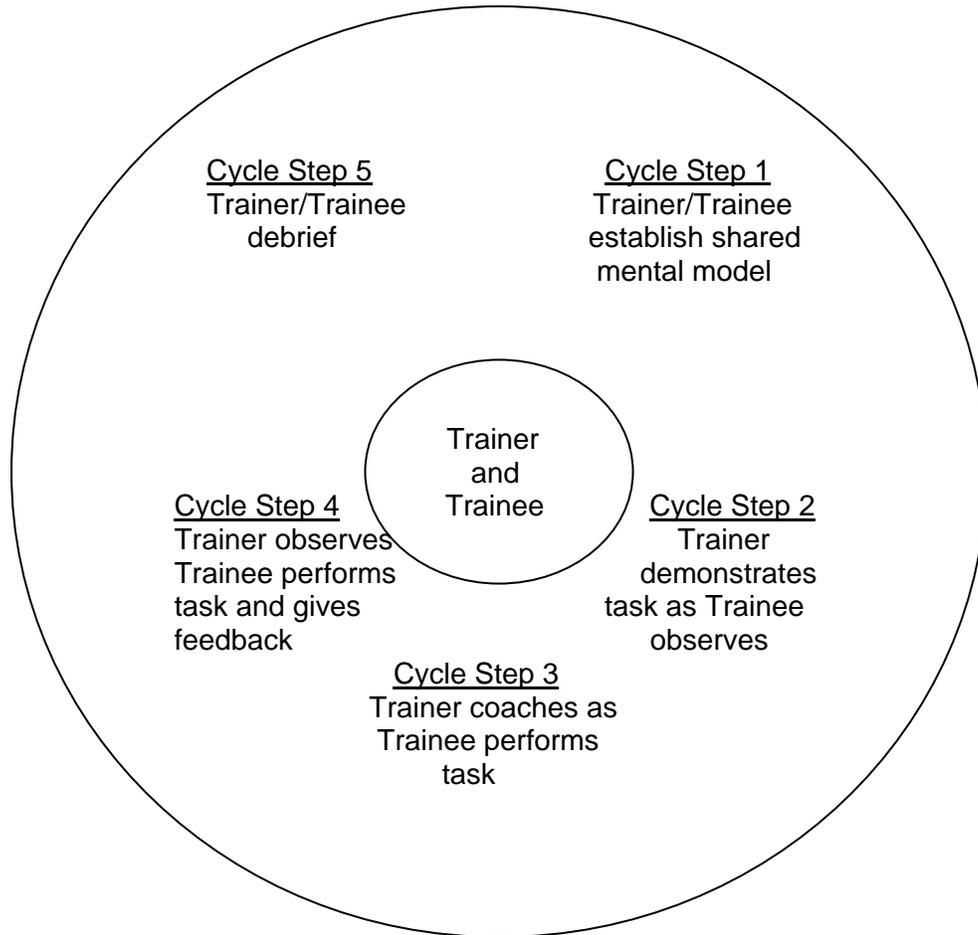


## OJT Training Module Cover Sheet

<b>Title:</b> 501 How to access and use the information on the soils.usda.gov web site.
<b>Type:</b> <input checked="" type="checkbox"/> Skill <input type="checkbox"/> Knowledge
<b>Performance Objective:</b> Trainee will be able to ... <ul style="list-style-type: none"><li>• Access and use the information provided to them on the soils.usda.gov web site.</li></ul>
<b>Target Proficiency:</b> <input type="checkbox"/> Awareness <input type="checkbox"/> Understanding <input type="checkbox"/> Perform w/ Supervision <input checked="" type="checkbox"/> Apply Independently <input type="checkbox"/> Proficiency, can teach others
<b>Trainer Preparation:</b> Check web site access before beginning the module.
<b>Special Requirements:</b> Initiate an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules.
<b>Prerequisite Modules:</b> None
<b>Notes:</b> None
<b>Authors:</b> Marc Crouch
<b>Approved by:</b> Marc Crouch

# The Five-Step OJT Cycle for Procedural Training (Skill)



## OJT Module Lesson

Title: <b>501 How to access and use the information on the soils.usda.gov web site.</b>	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle Step 1	Trainer should help the trainee find and access the <b>soils web pages</b> on the NRCS web site on the trainee's computer [and save as favorite]. Review and agree to the objective with the trainee.
Cycle Step 2	Do the following:
1. Review the main menu bar options. Navigate to each available site from each drop down menu.	<ul style="list-style-type: none"> <li>• Topics</li> <li>• Soil Survey</li> <li>• Soil Health</li> <li>• Contact Us</li> </ul>
2. Review the <b>Popular Topics</b> section. Navigate through each one to become familiar with what is available.	<ul style="list-style-type: none"> <li>• Soil Surveys by State</li> <li>• Soil Education</li> <li>• Soil Classification</li> <li>• .Soil Research</li> <li>• Soil Biology Primer</li> </ul>
3. Note the option to sign-up for email updates	Have the trainee utilize this option and the opportunity to use Facebook, etc.
4. Review the live pages scrolling through current topics.	Note that it scrolls on its own time or you can navigate forward or back to view each one.
5. Review the <b>Soil Survey Releases</b> section.	Have the trainee check for new releases.
6. Review the <b>Helping People Understand Soils</b> section. Navigate through each to become familiar with what is available.	<ul style="list-style-type: none"> <li>• Web Soil Survey</li> <li>• Official Soil Series Descriptions</li> <li>• Soil Data Access</li> <li>• Soil Data Viewer</li> <li>• Soil Lab Data</li> <li>• SoilWeb</li> </ul>
7. Review the other options found on the opening screen. Navigate through each to become familiar with what is available.	<ul style="list-style-type: none"> <li>• Information for City and County Planners.</li> <li>• Information for Geographers.</li> <li>• Information for Land Use Managers.</li> <li>• Information for Soil Scientists.</li> </ul>
Cycle Step 3	Switch seats. Trainee performs while trainer provides guidance as needed.
Cycle Step 4	Move on to the measurement of learning next page.
Cycle Step 5	Trainer provides feedback and debriefs trainee. Repeat anything as needed until trainee is able to perform without supervision.

## OJT Module Lesson Measurement of Learning

Title: **501 How to access and use the information on the soils.usda.gov web site.**

WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Find items on the web site	SSO Leader: Each day for several days, have trainee locate items for you selected from the web pages.

### **SF-182**

Trainee and/or supervisor access Aglearn to verify completion of the module via its SF-182.