

## Registering for One Health Learning Experience in AgLearn Job Aid

**Introduction:** This job aid was created to assist detail applicants, supervisors, and AgLearn Administrators in learning the process for registering, approving, and recording detail assignments using the One Health Learning Experience AgLearn Item.

### For Detail Applicants

1. Log in to your AgLearn account at [www.aglearn.usda.gov](http://www.aglearn.usda.gov)
2. Click on “Catalog” then “Simple catalog search”.
3. In the search box type in “One Health Learning Experience” and hit search.
4. Click on the little blue arrow to the left of the course name.

#### Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords:   Exact Phrase

Curricula  Instructor-Led  Online  Blended  Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

#### Catalog Search Results

Title	Type	Price (\$)	Status	Action
One Health Learning Experience		--	--	<input type="button" value="Add to Learning Plan"/>

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5. A registration button will appear. Click on “Register”.

#### Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords:   Exact Phrase

Curricula  Instructor-Led  Online  Blended  Other (Select one or more)

Below are the results of your Search. Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search using the search form above.

#### Catalog Search Results

Title	Type	Price (\$)	Status	Action												
One Health Learning Experience		--	--	<input type="button" value="Add to Learning Plan"/>												
<table border="1"><thead><tr><th>Start Date/Time</th><th>Duration</th><th>Facility &amp; Location</th><th>Available Enrollment Seats</th><th>Price (\$)</th><th>Action</th></tr></thead><tbody><tr><td>9/20/2010 12:00 PM America/New York</td><td>8 hours</td><td>-</td><td>unlimited</td><td>0.00</td><td><input type="button" value="Register"/></td></tr></tbody></table>					Start Date/Time	Duration	Facility & Location	Available Enrollment Seats	Price (\$)	Action	9/20/2010 12:00 PM America/New York	8 hours	-	unlimited	0.00	<input type="button" value="Register"/>
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**Note:** Please ignore the dates and time listed as a default for the course.

6. A confirmation page will come up reminding you that this course will need approval and ask if you would like to proceed. Click “Yes”.
7. Because there is only one “AgLearn Course” to represent so many individual details, IT IS IMPORTANT TO FILL IN YOUR INDIVIDUAL DETAIL PARTICULARS INTO THE COMMENTS BOX AT THE REGISTRATION PAGE.

**Note: Please ignore the dates and time listed as a default for the course. Your course dates and time will be captured from the comments field.**

### Registration

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous](#) [Confirm](#)

**Offering**

One Health Learning Experience  
Detail APHIS-VS-1067  
Revision: 1 - 12/8/2009 10:57 PM America/New York  
Start Date: 9/20/2010 12:00 PM America/New York  
End Date: 9/20/2010 08:00 PM America/New York  
Capacity: 0 enrolled, 0 waitlisted  
Price (\$): 0.00

**Approval Steps**

Approval Step	Approvers
Supervisor	Supervisor Level 1 (Show All)

**Registration Comments**

User Name: White, Leon  
Registration Status: PENDING (Pending)

Comments:

[Previous](#) [Confirm](#)

8. Press the “Confirm” button.
9. Your registration is complete.

## For Supervisors

After you receive the registration notification, have logged into AgLearn, and have gone into your approvals section; follow the instructions below:

1. To gain information on the detail that is being requested, click on the course “One Health Learning Experience”.

### Pending Reviews and Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) **Training (1)**

**Training**

▼ Internal Training (1)

Enter Reasons for Approvals or Denials  All  Direct Reports Only [Next](#)

User Name	Title	Price (\$)	Type	Action [Approve All / Deny All]
Love, Alicia D	One Health Learning Experience	0.00	ENROLLMENT	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

▼ External Training (0)

No items were found using this search criteria.  All  Direct Reports Only

- To get the specific dates and location for the individual detail, click the arrow to the left of the word “Comments”.

### Scheduled Offering Details

[← Back](#)

**Offering of One Health Learning Experience**

**▼ Summary Information**

One Health Learning Experience  
Scheduled Offering ID: 16836

Item Description: Assignment Description: A detail for VS employees (GS 7-14) in conjunction with the VS 2015 One Health initiative. Detail will focus on activities that promote animal or human health or the well-being of ecosystems around them and will be involved with other One Health partner agencies or organizations. The target agencies or organizations may include other government agencies, tribal entities, academic centers and private industry. These assignments offer leadership experiences and enhance professional skills. The VS Management Team supports and encourages personnel to identify and participate in these opportunities, as part of our VS 2015 One Health initiative and Individual Development Plan activities. Employees will gain exposure to missions, goals, and responsibilities of other organizations or agencies that partner with VS; foster One Health collaboration and linkages across disciplines; and increase both personal and program knowledge and understanding within VS and between VS and other agencies or organizations. These informal learning experiences are focused on one or two objectives and will be 2 week maximum. Examples of potential assignments: assisting with an outbreak investigation, helping to collect data or specimens for a wildlife disease study conducted through another agency, or learning a new laboratory technique at a University facility. If personnel from another agency or organization would like to participate in a detail/exchange with VS, the host VS group should insure that the same documentation requested for our personnel be provided by the participant (i.e., application and a summary report). Assignment Eligibility: Applicants must be; a full-time, permanent employee, GS 7-14, or equivalent; employed with APHIS for one year or more; rated "fully successful" or higher on their most current performance appraisal; and have the desire to improve their personal leadership competencies and to promote VS 2015 One Health goals.

**▼ Segment Details**

Segment	Start	End	Facility & Location	Instructor
1	9/20/2010 12:00 PM America/New York	9/20/2010 08:00 PM America/New York		

**▶ Registration Information**

**▶ Contact Information**

**▼ Comments**

This is a COOP detail in Riverdale, MD, from 2/1/10 to 2/5/10.

**▶ Approval Status**

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- Once satisfied with the dates, click on the back button, under the words “SCHEDULED OFFERING DETAILS” on the upper left.
- Approve or deny the request as normal.

### Pending Reviews and Approvals

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0)    **Training (1)**

**Training**

**▼ Internal Training (1)**

Enter Reasons for Approvals or Denials  All     Direct Reports Only    [Next](#)

User Name	Title	Price (\$)	Type	Action <a href="#">[Approve All]</a> <a href="#">[Deny All]</a>
Love, Alicia D	One Health Learning Experience	0.00	ENROLLMENT	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

**▼ External Training (0)**

No items were found using this search criteria.  All     Direct Reports Only

- Click “Next”
- The approval process is complete.

# For AgLearn Administrators

When the detail is finished, it is the detailer’s responsibility to inform you of its completion and its details. When recording learning for the One Health Learning Experience, please use the following instructions:

1. Login in as an AgLearn Administrator
2. Go to “Record Learning” using the Quick Link drop menu
3. Record the learning as an Item. Search for the appropriate item and individual

Record Learning |Help|

Initial Information > Edit Details > Confirm Next

This wizard is to record learning history for multiple users for one or more items, scheduled offerings or external events. Simply indicate the type of learning to record, select the related items, scheduled offerings or external event to be recorded for each, and specify the users for whom you want to record the learning history.

**What kind of learning you want to record?**  
 Item  Scheduled Offering  External Event

**Search & Add Items**

Item Type ID:

Item ID:

**List of Selected Items**

Item	Title	
Detail APHIS-VS-1067 (Rev 1 - 12/8/2009 10:57 PM America/New York)	One Health Learning Experience	<a href="#">Remove</a>

**Search & Add Users**

User ID:

**List of Selected Users**

User ID	Name	
LVW346978	White, Leon	<a href="#">Remove</a>

4. Click the “Next” tab.
5. Enter the correct date of completion of the detail, Completion Status, and the Total Hours in the space provided.

Record Learning |Help|

Initial Information > **Edit Details** > Confirm Previous Next

Review and update the selections you made on the previous page. You may change details (such as **Grade** or **Completion Status**) for any specific record, or change the details for a group of records at once.

**Edit Details**  
 Group By:

\* = Required Fields

Item	Completion Date (MM/DD/YYYY)	Time (hh:mm AM/PM)	Time Zone	Grade/Completion	Total Hrs (1000,001.01)
Detail APHIS-VS-1067 (Rev 1 - 12/8/2009 10:57 PM America/New York)	02/05/2010	05:19 PM	America/New York (Eastern Standard Time)	Detail Assignments Complete (Detail Assignments Complete) - For Credit	40

1
2
3

- Click the arrow point to the right, which is located at the far right of the screen. Then enter the detail particulars in the Comments field.

page. You may change details (such as **Grade** or **Completion Status**) for any specific record, or change the details for a group of records at once.

Previous Next

Apply Changes

Time Zone	Grade/Completion	Total Hrs (1000,001.01)	Credit Hrs (1000,001.01)	Contact Hrs (1000,001.01)	CPE (1000,001.01)
America/New York (Eastern Standard Time)	Detail Assignments Complete (Detail Assignments Complete) - For Credit	40			

Other Data

Detail APHS-VS-1067 (Rev 1 - 12/8/2008 10:57 PM America/New York)

Item: 12/8/2008 10:57 PM America/New York)

Instructor ID:

Comments: This is a COOP detail in Riverdale, MD

Cancel Apply Changes

- Click “Apply Changes”
- Click “Next”
- Confirm your entry
- The Record Learning process is complete.