



# **TRAIN Florida Administrator Tutorial Guide**

## **How to Locate a Learner**

**August 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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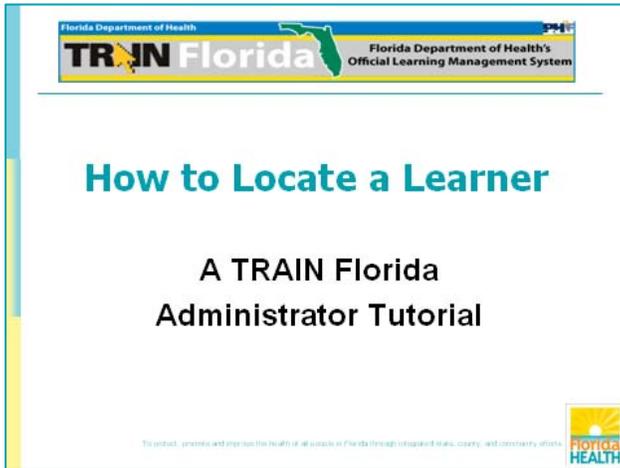




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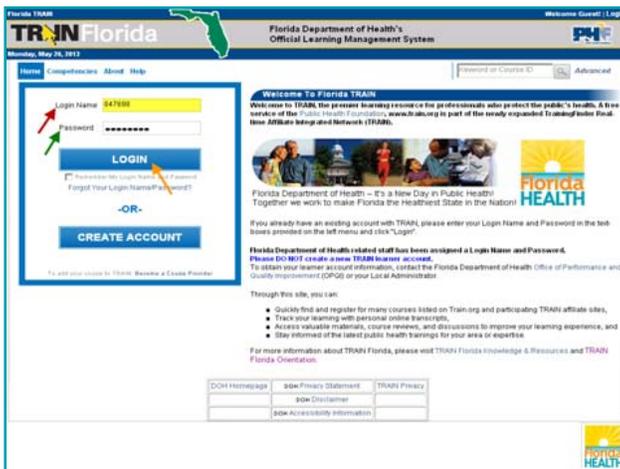
### Slide 1 - Title Slide



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

We are going to review how to locate learner accounts 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 search for a learner account. 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.

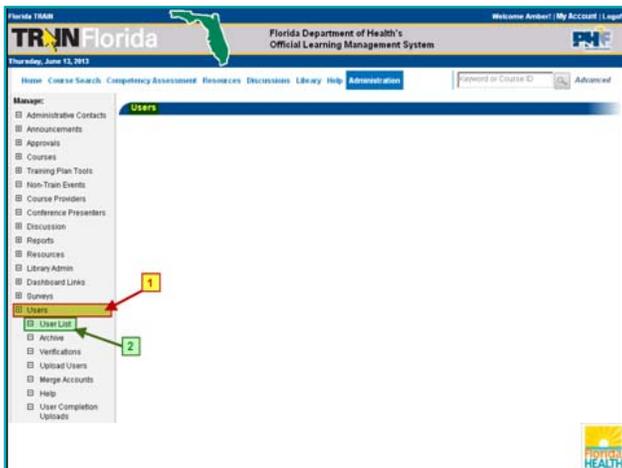
### Slide 3 – TRAIN FL Administrator Home Page



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

To begin your search for a learner account, click on the Administration tab, located in the top navigation bar.

### Slide 4 – The Administration Page



You will be directed to the Administration page.

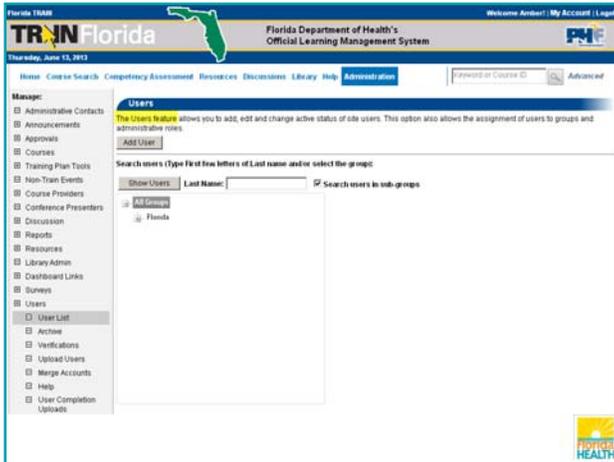
The navigation menu on the left hand side of this screen contains links for TRAIN Florida Administrators to use to help manage the DOH LMS.

You must have the User Account Manager role, to access and manage learner accounts. If you do not see the User link, please contact your Lead Administrator or the Site Administrator.

To locate a learner account, first locate and click on the Users link in this menu. This will open the Users page and a sub-menu under the link.

Next click on the User List link in the sub-menu.

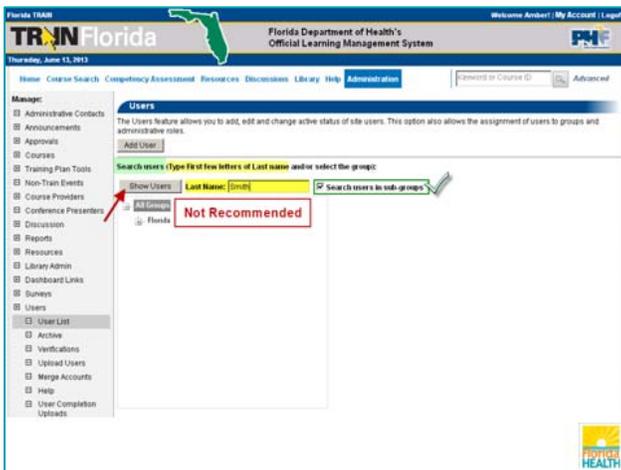
### Slide 5 – The Users Feature Page



The User screen will refresh, and open the Users feature page.

From this page you will be able to locate a TRAIN Florida learner account and manage the account as needed.

### Slide 6 – The Users Feature Page - Search



There are two ways to locate a learner account using the Search Users function.

**Note:**

No matter which search method you choose, always leave the Search users in sub-groups option checked,

The first search option is to simply type the last name of the learner into the Last Name field, and click the Show Users button. However, this is NOT recommended, as it will provide a list of ALL of the learners in every TRAIN Florida group, with that last name regardless of their location.

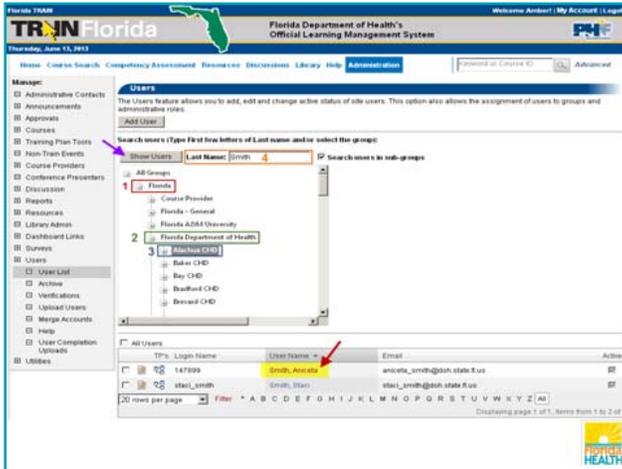
### Slide 7 – The Users Feature Page - Search II

The second recommended search option uses the TRAIN Florida group structure to help narrow the search for your desired learner account.

If you know the location of the learner you are trying to locate, use the Groups menu available on the Users page, to locate the group for that location. Then search by last name within that group.

For example, to find a learner account for a DOH employee who works in the Alachua CHD, click on the plus sign next to Florida, then click on the plus sign next to Florida Department of Health. Locate Alachua CHD, and click on the name, it will highlight. Next enter the last name of the learner, into the Last Name field, and click the Show Users button.

This will bring up a list of all learners with that last name, in the Alachua CHD group. Simply scan this list to find the learner account you need to access, and click on the learner's name to open their learner account details.



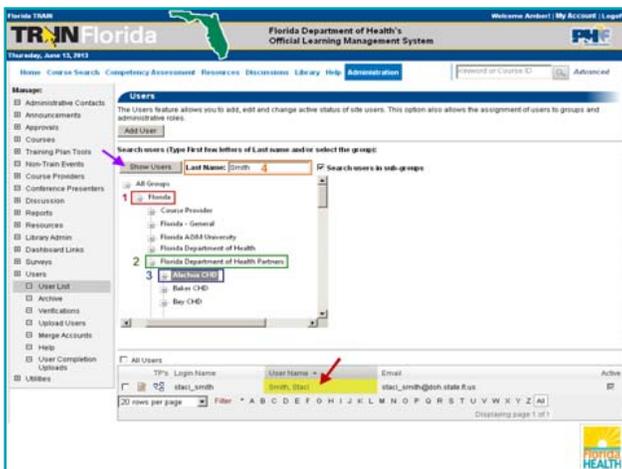
### Slide 8 – The Users Feature Page - Search III

To locate the learner account of a Florida Department of Health intern, volunteer or an employee of a CBO, click the plus sign next to Florida, then click the plus sign next to Florida Department of Health Partners.

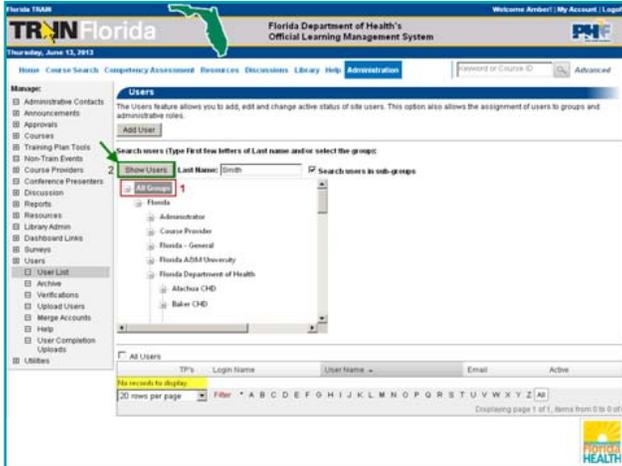
Locate the group for the learner account, click on the name to highlight it. Then enter the last name of the learner, into the Last Name field, and click the Show Users button.

This will bring up a list of all learners with that last name, in the selected group. Simply scan this list to find the learner account you need to access, and click on the learner's name to open their learner account details.

Details on how to edit learner accounts, can be found in the TRAIN Florida Administrator Tutorial "How to Edit Learner Accounts" and in the TRAIN Florida Administrator's Guide.



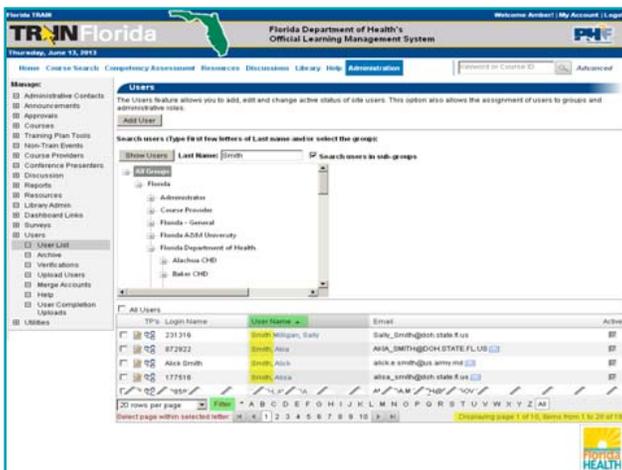
### Slide 9 – Unable to Locate Learner



If you are unable to locate the learner account, the learner may be grouped incorrectly.

To check the whole TRAIN Florida system for the learner, click on the All Groups title to highlight it. Next click on the Show Users button.

### Slide 10 – Unable to Locate Learner II



After you have clicked the Show Users button, a list will open showing all of the learners in TRAIN Florida with that last name. Scan the list, or use the Filter feature to locate your learner.

If you locate the learner account, be sure to verify the learner's assigned group level after you access the account, and correct it if needed.

If you do not locate the learner account, you will need to add the learner account to TRAIN Florida.

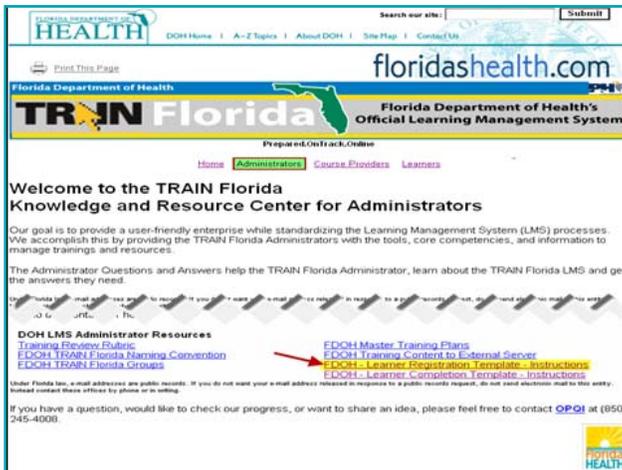
### Slide 11 – Administrator Home Page - Add New Learner to TRAIN Florida



To have a new learner added to the system, you must e-mail the learner's information to the DOH LMS Support team for uploading. The information must be sent using a specific Excel spread sheet template designed for this purpose. To access and copy this spreadsheet for your use, first go to your TRAIN Florida Administrator home page.

Once on your home page, click on the TRAIN Florida Knowledge and Resource center link, located below the list of Training Plan Tools.

### Slide 12 – Adding a New Learner to TRAIN Florida



The TRAIN Knowledge and Resource Center web page will open in a new browser window. Click on the Administrators link, below the TRAIN Florida logo. You will be directed to the Administrators page of the Knowledge and Resource Center.

To access the Learner Registration upload spread sheet template, scroll down to the bottom of the screen, and click on the title FDOH - Learner Registration Template - Instructions.

**Slide 13 – New Learner Spread Sheet**

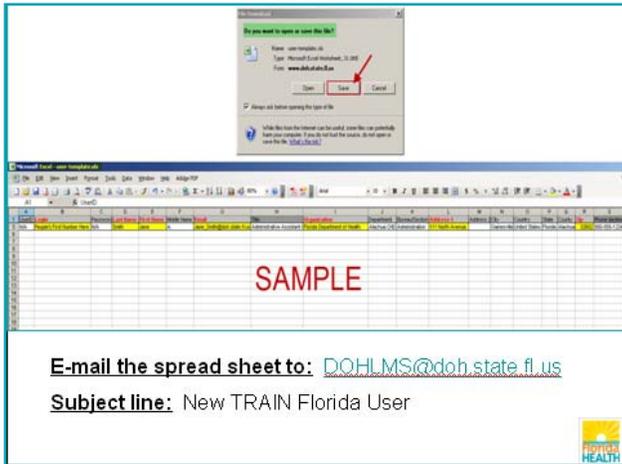
A File Download window will open and ask if you want to open or save this file. Click on the Save button, and save the spread sheet to your computer.

After you have saved the spreadsheet, open the Excel file from your computer. Add the new learner's information into the spread sheet, paying close attention to the column titles in red. These are the minimum required fields for upload. However the more information you can provide, the easier it will be for the learner.

You may add more than one new learner to this spread sheet, if needed. Save the completed spread sheet. You will now need to send this file to the DOH LMS Support team.

Open an e-mail and attach this file. Send the e-mail to [DOHLMS@doh.state.fl.us](mailto:DOHLMS@doh.state.fl.us), with the subject line, New TRAIN Florida User. Be sure to include any needed information including your contact information, in the body of your e-mail.

The DOH LMS Support team will upload the learner account within 24 hours.



**Slide 14 – End Slide - Contact Information**

If you have any questions or concerns regarding how to locate learner accounts in TRAIN Florida, please contact the DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI)

via email at [DOHLMS@doh.state.fl.us](mailto: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.

