



WINTER FEATURE

How Do AgLearn Programs and Certifications Work?

AgLearn has many tools to bring learning content to our users. One important building block is a course. In a course, creators place all the content needed for a user to learn. Once the course construction is complete, the course needs to be assigned to users or users may self-enroll in a course. All course completions must be tracked. This is where programs and certifications come into play. By embedding a course in a program or certification, AgLearn can send course(s) to groups of users and add completion criteria such as due dates. Both programs and certifications allow for Notifications to be created and sent at different intervals. You now may be asking: what is the difference between programs and certifications?

In AgLearn, a program refers to a vehicle that assigns one or more courses as a one-time assignment. In comparison, a certification refers to a recurring assignment. It is a vehicle designed to assign one or more courses in a particular order and cadence. Typically, a certification cadence is set to every one or two years. Examples of yearly certifications in AgLearn are “USDA Information Security Awareness

Training & Acknowledgment of Rules of Behavior” and “USDA Section 508 Training – What It Is and Why It’s Important.” For these specific certifications, due dates are configured by looking at the user’s last date of completion and giving a year from that date as the new due date.

Certifications have a few peculiarities to be aware of. For instance, when a user completes a course within a certification, the user will be granted a completion for both the course and the certification due within a specific completion window. The completion window is often, but not always, a period of 90 days prior to a cycle’s due date. During the completion window, the prior course completion will be added to the course completion history and the course will be marked “Not started.” This will allow the user to take the course again and get a new completion for the course and certification. If a user tries to complete the course outside their window, the system looks at this as a review and it will not count towards the certification requirement. Only completions taken within the window period count towards the certification.

MORE INFORMATION

[What is a certification?](#)



DMASON FINANCIAL

From Our Training Partners

Top 5 courses of the month:

1. [Financial Literacy for New Employees](#)
2. [Ready to Retire? Tax-Smart Investment and Cash Flow Planning](#)
3. [Be Money Smart - Take Charge Now](#)
4. [Plan Your Savings Strategy with the New TSP](#)
5. [Mid-Career TSP, Retirement, and Financial Planning](#)



Key Dates

- February** Black History and American Heart Month
- Feb 20** Presidents' Day Holiday
- March** Women's History Month
- Mar 12** Daylight Saving Time Begins

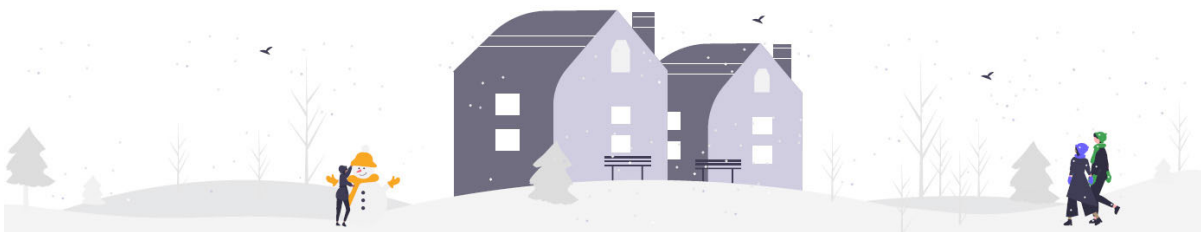
Next Issue

Spring arrives at AgLearn

In the next edition of the AgLearn Newsletter, look for information and resources to equip you for Spring, including information about new trainings, SF-182s, new site announcements, featured content from our learning partners at Rosetta Stone, and seasonal content from across USDA.

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