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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 an Instructor, if the Responsibilities tab does not appear, contact your iLearn Lead or 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**.
Managing Enrollment

Enrolling Users into Courses

You can enroll users through Bulk Enroll. This process requires the Bulk Enroll iLearn role, which you can request from the ODOT Domain Administrator.

IMPORTANT

Before you can Bulk Enroll users into a course section, a Course Administrator will need to create the section for you.

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).

**Waitlisting**

If a course section is set-up with the waitlist option, users may 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.

Work with a Course Administrator to manually add a user to a section’s waitlist.

**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.

![Instructor Tools](image1)

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.

![Students](image2)

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

Work with a Course Administrator to manually cancel the enrollment for an enrollee. Otherwise, enrollees can complete this action themselves on their iLearn homepage under Current Learning before the section cancellation deadline has passed.

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.

![Student Information Table]

7. **Click Save.**

### 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**.

![Course Provider and Details]

1. **Click on Item Details.**

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

![ODOT - HR - iLearn Training Example Course]

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