

The TRAIN Florida **Discussions feature** hosts the **TRAIN Florida Discussion Boards**. It is 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 locate, [access](#), and [search](#) the **TRAIN Florida Discussion Boards** for questions and problem resolutions.

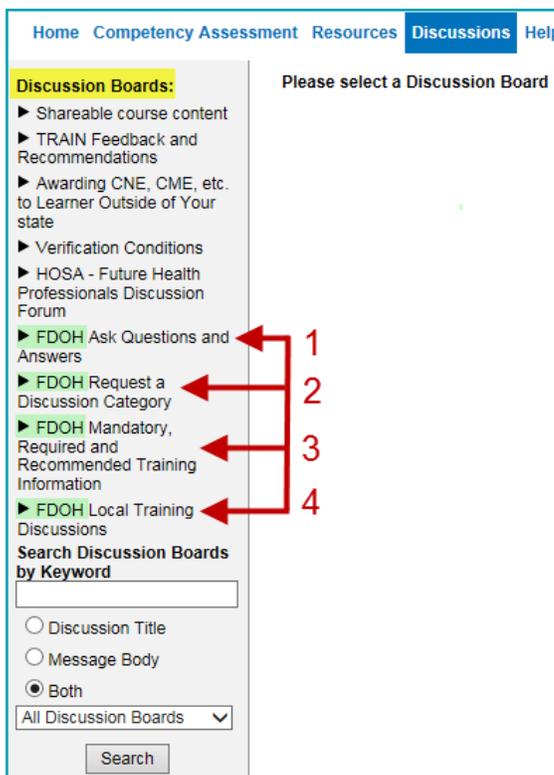
Step 1: Go to [TRAIN Florida](#) and **log in**

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 - click on the **title of the category** to open the board. 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**
- ▶ FDOH Request a Discussion Category
- ▶ FDOH Mandatory, Required and Recommended Training Information
- ▶ FDOH Local Training Discussions

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:

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

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

Step 5: To search for previously posted threads in the category. Click on the **Show Threads** drop down menu. Click to select the past time frame.

Show threads:

- active in the last day
- active in the last 2 days
- active in the last week
- active in the last 2 weeks
- active in the last 3 weeks
- active in the last month
- active in the last 3 months
- active in the last 6 months
- active in the last year

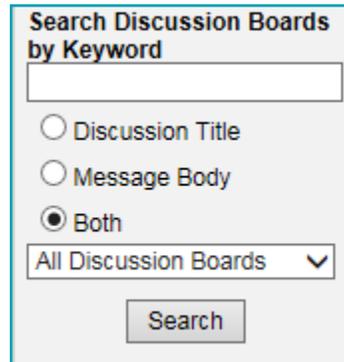
NOTE: If the screen displays “No match is found” there are **no active** threads posted to the to this category topic within your chosen past time frame.

To participate in a Discussion Thread or request a Discussion Board category, please refer to the Learner help document – [How Do I Add to a Discussion Board in TRAIN Florida?](#)

The Discussions feature also has a **Search Discussion Boards by Keyword** tool to help you locate answers in any Discussion Board category, FDOH or National.

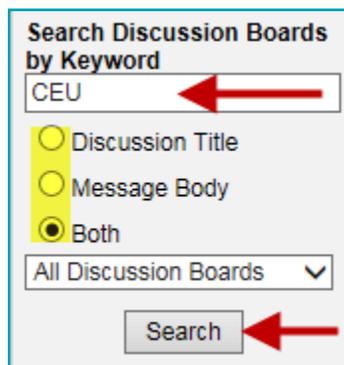
The following steps will guide you on how to use **Search Discussion Boards by Keyword**.

Step 1: Locate the **Search Discussion Boards by Keyword** tool, at the bottom of the Discussion Boards category list.



You can choose one of two methods for your search:

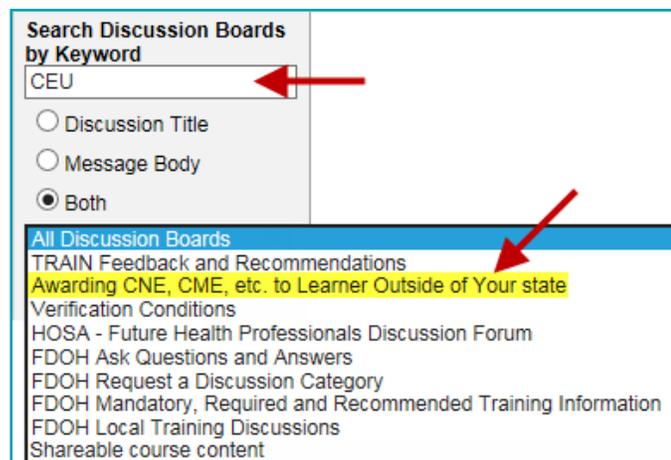
1. **Use a Keyword - Enter a keyword** for your topic into the **Search Discussion Boards by Keyword field**. You may choose to filter the search by Discussion Title, Message Body (the text of the discussion), or Both. Click on the radio button next to your choice. Click the **Search** button.



2. **Filter the keyword search by a specific category topic - Enter a keyword** into the **Search Discussion Boards by Keyword field**.

Next, click on the **All Discussion Boards** drop down menu. Use the menu to locate and select the Discussion Board category to populate the field.

Click the **Search** button.

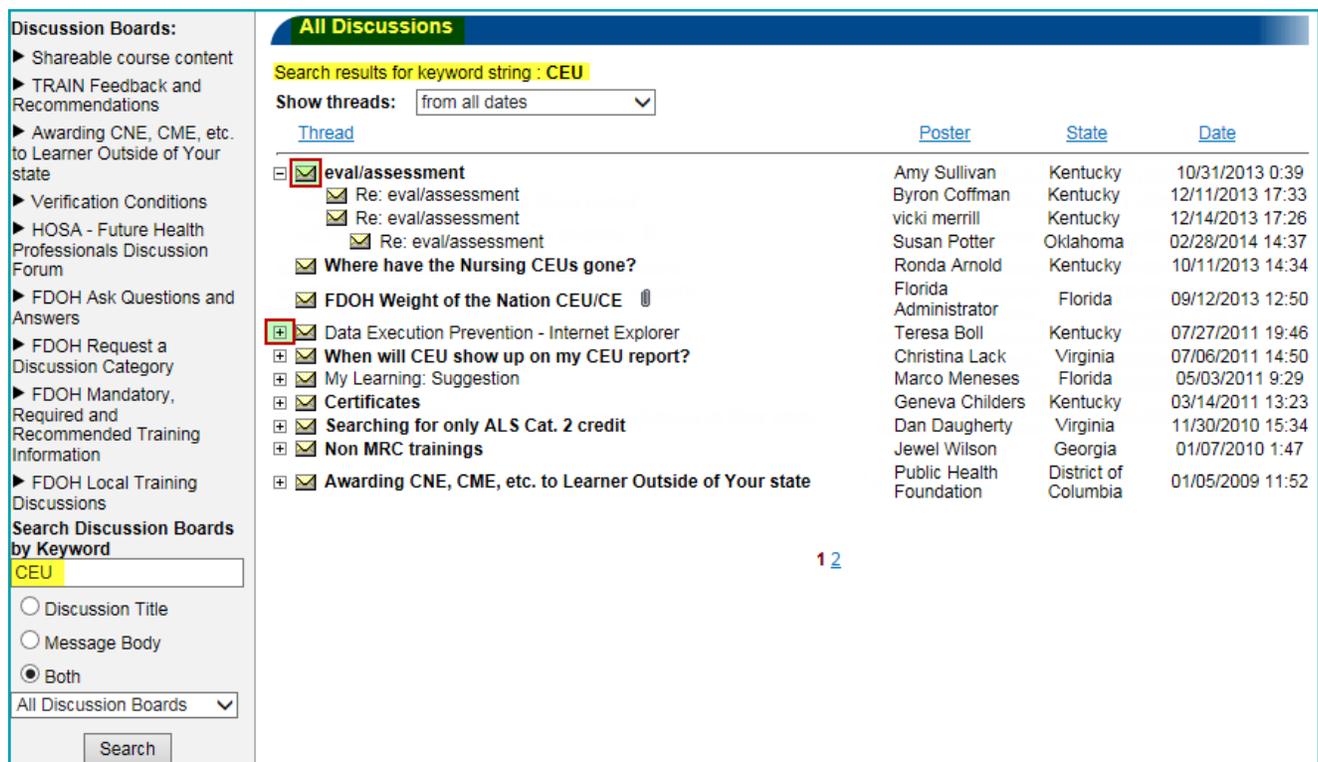


Step 2: If your search is successful, you will be directed to a screen with the results of your keyword search. The results will reflect the **active** threads and past threads containing references to your keyword. There may be more than one page of threads.

Click on the **envelope icon**  or **title** to open the thread text or response.

Click on the **plus button**  to drop down the responses for the topic.

NOTE: The keyword search results will reflect Discussion Threads from both TRAIN Florida and TRAIN National Affiliate Discussion Boards. TRAIN Florida users are able to reply to and participate in TRAIN National Affiliate Discussion Boards, but **be aware that your replies can and will be seen on a national level and must be in compliance with both DOH and TRAIN policies.**



The screenshot shows the 'All Discussions' page with search results for the keyword 'CEU'. The left sidebar contains navigation options for various discussion boards. The main content area displays a list of threads with columns for Thread, Poster, State, and Date. The search results are filtered to show threads containing 'CEU'.

Thread	Poster	State	Date
<input checked="" type="checkbox"/> eval/assessment	Amy Sullivan	Kentucky	10/31/2013 0:39
<input checked="" type="checkbox"/> Re: eval/assessment	Byron Coffman	Kentucky	12/11/2013 17:33
<input checked="" type="checkbox"/> Re: eval/assessment	vicki merrill	Kentucky	12/14/2013 17:26
<input checked="" type="checkbox"/> Re: eval/assessment	Susan Potter	Oklahoma	02/28/2014 14:37
<input checked="" type="checkbox"/> Where have the Nursing CEUs gone?	Ronda Arnold	Kentucky	10/11/2013 14:34
<input checked="" type="checkbox"/> FDOH Weight of the Nation CEU/CE	Florida Administrator	Florida	09/12/2013 12:50
<input checked="" type="checkbox"/> Data Execution Prevention - Internet Explorer	Teresa Boll	Kentucky	07/27/2011 19:46
<input checked="" type="checkbox"/> When will CEU show up on my CEU report?	Christina Lack	Virginia	07/06/2011 14:50
<input checked="" type="checkbox"/> My Learning: Suggestion	Marco Meneses	Florida	05/03/2011 9:29
<input checked="" type="checkbox"/> Certificates	Geneva Childers	Kentucky	03/14/2011 13:23
<input checked="" type="checkbox"/> Searching for only ALS Cat. 2 credit	Dan Daugherty	Virginia	11/30/2010 15:34
<input checked="" type="checkbox"/> Non MRC trainings	Jewel Wilson	Georgia	01/07/2010 1:47
<input checked="" type="checkbox"/> Awarding CNE, CME, etc. to Learner Outside of Your state	Public Health Foundation	District of Columbia	01/05/2009 11:52

To participate in a Discussion Thread or request a Discussion Board category, please refer to the Learner help document – [How Do I Add to a Discussion Board in TRAIN Florida?](#)

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, please contact your [Local TRAIN Florida Administrator](#).