



Getting Started with AgLearn+



September 11, 2012

- + AgLearn Home Page
- + News Page Pop-Up
- + Talent Profile
- + Active Alerts and Approvals
- + Check System
- + Filtering Your To-Do List
- + Launching Courses
- + Easy Links
- + Learning Status Pods
- + Completed Work
- + User Ratings
- + Catalog Search
- + Course Calendar

The AgLearn Home Page



Update personal info in your Talent Profile

To-Do List shows tasks that are upcoming or overdue

New! Locate To-Do List items quickly by searching

Welcome Arnold Kansas | [Check System](#) | [Sign Out](#)

[Home](#) | [My Employees](#) | [Admin](#)

Arnold A Kansas
Program Analyst

To-Do List

Search To-Do List Show: Everything

Due within a month

- 9/30/2012 **AgLearn+ IDP** Available
- AgLearn+ Introduction** In progress

Due later

- 11/30/2012 **Re-inventing Diversity for Todays USDA (Employees) Fiscal ...** Available
- 12/31/2012 **NARA Records Management for Everyone** Available
- Veteran Employment Training for Federal Human Resource ...** Available

Pending Approvals
You have pending approval requests

Search Catalog
[Browse](#)

Easy Links

- [AgLearn Splash Page](#)
- [Approvals](#)
- [Ask AgLearn Now](#)
- [Contact Us](#)
- [News](#)
- [Options and Settings](#)
- [Record Learning Reports](#)

[Show More](#)

Learning Status

Curricula

- Overdue (0)
- Due in 30 days (0)
- Due Later (3)

Check your computer for compatibility in AgLearn

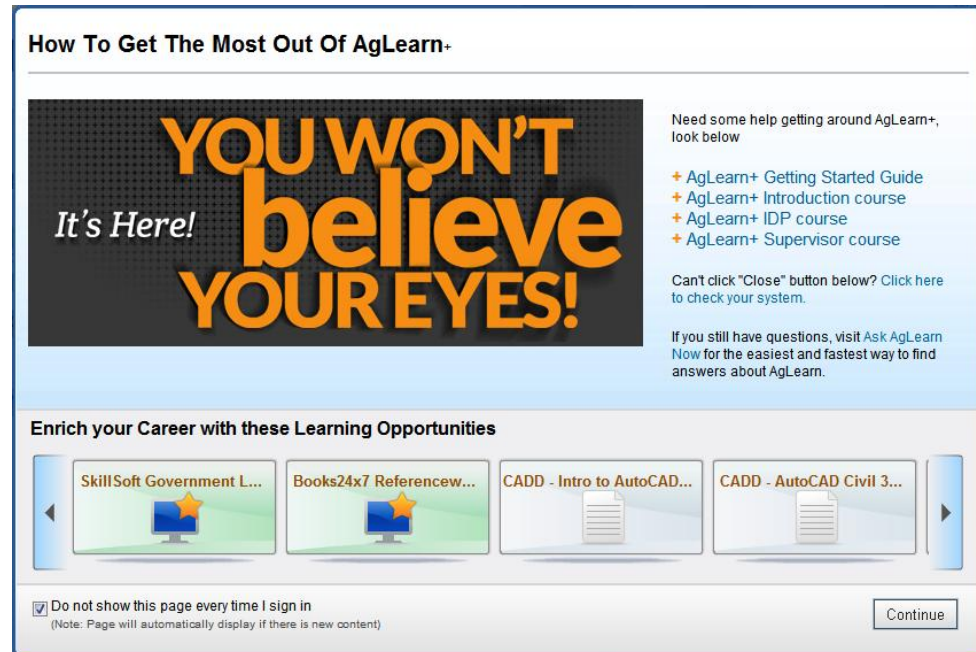
Pending Approvals are easy to notice

New! Catalog search simplified and streamlined

Easy Links provide quick access to popular features

Pods check your status in curricula, competencies, and IDP goals

- + Provides links to Getting Started Guide, Quick Reference Card
- + Highlights courses recently released
- + Can be configured not to appear at each login
- + Will still appear when news is added



How To Get The Most Out Of AgLearn+

It's Here! **YOU WON'T believe YOUR EYES!**

Need some help getting around AgLearn+, look below

- + AgLearn+ Getting Started Guide
- + AgLearn+ Introduction course
- + AgLearn+ IDP course
- + AgLearn+ Supervisor course

Can't click "Close" button below? Click here to check your system.

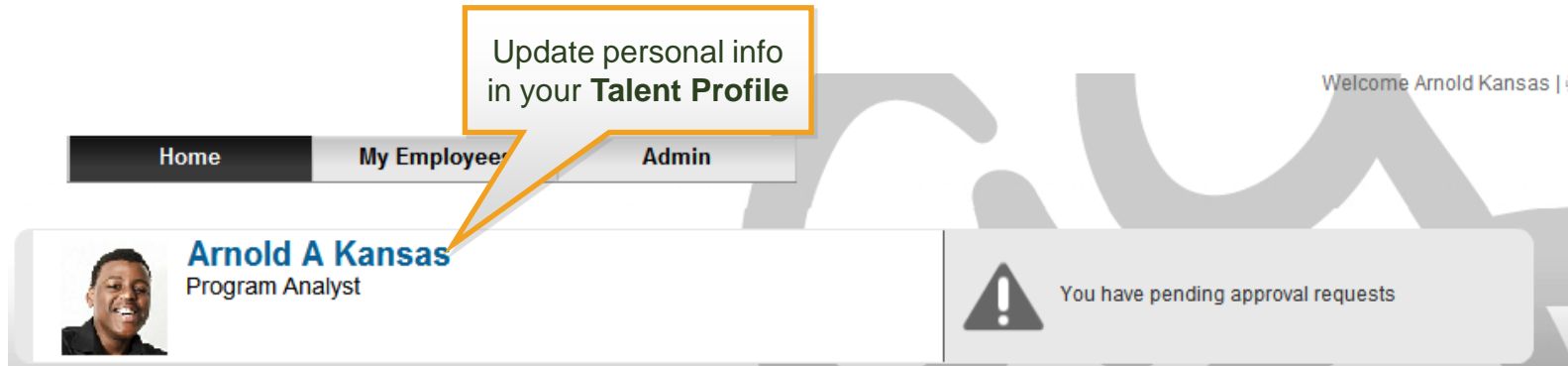
If you still have questions, visit [Ask AgLearn Now](#) for the easiest and fastest way to find answers about AgLearn.

Enrich your Career with these Learning Opportunities

- SkillSoft Government L...
- Books24x7 Referencew...
- CADD - Intro to AutoCAD...
- CADD - AutoCAD Civil 3...

Do not show this page every time I sign in
(Note: Page will automatically display if there is new content)

Continue





- + Select your name to enter your Talent Profile
- + Enter your email address, phone number, and current supervisor
- + Other data fields may be overwritten by data feed



- + Alerts appear to remind you of approvals that need to be completed
- + Click the link, then follow instructions on screen



- +  [Check System](#) A red circle and exclamation mark indicate a problem – click the icon, then contact your agency’s IT support to fix the problem
- +  [Check System](#) A green circle and check mark mean you have the right software and hardware installed – contact the AgLearn Help Desk if you have problems

- + Courses, registrations, course evaluations, and assessments are on your To-Do List
- + Filter the To-Do List to show single categories
- + New! Search your To-Do List to find items quickly

New! Find To-Do List items quickly by searching

Filter the To-Do List to show single categories

learn+ adding to your knowledge

Home My Employees

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Program Analyst

To-Do List

Search To-Do List Show: Everything

Due within a month

9/30/2012 AgLearn+ IDP Available

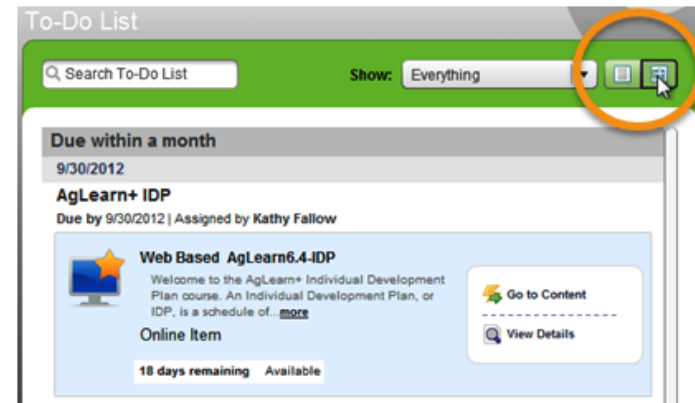
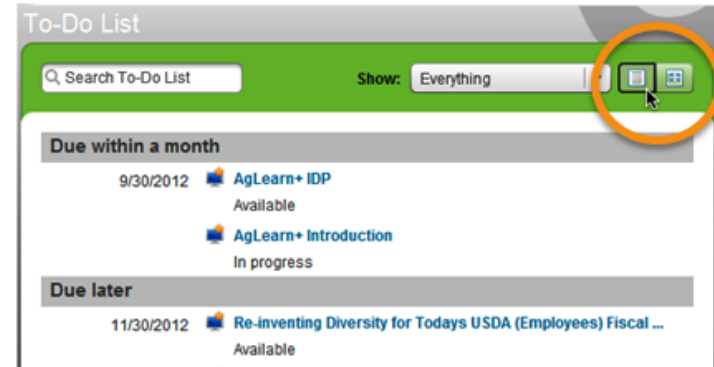
AgLearn+ Introduction Available

Due later

12/31/2012 NARA Records Management for Everyone Available

Veteran Employment Training for Federal Human Resource ... Available

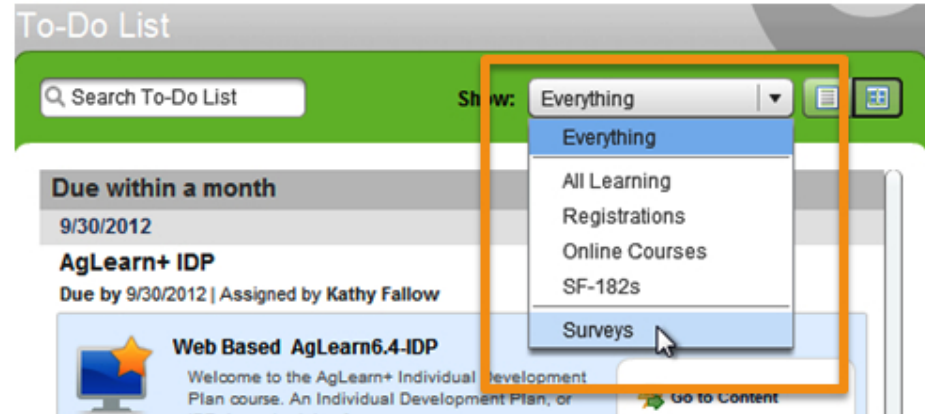
- + List View – lists course name and status for each To-Do List entry
- + Card View – shows description and links to launch content and view details



Filtering the To-Do List

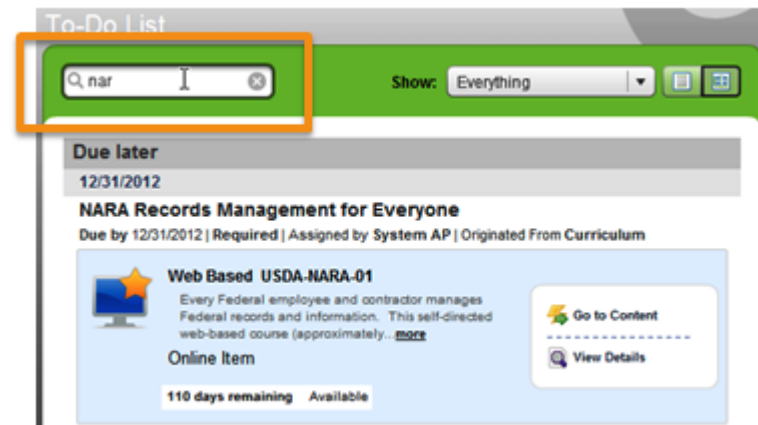
+ Filter to see only:

- Registrations
- Online Courses
- SF-182s
- Surveys

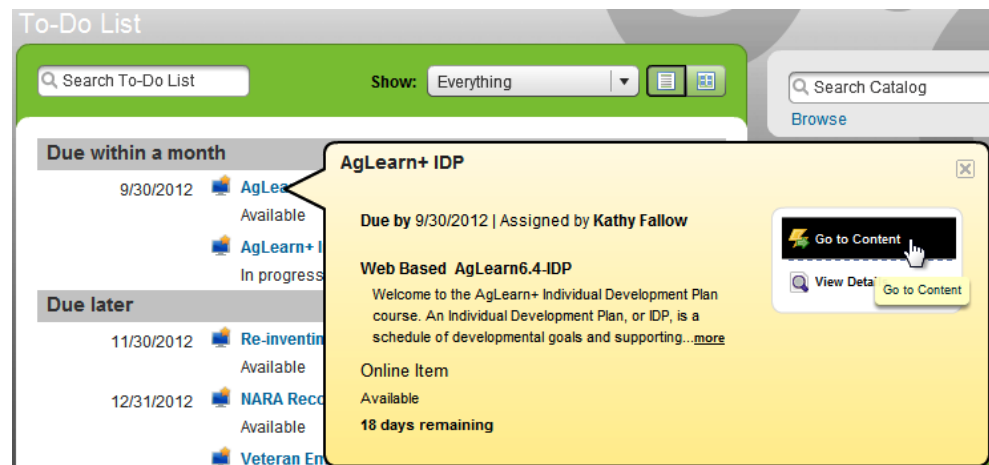


+ Search To-Do List

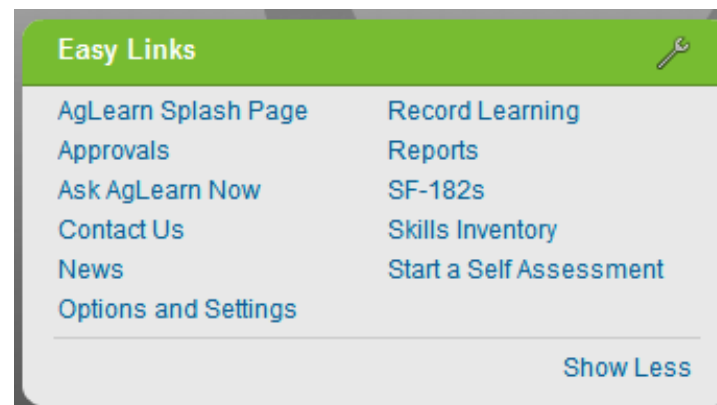
- Enter name in search box
- As you type, list is filtered



- + Place your mouse (hover) over the course title until the card view appears
- + Select **Go to content**



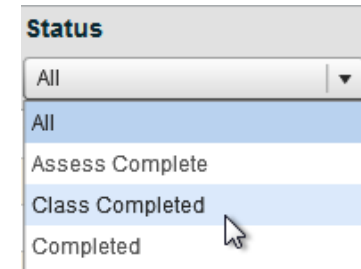
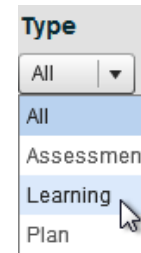
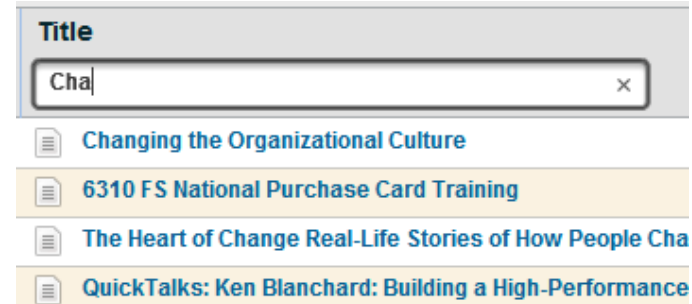
- + One-click access to frequently accessed areas
 - AgLearn Splash Page
 - Ask AgLearn Now
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 - SF-182s
 - News



- + Graphs provide a one-click access to a snapshot view of progress
- + Track curricula completions, completed work, IDP goal completions or work towards proficiency in assigned competencies
- + IDPs and Completed Work links are now found in the Pods area



- + Filter **titles** by keyword search
- + Filter **types** by Learning Items, Assessments, or IDPs
- + Filter courses by completion **status**



Hover over title to review content or completion certificate



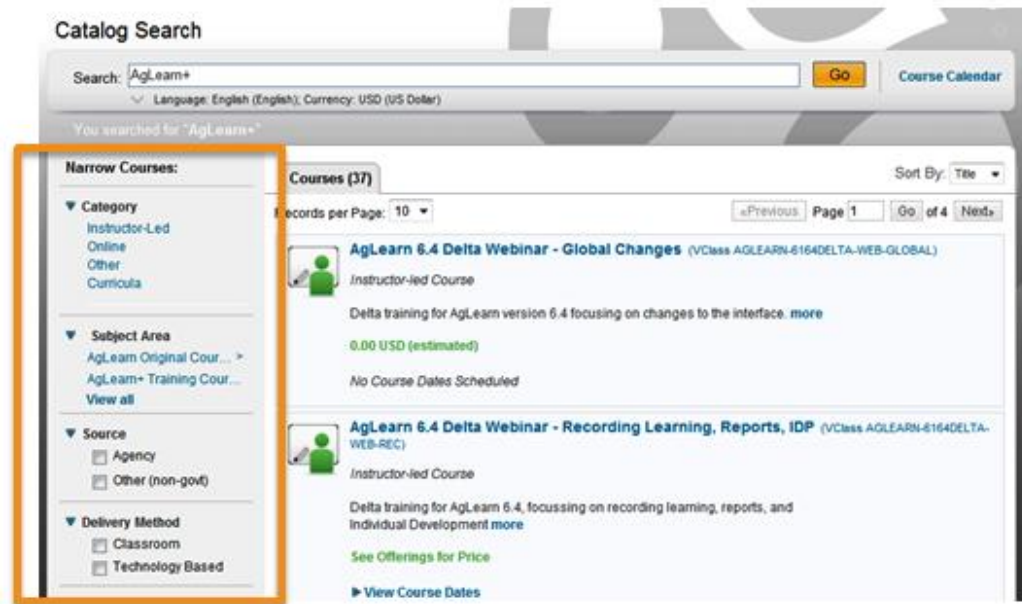
- + Rate a course after completion
- + Users ratings appear next to course titles in the catalog



- + Enter search criteria from the Home Page or select **Browse**

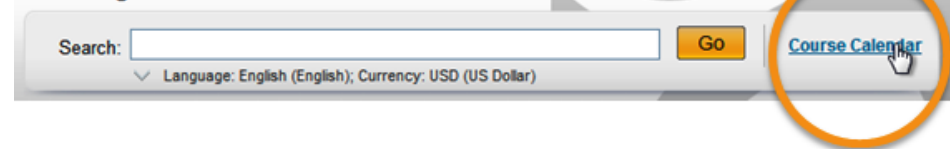


- + Filter search results by
 - Category
 - Subject Area
 - Source
 - Delivery Method



+ Access via Catalog Search bar

Catalog Search



+ Shows upcoming training by

- Month
- Week
- Day

Month: October 2012

Calendar Search Calendar Options

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Social Networking (1 Offering)	4	5
8	9	10	11	12
15 Information System Security (1 Offering) Internet Security (1 Offering) Other (1 Offering)	16 Ethics (1 Offering) Information System Security (1 Offering) Internet Security (1 Offering)	17 Information System Security (1 Offering) Internet Security (1 Offering)	18 Information System Security (1 Offering) Internet Security (1 Offering)	19
22	23	24	25	26
29 Information System Security (1 Offering) Internet Security (1 Offering)	30 Information System Security (1 Offering) Internet Security (1 Offering) Other (1 Offering)	31 Information System Security (1 Offering) Internet Security (1 Offering)	1 Information System Security (1 Offering) Internet Security (1 Offering)	2

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adding to your knowledge