



TRAIN Florida Learner Tutorial Guide

How to Manage My TRAIN Florida Groups

December 2013

Your Comprehensive Guide to Navigating TRAIN Florida

To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.



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Slide 1 - Title Slide




Florida Department of Health
TRAIN Florida
Florida Department of Health's
Official Learning Management System

How to Manage My TRAIN Florida Groups

A TRAIN Florida Learner Tutorial

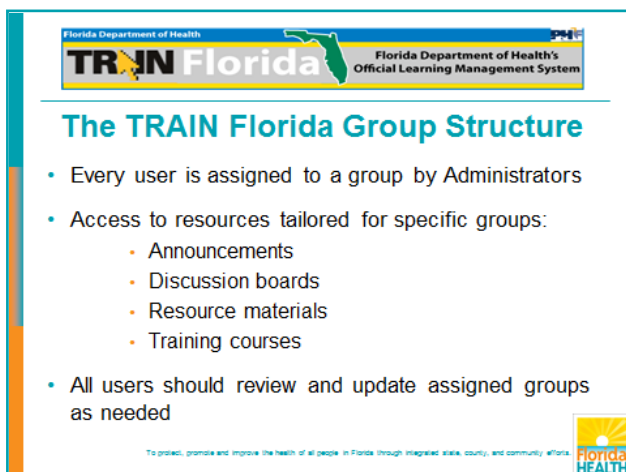
To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.



Welcome to the TRAIN Florida Learner Tutorial - How to Manage My TRAIN Florida Groups.

We are going to describe the group structure and review how to manage your group assignments in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

Slide 2 – Description of TRAIN Florida Groups




Florida Department of Health
TRAIN Florida
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The TRAIN Florida Group Structure

- Every user is assigned to a group by Administrators
- Access to resources tailored for specific groups:
 - Announcements
 - Discussion boards
 - Resource materials
 - Training courses
- All users should review and update assigned groups as needed

To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.



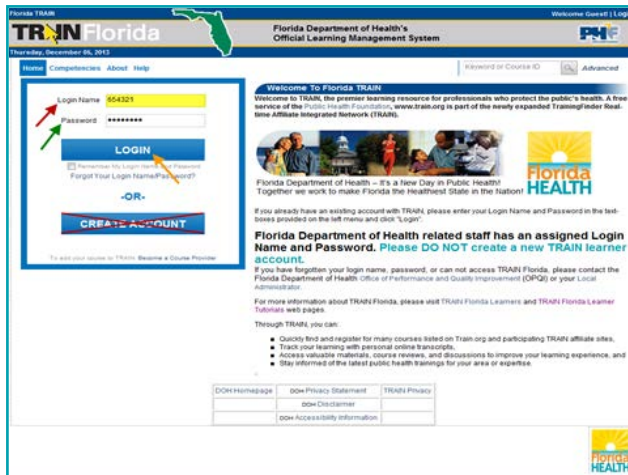
One of the keys to understanding TRAIN Florida, is understanding the simple group structure that controls membership. Everyone enrolled in TRAIN Florida is assigned by TRAIN Florida Administrators, to at least one group.

Each TRAIN Florida group assignment opens access to a variety of system resources tailored for specific groups, including announcements, discussion boards, resource materials and training courses.

All TRAIN Florida users are responsible for reviewing and updating or correcting their TRAIN Florida grouping if necessary.



Slide 3 – Log In To TRAIN Florida

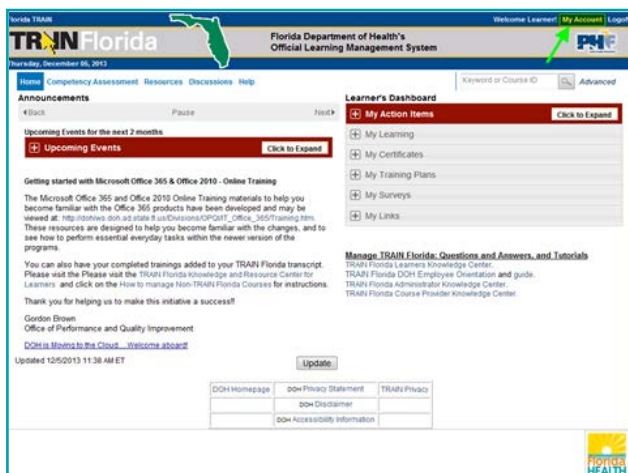


As a current user of TRAIN Florida you must log in to access your group assignments. Enter your Login Name and chosen personal password, and click on the blue Login button.

If you have forgotten your Login Name or Password, click on the “Forgot Your Login Name/Password?” link and follow the directions.

NOTE: Are you a new user to TRAIN Florida? If so please exit this presentation and view the How To Log In to TRAIN Florida learner tutorial before accessing your account.

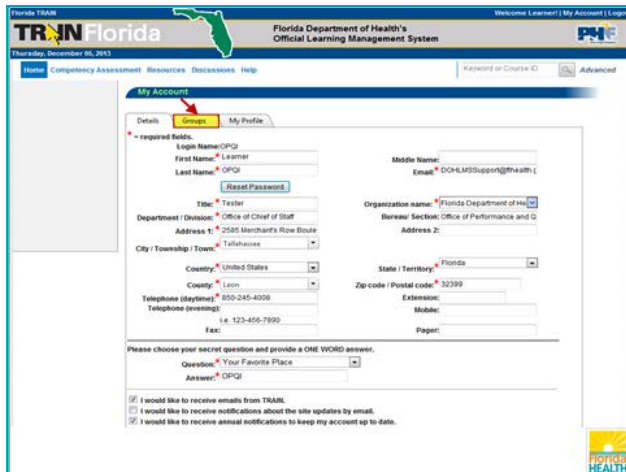
Slide 4 – TRAIN Florida Learner Home Page



If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

To locate your TRAIN Florida groups, click on the My Account link in the upper right corner of the TRAIN Florida banner.

Slide 5 – My Accounts Details Page

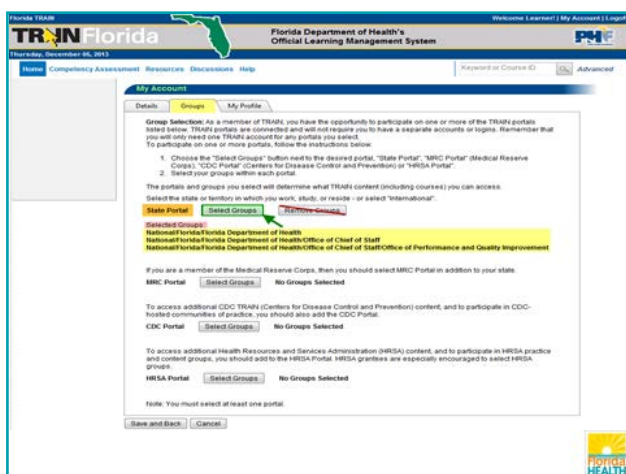


After clicking on the My Account link, you will be directed to the My Account Details page.

The TRAIN Florida group structure is listed in the Groups section of your TRAIN Florida learner account.

Click on the Groups tab.

Slide 6 – My Accounts Groups Page



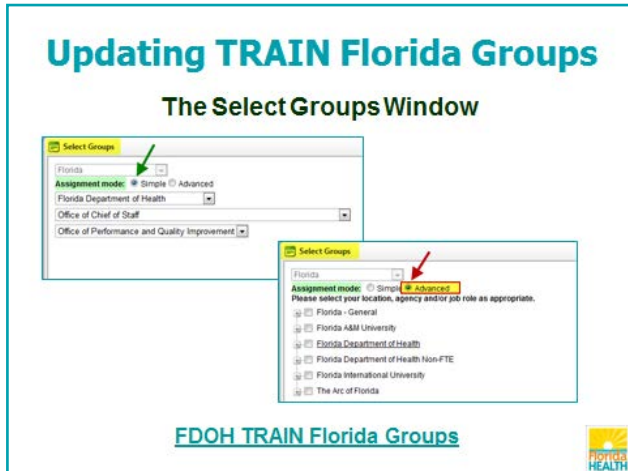
You will be directed to the My Account Groups page.

On the Groups page, your current group assignment will be listed under the State Portal section – Selected Groups. The list shown is based on the organizational path assigned upon your account creation.

If your current group assignment is not correct - Click on the Select Groups button.

NOTE: Disregard the Remove Groups button, it is not a function used by the DOH for the State Portal feature.

Slide 7 – The Select Groups Window – Assignment Mode

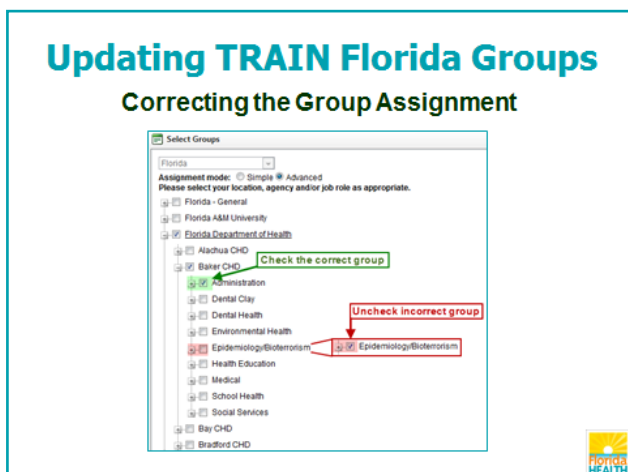


After clicking the Select Groups button, the system will open the Select Groups pop-up window. The Assignment mode will be set to the default – Simple.

To properly update your groups – change the Assignment mode to Advanced by clicking on the radio button.

The Select Groups window will refresh, and open the check list of TRAIN Florida Groups.

Slide 8 – The Select Groups Window – Correcting the Groups



After clicking the Advanced button, the groups list will open already expanded with your current group assignments checked.

If you are a Department employee with a People First number, your groups will be chosen and include the Florida Department of Health primary level.

If you are a Department Non-FTE employee with no People First number assigned, your groups will be chosen and include the Florida Department of Health Non-FTE primary level.

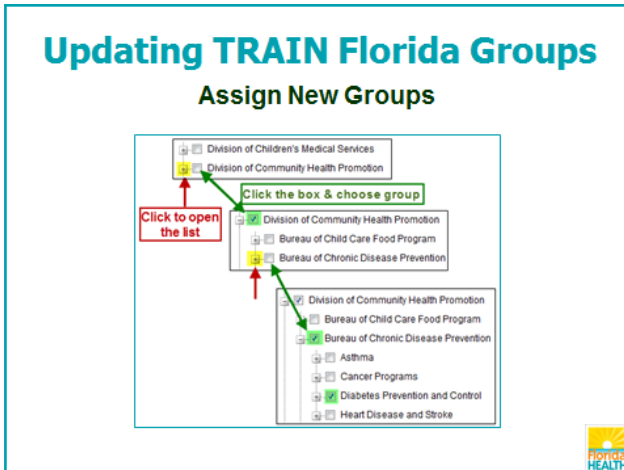
The procedure to update your group listings is the same for each menu.

NOTE: The primary group choice MUST stay checked.

If you are correcting a grouping error, scroll down to locate the incorrect group level or levels. Click on the check box to uncheck the group.

Next locate and click to check the box next to the correct group. This may be done to as many incorrect groups as needed.

Slide 9 – The Select Groups Window – Assign New Groups



If you are correctly grouped, but have the need to assign your account to additional groups, or group levels you may do so. Learners have the ability to assign themselves to as many Florida Department of Health groups as they feel are appropriate for their work setting.

To assign your account to a new group, and if appropriate the sub-levels associated with it, scroll to locate the group you would like to add.

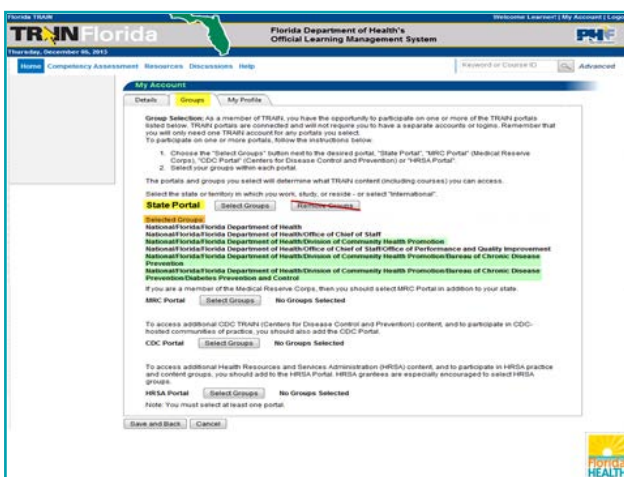
Next, click on the plus icon next to the group name, to open any sub-level lists that may be available.

After locating the group or group levels you would like to add, click to check the box next to the group name.

This will add the group to your account, and allow you access to the group specific communications for that group.

After you have completed your changes to your group structure, scroll to the bottom of the groups list, and click the Submit button to save your changes.

Slide 10 – My Account Groups Page with Updates

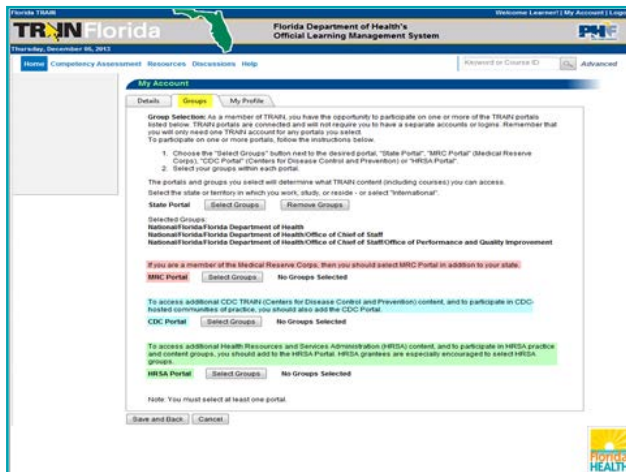


The Select Groups pop-up window will close, and you will be returned to the My Account – Groups tab page.

The changes you have made will reflect in your State Portal section – Selected Groups list.

NOTE: If you have made a change or correction to your original group structure, you **must** return to your My Account Details page and update the Department/Division and Bureau/Section fields. This information should be kept up to date to support accurate Department reporting.

Slide 11 – My Account Groups Page – Additional Group Portals

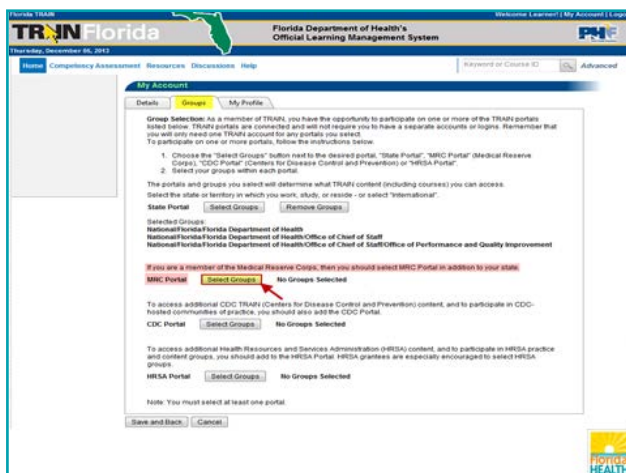


TRAIN Florida offers learners access to groups, and the resources and trainings available from:

- The Medical Reserve Corps (MRC)
- The Centers for Disease Control and Prevention (CDC), and
- The Health Resources and Services Administration (HRSA)

The following section will instruct you on how to add these group options to your learner account, if appropriate for your work setting.

Slide 12 – My Account Groups Page – MRC Portal



The Medical Reserve Corps (MRC) is a national network of local groups of volunteers committed to improving the health, safety, and resiliency of their communities.

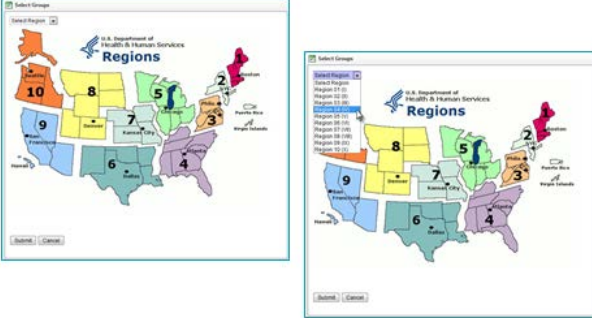
The Medical Reserve Corps program coordinates the skills of practicing and retired physicians, nurses and other health professionals as well as other citizens interested in health issues, who are eager to volunteer to address their community's ongoing public health needs and to help their community during large-scale emergency situations.

The following three slides will help to guide you if you are a current MRC member, or are interested in MRC trainings and resources, and would like to add an MRC group to your account.

From your TRAIN Florida My Account – Groups tab page locate the MRC Portal, and click on the Select Groups button.

Slide 13 – Add a MRC Group I

Add a MRC Group

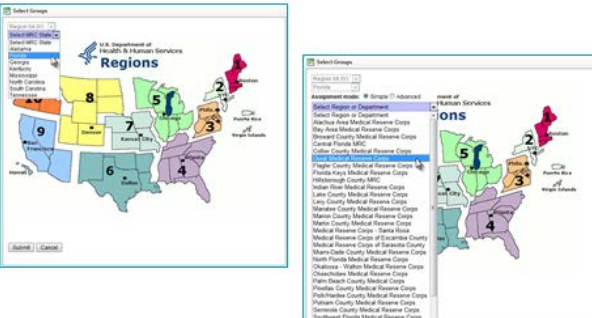


After clicking the Select Groups button, the Select Groups pop-up window will open and show a map of the 10 MRC Regions.

To choose your MRC grouping - Click on the Select Region drop down menu, and choose your region - Florida is in Region 4.

Slide 14 – Add a MRC Group II

Add a MRC Group

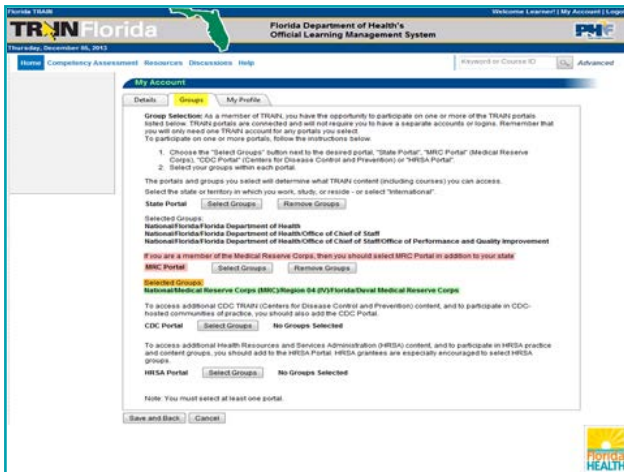


Next, click on the Select MRC State drop down menu, and choose your state – Florida.

Finally, click on the Select Region or Department drop down menu to assign your regional grouping as appropriate to your location.

Once you have completed your choices, click on the Submit button at the bottom of the window to save your additions.

Slide 15 – My Account Groups Page – MRC Portal with Group



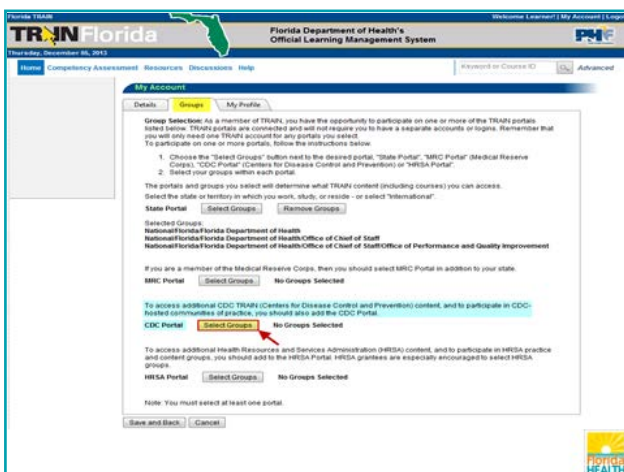
The Select Groups pop-up window will close, and you will be returned to the My Account – Groups tab page.

The changes you have made will reflect in your MRC Portal section – Selected Groups list.

To make changes to your MRC Portal groups, you may access and change the Region or Department only, by clicking the Select Groups button.

If you find you need to re-assign your Region and State choices, you must click the Remove Groups button to re-set the MRC map menus, then click the Select Groups button to re-access the map and make your new choices.

Slide 16 – My Account Groups Page – CDC Portal



CDC training is available to learners across the public health community including public health practitioners, healthcare professionals, laboratorians, epidemiologists, first responders, technicians, educators, and students.

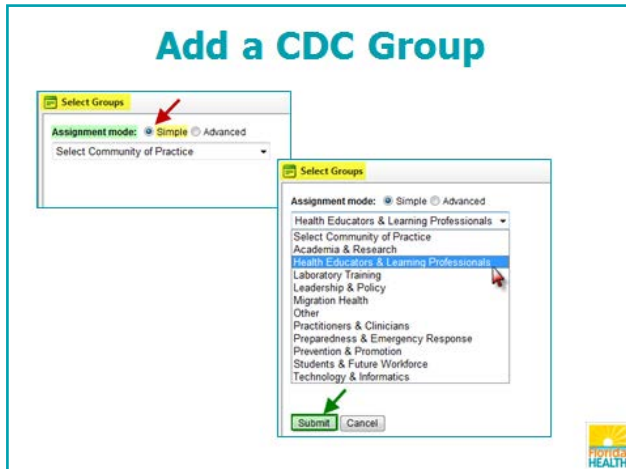
To access additional CDC TRAIN content, and to participate in CDC-hosted communities of practice, you can also add the CDC Portal.

The following two slides will help guide you with adding a CDC group to your account.

NOTE: You will only be able to add your account to one CDC group at a time.

From your TRAIN Florida My Account – Groups tab page locate the CDC Portal, and click on the Select Groups button.

Slide 17 – Add a CDC Group

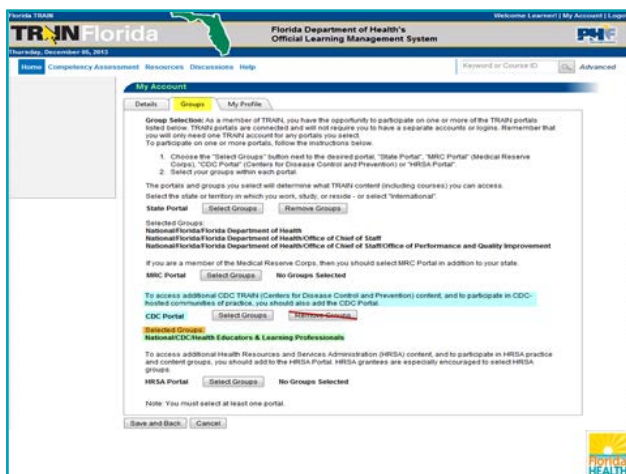


After clicking the Select Groups button, the Select Groups pop-up window will open and show the Select Community of Practice drop down menu. Leave the Assignment mode set on Simple.

Click on the Select Community of Practice drop down menu, and select the group you wish to add by clicking on the title.

Once you have made your choice, click on the Submit button at the bottom of the window to save your addition.

Slide 18 – My Account Groups Page – CDC Portal with Group

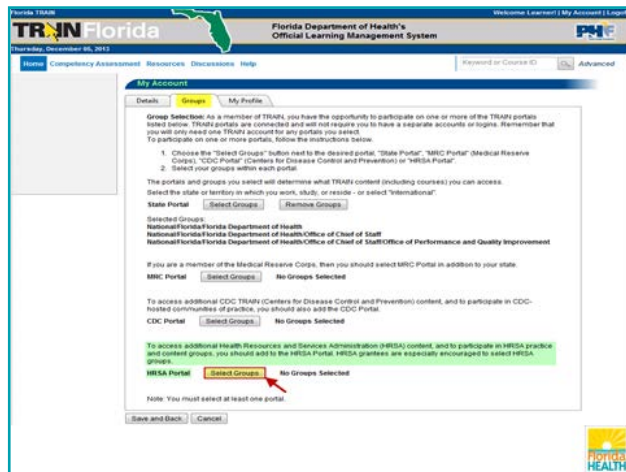


The Select Groups pop-up window will close, and you will be returned to the My Account – Groups tab page.

The changes you have made will reflect in your CDC Portal section – Selected Groups list.

To change your CDC Portal group, you can access and change your menu selection, by clicking the Select Groups button. There is no need to use the Remove Groups button in this section.

Slide 19 – My Account Groups Page – HRSA Portal



The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services, is the primary Federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable.

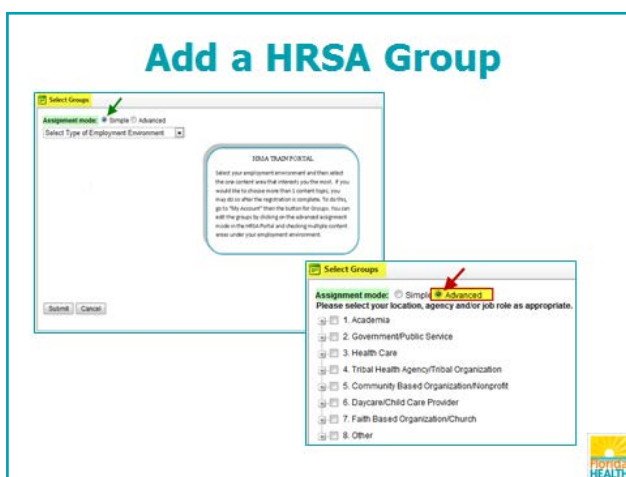
HRSA also supports the training of health professionals, the distribution of providers to areas where they are needed most, and improvements in health care delivery.

To access additional HRSA content, and to participate in HRSA practice and content groups, you can also add the HRSA Portal. HRSA grantees are especially encouraged to select HRSA groups.

The following three slides will help guide you with adding HRSA groups to your account.

From your TRAIN Florida My Account – Groups tab page, locate the HRSA Portal, and click on the Select Groups button.

Slide 20 – Add a HRSA Group I



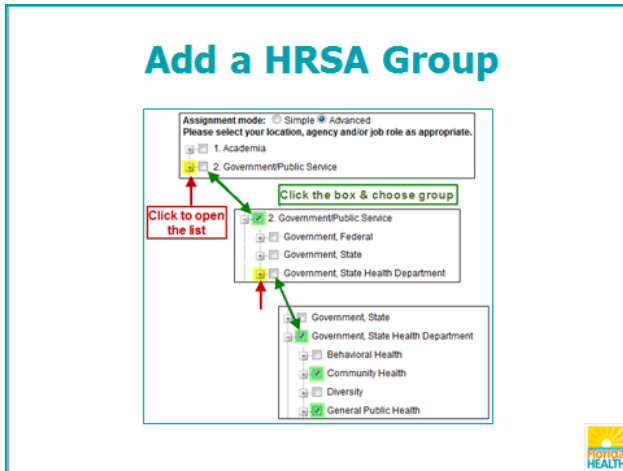
After clicking the Select Groups button, the Select Groups pop-up window will open and show the Select Type of Employment drop down menu and a HRSA TRAIN Portal informational text box.

The Assignment mode for the groups will be set to the default – Simple.

To more easily choose your HRSA groups, change the Assignment mode to Advanced by clicking on the radio button.

The Select Groups window will refresh, and open the check list of HRSA Groups.

Slide 21 – Add a HRSA Group II



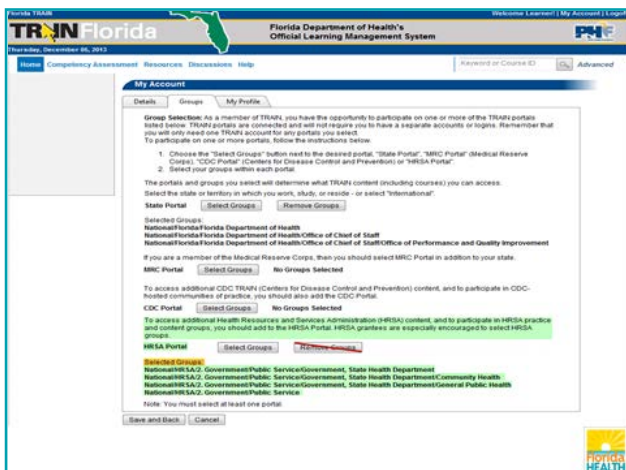
To assign your account to a HRSA group, and the appropriate sub-levels associated with it, scroll to locate the group you would like to add.

Next, click on the plus icon next to the group name, to open any sub-level lists that may be available.

After locating the groups and/or group levels you would like to add, click to check the box next to the group name. This will add the group to your account.

After you have completed choosing your HRSA groups, scroll to the bottom of the groups list, and click the Submit button to save your changes.

Slide 22 – My Account Groups Page – HRSA Portal with Groups

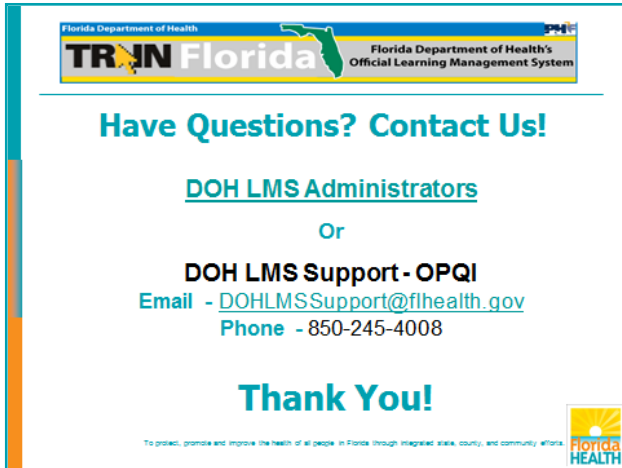


The Select Groups pop-up window will close, and you will be returned to the My Account – Groups tab page.

The changes you have made will reflect in your HRSA Portal section – Selected Groups list.

To change or update your HRSA Portal groups, you can access and change your selection, by clicking the Select Groups button. There is no need to use the Remove Groups button in this section.

Slide 23 – End Slide – Contact Information – Thank You!



Florida Department of Health
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Have Questions? Contact Us!

DOH LMS Administrators

Or


DOH LMS Support - OPQI

Email - DOHLMSSupport@flhealth.gov

Phone - 850-245-4008

Thank You!

To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.



If you have any questions or concerns regarding how to manage your TRAIN Florida Groups, please contact your [DOH LMS Local Administrator](#) or DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI):

via email at DOHLMSSupport@flhealth.gov

or by phone at 850-245-4008.

Thank you for taking the time to learn more about the TRAIN Florida system.

END