



<https://www.ildottraining.org/ihtml/application/student/interface.idot/index.htm>

Check your most recent email from the Illinois Technology Transfer Center showing your certificate of completion of any past class for your Username and Password. **Contact Barry.Kent@illinois.gov if you lost your username/password or if you need a new account.**



Learning
Management
System

Student/Instructor Login:

Name: x

Password:



[Register New User Account](#)

[Forgot Password?](#)





- To start enrollment, click the **Course Catalog** from the left hand menu

The screenshot displays the IDOT Learning Management System interface. At the top, the IDOT logo is on the left and "Learning Management System" is on the right. Below the header is a navigation menu with the following items: Home, User Information, **Course Catalog**, Student Records, Class Calendar, and Logoff. A large white arrow points to the "Course Catalog" menu item. To the right of the navigation menu is a "Current Enrollments" section with a search icon and a text box. Below this is a table with four columns: "Course / Class Title", "Delete Enrollment", "Launch Course", and "Information and Grades". The table content is a grey bar with the text "You are not currently enrolled in any course".



COURSE HOW TO GUIDE – ENROLLING

- Once you are in the Course Catalog menu, click **View** for the **Illinois Technology Transfer Center**

The screenshot shows the IDOT Learning Management System interface. At the top left is the IDOT logo. On the right, it says "Learning Management System". Below the header, the user name "Kent, Barry D." is displayed. On the left side, there is a vertical menu with the following options: Home, Instructor Calendar, User Information, Supervisor Access, Course Catalog, Student Records, Class Calendar, and Logoff. The "Course Catalog" option is highlighted. The main content area shows a table with the following data:

Catalog Title	Catalog Description	Browse
BLRS - Bureau of Local Roads and Streets	Illinois Technology Transfer Center courses	View
E-learning	E-learning content always available on student site.	View
ILDOT Online Registration	Online Registrations; Supervisor approval not required	View
Required		View



COURSE HOW TO GUIDE – ENROLLING

- Simply click **Select** next to the course you would like to begin

The screenshot shows the IDOT Learning Management System interface. At the top left is the IDOT logo. The header area includes the text "Learning Management System" and a background image of a classroom. Below the header, the user name "Kent, Barry D." is displayed. A search bar contains the text "Course Catalog: BLRS - Bureau of Local Roads and Streets". A navigation menu on the left lists: Home, Instructor Calendar, User Information, Supervisor Access, Course Catalog, Student Records, Class Calendar, and Logoff. The main content area displays a table of course listings.

Course Title	Description	Enroll
BLRS - ADA Self Evaluation and the role of an ADA Coordinator	BLRS - ADA Self Evaluation and the role of an ADA Coordinator More info	Select
BLRS - ADA Transition Plans - Part 2	BLRS - ADA Transition Plans - Part 2 More info	Select
BLRS - Snow and Ice Control FY2021	BLRS - Snow and Ice Control FY2021 More info	Select
BLRS - Work Zone Safety	BLRS - Work Zone Safety 7 video parts More info	Select



COURSE HOW TO GUIDE – LAUNCH COURSE

- You will now see the course listing, click the **Launch Course** icon for the ***BDE -2021 Regulated Substances, Construction Projects and Special Revisions Refresher Training Course***

Current Enrollments

Course / Class Title	Delete Enrollment	Launch Course	Information and Grades
BDE - 2021 Regulated Substances, Construction Projects & Special Provisions Refresher Training Course			

A large black arrow points to the 'Launch Course' icon in the table row.



COURSE HOW TO GUIDE - GRADES

- Click the **Information and Grades icon**  any time to see your Quiz grades

Home	Current Enrollments <input type="text" value="filter..."/>	Delete Enrollment	Launch Course	Information and Grades
User Information	BDE - 2021 Regulated Substances, Construction Projects & Special Provisions Refresher Training Course			
Course Catalog				
Student Records				
Class Calendar				
Logoff				



COURSE HOW TO GUIDE – CERTIFICATE OF COMPLETION

At the end of the course a *Certificate of Completion* can be printed from the Student Records menu of the LMS.

1. Go to ***Student Records*** and click on “Completed Satisfactorily” under Final Results:

Past Enrollment Results:lv557

Course / Class Title	Launch Course	Dates and Grades	Completion Date	Final Results
BDE - 2021 Regulated Substances, Construction Projects and Special Revisions Refresher Training Course			2020-12-28	Completed Satisfactorily

Home

User Information

Course Catalog

Student Records

Class Calendar

Logoff



2. This will open a pop-up a window that shows the certificate. You can then print to paper and/or as a PDF for your records by clicking the “Print Page” button.

 Illinois Department of Transportation
Awards this certificate of training to
<i>Trainee Name</i>
In recognition of successful completion of
<i>BDE - 2021 Regulated Substances, Construction Projects & Special Provisions Refresher Training Course</i>
<i>PDH Hours: 4</i>
Date: <u>01/04/2021</u> Serial No: <u>4876214</u>



This concludes the ***How To Guide for the Illinois Technology Transfer Center***

- The courses do not have to be done in one sitting, you can come and go and complete the course requirements as your time allows
- You may access the course from anywhere you have an Internet connection
- Contact Barry.Kent@illinois.gov to have an account created or to find out your current Username and Password