

ILEARNOREGON

PERSONAL LEARNING EVENTS

Add a Personal Learning Event

Personal learning events are activities that occur outside of iLearnOregon (e.g., college courses, on-the-job training, conferences, etc.).

To add a personal learning event to your transcript, complete the following steps:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on *My Workspace*.
3. When the menu expands, click on *My Transcript*. This will take you to your transcript page.



4. Select *Manage Personal Learning Events*.
5. Click *Go* to access the Manage Personal Learning Event page. From this page you can search for personal learning events that are on your transcript or you can create a new personal learning event.

Manage Personal Learning Events

Simple | [Advanced](#)

To perform a search, type keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced tab to select criteria to further refine the results.

User Name Brandy Meng Create New Learning Event

Search Text

Search Type Any words

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6. Select *Create New Learning Event* from the page menu.
7. Click *Go* to access the Edit Learning Event page.
8. From the Edit Learning Event page you need to add the following information (Only fields with a * have to be completed):
 - ***Learning Event Title**: The name of the learning event.
 - ***Learning Event Type**: The classification for the learning event.
 - ***Training Sponsor**: Indicates the name of the organization that offered the training.
 - ***Start Date**: Indicates the date you started the learning event.
 - **Complete Date**: Indicates the date you completed the learning event.
 - ***Score**: Indicates your final score for the learning event.
 - **Progress Status**: Indicates if you have started or completed the learning event.
 - **Credit Type**: Indicates the type of credit received for this learning event.
 - **Credit Hours**: Indicates the number of credit hours completed for this learning event.
 - **Certification**: Indicates if a certification is awarded for completing this personal learning event.
 - **Training Details**: Additional information about the learning event.
9. Click *Create* after you are done adding the information for the learning event.

Edit Personal Learning Event | Preview

Type new or change existing summary information about this item. The system also uses summary information to find the item when users perform searches.

* **Learning Event Title**

* **Learning Event Type**

* **Training Sponsor**

* **Start Date**

Complete Date

Score

Progress Status Completed Started

Credit Type

Credit Hours

Certification Yes No

Training Details

Delete a Personal Learning Event

To delete a personal learning event to from your transcript, complete the following steps:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on *My Workspace*.
3. When the menu expands, click on *My Transcript*. This will take you to your transcript page.



4. Select *Manage Personal Learning Events*.
5. Click *Go* to access the Manage Personal Learning Event page. From this page you will need to search for personal learning events that you want to delete.
6. Enter in the search criteria in the *Search Text* field.

A screenshot of the 'Manage Personal Learning Events' search page. It shows a search form with the following fields: 'User Name' (Brandy Meng), 'Search Text' (empty, highlighted with a red box), and 'Search Type' (Any words). There is a 'Search' button and a 'Go' button next to a 'Create New Learning Event' dropdown menu.

7. Next the title there is a check box. Click on the *Check box* and select *Delete*.

A screenshot of the 'Manage Personal Learning Events' search results page. It shows a table with one record found. The table has columns: Title, Type, Training Sponsor, and Action. The record is: test, Certification, test. There is a 'Delete' button next to the record, highlighted with a red box and a mouse cursor. There is also an 'Edit Learning Event' button and a 'Go' button.