
Microsoft IT Academy E-Learning Student Site

The Microsoft IT Academy E-Learning is accessed through <http://itacademy.microsoftlearning.com>. E-learning offers many benefits for Microsoft IT Academy instructors and students. The portal allows Microsoft IT Academy members to:

- Include e-learning courses to create a rich blended-learning experience.
- Deliver e-learning courses online via the Microsoft IT Academy Online Learning Web site

Access localized interfaces in English, French, German, Spanish, Japanese, Brazilian Portuguese, Italian, Simplified Chinese and Korean. The e-learning portfolio offers a variety of e-learning courses in the following areas:


- Microsoft Office 2002, 2003, and 2007
- Desktop Support Technician
- MCSA
- MCSE
- Developer

Language	Student Portal URL
German	http://itacademy.microsoftlearning.com/germany
French	http://itacademy.microsoftlearning.com/france
Japanese	http://itacademy.microsoftlearning.com/japan
Brazilian Portuguese	http://itacademy.microsoftlearning.com/brasil
Spanish	http://itacademy.microsoftlearning.com/spain
Italian	http://itacademy.microsoftlearning.com/italy
Simplified Chinese	http://itacademy.microsoftlearning.com/china
Korean	http://itacademy.microsoftlearning.com/korea

Student access

4. Getting started

Students may access Microsoft IT Academy Online Learning by clicking the **Sign In** button at <http://itacademy.microsoftlearning.com>.

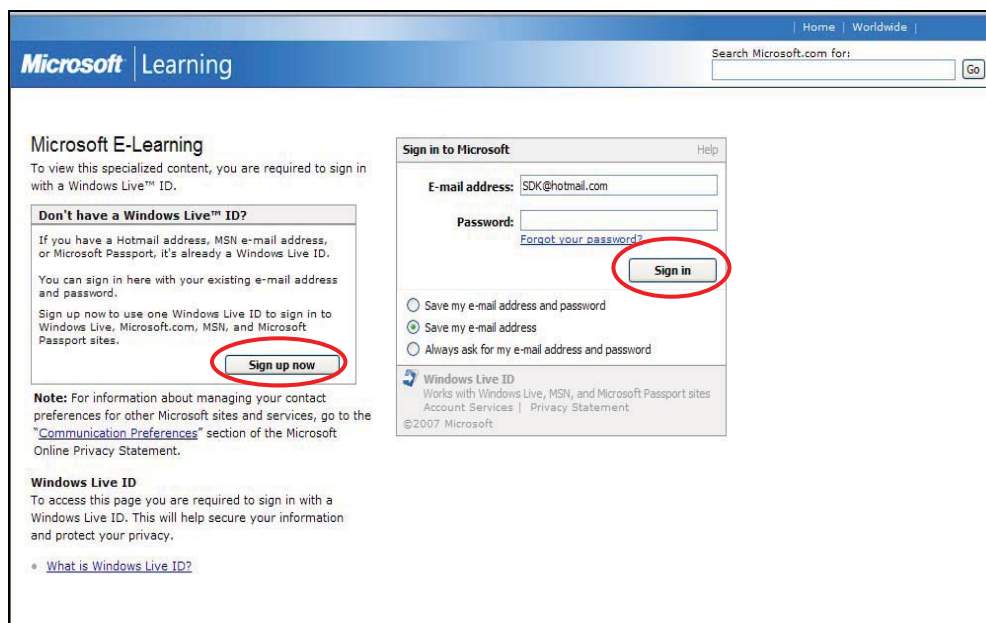


The screenshot shows the Microsoft IT Academy Program website. The header includes the Microsoft logo and "IT Academy Program". Below the header, there is a navigation bar with "Home" and "Sign In" (circled in red). The main content area features a welcome message for "IT Academy E-Learning Instructor" and two sections: "IT Academy E-Learning Administration" and "IT Academy E-Learning". Both sections have "Access Site >" buttons. The "Administration" section also includes a checkbox for accepting the End User License Agreement and a field for an "Instructor Administration Access Code" with a "Send" button.

5. First-time student access

To sign in to the Microsoft IT Academy Online Learning site for the first time:

- Click **Register** if you do not have a Microsoft Windows Live ID account.
- Or enter your existing Microsoft Windows Live ID credentials and click **Sign In**.



The screenshot shows the Microsoft Learning website. The header includes the Microsoft logo and "Learning". Below the header, there is a search bar and a "Go" button. The main content area features a "Sign in to Microsoft" form with fields for "E-mail address" (containing "SDK@hotmail.com") and "Password". The "Sign in" button is circled in red. There are also radio buttons for "Save my e-mail address and password", "Save my e-mail address", and "Always ask for my e-mail address and password". A "Sign up now" button is also circled in red. The page includes a "Don't have a Windows Live ID?" section and a "Windows Live ID" section.

6. Profile information

You will be prompted for additional **Microsoft Windows Live ID** information if needed. Click **Continue** when complete.

The screenshot shows a web form titled "Microsoft E-Learning" with a blue header. The form contains several input fields and a "Continue" button circled in red. The form is as follows:

Microsoft.com Home | Site Map
Search Microsoft.com for: [] Go

Microsoft E-Learning Sign Out

Thank you for taking the time to fill out the following online form. If you do not want to submit your information, click **Cancel**.

* Indicates a required field

My Name (Personal Information)

First Name* [duke] Last Name* [hafferman]

Middle Name/Initial [] Additional Last Name []

Prefix [mr]

Suffix/Title []

My E-Mail Address* []

Microsoft may use the e-mail address I have provided above to contact me regarding important security, product, and event information.
 Microsoft Partners may use the e-mail address I have provided above to contact me regarding important security, product, and event information.

What is your primary role in your company or organization? *
Analyst

Country/Location *
United States

Continue **Cancel**

Manage Your Profile
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7. Enter the site access code

After initial sign in, you will be returned to the [Microsoft IT Academy E-Learning](#) home page to:

- Review the End User License Agreement and indicate your acceptance by clicking the checkbox.
- Enter the access code provided by your instructor. This is a one-time step to unlock e-learning course materials. On return visits, click the **Access Site** button to reach the My Learning page directly. If needed, access codes for additional courses will be distributed by your instructor.
- Click the **Send** button to access the site.

Microsoft.com Home | Site Map

Microsoft | IT Academy Program

Microsoft IT Academy Instructor Learning Management System

Home Sign In

E-Learning Administration
FAQ
Contact Us

Welcome,
IT Academy E-Learning Instructor

IT Academy E-Learning Administration
If you currently administer E-Learning you may access the Instructor Learning Management System (LMS) now.
[Access Site >](#)

Enter Instructor Administration Access Code
If you have been provided an Instructor Administration Access Code to access the LMS enter it below. It's not necessary to re-enter your code each time you access the site, only when you are accessing a specific IT Academy E-Learning site for the first time.
 I have read and accept the End User License Agreement.
[Click here to read the License Agreement.](#)

Instructor Administration Access Code
 [Send](#)

IT Academy E-Learning
You can access your courses from the IT Academy E-Learning site.
[Access Site >](#)

[Top](#)

Subsequent student sign in

After the initial sign in and activation has been completed as described above, the Microsoft IT Academy Online Campus site may be accessed directly with your Microsoft Windows Live ID account by clicking the **Sign-In** button from the home page.

After your Microsoft Windows Live ID Account has been authenticated, you will be returned to the Microsoft IT Academy Online Campus home page.

Microsoft.com Home | Site Map

Microsoft | IT Academy Program

Microsoft IT Academy Online Learning Program


Student Online Learning Sign Out

Online Learning

Demo E-Learning

E-Learning FAQ

Contact Us



Experience the power of Microsoft E-Learning

Microsoft IT Academy Online Learning Program

The Microsoft IT Academy Online Learning Program is a powerful Web-based resource for both students and instructors that complements and extends classroom instruction. Students are able to extend classroom instruction with online courseware, reference materials, group collaboration and mentoring. Instructors will also benefit from using online training.

[Access Site >](#)

Enter Access Code

Review and accept the End User License Agreement. As you are provided with an access code for **additional** content, enter it in the box below. Each access code can only be used one time.

(Please note: access codes are case-sensitive. Be sure to include the dashes. Text must be entered exactly as displayed.)

I have read and accept the [End User License Agreement](#).

Access Code:

8. Accessing course materials and assessments

From the My Learning topic in the left-navigation menu, students may access courses and assessments related to their studies as determined by their instructor.

- a. To access a course, click the hyperlinked name of the course.
- b. To launch an assessment, click the **Take Assessment** button.

NOTE: Not all courses have assessments. Courses with Assessments have the Take Assessment button listed under the course title.

- c. You have access to the assigned e-learning courses for a term of 150 days, beginning from the time the access code is first used. The expiration date of the course appears on the My Learning page.

Microsoft.com Home | Site Map

Microsoft | IT Academy Program

Microsoft IT Academy Online Learning Program

Student Online Learning Sign Out

Online Learning

[My Learning](#)

[My Transcript](#)

[Demo E-Learning](#)

[E-Learning FAQ](#)

[Contact Us](#)

My Learning

My Learning provides information and access to courses that you own.

E-Learning	Progress	Expiration Date
Course 4983: Introducing Windows Server™ 2003 Network Infrastructure Planning, Tools, and Documentation <input type="button" value="Take Assessment"/>	<input type="text"/> 0 of 5	29-Feb-2008
Course 4984: Planning and Optimizing TCP/IP in a Microsoft® Windows Server™ 2003 Network Environment <input type="button" value="Take Assessment"/>	<input type="text"/> 0 of 5	29-Feb-2008
Course 4985: Planning and Troubleshooting Routing and Switching in a Windows Server™ 2003 Environment <input type="button" value="Take Assessment"/>	<input type="text"/> 0 of 7	29-Feb-2008
Course 4986: Planning, Optimizing, and Troubleshooting DHCP in a Windows Server™ 2003 Network Environment	<input type="text"/> 0 of 7	29-Feb-2008

9. Accessing transcripts

After taking an assessment, students and administrators may view summaries from the My Transcript page. Transcripts include:

- a. Course name.
- b. First and last time the course was accessed.
- c. Progress of the questions answered.
- d. Date last assessed.
- e. Questions answered correctly.

The screenshot shows the Microsoft Learning 'My Transcript' page. The left navigation menu includes 'Online Campus', 'My Learning', 'My Transcript', 'Home E-Learning', 'FAQ', and 'Contact Us'. The 'My Transcript' section contains a table with the following data:

E-Learning	First/Last Accessed	Progress	Date Last Assessed	Questions Correct
A+™ Certification Core Hardware Third Edition (Part 1): Basic Computer Setup	Course not Accessed	6 out of 18 finished	15-Aug-2005	50% (6 out of 12)

E-learning Offline Player

The e-learning Offline Player enables a student to download self-paced courses and to use them offline. This feature allows the student to take their training anywhere, anytime, without having to access the Internet.


1. Download and install the E-learning Offline Player

- a. Go to your **My Learning** page at <https://itacademy.microsoftlearning.com>
- b. Click the link to the course you want to download
- c. Click on **Download the E-learning Offline Player** link at the bottom of the page
- d. Click **Download Now**
- e. **Save** the setup file and run the file to install the player or install the player directly from the server by selecting **Open**.

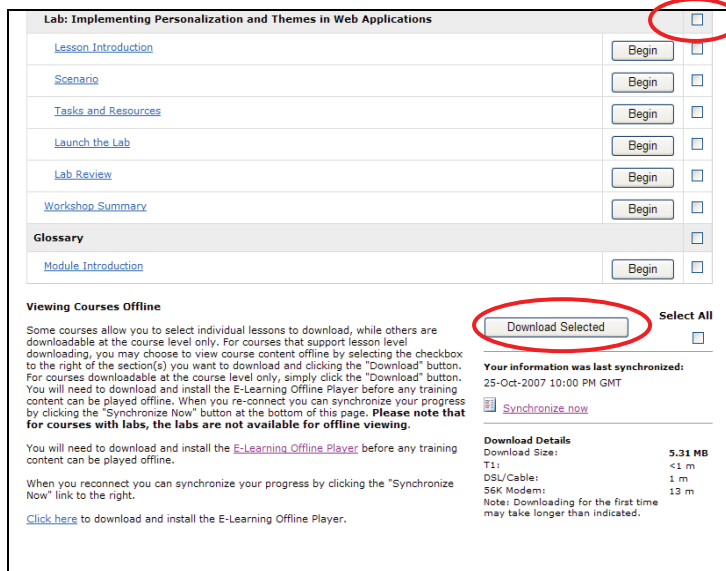
Please Note: Please do not rename the file. This file name is specifically used to determine the language in which to run the install program. If the file is renamed, the install program will automatically run in English.

- f. Click **Run** again after the player is downloaded
- g. An Install wizard will appear, click **Next**
- h. Read and accept the Terms and Conditions, click **Next**
- i. Confirm your destination folder, click **Next**
- j. Click **Finish**

2. Select and download courses to take offline

The green arrow  on the right column tells you whether the course and/or lessons are downloadable.

- Select the box in the right hand column for the course and/or lesson you would like to use in the e-learning Offline Player
- Click **Download Selected**



Lab: Implementing Personalization and Themes in Web Applications

Lesson Introduction	Begin	<input type="checkbox"/>
Scenario	Begin	<input type="checkbox"/>
Tasks and Resources	Begin	<input type="checkbox"/>
Launch the Lab	Begin	<input type="checkbox"/>
Lab Review	Begin	<input type="checkbox"/>
Workshop Summary	Begin	<input type="checkbox"/>
Glossary		<input type="checkbox"/>
Module Introduction	Begin	<input type="checkbox"/>

Viewing Courses Offline

Some courses allow you to select individual lessons to download, while others are downloadable at the course level only. For courses that support lesson level downloading, you may choose to view course content offline by selecting the checkbox to the right of the section(s) you want to download and clicking the "Download" button. For courses downloadable at the course level only, simply click the "Download" button. You will need to download and install the E-Learning Offline Player before any training content can be played offline. When you re-connect you can synchronize your progress by clicking the "Synchronize Now" button at the bottom of this page. **Please note that for courses with labs, the labs are not available for offline viewing.**

You will need to download and install the [E-Learning Offline Player](#) before any training content can be played offline.

When you reconnect you can synchronize your progress by clicking the "Synchronize Now" link to the right.

[Click here](#) to download and install the E-Learning Offline Player.

Download Selected **Select All**

Your information was last synchronized:
25-Oct-2007 10:00 PM GMT

[Synchronize now](#)

Download Details

Download Size:	5.31 MB
T1:	<1 m
DSL/Cable:	1 m
56K Modem:	13 m

Note: Downloading for the first time may take longer than indicated.

When your course has downloaded, find the **E-Learning Offline Player** icon on your desktop. Open that application to run your course locally.

3. Synchronizing your Offline Course

In order to have your online **My Learning** page reflect the work accomplished in the Offline version of the course, you will need to synchronize when you have access to an internet connection. To Synchronize:

- Click on the course in **My Learning**
- Click **Synchronize Now** at the bottom of the page

Please note: You may need to allow your computer to download the files by right clicking the menu bar and select **Download File** in the pop up window