iLearnOregon Resources

iLearnOregon
https://ilearn.oregon.gov

Help docs

Table of Contents

Instructor Introduction .................................................................................................... 4
Managing Students .......................................................................................................... 6
  Viewing Enrollment ...................................................................................................... 6
  Emailing Students ......................................................................................................... 7
  View or print a roster .................................................................................................... 8
Recording Attendance ..................................................................................................... 9
Protocols ........................................................................................................................ 10
  03-02: Completion of Attendance ............................................................................... 10
  03-03: Course Scoring Criteria .................................................................................... 11
Introduction to Instructor Access ................................................................................... 12
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: Responsibilities and Custom Tools.

1. Click **Responsibilities** for information about courses you teach or manage.

2. Some classes require approval before students can enroll in them. These approval requests appear in the **Most Recent Requests** area.

3. Scroll down to the **Instructor Tools** area to see classes for which you need to mark attendance.

   If you don’t see the class, click **View All Sections**.
4. The Teaching Schedule area shows a quick overview of your upcoming teaching schedule.

Click Teaching Calendar to see a calendar view of your classes.

Click Today, Next 7 Days, etc. to see more classes.

5. If you have course sections that require grading, those classes will appear under Needs Grading.

6. You’ll find shortcuts in the Quick Links area.

   - Click Approval Requests to go to Most Recent Requests > View All Requests.
   - Click Instructor Tools to go to Instructor Tools > View All Sections.
Managing Students

Follow these instructions to view course section enrollment, email students, and view or print rosters.

1. Click on **Responsibilities**. Under **Instructor Tools**, click on the course name. If needed, click **View All Sections** to see your course section.

2. Click **Teaching Schedule**, then **All Upcoming Events**.

3. By the section name, click the plus “+” sign. This will expand the section information.

### Viewing Enrollment

1. Click **Manage Students**.

2. Click the **Enrolled** tab to see who’s enrolled in the section. Or click **Waitlisted** to see waitlisted students.

From there, you can select **Export to Excel** if you’d like a list of students, along with their organizations and email addresses.
Managing Students

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

1. Follow the instructions at the beginning of the Managing Students section. Click Manage Students.

2. To email all enrolled students, click Email All. NOTE: This will not send an email to waitlisted students.

3. To email individual students, click Email User by the student’s name.

4. A pop-up window will appear. Complete all the fields and check the box next to Send this email to me for my personal records.

5. Click Send.
Managing Students

View or print a roster

1. Follow the instructions at the beginning of the Managing Students section. Click Export to Excel.

2. A roster will open in Excel, which you can re-format and print.
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.

1. Click on **Responsibilities**. Under **Instructor Tools**, look for the course section title and date. There should be an entry in the **Pending Action** column with the number of students awaiting evaluations.

   If needed, click **View All Sections** to see your course.

2. Click the course section title.

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

4. The Student Information screen will appear. For each student, record whether they **Attended** the course or not. Choose a **Progress Status** from the dropdown menu (Completed, Incomplete or No Show); for a list of acceptable options, see the following **Protocols**. Add a **Score**, if applicable.

   If all students attended and had the same progress status, enter it into the fields at the top and click **Apply to All**.

   When you’re finished, click **Save**.
Training Administration Protocol

03-02: Completion of Attendance

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

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 Responsibilities home page may flash and not load properly. If you’re not listed as an instructor, submit a service desk ticket (DHS.SERVICEDESK@dhsoha.state.or.us).