

Group Based Discussions in TRAIN – How To

Group Based Discussions in TRAIN allow learners within a group to interact with each other as the group discussion administrator. Learners or admins are able to post comments/questions for others to view and respond.

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How do I setup up a Group Based Discussion?

In order to setup Group Based Discussions you must have the “Discussions Manager” role applied to your account for at least one group. If you have the role applied to your account, you will have the “Discussions” tile available within the “Admin” section of TRAIN.

The screenshot displays the TRAIN Admin interface. At the top left, the TRAIN logo is visible. Below it, a navigation bar contains the 'ADMIN' link (highlighted with a red box), 'SEARCH', 'USER SITE', and 'HELP'. A search icon is located on the right side of the navigation bar. Below the navigation bar, the 'Admin' section is shown, featuring a grid of tiles for various administrative functions. The 'Discussions' tile, located in the bottom right corner of the grid, is highlighted with a red box. It includes a speech bubble icon and the text 'Add new Discussion' and 'Find & Edit existing...'. Other tiles include 'Course Provider Organizations', 'Approvals', 'Users', 'Content', 'Training Plans', 'Reports', 'Blog Posts', 'Resources', 'Library', 'Utilities', and 'YouTrack'.

Within the “Discussions” admin section you will have the ability to “Add new Discussion” or “Find & Edit existing Discussions.”

[Admin](#) / Discussions

Add new Discussion



Add a new discussion to the system.

Find & Edit existing Discussions



Find/edit discussions, and modify their visibility.

When adding a new discussion, you will have to enter a title for the discussion. This will be shown to users that have access to the discussion.

Close Save

Add discussion (Fields marked below are required)

Title

Once you’ve added a title, you will be required to enter a description for the discussion. The text editor is the same as all other areas of TRAIN 3.0. The discussion will default to “Active” meaning it will show for users. If you no longer want the discussion to show, you can edit the discussion and uncheck the “Active” box.

Common Information

Availability

Common Information

Description

B I H       Preview

This is a description of the discussion.

Active

The last thing to setup is the availability. The group selection will default to the group for which the “Discussion Manager” role is applied. In this example, the role was applied at the “CDC” group level, thus the “CDC” group is applied. This user will have access to post Group Based Discussions at and/or below the CDC group level. The Group Based Discussion can be applied to one or many groups. Users will have access to the Group Based Discussion if they are in or below the group for which the discussion is assigned.

Common Information

Availability

Availability

Selected Groups

CDC

Add More Groups

Search by any part of group name

- CDC
 - Academia & Research
 - CDC DSEPD Fellowships (Private Group)
 - CDC TRAIN Team
 - CDC-INFO (Private Group)
 - Course Provider
 - CSTLTS PHAP Learning Group
 - Environmental Health

Once the title, description and availability are set, you can save the discussion and then close out.

How do I manage an existing Group Based Discussion?

Once a Group Based Discussion has been created, you can manage it by going to the “Discussions” admin tile then “Find & Edit existing Discussions.”



ADMIN **SEARCH** USER SITE HELP

Object Type ▲

[◀ Any Object Type Discussion](#)

Export Search Results

Search Relevance ▼

2 record(s) found. [Show inactive](#) • [Show expired](#)

Discussion ✕

[Group Test Discussion](#) Discussion ▼

[Test Group Discussion](#) Discussion ▲

This is the description of the discussion.

Created by *Stephen Gabriel* on Sep 12, 2018

You will be able to search through existing discussions that you have access to edit. If you expand the discussion you will see the first two lines of the description as well as who created the discussion and when. There are two options to edit the discussion. Clicking on the edit icon to the left of the discussion title will allow you to edit the components of the discussion including the title, description, active statue, and availability. You will also be able to delete the discussion if desired. Clicking on the title of the discussion will allow you to manage the discussion posts.

Test Group Discussion

Posted by **Stephen Gabriel** Sep 12, 2018

This is the description of the discussion.

Stephen Gabriel Sep 12, 2018
This is a second post
[Reply](#) • [Delete](#)

Stephen Gabriel Sep 12, 2018
This is a post
[Reply](#) • [Delete](#)

Stephen Gabriel Sep 12, 2018
This is a reply to a post
[Delete](#)

Stephen Gabriel Sep 12, 2018
This is another reply to a post
[Delete](#)

This edit screen allows you to view all existing posts, post a new comment, reply to an existing post, search through top level posts, and delete any posts. You can also access edit screen that was previously described.

Where do they show up?

Group Based Discussions appear as a tab within the main TRAIN navigation. This tab shows up by default and cannot be removed.

The screenshot shows the top navigation bar of the TRAIN Learning Network Site. The 'DISCUSSIONS' tab is highlighted with a red box. Below the navigation bar, there are two sections: 'Announcements' and 'Notifications'. The 'Announcements' section features a profile picture of a woman and a welcome message from Stephen Gabriel dated July 6, 2018. The 'Notifications' section lists two items: 'Your profile is incomplete' and 'You are not set up to receive emails from TRAIN'.

Group Based Discussions can also be accessed through the search functionality by selected "Discussions" in the "Search By" filter.

The screenshot shows the search page of the TRAIN Learning Network Site. The 'DISCUSSIONS' tab is highlighted in the navigation bar. Below the navigation bar, there is a search bar with the text 'Search TRAIN' and a search icon. To the right of the search bar are icons for a bookmark and a list, and a dropdown menu set to 'Sort by relevance'.

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN ([see your profile for details](#)).

The screenshot shows the search results page of the TRAIN Learning Network Site. The 'DISCUSSIONS' filter is selected in the 'Search By' dropdown menu. The search results show 3,856 records found. The results are listed in a table with columns for the search result title, the format, and the number of ratings. The 'DISCUSSIONS' filter is highlighted with a red box.

Search Result	Format	Ratings
#NYCHealthEquity - Advancing Racial and Social Justice	Webstream/Archived Webcast	
Region II Public Health Traini...		★★★★☆ (120 Ratings)
\$ #RelationshipGoals: Significant Others in Women's Recovery (NAADAC or NBCC Credit)	Webcast (recorded)	
ATTC Network		★★★★☆ (7 Ratings)
#RelationshipGoals: Significant Others in Women's Recovery (No Credit)	Webcast (recorded)	
ATTC Network		★★★★☆ (11 Ratings)
01. General Environmental Health - EPHOC	Web-based Training - Self-study	
R6-SCPHTC		★★★★☆ (43 Ratings)

Discussions will only be available to the user if one has been created at or below their group level.

Use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN ([see your profile for details](#)).

Search TRAIN Sort by relevance ▾

Filters

Search By ▾

◀ [Any Search By Discussions](#)

1 record(s) found.

Discussions ✕

[Group Test Discussion](#) ▾

The discussion has four sections, the details of the discussion which includes the discussion name, who posted the discussion and when and the text description of the discussions, the text box to enter your post, the search box to search through existing posts and the posts themselves.

Each post shows the users name and the date of the post. Top level posts allow you to “Reply” to them as well. Replies can only be added to top level posts.

The search functionality also only searches through top level posts. The search, like other areas in TRAIN, will highlight the word when it is found within the post. As you see below, it is only highlighting the word in the top level post, as it is not searching the second level post.

For users posting comments, they have the ability to edit or delete their posts.

Test Group Discussion

Posted by **Stephen Gabriel** Sep 12, 2018

This is the description of the discussion.

Stephen Gabriel Sep 12, 2018

This is a second **post**

[Reply](#) • [Edit](#) • [Delete](#)

Stephen Gabriel Sep 12, 2018

This is a **post**

[Reply](#) • [Edit](#) • [Delete](#)

Stephen Gabriel Sep 12, 2018

This is a reply to a post

[Edit](#) • [Delete](#)

Stephen Gabriel Sep 12, 2018

This is another reply to a post

[Edit](#) • [Delete](#)

How do I add a post?

All you need to do to add a post is to enter text into the “What on your mind?” text box.

[← Back](#)

Test Group Discussion

Posted by **Stephen Gabriel** Sep 12, 2018

This is the description of the discussion.

Stephen Gabriel Sep 12, 2018

This is a second post

Reply

Stephen Gabriel Sep 12, 2018

This is a post

Reply

Stephen Gabriel Sep 12, 2018

This is a reply to a post

Stephen Gabriel Sep 12, 2018

This is another reply to a post

To reply to an existing top level post, simply click “Reply” listed under the post. Then enter your post in the “Write a reply...” text box.

[← Back](#)

Test Group Discussion

Posted by **Stephen Gabriel** Sep 12, 2018

This is the description of the discussion.

Stephen Gabriel Sep 12, 2018

This is a second post

Reply

Stephen Gabriel Sep 12, 2018

This is a post

Reply

Stephen Gabriel Sep 12, 2018

This is a reply to a post

Stephen Gabriel Sep 12, 2018

This is another reply to a post

What else should I know?

- There are currently no notifications around when posts are being added to a discussion board.