



TRAIN Florida trainings are designed to allow you, the learner, to control how you interact with your courses.

Many courses are formatted with a single presentation to watch, and an assessment (test) and/or evaluation to complete afterwards. This format is titled Web-based Training – Self-Study.

Some courses in TRAIN Florida are formatted with multiple sections and in some cases multiple assessments (one for each section). This format is titled as a Blended Learning Series (BLS).

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

This document is designed to help you [locate](#) and [register for](#), or if necessary [withdraw](#) from most courses in TRAIN Florida.

It will also guide you on how to [access the assessment and/or evaluation](#) and [complete](#) a **single presentation Web-based Training – Self-Study** course in TRAIN Florida.

NOTE: For details on completing BLS courses, with multiple sections, please refer to the guide [How to Complete a Blended Learning Course](#).

Step 1: Go to [TRAIN Florida](#) and **log in**

Step 2: **To locate a course – you have two options:**

1. The Keyword or Course ID search feature
2. The My Training Plans tool – to manage this tool refer to the guide [How to Manage My TRAIN Florida Training Plans](#).

NOTE: All courses developed for TRAIN Florida will be labeled with your organization's acronym before the title - for example the DOH uses **FDOH** in front of all titles.



1. **Using the Keyword or Course ID search feature** - type the prefix **FDOH**, or another key word, into the search field and click the **Search Icon** button.



You will be taken to the **Course Search** page. This page lists all courses, live events, resources, and discussion boards with your prefix or word in the title.

Course Search

Search Parameters ▼

Search Result ▲

Tip: To sort by any column, click the column heading. Or use default order by [Keyword Search Proximity](#)

Tip: To view course description, click on the Course Title

Tip: Alphabetical page indexing is used when sorted by Title, Sponsor/Offerer or Format.

\$ = Fee associated with the course 🦋 = Credit is offered

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Select page within selected letter: << 1 2 3 4 5 6 7 8 9 10 ... >>> Displaying page 1 of 15, items from 1 to 20 of 282

| \$ 🦋 | Title ▲ | Type | Sponsor/Offerer | Rating |
|------|---|-----------|--|----------------------------------|
| | Access 2010 Migration Guide | Resources | | (no reviews) |
| | FDOH 2015 Region 1 Epidemiology Symposium | Course | Florida Department of Health - Okaloosa CHD | (no reviews) |
| 🦋 | FDOH Accounts Payable | Course | Florida Department of Health - Division of Administration - Public Health Financial Management | ★★★★★ (3) 4.7 out of 5 stars |
| 🦋 | FDOH Accounts Receivable | Course | Florida Department of Health - Division of Administration - Public Health Financial Management | ★★★★☆ (52) 3.8 out of 5 stars |
| | FDOH Accreditation Process for... | Course | Florida Department of Health - Office of Performance and Quality | ★★★★☆ (18) 3.8 out of 5 stars |

If you have used a prefix and you know the name of your course you can sort the list alphabetically after the prefix by clicking on **Title** in the column header.

2. **Using the My Training Plans tool** – Click the tile to open the menu. Click on the **Training Plan Name**.

Learner's Dashboard

+ My Action Items Click to Expand

+ My Learning

+ My Certificates

My Training Plans

| Training Plan Name ▲ | Status | Date Started | Date Due |
|---|--------|--------------|----------|
| FDOH Annual Mandatory Training Plan | 0/2 | Not started | |

[View All My Training Plans](#) [Find More Training Plans](#)

You will be taken to the page for the Training Plan. This page lists all courses in the Training Plan, and their status of completion.

| My Training Plan | | | | | |
|--|---------------------------------|---------------------|-------------|-----------------|--|
| Course Title | Format | Target Completion | Status | Completion date | |
| FDOH Annual Mandatory Training Plan | Training Plan | Set | | | |
| FDOH Mandatory Refresher Training FY14-15 (required) | Web-based Training - Self-study | - | Not Started | | |
| FDOH Information Security and Privacy Awareness (required) | Web-based Training - Self-study | - | Not Started | | |

= Added Manually
 = Added By Administrator
 = Manage course registration
Tip: To sort by any column, click the column heading. Or use [default order](#)
Tip: You must register for each course within the training plan by clicking on the title.

[Back](#)

How to Register for a Course

Step 1: After locating your chosen course - Click on the course title.

You will be directed to the **Course Details** page for your course. The Course Details page includes a full course description. Be sure to review this information, to ensure the course meets your training needs. Click on the **Registration** tab to register for and begin the course.

Course Details

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

Course Details | **Registration** | Reviews

Course ID: 1051915
 Format: Web-based Training - Self-study (Online)
 Clinical / Non-Clinical: Non Clinical
 Course Number:
 Cost (US\$): 0.00
 Credit Type(s): 1 Contact Hours
 Certificate: FDOH Mandatory Certificate

Course Description: [Course Title:](#) FDOH Mandatory Refresher Training FY14-15

Step 2: On the **Registration** page - to register for your course:

Course Details

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

Course Details | Contacts | **Registration** | Reviews

Select Credit Type: --Select--
Contact Hours
None **1**

To launch this course, please click on the 'Launch' button.
 Note that this course will be added to 'My Learning' after you click the button.

[Launch](#) **2**

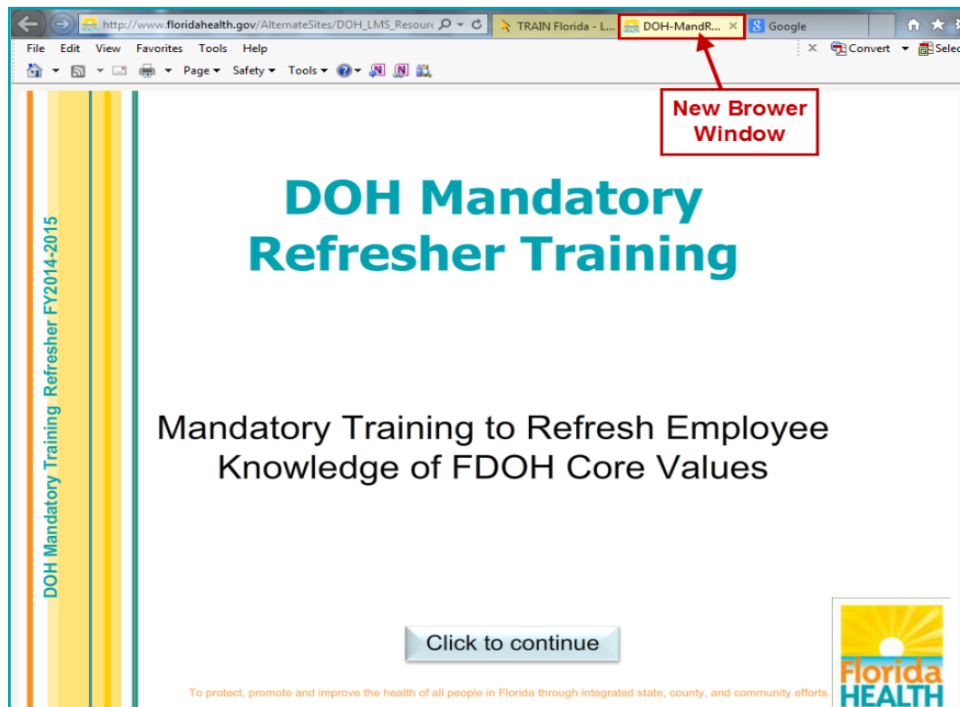
[Back](#) [Find other courses like this](#)



1. Use the **Select Credit Type** drop down menu to **choose the credit type** for the course. You must choose a credit type for your course, in order to have it recorded properly in your DOH training transcript.
2. Click the **Launch** button to begin participating in the course.

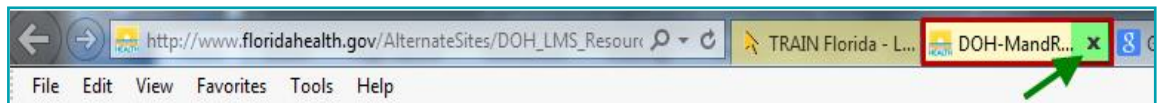
Step 3: You are now registered for the course - the course will open and begin playing in a new browser window.

NOTE: The course will now be listed in your Dashboard - My Learning tool.



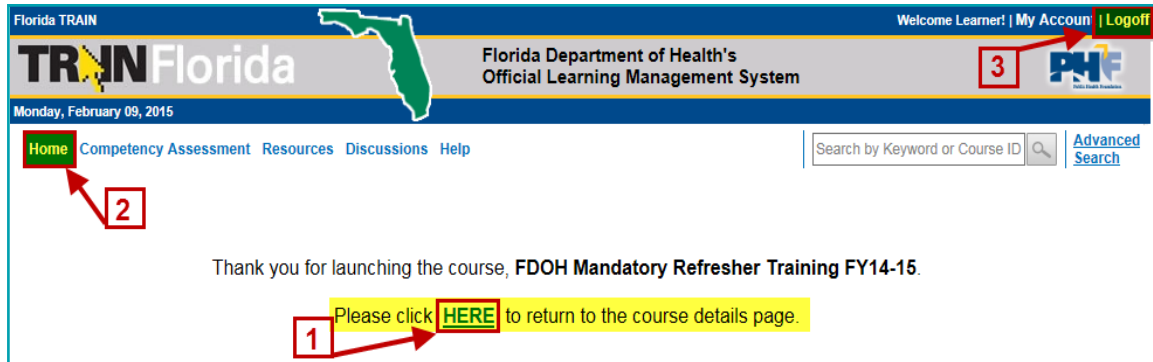
You may choose to:

1. Continue viewing and complete watching the course presentation right away. When you are finished, close the browser window by clicking on the **X** in the browser tab, to return to TRAIN Florida.
2. Watch the presentation later - close the new window right away by clicking on the **X** in the browser tab, to return to TRAIN Florida.



Step 4: After closing the browser window the **post launch screen** for the course will become visible. The post launch screen shows a statement acknowledging the course launch.

From this page you can [1] click the indicated **link** back to the Course Details page for your course, [2] choose to return to the TRAIN Florida home page by clicking the **Home** link in the top navigation menu to continue to work within TRAIN Florida, or [3] **logoff** of TRAIN Florida.



You have successfully registered for your TRAIN Florida training course

Once registered you have the option to exit and re-launch a course as many times as you need to finish viewing the presentation. The course will be listed in the **My Learning** tool, in your learner Dashboard for easy access until you choose to begin the process of completion.

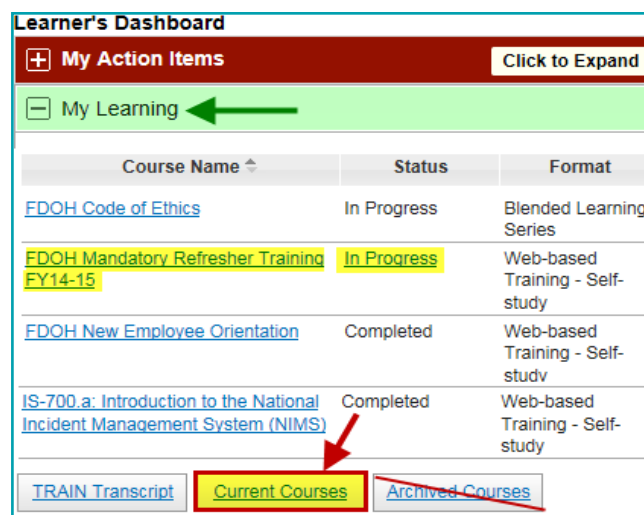
How to Complete a Course

NOTE: The following directions for course completion are for courses with a single presentation, and an assessment and/or evaluation.

For details on completing BLS courses, with multiple sections, please refer to the guide [How to Complete a Blended Learning Course](#).

Step 1: If you are not already logged in - 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 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.

| Type | Title | Status | Manage |
|-------------|---|---|--------|
| Compilation | FDOH Sexual Harassment Awareness | Completed, but an evaluation is pending | M |
| Compilation | FDOH Purchasing Card New Cardholder | In Progress | M |
| Online | FDOH Mandatory Refresher Training FY14-15 | In Progress | M |

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 presentation – click the course title
- 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 – this feature is covered later in this document

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

Course Registration Management

You have registered for a course:
[FDOH Mandatory Refresher Training FY14-15](#)

Registration Status: In Progress
Chosen Credit Type: Contact Hours: 1

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

If you would like to change credit type please select and click

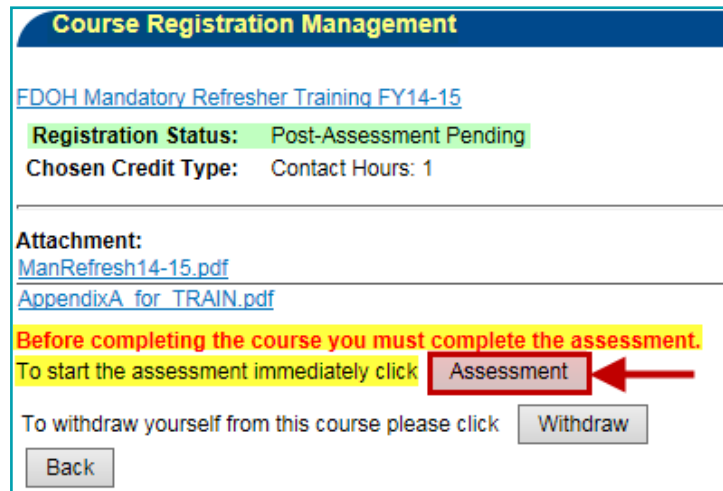
To mark this course as "Completed" please click

To mark this course as "Archived" please click

To withdraw yourself from this course please click

Step 5: If an assessment and/or evaluation has been assigned - the Course Registration Management page will refresh and the status will now read Post-Assessment Pending. The Complete button will refresh to an Assessment button.

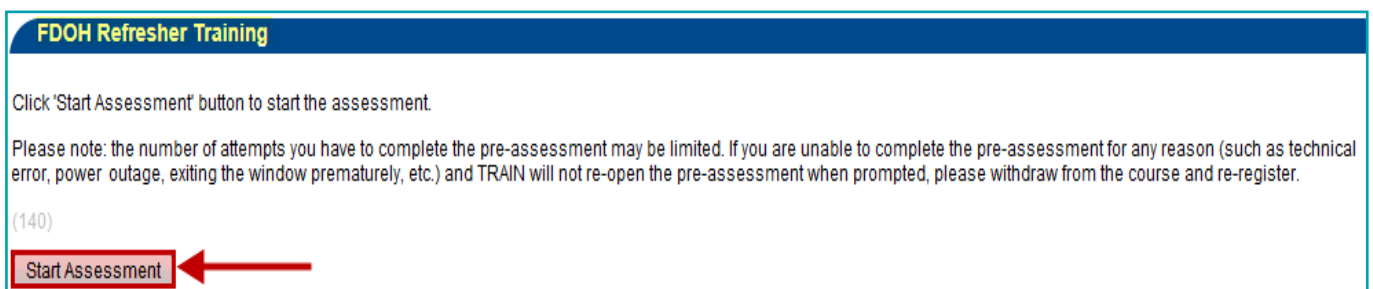
To access the assessment and, if attached, the evaluation - Click the **Assessment** button.



NOTE: If one has been assigned - you must complete the assessment, and the course evaluation to fully complete the training course.

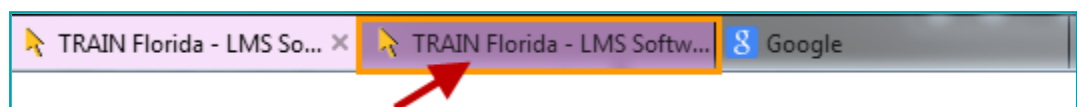
Step 6: The assessment will open in a new browser window ** and you will be re-directed to the **Assessment** page for your course.

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

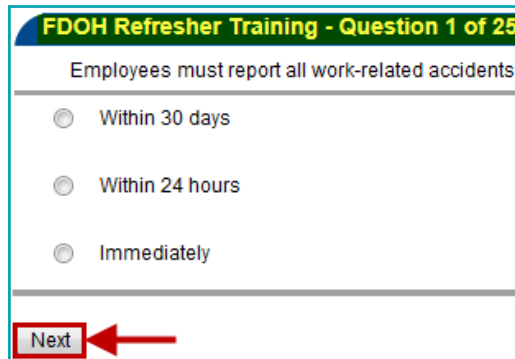


NOTE: ** If the assessment appears not to have opened and you encounter a page stating “Thank you for taking the course [course title] post-assessment.” the assessment window has opened behind this page.

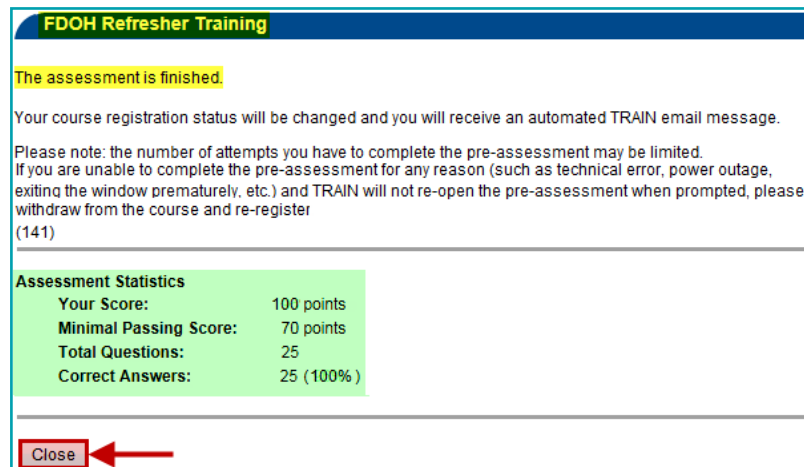
Look at the browser tabs at the top of the page, and click on the second one labeled **TRAIN Florida – LMS Software**. This will bring the assessment window forward.



Step 7: Answer the **course assessment questions**, as they are presented then click the **Next** button.



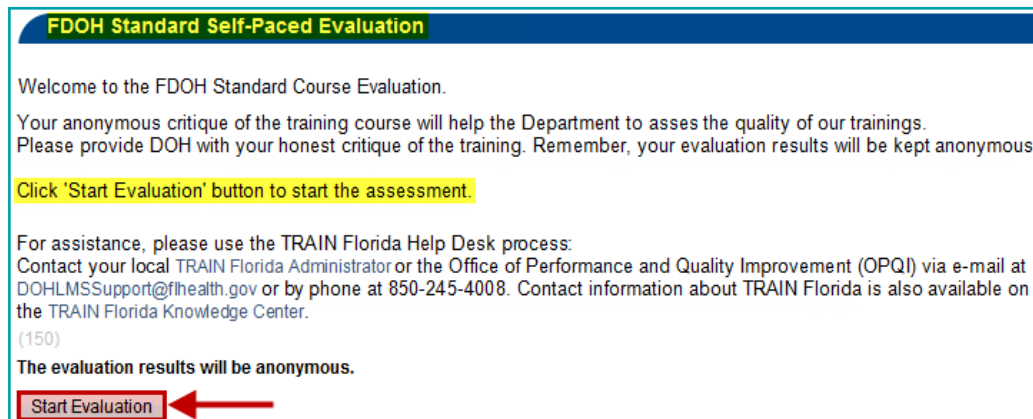
Once you have completed the assessment, your score, and pass/fail information will be presented. Click the **Close** button to complete the assessment.



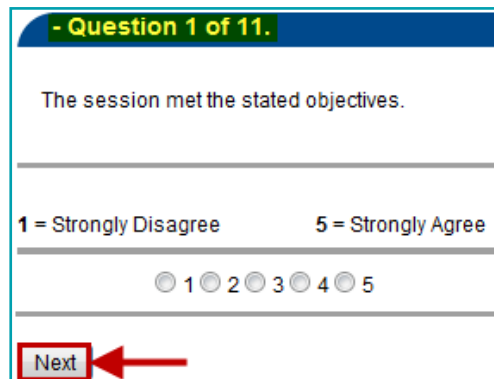
| Assessment Statistics | |
|------------------------|------------|
| Your Score: | 100 points |
| Minimal Passing Score: | 70 points |
| Total Questions: | 25 |
| Correct Answers: | 25 (100%) |

Step 8: **If an evaluation has been assigned** - The **Course Evaluation** page will open immediately, in the same 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.



Step 9: Answer the **course evaluation questions**, as they are presented then click the **Next** button.



- Question 1 of 11.

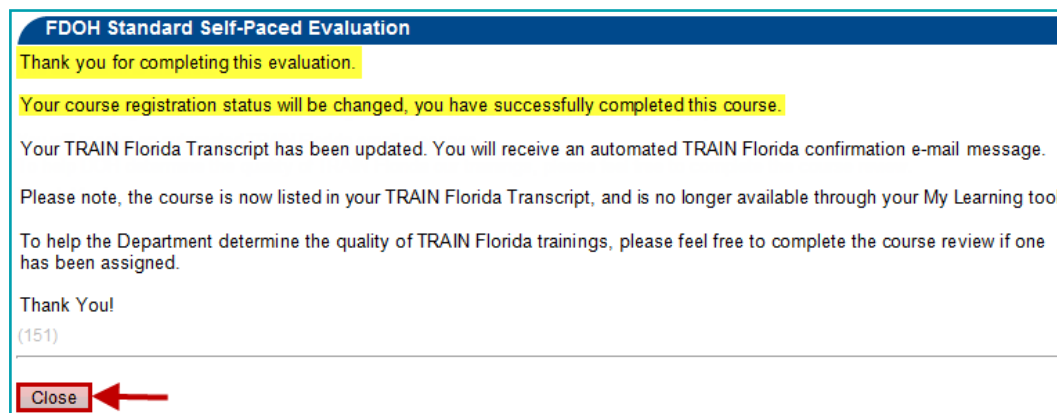
The session met the stated objectives.

1 = Strongly Disagree 5 = Strongly Agree

1 2 3 4 5

Next

Step 10: After you complete the evaluation - Click on the **Close** button to close the browser window.



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.

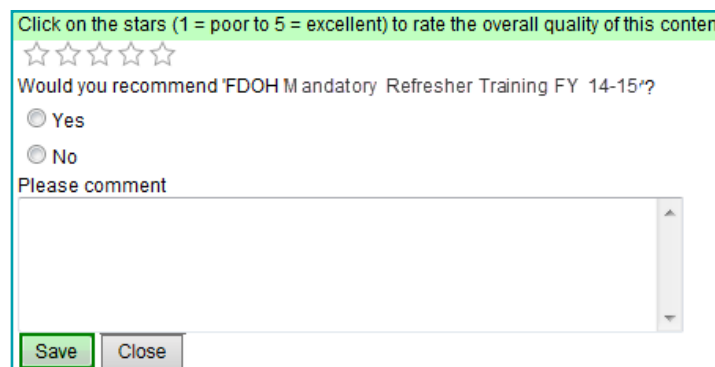
To help the Department determine the quality of TRAIN Florida trainings, please feel free to complete the course review if one has been assigned.

Thank You!

(151)

Close

Step 11: The TRAIN Florida page will now show a **course rating** tool. Rate the course on content presented – leave a comment if you like - Click the **Save** button.



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

Save **Close**

You will be directed back to the **Course Registration Management** page.

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**.

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 your TRAIN Florida training course

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?](#)

How to Withdraw from a Course

If you have registered yourself for a course in error you may choose to withdraw from the course at any time before you have completed the course.

NOTE: If you have been registered for a course by a third party and believe it is an error, before you withdraw please contact your [Local TRAIN Florida Administrator](#).

Step 1: From your **TRAIN Florida home page** - Locate your learner **Dashboard** - Click on the **My Learning** tile to open the menu. Click on the **Current Courses** button.

Learner's Dashboard

←

| Course Name ↕ | Status | Format |
|--|-----------------------------|---------------------------------|
| FDOH Code of Ethics | In Progress | Blended Learning Series |
| FDOH The Weight of the Nation Part 1: Consequences | In Progress | Web-based Training - Self-study |
| IS-700.a: Introduction to the National Incident Management System (NIMS) | Completed | Web-based Training - Self-study |

Step 2: You will be directed to the **My Learning** page. Click the **Manage** button next to the course.

My Learning

Back

Tip: Click on course title to access to course details.
 Tip: Click on registration status to launch the course or to launch its Assessment/Evaluation
 Tip: If you want to set a course as completed, archived, withdraw from a course or change credit type please click on
 Tip: If you want to add scheduled session to your personal calendar please click on

| Type | Title | Status | Manage |
|-------------|--|---|----------------------------------|
| Compilation | FDOH Sexual Harassment Awareness | Completed, but an evaluation is pending | <input type="button" value="M"/> |
| Online | FDOH The Weight of the Nation Part 1: Consequences | In Progress | <input type="button" value="M"/> |
| Online | Counseling Skills | In Progress | <input type="button" value="M"/> |

Step 3: You will be directed to the **Course Registration Management** page for the course.

To withdraw from your chosen course - Click the **Withdraw** button.

Course Registration Management

You have registered for a course:
[FDOH The Weight of the Nation Part 1: Consequences](#)

Registration Status: In Progress
 Chosen Credit Type: none

Attachment:
[WeightNationDiscussionQuestionsPart1.pdf](#)
[F04_TWOTN_booklet_E_film1.pdf](#)

If you would like to change credit type please select and click

To mark this course as "Completed" please click

To mark this course as "Archived" please click

To withdraw yourself from this course please click

Back

Step 4: A **Message from webpage** window will open to confirm your wish to withdraw from the course. To complete the withdraw process - Click the **OK** button.

Message from webpage

Please note that if you proceed with withdrawal this course will be set as Withdrawn and will no longer be visible in <<My Learning>> section. Are you sure you want to withdraw yourself from this course?

Step 5: The Course Registration Management page will refresh.
The **Registration Status** will show as **Withdrawn**.

Course Registration Management

[FDOH The Weight of the Nation Part 1: Consequences](#)

Registration Status: Withdrawn

Chosen Credit Type: Contact Hours: 1

You have been withdrawn from this course. Please go to 'Course Search' if you want to register for any other courses.

You are no longer registered in the course

Withdrawn courses will be listed on your TRAIN Transcript and marked as Withdrawn.
You can remove withdrawn status courses from your transcript – for help with this task refer to the guide [How to Manage My TRAIN Florida Transcript](#).

If you have any questions or concerns regarding the management of your TRAIN Florida courses, please contact your [Local TRAIN Florida Administrator](#).