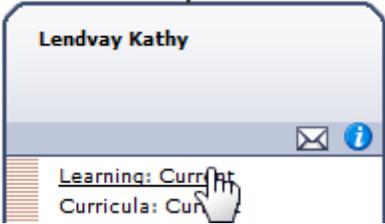
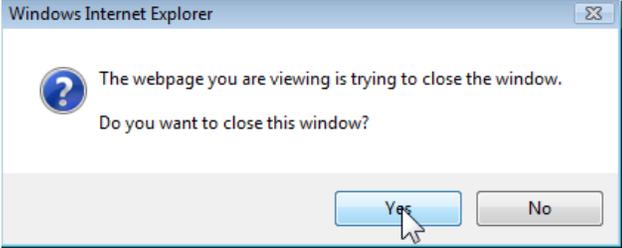


Record Subordinate (Direct Report) Completion for USDA Information Security Awareness FY 2010 (Paper)

AgLearn now provides a Supervisor Dashboard for you to view the required learning status for all your direct reports. To view the Dashboard, login to AgLearn (Learner Login) and then click the **My Employees** tab. To record a learning event for one of your subordinates, follow the instructions below. If you have any difficulty with recording the event, contact your local AgLearn administrator.

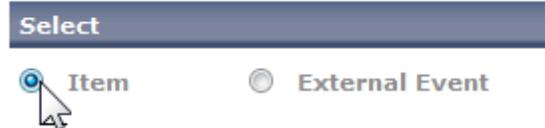
Step	Activity	View
1.	Click the My Employees tab.	
2.	Click Organization Chart or Subordinates to view your direct reports.	
3.	Locate the employee for whom you will record learning. Click the Learning link.	
4.	Click the Close link to close the Tips pop-up window.	
5.	Click Yes to confirm that you wish to close the pop-up window.	
6.	Note that the screen indicates you are viewing your subordinates' record, not your own. You will be recording learning for this subordinate.	

Record Subordinate (Direct Report) Completion for USDA Information Security Awareness FY 2010 (Paper)

7. Click **Record Learning**.



8. The Item option button should be dark. If not, click the **Item** option button.



9. Click **Next**.



10. Make sure that the checkbox for **Other** is selected. Clear all other checkboxes.



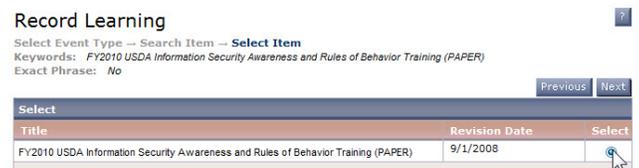
11. Copy and paste the following phrase into the **Keywords** text box:
FY2010 USDA Information Security Awareness and Rules of Behavior Training (PAPER).



12. Click **Next** to begin the search.



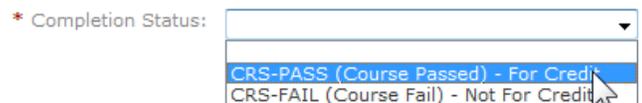
13. Click the corresponding **Select** button to select the course for recording.
Note: Be sure you have selected the **Paper** based version of the course.



14. Click **Next**.



15. Click the Completion Status drop down list to select the **For Credit** option.



Record Subordinate (Direct Report) Completion for USDA Information Security Awareness FY 2010 (Paper)

16. If the completion date is different from today's date, enter the actual date of completion (MM/DD/YYYY format).
Note: You can click the calendar icon to select the date on a calendar.

* **Completion Date:** (MM/DD/YYYY) 

17. Click **Next**.



18. If you wish to enter comments in the **Comments** field, type them here. Otherwise you can ignore this step.

Edit User Event Information
 User: Kathy, Lendvay
 Comments:

19. Click **Next**.



20. Review the Record Learning screen to be sure all details are correct.
Note: If you need to make corrections, click the Previous button to return to earlier screens.

Record Learning
Select Event Type -- Search Item -- Select Item -- Enter Learning Event Information -- Edit User Event Information -- Record Learning
 Course: USDA-CYBERSECURITYPAPER-FY10
 Revision: 9/2/2008 03:01 PM America/New York
 Item Description: The USDA Security Literacy and Basics Course introduces you to the basic concepts for computer security at USDA. Topics include: Threats and Vulnerabilities, Viruses and Malicious Code, and Roles and Responsibilities.

Record Learning			
Instructor:			
Completion Date: 11/23/2009 05:15 PM America/New York			
Total Hours:			
Credit Hours:			
Contact Hours: 1.00			
CPE:			
Record Learning			
User	Grade	Status	Comments
Cost Name		Amount (\$) (1000,001.01)	
Kathy, Lendvay		CRS-PASS	Kathy does not use computers in her work and has no network access.

21. Click **Finish** to record the completion.



22. Wait a few seconds for the Success status message screen.
Note: At this point, you can go to the employee's **Learning History** page to view or print a completion certificate.

Record Learning
Select Event Type -- Search Item -- Select Item -- Enter Learning Event Information -- Edit User Event Information -- Record Learning -- Success
Success
Status:

- The learning event has been successfully recorded.
- You can go to the Learning Event History page to print out the Completion Certificate if this event provides credit for the item.