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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.

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.


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**.
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.

Be sure to add a start and end date, the end date being when the training is due. E.g. start date = Jan 1, end date = Dec 31.

**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.

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.