



## Louisiana IT Academy Training Follow Up

Please join us for a follow-up discussion on the IT Academy. We want to check in with you to find out what’s working, what isn’t, and where you need help. This session is an opportunity to ask questions of Microsoft, teachers or your DOE, and get a refresher on how to use or activate the curriculum resources. Both sessions will cover the same content, so you only need to attend one of the dates/times listed below.

### ITA Follow up Session Dates/Times:

**Wednesday, Oct. 24<sup>th</sup> @ 3:00pm CST or Tuesday, Oct. 30<sup>th</sup> @ 3:30pm CST**

**[REGISTER HERE](#)**

### Snapshot of Microsoft IT Academy Benefits:

#### Curriculum



E-Learning  
Lesson Plans, Student Projects and Test Banks  
Curriculum Mapping to state frameworks  
Digital Literacy

#### Lab Resources



Office 2010 Lab Licenses  
DreamSpark

#### Professional Development



E-Reference Online Library  
Microsoft Certified Trainer (MCT) Membership  
Microsoft Innovative Educator (MIE)  
Teaching with Technology E-Learning curriculum

#### Certification



10 Complimentary Microsoft Office Specialist (MOS) exam vouchers per school for teacher professional development  
20 Complimentary Microsoft Technology Associate (MTA) exam vouchers  
Discounted MCP exams

#### Partnership Resources



ITA Membership Plaque to showcase membership  
Posters on Microsoft technologies  
Use of Microsoft IT Academy logo  
Teacher Training on ITA Tools & Benefits and How to Guides

*Please join these sessions using a computer or telephone with a microphone you can mute. We ask that you are mindful of others participating in this training, and mute your audio when you are instructed. Thank you!*

# Important - Microsoft ITA Live Meeting Webinar Details

*Please read the information below prior to your session:*

## 1. **Audio Information**

In order to participate in the virtual trainings, please ensure you read through the following information:

- There are two options for audio during ITA webinars:
  - Computer audio with a headset (preferred)
  - Phone via toll free number – for those without computer audio capability

### **Phone Audio Requirements**

- Keep your phone on MUTE during the call - you may unmute to join the discussion or ask questions
  - Press \*6 to mute (test to make sure your phone is muted)
- Turn your computer speaker off or set on MUTE (having both computer and phone audio enabled will cause an echo)
- If you plan to leave the session early, be sure to disconnect your phone! *(We have had a few sessions where an audience member did not mute and was no longer listening so we could all hear conversations, school announcements and other noise making it very difficult to hear the information presented. Please be respectful of the others on the call and don't let this person be you.)*

### **First Time Live Meeting Users**

At least 30 minutes before the meeting,

- Ensure your computer meets the system requirements by clicking on <http://office.microsoft.com/en-us/live-meeting-help/microsoft-office-live-meeting-2007-system-requirements-HA101791918.aspx>
- Check your system by clicking on: <http://go.microsoft.com/fwlink/?LinkId=90703>

If you experience any technical difficulties with the Live Meeting Client, please contact the Technical Support Team for real time assistance: **866-493-2825**