

# NTO Instruction Sheet for FY17

Welcome to New Teacher Orientation. 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.

## Quick Steps

- Go to: <http://ilearn.iccb.org> or <http://64.107.108.152/ilearn>
- Click on **New Teacher Orientation** below the Adult Education category (see page 2)
- Click on **New Teacher Orientation Online 2017** course (see page 3)
- Enter your username and password for existing iLEARN users (see page 4) or create a new user account by entering a username and password (see page 5)
- If you are a **new user**, you will be asked to enter some “required” information in the Edit Profile section (see page 6)
- Enter the Enrollment Key for the Class: **NTO17** (see page 7)
- Time to get started by reading the Welcome (see page 8)

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.

## iLEARN Website

Let's Begin! Go to: <http://ilearn.iccb.org> or <http://64.107.108.152/ilearn/>

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. You can tell where you are by looking in the upper part of the page in the "green" header area below the title for the word "Home." That means you are on the Home page.

Words will be added or taken away from this area as you click through the website and course. It is referred to as the "breadcrumbs" area, 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 area as you work your way around the website and course and you will catch on pretty fast.

This home page also 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.

**iLEARN: Illinois Learning, Educational and Academic Resource Network** You are logged in as Fred E. Bear (Logout)

Home

Welcome to the iLEARN site that provides online professional development opportunities for Illinois adult educators. Click on the **Login** link in the upper right corner to access your existing account or to create a new account.

Enjoy!

**Course categories**

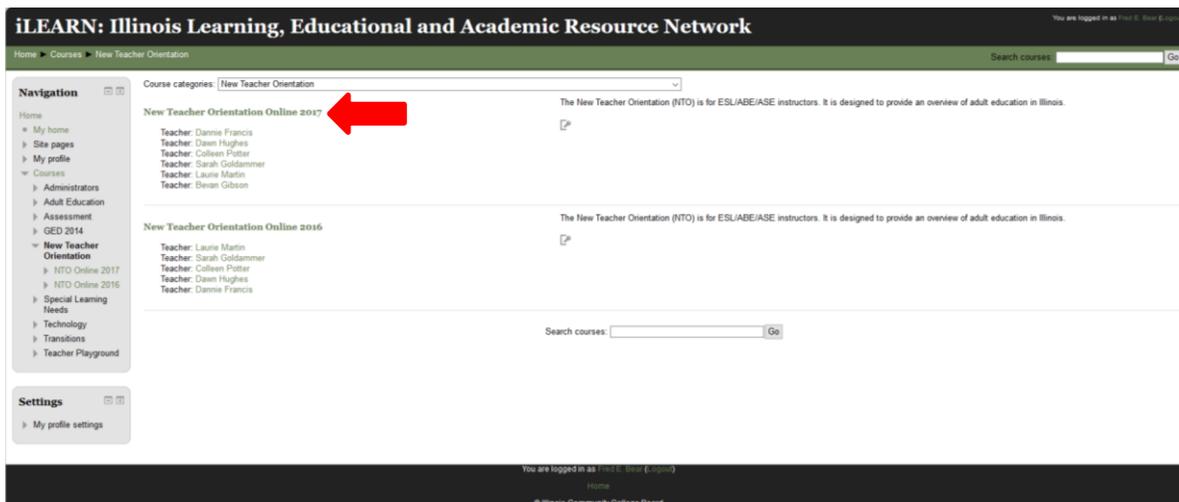
- Administrators
- Adult Education (9)
  - Content Standards (9)
    - Cohort 1 ABE/ASE Standards Proficient Instructors
    - Cohort 1 - Language Arts (5)
    - Cohort 1 - Mathematics (5)
    - Cohort 2 ABE/ASE Standards Proficient Instructors
    - Cohort 2 - Language Arts (5)
    - Cohort 2 - Mathematics (5)
  - EBRI (6)
  - ESL (4)
    - ELA Foundations (5)
    - EL/Civics (2)
  - ADA Coordinator Training (1)
- Assessment (2)
- GED 2014 (1)
- New Teacher Orientation (2)**
- Special Learning Needs (10)
- Technology (3)
- Transitions (4)
- Teacher Playground (24)

## Selecting a Course

After clicking on New Teacher Orientation under the Adult Education course category, you will be taken to the page shown below. 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 2017**. The **Red Arrow** below is pointing at the line you should click on.



The screenshot displays the iLEARN website interface. At the top, the header reads "iLEARN: Illinois Learning, Educational and Academic Resource Network" with a user login status "You are logged in as Fred E. West (Logout)". Below the header, a breadcrumb trail shows "Home > Courses > New Teacher Orientation". A search bar is present with the text "Search courses:" and a "Go" button. The main content area is divided into two sections. The first section, titled "New Teacher Orientation Online 2017", lists the following teachers: Danne Francis, Dawn Hughes, Colleen Potter, Sarah Goldammer, Laurie Martin, and Devan Gibson. A red arrow points to the course title. The second section, titled "New Teacher Orientation Online 2016", lists the following teachers: Laurie Martin, Sarah Goldammer, Colleen Potter, Dawn Hughes, and Danne Francis. A second search bar is located at the bottom of the main content area. On the left side, there is a "Navigation" menu with options like "My home", "Site pages", "My profile", "Courses", "Administrators", "Adult Education", "Assessment", "GED 2014", "New Teacher Orientation", "Special Learning Needs", "Technology", "Transitions", and "Teacher Playground". Below the navigation menu is a "Settings" section with "My profile settings". At the bottom of the page, a footer indicates "You are logged in as Fred E. West (Logout)", "Home", and "© Illinois Community College Board".

## Logging into iLEARN

By clicking on New Teacher Orientation link, you were taken to the login 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 **Red Arrow** below).

**Existing Users** can now skip to page 7 - Entering the Enrollment Key section.

**New Users** or first-time users of the iLEARN website should go to page 5 and follow the steps to create a username and password.

**iLEARN: Illinois Learning, Educational & Academic Resource Network** You are not logged in.

[Home](#) ▶ [Login to the site](#)

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ⓘ

Username

Password   

Remember username

[Forgotten your username or password?](#)

**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](#)  
© Illinois Community College Board

## 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 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.

Now, enter your username and password in the appropriate boxes and click on the **Login** button (see the **Red Arrow** below).

**iLEARN: Illinois Learning, Educational & Academic Resource Network** You are not logged in.

[Home](#) ► [Login to the site](#)

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ⓘ

Username

Password

Remember username

[Forgotten your username or password?](#)

**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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## Edit Profile

After new users click on the login button, they will be taken to the “Edit Profile” page. This is a good time to look at your breadcrumbs (green bar below the title) to see what is being displayed. In the example below, you can see **Home > My profile settings > Edit profile** 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 world wide 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 **Edit Profile** button located at the bottom of the page.

**iLEARN: Illinois Learning, Educational & Academic Resource Network**

You are logged in as (Logout)

Home > My profile settings > Edit profile

Hide Navigation block Move this to the dock

**Navigation**

Home

- My home
- Site pages
- My profile
- Courses

Hide Settings block Move this to the dock

**Settings**

- My profile settings
- Edit profile
- Change password
- Messaging
- Blogs

**General**

First name\*

Surname\*

Email address\*

Email display

Email format

Email digest type

Forum auto-subscribe

Forum tracking

When editing text

City/town\*

Select a country\*

Timezone

Preferred language

## 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 2)
- Click on the **New Teacher Orientation Online 2017** course (see page 3)
- Type **NTO17** 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 **NTO17** 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).

**New Teacher Orientation Online 2017** You are logged in as Fred E. Blair (Logout)

Home > Courses > New Teacher Orientation > NTO Online 2017 > Enroll me in this course > Enrollment options

**Navigation**

- Home
  - My home
  - Site pages
  - My profile
- Current course
  - NTO Online 2017
  - Courses

**Settings**

- Course administration
  - Enroll me in this course
- My profile settings

**Enrollment options**

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

- Teacher: Dannie Francis
- Teacher: Bevan Gibson
- Teacher: Sarah Goldammer
- Teacher: Dawn Hughes
- Teacher: Laurie Martin
- Teacher: Colleen Potter

**Self enrollment (Student)**

Enrollment key

You are logged in as Fred E. Blair (Logout)  
NTO Online 2017  
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## 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 until you achieve a required score in **New Teacher Orientation Review Quiz.**'

If at any time you become lost, you should use your breadcrumb area to determine where you are. Otherwise, on the left hand side in the “Navigation” section you will see an outline of the class that lists each lesson. You can easily jump to different lessons as needed.

**Please contact Dannie Francis at [db-francis@wiu.edu](mailto:db-francis@wiu.edu) if you need more support.**