iLearn Course Instruction Sheet for
TABE 11 & 12 (for ICCB-funded programs) Course #1

Welcome to TABE 11 & 12 – Course 1. These instructions are for the TABE 11 & 12 Course Course 1 for instructors, program administrators, and test administrators. Course #1 will take approximately 1 hour to complete. **After completing this course, <u>test administrators</u> need to complete TABE 11 & 12 Course # 2.**

Quick Steps

- Go to: <u>https://ilearn.iccb.org/ilearn/</u> (see page 2)

- For existing iLEARN uses: Enter your username and password (see page 2)

- If you are a **new user**, you will be required to Create a New Account (see pages 3-5)

- Click on **Assessment** and then **TABE 11 & 12 (for ICCB-funded programs) Course #1** (see page 6)

- Time to get started by reading the Welcome (see page 7)

This course is set up in three modules. For each video, you can choose to watch with or without captions.

All of the videos AND the quiz need to be completed in order to finish this course.

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

- You must enable "cookies" on your browser.

- A video is included in the training, so the computer you use must have speakers.

The online course is easy to navigate and offers you the flexibility to work at a time and pace convenient for you and your busy schedule.

iLEARN Website

Let's Begin! Go to: https://ilearn.iccb.org/ilearn/

Below is the page that you will see after accessing the iLEARN website. You may log in by clicking on **Log in** indicated by the **Red Arrow**.

Existing iLEARN Users

When you click on **Log in** as 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).

Creating a New Account

If this is your first time to visit iLEARN, you will need 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.

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Home ▶ Log in to the site

Log in

Username [ ]

Password [ ]

☐ Remember username

[Log in]

Forgotten your username or password?

Cookies must be enabled in your browser ⑦

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.

[Create new account]

By clicking on the **Create new account** 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 screenshot to complete your profile.

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Home ▶ Log in ▶ New account

New account

▾ Choose your username and password

Username * [ ]

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 as *, -, or #

Password *Click to enter text* ✎ 🔍

▾ More details

Email address * [ ]

Email (again) * [ ]

First name * [ ]

Last name * [ ]

City/town [ ]

Country [United States   ⌄]

Creating a New Account (continued)

Please use the first initial from your first name and your entire last name as your username. For example; Todd Jorns would be tjorns.

If you have a common last name, someone may already be using your username (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:

- one uppercase letter from the alphabet
- 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.

You are required to submit the following information in your "Edit Profile" section:

- Email Address
- Email Address (again)
- First Name
- Last Name
- City/Town
- Country
- Name of Program (i.e. Black Hawk College, Elgin Community College)
- 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.

==You will then be asked to **confirm your login**. An email will be sent to the email address that you enter. Please go to your email and confirm your login to proceed.==

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Home ▶ Log in to the site

You need to confirm your login

An email should have been sent to your address at

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Now – Let's Begin

The home page shows an icon titled "List of Courses" that are located at the iLEARN website. Click that button to see all the course categories available.
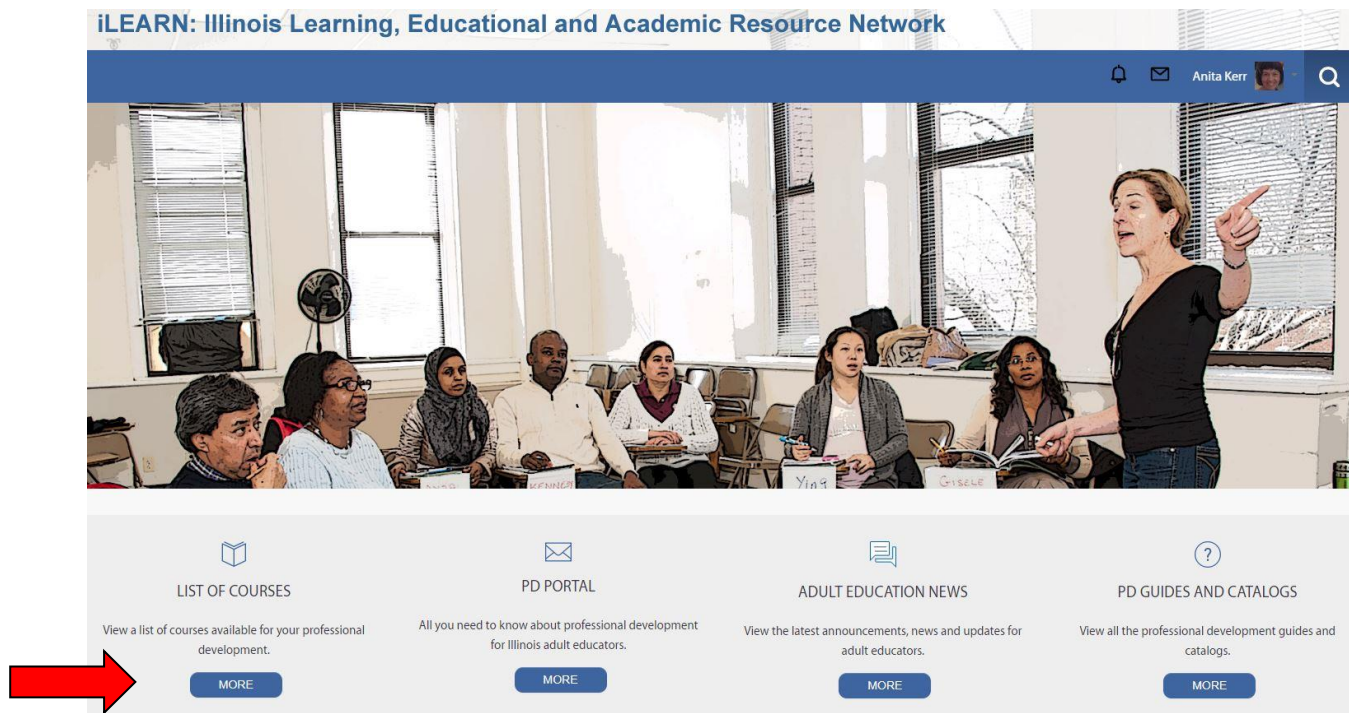
Click **Assessment** to enter that course category. The Red Arrow below is pointing at the link (line of text) you should click on.
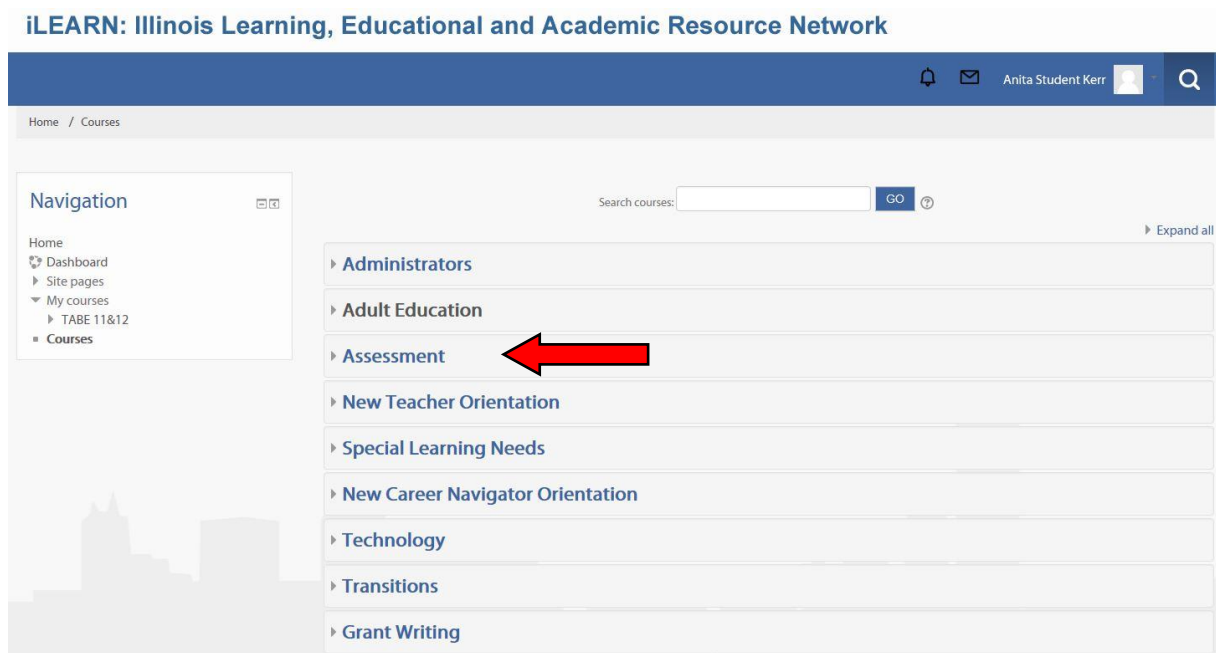
Selecting a Course

After clicking on Adult Education, you will be taken to the page shown below. Right below the course is the list of teachers for the class. Now it's time to get inside the class. To enter the class, you should click on **TABE 11 & 12 (for ICCB-funded programs) Course #1**. The **Red Arrow** below is pointing at the line you should click on.

Welcome to TABE 11 & 12!

You should now have entered the class. Read the instructions and then begin by watching the video in Module 1.

If at any time you become lost, you should use your breadcrumb area to determine where you are.

Please email the Central Illinois Adult Education Service Center at ciaescwiu@gmail.com if you need help or have additional questions.