

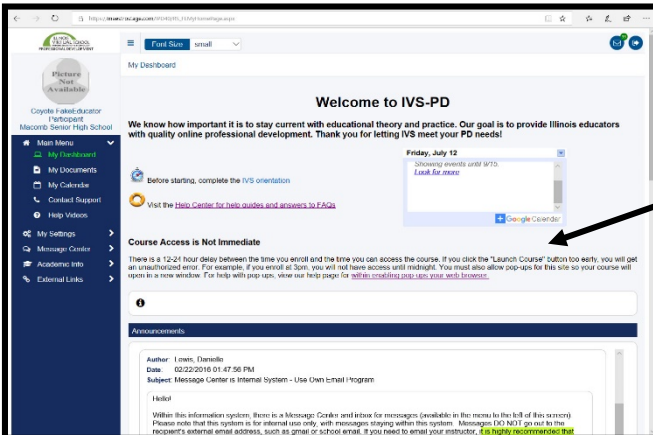
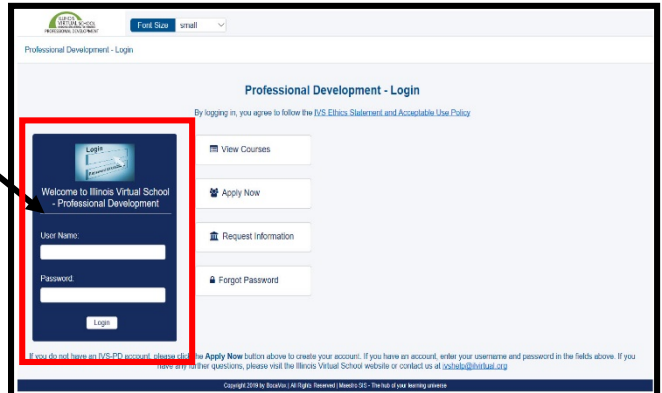
How to... Access Your IVS-PD Course



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: Using your IVS-PD username and password, log into the IVS PD Information System at <https://pd.ilvirtual.org>

Note: You can change the font size using the drop down menu available at the top of the screen. Medium is the default font size.



Step 2: Your **Dashboard** will load.

Step 3: Scroll down past the Announcements to locate your **Course Widget(s)**.

Note: Each course you are enrolled in will have its own **Course Widget**. In this example, the participant is enrolled in two courses, with two separate **Course Widgets**.

You will use the **Course Widget** to access your courses.

Step 4: To open a course, click the **Launch Course** button in the right column 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 sync at Noon and at Midnight everyday.

Important: If 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*.

Grades and Pacing Info are updated nightly.

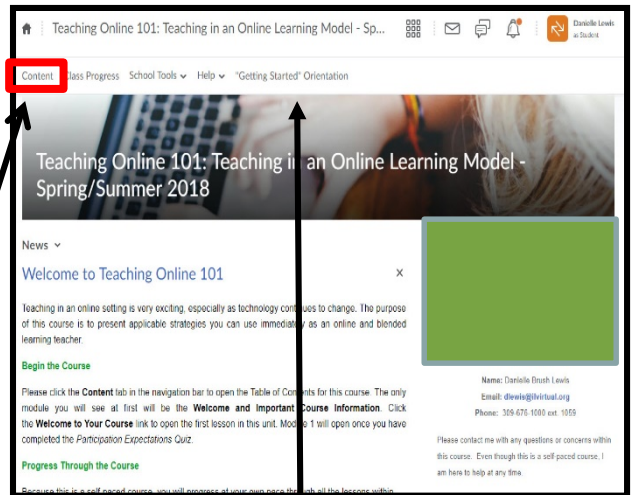
What's in Your Course Widget?

The **Course Widget** allows you to access your course from the **Launch Course** button, view your grade as of the night before, 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. You can also put in a request to extend your time in the course or drop the course.

Step 5: When the Launch Course button is activated and pop-ups are enabled, your IVS course system will open the course homepage page in a new tab in your web browser.

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

Step 6: 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.



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.

