

Opioids and Ohio Children: Tools for School Nurses

OhioTRAIN Course Navigation Aid

1. Login to OhioTRAIN (<https://www.train.org/odh/home>) with your username and password.
2. Click on **COURSE CATALOG** at the top of the page.
3. Enter **1081780** in the box and click on the magnifying glass to search for the course.
4. The course will be displayed below. Click on [Opioids and Ohio Children: Tools for School Nurses](#).
5. On the next screen, click on the green **Register** box below the course title.
6. In the popup box, click on the dropdown and select **CNE Contact Hours**. Click **OK** in the green box.
7. Under the course title you will see a green box that says **Pre-Assessment**. Click on that box.
 - a. Click on the gray box that says **Start Assessment**.
 - b. After answering each question, click on the **Next** box at the bottom of the screen to move through the pre test.
 - c. When you get to your score, click on the red **Close** box at the top right of the screen.
8. After completing the pre-assessment, you are returned to the course's home screen.
 - a. Scroll down and you will see listed the four courses composing the course.
 - b. Choose a course and click on the gray box that says **Not Started** next to the title.
 - c. You will see the course description for this section of the course. Click on the green box that says **Launch>**.
9. View the video content of the course. When complete, click the **X** at the top of the window to close the video.
10. At the top of the screen you will see a tab labelled "Opioids and Ohio Children." Click on that to return to the course Home page.
 - a. Return to the title of the course you just completed, and this time click on the purple box that says **View Course**.
 - b. On the far right below the title, click on the green box that says **Mark Completed**.
 - c. Submit a review in the popup box if you desire. Click on either **Cancel** or **Post**.
 - d. You will now see a green box that says **Competed, Not Verified**.
11. Below the course title, click on the red **Back** button to return to the course Home screen. Scroll down and select the next course you wish to view and follow steps 8 through 10 above.
12. After marking all four courses completed, on the course Home page click on the green box labelled **Assessment**.
 - a. Complete the assessment as per step 7 above.
 - b. You must receive an 80% to pass the course and earn the CNEs. You have three opportunities to complete the post test.
 - c. If you do not pass after three attempts, we recommend that you review the videos again.
13. Once again you will see a popup box requesting that you rate the course. Click on either **Cancel** or **Post**.

- a. You will find yourself again on the course Home page. Under the course title, click on the green box that says **Take Evaluation**.
 - b. Complete the evaluation as you did the pre and post tests (described in step 7 above).
14. After completing the evaluation, on the course Home page you will see the option to **Print Certificate**. You may print or save it from there.

As a reminder, you can always login to OhioTRAIN under **YOUR LEARNING** in the future to view all of the courses you have taken through OhioTRAIN and find your certificates there.