



Microsoft IT Academy Program

NEWS

Prepare your students with the 21st century technology skills they need for successful careers

October/November Virtual Training

Sessions and Schedule

TRAINING – REGISTER TO JOIN LIVE OR VIEW A PREVIOUSLY RECORDED SESSION

Virtual Training Information and Registration:

Getting Started with the IT Academy Program

Are you new to the Microsoft IT Academy Program? If so, please join this session to learn all about the program and the many tools and benefits now available to you! During this Live Meeting webinar, we will give you a high-level overview of the program, where you go to access the benefits along with a tour of the IT Academy websites, and a brief demonstration on how to set up an e-Learning course.

[Click HERE to register for a Getting Started session](#)

Recording Link: [Click Here](#) (no *Recording Key* is required)

Getting Started Teacher First Steps – Planning your MOS Curriculum

Hear from North Carolina teacher, Ricky Hardy about best practices for using Microsoft IT Academy (MSITA) curriculum in the classroom. Learn where to locate and how to use all of the needed resources for your first day and first semester teaching MSITA. The session will cover the steps for getting started and strategies for certification testing. We will discuss how to access and utilize Microsoft Lesson Plans, E-Learning, Projects and other resources. Teachers will leave this session with an understanding of how to pace learning in the classroom, and how to find the right balance of resources to achieve optimal student performance. See calendar below for multiple dates and times available.

[Click HERE to register for a Planning your MOS Curriculum session](#)

- Recording Link: [Click Here](#) (no *Recording Key* is required)

Monday, October 15, 2012

Getting Started with IT Academy E-Learning

Watch a demonstration of the new E-Learning Instructor and Student sites. Learn how to set up E-Learning for your students. We will take an in-depth tour of the E-Learning Central Site where you will create Learning Plans, assign courses to your students, organize students into groups, generate reports on student progress and manage your overall E-Learning curriculum. We will also discuss and review the student experience. See calendar below for multiple dates and times available.

[Click HERE to register for the E-Learning session](#)

- Recording Link: [Click Here](#) (no *Recording Key* is required)

DreamSpark: Understanding and Activating your Benefit

Join this training to learn more about the DreamSpark benefit. With this benefit students and teachers have access to Microsoft's key developer tools and platforms for learning and research purposes. Some of the DreamSpark software titles include Windows Server 2012, SQL Server, Visual Studio 2012 Professional, Expression and the Kinect for Windows SDK. To learn more and understand the step by step activation steps please join us for this session. See calendar below for multiple dates and times available.

[Click HERE to register for the DreamSpark session](#)

MS IT Academy Benefits - Advanced & Office Hours

This training session has been developed for individuals who either have questions and or would like to know more about the depth and breadth of the many benefits made available through their IT Academy statewide agreement. Topics will vary depending on the questions covered but topics may include advanced features of the E-Learning LMS, using DreamSpark for the MTA certification, a deep dive into the Digital Literacy curriculum, planning curriculum using the certification matrix and more! Have questions? Curious to learn more about ITA? Please join us for this session. See calendar below for multiple dates and times available.

[Click HERE to register for the Advanced & Office Hours session](#)

Please see [Steps to Take below](#) before joining one of these sessions. If you experience any technical difficulties with the Live Meeting Client, please contact the Technical Support Team for real time assistance: **866-493-2825**

CALENDAR OF EVENTS AND TRAININGS*

**NOTE - Dates and times listed below subject to change. For most up to date schedule, click the registration links above.*

Monday, October 15, 2012

October 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Getting Started with IT Academy E-Learning – 3:30 PM PST	3 Teacher First Steps - Planning your MOS Curriculum – 3:30 PM CST	4 Getting Started with the IT Academy Program – 3:30 PM EST	5	6
7	8	9 Teacher First Steps - Planning your MOS Curriculum – 4 PM EST	10 MS ITA Benefits-Advanced & Office Hours – 4 PM PST	11 Getting Started with IT Academy E-Learning – 3:30 PM CST	12	13
14	15	16 Getting Started with the IT Academy Program – 3:30 PM CST	17 Getting Started with IT Academy E-Learning – 3:30 PM EST	18 Teacher First Steps - Planning your MOS Curriculum – 3:30 PM PST	19	20
21	22	23 DreamSpark: Understanding and Activating your subscription – 3:30 PM CST Getting Started with IT Academy E-Learning – 4 PM PST	24 Teacher First Steps - Planning your MOS Curriculum – 4 PM CST	25 MS ITA Benefits-Advanced & Office Hours – 4 PM EST	26	27
28	29	30 Teacher First Steps - Planning your MOS Curriculum – 3:30 PM EST DreamSpark: Understanding and Activating your subscription – 3:30 PM PST	31			

November 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Getting Started with IT Academy E-Learning – 3:30 PM CST	2	3
4	5	6 MS ITA Benefits- Advanced & Office Hours – 4 PM CST DreamSpark: Understanding and Activating your subscription – 3:30 PM MST	7 Getting Started with the IT Academy Program – 3:30 PM PST	8 Teacher First Steps - Planning your MOS Curriculum – 4 PM EST	9	10
11	12	13	14 Getting Started with IT Academy E-Learning – 4 PM EST	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Steps to take before joining a Virtual Training Session:

Prior to attending one of these training sessions, we ask that you take a moment to prepare for the training by completing the following four steps:

1. Create a Microsoft Account:

A Hotmail, MSN, or Live ID, is a Microsoft Account. To create a new account follow these steps:

- Go to <https://signup.live.com>
- Complete the required fields using any email address to create your Live ID
- Click "I Accept" to agree with the Microsoft service agreement and privacy statement.
- 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 to add @windowslivemail.com (65.55.238.140 - 65.55.238.142) to your safe senders list.

2. Obtain your Microsoft IT Academy Membership Number:

Please ask your Program Administrator for your Microsoft IT Academy membership number. Once you have this number and your Microsoft account, take a moment to experience the Microsoft IT Academy member website <https://www.microsoft.com/en-us/itacademy/members/default.aspx>.

3. 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 at end for 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>

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