



TRAIN Florida Learner Tutorial Guide

How to Locate 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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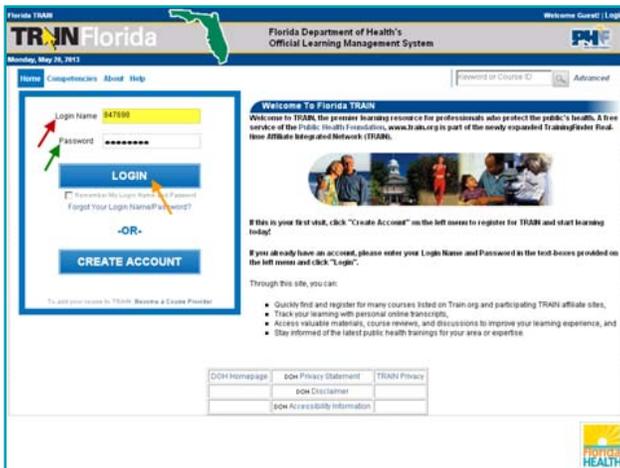
Slide 1 - Title Slide



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

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

Slide 2 – Log In To TRAIN Florida



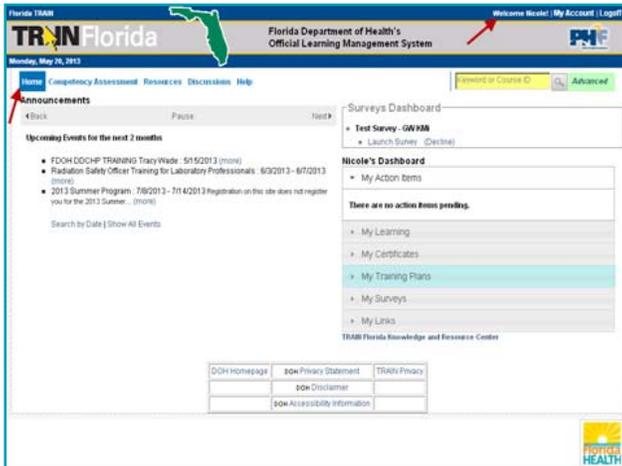
As a current user of TRAIN Florida you must log in to begin your course search. Enter your Login Name and chosen personal password, and click on the blue Login button.

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

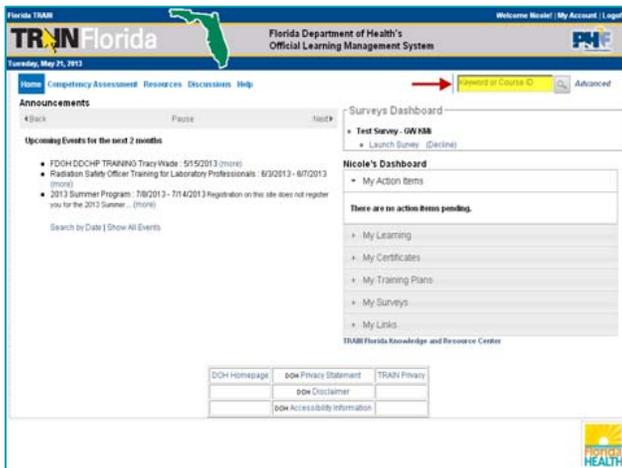


After you have successfully logged in to TRAIN Florida, you will be on your TRAIN Florida learner home page.

Your learner home page gives you access to several features to help you to locate DOH training courses and live events: The Keyword or Course ID feature, the Advanced search feature, and the My Training Plans feature.

Please make note, all Florida Department of Health courses and live events in TRAIN Florida will have the **FDOH** prefix in front of the title.

Slide 4 – TRAIN Florida Learner Home Page II

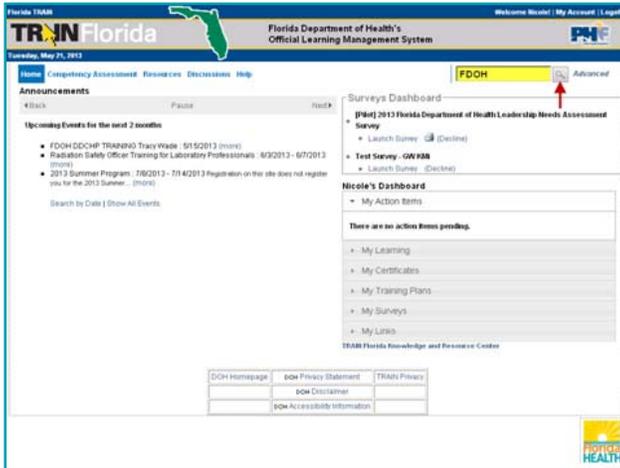


The primary search feature we encourage you to use to locate DOH training in TRAIN Florida is the Keyword or Course ID search feature.

This feature is available on all TRAIN Florida screens, located on the top navigation bar.



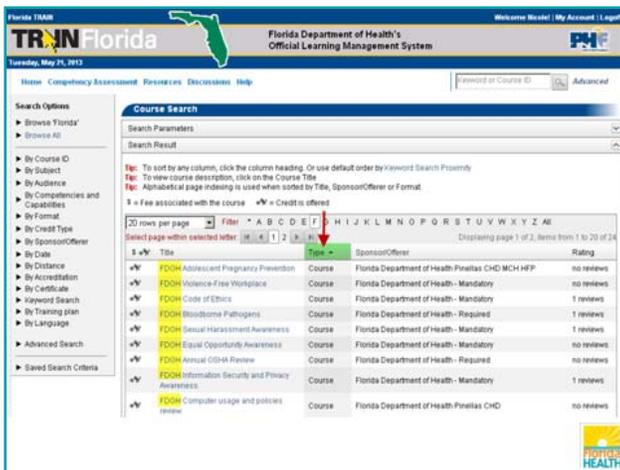
Slide 5 – TRAIN Florida Learner Home Page III



To begin your course search using the Keyword or Course ID search feature, simply type the prefix FDOH into the search field.

Then click the search icon button to the right of the field.

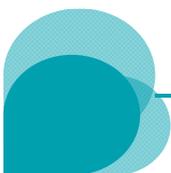
Slide 6 – Course Search Page



After you click the search icon, you will be directed to the Course Search page. This page lists all courses, live events, resources, and discussion boards with FDOH in the title.

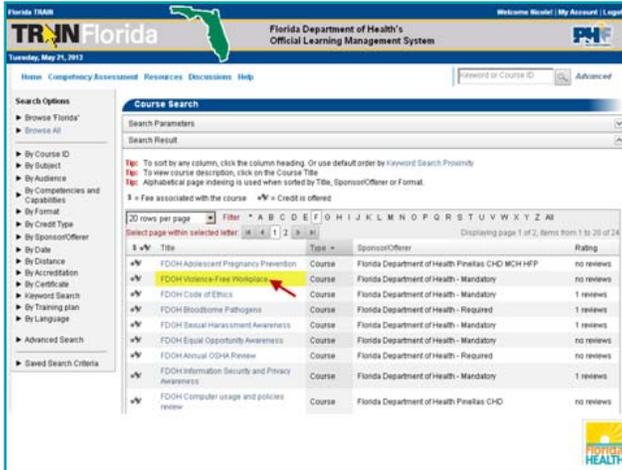
An easy way to find DOH training courses in this list is to sort the list by Type, and group the training courses together. Simply click on the word Type in the column title. You can also sort by Title, or Sponsor/Officer, but be aware that the list will mix the training courses in with other types of FDOH files.

NOTE: All course search pages have a navigation menu, Search Options, which will allow you to narrow down your search parameters. Details on how to use this feature can be found in the TRAIN Florida User Guide.





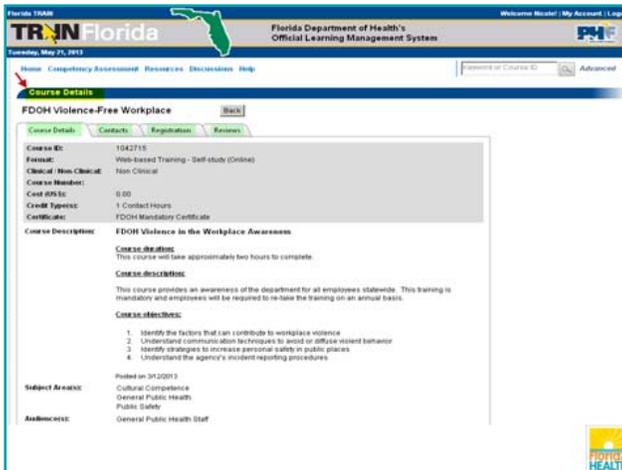
Slide 7 – Course Search Page II



Once you have sorted the list, scan the list and locate the title of the training course you are interested in. For example, FDOH Violence Free Workplace.

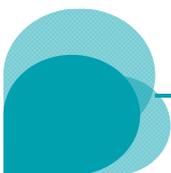
To access the course details for this DOH training course, click on the course name in the list.

Slide 8 – Course Details Page

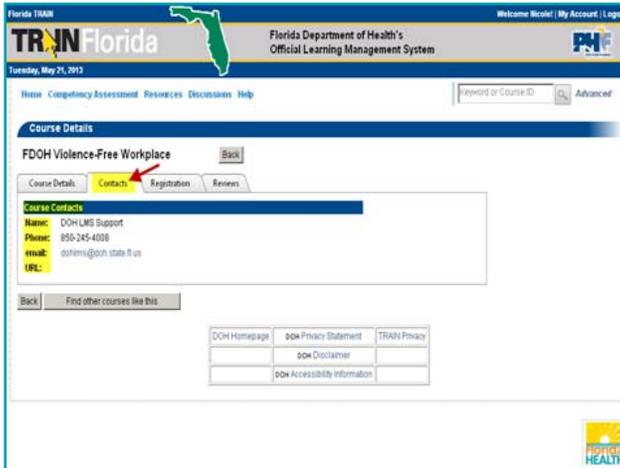


After clicking on your chosen course title, you will be directed to the Course Details page for that course.

On the Course Details page you have access to detailed course information including a full course description, credit type and the core competencies associated with the course. You can also access contact information, register for the course, and provide a course review when you have completed the course.



Slide 9 – Course Details Page II

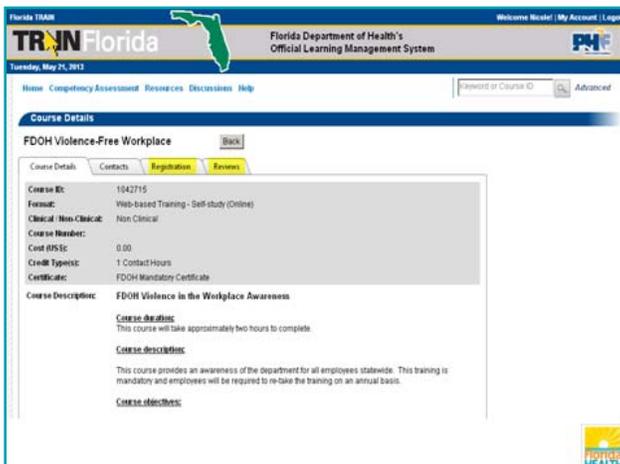


If you have questions regarding your chosen course that are not answered within the course details, click on the Contacts tab, on the Course Details page.

On this tab you will have access to contact information for the approved course contacts. This information should include a name, and at least one of the following methods of communication: a phone number, an e-mail address, and/or a website address (URL).

You will be able to e-mail the course contact, or access the contact's website directly from this page.

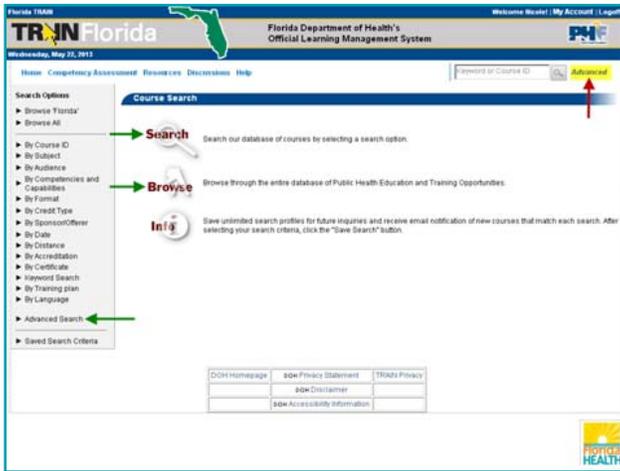
Slide 10 – Course Details Page III



Details on how to register for a course or write a review for a completed course from the Course Details page are available through other TRAIN Florida Learner Tutorials, and the TRAIN Florida Learner Guide.



Slide 11 – Advanced Search Page

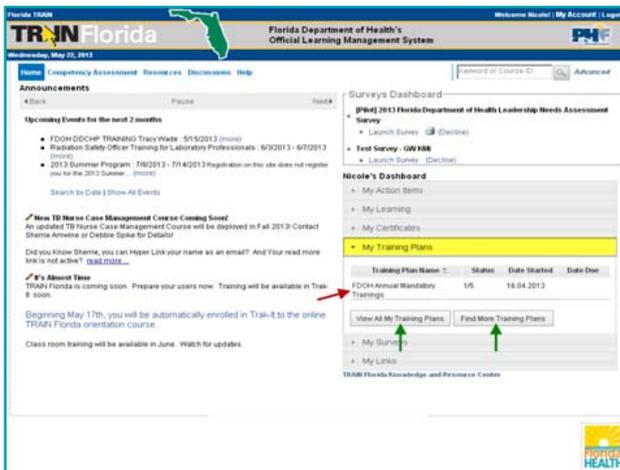


The Advanced search feature is available on all TRAIN Florida screens, located on the top navigation bar, to the right of the Keyword or Course ID search field.

To access this feature, click on the link to be taken to the Advanced search page. On this page you can perform more detailed searches, browse for specific courses or use the filter features to locate multiple selections under a search option.

The steps on how to navigate the Advanced search page are available in the TRAIN Florida Learner Guide.

Slide 12 – My Training Plans



Training plans are groups of trainings that DOH LMS Administrators assemble to shorten your steps for locating courses or a series of courses they have designed specifically for your training needs.

The My Training Plans feature will allow you to easily locate these assigned courses. You will be able to access and register for these courses through this feature. You will also be able to track and manage the plans using the View All My Training Plans and Find More Training Plans tools.

For example, all DOH employees will be assigned to the FDOH Annual Mandatory Trainings training plan, by the DOH LMS Site Administrators, to make it as easy as possible for all DOH employees to locate and complete these vital courses.

Further details on how to use the My Training Plans feature can be found in the TRAIN Florida Learner Tutorial "How to Manage Training Plans" and in the TRAIN Florida User Guide.





Slide 13 – End Slide - Contact Information

Florida Department of Health
TRAIN Florida Florida Department of Health's
Official Learning Management System

Have Questions? Contact Us!

DOH LMS Administrators

Or

DOH LMS Support - OPQI
Email - DOHLMS@doh.state.fl.us
Phone - 850-245-4008

Thank You!

To protect, promote and improve the health of all people in Florida through integrated, science-based, and community-oriented

If you have any questions or concerns regarding how to locate 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

