USDA/ARS

AgLearn Training for Training Designees

Putting the Pieces Together

October 2012

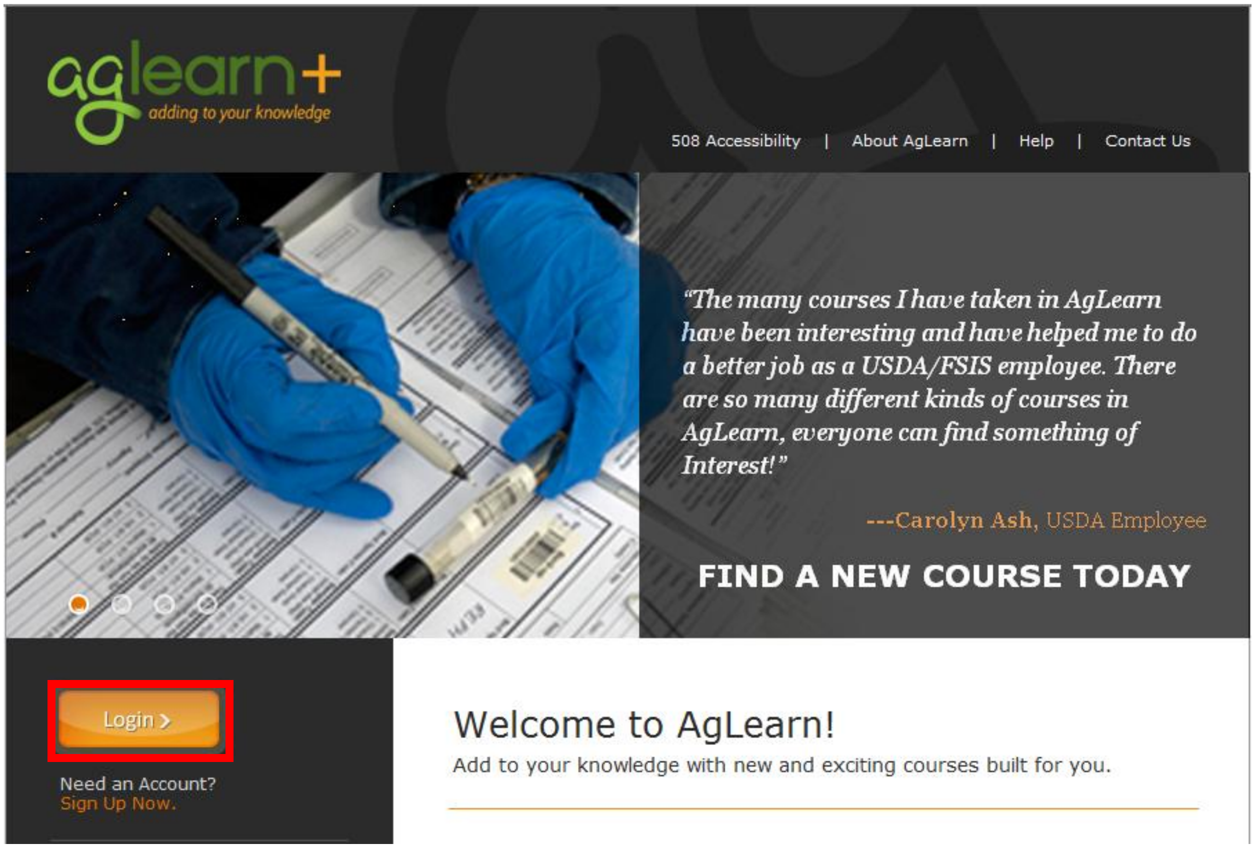
Table of Contents

Table of Contents

The Administration Environment

The Administration environment of AgLearn provides administrators with the ability to track the range of information needed to manage USDA learning programs effectively. This manual provides an overview of the Administration environment, and job aids for referencing day-to-day Administrator duties. To log in as an Administrator, go to **http://www.aglearn.usda.gov** and follow these steps to login as an Administrator to AgLearn:

1. Click **Login**
2. Click **Continue** to accept the security admonition.
3. Enter your e-Authentication credentials.

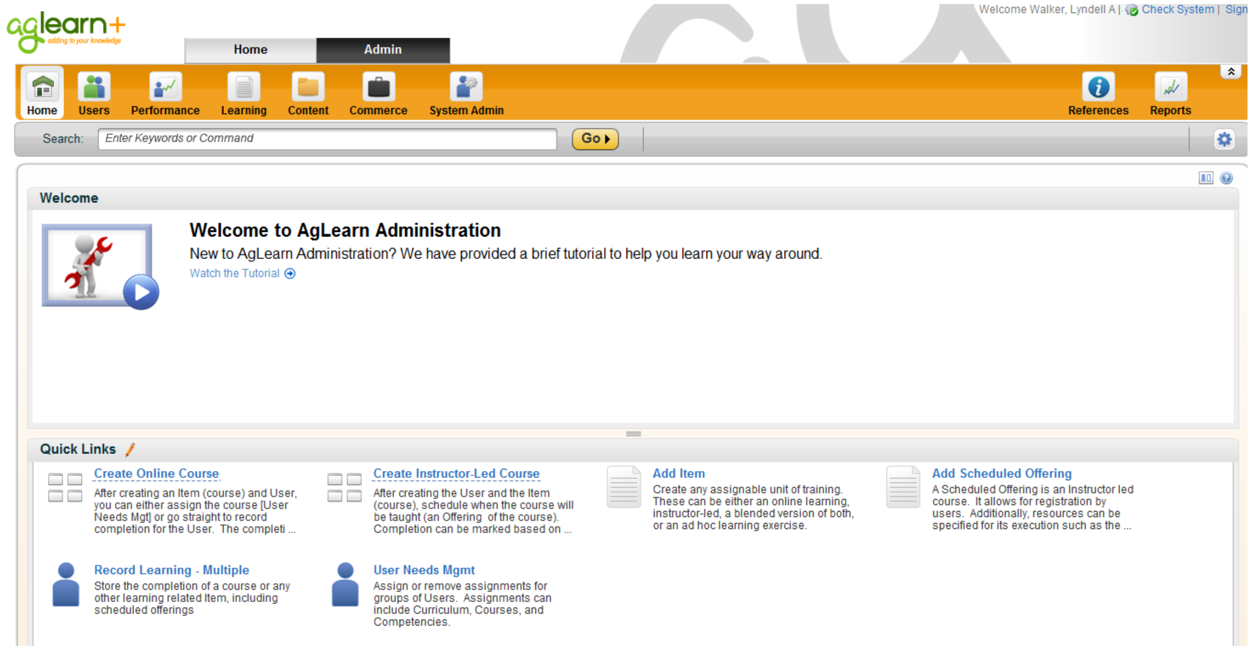


Administrator’s Home Page

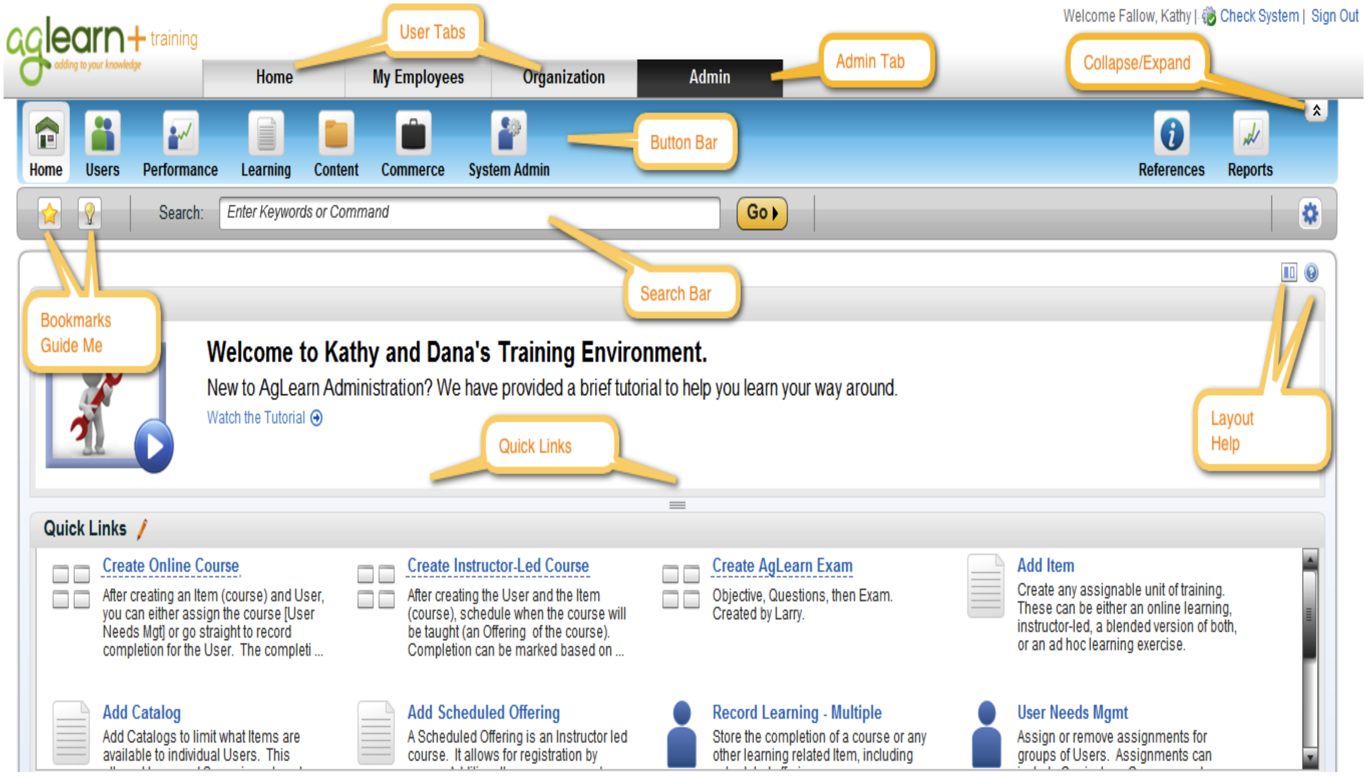
The **Administrator’s Home Page** is the first screen that displays after logging in to the Administration environment of AgLearn. There are eight different views in the Administration environment:

- Home Page
- User’s
- Performance
- Learning
- Commerce
- System Admin
- References
- Reports

The menu displays and options are restricted according to the permissions directly associated with AgLearn administration role of the person logged in. Areas in which an administrator does not have permission to work will not display. This manual will focus on three menu display options: User Management, Learning and Reports.



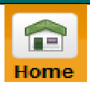
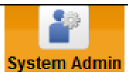
Administrator Home Page (Continued)



- **User & Admin Tab:** One Interface with Multiple Tabs
- **Button Bar:** Options displayed based on your assigned role(s)
- **Collapse/Expand:** Allows more space to work with the related information. When you expand the related information, the system expands that content into the summary and actions areas so that you can view and work with more of the content.
- **Search Bar:** The new Search Bar allows for Global keyword search of data and users across the AgLearn Database & also to locate and run quick commands.
- **Bookmarks & Recent:** Bookmarks provide quick access to records you use most frequently. Recent provide quick access to records that were accessed or modified most recently.
- **Guide Me:** Guide Me provides less experienced administrators with a guided process for completing multi-step actions.
- **Layout & Help:** Change layout of Welcome screen to horizontal or vertical views. Help system covers all possible actions in AgLearn.
- **Quick Links:** Allows quick access to common functions

Menu Tab Descriptions

The table below lists the nine "links" or menu options with their corresponding descriptions, available to the AgLearn Administrator.

Menu Option	Example	Description
Home		The **Home** link contains the Welcome Page and Quick Links, which has links to the most commonly performed tasks for administrators and a link to the Plateau Help System.
Users		The **Users** link provides access to those system functions used to manage general User information, User competency assessments and User learning events.
Performance		The **Performance** link allows the administrator to manage competencies, performance evaluations and succession planning.
Learning		The **Learning** link provides access to those system functions used to create, manage, and schedule learning events. You can create scheduled offerings, objectives, curricula, exams and survey objects.
Content		The **Content** link provides access to those system functions used to manage online content, such as content objects (courseware), surveys, questions and exam objects.
Commerce		The **Commerce** link provides sets of functions and tools that allow administrators to track resource costs for the delivery of training and the tuition (pricing) charged for a user to attend or launch a training event.
System Admin		The **System Admin** link provides access to those system functions used to manage AgLearn application variables and settings, security and data domain privileges.
References		The **References** link manages the referenced fields that you can use throughout SuccessFactors Administration such as Calendars & Time, Geography, Learning and Performance.
Reports		The **Reports** link provides access to those system functions used to generate any available AgLearn Reports.

Menu Options						
This table below lists the seven menu options, with their corresponding sub-menu options available to the AgLearn Administrator						
Users	**Performance**	**Learning**	**Content**	**Commerce**	**System Admin**	**Reports**
Users	Competencies	Items	Questions	Master Inventory	+Application Admin	User Management
Job Codes	Competency Profiles	Scheduled Offerings	Exam Objects		+Security	Performance
Job Families	Skill Search	Classes	Objectives		+Custom Columns	Learning
Positions		Group Instances	Documents		+Tools	Content
Organizations		Catalogs	+Tools		Background Jobs	System Admin
Regions		Curricula				Miscellaneous
+Tools		Requirements				
		Surveys				
		Communities				
		Instructors				
		Task				
		+Tools				

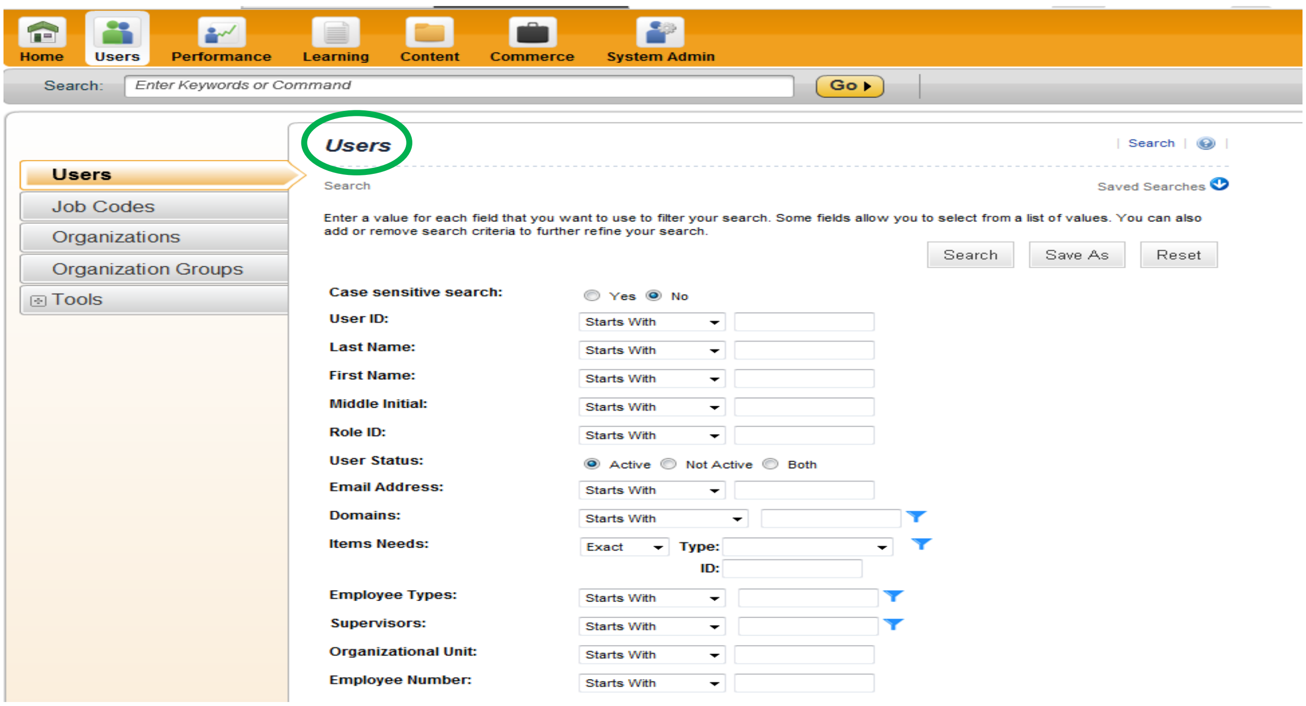
Universal Controls

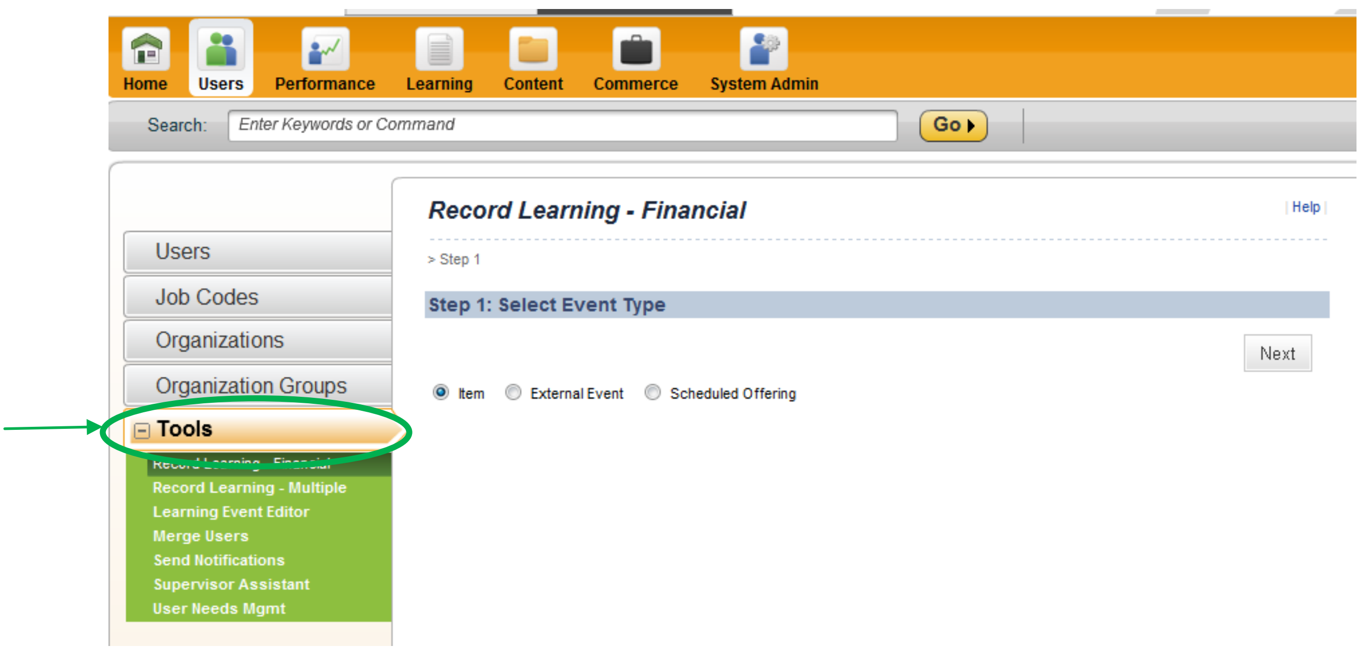
This table below lists common examples of universal controls, with their corresponding descriptions, available throughout AgLearn.

Menu Option	Example	Description
Home & Admin tabs	Home Admin	The Home & Admin tabs allow the administrator to switch back and forth between user and administrator interface.
Related Bar	Related More	This area of the record shows the additional tabs for the selected record.
Apply Changes	Apply Changes	The **Apply Changes** button saves changes made to information appearing in the corresponding section of a screen. Important: Changes mmade to any record will not be saved unless the Apply Changes button is clicked before moving to another screen.
Add	Add New	The **Add** button creates a new record corresponding to the selected submenu option (e.g., if Learning/Items is selected, clicking the Add New button provides the opportunity to create a new Item record.
Delete	Delete	The **Delete** button appears in the Action bar and delets the corresponding record. (You will be asked if you are sure before the record is deleted. There is no "Undo" key in AgLearn)
Records per Page	Records per Page 10	The **Records per Page** field indicates the number of records to be shown on each page.
Search	Search	The **Search** button performs a search based on the criteria selected on the Search screen.
Expand/Collapse		Click the Expand button when you need more space to work with the related information. The Collapse button restores back to the original space.
Filter		The **Filter** icon opens a separate window to define search parameters.
More	More	The **More** link displays more tabs associated with the record.
Add one or more from list	add one or more from list.	The **Add one or more from list** link displays a search screen from which a search is conducted.
Calendar		The **Calendar** icon opens a separate window to select and enter a date in its corresponding field.
Next	Next	The **Next** button displays the next screen in a sequence when using one of the Assistants.
Previous	Previous	The **Previous** button displays the previous screen in a sequence when using one of the Assistants.
Submit	Submit	The **Submit** button submits the information entered on previous screens and completes the process when using an Assistant.
Help		The Help button, which is located in the upper right hand corner of the Content frame, displays in a new window the help screens relevant to the corresponding sub-menu option
Sign Out	Sign Out	The Sign Out button, which is located in the upper right hand corner of the Top Menu frame, ends the current AgLearn session.
Check System	Check System	The **Check System** link checks if the software versions on the computer system are compatible with the AgLearn interface

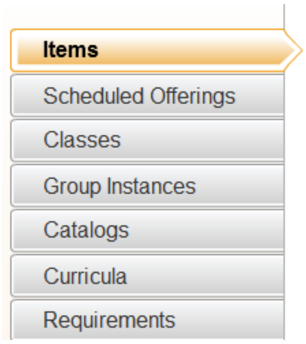
The User Management Menu

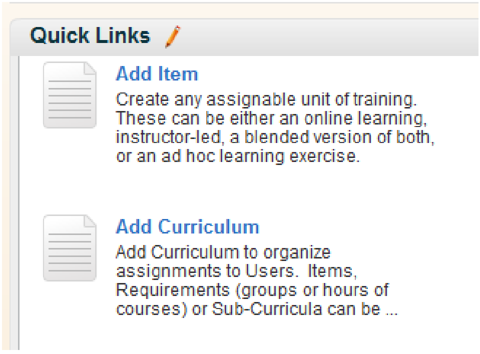
The **User Management menu** allows you to search for users in the system. Once a user is located, the user's ID can be used to record learning, schedule training, remove items from a users learning plan, and create an SF-182, to name a few. The User Management menu also allows you to utilize tools such as the learning event recorder, learning event editor, and the user needs management tool. Some of these tools are discussed in this training lesson.





The Learning Menu





The Learning menu and Quick Links are where items and curricula are created. An item is a learning activity that can be tracked by AgLearn. An example of an item is the course:
Ethics training: What can be accepted from a vendor?

Items may be instructor-led, web-based, and an external training

A curriculum is a group of items combined into one unit that may, or may not, have a specified sequence for completion.

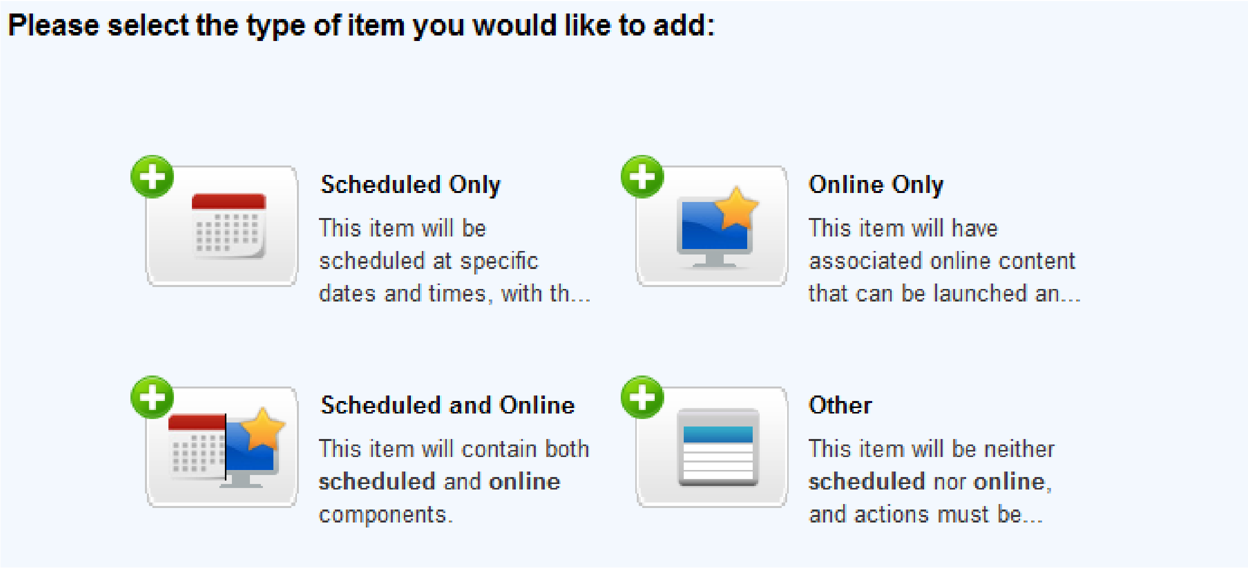
An example of curricula is: Ethics Training

- What can be accepted from a vendor
- Is it right to take my customer out to lunch?
- How much of a monetary gift can I receive?

From the Learning menu, AgLearn administrators will learn how to perform the following functions:

- Create a new item
- Edit an existing item
- Delete an item
- Create a Scheduled Offering
- Create curricula

Types of Items in AgLearn



- **Scheduled Only** creates an item (for example, a classroom course) that you can schedule at specific dates and times and to which you can assign an instructor.
- **Online Only** creates an item with *only* online content (for example, a web-based tutorial) that users can launch and complete from the user interface.
- **Scheduled and Online** creates a blended item that contains both scheduled segments and online content.
- **Other** create an item that does not contain scheduled segments or online content (for example, reading a book).

Three important decisions must be made before creating a new item.

1. **Properly name the item.** It is imperative for users to adhere to naming standards when creating items in AgLearn. A naming convention ensures that ARS learning activities are identifiable in the AgLearn system. Remember, AgLearn is used by all 26 USDA agencies, which also create and record learning activities for users. Items created by ARS administrators should begin with **ARS-**.

   E.g. **ARS-ADODR-01** – Web-based Training ADOs in ARS
   ARS-FD-SHEM BSP – Video for Biological Safety Program

Web Based **ARS-AgLearn6.4 Admin Training** (Rev 1 - 8/24/2012 04:33 PM America/New York)	AgLearn 6.4 Administrator Training

   Items that are courses and programs coordinated or sponsored by an ARS staff member and open to REE employees should begin with **REE-**.

   E.g. **REE-STAR Web** – Classroom training for REE employees.

Web Based **REE-IDP-Training** (Rev 1 - 7/22/2011 09:47 AM America/New York)	REE Individual Development Plan Training - IDP

2. **Home domain must be decided.** Choosing a domain for an item restricts administrative access to that item to only those administrators with permissions in that domain, thus limiting who may alter any aspects of the item's record.

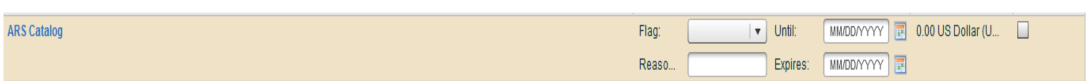
   All items created by ARS administrators are placed in the **ARS domain**. This includes items created for REE employees.

   E.g.

   Records per Page 10 Page: 1 2 3 «Previous Next» (24 total records) Page 1 of 3. Go
   Select All / Deselect All

ID	Description	Levels	Top Level Only	Include Sub Domains
⊞ ARS	Agricultural Research Service	3	☐	☐
⊞ ARS-AFM	Administrative & Financial Management	4	☐	☐
ARS-AFM-EXTERNAL	ARS-AFM-EXTERNAL	5	☐	
⊞ ARS-BA	ARS: BA 03-10-12	4	☐	☐
ARS-BA-EXTERNAL		5	☐	
ARS-EXTERNAL	Contractors	4	☐	

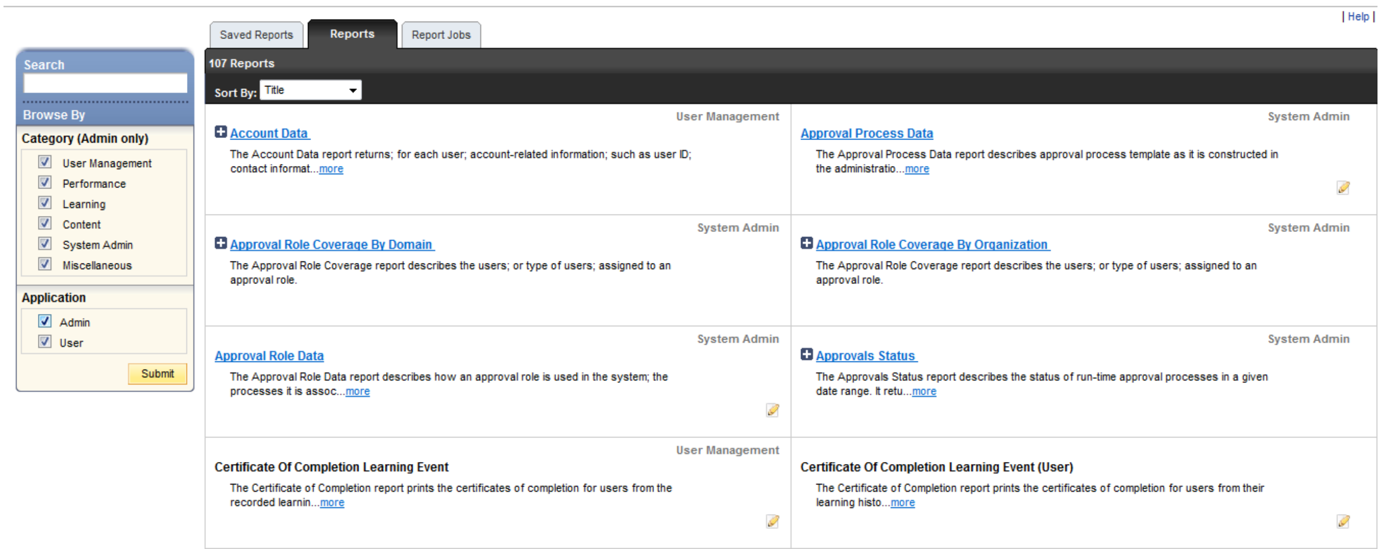
3. **Place in AgLearn catalog.** Again, AgLearn is shared by all 26 USDA agencies. As with any college or university, the catalog identifies the types of learning made available from that learning institution. The same is true with AgLearn. Each USDA has its own catalog. Therefore, **Items created for ARS employees**, should be **place**d **in the ARS catalog. Items** made **available to REE employees**, should be **place**d **in the ARS & REE catalogs**. Finally, Items to be shared by all USDA catalogs, should be place in the Public catalog.



The Reports Menu

AgLearn data can be displayed and printed by running a report. AgLearn provides many different report options, each of which offers various grouping, sorting, format and print options.

Reports are accessed in a very different fashion from previous versions of AgLearn. The Reports menu has been enhanced with new browse and search functionality. A search window allows Admins to search across all the report categories to find the desired report. They can also search for reports on the admin side or the user side, or both. Saved Reports are easily available on the Saved Reports tab and scheduled report jobs can be accessed via the Report Jobs tab.



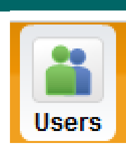
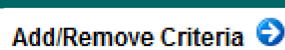
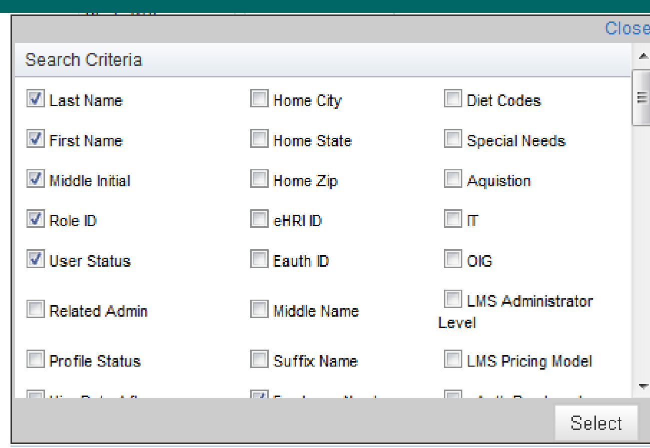
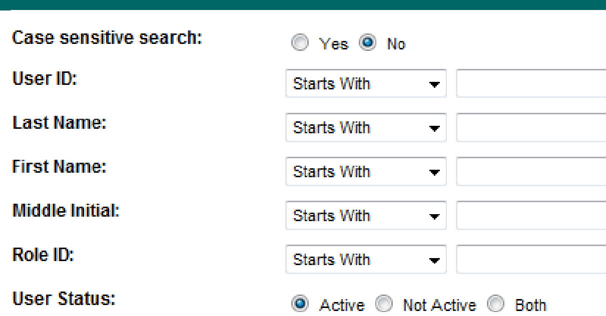
Managing Data Entry and Searches

A number of search screens in AgLearn make it easy to find data by applying a search filter. Search filters can be created to suit any eventuality by adding or removing search criteria at will. Most administrators will find a regular set of search criteria that meets their most common needs, and will make only occasional changes for special circumstances.

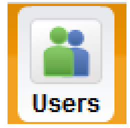
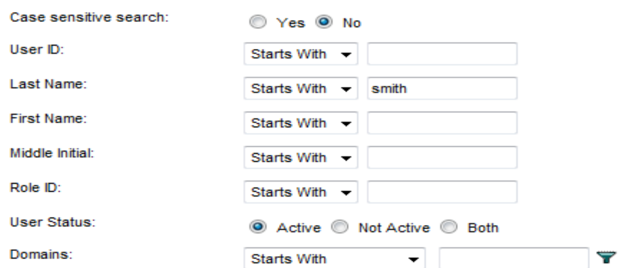
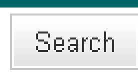
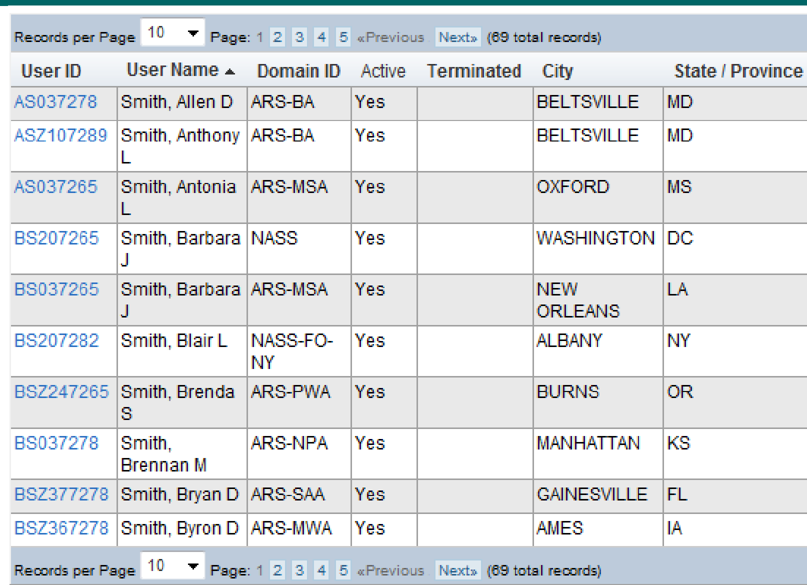
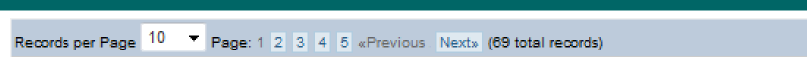
Search-specific tasks include the following: **Personalize a Search**, **Perform a Search**, **Personalize Search Results**, **Save a Search**, **and Execute a Saved Search**, **Perform a Select or Add From List Search**, **Select and Enter a Date via the Calendar Icon** and **Perform a Selection via the Selection Icon**.

Adding/Removing Search Criteria

A number of search screens in AgLearn make it easy to find data by applying a search filter. Search can be created by adding or removing search criteria. Most administrators will find a regular set of search criteria to meet their common needs, and will make only occasional changes for special circumstances.

Step	Activity	View
Adding/Removing Search Criteria		
1.	Select the **Users**	
2.	Click the **Expand** icon next to **Add/Remove Criteria**	
3.	Check (or uncheck) the boxes for the criteria you want to use. And click Select	
5.	The options you selected will appear for subsequent searchs.	

Performing a Search

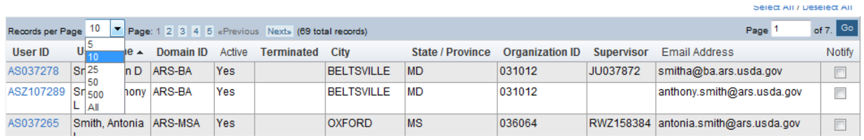
Step	Activity	View
1.	Select **Users**.	
2.	Select **Users** from the left menu	
3.	Enter and/or select the basic search criteria as appropriate. Note: The data fields may be left blank to select from an entire list.	
4.	Click **Search**.	
5.	Review search results.	
6.	To view all the records on 1 page, click the drop down arrow in the Records per Page	

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (69 total records)

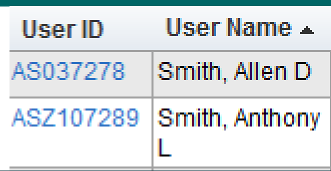
User ID	User Name ▲	Domain ID	Active	Terminated	City	State / Province
AS037278	Smith, Allen D	ARS-BA	Yes		BELTSVILLE	MD
ASZ107289	Smith, Anthony L	ARS-BA	Yes		BELTSVILLE	MD
AS037265	Smith, Antonia L	ARS-MSA	Yes		OXFORD	MS
BS207265	Smith, Barbara J	NASS	Yes		WASHINGTON	DC
BS037265	Smith, Barbara J	ARS-MSA	Yes		NEW ORLEANS	LA
BS207282	Smith, Blair L	NASS-FO-NY	Yes		ALBANY	NY
BSZ247265	Smith, Brenda S	ARS-PWA	Yes		BURNS	OR
BS037278	Smith, Brennan M	ARS-NPA	Yes		MANHATTAN	KS
BSZ377278	Smith, Bryan D	ARS-SAA	Yes		GAINESVILLE	FL
BSZ367278	Smith, Byron D	ARS-MWA	Yes		AMES	IA

Records per Page 10 Page: 1 2 3 4 5 «Previous Next» (69 total records)

7. Select All from the Records per Page drop-down list to display every record in the results.



8. Select the employee User ID to access the record

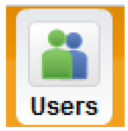


Saving a Search

A number of search screens in AgLearn make it easy to find data by applying a search filter. Search can be created by adding or removing search criteria. Most administrators will find a regular set of search criteria to meet their common needs, and will make only occasional changes for special circumstances.

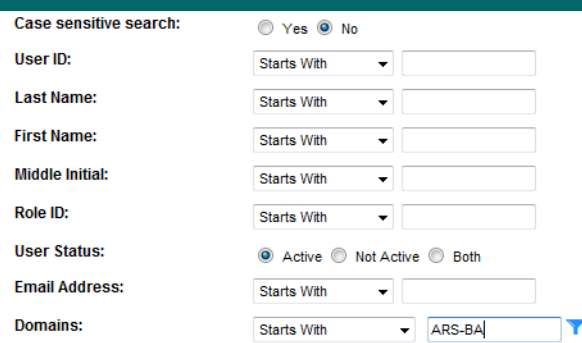
Step | **Activity** | **View**

1. Select the **User Management** menu.



2. Select **Users** from the left menu

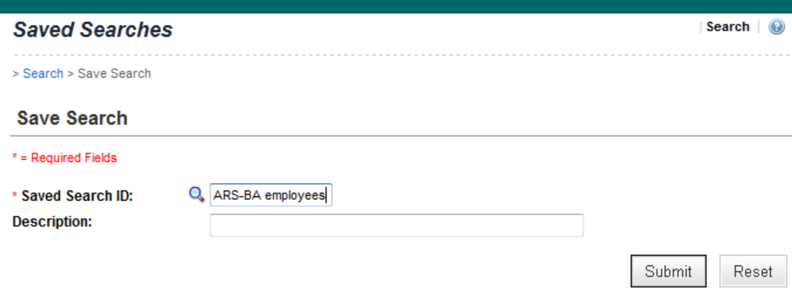
3. Enter and/or select the basic search criteria as appropriate.
Note: The data fields may be left blank to select from an entire list.



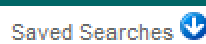
4. Click **Save As**.

5. Enter a **Saved Search ID** and description.

Click Submit



Executing a Saved Search

<table>
<tr><th>Step</th><th>Activity</th><th>View</th></tr>
<tr><td>1.</td><td>Select the User Management menu.</td><td>
</td></tr>
<tr><td>2.</td><td>Select Users from the left menu</td><td>
</td></tr>
<tr><td>3.</td><td>Click the More Options icon next to Saved Searches.</td><td>
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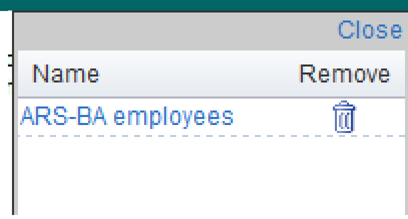
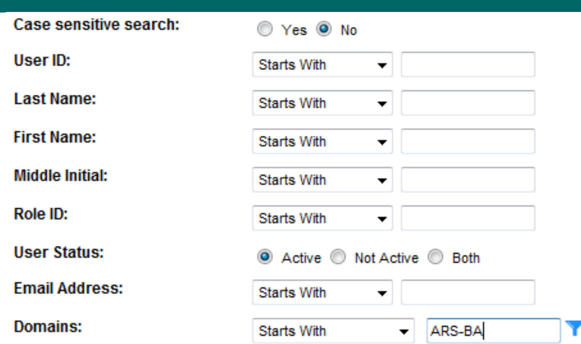
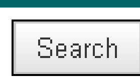
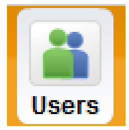
<tr><td>4.</td><td>Select the saved Search you want to open.</td><td>
</td></tr>
<tr><td>5.</td><td>The Search from appears, with the saved parameters already filled in. Edit as needed.</td><td>
</td></tr>
<tr><td>6.</td><td>If you want to save any edits for future searches, click Save, or click Save As to save them under a different name.</td><td>
</td></tr>
<tr><td>7.</td><td>Click Search.</td><td>
</td></tr>
</table>

Supervisor Assistant

The Supervisor assistant allows the AgLearn administrator to reassign *multiple* users from any supervisor to a new supervisor.

Step | Activity | View

1. Select the **User Management** menu.

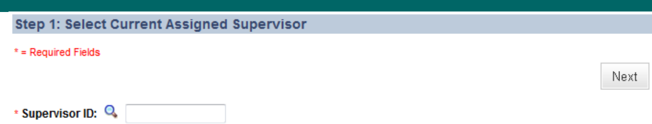


2. Select **Tools**.

3. Select **Supervisor Assistant**.

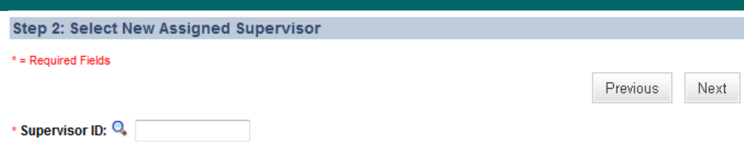
4. In the **Supervisor ID** text box, type the ID of the current supervisor, or click the **Search** icon to find and select one.

   Click Next



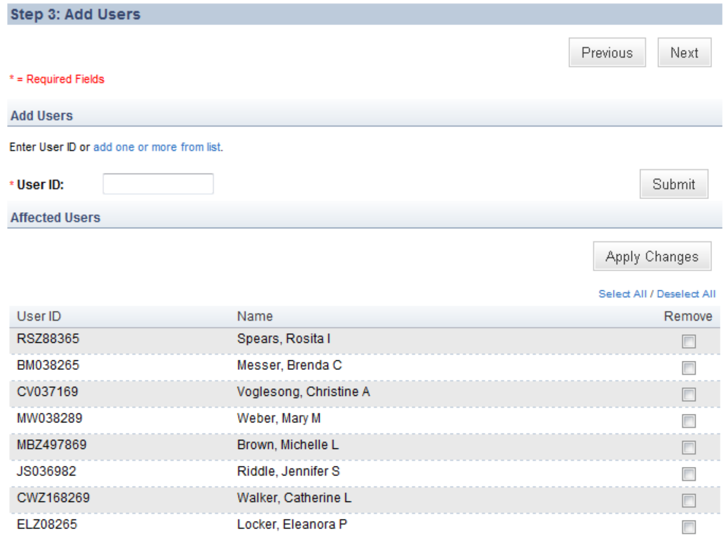
5. In the **Supervisor ID** text box, type the ID of the new supervisor, or click the **Search** icon to find and select one.

   Click Next



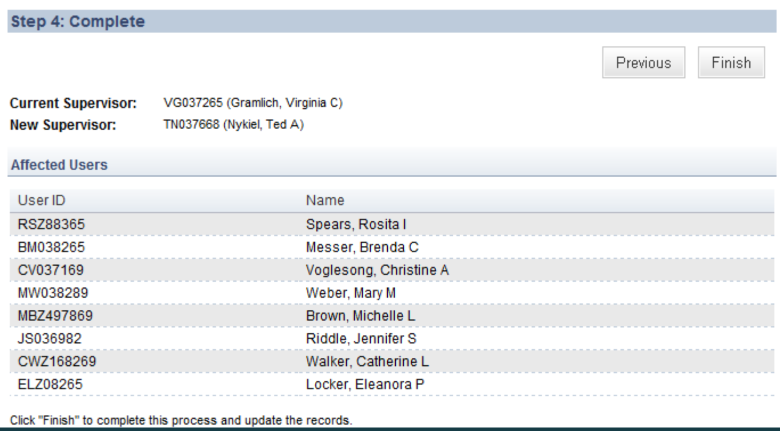
6. All employees under the Current Supervisor are displayed. To add a User to the list, type the User ID in the User ID text box, or click **Add one or more from the list** link to use a search page and select multiple Users.

   You can also remove user(s) from the Affected Users list by placing a checkmark in the Remove box and click Apply Changes.



9. When you are satisfied the lists is complete, click **Next**.

10. Review the information. The User records displayed should reflect the new supervisor.
    If satisfied, click **Finish**.
    If no satisfied, click **Previous** to return to Step 8.

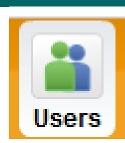


Assign an Item to a To-Do List

Administrators can add or remove training directly from the User's To-Do List, as well as modify the 'Required By' dates for training already assigned.

Step **Activity** **View**

1. Select **Users**.

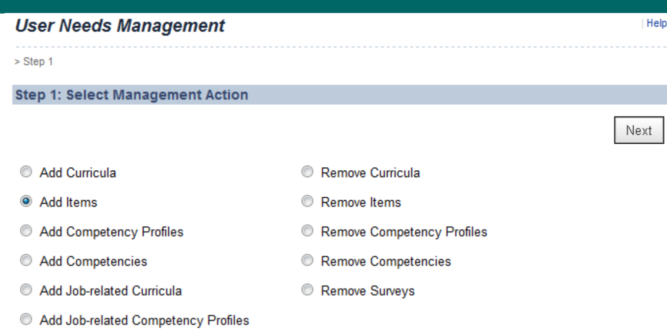


2. Select **Tools.**

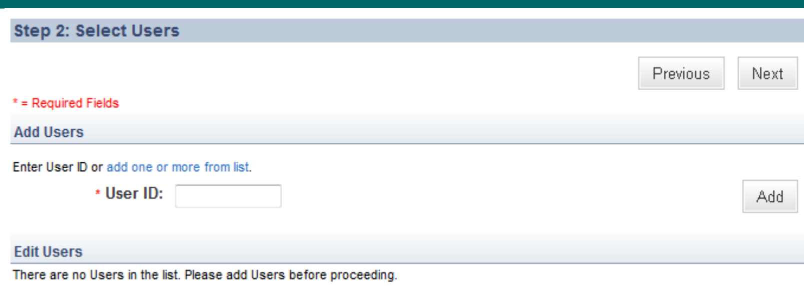
Select **User Needs Mgmt**

3. Select **Add Items**

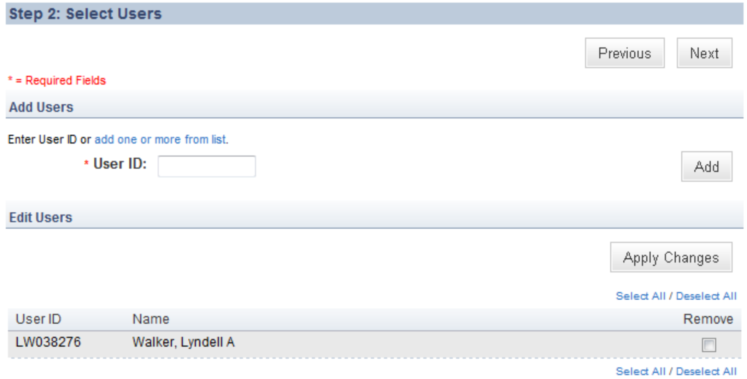
Then click **Next**



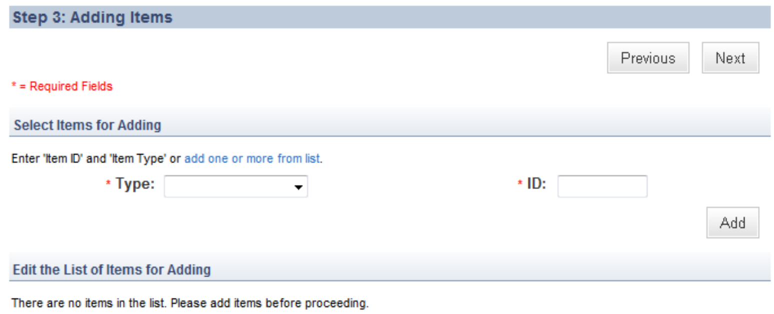
4. You can manually add the User ID or click add one or more from list to do a search



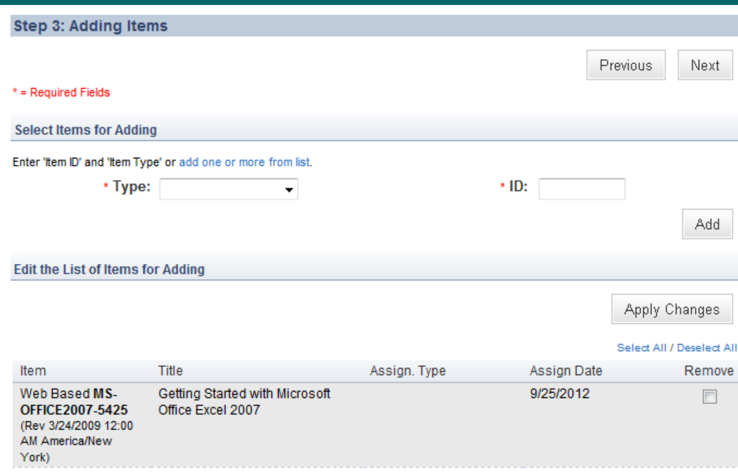
5. Once the user has been located, click **Next** to continue



6. To add the item, manually type in the Item ID or click add one or more from list to do a search.

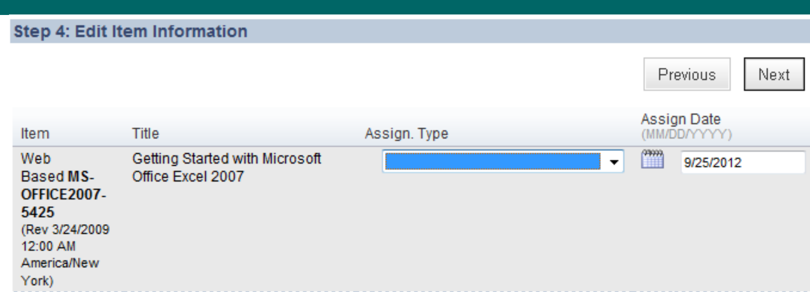


7. Once the item has been located, click **Next** to continue



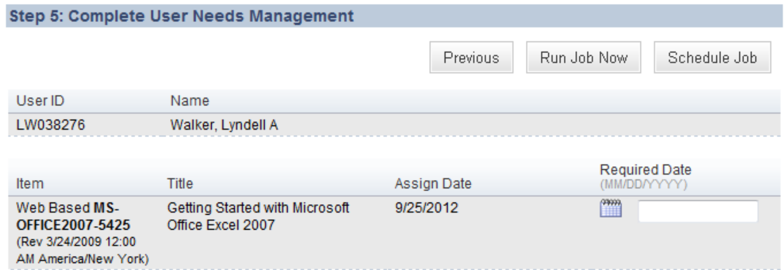
8. In the Edit Item Information section, you can choose the Assign Type (Mandated, Optional, Recommended, or Required)

   Click **Next** to continue



9. Insert a Required Date to have the training completed.

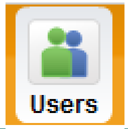
   Once the information has been updated, click **Run Job Now**.



Remove an Item from a To-Do List Record

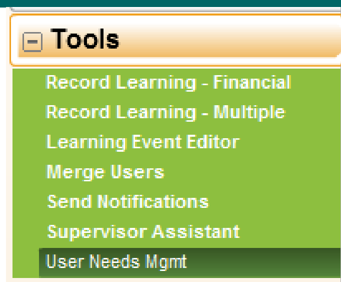
Step | **Activity** | **View**

1. Select **Users**

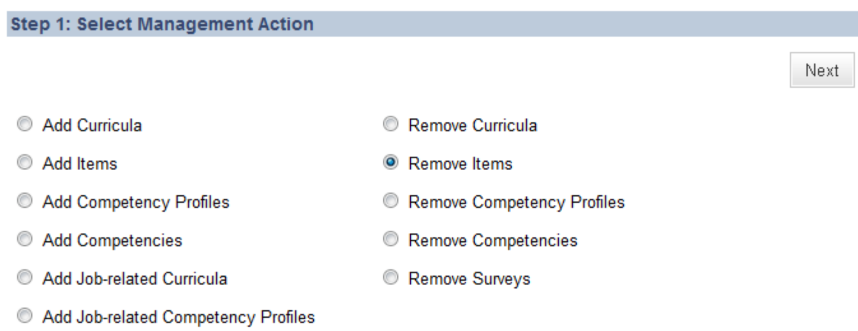


2. Select **Tools.**

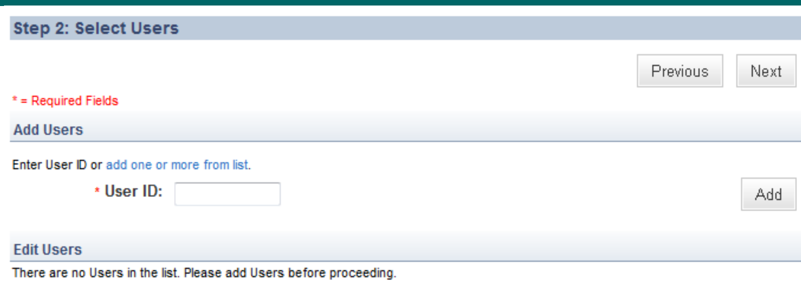
Select **User Needs Mgmt**



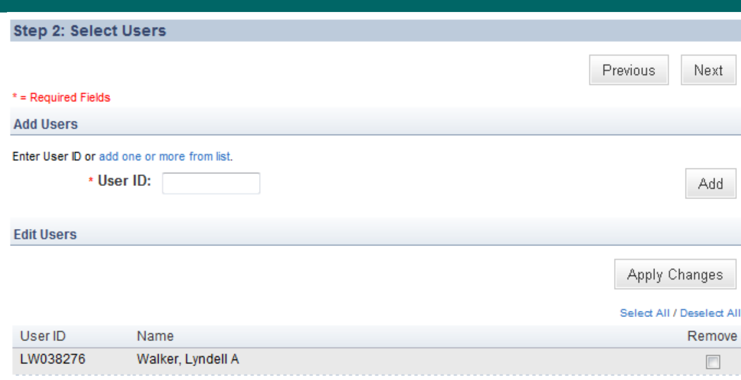
3. Select **Remove Items**.



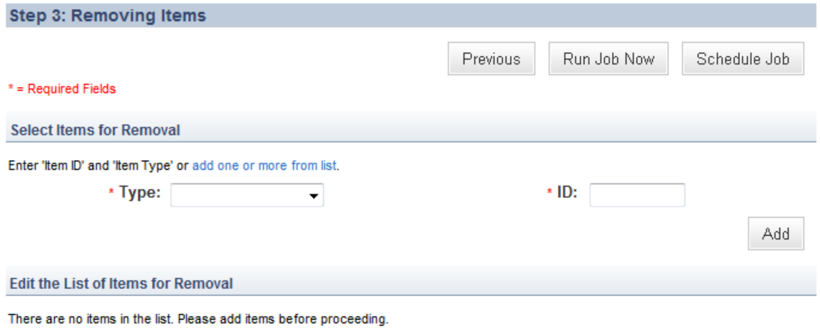
4. Add the User ID by either manually adding in the User ID or click add one or more from list to do a search



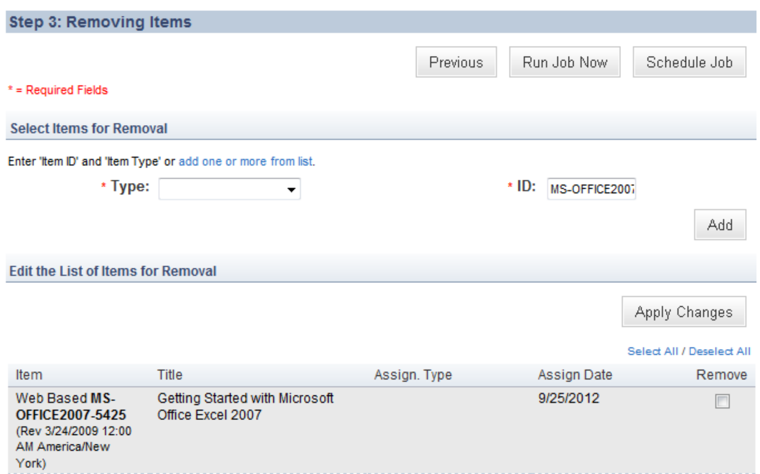
5. Once the user has been located, click **Next** to continue



6. To add the item, manually type in the Item ID or click add one or more from list to do a search.



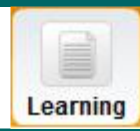
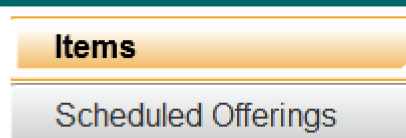
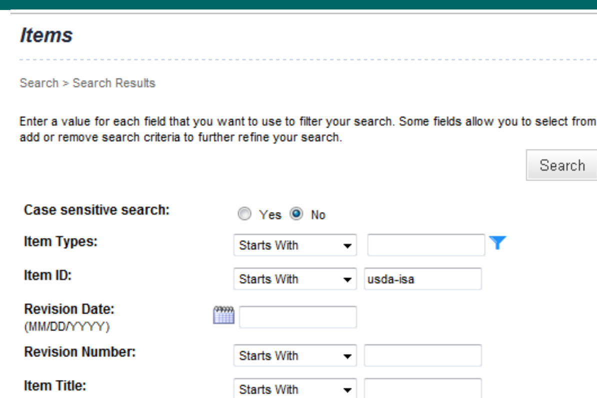
7. Click **Run Job Now** to remove the item from the To-Do List.



Managing Items

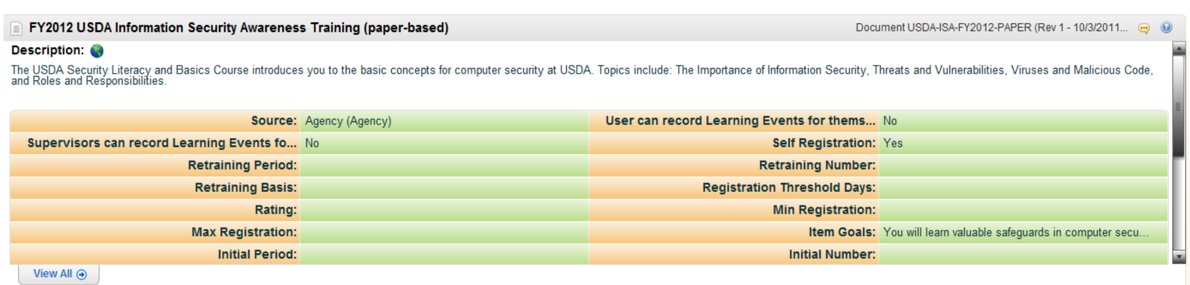
An Item is a learning activity that can be learning content, an exam, a survey, OJT, or external learning. Items can also be developed for online usage.

Viewing an Item Record

Step	Activity	View
1.	Select the **Learning**.	
2.	Select **Items**.	
3.	On the > Search screen, enter the appropriate search criteria. Click **Search**	
4.	Select the Item ID to view the record	
6.	Click View All to see view the information about the item	

Records per Page 10 (8 total records)

Item	Title
Classroom USDA-ISA-FY2012-LIVE (Rev 1 - 10/3/2011 10:27 AM America/New York)	FY2012 USDA Information Security Awareness Training (live session)
Classroom USDA-ISA-FY2013-LIVE (Rev 1 - 9/21/2012 12:45 PM America/New York)	FY2013 USDA Information Security Awareness Training (live session)
Document USDA-ISA-FY2012-PAPER (Rev 1 - 10/3/2011 10:29 AM America/New York)	FY2012 USDA Information Security Awareness Training (paper-based)

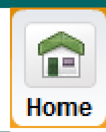


Create an Item

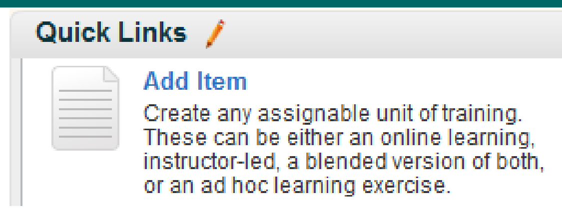
You can use the Items section to create new and maintain existing learning items so that you can assign the items to users and track the completion status of those items by users.

Step | **Activity** | **View**

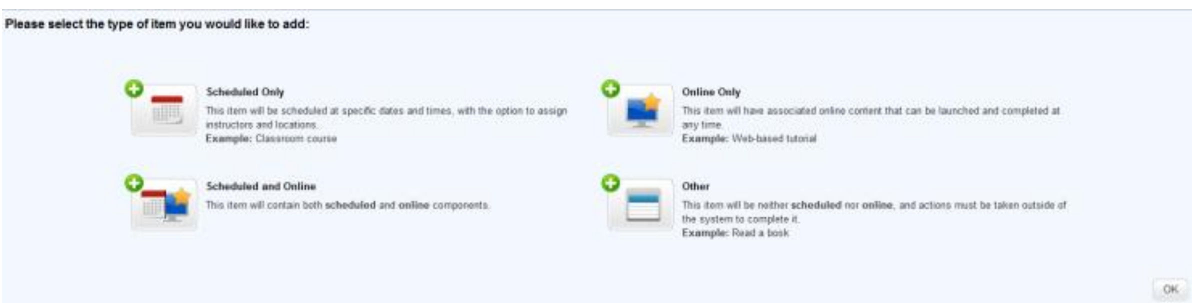
1. Select the **Home** button



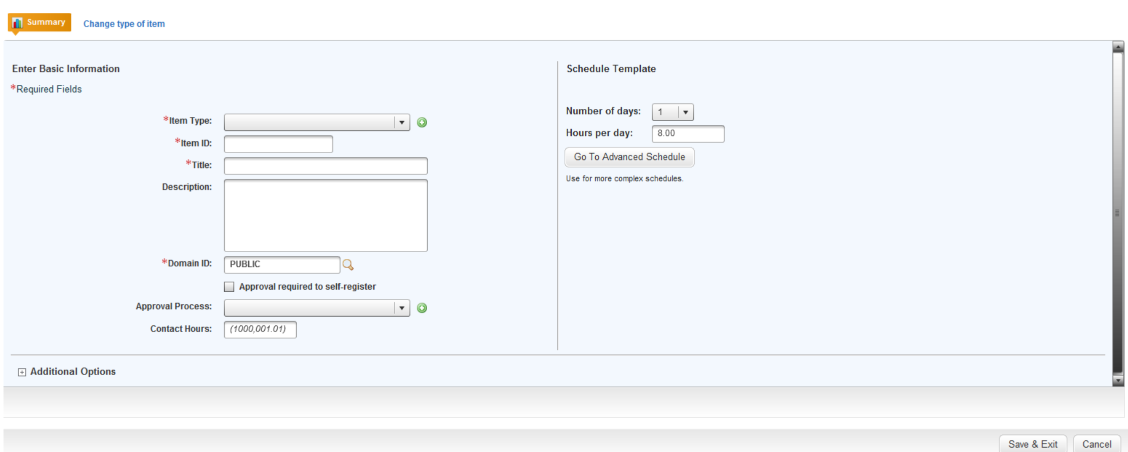
2. Click **Add Item** from the Quick Links section



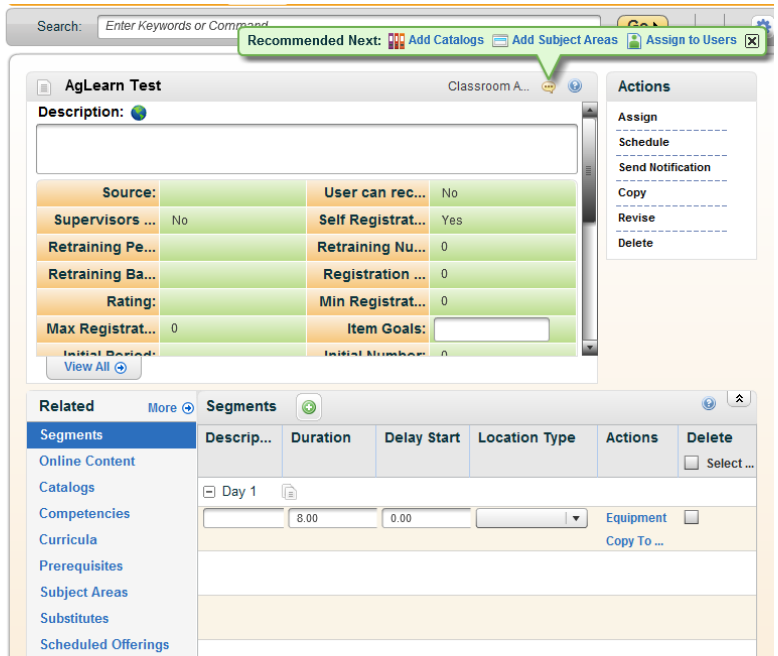
3. Select the item type. Then click **OK**



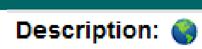
4. Fill in the required fields under Basic Information. Then click **Save & Exit**



5. This is the default view of the item.



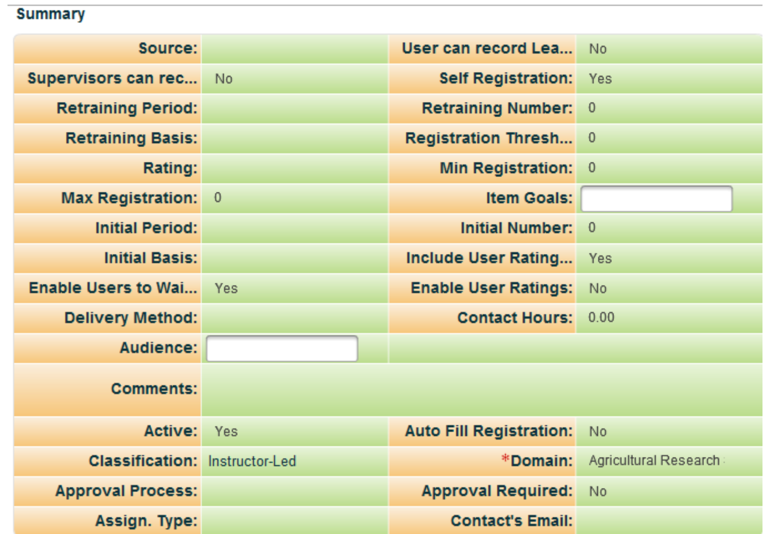
6. Enter a **description** for the new Item.



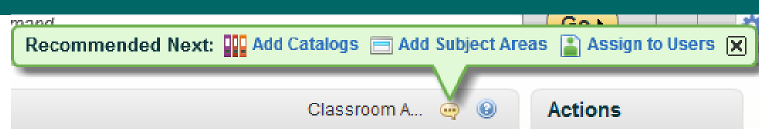
7. To view the elements of the item to make changes or up

8. Here you can add in the Max & Min Registration, activate the Auto Fill Registration feature, edit the length of the course and assign credit hours.

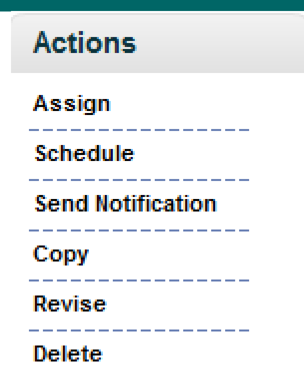
   Any changes or updates must be saved by clicking the Saved button at the bottom.



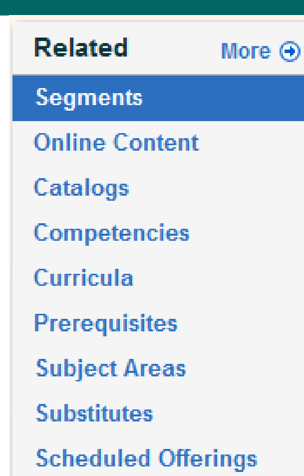
9. The newest feature is the **Recommended Next**, which gives guided prompts to additions to the item.



10. The **Actions** bar list all available actions associated with the created Item.



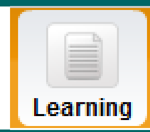
11. The **Related** sections groups together aspects of the training such as the Catalog, Subject Areas and more.



Editing an Item Record

Step | **Activity** | **View**

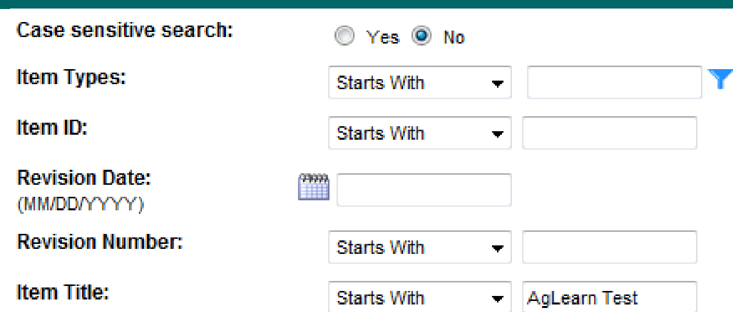
1. Select the **Learning** menu.



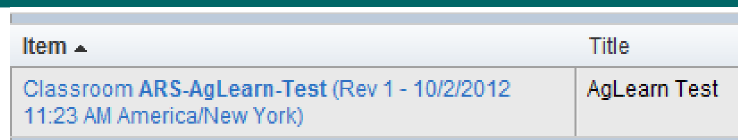
2. Select **Items**.

3. On the **Search** screen, enter the appropriate search criteria.

   Then click **Search**

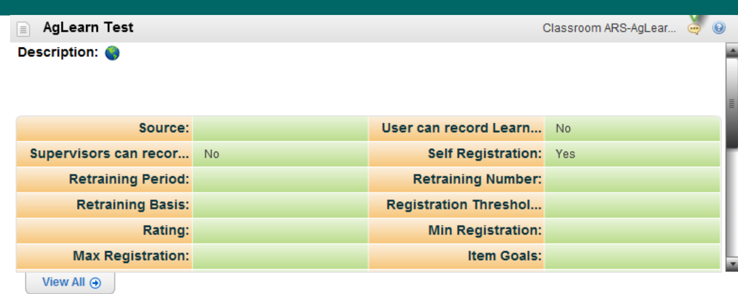


4. From the Results section, click the **Item Title**.

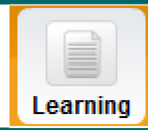
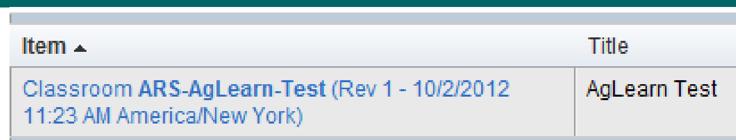
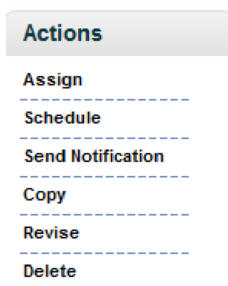


5. Click **View All** to view all components of the item.

   Any changes made, click **Save**.

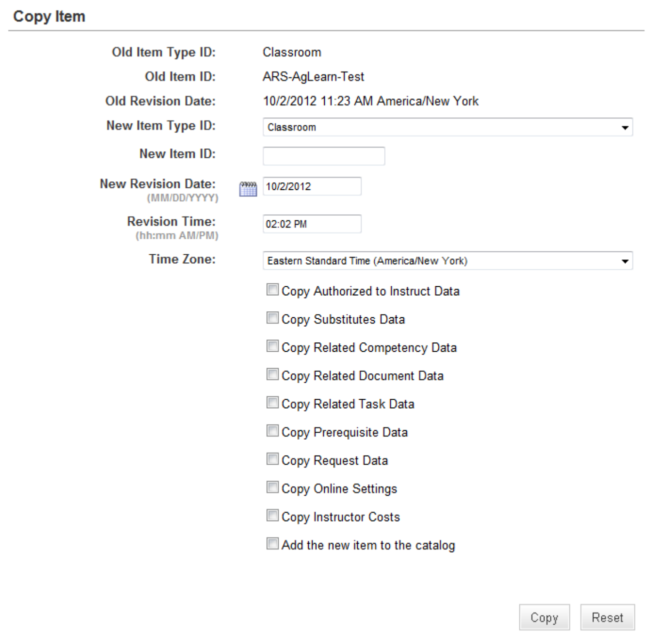


Copying an Item Record

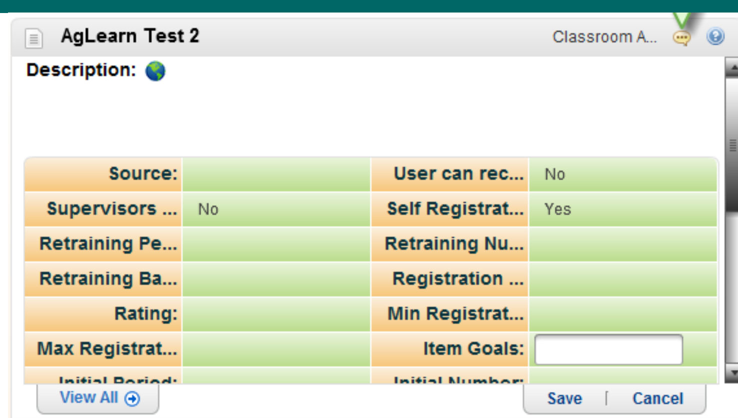
Step	Activity	View
1.	Select the **Learning** menu.	
2.	Select **Items**.	
3.	On the **Search** screen, enter the appropriate search criteria. Then click **Search**	
4.	From the Results section, click the **Item Title**.	
5.	Click **Copy** in the Actions section.	

6. Select the new Item type and Item ID and place a checkmark in appropriate categories, Especially **Add the new item to the catalog**

Then click **Copy**



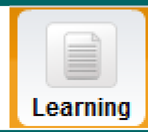
7. This is the new created Item. Follow the steps for editing an Item record to make updates to the item.



Marking an Item Record as Inactive

Step | **Activity** | **View**

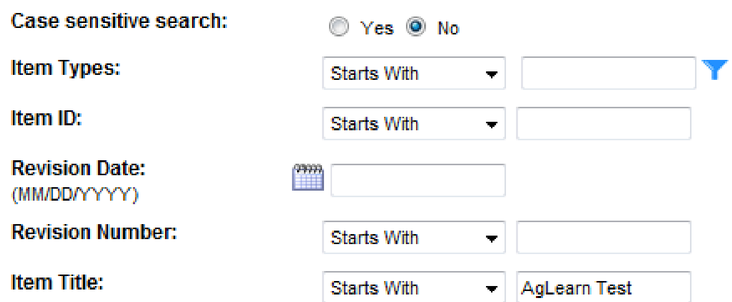
1. Select the **Learning** menu.



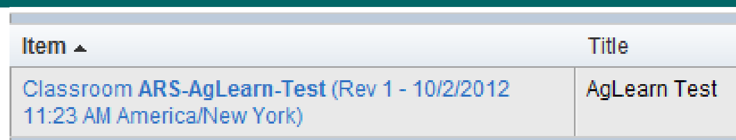
2. Select **Items**.

3. On the **Search** screen, enter the appropriate search criteria.

Then click **Search**



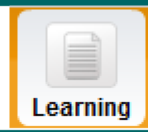
4. From the Results section, click the **Item Title**.

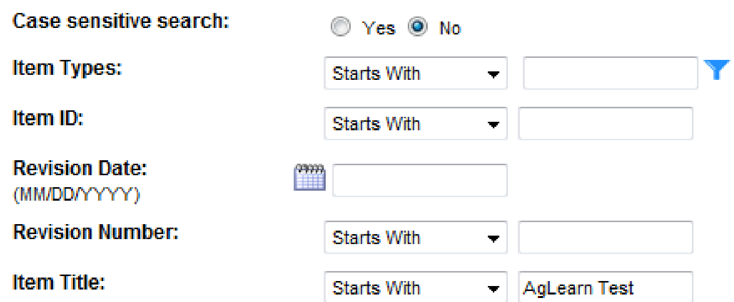
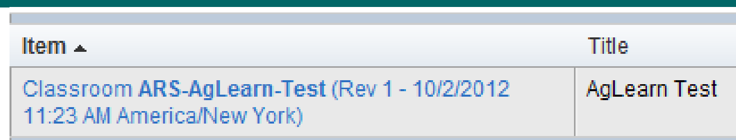
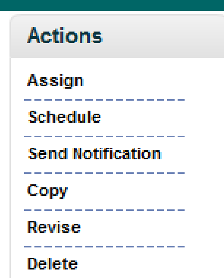
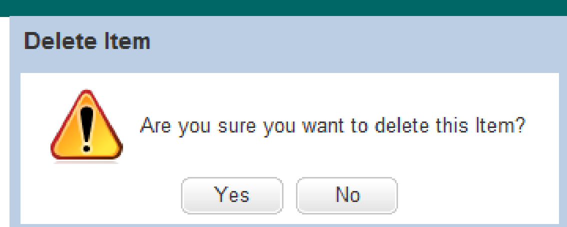


5. Click the drop down in the Active section and select **No**.

Then click **Save**.

Delete an Item Record

<table>
<tr><th>Step</th><th>Activity</th><th>View</th></tr>
<tr><td>1.</td><td>Select the Learning menu.</td><td>
</td></tr>
<tr><td>2.</td><td>Select Items.</td><td>
</td></tr>
<tr><td>3.</td><td>On the Search screen, enter the appropriate search criteria.

Then click Search</td><td>
</td></tr>
<tr><td>4.</td><td>From the Results section, click the Item Title.</td><td>
</td></tr>
<tr><td>5.</td><td>In the Actions section , click Delete</td><td>
</td></tr>
<tr><td>6.</td><td>Click Yes to delete the Item.</td><td>
</td></tr>
</table>

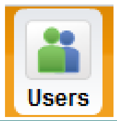
Managing Learning Events

A learning event refers to a User's completion of an Item, or attempt at completion. Subtasks pertaining to **Managing Learning Events** are accessible from the **User Management** menu. User-specific subtasks include the following: **View**, **Edit**, and **Delete a Learning Event**, and **Record a Learning Event for an Item**, **an External Event**, and a **Scheduled Offering**.

View a Learner's Completed Work

Step | **Activity** | **View**

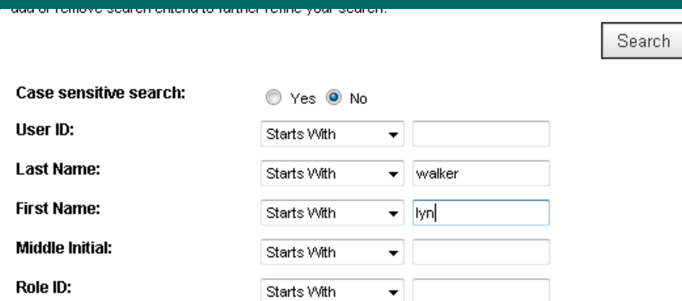
1. Select the **Users**



2. Select **Users** from the left menu

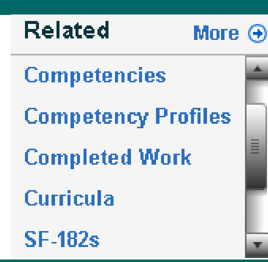
3. On the > **Search** screen, enter the appropriate search criteria.

Then click **Search**

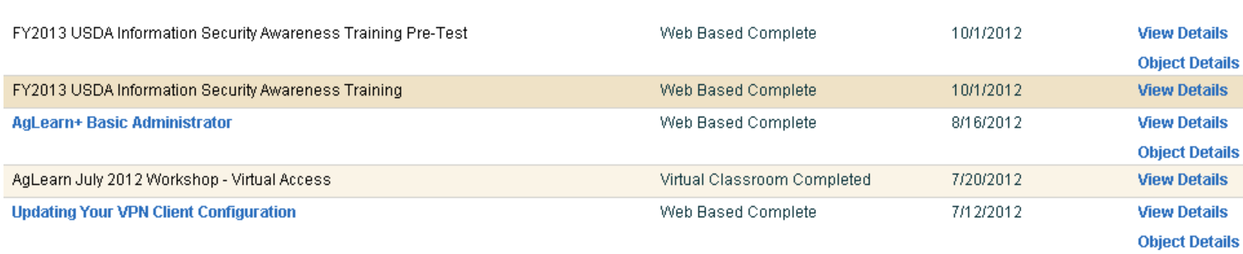


4. Click the **User ID**

5. Click **Completed Work**



6. View the employees Completed Work

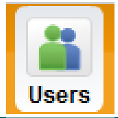


FY2013 USDA Information Security Awareness Training Pre-Test	Web Based Complete	10/1/2012	View Details Object Details
FY2013 USDA Information Security Awareness Training	Web Based Complete	10/1/2012	View Details
AgLearn+ Basic Administrator	Web Based Complete	8/16/2012	View Details Object Details
AgLearn July 2012 Workshop - Virtual Access	Virtual Classroom Completed	7/20/2012	View Details
Updating Your VPN Client Configuration	Web Based Complete	7/12/2012	View Details Object Details

Edit a Learning Event

Step **Activity** **View**

1. Select the **Users**

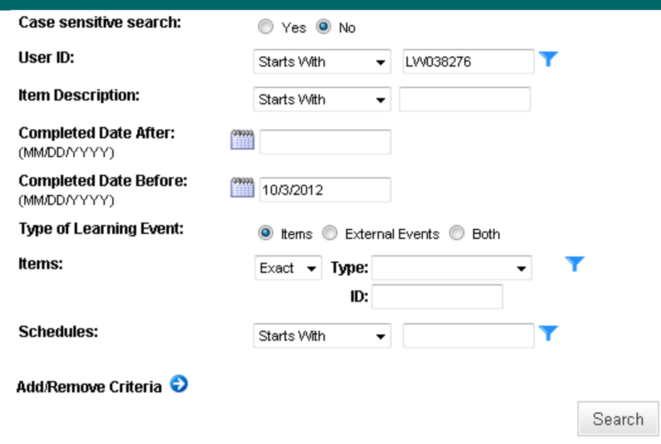


2. Select **Tools** from the left menu

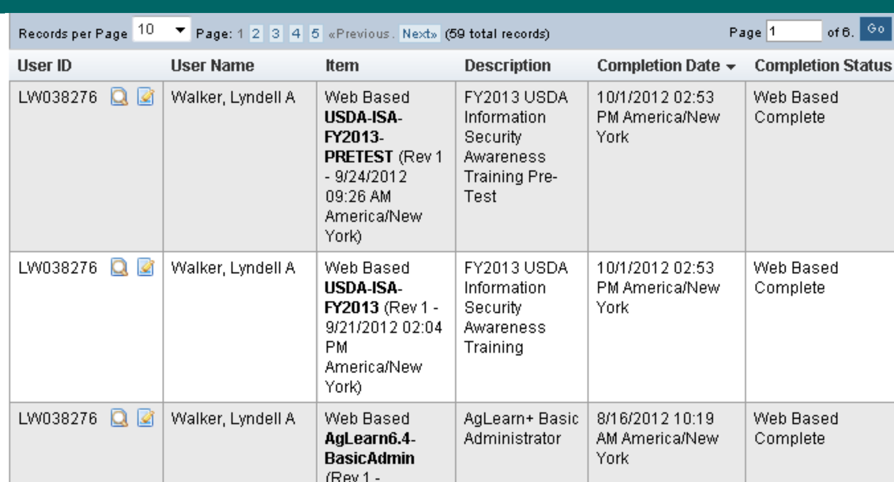
3. Select **Learning Event Editor**

4. Enter the user ID, if known. Otherwise, click the Blue filter icon to perform a search for a user.

   Then click **Search**



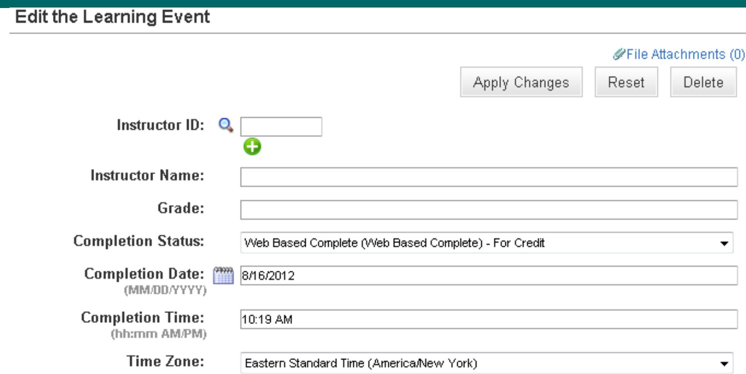
5. Locate the desired event on the **Results** screen.



6. Select the **Edit** link corresponding to the desired event.

7. From the Edit the Learning Event screen, edit the details of the completed work.

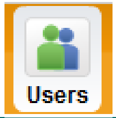
Then click Apply Changes.



Delete a Learning Event

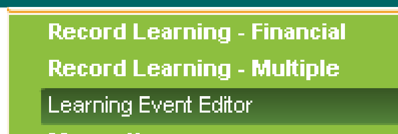
Step | **Activity** | **View**

1. Select the **Users**



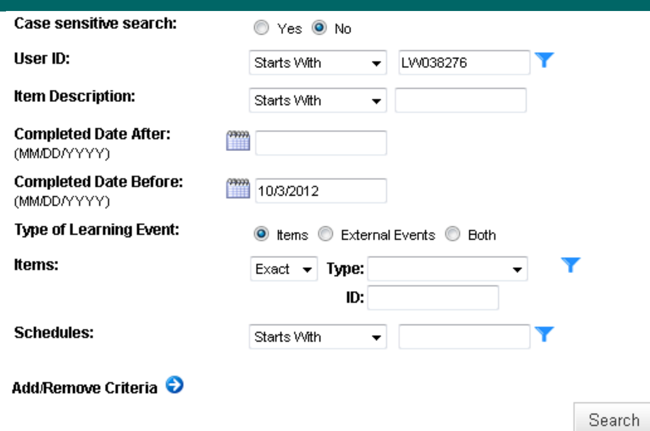
2. Select **Tools** from the left menu

3. Select **Learning Event Editor**



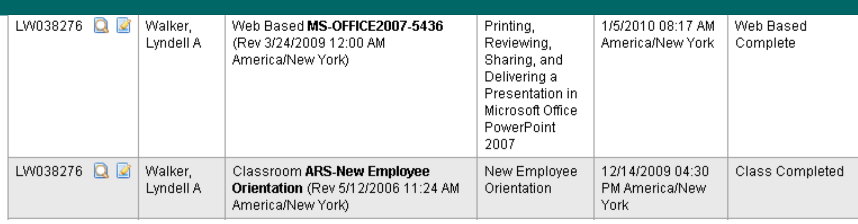
4. Enter the user ID, if known. Otherwise, click the Blue filter icon to perform a search for a user.

   Then click **Search**



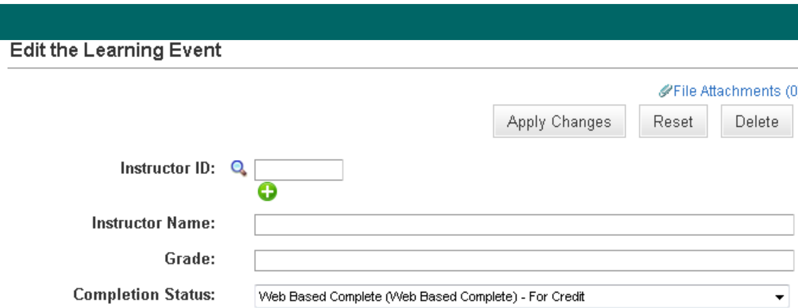
5. Locate the desired event on the **Results** screen.

   Click the Edit link to the corresponding event

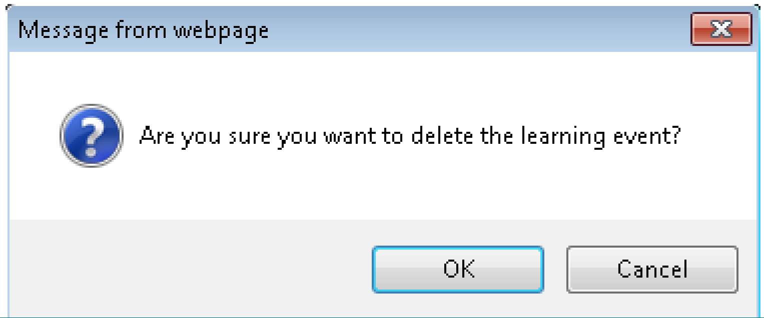


LW038276	Walker, Lyndell A	Web Based **MS-OFFICE2007-5436** (Rev 3/24/2009 12:00 AM America/New York)	Printing, Reviewing, Sharing, and Delivering a Presentation in Microsoft Office PowerPoint 2007	1/5/2010 08:17 AM America/New York	Web Based Complete
LW038276	Walker, Lyndell A	Classroom **ARS-New Employee Orientation** (Rev 5/12/2006 11:24 AM America/New York)	New Employee Orientation	12/14/2009 04:30 PM America/New York	Class Completed

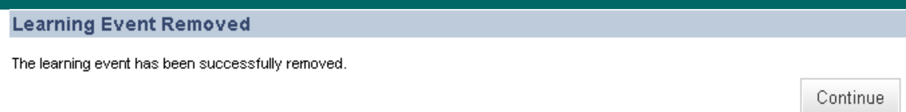
6. Select Delete



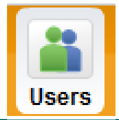
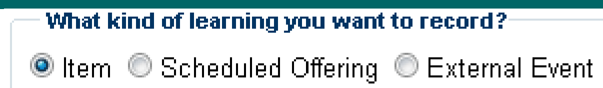
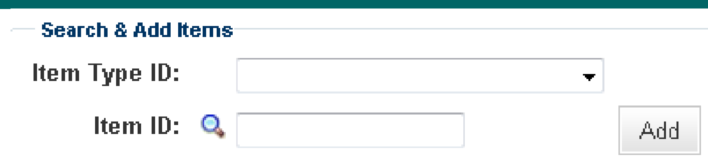
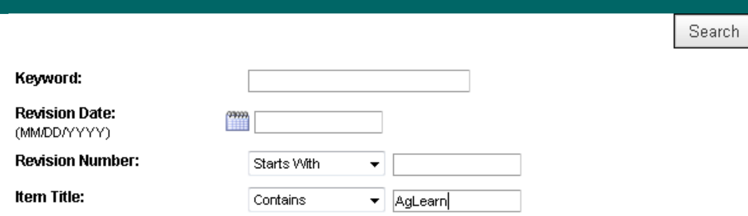
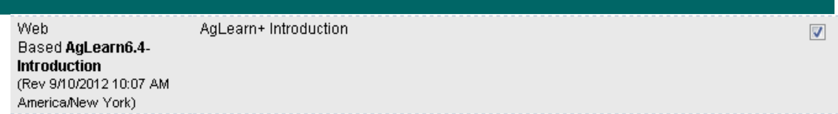
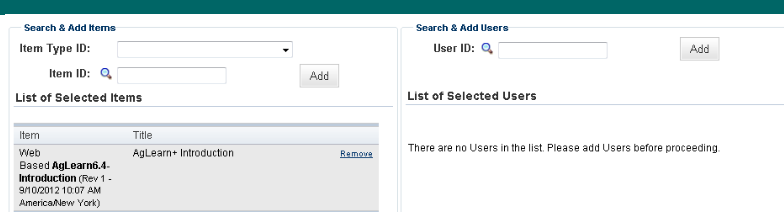
7.. Click **Delete**



8. Click **Continue**

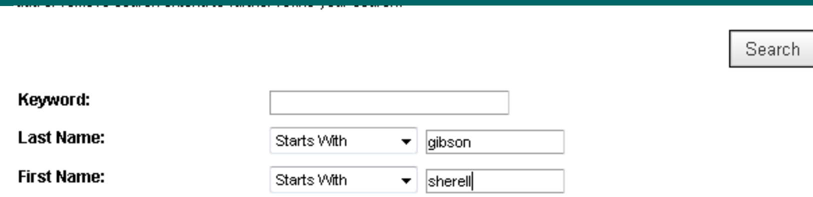


Record a Learning Event for an Item

Step	Activity	View
1.	Select the **Users**	
2.	Select **Tools** from the left menu	
3.	Select **Learning Event Recorder Multiple**	
4.	Select the Item option. Note: this is the default section	
5.	Click the **Search icon** next to Item ID to search for the item.	
6.	Insert the search parameters for the Item. Then click Search	
7.	Place a checkmark for each item.	
8.	Click Add	
9.	If the User ID is known, place in the User ID section or click the Magnifying icon to search for the user(s).	

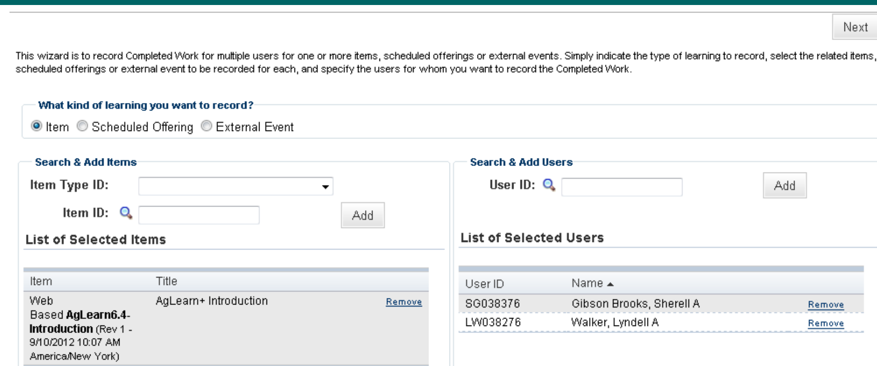
10. Add the employee first and/or last name in appropriate section(s).

Click **Search**.

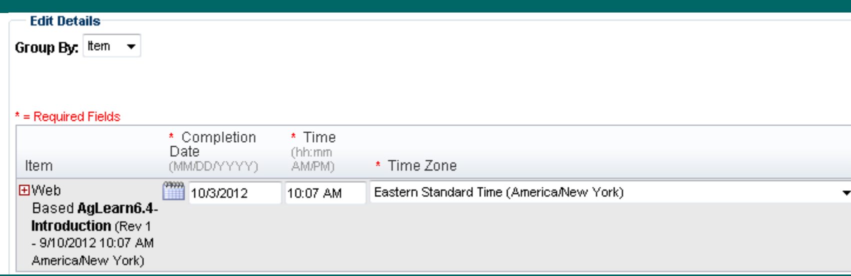


11. Place a checkmark in the Add box then click **Add**.

12. Click **Next** to continue.

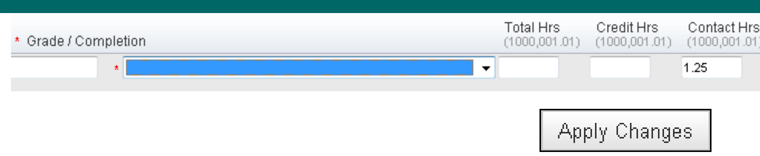


13. Click the calendar icon to choose a completion date for the training.

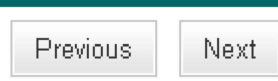


14. Choose a completion status for the training. Update credit or contact time if needed.

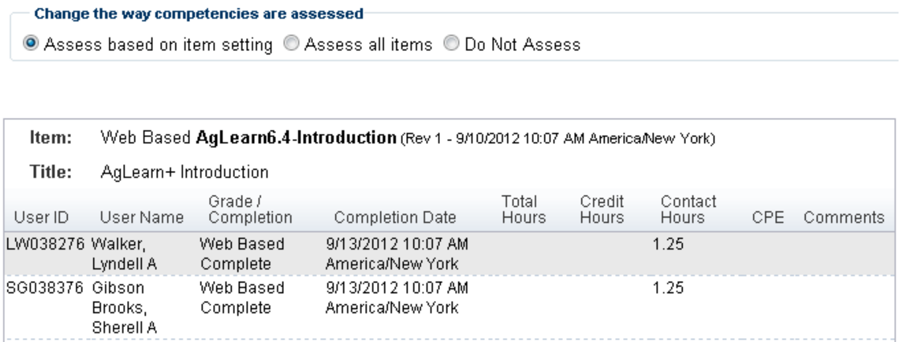
Then click **Apply Changes** to an updates.



15. Click Next to proceed to



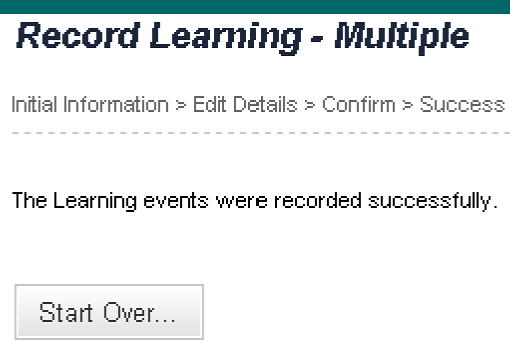
16. Review the information on the final review screen



17. Once the review has been made, click **Submit**.

If any changes need to be made, click **Previous**.

26. The Item has been recorded in the employees Completed Work.

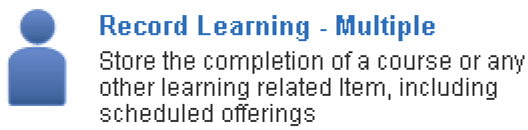


Record a Learning Event for an Item via the Quick Links

Step | **Activity** | **View**

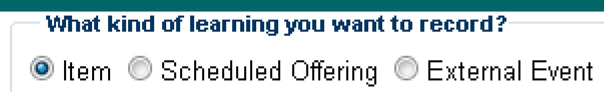
1. Select **Home**

2. Under the **Quick Links** section, select **Record Learning Multiple**.

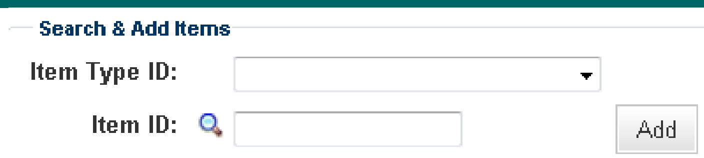


3. Select the Item option.

   Note: this is the default section

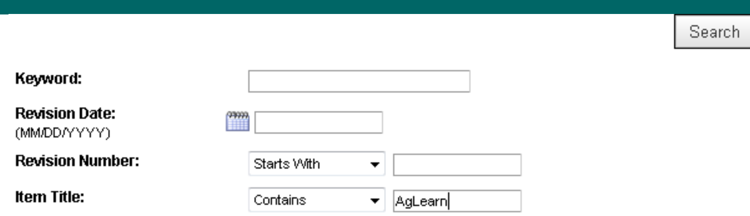


4. Click the **Search icon** next to Item ID to search for the item.

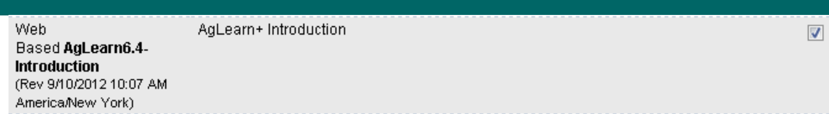


5. Insert the search parameters for the Item.

   Then click Search

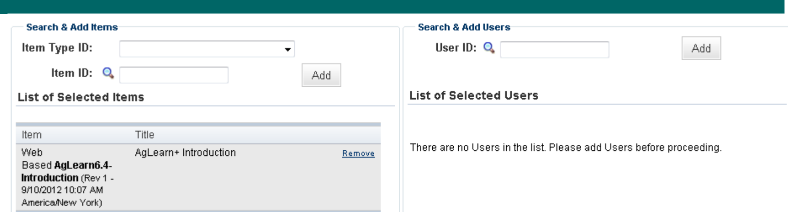


6. Place a checkmark for each item.



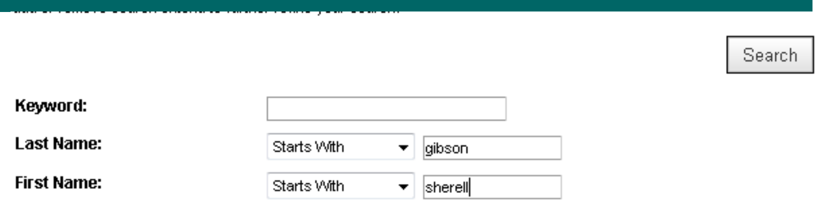
7. Click Add

8. If the User ID is known, place in the User ID section or click the Magnifying icon to search for the user(s).



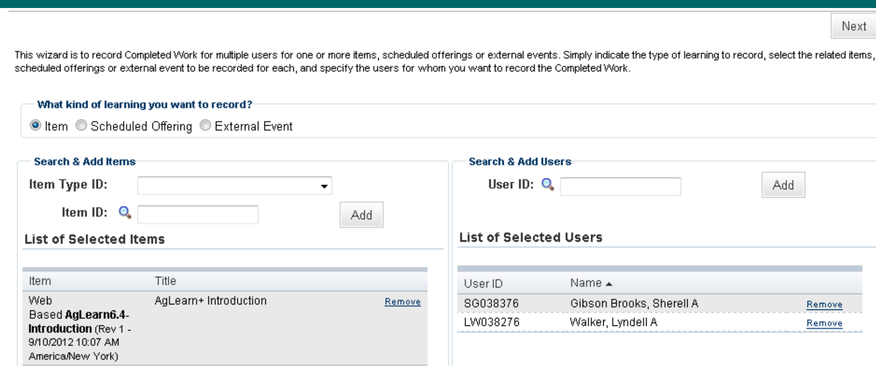
9. Add the employee first and/or last name in appropriate section(s).

Click **Search**.

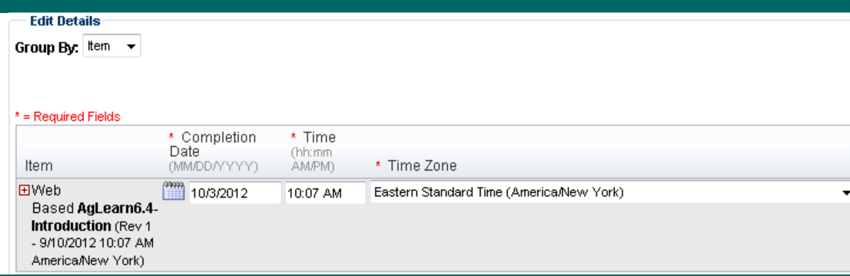


10. Place a checkmark in the Add box then click **Add**.

11. Click **Next** to continue.

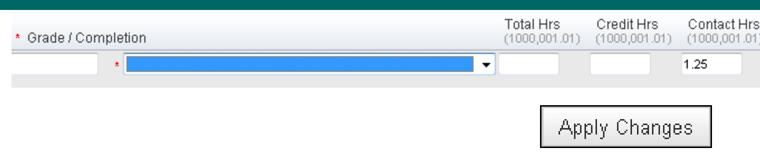


12. Click the calendar icon to choose a completion date for the training.

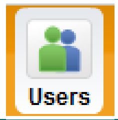
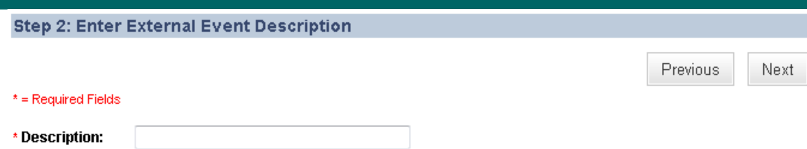
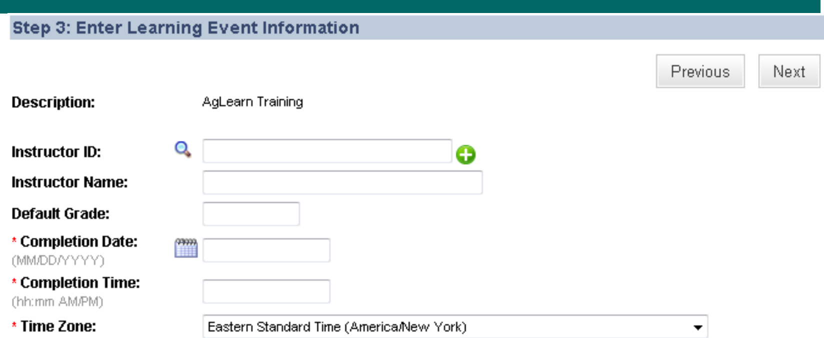
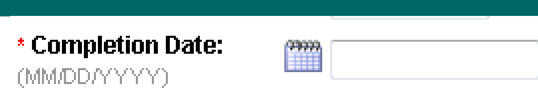
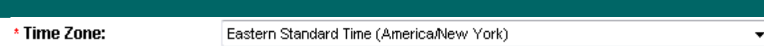


13. Choose a completion status for the training. Update credit or contact time if needed.

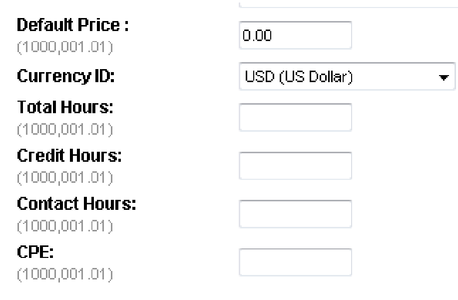
Then click **Apply Changes** to an updates.



Record a Learning Event for an External Event

Step	Activity	View
1.	Select the **Users**	
2.	Select **Tools** from the left menu	
3.	Select **Learning Event Recorder Financial**	
4.	Select the **External Event** option.	
5.	Enter the title of the event in the **Description** field. The click Next	
6.	**Instructor** & **Default Grade** are rarely used. Enter **Completion Date** & **Time.**	
7.	Click the **Completion Date** selection icon to select and enter a completion date.	
8.	Enter the completion time in the **Completion Time** field.	
9.	Click the **Time Zone** selection icon to search for and enter a time zone. **Note**: The default entry for this field is obtained from the Item record**.**	

10. Enter the Default Price in the **Default Price** field, if applicable.



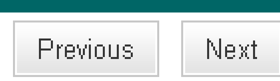
11. Enter the number of hours in the **Total Hours** field. **Note**: **Total Hours** is the total number of hours that the resources for the Item were in use.

12. Enter the total number of credit hours that the Users will receive for completing this Item in the **Credit Hours** field.
Note: **Credit Hours** indicate the number of unit hours printed on a Certificate (i.e., number of CEUs, CMEs, etc.).

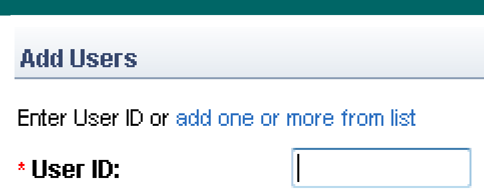
13. Enter the number of contact hours for the Item in the **Contact Hours** field.
Note: **Contact Hours** are the total number of hours that the Users actually spent on this Item.

14. Enter the CPE credits in the **CPE** field.
Note: **CPE** shows the total number of credits for professional education hours that the Users will receive for completing this Item.

15. Click **Next** to continue

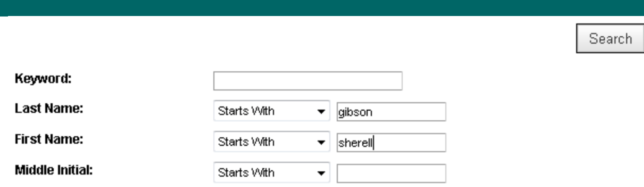


16. If the User ID is known, type it in the field, select the **Add one or more from list** link to search for and enter Users.

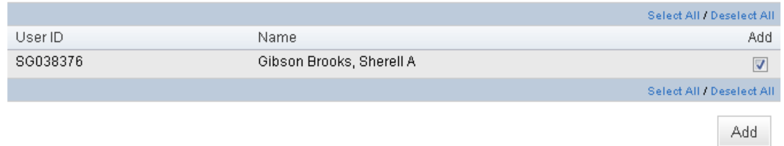


17. On the **> Search** screen, enter the appropriate search criteria.

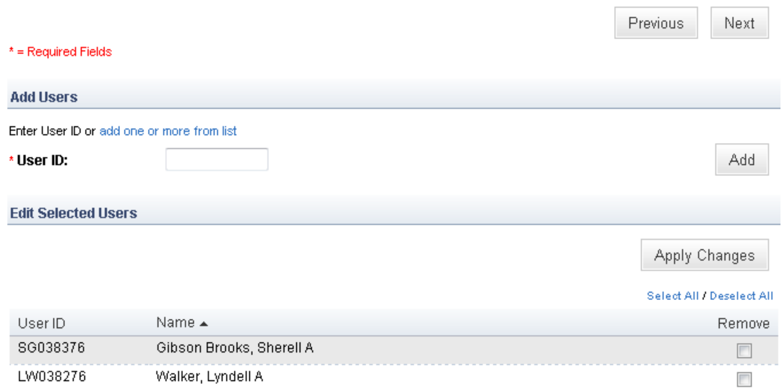
Then click Search



18. Place a checkmark in the add box and click **Add**

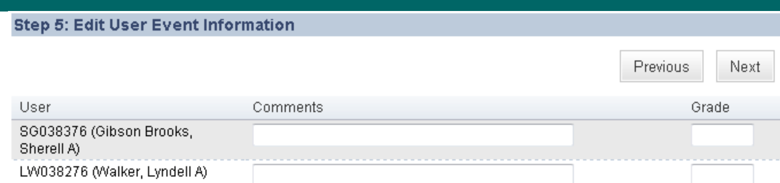


19. Once the users have been added, click **Next**.



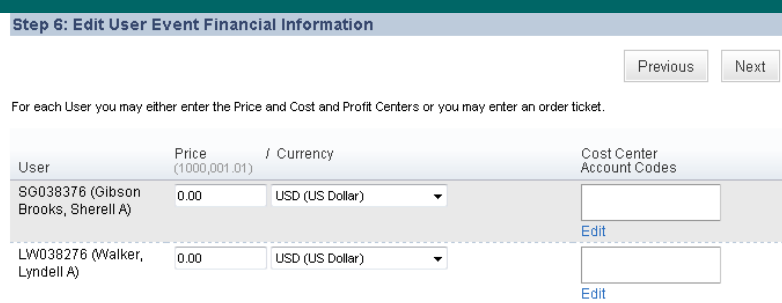
20. If any comments are needed, and it here at this screen.

Click **Next** to continue

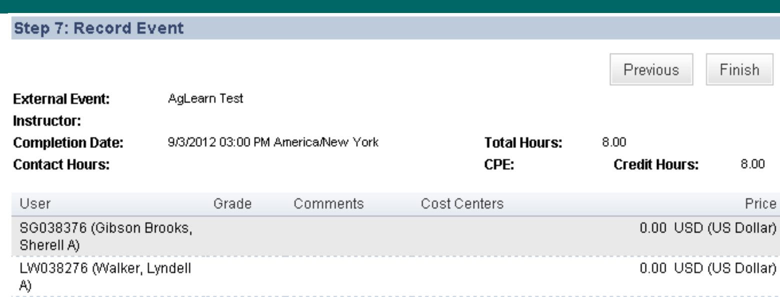


21. If there was a cost for the training, enter the cost at this screen.

Click **Next** to Continue.

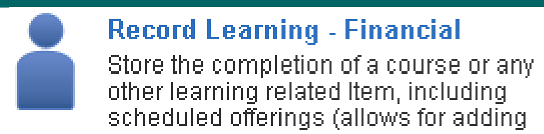
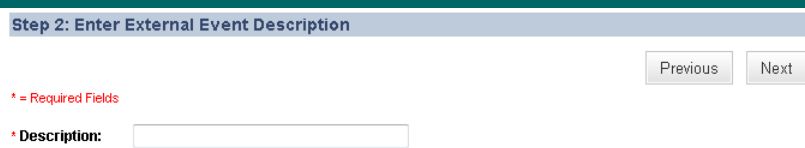
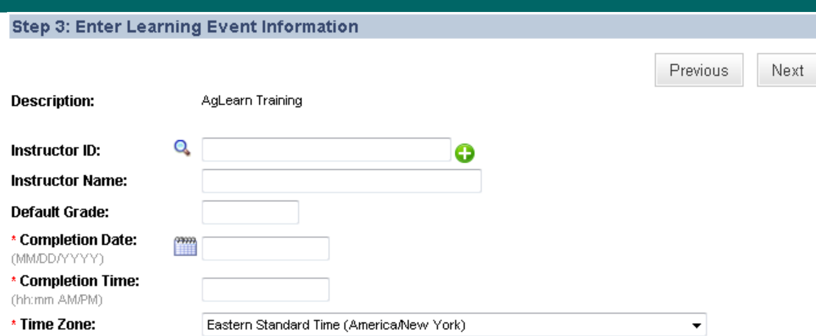
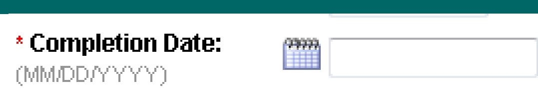
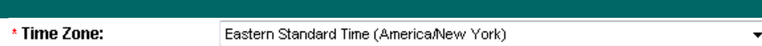


22. Click Finish to complete the Learning Event.

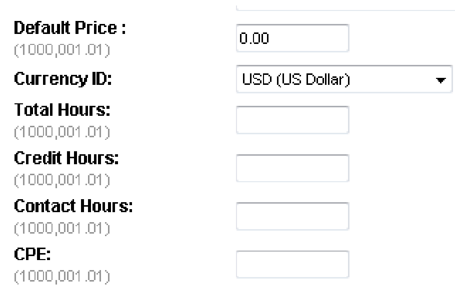


Tip: To avoid data formatting errors, use the Calendar and Selection icon assistants.

Record an External Learning Event via the Quick Links

Step	Activity	View
1.	Select **Home**	
2.	Under the **Quick Links** section, select **Record Learning - Financial**.	
3.	Select the **External Event** option.	
4.	Enter the title of the event in the **Description** field. The click Next	
5.	**Instructor** & **Default Grade** are rarely used. Enter **Completion Date** & **Time.**	
6.	Click the **Completion Date** selection icon to select and enter a completion date.	
7.	Enter the completion time in the **Completion Time** field.	
8.	Click the **Time Zone** selection icon to search for and enter a time zone. **Note**: The default entry for this field is obtained from the Item record.	

9. Enter the Default Price in the **Default Price** field, if applicable.



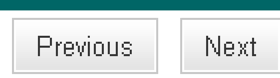
10. Enter the number of hours in the **Total Hours** field. **Note**: **Total Hours** is the total number of hours that the resources for the Item were in use.

11. Enter the total number of credit hours that the Users will receive for completing this Item in the **Credit Hours** field.
Note: **Credit Hours** indicate the number of unit hours printed on a Certificate (i.e., number of CEUs, CMEs, etc.).

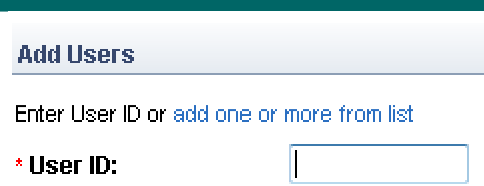
12. Enter the number of contact hours for the Item in the **Contact Hours** field.
Note: **Contact Hours** are the total number of hours that the Users actually spent on this Item.

13. Enter the CPE credits in the **CPE** field.
Note: **CPE** shows the total number of credits for professional education hours that the Users will receive for completing this Item.

14. Click **Next** to continue

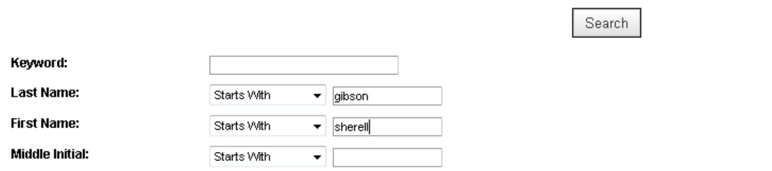


15. If the User ID is known, type it in the field, select the **Add one or more from list** link to search for and enter Users.

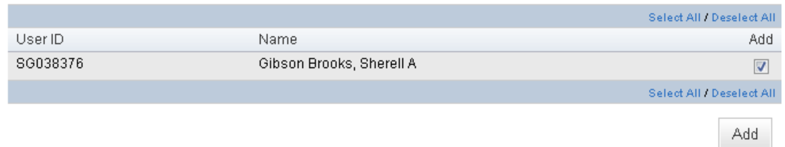


16. On the **> Search** screen, enter the appropriate search criteria.

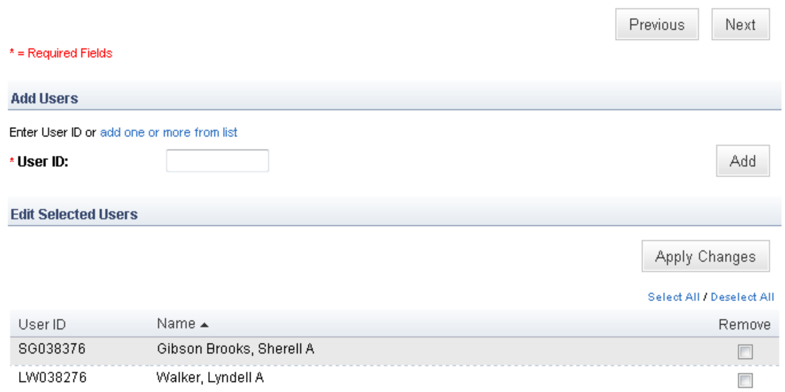
Then click Search



17. Place a checkmark in the add box and click **Add**

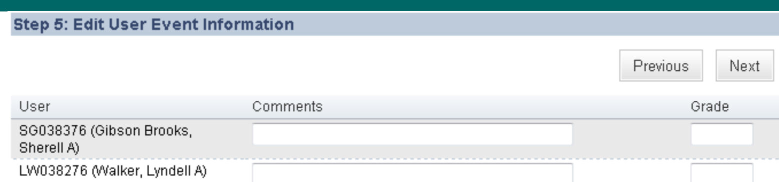


18. Once the users have been added, click **Next**.



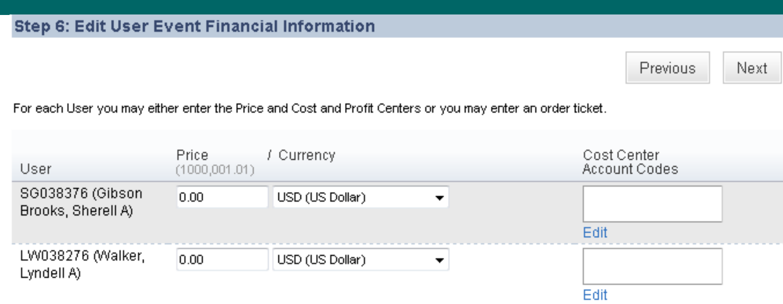
19. If any comments are needed, and it here at this screen.

Click **Next** to continue

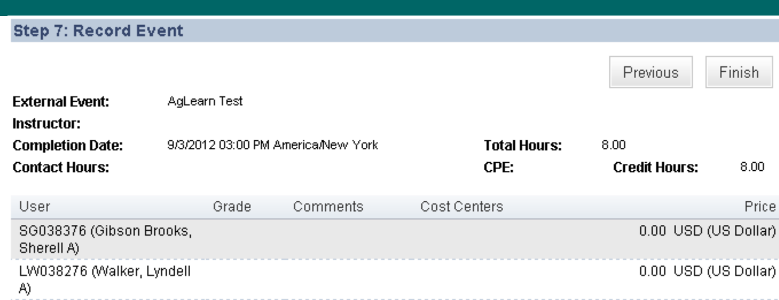


20. If there was a cost for the training, enter the cost at this screen.

Click **Next** to Continue.



21. Click Finish to complete the Learning Event.



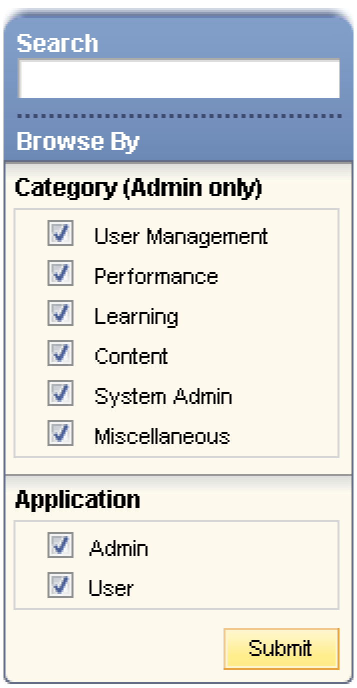
Reports

AgLearn data can be displayed and printed by running a report. AgLearn provides many different report options, each of which offers various grouping, sorting, format and print options. Users can access the reporting tools by clicking the Reports menu on the top navigation bar, then choosing the report needed by clicking the appropriate browse and search functionality to the left of the screen.

A search window allows Admins to search across all the report categories to find the desired report. They can also search for reports on the admin side or the user side, or both. Saved Reports are easily available on the Saved Reports tab and scheduled report jobs can be accessed via the Report Jobs tab.

Reports can return information in a browser window, or to a local file. The formats available include, CSV (Comma-Separated Values), HTML (Hypertext Markup Language, the standard for browsers), and PDF (Portable Document Format, also known as Adobe Acrobat).

Note: The number and type of reports a user is allowed to access will vary depending upon the user's permissions within AgLearn.



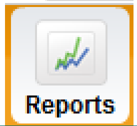
1) **User Management**: contains Certificate of Completion, Completed Work & Item Status reports.
2) **Performance**: contains competency and user To-Do list reports.
3) **Learning**: contains reports related to Scheduled Offering, Item and Curricula's.
4) **Content**: contains reports related to the exam portion of user training.
5) **System Admin**: contains reports related to
   SF-182 approvals, facilities and locations
6) **Miscellaneous**: contains reports related to Mandatory trainings, class roster and etc.

Run a Class Roster Report

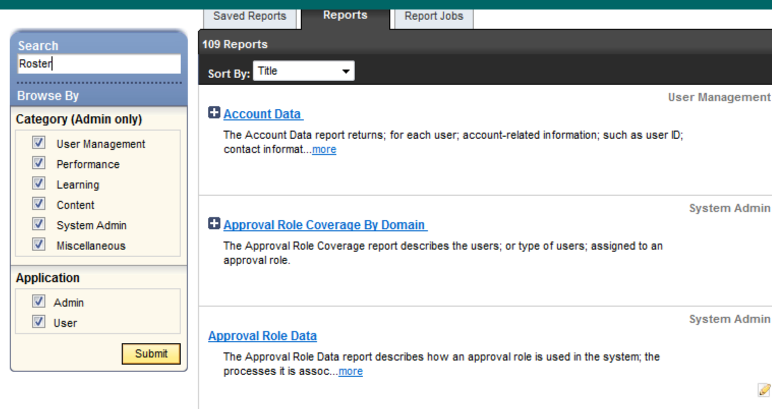
You can run a class roster for a Scheduled Offering and use it as a sign-in sheet or roster to check to see who actually attended the class.

Step Activity View

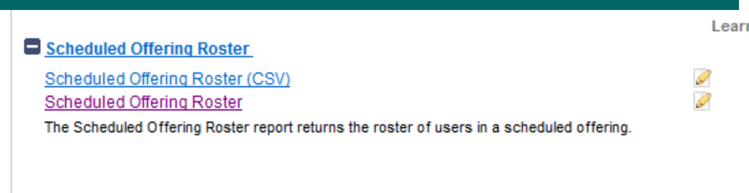
1. Select the **Reports** link.



2. Type “Roster” in the Search and click Submit.



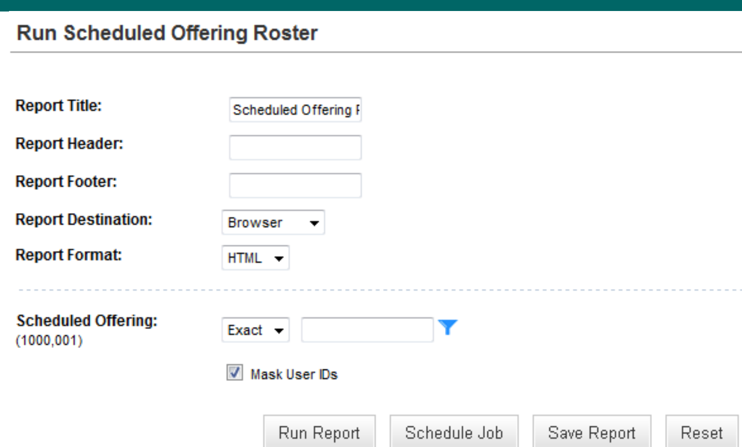
3. Select **Scheduled Offering Roster** report



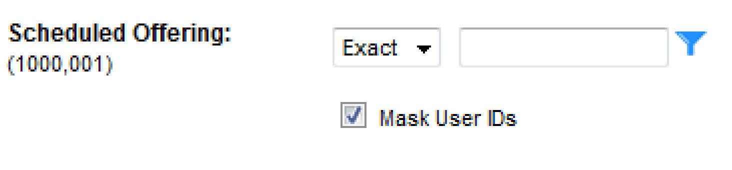
4. Enter the parameters for the search.

   Report Destination can be Browser, Local File or Remote File.

   Report Format is HTML or PDF

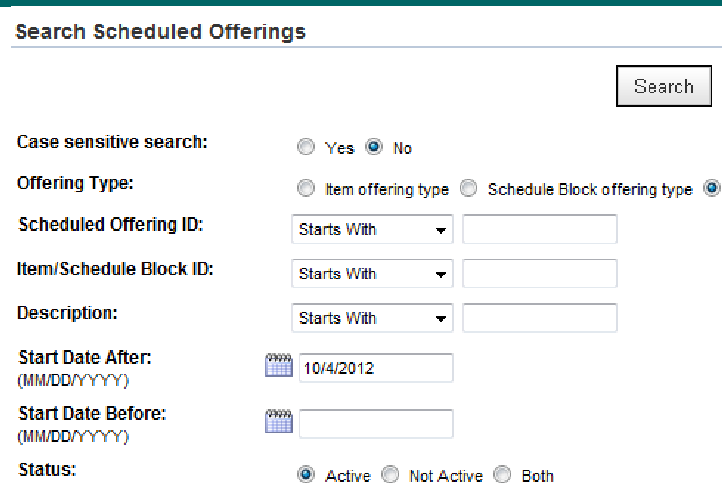


5. Click the blue filter icon to search for the Scheduled Offering

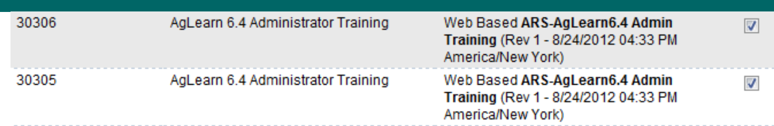


6. Enter the Scheduled Offering ID number or Item ID.

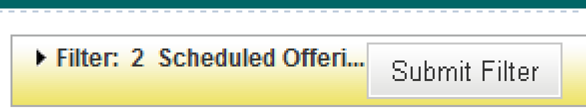
Then Click **Search**.



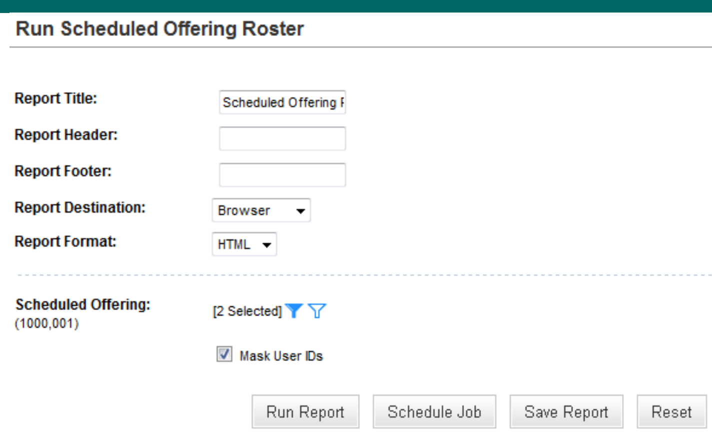
7. Place a checkmark for the Scheduled Offerings and click **Add to Filter** at the top of the page.



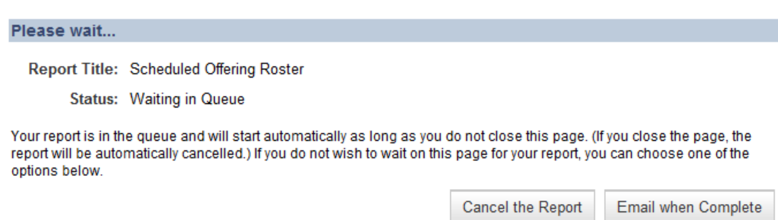
8. Click **Submit Filter** to return to the Reports page.



9. Click **Run Report**



10. You have the option to have the report emailed to you by click **Email when Complete** or can keep this page open and the report will load when finished.



11. Displayed is the report.

Schedule

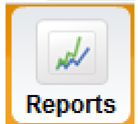
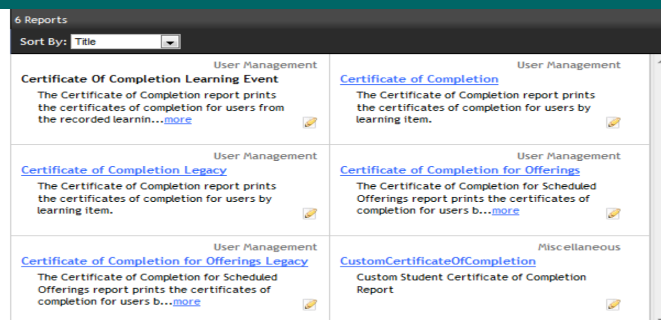
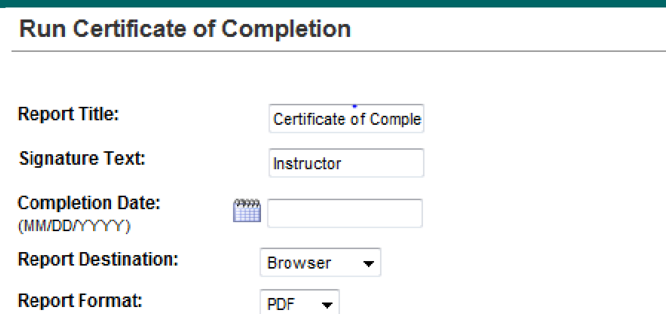
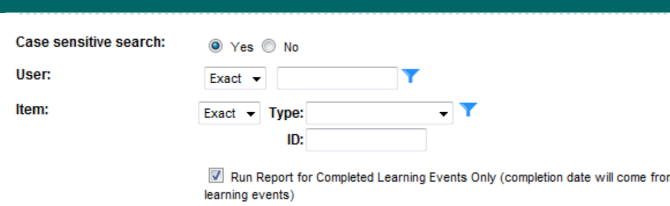
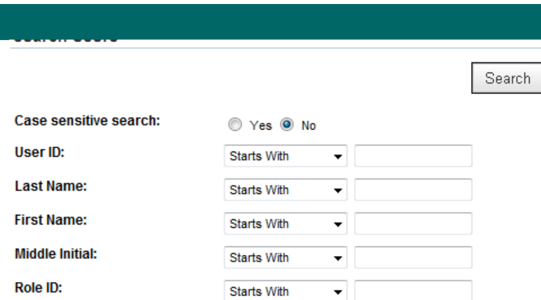
Scheduled Offering ID	30305
Title	AgLearn 6.4 Administrator Training
Item	Web Based ARS-AgLearn6.4 Admin Training (Rev 8/24/2012 04:33 PM America/New York)

Segment	Start Date/Time	End Date/Time	Instructor	Location
1	9/12/2012 01:00 PM America/New York	9/12/2012 03:30 PM America/New York		

User Name		Supervisor		Signature	Date
Peterson, Caroline L	*********	Hatfield, Jerry L	*********		
Subatch, Dona M	*********	Deppe, Kari L	*********		
Parker, Elizabeth V	*********	Butler, Casandra V	*********		
Lewandowski, Heather L	*********	Oliver, Melvin J	*********		
Freestone, Jean A	*********	Weltz, Mark A	*********		
McClintock, Janelle E	*********	Magill, Robert H	*********		
Overton, Janet L	*********	Lay, Donald C	*********		
Pannell, Jeffrey L	*********	Quilantan, Joseph R	*********		

Run a Certificate of Completion Report

AgLearn has the capability to produce a Certificate of Completion using the Report function. Users can also print a Certificate of Completion by going to the Learning History tab, and clicking the Print Certificate button located on the right of the learning event.

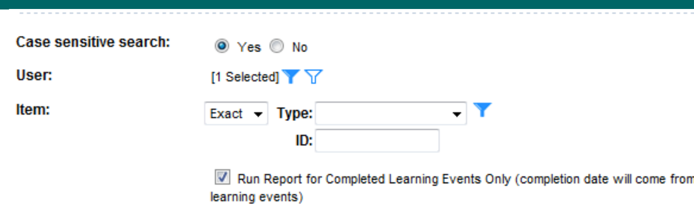
Step	Activity	View
1.	Select the **Reports** link.	
2.	Type **Certificate** in the Search and click Submit. Select **Certificate of Completion**	
3.	Completion Date can be left blank by default Report Destination can be Browser, Local File or Remote File. Report Format is HTML or PDF	
4.	Click the blue filter icon to do a search for the employee	
5.	Enter the employee information into the search. Then click Search.	

6. Place a checkmark in the **Select** box.

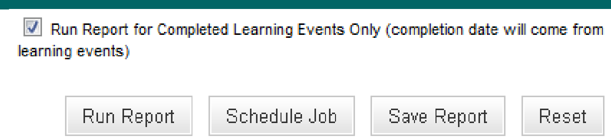
Click **Add to Filter** to add the employee to the report.

Click **Submit Filter**.

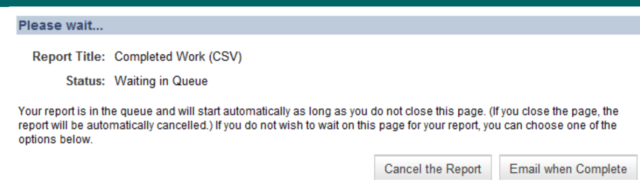
7. If the title for the training is not known, the Item field can be left blank. This will complete a report with the employees entire completed work



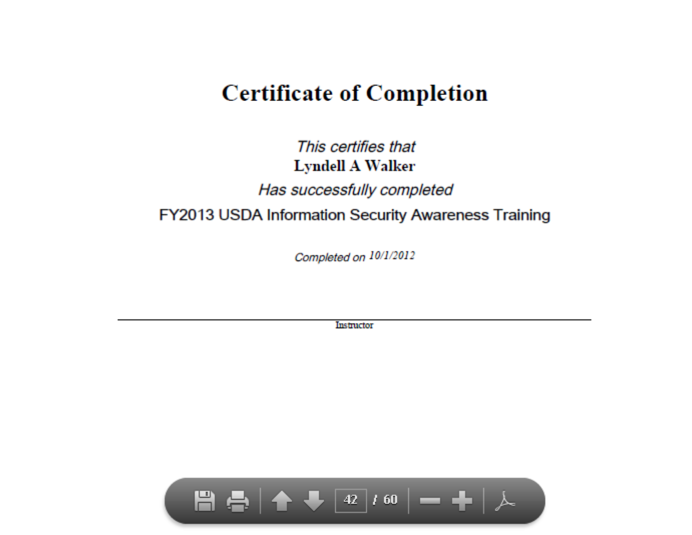
8. You have the option to have the report emailed to you by click **Email when Complete** or can keep this page open and the report will load when finished.



9. You have the option to have the report emailed to you by click **Email when Complete** or can keep this page open and the report will load when finished.

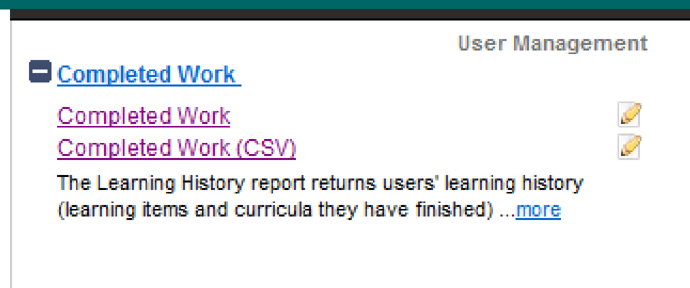
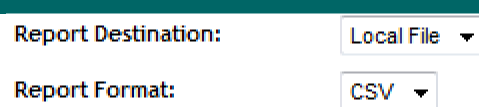
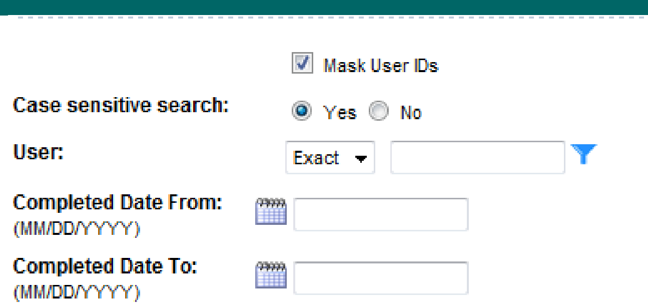
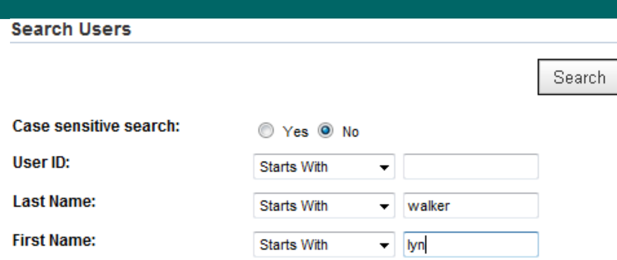


9. Displayed are Certificates of Completion for every Learning Event in the employee Completed Work



Run a Completed Work (Learning History) Report

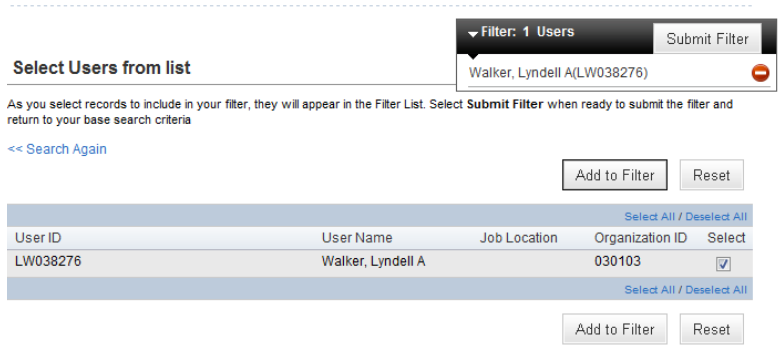
Administrators can run a learning history report for one or multiple users. An example of this is: A supervisor would like to see the Learning History of all subordinates to determine developmental needs.

Step	Activity	View
1.	Select the **Reports** link	
2.	Type **Learning History** in the Search and click Submit. Select **Completed Work.** Choose from the drop down **Learning History (CSV).** CSV is Microsoft Excel format. If you want to pull your report in PDF or HTML, choose **Completed Work** link.	
3.	Report Destination and Format are already pre-populated based on the type of report that was chosen.	
4.	Click the blue **Filter icon** to search for a user.	
5.	Enter the employee first and last name then click **Search**.	

6. Place a checkmark in the **Select** box.

Click **Add to Filter**

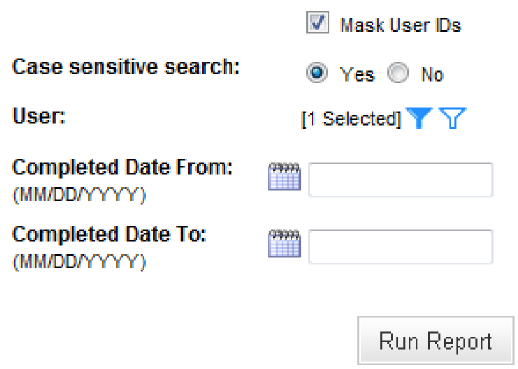
Then click **Submit Filter**



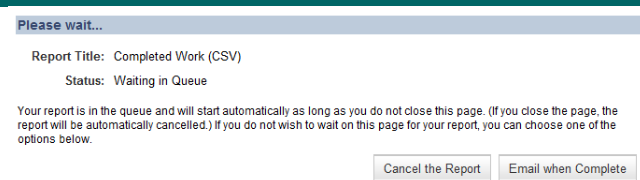
7. To run an employee's entire Learning History report, keep the Completed Date From and To empty.

Otherwise, click the **calendar icon** to add search dates.

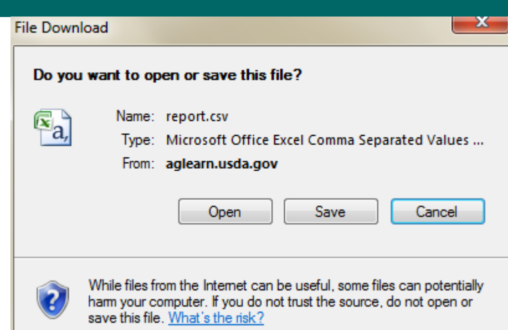
Click **Run Report.**



8. You have the option to have the report emailed to you by click **Email when Complete** or can keep this page open and the report will load when finished.



9. Click **Open** to view the report.

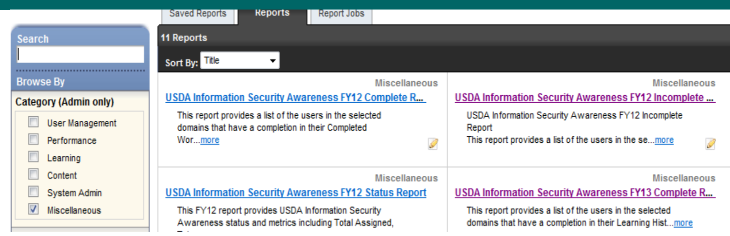
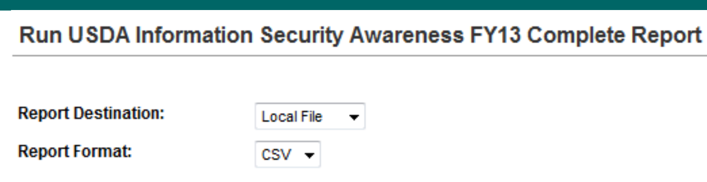
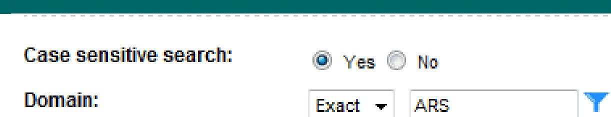
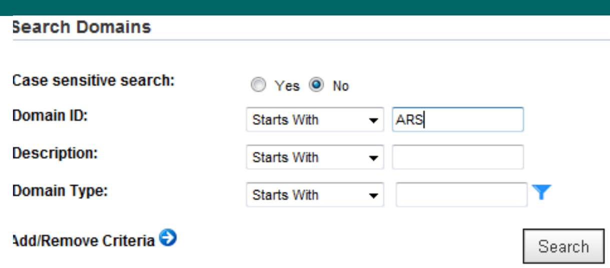
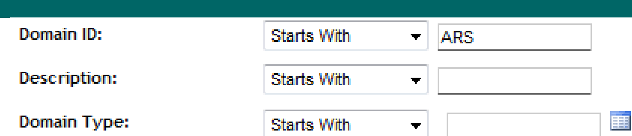


10. View the report for necessary information

A	B	C	D	E	F	G	H	I	J	K
User	Active Use	First Nam	Last Name	Item ID	Item Type	Description	Completion Date	Grade	Completio	Completio
*********	Yes	Lyndell	Walker	USDA-CYB	Web Based	USDA Computer Security Awareness Training FY 2008	11/29/2007 10:22 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	USDA-PRI'	Web Based	USDA Privacy Basics FY08	12/6/2007 09:06 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	USDA-ASC	Web Based	Civil Rights: Readme First	1/23/2008 09:53 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	USDA-ASC	Web Based	Civil Rights: Reasonable Accommodation Training 2007	1/23/2008 11:19 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	USDA-ASC	Web Based	Civil Rights: Recognizing and Preventing Reprisal 2007	1/23/2008 01:20 PM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	ARS-Effec	Classroom	Effective Communication with Customers	2/28/2008 04:00 PM America/New York		Class Com	Class Com
*********	Yes	Lyndell	Walker	ARS-Aglea	Web Based	AgLearn Administrator Training for Training Designees	3/12/2008 03:00 PM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	USDA-ADI	Web Based	2008 AgLearn Administrator Survey	3/19/2008 07:20 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	ARS-Aglea	Web Based	AgLearn Administrator Training for Training Designees	4/9/2008 10:41 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	ARS-Aglea	Web Based	AgLearn Administrator Training for Training Designees	4/17/2008 03:00 PM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	ARS-Basic	Classroom	The Basics of Swimming	11/19/2008 12:00 PM America/New York		Class Com	Class Com
*********	Yes	Lyndell	Walker	USDA-CYB	Web Based	USDA Information Systems Security Awareness FY 2009	12/1/2008 11:25 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	USDA-ASC	Web Based	Re-inventing Diversity for Todays USDA (Employees) Fiscal Year 2008	1/30/2009 08:03 AM America/New York		Web Base	Web Base
*********	Yes	Lyndell	Walker	DA-ETHICS	Web Based	Ethics: Training Module 21 New Employee Ethics Orientation	2/25/2009 10:23 AM America/New York		Web Base	Web Base

Run an Incomplete Mandatory Training Report

The deadline for mandatory training is approaching. You want to create a report listing all of the users in your agency that have not yet completed their required training.

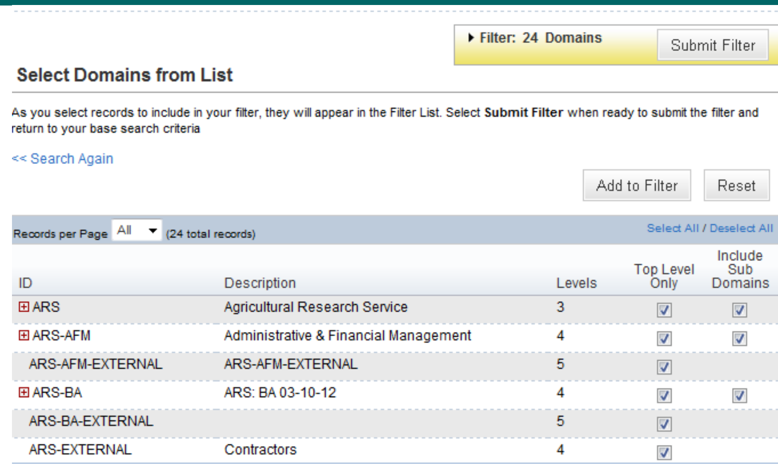
Step	Activity	View
1.	Select the **Reports** link	
2.	In the Search section, only check "**Miscellaneous**". Locate and select **USDA Information Security Awareness FY13 Complete Report.** ***Note:** All mandatory complete or incomplete reports, are listed in "Miscellaneous"	
3.	Report Destination and Format are already pre-populated based on the type of report that was chosen	
4.	Click the blue Filter icon next to Domain add the Domains to the search.	
5.	Enter the Domain name in the Domain ID field and click **Search.**	
6.	Type ARS in the **Domain ID** and click **Search**	

7. Click the **drop down arrow** in the **Records per Page** section to display all of the available domains.

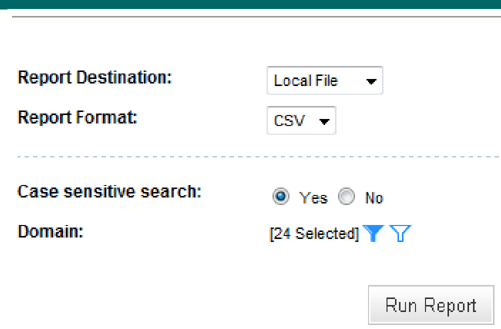
8. Click **Select All** to place a checkmark for all of the Domains.

Click **Add to Filter.**

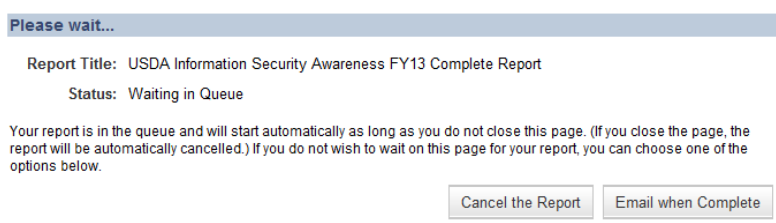
Click **Submit Filter.**



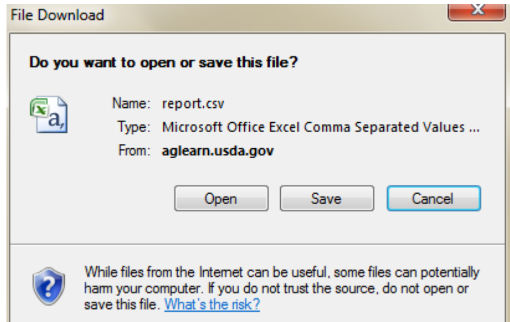
9. Click **Run Report**



10. You have the option to have the report emailed to you by click **Email when Complete** or can keep this page open and the report will load when finished.



11. Click **Open** to view the report.



11. Click **Open** to view the report.

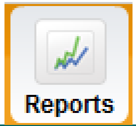
1	User ID	Domain ID	Hire Date	Title	Completion Date
2	NK036565	ARS	9/23/2012 0:00	FY2013 USDA Information Security Awareness T	10/18/2012 10:07
3	SAZ97865	ARS-AFM	7/23/1979 0:00	FY2013 USDA Information Security Awareness T	10/2/2012 12:01
4	LB036965	ARS-AFM	8/25/2002 0:00	FY2013 USDA Information Security Awareness T	10/18/2012 11:48
5	RC037868	ARS-AFM	11/25/1985 0:00	FY2013 USDA Information Security Awareness T	10/17/2012 20:47
6	SH038265	ARS-AFM	8/12/2001 0:00	FY2013 USDA Information Security Awareness T	10/17/2012 16:27
7	JCZ117578	ARS-AFM	9/8/1998 0:00	FY2013 USDA Information Security Awareness T	10/19/2012 15:51
8	SC038369	ARS-AFM	4/13/1986 0:00	FY2013 USDA Information Security Awareness T	10/3/2012 8:46
9	GDZ48369	ARS-AFM	3/12/1980 0:00	FY2013 USDA Information Security Awareness T	10/22/2012 10:58
10	HD038268	ARS-AFM	5/8/1988 0:00	FY2013 USDA Information Security Awareness T	10/12/2012 13:50
11	JDZ128283	ARS-AFM	6/21/2009 0:00	FY2013 USDA Information Security Awareness T	10/18/2012 14:11
12	MD037778	ARS-AFM	4/22/2012 0:00	FY2013 USDA Information Security Awareness T	10/18/2012 8:34
13	PDZ97865	ARS-AFM	5/30/2004 0:00	FY2013 USDA Information Security Awareness T	10/3/2012 7:56
14	RDZ88284	ARS-AFM	9/25/1988 0:00	FY2013 USDA Information Security Awareness T	10/4/2012 6:46
15	sD038346	ARS-AFM	9/27/1976 0:00	FY2013 USDA Information Security Awareness T	10/2/2012 14:17
16	BE227869	ARS-AFM	6/28/1982 0:00	FY2013 USDA Information Security Awareness T	10/3/2012 8:43
17	VE038365	ARS-AFM	12/5/1989 0:00	FY2013 USDA Information Security Awareness T	10/11/2012 11:17

Run an Item Status Report

Most reports only allow you to run data for specified domains; E.g. ARS-HQ, ARS-PWA, etc. Sometimes you would like to only run data for a specific office or unit to see who within that office completed training. The Item Status Report will allow you to do pull this data.

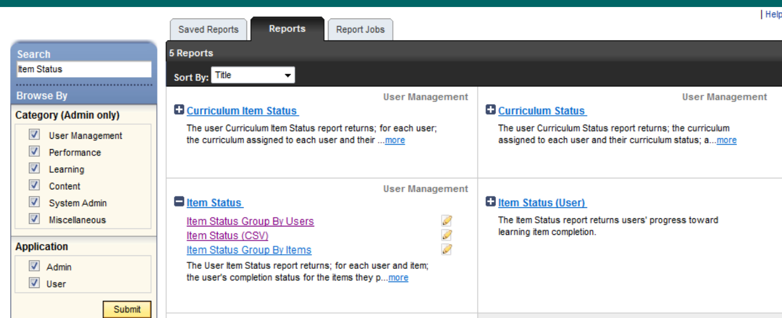
Step | Activity | View

1. Select the **Reports** link

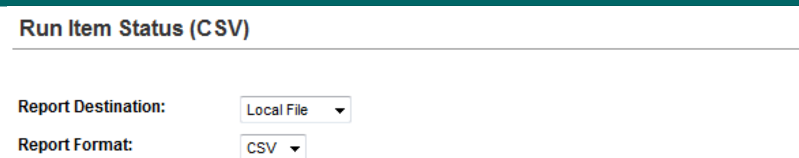


2. Type **Item Status** in the Search and click Submit. Select **Item Status.**

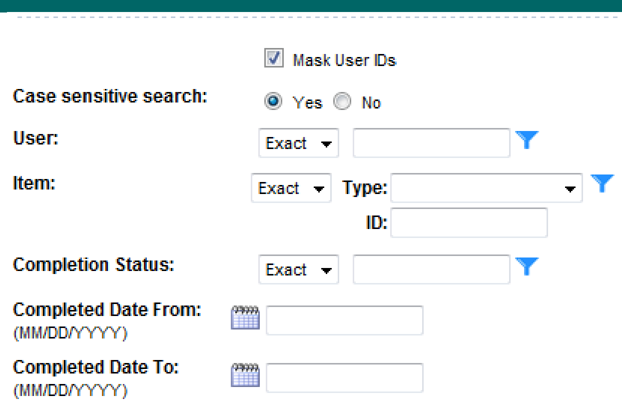
From the drop down, select **Item Status (CSV),** for excel format.



3. Report Destination and Format are already pre-populated based on the type of report that was chosen.

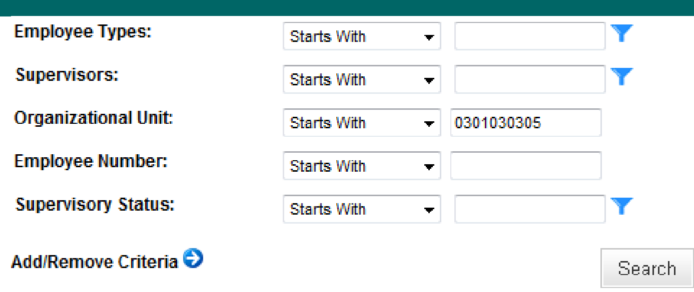


4. Click the **blue filter tab** in the User section.

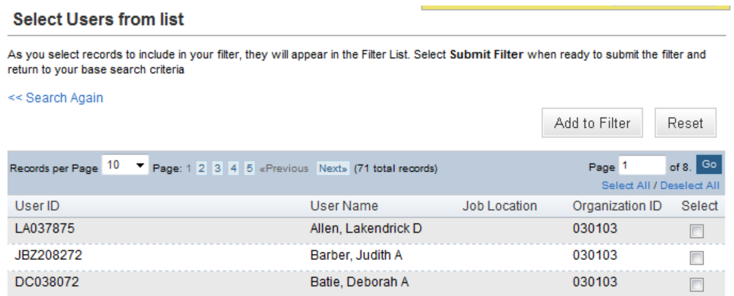


5. To search for an entire group, add the Organizational Unit ID

Then click **Search**.



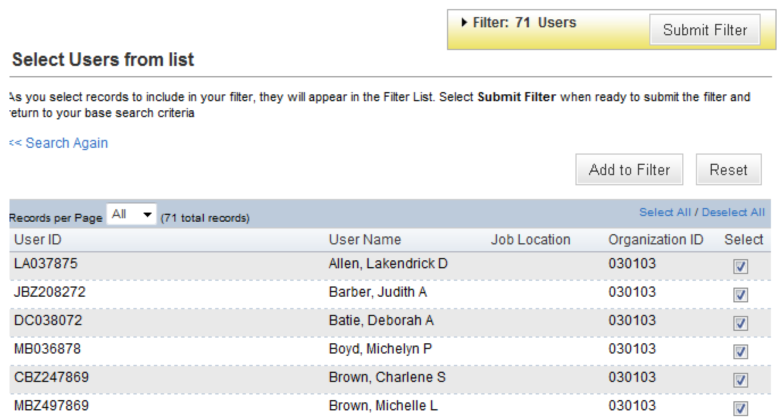
6. Click the **drop down arrow** in the **Records per Page** section to display all of the employee's in the Organization.



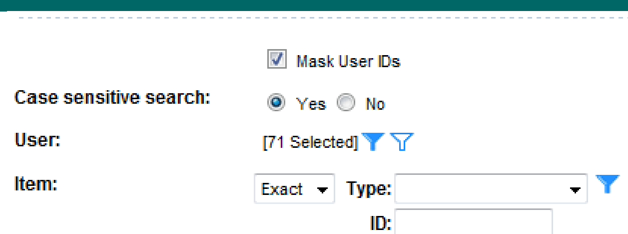
7. Click **Select All** to place a checkmark for all of the employee's.

   Click **Add to Filter.**

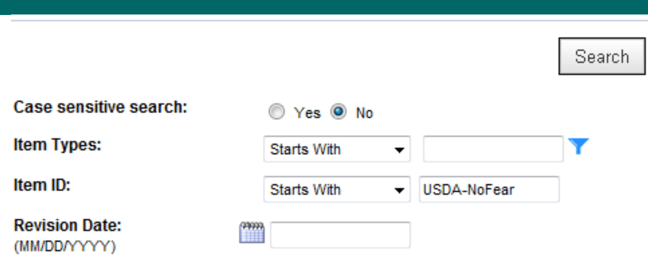
   Click **Submit Filter.**



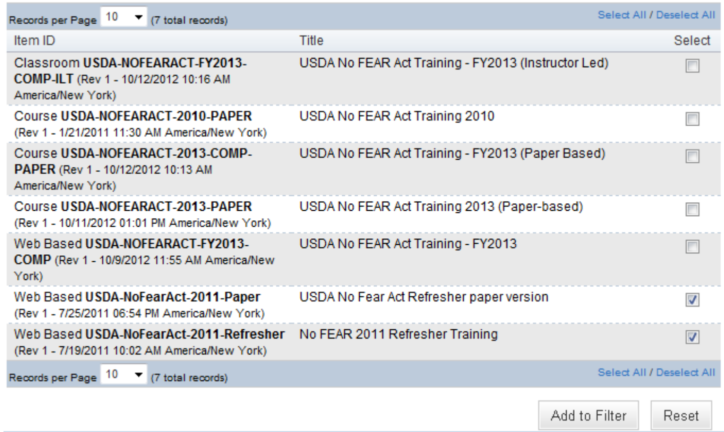
8. Click the blue filter icon in the Item section to add the Item to the report.



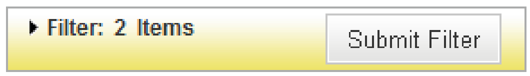
9. Add the Item ID and then click **Search**.



10. Place a checkmark for the selected trainings and click **Add to Filter**.

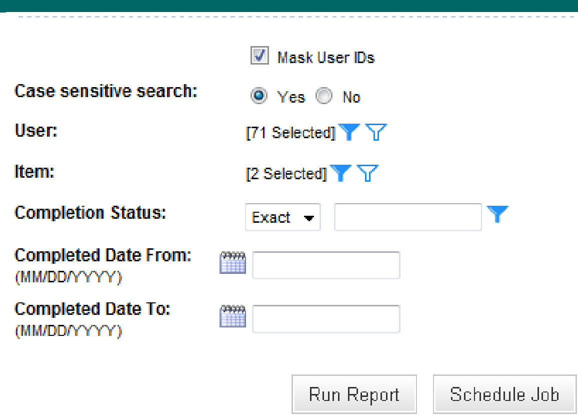


11. Click **Submit Filter**

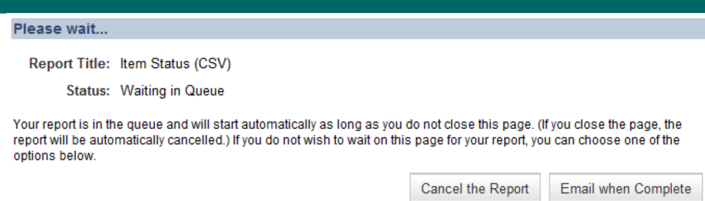


12. *Completion Status is an optional field and is not required.

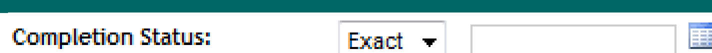
Click **Run Report.**



13. You have the option to have the report emailed to you by click **Email when Complete** or can keep this page open and the report will load when finished.



14. **(Optional)** Click the icon next to **Completion Status**



15. View the report for any necessary information

1	Item ID	Last Name	First Name	Completion Status ID	Completion Status	Completion Date
2	USDA-NoFearAct-2011-Paper	May	Kristie	Web Based Complete	Web Based Complete	10/31/2011 02:46 PM America/New York
3	USDA-NoFearAct-2011-Refresher	Cardenas	Edward	Web Based Complete	Web Based Complete	8/1/2011 12:58 PM America/New York
4	USDA-NoFearAct-2011-Refresher	Walker	Lyndell	Web Based Complete	Web Based Complete	8/2/2011 06:40 AM America/New York
5	USDA-NoFearAct-2011-Refresher	McGregor	Kimberley	Web Based Complete	Web Based Complete	8/3/2011 09:35 AM America/New York
6	USDA-NoFearAct-2011-Refresher	Clark	Hillary	Web Based Complete	Web Based Complete	8/5/2011 09:26 AM America/New York
7	USDA-NoFearAct-2011-Refresher	McFadden	Ashley	Web Based Complete	Web Based Complete	8/8/2011 10:42 AM America/New York
8	USDA-NoFearAct-2011-Refresher	Franklin	Margaret	Web Based Complete	Web Based Complete	8/17/2011 09:16 AM America/New York
9	USDA-NoFearAct-2011-Refresher	Humphrey	Patricia	Web Based Complete	Web Based Complete	8/17/2011 09:59 AM America/New York
10	USDA-NoFearAct-2011-Refresher	Parker	Elizabeth	Web Based Complete	Web Based Complete	8/17/2011 03:17 PM America/New York
11	USDA-NoFearAct-2011-Refresher	Lutrey	Katrina	Web Based Complete	Web Based Complete	8/18/2011 07:13 AM America/New York
12	USDA-NoFearAct-2011-Refresher	Collins	Suzanne	Web Based Complete	Web Based Complete	8/18/2011 09:23 AM America/New York
13	USDA-NoFearAct-2011-Refresher	Newcomb	Angela	Web Based Complete	Web Based Complete	8/22/2011 02:15 PM America/New York
14	USDA-NoFearAct-2011-Refresher	Gomez	Mari	Web Based Complete	Web Based Complete	8/22/2011 04:21 PM America/New York
15	USDA-NoFearAct-2011-Refresher	Tapscott	Dorothy	Web Based Complete	Web Based Complete	8/24/2011 01:40 PM America/New York
16	USDA-NoFearAct-2011-Refresher	Ingles	Caroline	Web Based Complete	Web Based Complete	8/29/2011 12:02 PM America/New York
17	USDA-NoFearAct-2011-Refresher	Messer	Brenda	Web Based Complete	Web Based Complete	8/31/2011 02:41 PM America/New York
18	USDA-NoFearAct-2011-Refresher	Gramlich	Virginia	Web Based Complete	Web Based Complete	9/1/2011 01:07 PM America/New York
19	USDA-NoFearAct-2011-Refresher	Brown	Michelle	Web Based Complete	Web Based Complete	9/2/2011 09:55 AM America/New York

Scheduling a Background Job

Tasks that can be time-consuming, include too many records, or dramatically affect system performance should be run as background jobs. **Background jobs** are tasks that are scheduled to run at off-peak work hours, where they can be performed without overloading the system.

Background jobs are scheduled for the tasks available through the **Users**, **Learning** and **Reports**.

Background job scheduling tasks include **View** and **Schedule a Background Job**.

Note: Scheduling a background job is performed during the final step of specific tasks, when both the **Run Job Now** and **Schedule Job** buttons appear.

The tasks available for scheduling as background jobs through the **Users** can include: **Add and Remove Curricula**, **Add and Remove Items**, **Add and Remove Competency Profiles, Add and Remove Competencies, Add Job-related Curricula,** and **Add Job-related Competency Profiles.**

Backgrounds jobs can also be scheduled for revising Items, through the **Learning**. See **Managing Items** for more detailed information on using the Item Revision Assistant.

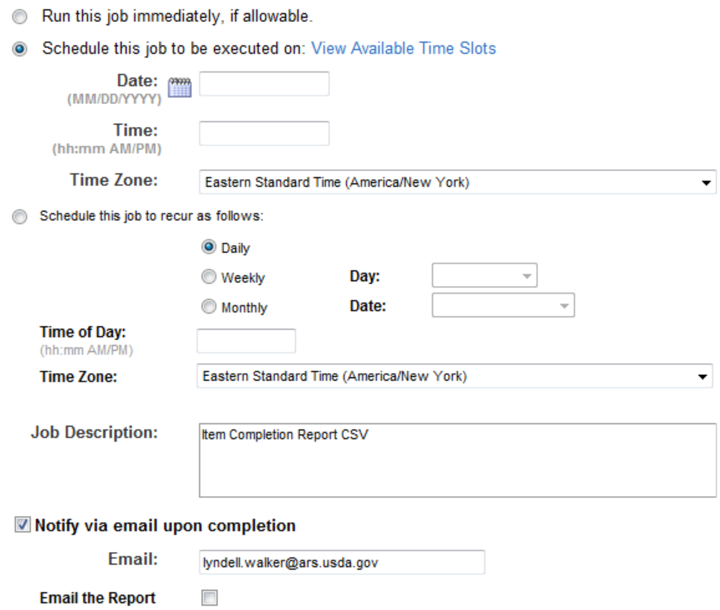
The reports available through the **Reports** menu may be scheduled as background jobs. See **Reports** for more detailed information on running reports.

Schedule a Background Job

Step	Activity	View
1.	After selecting the report and entering the report criteria, select **Schedule Job**. **Note:** Background Jobs must be scheduled to run between Midnight and 5 AM during the week or any time on a Saturday or Sunday.	

2. Select the **Schedule this job to be executed on** option button.

Note*: Select **Schedule this job to recur as follows** if it's a report that needs to ran monthly such as a Mandatory training report.



3. Select the **View Available Time Slots** link to see times when the job can be performed

4. Review the available timeframes from the list displayed in the **Allowable Dates/Times For Background Jobs** window.

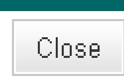
i.e: Time Frame 0
Monday between 0 to 5
(12am to 5am)

i.e.: Time Frame 5 & 6
(No time restrictions)

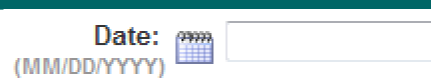
Allowable Dates/Times For Background Jobs

Timeframe 0	• Hour(s) between 0 and 5 • Monday
Timeframe 1	• Hour(s) between 0 and 5 • Tuesday
Timeframe 2	• Hour(s) between 0 and 5 • Wednesday
Timeframe 3	• Hour(s) between 0 and 5 • Thursday
Timeframe 4	• Hour(s) between 0 and 5 • Friday
Timeframe 5	• Saturday
Timeframe 6	• Sunday
Timeframe 7	• Date is 25 • Month is 12

5. Click **Close.**

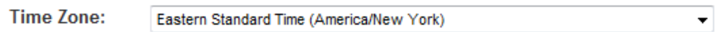


6. Click the Date Calendar icon to select and enter the date, using the calendar icon, the background job to run.



7. Enter a **Time** for the background job to run.

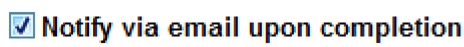
8. Click the **Time Zone** selection icon to search for and enter a Time Zone



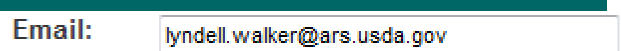
9. Enter a brief description of the job in the Job Description field, if wanted.

By default, the type of report that is chosen its title will appear in the Job Description field

10.. Select the Notify via email upon completion check box to send a notification e-mail



11. Enter the email address for notification in the Email field.



12. Select the Email the Report check box to receive a copy of a report with the notification e-mail.

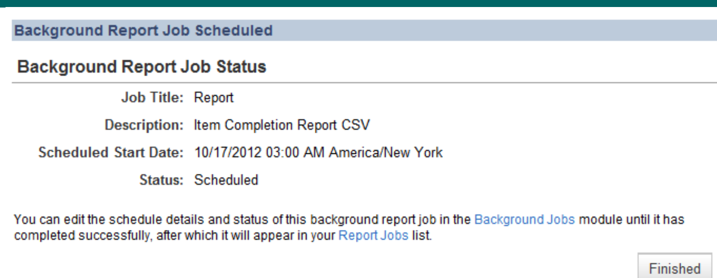
Note: The Email the Report check box appears only for Reports.

13. Click **Finish**

14. Verify that the background job has been scheduled on the Status screen.

Then click **Finished**.

Note: Only a System Administrator may reschedule and/or delete background jobs.



Glossary

A

Accomplishment: Part of the performance module, Accomplishments are achievements that are not directly related to the User's employment or job satisfaction.

Account Code: The unique code used to track the charge-back information of a transaction.

Active: An active record is available to be updated, fully functional, and will appear on reports. To change the status of an Item or to view, edit, and report on an inactive record, the system administrator must grant the User a security privilege to do so.

Active Locale: Locale is the term used to describe a specific language with a given cultural, geographical, and political region (i.e., a local market). Think of an active locale as a specific language with related information such as numbers, date, and time currency for a specific local market.

Activity: A Learning Event associated with an initiative. Activities are automatically assigned to goals when Users align their goals with an initiative. Users can also assign their own activities to goals. When an activity is assigned to a goal, Users can request a schedule of the related learning, or add the learning event to their learning plans.

Admin User ID: A system ID that appears when AgLearn takes any automatic action, such as moving a User from the Waitlist to Enrolled status when someone withdraws from a Scheduled Offering, or when a training request is denied because the necessary approvals have not been granted before the start date of the learning event.

Adopt an Initiative: Part of the Performance module, describing the copying of an initiative to a subordinate organizational structure. See also *Align an Initiative*.

AICC: Airline Industry CBT Committee. A standard for online courseware that guarantees interchangeability and data exchange capability between online learning development packages and players.

Align an Initiative: To an initiative at the subordinate level in support of initiatives posted at a higher level. See also *Adopt an Initiative*.

Assessed Level: The mastery level earned by the selected User for the associated competency.

Assessment: The assessment/rating of a User's demonstrated Competencies, based on a previously established rating scale. Users can assess themselves or their peers through Assessment Surveys. Administrators can record assessments using the Competency Assessment Recorder. Completed Assessments are displayed in the User's Assessment History.

Assessment Date: The date on which an assessment is completed in AgLearn.

Assessment Process: The procedure by which individual User(s) are assessed on one or more competencies.

Assessment Rating: The relationship between a User's assessed mastery of a competency and the mastery rating expected of the competency.

Assessment Survey: A collection of competencies and rating criteria used to assess one or more Users.

Assignment Profile: Used to automatically assign Curricula, Catalogs, and Competency Profiles based on multiple User attributes, including (but not limited to) Domain ID, Country, Job Position, Job Location, Organization, Employment Type, or State. Users whose attributes match those of the Assignment Profile are automatically assigned the appropriate Curricula, Catalog, or Competency Profile.

Assignment Type: Categories used to help to prioritize a User's learning needs by distinguishing between need-to-have and nice-to-have Items. Typical examples of assignment types in AgLearn are Optional, Recommended, Required, and Legislatively Mandated. Default Assignment Types can be assigned at the Item level, but may be edited to suit the situation of each subsequent assignment.

Associated Costs: Any cost of conducting a segment of a Scheduled Offering that is not otherwise defined. Examples might include food, clean-up, or travel; and any cost of instructors, material, equipment, or location, in addition to those already defined in AgLearn.

Attainment Level: An informal indication of how well a User is progressing toward assigned goals. There are three qualitative statuses for the selected initiative: On Target, Behind Plan, and Ahead of Plan.

Auto Fill Registration Flag: When enabled, moves the next waitlisted User into an enrolled status when a previously enrolled User withdraws from an offering.

Automatic Processes Module (APM): Processes pre-configured to run periodically without human intervention. APMs typically perform housekeeping and notification tasks at scheduled intervals.

B

Background Jobs: Jobs (such as large-scale assignments or reports) that would be too time/processor-intensive to run during normal working hours, and are configured to run during a specific off-hours time period. The number of records defined in the selected job MUST exceed the predefined threshold (Maximum Record Count for Online Operation) set for running background jobs.

Basis Date (curriculum): The basis date defines the beginning point of a curriculum's associated time-periods. The time-periods themselves are built using either the initial assignment information, or the retraining assignment information. Once complete, the Item is not due again until the end of the next designated period. This allows assigned learning that is due once a quarter, or once a year, to be completed at any time during the quarter or year.

Blended Item: A Learning Item type with elements of both Instructor-Led and Online Learning Items.

C

Cancellation Policy: A set of rules used to calculate what the User is charged when withdrawing from a Scheduled Offering.

Cascading Initiatives: Initiatives created in a parent organizational unit that are then made effective in subordinate units. There are ways to push initiatives to subordinate organizations: Forcing requires the sub-organizations to adopt the initiative as is; Require Alignment means the sub-organizations must align one or more of their initiatives to the parent initiative; Make Available gives the sub-organizations the option to align one or more of their initiatives to the parent initiative.

Catalog: A collection of Items and Scheduled Offerings made accessible to Users via Assignment Profiles. Users can only view training that is included in catalogs made visible to them. Items and Scheduled Offerings can be part of more than one catalog.

Chargeback: A financial transaction that occurs internally, between organizations, with one being debited for costs accrued and the other being credited for the price of services delivered. The transaction is systemic only; no invoices or checks actually change hands.

Chargeback Adjustment: A wizard used to reconcile chargeback transactions after closing a Scheduled Offering, debiting the related cost centers, and crediting profit centers of the selected Scheduled Offering. Note: A Scheduled Offering cannot be closed with an open segment.

Circular supervisor relationship: A circular relationship exists when a User is designated as his own supervisor, no matter how many levels removed. AgLearn will not permit such an arrangement and will return a Validation Error to reject any change that would create such a circumstance.

Class: An entity in AgLearn that associates a group of Users with a set of Scheduled Offerings, used to help administrators keep the Users together through a series of Scheduled Offerings. Roughly analogous to school classes, such as freshman class, sophomore class, etc.

Classification: There are four Item classifications: Instructor-Led, Online, Blended, and Other (for physical goods).

Coach: A coach is a User who may view, update, or add comments to a User's Individual Development Plan (IDP), designated by the User or supervisor. The coach has no role in the approval process of the IDP.

Company: The company by whom an Instructor is employed. This is a non-referenced text entry field associated with an Instructor record.

Competency: Competencies are measurable capabilities that are required or recommended for effective performance. Assigning a competency to an Item indicates the User will be considered to have reached the indicated proficiency level upon successful completion of the Item. *See also: Competency Type.*

Competency Assessment: The assessment/rating of a User's demonstrated Competency, based on a rating scale. Users can record assessments for themselves or their peers using the Assessment Recorder, or an Assessment Survey may be used. Administrators can record assessments using the Competency Assessment Recorder. Completed Assessments are displayed in the User's Assessment History.

Competency Assessment Level: Rating given to a User that indicates his or her command of a specific competency. The rating scale is established in the Competency Assessment subsection of the Application Admin section (System Admin area).

Competency Category: A text label (e.g., Teamwork) used to group similar competencies when displayed in a view, assessment survey, or report.

Competency Profile: A grouping of competencies that can be associated with a job position or a function to help manage the skill sets required of Users with similar responsibilities. Competency Profiles can include minimum required mastery levels as aids to identifying gaps in a User's training.

Competency Type: There are four types of competencies: Skill - Physical or mental activities that support the performance of job-related activities. Knowledge - Facts and information needed to comprehend, recognize, and/or recall terms, rules, concepts, and symbols related to the performance of job-related activities. Ability - Capacity to meet physical and/or psychomotor requirements for job-related activities (usually an innate physical attribute). Attitude - Behavior required to perform job-related activities. *See also, Competency.*

Completion Status: Indicates the current status of an Item (or Scheduled Offering), relative to a User. The completion status appears with each Item in the Learning History (if complete) or the Learning Plan (if incomplete).

Contact Hours: The actual number of hours of instruction received during a Scheduled Offering. For example, an Item that begins at 8 AM and ends at 5 PM is nine hours in duration, but may only count as eight contact hours due to a one-hour lunch break. The delineation between contact hours and total hours allows accurate recording of actual training time compared to the total hours of resource usage.

Content Object: A database record indicating content that can be launched by Users, such as Web-based training, online documents, and executable files.

Content Package: A Content Package is any grouping of Content Objects, Exam Objects, and/or Objectives. Content Objects may belong to more than one Content Package.

Content Player: Any software application used by a workstation to open and/or play an online Content Object.

Copy Daily Segments: Duplicates an entire day full of segments within a Scheduled Offering, including all related data. The duplicate segments can then be edited to suit schedule needs.

Cost Center: The account code being debited in a financial transaction. If multiple cost centers are debited in a single transaction, the total percentage distribution MUST equal 100.

Cost Formula: The mathematical expression used by the AgLearn to calculate the cost of a selected event or transaction.

Cost Name: User-defined name for a cost with associated formula. The formula can be numeric, and/or another cost name with any combination of the following valid mathematical operators. Cost names are used in association with both Items and Scheduled Offerings. An example of a Cost Name: FOOD, with the Formula: Drinks+Lunch+Dinner.

CPE: Credit for Professional Education. Assigned by professional organizations as a way of tracking the volume and currency of specific, profession-related training.

Credit Hours: A method of tracking the successful completion of Items by weighting the relative value of each Item. Any number of credit hours can be associated with each Learning Item, to be awarded upon completion of the Item.

Critical Needs: Learning needs that have expired, are overdue, or will expire within the curriculum expiration notification threshold set by the system administrator.

Currency Pattern: Indicates the default format for currencies used in the selected Active Locale.

Curricula Requirement: A rule used to determine completion of a curriculum, such as "any three Items from a pool of five", or "9 credit hours from a pool of four Items".

Curriculum: A grouping of Items and/or sub-curricula that facilitates the assignment of related Items to a User. Curricula are also convenient for the assignment and tracking of mandatory retraining intervals.

Custom Report: A report created to return data on USDA-specific events not readily available in the standard reports that ship with AgLearn. Examples are Bulk Reports, and Incompletion Reports.

Custom Resource: A resource used in a Scheduled Offering that is not an instructor, material, equipment, or location.

D

Days Remaining: Number of days remaining before an Item on a User's Learning Plan will be overdue.

Decimal Pattern: Indicates the default format of integers and specified decimal places in the selected active locale.

Delivery Method: The instructional method used to deliver learning. Examples might include Instructor-Led Training, Computer-Based Training, On-the-Job Training, and Self-Study. Delivery methods should be designed with reporting and information tracking needs in mind.

Delivery Offset Days: The number of days prior to the scheduled delivery date of the selected Item.

Direct Link: A link, created by an administrator in AgLearn, that guides the recipient directly to a specific page in AgLearn. Direct Links can be inserted into either e-mails or notifications.

Document: Any media (book, videotape, procedure, manual, audiotape, regulation, etc.) for which a record has been created in AgLearn. Documents may be associated with Items, curricula, tasks, or may stand alone.

Document Type: A category used to differentiate among training documents. Examples may include Vendor Manual, Regulation, Corporate Policy, Job Aid, etc. Reporting and information tracking needs should be kept in mind when creating document types.

Domain: An administrative unit in AgLearn, derived from USDA Organization Codes. AgLearn's domain structure is roughly equivalent to USDA's hierarchy. Domains determine which administrators can create and edit the objects contained within them. See also *Domain Restrictions*.

Domain Restriction: Defines the domains in which an administrator has authority. Domain restrictions may be assigned at the entity, function, and workflow levels for any role. See *Workflow*.

Domain Type: Used to determine which types of records may be assigned to a domain. For example, if a domain includes the Organization domain type then organization records can be assigned that domain. The domain types are: Users, Items, Curricula, Competencies, Competency Profiles, Scheduled Offerings, Facilities, Locations, Equipment, Instructors, Tasks, Documents, and Organizations.

Dynamic Survey: A survey used to assess a User's assigned competencies and job positions.

E

E-Signature Meaning Code: Used by Administrators to provide reasons and meaning for changing data that require electronic signatures. The Meaning Code enhances compliance with FDA 21 CFR Part 11 requirements ensuring the authenticity, integrity, and confidentiality of electronic records.

Effective Date: The date when a new or revised Item will be in effect for the calculation of Item completion statuses and curriculum statuses. By default, new Items have the current date as the effective date. Be aware that accepting the current date will make any curricula containing the Item incomplete, as Users will not have had time to complete the new or revised Item.

Employee Status: Indicates the User's employment status (e.g., full-time, part time, temporary, seasonal, etc.).

Employee Type: Used to designate whether a User is a contractor, consultant, partner, etc.

Equipment: Reusable resources used in the delivery of Scheduled Offerings. Examples include overhead projectors, television monitors, and VCR players.

Equipment Status: The current status of a given piece of equipment, as defined in AgLearn, such as Operational, On Loan, Inoperative, Undergoing Maintenance, etc. Depending on the definition of an equipment status, equipment may not be available for scheduling.

Equipment Type: Categories by which different types of equipment may be grouped, such as Overhead Projector, VHS VCR, Video Monitor, etc.

Exam/Survey Object: A database record containing all details of an online examination or survey, including questions and objectives, percentage grade required for passing, electronic proctoring requirements, messages displayed to Users before and after the exam, the exam's launch method, information about usage, and other software behaviors.

External Event: A Learning Event for which there is no corresponding AgLearn Item. An example might include a college course, or a one-time seminar.

External Exam: Any exam created with a tool other than Plateau Question Editor.

External Reports: Reports generated using third party tools, then run in AgLearn.

F

Facility: A grouping of training locations. Facilities may be buildings, plants, branch locations, or any other logical way to group locations. The locations within a facility can share the facility's work week profile, holiday profile, equipment inventory (for equipment assigned to a specific facility, but not to a specific location within the facility), and material inventory.

Field Chooser: Describes the ability to add or remove columns in Search Results tables.

Force Incomplete: When checked for a curriculum, this check box requires AgLearn to calculate whether the status should be Complete or Incomplete based on the User's latest attempt at completing the Item. If the User's latest attempt is incomplete, the system will calculate the expiration and required dates based on the date/time of the last unsuccessful attempt, whether or not the initial retraining period has expired.

Free-floating competency: A competency assigned to a User independent of any competency profiles or job position.

Free-floating Item: An Item assigned to a User, independent of any curriculum.

G

Gap: The difference between a required level and the User's current level for a specific competency that is included in the User's competency profile. A negative gap indicates a learning need (e.g., the required mastery level is 4 and the User is assessed at a level of 3; the gap is -1 and a learning need exists).

Goal: A grouping of objectives in a development plan. A goal represents a high-level development milestone toward which a User may strive. Goals need not be realistically attainable (e.g., to become the perfect basketball player). A goal is supported by one or more objectives, each of which should be related to achieving the goal.

Grade: A value to indicate a User's examination score for a specific learning event. Grades may be numeric or ratings-based.

Group Instance: A collection of existing Scheduled Offerings. Group instances can be used as search criteria to help keep groups of Users together by enrolling them in the same Scheduled Offerings as a unit. For example, an Item has training sessions occurring simultaneously for the same Item. Each session has 2 Scheduled Offerings, but one session is in California and one is in New York. By adding a Group Instance for each location, Users cannot be inadvertently enrolled in one Scheduled Offering in New York, and another in California.

Grouping: A mechanism by which administrators can define how report output is displayed. For example, a User Item Completion Report may display By User, with each completed Item appearing under headings of User names; or By Item, with User names displayed under headings for each Item. Many standard reports grant the option to start each group on a new page.

H

Holiday: Calendar dates defined in AgLearn when training should not be scheduled at a learning facility. When you schedule an offering, AgLearn will not allow you to schedule the offering at a facility on a date that has been defined as a holiday, unless you override the default. When you schedule an offering lasting two or more days, AgLearn will skip over any holidays unless you override the default.

I

Individual Development Plan (IDP): A collection of goals, objectives, and activities for a specific User. An IDP is a defined career and professional development plan, generally developed collaboratively between a User and his/her Supervisor. It reflects the current and future development needs for the User (employee), including both the employee's current position as well as desired future positions. It may include personal and professional goals. An approved IDP is related to the User's Learning Plan, but is broader, as it may include non-learning related activities as well.

Individual Development Plan (IDP) Template: A collection of IDP sections that may be established unique to each agency.

Initial Period: The number of days between the assignment of a learning requirement and its required completion. Each Item can have a default initial period that may be overridden on assignment.

Initiative: Allows executives and managers to define the goals for the Department or their respective agencies as a way of providing employees with guidance in the creation of Individual Development Plans.

Initiative Alignment: Describes the relationship of goals among different levels in the same agency hierarchy. For example, how the goals for APHIS-VS relate to the goals for all of APHIS.

Instructor: A human resource, defined in AgLearn, that is used to deliver learning.

Integer Pattern: Describes the default format of whole integers in an active locale.

Internationalization (I18N): The process of developing and implementing the application so it is easily adaptable to a specific local language or set of standards.

Inventory Type: All inventory tracked in AgLearn is defined as either a Material or an Item (distinct from Learning Item, as described below).

Item: Also referred to as Learning Item. An assignable unit of learning for which completion can be tracked and recorded. Items can be Web-based, Instructor-Led, blended, written materials, videos, etc.

Item Pool: A selected group of Items that make up a curriculum requirement.

Item Source: Typically identifies an Item's origin, such as developer or author, agency of ownership, etc.

Item Type: Logical groupings of learning activities useful to differentiate among potentially similar Items. Typical Item types include course, class, certification, OJT, interview, etc. Types should be defined with reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization.

Iteration (online exam): An attempt by a User to complete an exam. For exams and surveys created in the Exam Definitions section, iterations can be limited to one by specifying, on the Summary tab, that the maximum number of allowable attempts for the exam is one. Instructor or administrator intervention can be made necessary before subsequent iterations by setting the Lock exam flags.

J

Job Location: The physical location where a User works.

Job Position: A definition or title of the employment position held by a User.

L

L10N (Localization): The process of adapting the application to a particular language (within a specific geographic and political region), and desired local standards like date, time, currency, etc. AgLearn is an internationalized application, developed so that localization is relatively easy to achieve.

Label: The displayed value that describes a specific entry on the User interface of the application.

Label Links: A link adjacent to a data entry field that names the field and acts as a tool to find the relevant data. Clicking a label button opens a page through which the administrator may search for allowable values.

Launch Method: Specify the file path (location) for online content and command line parameters (as needed) that are used when a User launches the Content Object. There are five different launch methods: Content Player, Document Type, AICC, Browser, and SCORM.

Learning Event: A User's completion, or attempted completion, of a Learning Item. For example, when attendance or participation in a Learning Item is recorded, a corresponding Learning Event is added to the User's Learning History. Learning Events can be either internal (based on an AgLearn Item) or external.

Learning History: A detailed listing of a User's recorded Learning Events.

Learning Needs: Learning Items assigned to a User's Learning Plan.

Learning Plan: A list of Items a User must complete, with target completion dates for each.

Locale: The amalgamation of a specific language's unique syntax and patterns for numbers, date, and time specifications, and standards for labels as well. See also *Active Locale*.

Localization (L10N): The process of adapting the application to a particular language (within a specific geographic and political region), and desired local standards like date, time, currency, etc. AgLearn is an internationalized application, developed so localization is relatively easy to achieve.

Location: A specific place within a facility where a Scheduled Offering or Segment is delivered. Locations could be classrooms, simulators, or conference rooms. See also *Location Types*.

Location Type: A logical grouping of locations. Typical examples might include Classroom, In- Plant Location, Simulator, or Auditorium. Location type data is used by AgLearn to provide a list of suitable locations when creating a Scheduled Offering. By default, AgLearn displays only locations of the type(s) indicated as suitable, but the default can be overridden, if necessary.

M

Master Inventory: A list of all Items and Scheduled Offerings available in your system. Catalogs are populated from the Master Inventory.

Materials: Supplies that are used up during learning, such as pens, handouts, giveaways, etc. Commonly known as consumables.

Maximum Assessment Rating: This field contains the maximum rating to use for competency assessments.

Maximum Registration: This indicates the maximum capacity for a Scheduled Offering.

Minimum Registration: The minimum number of enrollments required for a specific Scheduled Offering to occur. This field is strictly informational and will not impact the Scheduled Offering.

N

Next Action Date: See *Required Date*.

Nominator: The person authorized to propose rater(s) to assess a User.

Notification Database Tag: A variable used in the notification templates and syntaxes, replaced at run time by context-based data.

Notification Syntax: The notification tag definition used to perform looping. See also *Notification Database Tag*.

Notification Template: A pre-parsed message format that includes database tags to be populated at run time within a defined context. The templates may have multiple syntaxes.

Numeric Grading: Allows the creation of multiple score ranges, associating each range with a completion status. Users are assigned a completion status corresponding with their score for the Item in question. See also, *Ratings-based Grading*.

O

Objective Grade Value: The percentage of correct answers required for a User to have mastered (or passed) an Objective.

Objectives: A statement that specifies the skills acquired by the successful completion of the learning session. Effective objectives describe what Users must accomplish, focus their attention on critical components, guide trainers in the development of instructional materials, and specify the knowledge and skills on which the Users are to be evaluated.

Offering: See *Scheduled Offering*.

Offset: The time between the end of one segment and the beginning of the next for the same Scheduled Offering. For example, if a one-hour lunch break is to be inserted between the morning and afternoon segments of an offering, an offset of one hour can be indicated. AgLearn will automatically calculate the appropriate start and end time, leaving the one-hour gap for lunch.

Online Instance: The launching of an online Item for the first time. If the Item is not completed in one session, subsequent sessions will not create a new instance. Once an Item is completed and entered in Learning History, a subsequent launch will create a new online instance, which may also eventually become part of Learning History upon completion.

Online Item: Any Item that is available for Users via the Internet.

Online Settings: The parameters and settings for the delivery of online content.

Organization: Any virtual entity to which a User belongs, created solely for AgLearn administrative purposes. An Organization need not have any relationship to any actual USDA entity. The Organization entity can be used to reserve Slots, make purchases, grant User permission to use Account Codes, and control User access to Catalogs.

Organizational Group: A grouping of organizations.

P

Pattern: A format that describes the manner in which dates, time, and numbers are displayed throughout the application.

Pattern Type: The categories into which Patterns are grouped. The four Pattern Types in AgLearn are Integer, Decimal, Currency, and Percentage. See also *Pattern*.

Peer: In evaluations, a User or external person other than the User being evaluated, that User's supervisor, or one of that User's subordinates.

Pending List: A virtual listing of all Users with approvals currently pending.

Percentage Pattern: Used to indicate the default format of percentages in the selected active locale. See also *Pattern*.

Performance Review: Used to appraise, measure, and report on an individual employee's performance during a specified time period, such as a calendar or fiscal year.

Performance Review Process: The definition of how and when performance reviews are created and scheduled for employees.

Performance Review Template: The definition of the format and steps involved in a performance review, and the options available to the individuals involved.

Pool of Items: A defined group of Learning Items from which a User must select in order to satisfy a requirement.

Post-work materials: Consumables that must be sent to students and/or instructors after the completion of a Scheduled Offering. Examples might include surveys, follow-up reading material, etc.

Pre-work materials: Consumables that must be sent to Users and/or instructors in advance of a Scheduled Offering. Examples might include prerequisite reading material, pre-class assessment, etc.

Prerequisites: Items that must be completed before the current Item can be attempted.

Pricing Rule: The ID, description, and discount rate (percentage) for pricing Items in the Master Inventory and catalogs.

Proctor: An instructor who has been designated as an online examination monitor. Proctors are assigned proctor codes that enable them to unlock User machines in the event of certain events or conditions, such as a failing grade on an exam.

Profit Center: Refers to the entity/account that is being credited in a commercial transaction.

Published Price: The price published for a selected Item.

Q

Question: A single page that appears in an exam or survey, giving Users an opportunity to demonstrate their ability to distinguish the correct answer from among a choice of possible answers.

R

Rater: A User, supervisor, subordinate, or peer tasked with evaluating a User in AgLearn.

Rater Approver: The person designated to approve the proposed rater(s) for a User.

Rating Criteria: Text descriptions for each rating label in a rating scale.

Rating Label: Text labels that describe the meaning of each integer value of a particular rating scale.

Rating Scale: A range of continuous integer values (1..n). Multiple rating scales can be defined, each with different values for "n". A rating scale can be associated with more than one competency.

Ratings-based Grading: Allows multiple values to be used for grading, each of which may be associated with a completion status. Completion statuses may then be assigned based on where the User's examination score falls in a range. See also, *Numeric Grading*.

Region: An entity that describes the location of assets and Users. Regions do not need to be geographically based. If a facility is assigned to a region, the locations, equipment, and materials associated with the facility are also placed in that region.

Register: To place a User's name on the planned list of participants in a specific course offering.

Registration: To place a User's name on the planned list of participants in a specific Scheduled Offering.

Registration Status: The status of a User's registration. Types include: Enrolled, Waitlist, Pending, and Cancelled.

Report: Data generated in HTM, CSV, XML, or PDF from a specific query.

Request: A notification generated by a User to inform AgLearn of the User's need or desire for specific training. A request does not place a User in active registration or on the Waitlist for any specific instance. AgLearn may automatically create Requests when an Item is canceled or when a Scheduled Offering is delivered with Users still on the Waitlist who could not be accommodated.

Required Date: The date by which all Items related to the selected curriculum MUST be completed.

Requirement: An entity that allows Users to exercise flexibility when determining which training to complete to receive credit for a curriculum, essentially creating "electives". Examples of Requirements would be "any three Items from a pool of five" or "twelve credit hours from a pool of six Items". Requirements may be combined with mandatory Items and sub-curricula in the same curriculum. See also *Requirement Type*.

Requirement Type: A means of categorizing Requirements. There are three Requirement Types: Number of Hours of a Specific Credit Type, Number of Hours of a Specified Hour Type from a Pool of Items, and Number of Items from a Pool of Items. See also *Requirement*.

Requirements-based Curriculum: A curriculum for which the completion status is determined by Requirements, instead of a listing of mandatory Items. See also *Requirements*.

Resource: Assets needed to execute a Scheduled Offering, such as instructors, locations, equipment, etc.

Retraining Interval: The number of days that may pass between the time a User completes an Item in a Curriculum and when the Item must be completed again. This applies only to Items that require recurring training. If a retraining interval has been passed without completion, the Curriculum will become incomplete.

Retraining Period: Refers to the number of days between the last time a User completed an Item and when he or she must complete it again.

Review Flag: A system-generated flag automatically created when a document is revised. The flag indicates that an Item or curriculum related to the document has not been checked for any potential conflicts between the current information and information that may have been added, deleted, or changed by the revision.

Revision Date: The date of an Item's most recent revision. A new Item's Revision Date will be the date of origination.

Role: A combination of one or more workflows assigned to an administrator. See also *Workflows*.

Rule: Comprised of a Delivery Offset (Days) with a corresponding reimbursement price adjustment for the selected Item or material.

Rule-Level Retraining Period: Provides a mechanism to specify a retraining period separate from the Item retraining period. Selecting a rule-level retraining period overrides the Item level retraining periods for all Items associated with the selected requirement.

Rule Template: Provides "out-of-the-box" rule templates that may be used to quickly build curriculum requirements. The templates contain all the entities needed to create a valid requirement.

S

Schedule Block: Used to describe offerings that are not Item-based, do not appear in Catalogs, and do not have User events recorded against them. Schedule Blocks are often used to make Users and resources unavailable on the learning calendar, such as when equipment is undergoing maintenance, or a User is out of the office for an extended period of time, etc.

Scheduled Offering: An Item or learning event with a scheduled date and time.

SCORM: Sharable Content Object Reference Model (SCORM). Defines a Web-based Learning Content Aggregation Model and Run-Time Environment for learning objects. The SCORM is a collection of specifications adapted from multiple sources to provide a comprehensive suite of e-Learning capabilities that enable interoperability, accessibility, and reusability of Web-based learning content.

Search Page Selector Icon: A control that opens a search page where you can select an element from the database. The element you select will fill in the corresponding field to the right of the icon.

Security Profile: Pre-defined sets of security permissions (e.g., View, Create, Modify, etc.), called security functions, assigned to each AgLearn Administrator. Security profiles and domain privileges work together to define an administrator's permissions in the system.

Segment: Unit of division of an Item offering, based on duration, that facilitates variable resource scheduling. For example, a 40-hour course can be divided into five 8-hour segments, scheduled one segment per day for five days; divided into ten 4-hour segments, scheduled two segments per day for five days; into four 10-hour segments, scheduled one per day for four days, etc.

Sequence Number: Indicates the order in which the User is expected to complete the Items in the curriculum. Sequence Numbers do not apply to online Items.

Shopping Account ID: A unique ID created for individual Users and organizations to track their commercial transactions.

Site: A server site for the system. Sites have different URLs and allow different User populations to use the system.

SKU: Stock Keeping Unit (SKU). An inventory mapping mechanism used in catalogs.

Slot: A space reserved for a specified Organization in a Scheduled Offering. Slots are considered to be filled seats, even though the name of the User filling the seat may not yet be known.

Sorting: In a Report, allows for output to be displayed in various formats, allowing the administrator to choose which display best suits the needs of the specific report.

Subject Area: Categories for Items and competencies used to facilitate User searches for Items in the Catalog. Subject Areas group Items and Curricula with similar topics and/or interest groups.

Subject Area Pools: In rule-based curricula, provides the ability for a User to specify a select group of Items in a specific subject area that are associated with a curriculum requirement.

Subordinate: All Users who have the target User as a supervisor (either immediate or indirect– e.g., supervisor of supervisor).

Substitute: An Item that is credited as a similar Item in AgLearn. For example, if a Curriculum requires the completion of an Instructor-Led Basic Word Item, the Web-based version may be designated as a Substitute, allowing a User to pass the Web-based version and receive credit for the Instructor-Led Item.

Succession Planning: Used by supervisors to evaluate an employee's competencies against the competencies of a job position's incumbent, and to assign Items to help the employee achieve mastery of the competencies. It can also be used to evaluate a group of employees to determine which employee is most qualified to replace an incumbent.

Supervisor: A User designated to oversee another User's learning. A supervisor has the ability to log in to AgLearn Learning on behalf of their subordinates, view subordinates' learning information, and assign learning to them. If granted permission by the system administrator, supervisors can also record learning events for their subordinates.

System Reports: Standard reports that come with AgLearn.

T

Target: Indicates whether the student or instructor should receive the material.

Task: A task is a discrete unit of work with a definite beginning and end, which can be performed in a relatively short period of time, and which results in a finished product, a completed service, or a change in the work environment.

Total Hours: The number of hours of training contained in a Scheduled Offering, including non-instructional time. For example, an Item that meets from 8am to 5pm may have eight hours spent in training (contact hours), but nine total hours, indicating the number of hours the resources are in use; the extra hour takes into account the lunch hour.

Training Administrator: The User who creates assessment surveys and initiates the assessment processes.

U

User: Any person for whom a record has been created in the Users section of the User Management area, including employees, contractors, and others for whom you wish to keep learning records and to register for courses.

User Hours: The length of a Scheduled Offering (the sum of the segment durations).

V

V-Calendar: A file that can be sent as an e-mail attachment to automatically enter appointment information on the recipient's calendar. The recipient must use a VCalendar-compliant calendar program such as Microsoft Outlook, Netscape Calendar, or others.

vCalendar: The vCalendar specification defines a format for exchanging scheduling information in AgLearn. The vCalendar holds information about events that are normally used by group schedulers.

VLS: A file that can be sent to a person as an e-mail attachment that can automatically enter appointment information on the recipient's calendar. The recipient must use a VCalendar-compliant calendar program such as Microsoft Outlook, Netscape Calendar, or others.

W

Waitlist: A list of Users trying to register for a Scheduled Offering that has already reached a maximum capacity.

Work weeks: The days of the week during which training may be scheduled at a facility.

Workflow: A combination of a function applied to an entity. An example of a workflow is "View Users" (i.e., the function "VIEW" and the entity "USERS". A domain restriction is applied to each workflow to restrict access to certain data). See *Domain Restriction*.