

Getting Started with AgLearn+



Oct 27, 2015

- + 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

Locate To-Do List items quickly by searching

Home My Employees Organization Admin

Welcome Milton Massachusetts
Check System | Sign Out

Milton Massachusetts

To-Do List

Search To-Do List Show: Everything

Overdue
89 days overdue AgLearn Level One Evaluation - Online for course FY2014 U...
Start Course Survey
AgLearn Level One Evaluation - Online for course FY2015 U...
Start Course Survey

Due later
1/1/2016 Basics of Budgeting

No due date
AgLearn Resources on TSP, Retirement and Financial Plan...
AgLearn+ Introduction (6.4)
Available

Search Catalog Browse

Easy Links

Approvals	News
Ask AgLearn Now	Options and Settings
Books24x7	Record Learning
Contact Us	Reports
Getting Started Guide	SF-182s

Show More

Learning Status

Curricula
No required curricula are assigned.

You have pending approval requests

Check your computer for compatibility in AgLearn

Pending Approvals are easy to notice

Catalog search simplified and streamlined

Easy Links provide quick access to popular features

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

The News Page Pop-Up



- + 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-

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

Need some help getting around AgLearn+, look below

- + [AgLearn+ Getting Started Guide](#)
- + [AgLearn+ Introduction course](#)
- + [AgLearn+ IDP course](#)
- + [AgLearn+ Supervisor course](#)

Can't click "Continue" 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

- [CTS TEST](#)
- [Workplace Harassment f...](#)

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

[Continue](#)



Milton Massachusetts



You have pending approval requests

Update personal
info in your
Talent Profile

- + Select your name to enter your Talent Profile
- + Enter your current supervisor
- + Other data fields may be overwritten by data feed

Active Alerts and Approvals



The screenshot shows the aglearn+ user interface. At the top left is the aglearn+ logo. Below it is a navigation menu with four items: Home (highlighted in black), My Employees, Organization, and Admin. To the right of the menu is a user profile section for 'Milton Massachusetts' with a 'Sign Out' link and a user icon. A blue callout box points to a warning icon and the text 'You have pending approval requests' in a grey alert box. The callout box contains the text 'Pending Approvals are easy to notice'.

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



Home

My Employees

Organization

Admin



Milton Massachusetts



You have pending approval requ

Check your computer for compatibility in AgLearn

- + **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

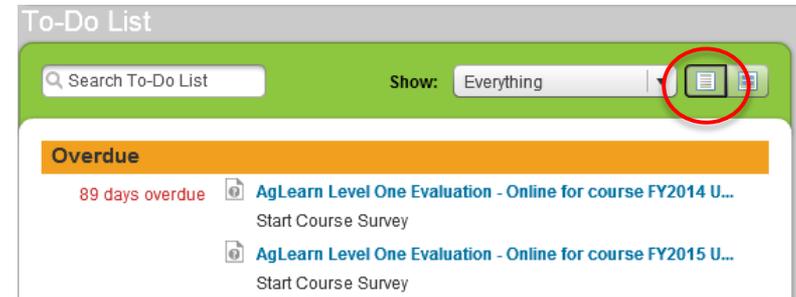
+ Courses, registrations, course evaluations, and assessments are on your To-Do List

+ Filter the To-Do List to show single categories

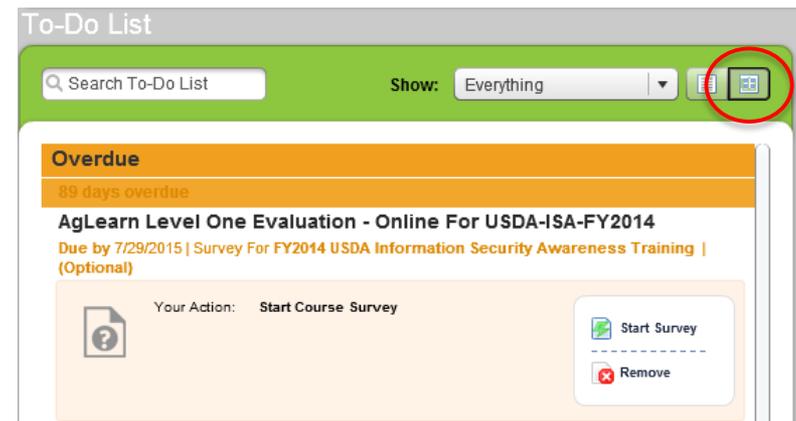
+ Search your To-Do List to find items quickly

The screenshot shows a user profile for 'Milton Massachusetts' with a 'To-Do List' section. At the top of the list is a search bar labeled 'Search To-Do List' and a filter dropdown menu labeled 'Show: Everything'. A callout box points to the search bar with the text 'Find To-Do List items quickly by searching'. Another callout box points to the filter dropdown with the text 'Filter the To-Do List to show single categories'. The list items are categorized into three sections: 'Overdue' (with a sub-note '89 days overdue'), 'Due later', and 'No due date'. The 'Overdue' section contains two items: 'AgLearn Level One Evaluation - Online for course FY2014 U...' and 'AgLearn Level One Evaluation - Online for course FY2015 U...', both with a 'Start Course Survey' link. The 'Due later' section contains one item: 'Basics of Budgeting' with a date of '1/1/2016'. The 'No due date' section contains two items: 'AgLearn Resources on TSP, Retirement and Financial Plan...' and 'AgLearn+ Introduction (6.4)' with the status 'Available'.

- + List View – lists course name and status for each To-Do List entry

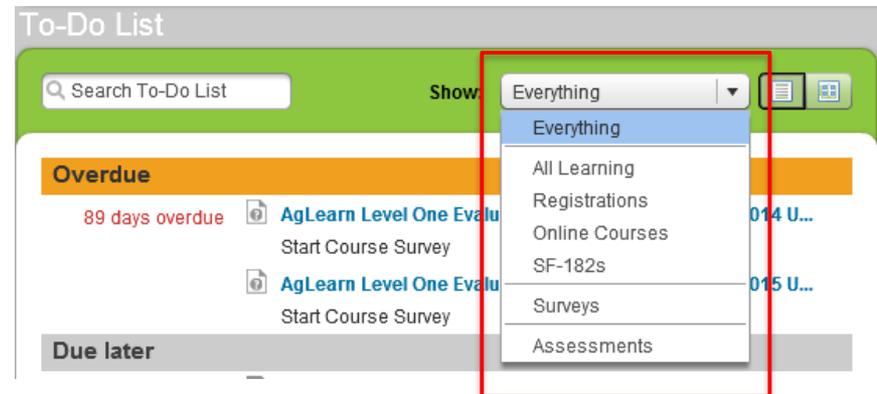


- + Card View – shows description and links to launch content and view details



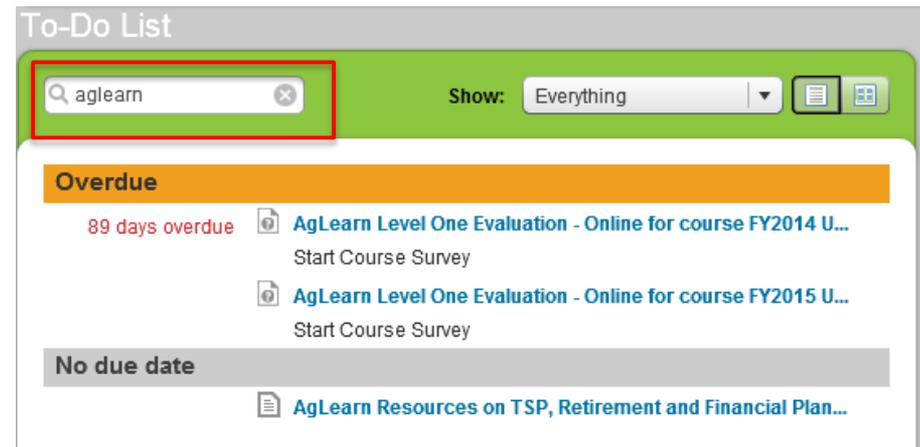
+ Filter to see:

- All Learning
- Registrations only
- Online Courses only
- SF-182s only
- Surveys only
- Assessments only

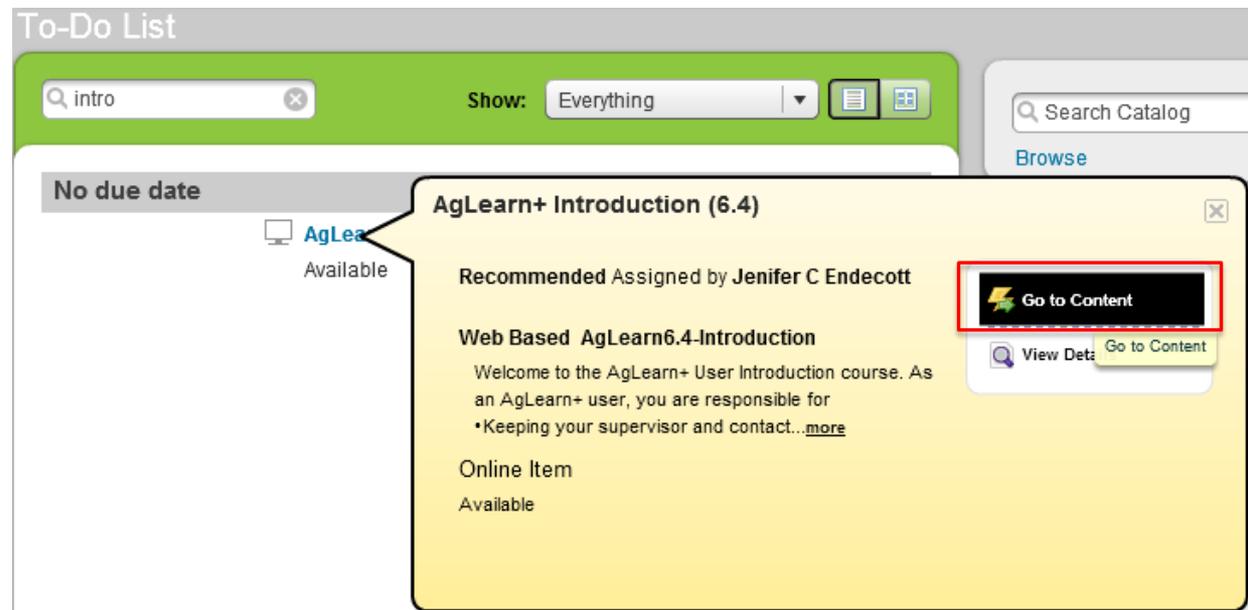


+ Search To-Do List

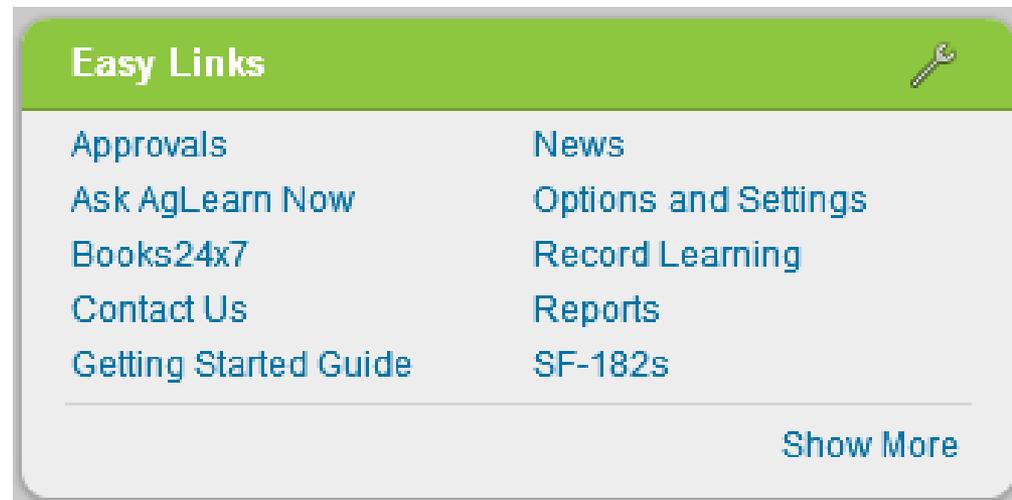
- Enter item name in search box
- As you type, list is filtered



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



- + One-click access to most frequently accessed areas
 - Ask AgLearn Now
 - Books24x7
 - Contact Us
 - Getting Started Guide
 - News
 - SF-182s



- + 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 found in the Pods area

Learning Status

Curricula

No required curricula are assigned.

Completed Work



No completions in the last 30 days.

Competencies



No assigned competencies

My Employees



- Overdue (3)
- Due within a week (0)
- On Time (0)

IDP Goals



- Complete (0%)
- In Progress (0%)
- Behind (0%)

Completed Work



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

Type	Title
All	usda
Learning	FY2015 USDA Information Security Awareness Training ☆☆☆☆☆
Learning	FY2014 USDA Information Security Awareness Training ☆☆☆☆☆

Type	Status
All	All

Hover over title to review content or print certificate

Type	Title	Status
All	usda	All
Learning	FY2015 USDA Information Security Awareness Training ☆☆☆☆☆	Web Based Complete
Learning	FY2014 USDA Information Security Awareness Training ☆☆☆☆☆	

FY2014 USDA Information Security Awareness Training

Contact Hours : 1.00
Completion Date : 10/31/2013 12:02 PM

[View Details](#)
[Print Certificate](#)

Print Certificate

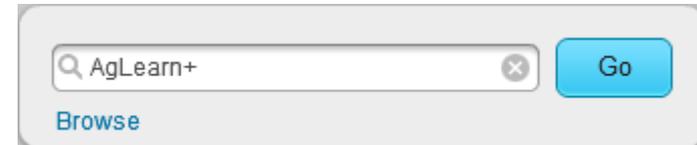
- + Rate a course after completion



- + 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

Catalog Search

Search: [Course Calendar](#)

Language: English (English); Currency: USD (US Dollar)

You searched for "AgLearn+"

Sort By: Relevance

Courses (175)

Records per Page: 10 | [Previous](#) Page 1 [Go](#) of 18 [Next](#)

Narrow Courses:

- ▼ Category
 - Instructor-Led
 - Online
 - Other
 - Curricula
 - QuickGuide
- ▼ Subject Area
 - Agency Specific
 - Budget/Finance
 - Human Resources
 - Information Technology
 - Leadership >
 - Legal >
 - Medical & Health
 - Other >
 - Planning & Analysis
 - Scientific
 - [View all](#)
- ▼ Source
 - AgLearn
 - APHIS
 - ARS
 - Departmental Managem...
 - FS
 - [View all 14](#)
- ▼ Delivery Method

RD AgLearn Administrator AgLearn Report Process Training 2014 (VClass)
[RD_AATRNG_AgLearnReports](#)
Instructor-led Course
To train RD AgLearn Administrators on AgLearn Lead functions in the AgLearn System.
[Request Schedule](#)
[Assign to Me](#)
[Assign to Others](#)
★★★★☆ 17 ratings
Free
No Course Dates Scheduled

One-on-One AgLearn Administrator Training (Mentoring and Coaching AGLEARN-10N1)
Instructor-led Course
Tight budgets make it difficult to gather students and instructors for face-to-face training that wi [more](#)
☆☆☆☆☆ Not yet rated
Free
No Course Dates Scheduled

AgLearn Communications Feedback Survey - 2013 (Web Based AGLEARN-COMM-SURVEY-2013)
Online Course
Please complete this brief online survey to let team Aglearn know how you feel about AgLearn communi [more](#)
★★★★☆ 34 ratings

- + Access via Catalog Search bar



- + Shows upcoming training by
 - Month
 - Week
 - Day

Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.

[Month](#) [Week](#) [Day](#) << < Month of: **October** 2015 > >> [Calendar Search](#) [Calendar Options](#)

Calendar of Offerings

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27 Hiring Manager Training	28 Hiring Manager Training 6300 WO AQM Contractor Performance As...	29 ARS-Scientific Leadership Development... BigFix Training: Custom Content	30 ARS-Scientific Leadership Development...

The AgLearn Home Page



Update personal info in your Talent Profile

To-Do List shows tasks that are upcoming or overdue

Locate To-Do List items quickly by searching

Check your computer for compatibility in AgLearn

Pending Approvals are easy to notice

Catalog search simplified and streamlined

Easy Links provide quick access to popular features

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

