Navigating Career Café for Ag Biz Planner Participants

These instructions will show you how to navigate the Career Café and complete the Ag Biz Planner curriculum, which consists of 10 online class modules, their respective multiple choice tests and the Connect discussion forum.

1. Begin by logging in to the Career Café using the User ID and Password provided in your welcome email.
2. In the My Training section of the homepage, click on **Open Curriculum** next to FCU Ag Biz Planner.
3. This will take you to the Curriculum Player for Ag Biz Planner. (See below)
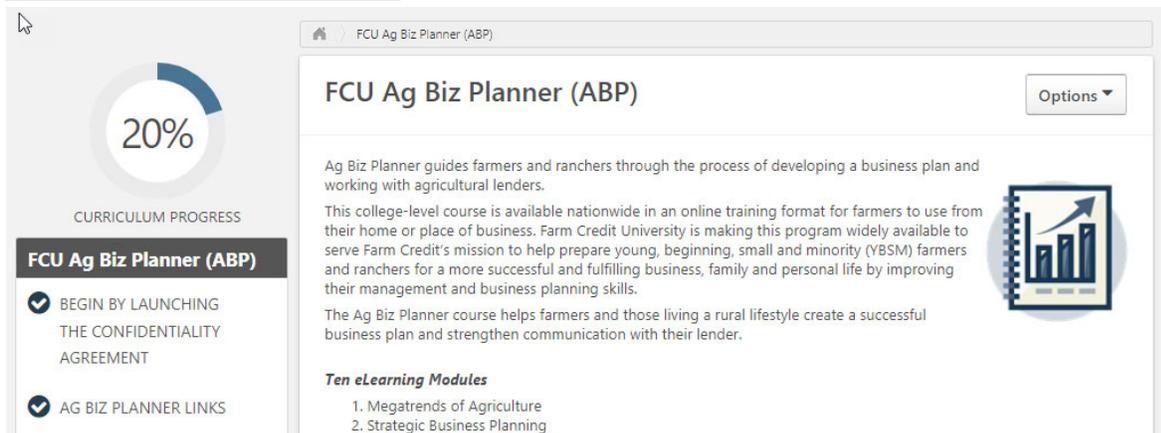
Confidentiality Agreement

1. Next click **Begin by launching the Confidentiality Agreement** in the list, and click **Launch**.
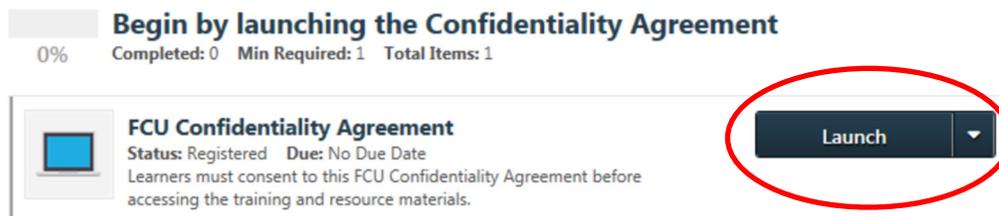
2. If you agree to the Confidentiality Agreement, click the **check box** and then **Submit**. You may then close this window.

Useful Links

1. In the **Ag Biz Planner Links** section, there are several quick links to important course documents. Click **Launch** to open each link. Click **Mark Complete** on each item after you have viewed it. You will still be able to Launch these again, if needed. You must mark at least one item as completed before moving on.

- o **Participant Booklet**: opens a PDF copy of the Participant Booklet, which contains class details. (This is the same link provided in your welcome email.)
- o **Navigation Instructions**: opens a PDF copy of this **Navigating Career Café** document, for quick reference.

- o **Course Workbook**: opens a PDF document that you may either print or save on your computer. This workbook contains all Discussion Questions and Application Exercises for the whole class. Use it to guide you as you proceed thru the class. You may want to save your answers in a separate document so you will be able to quickly reference your answers as you complete your business plan.
- o **Resources Page**: This link takes you to a webpage where you can find:
  - **Business Plan Creation Resources**: To create your actual business plan, please use the AgPlan site, or download and use the blank **Business Plan Template** Microsoft Word file.
  - **Text Versions** of the modules

Online Modules

1. To begin the eLearning, click on **ABP01 Megatrends of Agriculture** on the left side of the screen. You will see the Module 1 content and test appear on the right side of the screen. Click on Launch to begin the eLearning module.

2. The online class will open in a new window.

3. Review the information using the items below:
    a. **Menu/Script:** Use the menu to navigate to specific sections. Clicking the arrow next to a heading will expand/contract each heading. Click on any heading to go to that section. Clicking Script will show a text version of the audio as the eLearning plays.
    b. **Playbar:** Use the playbar to play and pause, view progress on each slide, and turn audio on and off. You may click and drag the progress bar to rewind and fast-forward.
    c. **Continue button**: Click this to continue to the next slide. A **Back button** will also appear as you progress thru the content.
    d. **Resources:** Click here to view/print a PDF text version of the audio
4. **Note:** For each module to mark "Complete" on your transcript, **you must view all slides**. A check mark will appear next to each heading as it is viewed, for reference.
5. Each Online Class lasts approximately 45 minutes hour. Each time you exit a module without completing it and return later, it will ask if you would like to start where you left off last time.
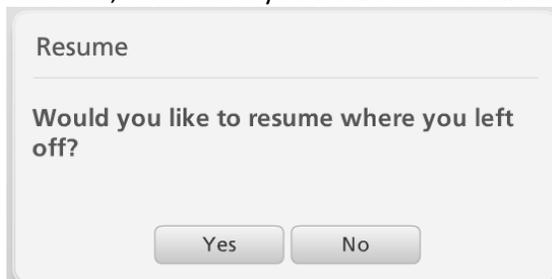
6. After you close the course window, you will be returned to the course outline, and the online class should mark **Completed.** Note that you can re-launch this course at any time to review.

ABP01 Megatrends of Agriculture
50%   Completed: 1   Min Required: 2   Total Items: 2

FCU ABP01 Megatrends of Agriculture
Status: Completed   **Due:** No Due Date   **Training Hours:** 1 hrs
The first step of your journey will be to go up to the 50,000 - foot perspective to examine trends and forces in agriculture and society that will impact your...

7. After you have completed the online course, you can launch the Multiple Choice Test.

Multiple Choice Test

FCU ABP01 Multiple Choice Test
Status: In Progress Due: No Due Date
[Launch Test ▾]
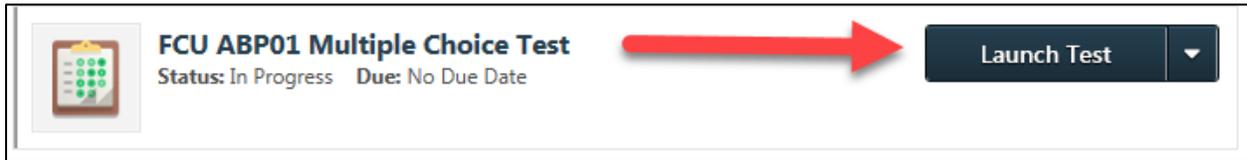
1. Click the **Launch Test** link
    a. If you begin a test and are unable to complete it use the **Save / Return Later** button. When you are finished entering your answers click the **Summary** button.

2. Each multiple choice test contains 15 questions. Click the **Next** button as needed.

3. In the Test Review, click **Go to Section** link (right column) if needed, then **Submit Final Answers.**

4. Click the **Review** link to see your completed test responses. Click **Back** (bottom of page) to return to the curriculum.
    Then, click [**Done**] (Note: the Print button will only print the screen, not the answers.) The test will be marked Completed. This will also close the curriculum.

5. If you Fail the test, re-open the curriculum from your transcript, and click the **Retake** link next to the test. A passing score is 80%. You may retake the test until you score 80% or above.

6. Once the test is passed, it will mark **Completed** and you may **Review** the details.

7. Continue to Module 2 on the list located on the left side of your screen, and repeat this process. You can complete the Ag Biz Planner modules <u>in any order</u> you wish. After you complete the Online Class for each module, the Multiple Choice test will become available for the corresponding module. The curriculum will mark **Pending Evaluation** when **Curriculum Progress** in the top left corner of the screen reaches 100%.

End of Curriculum Evaluation

Once you have completed all of the Online Classes and Tests in the curriculum you will see an **Evaluate** link on your transcript. Please take time to provide your feedback concerning the FCU Curriculum training experience. After submitting the evaluation, the entire Ag Biz Planner curriculum will mark "**Completed.**"

Connect Discussion Forum

The Connect Discussion Forum allows you to interact with other Ag Biz Planner participants by participating in online discussion.

1. On the Career Café homepage, click on the Connect tab and select All Communities.

2. Click on FCU Ag Biz Planner Discussion Forum under My Communities.

My Communities

FCU Ag Biz Planner Discussion Forum

Welcome! First, introduce yourself, then select at least one discussion question to answer for each of the 10 Ag Biz Planner modules. Click on "Topics" to see the folder for each module's questions. In each folder, there are several questions that can be answered. Feel free to respond to others' posts and discuss the topics.

3. At the main Discussion Forum page, click on Topics. Notice there are also Featured and Trending posts that can be accessed from this page.
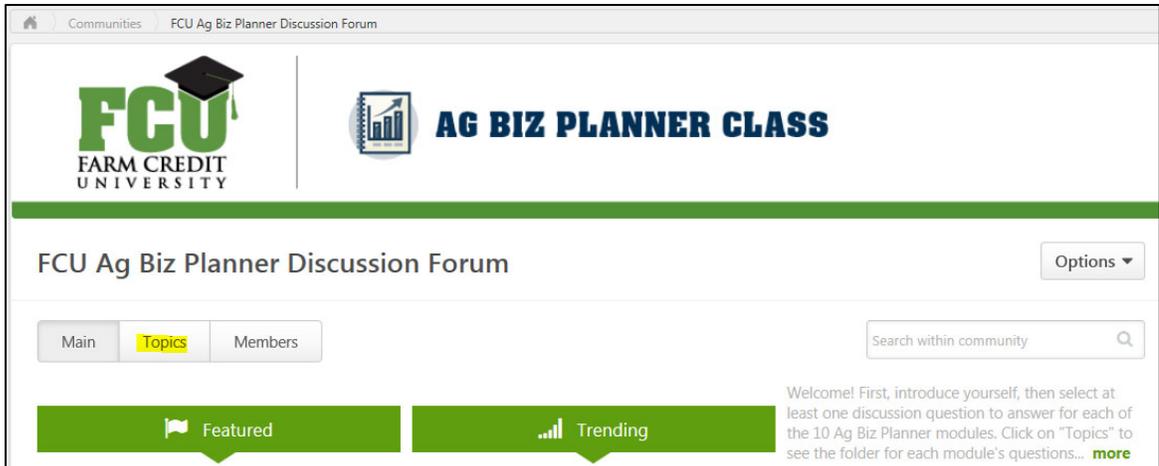
4. On the Topics page, you will see a listing of an Introductions folder as well as one folder for each of the 10 eLearning modules (ABP01, ABP02, etc.)
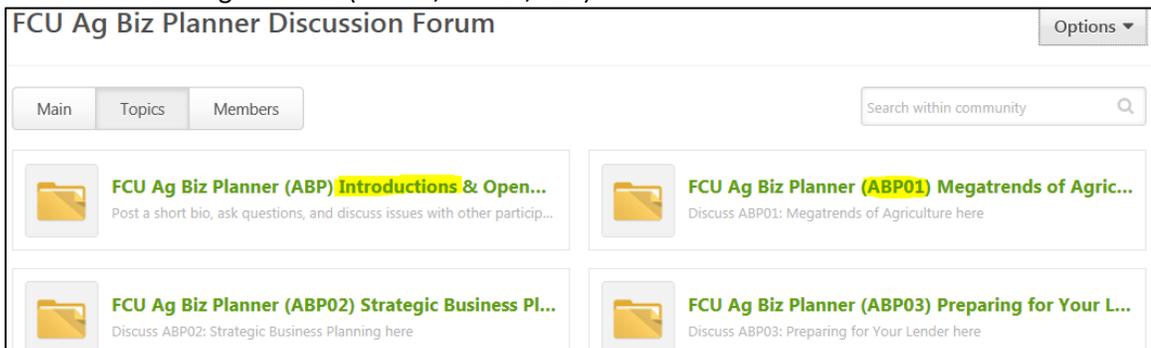
5. Click on the first folder (Introductions), then click on the post in that folder.
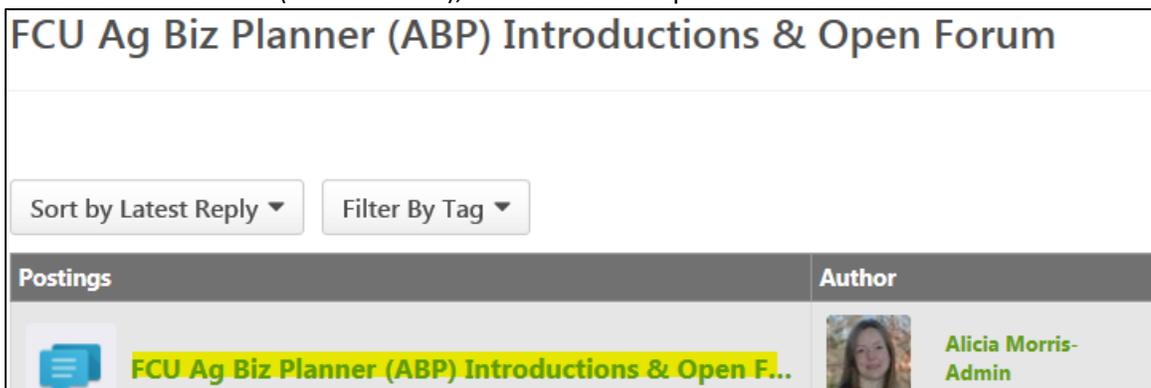
6. The post will open to reveal instructions for posting your introduction to the group by replying at the bottom of the page in the blank box. Feel free to read posts from other participants and learn about them. You may also "like" their post by clicking on the star icon, or reply to any participant using the "reply" icon below their post.

7. Navigate back to the Topics screen using the breadcrumb trail at the top of the page. Click "Topics."

8. Click on ABP01 to see discussion questions for Module 1.

9. Note that there are several questions that pertain to Module 1 in the folder. Choose <u>at least one</u> question to answer for each module.
   a. Click on any of the posts to read other participants' responses.
   b. Add your own response by scrolling to the bottom of the page and typing a reply in the blank box.
   c. "Like" a post by clicking on the star icon below it, or reply to another participants' post by clicking the "reply" icon at the bottom of their post.

Sort by Latest Reply ▼

Postings

💬 FCU ABP01: How are government policy...

💬 FCU ABP01: How does your community stack up...

💬 FCU ABP01: Choose the Catalyst of Change...

💬 FCU ABP01: What are the major global competito...

💬 FCU ABP01: Interview a respected leader...
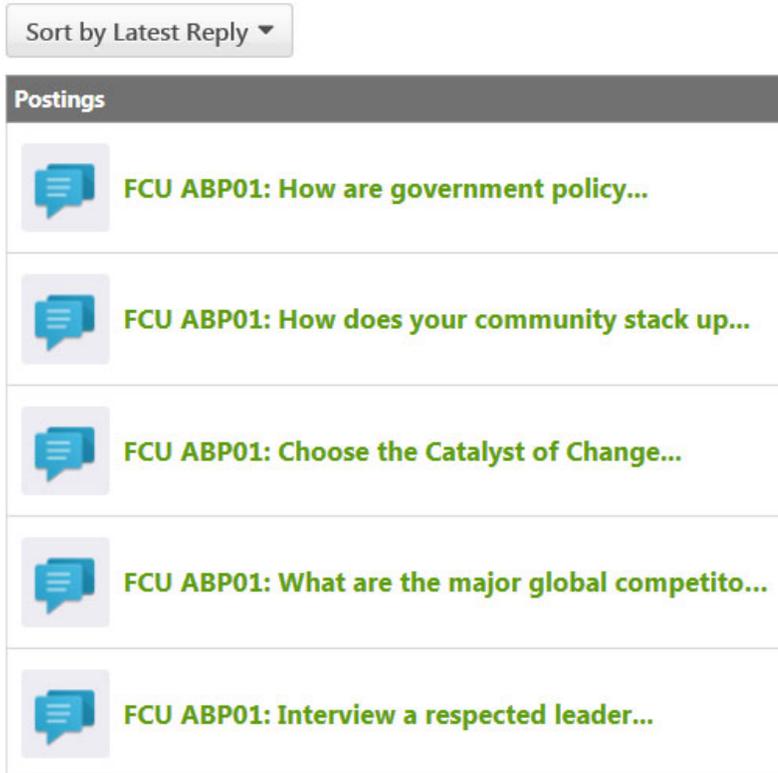
10. Use the breadcrumb trail or the "back" button on your internet browser to navigate back to a previous page.

11. Click Home to return to the homepage and complete the next training module.

12. Logout in the top right corner of the screen when you are finished.

Search 🔍 👤 ⚙

My Account

Help

→ Log Out
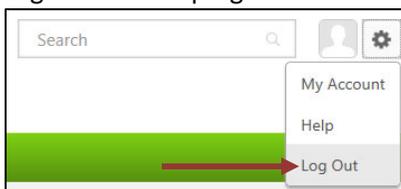
Additional Exercises for Each Module

Once you have completed the Online Class, Test, and Connect discussion for each module, remember to also work on your Application Exercises in the workbook and work on a portion of your business plan using the external website suggested or the blank Microsoft Word business plan template on the Ag Biz Planner Resources page.

Need Help?

If you have any questions as you complete the training, contact Alicia Morris at almorris@agfirst.com or 1-800-845-1745 ext. 2635. Allison Beverly (abeverly@agfirst.com or 1-800-845-1745 ext. 2310) is a secondary administrative contact for FCU.

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