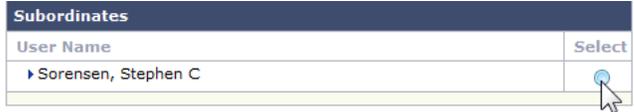
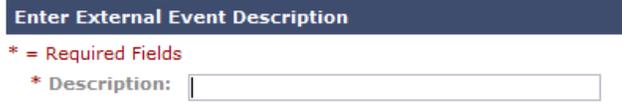


Recording External Learning Events for Subordinates

Supervisors can record completions of external learning events for their subordinates. If your subordinate has completed an external event (an activity not provide through AgLearn), you can record the completion and associated details such as contact and credit hours as provided by the event.

Step	Activity	View
1.	From your AgLearn Home Page, click My Employees .	
2.	Find the subordinate for whom you'll record learning and click the corresponding Select button.	
3.	Click Change to Selected User . Note: After you click the Change to Selected User button, you should notice the phrase " Currently Viewing ", followed by the name of your subordinate. You are now viewing your subordinate's records and can perform actions on their behalf.	
4.	Click the Learning menu.	
5.	Click the Record Learning sub-menu.	
6.	Click External Event . Note: External Event recording should only be used for items not available in the AgLearn system (external conferences, college courses, etc). For Items in the AgLearn catalog, you must choose Item.	
7.	Click Next .	
8.	Enter a title or description of the event.	
9.	Enter the name of the instructor for the event, if known.	
10.	Enter a value that can be used to indicate the grade for the item.	

Recording External Learning Events for Subordinates

Step	Activity	View								
11.	Enter the date that the item was completed. Note: You can use the Calendar icon to select a date.	* Completion Date: <input type="text"/>  (MM/DD/YYYY)								
12.	Enter the time that the item was completed	* Completion Time: <input type="text"/> (hh:mm AM/PM)								
13.	Enter the time zone of the Completion Time and Date. Note: You can find a time zone by clicking the Select link.	* Time Zone: <input type="text"/> Select								
14.	Enter the total number of hours spent in learning versus the total hours during which the resources were in use. Note: A conference might extend over three days, or 24 hours, but learning events may only have taken up 16 of those hours.	Total Hours: <input type="text"/> (1000,001.01)								
15.	Enter the number of credit hours provided, if any.	Credit Hours: <input type="text"/> (1000,001.01)								
16.	Enter the number of hours that the user actually received instruction during this learning event. Note: An eight hour classroom day includes lunch and breaks. This number should only include time when instruction was delivered.	Contact Hours: <input type="text"/> (1000,001.01)								
17.	Enter the number of credits for professional education provided, if any.	CPE: <input type="text"/> (1000,001.01)								
18.	Click Next .									
19.	Enter additional comments, if desired.	<div style="background-color: #333; color: white; padding: 2px; text-align: center;"> Edit User Event Information </div> User: Sorensen, Stephen C Comments: <input type="text"/>								
20.	Click Next .									
21.	Review the information. If you need to correct information at this time, click the Previous button to return to earlier screens and make corrections. If all information enters is correct, click Finish .	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Record Learning</p> <p>Select Event Type -> Enter External Event Description -> Enter Learning Event Information -> Edit User Event Information -> Record Learning</p> <hr/> <p>Record Learning</p> <p>External Event Description: Principles of Accounting - American Community College</p> <p>Instructor: _____</p> <p>Completion Date: 12/6/2007 05:00 PM EST</p> <p>Total Hours: _____</p> <p>Credit Hours: 3.00</p> <p>Contact Hours: _____</p> <p>CPE: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Event</th> <th>Grade</th> <th>Comments</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>Sorensen, Stephen C</td> <td>3.3</td> <td></td> <td>(1000,001.01)</td> </tr> </tbody> </table> </div>	Event	Grade	Comments	Amount (\$)	Sorensen, Stephen C	3.3		(1000,001.01)
Event	Grade	Comments	Amount (\$)							
Sorensen, Stephen C	3.3		(1000,001.01)							

Recording External Learning Events for Subordinates

Step	Activity	View
22.	A system message indicates the learning event was successfully recorded.	<p>Record Learning</p> <p>Select Event Type → Enter External Event Description →</p> <p>Success</p> <p>Status:</p> <ul style="list-style-type: none">The learning event has been successfully recorded.
23.	If you have additional events to record, you can repeat the steps above. If you wish to return to your own records, click the Return to your records link to return to your own AgLearn Profile Page.	<p>Return to your records </p> <p>Report </p>