

For: FSA Employees

Live Meeting Training on Locating and Adding Courses to the To-Do List in AgLearn

Approved by: Deputy Administrator, Management



1 Overview

A Background

HRD’s Leadership and Employee Development Branch (LEDB) will provide training through Live Meeting for FSA employees. This training will include an overview of AgLearn, profiles, catalog, To-Do List (previously called Learning Plan), and locating courses, videos, and books.

B Purpose

This notice provides instructions on registering for the training sessions. Exhibit 1 provides a job aid for searching the catalog to locate courses and add them to the To-Do List.

C Contacts

The following table provides contacts for additional information.

IF assistance is needed with...	THEN...
eAuthentication and/or password resets	do either of the following: <ul style="list-style-type: none"> • CLICK “Forgot your password?” • e-mail the eAuthentication Help Desk at eAuthHelpDesk@ftc.usda.gov.
registration for National Office employees	contact Marie Hubbard or Bessy Plaza, LEDB, at 202-401-0374.
registration for Kansas City, St. Louis, and APFO employees	contact Mark Nelson, LEDB, at 816-926-6263.
registration for State Office employees	contact the State Training Officer, AgLearn Lead.
registration for County Office employees	contact the State Training Officer, AgLearn Lead.

Disposal Date	Distribution
March 1, 2011 2-4-11	All FSA employees; State Offices relay to County Offices

Notice PM-2792

1 Overview (Continued)

D Labor Relations Obligations

Where exclusive representation exists, this notice does not apply until bargaining takes place. Where contract language addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 AgLearn Information

A Registering for the Training

Employees shall access AgLearn to register for the training. The maximum registration for each session is 500 participants. Once the maximum number of participants has been reached, the employee will be wait-listed.

B Option 1

Register using the following links. If the links do **not** work, proceed to option 2 in subparagraph C.

Date of Event (Eastern Time)	Go to the Applicable Web Address to Register
Thursday, February 10, 2011 9 a.m. - 10 a.m.	https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=SCHEDULED_OFFERING_DETAILS&scheduleID=21439
Thursday, February 10, 2011 2 p.m. - 3 p.m.	https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=SCHEDULED_OFFERING_DETAILS&scheduleID=21440
Thursday, February 17, 2011 10 a.m. - 11 a.m.	https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=SCHEDULED_OFFERING_DETAILS&scheduleID=21441
Thursday, February 17, 2011 3 p.m. - 4 p.m.	https://aglearn.usda.gov/plateau/user/deeplink.do?linkId=SCHEDULED_OFFERING_DETAILS&scheduleID=21442

C Option 2

Register using the AgLearn catalog.

Step	Action
1	Access AgLearn at http://www.aglearn.usda.gov and CLICK “ Learner Login ”. On the Warning Screen, CLICK “ I Agree ” to access the eAuthentication Login Screen. Enter user ID and password , then CLICK “ Login ”.
2	CLICK “ Catalog ”.
3	CLICK “+” next to “AgLearn Original Courseware Structure”.
4	Scroll down, locate, and CLICK “ Farm Service Agency ”.
5	Locate “ Adding Courses to your AgLearn To-Do-List Overview ”.
6	Locate and CLICK “ More Offerings ”.
7	Locate the date and time you wish to attend and CLICK “ Register ”.
8	CLICK “ Confirm ”.
9	The employee will receive an e-mail within the hour.

AgLearn Job Aid

The following is a job aid for searching the catalog, To-Do List, and locating courses, videos, and books.

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Searching the Catalog

Browsing takes the user through a wide range of Items to find what she/he needs. Searches are specific, to be used when the User knows what Item is needed and wants to get to it quickly. Users can search the catalog for items and associated scheduled offerings by subject area or item title. Which courses are available to a user are determined by agency policies and licensing agreements. If additional information is needed, please speak to your agency's training officer about available course offerings.

There are two kinds of Catalog Searches, Simple and Advanced. A Simple Search requires the user to know only the title or part of the description of a class. Knowing whether the item is online or instructor-led is helpful, but not required. An Advanced Search requires no more knowledge of the specific Item, but can be refined to limit the number of qualified objects that appear.

Simple Catalog Search

The Simple Search is a search feature using the most common fields and identifiers. Only keywords that may be found in the item's title and/or description should be included in the search parameters, though the user may also specify item classification. Below is a description of Item classifications.

Online Item – This item has online content and is available via the Internet. Some online items are self-paced; others may be time restricted.

Instructor- Led Item – This item is led by an instructor and takes place at a specific time. Usually instructor-led items also take place at a specific location, but web conferencing software may make it possible for users to attend such training from remote locations.

Blended Item – Contains both online and instructor-led components.

Other – Everything else such as books, videos, documents, etc...As these Items are almost always physical goods, an Order button has been added for Items classified as Other.

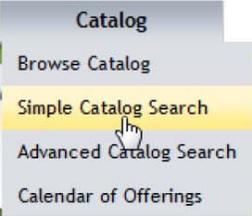
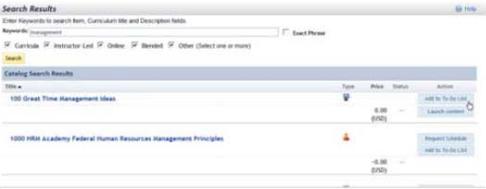
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AgLearn Job Aid (Continued)



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Searching the Catalog

Step	Activity	View
1.	Place cursor over Catalog at the top of the user home page. A drop down list will appear, select Simple Catalog Search.	
2.	Type in the Keywords to search for the Item Title and Description, check or uncheck the additional checkboxes (Instructor-Led, Online, Other, Exact Phrase) when needed.	
3.	Click on Search	
4.	The Search Results page will display all of the results for the particular keyword. Scroll up and down until finding the specific Item. Click on Add to To Do List or User may also select Launch Content to open the item immediately.	
5.	The Item will appear in the User's To Do List located on the Home page.	

AgLearn Job Aid (Continued)



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Searching the Catalog

Advanced Catalog Search

The Advanced Catalog Search allows a greater specificity in searching for training, thus limiting the number of items returned, as well as possible confusion. The Advanced Search page allows the user to search the catalog using the parameters shown below.

Advanced Catalog Search

The Advanced Catalog Search page allows you to search the Catalog by specific Catalog fields. You can search the Catalog by Learning Items, Curriculum and Scheduled Offerings.

Keywords

Title: Contains []

Description: Contains []

ID: Contains []

Search Options

Search for: All Only Items Curricula Only Offerings

Instructor-Led Online Blended Other (Select one or more)

Subject Area: Contains [] Select

Delivery Method: Contains [] Select

Source: Contains [] Select

There are numerous fields that may be completed for a search such as, Title, Description, Subject Area, Delivery Method, Source, and ID. Partial information may be entered by selecting Contains, Starts With or Exact Match from the accompanying pull downs.

Advanced Searches can also be configured to search by Subject Areas and Delivery Methods. Subject Areas define the general subject matter of an item, as depicted below. Delivery Method defines the type of training in somewhat more detail than provided by classification alone, including methods such as On the Job Training, Self-Study, etc.

Advanced Search [Help](#)

Please select the subject area you want to search by from the list below.

[Cancel Changes](#)

Subject Area

Certified Business Analysis Professional (CBAP®) - BABOK® Guide V2.0 aligned	Select
Certified Business Analysis Professional (CBAP®) - BABOK® Guide V2.0 aligned	Select
CIPT1 6.0: Implementing Cisco Unified Communications Manager Part 1	Select
ITIL v3 Intermediate: Operational Support & Analysis exam	Select
ITIL v3 Intermediate: Operational Support & Analysis exam	Select
Microsoft .NET Framework 3.5: Windows Communication Foundation with Visual Basic 2008	Select
Microsoft SharePoint 2010: Configuring	Select
The Emotionally Intelligent Leader Business Impact Series	Select
The Emotionally Intelligent Leader Challenge Series	Select
*Legislatively Mandated and Required	Select

Records per Page 10 Page: 1 2 3 4 5 <Previous Next (1,181 total records)



AgLearn Job Aid (Continued)

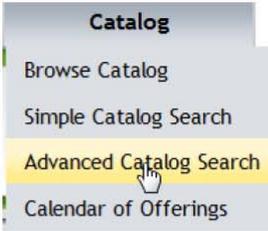


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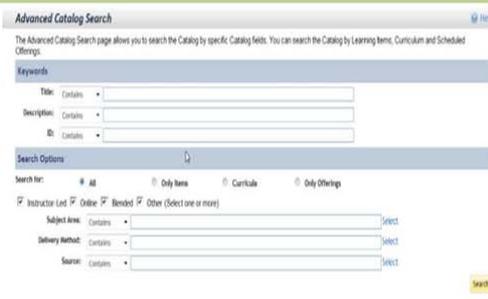
Searching the Catalog

Step	Activity	View
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1. Place cursor over Catalog at the top of the user home page. A drop down list will appear, click on Advanced Catalog Search.



2. Complete any or all of the **Keyword fields: Title, Description, Subject Area, Delivery Method, Source, ID.** For each keyword, select **Contains, Starts With** or **Exact Match**. **Contains** is the default for the search. If the User is not sure of the Subject Area or Delivery Method, they may click **Select** on the right side, and be provided a list to choose from.



3. Users may further refine the Search by selecting the option button for Item or Offering (to show Schedule Offerings). The user may refine the search for Item Classification by selecting Instructor-Led, Online, Other, or any combination of the three.



4. Click on **Search**. The Search results page will display the Items and/or Scheduled Offerings found by the search. The results will appear in a table with the following information, Title, Type, Price, Status, and Action.



AgLearn Job Aid (Continued)



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Searching the Catalog

5. Scroll up and down until finding the specific Item. Click on **Add to To Do List** or User may also select **Launch Content** to open the item immediately.



Viewing Item Details

Often just knowing the name of an Item, even the time and location of its scheduled offerings, isn't enough to make an informed decision. This is especially true when browsing the catalog, when the user may not have a specific item or even delivery medium in mind.

AgLearn allows documents to be attached to an item's description so users can open the document from the Item Details page to learn more. Course descriptions, syllabi, pre-work, even directions to the location can be provided here. You may access Item Details by clicking on the title of the item.

[101 Ways to Make Every Second Count: Time Management Tips and Techniques for More Success with Less](#)

Item Details
[Help](#)

← Back

101 Ways to Make Every Second Count: Time Management Tips and Techniques for More Success with Less

Item Summary

Web Based USDA-BOOK-12713

Revision: 1 - 4/29/2009 02:03 PM America/New York

Description: Learn how to maximize your time by setting priorities, creating useful schedules, and overcoming procrastination with this book's broad range of strategies and tactics.

Length:

CPEs:

Goals:

Source: SkillSoft

Credit Hours:

Contact:

Contact Hours:

Delivery Method: Technology Based

Audience: USDA Employees

Subject Areas (0 Found)

Prerequisites (0 Found)

Substitutes (0 Found)

Competencies (0 Found)

[Launch content](#)

[Add to To-Do List](#)