



TRAIN Florida Learner Tutorial Guide

How to Manage the My Surveys Tool

February 2014

Your Comprehensive Guide to Navigating TRAIN Florida

To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.



This page left blank intentionally





Table of Contents

SLIDE NUMBER - TITLE	PAGE
Slide 1 – Title Slide - How to Manage The My Surveys Tool	1
Slide 2 – Log In To TRAIN Florida	1
Slide 3 – TRAIN Florida Learner Home Page – The My Surveys Tool Menu	2
Slide 4 – TRAIN Florida Learner Home Page – The My Surveys Tool Menu II	2
Slide 5 – Beginning the Survey	3
Slide 6 – Taking the Survey	3
Slide 7 – Completing the Survey	4
Slide 8 – TRAIN Florida Learner Home Page – The My Surveys Tool Menu III	4
Slide 9 – Survey List Page	5
Slide 10 – End Slide – Contact Information – Thank You!	5

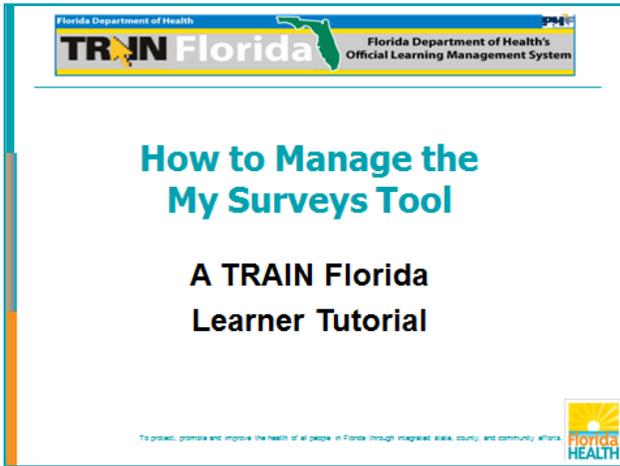




This page left blank intentionally



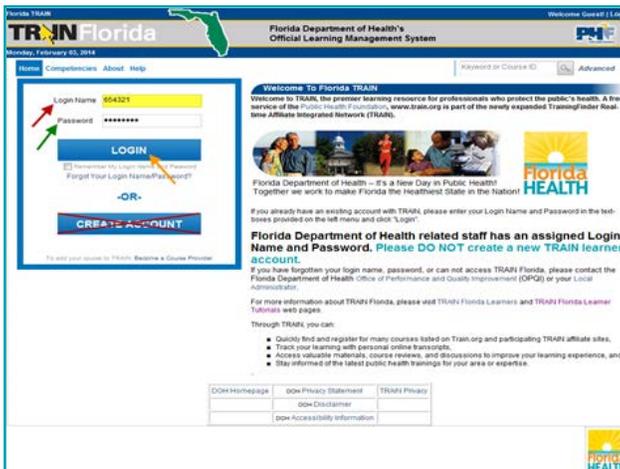
Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Manage the My Surveys Tool.

We are going to review how to locate, access, and manage the My Surveys tool in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

Slide 2 – Log in to TRAIN Florida

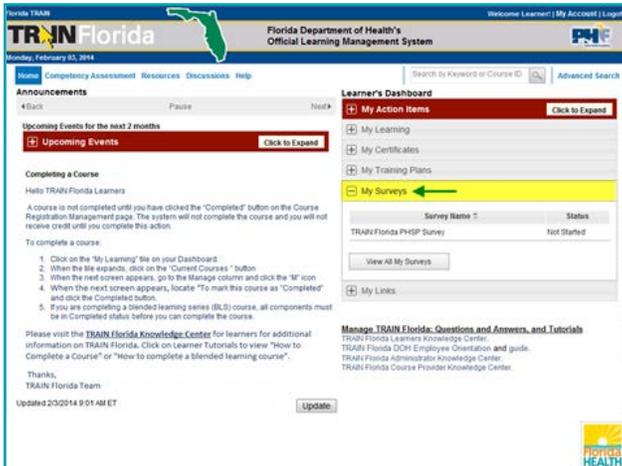


As a current user of TRAIN Florida you must log in to access the My Surveys tool. Enter your Login Name and chosen personal password, and click on the blue Login button.

If you have forgotten your Login Name or Password, click on the “Forgot Your Login Name/Password?” link and follow the directions.

NOTE: Are you a new user to TRAIN Florida? If so please exit this presentation and view the How To Log In to TRAIN Florida learner tutorial before accessing your account.

Slide 3 – TRAIN Florida Learner Home Page – The My Surveys Tool Menu



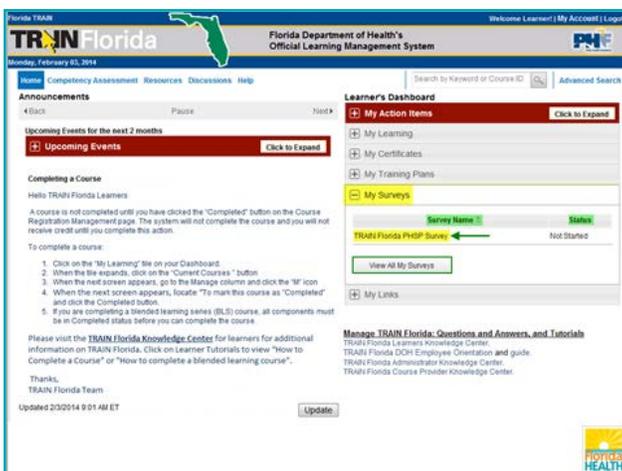
If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

The TRAIN Florida My Surveys tool allows TRAIN Florida Administrators to assign surveys to learners in TRAIN Florida. The surveys may be related to workforce initiatives, development or trainings in the TRAIN Florida system.

When a survey is assigned to you, you should receive notification from your DOH LMS Administrator, or the TRAIN Florida system.

To locate and access the My Surveys tool, go to your Learner Dashboard, and click on the My Surveys tile to open the menu.

Slide 4 – TRAIN Florida Learner Home Page – The My Surveys Tool Menu II



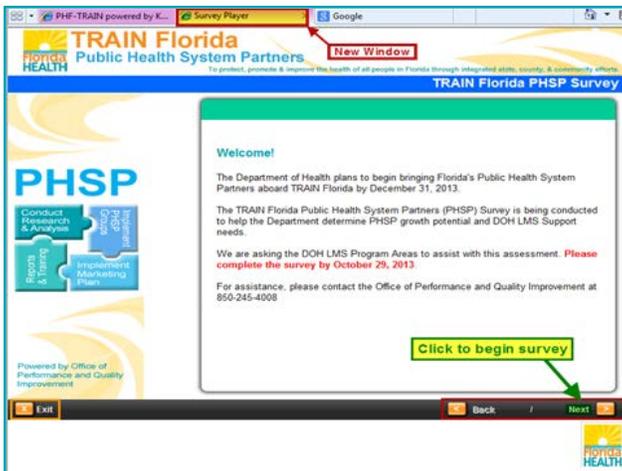
The My Surveys tool menu will show a list of all surveys that have been assigned to you. They will be listed by the Survey Name and Status for the survey.

To directly access, take, and complete an assigned survey, click on the name of the survey.

To access a more detailed list of surveys you can click on the View All My Surveys button. The View All My Surveys option will be reviewed later in this presentation.

Slide 5 – Beginning the Survey

After clicking on the name of your chosen survey, a new Survey Player browser window will open, and you will be on the first page of the survey.



NOTE: The basic functions of all surveys in TRAIN Florida will be the same, however the system allows for various presentation design styles to be used, so your survey may not look like the example used for this presentation.

The navigation buttons for the survey are located at the bottom of the survey window. They include the Back and Next button, for proceeding through the survey, and the Exit button, if you need to leave the survey, and return to finish at a later date.

If you exit, a notice will appear and let you know your answers will be saved and your My Survey tool will show the incomplete survey's status as In-Survey.

To begin the survey, read the details and instructions on the first page, and click the Next button.

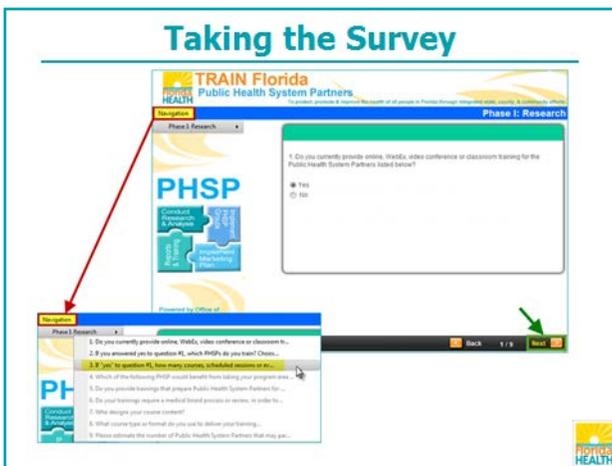
Slide 6 – Taking the Survey

After clicking the Next button, your chosen survey will begin.

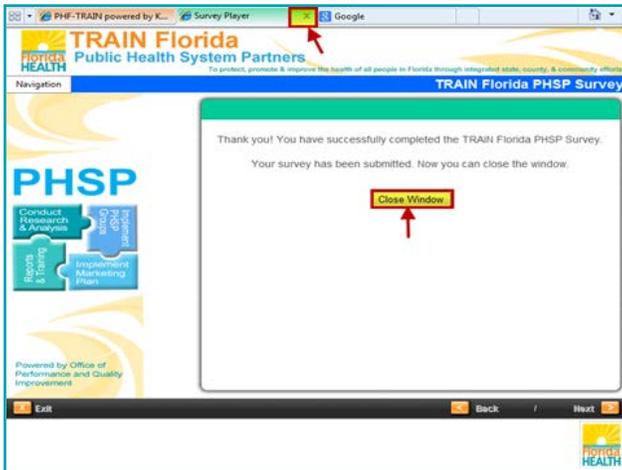
Proceed through the survey as it is presented, clicking the Next button to continue after completing each question or instruction.

Once the survey has started, a Navigation button will appear on the screen. This button contains a drop down menu of the survey questions. After you have answered a question it will become active in the menu.

By clicking the button, you can return to a question to edit your response, or continue the survey from the last question you completed.



Slide 7 – Completing the Survey

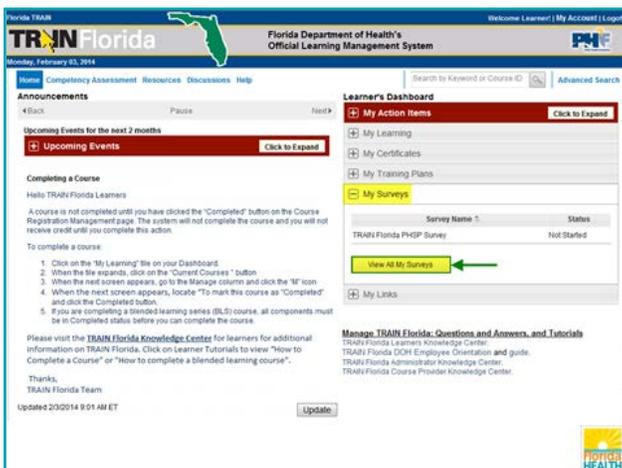


When you have completed the survey, you will be instructed to close the browser window.

This may be done by clicking the X in the browser window tab, or by clicking the Close Window button on the final screen.

After closing the survey browser window, you will be taken back to the TRAIN Florida home page.

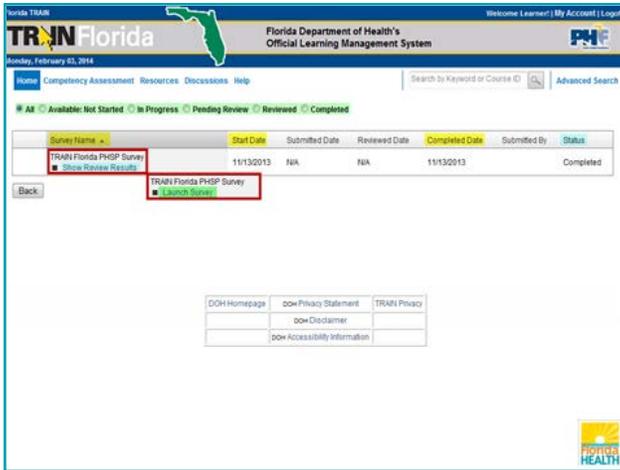
Slide 8 – TRAIN Florida Learner Home Page – The My Surveys Tool Menu III



Another available option to access a more detailed list of your surveys is the View All My Surveys button.

To access this feature, go to the My Surveys tool in your Learner Dashboard, and click on the View All My Surveys button.

Slide 9 – Survey List Page

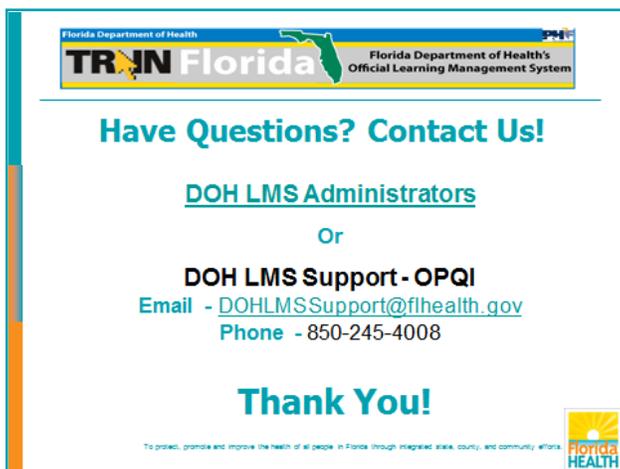


Clicking on the View All My Surveys button will take you to a page that lists all of the surveys that have been assigned to you.

The surveys are listed by Survey Name. The page also details the Start Date, Completed Date, and Status of the surveys. It gives you the option of sorting the list using radio buttons located next to the filter type options at the top.

To begin a survey you have not started, click the Launch Survey link below the name of their chosen survey. You also have the option to review a completed survey by clicking the Show Review Results link, under the name of a completed survey.

Slide 10 – End Slide – Contact Information – Thank You!



If you have any questions or concerns regarding how to manage the My Surveys tool in TRAIN Florida, please contact your [DOH LMS Local Administrator](#) or DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI):

via email at DOHLMSSupport@flhealth.gov

or by phone at 850-245-4008.

Thank you for taking the time to learn more about the TRAIN Florida system.

END