



TRAIN Florida Learner Tutorial Guide

How to Withdraw from 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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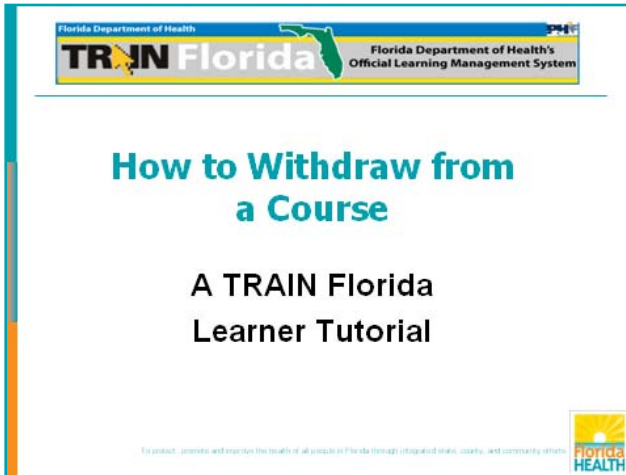




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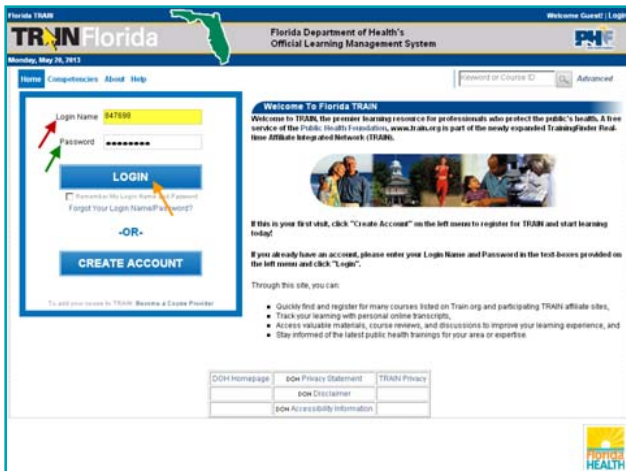
Slide 1 - Title Slide



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

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

Slide 2 – Log In To TRAIN Florida

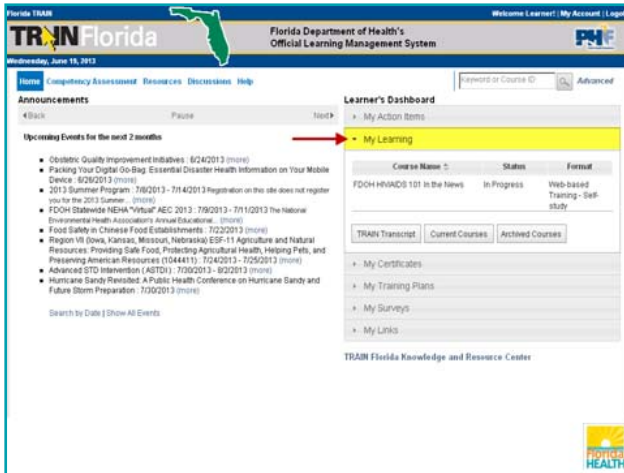


As a current user of TRAIN Florida you must log in to withdraw from a course. Enter your Login Name and chosen personal password, and click on the blue Login button.

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

NOTE: 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.

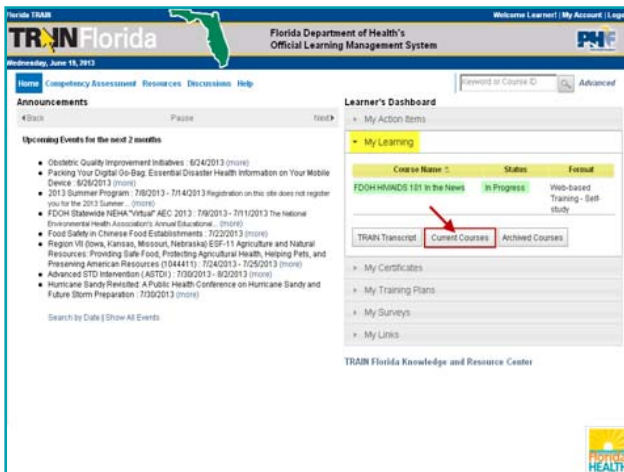
Slide 3 – TRAIN Florida Learner Home Page



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

To locate and withdraw from a training course, 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

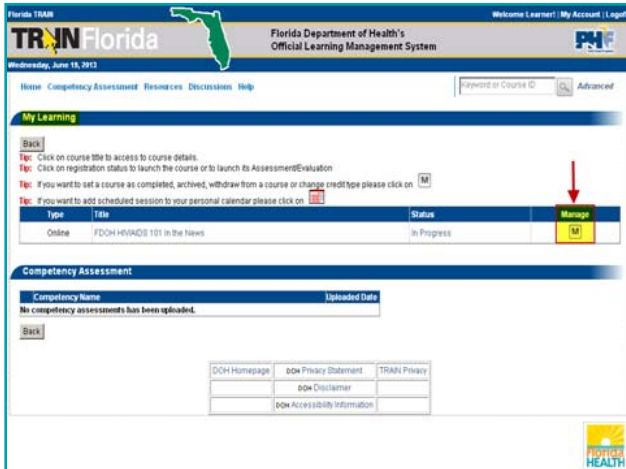


The My Learning tool menu will list all of your current, incomplete training courses.

It will show you the course name, status, and format of the trainings.

To access the class that you want to withdraw from, click on the Current Courses button.

Slide 5 – My Learning Page



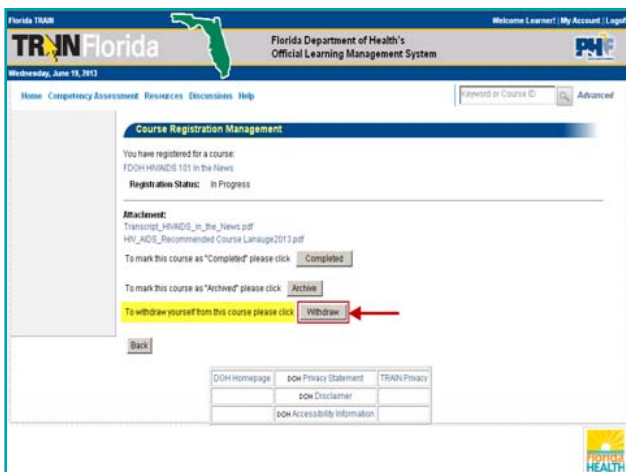
After you click the Current Courses button, you will be directed to the My Learning page.

This page will list your current, incomplete courses.

This page also gives you access to the management tool that will allow you to manage, and withdraw from your chosen course.

To access this tool, click on the Manage button.

Slide 6 – Course Registration Management Page

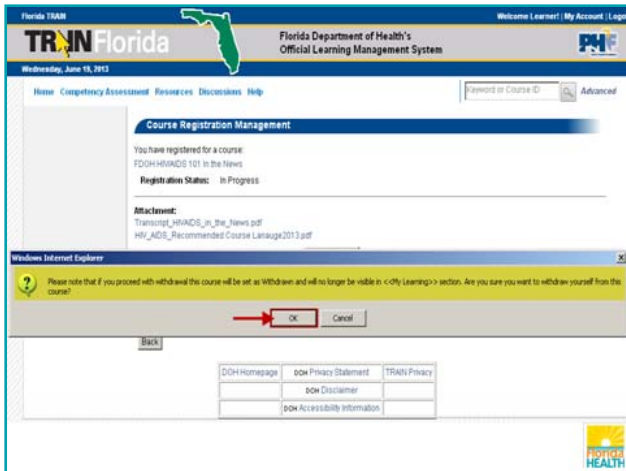


Once you have clicked the Manage button, you will be directed to the Course Registration Management Page.

On this page you have many options available to help manage your course.

To withdraw from your chosen course, click on the Withdraw button.

Slide 7 – Course Registration Management Page - Warning Window



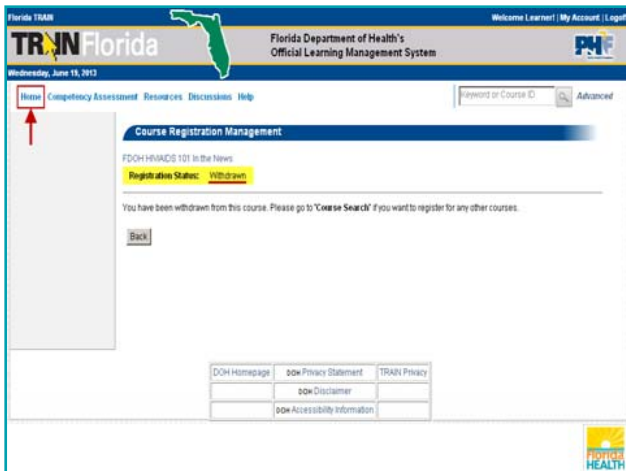
After clicking on the Withdraw button, a pop-up window will open and warn you that if you proceed with the withdrawal from the course, that it will be permanently set as withdrawn and will no longer be visible in your My Learning tool list.

It will ask you if you are sure you want to withdraw from the course.

If you are certain that you wish to withdraw from your chosen training course, you must click the OK button to proceed.

NOTE: If you choose to withdraw from your course at this time, you can re-register for and complete the course at a later date if needed.

Slide 8 – Course Registration Management Page - Status



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

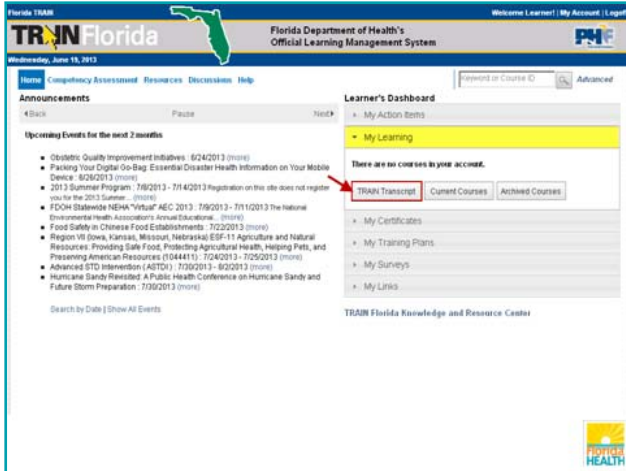
The registration status for the course should read Withdrawn.

You are now withdrawn from the training course, and it will not be listed on your My Learning tool.

The course will now be listed on your TRAIN Florida transcript, and marked as Withdrawn.

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

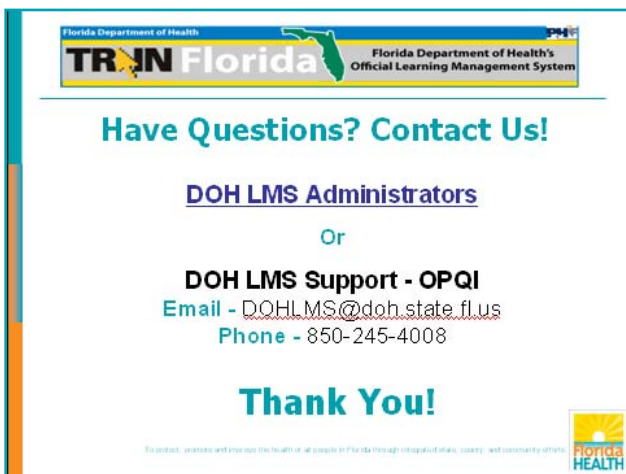
Slide 9 – Course Assessment Start Page



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 10 – End Slide - Contact Information



If you have any questions or concerns regarding how to withdraw from 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.

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