

# ILEARNOREGON CUSTOM TOOLS

## Bulk Enrollment

To access the bulk enrollment tool in iLearnOregon you need to complete the following steps:

1. Click *Administration*.
2. Click *Custom Tools*. A new window will open.



3. From the Custom Tools page, select *Admin Tools*.
4. From the Admin Tools drop down menu, select *Bulk Enrollment*.



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5. The search page will display. Click on *Search Courses*. A new window will display.

**Selected Courses:**

**Selected Users:**

6. Enter in the title of the course.
7. If you want to search for courses that occurred in the past then select *Include sections in the past*.
8. Select *Search*.

**Search for Scheduled Courses**

Course Title:

Include sections in the past

9. The search results will display.

**Search for Scheduled Courses**

Course Title:

Include sections in the past

Course/Class Title	Cost	Start Date	End Date	
DAS - HRSD - Domestic Violence Awareness Part 1 <i>DAS - HRSD Domestic Violence Training</i>	\$0.00	7/15/08	7/15/08	<input style="float: right;" type="button" value="+"/>


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10. To select the course that you want to enroll people into, select the green plus sign.

**Search for Scheduled Courses**

Course Title:

Include sections in the past

Course/Class Title	Cost	Start Date	End Date	
DAS - HRSD - Domestic Violence Awareness Part 1 <i>DAS - HRSD Domestic Violence Training</i>	\$0.00	7/15/08	7/15/08	

11. After selecting the green plus sign close out of the search window.

12. On the Bulk Enrollment screen you will see that the course has been added.

**iLearnOregon** State Government's Learning Community


### Custom Tools - Bulk Enrollment

Billing Admin Tools ▶ Reporting ▶ My Billing Forms Logoff

Search for courses and users using the respective search buttons. Searching may be repeated as often as needed. After courses and users appear in the search results, click the plus icon next to items to make your selections. You may use the X icon to remove a selected course or user from the lists.

After you have finished your selections click the Process Enrollment button to assign all of the selected users to the selected courses.

**Selected Courses:**

Course/Class Title	Cost	Start Date	End Date	
DAS - HRSD - Domestic Violence Awareness Part 1 <i>DAS - HRSD Domestic Violence Training</i>	\$0.00	7/15/08	7/15/08	

**Selected Users:**


13. To enroll people into the course you have selected, click on **Search Users**. A new window will display.

14. Enter in the search criteria for the user you are looking for and click on **Search**.

### Search for Users

Last Name:

First Name:

Roles:  

Search in all Domains  Include Inactive Users

Search in Organization

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15. Your search results will display.

**Search for Users**

Last Name:

First Name:

Roles:

Search in all Domains       Include Inactive Users

Search in Organization

Last Name	First Name	Mid. Name	Empl. ID	Job Title	Agency	Organization Title	
Administrator (user)	HR (Test System)		ML.BASE.USR.HRAdmin	Other	NonState	Other, Non State Employees	
Administrator (user)	iLearn (Test System)		ML.BASE.USR.Administrator	Other	NonState	Other, Non State Employees	

16. To select the user that you want to enroll into the course, select the green plus sign.

**Search for Users**

Last Name:

First Name:

Roles:

Search in all Domains       Include Inactive Users

Search in Organization

Last Name	First Name	Mid. Name	Empl. ID	Job Title	Agency	Organization Title	
Administrator (user)	HR (Test System)		ML.BASE.USR.HRAdmin	Other	NonState	Other, Non State Employees	
Administrator (user)	iLearn (Test System)		ML.BASE.USR.Administrator	Other	NonState	Other, Non State Employees	

17. Repeat steps 14-16 until you have added all of the users you want to bulk enroll into the course. Once you are done close out of the search for user window.

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18. On the Bulk Enrollment screen you will see all of the users that you want to enroll in the course.

**Selected Courses:**

Course/Class Title	Cost	Start Date	End Date	
DAS - HRSD - Domestic Violence Awareness Part 1 <i>DAS - HRSD Domestic Violence Training</i>	\$0.00	7/15/08	7/15/08	<input type="checkbox"/>

**Selected Users:**

Last Name	First Name	Mid. Name	Employee ID	Job Title	Agency	Organization Title	
Administrator	HR		ML.BASE.USR.HRAadmin	Other	NonState	Other, Non State Employees	<input type="checkbox"/>
Administrator	iLearn		ML.BASE.USR.Administrator	Other	NonState	Other, Non State Employees	<input type="checkbox"/>

19. To process the enrollments select **Process Enrollments**. You will receive a confirmation at the top of the screen once it is complete.

# *ILEARNOREGON*

## *CUSTOM TOOLS*

### *Managing Organizations*

To access the organizations tool in iLearnOregon you need to complete the following steps:

1. Click *Administration*.
2. Click *Custom Tools*. A new window will open.



3. From the Custom Tools page, select *Admin Tools*.
4. From the Admin Tools drop down menu, select *Organizations*.



5. The Organization Edit page displays. From the drop down menu select an organization you want to manage and then click on *Select Org*.



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6. You will now be able to add, edit, delete, or move an organization and add or delete users from an organization.

Billing Admin Tools ▶ Reporting ▶ My Billing Forms | Logoff

Select the Org. or sub Org. from the tree then choose an action.

- Administrative Services, Department of
  - Budget and Management Division
  - Enterprise Information Strategy and Policy Division
  - Facilities Division
  - Human Resource Services Division
  - Office for Oregon Health Policy and Research
  - Office of the Director

Change Org ▲  
Add Org  
Edit Org  
Delete Org  
Move Org  
User Profiles

Organization: Administrative Services, Department of  
ID: ORG-10700  
Description: Administrative Services, Department of  
Directory:  
Loc Code: | RDC: | PDC: |

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To add an organization, complete the following steps:

1. Select **Add Org**. This will take you to the add organization page.
2. Add the name of the organization and description.

**iLearnOregon** State Government's Learning Community **Test/Training**

## Custom Tools - Organization Edit

Billing Admin Tools ▶ Reporting ▶ My Billing Forms Logoff

Enter or change the organizations information then choose to add/update (or Cancel).

Administrative Services, Department of

- Budget and Management Division
- Enterprise Information Strategy and Policy Division
- Facilities Division
- Human Resource Services Division
- Office for Oregon Health Policy and Research
- Office of the Director

Change Org ▲  
Add Org  
Edit Org  
Delete Org  
Move Org  
User Profiles ▼

\* Organization:

\* ID:

Parent ID:

\* Description:

Managers:

Directory:

Loc Code:  RDC:  PDC:

3. Select **Add New** to create the new organization.

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To edit an organization, complete the following steps:

1. Select **Edit Org**. This will take you to the edit organization page.
2. You can edit the organization name, description, and add/remove managers.
3. Make your edits and then select **Update**.

Billing Admin Tools ▶ Reporting ▶ My Billing Forms Logoff

Enter or change the organizations information then choose to add/update (or Cancel). To modify managers, click on a manager in the list work with. This will open up a secondary window for working with the manager of an organization. If the only changes are with managers, then you do not need to use the update button here.

- [-] Administrative Services, Department of
  - [-] Budget and Management Division
  - [-] Enterprise Information Strategy and Policy Division
  - [-] Facilities Division
  - [-] Human Resource Services Division
  - [-] Office for Oregon Health Policy and Research
  - [-] Office of the Director

\* Organization:

\* ID:

Parent ID:

\* Description:

Last Name	First Name	Mid. Name	Empl. ID
Bartels	Robert		OR0008879
Ross	Kathryn		OR0012496

Managers:

Directory:

Loc Code:  RDC:  PDC:

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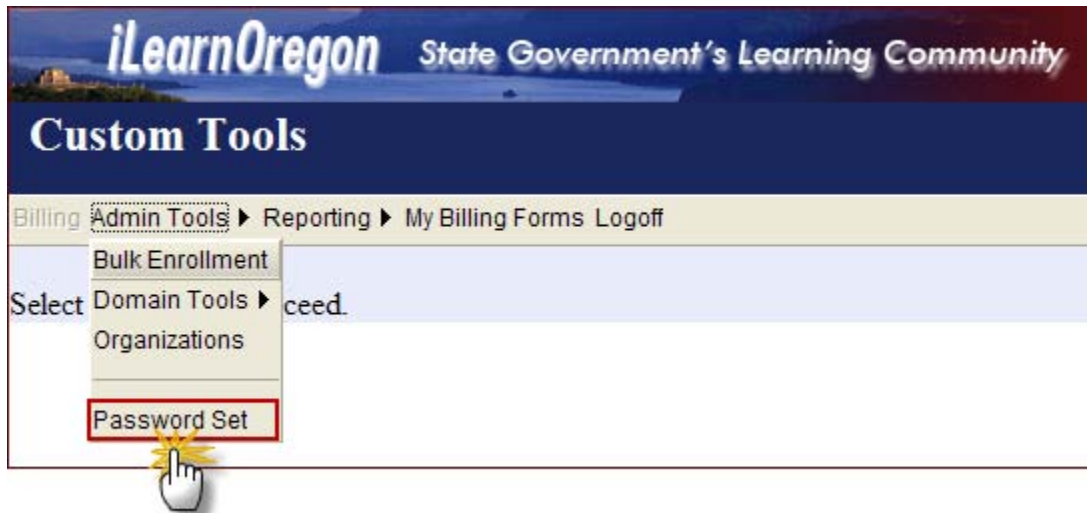
## Resetting Passwords

To reset a user's password complete the following steps:

1. Click *Administration*.
2. Click *Custom Tools*. A new window will open.

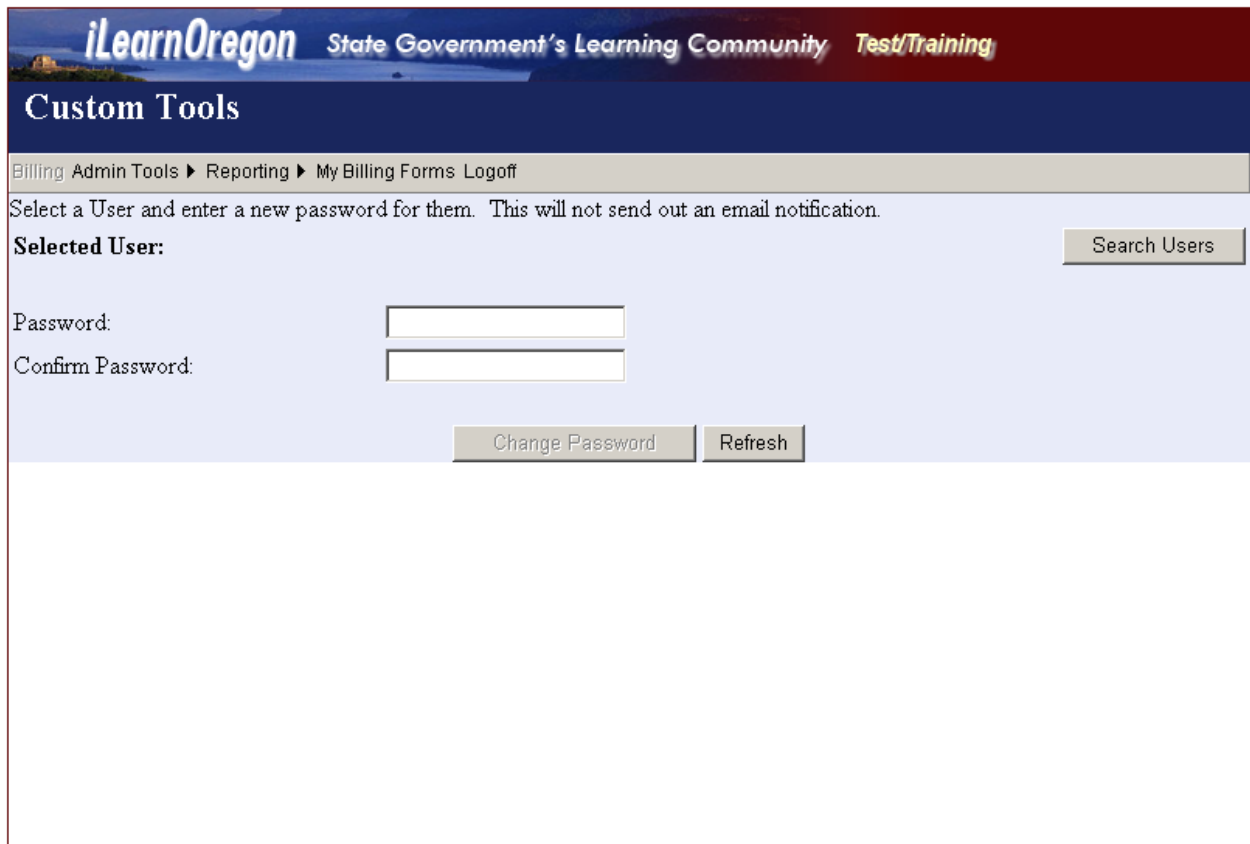


3. From the Custom Tools page, select *Admin Tools*.
4. From the Admin Tools drop down menu, select *Password Set*.



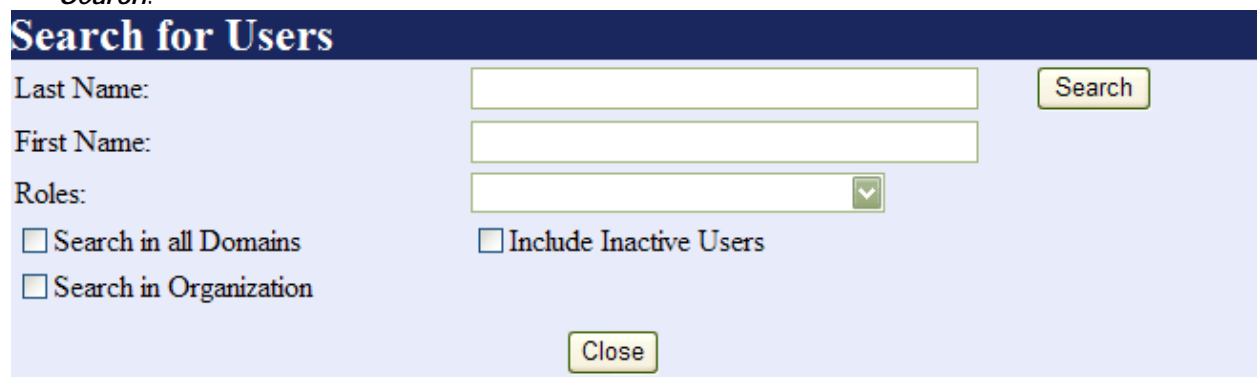
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5. The password reset page displays. Select **Search Users** to find the user that you need to reset the password for.



The screenshot shows the 'Custom Tools' section of the iLearnOregon website. At the top, there is a navigation bar with 'iLearnOregon State Government's Learning Community Test/Training'. Below this is a breadcrumb trail: 'Billing Admin Tools Reporting My Billing Forms Logoff'. The main heading is 'Custom Tools'. A message reads: 'Select a User and enter a new password for them. This will not send out an email notification.' There is a 'Selected User:' label and a 'Search Users' button. Below are two text input fields for 'Password:' and 'Confirm Password:'. At the bottom of the form are 'Change Password' and 'Refresh' buttons.

6. A new window will display. Enter in the search criteria for the user you are looking for and click on **Search**.



The screenshot shows a 'Search for Users' dialog box. It has a title bar 'Search for Users'. The form contains: 'Last Name:' with a text input field; 'First Name:' with a text input field; 'Roles:' with a dropdown menu; and three checkboxes: 'Search in all Domains', 'Search in Organization', and 'Include Inactive Users'. There is a 'Search' button on the right and a 'Close' button at the bottom.

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7. Your search results will display.

### Search for Users

Last Name:

First Name:

Roles:

Search in all Domains  Include Inactive Users  
 Search in Organization

Last Name	First Name	Mid. Name	Empl. ID	Job Title	Agency	Organization Title	
Administrator (user)	HR (Test System)		ML.BASE.USR.HRAAdmin	Other	NonState	Other, Non State Employees	
Administrator (user)	iLearn (Test System)		ML.BASE.USR.Administrator	Other	NonState	Other, Non State Employees	

8. To select the user that you want, select the green plus sign.

### Search for Users

Last Name:

First Name:

Roles:

Search in all Domains  Include Inactive Users  
 Search in Organization

Last Name	First Name	Mid. Name	Empl. ID	Job Title	Agency	Organization Title	
Administrator (user)	HR (Test System)		ML.BASE.USR.HRAAdmin	Other	NonState	Other, Non State Employees	
Administrator (user)	iLearn (Test System)		ML.BASE.USR.Administrator	Other	NonState	Other, Non State Employees	

9. Close the search window.

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- 10. The password reset page will display.
- 11. Enter in the new password and confirm the password.

The screenshot shows the 'iLearn Oregon' interface. At the top, there is a navigation bar with 'iLearn Oregon', 'State Government's Learning Community', and 'Test/Training'. Below this is a 'Custom Tools' header. A breadcrumb trail reads 'Billing Admin Tools > Reporting > My Billing Forms Logoff'. A message states: 'Select a User and enter a new password for them. This will not send out an email notification.' Below the message is a 'Selected User:' section with a 'Search Users' button. A table lists user details:

Last Name	First Name	Mid. Name	Employee ID	Job Title	Agency	Organization Title
Administrator	iLearn (Test)		ML.BASE.USR.Administrator	Other	OR	Other, Non State Employees

Below the table are two password input fields: 'Password:' and 'Confirm Password:'. At the bottom of the form are two buttons: 'Change Password' and 'Refresh'.

- 12. Select *Change Password*.

**NOTE:** The user will not receive automatic notification that their password has been changed. You will need to either let them know via phone or email.

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## Custom Reports

To view the 3 custom reports complete the following steps:

1. Click **Administration**.
2. Click **Custom Tools**. A new window will open.



3. From the Custom Tools page, select **Reporting**.

There are 3 reports available:

- **Training Progress by User:** The Official Transcript report displays a user's training progress by each course they have completed. The report also displays the total number of hours for each course and the total number of training hours that the user has completed. **Note:** Only the user has access to this report unless an administrator proxy logs into the users account.
- **Instructor Credit:** The Instructor Credit report displays the number of hours an instructor taught by course and overall training hours.
- **All iLearn Courses:** The All iLearn Courses report displays all the active and inactive courses in the system. The report also displays who the owner is and their contract information.

4. From the Reporting drop down menu, select the report you want to view.



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5. You can export the report into pdf or Excel. Click on the Select a format drop down menu.
6. Select either Excel or Acrobat (PDF) file from the drop down.
7. Click on *Export*.

The screenshot shows the iLearnOregon website interface. At the top, there is a header with the logo and navigation links. Below the header, there is a navigation menu with links for Billing, Admin Tools, Reporting, My Billing Forms, and Logoff. The main content area displays the title 'Official Transcript' and the page number '1 of 1'. There is a search bar and a 'Find | Next' button. A dropdown menu for 'Select a format' is open, showing options for 'Excel' and 'Acrobat (PDF) file'. The 'Export' button is also visible. The page content includes the State of Oregon seal and the text 'State of Oregon Training Progress - Completed Events'. The date 'Date: 6/21/2010' is displayed in the top right corner. The name 'Theodore R. Kulongoski, Governor' is visible at the bottom left.