

The General TRAIN Course Wizard

If you have the ability to add content, you will see an 'Admin' link listed when you log onto TRAIN. To create a new course in TRAIN, click the 'Admin' link from the list of navigation options, then the 'Content link,' followed by the 'Add Content' tile to access the Add Content page.

Course Formats

▶ The Add Content page contains a series of tiles that represent each available course format. The following course formats are supported on TRAIN.

- **SCORM Course** - This content type uses courses authored with SCORM. In order to utilize this content type, you need to install a SCORM player on the server that houses your course. For more information on how to use SCORM courses on TRAIN, email us a training@phf.org.
- **External Content** - This content type references external content through a URL link. This can link to a course on your own LMS, a webpage, a YouTube video, an archived webcast, or to any content that is accessible through a URL link.
- **Physical Media** - This content type is for media that you acquire via an order, such as audio tapes, CD-ROMs, DVDs, Videotapes, etc.
- **Live Event (In Person)** - This content type is for onsite live event training, but excludes exercises.
- **Live Event (Online)** - This content type is for online live event training, such as webinars.
- **Exercise** - This content type is for onsite exercise or drill training.





Creating a New Course in TRAIN

▶ When you click a specific tile, a custom course edit page for that format will open. The title field for the course will be the only available field to edit, and the 'Create Course' button is listed next to it. To create a new course, enter a course name in the text field then click the 'Create Course' button. Your new course will be created for your selected course format and all other Course fields will now be available for you to enter necessary content. By default, your new course will be listed on TRAIN as incomplete until you request approval later in the course creation process. Courses are not available for learners to view or register for until they have been approved.

Please note that once you've created a course, the course format cannot be changed; however, you can clone the course and create a new course of a different format in its place.

Course Edit Page Structure

▶ On the top of the 'Course Edit' page is a number of action buttons that will always be visible. Let's explore each button in greater detail.

- **Close**  The 'Close' button simply closes the page; however, this button will appear as 'Cancel' if there are any unsaved fields on the page.
- **Delete**  The 'Delete' button deletes the course as long as there are no registrations for it.
- **Request Approval**  The 'Request Approval' button performs a check of all required fields; and if all required fields are completed, the course's status will change from 'Request Approval' to 'Ready for Approval' and the course approval process will begin. The 'Request for Approval' button will remain visible only for courses that have not yet been approved. The 'Ready for Approval' button is not visible to Admin users with the 'Course Approval Manager' role; instead, those users will have an 'Approval' section available on the left side of the page to change the approval status of the course.
- **Save**  The 'Save' button saves all the entered information for the course.

The 'Edit' page header is listed above. The 'Edit' header title is followed by your selected course format, which is also the name of the course type. The 'Title' text field lists the courses' name with the course ID next to it. Once the course is saved, the Course ID can be used within the course search to quickly find your course.

Editing Existing Courses

▶ TRAIN 3.0

Courses that are created in TRAIN 3.0 can be accessed by clicking 'Admin,' 'Content,' followed by the 'Find and Edit Existing Content' link. Each course on the Search Results page that you have the right to edit will have a 'Edit Menu' icon next to the listing. When you click the 'Options' icon, you will have a list of options depending on your access to the course. These options include: Edit, Clone, Assessment, Session (for courses with this functionality), Evaluation, Roster, and Batch Registration. When selecting the 'Edit' option, the format specific 'Course Edit' page will open.

▶ CLASSIC TRAIN

If a course was created in Classic TRAIN and you attempt to edit it in TRAIN 3.0, you will be redirected to Classic TRAIN to the 'Add/Edit Wizard' page to make changes.

The Course Wizard Page

► The course wizard page is divided into sections and each section may be accessed via the left-hand vertical menu. The following sections are available.

- **Common Information***
- **Availability***
- **Description***
- **Organization and Sponsor***
- **Content***
- **Completion Options**
- **Competencies & Capabilities**
- **Thumbnail**
- **Learning Objectives**
- **Accreditations & Credit**
- **Certificates**
- **Expiration & Visibility**
- **Registration Management**
- **Supporting Resources**
- **Prerequisite Courses**
- **Contacts**
- **Reviews**
- **Assessments & Evaluations**
- **Custom Attributes**
- **Cost**
- **Approval (Only available for admin users with the 'Course Approval Manager' role)**

*Denotes sections with required information

All of these listed sections on the menu are available and you have the option of switching between the sections as you edit course information. Some sections are shared among all course formats, while other sections are format specific.

Common Information
Availability
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Supporting Resources
Prerequisite Courses
Contacts
Reviews
Assessments & Evaluations
Custom Attributes
Cost

Course Edit Sections That Are Shared Between All Course Formats

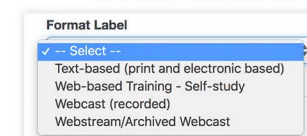
► Now that we've toured the common interface for adding course content, let's now focus our attention on each general section of the menu on the left side of the page – using 'External Content' as our content type. Learners use the information provided to compare courses. The more information you provide, the more useful it will be for the learner. We highly encourage filling out as much information as possible.

Common Information

The 'Common Information' section of the menu contains the following:

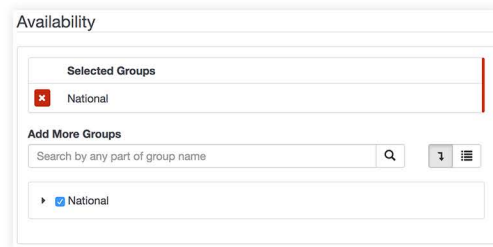
- **Created** (displays the user name and date)
- **Modified** (displays the user name and date)
- **Approved** (displays the user name and date) – only shows once the course has been approved
- **Published Date** (an optional field that is available for editing only before the course is approved) – This date refers to when the course was originally published, not necessarily the date it was added to TRAIN. We highly encourage that this field be filled in as it is provided to the learner when searching for courses and helps to identify if the course content is up to date.
- **Revised Date** (an optional field that is available for editing at any time) – This date refers to when the course was materially updated. Again, we highly encourage that this field be filled in as it is provided to the learner when searching for courses and helps to identify if the course content is up to date.
- **Length** (hours) – denotes the length of the course material in hours
- **Skill Level** (a required selection) – Once a selection is made, you may click the 'Show Description' link to give information regarding how we distinguish each skill level. The following skill levels are available.
 - Introductory
 - Intermediate
 - Advanced
- **Format Label** (an optional field) – The 'Format Label' field represents the course type that is searchable by TRAIN 3.0 learners. Learners will also see this listing on the 'Course Details' page. By default, this selection is empty, and the course is shown to learners under the course format it was created for (i.e., Physical Media); however, if a label is assigned to the course, the course is then searchable and shown to learners as a specific course type (e.g., DVD or CD-ROM). This field will be required in the near future.
- **Subject Area(s)** (a required selection) – up to 6 subject areas may be selected
- **Target Audience** (a required selection) – up to 6 audiences may be selected
- **Background/Role** (an optional field) – Up to 6 roles may be selected.
- **Language(s)** (a required field with English selected by default) – This is the language in which the course is available.

Format label for External Content

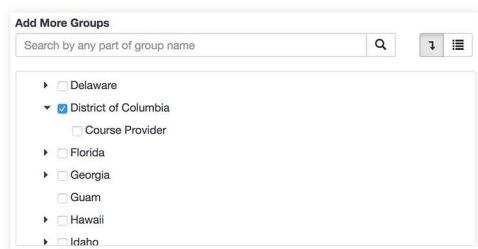


Availability

▶ The 'Availability' section of the menu shows a tree view of all groups within TRAIN along with a search option and a separate listing of selected groups. There is also a list view that allow you to search through specific groups. By default, all newly created courses are assigned to the group that the course provider has a role for. At least one group must be selected for 'Ready for Approval' or 'Approved' courses. The group selection determines which learners are able to see the course within TRAIN. For example, if you select the 'National' group, it makes the course available to all learners within TRAIN, while selecting the 'Arizona' group will make it only available to those learners within the 'Arizona' group. The same is true if you expand the group tree and select a sub-group. In that case, the course will only be available to learners within and below that sub-group.

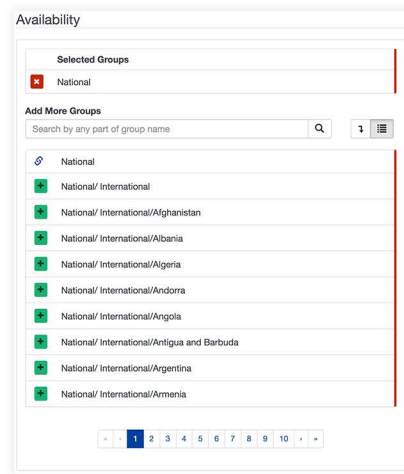


The screenshot shows the 'Availability' section. At the top, there is a 'Selected Groups' list with 'National' selected. Below it, there is an 'Add More Groups' section with a search bar and a list of groups. The 'National' group is selected in the list.



The screenshot shows the 'Add More Groups' section. It has a search bar and a list of groups. The 'District of Columbia' group is selected, and its sub-group 'Course Provider' is also selected.

To select a group when viewing the tree view, simply click the checkbox next to the group name. All learners within that group and all of its sub-groups will have access to the course.



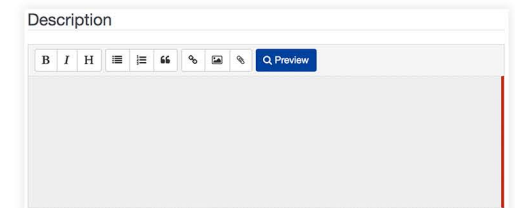
The screenshot shows the 'Availability' section in list view. It displays a list of groups, including 'National', 'National/ International', 'National/ International/Afghanistan', 'National/ International/Albania', 'National/ International/Algeria', 'National/ International/Andorra', 'National/ International/Angola', 'National/ International/Antigua and Barbuda', 'National/ International/Argentina', and 'National/ International/Armenia'. The 'National' group is selected.

To select a group while using the list view, click the '+' to the left of the group name. Once selected, a link icon will appear to the left of the name to indicate it has been selected.

The selected groups are listed under the 'Selected Groups' section. To remove a group, simply click the 'X' to the left of the group name.

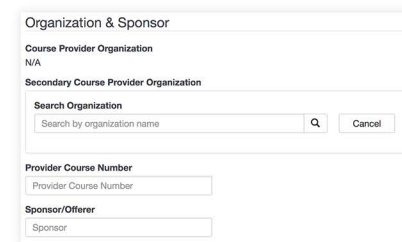
Description

▶ The 'Description' section is required and it features text editing tools (i.e., bold, italicize, bullet, attach, etc.) to help you customize the course description. Use this section to describe your course content, structure, and any other pertinent information. The first couple of lines of your description will be available within the course search, so make sure they contain the information you want learners to know about your course. You can click the 'Preview' button to see what the description will look like to the learner.



The screenshot shows the 'Description' section. It features a text editor with various formatting tools (bold, italic, heading, list, link, image, etc.) and a 'Preview' button. The description text area is currently empty.

Organization and Sponsor



The screenshot shows the 'Organization & Sponsor' section. It includes fields for 'Course Provider Organization' (N/A), 'Secondary Course Provider Organization', 'Search Organization' (with a search bar and 'Cancel' button), 'Provider Course Number' (with a text input field), and 'Sponsor/Officer' (with a text input field).

▶ The 'Course Provider Organization' field is not editable by course providers. In this case, the field value is taken from the organization that the course provider belongs to. TRAIN Administrators with the appropriate role (i.e., Course Provider Organization Manager) may edit the 'Course Provider Organization' field value. Click the '+Select Organization' button, and then search for the appropriate Organization. If

the Organization does not exist, you will need to create it using the 'Course Provider Organizations' functionality within the Admin section. The 'Secondary Course Provider Organization' field is available to indicate if more than one Organization is responsible for the course content. You will only be able to pull from existing Organizations. If the Organization does not exist, you will need to create it using the 'Course Provider Organizations' admin function, which is only available to users with the 'Course Provider Organization Manager' role. If you are a Course Provider and do not have access to this functionality, you will need to contact the admin responsible for your TRAIN affiliate site to request that the organization be added. You can find the contact information on the 'Help > Support' page of the TRAIN site.

The 'Provider Course Number' can be used to indicate any internal number used for the course. The 'Sponsor/Officer,' field can be used to indicate if there is another Organization that is sponsoring/offering the course. Generally, this is used if there is a sponsor/funder for the course that was not directly involved in creating the course.

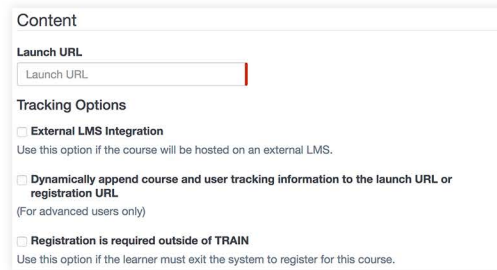
Content

► The 'Content' section is used for the 'External Content' and 'SCORM Course' format types. We will cover the 'Content' section for the 'External Content' format type here, and the 'SCORM Course' format type will be covered in a separate tutorial.

For 'External Content' format types, you are required to enter a URL address in the 'Launch URL' field. This is the location from which your course will be accessed. If you've setup an integration between TRAIN and your LMS system, check the 'External LMS Integration' checkbox. When checked, you will have the option to allow users to withdraw from your course from within TRAIN, via the 'Allow users to withdraw from this course on TRAIN' checkbox.

Advanced users may dynamically append course and user tracking information to the launch URL or registration URL by clicking the provided checkbox. For more information about integrating your courses or your LMS system with TRAIN visit the following URL (http://www.phf.org/programs/TRAIN/Pages/How_TRAIN_can_be_Integrated_with_Partnering_Learning_Management_Systems.aspx).

If the learner is required to exit TRAIN to register for your course, click the 'Registration is Required Outside of TRAIN' checkbox and enter the registration URL in the provided text box.



The screenshot shows the 'Content' section of the TRAIN Course Wizard. It includes a 'Launch URL' text field, a 'Tracking Options' section with three checkboxes: 'External LMS Integration' (with a subtext 'Use this option if the course will be hosted on an external LMS.'), 'Dynamically append course and user tracking information to the launch URL or registration URL' (with a subtext '(For advanced users only)'), and 'Registration is required outside of TRAIN' (with a subtext 'Use this option if the learner must exit the system to register for this course.').

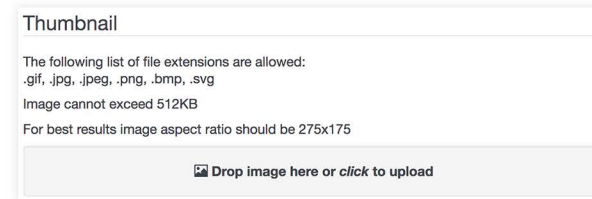
Completion Options

- There are different completion options depending on the course format. If you're editing an 'External Content' course type, there are three course completion options for you to choose from:
- **User must complete course manually** – After the course is Launched, you may complete the course by clicking the 'Mark Complete' button. If you are using an Assessment or Evaluation, they will be available for the user after they have marked themselves complete.
 - **Course completes and moves to next step upon launch** – After the course is launched, it will immediately move to any assessment or evaluation if one has been created for the course. If not, the course will immediately move to completed status.
 - **Course completes and verifies upon launch** - The course will immediately move to the 'Completed: Verified' status when the learner launches the course, and they will receive any certificate associated with the course.

Choose one of the course completion options that best meets your needs.

Thumbnail

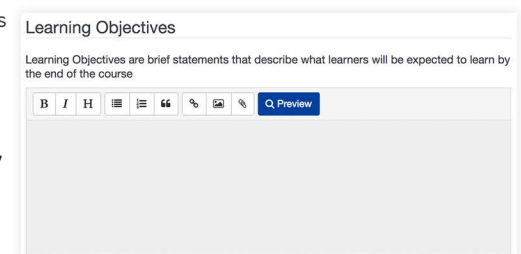
► 'Thumbnail' is a section that allows you to insert an image for your course. Your image cannot exceed 512 kilobytes, and for best results, the thumbnails' aspect ratio should be 275 pixels by 175 pixels. If you choose not to upload an image for your course, an image placeholder will be shown to users instead.



The screenshot shows the 'Thumbnail' section of the TRAIN Course Wizard. It includes a list of allowed file extensions: '.gif, .jpg, .jpeg, .png, .bmp, .svg'. It also states 'Image cannot exceed 512KB' and 'For best results image aspect ratio should be 275x175'. At the bottom, there is a button that says 'Drop image here or click to upload'.

Learning Objectives

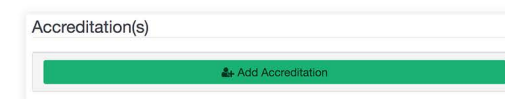
► The 'Learning Objectives' section allows you to list brief statements that describe what learners will be expected to learn by the end of the course. It also features text editing tools (i.e., bold, italicize, bullet, attach, etc.) to help you customize the learning objectives. You can use the 'Preview' button to view how the text will appear to the learner.



The screenshot shows the 'Learning Objectives' section of the TRAIN Course Wizard. It includes a text area for entering learning objectives, a toolbar with text editing tools (bold, italic, highlight, bulleted list, numbered list, link, unlink, undo, redo), and a 'Preview' button.

Accreditations and Credits

► If your course provides any credits through an accrediting body, you can add both within this section. To add an Accreditation, click the 'Add Accreditation' button.



The screenshot shows the 'Accreditation(s)' section of the TRAIN Course Wizard. It includes a text field for entering the accreditation name and a green button labeled 'Add Accreditation'.

Add Accreditations

For 'Accreditation(s),' select a group first for which the Accreditation will be visible. Only users within the selected group will be able to view the Accreditation. Once the group is selected, you can search through the available Accreditation. Each Accreditation will indicate if approval is required for it to be listed on your course. Once you request approval for your course, the approval for your Accreditation will be sent to the appropriate Admin for review. Once a group and Accreditation is selected, you will be able to confirm the selection by clicking the green button with the check to the right of the 'Add Accreditation' link.

To remove the selected group or Accreditation, click the red 'X' button. Once you confirm your selections, your Accreditation will be listed along with the group it is available to and indicate if approval is required. You can edit your selection using the blue pencil icon to the left of the selection or remove the selection entirely and start over by clicking the red 'X' button to the right of your selection. You can also add multiple accreditations by clicking the 'Add Accreditation.'

Add Credit

To add a Credit, click the 'Add Credit' button. You are able to search through the available credit types by using the search box. The credits are listed in groups of ten. If more than ten listings are available, page selections will be shown below the credit types. Once you find the credit type you are looking for, click the green '+' button to the left of the credit. If you selected the wrong credit, you can click the red 'X' button to the left of the credit selection and start the selection process over again. Once a credit type is selected, you will be required to enter the credit amount that is available for taking the course. Once the credit amount is entered, you can either click the green checkmark box to the right of 'Add credit' to confirm your selection, or you

Credit(s)

Add credit

Search Credit Type

Search by credit type name

- AAA: CEUs
- AAPF
- AAPK: CME Credits
- AAVSB/RACE
- Academic Credit
- ACCME- Non-Physician AMA PRA Category 1 Credit(s)™
- ACCME: AMA PRA Category 1 Credit(s)™
- ACHE: Category II (non-ACHS) Continuing Education Credit
- ACHE: Continuing Education Credit
- ACPE: Contact Hours

Credit Amount

Credit Amount

may click the red 'X' to remove the selection. Once a credit type is selected, you can edit the selection using the blue pencil box to the left of your selection. Remove it by clicking the red 'X' button to the right or click the 'Add Credit' button to add another credit type.

Add Accreditation

Selected Groups

Add More Groups

Search by any part of group name

National

Search Accreditation

Search by accreditation name

- AAA American Academy of Audiology, Department of Veterans Affairs, Employee Education System
- AAPK American Academy of Physician Assistants, Veterans Health Administration VHA, Employee Education System
- Academic Credit Wichita State University
- Academy of Nutrition and Dietetics (AND) Commission on Dietetic Registration
- ACCME Accreditation Council for Continuing Medical Education, VA Employee Education System
- ACCME- Non-Physician Accreditation Council for Continuing Medical Education, VA Employee Education System
- Accreditation Council for Continuing Medical Education (ACCME)
- Accreditation Council for Continuing Medical Education (ACCME) Center for Continuing Medical Education at the Yale School of Medicine
- Accreditation Council for Pharmacy Education (ACPE)
- Accreditation Council for Pharmacy Education (ACPE) Accreditation Council for Continuing Medical Education at the Yale School of Medicine
- ACHE American College of Healthcare Executives, VHA Employee Education System

Certificates

Certificates

Add Certificate

Search certificate

Search by certificate name

Certificates I have used before

Cancel

Delivery

Start date

End date

Delivery Method

Manual Delivery

The Course Provider will need to verify the registration through the roster for the learner to receive this certificate

Automated Delivery

The system will deliver the certificate once the learner completes all requirements

Custom Text

Only works with Certificates that have been designed with the "Custom Text" section included in them. If you are not sure if your certificate has a Custom Text section, go to the "Certificates" section, search for and edit your Certificate to check for this section within the "Design" tab.

Custom Text

To add a certificate for your course, click the 'Add certificate' button. To begin, click 'Select Certificate' and search through the available Certificates. You can narrow your search using the available filters dropdown, which include 'Certificates used on courses within your organization,' 'Certificates I have used before,' 'Certificates created by me,' 'Certificates created in the last year,' and 'All public certificates.' If you want to create a new certificate, you can use the 'Add New Certificate' functionality within the 'Admin/Content/Certificates' section. For more information on adding a new certificate, see the 'Certificate Management' tutorial. When searching through available certificates, they will be listed in groups of ten. If more than ten certificates

are available, page selections will be shown below the certificates. To select a certificate, click the green '+' sign to the left of the certificate name. Once the certificate is selected, you can remove it using the red 'X' to the left of the certificate name and begin the search process again.

Once you've selected a certificate, you can choose when the certificate will be available from using the 'Start date' and 'End date' fields. If values are entered, the certificate will only be available for learners within the date range. The 'Delivery Method' selection will determine how learners will be able to obtain the certificate. 'Manual Delivery' will require the course provider to verify the course completion with the roster for the learner to obtain the certificate. 'Automated Delivery' will allow the learner to receive the certificate once they have completed all course requirements, such as passing an assessment or filling out an evaluation. If you've added one or more credit types for the course, you will be able to attach the certificate to any of the added credit types using the 'Credit Type' dropdown. If you attached the certificate to the credit type, the learner will only receive the certificate if they select the credit type when registering for the course and finish all the requirements such as passing an assessment or filling out an evaluation.

The 'Custom Text' field allows you to insert custom text on the certificate. This is only available on certificates that have added the 'Custom Text' field to them. You can check this by going to the 'Find and Edit Existing Certificates' functionality within the 'Admin/Content' section. Find the certificate you are adding and see if it has the 'Custom text' field. Once you've finished with selecting the certificate use the green check box to the right of the 'Edit Certificate' to confirm your selections. Your selection will be listed with the certificate name, the credit type associated with it if any, and the delivery method. You can then edit your selection using the blue pencil box to the left of the credit selection or remove it using the red 'X' to the right or by editing the certificate and using the 'Delete' box. You can also add an additional certificate, if you have a different certificate for a different credit type, by clicking the 'Add certificate' button and going through the process again.

Expiration and Visibility

► The 'Expiration and Visibility' section allows you to set an expiration date and time for your course. If you use this option, your course will expire on the date that you set. At that point, the course will not be visible in searches nor will it be available for user registration. We recommend that you enter an expiration date - as you will be notified when this date is approaching. This will allow you to check back to the course to make sure the content is still up to date and relevant.

By default, your course is checked as 'Active' – meaning it will appear in reports and will accept new user registrations. If you deactivate your course, by unchecking the 'Active' checkbox, your course will no longer appear within reports. Your course is also checked as 'Searchable' by default – meaning it will appear in search results. You can opt to change these default settings manually if you desire. 'Clinical' indicates if the course covers clinical subject matter. 'Visible only as part of a Collection,' is unchecked by default. When checking this option, the course will not be searchable individually and can only be found as part of a 'Collection' or 'Training Plan' course type. You can use this option if the course is only meant to be taken as part of a larger Collection or Training Plan.

Competencies and Capabilities

► The 'Competencies and Capabilities' section allows course providers to search and add available competency and capability sets. Through our data analysis, we have found that courses with a competency or capability assigned are twice as likely to be completed, so if your course provides information related to a competency or capability, we highly recommend that you

select it here. The competencies and capabilities are shown in a tree structure. You can select the appropriate competency or capability by expanding the tree structure and checking the box next to all appropriate selections. Selecting a level will automatically check all selections below that level. So for example, if your course covers all of the Tier One competencies within the 'Core Competencies for Public Health Professionals' by selecting the 'Tier One' level, it will be selected as well as all competencies below it.

Registration Management

► The 'Registration Management' section has an option allows users to register for a specific course only once, and this option is unchecked by default. You may add additional course restriction information in the provided text editor. This will appear to users on the Course Details

page as 'Registration Restrictions.' You may also add additional provider instructions in the provided text editor. This will appear to users on the Course Details page as 'Additional Provider Instructions.' If you need to follow up with learners by providing them additional instructions, simply click 'The course provider will contact students via email with additional instructions' checkbox option.

Under 'Registration Approval,' click one of the provided options to indicate if you (the course provider) want to approve course registrations. In this case, the learner will go into a 'Pending' status when trying to register until the course provider approves the registration within the course roster. 'No' is the default setting. 'Learners must provide a code to register' allows you to enter an 'Approval Code' within the provided text box. If this option is selected, the learner will be asked to provide the code upon registration.

The 'Custom User Information' field allows you to add multiple custom information fields in the provided text editor. Active 'Custom Information' fields are shown as questions to TRAIN users via a pop-up window when users are registering for a course. If you add more than one active 'Custom Information' field, it will be shown sequentially in the same window. If there are any required 'Custom Information' fields for a course, users will not be able to register for the course until they enter in the required information. Following registration, information that is entered will be available for users to edit on the 'Custom Information' tab on the Course Details page.

Supporting Resources

► The 'Supporting Resources' section allows you to upload multiple files, which can be set up to have one of the following access types:

- **Unrestricted** – Available before registration and to anonymous users
- **After Registration** – Available to registered users and included as an attachment to the registration confirmation email
- **After Course Completion** – Available only after the course is completed
- **Available Only to Course Providers** – Available only for Course Providers and Admins

Available documents are shown to users and available for download from the 'Resources' tab on the Course Details page based on their availability selection. You can upload up to 12mb of files. The types of files allowed are listed within the interface. Once you've uploaded a file and selected the availability type, click the green check box on the right to confirm your selections. Once added, your file will be listed with the file name, size, and availability type. You can edit the resource using the blue pencil button to the left of the file name, or remove it by clicking the red 'X' to the right of the file name. To add additional resources, click the 'Add' button.

Prerequisite Courses

► If your course serves as a prerequisite for another course(s), it will be shown in the list of courses that your course is a prerequisite for. If other courses must be taken prior to taking the current course, you can add them by entering a course title in the provided search text field. Once you have found the course, click the green plus icon on the left of the course title. Your selection will be added to your list of selected courses. Click whether you want to 'Require only one prerequisite out of the listed courses' or if you 'Require all listed prerequisites.' You can remove selected courses by clicking the red 'X' to the left of the selected course name.

Contacts

► In the 'Contacts' section, you may add one or more contacts. Click the 'Add a Contact' link and enter the contact information in the provided text fields. You are required to enter a name, phone number, and email for the contact. You can also enter a URL for an associated website, and a description of the contact if desired. This information will be provided to the learner as their point of contact for the course and course content.

Reviews

► In this section, you have the option to prompt users after course completion to leave a review for the course. This option is checked by default. If you want yourself or someone else to be notified every time a course review is posted, you can add that option by clicking the 'Add a Contact' link and entering the contact information in the provided text fields.

Assessments and Evaluations

► Currently, assessments and evaluations uses Legacy TRAIN Platform functionality. Click either the 'Assessments' or 'Evaluations' option, and Classic TRAIN functionality will open in a new window. To assign and/or view assigned Assessments or Evaluations, click the associated box.

Custom Attributes

► A listing of course attribute categories are available as expandable titles. As you click to expand each title, a list of custom course attributes is offered for you to fill in for the course. It is possible that a custom attribute field will be required. If that is the case, the field will be marked with a red line on the right side. When requesting approval, if the field is not entered, the section will be indicated as requiring attention with a red exclamation mark.

Cost

▶ Click the 'Add Cost' link and enter pricing information in the provided text fields. Multiple prices can be added for a course after you've entered and saved your current course pricing. Simply click the green checkmark icon to add additional course pricing. If you plan on handling payments yourself, click the 'Manage Receipt of Payment' selection. This option is not required if you are linking learners to a system outside of TRAIN that is processing and managing payments. If you add a price to the course, you will be required to enter a 'Information or Registration URL' within the content section. This is where the learner will go to pay for the course.

- If you've selected the 'Approved,' 'Declined,' or 'More Information Requested,' the 'Send an email to the course provider' checkbox will be shown underneath. It is unchecked by default; however, when it is checked, a preview of the email body derived from the existing mail template will be shown and available for you to edit before sending.
- The course approver can also provide comments directly within the course edit pages to the course provider using the "Approver Comments" section when changing the course approval status.
- The course status change and email submission will be conducted on the page after you click the 'Save' button, and a confirmation message will be shown upon successful submission.

Approval

- ▶ Whenever a course is in the incomplete status, the 'Request Approval' button will be present at the top of the page. The approval process for your course will begin once you click the 'Request Approval' button. Here's what you need to know:
- Validation for all required fields will be checked, and if failed, exclamation mark (!) icons will be shown next to the page sections that have missing information. When you go to edit the section, a validation message will be shown next to the field that needs attention.
 - Once the validation passes, the course status will change to 'Ready for Approval,' and a message will be shown under the course title stating, "This course is pending approval. Until it is approved it will not be available to learners." You can choose to cancel the approval request if you need to edit the course further. Simply click the 'Cancel Approval Request' button under the course title.
 - The 'Approval' page section will only be visible to admins who have a right to approve the course.
 - Regular course providers will only see messages under the course title.
 - When the course approval manager accesses a course that is pending approval and goes to the 'Approval' section, they will see choices of statuses that they can set the course in.
 - **Approved** – Approves the course and makes it visible to learners based on the availability selection
 - **Declined** – The course approval is declined.
 - **Incomplete** – The course is in this status prior to approval being requested
 - **More Information Requested** – The course requires more information for approval
 - **Approver Comments** – Use this section to provide information back to the course provider requesting approval.