



As a TRAIN Florida (LMS) Administrator you have access to many resources to help you manage your interactions with the TRAIN system.

One of the primary resources is access to the TRAIN Florida Sandbox (staging site). This website is designed to be a testing ground for administrators to use when building courses, composing announcements, or adding resources and library materials. The Sandbox is also a proving ground for system enhancements being developed by the Vendor.

Only users with TRAIN Florida Administrator and Course Provider rights have access to the Sandbox.

This document will help you recognize the differences between the TRAIN Florida Production site, and the Sandbox. It will also detail how using the Sandbox will enhance your ability to be an effective Administrator for TRAIN Florida.

Best Practice Tip

We strongly recommend that as a LMS Administrator, you add the URLs (web addresses) for both the [TRAIN Florida Sandbox](#) and the [TRAIN Florida Production Site](#) to your **Favorites** list in your Web Browser, and title them accordingly. Directions on how to do this will be detailed later in this document.

The TRAIN Florida Production Site

The TRAIN Florida Production site is the **live**, primary website for TRAIN Florida.

All TRAIN Florida users have access to this site. The Login page can be accessed by any TRAIN Florida user via the main website address: <https://fl.train.org/DesktopShell.aspx>

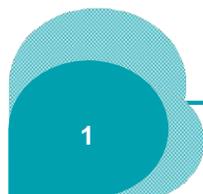
The Production site is where LMS Administrators will be most active in their management of courses, learners, announcements, e-mails, resources, discussion boards, and library materials.

All changes made in Production are potentially visible to all TRAIN Florida users.

This may include errors in information presented, and functionality of features such as hyperlinks and course presentations. Most errors can be edited on an Administrative level if needed, **however, it is important to note** that courses cannot be deleted, only disabled, once approved and added to TRAIN Florida. This makes test building courses a vital step in course creation, to limit the possibility of errors.

DO NOT TEST COURSES ON THE PRODUCTION SITE

The **TRAIN Florida Sandbox** is designed to be the testing site for building your courses and assuring their functionality before adding them to Production. The following section will give you details on the functions of this Sandbox.





The TRAIN Florida Sandbox

The TRAIN Florida Sandbox is designed to be a **testing ground** for administrators to use when building courses, composing announcements, or adding resources and library materials. The Sandbox is also a proving ground for system enhancements being developed by the Vendor.

Only users with TRAIN Florida Administrator and Course Provider rights have access to the Sandbox URL - <https://fl-train.staging.kmionline.com/DesktopShell.aspx>

You will log in to the Sandbox site with the same Login Name and Password that you use to access Production.

NOTE: **The Production site and the Sandbox look identical, and have identical functionality.** The primary differences are in the information presented and features being tested by the Vendor, but these differences are not always immediately recognizable. Another key difference is the e-mail function in the Sandbox is disabled.

Please be aware of the differences in the URLs before interacting with TRAIN to be sure you are on the site you intend to be.

- If you take a course in the Sandbox, you will have to take it again in Production.
- If you make changes to a learner account, post an announcement, discussion or resource in the Sandbox, they will not reflect in Production.
- If you enroll learners into a course in the Sandbox, they will not be enrolled in Production.
- If you attempt to e-mail learners using the Sandbox, the e-mail will not be sent.
- Information in the Sandbox is not always up-to-date

All information added to the Sandbox will be deleted/changed by the Vendor every two months, generally around the 15th of the month, to provide an updated interface for testing. The Vendor takes a copy of the Production site at the time and overlays it into the Sandbox site.

The primary use for the Sandbox is to allow you to build and test your training courses. We highly recommend that **ALL courses be tested** in the Sandbox to assure their functionality within the TRAIN System, **before** they are put into Production for approval. Once a course is in Production, it cannot be deleted, even if it is not approved.

When you build a test course in the Sandbox, you can test enroll learners, test any attached documents and hyperlinks, and even test take the course as a learner to be sure it looks and acts the way you expect. There are no limits to how many test courses you create in the Sandbox.

If the course functions correctly within the Sandbox, you may then use the course as a source to correctly enter the course into Production for approval by the LMS Site Administrators.

We strongly recommend that as a LMS Administrator, you add the URLs (web addresses) for both the [TRAIN Florida Sandbox](#) and the [TRAIN Florida Production Site](#) to your **Favorites** list in your Web Browser, and title them accordingly. The following steps will show you how to do this.



Adding the Sandbox and Production URLs (web addresses) to your Favorites List

NOTE: The following steps are for use with the Internet Explorer web browser.

Step 1: Open your web browser



Step 2: Go to the **TRAIN Florida Sandbox** log in page – click on the link below:

<https://fl-train.staging.kmionline.com/DesktopShell.aspx>

Step 3: From the Sandbox log in page (Fig. 1). Locate and click on the **Favorites** button.

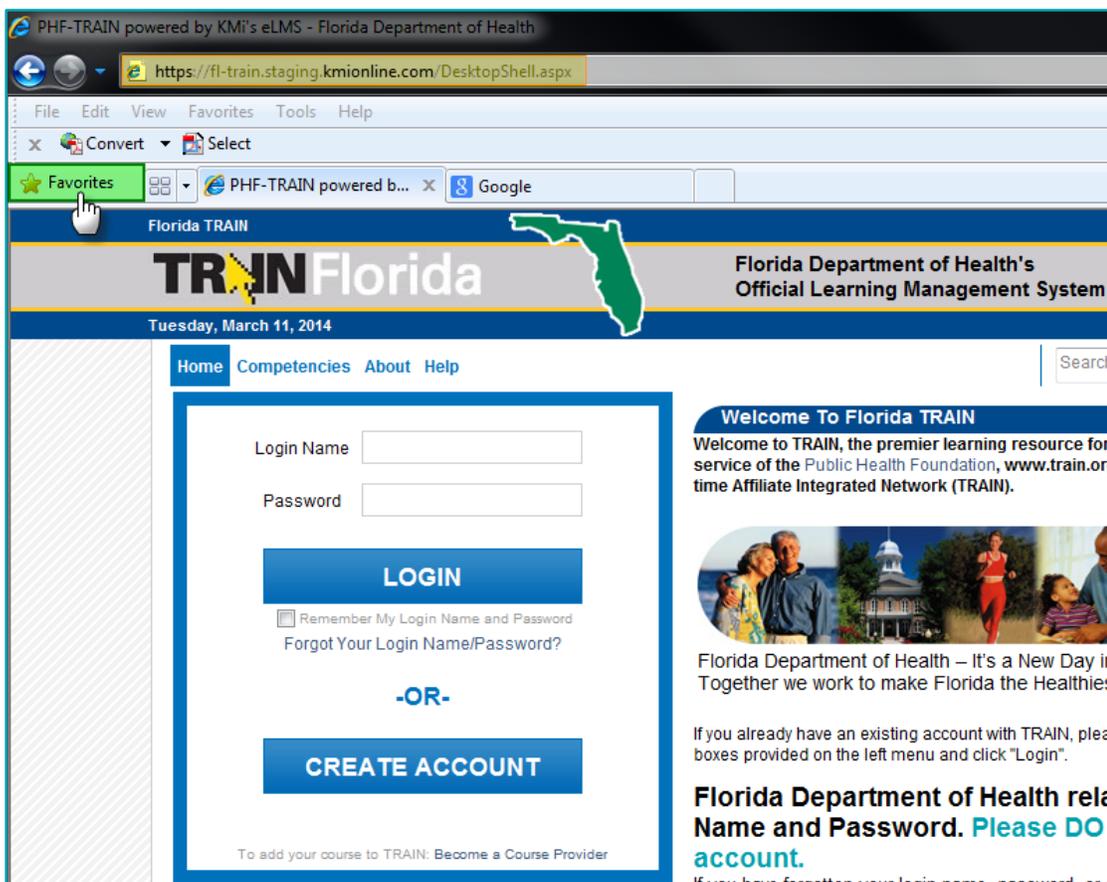


Figure 1

Step 4: The **Favorites List** will open (Fig. 2). Locate and click on the **Add to Favorites** button.

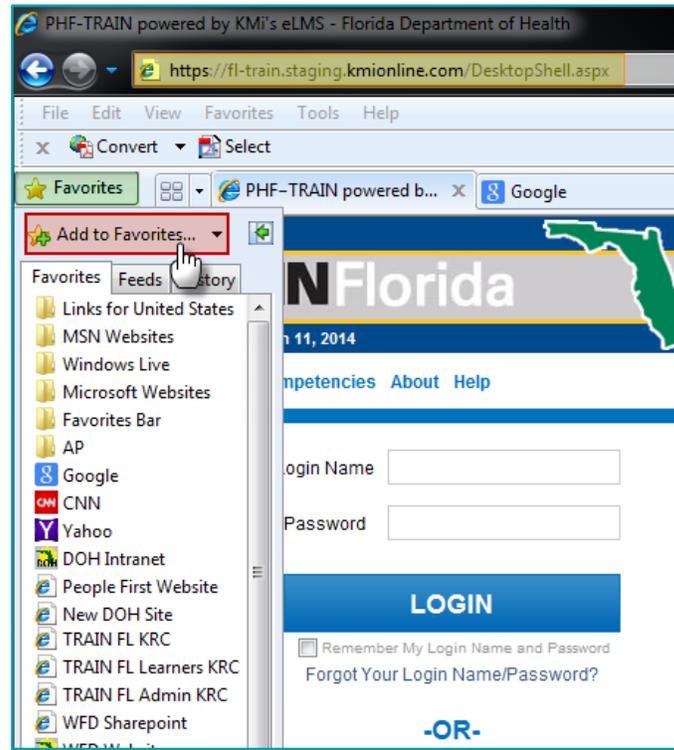


Figure 2

Step 5: After clicking the Add to Favorites button, the **Add a Favorite** pop-up window (Fig. 3) will open over the page. The Name field will be populated with a default name. We recommend changing the name for the Sandbox page to one easily recognized such as **TRAINFLSandbox**. After you have changed the name, click the **Add** button.

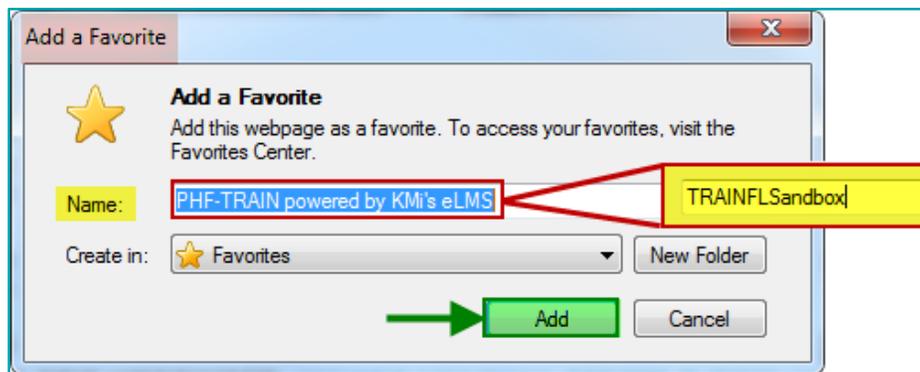


Figure 3

The Sandbox URL has been added to your Favorites List.

Step 6: To add the Production URL - Go to the **TRAIN Florida Production site** log in page – click on the link <https://fl.train.org/DesktopShell.aspx> (Fig.4)

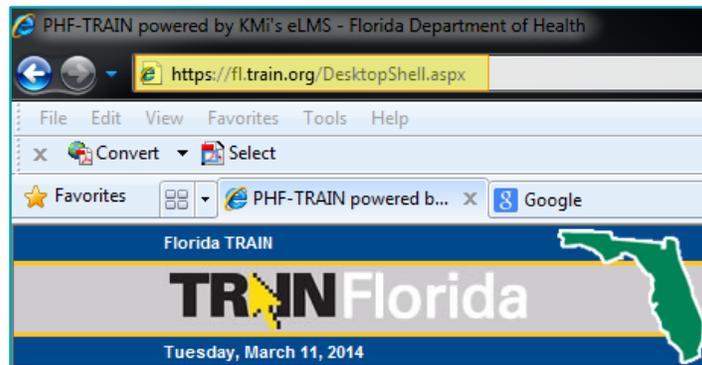


Figure 4

Repeat Steps 3-5 - We recommend changing the name for the Production page from the default name, to one easily recognized such as **TRAINFLProduction**.

Step 7: Once both URLs have been added to your Favorites List, the names you have chosen will be listed at the bottom of the list, at first. You do have the ability to move them up the list if you choose.

From this point on, you will have easy access to both the TRAIN Florida Sandbox and the Production site by opening your Favorites list, locating and clicking on the site name (Fig. 5). The web page you have chosen will open in your browser.

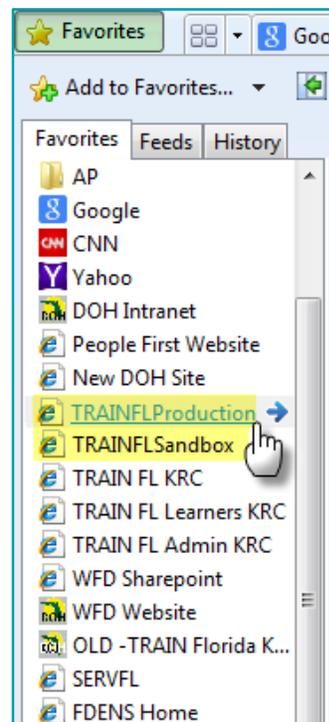


Figure 5

If you have any questions or need assistance regarding the use of the TRAIN Florida Sandbox or Production sites, or your LMS Administrator duties, please contact the **DOH LMS Site Administrators** via e-mail at DOHLMSSupport@flhealth.gov, or by Phone at 850-245-4008.