



Introduction to AgLearn+

One click access to your learning resources



December 20, 2010

What's New in AgLearn+?

- + AgLearn Home Page
- + News Page Pop-Up
- + Talent Profile
- + Active Alerts and Approvals
- + Check System
- + To-Do List
- + Launching Courses
- + Easy Links
- + Viewing a Completion Certificate
- + Status Pods

The AgLearn Home Page

The screenshot shows the AgLearn Home Page for user Kathy T Fallow, Senior Training Analyst. The page includes a navigation bar with 'Home', 'My Employees', 'Organization', and 'Catalog'. A 'To-Do List' on the left categorizes tasks by due date: 'Overdue' (61 days overdue), 'Due within a week', 'Due within a month', and 'Due later'. An 'Easy Links' section on the right provides quick access to 'Approvals', 'Reports', 'Completed Work', 'Word Learning', 'Curricula', 'Competencies', and 'Goals'. A 'Pending Approvals' notification is visible in the top right. Callout boxes highlight these features: 'Update personal info in your Talent Profile' points to the user profile; 'Check your computer for compatibility in AgLearn' points to the 'Check System' link; 'Pending Approvals are easy to notice' points to the yellow notification box; 'To-Do List shows tasks that are upcoming or overdue' points to the task list; 'Easy Links provide quick access to popular features' points to the 'Easy Links' section; and 'Pods check your status in curricula, competencies, and IDP goals' points to the 'Curricula', 'Competencies', and 'Goals' pods.

The News Page Pop-Up

- + Highlights courses recently released
- + Can be configured not to appear at each login
- + Will still appear when news is added

How To Get The Most Out Of AgLearn

- To-Do List**
Overview By 3 Days My To-Do My To-Do
Work From Your To-Do List
Your to-do items are conveniently listed in due date order, so that you can easily plan your work.
- Competencies**
Career Path
Stay On Target
Review your Status Pods frequently. Click on any pod to drill into details.
- Easy Links**
Approvals History News Order Status Order Tickets Performance Reviews
Quickly Complete Tasks
The Easy Links are shortcuts to your most frequently performed tasks.
- Team Navigator**
Jonathan Marr Ryan George Morris Day
Gauge The Progress of Direct Reports
If people report to you, use the Team Navigator on your Home page to view a quick status of your direct reports. You can also select a person from the Team Navigator to go directly to that person's Home page.

Enrich your Career with these Learning Opportunities

- Project Planning
- Communication Skills
- Soil Management
- Nutrient Manag

Do not show this page every time I sign in
(Note: Page will automatically display if there is new content)

Continue

Talent Profile

Update personal info
in your **Talent Profile**

Welcome Kathy Fallow | Search Catalog | [Check System](#) | [Sign Out](#)

Home My Employees Organization Catalog

Employees **Kathy T Fallow**
Senior Training Analyst

You have pending approval requests

Help

- + Enter your email address and current supervisor
- + Other data fields may be overwritten by data feed

Active Alerts and Approvals

The screenshot displays the aglearn+ user interface. At the top left is the aglearn+ logo. The top right shows a welcome message "Welcome Kathy Fallow" and a search bar labeled "Search Catalog". Below the logo is a navigation menu with tabs for "Home", "My Employees", "Organization", and "Catalog". The main content area features a user profile for "Kathy T Fallow, Senior Training Analyst" with a photo and a dropdown menu labeled "Employees". A prominent yellow alert box with a warning icon contains the text "You have pending approval requests". A callout box with an orange border points to this alert, containing the text "Pending Approvals are easy to notice". A "Help" link is visible in the top right corner of the main content area.

- + Alerts appear to remind you of approvals that need to be completed
- + Click the link, then follow instructions on screen

Check System

Check your computer for compatibility in AgLearn

The screenshot shows the AgLearn+ user interface. At the top left is the AgLearn+ logo. The top navigation bar includes 'Home', 'My Employees', 'Organization', and 'Catalog'. The user is logged in as 'Kathy T Fallow', Senior Training Analyst. A notification box on the right says 'You have pending approval requests'. A 'Check System' icon (a green circle with a checkmark) is visible in the top right corner of the interface.

- + A red circle and exclamation mark  Check System indicate a problem – click the icon, then contact your agency's IT support to fix the problem
- + A green circle and check mark  Check System mean you have the right software and hardware installed – contact the AgLearn Help Desk if you have problems

To-Do List

- + Tasks now consolidated into the To-Do List
- + Tasks such as upcoming courses, current registrations, course evaluations and assessments are now all on your To-Do List

Welcome Kathy Fallow

Home My Employees Organization Catal

Employees **Kathy T Fallow**
Senior Training Analyst

To-Do List Show: Everything

Overdue

61 days overdue **USDA No FEAR Act Training 2010**
In progress

Due within a week

11/24/2010 **Level One Evaluation for Emerging Technologies - Voice Over IP**
Complete Course Survey

Due within a month

12/9/2010 **LunchBytes Webinar Series**
Pending Approval

12/16/2010 **Introduction to Oracle and SQL in Oracle Database 10g**
In progress

Due later

1/13/2011 **Communication Skills for Leadership**
In progress

Effective Team Communication
Available

To-Do List shows tasks that are upcoming or overdue

Viewing To Do List (List View/Card View)

+ List View or Card View

To-Do List Show: Everything

Overdue

61 days overdue **USDA No FEAR Act Training 2010**
In progress

Due within a week

11/24/2010 **Level One Evaluation for Emerging Technologies - Voice**
Complete Course Survey

Due within a month

12/9/2010 **LunchBytes Webinar Series**
Pending Approval

12/16/2010 **Introduction to Oracle and SQL in Oracle Database 10g**
In progress

To-Do List Show: Everything

Overdue

61 days overdue

USDA No FEAR Act Training 2010
Due by 9/23/2010 | Required | Assigned by Ali A Kafshi

Web Based **USDA-NOFEARACT-2010**
FY 10 Annual Civil Rights Training

This course implements provisions contained in...[more](#)

Online Item

61 days overdue In progress

Launch content

View Details

Launching Courses from the To-Do List

- + Place your mouse (hover) over the course title until the card view appears
- + Click **Launch content**

The screenshot shows a list of courses in a 'To-Do List' view. The list is filtered by 'Due later'. The first course is 'Communication Skills for Leadership', which is due on 1/13/2011, is required, and assigned by Kathy Fallow. A tooltip is displayed over this course, showing its details: 'Web Based COMM0005_SKILLSOFT', a description, and '51 days remaining'. The tooltip also contains two 'Launch content' buttons, one of which is being clicked by a mouse cursor.

Due Date	Course Title	Status
1/13/2011	Communication Skills for Leadership	In progress
	Effective Team Communication	Available
3/14/2011	Communication Skills for Leadership	Available
7/9/2011	Leading High-Performance Teams	In progress

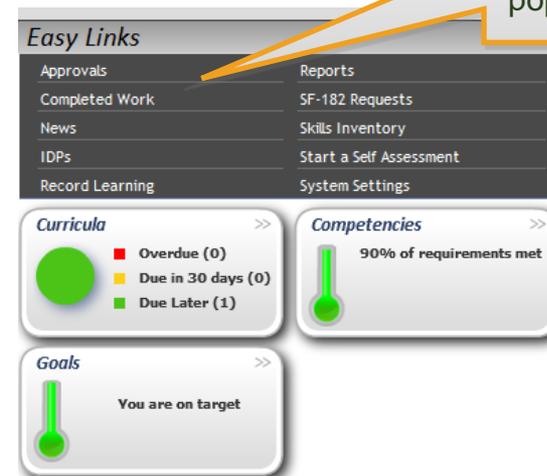
Communication Skills for Leadership
Due by 1/13/2011 | Required | Assigned by Kathy Fallow

Web Based COMM0005_SKILLSOFT
CourseDescription=In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate w ... [more](#)

Online Item
In progress
51 days remaining

Easy Links

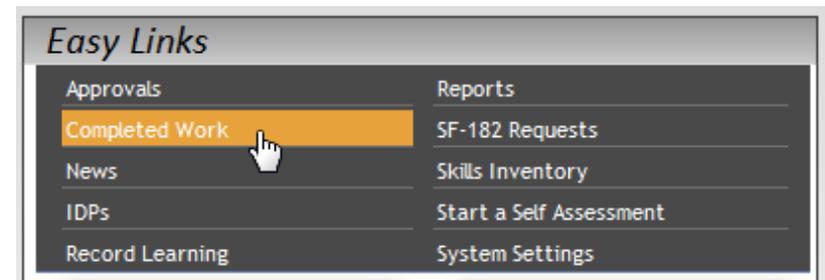
- + One click access to all other commonly performed activities
- + Completed Work formerly called Learning History
- + Completed Work now combines completed learning activities such as completed courses, assessments



Easy Links
provide quick
access to
popular features

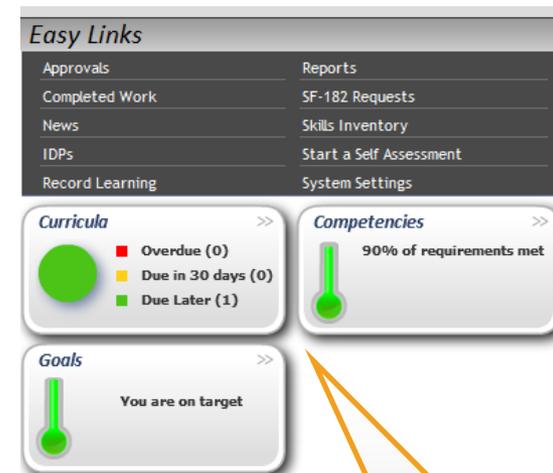
Viewing a Completion Certificate

- + Access **Completed Work**
- + Hover over the completed course, then click **Print Certificate**



Status Pods

- + Graphs provide a one-click access to a snapshot view of progress
- + Track curricula completions, IDP goal completions or work towards proficiency in assigned competencies



Pods check your status in curricula, competencies, and IDP goals

The AgLearn Home Page Summary

Update personal info in your Talent Profile

Welcome Kathy Fallow | Search Catalog | [Check System](#) | [Sign Out](#)

Home | My Employees | Organization | Catalog

Employees **Kathy T Fallow**
Senior Training Analyst

You have pending approval requests

To-Do List shows tasks that are upcoming or overdue

Easy Links provide quick access to popular features

Pending Approvals are easy to notice

Pods check your status in curricula, competencies, and IDP goals

To-Do List

Due Date	Task	Status
61 days overdue	USDA No FEAR Act Training 2010	In progress
Due within a week		
11/24/2010	Level One Evaluation for Emerging Technol	Complete Course Survey
Due within a month		
12/9/2010	LunchBytes Webinar Series	Pending Approval
12/16/2010	Introduction to Oracle and SQL in Oracle Database 10g	In progress
Due later		
1/13/2011	Communication Skills for Leadership	In progress
	Effective Team Communication	Available

Easy Links

- Approvals
- Completed Work
- Reports
- SF-182 Requests
- Skills Inventory
- Start a Self Assessment
- System Settings

Curricula

- Overdue (0)
- Due in 30 days (0)
- Due Later (1)

Competencies

90% of requirements met

Goals

You are on target

ag learn +
adding to your knowledge