



# TRAIN Florida Learner Tutorial Guide

## How to Manage a Non-TRAIN Course

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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## Table of Contents

SLIDE NUMBER - TITLE	PAGE
Slide 1 – Title Slide - How to Manage a Non-TRAIN Course	1
Slide 2 – Log In To TRAIN Florida	1
Slide 3 – TRAIN Florida Learner Home Page	2
Slide 4 – TRAIN Florida Learner Home Page - My Learning Tool	2
Slide 5 – The Transcript Page	3
Slide 6 – The Non-TRAIN Course Details Page	3
Slide 7 – The Non-TRAIN Course Details Page - First Section	4
Slide 8 – The Non-TRAIN Course Details Page - Second Section	5
Slide 9 – T The Non-TRAIN Course Details Page - Complete	6
Slide 10 – E-mail Local Administrator	6
Slide 11 – The Transcript Page II	7
Slide 12 – Editing Your Non-TRAIN Course Information	7
Slide 13 – Editing Your Non-TRAIN Course Information - Course Details	8
Slide 14 – Upload a Certificate	8



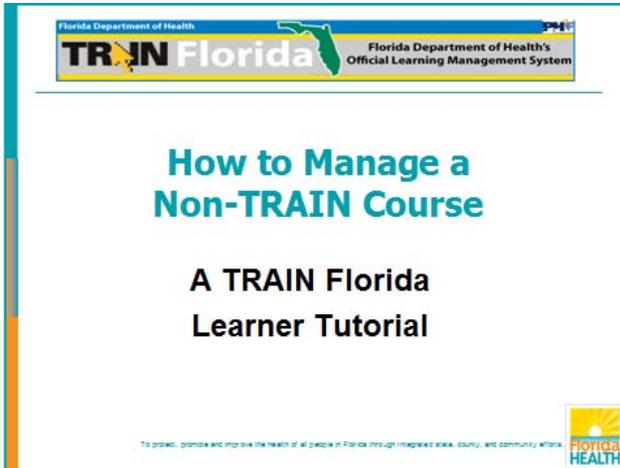


## Table of Contents

SLIDE NUMBER - TITLE	PAGE
Slide 15 – The Upload Certificate Window	9
Slide 16 – TRAIN Florida Learner Home Page - Transcript & Certificate	9
Slide 17 – End Slide - Contact Information	10



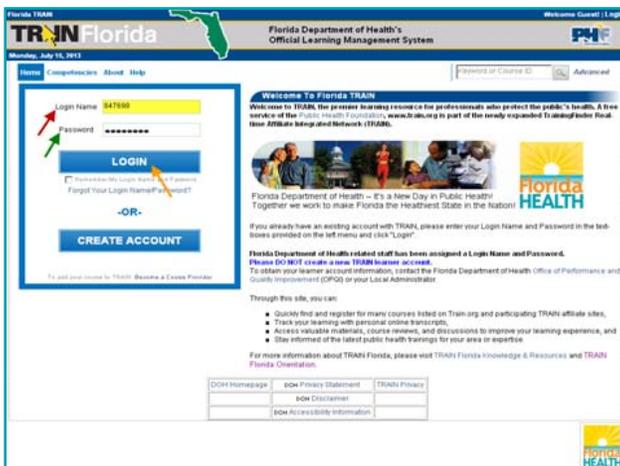
## Slide 1 - Title Slide



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

We are going to review how to add Non-TRAIN sourced training courses to your transcript in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

## Slide 2 – Log In To TRAIN Florida

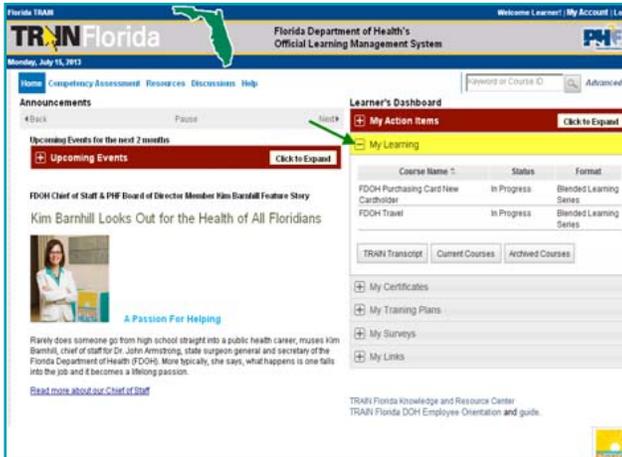


As a current user of TRAIN Florida you must log in to manage a course. Enter your Login Name and chosen personal password, and click on the blue Login button.

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

**NOTE:** Please **DO NOT** enter any previous DOH LMS trainings into TRAIN Florida using the TRAIN Florida Non-TRAIN Courses feature. The Department will move your previous training records into TRAIN Florida.

### Slide 3 – TRAIN Florida Learner Home Page



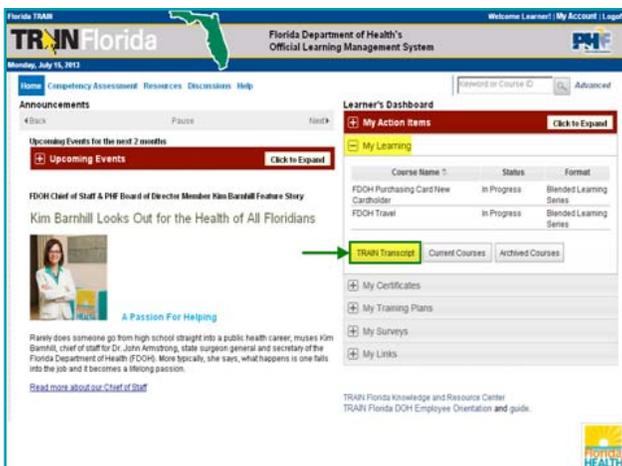
If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

A Non-TRAIN course is a training course that is sourced outside of TRAIN Florida, and not listed in the TRAIN Florida Course Search list. Learners can add Non-TRAIN courses to their TRAIN Florida transcript.

However, these courses must be submitted, validated and approved by a TRAIN Florida Local Administrator before they will be recognized by the Department.

To begin the process of adding and managing a Non-TRAIN course in your TRAIN transcript, go to the My Learning tool in your Dashboard, and click the title to open the menu.

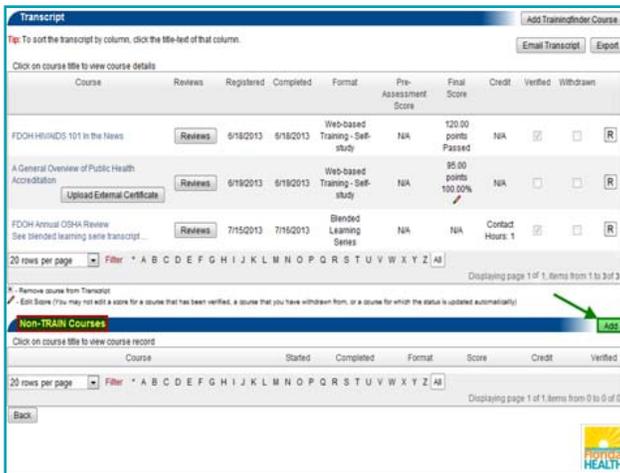
### Slide 4 – TRAIN Florida Learner Home Page - My Learning Tool



The My Learning tool menu will list all of your current, incomplete training courses. It will also give you access to your TRAIN Florida transcript.

To access your transcript, click on the TRAIN Transcript button.

### Slide 5 – The Transcript Page



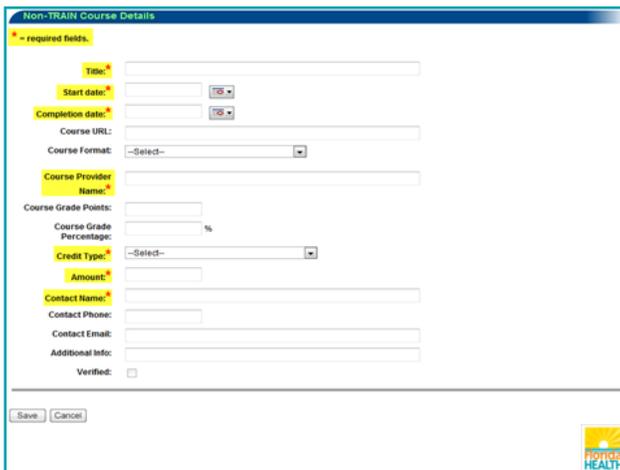
After you click the TRAIN Transcript button, you will be directed to the Transcript page. This page will list your completed TRAIN Florida courses.

This page also gives you access to the management tool that will allow you to add and manage Non-TRAIN courses.

To add a completed Non-TRAIN course to your transcript. Locate the Non-TRAIN Courses section of the page.

Then locate and click on the Add button.

### Slide 6 – The Non-TRAN Course Details Page



The Non-TRAIN Course Details page will open. This screen is the Non-TRAIN Course Details form. It is important that you accurately complete the form. This form is required in order to submit the Non-TRAIN course for verification and approval by your TRAIN Florida Local Administrator, before it can be recognized by the Department on your TRAIN transcript.

There are seven required information fields marked by red asterisks (\*) that must be filled in:

- Course Title
- Course Start Date
- Course Completion Date
- Course Provider Name
- Credit Type
- Amount
- Contact Name

We highly recommend you provide all of the requested information, as well as the required information when completing this form. Please enter the information into the fields using Spell Case.

Please provide all possible course detail information when completing the form, and keep this course detail documentation on hand, as it may be needed by your Local Administrator to help in the verification of course details.

Slide 7 – The Non-TRAN Course Details Page - First Section

This and the following two slides will walk you through how to fill in the course details requested by the Non-TRAIN Course Details form. Please remember to use Spell Case.

**Step 1:** Fill in the Title field with the course title. For example: Excel 2010 keyboard shortcuts I. This is a required field

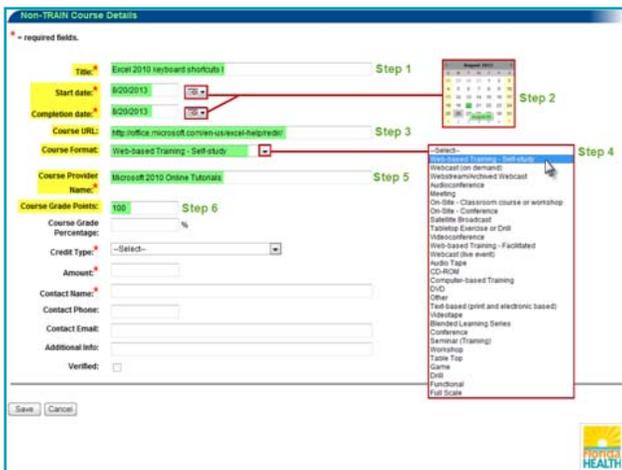
**Step 2:** Enter the **Start date**, the day you began the course, and **Completion date**, the day you completed the course. **NOTE:** You may use the calendar tool to locate a date. Click on the calendar icon to open the calendar tool, locate and click on the appropriate date, and it will appear in the chosen date field. These are required fields.

**Step 3:** Enter the URL, the web address, for the course, if applicable, into the **Course URL** field.

**Step 4:** Choose the **Course Format**. This field provides 28 course format types recognized in TRAIN. Use the drop down menu and click to select the format type which best defines the course you are entering.

**Step 5:** Enter the **Course Provider Name**. This is the person, company or organization that offers or hosts the training. For example: Microsoft Office Online Tutorials. This is a required field.

**Step 6:** Fill in the **Course Grade Points**. Enter in the maximum grade points offered for the course test, or assessment, if applicable. For example: If 100 points was the maximum test score, enter 100 in this field.



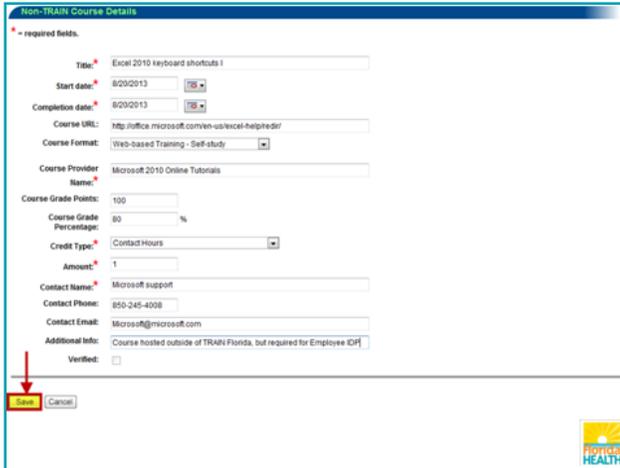
The screenshot shows the 'Non-TRAIN Course Details' form with the following fields and annotations:

- Title:** Excel 2010 keyboard shortcuts I (Step 1)
- Start date:** 8/20/2013 (Step 2)
- Completion date:** 8/20/2013 (Step 2)
- Course URL:** http://office.microsoft.com/en-us/excel/help/training.aspx (Step 3)
- Course Format:** Web-based Training - Self-study (Step 4)
- Course Provider Name:** Microsoft 2010 Online Tutorials (Step 5)
- Course Grade Points:** 100 (Step 6)

Other fields include Course Grade Percentage, Credit Type, Amount, Contact Name, Contact Phone, Contact Email, Additional Info, and Verified. A 'Save' button is at the bottom left.



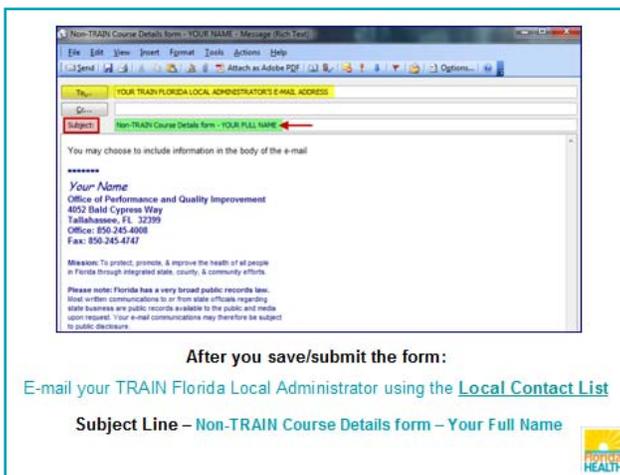
Slide 9 – The Non-TRAN Course Details Page - Complete



After completing the Non-TRAIN Course Details form, review the form for accuracy, and to be sure you have included all of the required information and as much of the requested information as you have available.

To save the course information and submit the form for review click the Save button.

Slide 10 – E-mail Local Administrator



After you save/submit the form:  
E-mail your TRAIN Florida Local Administrator using the [Local Contact List](#)  
Subject Line – Non-TRAIN Course Details form – Your Full Name

To assure the efficient processing of the Non-TRAIN Course Details form and verification of the course you would like added to your TRAIN Florida transcript you must notify your TRAIN Florida Local Administrator via e-mail of your submission.

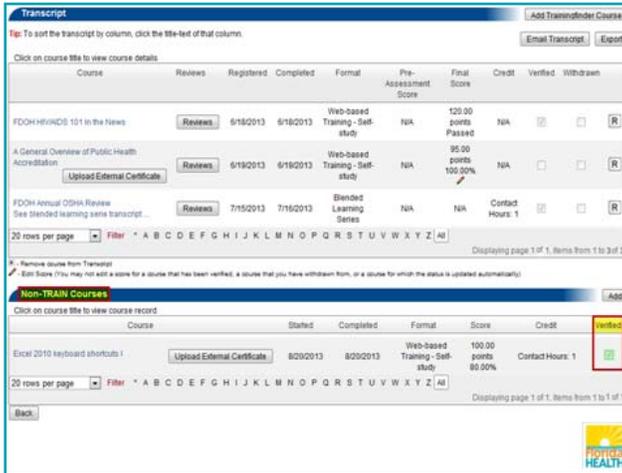
Use the [Local Contact List](#) to locate your **TRAIN Florida Local Administrator**. Once you have located your Local Administrator, **click on their e-mail address.**

An e-mail will open, addressed to the Administrator.

Enter the **Subject Line: Non-TRAIN Course Details form - {your full name}** and send the e-mail.

Please be sure to put your full name in the subject line. You may choose to include information in the body of the e-mail, but it is not necessary.

**Slide 11 – The Transcript Page II**



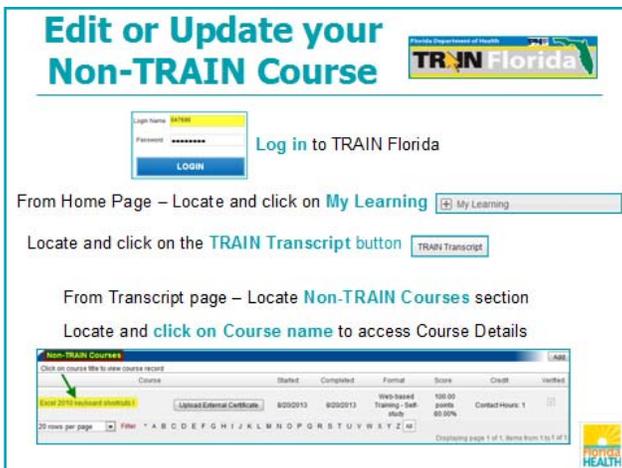
After you click the Save button, you will be directed back to the Transcript page.

The Non-TRAIN course will now be listed in the Non-TRAIN section. The course will remain on your TRAIN Florida Transcript, even if it is not verified and approved.

When your Local Administrator has completed the review of your Non-TRAIN course, they will check the Verified box to show that the course has been approved, and will be recognized by the Department as part of your training as an employee.

Remember the only way to assure proper review of your course, is to inform your TRAIN Florida Local Administrator of your submission via e-mail.

**Slide 12 – Editing Your Non-TRAIN Course Information**



As a TRAIN Florida learner you are able to edit or update any of your Non-TRAIN Course Detail forms entered in the system.

For example, if you did not have all of the course information at the time you filled out your form, or if the course information has changed, and you need to submit the form you can return to the form to edit or update the information. Edits can also be done after the course has been verified and approved for your TRAIN Transcript.

To edit or update your Non-TRAIN Course:

- Log in to TRAIN Florida
- From your home page - locate and click on My Learning
- Locate and click on the TRAIN Transcript button
- From the Transcript page - locate the Non-TRAIN Courses section
- Locate and click on the course name to access the Course Details page

Slide 13 – Editing Your Non-TRAIN Course Information - Course Details

After you click on the course name, you will be directed to the Non-TRAIN Course Details page, which shows the Non-TRAIN Course Details form.

From here you can edit or update your course information as needed. As you make your changes, be sure not to delete any information from the required fields. The page also reflects the date of your initial entry, and last update to the information.

When your changes are complete, click the Save button.

At this point, if your Non-Train Course has already been approved you do not need to notify your Local Administrator of the changes.

If your course had not been approved, when your edits are complete, you must notify your TRAIN Florida Local Administrator via e-mail of your submission. Follow the directions on Slide 10 to assure the efficient processing of the Non-TRAIN Course Details form and verification of the course.

Slide 14 – Upload a Certificate

If you want to add a training certificate to any of your Non-TRAIN Courses in your TRAIN Transcript, you can add one at any time, even after the course has been verified and approved for your TRAIN Transcript.

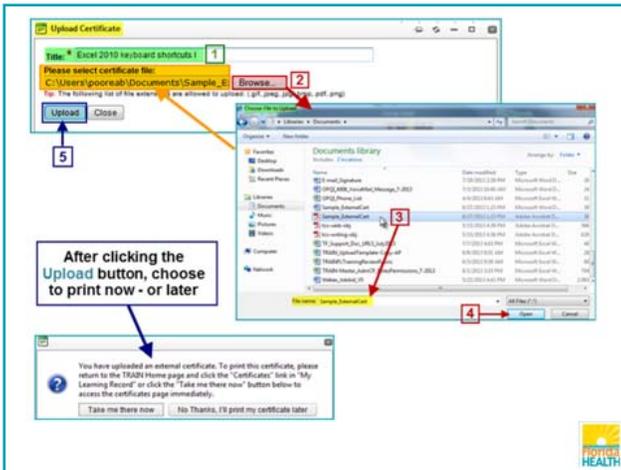
**NOTE:** Be sure to save an electronic copy of your certificate in an easily located location in your computer before you try to add it to the Non-TRAIN Course.

To upload a certificate to your Non-TRAIN Course:

- Log in to TRAIN Florida
- From your home page - locate and click on My Learning
- Locate and click on the TRAIN Transcript button
- From the Transcript page - locate the Non-TRAIN Courses section
- Locate and click on the Upload External Certificate button

Slide 15 – The Upload Certificate Window

After you click on the Upload External Certificate button, the Upload Certificate window will open over the Transcript page.



- Enter the exact title of the Non-TRAIN Course, into the Title field, this is a required field
- Next, click the Browse button
- When the choose file to upload window opens, locate your certificate file in your computer and click on the file to populate the File name field
- Click the Open button

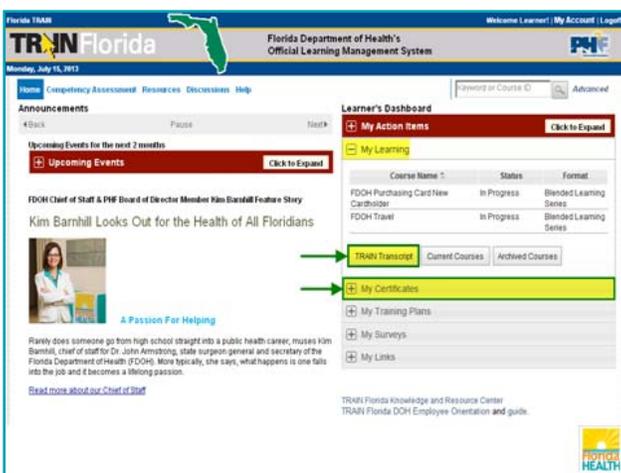
The file to upload window will close, and the certificate file will now be in the Please select certificate file field.

To upload the certificate to your course, click the Upload button.

Once the certificate is uploaded, a pop-up window will open, and ask if you would like to go to your Certificate tool and print your certificate, or print the certificate later.

If you choose to print later, the window will close and you will be back on the Transcript page.

Slide 16 – TRAIN FL Learner Home Page - Transcript & Certificates



Your Non-TRAIN Courses can be accessed with the TRAIN Transcript feature, located in your My Learning tool.

Your Transcript will reflect both approved and verified, and not approved Non-TRAIN courses. These courses cannot be removed, once entered into your TRAIN Transcript.

If you have uploaded certificates for your Non-TRAIN Courses, they can be accessed and printed via the Certificates tool.

Slide 17 – 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](mailto: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 state, county, and community efforts.



If you have any questions or concerns regarding how to manage your Non-TRAIN 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](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.

END