

Your Learning

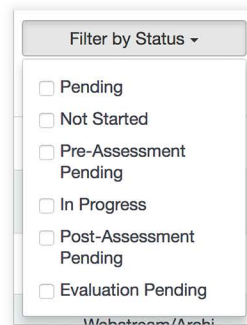
The 'Your Learning' page contains relevant information about your training on the TRAIN Learning Network. You may check your current status, print certificates, or access your transcript. Let's explore the 'Your Learning' page in greater detail.

Your Current Courses

► The 'Your Current Courses' tab displays a list of your active courses along with courses you have saved.

The 'Filter' dropdown menu on the right contains the following options:

- Pending
- Not Started
- Pre-Assessment Pending
- In Progress
- Post-Assessment Pending
- Evaluation Pending



If you have not selected at least one of these options, all of your courses will be visible. You may select multiple options and changes to the courses on page will be instantly applied. Your course listing will only display courses based on your selected status filter(s).

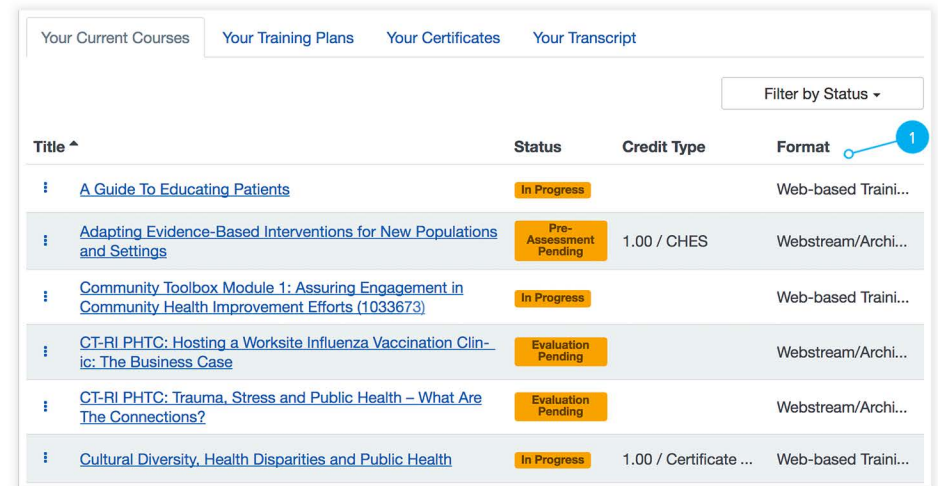
Your Current Courses: Course Registrations

► Underneath the filter dropdown menu is a listing of your course registrations.

1. By default, the list is sorted alphabetically by title, and it contains the following information:

- Title
- Status
- Credit Type
- Format

You are able to sort by any column by clicking the column header. Your full registration status is displayed in the status column. For example, if you have a course record that contains a mandatory evaluation, 'Evaluation Pending' will appear as the course status.



Title ^	Status	Credit Type	Format
A Guide To Educating Patients	In Progress		Web-based Traini...
Adapting Evidence-Based Interventions for New Populations and Settings	Pre-Assessment Pending	1.00 / CHES	Webstream/Archi...
Community Toolbox Module 1: Assuring Engagement in Community Health Improvement Efforts (1033673)	In Progress		Web-based Traini...
CT-RI PHTC: Hosting a Worksite Influenza Vaccination Clinic: The Business Case	Evaluation Pending		Webstream/Archi...
CT-RI PHTC: Trauma, Stress and Public Health – What Are The Connections?	Evaluation Pending		Webstream/Archi...
Cultural Diversity, Health Disparities and Public Health	In Progress	1.00 / Certificate ...	Web-based Traini...

Your Current Courses: Course Details

► Each course title on the list links to the 'Course Details' page. In front of each course title is the action menu (marked by a three dot icon). The action menu opens a dropdown selection, which contains the following possible items:

- **Launch** – This option is only available for online courses.
- **Assessment** – This option is for courses in "Pre/Post Assessment Pending" status.
- **Evaluation** – This option is available if there is a course evaluation ready.
- **Go to Step 2 of Registration** – This option is available if there are multiple steps in the registration process.
- **Change Credit Type** – With this option, you are able to change your credit type selection.
- **History** – This option is only visible if there is more than one registration for the same course.
- **Withdraw** - This option withdraws the registration.
- **Mark Completed** - If the course allows self-completion, this option changes the registration status to completed.



Your Training Plans

▶ The 'Your Training Plans' tab displays all training plans that you are registered for. By clicking the expand arrow to the right of the course listing, each section within the training plan is displayed. If the training plan does not have separate sections, than all courses within the training plan will be displayed. Each section within the training plan is also expandable. Expanding the section will display the individual courses within that section. Completion requirements for section(s) or course(s) are indicated (if applicable). The training plan list contains the same columns as the 'Your Current Courses' tab with the addition of the 'Score' column; however, sorting is disabled. By default, your training plan and section rows are collapsed. The action menu is available to the left of each course title within the training plan. When you click the action menu for a course, you will be given the same menu options as the course title offers in the 'Your Current Courses' list. If you have not yet registered for a course within the training plan, the action menu for the course will allow you to register for the course or save for later.

If you wish to withdraw from a training plan, you can click the (X) to the left of the training plan title and confirm your withdrawal. Note that training plans assigned to you by an administrator will not include an (X) to withdraw.

Your Certificates

▶ While logged into TRAIN, the 'Your Certificates' tab displays a list of your available certificates. The 'Your Certificates' tab includes the following columns :

- Name
- Completion Date
- Score

By default, the list is sorted by name, but you are able to sort by any column by clicking the column header. A download icon is shown to the left of each certificate. When clicked, it downloads the corresponding certificate. If you have completed a course but it requires verification prior to being able to download the certificate, it will appear in the list with an action menu (⋮) to the left of it. Once the action menu is clicked, it will indicate if verification is necessary or if you need to complete an evaluation. Once verified or the evaluation completed, the certificate will be available for download.

Your Certificates: Multiple Registrations

▶ If you completed the same course multiple times, a clock icon with a number will appear to the left of the course title. The number indicates how many certificates you have available for the course. When the clock icon is clicked, a window will open, displaying the certificates available for download along with the completion dates. A download icon is displayed in front of each registration with a certificate. An action menu (☰) is also displayed in front of your pending certificate registrations as well; however, when you click the icon, it will indicate that the completion will need to be verified. You will need to complete any pending evaluation or receive verification by the Affiliate or Provider before you are able to download the certificate.

History: Orientation to Public Health

Registration Date	Completed Date	Score	Credit Type	Status
☰ Jan 22, 2017				Not Started
☰ Jan 19, 2017	Jan 19, 2017			Completed: Not Verified
☰ Dec 15, 2016	Dec 15, 2016			Completed: Not Verified

Your Transcript: Download Transcript

▶ Under the 'Your Transcript' tab is the 'Download Transcript' button. When clicked, a window appears, asking you to select a date range to download. The date range is pre-populated with a start and end date that covers the past 30 days.

You may change the fields to any date range you desire. Once you have selected your date range, click the 'Download' button to generate your transcript.

Note: Course registrations are filtered by completion date. In addition, if you withdrew your registration from a course, your course withdrawal status will be included on your transcript as well. Withdrawn courses will only display on the downloaded transcript if they are currently displayed within the 'Your Transcript' tab.

Transcript Download

Start Date: 12/27/2016 End Date: 01/26/2017

Cancel Download

Your Transcript: Add an External Record

▶ The 'Add an External Record' button opens a page that allows you to add a non-TRAIN course record. Once you've added the course record and saved it, it will show on your transcript along with your other courses and indicate 'User Added' in the format column. Each external record becomes a link that opens the 'Edit External Record' page. If you ever want to delete external training records from your transcript, you may do so within the 'Edit External Record' page.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Download transcript Add an external record Show withdrawn courses

Your Transcript: Remove Option for Course Registrations

▶ If you want to permanently remove a course registration from your transcript, you may do so; however, keep in mind that the course registration will not reappear once it has been removed. The course registration removal functionality is only available on the 'Your Transcript' page.

Click the 'History' icon to the left of the course title. Next, click the action menu (☰) on the left of the course registration that you wish to remove. The 'Remove' option will appear. After you click the remove option, you'll have to confirm if you wish to permanently remove the course registration from your transcript. Click the 'Accept' button to confirm the course registration removal, or click 'Cancel' if you want to keep the course registration listed on your transcript.

History: 2013-2017 Models of Excellence Lecture Series: Outbreaks: Protecting Americans from Infectious Diseases - Atlanta, GA - February 2, 2016 (Web on Demand) - WD2211-020216

Registration Date	Completed Date	Score	Credit Type	Status
☰ Feb 15, 2017	Feb 15, 2017	0.20 / CEU...		Completed: Not Verified

Upload External Certificate Remove

Remove Transcript Entry

Are you sure you want to remove "2013-2017 Models of Excellence Lecture Series: Outbreaks: Protecting Americans from Infectious Diseases - Atlanta, GA - February 2, 2016 (Web on Demand) - WD2211-020216" from your transcript? This action cannot be reversed.

Cancel Accept

Your Transcript: Show Withdrawn Courses

▶ On the right of the 'Your Transcript' tab page is an option to 'Show withdrawn courses.' When this checkbox is clicked, the page refreshes and displays course registrations with a withdrawn status along with other course registrations.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Download transcript Add an external record Show withdrawn courses

Transcript Course List

▶ While logged into the TRAIN Learning Network, the course list column displays your course registrations with completed, passed, and not passed statuses along with sorting by completion date, with the most recent completion displayed at the top of the list. Listed below are the following columns on the course list:

- Title
- Status
- Completed Date
- Score
- Credit Type
- Format

The clock icon to the left of course titles allows you to access the history for that registration. If multiple registrations exist for a single course, a number will appear next to the clock icon to indicate the number of registrations. For all user added courses, the action menu is displayed, which allows you to access the 'Edit External Record' page or upload an external certificate. If you have already uploaded an external certificate, you will have the option to edit the certificate.

Title	Status	Completed Date	Score	Credit Type	Format
VDH – Cyber Security Awareness Training	Withdrawn				Web-based Traini...
IS-800.B National Response Framework --	Withdrawn		0.30 / CEU/CE		Web-based Traini...
Basic Microscopy: Basic Microbiology	Withdrawn				Web-based Traini...
Adapting Evidence-Based Interventions	Withdrawn		1.00 / CHES		Webstream/Archi...
Orientation to Public Health	Completed: Not Verified	Jan 19, 2017			Web-based Traini...
Introduction to Training	Completed	Jan 18, 2017			User Added

Your Certificates: Multiple Registrations

▶ If you completed a course and received your certificate outside of TRAIN, you may upload the external certificate by accessing the 'Upload an External Certificate' feature on the action menu within the course history.

Click the clock icon to the left of the course title, then click the action menu, then select 'Upload an External Certificate'. Enter the course or certificate title in the 'Title' text field. Drag and drop or click to upload and image for your certificate, then click the 'Save' button. Once you have added and saved your external certificate, you may view it on the 'Your Certificates' tab. Once you have uploaded the certificate, you can find the 'Edit External Certificate' option in the same way you accessed 'Upload and External Certificate.'

Your Transcript: Verified

▶ If you have a course record with a verified tag value, it will appear as 'Verified' within the 'Status' column.

Registration Date	Completed Date	Score	Credit Type	Status
Jan 22, 2017				Not Started
Jan 19, 2017	Jan 19, 2017			Completed: Not Verified
Dec 15, 2016	Dec 15, 2016			Completed: Not Verified