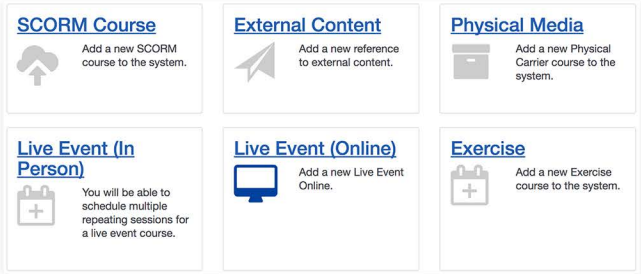# The General TRAIN Course Wizard: Exercise

Accessing the Add Content Page

▶ To create a new Exercise course in TRAIN, click the 'Admin' link, then the 'Content link,' followed by the 'Add Content' link to access the Add Content page. From here, click the 'Exercise' selection to launch the course wizard.

SCORM Course
Add a new SCORM course to the system.

External Content
Add a new reference to external content.

Physical Media
Add a new Physical Carrier course to the system.

Live Event (In Person)
You will be able to schedule multiple repeating sessions for a live event course.

Live Event (Online)
Add a new Live Event Online.

Exercise
Add a new Exercise course to the system.

For a walkthrough on how to add a course to TRAIN, please refer to the 'General TRAIN Course Wizard' tutorial. There you will receive details regarding page sections that are shared between all course formats. This tutorial focuses on the Exercise section of the TRAIN Course Wizard.

Creating an Exercise Course Type in TRAIN

▶ When you launch the Exercise Course Wizard, the title field for the course will be the only available field to edit with the 'Create Course' button 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 Exercise course listing will be created 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.

In this portion of the tutorial, we will focus on unique features within the 'Sessions' and 'Preliminary Targets' sections of the course edit wizard.

Format Labels

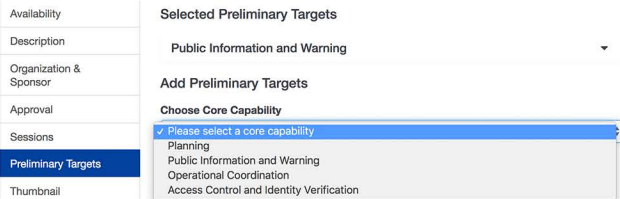▶ For the Exercise format, the following format labels are available:

- Drill
- Full Scale
- Functional
- Game
- Seminar (Training)
- Table Top
- Workshop

Format Label

-- Select --
Drill
Full Scale
Functional
Game
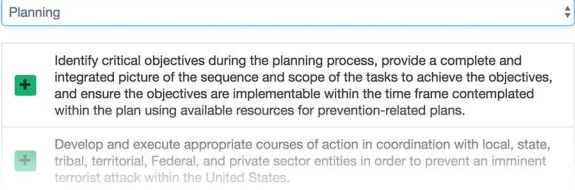Seminar (Training)
Table Top
Workshop
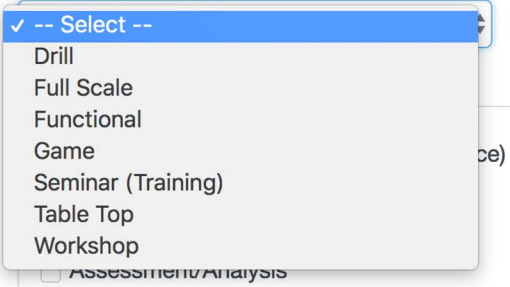
Preliminary Targets

▶ This is found on the Edit Exercise page under 'Sessions.' These are based on FEMA's Core Capabilities for preparedness. Select a core capability from the dropdown menu. Once selected, you will be given selections for the capability.

Selected Preliminary Targets
Public Information and Warning

Add Preliminary Targets
Choose Core Capability
Please select a core capability
Planning
Public Information and Warning
Operational Coordination
Access Control and Identity Verification

Choose Core Capability
Planning

+ Identify critical objectives during the planning process, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and ensure the objectives are implementable within the time frame contemplated within the plan using available resources for prevention-related plans.

+ Develop and execute appropriate courses of action in coordination with local, state, tribal, territorial, Federal, and private sector entities in order to prevent an imminent terrorist attack within the United States.

Select a Core Capability target by clicking the green '+' to the left of the selection. Once selected, the core capability will be listed as a collapsible selection with the selected Core Capability Target listed underneath.

Sessions

▶ The 'Sessions' section allows you to add new sessions to your course listing or edit existing sessions. At least one session is required.

To begin, you are given the opportunity to specify whether course registration is required outside of TRAIN. If so, click to place a checkmark in the provided check box. You must then enter the information or registration URL in the provided text field.

The 'Select a Session Type' dropdown menu offers you three session types – 'Single Session,' 'Master Broadcast Session,' and 'Multiple Sessions.' When you select a session type from the dropdown menu, you must then click the '+Add Session' button. TRAIN will then save your course information before you are allowed to edit your session type.

The minimum required fields for creating all session types are the time zone, date, start time, end time, and location.

The edit page for each session type is divided into the following sections:

- Schedules
- Roles
- Availability
- Calendar Filters (Only available to certain groups)
- Details
- Contacts
- Upcoming Events

Now let's explore each requirement of the session options in greater detail.

Single Session Schedules

▶ By default, the 'Time Zone' page is pre-populated with your time zone; however, you may change this option by clicking the dropdown menu and selecting a different time zone.

When you click the '+Add Event' button, you must then enter a date in the provided text field followed by a start time and an end time. This will be the date and time for this session.

You may then generate a location search by entering a keyword in the 'Search' text field and filtering your search by selecting a location type. When you click the search icon, a listing of locations will generate. Add your location by clicking the '+' icon, and it will appear in the 'Location' portion of the 'Add Event' page.

To change the location, you must first delete the existing location by clicking the 'X' icon then you may search for a different location. Only one location can be selected per event for the 'Add Single Session' type. Click the checkmark icon to save your event before moving forward. You may also click the 'X' icon to cancel or delete your schedule entry altogether. If your session has multiple events, you may add them by clicking '+Add Event'

Schedules

Time Zone

(GMT-06:00) Central America

Add Event

All events for this session must be attended by registered learner(s)

Date

Date

Start Time   **End Time**

08 : 00 AM   09 : 00 AM

To change the location, you must first delete the existing location by clicking the 'X' icon then you may search for a different location. Only one location can be selected per event for the 'Add Single Session' type. Click the checkmark icon to save your event before moving forward. You may also click the 'X' icon to cancel or delete your schedule entry altogether. If your session has multiple events, you may add them by clicking '+Add Event.'

Please note that users are only able to register for a single session, so if your course is taking place at multiple locations at the same day/time, you would add a different session for each location. That way the users can register for the correct location. This can be done using the 'Add Multiple Sessions' option. If your session has multiple events happening that should only require a single registration, then you would add a single session with multiple events. That way, users would register for the session and be registered for all events.

Master Broadcast Session Schedules

▶ As before, the 'Time Zone' page is pre-populated by default with your time zone; however, you may change this option by clicking the dropdown menu and selecting a different time zone.

(GMT-06:00) Central Time (US & Canada)
(GMT-06:00) Guadalajara, Mexico City, Monterrey - Old
(GMT-06:00) Saskatchewan
(GMT-05:00) Bogota, Lima, Quito, Rio Branco
✓ (GMT-05:00) Eastern Time (US & Canada)
(GMT-05:00) Indiana (East)
(GMT-04:00) Atlantic Time (Canada)
(GMT-04:00) La Paz
(GMT-04:00) Santiago

Schedules

Time Zone

(GMT-06:00) Central America

⋮ May 31, 2018 *8:00 AM - 9:00 AM*

👥 Add Event

Multiple events may be selected for the 'Master Broadcast Session' type. When you click the '+Add Event' button, you must then enter a date in the provided text field followed by a start time and an end time.

Once you've added a Master Broadcast Session you will be able to add broadcast sessions. This is done within the 'Sessions' section on the main course edit page. On this page, you will see the Master Broadcast session listed with a three dots option menu on the left side. Clicking that menu will allow you to '+Add Broadcast Session.'

Sessions

Common Information

Availability

Description

Organization & Sponsor

Approval

Sessions

Preliminary Targets

Thumbnail

Learning Objectives

Accreditations & Credit

Certificates

Sessions

☑ Registration is required outside of TRAIN

Registration or Information URL:

Registration or Information URL

Select a Session Type ▾   ➕ Add session

⋮ **May 31, 2018** *9:00 am - 10:00 am - (EST)*

✏ Edit

📋 Clone

➕ Add Broadcast Session

🗑 Remove

When adding a broadcast session, the day and time is non-editable and set as the same day and time as the master broadcast session. You will however be required to add a location by editing the event information and adding in a location. You will also need to fill out the same general sections as described shortly.

Multiple Session Schedules

▶ Again, the 'Time Zone' page is pre-populated by default with your time zone; however, you may change this option by clicking the dropdown menu and selecting a different time zone. When you click the '+Add Event' button, you must then enter a date in the provided text field followed by a start time and an end time. You may then generate a location search by entering a keyword in the 'Search' text field and filtering your search by selecting a location type. When you click the search icon, a listing of locations will generate. Add your location by clicking the '+' icon, and it will appear in the 'Location' portion of the 'Add Event' page. To change the location, you must delete it first by clicking the 'X' icon then you may search for a different location.

Schedules

Time Zone

(GMT-06:00) Central Time (US & Canada)

Add Event ❌ ✔

All events for this session must be attended by registered learner(s)

Date

Date 📅

Start Time   **End Time**

⌃   ⌃   ⌃   ⌃

08 : 00 AM   09 : 00 AM

⌄   ⌄   ⌄   ⌄

Location

❌ *Rio Grande State Center (RGSC) - Harlingen
Texas - Harlingen - 12
Other

❌ *Texas Center for Infectious Disease (TCID) - San Antonio
Texas - San Antonio - Videoconference Room
Other

Adding multiple locations within a single event creates multiple sessions with the same date, time, availability, details, etc. but with different locations. This allows users to register for the session with the location that best matches their needs. Click the checkmark icon to save your event before moving forward. You may also click the 'X' icon to cancel or delete your schedule entry altogether. When you create the session, as mentioned before, a separate session with the same date and time and general details will be created for each location.

Roles

▶ The Exercise course type is used for preparedness and response exercises. The roles functionality allows you to create an exercise and have learners register for specific roles within the exercise you are running. By default, the following 'Roles' are assigned to your exercise:

- Player
- Evaluator
- Controller
- Facilitator
- Observer
- Planner
- Simulator

To edit these roles, click the pencil icon next to each specific listing. When editing, you can change the name and also add a limit to the number of learners that can register for that specific role. You may also add a unique role by clicking the '+Add Role' button below the listing of roles. To remove any existing or added role, click the red 'X' to the right of the role.

Schedules
Roles
Availability
Calendar Filters
Details
Contacts
Upcoming Events

Roles

✏️ **Player**
unlimited ❌

✏️ **Evaluator**
unlimited ❌

✏️ **Controller**
unlimited ❌

✏️ **Facilitator**
unlimited ❌

✏️ **Observer**
unlimited ❌

✏️ **Planner**
unlimited ❌

✏️ **Simulator**
unlimited ❌

👤+ Add Role

Availability

▶ The 'Availability' section shows a 'Selected Groups' control, and the you will have access to select any group. This determines who can view the session and is the same functionality as the general course but specific to the individual session. For more in depth look at availability, see the general course wizard tutorial. You must select at least one group.

Availability

Selected Groups

❌ National/Texas

❌ National/Texas/Not State-Level Admins/Course Provider

❌ National/Texas/Not State-Level Admins/Emergency Management Agency

Add More Groups

Search by any part of group name 🔍 ↧ ☰

☑ Texas
  ▼ ☐ Not State-Level Admins
    ▶ ☐ Central Office
    ☑ Course Provider
    ☑ Emergency Management Agency
    ☐ Emergency Medical Services
    ☐ Fire Service
    ☐ Governmental Administrative

You want to make sure that the course level availability and the session level availability are in line. You will want the session availability to be at or below the group level of the general course availability. This is helpful if you have multiple sessions for different sub-groups. You can set the general course availability at the top-level group, and then set the individual sessions availability to the specific sub-groups.

Calendar Filters

▶ If you select a group that has the 'Selected Calendar Filters' configured, it will appear in this section; otherwise, this section will be blank.

Details

▶ By default, an active session will appear in reports and will accept new user registrations. If you want to change this option, simply click to uncheck the 'Active' checkbox. Your session will appear on the learner's calendar by default as well. You may change this option by unchecking the provided 'Show in Calendar' checkbox. You have additional options here such as providing a description, registration deadline, seating limit, and/or a notification message.

If you enter a seating limit, the waitlist option will appear. If you check this option, your session will allow learners to continue to add themselves to a waitlist past the session limit. If a seat(s) become available, waitlisted learners will be registered for the session, and you may set a limit on the number of people allowed on the waitlist. You are given even more control over this option by deciding if you want TRAIN to auto register the next waitlisted user, and you may click the provided checkbox to allow over registration.

If you want to send a notification to learners, you may click the dropdown menu to set the number of days to send the notification prior to the session. Follow up on this option by entering your notification message in the provided textbox. Your message will be received by users who are opted in to receive emails from TRAIN. The email subject will be titled, 'Reminder: Upcoming Session' followed by your message in the email, which is taken from the 'Notification' content field.

The 'COPE - Event ID Number (COPE)' field is for sessions that offer COPE credit. This allows for reporting later on.

The 'Session language(s)' selection indicates in which language the session is available. English is selected by default.

Your final option in this section is to either search for or create a new instructor. Simply enter a keyword in the 'Search' field or click the '+Add New Instructor' button to create an instructor. This option is useful to provide learner's information about the individual(s) who will be conducting the session. If you click the '+Add New Instructor' option, you are required to enter a first and last name followed by an instructor profile/biography in the provided text field.

Contacts

▶ Adding a contact is optional; however, for the purpose of establishing a point of contact for your session, you may do so by clicking the '+Add a Contact' button in the Contacts portion of the menu. You must provide a name, phone number, and email address then click the checkmark icon to save your changes.

Contacts

New contact

Name

> Name

Phone

> (__) ___-____

Email:

> Email

(left sidebar)
- Schedules
- Roles
- Availability
- Calendar Filters
- Details
- **Contacts**
- Upcoming Events

May 31, 2018 *9:00 am - 10:00 am - (EST)*

Master Broadcast Session

Rio Grande State Center (RGSC) - Harlingen (1,117.4 miles away)   **Inactive**

Languages
English

31 May 2018

Rio Grande State Center (RGSC) - Harlingen: **Room 12, Building 503** *(1,117.4 miles away)*

.
Harlingen, Texas
United States 75701

📍 (map)

Contact: Benjamin Perez Jr.
📞 956-364-8464

9:00 am - 10:00 am (EST)

Upcoming Events

▶ Finally, the 'Upcoming Event' option allows your session to be displayed in the Upcoming Events section on the Classic TRAIN platform. By default, this option is unchecked.

(sidebar)
- Schedules
- Roles
- Availability
- Calendar Filters
- Details
- Contacts
- **Upcoming Events**

Upcoming Events

☐ Show this session in upcoming events
This session will not be displayed in upcoming events

Once you have completed this section, click the 'Create Session' button to save your changes.

Editing Session Options

▶ When viewing sessions on the 'Sessions' page, you will have options for each session. You can expand the session to see additional information by using the down arrow on the right side. The session will include the date and time along with the location name and distance (if a location is selected). It will also show the number of seats available. The expanded information includes all additional details about the session.

On the left side of the session is the three-dot menu. For sessions, this allows you to edit, remove or clone a session. If you want to create a new session that is a copy of an existing sessions, use the 'clone' feature. Once cloned, the session will be 'Inactive.' You will need to edit the session to change either the date/time or location and activate it.

For Master Broadcast sessions, the option menu also allows you to add broadcast sessions as previously shown. Once a broadcast session is added, it will be shown underneath the master broadcast session.