TRAIN Florida – APD
How to manage
TRAIN Florida APD
Learner Dashboard

The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in their Communities.

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APD Technical Support and Communication

Image 1

We are just an email away!

If you cannot find the answer to your problem or require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apd.lmssupport@apdcares.org.

TIP!
After viewing an online presentation, return to the My Learning tile. Locate the course and navigate to the Course Management page. This page allows you to complete the course. For additional help, see **How do I manage a TRAIN Florida course?**

Section 1	
	Introduction

The dashboard is your primary tool for course management in TRAIN Florida. This document provide instructions on how to manage the TRAIN Florida APD **Learner Dashboard**.

This symbol indicates that additional help for the TRAIN Florida APD training resource, instructions, or tutorials are available.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apd.lmssupport@apdcares.org

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Section 2	
	Review the Dashboard Features

TRAIN Florida has grouped tools together into the Dashboard to allow you access to manage personal trainings, learning information, and assigned surveys.

❑ The dashboard is your primary tool for course management in TRAIN Florida.
❑ Your dashboard is located on the upper-right side of the homepage.

This is your personalized **TRAIN Florida** training **Dashboard**.

You will always see these six menu tiles:

1. **My Actions Items**
2. **My Learning**
3. **My Certificates**
4. **My Training Plans**
5. **My Survey**
6. **My Links**

Image 2

Click the plus sign, ⊞, or any place on the tile to view the details. Click the minus sign ⊟, to hide them.

The following sections provide a brief review of the Dashboard tools, but please keep in mind, the steps on how to fully navigate and manage the all of these tools, are located in the **APD Training Portal** web page, or the **TRAIN Florida Knowledge Learner Center**.

Section 3

My Action Items

The **My Action Items** tool displays the number of pending or outstanding action items, or items needing attention, learners have in the system.

For example, you may have outstanding course assessments, evaluations, or ratings to complete. Those action reminders will appear here in the **My Action Item** tile.

To review an action, click on the item you want to review. This will take you to the item or items that have some type of outstanding action to review. You can then choose to complete the action or chose to manage the action item.
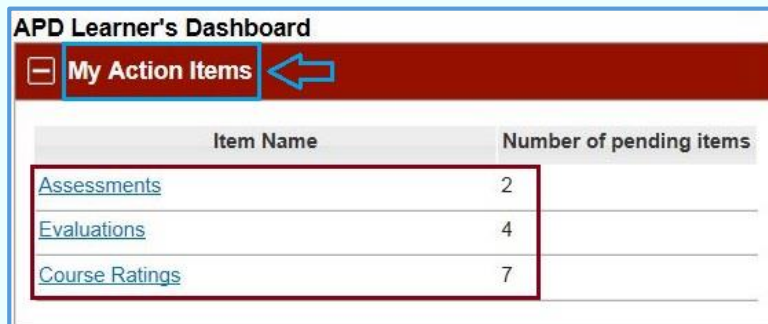
APD Learner's Dashboard

My Action Items	
Item Name	**Number of pending items**
Assessments	2
Evaluations	4
Course Ratings	7

Image 3

Instructions on how to manage the **My Action Items** are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage My Actions - Guide**, and under Learner Questions and Answers under TRAIN Florida Tools and Resources; **How do I manage the My Action Items tool?**

Section 4

My Learning

The **My Learning** tool displays the last six courses the learner has accessed, the course completion status, and the course format type.

Using this tool, you have access to several different features to manage your trainings:

❑ You can review the listed course information by clicking on the course titles

❑ You have access to your TRAIN transcript, and

❑ You are able to access features to manage their current courses, which are the courses listed as In Progress

Additional instructions on how to manage the **My Learning** are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage My Learning - Guide**, and under Learner Questions and Answers under TRAIN Florida Course Management; **How do I manage the My Learning Tool?**
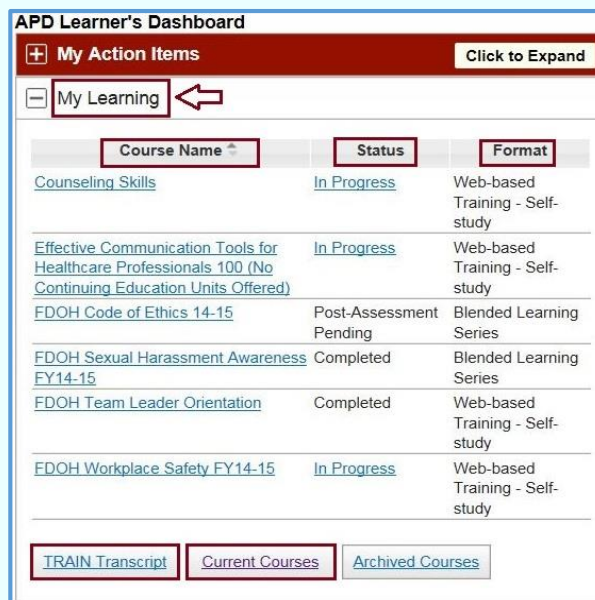
APD Learner's Dashboard

My Action Items		Click to Expand

My Learning

Course Name	Status	Format
Counseling Skills	In Progress	Web-based Training - Self-study
Effective Communication Tools for Healthcare Professionals 100 (No Continuing Education Units Offered)	In Progress	Web-based Training - Self-study
FDOH Code of Ethics 14-15	Post-Assessment Pending	Blended Learning Series
FDOH Sexual Harassment Awareness FY14-15	Completed	Blended Learning Series
FDOH Team Leader Orientation	Completed	Web-based Training - Self-study
FDOH Workplace Safety FY14-15	In Progress	Web-based Training - Self-study

TRAIN Transcript	Current Courses	Archived Courses

Image 4

Section 5
The TRAIN Transcript Feature

The **My Learning tool** is where you will find your TRAIN transcript.

- ❑ You can access the TRAIN Transcript by clicking on the **TRAIN Transcript** button.
- ❑ The window will refresh and display the Transcript screen.

APD Learner's Dashboard

Course Name ⬍	Status	Format
Counseling Skills	In Progress	Web-based Training - Self-study
Effective Communication Tools for Healthcare Professionals 100 (No Continuing Education Units Offered)	In Progress	Web-based Training - Self-study
FDOH Code of Ethics 14-15	Post-Assessment Pending	Blended Learning Series

TRAIN Transcript | Current Courses | Archived Courses

Image 5

The transcript screen has two sections: Transcript and Non-TRAIN Courses. This page is the official list of all of your completed courses both TRAIN Florida hosted and Non-TRAIN hosted. You can view your course completion information, export the information to a .pdf or e-mail the transcript information directly from the system.

The Non-TRAIN Course section provides you and the TRAIN Florida APD site administrators the ability to **add** a TRAIN course or other Non-TRAIN courses to a transcript. However, the TRAIN Florida APD site administrators must verify Non-TRAIN Courses, before they will be officially recognized.

You can click the Back button and return to your Home page.

📑 Instructions on how to manage the **TRAIN Transcript** are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage TRAIN Transcripts - Guide**, and under Learner Questions and Answers under TRAIN Florida Course Management; **How to manage my TRAIN Florida Transcript**
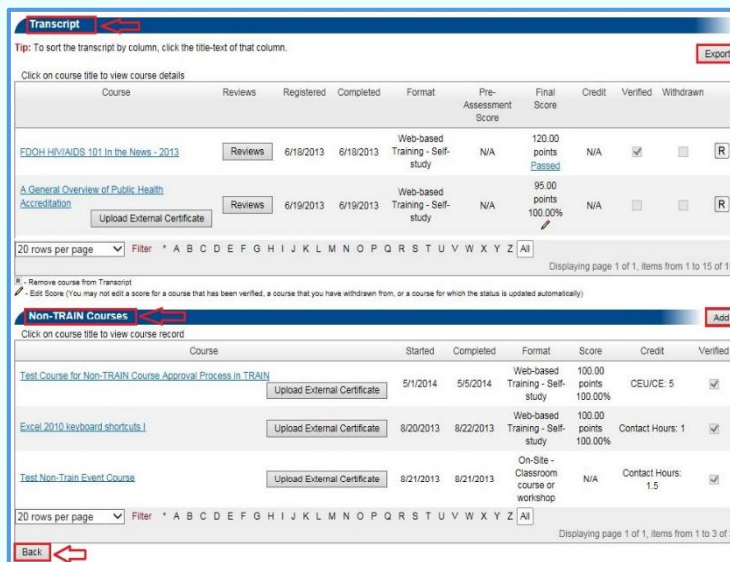
Image 6

📑 Instructions on how to manage the **Non-TRAIN Courses** are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage the Non-Train Courses - Guide**, and under Learner Questions and Answers under TRAIN Florida Course Management; **How to manage NON-TRAIN courses**.

Section 6

The Current Courses Feature

The **Current Courses** tool is where you will find a list of your current courses.

- ❑ You can access the Current Courses by clicking on the **Current Courses** button.
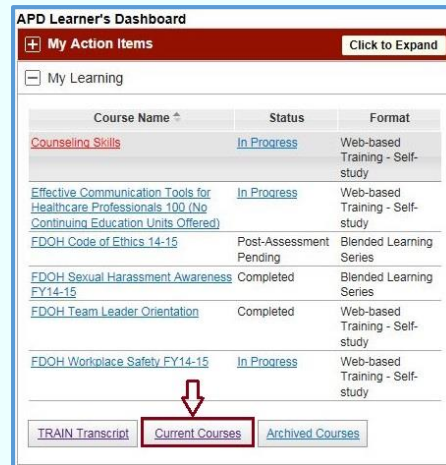- ❑ The window will refresh and display the Current Courses screen.

Image 7

This page helps you to manage your current, or In Progress courses, which are courses that are not yet complete. Using this feature is the most direct way to access course details, assessments, and complete your courses.
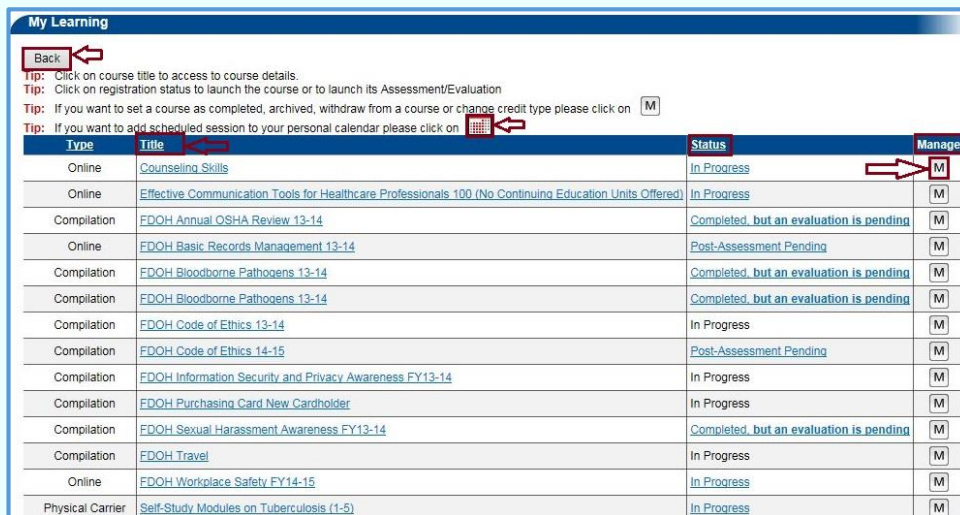

Image 8

On this page, you can:

- ❑ Click on any course **Title** to access the course details.
- ❑ Click on the registration **Status** to launch the course, post-assessment or evaluation.
- ❑ Click on the **Manage icon** to access the course registration management page to set a course as completed, access the post assessment or evaluation, withdraw from a course, or change the credit type.
- ❑ Click on the **calendar icon** to add a scheduled session to your personal calendar.

You can click the **Back** button and return to your Home page

Instructions on how to manage courses are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to complete a course - Guide**, and **How to complete a Blended learning course - Guide** and under Learner Questions and Answers under TRAIN Florida Course Management; **How do I manage a TRAIN Florida course?**, and **How do I complete a Blended Learning Series course?**

Tip:
Please use the following resources to locate and complete a course assessment and evaluation:
Course Completion Assessment and Evaluation - Blended Learning Series
Course Completion Assessment and Evaluation - Self-Pace

Section 7

The Archived Courses Feature

APD has elected not use the Archived Courses feature.

Image 9

If you find that you are registered in a course in error, or are In Progress in a course but cannot complete it, ***do not*** archive the course. Please use the **Withdraw** feature, to remove yourself from the course.

Instructions on how to **Withdraw** from a course are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to withdraw from a course - Guide** and under Learner Questions and Answers under TRAIN Florida Course Management; **How to withdraw from a TRAIN Florida course**.

Section 8

My Certificates

The **My Certificates** tool shows a list of your earned certificates, and allows you access to your training certificates after you complete courses in TRAIN Florida, or add certificates to Non-TRAIN courses.

Image 10
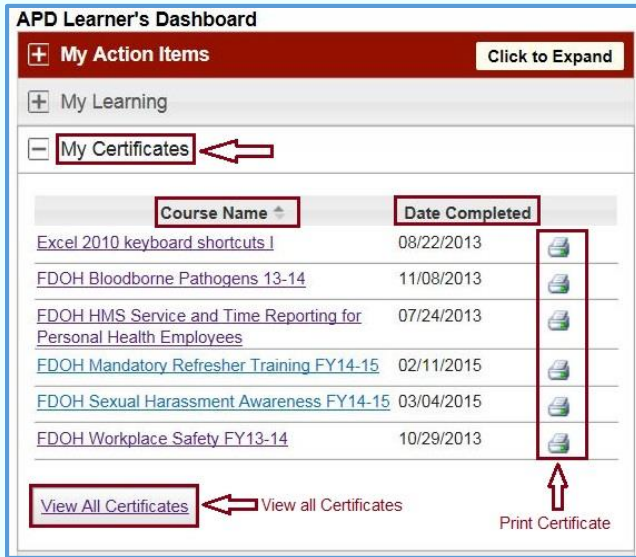
When you open the tool you will see the course name, date completed and print icons for certificates from your last six courses. To open and print a certificate, click on the print icon and follow your local printing instructions.

To access a full list of your certificates click on the **View All Certificates** button.

❑ The window will refresh and display the **Certificates** screen.

The **Certificates** screen, allows you to view, or save and print your certificates.

❑ You sort the column headers.
❑ View the course details by clicking the course title
❑ Save and print the certificate by clicking on the certificate name.
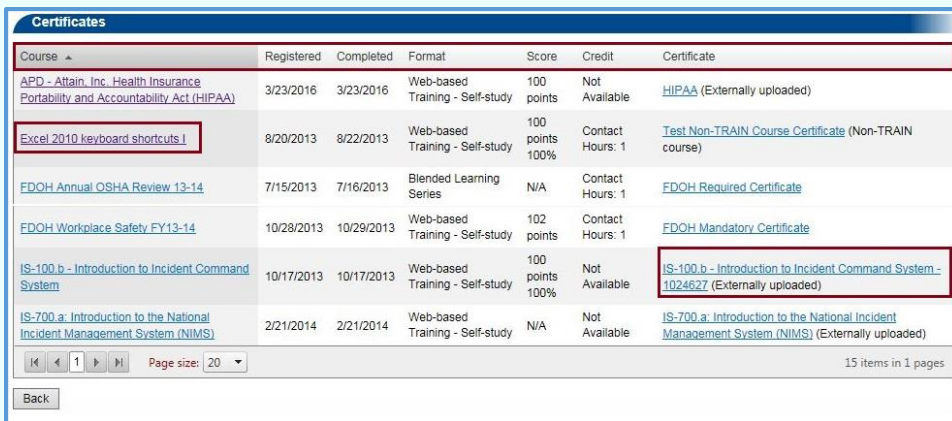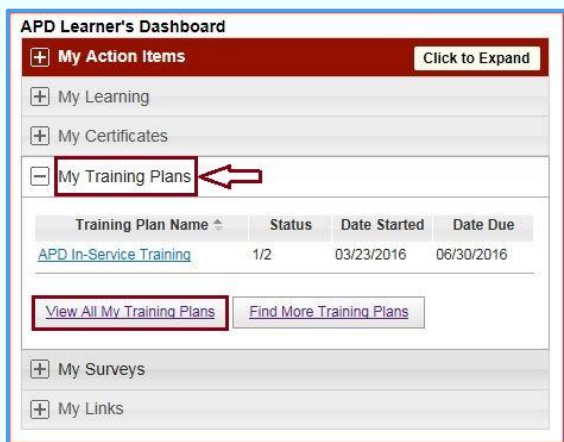

Image 11

Instructions on how to locate and manage certificates course are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage My Certificates - Guide** and under Learner Questions and Answers under TRAIN Florida Course Management; **Where are my training certificates?,** and **How to upload a training certificate to My TRAIN Florida Transcript.**

Section 9

The My Training Plans Feature

Training plans are groups of trainings that TRAIN Florida administrators have put together to shorten the steps for locating courses, or a series of courses. For example, the Provider Basic, Service-Specific, and In-Service training courses have a training plan.

You can view your assigned training plans by opening the My Training Plans tool.

Image 12

The plans are listed by:

- ❑ Training Plan Name.
- ❑ Status of completion.
- ❑ The Date Start.
- ❑ The Date Due.

To view or access the courses in a Training Plan, can click the title of the plan, or click the **View All My Training Plans** button.
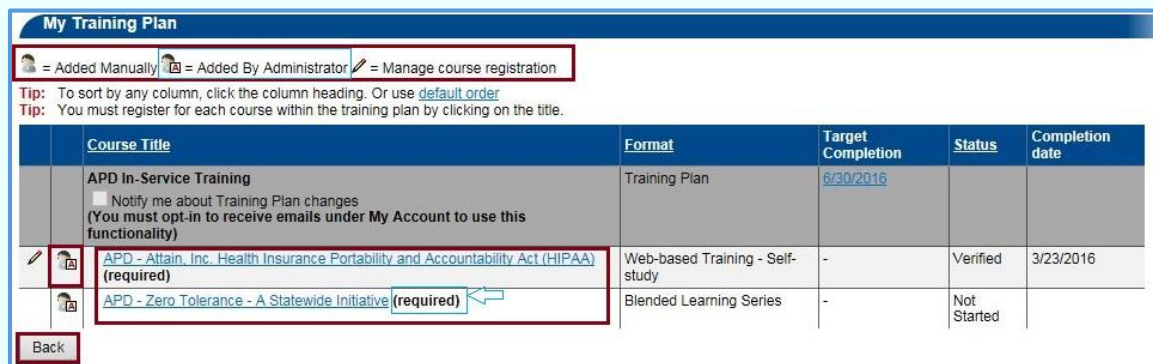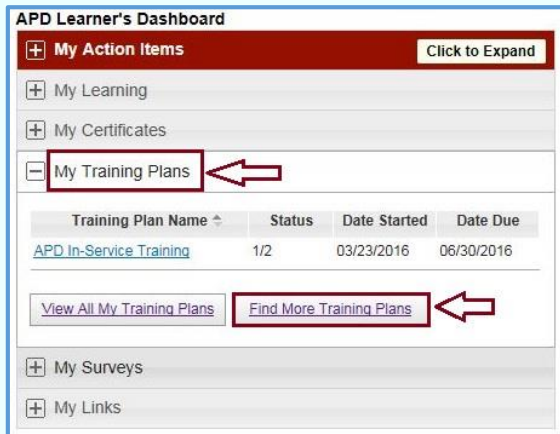
Image 13

The My Training plan page will show you which courses are included in the plan, and if they are required or optional, you can remove self-assigned Training Plans from your account, and view the course details for the plan's courses by clicking on the course titles.

There are several icons on the top of the page that can help you identify how a training plan has been assigned to you. Take note, you cannot remove yourself from a training plan if it has been assigned by a TRAIN Florida administrator.

You can click the **Back** button and return to your Home page.

You can find more training plans assigned to TRAIN Florida by opening the **Find More Training Plans** tool.

Image 14

The plans are listed by:

❑   Training Plan Name.

❑   Status of completion.

❑   The Date Start.

❑   The Date Due.

Find More Training Plans Tools

If you are interested in adding yourself into a training plan, click on the **Find More Training Plans** button. You will be directed to a list of available training plans and a description for each one. If you are interested in adding or are directed to add a training plan to your account, locate the title on this list.
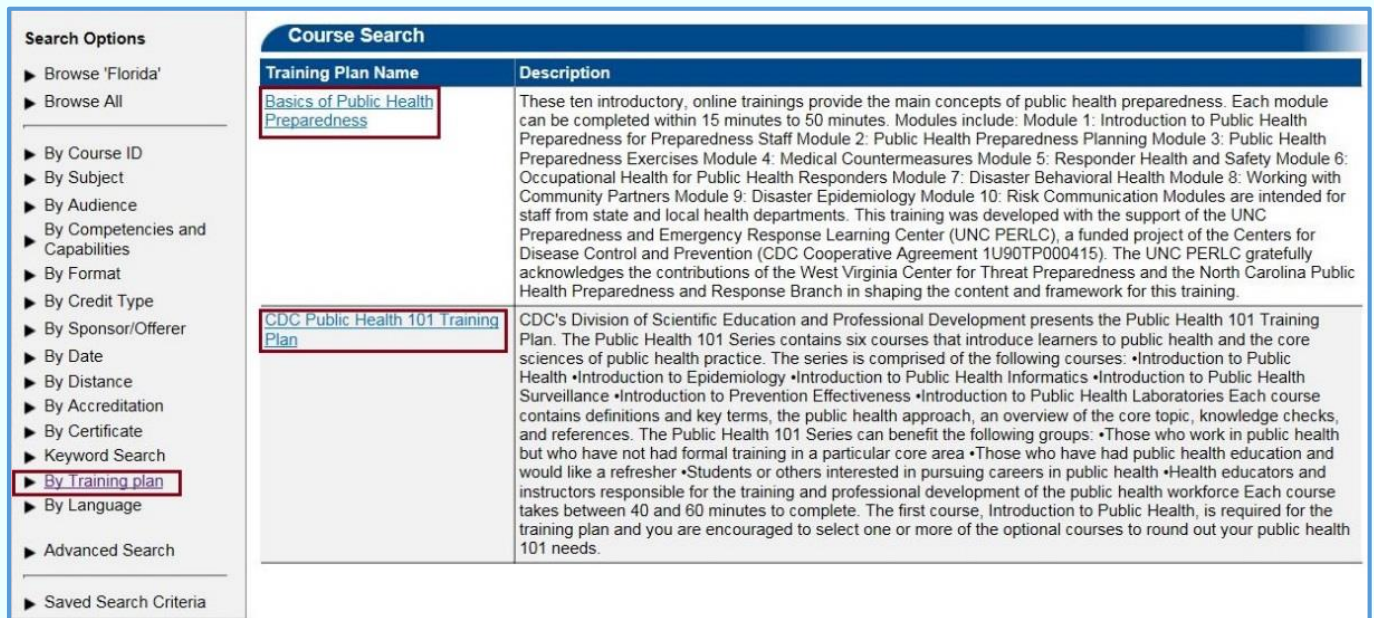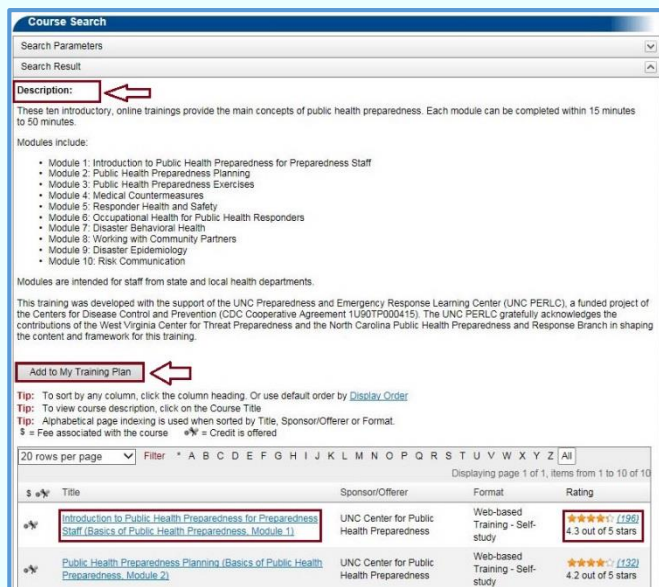

Image 15

Click on the course titles to view individual course details.

❑   The window will refresh and display the Course Search screen.

On the Course Search screen, review the description, view the list of courses offered and see how other learners have rated the training.

If you are interested in adding this plan to your records, you can choose to do so by clicking the Add to My Training Plan button.

Image 16

Instructions on how to locate and manage certificates course are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage Training Plans - Guide** and under Learner Questions and Answers under TRAIN Florida Course Management; **How to manage my TRAIN Florida Training Plans?**

Section 10

The My Survey Tools Feature

Like the Training Plans, the TRAIN Florida APD site administrator assigns learners to a survey. Click the **View All My Surveys** link to view all assigned surveys.

Instructions on How to Manage My Surveys are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage My Surveys - Guide**.
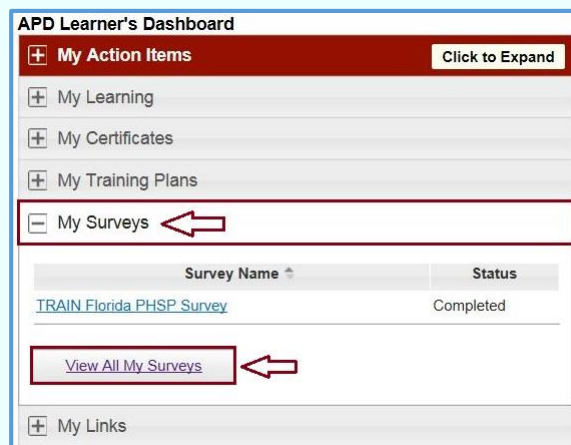
Image 17

Section 11

The My Links Feature

The **My Links** panel has two parts. Under **Links** are quick links to TRAIN Florida information and resources. Click **Add My Link** to add a web link.

Instructions on How to Manage My Surveys are located on the TRAIN Florida Learner Center under Learner Tutorials; **How to manage My Links - Guide**.
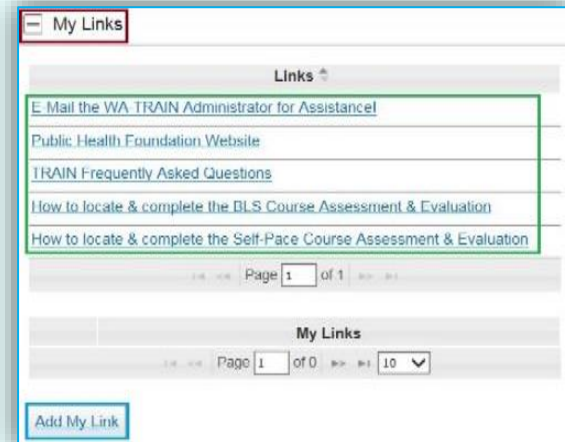
Image 18

Section 12

Who to contact for questions and problem solutions

APD Technical Support and Communication

Image 19

We are just an email away!

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apd.lmssupport@apdcares.org.

As a TRAIN Florida APD learner, I promise not to contact the Florida Department of Health or the Public Health Foundation for assistance. Thank you for supporting TRAIN Florida APD.

Image 20