

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 PARTICPATION:

1. Log into [AgLearn](#).
2. Using the “browse” window, search for the exact title of the event. If you don’t have the exact title, search for ***Observance 2014*** and find the specific event you’ve watched.
3. Once you’ve found the correct event, click “Self-Assign” on the right side of the screen.
4. Return to your “Home” screen. On the right side of your screen in the “Quick Links” section, select “Record Learning.”
5. Type the name of the event in the “Keyword” window and select “next.” Follow the prompts to self-record learning.

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