The General TRAIN Course Wizard

Purpose:

This user guide explains how to add content in TRAIN with a focus on the **External Content** and **SCORM** course types.

Administrative Roles with Access:

- **Course Provider**

Table of Contents:

1 Overview of TRAIN Course Types

There are 10 course types available for learners in TRAIN. Read their descriptions below. View **Step 3** for more information on how to create **External Content** and **SCORM** courses.

SCORM (Shareable Content Object Reference Model) - allows content to function on various eLearning platforms and enables learner navigation across interactive pages while reporting data back to TRAIN

External Content - content comes through a URL link outside of TRAIN (e.g. webpage, YouTube video, archived webinar)

Physical Media - content stored in physical objects like audio tapes and DVDs

Live Event (In Person) - onsite, real time trainings

Live Event (Online) - online, real time trainings (these can also be Zoom meetings)

Exercise - onsite drill training

Blended Learning Series - bundled collection of courses designed to address specific gaps in knowledge, skills, and competence
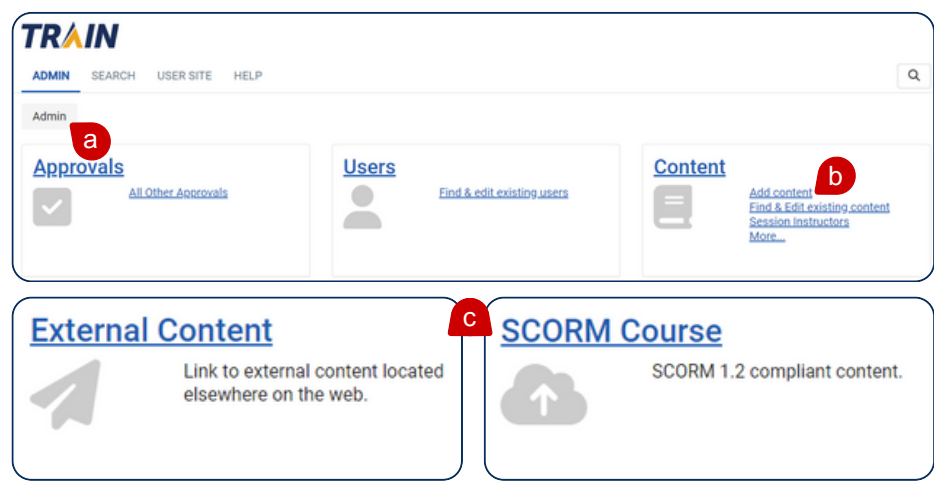
Survey - provides stand-alone evaluations without attaching them to courses

Conference - a series of virtual, hybrid, or-in person events (view user guide)

Zoom Meeting - online live event training via Zoom Meeting

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Navigate to Add Content

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Go to the **(a) Admin** menu. Click the **(b)** Add content link under the **Content** tile.

There is a tile for each course type on the **Add Content** page. Select the **(c)** tile of the course type you want to create.

Create a Course

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To create a course, you must provide certain information on the Course Edit page. Required fields may differ depending on the course type.

External Content

(a) **Title:** Give your course a name here.

(b) **Launch URL:** Type or paste the URL to the course here.

(c) **Length:** Input the length of your content in hours here.

(d) **Description:** Provide an overview of your course as you want it to appear to learners here.

(e) **Provider course number:** This field is optional. The number you give will be associated with the course and can be used to find it in searches.

(f) Click the green **Save** button.

TIP: After you save your selections, you can review and edit these selections in the **Details** section of the Course Overview page.

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Create a Course (continued)

3

To create a course, you must provide certain information on the Course Edit page. Required fields may differ depending on the course type.

SCORM

TIP: After you save your selections, you can review and edit these selections in the **Details** section of the Course Overview page.

(a) **Title:** Give your course a name here.

(b) **SCORM Course Manifest URL:** Type or paste the course's imsmanifest.xml file here. View the "TRAIN Course Wizard - SCORM" user guide on the tutorial page for more details.

(c) **Launch URL:** Type or paste the URL to the course here. This is the SCORM player's web address.

(d) **Length:** Input the length of your content in hours here.

(e) **Description:** Provide an overview of your course as you want it to appear to learners here.

(f) **Provider course number:** This field is optional. The number you input will be associated with the course and can be used to find it in searches.

(g) Click the green **Save** button.

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4 Edit Course Settings

The Course Overview Page allows you to manage course details and optional settings.

(a) Select an option from the **Quick Navigation** panel to jump to that section on the page.

(b) View the text below each setting for a general description and important details regarding your selection.

(c) Click the **Edit** button in the right hand corner of the relevant section box to make changes.

(d) Some sections will have an **Add** button in the right hand corner. Click the button to include the category in your course selections.

TIP: Required fields are marked with a red asterisk.

AVAILABILITY - Set the Publish date and Expiration date of the course. Select whether the course will appear in search results. Select whether the course is independent or part of a collection of courses.

AVAILABLE CREDITS - Select the credit type and amount learners can receive from completing the course.

CONTINUING EDUCATION - Select whether the course offers Continuing Education (CE). Enter the CE period start and end date/time.

ASSESSMENT/EVALUATIONS - Assign evaluations and assessments to the course. Edit credit type options per registration. View the Assessment Management and Evaluation Management user guide for more details.

CERTIFICATES - Add certificates and their corresponding credit type to the course.

REGISTRATION OPTIONS - Select whether learners must be approved to register for the course. Manage registration restrictions. View the Course Roster Management user guide for more details.

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Edit Course Settings (continued)

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REGISTRATION QUESTIONS - Add questions to collect additional information from learners when they register for the course. You can set the questions as optional or required.

COMPLETION OPTIONS - Select the appropriate completion and verification settings.

CONTACTS - Provide a contact name, email, and phone number for TRAIN users to ask important questions about the course.

TIP: Click the green **Save** button in the upper right hand corner of each section once you've added the desired information.

GROUP VISIBILITY - Select the Group(s) for which you want the course to be available. All TRAIN users are part of one or more groups depending on their location, professional affiliation, or educational affiliation. For example, selecting the *National* group will allow all U.S. TRAIN learners to access the course. Selecting the *Arizona* group will limit the course availability to learners who live or work in Arizona. You can also select subgroups to narrow your course access to more specific categories of learners.

COMPETENCIES AND CAPABILITIES - Select the appropriate competencies or capabilities for the course. Courses with an assigned competency or capability are twice as likely to be completed.

CUSTOM ATTRIBUTES - Add any additional program, organization, or group-related attributes to the course here.

SUPPORTING RESOURCES - Provide any additional course resources like documents, images, and power points here. Give them a title and make the appropriate availability selections.

PREREQUISITES - Select any courses that learners must take before completing this course.

ORGANIZATIONS - The organization to which a course provider belongs will populate as the primary. You can also add a secondary organization. Course providers within an assigned organization can access, add, and edit courses associated with the same organization.

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4 Edit Course Settings

PRICE - If there is a cost associated with the course, input that here. Be sure to provide information on how learners can pay the fee.

ADDITIONAL PROPERTIES - Select the subject areas, target audience, and languages for your course. Other properties in this section are optional.

STATUS - This refers to the course's approval status. Course approval managers will approve, decline, or request more information about the course. Only approved courses will be published in the course catalog.

NOTES - Add any course notes here. These will only be visible on the Course Overview page.

5 Request Course Approval

Click the **Request approval** button in the upper right hand corner of the Course Overview page. You will receive an email with the course approval manager's response.

» To cancel an approval request, click the **Cancel approval request** button located in the same place.

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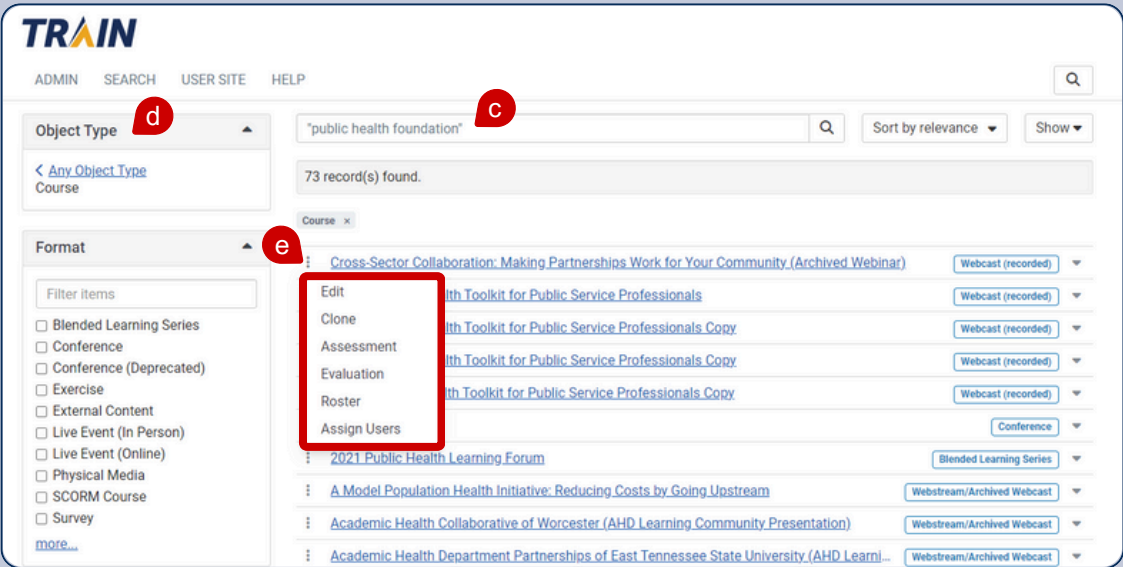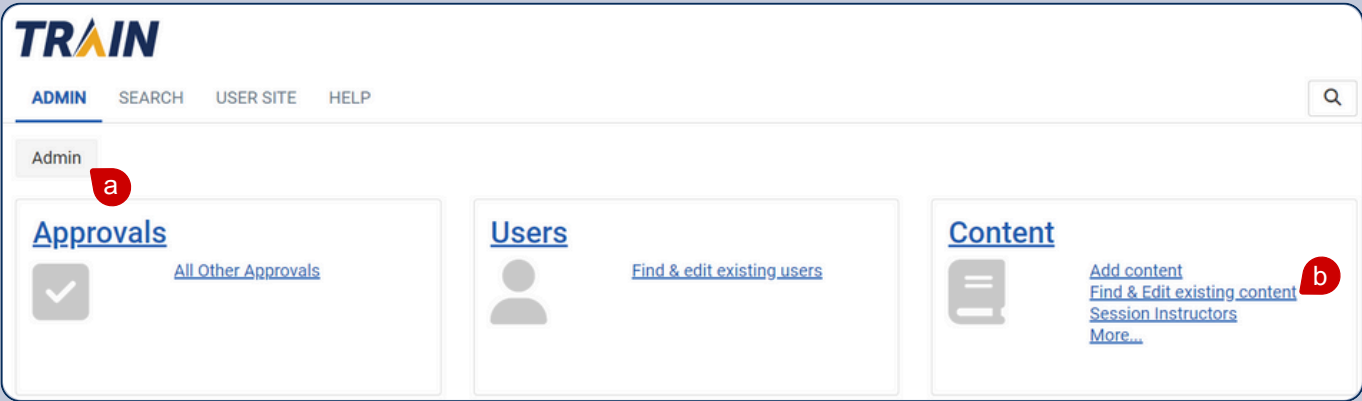
Course-Related Actions

6

Click the three-dot menu on the top of the Course Overview page to change the course thumbnail, preview course content, clone the course, view the course roster, view course reviews, manage course status, deactivate, or delete the course.

< Back   Cancel approval request   ⋮

External Content

Using the Core Competencies for Public Health Professionals to Support Workforce Development

Created by **Public Health Foundation (PHF)** · 🕐 1 hour

Details *   Edit   Quick Navigation

Find and Edit Courses

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Go to the **(a) Admin** menu. Click the **(b)** Find & Edit existing content link under the **Content** tile.

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ADMIN   SEARCH   USER SITE   HELP   🔍

Admin

a

Approvals
All Other Approvals
✓

Users
Find & edit existing users

Content
Add content
Find & Edit existing content   **b**
Session Instructors
More...

TRAIN

ADMIN   SEARCH   USER SITE   HELP   🔍

Object Type   ▲   "public health foundation"   🔍   Sort by relevance ▼   Show ▼   **c**   **d**

< Any Object Type   73 record(s) found.
Course

                            Course ×

Format   ▲   Cross-Sector Collaboration: Making Partnerships Work for Your Community (Archived Webinar)   Webcast (recorded) ▼   **e**

Filter items   Edit   lth Toolkit for Public Service Professionals   Webcast (recorded) ▼
☐ Blended Learning Series   Clone   lth Toolkit for Public Service Professionals Copy   Webcast (recorded) ▼
☐ Conference   Assessment   lth Toolkit for Public Service Professionals Copy   Webcast (recorded) ▼
☐ Conference (Deprecated)   Evaluation   lth Toolkit for Public Service Professionals Copy   Webcast (recorded) ▼
☐ Exercise   Roster   lth Toolkit for Public Service Professionals Copy   Webcast (recorded) ▼
☐ External Content
☐ Live Event (In Person)   Assign Users   Conference ▼
☐ Live Event (Online)   2021 Public Health Learning Forum   Blended Learning Series ▼
☐ Physical Media   A Model Population Health Initiative: Reducing Costs by Going Upstream   Webstream/Archived Webcast ▼
☐ SCORM Course   Academic Health Collaborative of Worcester (AHD Learning Community Presentation)   Webstream/Archived Webcast ▼
☐ Survey   Academic Health Department Partnerships of East Tennessee State University (AHD Learni...   Webstream/Archived Webcast ▼
more...

Search for the relevant course using the **(c)** search bar and **(d)** search filters.

Click the **(e)** three-dot icon to the left of the appropriate course. Select an action from the dropdown menu.

The **Edit** option will take you to the Course Overview page.

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