

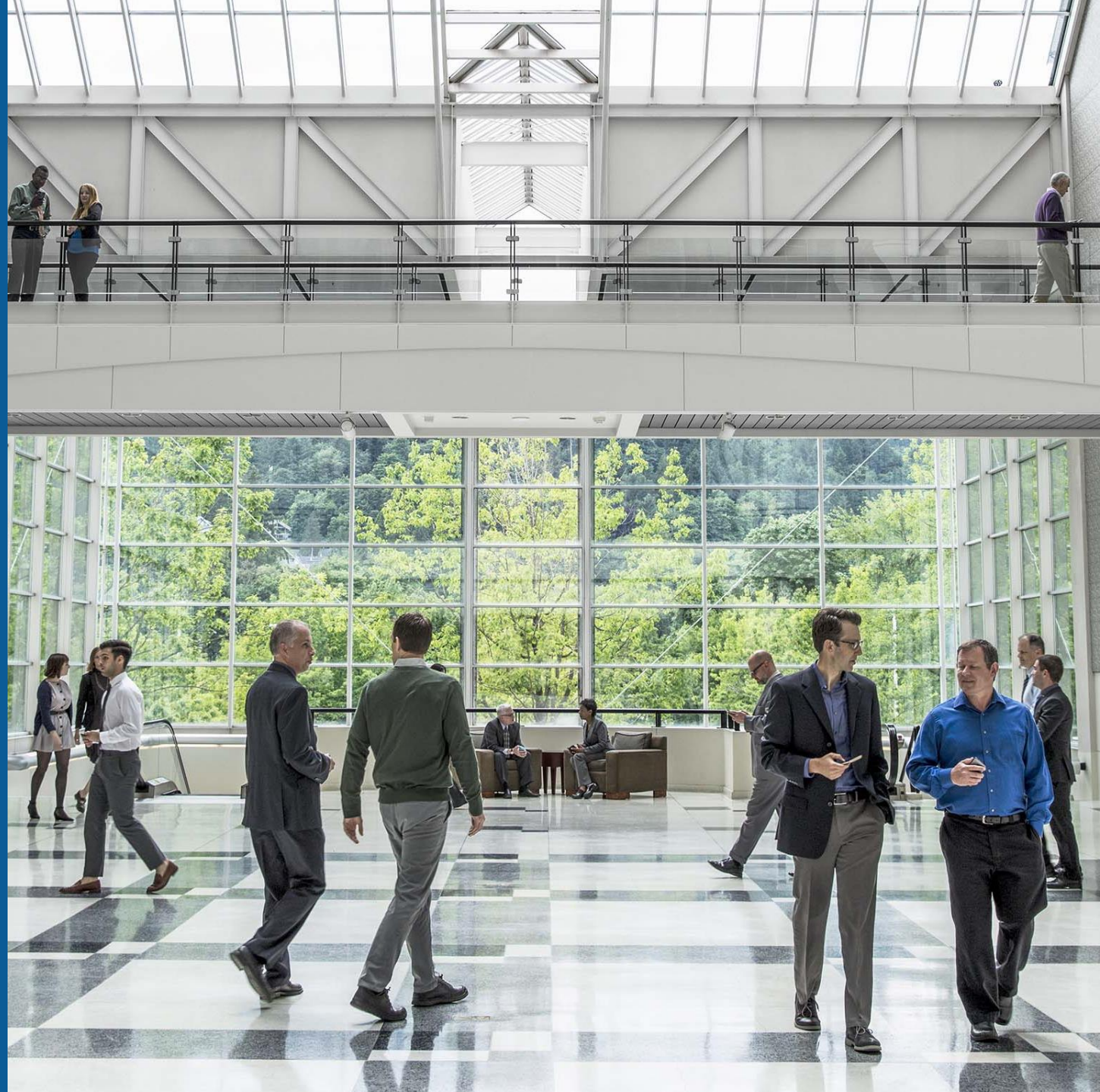


OpenHack User Guide: For Coaches

Welcome Coaches to the OpenHack!

Introduction

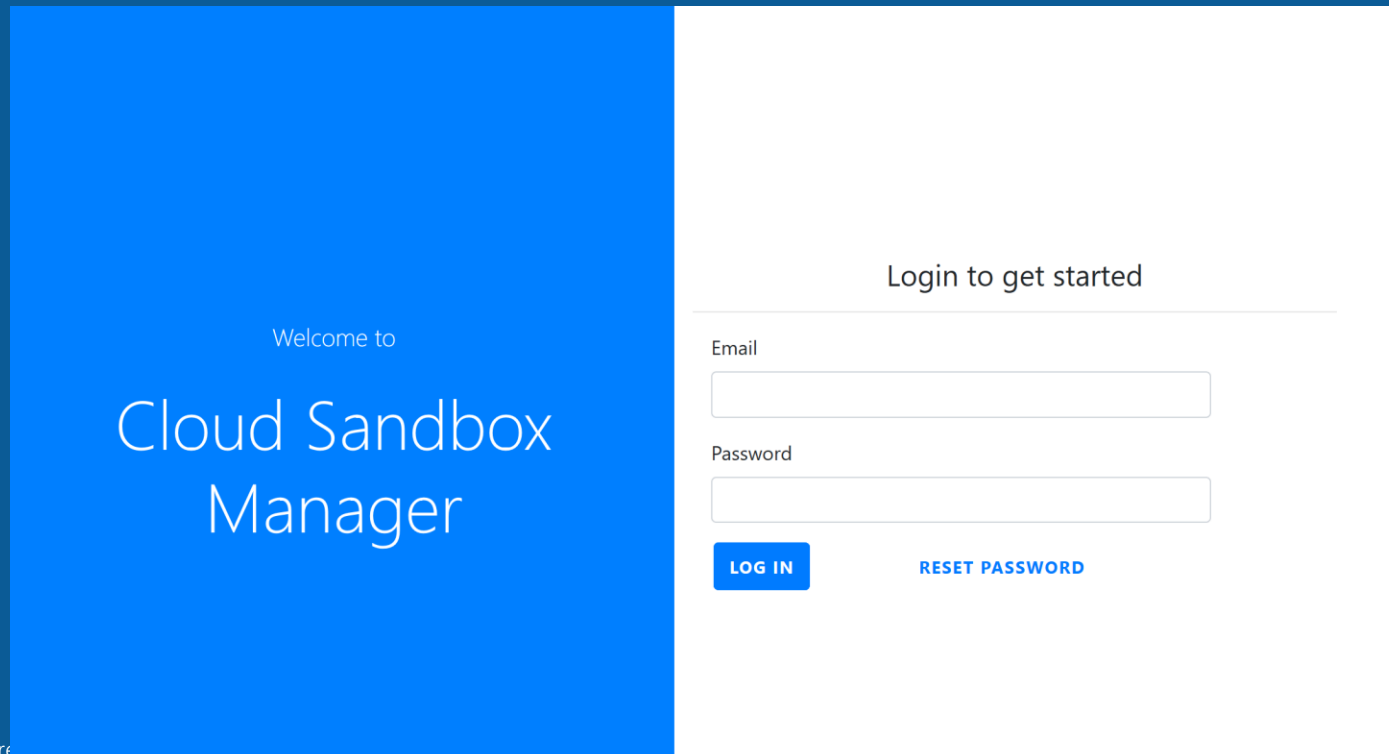
- Logging into the Portal
- Navigating the Cloud Sandbox Classroom
- Lab View
- Badging
- People Tracker (*TSI completion tracking
OpenHacks Only*)
- Reporting Features (*SuperAdmin Access Only*)
- Support



Logging into the Portal

Logging in

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

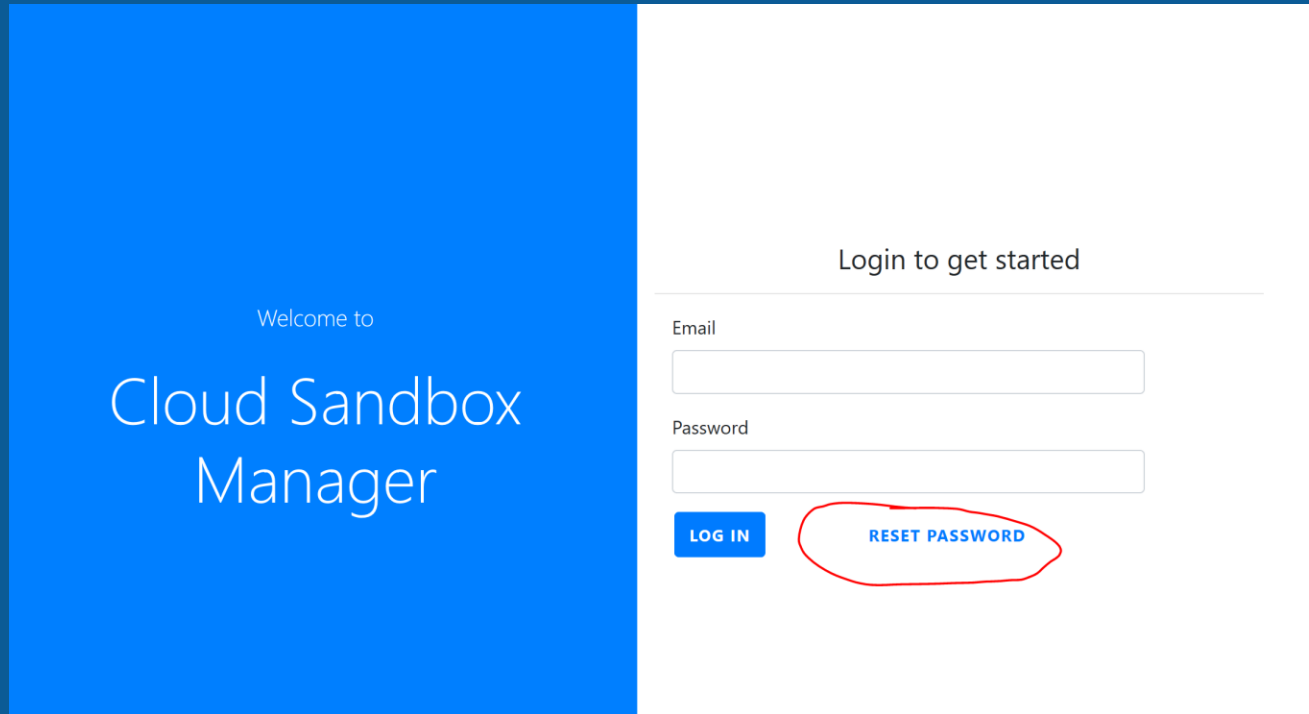
Email

Password

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

Logging in

- If you have ever used the portal 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 openhacks@opsgility.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.

The screenshot shows the 'Cloud Sandbox Manager' interface. At the top, a blue header bar contains the text 'Cloud Sandbox Manager', 'My Sandboxes', and 'Support' on the left, and 'Hello niralishah13' on the right. Below the header, the main content area is titled 'My Sandboxes'. It features two tabs: 'Active' (selected) and 'Inactive'. Below the tabs is a search bar with a dropdown menu showing 'Microsoft Open Hacks', a search input field, and a 'FILTER' button. Below the search bar, it displays 'Total cost for active sandboxes: \$ 4153.2'. A single sandbox entry is shown in a rounded rectangle, containing the text 'OpenHack | Lite | Kafka | Redmond, WA | Oct 2019' and a detailed status line: 'Nov 2 - Nov 13, 2019 | 12AM-12AM PST | 8 | Americas | Light | \$ 4153.2'. At the bottom, a footer line reads '© 2019 - Opsgility, LLC'.

Cloud Sandbox Manager My Sandboxes Support Hello niralishah13

My Sandboxes

Active Inactive

Microsoft Open Hacks search FILTER

Total cost for active sandboxes: \$ 4153.2

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

Nov 2 - Nov 13, 2019 | 12AM-12AM PST | 8 | Americas | Light | \$ 4153.2

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Credentials

- You only need 1 initial login per team to get the challenge started. That one login can scale out to 5-6 attendees with their own logins.
- Use Case Scenario** – 5 teammates sit at the same table and see a table card with 1 login and password. 1 teammate goes to openhack.skillmeup.com and enters the OpenHack Attendee portal credentials. They will then see the bottom right image to hand out their teammate's Azure portal credentials.
- If at anytime your team loses their credentials, you may go to the portal (Details View → Credentials) and give them the initial login credential information.

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	83853-6f4f1-1@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	2	83853-6f4f1-2@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	3	83853-6f4f1-3@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	4	83853-6f4f1-4@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	5	83853-6f4f1-5@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	6	83853-6f4f1-6@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	7	83853-6f4f1-7@skillmeup.com	Changeme001!		UPDATE REMOVE
	DryRun	8	83853-6f4f1-8@skillmeup.com	Changeme001!		UPDATE REMOVE

1 - 10 of 17 items

OpenHack

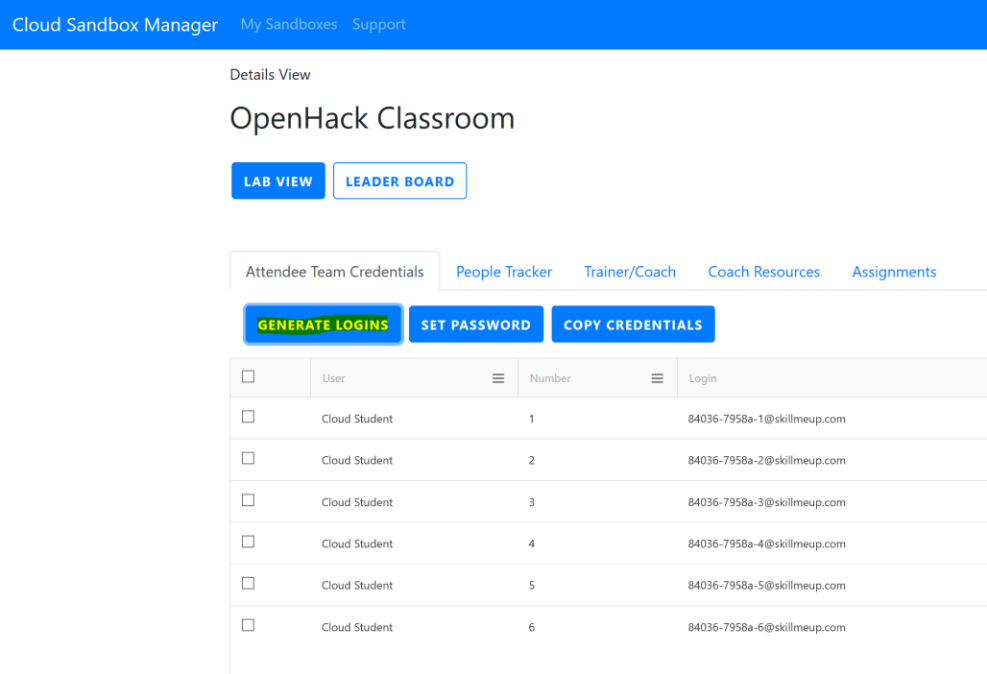
OPEN HACK ENVIRONMENT OVERVIEW OPEN HACK GUIDE PROVIDE FEEDBACK MESSAGES TEAM CHAT

Environment Logins

Display Name	User Name	Password
Hacker One	hacker1gll@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	*****

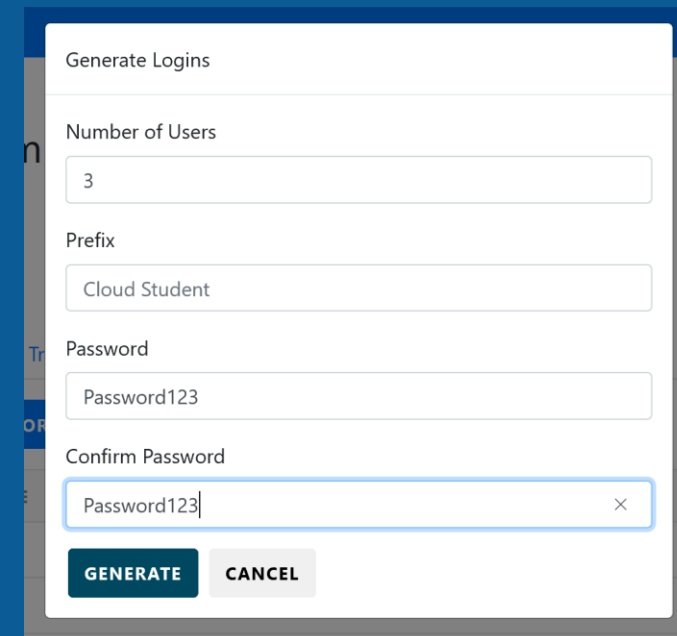
Generate Logins

- If you need to set up more logins (per each additional team), please click the **Generate Logins** button.
- A pop-up window will show up that will allow you to enter the # of new logins that you need (under “Number of Users”) and to set a generic password for those logins.
- These new logins will automatically show up at the bottom of the list of logins.



The screenshot shows the 'OpenHack Classroom' interface. At the top, there's a navigation bar with 'Cloud Sandbox Manager', 'My Sandboxes', and 'Support'. Below this, the 'Details View' section is active, showing 'OpenHack Classroom'. There are two buttons: 'LAB VIEW' and 'LEADER BOARD'. Below these, there's a tabbed interface with 'Attendee Team Credentials' selected. Under this tab, there are three buttons: 'GENERATE LOGINS' (highlighted in yellow), 'SET PASSWORD', and 'COPY CREDENTIALS'. Below the buttons is a table with columns: 'User', 'Number', and 'Login'. The table contains six rows of generated logins, each with a checkbox, the user name 'Cloud Student', a number (1-6), and a unique email address.

	User	Number	Login
<input type="checkbox"/>	Cloud Student	1	84036-7958a-1@skillmeup.com
<input type="checkbox"/>	Cloud Student	2	84036-7958a-2@skillmeup.com
<input type="checkbox"/>	Cloud Student	3	84036-7958a-3@skillmeup.com
<input type="checkbox"/>	Cloud Student	4	84036-7958a-4@skillmeup.com
<input type="checkbox"/>	Cloud Student	5	84036-7958a-5@skillmeup.com
<input type="checkbox"/>	Cloud Student	6	84036-7958a-6@skillmeup.com

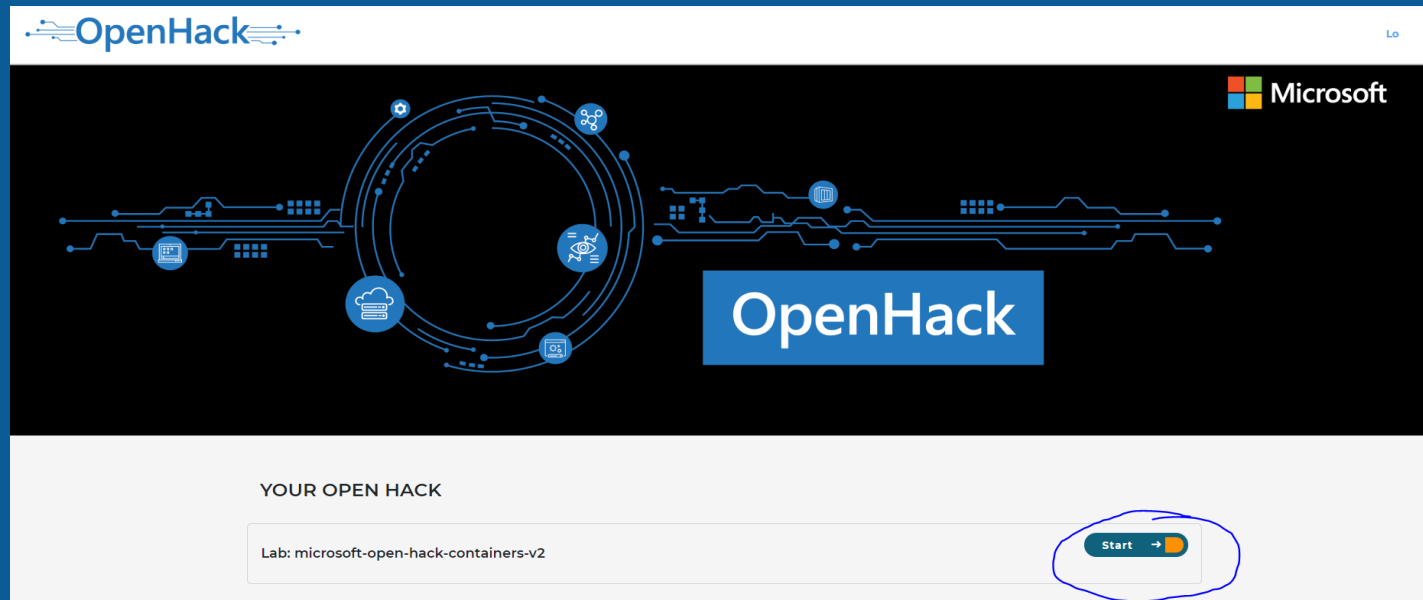


The 'Generate Logins' pop-up window contains the following fields and buttons:

- Number of Users:** A text input field containing the value '3'.
- Prefix:** A text input field containing the value 'Cloud Student'.
- Password:** A text input field containing the value 'Password123'.
- Confirm Password:** A text input field containing the value 'Password123'.
- Buttons:** 'GENERATE' (dark blue) and 'CANCEL' (light gray).

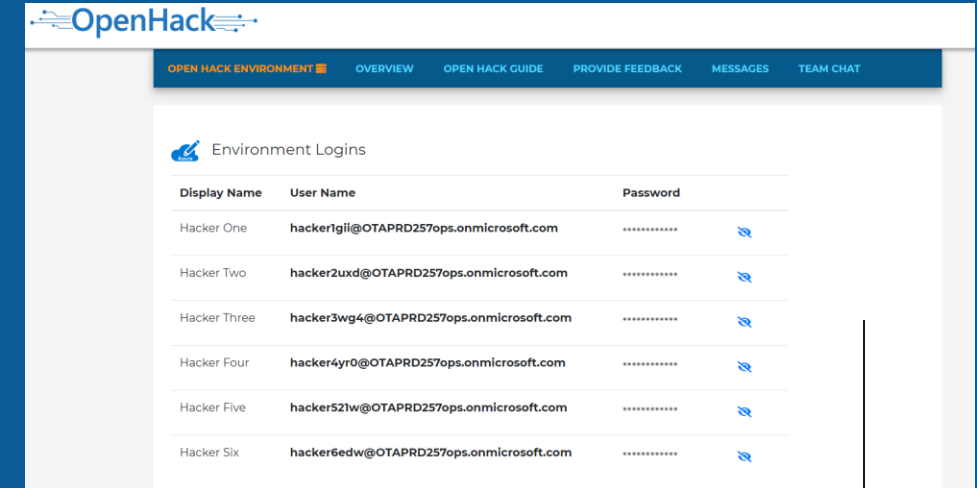
OpenHack Website (Attendee Portal)

- Now you have your credentials for the OpenHack. Congratulations! Let's start hacking!
- Inform your users to go to the Attendee portal at <https://openhack.skillmeup.com>. Once they are logged in with their credentials, they will see this screen and be able to start the lab.



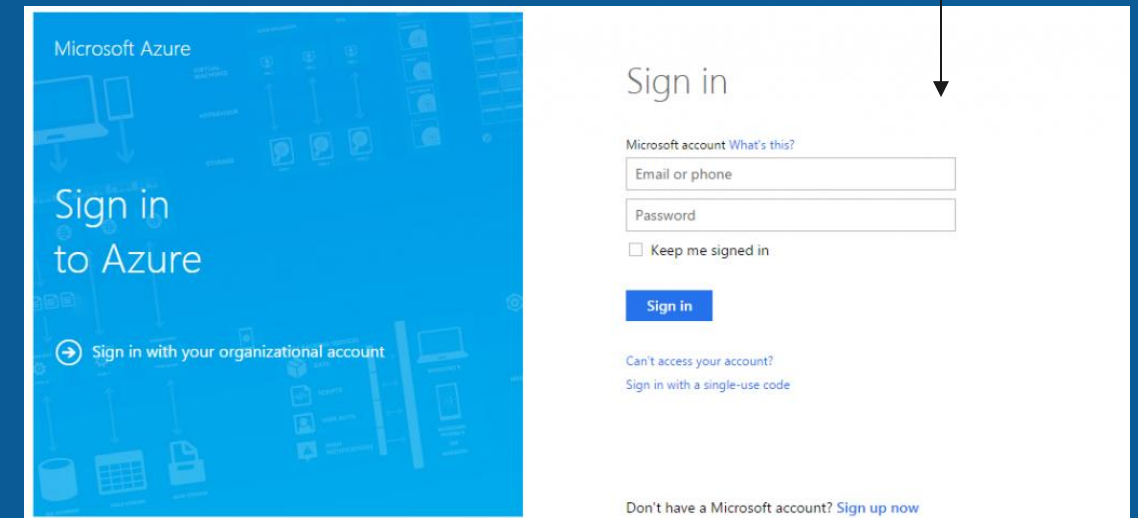
Logging in to the Azure Portal

- The next step is to take those Azure portal credentials and start working with Azure.
- So, inform your attendees to navigate from openhack.skillmeup.com to portal.azure.com and enter their specific assigned Hacker credentials there.



The screenshot shows the 'OpenHack' interface with a navigation bar containing links: OPEN HACK ENVIRONMENT, OVERVIEW, OPEN HACK GUIDE, PROVIDE FEEDBACK, MESSAGES, and TEAM CHAT. Below the navigation bar is a section titled 'Environment Logins' which contains a table of user credentials. An arrow points from the 'Sign in' button in the screenshot below to the 'Sign in' button in this table.

Display Name	User Name	Password
Hacker One	hacker1gii@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	*****



The screenshot shows the Microsoft Azure sign-in page. On the left is a blue sidebar with the text 'Microsoft Azure' and 'Sign in to Azure'. The main area is white and contains the following elements:

- A 'Sign in' heading.
- A link 'Microsoft account What's this?'.
- An input field for 'Email or phone'.
- An input field for 'Password'.
- A checkbox for 'Keep me signed in'.
- A blue 'Sign in' button.
- Links for 'Can't access your account?' and 'Sign in with a single-use code'.
- A link at the bottom: 'Don't have a Microsoft account? Sign up now'.

An arrow points from the 'Sign in' button in the screenshot above to the 'Sign in' button in this screenshot.

Add a Trainer/Coach

- Under Details View → **Add Trainer/Coach** tab you can see all the current coaches.
- To add a new trainer or coach to your Dry Run/OpenHack Classroom click Add Trainer/Coach (you will see the bottom right pop-up). Then, enter their email address, click Add, denote whether they are a Coach or a Lead PM/Coach, and finally click Submit.

Sandbox Details

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

LAB VIEW **LEADER BOARD**

Credentials **Trainer/Coach** Coach Resources Assignments

ADD TRAINER/COACH

Administrator	Role	Actions
lindsey@opsgility.com	Not a coach	Edit Remove
jstur@microsoft.com	Coach	Edit Remove
vyta@microsoft.com	Coach	Edit Remove
Lee.Cattarin@microsoft.com	Coach	Edit Remove
Jennelle.Crothers@microsoft.com	Coach	Edit Remove
juchizer@microsoft.com	Coach	Edit Remove
Anthony.Turner@microsoft.com	Coach	Edit Remove

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My Sandboxes Support

Details View

OpenHack

LAB VIEW **LEADER BOARD**

ADD ADMIN **EX**

Attendee Team Creation

ADD TRAINER/COACH

Administrator

msavior@opsgility.com Not a coach [Edit](#) [Remove](#)

trgorr@microsoft.com Not a coach [Edit](#) [Remove](#)

Invite Administrators

Email(s)

gowthamk@microsoft.com

Please enter one or multiple email addresses separated by commas and then click the Add button to generate the invite form.

ADD

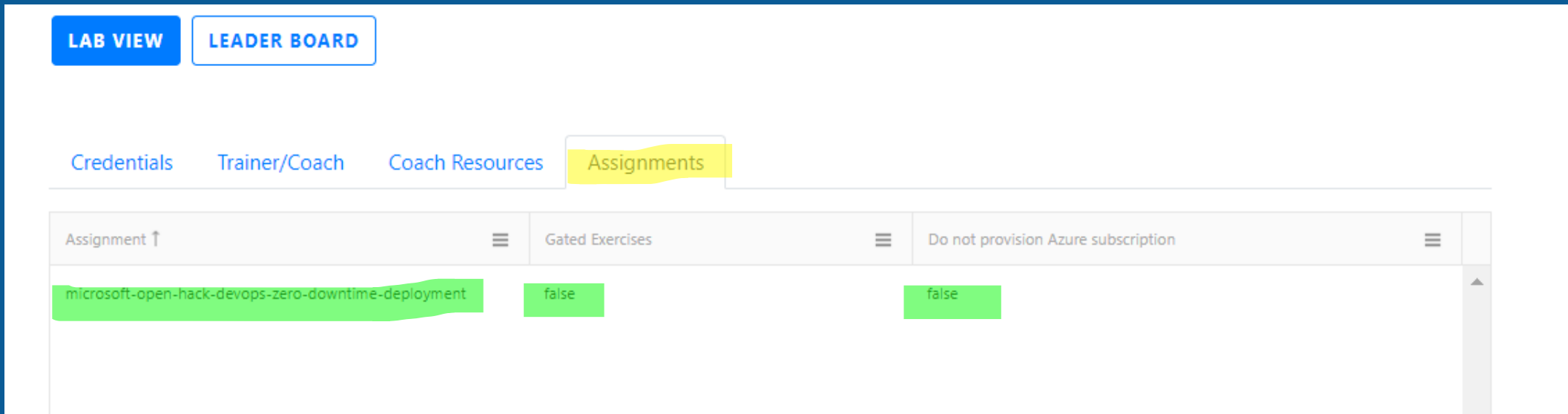
Trainers/Coaches

gowthamk@microsoft.com ☐ Lead PM/Coach ☒ **IsCoach**

SUBMIT **CANCEL**

Assignments

- View what OpenHack content has been assigned to your classroom in the **Assignments** tab. You will be able to see if the content is gated and if the attendees will need their own Azure subscription or will be using Opsgility's Real Time Labs.
- **Use Case Scenario** If you do not see the correct settings for your classroom (i.e. non-gated, but you are at a Standard OpenHack that works on coach approval), please let the Lead PM/Coach for your OpenHack event know so they can modify this.



The screenshot shows the 'Assignments' tab in the OpenHack interface. At the top, there are two buttons: 'LAB VIEW' and 'LEADER BOARD'. Below these are four tabs: 'Credentials', 'Trainer/Coach', 'Coach Resources', and 'Assignments' (which is highlighted in yellow). The 'Assignments' tab displays a table with the following columns: 'Assignment ↑', 'Gated Exercises', and 'Do not provision Azure subscription'. Each column has a menu icon (three horizontal lines) to its right. The table contains one row with the following data:

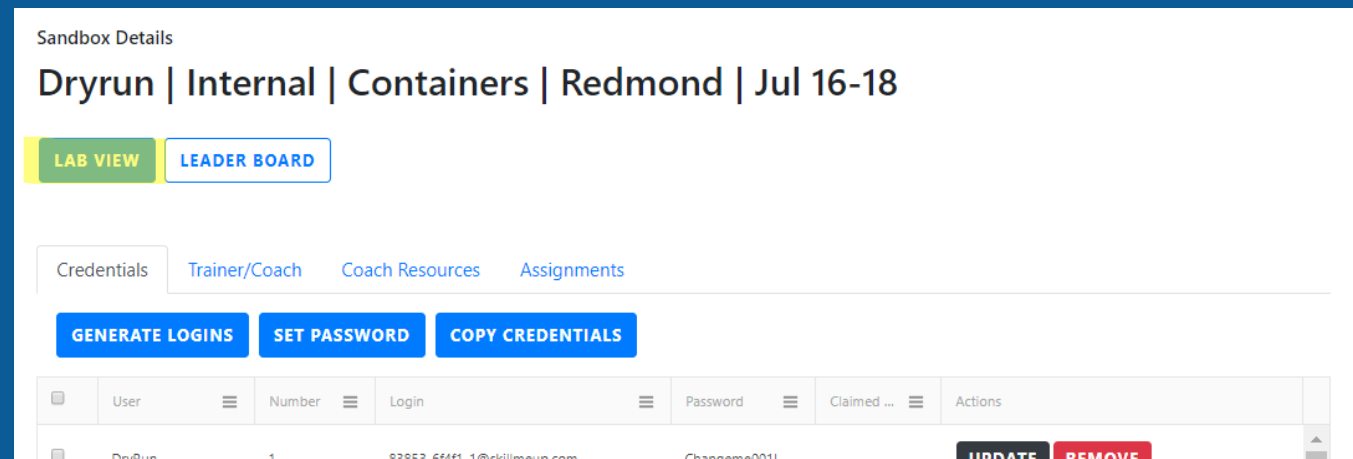
Assignment ↑	Gated Exercises	Do not provision Azure subscription
microsoft-open-hack-devops-zero-downtime-deployment	false	false

Lab View

Lab View

- During the OpenHack, you will spend most of your day in the **Lab View** with the attendees.
- 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.



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.

The screenshot displays the 'Lab View' interface for 'OpenHack | Lite | Kafka | Redmond, WA | Oct 2019'. It includes navigation tabs for 'DETAILS VIEW' and 'LEADER BOARD', and action buttons for 'MESSAGE STUDENTS', 'MESSAGE HISTORY', and 'MESSAGE REPORT'. A 'Select Lab' dropdown menu is set to 'microsoft-open-hack-kafka-on-azure', with a 'LIST CREDENTIALS' button. Below this, the 'Lab View' tab is active, showing 'Time Taken' and 'User Feedback' links. The 'Supporting Resources' link is highlighted in yellow, and a 'DOWNLOAD' button is visible. A 'Filter' dropdown is set to 'None Selected', with buttons for 'START LABS', 'END LABS', 'EXTEND LABS', 'APPROVE LABS', and 'SUSPEND POLLING'. A table at the bottom lists lab entries with columns for Actions, Time Left, Name, Exercise, Status, Modified, and Environment. The first entry shows a lab for 'Hacker 1' with a time left of 167 hours 2 minutes 39 seconds, status 'Completed', and modified on 10/30/2019 21:30. The 'Actions' column for this entry contains 'End', 'Extend', 'Rollback', and 'Info' buttons.

Actions	Time Left	Name	Exercise	Status	Modified	Environment
<div><div>End</div><div>Extend</div><div>Rollback</div><div>Info</div></div>	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/Coach 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 Lead PM/Coach 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 row of action buttons is visible: 'START LABS' (blue), 'END LABS' (blue), 'EXTEND LABS' (blue), 'APPROVE LABS' (green, circled in red), 'ISSUE BADGES' (blue), and 'SUSPEND POLLING' (red). Below these buttons is a table with columns: Actions, Time Taken, Name, Exercise, Status, Modified, and Enviro. The table contains four rows of lab data.

Actions	Time Taken	Name	Exercise	Status	Modified	Enviro
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
End Extend Info	211 hours 47 minutes 14 seconds	DryRun 2	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
End Extend Info	211 hours 47 minutes 18 seconds	DryRun 3	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
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.
- You may reply back to them if further work is required.

The screenshot displays the OpenHack 'Lab View' interface for the 'Nirali Test Classroom'. A modal window titled 'Messages' is open, showing a message from 'Cloud Student 2' sent on 08/15/2019 at 22:48:40. The message text reads: 'User Cloud Student 2 requested a gate pass for exercise Challenge 1: Based on a true story.' Below the message is a 'REPLY' button. The modal also has a 'CLOSE' button at the bottom right. In the background, the 'Lab View' section shows a table of labs. The table has columns for Actions, Time Left, Name, Exercise, Status, Modified, and Environment. Two labs are visible: one for 'Cloud Student 1' with status 'Lab Completed' and one for 'Cloud Student 2' with status 'Waiting for Approval'. The 'Cloud Student 2' lab row has buttons for 'End', 'Extend', 'Approve', 'Rollback', and 'Info'.

Support

Lab View

Nirali Test Classroom

DETAILS VIEW **LEADER BOARD**

Select Lab

OpenHack - Modern Data Warehousing

Lab View Time Taken User Feed

The classroom and all started labs need to extend the classroom beyond the current time. AskOpenHack@microsoft.com and

Filter: None Selected

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

	Actions	Time Left	Name	Exercise	Status	Modified	Environment
<input type="checkbox"/>	End Extend Info	335 hours 29 minutes 26 seconds	Cloud Student 1	Challenge 7: Limited release	Lab Completed	08/15/2019 22:36	In Use
<input type="checkbox"/>	End Extend Approve Rollback Info	335 hours 29 minutes 27 seconds	Cloud Student 2	Challenge 1: Based on a true story	Waiting for Approval	08/15/2019 22:48	In Use

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 portal.

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 checked="" 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 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

Starting and Ending Labs

Lead PM/Coach ONLY

Use Case Scenarios

1. If you are in the Dry Run environment, labs are not normally provisioned ahead of time so you will want to **Start** the lab to work through the content and when you are finished you will have the ability to **End** the lab so it's no longer using resources in Azure.
2. In an OpenHack classroom, you may want to **End** unnecessary teams or add additional teams needed by clicking **Start** provisioning the new teams' environments.

The screenshot displays the OpenHack interface for managing labs. At the top, there are tabs for 'DETAILS VIEW' and 'LEADER BOARD', and buttons for 'MESSAGE STUDENTS', 'MESSAGE HISTORY', and 'MESSAGE REPORT'. Below these, a 'Select Lab' dropdown menu is set to 'microsoft-open-hack-devops-zero-downtime-deployment', with a 'LIST CREDENTIALS' button next to it. Under 'Lab View', there are tabs for 'Lab View', 'Time Taken', and 'User Feedback'. A 'Filter' dropdown is set to 'None Selected'. A row of action buttons includes 'START LABS', 'END LABS', 'EXTEND LABS', 'APPROVE LABS', 'ISSUE BADGES', and 'SUSPEND POLLING'. The main table lists four labs, each with checkboxes for 'End', 'Extend', and 'Info'.

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

Extending Labs

Lead PM/Coach ONLY

Extending labs will require a special request to AskOHack@microsoft.com and OpenHacks@Opsgility.com. 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 use this feature.

IMPT!

Each *Engagement owner needs to ensure Azure Accounts do not expire before the OpenHack engagement is complete*. Once an account expires, all content in the account is lost and not retrievable.

Azure Accounts will be deleted within 24 hours after the engagement end date.

The screenshot displays the 'DETAILS VIEW' of a lab titled 'microsoft-open-hack-devops-zero-downtime-deployment'. At the top, there are tabs for 'DETAILS VIEW' and 'LEADER BOARD', and buttons for 'MESSAGE STUDENTS', 'MESSAGE HISTORY', and 'MESSAGE REPORT'. Below the lab name, there is a 'LIST CREDENTIALS' button. The interface includes a 'Lab View' section with tabs for 'Lab View', 'Time Taken', and 'User Feedback'. A 'Filter' dropdown is set to 'None Selected'. Below this, there are buttons for 'START LABS', 'END LABS', 'EXTEND LABS', 'APPROVE LABS', 'ISSUE BADGES', and 'SUSPEND POLLING'. The main table lists four lab instances, each with 'End', 'Extend', and 'Info' buttons. The table columns are: Actions, Time Left, Name, Exercise, Status, Modified, and Enviro.

Actions	Time Left	Name	Exercise	Status	Modified	Enviro
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
End Extend Info	211 hours 47 minutes 14 seconds	DryRun 2	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
End Extend Info	211 hours 47 minutes 18 seconds	DryRun 3	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use
End Extend Info	261 hours 14 minutes 41 seconds	DryRun 4	Challenge 1: Establish your plan	Not started yet	Not started yet	In Use

Messages from Attendees

Coaches may also send and receive messages from attendees in the Lab View using the **Message Students** button.

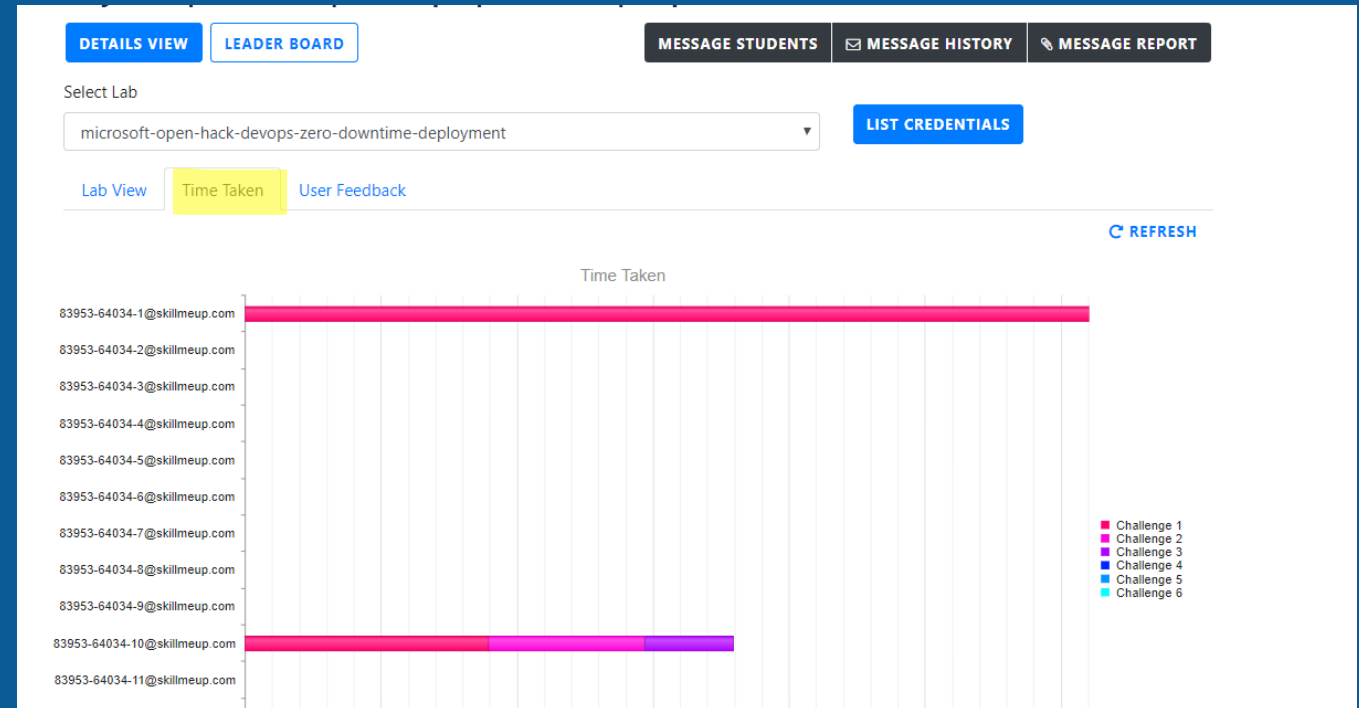
The screenshot shows the 'Lab View' interface. At the top, there are tabs for 'DETAILS VIEW' and 'LEADER BOARD'. Below these, a yellow bar contains three buttons: 'MESSAGE STUDENTS' (highlighted), 'MESSAGE HISTORY', and 'MESSAGE REPORT'. The main content area includes a 'Select Lab' dropdown menu set to 'microsoft-open-hack-devops-zero-downtime-deployment' and a 'LIST CREDENTIALS' button. Below this is a 'Filter' section with a 'None Selected' dropdown and a row of action buttons: 'START LABS', 'END LABS', 'EXTEND LABS', 'APPROVE LABS', 'ISSUE BADGES', and 'SUSPEND POLLING'. The main table displays lab runs with columns for Actions, Time Left, Name, Exercise, Status, Modified, and Enviro. The table contains four rows of data for 'DryRun 1' through 'DryRun 4'.

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	06/10/2019 16:16	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

The screenshot shows the 'Send Message to Students' dialog box. It has a title bar 'Send Message to Students'. Inside, there is a section 'Send Message by Lab Status' with a dropdown menu set to 'all students'. Below this is a list of 15 email addresses, each followed by a 'DryRun' label and a checkbox. The email addresses are: 83953-64034-1@skillmeup.com, 83953-64034-2@skillmeup.com, 83953-64034-3@skillmeup.com, 83953-64034-4@skillmeup.com, 83953-64034-5@skillmeup.com, 83953-64034-6@skillmeup.com, 83953-64034-7@skillmeup.com, 83953-64034-8@skillmeup.com, 83953-64034-9@skillmeup.com, 83953-64034-10@skillmeup.com, 83953-64034-11@skillmeup.com, 83953-64034-12@skillmeup.com, 83953-64034-13@skillmeup.com, 83953-64034-14@skillmeup.com, and 83953-64034-15@skillmeup.com. Below the list is a 'Message' input field. At the bottom right, there are two buttons: 'SEND MESSAGE' (highlighted in yellow) and 'CANCEL'.

Time Taken

The Time Taken tab will show you the time each team has taken on each challenge.



User Feedback & Trainer Feedback

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

The **Trainer Feedback** tab is where coaches can add feedback. It can also be exported like the User feedback.

Lab View

Dry Run | Microsoft | LATAM | Modern Data Warehousing | Virtual | Oct 2020

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

Select Lab

OpenHack - Modern Data Warehousing

LIST CREDENTIALS

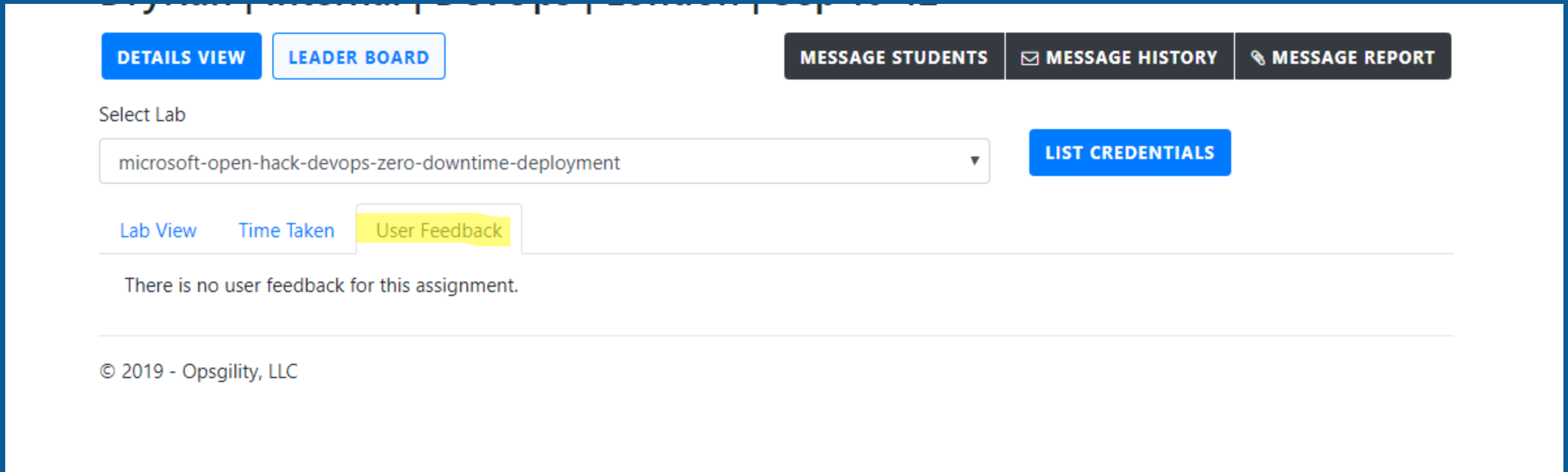
[Lab View](#)[Time Taken](#)[User Feedback](#)[Trainer Feedback](#)

There is no feedback yet.

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Feedback

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



The screenshot displays the OpenHack interface for viewing user feedback. At the top, there are navigation buttons: 'DETAILS VIEW' (active), 'LEADER BOARD', 'MESSAGE STUDENTS', 'MESSAGE HISTORY' (with an envelope icon), and 'MESSAGE REPORT' (with a speech bubble icon). Below these is a 'Select Lab' dropdown menu currently showing 'microsoft-open-hack-devops-zero-downtime-deployment', and a 'LIST CREDENTIALS' button. A tabbed interface below the dropdown shows 'Lab View', 'Time Taken', and 'User Feedback' (which is highlighted in yellow). The 'User Feedback' tab displays the message 'There is no user feedback for this assignment.' At the bottom left, the copyright notice '© 2019 - Opsgility, LLC' is visible.

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

There is no user feedback for this assignment.

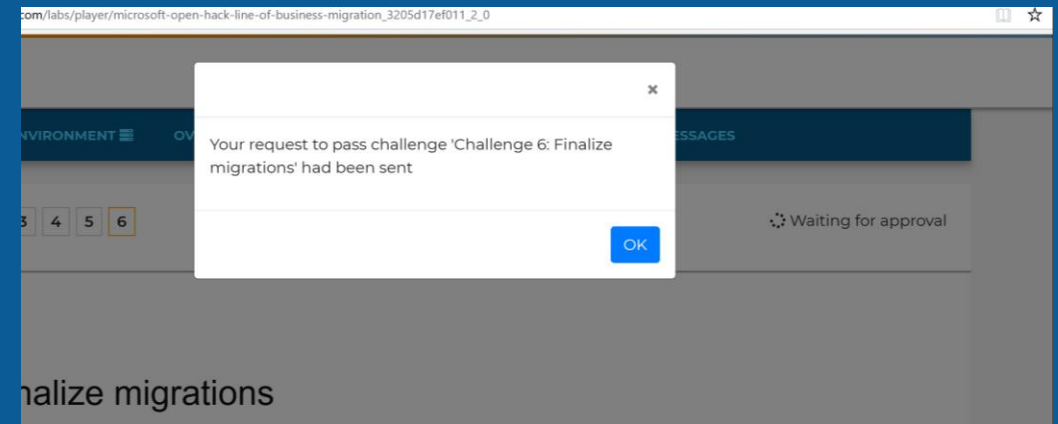
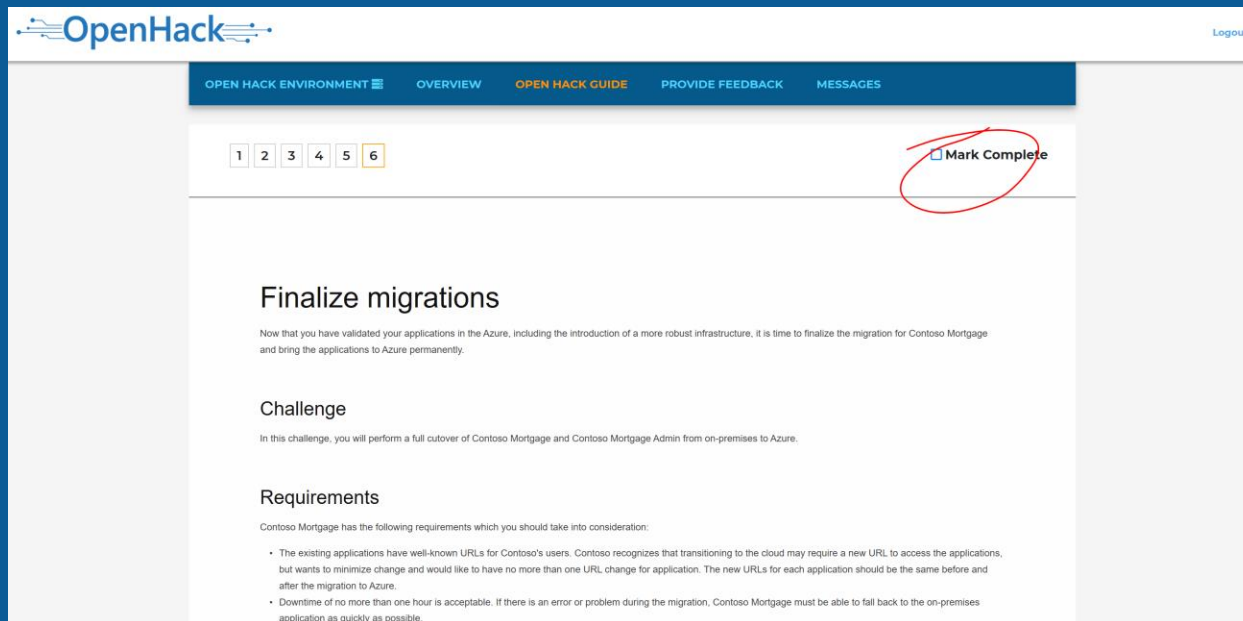
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Badging

Issuing a Badge

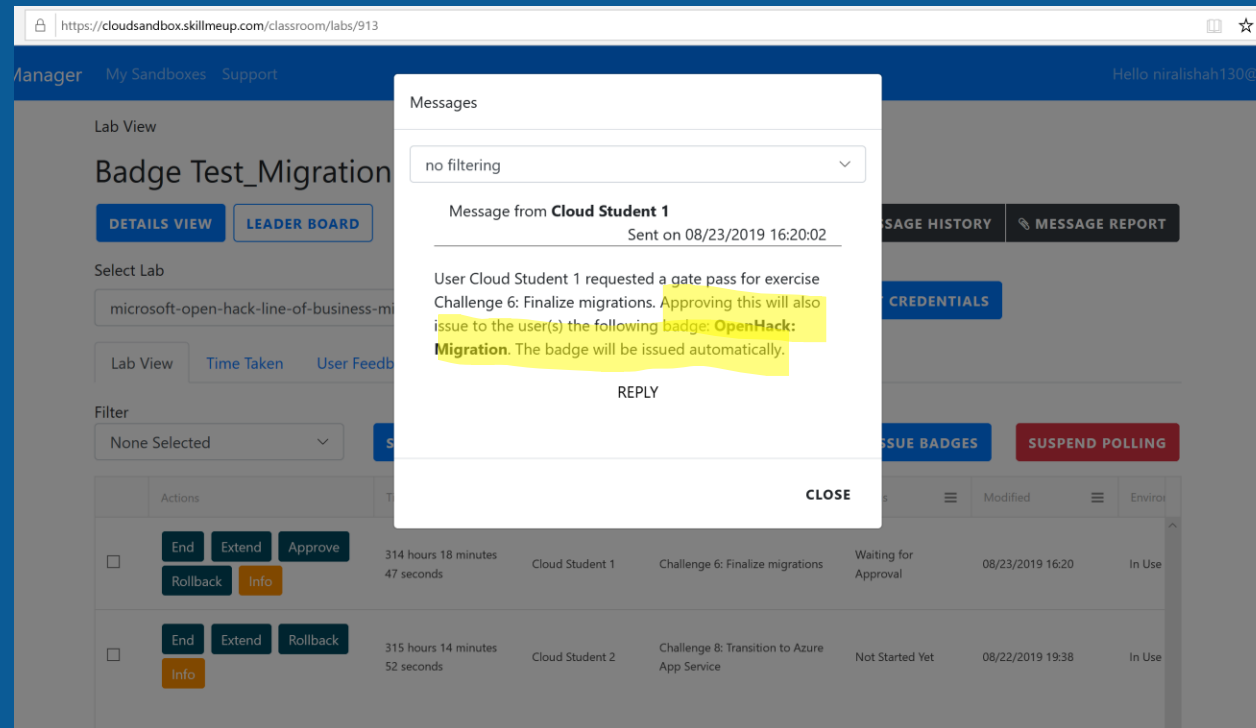
The flow of getting a badge is as follows:

1. Attendee clicks Mark Complete in their portal 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.



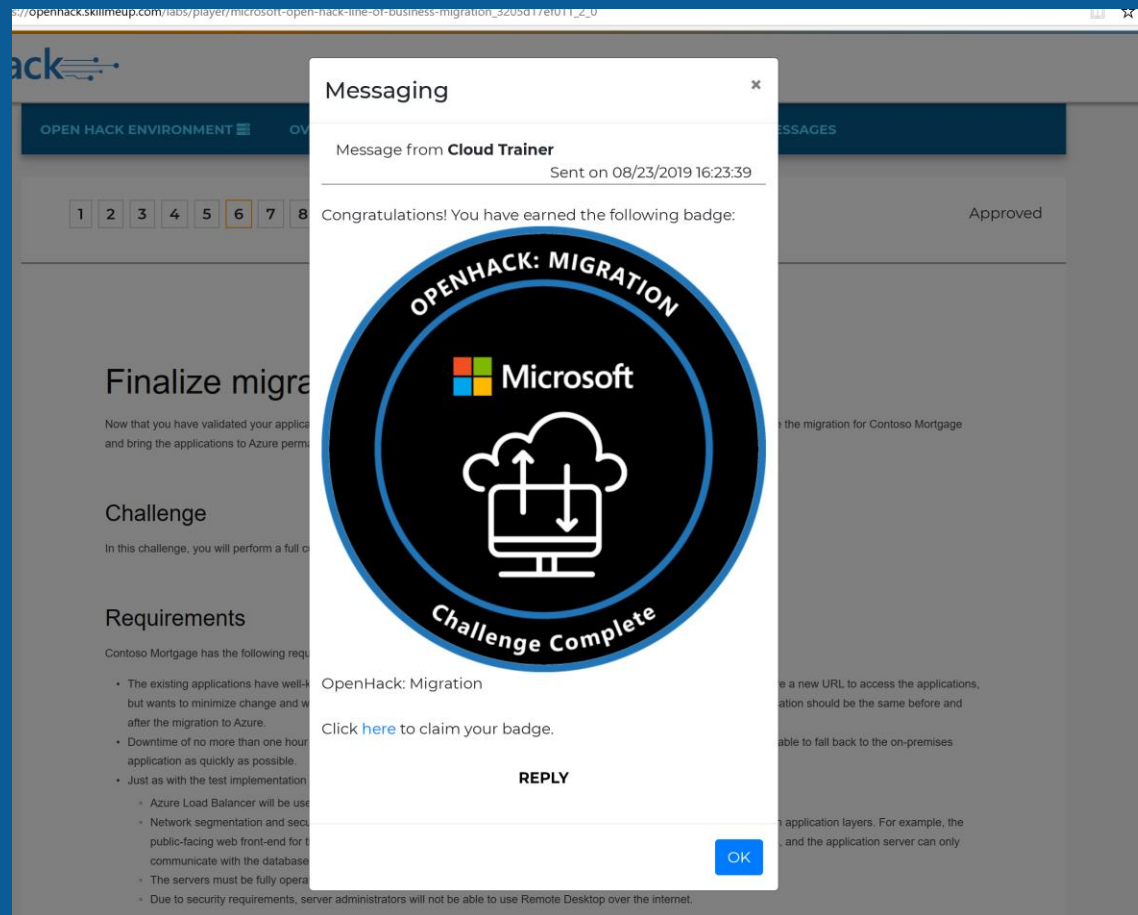
Issuing a Badge

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 portals.



Issuing a Badge

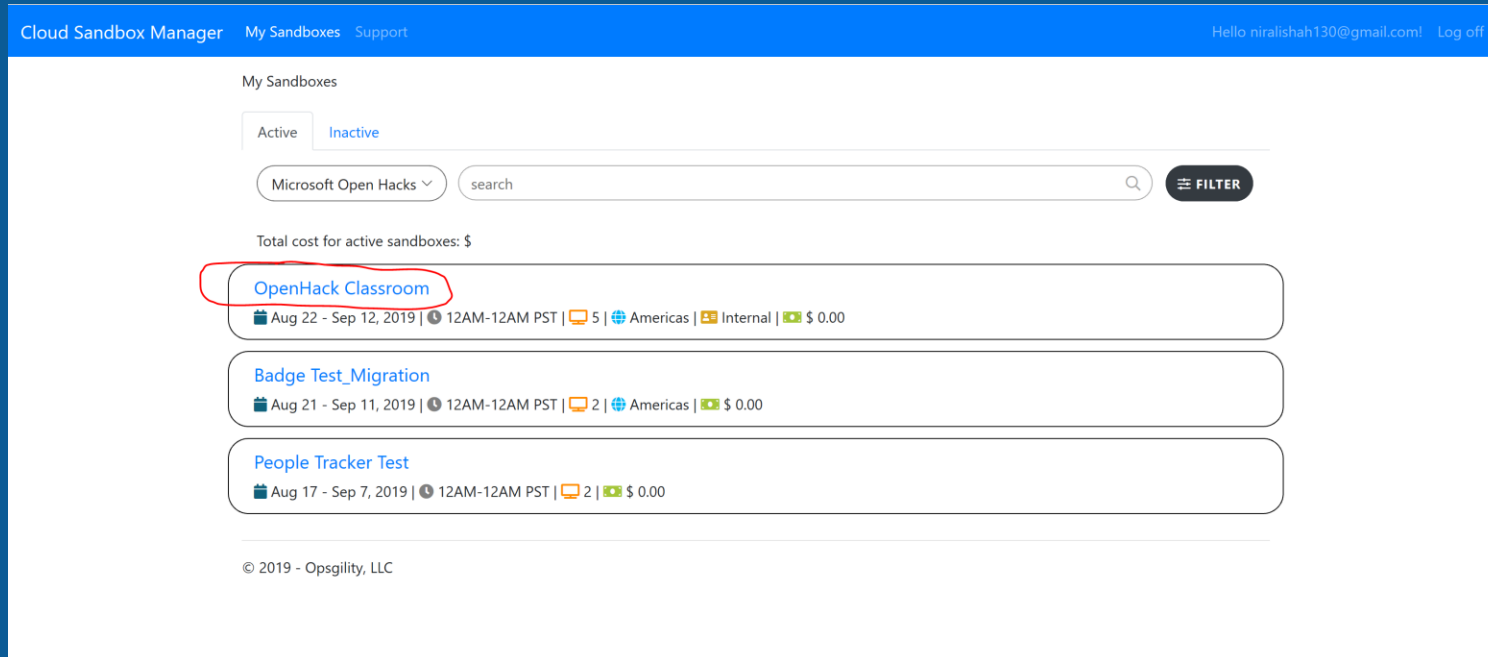
4. If they click OK without claiming their badge, or “X-out”, please tell the attendees to check their Messages portal (as badges will always persist there).



People Tracker
*(TSI completion tracking
OpenHacks Only)*

Accessing the classroom

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

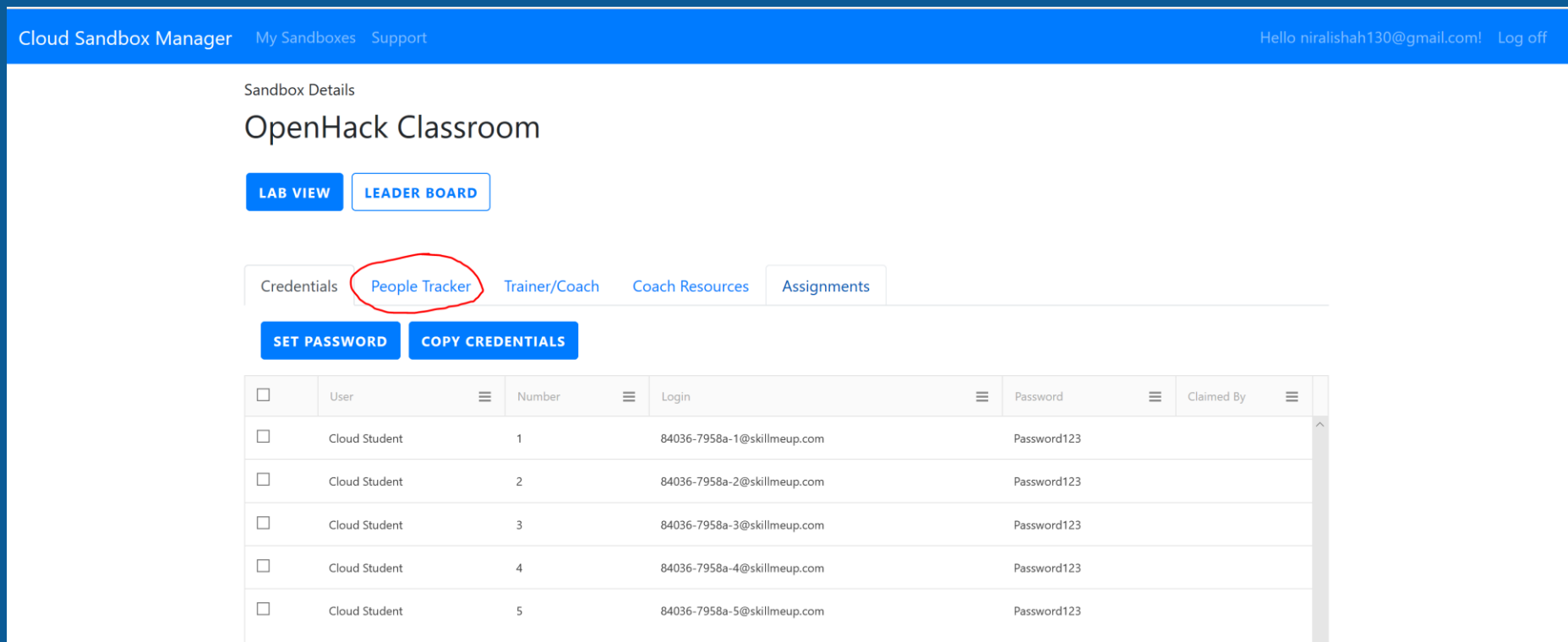


The screenshot displays the 'Cloud Sandbox Manager' interface. At the top, there is a navigation bar with 'Cloud Sandbox Manager', 'My Sandboxes', and 'Support' on the left, and a user greeting 'Hello niralishah130@gmail.com!' with a 'Log off' link on the right. Below the navigation bar, the 'My Sandboxes' section is visible. It includes tabs for 'Active' and 'Inactive', a search bar, and a 'FILTER' button. A dropdown menu shows 'Microsoft Open Hacks'. Below this, the 'Total cost for active sandboxes: \$' is displayed. A list of three 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" and "LEADER BOARD". Below these, a horizontal menu shows "Credentials", "People Tracker" (which is 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 columns: a checkbox, "User", "Number", "Login", "Password", and "Claimed By". The table contains five rows of data, all for "Cloud Student" users with the same password "Password123".

<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 	niralinshah130@gmail.c 	Robert Green	rogreen@microsoft.com	SR PME

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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

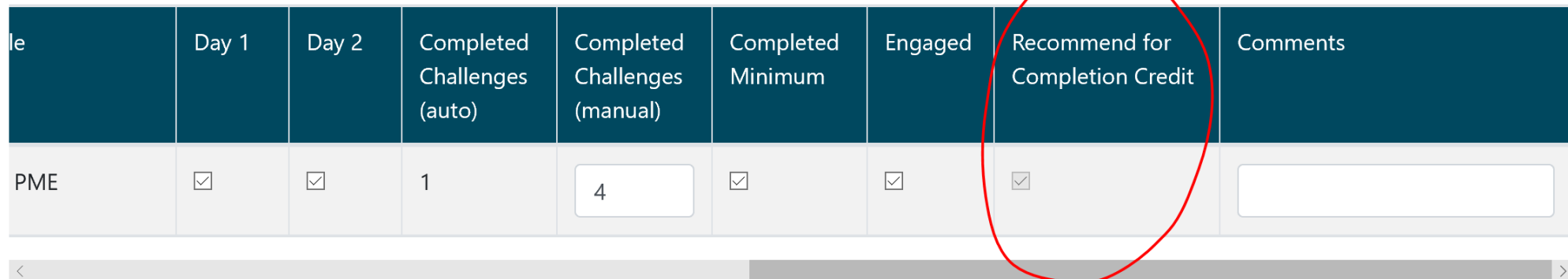
le	Day 1	Day 2	Completed Challenges (auto)	Completed Challenges (manual)	Completed Minimum	Engaged	Recommend for Completion Credit	Comments
PME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>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

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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.
- Use the comment field if an attendee is NOT being recommend for TSI completion



A screenshot of a web application interface showing a table for tracking attendee participation. The table has nine columns: 'le' (partially visible), 'Day 1', 'Day 2', 'Completed Challenges (auto)', 'Completed Challenges (manual)', 'Completed Minimum', 'Engaged', 'Recommend for Completion Credit', and 'Comments'. The first row of data is for an attendee named 'PME'. The 'Recommend for Completion Credit' column for this row contains a checked checkbox, which is circled in red. The 'Comments' column for this row is an empty text input field. Below the table is a horizontal scrollbar.

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".

	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"/>

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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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Locking TSI data

- TSI information can be locked by checking the “Content ready for upload” box.
- Checking this box will lock the information and trigger an email to WWL and the OpenHack team.
- This feature is only visible to the Project Leads to lock TSI data.
- Do not check this box until the engagement is over and TSI data is validated.

The screenshot displays the 'People Tracker' tab in the OpenHack interface. At the top, there are two tabs: 'LAB VIEW' and 'LEADER BOARD'. Below these are navigation links: 'Attendee Team Credentials', 'People Tracker' (active), 'Trainer/Coach', 'Coach Resources', and 'Assignments'. The main form area includes three input fields: 'add alias' (with the example 'example: alias@microsoft.com'), 'add coach (optional)' (a dropdown menu showing 'Select a Coach'), and 'add team (optional)' (a dropdown menu showing 'Select a Team'). To the right of these fields are two buttons: 'ADD USER' (blue) and 'EXPORT' (orange). Below the input fields, there is a 'Filter by Teams' dropdown menu set to 'All Teams', a 'Search' input field with the placeholder 'search', and a blue 'FILTERS' button. On the right side of the form, a yellow box with a green border contains the checkbox 'Content Ready For Upload', which is currently unchecked. At the bottom, a table header is visible with columns: 'Remove', 'Team', 'Coach', 'Name', 'Alias', and 'Role'.

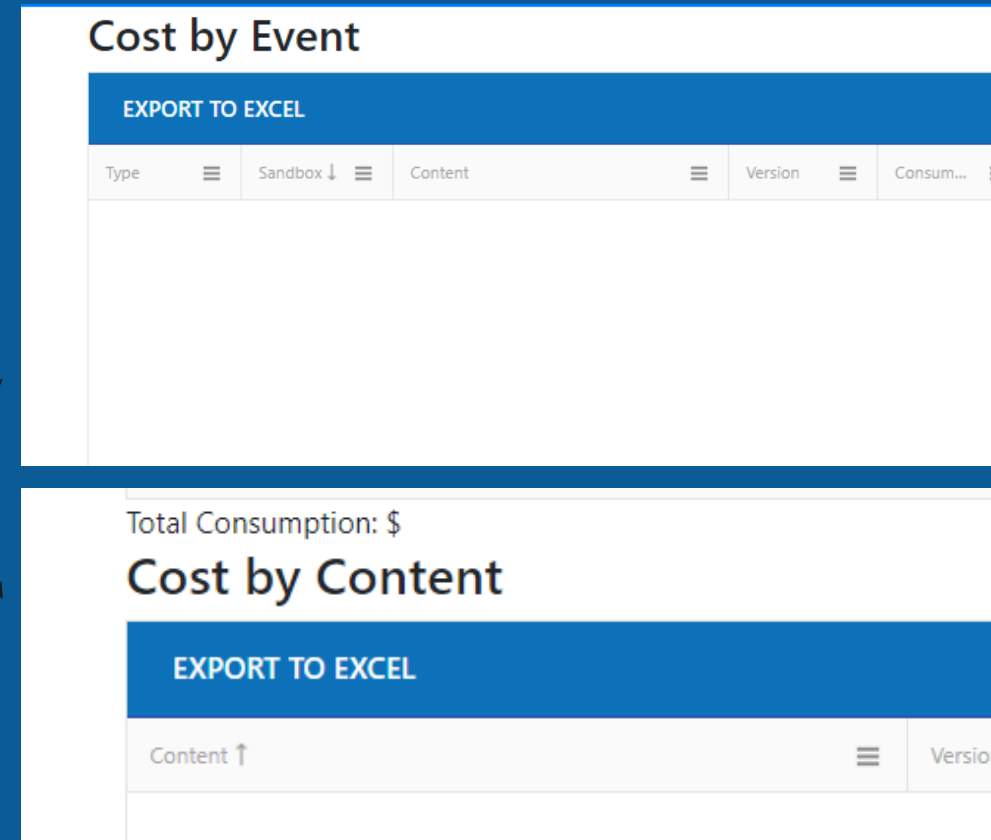
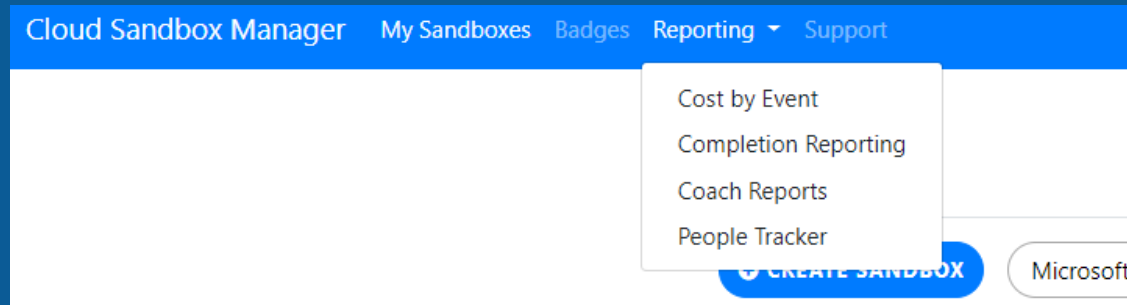
Remove	Team	Coach	Name	Alias	Role
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Reporting Features

(SuperAdmin Access Only)

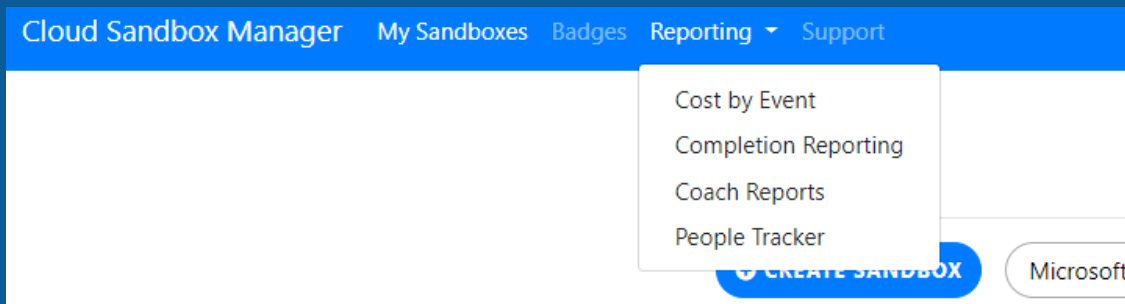
Cost by Event

Under the **Reporting** tab you will find Cost by Event reports. These will show you two different reports – 1. Cost by Event and 2. Cost by Content. Both are exportable to Excel.



Completion Reporting

- To navigate to the Completion Report select the Reporting dropdown and click on Completion Reporting (see left image) and the Completion Report will pop-up (see right image). From there you may select individual content to view statistics on.
- Completion Reporting shows a Coach/PM the all up statistics of users assigned challenges, started challenges, completed challenges, average time it takes users to get through the challenges, and the percentage of users that completed each challenge.



Completion Reporting

Sandbox Type: All Sandbox Types Content: microsoft-open-hack-modern-data-warehousing 2.0 GET

EXPORT TO EXCEL

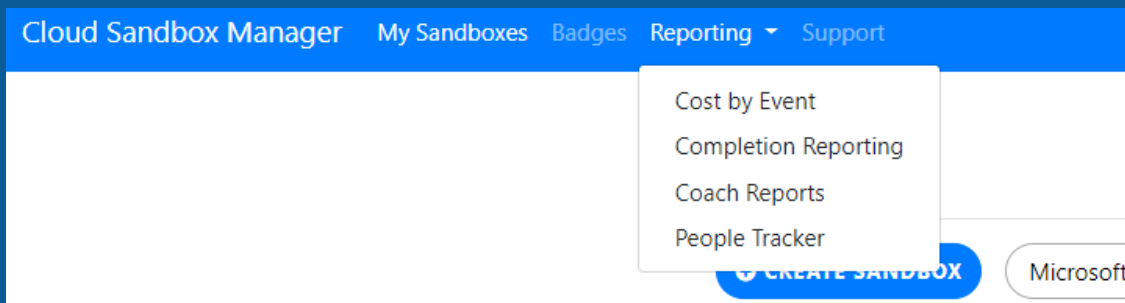
Metric	Users Assigned	Users Started	Users Completed	Average Time	Percent Comp
Challenge 1: Based on a true story	23	23	21	63.78	91.30%
Challenge 2: Cast against type	23	21	20	47.09	95.24%
Challenge 3: It's Groundhog Day... again	23	20	19	17.42	95.00%
Challenge 4: A star is born	23	19	13	9.26	68.42%
Challenge 5: Limited release	23	13	2	55.31	15.38%

1 - 5 of 5 items

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Coach Reports

- To navigate to the Coach Report select the Reporting dropdown and click on Coach Reporting (see left image) and the Coach Report will pop-up (see right image). Select the content that you'd like to see (i.e. who was a Coach or Not a Coach) during the life of that content.
- This is a great tool for finding Coaches that are familiar with the challenges and need little to no ramp up time on the content. **Note – You may check the Only show coaches' box to filter out the Not a Coach users.**

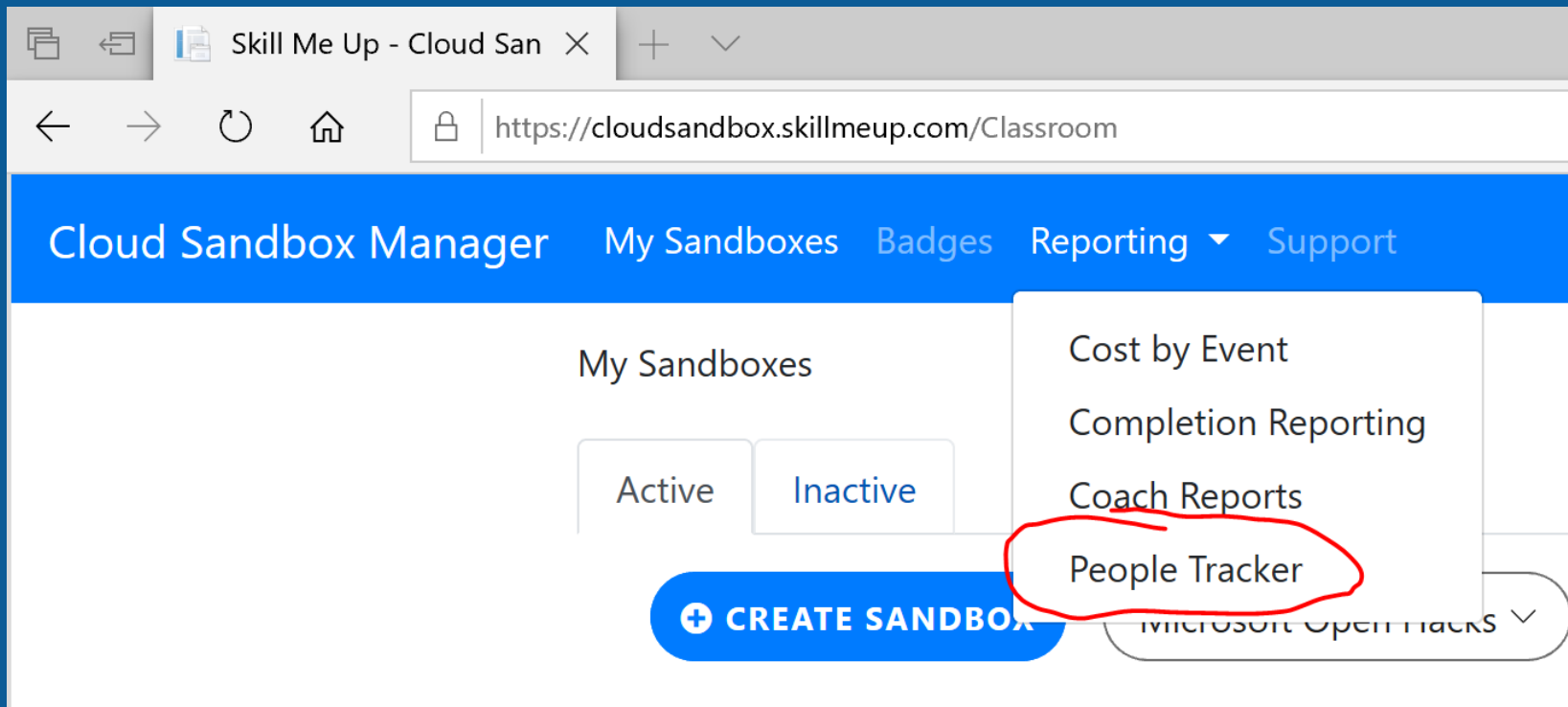


The screenshot displays the 'Coach Reports' interface. At the top, there's a 'Content' dropdown menu set to 'Microsoft Open Hack Containers'. Below it, a checkbox labeled 'Only show coaches' is checked. A blue 'EXPORT TO EXCEL' button is positioned above a table. The table has four columns: 'Role', 'First Name', 'Last Name', and 'Email'. It lists ten coaches, all with the role 'Coach'. The table includes a scrollbar on the right side. At the bottom, there's a pagination control showing '1 - 20 of 53 items' and a '20 items per page' selector.

Role	First Name	Last Name	Email
Coach	Michael	Washam	michael@opsgility.com
Coach	Christoph	Schittko	christoph.schittko@microsoft.com
Coach	SATHEESHKUMAR	MANOHARAN	satheeshkumar.manoharan@microsoft.com
Coach	Cloud	Trainer	ashapo@microsoft.com
Coach	Cloud	Trainer	maartenb@microsoft.com
Coach	Cloud	Trainer	Regan.Murphy@microsoft.com
Coach	Cloud	Trainer	Reenu.Saluja@microsoft.com
Coach	Cloud	Trainer	v-jhend@microsoft.com
Coach	Cloud	Trainer	Andrew.Fryer@microsoft.com

People Tracker

- People Tracker Reports can be found in the Reporting tab at the top of your portal.



People Tracker

- Use the Filter tool to sort by specific OpenHack that you would like to view TSI completion for.

People Tracker

EXPORT TO EXCEL

Sandbo...	Coach	Name	Email	Role	Team
People Tracker Te...		Nirali Shah	nirshah@microsoft.com	PROGRAM MGR	Cloud Student 1
People Tracker Te...		Tristan Gorrige	trgorr@microsoft.com	SR AUDIENCE EVANGELISM MGR	Cloud Student 1
People Tracker Te...		Shaina Houston	shainah@microsoft.com	DIR AUDIENCE EVANGELISM	Cloud Student 3
People Tracker Test	Cloud Trainer	Tristan Gorrige	trgorr@microsoft.com	SR AUDIENCE EVANGELISM MGR	Cloud Student 1
People Tracker Test	Cloud Trainer	Shaina Houston	shainah@microsoft.com	DIR AUDIENCE EVANGELISM	Cloud Student 1
OpenHack Classroom		Nirali Shah	nirshah@microsoft.com	PROGRAM MGR	Cloud Student 2
Badge Test_Migrati...	Cloud Trainer	Nirali Shah	nirshah@microsoft.com	PROGRAM MGR	Cloud Student 1

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Support

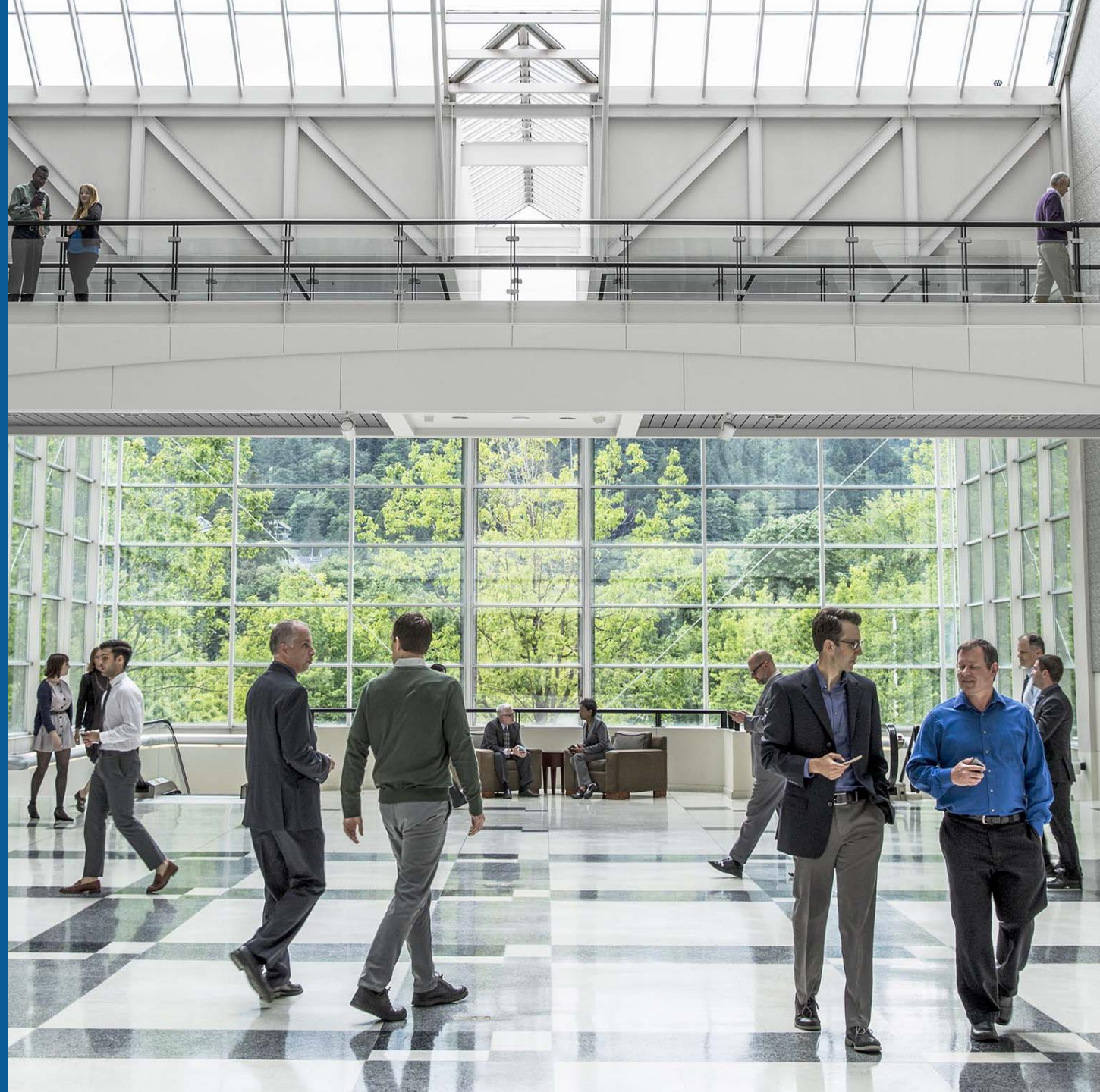
Need help?

At anytime during your Dry-Run or OpenHack if you need help or are having issues with the platform, please reach out to OpenHacks@Opsgility.com.



Summary

- Logging into the Portal
- Navigating the Cloud Sandbox Classroom
- Lab View
- Badging
- People Tracker (*TSI completion tracking
OpenHacks Only*)
- Reporting Features (*SuperAdmin Access Only*)
- Support



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