Trainee Name: John Wilde

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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:  1 | Pass | AG |
| **2** | Navigate to the Curricula tab and provide a count of:  Active AGL curricula: 13934  Inactive AGL curricula: 774 | Pass | AG |
| **3** | **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** | Create a new curriculum:  - For regulatory group in your region  - Add 3 Agile documents | Pass | AG |
| **7** | Distribute curriculum through an Assignment Profile to ACTIVE, FULL TIME employees in Sunnyvale. | Pass | AG |
| **8** | Create an LCR to document the 2 previous changes  LCR\_\_\_LCR28346\_\_\_\_\_\_\_ | 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** | Assign the new Program to a group of users. | Pass | AG |
| **12** | **Remove** the Program from a user. | Pass | AG |
| **13** | Generate a report with curriculum status for your group and enter the following numbers for Curriculum Complete results: New Screen Shot with more information User Names and Status:  Yes: \_\_\_0\_\_  No: \_\_\_\_\_9\_ | Pass | AG |
| **14** | Create an assessment with 4 questions and add to an item. | Pass | AG |
| **15** | Add item with an assessment to a curriculum and generate an LCR  LCR\_\_\_ LCR28347 \_\_\_\_ | Pass | AG |
| **16** | Promote a curriculum to inactive status and generate an LCR  \_\_ LCR28348 \_\_\_\_\_ | Pass | AG |
| **17** | Process a "paper" training record (external training certificate, OJT tracker, classroom training sign-in sheet, proof of item completion, etc.)  LCR\_\_LCR28349\_\_\_\_\_ | Pass | AG |
| **18** | Create 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:

Date: