

# Guide to Passing Students and Obtaining Completion Letter

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

### Instructors and Learners

**Last updated December 11, 2020** This guide is meant to guide instructors through the process of assigning students to a status of course completed 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.

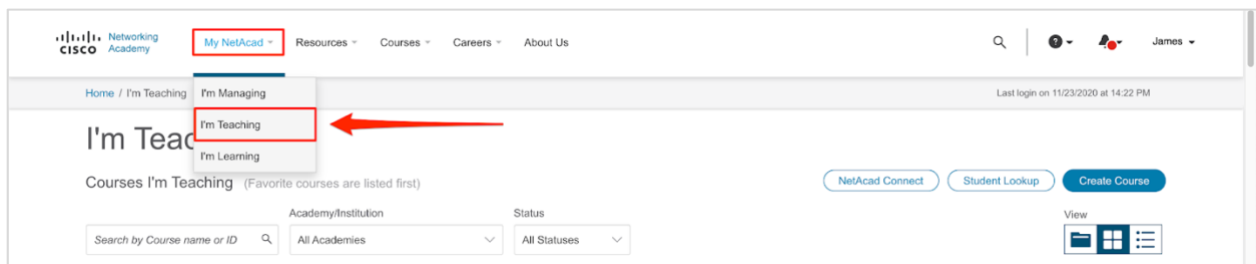
Upon successfully completing the course, each individual is eligible to receive a congratulatory letter from the Linux Professional Institute. This letter will document that the individual has completed the course. Please note there are no certifications for completing the NDG Linux courses.

**Students:** Skip to *Step 13* for information on how to retrieve your letter of completion directly.

### Instructor's Guide

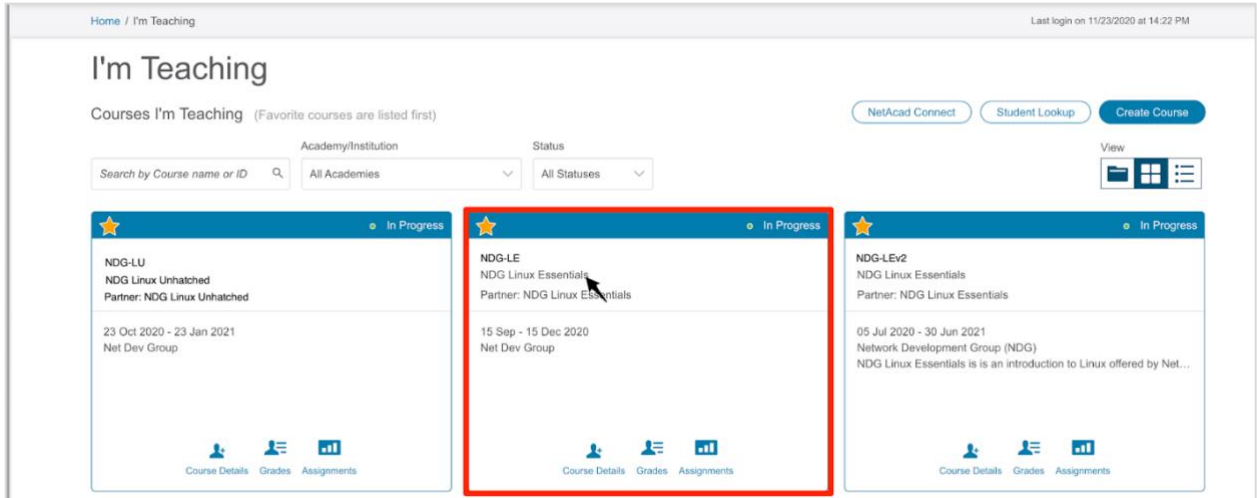
#### 1. Log in to the course as an instructor.

Log in to the Cisco Networking Academy with your instructor credentials and click on the **I'm Teaching** tab.

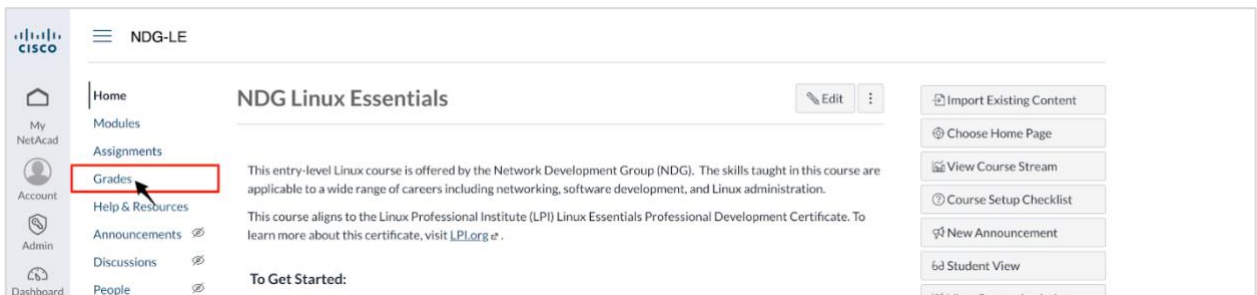


#### 2. On the I'm Teaching page, find the correct course and click to access the course.

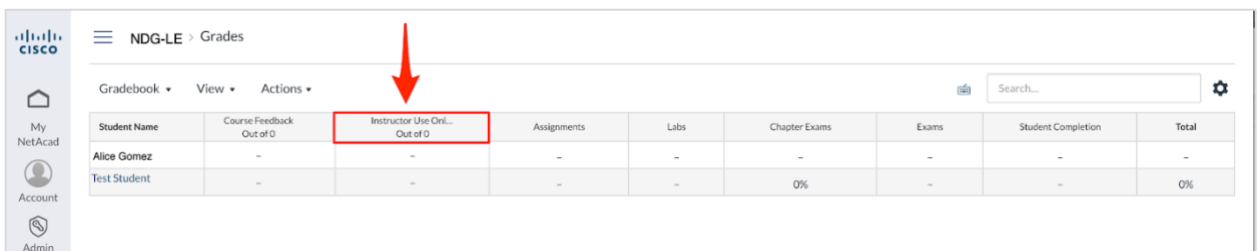
Scroll to find the relevant course and click on the course card.



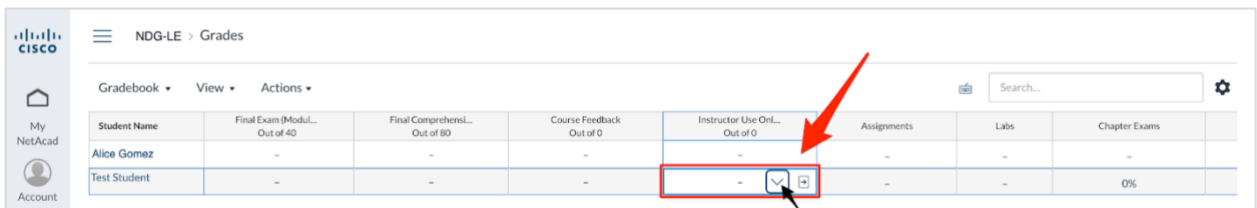
3. Enter the grades section.  
In the course, click the **Grades** tab on the left side of the screen.



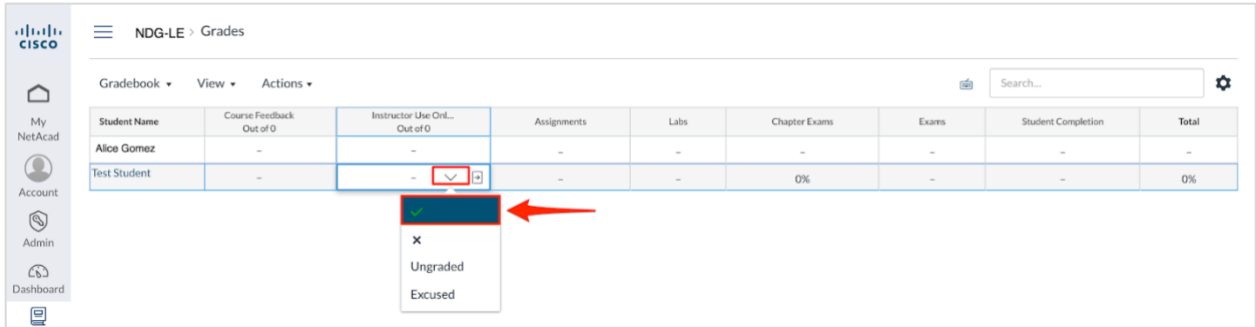
4. Find the "Instructor Use Only Assign Student Pass Status" column.  
Scroll to the right until you locate the assignment marked *Instructor Use Only*.



5. 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 box on the right side.



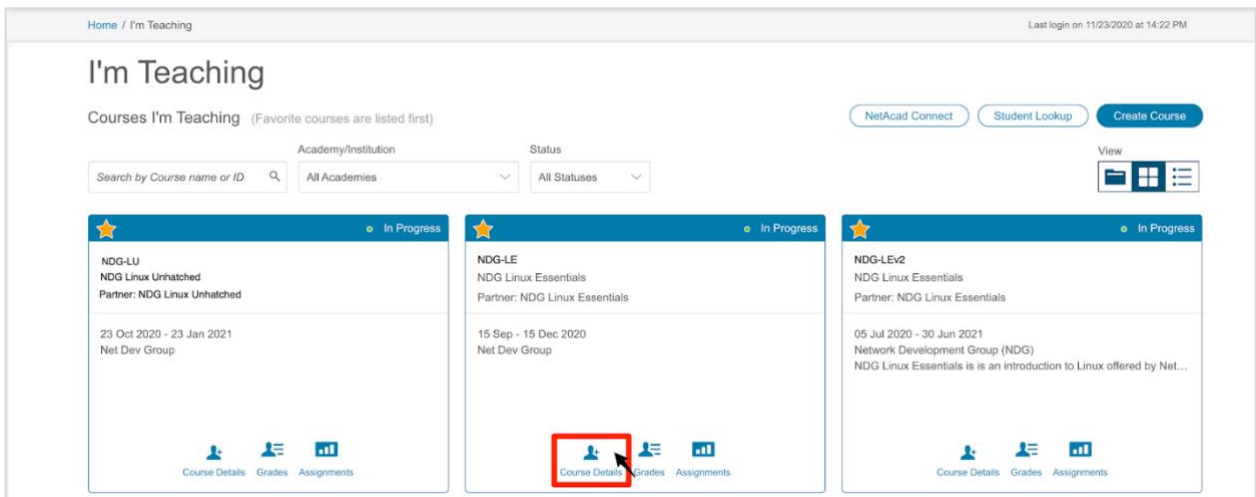
6. Update the grade to "Complete".  
Select the appropriate grade in the drop-down box and click the **Update Grade** button.



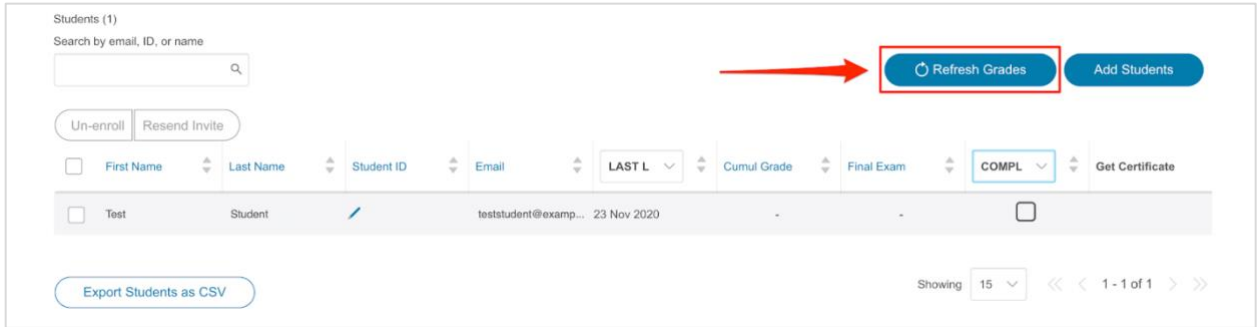
6. **Return to the NetAcad homepage to obtain the letter of completion for students.**  
Return to the NetAcad homepage by clicking the **My NetAcad** button, which can be found on the left.



7. **Open the Course Details of the course for which you are providing the letter of completion.** Click the **Course Details** button on the course card, under the *I'm Teaching* tab.

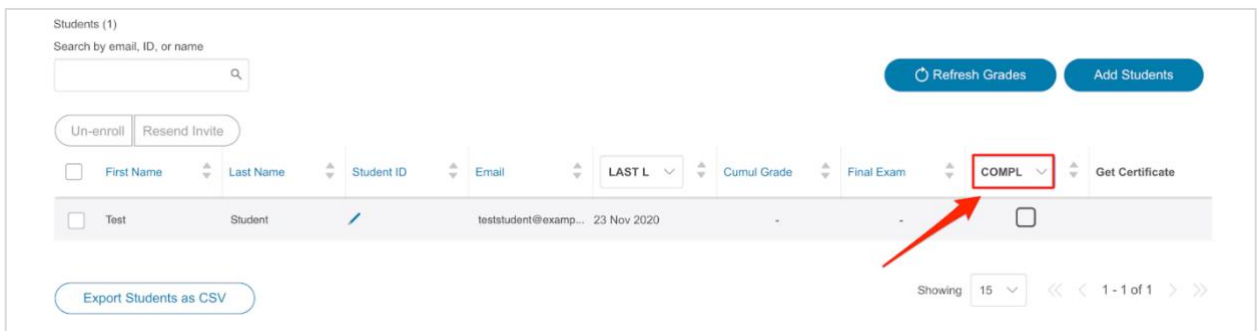


8. **Refresh Grades to update completion status.**  
On the *Course Details* page, click on the **Refresh Grades** button.



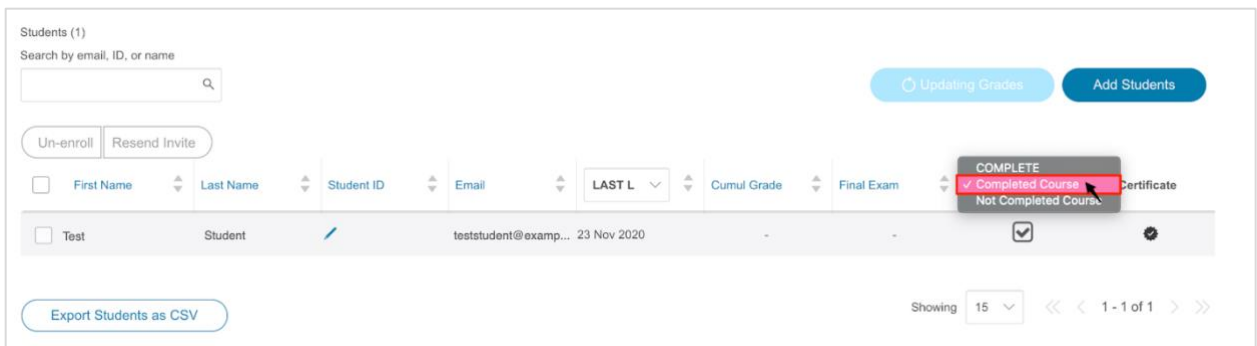
**9. Filter for completed status.**

Find the completion status column. Click on the **completion column** to open the completion filter drop-down menu.



**10. Select course completion status type.**

Select the *Completed Course* option to filter for learners with course completed status.



**11. Obtain the letters of completion.**

Click the **Get All Letters & Certificates** button to obtain all letters for eligible students. You may also obtain individual letters by clicking the **check-mark icon** in the *Get Certificate* column.

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## NDG-LE NDG Linux Essentials

Partner: NDG Linux Essentials (English - 2.00 - Instructor-Led)

15 Sep - 15 Dec 2020, Net Dev Group  
Instructors: James Smith

[Launch Course](#) [Edit Details](#) [Unpublish Course](#) [Delete Course](#)

Students (2)  
Search by email, ID, or name

[Un-enroll](#) [Resend Invite](#) [Updating Grades](#) [Add Students](#)

<input type="checkbox"/>	First Name	Last Name	Student ID	Email	LAST L	Cumul Grade	Final Exam	Comple	Get Certificate
<input type="checkbox"/>	Alice	Gomez		alicegomez@examp...	7 Apr 2020	-	-	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Test	Student		teststudent@examp...	23 Nov 2020	-	-	<input checked="" type="checkbox"/>	

**12. Select an instructor to appear on the letter of completion.**

If the course has multiple instructors, select the name of the instructor to appear on the certificate. Click **Submit**.

Select an instructor to appear on certificate:

Cisco signature

James Smith

[Submit](#)

**Student's Guide**

**13. Log in to 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.

Networking Academy My NetAcad Resources Courses Careers About Us

Home / I'm Learning Last login on 11/30/2020 09 PM

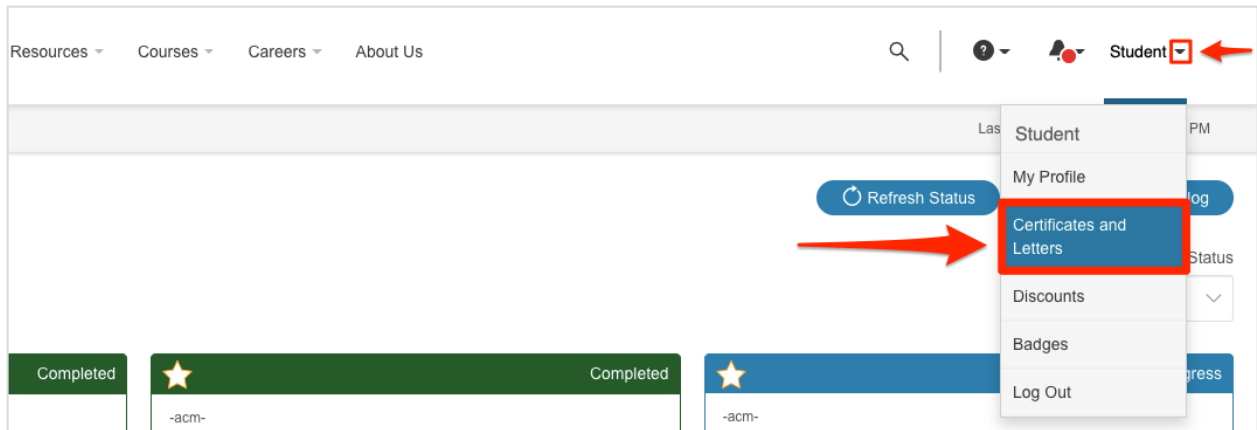
I'm Learning [Refresh Status](#) [Browse Course Catalog](#)

Courses I've Enrolled In Status

All Statuses

#### 14. Select "Certificates /Letters".

Click the button marked **Certificates/Letters**.



#### 15. Obtain your Certificate.

Click the **Get Certificate** button next to the relevant course.

