

Illinois Remote Proctor Training for CASAS

iLearn Instruction Sheet

Welcome to **Illinois Remote Proctor Training for CASAS**. This course consists of two videos and two quizzes and will take approximately 1.5 hours to complete. The **Illinois Remote Proctor Training Course for CASAS** is the required training for any person who will remotely administer the CASAS eTests in an ICCB-funded adult education program or as part of a Title I partner agency.

CASAS assessments that can be administered remotely in Illinois are *Life and Work Reading*, *Reading GOALS*, and *Math GOALS*. The prerequisite to this course is to complete the course called **CASAS eTests Proctor Training** on the CASAS website.

Contact lsherwood@cntrmail.org or dj-hughes2@wiu.edu 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 **three** handouts to follow along during the course.
- Videos are included in the training, so the computer you use must have speakers.

Do 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 **IL Remote Proctor Training for CASAS** course (see pages 6-7)
- Read the **Begin the Course** section of this document (see page 8)

iLEARN Website

In either Firefox or Chrome 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.

A screenshot of the iLEARN login page. The header is the same as the previous image. Below the header, there is a navigation bar with "Home / Log in to the site". The main content area is divided into two columns. The left column is titled "LOG IN" and contains a login form with fields for "Username" and "Password", a "Remember username" checkbox, and a "LOG IN" button. A green arrow points to the "LOG IN" button. Below the form is a link "Forgotten your username or password?". The right column is titled "IS THIS YOUR FIRST TIME HERE?" and contains text explaining that users need to create an account for full access. It includes a "CREATE NEW ACCOUNT" button. At the bottom left, there is a note: "Cookies must be enabled in your browser".

New (First) Time Users Only – 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.

iLEARN: Illinois Learning, Educational and Academic Resource Network

You are not logged in.

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

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** 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

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 #

Password [Click to enter text](#)

▼ More details

Email address

Email (again)

First name

Last name

City/town

Country

▼ Job Information

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

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 meets the above criteria.

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

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

- First Name
- Surname (Last Name)
- Email Address
- City/Town
- Select a Country
- Program (e.g. Black Hawk College, Elgin Community College, Chinese Mutual Aid Assn.)
- Job Title (e.g. 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) *

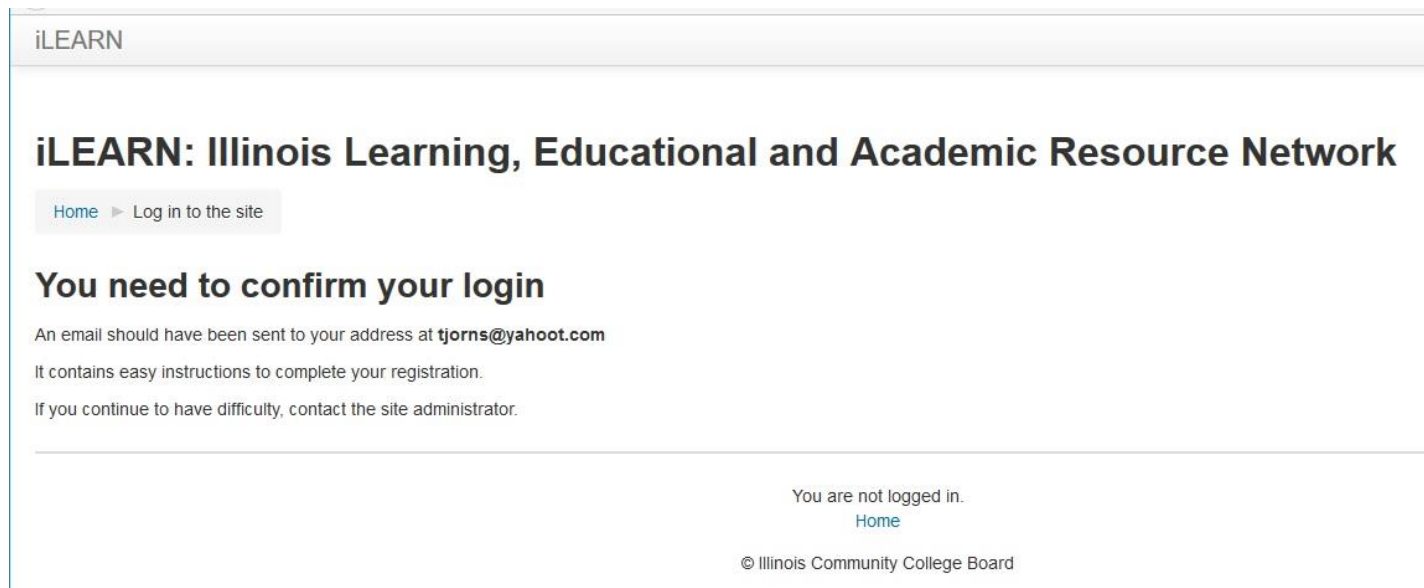
Job Title *



There are required fields in this form marked *

Creating a New Account (continued)

The following screen will pop up next. 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.

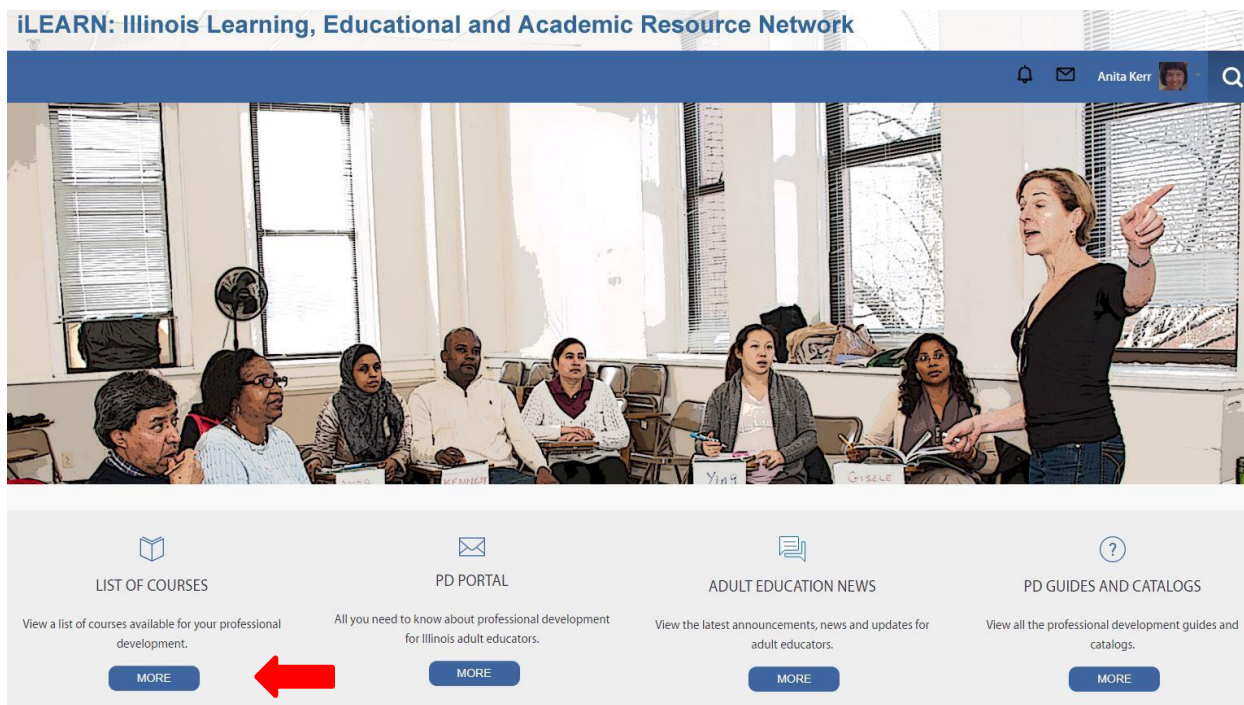


Check your email and you should have a message similar to the one shown below.

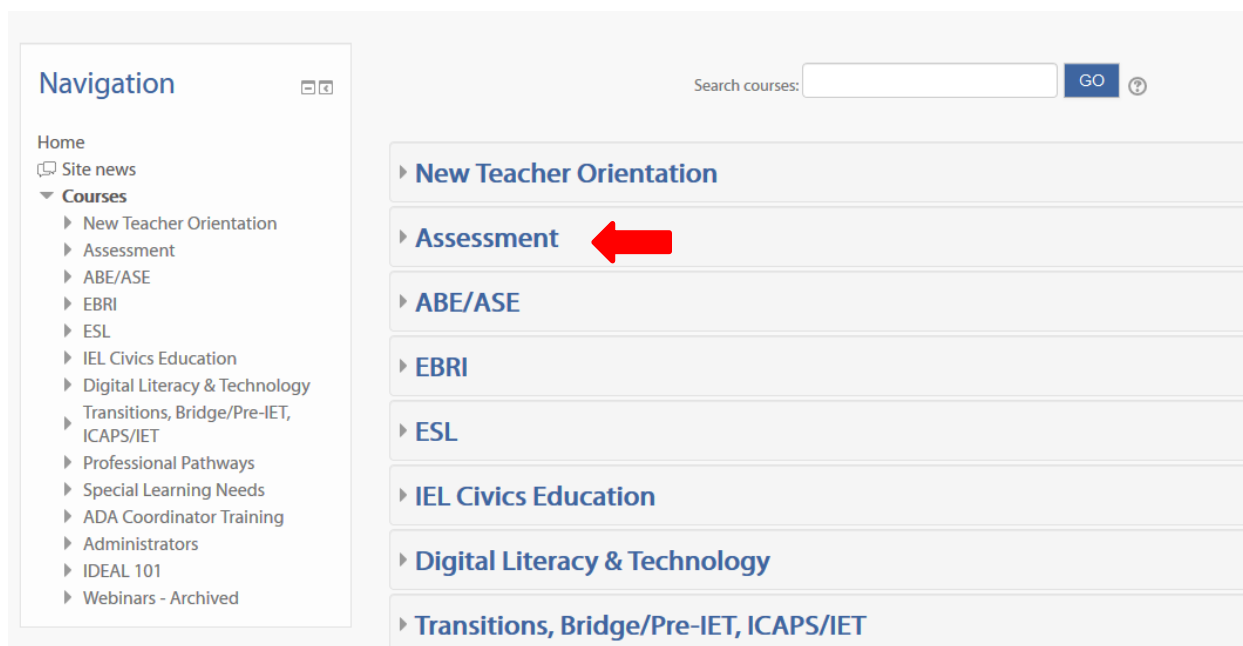


Begin the Course

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 courses available in the Assessment category. In the example below, the IL Remote Proctor Training for CASAS course is listed first. To enter the class, click on **IL Remote Proctor Training for CASAS**, indicated by the **Red Arrow**.

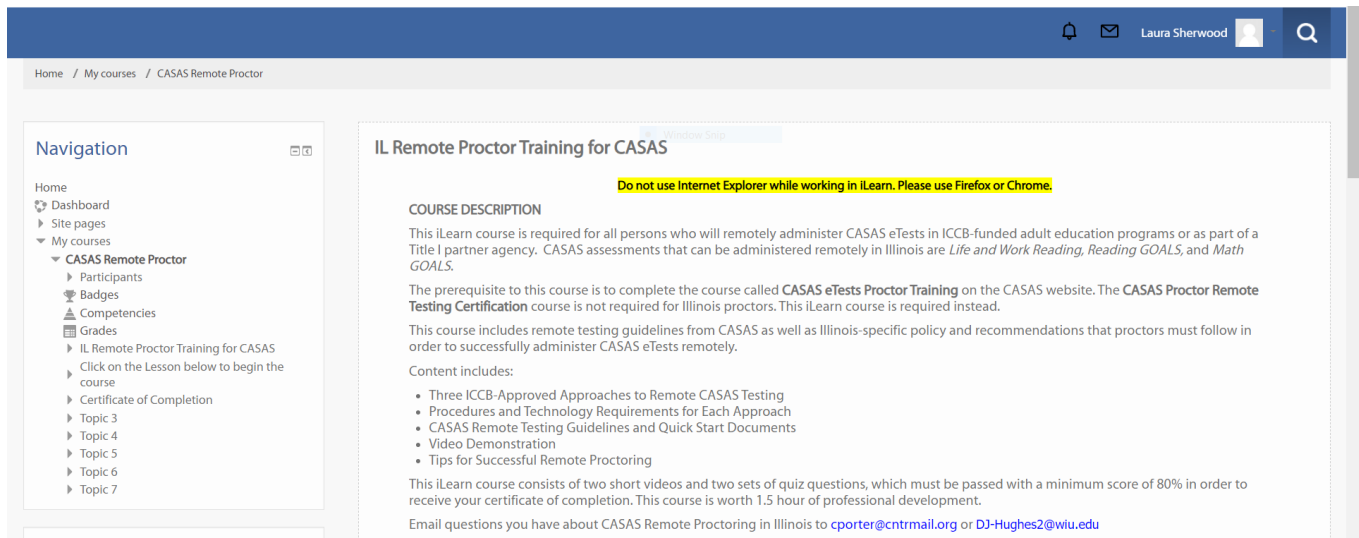
The screenshot shows a web interface for course selection. At the top, a blue navigation bar contains a bell icon, an envelope icon, the name 'Laura Sherwood', a profile picture, and a search icon. Below this, a breadcrumb trail reads 'Home / Courses / Assessment', with a green arrow pointing to 'Assessment'. On the left, a 'Navigation' sidebar lists various course categories, with 'Assessment' expanded to show sub-courses like 'CASAS Remote Proctor', 'TABE 11&12', and 'TABE Title I'. The main content area features a 'Course categories:' dropdown menu set to 'Assessment' and a 'Search courses:' input field with a 'GO' button. Below this, the course 'IL Remote Proctor Training for CASAS' is highlighted with a red arrow. The course description states it is required for all persons who will remotely administer CASAS eTests in ICCB-funded adult education programs. It also lists prerequisites and contact information for Catherine Porter and Laura Sherwood. At the bottom of the course card, there is a link for 'TABE 11 & 12 (for ICCB-funded programs)'.

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



Begin the IL Remote Proctor Training for CASAS Course

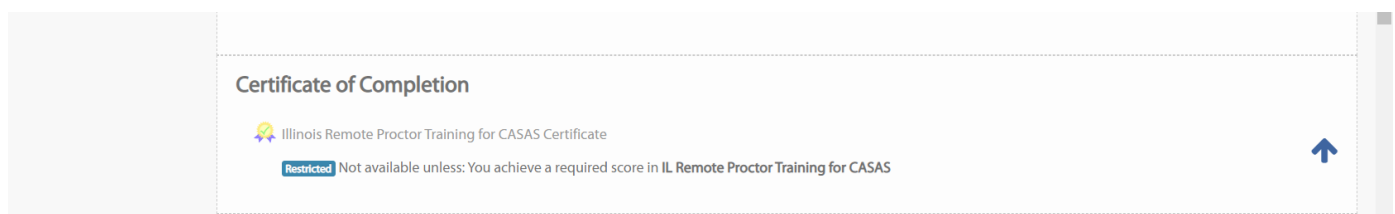
You should now have entered the **IL Remote Proctor Training for CASAS** course. Read the Course Description, print the handouts, and then begin the lesson.



The screenshot shows the iLearn interface for the 'IL Remote Proctor Training for CASAS' course. The top navigation bar is blue with a search icon and the user's name 'Laura Sherwood'. Below the bar, the breadcrumb trail reads 'Home / My courses / CASAS Remote Proctor'. On the left, a 'Navigation' sidebar lists various course elements, with 'CASAS Remote Proctor' expanded to show 'Participants', 'Badges', 'Competencies', 'Grades', and 'IL Remote Proctor Training for CASAS'. The main content area is titled 'IL Remote Proctor Training for CASAS' and features a yellow warning banner: 'Do not use Internet Explorer while working in iLearn. Please use Firefox or Chrome.' Below this, the 'COURSE DESCRIPTION' section explains that the course is for those administering CASAS eTests remotely in Illinois. It lists prerequisites, course content (including ICCB-approved approaches, procedures, guidelines, and a video demonstration), and mentions that the course consists of two short videos and two sets of quiz questions, worth 1.5 hours of professional development. Contact information for questions is provided at the bottom.

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.



The screenshot shows a 'Certificate of Completion' page. It features a yellow star icon and the text 'Illinois Remote Proctor Training for CASAS Certificate'. Below this, a red 'Restricted' banner states: 'Not available unless: You achieve a required score in IL Remote Proctor Training for CASAS'. A blue upward-pointing arrow is located in the bottom right corner of the certificate area.