Once a learner has completed viewing a course, including all applicable sections, they must manually mark the course and all applicable sections as complete to access the assessment or evaluation if one has been assigned to the course.

It is beneficial for you as a Local LMS Administrator to be aware of the steps in the course completion process to better assist your learners. The process for completing a single presentation Web-based Training, and Blended Learning Series courses and sections **is the same.**

To assist a learner with completing a course, the following steps should be followed:

Step 1: Log in to **TRAIN Florida**

Step 2: From the TRAIN homepage – Click the **My Learning** tool in the **Dashboard** – Click the **Current Courses** button.

Step 3: The learner will be directed to the **My Learning** page that lists all of their courses that are currently In Progress, or pending a Post-Assessment and/or Evaluation.
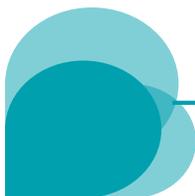
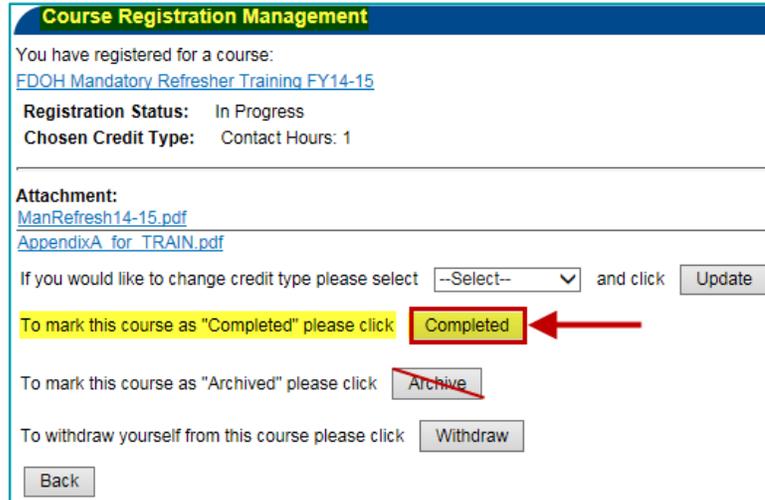Direct the learner to click on the **Manage icon (letter M)** next to the course they are ready to complete.

Step 4: The **Course Registration Management Page** will open for the course.

Course Registration Management

You have registered for a course:
FDOH Mandatory Refresher Training FY14-15
Registration Status: In Progress
Chosen Credit Type: Contact Hours: 1

Attachment:
ManRefresh14-15.pdf
AppendixA_for_TRAIN.pdf

If you would like to change credit type please select --Select-- and click [Update]

To mark this course as "Completed" please click [Completed] ←

To mark this course as "Archived" please click [Archive]

To withdraw yourself from this course please click [Withdraw]

[Back]

This page has many features to help manage the course including:

- Access to the course presentation – click the course title
- The course registration status – should read In Progress
- Access to any attachments related to the course – click the document links
- Update/change the chosen credit type – choose from drop down, click Update button
- Archive the course – Do Not Archive Courses
- Withdraw from the course – choose if learner doesn't need to be registered

To access the assessment and/or evaluation, and fully complete the course the learner should click the **Completed** button.

Step 5: **If an assessment and/or evaluation has been assigned** the learner will be prompted to start the assessment or evaluation by clicking the appropriate button.

Have the learner click the **Assessment/Evaluation** button to launch and complete the assessment and/or evaluation.
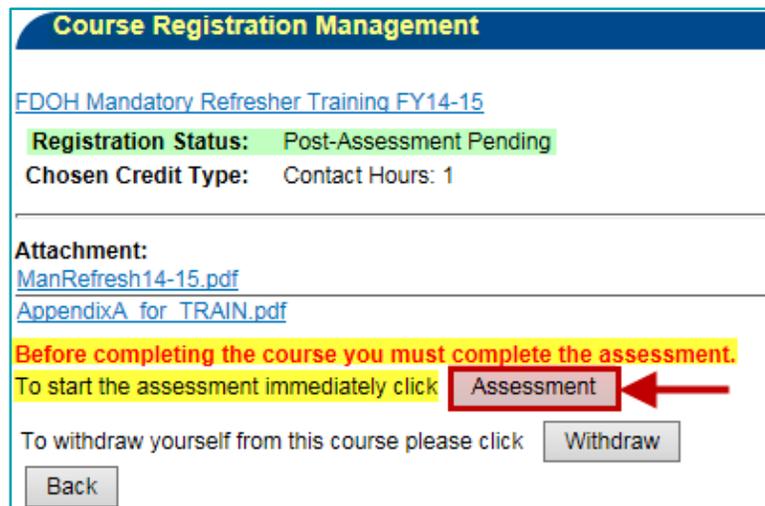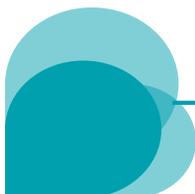
Course Registration Management

FDOH Mandatory Refresher Training FY14-15
Registration Status: Post-Assessment Pending
Chosen Credit Type: Contact Hours: 1

Attachment:
ManRefresh14-15.pdf
AppendixA_for_TRAIN.pdf

Before completing the course you must complete the assessment.
To start the assessment immediately click [Assessment] ←

To withdraw yourself from this course please click [Withdraw]

[Back]

NOTE: The learner must complete the assessment, and/or a course evaluation if one has been assigned, to fully complete the training course.

In the TRAIN Florida system, a course is not considered complete, even if it is labeled as such, until all components have been fully completed and the course has been <u>verified</u>.

If you have any questions or need assistance with helping a learner complete a TRAIN Florida course, please contact your organization's Site Administrators.

For the **DOH LMS Site Administrators** please call **850-245-4008** or email **DOHLMSSupport@flhealth.gov**.