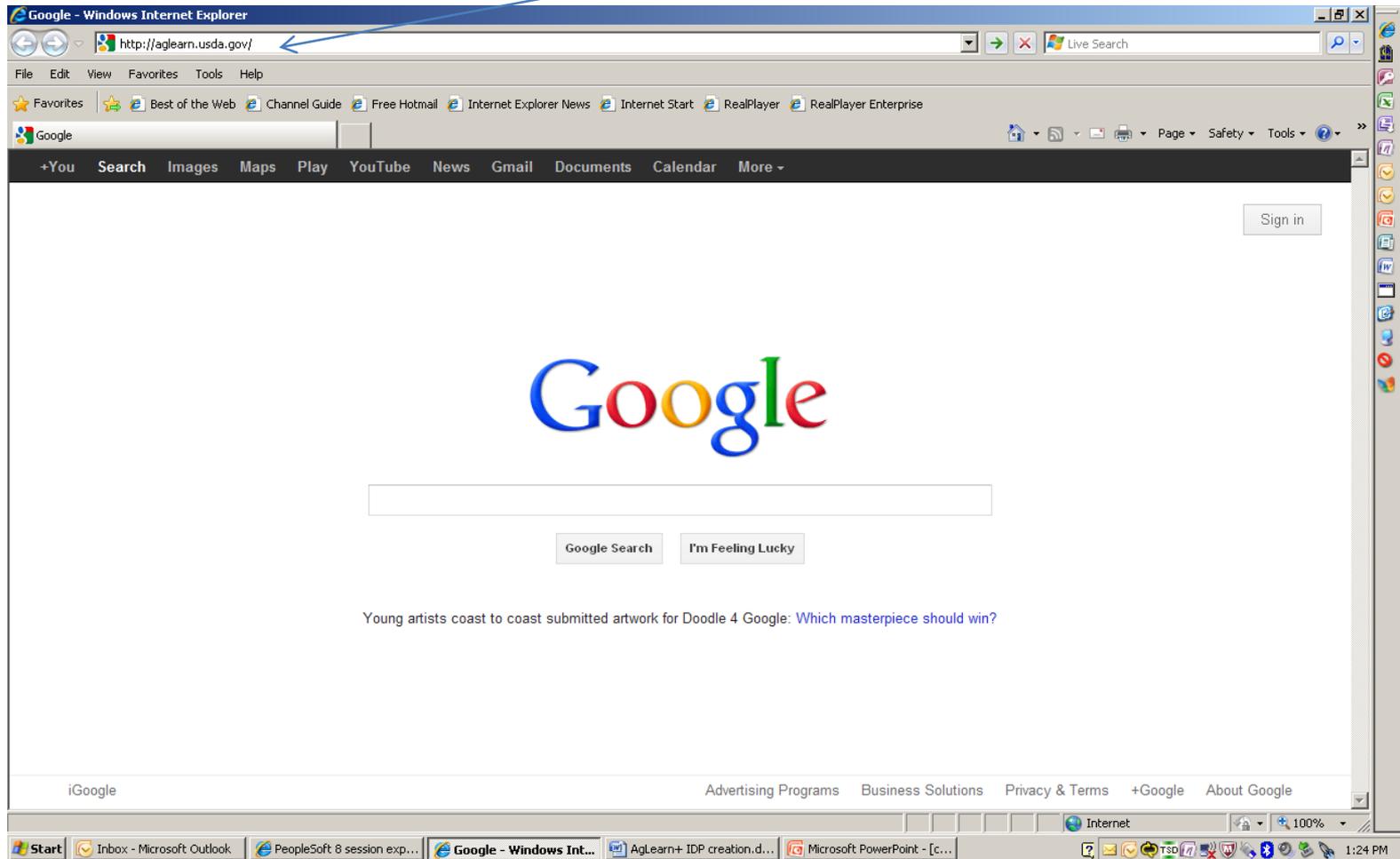
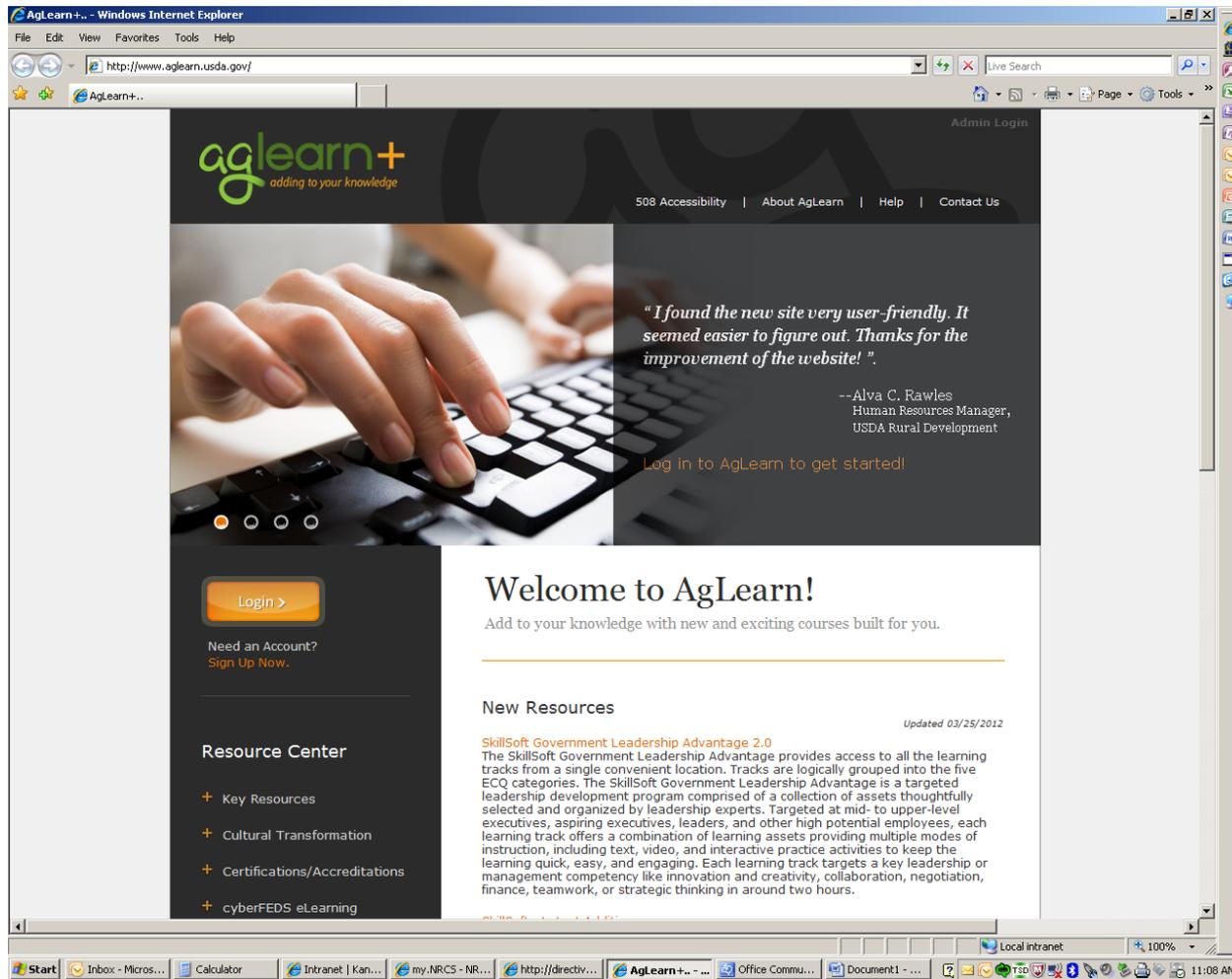


How to Access AgLearn+ and Create/Modify Individual Development Plans

Open Internet browser and type <http://www.aglearn.usda.gov/> into the address bar.



Login to AgLearn by clicking on the LOGIN button. Enter eAuth user name and password at the eAuth screen or LOGIN with your LincPass.



The screenshot shows the AgLearn website in a Windows Internet Explorer browser window. The browser's address bar displays the URL <http://www.aglearn.usda.gov/>. The website's header features the AgLearn logo with the tagline "adding to your knowledge" and navigation links for "508 Accessibility", "About AgLearn", "Help", and "Contact Us". A quote from Alva C. Rawles, Human Resources Manager at USDA Rural Development, praises the site's user-friendliness. Below the quote is a "Login >" button and a link for "Need an Account? Sign Up Now.". The main content area includes a "Welcome to AgLearn!" message and a "New Resources" section, which highlights the "SkillSoft Government Leadership Advantage 2.0" program, updated on 03/25/2012. A "Resource Center" sidebar on the left lists categories such as "Key Resources", "Cultural Transformation", "Certifications/Accreditations", and "cyberFEDS eLearning". The browser's taskbar at the bottom shows several open applications, including the Start menu, Outlook, Calculator, and the AgLearn website itself.

Close this box by clicking on the Close button at the bottom.

The screenshot shows a Windows Internet Explorer browser window displaying the AgLearn+ website. The browser's address bar shows the URL: <https://aglearn.usda.gov/plateau/user/personal/landOnPortalHome.do#>. The website header includes the AgLearn+ logo and navigation links for Home, My Employees, and Catalog. A user profile for Kathryn D. Knox is visible, along with a message indicating that the talent profile is incomplete. A modal dialog box is overlaid on the page, titled "How To Get The Most Out Of AgLearn+." The dialog box contains a large graphic that says "THE NEW AGLEARN IS HERE!" with a "COME ON IN" badge. Below the graphic, there is text that reads: "Need some help getting around AgLearn+, look below" followed by links for "AgLearn+ Quick Reference Card" and "AgLearn+ Getting Started Guide". There is also a link for "Can't click 'Close' button below? Click here to check your system." and a link for "If you still have questions, visit Ask AgLearn Now for the easiest and fastest way to find answers about AgLearn." At the bottom of the dialog box, there is a section titled "Enrich your Career with these Learning Opportunities" with four cards: "Books 24x7 Referenceware", "OCIO Enhanced Security", "Get Connected With US...", and "Nutrient Management (I...". A checkbox labeled "Do not show this page every time I sign in" is present, with a note: "(Note: Page will automatically display if there is new content)". A "Close" button is located at the bottom right of the dialog box. The browser's taskbar at the bottom shows several open applications, including Start, Inbox - Micros..., Calculator, Intranet | Kan..., my.NRCS - NR..., http://directiv..., Home - Wind..., Office Commu..., and Document1 - ... The system tray shows the time as 11:09 AM.

The first thing you must do is make sure your supervisor is correct.
Click on your name to bring up your personal information page.

The screenshot shows the AgLearn+ web application interface. At the top, the browser address bar displays the URL <https://aglearn.usda.gov/plateau/user/personal/landOnPortalHome.do#>. The page header includes the AgLearn+ logo and navigation links for Home and Catalog. A user profile section identifies the user as Shawna K Carter (NRCS-STATES-CENTRAL-KS). Below this, a 'To-Do List' is displayed, showing a task due within a week: 'AgLearn Level One Evaluation - Online for AgLearn+ IDP' with a 'Start Course Survey' button. Other tasks are listed as 'No due date'. To the right, an 'Easy Links' section provides quick access to various system features like Approvals, Reports, Curricula, Competencies, Goals, and Communities. The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook, PowerPoint, Excel, and Word.

Scroll down until you see the supervisor's name. If it is incorrect, click on the "pencil" icon to open the edit option.

The screenshot shows a web browser window with the URL <https://aglearn.usda.gov/plateau/user/personal/viewLearnerInformation.do>. The page displays the profile of Shawna K Carter, including contact information and employee details. A red arrow points to a pencil icon next to the 'Employee Information' section.

Contact Information

Shawna K Carter
NRCS-STATES-CENTRAL-KS
USDA-SCS, 760 S BROADWAY
SALINA, KS 67401-0000
United States of America
shawna.carter@ks.usda.gov

[Edit Photo]

Employee Information

User ID:	SC168265
Employee Type:	1
Employee Status:	A
Supervisor:	Loren L Graff
Number of Direct Reports:	0
...	...

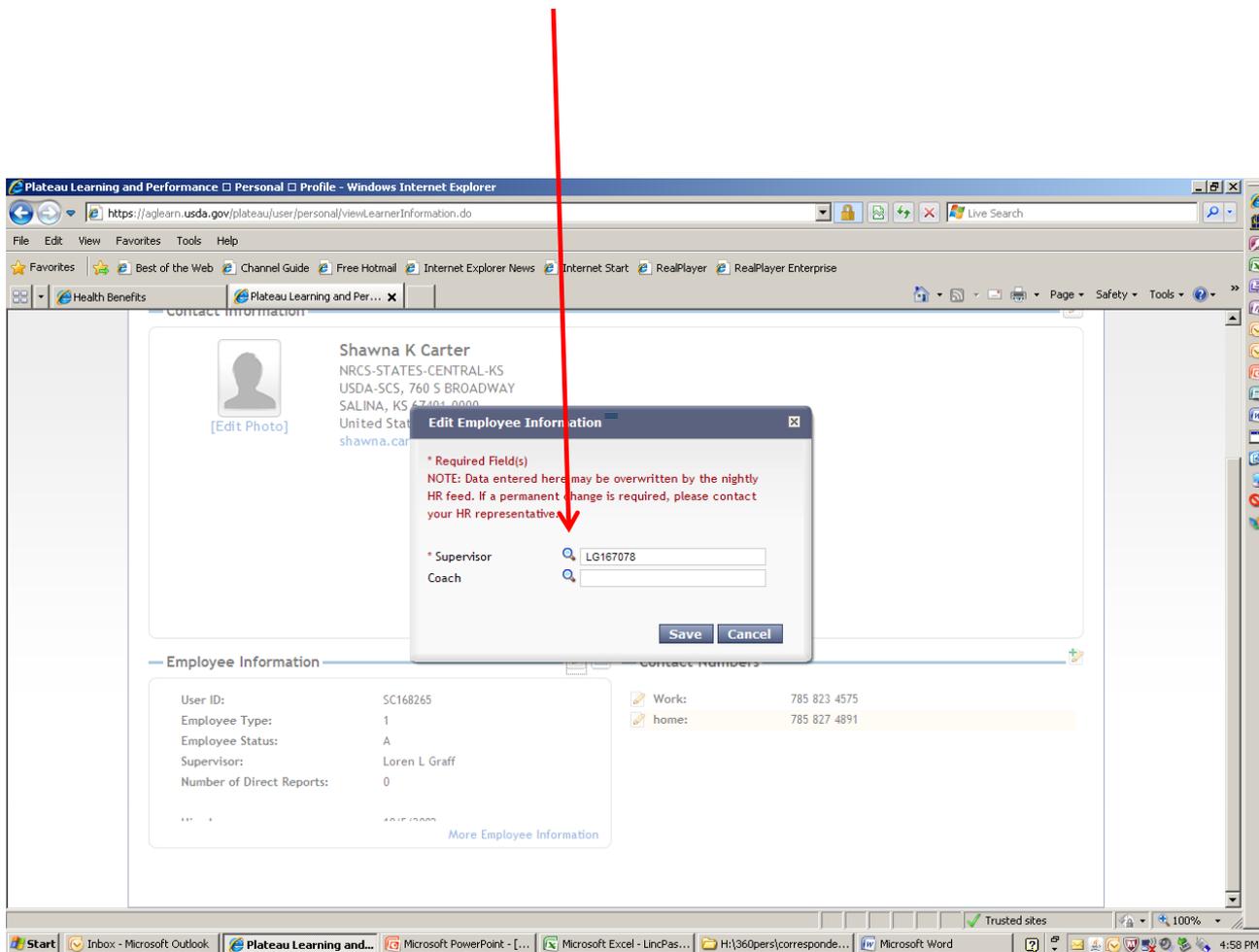
[More Employee Information](#)

Contact Numbers

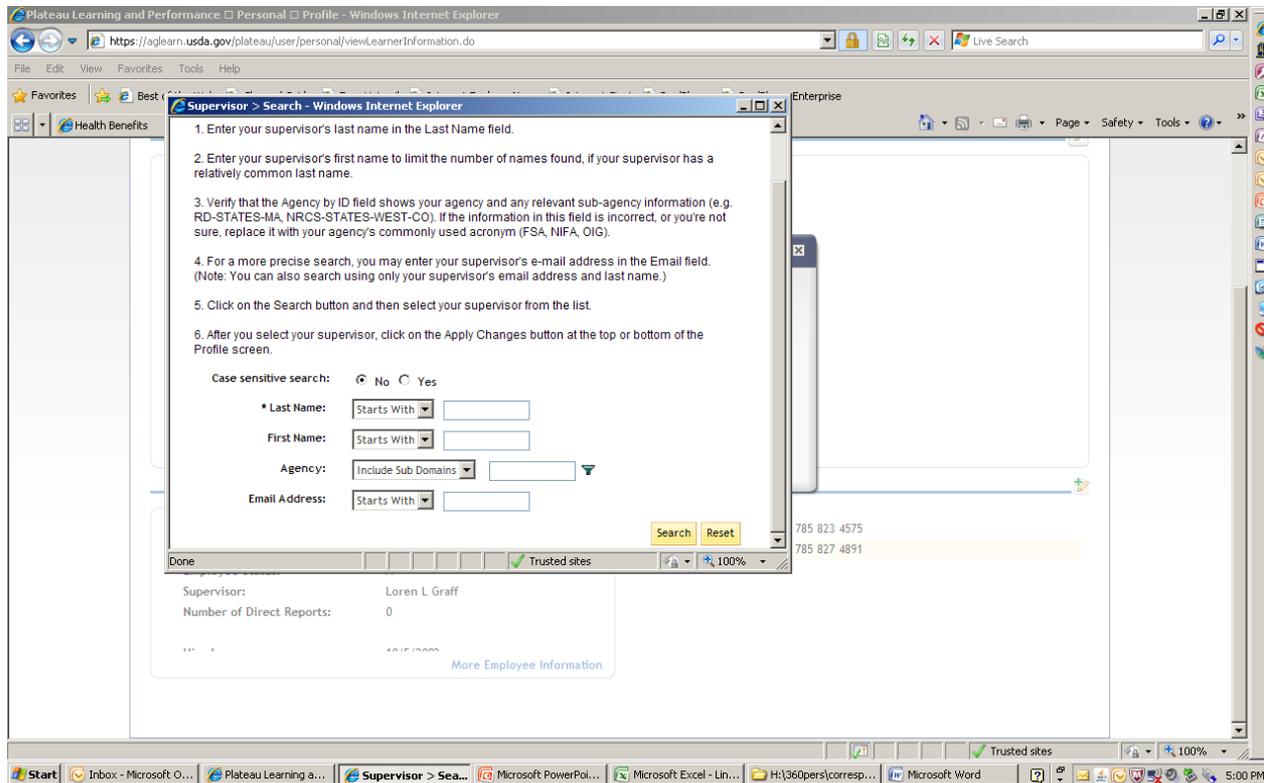
Work:	785 823 4575
home:	785 827 4891

If correct, proceed to slide 10.

The edit window pops up. Click on the magnifying glass next to supervisor.



Now you can perform a search for the correct supervisor by first and last name. If there is a supervisory change happening during the creation of an IDP, consult with your area office or acting supervisor for guidance on who to tag as the supervisor for this task.



Remember to go back and update the supervisor at a later date.

Click the select box next to the correct supervisor and SAVE the change.

The screenshot shows the 'Supervisor' selection window. A red arrow points to the 'Select' dropdown menu in the table below.

User ID	User Name	Email Address	Domain ID	Duty Station Description	Select
48198376	Barr, April G	April.Barr@usda.gov	NRCS-	NRCS-STATES-CENTRAL-	Select
			STATES-	KS	
			CENTRALKS		

Below the table, the current supervisor is listed as Loren L. Graff with 0 direct reports.

The screenshot shows the 'Edit Employee Information' dialog box for Shawna K. Carter. A red arrow points to the 'Supervisor' dropdown menu, which is currently set to 48198376. The 'Coach' field is empty.

*** Required Field(s)**
NOTE: Data entered here may be overwritten by the rightly HR feed. If a permanent change is required, please contact your HR representative.

Supervisor: 48198376
Coach: [Empty]

Buttons: Save, Cancel

Click the HOME button, and you are ready to proceed with the IDP.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Profile' page for Shawna K Carter on the aglearn+ website. The browser's address bar shows the URL: <https://aglearn.usda.gov/plateau/user/personal/viewLearnerInformation.do>. The page header includes the aglearn+ logo and navigation buttons for 'Home' and 'Catalog'. The 'Home' button is highlighted with a red arrow. The profile page content includes a 'Profile' section with a last update date of 1/17/2012, a message to contact a designated training officer for changes, and a status of '3 of 3 sections completed'. The 'Contact Information' section displays a placeholder for a photo, the name 'Shawna K Carter', and contact details: NRCS-STATES-CENTRAL-KS, USDA-SCS, 760 S BROADWAY, SALINA, KS 67401-0000, United States of America, and email shawna.carter@ks.usda.gov. Below this, the 'Employee Information' and 'Contact Numbers' sections are partially visible, showing fields for User ID, Employee Type, Work phone, and Home phone.

Section	Field	Value
Employee Information	User ID:	SC168265
	Employee Type:	1
Contact Numbers	Work:	785 823 4575
	home:	785 827 4891

Click on IDPs.

The screenshot shows a web browser window displaying the aglearn.usda.gov portal. The browser's address bar shows the URL: <https://aglearn.usda.gov/plateau/user/personal/landOnPortal/home.do#>. The page header includes the aglearn+ logo and navigation tabs for Home, My Employees, and Catalog. A user profile for Kathryn D Knox is visible, with a notification that her talent profile is incomplete. The main content area is divided into two sections: 'To-Do List' and 'Easy Links'. The 'To-Do List' section shows tasks due within a week and later. The 'Easy Links' section contains various navigation options, including Approvals, Reports, Completed Work, SF-182 Requests, News, Skills Inventory, IDPs, Start an Assessment, Record Learning, and User Settings. A red arrow points to the 'IDPs' link in the 'Easy Links' section. The 'Curricula' widget shows 0 overdue, 1 due in 30 days, and 2 due later. The 'Competencies' widget shows no assigned competencies. The 'Goals' widget shows a prompt to create a plan and establish goals. The 'Communities' widget shows a prompt to see what's happening in the forums. The taskbar at the bottom shows several open applications, including Intranet, my.NRCS, and Office Communicator.

Click on Create New Plan.

The screenshot shows a web browser window displaying the 'Plateau Learning and Performance' website. The page title is 'Plateau Learning and Performance Career My IDPs - Windows Internet Explorer'. The URL in the address bar is 'https://aglearn.usda.gov/plateau/user/performance/plan/viewAllLearnerIDPPlans.do?returnLink=%2Fplateau%2Fuser%2Fhome%2Ejsp%23page%3D00backMe%2F'. The page content includes a navigation menu with 'Home', 'My Employees', and 'Catalog'. Below the menu is a section titled 'My IDPs' with a 'Help' link. The text in this section reads: 'Below is a list of all your plans. To view a plan, choose the View Plan option for that plan. If you have permission and the plan is editable, choose the Edit Plan option for that plan. If you have permission and you want to begin the process of creating a new plan, choose the Create New Plan option.' Below this text is a warning: 'All training or activities entered and approved on an employee's Individual Development Plan (IDP) does NOT guarantee that training or activity will occur. All pre-approved development activities will be considered and authorized on a case-by-case basis under existing scheduling, budgetary and administrative parameters.' At the bottom of the section, it says 'There are no Plans available' and a yellow 'Create New Plan' button is visible. A red arrow points to this button. The Windows taskbar at the bottom shows various open applications and the system clock at 11:10 AM.

Type in the Plan Title using this format: (FY2012 Shawna Carter IDP).
This will enable supervisors to easily identify subordinate's plans.

Click on Select.

The screenshot shows a web browser window with the URL <https://aglearn.usda.gov/plateau/user/performance/plan/showAddlearnerIDPPlan.do>. The page title is "Plateau Learning and Performance Career Your Plan Create My Plan - Windows Internet Explorer". The main content area is titled "Create My Plan" and includes a "Plan Information" section. The form fields are as follows:

- Plan Title:
- Plan Period: [Select](#) [Clear](#)
- Plan Purpose:
- Effective Date: (MM/DD/YYYY)
- Expiration Date: (MM/DD/YYYY)

At the bottom right of the form are "Add" and "Reset" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Calculator, Internet Explorer, Office Communicator, Document1 - Microsoft ...), and the system tray with the time 11:36 AM.

Click on the appropriate Plan Period (select FY 2012).
Effective and expiration dates will automatically populate.

The screenshot displays the Plateau Learning and Performance web application. On the left, the 'Create My Plan' form is visible, with the 'Plan Title' set to 'Human Resources Manager'. The 'Plan Period' field is currently empty. Below it, the 'Effective Date' and 'Expiration Date' fields are also empty, with the format '(MM/DD/YYYY)' indicated. On the right, a search results window titled 'Date Periods' is open, showing a list of available plan periods. The list includes Calendar Year 2011, Calendar Year 2012, Fiscal Year 2011, Fiscal Year 2012, and their alternative versions. The 'FY2012' option is highlighted, indicating it is the selected plan period. The search results window also shows a 'Records per Page' dropdown set to 10 and a total of 6 records. The system's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Calculator, Internet Explorer, Office Communicator, Document1 - Microsoft ...), and the system clock showing 11:37 AM on 6/11/2011.

Create My Plan

You have chosen to create a new plan. Enter the ow

Plan Information

- Plan Title: Human Resources Manager
- Plan Period:
- Plan Purpose:
- Effective Date: (MM/DD/YYYY)
- Expiration Date: (MM/DD/YYYY)

Date Periods

Search Results

View Item Results

Date Period ID	Description	Select
CY2011	Calendar Year 2011	Select
CY2012	Calendar Year 2012	Select
FY2011	Fiscal Year 2011	Select
FY2011(alt)	Fiscal Year 2011 alternative	Select
FY2012	Fiscal Year 2012	Select
FY2012(alt)	Fiscal Year 2012 alternative	Select

Records per Page 10 (6 total records)

The Plan Purpose is not a required field and can be blank/or use Career Development.
Click on ADD.

The screenshot shows a web browser window titled "Plateau Learning and Performance Career Your Plan Create My Plan - Windows Internet Explorer". The address bar shows the URL: <https://aglearn.usda.gov/plateau/user/performance/plan/showAddlearnerIDPPlan.do>. The page header includes the "aglearn+" logo and navigation links for "Home", "My Employees", and "Catalog". The main content area is titled "Create My Plan" and contains the following form fields:

- Plan Title:** Human Resources Manager
- Plan Period:** Fiscal Year 2012 (with a "Select Clear" link)
- Plan Purpose:** Career Development
- Effective Date:** 10/1/2011 (format: MM/DD/YYYY)
- Expiration Date:** 9/30/2012 (format: MM/DD/YYYY)

At the bottom right of the form, there are two buttons: "Add" and "Reset". A red arrow points from the text "Click on ADD." to the "Add" button. Another red arrow points from the text "The Plan Purpose is not a required field and can be blank/or use Career Development." to the "Plan Purpose" field.

At this point you have created a shell for your IDP as it does not yet contain goals. Go to the next slide to add goals.

Plateau Learning and Performance Career My IDPs Goals - Windows Internet Explorer

File Edit View Favorites Tools Help

https://aglearn.usda.gov/plateau/user/performance/plan/viewLearnerPlan.do

Welcome Kathryn Knox | Search Catalog | Check System | Contact Us | Sign Out

aglearn+ adding to your knowledge

Home My Employees Catalog

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other Users Plans.

* = Required Fields

Plan Title: Human Resources Manager (Select Other Plan) Plan Period: Fiscal Year 2012 Select | Clear

* Plan Title: Human Resources Manager Plan Purpose: Career Development

Plan Status: Draft Version: 0 (current)

Effective Date: 10/1/2011 * Expiration Date: 9/30/2012

Print Plan List all Plans View/Add Notes Save Approve

Development

Title: Continued OJT Edit Description

Group By: Section Field Chooser New Goal

There are no Goals on this Plan Area. Please add new Goals by clicking the New Goal button.

Start | Inbox - Microsoft Outlook | Calculator | Internet Explorer | Office Communicator | Document1 - Microsoft ... | 11:41 AM

A goal is a measurable target you intend to reach within a certain period of time. In AgLearn+, goals are specific to professional development. Click on New Goal.

The screenshot shows the 'My Plans and Goals' page in the AgLearn+ system. The browser window title is 'Plateau Learning and Performance - Career - My IDPs - Goals - Windows Internet Explorer'. The URL is 'https://aglearn.usda.gov/plateau/user/performance/plan/viewLearnerPlan.do'. The user is logged in as Kathryn Knox. The page has a green header with the AgLearn+ logo and navigation tabs for Home, My Employees, and Catalog. The main content area is titled 'My Plans and Goals' and contains a detailed form for creating or editing a plan. The form includes fields for Plan Title, Plan Period, Plan Purpose, Plan Status, Effective Date, and Expiration Date. Below the form, there is a 'Development' section with a 'Title' field containing 'Continued OJT' and a 'Group By' dropdown set to 'Section'. A message at the bottom of the form states: 'There are no Goals on this Plan Area. Please add new Goals by clicking the New Goal button.' The Windows taskbar at the bottom shows the Start button, Microsoft Outlook, Calculator, Internet Explorer, Office Communicator, and a Microsoft Word document.

Plateau Learning and Performance - Career - My IDPs - Goals - Windows Internet Explorer

File Edit View Favorites Tools Help

https://aglearn.usda.gov/plateau/user/performance/plan/viewLearnerPlan.do

Welcome Kathryn Knox | Search Catalog | Check System | Contact Us | Sign Out

aglearn+ adding to your knowledge

Home My Employees Catalog

My Plans and Goals

The details of this plan are shown below. You may add or edit Goals to the Plans. You may add or edit supporting Activities for those Goals. You must submit the Plan for Approval. Once your Plan is approved by your Supervisors, you will be allowed to update the status of Goals and Activities. Only approved Goals and Activities are reflected in the Performance Review. You may view or add notes to this Plan at any time. To select another plan, hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other Users Plans.

* = Required Fields

Plan Title : Human Resources Manager (Select Other Plan) Plan Period : Fiscal Year 2012 Select | Clear

* Plan Title : Human Resources Manager Plan Purpose : Career Development

Plan Status : Draft Version : 0 (current)

Effective Date : 10/1/2011 * Expiration Date : 9/30/2012

Print Plan List all Plans View/Add Notes Save Approve

Development

Title : Continued OJT Save Cancel Add Description

Group By : Section Field Chooser New Goal

There are no Goals on this Plan Area. Please add new Goals by clicking the New Goal button.

Done

Start Inbox - Microsoft Outlook Calculator 5 Internet Explorer Office Communicator Document1 - Microsoft ... 11:40 AM

The goal type defaults to “other.” Goal name and target date are required. The goal name should be unique, goal specific, and state what you hope to accomplish (i.e., become more effective in written communications). Target dates for all goals should not exceed 9/30/2012. Click on new goal if you would like to add another one.

Plateau Learning and Performance Career My IDPs Goals - Windows Internet Explorer

File Edit View Favorites Tools Help

https://aglearn.usda.gov/plateau/user/performance/plan/viewLearnerPlan.do

Welcome Kathryn Knox | Search Catalog | Check System | Contact Us | Sign Out

Home My Employees Catalog

Add Goal to Plan

— Back Help

You have chosen to add a goal to your Plan. Enter the details for the goal below or use the Goal Wizard, then choose Save to add the goal to your plan. To cancel, choose the Back option.

You can fill out the Goal Details section below to add an ad-hoc Goal. If you would like instead to add Goals based on your competencies, add goals for a targeted job position, copy goals from other plans or even to adopt another user's Goals then use the Goal Wizard

Human Resources Manager

Plan Period: FY2012
Plan Purpose: Career Development
Expiration Date: 9/30/2012
Effective Date: 10/1/2011

Goal Wizard

* = Required Fields

Goal Details

Goal Type: Other Finished Save and Add Another Cancel

Goal Number:

* Goal Name:

Goal Description:

Goal Category:

Career Goal: Select | Clear

Section:

Priority:

* Target Date:

Target Value:
(1000,001)

Stretch Value:
(1000,001)

Done

Start | Inbox - Microsoft Outlook | Calculator | 5 Internet Explorer | Office Communicator | Document1 - Microsoft ... | 11:43 AM

If you do not want to add activities to your IDP at this time, or if you are an employee who is at full performance and a goal of continued OJT is the extent of the IDP, click FINISHED.

When the page refreshes it will contain a message that the plan contains changes that have not been approved. This is normal, as the plan is currently in draft format.

The screenshot shows a web browser window titled "Plateau Learning and Performance Career My IDPs Goals - Windows Internet Explorer". The address bar shows the URL "https://aglearn.usda.gov/plateau/user/performance/plan/viewLearnerPlan.do". The page header includes the "aglearn+" logo and navigation tabs for "Home", "My Employees", and "Catalog". The main content area is titled "Add Goal to Plan" and contains the following text:

You have chosen to add a goal to your Plan. Enter the details for the goal below or use the Goal Wizard, then choose Save to add the goal to your plan. To cancel, choose the Back option.
You can fill out the Goal Details section below to add an ad-hoc Goal. If you would like instead to add Goals based on your competencies, add goals for a targeted job position, copy goals from other plans or even to adopt another user's Goals then use the Goal Wizard

Human Resources Manager
Plan Period: FY2012
Plan Purpose: Career Development
Expiration Date: 9/30/2012
Effective Date: 10/1/2011

Goal Wizard

* = Required Fields

Goal Details

Goal Type: Other Finished Save and Add Another Cancel

Goal Number:

Priority:

* Goal Name:

* Target Date:

Goal Description:

Target Value:

Stretch Value:

Goal Category:

Career Goal: Select | Clear

Section:

The "Finished" button is highlighted with a red arrow.

The final step is to submit the plan for the supervisor's approval. Click on Submit for Approval.

The plan is not complete until the supervisor has approved the plan!

The screenshot shows a web browser window displaying the AgLearn+ Individual Development Plan (IDP) creation interface. The page is titled "Submit Your IDP for Approval Guide Me" and features the AgLearn+ logo and navigation tabs for "Home" and "Catalog". A green callout box highlights the "Submit for Approval" button and contains the following text:

The My Plans and Goals page appears with Development as the active tab.
Note: Shortly after you submit an IDP, you will receive a copy of an email AgLearn+ sent to your supervisor informing him or her that he or she has an IDP to review.
Click Submit for Approval.

The interface includes a navigation menu, a search bar, and a table of goals. The table below shows a single goal entry:

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
+ Write useful and concise reports by using Excel	6/30/2011	High Priority		View/Add Notes	

The page footer indicates "Lesson #2 Page: 13 of 28" and includes "Back" and "Next" navigation buttons. The taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft...", "Plateau Learning...", "Google - Window...", "Courseware Play...", "Individual Deve...", "AgLearn+ IDP cre...", and "Microsoft PowerP...".

You will receive a copy of an email to your supervisor that an IDP has been created and is awaiting review.

If you would like to add activities as this time, go to the next slide.

To add activities to your goals, expand the + icon to the left of the goal.

core and IDP.ppt [Compatibility Mode] - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Acrobat

Individual Development Plan - Windows Internet Explorer

USDA | aglearn+ adding to your knowledge | Individual Development Plan

Search for and Add an Internal Activity to an IDP Goal You Created Guide Me

hover your mouse over the image by the side of the current plan Title and select a different Plan. If you have been designated as a Coach, you may view / update or add other User's Plans.

Plan Title : CY2011 Mike Georgia IDP (Select Other Plan)
Plan Period : Calendar Year 2011

Plan Status: Active/Approved (Expires 283 days from now) +
Effective Date: 1/1/2011
Plan Purpose :
Version : 1 (current)
Expiration Date: 12/31/2011

Print Plan List all Plans View/Add Notes

Development

Title: Add Description

Group By: Section View Changes? No Field Chooser New Goal

Section Name: None(1)

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
+ Write useful and concise reports by using Excel charts to illustrate data	6/30/2011	High Priority		View/Add Notes Move Goal Edit	

To the left of the first goal, click the Expand (+) icon.

Menu Glossary Help Lesson #2 Page: 17 of 28 Back Next

Click to add notes

Slide 21 of 25 "Office Theme"

Start | Inbox - Microsoft Outlook | Plateau Learning and Per... | Courseware Player - Win... | Individual Developme... | Microsoft PowerPoint - [c... | 9:43 AM

Click on Add Activity.

The screenshot shows a web browser window displaying the 'Individual Development Plan' interface. The page title is 'Search for and Add an Internal Activity to an IDP Goal You Created Guide Me'. The interface includes a header with the USDA and aglearn+ logos, and a navigation menu at the bottom with 'Menu', 'Glossary', 'Help', 'Lesson #2', 'Page: 17 of 28', 'Back', and 'Next'.

The main content area shows a 'Development' section with a 'Title' field and an 'Add Description' button. Below this, there is a 'Group By' dropdown set to 'Section' and a 'View Changes?' dropdown set to 'No'. A 'Field Chooser' and 'New Goal' button are also present.

The 'Section Name: None(1)' section is expanded, showing a goal: 'Write useful and clear charts to illustrate data'. The goal has two sub-sections: 'Details' and 'Activities (0)'. The 'Activities (0)' sub-section is highlighted, and a callout box with a green background and a red arrow points to the 'Add Activity' button. The callout box contains the text: 'The goals section refreshes showing the Details and Activities sub-sections of the goal. Notice the Activities sub-section indicates there are no activities specified for the goal. Click Add Activity.'

At the bottom of the page, there is a 'CLICK TO add notes' link.

If the activity is an internal activity, like an online course in AgLearn (i.e., learning more about Excel Spreadsheets) select “search for activity.” A simple catalog search box appears. Uncheck all boxes except “online,” type Excel, for example, in the keywords field, and click search.

The screenshot displays the 'Individual Development Plan' web application. The main heading is 'Search for and Add an Internal Activity to an IDP Goal You Created Guide Me'. The interface includes a navigation menu on the left with slide thumbnails (20-24) and a top navigation bar with 'Menu', 'Glossary', and 'Help'. The main content area features a form for plan details, a table of goals, and a pop-up menu for adding or searching for activities.

Plan Details:

- Plan Status: Active/Approved (Expires 283 days from now)
- Effective Date: 1/1/2011
- Plan Purpose: [Dropdown]
- Version: 1 (current)
- Expiration Date: 12/31/2011

Buttons: Print Plan, List all Plans, View/Add Notes

Development Section:

- Title: [Text Field] Add Description
- Group By: Section View Changes? No Field Chooser New Goal

Section Name	Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
None(1)	Write useful and concise reports by using Excel charts to illustrate data	6/30/2011	High Priority		View/Add Notes Move Goal Edit Add Activity Create New Activity Search for Activity	

Pop-up Menu:

A pop-up menu appears which provides you the option of creating a new activity or searching for an activity. Since you are adding an internal activity, you will search for the activity.

Select the Search for Activity link.

Footer: Lesson #2 Page: 17 of 28 Back Next

This brings up a list of the Excel training available online. Click select beside the one that applies to your needs and click ADD.

The screenshot shows a Microsoft PowerPoint presentation window titled 'core and IDP.ppt [Compatibility Mode] - Microsoft PowerPoint'. The main content is a web browser window displaying the 'Individual Development Plan' website. The website header includes the USDA logo and 'aglearn+ adding to your knowledge'. The page title is 'Individual Development Plan' and the main heading is 'Search for and Add an Internal Activity to an IDP Goal You Created Guide Me'. The search criteria are: Item Type: Instructor-Led Online Other Blended (Select one or more); Keywords: 'excel charts'; Exact Phrase: . The search results table is as follows:

Title	Compete	Select
Advanced Formatting in Excel 2007		<input type="checkbox"/>
ECDL/ICDL 4 Module 4: Spreadsheets - Printing and Using Charts in Excel 2003	Technology Application (5)	<input type="checkbox"/>
Excel 2007 Charts, Pictures, Themes, and Styles		<input type="checkbox"/>
Importing and Exporting Data and Data Presentation in Access 2007		<input type="checkbox"/>
Microsoft Office Excel 2003 Fast & Easy		<input type="checkbox"/>
MS Excel 2002 Proficient User		<input type="checkbox"/>
PivotTables and PivotCharts in Excel 2010		<input type="checkbox"/>
Using Tables, Charts, and Graphics in Word 2007		<input type="checkbox"/>
Working with Pivot Tables and Charts in Microsoft Office Excel 2007		<input checked="" type="checkbox"/>
Working with Tables, Charts, and Diagrams in Microsoft Office PowerPoint 2007		<input type="checkbox"/>

At the bottom of the search results, it says 'Records per Page 10 (10 total records)' and 'Select All / Deselect All'. There are 'Add' and 'Cancel' buttons at the bottom right of the search results area. A red arrow points to the 'Add' button. A green callout box with the text 'Click Add.' is positioned over the 'Add' button. The PowerPoint slide number is 24 of 28, and the page number is 17 of 28. The taskbar at the bottom shows the Start button and several open applications including 'Inbox - Microsoft Outlook', 'Plateau Learning and Per...', 'Courseware Player - Win...', 'Individual Developme...', and 'Microsoft PowerPoint - [c...'. The system clock shows 9:54 AM.

If the activity is not available in AgLearn it is an external activity. You will typically get these from the Core Curriculum unless another course is identified by you and your supervisor as necessary for your current position.

Click on “create new activity.”

Individual Development Plan - Windows Internet Explorer

USDA | aglearn+ adding to your knowledge | Individual Development Plan

Search for and Add an Internal Activity to an IDP Goal You Created Guide Me

Plan Status: Active / Approved (Expires 283 days from now) +
Effective Date: 1/1/2011
Plan Purpose: Version: 1 (current)
Expiration Date: 12/31/2011

Print Plan | List all Plans | View/Add Notes

Development

Title: Add Description

Group By: Section View Changes? No Field Chooser New Goal

Section Name	Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
None(1)	Write useful and concise reports by using Excel charts to illustrate data	6/30/2011	High Priority		View/Add Notes Move Goal Edit	

+ Details
- Activities (0)
There are no activities specified for this Goal.

A pop-up menu appears which provides you the option of creating a new activity or searching for an activity. Since you are adding an internal activity, you will search for the activity.
Select the Search for Activity link.

Activity
Create New Activity
Search for Activity

Menu | Glossary | Help | Lesson #2 Page: 17 of 28 | Back | Next

Click to add notes

Slide 22 of 26 "Office Theme"

Start | Inbox - Microsoft Outlook | Plateau Learning and Per... | Courseware Player - Win... | Individual Developme... | Microsoft PowerPoint - [c... | 9:46 AM

How to Access Kansas Core
Curriculum to assist with
Creation/Modification of
Individual Development Plans

Go to: <http://www.ks.nrcs.usda.gov/>

United States Department of Agriculture
NRCS Natural Resources Conservation Service
Kansas

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Employee Directory
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Farm Bill
Kansas Maps
Kansas Technical Committee
Photo Gallery
Publications
Site Map
Soils MLRA #5
Technical Service Provider Registry (TechReg)
Web Soil Survey
You Tube
USDA Blog
Find a Service Center

USDA 150 YEARS 1862-2012

Kansas CONSERVATION PLANNING Our Purpose. Our Passion.
[Information on Conservation Planning](#)

Welcome to the NRCS **Kansas** state web site.

Missouri River Floodplain Farmers in Five States Eligible for Wetland Restoration Assistance through USDA and The Nature Conservancy
Kansas state conservationist Eric B. Banks, with the USDA NRCS announced that Kansas landowners affected by 2011 Missouri River flooding may be eligible for wetland restoration assistance from the Wetlands Reserve Enhancement Program through a five-state project sponsored by The Nature Conservancy. **Deadline to apply for this assistance is Friday, May 4.** [...More Info](#)

Final Applications for NRCS Organic Initiative Due June 1
NRCS State Conservationist Eric B. Banks, Salina, reminds potential applicants to contact their local NRCS field office soon to find out if they are eligible for the agency's Organic Initiative. Applications for the final ranking period of 2012 are due at NRCS offices by close of business on **June 1, 2012.** [...More Info](#)

Working Lands for Wildlife Signup Announced for Lesser Prairie-Chicken
USDA Secretary Tom Vilsack and Secretary of the Interior Ken Salazar recently announced the Working Lands for Wildlife (WL4W) partnership that creates a \$33 million partnership with farmers, ranchers, and forest landowners to use innovative approaches to restore and protect the wildlife habitats for seven identified species in specific geographic areas. A cutoff date of **Monday, April 30**, has been set to rank eligible applications for funding in the first sign-up period. [...More Info](#)

USDA Provides Disaster Recovery Assistance for 2 Projects in Kansas
Agriculture Secretary Tom Vilsack recently announced \$19.7 million of financial and technical assistance to help communities rebuild and repair damages caused by flooding, drought, and other natural disasters. Funds are made available through the NRCS Emergency Watershed Protection (EWP) Program. [...More Info](#)

Information About:
Soils
Water
Air
Plants
Animals

Information For:
Communities
Farmers and Ranchers
Homeowners
Kansas NRCS Employees
Kansas Service Center Employees
Policy Makers
Teachers and Students
Urban Conservation
Volunteers

KNOW YOUR FARMER KNOW YOUR FOOD

THE PEOPLE'S GARDEN

Last Modified: 04/27/2012

Start Inbox - Microsoft Outlook Calculator Internet Explorer Office Communicator AgLearn+ IDP creation.d... Local intranet 100% 11:58 AM

Click on Kansas NRCS Employees.

Click on Human Resources Management.

Intranet | Kansas NRCS - Windows Internet Explorer

File Edit View Favorites Tools Help

http://www.ks.nrcs.usda.gov/intranet/ Live Search

Human Resources Managem... Intranet | Kansas NRCS

United States Department of Agriculture
NRCS Natural Resources Conservation Service
Kansas

Kansas Home About Us News Programs Technical Resources Partnerships Contact Us

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Kansas
Enter Keywords GO

Employee Intranet
Audio-Visual Media for Loan
Civil Rights Advisory Committee
Earth Team
Forms
Human Resources Management
Kansas Directives
Kansas Management Team Meetings
Logos and Stationery
My.NRCS
National Directives
Outreach
Posted Materials
PowerPoint Presentations
PowerPoint Templates
Safety and Health
Travel Information

Kansas Employee Directory
USDA Employee Directory
Find a Service Center

Kansas NRCS Intranet

The pages within this section are for Kansas NRCS Employees Only.

Directives

- Kansas
- National

Documents on this page require [Adobe Acrobat](#) or [Microsoft Word](#).

Plans and Guides

- [Annual IT Security Review and Risk Assessment](#) (DOC; 174 KB)
- [Civil Rights Compliance Review Guide](#) (DOC; 1 MB)
- [Kansas Emergency Recovery Plan for the Emergency Watershed Protection \(EWP\) Program](#) (PDF; 698 KB)
- [Kansas Fiscal Year 2012 Business Plan](#) (PDF; 94 KB)
- [Kansas Quality Assurance Plan](#)
- [Kansas USDA Human Pandemic Plan](#) (PDF; 341 KB)
- [Management and Administrative Review Guide for Kansas NRCS Area Offices](#) (DOC; 157 KB)
- [Management and Administrative Review Guide for Kansas NRCS Field Offices](#) (DOC; 105 KB)

Information for Employees

- [Access Procedures for Computer Resources](#)
- [Acronym List](#) (PDF; 62 KB)
- [Audio-Visual Media for Loan](#)
- [Civil Rights Advisory Committee](#)
- [Earth Team](#)
- [Ethics](#)
- [Forms](#)
- [Human Resources Management](#)
- [Kansas Efficiency Suggestions](#) (PDF; 49 KB)
- [Kansas Management Team Meetings](#)
- [Kansas State Office Contacts](#) (PDF; 238 KB)
- [LinkPass Information](#)
- [Logos and Stationery](#)
- [Outreach](#)

Links

- [Employee Assistance Program \(EAP\)](#)
- [Ethics Office](#)
- [Federal Register](#)
- [Kansas NRCS SharePoint](#)
- [National Outreach Share Point Site](#)
- [NRCS Distribution Center \(formerly called LANDCARE\)](#)
- [My.NRCS](#)
- [Outreach Survey FY2012](#)

Done

Local intranet 100%

Start Inbox - Microsoft Outlook Calculator Internet Explorer Office Communicator AgLearn+ IDP creation.d...

11:59 AM

Scroll down until you can see Training .

The screenshot shows a Windows Internet Explorer browser window displaying the Human Resources Management website for Kansas NRC5. The browser's address bar shows the URL: http://www.ks.nrcs.usda.gov/intranet/human_resources.html. The website header includes the United States Department of Agriculture logo and the text "Natural Resources Conservation Service" and "Kansas". A navigation menu at the top lists: Kansas Home, About Us, News, Programs, Technical Resources, Partnerships, and Contact Us. On the left side, there is a search box with "Kansas" entered and a "GO" button. Below the search box is an "Employee Intranet" section with a list of links: Audio-Visual Media for Loan, Civil Rights Advisory Committee, Earth Team, Forms, Human Resources Management, Kansas Directives, Kansas Management Team Meetings, Logos and Stationery, My.NRCS, National Directives, Outreach, Posted Materials, PowerPoint Presentations, PowerPoint Templates, Safety and Health, and Travel Information. The main content area is titled "Human Resources Management" and contains several sections: "Documents on this page require Adobe Acrobat, Microsoft Word, or Microsoft PowerPoint."; "Articles of Interest" with links to "Consumer-Driven Care" and "Manage Yourself"; "Employee Benefits" with a list of links including "Electronic Official Personnel Folder (eOPF)", "Employee Questions/Concerns - Summary and Guidance", "Employee Assistance Program (EAP)", "FHB Health Benefits", "Federal Retirement Program", "Government Employment Opportunities", "EmpowHR (formerly called iCAMS/HRIS)", "Leave (PPT; 284 KB)", "OPM - Office of Personnel Management", "Social Security Administration", and "Thrift Savings Plan"; "EmpowHR" with a paragraph about downloading documents and a list of links: "Performance Standards - Rater, Reviewer, Employee Process (PPT; 5 MB)", "Performance Standards - Employee Process Only (PPT; 1.5 MB)", "Performance Standards - Changes to Plan (PPT; 1 MB)", "Navigating the Employee Recognition Program in EmpowHR (PPT; 827 KB)", and "Conducting Mid-Year Reviews (PPT; 596 KB)"; and a section for "The following document requires Adobe Acrobat." with a link to "EmpowHR Documenting Progress Reviews (PDF; 1.7 MB)". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Calculator, Internet Explorer, Office Communicator, and AgLearn+ IDP creation.d...), and the system tray with the time 12:00 PM.

Click on [Core Curriculum](#) (PDF; 350 KB) **Updated 4/2010**

Human Resources Management | Kansas NRC5 - Windows Internet Explorer

File Edit View Favorites Tools Help

http://www.ks.nrcs.usda.gov/intranet/human_resources.html

Live Search

Human Resources Manag... Human Resources Manag... x

USDA Employee Directory

Find a Service Center

The following documents require [Microsoft PowerPoint](#). Click on the link below and select the option to save the file. After the file is downloaded, choose the option to open to view the presentation.

- [Performance Standards - Rater, Reviewer, Employee Process](#) (PPT; 5 MB)
- [Performance Standards - Employee Process Only](#) (PPT; 1.5 MB)
- [Performance Standards - Changes to Plan](#) (PPT; 1 MB)
- [Navigating the Employee Recognition Program in EmpowHR](#) (PPT; 827 KB)
- [Conducting Mid-Year Reviews](#) (PPT; 596 KB)

The following document requires [Adobe Acrobat](#).

- [EmpowHR Documenting Progress Reviews](#) (PDF; 1.7 MB)
- [EmpowHR Performance Summary Rating Process](#) (PDF; 2.5 MB)

Employee Personal Page (EPP)

- [Employee Personal Page Manual](#) (PDF; 9.5 MB)
- [Employee Personal Page Orientation](#)

On-the-Job Injuries

- [Contact Information](#)
- [QWCP - Tips for Timekeeping](#)

Position Descriptions

- [Kansas Position Descriptions by Series](#)

Tour of Duty

- [Guide for Determining Time Worked Outside Regular Tour of Duty](#) (PDF; 26 KB)

Training

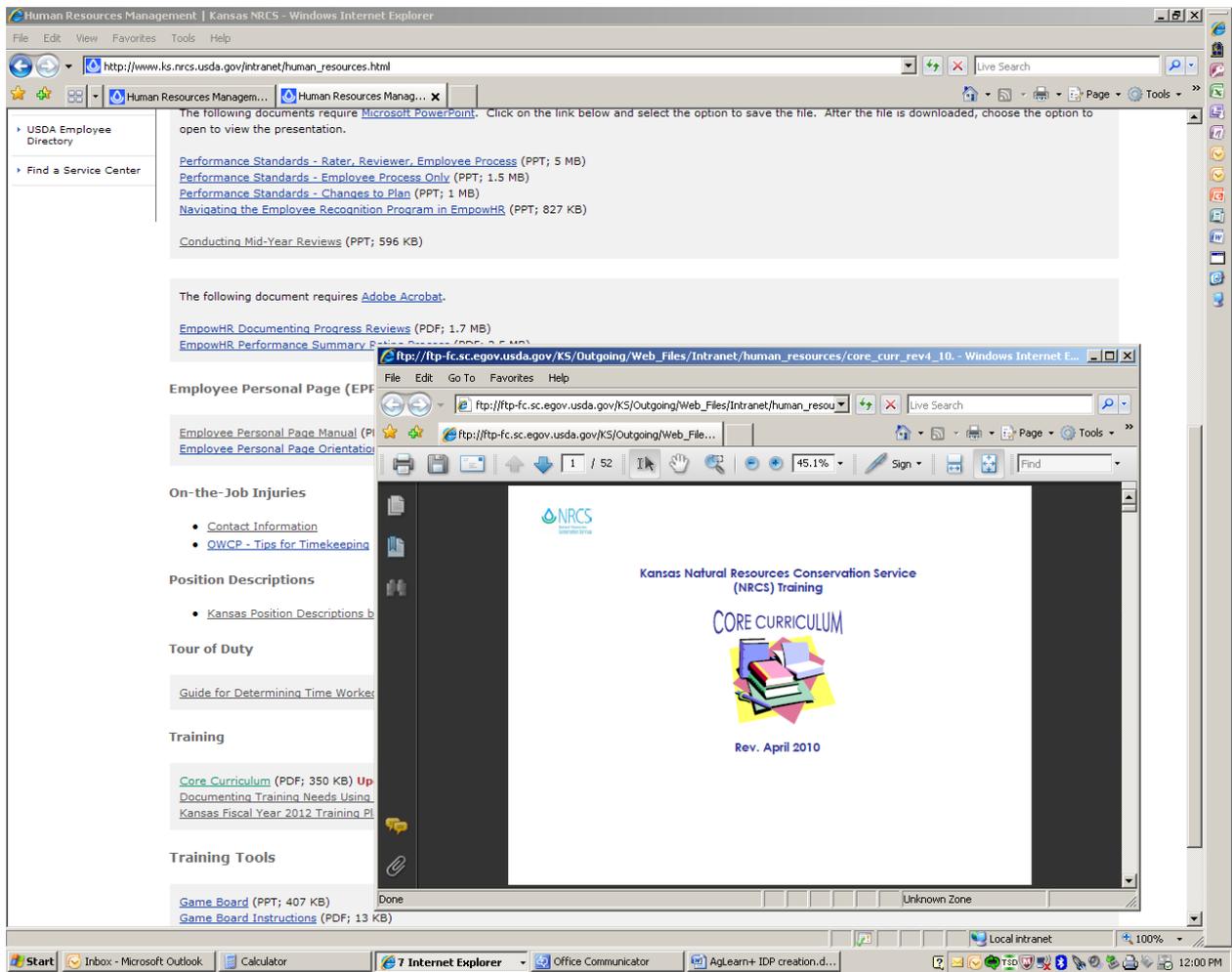
- [Core Curriculum](#) (PDF; 350 KB) **Updated 4/2010**
- [Documenting Training Needs Using AqLearn - Creating an Individual Development Plan](#) (PDF; 120 KB)
- [Kansas Fiscal Year 2012 Training Plan](#) (PDF; 63 KB)

Training Tools

- [Game Board](#) (PPT; 407 KB)
- [Game Board Instructions](#) (PDF; 13 KB)

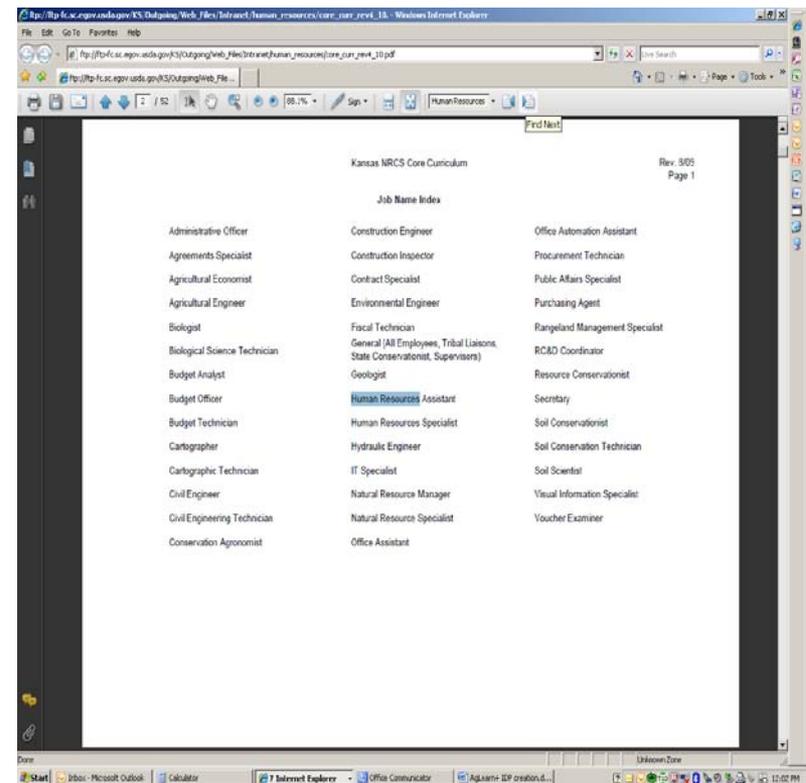
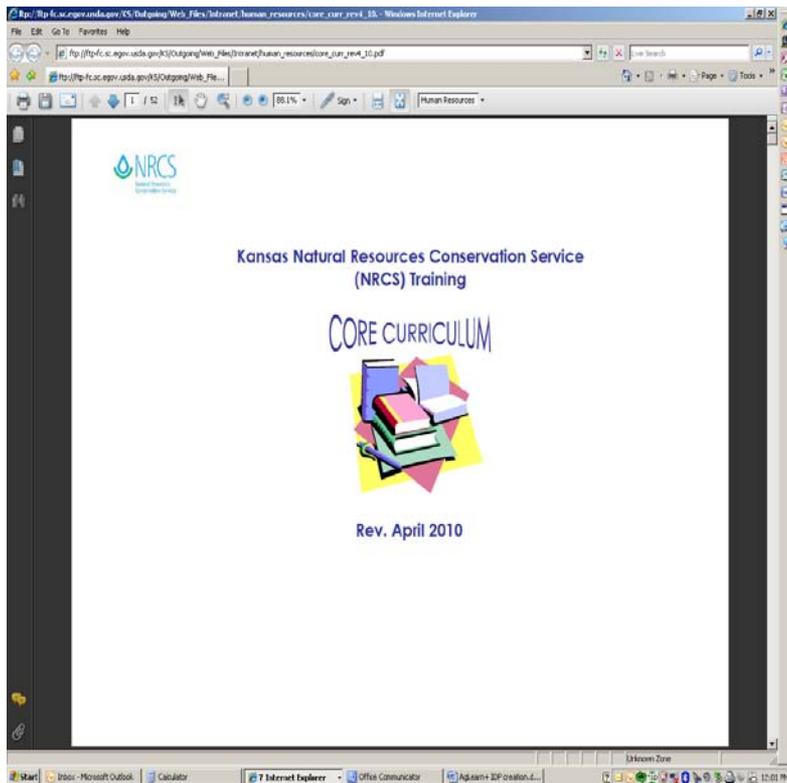
Local intranet 100%

Start Inbox - Microsoft Outlook Calculator 6 Internet Explorer Office Communicator AqLearn+ IDP creation.d... 12:00 PM



Maximize the new window.

Hold down Ctrl and F keys to activate the search field. Type in Job Name Index and enter.
Find your job name from those listed and enter it in the search field.
Press “Enter” until you reach the page corresponding to your job name (series, grade for IDP being created/modified).



Use this information to add EXTERNAL activities to your goals in the IDP.

Important: Copy and paste the course title into the IDP.

Kansas NRCS Core Curriculum
Rev. 8/09
Page 24

Job Name - HUMAN RESOURCES SPECIALIST

Series	Grade	Course Title	Timeline - months	Source
0201	9	Job Analysis and Knowledge, Skills, and Ability (KSA)	6	USDA Grad School
		Examining	6	OPM
		Delegated Examining Unit Training	6	OPM
		Basic Position Classification	12	USDA Grad School
		Qualification Analysis	12	USDA Grad School
		Basic Staffing and Placement	12	USDA Grad School
		11 Basic Employee Relations	6	USDA Grad School
		Advanced Position Classification	12	USDA Grad School
		Basic Equal Employment Opportunity (EEO) Counseling	12	USDA Grad School
		Position Management	12	USDA Grad School
		Advanced Employee Relations	18	USDA Grad School
		Adverse and Performance-Based Actions	24	USDA Grad School
		12 Alternative Dispute Resolution	6	USDA Grad School
		Managing Workforce Diversity	12	USDA Grad School
		Advanced EEO Counseling	12	USDA Grad School
		Human Resources Management for Supervisors and Managers	12	USDA Grad School

See the "General" tab for additional required courses.
See the "Sources" tab for an explanation of the sources listed for course completion.

If employee is at Full Performance, a goal of continued OJT may be the extent of the IDP.

The Add Activity box appears. Copy and paste the name of the activity from the Core Curriculum, assign a target date, and click ADD.

The Add Activity window appears. This is where you capture information for an external activity you want to add to a goal. Notice the activity type is external. Let's provide a name for the activity. Click in the Activity Name field.

Menu Glossary Help Lesson #2 Page: 18 of 28 Back Next

Continue this process until all the desired activities have been added to each goal.

The final step is to submit the plan for the supervisor's approval. Click on Submit for Approval. You will receive a copy of an email from AgLearn+ that your Supervisor has been notified of a plan awaiting their review. The plan is not complete until the supervisor has approved the plan!

The screenshot shows the AgLearn+ Individual Development Plan (IDP) creation interface. The page is titled "Submit Your IDP for Approval Guide Me" and features the AgLearn+ logo and navigation tabs for "Home" and "Catalog". The main content area is titled "My Plans and Goals" and contains a "Development" tab. A red arrow points to the "Submit for Approval" button. A text box explains that the "My Plans and Goals" page appears with "Development" as the active tab and that users will receive an email from AgLearn+ after submission.

The "My Plans and Goals" section includes the following information:

- Plan Title: CY2011 Mike Georgia IDP (Select Other Plan)
- Plan Status: Draft
- Effective Date: 1/1/2011
- Expiration Date: 12/31/2011

The "Development" section includes a table with the following data:

Goal Name	Target Date	Priority	Percent Toward Target	Action	Remove
Write useful and concise reports by using Excel	6/30/2011	High Priority		View/Add Notes	

For questions regarding this process contact:

Shawna Carter-785-823-4513 (shawna.carter@ks.usda.gov)

Deann Knox-785-823-4522 (deann.knox@ks.usda.gov)