How to find a course

There are two ways to get to an iLearn course.

1. Your instructor may provide you a link.
2. Search the iLearn Learning Catalog.

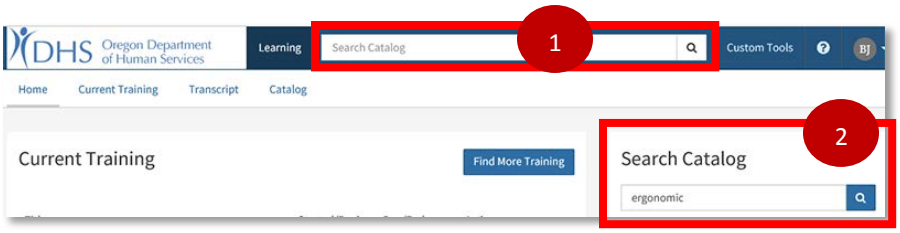
Direct link

If you receive a course announcement with a direct link to the course, click on the link.

1. A new window will open with the iLearn log in screen.
2. Please log in.
3. After logging in, you'll go directly to the course.

Search the Learning Catalog

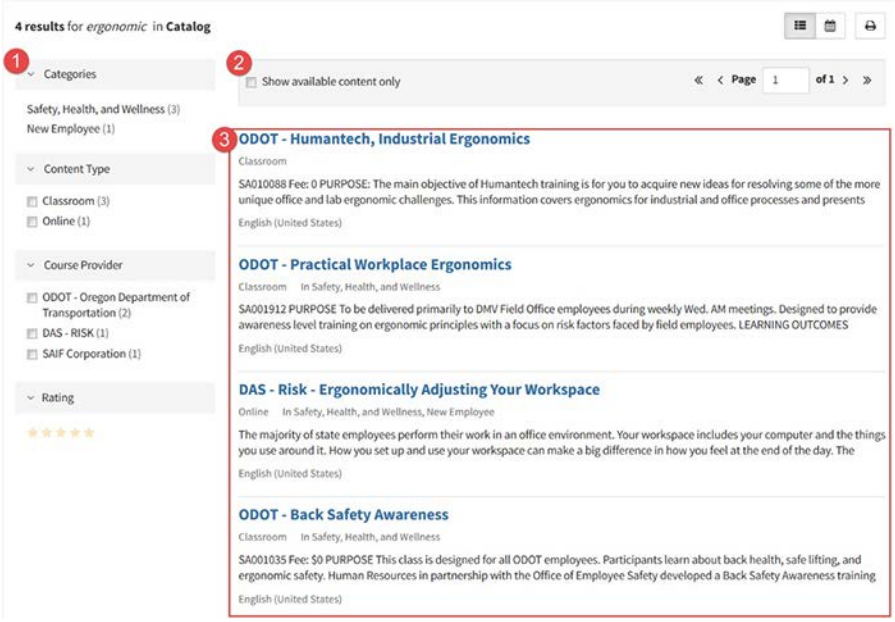
When you don't have a direct link, you'll need to search the Learning Catalog. You can do this from the **Search Catalog** field (1) at the top of the page, or (2) on the side of your homepage.



1. Enter the course name, part of the name, or a keyword in the search field and click the ***Search*** icon.

How to find a course

2. Under Search Results, click any item to access the course.



(1) **Narrow the search by selecting Categories, Content Type or Course Provider.**
(2) **If any courses are not currently available, check this box (Show available content only) to remove them from your search results.**
(3) The search will show a list of all the content in iLearn. Content will be identified as classroom or online courses, documents, curriculums and more.

NOTE: Classes offered by the Department of Human Services all begin with ***DHS***. Classes offered by Oregon Health Authority begin with ***OHA***. Classes offered by both organizations begin with ***DHSOHA***. Trainings by other agencies will begin with their acronym (e.g. DAS, OED, BOLI).

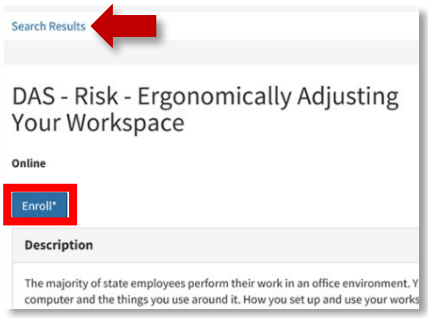
How to enroll in a course

Online course (eLearning)

1. To enroll in an online course, click on the ***title*** of the course. Note that *Online* appears under the course title.

2. A new screen will appear. This screen provides you details about the course. Click ***Enroll*** to open the online course.

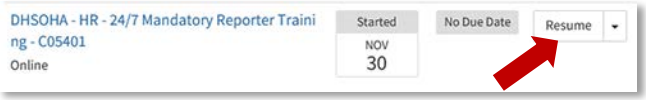
   If you do not want to enroll in the course, click ***Search results*** to return to the previous screen.



3. A new window will open.

If you had to stop while taking the course earlier

iLearn will bookmark your course. That means you can start where you left off by clicking ***Resume*** next to the course title.



NOTE: After you complete an online course, you will have three options. Here are your choices the next time you open it.

(1) Review Previous Completion – Access your completed course. It may update your score. It will not change your complete status.

(2) Start New Attempt – This adds a second line for the course on your transcript. You must complete the course again so it will show as complete.

(3) View Certificate – View and print your certificate associated with the course.

How to enroll in a course

Classroom/virtual course

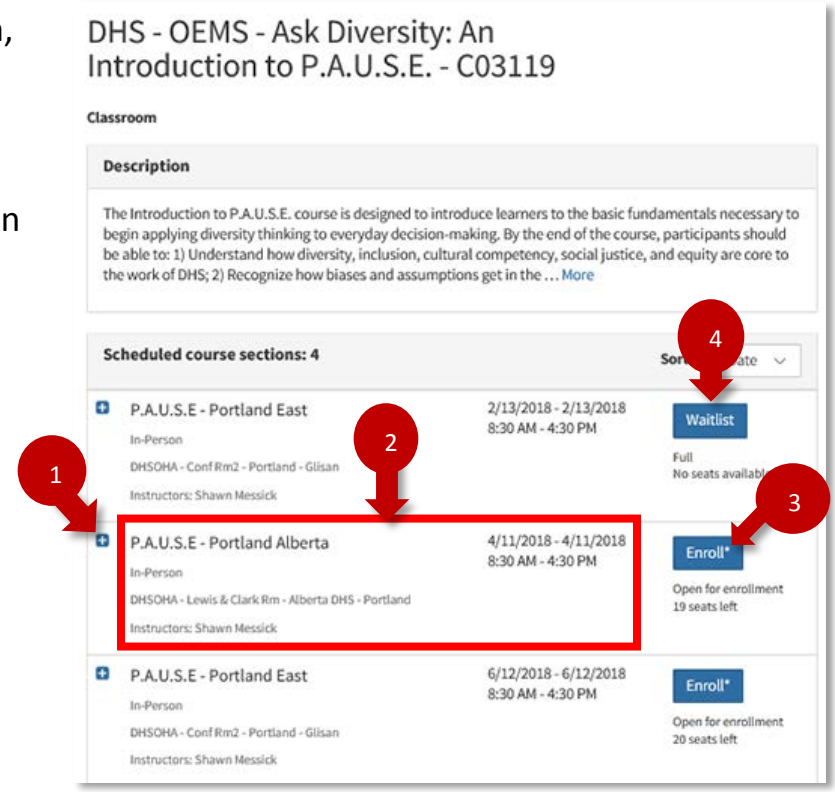
The course information screen will come up with the course description. It also lists all available sections.

To see all the details about a section, (1) click on the **Plus "+" sign**.

This box (2) provides you information about each section, including the days, times and instructors.

Under the section title, you'll see if the class is in-person or virtual. In-person classes show the location. Virtual classes have a link and login information.

To enroll in the section, (3) click the ***Enroll*** button.



If a section is full, you can be put on a (4) waitlist. If someone cancels their registration, people on the wait list are added to the class automatically. You will receive an email if you are added from the wait list.