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:

Title:

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|  | Task 1 |
|  | Navigate to your user profile and provide a count of curricula assigned  *Enter info of the results and/or objective evidence*  *Ex. 66 Curricula (add report) or 0 curricula – add screenshot.* |
|  | A screenshot of a computer  Description automatically generated |
|  | Task 2 |
|  | Navigate to the Curricula tab and provide a count of:  Active AGL curricula: \_\_\_\_\_\_\_\_  Inactive AGL curricula: \_\_\_\_\_\_\_ |
| 1 | Go to Learning Activities/Curricula/Curricula (Curricula Screen) |
| 2 | Add Attribute Curriculum Status Select “Both” radio button |
| 3 | Click “Search” |
| 4 | Download “Search” Results |
| 4 | Clean List to filter out Curriculum Ids like 11111 on AGL\_\*  Clean the list to eliminate security Domains “CHANGE” |
| 5 | Create a Pivot Chart to include a Count of Curriculum ID filtering on “Active” and “Not Active” |
|  | This exercise leads the learner to the Curriculum of the user. Instead, the instructor wants a general count of IDs that are in an active status. There several gotchas. Skills of creating a criterion that does not exist. The search criteria fields are not matching. The data includes erroneous records, Domains to include were not indicated. Data needs to be cleaned to filtered to include AGL\_ records only. This exercise takes 2 hours. To demonstrate. |
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|  | A screenshot of a computer  Description automatically generated |
|  | TASK 3 |
|  | **Add** a curriculum to your training requirements |
|  | A screenshot of a computer  Description automatically generated |
|  | TASK 4 |
|  | A screenshot of a computer  Description automatically generated |
|  | TASK 5 |
|  | Add a curriculum to multiple users |
|  | A screenshot of a computer  Description automatically generated |
|  | There are multiple ways to interpret this |
|  | TASK 6 |
|  | Create a new curriculum:  - For regulatory group in your region  - Add 3 Agile documents |
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|  | |  | | --- | | TASK 7 | |  | |
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|  | A screenshot of a computer  Description automatically generated |
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|  | TASK 8 |
|  | Create an LCR to document the 2 previous changes.  LCR\_\_\_\_\_\_\_\_\_\_ |
|  | A close-up of a document  Description automatically generated |
|  | TASK 9 |
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| STEP 9 |  |
| Create an ILT and a Class (with two 8hr. Time Slots) | A screenshot of a computer  Description automatically generated |
| STEP 10 |  |
|  | A screenshot of a search  Description automatically generated |
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