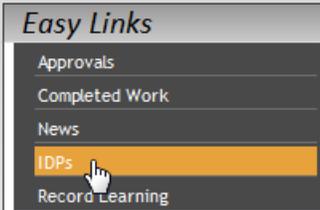
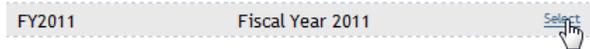
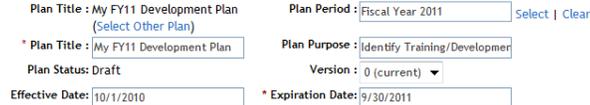


Creating an IDP in AgLearn+

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

This job aid will take you through the steps for creating a new IDP, adding a goal, adding an activity to support a goal and submitting that plan to your supervisor for approval. **PLEASE NOTE:** You will not be able to submit a new IDP to your supervisor for approval if you have any previous year's IDPs that are still in a Submit Pending status. If your supervisor is unable to approve or reject the previous year's plan, contact your AgLearn administrator to help you resolve the problem.

Before you begin: IDPs are submitted to your current supervisor and AgLearn will send notifications to alert you when your IDP has been received and approved. In order for the process to work correctly, you must have your current email address and your current supervisor identified in AgLearn. If you have not yet completed that process, refer to page 9 of this document, "**Updating your AgLearn Talent Profile**". This must be completed before you begin to create an IDP.

Step	Activity	View
1.	From your AgLearn Home Page, click the IDPs easy link.	
2.	At the bottom of the My IDPs screen, click Create New Plan .	
3.	Enter a plan title.	* Plan Title: <input type="text" value="My FY11 Development Plan"/>
4.	Click the Plan Period Select link.	* Plan Period: <input type="text"/> Select Clear
5.	Click the corresponding Select link for your desired plan period. Note: The Effective Date and Expiration Date are filled in for you.	
6.	Enter a Plan Purpose, if desired.	Plan Purpose: <input type="text" value="Identify Training/Development Needs for FY11"/>
7.	Click Add .	
8.	Review the fields to make sure you have entered the information correctly.	

If you don't see your desired plan period, click the **Records Per Page** drop down list to show more periods.

Required fields are marked with a red *asterisk.

Creating an IDP in AgLearn+

9. Click **New Goal**.



You may want to increment goal numbers by multiple numbers so that you can later add goals between established goals. **Note:** Of the fields shown here, only the Goal Name is required.

10. Enter a Goal Name and Goal Description.

Tip: Think of a goal as something you wish to accomplish.

Goal Details

Goal Type: Other

Goal Number:

* Goal Name:

Goal Description:

11. Click the calendar icon to select a Target Date for your goal.

Note: You may also want to identify a priority for this goal as well as a target and stretch value.

Priority:

* Target Date: 

Target Value:
(1000,001)

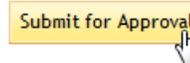
Stretch Value:
(1000,001)

If you have more goals to add, simply click **Save and Add Another** and repeat instructions above.

12. Click **Finished**.



13. If you have no other goals or activities to enter at this time, you can click **Submit for Approval**.



14. Observe that the Submit for Approval button is gone and an alert message appears.

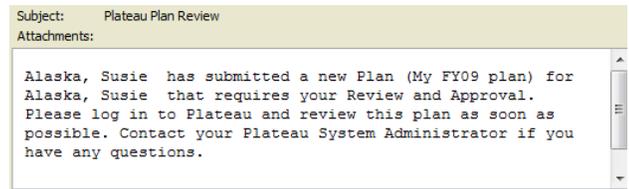
 This plan contains changes that have not been approved.
 Currently this plan is pending approval.
 We recommend you make no additional changes until the submitted version is either approved or denied.

15. Note that the current status of the plan is Submit Pending.

Plan Status: Submit/Pending
(Submitted for approval on 2/2/2011) 

16. Review your email from AgLearn.System@ocio.usda.gov.

Note: This email is only a copy of the email that was sent to your supervisor. Take no further action until your supervisor approves your plan.



Note: Once your submitted plan has been approved, you may want to add activities to your goals to help you achieve them. For example, if a person's goal is to become more proficient in Excel Charts, the user can search for an Item (course) in AgLearn and add that activity to his/her goal. See the job aid "**Adding an Activity to an IDP Goal**".

Adding an Activity to an IDP Goal

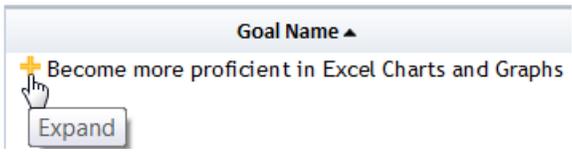
Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Activities can be attached to goals by you or your supervisor to identify what things you might do to help you reach your Goals. For example, if an employee's goal is to become more proficient in Excel Charts, she might add an activity that would involve taking an AgLearn course that covers advanced topics like Excel Charts. Activities that involve AgLearn resources can be searched for and accessed within the IDP. Activities that don't involve AgLearn resources can also be identified and described in the IDP.

Scenario#1: An employee has entered a goal to "Become more proficient in Excel charts and graphs". He will add an activity to this goal that identifies the training he plans to complete in order to accomplish his goal.

Scenario#2: An employee has entered a goal to become more aware of the latest technologies in his field. She will add an activity to this goal that identifies plans to attend a national conference.

Scenario #1 – Search for an Item in AgLearn to Add as an Activity

Step	Activity	View
1.	From your AgLearn Home Page, click the IDPs easy link.	
2.	Locate your current plan and click the corresponding View Plan button.	
3.	Expand the goal to which you'll add an activity.	
4.	Click Add Activity .	
5.	Select Search for Activity .	
6.	Enter keywords that will help you to locate a course for your activity.	

Adding an Activity to an IDP Goal

7. Click **Search**



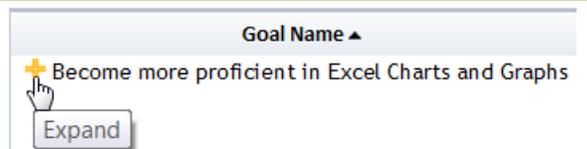
8. From the list of available courses, locate the course that will best help you to reach your goal and check the corresponding Select box.

Item Search Results	
Title	Select
Advanced Formatting in Excel 2007	<input type="checkbox"/>
Excel 2007 Charts, Pictures, Themes, and Styles	<input type="checkbox"/>
Intermediate Microsoft Office Excel 2007	<input type="checkbox"/>
Using Tables, Charts, and Graphics in Word 2007	<input type="checkbox"/>
Working with Pivot Tables and Charts in Microsoft Office Excel 2007	<input checked="" type="checkbox"/>

9. Click **Add** to add the course as an activity on your IDP.



10. Expand the goal to view the activity.

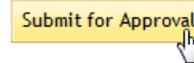


If the course is an online course, the Status will change from **Available** to **In Progress** to **Completed** as you progress through the course.

11. If you wish, you can click **View Item Details** to view a description of the course or click **Launch Content** to begin the course (If online).

Name	Due Date	Type	Priority	Status	Target / Sketch	Actions	Remove
Working with Pivot Tables and Charts in Microsoft Office Excel 2007	8/16/2011	Item		Available		View/Add Notes CSR Launch Content View Item Details	

12. If you have no other goals or activities to enter at this time, you can click **Submit for Approval**.



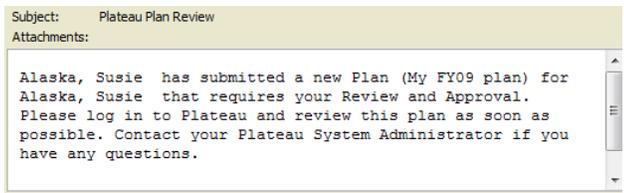
13. Observe that the Submit for Approval button is gone and an alert message appears.

⚠ This plan contains changes that have not been approved.
Currently this plan is pending approval.
We recommend you make no additional changes until the submitted version is either approved or denied.

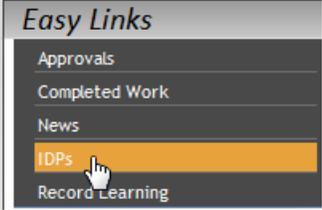
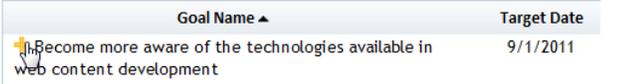
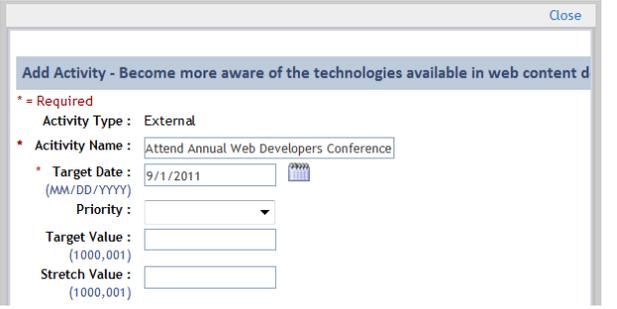
14. Note that the current status of the plan is Submit Pending.

Plan Status: Submit/Pending
(Submitted for approval on 2/2/2011) +

15. Review your email from AgLearn.System@ocio.usda.gov.
Note: This email is only a copy of the email that was sent to your supervisor. Take no further action until your supervisor approves your plan.

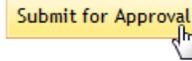


Scenario #2 – Create an Activity to Add to a Goal

Step	Activity	View
1.	From your AgLearn Home Page, click the IDPs easy link.	
2.	Locate your current plan and click the corresponding View Plan button.	
3.	Expand the goal to which you'll add an activity.	
4.	Click Add Activity .	
5.	Select Create New Activity .	
6.	Enter the name of the activity (the Target Date is filled in for you, based on the Target date of the goal). Note: The other fields are not required, but may help to provide additional data to describe the activity.	
7.	Click Add to add the activity to your goal.	
8.	Expand the goal to view the goal details and the activity.	
9.	If you wish to add notes or edit the data for either the goal or its corresponding activity, be sure to click the appropriate action button.	

Scenario #2 – Create an Activity to Add to a Goal

10. If you have no other goals or activities to enter at this time, you can click **Submit for Approval**.



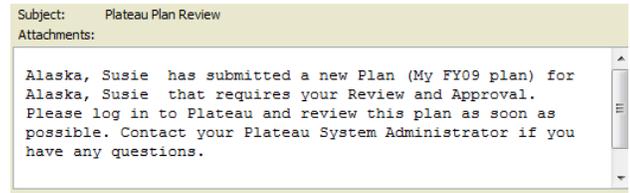
11. Observe that the Submit for Approval button is gone and an alert message appears.

 This plan contains changes that have not been approved. Currently this plan is pending approval. We recommend you make no additional changes until the submitted version is either approved or denied.

12. Note that the current status of the plan is Submit Pending.

Plan Status: Submit/Pending
(Submitted for approval on 2/2/2011) 

13. Review your email from AgLearn.System@ocio.usda.gov.
Note: This email is only a copy of the email that was sent to your supervisor. Take no further action until your supervisor approves your plan.



Updating the Status of an Activity or Goal

As you make progress towards completing your activities and your goals, you'll need to document that progress in your IDP. Please note that updating an activity to a completed status does not automatically update the associated goal and vice versa. The following procedure will walk you through the steps of updating the status of one of a goal's activities as well as editing the goal to mark it completed.

Step	Activity	View
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1.	From your AgLearn Home Page, click the IDPs easy link.	
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2.	Locate your current plan and click the corresponding View Plan button.	
----	---	--

3.	Expand the goal that contains the activity you'll update.	
----	---	--

4.	Be sure to locate the Actions buttons for the activity, below the goal and slightly indented from the right margin.	
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5.	In the Status column of the activity, select the option that describes your current status.	
----	---	--

Repeat steps 3-6 for each activity you wish to update.

6.	In the Action column, click Update Activity Status to save your change.	
----	--	--

7.	When all activities of a goal have been marked complete, click the goal's corresponding Edit button.	
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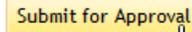
8.	Click the Completed checkbox to mark the goal completed.	
----	---	--

Repeat steps 7-9 for each goal you wish to update.

9.	Click Apply Changes to save your change.	
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Updating the Status of an Activity or Goal

10. If you have no other goals or activities to enter at this time, (or if this is your final update for the year), you can click **Submit for Approval**.



11. Observe that the Submit for Approval button is gone and an alert message appears.

 This plan contains changes that have not been approved.
Currently this plan is pending approval.
We recommend you make no additional changes until the submitted version is either approved or denied.

12. Review your email from AgLearn.System@ocio.usda.gov.
Note: This email is only a copy of the email that was sent to your supervisor. Take no further action until your supervisor approves your plan.

Subject: Plateau Plan Review
Attachments:

Alaska, Susie has submitted a new Plan (My FY09 plan) for Alaska, Susie that requires your Review and Approval. Please log in to Plateau and review this plan as soon as possible. Contact your Plateau System Administrator if you have any questions.

It is recommended that you review your IDP, make your final updates and submit your IDP for final approval at least one month before the plan's expiration date to give your supervisor time to review all subordinate plans.

Once you have made your final updates and submitted your plan for approval, take no further action unless you receive an Alert message in Aglearn to perform a final review. Once your supervisor approves your final submission, your Active/Approved plan will change automatically to Expired once the last day of the plan period has passed. At that time you'll be able to create and submit a new IDP for the upcoming year.

If you have any questions about your online IDP, first consult the [IDP FAQ](#) document to see if your question is answered in this document. If not, contact your AgLearn Administrator for help. To view a list of all AgLearn Lead administrators, click the [Contact Us](#) link when you first login to AgLearn.

Updating Your AgLearn Talent Profile

Many functions within AgLearn such as notifications and approvals cannot operate properly without specific identification data about you. AgLearn must have your email address as well as your current supervisor's name properly recorded in order to send you email and to approve your training requests. The following procedure illustrates how to select your current supervisor and how to enter or update your email address in AgLearn.

Step	Activity	View
1.	From the AgLearn Home Page, click your name to enter the Talent Profile area.	
2.	In the upper right corner of the Contact Information section, click the Edit icon to edit or add contact information, such as your email address.	
3.	In the Email Address field, enter the email address where you would like to receive your AgLearn notifications (IDP approvals, SF-182 approvals, training notices, etc), and then click Save . Note: Do not attempt to update any address data here. Data entered here may be overwritten by the nightly HR feed. If a permanent change is required, please contact your HR representative.	
4.	Scroll down to the Employee Information section, and then click the Edit icon to edit or add employee information, such as your supervisor.	
5.	Click the Supervisor Selector icon to launch the search window.	

Updating Your AgLearn Talent Profile

6. Enter your supervisor's last name, first name and/or email address, and then click **Search** to view the results window.

Case sensitive search: No Yes

* Last Name: Starts With cotti

First Name: Starts With dwayne

Agency: Include Sub Domains OCIO

Email Address: Starts With Dwayne.cotti@o

7. Locate your supervisor in the window and then click the corresponding **Select** link.

View Supervisor Results			
User ID	User Name	Email Address	Duty Station Description
DCZ27369	Cotti, Dwayne	dwayne.cotti@usda.gov	Select

8. Click Save.



9. Review the Contact Information and Employee Information to be sure you've entered data correctly.

Contact Information



Kathy T Fallow
 1800 M Street
 Washington, DC 20036
 United States of America
kathleen.fallow@ocio.usda.gov

Employee Information

User ID:	KD998289
Employee Type:	Contract
Employee Status:	Contractor
Supervisor:	Ali A Kafshi
Number of Direct Reports:	0

10. Click the **Home** tab to return to your AgLearn Home Page.

