One of the keys to TRAIN Florida is understanding the grouping structure. Everything in TRAIN, from learner accounts, to course links, to announcements, has a group structure assignment. The group structure breaks an organization down into its smaller groups within TRAIN Florida.

One of the primary benefits is that Local LMS Administrators can easily tailor communications and course assignments to specific groups of users. Groups limit a learner's view and access only to content and information assigned to their learner account groups.

Another benefit is the group structure allows you, as a LMS Administrator to easily tailor your compliance reporting to your local staff, both for specific courses and statewide training plans.
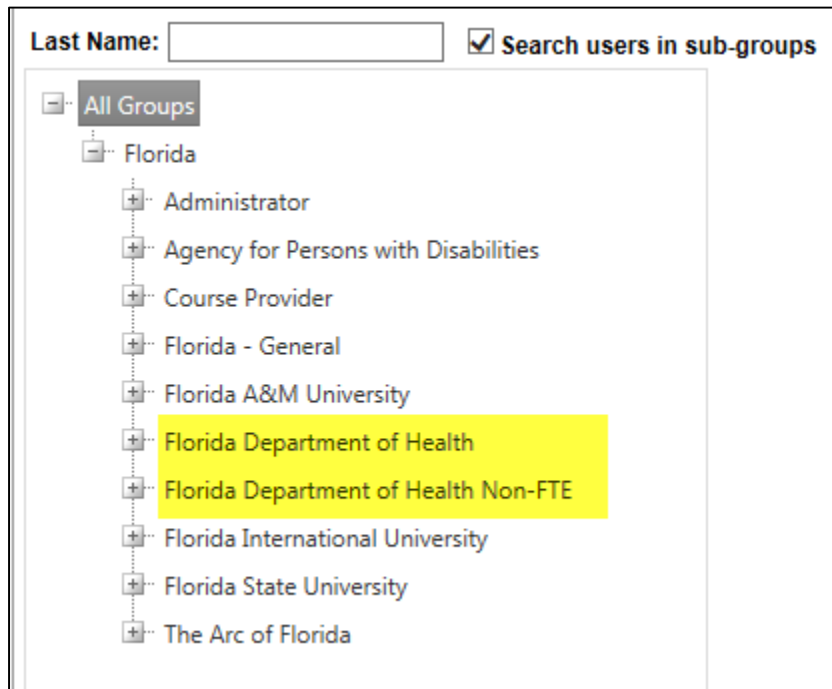
Every learner will be assigned to at least one group in TRAIN Florida by a TRAIN Florida Administrator. Learners also have the ability to add themselves to groups they may have an interest in or professional connection with, by accessing their account through the **My Account** link on the TRAIN Florida homepage.

> **NOTE:** We will be looking at the Florida Department of Health's grouping structure, as an example. Your organization's grouping structure may look slightly different. Please contact your Site Administrators if you have any questions.

Grouping Structures

TRAIN Florida has two Florida Department of Health (DOH) group structures:

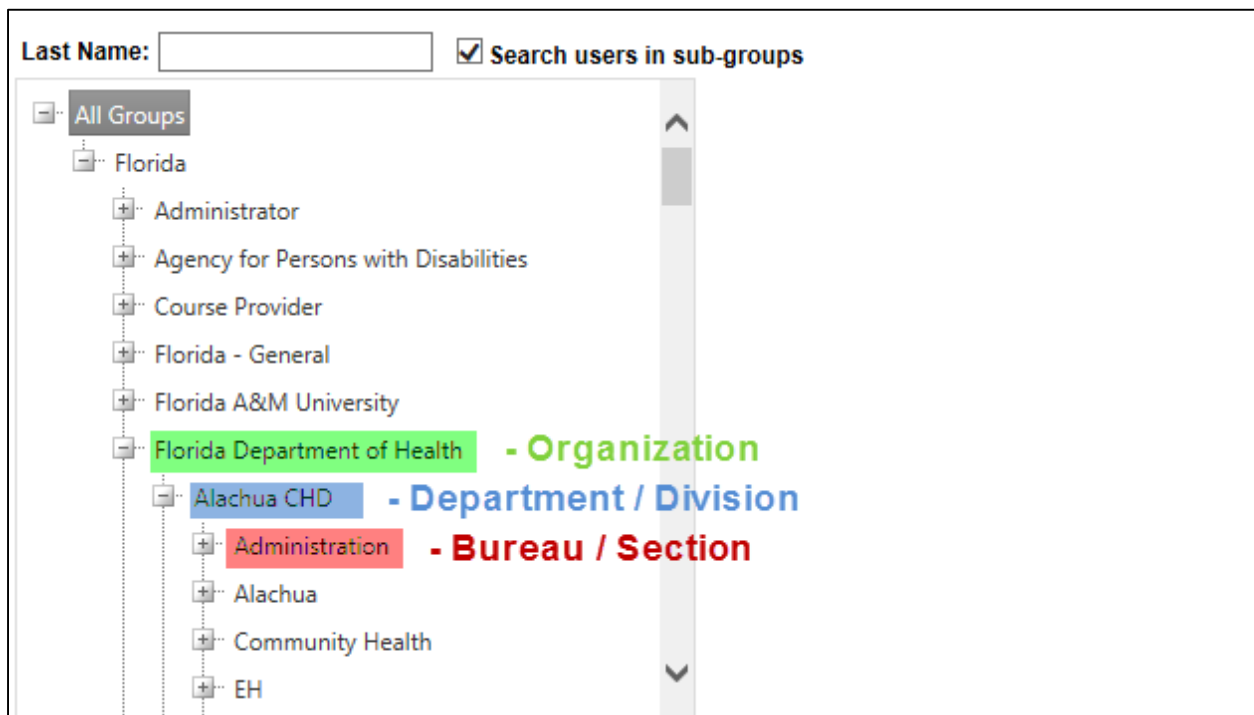Florida Department of Health and Florida Department of Health Non-FTE.

The Florida Department of Health group: Consists of all DOH employees **with** a People First account number and DOH network access, including OPS employees.

The Florida Department of Health Non-FTE group: Consists of all DOH interns, volunteers, contractors and federal assignees that **do not have a People First account**, but may have network access depending on their work assignment.

We will use the <u>Florida Department of Health</u> group as an example but both groups are structured with the following three levels:

1. **Organization Level** - The Florida Department of Health
2. **Department / Division Level** - Executive Staff, Program Areas, Divisions and County Health Departments
3. **Bureau / Section Level** - Offices, Bureaus and Regional Offices

To see a complete listing of all Florida Department of Health and Florida Department of Health Non-FTE groupings, please visit the **TRAIN Florida Administrator Knowledge Center** webpage, the link is provided on the **TRAIN Florida** homepage below the dashboard.

Once you have been re-directed, click on the TRAIN Florida LMS Support Documents section and select the FDOH TRAIN Florida Groups document.

If you have any questions or need assistance regarding Grouping Structures or Grouping Hierarchy, please contact your organization's Site Administrators. For the **Department of Health Site Administrators** please email **DOHLMSSupport@flhealth.gov** or call **850-245-4008**. Thank you for using TRAIN Florida!