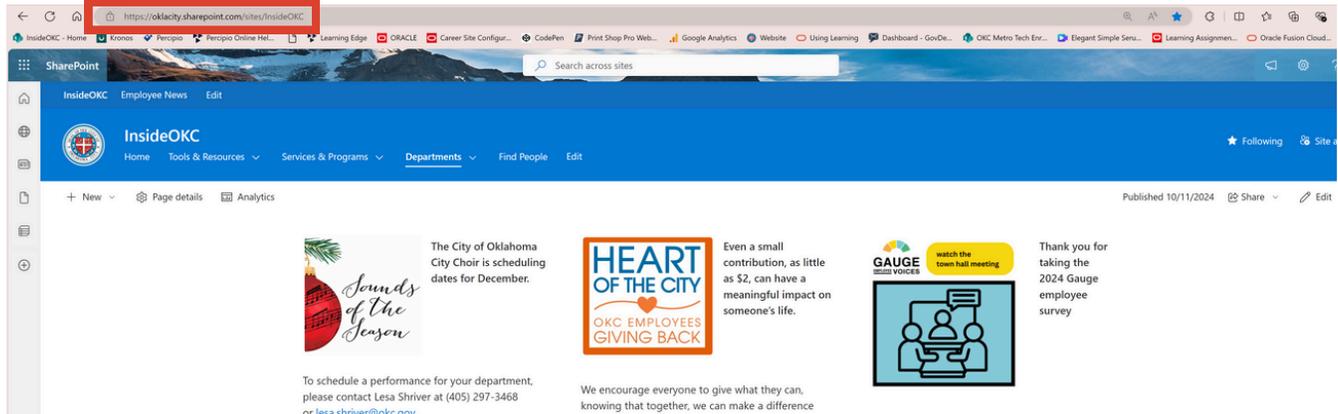


HOW TO USE ILE

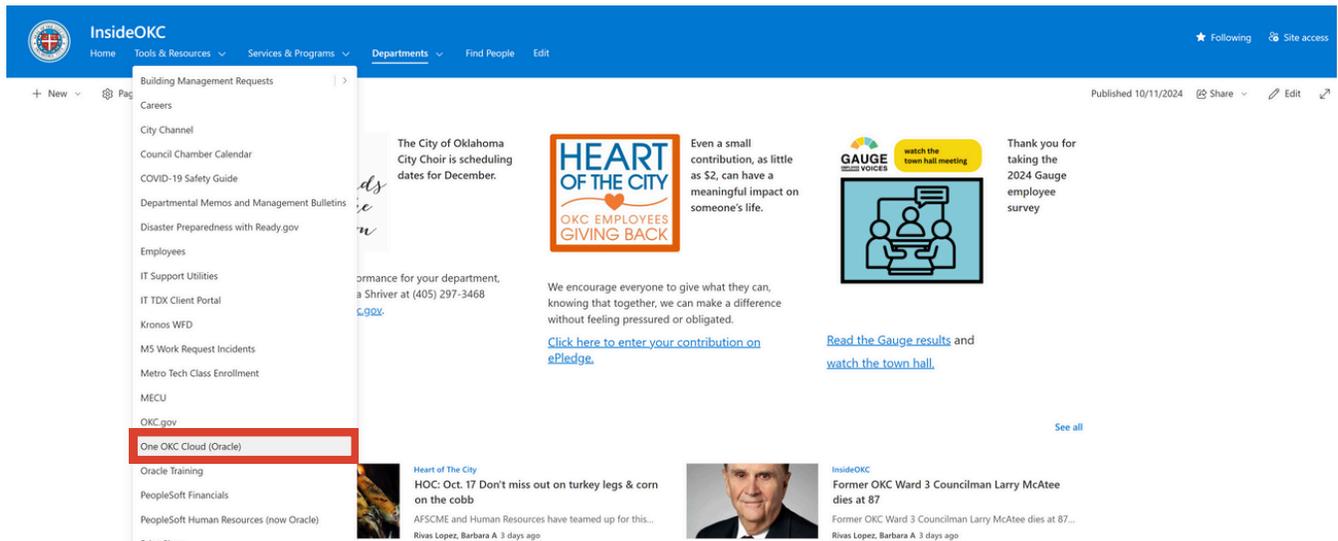
NOV. 2024
HR DEPT. &
OFFICE OF EQUITY

STEP 1: GO TO ORACLE LEARNING

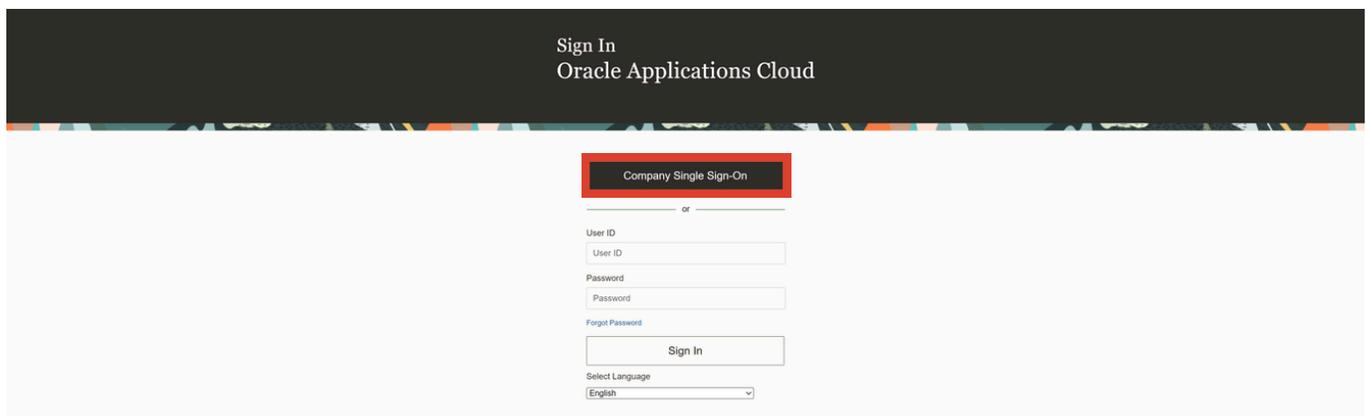
Open up your web browser and go to [InsideOKC](#). **Note:** If you ever forget how to get to InsideOKC, you can find the link at [okc.gov/employees](#).



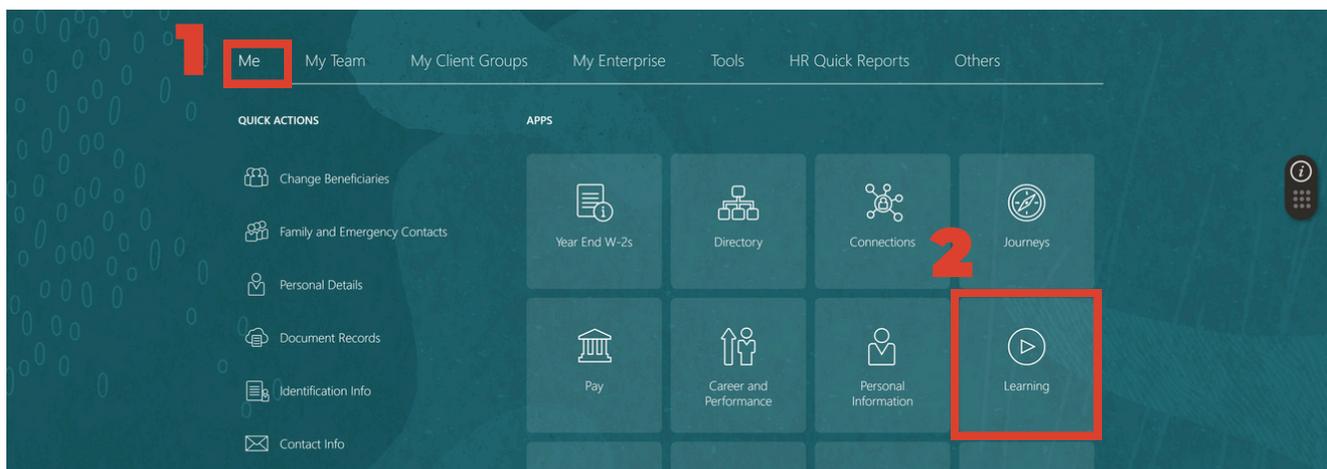
Go to One OKC Cloud (Oracle) by clicking on Tools and Resources drop-down menu and selecting One OKC Cloud (Oracle).



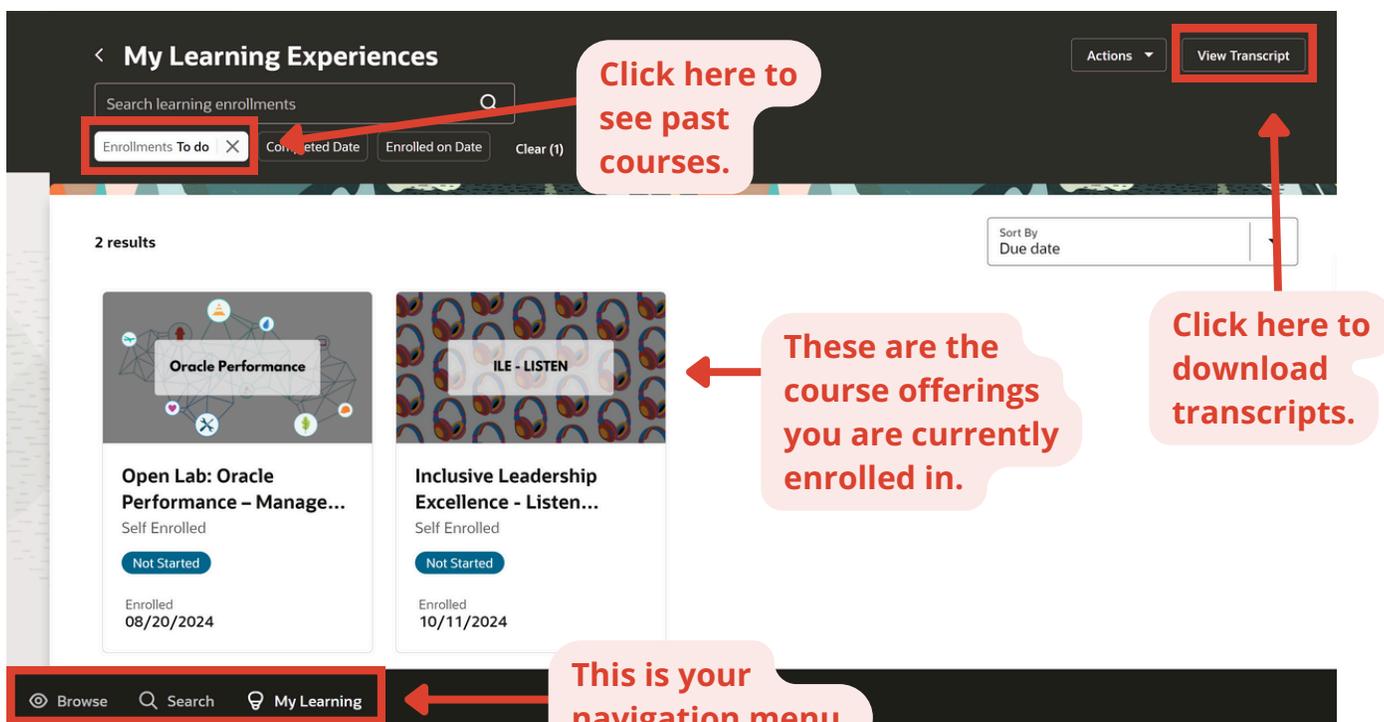
Click on the black Company Single Sign-On button to log-in. **Do not** use the User ID section.



From the main menu, click on the "Me" section at the top left of the screen. Then click on the Learning button.



You are now in Oracle Learning! Oracle Learning has three pages: My Learning, Search, and Browse, seen at the bottom left of the screen. When you first open Oracle Learning, you will automatically be taken to the My Learning page. On this page you can see current and past enrollments, download transcripts, and record external learning.



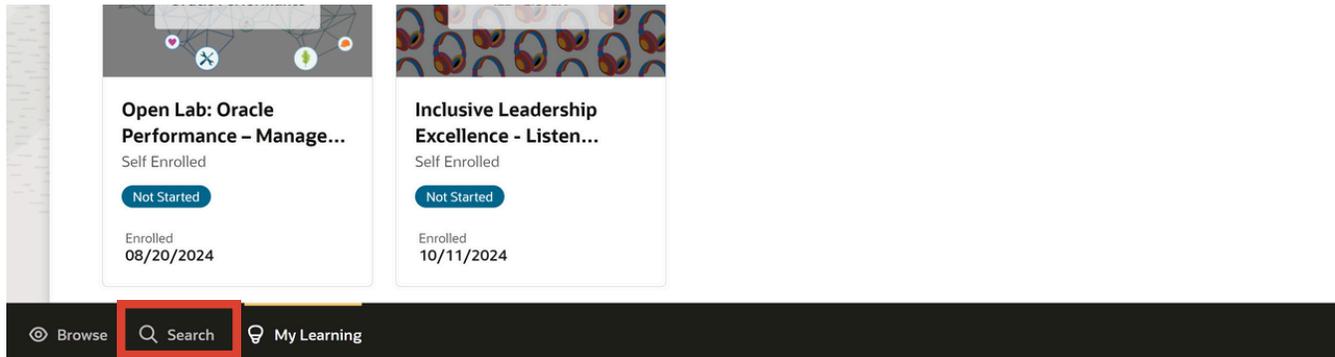
Use Browse to get to Instructor Led Courses - where you can see all available training opportunities.

Use Search to get to search for specific course titles.

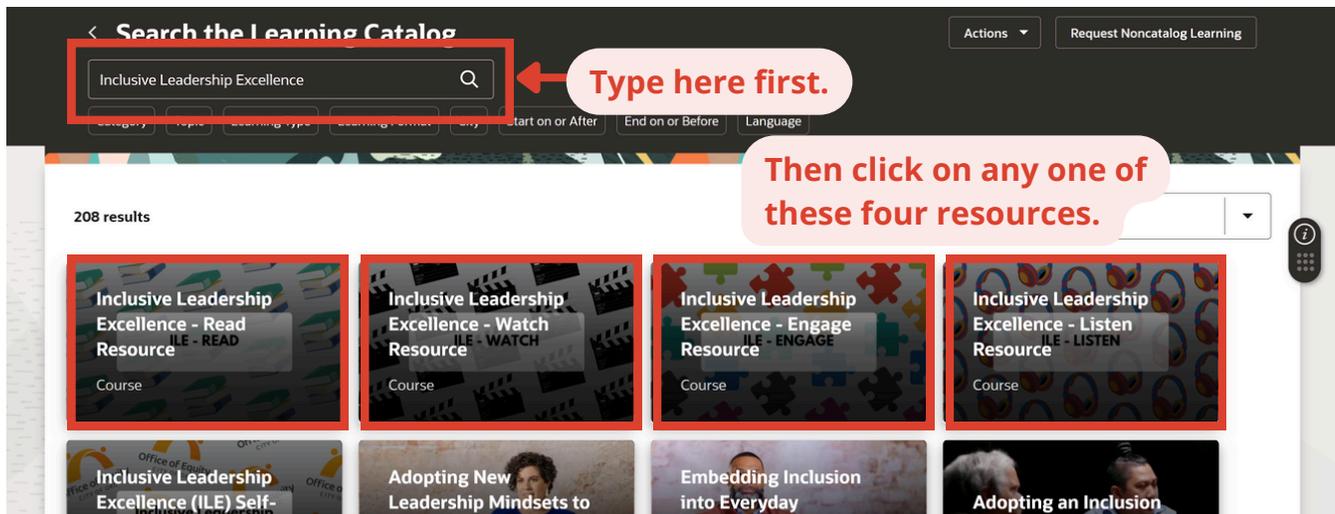
Use My Learning to view current and past enrollments, download transcripts, and upload external training.

STEP 2: NAVIGATE TO ILE RESOURCES

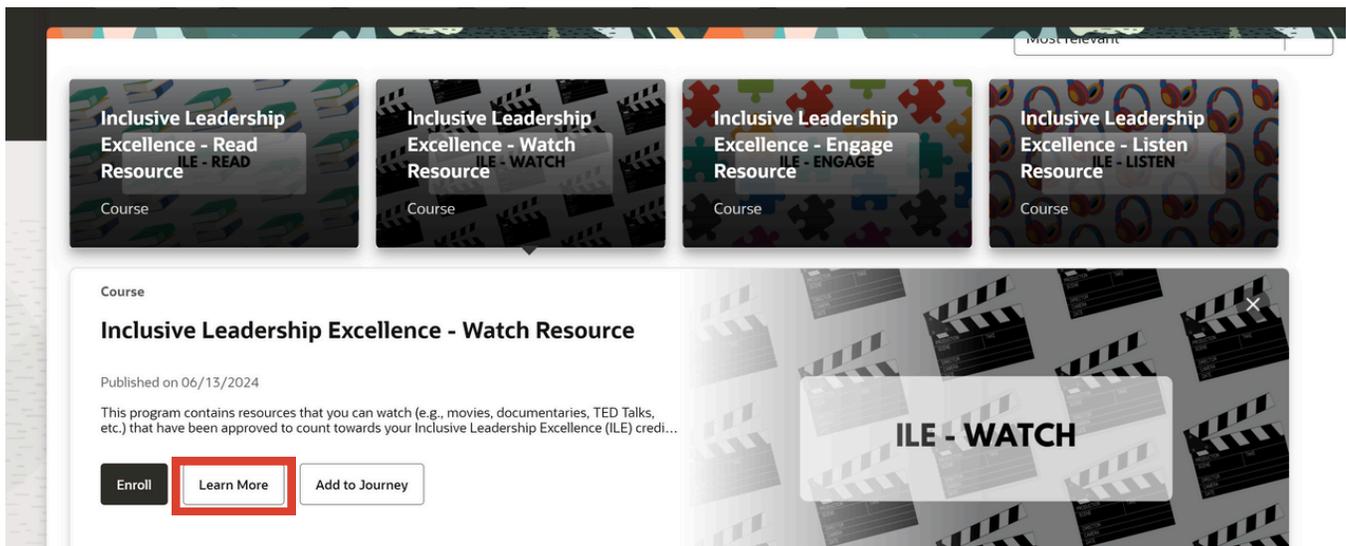
There are two ways to search for the ILE program resources, READ, WATCH, LISTEN, and ENGAGE. One way is to use the search function. Click on search at the bottom left of the page.



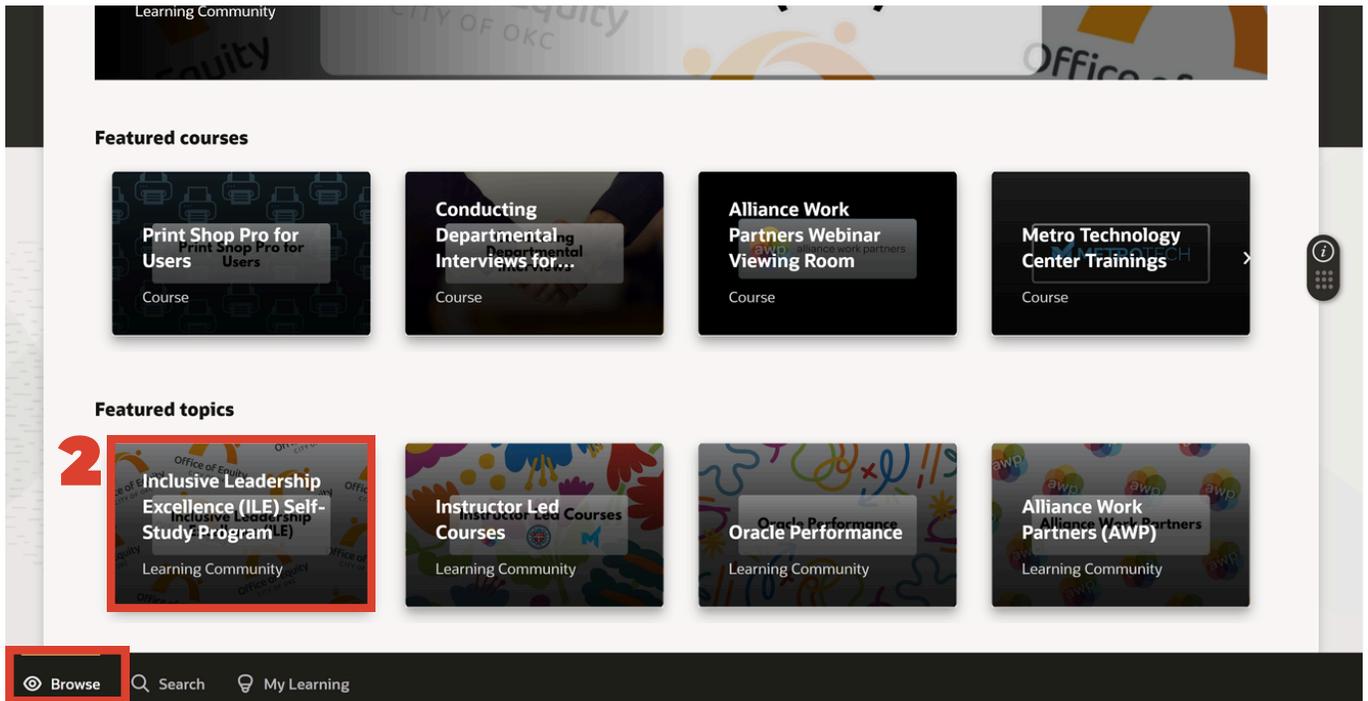
Type Inclusive Leadership Excellence in the search bar. All four resources will show up. Click on the resource you would like to explore.



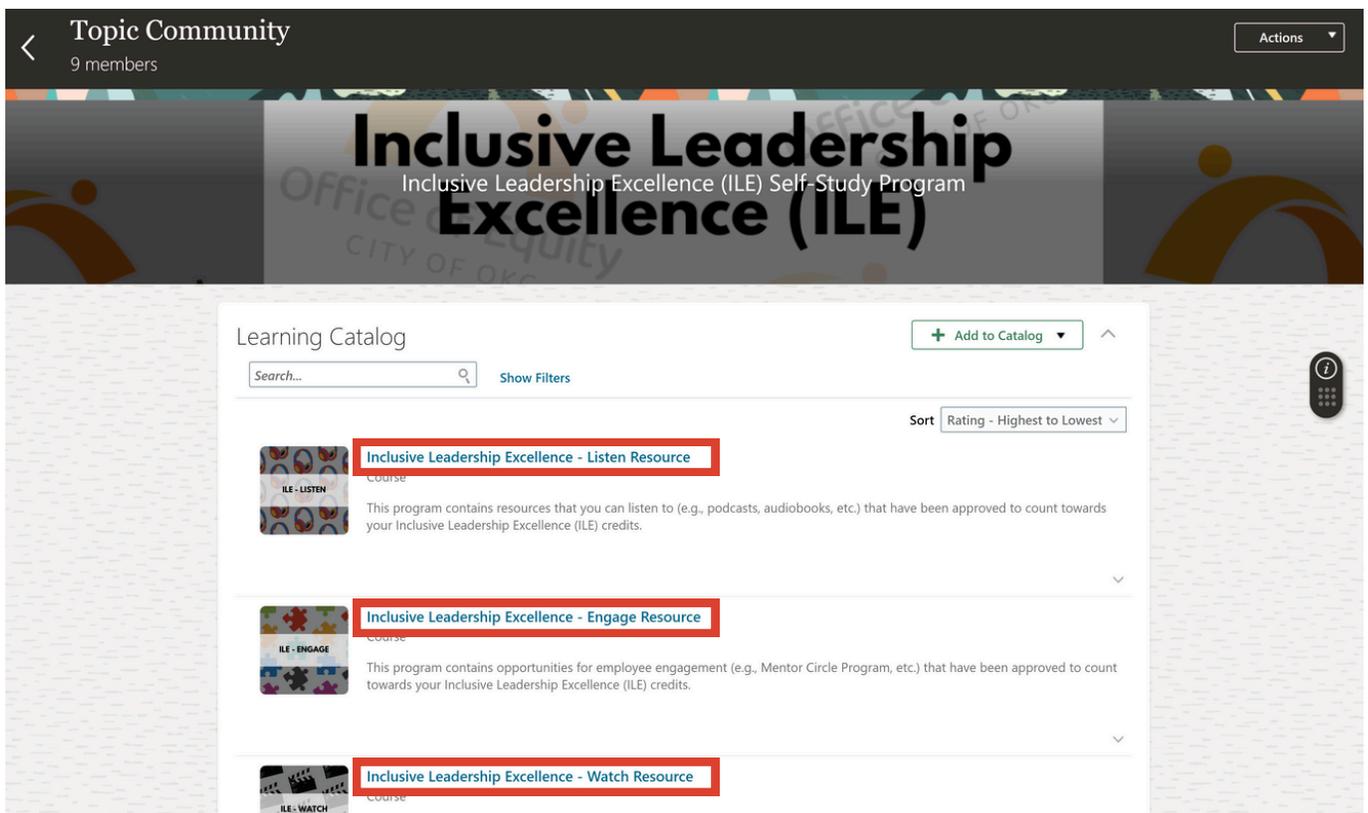
Click on Learn More to open the resource.



You can also get here by clicking on Browse at the bottom left of the page. Then click on the Inclusive Leadership Excellence Self-Study Program and then click Learn More.

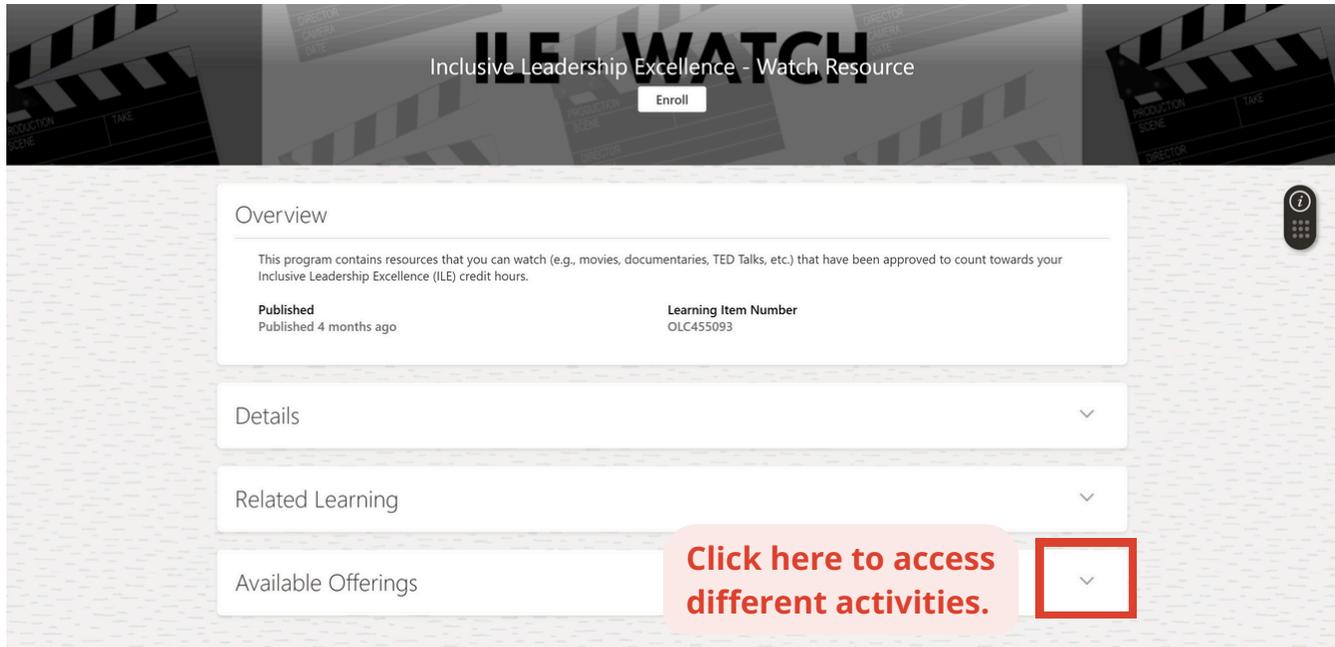


The Community will open to reveal all four ILE resources. Click on the one you are interested in to proceed to the next steps.



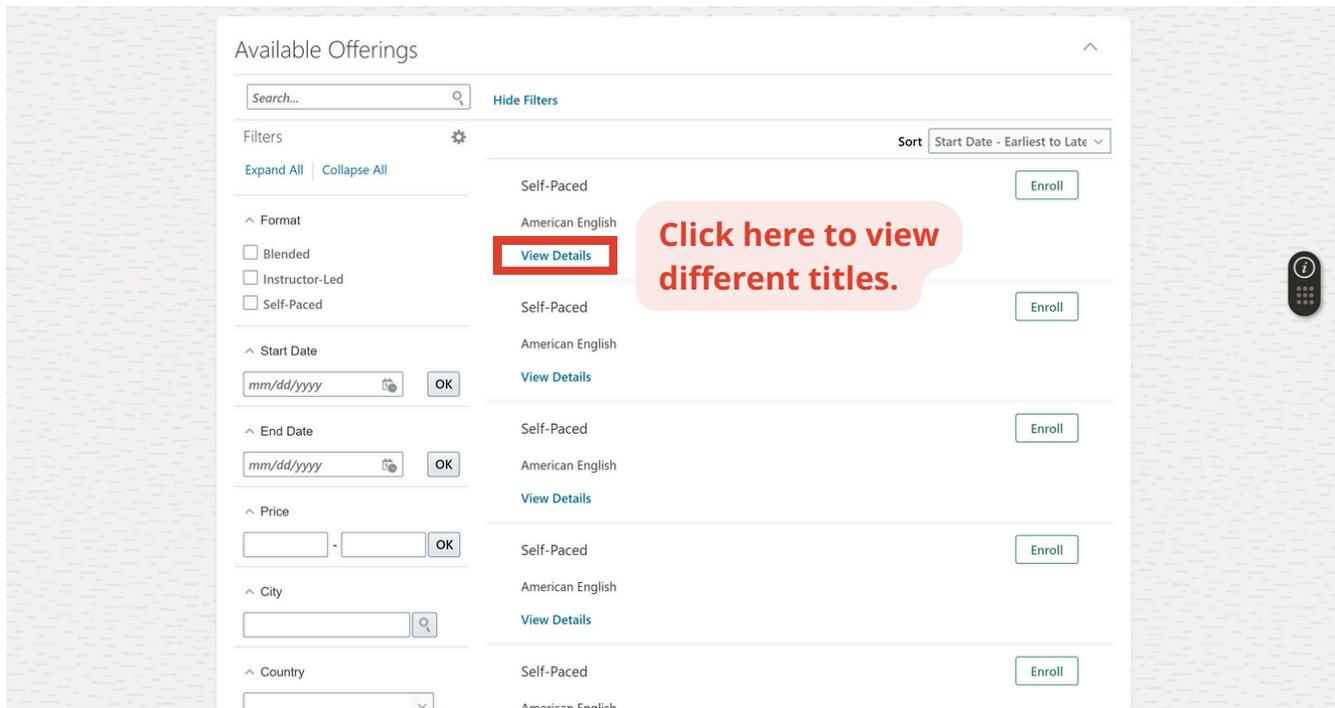
STEP 2: ENROLL IN A RESOURCE OFFERING

When you click on a resource, a screen like the one below will open up. The Details section provides information on how to complete the resource item for credits. The Related Learning section provides a PDF on where to find a full list of resources that count towards ILE credits. The Available Offerings section shows the resource items you can “enroll” in to complete ILE credits.



Each item under Available Offerings is listed as Self-Paced. You have to click on View Details to see the item (movie, book, podcast, activity) name on the next screen.

Note: The City is aware that this is not the best user experience and is working to fix it.



The Course Offering Details page tells you the name of the resource, how to complete the ILE item, provides the link to the resource, and the activities required to receive credit. For every ILE program you must complete the resource item and take the self-reflection evaluation. It is recommended to save the resource link before enrolling. Click on the white Enroll button at the top right of the screen.

Note: You can only enroll in one offering per ILE resource at a time. You must complete the enrollment before enrolling in another item.

1

Save the link!

2

Once you have decided you want to complete this particular activity for an ILE credit, save/bookmark the resource link, and then click Enroll.

Course Offering Details
WATCH: Future of Oklahoma

Actions **Enroll**

Overview

Self-Paced
American English

Offering Details

This program contains resources that you can watch (e.g., movies, documentaries, TED Talks, etc.) that have been approved to count towards your Inc Leadership Excellence (ILE) credit hours. Each self-paced offering will contain a brief description and the associated number of credit hours. **Please note that Oracle's "Expected Effort" is NOT equal to the actual amount of time it will take Learners to complete the activity.** Since each Learner will complete the activity at a different rate, the "Expected Effort" hours reflect the number of credit hours that each employee will receive after reading the specific resource.

To complete a self-paced resource in Oracle Learning you must complete the following three steps:

1. Click the "Enroll" button.
2. Watch your selected resource.
3. Mark the activity complete.
4. Answer the lessons learned question in the evaluation.

If you have any questions about resources in ILE - WATCH, or would like to submit a resource not included in this self-paced offering for consideration, you can email your questions to equity@okc.gov.

You can find this resource here:

https://drive.google.com/file/d/1mhAPiS2uEge5gAFIDHrRQOuXyb_ORxR/view

Resource Description:

Viewing Oklahoma through the eyes of our younger generations, i.e., teens through Millennials; how to apply the lessons of this yearlong program. (April

Related Materials

ILE Resource List.pdf (734.97 KB) On 10/11/2024

Activities

WATCH: Future of Oklahoma
Activity

Evaluation
Evaluation

When you successfully enroll in the ILE item, you will be directed to this page with a blue box at the top of the screen. It shows the two items you must complete under Completion Status.

Inclusive Leadership Excellence - Watch Resource Actions

Information
You're enrolled in this learning item.
For details on how to complete this learning, view the Completion Status section.

Required Activities Completed: 0 | Total Required Activities: 2
Enrolled By: MARIA CHAVERRI

Completion Status

Search... [Show Filters](#) View By: All Activities

- Not started
WATCH: Future of Oklahoma Required
Manual Activity
Expected Effort: 2 hours
[View Instructions](#)
- Not started
Evaluation Required
Evaluation
[Evaluate](#)

Selected Offerings + Add [Withdraw](#)

- Self-Paced Primary Not started
American English
[View Details](#)

Related Materials ▼
Enrollment Life Cycle ▼
Learning Record Details ▼

If you did not save the link to the resource, click on the +Add button. It takes you back to the Available Offerings page. Look for the Self-Paced item that says View Enrollment, but don't click on it. Click on View Details. The resource link will be there.

Available Offerings

Search... [Hide Filters](#) Sort: Start Date - Earliest to Late

Filters Expand All Collapse All

- Blended
- Instructor-Led
- Self-Paced

Format	Status	Action
Self-Paced	Not started	View Enrollment
American English		View Details
Self-Paced		Enroll
American English		

Note: Resources have multiple types of links



Some resources can be viewed on streaming platforms like Netflix or Hulu. These can be accessed if individuals have those services. The City does not provide subscriptions.



Some podcasts and videos can be viewed by directly clicking on the link provided.



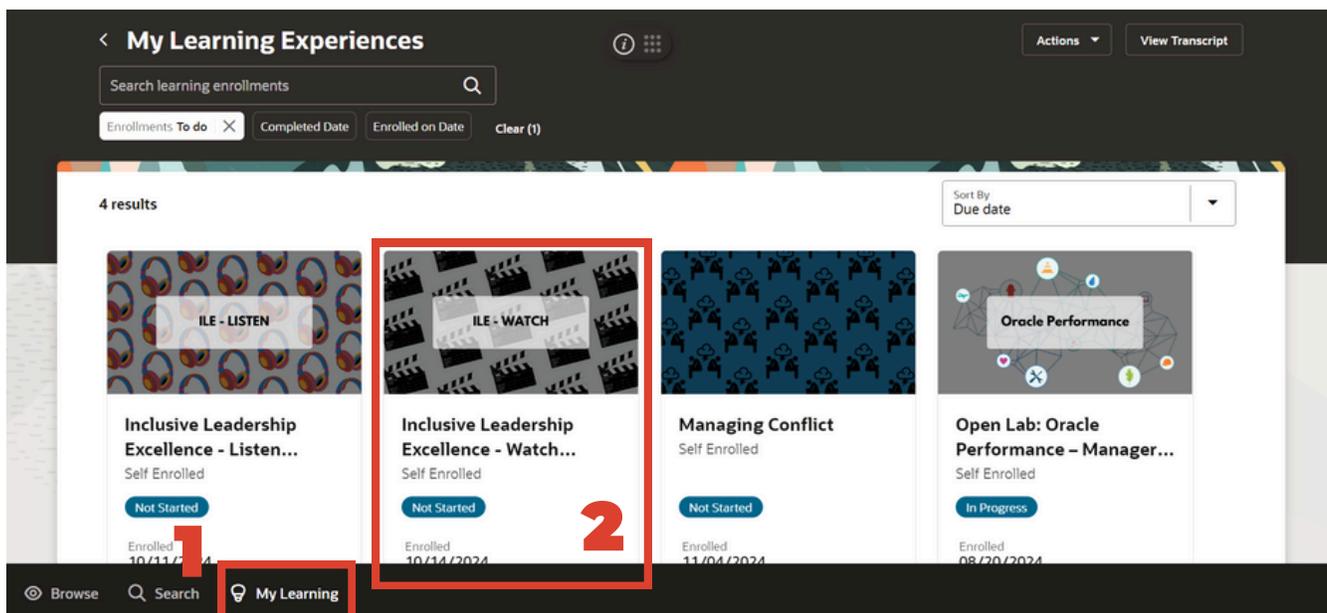
Some resources like books and movies can be purchased or rented online and the links have been provided.



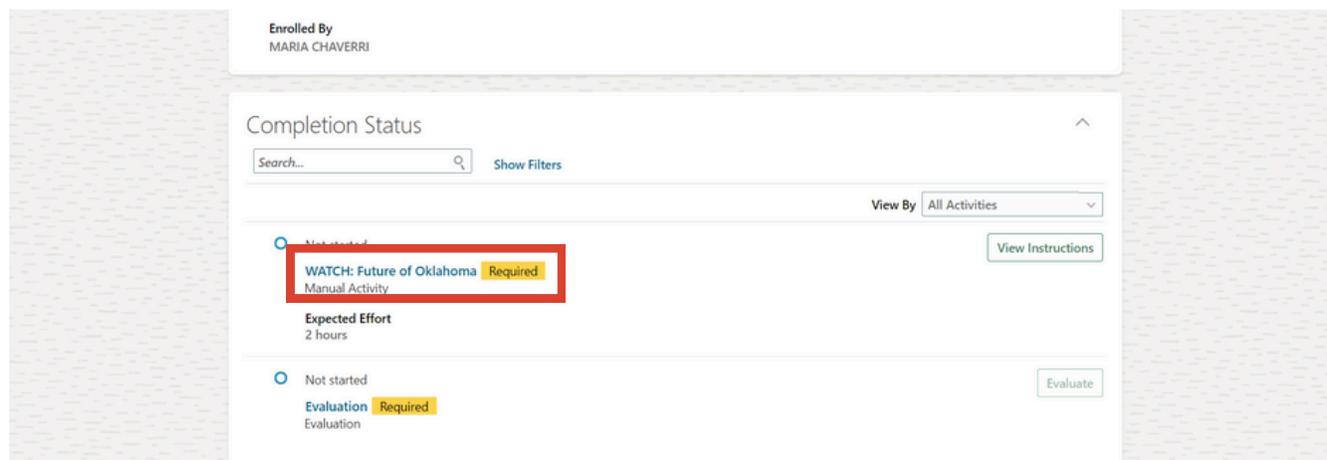
Some books can be rented from the Metropolitan Library System.

STEP 3: HOW TO COMPLETE (THE EVALUATION)

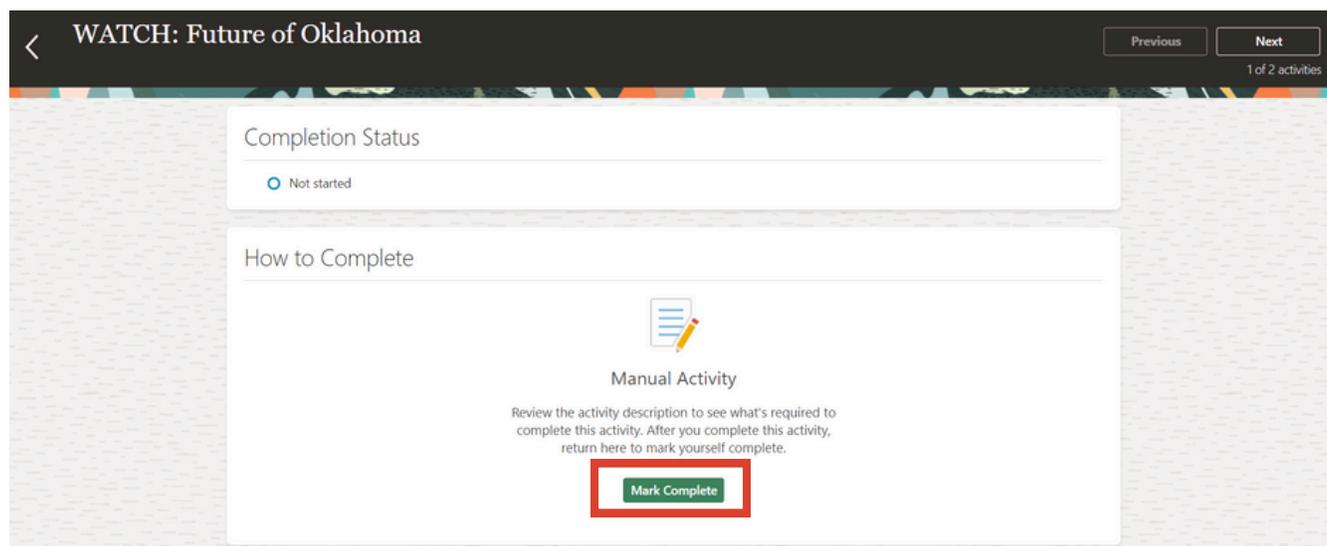
To complete an ILE resource, first read, watch, listen to or engage in the resource. Then go back to your My Learning page and click on the resource you completed.



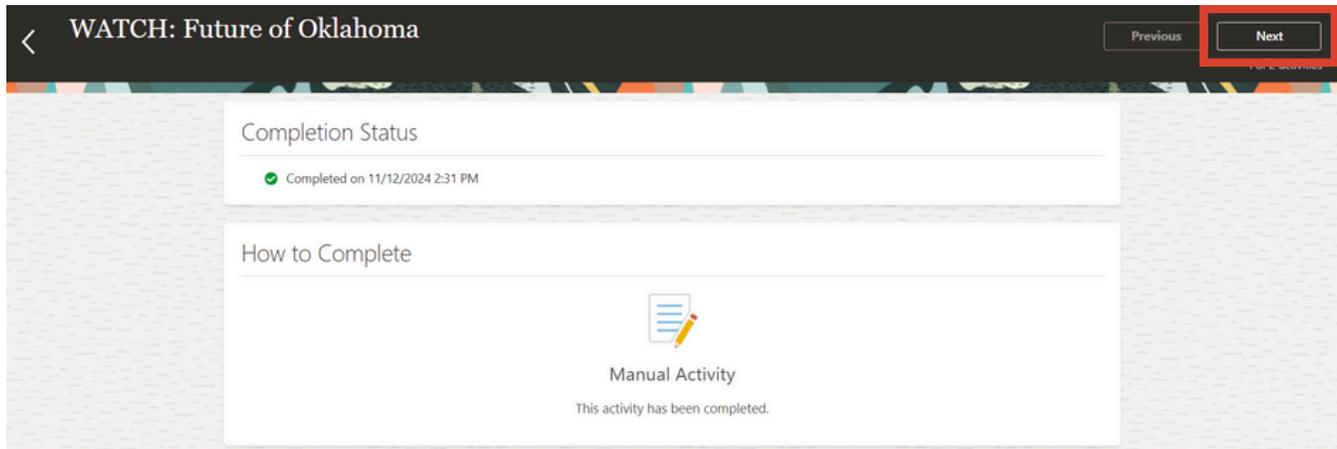
Scroll down to Completion Status and click on the name of resource you completed.



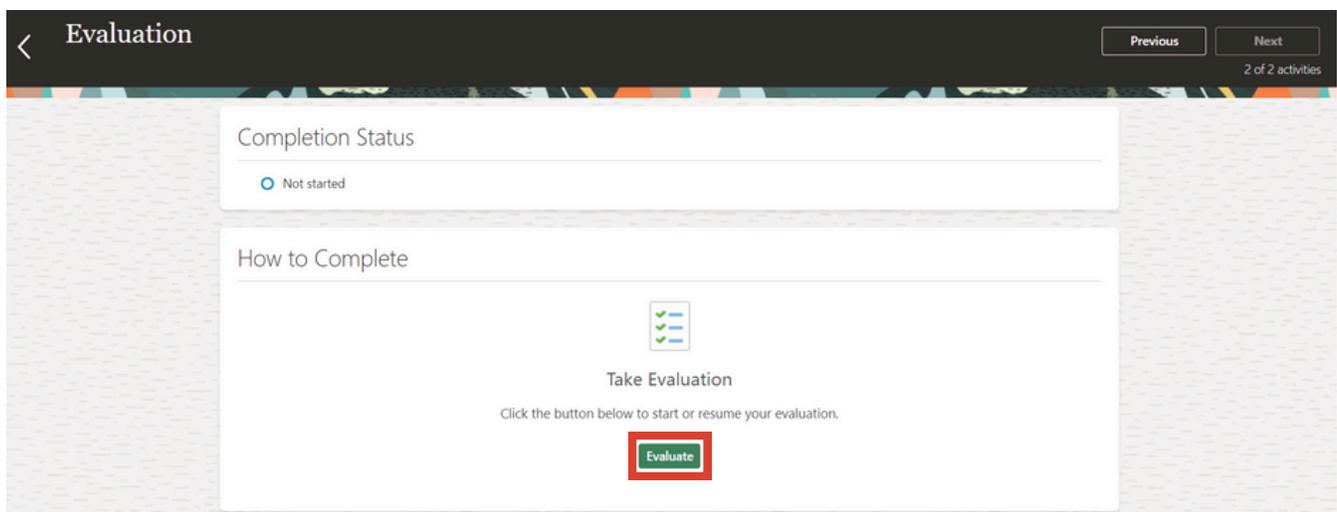
Click on the green Mark Complete button.



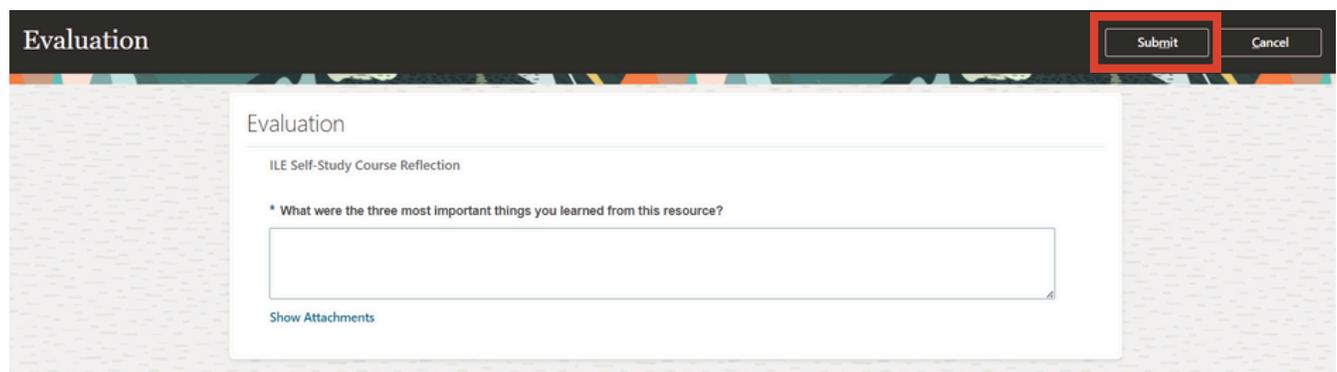
Then click the Next button at the top right of the screen.



Click on Evaluate to take the mandatory self-reflection.



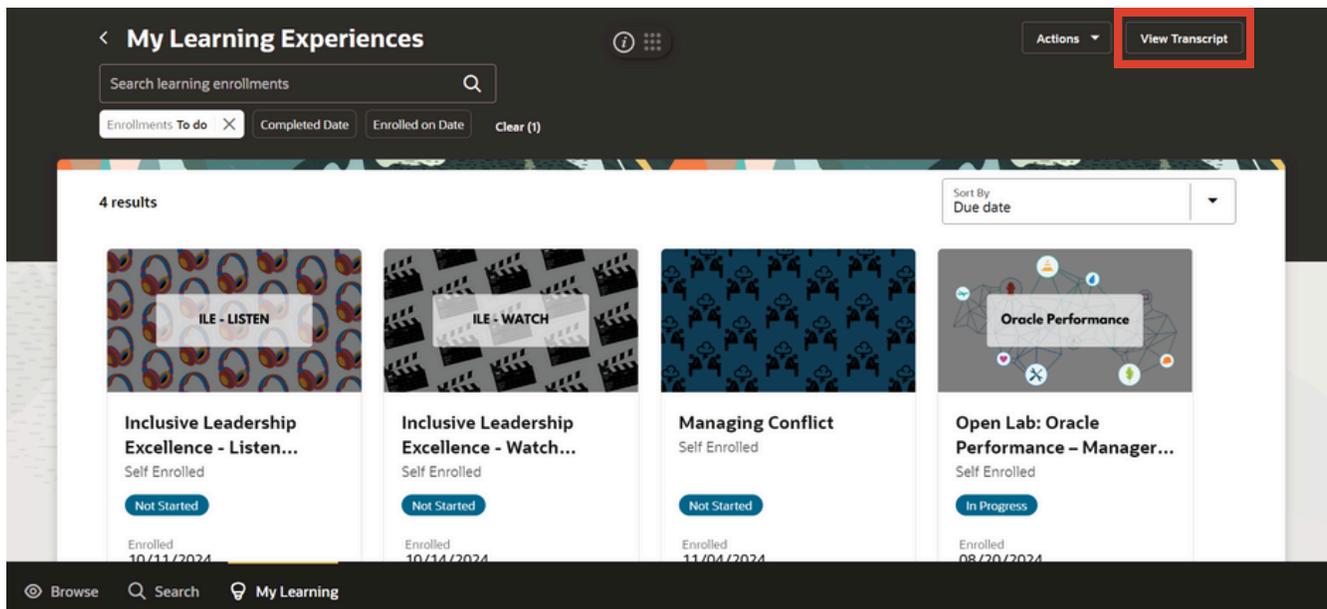
Fill out your evaluation and click the Submit button at the top right of the screen. **Note:** It is recommended that you fill out your answers in a separate word document first because Oracle Learning will not save your answers if you get kicked out of the system or have any technology issues.



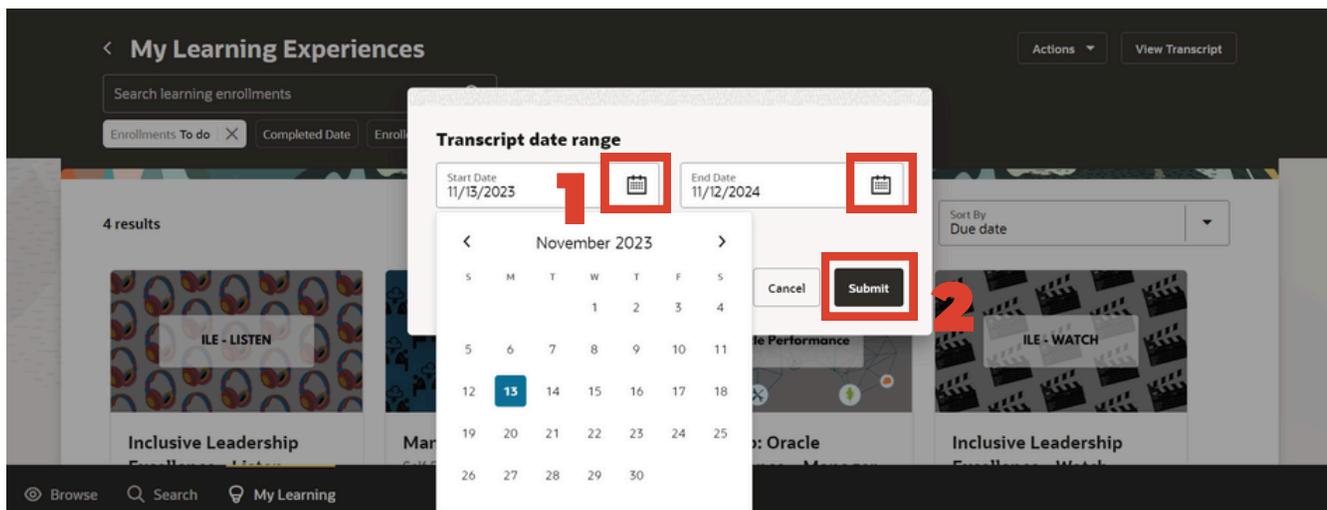
Someone from the Office of Equity will review your submission. Your offering will be marked complete once the review has been finished.

STEP 4: VIEW TRANSCRIPT / CERTIFICATES

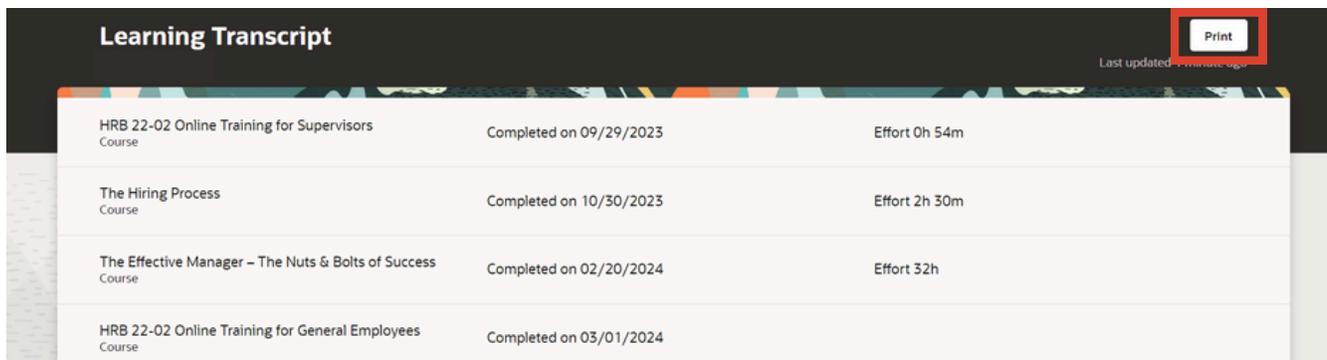
To view your transcript, go to your My Learning page. At the top right of your screen you will see a View Transcript button. Click on it.



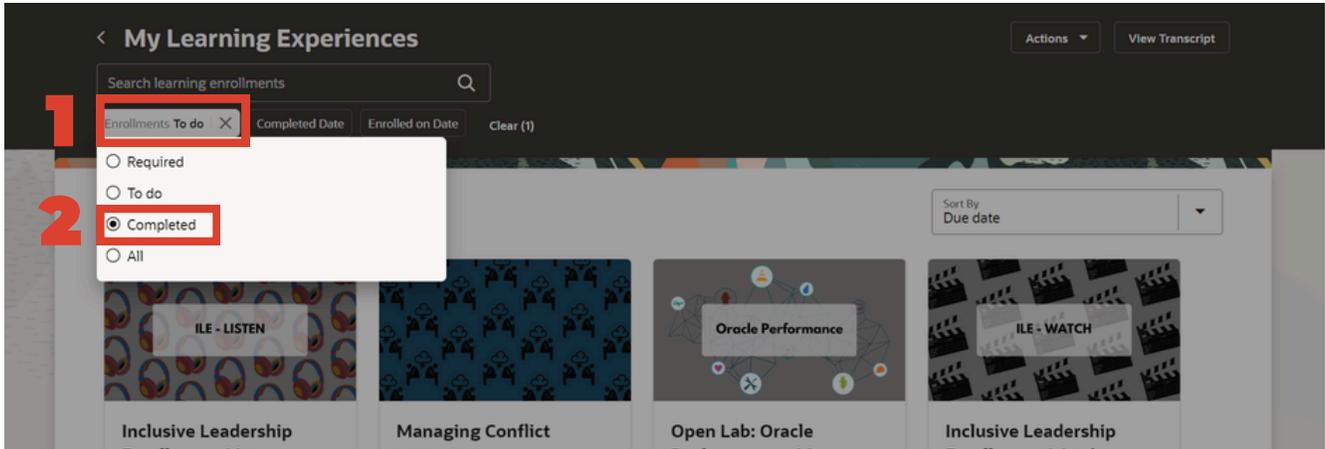
Enter the dates you would like to view or download your transcript for. Then click the black Submit button.



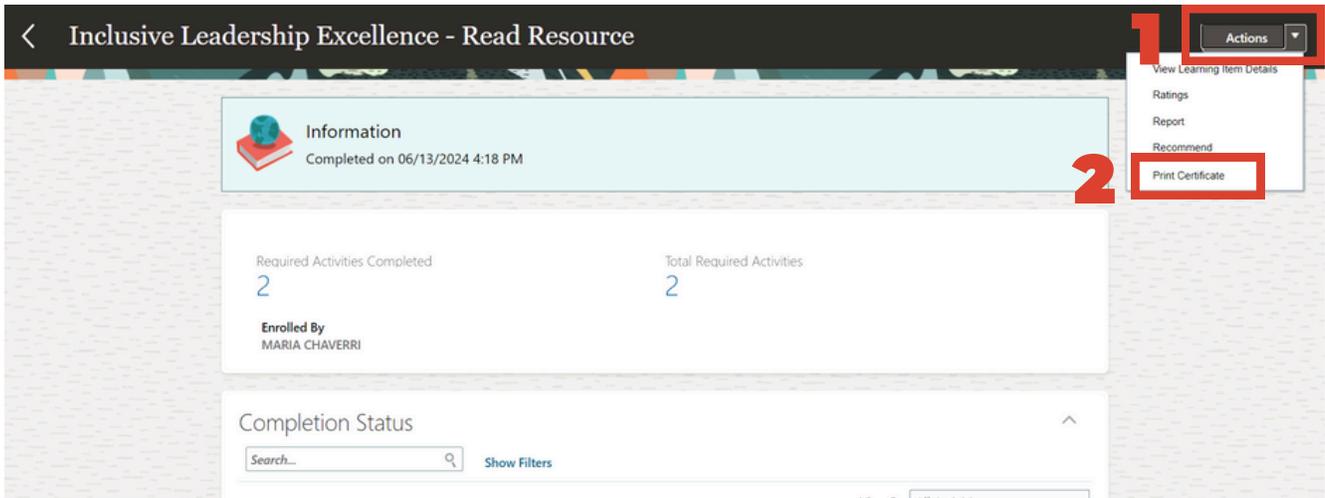
A new webpage will open up. You can print your transcript by clicking on the white Print button at the top right of the screen.



To view a certificate, go to your My Learning page. Click on the white Enrollments **To do** button and change it to **Completed**. Then click onto the main screen.



Find the course offering you would like a certificate for and click on it. In the new window, click on Actions and then Print Certificate.



A new webpage will open up with your certificate. Follow your normal printing procedures to print or saving procedures to save.

