

New Teacher Orientation Instruction Sheet for FY18

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 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 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 **New Teacher Orientation** below the Adult Education Category (see page 6)
- Click on **New Teacher Orientation Online 2018** course (see page 7)
- Enter the Enrollment Key for the Class: **NTO18** (see page 8)
- Time to get started by reading the Welcome (see page 9)

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.

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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 *

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) *

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.

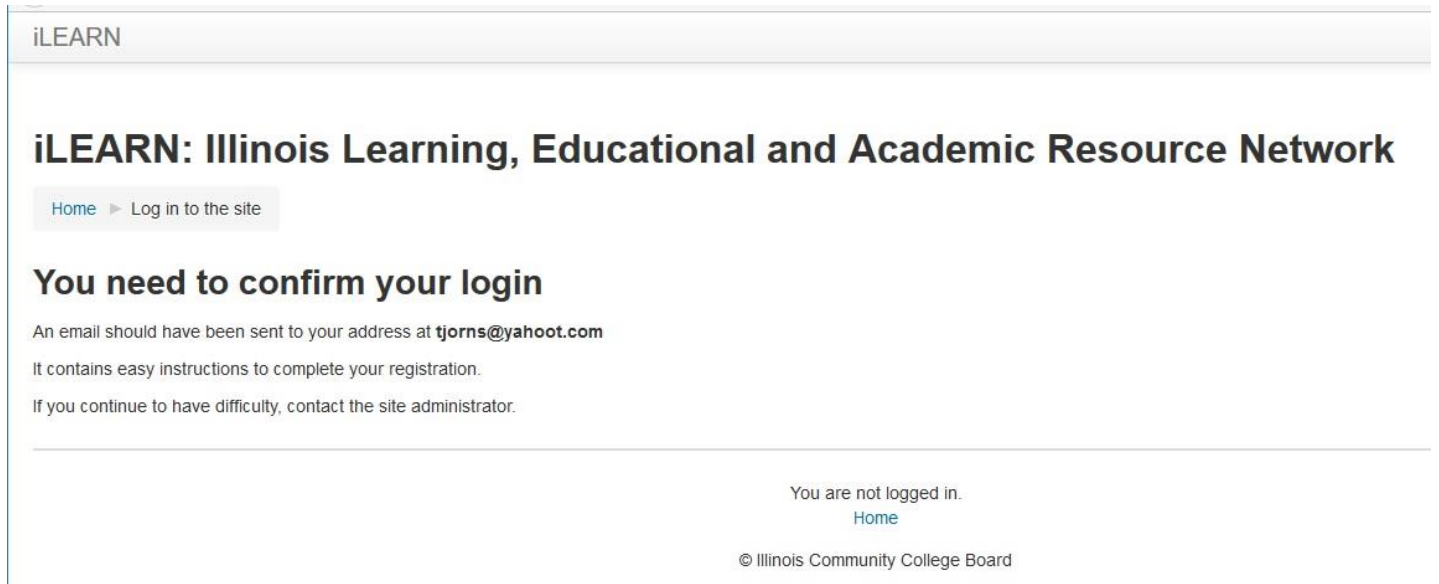
Your password has to be a minimum of 8 characters. Your password must also include all of the following:

- 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.

This home page shows a listing of “Course Categories” that are located at the iLEARN website. Click on **New Teacher Orientation** below **Adult Education** 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 website home page. The browser address bar displays 'ilearn.iccb.org/ilearn/'. The page title is 'iLEARN: Illinois Learning, Educational and Academic Resource Network'. The main content area is titled 'Course categories' and lists several categories with expandable arrows and item counts:

- Administrators (1)
- Adult Education (27)
 - Content Standards (1)
 - Spring 2017 ABE/ASE Standards Proficient Instructors
 - Cohort 1 ABE/ASE Standards Proficient Instructors
 - Pilot (9)
 - EBRI (9)
 - ESL (6)
 - ADA Coordinator Training (1)
- Assessment (2)
- GED 2014 (1)
- GED Testing (1)
- New Teacher Orientation (9)

A red arrow points to the 'New Teacher Orientation (9)' link. The left sidebar contains 'NAVIGATION' and 'ADMINISTRATION' sections. The right sidebar contains a 'CALENDAR' for July 2017.

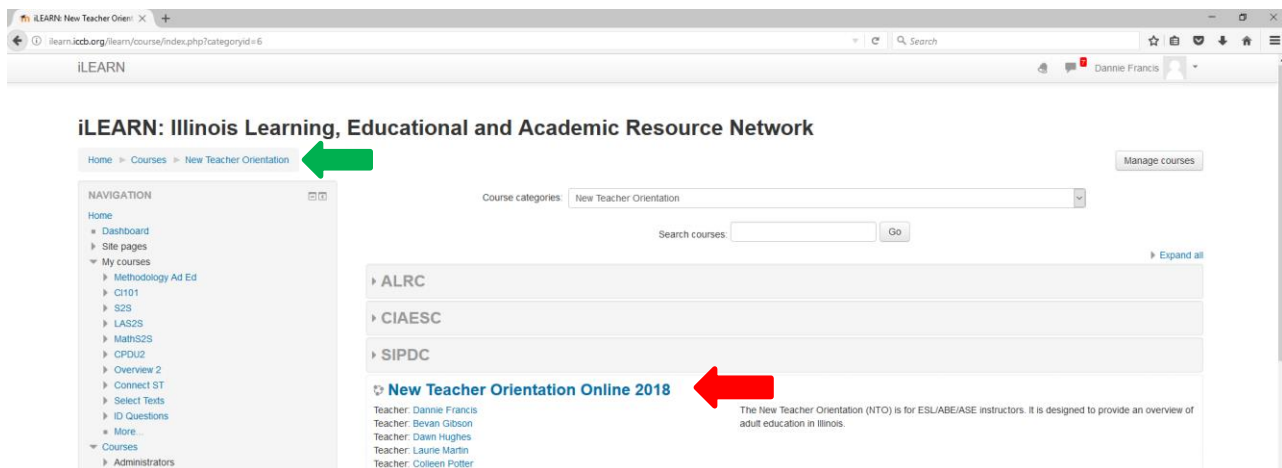
Selecting a Course

After clicking on New Teacher Orientation under the Adult Education course category, 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.

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 **New Teacher Orientation Online 2018**. The **Red Arrow** below is pointing at the line you should click on.



The screenshot shows the iLEARN website interface. At the top, the breadcrumb navigation path is "Home > Courses > New Teacher Orientation", with a green arrow pointing to "New Teacher Orientation". Below this, a list of course categories is displayed: ALRC, CIAESC, SIPDC, and **New Teacher Orientation Online 2018**, which is highlighted with a red arrow. The description for the selected course reads: "The New Teacher Orientation (NTO) is for ESL/ABE/ASE instructors. It is designed to provide an overview of adult education in Illinois." The teachers listed for this course are Dannie Francis, Bevan Gibson, Dawn Hughes, Laurie Martin, and Colleen Potter.

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:

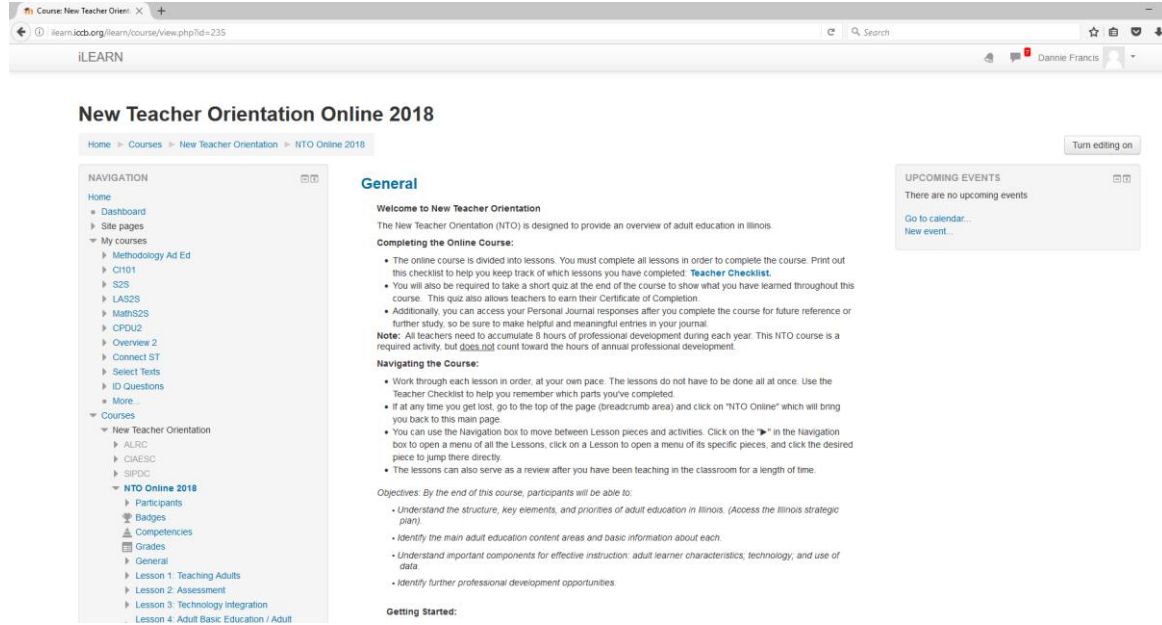
- Click on the **Home** link in the breadcrumb area at the top of the page
- Click on **New Teacher Orientation** under the Adult Education category (see page 6)
- Click on the **New Teacher Orientation Online 2018** course (see page 7)
- Type **NTO18** into the Enrollment Key area (see the first **Red Arrow** below)
- Click on the **Enroll Me** button (see the second **Red Arrow** below)

Existing Users: Type **NTO18** 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).

The screenshot displays the course page for "New Teacher Orientation Online 2018". At the top, a breadcrumb trail reads: Home > Courses > New Teacher Orientation > NTO Online 2018 > Enroll me in this course > Enrollment options. On the left, a navigation menu includes "Home", "Dashboard", "Site pages", "Courses" (with sub-items like "New Teacher Orientation", "Administrators", "Adult Education", "Assessment", "GED 2014", "Special Learning Needs", "Technology", "Transitions", "Teacher Playground"), and "ADMINISTRATION" (with sub-item "Course administration" and a link "Enroll me in this course"). The main content area is titled "Enrollment options" and features a section for "New Teacher Orientation Online 2018" with teacher names: Dannie Francis, Bevan Gibson, Dawn Hughes, Laurie Martin, and Colleen Potter. Below this, under "Self enrollment (Student)", there is an "Enrollment key" input field with a search icon and a red arrow pointing to it. At the bottom of the enrollment section is a blue "Enroll me" button with a red arrow pointing to it.

Welcome to NTO

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



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 of 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**