

The TRAIN Florida, TRAIN Transcript tool is a feature that helps you to track, and manage completed training courses in TRAIN Florida.

The TRAIN Transcript tool automatically records the completion of courses offered through TRAIN Florida. You also have the option of adding training courses completed outside of TRAIN Florida, to your TRAIN Florida transcript and record all of your professional trainings in one secure location.

The following steps will help you locate, access, and manage the TRAIN Transcript tool.

- Step 1: Go to TRAIN Florida and log in.
- Step 2: On your TRAIN Florida home page locate your learner **Dashboard**. Click on the **My Learning tile** to open the menu.

My Action Items		Click to Expand
) My Learning		
Course Name 🗢	Status	Format
Counseling Skills	In Progress	Web-based Training - Self- study
DOH Code of Ethics	In Progress	Blended Learning Series
DOH Information Security and Privacy Awareness 13-14	In Progress	Blended Learning Series
DOH New Employee Orientation	Completed	Web-based Training - Self- study
S-700.a: Introduction to the National ncident Management System (NIMS)	Completed	Web-based Training - Self- study
self-Study Modules on Tuberculosis 1-5)	In Progress	Text-based (print and electronic based)

Step 3: Click on the TRAIN Transcript button.

	+ My Action Items		Click to Expand
	My Learning		
	Course Name 🗢	Status	Format
	Counseling Skills	In Progress	Web-based Training - Self-
	<u>Gelf-Study Modules on Auberculosis</u> (1-5)	In Progress	ext-based (print and electronic based)
	TRAIN Transcript Current Cour	Archived C	ourses
1	How to Manage	My TRAIN Flor	ida Transcript





Step 4: You will be directed to the Transcript page. This page will list all completed courses by Course title, the dates you Registered for and Completed the course, the Format of the course, the Final Score and Credit for the course, and if the course has been Verified, or if you have Withdrawn from the course. The columns can be sorted, by clicking on the column title.

Transcript								Add Tra	ningfindo	r Course
Tip: To sort the transcript by column, click the title-	text of that colu	mn.			Do	o NotUse		Email Tra	possint	Export
								Email Tra		Export
Click on course title to view course details	Bardana	Desistant	Querral start	Frank	Des	Elect.	0		_	
Course	Reviews	Registered	Completed	Format	Pre- Assessme Score	Final ent Score	Credit	Verified	Withdrav	5
FDOH HIV/AIDS 101 In the News	Reviews	6/18/2013	6/18/2013	Web-based Training - Self study	- N/A	120.00 points <u>Passed</u>	N/A	V		R
A General Overview of Public Health Accreditation Upload External Certificate	Reviews	6/19/2013	6/19/2013	Web-based Training - Self study	- N/A	95.00 points 100.00%	N/A			R
FDOH Annual OSHA Review 13-14 See blended learning serie transcript	Reviews	7/15/2013	7/16/2013	Blended Learning Series	N/A	N/A	Contact Hours: 1	1		R
FDOH HMS Service and Time Reporting for Personal Health Employees Evaluation: FDOH HMS Self-Paced Evaluation	Reviews	7/24/2013	N/A	Web-based Training - Self- study	- N/A	N/A	N/A		v	R
IS-100.b - Introduction to Incident Command System - 1024627 This course is prerequisite for: ICS-400; Advanced Incident Command System for Command and General Staff – Complex Incidents Upload External Certificate	Reviews	10/17/2013	10/17/2013	Web-based Training - Self study	- N/A	100.00 points 100.00%	N/A 6			R
20 rows per page V Filter * A B C	DEFGH	IJKLI	иморо	QRSTU	V W X Y		splaying pag	je 1 of 1, ite	ms from	1 to 5 of 5
 Remove course from Transcript Edit Score (You may not edit a score for a course that hat 	as been verified is (course that you be	ave withdrawn fro	m or a course for	which the status i	s undated automati	celly)			
Non-TRAIN Courses	is been vermed, a	oorse mat you n	ave withdrawn no	in, or a course for	which the status i	s opoated automat	cally)			Add
Click on course title to view course record										
Course	е			Started	Completed	Format	Score	Cred	it	Verified
Test Non-Train Event Course		Upload Extern	al Certificate	5/1/2014	5/5/2014	On-Site - Classroom course or workshop	100.00 points 100.00%	CEU/C	E: 5	V
Excel 2010 keyboard shortcuts I		Upload Extern		8/20/2013		Web-based Training - Self- study	100.00 points 100.00%	Contact H	ours: 1	
20 rows per page V Filter * A B C Back	DEFGH	IJKLN	M N O P (2 R S T U	VWXY		splaying pag	ie 1 of 1, ite	ms from	1 to 2 of 2

The following will detail some of the key features of the TRAIN Transcript page

NOTE: The **Add Trainingfinder Course** button is <u>not applicable to TRAIN Florida learners</u>. <u>Please do not use this feature</u>.

- 1. Click on the **Course** title to access the Course Details page for each course.
- 2. Click on the **Reviews** button Reviews to access learner reviews of each course.



How to Manage My TRAIN Florida Transcript

3. The **Verified** column shows you if your completed course has been verified as completed within the TRAIN Florida system, if the box has been checked the course is verified. Many TRAIN courses verify automatically upon completion, others may require a TRAIN Florida Administrator to verify, and some courses do not require verification if they are view only.

----- It's a New Day in Public Health

- 4. The Withdrawn column marks the TRAIN courses you have chosen not to complete, and have removed yourself from. If the box has been checked, you are withdrawn from the course. NOTE: The Withdrawn column is not available on Non-TRAIN course additions.
- **5.** The **Remove** button R allows you to permanently delete a TRAIN course from your TRAIN Florida Transcript. **NOTE:** We do not recommend removing courses from your Transcript, unless you have withdrawn from them. Also the Remove button is not available on Non-TRAIN course addition.
- 6. The Edit icon (See Step 5)
- 7. The Upload External Certificate button Upload External Certificate gives you the option to upload certificates for courses completed outside of TRAIN Florida, either accessed through TRAIN Florida or Non-TRAIN courses. This guide will help you upload an externally created training certificate: How to Upload a Training Certificate to My TRAIN Florida Transcript
- **Step 5:** The **Edit** icon 🥒 allows you to edit or add a course score to courses if applicable.

NOTE: You may not edit a score for a course that has been verified, a course you have withdrawn from, or a course that has automatic status updates.

Examples of courses you may choose to add a score for are:

- A course accessed via TRAIN Florida, but hosted externally, such as the FEMA ICS courses.
- A TRAIN Florida blended learning course with section assessments, but no main assessment, such as the FDOH Annual OSHA Review.

Course F	Registrat	tion Management
IS-100.b - Intro	duction to	Incident Command System - 1024627
Registration	Status:	Completed
Chosen Cred	lit Type:	none
section of the h	nomepage I	mpleted this course. The course completion record can be found in your TRAIN Transcript under the My Learning Dashboard. Dease enter it here:
Po	oints:	80.00
Pe	ercentage:	100.00 % Submit
Back		

Click on the **Edit** icon \checkmark . You will be taken to a **Course Registration Management** page for the course. **Enter** your course grade by **Points** and **Percentage** into the appropriate fields. Click the **Submit** button.





The Transcript page provides you with the ability to E-mail or Export (open, or download & save) a .pdf copy of your complete training transcript directly from TRAIN Florida.

Transcript							Add Trai	ningfinder C	ourse
Tip: To sort the transcript by column, click the Click on course title to view course details	title-text of that column.				Step	<mark>6</mark>	Email Tra	nscript	Export
Course	Reviews Registere	d Completed	Format	Pre- Assessment Score	Final Score	Credit	Verified	Withdrawr	
FDOH HIV/AIDS 101 In the News	Reviews 6/18/20	013 6/18/2013	Web-based Training - Self- study	N/A	120.00 points <u>Passed</u>	N/A	>		R
A General Overview of Public Health Accreditation Upload External Certific	Reviews 6/19/20	013 6/19/2013	Web-based Training - Self- study	N/A	95.00 points 100.00%	N/A			R

Step 6: To e-mail your transcript - click the Email Transcript button Email Transcript

The screen will refresh and open the <u>Email To:</u> field and the <u>Send Transcript</u> button. To send your transcript, enter the e-mail address for your recipient in the **Email To:** field and click the **Send Transcript** button.

Email To: learner.supervisor@flhealth.gov Send Transcript Cancel Export

The screen will refresh, and show a confirmation that your e-mail has been sent.



Step 7: To open, or download and save your transcript - click the Export button Export A File Download pop-up window [1] or bar [2] will open over the Transcript page. It will list the Name, Type and source (From) of the file.

,	File Download
	Name: Transcript.pdf Type: Adobe Acrobat Document From: fl.train.org View and/or Print Open Save Cancel
	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Do you want to open or save Trans	cript.pdf from fl.train.org? Open Save 🛃 Cancel 🗴 🙎

Choose your action by clicking either the **Open** button to view and/or print the .pdf transcript, or the **Save** button to save the transcript file to your computer. (See <u>Steps 8 & 9</u>)





Step 8: To open the transcript .pdf file – Click the Open button.

The transcript .pdf will open in a new window. From this window you will <u>only have the option</u> to **view** and/or **print** this document.

To print the transcript, click on the **print icon** in the menu bar, and follow your local printing instructions.

Create	- 🖻 🗎 🖨 🖂	ې چې) 💀 🔓 🕞 🛛	<u>L</u>					
	L / 1 💽 🖑 🗩 🛨	55.9%	- 1			Tools	Con	nment	Sha
n									
ì	TRŅN					P			
P	TRAIN Transcript: Learner O Train UserID: 893124	PQI							
9	Course	Registered	Completed Format	Pre-Assessment Score	Final Score	Credit	Verified W	ihdrawn	
T /2	FDOH HIV/AIDS 101 In the News	6/18/2013 10:24:41 AM	6/18/2013 Web-based Training - 10:30:50 AM Self-study	N/A	120.00 points	N/A	Yes	No	
<i>7</i> /-	A General Overview of Public Health Accreditation	6/19/2013 3:20:58 PM	6/19/2013 Web-based Training - 3:22:01 PM Self-study	N/A	95.00 points 100.00%	N/A	No	No	
	FDOH Annual OSHA Review	7/15/2013 11:20:12 AM	7/16/2013 Blended Learning Series 1:57:43 PM	N/A	N/A	Contact Hours: 1	Yes	No	
	FDOH Annual OSHA Review	7/15/2013 11:20:12 AM	7/16/2013 Blended Learning Series 1:57:43 PM	N/A	NIA	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2.54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013 2:51:42 PM	7/24/2013 Web-based Training - 2:54:28 PM Self-study	N/A	100.00 points	Contact Hours: 1	Yes	No	
	IS-100.b - Introduction to Incident Command System - 1024627	10/17/2013 11:39:34 AM	10/17/2013 Web-based Training - 11:40:08 AM Self-study	N/A	100.00 points 100.00%	N/A	No	No	

Step 9: To save the transcript .pdf file - click the Save button

A **Save As** pop-up window will open over the Transcript page. From this window, navigate to the folder on your computer or network where you wish to save the certificate.

Next, type the name of the certificate into the **File name** field, and click on the **Save** button. The transcript .pdf file will be saved, and can be opened, printed, or e-mailed as needed.

Save As	×
C Lib	raries Documents Documents P
Organize 🔻 Nev	v folder 🔋 🚼 👻 🔞
🚺 Downloads 🗐 Recent Places	Documents library Includes: 2 locations Arrange by: Folder ▼
Libraries Documents Music Fictures Videos Computer Network	 TRAIN_FL_CP_Admin_Orientations_13-14 TRAIN_FL_DOH-OPQI-KM_Reports_13-14 TRAIN_FL_EmailResponses_Guide_2013 TRAIN_FL_LearnerTutorials_and_Scripts_2013 TRAIN_FL_Marketing TRAIN_FL_PubHealthSysPartners WFD_Images DOH_Brand_Comm_StyleGuide_052913 Sample_ExternalCert Surgeon_General_Office 365_Video_Trans-090413
File name:	TRAIN_Transcript
Save as type: (Adobe Acrobat Document 🗸 🗸
) Hide Folders	Save





Step 10: The Transcript page also gives you the option to add training courses not accessible through and completed outside of TRAIN Florida, to your TRAIN Florida transcript.

These Non-TRAIN Courses can be added to the **Non-TRAIN Courses** section of your Transcript, using the **Add** button.

This guide will help you upload a Non-TRAIN course into your TRAIN Transcript: How to Manage Non-TRAIN Courses

Non-TRAIN Courses						Add
Click on course title to view course record						
Course	Started	Completed	Format	Score	Credit	Verified
Test Non-Train Event Course Upload External Certificate	5/1/2014	5/5/2014	On-Site - Classroom course or workshop	100.00 points 100.00%	CEU/CE: 5	V
Excel 2010 keyboard shortcuts I Upload External Certificate	8/20/2013	8/22/2013	Web-based Training - Self- study	100.00 points 100.00%	Contact Hours: 1	✓
20 rowsperpage ✔ Filter * A B C D E F G H I J K L M N O P Q Back	RSTU	VWXY		playing pag	je 1 of 1, items from	n 1 to 2 of 2

If you have any questions or concerns regarding locating, accessing, and managing the TRAIN Transcript feature in TRAIN Florida courses, please contact your **Local TRAIN Florida Administrator**.

