

ILEARNOREGON ENROLLING AND COMPLETING A CURRICULUM

Enrolling and Completing a Curriculum

To enroll and complete a curriculum, 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 *Learning Center*.
3. When the menu expands, click on *Course Catalog*. This will take you to the course catalog search screen.
4. On the course catalog page, type your search criteria in the search field and then select *Search*. The search results will display.



Course Catalog



Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic. Also, you can view the classroom course calendar.

Search

Simple | [Advanced](#) | [Calendar View](#)

To find a course or curriculum, type all or part of the title in the Search Text field. Select a Search Type to refine the results and then click Search. Use the Advanced tab to select more criteria to refine the results.

Search Text

Search Type Any words

5. Under the action menu, select *Enroll*.
6. Click on *Go*.

Search

Simple | [Advanced](#) | [Calendar View](#)

To find a course or curriculum, type all or part of the title in the Search Text field. Select a Search Type to refine the results and then click Search. Use the Advanced tab to select more criteria to refine the results.

Search Text

Search Type Any words

Records found: 1

		Title	Delivery Method	Rating	Action
		DAS - Leading an iLincOregon Session <i>This curriculum is for new iLincOregon instructors. Before leading a session, please review t...</i>	Curriculum	★★★★	Enroll <input type="button" value="v"/> <input type="button" value="Go"/>

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7. On the Enroll screen, select **Enroll**.

Enroll

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic. Also, you can view the classroom course calendar.

Enroll

Review the information below to ensure that you are enrolling for the correct course/item. Then select the options you want (if options are displayed) and click Enroll.

Title DAS - Leading an iLincOregon Session
This curriculum is for new iLincOregon instructors.

Description Before leading a session, please review the iLincOregon Instructor Guide, then complete any of the remaining courses. Upon completion, please email elms@state.or.us to be given instructor access to LincOregon.

8. You will receive a confirmation that you are enrolled in the curriculum.

Course Catalog



You are enrolled in the curriculum.

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic. Also, you can view the classroom course calendar.

Search

Simple | Advanced | Calendar View

To find a course or curriculum, type all or part of the title in the Search Text field. Select a Search Type to refine the results and then click Search. Use the Advanced tab to select more criteria to refine the results.

Search Text

Search Type

Records found: 1

		Title	Delivery Method	Rating	Action
		<u>DAS - Leading an iLincOregon Session</u> <i>This curriculum is for new iLincOregon instructors. Before leading a session, please review t...</i>	Curriculum	★★★★	Cancel Enrollment <input type="button" value="Go"/>

9. Click on the **title** of the curriculum and the curriculum screen will display.

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10. There are two areas on this page: Prescribed Order and Elective Order. The Prescribed Order area indicates training activities that you must complete in the order in which they are displayed.

Curriculum

Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

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Prescribed Order

	Order	Title	Type	Progress Status	Action
		1	DAS - iLincOregon - Leader Guide	Document	Not Started

Elective Order

		Title	Type	Required	Progress Status	Action
		DAS - iLincOregon - Leading a Session - Recorded Demonstration	Online	No	Not Enrolled	Enroll
		DAS - iLincOregon Best Practice Webinars	Online	Yes	Not Enrolled	Enroll
		DAS - iLincOregon Best Practices	Document	Yes	Not Started	
		DAS - iLincOregon Training Resources	Online	Yes	Not Enrolled	Enroll

11. The Elective Order area contains additional training activities that can be completed in any order. Electives may be required or optional as indicated in the Required column in the Elective Order area.

Curriculum

Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

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Prescribed Order

	Order	Title	Type	Progress Status	Action
		1	DAS - iLincOregon - Leader Guide	Document	Not Started

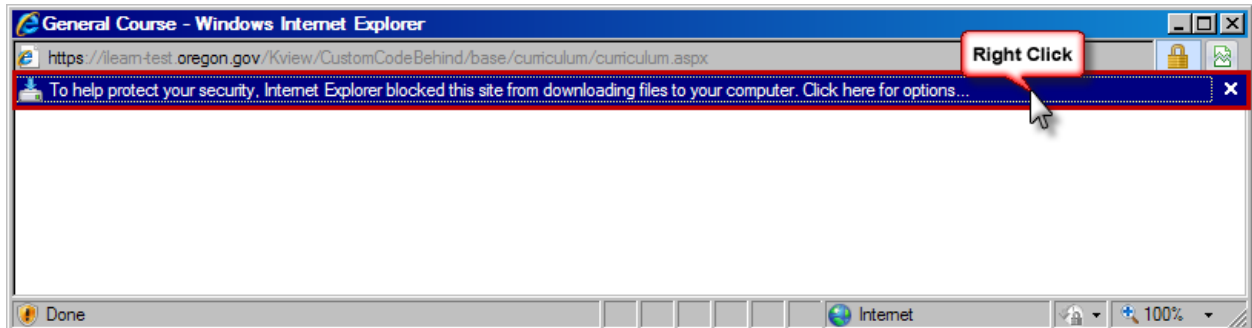
Elective Order

		Title	Type	Required	Progress Status	Action
		DAS - iLincOregon - Leading a Session - Recorded Demonstration	Online	No	Not Enrolled	Enroll
		DAS - iLincOregon Best Practice Webinars	Online	Yes	Not Enrolled	Enroll
		DAS - iLincOregon Best Practices	Document	Yes	Not Started	
		DAS - iLincOregon Training Resources	Online	Yes	Not Enrolled	Enroll

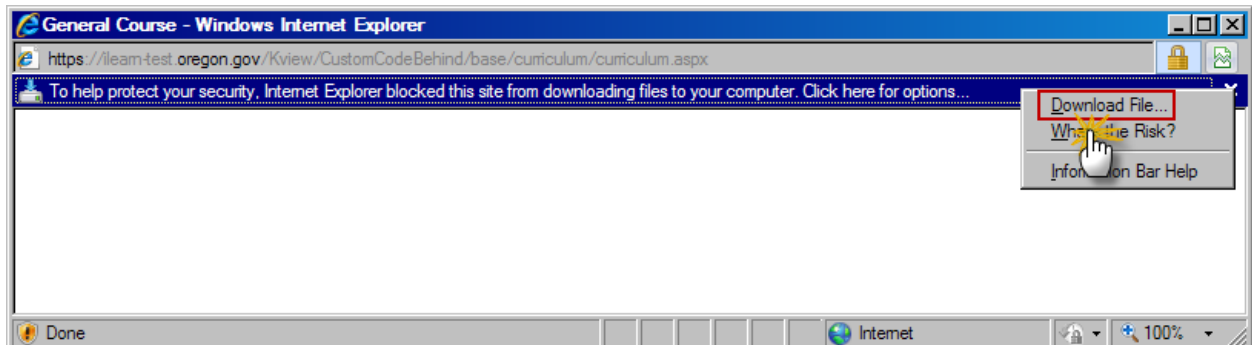
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If the curriculum contains a document, complete the following steps:

12. Click on the *title* of the document. A new window will launch.
13. If you receive this security warning, **Right Click** your mouse on the warning.



14. A pop-up box will display, click on *Download File....*



15. A new window will display with the document.
16. Once you complete reading the document, click on the *X* on the top right of the screen for both of the windows.



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17. You will be taken back to the curriculum screen. The training activity will show started. Under the Action menu, select **Mark Complete**.
18. Click on **Go**.

Curriculum

Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

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Prescribed Order

	Order	Title	Type	Progress Status	Action	
		1	DAS - iLincOregon - Leader Guide	Document	Started	Rate <input type="button" value="Go"/>

Elective Order

		Title	Type	Required	Progress Status	Action
		DAS - iLincOregon - Leading a Session - Recorded Demonstration	Online	No	Not Enrolled	Enroll <input type="button" value="Go"/>
		DAS - iLincOregon Best Practice Webinars	Online	Yes	Not Enrolled	Enroll <input type="button" value="Go"/>
		DAS - iLincOregon Best Practices	Document	Yes	Not Started	
		DAS - iLincOregon Training Resources	Online	Yes	Not Enrolled	Enroll <input type="button" value="Go"/>

19. Click on **Mark Complete**.

DAS - iLincOregon - Leader Guide

Manually mark items as completed for your progress status.

Mark Complete

You have selected to mark an item complete. By continuing with this action, you are certifying that you have read and/or participated in this training activity to the fullest extent possible.

Title DAS - iLincOregon - Leader Guide
Type Document

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20. You will be taken back to the curriculum screen. For the training activity progress status shows as **Completed**.

DAS - Leading an iLincOregon Session

The item was marked complete.

View all training activities for the curriculum.

Curriculum

Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

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Description Before leading a session, please review the iLincOregon Instructor Guide, then complete any of the remaining courses. Upon completion, please email elms@state.or.us to be given instructor access to LincOregon.

Prescribed Order

	Order	Title	Type	Progress Status	Action
		1	DAS - iLincOregon - Leader Guide	Document	Completed Completed Rate Go

Elective Order

		Title	Type	Required	Progress Status	Action
		DAS - iLincOregon - Leading a Session - Recorded Demonstration	Online	No	Not Enrolled	Enroll Go
		DAS - iLincOregon Best Practice Webinars	Online	Yes	Not Enrolled	Enroll Go
		DAS - iLincOregon Best Practices	Document	Yes	Not Started	
		DAS - iLincOregon Training Resources	Online	Yes	Not Enrolled	Enroll Go

21. Continue to enroll and complete all the training activities.

22. For online and classroom courses you will need to enroll into them. See the iLearnOregon help page for job aids and tutorials on how to register and complete classroom and online courses http://www.oregon.gov/DAS/HR/ilearn.shtml#User_Resources.