



# Infor Learning Management System Portal User Guide

Release 9.1

### Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

### Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

### Publication Information

Release: Infor Learning Management 9.1

Publication Date: June 2, 2020

Document code: ilm\_9.1\_lms\_portal\_userguide\_\_en-us

# Contents

<b>About this guide.....</b>	<b>5</b>
Related documents.....	5
Contacting Infor.....	6
<b>Chapter 1: Overview.....</b>	<b>7</b>
Obtaining sign on credentials for ILM Portal.....	7
Creating an account.....	7
Signing in to ILM Portal.....	8
Resetting a password.....	8
Selecting a portal.....	9
<b>Chapter 2: Navigation.....</b>	<b>10</b>
<b>Chapter 3: Switching between user roles.....</b>	<b>11</b>
<b>Chapter 4: Dashboard.....</b>	<b>12</b>
<b>Chapter 5: Calendar.....</b>	<b>13</b>
Understanding Calendar tabs.....	13
Adding personal events.....	14
<b>Chapter 6: Catalogs.....</b>	<b>15</b>
Understanding Catalogs tabs.....	16
Understanding basic search.....	17
Understanding the catalog list.....	17
Understanding the catalog information page.....	17
<b>Chapter 7: Certification Programs.....</b>	<b>18</b>
Certification Program Details.....	19
<b>Chapter 8: Courses.....</b>	<b>20</b>
Course details.....	21
Course Registration.....	22

<b>Chapter 9: Curricula.....</b>	<b>24</b>
Curriculum Details.....	24
<b>Chapter 10: User Profile.....</b>	<b>26</b>
Language.....	26
<b>Chapter 11: Reports.....</b>	<b>27</b>
<b>Chapter 12: Resources.....</b>	<b>28</b>
<b>Chapter 13: Search.....</b>	<b>29</b>
<b>Chapter 14: Social Learning.....</b>	<b>30</b>
<b>Chapter 15: Transcript.....</b>	<b>31</b>
Understanding course statuses.....	31
Printing your certificate.....	32
Exporting your transcript.....	32
Adding new outside credits.....	32
<b>Chapter 16: Virtual Classrooms.....</b>	<b>34</b>
Virtual Classroom details.....	34
<b>Chapter 17: Manager-only options.....</b>	<b>36</b>
Approvals.....	36
Employees.....	36
Employee Details.....	37
<b>Chapter 18: Instructor-only options.....</b>	<b>39</b>
Assignments.....	39
Understanding assignment description.....	39
Grading assignments.....	39
Managing virtual classrooms.....	40
<b>Chapter 19: Mobile access.....</b>	<b>42</b>
<b>Index.....</b>	<b>43</b>

# About this guide

This guide provides information for the Infor Learning Management Portal.

Portal is a component of the Infor Learning Management system. Use this guide to learn about the portal and its functions.

The Infor Learning Management Portal is the gateway to the Infor Learning Management system. Your organization has structured a completely personalized learning program for you.

Because the portal is configurable, the pages or icons that are shown in this guide may differ from your company's portal. Additionally, certain options and items described in this guide may or may not be available based on your organization's policies and your role in the Infor Learning Management system.

## Intended audience

This guide is intended for content authors, instructors, managers, and users who need to work with or complete training programs. This document is not intended for those who need to perform administrative tasks in Infor Learning Management, such as changing the permissions rights of users or assigning training content to users. This guide explains how content authors can provide course content through the Infor Learning Management Portal, but does not explain how to develop the course content.

## Prerequisite knowledge

There is no prerequisite knowledge required for this document.

## Related documents

These documents are related to this guide and focus on other components of Infor Learning Management:

- *Infor Learning Management System Administrator User Guide*
- *Infor Learning Management Content Creator CE User Guide*
- *Infor Learning Management Portal User Guide*
- *Infor Learning Management Release Notes*
- *Infor Learning Management Resolved Issues*
- *Infor Learning Management System Requirements*

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and create a support incident.

The latest documentation is available from [docs.infor.com](https://docs.infor.com) or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).

## Chapter 1: Overview

The Infor Learning Management Portal is used to access the personalized learning program that your company has structured for you in Infor Learning Management. These are examples of tasks you may perform within your personalized portal:

- Register and launch e-learning courses
- Register and track instructor-led training sessions
- Complete curricula and certification programs
- Take online evaluations and surveys
- View your instructor-led training calendar, training history, and achieved certifications
- Run, print, and export reports
- View and track e-Meetings

Depending upon your company's configuration of Infor Learning Management Portal, the fields and screens that are described in this guide may differ from your portal.

## Obtaining sign on credentials for ILM Portal

You may skip this section if your organization has SSO enabled and does not require you to have a separate account for the learning system.

In all other cases, to access the Infor Learning Management Portal, you must sign in with your assigned login name and password. Your system administrator can create an account for you or you can create your own account on the sign in page.

## Creating an account

If you have not been assigned a sign in name and a password, then you can create your own user account. You can use [New Users Register Here](#) to begin the self-registration process.

Depending on the way your Infor Learning Management system administrator has configured the sign in page, you may not be able to self-enroll. In this case, your manager or Infor Learning Management system administrator must provide you with your log-on credentials.

To register:

- 1 Specify your portal URL in your browser window and press **Enter**.
- 2 Click New Users Register Here.
- 3 Specify your Login Name, Password, Name, Email, and the following information.

**Digits**

Specify the number that is displayed in the security image.

**Level**

Select the registration level for your user group. After you select a level, additional levels may be displayed. Continue to select the appropriate level. If you have any questions or concerns about which level to select, contact your manager or Infor Learning Management system administrator.

- 4 Click **Next**.
- 5 Specify your personal information in the provided fields.
- 6 Click **Submit**.

## Signing in to ILM Portal

When your account is created, you can sign in to Infor Learning Management Portal.

To sign in to Infor Learning Management Portal:

- 1 Specify your portal URL in your browser window and open the site.
- 2 Specify your Login Name and Password.
- 3 Click the sign in icon.

## Resetting a password

If you forget your password, you can use the **Forgot Password** page to request an email with a temporary password. You can use the temporary password to sign in and create a new password.

To reset a password:

- 1 Click Forgot Password?.
- 2 Specify your login name or email address.
- 3 Click **Submit**. Within 15 minutes you will receive an email with a temporary password that you can use to sign in and create a new password.

## Selecting a portal

Your organization may have configured different access points for different business units, divisions, and departments. If your Infor Learning Management user account is associated with multiple Infor Learning Management Portals, then a **Portal Selector** page is displayed immediately after you log on.

Although the look and feel and available options may be different between Infor Learning Management Portals, your content such as learning activities, training history, and certifications, are shared across all Infor Learning Management Portals.

To select a portal:

- 1 Select a portal from the **Choose Portal** item list.
- 2 Click **Go**.

## Chapter 2: Navigation

The Infor Learning Management Portal is divided into category tabs and menu options. The menu options are updated depending on the selected category tab.

## Chapter 3: Switching between user roles

As a portal user, you may have more than one role assigned to you. Use the role selector to switch between roles. Each role has a specific set of functions that are pertinent to that role. Available roles include:

- Learner
- Manager
- Instructor
- Administrator
- Author
- Designer

## Chapter 4: Dashboard

The **Dashboard** tab displays at-a-glance information about your learning activities and other news from your organization in the form of customizable widgets. Depending on the portal configuration of in your organization, the **Dashboard** tab may be the first page on which you land when you log in to the portal.

**Note:** This guide describes all available tabs and menu options for the 'Default' Infor Learning Management Portal configuration.. The tabs and menu options that appear in your portal depend on the configuration established by your training organization and your individual user rights. Therefore, you may not see all of the options described in this guide on your page. In some cases, custom menu options may have been added and the naming conventions of tabs and menu options may have been changed. Your training department or system administrator may provide you a customized version of this *Infor Learning Management Portal User Guide*.

### Widgets

A wide variety of different widgets are available in the portal dashboard. These are some examples:

Announcements	Announcement defined by your organization.
Course Statistics	A chart version that represents course statistics for pending, started, passed, and failed courses. Clicking a link opens the filtered Courses page that contains those courses.
Ad Hoc Reports	Reports defined by your administrator.

You can drag and drop widgets to reposition them in any order.

## Chapter 5: Calendar

The **Calendar** page shows all available classroom training events. You also have the option of adding your own personal training events. There are four tabs that change the display of the calendar and all events have a color coding representing their placement on your Infor Learning Management Portal.

### Understanding Calendar tabs

The Calendar page has these tabs:

- The **Day** tab shows classroom and personal events for the selected day. By default, it shows the events for the current day. To filter the list by event type, select the type of event you want to view from the event type filter. For every event, the event information icon, Event Time, Title, and, Type is displayed. You may click the link in the Type column to visit that area of the Infor Learning Management Portal. There is no link for personal events.



To view events for the next or previous day week, click the arrows.



To view events for a specific day, click the calendar icon and select a date from the **calendar** window.



To see more information about the event, click the event information icon.

- The **Week** tab lists classroom and personal events for the week selected. By default, it shows the events for the current week. To filter the list by event type, select the type of event you want to see from the event type filter. For every event, the date link, Event Time, Title, and Type is displayed. Click the date link to go to the **Day** tab for the date selected. Click the link in the Type column to visit that area of the portal. There is no link for personal events.



To view events for the next or previous week, click the arrows.



To view events for a specific week, click the calendar icon and select a date from the **calendar** window.

- The **Month** tab lists classroom and personal events for the month selected. By default, it shows the events for the current month. To view events for a different month, click the arrows or the name of the currently displayed month and select a new one from the fly-out menu. You may narrow down displayed events by selecting the type of event you want to see from the event type filter arrow. Events in the **Month** tab are color-coded. Personal events are marked in blue. Course events are marked in green. On Waiting List events are marked in orange. Awaiting approval events are marked in red. Available Courses events are marked in grey. You can click on an event in the **Month** tab to go to the **Day** tab for the date of that event.
- The **Year** tab displays all of the monthly calendars for the current year. Displayed events can be filtered via the drop down. To see the events for a specific day, click on the box and you will be brought to the **Day** tab for the date of that event.

## Adding personal events

You have the option of adding your own personal training events. You can also add personal events to your calendar, from each tab of the My Calendar option. When you add personal events, the **Event** tab is displayed. This tab is hidden, unless you are adding an event.

To add personal events to your calendar:

- 1 Select **Learn > Calendar > Add Event**.
- 2 Specify the date and time of the event. For all-day events, select the **Check here if event is for the whole day** check box.
- 3 Click **Add**. A confirmation message is displayed.

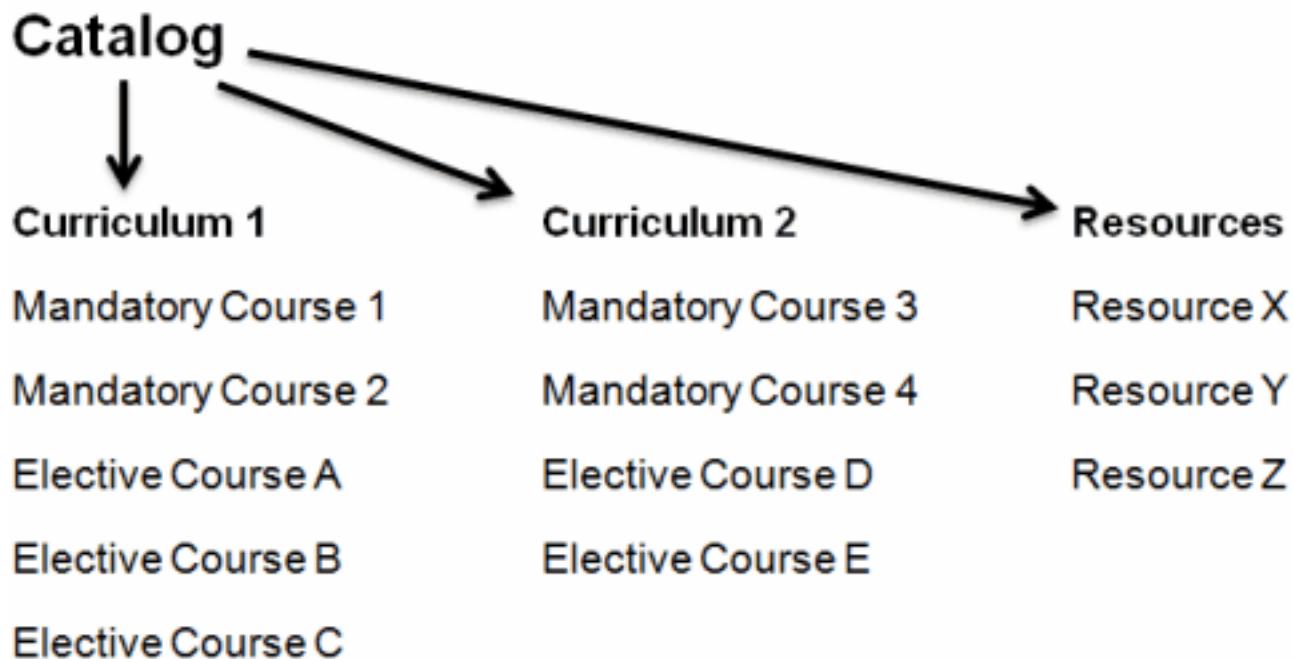
## Chapter 6: Catalogs

The **Catalogs** page shows information regarding the catalogs to which you have access. Catalogs are learning plans that contain a series of related curricula, courses, and other learning activities. In order to complete a catalog, you must successfully complete all of the mandatory courses within each curriculum. Depending on the completion rules of each curriculum, you may be required to complete a specific number of elective courses as well. In this case, you must earn the required number of mandatory and elective course credits to complete the curriculum. Resources may be associated with catalogs, however they do not affect the completion of catalogs or curricula.

This example shows an example catalog structure:

Catalog	Curriculum 1	Curriculum 2	Resources
	Mandatory Course 1	Mandatory Course 3	Resource X
	Mandatory Course 2	Mandatory Course 4	Resource Y
	Elective Course A	Elective Course D	Resource Z
	Elective Course B	Elective Course E	
	Elective Course C		

### Example Catalog Structure:



In this example, the catalog contains two curricula. Each curriculum contains two mandatory courses which must be completed. They each also contain a number of elective courses. The number of elective courses that must be completed can differ between curricula. In this example, for Curriculum 1, two out of three elective courses may need to be completed. In Curriculum 2, only one of the two elective courses must be completed. Generally, courses are divided into separate curricula based on subject matter and relevance to specific user groups. The resources in the example are part of the catalog and related to the courses available in it, but are purely there as an aid for learners seeking additional information.

## Understanding Catalogs tabs

The catalog list is divided into tabs. Catalogs are displayed under each tab depending on their current status:

- A list of all catalogs in which you are enrolled is displayed in the **Registered** tab.
- A list of catalogs in which you can enroll is displayed in the **Available** tab.

## Understanding basic search

The **Catalog** page features basic search options at the top of the curricula listing. Specify your search criteria and click **Search**. There is a filter to search by Begins or Contains.

## Understanding the catalog list

By default each catalog is shown collapsed. To expand one, click the Arrow Icon to the left of its name. To collapse it, click it again. To view details for a curriculum or resource, click **Curriculum Info** or **Resource Info**. Listings for curricula and resources appear collapsed by default, but can also be expanded by clicking their respective Arrow Icons.

## Understanding the catalog information page

Click the name of a catalog to open that catalog's **Catalog Information Page**. These fields of information are found on that page:

- **Catalog Name** shows the name of the currently selected catalog.
- **Description** shows the description of the currently selected catalog.

## Chapter 7: Certification Programs

The **Certification Programs** page shows information regarding the certification programs in which you are currently or may be enrolled. After completing a certification program, you are awarded a certification with details such as the date completed and the period for which it remains valid. To complete a certification program, you must successfully complete all of the mandatory courses within the program. Depending on the completion rules of the certification program, you may also be required to complete a specific number of elective courses as well. In this case, you must earn the required number of mandatory and elective course credits to complete the certification program.

Certification Programs can be displayed in Tile or List views. This certification program information and options are available in both views:

Option	Description
Program Structure	Program structure type, for example, it may indicate if a program is structures in multiple groups or with multiple requirements.
Name	Certification program name.
Rating	Certification program rating that is based on the average rating left by previous students who completed the program.
Progress	Program completion progress.
Status	Certification program status: <ul style="list-style-type: none"><li>• Pending</li><li>• Completed</li><li>• Available</li></ul>
Requirements information icon	Requirements hierarchy and completion status. Courses can be filtered to so that you can view only the courses you need. You can sort the courses by Certificates (In Progress, Certified, Uncertified), or by Requirements (Not Completed, Completed). To filter the courses, click <b>Filters</b> and select the appropriate options.

Certification Programs can be filtered to so that you can view only the programs you need. To filter the certification programs, click **Filter**, select the appropriate options, and click **Apply**. If the certification program view is filtered, the selected filter options appear above the program list. Click **X** next to the filter option to remove it, or, to remove all filter options, click **Clear All**. You can also sort certification programs alphabetically or by Priority, using the **Sort** option.

## Certification Program Details

The information that is pertinent to the certification program is displayed on the program details page. To view certification program details, locate the program on the **Certification Programs** page and select it. These options and information are available on the program details page:

Option	Description
Name	Certification program name.
Rating	Certification program rating that is based on the average rating left by previous students who completed the program.
Completed	Program requirement completion progress.
Description	Program description.
Objective	Certification program objective.
Notes	Notes.
Program Structure	Requirements hierarchy and completion status. Courses can be filtered to so that you can view only the courses you need. You can sort the courses by Certificates (In Progress, Certified, Uncertified), or by Requirements (Not Completed, Completed). To filter the courses, click <b>Filters</b> and select the appropriate options.
Requirements	A tile view of the program requirements, program levels, or requirement groups. Click each tile to view details such as required courses, important deadlines, status, completion progress, and re-certification availability.

## Chapter 8: Courses

The information regarding courses that are either available for registration, waitlist, or have been completed by you, is displayed on the **Courses** page.

Courses can be displayed in Tile or List views. This course information and options are available in both views:

Option	Description
Bookmark indicator	You can bookmark any course to find it easier at a later time. You can sort and filter by bookmarked courses.
Name	Course name.
Type	Course Type: online, classroom, or blended (online and classroom).
Status	Course Status: <ul style="list-style-type: none"><li>• Available</li><li>• Awaiting Approval</li><li>• Registered<ul style="list-style-type: none"><li>• Not Started</li><li>• In Progress</li><li>• Credit Pending</li><li>• Failed</li><li>• Passed</li></ul></li><li>• Waitlist</li></ul>
Deadline	Course deadline.
Rating	Course rating that is based on the average rating left by previous students who attended or completed the course.
Course Evaluation	Course Evaluation is displayed only when you are enrolled in a course and the administrator either enabled it to be displayed throughout the entire duration of the course or only during a certain period of time.
<b>Launch</b> button	If you are enrolled in a course, and the course has an online portion, the <b>Launch</b> button is used to launch the course.

Courses can be filtered to so that you can view only the courses you need. To filter the courses, click **Filter**, select the appropriate options, and click **Apply**. If the course view is filtered, the selected filter options appear above the course list. Click **X** next to the filter option to remove it, or, to remove all filter

options, click **Clear All**. You can also sort courses alphabetically, by Type, Status, Bookmark, or Deadline, using the **Sort** option.

## Course details

The information that is pertinent to the course is displayed on the course details page. To view course details, locate the course on the **Courses** page and select it. These options and information are available on the course details page:

Option	Description
Name	Course name.
Rating	Course rating that is based on the average rating left by previous students who took the course.
Type	Course Type: online, classroom, or blended (online and classroom).
Status	Course Status: <ul style="list-style-type: none"><li>• Available</li><li>• Awaiting Approval</li><li>• Registered<ul style="list-style-type: none"><li>• Not Started</li><li>• In Progress</li><li>• Credit Pending</li><li>• Failed</li><li>• Passed</li></ul></li><li>• Waitlist</li></ul>
Updated On	Date when the course was last updated.
Deadline	Course deadline.
Bookmark indicator	You can bookmark any course to find it easier at a later time. You can sort and filter by bookmarked courses.
Course Evaluation	Course Evaluation is displayed only when you are enrolled in a course and the administrator has either enabled it to be displayed throughout the entire duration of the course or only during a certain period of time.
Credits	Number of credits available.
CE Credits	Number of CE credits available.
<b>Launch</b> button	If you are enrolled in a course and the course has an online portion, the <b>Launch</b> button to launch the course is available next to the event for which you are registered..
Description	Course description.

Option	Description
Objectives	Course objectives.
Audience	Course audience.
Equivalencies	Course equivalencies. An equivalent course is a course that can be completed instead of the current course to meet the same criteria in a certification program or curricula.
Prerequisites	Course prerequisites. A course prerequisite is a course or courses that need to be completed prior to registering for the current course.
Related courses	Related courses.
Certification programs containing this course	A list of certification programs that contain the current course as a requirement.
Curricula containing this course	A list of curricula that contain the current course.
Events	<p>A list of <b>Available Events</b> and events in which you are registered (<b>My Events</b>). Events can be sorted alphabetically, by start date, or by status.</p> <p>This information is available for events:</p> <ul style="list-style-type: none"> <li>• Type</li> <li>• Status</li> <li>• Start Date</li> <li>• Start Time</li> <li>• Available Seats</li> <li>• Instructor</li> <li>• Location</li> <li>• Completion Deadline</li> <li>• Registration Deadline</li> <li>• Cancellation Deadline</li> <li>• Online Assignment</li> <li>• Social Collaboration Space</li> </ul> <p><b>Registration</b></p> <p>You may register for any future event or an event that does not have a deadline by clicking <b>Register</b>. If the event is full, you may be placed on the waitlist, if it is available. If an event requires manager approval, a request is sent to your manager. If the course has an online portion, you can launch the course when your request is approved.</p>

## Course Registration

1 Select **Courses > Course Name**.

- 2 To view additional event details, such as total registered users and virtual classroom information, click the caret to expand the event section.
- 3 To register for the course, locate an event from the list for which you are registering and click **Register**. If the event is full, you may be placed on the waitlist, if it is available. If an event requires manager approval, a request is sent to your manager. If the course has an online portion, you can launch the course once your request is approved.
- 4 To cancel the course registration, click **Cancel** and confirm the cancellation.

**Note:** **Cancel** button is available only when self-cancellation is enabled by system administrator.

## Chapter 9: Curricula

Information regarding the curricula in which you are enrolled is displayed on the **Curricula** page. Curricula are training programs or learning plans, which contain a series of related courses. To complete a curriculum, you must successfully complete all of the required courses within that curriculum. Depending on the completion rules of the curriculum, you may also be required to complete a specific number of elective courses. In this case, you must earn the required number of mandatory and elective course credits to complete the curriculum.

Curricula can be displayed in Tile or List views. This curriculum information and options are available in both views:

Option	Description
Name	Curriculum name.
Status	Curriculum Status: <ul style="list-style-type: none"><li>• Registered<ul style="list-style-type: none"><li>• Not Completed</li><li>• Completed</li></ul></li><li>• Available</li></ul>
Mandatory	Indicates if the curriculum is mandatory.
Duration	Indicates the length of the curriculum (in hours).

Curricula can be filtered to so that you can view only the curricula you need. To filter the curricula, click **Filter**, select the appropriate options, and click **Apply**. If the curricula view is filtered, the selected filter options appear above the curricula list. Click **X** next to the filter option to remove it, or, to remove all filter options, click **Clear All**. You can also sort curricula alphabetically or by Status using the **Sort** option.

## Curriculum Details

The information that is pertinent to the curriculum is displayed on the curriculum details page. To view curriculum details, locate the curriculum on the **Curricula** page and select it. These options and information are available on the curriculum details page:

Option	Description
Name	Curriculum name.
Status	Curriculum Status: <ul style="list-style-type: none"><li>• Registered<ul style="list-style-type: none"><li>• Not Completed</li><li>• Completed</li></ul></li><li>• Available</li></ul>
Mandatory	Indicates if the curriculum is mandatory.
Duration	Indicates the length of the curriculum (in hours).
Short Name	Short curriculum name.
Description	Curriculum description.
Schedule	If a curriculum has multiple schedules, an option to register for each individual schedule is displayed.

If the curriculum has mandatory courses, they are displayed below the curriculum details. If the curriculum has elective courses, they are displayed below the mandatory courses. Select the course to view the course information or to register for the course. See [Course details](#) on page 21 and [Course Registration](#) on page 22 for more information.

## Chapter 10: User Profile

Profile settings are displayed on the **View Profile** page. To access the **Profile** page, click the **User Profile** icon and select **View Profile**. The information that is available is set by your system administrator. To update your information or to change personal settings when the course is launched, specify the information or select the settings, and click **Update**.

### Language

You can select the language in which you want the learning interface to be displayed. To select the interface language, click the **User Profile** icon and select **Language**, select the language and click **Save**.

## Chapter 11: Reports

Your Infor Learning Management system administrator or manager may have assigned reports to you. You can access these reports by selecting **Reports**. When the page first loads, a list of the reports available to you is displayed. Click the name of a report to run that report.

In the report viewer, you can perform these actions:

- Limit the number of results that appear by selecting a number from the **Results** item list.
- To export the report to HTML, PDF, CSV, XLS, XML, RTF, or Office Document, select the appropriate format from the **Export Type** item list and click **Export**.
- To filter the report, select filter criteria from the **Filter Field**, **Operator**, and **Values** item lists, then click **Update Results**.
- To hide the available filters, click **Show/Hide Filters**.

## Chapter 12: Resources

The **Resources** page shows information about all resources available to you. These may include documents and multimedia which can help you in your training. From here, you can access your resource list, view detailed information about resources, and view information about courses with which your resources may or may not be associated.

The **Resources** page is divided into these tabs:

- **My Resources** - All resources that have been assigned to you or that you have selected yourself.
- **Favorites** - The resources which you have added to your favorites.. Favorites can be selected from any available resource.

You can search for a specific resource using the **Search** function. Each resource is listed on a separate line. Click **Resource Info** to view detailed resource information or click **Course Info** leads to view a detailed listing of courses with which the selected resource is associated.

## Chapter 13: Search

Use the search function to locate system categories, menu options, individual courses, certification programs, curricula, and catalogs. All matching system categories and menu options are displayed as you type below the search field and are not be displayed as part of the search results. Select the menu category from the list to open that page. Press Enter or click **Search** to view the matching courses, certification programs, curricula, and catalogs.

## Chapter 14: Social Learning

**Social Learning** page is used to access community spaces and social tools to communicate with other learners. You can also access articles, blogs, discussion boards, shared files, ideas, photos, polls and surveys, required reading, videos, and wiki pages.

Multiple spaces can be created to group the learners within a larger collaboration community. Spaces can be organized by levels, teams, groups of people, or content. Spaces are created to improve the information delivery to learners on their study subjects, to encourage topic-specific discussions, and to promote participation.

As part of the social aspect, you have access to the activity stream, highlights if someone mentions your name, and private messaging via chat or Inbox.

**Note:** The available options and access rights to the tool features are set up by the system administrator. You may have access only to limited parts depending on your account configuration and enabled features.

## Chapter 15: Transcript

The **Transcript** page shows information concerning passed and failed courses, credits earned, assessment/course scores and assessment/course completion dates. Your transcript lists Infor Learning Management and outside credit information. Your transcript can be filtered and sorted according to Course Name, Score, Passed, Credits Earned, and Date Scored. Additionally, you may sort displayed courses by course status and event portion. You may also choose to only display courses with scores or courses with completed evaluations.

You may search for specific items on your transcript using the **Search By** Item list, which includes these options for searching:

- Contains the search terms
- Starts with the search terms
- Equal to the search terms
- Not equal to the search terms
- Greater than or equal to the search terms
- Less than or equal to the search terms

In addition to viewing your basic course statistics, you may also view your course history for specific courses. To view your course history for a course, click the [View Details](#) link corresponding to the desired course. You may also view event details by clicking [View Details](#). A new page opens which shows all previously recorded external test scores, course statuses, and date scored data.

## Understanding course statuses

Courses in your transcript may display their status in one column. These are the possible statuses for a course:

- Not Started indicates that you are registered for the course but have not yet begun the course.
- In Progress indicates that the course has not been started, but not completed.
- Completed indicates that you have completed and earned credit for a non-graded course.
- Passed/Failed indicates that a graded course has been completed and you have earned either a passing or failing grade.

## Printing your certificate

To print your certificate:

- 1 Select **Learn > Transcript**
- 2 Scroll to the Certificates section and select View. The certification document will be displayed.
- 3 Click **File > Print**.
- 4 Close the certification document to return to the **Transcript** page.

## Exporting your transcript

You may export your transcript to Microsoft Word and Microsoft Excel, so you can keep a physical copy of your transcript on file.

To export your transcript:

- 1 Select **Learn > Transcript**.
- 2 Choose which type of file you would like to export to:
  - a To export to an Excel spreadsheet, click the export to MS Excel icon.
  - b To export to a CSV file, click the export to CSV icon.
  - c To export to a PDF, select the export to PDF icon.
- 3 Click **Save** on the **File Download** dialog.

## Adding new outside credits

One the **Transcript** page you can add outside credits that you have earned externally.

- 1 Select **Transcript > Add New Outside Credit**.
- 2 Select outside credit **Name**.
- 3 Specify this information:

**Outside Credit IMS ID**

**Description**

**Title**

**Hours**

**Score**

**Completion Date**

**If the course was passed**

**Credits Earned**

**Expiration Date**

**Credits Earned**

- 4 Click **Save**.

## Chapter 16: Virtual Classrooms

If you are enrolled in a course with virtual classrooms, these rooms can be accessed on the **Virtual classrooms** page.

Virtual classrooms can be displayed in Tile or List views. This virtual classroom information and options are available in both views:

Option	Description
Name	Virtual classroom name.
Status	Virtual classroom Status: <ul style="list-style-type: none"><li>• Ongoing</li><li>• Upcoming</li><li>• Expired</li></ul>
Start Date	Classroom start date.
End Date	Classroom end date.
<b>Launch</b> button	Launch virtual classroom.

Virtual classrooms can be filtered to so that you can view only the virtual classrooms you need. To filter the virtual classrooms, click **Filter**, select the appropriate options, and click **Apply**. If the virtual classroom view is filtered, the selected filter options appear above the virtual classroom list. Click **X** next to the filter option to remove it, or, to remove all filter options, click **Clear All**. You can also sort virtual classrooms alphabetically, by Start Date, or by Status, using the **Sort** option.

## Virtual Classroom details

The information that is pertinent to the virtual classrooms is displayed on the classroom details page. To view virtual classroom details, locate the classroom on the **Virtual Classroom** page and select it. These options and information are available on the details page:

Option	Description
Name	Virtual Classroom name.

Option	Description
Status	Virtual classroom Status: <ul style="list-style-type: none"><li>• Ongoing</li><li>• Upcoming</li><li>• Expired</li></ul>
Date	Date when the classroom is available.
<b>Launch</b> button	Launch virtual classroom.
Type	Type of the virtual classroom.
Vendor	Virtual Classroom Vendor, such as WebEx.
Description	Description.
Host	Virtual classroom host.
Meeting Key	Unique meeting key.
Meeting Password	Meeting password.
Meeting ILM ID	Unique meeting ILM ID.
Meeting URL	Virtual classroom URL.
Email URL	Virtual classroom email URL.
First Reminder (in days)	First reminder to be sent in X days before the meeting.
Second Reminder (in days)	Second reminder to be send in X days before the meeting.

## Chapter 17: Manager-only options

### Approvals

Registration requests for courses that require manager approval are displayed on the **Approvals** page.

Approval requests can be displayed in Tile or List views and can also be grouped by Courses. This approval request information and options are available in both views:

Option	Description
Name	Course name
Employee	Employee name
Event	Event name
Type	Event type
Event Dates	Event dates
Status	Approval status
<b>Approve</b> button	Use this option to approve the request.
<b>Deny</b> button	Use this option to deny the request.

### Employees

The employees that report to you are displayed on the **Employees** page.

Employees can be displayed in Tile or List views. This employee information and options are available in both views:

Option	Description
Name	Employee name.
E-mail	Employee e-mail address
Course completion pie chart	A pie chart that represents the employee course completion progress

Option	Description
Role	Portal roles assigned to the employee.
Employee ID	Employee ID
Title	Employee Title
Courses	A ratio of completed courses vs the total courses in which the employee is enrolled.

Employees can be filtered to so that you can view only the employees you need. To filter the employees, click **Filter**, select the appropriate options, and click **Apply**. If the employee view is filtered, the selected filter options appear above the employee list. Click **X** next to the filter option to remove it, or, to remove all filter options, click **Clear All**. You can also sort employees in alphabetical order using the **Sort** option.

## Employee Details

The information that is pertinent to the employee is displayed on the **Employee Details** page. To view employee details, locate the employee on the **Employees** page and select it. These options and information are available on the employee details page:

Profile	Description
Name	Employee name
E-mail	Employee e-mail address
Role	Portal roles assigned to the employee
Employee ID	Employee ID
Title	Employee Title
Language	Employee language
Created On	The date when the employee was added to the system
Updated On	The date when the employee information was last updated
View Assigned Courses	Courses that are assigned to the employee are displayed
View Assigned Certification Programs	Certification programs that are assigned to the employee are displayed
View Transcript	Employee transcript is displayed

Courses	Description
Course Name	Course Name
Curriculum indicator	Curriculum indicator is displayed when a course is part of a curriculum
Status	Course Status

Courses	Description
Deadline	Course Deadline
Type	Course Type
<b>Give Course Credit</b> button	Give the learner credit for this course
<b>Reset Course User Data</b> button	Reset course user data
<b>Cancel Course Enrollment</b> button	Cancel the employee enrollment for this course

Certification Programs	Description
Name	Certification program name
Code	Certification program code
Progress chart	Employee progress in the program
Requirements icon	Certification program requirements

Course Statistics Option	Description
Statistics pie chart and legend	Represents course progression in a pie chart with a legend. Click an item from the legend to view details for that course list.

## Chapter 18: Instructor-only options

### Assignments

If you are an instructor, you may have assignments submitted to you by the users taking your courses. The **Assignments** tab displays the active assignments for all your courses, their due dates, and this information:

- Course Name shows the course with which the assignment is associated.
- Enrolled Learners shows the amount of learners enrolled in the course with which the assignment is associated.
- Complete shows the number of users who have completed the assignment.

### Understanding assignment description

The **Assignment Description** window allows you to manage your assignment. You can upload an assignment file and view the status of assignments for each user enrolled in the course. The user name, grade, and the following information is displayed:

- Assignment Files Status shows whether or not the user has uploaded an assignment.
- Comments shows any comments you have made on the assignment.

### Grading assignments

From the **Enrolled Learner** sub page, you can download completed assignment files and submit grades.

To grade an assignment:

- 1 Select **Manage > Assignments**.
- 2 Click the Assignment Name to open the **Assignment Description** window.
- 3 Click a user name to open the **Enrolled Learner** sub page.
- 4 Download and review the user's uploaded assignment document.
- 5 Select a value from the **Grade** Item list.
- 6 Specify this information:

**Comments**

Specify any comments you have up to 255 characters.

- 7 Click **Validate**
- 8 If you need to communicate with the user, click **Contact Learner**. You may also attach a file (up to 5mb) with your email.

To contact your instructor to ask questions about the assignment, click **Contact Instructor**.

## Managing virtual classrooms

- 1 Select **Instructor > Virtual Classrooms**.

- 2 To add a Webex-based virtual classroom:

- a Click **Add Virtual Classroom**.
- b Specify this information:

**E-Meeting Account**

**Audio Conference Type**

**Topic**

**Agenda**

**Password**

**Number of Users**

**Greeting Message**

**First reminder before E-Meeting (in days)**

Specify how many days before the meeting to send the first email notification.

**Second reminder before E-Meeting (in days)**

Specify how many days before the meeting to send the second email notification.

**Start Date**

**Start Time**

**End Time**

**Time Zone**

**Attendees can join before the start time (in minutes)**

- c Click **Add**.

- 3 To add a Microsoft Teams meeting:

- a Click **Add Microsoft Teams Meeting**
- b Sign to your Microsoft account, if not already signed in.
- c Specify this information:

**Subject**

**Duration**

**Date**

**Time**

- d Add attendees.
- e Click **Create**.

## Chapter 19: Mobile access

You can access ILM portal from a mobile device, such as a tablet or a smart phone. Mobile access is limited to dashboard, courses, transcript, and profile information. The same information that is available on dashboard, courses, and transcript pages in desktop view is available on mobile devices. Profile information is limited, to access the complete profile information, login to the portal from a desktop computer. The information is positioned vertically, scroll up and down the screen to navigate .

# Index

## C

Calendar [14](#)  
Credits [32](#)

## D

Day [14](#)

## E

Events [14](#)

## H

History [32](#)

## M

Month [14](#)  
My Calendar [14](#)

My Transcript [32](#)

## P

Personal [14](#)

## S

Scores [32](#)

## T

Transcript [32](#)

## W

Week [14](#)

## Y

Year [14](#)