



ONLINE PART-TIME  
BASIC LAW ENFORCEMENT

PROVIDER COORDINATOR  
MANUAL

<http://www.ptbblea.org>

**CAIT Help Desk Support:**

**(866) 250-5494 • [ptpsupport@cait.org](mailto:ptpsupport@cait.org)**

**Monday – Thursday 8:00 a.m. • 8:00 p.m.**

**Friday 8:00 a.m. – 6:00 p.m.**

**Saturday and Sunday 12:00 p.m. – 4:00 p.m.**

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For technical assistance with the Online Part-Time Basic Law Enforcement Program, please contact the Center for the Application of Information Technologies (CAIT) – toll-free (866) 250-5494 or e-mail at [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

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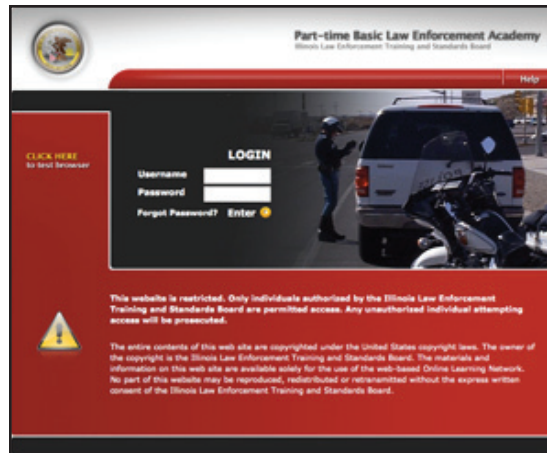
# OVERVIEW

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Coordinators are provided access to this site to administer their instructors and courses, track student progress, and communicate. A username and password is required and must be obtained before entering the site. Contact the Illinois Law Enforcement Training and Standards Board to request access to the site if you do not have a login and password.

**Note:** Provider Coordinators' login and password information will be sent via email from [ptpsupport@cait.org](mailto:ptpsupport@cait.org). Be aware that these emails could be labeled as "SPAM"; so please check your "Junk" folder.

The login screen is displayed upon entry to the site. To get to the login, type in [www.ptbblea.org](http://www.ptbblea.org).



## TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250-5494 or email [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

### Help Desk Hours

Monday - Thursday (8:00 am to 8:00 pm)

Friday (8:00 am to 6:00 pm)

Saturday and Sunday (12:00 pm to 4:00 pm)



# GETTING STARTED

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This program requires certain technical requirements to run properly. Because the program is available over the Internet, access to a computer with an Internet connection is mandatory.

The Internet connection speed will impact how long it takes to load screens of information and transmit your responses to questions and activities.

- Optimal: High-speed Internet (ethernet connection, DSL, cable modem, or high-speed wireless connection—typically 256 kbps or greater)
- Minimal: 56K dial-up (will be considerably slow with download times)

## TECHNICAL REQUIREMENTS

You can participate in the Online Part-Time Basic Law Enforcement Academy regardless of your operating system (Mac® or Windows®), but there are some basic system requirements.

The recommended browsers for this system are:

- Internet Explorer 8+
- Firefox 3.6+
- Safari 5+
- Chrome 11+

There are browser plug-in software that must be loaded on your computer for the system to run properly, but are free. Macromedia Flash is part of most browsers, and the Adobe Acrobat Reader download can be downloaded from the Help section.

- Macromedia Flash Player 10
- Adobe Acrobat Reader 9 or higher

Some of the activities do have sound, so speakers or headphones will be needed. Your display (or monitor) will determine how the images are displayed on your screen.

- Optimal: 1024 x 768
- Minimal: 800 x 600

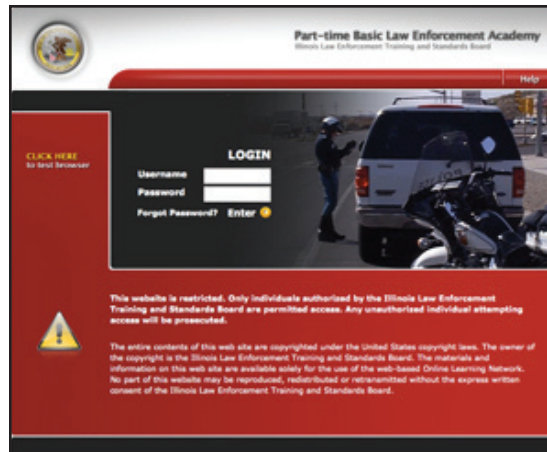
The system is designed for easy use but is ideal for people who have some basic Internet and email experience. As a user, you will need to have a basic understanding of email, be able to connect to the Internet, understand how to use a web browser, and be familiar with a keyboard and its functions.

## TECHNICAL SUPPORT

If you need technical assistance, contact the support center toll free at (866) 250-5495 or email [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

# LOGIN

Enter the username and password that you have been provided via email, and click the **Enter** button to proceed.



Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

CLICK HERE to test browser

**LOGIN**

Username

Password

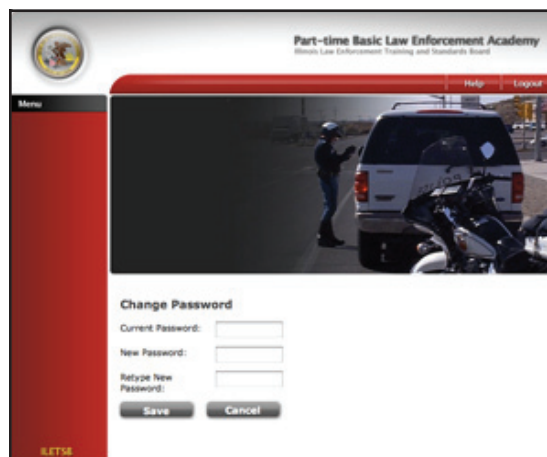
Forgot Password? Enter

This website is restricted. Only individuals authorized by the Illinois Law Enforcement Training and Standards Board are permitted access. Any unauthorized individual attempting access will be prosecuted.

The entire contents of this web site are copyrighted under the United States copyright laws. The owner of the copyright is the Illinois Law Enforcement Training and Standards Board. The materials and information on this web site are available solely for the use of the web-based Online Learning Network. No part of this website may be reproduced, redistributed or retransmitted without the express written consent of the Illinois Law Enforcement Training and Standards Board.

The password provided to you initially can only be used once. You will be presented with a password change screen to enter a new password that will be easy for you to remember.

Enter your newly assigned password as the current password. Enter a new password of your choosing; then retype the new password and click **Save**. Click **Cancel** if you do not wish to save your changes.



Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu

**Change Password**

Current Password:

New Password:

Retype New Password:

Save Cancel

There are a few rules to follow when creating your password:

- Passwords must be at least 6 characters long and no longer than 12 characters.
- Any combination of letters and numbers can be used, including only letters or only numbers.
- If uppercase letters are used when the password is changed, they must also be entered when the password is used to login.

**Note:** Once your password has been reset, it will be the password you use until you choose to change it again. Your username will always remain the same. Write your password down, but keep it in a secure place. Do not share your password.

<b>Login</b> _____
<b>Password</b> _____

# LOGIN

## FORGOTTEN PASSWORD

If you forget your password, click on the **Forgot Password** link in the login screen. A screen will be displayed that will allow you to enter your email address and click **Send** to request a new password.

The new password will be sent to the email address that is on your profile in the system from *ptpsupport@cait.org*.

You will be required to reset your password.

Check your email inbox for a message from the support team.

The email will contain a new password. The password can be used one time to enter the system.

Once you enter the new password into the system, you will be prompted to change the password to one that you can remember again.

# PROVIDER COORDINATOR

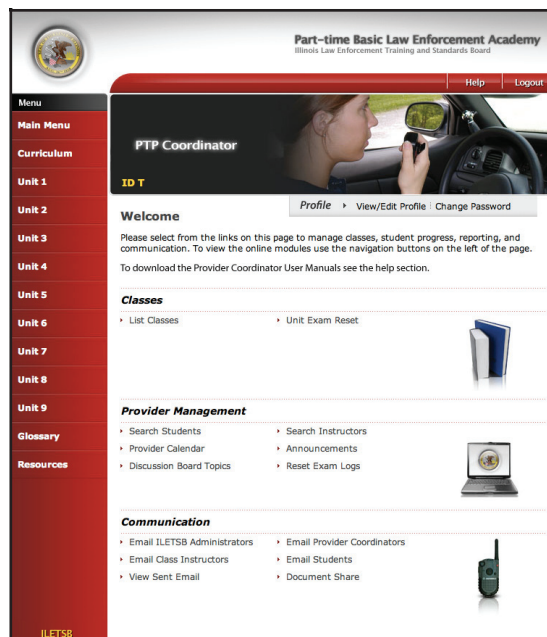
The Main Menu has a left navigation bar with each of the online units listed. Clicking on the unit number will display the modules for that unit. Selecting the **Main Menu** from anywhere in the system will return you to this screen.

The sections of the main menu screen are as follows:

- **Welcome** – This is a read-only area.
- **Profile** – This section is used to edit and maintain personal information such as your name, email address, and phone numbers or password changes.
- **Classes** – From here, you can view current classes, create new classes, and reset Unit Exams.
- **Provider Management** – This section will allow Coordinators the ability to search for students and instructors, post events to the class and provider calendars, post announcements, facilitate discussions, and reset exam logs.
- **Communication** – This section is used to communicate with the different levels of users through email, view previously sent email, and share documents with other providers.

Click on a unit for additional resources.

- **Glossary**
- **Resources**



# PROFILE

The profile section provides links to **View/Edit Profile** and **Change Password**.

## VIEW/EDIT PROFILE

Click on the **View/Edit Profile** link to access your personal information. The profile screen will be displayed.

Any of the information displayed in the entry area can be edited. Make changes as necessary, and click on **Save** to store the information and return to the Main Menu. To leave the page without saving changes, select the **Main Menu** link from the navigation area on the left.

Profile ▸ View/Edit Profile | Change Password

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu  
Main Menu

PTP Coordinator

ID T

Profile

Name (First, MI, Last): Sally M Thomas

Email: smthomas@yahoo.com

Job Title: Coordinator

Office Address 1: 246 Main Street

Office Address 2:

Office City: Springville

Office State: IL

Office Zip Code: 98765

Office Phone: 741-852-9630

Office Fax: 741-852-0369

Agency (Select)

Agency Code	999999999
Agency Name	PTP
Agency Address 1	246 Main
Agency Address 2	
Agency City	Springville
Agency Zip	98765
Agency Phone	741-852-9630
Agency Fax	

Save Cancel

ILETS6

## CHANGE PASSWORD

To change your password, click on the **Change Password** link. The change password screen will be displayed.

Enter your newly assigned password as the current password. Enter a new password of your choosing, and then retype the new password and click **Save**. Click **Cancel** if you do not wish to save your changes.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Menu

Change Password

Current Password:

New Password:

Retype New Password:

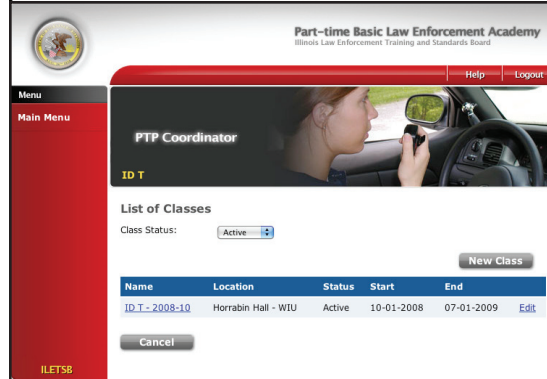
Save Cancel

ILETS6

**Note:** Once your password has been reset, it will be the password you use until you choose to change it again.

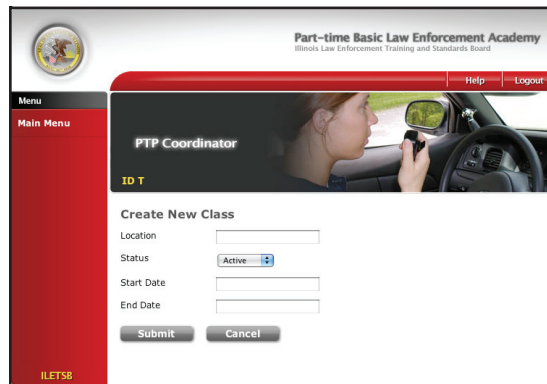
# LIST OF CLASSES

The Classes section of the main menu allows access to the class management portion of the administration site.



## CREATE NEW CLASS

Coordinators have the ability to create a new class. Click on the **New Class** button, fill out the information, and click **Submit** to have the new class created.

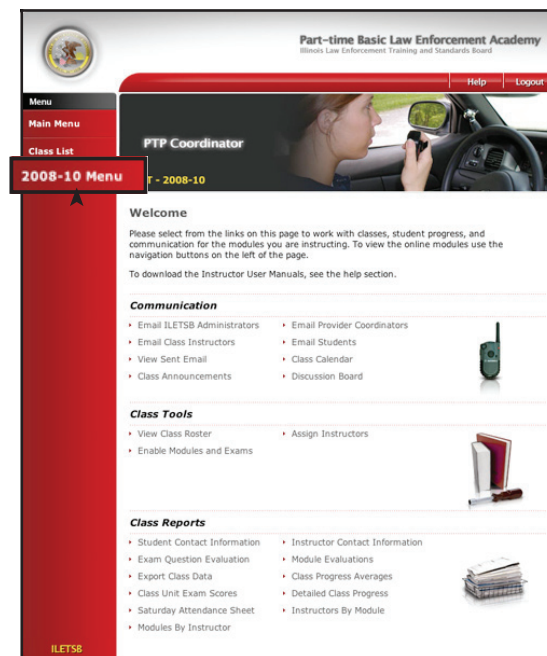
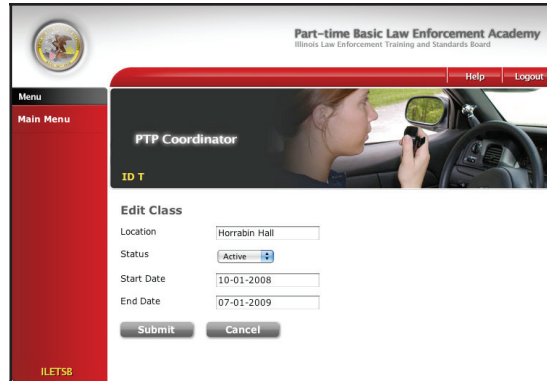




# LIST OF CLASSES

## VIEW/EDIT COURSE

Coordinators may edit the information of your course by clicking on the **Edit** link. To view your class and access the class tools, communication tools and class reports click on the class title.



A

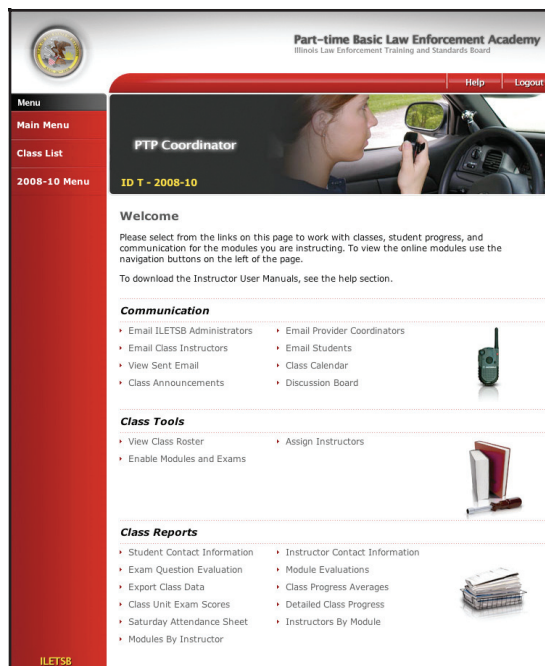
A. Class Title

# CLASS MENU

The Class Menu provides you with the tools, resources and communication needed to manage the class. Use the left navigation to go back to your list of classes or return to the Main Menu.

The sections of the class menu screen are as follows:

- **Welcome** – This is a read-only area.
- **Communication** – This section is used to communicate with the different levels of users through email, view previously sent email, post announcements, participate in class discussions, and keep a class schedule.
- **Class Tools** – From here, you can view the class roster, assign instructors to the class, and enable specific modules or exams for the class.
- **Class Reports** – This section allows you to run reports on the class data collected from this system.



# CLASS TOOLS - CLASS ROSTER

The Class Roster provides a list of all the active students in the class and tools to manage each student within the class. There also is the ability to create a new student account or transfer one of your students in the class to a different class of yours.

The screenshot shows the 'Class Roster' page for the 'Part-time Basic Law Enforcement Academy'. The page includes a search form with fields for 'Last Name' and 'Status' (set to 'Active'), and 'Search' and 'Clear' buttons. Below the search form, it indicates 'Students Found: 4' and 'Page 1 of 1'. There are two buttons: 'Transfer Existing Student' and 'Create New Student'. A table lists the students with columns for 'Remove', 'Name', 'Email', 'Status', 'Portfolio', 'Logs', 'Password', and 'Edit'. The table contains four rows of student data.

Remove	Name	Email	Status	Portfolio	Logs	Password	Edit
<input type="checkbox"/>	White, Hannah		Active			reset	edit
<input type="checkbox"/>	Hall, Ethan		Active			reset	edit
<input type="checkbox"/>	Johnson, Luke		Active			reset	edit
<input type="checkbox"/>	Martin, Alexis		Active			reset	edit

Buttons at the bottom: 'Remove From Roster' and 'Cancel'.

The screenshot shows the 'Register New Student' page. It contains several form fields: 'Name (First, MI, Last):', 'Email:', 'Last 4 of SSN:', 'Chief Administrator:', and 'Chief Administrator Email:'. There is a 'Status' dropdown menu set to 'Active'. Below these fields is a question: 'Has the student completed the certified mandatory firearms training?' with radio button options for 'Yes' and 'No'. At the bottom are 'Create' and 'Cancel' buttons.

# CLASS TOOLS - CLASS ROSTER

**Student Management** - The following tools are provided in each class to assist in management of your students in the class.

- **Email** icon links you to the individuals email screen
- **Portfolio** icon links you to the students' portfolio to view their progress in the class
- **Logs** icon displays a list of access dates/times by module and by unit exam
- **Reset** link resets the password and emails the information to the account on file
- **Edit** links to the students' information to change if needed

Remove	Name	Email	Status	Portfolio	Logs	Password	Edit
<input type="checkbox"/>	White, Hannah		Active			reset	edit
<input type="checkbox"/>	Hall, Ethan		Active			reset	edit
<input type="checkbox"/>	Johnson, Luke		Active			reset	edit
<input type="checkbox"/>	Martin, Alexis		Active			reset	edit

A  
B  
C  
D  
E

- A. Email Icon
- B. Portfolio Icon
- C. Edit Link
- D. Reset Password Link
- E. Logs Icon

# CLASS TOOLS - CLASS ROSTER

**Adding Students** - To add a new student, click on **Create New Student**.

Each of the fields on the form is required except for the middle initial. Once all the information is entered, click on the **Create** button.

The screenshot shows the 'Register New Student' form in the PTP Coordinator interface. The form includes the following fields: Name (First, MI, Last), Email, Last 4 of SSN, Chief Administrator, Chief Administrator Email, and Status (set to Active). There is a radio button question: 'Has the student completed the certified mandatory firearms training?' with 'Yes' and 'No' options. 'Create' and 'Cancel' buttons are at the bottom.

Next you will be asked to select an Agency this student belongs to. Click on the **Select** button, which brings up a search box with different search options to locate the student's Agency. When you have located the correct Agency, click on the **FEIN** number link to assign the student to that Agency.

The student will fill out the Student Information when they log into the site for the first time. The Associated Class confirms the class you are placing this student into.

The screenshot shows the 'Search For Agency' page. It includes a search box with fields for FEIN, Name, City, State, County, and Zip Code, and a 'Search' button. Below the search box, it displays 'Agencies Found: 1229' and 'Page 1 of 82'. A table lists agencies with columns for County, City, State, Zip Code, Name, and FEIN.

County	City	State	Zip Code	Name	FEIN
Statewide				Pre-Service Training	36999984
Statewide				United States Government Agency	36999999
Out-of-State	Iowa City	IA	52240-4806	Iowa Interstate Railroad Police	365224099
Sangamon	Davenport	IA	52807	I & M Rail Link, LLC Police	528073194
	Bonnie	IL	62816	Bonnie Police Dept	376281641

# CLASS TOOLS - CLASS ROSTER

When the Agency is selected and all the information in the form is filled out, click on the **Save** button to complete the student registration.

Agency Code	528073194
Agency Name	I & M Rail Link LLC Police
Agency Address 1	1910 East Kimberly Road
Agency Address 2	
Agency City	Davenport
Agency Zip	52807
Agency Phone	(319) 344-7636
Agency Fax	(319) 344-7732 F

**Student Information**

Student Address 1	
Student Address 2	
Student City	
Student Zip	
Student Work Phone	
Student Home Phone	
Student Mobile Phone	
Student Birth Date	
Student Gender	
Student Race	

**Associated Class**

Provider	Class	Start Date	End Date	Status
ID T	2008-10	10-01-2008	07-01-2009	Active

Save Cancel

Once you have added students, an email confirming registration in the program will be sent to the student.

**Note:** Please notify students to look for this from [ptpsupport@cait.org](mailto:ptpsupport@cait.org).

From: ptbbles-ds-not-reply@cait.org  
 Subject: User Account Information  
 Date: Mon, June 6, 2011 10:53 am  
 To: smthomas@yahoo.com

Welcome, you have been registered as a student to the Part-time Basic Law Enforcement Academy. To sign into the site and begin using the system, please follow these instructions:

- 1) Open your browser and go to <https://www.ptbblea.org>
- 2) Go to the Username box and enter your account name: gbrown
- 3) Go to the Password box and enter your temporary password: i8Ufa76
- 4) The first step will be to change your password to one of your choice.
- 5) Next, you will be required to fill in a short profile survey prior to continuing in the system.
- 6) Welcome to the system and if you have any questions, feel free to contact [ptpsupport@cait.org](mailto:ptpsupport@cait.org)

The email provides the link to the site and username and password for the student. It also explains that the student will be prompted to change the password upon entry into the site.

**Editing Student Information** - Once a student enters the site and provides the necessary profile information, the status on the site is Active.

To archive a student, you must click the **Edit** link of the student in the class roster. In the Student Information screen, next to Status you can change from Active to Archive using the pull down option.

Part-time Basic Law Enforcement Academy  
 Illinois Law Enforcement Training and Standards Board

Menu  
 Main Menu  
 Class List  
 2008-10 Menu

PTP Coordinator  
 ID T - 2008-10

Class Roster

Last Name:   
 Status: Active  
 Search Clear

Students Found: 4  
 Page 1 of 1

Transfer Existing Student Create New Student

Remove	Name	Email	Status	Portfolio	Logs	Password	Edit
<input type="checkbox"/>	White, Hannah		Active			reset	edit
<input type="checkbox"/>	Hall, Ethan		Active			reset	edit
<input type="checkbox"/>	Johnson, Luke		Active			reset	edit
<input type="checkbox"/>	Martin, Alexis		Active			reset	edit

Remove From Roster  
 Cancel



# CLASS TOOLS - CLASS ROSTER

Other information like email or Chief Administrator can be changed on this screen. Please be aware the Provider Coordinator must perform changes to a student's email address.

To confirm and apply any of the changes to the student information, you must click the **Save** button. If you have made a mistake, click **Cancel** and return to the Class Roster screen.

**Part-time Basic Law Enforcement Academy**  
Illinois Law Enforcement Training and Standards Board

Menu  
Main Menu  
Class List  
2008-10 Menu

PTP Coordinator  
ID T - 2008-10

**Edit Student**

Name (First, MI, Last): Luke  
 Email: lukejohnson11@gmail.com  
 Last 4 of SSN: 0000  
 Chief Administrator: Patsy Walker  
 Chief Administrator Email: pwalker@cbg.org  
 Status: Active

Has the student completed the certified mandatory firearms training?  
 Yes   
 No

Agency (Select)

Agency Code	528073194
Agency Name	I & M Rail Link LLC Police
Agency Address 1	1910 East Kimberly Road
Agency Address 2	
Agency City	Davenport
Agency Zip	52807
Agency Phone	(319) 344-7636
Agency Fax	(319) 344-7732 F

**Student Information**

Student Address 1  
 Student Address 2  
 Student City  
 Student Zip  
 Student Work Phone  
 Student Home Phone  
 Student Mobile Phone  
 Student Birth Date  
 Student Gender  
 Student Race

**Associated Class**

Provider	Class	Start Date	End Date	Status
ID T	2008-10	10-01-2008	07-01-2009	Active

Save Cancel

ILETSB

# CLASS TOOLS - CLASS ROSTER

Provider Coordinators have the ability to transfer a student from one class in your provider to another within your provider.

**Note:** The students' progress in the class is not lost in the transfer.

To transfer a student, first you must select the class the student will be transferring to. Once you have selected the class in the Class List, click **View Class Roster** link under Class Tools. Next click on the **Transfer Existing Student** button to view a list of all your students in your provider. You can search by last name to find the student for transfer, click on the **Add** checkbox next to their name.

The screenshot shows the 'Class Roster' page for class ID T - 2008-10. It features a search form with 'Last Name' and 'Status' (set to 'Active') fields, and 'Search' and 'Clear' buttons. Below the search form, it indicates 'Students Found: 4' and 'Page 1 of 1'. There are two buttons: 'Transfer Existing Student' and 'Create New Student'. A table lists four students with checkboxes, email icons, status 'Active', portfolio icons, and 'reset' and 'edit' links. At the bottom, there are 'Remove From Roster' and 'Cancel' buttons.

Remove	Name	Email	Status	Portfolio	Logs	Password	Edit
<input type="checkbox"/>	White, Hannah		Active			reset	edit
<input type="checkbox"/>	Hall, Ethan		Active			reset	edit
<input type="checkbox"/>	Johnson, Luke		Active			reset	edit
<input type="checkbox"/>	Martin, Alexis		Active			reset	edit

To complete this process and transfer the student to this class, click on the **Add to Roster** button. You will now see that student is listed in the class roster for the class you have selected.

The screenshot shows the 'Transfer to Class Roster' page. It has a search form with 'Last Name' and 'Status' (set to 'Active') fields, and 'SEARCH' and '[clear search]' buttons. Below the search form, it indicates 'Students Found: 4' and 'Page 1 of 1'. A table lists four students with checkboxes. The checkbox for 'Martin, Alexis' is checked. At the bottom, there are 'Add to Roster' and 'CANCEL' buttons.

Add	Name
<input type="checkbox"/>	Hall, Ethan
<input type="checkbox"/>	Johnson, Luke
<input checked="" type="checkbox"/>	Martin, Alexis
<input type="checkbox"/>	White, Hannah

# CLASS TOOLS - ASSIGN INSTRUCTORS

## VIEW/EDIT INSTRUCTORS

Instructors can be assigned to the class by clicking on **Assign Instructors** on the Class Menu screen. This will display the following screen.

**Note:** Instructors are not mandatory but recommended to assist in monitoring student progress and answering questions. Instructors can be assigned to specific modules or units.

The screenshot shows the 'Assigned Instructors' interface. At the top, it says 'Part-time Basic Law Enforcement Academy' and 'Illinois Law Enforcement Training and Standards Board'. Below that, there's a header for 'PTP Coordinator' and 'ID T - 2008-10'. The main content area is titled 'Assigned Instructors' and contains a table with the following data:

Name	Assigned Content	Unassign
Jackson, Stephen	14 Modules	<input type="checkbox"/>
Wilson, Betsy	10 Modules	<input type="checkbox"/>

Below the table, there is an 'Unassign' button and a search form with a 'Last Name:' label, a text input field, and 'Search' and 'Clear' buttons. Below the search form, it says 'Instructors Found: 32' and 'Page 1 of 8'. There is a 'Register New Instructor' button. At the bottom, there is another table with the following data:

Name	Assign
Andrews, Jason	<input type="checkbox"/>
Banks, Shelby	<input type="checkbox"/>
Berry, Dalton	<input type="checkbox"/>
Brown, Paul	<input type="checkbox"/>

Below this table, there are 'Assign' and 'Cancel' buttons, and a 'Next' link.

**Adding Instructors** - Instructors can be added by clicking the **Register New Instructor** link.

Enter the appropriate information for the instructor, and click **Create**. Similar to the student registration, Agency information has to be set once you click the **Create** button. When an Agency is selected the instructor registration is complete.

**Note:** All information except middle initial and agency address 2 are required.

The screenshot shows the 'Register New Instructor' form. At the top, it says 'Part-time Basic Law Enforcement Academy' and 'Illinois Law Enforcement Training and Standards Board'. Below that, there's a header for 'PTP Coordinator' and 'ID T - 2008-10'. The main content area is titled 'Register New Instructor' and contains the following form fields:

Name (First, MI, Last): Brent Robinson  
Email: brobinson@hotmail.com  
Job Title: Instructor  
Office Address 1: 100 River Road  
Office Address 2:   
Office City: Quincy  
Office State: IL  
Office Zip Code: 78541  
Office Phone: 789-456-1230  
Office Fax: 321-654-9870  
Status: Active

At the bottom, there are 'Create' and 'Cancel' buttons.

An email is sent to the instructor with information to login to the site.

**Note:** Please notify Instructors to look for this email from [ptpsupport@cait.org](mailto:ptpsupport@cait.org)

The screenshot shows an email notification. The header information is:

Subject: Welcome to the Part-time Basic Law Enforcement Academy  
From: ptpsupport@cait.org  
Date: Wed, February 15, 2006 8:52 pm  
To: smthomas@yahoo.com  
Priority: Normal  
Options: [View Full Header](#) | [View Printable Version](#)

The body of the email says:

Welcome, you have been registered as an instructor to the Part-time Basic Law Enforcement Academy. To sign into the site and begin using the system, please follow these instructions:

- 1) Open your browser and go to <https://www.ptbblea.org>
- 2) Go to the Username box and enter your account name: jstone
- 3) Go to the Password box and enter your temporary password: DeWyyk
- 4) The first step will be to change your password to one of your choice.
- 5) Welcome to the system and if you have any questions, feel free to contact [ptpsupport@cait.org](mailto:ptpsupport@cait.org)

# CLASS TOOLS - ASSIGN INSTRUCTORS

To edit an instructor's information, simply click on the link of their name, and make the necessary changes.

**Instructor Assignment** - Once an instructor has been added to the system he can then be assigned to a class. When you are viewing the Assign Instructor screen, you will see all active instructors in the system, and be able to select one or more to assign to this class.

There is a search option if needed to find the instructor you are looking for. Once the instructor(s) have been located in the list, click on the check box on the right then click **Assign** button.

When the Instructor has been assigned to the class, their name will appear in the Assigned Instructors list at top of the screen. Now you may assign the content within the class to the instructor.

The screenshot shows the 'PTP Coordinator' interface for the 'ID T - 2008-10' class. The page title is 'Part-time Basic Law Enforcement Academy' with the subtitle 'Illinois Law Enforcement Training and Standards Board'. A navigation menu on the left includes 'Menu', 'Main Menu', 'Class List', and '2008-10 Menu'. The main content area features a header with 'PTP Coordinator' and 'ID T - 2008-10'. Below this is a table titled 'Assigned Instructors' with columns for 'Name', 'Assigned Content', and 'Unassign'. The table lists two instructors: 'Jackson, Stephen' with '14 Modules' and 'Wilson, Betty' with '10 Modules'. Below the table is an 'Unassign' button and a search section with a 'Last Name:' input field, 'Search', and 'Clear' buttons. The search results show 'Instructors Found: 32' and 'Page 1 of 8'. A 'Register New Instructor' button is also present. At the bottom, there is another table with columns for 'Name' and 'Assign', listing 'Andrews, Jason', 'Banks, Shelly', 'Berry, Dalton', and 'Brown, Paul'. Below this table are 'Assign', 'Cancel', and 'Next' buttons. The ILETSB logo is visible in the bottom left corner.

Name	Assigned Content	Unassign
<a href="#">Jackson, Stephen</a>	14 Modules	<input type="checkbox"/>
<a href="#">Wilson, Betty</a>	10 Modules	<input type="checkbox"/>

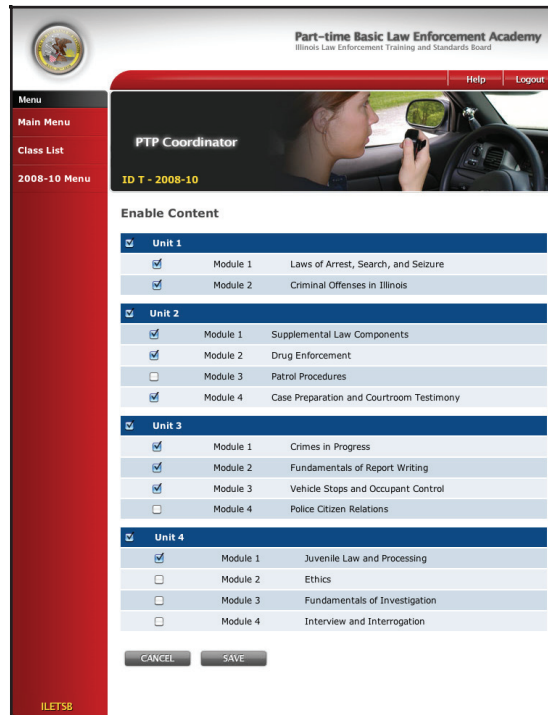
  

Name	Assign
<a href="#">Andrews, Jason</a>	<input type="checkbox"/>
<a href="#">Banks, Shelly</a>	<input type="checkbox"/>
<a href="#">Berry, Dalton</a>	<input type="checkbox"/>
<a href="#">Brown, Paul</a>	<input type="checkbox"/>

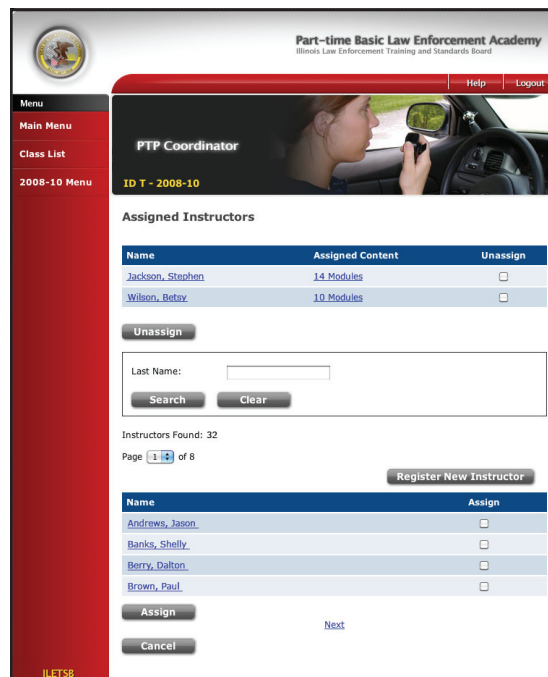
# CLASS TOOLS - ASSIGN INSTRUCTORS

**Assigning Content** - Instructors can be assigned specific content within the course. Locate the instructor under the Assigned Instructor list and click on the **Modules** link in the list.

You are provided a list of all modules and all lessons in each module. Select the checkbox of the units or modules you would like to assign the instructor to. Click **Save** when you have completed the content assignment for this instructor.



**Unassign Instructor** - To unassign an instructor from the class, click on the unassign check box next to the name, and click the **Unassign** button.



# CLASS TOOLS - ENABLE MODULES AND EXAMS

## **Enable Modules and Exams**

Modules must be enabled before they are visible on the website to the students. Click on the **Enable Modules and Exams** link, and the list of available units, modules and unit exams will be displayed. Selecting the box next to a unit title will allow access to the unit and all of the modules listed under it. Each module can also be selected individually by clicking on the box next to the module. Unit Exams should be selected when you want students to take the exam.

If a unit, module or exam is already selected, a check mark will be displayed in the box. To deselect it, click on the box.

Click on **Save** when all of the changes have been made.

**Note:** Turning modules and exams on and off is the responsibility of the coordinator.

**Note:** Students will not be able to access unit exams you have enabled if they have not completed all modules within the unit.

Part-time Basic Law Enforcement Academy  
Illinois Law Enforcement Training and Standards Board

Help | Logout

Menu  
Main Menu  
Class List  
2008-10 Menu

PTP Coordinator  
ID T - 2008-10

Enable Content

Unit	Module	Module Description
<input checked="" type="checkbox"/> Unit 1	<input checked="" type="checkbox"/> Module 1	Laws of Arrest, Search, and Seizure
	<input checked="" type="checkbox"/> Module 2	Criminal Offenses in Illinois
	<input checked="" type="checkbox"/> Unit 1 Exam	
<input checked="" type="checkbox"/> Unit 2	<input checked="" type="checkbox"/> Module 1	Supplemental Law Components
	<input checked="" type="checkbox"/> Module 2	Drug Enforcement
	<input checked="" type="checkbox"/> Module 3	Patrol Procedures
	<input checked="" type="checkbox"/> Module 4	Case Preparation and Courtroom Testimony
	<input checked="" type="checkbox"/> Unit 2 Exam	
<input checked="" type="checkbox"/> Unit 3	<input checked="" type="checkbox"/> Module 1	Crimes in Progress
	<input checked="" type="checkbox"/> Module 2	Fundamentals of Report Writing
	<input checked="" type="checkbox"/> Module 3	Vehicle Stops and Occupant Control
	<input checked="" type="checkbox"/> Module 4	Police Citizen Relations
	<input checked="" type="checkbox"/> Unit 3 Exam	

CANCEL SAVE

ILETSB

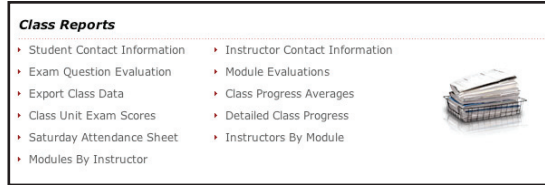


# CLASS REPORTS

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## STUDENT CONTACT INFORMATION

This report displays the information of each student in the class. A search by last name, first name, email, last four SSN, and FEIN is provided.



## INSTRUCTOR CONTACT INFORMATION

This report displays the information of each instructor assigned the class. A search by last name, first name, email, and FEIN is provided.

## EXAM QUESTION EVALUATION

The data in this report provides a list of all exam questions, the amount of times each question was asked, the amount of times it was answered correctly, and the overall correct percentage of each exam question. A search by unit and module is provided.

## MODULE EVALUATIONS

This report provides the student evaluation information by unit and module.

## EXPORT CLASS DATA

Student data for the class can be exported for use with other software programs.

## CLASS PROGRESS AVERAGES

This report displays the average score for each Module and Unit Exam.

## CLASS UNIT EXAM SCORES

Search by units and view a report that shows all Unit Exam scores for each student in the class.

# CLASS REPORTS

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## **DETAILED CLASS PROGRESS**

This report shows the scores of lesson reviews, module exams and unit exams for each student in class.

## **SATURDAY ATTENDANCE SHEET**

This form is provided to assist in taking attendance.

## **INSTRUCTORS BY MODULE**

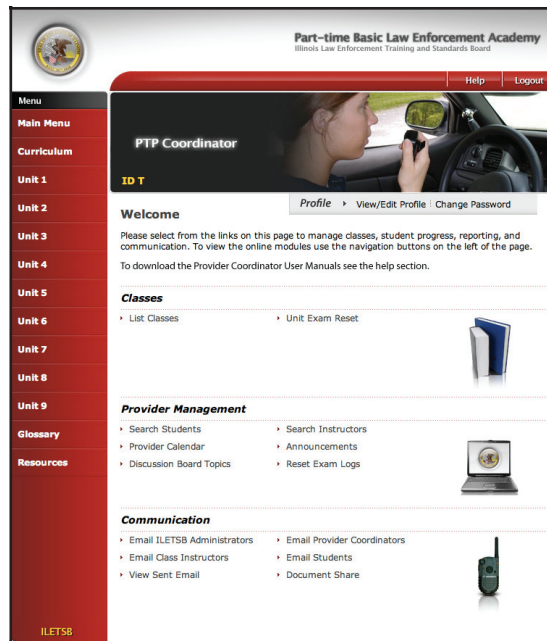
This report displays a list of modules and which instructors are assigned to each.

## **MODULES BY INSTRUCTOR**

This report shows instructors listed with each of the modules they are assigned with.

# PROVIDER MANAGEMENT

The Provider Management area of the main menu is a collection of tools that helps manage students and instructors in your provider.



**Student Search** provides you a full list of the students found in your provider. With this tool you have the ability to email the student, check their progress in their Portfolio, view their logs, and reset their password if requested. There is a search of last name to help locate a student, and you have the ability to search both active and archived students.



# PROVIDER MANAGEMENT

**Instructor Search** allows you to search for any Instructor that is assigned to a class in our provider. For instructors you can send them an email, view their logs and reset their password from this screen. Similar to the student search, there is a last name search and you can search both active and archived instructors.

The screenshot shows the 'PTP Coordinator' interface for the 'Part-time Basic Law Enforcement Academy'. The page title is 'Part-time Basic Law Enforcement Academy' with the subtitle 'Illinois Law Enforcement Training and Standards Board'. The user is logged in as 'PTP Coordinator' with an 'ID T'. The 'Instructor Search' section includes a 'Last Name' search box, a 'Status' dropdown menu set to 'Active', and 'Search' and 'Clear' buttons. Below the search form, it indicates 'Instructors Found: 3' and 'Page 1 of 1'. A table lists the search results:

Name	Email	Logs	Password
<a href="#">Berry, Dalton</a>			<a href="#">reset</a>
<a href="#">Jackson, Stephen</a>			<a href="#">reset</a>
<a href="#">Wilson, Betsy</a>			<a href="#">reset</a>

A 'Cancel' button is located at the bottom of the table. The footer of the page contains the text 'ILETSB'.

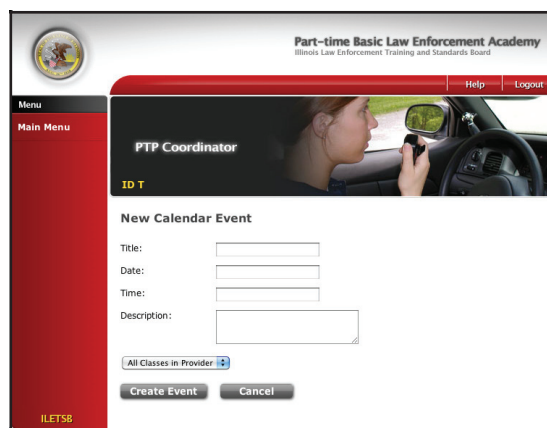
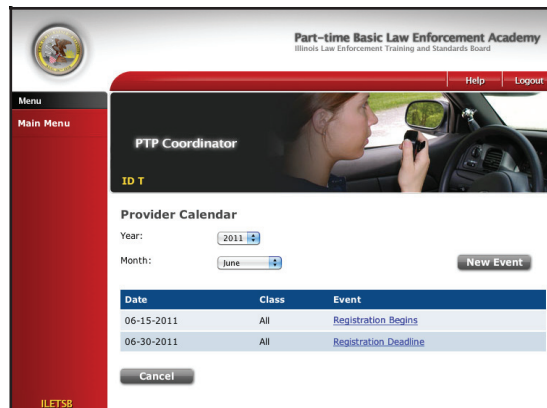
# PROVIDER CALENDAR

The Provider calendar can be used to post an event for all classes in your provider, or a specific class found in your provider. The view for this calendar is a list view showing the date of the event, which classes this event was for, and the title of the event. Click on the title of the event to see the date, time and a brief description of the event.

To search for an event, select the year and month, then the screen will automatically refresh to show the events of the month and year you selected. When selecting the month for your search there is an option to select **Entire Year**.

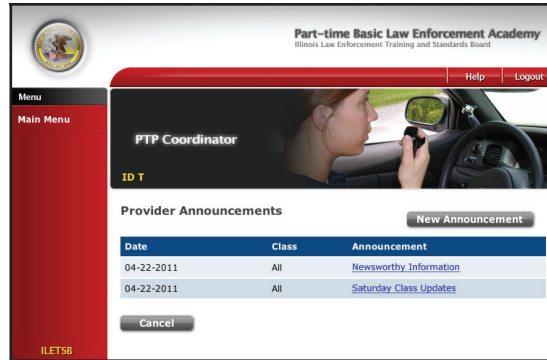
To create a new event, click on the **New Event** button on the right side above the event calendar list. Fill out the information and make a decision if you would like to post this event to students for all classes in your provider or for a specific class.

The Students view of the calendar will be similar to your view of the calendar, but will not have the ability to add a new event.

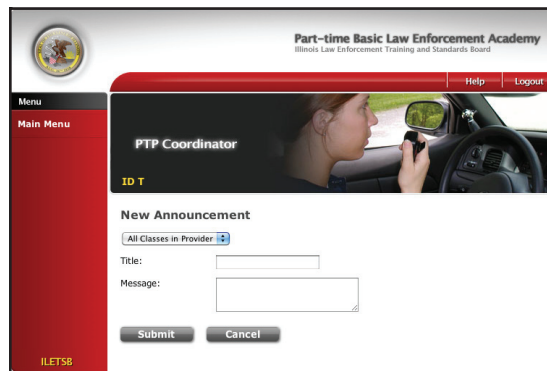


# PROVIDER ANNOUNCEMENTS

The Provider Coordinator has the ability to post announcements to all classes in your provider or a specific class in your provider. Select **Announcements** from the Provider Management area of the main menu. You will see a list of announcements, which have been posted.



To add an announcement, click on the **New Announcement** button. Select which class the announcement is for, and fill out the title and message of the announcement. To post the announcement to the class click the **Submit** button.

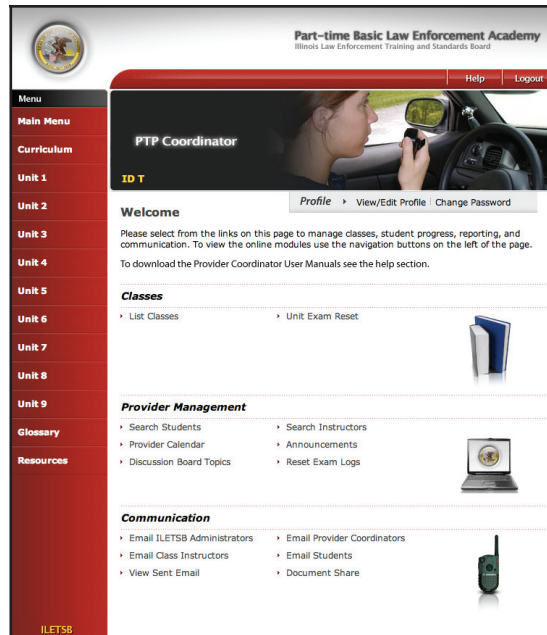


The Students view of the announcements will be similar to your view, but will not have the ability to add a new announcement.

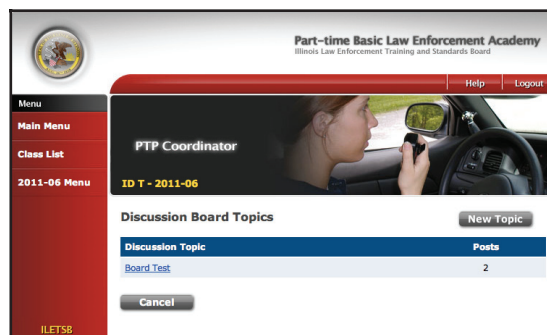


# DISCUSSION BOARD

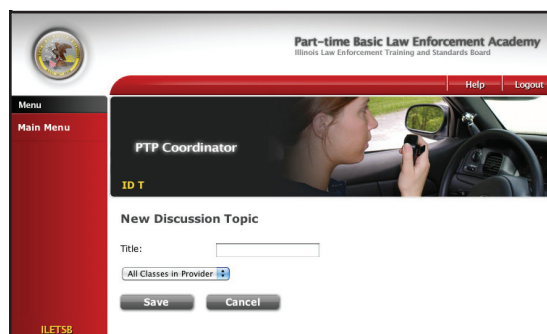
As Provider Coordinator you have to first set up topics before classes can engage in online discussions. On the Main Menu under Provider Management you click on the **Discussion Board Topics** link.



This screen will show you the current topics already created, and a button to create a **New Topic**.



When you click on that button you fill out the title of your topic, select if this is to be a discussion for all classes or a specific class, and click **Save** to post your topic.



# DISCUSSION BOARD

For a Provider Coordinator to monitor or participate in a class discussion, they must first enter the Class Menu for the class they wish to join a discussion. Once in the class, select the **Discussion Board** link found under the Communication section of the Class Menu.

The screenshot shows the PTP Coordinator interface for class ID T - 2008-10. The page has a red header with the ILETSB logo and navigation links for Help and Logout. A left sidebar contains a Menu section with links for Main Menu, Class List, and 2008-10 Menu. The main content area is titled "Welcome" and includes a "Communication" section with links for Email ILETSB Administrators, Email Class Instructors, View Sent Email, Class Announcements, Email Provider Coordinators, Email Students, Class Calendar, and Discussion Board. Below this is a "Class Tools" section with links for View Class Roster, Enable Modules and Exams, and Assign Instructors. The "Class Reports" section includes links for Student Contact Information, Exam Question Evaluation, Export Class Data, Class Unit Exam Scores, Saturday Attendance Sheet, Modules By Instructor, Instructor Contact Information, Module Evaluations, Class Progress Averages, Detailed Class Progress, and Instructors By Module. The ILETSB logo is visible in the bottom left corner.

Select a topic by clicking on the link, which will take you to a screen to display of all the discussion posts for this topic. Each discussion post has a link you click on to view. To reply to the discussion post, click the **Reply to Thread** button. Click **Post New Thread** to create a new message.

The screenshot shows the "Board Test" discussion page for class ID T - 2011-06. The page has a red header with the ILETSB logo and navigation links for Help and Logout. A left sidebar contains a Menu section with links for Main Menu, Class List, and 2011-06 Menu. The main content area is titled "Board Test" and includes a "Post New Thread" button. Below this is a table of discussion posts:

Discussion Posts	Posted By	Date Posted	Indentation
<a href="#">Testing this discussion</a>	Samantha Taylor	06-10-2011	0
<a href="#">Re: Testing this discussion</a>	Samantha Taylor	06-10-2011	1

Below the table, the user "Samantha Taylor" is shown with the message "Testing this discussion" and "This is a message to discuss this testing of the discussion board." There are "Reply to Thread" and "Cancel" buttons. The ILETSB logo is visible in the bottom left corner.

When posting a new message or replying to a posted message, fill in the subject and message, and then select **Save** to post this message. Your new message will be placed at the bottom of the discussion list. Your reply will be placed below the message you are replying to.

The screenshot shows the "Post Discussion Thread" form for class ID T - 2008-10. The page has a red header with the ILETSB logo and navigation links for Help and Logout. A left sidebar contains a Menu section with links for Main Menu, Class List, and 2011-06 Menu. The main content area is titled "Post Discussion Thread" and includes a "Subject:" field, a "Message:" field, and "SAVE" and "Cancel" buttons. The ILETSB logo is visible in the bottom left corner.

# COMMUNICATION - EMAIL

In the Communication area, you have the ability to email ILETSB Administrators, other Provider Coordinators, Instructors and Students. All email within this system functions the same.

When you first select a group to email, a list of all individuals in that list is provided. In that list is three email options.

- **To** - Direct email to the individual selected.
- **CC** - A copy of the email is sent to the individual selected, but it is not directed to the individual.
- **BCC** - A copy of the email is sent to the individual, but it is not directed to the individual and no other recipients can see this persons email address.

To select one of those options for everyone in the list, click the underline link of To, CC, or BCC. There is also an option to send a copy of the email to yourself.

Click the **Send Email** button when you have filled out the subject and message, and include any attachments you would like included.

The screenshot shows the 'User Communication' interface within the 'Part-time Basic Law Enforcement Academy' system. The page title is 'PTP Coordinator' and the user is identified as 'ID T'. The interface includes a 'Send a Message' section with instructions: 'Select the checkbox, scroll down to the bottom of the page, type a message into the form and click send. If you would like to email everyone in the list, click on the corresponding To, CC, or BCC underlined headers.' Below this are two tables for selecting recipients.

**Instructors**

To:	CC:	Bcc:	Name	E-mail Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jackson, Stephen	s_jackson01@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robinson, Brent	brobinson@hotmail.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wilson, Betsy	betsywilson@aol.com

**Copy My Address**

To:	CC:	Bcc:	Name	E-mail Address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taylor, Samantha	staylor@winnet.com

From:

Subject:

Attachments:  no file selected  
 no file selected  
 no file selected  
 no file selected  
 no file selected

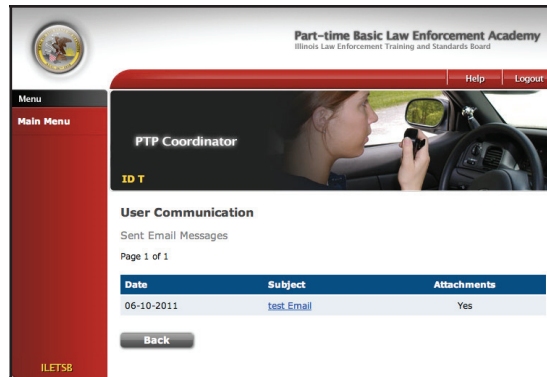
Message:

# COMMUNICATION - VIEW SENT EMAIL

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This feature in the Communication area provides you with a record of the emails you have sent through the system. Click on the **View Sent Email** link in the main menu to access these records.

A list of sent emails with date sent, subject, and if there was an attachment is found on this page. Click on the subject from the list to view the full email message.



# COMMUNICATION - DOCUMENT SHARE

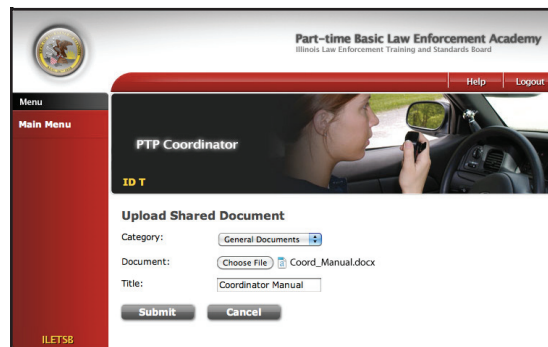
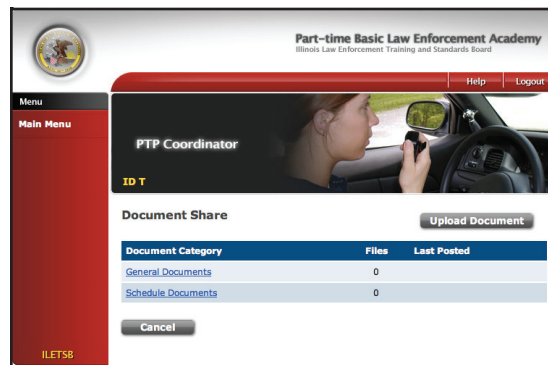
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Provider Coordinators and ILETSB Administrators are able to share documents with each other by posting to the Document Share area under Communications.

In the Document Share area there are two categories listed for you to post your documents under. Select a category by clicking on the link to view a list of all the users who have posted. The list displays how many documents they have posted, and when was the last document posted.

Select a name to see the full list of documents they have posted. To download a file, click on the link of that file.

To post or upload a document, click on the **Upload Document** button on the category list screen of Document Share. When uploading a document first you must select the category it is to be posted in. Once a category is selected, browse for the file you want to upload, create a title for the file, and click on the **Submit** button to upload your file to the Document Share.



# LOGOUT

When you are ready to exit the system, click the **Logout** button found in the upper right corner of the screen. You will be logged out of the system and taken back to the **Login** screen. You can then close your browser window and exit the system.



A. Logout Button

# CURRICULUM OUTLINE AND DEFINITIONS

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**Note:** The remaining pages are pages from the student manual and are being provided for you to reference.

There are nine units and 32 modules in this system. Some of the materials will be presented online through this system, and some materials will be delivered in the classroom. Below is the list of units and corresponding modules. For Saturday classroom schedule and curriculum, see your Provider coordinator.

## Unit One

- Module 1: Laws of Arrest, Search, and Seizure
- Module 2: Criminal Offenses in Illinois

## Unit Two

- Module 1: Supplemental Law Components
- Module 2: Drug Enforcement
- Module 3: Patrol Procedures
- Module 4: Case Preparation and Courtroom Testimony

## Unit Three

- Module 1: Crimes in Progress
- Module 2: Fundamentals of Report Writing
- Module 3: Vehicle Stops and Occupant Control
- Module 4: Police/Citizens Relations

## Unit Four

- Module 1: Juvenile Law and Processing
- Module 2: Ethics
- Module 3: Fundamentals of Investigation
- Module 4: Interview and Interrogation

## Unit Five

- Module 1: Motor Vehicle Theft
- Module 2: Crimes Against Persons and Property
- Module 3: Crime Scene Identification
- Module 4: Booking Process and Procedures
- Module 5: Service Calls

## Unit Six

- Module 1: Communication in the Police Environment
- Module 2: Domestic Violence
- Module 3: Child Abuse
- Module 4: Crisis Intervention/ Disturbance Calls
- Module 5: Dealing with Variant Behavior

## Unit Seven

- Module 1: Illinois Vehicle Code
- Module 2: Traffic Crash Investigation

## Unit Eight

- Module 1: Initial Medical Response
- Module 2: Crowd Behavior

## Unit Nine

- Module 1: Law Enforcement Driving
- Module 2: Tactical Communication Exercise
- Module 3: Gangs
- Module 4: Homeland Security Orientation

## DEFINITIONS

The materials for this program have been divided into units. Each of the units is made up of modules. The modules contain lessons and activities. Your Provider will assign the modules you are to complete.

Remember, the units in **bold** type are the ones that are available to you. The same thing applies to the modules; the ones in **bold** are the ones that you must complete. Modules are considered completed when all of the lessons and activities in them have been completed.

Some lessons will have a review or quiz; some will not. The same is true for modules and units. When reviews are included, they must be completed before a unit or module is completed.



# MODULE NAVIGATION

When users click on the **Curriculum Outline**, all of the units for the course are displayed in a pop-up window as a PDF file.

Clicking on a specific **Unit** number will display the first module available on the screen. In the example to the right, Module 1 is not available, so Module 2 is the first one to display. Other modules in the unit are displayed on the left side of the screen. Only the modules available per your Provider will be highlighted in **bold**.

The Menu located on the left of the screen will be visible throughout the course. This allows you to select available modules at all times. You also have the option to leave a module and return to it in the same place. (A link to resume training at the last module will be presented to you on the main screen.)

The first screen of each module provides an overview of the topic and an outline for lessons and activities that are assigned.

The module overview will generally include the following:

- Module description – explains what the module will cover and what exercises will be included
- Module goals – explains the learning goals of the module
- Module objectives – lists the objectives for the module
- Module topics, lengths, and methods– lists the topics by lesson and includes the estimated time it will take to complete it
- Module content origin – lists the reference materials that were used to develop the module and the author.

The screenshot displays the interface of the Part-time Basic Law Enforcement Academy. On the left is a red navigation menu with the following items: Menu, Main Menu, Curriculum, Unit 2 (highlighted in bold), Module 1, Module 2 (highlighted in bold), Lesson 1, Lesson 2 (highlighted in bold), Lesson 3, Lesson 4, Lesson 5, Lesson 6, Module 3, Module 4, Glossary, and Resources. The main content area shows 'UNIT 2 MODULE 2 Drug Enforcement' at the top. Below this is 'Lesson 2: Common Drugs, Signs of Use, and Overdose' under the category 'Central Nervous System Depressants'. The text explains that depressants slow the body down and are used to treat depression, anxiety, and other mental illnesses. It notes that while some are prescribed, others are illicit and used in date-rape crimes. Two specific drugs are highlighted: Rohypnol (Flunitrazepam), a 1 mg tablet, and Gamma Hydroxy Butyrate (GHB), a clear liquid or white powder. It also mentions 'Over-the-Counter' CNS depressants like Ethyl Alcohol and 'Prescription' drugs like anti-anxiety, anti-depressants, and muscle relaxants. Images of a Rohypnol tablet, a GHB bottle, and a Prozac tablet are shown at the bottom.

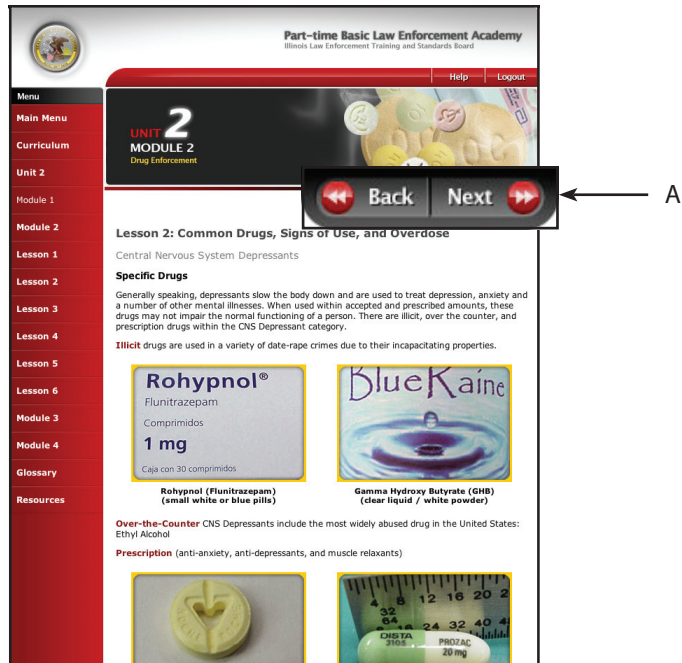
# MODULE NAVIGATION

Scroll down the page and review the reference materials. When you are finished, click on the link provided to start the lessons.



## LESSON NAVIGATION

There are buttons at the top right corner and bottom right corner of each screen that allow you to proceed (**Next**) in the lesson as well as to return to a previous page (**Back**). The lessons have also been numbered so that you will always know where you are within a lesson. You are required to complete each lesson in sequence in a module, completing all activities and assessments as you go.

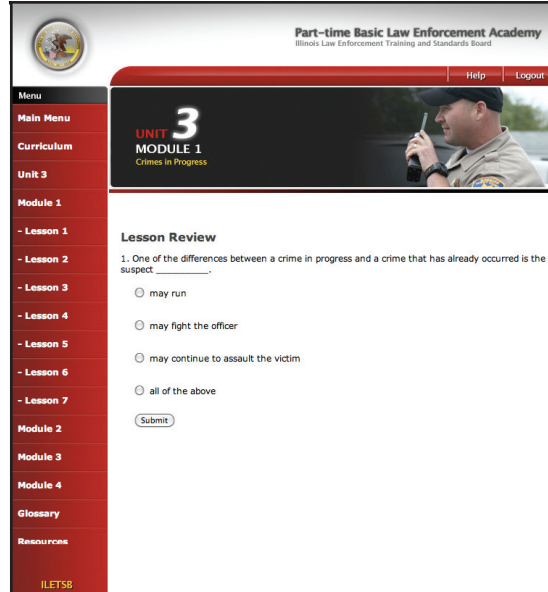


A. Back and Next Arrows

# MODULE NAVIGATION

## REVIEWS

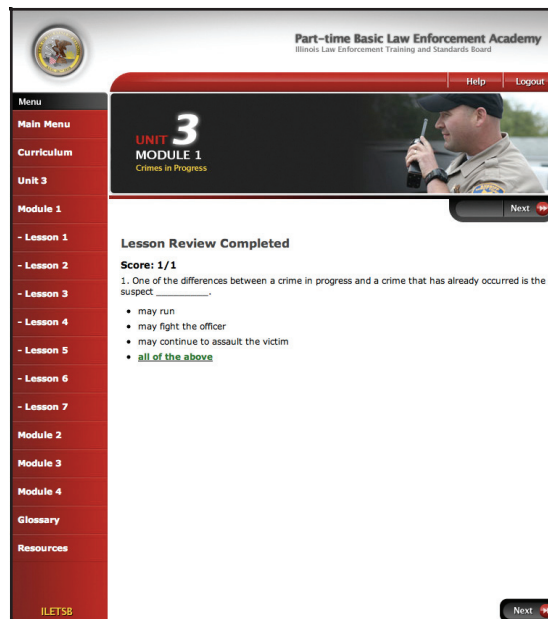
In all modules, when the instruction is completed for each lesson, you will be given a lesson review. To the right is a sample of a Lesson Review. Keep in mind that some Lessons may not have reviews. You will select the best answer by clicking on the bubble associated with your choice and then click the **Submit** button located at the bottom of the review.



## Submitted Review

Once the **Submit** button has been clicked, a summary of your responses will be displayed.

The score is displayed, and comments are included for your review. If your answer was correct on a question, you will see a reference to the material. If you did not select the correct answer, you will be referred to a location within the site to find the correct answer. The results are stored in your Portfolio.

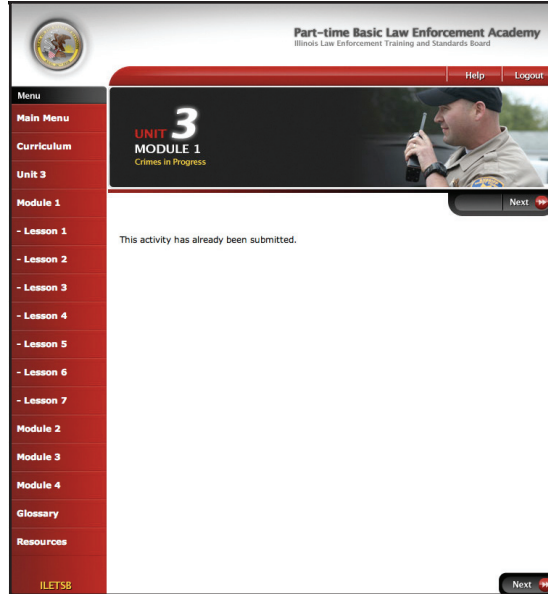


# MODULE NAVIGATION

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## Multiple Submissions

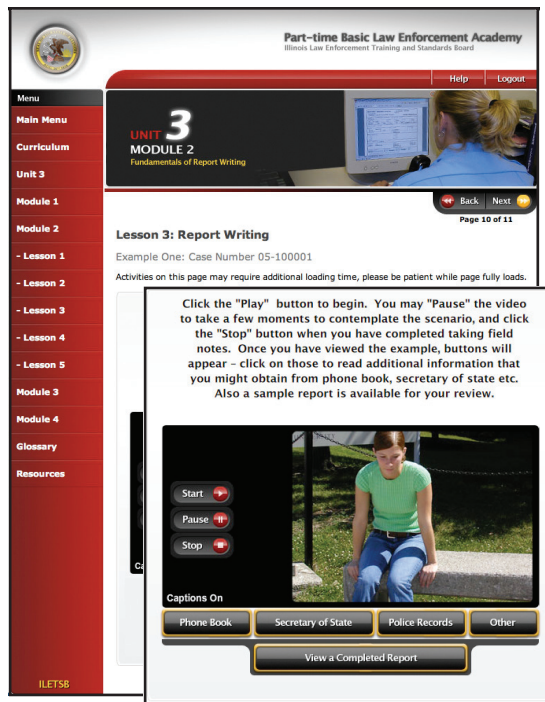
Once the lesson review has been submitted and graded by the system, you cannot retake the same lesson review again. You will receive a message indicating that an additional attempt to submit a review is not allowed.



# MODULE CONSISTENT ELEMENTS

## ANIMATIONS

Throughout each module, interactive activities or animations are provided to assist learners in better understanding the materials. These consist of drag and drops, definitions, videos, audio, and match. *Flash*, a free software used to run these animations, is required. (See hardware and software requirements).



A. Animation

## DVD

In some modules, **Recommended Videos** are suggested to expand on and/or reinforce the module material. To check out a video, learners can contact the Illinois Law Enforcement Media Resource Center at (800) 843-2690.



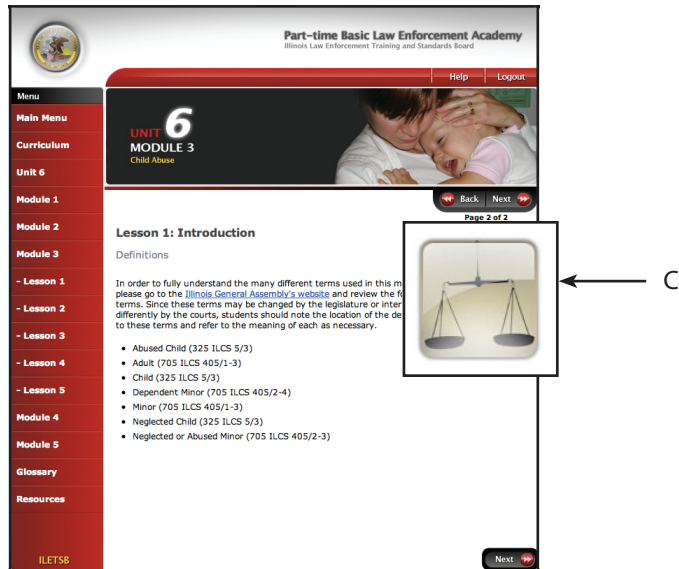
B. DVD Icon



# MODULE CONSISTENT ELEMENTS

## SCALES OF JUSTICE

Throughout the modules, Illinois laws are referenced. Learners are instructed to go the Illinois General Assembly website and read the definition for each term being discussed.



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The header includes the logo and the text "Part-time Basic Law Enforcement Academy Illinois Law Enforcement Training and Standards Board". A navigation menu on the left lists "Main Menu", "Curriculum", "Unit 6", "Module 1", "Module 2", "Module 3", "Lesson 1", "Lesson 2", "Lesson 3", "Lesson 4", "Lesson 5", "Module 4", "Module 5", "Glossary", and "Resources". The main content area displays "UNIT 6 MODULE 3 Child Abuse" and "Lesson 1: Introduction". Below the lesson title, there is a section for "Definitions" with a list of Illinois laws: Abused Child (325 ILCS 5/3), Adult (705 ILCS 405/1-3), Child (325 ILCS 5/3), Dependent Minor (705 ILCS 405/2-4), Minor (705 ILCS 405/1-3), Neglected Child (325 ILCS 5/3), and Neglected or Abused Minor (705 ILCS 405/2-3). A small icon of a scale of justice is highlighted with a red box and an arrow labeled "C".

C. Scales of Justice

## ACTIVITIES

Throughout the modules, activities are required. These activities involve downloading a document in which you will be instructed to read an article or complete a real-world activity. Assignments should be emailed to your course facilitator once they are completed.



The screenshot shows the website interface for the Part-time Basic Law Enforcement Academy. The header includes the logo and the text "Part-time Basic Law Enforcement Academy Illinois Law Enforcement Training and Standards Board". A navigation menu on the left lists "Main Menu", "Curriculum", "Unit 3", "Module 1", "Lesson 1", "Lesson 2", "Lesson 3", "Lesson 4", "Lesson 5", "Lesson 6", "Lesson 7", "Module 2", "Module 3", "Module 4", "Glossary", and "Resources". The main content area displays "UNIT 3 MODULE 1 Crimes in Progress" and "Lesson 3: Robbery in Progress Calls". Below the lesson title, there is a section for "Case Example" with a yellow background. The text describes a robbery in progress at a bank. Below the case example, there is a section for "What is the right course of action?" and "What if the 'customer' is the suspect?". A small icon of a red octagon with the word "ACTIVITY" is highlighted with a red box and an arrow labeled "D".

D. Activity Icon

# MODULE CONSISTENT ELEMENTS

## EXAMS

Exams are also a critical part of this online curriculum for review and practice. Mini quizzes are given after each lesson within the module, and module reviews are given at the end of each module. Upon submitting your answers, immediate feedback is given on whether your answer is correct or incorrect and where you can find the information. Each exam/review must be completed before the user can proceed.

**Note:** All tests are randomized; therefore, no two tests are alike.

The screenshot displays the user interface for the Part-time Basic Law Enforcement Academy. At the top, it identifies the institution as the Illinois Law Enforcement Training and Standards Board. A navigation menu on the left includes options for Menu, Main Menu, Curriculum, Unit 8, Module 1, Module 2, Glossary, and Resources. The main content area is titled 'UNIT 8 MODULE 1 Initial Medical Response' and features a 'Module Review Exam'. The exam consists of four multiple-choice questions:

- When providing medical assistance to a person with a puncture wound with an impaled object (i.e., knife), the officer should immediately remove the object.  
 True  
 False
- When providing medical assistance to a person in shock, the person should lie on the ground, with the feet raised \_\_\_\_\_, and kept warm.  
 4 to 8 inches  
 8 to 12 inches  
 12 to 24 inches  
 None of the above
- A person suffering from a heat stroke will have what type of skin temperature /color?  
 Normal/clammy  
 Elevated/red  
 Normal/pale  
 none of the above
- The decision to transport an injured or ill person in a patrol unit will depend on \_\_\_\_\_.  
 the nature of the injury.  
 the location of the incident.

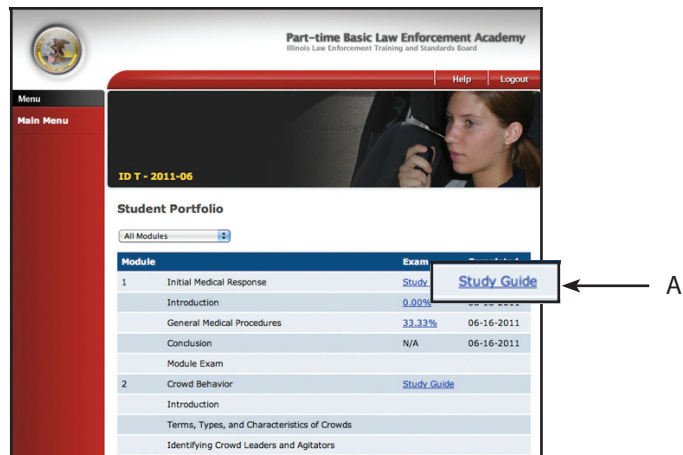
A 'Submit' button is located at the bottom of the exam section. The ILETSB logo is visible in the bottom left corner of the interface.



# EXAMS

## STUDY GUIDE

The study guide will be available in PDF format for you to download in your portfolio. There is a link for each study guide found with each module listing in the portfolio.



A. Study Guide Link

## UNIT EXAMS

You will be prompted to take the online unit exam upon completing all modules within a unit. These will appear on the left navigation menu when all modules are completed and your Provider Coordinator has turned them on. Unit exams will use randomized questions from a test question bank and each test will be different. The number of questions on a unit exam will vary, but the amount of questions listed on each page will be limited to ten.

Students will be allowed to navigate back and forth within the unit exam if they would like to change an answer on a previous page.

Once a student begins a unit exam, they are locked into that exam until it is finished. Students leaving and coming back will be taken right back to the section in the Unit Exam they left. Students will not be able to go to a previous content page or navigate from a bookmarked page, each time they will be taken back to the unit exam.

# EXAMS

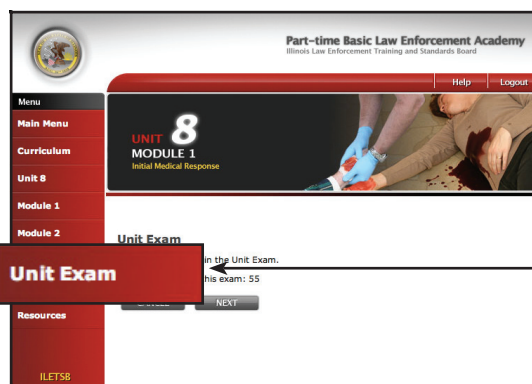
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If you do not achieve 70% or higher, your coordinator will be notified, and you will be required to retake the unit exam online. Provider coordinators will be alerted via email when any students fail unit exams. Coordinators should also check student portfolios for all exam scores.

If the students fail the retake, the coordinator must notify the State Board.

**Note:** If you leave the system and return prior to starting the unit exam, there will be a button in the navigation below the list of modules for each unit titled "Unit Exam" to return to the unit exam screen. This button will only be lit up (or activated) once all module exams for that unit have been completed.

**Note:** Your Provider Coordinator will notify students when unit exams are available to take. Unit Exams will be available in the left navigation when they are enabled by the coordinator. Remember students will not be able to access any unit exams until they complete all modules in that unit.



B. Unit Exam Button

# GLOSSARY

Below the course menu on the left side of the screen is a button for the course glossary. Like the course content, you can access this feature anytime.

The default display of the glossary starts with all words that begin with 'A'. The glossary allows you to select any letter of the alphabet to view the collection of terms for that letter.

There is also a keyword search that allows you to not only search the different terms in the glossary, but search keywords within the definitions.

The screenshot shows the 'Part-time Basic Law Enforcement Academy' website. The header includes the academy name and 'Illinois Law Enforcement Training and Standards Board'. A navigation menu on the left lists 'Menu', 'Main Menu', 'Curriculum', and 'Unit 1' through 'Unit 9'. A 'Glossary' button is highlighted in the menu. The main content area features a 'FTP Coordinator' header with a photo of a woman in a car. Below this is a 'Glossary of Terms' section with an alphabetical navigation bar (A-Z), a search box with the text 'Also Search Within Definitions', and a 'Search' button. The current view shows terms starting with 'A': 'Accepting' (define willingly, to give admittance or approval to, to endure without protest or reaction, to a favorable response to.), 'Acquisitive Mob' (A riot that turns to looting.), 'Act of Terrorism' (How a terrorist act is defined will probably continue to evolve as new methods by terrorists are uncovered. Officers should visit the Illinois General Assembly website and periodically review the entire Terrorism Act.), 'Admission' (A statement made by a criminal suspect, usually prior to trial, that certain facts are true. An admission is not to be confused with a confession of blame or guilt, because the suspect admits only to some facts but not all the elements of the offense.), and 'Adverse Witness' (Adverse witnesses may be classified as those witnesses that may not willingly testify about the defendant's actions, such as those that are related to the defendant. Relationships or other underlying issues between the witness(s) and the defendant should be identified.). A 'Next Letter' button is visible at the bottom right of the glossary section.

# RESOURCES

The Resource section of this course is located on the left side navigation below the glossary, and can be accessed at any time. This page is a collection of all the PDF resources used throughout the course content. The resources are organized by units, and can be downloaded by clicking the resource title.

At the bottom of the list of resources is contact information for the Illinois Law Enforcement Media Center if you wish to view one of the videos mentioned in the course.

The screenshot displays the website for the Part-time Basic Law Enforcement Academy, Illinois Law Enforcement Training and Standards Board. The page features a navigation menu on the left with options for Main Menu, Curriculum, and Units 1 through 9. The Resources section is highlighted in red. The main content area shows a header for 'FTP Coordinator' with a photo of a woman in a car. Below this, there are sections for 'Unit Two' and 'Unit Three', each containing a list of resources with titles like 'Law Enforcement Liability Law Update - Fourth Quarter 2006' and 'Police Response to Anonymous Emergency Calls'. A 'Return to Top' link is visible at the bottom right of the resource list.