

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

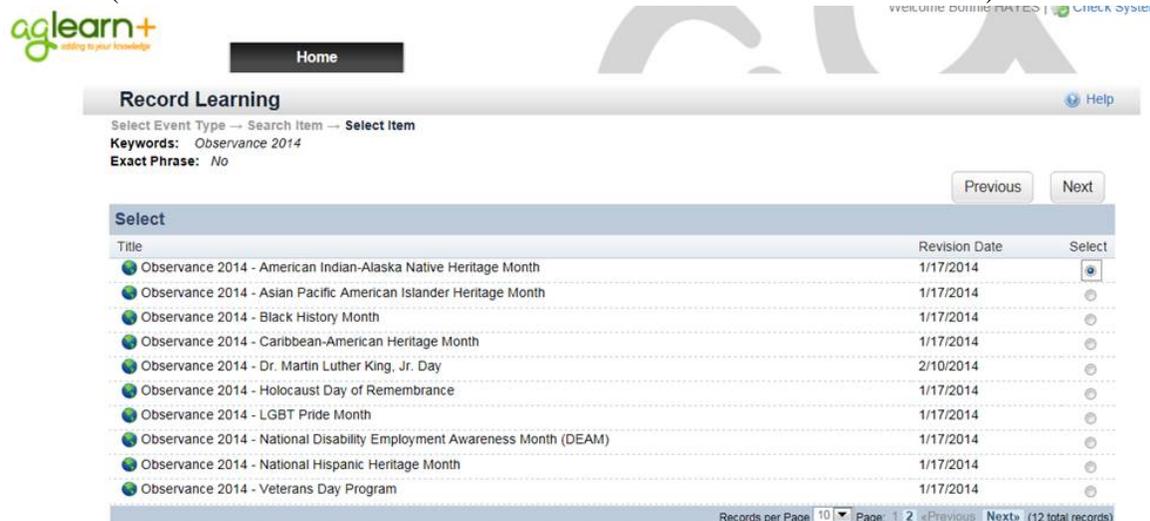
BACKGROUND:

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)



The screenshot shows the AgLearn 'Record Learning' page. At the top left is the AgLearn+ logo. Below it is a navigation bar with a 'Home' button. The main heading is 'Record Learning' with a 'Help' link. Below the heading are search filters: 'Select Event Type', 'Search Item', and 'Select Item'. The search results show 'Keywords: Observance 2014' and 'Exact Phrase: No'. There are 'Previous' and 'Next' buttons. A table lists the following observance events:

Title	Revision Date	Select
Observance 2014 - American Indian-Alaska Native Heritage Month	1/17/2014	<input checked="" type="radio"/>
Observance 2014 - Asian Pacific American Islander Heritage Month	1/17/2014	<input type="radio"/>
Observance 2014 - Black History Month	1/17/2014	<input type="radio"/>
Observance 2014 - Caribbean-American Heritage Month	1/17/2014	<input type="radio"/>
Observance 2014 - Dr. Martin Luther King, Jr. Day	2/10/2014	<input type="radio"/>
Observance 2014 - Holocaust Day of Remembrance	1/17/2014	<input type="radio"/>
Observance 2014 - LGBT Pride Month	1/17/2014	<input type="radio"/>
Observance 2014 - National Disability Employment Awareness Month (DEAM)	1/17/2014	<input type="radio"/>
Observance 2014 - National Hispanic Heritage Month	1/17/2014	<input type="radio"/>
Observance 2014 - Veterans Day Program	1/17/2014	<input type="radio"/>

At the bottom of the table, it says 'Records per Page 10', 'Page: 1 2', and '(12 total records)'.

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.