

Run a 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
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1. Select the **Reports** link.



2. Type **Completion** in the Search and click Submit. Select **Item Completion Report CSV**

[Item Completion Report](#)
[Item Completion Report CSV](#)
[Item Completion Report](#)

3. Report Destination can be Local File or Remote File.

Report Format is only in CSV format which is Microsoft Excel

Report Title:

Report Header:

Report Footer:

Report Destination: ▼

Report Format: ▼

4. If you are only searching for employees in a certain area, click the blue filter icon for Domain.

Click the blue filter icon for Item, to do a search for the course that the supervisor/manager is requesting.

Click the Calendar icon to add dates to report.

Mask User IDs

Case sensitive search: Yes No

Domain: Exact 

Item: Exact Type: 
ID:

Completion Status: Exact 

From Learning Event Date: 
(MM/DD/YYYY)

To Learning Event Date: 
(MM/DD/YYYY)

User: Exact 

User Status: Active Not Active Both

5. Once all the information has been filled click **Run Report**. If this is a report that will need to be run monthly, click **Save Report**.

Case sensitive search: Yes No

Domain: [2 Selected]  

Item: [8 Selected]  

Completion Status: Exact 

From Learning Event Date:  10/01/2013
(MM/DD/YYYY)

To Learning Event Date:  09/30/2014
(MM/DD/YYYY)

User: Exact 

User Status: Active Not Active Both

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.

What kind of learning you want to record?

Item Scheduled Offering External Event

Note: this is the default section

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

Search & Add Items

Item Type ID:

Item ID: 

6. Insert the search parameters for the Item.

Then click Search

Keyword:

Revision Date: 

Revision Number: Starts With

Item Title: Contains

7. Place a checkmark for each item.

Web Based **AgLearn6.4-Introduction**
(Rev 9/10/2012 10:07 AM
America/New York)

AgLearn+ Introduction

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).

Keyword:

Last Name: Starts With

First Name: Starts With

Click **Search**.

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

12. Click **Next** to continue.

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

Edit Details

Group By: Item

* = Required Fields

Item	Completion Date (MM/DD/YYYY)	Time (hh:mm AMPM)	Time Zone
Web Based AgLearn6.4-Introduction (Rev 1 - 9/10/2012 10:07 AM America/New York)	10/3/2012	10:07 AM	Eastern Standard Time (America/New York)

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

Grade / Completion	Total Hrs (1000,001.01)	Credit Hrs (1000,001.01)	Contact Hrs (1000,001.01)
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1.25"/>

Apply Changes

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

- Click Next to proceed to

Previous Next

- Review the information on the final review screen

Change the way competencies are assessed

Assess based on item setting Assess all items Do Not Assess

Item:		Web Based AgLearn6.4-Introduction (Rev 1 - 9/10/2012 10:07 AM America/New York)						
Title:		AgLearn+ Introduction						
User ID	User Name	Grade / Completion	Completion Date	Total Hours	Credit Hours	Contact Hours	CPE	Comments
LW038276	Walker, Lyndell A	Web Based Complete	9/13/2012 10:07 AM America/New York			1.25		
SG038376	Gibson Brooks, Sherell A	Web Based Complete	9/13/2012 10:07 AM America/New York			1.25		

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

Previous Submit

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

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
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1. Select **Users**.



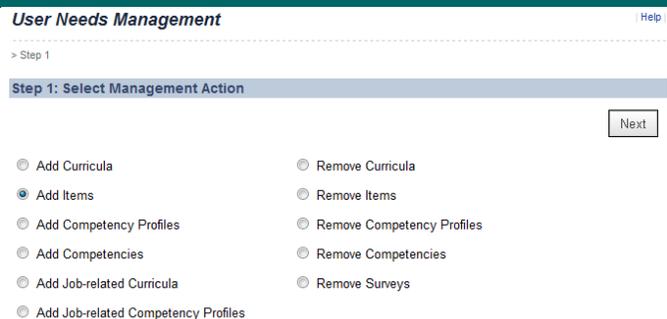
2. Select **Tools**.

Select **User Needs Mgmt**

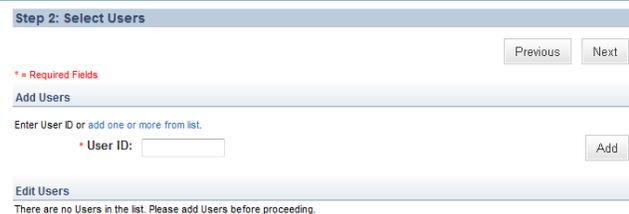


3. Select **Add Items**

Then click **Next**



4. You can manually add the User ID or click [add one or more from list](#) to do a search



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

Step 2: Select Users

Previous Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: Add

Edit Users

Apply Changes

Select All / Deselect All

User ID	Name	Remove
LW038276	Walker, Lyndell A	<input type="checkbox"/>

Select All / Deselect All

- To add the item, manually type in the Item ID or click add [one or more from list](#) to do a search.

Step 3: Adding Items

Previous Next

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or add one or more from list.

* Type: * ID: Add

Edit the List of Items for Adding

There are no items in the list. Please add items before proceeding.

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

Step 3: Adding Items

Previous Next

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or add one or more from list.

* Type: * ID: Add

Edit the List of Items for Adding

Apply Changes

Select All / Deselect All

Item	Title	Assign. Type	Assign Date	Remove
Web Based MS-OFFICE2007-5425 (Rev 3/24/2009 12:00 AM) America/New York	Getting Started with Microsoft Office Excel 2007		9/25/2012	<input type="checkbox"/>

Select All / Deselect All

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

Step 4: Edit Item Information

Previous Next

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
Web Based MS-OFFICE2007-5425 (Rev 3/24/2009 12:00 AM) America/New York	Getting Started with Microsoft Office Excel 2007	<input type="text"/>	9/25/2012

Click **Next** to continue

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

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

Step 5: Complete User Needs Management

Previous Run Job Now Schedule Job

User ID	Name
LW038276	Walker, Lyndell A

Item	Title	Assign Date	Required Date (MM/DD/YYYY)
Web Based MS-OFFICE2007-5425 (Rev 3/24/2009 12:00 AM America/New York)	Getting Started with Microsoft Office Excel 2007	9/25/2012	<input type="text"/>



Remove an Item from a To-Do List

Step	Activity	View
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1. Select **Users**



2. Select **Tools**.

Select **User Needs Mgmt**



3. Select **Remove Items**.

Step 1: Select Management Action

Next

- Add Curricula
- Add Items
- Add Competency Profiles
- Add Competencies
- Add Job-related Curricula
- Add Job-related Competency Profiles
- Remove Curricula
- Remove Items
- Remove Competency Profiles
- Remove Competencies
- Remove Surveys

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

Step 2: Select Users

Previous Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID:

Add

Edit Users

There are no Users in the list. Please add Users before proceeding.

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

Step 2: Select Users Previous Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: Add

Edit Users Apply Changes

[Select All / Deselect All](#)

User ID	Name	Remove
LW038276	Walker, Lyndell A	<input type="checkbox"/>

[Select All / Deselect All](#)

- To add the item, manually type in the Item ID or click add [one or more from list](#) to do a search.

Step 3: Removing Items Previous Run Job Now Schedule Job

* = Required Fields

Select Items for Removal

Enter 'Item ID' and 'Item Type' or add one or more from list.

* Type: * ID: Add

Edit the List of Items for Removal

There are no items in the list. Please add items before proceeding.

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

Step 3: Removing Items Previous Run Job Now Schedule Job

* = Required Fields

Select Items for Removal

Enter 'Item ID' and 'Item Type' or add one or more from list.

* Type: * ID: MS-OFFICE2007 Add

Edit the List of Items for Removal Apply Changes

[Select All / Deselect All](#)

Item	Title	Assign. Type	Assign Date	Remove
Web Based MS-OFFICE2007-5425 (Rev 3/24/2009 12:00 AM America/New York)	Getting Started with Microsoft Office Excel 2007		9/25/2012	<input type="checkbox"/>