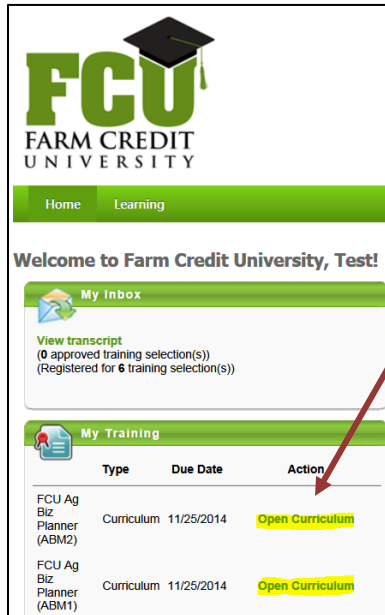
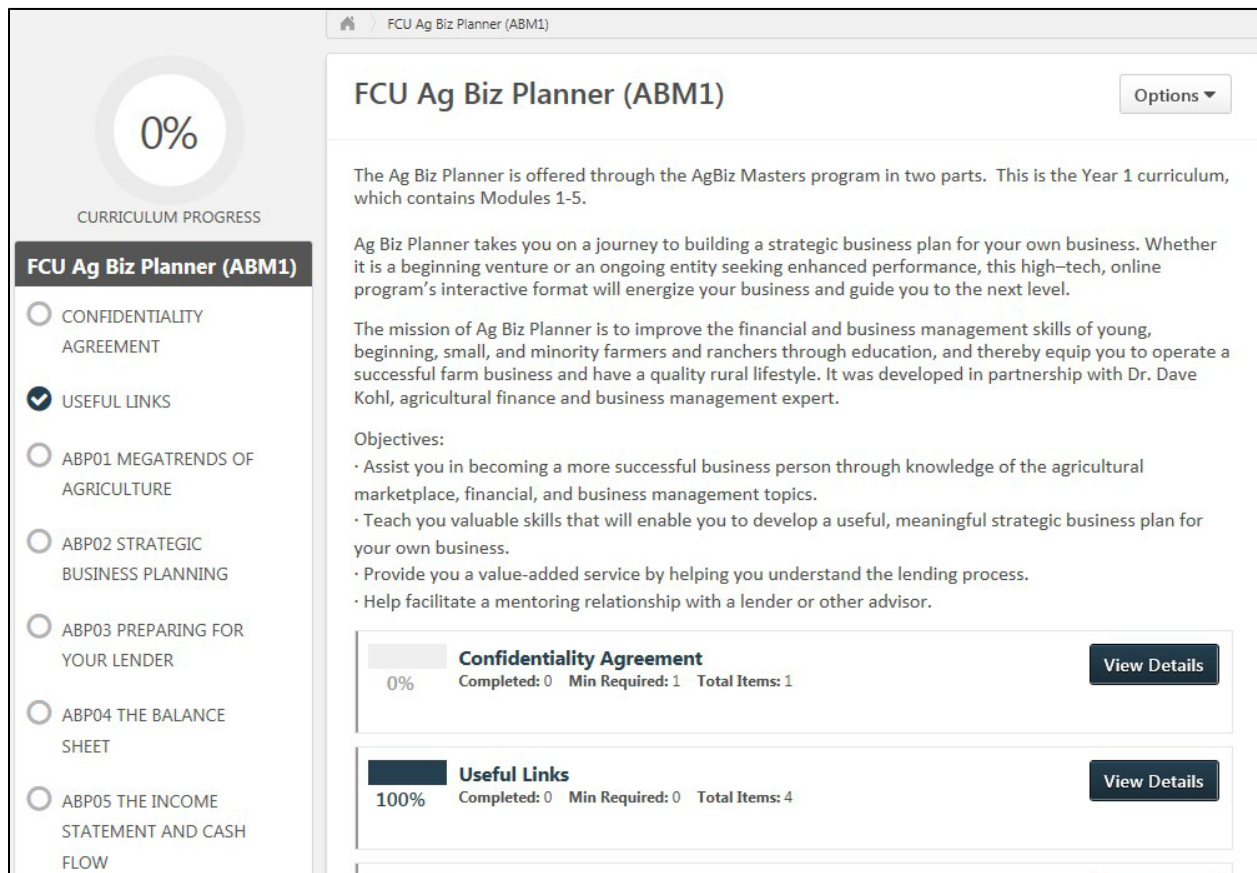


Navigating Career Café for AgBiz Masters Participants

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



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 ABM1 or ABM2.
 - Year 1 participants will see ABM1 (Modules 1-5).
 - Year 2 participants will see ABM1 (Modules 1-5) and ABM2 (Modules 6-10).
3. This will take you to the Curriculum Player for Ag Biz Planner. (See below)



Navigating Career Café for AgBiz Masters Participants

Confidentiality Agreement

1. Next to **Begin by launching the Confidentiality Agreement** in the list, click **View Details**.

0% **Begin by launching the Confidentiality Agreement**
Completed: 0 Min Required: 1 Total Items: 1 **View Details**

0% **Ag Biz Planner Links**
Completed: 0 Min Required: 1 Total Items: 4 **View Details**

2. Then, click **Launch**.

FCU Ag Biz Planner (ABM1) Options ▾

0% **Begin by launching the Confidentiality Agreement**
Completed: 0 Min Required: 1 Total Items: 1

 **FCU Confidentiality Agreement**
Status: Registered Due: No Due Date
Learners must consent to this FCU Confidentiality Agreement before accessing the training and resource materials. **Launch**

3. If you agree to the Confidentiality Agreement, click the **check box** and then **Submit**. You may then close this window.

Confidentiality Agreement

FCU FARM CREDIT UNIVERSITY

By selecting the *I Consent* box below you agree that all Farm Credit University materials and recordings are the intellectual property of Farm Credit University (FCU) and are subject to all applicable copyright laws. Unauthorized distribution or reproduction of the recordings and / or printable materials is prohibited. If you have questions or concerns please contact Alicia Morris at (800) 845-1745 ext. 2635.

1 I consent to the above Confidentiality Agreement.

2 **Submit**

Navigating Career Café for AgBiz Masters Participants

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.

The screenshot displays the 'FCU Ag Biz Planner (ABM1)' interface. On the left, a circular progress indicator shows '19%' completion under 'CURRICULUM PROGRESS'. Below this, a sidebar lists navigation options: 'BEGIN BY LAUNCHING THE CONFIDENTIALITY AGREEMENT' (checked), 'AG BIZ PLANNER LINKS' (selected), 'ABP01 MEGATRENDS OF AGRICULTURE', 'ABP02 STRATEGIC BUSINESS PLANNING', and 'ABP03 PREPARING FOR YOUR LENDER'. The main content area is titled 'FCU Ag Biz Planner (ABM1)' and includes an 'Options' dropdown. Under the 'Ag Biz Planner Links' section, it shows '0% Completed: 0 Min Required: 1 Total Items: 4'. Four items are listed:

- FCU ABP Participant Booklet**: Status: In Progress, Due: No Due Date, Training Hours: 15 min. Description: Participant Booklet for FCU Ag Biz Planner participants. Action: Mark Complete (dropdown menu open showing Mark Complete, Launch, View Training Details).
- FCU ABP Navigation Instructions**: Status: In Progress, Due: No Due Date, Training Hours: 10 min. Description: FCU ABP Navigation Instructions. Action: Mark Complete.
- FCU ABP Course Workbook (Mods 1-10)**: Status: In Progress, Due: No Due Date, Training Hours: 10 hrs. Description: Workbook for the Ag Biz Planner Young, Beginning, Small and Minority Farmer eLearning Curriculum. Action: Mark Complete.
- FCU ABP Resources Page**: Status: In Progress, Due: No Due Date, Training Hours: 15 min. Description: Ag Biz Planner Resources Page. Action: Mark Complete.

- **Participant Booklet:** opens a PDF copy of the Participant Booklet, which contains class details. (This is the same link provided in your welcome email.)
- **Navigation Instructions:** opens a PDF copy of this **Navigating Career Café** document, for quick reference.
- **Course Workbook:** opens a Word document that you may either print or save on your computer. This workbook contains all “You Inc.” exercises, “Making It Your Own” exercises, and Discussion Questions for the whole class. Use it to type in/write down your answers to the questions as you proceed thru the class so you will be able to quickly reference your answers as you complete your business plan.
- **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

Navigating Career Café for AgBiz Masters Participants

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.

FCU Ag Biz Planner (ABM1)

CURRICULUM PROGRESS 17%

FCU Ag Biz Planner (ABM1)

- CONFIDENTIALITY AGREEMENT
- USEFUL LINKS
- ABP01 MEGATRENDS OF AGRICULTURE**
- ABP02 STRATEGIC

ABP01 Megatrends of Agriculture

0% Completed: 0 Min Required: 2 Total Items: 2

FCU ABP01 Megatrends of Agriculture
Status: In Progress 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...

Launch

FCU ABP01 Multiple Choice Test
Status: In Progress Due: No Due Date

Launch Test

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

Menu

- Introduction
- Welcome
- Megatrends Facing the Industry
- Catalysts for Change
- Consumer Demands
- Environment
- Government Policy
- Providing Value
- People
- Globalization of Markets
- General Economy
- Farm Structure
- Rural Community Dynamics
- Summary

FCU ABP01 Megatrends of Agriculture

FCU FARM CREDIT UNIVERSITY

Young, Beginning, Small, Minority Farmers and Ranchers eLearning Module 1:
Alicia Morris | Director and Dean of FCU eLearning programs

- The mission and purpose of this learning experience is to provide you a road map for success in your farm or ranch business, balanced with a quality lifestyle
- This educational journey is a blend of a high technology approach to learning and a high touch experience utilizing mentorship and applications to your business
- Executing a business plan in balance with your personal and family values will be the final destination or outcome desired

Readings ✓ Interactive Exercises ✓
Action Steps ✓ Forum Networking ✓
Podcasts and Applications ✓

Dr. Kohl THE ROAD WARRIOR

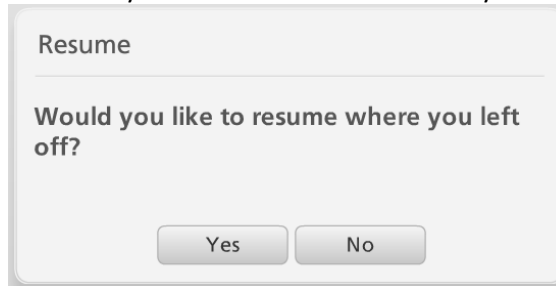
Let's hear from the globe-trotting road warrior himself...

Continue

3. Review the information using the items below:
 - a. **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.

Navigating Career Café for AgBiz Masters Participants

- b. **Continue button:** Click this to continue to the next slide. A **Back button** will also appear as you progress thru the content.
 - c. **Menu:** Use the menu to navigate or jump to specific sections. Clicking the arrow next to a heading will expand/contract each heading. Click on any heading to jump to that section.
 - 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**. Each heading will become gray as it is viewed, for reference.
5. Each Online Class lasts approximately 1 hour. Each time you exit a module with out completing it and return later, it will ask if you would like to start where you left off last time.

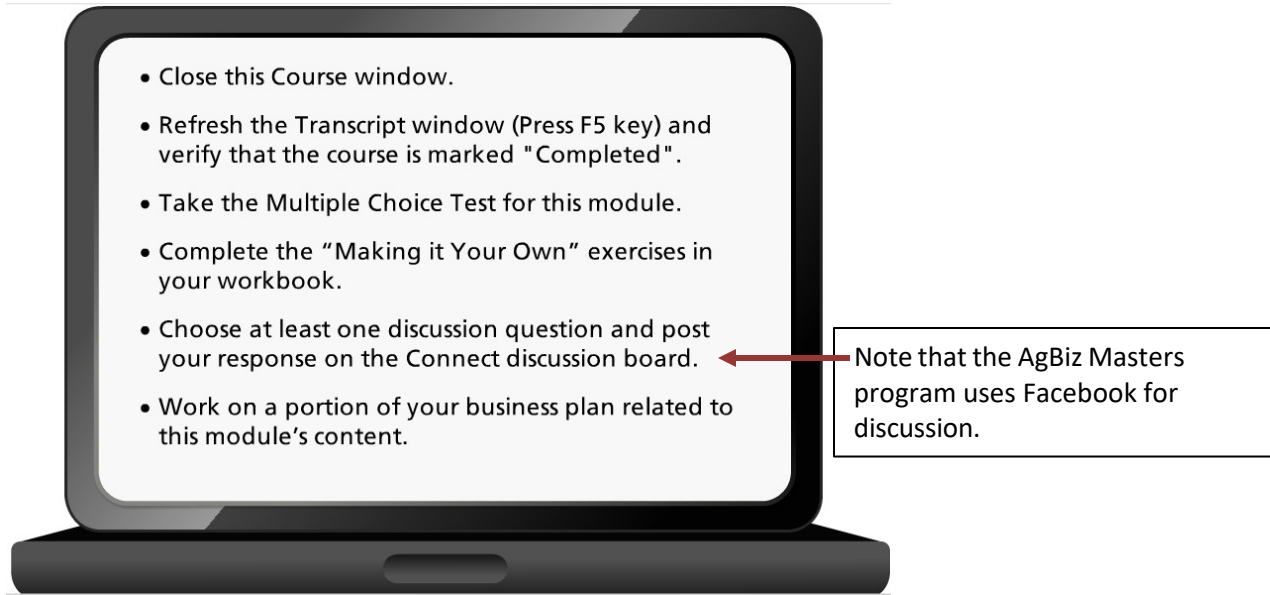


6. Periodically during the module, you will encounter “You, Inc.” exercises. Record your answers in your workbook as you go (The workbook is found in the Ag Biz Planner Links section discussed above).





7. At the end of each Online Class, you will receive instructions for completing the related assignments for the module.

Navigating Career Café for AgBiz Masters Participants



8. 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.

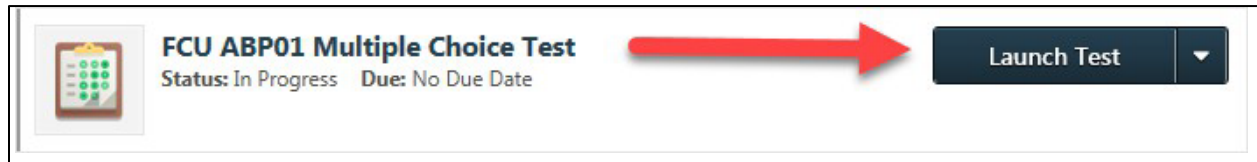
ABP01 Megatrends of Agriculture
50% Completed: 1 Min Required: 2 Total Items: 2

  **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...

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

Navigating Career Café for AgBiz Masters Participants

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 has 20 questions (2 pages). Click the **Next** button as needed.
3. Click **Go to Section** links (right column) if needed, then **Submit Final Answers**

Test Review
Any questions that you marked for follow up are noted with a flag. You may go to a section by clicking on the link in the Options column.

Questions			
FOLLOW UP	SECTION	ANSWERED	OPTIONS
	ABP01 Multiple Choice Test: Page 1 of 2	10 of 10	Go to Section
	Question 1 of 20	Answered	
	Question 2 of 20	Answered	
	Question 3 of 20	Answered	
	Question 4 of 20	Answered	
	Question 5 of 20	Answered	
	Question 6 of 20	Answered	
	Question 7 of 20	Answered	
	Question 8 of 20	Answered	
	Question 9 of 20	Answered	
	Question 10 of 20	Answered	
	ABP01 Multiple Choice Test: Page 2 of 2	10 of 10	Go to Section
	Question 11 of 20	Answered	
	Question 12 of 20	Answered	
	Question 13 of 20	Answered	
	Question 14 of 20	Answered	
	Question 15 of 20	Answered	
	Question 16 of 20	Answered	
	Question 17 of 20	Answered	
	Question 18 of 20	Answered	
	Question 19 of 20	Answered	
	Question 20 of 20	Answered	

[Submit Final Answers](#)

4. Click the **Review** link to see your completed test responses. Click **Back** (bottom of page) to return to the curriculum.

Navigating Career Café for AgBiz Masters Participants

Test Results - Test FCU-Student	
Questions on Test:	20
Questions Correct:	20
Questions Incorrect:	0
Percent Correct:	100%
Passing Score:	80%
Pass/Fail:	Passed
Review Test:	Review

Scores By Section	
ABP01 Multiple Choice Test: Page 1 of 2:	100% (10 Out Of 10)
ABP01 Multiple Choice Test: Page 2 of 2:	100% (10 Out Of 10)
Overall Score:	100% (20 Out Of 20)

[Print](#) [Done](#)

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.

The screenshot shows the 'FCU Ag Biz Planner (ABM1)' interface. On the left, a sidebar lists modules: 'CONFIDENTIALITY AGREEMENT', 'USEFUL LINKS', 'ABP01 MEGATRENDS OF AGRICULTURE', and 'ABP02 STRATEGIC'. A red arrow points to 'ABP01 MEGATRENDS OF AGRICULTURE'. The main area shows 'ABP01 Megatrends of Agriculture' with a 'Launch' button and 'FCU ABP01 Multiple Choice Test' with a 'Review' button. A red arrow points to the 'Review' button. The top left shows a 34% curriculum progress gauge.

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 in any order 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 **Completed** when **Curriculum Progress** in the top left corner of the screen reaches 100%.

Additional Exercises for Each Module

Once you have completed the Online Class and Test for each module, remember to also work on your “Making it Your Own” 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 online training, contact Ashley Mohn, AgBiz Masters program administrator, at amohn@agchoice.com or (800)349-3568 ext. 6017.