

# Instructor Checklist

This is a checklist for Cisco Networking Academy instructors. This checklist can be helpful to new instructors preparing to teach a Networking Academy course for the first time, but is also a helpful quick reference for all instructors and partners preparing for classes.

## Getting Accredited to Teach a Course

*Once an instructor is associated with an Academy, the instructor completes steps to become accredited to teach a course for the first time.*

Resource Item	Description	Location	New	Experience
Take Academy Orientation course	All instructors new to Networking Academy must complete the self-paced Orientation Course	My NetAcad > Learn Tab	x	
Decide which class to teach	<p>Review Offerings pages in NetAcad for a description about each curricula and IT career certification it supports</p> <ul style="list-style-type: none"> <li>• Read resources available such as overview documents and FAQs</li> <li>• Work with ASC/AAM to select initial offerings at your institution</li> <li>• Preview curricula videos</li> </ul>	<p>My NetAcad &gt; Offerings</p> <p>My NetAcad&gt; About Us &gt; Courses and Certifications</p>	X	
Complete Instructor Training for the curriculum you plan to teach	<p>Use the locator on the Cisco NetAcad.com Home page to find the closest ITC teaching the desired instructor training course</p> <ul style="list-style-type: none"> <li>• Register for the course. Steps to register are included in the Membership Guide</li> <li>• Take the course, when complete the Instructor Trainer will accredit the Instructor Candidate as an Instructor of that course.</li> </ul>	My NetAcad -Locator	x	

	The Instructor Fast Track (IFT) option is an opportunity for an Instructor Candidate to demonstrate skills knowledge with little or no instruction. This option is provided for instructors with the required subject knowledge and skills who would not benefit from full instructor training.			
--	---	--	--	--

## Setting up the Classroom

Once an instructor is accredited to teach, the institution offers the class and students enroll. The instructor completes these one-time activities for the duration of the course.

Resource Item	Description	Location	New	Experience
Purchase and install hands on lab equipment	Review the lab equipment list <ul style="list-style-type: none"> <li>• Order equipment</li> <li>• Sign up for NetAcad Maintenance</li> <li>• Install equipment per curricula instructions</li> </ul>	MyNetAcad > Program > Equipment Information	X	X
Install software on equipment	<ul style="list-style-type: none"> <li>• Install Cisco device IOS</li> <li>• Install PC desktop/laptop OS</li> <li>• Install Cisco Packet Tracer on PC desktop / laptops</li> <li>• Perform the Packet Tracer Assessments environment check</li> </ul>	My NetAcad > Offerings > Packet Tracer	X	X
Prepare classroom environment	<ul style="list-style-type: none"> <li>• Print and share student hands- on and packet tracer labs</li> <li>• Purchase Cisco Press books if needed</li> </ul>	My NetAcad > Offerings > All Resources	x	X
Understand technology updates covered in the course	<ul style="list-style-type: none"> <li>• Read release notes</li> <li>• Complete "Are you Ready?" activity offered in IPD Academy</li> <li>• Read Scope and</li> </ul>	My NetAcad > Offerings > All Resources My NetAcad > IPD Offerings > Enroll		X

	Sequence and FAQs			
Create the online course and enroll students in Cisco NetAcad.com	Review tutorials in Cisco Netacad.com <ul style="list-style-type: none"> <li>• Create the course</li> <li>• Set start and end dates</li> <li>• Add instructors</li> <li>• Enroll students</li> </ul>	My NetAcad > Program > NetAcad.com Tutorials	X	X
Personalize the course	<ul style="list-style-type: none"> <li>• Create a personal blog to introduce yourself</li> <li>• Create a discussion forum for students to introduce themselves</li> <li>• Create a course syllabus</li> <li>• Add links to websites, local servers etc you will use during the class</li> <li>• Add assignments</li> <li>• Add your favorite labs and activities</li> <li>• Are your lesson plans and handouts complete?</li> <li>• Publish the course</li> </ul>	My NetAcad > Teach tab > Your Course link (link under "Access the Courses You are Teaching")	x	X

### Instructional Resources:

Resource Item	Description	Location	New	Experience
Review Curricula Teaching PPT	One PowerPoint for each chapter covering objectives, teaching analogies, and best practices	Offerings Menu > Curricula > Instructor Resource Spotlight Page Curricula Resource Folder	X	X
Review Curricula Planning Guides	Document explaining the technology concepts and how to teach to students	Offerings Menu > Curricula > Instructor Resource Spotlight Page Curricula Resource Folder	X	X
Instructor home page	Links to additional resources for the course you are teaching [Available from within a Course]	Course Home > Instructor Home link (under All Pages in right nav	X	X

Instructor communities	Collaboration opportunities with other instructors	My NetAcad> Communities	X	X
Cisco Resource Area	Repository organized by curriculum and language	My NetAcad > Offerings > All Resources	X	X
Cisco Instructor Professional Development Opportunities		My NetAcad> Professional Development	X	X

## Find Additional Resources

*Once the instructor is qualified to teach, the institution offers a class and students enroll. The instructor completes these one-time activities for the duration of the course.*

Resource Item	Description	Location	New	Experience
Cisco Networking Academy partner resources for your course	Set up an RSS feed to access all related resources you find <ul style="list-style-type: none"> <li>• Locate professional development offerings from Instructor Training Centers</li> <li>• Use Marketing collateral and marketing information, including how to use them</li> <li>• Purchase Cisco Press books</li> <li>• Become a member of the Cisco Learning Network</li> <li>• View global headlines from Cisco</li> </ul>	Offerings Menu > Curricula > Instructor Resource Spotlight Page Curricula Resource Folder	X	X
Contact your ASC for more support		My NetAcad> Managing ASC Relationship	X	X