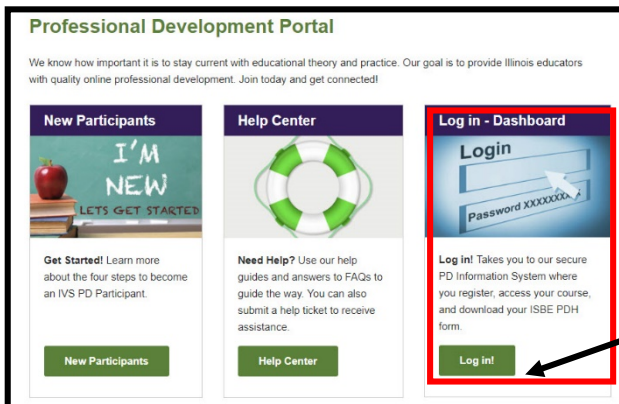


# How to... Access Your IVS-PD Course



Before accessing your course, it is highly recommended that you take the time to prepare your computer first. Please use the "[Prepare Your Device for IVS Courses](#)" help guide. Also, there is a **12-24 hour delay between the time you enroll and the time you can access the course.**

Step 1: On the <http://ilvirtual.org> home page, click the **Professional Development** link in the top menu to open your Professional Development Portal.



Step 2: Click the green **Login** button below the **Log in – Dashboard** box on the Professional Development Portal page.

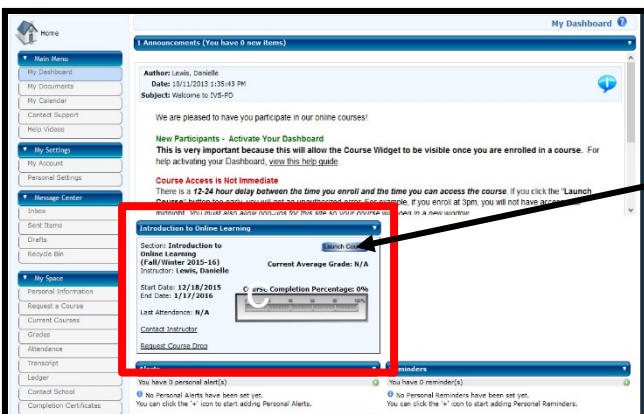
**Note:** Make a point to check the latest blog posts and upcoming events on this page to stay up-date on IVS events.

Step 3: The IVS-PD information system will open in a new window or tab.

Log into the IVS-PD information system using your IVS User Name and Password.



Your **Dashboard** will load. If you have not personalized your Dashboard, you can do so by clicking Personal Settings in the Main Menu.



Step 4: Locate your **Course Widget(s)**.

**Note:** Each course you are enrolled in will have its own Course Widget.

# The Course Widget

Step 5: You will use the Course Widget to access your courses. To open a course, click the **Launch Course** button in the top right corner of the Course Widget.

**Note:** The **Launch Course** button will only work on the course start date or within 12-24 hours of the time you enrolled in the course.

If you receive an *Error: Not authorized* message when you click the button, then you are trying to soon. Our systems synch at Noon and at Midnight everyday.

**Important:** If the you click the **Launch Course** button and nothing seems to happen, you must allow pop-ups. Look in the URL for a pop-up blocker notification, either a red x or shaded box, and select Always allow for this site.

Step 6: When the Launch Course button is activated and pop-ups are enabled, your IVS course system will open to the course homepage page.

Note: The homepage contains important announcements and news items, as well as Instructor Contact Information and Course Information.

Step 7: Click the **Content** tab in the main navigation bar to open the Table of Contents, which contains all the lessons and assignment links for your course.

The screenshot shows a course widget for 'Introduction to Online Learning'. It includes a 'Launch Course' button in the top right corner, which is highlighted by an arrow from the text. Below the button, it displays the current average grade as 100.00 with a progress bar. The course completion percentage is shown as 33.33% with another progress bar. Other details include the section name, instructor (Lewis, Danielle), start and end dates, and last attendance date. There are also links for 'Contact Instructor' and 'Request Course Drop'.

**Data is updated nightly.**

## What's in Your Course Widget?

The Course Widget allows you to access your course from the **Launch Course** button, view your current grade, and see your progress toward completing the course. It also shows your course start and end dates and provides a link to contact your instructor. **However, the Launch Course button will only become active on the course start date or within 12-24 hours of the time you enrolled in the course.**

The screenshot shows the course homepage for 'Teaching Online 101: Teaching in an Online Learning Model - Spring/Summer 2018'. The 'Content' tab in the navigation bar is highlighted with a red box. The page includes a welcome message, a 'Begin the Course' section with a link to the Table of Contents, and a 'Contact Information' section.

If you are new to IVS-PD, it is highly recommended that you complete the **"Getting Started" Orientation** before beginning course work to learn how to view lessons, submit assignments, and communicate in the course.

## Quick Access with the Mini-Bar

If you enrolled in more than one course, you can use the mini navigational bar to access all your courses in the course system.

Click the nine square icon to reveal a list of courses you are enrolled in, and then click on the name of the course you want to open.

The screenshot shows the mini navigational bar at the top of the course system. It features a search bar and a 'Danielle Lewis as Student' profile icon. A red box highlights a nine-square icon, which is used to access a list of courses. Below the bar, a search result for 'Project-Based Approaches - Summer 2018' is visible.