



Farm and Foreign
Agricultural Services
Human Resources Division

AgLearn USDA's Learning Management System

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AgLearn is USDA's Learning Management System (LMS) and it has over 3,000 free online courses available to all USDA employees. New courses and books are frequently added to AgLearn and Books 24x7. Look for the link on the AgLearn Home page (before logging in) for a list of new courses.

Each time an AgLearn email is distributed advertising available resources user participation increases. In May of 2010 an email was distributed to all USDA employees advertising new courses, the response was overwhelming. Prior to the notification, there were 17 assignments and three completions. After the email, assignments increased over 6,000% to 1170 and course completions increased to 369 courses. Some new topics have recently been added in AgLearn, i.e., Fundamentals of Working with Difficult People, Emotional Intelligence Essentials, and Problem Solving and Decision Making Strategies.

Read this Q&A to view some of the questions we have received from colleagues and our answers in an effort to make this system more effective.

Question: Is Rosetta Stone available to FSA employees?



Answer: At this time FSA has not purchased a license to access Rosetta Stone through AgLearn.


Question: I am a supervisor and have specific courses I would like for my employees to complete to assure they are enhancing their career path. Can I add courses to my subordinates' Learning Plan and if so, how do I add these courses?

Answer: As a supervisor you can add AgLearn courses to your subordinates Learning Plan and select a due date for completion. Once logged into Aglearn proceed to the tab labeled "My Employees" and click on "Learning." On this screen you can select "add Items and Curricula" and click "Next." The system will walk you through the steps to add your employees, search for the course, select a due date, and assignment type. Click on "Finish" and you have successfully added a course to assist your employees on their career path.

Question: Is there a way that I can automatically add courses to an IDP from AgLearn?

Answer: No, you must add courses by going through your IDP and click on "Add Activity." There you can either "Add an Activity" for external courses or "Search for Activities" to add an AgLearn course. Once the course has been added you must electronically submit the IDP to your supervisor for approval. After the IDP has been approved, AgLearn courses will automatically be added to your Learning Plan. When you have completed the AgLearn course the system will automatically update your IDP. If it is an external course you must manually update the completion status on your IDP.

Question: I want to take courses in AgLearn that will help enhance my present career and prepare me on my present career path. How can I add courses to my Learning Plan?

Answer: First, search the AgLearn catalog and find the course. Launch the course and the system will automatically add the session to your learning plan or select the button “add to learning plan.” When searching the catalog notice the type of course. A mouse symbol “” indicates an online course.

Question: Are there courses identified in AgLearn that will prepare me and develop me through my career path in my present position?

Answer: AgLearn has courses available to develop competencies from administrative skills to leadership skills. Employees should meet with their Supervisor to discuss competencies they need to strengthen for their current position or prepare for future job opportunities. The 28 Leadership Core Competencies are listed in AgLearn through the IDP system and on the Leadership and Employee Development website. ([LEDB - Training Website](#)) Employees can search by competency in AgLearn for a list of courses that support each leadership competency.

Everyone is a leader, regardless of your official position title. Therefore, it is the responsibility of each employee to develop proficiency in applicable core leadership competencies. In the future we hope to have more competency profiles created in AgLearn that are associated to specific job series. Meanwhile, employees can contact their Human Resources Training Specialist or me at mark.nelson@kcc.usda.gov for guidance on courses and programs.