



TRAIN Florida Learner Tutorial Guide

How to Complete a Course

June 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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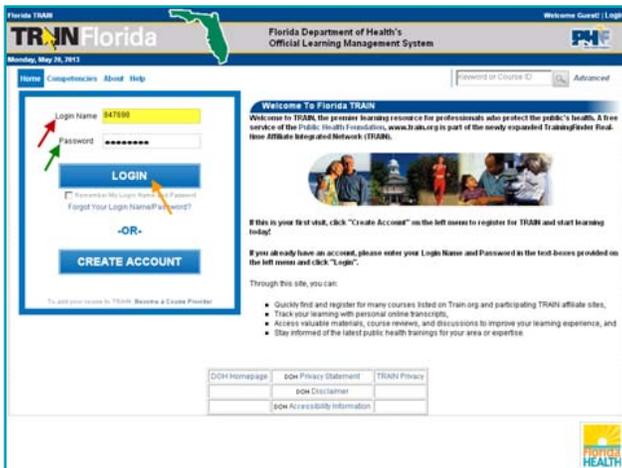
Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Complete a Course.

We are going to review how to complete training courses in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

Slide 2 – Log In To TRAIN Florida

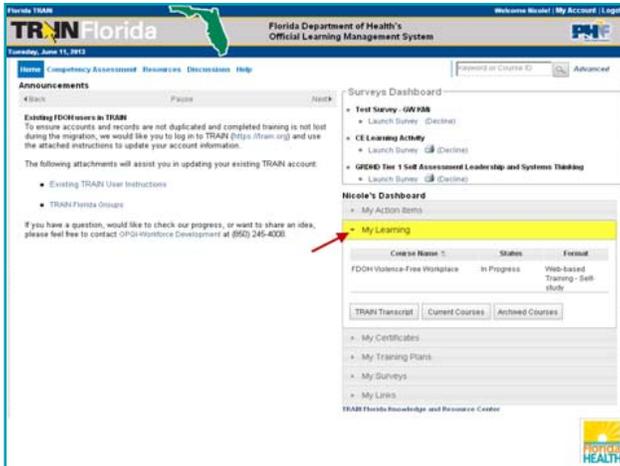


As a current user of TRAIN Florida you must log in to complete your course. Enter your Login Name and chosen personal password, and click on the blue Login button.

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 searching for a course.

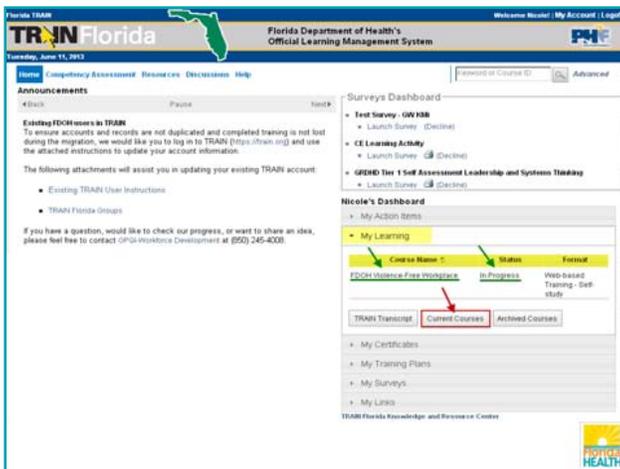
Slide 3 – TRAIN Florida Learner Home Page



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

To locate the training course you wish to complete, go to the My Learning tool in your Dashboard, and click the title to open the menu.

Slide 4 – TRAIN Florida Learner Home Page - My Learning Tool

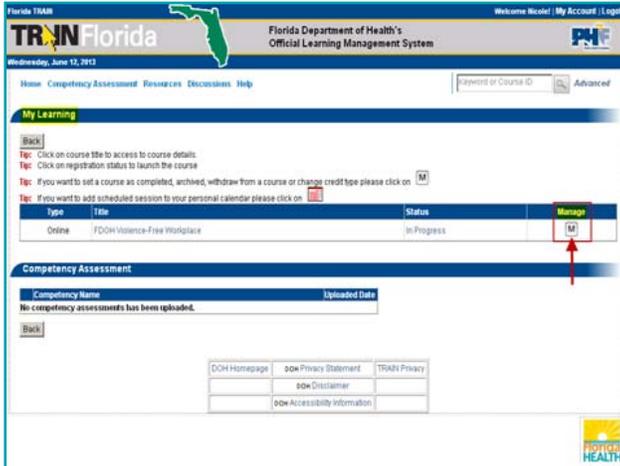


The My Learning tool menu will list all of your current, incomplete training courses.

It will show you the course name, status, and format of the training. From this menu, you can access the course details for your course, by clicking on the Course Name or continue watching the course presentation by clicking on the Status which should read **In Progress**.

When you have finished watching the presentation, and need to take the assessment, evaluation, and complete the course click on the Current Courses button.

Slide 5 – My Learning Page



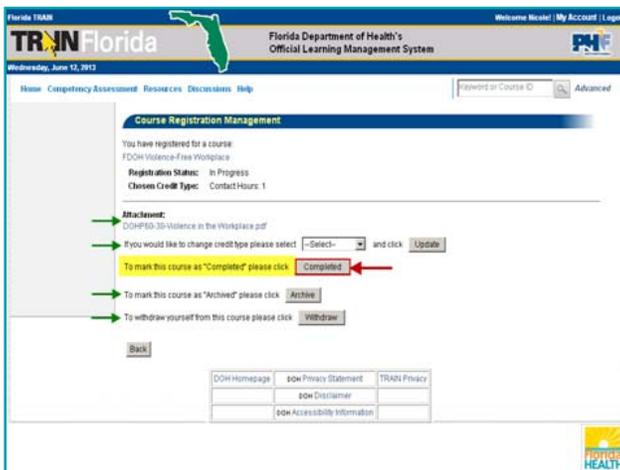
After you click the Current Courses button, you will be directed to the My Learning page.

This page will list your current, incomplete courses, and gives you access to the course presentation, as well as any assessments or evaluations attached to the course. There is also a calendar feature that you can use to help keep track of your live event training schedule.

This page also gives you access to the management tool that will allow you to manage, and complete the course once you have completed the assessment and evaluation.

To access this tool, click on the Manage button.

Slide 6 – Course Registration Management Page

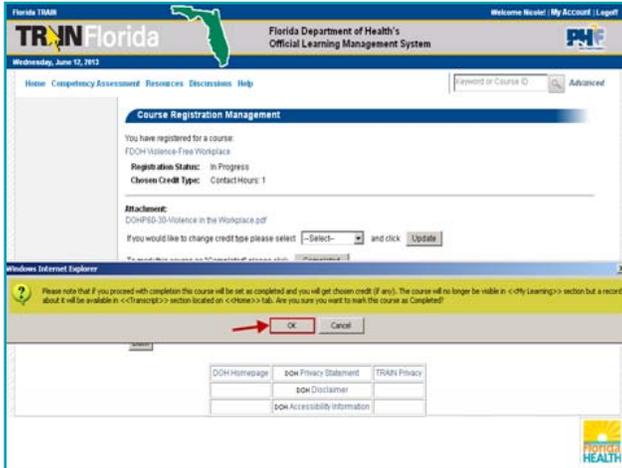


Once you have clicked the Manage button, you will be directed to the Course Registration Management Page.

On this page you have many options available to help manage your course. The registration status of your course is shown, and should read In Progress. You have access to any attachments related to your course, and you can change the chosen credit type, archive the course, access the assessment and evaluation to complete the course, and withdraw from the course.

To access the assessment and evaluation, and complete the course, click on the Completed button.

Slide 7 – Course Registration Management Page - Warning Window

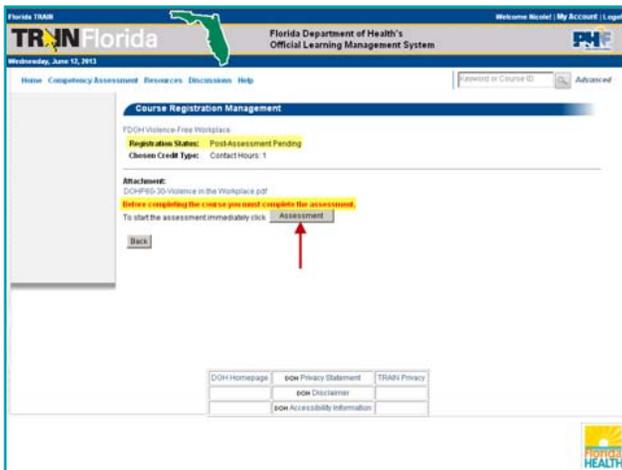


After clicking on the Completed button, a pop-up window will open and warn you that if you proceed with the completion of the course, that it will be permanently set as completed and sent to your Transcript tool.

It will ask you if you are sure you want to mark the class as Completed.

To proceed to the assessment and evaluation, and complete the course, you must click OK.

Slide 8 – Course Registration Management Page - Assessment



Once you have clicked OK in the warning window, the Course Registration Management screen will refresh.

The registration status for the course should now read Post-Assessment Pending.

Before completing the course you must complete the assessment (test) for the course, as well as a course evaluation if one has been assigned to the course.

To access the course assessment and evaluation, click on the Assessment button.

Slide 9 – Course Assessment Start Page

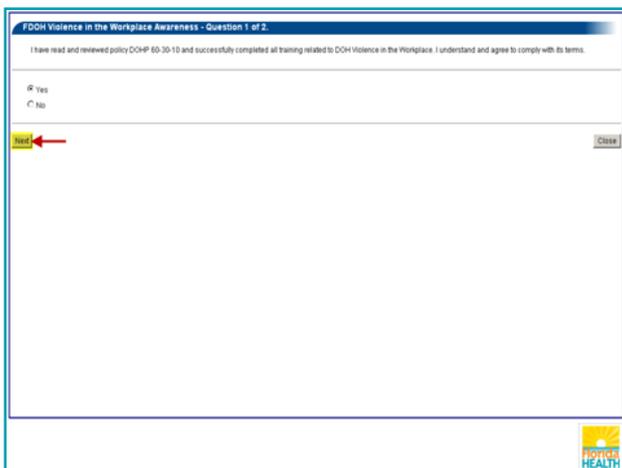


The assessment will open in a new browser window and you will be re-directed to the Start Assessment page for your course.

To begin the assessment, click on the Start Assessment button.

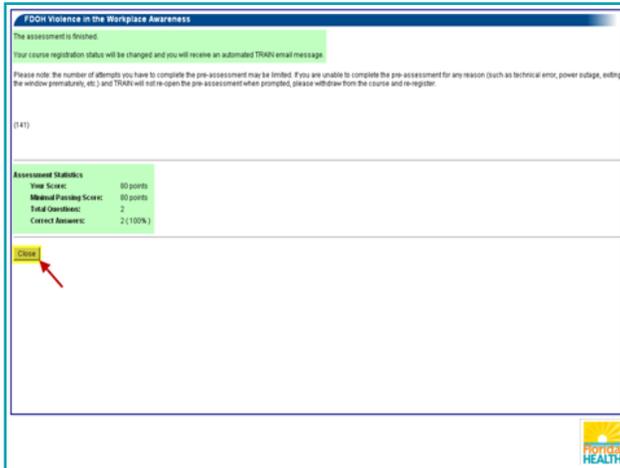
Please note - per TRAIN - the number of attempts you have to complete the assessment may be limited. If you are unable to complete the assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the assessment when prompted, please withdraw from the course and re-register.

Slide 10 – The Course Assessment



After you click the Start Assessment button proceed through the course assessment questions, as they are presented, by clicking the Next button after choosing your answer.

Slide 11 – End of the Course Assessment



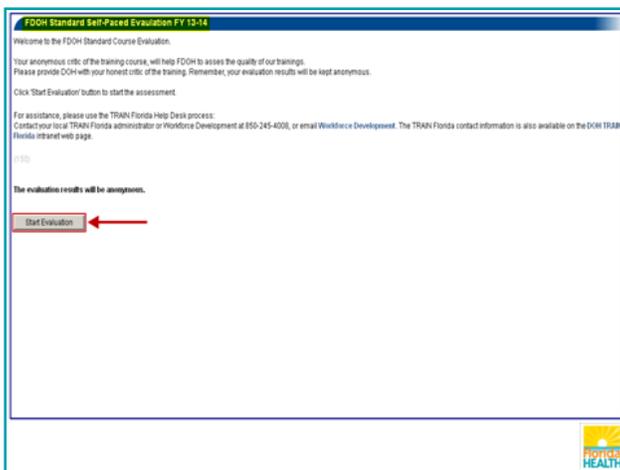
Once you have completed the assessment, your score and pass or fail information will be presented.

The course status will be changed, and you will receive an e-mail from the TRAIN system confirming your completion.

Click on the Close button to close the assessment.

You will then be taken to the Course Evaluation page.

Slide 12 – The Course Evaluation

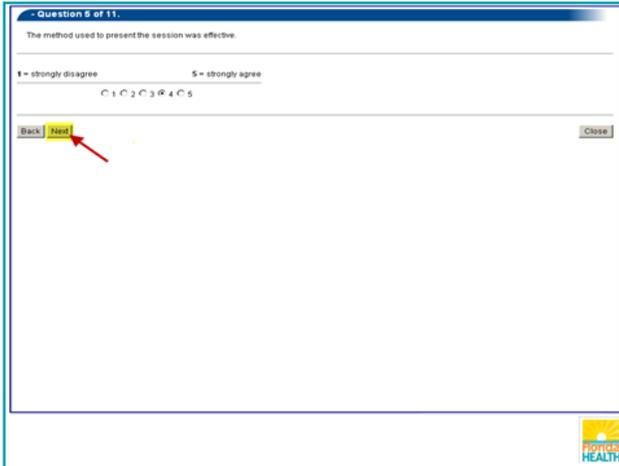


The Course Evaluation is an anonymous review of the training course that will help the Department assess and maintain the quality of DOH training courses in TRAIN Florida.

The evaluation is not scored, but must be completed in order to properly complete your training course.

To begin the evaluation, click the Start Evaluation button.

Slide 13 – The Course Evaluation II



After you click the Start Evaluation button proceed through the questions, as they are presented, by clicking the Next button after choosing your answer.

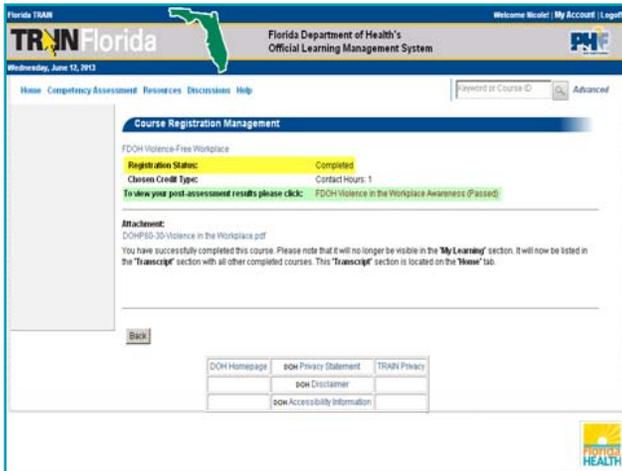
Slide 14 – End of the Course Evaluation



Once you have completed the evaluation, your course status will be changed to reflect it being finished and you will receive an e-mail from the TRAIN system confirming your completion.

Click on the Close button to close the evaluation. The assessment/evaluation browser window will close.

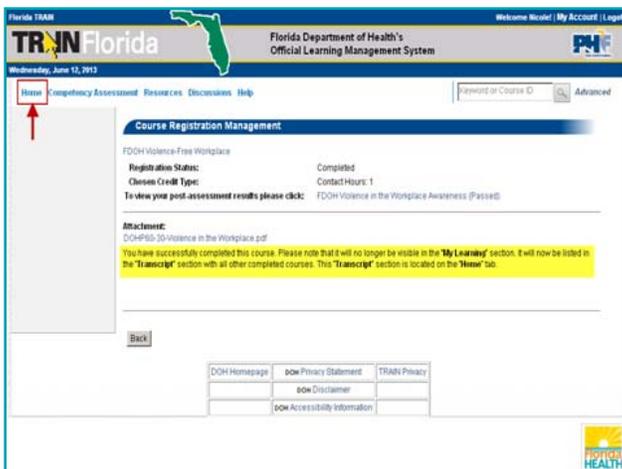
Slide 15 – Course Registration Management Page - Completed Course



You will then be taken back to the Course Registration Management page.

The page will now reflect your registration status as Completed, and give you a link to your post-assessment results.

Slide 16 – Course Registration Management Page - Completed Course II

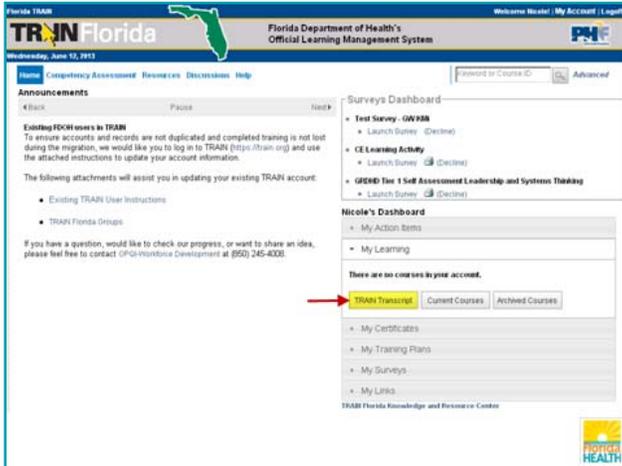


You have successfully completed your DOH training course.

The completed course information will now be available in your training transcript.

You can locate your transcript by returning to your TRAIN Florida learner home page. Click on the Home link, in the top navigation bar.

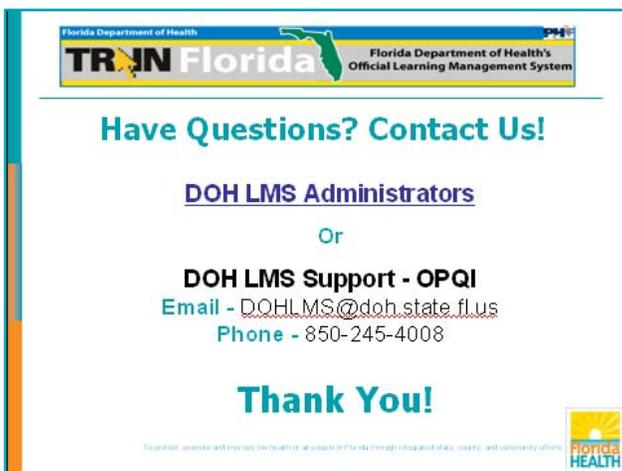
Slide 17 – TRAIN Florida Learner Home Page - Transcript



Your transcript information can be accessed with the TRAIN Transcript feature, located in your My Learning tool.

Further information on how to manage your TRAIN Florida transcript can be found in the TRAIN Florida Learner Tutorial “How to Manage TRAIN Transcripts” and in the TRAIN Florida User Guide.

Slide 18 – End Slide - Contact Information



If you have any questions or concerns regarding how to complete courses 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 DOHLMS@doh.state.fl.us or by phone at 850-245-4008.

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

END