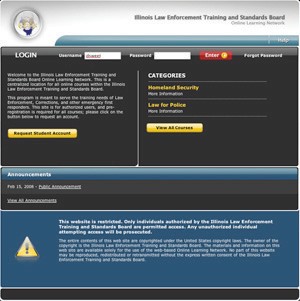
ILETSB TRANSITION COURSE INFORMATION AND REGISTRATION PACKET- OLN

Welcome to the Illinois Law Enforcement Training and Standards Board Online Learning Network.



This is a centralized location for all online courses within the Illinois Law Enforcement Training and Standards Board.

This site is for authorized users. Registration is required for all courses.

OLN is located at:

<http://www.ptblearning.org>



The Online Learning Network requires certain software and hardware setups to run properly. Because the program is available over the Internet, access to a computer with an Internet connection is mandatory. The hardware and software needed is listed below. A browser test is provided to check your system.

# HARDWARE AND SOFTWARE

The Online Learning Network requires the newest versions of a web browser (Google Chrome is recommended), Adobe *Acrobat Reader,* and an internet connection.

# TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250- 5494 or e-mail [olnsupport@cait.org](mailto:olnsupport@cait.org).

*Support hours are:*

**Monday - Thursday: 8:00 am to 8:00 pm**

**Friday: 8:00 am to 6:00 pm**

**Saturday and Sunday: 12:00 pm to 4:00**

**pm**

**REQUEST STUDENT ACCOUNT**

1. To access OLN go to:

[www.ptblearning.org](http://www.ptblearning.org)

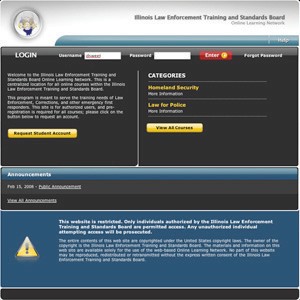
1. Click ***Request Student Account*** to request an account. When you click ***Save*** your application will be sent to the OLN State Administrator.
2. Call the Registrar, Emilie Payne-Renner, to confirm that we have a copy of your acceptance letter for the Transition course. Telephone number is 309-298-2646.
3. The Registrar will confirm your letter, and she will register you for the Transitions course. If the letter has not yet been received by the Registrar, a delay in enrollment in the class is to be expected. You will receive your username and

password via e-mail.

1. **Once registered, the Transition course will appear under the “COURSES” tab in your student account. All you need to do is click the course to begin.**

A

1. *Request Student Account Button*



# LOGGING IN

Your username and password are provided to you via email from the Online Learning Network. It will contain the information you need to log in to the system. Enter your username and password and click the ***Enter*** button to proceed.

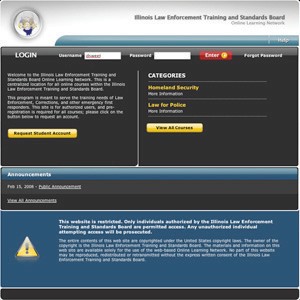
After you log in with the password supplied to you by the Online Learning Network system, you have the option to change your password to one that

is easier to remember. To change your password, enter a new password of your choosing, then retype the new password and click ***Save***. Passwords must be at least 6 characters long and no longer than 12 characters. Any combination of letters and numbers can be used. Passwords are case-sensitive.

**Note:** *Once your password has been reset, it will be the password you use until you choose to change it again. Your username will always remain the same. Keep your password in a secure place, and do not share your password.*

C D

1. *Username Field*



1. *Password Field*

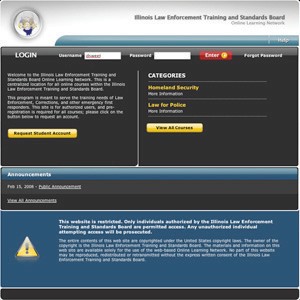
# FORGOT PASSWORD

If you forget your password, enter your username in the proper field and click the ***Forgot Password*** button to the right of the ***Enter*** button. The system will reset your password and send a new password to your e-mail address. You will see a verification message on the screen indicating your password has been reset.

Check your email inbox for a message from the system. The e-mail will contain a new password. To log in, follow the same instructions as when you first logged in. If you have trouble receiving the email, check your Junk folder.

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1. *Username Field*



1. *Forgot Password Link*

The Main Menu is the first screen you will see when you log in This page includes Welcome, Profile, Classes, Announcements, and Communications sections.



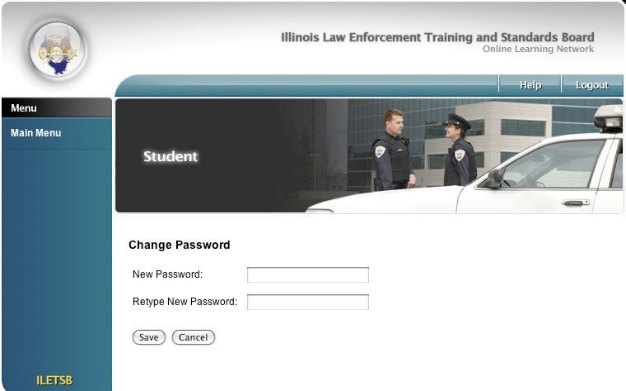
# PROFILE

# View/Edit Profile

Click the ***View/Edit Profile*** link to access your personal information. Any of the information displayed in the entry

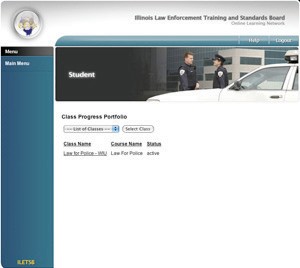
text area can be edited. Make changes as necessary. Click ***Save*** to store the information and return to the Main Menu. To leave the page without saving changes, click ***Cancel***.

# Change Password



To change your password, click the ***Change Password*** link on the Main Menu. Enter a new password of your choosing, then retype the new password. Click the ***Save*** button.

# Portfolio



From the Main Menu you can access your Portfolio. To view a class, use the pull-down list to select the class you want to display, and click ***Select Class***. Click on a class name to see a detailed portfolio for that class containing exam scores, study guides and the Certificate of Completion. Click ***Main Menu*** on the left to return to the Main Menu.

# HELP

From anywhere in the Online Learning Network system, you can click the ***Help*** button in the upper right corner of your screen. Here you will find the phone number and email address of

CAIT Support and the hours of Support operation.

# LOGOUT

From both the Main Menu and from within a Class you can click the ***Logout*** button in the upper right corner of your screen. This will end your session and log you out of the system.

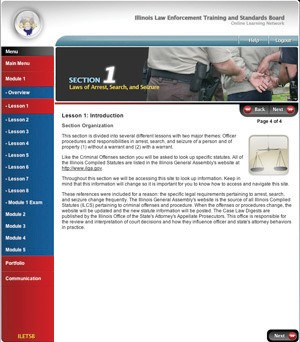
G

H



1. *Help Button*
2. *Logout Button*

# NAVIGATION



Within a lesson are buttons at the top right corner and bottom right corner of each screen which allow you to proceed (***Next***) in the lesson as well as

to return to a previous page (***Back***). The

pages have also been numbered so you I

will always know where you are within J

a lesson. You are required to complete each Lesson, activity, and assessment in each Module.

* 1. *Back Button*

*J. Next Button*

# MODULE CONSISTENT ELEMENTS

# Animations



Throughout each module, interactive activities or animations are provided to assist learners in better understanding the material. These consist of drag and drops, definitions, videos, audio, and match.

# Scales of Justice



Throughout the Modules, Illinois laws are referenced. Learners are instructed to go the Illinois General Assembly website, [http://www](http://www/) .ilga .gov, and read the definition for each term being discussed.

# Activities



Throughout the Modules, Activities are required . These Activities involve downloading a document in which

you will be instructed to read an article or complete a real-world assignment.

# PORTFOLIO



You can access your ***Portfolio*** for this course by clicking the Portfolio button in the menu on the left side of your screen. Your Portfolio shows your scores for the exams you have completed and calculates your

average exam score. You must have a cumulative exam score of 70% to pass the course.

# MODULE EXAMS

You will be able to take the Module Exam upon completing all lessons within a Module. Module Exam questions are randomized so that no two student tests are alike. The number of questions on an exam will vary, but the number of questions listed on each page is limited. You will not be allowed to navigate back and forth within the exams.

# COURSE COMPLETION

After you complete the last Module Exam, you will be given a Course Evaluation. After you submit the evaluation you will receive a Certificate of Completion which you can print.

After you have completed the course the link to it will disappear from the Classes section of your Main Menu.

Your scores and certificate will still be available in your Portfolio.