



The **TRAIN Florida Discussion Boards** are an excellent tool for raising questions and providing information about the TRAIN Florida system, courses, tools, etc. that can be shared with other learners both statewide, and local to your area.

All learners have access to the discussion threads to ask TRAIN Florida Administrators specific questions about a topic. The Discussion Boards are monitored on a regular schedule by the TRAIN Florida Site Administrators, and Local TRAIN Florida Administrators, to provide answers and solutions in a timely manner.

The following steps will help you review threads, [reply to threads](#), and [add discussion threads](#) in the TRAIN Florida Discussion Boards.

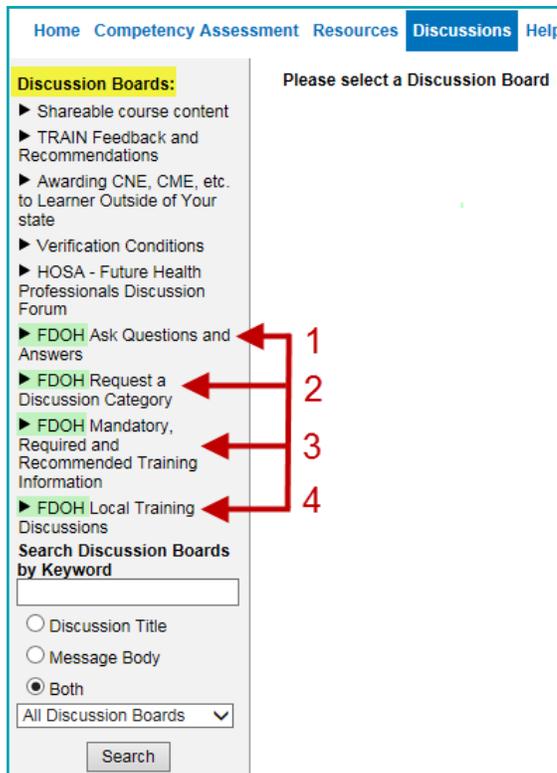
Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: On your TRAIN Florida home page - locate the **home page tool bar** on the top left of the page. Click on the **Discussions** link.

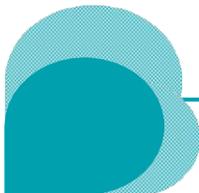


Step 3: The **Discussion Boards** page will open, showing the Discussion Boards menu. Four (4) FDOH categories are available.

NOTE: This list also shows TRAIN National level Discussion Boards. You may access these boards, but they are not actively monitored by TRAIN Florida Administrators.



FDOH Discussion Board Categories	
1	Ask Questions and Answers - TRAIN Florida Learners can discuss strategies and training opportunities with Site Administrators.
2	Request a Discussion Category - TRAIN Florida Administrators, Course Providers and Learners can request additional categories be added to the FDOH Discussion Boards.
3	Mandatory, Required and Recommended Training Information – Help for TRAIN Florida Administrators, Course Providers, and Learners with DOH Statewide MRR training topics.
4	Local Training Discussions – Help for TRAIN Florida Administrators, Course Providers, and Learners with DOH Local training topics.



Step 4: To access a Discussion Board category – two options

1. Click on the **title of the category** to open the discussion board.
2. Use the **Search Discussion Boards by Keyword** tool at the bottom of the Discussion Boards category list. **Use a Keyword - Enter a keyword** for your topic into the **Search Discussion Boards by Keyword** field. You may choose to filter the search by Discussion Title, Message Body (the text of the discussion), or Both. Click on the radio button next to your choice. Click the **Search** button.

Discussion Boards:

- ▶ Shareable course content
- ▶ TRAIN Feedback and Recommendations
- ▶ Awarding CNE, CME, etc. to Learner Outside of Your state
- ▶ Verification Conditions
- ▶ HOSA - Future Health Professionals Discussion Forum
- ▶ **FDOH Ask Questions and Answers** (1)
- ▶ FDOH Request a Discussion Category
- ▶ FDOH Mandatory, Required and Recommended Training Information
- ▶ FDOH Local Training Discussions

Search Discussion Boards by Keyword

CEU (2)

Discussion Title
 Message Body
 Both (2)

All Discussion Boards (dropdown)

Search (2)

Step 5: After you have opened the Discussion Board category, or conducted your keyword search, you will be directed to the **main page for the Discussion Board** you selected, and the title(s) of the active/current Discussion Threads on the board.

Discussion Boards:

- ▶ Shareable course content
- ▶ TRAIN Feedback and Recommendations
- ▶ Awarding CNE, CME, etc. to Learner Outside of Your state
- ▶ Verification Conditions
- ▶ HOSA - Future Health Professionals Discussion Forum
- ▶ **FDOH Ask Questions and Answers** (1)
- ▶ FDOH Request a Discussion Category
- ▶ FDOH Mandatory, Required and Recommended Training Information

FDOH Ask Questions and Answers New Thread

This discussion was developed for FDOH TRAIN Florida Learners to discuss strategies and training opportunities with the Site Administrators.

If you have topics you would like to see added, please contact your Local TRAIN Florida Administrator.

Show threads: from all dates (dropdown)

Thread	Poster	State	Date
✉ Submission date extended for Healthy Weight Community Champion Recognition	LaTonya Thomas	Florida	02/20/2014 10:54
✉ Adding FEMA certificates to my TRAIN Florida transcript	Robert Snyder	Florida	12/10/2013 11:47
✉ Incorrect # of Correct answers to assessment	Amelia Grimm	Florida	11/06/2013 16:19
✉ FDOH Weight of the Nation CEU/CE	Florida Administrator	Florida	09/12/2013 12:50
✉ FDOH Information Security and Privacy Awareness	Casey Morefield	Florida	09/04/2013 19:31

1

NOTE: If the screen displays “No match is found” there are **no active** threads posted to the category.



The list of threads will be sorted by, the Thread titles, the Poster (who wrote thread), the State assigned to the thread by the poster, and the Date and time the thread was posted.

To review the full topic of the thread - click on the **envelope icon** or **title** of the thread.

Step 6: The topic screen will open for your review.

To return to the Discussion Thread click the **Back to Threads** button or you may submit a reply by clicking the **Reply** button. **NOTE:** [How to submit a reply](#) is addressed later in this document.

Discussion Boards:

- ▶ Shareable course content
- ▶ TRAIN Feedback and Recommendations
- ▶ Awarding CNE, CME, etc. to Learner Outside of Your state
- ▶ Spex for a new non-TRAIN course entry process
- ▶ Verification Conditions
- ▶ HOSA - Future Health Professionals Discussion Forum
- ▶ **FDOH Ask Questions and Answers**
- ▶ FDOH Mandatory, Required and Recommended Training Information

FDOH Ask Questions and Answers

Adding FEMA certificates to my TRAIN Florida transcript Active ▶

Author: Robert Snyder (Florida)
Date: 12/10/2013

Two of the Florida Department of Health New Employee mandatory training courses include the FEMA IS-100 and IS-700. I have completed these FEMA courses from my previous job and have the certificates of completion.

What is the process for uploading into this information into TRAIN Florida so that I can apply my credits to the New Employee mandatory training requirements?

Step 7: To access the reply or replies for a thread topic - click on the **plus button** next to the thread title.

The reply title(s) will appear under the thread title. The Poster, State, Date and time the reply was posted will be listed.

Discussion Boards:

- ▶ Shareable course content
- ▶ TRAIN Feedback and Recommendations
- ▶ Awarding CNE, CME, etc. to Learner Outside of Your state
- ▶ Spex for a new non-TRAIN course entry process
- ▶ Verification Conditions
- ▶ HOSA - Future Health Professionals Discussion Forum
- ▶ **FDOH Ask Questions and Answers**
- ▶ FDOH Mandatory, Required and Recommended Training Information

FDOH Ask Questions and Answers

This discussion was developed for FDOH TRAIN Florida Learners to discuss strategies and training opportunities with the Site Administrators.

If you have topics you would like to see added, please contact your Local TRAIN Florida Administrator.

Show threads: from all dates ▼

<u>Thread</u>	<u>Poster</u>	<u>State</u>	<u>Date</u>
<input checked="" type="checkbox"/> Submission date extended for Healthy Weight Community Champion Recognition	LaTonya Thomas	Florida	02/20/2014 10:54
<input checked="" type="checkbox"/> Adding FEMA certificates to my TRAIN Florida transcript	Robert Snyder	Florida	12/10/2013 11:47
<input checked="" type="checkbox"/> Re: Adding FEMA certificates to my TRAIN Florida transcript	Florida Administrator	Florida	12/10/2013 12:26
<input checked="" type="checkbox"/> Re: Adding FEMA certificates to my TRAIN Florida transcript	LaTonya Thomas	Florida	12/10/2013 12:38
<input checked="" type="checkbox"/> Incorrect # of Correct answers to assessment	Amelia Grimm	Florida	11/06/2013 16:19
<input checked="" type="checkbox"/> FDOH Weight of the Nation CEU/CE	Florida Administrator	Florida	09/12/2013 12:50
<input checked="" type="checkbox"/> FDOH Information Security and Privacy Awareness	Casey Morefield	Florida	09/04/2013 19:31

1

To review the full reply - click on the **envelope icon** or **title** of the reply.



Step 8: The reply screen will open, for your review.

To return to the Discussion Thread click the **Back to Threads** button or you may submit a reply by clicking the **Reply** button.

Discussion Boards:

- ▶ Shareable course content
- ▶ TRAIN Feedback and Recommendations
- ▶ Awarding CNE, CME, etc. to Learner Outside of Your state
- ▶ Spex for a new non-TRAIN course entry process
- ▶ Verification Conditions
- ▶ HOSA - Future Health Professionals Discussion Forum
- ▶ **FDOH Ask Questions and Answers**
- ▶ FDOH Request a Discussion Category
- ▶ FDOH Mandatory, Required and Recommended Training Information
- ▶ FDOH Local Training Discussions

FDOH Ask Questions and Answers

Re: Adding FEMA certificates to my TRAIN Florida transcript Active

Author: Florida Administrator (Florida)
Date: 12/10/2013

Hello Mr. Snyder,

Thank you for inquiring about adding your FEMA certificates to the your TRAIN Florida transcript.

To add your certificates, you have two options:

If you have your **original email from FEMA** with the link to the certificate, **open** the link and **save** the file to an accessible location. Once you have the saved file,

1. Locate the course in your Training Plan
2. Manage and complete the course as you would any TRAIN Florida Course (see learner guide on the TRAIN Florida Learners Knowledge Center → Learner Questions and Answers → "How Do I Manage a TRAIN Florida Course?" and "How to Upload a Training Certificate to My TRAIN Florida Transcript")

The following will guide you on how to reply to a Discussion Thread or to a reply in a thread

Step 1: From the main page for your chosen Discussion Board -

Click on the click on the **envelope icon** or **title** of the thread or reply to open the topic.

Thread	Poster	State	Date
Submission date extended for Healthy Weight Community Champion Recognition	LaTonya Thomas	Florida	02/20/2014 10:54
Adding FEMA certificates to my TRAIN Florida transcript	Robert Snyder	Florida	12/10/2013 11:47
Incorrect # of Correct answers to assessment	Amelia Grimm	Florida	11/06/2013 16:19

Then click the **Reply** button

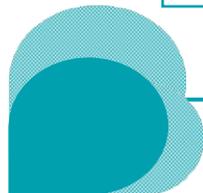
FDOH Ask Questions and Answers

Adding FEMA certificates to my TRAIN Florida transcript Active

Author: Robert Snyder (Florida)
Date: 12/10/2013

Two of the Florida Department of Health New Employee mandatory training courses include the FEMA IS-100 and IS-700. I have completed these FEMA courses from my previous job and have the certificates of completion.

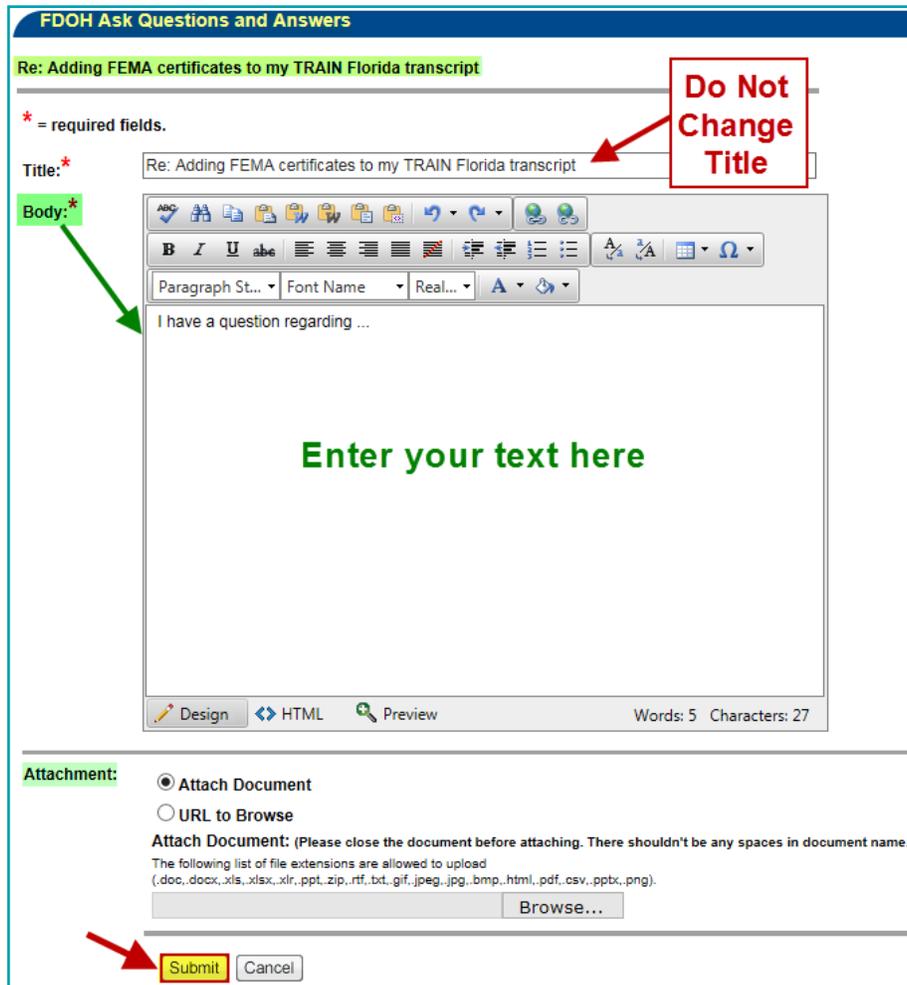
What is the process for uploading into this information into TRAIN Florida so that I can apply my credits to the New Employee mandatory training requirements?



Step 2: The reply screen will open. Please **DO NOT** change the Title of the reply.

- Enter the text of your reply in the **Body** field.
- If you need to include an attachment or URL in your reply, follow the instructions at the bottom of the screen.
- Click the **Submit** button - the reply will be immediately posted.

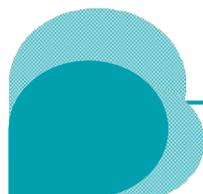
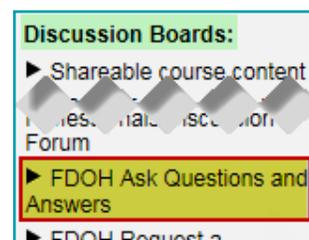
NOTE: Once a reply is submitted and posted, it cannot be deleted.



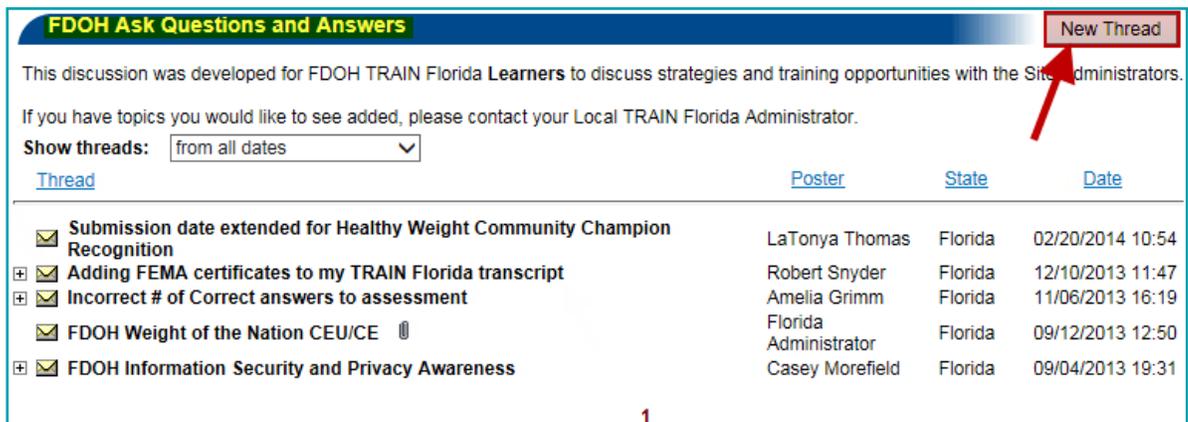
The following will guide you on how to add a new Discussion Thread to the existing boards

If you have searched the Discussion Boards, and have not found a Discussion Thread that addresses your question or problem regarding TRAIN Florida, you may add a new Discussion Thread under the appropriate Discussion Board to have your issue addressed.

Step 1: From the Discussion Boards menu – Click on the **title** of the Discussion Board category most appropriate for your thread.



Step 2: The main page for the Discussion Board you selected will open. Click on the **New Thread** button.

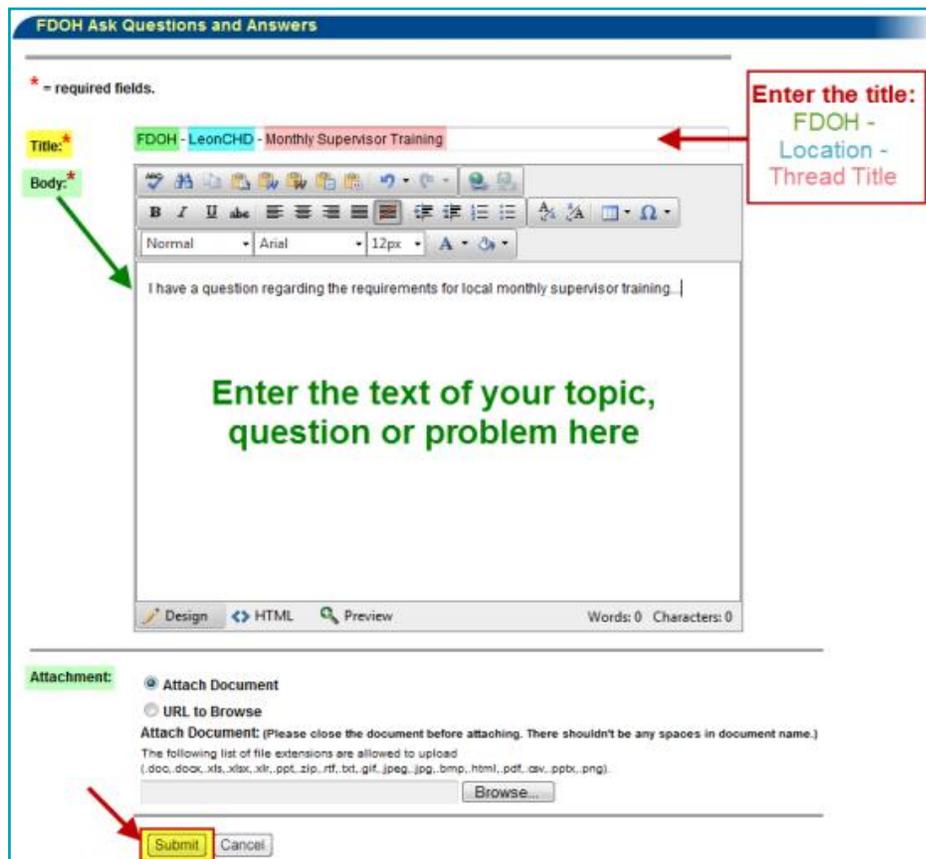
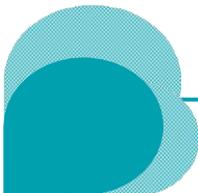


Thread	Poster	State	Date
<input checked="" type="checkbox"/> Submission date extended for Healthy Weight Community Champion Recognition	LaTonya Thomas	Florida	02/20/2014 10:54
<input checked="" type="checkbox"/> Adding FEMA certificates to my TRAIN Florida transcript	Robert Snyder	Florida	12/10/2013 11:47
<input checked="" type="checkbox"/> Incorrect # of Correct answers to assessment	Amelia Grimm	Florida	11/06/2013 16:19
<input checked="" type="checkbox"/> FDOH Weight of the Nation CEU/CE	Florida Administrator	Florida	09/12/2013 12:50
<input checked="" type="checkbox"/> FDOH Information Security and Privacy Awareness	Casey Morefield	Florida	09/04/2013 19:31

Step 3: The new thread screen will open.

- Enter the **Title** of your thread.
- Enter the **text** of your question or problem in the **Body** field.
- If you need to include an attachment or URL in your reply, follow the instructions at the bottom of the screen.
- Click the **Submit** button - the thread will be immediately posted to the Discussion Board.

NOTE: DOH employees - use this following format in front of your title:
FDOH-Location-Thread title Example: FDOH-LeonCHD-Monthly Supervisor Training



How Do I Add to a Discussion Board in TRAIN Florida?

► [It's a New Day in Public Health](#)

NOTE: Once a reply is submitted and posted, it cannot be deleted.
If you post a thread - You are responsible for monitoring for a reply.

The FDOH Discussion Boards are visible to all TRAIN Florida members assigned to the Florida Department of Health. All TRAIN Florida users are reminded to adhere to the [TRAIN Policy](#) and the [DOH LMS Support and Communication Guidelines](#) when communicating using the Discussion Board feature.

If you have any questions or concerns regarding the use of the TRAIN Florida Discussion Boards, or if you would like to request a Discussion Board Category be added to the menu, please contact your [Local TRAIN Florida Administrator](#).

