HOW-TO: Self-report Observance Attendance for Diversity and Inclusion Training Credit

BACKGROUND:
All employees are required to earn Diversity and Inclusion (D&I) training credit on an annual basis and can record attendance at a Departmental Cultural Observance as credit in AgLearn.

The events are set to allow participants to self-record their learning, whether they attend in person or watch the recording at a later date.

INSTRUCTIONS TO SELF-RECORD PARTICIPATION:

1. Log into AgLearn.
2. In the “Easy Links” Box select “Record Learning”
3. Input in the Keywords: box “Observance 2014” (year will be year taken) and hit Enter key
4. List of that year’s observances comes up. Select the circle toggle button for the title you attended (first one on the screen shot below is for the 2014 AIAN Observance)
   
   ![Record Learning](image)

5. Click “Next” button
6. Select the Completion Status from the drop-down menu and input Completion Date and Time of the event (example for the 2014 AIAN Observance would be Completion Date of 11/13/2014, Completion Time is 11:00 a.m.)
7. Click “Next” button

8. Click “Next” button on the next page (unless you want to input comments)

9. Click “Finish” button

10. Then you should see the confirmation page, which tells you to go to your Completed Work section to rate the training (start rating) and print your certificate.

This recorded learning will be added into the reports pulled monthly for the Secretary’s Cultural Transformation reporting.