



TRAIN Florida Learner Tutorial Guide

How to Add to a Discussion Board

October 2013

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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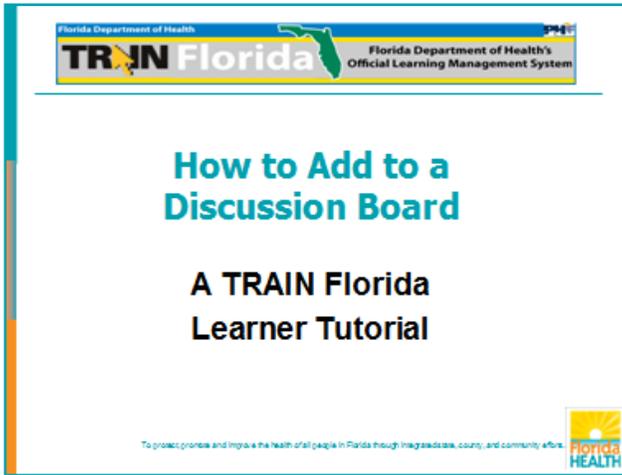


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Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Add to a Discussion Board.

We are going to review how to locate, review and add to a Discussion Board, 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 a Discussion Board. 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.

Slide 3 – TRAIN Florida Learner Home Page

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



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 all users, or narrowed to users in a specified area.

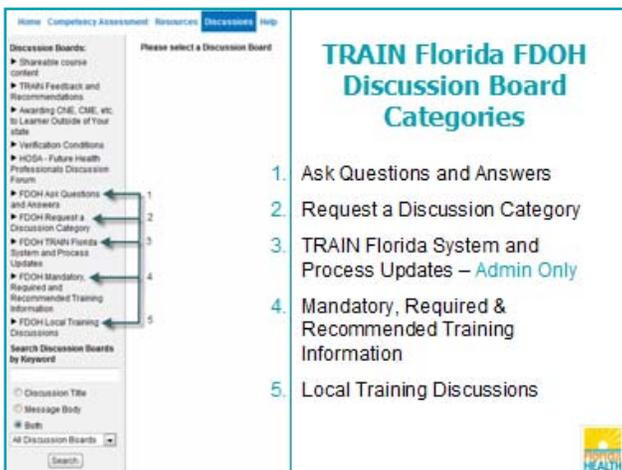
Any TRAIN Florida user may access a discussion thread and ask a TRAIN Florida Administrator a specific question about a topic. DOH LMS Site Administrators, and DOH LMS Local and /or Support Administrators monitor the discussion threads and will provide answers to questions, resolve problems, or follow-up on thread requests within 24 hours.

To access the Discussion Boards, locate the home page tool bar along the top of the page, and click on the **Discussions** feature link

Slide 4 – The Discussion Boards Menu

After you have clicked the Discussions link, you will be directed to the **Discussion Boards** screen.

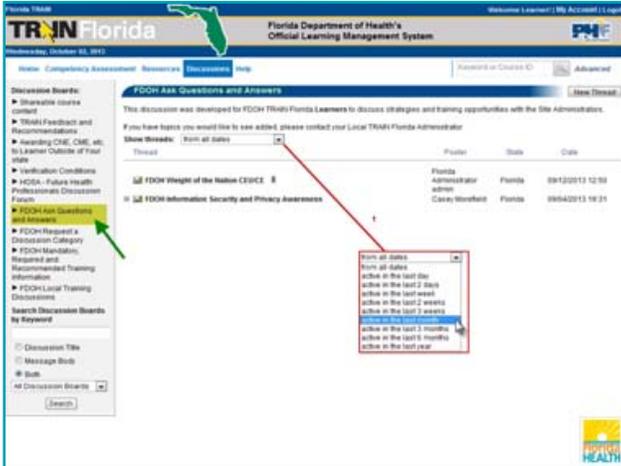
The TRAIN Florida Discussion Boards have five FDOH categories. **NOTE:** Only four categories are visible to learners:



- **Ask Questions and Answers** - for learners to discuss strategies and training opportunities with Site Administrators
- **Request a Discussion Category** - where TRAIN Florida users can request additional categories be added to the discussion boards
- **TRAIN Florida System and Process Updates** - this board is visible only to Administrators and Course Providers to assist with communication regarding the TRAIN Florida System
- **Mandatory, Required and Recommended Training Information** - to assist all TRAIN Florida users with DOH Statewide MRR training topics, and
- **Local Training Discussions** - to assist all TRAIN Florida users with DOH local training topics

This list will also show several TRAIN National level Discussion Boards. Learners may access, and participate in these boards, but they are not actively monitored by TRAIN Florida Administrators.

Slide 5 – The Discussion Board Category Page



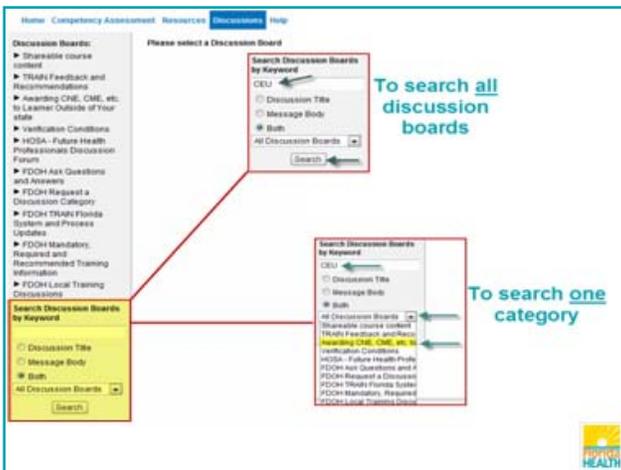
Once you have located the Discussion Board category you wish to access, click on the title of the category. You will be directed to the main page for the Discussion Board you selected, and the titles of the active current **Discussion Threads** on the board.

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

From this page, you can also search for previously posted discussion threads. Click on the **Show Threads** drop down menu, and click on the past time frame you would like to search.

The screen will refresh and show your results. Again if the screen displays No match is found, there were no active threads posted at that time.

Slide 6 – Search Discussion Boards by Keyword

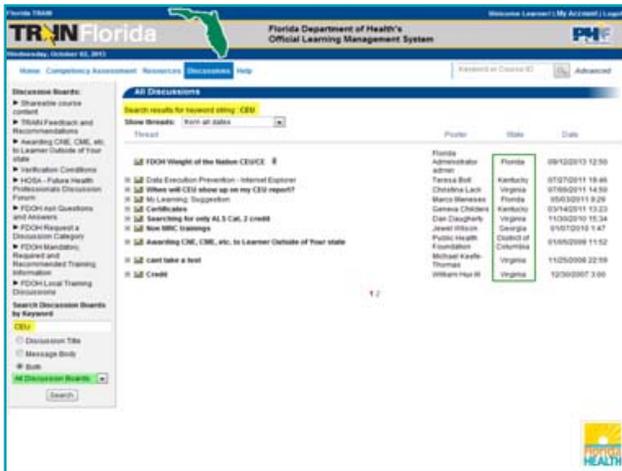


If you would like to search the Discussion Board categories for a certain topic, use the **Search Discussion Boards by Keyword** tool, located at the bottom of the Discussion Boards category list.

To search all available Discussion Boards for your topic, 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. Next, click the **Search** button.

You also have the option to search for your topic in one category. Enter your keyword into the **Search Discussion Boards by Keyword** field. Next, click on the **All Discussion Boards** drop down menu. Locate and click on your chosen Discussion Board category. Once it has populated the field, click the **Search** button.

Slide 7 – Keyword Search Results Page

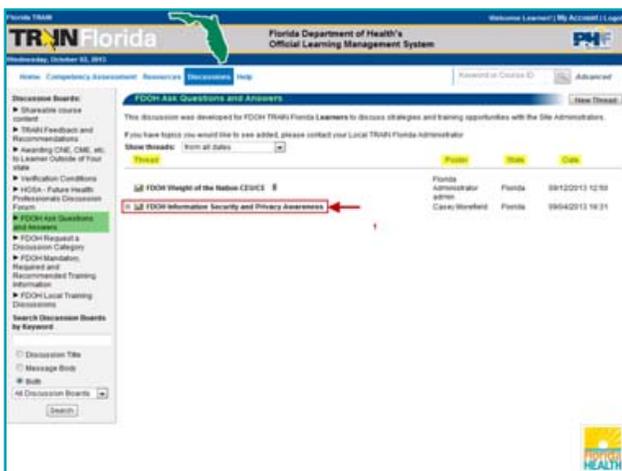


If your search is successful, you will be directed to a screen showing the results of your keyword search. The results will reflect the active threads and past threads submitted by TRAIN users, containing references to your keyword.

NOTE: If you search All Discussion Boards for your topic, 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.

Slide 8 – Discussion Board Category Page II



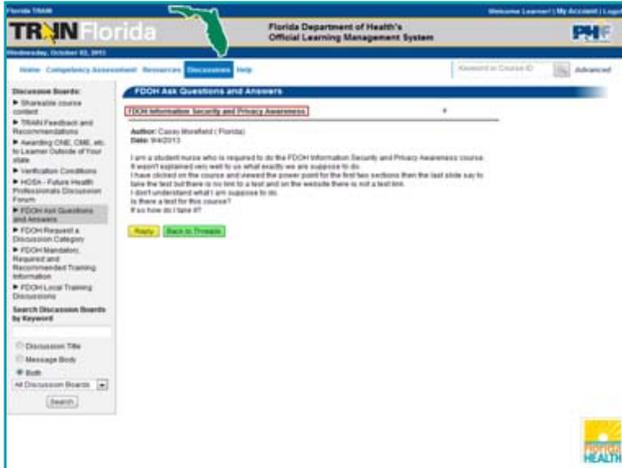
After you have opened your chosen Discussion Board category, or conducted your keyword search, you will be directed to the Discussion Threads screen for your chosen board.

If there are Discussion Threads available for your chosen Discussion Board category or keyword, the screen will show the following:

- The thread titles
- Who posted the thread
- The state assigned to the thread by the poster
- The date and time the thread was posted

To review the complete topic, question or problem presented within a Discussion Thread, click on the title of the thread.

Slide 9 – Discussion Thread - Details Page



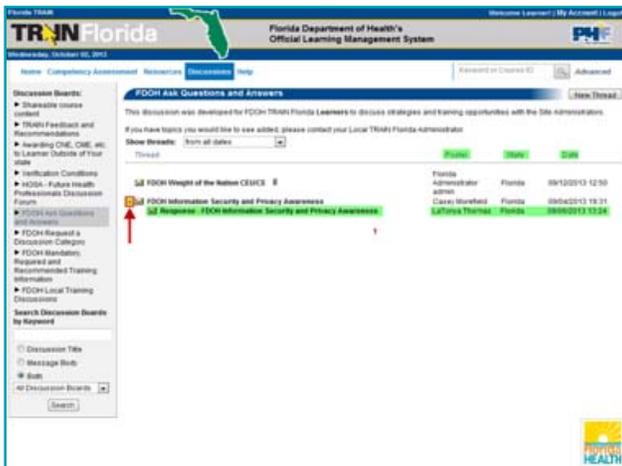
After you have clicked on the Discussion Thread title, you will be directed to the details page for that thread.

You can review the details of the topic, question or problem for the thread.

From this page, you can choose to add a reply to the thread by clicking the **Reply** button, or go back to the main Discussion Board page and access other threads by clicking the **Back to Threads** button.

How to reply to a thread will be covered later in this presentation.

Slide 10 – Discussion Thread - Review a Reply



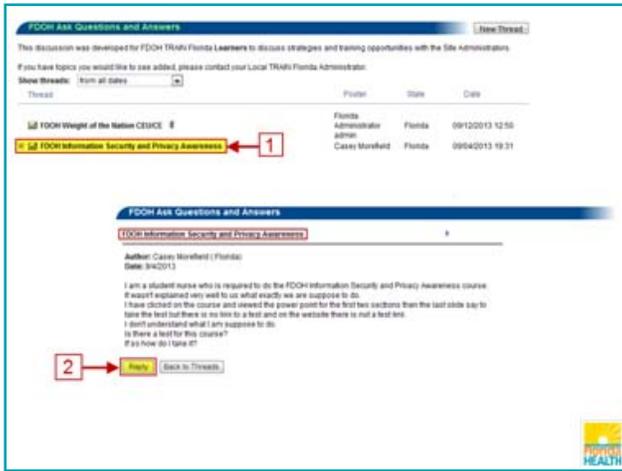
After you return to the Discussion Board category page, you can review the reply or replies for a thread topic. If a thread has replies there will be a plus sign to the left of the thread title. Click on the plus sign to access the replies. The reply will appear under the thread title and display the following:

- The reply title or titles
- Who posted the reply
- The state assigned to the thread by the poster
- The date and time the thread was posted

After you have clicked on reply title, you will be directed to the full text of the reply. You can review the details of the reply.

You can choose to add a reply to the reply, by clicking the **Reply** button, or go back to the main Discussion Board page and access other threads by clicking the **Back to Threads** button.

Slide 11 – Add a Reply to a Discussion Thread



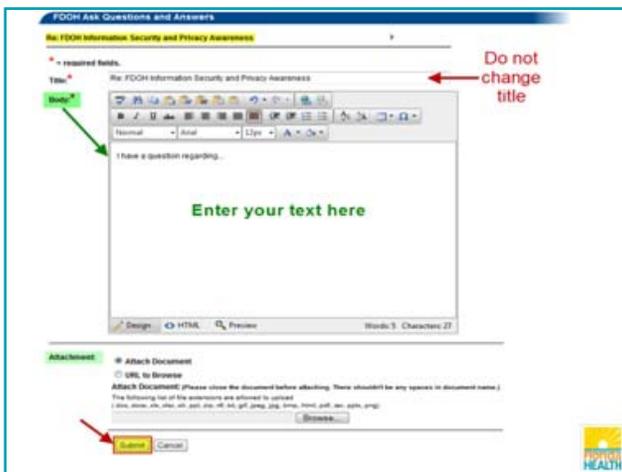
NOTE: The following steps can also be used to reply to an existing reply in a Discussion Thread.

To submit a reply to a main Discussion Thread topic, question or problem, click on the **Discussion Thread title** to access the details screen.

Then click on the **Reply** button.

Please be aware that once a reply is submitted and posted, it cannot be deleted.

Slide 12 – Add a Reply to a Discussion Thread - Reply Screen



After you click the Reply button, you will be directed to the reply screen. This screen allows you to format and enter your reply to the thread.

NOTE: Do not change the title of the reply.

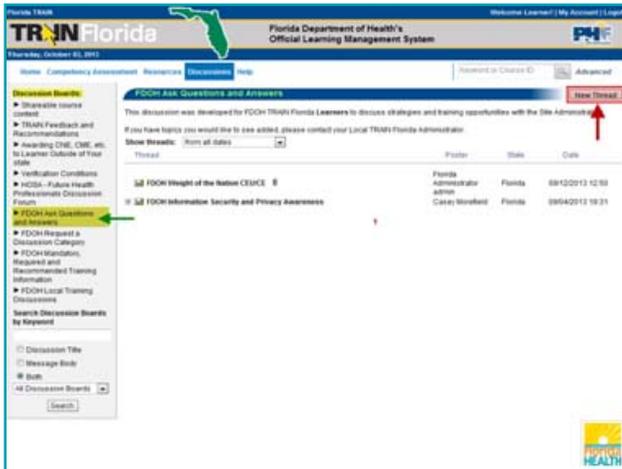
Enter the text of your reply in the **Body** field.

If you need to include an attachment or URL (web address) to your reply, go to the bottom of the screen and follow the instructions.

Next review your entry and click the **Submit** button. Your reply will be immediately posted to the Discussion Thread.

The FDOH Discussion Boards are visible to all TRAIN Florida members assigned to the Florida Department of Health, your replies must be in compliance with both DOH and TRAIN policies.

Slide 13 – Add a Discussion Thread

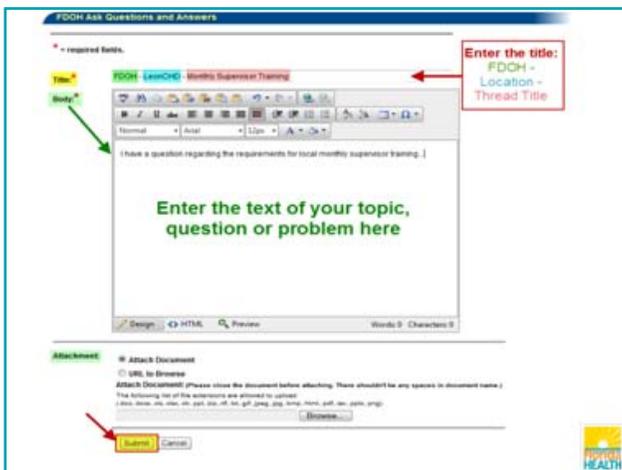


If you have searched the Discussion Boards, and have not found a Discussion Thread that addresses your question or problem regarding TRAIN Florida, you may add a new Discussion Thread under the appropriate FDOH Discussion Board to have your issue addressed.

The FDOH Discussion Boards are monitored on a regular schedule by the DOH LMS Site Administrators, and DOH LMS Local and /or Support Administrators, who will provide answers and solutions in a timely manner.

To add a Discussion Thread, locate and click on the **title of the Discussion Board category** in the menu. The Discussion Threads screen will open. Next click on the **New Thread** button.

Slide 14 – Add a Discussion Thread - New Thread Screen



After you click the New Thread button, you will be directed to the new thread screen.

Enter the title of your thread, in the **Title** field.

NOTE: DOH employees must use this following naming format in front of your title: FDOH then your location and then your thread title. For example: FDOH-LeonCHD-Monthly Supervisor Training

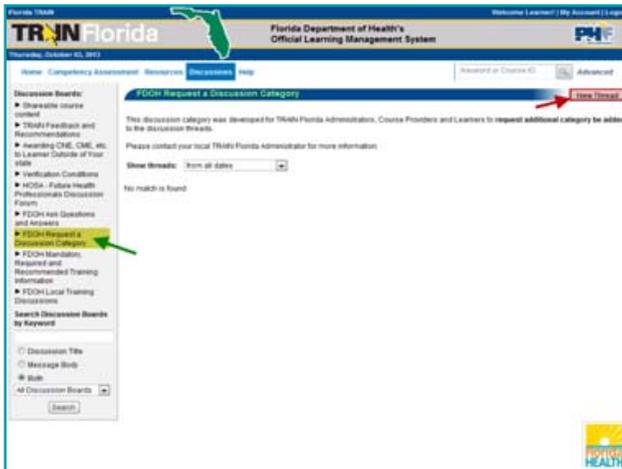
Enter the text of your topic, question or problem in the **Body** field. If you need to include an attachment or URL (web address) to your thread, go to the bottom of the screen and follow the instructions.

Next review your entry and click the **Submit** button.

Once you have clicked the Submit button, the thread will be immediately posted to the Discussion Board. Please be aware once a thread topic is submitted and posted, it cannot be deleted. You as the poster are responsible for monitoring your threads for replies.

The FDOH Discussion Boards are visible to all TRAIN Florida members, your threads must be in compliance with both DOH and TRAIN policies.

Slide 15 – Request to Add a FDOH Discussion Board Category



If after searching all available Discussion Board categories and threads, you have not found a category that addresses your issue, or if you have a suggestion regarding a new category of interest to TRAIN Florida users you may submit a request for the addition of a new FDOH Discussion Board category.

These requests will be reviewed and added or denied by the TRAIN Florida Site Administrators.

To submit a request for a new FDOH Discussion Board category, locate and click on the **FDOH Request a Discussion Category** title in the Discussion Board menu.

Then add your request as a Discussion Thread by following the instructions previously stated in this presentation.

Your request thread will be initially reviewed and acknowledged within 24 hours. However the approval process for a new FDOH Discussion Board category is subject to review by DOH partners and stakeholders, and could take up to 30 days to be approved and added to the menu. Please monitor your request thread for feedback during this time.

Slide 16 – End Slide - Contact Information



The FDOH Discussion Boards are visible to all TRAIN Florida members. All TRAIN Florida users are reminded your threads must be in compliance with both DOH and TRAIN policies when communicating using the Discussion Board feature.

If you have any questions or concerns regarding how to add to Discussion Boards, in TRAIN Florida, please contact your DOH LMS Local Administrator or the DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI)

via email at DOHLMS@flhealth.gov

or by phone at 850-245-4008

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