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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**.
The Team Dashboard

iLearn users identified as employee supervisors will have access to the Team dashboard. This identification is uploaded into iLearn from the employee database.

**IMPORTANT**

As an employee supervisor, if the Team tab does not appear, contact the ODOT Domain Administrator.

Team Screen

Click on Team > Team to see a list of users who directly report to you. If you manage other managers, their work Team will appear under their name, and you can look at information about their direct report employees, as well. However, only the training information of your direct report employees will appear on your manager reports.

Click the plus sign next to each person’s name to see additional information.

1. **Staff contact information**: this is automatically updated from the employee database.

2. **Elevated iLearn roles**: these allow a user to use features or edit courses in iLearn beyond their own learning.
3. **Login ID & User ID**: these are specific to iLearn; User ID should be the employee’s OR#.

4. **Assigned Trainings**: these are **Required** trainings assigned in the iLearn system to the individual.

5. **Email User**: you may email the employee directly from this link.

6. **View Transcript**: you may access the employee’s training history, including assigned **Required** training, and more here. *See the Transcript section on page four for more information.*

**Incorrect Employee List**

If you have employees on your Team list who no longer work for ODOT, contact the ODOT iLearn Domain Administrator to remove them.
Click on **Team > Reports** to see a variety of training reports for people you directly manage.

**Commonly Used Reports**

**Manager’s Report – Required Training**  
This report shows the completion status for all courses that have been assigned to your direct reports as **Required** within a specific time frame.

**Manager’s Report – Training Progress**  
This report will show all completed training for all of your direct reports within a specific timeframe.

**How to Run a Report**

1. Click on the **Run Report** button to the right of the report title.

2. Complete all criteria fields and click **Run Report**. A pop-up window or new browser tab will open with your report. **NOTE:** leaving a field blank (instead of choosing a drop-down option) will produce all option results in the report.

**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.
Employee Training Dashboard

Click on Team > Reports > Employee Training Dashboard > Open for a quick overview of Required training completion.

Click on the plus sign next to Status: Incomplete and Status: Completed to see a list of direct reports who have completed/not completed Required trainings with a future completion due date or Required trainings with no due dates.

Filtering the Results

1. Filter the time period.
2. Check to include Required training with no due date.
3. Check to include the direct report employees of those you supervise in the Incomplete/Completed list.
4. Change the chart view.