



TRAIN Florida Learner Tutorial Guide

How to Manage the Resources Feature

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.



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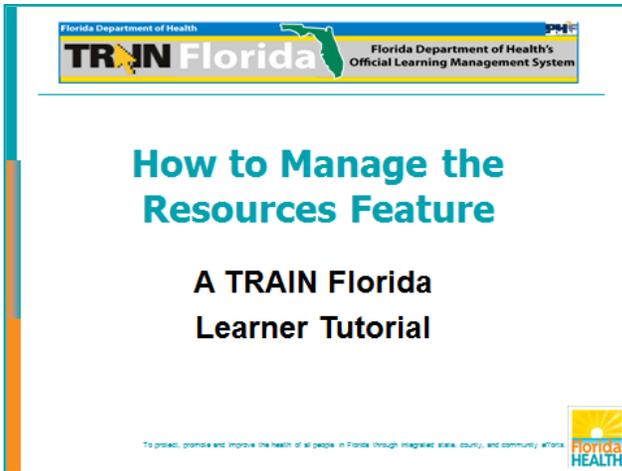




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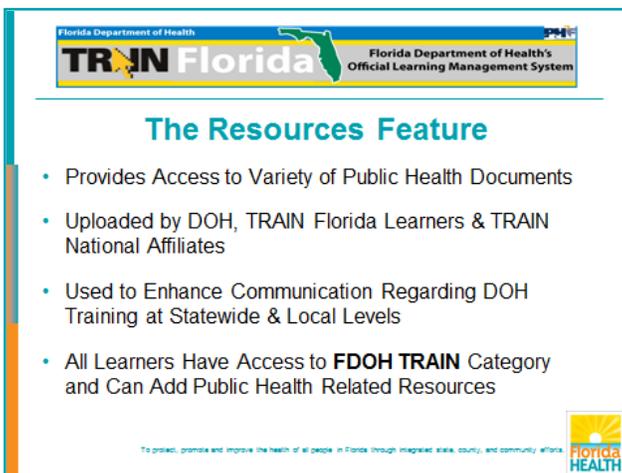
Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Manage the Resources Feature.

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

Slide 2 – The Resources Feature – Description/Purpose



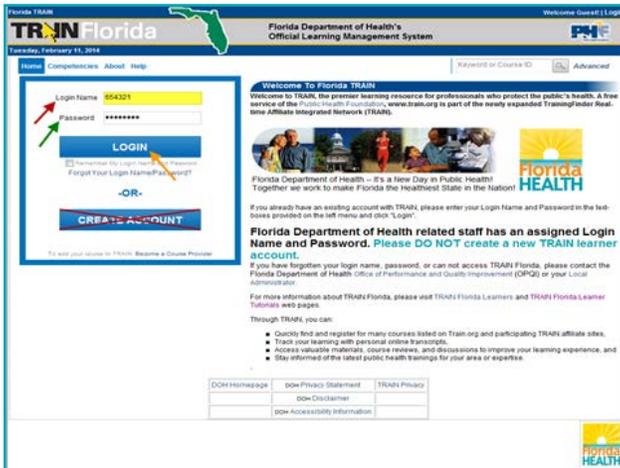
The TRAIN Florida Resources feature provides learners access to a variety of public health documents that have been uploaded by the Department, other TRAIN Florida users, and TRAIN National Affiliates.

The Department will use the Resources feature to enhance communication and provide access to DOH training related information at the statewide and local level.

Florida Department of Health documents and resources will be assigned to sub-categories in the **FDOH TRAIN** Resources Category.

All TRAIN Florida learners can review, and download documents added to this feature, as well as add Public Health related documents and resources to the main FDOH TRAIN category. We will cover how to add a resource later in this presentation.

Slide 3 – Log In To TRAIN Florida



As a current user of TRAIN Florida you must log in to access the Resources feature. 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.

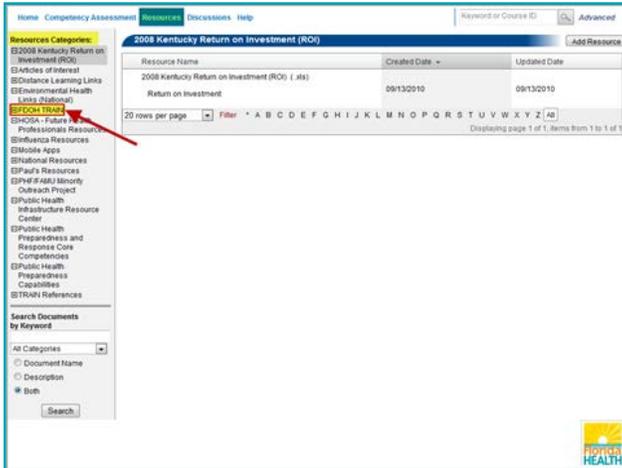
Slide 4 – TRAIN Florida Learner Home Page – Access the Resources Feature



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

To locate and access the Resources Feature locate the home page tool bar, on the top left of the page, and click on the Resources link.

Slide 5 – The Resources Page

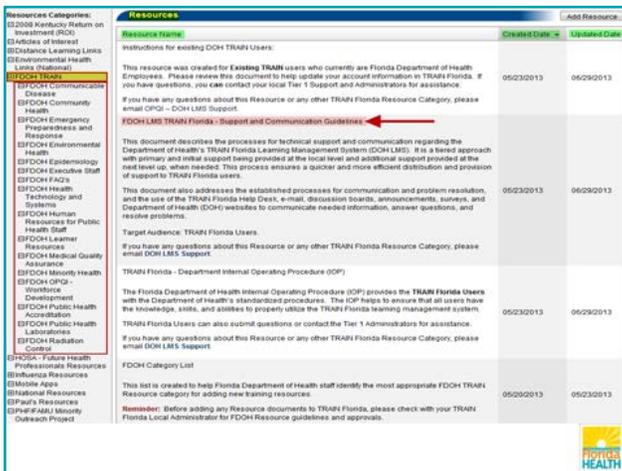


After you click the Resources link, you will be taken to the Resources page.

From this page you have access to the Resources Categories menu that lists all of the available TRAIN resources categories, from both National Affiliate and TRAIN Florida levels. The screen will show the resources page for the first listed category. To access Florida Department of Health resources, locate and click on the **FDOH TRAIN** resource category title.

NOTE: All TRAIN Florida learners may access and download resources from resource categories posted by other TRAIN National Affiliates.

Slide 6 – The Resources Page II



After clicking the FDOH TRAIN resource category title, a list of FDOH sub-categories will open in the menu. The Resources screen will also open, and display the FDOH resources in the main category.

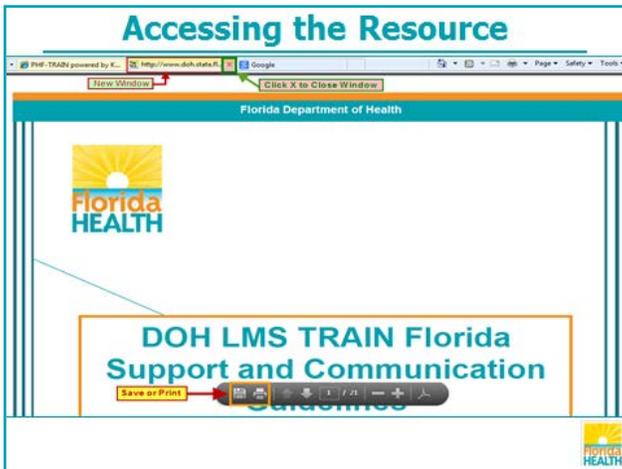
To access resources in any of the FDOH sub-categories, click on the title in the menu, to open the associated document sharing screen.

NOTE: If the screen reads No records to display, there are no resources in the category.

The Resources screen will list each available resource by Resource Name, Created Date (the date the resource was added) and Updated Date (the date the resource was updated). Each listing also includes a brief description of the resource and may also include contact information. The resource may be a document, or a link to a webpage.

To access a resource, click on the Resource Name/title on the document sharing screen.

Slide 7 – Accessing the Resource

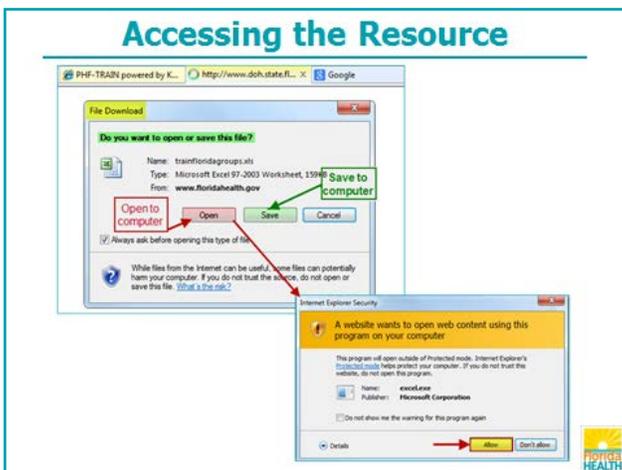


After you have clicked on the Resource Name/title, the resource document or webpage will open in a new browser window.

You now have the option to navigate the webpage, or review, print or save the document from the browser window. To exit the webpage or document click on the X in the new window tab, to close the window.

TRAIN Florida will still be open.

Slide 8 – Accessing the Resource II



If the resource you have chosen opens as a document to your computer, rather than in a new browser window, a File Download pop-up window will open over the webpage.

Choose your action by clicking either the Open button to open the file on your computer, or the Save button to save the unopened file to your computer or network. If you choose to Open the file, your computer may display an Internet Explorer Security warning window. You must click Allow for the document to open properly.

Once the file is open on your computer, you can choose to review and close the document, print, and/or save it to your computer or network.

Slide 9 – Locating a Specific Resource

If you are looking for a specific document or topic in the Resources feature, you have the option to search all existing Resources Categories using the Search Documents by Keyword tool, located at the bottom of the Resources Categories menu.

Enter a keyword for your document or topic into the Search Documents by Keyword field. You may choose to filter the search by Document Name, Description, or Both. Click on the radio button next to your choice, and then click the Search button.

You also have the option to filter the search to a specific resource category. Enter a keyword into the Search Documents by Keyword field. Next, click on the All Categories drop down menu. Locate and select your category. Once it has populated the field, click the Search button.

Slide 10 – Locating a Specific Resource II

Resource Name	Created Date	Updated Date
FDCH Training Policy 300-1-12	05/23/2013	05/29/2013
National Strategy to Revitalize Environmental Public Health Services (pdf)	07/28/2009	10/20/2010
Issue Brief on Mutual Aid Agreements (pdf)	02/09/2005	02/13/2005

If your search is successful, you will be directed to the Resources screen with the results of your keyword search. The results will reflect the resources containing the keyword you have searched for.

NOTE: The keyword search results may reflect resources and documents from both TRAIN Florida and TRAIN National Affiliates.

Slide 11 – Adding a Resource

All TRAIN Florida learners have the ability to add Public Health related documents and resources to the TRAIN Florida Resources feature under the **FDOH TRAIN** category or sub-categories and open access to the resource to TRAIN National Affiliate users if appropriate.

Resource Name	Created Date	Updated Date
Instructions for existing COH TRAIN Users	05/23/2013	06/29/2013
This resource was created for Existing TRAIN users who currently are Florida Department of Health Employees. Please review this document to help update your account information in TRAIN Florida. If you have questions, you can contact your local Tier 1 Support and Administrators for assistance.		
If you have any questions about this Resource or any other TRAIN Florida Resource Category, please email OPQI – COH LMS Support		
FDOH LMS TRAIN Florida - Support and Communication Guidelines		
This document describes the processes for technical support and communication regarding the Department of Health's TRAIN Florida Learning Management System (DOH LMS). It is a tiered approach with primary and initial support being provided at the local level and additional support provided at the next level up, when needed. This process ensures a quicker and more efficient distribution and provision of support to TRAIN Florida users.	05/23/2013	06/29/2013
This document also addresses the established processes for communication and problem resolution, and the use of the TRAIN Florida Help Desk, e-mail, discussion boards, announcements, surveys, and Department of Health (DOH) websites to communicate needed information, answer questions, and resolve problems.		
Target Audience: TRAIN Florida Users.		
If you have any questions about this Resource or any other TRAIN Florida Resource Category, please email DOH LMS Support		
TRAIN Florida - Department Internal Operating Procedure (DOP)		
The Florida Department of Health Internal Operating Procedure (DOP) provides the TRAIN Florida Users with the Department of Health's standardized procedures. The DOP helps to ensure that all users have the knowledge, skills, and abilities to properly utilize the TRAIN Florida learning management system.	05/23/2013	06/29/2013
TRAIN Florida Users can also submit questions or contact the Tier 1 Administrator for assistance.		
If you have any questions about this Resource or any other TRAIN Florida Resource Category, please email DOH LMS Support		
FDOH Category List		
This list is created to help Florida Department of Health staff identify the most appropriate FDOH TRAIN Resource Category for adding new training resources.	05/23/2013	05/23/2013
Reminder: Before adding any Resource documents to TRAIN Florida, please check with your TRAIN Florida Local Administrator for FDOH Resource guidelines and approvals.		

Resources that you would like to be added to FDOH TRAIN must undergo a review and approval process by DOH LMS Site Administrators, and if offered to a TRAIN National Affiliate, also approved by that state's administrators as well, before they will be opened and added as a TRAIN Florida Resource Category. Review and approval by DOH LMS Site Administrators may be as quick as 24 hours, or may be up to 30 days if the resource needs approval from DOH Partners and shareholders, another TRAIN National Affiliate, or requires revision.

Before you add any resource, please check with your TRAIN Florida Local Administrator for FDOH Resource guidelines and local level approvals.

Before submitting your resource to FDOH TRAIN, it is **important to choose the correct category for your information.** This will assure your resource is seen by the TRAIN learners you are targeting.

To aid you in choosing the category, the Department has provided the FDOH Category List. This list can be found on the FDOH TRAIN category main Resources page. To access this resource, click on the FDOH Category List title.

Slide 12 – Print an Uploaded Certificate

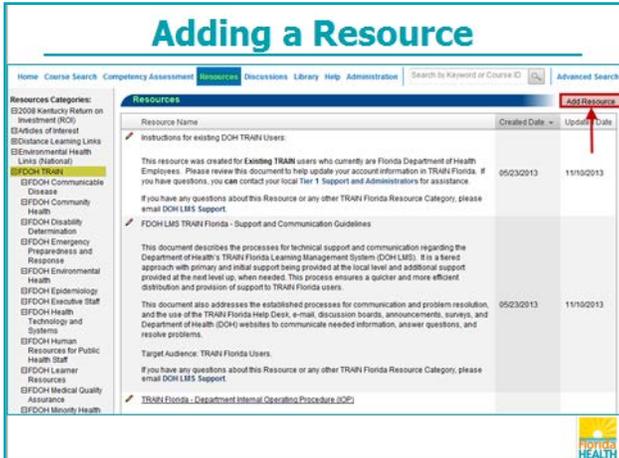
Title	Description	Visibility
FDOH Learner FAQs (pdf)	This resource topic was developed to help administrators to help troubleshoot technical and frequently asked questions (FAQs) to the TRAIN Florida Administrators.	Course Providers
FDOH Administrator FAQs (pdf)	If you have any questions about this resource, please contact your TRAIN Florida Local Administrator.	Administrators
FDOH Course Provider FAQs (pdf)	If you have any questions about this resource, please contact the FDOH Site Administrator.	Course Providers
FDOH Health Technology and Systems	This resource topic was developed to help communicate FDOH Health Technology and Systems information which may be accessed by TRAIN Florida users and is designed for responses regarding FDOH Health Technology and Systems information, including: Campaigns, Webinars, Quick Guides, and Marketing materials.	Course Providers

After you have clicked on the FDOH Category List title, the document will open in a new browser window.

To review the Resource Topics, click the Resources button to go to the topics page, which will show the list of category topics, and the description, and visibility for each.

When you have chosen a proper Resources Category for your resource, make note of it, and close the category list browser window. The Resources page will still be open.

Slide 13 – Adding a Resource II

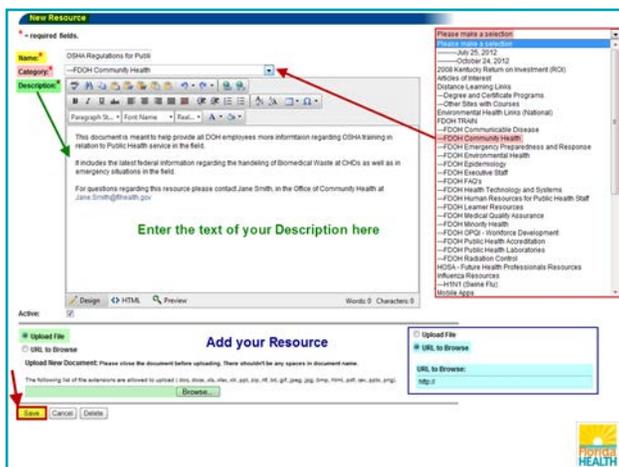


Once you are back on the Resources page, be sure you have clicked the FDOH TRAIN category.

To add your resource, click on the Add Resource button in the top right corner of the screen.

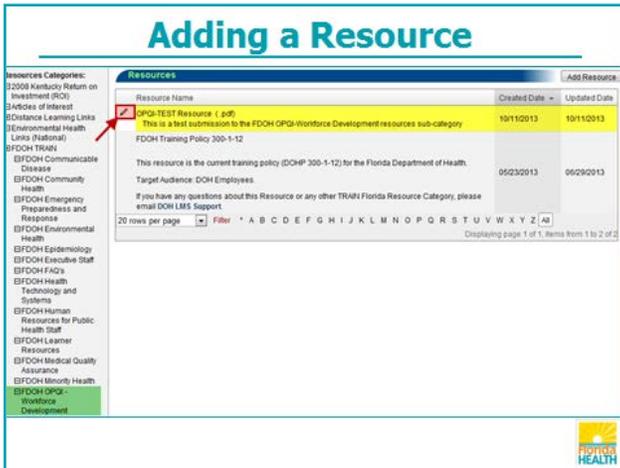
Slide 14 – Adding a Resource III

Once the Add Resource button has been clicked, the New Resource page will open. Add the requested information to the form on the page. System required fields will be marked with a red asterisk.



- Enter the Name of your resource. **NOTE:** The Name field will accept up to 75-80 characters.
- Choose the Category you have chosen for your resource, using the Please make a selection drop down menu. Click on the name of the category to populate the field.
- Enter a brief description of your resource in the Description field. Be sure to include, the target audience, what information is included, and contact information including your name and e-mail address or phone number for questions about your resource.
- To attach your document, or add your URL (website address), choose the radio button next to the appropriate action, then click the Browse button to add your document from your computer or network, or enter the URL in the URL to Browse field.
- Click the Save button

Slide 15 – Adding a Resource IV



After you click the Save button, a draft of your resource submission will be added to your chosen category, and the DOH LMS Site Administrators will be alerted. Review and approval by DOH LMS Site Administrators may be as quick as 24 hours, or may be up to 30 days if the resource needs approval from DOH Partners and shareholders, another TRAIN National Affiliate, or requires revision.

NOTE: Only the submitter and DOH LMS Administrators can see and access this draft during the approval or revision process. Please be alert for communications from the DOH LMS Site Administrators after your submission.

If your resource needs revisions, you can access your draft from the category's Resources page, by clicking on the edit icon next to the title. You will be directed to the Edit Document screen for your resource. From this screen, make any needed revisions to your resource. **NOTE:** The Edit Document screen functions are exactly like the New Resources page. Once you have completed the revisions, click the Save button.

Only DOH LMS Administrators can delete a resource. Once your resource is approved, and opened to TRAIN learners, you must contact your DOH LMS Local or the DOH LMS Site Administrators to have it removed.

Slide 16 – End Slide – Contact Information – Thank You!



If you have any questions or concerns regarding how to manage the Resources feature in TRIN 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.

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