

## Register for Orientation course

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The purpose of the Orientation course is to introduce new instructors to the Networking Academy. The course provides instructors with the initial knowledge and resources to understand the program and to manage their training, classes and students. Instructors are required to complete the Orientation course before they can teach any Networking Academy classes.

The course is designed to be self-guided and taken online. Instructors are able to create their own self-paced Orientation class, with no intervention from a training academy. The course does not have any assessment. Instructors only complete a short course feedback form in order to pass themselves in the class.

**Legend:** Underlined text indicates a link  
**Bolded** text indicates a Heading or Section  
**Shaded** text indicates a button

### Class Registration

To create and enroll in a self-paced Orientation instructor class, follow these steps:

1. On your Instructor Home page, navigate to the **Learn** section and select the Register for Training link.
2. On the **Register for Training** page, in the **Register for Training** section, select Academy Fundamentals in the **Curriculum Name** field and Orientation in the **Course Name** field.
3. Click **Continue**.
4. On the **Available Classes / Select Class** page, click **Continue** in the **Self-Paced Training** section.
5. On the **Enroll into New Self-Paced Class** page, select your academy, the academy at which you will teach.
6. Language and Version should already be populated with English and 4.0. If not, select those values.
7. The class start date will be the current date. Note the class completion date, which will be approximately six months from the current date. You will have ample time to complete the Orientation course requirements by this date.
8. Click **Submit**.
9. On your **Instructor Home** page, navigate to the **Learn / My Classes** section. Your self-paced Orientation class will be named "Orientation-your username".

## Course Requirements

The course requirements consist of watching the Academy overview video, reviewing the Orientation Guide, and submitting a course feedback form. We recommend the following steps:

1. Watch the video. It provides an overview of the Networking Academy.
2. Complete your review of the Orientation Guide. It provides more detail about the program.
3. Submit the course feedback form.
4. Mark yourself with a P (Pass) in the class Gradebook.

**Orientation materials** are available from two areas:

### Academy Connection Course Materials

1. From your homepage, select the [Course Materials](#) link in the **Resources** area
2. On the **Course Materials** page, select your language preferences, select Academy Fundamentals in the **Curriculum** field, and select Orientation in the **Course** field
3. Click **Submit**
4. Scroll to the **English** section to either launch the materials to view them online or download a zipped package of the materials

### Cisco Learning Institute ICG Library

1. From your homepage, select the [Cisco Learning Institute / Interactive Course Guides](#) icon from the left navigation
2. On the **ICG Library Home** page, scroll to [Academy Orientation Guide](#) and click the link
3. You may either launch the materials to view them online or download a zipped package of the materials

## Course Feedback Form

Every Networking Academy class requires the completion of a course feedback form. This form is activated and delivered through the same process as the module and final assessments for any other course.

To submit the Orientation course feedback form, you will first activate the form and then complete the form online.

Follow these steps to activate and immediately submit the course feedback form:

1. On your **Instructor Home** page, navigate to the **Learn / My Classes** section and select the Orientation class name: "[Orientation-your username](#)".
2. On the **Instructor Class Home Page**, select [Assessment Home](#) in the **Manage Class** section.
3. Select the [Activate Assessments](#) link.
4. On the **Activate Assessments / Select Assessments** page, select the Course Feedback radio button.
5. Click **Activate Now**.
6. You will see Course Feedback in the **List of Current Activated Assessments** table. Note the Logon Period in the table. The default logon period is one hour from the current time. You will have one hour to logon to the Assessment System and complete the course feedback form.

Follow these steps to complete the course feedback form online:

1. On your **Instructor Home** page, navigate to the **Learn / My Classes** section and select the Orientation class name: "Orientation-your username".
2. On the **Instructor Class Home Page**, select Take Assessment in the **Manage Class** section. The Assessment System window will open.
3. In the **Select Assessment** tab, select English.
4. In the **Assessment Settings** tab, select the number of questions to be displayed per page and click Next.
5. In the **Take Assessment** tab, note that you will 20 minutes to complete the feedback form. Click Begin Assessment.
6. After answering the feedback questions, click Submit.
7. Click Close Window.

### Class Completion

A student has not completed a course until the instructor has marked him/her as P (Pass) in the class Gradebook. This follows the same process as any other Networking Academy class that you will teach.

Follow these steps to access the class Gradebook and mark yourself as P (Pass) for your Orientation class:

1. On your **Instructor Home** page, navigate to the **Learn / My Classes** section and select the Orientation class name: "Orientation-your username".
2. On the **Instructor Class Home Page**, select Gradebook in the **Manage Class** section.
3. Navigate to the Gradebook on the **View Gradebook** page.
4. Select P in the Result column.
5. Click Save Changes.

Congratulations! You have completed the Orientation course. You can now create and teach a class if you:

- are affiliated with an academy in the role of an instructor.
- have completed an academy instructor training class for the course you wish to teach.