TRAIN Training Plan and Blended Learning Series Comparison Guide

This document is intended for TRAIN Administrators and is to serve as a reference guide when determining the differences between Blended Learning Series and Training Plan functionality within TRAIN.

Training Plan and Blended Learning Series | Specifications Comparison Quick Chart		
Administrative Functionality	**Training Plan**	**Blended Learning Series**
Feature Type	Non-course	Course
Delete	Yes	Yes
Clone	Yes	Yes
Assign to Learners	Yes	Yes
Remove Registered Learners	Yes	No
Automatic Completion Status Upon Completion of Components	No	Yes
Set Target Date	Yes	No
Notify Manager and Users X Days Prior to Deadline Flag	Yes	No
Email Selected Users	Yes	Yes

Administrative Functionality	Training Plan	Blended Learning Series
Export Users List	Yes	Yes
Export Components	Yes	No
Show Components Only After Learner Registers	Yes	Yes
Send Notification Email to Learners When Administrator Registers Them	Yes	Yes
Select Learner Status	No	Yes
Sections	Yes	Yes
Subsections	No	No
Section Option: Required Component(s) Must be Taken in Order Defined in the Section	Yes	Yes
Section Option: Learner Required to Take One Component in the Section	Yes	Yes
Section Option: Learner Required to Take N Components in the Section	Yes	No
Section Option: Learner Required to Take All Components in the Section	Yes	Yes
Section Option: Learner Required to Take Selected Component(s) in the Section	Yes	No
Drag And Drop Order of Sections/Component(s)	Yes	Yes
Stand-Alone Components	Yes	Yes
Search for Courses to Add	Yes	Yes

Administrative Functionality	Training Plan	Blended Learning Series
Course Information		
Common Information	No	Yes
Availability/Group Visibility	Yes	Yes
Auto Assign to Users Based on Group Visibility Flag	No	Yes
Description	Yes	Yes
Organizations and Sponsor	No	Yes
Registration is Outside of TRAIN	No	Yes
Dynamically Append Course and User Tracking Info to Launch URL or Registration URL	No	Yes
Thumbnail	No	Yes
Learning Objectives	No	Yes
Accreditations and Credit	No	Yes
Certificates	No	Yes
Proof of Completion	Yes	No
Expiration and Visibility	No	Yes
Automatically Expire Registrations After the Expiration Date Flag	No	Yes

Administrative Functionality	Training Plan	Blended Learning Series
Clinical Flag	No	Yes
Searchable Flag	No	Yes
Active Flag	Yes	Yes
Visible Only as Part of a Collection Flag	No	Yes
Competencies and Capabilities	No	Yes
Registration Management	No	Yes
Supporting Resources	No	Yes
Prerequisite Courses	No	Yes
Contacts	No	Yes
Reviews	No	Yes
Assessments and Evaluations	No	Yes
Custom Attributes	No	Yes
Cost	No	Yes
Approval	No	Yes

Learner Experience Functionality	Training Plan	Blended Learning Series
Your Learning	Yes	Yes
Visible in Transcript	No	Yes
Course Catalog	Yes	Yes
Description	Yes	Yes
Register	Yes	Yes
Export Course List	No	Yes
Save for Later	No	Yes
Content List	Yes	Yes
Clinical	No	Yes
Contact	No	Yes
Reviews	No	Yes
Discussion	No	Yes
Certificates	No	Yes
Proof of Completion	Yes	No
Withdraw	Yes	Yes

Learner Experience Functionality	Training Plan	Blended Learning Series
Mark Completed	No	Yes
History View	No	Yes
Upload External Certificate	No	Yes

TRAIN

*From the **Public Health Foundation***

Training Plan | Specifications Guide		
Administrative Functionality	**Training Plan**	**Functionality Notes**
Feature Type	Non-course	**Feature Type** refers to whether a feature in TRAIN is a course type or not. Training Plans are not a course type (only content under Admin > Content are course types). Training Plans <u>do not</u> share course type functionalities such as course level data/reports; registration management; assessment and evaluation capacities; learner notifications; and expiration dates (regardless of whether utilized or not).
Delete	Yes	**Delete** refers to whether a Training Plan can be deleted from TRAIN. Training Plans can be deleted if there are no registrations, or if all registrations are removed prior to an attempt to delete.
Clone	Yes	**Clone** refers to the ability to clone an existing Training Plan.
Assign to Learners	Yes	**Assign to Learners** refers to the ability to assign learners to a Training Plan.
Remove Registered Learners	Yes	**Remove Registered Learners** refers to the ability to remove registered learners, even those in Completed status.

Administrative Functionality	Training Plan	Functionality Notes
Automatic Completion Status Upon Completion of Components	No	**Automatic Completion Status Upon Completion of Components** refers to an option that exists in the TRAIN Wizard that allows for a learner to receive a 'completion' status upon completing all components. This is not an option for a Training Plan because a learner must complete the required components within a Training Plan for the completion status to be triggered.
Set Target Date	Yes	**Set Target Date** refers to the ability to set a target date for learner completion. The Target Date is not to be confused with the Completion Date. Set Target Date is found in the Training Plan Roster.
Notify Manager and Users X Days Prior to Deadline Flag	Yes	**Notify Manager and Users X Days Prior to Deadline Flag** refers to the ability to send learners and/or the TP Manager a notification a certain number of days prior to the Target Date for completion. Notify manager and learners X days prior to deadline is listed as Notification within the Training Plan Wizard.
Email Selected Users	Yes	**Email Selected Users** refers to the capacity of a Training Plan Manager to email selected users (learners) from the Roster > Actions list within the Training Plan Roster. This action can only be completed when the learner has opted-in to receive emails.

Administrative Functionality	Training Plan	Functionality Notes
Export Users List	Yes	**Export Users List** refers to the ability of a Training Plan Manager to export the roster of learners. This functionality is found in the Roster > Tools dropdown view of the Training Plan Roster.
Export Components	Yes	**Export Components** refers to the option of a Training Plan Manager to export a list of all course components of a Training Plan. This functionality is found in the Edit > Content view of a Training Plan and is <u>only</u> available to a Training Plan Manager, not learners.
Show Components Only After Learner Registers	Yes	**Show Components Only After Learner Registers** refers to the option of a Training Plan Manager to only allow a learner to see the Training Plan components <u>after</u> they are registered for the Training Plan, thereby reducing the likelihood that learners will register for the course components via the Training Plan versus the Course Catalog.
Send Notification Email to Learners When Administrator Registers Them	Yes	**Send Notification Email to Learners When Administrator Registers Them** refers to the ability of a Training Plan Manager to select specific learners' post-registration and develop/send a message to them from the Actions list within the Training Plan Roster. This action can only be completed when the learner has opted-in to receive emails.

Administrative Functionality	Training Plan	Functionality Notes
Select Learner Status	No	**Select Learner Status** refers to the capacity of a Course Provider to select the status of the learner. This functionality is not available in Training Plans. In a Training Plan, the learner status is auto-populated based on the learner transcript. If the learner has completed all components within the Training Plan, the system will automatically mark them as Complete upon registration. Additionally, if all the components of the Training Plan are set to Optional/Not Required, when the learner registers and launches the Training Plan, the system will mark them Complete.
Sections	Yes	**Sections** refers to the availability of sections within a Training Plan, each capable of holding any number of components. Training Plans allow for components to be grouped by sections. The assigned behavior of each section does not impact the behavior of other section(s).
Subsections	No	**Subsections** refers to the availability of subsections within a Training Plan. Training Plans do not allow for sections and their components to be grouped by subsections.

Administrative Functionality	Training Plan	Functionality Notes
Section Option: Required Component(s) Must be Taken in Order Defined in the Section	Yes	**Section Option: Required Component(s) Must be Taken in Order Defined in the Section** refers to the ability of a Training Plan Manager to designate the order in which the learner takes the components of the Training Plan. In the Training Plan Wizard, the Training Plan Manager is limited to either allowing learners to take courses in any order or to make it so that <u>all</u> sections must be completed in order.
Section Option: Learner Required to Take <u>One</u> Component in the Section	Yes	**Section Option: Learner Required to Take <u>One</u> Component in the Section** refers to the ability of a Training Plan Manager to require the learner take one component in the designated Training Plan section.
Section Option: Learner Required to Take <u>N</u> Components in the Section	Yes	**Section Option: Learner Required to Take <u>N</u> Components in the Section** refers to the ability of a Training Plan Manager to require the learner take a specified number of components in the designated Training Plan section.
Section Option: Learner Required to Take <u>All</u> Components in the Section	Yes	**Section Option: Learner Required to Take <u>All</u> Components in the Section** refers to the ability of a Training Plan Manager to require the learner take all of components in the designated Training Plan section.

Administrative Functionality	Training Plan	Functionality Notes
Section Option: Learner Required to Take Selected Component(s) in the Section	Yes	**Section Option: Learner Required to Take Selected Component(s) in the Section** refers to the ability of a Training Plan Manager to require the learner take specific selected components in the designated Training Plan section, while all other components are optional/not required.
Drag And Drop Order of Sections/Component(s)	Yes	**Drag And Drop Order of Sections/Component(s)** refers to the ability of a Training Plan Manager to change the order of sections and/or components within the Training Plan by using a dragging and dropping function.
Stand-Alone Component(s)	Yes	**Stand-Alone Component(s)** refers to the ability of a Training Plan Manager to list any number of components outside of sections ("stand-alone components"), while other components are grouped within sections.
Search for Courses to Add	Yes	**Search for Courses to Add** refers to the search feature available within the Training Plan Manager's view of the Training Plan and the ability to search for and add courses. Courses can be searched by keyword in a course title or description, or by course ID. Search results will also include expired courses.

Administrative Functionality	Training Plan	Functionality Notes
Course Information		
Common Information	No	**Common Information** refers to a TRAIN Wizard category associated with course types that requires a Course Provider to identify the following: Length, Skill Level, Format, Subject Areas, Target Audience, and Course Language. This <u>does not apply</u> to a Training Plan. As a best practice, all Training Plans should include this information in the Description of the Training Plan.
Availability/Group Visibility	Yes	**Availability/Group Visibility** refers to a TRAIN Wizard input field associated with Training Plans that allows a Training Plan Manager to make the Training Plan visible to a specific group in TRAIN.
Auto Assign to Users Based on Group Visibility Flag	No	**Auto Assign to Users Based on Group Visibility Flag** refers to an option in the TRAIN Wizard Availability/Group Visibility category associated with course types. When selected, this flag indicates that users will be auto assigned the course/course type based on the group visibility selected. This <u>does not</u> apply to a Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Description	Yes	**Description** refers to a TRAIN Wizard input field associated with Training Plans that allows a Training Plan Manager to include descriptive text regarding the Training Plan purpose, target audience, learning objectives, etc.
Organizations and Sponsor	No	**Organizations and Sponsor** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to select various types of Organizational Access, Provider Course Number, and Sponsor. This does not apply to a Training Plan.
Registration is Outside of TRAIN	No	**Registration is Outside of TRAIN** refers to whether the learner is required to exit TRAIN to register for a course. This option is within Content > Registration Options of the TRAIN Course Wizard and does not apply to a Training Plan.
Dynamically Append Course and User Tracking Info to Launch URL or Registration URL	No	**Dynamically Append Course and User Tracking Info to Launch URL or Registration URL** refers to when a course is in an external learning management system that has been integrated with TRAIN. This allows the correct information to be sent with the launch URLs for the external LMS to interpret integration. This option is within Content > Registration Options of the TRAIN Course Wizard. This does not apply to a Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Thumbnail	No	**Thumbnail** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to insert an image for a course/course type. This <u>does not</u> apply to a Training Plan.
Learning Objectives	No	**Learning Objectives** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to state what learners are expected to learn by the end of the course. This <u>does not</u> apply to a Training Plan. As a best practice, all Training Plans should include Learning Objectives in the Description of the Training Plan.
Accreditations and Credit	No	**Accreditations and Credit** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to add any associated accreditations and/or credit types to the course/course type. This <u>does not</u> apply to a Training Plan. As an alternative, an additional course component can be added to the end of a Training Plan to act as a record. As a best practice, if applicable Training Plans should include information and instruction on accreditation and credits in the Description of the Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Certificates	No	**Certificates** refers to a Certificate of Completion associated with course types. This <u>does not</u> apply to a Training Plan.
Proof of Completion	Yes	**Proof of Completion** refers to a listing of all course components completed within a Training Plan. The Training Plan Manager can select this option in the Training Plan Wizard. If the Training Plan Manager opts to include a Proof of Completion and sets the Training Plan to have no required courses, the learner will be able to access the Proof of Completion as soon as they have completed even one course within the plan.
Expiration and Visibility	No	**Expiration and Visibility** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to define the expiration date of a course as well as certain aspects of its visibility. This <u>does not</u> apply to a Training Plan.
Automatically Expire Registrations After the Expiration Date Flag	No	**Automatically expire registrations after the Expiration Date Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that a user's registration will expire along with the course type's expiration. This prevents users from accessing the course content, assessments, or evaluations after the expiration date, thereby creating data issues and issues with CEs. This <u>does not</u> apply to a Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Clinical Flag	No	**Clinical Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that the course covers clinical subject matter. This <u>does not</u> apply to a Training Plan.
Searchable Flag	No	**Searchable Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that a course/course type will appear in the search results of the TRAIN Course Catalog. This <u>does not</u> apply to a Training Plan.
Active Flag	Yes	**Active Flag** refers to an option in the TRAIN Training Plan Wizard. When selected, this flag indicates that the Training Plan will appear in reports and will accept new user registrations. When a Training Plan is made inactive, it is pulled out of <u>all</u> reporting queries. If the desire is to remove the content from the user view, the 'active' flag should remain checked, and the Training Plan should be unpublished. Unpublishing the Training Plan will ensure that users cannot register or take the Training Plan, but the data can be accessed via reports if needed.

Administrative Functionality	Training Plan	Functionality Notes
Visible Only as Part of a Collection Flag	No	**Visible Only as Part of a Collection Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, a course will not be searchable individually and can only be found as part of a Training Plan or Blended Learning Series. While this flag has the capability of impacting a course associated with a Training Plan, this flag <u>does not</u> apply to a Training Plan.
Competencies and Capabilities	No	**Competencies and Capabilities** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to search and add available competency and capability sets. This <u>does not</u> apply to a Training Plan.
Registration Management	No	**Registration Management** refers to a TRAIN Wizard category associated with course types. It allows course providers the ability to restrict the number of times a learner can register for a course, input course restrictions, provide additional instructions, require course registration approval, create custom user information, and more. This <u>does not</u> apply to a Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Supporting Resources	No	**Supporting Resources** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to link additional resources to a course type for increased learner outcomes. This does not apply to a Training Plan. As an alternative, a course component can be added to a Training Plan to provide supportive resources (e.g., PDF with links), or hyperlinks can be added in the Training Plan description.
Prerequisite Courses	No	**Prerequisite Courses** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to define one or more prerequisite courses (components). This does not apply to a Training Plan.
Contacts	No	**Contacts** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to add the information for a designated point of contact, enabling learners can reach out to them about the course. This does not apply to a Training Plan. As a best practice, all Training Plans should include the contact information of the Training Plan Manager or other points of contact in the Description of the Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Reviews	No	**Reviews** refers to a TRAIN Wizard category associated with course types that contains settings for capturing learner reviews upon course completion for real-time feedback. This <u>does not</u> apply to a Training Plan.
Assessments and Evaluations	No	**Assessments and Evaluations** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to assign and/or view assigned assessments and evaluations. This <u>does not</u> apply to a Training Plan. As an alternative, a course component can be added to a Training Plan as the last required course that incorporates an assessment and/or evaluation.
Custom Attributes	No	**Custom Attributes** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to input affiliate-based selections. This <u>does not</u> apply to a Training Plan.
Cost	No	**Cost** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to set a learner fee for a course/course type. This <u>does not</u> apply to a Training Plan.

Administrative Functionality	Training Plan	Functionality Notes
Approval	No	**Approval** refers to a TRAIN Wizard category associated with course types and is only visible to those assigned the Course Approver Role. It allows Administrators to approve, decline, mark incomplete, request more information, or mark ready for approval. This <u>does not</u> apply to a Training Plan.
Learner Experience Functionality	**Training Plan**	**Functionality Notes**
Your Learning	Yes	**Your Learning** refers to a main tab on the TRAIN homepage and includes a Training Plan tab where all registered Training Plans are included, along with the learner status (e.g., Completed, In Progress).
Visible in Transcript	No	**Visible in Transcript** refers to the visibility of course components under Your Learning > Your Transcript. Training Plans are <u>not</u> visible under the Your Transcript tab. The individual components of a Training Plan that have been completed are visible under the Your Transcript tab.
Course Catalog	Yes	**Course Catalog** refers to the catalog of courses within TRAIN. Training Plans can be located in the Course Catalog under the Filters > Search By > Any Search By > Training Plans or on the TRAIN homepage under the Search box (not the search icon).

Learner Experience Functionality	Training Plan	Functionality Notes
Description	Yes	**Description** refers to descriptive text of the Training Plan's purpose, target audience, learning objectives, etc. This information is found on the Training Plan details page.
Register	Yes	**Register** refers to the learner option to register for any TRAIN content. This option is found on a course details page in the upper right corner. This information gets saved under the Your Learning > Your Training Plans.
Export Course List	No	**Export Course List** refers to the ability of the learner to export the titles of all courses within the list of courses a learner is registered for. This option is found under the Your Learning > Your Current Courses > ellipsis dropdown. This <u>does not</u> apply to a Training Plan.
Save for Later	No	**Save For Later** refers to the learner option to save a course for later. This option is found on a course details page in the upper right corner. This information gets saved under the Your Learning > Your Current Courses. This <u>does not</u> apply to Training Plans.

Learner Experience Functionality	Training Plan	Functionality Notes
Content List	Yes	**Content List** refers to the courses listed on the Training Plan details page. This option allows the learner to see all courses within the Training Plan prior to (and after) registering so that they have clarity regarding the content load, including approximate duration to completion. If the Training Plan Manager has opted to hide components until the learner registers, the components will not be visible.
Clinical	No	**Clinical** refers to whether a course incudes clinical content. This information is found on the course details page under the About tab. This <u>does not</u> apply to a Training Plan.
Contact	No	**Contact** refers to the name, email address, and/or telephone number of the selected point of contact for course types. This information is found on the course details page under the Contact tab. This <u>does not</u> apply to a Training Plan.
Reviews	No	**Reviews** refers to a learner option to leave a review of a course type, when enabled by the Course Provider. This information is found on the course details page under the Reviews tab. This <u>does not</u> apply to a Training Plan.

Learner Experience Functionality	Training Plan	Functionality Notes
Discussion	No	**Discussion** refers to a learner option to engage in a discussion board for a course type. This information is found on the course details page under the Discussion tab. This <u>does not</u> apply to a Training Plan.
Certificates	No	**Certificates** refers to a learner option to see any available certificates associated with a course type, when enabled by the Course Provider. This information is found on the course details page under the Certificates tab. This <u>does not</u> apply to a Training Plan.
Proof of Completion	Yes	**Proof of Completion** refers to a learner option to access, upload, and/or print a Proof of Completion associated with a Training Plan, when enabled by the Training Plan Manager. This information can be found in the Your Learning > Your Training Plans > Proof of Completion.
Withdraw	Yes	**Withdraw** refers to a learner option to withdraw from a Training Plan after they have registered and/or completed it. Once a learner withdraws from a Training Plan, the Training Plan is removed from visibility (and Training Plan reports).

Learner Experience Functionality	Training Plan	Functionality Notes
Mark Completed	No	**Mark Completed** refers to a learner option to self-denote completion of a course type, when enabled by the Course Provider. This option can be selected on the course details page (upper right-hand corner) or in the Your Learning > Current Courses > ellipsis. This <u>does not</u> apply to a Training Plan.
History View	No	**History View** refers to a learner option to view the details (registration date, completed date, score, credit type, status) of their engagement with a course type. This information can be found in the Your Learning > Your Current Courses > ellipsis or Your Learning > Your Transcript > ellipsis. This <u>does not</u> apply to a Training Plan.
Upload External Certificate	No	**Upload External Certificate** refers to a learner option to access, upload, and/or print an external certificate of completion, when enabled by the Course Provider. This information can be found in the Your Learning > Your Current Courses > ellipsis or Your Learning > Your Transcript > History > ellipsis. This <u>does not</u> apply to a Training Plan.

Blended Learning Series | Specifications Guide

Administrative Functionality	Blended Learning Series	Functionality Notes
Feature Type	Course	**Feature Type** refers to whether a feature in TRAIN is a course type or not. A Blended Learning Series is a course type. A Blended Learning Series shares course type functionalities such as course level data/reports; registration management; assessment and evaluation capacities; learner notifications; and expiration dates (regardless of whether utilized or not).
Delete	Yes	**Delete** refers to whether a Blended Learning Series can be deleted from TRAIN. Blended Learning Series can be deleted if there are no registrations, or if all registrations are removed prior to an attempt to delete.
Clone	Yes	**Clone** refers to the ability to clone an existing Blended Learning Series.
Assign to Learners	Yes	**Assign to learners** refers to the ability to assign learners to a Blended Learning Series.

Administrative Functionality	Blended Learning Series	Functionality Notes
Remove Registered Learners	No	**Remove Registered Learners** refers to the ability to remove registered learners, even those in Completed status. This does not apply to a Blended Learning Series. In a Blended Learning Series, a Course Provider can withdraw a learner or change their status.
Automatic Completion Status Upon Completion of Components	Yes	**Automatic Completion Status Upon Completion of Components** refers to an option that exists in the TRAIN Wizard that allows for a learner to receive a 'completion' status upon completing all components.
Set Target Date	No	**Set Target Date** refers to the ability to set a target date for learner completion. The Target Date is not to be confused with the Completion Date. This does not apply to a Blended Learning Series.

Administrative Functionality	Blended Learning Series	Functionality Notes
Notify Manager and Users X Days Prior to Deadline Flag	No	**Notify Manager and Users X Days Prior to Deadline Flag** refers to the ability to send learners and/or the TP Manager a notification a certain number of days prior to the Target Date for completion. While this flag does not exist within course types, learners and Course Providers assigned to any course types (including a Blended Learning Series) will receive an email notification when a course component is set to expire. For learners to receive this notification, they must have opted-in to receive emails. Notifications are set to send 7 days prior to the expiration date. This does not exist as a flag for a Blended Learning Series.
Email Selected Users	Yes	**Email Selected Users** refers to the capacity of a Course Provider to email selected users from the Roster > Actions list within the Blended Learning Series Roster. This action can only be completed when the learner has opted-in to receive emails.
Export Users List	Yes	**Export Users List** refers to the ability of a Course Provider to export the learner Roster of a Blended Learning Series. This functionality is found in the Roster > Tools dropdown view of the Blended Learning Series Roster and is labeled Export Roster or Export Abbreviated Roster.

Administrative Functionality	Blended Learning Series	Functionality Notes
Export Components	No	**Export components** refers to the option of a Training Plan Manager to export a list of all course components of a Training Plan. This functionality is found in the Edit > Content view of a Training Plan and <u>does not</u> apply to a Blended Learning Series.
Show Components Only After Learner Registers	Yes	**Show Components Only After Learner Registers** refers to the option of a Course Provider to only allow a learner to see the Blended Learning Series components <u>after</u> they are registered for a Blended Learning Series, thereby reducing the likelihood that learners will register for the course components via the Blended Learning Series versus the Course Catalog.
Send Notification Email to Learners When Administrator Registers Them	Yes	**Send Notification Email to Learners When Administrator Registers Them** refers to the ability of a Course Provider to select specific learners' post-registration and develop/send a message to them from the Actions list within the Blended Learning Series Roster. This action can only be completed when the learner has opted-in to receive emails.
Select Learner Status	Yes	**Select Learner Status** refers to the capacity of a Course Provider to select the status of the learner.

Administrative Functionality	Blended Learning Series	Functionality Notes
Sections	Yes	**Sections** refers to the availability of sections within a Blended Learning Series, each capable of holding any number of components. A Blended Learning Series allows for components to be grouped by sections. The assigned behavior of each section does not impact the behavior of other section(s).
Subsections	No	**Subsections** refers to the availability of subsections within a Blended Learning Series. A Blended Learning Series <u>does not</u> allow for sections and their components to be grouped by subsections.
Section Option: Required Component(s) Must be Taken in Order Defined in the Section	Yes	**Section Option: Required Component(s) Must be Taken in Order Defined in the Section** refers to the ability of a Course Provider to designate the order in which the learner takes the components of the Blended Learning Series.
Section Option: Learner Required to Take <u>One</u> Component in the Section	Yes	**Section Option: Learner Required to Take <u>One</u> Component in the Section** refers to the ability of a Course Provider to require the learner to take one component in the designated Blended Learning Series section.

Administrative Functionality	Blended Learning Series	Functionality Notes
Section Option: Learner Required to Take _N_ Components in the Section	No	**Section Option: Learner Required to Take _N_ Components in the Section** refers to the ability of a Training Plan Manager to require the learner take a specified number of components in the designated Training Plan section. This <u>does not</u> apply to a Blended Learning Series.
Section Option: Learner Required to Take <u>All</u> Components in the Section	Yes	**Section Option: Learner Required to Take <u>All</u> Components in the Section** refers to the ability of a Course Provider to require the learner to take all the components in the designated Blended Learning Series.
Section Option: Learner Required to Take Selected Component(s) in the Section	No	**Section Option: Learner Required to Take Selected Component(s) in the Section** refers to the ability of a Training Plan Manager to require the learner to take specific selected components in the designated Training Plan section, while all other components are optional/not required. This <u>does not</u> apply to a Blended Learning Series.
Drag and Drop Order of Sections/Component(s)	Yes	**Drag and Drop Order of Sections/Component(s)** refers to the ability of a Course Provider to change the order of sections and/or components within a Blended Learning Series by using a dragging and dropping function.

Administrative Functionality	Blended Learning Series	Functionality Notes
Stand-Alone Component(s)	Yes	**Stand-Alone Component(s)** refers to the ability of a Course Provider to list any number of components outside of sections ("stand-alone components"), while other components are grouped within sections.
Search for Courses to Add	Yes	**Search for Courses to Add** refers to the search feature available within a Course Provider's view of a Blended Learning Series and the ability to search for and add courses. Courses can be searched by keyword in a course title or description, or by course ID. Search results will also include expired courses.
Course Information		
Common Information	Yes	**Common Information** refers to a TRAIN Wizard category associated with course types that requires a Course Provider to identify the following: Length, Skill Level, Format, Subject Areas, Target Audience, and Course Language.

Administrative Functionality	Blended Learning Series	Functionality Notes
Availability/Group Visibility	Yes	**Availability/Group Visibility** refers to a TRAIN Wizard input field associated with a Blended Learning Series that allows a Course Provider to make a Blended Learning Series visible to a specific group in TRAIN.
Auto Assign to Users Based on Group Visibility Flag	Yes	**Auto Assign to Users Based on Group Visibility Flag** refers to an option in the TRAIN Wizard Availability/Group Visibility category associated with course types. When selected, this flag indicates that users will be auto assigned to the course type based on the group visibility selected. This action is an overnight system action; therefore, it will not take effect immediately upon selection.
Description	Yes	**Description** refers to a TRAIN Wizard input field that allows a Course Provider to include descriptive text regarding the purpose of the Blended Learning Series purpose.
Organizations and Sponsor	Yes	**Organizations and Sponsor** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to select various types of Organizational Access, Provider Course Number, and Sponsor.

Administrative Functionality	Blended Learning Series	Functionality Notes
Registration is Outside of TRAIN	Yes	**Registration is Outside of TRAIN** refers to whether the learner is required to exit TRAIN to register for a course. This option is within the Content > Registration Options of the TRAIN Course Wizard.
Dynamically Append Course and User Tracking Info to Launch URL or Registration URL	Yes	**Dynamically Append Course and User Tracking Info to Launch URL or Registration URL** refers to when a course is in an external learning management system that has been integrated with TRAIN. This allows the correct information to be sent with the launch URLs for the external LMS to interpret integration. This option should not be used in a Blended Learning Series. A Blended Learning Series is a compilation of courses and does not have a Launch URL that this action would pertain to.
Thumbnail	Yes	**Thumbnail** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to insert an image for a course/course type.
Learning Objectives	Yes	**Learning Objectives** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to state what learners are expected to learn by the end of the course.

Administrative Functionality	Blended Learning Series	Functionality Notes
Accreditations and Credit	Yes	**Accreditations and Credit** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to add any associated accreditations and/or credits to the course/course type.
Certificates	Yes	**Certificates** refers to refers to a Certificate of Completion associated with course types.
Proof of Completion	No	**Proof of Completion** refers to a listing of all course components completed within a Training Plan. This does not apply to a Blended Learning Series.
Expiration and Visibility	Yes	**Expiration and Visibility** refers to a TRAIN Wizard category associated with course types and allows a Course Provider to define the expiration date of a course as well as certain aspects of its visibility.

Administrative Functionality	Blended Learning Series	Functionality Notes
Automatically Expire Registrations After the Expiration Date Flag	Yes	**Automatically Expire Registrations After the Expiration Date Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that a user's registration will expire along with the course type's expiration. This prevents users from accessing the course content, assessments, or evaluations after the expiration date, thereby creating data issues and issues with CEs.
Clinical Flag	Yes	**Clinical Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that the course covers clinical subject matter.
Searchable Flag	Yes	**Searchable Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that a course type will appear in the search results of the TRAIN Course Catalog.

Administrative Functionality	Blended Learning Series	Functionality Notes
Active Flag	Yes	**Active Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, this flag indicates that a course/course type will appear in reports and will accept new user registrations. When a course/course type is made inactive, it is pulled out of <u>all</u> reporting queries. If the desire is to remove the content from the user view, the 'active' flag should remain checked, and the expiration should be adjusted (to expire the course/course type) so that users cannot register or take the course/course type, but the data can be accessed via reports if needed.
Visible Only as Part of a Collection Flag	Yes	**Visible Only as Part of a Collection Flag** refers to an option in the TRAIN Wizard Expiration and Visibility category associated with course types. When selected, a course will not be searchable individually and can only be found as part of a Blended Learning Series or Training Plan.
Competencies and Capabilities	Yes	**Competencies and Capabilities** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to search for and add available competency and capability sets.

Administrative Functionality	Blended Learning Series	Functionality Notes
Registration Management	Yes	**Registration Management** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to restrict the number of times a learner can register for a course, input course restrictions, provide additional instructions, require course registration approval, create custom user information, and more.
Supporting Resources	Yes	**Supporting Resources** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to link additional resources to a Blended Learning Series for increased learner outcomes.
Prerequisite Courses	Yes	**Prerequisite Courses** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to define one or more prerequisite courses (components).
Contacts	Yes	**Contacts** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to add the information for a designated point of contact, enabling learners can reach out to them about the course.

Administrative Functionality	Blended Learning Series	Functionality Notes
Reviews	Yes	**Reviews** refers to a TRAIN Wizard category associated with course types that contains settings for capturing learner reviews upon course completion for real-time feedback.
Assessments and Evaluations	Yes	**Assessments and Evaluations** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to assign and/or view assigned assessments and evaluations.
Custom Attributes	Yes	**Custom Attributes** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to input the affiliate-based selections.
Cost	Yes	**Cost** refers to a TRAIN Wizard category associated with course types. It allows a Course Provider to set a learner fee for a course/course type.
Approval	Yes	**Approval** refers to a TRAIN Wizard category associated with course types and is only visible to those assigned the Course Approver Role. It allows an Administrator to approve, decline, mark incomplete, request more information, or mark ready for approval.

Learner Experience Functionality	Blended Learning Series	Functionality Notes
Your Learning	Yes	**Your Learning** refers to a main tab on the TRAIN homepage and includes a Your Current Courses tab where all registered Blended Learning Series are included, along with the learner status (e.g., Completed, In Progress).
Visible in Transcript	Yes	**Visible in Transcript** refers to the visibility of course components under the Your Learning > Your Transcript.
Course Catalog	Yes	**Course Catalog** refers to the catalog of course types within TRAIN. To filter for a Blended Learning Series within the Course Catalog, learners can select the Blended Learning Series under the Filters > Format.
Description	Yes	**Description** refers to descriptive text of the Blended Learning Series' purpose, target audience, learning objectives, etc. This information is found on the course details page.
Register	Yes	**Register** refers to the learner option to register for any TRAIN content. This option is found on the course details page in the upper right corner. This information gets saved under the Your Learning > Your Current Courses.

Learner Experience Functionality	Blended Learning Series	Functionality Notes
Export Course List	Yes	**Export Course List** refers to the ability of the learner to export the titles of all courses within the list of courses a learner is registered for. This option is found under the Your Learning > Your Current Courses > ellipsis dropdown.
Save for Later	Yes	**Save For Later** refers to the learner option to save a course for later. This option is found on a course details page in the upper right corner. This information gets saved under the Your Learning > Your Current Courses.
Content List	Yes	**Content List** refers to refers to the components listed on the course details page. This option allows the learner to see all components within the Blended Learning Series prior to registering so that they have clarity regarding the content load, including approximate duration to completion. If the Course Provider has opted to hide components until the learner registers, the components will not be visible.
Clinical	Yes	**Clinical** refers to whether a course incudes clinical content. This information is found on the course details page under the About tab.

Learner Experience Functionality	Blended Learning Series	Functionality Notes
Contact	Yes	**Contact info** refers to the name, email address, and/or telephone number of the selected point of contact for course types. This information is found on the course details page under the Contact tab.
Reviews	Yes	**Reviews** refers to a learner option to leave a review of a course type, when enabled by the Course Provider. This information is found on the course details page under the Reviews tab.
Discussion	Yes	**Discussion** refers to a learner option to engage in a discussion board for a course type. This information is found on the course details page under the Discussion tab.
Certificates	Yes	**Certificates** refers to a learner option to see any available certificates associated with a course type, when enabled by the Course Provider. This information is found on the course details page under the Certificates tab.
Proof of Completion	No	**Proof of Completion** refers to a learner option to access, upload, and/or print a Proof of Completion associated with a Training Plan, when enabled by the Training Plan Manager. This does not apply to a Blended Learning Series.

Learner Experience Functionality	Blended Learning Series	Functionality Notes
Withdraw	Yes	**Withdraw** refers to a learner option to withdraw from a Blended Learning Series after they have registered and/or completed it. Once a learner withdraws from a Blended Learning Series, the Blended Learning Series remains visible (and available to reports).
Mark Completed	Yes	**Mark Completed** refers to a learner option to self-denote completion of a course type, when enabled by the Course Provider. This option can be selected on the course details page (upper right-hand corner) or in the Your Learning > Current Courses > ellipsis.
History View	Yes	**History View** refers to a learner option to view the details (registration date, completed date, score, credit type, status) of their engagement with a course type. This information can be found in the Your Learning > Your Current Courses > ellipsis or Your Learning > Your Transcript > ellipsis.
Upload External Certificate	Yes	**Upload External Certificate** refers to a learner option to access, upload, and/or print an external certificate of completion, when enabled by the Course Provider. This information can be found in the Your Learning > Your Current Courses > ellipsis or Your Learning > Your Transcript > History > ellipsis.