

AGILE QUICK START

– Launching Content & Learning History –

Launching Content and Taking a Course

After adding an online course to your **Learning Plan**, you may launch it by clicking on the **“Go to Content”** button.

The screenshot shows the 'Learning Plan' page with a navigation breadcrumb: Learning Plan > Learning Calendar > Current Registrations > Learning History. Below the breadcrumb is a 'Group Plan by:' dropdown menu set to 'None'. A table lists three courses, each with a 'Go to Content' button in the 'Action' column. A blue arrow points from the text above to the 'Go to Content' button for the first course.

Title	Type	Required By	Status	Days Remaining	Assignment Type	Action	Remove
(U) Enterprise Project Management		9/30/2010	In progress	-13	Optional	Go to Content	
(U) Estimating Activity Costs			In progress			Go to Content	
(U) Introduction to IT Project Management		9/30/2010	In progress	-13	Optional	Go to Content	

This will take you to the **Online Content Structure** for the course and will provide you links to the various lessons. Some courses may have a single lesson while others may have multiple lessons organized into Modules. To start a lesson, click on the blue **Lesson Title** link.

The screenshot shows the 'Online Content Structure' page for 'Analytical Tools and Techniques (ATT)'. It features a table with columns for 'Content Structure', 'Status', and 'Completion Date'. Two callout boxes are present: 'Module Title' points to 'Introduction to JIVU' and 'Lesson Title' points to 'Welcome to JIVU'.

Content Structure	Status	Completion Date
Introduction to JIVU		4/4/2007 11:06 AM EST
Welcome to JIVU		4/4/2007 11:06 AM EST
Introduction to Timelines		4/4/2007 11:05 AM EST
Timeline Basics		4/4/2007 11:05 AM EST
Introduction to Matrix Analysis		4/4/2007 11:06 AM EST
Matrix Analysis Basics		4/4/2007 11:05 AM EST
Matrix Application		4/4/2007 11:06 AM EST

When you launch a course with multiple lessons, you will see this screen behind the content window. When you have completed the lesson, close the lesson window and click **Return to Content Structure**.

The screenshot shows the 'Online Content Structure' page for 'DIA Annual Security Refresher Training'. A yellow callout box contains instructions: 'Do not close this page while you are working with online training. Some training may rely on this window to save your progress. When you have completed the lesson, you can relaunch the training, return to the training menu (Online Content Structure) page, or use the menus or the links below to navigate elsewhere. Once all lessons have been completed, please go to your Learning History to print out your completion certificate.' A blue arrow points from the text above to the 'Return to Content Structure' button.

Learning History & Completion Certificates

When you have successfully completed a course, it will move from your **Learning Plan** to your **Learning History**. There you can review the content of the courses you have completed and print **Completion Certificates**.

The screenshot shows the 'Learning History' page with a table of completed courses. The 'Action' column for each course contains 'Review Content' and 'Print Completion Certificate' buttons, which are highlighted with a red box.

Title	Type	Completion Date	Status	Action
2010 Internal Controls Awareness	COURSE	8/10/2010 06:49 AM EST	Pass	Review Content Print Completion Certificate
Introduction to Collection Management	COURSE	8/4/2010 03:32 PM EST	Pass	Review Content