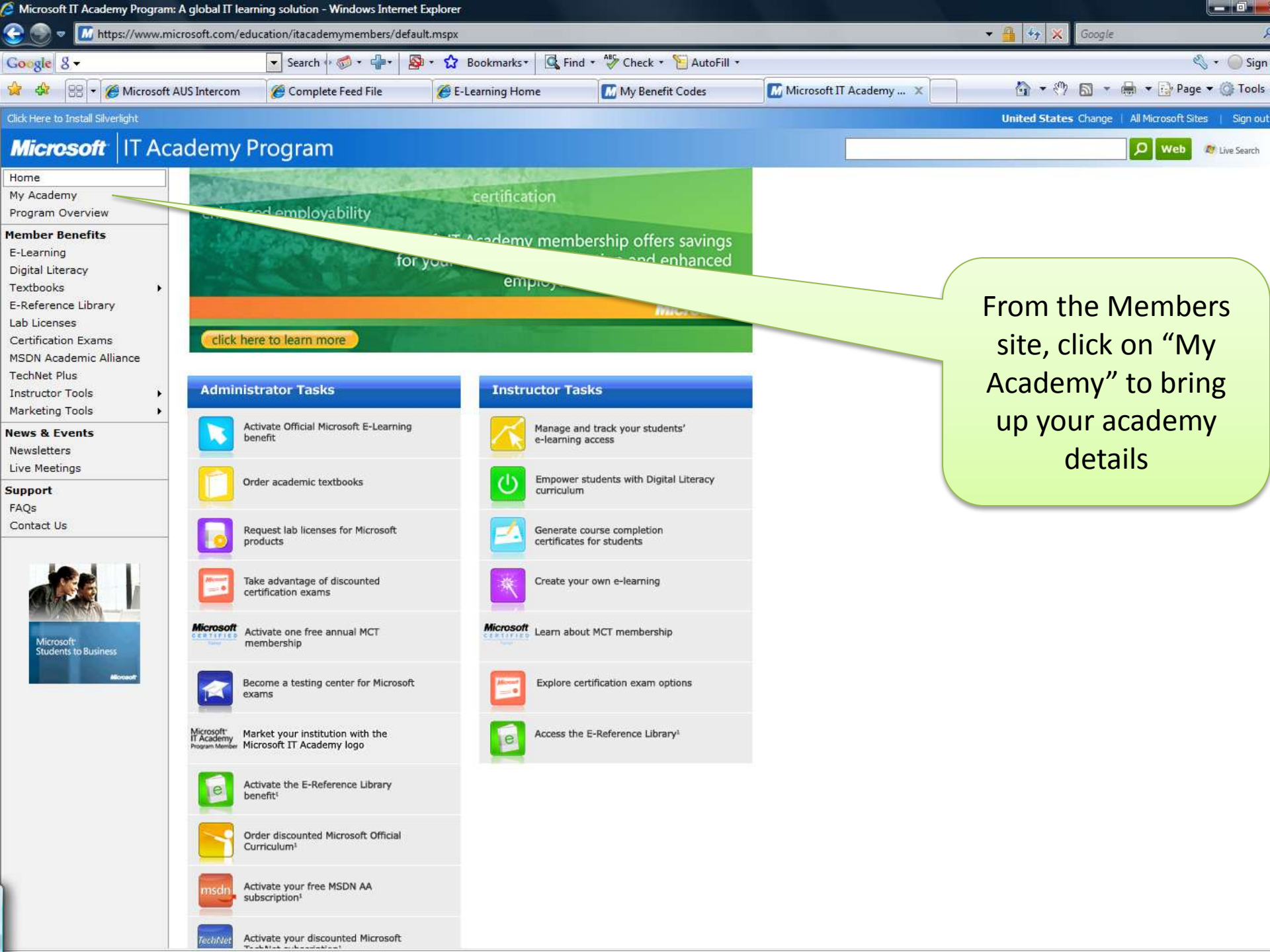
Microsoft® IT Academy Program

The following screenshots will lead you through how to quickly:

- Locate your instructor codes & access instructor portal
- Create student access codes
- Create an email containing access codes to send to student

Note: You would use this same process to create an access code for yourself if you want to access any of the e-Learning courses

- Before you start – you need to have your IT Academy membership number (from your welcome email) and login into Members site:
<https://www.microsoft.com/education/itacademymembers/default.aspx>
- If you have questions or don't know your login details contact - Microsoft Regional Education Service Centre, Ph AUS 13 20 58 (Option 4) apacresc@microsoft.com



Microsoft IT Academy Program

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- My Academy
- Program Overview
- Member Benefits**
- E-Learning
- Digital Literacy
- Textbooks
- E-Reference Library
- Lab Licenses
- Certification Exams
- MSDN Academic Alliance
- TechNet Plus
- Instructor Tools
- Marketing Tools
- News & Events**
- Newsletters
- Live Meetings
- Support**
- FAQs
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certification

ed employability

Academy membership offers savings for your employ

and enhanced

[click here to learn more](#)

Administrator Tasks

- Activate Official Microsoft E-Learning benefit
- Order academic textbooks
- Request lab licenses for Microsoft products
- Take advantage of discounted certification exams
- Microsoft Certified** Activate one free annual MCT membership
- Become a testing center for Microsoft exams
- Microsoft IT Academy Program Member** Market your institution with the Microsoft IT Academy logo
- Activate the E-Reference Library benefit¹
- Order discounted Microsoft Official Curriculum¹
- Activate your free MSDN AA subscription¹
- Activate your discounted Microsoft TechNet subscription¹

Instructor Tasks

- Manage and track your students' e-learning access
- Empower students with Digital Literacy curriculum
- Generate course completion certificates for students
- Create your own e-learning
- Microsoft Certified** Learn about MCT membership
- Explore certification exam options
- Access the E-Reference Library¹

From the Members site, click on "My Academy" to bring up your academy details

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My Academy

Change IT Academy MICROSOFT AUSTRALIA TEST SITE - XXXXX [Manage IT Academy](#)

MICROSOFT AUSTRALIA TEST SITE

My Membership | My Benefit Codes

Status	: Active
MembershipID	: XXXXX
Membership Level	: Advanced
Membership Expiration Date	: December 31, 2009
Days Until Membership Expiration	: 260 days
Country/Region	: Australia
City	: NORTH RYDE

We are interested in locating the Instructor Login codes – so click on “My Benefit Codes”

If you have questions about the information on this page, contact your [Microsoft IT Academy Regional Service Center](#).



[Click Here to Install Silverlight](#)

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Microsoft
Students to Business

My Academy

MICROSOFT AUSTRALIA

My Membership | My Benefit Codes

You will need the codes listed below to activate your Microsoft IT Academy member benefits and links to their activation instructions are located [here](#).

Benefit	Code	Instructions
TechNet Plus Direct	TNP XXXX	Enter this Promotion code to redeem the TechNet Plus Direct 40% discount offer.
Microsoft Certification exams	72-xxx	During Microsoft Certification exam registration, use the 72-exam-number prefix to receive academic pricing.
Microsoft Certified Trainer (MCT) membership	964C4052	Enter this voucher code to redeem your MCT membership.

E-Learning

Use the instructor access codes below (1 per instructor) for first time sign-in to the [Learning Management System \(LMS\)](#) for Microsoft E-Learning.

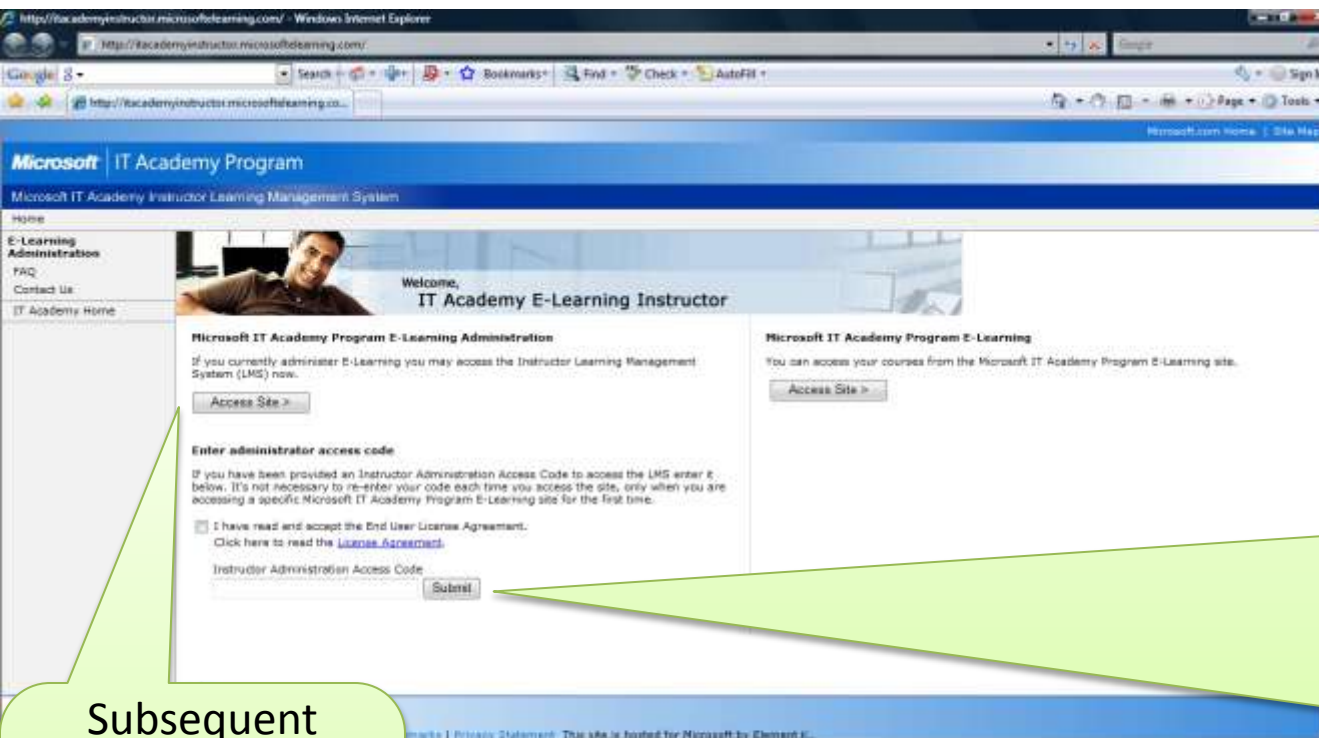
Access Code	Status	Date Activated	Date Created
6452-ITAdmin-1 XXXX	Activated	February 20, 2009	January 17, 2009
7502-ITAdmin-3 XXXX	Available	NA	January 17, 2009
8104-ITAdmin-6 XXXX	Available	NA	January 17, 2009
8383-ITAdmin-7 XXXX	Available	NA	January 17, 2009
9609-ITAdmin-9 XXXX	Available	NA	January 17, 2009

If you have questions about the information on this page, contact your [Microsoft IT Academy Regional Service Center](#).

Here are your instructor codes. If you need more setup you can request from the Regional Support Centre . Each instructor needs their own login code. You will only need to enter it once as it will be retained (with your LiveID). If you are the administrator then you will give out the codes to your instructors.

E-Learning Instructor Portal

- <http://itacademyinstructor.microsoftlearning.com/>



Subsequent logins you will only need to click on “Access Site”

The first time you login into the instructor portal, you enter **your** instructor code and tick the box to accept the agreement. You will then be prompted to log into your LiveID

Microsoft | IT Academy Program

Microsoft IT Academy Instructor Learning Management System

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- Manage content**
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 - Subscriptions ▶
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The Microsoft IT Academy Program Instructor Learning Management System (LMS) gives you the ability to track your student's online learning progress.

Administrative a...

Manage users
Manage all of the details for your student's online learning progress; and generating reports.

Manage content
Manage all of the details for your organization's e-learning courses which include... content to students; and managing subscriptions.

Support
Find all of the answers to your questions about customer and technical support, getting started... information for your needs.

Top

You may think that the first step is to setup your classes and list of students & their details.

However, that would require a lot of setup. The most straight-forward way to proceed is to create course access codes and distribute them to your students via email. When the student enters the student portal with that code they are then prompted to login or create a LiveID. Once they do that – you see them and all their details in your Instructor Portal!

Microsoft | IT Academy Program

Microsoft IT Academy Instructor Learning Management System

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- The Microsoft IT Academy Program
- Create
- Search & Edit

Click on "Create"

Administrative areas

Manage users
Manage all of the details for your student's online learning which include: creating groups; searching for students; communicating with students; and generating reports.

Manage content
Manage all of the details for your organization's e-learning courses which include: creating your course access codes for distributing content to students; and managing subscriptions.

Support
Find all of the answers to your questions about customer and technical support, getting started, browser information, and other important information for your needs.

[Top](#)

Administer Content :: Access Codes :: Create - Windows Internet Explorer
https://itacademyinstructor.microsoftlearning.com/accessKey/createAccessKey.aspx?fn=displayCreateAccessKey&cwa=True

Microsoft IT Academy Program
Microsoft IT Academy Instructor Learning Management System
Home User: Patty C

Administer Content :: Access Codes :: Create
An access code is used to "unlock" the student's E-Learning content. There are 2 types of access codes: A single use code is a code created for each individual student, and a multi-use code is 1 universal code that can be used multiple times by more than 1 person.

Access codes are aligned to subscription pools. A subscription pool includes the content that the student will access on the My Learning Center. The subscription pool details will include: the subscription pool ID number, offer/course title, term length, expiration date and the number of subscriptions available for use in that pool. Once you add your subscription pool to the access code, you will have the opportunity to verify all of the pool information.

* Indicates a required field.

Access Code Set Information

Access Code Identifier is optional. If you do not specify one, then it will be automatically generated by the system. If you do specify one, then it must be alphanumeric, 3 to 8 characters in length, and must have at least 1 letter.

Access Code Identifier: XXXX - [] - XXXX

Number of Codes Needed*: []

Code Type (select one)*
 Single use (Individual codes created for each student)
 Multi-use (1 universal code to be used by multiple students)

Access Code Settings

Expiration Date*: Day [] Month [] Year []

Group: [Select Group]

Subscription Pools

You can select up to 3 subscription pools.

Subscription Pools*: [Add Subscription Pools]

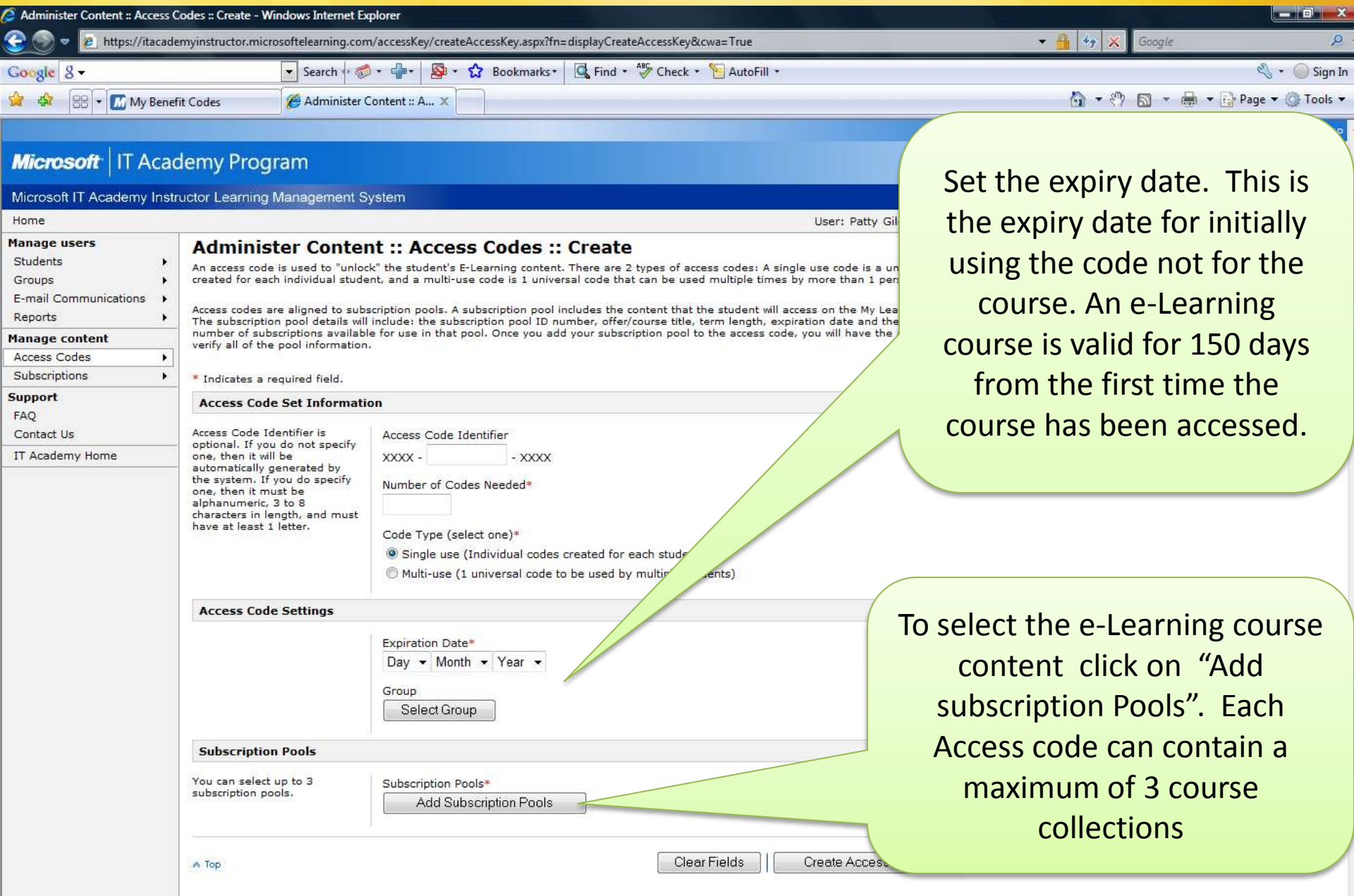
Clear Fields Create Access Code

In this section you specify information necessary to create an access code for one or more courses.

The first section allows you to nominate a specific code identifier, to align with a course code for example (optional).

You can choose to create a unique code for each student – or create one code that can be used by a whole group of students – which will be easier to distribute.

In either case, you need to setup enough codes for **all** students. For example if you will have a maximum of 50 students then you need to setup 50 codes (put 50 in the box that says "Number of Codes Needed") even if you set-up one code as a Multi-use code.



Set the expiry date. This is the expiry date for initially using the code not for the course. An e-Learning course is valid for 150 days from the first time the course has been accessed.

To select the e-Learning course content click on "Add subscription Pools". Each Access code can contain a maximum of 3 course collections

Administer Content :: Access Codes :: Create - Windows Internet Explorer

https://itacademyinstructor.microsofttelearning.com/accessKey/createAccessKey.aspx?fn=displayCreateAccessKey&cwa=True

Search

My Benefit Codes

Administer Content :: A...

Microsoft.com Home | Site Map

Microsoft IT Academy

Microsoft IT Academy Instru

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- Reports

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Add Subscription Pools - Windows Internet Explorer

https://itacademyinstructor.microsofttelearning.com/subscription/selectSubscriptionPools.aspx?fn=viewSubscriptionPools&includeExpired=false&incl

Add Subscription Pools [Search](#)

Viewing All Records 1-50 (of 152)

<input type="checkbox"/>	Sub Pool ID	Contains the Offer	Term	Expires	Remaining
<input type="checkbox"/>	3208542	Clinic 2263: Exam Preparation for the MCDST Certification	150 Days	01-Mar-2010	99998 Subscriptions
<input type="checkbox"/>	3211376	Clinic 5045: Inside Look at Developing with Microsoft® Windows® SharePoint® Services 3.0	150 Days	01-Mar-2010	99999 Subscriptions
<input type="checkbox"/>	3214498	Clinic 5046: Inside Look at Building and Developing Solutions with Microsoft® Office SharePoint® Server 2007	150 Days	01-Mar-2010	99980 Subscriptions
<input type="checkbox"/>	3210985	Collection 2278: Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3211064	Collection 2279: Planning, Implementing, and Maintaining a Microsoft® Windows Server® 2003 Active Directory® Infrastructure	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3210381	Collection 2541: Core Data Access Development with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3208968	Collection 2542: Advanced Data Access Development with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3208755	Collection 2543: Core Web Client Programming with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3210531	Collection 2544: Advanced Web Client Programming with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3209043	Collection 2546: Core Windows® Client Development with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3209631	Collection 2547: Advanced Windows® Client Development with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3214043	Collection 2548: Core Distributed Application Development with Microsoft® Visual Studio® 2005	150 Days	01-Mar-2010	100000 Subscriptions

Done Internet | Protected Mode: On 100%

The easiest way to locate the courses is to page down and scroll through the course collections. You can click on the Collection Title for more information regarding the course. To select a course collection put an X in the box beside the course id.

Add Subscription Pools - Windows Internet Explorer

https://itacademyinstructor.microsoftlearning.com/subscription/selectSubscriptionPools.aspx?fn=viewSubscriptionPools&includeExpired=false&inclu

<input type="checkbox"/>	3209931	Collection 5106: Upgrading Enterprise Desktop Support Skills to Windows Vista	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3213978	Collection 5125: Introducing Microsoft Office Communications Server 2007	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3209706	Collection 5148: Implementing a Microsoft® Exchange Server 2003 Messaging Environment	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3210231	Collection 5149: Managing a Microsoft® Exchange Server 2003 Messaging Environment	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3327104	Collection 5160: Core Development with the Microsoft® .NET Framework 2.0 Foundation (formerly part of Collection 2956)	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3313481	Collection 5161: Advanced Development with the Microsoft® .NET Framework 2.0 Foundation (formerly part of Collection 2956)	150 Days	01-Mar-2010	100000 Subscriptions
<input type="checkbox"/>	3215727	Collection 5257: Core Training for Windows Vista	150 Days	01-Mar-2010	99980 Subscriptions
<input checked="" type="checkbox"/>	3216175	Collection 5258: Core Training for Microsoft Office Word 2007	150 Days	01-Mar-2010	99986 Subscriptions
<input type="checkbox"/>	3216111	Collection 5259: Core Training for Microsoft® Excel® 2007	150 Days	01-Mar-2010	99992 Subscriptions
<input checked="" type="checkbox"/>	3216367	Collection 5260: Core Training for Microsoft Office PowerPoint 2007	150 Days	01-Mar-2010	99990 Subscriptions
<input checked="" type="checkbox"/>	3216919	Collection 5261: Core Training for Microsoft Outlook 2007	150 Days	01-Mar-2010	99990 Subscriptions
<input type="checkbox"/>	3216239	Collection 5262: What's New in the 2007 Microsoft Office System	150 Days	01-Mar-2010	99990 Subscriptions
<input type="checkbox"/>	3216303	Collection 5263: Core Training for Microsoft Office Access 2007	150 Days	01-Mar-2010	99990 Subscriptions
<input type="checkbox"/>	3215855	Collection 5264: Core Training for Microsoft Office Publisher 2007	150 Days	01-Mar-2010	99940 Subscriptions
<input type="checkbox"/>	3215983	Collection 5265: Core Training for Microsoft Office Visio 2007	150 Days	01-Mar-2010	99980 Subscriptions

|

Internet | Protected Mode: On | 100%

Remember you can choose a maximum of 3 course collections per access code. If your student requires additional course content you can setup additional access codes. When you have finished selecting the courses be sure to click on "Add Selected"

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Administer Content :: Access Codes :: Create

An access code is used to "unlock" the student's E-Learning content. There are 2 types of access codes: A single use code is a unique code created for each individual student, and a multi-use code is 1 universal code that can be used multiple times by more than 1 person.

Access codes are aligned to subscription pools. A subscription pool includes the content that the student will access on the My Learning page. The subscription pool details will include: the subscription pool ID number, offer/course title, term length, expiration date and the remaining number of subscriptions available for use in that pool. Once you add your subscription pool to the access code, you will have the ability to verify all of the pool information.

* Indicates a required field.

Access Code Set Information

Access Code Identifier is optional. If you do not specify one, then it will be automatically generated by the system. If you do specify one, then it must be alphanumeric, 3 to 8 characters in length, and must have at least 1 letter.

Access Code Identifier
 XXXX - - XXXX

Number of Codes Needed*

Code Type (select one)*

Single use (Individual codes created for each student)

Multi-use (1 universal code to be used by multiple students)

Access Code Settings

Expiration Date*

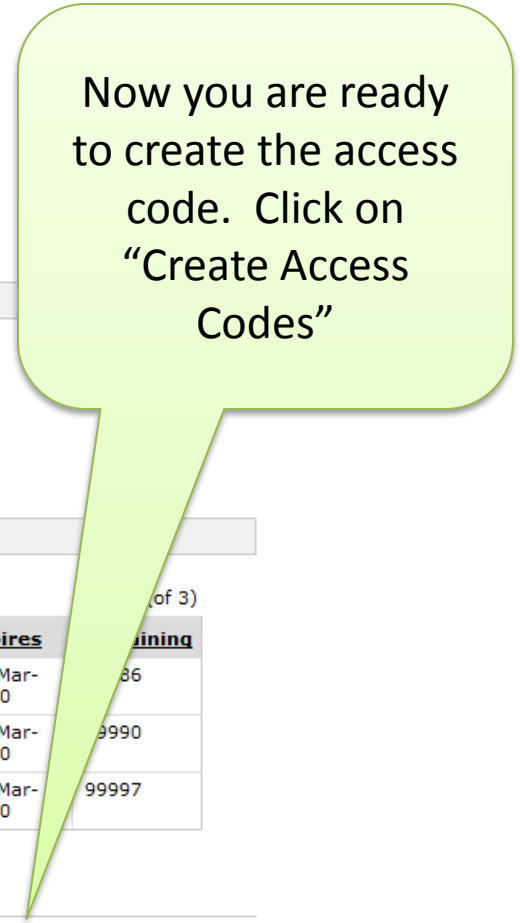
Group

Subscription Pools

You can select up to 3 subscription pools.

Subscription Pools (of 3)

<input type="checkbox"/>	Sub Pool ID	Contains the Offer	Term	Expires	Remaining
<input type="checkbox"/>	3216175	Collection 5258: Core Training for Microsoft Office Word 2007	150 Days	01-Mar-2010	86
<input type="checkbox"/>	3216367	Collection 5260: Core Training for Microsoft Office PowerPoint 2007	150 Days	01-Mar-2010	9990
<input type="checkbox"/>	3215919	Collection 5261: Core Training for Microsoft Outlook 2007	150 Days	01-Mar-2010	99997



Access Codes Created

Now that your access codes are created, you can review all of the details and optionally export the access code data.

[Create another Access Code](#)

[Edit Access Code Set](#)

Access Code Set Details

Access Code Identifier

(No Identifier)

Subscription Pools

1-3 (of 3)

Sub Pool ID	Contains the Offer	Term	Expires
3216175	Collection 5258: Core Training for Microsoft Office Word 2007	150 Days	01-Mar-2010
3216367	Collection 5260: Core Training for Microsoft Office PowerPoint 2007	150 Days	01-Mar-2010
3216239	Collection 5262: What's New in the 2007 Microsoft Office System	150 Days	01-Mar-2010

Access Code Settings

Status
Active

Expiration Date
28-Jul-2009

Export Individual Access Codes (1)

Export

Individual Access Codes

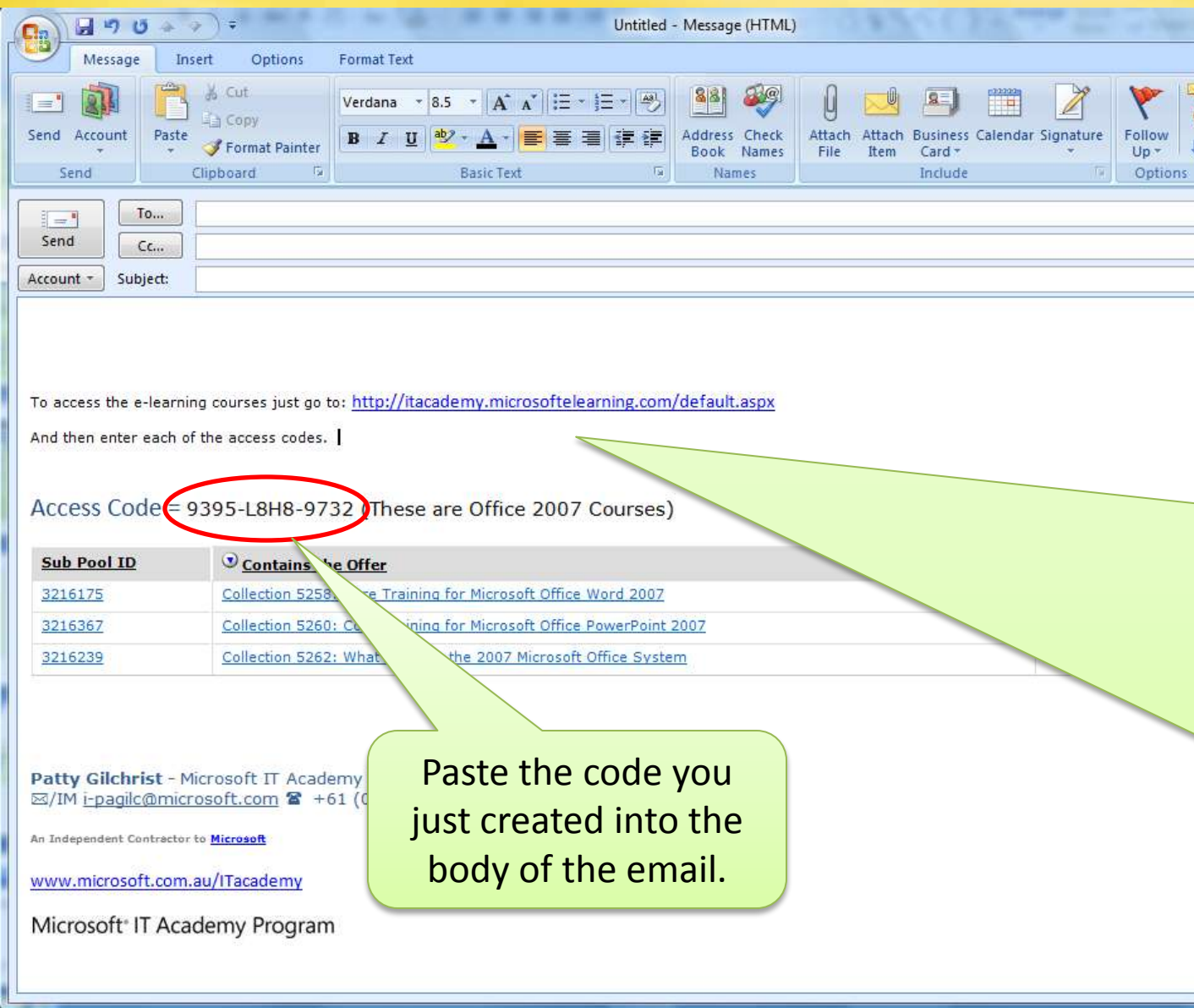
1-1 (of 1)

Access Code	Redeemed Uses	Remaining Uses	Status
9291-S2V6-8684	0	30	Active

[Top](#)

In this example we created a multi-use code for up to 30 students.

We are now ready to send the code to the student. Highlight and Copy the code.



You can now compose an email similar to this example where you provide the link to the student portal <http://itacademy.microsoftlearning.com> and provide the access code. This is all the student will need. When they enter the code they will be prompted for their LiveID and details which will then appear in your instructor portal.

Paste the code you just created into the body of the email.