

How to add training/learning from outside AgLearn

Log in to AgLearn.

Click on “My IDP – 2024.”

It takes you to a page with all your history ... not directly to your 2024 IDP



New page
opens

AgLearn Home Da

Dashboard / Learning Plans

LEARNING

Learning Plans

- Manage plans

Approved Plans

- Assignment Plan

Unapproved Plans

- My IDP – FY2021
- My IDP – FY2022
- My IDP – FY2023
- **My IDP – FY2024**

In the IDP page – look at left hand navigation.

Go to “Unapproved Plans”

Click on “My IDP-FY2024”

Jumping ahead ... clicking on “My IDP-FY2024” opens a page which might have Goals if you started them already, or you might need to create Goals. Click on the “Goals” tab. Not showing that page here.

Plan: My IDP – FY2024



= All objectives

🎯 'Expert' - Excel; PPT; Word

Edit details

Priority: Medium Date due: September 27, 2024 Status: Not Started Status: Approved

Expert (or pretty darn good) skill level with frequently used Software.

1. Excel
2. PowerPoint
3. Word
4. SharePoint

Linked Courses

Course Name

📁 Building Presentations in PowerPoint for the Web	LBU
📁 Excel 2016: Basic Formulas	TAU

Scroll down your specific Goal page until you hit “Linked Evidence”.
If no other items added, it is a short scroll or no scroll at all...

Click on an existing Goal or create a new one (see button to create a new one). Here I've opened a Goal I created the other day.

- 📁 Word Office 365 (Windows): Illustrating Doc
- 📁 Word Office 365 (Windows): Shaping Docun
- 📁 Word Office 365 (Windows): Structuring Doc

Remove selected links

Add linked courses from plan

Linked Evidence

No linked evidence.

Remove selected links

Add linked evidence

At “Linked Evidence” click on the “Add linked evidence” button.

This opens new page...

... New page opens for "Evidence bank" ...

Evidence bank

No evidence items have been added yet.

Add evidence item

Click on "Add evidence items" button.

◀ Back to evidence bank

Add an evidence item

Evidence type

Select or search for a type ▾

It opens the "Add an evidence item" page ... click on "Evidence Type" drop down.

Lots of options!

[← Back to evidence bank](#)

Add an evidence item

Evidence type

Select or search for a type▼

120 Day Detail
60 Day Detail
Certification
Executive Coach
External Training
Form AD-881 Development Plan
Mentor
Multi-rater (e.g. 360) assessment
On the Job Training
Other
SF-182

On the Job Training
Other
SF-182
SF-182 completion (system type)
Shadow Assignment
Unspecified Type



Options for the drop down...

EXAMPLE #1: Picking “External Training” ...

Click on the word you get new “page”

... click on “Use this type” button (green).

« Back to evidence bank

Add an evidence item

Evidence type

External Training
External Training

New page opens ... fill in the requested data.

AgLearn Home Dashboard Record of Learning Learn - My IDP - FY2024
Admin Views - AgLearn Help -

Dashboard / Profile / Shelly Witt / Evidence bank / Add an evidence item / New External Training evidence item

« Back to evidence bank

New External Training evidence item

Evidence name

Description

File attachments

EXAMPLE #2: Picking “Unspecified Type” ...

Click on the word you get new “page”

... click on “Use this type” button (green) ... enter in requested data. Similar to Example #1.

[« Back to evidence bank](#)

New Unspecified Type evidence item

Evidence name

Description



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, insert document, and navigation arrows. Below the toolbar is a large, empty text area for entering the description.

File attachments



Maximum size for new files: 2GB

Files

You can drag and drop files here to add them.

The file attachment area features a dashed border and a central green icon of an upward-pointing arrow inside a square, indicating where to drop files for upload.