



iLearn On-Demand Courses For The Public

PURPOSE

To guide users in registering for and dropping on-demand courses, completing evaluations, and viewing certificates and transcripts.

INTRODUCTION

What Are On-Demand Courses? – An on-demand course may be a video recording, an audio recording, a document to read, or an interactive web course that you can view right from your computer.

Content can take a while to load, especially when the network is busy, so please be patient. Also, these courses do have sound; so, be sure you are working on a computer with a sound card or with headphones and be aware of how the noise level may affect those around you.

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.

LOGGING INTO ILEARN

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

Log In Help

IOWA JUDICIAL BRANCH
Administering justice under the law equally to all persons.

Welcome To

iLearn

iLearn is a Learning Management System (LMS) for the Iowa Judicial Branch. Through this site, members of the public can register for live educational events (in-person or webinar) and take on-demand eLearning courses (when they become available). iLearn will also issue certificates for CLE hours, Social Work CEUs, or Substance Abuse CEUs for events as appropriate.

News & Announcements

This website is for the use of court partners and members of the public, such as attorneys, DHS employees, Assistant Attorney Generals, providers, etc. If you are a Judicial Branch Employee, such as a judge, magistrate, juvenile court officer, clerk, etc., please use this site instead: <http://lms.iowacourts.gov/>.

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

Forgot your password? If so, click the "Forgot Your Password?" 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! Please keep this information as updated as possible.



Email

Password

Login

[Need to create an account?](#)
[Forgot your password?](#)

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 AN ON-DEMAND COURSE

Welcome Jennifer Wadsworth | Supervisors Help Log Out

IOWA JUDICIAL BRANCH
Administering justice under the law equally to all persons.

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.

Welcome Jennifer Wadsworth | Supervisors Help Log Out

IOWA JUDICIAL BRANCH
Administering justice under the law equally to all persons.

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 (MCAAR)

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 ON-DEMAND COURSE CONT.

2. Click on On-Demand Learning from the left.

NOTE: On-Demand courses cannot be found using By Location, By Course, or Class Calendar. These links only show in-person classes or webinars.

3. Locate a course you would like to take. You can click on About This Course to see more course details.

NOTE: Unfortunately, these courses MAY NOT be listed in alphabetical order at this time. Rather they are grouped into sets of related courses. It may take some searching to find the course you want.

The screenshot shows the Iowa Judicial Branch website's course catalog. The header includes the logo and navigation links: Home, My Profile, My Programs, My Courses, Register for Courses, and My Transcript. The main content area is titled 'Course Catalog' and features a search bar. On the left, there are links for 'Instructor Led Training' (By Location, By Course, Class Calendar) and 'Courses' (Foundations of Leadership Series, Live and Webinar Events, Mandatory Child Abuse Reporter Training (MCAR), and On-Demand Learning). The 'On-Demand Learning' section is expanded, showing a list of courses. The first course, 'Civility and Bullying - Eighth District Leadership Conference - Online Course', is highlighted. A red circle highlights the 'Register' button next to the course description. The description for this course includes details about a recorded video session and the course's focus on anti-discrimination and bullying laws.

4. To register for the course, click the word Register to the right of the course description.
5. 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 AN ON-DEMAND COURSE

If you have registered for a course but don't want to finish it, you can "drop" from the class or webinar easily.

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

IOWA JUDICIAL BRANCH
Administering justice under the law equally to all persons.

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 must spend the required amount of time reading the course (45) minutes
- Once you complete the course requirements, you can take the feedback survey.
- You must complete the feedback survey in order to complete the course.

Details
All of us have a metaphorical bucket representing how we feel from moment to moment...
+ Read More

Content
Open Course

Student's Progress in This Course

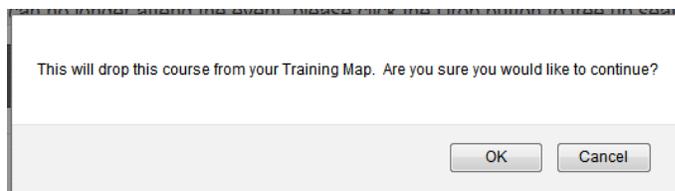
Obj #	Objective	Status	Required Time (minutes)	Total Time (minutes)
1	How Full Is Your Bucket? -- Tom Rath Live	In Progress	45.00	2.38

Course Status

Course Status: Open
Drop

Course Due: 10/03/2014
Time Spent in course (minutes): 2.38

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 course, click OK.



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

Course Status

Course Status: Dropped
08/11/2015
Register

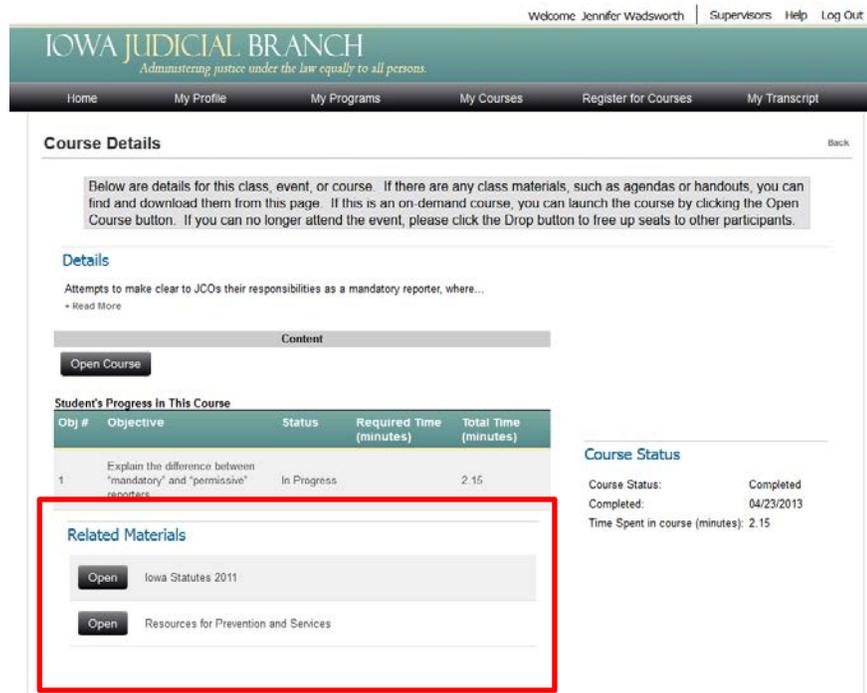
**REGISTRATION
EXPIRATION**

You have three months from the date of registration to complete an on-demand course. After three months, your registration will expire. Any progress you've made in the course at that point will be deleted. You will need to reregister for the course to complete it. If you have not completed a course, you will receive an email reminder at one month from expiration, seven days from expiration, and at expiration.

**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.



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.

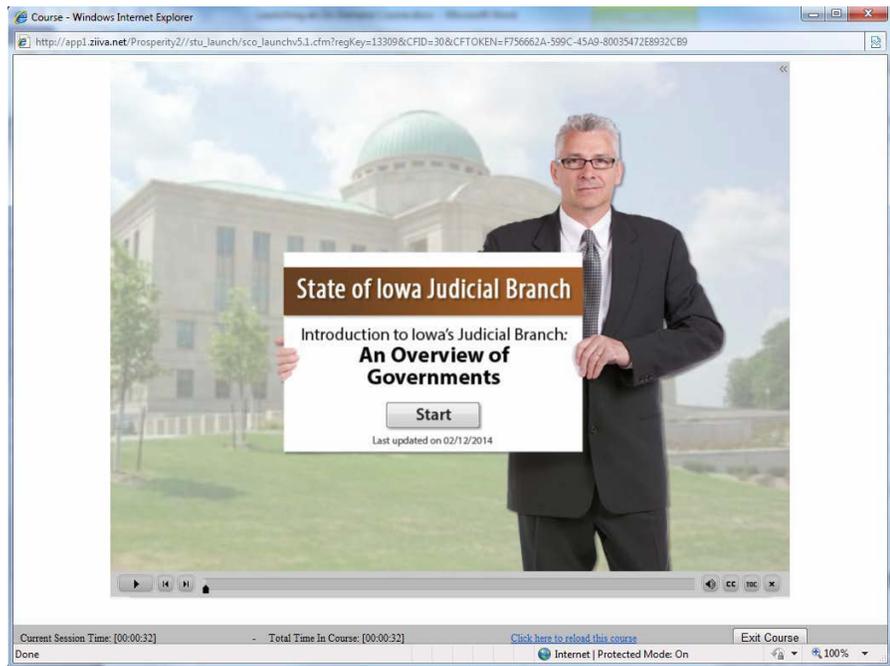
TO VIEW AN ON-DEMAND COURSE

1. From the home page, click on My Courses from the menu bar at the top. You can also find the course on the My Programs or My Transcript screen.

 In Progress	PDSA 001 - Substance Abuse Policy , Ed. 2014	3.25 Hours	Scheduled Class
 In Progress	ONDM 026 - How Full Is Your Bucket? -- Tom Rath Live , Ed. 2005	48 Minutes	Online Course
 In Progress	NTRO 001 - Introduction To Iowa's Judicial Branch I: An Overview of Governments , Ed. 2013	9.34 Minutes	Online Course

2. Locate and click on the name of the course you want to view.
3. From the course details screen that appears, click on the Open Course button.

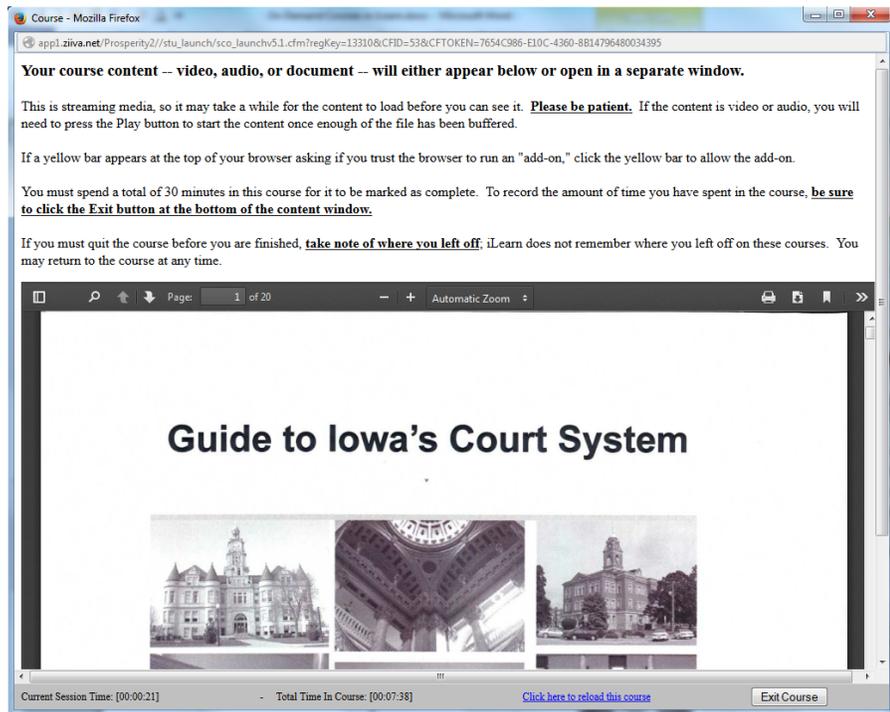
Interactive Web Courses – If this course is an interactive web course, you’ll see a button at the bottom of the screen that says Exit Course. When you are through viewing the course, click this button to be sure your course activity is recorded. If you have to quit this course before you are finished, click the Exit Course button. When you return to this course, it **should** start up again where you left off.



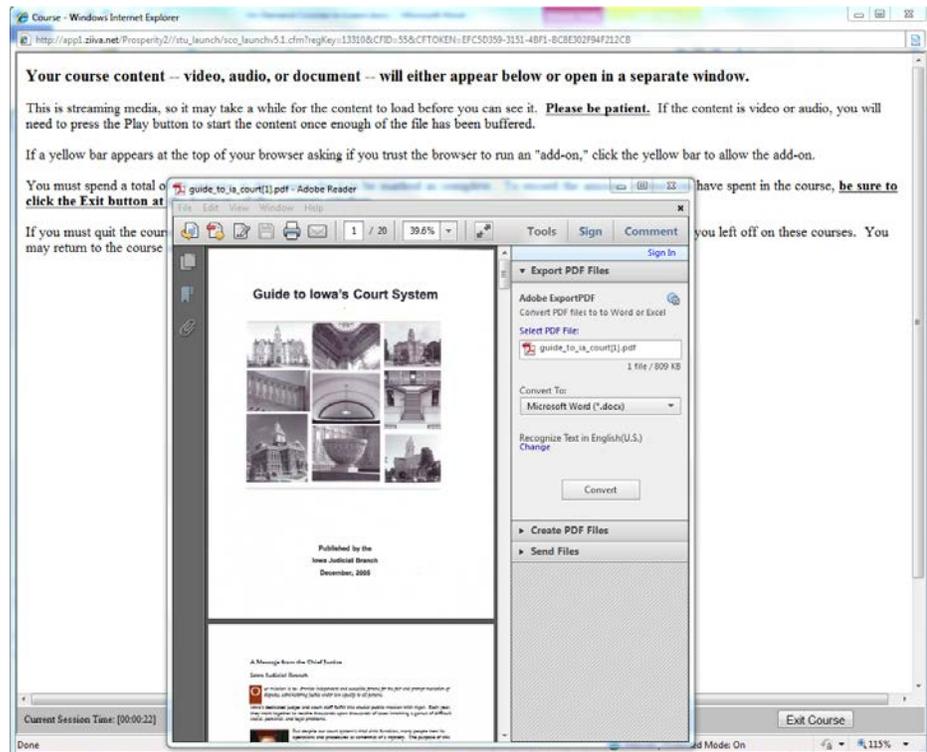
Video & Audio Recordings and Documents – If the course is not an interactive web course, it may be a video recording, an audio recording, or even a document to read. In this case, one of three things could happen depending on the type and version of browser and other software on your computer.

TO VIEW AN ON-DEMAND COURSE CONT.

- A. The course content (video, audio, or document) could open in the Course window.



- B. The Course window could open, with the actual course content open in a separate window (it can get hidden behind other windows).



TO VIEW AN ON-DEMAND COURSE CONT.

NOTE: If you are asked to install a plug-in or download the course content, such as a video, contact the Help Desk for assistance. Your computer may need to be configured to run the course content.

Some courses require you spend a specific amount of time interacting with the material before “crediting” you with the course. If you have to exit the course without completing it, please take note of where you leave off in the video, audio, or document. iLearn cannot remember where you left off in these types of courses. Make a note of where you are leaving off before clicking Exit Course so you can return to that part of the material later.

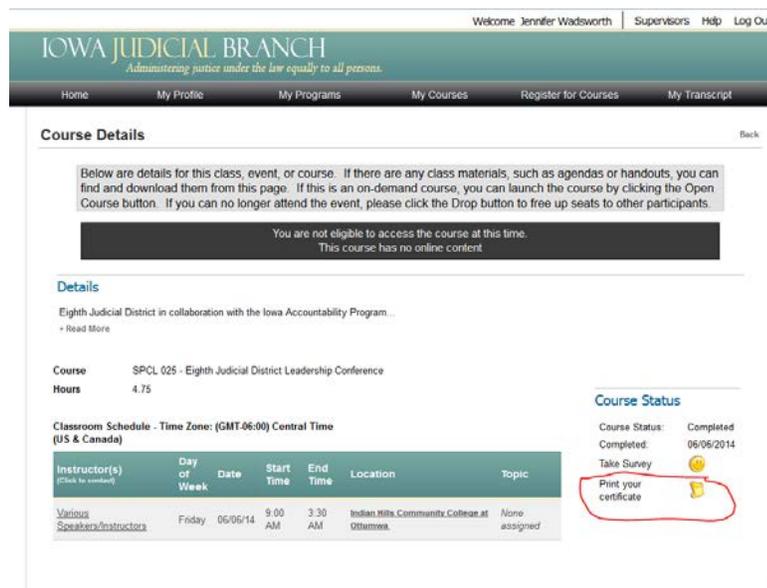
CERTIFICATES OF COMPLETION

Class Certificates – If the on-demand course issues a Certificate of Completion, you will be able to view or download that certificate once you have completed the course. Any continuing education credits, including CLE and Activity Numbers, will appear on the certificate.

To view the certificate:

After logging into iLearn, click My Transcript from the menu bar at the top.

1. Click on the name of the course for which you want to see a certificate.



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 course does not issue a certificate. Usually, a certificate is issued only when there is continuing education credit awarded.

CERTIFICATES OF COMPLETION CONT.

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.

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



Program Certificates – If the certificate being issued is for a program – a group of several classes or events, such as the Mandatory Child Abuse Reporter program or the Foundations of Leadership program – then you’ll need to look in a different place for the certificate.

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



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



CERTIFICATES OF COMPLETION CONT.

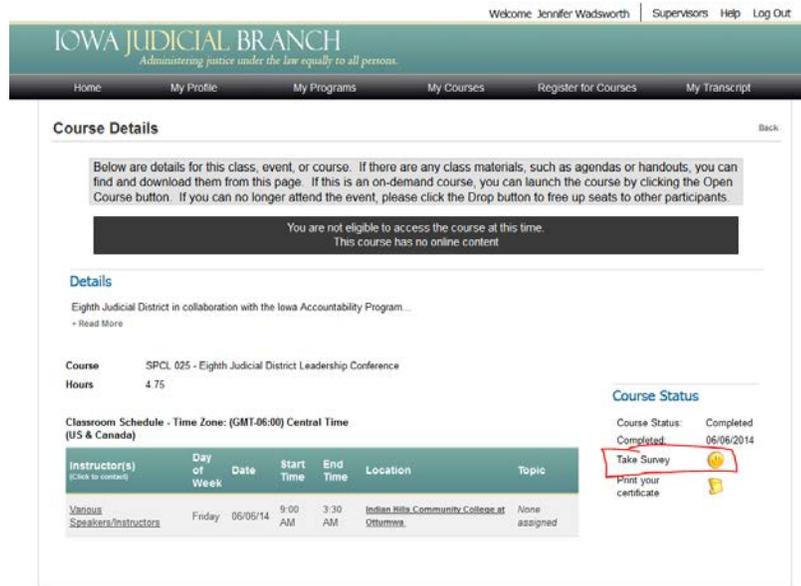
Some courses will ask you to complete an evaluation when you are done with the course. This evaluation gives the event planners and the Education Division information about your experience so we can continue to grow and improve.

The evaluation SHOULD display on screen as soon as you've completed the class. But in case it doesn't, here are instructions for finding and completing an evaluation:

COMPLETING A COURSE EVALUATION

After logging into iLearn, click My Transcript from the menu bar at the top.

1. Click on the name of the course you want to evaluate.



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 course does not ask for an evaluation. Some courses may require you to complete the evaluation before giving you credit for the course.

**COMPLETING A
COURSE
EVALUATION CONT.**

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

Submit

Content and Speaker

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

- No
- Somewhat
- Yes

<Comments>

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

- No
- Somewhat
- Yes

<Comments>

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

- No
- Somewhat
- Yes

<Comments>