



TRAIN Florida Learner Tutorial Guide

How to Manage the My Learning Tool

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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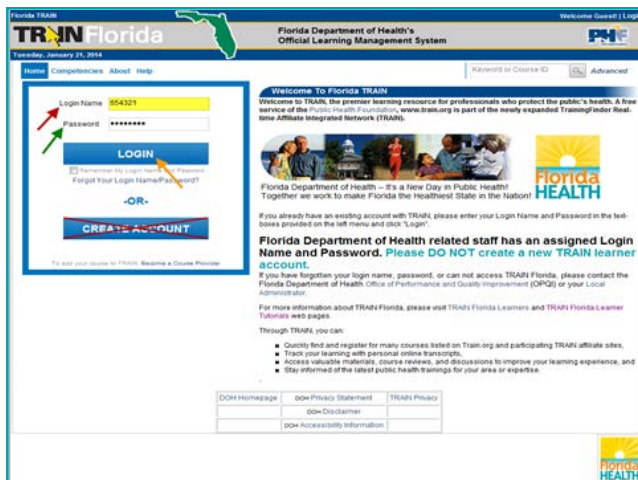
Slide 1 - Title Slide



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

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

Slide 2 – Log in to TRAIN Florida

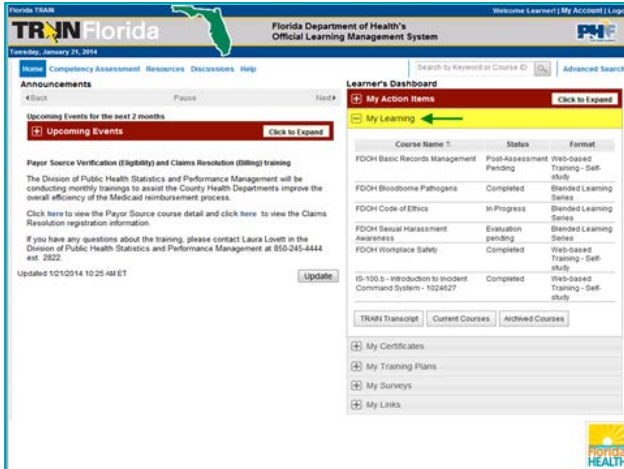


As a current user of TRAIN Florida you must log in to access the My Learning tool. Enter your Login Name and chosen personal password, and click on the blue Login button.

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 Learning Tool Menu

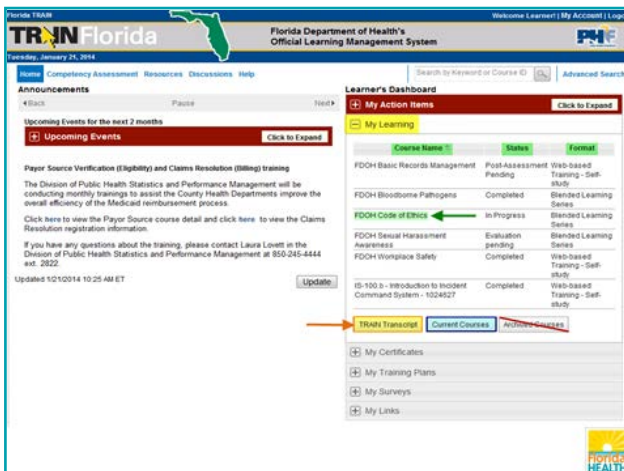


If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

The TRAIN Florida My Learning tool gives TRAIN Florida users an easy access point to manage their training courses, both in progress and completed. It also provides access to the TRAIN Transcript feature.

To locate and access the My Learning tool, go to your Learner Dashboard, and click on the My Learning tile to open the menu.

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



The My Learning tool menu will show a list of six courses you have recently accessed. It will show you the course name, status, and format of the training.

The status of the courses may range from In Progress, Post-Assessment Pending, Evaluation Pending, to Completed. You can access these courses by clicking on the Course Name.

The menu also gives access to your TRAIN Transcript, the official listing of all of your completed courses, and your Current Courses, the listing of all incomplete or in progress courses.

NOTE: Disregard the Archived Courses button, it is not a function used by the DOH.

To access your TRAIN Transcript, click on the TRAIN Transcript button.



Slide 5 – TRAIN Florida Transcript Page

Transcript

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

Click on course title to view course details.

Course	Reviews	Registered	Completed	Format	Pre-Assessment Score	Final Score	Credit	Verify
FDCH1000101 in the News	Reviews	6/18/2013	6/18/2013	Web-based Training - Self-study	N/A	120.00 points Passed	N/A	<input type="checkbox"/>
A General Overview of Public Health Accreditation	Reviews	6/18/2013	6/18/2013	Web-based Training - Self-study	N/A	95.00 points 100.00%	N/A	<input type="checkbox"/>
FDCH Annual OSHA Review	Reviews	7/15/2013	7/15/2013	Blended Learning Series	N/A	N/A	Contact Hours: 1	<input type="checkbox"/>
FDCH HHS Service and Time Reporting for Personnel Health Employees Evaluation	Reviews	7/24/2013	7/24/2013	Web-based Training - Self-study	N/A	100.00 points Passed	Contact Hours: 1	<input type="checkbox"/>
FDCH HHS Self-Paced Evaluation	Reviews	10/17/2013	10/17/2013	Web-based Training - Self-study	N/A	80.00 points 100.00%	N/A	<input type="checkbox"/>

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 (a) Displaying page 1 of 1, items from 1 to 5 of 5

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

Course	Started	Completed	Format	Score	Credit	Verify
Excel 2010 Keyboard shortcuts I	8/20/2013	8/22/2013	Web-based Training - Self-study	100.00 points 100.00%	Contact Hours: 1	<input type="checkbox"/>
Test Non-Train Event Course	8/21/2013	8/21/2013	On-Site - Classroom course or workshop	N/A	Contact Hours: 1.5	<input type="checkbox"/>

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[How to Manage My TRAIN Florida Transcript](#)

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

This is the official listing of all of your completed trainings in TRAIN Florida. It includes all TRAIN and Non-TRAIN courses.

For detailed information on how to manage your TRAIN Transcript, use the link on this slide to access the [How to Manage My TRAIN Florida Transcript](#) learner question and answer document.

Slide 6 – TRAIN Florida Learner Home Page – The My Learning Tool – Current Courses

TRAIN Florida

Florida Department of Health's Official Learning Management System

Welcome Learner! My Account Logout

Thursday, January 23, 2014

Learner's Dashboard

My Action Items Click to Expand

My Learning

Course Name	Status	Format
FDCH Basic Records Management	Pending	Web-based Training - Self-study
FDCH Bloodborne Pathogens	Completed	Blended Learning Series
FDCH Code of Ethics	In Progress	Blended Learning Series
FDCH Sexual Harassment Awareness	Evaluation Pending	Blended Learning Series
FDCH Workplace Safety	Completed	Web-based Training - Self-study
IS-100-b - Introduction to Incident Command System - 1024827	Completed	Web-based Training - Self-study

Current Courses

My Certificates

My Training Plans

My Surveys

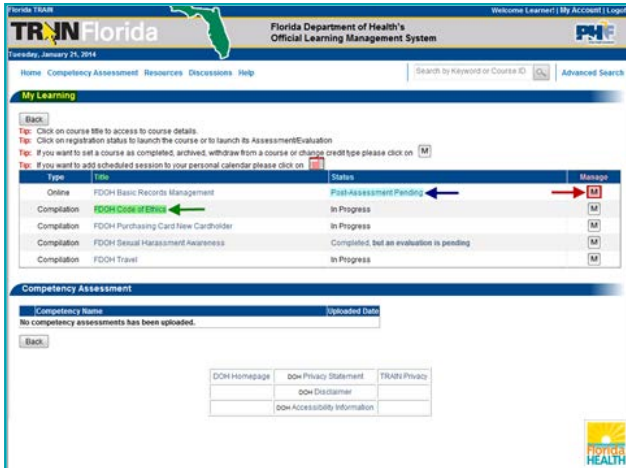
My Links

The My Learning tool gives you easy access to your current training courses.

To access this list, go to the My Learning tool in your Learner Dashboard, and click on the Current Courses button.



Slide 7 – The My Learning Page



After clicking the Current Courses button, you will be directed to your My Learning page.

This is the listing of all of your incomplete trainings in TRAIN Florida. It includes courses that are In Progress, Post-Assessment Pending, and Evaluation Pending.

From this page you have access to manage and complete these courses.

To access the course, click the course title. To access an assessment or evaluation, click on the status for the course, and to manage and complete the course, click on the Manage button.

Slide 8 – Notes on Managing Courses in TRAIN Florida

Managing Courses In TRAIN Florida

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](#)



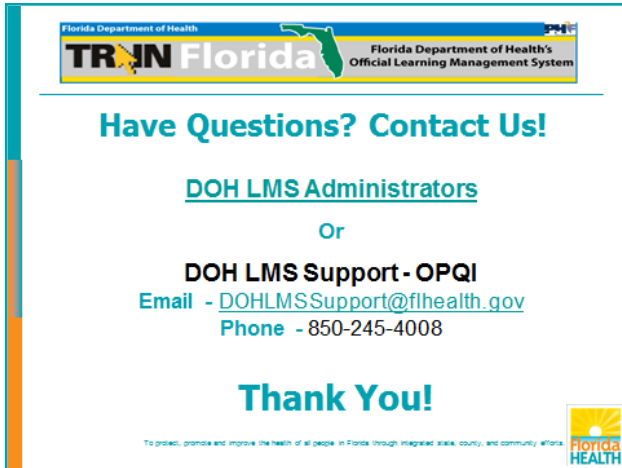
The My Learning tool gives you several ways to access and manage your training courses.

To access any of your training courses directly, click on the course title in the list of courses.

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 9 – End Slide – Contact Information – Thank You!



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

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 My Learning 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.

END