

# iLearnOregon

## Instructor Guide



June 17, 2016

# iLearnOregon Resources

## Compatible web browsers



IE 8-10



FF 17-24



Chrome 24-30

## iLearnOregon

<https://ilearn.oregon.gov>

## Help documents

- <http://www.oregon.gov/DAS/EHRS/pages/ilearn.aspx>
- <https://inside.dhsoha.state.or.us/asd/hr/hr-articles/181-employee-and-organizational-development/4200-changes-coming-to-learning-center.html>
- <http://www.oregon/DHS/BUSINESS-SERVICES/Pages/DHS-Training.aspx>

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# Instructor Introduction

Being an Instructor in iLearnOregon allows a course administrator to assign you to teach an upcoming course section. Additional menus will appear in your profile: ***My Responsibilities, Administration, and Custom Tools.***

From ***My Responsibilities*** then ***Home***, you'll see a quick overview of your upcoming teaching schedule.



Course sections that are awaiting you to mark attendance will be listed under ***Instructor Tools.***

The screenshot displays two sections of the iLearnOregon interface. The top section is titled 'My Teaching Schedule' and includes a 'View: By Date' dropdown with options for 'Today', 'Next 7 Days', 'Next 30 Days', 'All My Upcoming Events', and 'Recently Ended'. A 'My Teaching Calendar' link is also present. Below this, a teaching schedule entry is shown for 7/8/2016 from 1:00 PM to 5:00 PM, with details for the course 'DHS - OED - Conflict Navigation', section 'Classroom course', and event 'Classroom course'. The bottom section is titled 'Instructor Tools' and features a dropdown menu for 'Instructor' set to 'Me' and a 'Go' button. A red arrow points to the 'Instructor Tools' section. Below the dropdown is a table with three columns: 'Title', 'Date', and 'Pending Action'.

Title	Date	Pending Action
<a href="#">OED - L/D - Polished First Impressions: State Application</a>	6/3/2014 - 6/3/2014	7 Awaiting Student Evaluations
<a href="#">DHS - CW - Pedantics and the Art of Todays Mainstream Media</a>	5/26/2016 - 5/26/2016	4 Awaiting Student Evaluations
<a href="#">OED - L/D - Polished First Impressions: State Application</a>	10/29/2016 - 10/29/2016	6 Waitlisted Students

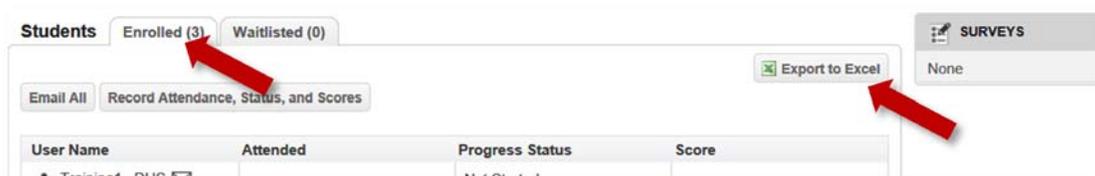
# Viewing Enrollment

## To see the names of enrolled & waitlisted students:

1. Click on **My Responsibilities**, then **Instructor Tools**. Click on the course name.
2. Click the chevron by the “i” to the right of the section name to see enrollment information, as shown below. Then select **Manage Students**.



3. Click the **Enrolled** tab to see who's enrolled in the section. From there, you can select **Export to Excel** if you'd like a list of students, along with their organizations and email addresses.



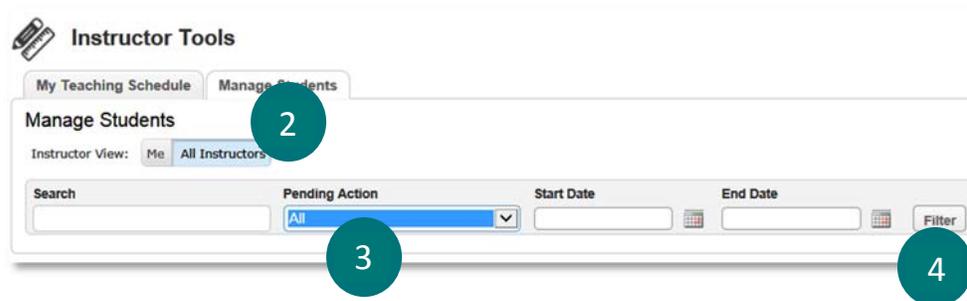
# Printing Rosters

## To view a roster:

1. Click on **My Responsibilities**, then select the **INSTRUCTOR TOOLS** button.



2. On the **Instructor Tools** page, select **Manage Students**, then **All Instructors**.



3. Type course name in the **Search** field. In the dropdown menu, change **Pending Action** to **ALL**.
4. Click on **Filter**.
5. Click on the course name to see a list of attendees.
6. To see a list of Waitlisted students, click on the **Waitlisted** tab.



# Printing Rosters

## To print a roster:

1. Click on the **My Responsibilities** button. Under **Instructor Tools**, click on the name of the course.



**NOTE:** If the course doesn't appear, then you're not listed as an instructor.

2. Click on **Export to Excel**. A pop-up window will display where you can save or print the file.



# Emailing Students

Students should receive three email reminders before a course:

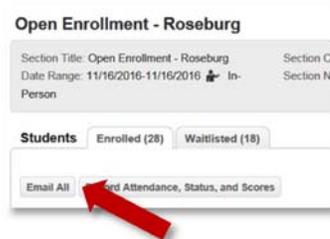
- 2 weeks before class starts
- 1 week before class starts
- 2 days before class starts

## To send an email to all students registered in a course:

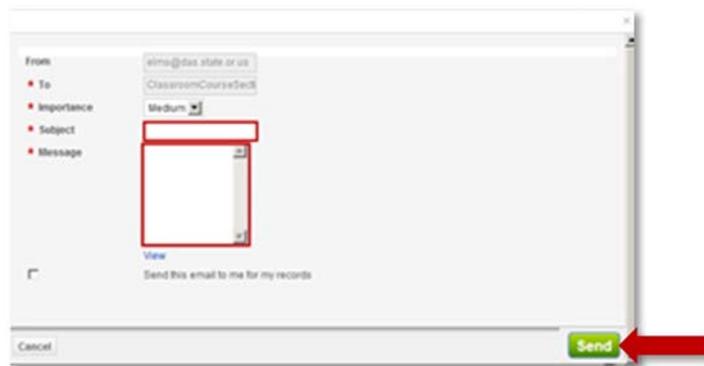
1. Click on the **My Responsibilities** button. Under **Instructor Tools**, click on the name of the course.



2. Select **Email All**.



3. A pop-up window will appear. Complete all the required fields and select **Send**.



# Recording Attendance

Attendance should be recorded within 30 days of course completion. See [iLearnOregon Protocol 03-02: Completion of Attendance](#). Also see [iLearnOregon Protocol 03-03: Course Scoring Criteria](#).

## To record attendance after a session is finished:

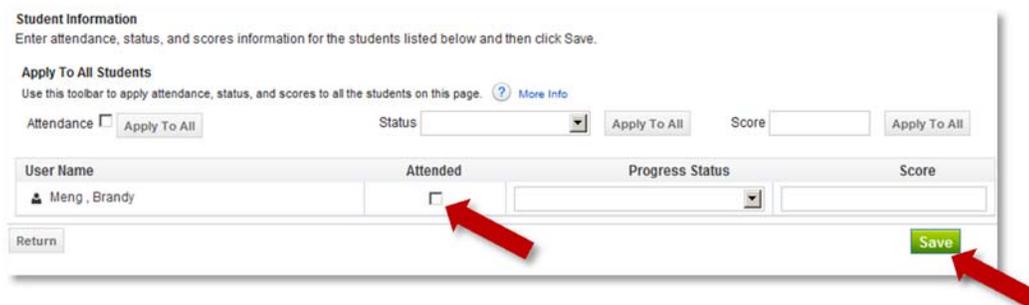
1. Click on the **My Responsibilities** button. Under **Instructor Tools**, click on the name of the course.



2. Click on **Record Attendance, Status, and Scores**.



3. The Student Information screen will appear. For each student, record whether they attended the course or not, then click **Save**.



## Training Administration Protocol

### 03-02: Completion of Attendance

**Approved by:**

**Effective Date:**

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**PURPOSE:** To ensure that participants receive credit for classes attended.

**PROTOCOL:** Attendance status must be entered into iLearnOregon within 30 days of the training session.

- I. When a participant contests their attendance, grade, or score, follow the procedure identified by your program area.
- II. Exception: When a course provides CEUs or other certification credit, refer to the course/section instructor.
- III. Once a participant is scored as complete, the system does not allow that status to be changed. All other completion statuses can be edited.

**REFERENCES:** None

**DEFINITIONS:** None

**CONTACT:** DHS|OHA Domain Administrators:

- DHS.Training@state.or.us

**BACKGROUND:** None

**PROTOCOL HISTORY:**

- Initial draft: (12/11/15)
- Version 2: (12/17/15) Added note that completed status cannot be changed.

## Training Administration Protocol

### 03-03: Course Scoring Criteria

**Approved by:**

**Effective Date:**

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**PURPOSE:** To define scoring criteria for a course.

**PROTOCOL:** You must have management approval to apply grading/scoring that is other than Complete, Incomplete, No-Show, Pass or Fail.

**REFERENCES:** Protocol 02-02: Offering Courses for Credit

**DEFINITIONS:** None

**CONTACT:** DHS|OHA Domain Administrators:

- DHS.Training@state.or.us

**BACKGROUND:** DHS|OHA does not generally apply alpha or numeric scoring to DHS|OHA sponsored training. If the class is for credit, the administrator should follow the protocol for Offering Courses for Credit.

**PROTOCOL HISTORY:**

- Initial draft: (12/11/15)
- Version 2: (12/17/15) Removed scoring protocol related to for-credit classes. They are now in Protocol 02-02.

# Introduction to Instructor Access

Are you unable to access any of the areas in iLearnOregon covered in this manual?

If so, please submit a service desk ticket to have access restored.

## Why it happens

Permission to use areas of iLearnOregon is granted manually by DHS|OHA domain administrators. iLearnOregon is also an enterprise-wide system, however. For security reasons, your permissions will be automatically removed if:

- Your classification changes in the HR database.
- You are reclassified, working out of class, or go on a job rotation.
- You transition to another agency, program area or unit.
- You leave state service.

iLearnOregon will send you a notification when roles have been added or removed.

The domain administrators are not notified of this process. You must let them know by submitting a service desk ticket.

In addition to permissions, **you must be added to the system as an instructor**. If you're not, the **My Responsibilities** home page will flash and not load properly. If you're not listed as an instructor, submit a service desk ticket (DHS.SERVICEDesk@dhssoha.state.or.us).