

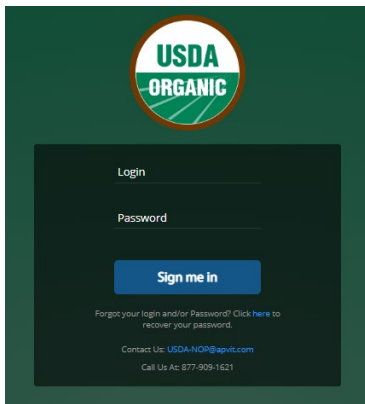


National Organic Program Organic Integrity Learning Center

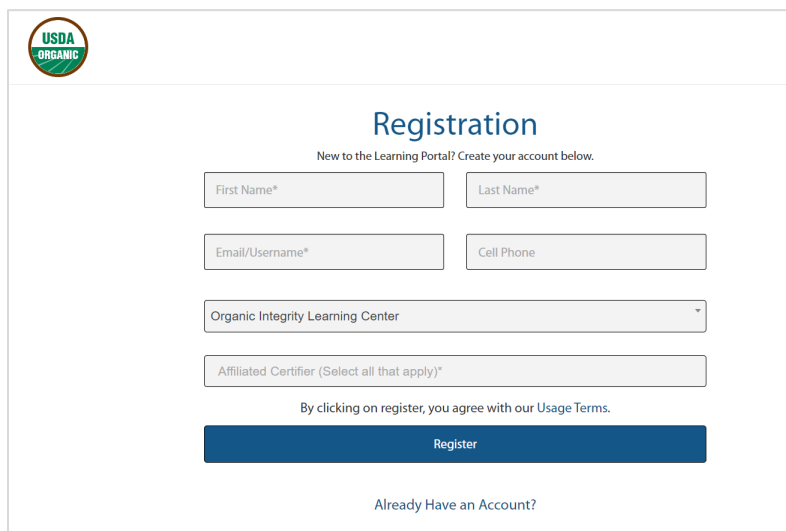
How to Navigate the Organic Integrity Learning Center (OILC)

How to Access the OILC

1. If you have an account, access the NOP Organic Integrity Learning Center at this page: <https://usda.geniussis.com/PublicWelcome.aspx?AffiliateID=46B0C0>



2. Create an account by registering on the OILC Registration page located at <https://usda.geniussis.com/PublicStudentSignUp.aspx?AffiliateID=46B0C0>.



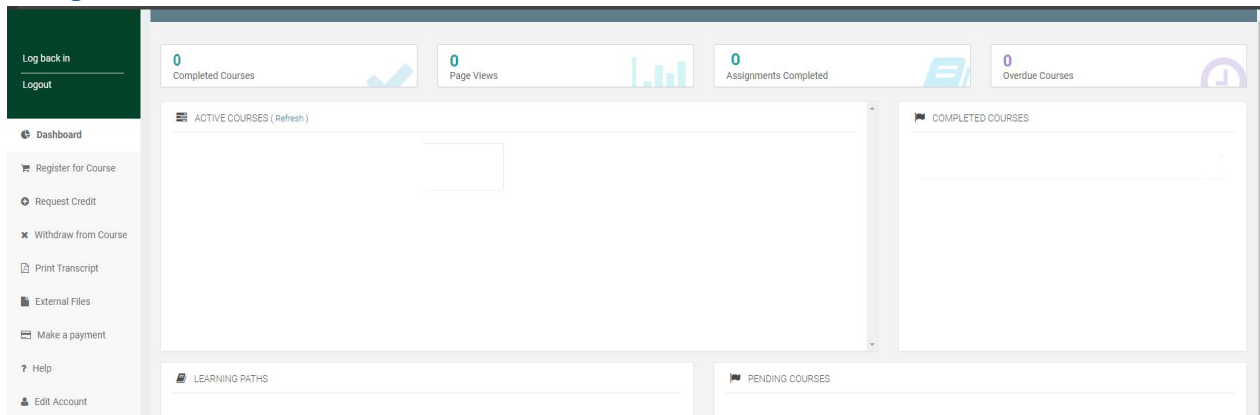


Enter your information into the required fields on the page, then click **Register**. The OILC dashboard displays. A password is automatically assigned to you, but you can update it from the dashboard.

NOTE: If you encounter Error 1020, you may have experienced a firewall issue. Here are some possible solutions:

- Try using another web browser.
- Add the following sites to the trusted sites on your computer
 - <https://usda.geniussis.com/PublicWelcome.aspx?AffiliateID=46B0C0>
 - www.usda.blackboard.com
- If possible, reduce the (firewall) security settings.

Using the OILC Dashboard



Once your account is created and you log in to your account, the self-enrollment dashboard displays, from which you may access courses and microlearnings on a wide range of topics relevant to the organic community.

- The Active Courses section lists all courses in which you are currently enrolled and have not yet completed. The percentages indicate the scores that you have received based on your progress.



The dashboard features a navigation menu on the left with options: Log back in, Logout, Dashboard, Register for Course, Request Credit, Withdraw from Course, Print Transcript, External Files, Make a payment, Help, Edit Account, and MFA. The main content area includes a top summary bar with 17 Completed Courses, 0 Page Views, 1 Assignments Completed, and 0 Overdue Courses. The 'ACTIVE COURSES (Refresh)' section contains a grid of course progress cards: 'Input Material Review' (22.5%), 'Traceability Techniques' (93.33%), 'Preventing the Organic Fraud Opportunity' (0%), 'Organic Fraud and the Criminal Mind' (50%), 'Certification Review Essentials' (0%), and 'Natural Resources and Biodiversity' (0%). A red box highlights the first three cards. The 'COMPLETED COURSES' section lists: 'Certification Review Essentials' (96%), 'Organic System Plans' (100%), 'Recordkeeping' (100%), 'Certification Administration Esse' (100%), and 'Introduction to the USDA Organic System' (100%). A 'LEARNING PATHS' section is partially visible at the bottom.

- To access a course, click on the course name.
- The Completed Courses section shows the courses that you have completed, and the grades achieved in each course.

This screenshot is identical to the one above, but with a red box highlighting the 'COMPLETED COURSES' section. The completed courses listed are: 'Certification Review Essentials' (96%), 'Organic System Plans' (100%), 'Recordkeeping' (100%), 'Certification Administration Esse' (100%), and 'Introduction to the USDA Organic System' (100%).

- Use the navigation menu on the left side of the page to register for courses, print your transcripts, and update your account information.

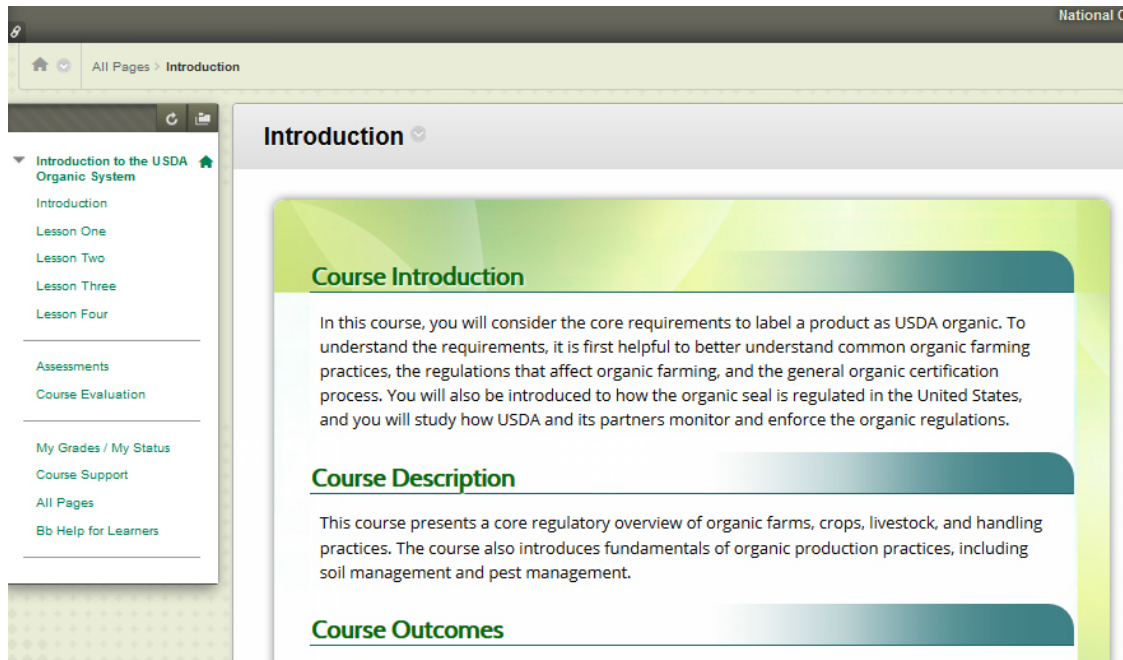


To register for a course, refer to the instructions in [How to Register for a Course](#).

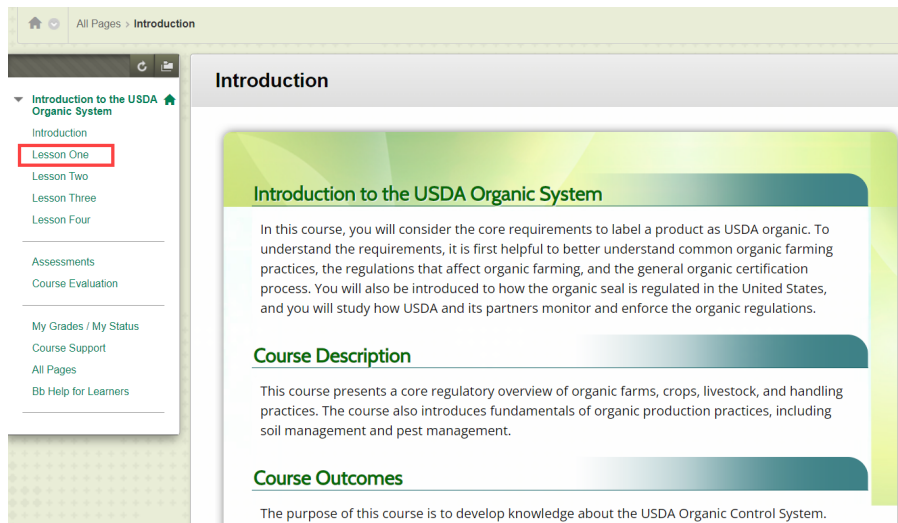
How to Take a Course

When you have registered for a course, its title displays on your OILC dashboard in the Active Courses section.

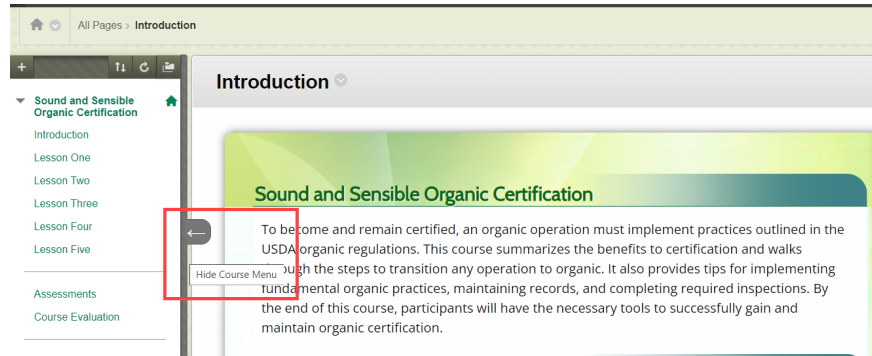
1. Click a course title to open the course content. The Introduction page is displayed in the Blackboard Learning Management system.



2. Scroll down on the page to read the full course introduction.
3. Click the desired lesson title link in the left navigation menu.

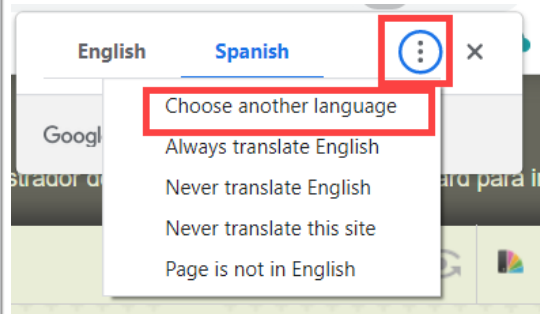
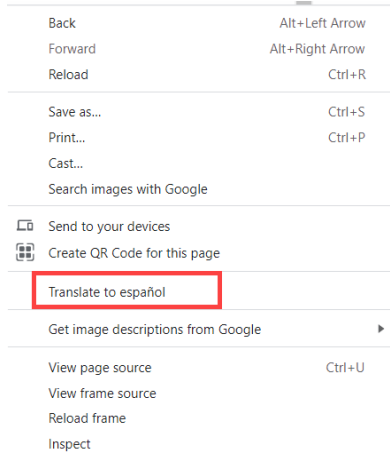


- You can hide the left navigation menu to expand your view of the page. Hover over the space between the menu and the course page and click on the arrow to hide the course menu. To view the menu again, click on the arrow.

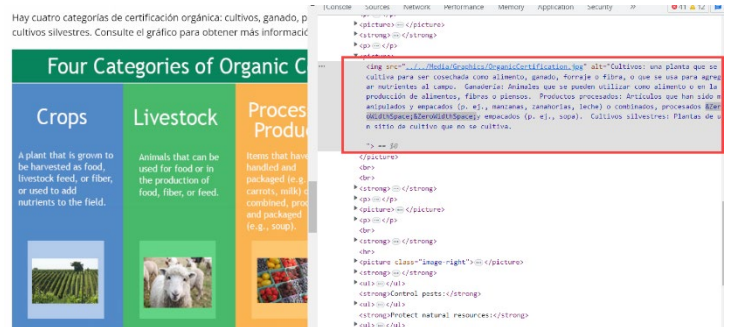


4. Scroll down on each of the lesson pages to view all content.

- You can also translate the course pages into the language of your choice (Using a Chrome browser only). Right click on the page and select the translation option. To choose from a list of available languages, click on the three dots and select **Choose another language**.



- To view the images in the translated language, right click on the page and select **Inspect**. You will see the alternative text in the translated language.





5. When you have finished reviewing the course, navigate back to your Genius Student Information System dashboard to view other courses.



How to Complete a Lesson Assessment and Course Evaluation

1. After reviewing the content for each lesson, scroll down to the bottom of the page to view the Lesson Resources section and to access the Assessment.

Organic handlers process, package, or store organic agriculture products. These products may be cooked, baked, cured, dried, mixed, ground, churned, separated, distilled, extracted, slaughtered, fermented, dehydrated, frozen, packaged, canned, or otherwise modified. All modifications must comply with the USDA organic regulation.

Handlers must protect organic products from:

- Coming in contact with prohibited substances.
- Commingling with non-organic products.

Keep these best practices in mind as you begin your journey towards establishing and maintaining an organic operation.

Lesson Resources

USDA. Organic labeling.
Retrieved from <https://www.ams.usda.gov/rules-regulations/organic/labeling>

USDA. Organic certification and accreditation.
Retrieved from <https://www.ams.usda.gov/services/organic-certification>

USDA. National Organic Program.
Retrieved from <https://www.ams.usda.gov/about-ams/programs-offices/national-organic-program>

Assessment

[Link to Assessment](#)

2. Click **Link to Assessment** to open the assessment.

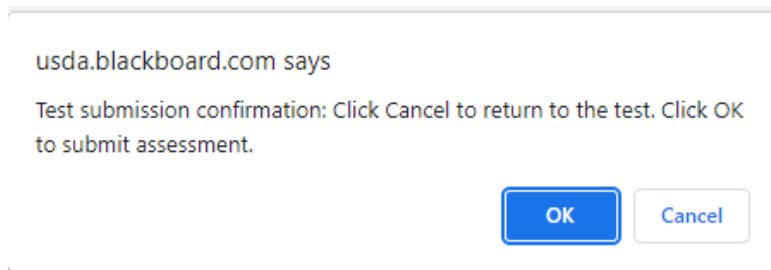
3. Click **Begin** to start the assessment.



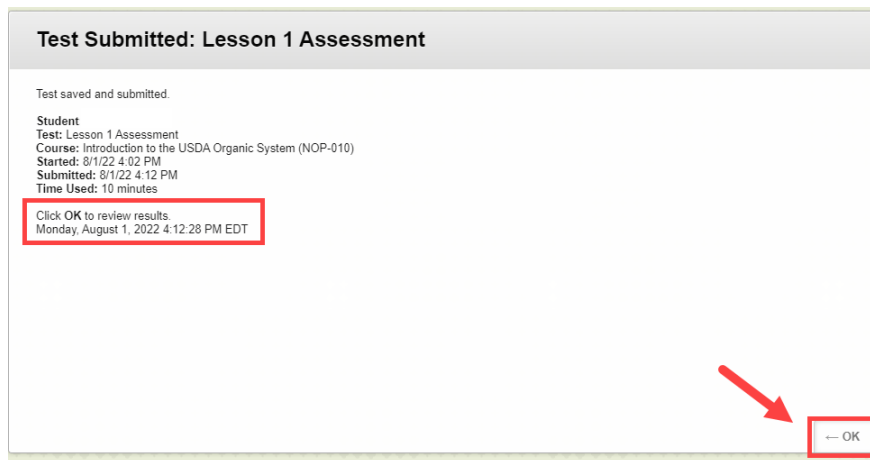
4. Complete the answers to the Assessment questions.

5. Click **Save and Submit**.

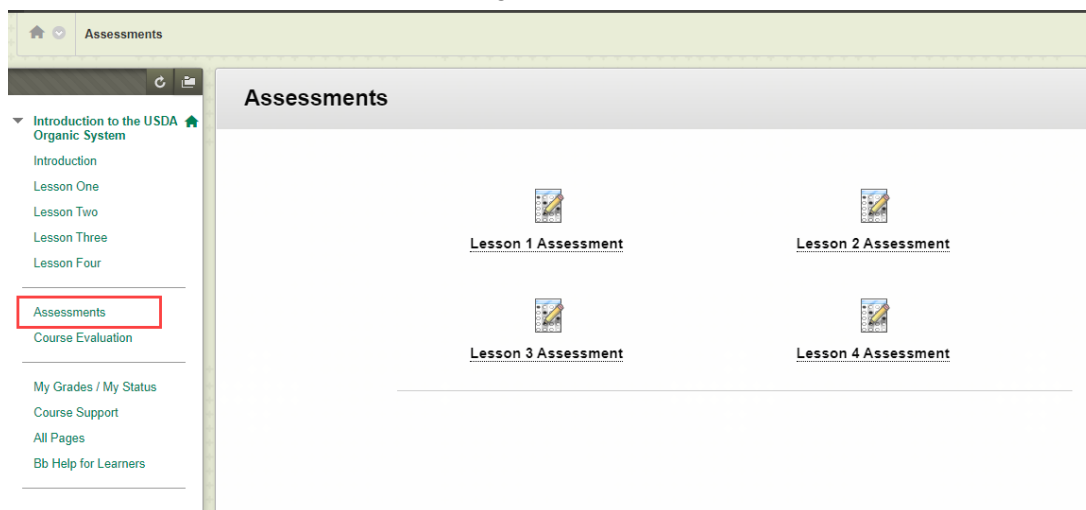
6. If this pop-up message displays, click **OK** to confirm the Assessment submission.



7. To review your results, click **OK** at the bottom right of the page to view the answers, as well as any answer feedback and your score.



8. Click **OK** at the lower right of the page to close the Assessment results.
9. Click **Assessments** from the left navigation menu to access all lesson assessments.





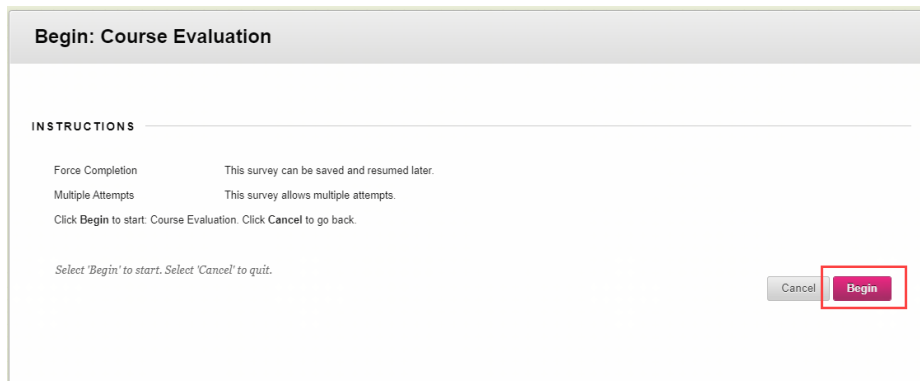
10. To view your grades for the assessments, click **My Grades/ My Status**.

ITEM	LAST ACTIVITY	GRADE
Lesson 2 Assessment Test	Oct 12, 2020 1:40 PM GRADED	40.00 /50
Lesson 1 Assessment Test	Aug 1, 2022 4:33 PM GRADED	50.00 /50
Lesson 3 Assessment Test	Oct 19, 2020 11:08 AM GRADED	40.00 /40
Lesson 4 Assessment Test	Oct 19, 2020 12:11 PM GRADED	40.00 /50
Course Evaluation Survey	Oct 19, 2020 12:13 PM GRADED	
Total		89.47368%

11. To provide the NOP with any of your course feedback, click the **Course Evaluation** link. A course evaluation icon displays.

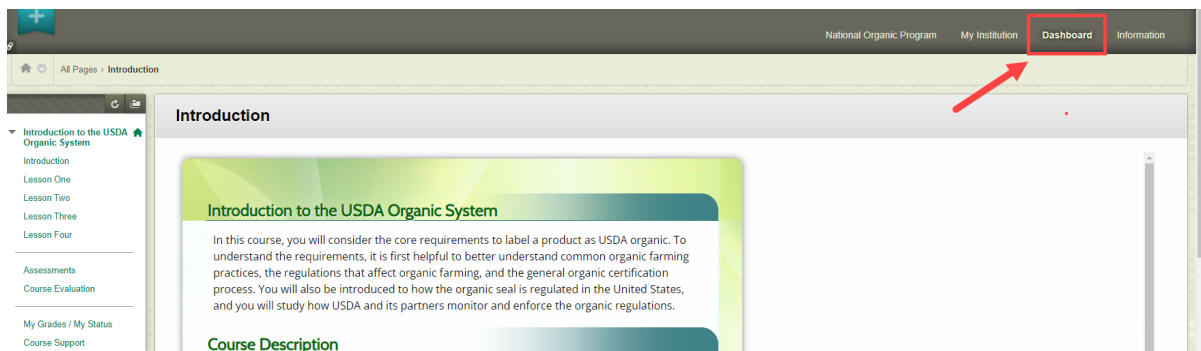
12. Click **Course Evaluation** to open it.

13. Click **Begin**, then follow the instructions to complete.



14. Click **Save and Submit** located at the end of the evaluation form.

15. To return to your Genius dashboard and view other courses, click **Dashboard** located at the top of the page.



How to Track your Progress

The OILC dashboard shows your progress in each course for which you have registered. The list of Active Courses will indicate the grade that you have received based on the assessments completed. **You must earn an average of 95% on all the assessments to complete the course.** You may take the assessments as many times as necessary to complete the course.



U.S. Department of Agriculture

Agricultural Marketing Service | National Organic Program

1 Completed Courses

0 Page Views

8 Assignments Completed

0 Overdue Courses

ACTIVE COURSES (Refresh)

- 0% Natural Resources and Biodiversity (Oct 18, 2020 - Dec 31, 2048)
- 0% Organic Integrity and Energy Infrastructure (Jan 14, 2021 - Dec 31, 2048)
- 0% Sampling and Testing (Jan 14, 2021 - Dec 31, 2048)
- 0% Organic Regulations and Retail Labeling (Mar 08, 2021 - Jan 11, 2049)
- 0% National Organic Program Microlearning (Jun 25, 2021 - Apr 25, 2049)
- 93.33% Conducting Yield Analysis (Jul 13, 2021 - Feb 05, 2049)
- Organic Seed Search
- Evaluating an Operation's Corrective

COMPLETED COURSES

- 100% Traceability Techniques (Completed on Aug 01, 2022)

- To view a transcript of all your grades, click **Print Transcript** from the left navigation menu.

Logged in as Learner

Logout

Learner

- Dashboard
- Register for Course
- Request Credit
- Withdraw from Course
- Print Transcript**
- External Files
- Make a payment
- Help
- Edit Account

PRINT TRANSCRIPT

Download the Transcript

LEARNER TRANSCRIPT

Learner ID: _____ Generated On: 8/2/2022 11:34:54 AM

Name: _____

Ongoing	Date	Grade	CEUs
Introduction to the USDA Organic System (Ongoing)	01/15/2021	100	1.00
Introduction to the USDA Organic System (Ongoing)	12/02/2020	100	1.00
Preventing the Organic Fraud Opportunity (Ongoing)	10/26/2020	100	1.00
Preventing the Organic Fraud Opportunity (Ongoing)	10/30/2020	100	1.00
Preventing the Organic Fraud Opportunity (Ongoing)	12/02/2020	100	1.00
Training Master (Ongoing)	07/02/2020	160	1.00
			Total: 6

- Click **Download the Transcript** to save (and print) your transcript.
- From the Completed Courses section, click the name of a course to view its Certificate of Completion, then click **Download Certificate**.



The screenshot displays the OILC dashboard with the following components:

- Top Summary:** 17 Completed Courses, 0 Page Views, 1 Assignments Completed, 0 Overdue Courses.
- Active Courses (Refresh):**
 - Input Material Review: 22.5% (Nov 12, 2020 - Dec 31, 2048)
 - Traceability Techniques: 93.33% (Aug 12, 2020 - Dec 31, 2048)
 - Preventing the Organic Fraud Opportunity: 0% (Oct 26, 2020 - Dec 31, 2048)
 - Organic Integrity and Energy: 0%
 - Organic Fraud and the Criminal: 50% (Aug 12, 2020 - Dec 31, 2048) - Includes a "Download Certificate" button.
 - Certification Review Essentials: 0% (Oct 21, 2021 - Mar 07, 2049)
 - Natural Resources and Biodiversity: 0% (Oct 14, 2020 - Dec 31, 2048)
 - Samolins and Testing: 0%
- Completed Courses:**
 - Certification Review Essentials: 96% (Completed on Oct 21, 2021)
 - Organic System Plans: 100% (Completed on Oct 20, 2021)
 - Recordkeeping: 100% (Completed on Oct 19, 2021)
 - Certification Administration Essentials: 100% (Completed on Oct 18, 2021)
 - Introduction to the USDA Organic System: 100% (Completed on Oct 17, 2021)
- Navigation Menu (Left):** Dashboard, Register for Course, Request Credit, Withdraw from Course, Print Transcript, External Files, Make a payment, Help, Edit Account.
- Other Sections:** LEARNING PATHS, PENDING COURSES.

NOTE: Once you have completed a course, you no longer have access to it from the dashboard, but you may view all course content in the NOP-999: NOP Training Archive. Enroll in this course for ongoing read-only access to all training materials.

How to Update your Account Information

Change your Password

When you create an account, you will be given a password. You can view the password and make changes at any time.

1. From the OILC dashboard, click **Edit Account** from the left navigation menu.
2. Click the check box next to **Change my password**.
3. Enter the required information into the fields provided, then click **Save** at the bottom of the page.
 - The password must contain at least 8 characters, including at least 1 capital letter, 1 lowercase letter, 1 number, and 1 special character.
 - The password is case-sensitive. Please also be sure that you do not enter spaces before or after the password or username when you enter the data.



Logged in as Learner
Logout
Learner ▾

- Dashboard
- Register for Course
- Request Credit
- Withdraw from Course
- Print Transcript
- External Files
- Make a payment
- Help
- Edit Account**
- MFA
- Go to LMS

EDIT ACCOUNT

Last Name*
Smith

First Name*
John

Email Address*
jsmith@email.com

Phone

Affiliated USDA-Accredited Certifier
Select Affiliated USDA-Accredited Certifier...

Change my password

Old Password*

New Password*

Confirm Password*

Save

Change your username/email address

- To change your username or email address, send an email request to NOP.Guidance@usda.gov. **Please do not create a new account.**

Change your Certifier Affiliation

- To change your certifier affiliation, click **Edit Account**, select the certifier name from the Affiliated USDA-Accredited Certifier field that displays, and click **Save** at the bottom of the page.

Affiliated USDA-Accredited Certifier

Select that apply...

- ACO - ACO Certification Ltd.
- AI - Americert International
- ASCO - Agricultural Services Certified Organic

Technical Support

- For technical support, questions, or comments about the OILC, contact NOP.Guidance@usda.gov.

USDA is an equal opportunity provider and employer.