Remote Proctor Training for TABE 11&12
iLearn Instruction Sheet

Welcome to Remote Proctor Training for TABE 11 & 12. This course consists of two videos and a quiz and will take approximately 1 hour to complete. The TABE 11&12 Remote Proctor Training course is the required training for any person who will remotely administer the TABE 11&12 tests in an ICCB-funded adult education program or as part of a Title 1 partner agency. It is also required for program administrators or anyone who will schedule or set up remote TABE tests in the DRC Insight Platform. The prerequisite to this course is to complete the TABE 11&12 Training Courses #1 & #2 in iLearn.

Contact ciaescwiu@gmaill.com or 309-756-2194 if you need support.

In preparation for this online training there are a few things you must do:

- You must enable "cookies" on your browser.

- It will be necessary to print one handout to follow along during the course.

- Videos are included in the training, so the computer you use must have speakers.

It is recommended you NOT use Internet Explorer while working in iLEARN. **Please use either Firefox or Chrome.**

> ## Quick Steps
>
> - Go to: **https://ilearn.iccb.org/ilearn/** (see page 2)
>
> - For **existing iLEARN users**: 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 **List of Courses**, **Assessment** and then **Remote Proctor Training for TABE 11 & 12** course (see pages 6-7)
>
> - Time to get started by reading the **Welcome** (see page 8)

iLEARN Website

Let's Begin! Go to: https://ilearn.iccb.org/ilearn/ . Below is the page that you will see. You may log in by clicking on "You are not logged in. (Log in)" indicated by the Red Arrow.
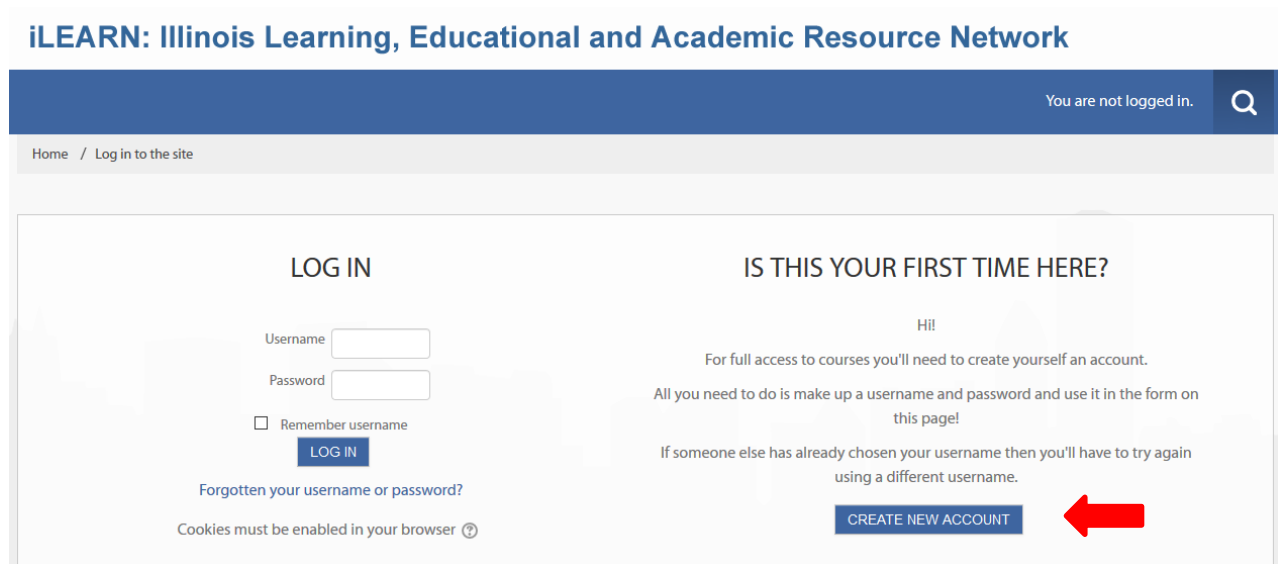

Existing iLEARN Users

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). Please skip to page 6 for further instructions on how to log into the course.

New (First) Time Users – Create a New Account

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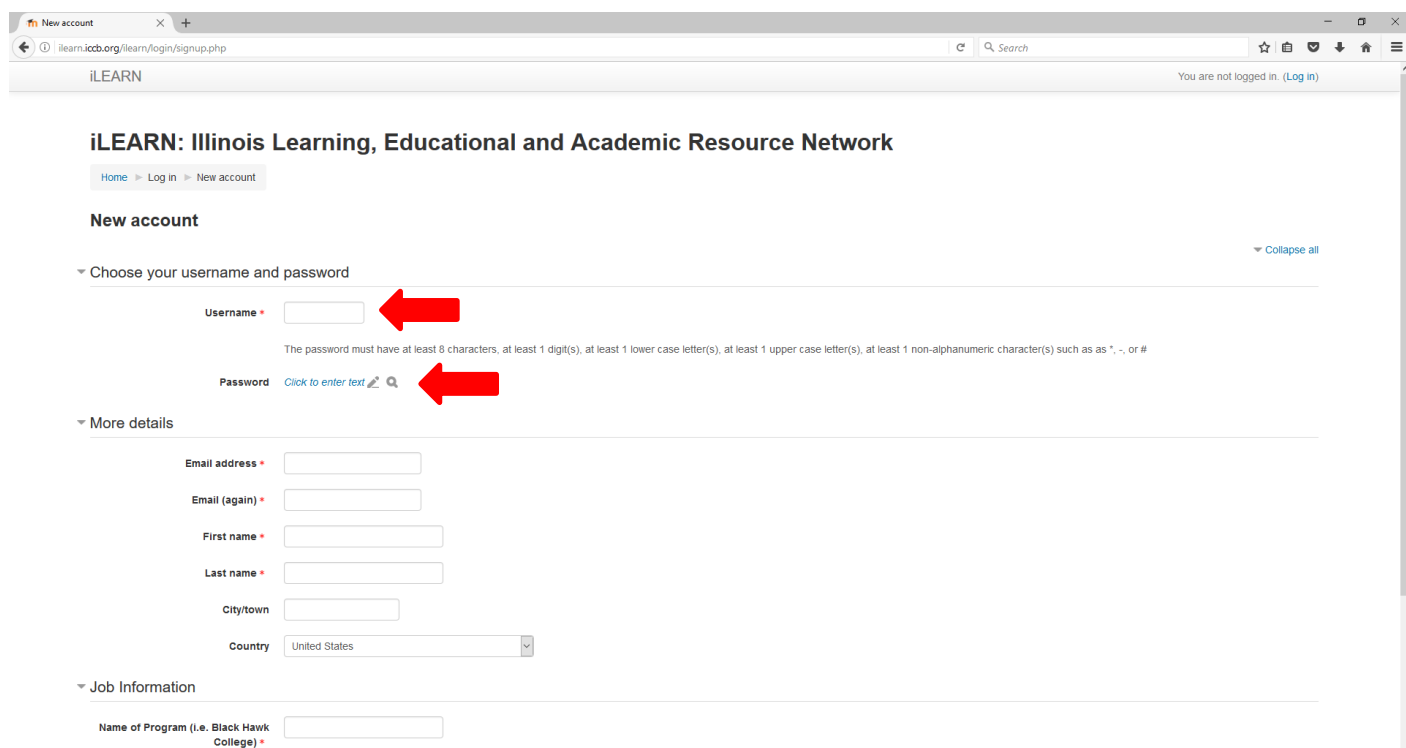
By clicking on the **Create New Account** button you will be taken to the **Profile Screen** shown below. Now you must create a username and password in the spaces indicated by the Red Arrows. Follow the directions given below this screen to complete the username and password and to complete your profile.

Creating a New Account (continued)

If this is your first time to visit iLEARN, you will need to create a username and password. We would suggest that you use the first initial from your first name and your entire last name as your username. For example; Dawn Hughes would be dhughes.

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.

<mark>Be sure to write your username and password down in a secure place.</mark> 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:
- 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.

Creating a New Account (continued)

The following screen will pop up next. <mark>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.</mark>
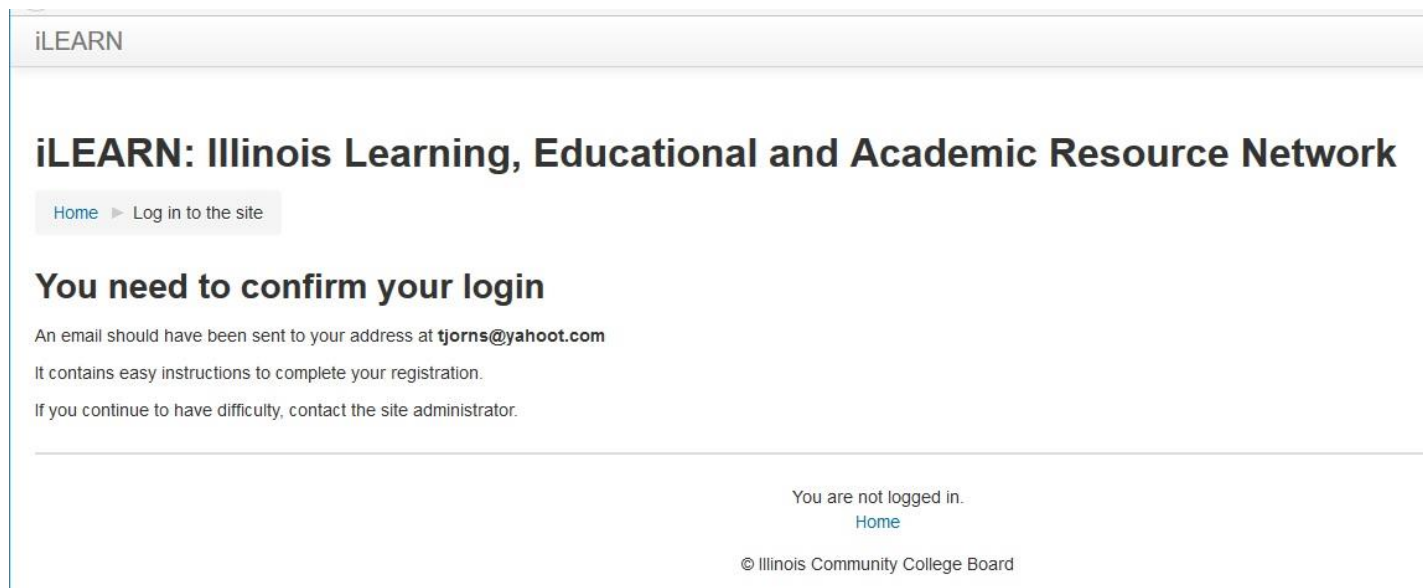

Check your email and you should have a message similar to the one shown below. Todd Jorns, the site administrator, was good enough to share his screen with the included instructions for the next step.
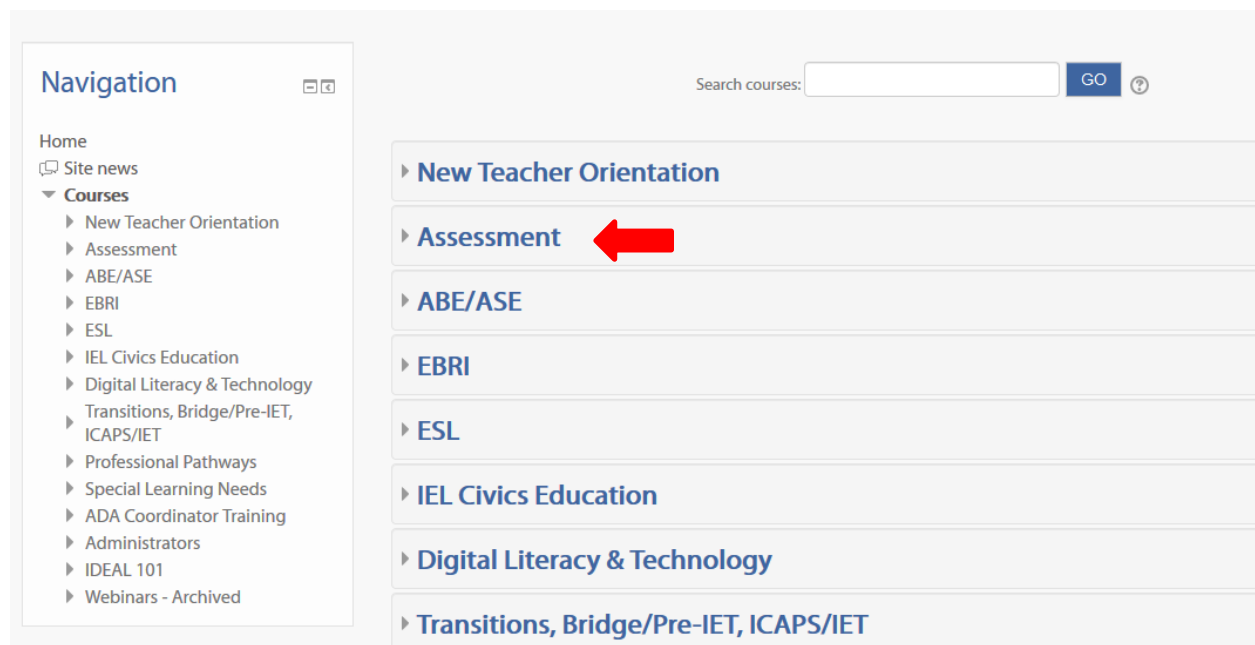
Now – Let's Begin the Course

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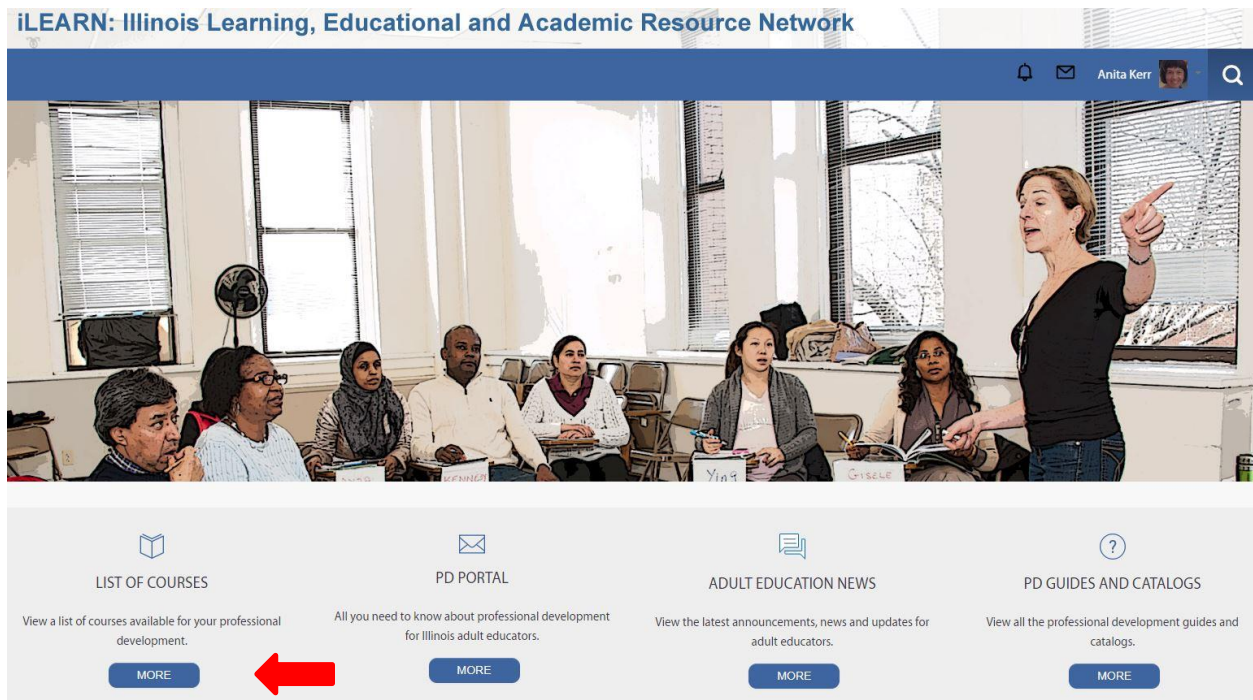
Click **ASSESSMENT** to enter that course category. The Red Arrow below is pointing at the link (line of text) you should click on.

Selecting a Course

After clicking on Assessment, 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 are 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 breadcrumb words to back up to that area of the website. Just watch the breadcrumb line as you work your way around the website.

This page lists the course or courses you have registered for in the iLEARN site. In the example below, the Remote Proctor Training course is listed sixth meaning you will have to scroll down to find the listing. To enter the class, click on **Remote Proctor Training for TABE 11 & 12,** indicated by the Red Arrow.

You now must click on **Enroll Me** to enter the course.

Welcome to Remote Proctor Training for TABE 11&12

You should now have entered the Remote Proctor Training for TABE 11&12 course. Read the welcome and then begin the lesson.

Once you have completed each video, you will complete the quiz question to demonstrate what you have learned. You have to successfully complete this quiz in order to print the Certificate of Completion.

Be sure to print your certificate and save or share with your program administrator.