Trainee Name:

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| **Tasks:** | **Demonstrate proficiency in performing the following tasks as an ISU Admin:** | **Acceptance (PASS/FAIL)** | **Trainer Initial** |
| **1** | Navigate to your user profile and provide a count of curricula assigned. | Pass | AG |
| **2** | Navigate to the Curricula tab and provide a count of:  Active AGL curricula: \_\_13931\_\_\_\_  Inactive AGL curricula: \_\_\_\_774\_\_\_ | Pass | AG |
| **3** | Added curriculum item  **Add** a curriculum to your training requirements | Pass | AG |
| **4** | **Remove** a curriculum from your training requirements | Pass | AG |
| **5** | **Add** a curriculum to multiple users. | Pass | AG |
| **6** | A screenshot of a computer  Description automatically generatedCreate a new curriculum:  - For regulatory group in your region  - Add 3 Agile documents | Pass | AG |
| **7** | A screenshot of a computer  Description automatically generatedDistribute curriculum through an Assignment Profile to ACTIVE, FULL TIME employees in Sunnyvale. | Pass | AG |
| **8** | A screenshot of a computer  Description automatically generatedCreate an LCR to document the 2 previous changes.  LCR\_\_\_\_\_\_\_\_\_\_ | Pass | AG |
| **9** | Create an ILT and a Class (with two 8hr. Time Slots) | Pass | AG |
| **10** | Create a Program and Add the ILT item to Program. | Pass | AG |
| **11** | A screenshot of a computer  Description automatically generatedAssign the new Program to a group of users. | Pass | AG |
| **12** | **Remove** the Program from a user. | Pass | AG |
| **13** | ILGenerate a report with curriculum status for your group and enter the following numbers for Curriculum Complete results:  Yes: \_\_\_\_\_  No: \_\_\_\_\_\_ | Pass | AG |
| **14** | A screenshot of a cell phone  Description automatically generated  Create an assessment with 4 questions and add to an item. | Pass | AG |
| **15** | A screenshot of a computer  Description automatically generatedAdd item with an assessment to a curriculum and generate an LCR  LCR\_\_\_\_\_\_\_ | Pass | AG |
| **16** | A screenshot of a computer  Description automatically generatedPromote a curriculum to inactive status and generate an LCR  LCR\_\_\_\_\_\_\_ | Pass | AG |
| **17** | A screenshot of a computer  Description automatically generatedProcess a "paper" training record (external training certificate, OJT tracker, classroom training sign-in sheet, proof of item completion, etc.)  LCR\_\_\_\_\_\_\_ | Pass | AG |
| **18** | A screenshot of a computer  Description automatically generatedCreate and Assign a Web-Based Training (WBT) module. | Pass | AG |

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| **JUSTIFICATION TO WAIVE OR MODIFY ANY OF THE ABOVE REQUIREMENTS:** |

**Approved by (Primary LMS Admin):**

Name:

Title:

Date:

**Trainee:**

Name: Wallace Warren Beck

Title: LMS Trainee