

ILEARNOREGON
COMPLETING A COURSE SURVEY & RECEIVING A CERTIFICATE

Completing a Course Survey

Once you complete a course, the instructor must give you a progress status of Completed and then you will be able to access the course survey (if one is available) and your certificate of completion from your transcript.

- To complete a course survey, follow these steps:
1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
 2. On the left-side menu, click on *My Transcript*.



3. From you Transcript page find the course you want to complete the survey for and select *Take Survey* on the Action menu and then select *Go*. The Take Survey page will display.

Transcript | Certifications | Training Assignments

[Print Version](#)
 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.

Name: Brandy Meng Manage Personal Learning Events Go
 Current Date: 10/22/2008

Records found: 2

	Title	Type	Required Training	Start Date	Complete Date	Progress Status	Action
	Domestic Violence in the Workplace (6)	Classroom		10/21/2008	10/21/2008	Completed	View Details <input type="button" value="Go"/>
	iLearnOregon Quick Start Tutorial	SCORM 1.2		9/16/2008	9/30/2008	Completed	View Details <input type="button" value="Go"/> <input type="button" value="Take Survey"/>

4. Click on the title of the survey to launch it.

Take Survey

Click a title from the Title column to access a survey. All surveys for the course must be completed.

Records found: 1

	Title	Status
	Basic Level 1 Classroom Course Evaluation	Not Started

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5. Enter your answers for each question.
6. Click **Submit** to submit your answers. You may only complete a survey once, and all the questions must be answered before the survey can be submitted. Or click on the Complete Later button if you want to complete the survey at a later time. You will be taken back to the Take Survey page, but under "Status" it will show "Completed."
7. Click **Return** to go back to the Transcript page.

Viewing and Printing a Completion Certificate

To view a certificate of completion, follow these steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the left-side menu, click on **My Transcript**.



3. From you Transcript page find the course you want to view your certificate for and select **Certificate** on the Action menu and then select **Go**.

Transcript | Certifications | Training Assignments

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Name Brandy Meng Manage Personal Learning Events

Current Date 10/22/2008

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	iLearnOregon Quick Start Tutorial	SCORM 1.2		9/16/2008	9/30/2008	Completed	<input type="button" value="View Details"/> <input type="button" value="Go"/> <input type="button" value="Take Survey"/> <input type="button" value="Certificate"/>

Your certificate will display in a separate pop-up window. From there you will be able to print a hardcopy. **NOTE:** The manner in which a certificate is printed is controlled by your browser's print feature. You will need to change the page orientation from Portrait to Landscape and/or change the page margins using the Page Setup window (usually accessible from the File menu of your browser).