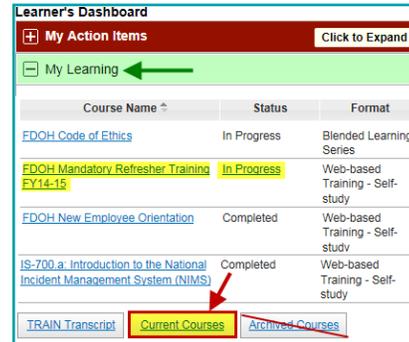


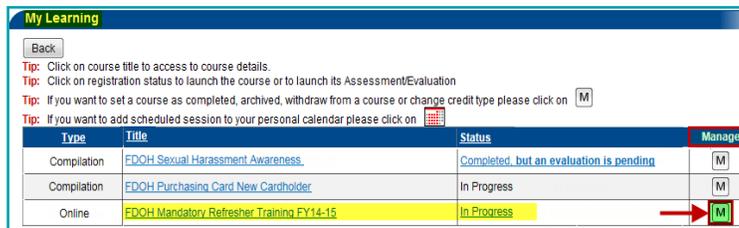
When you complete a course, close the open tab and click Home. Then follow these steps to locate and complete the assessment and evaluation:

Step 1: Locate your **Learner's Dashboard**. Click **My Learning** tile to open menu. Click **Current Courses**.



Step 2: **My Learning** page will open. It lists incomplete courses & gives access to courses, assessments and/or evaluations.

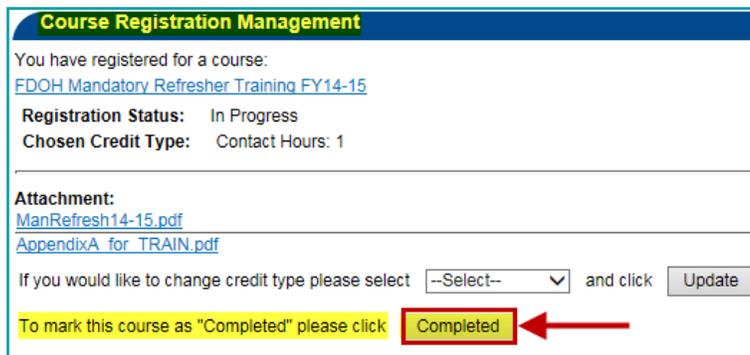
Click the “M” **Manage** button next to your course.



Step 3: The **Course Registration Management** page opens, giving you:

- Access to the course presentation – click the course title
- The course registration status - should read In Progress
- Access to any attachments – click document links

To access the assessment and/or evaluation, and fully complete the course: Click the **Completed** button.



Step 4: If an assessment and/or evaluation is assigned, the **Course Registration Management** page will refresh & status will read Post-Assessment Pending.

The Complete button will refresh to an Assessment button. Click **Assessment**.

Course Registration Management

FDOH Mandatory Refresher Training FY14-15

Registration Status: Post-Assessment Pending

Chosen Credit Type: Contact Hours: 1

Attachment:
[ManRefresh14-15.pdf](#)
[AppendixA for TRAIN.pdf](#)

Before completing the course you must complete the assessment.
 To start the assessment immediately click **Assessment**

To withdraw yourself from this course please click **Withdraw**

Back

Step 5: The assessment opens in a new browser window. Click **Start Assessment**.

FDOH Refresher Training

Click 'Start Assessment' button to start the assessment

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

(140)

Start Assessment

NOTE: ** If the assessment appears not to have opened and you encounter a message, "Thank you for taking the course [course title] post-assessment," the assessment window has opened behind this page.

Look at the browser tabs, top of page, and click the second one labeled *TRAIN Florida – LMS Software*. This will bring the assessment window forward.

TRAIN Florida - LMS So... x TRAIN Florida - LMS Softw... Google

Step 6: Answer course assessment questions as they are presented & click **Next**.

FDOH Refresher Training - Question 1 of 25.

Employees must report all work-related accidents:

- Within 30 days
- Within 24 hours
- Immediately

Next

FDOH Refresher Training

The assessment is finished.

Your course registration status will be changed and you will receive an automated TRAIN email message.

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

(141)

Assessment Statistics

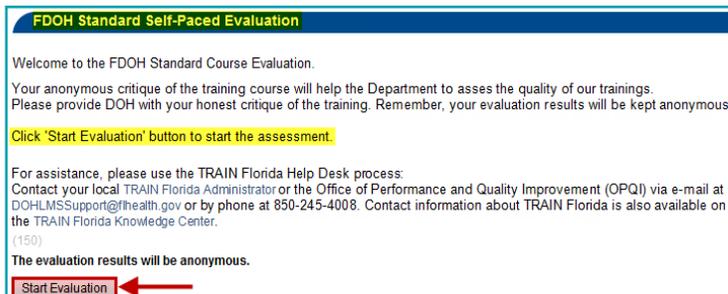
Your Score:	94.52 points
Minimal Passing Score:	80 points
Total Questions:	18
Correct Answers:	17 (94%)

Launch Evaluation

When you've completed the assessment, your registration status will change and you will receive a TRAIN email with your score and pass/fail information. Click the Launch Evaluation button.

Step 7: If an evaluation has been assigned, the **Course Evaluation** page will open. It is anonymous and not scored, but **must be completed** to complete the course and reflected on your transcript.

Click the **Launch Evaluation** button.



FDOH Standard Self-Paced Evaluation

Welcome to the FDOH Standard Course Evaluation.
Your anonymous critique of the training course will help the Department to assess the quality of our trainings. Please provide DOH with your honest critique of the training. Remember, your evaluation results will be kept anonymous.

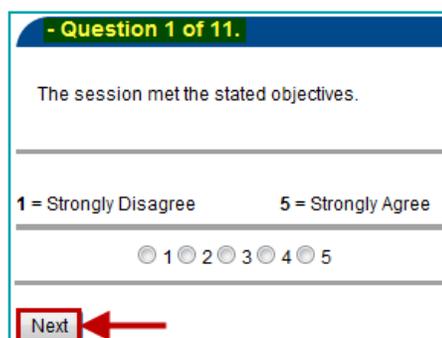
Click 'Start Evaluation' button to start the assessment.

For assistance, please use the TRAIN Florida Help Desk process:
Contact your local TRAIN Florida Administrator or the Office of Performance and Quality Improvement (OPQI) via e-mail at DOHLMSSupport@flhealth.gov or by phone at 850-245-4008. Contact information about TRAIN Florida is also available on the TRAIN Florida Knowledge Center.

(150)
The evaluation results will be anonymous.

Start Evaluation

Step 8: Answer the **course evaluation questions** as they are presented & click **Next**.



- Question 1 of 11.

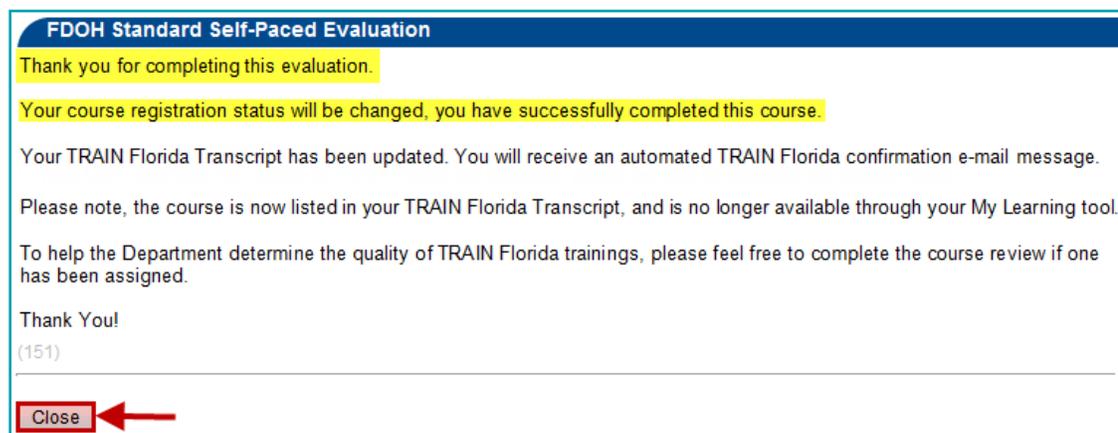
The session met the stated objectives.

1 = Strongly Disagree 5 = Strongly Agree

1 2 3 4 5

Next

Step 9: After you complete the evaluation, click **Close**.



FDOH Standard Self-Paced Evaluation

Thank you for completing this evaluation.

Your course registration status will be changed, you have successfully completed this course.

Your TRAIN Florida Transcript has been updated. You will receive an automated TRAIN Florida confirmation e-mail message.

Please note, the course is now listed in your TRAIN Florida Transcript, and is no longer available through your My Learning tool.

To help the Department determine the quality of TRAIN Florida trainings, please feel free to complete the course review if one has been assigned.

Thank You!

(151)

Close

Step 10: The TRAIN Florida page will show a **course rating** tool. Rate the course on content & comment if you want. Click **Save**.

Click on the stars (1 = poor to 5 = excellent) to rate the overall quality of this content

☆☆☆☆☆

Would you recommend 'FDOH Mandatory Refresher Training FY 14-15'?

Yes

No

Please comment

Click “HERE” to return to the **Course Registration Management** page. It will reflect your registration status as Completed, and give you a link to your post-assessment results if you would like to review your answers.

Course Registration Management

[FDOH Mandatory Refresher Training FY14-15](#)

Registration Status: Completed

Chosen Credit Type: Contact Hours: 1

To view your post-assessment results please click: [FDOH Refresher Training \(Passed\)](#)

Attachment:
[ManRefresh14-15.pdf](#)
[AppendixA for TRAIN.pdf](#)

You have successfully completed this course. The course completion record can be found in your **TRAIN Transcript** under the **My Learning** section of the homepage **Dashboard**.

You have successfully completed your TRAIN Florida training course