Your Learning

December 2022

Introduction

Your Learning is your hub of activity within TRAIN. In this area, you can see training courses you are currently taking and access your earned certificates and transcripts.

This tutorial document has several images to show how each part of Your Learning is organized. The best reading experience will be on a computer or laptop. Some changes may take place from time to time. We will do our best to regularly update the document.

You can use the Table of Contents below to quickly move to a specific section in this document. To do this, press the Control (CTRL) button on your computer or laptop keyboard and use the mouse to click on the section name.

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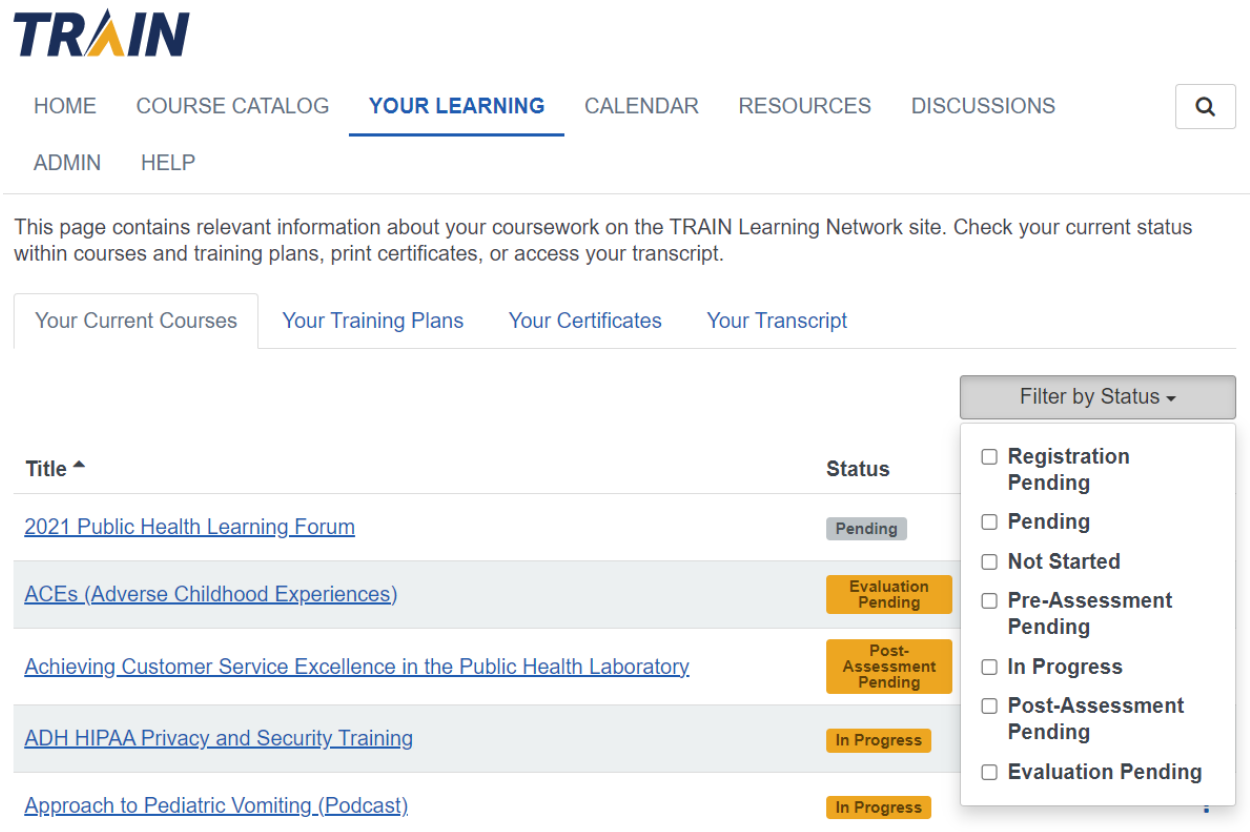
Your Current Courses

The 'Your Current Courses' tab displays a list of your active courses and courses you have saved for later consideration. All of your courses will be visible unless you apply a selection from the 'Filter' dropdown menu on the right. It contains the following options that will narrow down the display of your courses:

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

You may select multiple options from the filter, and they will be instantly applied to the page view. 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. By default, the list is sorted alphabetically by title, and it contains the following information:

- Title
- Status
- Credit Type

You can sort by any column by clicking the column header. Your registration status is displayed in the status column. For example, if you have completed the training content of a course and need to take an assessment on what you have learned, your status will be shown as 'Post-Assessment Pending.'

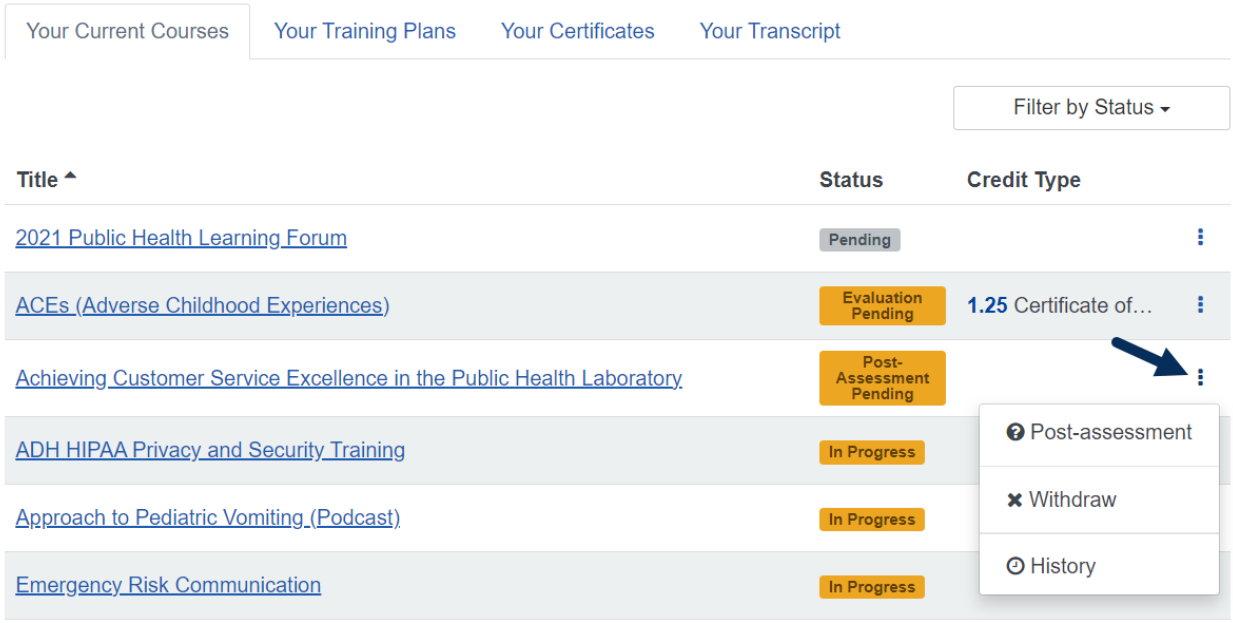
Your Current Courses: Course Details

In all sections of Your Learning, you can click on any course title to go to the Course Details page, where you can read the course description, review learning objectives, and see which credit types may be offered.

On the right side of each course registration line is the three-dot action menu. 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 and will take you to the assessment start page.
- Evaluation - This option is available if there is a course evaluation ready and will take you to the evaluation start page.

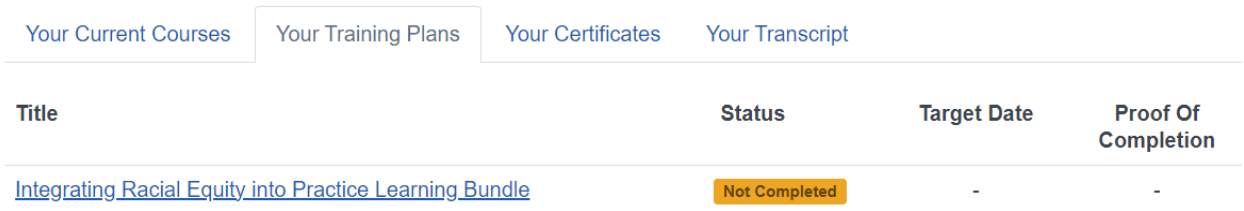
- Go to Step 2 of Registration - This option is available if there are multiple steps in the registration process.
- Change Credit Type - With this option, you can change your credit type selection.
- History - This is visible if there are multiple registrations for the same course.
- Withdraw - This option withdraws the registration.
- Mark Completed - If the course allows self-completion, this option changes the registration status to completed.



Your Training Plans

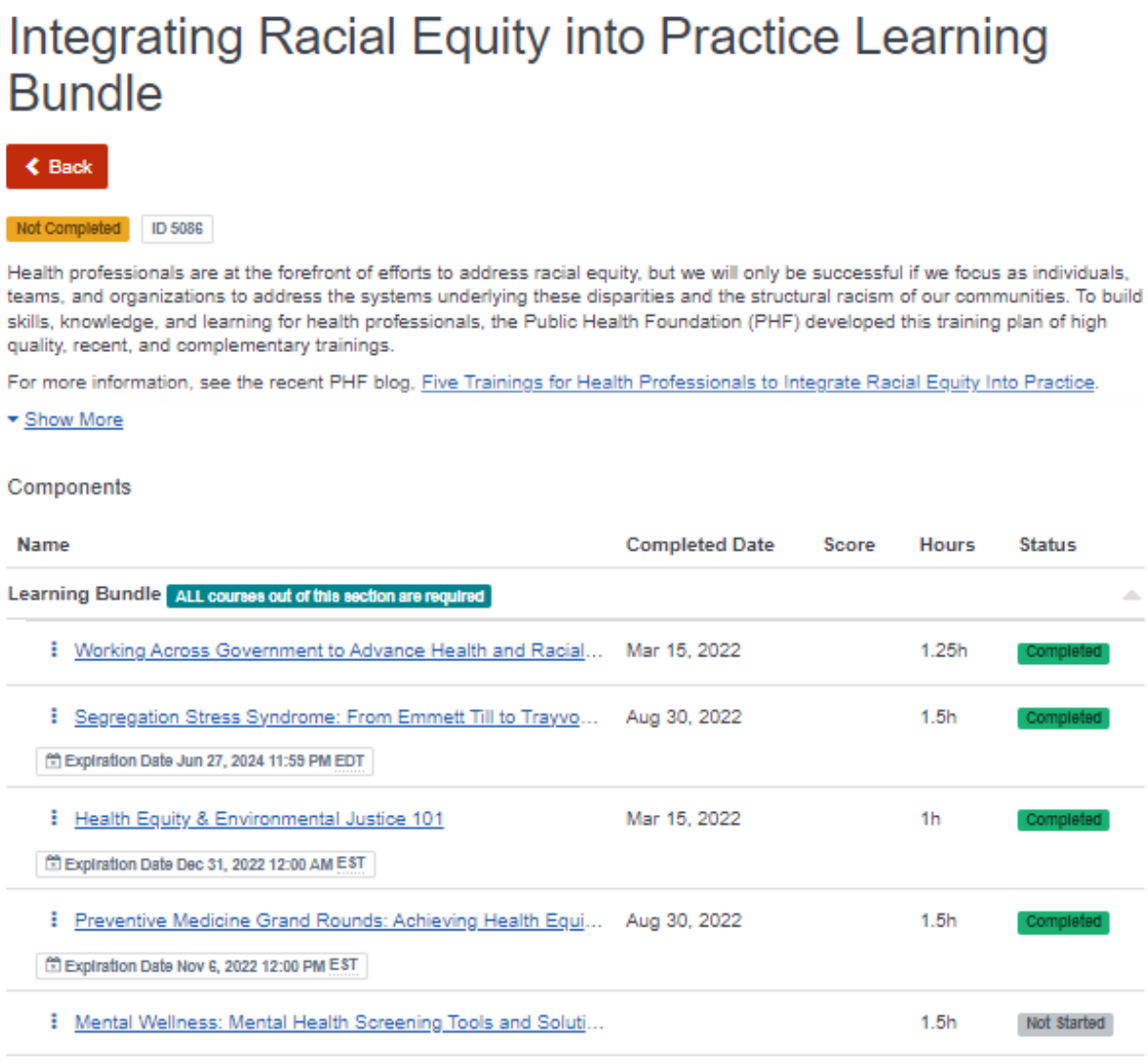
The 'Your Training Plans' tab displays all training plans that you are registered for. It includes the following information:

- Title
- Status
- Target Date (if provided for you)
- Proof of Completion (if provided for you)



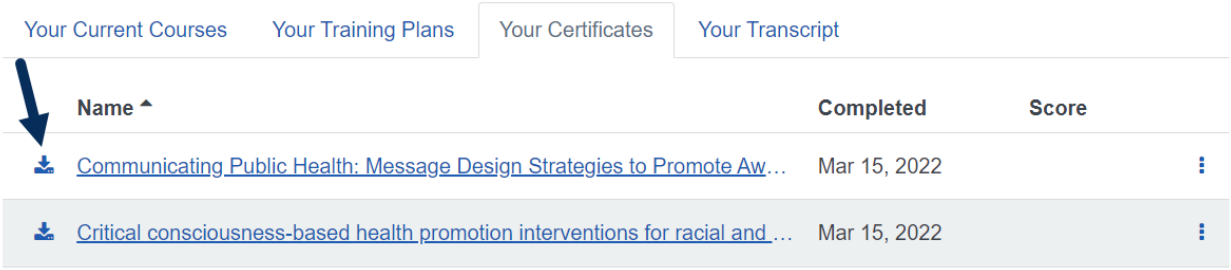
A Target Date for completing the training plan can be chosen by the administrator who assigns the training plan to you. The Proof of Completion, if it is available on the training plan, can be downloaded from this column when your plan is in the Completed status.

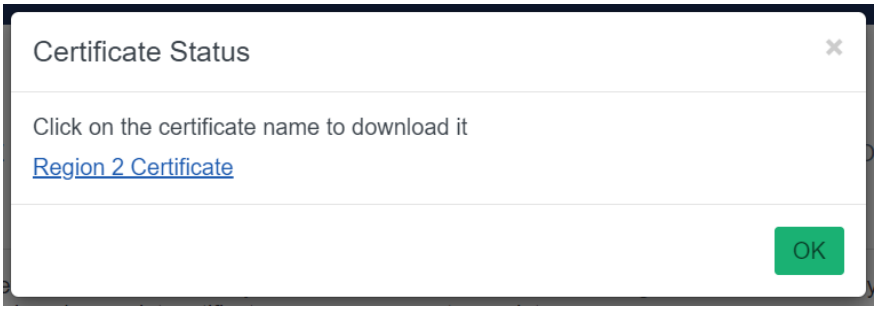
If you would like to review the courses in the training plan, click on the title to go to the Training Plan Details page. At the bottom of the Training Plan Details page, you will see all the courses in the plan and your status in each course. You may also see a Withdraw option if you registered for the training plan on your own. If the training plan was assigned to you, you cannot withdraw from it.



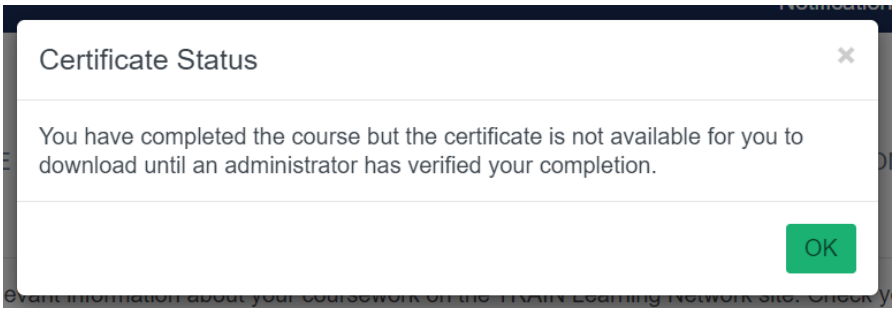
Your Certificates

The 'Your Certificates' tab displays a list of your earned certificates. You can sort by any column by clicking the column header. A download icon is shown to the left of each certificate name. When clicked, it will display a window in which you can select the certificate to download.



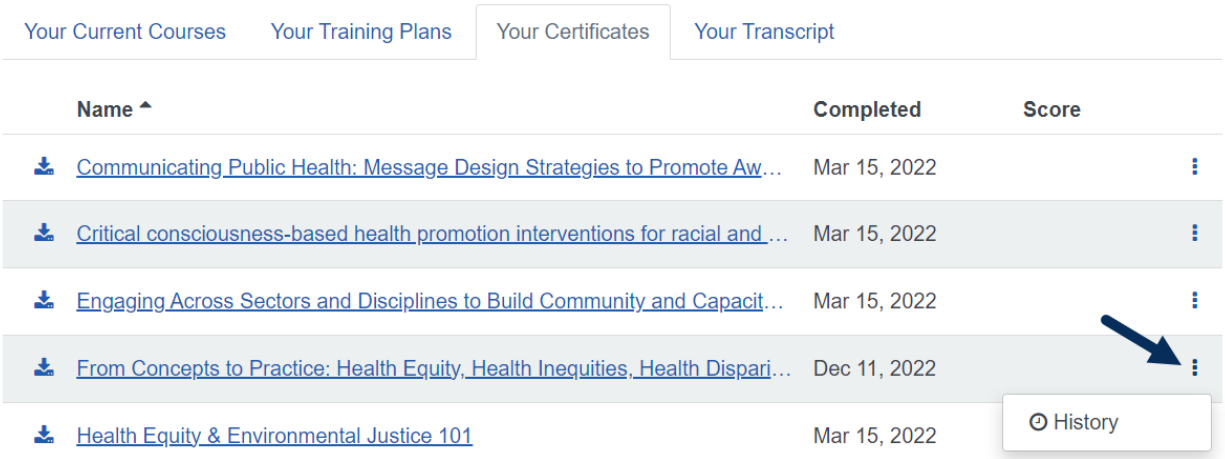


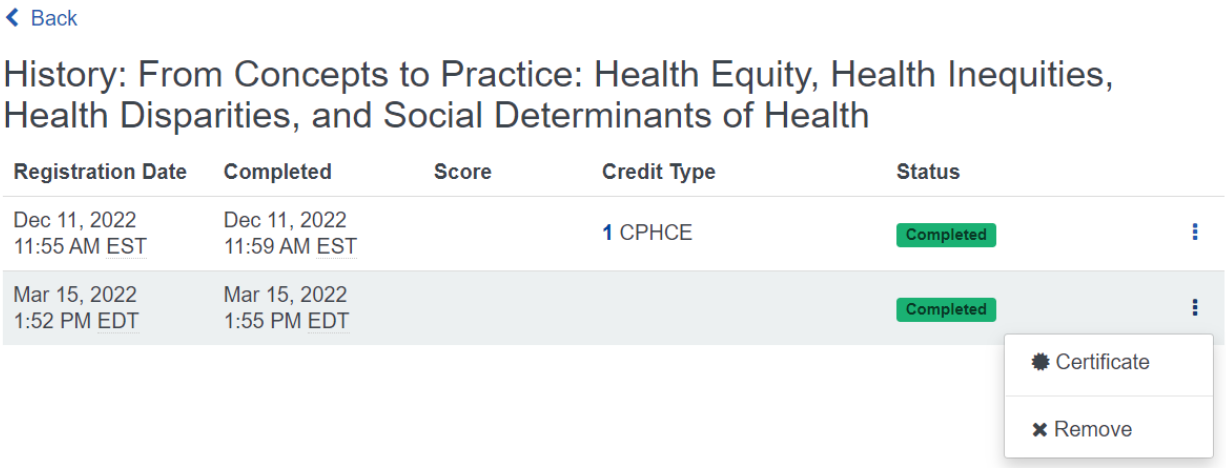
Sometimes a completed course requires verification from the course provider before you can download the certificate. If you try to download a certificate for a course that is not yet verified, you will see the following message. If this occurs, you can contact the course provider. Their information can be found on the Contacts tab of the Course Details page.



Your Certificates: Multiple Registrations

If the training course allows you to register more than once and you have taken the course multiple times, the completed date displayed will be for the latest completion. You can find each registration under the History section in the three-dot action menu if you need to check previous completion dates or download previous certificates. All available certificates will be found under the download icon as well.

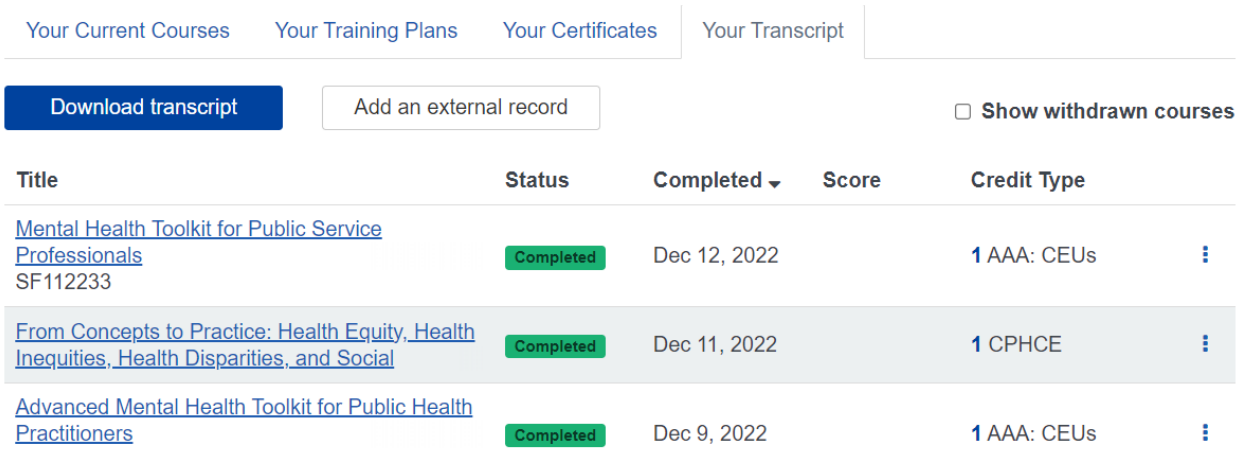




Your Transcript

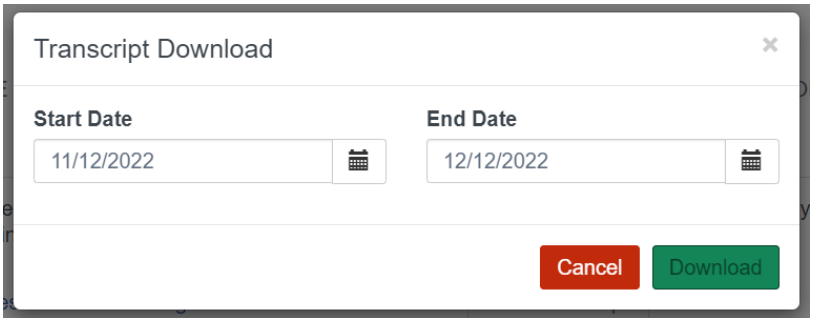
The ‘Your Transcript’ tab will show all of your training completions, with the most recent completion at the top of the page. You will see your final status, which may be any of the following depending on how the course was set up.

- Completed – this course did not use a post-assessment in TRAIN
- Passed – you passed the post-assessment
- Failed – you did not pass the post-assessment



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 by clicking on the calendar icon to the right of each date field. Once you have selected your date range, click the 'Download' button to generate your transcript.



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. To display Withdrawn courses, click the box next to the label ‘Show withdrawn courses.’

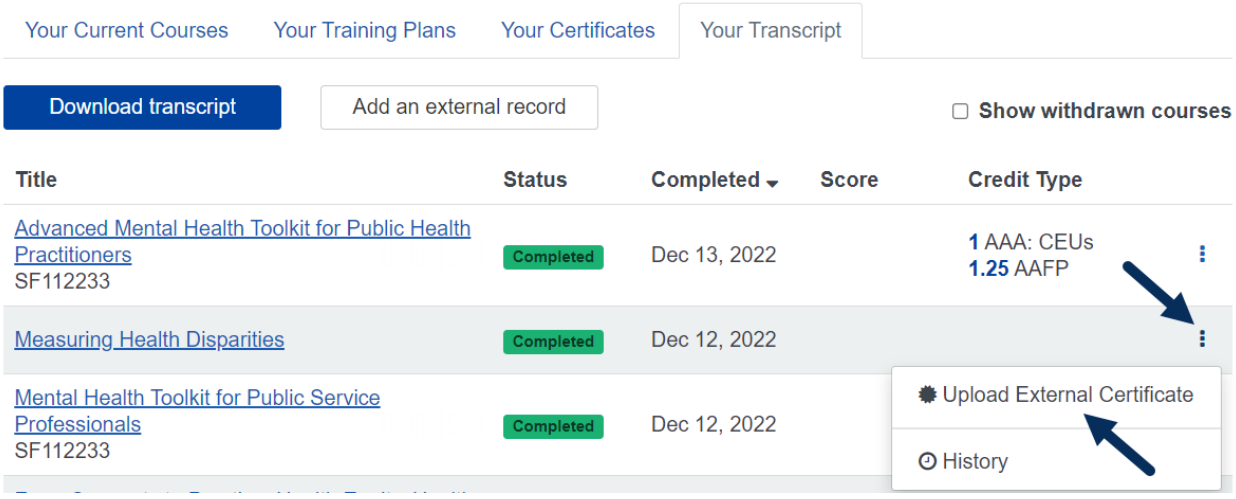
Your Transcript: Add an External Record

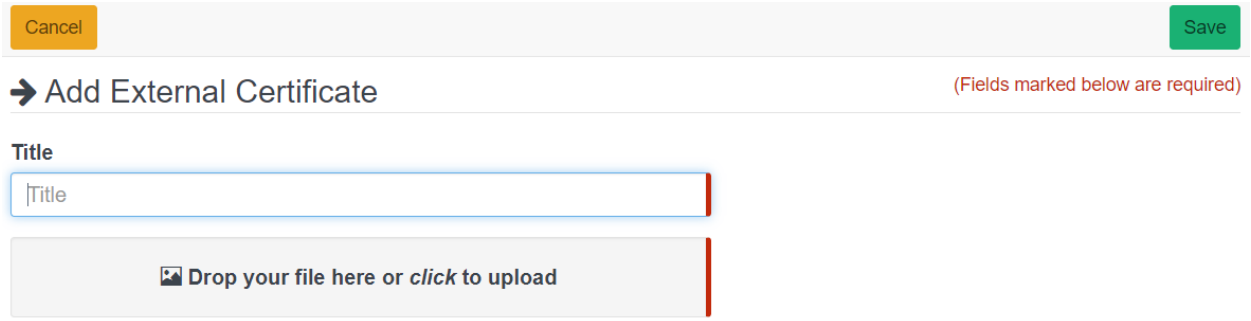
The 'Add an External Record' button opens a page that allows you to add information on a course you took outside of TRAIN. Once you have added the course record and saved it, it will be included on your transcript. Each external record name can be clicked to open the 'Edit External Record' page. If you ever want to delete external training records from your transcript, you may do so within the 'Edit External Record' page.

Your Transcript: Add an External Certificate

In some cases, TRAIN courses take you to another website to complete the training content. If you receive a certificate on that website and want to add it to your TRAIN transcript, you can do so by downloading the certificate and then uploading it to TRAIN.

Find the course on the ‘Your Transcript’ tab and click the three-dot action menu. You will see an option called Upload External Certificate. Selecting this option will open a new page where you can upload the certificate file or PDF that you downloaded from the other website.

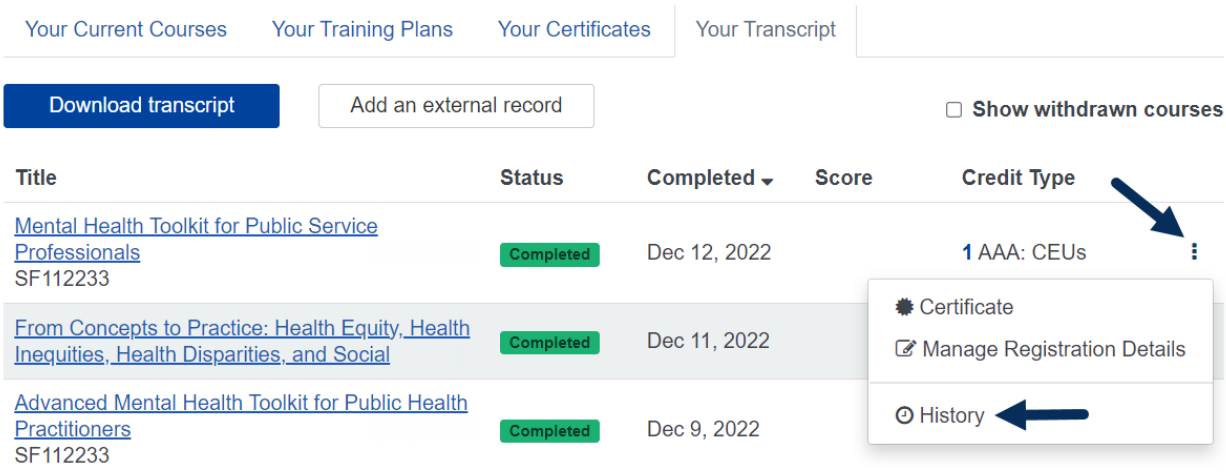




Your Transcript: Remove a Course Registration

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

The Remove option is a part of the History view of the registration. Click the three-dot action menu to the right of the course title and choose the History option.



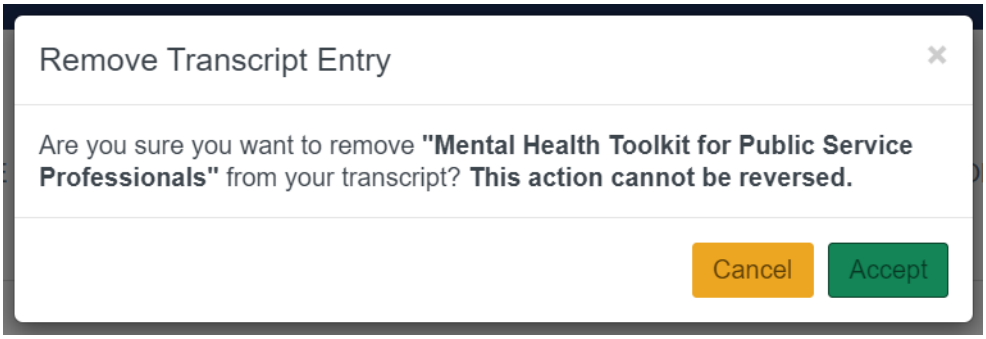
On the next page, click the three-dot action menu to the right of the course registration you wish to remove. The 'Remove' option will be available in the menu. Choose this option and you will see a prompt to cancel or accept the change.

Back

History: Mental Health Toolkit for Public Service Professionals

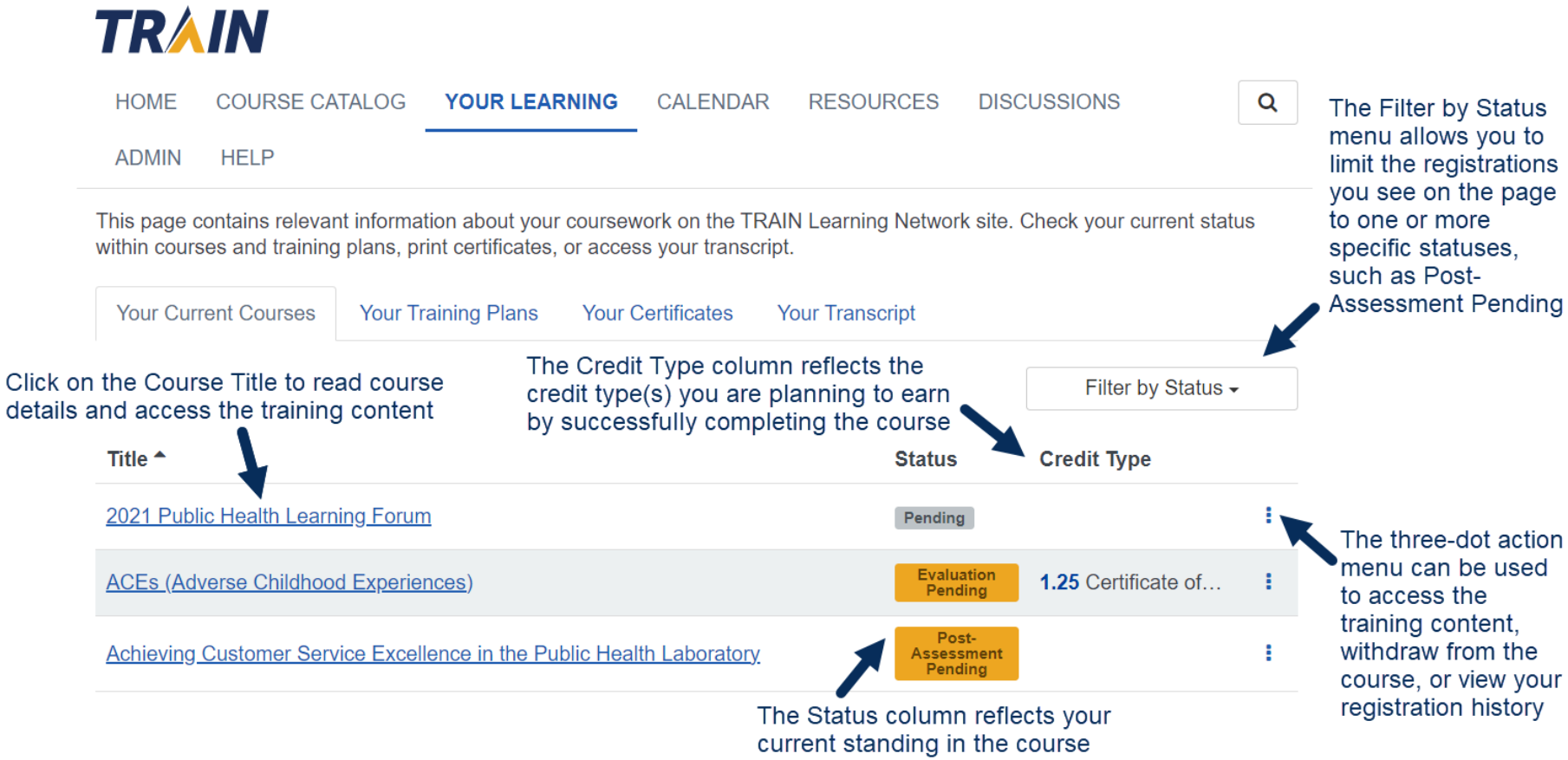
Registration Date	Completed	Score	Credit Type	Status
Dec 12, 2022 7:54 AM EST	Dec 12, 2022 8:12 AM EST		1 AAA: CEUs	Completed
Jul 8, 2022 12:48 PM EDT	Nov 16, 2022 5:22 PM EST	66.67%		
May 6, 2022 10:04 AM EDT	May 6, 2022 10:05 AM EDT			

Certificate
Manage Registration Details
Remove



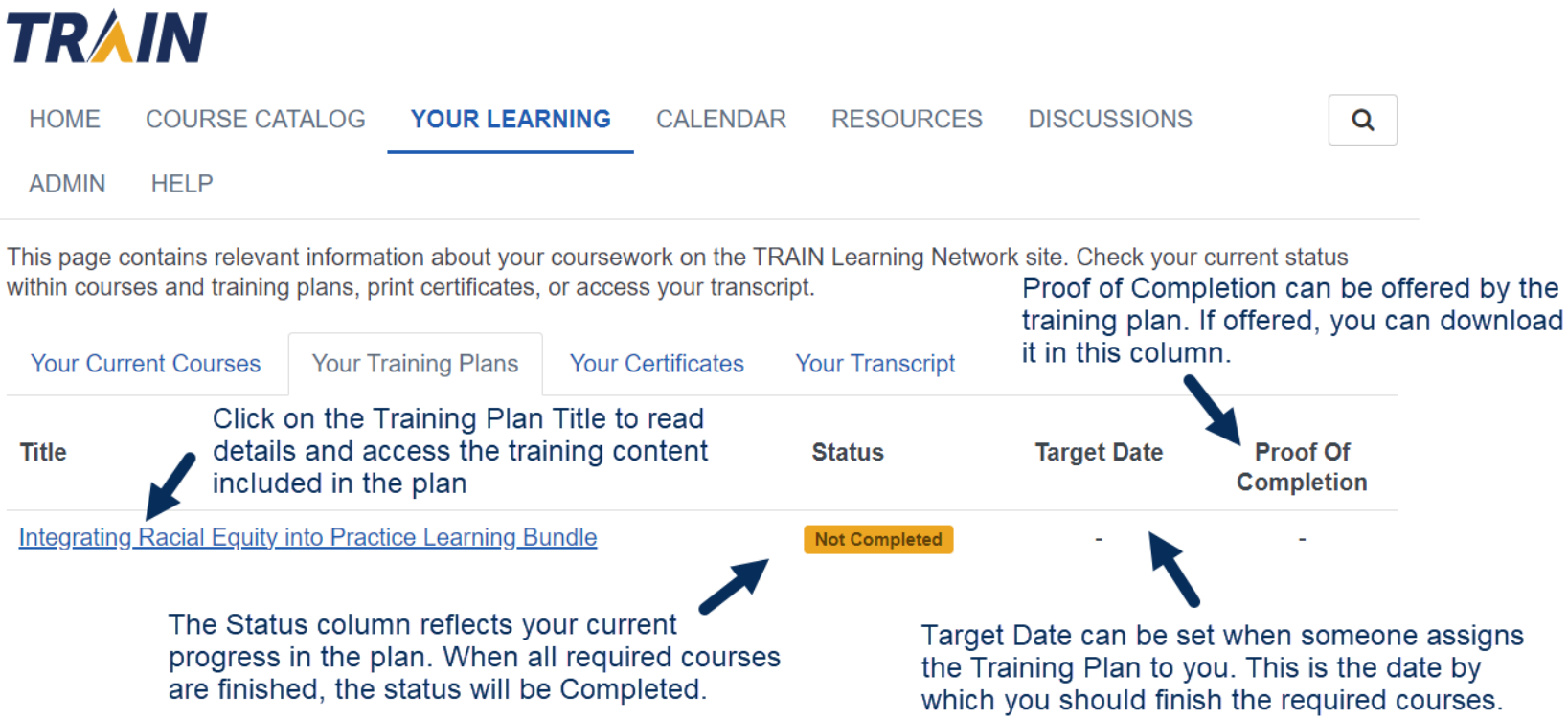
Your Learning Quick Guide

Your Current Courses: View your active registrations



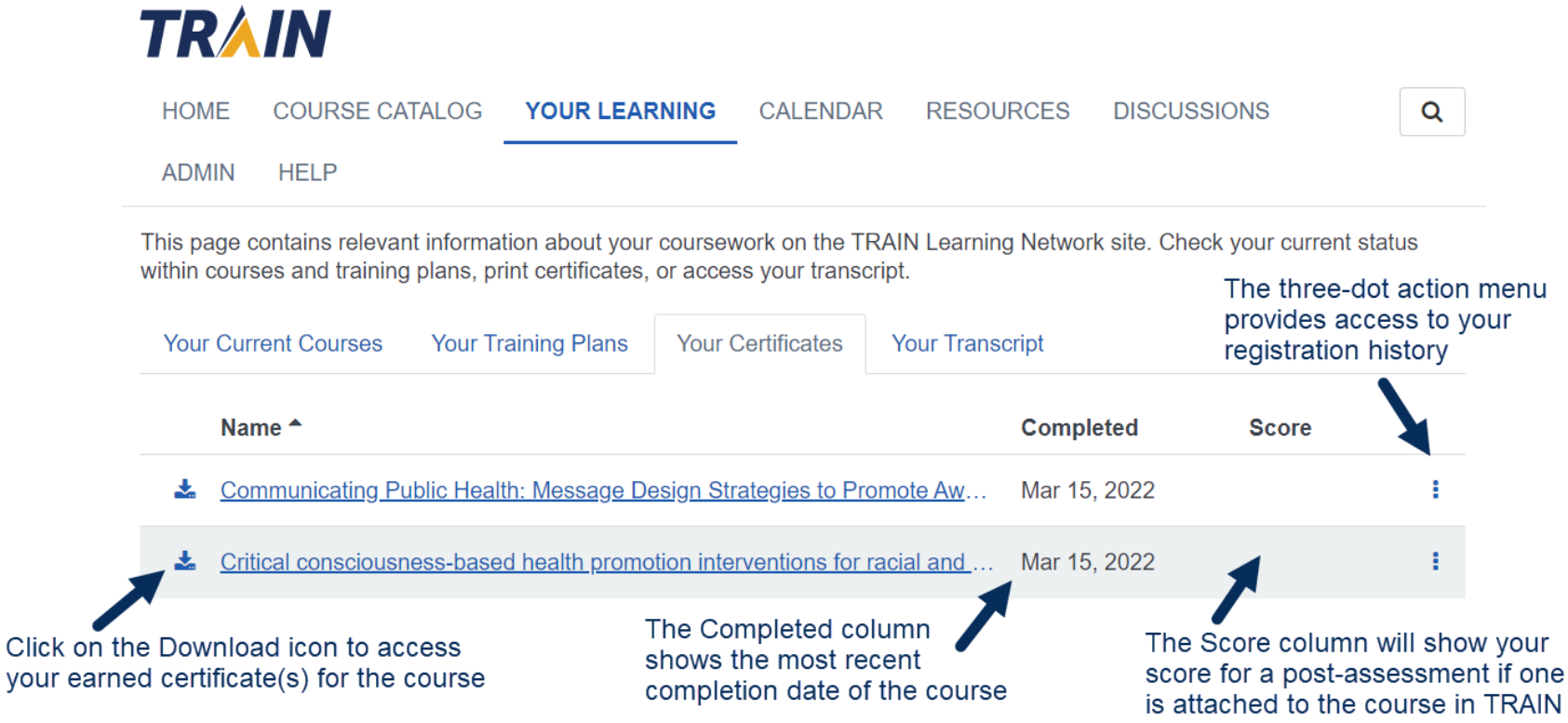
Your Learning Quick Guide

Your Training Plans: View your active and historical plans



Your Learning Quick Guide

Your Certificates: View or download your earned certificates



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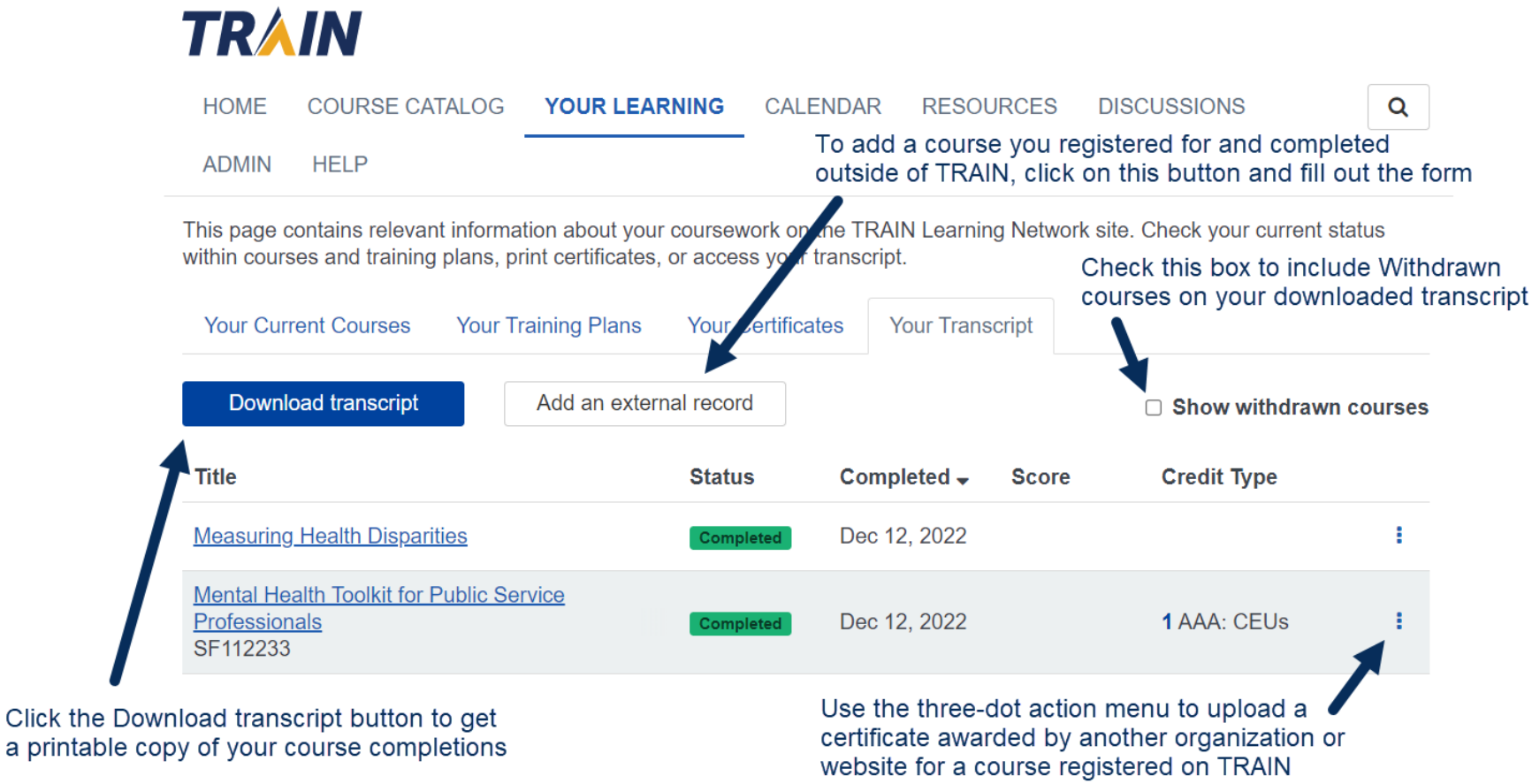
Your Transcript: View or download your training record