Prepare students for success in the classroom and their career.

Welcome to the Imagine Academy Program!

Here are some simple steps to help you access the many program benefits included with your membership. Below you will find brief descriptions and instructions to help you to get started with your curriculum resources immediately.

Create a Microsoft Account:

If you do not have a Microsoft account or Office 365 organizational account, go to https://signup.live.com and complete the fields to create your account with an existing email address, or by creating a new email address. **Teacher Tip:** Use your work/school email address to create your Microsoft account.
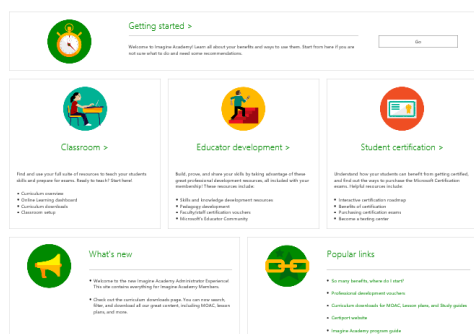
Sign into Imagine Academy Member Site:

- Go to https://member.imagineacademy.microsoft.com/
- Click **Sign in**
- Select the appropriate Sign-in option - Microsoft account or Office 365
- Enter your User name and password and click **Sign in**
- Enter the Member ID and program key if/when prompted

Note – the Member ID and program key are unique to each school and can be shared among staff to gain access to the curriculum resources and program benefits. **Important** - The Member ID and program key should **_never_** be given to students.

Welcome to the Imagine Academy Member Site! From here you will be able to access and review your curriculum resources, download and print posters and marketing materials, and learn more about your benefits.

Review curriculum options

The Imagine Academy has many curriculum resources allowing you the freedom to choose the solution that best fits your needs. We recommend **starting with just one** of the resources and then adding in others as you get comfortable. Here are a few sample recommendations:

✓ Classroom / Instructor-led (Microsoft Office or MTA): Use MOAC, **or** Lesson Plans + Online Learning
✓ Independent Study / Professional Dev. / Workforce Dev. / Library: Use MOS Study Guides + Online Learning

Note – Materials vary based on program of study and language.

Curriculum Resources

MOAC is a comprehensive digital textbook solution that prepares learners for Microsoft Office (MOS) and Microsoft Technology Associate (MTA) certifications. MOAC includes a full e-Book, plus instructor resources such as projects, test banks, solution files, instructor guides and presentations.   Teacher Pic⭐
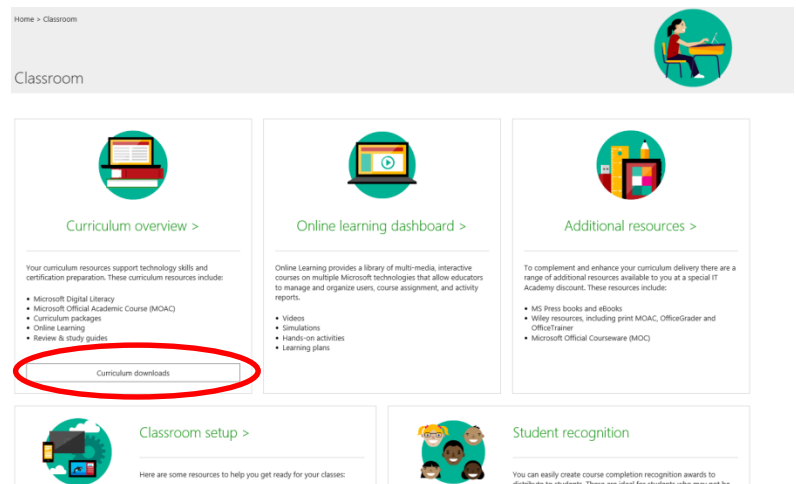
MOS Study Guides provide a digital book and practice files for Microsoft Office Specialist exam preparation. The study guides are designed for independent study and do not include solution files or instructor resources. These are a great resource for virtual learning, professional development and for students studying independently for exams.

Lesson Plans offer an alternative curriculum solution to MOAC or Study Guides. Lesson plans map to Common Core standards and provide customizable classroom guides for teaching on the particular programs. Lesson plans are available in multiple languages, and include student projects and instructor resources and are best used in conjunction with Online Learning.

☑ **Steps to access the MOAC, Lesson Plans and MOS Study Guides:**
   a. From the Member site home page, click **Classroom**
   b. Click **Curriculum downloads** in the Curriculum Overview section
   c. Use the search filters to find your selected curriculum
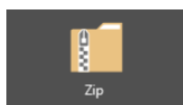   d. Download materials

Note: For MOAC be sure to download the **e-book (student textbook)** and the **instructor files (full curriculum kit),** then make the e-book and the Data Files available to your students in a secure location.

Home > Classroom

Classroom

Curriculum overview >
Your curriculum resources support technology skills and certification preparation. These curriculum resources include:
• Microsoft Digital Literacy
• Microsoft Official Academic Course (MOAC)
• Curriculum packages
• Online Learning
• Review & study guides

Online learning dashboard >
Online Learning provides a library of multi-media, interactive courses on multiple Microsoft technologies that allow educators to manage and organize users, course assignment, and activity reports.
• Videos
• Simulations
• Hands-on activities
• Learning plans

Additional resources >
To complement and enhance your curriculum delivery there are a range of additional resources available to you at a special IT Academy discount. These resources include:
• MS Press books and eBooks
• Wiley resources, including print MOAC, OfficeGrader and OfficeTrainer
• Microsoft Official Courseware (MOC)

Curriculum downloads

Classroom setup >
Here are some resources to help you get ready for your classes:

Student recognition
You can easily create course completion recognition awards to distribute to students. These are ideal for students who may not be

MOAC MOS 77-420: Excel 2013
Excel | English | MOAC (full curriculum kit) | Zip file
MOAC for Excel 2013 provides the hands-on experience to increase your personal productivity skills. These teacher resources cover all product areas required to pass MOS exam 77-420.
⬇ Download

MOAC MOS 77-420: Excel 2013 e-book
Excel | English | MOAC (student textbook) | Zip file
MOAC for Excel 2013 student e-book. This resource covers the productivity skills required for MOS Exam 77-418.
⬇ Download

Online Learning provides over 2,500 multi-media, interactive courses that work anywhere with broadband access. Online Learning is an ideal tool for self-paced learning and professional development and/or can be used for independent study or supplemental coursework for students.

☑ **Steps to access Online Learning:**
   a. From the Member site home page, click **Classroom**
   b. Click **Online learning dashboard**
   c. From here you can manage your online learning courses, assign Learning Plans, invite users, view reports and more
   d. View the online learning video series for help getting started

Important Note- Students will need a Microsoft account or Office 365 account to access the Online Learning. If you plan to create Microsoft accounts during class time, you will need to follow steps to whitelist your IP address in advance.

Digital Literacy is a great place to start! Whether you are new to computing or have some experience, Digital Literacy helps develop a fundamental understanding of technology. The courses teach and assess basic computer concepts and skills ranging from mouse and keyboard to building your first app. The resources include Online Learning courses for self-paced study, and educator resources to facilitate a blended instructor-led classroom experience. Digital Literacy includes a certificate test. There are two ways to assign Digital Literacy – either directly or through the Imagine Academy Online learning portal.

☑ **Steps to access Digital Literacy**
   a. To access Digital Literacy directly - visit http://www.microsoft.com/digitalliteracy
   b. To assign through the Online learning – go to the Member site home page, click **Classroom,** then **Curriculum Overview** and scroll down to Digital Literacy to download instructor resources
   c. Assign the courses through the Online Learning *(see Online Learning steps above)*

Next Steps

- View the brief tutorial videos linked below to get a sense of the program benefits and site navigation
- Update and prepare your labs - share the **IT Director Guide** with your IT Staff (document is located on the **Member site** in the **Getting Started** tab under **Review IT Requirements**)
- Plan your course:
  ➢ Select your exam
  ➢ Select your primary curriculum (see sample recommendations above)
  ➢ Supplement with additional resources if or as needed

  Note: for core Office exams, you can view a list of resources for each exam objective in the **Exam Resource Mapping** document (available on the **Imagine Academy Deployment share** site linked below)
- **Get Certified!** To request one of your free Microsoft (MOS), Microsoft Technology Associate (MTA), or Microsoft Certified Educator (MCE) professional development exam vouchers, follow these steps:
  ➢ Click **Educator development** on the Member site home page
  ➢ Click **Request your voucher** next to the exam you wish to take
  ➢ Click **Take exam at any Certiport testing center** and you will be taken to the Certiport site
  ➢ Complete the Certiport form and click **Submit**
- Promote program value to students, school administrators and parents (see presentations in **Deployment Share** linked below)
- Contact Customer Support with questions

Resources

Customer Support

For help with program benefits, contact customer support at 1-800-508-8454 or acadsupp@microsoft.com. Customer support hours are 8:30am - 8:30pm EST / 5:30am – 5:30pm PST.

Imagine Academy Member Site: https://member.imagineacademy.microsoft.com/

Imagine Academy Get Started Videos (full view): http://aka.ms/Aue3bf

Direct links to videos:

A. What Is Microsoft Imagine Academy
B. Empower your students with Imagine Academy
C. Imagine Academy – Online Learning Intro
D. Imagine Academy – Managing Users
E. Imagine Academy – Managing Groups
F. Imagine Academy – Learning Plans

Facebook: http://aka.ms/imagineacademyfb

Twitter: http://aka.ms/imagineacademytw

Getting started resources: Imagine Academy Deployment Share

Use this site for Quick Start Guides, Imagine Academy presentations, resource mapping, and other helpful program information