



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>.

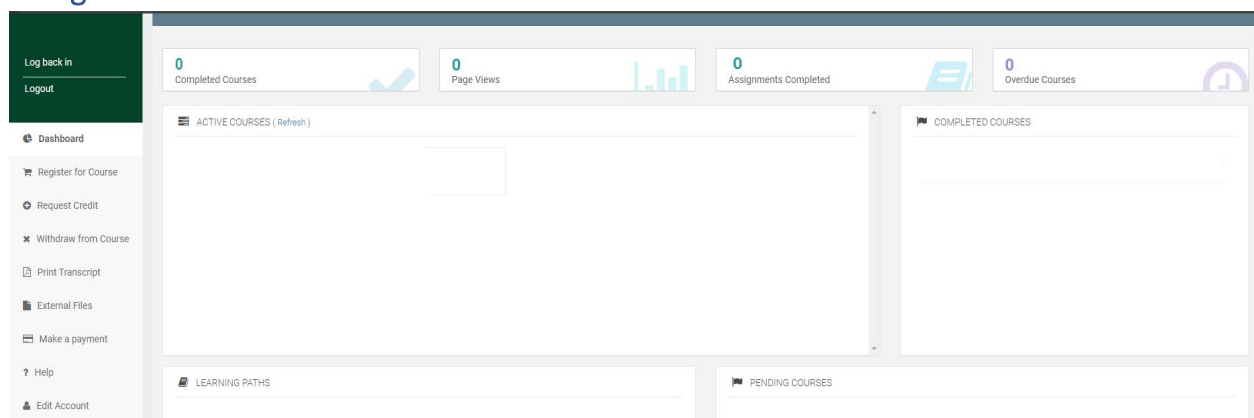


Enter your information into the required fields on the page, then click **Register**. The OILC dashboard displays. A password is automatically assigned to you, but you can update it from the dashboard.

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.

U.S. Department of Agriculture
Agricultural Marketing Service | National Organic Program



Log back in
Logout

Dashboard

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

17 Completed Courses

0 Page Views

1 Assignments Completed

0 Overdue Courses

ACTIVE COURSES (Refresh)

22.5%	Input Material Review Nov 12, 2020 - Dec 31, 2048	50%	Organic Fraud and the Criminal Mind Aug 12, 2020 - Dec 31, 2048
93.33%	Traceability Techniques Aug 12, 2020 - Dec 31, 2048	0%	Certification Review Essentials Oct 21, 2021 - Mar 07, 2049
0%	Preventing the Organic Fraud Opportunity Oct 26, 2020 - Dec 31, 2048	0%	Natural Resources and Biodiversity Oct 14, 2020 - Dec 31, 2048
	Organic Integrity and Energy		Sampling and Testing

LEARNING PATHS

PENDING COURSES

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

Monday, August 1, 2022

- 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.

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Monday, August 1, 2022

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

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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.

Log back in

Logout

- Dashboard
- Register for Course
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- Print Transcript
- External Files

0 Completed Courses

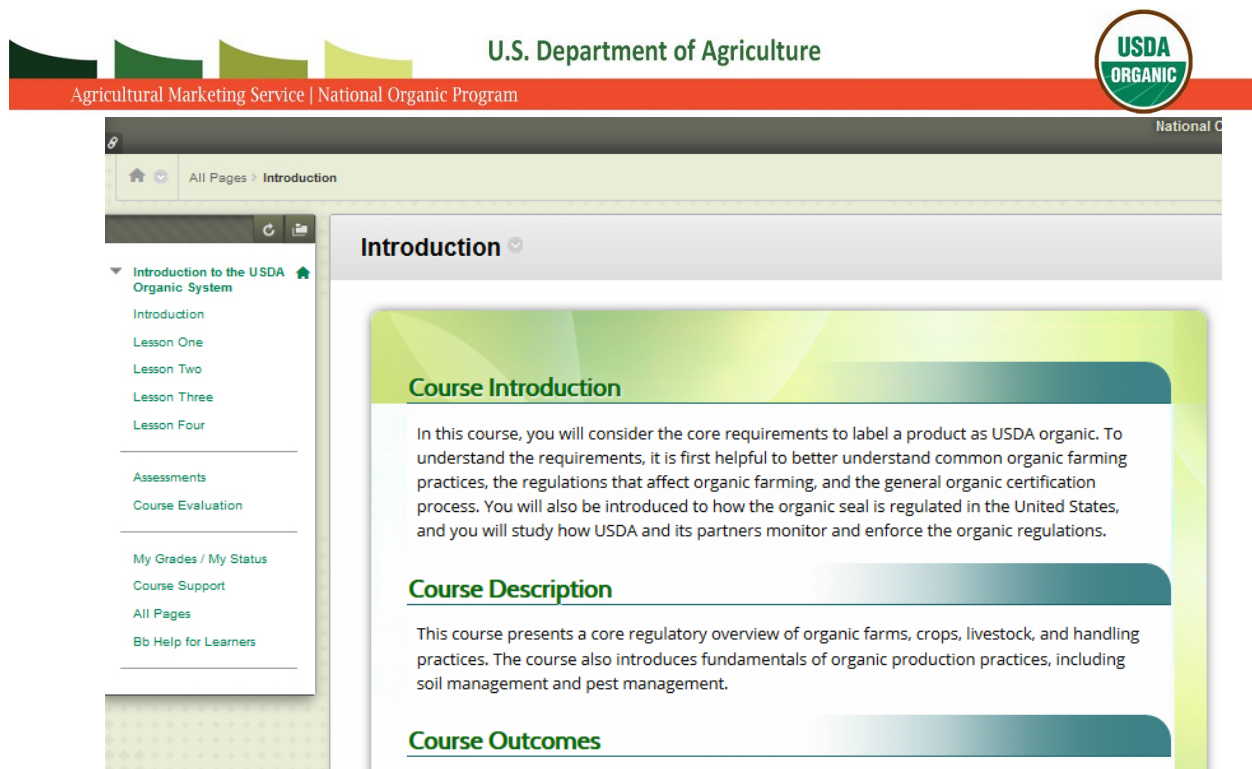
0 Page Views

1 Assignments Completed

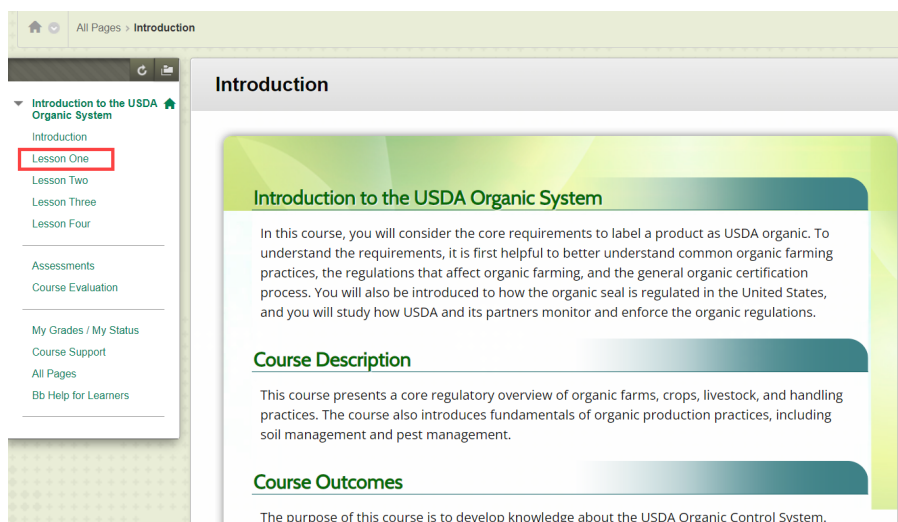
ACTIVE COURSES (Refresh)

0% Introduction to the USDA Organic System Mar 15, 2019 - Dec 31, 2048	0% Certification Administration Essentials Aug 18, 2022 - Jan 02, 2050
0% Advanced Inspections: Investigations Mar 01, 2022 - Jul 16, 2049	0% National Organic Program Microlearning Mar 02, 2021 - Dec 31, 2048
0% Organic Seed Search Jul 21, 2021 - Dec 31, 2048	0% Advanced Compliance and Enforcement Topics Feb 28, 2022 - Jul 26, 2049

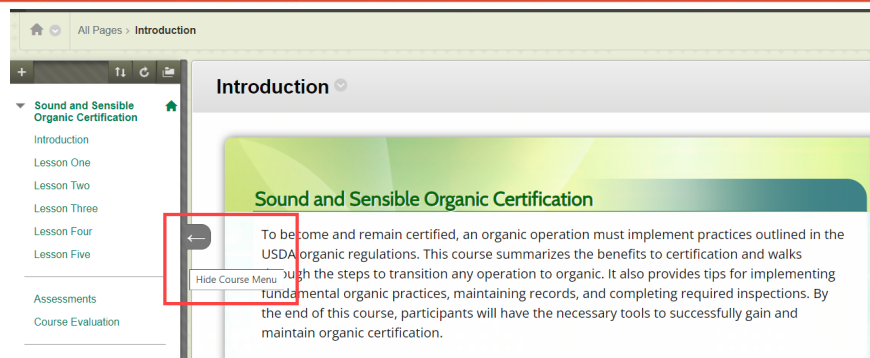
1. Click a course title to open the course content. The Introduction page is displayed in the Blackboard Learning Management system.



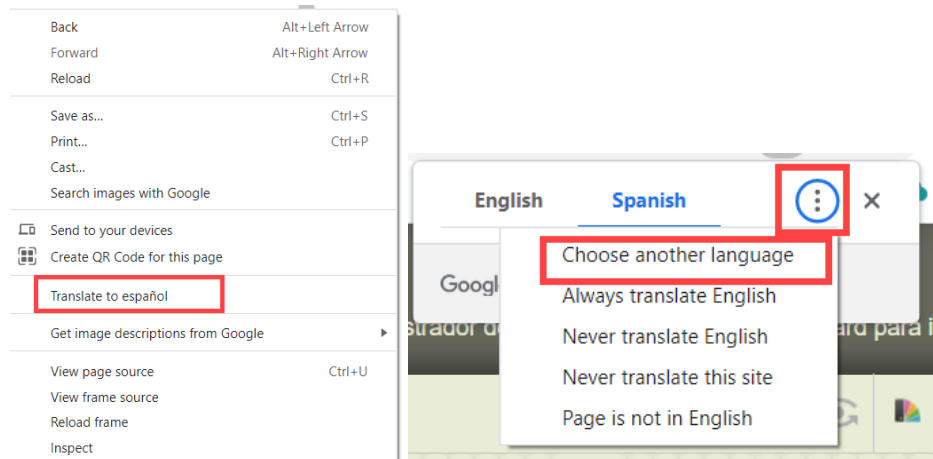
2. Scroll down on the page to read the full course introduction.
3. Click the desired lesson title link in the left navigation menu.



- 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.



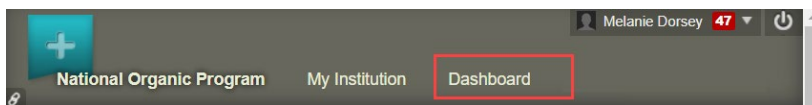
4. Scroll down on each of the lesson pages to view all content.
 - You can also translate the course pages into the language of your choice (Using a Chrome browser only). Right click on the page and select the translation option. To choose from a list of available languages, click on the three dots and 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

- 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.



- Click **Link to Assessment** to open the assessment.
- Click **Begin** to start the assessment.

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- Introduction to the USDA Organic System
 - Introduction
 - Lesson One
 - Lesson Two
 - Lesson Three
 - Lesson Four
- Assessments
- Course Evaluation
- My Grades / My Status
- Course Support
- All Pages
- Bb Help for Learners

Begin: Lesson 1 Assessment

INSTRUCTIONS

Force Completion This test can be saved and resumed later.

Multiple Attempts This test allows multiple attempts.

Click **Begin** to start: Lesson 1 Assessment. Click **Cancel** to go back.

Select 'Begin' to start. Select 'Cancel' to quit.

Cancel
Begin

4. Complete the answers to the Assessment questions.

5. Click **Save and Submit**.

Take Test: Lesson 1 Assessment

Test Information

Description

Instructions

Multiple Attempts This test allows multiple attempts.

Force Completion This test can be saved and resumed later.

Your answers are saved automatically.

Question Completion Status:

QUESTION 1

Which of the following is NOT a best practice of raising livestock?

☒ Emphasizing preventable health care practices

☐ Providing only certified organic feed

☐ Using antibiotics and growth hormones to supplement animal health care

☐ Allowing animals access to the outdoors, shade, shelter, space for exercise, and clean water

10 points
Save Answer

QUESTION 2

What **main** entity oversees products sold as organic in the United States?

☐ Accredited certifying agents

☐ USDA's National Organic Program

☐ Each state's Department of Agriculture has different rules

☐ The National Organic Standards Board

10 points
Save Answer

QUESTION 3

What is NOT an area of certification under the USDA organic regulations?

☐ Fertilizers

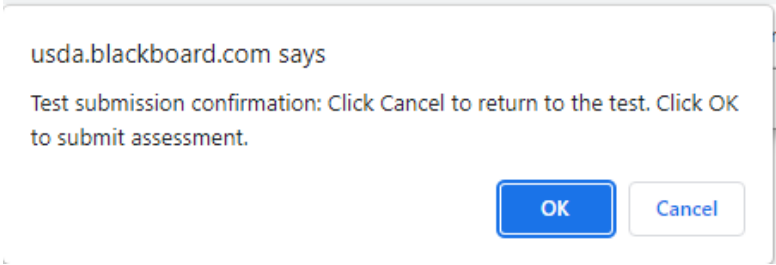
☐ Crops

10 points
Save Answer

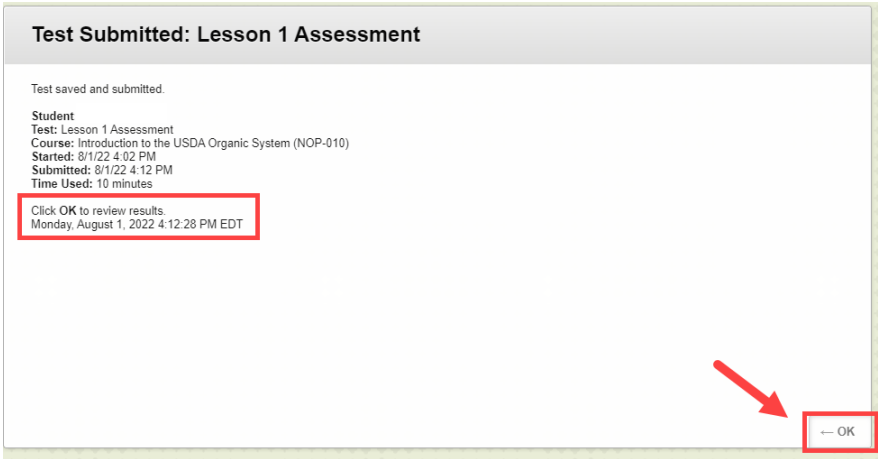
Click **Save and Submit** to save and submit. Click **Save All Answers** to save all answers.

Save All Answers
Save and Submit

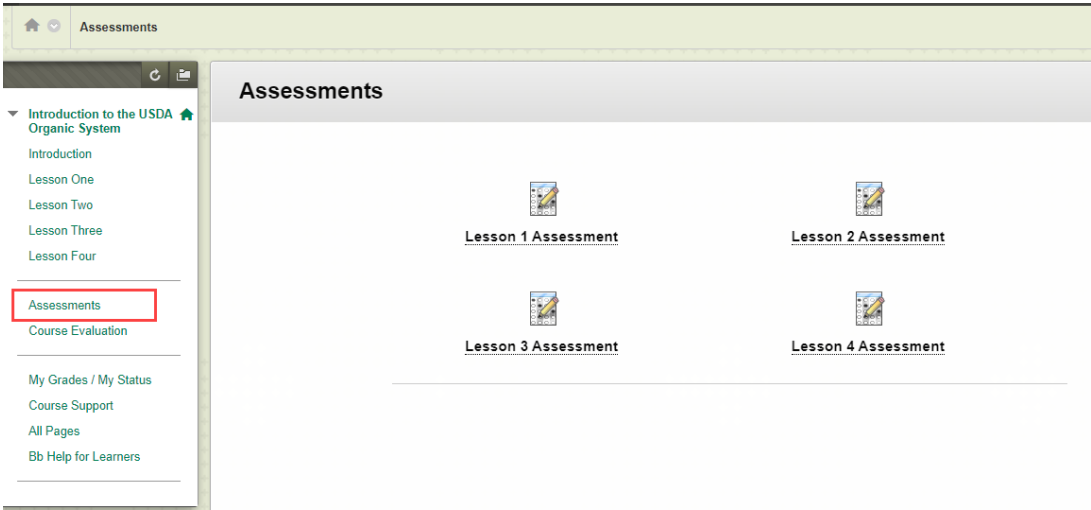
6. If this pop-up message displays, click **OK** to confirm the Assessment submission.



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**.

Introduction to the USDA Organic System
Introduction
Lesson One
Lesson Two
Lesson Three
Lesson Four
Assessments
Course Evaluation
My Grades / My Status
Course Support
All Pages
Bb Help for Learners

My Grades

All
Graded
Upcoming
Submitted

Order by: Course Order


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%
View Description Grading Criteria		

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

Course Evaluation

Introduction to the USDA Organic System
Introduction
Lesson One
Lesson Two
Lesson Three
Lesson Four
Assessments
Course Evaluation
My Grades / My Status
Course Support
All Pages
Bb Help for Learners

Course Evaluation



Course Evaluation

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

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

Begin: Course Evaluation

INSTRUCTIONS

Force Completion This survey can be saved and resumed later.

Multiple Attempts This survey allows multiple attempts.

Click **Begin** to start Course Evaluation. Click **Cancel** to go back.

Select 'Begin' to start. Select 'Cancel' to quit.

Cancel
Begin

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.

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Log back in

Logout

- Dashboard
- Register for Course
- Request Credit
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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

Traceability Techniques

Completed on Aug 01, 2022

100%

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

Logged in as Learner

Logout

Learner ▾

- Dashboard
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PRINT TRANSCRIPT

Download the Transcript

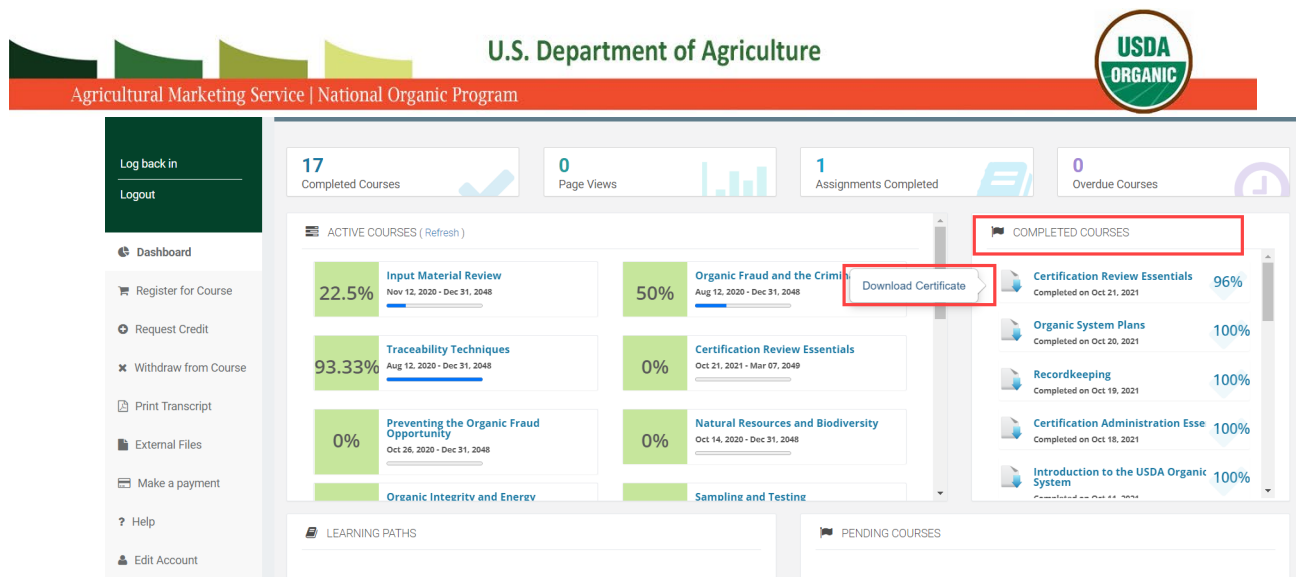
LEARNER TRANSCRIPT

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**.



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.

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.

Technical Support

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

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