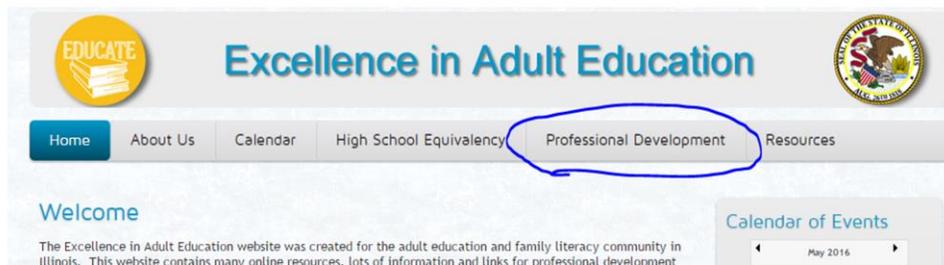


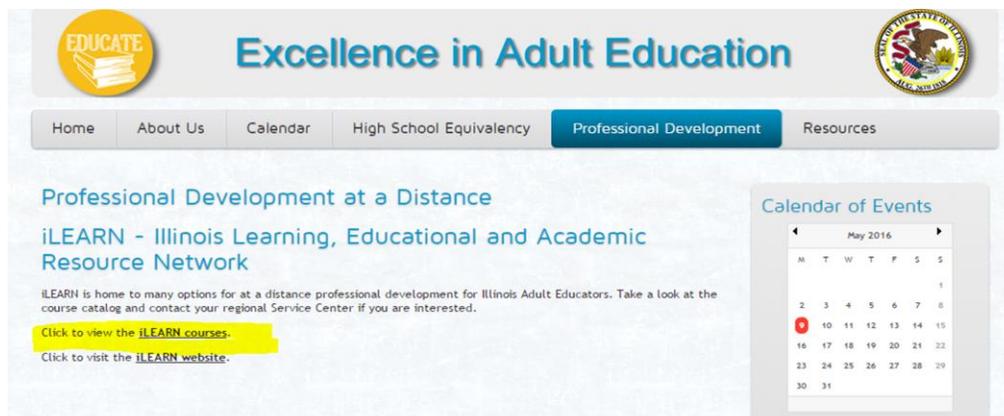
New User Guide for Online Professional Development

*for users that have never accessed the iLearn system

1. Go to the Excellence in Adult Education website www.excellenceinadulthood.com. For best results, use Chrome or Firefox for your browser. Do not use Explorer.
2. Under the **Professional Development** tab at the top of the website page, click on *PD at a Distance* on the drop down menu.



3. To view a list of all the online professional development courses available on iLearn, click on *iLearn courses*.



4. There is a list of all Service Center Network contact information at the top of the course list. You will need to refer back to this information once you have selected the course(s) you are interested in taking.

5. Scroll through the listing of courses and note which Service Center is offering the one(s) you select.

Looking for Online Professional Development? Check out iLEARN!

Do you know about the online professional development options available through iLEARN? Each adult education service center has created online training for Illinois instructors and program administrators. Contact the responsible service center directly for information on the courses below and how to access them. Some courses are free and only require an enrollment code for access, while others require registration and a fee.

Adult Learning Resource Center (ALRC) www.thecenterweb.org/alrc
 Contact: Laurie Martin, lmartin@cntrmail.org or Julie Koffend, jkoffend@cntrmail.org
 224-366-8500

Central Illinois Adult Education Service Center (CIAESC) www.wiu.edu/coehs/ciaesc,
 Contact: Dawn Hughes, dj-hughes2@wiu.edu
 309-298-2285 or 800-572-9033 (IL only)

Southern Illinois Professional Development Center (SIPDC) <http://www.siu.edu/SIPDC/>
 Contact: sipdctrainer@gmail.com
 618-650-2254

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PD Hours	iLEARN Course	Service Center to Contact
Adult Education		
	Matching Mainstream Technology Solutions to Assist Adults with Learning (also found in the Transitions Continuum – see below) In this course, Christopher Lee, internationally known expert and author explores free and low cost technology solutions for reading and writing. This course will also expose you to mainstream technology solutions to help your students learn and cope.	SIPDC
	TABE Forms 9 & 10 Assessment Specifics Participants will learn how to use the results of both TABE pre-testing and post-testing to inform teaching and maximize learning gains for students. They will be able to understand specifically how TABE assessment results can impact student retention and transitioning, as well as teaching strategies and funding streams.	SIPDC *
	ADA Coordinator Training The ADA Coordinator Training is intended to prepare Illinois Adult Education ADA Coordinators to provide services for students within their individual program. Participants will be trained to assist their program in complying with the ADA by working with students with documented disabilities to see that accommodation requests of adult education students are handled in a timely and proper fashion.	SIPDC
0	Curriculum Institutes Prerequisite In this course, participants will become familiar with terms and definitions that will be used throughout the curriculum development process, participate in thoughtful,	CIAESC

*Once you have determined which course(s) you want, you will then need to send an email to the designated Service Center(s) to request an enrollment code and log-in information. Please be specific in your request (*i.e.* "I am interested in registering for the TABE 9 & 10 Assessment Specifics."). **Please note:** This is a manual system, so the process may take up to 3 business days.

6. You will receive an email from the designated Service Center with the enrollment code and log-in information specific to each course you have selected.
7. Once you have received the enrollment code(s), you may then go to the iLearn website directly (ilearn.iccb.org) or you may access it through the Excellence in Adult Education website (PD tab, then click *visit the ILearn website* for options).

You will need to create a username and password for the iLearn website. It is important that you keep both of these in a safe place for future iLearn use. The username SHOULD BE something specific to you (i.e. your first initial and last name) and the password MUST contain at least 1 capital letter + at least 1 lower case letter, at least 1 symbol or number, AND MUST BE 8 characters long.

8. As a first time user you MUST complete a profile before accessing courses. Do so now. The system will tell you to change your password while finishing your profile—DO NOT CHANGE IT! (The only time your password needs to be changed is if you forget it. If that happens, you will need to contact one of the Service Centers and your account will be reset and then you must enter a new password (the username can remain the same).
9. When your profile is complete, you may select the course(s) for which you have received an enrollment code.
10. Click on a desired course and enter the enrollment code when prompted. You will only need the enrollment code once per course.
11. Follow the directions for the course, submit required assignments, and request a professional development certificate from the designated Service Center. Be sure to include the unit number in your request. **Reminder:** it may take up to 3 business days to process this information.
12. Once you have finished a course, you may complete other courses or logout (top right).
13. After your online journal is reviewed and any assignments are assessed, you will receive a professional development certificate (the amount is noted on each lesson unit) as a pdf file via email.

Unit 15: Learning Techniques to Improve Technology in the Classroom

Technology is all around us. Not a day goes by that we don't interact with multi-technological devices. Our students are comfortable with these devices, so why not use them in the classroom?

Professional Development Credit:

This unit is worth 1 hour of professional development.