

Welcome to

AgLearn

Your personal guide
to everything AgLearn





Table of Contents

03	<u>Section 1: Welcome to AgLearn</u> <ul style="list-style-type: none">• Our Story• Your First Few Weeks
07	<u>Section 2: Get familiar with AgLearn</u> <ul style="list-style-type: none">• Homepage• Dashboard• Searching the Course Catalog
12	<u>Section 3: Learning Opportunities</u> <ul style="list-style-type: none">• Completing Mandatory Learning• Exploring Discretionary Learning
17	<u>Section 4: Resources</u> <ul style="list-style-type: none">• Individual Development Plan (IDP)• Help Resources

Section 1:

Welcome to AgLearn

- Our Story
- Your First Few Weeks

Welcome to AgLearn

As a newly hired employee, now is the perfect time to explore and get to know AgLearn

Over the next weeks and months, take some time to acquaint yourself with AgLearn and all it has to offer. Get started by visiting our [Welcome to AgLearn hub](#); here you will have the opportunity to explore resources that will help you maximize your AgLearn experience. These resources will help you learn how to manage your profile information, find courses, navigate AgLearn, develop an Individual Development Plan (IDP), complete mandatory trainings, utilize discretionary trainings thorough AgLearn's vendor partners, and much more!

We understand that AgLearn cannot be mastered in a day or week, and it will take time to learn the fundamentals of the system. So, over the next few days, we encourage you to spend time learning about how to find courses in AgLearn. This guide is yours to return to as a reference as you begin using AgLearn.





How can AgLearn
help advance my career?



Our Story

For more than 15 years, AgLearn has been the official system of record for training the more than 140,000 active users at USDA. AgLearn also provides LMS services to several other federal agencies.

AgLearn provides an industry leading learning experience platform and supports:

- Most Federally Mandated Training
- Integrated Standard Form (SF)-182
- Vendor Content Libraries Classroom Management
- Talent Competency Management

The Goal

To provide all employees with the tools needed to successfully complete federally mandated learning as well as providing an extensive catalog of agency and vendor created content that can help employees advance their careers, learn new skills and expand their personal knowledge and capabilities. AgLearn strives to be the central, collaborative training environment for USDA's dynamic workforce. With robust training tools that are accessible, flexible, and user-friendly, AgLearn aims to deliver high-quality professional and personal learning opportunities.

Your First Few Days

STEP 1 Get Started!

Take some time to get familiar with AgLearn. Begin to explore learning and training resources that interest you.

STEP 2 Onboarding resources

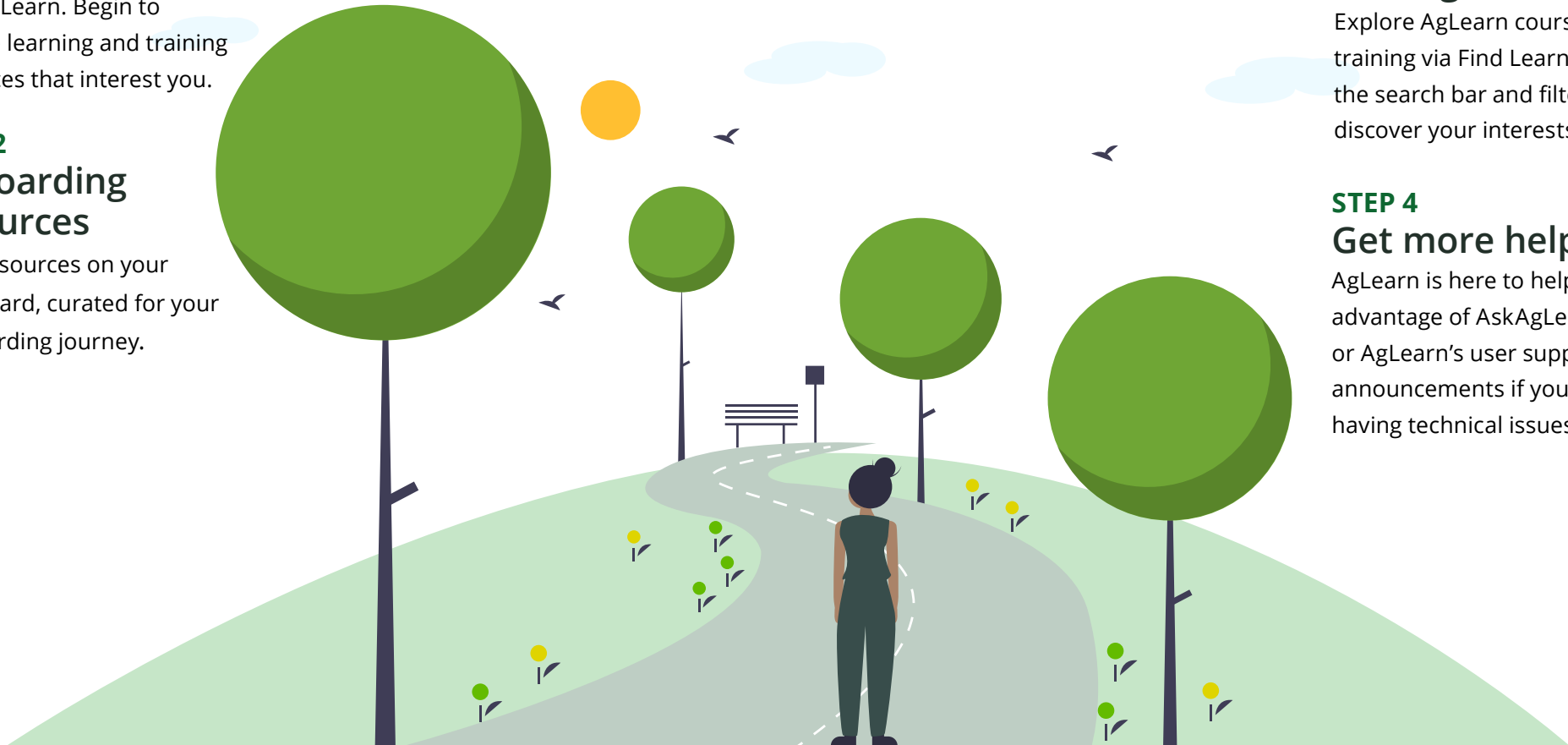
View resources on your dashboard, curated for your on-boarding journey.

STEP 3 The course catalog

Explore AgLearn courses and training via Find Learning. Use the search bar and filters to discover your interests.

STEP 4 Get more help

AgLearn is here to help! Take advantage of AskAgLearnNow or AgLearn's user support site announcements if you are having technical issues.



Section 2:

Get familiar with AgLearn

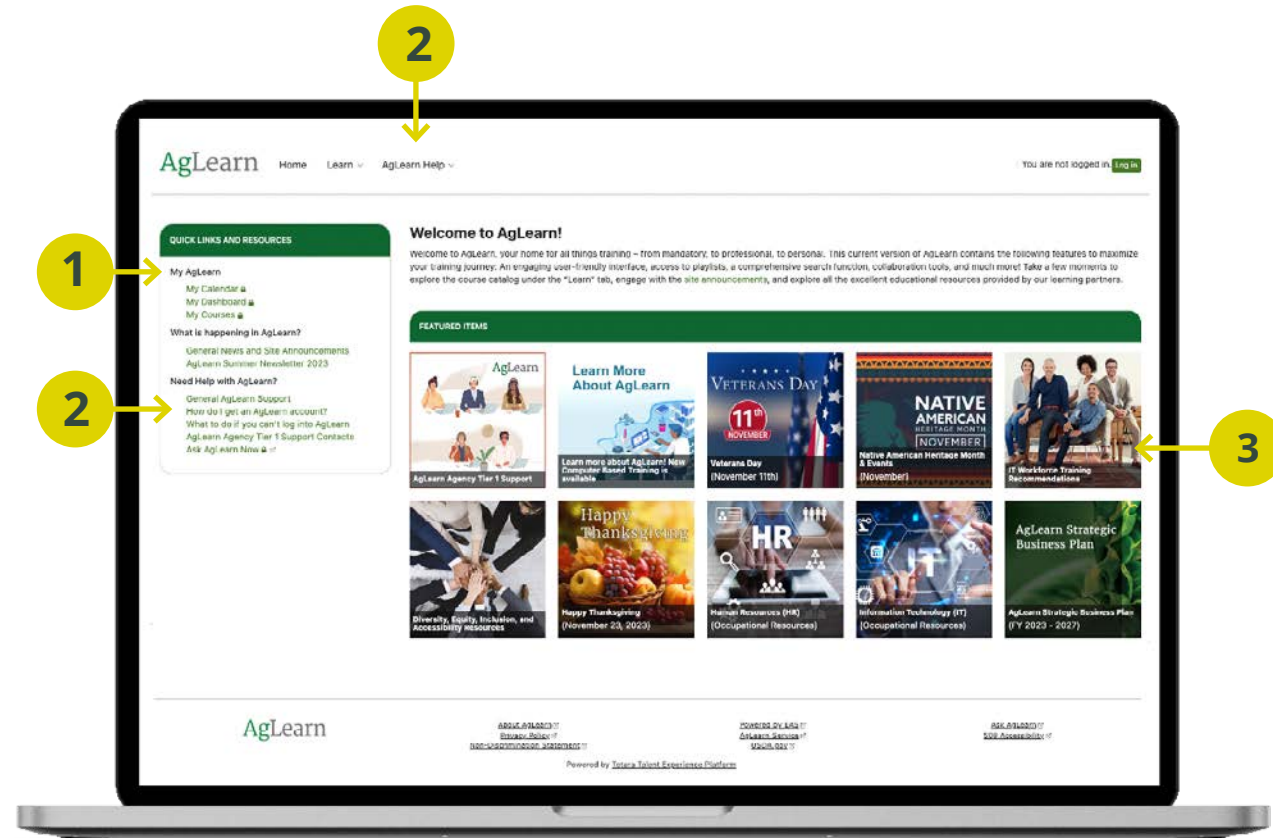
- Homepage
- Dashboard
- Searching the Course Catalog

Let's get familiar with AgLearn

AgLearn Homepage

Features include:

- 1** Quick Links: Easy access to items such as My Calendar, My Dashboard, My Courses, General News and Site Announcements.
- 2** AgLearn Help: Find support like AgLearn Tier 1 support, How Do I Get an AgLearn Account, and Ask AgLearn Now. These can also be accessed from the site navigation at the top of the page from anywhere on the site.
- 3** Featured Items: First Friday messages, curated training resources and monthly events and commemorations. User-friendly AgLearn aims to deliver high-quality professional and personal learning opportunities.



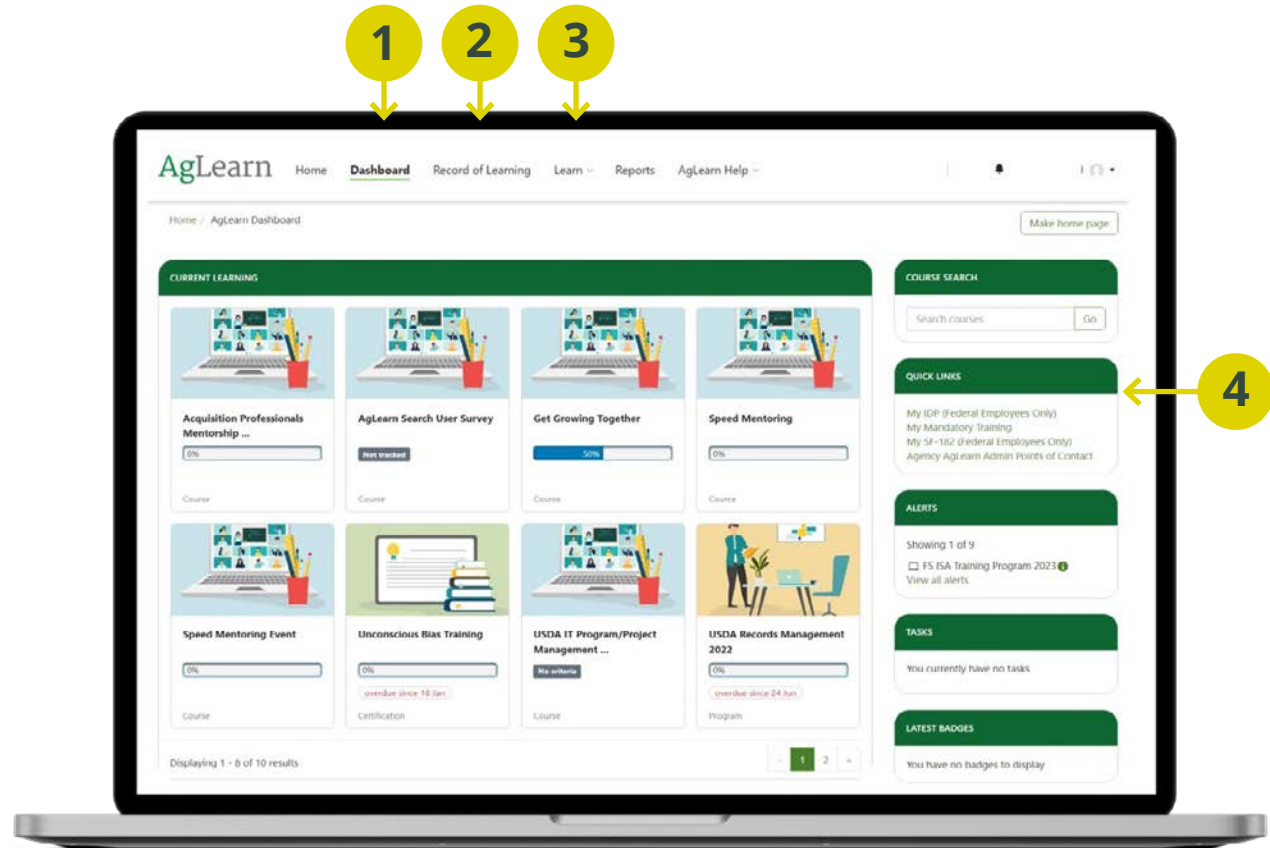
AgLearn Dashboard

Features include:

- 1 **Dashboards:**
Choose the **Dashboard** page to access your current learning and other personalized blocks such as; **Quick Links, Alerts, Tasks, and Badges**.

Note: You may see a different dashboard from the one shown here. Dashboards can be customized by individual agencies and offices. New AgLearn users will see the 'New User Dashboard'.

- 2 **Record of Learning:** Use this navigation link to view **All Learning, Active Learning, or Completed Learning**.
- 3 **Learn:** Use this navigation drop-down to select **Find Learning and Your Library**. These areas will help you search and filter learning resources.
- 4 **Quick Links:** Get to important links like **My IDP, My Mandatory Training, My SF-182, and Agency AgLearn Admin Points of Contact**.



Searching the Course Catalog

AgLearn is home to tens of thousands of resources, but finding resources relevant to you can be a challenge if you don't know where to look. To learn how to better find AgLearn resources, and to learn more about AgLearn's vast library of resources, carefully read on!

What learning resources are available?



Find Learning Page

Tips include:

- 1 Use the Filters:** A valuable feature that is often overlooked. Filters can be turned on/off to help narrow down results.
 - 2 Add Quotes:** To search for an exact phrase, add quotes (e.g., "farm use").
- Try Partial Words or Titles:** Helpful if you don't know the actual title or want a less restrictive search.

Resources

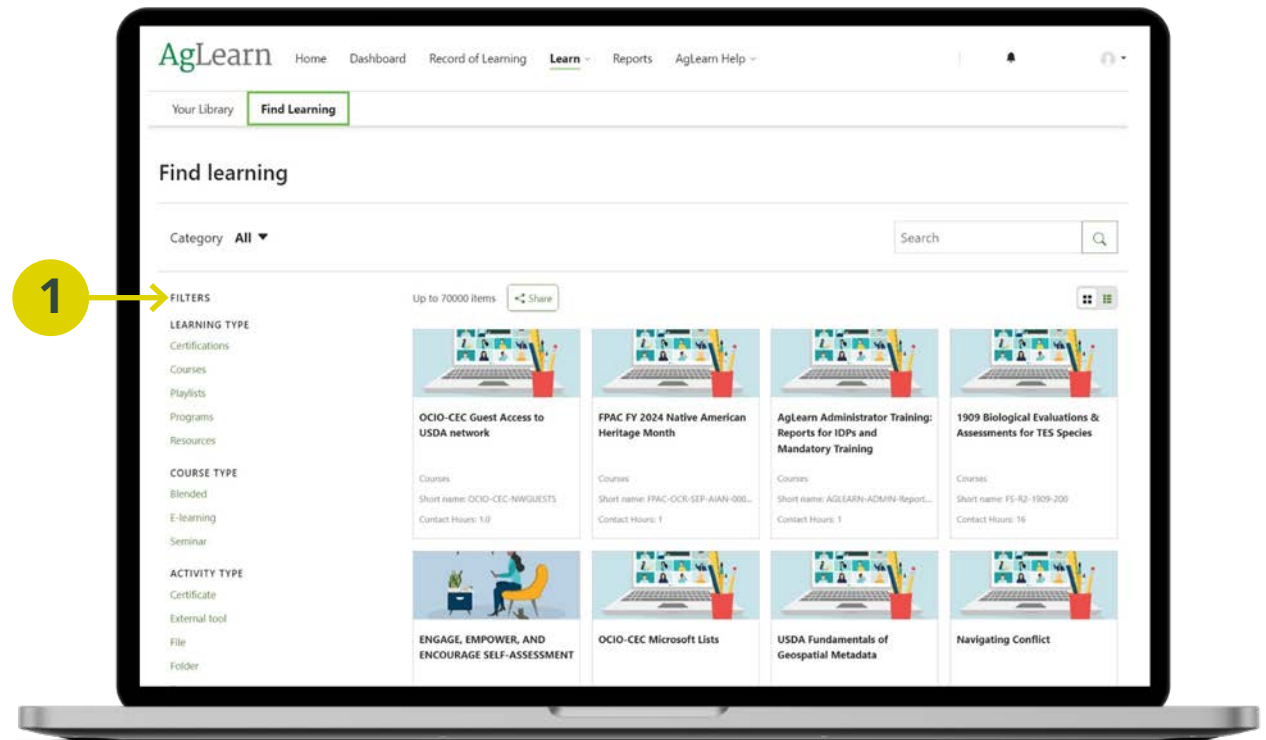
Knowledge Base Articles (KBAs):

- [Searching the Course Catalog](#)
- [How do I enroll in a course?](#)
- [How do I find and enroll into LinkedIn Learning Courses?](#)
- [Can I quickly log into the Percipio learning app without going to AgLearn?](#)

Course:

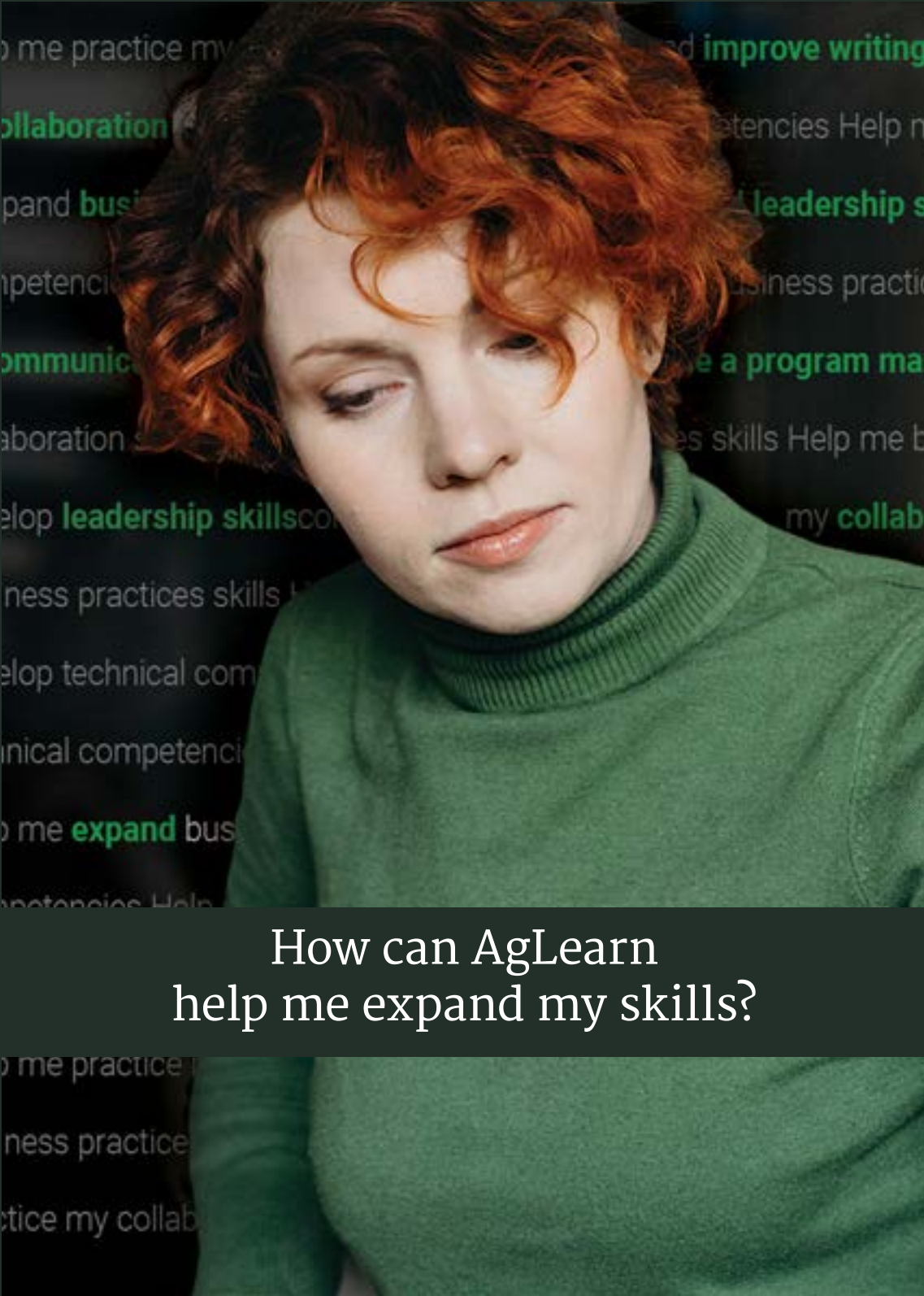
- [AgLearn User Training - Find Learning](#)
- [How to use LinkedIn Learning](#)

Find what your looking for



Section 3: Learning Opportunities

- Overview
- Completing mandatory learning
- Exploring discretionary learning



How can AgLearn
help me expand my skills?

Overview to Mandatory and Discretionary Learning

AgLearn is your source for both types of learning, allowing our employees to stay current with latest enterprise-wide and agency-specific policies through mandatory learning and to expand skills and interests through discretionary learning. Together these two types of learning resources provide a powerful tool set of knowledge for all USDA employees.

The following pages will provide additional details about each learning type and provide information on how to get access to them.

Completing Mandatory Learning

What is it?

Mandatory learning is training requirements mandated by federal law for every USDA employee, contractor, and vendor. These typically occur once a year. AgLearn maintains updated courses and tracks the mandated learning per each employee profile indicating that the requirement has been met. Your agency may have its own mandatory learning, for example, fire safety, or driver safety. These courses are administered by AgLearn for each individual agency.

Why does it matter?

Completing mandatory learning is important not just for fulfilling the lawful requirement; it is also imperative for keeping all USDA employees current and up to date with requirements and new information. Information Security Awareness is an example that is continuously getting updated with the latest cybersecurity information and is critical for everyone to understand so that information breaches and hacks can be avoided agency-wide.

When does it happen?

Typically, mandatory trainings are assigned annually and must be completed in no more than 90 days from assignment. AgLearn will automatically add the required courses to your lesson plan, provide a deadline for completion, and will send reminders until the training is complete. An overview calendar showing all mandatory training assignments is visible on users' dashboard pages. This helps users keep track of upcoming deadlines for completion.

What do I need to do?

AgLearn will automatically add the required courses to your lesson plan, provide a deadline for completion, and send reminders until the training is complete. All you have to do is complete your training within the given time frame and AgLearn will record its completion and notify your supervisor. AgLearn will store the completions with your profile so it can be retained as a record. If your agency requires a certificate of completion it can also be printed from AgLearn.

Exploring Discretionary Learning

What is it?

Discretionary learning is training that is available to every USDA employee. These trainings are accessible 24/7 and are intended as tools to better the work-life balance of USDA employees. These trainings are offered by vendors and internal federal agencies and offer a wide variety of topics from work-related to personal development.

Why does it matter?

This learning is free to every USDA employee and is part of your benefits package. The learning resources, courses, and tools are centered around the betterment of you. Whether you are interested in career advancement, planning retirement, or just want to learn a new skill, you have access to it all via AgLearn.

When does it happen?

Anytime! The trainings are accessible whenever you need them. The key is to get in there and explore the options. There are more than 35,000 resources available to you through vendor partners; AgLearn users have access to thousands more eBooks, Audiobooks, Language learning modules, and more.

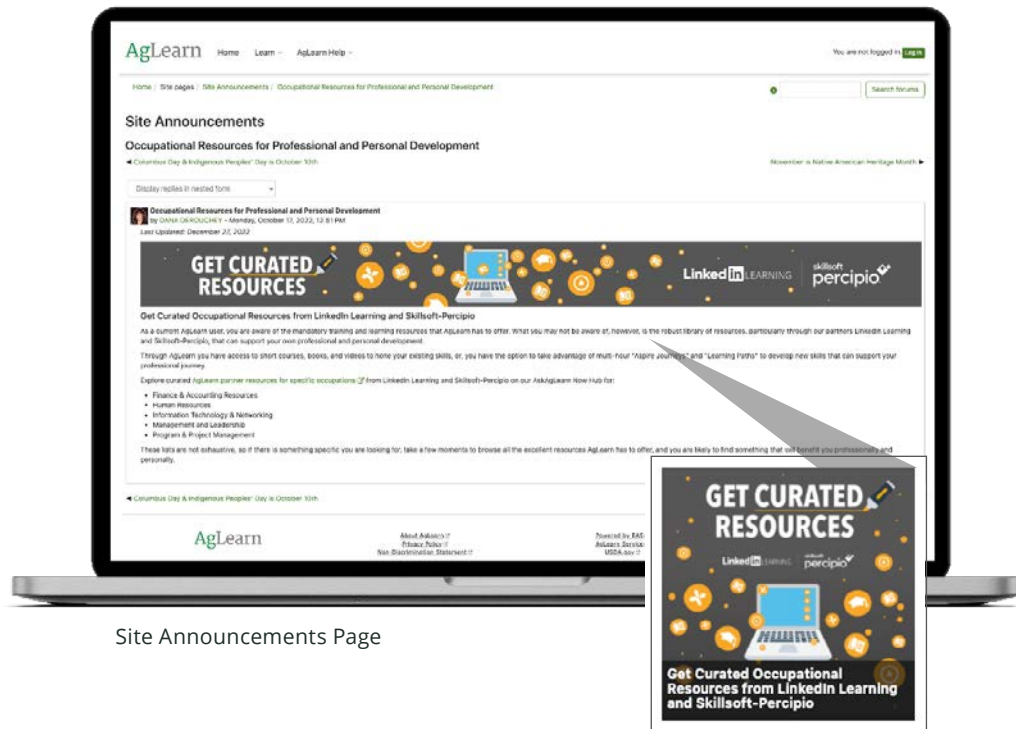
How do I access It?

Discretionary learning opportunities can be found in a number of ways through AgLearn. Using the search toolbar under the Find Learning drop-down, you will have the opportunity to view thousands of discretionary learning resources across AgLearn. Alternatively, from AgLearn's homepage, you can access vendor partner resources directly by clicking on the respective vendor partner tile (e.g., LinkedIn Learning or Skillsoft-Percipio).



Look for Curated Resources!

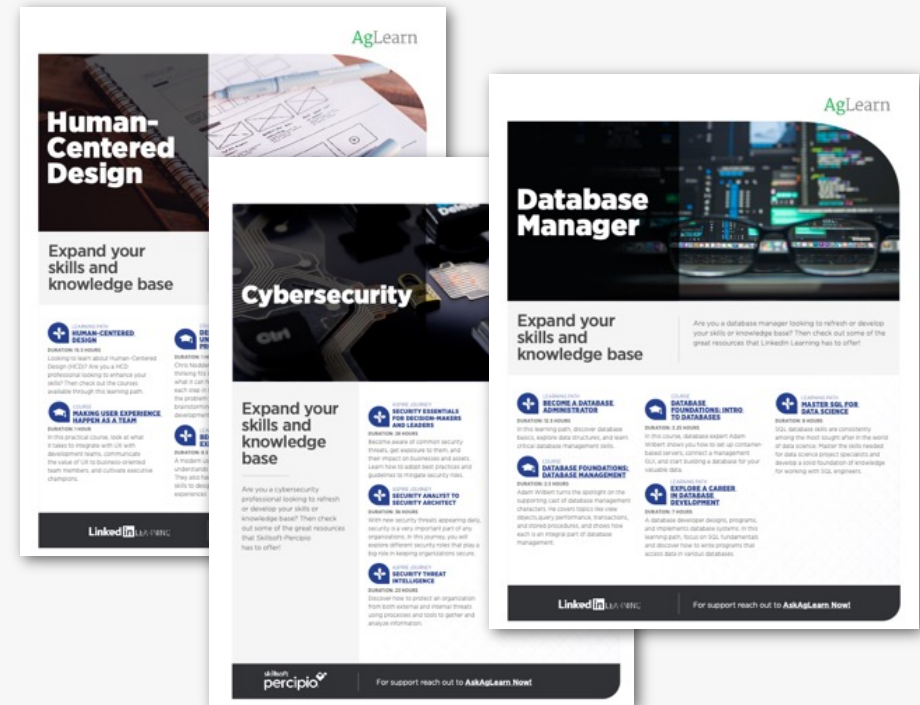
We have made it easy to find resources that are specific to a topic you care about. Access the **Curated Resources** via the **Site Announcements** page. Here you will find the most popular topic areas with direct links to get your learning started. New topics are added frequently, check back often!



Site Announcements Page



Site Announcements from Home page



Occupational flyers

Example of topics available:

Human Resources, IT and Networking, Finance and Accounting, Management and Leadership, Human-Centered Design, Cybersecurity, AI and Machine Learning, and more!



[Back to Table
of Contents](#)

Section 4: Individual Development Plan (IDP)

- The IDP/EDP process
- Help resources

The IDP/EDP Process

What is an IDP?

An individual development plan (IDP) is a tool to assist employees in professional development. Its primary purpose is to help employees reach short and long-term career goals, as well as improve current job performance. An IDP is not a performance evaluation tool or a one-time activity. It should be looked at like a partnership between the employee and the supervisor. It involves preparation and continuous feedback. Many agencies require IDPs for new and current employees. It is encouraged throughout many organizations. Many Federal agencies require their employees to complete an IDP annually.

What is an EDP?

All Senior Executives are required to have an Executive Development Plan (EDP). An (EDP) outlines a senior executive's short-term and long-term developmental activities. These developmental activities included in an executive's EDP should allow the executive to develop a broader perspective in the agency as well as Government-wide. These activities should meet organizational needs for leadership, managerial improvement, and results. EDPs should be reviewed annually and revised as appropriate by an Executive Resources Board or similar body designated by the agency to oversee executive development.

How do I access It?

To create an IDP/EDP, log in to AgLearn:

1. From the **Dashboard** page, select **My IDP** from the **Quick Links** block. This will open the Learning Plans page.
2. Make sure you select the current fiscal year title, for example **My IDP - FY2023** or **My EDP - 2023**.
3. You can now search and **add Courses and Programs to your IDP/EDP and goals**. Before completing your IDP/EDP Goals, work with your supervisor to determine what your goals ought to be for the upcoming fiscal year.

Note: your agency may also have agency-specific IDP/EDP training.

What resources are available?

- For detailed training on how to create and submit an IDP/EDP in AgLearn, check out the [Completing and submitting an IDP Course 107](#) (AgLearn eAuth log in required).
- For even more information, visit Ask AgLearn Now [Knowledge Base Article library](#) about the topic.

AgLearn is here to help

Whether you are a brand-new employee or a seasoned veteran, AgLearn has a plethora of resources to help you answer all your questions.

1 AgLearn Homepage: Navigate to the “Quick Links” section and find links for AgLearn support.

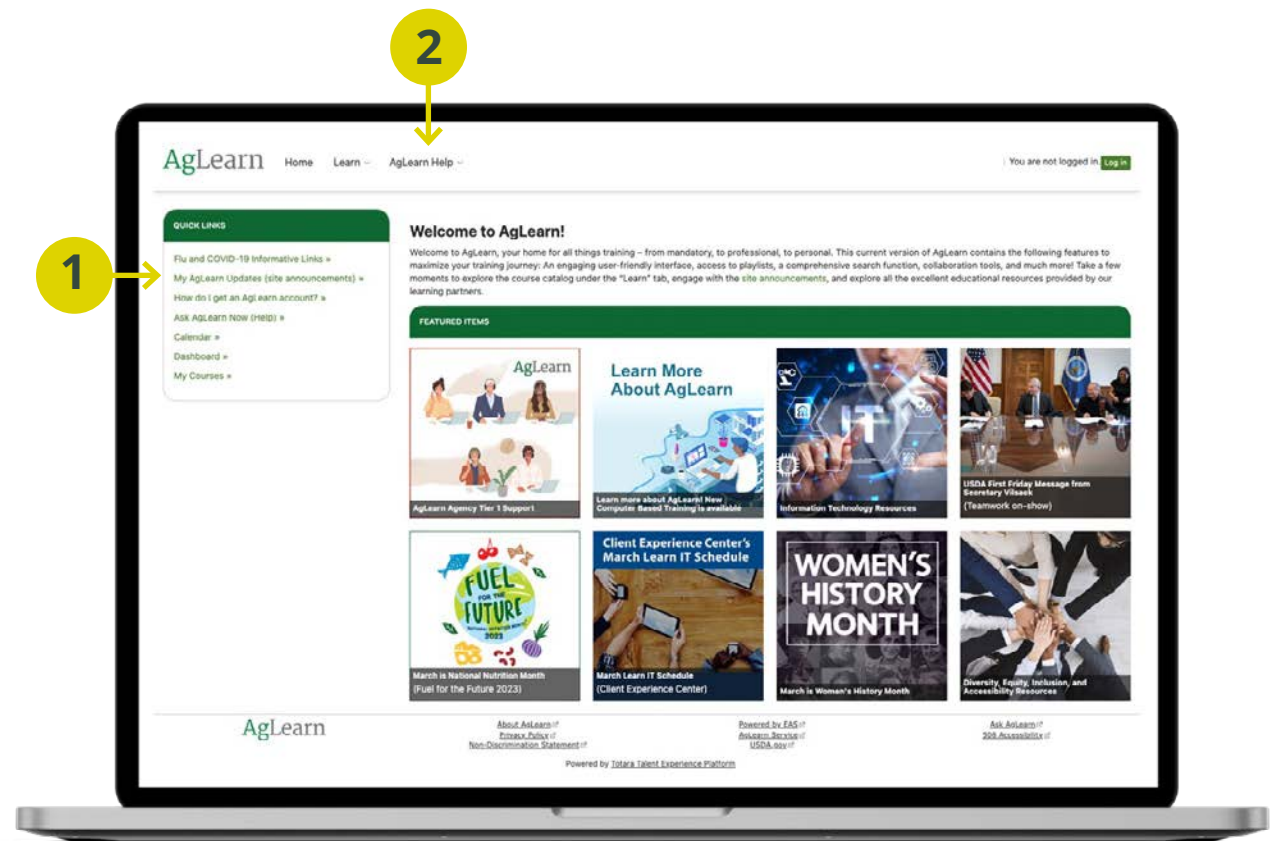
Note: these links do not require an eAuth log in.

2 AskAgLearnNow: Submit a ticket for any AgLearn related issue or read a Knowledge base article (KBA) about dozens of topics relevant to you.

Note: AskAgLearnNow **does require** an eAuth log in with your PIV card credentials.

Helpful Links:

- [General AgLearn support](#)
- [How do I get an AgLearn Account?](#)
- [What if I can't log in to AgLearn?](#)
- [AgLearn Agency Tier 1 Support Contact](#)
- [AskAgLearn Now](#)





Happy Learning!

Get started today log in to aglearn.usda.gov