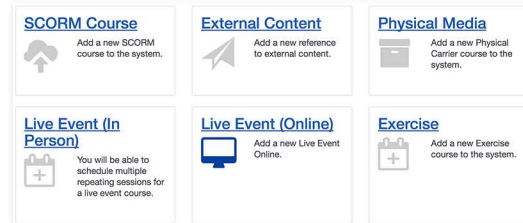


The General TRAIN Course Wizard: Physical Media

Accessing the Physical Media Page

▶ To create a new Physical Media 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 'Physical Media' selection to launch the course wizard.



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 Physical Media section of the TRAIN Course Wizard.

▶ When you launch the Physical Media Course Wizard, the title field for the course will be the only available field to edit with the 'Create Physical Media' 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 Physical Media 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.

A screenshot of the 'Physical Media' course creation form. It has a title field containing 'Physical Media' and a 'Create physical media' button. A red note at the top right says '(Fields marked below are required)'. Below the title field, there is a 'Title' label and a text input field containing 'Title'.

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.

Format Labels

For the Physical Media format, the following format labels are available:

- Audiotape/Videotape
- CD/DVD
- Computer-Based Training
- Other
- Text-Based (Print and Electronic Based)

Order Details

Order Details

Material Order URL

This is where the learner will go to order their course materials.
Example <https://google.com>

Dynamically append course and user tracking information to the launch URL or registration URL

(For advanced users only)

Registration is required outside of TRAIN

Use this option if the learner must exit the system to register for this course.

Materials Order URL

This is where the learner will go to order their course materials; however, entering a 'Material Order URL' address in this textbox is optional.

Dynamically append course and user tracking information to the launch URL or registration URL

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_Integratedwith_Partnering_Lea_rning_Management_Systems.aspx).

Registration is required outside of TRAIN

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.

Completion Options

Completion Options

- User must complete course manually
- Course completes and moves to the next step on the day materials order is placed
- Course completes and verifies on the day materials order is placed

There are three 'Physical Media' 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/the materials order is placed, 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/orders the materials, and they will receive any certificate associated with the course.

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