

Accessing & Completing the FY 2011 USDA Cultural Transformation Training CURRICULA

This document provides guidance and procedural steps users can follow to help them successfully complete the **AgLearn+ -- USDA Cultural Transformation Training Curricula before September 16, 2011.**

This Curricula consists of three (3) components that must be completed in **sequential order**.

That process includes:

- A - three (3) minute Video entitled – **“Cultural Transformation at USDA – A Message From Secretary Vilsack”**
- Several - one (1) hour – mandatory sub-curriculums
- Several course surveys

The Process

- Complete the Video
- Next, select - one (1) **sub-curriculum and** complete one course within the subgroup

For example:

- **Emotional Intelligence** – contains two (2) titles – complete one (1)
 - “What is Emotional Intelligence”
 - “Using Emotional Intelligence on the Job”
- **Cross Generational Differences** – contains three (3) titles – complete one (1)
 - Managing Workforce Generations – Introduction....
 - Managing Workforce Generations – Working with a Multigenerational Team
 - Managing Workforce Generations – Working with the 21st Century Generation Mix....
- **Valuing Diversity in the Workplace** – contains three (3) titles – complete one (1)
 - Diversity on the Job – Diversity and You
 - Diversity on the Job – The Importance of Diversity and the Changing Workplace
 - Diversity on the Job – Generating Creative and Innovative Ideas: Maximizing Teams....

To become compliant with this mandate, all FAS employees must remember:

1. **FIRST, LAUNCH and COMPLETE** the **VIDEO** message
2. **SELECT** and complete one course from **all three (3) sub-curriculum** titles
3. **Obtain a score of 70% to successfully complete the courses**
4. **Complete the “Survey(s)” linked to each course you selected**

The various **Skillsoft training modules** can be entered as frequently as desired. The course player will **track and give you the status as the lessons are completed** (see sample screen).

What Is Emotional Intelligence? Replaced			Course Menu		
			Current Course Score:	11%	
			Completion Status:	Started	
To continue at your bookmarked location, select the Return to Bookmark button. To begin a topic or test, select any active topic or test link.		Type	Status	Current Score	Take Course Test
Course Overview	Overview		N/A		
The Purpose of Emotions			44%	Take Test	
Lesson Overview	Overview		75%		
Lesson Pre-test	Test				

The training completion date(s) is triggered to automatically transfer over to the user’s **“Completed Work”** queue **only after** the **“Survey”** (that accompanies each course), is completed. See print screen for layout.

Item Requirements (1 Found)						
Title	Type	Required By ▲	Date Completed	Status	Action	
Cultural Transformation at USDA - A Message From Secretary Vilsack			7/20/2011		Launch content	
Requirement	Description	Required By ▲	Status			
1 items from item pool	Emotional Intelligence	8/18/2011	0 of 1 Items Complete			
1 items from item pool	Value Diversity	8/26/2011	0 of 1 Items Complete			
1 items from item pool	Cross Generational	8/26/2011	0 of 1 Items Complete			
Item Requirements in Subcurricula (8 Found)						
Title	Type	Required By ▲				
Diversity on the Job: Diversity and You		8/26/2011				
Diversity on the Job: The Importance of Diversity and the Changing Workplace		8/26/2011				
Managing Workforce Generations: Introduction to Cross-generational Employees		8/26/2011				
Managing Workforce Generations: Working with a Multigenerational Team		8/26/2011				
Managing Workforce Generations: Working with the 21st-century Generation		8/26/2011				

POLICY

TeamAgLearn will distribute this mandatory curriculum to each AgLearn account located under the FAS Domain, sometime **during the week of July 25, 2011**. The curricula will also, automatically be assigned to newly hired employees, as soon as they receive e-Auth credentials and an AgLearn account. New hires will have **90 days** from the assignment date to complete the training curricula. All inquiries about the curricula should be emailed directly to the FASMandatoryTraining@fas.usda.gov for assistance.

NEXT Steps

1. **Access** AgLearn+ (<http://www.aglearn.usda.gov>)
2. **Close** the **Splash** page that automatically appears at login.
3. At the AgLearn+ main menu first, **run** the system check to ensure that your PC is configured properly. To do this, see comments below.

AgLearn+ SYSTEM Check

Whenever users enter AgLearn+ - the System Check Tool (illustrated below) will automatically **test your computer and Internet (IE) settings** to ensure that they are appropriately configured to launch Skillsoft courses. Users may manually run the system check as well. In both case a table appears. Each test performed is identified in the left column of the table and the test results are indicated in the right column.

If any of the tests -- fail, contact the **ITS Helpdesk staff at (202 - 690-1000)** and ask them to make the required configuration changes so that you can proceed with the training.

Be sure to ask the support staff to search for “hidden pop-up blockers” that may be incorrectly configured in Yahoo, Mozilla, Google, MSN and other browsers loaded on your computer, that might prevent the content from executing properly. Further, be sure to ask the teams to confirm that the correct versions of JAVA and FLASH software required to administer the course content are loaded and configured properly.



HOW-TO-START THE TRAINING

- **Open** Internet Explorer (IE)
- **Go** to the <http://www.aglearn.usda.gov> URL site
- **Log** in the database with your e-Authentication **User ID and Password**
- **Close** the **SPLASH** page

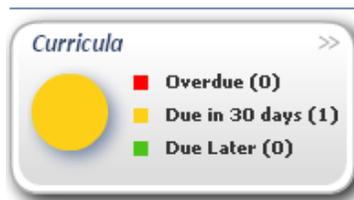
Optional LincPass Smartcard login to AgLearn

The LincPass must be enabled and active.

- Logged into your workstation with your LincPass card
- Login to AgLearn. (<http://www.aglearn.usda.gov>)
- Follow the instructions for **the AgLearn System Tool Check above**
- Click **I Agree** on the warning banner
- You will be taken to the next screen
- Click **Login with my LincPass** and you are logged into the AgLearn application.

If you need assistance with the eAuthentication system or have questions about logging in with LincPass, the ITS Service Desk can assist you at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

- The AgLearn+ main menu will display
- Under the “Easy Links” right margin column, click once on the **”Curricula”** navigation button



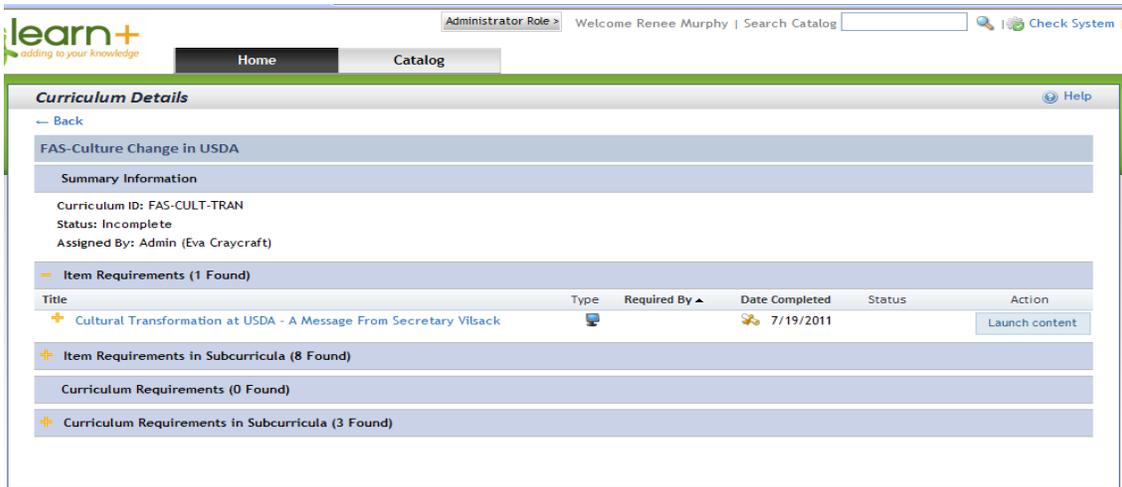
- A list showing curricula assigned to your account will display as illustrated below

Curriculum Status Help

This page includes a list of curricula that have been assigned to you. Each curriculum title links to the Curriculum Details page which includes a list of the curriculum's items and Action drop-down menus where you can register for or request items. On this page you can also view the sub-curricula associated with each curriculum and access information on items as well.

Curriculum Title		Next Action Date ▲	Expiration Date	Assigned By	Remove
+ FAS-Culture Change in USDA		8/18/2011	N/A	Admin (Eva Craycraft)	
FAS WebTA On-Line Training		N/A	N/A	Admin (RM108969a)	
Records Management 2011		N/A	N/A	Admin (System AP)	

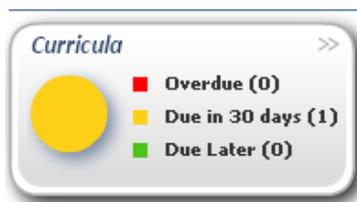
- Click once on the course **entitled – FAS-Culture Change in USDA** to display a new menu
- **Click on the LAUNCH CONTENT** button to start the three (3) minute VIDEO
- When done, click on **the “X”** inside windows’ media player to close the video & return to AgLearn+



- **REMEMBER**, clicking the **HOME TAB** will always move your cursor to the **AgLearn+ - main menu**
- **Use the HOME to navigate between the Home page and any content pages**



- As often as necessary – click on the **curricula** button to restart a course.



- After viewing the VIDEO - At the Curriculum details menu, click on the “+” sign to expand the title



- The three (3) mandatory course titles will appear
- Employees must complete – one (1) course linked under all three courses displayed

Curriculum Title		Next Action Date ▲	Expiration Date	Assigned By	Remove
– FAS-Culture Change in USDA		8/18/2011	N/A	Admin (Eva Craycraft)	
Emotional Intelligence		8/18/2011	N/A		
Cross Generational Differences		8/26/2011	N/A		
Valuing Diversity in the Workplace		8/26/2011	N/A		

- **Click** on the **Emotional Intelligence** title and select a course from the pool which includes:
 - “What is Emotional Intelligence”
 - “Using Emotional Intelligence on the Job”
- When done, **click** once on the **BACK** key [← Back](#)
- **Your cursor will move back to the three sub-curriculum titles shown above**
- **SELECT Cross Generational Differences** and click on one of the course titles

Cross Generational Differences

Summary Information

Curriculum ID: FAS-CT-Generational Difference
 Status: Incomplete
 Assigned By:

– **Item Requirements (3 Found)**

Title	Type	Required By ▲	Date Completed	Status	Action
+ Managing Workforce Generations: Introduction to Cross-generational Employees		8/26/2011			Launch content
+ Managing Workforce Generations: Working with a Multigenerational Team		8/26/2011			Launch content
+ Managing Workforce Generations: Working with the 21st-century Generation Mix		8/26/2011			Launch content

- Click on the **LAUNCH** content button to start the course
- **When done, close the training with the “X” or BACK key**
- **Complete the course SURVEY and click on the BACK key**
- When done, a completion date will be transferred for each training module to Completed Work

- Next, **SELECT Valuing Diversity sub-curricula and start the process**
- Select from the pool of titles, one training course to review
- Once you have completed all elements of the training:

- Move back to the AgLearn+ **HOME** page
- At the **AgLearn+ HOME** page, click on the **”COMPLETED WORK”** queue

Completed Work		
Title	Status	Completion Date * 1 ▼
Cultural Transformation at USDA - A Message From Secretary Vilsack	Web Based Complete	7/20/2011 02:44 PM

- Search for the title of the course you just completed; if the training title appears you are done.
- Click once on the **PRINT** button to print a copy of your completion certificate from your AgLearn+ Completed Work history (Optional)
- If the training does not appear – immediately send an email to: **FASMandatoryTraining@fas.usda.gov** and explaining the problem.