Blended Learning Series (BLS) courses in TRAIN Florida are courses designed to include multiple sections, and in some cases multiple assessments (one for each section). Each section of a blended learning series course can be a different type of course design such as .pdf documents and forms, flash presentations, WebEx or videoconferences, and live classroom trainings or presentations.

The process for locating and registering for the majority of courses in TRAIN Florida, including BLS courses and single presentation Web-based Trainings is the same.

This document is designed to help you with the basics for completing a blended learning series (BLS) course.

NOTE: For details on locating and registering for a course, and/or completing single presentation Web-based Training – Self Study courses please refer to the guide How Do I Manage a TRAIN Florida Course?

Step 1: Go to TRAIN Florida and log in

Step 2: Locate your learner Dashboard - Click on the My Learning tile to open the menu. The menu will show a list of up to six courses you have recently accessed, including your In Progress BLS course.

To begin the completion process - click the Current Courses button.

Step 3: You will be directed to the My Learning page.

This page lists your current, incomplete courses, and gives you access to the courses, as well as the assessments and/or evaluations attached.

To continue the completion process - Click the Manage button next to your course.
How Do I Complete a Blended Learning Series Course?

Step 4: You will be directed to the **Course Registration Management** page for your course.

This page has many features to help manage your course:

- Access to the course presentations – click the course section titles
- The course registration status should read In Progress
- Access to any attachments related to the course – click the document links
- Update/change the chosen credit type – choose from the drop down, and click button
- Archive the course - **Do Not Archive Courses**
- Withdraw from the course

The course sections will be listed in the **Course components** menu.

**To access the assessment and/or evaluation and/or simply complete each section:**
Click the **Manage** button next to each section.
How Do I Complete a Blended Learning Series Course?

NOTE: You must mark ALL sections, no matter the formatting (presentation, document, live event) as complete to fully complete the course.

Steps for completing sections **with no assessment or evaluation**:

1. The Course Registration Management page will refresh to show the page for the section.
2. Click the **Completed** button.

   ![Course Registration Management](image)

   You may be prompted, to rate the course section. This is an optional feature and may not be assigned to every course section. You may choose to rate the section and click Save, or click **Close** to continue.

3. The Course Registration Management page for the section will refresh.
   The Registration Status should show **Completed**.
   You will be prompted to enter a grade for the section.
   If there is not an assessment assigned to the section, there is no grade to enter.

   Click the **Back** button to continue.
Step 5: You will be directed back to the Course Registration Management page for the course. The first section of the course components menu should now read Completed. Click on the Manage button for the next section in the menu.
How Do I Complete a Blended Learning Series Course?

NOTE: If all of the course sections do not have an assessment and/or evaluation, this does not mean the course has no assessment and/or evaluation.

See Step 6 for instructions regarding accessing the assessment and/or evaluation for courses with no section assessments.

Steps for completing sections with an assessment and/or evaluation:

1. The Course Registration Management page will refresh to show the page for the section.
2. Click the Completed button.
3. The Course Registration Management page for the section will refresh. The Registration Status for the section should show Post-Assessment Pending. The Assessment button will become available.

To access the section assessment – Click the Assessment button.
4. The assessment will open in a new browser window **and you will be re-directed to the Assessment page for your course.

** If the assessment appears not to have opened and you encounter a page stating “Thank you for taking the course [course title] post-assessment.” the assessment window has opened behind this page.

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

To begin the section assessment - click on the Start Assessment button.

5. Answer the section assessment questions, as they are presented. Click the Next button after each one.

6. Once you have completed the assessment, your score, and pass/fail information will be presented. Keep a record of your score. Click the Close button – the window will close.
How Do I Complete a Blended Learning Series Course?

7. The post-course screen will show, thanking you for completing the section assessment. Click the indicated link.

   ![Image of post-course screen](image)

   Thank you for taking the course FDOH Sexual Harassment Awareness Section 1 post-assessment. Please click HERE to return to the previous page.

8. You will be directed back to the Course Registration Management page for the section. The section Registration Status should now read Completed.

   ![Image of Course Registration Management](image)

   Click the Back button.

9. You will be directed back to the Course Registration Management page for the course. You must complete and pass all section assessments to fully complete the course.
How Do I Complete a Blended Learning Series Course?

Once all sections are completed the course Registration Status should read **Completed**.

The page will now have a section for you to enter your grade for the course as a whole. **Enter an average grade** for your course based on your section assessment scores. Click the **Submit** button to save the grade.

**If an evaluation has been assigned to the course** – the **Evaluation** button will be available. You must complete an assigned evaluation to fully complete the course.

To access the Course Evaluation - Click on the **Evaluation** button.

10. **The Course Evaluation page will open in a new browser window.**
    The evaluation is anonymous and not scored, but **must be completed** in order to fully complete your course, and have it reflect on your transcript.

To begin the evaluation - Click the **Start Evaluation** button.

11. **Answer the course evaluation questions**, as they are presented.
    Click the **Next** button after each one.

12. After you complete the evaluation – Click the **Close** button – the window will close.
How Do I Complete a Blended Learning Series Course?

13. The TRAIN Florida page may now show a course rating tool. Rate the course on content presented – leave a comment - Click the Save button

You will be directed back to the Course Registration Management page for the course. The Registration status will read Completed.

You have successfully completed a BLS course with assigned section assessments

Step 6: Accessing the assessment and/or evaluation for courses with no section assessments

Not all BLS courses in TRAIN Florida have sections with assessments. Some are designed with one assigned assessment and/or evaluation covering all sections of the course.

Complete all of the course sections per Steps 4.1 - 4.3 in this document.

You will be returned to the Course Registration Management page for the course.

The Registration Status for the course should read Post-Assessment Pending.

The Assessment button will be available.

1. To access the course assessment – Click the Assessment button.
2. The course assessment will open in a new browser window.

   Complete the assessment per Steps 5.4 – 5.6 in this document.

3. If an evaluation has been assigned it should open immediately after you complete the assessment, in the same browser window.

   Complete the evaluation per Steps 5.10 – 5.13 in this document.

4. From the post-course screen – Click the indicated link.

   You will be returned to the Course Registration Management page for the course.

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Course Registration Management

FDOH Sexual Harassment Awareness

Registration Status: Completed
Chosen Credit Type: Contact Hours: 1
To view your post-assessment results please click: FDOH Sexual Harassment Awareness (Passed)

Course components:

<table>
<thead>
<tr>
<th>Course</th>
<th>Format</th>
<th>Status</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDOH Sexual Harassment Awareness Learner Guide</td>
<td>Web-based Training - Self-study</td>
<td>Completed</td>
<td>M</td>
</tr>
<tr>
<td>FDOH Sexual Harassment Awareness Section 1</td>
<td>Web-based Training - Self-study</td>
<td>Completed</td>
<td>M</td>
</tr>
<tr>
<td>FDOH Sexual Harassment Awareness Section 2</td>
<td>Web-based Training - Self-study</td>
<td>Completed</td>
<td>M</td>
</tr>
</tbody>
</table>

Attachment: FDOH-60-05.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.

The page will reflect your registration status as Completed, and gives you a link to your post-assessment results if you would like to review your answers.

You have successfully completed a BLS course with a single assigned assessment/evaluation

The completed course information will now be available on your TRAIN Transcript. For details on how to manage your transcript please use this guide How to Manage My TRAIN Florida Transcript.

If the course offers a certificate of completion it will now be available in the My Certificates tool, of your Dashboard. For details please use this guide Where are My Training Certificates?

If you have any questions or concerns regarding the completion of BLS courses in TRAIN Florida, please contact your Local TRAIN Florida Administrator.