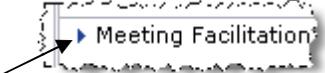


The following steps will allow you to add activities to goals on your Individual Development Plan.

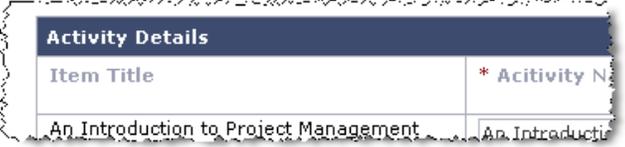
Please remember that the use of Individual Development Plans and the features enabled to support them vary widely across agencies. For more information, contact your [Agency's AgLearn Lead](#).

Step	Action	Look For
1.	Select the Career tab.	
2.	Select View Plan . Note that if you only have one plan, you may not need to complete this step.	
3.	Locate the goal that you wish to add an activity to and select the corresponding Expand icon.	
4.	Select the Expand icon next to the Activities section.	
5.	Select Add Activity .	

To create an Activity not associated with an AgLearn Catalog Item, continue with the steps below.

Step	Action	Look For
6.	Complete the Activity Details section.	
7.	Select Finished . If you wish to add another activity, select Save and Add Another .	

To create an Activity that is associated with an AgLearn Catalog Item, continue with the steps below.

Step	Action	Look For
6.	Select the Learning Item Activity Wizard .	
7.	Specify the Item Type and Keywords for the Catalog Item that you wish to use.	
8.	Select Next .	
9.	Locate the Catalog Items in the Item Search Results section and place a checkmark in the corresponding Select Column .	
10.	Select Next .	
11.	Modify the Activity Details as appropriate.	
12.	Select Finished . If you wish to add another activity, select Save and Add Another .	