

OpenHack Coach Guide For VCM Deliveries

Welcome Coaches to the OpenHack!

Introduction

- Logging into the VCM
- Navigating the Cloud Sandbox Classroom
- Navigating Virtual Conference Manager as a Coach
- Badging
- People Tracker (*TSI completion tracking OpenHacks Only*)
- Reporting Features (*SuperAdmin Access Only*)
- Support





Logging into the VCM



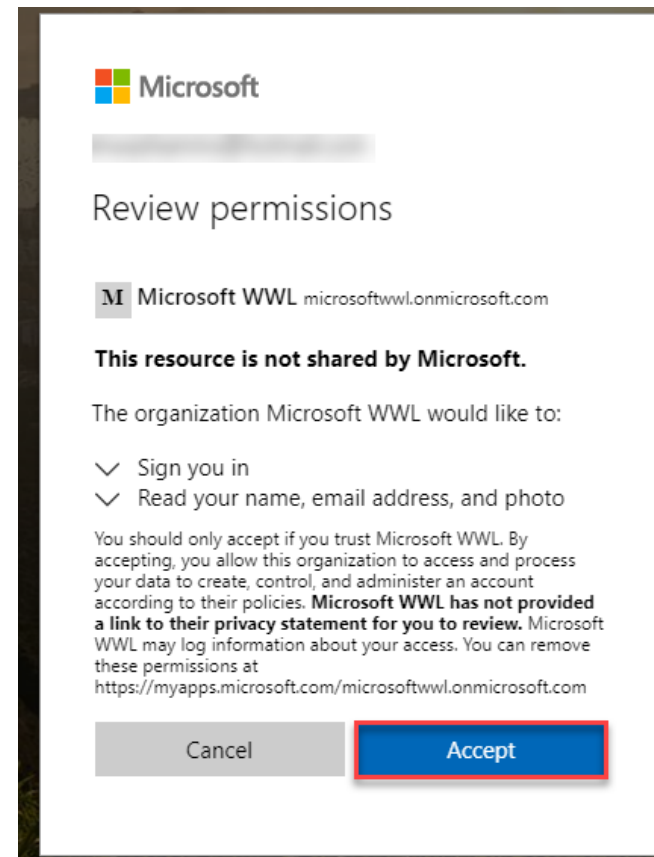
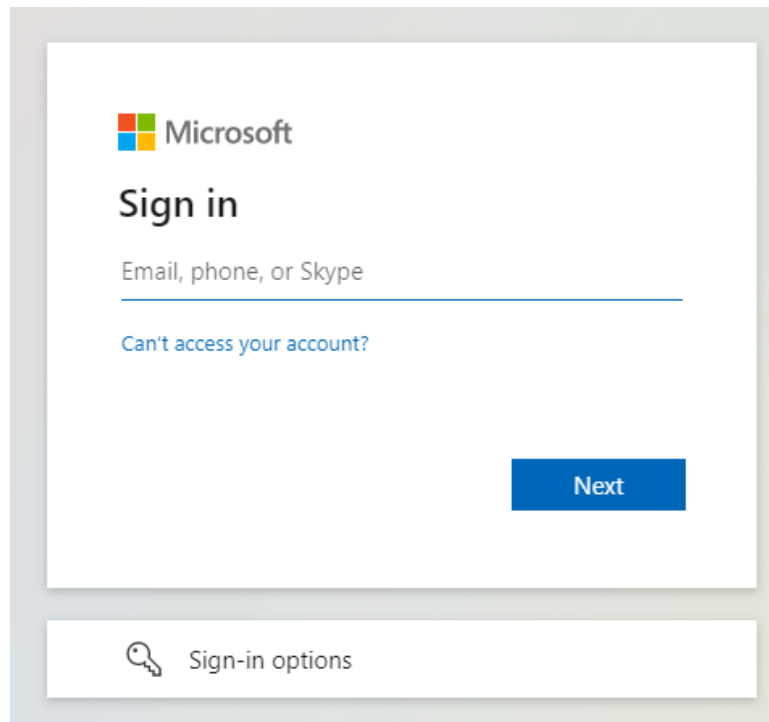
OpenHack VCMs

- Attendee VCM (ESI)
 - <https://esi.skillmeup.com>
 - Credentials: your work email address and work password
- Attendee VCM (TSI)
 - <https://tsi.skillmeup.com>
 - Credentials: your work email address and work password
- Cloud Sandbox
 - <https://cloudsandbox.skillmeup.com>
 - Credentials: your email address (alias) plus your password



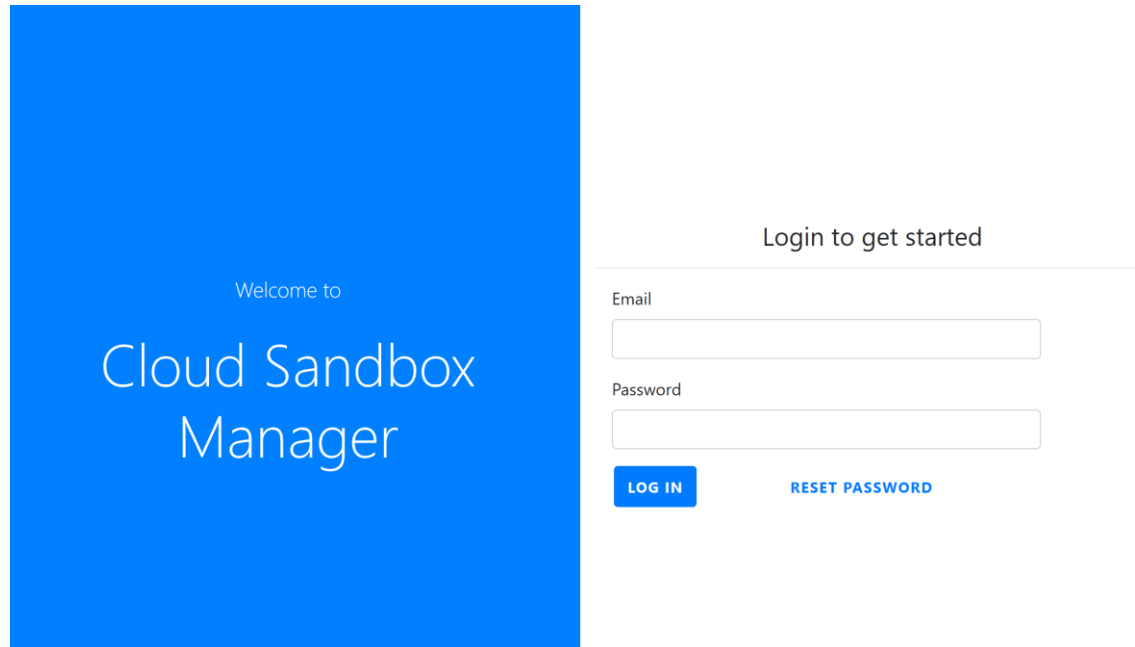
Logging into the Attendee VCM (Virtual Conference Manager)

Logging into the ESI or TSI OpenHack attendee VCM will prompt you for your work account. On the first login, ensure you click **Accept** when prompted.



Logging in to the Cloud Sandbox

Please go to **<https://cloudsandbox.skillmeup.com>** and enter the email address that was used when you were sent the information for the Dry Run/OpenHack classroom. Your password will be *Password123!*.



Welcome to

Cloud Sandbox Manager

Login to get started

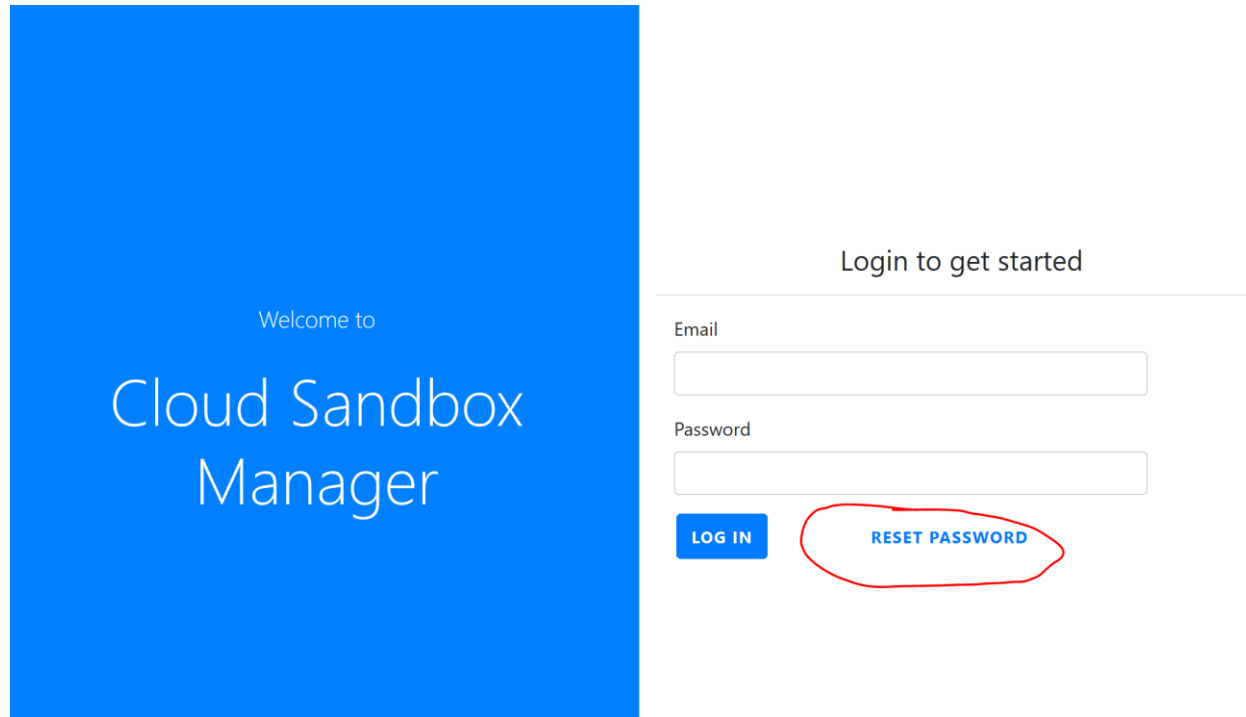
Email

Password

[LOG IN](#) [RESET PASSWORD](#)

Logging in

- If you have ever used the Cloud Sandbox Manager as a coach before, just use your original password that you set up then.
- If you forgot your password, click Reset Password.



Welcome to

Cloud Sandbox Manager

Login to get started

Email

Password

LOG IN

RESET PASSWORD

*If you are still experiencing issues logging in, please email **support@opsgility.zendesk.com** for further assistance.

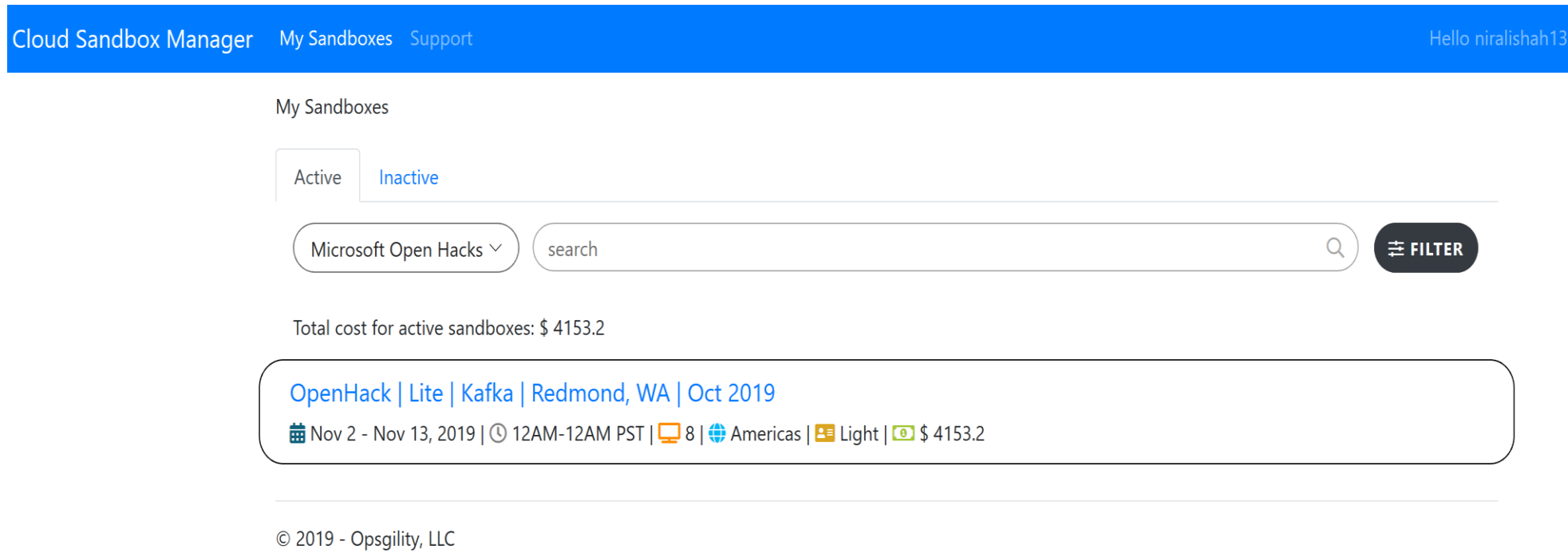


Navigating the Cloud Sandbox Classroom



Home Screen

- Once you are logged in, you should see the below image as the home screen.
- To access your Dry Run/OpenHack classroom, click on the name of the classroom.



Lab View

- During the OpenHack, you will use the **Lab View** in Cloud Sandbox.
- This is where you can perform the critical task of approving challenge completion for the attendees, so that they can progress through the OpenHack. We will teach you how to do this in the following slides.
- For Dry Runs, the content is typically not gated, and does not need coach approval for attendees to progress.

Note: All labs will be provisioned and ready for the OpenHack on Day 1. Dry-Runs may or may not be provisioned before you gain access to the classrooms.

Sandbox Details

Dryrun | Internal | Containers | Redmond | Jul 16-18

LAB VIEW

LEADER BOARD

Credentials

Trainer/Coach

Coach Resources

Assignments

GENERATE LOGINS

SET PASSWORD

COPY CREDENTIALS

	User	Number	Login	Password	Claimed ...	Actions
	DryRun	1	83853_664f1_1@ekillme.in.com	Channama0011		UPDATE REMOVE

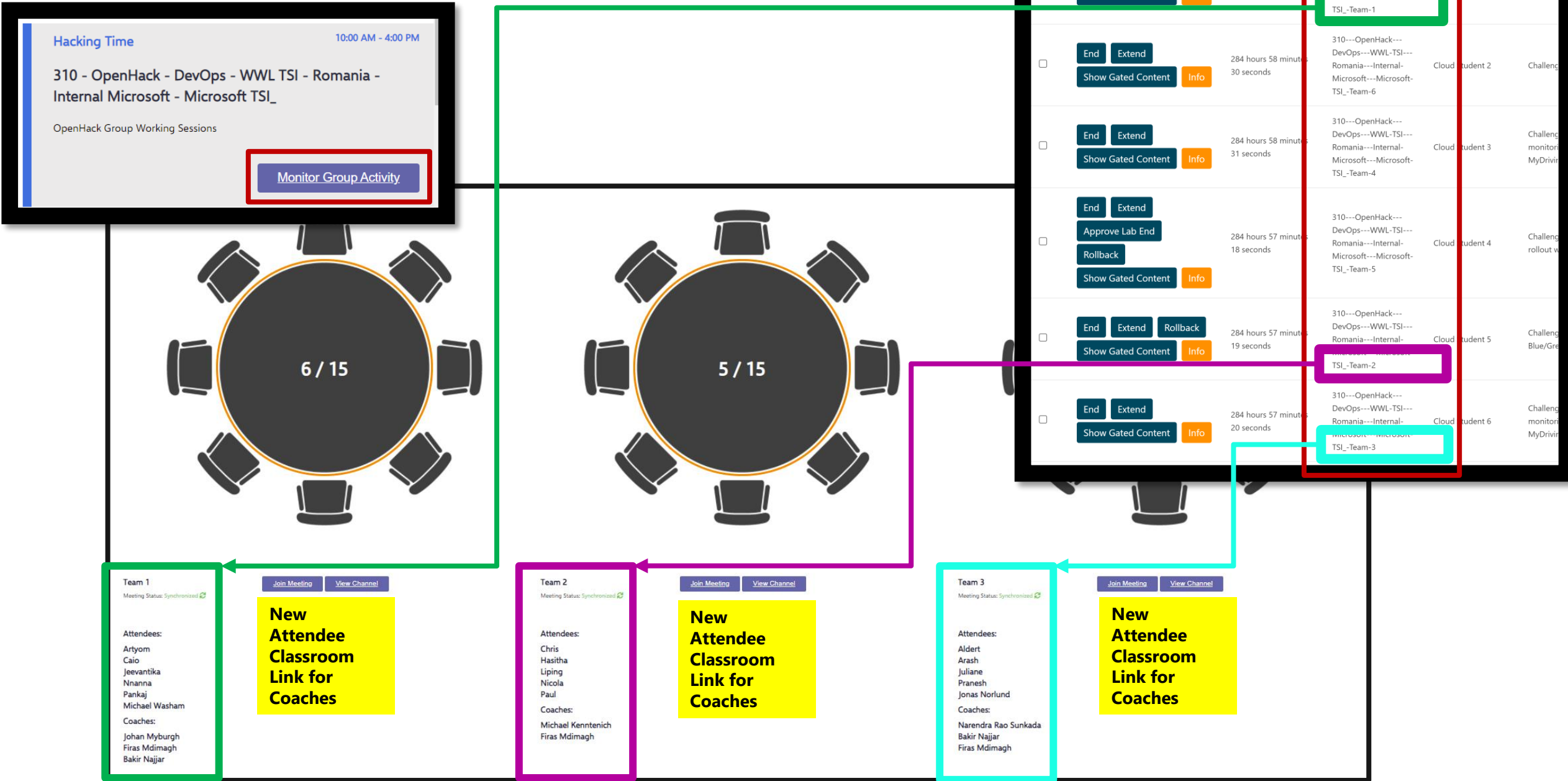
Finding your Team in Cloud Sandbox

There are two columns in Cloud Sandbox

- For ESI/TSI deliveries you will reference the VCM User/Team column. This information correlates to the specific Microsoft Teams table/team in VCM.
- For any deliveries not using VCM you will reference the Legacy User/Team column

	Actions	Time Left	VCM User/Team	Legacy User/Te...	Exercise	Status	Mod
<input type="checkbox"/>	<div>End Extend Rollback</div> <div>Show Gated Content Info</div>	332 hours 22 minutes 54 seconds	310---OpenHack--- DevOps---WWL-TSI--- Romania---Internal- Microsoft---Microsoft- TSI_-Team-1	Cloud Student 1	Challenge 3: Implement continuous testing	In Progress	09/1...
<input type="checkbox"/>	<div>End Extend</div> <div>Show Gated Content Info</div>	332 hours 22 minutes 55 seconds	310---OpenHack--- DevOps---WWL-TSI--- Romania---Internal- Microsoft---Microsoft- TSI_-Team-6	Cloud Student 2	Challenge 1: Establish your plan	In Progress	09/1...
<input type="checkbox"/>	<div>End Extend Approve</div> <div>Rollback</div> <div>Show Gated Content Info</div>	332 hours 22 minutes 57 seconds	310---OpenHack--- DevOps---WWL-TSI--- Romania---Internal- Microsoft---Microsoft- TSI_-Team-4	Cloud Student 3	Challenge 1: Establish your plan	Waiting for Approval	09/1...
<input type="checkbox"/>	<div>End Extend Rollback</div>	332 hours 22 minutes	310---OpenHack--- DevOps---WWL-TSI--- Romania---Internal-	Cloud Student 4	Challenge 4: Implement	In Progress	09/1...

Connecting VCM & Cloud Sandbox Teams



Coach Resources

- Find all coach guidance resources (i.e. coach solutions guides, cheat sheets, coach prep deck) under Lab View → Supporting Resources.
- If the Supporting Resources link does not work for you (i.e. if you are a Non-MSFT coach), please just click the Download button to get a ZIP file of the coach resources.

Lab View

OpenHack | Lite | Kafka | Redmond, WA | Oct 2019

[DETAILS VIEW](#) [LEADER BOARD](#) [MESSAGE STUDENTS](#) [MESSAGE HISTORY](#) [MESSAGE REPORT](#)

Select Lab

microsoft-open-hack-kafka-on-azure [LIST CREDENTIALS](#)

Lab View [Time Taken](#) [User Feedback](#)

[Supporting Resources](#) [DOWNLOAD](#)

Filter

None Selected [START LABS](#) [END LABS](#) [EXTEND LABS](#) [APPROVE LABS](#) [SUSPEND POLLING](#)

	Actions	Time Left	Name	Exercise	Status	Modified	Environ
<input type="checkbox"/>	End Extend Rollback Info	167 hours 2 minutes 39 seconds	Hacker 1	Project ACME: Cloud Agnostic Approach - Serving Layer	Completed	10/30/2019 21:30	In Use

Show Gated Content

In traditional gated classrooms: if your team asks to see later, gated challenges that they have not yet reached, you may click the **Show Gated Content** button to temporarily open up all the challenges. If you click the button again, you will re-toggle back to Hiding Gated Content.

Filter

None Selected

START LABS

END LABS

EXTEND LABS

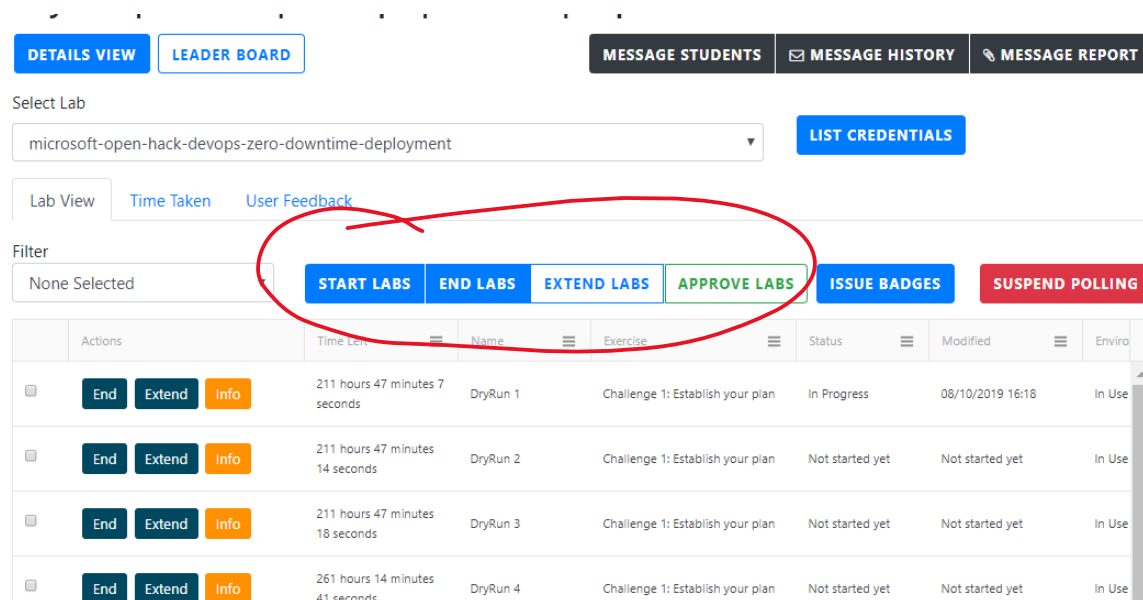
APPROVE LABS

SUSPEND POLLING

	Actions	Time Left	Name	Exercise	Status	Modified	Environ
<input type="checkbox"/>	<div><div>End</div><div>Extend</div><div>Show Gated Content</div><div>Info</div></div>	161 hours 29 minutes 37 seconds	Hacker 1	Challenge 1: Managing Secrets	In Progress	10/31/2019 15:44	In Use
<input type="checkbox"/>	<div><div>End</div><div>Extend</div><div>Show Gated Content</div><div>Info</div></div>	161 hours 29 minutes 38 seconds	Hacker 2	Challenge 1: Managing Secrets	Not started yet	Not started yet	In Use

Start/End/Extend/Approve Labs

- The Lead PM has the power to **Start Labs**, **End Labs**, and **Extend Labs** in the Lab View (details for each feature in the next few slides).
- The Coach has the power to **Approve Labs** to move their team to the next challenge. If for any reason your team requests that you Extend their lab, you must ask your Project Lead so that they can do so.



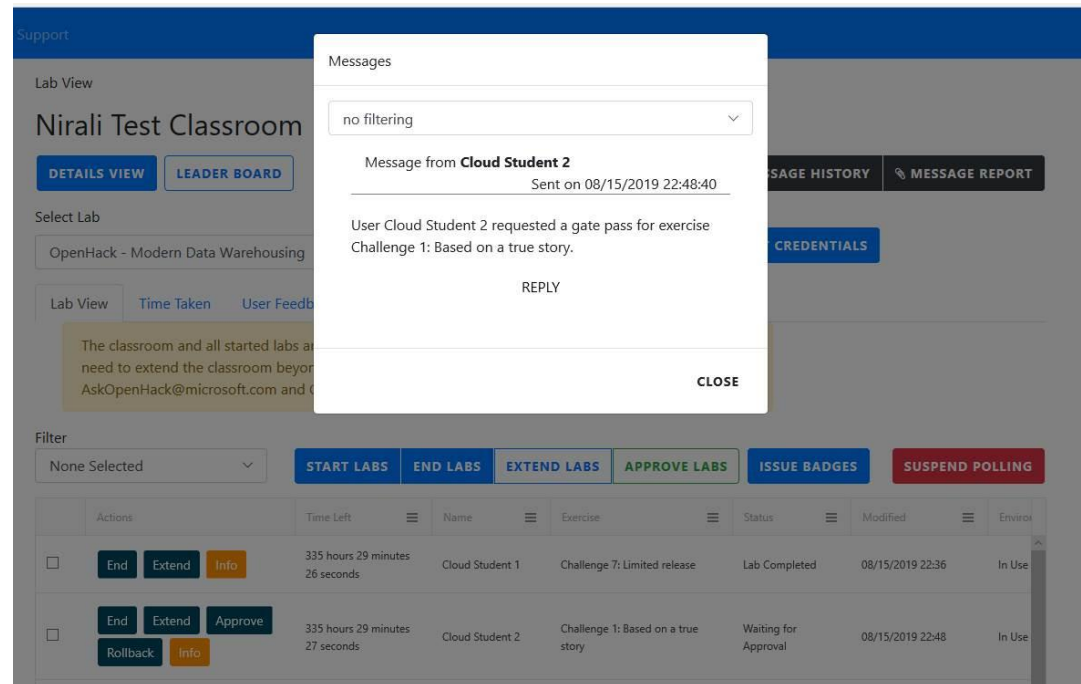
The screenshot shows the 'Lab View' interface. At the top, there are tabs for 'DETAILS VIEW' and 'LEADER BOARD'. Below these are buttons for 'MESSAGE STUDENTS', 'MESSAGE HISTORY', and 'MESSAGE REPORT'. A 'Select Lab' dropdown menu is set to 'microsoft-open-hack-devops-zero-downtime-deployment', with a 'LIST CREDENTIALS' button next to it. Below the dropdown are tabs for 'Lab View', 'Time Taken', and 'User Feedback'. A 'Filter' dropdown is set to 'None Selected'. A red circle highlights a row of buttons: 'START LABS' (blue), 'END LABS' (blue), 'EXTEND LABS' (blue), and 'APPROVE LABS' (green). To the right of these are 'ISSUE BADGES' (blue) and 'SUSPEND POLLING' (red). Below the buttons is a table with columns: Actions, Time Left, Name, Exercise, Status, Modified, and Enviro. The table contains four rows of lab data.

Actions	Time Left	Name	Exercise	Status	Modified	Enviro
<input type="checkbox"/> [End] [Extend] [Info]	211 hours 47 minutes 7 seconds	DryRun 1	Challenge 1: Establish your plan	In Progress	08/10/2019 16:18	In Use
<input type="checkbox"/> [End] [Extend] [Info]	211 hours 47 minutes 14 seconds	DryRun 2	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
<input type="checkbox"/> [End] [Extend] [Info]	211 hours 47 minutes 18 seconds	DryRun 3	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
<input type="checkbox"/> [End] [Extend] [Info]	261 hours 14 minutes 41 seconds	DryRun 4	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use

Tips & Tricks: Use Suspend Polling and filter to your team so you do not accidentally approve someone else's team and interrupt their challenge completion flow. Then, click Resume Polling and it will refresh every 10 seconds

Approving Labs

- First, you will see a message appear from your students asking for you to approve the challenge completion (see left image).
- You may reply back to them if further work is required.



Approving Labs

- To approve, check the box of the desired team and click the **Approve Labs** button (see right image).
- Or, click the Approve button in the desired team's row. This will appear as the students from the team click "Mark Complete" on their challenge page in their Attendee classroom.

Lab View Time Taken User Feedback

Filter: None Selected

START LABS END LABS EXTEND LABS **APPROVE LABS** ISSUE BADGES SUSPEND POLLING

	Actions	Time Left	Name	Exercise	Status	Modified	Enviro
<input type="checkbox"/>	<div>End Extend Approve Rollback Info</div>	314 hours 29 minutes 39 seconds	Cloud Student 1	Challenge 6: Finalize migrations	Waiting for Approval	08/23/2019 16:10	In Use
<input type="checkbox"/>	<div>End Extend Rollback Info</div>	315 hours 25 minutes 44 seconds	Cloud Student 2	Challenge 8: Transition to Azure App Service	Not Started Yet	08/22/2019 19:38	In Use

DETAILS VIEW LEADER BOARD MESSAGE STUDENTS MESSAGE HISTORY MESSAGE REPORT

Select Lab: microsoft-open-hack-devops-zero-downtime-deployment LIST CREDENTIALS

Lab View Time Taken User Feedback

Filter: None Selected

START LABS END LABS EXTEND LABS **APPROVE LABS** ISSUE BADGES SUSPEND POLLING

	Actions	Time Left	Name	Exercise	Status	Modified	Enviro
<input type="checkbox"/>	<div>End Extend Info</div>	211 hours 47 minutes 7 seconds	DryRun 1	Challenge 1: Establish your plan	In Progress	08/10/2019 16:18	In Use
<input type="checkbox"/>	<div>End Extend Info</div>	211 hours 47 minutes 14 seconds	DryRun 2	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
<input type="checkbox"/>	<div>End Extend Info</div>	211 hours 47 minutes 18 seconds	DryRun 3	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
<input checked="" type="checkbox"/>	<div>End Extend Info</div>	261 hours 14 minutes 41 seconds	DryRun 4	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use

Extending Labs

Extending labs will require a special request to **AskOpenHack@microsoft.com** and **contacting Opsgility support**. You cannot extend a lab past the expiration date of the classroom.

Use Case Scenario If you notice the time of the lab will run out before the event is finished, then you would request to extend.

The screenshot displays the Microsoft Open Hack DevOps Zero Downtime Deployment lab interface. At the top, there are tabs for 'DETAILS VIEW' (selected) and 'LEADER BOARD'. To the right are buttons for 'MESSAGE STUDENTS', 'MESSAGE HISTORY', and 'MESSAGE REPORT'. Below these is a 'Select Lab' dropdown menu showing 'microsoft-open-hack-devops-zero-downtime-deployment' and a 'LIST CREDENTIALS' button. Underneath is a 'Lab View' section with 'Time Taken' and 'User Feedback' links. A 'Filter' dropdown is set to 'None Selected'. A row of action buttons includes 'START LABS', 'END LABS', 'EXTEND LABS' (highlighted in blue), 'APPROVE LABS', 'ISSUE BADGES', and 'SUSPEND POLLING'. The main table lists four lab instances, each with 'End', 'Extend', and 'Info' buttons. The first instance is 'In Progress', while the others are 'Not started yet'. All instances show a time left of approximately 211 hours.

Actions	Time Left	Name	Exercise	Status	Modified	Enviro
<input type="checkbox"/> End Extend Info	211 hours 47 minutes 7 seconds	DryRun 1	Challenge 1: Establish your plan	In Progress	08/10/2019 16:18	In Use
<input type="checkbox"/> End Extend Info	211 hours 47 minutes 14 seconds	DryRun 2	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
<input type="checkbox"/> End Extend Info	211 hours 47 minutes 18 seconds	DryRun 3	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
<input type="checkbox"/> End Extend Info	261 hours 14 minutes 41 seconds	DryRun 4	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use

User Feedback

The **User Feedback** tab will show you all of the feedback we are receiving directly from the attendees during the OpenHack.

DETAILS VIEW

LEADER BOARD

MESSAGE STUDENTS

MESSAGE HISTORY

MESSAGE REPORT

Select Lab

OpenHack - Security, Compliance,and Identity

LIST CREDENTIALS

Lab View

Time Taken

User Feedback

Trainer Feedback

There is no feedback yet.

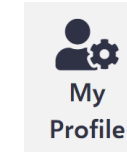
A blue line graphic in the top left corner consisting of a horizontal line, a downward step, a horizontal line, an upward step, a horizontal line, a downward step, and a horizontal line ending in a dot.

Navigating Virtual Conference Manager as a Coach

A blue line graphic in the bottom right corner consisting of a horizontal line, a downward step, a horizontal line, an upward step, a horizontal line, a downward step, and a horizontal line ending in a dot.

Updating your Profile


- After logging into VCM for the first time, click the profile icon at the top right of the screen
- From there, you can update your display name, first and last name.



MY PROFILE

*After you update your display name and user profile picture it may take several hours to appear.
Asterisk (*) denotes a required field.*

Profile Picture



Add Picture

Upload Picture

* Display Name

VCM Admin

* First Name

VCM

* Last Name

Admin

Organization Name

Update

Switching between sessions

- To ensure you are in the appropriate class (Dry Run vs Live Class) you will need to switch between sessions. To do this select the 'Choose Conference' drop down at the top left-hand side of the page. Then select the appropriate entry.

Select a Conference

Testing Conference: Nov 19, 2021 - Dec 02, 2021 - 8 AM-17 PM EST



Coaching your Team in Virtual Conference Manager

Join the Kickoff Meeting

(UTC-05:00) Eastern Time (US & Canada)

SCHEDULE

Monday, August 02, 2021 >

Conference 11:00 AM - 12:00 PM

OpenHack Kick Off

Join this session to hear the kick off of the OpenHack!

[Join](#)

Monitor Group Activity to view
the virtual tables you are
coaching

Group 12:00 PM - 1:00 PM

OpenHack Hacking Time

Join this session to work with your team on completing the OpenHack.

[Monitor Group Activity](#)

Managing your OpenHack Team(s)

Click the Join Meeting button to join your team in a Team meeting to coach

Click View Channel to see the Teams channel where they are working in

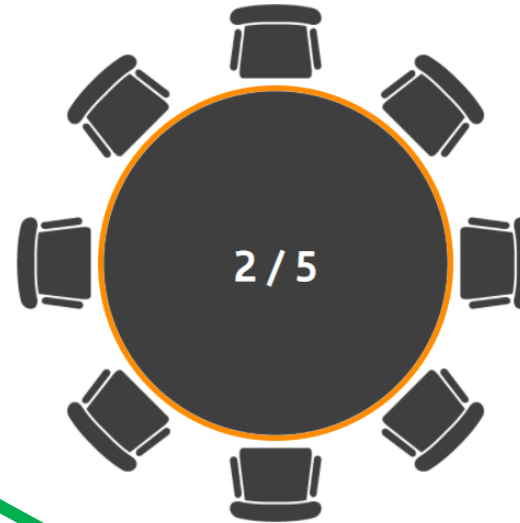



Table (1)

Meeting Status: Synchronized 

Attendees:

John Doe
Jane Doe

Coaches:

VCM Admin

Join Meeting

View Channel

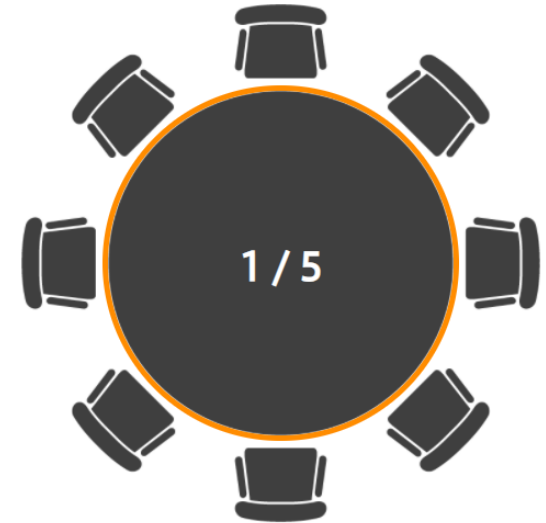



Table (2)

Meeting Status: Synchronized 

Attendees:

Garion Washam

Coaches:

VCM Admin

Join Meeting

View Channel

What your Attendees See

- Clicking Join will put them into a Team meeting with the other hackers on their team
- Clicking Access Channel will put them into their Teams channel
- Clicking the Assignment link will open the lab environment for their team

MY DAILY SCHEDULE

Monday, August 02, 2021

Conference 9:00 AM - 10:00 AM

OpenHack Kick Off

Join this session to hear the kick off of the OpenHack!

[Join](#)

Group 10:00 AM - 11:00 AM

OpenHack Hacking Time

Join this session to work with your team on completing the OpenHack.

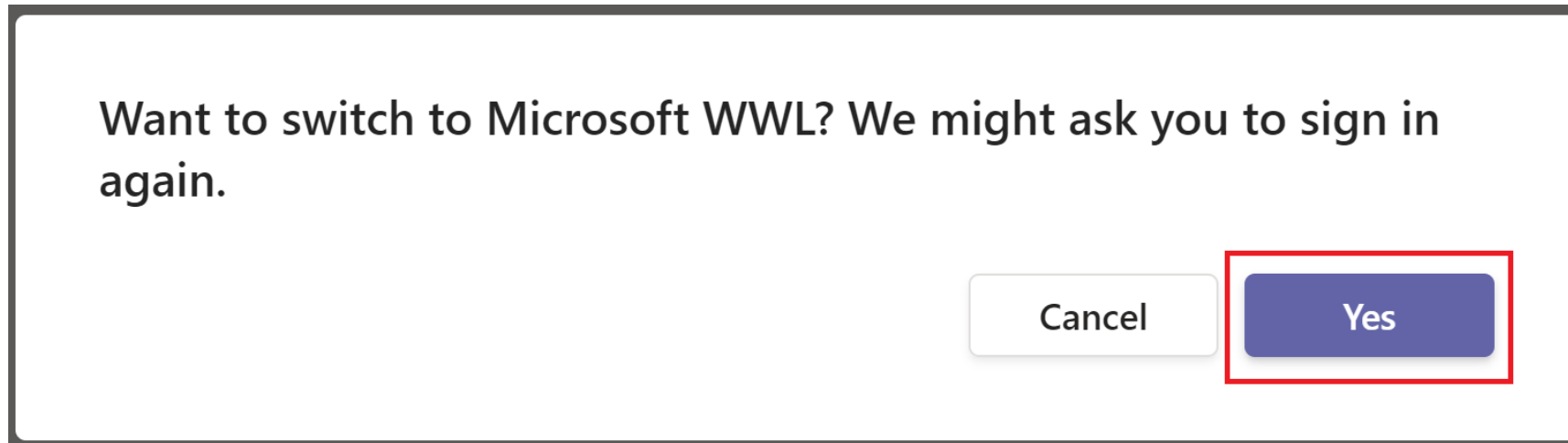
Assignment(s)

- [microsoft-open-hack-serverless](#)

[Join](#) [Access Channel](#)

What happens when you click join

- When you select the Join option you will be redirected to the appropriate Teams Tenant. Select Yes when the following message appears.



NOTE – You should only be using the web client of Microsoft Teams for OpenHack. It is not suggested to use the desktop client for OpenHack. This will enable you to still use Microsoft Teams desktop for normal business work.

What happens when you click join

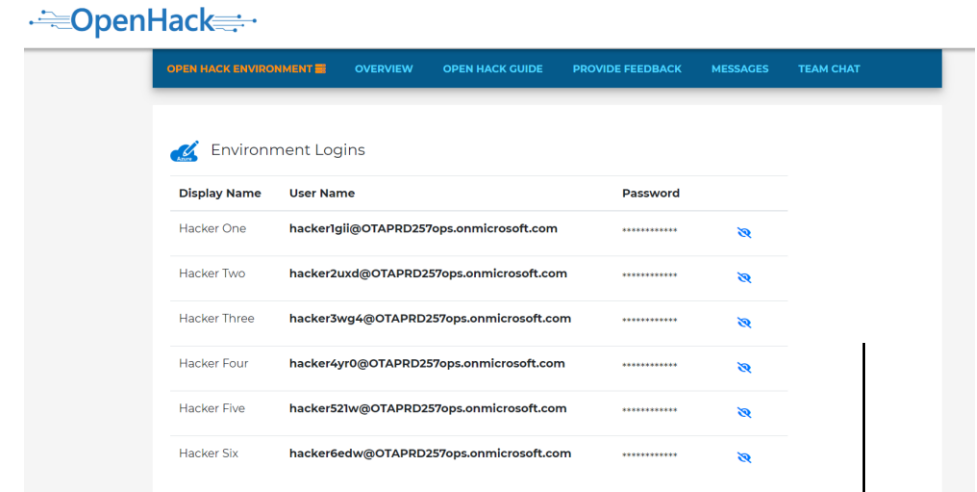
- Then select the Join now button to join the session



The Lab Environment

Each OpenHack has 6 logins for your hacker team

To access Azure they must launch a separate browser using guest mode or incognito and login using the provided credentials



The screenshot shows the 'OpenHack' logo at the top left. Below it is a navigation bar with links: 'OPEN HACK ENVIRONMENT', 'OVERVIEW', 'OPEN HACK GUIDE', 'PROVIDE FEEDBACK', 'MESSAGES', and 'TEAM CHAT'. The main content area is titled 'Environment Logins' and contains a table with 6 rows of login information. Each row has a 'Display Name', a 'User Name', and a 'Password' (represented by dots). A blue icon of a person is next to each password. A black arrow points from the 'Environment Logins' table down to the 'Sign in' form on the right.

Display Name	User Name	Password
Hacker One	hacker1gil@OTAPRD257ops.onmicrosoft.com	*****
Hacker Two	hacker2uxd@OTAPRD257ops.onmicrosoft.com	*****
Hacker Three	hacker3wg4@OTAPRD257ops.onmicrosoft.com	*****
Hacker Four	hacker4yr0@OTAPRD257ops.onmicrosoft.com	*****
Hacker Five	hacker52lw@OTAPRD257ops.onmicrosoft.com	*****
Hacker Six	hacker6edw@OTAPRD257ops.onmicrosoft.com	*****



Sign in

Microsoft account [What's this?](#)

☐ Keep me signed in

[Sign in](#)

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)



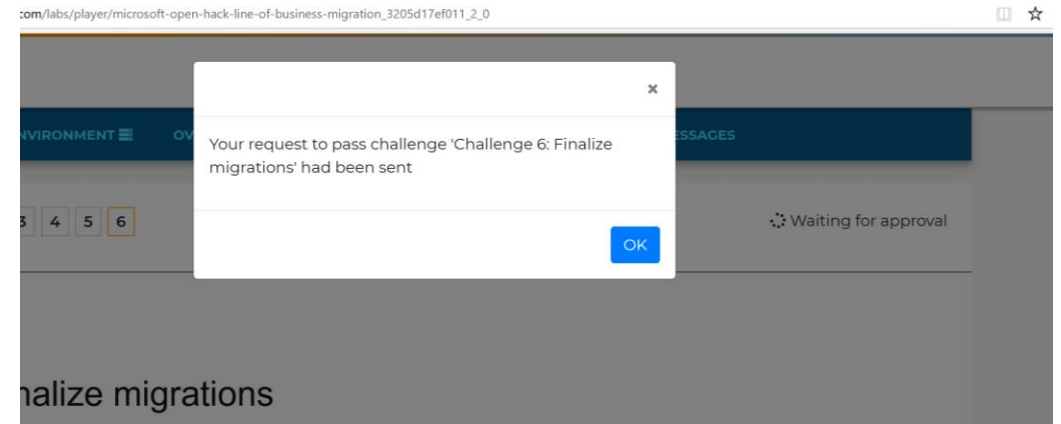
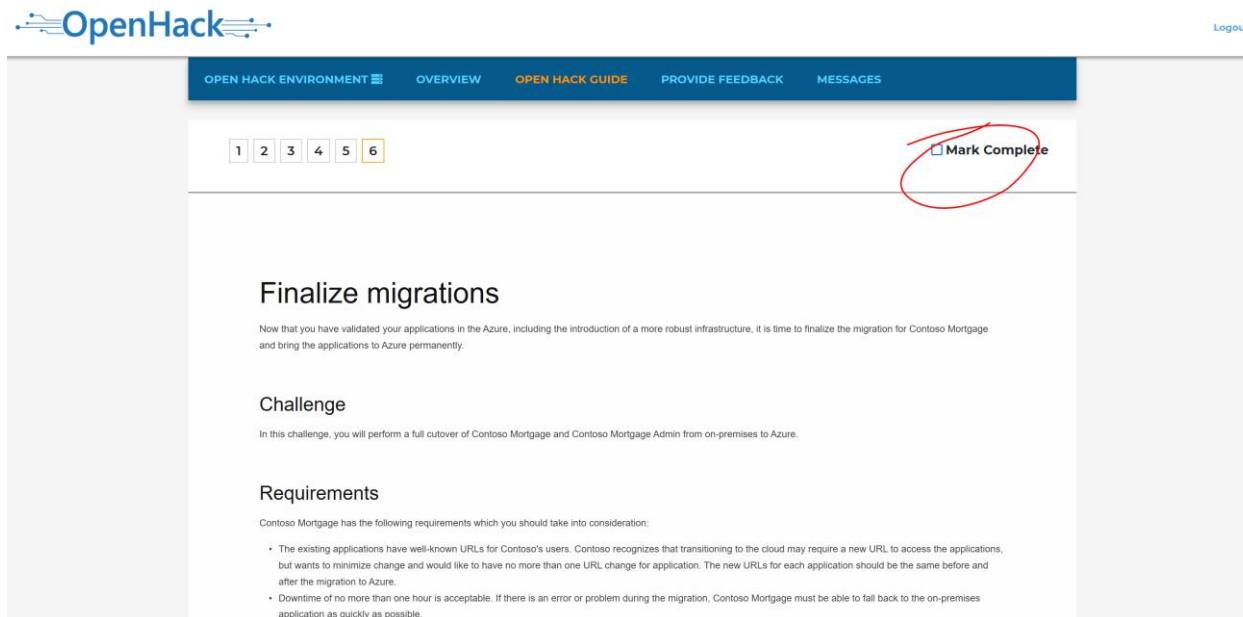
Badging



Issuing a Badge

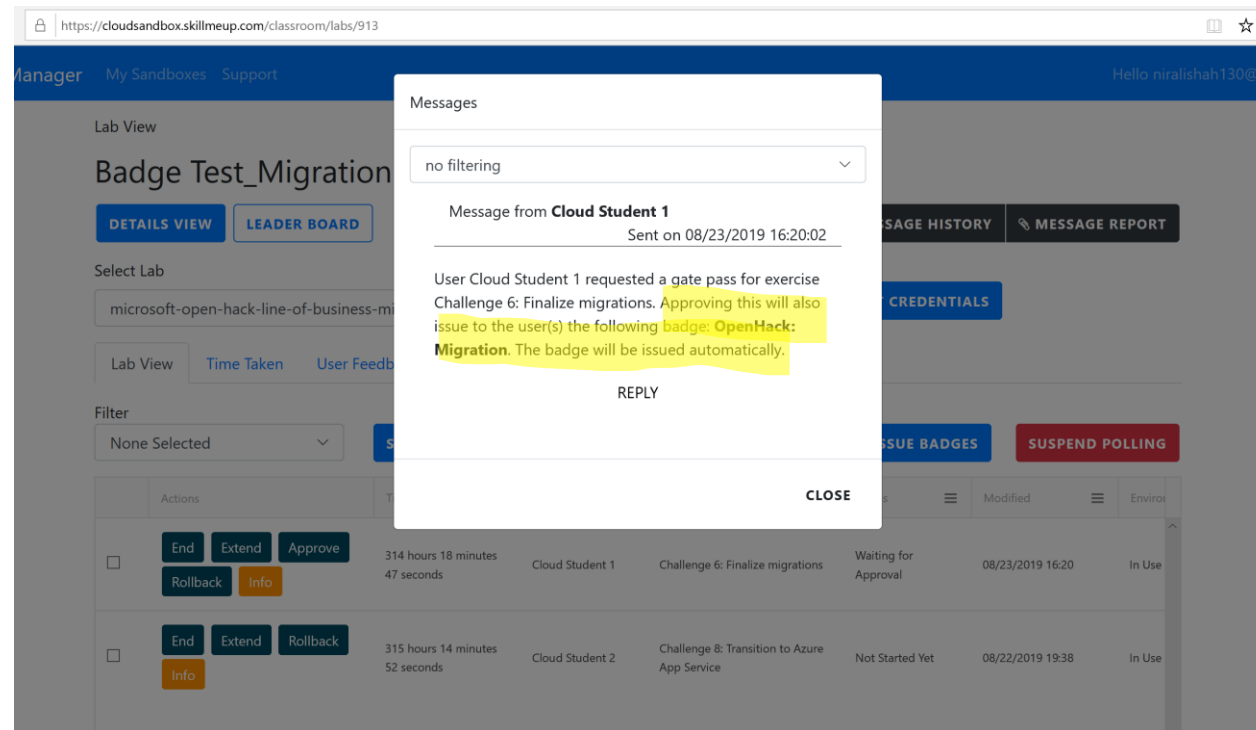
The flow of getting a badge is as follows:

1. Attendee clicks Mark Complete in their classroom on the challenge level that marks sufficient knowledge of the OpenHack (set by OpenHack creator). Then, they will see the left image while waiting for coach approval.



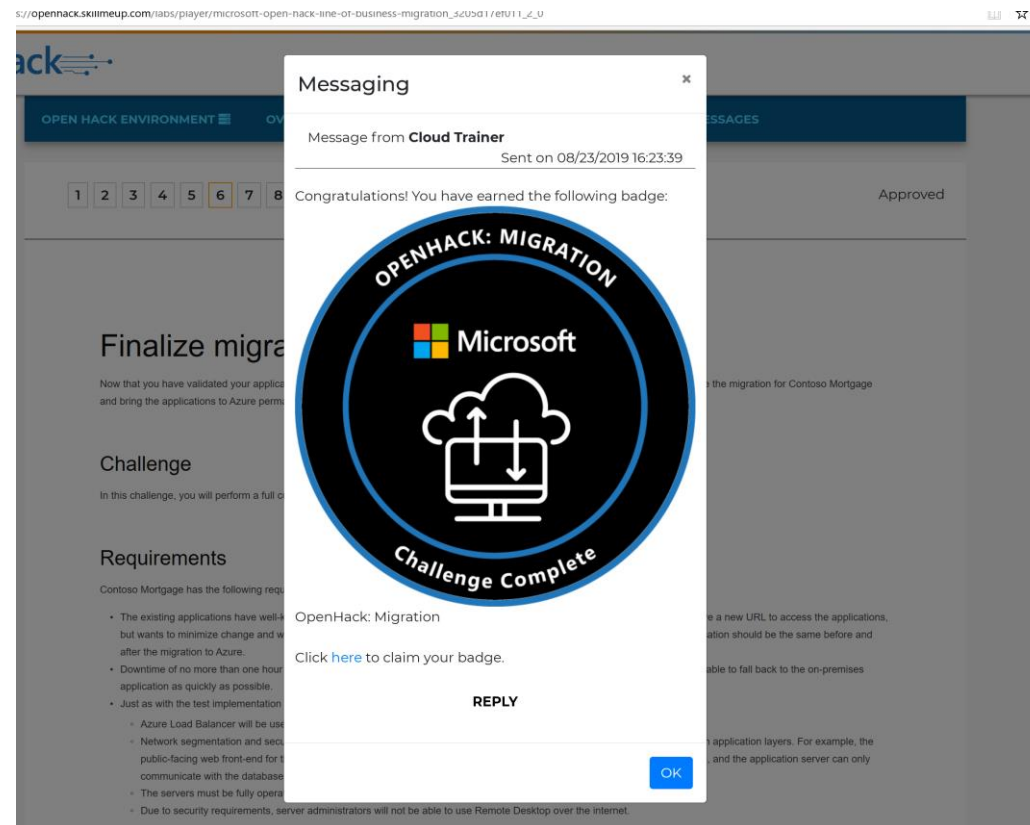
Issuing a Badge

2. Coach will see a message pop up that shows team attendees have requested to progress to the next challenge on a challenge level that earns a badge.



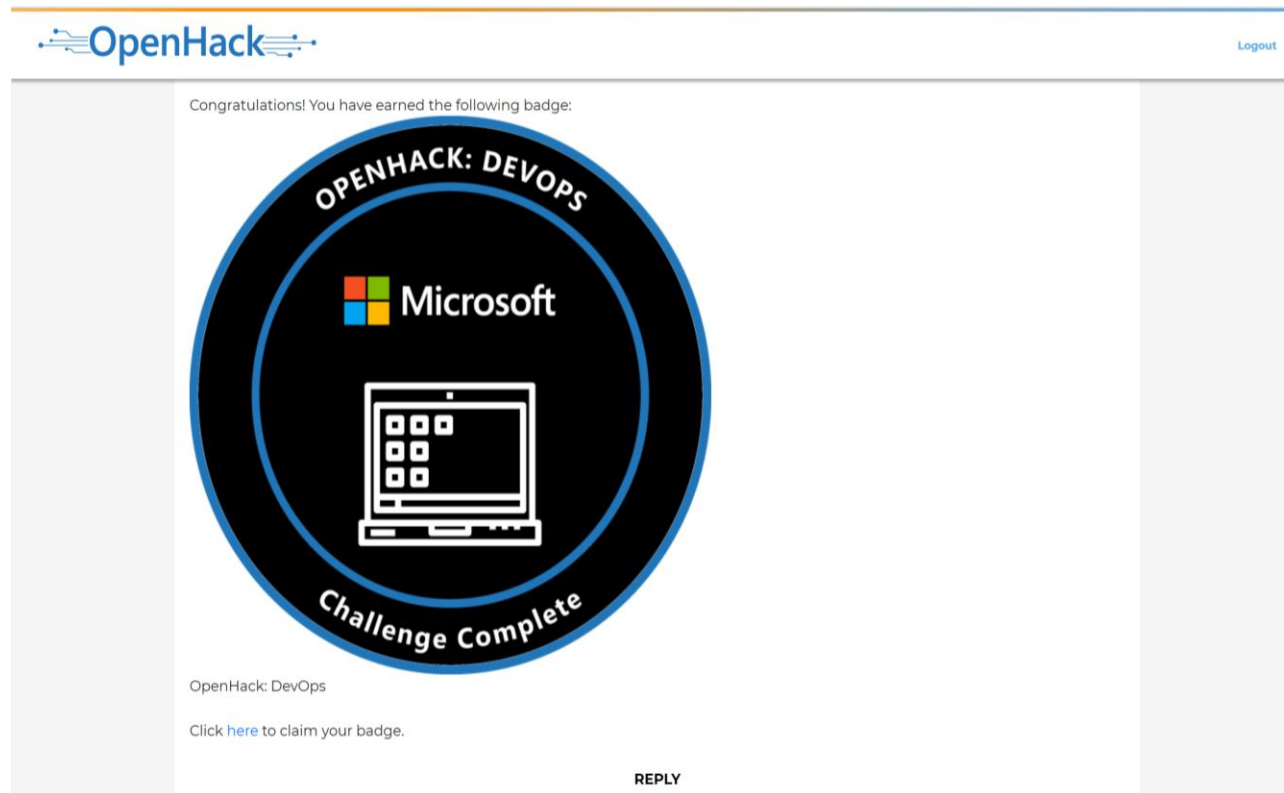
Issuing a Badge

3. Coach will click Approve button on the desired team's row. Attendees will then automatically receive their badge to claim on their classroom page.



Issuing a Badge

4. If they click OK without claiming their badge, or “X-out”, please tell the attendees to check their Messages (as badges will always persist there).



People Tracker
(TSI completion tracking
OpenHacks Only)



Accessing the classroom

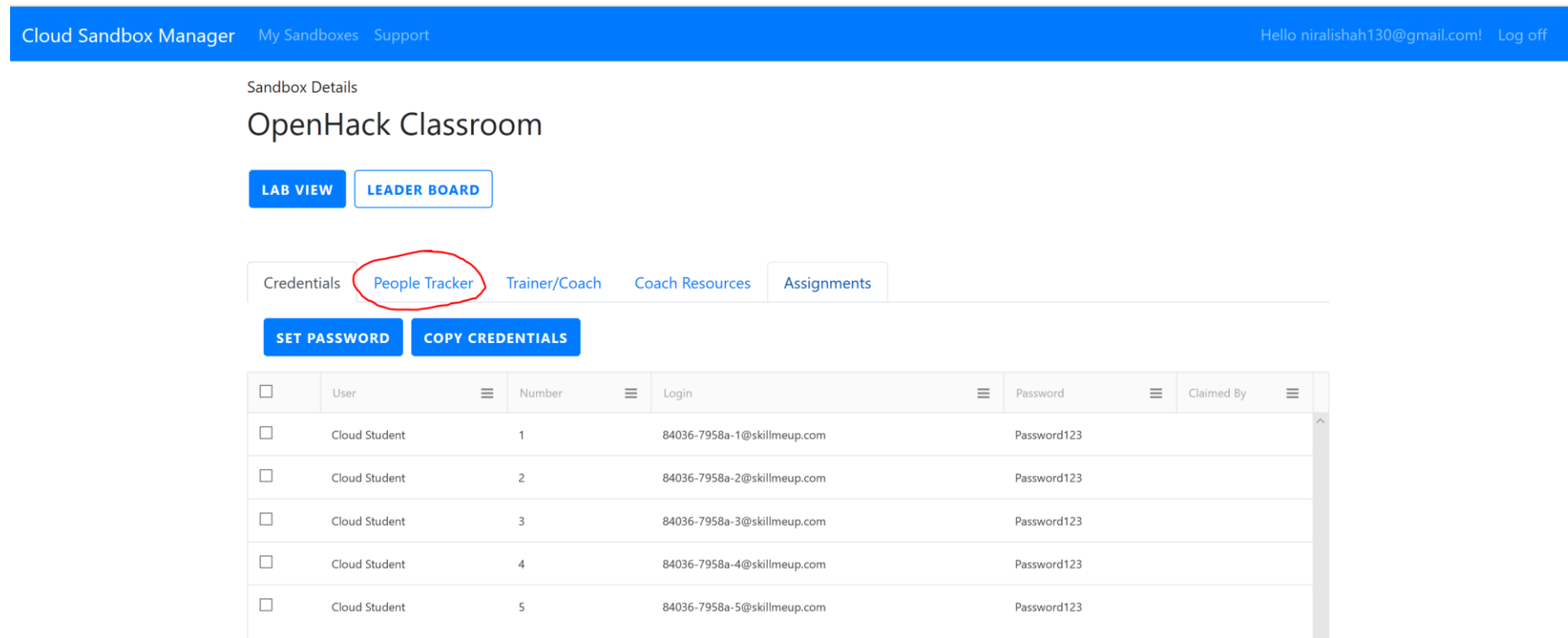
- Sign into the OpenHack Cloud Sandbox Manager as usual with your log in information at <https://cloudsandbox.skillmeup.com>.
- Find the classroom for the specific OpenHack that you are coaching.

The screenshot shows the 'Cloud Sandbox Manager' interface. At the top, there's a blue header with 'Cloud Sandbox Manager', 'My Sandboxes', and 'Support' on the left, and 'Hello niralishah130@gmail.com! Log off' on the right. Below the header, the 'My Sandboxes' section is visible. It includes tabs for 'Active' and 'Inactive', a search bar with a dropdown menu set to 'Microsoft Open Hacks', and a 'FILTER' button. Below the search bar, it says 'Total cost for active sandboxes: \$'. A list of sandboxes follows: 'OpenHack Classroom' (highlighted with a red circle), 'Badge Test_Migration', and 'People Tracker Test'. Each entry shows a date range, time zone, number of users, region, and cost. The footer indicates '© 2019 - Opsgility, LLC'.

Sandbox Name	Period	Time Zone	Users	Region	Internal	Cost
OpenHack Classroom	Aug 22 - Sep 12, 2019	12AM-12AM PST	5	Americas	Internal	\$ 0.00
Badge Test_Migration	Aug 21 - Sep 11, 2019	12AM-12AM PST	2	Americas		\$ 0.00
People Tracker Test	Aug 17 - Sep 7, 2019	12AM-12AM PST	2			\$ 0.00

Finding the tool in the classroom

- Find the tool in the Details View → People Tracker tab.



The screenshot displays the Cloud Sandbox Manager interface. At the top, a blue header bar contains the text "Cloud Sandbox Manager" and navigation links "My Sandboxes" and "Support". On the right side of the header, it says "Hello niralishah130@gmail.com!" and a "Log off" link. Below the header, the page title "Sandbox Details" is followed by "OpenHack Classroom". There are two tabs: "LAB VIEW" (active) and "LEADER BOARD". Below these, a horizontal menu shows "Credentials", "People Tracker" (circled in red), "Trainer/Coach", "Coach Resources", and "Assignments". Under the "People Tracker" tab, there are two buttons: "SET PASSWORD" and "COPY CREDENTIALS". Below the buttons is a table with the following data:

<input type="checkbox"/>	User	Number	Login	Password	Claimed By
<input type="checkbox"/>	Cloud Student	1	84036-7958a-1@skillmeup.com	Password123	
<input type="checkbox"/>	Cloud Student	2	84036-7958a-2@skillmeup.com	Password123	
<input type="checkbox"/>	Cloud Student	3	84036-7958a-3@skillmeup.com	Password123	
<input type="checkbox"/>	Cloud Student	4	84036-7958a-4@skillmeup.com	Password123	
<input type="checkbox"/>	Cloud Student	5	84036-7958a-5@skillmeup.com	Password123	

Adding attendees who need to be tracked

- First, add the attendee by 1) entering their MSFT alias, 2) entering in additional information like Coach and Team and 3) clicking the "Add User" button.

Details View

OpenHack Classroom

LAB VIEW LEADER BOARD

Attendee Team Credentials | People Tracker | **Trainer/Coach** | Coach Resources | Assignments

add email/alias:

add coach (optional):

add team (optional):

ADD USER EXPORT

Filter by Teams:

Search:




FILTERS




Remove	Team	Coach	Name	Alias	Role
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< >

Adding attendees who need to be tracked

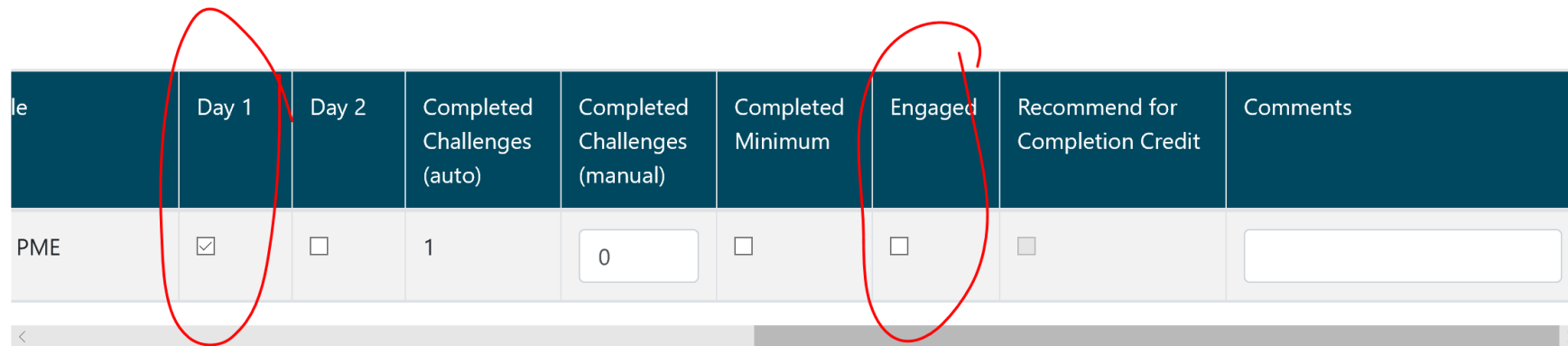
- A row will automatically populate with their role (as returned by Azure Active Directory).

Remove	Team	Coach	Name	Alias	Role
	Cloud Student 1 	niralishah130@gmail.c 	Robert Green	rogreen@microsoft.com	SR PME

Tracking attendee participation for TSI completion

- As the OpenHack progresses, track their engagement in the OpenHack by simply checking certain boxes.
- EX: The attendee shows up Day 1, but is not engaged as they are checking emails and making work calls.
 - Under "Day 1": Check the box, but under "Engaged": Do not check the box

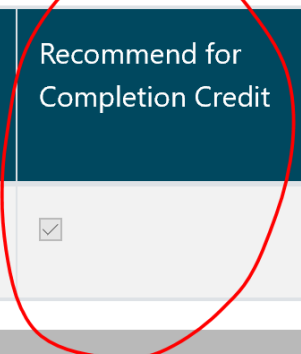


le	Day 1	Day 2	Completed Challenges (auto)	Completed Challenges (manual)	Completed Minimum	Engaged	Recommend for Completion Credit	Comments
PME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Tracking attendee participation for TSI completion

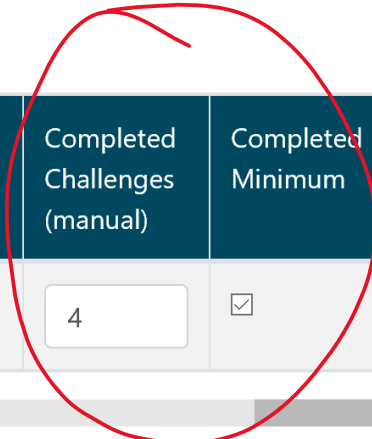
- At the end of the OpenHack, when you have tracked all of the attendee's TSI data – the "Recommend for Completion Credit" will automatically be checked/unchecked.
- Feel free to add any comments to clarify things like attendee could qualify as a coach or the attendee had a poor attitude, etc.

le	Day 1	Day 2	Completed Challenges (auto)	Completed Challenges (manual)	Completed Minimum	Engaged	Recommend for Completion Credit	Comments
PME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>



Completed Challenges issues

Use Case Scenario If Completed Challenges (Auto) does not reflect the actual number of challenges that the user completed during the hack, please enter the accurate completed challenges number into the Completed Challenges (Manual) field. Then, check "Completed Minimum".



le	Day 1	Day 2	Completed Challenges (auto)	Completed Challenges (manual)	Completed Minimum	Engaged	Recommend for Completion Credit	Comments
PME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="text" value="4"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>

Removing attendees

Use Case Scenario If you add a user to the wrong team, do NOT delete the user!

- All you need to do, is change the Filter on teams to "All Teams".
- The record of the user will still show up in the final exported TSI tracking report.

Filter by Teams

All Teams

▼

Search

search

FILTERS

Remove	Team	Coach	Name	Alias	Role
✖	Please select a team	niralishah130@gmail.c	Robert Green	rogreen@microsoft.com	SR PME

<

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Support



Need help?

At anytime during your Dry-Run or OpenHack if you need help or are having issues with the platform, please use one of the methods to get support

- Web: <https://opsgility.zendesk.com/hc/en-us>
- Email: support@opsgility.zendesk.com



Summary

- Logging into the VCM
- Navigating the Cloud Sandbox Classroom
- Lab View
- Badging
- People Tracker (*TSI completion tracking
Open Hacks Only*)
- Reporting Features (*Super Admin Access
Only*)
- Support

