

NDG Hosted Linux Courses – Cisco NetAcad[™] Passing Students and Obtaining Completion Letter

Instructors and Learners

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This guide is meant to guide instructors through the process of assigning a complete status and passing students through the NDG Linux Essentials, NDG Introduction to Linux I, and NDG Introduction to Linux II courses, as well as information about how students can obtain the Letter of Completion.

Upon successfully completing the course, each individual is eligible to receive a congratulatory letter from the Linux Professional Institute. This letter will document that the individual has completed the course and provide information on requesting a 20% discount off the list price for certificates taken from Pearson VUE computer based testing.

Students: Skip to Step 9 for information on how to retrieve your letter of completion directly.

Instructor's Guide

1. Log into the course as an instructor.

Log into the Cisco Networking Academy with your instructor credentials and access the course by clicking the course name under the "Teach" tab.



2. Enter the grades section.

Click the Grades tab on the left side of the screen.

Linux Essentials -	♠ > Linux Essentials
Home	Linux Essentials
Modules	
Assignments	This antry level Linux course is offered by the Network Development Group
Grades	range of careers including networking, software development and Linux adn
Announcements	bis course aligns to the Linux Professional Institute (LPI) Linux Essentials
Discussions	certificate, visit LPI.org & .
People	To Get Started:
Pages	lo Get Statteu.
	1. Click on Modules.



Student Name	Secondary ID Exam	Chapter 16 Exam Out of 10	Midlerm Exam (Modules 1 - 8) Out of 40	Final Exam (Modules 9 - 16) Out of 40	Final Comprehensive Exam (Mo Out of 80	End of Course Feedback Out of 100	Instructor Use Only Assign Stud	Assignments	Labs	Chapter Exa
		-	40	39	76.8	~	/ /		100%	100%
		9	38	40	80	~	~	141	100%	98.75%
	-	9	40	38	76.8	~	~		100%	94.38%
		8	37	39	73.6	*	4		100%	92.5%
	a second	10	40	40	80	~	~	1.00	100%	100%
	and the second se	10	39	38	76.8	~	1		100%	93.75%
		10	34	38	72	*	~		100%	93.75%
	1000	7	40	33	56	~	~		100%	84 38%
		9	39	39	73.6	~	~		100%	93.75%
	1000	9	27	36	78.4	~	~		100%	81.88%
	And Person in Figure 1	7	36	34	72	~	~	1.82	100%	80.63%
		9	38	39	78.4	~			100%	93.75%
	the same second second	10	39	39	76.8	~	353		100%	96.88%
		10	36	39	75.2	~	Vat	14	100%	89.38%
	the second se	10	40	38	76.8	~	1.00		100%	100%

3. Find the "Instructor Use Only Assign Student Pass Status" column. Scroll to the right until you locate the assignment marked "Instructor Use Only".

4. Select the box for the student you wish to pass.

Select the grade box for the student you wish to grade and click the update grade icon located in the upper right corner of the box.

and the second se	7	36	34	72	1	~	-	100%	80.63%
	9	38	39	78.4	~		Y .	100%	93.75%
	10	39	39	76.8	~			100%	96.88%
And a second sec	10	36	39	75.2	~	-		100%	89.38%

5. Update the grade to "Complete".

Select the appropriate grade in the drop down box and click the "Update Grade" button.





6. Return to the NetAcad homepage obtain the letter of completion for students. Return to the NetAcad homepage by clicking the "My NetAcad" button, which can be found on the left.



7. Edit the course you are wishing to provide the letter of completion for. Click the "Edit" button next to your course, under the Teach tab.

Access the Courses	You Are Teac	hing Teach	More Courses
Linux Essentials	🔅 Edit	Actions	4
Partner: NDG Linux Essentials		Create a Course Access Academy Reports	
-	C Edit	View Academy Information Show Concluded Courses	

8. Obtain the letters of completion.

Click the "Get All Certificates" button to obtain all letters for eligible students. You may also obtain individual letters by clicking the "Actions" button on the right, and then select "Get Certificate". Note: Only the certificate buttons are valid options; clicking the buttons regarding letters will result in an error.

	First Name	Last Name	Screen Name	Email	Last Login	Reset Password	Certificates/Letters
					Aug 01, 2016	Reset Passw	• Actions
					Jun 02, 2016	Reset Password	🕶 🥜 Actions
					Jul 15, 2016	Reset Password	🔹 🥜 Actions
•					Aug 08, 2016	Reset Password	• 🎤 Actions



Student's Guide

9. Log into the Cisco Networking Academy as a student. After logging in, click your name, which can be found in the upper right corner of the screen.



10. Select "Certificates /Letters".

Click the button marked Certificates/Letters.



11. Obtain your Certificate.

Click "Get Certificate" next to the relevant course.

My Profile	Certificates and Letters	Discount Vouchers		
rtificates Of Cor	npletion (1)			
contificate of con	pletion is awarded to all Stud	dents and Instructors who satisfactorily complete a Cisc	Networking Academy® course. This is indi	cated by a "complete" marked in the
co® NetSpace g	rade book for the relevant co	ourse. A certificate of completion is not the same as a C	sco certification.	
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