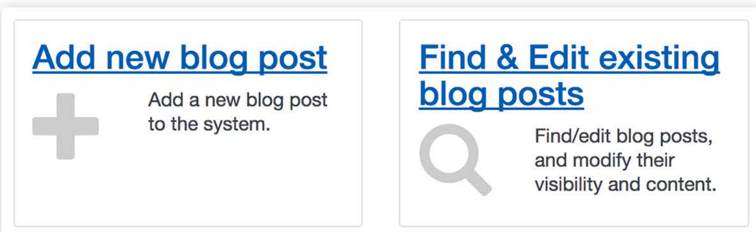
Adding and Editing Announcements

If you have the ability to add announcements, you will see an 'Admin' link listed when you log onto TRAIN. Click the 'Admin' link to access the Admin section.

The Blog Post Section

▶ Within the Admin section, you will see the 'Blog Posts' link. This feature allows you to add new announcements to TRAIN. You may either click the 'Blog Posts' title to view additional options, or you may click directly on the 'Add new blog post' link to add a new post or click the 'Find & Edit existing Blog Post' link to find and edit existing blog posts.

Alternatively, if you click the main 'Blog Posts' link, you will be given the options to either 'Add new blog post' or 'Find & Edit existing blog posts.'



Create a New Blog Post

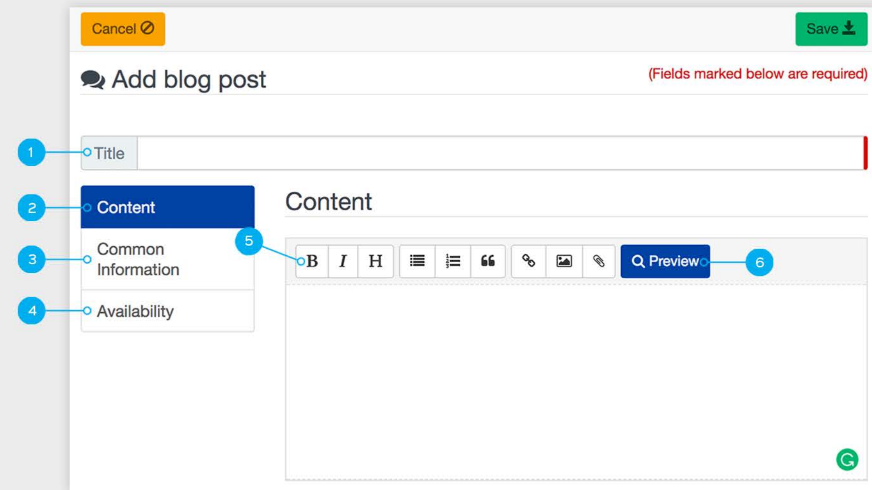
▶ For the purpose of this learning, click the 'Add new blog post' link to open and create a new blog post. Your first task is to enter a title for your blog post in the 'Title' text field. Whatever you enter here will be the title of your announcement on TRAIN. If you click the 'Cancel' button at any point before saving, the new post will close, and you will lose any information that you entered, and nothing will be saved.

Content Section

▶ Once you've entered a title, the 'Content' box will become available. The 'Content' section is where you enter the text of your announcement.

Function Buttons

▶ Click and drag across the text you want to bold, italicize, bullet, number items, quote or set a header; then click its corresponding function button. When you click a function button, it will add the correct formatting to the text. Now click the 'Preview' button to see your announcement as it will appear to TRAIN users, then click the 'Preview' button again to return to the edit mode.

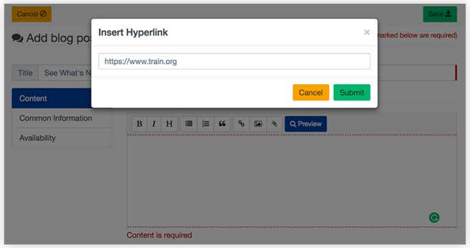


Add Blog Post Interface

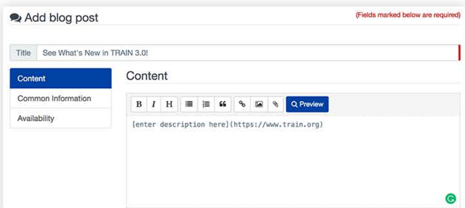
1. **Title** - What you enter here will be the title of your announcement on TRAIN.
2. **Content** - The 'Content' section is where you enter the text of your announcement.
3. **Common Information** - When your post is created, the 'Created' and 'Modified' information metadata will appear.
4. **Availability** - Selections made here determine which TRAIN groups can view your announcement.
5. **Function Buttons** (ordered left to right) - Bold, Italicize, Header, Bullet Items, Number Items, Enter Quotations, URL/Link, Insert Image, and Insert Attachment
6. **Preview Button** - Click the 'Preview' button to see your announcement as it will appear to TRAIN users.

Create a Hyperlink

▶ To create a hyperlink, click the URL/link button and enter a specific URL address in the text field, then click the 'Submit' button.



While in the edit mode, the text formatting for a link will appear with brackets, followed by parentheses. Enter in a description for the hyperlink between the brackets, then click the 'Preview' button. The description that you entered will now function as a clickable text, which corresponds with the hyperlink.



When linking to a course within TRAIN, click the hyperlink button and enter the following – "course/", followed by the specific course identification number. You may also enter in a description for the hyperlink while in edit mode.

EXAMPLE: [This is the text for the hyperlink] (course/1041784).

You can also create a hyperlink for training plans by entering 'training_plan/' followed by the training plan number.

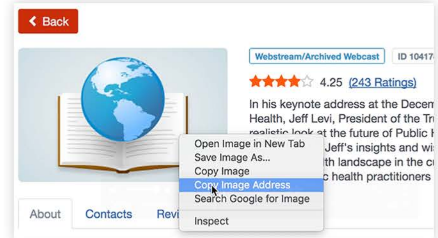
You can use a search result by copying and pasting a search string and using the end portion of the search URL, similar to the highlighted portion of the URL in the following example.

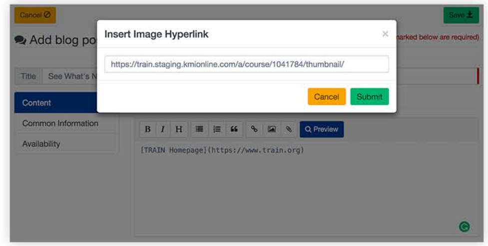
EXAMPLE:
https://train.staging.kmionline.com/main/search?type=course&query=this%20is%20a%20search

Again, click the 'Preview' button to see your announcement as it will appear to TRAIN users. Now click the hyperlink while you're in the preview mode to make sure it works properly.

Insert Image

▶ You can also insert an image via a hyperlink. Simply right-click on an image online and click to either save or copy the images' address.





Now within the 'Content' section of adding a blog post, click the 'Image' icon, then copy and paste the image address into the hyperlink text field. When you click the 'Submit' button, it will add your image to the announcement. Click the 'Preview' button to see your announcement as it will appear to TRAIN users.

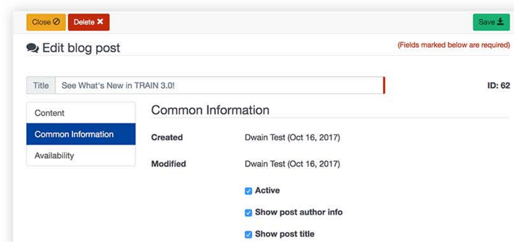
Attachment

▶ You may also click the 'Attachment' icon to attach a local image or file to your announcement. You must search your system to find and select the image or file that you want to attach, then you may click the 'Preview' button to see your announcement as it will appear to TRAIN users.

Click the (Save) button on the top right to save your new announcement.

Common Information Section

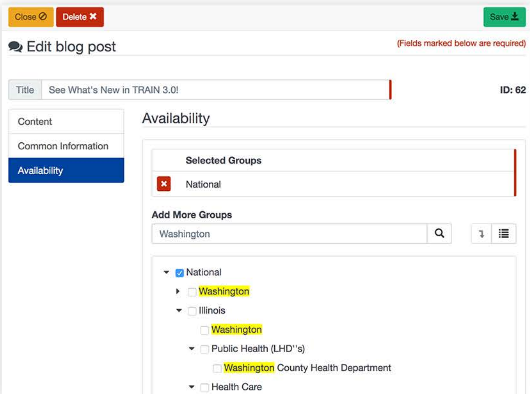
▶ The next tab in the 'Add Blog Post' section is 'Common Information.' When your post is created, the 'Created' and 'Modified' information metadata will appear. Underneath is the 'Active,' 'Show post author info,' and 'Show post title' checkboxes. These options allow you to either keep your announcement active or deactivate it and/or show who created the blog post and/or show the blog posts title.



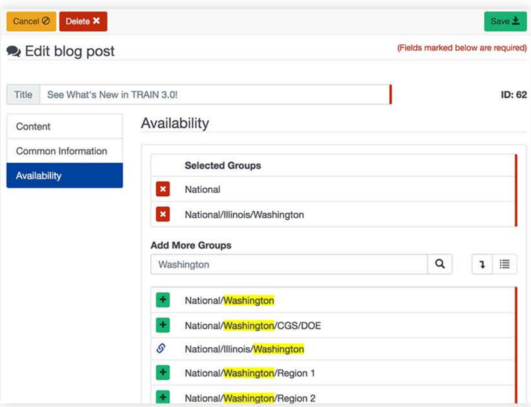
Availability Section

▶ The final tab is ‘Availability.’ Selections made here determine which TRAIN groups can view your announcement. There are two ways to search. You may click either the tree structure view (↴) icon on the right of the search field or the list view (☰) icon.

Within the tree structure view, you can scroll through the options or use a search term. You may then add or remove groups by clicking or unclicking the check box on the left of the groups name.



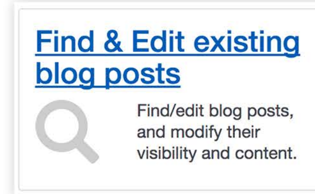
Within the list view, you can search using the group name or copy the group path to refine your results. You will now only see your search group and additional groups below your searched group. You may add additional groups by clicking the (+) icon. To remove a group, simply click the (✖) icon in the ‘Selected Groups’ section above.



Click the ‘Save’ button on the top right to save your new announcement or any changes you made to your existing announcement.

Find and Edit Existing Blog Post

▶ To search for an existing announcement, begin on the ‘Admin’ page and click the ‘Blog Posts’ link, or you can click directly on the ‘Find & Edit existing b...’ link to go directly to the search interface. If you clicked the ‘Blog Posts’ link, you will see the Blog Post interface. From here, click the ‘Find & Edit existing blog posts’ link.



You will now see the search interface, filtered by blog posts. You can click the blog post name to see the details of the blog post, or you may click the pencil icon on the left of the blog post name to go directly into editing the blog post. You can also click the arrow on the right of the blog post to see additional information about the blog post.

If you want to see an inactive blog post(s), click the ‘Show inactive’ link, which is located below the search text field.