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

Instructors and Learners

Last updated September 16, 2016

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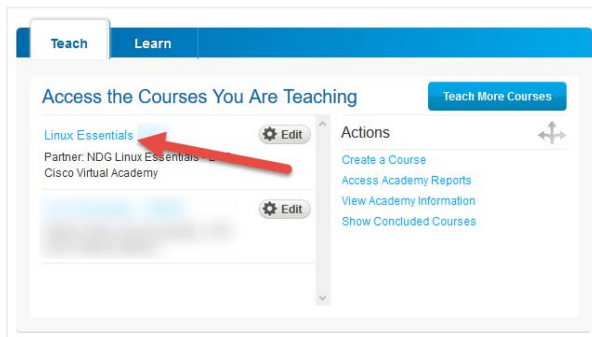
Upon successfully completing the course, each individual is eligible to receive a congratulatory letter from the Linux Professional Institute. This letter will document that the individual has completed the course and provide information on requesting a 20% discount off the list price for certificates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

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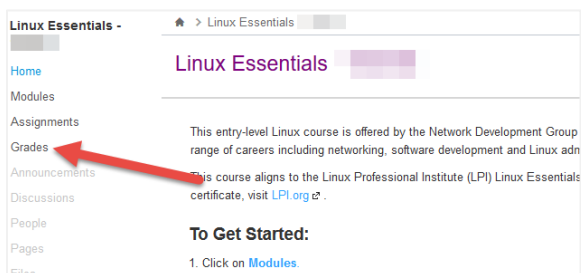
Instructor's Guide

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.

3. Find the "Instructor Use Only Assign Student Pass Status" column.

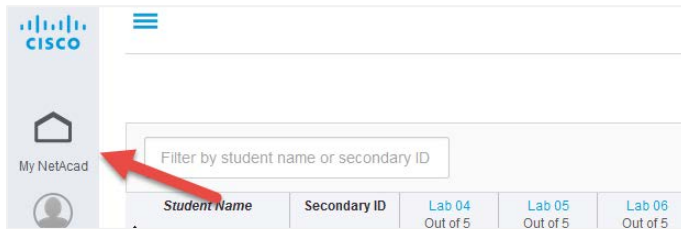Scroll to the right until you locate the assignment marked "Instructor Use Only".

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.

5. Update the grade to "Complete".

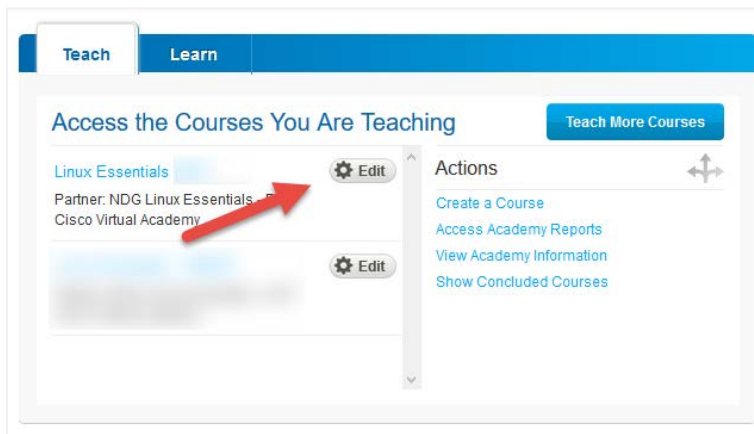Select the appropriate grade in the drop down box and click the "Update Grade" button.

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.
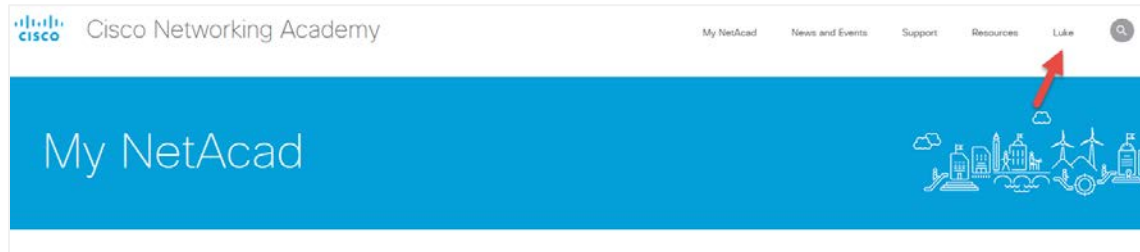

8. **Obtain the letters of completion.**
   Click the "Get All Certificates" button to obtain all letters for eligible students. You may also obtain individual letters by clicking the "Actions" button on the right, and then select "Get Certificate". **Note: Only the certificate buttons are valid options;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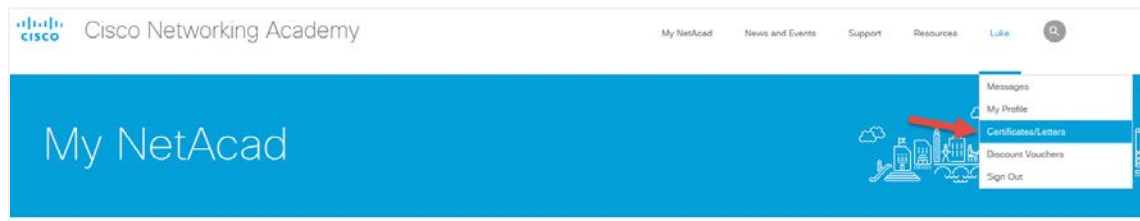
Student's Guide

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.