

Publish Date Enhancements

May 2022

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Introduction

Purpose: This job aid provides guidance on the Publish Date field in courses. This optional field can be used to capture historical information for internal auditing purposes. It can also be used to schedule courses for automatic publication on a future date.

This document includes images to illustrate key points.

Access:

- Anyone with access to the Course creation workflow in TRAIN will be able to use the Publish Date field

Related Inclusions and Enhancements:

- The Revised Date for a course has been renamed to Content Updated for clarity





Uses of the Optional Publish Date field

The optional Publish Date field is located in the Common Information section of any course type. A companion optional field called Content Updated is also available.

These fields can be used to capture dates for internal audit purposes. For example, your agency may review courses annually based on the date they were first offered on TRAIN. In this case, the Publish Date can be used to capture the date it was first made available. When the course material is refreshed, the date can be entered in the Content Updated field.

The Publish Date has added functionality that will allow you to create a course and schedule it for a future date. If you set the date in the future, the course will be hidden from learner discovery methods and will not be available for registration until 12am Eastern on the date you select.

These fields can be used independently, together, or not at all depending on your agency's needs and business practices. Contact your TRAIN administrator if you have questions about whether you should use these fields for your course.

Title	Mental Health Toolkit for Public Service Professionals	ID: 1102389
Common Information	Common Information	
Availability	Created Public Health Foundation (Feb 22, 2022)	Publish date <input type="text" value="Publish date"/>  The course will not be visible in search or available for user registration before the date indicated. If this date is not provided the course will be available for user registration right after it's approved. 
Description	Modified Public Health Foundation (Feb 22, 2022)	
Organization & Sponsor	Approved Public Health Foundation (Feb 22, 2022)	Content Updated <input type="text" value="Content Updated"/>  This date refers to when the course was materially updated. 
Content		
Completion Options		
Thumbnail		
Learning Objectives		
Accreditations & Credit		

Future Publish Date: Benefits for Course Providers


If you choose to set your course's Publish Date for a date in the future, you can complete all the course details and submit it for approval ahead of time. You will not need to manage its visibility through the Active flag or the Searchable flag. The course will remain hidden from learner discovery methods (Course Catalog, saved searches, homepage modules, etc.) and will not be available for registration (including administrative assignment) until the Publish Date.

You can also build Blended Learning Series or Training Plans and include unpublished courses so when they do become available, they will automatically become visible for learners. This may provide flexibility and a time buffer for those who need to create these course collections in advance.

Working with Unpublished Courses

When a course's Publish Date is set in the future, course providers and administrators will be able to find and utilize the course in advance even though it is unpublished.

The courses can be found and added to Blended Learning Series and Training Plans. The course will not appear for learners and will not affect them in any way until the Publish Date. Course providers and administrators will see a tag that indicates when the course will become available for learners. The example shown below is from a Blended Learning Series. The tag is the same in a Training Plan.

 Edit Blended Learning Series (Fields marked below are required)

Title: Mental Health and You ID: 1102033

Common Information

Availability

Description

Organization & Sponsor

Content

Thumbnail

Learning Objectives

Accreditations & Credit

Certificates

Expiration & Visibility


Competencies & Capabilities

Registration Management







Content

Show components only after learner registers

Automatically complete when all components are completed

BLS Components 

All courses are required to complete, defined order

Title	Format
Mental Health Toolkit for Public Service Professionals	Webcast (recorded) 
 Publish Date Jun 01, 2022 12:00AM EDT 	
Women's Mental Health Across the Lifespan	Web-based Training - Self-study 
COVID-19 and Mental Health: Recognizing and Addressing Mental Health Issues in Youth	Webcast (recorded) 
Supporting the Wellbeing of Mental Health	Webcast (recorded) 


Unpublished Prerequisite Courses

You can select an unpublished course as a prerequisite for another individual course. However, it will not affect the learner in any way until the Publish Date.

Below are comparison images of a course that has two defined prerequisites. One is unpublished and one is published. The learner will not need to take the first course until it meets its Publish Date.

Administrative view

Title: Health Equity in Rural Communities ID: 1102392

Common Information	<h3>Prerequisite Courses</h3> <p><input type="radio"/> Require only one prerequisite out of the listed courses <input checked="" type="radio"/> Require all listed prerequisites</p> <p>Add Courses</p> <div>Selected Courses (2)</div> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Mental Health Toolkit for Public Service Professionals Publish Date Jun 01, 2022 12:00AM EDT  Webcast (recorded)<input checked="" type="checkbox"/> Community Dynamics Web-based Training - Self-study
Availability	
Description	
Organization & Sponsor	
Content	
Completion Options	
Thumbnail	
Learning Objectives	
Accreditations & Credit	

Learner view

Health Equity in Rural Communities

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[Web-Based Training - Self-Study](#) ID 1102392 Skill Level: Introductory 1h

☆☆☆☆☆ (0)

This course will cover health equity strategies in rural communities.

Prerequisites are not met

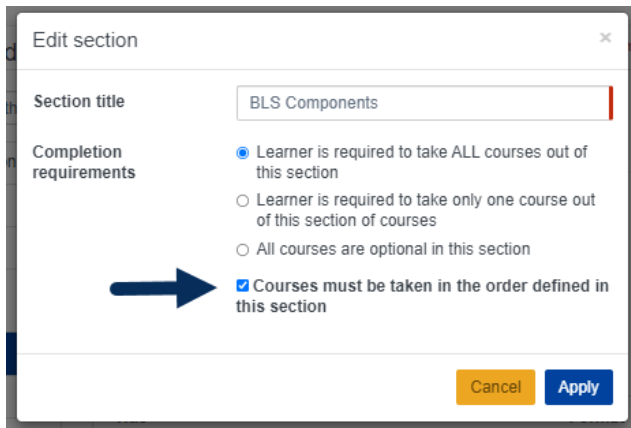
This course has prerequisites. You will need to **complete all of the following courses.**

Name	Length	Status
Community Dynamics	1h	Not Started

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Unpublished Courses in Defined Order Sections of Blended Learning Series and Training Plans

In the case of Blended Learning Series or Training Plans, the section option “Courses must be taken in the order defined in this section” imposes prerequisite behavior on the courses in the section. You cannot take the second course without completing the first one. Once a course meets its Publish Date, it will be enforced according to its requirement rules within the course collection.



Edit Blended Learning Series

(Fields marked below are required)

Title: Mental Health and You ID: 1102033

Common Information

Availability

Description

Organization & Sponsor

Content

Thumbnail

Learning Objectives

Accreditations & Credit

Certificates

Expiration & Visibility

Competencies & Capabilities

Registration Management

Content

Show components only after learner registers

Automatically complete when all components are completed

Add Section

BLS Components Add Courses i

All courses are required to complete, defined order

Title	Format	
Mental Health Toolkit for Public Service Professionals	Webcast (recorded)	i
📅 Publish Date Jun 01, 2022 12:00AM EDT		
Women's Mental Health Across the Lifespan	Web-based Training - Self-study	i
COVID-19 and Mental Health: Recognizing and Addressing Mental Health Issues in Youth	Webcast (recorded)	i
Supporting the Wellbeing of Mental Health	Webcast (recorded)	i

Unpublished Courses: Comparison of Administrative View and Learner View

The screenshots below provide an example of the administrator view and learner view of the same training plan when one of the courses is unpublished.

Administrative view

Content Add Section ⓘ

Client Communication: Overcoming the Stigma of Discussing Mental and Behavioral Health Add Courses ⓘ

(All courses are required to complete, random order)

Title	Format
Mental Health Toolkit for Public Service Professionals <small>📅 Publish Date Jun 01, 2022 12:00AM EDT</small>	Webcast (recorded) ⓘ
Public Health and Mental, Emotional, and Behavioral Health Webinar Series, Part I: Public Health Approaches to Mental Health Literacy	Webstream/Archived Webcast ⓘ
Women's Mental Health Across the Lifespan <small>Expiration Date: Dec 4, 2023 12:00 am EDT</small>	Web-based Training - Self-study ⓘ
Supporting the Wellbeing of Mental Health <small>Expiration Date: Nov 5, 2024 11:59 pm EDT</small>	Webcast (recorded) ⓘ

The Learner view shows all of the active courses. The unpublished course will not appear in the list until its Publish Date. At that time, because the section rule is “defined order,” the course will need to be completed before the next one can be started.

Mental and Behavioral Health Services in Rural Communities

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[+ Register](#)

ID 5551

This training plan will provide a range of perspectives on how to provide mental and behavioral health services in rural communities.

Components

Name	Completed Date	Score	Hours	Status
Client Communication: Overcoming the Stigma of Discussing Mental and Behavioral Health ▲				
ALL courses out of this section are required				
Public Health and Mental, Emotional, and Behavioral Health W...			1h	Not Started
Women's Mental Health Across the Lifespan			1h	Not Started
Supporting the Wellbeing of Mental Health			1h	Not Started
Common Psychiatric Conditions in Patients with Substance Us...			1h	Not Started
Community-Based Outreach Strategies 2 courses required ▲				

Unpublished Courses in Reports

Unpublished courses will not be included in the following reports until they meet their Publish Date and become available for learners:

- Course Registrations vs Completions
- Training Plan Progress Details
- Training Plan Progress Summary Graphs
- Training Plan Summary Report

Effects for Learners

If you set your course's Publish Date to a date in the future, the course will not be visible to the learner. It will not appear in the Course Catalog, saved searches, or in the contents of a Blended Learning Series or Training Plan if it has been included there.

If a direct link to the course is circulated in advance through course provider outreach or your agency's marketing efforts, the learner will see a message that registration is not available until the Publish Date.

Mental Health Toolkit for Public Service Professionals

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Available for registration on 2022-06-01



Webcast (Recorded) ID 1102389 Skill Level: Introductory 1h

Publish Date Jun 01, 2022 12:00AM EDT

☆☆☆☆☆ (0)

The Mental Health Toolkit for Public Service Professionals is a collaboration between the Public Health Foundation and leading national organizations that provide mental health support in the United States.

Once a course has met its Publish Date, the date will continue to display on the Course Details page.

Health Equity in Rural Communities

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Web-Based Training - Self-Study ID 1102392 Skill Level: Introductory 1h

Publish Date Mar 14, 2022 12:00AM EDT

☆☆☆☆☆ (0)

This course will cover health equity strategies in rural communities.