

New Teacher Orientation Instruction Sheet for FY20

Welcome to New Teacher Orientation (NTO)! You will begin this course by completing ten lessons from your computer. The online portion will take approximately 6-8 hours to complete. When this portion of the training is complete you may be given further training instructions by your program.

Contact Dawn Hughes at dj-hughes@wiu.edu or 309-756-2194 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 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 “**Teacher 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 **iLearn: Course Categories** (in green at the bottom of the screen) to bring up the entire list of course categories available.
- Click **New Teacher Orientation** (first course category) (see page 7)
- Click on **New Teacher Orientation Online FY20** course (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 **Log in** 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.

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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 mjohnson), 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.

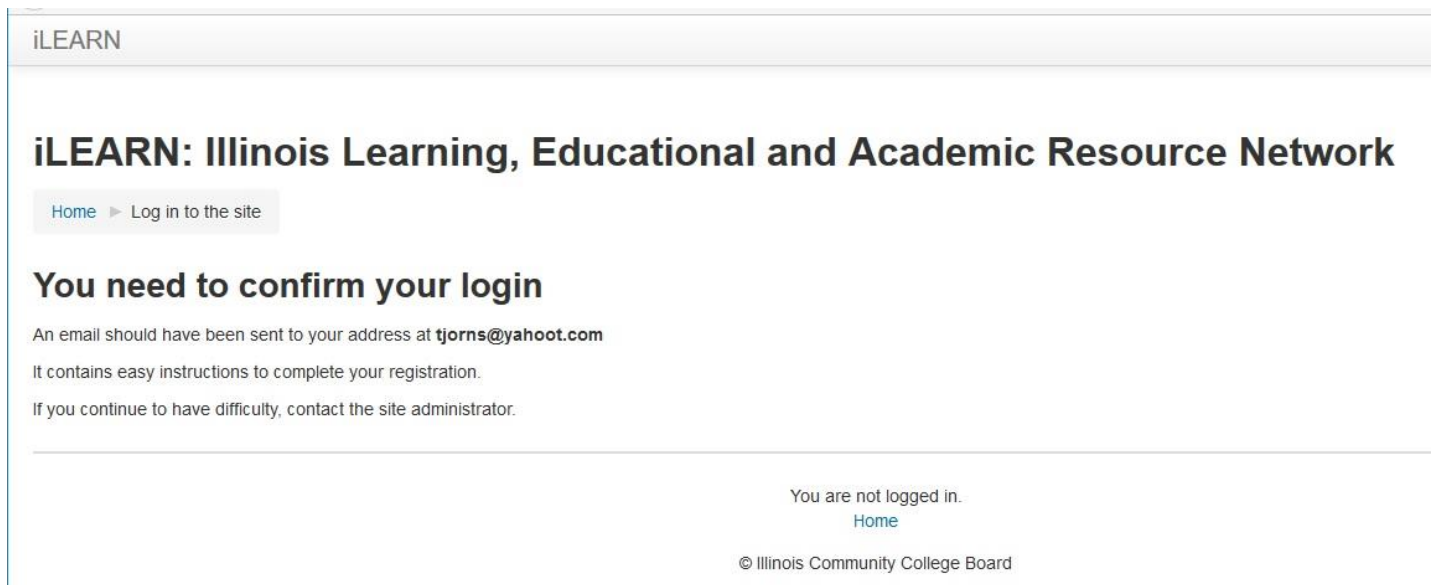
Your password has to be a minimum of 8 characters. Your password must also include all of the following:

- 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 is "You need to confirm your login". Below this, it states: "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 of the page, it says "You are not logged in." with a "Home" link, and "© Illinois Community College Board" at the very bottom.

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 *

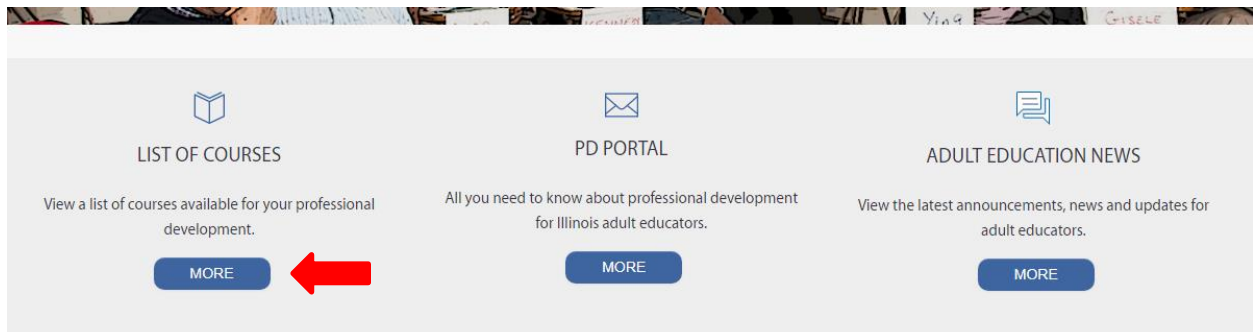


There are required fields in this form marked *.

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.

This home page shows a “List of Courses” that are located at the iLEARN website. Click on either the “More” button or the “iLearn: Course categories” link to display a complete list of course offerings (red arrows).



The screenshot shows the iLEARN Home page with three main sections:

- LIST OF COURSES**: View a list of courses available for your professional development. A red arrow points to the **MORE** button.
- PD PORTAL**: All you need to know about professional development for Illinois adult educators. A **MORE** button is present.
- ADULT EDUCATION NEWS**: View the latest announcements, news and updates for adult educators. A **MORE** button is present.

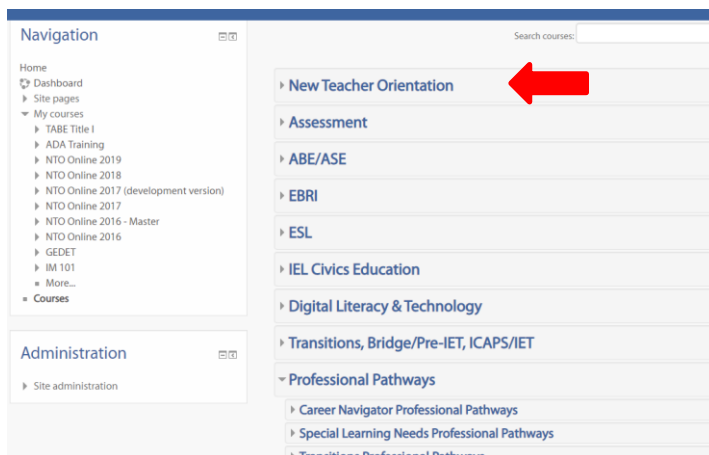
Below the sections, there is a welcome message and a link to the PD Guide:

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

For guidance to adult education instructors as they design their professional development plans each year, visit the [PD Guide](#).

Click here for a complete list of course offerings - [iLEARN: Course categories](#) (indicated by a red arrow).

Click on **New Teacher Orientation** to enter that course category. The **Red Arrow** below is pointing at the link (line of text) you should click on.



The screenshot shows the iLEARN course categories page. The left sidebar contains a navigation menu with options like Home, Dashboard, Site pages, My courses, and Administration. The main content area displays a list of course categories, including:

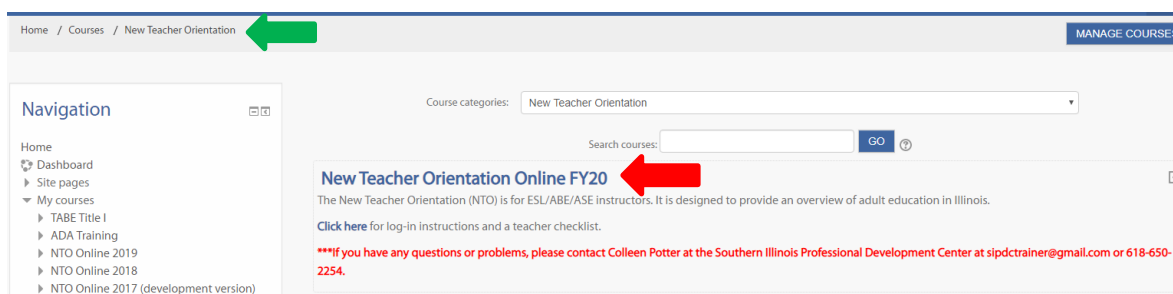
- New Teacher Orientation** (indicated by a red arrow)
- Assessment
- ABE/ASE
- EBRI
- ESL
- IEL Civics Education
- Digital Literacy & Technology
- Transitions, Bridge/Pre-IET, ICAPS/IET
- Professional Pathways
 - Career Navigator Professional Pathways
 - Special Learning Needs Professional Pathways
 - Transitions Professional Pathways


Selecting a Course

After clicking on New Teacher Orientation, you will be taken to the page shown below. You can tell where you are by looking at the line indicated by the **Green Arrow**. Words will be added to or taken away from this area as you click through the website and course. It is referred to as the “breadcrumbs” line because it lets you know where you are in the website. You can click on any of the breadcrumb words to back up to that area of the website. Just watch the breadcrumb line as you work your way around the website and course and you will catch on pretty fast.

This page lists the course or courses you have registered for in the iLEARN site. In the example below, only the New Teacher Orientation course is listed.


To enter the class, you should click on **New Teacher Orientation Online FY20**. The **Red Arrow** below is pointing at the line you should click on.



Home / Courses / New Teacher Orientation  MANAGE COURSES

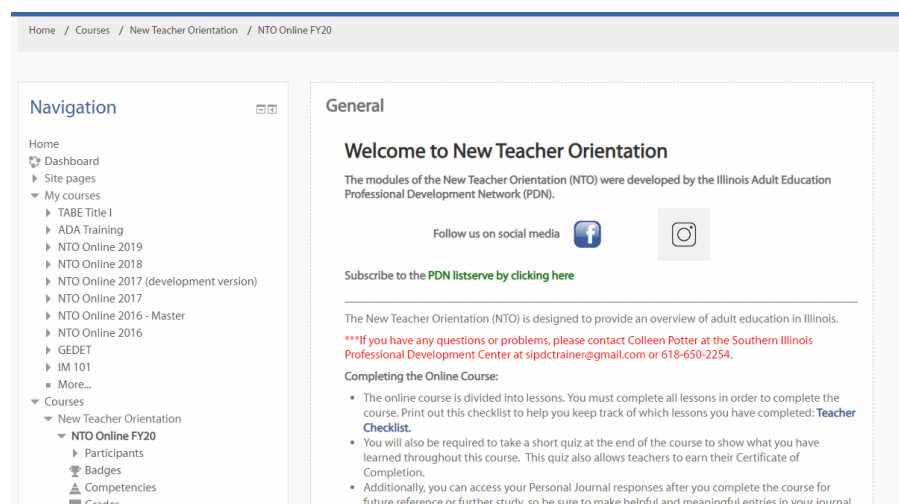
Course categories: New Teacher Orientation

Search courses: GO

New Teacher Orientation Online FY20 
The New Teacher Orientation (NTO) is for ESL/ABE/ASE instructors. It is designed to provide an overview of adult education in Illinois.
[Click here](#) for log-in instructions and a teacher checklist.
*****If you have any questions or problems, please contact Colleen Potter at the Southern Illinois Professional Development Center at sipdtrainer@gmail.com or 618-650-2254.**

Welcome to NTO



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



Home / Courses / New Teacher Orientation / NTO Online FY20

Welcome to New Teacher Orientation

The modules of the New Teacher Orientation (NTO) were developed by the Illinois Adult Education Professional Development Network (PDN).

Follow us on social media  

Subscribe to the PDN listserve by [clicking here](#)

The New Teacher Orientation (NTO) is designed to provide an overview of adult education in Illinois.
*****If you have any questions or problems, please contact Colleen Potter at the Southern Illinois Professional Development Center at sipdtrainer@gmail.com or 618-650-2254.**

Completing the Online Course:

- The online course is divided into lessons. You must complete all lessons in order to complete the course. Print out this checklist to help you keep track of which lessons you have completed: **Teacher Checklist**.
- You will also be required to take a short quiz at the end of the course to show what you have learned throughout this course. This quiz also allows teachers to earn their Certificate of Completion.
- Additionally, you can access your Personal Journal responses after you complete the course for future reference or further study, so be sure to make helpful and meaningful entries in your journal.

Once you have completed all ten lessons you will need to complete the New Teacher Orientation Review Quiz. It is a short quiz that demonstrates what you have learned during this class. You have to successfully complete this review quiz in order to print the Certificate of Completion.

Be sure to print your certificate and give a copy of the certificate to your program.

Review Quiz

The NTO quiz is used as a review for teachers to show what they have learned throughout this course. This quiz will also allow teachers to earn their Certificate of Completion.

 [New Teacher Orientation Review Quiz](#)

Certificate for New Teacher Orientation

All instructors active during the fiscal year, whether full or part time are expected to meet the professional development requirement, which is completing a minimum of 8 hours of professional development each year.

This New Teacher Orientation course **does not** count towards those 8 hours or professional development. However, this certificate does certify that you have successfully completed the new teacher orientation training course.

 NTO Online Certificate

Restricted Not available unless: You achieve a required score in **New Teacher Orientation Review Quiz**