

For: State and County Offices

FLP Appraisal Net Conference Training Sessions

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

FSA will be conducting the FLP Appraisal Training March 17 through March 21, 2008, which will provide intermediate level training on ArcGIS mapping integration with Appraisal Studio software. As a prelude to the FLP Appraisal Training, it is necessary to provide basic ArcGIS concepts and application software use. Therefore, a series of Net Conferencing training sessions have been scheduled.

B Purpose

This notice provides State Offices and all full and part-time FSA FLP appraisers the scheduled date, time, and location of the Net Conference training sessions.

Note: Training will include instruction on Geospatial Information System (GIS) tools and how GIS tools can be integrated into the appraisal process. .

C Contact

Direct questions about this notice to Sam Snyder, Chief Appraiser, PDEED, by either of the following:

- telephone at 202-720-0599
- e-mail to Sam.Snyder@wdc.usda.gov.

Disposal Date	Distribution
May 1, 2008	State Offices; State Offices relay to County Offices

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2 Training Schedule

A Training Location and Computer/Telephone Access Information

The Net Conference training will be held through Net Conferencing with all full and part-time FSA FLP appraisers using their own workstation. Travel is not necessary.

The web site URL and pass code, as well as the teleconference number and pass code, will be provided once registered through AgLearn according to subparagraph 3 A.

B Training Session Dates and Times

The following are the Net Conference training session dates and times **for all full and part-time FSA FLP appraisers**.

- **Session I, “Basic Computer – Windows Explorer/My computer, Folder Structures, Navigation to specific locations”**, will begin on Tuesday, March 4, 2008, at 10 a.m. e.t., and is expected to last 1 hour.
- **Session II, “Intro to ArcGIS - Basic tools and loading data”**, will begin on Tuesday, March 4, 2008, at 1 p.m. e.t., and is expected to last 3 hours.
- **Session III, “Data Gateway, creating maps, extracting zip files, copy files from server to laptop/external hard-drive. Where data is stored”**, will begin on Wednesday, March 5, 2008, at 10 a.m. e.t., and is expected to last 2 hours.
- **Session IV, “Getting GIS Data and Downloading Appraisal Tools from Oregon State Server”**, will begin on Wednesday, March 5, 2008, at 1:30 p.m. e.t, and is expected to last 3 hours. This session will:
 - illustrate how to access certain GIS data
 - how to download and access the new appraisal tools for ArcMap
 - provide the location and schedule to download the new appraisal tools for ArcMap.
- **Session V, “Configuring the Appraisal Toolbar and Default Configuration in ArcMap”**, will begin on Wednesday, March 12, 2008, at 2 p.m. e.t, and is expected to last 2 hours. This session will focus on setting up and accessing the appraisal tools in ArcMap in preparing for the FLP Appraisers Training. For this session, all appraisers must have the appraisal tool and associated .zip files extracted on their laptop.

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3 Participant Information

A Registering for the Training

All full and part-time FSA FLP appraisers shall register for Net Conference training sessions through AgLearn by **COB February 29, 2008**.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov .
2	Under the “ Student ” tab, CLICK: <ul style="list-style-type: none"> • “Login” • “Continue”.
3	On the eAuthentication Login Screen: <ul style="list-style-type: none"> • enter user ID and password • CLICK “Login”.
4	CLICK “ Catalog ”.
5	CLICK “▶” next to “ AgLearn Original Courseware Structure ”.
6	CLICK “ Farm Service Agency ”.
7	Under “ 2008 Appraiser Net Conference ”, CLICK “ 3/4/2008 10:00 AM EST ”, and CLICK “ Register ”.
	Important: Each session must be registered.
8	Enter State name and title in “ Comments ” box and CLICK “ Confirm ”.
9	An e-mail confirmation will be received in the next hour with the access web site and password information for the session.
10	To register for the other sessions, CLICK “ Learning ”.
11	Under “ 2008 Appraisal Net Conference ”, CLICK “ View registration ”.
12	CLICK “▶” next to “ Available Scheduled Offerings ”.
13	Locate the next session, CLICK “ Register ”, and CLICK “ Confirm ”. Go to step 8 until all remaining sessions have been registered.

B Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact Sam Snyder at 202-720-0599 by **COB February 29, 2008**.