

OK-TRAIN

A Learning Management System for Professionals Who Protect the Public's Health

Created on March 14, 2006

USER GUIDE

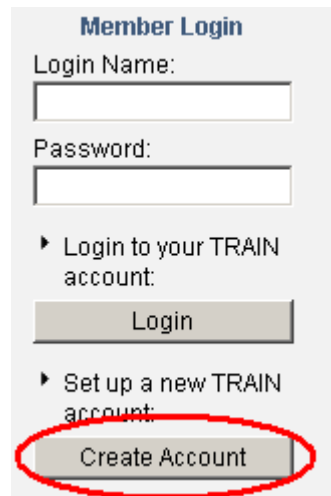
How to login to the TRAIN Network

1. Type **https://ok.train.org** into the address field of your internet browser.
2. When prompted, enter your Login Name and Password and click the Login button.
3. The resulting page will be the **TRAIN** Member Login screen.

NOTE: If you are a first time user, you will need to register by first clicking the **“Create Account”** button, then fill in all required fields for each page and submit your information. Following is a detailed explanation on Creating Your Account. If you have already registered as a member, simply enter your Member Login Name and Password then click the **“Login”** button.

Creating Your Account

1. Go to the **TRAIN** site.
2. Click on **“Create Account”** which appears underneath the login on the left hand side of the screen.
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **[NOTE: Do not hit your browser's “Back” button at any time during the registration process. Instead, use the “Back” and “Next” buttons at the bottom of the pages.]**



The screenshot shows the 'Member Login' interface. It features two input fields for 'Login Name:' and 'Password:'. Below these fields are two options: 'Login to your TRAIN account:' with a 'Login' button, and 'Set up a new TRAIN account:' with a 'Create Account' button. The 'Create Account' button is circled in red.

4. Answer the two secret questions at the bottom of the page with easy-to-remember, one-word answers. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click **“Next”** when finished.
5. On the resulting page, you will be asked to choose the preparedness region in which you work, as well as the county in which you work. You will also be asked to provide your job role(s) and work setting(s).
6. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select **“Other”**, please type your specialization in the space provided. Click **“Next”** when finished.
7. On the resulting page, please select up to 3 settings that best fit your work environment. Click **“Next”** when finished.

8. On the resulting page, additional demographic information will be requested. *This information is not required for registration.* Click **“Continue”** to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner profile information can be edited at any time following registration by clicking on My Account.

What to Do if You Forget Your Password

1. Go to your **TRAIN** Login page.
2. Enter your login name in the appropriate field.
3. Below the **“Create Account”** button, at **“Forgot Password?”** click the **“CLICK HERE”** link.
4. On the resulting page, you will be asked to respond to the two secret questions, which you previously answered when registering for **TRAIN**.
5. **Your password will be displayed.** It will not be e-mailed to you.

Member Login

Login Name:

Password:

▶ Login to your TRAIN account:

▶ Set up a new TRAIN account:

▶ Forgot Password? Enter Login Name above and
[CLICK HERE](#)

How to Edit Your Learner Record

1. Log on to the **TRAIN** site.
2. From the home page, click **“My Account”** from the **“My Learning Record”** box located on the right hand side of the page.
3. On the resulting page, change text and settings as needed (including your password, if desired) by

clicking on either the **“Details,”** **“Groups,”** or **“My Profile”** tab.

My Learning Record

- ▶ My Learning
- ▶ Transcript
- ▶ Certificates
- ▶ Course Archive
- ▶ **My Account**

How to Search for Courses

1. Click on the **“Course Search”** tab, located in Navigation Tab bar at the top of the screen.
2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.
3. Next, either select your search variables from the list or enter your search query in the field provided. You may select multiple variables by holding down the Control key while making your selection. Search Options List Menu.
4. Click **“Search”** to search for your desired courses.

Search Options

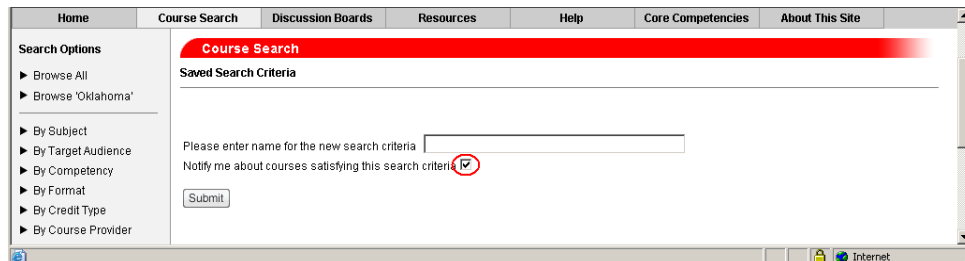
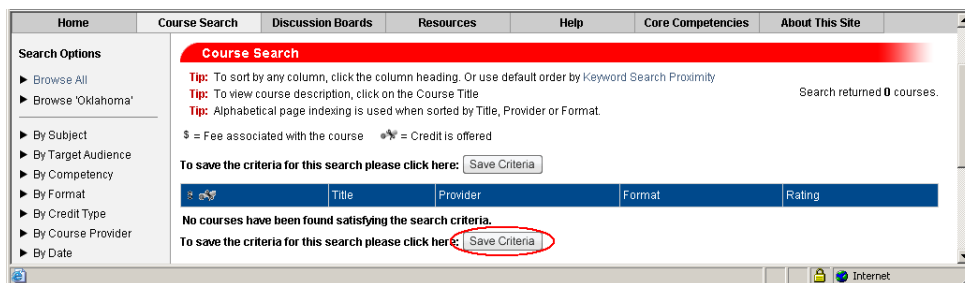
- ▶ Browse All
- ▶ Browse 'Oklahoma'

- ▶ By Subject
- ▶ By Target Audience
- ▶ By Competency
- ▶ By Format
- ▶ By Credit Type
- ▶ By Course Provider
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search
- ▶ Advanced Search

Note: **“Advanced Search”** allow you to combine several criteria in one search.

How to Save Search Criteria (Let TRAIN search for you!)

For your convenience, you can also save sets of search criteria for future searches by clicking the Save Criteria button. Additionally, you can request email notification when a course is added to TRAIN that matches your saved search criteria.



To be notified by email, check **“Notify me about courses satisfying this search criteria.”** If you prefer not to receive email from TRAIN, leave this box unchecked. You will then need to access the saved search criteria sets by clicking on **“Course Search”**, then **“Saved Search Criteria”**.

Search Options

- ▶ Browse All
- ▶ Browse 'Oklahoma'

- ▶ By Subject
- ▶ By Target Audience
- ▶ By Competency
- ▶ By Format
- ▶ By Credit Type
- ▶ By Course Provider
- ▶ By Date
- ▶ By Distance
- ▶ By Accreditation
- ▶ By Certificate
- ▶ Keyword Search

- ▶ Advanced Search

[Saved Search Criteria](#)

How to Register for Courses

NOTE: It is important to remember that TRAIN is a Learning Management System and NOT a Course Provider. Most registration and course questions will need to be directed to the course provider contact listed in the Contacts tab of the course description.

1. Locate your desired course either using the method outlined in **“How to Search for Courses”** or by clicking on **“Browse”** to browse through the list of course selections.
2. Select the course you wish to register by clicking on the title of the course.

Course Search

Tip: To sort by any column, click the column heading. Or use default order by Number Of Reviews
 Tip: To view course description, click on the Course Title
 Tip: Alphabetical page indexing is used when sorted by Title, Provider or Format.

Search returned 739 courses. Too many? Try our Advanced Search

\$ = Fee associated with the course * = Credit is offered

To save the criteria for this search please click here: [Save Criteria](#)

Title	Provider	Format	Rating
Orientation to Public Health	New York-New Jersey Public Health Training Center	Web-based Training - Self-study	★★★★★ 11 reviews
National Incident Management System (NIMS), An Introduction IS-700	Federal Emergency Management Agency (FEMA) / Emergency Management Institute (EMI)	Web-based Training - Self-study	★★★★★ 10 reviews
Animal Bites and Rabies	North Carolina Center for Public Health Preparedness	Computer-based Training	★★★★★ 7 reviews
Crisis and Emergency Risk Communication Online Workshop	MDCH Office of Public Health Preparedness	Web-based Training - Self-study	★★★★★ 5 reviews
Epi-TUTOR	Applied Epidemiology	DVD	★★★★★ 5 reviews
CDC Bioterrorism Update: Smallpox Preparedness	CDC, PHPPPO, NIP, PHTNIPHF	Webstream/Archived Webcast	★★★★★ 4 reviews

3. The resulting pages display additional course details, course provider contact information, registration information, and course reviews.
4. You may view reviews of the course by clicking the “**Review**” tab, or view the contact information for your course by clicking the “**Contacts**” button at any time before, during, or after the registration process.
5. To register for the course, click the “**Registration**” tab. Note: there are 3 different categories of courses in TRAIN, each with its own registration process as described on the next page.

TRAIN Course Categories

Live Event

(e.g., Conference, Workshop, etc.)

If this is an onsite event with multiple locations/sessions, click the “Get Locations” button to view all sessions. Click the “Register” button next to the session of your choice. You may need to follow the course provider’s additional registration instructions.

Physical Carrier

(e.g., CD-ROM, VHS, DVD, etc.)

Some courses may consist of training materials that need to be ordered and/or purchased from the course provider. Click on the Register button to add the course to your my Learning section, then follow the course provider’s additional registration and ordering instructions.

Online

(e.g., Web-based self-study, “on demand” or archived webcast, etc.)

If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be payment or a supplemental registration. To launch the course, click the “Launch” button (if available) or follow the course provider’s additional registration Instructions.

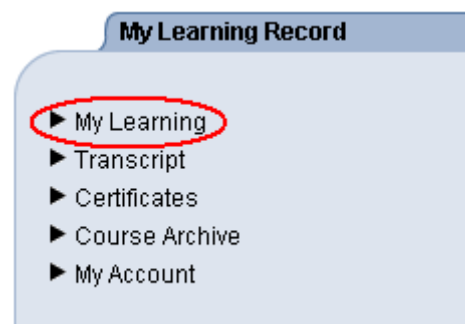
NOTE: Some courses/events require registration steps outside of TRAIN. Please follow the course provider’s instructions regarding their registration process. If you have questions about external registration, please contact the course provider directly using the contact information provided under the “**Contacts**” tab.

You will receive a registration verification email from TRAIN. You can also verify registration by clicking on My Learning. The course should be listed as “**In Progress.**”


How to Launch a Course for Which You Have Already Registered

1. Log on to the **TRAIN** site.
2. From the home page, click “**My Learning**” from the “**My Learner Record**” box located on the right hand side of the page.
3. On the resulting page, you will see a listing of all the courses for which

you are registered. To launch a course, click on its title.

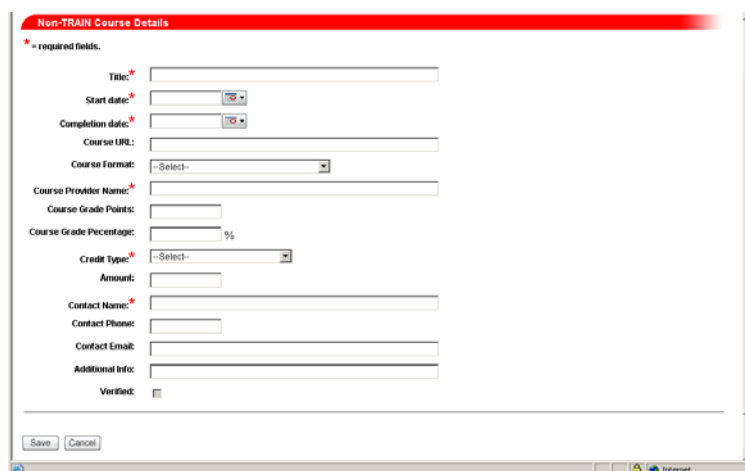


How to Mark a Course Completed, Archive, or Withdraw from a Course

1. Log on to the **TRAIN** site.
2. From the home page, click **“My Learning”** from the **“My Learner Record”** box located on the right hand side of the page.
3. On the resulting page, you will see a listing of all the courses for which you are registered. To change the status of a course, click on the  (manage) icon.
4. In the course management page, you can click on the **“Completed”** button to mark the course completed, sending it to your Transcript. **[NOTE: Many of the web-based self-study courses have been programmed to “electronically” verify when the learner has completed the course.]**
5. Also on the course management page you will be able to enter a score, if applicable. To archive a course to resume later, click on the **“Archive”** button. To withdraw from a course, click on the **“Withdraw”** button.

How to Add Non-TRAIN Courses to Your Course Record

1. Log on to the **TRAIN** site.
2. On the home page, click **“Transcripts”** from the **“My Learner Record”** box located on the right hand side of the page.
3. On the resulting page, you will see all of the courses, which you have take listed in the **“Transcripts”** table.
4. Click on the **“Review”** button to post review of the course.
5. To remove a course from your transcripts click the **“R”** button.
6. To add non-**TRAIN** courses and courses you have already taken (in the past year) to your transcripts, click on the **“Add”** button located to the right of the **“Non-TRAIN Courses”** header.
7. On the resulting page, fill out all the necessary information, and click the **“Save”** button.



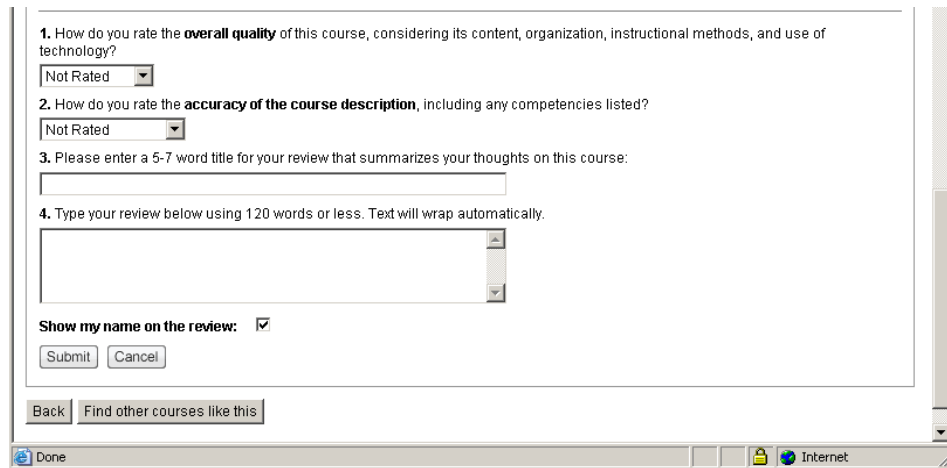
The screenshot shows a web form titled "Non-TRAIN Course Details" with a red header. A legend indicates that fields with an asterisk (*) are required. The form contains the following fields:

- Title:*
- Start date:*
- Completion date:*
- Course URL:
- Course Format: (dropdown menu)
- Course Provider Name:*
- Course Grade Points:
- Course Grade Percentage: %
- Credit Type:*
- Amount:
- Contact Name:*
- Contact Phone:
- Contact Email:
- Additional Info:
- Verified:

At the bottom of the form are "Save" and "Cancel" buttons. The browser's taskbar at the bottom shows the "Internet" icon.

How to Post a Review

1. Log on to the **TRAIN** site.
2. Locate your desired course using the steps outlined in “**How to Search for Courses**” above. If you would like to review a course that you are currently enrolled in or have completed, you may do so from the “**My Learning**” page located in the “**My Learning Record**” box on the right side of the **TRAIN** Home page.
3. Click on the title of the course you would like to review, to display the course details. On the resulting page, click on the “**Reviews**” tab and then the “**Add**” button.
4. Fill out the rating, comments, and title fields of the form.



The screenshot shows a web browser window displaying a course review form. The form contains the following elements:

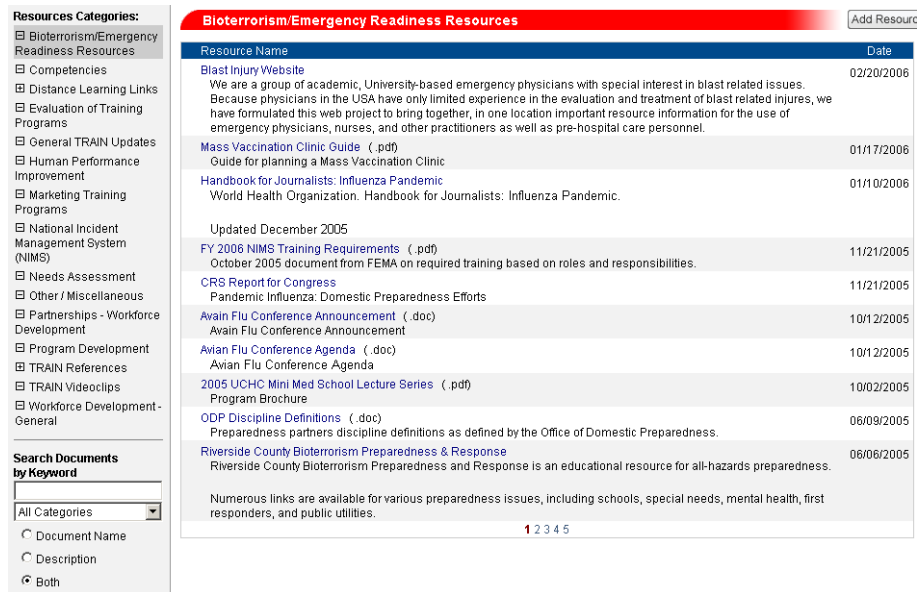
- Question 1: "How do you rate the **overall quality** of this course, considering its content, organization, instructional methods, and use of technology?" with a dropdown menu set to "Not Rated".
- Question 2: "How do you rate the **accuracy of the course description**, including any competencies listed?" with a dropdown menu set to "Not Rated".
- Question 3: "Please enter a 5-7 word title for your review that summarizes your thoughts on this course:" followed by a text input field.
- Question 4: "Type your review below using 120 words or less. Text will wrap automatically." followed by a large text area.
- A checkbox labeled "Show my name on the review:" which is checked.
- "Submit" and "Cancel" buttons.
- "Back" and "Find other courses like this" buttons at the bottom of the form.

The browser's status bar at the bottom shows "Done" and "Internet".

NOTE: If you want your review to be posted anonymously, simply uncheck the “**Show name**” box.

How to Use the Resources Section

1. Log on to the **OK-TRAIN** site.
2. Click the **“Resources”** tab in the Navigation Bar at the top of the screen.
3. On the resulting page, you have several options:
 - To locate a resource, choose from the categories listed in the menu on the left hand side of the page or use the **“Keyword Search”** function.
 - To read a resource document, click on the title of the document you wish to view.



The screenshot displays the 'Resources Categories' menu on the left and a list of resources under the 'Bioterrorism/Emergency Readiness Resources' tab. The resources are listed in a table with columns for 'Resource Name' and 'Date'. The 'Add Resource' button is visible in the top right corner.

Resource Name	Date
Blast Injury Website We are a group of academic, University-based emergency physicians with special interest in blast related issues. Because physicians in the USA have only limited experience in the evaluation and treatment of blast related injuries, we have formulated this web project to bring together, in one location important resource information for the use of emergency physicians, nurses, and other practitioners as well as pre-hospital care personnel.	02/20/2006
Mass Vaccination Clinic Guide (.pdf) Guide for planning a Mass Vaccination Clinic	01/17/2006
Handbook for Journalists: Influenza Pandemic World Health Organization. Handbook for Journalists: Influenza Pandemic. Updated December 2005	01/10/2006
FY 2006 NIMS Training Requirements (.pdf) October 2005 document from FEMA on required training based on roles and responsibilities.	11/21/2005
CRS Report for Congress Pandemic Influenza: Domestic Preparedness Efforts	11/21/2005
Avian Flu Conference Announcement (.doc) Avian Flu Conference Announcement	10/12/2005
Avian Flu Conference Agenda (.doc) Avian Flu Conference Agenda	10/12/2005
2005 UCHC Mini Med School Lecture Series (.pdf) Program Brochure	10/02/2005
ODP Discipline Definitions (.doc) Preparedness partners discipline definitions as defined by the Office of Domestic Preparedness.	06/09/2005
Riverside County Bioterrorism Preparedness & Response Riverside County Bioterrorism Preparedness and Response is an educational resource for all-hazards preparedness. Numerous links are available for various preparedness issues, including schools, special needs, mental health, first responders, and public utilities.	06/06/2005

4. To add a resource, click on the **“Add Resource”** button.
 - On the resulting page, fill in the necessary information in the fields provided.
 - Click the **“HTML Mode”** box to format the description with HTML.
 - To upload a document, select the **“Upload File”** button, then type the path location of your document or click **“Browse”** your computer.
 - To create a link to a web site, select the **“URL to Browse”** button, and type in the address of the web site in the text field.
 - Click the **“Save”** button to submit the resource for approval by the state or national TRAIN administrator.

How to Use the Discussion Boards

1. Log on to the **TRAIN** site.
2. Click the “**Discussion Boards**” tab in the Navigation Bar at the top of the screen.
3. On the resulting page, you have several options:

Thread	Poster	State	Date
New Discussions	Jeffrey Stoll	Colorado	02/02/2005 13:36
back to basic windows 2000	rosemarie deschenes	Connecticut	03/01/2005 7:55
Tracking Records of non-TRAIN listed Trainings	Walter Clark	Wisconsin	06/02/2005 12:21
Test	Jane Doe	Massachusetts	07/07/2005 12:14
BDS Feedback	Daniel Casey	Connecticut	10/14/2005 12:59
need flu vaccines, see attachment	Sameena Zahoor	Michigan	12/16/2005 12:06
Test 1a	Dorothy Spencer	Virginia	01/06/2006 11:48

- Choose a topic from the menu on the left hand side of the screen.
- Expand a discussion by clicking on the “” next to the discussion thread.
- Click on the title to view a message.
- Click the “**Reply**” button to reply to a message.

back to basic windows 2000

Author: rosemarie deschenes (Connecticut)
Date: 3/1/2005

i just took this course yesterday and i am so happy i did. while i have been working on computers for some time now, i lacked a real working knowledge about what could be done in windows. i wish i had taken a course like this years ago. it would have saved me alot of frustrations. i would recommend this course to anyone looking to improve their understanding of working in windows. i have signed up for microsoft word-level one and can't wait. thank you for your time.

[Reply](#) [Back to Threads](#)

- Click on the “**New Thread**” button to create a new thread, fill in the necessary information and click on the “**Submit**” button.

Where to Find Help

- Go to the Knowledge Management Interactive, Inc. website at: <http://courses.train.org/train%5Fenduser%5Fmodule/> and tour TRAIN through the "Learning How To Use TRAIN" page.

For additional help or information on OK-TRAIN, please contact:

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