



TRAIN Florida Learner Tutorial Guide

How to Manage My Training Plans

January 2014

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



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

We are going to review how to locate, access, and manage your Training Plan assignments in the Florida Department of Health's (DOH) learning management system (LMS) TRAIN Florida.

Slide 2 – Description of Training Plans



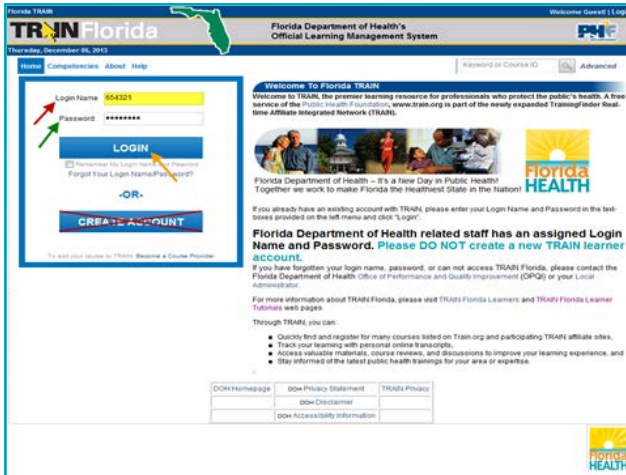
TRAIN Florida Training Plans are groups of trainings assembled by TRAIN Florida Administrators to shorten the steps for locating courses, or a series of courses designed for specific learners. The Department of Health (DOH) has encouraged the use of training plans to empower our employees to actively locate, identify, attend, and complete their DOH trainings.

Training plans provide lists of courses easily accessible from one location in TRAIN Florida to help you to save time in locating the courses, rather than searching for each course individually in the TRAIN Florida course catalog. For example the Department has approved a listing of the seven mandatory trainings in the FDOH Annual Mandatory Training Plan to ease access to and tracking of the courses that all staff must complete annually.

Training plans can be assigned to learners by Administrators, or learners have the ability to search for and assign themselves to any available training plan, even if it has not been assigned to them.

Training Plans aid the tracking of DOH courses, certifications and credentialing, and trainings for DOH job specific core competencies as well as assisting the Department with reporting on accreditation, certification programs, credentialing, and DOH program area requirements.

Slide 3 – Log In To TRAIN Florida

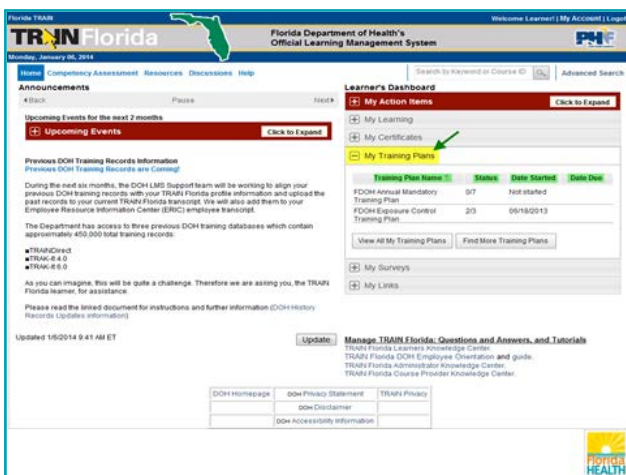


As a current user of TRAIN Florida you must log in to access your training plans. Enter your Login Name and chosen personal password, and click on the blue Login button.

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 – My Training Plans Menu

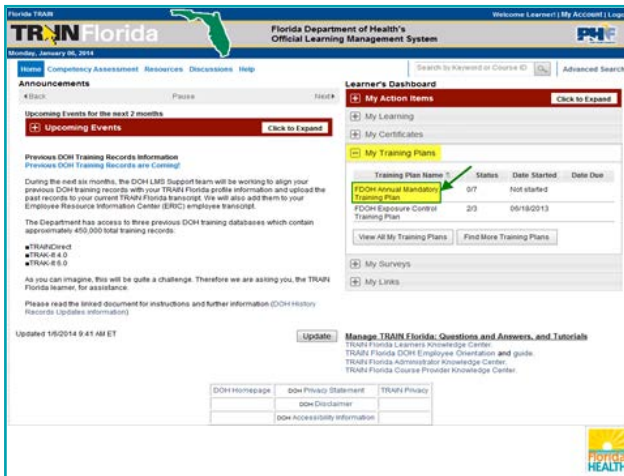


If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

To locate and access your current training plans, go to the My Training Plans tool in your learner Dashboard, and click on the tile to open the menu.

You will see a list of the training plans that have been assigned to you, or that you have registered into. They will be listed with the Training Plan Name, Status (how many courses have been completed), Date Started, and if assigned the Date Due.

Slide 5 – TRAIN Florida Learner Home Page – My Training Plans Menu II

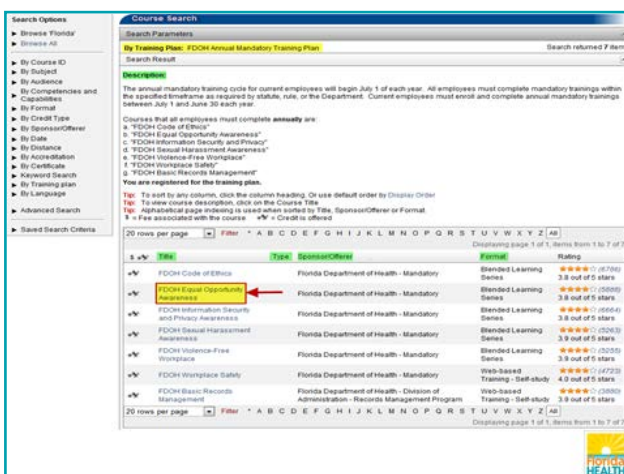


After you locate the title of the training plan you wish to access, you have two options from the My Training Plans menu, to open the training plan, and review or register for the courses included in the plan.

NOTE: Having a training plan assigned to you, or registering into a training plan, does not automatically register you for each course in the plan. Learners must register for each individual course listed in the training plan.

The first way to access the courses in a training plan is to click on the title of the plan under Training Plan Name.

Slide 6 – The Course Search Page

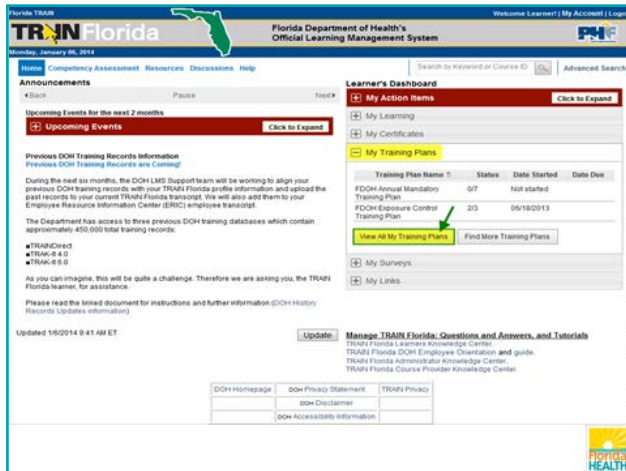


After clicking the title of the training plan, you will be directed to the Course Search page for the plan.

This page will include a Description of the training plan, as well as a list of the courses assigned to the plan. The list is sorted by course Title, Type, Sponsor/Officer and Format. The Rating of the course is also available on this list. If credits are associated with a course, it is indicated with the rolled paper icon.

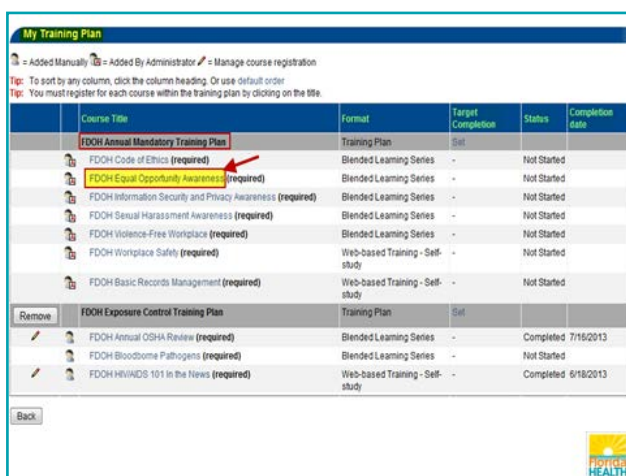
To access a course, for review or registration click on the course Title.

Slide 7 – TRAIN Florida Learner Home Page – My Training Plans Menu III



The second way to access the courses in a training plan, from the My Training Plans menu is to click on the View All My Training Plans button.

Slide 8 – The My Training Plan Page



Course Title	Format	Target Completion	Status	Completion Date
FDOH Annual Mandatory Training Plan	Training Plan	Set		
FDOH Code of Ethics (required)	Blended Learning Series	-	Not Started	
FDOH Equal Opportunity Awareness (required)	Blended Learning Series	-	Not Started	
FDOH Information Security and Privacy Awareness (required)	Blended Learning Series	-	Not Started	
FDOH Sexual Harassment Awareness (required)	Blended Learning Series	-	Not Started	
FDOH Violence-Free Workplace (required)	Blended Learning Series	-	Not Started	
FDOH Workplace Safety (required)	Web-based Training - Self-study	-	Not Started	
FDOH Basic Records Management (required)	Web-based Training - Self-study	-	Not Started	
FDOH Exposure Control Training Plan	Training Plan	Set		
FDOH Annual OSHA Review (required)	Blended Learning Series	-	Completed	7/15/2013
FDOH Bloodborne Pathogens (required)	Blended Learning Series	-	Not Started	
FDOH HIV/AIDS 101 in the News (required)	Web-based Training - Self-study	-	Completed	6/18/2013

After clicking the View All My Training Plans button, you will be directed to the My Training Plan page.

This page displays all of the training plans that you are assigned to, or registered in. The lists are sorted under the training plan title by Course Title, Format, Target Completion (due date if applied), Status, and Completion Date.

To access a course, for review or registration, locate the training plan that includes the course and click on the Course Title.



Slide 9 – TRAIN Florida Learner Home Page – My Training Plans Menu IV

The screenshot shows the TRAIN Florida Learner Home Page. The 'Learner's Dashboard' is visible, featuring a 'My Training Plans' section. A green arrow points to the 'Find More Training Plans' button. The dashboard also includes sections for 'Upcoming Events', 'Previous DOH Training Records Information', and 'My Action Items'.

The My Training Plans feature gives you, the learner, the ability to search for and assign yourself to any available training plan, even if it has not been assigned to your Training Plans list.

If you would like to search for a set of courses to enhance your personal or professional training you can search for, and register in a training plan through the My Training Plans menu.

To begin your search, click on the Find More Training Plans button.

Slide 10 – The Course Search, Training Plan List Page

The screenshot shows the TRAIN Florida Course Search page. The 'Course Search' section is active, displaying a list of training plans. A red arrow points to the 'Find More Training Plans' button in the 'My Training Plans' section. The list includes 'FDCH Annual Mandatory Training Plan' and 'FDCH Exposure Control Training Plan'.

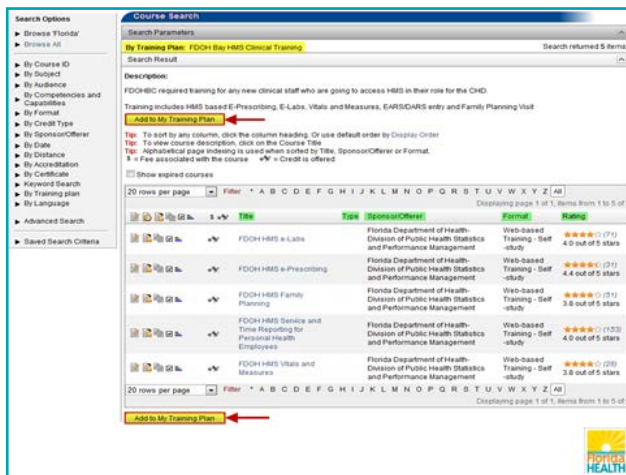
After clicking the Find More Training Plans button, you will be directed to the Course Search page for training plans.

All training plans that are available to your TRAIN Florida grouping, will be listed by Training Plan Name and include a Description of training plan.

To access the list of courses offered in a training plan, click on the title of the training plan.



Slide 11 – The Course Search, Chosen Training Plan Page



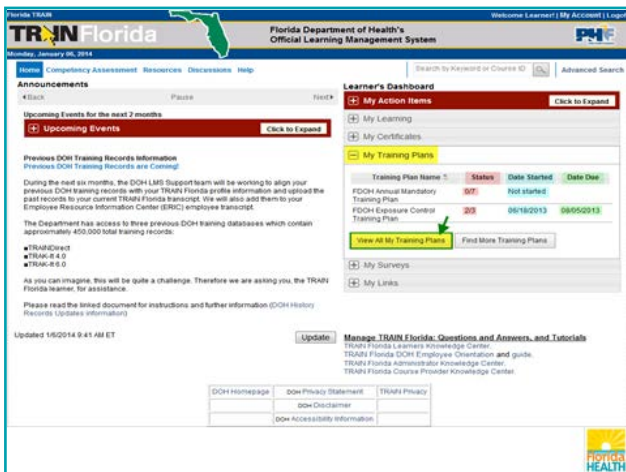
By clicking the title of the training plan, you will be directed to the Course Search page for the chosen plan.

This page will include the Description of the training plan, as well as a list of the courses assigned to the plan.

The list is sorted by course Title, Type, Sponsor/Officer and Format. The Rating of each course is also available on this list. If credits are associated with a course, it is indicated with the rolled paper icon. You can review the courses individually by clicking on the course titles.

To register yourself in the training plan, click the Add to My Training Plan button. Once you have clicked the Add to My Training Plan button, you will be registered in the plan, and it will be listed in your My Training Plans menu.

Slide 12 – TRAIN Florida Learner Home Page My Training Plans Menu V



Management of TRAIN Florida Training Plans is both learner and DOH LMS Administrator driven.

If a training plan has been assigned to a learners My Training Plans feature by an Administrator, there may be specific ways the plan is to be approached and completed, such as the order in which the courses must be completed, or a specific time frame for completion of the plan such as a due date, or a policy driven time frame. Some training plans may have open completion times and no restrictions on order of completion, learners may then approach these plans as their schedules allow.

The My Training Plans feature allows you to easily monitor and manage your assigned and chosen training plans.

The My Training Plans menu will list all of your current training plans. From this menu you can monitor if a plan has been assigned to you by a DOH LMS Administrator, when a plan has been Started (the day you registered for the first course in the plan), the Status of completion of the training plan, and keep up with any Due Dates assigned to the plans. You can also access the list of classes in the plan to register and complete them, by clicking on the title of the training plan.

The My Training Plans menu also gives you access to your My Training Plans page. On this page the learner can view and manage all of their training plans, and all of the associated courses in more detail. Click on the View All My Training Plans button.

Slide 13 – The My Training Plan Page - Management

After clicking the View All My Training Plans button, you will be directed to the My Training Plans page. This page displays all of the training plans that you are assigned to, or registered in.

The courses are listed under the training plan titles, and can be sorted by clicking on the column headings - Course Title, Format, Target Completion (due date if applied), Status, and Completion Date. To access a course, for review or registration, locate the training plan that includes the course and click on the Course Title.

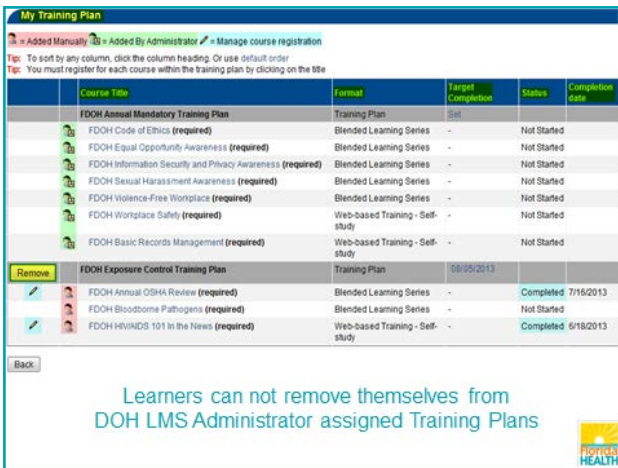
The My Training Plans page has icons to help you identify the source of the courses, and access completed courses within training plans. The icons are:

- The Added Manually icon which indicates that the training plan was added by the learner
- The Added by Administrator icon which indicates that the training plan was added by a DOH LMS Administrator, and
- The Manage Course Registration icon which is only shown next to a completed course in a training plan and gives the learner access to the Course Registration Management page for the course when clicked

You also have the option to remove a training plan you have added to your training plan list, to do so click the Remove button next to the training plan title. Upon removal of a training plan, any in progress courses will still be available to the learner for completion and completed courses stay on the learner's transcript.

Removing a training plan, does not remove the option for registering in the remaining courses at a later date, it simply removes the easy access grouping of the courses from the learner's My Training Plans menu.

NOTE: The remove button will only appear on learner added training plans. Learners cannot remove themselves from DOH LMS Administrator assigned training plans, and must complete the Administrator assigned plans as directed.



	Course Title	Format	Target Completion	Status	Completion Date
	FDOH Annual Mandatory Training Plan	Training Plan	Self		
	FDOH Code of Ethics (required)	Blended Learning Series	-	Not Started	
	FDOH Equal Opportunity Awareness (required)	Blended Learning Series	-	Not Started	
	FDOH Information Security and Privacy Awareness (required)	Blended Learning Series	-	Not Started	
	FDOH Sexual Harassment Awareness (required)	Blended Learning Series	-	Not Started	
	FDOH Violence-Free Workplace (required)	Blended Learning Series	-	Not Started	
	FDOH Workplace Safety (required)	Web-based Training - Self-study	-	Not Started	
	FDOH Basic Records Management (required)	Web-based Training - Self-study	-	Not Started	
Remove	FDOH Exposure Control Training Plan	Training Plan	09/05/2013		
	FDOH Annual OSHA Review (required)	Blended Learning Series	-	Completed	7/16/2013
	FDOH Bloodborne Pathogens (required)	Blended Learning Series	-	Not Started	
	FDOH HHS/NDIS 101 in the News (required)	Web-based Training - Self-study	-	Completed	6/18/2013

Back

Learners can not remove themselves from DOH LMS Administrator assigned Training Plans

Slide 14 – Notes on Registering for Courses in Training Plans

Registering for Courses In Training Plans

Having a Training Plan assigned to you, or registering into a Training Plan **does not automatically register you for the courses listed in the plan.**

You must register for each individual course.

Course registration and completion details available
[TRAIN Florida Knowledge Center for Learners](#)

TRAIN Florida Learner Tutorials:

- [How to Register for a Course](#)
- [How to Complete a Course](#)
- [How to Complete a Blended Learning Course](#)



Having a training plan assigned to you, or registering into a training plan, does not automatically register you for the courses listed in the plan.



You must register for each individual course in the training plan.

To register in a course listed in training plan, click on the title of the course. You will be directed to the Course Details page for the course.

For the complete details on how to register for and complete a course, please use the links on this slide to visit the [TRAIN Florida Knowledge Center for Learners](#) web page and view the **TRAIN Florida learner tutorials:**

- [How to Register for a Course](#)
- [How to Complete a Course](#), and
- [How to Complete a Blended Learning Course](#)

Slide 15 – End Slide – Contact Information – Thank You!



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 Training Plans, 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.

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