

# Blended Learning Series (BLS)

## Purpose:

This job aid introduces the **TRAIN Blended Learning Series (BLS)**, a course type that bundles multiple training activities into one cohesive experience using the familiar **course wizard**. This guide provides step-by-step instructions and visuals for creating and managing a BLS.

## Administrative Roles with Access:

**TRAIN Affiliate Administrators** and **Course Providers** will have access to the Blended Learning Series functionality.

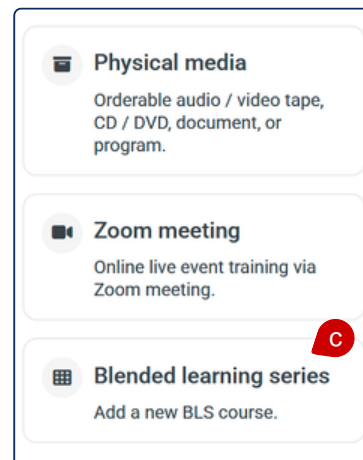
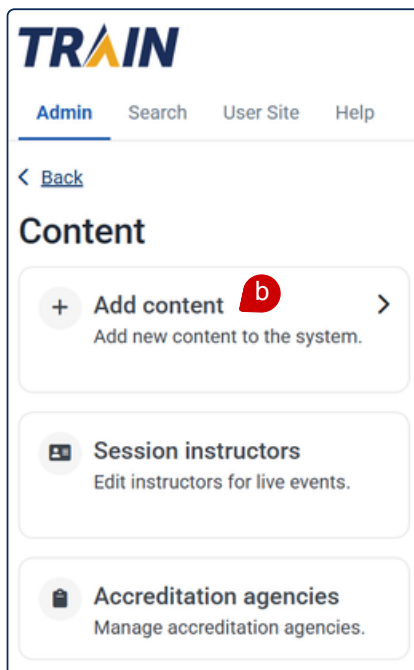
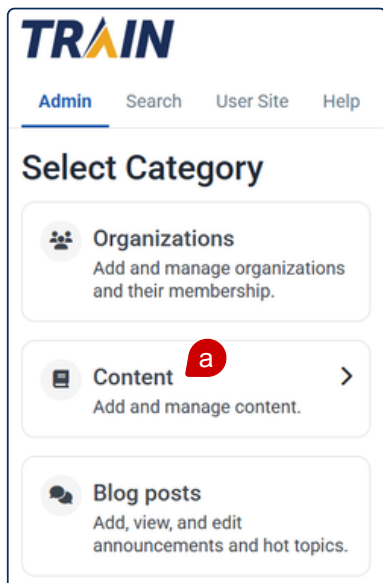
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# Navigate to the Blended Learning Series (BLS) Tile in TRAIN

1

Click the "**Admin**" tab of the general navigation menu, then select **(a) Content**, then **(b) Add content**, and finally, **(c) Blended learning series**.



## Add/Create a BLS

2

On the BLS edit page, also referred to as the course wizard, type details in the required fields. Provide the **(a) Title** for the series, the **(b) Length** of time the learner will take to complete all components and a **(c) Description** as it will appear to learners. Then click the green **Save** button.

The screenshot shows the 'Add Blended Learning Series' form. At the top, there are 'Cancel' and 'Save' buttons. Below this is a form with the following fields: 'Title' (marked with a red circle 'a'), 'Length' (marked with a red circle 'b'), 'Description' (marked with a red circle 'c'), and 'Provider course number' (with an example 'e. g. 234-567'). A red arrow points to the 'Save' button. A note at the bottom right says '(Fields marked below are required)'.

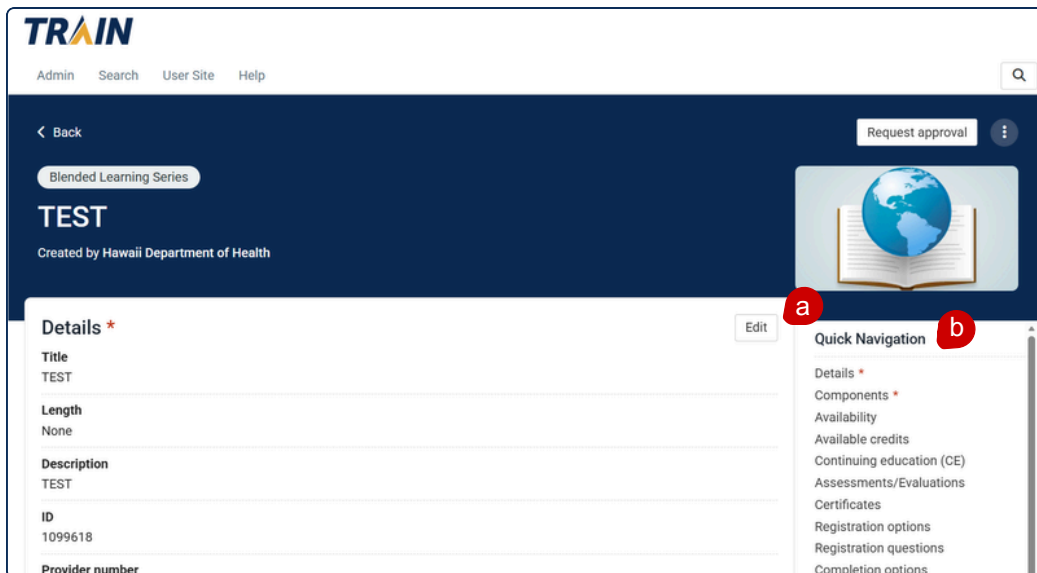


**TIP:** Organize continuing education (CE) opportunities into a clear, structured learning pathway for professional development.

## 3

## Overview of the BLS Course Wizard

Click **(a) Edit** in the top right corner of each section to fill in details specific to your BLS, noting required fields are marked with a red asterisk or a red bar. The **(b) Quick Navigation** list on the right side of the page displays all sections of the course wizard:



## Features of the BLS Course Wizard

To organize and add courses to your Blended Learning Series, click **(a) Add section**.

## 4

**Components \*** Add section

**How to add content** a

1. To add courses to the collection, you must first add a section.
2. Every course added to the collection must be part of a section.
3. Click on the "+\*" icon next to the section title to add courses.
4. Courses in a section can be reordered or removed at any time.

**Settings** Edit

Show components only after learner registers  
Yes

A pop-up will prompt you to fill in the **(b) Title** for the section.

**Add section** x

**Title \*** b

Section Title c

**Completion requirements** d

Learner is required to take ALL courses out of this section

Learner is required to take only one course out of this section of courses

All courses are optional in this section

Courses must be taken in the order defined in this section

Cancel **Apply**

Select **(c) Completion requirements**.

**(d)** Select this box to require courses to be completed in order.

## 4

## Features of the BLS Course Wizard (continued)

Use the **(a) "+"** symbol to search for and add a course or click the **(b) "⋮"** symbol to delete, edit or reorder a section. Click **(C) Edit** in the Settings section to change component visibility.

➤ Include a **Publish date** to make the course visible in the catalog on a specific date

➤ Include an **Expiration date** to automatically remove the course from the catalog on a certain date

➤ Make the course **Searchable** so it appears in search results within the catalog or choose "No" to keep it hidden

➤ Make the individual course **Visible only as part of a collection** to only allow learners to access it through the BLS

➤ Include **Available Credits** to show what credits a learner will earn by completing the series

➤ Include **Continuing education (CE)** when available

➤ Include optional pre or post **Assessments/Evaluations**

### Components \*

Add section

**How to add content**

- To add courses to the collection, you must first add a section.
- Every course added to the collection must be part of a section.
- Click on the "+" icon next to the section title to add courses.
- Courses in a section can be reordered or removed at any time.

**Section 1 Test** + ⋮

All courses are optional and can be taken in random order. a

**Section 2 Test** + ⋮

One course is mandatory, courses can be taken randomly. b

**Section 3** + ⋮

All courses in this section are mandatory and must be taken in the defined order. c

**Settings** Edit

Show components only after learner registers

No

### Availability

Edit

**Publish date**

None

The course will become visible in the catalog and available for registration on this date.

---

**Expiration date**

Never

The course will be removed from the catalog and no longer accept registrations after this date.

---

**Searchable**

Yes

The course will appear in search results.

---

**Visible only as part of a collection**

No

This Blended Learning Series will be searchable by users by itself, not just as a part of a collection.

### Available credits

Add

---

**Continuing education (CE)** Edit

Offers continuing education (CE)

No

---

**Assessments/Evaluations**

**Settings** Edit

Multiple assessments/evaluations

Allow separate Assessments and Evaluations to be assigned to each credit type. Restricts learners to a single credit type per registration.

### Certificates

Add

---

### Registration options

Edit

Automatically create Blended Learning Series registration when a component is launched from the Blended Learning Series details page

Yes

Number of allowed attempts

Unlimited

Registration method

No approval required

Registration is required outside of TRAIN

No

Collect NPI Number

No

---

### Registration questions

Add

If you want to collect additional info from learners when they register, add questions here. You can specify if the answer is required or optional.

No registration questions found.

---

### Completion options

Edit

Completion

Automatic

The registration moves to the next step when all components are completed.

Verification

Automatic

Registration is automatically marked Verified upon completion

Automatically expire registrations after the expiration date

No

Incomplete registrations will be set to Expired status after the expiration date.

- >> Use the **Certificates** section to add an existing completion certificate
- >> **Registration options** includes various registration details to tailor the experience
- >> Use **Registration questions** to add required or optional questions to collect information during registration
- >> Use **Completion options** to select the appropriate completions and verification settings

### Contacts \*

Add

---

### Notification email address

Edit

test@phf.org

Email notifications about this course, including registration approvals and expiration notices, will be sent to the following email address. If blank, the Course Provider Organization contact email [training@phf.org](mailto:training@phf.org) will receive the notifications.

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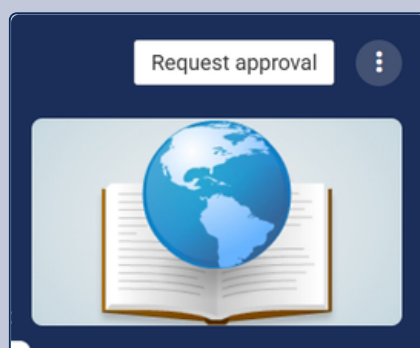
### Group visibility \*

Add

National

x

- >> In the **Contacts** section, add the email address for the designated point of contact to receive BLS communications
- >> In the **Group visibility** section, control course access by assigning visibility based on grouping structures within TRAIN



- >> Click the **Request approval** button in the upper right-hand corner of the Overview page on TRAIN. Once reviewed, an email with the approval manager's response will arrive.

## 5

## Additional Features of the BLS Course Wizard

Description of additional fields in the course wizard:

- **Competencies & capabilities:** Link the BLS to relevant skills and focus areas
- **Custom attributes:** Select predefined categories for organization, filtering, and reporting
- **Supporting resources:** Add optional supporting materials
- **Prerequisites:** List required courses learners must complete before advancing
- **Organizations:** Identify associated organizations
- **Price:** Declare any applicable cost and payment details
- **Additional properties:** Details to help learners search for the BLS in TRAIN
- **Status:** Indicates the BLS current approval stage and readiness to go live

The screenshot displays the BLS Course Wizard interface with the following sections and fields:

- Competencies & capabilities:** Add
- Custom attributes:** Add
- Supporting resources:** Add
- Prerequisites:** Add
- Organizations \***
  - Primary:** Edit (Public Health Foundation (PHF) (11 members) - Course publisher. Members of the Primary organization can manage all content created by the organization.)
  - Secondary:** Edit (Secondary organization will be shown in course details for learners.)
  - Administrative:** Add (Members of Administrative organizations can generate and manage course reports.)
- Price:** Add
- Additional properties \***
  - Skill level:** Edit (Introductory)
  - Subject areas \*:** Edit
  - Format label:** Edit (Blended Learning Series)
  - Target audience \*:** Edit
  - Background/roles:** Edit
  - Languages \*:** Edit (English)
  - Content updated:** Edit
  - Sponsor:** Edit
  - Clinical:** Edit (No)
  - Learning objectives:** Edit
- Status:** Change status (Incomplete - Course under development and not published in the catalog.)

The screenshot displays the BLS Course Wizard interface with the following sections and fields:

- Approver notes:** Edit (Notes for approval managers. Not visible to course providers.)
- Notes:** Add (Course Notes. Visible on this page only.)
- Created by:** Amrita Bhatt (May 16, 2025)
- Updated by:** Amrita Bhatt (Aug 5, 2025)

➤➤ **Approver Notes:** Notes for approval managers, not visible to course providers.

➤➤ **Notes:** Provide key details about the BLS.