AgLearn User Toolkit

October 2023



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AgLearn

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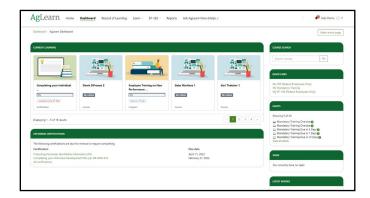


Section 1 – Page Layout and Navigation

Most pages have similar layouts to the **Dashboard**, so we will use that to explore the different components that make up any given page. Actual page layouts do vary and will look different based on the selected tab. However, most pages will follow this layout closely.

1.1 Dashboard

The Dashboard is a customized and configurable page that helps users easily navigate to learning activities. Typically comprised of blocks and content areas.



1.2 Navigation pages

- 1. The pages in AgLearn can be broken down into different components. The page components are described below.
- 2. Header This is the top area of the page. It contains the AgLearn logo and your username. Clicking on your username will reveal additional options.



3. Main Menu – The first layer of navigation components. The main menu consists of links that are referred to as Tabs, which load essential site pages.

Home **Dashboard** Record of Learning Learn × SF-182 × Reports AgLearn Help ×



- 4. Breadcrumbs These are located below the tabs. Breadcrumbs show you where you are and how you got there.
- 5. Breadcrumbs allow you to retrace the steps that brought you to your current page. They may not be present on some pages. In this example, we see that we came to UAT-Seminar by way of Courses from the Dashboard.

AgLearn	Home	Dashboard	Record
Dashboard / Courses /	UAT-Seminar		
UAT SEMINAR		<u>A</u> Ser	minar 1

- Blocks and Main Content Area The content of the pages are loaded into Blocks. Some blocks are common and appear on nearly every page. Other blocks are dynamic and change from page to page, such as the main content area.
 - a. Blocks group specific types of content and/or topics. They are located below the main menu tabs and the breadcrumbs. Blocks often contain the most expedited path to a section of navigation links to other parts of AgLearn.
- 7. The Main Content Area is a term used to describe the portion of the site pages that contains the information that the page is attempting to relay. This content is dynamic and changes from page to page.

Noard / AgLearn Dechboard					Make horse pa
ORDIT LEARNING					COURSE SLANCH
	2 H		<u>î</u> a	21-1	Seath courses Go
Completing your Individual	Dent Officeran 2	Employee Training on New Performance	Gabe Martines 1	Geri Thatcher 1	Ny IOP Federal Employees Croby Ny Mandatory Training Ny 57-182 (Federal Employees Crob)
overdue since 29 Feb.) antification	Course	(Due on 12 Apr.) Program	Course	Course	AUTS
	for renewal or require completing			+ 1 2 3 A	Shoring 5 of 43 Mandatry Training Overhait® Ministry Training Overhait® Ministry Training Overhait® Ministry Training Over 15 Over® Ministry Training Over 15 Over® Ministry Training Over 15 Over® View all lifets
tification tecting Personally Identifiable In splitting your Individual Develop settifications	formation (710 anext Plan per DR 4040-410		Due date April 11, 2022 February 27, 2022		SAAKS

- 8. **Header and Footer** The very bottom area of the page is referred to as the **footer**. The **footer** has several links, and a place to login and logout of AgLearn.
 - a. Each Page has a Header. One of the important parts of the Header is the User Menu, which is located in the top-right corner as your name and appears on every page. Click your name to reveal the User Menu, which is made up of three links:



- i. Your Profile which contains your personal information.
- ii. Preferences where you can access settings to messages.
- iii. Notifications and the Log-out button.



- b. The Footer is located on the bottom of every page and contains several links to additional information. It also provides another place to login and logout. As with other components of AgLearn, the footer may change from time to time. Links in the Footer may include:
 - i. About AgLearn
 - ii. Ask AgLearn
 - iii. A link to USDA.gov
 - iv. 508-Accessibility



1.3 Tabs

- 1. Based on your role, you may see more tabs in the Main Menu, but all basic users will have seven main tabs available:
 - a. Home
 - b. Dashboard
 - c. Record of Learning
 - d. Learn



- e. SF-182
- f. Reports
- g. Ask AgLearn Now (Help)

Home	Dashboard	Record of Learning	Learn ~	SF-182 ~	Reports	AgLearn Help ~
------	-----------	--------------------	---------	----------	---------	----------------

2. The Home Page Tab is the first page you will see when you log in to AgLearn, or anytime you select the home page tab from the main menu. From the Home tab you can navigate further into the site by either using Tabs or Blocks, or if not logged in, by logging in to AgLearn. The main content area will be updated periodically. Notice that there are no breadcrumbs on this page.



3. The Dashboard tab contains information stored in blocks that is specific to the current user. For example, the Current Learning block, the Upcoming Certifications block, and the Quick Links block.





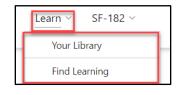
4. The **Record of Learning** tab contains a good deal of important information. By default, the page loads any course you have assigned or completed in the main content area.

Dishboard / Record of Learning / All Course				Edt this repo
LARVING	Record of Learning : All Co	urses		
Learning Plane Manage plane	COURSES PROGUMES CORRECTIONS			
Approved Plans Approved Plans	120 records shown			
Completed Plans • My IDP – FV2019				
Record of Learning	Saved searches			
All Learning Active Learning Completed Learning	▼ Search by			
Other Evidence	Course Title ()			
Evidence bank				
		Our		
		Our		
	Search	Cours Shortware	vienes Course comple ophetices date	Page 123(% tion Progra
	Such. See Starts			etion Program
	Smoth 90my14deGalance 7pper Genera Hills ▲ 2019 Angularen Hinchrap □ 2019 Angularen Hinchrap	Course Shortsame	ngletions date	rtion Program
	Type Convertible - Colourse Type Convertible - Colourse 2012 Statement Weekslop 2013 Statement Weekslop 2013 Statement Weekslop 2013 Statement Weekslop 2013 Statement Weekslop A Angener StateMeekslop	Course Shortsame Addates and Addates and Occ (2016) 2023 Addates and Addates and	ngletion. date 8 Aug 2019 4 Hab 2019 24 May 2020	etion Program
	Search 9000/166/Callanne Type Course Illis • A 2019. Aprilare Hillenhoup C 2019. Annual Circus Teaming	Course Shortsame Addates and Addates and Occ (2016) 2023 Addates and Addates and	ngletions date 8 Aug 2019 4 Teb 2019	etion Program
	Earch	Course Shortsame Addates and Addates and Occ (2016) 2023 Addates and Addates and	ngletion. date 8 Aug 2019 4 Hab 2019 24 May 2020	etion Program

- 5. The main content area in the Record of Learning tab potentially has four tabs:
 - a. Courses displays all the courses available to you.
 - b. Programs displays the programs available to you.
 - c. The Other Evidence tab displays training outside of AgLearn.
 - d. Certifications displays information about your certifications.



- Note If you don't have content for a particular tab, it will not be displayed. This page also displays the Learning block, which links to additional pages that populates the main content area with different information when selected.
 - 6. The Learn Tab now links the "Find Learning" page and "Your Library". To access the course catalog, you must select or click Find Learning from the Learn drop-down menu.

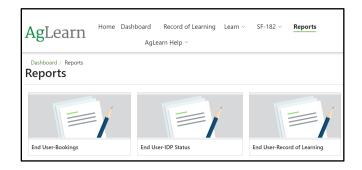




7. SF-182 is a federal employee tab and will only be available to federal employees.



8. The Reports tab provides access to reports like Transcripts, Bookings, Record of Learning and more.



9. The Ask AgLearn Now (Help) link will take you directly to the AgLearn help site.

Ag Learn Now! Cultivating Knowledge and Community		508 A	Accessibility	Knowledge	Requests
		Question			
	Search	Q			
Featured Articles					
Employee Cannot Get Into AgLearn					
How do I get an AgLearn account?					
I am getting the Fatal Profile Exception Error when accessing AgLea	irn. What do I do?				
How do I change my supervisor?					
	iout it?				

1.4 Blocks

Blocks group-specific types of content and/or topics and are located below the main menu tabs and the breadcrumbs. Blocks often contain the most expedited path to a section of navigation or links to other parts of AgLearn.



 The Main Content Area of the Dashboard page contains the Current Learning and Upcoming Certifications blocks. The CURRENT LEARNING block displays the courses, programs, or certifications that you are currently working on.



2. The LEARNING block can be found on the Record of Learning page and contains links to All Learning, Active Learning, and Completed Learning. The **All Learning** link is the default when the Record of Learning page loads. This will show both active and completed work for Courses, Programs, and Certifications.

AgLearn Home Dashbo	ard Record of Learning Learn \vee SF-182 \vee Reports Admin Views \vee AgLearn Help \vee
Dashboard / Record of Learning / All Courses	
LEARNING	Record of Learning : All Courses
Learning Plans Manage plans 	COURSES PROGRAMS CERTIFICATIONS
Approved Plans Assignment Plan Completed Plans Mr(IDP = FY2019	120 records shown Access your Aglearn Transcript
Record of Learning	Saved searches
All Learning Active Learning Completed Learning	▼ Search by
Other Evidence • Evidence bank	Course Title () contains v
	Show more
	Search Clear

- 3. The Quick Links block is available on the Homepage and Dashboard. Its content will vary per page. These are some of the links:
 - a. Ask AgLearn Now (Help): This is a link to the AgLearn help site.
 - b. Calendar: This link takes you to an event calendar.



- c. Site Announcements: This link takes you to an announcements page.
- d. Dashboard: This is a link that returns you to your Dashboard page.
- e. My Course: Takes you to your learning plans. If you are a federal employee, it may also contain the My IDP and My SF-182 links.



4. As **AgLearn** continues to grow with the needs of its users, blocks may change, move, get added, or even removed. Blocks drive changes to pages and can load all new pages.

1.5 Site Page

Site pages contain content information.

- 1. The calendar page displays four events:
 - a. Global events, which are created by administrators and are viewable in all courses.
 - b. Course events, which are either created by trainers or are a result of setting closing dates for course activities, such as assignments and quizzes. These events are only viewable by course participants.
 - c. Group events are created by trainers and are only viewable by members of that group.



d. User events, which are personal events that you can create and are only visible to you.

Calendar							EVENTS I	ŒY					
Detailed month vie Seminar	w for: All cour	ses		~		New event	💿 Hide 💿 Hide		vents /ents]			
Room: Building:							© Hide	user eve	nts	1			
	Apply	filter					MONTHL						
- August 2023						October 2023 🛏	August	2023					
		Sep	otember 2	2023			Mo	<u>Tu</u> 1	<u>We</u> 2	<u>11</u> 3	<u>1</u> 4	. <mark>58</mark>	<u>Su</u> 6
Mon	Tue	Wed	Thu	Fri	Sat	Sun	7	8	9	10	11	12	13
				1	2	3	14	15	16	17	18	19	20
				Hydric Soils			21	22 29	23 30	24 31	25	26	27
				for Wetland Delinea (Continue)			Septemi	per 2023					
							Mo	Tu	We	Th	Er	Sa	Su

2. Another site page is the Site Announcement page. This is where you can find general news and announcements about AgLearn. This might include new features, upcoming dates, or planned outages.



3. Learning Plans page shows you the status of any plan assigned and provides you a link to go dive deeper into your plan. Plans are important, as this is where you will find your individual development plan (IDP), or an executive development plan (EDP). You will also see a "generic" Assignment Plan; this is needed so you can self-assign Programs.

Learning Plans			
Your current and completed learning plans are shown below	v.		
Approved Plans	Due date	Status	Actions
Assignment Plan	31 Dec 2050	0%	
Courses Programs			
My IDP – FY2023	30 Sep 2023	10	0%
Goals (1) Courses Programs	Due in 4 day(s)		

Section 2 – Managing your Profile

2.1 Personal Information

1. Most of your personal information comes to AgLearn from the official USDA human resources system. This information is fed automatically into AgLearn and is updated several times a day.

2.2 Verifying Your Email

1. To get started, both your email address and supervisor are found under your **Profile** page. To get there, select your user name from the main menu on any page, then select the **Profile** link from the drop down menu.

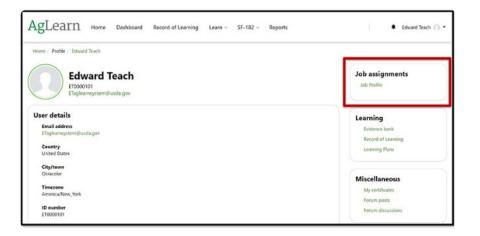
AgLearn Home Dashboard Record of Learning Learn - SF-182 - Reports	Edward Teach 🕥 💌
Home / Aglearn Dashboard	& Profile
CURRENT LEARNING	COURSE SEARCH

- 2. In the main content area of your **Profile** page are your **User details**. The first field is your email address.
- **NOTE:** Your email address is provided to AgLearn. If it is incorrect, and you have an EAD email, it will need to be corrected in Active Directory by an IT admin from within your agency. If you do not have an EAD email you can change it in your eAuth profile. Once corrected there, the change will automatically flow to AgLearn.



2.3 Verifying Your Supervisor

- 1. First you need to understand why it is so important to have the correct supervisor. It is important because:
 - a. It allows your supervisor to see you in their **Team** tab.
 - b. A supervisor is needed for the SF-182 approval process.
 - c. A supervisor must approve learning plan assignments, planning, and feedback (IDP, EDP, etc.) activities.
 - d. A supervisor may make Program Assignments.
- 2. Just as with verifying your email, access your **Profile** page to get started.



2.4 Job Assignment

1. Once your **Profile** page loads, move to the **Job Assignments** section. Select **Job Profile**. This will take you to the job assignment page.

AgLearn Home Da	shboard Record of Learning Learn \sim SF-182 \sim Reports	🖡 Edward Teach 🕥 🕶
Home / Users / Edward Teach / Job Profi	le	
Job assignment		
Full name	Job Profile	
ID Number	jobprofile	
Employee Type	Employee	
Organization	United States Department of Agriculture	
Supervisor ()	Team AgLearn Supervisor (aglearnsystem@usda.gov) - Job Profile	
Temporary supervisor 0	Team AgLearn UserMgr (aglearnsystem@usda.gov) - Job Profile	
Temporary supervisor expiry date 🕚	March 30 2022 👘	



- 2. The Job Profile page allows you to check for your assigned Supervisor.
- 3. If you are a federal employee and your supervisor data is incorrect, you will need to have it changed in your agencies' HR system. Once corrected the data will automatically flow to AgLearn. For contact information based on agency please review the linked knowledge base article: How do I change my Supervisor?

NOTE: For a short-term solution, you can have a **Temporary supervisor** assigned.

- a. There are three options for getting the correct one assigned:
- b. Notify the incorrect supervisor and they can select a temporary for you.
- c. Notify your correct supervisor.
- d. Notify your local AgLearn Administrator.
- 4. A **Temporary supervisor** functions exactly the same as the supervisor, but it does have an expiration date.

Temporary supervisor 🌘	Team AgLearn UserMgr (aglearnsystem@usda.gov) - Job Profile
Supervisor 🕦	Team AgLearn Supervisor (aglearnsystem@usda.gov) - Job Profil
Organization 👔	United States Department of Agriculture
Employee Type	Employee
ID Number	jobprofile
Full name 🌘	Job Profile
Job assignment	



Section 3 – Viewing your Learning.

3.1 Record of Learning

1. You can find the Record of Learning page from the main menu on the Record of Learning tab. This page contains a lot of important information, such as your current courses, programs, and certifications, as well as the Learning Block.

AgLearn Home Dashboard	Record of Learning Learn ~	SF-182 ~ Rep	orts AgLearn Help ~
Dashboard / Record of Learning / All Courses			
LEARNING	Record of Learnin	g : All Cou	rses
Learning Plans Manage plans 	COURSES PROGRAMS	CERTIFICATIONS	
Approved Plans Assignment Plan Completed Plans My IDP – FY2019 	120 records shown Access your AgLearn Transcript		
Record of Learning	Saved searches		
All Learning Active Learning Completed Learning	▼ Search by		
Other Evidence • Evidence bank	Course Title 🌘	contains	•
	Show more	Search	lear

- 2. The Learning block consists of four main sections:
 - a. Learning Plans, where you can find a link to manage your plans and see approved and unapproved plans.
 - b. Required Learning, which provides links to programs and certifications that are due. If nothing is due, then the section will be blank.
 - c. Record of Learning, where you can see all of your active and completed learning.



d. Other Evidence, which contains legacy evidence of training received outside of AgLearn.



3.2 Learning Plans section.

- 1. To see your Learning Plans page, select the Manage Plans link.
- 2. Then you can see your active plans, as well as your Individual Development Plan (IDP) or your Executive Development Plan (EDP) if you are a federal employee.

Learning Plans Your current and completed learning plans are shown below.				
Approved Plans	Due date		Status	Actions
Assignment Plan Courses Programs	31 Dec 2050		0%	
My IDP – FY2023 Goals (1) Courses Programs	30 Sep 2023 Due in 3 day(s)		100%	
Completed Plans		Completed	Ac	tions

3. The Courses link, located under your Assignment Plan, brings you to a list of your courses within your Assignment Plan. You can see the Course Name, Progress, Evidence, Due Date, any comments, or delete the course under the Actions heading for each course listed.



4. You can also add courses by selecting the Add Courses button. This will allow you to browse or search for courses.

OVERVIEW COURSES PROGRAMS					
All the courses that form your learning plan are shown below. You can view any courses to this learning plan. Add courses Course Name	course by clicking the course title. Cli Progress	king "Add co	ourses" will allow you to	request to add	Action
AgLearn User Training Completing and Submitting an IDP 107	1008	0	mm/dd/yyyy	0	хы
Agreen oser maning completing and Submitting an IDP 107	Launch course				
AgLearn User Training Completing and Submitting an UP 107 AgLearn User Training Find Learning 104	Launch course	0	mm/dd/yyyy	0	× म

5. To access Programs, select the Programs tab under Assignment Plan. You can see the Program Name, Progress, Evidence, Due Date, any comments, or delete assignments from the list.

Plan: Assignment Plan											
OVERVIEW	COURSES	PROGRAMS									
All the programs th add new programs Add programs	to this learning pla		ow. You can view any progr		the program title. Clicking "Add	l programs" will allow y	ou to request to				
Program Name	•		Progress	Evidence	Due date	Comments	Actions				

- 6. You can also add programs by selecting the Add Programs button. This will allow you to browse or search for programs.
- 7. Once you have found the program, select it, and add it to your Learning Plan by clicking the Save button.

Add pro	grams		3
BROWSE	SEARCH		Items to add
Search	200 Supervisor Training - 200 Level Courses	Search	AgLearn Supervisor Training - 200 Level Courses
Ingedanie	<u></u>		Save Cancel

3.3 Record of Learning

1. The Record of Learning section within the Learning Block provides links to All Learning which includes Active and Completed Learning.



- Selecting All Learning will list all of your Courses, Goals, Programs, Other Evidence, and Certifications beginning with the Courses tab. You may not see all tabs if there is no information for them.
- 3. The courses tab includes a search area and the ability to configure your display using the Show/Hide Columns buttons. Course information includes the Type of course, Course Title, Course Short Name, Plan, Course Due Date, Previous Completions, Course Completion Dates, and Course Progress. You can sort the list by clicking on any of the column titles and you can use the Export button at the bottom of the list to export to a CSV, Excel, or PDF file.

120 I Access y Sa	ord of Learning PROGRAMS eccords shown wour AgLearn Transcript ved searches arch by	CERTIFICATIONS	irses					
Show	/Hide Columns	Search	Clear				Pagi	e: 1 2 3 (Next)
Туре	Course Title 🔺		Course Shortname	Plan	Course due date	Previous Completions	Course completion date	Progress
Α	2019 AgLearn Workshop		AGLEARN-WKSHP-2019				8 Aug 2019	100%
	2019 Annual Ethics Training		OGC-ETHICS-2019				4 Feb 2019	100%
A	AgLearn 2023 Workshop		AGLEARN-WKSHP-2023				24 May 2023	100%

4. The **GOALS** tab lists all goals associated with your Learning Plans. Each tab has the Standard Search and Show/Hide columns functionality, as well as the ability to Export the data at the bottom of the results. The Goals tab displays the Plan, Plan Status, Goal Name, Goal Description, Priority, Due Date, and Status for each goal. The Plan Status indicates if the plan has been approved or not while a Plan Status of Complete indicates an IDP



from a previous Fiscal Year. Alternatively, the Goal Status can be Not started, In progress, or complete.

COURSE	5 60	ALS PROGRAMS	S OTHER EMDENCE CERTIFICATIONS			
10 rec	ords s	hown				
Searce	h by					
			Search Clear			
Show/His	de Columns					
	Plan status	Goal Name	Goal Description	Priority	Due date	Status
Plan				Low	22 May	Complete
Plan My IDP – FY2019	Complete	Attend ATD in 2019 in Washington DC		LOW	2019	
My IDP - FY2019 My IDP -	Complete Complete		Complete COR Certification - Level II	High	30 Sep	In Progres
My IDP - FY2019		in Washington DC	Complete COR Certification - Level II Task			In Pro

5. The **PROGRAMS** tab list programs associated with your Learning Plans beginning with the Program Name, an indication that the Program is Mandatory or Recurring, its Due date or Status, any previous completions, program progress, date started, and date completed.

Record of L	earni	ng : All Pro	grams						
COURSES G	DALS	PROGRAMS	OTHER EVIDENCE	CERTIFICATI	ONS				
12 records s	howr	ı							
Search by									
		Search	Clear						
Show/Hide Columns									
Program Name			Program mandatory	Recurring	Due/Status	Previous completions	Progress	Date started	Date completed
6 USDA Information	Security Av	wareness for FY2018	No	No		0	100%	14 Dec 2017	14 Dec 201
FY2019 USDA Info & Acknowledgment of I		curity Awareness Traini navior (ROB)	ng 🗸	No	December 31 2018, 11:55 PM	0	100%	10 Dec 2018	10 Dec 201
Federal Appropria	tion Law Tra	aining	~	No	January 30 2019, 2:37 PM	0	100%	19 Sep 2019	19 Sep 201



6. The **OTHER EVIDENCE** tab contains legacy evidence of training received outside of AgLearn and lists evidence by Name and Type. Evidence can be edited or deleted and like other Record of Learning tabs the data can be exported to a CSV, Excel, or PDF file. You can also find the **Evidence bank** link in the **Learning block** in the **Other evidence** section.

Record o	of Learn	ing : Othe	er Evidence			
COURSES	GOALS	PROGRAMS	OTHER EVIDENCE	CERTIFICATIONS		
5 record		n				
Show/Hide Cole	umns				Туре	Actions
Completed cours	e : ATD ICE				Legacy course/certification completion import (system type)	0 ×
Completed cours	e : Applied Earn	ed Value for Federal (Sovernment Projects		Legacy course/certification completion import (system type)	0 ×
Completed cours	e : Applied Proje	ect Management for I	he Federal Government	(Virtual, FPM 211)	Legacy course/certification completion import (system type)	0 ×
Completed cours	e : Applied Acqu	uisition for Federal Go	wernment Project Manag	gers	Legacy course/certification completion import (system type)	0 ×
Completed cours	e : Leading Fede	eral Government Proje	ects II		Legacy course/certification completion import (system type)	0 ×
			Export as	CSV ~	Export	

7. The Certifications tab displays your certifications. A certification is a recurring training requirement. This tab lists each certification name, due date, status, renewal status, expiration date, completion date, any previous completions, and current progress for each certification. Status values are In Progress, Not Certified, and Certified, while the Renewal Status indicates if the certification is due for renewal or not.

Record of Learning :	Record of Learning : All Certifications									
COURSES GOALS PROGRAMS	OTHER EVIDENCE	CERTI	FICATIONS							
4 records shown Show/Hide Columns Certification due Renewal Window Expiration Completion Previous										
Certification name	date	Status	Renewal status	Window opens	Expiration date	Completion date	completions	Progress		
Cunconscious Bias Training	October 20 2024, 10:52 AM	Certified	Not due for renewal	20 Jul 2024	20 Oct 2024	20 Oct 2022	0	100%		
USDA Information Security Awareness Training & Acknowledgment of Rules of Behavior	July 27 2024, 12:28 PM	Certified	Not due for renewal	27 Apr 2024	27 Jul 2024	27 Jul 2023	4	100%		
USDA Section 508 - What It Is and Why It's Important	November 29 2023, 10:21 AM	Certified	Not due for renewal	15 Oct 2023	29 Nov 2023	29 Nov 2022	1	100%		
illi Workplace Violence Training	January 19 2024, 10:38 AM	Certified	Not due for renewal	19 Oct 2023	19 Jan 2024	19 Jan 2023	1	100%		



3.4 Active Learning

1. Active Courses page - lists only active courses, goals, programs, other evidence, and certifications, such as in-progress or not-yet-started courses with all the same tabs and fields as the **All Learning** page.

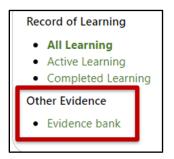
Rec	ord of Lear	ning : Active	Courses					
CO	URSES PROGRAMS	CERTIFICATIONS						
	cord shown your AgLearn Transcript							
Shov	v/Hide Columns							
Туре	Course Title 🔺	Course	Shortname	Cou Plan date	rse due	Previous Completions	Course completion date	Progress
Π	AgLearn Administrator Course	Fraining: Admin AGLEA Admine	RN-ADMIN- course					No criteria

2. Completed Learning link takes you to the Completed Courses page. This page lists only completed courses, goals, programs, other evidence, and certifications again with the same tabs and fields as the All Learning page.

co	NURSES	PROGRAMS	CERTIFICATION	5							
		s shown m Transcript									
Show	w/Hide Colu	imns									
										Page: 1 2 3 ((Ne>
Туре	Course T	itle 🔺		Course Sho	ortname	Plan	Course due date	Previous Completions	F Course completion da		
Туре		itle ▲ earn Workshop			vrtname VKSHP-2019	Plan			Course	ite Prog	
~	2019 AgL				VKSHP-2019	Plan			Course completion da	ite Prog	gre
A	2019 AgL 2019 Ann	earn Workshop		AGLEARN-V	VKSHP-2019 S-2019	Plan			Course completion da 8 Aug 2019	ite Proç	gre:



3. The Evidence bank link can be found at the bottom of the Learning Block under Other Evidence. The **EVIDENCE BANK** allows you to add evidence of training received outside of AgLearn. This evidence can be a description of the evidence and/or files (such as a PDF).



4. The **EVIDENCE BANK** includes an **Add evidence item** button, so you can add evidence from other completed courses outside of the system. Evidence data includes the Name, Type, Creation Date, Creator, an In Use indicator, and the ability to edit, delete, or export the evidence items.

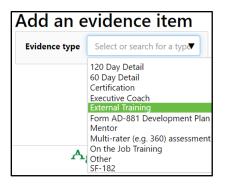
Evidence	bank			A	dd evidence item
Search by					
Search Clea	r				
Show/Hide Colum		Creation date	Creator	In use	Actions
Test Evidence	Type External Training	30 Mar 2022 at 14:13	Edward Teach	No	Actions
lest Evidence	External hanning	50 Mai 2022 at 14.15	Edward Teach	NO	~
	Exp	cSV ~	Export		

a. To add evidence to the Evidence bank, select the Add evidence item button.





b. Then select the type of evidence from the Evidence type drop-down menu.



c. Select the Use this type button to confirm, or the Cancel button to cancel your evidence type selection.



5. Next enter the name and description of the training into the Evidence name and Description fields. Add any relevant files, such as an image of a certificate, to the File attachments field by dragging or browsing for it.

• Back to evidence bank New External Training evid	ence item
Evidence name	
Description	

a. To enable the Date completed fields select the Enable check box, then use the calendar icon or the month, day, year, drop downs to specify the date.



b. Select the Save evidence item button to confirm the creation of the evidence item or the Cancel button to cancel creating the evidence item.

File attachments	C.
	Files
	You can drag and drop files here to add them.
Date completed	April ~ 18 ~ 2022 ~ 🗐 🗆 Enable
	Save evidence item Cancel

c. The Evidence bank list will be refreshed, and a confirmation notification will be displayed along with your newly created evidence item.

Home / Profile / Edward Teach / Evider	nce bank					
 Evidence item "Test Evidence" was on 	created					×
Evidence bank ▼ Search by						Add evidence item
Show more	Search	ear				
Show/Hide Columns	Туре	Creation date		Creator	In use	Actions
Test Evidence	External Training	30 Mar 2022 at 14:13		Edward Teach	No	0 ×
		Export as CSV	* Export			



Section 4 – Find Learning

4.1 Find Learning

1. The Find Learning link is located under the Learn Tab on the drop-down menu.



2. Once selected, the course catalog or find learning page is displayed. This is where a user may find and search the large variety of learning that is available on the AgLearn site.

Your Library Find Lear	ning						
Eind learning Cutoria this page Configure catalog Courter +							
Category All 🔻				Se	narch Q		
FILTERS	Up to 60000 items -< Share						
EARNING TYPE							
Certifications		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Courses			8				
laylists							
hograms	Matt Test 4/4	Diversity & Inclusion	Certification fullname 101	ee	AgLearn Administrator Training:		
lesources					Admin Course		
OURSE TYPE							
llended	Courses	Courses EXM	Certifications USDA	Courses HELP DESK	Courses		
-learning	USDA	EXIM	USDA	HELP DESK	0504		
ieminar							
CTIVITY TYPE					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Certificate							
internal tool							
ile .	Examining Individual and Cultural	6800 National Data Stewardship f	John's Training	RD Online First Reporting Tool	Unconscious Bias (a SAC Virtual		
older	Bias	Leadership		Training	Training Course)		
Forum	Courses	Country		Courses	Courses		



3. From here you can filter by a variety of criteria to find the learning that you desire. There are many ways to Filter the available learning.

Category All 🔻
FILTERS
LEARNING TYPE
COURSE TYPE
ACTIVITY TYPE
CATEGORY
All 🔻

4. By selecting the Category drop down menu, you can search for courses by category. You will only be able to select your assigned categories.

Category	All 🔻	
	All	-
FILTERS	USDA	
	> DA	- 1
LEARNING 1	FNS	
Certifications	> FPAC	
Courses		
Playlists	> FS	
Playlists	> FSIS	
Programs	HELP DESK	
Resources	Miscellaneous	
COURSE TY	> MRP	
Blended	NAD	
E la comissione		*

- 5. You can also Filter by Learning Type. The five options under Learning Type are:
 - a. Certifications A prescribed learning path made up of one or many courses with "and/then/or" conditions for completion.
 - b. Courses A single learning environment for enrolled learners containing content in the form of one or more Activities and Resources.
 - c. Playlists A number of AgLearn Engage resources that are put together in a list.



- d. Programs A prescribed learning path made up of one or more courses with "and/then/or" conditions for completion.
- Resources Resources are one of the contributions users can create in AgLearn Engage. Resources are a way that users can share articles, videos, and links with colleagues. You can also Filter by Course Type.



- 6. Another way to Filter Learning is by Activity Type. The options are:
 - a. Certificate An electronic award of achievement based on a traditional paper-based Certificate layout.
 - b. External Tool Includes content from external LTI tool providers.
 - c. File Includes a file as a course resource.
 - d. Folder Includes a folder with several course resources together.
 - e. Forum An activity where learners and trainers can exchange ideas by posting comments.
 - f. Quiz A Quiz activity may consist of a large variety of Question types about the Course or Seminar content.
 - g. SCORM Package Includes an online course.
 - h. Seminar A face to face activity.
 - i. Survey A survey related to the Course or Seminar content.



j. URL – Includes a link to a website or online file.

Certificate External tool File Folder Forum Quiz SCORM package Seminar Survey URL	ACTIVITY TYPE
Quiz SCORM package Seminar Survey	External tool File Folder
	Quiz SCORM package

7. You can select multiple filters. Filters within the same type add additional results, while adding filters of different types reduce the number of results.

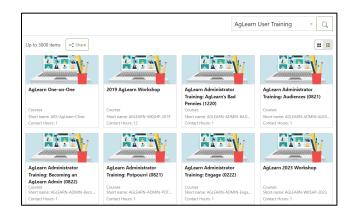
ACTIVITY TYPE	
Certificate External tool File Folder Forum Quiz SCORM package Seminar	
Survey	
URL	



8. In addition to using filters, you can use the Search feature to Find Learning within your filtered results.

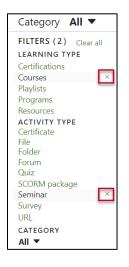
Your Library Find Lear	rning				
ind learning					
Category All 🔻				Search	C
FILTERS	Up to 60000 items +\$ Share				
LEARNING TYPE					
Certifications	• • • • • • • • • • • • • • • • • • •	×4.		6 A 3 1 1	
Courses		WY	ALL DATE OF THE OWNER	111111111111111	and and a second second
Playlists					
Programs	Chris Lowe Certification Test	Chris Lowe Test	FSIS-CSI, FI and RTE Quick	Wisconsin Pasture Inventory	Introduction to Grazing Ecolo
Resources			Immersion Training	Training - Plant ID and Pasture Condition Score	& Management
COURSE TYPE	Certifications	Programs	Courses	Courses	Courses
Blended	Short name: CLT1	Short name: CUT	Short name: FSISQIM	Short name: WI Pasture Inventory Trai	Short name: NRCS-NHQ-000152
E-learning					

- 9. The main content area of the Find Learning page will be populated with courses available to you.
- 10. The Search section, just above the results area, allows you to enter a search term and then select the Search button to find a specific course or courses in your results.

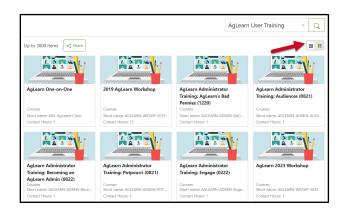




11. Selecting the "X" in the search bar will clear the search box and return all available certifications, courses, playlists, programs, and resources.



- 12. You can change how the results are displayed by choosing the tile or list view on the results area of the page.
- 13. You will find the "Tile View / List View" toggle switch near the top of the results area.



14. The Tile View contains the Learning Name, Learning Type (Certification, Course, Playlist, Program or Resource) and the Course Short name on tiles in rows, while the list view displays the results information in a list.

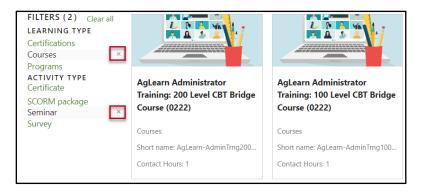


4.2 Enrolling in Courses or Seminars

1. Once you've located your desired course and have selected the course tile, you will see an Enrollment Options page. Select the **Enroll me** button to enroll into the course.

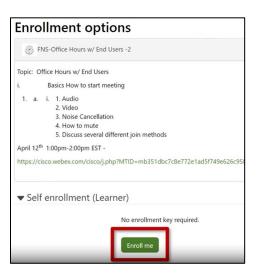


- 2. Congratulations, you've been enrolled!
- 3. Make sure you enroll in an online course before completing it, or you may not receive credit upon completion.
- 4. Next, let's look at enrolling in a seminar.
 - a. To enroll in a Seminar, or an instructor led course, select the Seminar option, then select your desired course under Course Name by selecting the tile or title link.





- 5. After selecting a course, you will see an Enrollment Options page.
 - a. Select the Enroll me button to enroll in the seminar.



b. To continue your enrollment, select the View all events page to find the event that best fits your schedule.

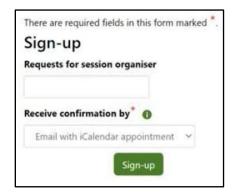


c. Select the Go to event button to finish enrolling in your Seminar, this will display the Sign-up page for the event.

Date: April 12 th 1:00pr	m-2:00pm	EST -						
Booking	All	~	Advanced	All	~			
Upcomin Event status	g ever	Sign-up	period	Session times	Rooms	Facilitators	Session status	Add event
Upcoming Booking open	0 / 25	3:00 PM Timezone:		April 12, 2022, 1:00 PM - 2:00 PM Timezone: America/New_York	FNS-Office Hours w/ End Users-2		Upcoming	Go to event
Past even No results	ts							



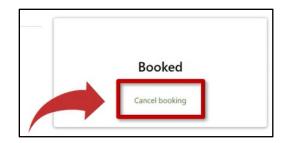
d. Complete the information in the sign-up block with any Requests for the session organizer field, and your desired Receive confirmation by option then select the Sign-up button.



6. A message will appear at the top of the screen confirming your booking into the event.

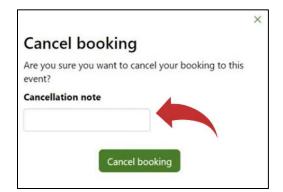
Home / Courses / FNS-Office Hours w/ End Users -2 / General / FNS-Office Hours w/ End Users-2	
Your request was accepted.	
You will receive a booking confirmation email shortly.	
← All events Event Sessions	Back to top
Manage attendees	
FNS-Office Hours w/ End Users-2	
Topic: Office Hours w/ End Users	Booked
i. Basics How to start meeting	
1. a. i. 1. Audio	Cancel booking
2. Video	
3. Noise Cancellation	
 How to mute Discuss several different join methods 	
Date:	
April 12 th 1:00pm-2:00pm EST -	

7. You can also cancel a booking. To do so, click the Cancel booking link under Options.





a. Fill in the cancellation note field if you want to provide a reason for the cancellation.



b. Then click the Cancel booking button.

Cancel booking
Are you sure you want to cancel your booking to thi event?
Cancellation note
Cancel booking

8. A message will appear at the top of the screen confirming that your booking has been canceled.

Section 5 – Taking Online Courses

5.1 Accessing your Record of Learning

1. The Record of Learning tab is located on the main menu at the top of all pages in AgLearn.



a. Select the Record of Learning tab to access your learning.



- 2. After selecting the Record of Learning tab, locate the Learning block.
 - a. Select the Active Learning link under Record of Learning.



5.2 E-Learning and Blended courses

1. E-Learning courses - An important consideration when taking an eLearning course is choosing a modern web browser. Please be sure to take your courses with either Microsoft Edge or Google Chrome browsers for best results. Do not use Microsoft Internet Explorer, as it is not compatible with HTML5 content.



2. The Active Learning page displays courses in the main content area. E-Learning type courses have the computer monitor icon in the Type Column next to the course link.

Туре	Course Title 🔺	Course Shortname	Plan	Course due date	Previous Completions	Course completion date	Progress
	AgLearn Administrator Training: 100 Level CBT Bridge Course (0222)	AgLearn- AdminTrng100LvlBridge(0222)	Assignment Plan			30 Mar 2022	100%
	AgLearn Administrator Training: 200 Level CBT Bridge Course (0222)	AgLearn- AdminTmg200LvlBridge(0222)	Assignment Plan				0%
	AgLearn Administrator Training: 300 Level CBT Bridge Course (0222)	AgLearn- AdminTmg300LvlBridge(0222)	Assignment Plan				0%
	AgLearn Administrator Training: 400 Level CBT Bridge Course (0222)	AgLearn- AdminTmg400LvlBridge(0222)	Assignment Plan				0%
	Basics of AgLearn Bridge course	AgLearn-v14-BOA-Bridge					0%
2	DA-OHRM-PM100 EPMA for Employees	DA-OHRM-PM100					0%
	Eva Test	Eva-Test	Assignment Plan				0%
	Section 508: What It Is and Why It's Important?	USDA-GSA-508-FAC049					0%

- a. Select the course title you wish to access.
- b. Selecting the course link will launch the course if you are already enrolled.
- c. If you are not enrolled in the course, the Enrollment options page will appear.
- d. Select the Enroll me button to enroll yourself in the course.

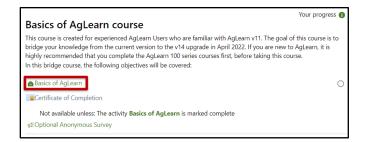
Enrollment options
Basics of AgLearn Bridge course
This course is created for experienced AgLearn Administrators who are familiar with AgLearn In this bridge course, the following objectives will be covered: Basics of AgLearn - Personal Information
- Record of Learning - Finding Learning - Creating and submitting an SF-182 - IDPs in AgLearn - Using reports in AgLearn
▼ Self enrollment (Learner)
No enrollment key required.
Enroll me

Note: To receive credit for a course you must be enrolled.

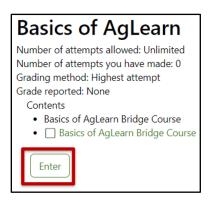
3. Once you are enrolled, the course will launch.



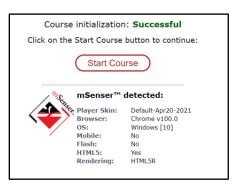
4. Select the Activity title link to begin the course. Additional course details will be displayed along with the Enter button.



a. Select the Enter button to load the course activity.



b. Select Start Course to launch your course.



- 5. Once your course is loaded, follow the step-by-step guide through the course and answer all questions to ensure you receive credit for completing your selected course.
- 6. When you are completely finished, including passing all exams, the course will automatically be marked complete in AgLearn.



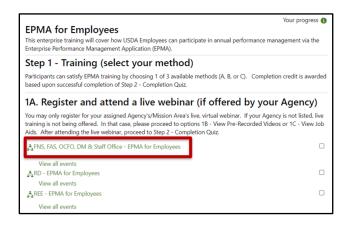
- a. This completion process may take several minutes to process, depending on the complexity of the course.
- b. If you have not completed the course, your progress bar will reflect the progress that you have made so far.

	CBT Bridge Course (0222)	AdminTrng400LvlBridge(0222) Plan		
	Basics of AgLearn Bridge course	AgLearn-v14-BOA-Bridge	6 Apr 2022	100%
-	DA-OHRM-PM100 EPMA for Employees	DA-OHRM-PM100		0%

- 7. Blended Courses Courses that are categorized as Blended in the Type column include both online activities and Seminars (instructor-led activities).
 - a. Blended type courses have the icon with a laptop and two people in the Type column next to the course link.



- 8. When a blended course has a Seminar activity, you will have to sign up for an event within the seminar activity.
 - a. Select the seminar activity you wish to sign up for.





b. The Sign-up block is displayed. You may add a note to the organizer in the Request for session organizer field.

ere are required fields in this forn ign-up		Ju
quests for session organiser		
ceive confirmation by * 🕦		
ceive confirmation by*	it v	

- c. Choose how you would like to receive confirmation from the dropdown selection.
- d. Be sure to select the Email with iCalendar appointment option if you want to update your Outlook calendar with the event information.
- e. Select the Sign-up button.
- f. Select the Go to event button for the event that fits your schedule.
- 9. After signing up and attending an event, the instructor or an admin will have to mark you complete for that event.
- 10. You will also have to complete any additional required online activities for the course.
- 11. When all the activities are complete, the course will be marked as complete.



Section 6 – Create and Submit a SF-182

6.1 Create a SF-182

Federal employees can create an SF-182.

- 1. Before you begin, make sure your current supervisor is designated in your AgLearn Job Profile, since your supervisor is a required first-level approver of your SF-182.
- 2. To get started, locate the SF-182 drop-down menu on the main menu.



3. Select the Requests link, then select the New Request button. An SF-182 form has 3 sections for you to complete.



- 4. The first section is Section A, Trainee Information.
 - a. The only mandatory field in this section is Position Level. You should select the one that reflects your position level status from the drop-down menu.
 - b. The other information in this section is filled in automatically from your AgLearn profile.





- 5. After selecting your Position Level, scroll down to Section B or Click on Section B in the Form sections block to enter the Training Course Data. As always, Mandatory Fields are marked with an asterisk.
 - a. Training course data includes vendor, title, start and end dates, course type, cost, location, and travel information where applicable.
 - b. You can either manually enter the vendor and training site location information or search for existing vendors.
 - i. Existing vendor data can be changed after searching.
 - ii. To search the list of existing vendors, select the Search Vendor button.
 - iii. The Search vendor window will appear. Enter your search terms such as city, state, or vendor name. In this example, we entered the city of Denver. The vendor list will narrow as you enter characters.

Section B - Training	course data
Search for vendor 1	Search vendor

- c. A list of vendors that match the search term you entered will appear.
 - i. To choose the vendor, select the Select button associated with that vendor.
 - ii. Your form will be populated with the selected vendor information. If you wish to change any of this information, you can edit it before continuing.

Section B - Training	course data
Search for vendor 0	Search vendor
Vendor name and mailing address	Adobe Systems, Inc 345 Park Avenue, San Jose, CA 95110- 2704
Location of training site (If different from vendor mailing address)	
Vendor telephone number	68
Vendor email address	adobe.com

d. Once you have completed the vendor information, you must enter the required fields for the course information: Course Title, Training Start Date, Training End Date, Training Duty Hours, and Training Non-Duty Hours.



- e. The training purpose, type and credit values all use drop-down menus to make your selections.
 - i. When you select an option from these drop-down menus, it may change what is available in the next drop-down menu.
 - ii. If a choice is unavailable, it will be grayed out, and you will not be able to select it.

Section B - Training	course data
Course title *	
Training start date *	• • •
Training end date *	• • •
Training duty hours *	0.00
Training non-duty hours *	0.00
Training purpose type * 🕚	Select one

f. The last two mandatory fields in section B are Training Accreditation Indicator and Continued Service Agreement Required Indicator. Please make sure to change your selection for Continued Service Agreement Required Indicator to Yes if required.

Training accreditation indica- tor *	Select one
Continued Service Agreement required indicator * 1	N/A •

- 6. Scroll down to Section C or Click on Section C in the Form sections block to enter the Cost and Billing information.
 - a. The mandatory fields for this section are Tuition and Fees, Books & Materials, Travel, and Per Diem.
 - i. The form will automatically total after each pair of entries.
 - ii. If there are no costs associated with an item, enter zero.



b. Next, add any Travel and Per Diem costs, again, enter zero if there are no associated costs. The form totals will update after entry.

Section C - Costs and billing information		
Direct costs and appropriation/fund chargeable		
Tuition and fees *	\$ 0.00	
Books & material costs *	\$ 0.00	
Travel *	\$ 0.00	
Per diem *	\$ 0.00	

- 7. While the form contains no other mandatory fields, some agencies require billing information to be entered into the SF-182. For these agencies, you must enter:
 - a. Document/Purchasing Order/Requisition Number
 - b. 8 Digit Station Symbol
 - c. and/or Billing Instructions.
- 8. You can either Submit the form for approval now or Save as draft to be edited later. If you Submit it now, it will go to your approvers for review.

Submit	Save as draft

- 9. You can save your form entries any time as a draft, but you can only submit the form when all required data has been entered.
 - a. When you Submit, the form data will be validated before proceeding.
 - b. If there are errors, you can scroll down for the specific error. In this example, Position level information was not provided. Scroll through the form to find the section outlined in red to identify missing information.



c. Enter the information and then select Submit or Save as draft.



6.2 Edit a Draft SF-182

- 1. You can edit a draft SF-182 that you have not submitted for approval.
 - a. To do so locate the SF-182 drop down in the menu bar and select the **Requests** link.
 - b. Select the Request ID of the draft SF-182 you would like to edit from the list.
 - c. Draft will appear in the Overall Progress column of the page.



- d. After you have made your changes, you can either select **Submit** to send the SF-182 for approval now or **Save as draft**.
- e. If you Submit, then it will go to your approvers for approval.



6.3 SF-182 Submission

1. Once you have completed your SF-182 form to your satisfaction you will need to submit it for approval. At the bottom of the form select **Submit**.





2. After selecting the submit button a dialogue box will appear where you will have to select the **Submit** button again to finish the process. Alternatively, if you did not want to submit it you can select **Cancel**.



3. When you select **Submit** the screen will refresh and provide a notice that the **Request submitted successfully**. You will get an alert and an email notifying you that the SF-182 has been submitted to your Supervisor for approval.



6.4 SF-182 Payment

- 1. Once your SF-182 form is approved through the Level 4 approver you will receive an alert and an email notifying you that the SF-182 has been approved by the Level 4 approver/final approver.
- 2. You must then follow your agency policy to have your SF-182 request for training paid for. There is no payment mechanism attached to the request in AgLearn. That portion of the process happens outside of the AgLearn system.
- 3. You will then return to AgLearn after the training dates have passed to verify your attendance.

6.5 How to Check SF-182 Form Status and Pending Approver

- 1. After you submit your SF-182 form for approval. You can login and check back any time to see the status of your form.
 - a. In the Actions tab the Stage and Status will be listed. You will also see, depending on where the SF-182 form is in the process, a link to select View Immediate Supervisor approvers, View Second-level approvers, View Third-level approvers, View Fourth-level approver.



b. When you select this link, it will bring up a window that shows you a list of who the form is pending approval with. The image below is of an SF-182 form that is pending Supervisor approval.

	n AgLearn User rn.staging@gm	
Actions	Comments	Activity
	1: Stage 3 - Veri ing Verification	
O Team	AgLearn User	
Complete Verification		

6.6 Immediate Supervisor Approvers Window

- 1. The window will list the approvers who have access to act on this SF-182 form. The list for Supervisors can be one or two people.
- 2. If there are two, this means the user has a Temporary supervisor assigned in their Job Profile. For Levels 2 4 it can be more than one person listed along with their email address.

Immediate Supervisor approvers		
Approvers	Email	
O DANA DEROUCHEY	aglearnsystem@usda.gov	
Team AgLearn UserMgr	aglearnsystem@usda.gov	

6.7 Approval Stages

- Stage 1 Request Approval means the request is in the approval process. Supervisor = Level 1, Level 2 – 4 are the approvers identified by the agency.
 - a. **Reminder:** After Level 4 approval employees must then follow your agency policy to have your SF-182 request for training paid for.



- b. There is no payment mechanism attached to the request in AgLearn. That portion of the process happens outside of the AgLearn system.
- 2. **Stage 2 Training –** means the request is waiting for the user to attend the training class and the training dates to pass.
- 3. **Stage 3 Verification –** means the training dates have now passed and the SF-182 form is ready to be verified. The employee verifies, they did or did not attend the class. Then their supervisor verifies.
- 4. **Completed –** The Actions tab will reflect "This request is completed on [Date and time stamp], and there are no further actions."

6.8 Withdraw Request

- 1. To withdraw an SF-182 form from approval select the three dots to see the More actions menu. Select **Withdraw**.
- 2. However, depending on where the SF-182 form is in the approval process you may not be able to withdraw it.

•	••
Print preview	More actions
Withdraw	
Clone	

3. The "Withdraw request" Window will appear asking "Are you sure you want to withdraw the request?". To continue select **Withdraw** again, or if you have changed your mind select **Cancel**.





4. The window will refresh and provide a notice that the **Request withdrawn successfully**. The form will then be sent back to 'Draft' status in your queue.



6.9 Submit Verification

- 1. Once your SF-182 form has been approved and the training dates have passed, you will receive a notification to verify your attendance.
 - a. To Submit Verification, select the SF-182 drop down from the menu and then the Request link.



- b. Locate your SF-182 and select the Request ID for your request. The Overall progress column should state In progress.
- c. Verification in this context is simply an acknowledgement that the training events did or did not occur.



d. The SF-182 form will appear. Select the Complete Verification button.



e. Please Verify Course Completion window will appear. This asks the question "Was the training event attended/completed Satisfactorily?" The drop-down box offers the choice of selecting Complete (the



default) or Incomplete, along with the option to add evidence and comments.

Section F - Certifica	tion of trai	ning completion a	nd evaluation
Completion status *	Select one	•	
Add evidence	Select one Complete Incomplete		S D
Submit Save as draft]		

- 2. When Adding evidence:
 - a. You may add evidence in the form of comments in the Add evidence field.
 - b. You may also add attachments, such as a certificate of completion from the training provider, to the Add evidence field using the paperclip option.

Add evidence	Paragraph 🕶 🖪 I 🗮 🗮 🔗 🜘

c. Add any comments you would like to provide and select Submit.



 The main form will display. A status will be viewable and Section F -Certification of training completion will show a Completion status of Complete and Add evidence with any comments or attachments that were added.

Section F - Certification of training	g completion and evaluation
Completion status *	Complete
Add evidence	



4. Your My SF-182s page will show an overall state of In Progress.

Request ID	Request title	Request type	Submitted on	Overall progre	55
SF-18220220214103745LFEP	TA Test 2-14-2022	SF-182	02/14/2022	In progress	

a. To check status, select the request title.



- b. You will receive a notification that your SF-182 has been submitted to your Supervisor for verification.
- 5. Once your Supervisor completes their verification, the page will display Completed under the Overall progress column. You will receive an email notifying you when this step is complete.

Request title	Request type	Submitted on	Overall progress
TA Test 2-14-2022	SF-182	02/14/2022	Completed
	·		

6.10 Printing SF-182s

1. To print, select the form title link under the **Request ID** column. In the form select the button with the three dots. A drop down will appear where you can select **Print preview**.



2. This will take you to a preview where you will find a **Print** button. When in your browser's print dialogue box, you may choose to print to a printer or to a PDF.

	0.00	05 - Develop Unavai	lable Skills 03 - 6	Basic Training
ype code onal Skills	10. Training delivery type code 05 - Blended	11. Training designation type code	12. Training credit 0.00	13. Training 4 - Othe
	15. Continued Service Agreement required indicator		17. Training source type code	18. Individual or group training

6.11 SF-182 Form Activity tab – Form History

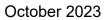
1. To see the activity of your SF-182 form select the Activity tab. This is just an example of the activity tab. The list can be quite long depending on where the SF-182 form is in the process.

C	Team AgLearn User aglearn.staging@gmail.com
Ac	tions Comments Activity
0	Stage 1 Request Approval
	Request in Request Approval on January 12 2022, 2:13 PM
	Team AgLearn User created request on January 12 2022, 2:13 PM
	Team AgLearn User submitted request on January 12 2022, 2:24 PM
	Request submitted notification sent to Applicant

- 2. Depending on where your SF-182 form is in the SF-182 process the activity tab can tell you what has occurred. It is also time and date stamped for each entry. This will tell you when those actions happened.
- 3. Examples of Activity for Stage 1 Submission and Approvals:
 - a. [Name] created request You have created an SF-182 request.
 - b. [Name] submitted request You have submitted an SF-182 request for approval.
 - c. Request submitted notification sent to Applicant You will get a notification your SF-182 form has been submitted for approval At start of level notification sent to Supervisor – An alert and email is sent to your supervisor that you have submitted an SF-182 for approval.



- d. [Supervisor Name] approved your request Your Supervisor has approved your SF-182.
- e. At start of level notification sent to Approvers Alerts and Emails have been sent to the Level 2 approvers.
- f. [Level 2 Approver Name] approved your request Level 2 Approver has approved your SF-182.
- g. At start of level notification sent to Approvers Alerts and Emails have been sent to the Level 3 approvers.
- h. [Level 3 Approver Name] approved your request Level 3 Approver has approved your SF-182.
- i. At start of level notification sent to Approvers Alerts and Emails have been sent to the Level 4 approvers.
- j. [Level 4 Approver Name] approved your request Level 4 Approver has approved your SF-182.
- k. Request Approval all approvals granted Your SF-182 has been approved by all required levels of approval.
- I. Request **Approval completed** All approvals have been granted.
- 4. If you or an SF-182 Admin withdraw your request, you may see the following activities.
 - a. **[Name] withdrew the request** You or an SF-182 Admin has withdrawn your SF-182 request.
 - b. **Request withdrawn notification sent to Applicant** An alert and notification is sent to you advising this action has been taken in the system.
 - c. **Request withdrawn notification sent to Supervisor** An alert and notification is sent to your supervisor that your SF-182 Request has been withdrawn.
- 5. If your SF-182 request is rejected, you may see the following activities.
 - a. **[Name] commented on your request** This is comments from the approver who rejected your form. It should contain information on why the SF-182 was rejected and how to remediate that.
 - b. **[Name] rejected your request** This tells you which approver rejected your SF-182 request.
 - c. Level denied notification sent to Applicant An alert and notification is sent to you advising this action has been taken in the system.





- 6. Examples of Activity for Stage 2 In Training:
 - a. Stage 2 is Training, and this should mean that the training dates for your course have not yet passed. Stage 2 will reflect only two things that the training dates for your SF-182 course have not yet occurred and then that the dates for your SF-182 course have passed.
 - b. **Request in Training** The training dates for your course have not yet passed.
 - c. **Training completed** The training dates for your course have now passed.
- 7. Stage 3 Verification
- 8. Examples of Activity for Stage 3 Verification:
 - a. **Request in Verification** The course training dates have now passed and your form can be verified.
 - b. At start of stage notification sent to Applicant An alert and email are sent to you advising you that it's time for you to verify your attendance for your SF-182 form.
 - c. **[Name] submitted request** You have submitted your form for verification that you did or did not attend this training course.
 - d. At start of level notification sent to Approvers An alert and email are sent to your supervisor asking them to verify your form and what you have submitted for verification.
 - e. **[Supervisors Name] approved your request** Your supervisor has approved your verification.
 - f. **Verification all approvals granted** All required approvals have been granted.
 - g. Verification completed Your form is completed and verified.

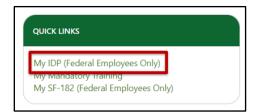
Section 7 – Completing and Submitting an IDP

7.1 General IDP Information

- If you are unfamiliar with individual development plans, please visit the USDA IDP Website (<u>USDA IDP Directive</u>). There you will find the related USDA Department Regulation 4040-410 and more information on IDPs. The Website also recommends the use of AgLearn to document and track the progress of your developmental goals. You can also ask your agency training staff about your agency's policies on IDPs.
- 2. Here is an important Note: Before you start filling out your IDP, it is critical to check that your profile has your correct supervisor listed. See section 2.3 of this document or visit Ask AgLearn Now (<u>Ask AgLearn Now</u>) for more information.

7.2 Locating and Edit your Current FY IDP

1. To begin, locate the Quick Links block on the Dashboard page. Then select the My IDP (Federal Employees Only) link.



2. Your current IDP will be located on the Unapproved Plans list. It will be named MY IDP – FY followed by the year. Select the link to view your current IDP.





- 3. To Edit and add content to your IDP we begin on the OVERVIEW tab where you can add comments for your supervisor to see. The system will keep track of all comments.
- 4. Enter your text in the Add a comment box and then select Save comment.
- 5. At the top each page of the IDP, you will see a message: **"This plan has not yet been approved**" and the Send approval request button.
 - a. Team AgLearn highly recommends that you add a comment on your Overview page when you submit your IDP for approval.
 - b. This will provide a timestamped record of when you submitted your IDP for approval as there is no other report source in the system to provide this information.



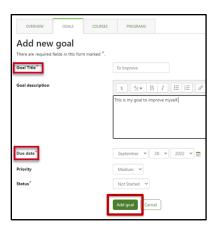
7.3 Adding IDP Goals

1. Select the GOALS tab to add and edit your Goals. To add Goals, select the Add new Goal button.





- 2. This is where you would add any developmental activities (e.g. rotations, mentor, detail, or shadow assignments) and/or an external course (not found in AgLearn). The required fields are Goal Title and Due date.
- 3. Employees are encouraged to enter a Goal description and change the priority of the goals based on conversations with their supervisor. Once you have entered all the pertinent information select Add goal at the bottom of the screen. Repeat this process to add additional goals.



4. As each goal is added a Goal created confirmation will appear on the Plan page.

Goal created								×
This plan has no	ot yet been app	proved Send app	proval request					
Plan: My	DP – F	Y2022						
OVERVIEW	GOALS	COURSES	PROGRAMS					
Add new goal								
Goal Name 🔺	Status		Courses	Evidence	Priority	Due date	Comments	Actions
To Improve	Not Sta	arted 🖌	0	0	Medium ~	09/30/2022	0	×

5. Once your IDP has been approved by your supervisor, you can update the status of your IDP goals. You no longer need to rely on your supervisor to update IDP goals status. Before you update your IDP goal status, it is recommended to have a conversation with your supervisor about your IDP goals.



6. To update the status of a Goal, select the Goals tab and locate the Status column for the IDP goal you wish to update.

OVERVIEW	GOALS	COURSES	PROGRAMS					
			holow You can i	view any objectiv	ve by clicking the goal t	itle. Clicking "Add New Goal" v	ill allow you to add new	objectives
	orm your learning	7 plan are shown	below. fou carry	ment any objects				objectics
II the goals that finis learning plan. Add new goal	orm your learnin	g plan are shown	below. Fou carry	nen ony object				objectives

7.4 Adding Courses

1. To add Courses to your IDP, go to the COURSES tab and select the Add courses button.

This plan has not yet been approved Send approval request							
Plan: My	IDP –	FY2022					
OVERVIEW	GOALS	COURSES	PROGRAMS				
Add courses	ן ו						

2. The Add courses search window will appear. You can either BROWSE courses available to you by selecting the plus sign next to the displayed categories or select the SEARCH tab and search for a certain course title.



3. **Note:** If there are more than 1,000 courses you will not be able to use the Browse function.

BROWSE	SEARCH	Items to a	dd
Constant of the second	CR OD		
REE RD RD REC			
USDA-	n Administrator Training: Briefings before the mair BOTATHON 2022	Engage (0222) Botahthon event on March 16, 2022	
-AgLean -AgLean	n Administrator Training: n Administrator Training:	300 Level CBT Bridge Course (0222) 400 Level CBT Bridge Course (0222) 200 Level CBT Bridge Course (0222)	
-USDA-I -AgLean	RPA-CoE Coffee Hour	100 Level CBT Bridge Course (0222) Preparing an AAN Incident or Service	

- 4. When using the SEARCH function to locate a specific title of a course, type the full or partial title into the search box. Once you have located the course, you would like to add to your IDP select the title of the course and it will appear in a list under "Items to add".
- 5. You can add multiple courses here if you choose. Select Save to add the course(s) to your IDP. The COURSES tab will display the list of all the courses you have added.

Add cou	rses		
BROWSE	SEARCH		Items to add
Search	Excel	Search	Complete Guide to Excel 365: Getting Started
How to Ma <u>Complete</u>	4 5 6 7 (Next) ke an Accessible Spreadsh y Data Viewalization with E Guide to Excel 365: Getting ng Started with VBA III Exc	<u>Started</u>	

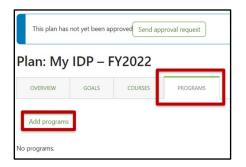


6. **Note:** Due dates for courses do not inherit the due date of the Goal. If it is a requirement that these due dates match, your supervisor can change the due date of the courses added to your IDP.

Fian. Iviy	IDP – F	Y2022							
OVERVIEW	GOALS	COURSES	PROGRAMS						
Add courses				Progress	Evidence	Priority	Due date	Comments	Action
Complete	Guide to Excel 3	65: Getting Started	Launch	Urse Not trackee	0	None 🗸	09/30/2022	0	×

7.5 Adding Programs

- 1. You can also add Programs to your IDP. To do this, select the PROGRAMS tab.
- 2. Programs are recommended or required learning paths made up of one or more courses with "and/then/or" conditions for completion. To add Programs that are available to you select the Add programs button. The Add programs search window will appear.





 This function works the same as adding courses. You can BROWSE available programs or SEARCH for programs by title. Once you have located the programs, select the title of the program and it will be added under Items to add. You can add multiple programs here as well. After completing your program search, select Save to add the programs to your IDP.

BROWSE	SEARCH		Items to	add	
AgLea AgLea AgLea FY202 FY202 USDA Rules USDA	FO S m Administrator m Course Training <u>Muser Training</u> 1 and FY 2022 U 1 and FY 2022 U Information Sector of Behavior (One	Training Program	AgLearn Use Courses	er Training -	100 Leve

4. Once you have included your comments on the Overview page, added your Goals, Courses, and Programs to your IDP you must submit the IDP to your supervisor for approval. As we mentioned earlier, before you submit your IDP for approval please verify that your profile contains your correct supervisor.

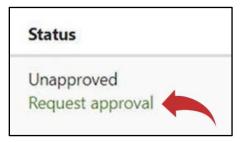
Job assignment	
Full name 🌘	Job Profile
ID Number 🌘	jobprofile
Employee Type 🌘	Employee
Organization 🌗	United States Department of Agriculture
Supervisor 🚯	Team AgLearn Supervisor (aglearnsystem@usda.gov) - Job Profile
Temporary supervisor 🌘	Team AgLearn UserMgr (aglearnsystem@usda.gov) - Job Profile
Temporary supervisor expiry date 🕦	March 30 2022 🗾

5. The option to send an approval request to your supervisor is at the top of each screen of the IDP. Simply select the Send approval request button and your IDP will be sent to your supervisor for approval. Your supervisor will receive an email notifying them that your IDP is ready to be reviewed and approved.





6. If you need to suspend working on your IDP and come back to this task at a later time, you can locate the current IDP from the main Learning Plans screen. It will be located in the Unapproved Plans section. You can then select the Request approval link under Status.



7. Once the request has been sent there will be a message that states, "This plan has not yet been approved (Approval Requested)".



8. As noted earlier, Team AgLearn highly recommends that you add a comment on your Overview page when you submit your IDP for approval to provide a timestamped record of when it was submitted for approval.

Add a comment	
vog a comment.	
	Save comment

9. While you wait for your supervisor to act on the IDP, your main Learning Plans screen will reflect that approval was requested.

Plan: My	IDP – F	Y2022						
OVERVIEW	GOALS	COURSES	PROGRAMS					
and the second pices								
Add new goal								
Add new goal	Status		Courses	Evidence	Priority	Due date	Comments	Action



7.6 Making Changes or Updates After Approval

 To make changes to your IDP after approval, select the tab you would like to change or add to. In this example we will show you how to add a new goal. You will follow the instructions discussed earlier in this course to add additional Goals, Courses, or Programs.

lan: My	IDP - F	Y2022							
OVERVIEW	GOALS	COURSES	PROGRAM	s .					
leaving plan	rm your learnin	g plan are shown i	below. You can	view any objecti	ive by clicking the goal ti	le. Clicking "Add Nev	v Goal" will	allow you to add new	objectives
the goals that for the goals that for the goals that for the goal Add new goal Goal Name	rm your learnin	g plan are shown i	below. You can Courses	view any objecti Evidence	we by clicking the goal ti Priority	le. Clicking *Add Nev Due date	v Goal* will	allow you to add new Comments	objectives

2. If you make changes to your approved IDP those changes will be in draft status until approved. The example below is for a new goal that was added to the IDP. The system will notify you at the top of the IDP screen that "This plan has a draft item." The item in draft will be identified and it will offer the option to **Send approval request**. You will need to select **Send approval request** to submit this change to your supervisor.

Goal created				_					
This plan has a draft	t item: •	1 Goal Send appr	oval request)					
Plan: My ID	P – I	FY2022							
OVERVIEW	OALS	COURSES	PROGRAMS						
Add new goal									
Goal Name		Status	Courses	Evidence	Priority	Due date	Approval status	Comments	Actio
A greater improvement	nt	Not Started 🐱	0	0	Medium ~	09/30/2022	Draft	0	×
		(2	0	C	C		0	

3. In the case where you have submitted a new goal and your Supervisor declines your changes, you will see this information on the page. You can see if comments were included. You can then make changes and submit those changes for approval to your supervisor. If the supervisor approves the change, the change will be active immediately.



4. Users cannot remove **Goals**, Courses and Programs once the IDP is approved. These may be removed **before** an IDP is approved by the supervisor (IDP is in draft). The supervisor may remove **Goals**, Courses and Programs at any time during the approval process. This includes before, during, and after approval.

This plan has a	dratt item:	 1 Gov Send app 							
			rovai request	J.					
Plan: My	IDP -	FY2022							
OVERVIEW	GOALS	COURSES	PROGRAMS						
Add new goal									
Goal Name		Status	Courses	Evidence	Priority	Due date	Approval status	Comments	Action
	ement	Not Started 👻	0	0	Medium ~	09/30/2022	ODraft	0	×



Section 8 – Engage Overview

8.1 What is AgLearn Engage?

- 1. Engage is a feature that provides an area within AgLearn for users to collaborate, discuss, and find curated resources.
- 2. There is a huge amount of content out there, both inside and outside your organization but it's not helpful if employees don't know that it exists. There may be Podcasts, articles, YouTube videos and even forum threads your employees are always finding useful and interesting content, but they may not always know how or where to share it.
- 3. To Access Engage, click the dropdown next to Learn in the main menu bar and select "Your Library".



4. The Resources page will open.

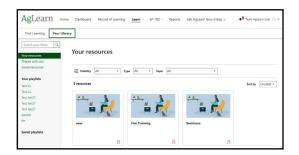
Find Learning	Your Library
Search your library	Q Your resources
Your resources	Iour resources
Shared with you	
Saved resources	E Visibility All ▼ Type All ▼ Topic All ▼
Your playlists	
Saved playlists	



5. Here you can view resources, surveys, and playlists. Resources, surveys, and playlists are created by AgLearn Lead Admins and Team AgLearn.



6. If you have resources available to you, they will be displayed in Your Library.



8.2 Resources

1. Select the Resource that you want to view. In this case, select "Derek Test".





2. The resource page opens. If there are Podcasts, articles, YouTube videos, and even forum threads - they can be accessed here.

Derek Test	DEREK DIFRONZO Overview Comments
Derek Test	Created 24 mins ago. 22 Limited people can view () 5-10 mins 0

3. In another example, you have the option to view an overview and comments or hide them by selecting the slide panel.

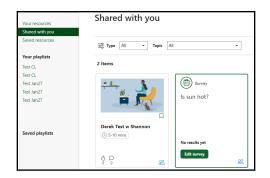
< Your resources V14 Extra Training	Shannon Edelmann
0 resources	Overview Comments Created 1 min ago. All only you can view And a description (optional)

4. Users can view the comments for a resource or playlist by navigating to the Comments tab in the slide panel. Comments will include the commenter's name and profile picture, as well as a timestamp for each comment. These comments are not monitored, so please be thoughtful about what you or others write.

V14 Extra Training	O .
0 resources	Overview Comments
[]	Comments (0)
>	
Ŧ	O Enter a comment
	Post



5. If others have shared resources with you, those will be available under Your Resources in "Shared with you". They work just like other resources.



8.3 Surveys

1. Surveys consist of a single question with multiple answers and are used to collate users' opinions or preferences. Select the Vote button to take a survey.



2. Select an answer to the survey question and select Vote.

Which leadership style do you think () is most effective?	Overview
Coaching Visionary Autocratic Laissez-faire	Created 3 mins ago. Last updated 1 min ago. Limited people can view Share Edit settings
Vote >	



3. Once you have voted, the survey results page is displayed.

Which leadership style do you think is most effective?	
Coaching	1
Visionary Autocratic	0
	0 al votes: 2 articipant

8.4 Playlists and Saved Playlists

1. Saved playlists and saved resources are items that you have bookmarked. Let's look at Your Resources.



2. If you have Playlists, those will be listed here. They work the same way as your other resources.





3. Users can save shared playlists by clicking the bookmark icon, which will add the playlist to the Saved playlists section of the left-hand panel. Clicking the bookmark icon again will remove the playlist from Saved playlists.



Section 9 – Reports

9.1 Reports

1. Select the Reports tab to see the reports available to you.

AgLearn	Home	Dashboard	Record of Learning	Learn ~	My IDP – FY2022	SF-182 ~	Reports	Ask AgLearn Now (Help) &

- 2. There are currently five reports available to end users:
 - a. End user AgLearn Transcript, this report provides a full official transcript of your courses regardless of completion status.
 - b. **End user Bookings**, which provides a list of your seminar bookings, past and pending, along with status.
 - c. **End user Record of Learning**, this report provides a list of all the Courses in your Record of Learning.
 - d. **End User SF-182 Data**, that provides detailed data on a specified SF-182.
 - e. End User SF-182 Data Summary, which provides summary data on your SF-182s including training data, costs, vendors, billing instructions, and approval status.

AgLearn Home Dash	board Record of Learning Learn ~	My IDP - FY2022 SF-182 ~ Rep	Ask AgLearn Now (Help) @	🜲 Edward Teach 🕥 🗸
Home / Reports				
Reports				
End user-AgLearn Transcript	End user-Bookings	End user-Record of Learning	End User-SF-182 Data	End User-SF-182 Data-Summary

9.2 Viewing and Exporting reports

- 1. The details for Viewing and Exporting vary by report. Here are a few examples:
- 2. End user Bookings, the default setting is to return all seminar bookings.
 - a. You can select the Show more option to expand the screen to see additional search criteria. Since initially all seminar bookings were



returned, entering search criteria will reduce the number of results returned.

0 records shown Objective: Returns list of all seminar booking:	s, past and pending, along with status
Methodology: No filters required. Blank filter	s will return all the user's bookings. May filter by date or course to restrict.
Availability: All users; personal information or	νły
 Search by 	
Status 🕕	is any value 🔍 On waitlist 🗸
User Last Name 🚺	contains v
User Middle Name 🌘	contains 👻
User First Name 🌘	contains 👻
Show more	

- b. The **Show more** link displays all available search criteria that can be used to search for a specific course or seminar:
 - i. Course Name
 - ii. Seminar Name
 - iii. Session Start Date
 - iv. Status



- 3. **End user Record of Learning**, the default setting is to return your entire Record of Learning.
 - a. When you select the Show more link to expand the available search criteria you can use the following to search for a specific course:
 - i. Course Name



ii. Course Completion Date

0 records shown Objective: Returns the data that appears on the	user's Record of Learning.	
Methodology: No filters required. May filter by		
Availability: All users: personal information only		
▼ Search by		
User Last Name 🌒	contains •	
User Middle Name 🌒	contains v	
User First Name 🌘	contains	
Plan name 🚺	contains v	
Show more		

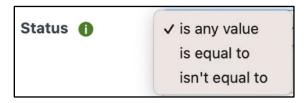
- b. You can also include filter qualifiers in your search criteria, most fields have a drop-down that allows you to choose between:
 - i. Contains
 - ii. Doesn't contain
 - iii. Is equal to
 - iv. Starts with
 - v. Ends with
 - vi. Is empty
 - vii. Is not empty (NOT NULL)



4. The default name of Contains is generally a good option for most searches. Using the **End user – Bookings**, as an example, you would type in the course name.



- a. There are also drop-down choices when dealing with Status options:
 - i. Is any value
 - ii. Is equal to
 - iii. Isn't equal to



5. Using the End user – Bookings report as an example, after selecting any of the choices other than "Is any value," the option to select a specific status becomes active. You can then use the drop-down to select any of the options listed to find what you are looking for, such as Fully attended or Booked. Select Search to filter the results.

is equal to 🛛 💊	On waitlist V
	On waitlist
	User Cancelled
contains	Unable to attend
contains	Requested
	Requested (2step)
	Requested
contains	Partially attended
contains	Not set
	No show
	Fully attended
contains	Event Cancelled
contains	Declined
	Booked

6. You can customize your search results further using the Show/hide columns button to only show the data you are interested in.





7. For example, in the **End user – Bookings** report, you can choose the data columns that are relevant to you. To hide columns, uncheck the boxes next to each column you wish to hide and the report will remove it from the data displayed.

Show/Hide Columns
User Last Name
User Middle Name
User First Name
Course Name
Status
Seminar Name
Supervisor
Supervisor Email
User ID

8. You also have the option to sort the results returned based on many of the column headers. To sort by Status, select the link Status at the top of the column.



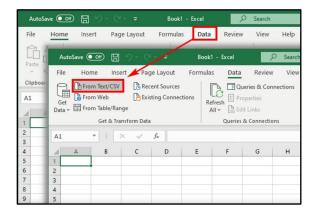
- a. Once you have the results that you are looking for, you can export the report data in other formats for various uses. The options are:
 - i. CSV
 - ii. Excel
 - iii. PDF landscape
 - iv. or PDF portrait

There a	are no records in this	s rep	port
Export as	CSV	~	Export
	CSV		
	Excel		
	PDF landscape	- 1	
	- PDF portrait	_	

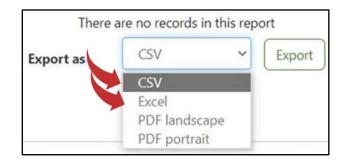
9. Each of the exportable formats has its own characteristics.



a. CSV or Comma Separated Values saves data in what looks like an Excel spreadsheet. Some applications can import CSV files but not Excel worksheets (AgLearn, for example). CSV files don't have all the capabilities of Excel worksheets, but they can be imported as worksheets in Excel.



- b. Excel worksheets offer all the capabilities of Excel but may not be universally importable by other applications or databases.
- c. The PDF landscape option opens a PDF file in landscape format.
- d. The PDF portrait option opens a PDF file in portrait format.
- 10. Use CSV or Excel files if you need to reformat or otherwise massage the data. If you just want to send your data as a report, PDF files are already formatted for you.



11. **Note:** Exported data will contain all data fields returned by the report, even if you chose to hide them on your screen.