Managing Enrollment

Enrolling Users into Courses ............................................................................................................. 17
  Bulk Enroll ..................................................................................................................................... 17
  Manage Enrollment for Classroom Courses ................................................................................. 17
Waitlisting .......................................................................................................................................... 18
  Adding Users to a Waitlist ........................................................................................................ 19
  Changing the Waitlist Order .................................................................................................. 19
Cancelling Enrollment ....................................................................................................................... 21
Viewing Enrollment & Printing Attendance Rosters ........................................................................... 21
Emailing Users ................................................................................................................................. 22
Recording Attendance ....................................................................................................................... 23
Self-Reported Learning Bulk Enroll ................................................................................................... 24
Sharing the Course Link .................................................................................................................... 25

Reports

Commonly Used Reports .................................................................................................................. 26
How to Run a Report ........................................................................................................................ 27
  Searching for a Course ............................................................................................................ 27
  Selecting the Organization ..................................................................................................... 27
  Customizing the Report View .................................................................................................. 28
  Exporting the Report ............................................................................................................... 29
How to Run a Transcript Report ....................................................................................................... 29
Getting Started

Navigation

iLearnOregon navigation is at the top of the page.

1. The main navigation will show for all users and appear at the top of every iLearn webpage except the pages within Custom Tools.
2. The Responsibilities tab will show only for Course Administrators and Instructors.
3. The Custom Tools tab will display different functions for users and elevated roles.

IMPORTANT

As a Course Administrator, if the Responsibilities tab does not appear, contact the ODOT Domain Administrator.

The Learning Home Page

Learning > Home is your iLearnOregon homepage. This screen displays iLearn announcements, as well as a summary of completed, current, and upcoming courses.

1. Transcript: this screen displays all content you’ve enrolled in, started, and completed.
2. Search Catalog: the search bar at the top allows for a quick search from every page while the Catalog screen allows for a more detailed search.
3. **Help**: clicking the circle icon takes you to a detailed help section that populates help information specific to the iLearn page you are on.

4. **Domains**: users who have access to more than one state agency domain (e.g. on rotation, work for two agencies, etc.) can use this widget to choose which domain to work in.

**User Profile**

Click on the dropdown arrow next to the user profile icon in the navigation bar to access items related to your user profile.

- **Messages**: if you identify a profile preference for system messages over email, you can access your messages here. Email communication is the ODOT standard.
- **Reports**: you can pull personal training-related reports here.
- **Calendar**: you can view scheduled upcoming trainings here.
- **Requests**: you can view system requests for training access here.

**Account Settings**

1. **Edit Login ID**: change your account login ID here.

2. **Edit Password**: change your account password here.

3. **Edit Security Questions**: setting up at least one security question allows you to reset your forgotten password without assistance.
4. **Domains and Roles**: shows primary domain (organization) and system roles you have been assigned. If you have access to more than one domain, can choose which one to work in here.

5. **Edit**: change your initials to a chosen image. Image must be work-appropriate.

---

**Profile Settings**

**User Information** and **Work Information** are automatically updated from the employee database. You can fill in the **Qualifications** section.

**Preferences Settings**

You can change the display option for **# of records per page**. 100 records per page is the ODOT standard.

---

**Setting Password Questions**

You can set-up security questions so that you can immediately reset your iLearn password instead of requesting a temporary one from Computer Support or DMV TRC.

1. Click on the account dropdown menu next to your account icon in the upper right of the screen and click on **Account**.

2. On the **Account** page, click on **Edit Security Questions**.

3. For each of the question dropdowns, choose one question to answer. Type the answer to each question in the corresponding answer box. **NOTE**: these fields are case-sensitive, which means if you use a capital letter, you will have to type it that same way when answering the question in order to reset your password.

4. When finished, click **Save**.

---
Transcripts

Learning > Transcript includes the following types of reports. All of these reports can be printed and/or saved as a PDF file from each page of this area.

- **All My Learning**: complete list of all started and completed content with the ability to search based on different filters.
- **Curriculums**: list of all curriculums you have started and completed.
- **Self-Reported Learning**: list of training events that occur outside of iLearn. You can add new learning events on this page, including courses, seminars, conferences, job rotations, job shadowing, on-the-job training, etc.
- **My Transcript Report**: generates a PDF file report of all completed training events. This version of the transcript also includes instructor hours and courses taught.
- **Required Training**: list of all assigned trainings.
- **Certifications**: list of all iLearn system certification courses including expiration dates.

Adding Self-Reported Learning

1. Click Learning > Transcript.
2. Click on Self-Reported Learning.
3. Complete these required fields: **Title, Type, Start & Completed Dates**.
4. **Progress Status**: must select **Completed** or will result in an error message.
5. Fill out other relevant fields.
6. Click **Save** then **Close**.
Creating and Managing Content

Responsibilities Dashboard

Responsibilities > Training opens the administrative homepage for courses you manage and/or instruct.

Content Created by Me
Quick access to courses you created or modified. The View All button opens a Search screen that allows you to filter your course search. You can also create new content from here.

Most Recent Requests
This section applies to course approval requests. The View All button opens to a full listing of requests with filter options and allows for approval and denial of requests. Consult the ODOT Domain Administrator before using this feature.

Instructor Tools
This section displays courses that you have instructed that have pending actions. If you choose All Instructors in the Taught by dropdown, it will list all state agency courses that have pending actions.

The View All Sections button opens to the Instructor Tools page, which includes:

- The Manage Students tab allows you to search for and access current and past sections that you have instructed. Clicking on the All Instructors button allows you to search for sections instructed by others.

- The Gradebook Console allows you to create a gradebook for any current course section. The gradebook will then allow you to assign and track course assignments.

Needs Grading
This section applies to section gradebooks that have pending actions. The View Needs Grading button takes you to the Needs Grading tab on the Instructor Tools page.

Manage Content

Search & Create Content
Opens a Search and Create Content screen without the search filter options.

Manage Enrollment for Classroom Courses
Allows you to enroll and waitlist users in any ODOT course section.

Manage Enrollment for Online Courses
Allows you to enroll users into online courses, but it does not allow you to start or complete a course for them. This action will list the course under Current Learning on the user’s iLearn home page and as Enrolled on their Transcript.
Creating a Course Section

1. Click on **Responsibilities > Search & Create Content** to use the search bar to find the course you want to add a new section to.

   ![Search and Create Content](image.png)

2. On the course summary page, click on the **Schedule & Manage Sections** tab.

3. Click on **Add a New Section**.

4. Fill in the **Section Title** field. The **Section Code** field is not used.

   Follow ODOT naming conventions when creating the title. See ODOT iLearn standard 3.3 for more information.

5. Select the appropriate radio button options for **Format** and **Is the course section already over**?
   Virtual = webinar section. See Creating a Virtual Section.

**IMPORTANT**

Section titles, not course names, are included in the calendar invites that iLearn sends to course enrollees. Some form of the course name needs to be included in the section title (e.g. complete course name, shortened version, key words, etc.). Consider adding location and target audience.
For **virtual** sections, add “webinar” to the section title.

6. **In Dates and Times**, choose the **start and end dates and times**. If your course section spans several days, include the complete date range.

   Do not use the “All Day Event” option. It causes issues with the course listing.

7. Click on **Select Location** and search for and select the facility and room where the section will take place. Search results may include buildings/rooms from other state agencies—be sure to choose the intended facility.

   Two course sections and/or events that occur at the same date and time cannot be assigned to the same location. **If you attempt to do this, iLearn will automatically inactivate your section.** A booked room will not appear in search results.

   **If the section is one or two days a week over multiple weeks, do not** set the location in this area—assign it under the individual Event. If you do schedule it here, it will schedule the location for the entire block of time from the first day to the last. The location will not be available for any other course sections during this time.

**IMPORTANT**

iLearn is not a room reservation system. You will still need to reserve the room in Outlook.

8. Click on **Select Instructor** and search for and select the instructor(s) for this course section. The same instructor cannot be scheduled for two sections that occur at the same date and time. A booked instructor will not appear in search results.
If the section is one or two days a week over multiple weeks, **do not** set the instructor in this area—assign it under the individual Event. If you do schedule it here, it will schedule the instructor for the entire block of time from the first day to the last. The instructor will not be available for any other course sections during this time.

<table>
<thead>
<tr>
<th>Course Section Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Settings</strong></td>
</tr>
<tr>
<td>Capacity</td>
</tr>
<tr>
<td>*Minimum</td>
</tr>
<tr>
<td>*Maximum</td>
</tr>
<tr>
<td>Waitlist</td>
</tr>
<tr>
<td>Use Waitlist ○ No Waitlist</td>
</tr>
<tr>
<td>*Enrollment Period</td>
</tr>
<tr>
<td>Select enrollment period.</td>
</tr>
<tr>
<td>Change</td>
</tr>
<tr>
<td>Enrollment Cancellation Deadline</td>
</tr>
<tr>
<td>No Deadline</td>
</tr>
<tr>
<td>Change</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>

9. **In Capacity**, enter the minimum and maximum number of attendants you would like in the course.

10. Unless you are screening enrollment, select the **Use Waitlist** radio button. See *ODOT iLearn standard 3.5* for more information.

11. Select the timeframe you want users to be able to enroll in the course by clicking the **Change** button under **Enrollment Period**.

   iLearn will close enrollment after the end date of the enrollment period and remove the **Enroll** or **Waitlist** button from the course page. If the enrollment period hasn’t opened, yet, the user will not be able to click on the **Enroll** button. If you want to hide the section from user view until a certain date, you’ll need to inactivate the section.
12. Select the deadline date for users to cancel enrollment in this course by clicking the **Change** button under **Enrollment Cancellation Deadline**. *This is optional*—if you do not select a date, the system will allow cancellation up until the date and time the course begins.

13. If there is specific, extra information you would like available to users, add it to the **Notes** section. The **Notes** section will appear in the **Event Schedule** section of the enrollment information.

14. In **Course Section Information** > **Other Information**, you may list course expenses or set reminder emails by clicking on the **Change** buttons on those respective sections.

   Email reminders will be sent from the account of the person creating the section.

15. Upon completion of the section settings, click the **Save** button. If the enrollment period is currently open upon clicking **Save**, the section will immediately post to the course listing page.

   If you intend to create multiple **Events** for this section, the information you just entered becomes the first **Event** for the section.
Creating a Virtual Section

1. When creating a new section, choose **Virtual** as the **Format**.

2. On the next screen, click **Add Virtual Classroom** in **Virtual Event Information**.

3. A **Virtual Meeting Type** list will appear for all state agencies. Choose from the **ODOT** options only.

   All meeting types are created by the ODOT Domain Administrator.

4. Paste the webinar URL into both **Host** and **Attendee** fields and click **Next**.

5. Add additional information for the Host and Attendees in **Participant Information**, such as participant access info or using a headset to hear a course.

6. Add a participation phone number and access code/password in **Audio Settings**. Complete all other fields following the instructions for **Creating a Course Section**. Add “webinar” to the section title.

**IMPORTANT**

All of the following fields will appear on the course registration page in the **Event Schedule** portion of the section listing. This information will also be sent in the enrollment confirmation email.

- Section format, i.e. virtual.
- Information for the Attendee.
- Phone number and password.
The webinar participation URL will not appear on the course registration page, but it will be listed with the above information in the enrollment confirmation email.

Copying a Section

After building a new section/event for a course, that section can become a template for other new sections. When using the Copy function, the section and related event(s) are duplicated using a new date. If there are conflicts, iLearn will automatically inactivate the new section. If there are no conflicts with Location or Instructor, the new section will include the following:

- All information for the Section and Event.
- Adjusted dates for the Enrollment Period, Cancellation Deadline, and Reminder Emails.

DO NOT copy sections with multiple events. There is no way to edit the section or event titles to remove “copy of” in the new copy.

1. In the Section edit screen, click on the Copy button in the top right.

2. Enter the start date and time and click on the Copy button.

3. Click the Edit button for the Section to edit the title and enrollment dates. See Editing a Section for more information.
4. Click the **Edit** button for **Events** to edit the event details, including the title, location, and instructor. Double check the dates and times here for accuracy.

5. Navigate back to **Schedule & Manage Sections** to confirm the creation of the new section and that it is **Active**.

**Editing a Section**

If using the ‘breadcrumb’ navigation at the top of the screen to edit one or more sections, **you must click on the course title in the breadcrumbs** and then **Schedule & Manage Sections**. **DO NOT** click on **Schedule & Manage Sections** in the breadcrumb navigation—due to a bug in the iLearn system, it will cause issues when trying to edit sections.

If you edit the title, date, start and/or end time in the **Section Details**, then you also need to edit them in the **Event Details**.

**Managing Section Activity**

An **Active** section is available for enrollment. If you do not want users to be able to enroll in the section, make it **Inactive**. The course will still be visible in the catalog search, but the section will not appear on the course listing page.

1. Click on **Schedule & Manage Sections** > section title > **Manage Activity** > **Edit**.

2. **Change activity settings.**

   Use the Start Date field to open a section for enrollment on a specific date, and use the End Date field to hide the section on a specific date.

3. Click **Save**.

**Changing Automatic Section Inactive Status**

If iLearn inactivated your section, you’ll need to change the conflicting information and reactivate it.

1. To find the inactive section in the **Schedule & Manage Sections** screen, click on **Filter** and change **Activity** to **Inactive**. Click **Filter** again.

2. Click into the appropriate section and change the **Location** or **Instructor** in the **Event** field to resolve the conflict. Click **Save**.

3. Edit **Manage Activity** and select the **Active** radio button. Click **Save**.

**Deleting a Section**

**Deleting a section is a permanent action.** When you delete a section, iLearn will send an email notification to the instructor and all enrolled users.

1. On the section details page, click the **Delete Section** button.
2. Click the **OK** button on the pop-up window to confirm deletion.

### Cancelling a Section

When cancelling a course section, do the following:

1. Email the participants and notify them of the cancelation. *If cancelation happens within 24 hours of the scheduled date, call the participants directly.*

2. Cancel all enrollments in the class.

3. Change the enrollment period and enrollment cancelation deadline to the same, current date.

4. Edit the section title and add “CANCELED” to the beginning, all caps for visual impact (e.g. CANCELED - ODOT – HR – NEO – Salem).

**IMPORTANT**

iLearn does not have a way to track and report canceled course sections. Deleting the sections deletes the data from the system. *Following these steps will provide ODOT cancellation data.*
Creating Section Events

You need to determine if your course section needs just one event or multiple events.

**Sections with One Event**
Creating a new section automatically creates one event. A section with one event can be:

1. A single-day class, regardless of start and end times. This is the most common type of section.
2. Multiple, consecutive days with the same start time, end time, and location.
3. Recurring dates on the same day of the week with the same start time, end time, and location.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One event (most common)</td>
<td>8:30am-12:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>One event starts Mon at 8:00 am and ends at 5:00 pm Fri. Same instructor, location.</td>
<td>8:00am-5:00pm</td>
<td>8:00am-5:00pm</td>
<td>8:00am-5:00pm</td>
<td>8:00am-5:00pm</td>
</tr>
<tr>
<td>3</td>
<td>One recurring event: every Tues from March – June. Same location, instructor, start and end times.</td>
<td></td>
<td>8:30am-5:00pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sections with Multiple Events**
If a section is for multiple days, it will require multiple events if any of the following apply:

- Consecutive training days have different start and/or end times.
- Consecutive days have different locations.
- Recurring training dates do not have a consistent pattern to their occurrence.
- Recurring training dates have different start/end times or locations.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Events (3 total)</td>
<td>1:00pm-5:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-12:00pm</td>
</tr>
<tr>
<td>1st event</td>
<td>2nd event</td>
<td>Different start/end times than Mon and Fri, but same Tues-Thurs make this one event.</td>
<td></td>
<td></td>
<td>3rd event</td>
</tr>
<tr>
<td>Multiple events (5 total)</td>
<td>1:00pm-5:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-7:00pm</td>
<td>8:30am-5:00pm</td>
<td>8:30am-12:00pm</td>
</tr>
<tr>
<td>Could be different instructor, room, start and/or end times each day.</td>
<td>2nd event</td>
<td>3rd event</td>
<td>4th event</td>
<td>5th event</td>
<td></td>
</tr>
</tbody>
</table>
Creating a Multiple-Event Section

1. Click **Add a New Section** and enter the start date/time and end date/time for all planned training dates/events. *Do not add instructor and location here.*

   **DO NOT click Add Another Event.** This will create conflicts for the location and instructor fields. Click the **Save** button. The system will return you to the **Schedule & Manage Sections** tab for the course.

2. Click on the section title link to go to the new section.

3. Click the **Edit** button in the **Events** section.

4. Click the **Edit** button next to the event.

5. Make changes to this event as needed to indicate it as the first **Event**.
   
a. Change the **Event Title**. E.g. Day 1, Intro Day, Speaker Day, etc.

   b. Change date and time range to make this the first event (will now be different from **Section** information).

   c. May indicate **Instructor** and **Location** here.

   d. After making all changes as needed, click **Save**.

6. On the **Manage Events** page, click **Create New Event** to add the next event.

7. Repeat the previous process for creating each subsequent event in chronological order.
   
a. Each event should have a different title or include differentiating descriptors for clarity.

   b. Remember that any event can span multiple days, as long as each of those days has the same information.

Deleting an Event

**Deleting an event is a permanent action.** When you delete an event, iLearn will send an email notification to the instructor and all enrolled users.

1. On the section details page, click **Edit** in the **Events** section.
2. On the event edit page, check the box next to the event title, and click **Remove**.

3. Click the **OK** button on the pop-up window to confirm deletion.

**Assigning the Instructor Role**

In order for a trainer to be listed as the instructor for a section of a course and have access to manage attendance and pull a roster for that section, they need to be assigned the Instructor role in iLearn.

1. Click on the gear icon in the top navigation to open the **System Options** menu.

2. Click on **People > Users > Instructors**.

3. Click on **Add Users > Go**.

4. Search for the user using the name fields and click **Search**.

5. Check the box to the left of the name and click **Add Selected**. There will be a confirmation message at the top of the screen.

   If there is more than one result for the same name, click the blue information icon next to the name to see the user details and determine which is the correct user.

6. Send the web links for the ODOT iLearn Instructor manual and the ODOT iLearn Standards to the user you just assigned the role to.
Managing Enrollment

Enrolling Users into Courses

You can enroll users into classroom courses through Bulk Enroll or Manage Enrollment.

Bulk Enroll

1. Click on the Custom Tools tab in the top navigation of iLearn.

2. Click on Admin Tools > Bulk Enrollment.

3. If users have already completed the course that you are Bulk Enrolling them into, check the Enroll with Completion Status box. If they have not completed the course, do not check this box—once a course is marked as complete, it cannot be reversed or removed from the transcript.

4. Click on Search Courses to find the course section to Bulk Enroll into. This will open a new browser tab for searching.

5. Enter the title of the course in the search field.

   NOTE: this search is different from other iLearn searches and may require exactness with capital letters, punctuation, spacing between words or words and punctuation. Sometimes doing a broader, more general search with fewer keywords will populate the course section you need.

   To search for upcoming sections, leave the date fields blank. Check the box for Include sections in the past to find completed sections—refine search with date fields.
6. Click on the green plus sign next to the course section title to select it. It will now appear on the previous browser tab under Selected Courses.

You can search for and select multiple courses to Bulk Enroll into at once if the attendees are the same.

7. Navigate back to the previous browser tab or Bulk Enrollment screen and follow steps 4-6 for Search Users. You may add multiple users to the Selected Users list.

Check the Search in all Domains box to search for and add a non-ODOT employee.

8. Navigate back to the previous browser tab, or Bulk Enrollment screen, and you should see all of the chosen courses and users. Click the Process Enrollments button.

9. When finished, close the extra open browser tab(s).

**Manage Enrollment**

1. Click on Responsibilities > Manage Enrollment for Classroom Courses. Or you may follow the same process listed in Adding Users to a Waitlist below.

2. Search for the course title in which you’d like to enroll the user(s) and click on the title.

3. Next to the title of the appropriate section, click on Enroll Users.

   If the button is not active, the section may be full, may have an enrollment period that is closed or has not opened, yet, or the section is inactive.

**Waitlisting**

If you choose Use Waitlist in the Section settings, users have the option to enroll in a waitlist if section enrollment is full. Waitlisted users will be automatically added to the section, in order of enrollment, when a registered user cancels enrollment. Users cannot be both enrolled and waitlisted into different sections of the same course at the same time, nor can they be waitlisted into two sections of the same course at the same time.
Adding Users to a Waitlist

1. Search for and click on the course title through either Responsibilities > Content Created by Me, OR Responsibilities > Search & Create Content, OR Responsibilities > Manage Enrollment for Classroom Courses.

2. Click on Manage Enrollment.

3. Next to the title of the appropriate section, click on Manage Waitlist.

   If the button is not active, the section may not be full, may have an enrollment period that is closed or has not opened, yet, or the section is inactive.

4. In Waitlist Users > Users, search for the person you want to waitlist. If there is more than one user with the same name, click on the blue circle icon next to the name for more specific user information.

5. Click the checkbox next to the user’s name and click Waitlist Users.

Changing the Waitlist Order

You can manually move a user from waitlist status to enrollment status by moving them to the first position on the waitlist and then cancelling the enrollment of a different user or increasing the maximum capacity of the section.

1. In Responsibilities > Instructor Tools, click on the Manage Students tab.
2. If you are the section Instructor, click on the Me tab. Otherwise, click the All Instructors tab.

3. Change Pending Action to All and search for the course.

4. Click the section title.

5. On the Students screen, click the Waitlisted tab.

   Note the numbers in the Order column. The user who is positioned first will automatically move from the waitlist to enrollment status when a space opens up.

6. To change the order of the waitlist, you must change the Order number for every user on the list accordingly.

7. Click Save.
Cancelling Enrollment

6. Search for and click on the course title through either Responsibilities > Content Created by Me, OR Responsibilities > Search & Create Content, OR Responsibilities > Manage Enrollment for Classroom Courses.

1. Click on Manage Enrollment.

2. In the row for the appropriate section, click on Manage Enrollment.

3. Check the box next to the name of the appropriate user and click on Cancel Enrollment or Waitlist.

Viewing Enrollment & Printing Attendance Rosters

1. In Responsibilities > Instructor Tools, click on the Manage Students tab.

2. If you’re the section Instructor, click on the Me tab. Otherwise, click the All Instructors tab.

   If you have only the Instructor role, the All Instructors tab will not appear.

3. Change Pending Action to All and search for the course.
If you have only the Instructor role, and the course does not appear, then you are not listed as the Instructor.

4. Click the section title.

5. Click the Enrolled tab to see the enrollment list and the Waitlisted tab to see the waitlist.

6. To print an attendance roster and/or sign-in sheet, click on Export to Excel. Edit the Excel file as needed.

**Emailing Users**

1. In Responsibilities > Instructor Tools, click on the Manage Students tab.

2. If you’re the section Instructor, click on the Me tab. Otherwise, click the All Instructors tab.

   If you have only the Instructor role, the All Instructors tab will not appear.

3. Change Pending Action to All and search for the course.

   If you have only the Instructor role, and the course does not appear, then you are not listed as the Instructor.

4. Click the section title.

5. You may choose Email All or Email User. Email All will send an email to all enrolled users in this section, but not to waitlisted users.

6. Complete all fields in the pop-up window and click Send.
Recording Attendance

Attendance status must be entered into iLearn within 30 days of the training session. See ODOT iLearn standard 4.2 for more information.

IMPORTANT

Once a participant is marked as “complete” for the course section, we cannot change that status or delete the completion. You can edit all other Progress Statuses (e.g. no show, incomplete, etc.).

Any status marked under Progress Status will appear on the user iLearn transcript. Unless there is a compelling reason or you are directed by a manager to mark otherwise, only mark Completed in this category. Otherwise, leave both this and the Attended category blank, especially when recording non-attendance or a ‘no-show.’

Leaving the Progress Status blank for an enrolled user will cause this section to show up on the Instructor Tools page with Pending Actions. To avoid this, you may cancel the enrollment of those who did not attend. Otherwise, you may ignore the Pending Actions.

1. In Responsibilities > Instructor Tools, click on the Manage Students tab.

2. If you’re the section Instructor, click on the Me tab. Otherwise, click the All Instructors tab.

   If you have only the Instructor role, the All Instructors tab will not appear.

3. Change Pending Action to All and search for the course.

   If you have only the Instructor role, and the course does not appear, then you are not listed as the Instructor.

4. Click the section title.

5. Click Record Attendance, Status, and Scores.
6. Document Attendance and Progress Status. You may choose to Apply To All for Attendance, Status, or Score, or you may complete this on an individual basis. Select Completed in Progress Status for all users who attended and successfully completed the course section.

7. Click Save.

**Self-Reported Learning Bulk Enroll**

1. Click on the Custom Tools tab in the top navigation of iLearn.

2. Click on Admin Tools > Manage Users > Self-Reported Learning.

3. Click on Search Users to find the users to add Self-Reported Learning for. This will open a new browser tab for searching.

4. Enter the name of the user in the search fields.

5. Click on the green plus sign next to the user name to select it. It will now appear on the previous browser tab under Selected Users.

6. Navigate back to the previous browser tab, or Manage Self Reported Learning screen, and you should see the selected user(s). Click on the magnifying glass image button at the end of the user row.

7. Navigate back to the newly opened tab (previously User Search) and you will see a current list of self-reported learning. Click on Add New Learning Event.
8. Complete these required fields: **Title, Type, Start & Completed Dates.**

9. **Progress Status:** must select **Completed** or will result in an error message.

10. Fill out other relevant fields.

11. Click **Save then Close.** You should now see the new course listed.

12. When finished, close the extra open browser tabs.

**Sharing the Course Link**

When sharing the course link with users, you want to use the **Deeplink.** This link can be found on the course listing page in the iLearn catalog in **Item Details.**

1. Click on **Item Details.**

2. Copy the **Content Link.** Note “dl” after the third forward slash. This indicates **Deeplink** in the URL.
Reports

Commonly Used Reports

Transcript Report
This report will show an individual user’s completed training courses, total training hours, instructor hours, and certifications.

Training Progress by Content
This report shows completions for one specific course. May narrow down results by timeframe or organization (region, section, crew, etc.).

Organization Report – Required Training
This report will show all assigned training based on selections on the organization chart. E.g. All of ODOT, Regions, sections, crews, etc.

Will show completion status of assigned training and if an equivalency has been completed instead.

Organization Report – Training Progress
This report will show all completed training for a selected group in the organization chart based on a timeframe.

Classroom Course Scheduling
Displays active sections of courses in the ODOT domain within a selected timeframe.

This report lists one record for each instructor for each Event. Since Sections are made up of Events, the same Section may be listed multiple times if it has multiple Events.

This report also displays room usage.

This report may be helpful when trying to schedule a room or instructor and getting a conflict error message. Exporting to Excel can especially be helpful.

Training Progress by User
This is an alternative to using Custom Tools to pull the Transcript report.
How to Run a Report

1. Click on the System Tools gear icon.

2. Click on System > Reporting > Reports Console.

3. Either search for a specific report, or leave the search field blank and click Search to get a complete list of available reports.

4. Click on the appropriate report title.

5. Click Select.

6. Complete all criteria fields and click Run Report. A pop-up window will open with your report. In most cases, leaving a field blank will produce all option results in the report.

Searching for a Course
This search will produce results from all state agencies. Keywords are important for narrowing your search.

Search results will include both Active and Inactive courses. If you pull up results that have similar titles and are unsure which to use, click on the blue, circular information icon next to the title to view the course properties.

Select All Words or Exact Phrase in Search Type to better narrow the search.

Selecting the Organization

1. Click on the plus sign next to the State of Oregon to open the state organization tree.

2. Make one of the following selections:

   a. All of ODOT
      i. Check the box next to Transportation, Department of.
      ii. Check the box below the ORG tree for Include all sub-organizations. This will include ALL ODOT crews in the report results.
b. Select ODOT section(s)

i. Click on the plus sign next to **Transportation, Department of** to open the ODOT ORG tree.

ii. From here, click an ODOT division check box and move to the next step, or click on the plus sign next to an ODOT division to further open the ORG tree. Continue clicking the plus sign to open the ORG tree until you find the section(s) you want to select. Click the check box next to that section(s).

iii. If you clicked on the check box of an upper level in the ODOT ORG tree and want to automatically include any section that is connected to and positioned below that section, check the box at the bottom of the ORG tree for **Include all sub-organizations**.

![ODOT ORG tree image]

---

**Customizing the Report View**

Once you have run the report and the new pop-up window opens with the results, you can customize those results.

**Filter**

You may create multiple filters on one report.

1. Click on the **Filter** tab.

2. Select which table column you would like to filter in the **Filter Column** dropdown.

3. Choose the appropriate **Comparison** option.

4. Type in the **Value** you would like to filter for.

   a. If you choose “=” in the **Comparison** field, the **Value** must be an exact match of data in the column you are filtering, i.e. “Enrolled” will produce filter results but “Enroll” will not unless you choose **Contains** in the **Comparison** field.

   b. The example shown here will result in the report only showing those who have Enrolled as their Progress Status.
Table Layout

1. Click on the gear icon next to **Table**.

2. **Columns** will allow you to choose which data columns are visible on the table. Check or uncheck the appropriate boxes and click **OK**.

3. **Sort** allows you to sort the report data based on one column. Choose the appropriate **Data Column** and **Order Direction** in the dropdowns and click **Add**.

4. **Group** allows you to group the report data based on one column. Choose the appropriate **Grouping Column** and click **Add**.

5. **Aggregate** allows you to further refine the data. Choose the appropriate Data Column and Aggregate Function and then click **Add**.

6. **Paging** allows you to refine page layout settings. Choose the appropriate settings and click **OK**.

Exporting the Report

If you would like to save the report, send it to another person, or print it, you will need to **Export** the report.

Once you export a report to Excel, you have further customization options.

How to Run a Transcript Report

1. Click on the **Custom Tools** tab in the top navigation of iLearn.

2. Click on **Admin Tools > Manage Users > Transcript Report**.
3. Click on Search Users. This will open a new browser tab for searching.

4. Enter the name and click Search. Leave check boxes unchecked.

   Sometimes searching by only last name will produce better search results.

5. Click on the green plus sign at the end of the row and a pop-up window will open with your report in PDF form.