

ILEARNOREGON CLASSROOM COURSE REGISTRATION

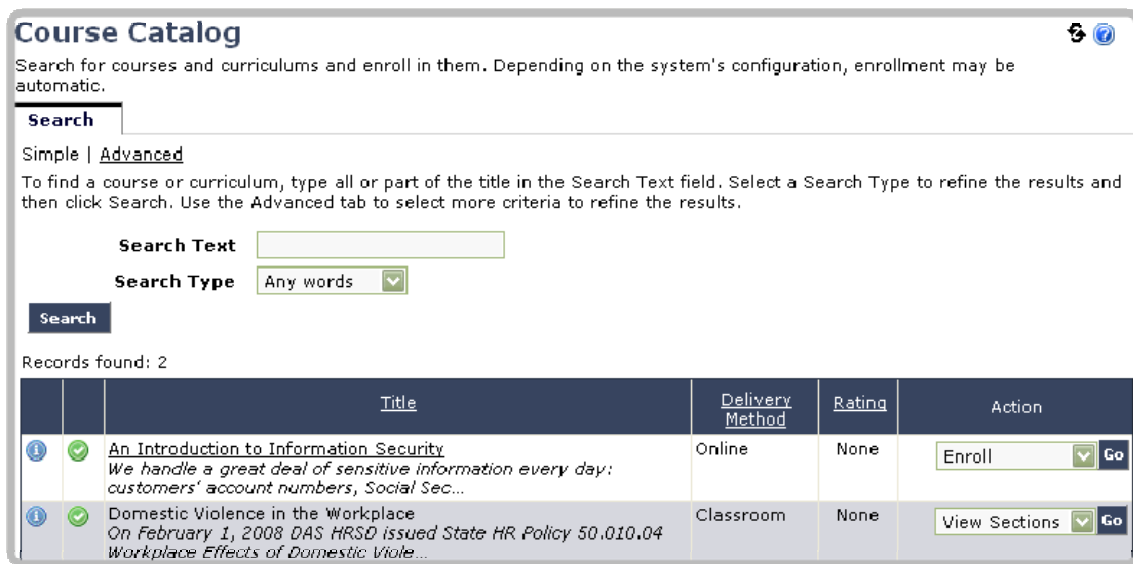
Registering for a Classroom Course

To register for a course complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the left-side menu, click on **Learning Center**. When the Learning Center menu expands, click on **Course Catalog**. This will take you to the course catalog page.



3. On the course catalog page, type in text in the search field or leave it blank and then select **Search**. The search results will display. **NOTE:** you can search for a course by doing a simple or advanced search. A simple search allows you to type in any text or you can leave the field blank. If you want to do a more refine search, then select the Advanced search function.
4. Under the Action menu, select **View Sections** and then select **Go**.



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The View Sections page lists all of the upcoming sections of the course. This page also provides detailed information (i.e. location, instructor, course description, etc.) about each section when you click on the information icon ⓘ or the plus sign ⊕ next to the section title.

Under the Action menu you can perform the following actions:

- Enroll/Cancel Enrollment: Enroll or cancel your enrollment in a course section.
- Waitlist/Cancel Waitlist: Add yourself to, or remove yourself from, the waitlist.
- Request Access/Cancel Access: Submit a request to obtain access to enroll in a course section or cancel your request.
- View Schedule: View the calendar for the course section.

Domestic Violence in the Workplace

View information about the sections for this course.

View Sections

Click the Information icon and/or the plus sign to view more information about sections and events for this course. Use the Action menu to enroll in a section or perform other tasks. If no information is displayed, then this course has no sections.

Title Domestic Violence in the Workplace

Course Provider DAS - HRSD

Course Cost (\$) \$0.00

Records found: 3

	Section	Enrollment Status	Section Status	Action
⊕ ⓘ	<p>Title: Domestic Violence in the Workplace (1:00 AM - 4:30PM)</p> <p>Code:</p> <p>Number: 5</p> <p>Dates: 10/7/2008 - 10/7/2008</p> <p>Waitlist Type: Automatic</p> <p>Capacity (Max/Min): 175/1</p> <p>Enrolled/Waitlisted/Pending: 0/0/0</p>	Not Enrolled	Open	<input type="button" value="Enroll"/> <input style="margin-left: 5px;" type="button" value="Go"/>
⊕ ⓘ	<p>Title: Domestic Violence in the Workplace (8:30 AM - 12:00 PM)</p> <p>Code:</p> <p>Number: 4</p> <p>Dates: 10/7/2008 - 10/7/2008</p> <p>Waitlist Type: Automatic</p> <p>Capacity (Max/Min): 175/1</p> <p>Enrolled/Waitlisted/Pending: 0/0/0</p>	Not Enrolled	Open	<input type="button" value="Enroll"/> <input style="margin-left: 5px;" type="button" value="Go"/>

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- Once you know what classroom course you want to enroll in, select **Enroll** on the Action menu and then select **Go**. The Enrollment page will display.
- From the Enrollment page, select **Enroll** and you will be enrolled in the classroom course.

Section Enroll

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Enroll

Review the information below to ensure that you are enrolling for the correct course/item. Then select the options you want (if options are displayed) and click Enroll.

Title Domestic Violence in the Workplace
Section Title Domestic Violence in the Workplace (1:00 AM - 4:30 PM)
Section Start Date 10/7/2008
Section End Date 10/7/2008

You will receive a confirmation email notifying you and your manager that you enrolled in the course and the course will automatically appear on your learning plan.

Scheduled Training						
Records found: 1						
	Course Title	Enrollment Status	Status Date	Section Dates	Section Title	Action
<input type="checkbox"/>	iLearnOregon Training Management	Enrolled	10/22/2008	10/29/2008 - 10/29/2008	iLearnOregon Training Management	Cancel Enrollment <input type="button" value="Go"/>
Event		Details				
iLearnOregon Training Management		Dates : 10/29/2008 - 10/29/2008 Time : 8:30 AM - 12:00 PM Recurrence : One Day Location : Oregon State Library, Room 301, State Library Building, (Salem, OR) Instructors : Angelo Jordan				

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Canceling from a Classroom Course

You can cancel your enrollment in the course at anytime up through the enrollment cancellation deadline (found when you click on the info icon next to the course name).

To cancel your enrollment:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on **My Learning Plan** under My Workspace on the left menu.



3. You will find the trainings you are scheduled for under "Scheduled Training".
4. Click on **Go** next to Cancel Enrollment. Confirm your cancellation on the next screen. Both you and your manager will receive an email confirming your cancellation.

My Learning Plan



View all current training activities in which you are participating or are required to complete.

My Learning Plan

Some titles are links that allow you to access items in your learning plan. Use the Action menu to perform other tasks.

Required Training
You have no outstanding training assignments.

Scheduled Training
Records found: 1

	Course Title	Enrollment Status	Status Date	Section Dates	Section Title	Action
	Domestic Violence in the Workplace	Enrolled	8/13/2008	9/21/2008 - 9/22/2008	Morning Session	Cancel Enrollment

Online Courses
Records found: 1

	Title	Enrollment Date	Last Access Date	Action
	An Introduction to Information Security	8/13/2008		View Details

Curriculums
Records found: 0

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Completing a Course Survey

Once you complete a course, the instructor must give you a progress status of Completed and then you will be able to access the course survey (if one is available) and your certificate of completion from your transcript.

To complete a course survey, follow these steps:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on *My Transcript*.



3. From you Transcript page find the course you want to complete the survey for and select *Take Survey* on the Action menu and then select *Go*. The Take Survey page will display.

Transcript | Certifications | Training Assignments

[Print Version](#)
View the user's/your record of courses, tests and other items. Users: Access items using the links or select an option from the Action menu and click Go.

Name Brandy Meng Manage Personal Learning Events Go
Current Date 10/22/2008

Records found: 2

	Title	Type	Required Training	Start Date	Complete Date	Progress Status	Action
	Domestic Violence in the Workplace (6)	Classroom		10/21/2008	10/21/2008	Completed	View Details <input type="checkbox"/> Go
	iLearnOregon Quick Start Tutorial	SCORM 1.2		9/16/2008	9/30/2008	Completed	View Details <input type="checkbox"/> Take Survey <input type="checkbox"/> Go

4. Click on the title of the survey to launch it.

Take Survey

Click a title from the Title column to access a survey. All surveys for the course must be completed.

Records found: 1

	Title	Status
	Basic Level 1 Classroom Course Evaluation	Not Started

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5. A new window will be displayed with the survey, enter your answers for each question.
6. You may only complete a survey once, and all the questions must be answered before the survey can be submitted. You can either complete the survey or click on the Complete Later button if you want to complete the survey at a later time.

Survey

Answer all of the questions below and click Submit to submit your answers. If unable to complete all of the survey at one time, click Complete Later to save your answers and return later.

Course Evaluation

Please complete the following questions related to this course.

1. I clearly understood the course objectives.
2. The course met all of its stated objectives.
3. The course was logically organized.
4. The course content is covered to an appropriate degree of breadth.
5. The way this course was delivered (such as classroom, computer, video) was an effective way for me to learn the subject matter.
6. The course design was flexible enough for me to move around at my own pace.
7. The course was easy to navigate through.
8. What would enhance this learning experience?
9. I would recommend this course to others.
10. Overall, I was satisfied with this course.
11. What comments or suggestions do you have regarding this course?

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7. Once you click on the submit button, the window will refresh stating that the survey was submitted and allowing you to look at how you responded to each question. Click on the **Finish** button.

Basic Level 1 Online Course Evaluation
Close Window | Print
The survey was submitted.
Surveys are related to content or used to gain opinions of users on a topic.

Survey
Your completed survey is displayed below. Checkmarks (if any) indicate the multiple-choice answers you submitted. Click Finish to go back to the Survey search results page.

Course Evaluation
Please complete the following questions related to this course.

1. I clearly understood the course objectives.

- N/A
- Strongly Agree
- Agree
- Neither Agree or Disagree
- Disagree
- Strongly Disagree

2. The course met all of its stated objectives.


- N/A
- Strongly Agree
- Agree
- Neither Agree or Disagree
- Disagree
- Strongly Disagree

Finish

8. You will be taken back to the Take Survey page, but under "Status" it will show "Completed". Click **Return** to go back to the Transcript page.

Take Survey
Click a title from the Title column to access a survey. All surveys for the course must be completed.

Records found: 1

	Title	Status
	Basic Level 1 Online Course Evaluation	Complete

Return

Viewing and Printing a Completion Certificate

To view a certificate of completion, follow these steps:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on *My Transcript*.



3. From you Transcript page find the course you want to view your certificate for and select *Certificate* on the Action menu and then select *Go*.

Transcript Certifications Training Assignments

[Print Version](#)

View the user's/your record of courses, tests and other items. Users: Access items using the links or select an option from the Action menu and click Go.

Name Brandy Meng Manage Personal Learning Events

Current Date 10/22/2008

Records found: 2

	Title	Type	Required Training	Start Date	Complete Date	Progress Status	Action
	Domestic Violence in the Workplace (6)	Classroom		10/21/2008	10/21/2008	Completed	<input type="button" value="View Details"/> <input type="button" value="Go"/>
	iLearnOregon Quick Start Tutorial	SCORM 1.2		9/16/2008	9/30/2008	Completed	<input type="button" value="View Details"/> <input type="button" value="Take Survey"/> <input type="button" value="Certificate"/> <input type="button" value="Go"/>

Your certificate will display in a separate pop-up window. From there you will be able to print a hardcopy. **NOTE:** The manner in which a certificate is printed is controlled by your browser's print feature. You will need to change the page orientation from Portrait to Landscape and/or change the page margins using the Page Setup window (usually accessible from the File menu of your browser).