



Nature
HISTORY
Discovery

OPRD iLearn Curriculum Guide

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WHAT IS A CURRICULUM

iLearn Curriculum Guide

First, some clarification: A curriculum is a way to group together classes making it easier for students to access. In iLearn there can be two types of courses in a curriculum, **prescribed** and **elective**. You can tell which type of courses are in your curriculum by looking at the headings.

Curriculum

Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

Title OPRD - Jami's Test Curriculum
Description test

Prescribed Order

	Order	Title	Type	Progress Status	Action
	1	iLearn Curriculum Guide	Document	Not Started	
	2	OPRD - Trash 01-01	Online	Not Enrolled	
	3	OPRD - 01-02: Facility Cleaning	Online	Not Enrolled	
	4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Not Started	
	5	OPRD - 02-01: Fire Extinguishers	Online	Not Enrolled	
	6	OPRD - 02-01 Fire Extinguisher TEST	Test	Not Started	
	11	OPRD - ALL Modules Completed - click here	Announcement	Not Started	

Elective Order

		Title	Type	Required	Progress Status	Action
		06-17 Grass Trimmer and Brush Cutter TEST	Test	No	Not Started	
		OPRD - 06-17 Weed Eater/Grass Trimmer & Brush Cutter	Online	No	Not Enrolled	Enroll <input checked="" type="checkbox"/> Go
		OPRD - 06-19: Hedge and Pole Trimmers TEST, 2009/10	Test	No	Not Started	
		OPRD - 06-19: Hedge and Pole Trimmers	Online	No	Not Enrolled	Enroll <input checked="" type="checkbox"/> Go

Prescribed courses MUST be taken in a specific order. iLearn won't let you move forward until you've completed the course.

Elective courses can be taken in any order.

MIXED CURRICULUM

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How to complete a mixed curriculum

As you complete items in the **prescribed section**, the next item will become available to you.

Online course next in line						
		Order	Title	Type	Progress Status	Action
		1	iLearn Curriculum Guide	Document	Completed	Rate <input type="button" value="Go"/>
		2	OPRD - Trash 01-01	Online	Completed	Rate <input type="button" value="Go"/>
		3	OPRD - 01-02: Facility Cleaning	Online	Not Enrolled	Enroll <input type="button" value="Go"/>

Test next in line						
		Order	Title	Type	Progress Status	Action
		2	OPRD - Trash 01-01	Online	Completed	Rate <input type="button" value="Go"/>
		3	OPRD - 01-02: Facility Cleaning	Online	Completed	Rate <input type="button" value="Go"/>
		4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Not Started	
		5	OPRD - 02-01: Fire Extinguishers	Online	Not Enrolled	

IMPORTANT INFORMATION ABOUT SEQUENCE

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Curriculum
Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

Title OPRD - Jami's Test Curriculum
Description test

Important information about OPRD Curriculum

It's important to complete your curriculum courses in the correct order for accurate record-keeping.

Depending on location and job assignment, you may be required to take some elective courses as well as the prescribed courses.

It is critical that you complete all necessary training modules (prescribed and elective) BEFORE you complete the final module **“OPRD – ALL Modules Completed – click here”**

Prescribed Order

	Order	Title	Type	Progress Status	Action
	1	iLearn Curriculum Guide	Document	Completed	Rate Go
	2	OPRD - Trash 01-01	Online	Enrolled	Rate Go
	3	OPRD - 01-02: Facility Cleaning	Online	Enrolled	Rate Go
	4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Enrolled	Rate Go
	5	OPRD - 02-01: Fire Extinguishers	Online	Enrolled	Rate Go
	6	OPRD - 02-01: Fire Extinguisher TEST	Test	Enrolled	Rate Go
	7	OPRD - 09-05: Blood Borne Pathogens, BBP, TEST	Test	Enrolled	Rate Go
	8	OPRD - 09-05: Blood Borne Pathogens	Online	Enrolled	Rate Go
	9	OPRD - 09-03 Personal Protective Equipment (PPE)	Online	Not Enrolled	Rate Go
	10	OPRD - 09-03 Personal Protective Equipment (PPE) TEST	Test	Not Enrolled	Rate Go
	11	OPRD - ALL Modules Completed - click here	Announcement	Not Started	Rate Go

Elective Order

	Order	Title	Type	Progress Status	Action
	1	06-17 Grass Trimmer and Brush Cutter TEST	Test	Not Started	Rate Go
	2	OPRD - 06-17 Weed Eater/Grass Trimmer & Brush Cutter	Online	Not Started	Rate Go
	3	OPRD - 06-19: Hedge and Pole Trimmers TEST, 2009/10	Test	Not Started	Rate Go
	4	OPRD - 06-19: Hedge and Pole Trimmers	Online	Not Started	Rate Go

Note: In this mixed curriculum there is a module in the **“Prescribed Order”** section that is intended to be accessed LAST. Only access the module **“OPRD – ALL Modules Completed – click here”** AFTER you’ve completed any elective modules as well as all prescribed modules

CHOOSE AN INFORMATION PATH

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Choose the button that best describes you.

Taking it for the first time

I've taken it before

Congratulations! You've learned the basics about taking courses in a curriculum.

Now you'll need to decide which information you need most....First timer or Repeat user.

First Timer	Repeat User
This should be referenced if it's your first time taking the curriculum.	This is for those who've taken the curriculum before.
Pages 7 through 16	Pages 17 through 23
What it covers <ul style="list-style-type: none">• File types• Online courses<ul style="list-style-type: none">○ Enrolling○ Completing• Taking tests	What it covers <ul style="list-style-type: none">• Re-enrolling in curriculum• Retaking online courses• Tips on progress status

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How to access different “Types” of files

Type
Document
Online
Online
Test

File types

- Document
 - You can access this by clicking on the link
- Online
 - You need to enroll for this before you can access it
- Test
 - You can access this just by clicking on the link

iLearn Curriculum Guide

How to enroll in an online course

Prescribed Order

	Order	Title	Type	Progress Status	Action	
		1	iLearn Curriculum Guide	Document	Completed	Rate <input type="button" value="Go"/>
		2	OPRD - Trash 01-01	Online	Completed	Rate <input type="button" value="Go"/>
		3	Training	Online		<input type="button" value="Go"/>
		4	Training Procedures TEST	Test		<input type="button" value="Go"/>
		1	OPRD - 02-01: Fire Extinguishers	Online	Not Started	Enroll <input type="button" value="Go"/>
		6	OPRD - 02-01 Fire Extinguisher TEST	Test	Not Started	<input type="button" value="Go"/>

Find the course you want to take

Be sure the "Action" says "Enroll"

2

Online courses (see Type column) require enrollment prior to taking the course.

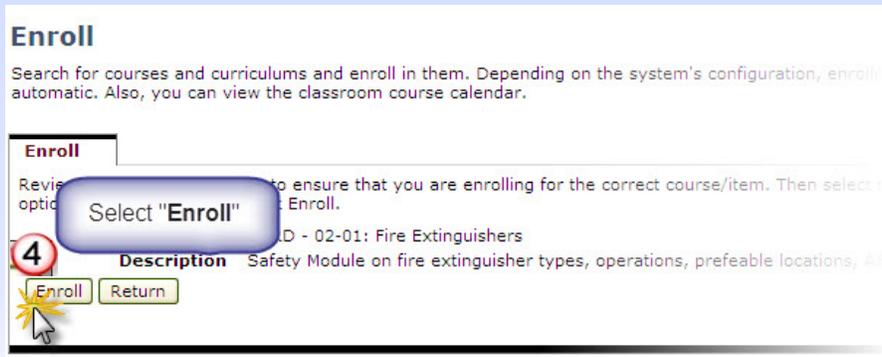
Find the course you want to take

Look at the Action column and make sure it says "Enroll"

Select "Go"

iLearn Curriculum Guide

How to enroll in an online course



Finish the enrollment process by clicking on the “**Enroll**” button in the new window.

iLearn Curriculum Guide

How to enroll in an online course

Prescribed Order

		Order	Title	Type	Progress Status	Action
		1	iLearn Curriculum Guide	Document	Completed	Rate  
		2	OPRD - Trash 01-01	Online	Completed	Rate  
		3	OPRD - 01-02: Facility Cleaning	Online	Completed	Rate  
		4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Completed	Rate  
		5	OPRD - 02-01: Fire Extinguishers	Online	Enrolled	Cancel Enrollment  
		6	OPRD - 02-01 Fire Extinguisher TEST	Test	Not Started	

The link is now active and you can take the course.

NEW USER – COMPLETING AN ONLINE COURSE

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Completing an online course

Some online courses will automatically complete, some won't. How do you know? Look below to find out.

Prescribed Order					
	Order	Title	Type	Progress Status	Action
		1	iLearn Curriculum Guide	Document	Completed <input type="text" value="Rate"/> <input type="button" value="Go"/>
		2	OPRD - Trash 01-01	Online	Completed <input type="text" value="Rate"/> <input type="button" value="Go"/>
		3	OPRD - 01-02: Facility Cleaning	Online	Completed <input type="text" value="Rate"/> <input type="button" value="Go"/>
		4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Completed <input type="text" value="Rate"/> <input type="button" value="Go"/>
		5	OPRD - 02-01: Fire Extinguishers	Online	Started <input type="text" value="Rate"/> <input type="button" value="Go"/>
		6	OPRD - 02-01 Fire Extinguisher TEST	Test	Not Started

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Completing an online course

Manually updating course status is simple. Look at the picture(s) below for instructions.

	Type	Progress Status	Action
	Document	Completed	Rate <input type="checkbox"/> Go
			<input type="checkbox"/> Go
			<input type="checkbox"/> Go
rocedures TEST			<input type="checkbox"/> Go
	Online	Started	Rate <input type="checkbox"/> Go
EST	Test	Not Started	Rate <input type="checkbox"/> Go
gens, BBP, TEST	Test	Not Started	Rate <input type="checkbox"/> Go
gens	Online	Not Enrolled	Cancel Enrollment <input type="checkbox"/> Mark Complete

Click the arrow for a dropdown menu and select "Mark Complete" Select "Go"

3 Title OPRD - 02-01: Fire Extinguishers
Type General Course
Mark Complete Cancel

In the new window, click "Mark Complete" to finish the process

1 2

If you've completed a course and the status still says "**Started**" you need to manually update it to read "**Completed**". You can accomplish that in three simple steps.

1. Click the arrow in the Action column and select "**Mark Complete**"
2. Select "**Go**"
3. Click "**Mark Complete**" in the new window

Now you're back at the first screen and the Progress Status column says "**Completed**"

iLearn Curriculum Guide

How to take a test

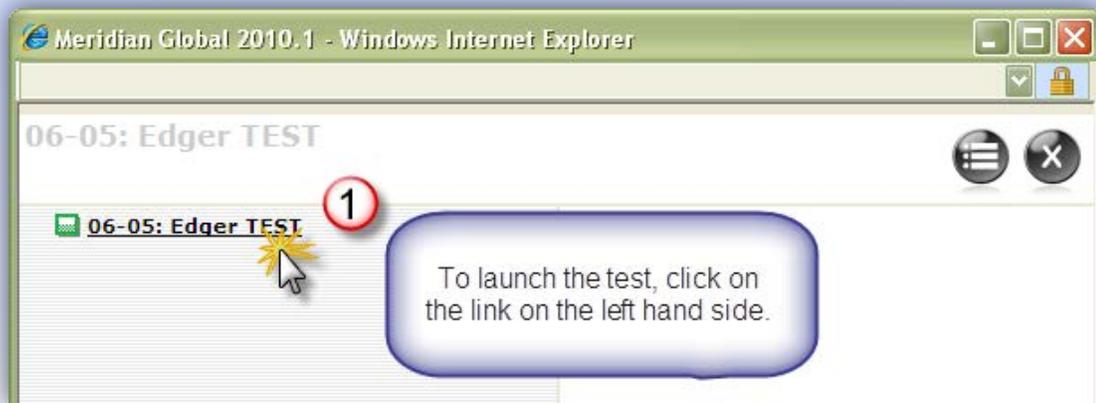
Launch a test by clicking on the title (link)

		Order	Title	Type	Progress Status	Action
		1	iLearn Curriculum Guide	Document	Completed	Rate  
		2	OPRD - Trash 01-01	Online	Completed	Rate  
		3	OPRD - 01-02: Facility Cleaning	Online	Completed	Rate  
		4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Not Started	

iLearn Curriculum Guide

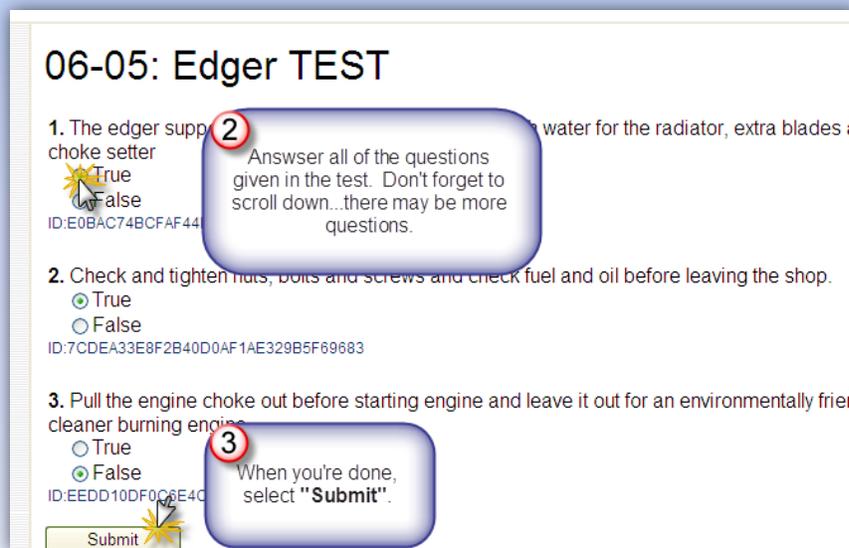
How to take a test

The test opens in a new window.



iLearn Curriculum Guide

How to take a test

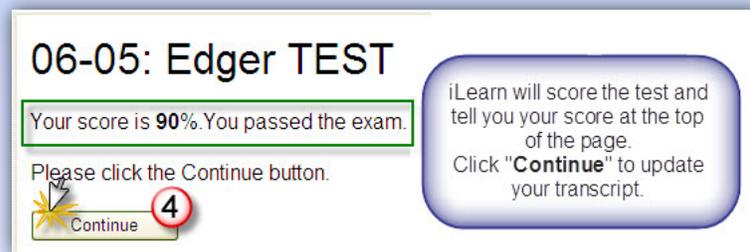


Once you've launched the test, answer the questions by clicking on the box or button next to the correct answer. Be sure to scroll down on the page, there often are more questions you can't see on one screen.

When you're done, click the "**Submit**" button

iLearn Curriculum Guide

How to take a test



iLearn scores the test and will tell you the score you received.

Click the "**Continue**" button to finish.

Exit the test by closing the window with the "X" in the upper right hand corner.

iLearn Curriculum Guide

There are a few things you need to do and know before starting your training.

First – You need to re-enroll for the curriculum.



Go to your transcript to find your curriculum.

1.

REPEAT USER – RE-ENROLL

iLearn Curriculum Guide

There are a few things you need to do and know before starting your training.

First – You need to re-enroll for the curriculum.

The screenshot shows the 'Transcript' tab selected. Below the tabs, there is a 'Print Version' link and a description: 'View the user's/your record of courses, tests and other items. Users: Access items using the links or select an option from the Action menu and click Go.' There are fields for 'Name Your Name', 'Current Date 5/18/2011', and a dropdown for 'Page Personal Learning Events' with a 'Go' button. Below this, it says 'Records found: 18'. A table with columns: Title, Date, Complete Date, Progress Status, Score, and Action. The first row is highlighted in yellow and has a red circle with the number '3' around the title 'OPRD - Jami's Test Curriculum'. A callout box with a yellow starburst points to this link and contains the text 'Click on the link for the curriculum.' The other rows are: 'OPRD - SPOTS', 'OPRD - SPOTS Quiz', and 'OPRD - Trash 01-01'. Each row has 'View Details' and 'Go' buttons in the Action column.

Title	Date	Complete Date	Progress Status	Score	Action
OPRD - Jami's Test Curriculum	5/18/2011	None	Completed	None	View Details <input type="button" value="Go"/>
OPRD - SPOTS	7/2/2009	7/2/2009	Completed	None	View Details <input type="button" value="Go"/>
OPRD - SPOTS Quiz	7/2/2009	7/2/2009	Completed	80.00	View Details <input type="button" value="Go"/>
OPRD - Trash 01-01	5/18/2011	5/18/2011	Completed	80.00	View Details <input type="button" value="Go"/>

Go to your transcript to find your curriculum

3.

iLearn Curriculum Guide

There are a few things you need to do and know before starting your training.

First – You need to re-enroll for the curriculum.



REPEAT USER – PROGRESS STATUS

Curriculum

Click the title of a training activity to access it (except classroom course sections) or use the Action menu to perform other tasks.

Title OPRD - Jami's Test Curriculum
Description test

Prescribed Order

	Order	Title	Type	Progress Status	Action
		1	iLearn Curriculum Guide	Document	Completed <input type="button" value="Rate"/> <input type="button" value="Go"/>
		2	OPRD - Trash 01-01	Online	Completed <input type="button" value="Rate"/> <input type="button" value="Go"/>
		3	OPRD - 01-02: Facility Cleaning	Online	Completed <input type="button" value="Rate"/> <input type="button" value="Go"/>
		4	OPRD - 01-02: Facility Cleaning Procedures TEST	Test	Not Started
		5	OPRD - 02-01: Fire Extinguishers	Online	Not Enrolled
		6	OPRD - 02-01 Fire Extinguisher TEST	Test	Not Started
		7	OPRD - 09-05: Blood Borne Pathogens, BBP, TEST	Test	Not Started
		8	OPRD - 09-05: Blood Borne Pathogens	Online	Not Enrolled
		9	OPRD - 09-03 Personal Protective Equipment (PPE)	Online	Not Enrolled
		10	OPRD - 09-03 Personal Protective Equipment (PPE) TEST	Test	Not Started
		11	OPRD - ALL Modules Completed - click here	Announcement	Not Started

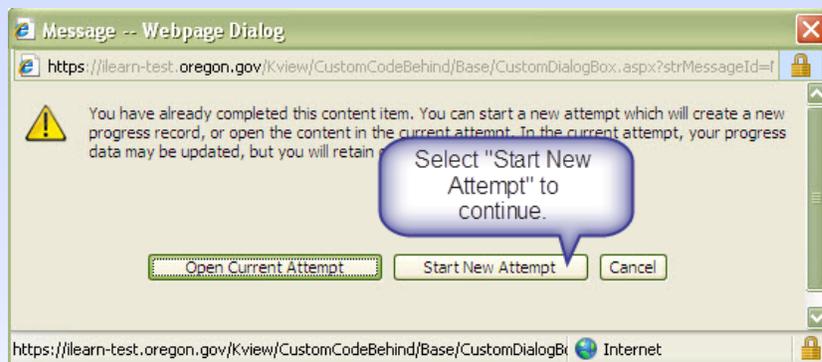
Elective Order

		Title	Type	Required	Progress Status	Action
		06-17 Grass Trimmer and Brush Cutter TEST	Test	No	Not Started	
		OPRD - 06-17 Weed Eater/Grass Trimmer & Brush Cutter	Online	No	Completed	<input type="button" value="Rate"/> <input type="button" value="Go"/>
		OPRD - 06-19: Hedge and Pole Trimmers TEST, 2009/10	Test	No	Not Started	
		OPRD - 06-19: Hedge and Pole Trimmers	Online	No	Not Enrolled	<input type="button" value="Enroll"/> <input type="button" value="Go"/>

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Retaking a curriculum

When you click the link to retake an online course, you'll get a message pop up like the one below.



When you click the link to retake an online course

REPEAT USER – RETAKE CURRICULUM

iLearn Curriculum

Retaking a curriculum

When you click the link to retake a test, you'll get a message pop up like the one below.

CAUTION: be very sure you want to retake the test. Once you click on the link to start the retake process, your transcript will show "Started".

