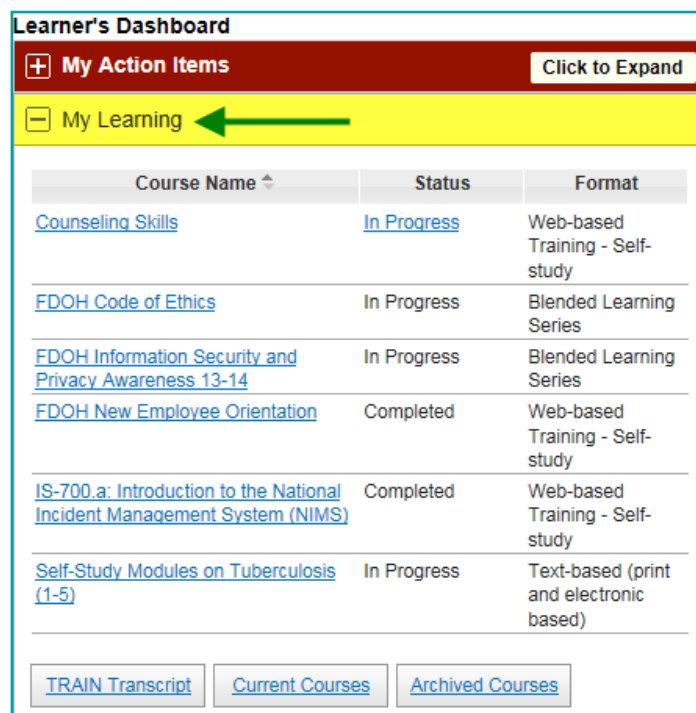The TRAIN Florida, TRAIN Transcript tool is a feature that helps you to track, and manage completed training courses in TRAIN Florida.

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.

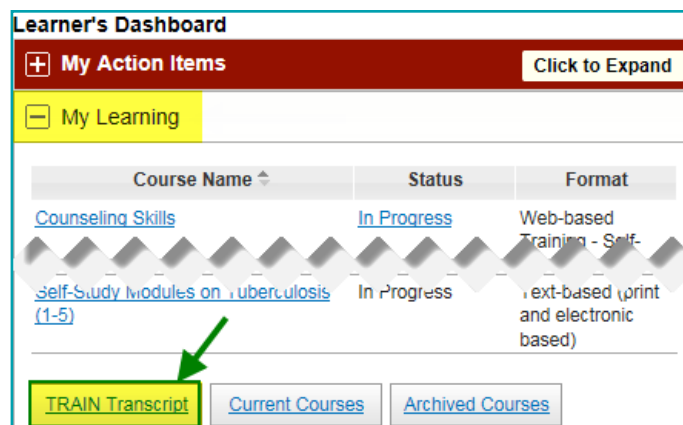**Step 3:** Click on the **TRAIN Transcript** button.

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course, the **Final Score** and **Credit** for the course, and if the course has been **Verified**, or if you have **Withdrawn** from the course.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 Trainingfinder Course

Do Not Use

Tip: To sort the transcript by column, click the title-text of that column.

Email Transcript | Export

Click on course title to view course details

Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verified	Withdrawn	
FDOH HIV/AIDS 101 In the News	Reviews	6/18/2013	6/18/2013	Web-based Training - Self-study	N/A	120.00 points Passed	N/A	☑	☐	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	☑	☐	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	☐	☑	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	☐	☐	R

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]

Displaying page 1 of 1, items from 1 to 5 of 5

R - Remove course from Transcript

✏ - Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

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	☑
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 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]

Displaying page 1 of 1, items from 1 to 2 of 2

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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>. Please <u>do not use</u> this feature.

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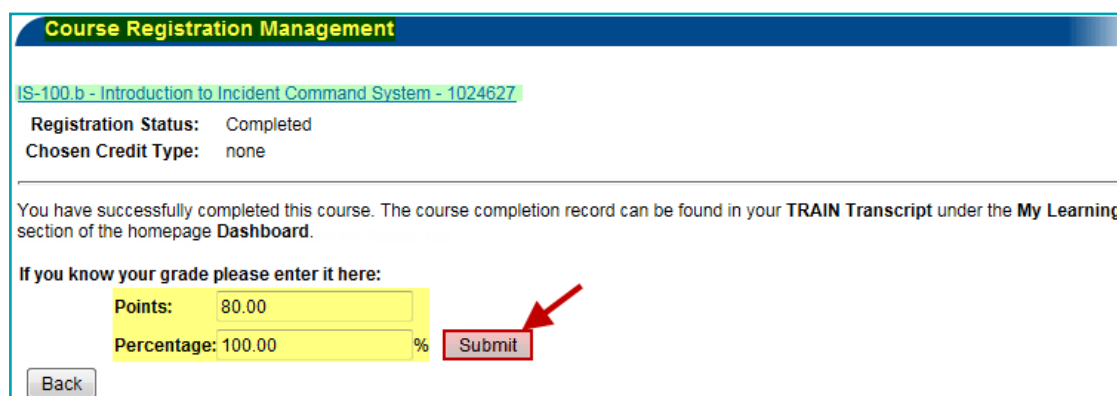
3. The **Verified** column shows you if your completed course has been verified as completed within the TRAIN Florida system, if the box has been checked the course is verified. Many TRAIN courses verify automatically upon completion, others may require a TRAIN Florida Administrator to verify, and some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

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 Registration Management

IS-100.b - Introduction to Incident Command System - 1024627
Registration Status: Completed
Chosen Credit Type: none

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**.

If you know your grade please enter it here:
Points: 80.00
Percentage: 100.00 % [Submit]
[Back]

Click on the **Edit** icon [✏]. 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 Trainingfinder Course

Tip: To sort the transcript by column, click the title-text of that column.

Email Transcript   Export

Step 6

Click on course title to view course details

Step 7

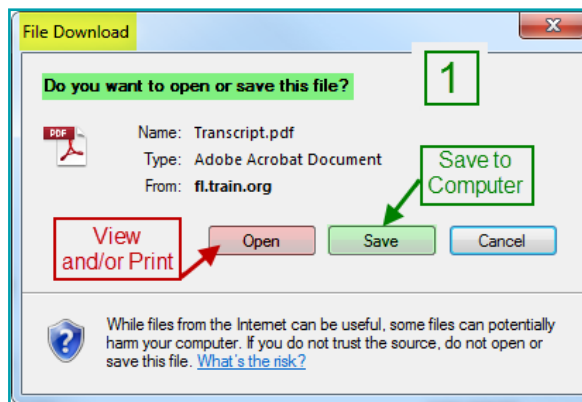| Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verified	Withdrawn	
FDOH HIV/AIDS 101 In the News	Reviews	6/18/2013	6/18/2013	Web-based Training - Self-study	N/A	120.00 points Passed	N/A	✓	☐	R
A General Overview of Public Health Accreditation Upload External Certificate	Reviews	6/19/2013	6/19/2013	Web-based Training - Self-study	N/A	95.00 points 100.00%	N/A	☐	☐	R

Step 6: **To e-mail your transcript** - click the **Email Transcript** button [Email Transcript]
The screen will refresh and open the **Email To:** field and the **Send Transcript** 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.

✉ Email Transcript   Export
learner.supervisor@flhealth.gov - Sending email was successful

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

1

Do you want to open or save this file?

PDF   Name: Transcript.pdf
      Type: Adobe Acrobat Document
      From: fl.train.org

Save to Computer

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 **Transcript.pdf** from **fl.train.org**?   Open   Save ▼   Cancel   ✕   **2**

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 Steps 8 & 9**)

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</u> have the option 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.
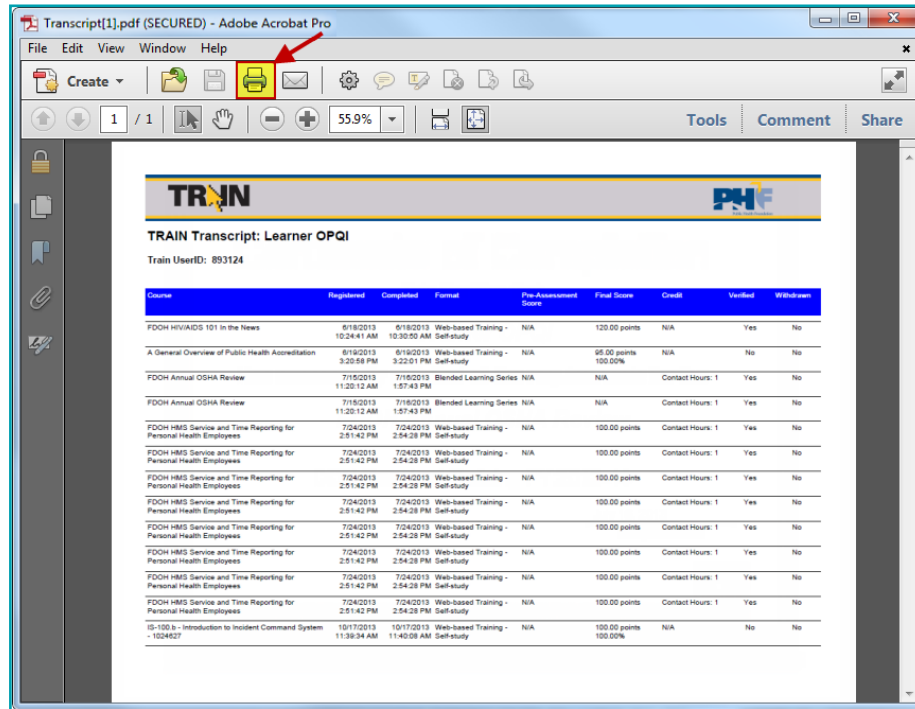
Step 9: **To save the transcript .pdf file** - click the **Save** button

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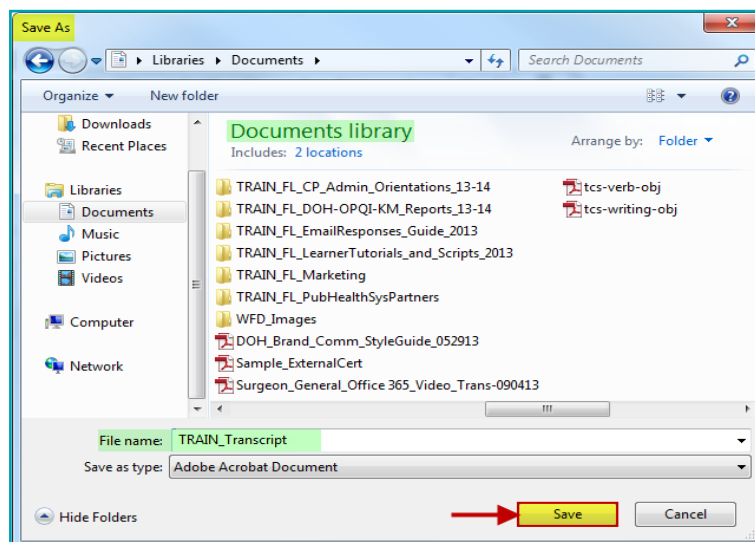
Step 10: The Transcript page also gives you the option to add training courses not accessible through and completed outside of TRAIN Florida, to your TRAIN Florida transcript.

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	☑
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 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]

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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**.