# TRAIN Florida Learner Tutorial Guide

## How to Complete a Blended Learning Course

## August 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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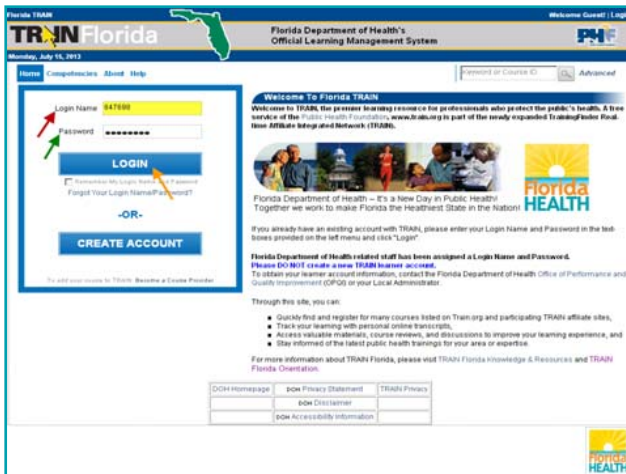
## Table of Contents

## Slide 1 - Title Slide



Welcome to the TRAIN Florida Learner Tutorial - How to Complete a Blended Learning Course.

We are going to review how to complete blended learning courses, which are training courses with multiple sections, 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 complete your course. 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 a 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 searching for a course.

## Slide 3 – TRAIN Florida Leaner Home Page
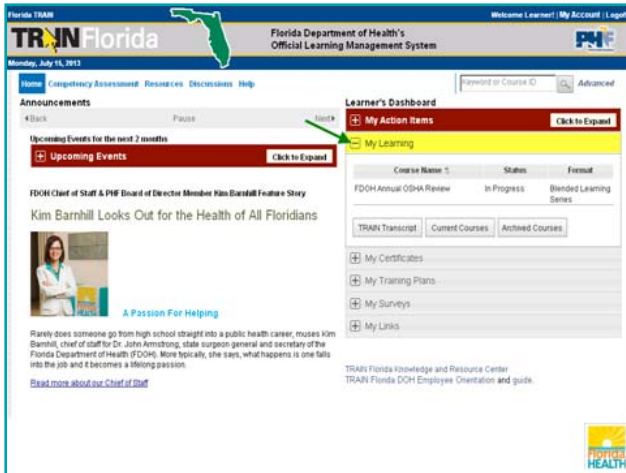


If you have logged in successfully, you should now be on your TRAIN Florida learner home page.

To locate the training course you wish to complete, go to the My Learning tool in your Dashboard, and click the title to open the menu.

## Slide 4 – TRAIN Florida Learner Home Page - My Learning Tool



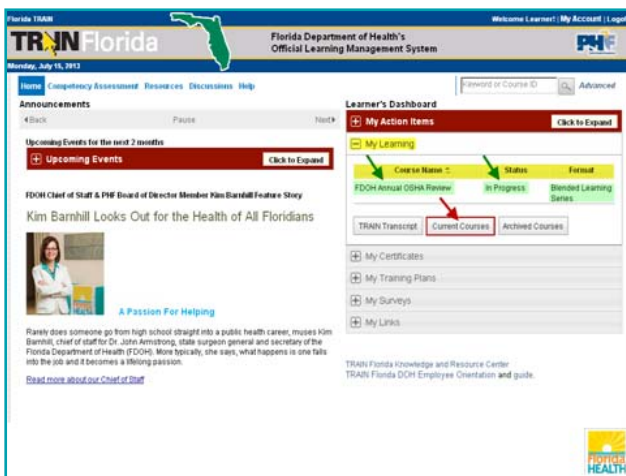The My Learning tool menu will list all of your current, incomplete training courses.

It will show you the course name, status, and format of the training. From this menu, you can access the course details for your course, by clicking on the Course Name or continue watching the course section presentations by clicking on the Status which should read **In Progress**.

When you have finished watching all of the section presentations, and need to take the assessments to complete each section and the evaluation to complete the course click on the Current Courses button.

## Slide 5 – My Learning Page
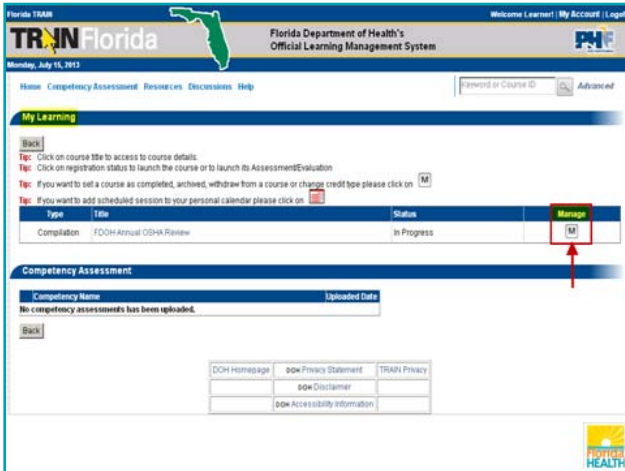


After you click the Current Courses button, you will be directed to the My Learning page.

This page will list your current, incomplete courses, and gives you access to the course section presentations, as well as any assessments attached to the sections of this course and the course evaluation. There is a calendar feature you can use to help keep track of your live event training schedule.

This page also gives you access to the management tool that will allow you to manage, and complete the course once you have completed all of the sections by completing the assessments and the evaluation for the course. To access this tool, click on the Manage button.

## Slide 6 – Course Registration Management Page
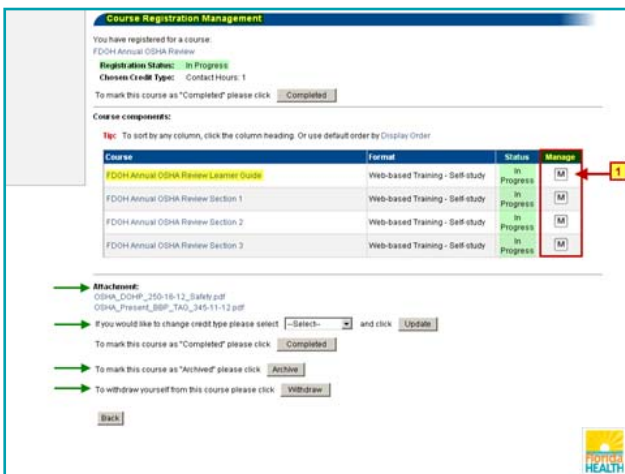


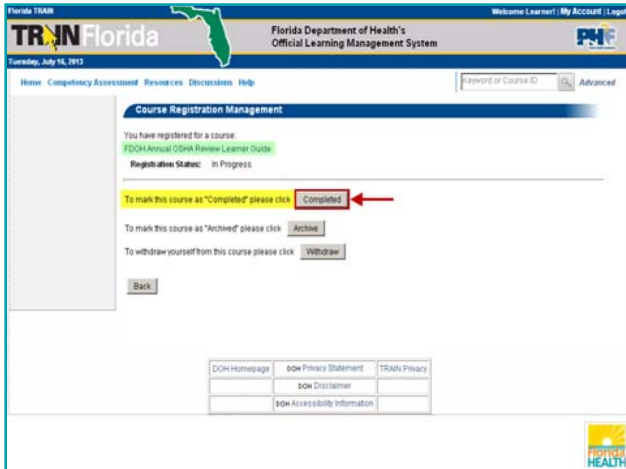Once you have clicked the Manage button, you will be directed to the Course Registration Management Page.

On this page you have many options available to help manage your course. The registration status of your course and all of the sections are shown, and all should read **In Progress**. You have access to any attachments related to your course, and you can change the chosen credit type, archive the course, access the section assessments to complete the sections and the evaluation to complete the course, and withdraw from the course.

The course sections will be listed in the Course components menu.

The process to access and complete the section assessments will be the same for all sections with assessments.

To begin the course completion process click on the Manage icon next to the first component of the course, the Learner Guide section.

## Slide 7 – Course Registration Management Page - Guide Complete



The first component of all blended learning courses will be the Learner Guide. The guide will not have an assessment but will need to be completed to finish the course.

Once you have clicked on the Manage button, the screen will refresh and show a series of buttons.

To complete the Learner Guide, click on the Completed button.

## Slide 8 – Course Registration Management Page - Warning Window
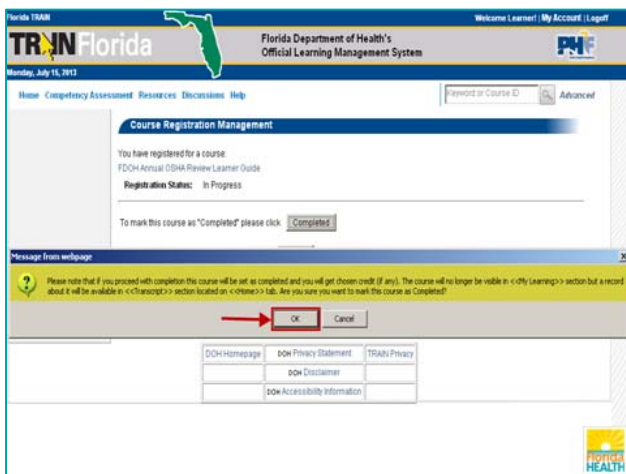


After clicking on the Completed button, a pop-up window will open and warn you that if you proceed with the completion of the course, that it will be permanently set as completed and sent to your Transcript tool.

It will ask you if you are sure you want to mark the course as Completed.

To proceed to complete this section and the rest of the course sections and assessments, and complete the course, you must click OK.

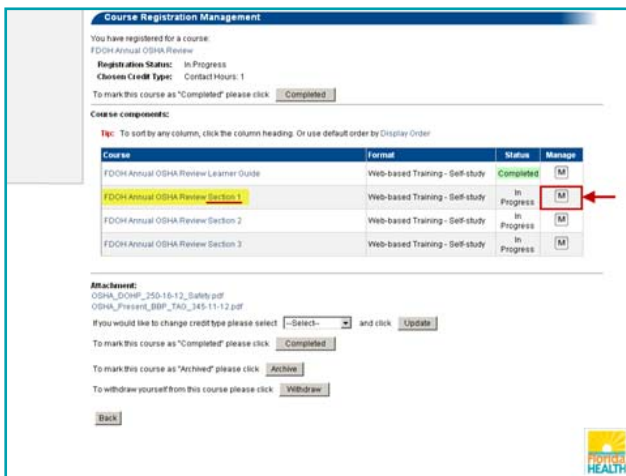## Slide 9 – Course Registration Management Page - Grades
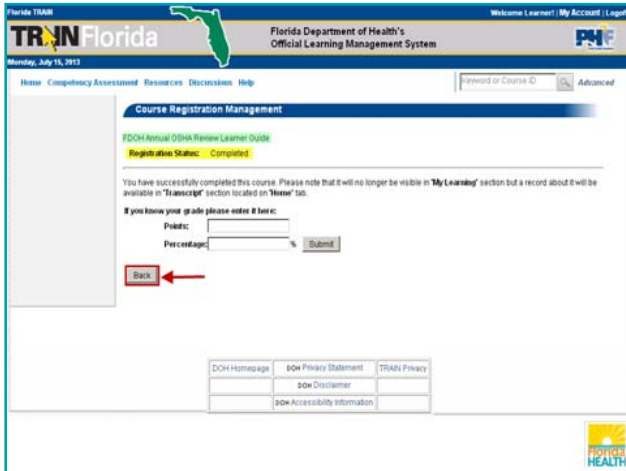


The Course Registration Management page will be refreshed.

It should now show the section's Registration Status as Completed. It will also ask you to enter your grade for the section. As there is not an assessment assigned to the Learner Guide, there is no grade to enter.

Click on the Back button to continue completing the course.

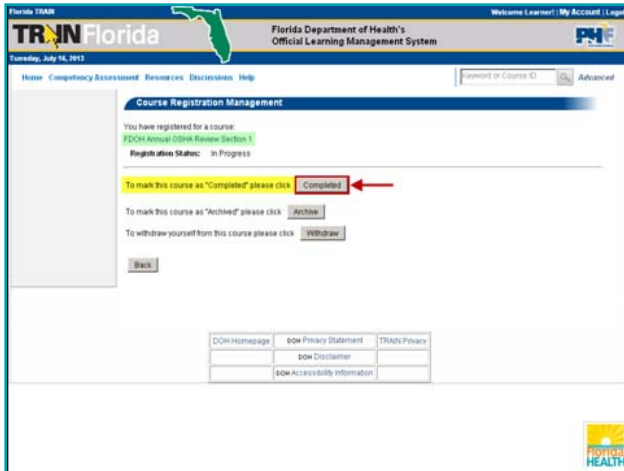## Slide 10 – Course Registration Management Page II



You will be taken back to the full Course Registration Management page.

The Learner Guide section of the course components menu should now read Completed.

To begin the completion of the course sections and assessments click on the Manage icon next to the first section of the course.

NOTE: The process to access and complete the section assessments will be the same for all sections with assessments.
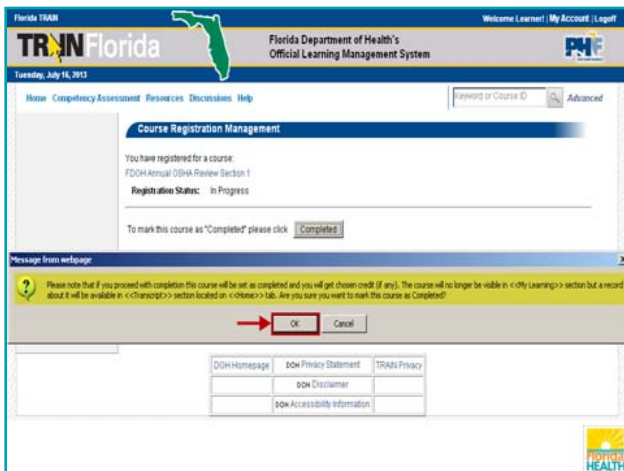
## Slide 11 – Course Registration Management Page - Section Complete



Once you have clicked on the Manage button, the screen will refresh and show a series of buttons.

To complete the section assessment, and the section, click on the Completed button.

## Slide 12 – Course Registration Management Page - Warning Window II



After clicking on the Completed button, a pop-up window will open and warn you that if you proceed with the completion of the course, that it will be permanently set as completed and sent to your Transcript tool.

It will ask you if you are sure you want to mark the course as Completed.

To proceed to complete this section and the rest of the course sections and assessments, and complete the course, you must click OK.

## Slide 13 – Course Registration Management Page - Start Assessment
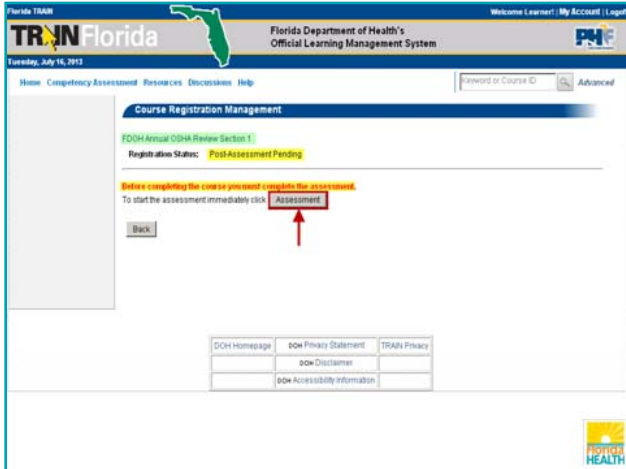


After clicking the OK button, the screen will refresh. If there is an assessment for the section, the Registration Status will now read Post-Assessment Pending, and a single button will be shown.

A warning statement will appear stating that before you complete the course section you must complete the section's assessment. To begin the assessment, click the Assessment button.

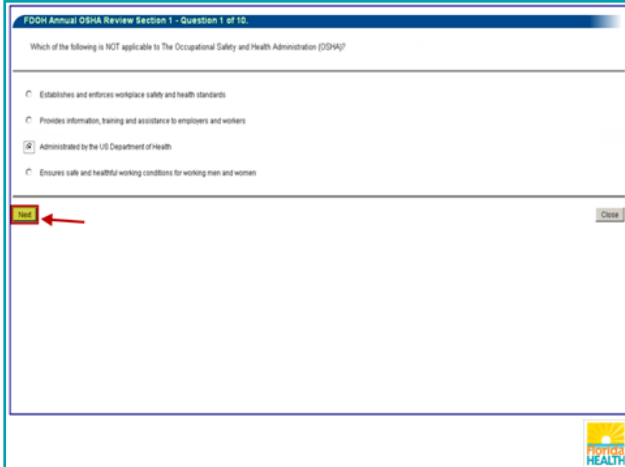## Slide 14 – Course Section Assessment - Start Page
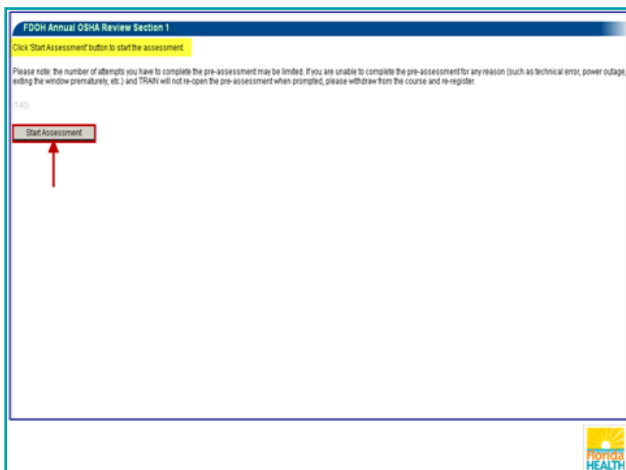


The assessment will open in a new browser window and you will be re-directed to the Start Assessment page for the course section.

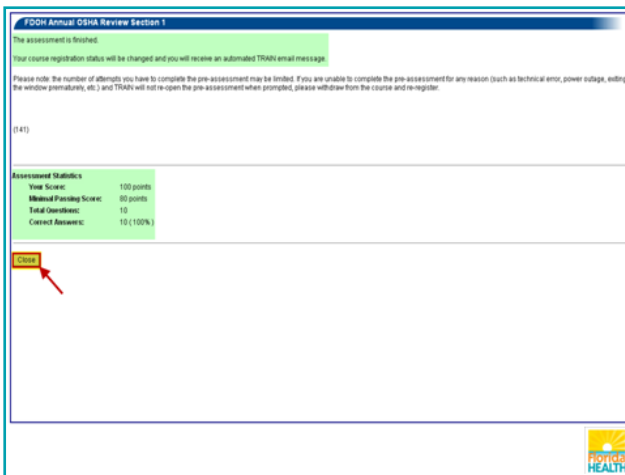To begin the assessment, click on the Start Assessment button.

Please note: per TRAIN - the number of attempts you have to complete the assessment may be limited. If you are unable to complete the assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the assessment when prompted, please withdraw from the course and re-register.

## Slide 15 – Course Section Assessment

After you click the Start Assessment button proceed through the course section assessment questions, as they are presented, by clicking the Next button after choosing your answer.

## Slide 16 – End of the Course Section Assessment

Once you have completed the section's assessment, your score and pass or fail information will be presented.

The status will be changed for this section, and you will receive an e-mail from the TRAIN system confirming your completion of this course section. Click on the Close button to close the assessment.

## Slide 17 – Section Completed
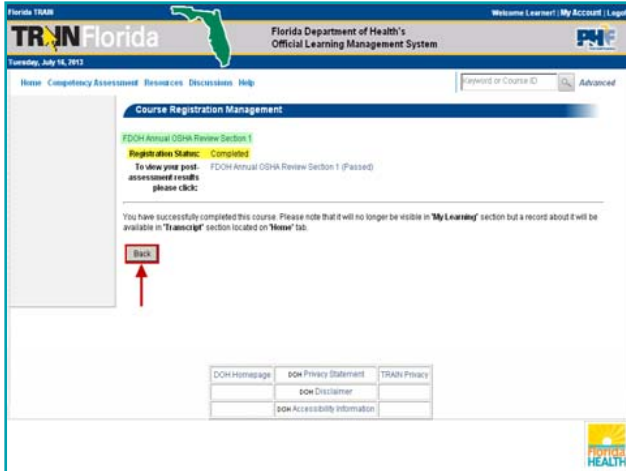


The Assessment browser window will close.

If you have successfully completed and passed the section assessment, the next screen will show the section's Registration status as Completed, and give you access to view your post-assessment results.

To continue completing the remaining course sections and assessments, click on the Back button.

## Slide 18 – Course Registration Management Page III
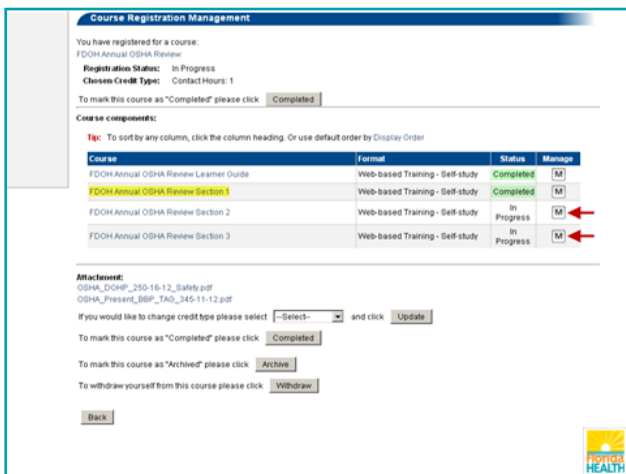


After you click the Back button, you will be taken back to the full Course Registration Management page.

Section 1 of the course, in the course components menu, should now read Completed.

The process to access and complete the sections will be the same for all sections with assessments. Simply click the Manage buttons next to the remaining sections for your course, and follow the instructions from slides 10-17.

## Slide 19 – Course Registration Management Page IV



After you have completed all of the course sections, and passed the section assessments for your blended learning course, you will be returned to the Course Registration Management page.

All sections and the course Registration Status should read Completed.

Please note: If you have not completed and passed the assessment for each section, you will not be able to complete the whole course in the system. You will be able to re-take the section assessments as many times as the Course Provider has allowed in order to pass, and complete the section. Until the assessment is passed, the section status will read, Post-Assessment Pending.

The page will also show a section asking you to enter a grade for the course, this is not necessary, as each of the sections has a grade already. You may skip entering a grade.

At this time you must complete the Course Evaluation as the last step before completing the course as a whole. To access the Course Evaluation, click on the Evaluation button.
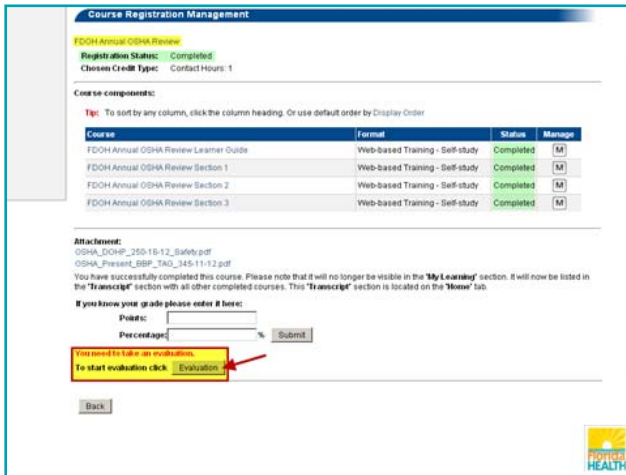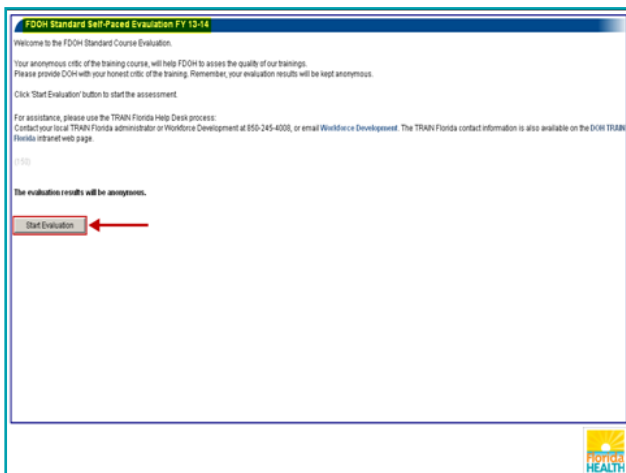
## Slide 20 – The Course Evaluation



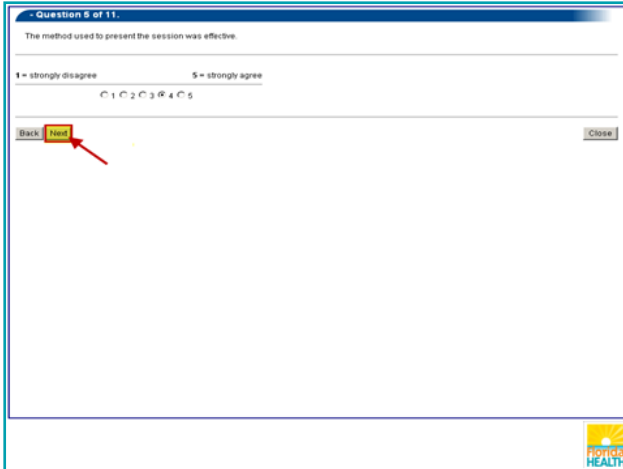The Course Evaluation page will open in a new window.

The Course Evaluation is an anonymous review of the training course that will help the Department assess and maintain the quality of DOH training courses in TRAIN Florida.

The evaluation is not scored, but must be completed in order to properly complete your training course.

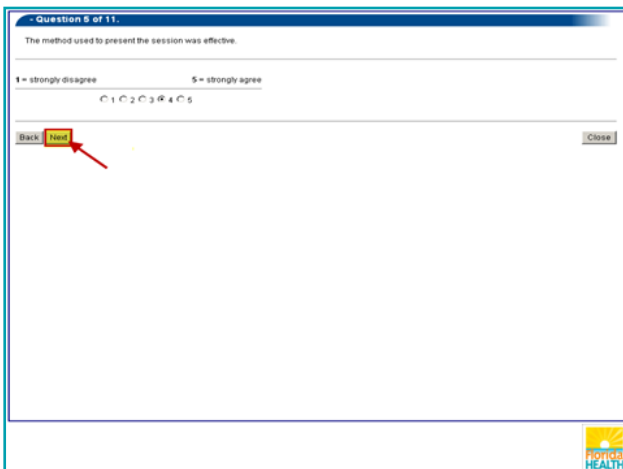To begin the evaluation, click the Start Evaluation button.

## Slide 21 – The Course Evaluation II



After you click the Start Evaluation button proceed through the questions, as they are presented, by clicking the Next button after choosing your answer.
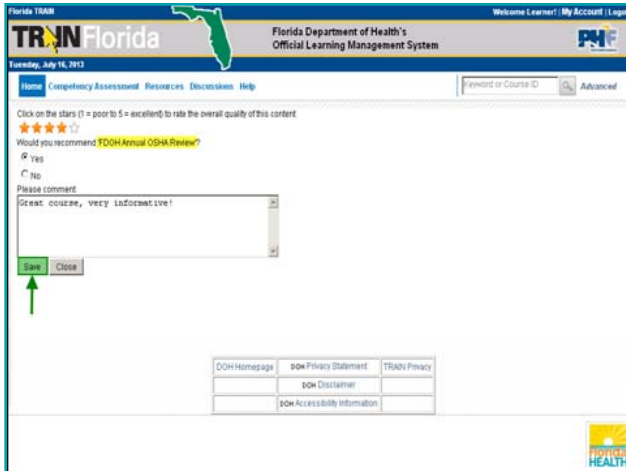
## Slide 22 – End of the Course Evaluation



Once you have completed the evaluation, your course status will be changed to reflect it being finished and you will receive an e-mail from the TRAIN system confirming your completion.

Click on the Close button to close the evaluation.

## Slide 23 – Course Rating Page



You will then be taken to a page asking you to rate the training course as a whole.

Rating the course is optional, but we encourage you to choose to rate the course. Your feedback is an important resource for the continued improvement of the courses provided by the Department, in TRAIN Florida.

If you choose to rate the course, after you have entered your information, click the Save button to continue.

If you choose not to rate the course, click the Close button to continue.

## Slide 24 – Course Registration Management Page - Completed Course
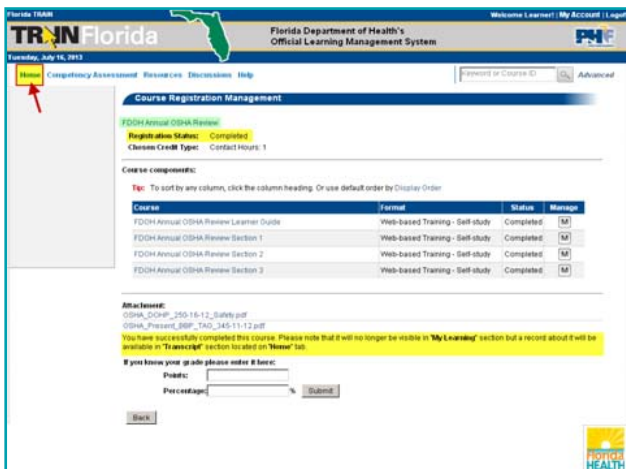


The evaluation browser window will close. You will then be taken back to the Course Registration Management page.

The page will reflect the course Registration Status as Completed.

You have successfully completed your blended learning DOH training course.

The completed course information will now be available in your training transcript.

You can locate your transcript by returning to your TRAIN Florida learner home page.  Click on the Home link, in the top navigation bar.

## Slide 25 – TRAIN Florida Learner Home Page - Transcript
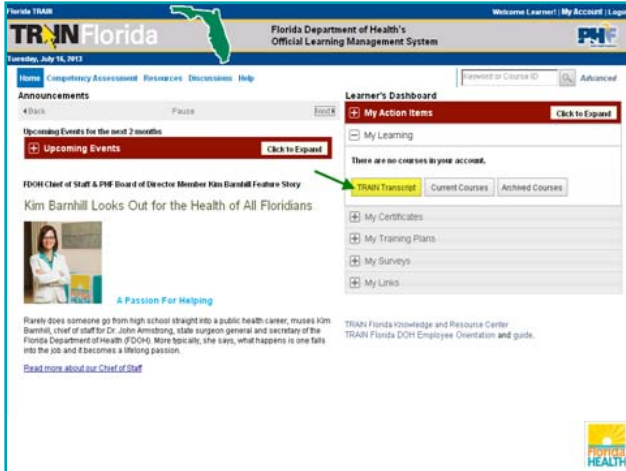


Your transcript information can be accessed with the TRAIN Transcript feature, located in your My Learning tool.

Further information on how to manage your TRAIN Florida transcript can be found in the TRAIN Florida Learner Tutorial "How to Manage TRAIN Transcripts" and in the TRAIN Florida User Guide.

## Slide 26 – End Slide - Contact Information
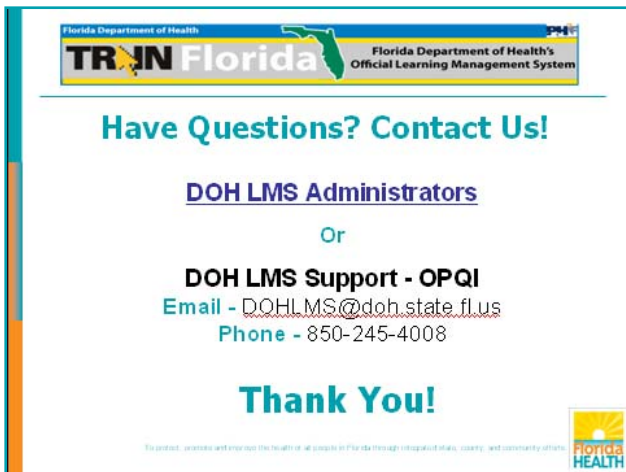


If you have any questions or concerns regarding how to complete blended learning courses in TRAIN Florida, please contact your DOH LMS Local Administrator or DOH LMS Support Team in the Office of Performance and Quality Improvement (OPQI)

via email at DOHLMS@doh.state.fl.us
or
by phone at 850-245-4008.

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