

# Preparing for Your Upcoming Virtual Training

TIME & ATTENDANCE

SCHEDULING

ABSENCE MANAGEMENT

HR & PAYROLL

HIRING

LABOR ANALYTICS



# Preparing for Your Upcoming Virtual Training

## Access Your Student Portal through Training Confirmation E-mail

### No Later than the Day Before Class

Review Training Prep Documentation

Download/Print Material and Test Your Connection

Plan for Success

Optimal System Settings

Review Kronos Policies

### The Day of Class

Enter Virtual Classroom

Audio: PC (VOIP)

Audio: Phone

Text Chat & Drawing

Classroom Tools

Mobile Support

Connecting to Your Sandbox

Using Your Sandbox

### After Class

Class Completion Survey

Download and Print Certificate

Reinforce Your Learning with KnowledgePass™

**I Am Interactive!**

The blue, green, and orange buttons on this page are live links!

# Review Training Prep Documentation

Click to Return  
to Main Page

No Later than the Day  
Before Class

Review Training Prep  
Documentation

Student portal

Home **1**

My Profile

Tips and Tricks for the Kronos Virtual Classroom

Using a MAC Computer

**Upcoming Training**

Previous Training

KVC Requirements

KnowledgePass eLearning

Educational Services Policies

Contact Us

Your Educational Services Student Portal

All the details relating to courses you have taken or are about to take are here.

**Learning Paths for Curriculum Guidance**

- Workforce Central 7.0
- Workforce HR & Workforce Payroll 7.0
- Workforce Central 7.0 IT
- Workforce Central 7.0 Upgrade
- Workforce Absence Manager 7.0
- Workforce Scheduler 7.0
- Workforce Scheduler w/WFF 7.0
- Workforce Analytics 7.0

**Educational Services Brochure**

Download

**Become a KnowledgePass™ Subscriber**

Kronos elearning portal

- 3-Minute how to's
- Tutorials
- Prerecorded sessions
- Job aid library
- Ask an instructor

To Subscribe call (888) 293-5549

Student portal

Home **2**

My Profile

Tips and Tricks for the Kronos Virtual Classroom

Using a MAC Computer

**Upcoming Training**

Previous Training

KVC Requirements

Upcoming training

Christy Bolton is registered for the following upcoming Kronos product training events. Please access 'Contact Us' on the left side for assistance.

**Tips and Tricks for the Kronos Virtual Classroom**

**3/10/2015 - WTK 7.0 Managing Timecards & Preparing for Payroll**

Location : Virtual Classroom Public  
Date : 3/10/2015 - 3/11/2015  
Time : 10:00AM - 06:00PM (Eastern Time) - [to add to outlook calendar click here](#)  
Instructor :

- Log in to the Student Portal
- Click Upcoming Training on the left
- You will see the classes that you are currently registered for
- Note the Date and Start Time of class, as well as the time zone
- Plan to arrive 15 minutes before class starts to avoid delays
- Use the calendar link to place your upcoming class in your outlook calendar
- Feel free to review information about your instructor or any of the other details about your class



# Download Your Materials / Test Connection

Click to Return  
to Main Page

No Later than the Day  
Before Class

Download/Print  
Course Material

Test Your Connection  
/ Speed

Student portal

Home

My Profile

Tips and Tricks for the Kronos Virtual Classroom

Using a MAC Computer

**Upcoming Training**

Previous Training

KVC Requirements

KnowledgePass eLearning

Educational Services Policies

Contact Us

Upcoming training

Christy Bolton is registered for the following upcoming Kronos product training events. Please access 'Contact Us' on the left side for assistance.

**Tips and Tricks for the Kronos Virtual Classroom**

3/10/2015 - WTK 7.0 Managing Timecards & Preparing for Payroll

Location : Virtual Classroom Public  
Date : 3/10/2015 - 3/11/2015  
Time : 10:00AM - 06:00PM (Eastern Time) - [to add to outlook calendar click here](#)  
Instructor :

This class requires a working PC audio headset or speakers with a microphone. A toll phone number is provided for those who cannot use PC audio.

1. [Course Description](#) - Please access the course description to verify that this is the course you intend to take and to understand what is included in the curriculum.
2. [Mandatory System Check](#) - Kronos Virtual Classroom requires Adobe Flash Player version 10.3 or later to be installed in order to attend the training. If Adobe Flash Player is not installed on your computer, please [click here](#) to install. Attending a system check session will help assure this software is working properly on your computer, and will reduce the chance that you will not be able to attend class because of technology issues.
3. [Download Materials](#) - Please download and print, if desired, prior to class.
4. [Enter Class](#) - On the day of class, use this link to enter your virtual classroom.
5. [Course Evaluation](#)
6. [Print Certificate](#)

*This class allows one attendee per paid seat.*

- From the Student Portal
- Click Upcoming Training on the left
- You will see the Download Materials link in the box associated with your session
  - **Please download and/or print ALL available files**
  - **Materials are not available for download after the course ends**

**Note:** If you wish to print your materials, please allow extra time before class

Student portal

Home

My Profile

Tips and Tricks for the Kronos Virtual Classroom

Using a MAC Computer

**Upcoming Training**

Previous Training

KVC Requirements

KnowledgePass eLearning

Educational Services Policies

Contact Us

Upcoming training

Christy Bolton is registered for the following upcoming Kronos product training events. Please access 'Contact Us' on the left side for assistance.

**Tips and Tricks for the Kronos Virtual Classroom**

3/10/2015 - WTK 7.0 Managing Timecards & Preparing for Payroll

Location : Virtual Classroom Public  
Date : 3/10/2015 - 3/11/2015  
Time : 10:00AM - 06:00PM (Eastern Time) - [to add to outlook calendar click here](#)  
Instructor :

This class requires a working PC audio headset or speakers with a microphone. A toll phone number is provided for those who cannot use PC audio.

1. [Course Description](#) - Please access the course description to verify that this is the course you intend to take and to understand what is included in the curriculum.
2. [Mandatory System Check](#) - Kronos Virtual Classroom requires Adobe Flash Player version 10.3 or later to be installed in order to attend the training. If Adobe Flash Player is not installed on your computer, please [click here](#) to install. Attending a system check session will help assure this software is working properly on your computer, and will reduce the chance that you will not be able to attend class because of technology issues.
3. [Download Materials](#) - Please download and print, if desired, prior to class.
4. [Enter Class](#) - On the day of class, use this link to enter your virtual classroom.
5. [Course Evaluation](#)
6. [Print Certificate](#)

*This class allows one attendee per paid seat.*

It is also recommended to do a speed check

Visit <http://www.speedtest.net>

Before you begin the speed test:  
Scan for issues and speed up your PC

START NOW

BEGIN TEST

158,228.48.1  
Kronos  
Rate Your ISP  
6,683,740.343

# Plan for Success!

Click to Return  
to Main Page

No Later than the Day  
Before Class

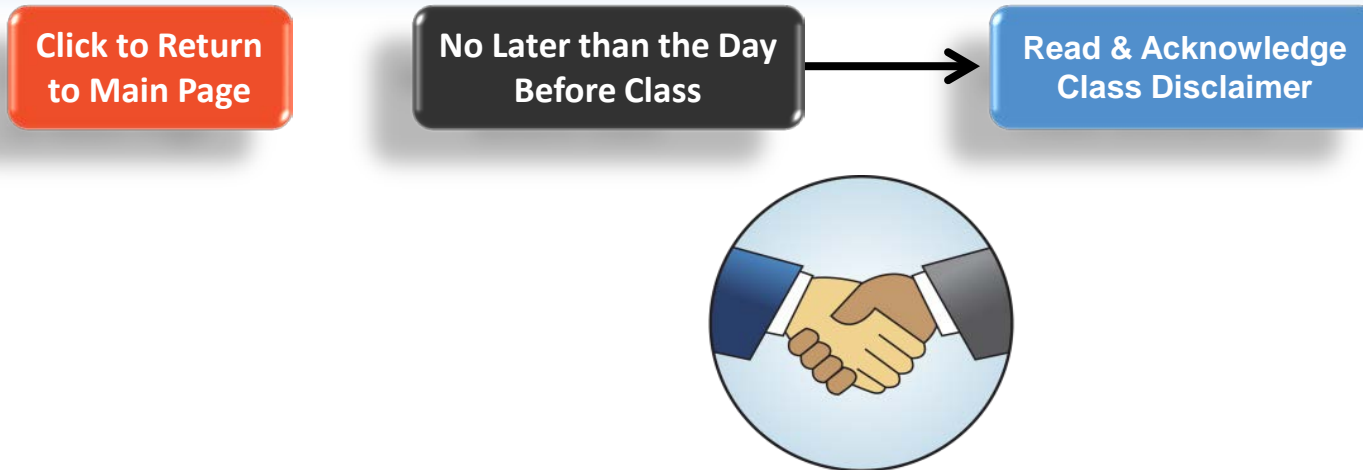


Plan to be Unavailable

- Your training session will be delivered virtually
- Customers have the best success rates when they plan accordingly
- Our goal is to make sure that you have a successful training experience
- Some of the most common distractions that can impact your learning:
  - E-mail (We suggest setting an out of office reply.)
  - Social Media
  - Mobile Devices / Phones / Tablets (We suggest setting to vibrate or silent.)
  - Meetings / Conference Calls / Interruptions from Co-Workers



# Review Kronos Policies



- In compliance with our one attendee per paid seat policy, and to ensure that all students/organizations are aware of this policy, we remind you that if you are sharing a computer with an unregistered colleague, you should send a text chat to the instructor identifying the additional student(s) so they can be properly charged and registered for the course.
- The content of this course is for the use of the intended recipient, and it must not be reproduced, recorded, videotaped, or copied in whole or in part or used for any purposes for which it was provided without the prior written permission of Kronos Incorporated.



# Optimal Settings / Dual Monitors

Click to Return  
to Main Page

The Day of Class



Optimal Settings

- Consider using dual monitors to display the virtual class on one and the virtual machine (Kronos database) on the other.
- You can also connect on one device (computer) to the virtual classroom and connect to your virtual machine (Kronos database for practice during class) on a second computer or device.
- For more information on using iPads to participate in our training classes, see the document “Adobe Connect Mobile for Students.pdf” located on the Customer Portal here: <https://customer.kronos.com/EdServices/OnlineCourseReqs.aspx>.
- Adjust your **display resolution** to **1024x768** to optimize your view of the instructor’s demonstrations within the Kronos application.
- **Audio** — Decide if you are going to use your PC audio or Telephone audio. If you will use PC audio, make sure you have a headset available, so you can communicate in class.
- Disconnect from your organization’s VPN (Virtual Private Network) as it may cause connectivity issues.
- Use Internet Explorer or Mozilla Firefox as your main browser to log into the Kronos Virtual Classroom.



**Note:** If you need technical support during your session, please call 978-947-2901 or email [kvcsupport@kronos.com](mailto:kvcsupport@kronos.com)





# Audio: VOIP Option



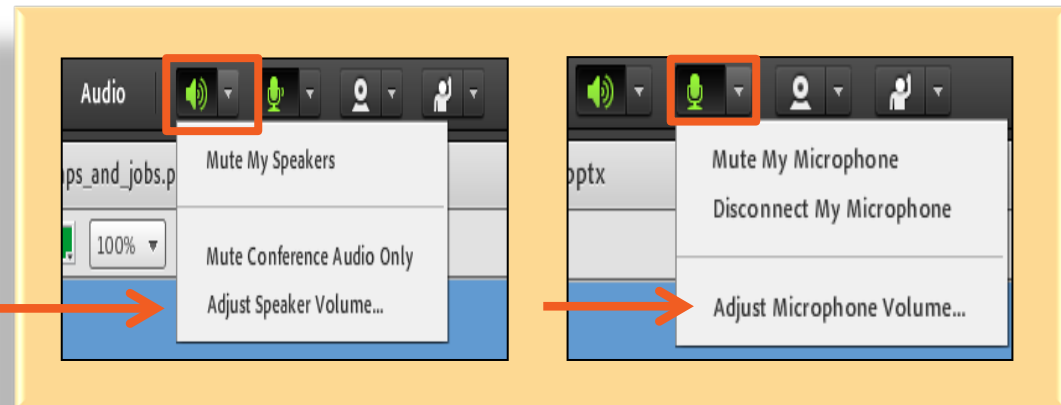
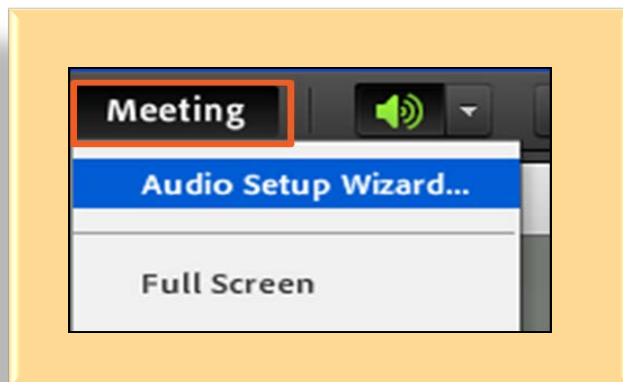
When you enter class, select which audio option you would like to use.

If you are using a microphone or headset, select Meeting > Audio Setup Wizard and follow the prompts.

*Note: We do not recommend using the Tune Silence Level.*



You can adjust your audio by clicking the audio tools icons in the Application Bar



**Note:** If you need technical support during today's session, please call 978-947-2901 or email [kvcsupport@kronos.com](mailto:kvcsupport@kronos.com)

# Audio: Conference Call Option

Click to Return  
to Main Page

The Day of Class

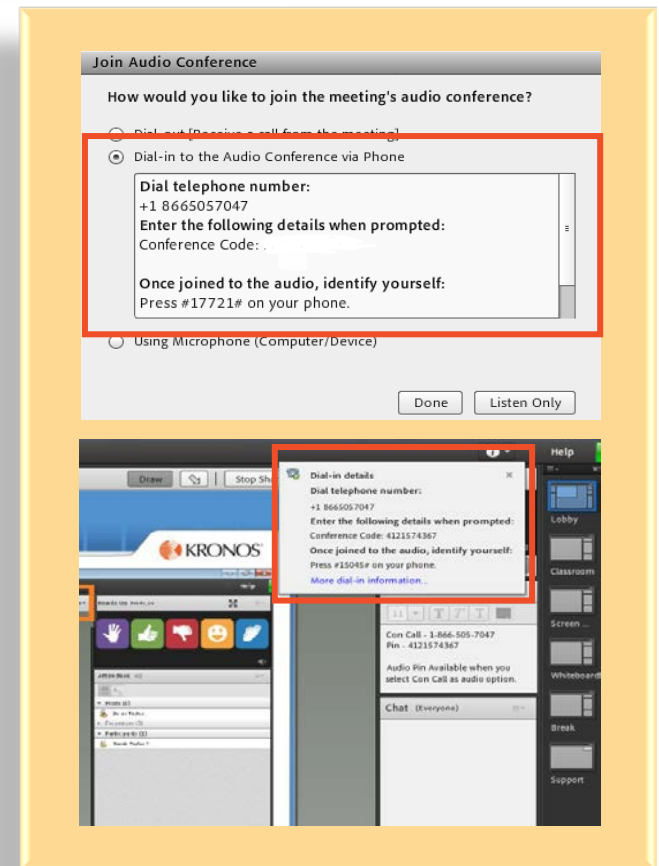
Conference Call

A toll free conference line is provided in our virtual classroom. This is an additional option to VOIP, and not a required option.

**IMPORTANT: Do not place the conference call on hold for any reason. This will disrupt the audio for the classroom, and you will be removed from the class**

**NOTE: Please make sure to identify yourself by entering your identifier number into your telephone.**

- Out of respect for the other participants and the instructor, please keep your phone muted when you are not asking questions
- Muting your Phone:
  - Press MUTE on your phone
  - Press \* 6 to mute
  - Press # 6 to unmute



**Note:** If you need technical support during today's session, please call 978-947-2901 or email [kvcsupport@kronos.com](mailto:kvcsupport@kronos.com)

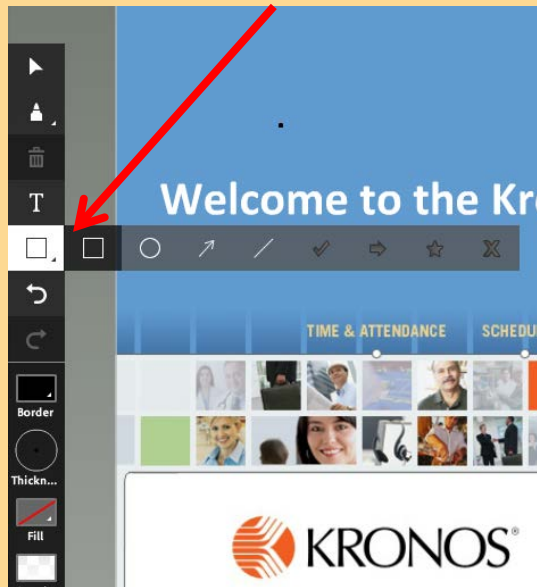
# Text Chat and Drawing

Click to Return  
to Main Page

The Day of Class

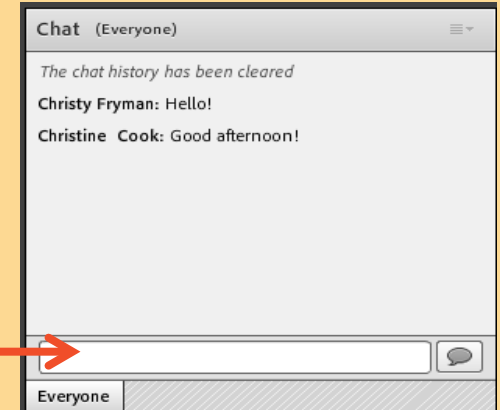
Text Chat & Drawing

**Drawing Tools:** Some classes may use drawing tools. Some drawing tools have additional options available.

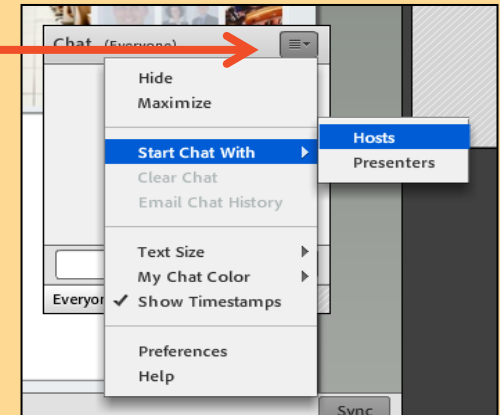


**Text Chat:** You can communicate with your instructor via the chat. Text chat works like instant messenger.

*Note: Default chats are public and can be seen by the rest of the class.*



**Private Chat:** If you would like to communicate privately with your instructor, you can start a private chat through the actions menu in the chat pod.



**Note:** If you need technical support during today's session, please call 978-947-2901 or email [kvcsupport@kronos.com](mailto:kvcsupport@kronos.com)

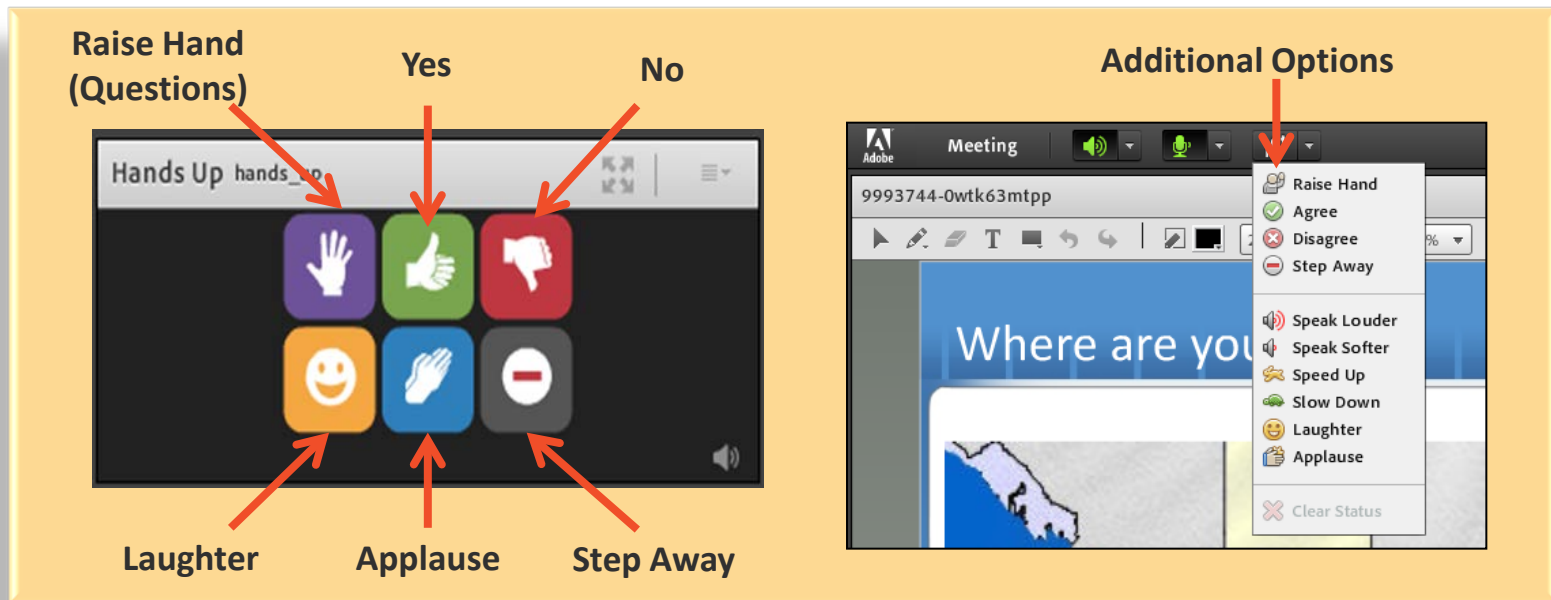
# Classroom Tools

Click to Return  
to Main Page

The Day of Class

Classroom Tools

- To communicate with your instructor, you can use the hands up pod, or the actions drop-down menu.
- To mute the sounds for interactive tools only, click the speaker in the lower-right corner of the Hands Up Pod.



**Note:** If you need technical support during today's session, please call 978-947-2901 or email [kvcsupport@kronos.com](mailto:kvcsupport@kronos.com)

# Mobile Support

Click to Return  
to Main Page

The Day of Class

Mobile Support



Adobe® Connect™  
Mobile for  
iOS\Android



Microsoft Remote  
Desktop for  
iOS\Android

For more information, refer to your Student Portal under “KVC Requirements” on the left-hand side on the navigation pane



**Note:** If you need technical support during today’s session, please call 978-947-2901 or email [kvcsupport@kronos.com](mailto:kvcsupport@kronos.com)

## iPad Adobe Connect View



# Connect to Your Virtual Machine / Sandbox – Public Class

Click to Return to Main Page

The Day of Class

Connect to Virtual Machine / Sandbox

**IMPORTANT – Please note the VM Username and the VM Password, they are both be required to log in to the Virtual Machine / Sandbox.**

**Note: Passwords for the Virtual Machine will not be available until the day of class.**

The screenshot shows the 'Student portal' interface. On the left sidebar, a red box highlights the 'Upcoming Training' link, with a blue callout box containing the number '1'. The main content area shows a list of training sessions. A red box highlights the 'Connect To Virtual Machine' button in the 'Step 2: Enter Class' section, with a blue callout box containing the number '2'. Below this button, the VM Username and Password are listed: 'VM Username: vmware\student' and 'VM Password: KronosRules!'. A note above the button says: 'Note: Please connect your headset before you click Enter Class button.'

The screenshot shows two dialog boxes. The first is the 'Remote Desktop Connection' dialog, with a blue callout box containing the number '3'. It displays a warning: 'The identity of the remote computer cannot be verified. Do you want to connect anyway?'. Below the warning, there are 'Yes' and 'No' buttons, with a red arrow pointing to the 'Yes' button. The second dialog is the 'Windows Security' dialog, with a blue callout box containing the number '4'. It prompts the user to 'Enter your credentials' and lists the computers to be connected to: '1. classroomgw.kronos.com (RD Gateway server)' and '2. 10.49.128.254 (remote computer)'. The 'vmware\student' username is entered in the user field, with a red arrow pointing to it. The password field is masked with dots. The 'Remember my credentials' checkbox is checked, with a red arrow pointing to it. The 'OK' button is highlighted with a red arrow.

User name: **vmware\Student**  
Password: \_\_\_\_\_  
(your password is listed in your Student Portal for this class)



# Using Your Virtual Machine / Sandbox

Click to Return  
to Main Page

The Day of Class

Using Your Sandbox

## Virtual Machine / Sandbox view Remote Desktop Connection

To minimize the virtual machine  
to get back to the classroom or  
Student portal, minimize the screen.

Adobe Connect

Virtual Machine (SANDBOX)

- Your Kronos class may include a sandbox environment for you to practice with your Kronos instructor



Access Kronos  
Application

**Note:** If you are using an earlier version of Kronos, prior to version 8, you may use a different icon to access Kronos.

- Your sandbox will be available until 9 PM EST on the last day of class
- You can switch back and forth Between your sandbox and the Classroom by pressing Alt+Tab

# Class Completion Survey

Click to Return to Main Page

After Class

Class Completion Survey

- Your feedback is very important to us
- Please complete the entire survey

Student portal

Home

My Profile

Tips and Tricks for the Kronos Virtual Classroom

Using a MAC Computer

**Upcoming Training**

Previous Training

KVC Requirements

KnowledgePass eLearning

Educational Services Policies

Contact Us

**Upcoming training**

Christy Bolton is registered for the following upcoming Kronos product training events. Please access 'Contact Us' on the left side for assistance.

[Tips and Tricks for the Kronos Virtual Classroom](#)

**3/10/2015 - WTK 7.0 Managing Timecards & Preparing for Payroll**


Location : Virtual Classroom Public  
 Date : 3/10/2015 - 3/11/2015  
 Time : 10:00AM - 06:00PM (Eastern Time) - [to add to outlook calendar click here](#)  
 Instructor :

This class requires a working PC audio headset or speakers with a microphone. A toll phone number is provided for those who cannot use PC audio.

- [Course Description](#) - Please access the course description to verify that this is the course you intend to take and to understand what is included in the curriculum.
- [Mandatory System Check](#) - Kronos Virtual Classroom requires Adobe Flash Player version 10.3 or later to be installed in order to attend the training. If Adobe Flash Player is not installed on your computer, please [click here](#) to install. Attending a system check session will help assure this software is working properly on your computer, and will reduce the chance that you will not be able to attend class because of technology issues.
- [Download Materials](#) - Please download and print, if desired, prior to class.
- [Enter Class](#) - On the day of class, use this link to enter your virtual classroom.
- [Course Evaluation](#)
- [Print Certificate](#)

*This class allows one attendee per paid seat.*

**Class Completion Survey**



Overall, how satisfied were you with this class?  
 Please use a 0-10 scale, where 0 represents 'Not at all satisfied' and 10 represents 'Extremely satisfied'.  
 0 = Not at all satisfied      Extremely satisfied = 10

0 1 2 3 4 5 6 7 8 9 10

Please describe the reasons for your rating above.

**Overall Class Experience**

Please rate your agreement with the following statements about the class:  
 Please use a 0-10 scale, where 0 represents 'Strongly Disagree' and 10 represents 'Strongly Agree'.

Overall Class Experience	Agreement with Statement											
The prerequisites appropriately prepared me for this class	0	1	2	3	4	5	6	7	8	9	10	<input checked="" type="checkbox"/> Not Applicable
The overall level of the class curriculum was well matched to my experience and knowledge	0	1	2	3	4	5	6	7	8	9	10	
The overall length of the class was about right	0	1	2	3	4	5	6	7	8	9	10	
The pace of the class was about right	0	1	2	3	4	5	6	7	8	9	10	

Previous Next

# Download / Print Your Certification

Click to Return  
to Main Page

After Class

Download and Print  
Certificate

- Personalized Certificates of Completion will be available for download after your class has been completed, and surveys have been received.
- Kronos Educational Services offers Continuing Education Credits from the following accreditations:
  - **NASBA** (National Association for the State Boards of Accountancy) — CPEs for CPAs.
  - **IHRIM** (Human Resource Information Professional) — IHRIM approved towards HRIP certification credit.
  - **RCH** (American Payroll Association) — APA approved towards FPC or CPP certification credit.

Student portal

Home

My Profile

Tips and Tricks for the Kronos Virtual Classroom

Using a MAC Computer

**Upcoming Training**

Previous Training

KVC Requirements

KnowledgePass eLearning

Educational Services Policies

Contact Us

**Upcoming training**

Christy Bolton is registered for the following upcoming Kronos product training events. Please access 'Contact Us' on the left side for assistance.

[Tips and Tricks for the Kronos Virtual Classroom](#)

**3/10/2015 - WTK 7.0 Managing Timecards & Preparing for Payroll**

Location : Virtual Classroom Public  
Date : 3/10/2015 - 3/11/2015  
Time : 10:00AM - 06:00PM (Eastern Time) - [to add to outlook calendar click here](#)  
Instructor :

This class requires a working PC audio headset or speakers with a microphone. A toll phone number is provided for those who cannot use PC audio.

1. [Course Description](#) - Please access the course description to verify that this is the course you intend to take and to understand what is included in the curriculum.
2. [Mandatory System Check](#) - Kronos Virtual Classroom requires Adobe Flash Player version 10.3 or later to be installed in order to attend the training. If Adobe Flash Player is not installed on your computer, and will reduce the chance that you will not be able to attend class because of technology issues.
3. [Download Materials](#) - Please download and print, if desired, prior to class.
4. [Enter Class](#) - On the day of class, use this link to enter your virtual classroom.
5. [Print Certificate](#)

*This class allows one attendee per paid seat.*

Certificate of Completion

KRONOS

This certificate is presented to  
**Beryl Jones**  
for successfully completing  
**WFS w/WFF 7.0 Administering Forecasts & Schedules**

Program Field of Study: **Management**  
Delivery Method: **group-internet-based**  
Date: **11/5/2014 - 11/7/2014**

Number of CPE Credits: **18**  
In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. National Registry of CPE Sponsors ID Number 106475

**HRIP**  
HUMAN RESOURCE INFORMATION PROFESSIONAL  
APPROVED  
EDUCATION PROVIDER

**RCH**  
APPROVED PROVIDER

The education program has been approved for 0 HRIP Recertification Credit Hours. Long use is not an endorsement of the quality of the program by HRIP, but an indication that it meets the requirements to be pre-approved for credit.

Kathy Reddin, Senior Director, Customer Enlistment  
Kronos Individual Responsible for the Administration of Continuing Education

TIME & ATTENDANCE SCHEDULING ABSENCE MANAGEMENT HR & PAYROLL HIRING LABOR ANALYTICS

Kronos Incorporated, 207 Silvera Road, Chelmsford, MA 01824

**NOTE:** You may need to refresh your student portal page after completing your evaluation to see the option to print your certificate.

# Reinforce Your Learning with KnowledgePass

Click to Return to Main Page

After Class

Reinforce Your Learning with KnowledgePass

- KnowledgePass is an Easy-to-use learning portal that extends your training beyond today:
  - Reinforce and refresh skills with **Simulations**
  - Reference **Job Aids** when performing common tasks
  - Review key Kronos product concepts with the **Concept Animations**
  - Use **Ask the Instructor** to connect with one of our expert Kronos instructors
  - Practice the course exercises in **Sandboxes** (not available for all courses)
  - **NOTE: Access to KnowledgePass requires a subscription. Ask your instructor for more details!**

**KRONOS KnowledgePass**

**Manager Navigator Job Aid**  
Parts of a Navigator

- Active Bar:** Displays active workspaces; click title to bring a workspace into focus. (Manage My Department is the only one in this example.) Click the Refresh icon next to the title to reload the workspace with its default information.
- Name / Sign Out:** Identifies user and a link to log out of navigator. Your photo may also appear here.
- Alerts:** Links, which appear as icons, enabling you to quickly view the type and number of tasks and items that you need to address. (Note: Alerts are optional.)
- Carousel Container:** For one or more workspaces. (Note: Carousel appears only if there is another workspace in addition to the home workspace.)
- Search:** Click to open the Search widget, to locate employees and their information.

**Upgrading from a Navigator?**  
If you are already familiar with the Navigator interface, this icon identifies the features that are most likely new to you.

**Resizing Widgets**  
Move a secondary widget to a primary position by clicking the title bar, dragging it over a primary widget, and releasing.

**Contextual Calendars**  
Try right-clicking over a cell in a widget. In many cases this will open a calendar with default information and icons for any actions you might want to perform on that cell.