TRAIN Florida Learner Tutorial Guide

How to Manage the My Action Items Tool

February 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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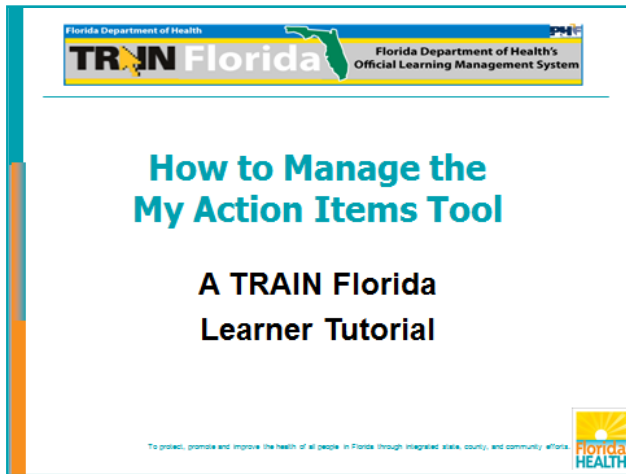
Table of Contents
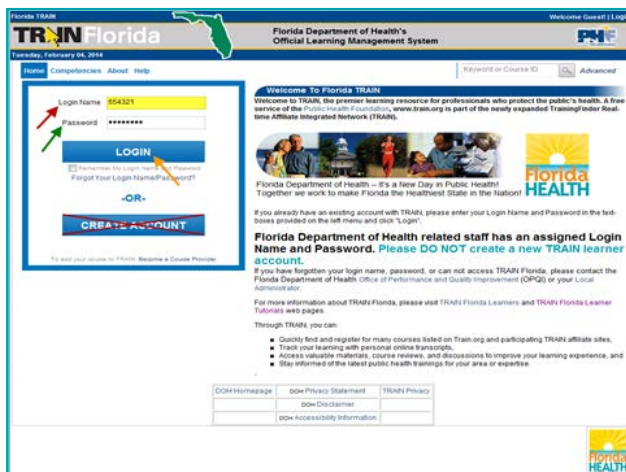
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Slide 1 - Title Slide

Welcome to the TRAIN Florida Learner Tutorial - How to Manage the My Action Items Tool.

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

Slide 2 – Log in to TRAIN Florida
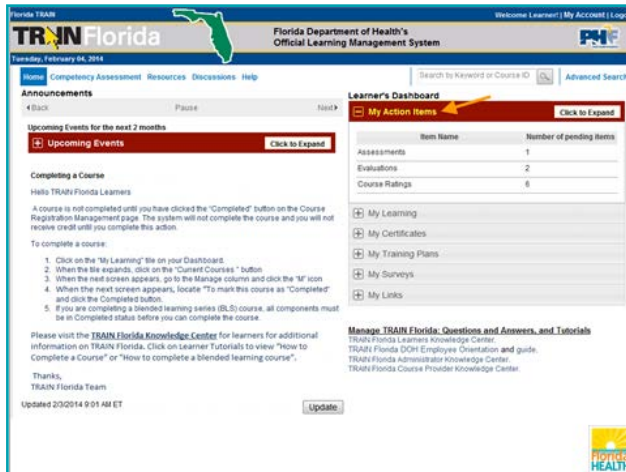
As a current user of TRAIN Florida you must log in to access the My Action Items tool. Enter your Login Name and chosen personal password, and click on the blue Login button.

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 – The My Action Items Tool Menu
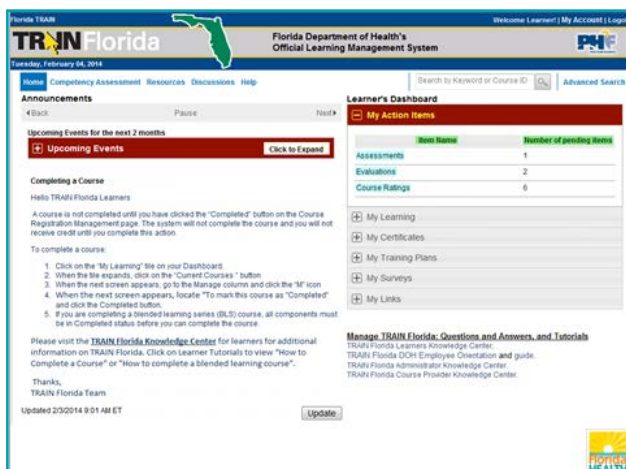

If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

The TRAIN Florida My Action Items tool gives learners a central location to access system requested actions for completion. Standard action items include, pending course assessments and evaluations, as well as pending course ratings.

To locate and access the My Action Items tool, go to your Learner Dashboard.   **NOTE:** If you have action items pending, the My Action Items tile will be red.

Click on the My Action Items tile to open the menu.

Slide 4 – TRAIN Florida Learner Home Page – The My Action Items Tool Menu II


Once the My Action Items menu is opened, it will list the Item Name for each standard action item:
- Assessments
- Evaluations, and
- Course Ratings

The Number of pending items in the categories will also be listed.   To access the listed pending action items, click on the Item Name.

NOTE: If an Item Name is not shown in the menu, there are no items pending for that action.

Slide 5 – Action Item - Assessments
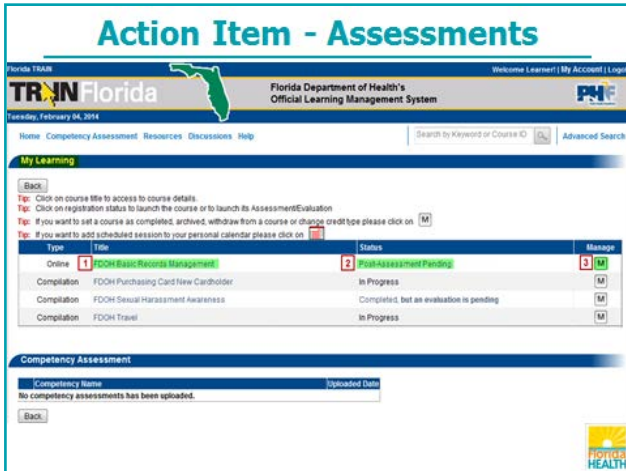
The Assessments category gives you a point of access to your courses that have pending assessments. If a course has an assessment assigned, the course is not fully completed until the assessment is complete.

By clicking the Assessments Item Name, you will be taken to your My Learning page. This page will list all of your In Progress, Post-Assessment Pending, and Completed but evaluation pending courses.

Locate a course with the status Post-Assessment Pending.

There are three ways to access the assessment for this course:
1. Click on the course Title
2. Click on the Status, Post-Assessment Pending, or
3. Click on the Manage icon

Slide 6 – Action Item – Assessments II
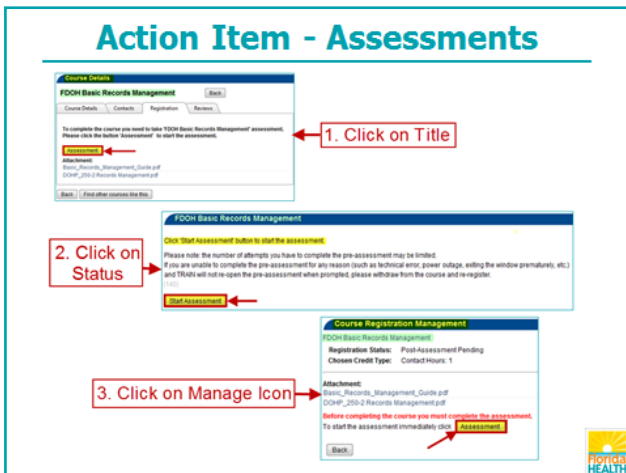
1. Clicking on the Title of the course, will take you to the Course Details page. To open the course assessment, click on the Assessment button. When the new browser window opens, click on the Start Assessment button.

2. Clicking on the Status for the course, will take you directly to the start of the course assessment. A new browser window will open. To begin the course assessment, click on the Start Assessment button.

3. Clicking on the Manage icon for the course, will take you to the Course Registration Management page. To open the course assessment, click on the Assessment button. When the new browser window opens, click on the Start Assessment button.

Slide 7 – Action Item – Evaluations
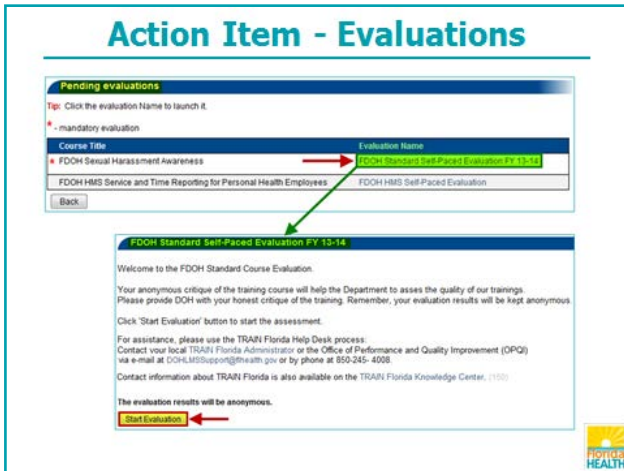
The Evaluations category gives you a point of access to any pending course evaluations that have been assigned to your training courses. By clicking the Evaluations Item Name, you will be taken to the Pending evaluations page.

NOTE: Mandatory evaluations will be marked with a red asterisk. If an evaluation has been made mandatory, the course is not fully completed until the evaluation is complete. Optional evaluations will stay on the list, until completed, but are not needed to add a course to your transcript.

To open the course evaluation, click on the Evaluation Name. When the new browser window opens, click on the Start Evaluation button.

Slide 8 – Action Item – Course Ratings

The Course Ratings category gives you access to pending course rating requests, assigned to courses by the course provider.
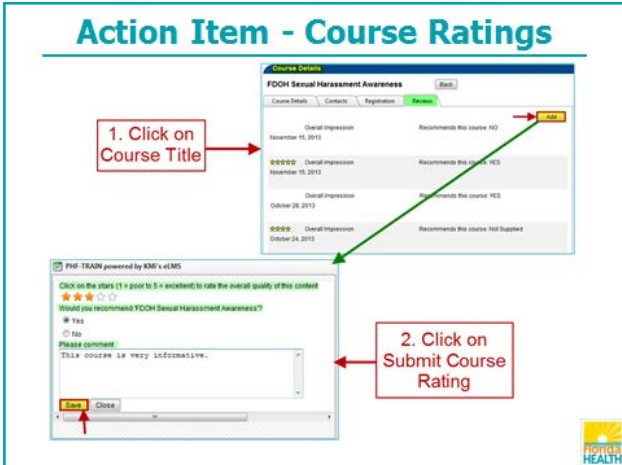
Course ratings are optional and do not interfere with course completion, however if one is assigned, and you do not fill it out at the time of course completion, the TRAIN Florida system will regularly e-mail you reminders to complete the course rating.

To access pending course ratings, click on the Course Ratings Item Name. You will be taken to a menu that lists the Course Titles, and a Ratings column.

There are two ways to access and complete a course rating:
1. Click on the Course Title, or
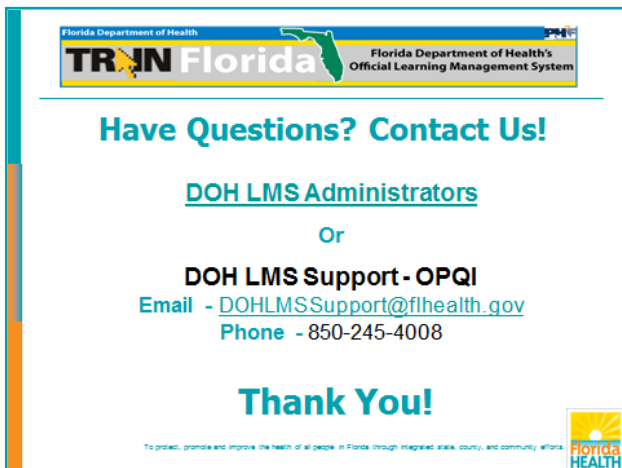2. Click on the Click to Submit a Course Rating link next to the course.

Slide 9 – Action Item – Course Ratings II

1. Clicking on the Course Title will take you to the Course Details page, Reviews tab. This page will show you a list of course ratings. To add your rating, click the Add button. A rating pop-up window will open. Fill in the requested information, and click the Save button to submit the rating and close the window.

2. Clicking the Click to Submit a Course Rating link will open a rating pop-up window for the course, over the menu page. Fill in the requested information, and click the Save button to submit the rating and close the window.

Slide 10 – End Slide – Contact Information – Thank You!

If you have any questions or concerns regarding how to manage My Action Items tool 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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