TRAIN Florida Learner Tutorial Guide

How to Manage My TRAIN Florida Transcript

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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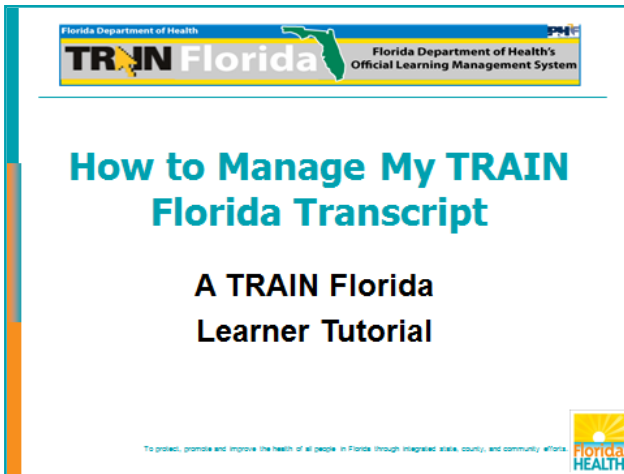
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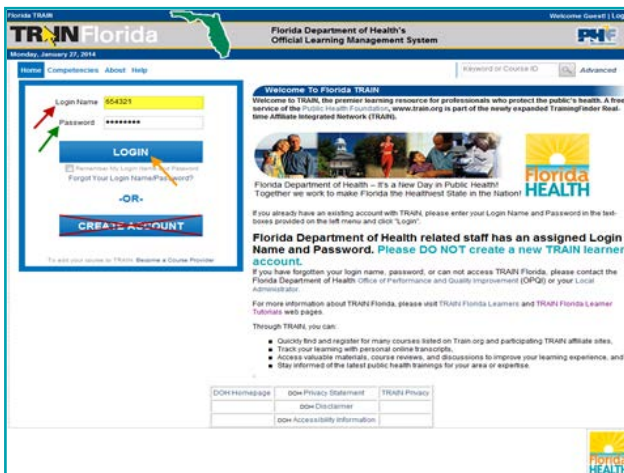
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Slide 1 - Title Slide

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

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

Slide 2 – Log In To TRAIN Florida

As a current user of TRAIN Florida you must log in to access your transcript. 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 3 – TRAIN Florida Learner Home Page – My Learning Menu – Transcript Button

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

The TRAIN Transcript tool is a feature that helps you to track, and manage your completed training courses in TRAIN Florida. The tool automatically records the completion of courses offered through TRAIN Florida.

You will also have the option of adding training courses completed outside of TRAIN Florida, to your TRAIN Florida transcript, allowing you to record all of your professional trainings in one secure location.

To locate and access your TRAIN Transcript, go to your Learner Dashboard, and click on the My Learning tile to open the menu. The My Learning tool menu will show a list of six courses you have recently accessed. To access a course on this list, click on the course name.

Your TRAIN Transcript can be accessed via the TRAIN Transcript button, at the bottom of the menu. To open your transcript, click on the TRAIN Transcript button.
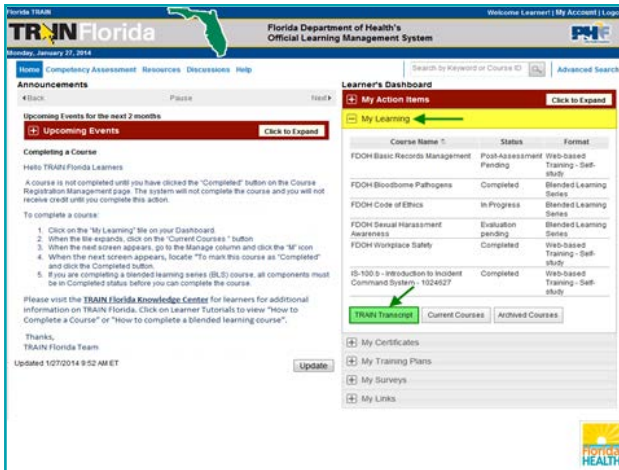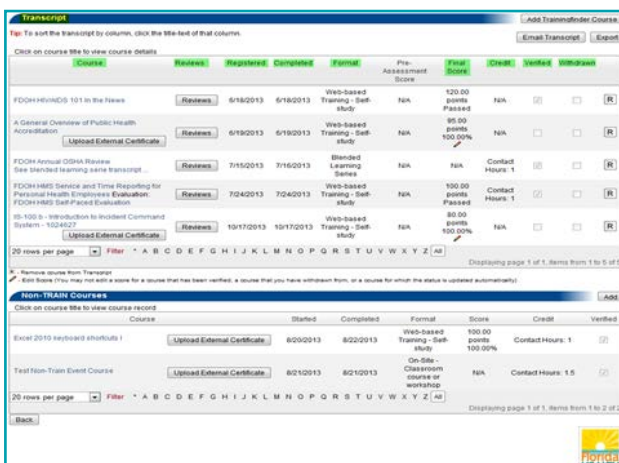
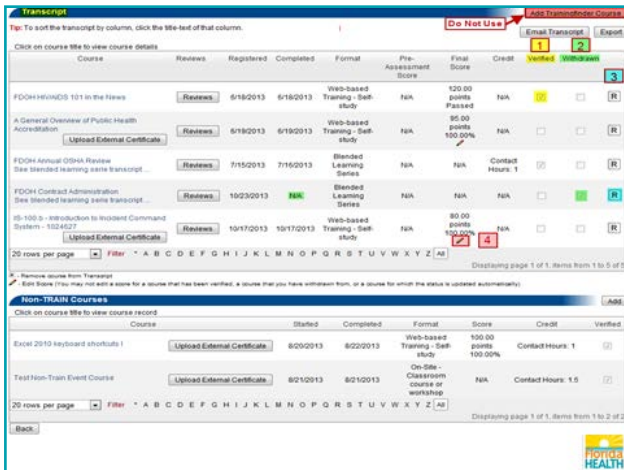## Slide 4 – The Transcript Page

After clicking the TRAIN Transcript button, you will be directed to the Transcript page.

This page will list all completed courses by Course title, and include course information such as the dates the learner Registered for and Completed the course, the Format of the course, the Final Score and Credit gained for the course, and if the course has been Verified, or if you have Withdrawn from the course.

You are also able to access the Course Details page for each course, by clicking on the course title, and view Reviews of the courses by clicking on the Reviews button. The columns can be sorted, by clicking on the column title.

Slide 5 – The Transcript Page II

The Transcript page gives you access to several functions to allow you to maintain and manage the information on your transcript. The functions include:

1. 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 the course.
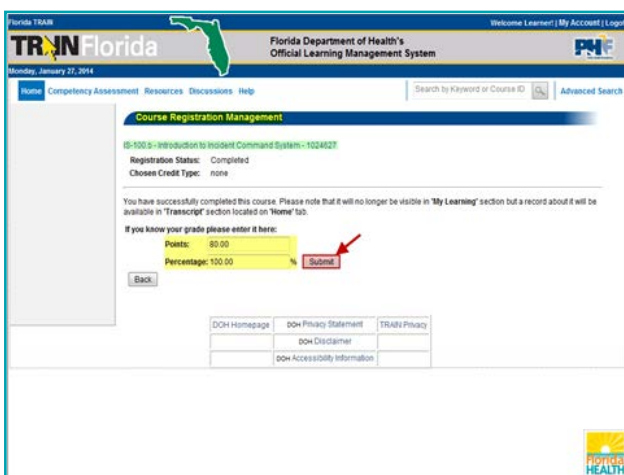
2. The Withdrawn column marks the TRAIN courses you have chosen not to complete, and have removed yourself from. If the box has been checked, you are withdrawn from the course.

3. The Remove button 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.

4. The Edit icon allows you to edit or add a course score to courses if applicable. An example of a course you may add a score for, is a course accessed via TRAIN Florida, but hosted externally, such as the FEMA ICS courses - be sure to note your test scores. To add or edit a course score, click on the Edit icon. **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.

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

## Slide 6 – The Course Registration Management Page – Add Score

If you have chosen to add a score to a course, after you click on the Edit icon you will be taken to a Course Registration Management page for the course.

It will reflect the title of the course, and show the status of the course as Completed.

Enter your course grade by Points and Percentage into the appropriate fields, and click the Submit button.

## Slide 7 – E-mail a Copy of the Transcript
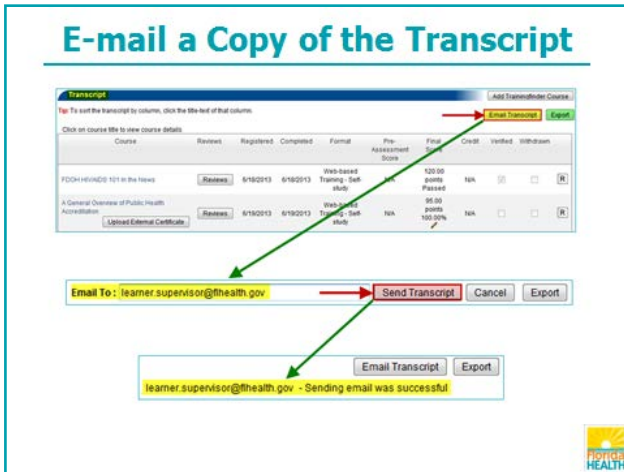
The Transcript page provides you with the ability to E-mail or Export, i.e. open or download and save, a .pdf copy of your complete training transcript directly from TRAIN Florida.

If you choose to e-mail your transcript, click the Email Transcript button. The screen will refresh, the Email To: field and Send Transcript button will appear.

To send your transcript, enter the e-mail address for your recipient in the Email To: field and click the Send Transcript button.

After you click the Send Transcript button, the screen will refresh, and show you a confirmation that your e-mail has been sent.

Slide 8 – Export a Copy of the Transcript
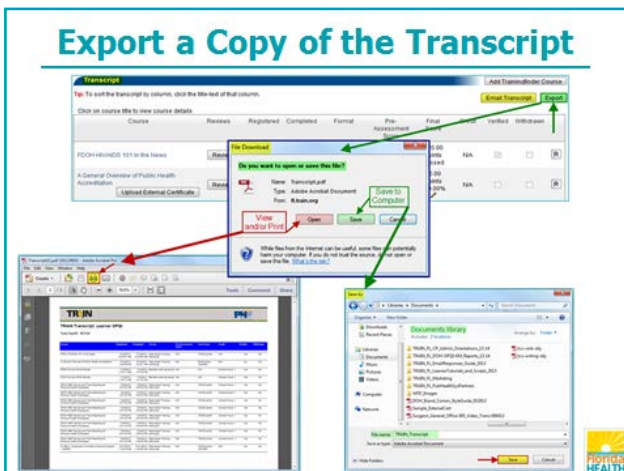
If you choose to open or download and save your transcript, click the Export button. A File Download pop-up window will open over the Transcript page.
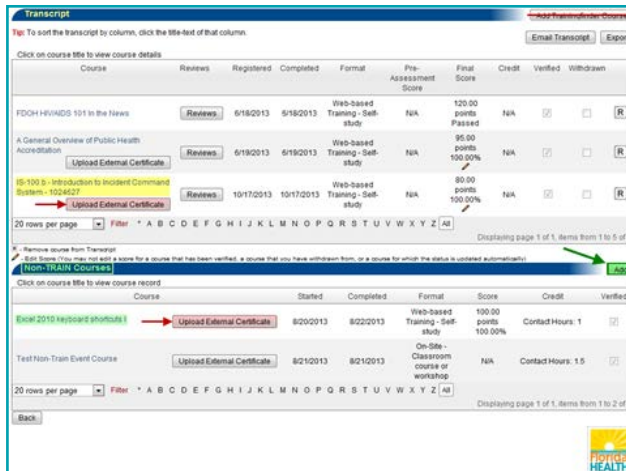
Choose your action by clicking either the Open button to view and/or print the .pdf transcript, or the Save button to save the transcript file to your computer.

If you choose to Open the transcript .pdf file, after you have clicked on the Open button, the transcript .pdf will open in a new window. From this window you will only 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.

If you choose to Save the transcript .pdf file, after you have clicked on 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 transcript.

Next, type the name of the transcript 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.

Slide 9 – The Transcript Page III

The Transcript page gives you the option to add training courses completed outside of TRAIN Florida, to your TRAIN Florida transcript, via Add button in the Non-TRAIN Courses section of the page.

From this page you also have the option to upload certificates for courses completed outside of TRAIN Florida, either offered through TRAIN Florida or Non-TRAIN courses, using the Upload External Certificate button.

Slide 10 – Notes on Transcript Page Features

A full list of Learner Question and Answer documents and tutorial presentations are available on the TRAIN Florida Knowledge Center for Learners web page, linked on this slide.

For complete details on how to add a Non-TRAIN course and/or upload a training certificate to your transcript use the links on this slide to read the .pdf learner Q&A documents:

- How to Manage Non-TRAIN Courses, and
- How to Upload a Training Certificate to my TRAIN Florida Transcript

Slide 11 – End Slide – Contact Information – Thank You!

If you have any questions or concerns regarding how to manage your training transcript in TRAIN Florida, 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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