

iLearnOregon Manual for ODOT Staff

Oregon Department of Transportation

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Getting Started

First Time Logging In

As soon as you are entered into the personnel system, an iLearn account is automatically created for you, and you can login.

The first time you login, your **login ID** and **password** will be your employee OR number, capital "OR."

Navigation

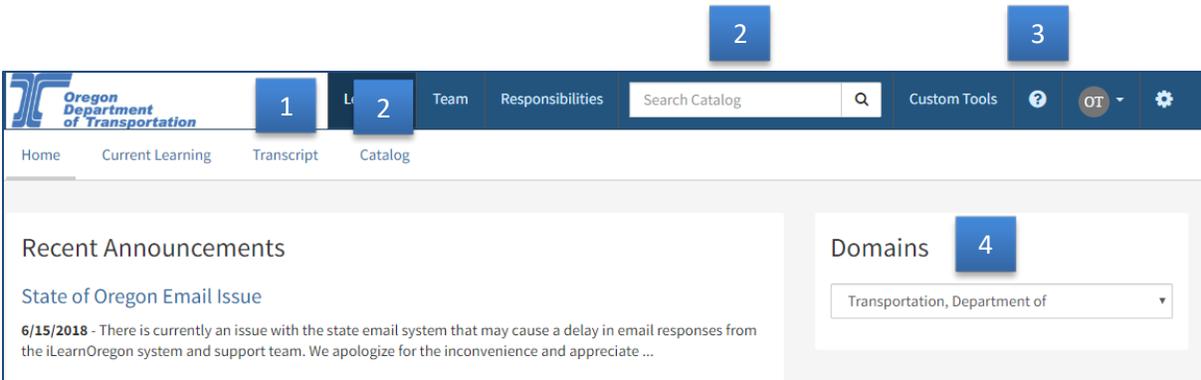
iLearnOregon navigation is at the top of the page.



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.

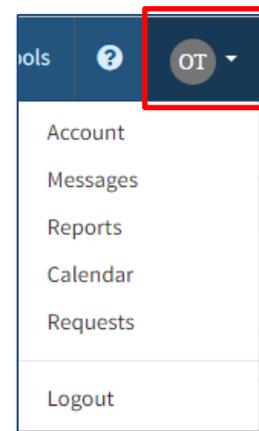


1. **Transcript:** this screen displays all content you've enrolled in, started, and completed.
2. **Search Catalog:** the search bar at the top allows for a quick search from every page while the **Catalog** screen allows for a more detailed search.
3. **Help:** clicking the circle icon takes you to 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

ODOT Training1

175 Completed Content

Say something about yourself...

164 characters left; 164 maximum.

5 Edit

Account Profile Preferences

1 Edit Login ID

2 Edit Password

3 Edit Security Questions

Domains and Roles 4

Transportation, Department of Select Primary Domain

Roles: 11 View Roles

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.

Display

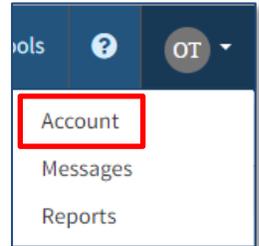
of Records (per page): 100

Edit Preferences

Setting Password Questions

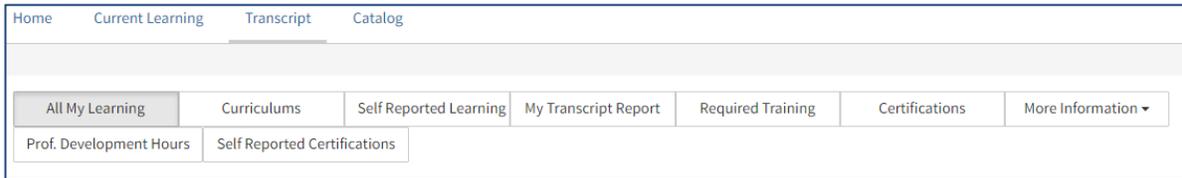
You can set-up security questions so that you can immediately reset your iLearn password instead of requesting a temporary one from Computer Support or DMV TRC.

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. **Credit Type**: must select **Professional Development Hours** for proper calculation on your iLearn transcript.
6. Fill out other relevant fields.
7. Click **Save** then **Close**.

The screenshot shows a web form for adding self-reported learning. The form includes the following fields and options:

- Learning Event Title**: A text input field, highlighted with a red box.
- Learning Event Type**: A dropdown menu with "Approval Document" selected.
- Training Sponsor**: A text input field.
- Start Date**: A date picker, highlighted with a red box.
- Completed Date**: A date picker, highlighted with a red box.
- Progress Status**: Radio buttons for "Completed" (selected) and "Started", highlighted with a red box.
- Cost**: A text input field.
- Score**: A text input field.
- Duration in Hours**: A text input field.
- Credit Type**: A dropdown menu with "(None Selected)" selected.
- Credit Hours**: A text input field.
- Certification**: Radio buttons for "Yes" and "No".
- Training Details**: A text area with a "Training Details" label.
- Attachment**: A text input field with an "Upload" link.
- Save** and **Close** buttons at the bottom.