

Blended Learning Series (BLS)

Introduction	2
How to Add/Create a BLS	3
How to Add/Create Sections	10
How to Add Content/Courses	11
BLS Course Roster	13

[YouTrack Ticket [TRAIN3-13994](#) Blended Learning Series HTML5, December 2021]

Introduction

Purpose: This job aid introduces the Blended Learning Series (BLS). The Blended Learning Series is a course format option on TRAIN that allows the course provider to create a “bundle” of related trainings utilizing sections and various course formats. The BLS is created using the Course Wizard, so several of the menu tabs are the same as when posting other content to TRAIN.

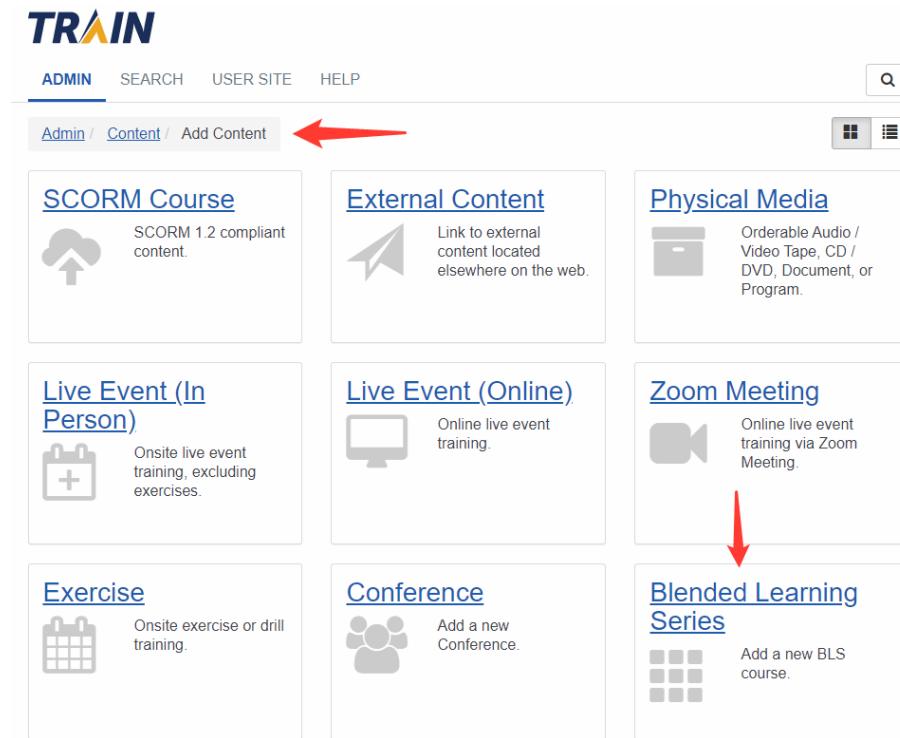
This document will illustrate how to create a BLS, including the creation of sections and addition of courses and content. It will also cover the functionality of BLS Rosters. It includes images to illustrate key points.

Access:

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

How to Add/Create a BLS

While adding a new BLS, the initial screen has been revamped to mimic the course wizard in TRAIN. Below we have a screenshot of the functionality. To get to this page, the following path can be followed:



Path: Train → Admin → Content → Add Content → Blended Learning Series

Upon Accessing the BLS page, you will need to input a **Title**:

The screenshot shows the 'Create Blended Learning Series' form. At the top, there is a 'Title' input field containing the text 'test'. To the right of the input field is a button labeled 'Create Blended Learning Series'. Below the input field, there are two tabs: 'Common Information' (which is selected and highlighted in blue) and another 'Common Information' tab.

This will open the **Common Information** page which contains a number of different details of a course:

The screenshot shows the 'Common Information' page for a course titled 'test' with ID '109978E'. The page has a sidebar with navigation options: Common Information (selected), Availability, Description, Organization & Sponsor, Content, Thumbnail, Learning Objectives, Accreditations & Credit, Certificates, Expiration & Visibility, Competencies & Capabilities, Registration Management, Supporting Resources, and Prerequisite Courses. The main content area includes: 'Created' (redacted) (Nov 23, 2021), 'Modified' (redacted) (Nov 23, 2021), 'Published date' (empty) with a calendar icon and a note: 'This date refers to when the course was originally published, not necessarily the date it was added to TRAIN.', 'Revised date' (empty) with a calendar icon and a note: 'This date refers to when the course was materially updated.', 'Length' (empty) with a label 'Length (hours)', 'Skill Level' (Introductory) with a dropdown arrow and a 'Show Description' link, 'Format Label' (Blended Learning Series) with a dropdown arrow, and 'Subject Area(s)' (empty).

Required Fields for Common Information: Length, Skill Level, Format, Subject areas, Target Audience, and Course Language.

The **Availability** page allows users to make the content visible based on the group functionality in TRIN:

The screenshot shows the 'Availability' page for a course titled 'test' with ID '1099790'. The sidebar has 'Availability' selected. The main content area includes: 'Auto assign to users based on group visibility' (checkbox), 'Selected groups' (National), and 'Add More Groups' (Search by any part of group name or by group ID) with a search icon, a refresh icon, and a list icon.

Required Fields for Availability: Selecting a group(s)

The **Description** page allows users to include descriptive text of a course:

The screenshot shows a web interface for editing a course. At the top, there are buttons for 'Close' (orange), 'Delete' (red), and 'Save' (green). Below these is a title field containing 'test' and an ID field containing '1099790'. A sidebar on the left lists various course management options: Common Information, Availability, Description (highlighted in blue), Organization & Sponsor, Content, Thumbnail, Learning Objectives, Accreditations & Credit, Certificates, Expiration & Visibility, Competencies & Capabilities, Registration Management, and Supporting Resources. The main content area is titled 'Description' and features a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Header (H), Bulleted List, Numbered List, Link, Unlink, Image, and Video, along with a 'Preview' button. The editor area is currently empty, and there is an 'Attach a file' link at the bottom.

Required Field: Description

The **Organization and Sponsor** page allows course providers to select various types of Organizational access, Provider Course Number, and Sponsor:

The screenshot shows the 'Organization & Sponsor' page. It has the same top navigation and title fields as the previous page. The sidebar highlights 'Organization & Sponsor'. The main content area is titled 'Organization & Sponsor' and contains several sections: 'Organization' (Public Health Foundation (PHF) (11 members) with links for 'Change Organization' and 'Reset'), 'Secondary Organization' (N/A with a 'Select Organization' link), and 'Administrative Organization' (N/A with a 'Select Organization' link). Below these are input fields for 'Provider Course Number' and 'Sponsor/Officer' (Sponsor). At the bottom, there is an 'About the Sponsor/Officer' section with a rich text editor toolbar and a 'Preview' button.

Required Fields: Organization

The **Learning Objectives** page gives course providers the ability to state what learners are expected to learn by the end of the course. While it is not required, including this information can be helpful for learners:

The screenshot shows the 'Learning Objectives' page. At the top, there are buttons for 'Close', 'Delete', and 'Save'. Below these is a title field containing 'test' and an ID field containing '1099790'. A sidebar on the left lists various course settings, with 'Learning Objectives' highlighted in blue. The main content area is titled 'Learning Objectives' and contains a text editor with a toolbar (bold, italic, heading, list, link, image, unlink) and a 'Preview' button. Below the editor is an 'Attach a file' button.

The **Expiration and Visibility** page allows course providers to define the expiration date of a course as well as certain aspects of its visibility.

The screenshot shows the 'Expiration & Visibility' page. At the top, there are buttons for 'Close', 'Delete', and 'Save'. Below these is a title field containing 'test' and an ID field containing '1099790'. A sidebar on the left lists various course settings, with 'Expiration & Visibility' highlighted in blue. The main content area is titled 'Expiration & Visibility' and features an 'Expiration Date' field set to '11:59 PM EST'. Below this is a descriptive text: 'The course will be expired on the date indicated. At that point the course will not be visible in search or available for user registration.' There are four checkboxes: 'Active' (checked), 'Searchable' (checked), 'Clinical' (unchecked), and 'Visible only as part of a Collection' (unchecked). Each checked checkbox has a brief description of its effect.

Competencies and Capabilities can be selected for the BLS:

The screenshot shows a form titled "Competencies & Capabilities" for a course with ID 1099790. The form has a sidebar on the left with menu items: Common Information, Availability, Description, Organization & Sponsor, Content, Thumbnail, Learning Objectives, Accreditations & Credit, Certificates, Expiration & Visibility, and Competencies & Capabilities (which is highlighted in blue). The main content area contains a tree view of competency categories:

- Core Competencies for Public Health Professionals
 - Tier One
 - Tier Two
 - Tier Three
- Public Health Emergency Preparedness and Response Capabilities
- 2017-2022 Health Care Preparedness and Response Capabilities
 - Capability 1. Foundation for Health Care and Medical Readiness
 - Capability 2. Health Care and Medical Response Coordination
 - Capability 3. Continuity of Health Care Service Delivery
 - Capability 4. Medical Surge

The **Registration Management** page gives course providers the ability to restrict the number of times a learner can register for a course, input course restrictions, provide additional instructions, require course registration approval, create custom user information, and more:

The screenshot shows a form titled "Registration Management" for a course with ID 1099790. The sidebar on the left is identical to the previous screenshot, but "Registration Management" is highlighted in blue. The main content area includes:

- Allow users to register for the course only once.**
Once the registration has completed, they can no longer register again. If the registration is Deactivated, they can register again.
- Additional Course restrictions**
A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Highlight (H), Bulleted List, Numbered List, Quote, Link, Image, and Unlink. A "Preview" button is also present.
- Attach a file**
A link with a file icon and the text "Attach a file".
- Additional provider instructions**
Another rich text editor with the same toolbar and "Preview" button as above.

Required Field: Description for adding custom field

Course providers can define one or more **Prerequisite Courses** for the BLS:

The screenshot shows a web interface for editing a course. At the top, there are buttons for 'Close', 'Delete', and 'Save'. Below this is a header with 'Title: test' and 'ID: 1099790'. On the left is a vertical navigation menu with various tabs: 'Common Information', 'Availability', 'Description', 'Organization & Sponsor', 'Content', 'Thumbnail', 'Learning Objectives', 'Accreditations & Credit', 'Certificates', 'Expiration & Visibility', 'Competencies & Capabilities', 'Registration Management', 'Supporting Resources', and 'Prerequisite Courses' (which is highlighted in blue). The main content area is titled 'Prerequisite Courses' and contains two radio buttons: 'Require only one prerequisite out of the listed courses' and 'Require all listed prerequisites' (which is selected). Below the radio buttons is an 'Add Courses' button.

The **Contacts** page allows course providers to add their contact information so learners can reach out to them about the course:

The screenshot shows the 'Contacts' page in the same course management system. It features the same top navigation and header as the previous page. The left navigation menu is identical, but 'Contacts' is now highlighted in blue. The main content area is titled 'Contacts' and contains an 'Add Contact' form. The form has a title bar with a close button (X) and a save button (checkmark). The form fields are: 'Name' (text input), 'Email' (text input), 'Phone' (text input with a placeholder '() - - -'), 'URL' (text input with a placeholder 'Website'), and 'Description' (text area).

Required Fields: Name, Email, Phone Number

The **Reviews** page contains settings for capturing reviews upon course completion for real time feedback:

The screenshot shows a web interface for editing course settings. At the top, there are buttons for 'Close', 'Delete', and 'Save'. Below these is a 'Title' field containing 'test' and an 'ID' field containing '1099790'. A sidebar on the left lists various course categories, with 'Reviews' selected and highlighted in blue. The main content area is titled 'Reviews' and contains a checkbox labeled 'Prompt the user to leave a review after course completion' which is checked. Below this is a section for 'Review Email Notification' with a sub-header 'Review Email Notification'. A text block explains: 'If you want someone to be notified every time a review is posted for the course you can add them here.' Below this is an 'Add Contact' section with a red 'x' and a green checkmark icon. Underneath, there is an 'Email:' label and a text input field containing the word 'Email'.

Required Field: Email

Another aspect of customizing a course is on display with the **Custom Attributes** section of BLS. This allows users the ability to input the affiliate-based selections:

The screenshot shows a web interface for editing course settings. At the top, there are buttons for 'Close', 'Delete', and 'Save'. Below these is a 'Title' field containing 'test' and an 'ID' field containing '1099790'. A sidebar on the left lists various course categories, with 'Custom Attributes' selected and highlighted in blue. The main content area is titled 'Custom Attributes' and contains a list of dropdown menus. The dropdowns are labeled: 'Accreditation Activity Type', 'Accreditation Attributes', 'CDC Quality Training Standards', 'Illinois Legacy Data', 'PA Bureau of Emergency Medical Services', 'VHA Custom Course Attributes', and 'Virginia Course Attributes'.

How to Add/Create Sections

The Content tab allows course providers to add sections to the Blended Learning Series. Sections are added using the Add Section button as shown below:

Edit Blended Learning Series (Fields marked below are required)

Title: ID: 1099793

Common Information	Content
Availability	<input type="checkbox"/> Show components only after learner registers
Description	<input checked="" type="checkbox"/> Automatically complete when all components are completed
Organization & Sponsor	<input type="button" value="Add Section"/>

A box will open for creating the section title and the section completion requirements. The course provider must choose one option for each section added. There is also an optional checkbox for the courses to be taken in the order defined in this section. Once these options are completed, click the Apply button.

Edit section

Section title:

Completion requirements:

- 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

Sections can also be edited, moved up or down, or deleted using the three dots menu next to each section.

BLS Components

All courses are required to complete, random order

Title	Format
There are no courses	

Test1

All courses are required to complete, random order

Add Courses ⋮

Edit

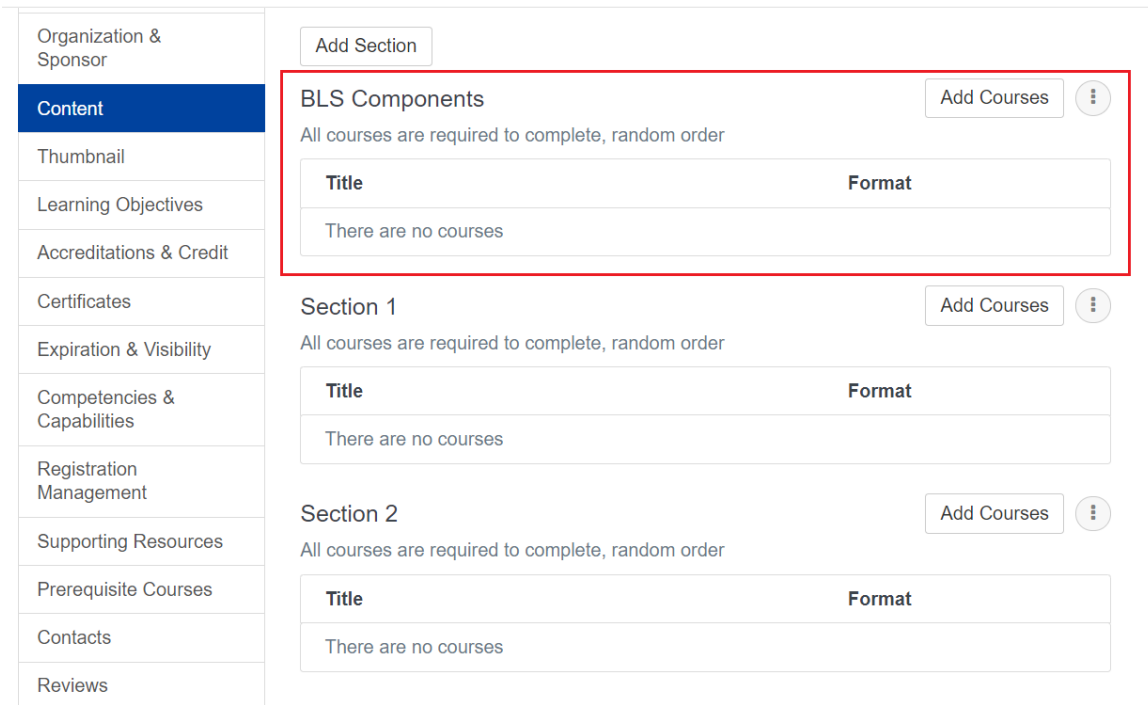
Move up

Move down

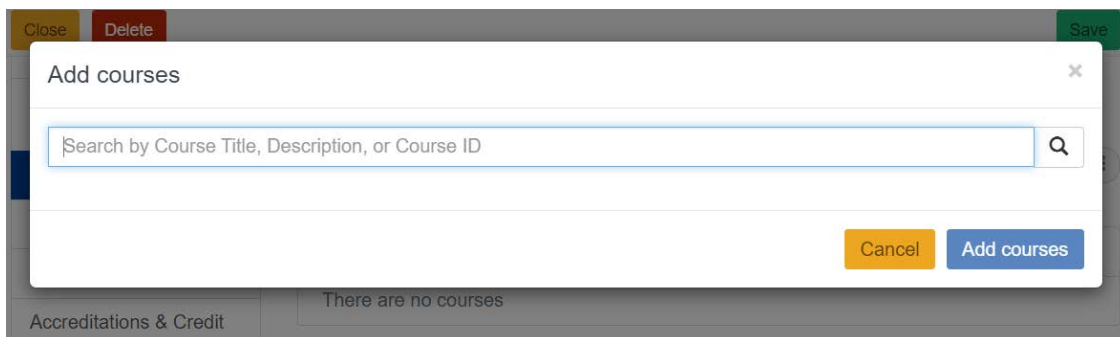
Delete

How to Add Content/Courses

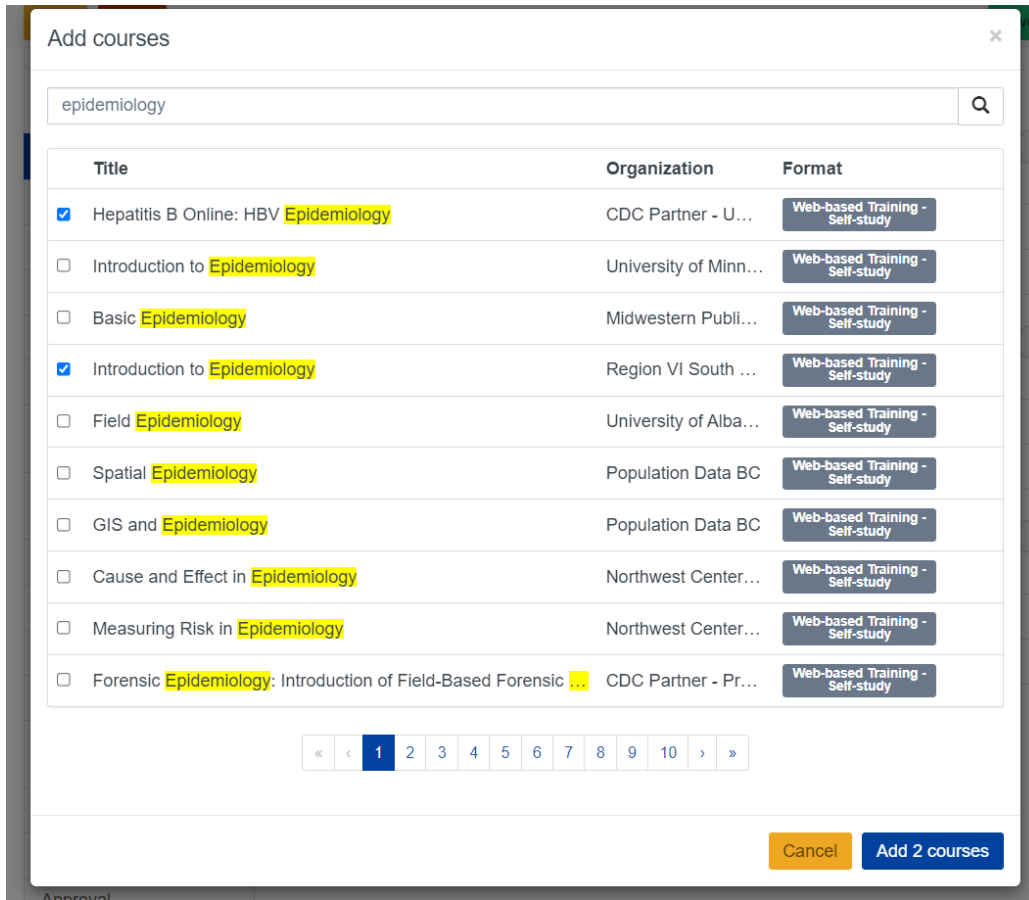
The Content page is used to add courses to the Blended Learning. Courses can either be added to a specific section or to the BLS in general in a new general section with the default title of BLS Components. Click the Add Courses button in any section to add courses to that section.



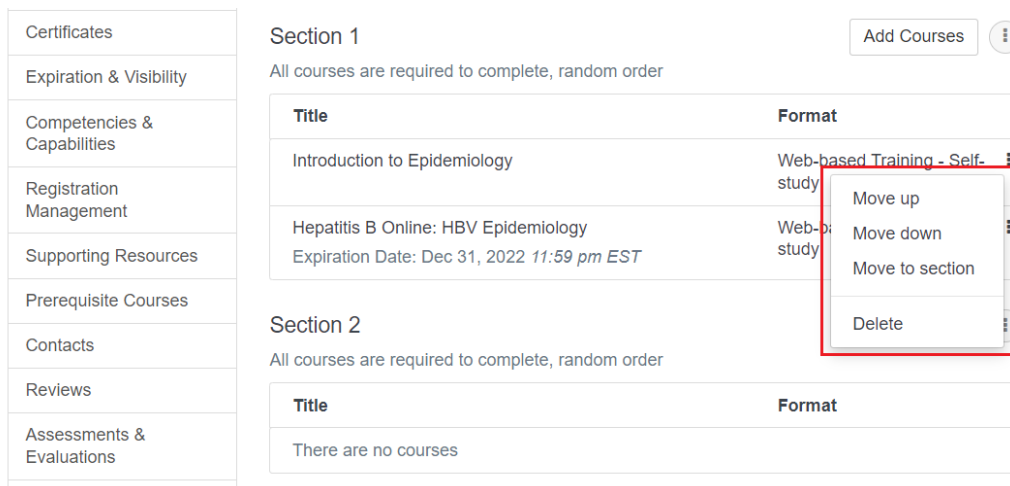
Once the Add Courses button is clicked, a box will open for the course provider to search for courses to add from the TRAIN course catalog.



Courses can be searched for by Course Title, Description, or Course ID. If searching by Course Title or Description, multiple courses can be added at one time. Click the Add button after making course selections.



Courses will then appear under the Section to which they have been added. Courses can be moved or deleted by using the three dot menu.



BLS Course Roster

BLS Course Roster is accessible from the Roster page for Blended Learning Series courses. BLS course providers can access the BLS course roster to view Registration Details with additional information about BLS components and their statuses.

Close

[BLS test](#) > Roster Batch Registration

Search Filter by Status **9** ▾

Actions ▾ Tools ▾ All Active Inactive Registered: 1 ?

<input type="checkbox"/> Name ^	Status	Pre-assmt.	Score	Registered	Completed
<input type="checkbox"/> Foundation, Public Health MaskedEmail.644@bo...	Completed			Nov 17, 2021	Nov 29, 2021

- Edit
- BLS Course Roster**
- Upload External Certificate
- Withdraw

BLS Course Roster includes Registration status for the entire BLS record of the learner. Learner's registration data such as email, user ID, Registration ID, a list of courses that are BLS components, and completion status is presented in each learner's roster page for course provider's easy access.

TRAIN

ADMIN SEARCH USER SITE HELP Q

[Back](#)

Public Health Foundation

[BLS test](#)

Completed

Registration Detail User Registration Data

Email MaskedEmail.644@bogus.e.m.a.i.i

User ID 644

Registration ID 22636072

Registered Nov 17, 2021 9:55 am EST

Completed Nov 29, 2021 1:37 pm EST

Components

1 (All courses are required to complete, random order)

[IS-700.a: Introduction to the National Incident Management System \(NIMS\)](#) Completed: Not Verified

[IS-700.B: An Introduction to the National Incident Management System](#) Evaluation Pending