

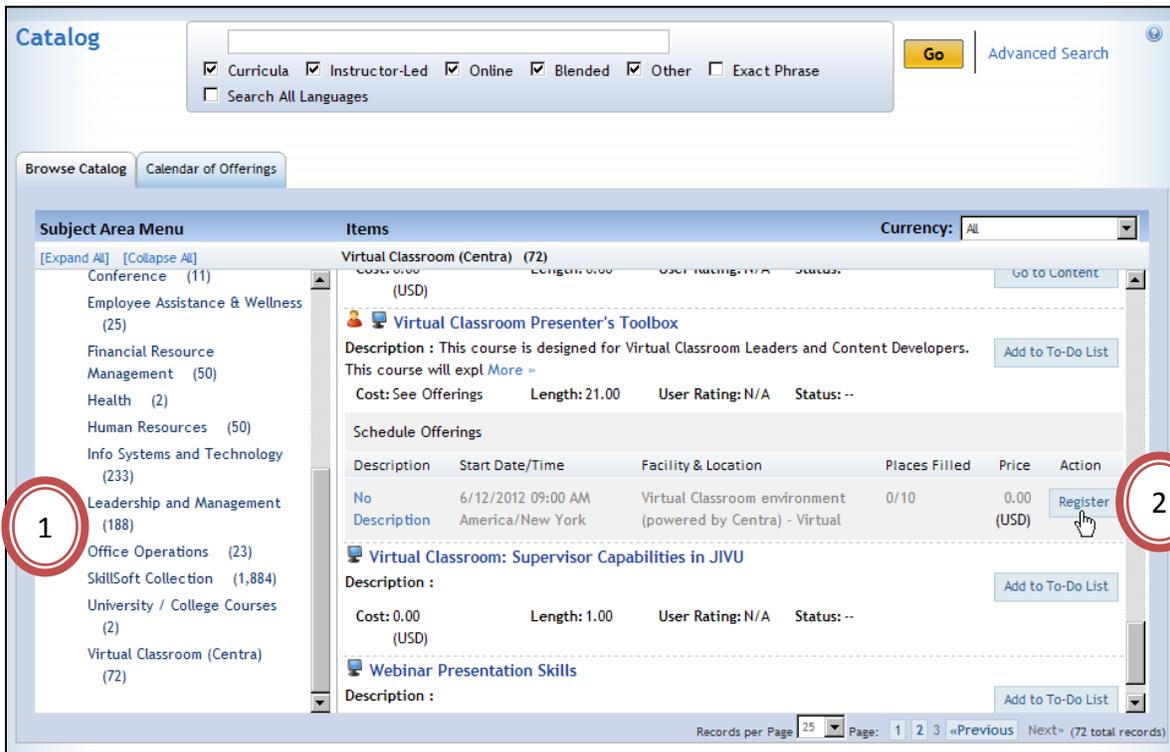
AGILE QUICK START

The Virtual Classroom

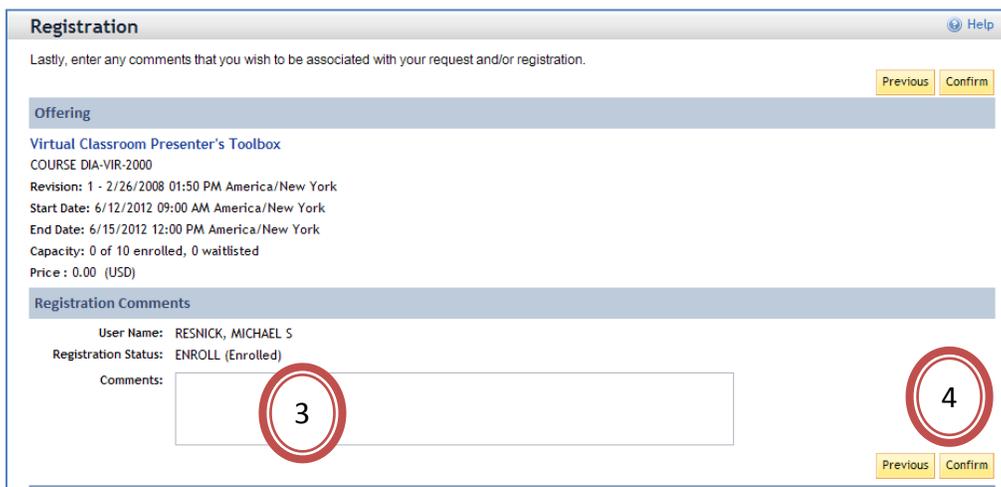
Registering for a Virtual Classroom (V-Class) Course

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

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.



3. Enter any comments that you wish to send with your request and/or registration
4. Click the **Confirm** button.



Attending a Virtual Classroom Session via the “Attend” Link (Confirmation of Registration)

Upon enrollment you will receive two e-mail notifications:

1. **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.

From: AGILE_Support@dodiis.ic.gov Sent: Fri 1/11/2013 4:36 PM
To: Cash-Neuverdon Joanne E DIA USA CTR
Cc:
Subject: Registration Notification

Message | Welcome Letter 15SEP2012.doc (452 KB) | sched.ics (294 B)

This note confirms your registration in the following VIRTUAL CLASSROOM learning activity:
COURSE DIA-VIR-1000 2/25/2008 02:21 PM America/New York

Introduction to the Virtual Classroom

The schedule is as follows:
Start: 1/22/2013 09:15 AM America/New York
End: 1/22/2013 10:30 AM America/New York
Instructor: Cash-Neuverdon, Joanne E
Facility: Virtual Classroom environment (powered by Saba)
Location:

If you have any questions about your registration, please contact the VClass team:
Joanne Cash-Neuverdon, 301-227-8385/DSN 287-8385 Heather Fansler, 301-227-8394/DSN 287-8394 Michael Resnick, 301-227-8388/DSN 287-8388

2. **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 will use it to attend the virtual classroom session. If you cannot locate the email, call the Enterprise Service Desk (202-231-8000/1-855-dodiis1).

Extra line breaks in this message were removed.

From: Fansler Heather M Stage USA CTR Sent: Mon 1/14/2013 4:56 PM
To: Cash-Neuverdon Joanne E DIA USA CTR
Cc:
Subject: Confirmation of Registration into Online Event : Introduction to the Virtual Classroom

Message | sched.ics (783 B)

This note confirms that CASH-NEVERDON, JOANNE E(*****) has been registered into the following CENTRA VLS Online Event.
The details of the event are as follows:
Event Title : Introduction to the Virtual Classroom Scheduled Offering ID : 29348 Segment Number: 1
Start Time: 1/18/2013 09:15 AM America/New York End Time: 1/18/2013 10:30 AM America/New York
Instructor: Fansler, Heather (*****) Meeting Key: 000000fde7ba000013c38fd63268003 Meeting Password:
Session Details:

Click on the following URL to join the online event
URL:

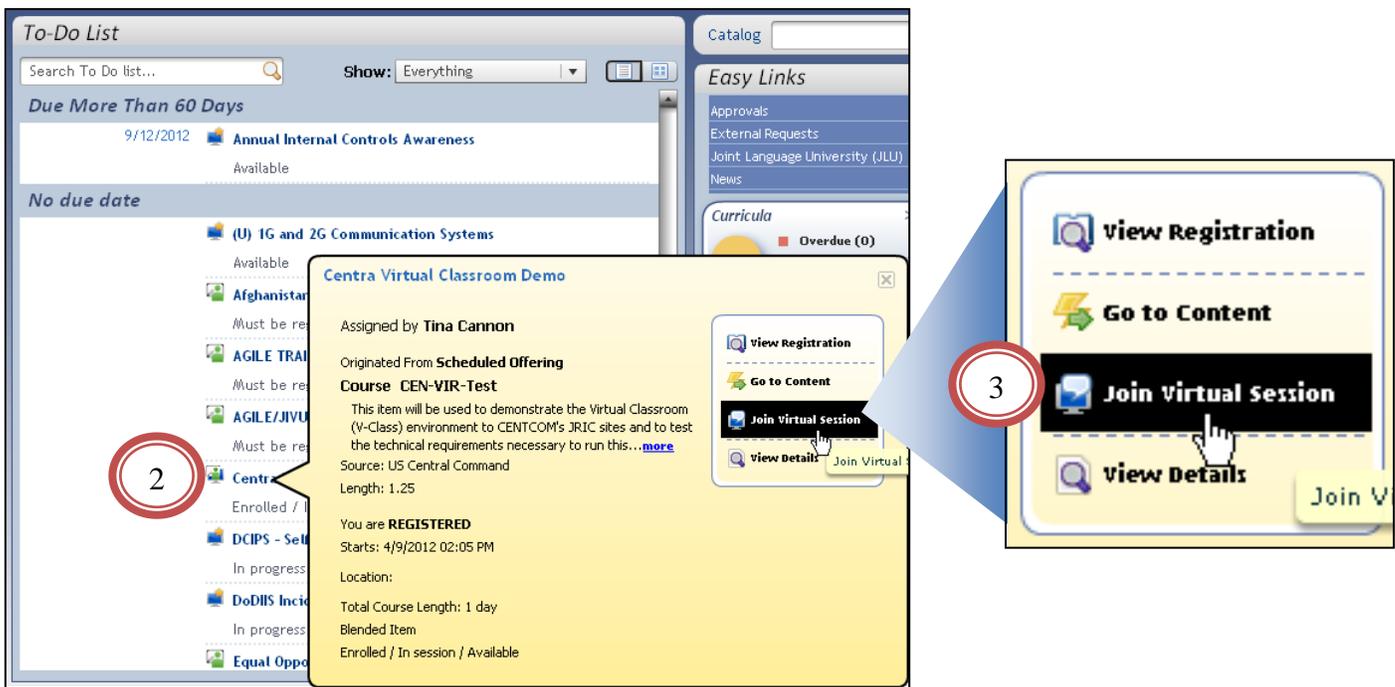
Attend Link will appear here 

IMPORTANT: Test your system as soon as you receive the email! Click the “Attend” link to automatically verify that you are able to enter the V-Class environment successfully. Contact the Enterprise Service Desk (202-231-8000/1-855-dodiis1) if you experience any technical difficulties. On the day of the V-Class, you may enter the course at any time by clicking on this link again.

Attending a Virtual Classroom Session via AGILE

On the day of class you may attend the event through AGILE, using these procedures:

1. At the scheduled start time of the event, log into AGILE (<https://agile.dodiis.ic.gov>).
2. From your To-Do List, hover your cursor over the item.
3. In the balloon, you should see a button marked **JOIN VIRTUAL SESSION**. Click the button to enter the event.



NOTE: The **JOIN VIRTUAL SESSION** button becomes active only at the scheduled start time. If you log into AGILE before the scheduled start time, please refresh your screen at the appointed time to view the button.