

New Career Navigator Orientation Instruction Sheet for FY18

Welcome to New Career Navigator Orientation (NCNO)! This course contains eight online lessons which will take approximately 4 hours to complete. This course is a requirement to be a proficient Career Navigator.

Contact Colleen Potter at sipdctrainer@gmail.com or 618-650-2254 if you need support.

In preparation for the online training there are several things you must do:

- You must enable “cookies” on your browser.
- It will be necessary to have a printer because throughout the process you will be asked to print various items – checklists, handouts, etc.
- Videos are included in the training, so the computer you use must have speakers.
- You may want to use a folder or ring-binder for your portfolio to keep your paperwork organized for future reference.

The online lessons are easy to navigate and offer you the flexibility to work at a time and pace that are convenient for you and your busy schedule. By printing out the “**New Career Navigator Orientation Checklist**” at the beginning, you will have a handy tool for keeping track of what you have completed in case your study is interrupted.

Quick Steps

- Go to: <http://ilearn.iccb.org/ilearn> (see page 2)
- Enter your username and password for existing iLEARN users (see page 2) or create a new user account. If you are a **new user**, you will be required to create a username and password and to complete your Profile Page (see page 3, 4 & 5)
- Click on **New Career Navigator Orientation** in the Course Categories list. (see page 7)
- Enter the Enrollment Key for the Class: **NCNO18** (see page 7)
- Time to get started by reading the Welcome (see page 8)

iLEARN Website

Let's Begin! Go to: <http://ilearn.iccb.org/ilearn>. Below is the page that you will see. You may log in by clicking on either line "You are not logged in. ([Log in](#))" indicated by the **Red Arrows**.

iLEARN: Illinois Learning, Educational and Academic Resource Network

Welcome to the iLEARN site that provides online professional development opportunities for Illinois adult educators. Click on the **Log in** link in the upper right corner to access your existing account or to create a new account. Enjoy!

Site news
(No announcements have been posted yet.)

CALENDAR
July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

You are not logged in. ([Log in](#))

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Existing iLEARN Users

When you click on one of the lines indicated above you will be taken to the page shown below. If this is not your first time working in iLEARN, you will already have a username and password. Please enter your username and password exactly as you did before, remembering that they are case sensitive. After typing in your username and password, click on the **Login** button (see the **Green Arrow** below).

iLEARN: Illinois Learning, Educational and Academic Resource Network

Home > Log in to the site

Log in

Username:

Password:

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Is this your first time here?

Hi!

For full access to courses you'll need to create yourself an account. All you need to do is make up a username and password and use it in the form on this page! If someone else has already chosen your username then you'll have to try again using a different username.

You are not logged in. [Home](#)

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New (First) Time Users

The first requirement is to create a new account. To create a new account, click on the **Create New Account** button indicated by the **Red Arrow** below. Do not enter a username or password yet.

iLEARN Illinois Learning, Educational and Academic Resource Network

Home > Log in to the site

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Is this your first time here?

Hi!

For full access to courses you'll need to create yourself an account.

All you need to do is make up a username and password and use it in the form on this page!

If someone else has already chosen your username then you'll have to try again using a different username.

You are not logged in.

[Home](#)

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By clicking on the **Create New Account** button you will be taken to the **Profile Screen** shown below. Now you must create a username and password in the spaces indicated by the **Red Arrows**. Follow the directions given below this screen to complete the username and password and to complete your profile.

iLEARN Illinois Learning, Educational and Academic Resource Network

Home > Log in > New account

New account [Collapse all](#)

▼ Choose your username and password

Username *

Password [Click to enter text](#)

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

▼ More details

Email address *

Email (again) *

First name *

Last name *

City/town

Country

▼ Job Information

Name of Program (i.e. Black Hawk College) *

New User Login

If this is your first time to visit iLEARN, you will need to create a username and password. Please use the first initial from your first name and your entire last name as your username. For example; Dannie Francis would be dfrancis.

If you have a common last name, someone may already be using your login (i.e. jsmith or mjohanson), so you will have to add a character to your username. In the case of jsmith, I would use jpsmith or jsmith5. The iLEARN site will let you know if the username you are trying to use is already in use by someone else.

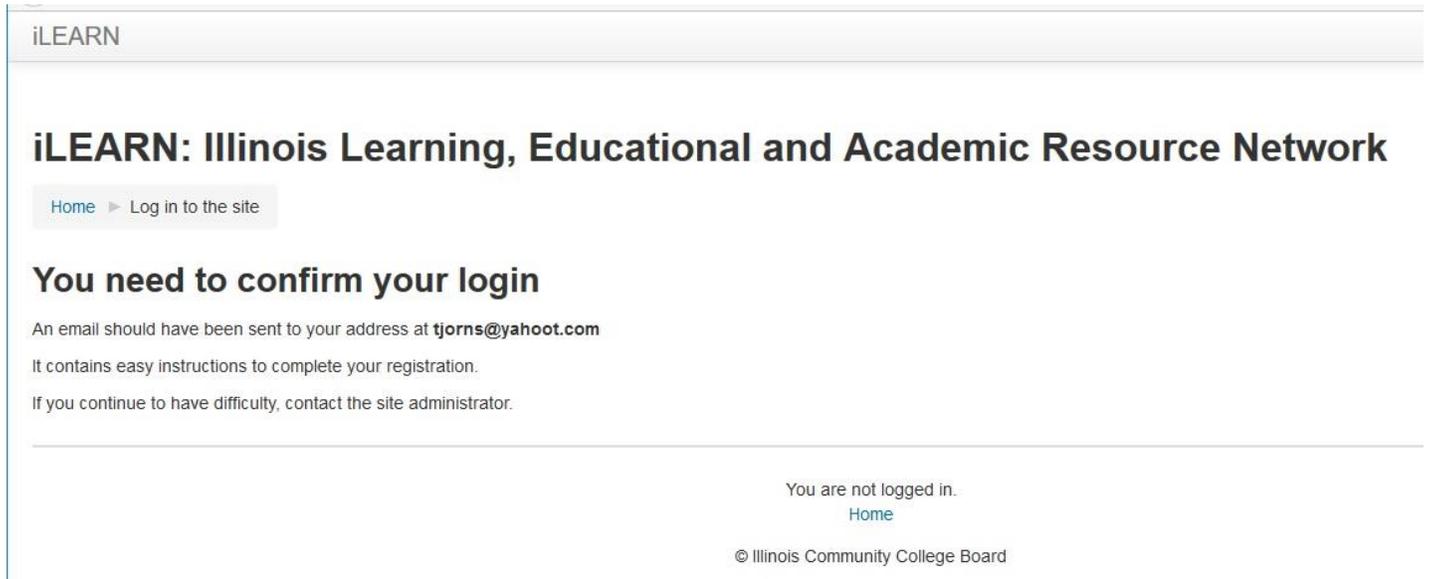
Your password has to be a minimum of 8 characters. Your password must also include all of the following:

- at least one uppercase letter from the alphabet
- at least one lowercase letter from the alphabet
- one symbol
- at least one number

For example; Wyoming@65 would be a good, strong password that would be hard for evil hackers to break.

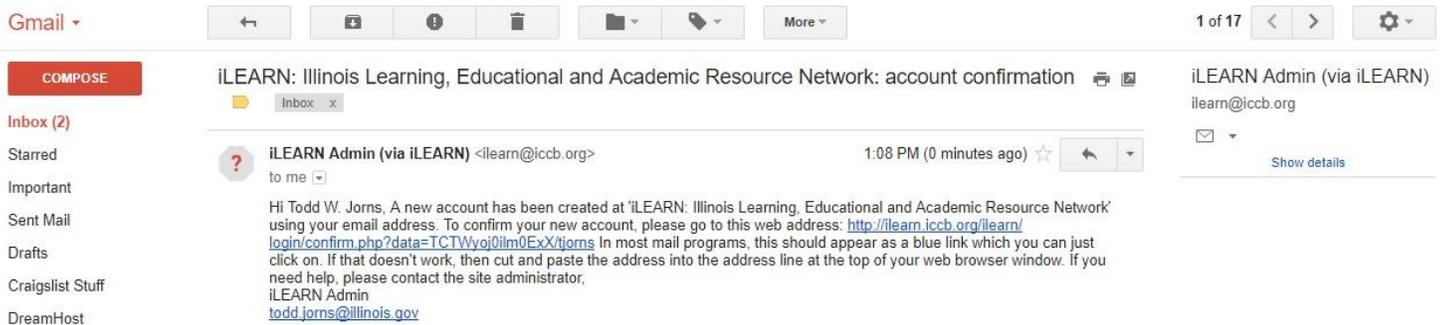
Be sure to write your username and password down in a secure place. You must use the **same** name and password every time that you visit iLEARN in the future.

The following screen will pop up next.



The screenshot shows the iLEARN website interface. At the top left, the word "iLEARN" is displayed. Below it, the main heading reads "iLEARN: Illinois Learning, Educational and Academic Resource Network". A navigation bar contains a "Home" link and a "Log in to the site" button. The central message states: "You need to confirm your login". Below this, it says: "An email should have been sent to your address at tjorns@yahoo.com. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." At the bottom right, there is a note: "You are not logged in." with a "Home" link below it. The footer contains the copyright notice: "© Illinois Community College Board".

Check your email and you should have a message similar to the one shown below. Todd Jorns, the site administrator, was good enough to share his screen with the included instructions for the next step.



Complete Your Profile

After new users click on the **Create New Account** button, they will be taken to the “Edit Profile” page. This is a good time to look at your breadcrumbs, indicated by the Green Arrow on the screen shown above to see what is being displayed. In the example above, you can see **Home > Log in > New account** appears in the breadcrumb area. Remember, you could click on the “Home: link in the breadcrumb area and it will take you back to the home page, but we don’t want to do that at this time.

The iLEARN website is actually run by a content management system called “Moodle.” Moodle is an open-source content management system (CMS), which means it is free for anyone in the world to use. Moodle does have some requirements in order for us to use it and that brings us to the example shown below.

You are required (*) to submit the following information in your “Edit Profile” section:

- First Name
- Surname (In the U.S. we say Last Name)
- Email Address
- City/Town
- Select a Country (I think they like to brag about their worldwide usage)
- Program (i.e. Black Hawk College, Elgin Community College, Chinese Mutual Aid Assn.)
- Job Title (i.e. ABE/ASE Instructor, ESL Instructor)

When you are done entering the required information, click on the **Create my new account** button located at the bottom of the page indicated by the **Red Arrow**.

▼ More details

Email address *

Email (again) *

First name *

Last name *

City/town

Country

▼ Job Information

Name of Program (i.e. Black Hawk College) *

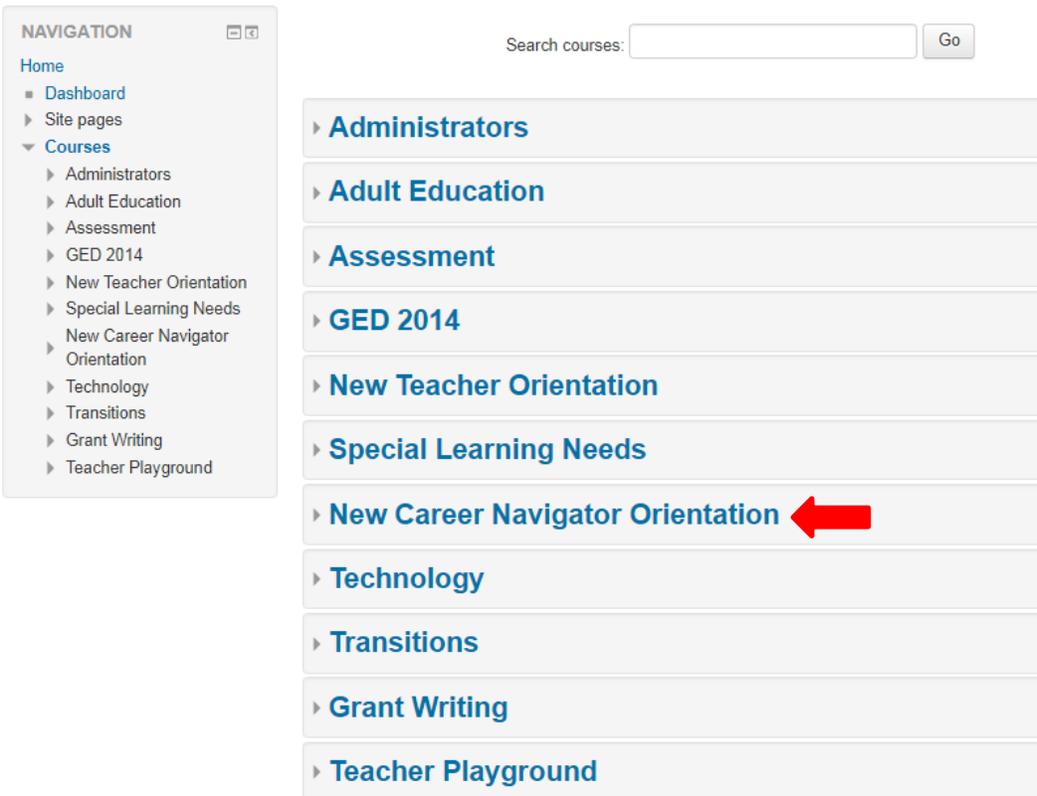
Job Title *



There are required fields in this form marked * .

Now – Let’s Begin the Course

Below is the page that you will see after accessing the iLEARN website. This page is referred to as the “Home” page for the iLEARN site.



The screenshot shows the iLEARN website home page. On the left is a 'NAVIGATION' sidebar with a 'Home' link and a 'Courses' dropdown menu. The 'Courses' menu includes links for Administrators, Adult Education, Assessment, GED 2014, New Teacher Orientation, Special Learning Needs, New Career Navigator Orientation, Technology, Transitions, Grant Writing, and Teacher Playground. On the right, there is a search bar with the text 'Search courses:' and a 'Go' button. Below the search bar is a vertical list of course categories, each with a right-pointing chevron icon: Administrators, Adult Education, Assessment, GED 2014, New Teacher Orientation, Special Learning Needs, New Career Navigator Orientation, Technology, Transitions, Grant Writing, and Teacher Playground. A red arrow points to the 'New Career Navigator Orientation' link.

This home page shows a listing of “Course Categories” that are located at the iLEARN website. Click on **New Career Navigator Orientation** to enter that course category. The **Red Arrow** below is pointing at the link (line of text) you should click on.

Entering the Enrollment Key

After you have successfully logged in, it is time to enter the Enrollment Key. You will only have to enter the key one time to register for the NTO course.

New Users:

- Click on the **Home** link in the breadcrumb area at the top of the page
- Click on **New Career Navigator Orientation**
- Type **NCNO18** into the Enrollment Key area (see the first **Red Arrow** below)

- Click on the **Enroll Me** button (see the second **Red Arrow** below)

Existing Users: Type **NCNO18** into the Enrollment Key area (see the first **Red Arrow** below) and then click on the **Enroll Me** button (see the second **Red Arrow** below).

New Career Navigator Orientation Framework

Home ▶ Courses ▶ New Career Navigator Orientation ▶ NCNO Framework ▶ Enroll me in this course ▶ Enrollment options

NAVIGATION

- Home
 - Dashboard
 - Site pages
 - Courses
 - New Career Navigator Orientation
 - NCNO Framework**
 - Administrators
 - Adult Education
 - Assessment
 - GED 2014
 - New Teacher Orientation
 - Special Learning Needs
 - Technology
 - Transitions
 - Grant Writing
 - Teacher Playground

Enrollment options

New Career Navigator Orientation Framework

Self enrollment (Student)

Enrollment key

Click to enter text 

Enroll me 

Welcome to NCNO

You should now have entered the New Career Navigator Orientation class. Read the welcome and then begin your lessons.

Once you have completed all eight lessons and the learning checks you will be able to print the Certificate of Completion. Be sure to print your certificate for your records and give a copy of the certificate to your program administrator.