

New Teacher Orientation Instruction Sheet for FY22

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 Dawn Hughes at dj-hughes2@wiu.edu or 309-431-1878 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.

It is recommended you 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, New Teacher Orientation** and then **New Teacher Orientation Online FY22** course (see pages 6-7)
- Time to get started by reading the **Welcome** (see page 8)

iLEARN Website

Let's Begin! 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 in the previous image. Below the navigation bar, there is a breadcrumb trail: "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 form with fields for "Username" and "Password", a checkbox for "Remember username", and a blue "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 a "Hi!" greeting, a paragraph explaining that users need to create an account for full access, and a blue "CREATE NEW ACCOUNT" button. At the bottom left of the page, there is a note: "Cookies must be enabled in your browser" with a help icon.

New (First) Time Users – 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.

New account

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 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.

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 * yceanddanne@yahoo.com

Email (again) * yceanddanne@yahoo.com

First name * Jack

Last name * Sprat


City/Town St. Thomas

Country United States

Job Information

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

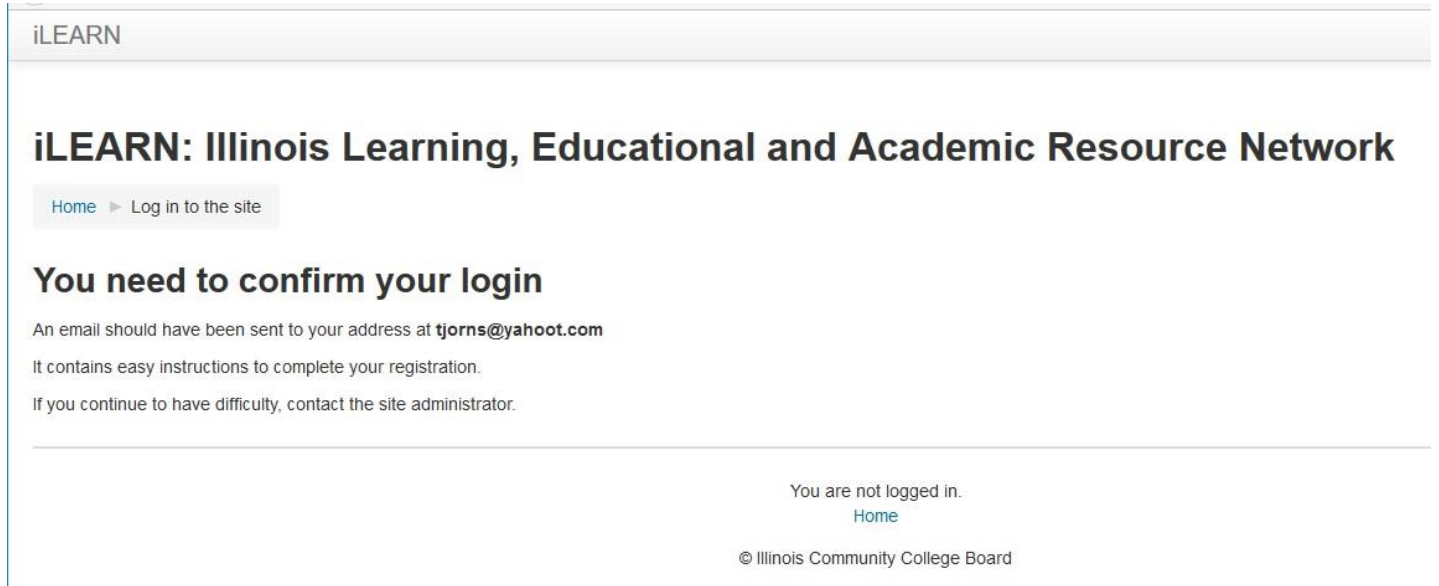
Job Title *

 [Create my new account](#) [Cancel](#)

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.



The screenshot shows the iLEARN website interface. At the top, the iLEARN logo is displayed. Below the logo, the main heading reads "iLEARN: Illinois Learning, Educational and Academic Resource Network". A navigation bar includes a "Home" link and a "Log in to the site" button. The main content area features a section titled "You need to confirm your login". Below this title, a message states: "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 of the page, a footer indicates "You are not logged in." with a "Home" link, and "© Illinois Community College Board".

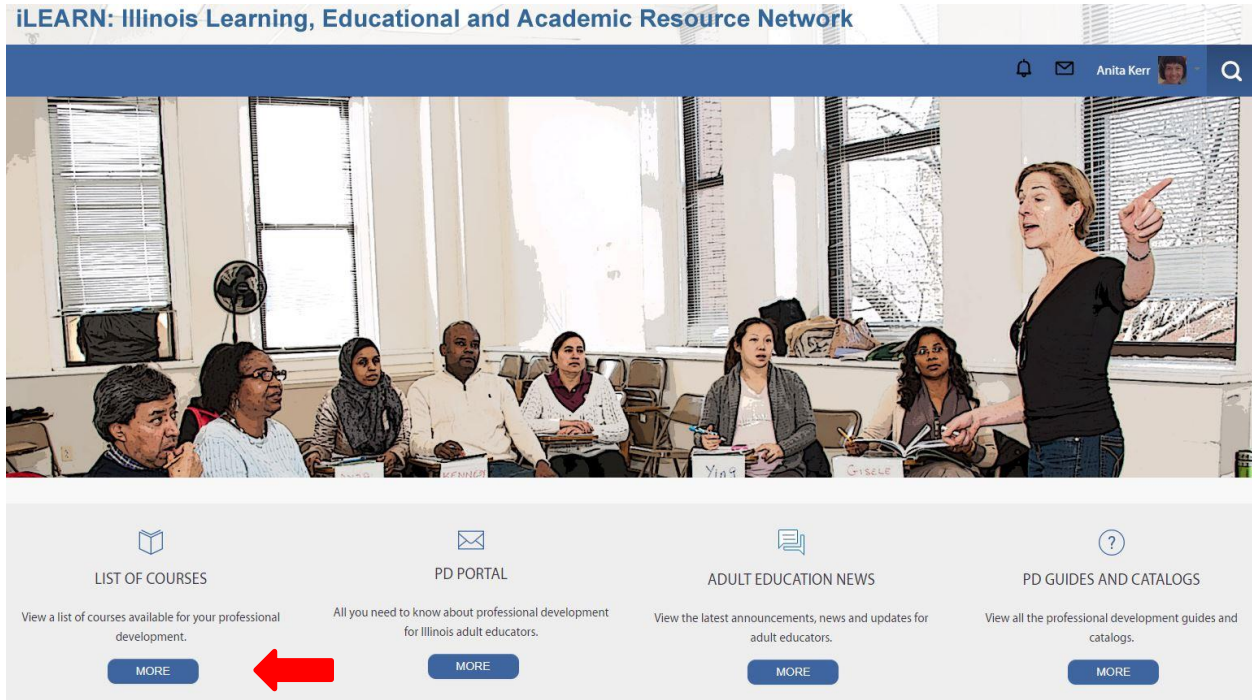
Check your email and you should have a message similar to the one shown below. Todd Jorns, the site administrator, was good enough to share his screen with the included instructions for the next step.



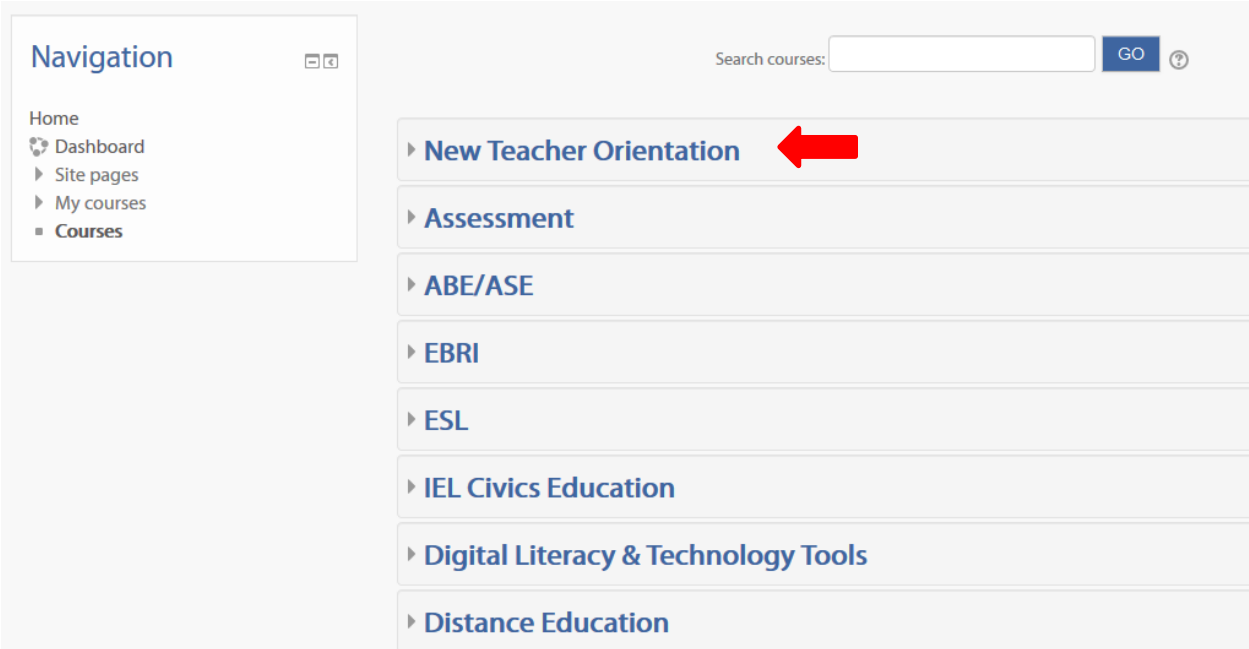
The screenshot displays a Gmail inbox interface. The top navigation bar includes "Gmail" and various action icons. The left sidebar shows folders like "COMPOSE", "Inbox (2)", "Starred", "Important", "Sent Mail", "Drafts", "Craigslst Stuff", and "DreamHost". The main inbox area shows an email from "iLEARN Admin (via iLEARN) <ilearn@iccb.org>" with a subject line "iLEARN: Illinois Learning, Educational and Academic Resource Network: account confirmation". The email content reads: "Hi Todd W. Jorns, A new account has been created at 'iLEARN: Illinois Learning, Educational and Academic Resource Network' using your email address. To confirm your new account, please go to this web address: <http://ilearn.iccb.org/ilearn/login/confirm.php?data=TCTWyoj0ilm0ExX/tjorns> In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact the site administrator, iLEARN Admin todd.jorns@illinois.gov". The right sidebar shows the sender information: "iLEARN Admin (via iLEARN) ilearn@iccb.org" and a "Show details" link.

Now – Let’s 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 **New Teacher Orientation** to enter that course category. The **Red Arrow** below is pointing at the link (line of text) you should click on.

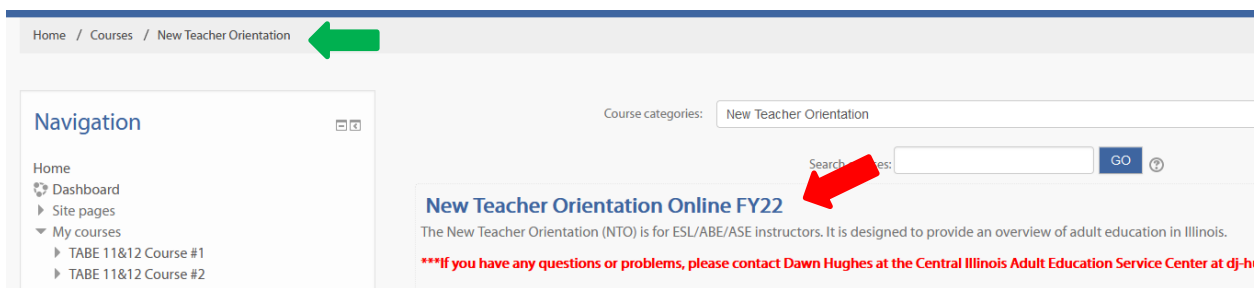


Selecting a Course

After clicking on New Teacher Orientation, 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.

To enter the class, you should click on **New Teacher Orientation Online FY22**. The **Red Arrow** below is pointing at the line you should click on.



Home / Courses / New Teacher Orientation

Navigation

- Home
- Dashboard
- Site pages
- My courses
 - TABE 11&12 Course #1
 - TABE 11&12 Course #2

Course categories: New Teacher Orientation

Search courses: GO

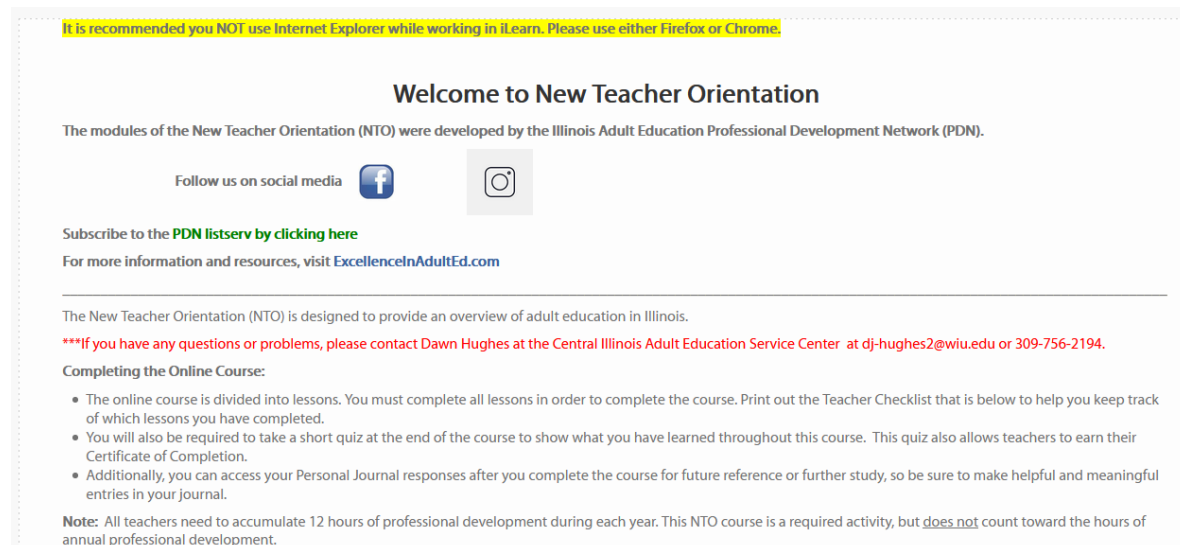
New Teacher Orientation Online FY22

The New Teacher Orientation (NTO) is for ESL/ABE/ASE instructors. It is designed to provide an overview of adult education in Illinois.

*****If you have any questions or problems, please contact Dawn Hughes at the Central Illinois Adult Education Service Center at dj-h**

Welcome to NTO



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



It is recommended you NOT use Internet Explorer while working in iLearn. Please use either Firefox or Chrome.

Welcome to New Teacher Orientation

The modules of the New Teacher Orientation (NTO) were developed by the Illinois Adult Education Professional Development Network (PDN).

Follow us on social media  

Subscribe to the [PDN listserv by clicking here](#)

For more information and resources, visit [ExcellenceInAdultEd.com](#)

The New Teacher Orientation (NTO) is designed to provide an overview of adult education in Illinois.

*****If you have any questions or problems, please contact Dawn Hughes at the Central Illinois Adult Education Service Center at dj-hughes2@wiu.edu or 309-756-2194.**

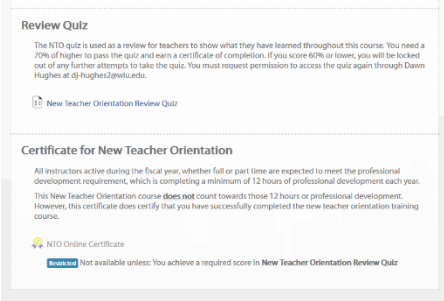
Completing the Online Course:

- The online course is divided into lessons. You must complete all lessons in order to complete the course. Print out the Teacher Checklist that is below to help you keep track of which lessons you have completed.
- You will also be required to take a short quiz at the end of the course to show what you have learned throughout this course. This quiz also allows teachers to earn their Certificate of Completion.
- Additionally, you can access your Personal Journal responses after you complete the course for future reference or further study, so be sure to make helpful and meaningful entries in your journal.

Note: All teachers need to accumulate 12 hours of professional development during each year. This NTO course is a required activity, but does not count toward the hours of annual professional development.

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 administrator.



The screenshot shows a digital interface with two main sections. The top section is titled "Review Quiz" and contains a paragraph explaining that the NTO quiz is used as a review for teachers, requiring a score of 70% or higher to pass and earn a certificate. It also includes a link to "New Teacher Orientation Review Quiz". The bottom section is titled "Certificate for New Teacher Orientation" and contains a paragraph stating that all instructors active during the fiscal year are expected to meet a 12-hour professional development requirement, but that this specific course does not count towards that requirement. It includes a link to "NTO Online Certificate" and a blue button labeled "Review" with the text "Not available unless: You achieve a required score in New Teacher Orientation Review Quiz".