

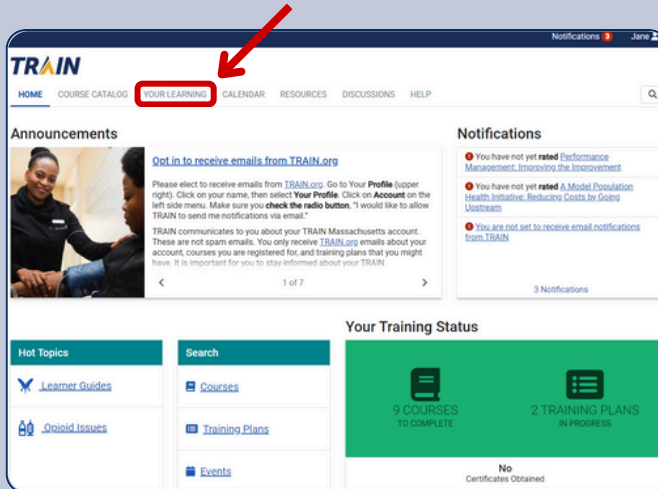
# How to manage Your Learning in TRAIN

Find information relevant to your coursework

# 1

## Access Your Learning

Click on the **Your Learning** tab at the top of the TRAIN homepage.



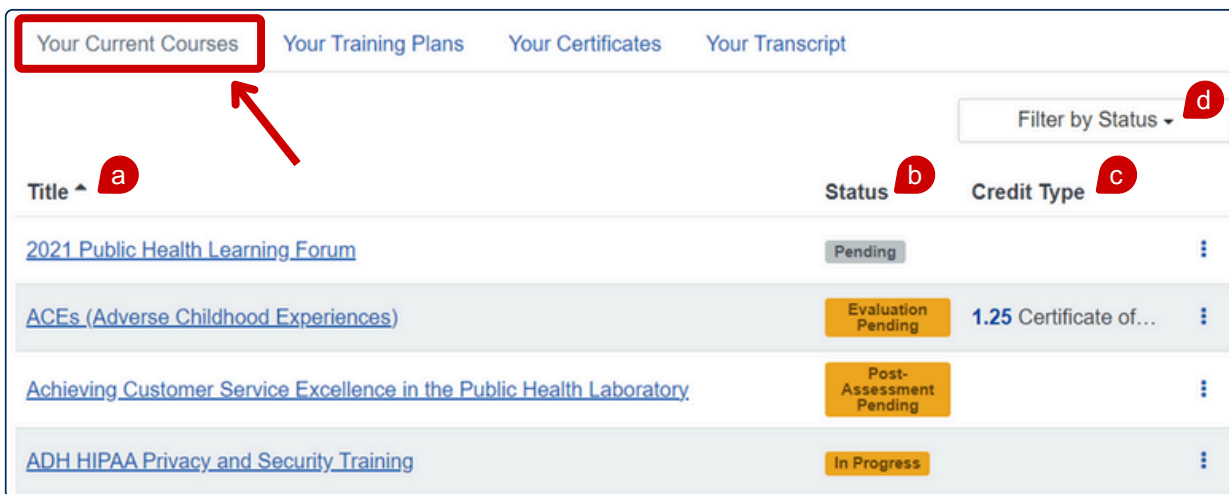
## ? Your Learning

This page contains information about your coursework. You can check your course status, print certificates, access your transcript, credits, and more.

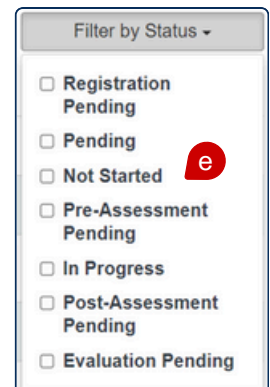
## Your Current Courses

Click on the **Your Current Courses** tab to view all your active and saved courses.

# 2



- (a) View your course's title information in this column. Click on the title to view the course details.
- (b) View your course's registration status in the this column.
- (c) View your course's continuing education (CE) credit type information in this column.
- (d) Click on the **Filter by Status** button to view filter options.
- (e) Click the box next to a filter listed in the dropdown menu. This will narrow your search results to courses that meet your selected status filters. You can select multiple filters.



2

Your Current Courses (continued)

(f) Click the three dots to view a drop-down action menu that contains the following possible items:

**Launch** - only available for online courses

**Assessment** - will direct you to the assessment start page

**Change Credit Type** - use to edit your CE credit type selection

**Withdraw** - use to withdraw your registration from the course

**History** - available if there are multiple registrations for the same course

**Go to Step 2 of Registration** - will appear if there are multiple steps in the course registration process

**Evaluation** - will direct you to the course’s evaluation start page if applicable

**Mark Completed** - this option changes the registration status to completed and is only available if the course allows self-completion

| Filter by Status ▾      |                        |
|-------------------------|------------------------|
| Status                  | Credit Type            |
| Pending                 |                        |
| Evaluation Pending      | 1.25 Certificate of... |
| Post-Assessment Pending |                        |
| In Progress             |                        |


Your Training Plans

3

Click on the **Your Training Plans** tab to view all the training plans you are registered for.

| Your Current Courses  | Your Training Plans | Your Certificates        | Your Transcript                  |
|---|---------------------|--------------------------|----------------------------------|
| Title <sup>a</sup>  | Status <sup>b</sup> | Target Date <sup>c</sup> | Proof Of Completion <sup>d</sup> |
| <a href="#">Integrating Racial Equity into Practice Learning Bundle</a> | Not Completed       | -                        | -                                |

- (a) View your training plan’s title in this column. Click on the title to view the training plan details, including its courses and your status for each course.
- (b) View your training plan’s status in this column.
- (c) View the target date for completing the training plan in this column, if applicable.
- (d) You can download Proof of Completion from this column when your plan is in the completed status.







 **Training Plans**

Training plans are a compilation of courses in TRAIN designed to enhance learners’ knowledge and/or skills.

# Your Certificates

4

Click on the **Your Certificates** tab to view a list of your earned certificates.

| Your Current Courses   Your Training Plans <b>Your Certificates</b> Your Transcript   |              |             |   |
|---|--------------|-------------|---|
| Name ^  | Completed    | Score       |   |
|  <a href="#">"Evaluation Pending" - Change Conference Details page</a>   | Oct 24, 2022 | 2 pt / 100% |  |
|  <a href="#">(2022) Cybersecurity Awareness Training for CDPHE - Otr 1</a>   | Jul 20, 2022 |             |  |
|  <a href="#">(COCA) Calls/Webinars - Leveraging Existing Resources to Meet the Challenges Faced by People Who Use Drugs or Who ...</a> | Aug 22, 2022 |             |  |



- (a) Click the icon to the left of the certificate name to download your certificate.
- (b) Click the **Download** link next to the certificate you wish to download. Click the **Close** button to return to the Your Certificates page.

Certificate status

Public Health 101 Series - Introduction to Public Health Surveillance

[Download](#)

Close

| Name ^  | Completed    | Score |   |
|---|--------------|-------|---|
|  <a href="#">Communicating Public Health: Message Design Strategies to Promote Aw...</a>       | Mar 15, 2022 |       |    |
|  <a href="#">Critical consciousness-based health promotion interventions for racial and...</a> | Mar 15, 2022 |       |    |
|  <a href="#">Engaging Across Sectors and Disciplines to Build Community and Capacit...</a>     | Mar 15, 2022 |       |    |
|  <a href="#">From Concepts to Practice: Health Equity, Health Inequities, Health Dispar...</a> | Dec 11, 2022 |       |    |
|  <a href="#">Health Equity &amp; Environmental Justice 101</a>                               | Mar 15, 2022 |       |  |

- (c) Click the three-dot menu to view registration history, including previous completion dates and certificates.

# Your Transcript

Click on the **Your Transcript** tab to view all your completed trainings and their statuses.

5

Your Current Courses

Your Training Plans

Your Certificates

Your Transcript

Download transcript

Add an external record

☐ Show withdrawn courses

| Title   | Status    | Completed    | Score | Credit Type |
|---|-----------|--------------|-------|-------------|
| <a href="#">Mental Health Toolkit for Public Service Professionals</a><br>SF112233                          | Completed | Dec 12, 2022 |       | 1 AAA: CEUs |
| <a href="#">From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social</a> | Completed | Dec 11, 2022 |       | 1 CPHCE     |

## >> Want to download your transcript?


Click the (a) **Download transcript** button. Select a date range by clicking on the (b) **calendar icon**. Click the (c) **Download** button to generate your transcript.

To display withdrawn courses on your transcript, click the (d) box that says "Show withdrawn courses."

Transcript Download


Start Date

11/12/2022



End Date

12/12/2022



Cancel

Download

## ? Possible Statuses

- Completed:** this course did not use a post-assessment in TRAIN
- Passed:** you received a passing score on the post-assessment
- Failed:** you did not receive a passing score on the post-assessment

# 5

## Your Transcript (continued)

### >> Want to add an external record?

To add information to your transcript from a course you took outside of TRAIN, follow these steps:

- (a) Click the **Add an external record** button.
- (b) Fill in the requested information.
- (c) Click the **Save** button to add the external course record to your transcript.
- (d) Click the **Cancel** button to return to Your Transcript page.

### >> Want to add an external certificate?

To add a certificate you received from a course outside TRAIN to your transcript, follow these steps:

- (a) Click the three-dot action menu.
- (b) Click the **Upload External Certificate** option.
- (c) Give your external certificate a title.
- (d) Upload the file.
- (e) Click the **Save** button to add the external certificate to your transcript.
- (f) Click the **Cancel** button to return to Your Transcript page.

### >> Want to remove a course registration?

- (a) Click the three-dot action menu to the right of the course title.
- (b) Click the **History** option.
- (c) Click the three-dot action menu on the course history page.
- (d) Click the **Remove** option.
- (e) Click the **Accept** button.