What can I find on the Homepage on the IEEE Learning Network Volunteer Training site?

Overview

The logged-in IEEE Learning Network Volunteer Training homepage is divided into several sections to ensure quick navigation around the site.
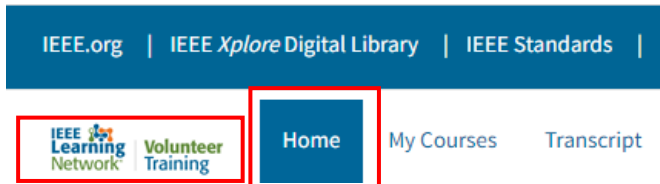
Navigation Bar

Options on the ILN menu bar provide access to view current courses, view your transcript, and to search the catalog and access the IEEE website.

Home Button

The **Home** link can be used to navigate back to the ILN *Homepage* regardless of where you are on ILN.

NOTE: Clicking the **IEEE Learning Network Volunteer Training** logo also navigates you to the ILN *Homepage*.

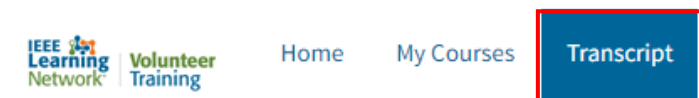*Navigation Methods to the ILN Homepage*

My Courses

Click the **My Courses** link to navigate to the *My Courses* page where you will find lists of the courses in which you are currently enrolled.

Link to My Courses Page

Transcript

The **Transcript** link is used to navigate to the record of all learning content in which you have been enrolled or participated, as well as content assigned to you.
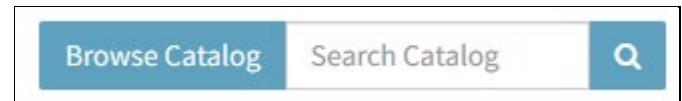

Link to Transcript Page

Search

To locate courses on a specific topic, enter the key word(s) in the **Search Catalog** field and click the **Search** (magnifying glass) icon.

NOTE: The **Search Catalog** field is not case sensitive.

Search on the ILN Menu Bar

The *Search Results* page displays all items matching the entered criteria. Click on the course title link to view the details. Filter the results using any of the options (Category, Content Type, or Provider) on the left side of the page.

To view all resources available in ILN, click the **Browse Catalog** button. Resources may be located by **Category** or by entering key words in the **Search for Content** field.

NOTE: You can use phrases in quotations to create specific search strings (e.g., "cloud computing"). If you do not use quotations, ILN will search for all courses that have "cloud" in the name or course description and for "computing" but will not focus on only courses with "cloud computing" together in the name or in the course description.

Profile

The **Profile** menu is used to set user preferences and access the **Log Out** option.

Preferences

Select **Preferences** from the **Profile** drop-down menu to open the page. Click the **Edit** button in any of the sections on the **Profile** or **Preferences** tabs (e.g., User Information, Work Information) to edit the available fields. Toggle the switches in the **Privacy** and **Communications** sections of the **Preference** tab as appropriate.

IEEE Website

Click the **IEEE** logo on the ILN menu bar to launch the IEEE.org website.

NOTE: The IEEE.org website may not open in a new tab so it may be necessary to log back into ILN.

IEEE Learning Network | Volunteer Training

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Homepage
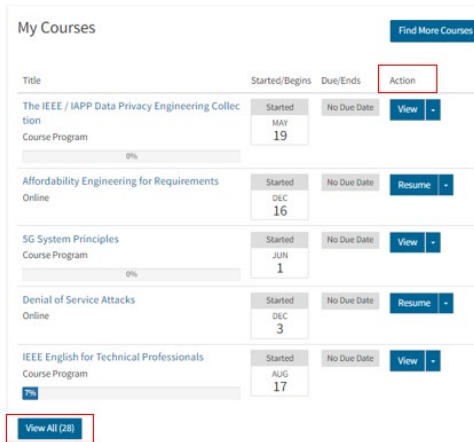
The ILN *Homepage* has several distinct sections.

My Volunteer Courses Section

The **My Volunteer Courses** section on the homepage displays the five most recent courses that are in progress or not yet started from the IEEE Learning Network Volunteer Training site. To launch a resource, click the appropriate button in the **Action** column that corresponds to the resource.

To access the complete list of all new and incomplete learning resources, click on the **View All** button.

My Courses Section

The **My Courses** section on the ILN *Homepage* displays the five most recent courses that are in progress or not yet started from both this site as well as the Public site of the IEEE Learning Network. To launch a resource, click the appropriate button in the **Action** column that corresponds to the resource.
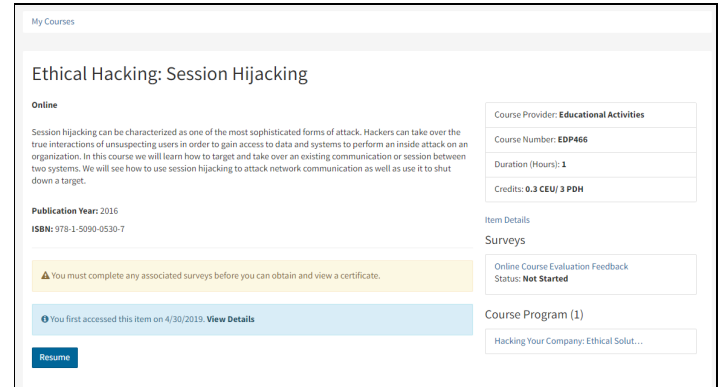

Action column and View All button in the My Courses section

To access the complete list of all new and incomplete learning resources, click on the **View All** button *OR* click the **My Courses** link on the ILN menu bar.

Course Title

To view details, including a summary and credits (if applicable) on the learning resource, click the <**Course Title**> link. The *Course Description* page includes a button to launch the resource, a record of when the item was last accessed and a link to the overall course program when applicable.
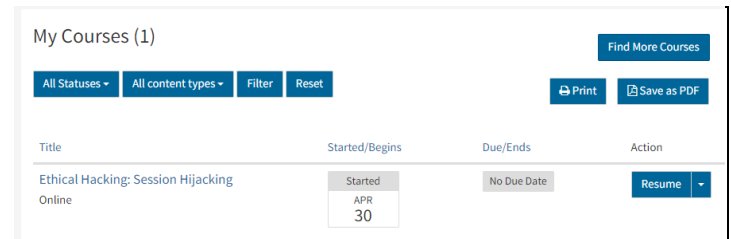

Course Description Page

Date Columns

The list includes when the resource was started or first accessed. For live courses, the **Started/Begins** column will indicate when the course takes place. The **Due/Ends** column will indicate a specific end date if applicable.

Filtering

The *My Courses* page, includes buttons for filtering the list of courses to aid in locating a specific item. Click the **Status** or **Content Type** buttons to filter the list. Click the **Reset** button to return to the complete list.

My Courses Page

Completed Training Section

The **Completed Training** section of the homepage displays a list of the learnings in **Completed** status. Click the <**Course Title**> link for course details. To view a comprehensive list of all completed learning items, click the **Recently Completed** button or select **Transcript** from the ILN menu bar.

Certificates

Click the **View Certificate** button to display the completion certificate for a course. The certificate may list Continuing Education Units (CEU) and/or Professional Development Hours (PDH) earned, as applicable.

NOTE: If an electronic (softcopy) version of the certificate is needed, click the **Print** link and select the print to PDF option.

Welcome to IEEE Volunteer Training Section

The **Welcome to IEEE Volunteer Training** section includes information or important communications intended for all users. Some examples of these are:
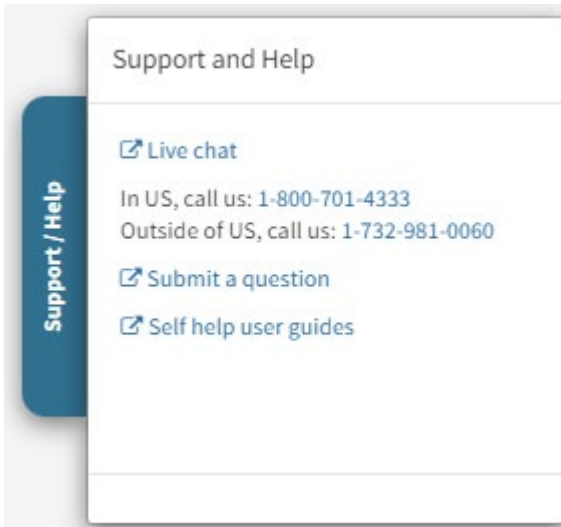
- Upcoming system maintenance
- Link to the Public IEEE Learning Network site
- Link to the IEEE Center for Leadership Excellence site

Recent announcements are listed in descending order, with the most recently posted displaying first.

Select the title of an announcement to navigate to its content details page. Select the **View All** button to view a list of all announcements.

Support/Help Fly-out

The **Support/Help** fly-out includes options for seeking assistance, including live chat (virtual or on the phone), submitting a question and self-help user guides. This feature is available throughout ILN.

Support/Help Fly-out