

# AGILE QUICK START GUIDE

## Registering for a Virtual Classroom (V-Class) Course

In order for you to attend a virtual course, you must first register for a **scheduled offering**, which reserves a V-Class seat for you. Please, refer to the "AGILE Quick Start To-Do List & Catalog" Quick Start Guide for information on how to search for a course in the AGILE catalog or how to add an item to your To-Do List.

1. Locate the virtual course you wish to take in the catalog.
2. Click the **Register** button next to the **scheduled offering** into which you wish to enroll. *Some offerings may require approval by the instructor, supervisor, or another person before the registration is complete. Please read the on-screen prompts that will guide you through the enrollment procedure.*

The screenshot displays the AGILE Catalog interface. At the top, there is a search bar and a filter section with the following options:  Curricula,  Instructor-Led,  Online,  Blended,  Other,  Exact Phrase, and  Search All Languages. A "Go" button and "Advanced Search" link are also present.

Below the search bar, there are tabs for "Browse Catalog" and "Calendar of Offerings". The "Subject Area Menu" on the left lists various categories, with "Virtual Classroom (Centra) (33)" selected and circled with a red circle containing the number "1".

The main content area shows the "Items" section for "Virtual Classroom (Centra) (33)". The first item is "AGILE TRAINING TRANSFORMATION". Its description states: "The AGILE Training Transformation course is intended for persons with eZHR administrator access righ More >". It has a cost of "See Offerings", a length of "4.00", a user rating of "N/A", and a status of "Already Assigned".

Below the item description is a "Schedule Offerings" table:

Description	Start Date/Time	Facility & Location	Places Filled	Price	Action
Registrars	4/17/2012 08:00 AM America/New York	DIA - DIAC - K-107 - DIAC	9/20		Register
Course Managers	4/17/2012 12:30 PM America/New York	DIA - DIAC - K-107 - DIAC	15/20		Register

The "Register" button for the "Registrars" offering is circled with a red circle containing the number "2".

Below the table is a "More Offerings >>" link. The second item is "Contractor Security Clearance Process (Recording)". Its description states: "This course explains to Contracting Office Representatives (CORs) how to nominate contractors to be More >". It has a cost of "0.00", a length of "1.00", a user rating of "N/A", and a status of "--". There are "Add to To-Do List" and "Go to Content" buttons next to it.

At the bottom of the page, there is a pagination control showing "Records per Page" set to "25", "Page: 1 2", and "Next" button, with "(33 total records)" displayed.

3. In the **Comments** field, enter any comments that you wish to send to the approver and/or instructor.
4. Click the **Confirm** button.

### Registration Help

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous Confirm

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#### Offering

**AGILE TRAINING TRANSFORMATION**  
 COURSE DIA-HRS-2009

Revision: 1 - 3/13/2012 07:14 AM America/New York  
 Start Date: 5/17/2012 12:30 PM America/New York  
 End Date: 5/17/2012 04:00 PM America/New York  
 Capacity: 0 of 20 enrolled, 0 waitlisted  
 Price : 0.00 (USD)

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#### Approval Steps

Approval Step	Approvers
Instructor	INSTRUCTOR (Show All)

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#### Registration Comments

User Name: RESNICK, MICHAEL S  
 Registration Status: PENDING (Pending)

Comments:

Previous Confirm

3

4

5. The registration confirmation screen is displayed indicating your current enrollment status. *If the offering requires approval, your **Registration Status** will be **PENDING** until the registration is either approved or denied.*

### Registration

Registration Comments → Finished

**Virtual Classroom Presenter's Toolbox**  
 COURSE DIA-VIR-2000

Revision: 1 - 2/26/2008 01:50 PM America/New York  
 Start Date: 6/12/2012 09:00 AM America/New York  
 End Date: 6/15/2012 12:00 PM America/New York  
 Capacity: 1 of 10 enrolled, 0 waitlisted  
 Price : 0.00 (USD)

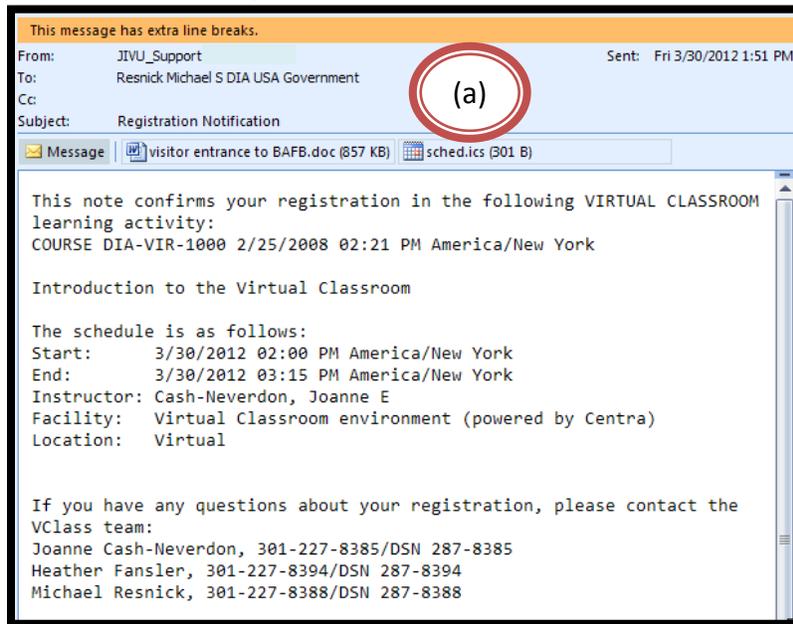
Success

User Name: RESNICK, MICHAEL S  
 Registration Status: ENROLL (Enrolled)  
 Comments:

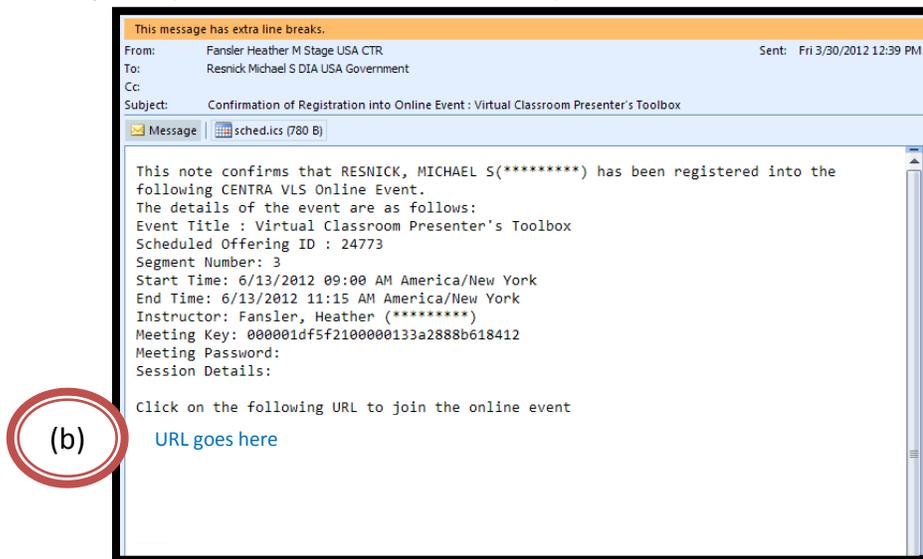
5

6. Upon enrollment you will receive two e-mail notifications:

- a. **Registration Notification** is sent by AGILE\_Support. It contains basic information about the session(s), a welcome letter attachment with important information (please read and retain!), and an Outlook calendar reminder (sched.ics) so you can set up a reminder through Outlook.



- b. **Confirmation of Registration into Online Event** is sent by the system on behalf of the instructor. It contains detailed information about the scheduled offering including the start date, start time, and the very important **Attend** link. Keep this email because you can use it to attend the virtual classroom session. If you cannot locate the email, call the AGILE Help Desk (301-227-8400 / DSN 312-287-8400).



**IMPORTANT: Test your system as soon as you receive the email!** Click the "Attend" link to launch the session. This will test your workstation to ensure that it is correctly configured. If your workstation is correctly set up for the Virtual Classroom, you will enter the V-Class environment. If not, please contact the AGILE Help Desk (301-227-8400 / DSN 312-287-8400) for assistance.

## Attending a Virtual Classroom Session via the Emailed URL (Confirmation of Registration)

On the day of the V-Class, please plan to enter the session at least **15 minutes** before the scheduled start time to provide adequate time to perform sound and technical checks with the presenter(s).

1. Open the **Confirmation of Registration into Online Event** email.
2. Click the **Attend** link.
3. The V-Class application will launch on your workstation, and you will be admitted to the class.

## Attending a Virtual Classroom Session via AGILE

At the scheduled start time of the event, you may attend the event through AGILE, using these procedures:

1. Log into AGILE.
2. From your landing page, locate the item on your To-Do List.
3. Hover your cursor over the item.
4. In the balloon, click **Join Virtual Session**. *The **Join Virtual Session** button will not appear until the scheduled start time.*
5. The V-Class application will launch on your workstation, and you will be admitted to the class.

