NC Soil and Water Conservation Training Calendar for Employees*

*All Training offered by the NC Division of Soil and Water (technical, administrative, educational)

How to Find a Course Being Offered to Employees

Go to the NC Soil and Water Conservation Division website

See Left column-> Click on Online Training Calendar

⇒ Select Training Calendar (close to bottom of the page)

The page will have the NC Dept. of Agriculture and Consumer Services in the header

NCDA &CS- Agrsys Portal will appear in a black banner at the top

⇒ At the top menu bar, left side/top of the page: -> select Continuing Education
⇒ on the drop down -> select Course Calendar
⇒ select Soil and Water Conservation

You will now see all of the conservation JAA BMP practices listed in alphabetical order;

(At first sight, this long list may seem overwhelming; we are working on a better way to sort these practices that is more user/visually friendly. These are the BMP’s offered under the cost share program in the SW Division cost share program.)

NOTE: On the 3rd and 4th line of the BMP listing: “OA: All other Administrative”; “OE: All other Educational “; “OT: All other Technical” –this will also sort just the training that matches the topic.

⇒ TO FIND A TRAINING CLASS: ⇒ select a specific practice-by clicking the box beside the practice, and click on SEARCH CALENDAR
⇒ Or recommended for now ⇒ click on SEARCH CALENDAR
        ---ALL of the approved trainings that are currently offered will be available to view
⇒ SCROLL DOWN -below all of the BMP practices; all trainings are listed at the bottom of the page
⇒ Below the list of all the training classes, right side, bottom of the page, -> select/choose how many classes you can see per page. You can also advance to the next page by at this location.

Sorting /searching for classes: will be beneficial when we have more classes in the system.
Searching /sorting by Course Code, or by Course Credit, you can sort specifically an engineering, technical, educational, or administrative class. Some of the classes may be listed under more than one category: such as engineering- OT (other technical) , or educational-OE(other educational)
**ON THE FILTER LINE:** (just below the BMP listings): you can filter your search by typing in a date - Month is abbreviated by first three letters (MAR for March) or you can filter your search by using typing in a key word such as: well, soil, educational, technical, etc.

**OR sort by category**

The top headings of the class offerings will look like this:

<table>
<thead>
<tr>
<th>Offering Date</th>
<th>Course Name</th>
<th>Course Code</th>
<th>Course Credit</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 10, 2021</td>
<td>Digging into the Properties of Soil</td>
<td>Technical/informational</td>
<td>OT:0 OE:0</td>
<td>Raleigh</td>
<td>WAKE</td>
</tr>
</tbody>
</table>

- Can sort by date, course name, code, credit, city, county; by clicking on the Heading Name or arrow on the right side of the title /name.

**Once you find the class you are interested in taking:**

- Place your cursor on the class you are interested in taking,
- **Select/click** on the training classes and the information box will expand to show details of the course, time, location, primary contact, and restrictions (see the example below of the expanded text box you will see)

<table>
<thead>
<tr>
<th>Start Time: 9:00 AM</th>
<th>Stop Time: 10:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution: Soil and Water Conservation Division</td>
<td>Contact Name: Sandra Weitzel</td>
</tr>
<tr>
<td>Email: <a href="mailto:Sandra.weitzel@ncagr.gov">Sandra.weitzel@ncagr.gov</a> (this would be the primary contact)</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**How To REGISTER for a class:**

- **Select/click on the URL link in the expanded box:** you will be connected to the Division Professional Development training page or to a formsite link for registration

- **UR Link may also reference a District list serve announcement** where you will need to contact a District, NRCS, or group offering the training directly to register – will try to provide as much detail on registration as possible with each class offered

If class is being offered by the Division, most classes will be record and available for view on the Division’s Professional Development web site.

- This link will also let you view the classes that have already been offered, and those classes that were recorded and/or the power points to be viewed at a later date.
**More Details:**

**Credit for attending the class:** will be given based on the roster attendance of the class.

A record of attendance for the Technical employees will be tracked to help with JAA training and future certification.

**To get credit for viewing a class that was recorded:**

Technical Employees will need to contact Gail Hughes: gail.hughes@ncagr.gov to verify your viewing. (It is recommended that you also have your immediate supervisor cc’ed in the email for confirmation.)

Administrative or Educational Employee will need to contact Sandra Weitzel.

**Future Classes:**

**Classes to be advertised:** The training classes will continue to be advertised by the District List serve and will include the Training Calendar site.

If you have a field day or training opportunity that you wish to share with everyone; post it on the District list serve SWCDistrictsonly@list.ncmail.net and enter the class on the training calendar site for review and approval.

Visit the “How to enter a class in the Training Calendar” link

In the future, we hope this calendar will become a location you will typically search for classes and add classes that your District would like to host / offer to other employees.

If you have questions, concerns or assistance entering a class: please contact Gail Hughes, gail.hughes@ncagr.gov, Sandra Weitzel, Sandra.weitzel@ncagr.gov

updated 9/14/21