Healogics®

Common Actions in iLearn

iLearn job aid

Register for a L!VE Course or Interactive Session (Request)

Upcoming training can be located on our Events Calendar.

1. Click **View Full Calendar** under the Events Calendar widget.
2. Click on the name of an Event.
3. Click **Request** to register for the first-available session, or close out and select a future session date/time instead. Click the dropdown arrow and select **Request**.
4. Check your inbox for an automated confirmation of your registration.
5. Open and accept the calendar invite (.ics attachment) to reserve the time on your calendar.

Not sure if you successfully registered? You can verify sessions in which you are currently Registered on your Transcript or under the My Upcoming Sessions widget on the home page.

Join an Interactive Session (Launch)

You will join your session directly from iLearn or your calendar invitation.

1. Under My Upcoming Sessions, click on the name of the Event.
2. Click **Launch**.

After your session, your attendance will be updated to Completed ~24 hours after the Event and you will receive an email confirmation of your attendance. If your session has any required Evaluations (surveys), you can also locate that Evaluation under My Action Items on the home page at that time.

Enroll in Training (Request)

There are two primary ways to locate and request training:

- **Search bar**: Type a keyword or part of a training title into the search bar, and click Search.
- **Playlists**: Click on a catalog title from the home page (e.g. Recurring Calls) and click on the name of the playlist you are interested in. From a playlist, you can either go to a specific training title or Follow the entire playlist.

When you find training you would like to register for, click **Request**. If the training has a Waitlist or Approval is required, your request will be pending. For all other training, you will be immediately enrolled.

Unenroll from Training (Remove)

You can unenroll from any training that you self-requested.

1. Go to Learning > **View Your Transcript**.
2. Click the dropdown arrow next to the name of the training.
3. Click **Remove**.
4. Select the most appropriate reason for your removal.
5. If this is a curriculum (a bundle of modules or materials – most courses), also **check the box** to remove training from within the curriculum.
6. Click **Submit**.

Locate Certificates and Transcript Records

To locate training that you have completed:

1. Go to Learning > **View Your Transcript**.
2. Change the Filter by Training Status to Completed OR search by keyword to locate the course.
3. Click **View Certificate** to open and then download the certificate of completion.

To print your transcript record including Continuing Education credits:

1. From your Transcript, change the dropdown to **Completed**.
2. Use the More menu (right hand side of the transcript, 3 dots) to choose **Run Transcript Report**.
3. In the date range, you only need an End Date – choose today.
4. Check **Training Completion Date**.
5. Check Include Training Detail Information and select **Credits**.
6. Select **Run Report**.
7. When asked if you trust the sheet to open, choose Yes.

From that report, you can see Credits and Completed Date for all completed training on your transcript.