



# iLearn Live Classes And Webinars For The Public

## PURPOSE

To guide users in registering for and dropping live classes or webinars, completing evaluations, and viewing certificates and transcripts.

## INTRODUCTION

One of the functions of iLearn is to allow you to register for live and webinar events. Registering for educational events allows the event planners prepare for a better event by providing enough space, materials, food, webinar connections, etc. It also allows us to keep accurate historical data on event attendance for budgeting purposes, grant reporting, CEU reporting, and other administrative duties.

***It is important you register appropriately for any event you plan to attend and to drop out of any event you later find you cannot attend.*** This document will give you instructions for doing both as well as for completing event evaluations and viewing certificates of completion and other transcript data.

## 24/7 ACCESS

iLearn can be accessed by any computer with broadband internet access. iLearn content is not specifically configured or tested for Macs or mobile devices; however, much of the content seems to work fairly well on them. Smaller screens, such as phone screens, may prove challenging. If you access iLearn on a Mac or a mobile device, we'd love to hear how it works for you. Email the details of your device and your experience to [i.Learn@iowacourts.gov](mailto:i.Learn@iowacourts.gov).

## LOGGING INTO ILEARN

1. Point your web browser to <http://iLearn.iowacourts.gov>.
2. Click the link that says "Need to create an account?"

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Welcome To

# iLearn

For Judicial Branch Judges, Staff, and Contractors

iLearn is a Learning Management System (LMS) for the Iowa Judicial Branch. Through this site, Judicial Branch judges, staff, and contractors can register for live educational events (in-person or webinar) and take on-demand eLearning courses. iLearn also tracks your education and training record with the branch. Be sure to add to your training record any education or training you take that was not offered through the branch so your record is complete.

**News & Announcements**

**This website is for the use of Judges, Magistrates, and other employees of the Iowa Judicial Branch.** If you are one of our partners, such as an attorney, a DHS employee, an Assistant Attorney General, a provider, or other member of the public, please use this site instead: <http://lms.iowacourts.gov>.

Are you a new Judicial Branch employee? If so, create your iLearn account by clicking the "Need to create an account?" link to the right.

Please take a moment to update the information on the My Profile page. The way your name appears on this page is the way your name will appear on registration lists and certificates of completion!

Have you received education from an outside source? Add that education to your Judicial Branch record! From the My Transcript page, click the Submit External Education button and complete the form.

Log In Help

vision skills education

Email

Password

Login

**Need to create an account?**  
**Forgot your password?**  
Judicial Branch Education division provides educational opportunities, process improvement activities, and transformative learning to the judicial officers and employees of the State of Iowa Judicial Branch.

The Education division exists to facilitate excellence and change through employee education. We aim to align the branch's processes and culture -- and employees' knowledge, skills, and behaviors -- with the strategic goals of the branch so that it may achieve its mission now and in the future.

## LOGGING INTO ILEARN CONT.

**NOTE:** If you are a NEW to iLearn, you'll need to create an account for yourself by clicking on the "Need To Create An Account?" link.

3. In the Email field, enter your email address.
4. In the Password field, enter your iLearn password. The default password is Judicial. If you created your account with a different password, or have changed your password, enter the password you chose.

**NOTE:** If you don't remember your password, click the "I forgot my password" link. Your password will be sent to you in an email.

5. Click the Login button.

## REGISTERING FOR A LIVE CLASS OR WEBINAR

Welcome Jennifer Wadsworth | Supervisors Help Log Out

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Home My Profile My Programs My Courses Register for Courses My Transcript

Welcome

**Welcome to iLearn!**

**Home:** Returns you to this page.

**My Profile:** View and change your account information, such as name, address, email address, and password.

**My Programs:** View the courses you've completed or in which you are registered in program groups.

**My Courses:** See all the classes, events, or on-demand courses for which you are already registered and that are not completed. On-demand courses can be launched from the Course Details screen that appears after clicking on a course name. Agendas and other materials can also be found on the Course Details screen.

**Register for Courses:** Locate and register for classes, events, or on-demand courses. You can search by keyword, or locate events by location, name, date, or program.

**My Transcript:** See courses for which you have registered, courses you've completed, and courses you have dropped. View and print certificates of completion.

**Help:** See the Frequently Asked Questions (FAQs) by clicking the Help link in the upper right of the screen.

1. From the home page, click on Register For Courses from the menu bar at the top of the page.

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Home My Profile My Programs My Courses Register for Courses My Transcript

**Course Catalog**

**Instructor Led Training**

By Location

By Course

Class Calendar

**Courses**

Foundations of Leadership Series

Live and Webinar Events

Mandatory Child Abuse Reporter Training (MCAR)

On-Demand Learning

**In-Person Classes & Webinars:** The easiest way to find an in-person class or webinar is to click on the By Course link to the left. There you will find a list of in-person classes and webinars. Find the class or webinar for which you want to register, then click the Register link toward the bottom of the description. You may be asked to verify, or even select if there is more than one option, the date and time on which you want to attend.

**On-Demand Courses:** To find an on-demand course -- a course that can be taken from your computer at your own pace anytime -- click on the On-Demand Learning link to the left. Locate the course you want to take, then click Register. To start the on-demand course, click on the course name from the My Programs, My Course, or My Transcript screen, then click the Open Course button.

**Course Details Screen:** Full course descriptions and supplemental materials may be viewed on the Course Details screen. Before registering for a course, click on the course name to see the full details. A "Register" link will appear on the course details screen. After registering, click on the course name from the My Programs, My Course, or My Transcript screen, then click the Open Course button. From the Course Details screen, you can also "drop" from a course that you cannot attend. This frees up your seat for another attendee.

**REGISTERING FOR  
A LIVE CLASS OR  
WEBINAR CONT.**

- 2. From the Course Catalog page, click on the By Course link under Instructor Led Training. The By Course link lets you locate the webinar or event alphabetically by name.

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**Course Catalog**

\* Classes listed with a "Full" status will place you on a wait list after completing the registration process. [Top](#)

**Instructor Led Training**

- By Course (circled in red)
- Class Calendar

**Courses**

- Foundations of Leadership Series
- Live and Webinar Events
- Mandatory Child Abuse Reporter Training (MCAR)
- On-Demand Learning

City/State	Start Date	End Date	Room	Time	Status	
<b>ADA/EEO/AA/PSH - Combination (PDS) - Foundations of Leadership Series</b>						
Des Moines	11/18/14	11/18/14	Judicial Branch Building Auditorium	8:30 AM-4:00 PM	Available	Register
<b>Clerk &amp; Administrative Personnel Conference - Live and Webinar Events</b>						
Des Moines	9/23/14	9/24/14	Prairie Meadows Events Center	10:00 AM-4:30 PM	Available	Register
<b>Creating A Violence-Free Workplace (PDS) - Foundations of Leadership Series</b>						
Des Moines	10/28/14	10/28/14	Judicial Branch Building Auditorium	8:30 AM-4:00 PM	Available	Register
<b>Discipline, Grievances, and the Contracts (PDS) - Foundations of Leadership Series</b>						
Des Moines	4/8/15	4/8/15	Judicial Branch Building Auditorium	8:30 AM-4:00 PM	Available	Register

**NOTE:** You can also search for events under the By Location link, which sorts events by the city in which they are held, or by Class Calendar, which shows you events by date on a calendar format. By Course seems to be the easiest to use for most people.

- 3. Notice the Available status on the course. If the status is Full, then the course is full and not accepting any more registrations. If the status is Available, then the course is still accepting registrations.

**Red Book Training - Live and Webinar Events**

City/State	Start Date	End Date	Room	Time	Status	
Des Moines	9/9/14	9/9/14	Prairie Meadows Events Center	8:30 AM-4:30 PM	* Full	Register

**Shaping Effective and Engaged Teams (PDS) - Foundations of Leadership Series**

City/State	Start Date	End Date	Room	Time	Status	
Des Moines	9/16/14	9/16/14	Judicial Branch Building Auditorium	8:30 AM-4:00 PM	Available	Register

**NOTE:** To place yourself on a Wait List for a full class, follow the instructions for registering. You will be notified by email if a seat becomes available in the class.

**REGISTERING FOR  
A LIVE CLASS OR  
WEBINAR CONT.**

- To view more information about a class, click on the class name. A new window will open with class details. When you are finished reading this window, close it by clicking the Back button.

**Course Signup**

**Details for CHLD 024, 8:30 AM, Des Moines**

**Course:** Red Book Training

**Description:** Iowa Children's Justice is sponsoring a National Association of Counsel for Children's Red Book Training on Tuesday, September 9, 2014. The training, based on the Child Welfare Law and Practice book, provides an excellent foundation for practicing law in Child Welfare cases. This training is a great stand-alone CLE, but can also serve as an exam prep course to become a Certified Child Welfare Law Specialist. There is no charge for the training. If you are interested in becoming certified and wish to apply for a scholarship for the exam, please send an email to [IowaChildrens.Justice@iowacourts.gov](mailto:IowaChildrens.Justice@iowacourts.gov).

**Credits:**

**Instructor(s):** Not Listed

**Date(s):** 9/9/14

**Room:** Prairie Meadows Events Center

**Location:** Des Moines

**Address:** 1 Prairie Meadows Drive  
Altoona IA 50009

**Phone:** 800-325-9015

[Register](#) [Back](#)

Dates and times for this class:  
Time Zone: (GMT-06:00) Central Time (US & Canada)

Instructor(s)	Date/Time	Room/Location	Status
	09/09/2014, 8:30 AM - 4:30 PM	Prairie Meadows Events Center at Des Moines	Class Full

- To register for the course from the Course Catalog screen, click the word Register next to the class status. If you have not closed the Course Signup window, you can also click the Register button on this window.

Red Book Training - Live and Webinar Events

City/State	Start Date	End Date	Room	Time	Status
Des Moines	9/9/14	9/9/14	<a href="#">Prairie Meadows Events Center</a>	8:30 AM-4:30 PM	* Full  <a href="#">Register</a>

Shaping Effective and Engaged Teams (PDS) - Foundations of Leadership Series

City/State	Start Date	End Date	Room	Time	Status
Des Moines	9/16/14	9/16/14	<a href="#">Judicial Branch Building Auditorium</a>	8:30 AM-4:00 PM	Available  <a href="#">Register</a>

**NOTE:** If there is more than one instance of this class or webinar available, you will next be asked to select the session you will attend. Click the radio button next to the session you wish to attend, then click Apply.

- iLearn will then take you to the My Programs page. **There is no other visual confirmation on the screen that registration has been successful.** However, you will receive an email confirmation of registration within 30 minutes. If you do NOT receive email confirmation within 30 minutes, please check your Spam or Junk folders in email.

You can also click on the My Courses screen to verify registration. On the My Courses screen, a status of In Progress means that you are registered.

## DROPPING OUT OF A LIVE EVENT OR WEBINAR

If you have registered for an event, and later find you cannot attend, you can “drop” from the class or webinar easily. This frees up your seat for another attend and ensures the event planners have accurate information about attendance.

1. After logging into iLearn, click on My Transcript from the menu bar at the top.
2. Locate and click on the name of the class or webinar from which you want to drop.

Welcome Jennifer Wadsworth | Supervisors Help Log Out

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Home My Profile My Programs My Courses Register for Courses My Transcript

### Course Details

Below are details for this class, event, or course. If there are any class materials, such as agendas or handouts, you can find and download them from this page. If this is an on-demand course, you can launch the course by clicking the Open Course button. If you can no longer attend the event, please click the Drop button to free up seats to other participants.

You are not eligible to access the course at this time.  
This course has no online content.

#### Details

Iowa Children's Justice is sponsoring a National Association of Counsel for...  
+ Read More

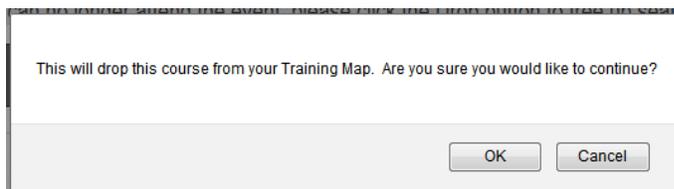
Course CHLD 024 - Red Book Training  
Credits 0

Classroom Schedule - Time Zone: (GMT-06:00) Central Time (US & Canada)

Instructor(s) <small>(Click to contact)</small>	Day of Week	Date	Start Time	End Time	Location	Topic
	Tuesday	09/09/14	8:30 AM	4:30 PM	Prairie Meadows Events Center at Des Moines	None assigned

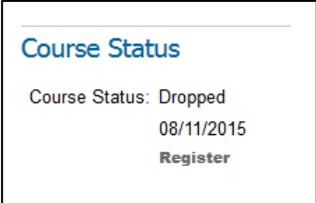
Course Status  
Course Status: Wait Drop  
08/11/14 15

3. Click on the Drop icon from the lower right of the screen. The icon looks like a piece of paper with a red X on it.
4. A confirmation box will appear. If you really want to drop out of this event, click OK.



**DROPPING OUT OF A LIVE EVENT OR WEBINAR CONT.**

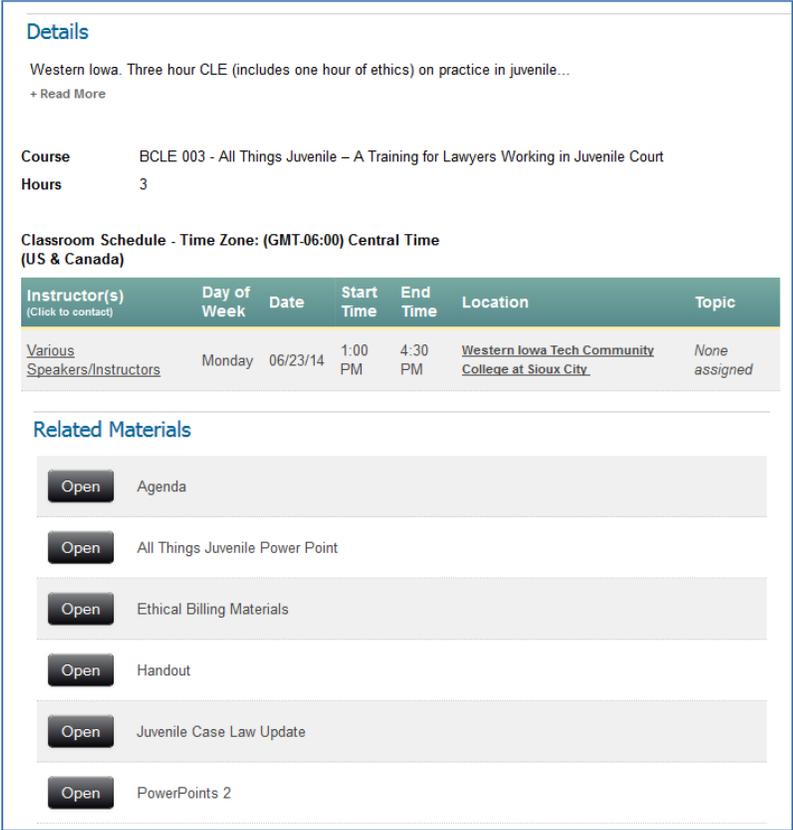
The course status should now say “Dropped.” You will receive an email shortly confirming that you have dropped the course.



**DOWNLOADING COURSE MATERIALS**

If course materials have been added to iLearn, you can download them from the Course Details Screen. Not all classes will have additional materials. Pay attention to any announcements about the event to see if there are course materials to download.

1. After logging into iLearn, click on My Transcript from the menu bar at the top.
2. Locate and click on the name of the class or webinar whose materials you want to download.



The screenshot shows the 'Details' page for a course. It includes a description, course name 'BCLE 003 - All Things Juvenile – A Training for Lawyers Working in Juvenile Court', and 3 hours. Below is a 'Classroom Schedule' table with columns for Instructor(s), Day of Week, Date, Start Time, End Time, Location, and Topic. A row shows 'Various Speakers/Instructors' on Monday, 06/23/14, from 1:00 PM to 4:30 PM at 'Western Iowa Tech Community College at Sioux City'. The topic is 'None assigned'. Below the table is a 'Related Materials' section with six items, each with an 'Open' button: Agenda, All Things Juvenile Power Point, Ethical Billing Materials, Handout, Juvenile Case Law Update, and PowerPoints 2.

3. On the Course Details Screen, under Related Materials, click the Open button to open and download any materials you find. If you do not see the Related Materials header, then there are no materials to download.

## **ATTENDING AN EVENT**

If you have registered for a live or webinar event through iLearn, the event is automatically added to your educational record, called a Transcript. You can see that you've registered by looking at the My Programs, My Courses, or My Transcript screens in iLearn. If the status of the event is *Open* or *In Progress*, you have successfully registered.

If you have to drop out of an event, the course will still appear on your Transcript with a status of *Dropped*. If you register for the event, but don't attend and don't drop, the status will be *No-Show*.

If you attend the event, the event planners will need to be notified of your attendance. At a live class, there is usually some sort of sign-in sheet; **BE SURE you sign this sheet to indicate that you have attended**. This is your responsibility if you want to receive credit for attending.

For a webinar, there may be some sort of roll call, or the webinar host will see your name on the GoToMeeting window. If other people are viewing the webinar with you on the same computer, **be sure to let the planner know the names of everyone who should receive credit for attending**. It is the responsibility of the employees and their managers to be sure they are getting appropriate credit for attending the webinar.

After the event is over, the planners will manually mark the class completed for everyone who attended. This may take a few days, so be patient. You will receive an email confirming your event completion and the status of the event on your transcript will be *Completed*. The supervisor listed on the My Profile page will also receive an email indicating you have completed the class or webinar.

## **CERTIFICATES OF COMPLETION**

**Class Certificates** – If the class or webinar you attended issues a Certificate of Completion, you will be able to view or download that certificate once your attendance is recorded. Any continuing education credits, including CLE and Activity Numbers, will appear on the certificate.

To view the certificate:

1. After logging into iLearn, click My Transcript from the menu bar at the top.
2. Click on the name of the event for which you want to see a certificate.

**CERTIFICATES OF  
COMPLETION  
CONT.**

Course Details

Below are details for this class, event, or course. If there are any class materials, such as agendas or handouts, you can find and download them from this page. If this is an on-demand course, you can launch the course by clicking the Open Course button. If you can no longer attend the event, please click the Drop button to free up seats to other participants.

You are not eligible to access the course at this time.  
This course has no online content.

**Details**

Eighth Judicial District in collaboration with the Iowa Accountability Program...  
+ Read More

Course: SPCL 025 - Eighth Judicial District Leadership Conference  
Hours: 4.75

Classroom Schedule - Time Zone: (GMT-06:00) Central Time (US & Canada)

Instructor(s) <small>(Click to contact)</small>	Day of Week	Date	Start Time	End Time	Location	Topic
Various Speakers/Instructors	Friday	06/06/14	9:00 AM	3:30 AM	Indian Hills Community College at Ottumwa	None assigned

**Course Status**

Course Status: Completed  
Completed: 06/06/2014

Take Survey

**Print your certificate**

3. On the Course Details screen, you'll see a yellow scroll in the lower right of the screen. Click on the yellow scroll. Your certificate will open in another window.

**NOTE:** If there is no yellow scroll, then this class does not issue a certificate. Usually, a certificate is issued only when there is continuing education credit awarded.

Certificates will display a variety of continuing education credits. Continuing Legal Education credits display on the left of the certificate while other types of credit display on the right. At the bottom of the certificate is a place for you to note partial credit when appropriate. iLearn cannot issue partial credit for an event at this time.

This certificate will always be available in iLearn. You can view the certificate or print it as necessary.



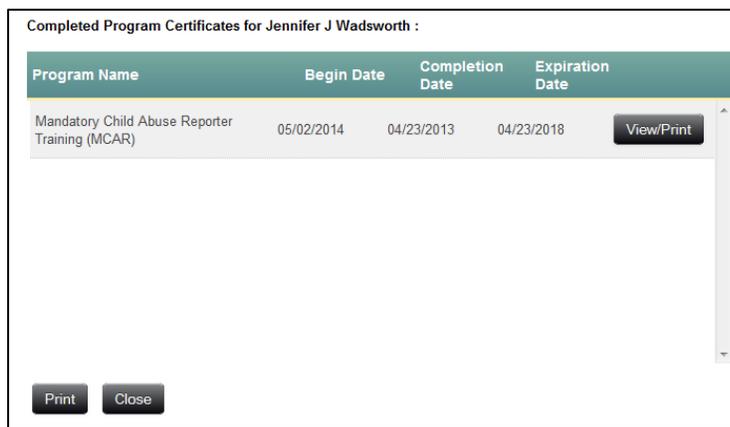
## CERTIFICATES OF COMPLETION CONT.

**Program Certificates** – If the certificate being issued is for a program – a group of several classes or events – then you’ll need to look in a different place for the certificate.

1. On the My Transcript page, click the View Certifications button at the top.



2. The Completed Program Certificates window will open. Click the View/Print button next to the certificate you want to view.



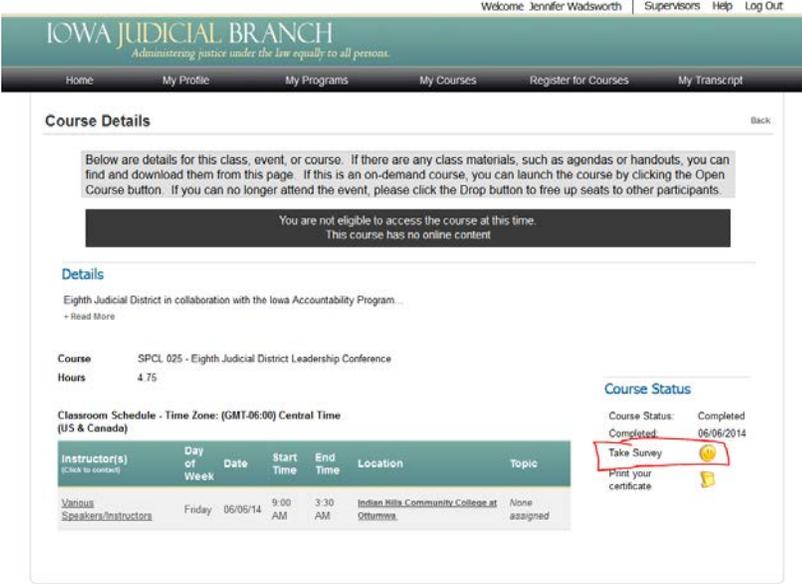
## COMPLETING AN EVENT EVALUATION

Some live events and webinars will ask you to complete an event evaluation. This evaluation gives the event planners and the Education Division information about your experience so we can continue to grow and improve.

To complete an evaluation:

1. After logging into iLearn, click My Transcript from the menu bar at the top.
2. Click on the name of the event you want to evaluate.

**COMPLETING AN  
EVENT  
EVALUATION  
CONT.**



3. On the Course Details screen, you'll see a yellow smiley face in the lower right of the screen. Click on the yellow smiley. The evaluation will open in another window. Answer the evaluation questions, and then click the Submit button.

**NOTE:** If there is no yellow smiley, then this event does not ask for an evaluation. Some courses may require you to complete the evaluation before giving you credit for the course. If this is the case, you will be informed of this in the Course Details.

In an effort to make our training events as effective as possible, we'd like your feedback on the event you just attended. Please answer the following questions. Each question does require an answer, and your responses are anonymous. Your Certificate of Completion will be awarded in iLearn once your assessment is complete. Thank you for helping us provide the best education possible!

Basic Event Evaluation  
**Course: Eighth Judicial District Leadership Conference**  
Student: Jennifer Wadsworth

**Content and Speaker**

1. Was the content presented at this event relevant to your job?

No  Somewhat  Yes

2. Did the content appear to be organized in a meaningful way?

No  Somewhat  Yes

3. Did the speakers appear to be knowledgeable about the subject matter?

No  Somewhat  Yes