

iLearnOregon

Complete a Course Survey and View/Print a Certificate

To complete a course survey and view or print a certificate, complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On your training home page, look for the section called **My Completed Training**. Click on the title of the course that you want to complete the survey for.

The screenshot displays the iLearnOregon user interface. At the top, there is a navigation bar with tabs: **LEARNING HOME** (highlighted), MY UPCOMING LEARNING, TRANSCRIPT, DEVELOPMENT PLAN, and LEARNING CATALOG. Below this is a 'RECENT ANNOUNCEMENTS' section with a link for help and a date of 12/4/2008. The main content area is divided into two sections: 'My Upcoming Learning (1)' and 'My Completed Training (1)'. The 'My Upcoming Learning' section contains a table with one entry: 'DAS - CHRO - Family and Medical Leave (1)' with a status of 'Enrolled'. The 'My Completed Training' section has filters for 'Past 30 Days', 'Past 60 Days', and 'Past 90 Days'. It contains a table with one entry: 'DAS - How to Attach a Document in LINUS' with a status of 'Completed'. A red box highlights the title of this entry, and a mouse cursor is pointing at it.

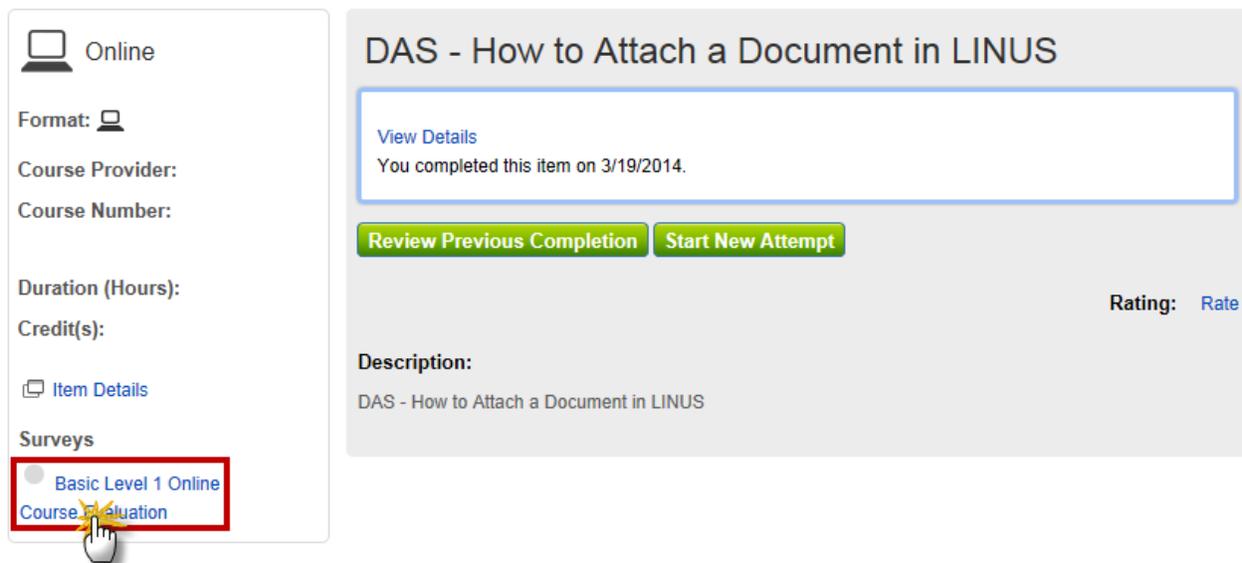
Title	Type	Date	Status	Action
DAS - CHRO - Family and Medical Leave (1)	Classroom	5/25/2014 8:00 AM - 4:00 PM	Enrolled	

Title	Type	Status	Score	Action
DAS - How to Attach a Document in LINUS	SCORM 1.2	Completed		

iLearnOregon

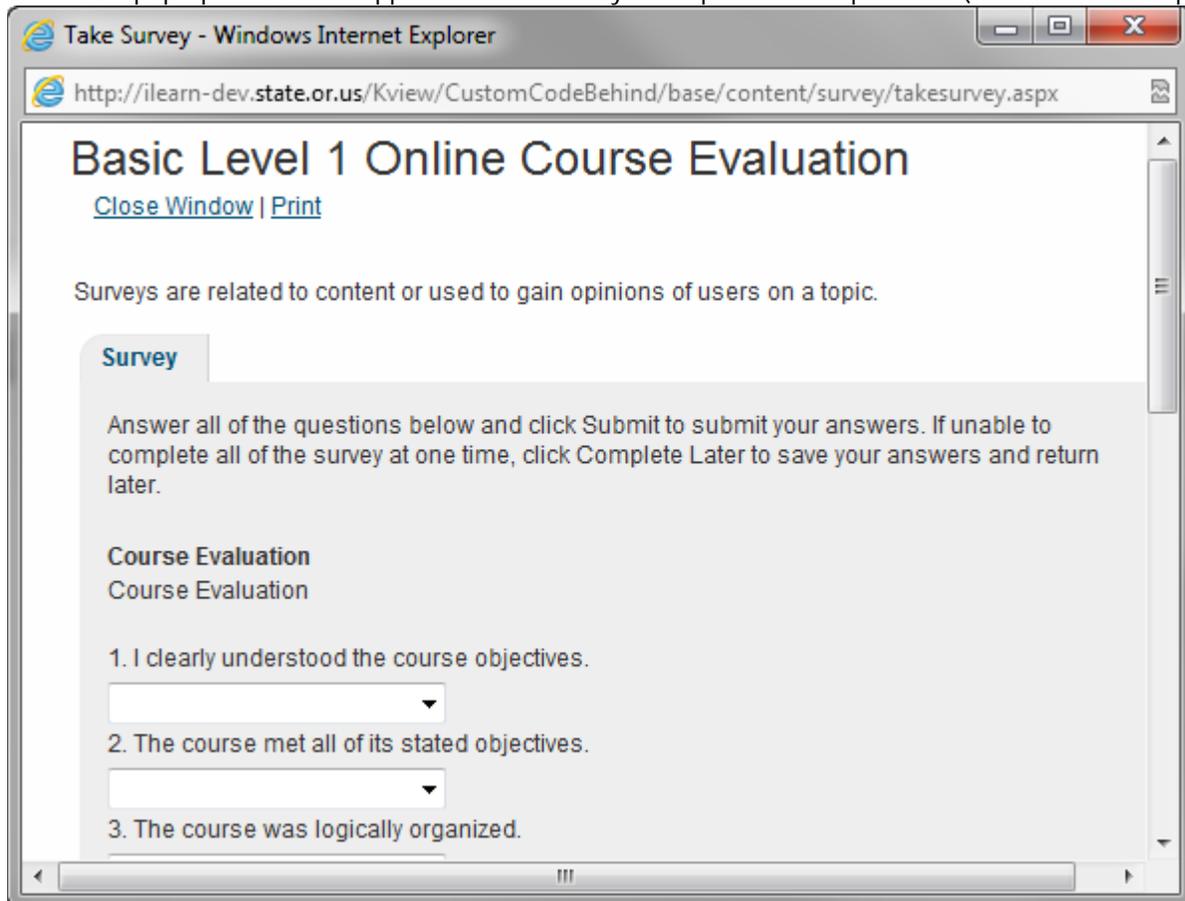
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- On the left-hand side of the screen you will see Surveys and then the name of the survey. Click on the title of the survey.



The screenshot shows a course page for "DAS - How to Attach a Document in LINUS". On the left, a sidebar menu includes "Online", "Format:", "Course Provider:", "Course Number:", "Duration (Hours):", "Credit(s):", "Item Details", and "Surveys". Under "Surveys", "Basic Level 1 Online Course Evaluation" is highlighted with a red box and a mouse cursor. The main content area shows the course title, a "View Details" link, a completion date of 3/19/2014, buttons for "Review Previous Completion" and "Start New Attempt", a "Rating:" section with a "Rate" link, and a "Description:" section with the course title.

- A new pop-up window will appear with the survey. Complete all the questions (all of them are required).



The screenshot shows a pop-up window titled "Take Survey - Windows Internet Explorer" with the URL "http://ilearn-dev.state.or.us/Kview/CustomCodeBehind/base/content/survey/takesurvey.aspx". The survey content includes the title "Basic Level 1 Online Course Evaluation", links for "Close Window" and "Print", and an introductory sentence: "Surveys are related to content or used to gain opinions of users on a topic." The survey section is titled "Survey" and contains instructions: "Answer all of the questions below and click Submit to submit your answers. If unable to complete all of the survey at one time, click Complete Later to save your answers and return later." Below this is a "Course Evaluation" section with the title "Course Evaluation" and three questions, each with a dropdown menu:

- 1. I clearly understood the course objectives.
- 2. The course met all of its stated objectives.
- 3. The course was logically organized.

- Once you complete the survey, click **Submit**.

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Take Survey - Windows Internet Explorer

http://ilearn-dev.state.or.us/Kview/CustomCodeBehind/base/content/survey/takesurvey.aspx

9. I would recommend this course to others.
Strongly Agree

10. Overall, I was satisfied with this course.
Strongly Agree

11. What comments or suggestions do you have regarding this course?
None

Submit Complete Later Cancel

6. A preview window will appear, click *Close Window*.

Take Survey - Windows Internet Explorer

http://ilearn-dev.state.or.us/Kview/CustomCodeBehind/base/content/survey/takesurvey.aspx

Basic Level 1 Online Course Evaluation

[Close Window](#) [Print](#)

The survey was submitted.

Surveys are related to content or used to gain opinions of users on a topic.

Survey

Your completed survey is displayed below. Checkmarks (if any) indicate the multiple-choice answers you submitted.

Course Evaluation
Course Evaluation

1. I clearly understood the course objectives.

- N/A
- ✓ Strongly Agree
- Agree
- Neither Agree or Disagree
- Disagree
- Strongly Disagree

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7. Back at the course information page, you will now see a button for View Certificate. Click on **View Certificate** to open it up in a new window.

DAS - How to Attach a Document in LINUS

[View Details](#)
You completed this item on 3/19/2014.

[Review Previous Completion](#) [Start New Attempt](#) [View Certificate](#)

Rating: [Rate](#)

Description:
DAS - How to Attach a Document in LINUS

8. The certificate will appear in a pop-up window. The certificate is a pdf file that you can either open or save it to your desktop.

