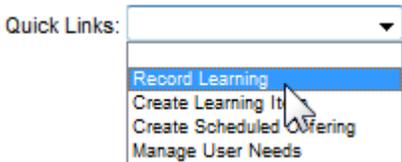
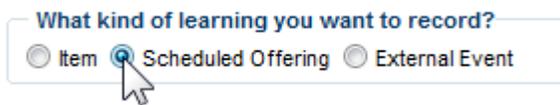
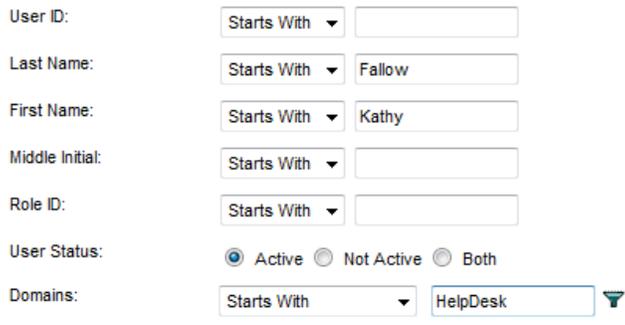


Record Learning for FY09 ISSA Scheduled Offerings

The Scheduled Offering Example for this job aid will be the January 28th offering of the FY10 Information Security Awareness Item. The Scheduled offering number is **16803**. If you are using this job aid to record learning for the January 28th offering, use the Scheduled Offering number **16803**. If you are recording for the March 8th offering, use the number **16804**.

Step	Activity	View								
1.	From the Quick Links drop-down list, choose Record Learning .									
2.	Select the Scheduled Offering option.									
3.	Enter the Scheduled Offering ID number.									
4.	Click Add .									
5.	Verify the Title and the Start Date.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th>Scheduled Offering ID</th> <th>Item</th> <th>Title</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">16803</td> <td>Classroom USDA-CYBERSECURITYPRES-FY10 (Rev 1 - 1/14/2010 01:50 PM America/New York)</td> <td>FY2010 USDA Information Security Awareness and Rules of Behavior Training (Jefferson Auditorium)</td> <td style="text-align: center;">1/28/2010</td> </tr> </tbody> </table>	Scheduled Offering ID	Item	Title	Start Date	16803	Classroom USDA-CYBERSECURITYPRES-FY10 (Rev 1 - 1/14/2010 01:50 PM America/New York)	FY2010 USDA Information Security Awareness and Rules of Behavior Training (Jefferson Auditorium)	1/28/2010
Scheduled Offering ID	Item	Title	Start Date							
16803	Classroom USDA-CYBERSECURITYPRES-FY10 (Rev 1 - 1/14/2010 01:50 PM America/New York)	FY2010 USDA Information Security Awareness and Rules of Behavior Training (Jefferson Auditorium)	1/28/2010							
6.	Click the User ID Search icon to search for the attendee.									
7.	Enter search criteria to identify the person who attended the training. Note: It is a good idea to enter at least the last name, first name and domain of the person if you do not know the User ID.									
8.	Click Search .									

Record Learning for FY09 ISSA Scheduled Offerings

9. Locate the attendee and click the corresponding **Add** check box.

User ID	User Name	Add
KD998289	Fallow, Kathy T	<input type="checkbox"/>

[Select All / Deselect All](#)
[Select All / Deselect All](#)

10. Click **Add**.



11. Click **Next**.



12. From the Grade/Completion drop-down list, select **Class Completed For Credit**.

Grade/Completion

▼

- Class Completed (Class Completed) - For Credit
- Class Incomplete (Class Incomplete) - Not For Credit
- Class Attend (Class Attend) - For Credit
- Class Waived (Class Waived) - For Credit
- Class NoShow (Class NoShow) - Not For Credit

13. Click **Next**.



14. Review the summary screen. If any errors are detected, click the Previous button to return to modify earlier screens.

Scheduled Offering ID: 16803
 Item: Classroom USDA-CYBERSECURITYPRES-FY10 (Rev 1 - 1/14/2010 01:50 PM America/New York)
 Title: FY2010 USDA Information Security Awareness and Rules of Behavior Training (Jefferson Auditorium)

User ID	User Name	Grade/Completion	Completion Date	Total Hours	Credit Hours	Contact Hours	CPE	Comments
KD998289	Fallow, Kathy T	Class Completed	1/28/2010 12:00 PM America/New York	2.00		2.00		

15. If all data are correct, click **Submit**.



16. At the summary screen, you can now Logout of AgLearn or click the Start Over button to record additional learning.

The Learning events were recorded successfully.

