Florida Department of Health



TRAIN Florida Learner Tutorial Guide

How to Manage My TRAIN Florida Transcript

January 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.

It's a New Day in Public Health



This page left blank intentionally







Table of Contents

SLIDE NUMBER - TITLE	PAGE
Slide 1 – Title Slide - How to Manage My TRAIN Florida Transcript	1
Slide 2 – Log In To TRAIN Florida	1
Slide 3 – TRAIN Florida Learner Home Page – My Learning Menu – Transcript Button	2
Slide 4 – The Transcript Page	2
Slide 5 – The Transcript Page II	3
Slide 6 – The Course Registration Management Page – Add Score	3
Slide 7 – E-mail a Copy of the Transcript	4
Slide 8 – Export a Copy of the Transcript	4
Slide 9 – The Transcript Page III	5
Slide 10 – Notes on Transcript Page Features	5
Slide 11 – End Slide – Contact Information – Thank You!	6



i



This page left blank intentionally







└────► It's a New Day in Public Health

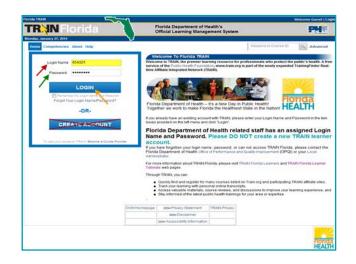
Slide 1 - Title Slide



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

We are going to review how to locate, access, and manage your training transcript 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 your transcript. Enter your Login Name and chosen personal password, and click on the blue Login button.

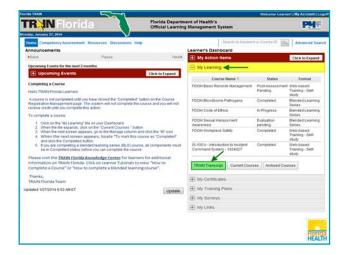
If you have forgotten your Login Name or Password, click on the "Forgot Your Login Name/Password?" link and follow the directions.

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 – My Learning Menu – Transcript Button



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

The TRAIN Transcript tool is a feature that helps you to track, and manage your completed training courses in TRAIN Florida. The tool automatically records the completion of courses offered through TRAIN Florida.

You will also have the option of adding training courses completed outside of TRAIN Florida, to your TRAIN Florida transcript, allowing you to record all of your professional trainings in one secure location.

To locate and access your TRAIN Transcript, go to your Learner Dashboard, and click on the My Learning tile to open the menu. The My Learning tool menu will show a list of six courses you have recently accessed. To access a course on this list, click on the course name.

Your TRAIN Transcript can be accessed via the TRAIN Transcript button, at the bottom of the menu. To open your transcript, click on the TRAIN Transcript button.

Slide 4 – The Transcript Page

to sort the transcript by column, click th	he blie-le-t of that o	oburnet.						Email Tra	ninafinder	Export
Click on course title to view course details								Email Ing	nacipt	Export
Course	Fleviews 1	Registered	Campleters	Format	Pre- Assessment Bcore	Doore	Creat	Vented	With grave	•
FD0HH04DS 101 In The Name	Reviews	6/18/2013	6/18/2013	Web-based Training - Self- study	NA	120.00 points Passed	104	60		R
A General Overview of Public Health Accorditation Upload External Certifical	Reviews	6/19/2013	6/19/2013	Web-based Training - Self- study	Nen	95.00 points 100.00%	NIA			R
FDOH Annual OSHA Review See blended learning serie transcript	Reviews	7/15/2013	7/16/2013	Blended Learning Dates	NA	1415	Contact Hours 1	18		R
FDOH HMS Service and Time Reporting 6 Personal Health Employees Evaluation FDOH HMS Salt Paced Evaluation	Restore	7/24/2013	7/24/2013	Web-based Training - Self- study	NA	100.00 points Passed	Contact Hours 1			R
15-100.5 - Werduction Is Incident Comma Bystem - 1024627 Upload Edemal Certificat	Reviews	10/17/2013	10/17/2013	Web-based Training - Self- study	NA	80.00 points 100.00%	NDA	0		R
20 rows per page 💌 Filter * A 1	RCDEFG	HIJKL	MNOP	GRSTU	v w x v z		aplaying pa	petiet.m	erns Burn 1	to 5 of
Remove course from Transprict Extended on Transprict Extended on the server for a course for course for a course for cours	rne that has been ver					D			erna Porto 1	
Remove course from Transprint Cost Score (You may not edit a score for a co	unak Mari Nasi basar wan			Nawn Trym, or a low	ne for which the sta	D				Add
Remove course from Transport Sett Book True way not belt a source for a too Non-TRAIN Courses Click on course the to view course record	uter that has been ver		d you have with	naun from, or a sou Complete	d Forma Web-bai	D nue la updatear at S sed 10 Sett pc	eutometicetty corré 0.00			Add
Nameve source from Transport Sett from Christian way not easily a sum Non-TRAIN Courses Click on course the to view course record Course	uter that has been ver	fed: a course the	d you have with Diarted	Complete a 8/22/2011	d Forma VW65-ba Training - shuty On-dit	D that is updated at 5 Sect to Sect to Sect to som a or a	ore 0.00 9059 (0.00%)	Credit	eys, 1	Add

After clicking the TRAIN Transcript button, you will be directed to the Transcript page.

This page will list all completed courses by Course title, and include course information such as the dates the learner Registered for and Completed the course, the Format of the course, the Final Score and Credit gained for the course, and if the course has been Verified, or if you have Withdrawn from the course.

You are also able to access the Course Details page for each course, by clicking on the course title, and view Reviews of the courses by clicking on the Reviews button. The columns can be sorted, by clicking on the column title.





Slide 5 – The Transcript Page II

	C1111		10		Do Not	Use	_	iningfode	-	
Tip: To sort the transcript by column, click the title-text of that column.								storene		
							1	2		
Reviews	Registered	Completed	Format	Pre- Assessment Bcore	Doore -	Credt	Vented	Withdra	3	
Revens	6/18/2013	6/18/2013	Web-based Training - Belt- study	1404	120.00 points Passed	1414	102	- 23	R	
Reviews	6/19/2013	6/19/2013	Web-based Training - Self- study	NUM.	85.00 points 100.00%	NA			R	
Reviews	7/15/2013	7/16/2013	Blended Learning Series	164	105			-	R	
Revens	10/23/2013	NK	Elended Learning Eleries	Pain.	P414.	NIA			R	
Reviews	10/17/2013	10/17/2013	Web-based Training - Selfi- study	740A	B0.00 points 100.00%	4			R	
that has been verif	led, a source the	et you have with	erawn from, or a powr	ee for entity the stat						
that has been verif	led, a source the	el you have with	maxim thom, or a court	se for which the stat						
that has been verif	hed, a journe the	a you have with Ditarled			us is updated i				Verifie	
that has been verif			Completed	t Forma Web-bai	ua la updated i (Sc éd 10 Selfi pi	078 0.00			(Ad	
	ul Certificate	Dtarfed	Completed	t Forma Web-bas Training - study On-Ste	t Sc ed to Self po to to ser a	2019 0.00 9915 2.00%	Creat	es 1	Verifie	
	Research	Reviews 618/2013 Reviews 618/2013 Reviews 518/2013 Reviews 10/22013 Reviews 10/22013 Reviews 10/17/2013	Reserves 0-18/2013 0-18/2013 Reserves 0-18/2013 0-18/2013 Reserves 7-18/2013 7-16/2013 Reserves 10/23/2013 Res Reserves 10-12/2013 10/12/2013	(Recent) 6/16/013 6/16/013 Web-based bady (Recent) 6/16/013 6/16/013 Web-based bady (Recent) 6/16/013 6/16/013 Second bady (Recent) 6/16/013 6/16/013 Second bady (Recent) 1/15/013 7/16/013 Second bady (Recent) 1/02/013 Second bady Second bady (Recent) 1/02/013 Second bady Second bady (Recent) 1/07/033 1/07/0373 Second bady	Research Official State Official Stat	Assessment Doore Revenue 6r16/013 6r16/013 Viso-basid Fix Viso-basid Viso-basid	Research Boore (Research 6/18/2013 1000-3444 NA 200.00 NA (Research 0/18/2013 1000-3444 NA 200.00 NA (Research 0/18/2013 0/18/2013 1000-04 84.0 200.00 NA (Research 0/18/2013 0/18/2013 1000-04 84.0 200.00 NA (Research 0/18/2013 17/15/2013 1000-05 NA NA Context (Research 100/17/2013 1001/2013 1001/2013 NA NA NA NA (Research 100/17/2013 1001/2013 1001/2013 NA NA NA NA (Research 100/17/2013 1001/2013 1001/2013 NA NA NA NA (RO 0/17/2013 1001/2013 1001/2013 NA NA NA NA (RO 0/17/2013 NA NA NA NA NA NA	Revenue Ragisteret Complete From M Pro- Normal Pro- Boor Direct Direct Direct (Revenue 6162013 6150013 6150013 1050013	Revenues Regulared Completes Formul Per- Per- Bacome Per- Bacome Per-	

The Transcript page gives you access to several functions to allow you to maintain and manage the information on your transcript. <u>The functions include</u>:

1. The Verified column shows you if your completed course has been verified as completed within the TRAIN Florida system. If the box has been checked the course is verified. Many TRAIN courses verify automatically upon completion, others may require a TRAIN Florida Administrator to verify the course.

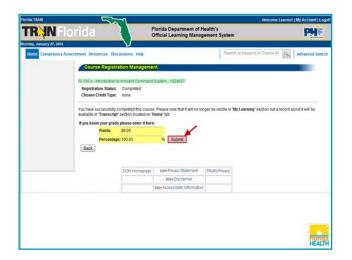
2. The Withdrawn column marks the TRAIN courses you have chosen not to complete, and have removed yourself from. If the box has been checked, you are withdrawn from the course.

3. The Remove button allows you to permanently delete a TRAIN course from your TRAIN Florida Transcript.
 NOTE: We do not recommend removing courses from your Transcript, unless you have withdrawn from them. Also the Remove button is not available on Non-TRAIN course addition.

4. The Edit icon allows you to edit or add a course score to courses if applicable. An example of a course you may add a score for, is a course accessed via TRAIN Florida, but hosted externally, such as the FEMA ICS courses - be sure to note your test scores. To add or edit a course score, click on the Edit icon. **NOTE:** You may not edit a score for a course that has been verified, a course you have withdrawn from, or a course that has automatic status updates.

NOTE: The Add Trainingfinder Course button is not applicable to TRAIN Florida learners. Please do not use this feature.

Slide 6 – The Course Registration Management Page – Add Score



If you have chosen to add a score to a course, after you click on the Edit icon you will be taken to a Course Registration Management page for the course.

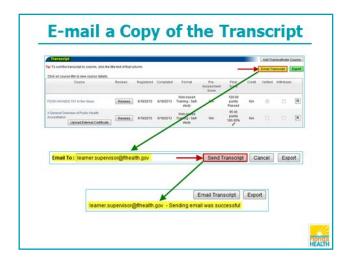
It will reflect the title of the course, and show the status of the course as Completed.

Enter your course grade by Points and Percentage into the appropriate fields, and click the Submit button.





Slide 7 – E-mail a Copy of the Transcript



The Transcript page provides you with the ability to E-mail or Export, i.e. open or download and save, a .pdf copy of your complete training transcript directly from TRAIN Florida.

If you choose to e-mail your transcript, click the Email Transcript button. The screen will refresh, the Email To: field and Send Transcript button will appear.

To send your transcript, enter the e-mail address for your recipient in the Email To: field and click the Send Transcript button.

After you click the Send Transcript button, the screen will refresh, and show you a confirmation that your e-mail has been sent.

Slide 8 – Export a Copy of the Transcript



If you choose to open or download and save your transcript, click the Export button. A File Download popup window will open over the Transcript page.

Choose your action by clicking either the Open button to view and/or print the .pdf transcript, or the Save button to save the transcript file to your computer.

If you choose to Open the transcript .pdf file, after you have clicked on the Open button, the transcript .pdf will open in a new window. From this window you will only have the option to view and/or print this document. To print the transcript, click on the print icon in the menu bar, and follow your local printing instructions.

If you choose to Save the transcript .pdf file, after you have clicked on the Save button, a Save As pop-up window will open over the Transcript page. From this window, navigate to the folder on your computer or network where you wish to save the transcript.

Next, type the name of the transcript into the File name field, and click on the Save button. The transcript .pdf file will be saved, and can be opened, printed or e-mailed as needed.





Slide 9 – The Transcript Page III

Transcript								Add Train	indiana.	Course
ig: To sort the transcript by column, click the t	ille-text of that co	olumn.						Email Tran	sorpt	Expo
Click on course title to view course details										
Course	Revews	Registered	Completed	Format	Pre- Assessment Score	Final Score	Credit	Verified	William	am.
FDOH HWADS 101 in the News	Reviews	6/18/2013	5/18/2013	Web-based Training - Self- study	NA	120.00 points Passed	Neith	52	6	R
A General Overview of Public Health Accreditation	Reviews	6/19/2013	6/19/2013	Web-based Training - Self- study	NA	95.00 points 100.00%	NEA	20		(8
IS-100 b - Introduction to Incident Command System - 1024527 Upload Edemal Certificate	Reviews	10/17/2013	10/17/2013	Web-based Training - Self- study	NA	80.00 points 100.00%	NA	121	п	E
- Edit Score (You may not edit a score for a course Non-TRAIN Courses Dick on course tille to view course record	that has been vari	fed, a course the	il you have with	draven from, or a cour	se for which the size	tus is updated a	utomaticae)	wî.	7	
Course			Started	Completer	t Forma	rt Sc	019	Credit		Verifie
Excel 2010 keyboard shortcuts I	Upload Extern	al Certificate	820201	3 8/22/2013	Web-bar Training - study	Self- po	0.00 ents 0.00%	Contact Hour	s: 1	[2]
Test Non-Train Event Course	Upload Eden	al Certificale	8/21/201	3 8/21/2013	On-Site Classro course worksh	om N or N	DA.	Contact Hours	15	
20 rows per page 💌 Filter * A B	CDEFG	HIJKL	MNOP	QRSTU	v w x y z		splaying p	age 1 of 1, iter	nis thorn	11020
Back										

The Transcript page gives you the option to add training courses completed outside of TRAIN Florida, to your TRAIN Florida transcript, via Add button in the Non-TRAIN Courses section of the page.

From this page you also have the option to upload certificates for courses completed outside of TRAIN Florida, either offered through TRAIN Florida or Non-TRAIN courses, using the Upload External Certificate button.

Slide 10 – Notes on Transcript Page Features



A full list of Learner Question and Answer documents and tutorial presentations are available on <u>the TRAIN Florida</u> <u>Knowledge Center for Learners</u> web page, linked on this slide.

For complete details on how to add a Non-TRAIN course and/or upload a training certificate to your transcript use the links on this slide to read the .pdf learner Q&A documents:

- How to Manage Non-TRAIN Courses, and
- How to Upload a Training Certificate to my TRAIN Florida Transcript





Slide 11 – End Slide – Contact Information – Thank You!



If you have any questions or concerns regarding how to manage your training transcript in TRAIN Florida, please contact your <u>DOH LMS Local Administrator</u> 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

