

# NDG Linux Courses – Cisco NetAcad<sup>™</sup> Course Access Codes

# Instructors, Learners and Administrators

### Last updated September 19, 2016

Network Development Group is offering hosted Linux courses for institutions participating in the Cisco Networking Academy® program. In order for learners to access the course materials, they will need to enter a course access code. Academic institutions can purchase course access codes on behalf of learners or to resell at the academic institution's bookstore. Learners can also purchase the course directly.

Students: If you are purchasing a code for an instructor-led training (ILT) or self-paced course, please skip to Step 3.

If you are an **agent** or **administrator** purchasing multiple codes on behalf of learners, please refer to our purchase order documentation, which can be found here:

https://www.netdevgroup.com/online/support/courses/documentation/ndg\_linux\_course\_purchase\_order\_faq.pdf

## **Instructors - Creating the Course**

### 1. Instructor creates course for ILT in the NetAcad.

If your organization is participating in the Cisco Networking Academy, you can use this course for Instructor-Led Training (ILT). You will create a class in the NetAcad.

- a. From the NetAcad Home page, select the **Teach** tab
- **b.** Click the **Create a Course** link
- c. Enter the course information.
  - i. Select an Academy.
  - ii. Enter a Course Name and Course ID
  - iii. Select the course Partner: NDG Selected Course
  - iv. Choose a language for the course (English only).
  - v. Enter a start and conclude date.
  - vi. Select the instructor.
- d. Click Save.
- e. Follow NetAcad procedures to enroll learners that will be allowed to purchase course access or your institution can purchase and distribute course access codes on behalf of the learner.

### 2. Instructor enrolls learners into the course.

The instructor for the course will enroll students into the course.

- a. From the NetAcad Home page, select the **Teach** tab.
- **b.** Click the **Edit** button next to the course you wish to enroll learners in.
- c. Click the Edit button next to Enrolled Students to add learners to the course.



## Learners Access the Course

#### 3. Learners will see the course.

After logging into the Cisco Networking Academy, learners will see the added course.

- a. From the My NetAcad page, select the I'm Learning tab.
- **b.** Click the course that you wish to access.



#### 4. Learners access course modules.

Once in the selected course, learners will access the course content.

a. Click Modules on the left side of the screen.



b. Select a module and click on it.

altaho cisco	Intro to Linux I > Modules		
	Home		
$\Box$	Modules		
My NetAcad	Assignments	- Welcome!	
	Grades		
Account	Collaborations	Before You Get Started	
Dashboard	Help & Resources	1	
Courses		Module 1: Getting Started  Chapter 1: Using the Shell	



c. Load the chapter in a new window.



5. Learner is prompted to accept Terms and Conditions. The first time the course is accessed, learners will be prompted to accept terms and conditions of the course.

NDG Introduction to Linux I Terms and Conditions	
Submit	
THESE TERMS AND CONDITIONS (THE "AGREEMENT") WITH NETWORK DEVELOPMENT GROUP, INC AND ITS AFFILIATES ("WE" OR "NDG") GOVERNS THE ACCESS THAT YOU AND / OR THE ENTITY THAT YOU REPRESENT (COLLECTIVELY, "YOU" OR "USER") HAVE TO CONTENT AND RELATED SOFTWARE AND SERVICES PROVIDED BY NDG IN CONNECTION WITH THE CISCO NETWORKING ACADEMY WEBSITES AND WEBPAGES. YOUR ACCESS TO NDG SITE(S) AND SERVICE(S) CONSTITUTES YOUR ACCEPTANCE OF THIS AGREEMENT.	100
This Agreement does not modify in any way any agreements you have with Cisco Systems, Inc. ("Cisco"), including without limitation Cisco's agreement relating to the Cisco Networking Academy Website and Webpages at https://www.netacad.com/web/about-us/terms-and-conditions. NDG is not responsible for Cisco websites and services, and your sole recourse for issues associated with Cisco websites and services is as set forth in your agreement with Cisco. However, any breach by you of your Cisco agreement will automatically be deemed a breach of this Agreement.	
1. Background. As part of the Cisco Networking Academy Program (the 'Program'), Cisco operates and provides access to a range of Program related websites and microsites accessible to users (including students, non-students and alumni) who have an Academy Connection Username and Password (the "Cisco Site(s)"). NDG provides NDG websites (the 'Site(s)') that (a)are accessible through the Cisco Sites, (b) contain NDG content	
[Expand]	

6. Learner is prompted for an access code.

After accepting the Terms and Conditions, learners will be prompted for an access code.

This self paced course is offered for a fee by Network Development Group, Inc.	
for may purchase a course access code below or one may have been provided to you. The NetSpace course start and end date is controlle when the course access code is activated.	ed by the institution. Course access is set to a maximum of six months. The six months begin
Burchase Course Assess Code	Dame Caurea
Fulcilase Coulse Access Code	Denio Course
ou may access this course by purchasing a course access code from Network Development Group. You can learn one about this course at https://www.coursecomer.fact.fact.	
A course access code	
consists of 8 characters (combination of letters and numbers) in NOT area combine	
grants access to the course for sa months	
\$ Buy Course	🖋 Launch Demo

**Students:** If entering a code that you received from your institution or already purchased from a bookstore, do so now, and skip to **Step 11**.



## Learner Purchases the Course Access Code

#### 7. Learner buys the access code.

The learner will then click the **"\$ Buy Course**" button. A new window or tab should open with an order form from the payment processor FastSpring.



### 8. Learner completes order form.

Once the learner enters all information and selects a payment method, click the "Next" button.

Contact Information	
First and Last Name	Email Address
John Doe	hostedsupport@netdevgroup.com
Company	Double check that you've entered your
Network Development Group	order information to it.
Phone	
555-555-5555	
Mailing Address	
Country	City
United States ~	Research Triangle Park
Address	State
2 Davis Drive	North Carolina
	Zip Code
	27709
evyment Method	
PayPal Account Wire Transfer	



### 9. Learner adds payment information.

After completing the relevant payment information, click the "Complete Order" button.



#### 10. Learner receives access code via email.

Upon successfully ordering the course, learners will be sent an email containing their access code.



11. Learner enters access code into course.

Enter Course Access Code
Continue
This course is offered for a fee by Network Development Group, inc.
You may purchase a course access code blow or one may have been provided to you. The Helligane course start and end date is controlled by the institution. Gowine access is set to a maximum of six months. The six months begins when the course access code is activitied.

12. Learner now has access to course materials.



13. Who should I contact if I have questions about this course that are not explained in this document? All NDG Linux course questions should be directed to Network Development Group at <u>hostedsupport@netdevgroup.com</u>. Please take a few minutes to review the NDG website, <u>www.netdevgroup.com</u>, the course materials and this document before emailing the NDG staff.