



ADDING NEW COURSES | LEARNING ADMINISTRATOR NETCD DISCS

This document details the steps necessary to make new courseware available to learners at your organization who access the Ninth House Network via NetCD discs. Visit the Releases page of the Customer Support site for information about this new courseware:

<http://support.ninthhouse.com/releases/> (Ninth House logon ID and password required)

Note: If you also make the Ninth House Network available to learners via a media server, please follow the instructions that accompanied the media installer disc or media download for media servers.

STEP 1: Before you distribute the NetCD discs to your learners:

- a) Log on to the Ninth House Network as a super administrator.
- b) Click “Admin” from the toolbar or sidebar.
- c) Under Account Details in the right column, select “Program Defaults.”
- d) Select the new course(s) (hold down the Ctrl key to select more than one course), select the “Available” check box, and then click “Apply.”

STEP 2: Open the new course(s) to verify availability and audio and video functionality:

- a) Click “Channels” from the Network toolbar to open the Channels Home Page.
- b) Open the *new* course(s) from its corresponding channel home page.
 - a. Business Essentials: *Building Community*
 - b. Communication: *Resolving Interpersonal Issues*
- c) If the course(s) starts and you can hear the audio and see video, the course(s) is in working order. Exit the course(s).
- d) If you’ve added an *eSeries™* episode, click “eSeries” from the Ninth House toolbar. Otherwise, skip to Step 3.
- e) Click “Select an Episode,” scroll down to the bottom, and click “Launch Episode 7.” If the episode starts and you can hear the audio and see video, it is in working order.

STEP 3: Distribute the NetCD discs, and notify learners that the new course(s) are available on the Ninth House Network!

GETTING HELP

Our Technical Support group is available weekdays from 5:00 A.M. PT to 5:00 P.M. PT.

Phone: 1.800.969.9646

E-mail: support@ninthhouse.com

Web site: <http://support.ninthhouse.com> (logon ID and password required)