

Hot Topics in TRAIN – How To

The Hot Topics feature in TRAIN allows administrators to select specific hot topics that are relevant to their audience and display them only to that audience. The Hot Topics leverage the already existing “Announcements” functionality and work in a similar fashion. They also allow the administrator to provide Hot Topics on their affiliate page prior to login.

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Where do they show up?

The Hot Topics show on the affiliate page prior to login for all hot topics at the affiliate group level. For example, Hot Topics that are available at the VHA group level will show on the VHA affiliate login page as shown below.

The screenshot displays the VHA TRAIN website interface. At the top, there is a blue header with the text "EMPLOYEE EDUCATION SYSTEM" and the "VHA TRAIN" logo. Below the header is a navigation menu with links for "HOME", "COURSE CATALOG", "CALENDAR", "RESOURCES", and "HELP", along with a search icon. On the left side, there is a box that says "Want to add courses to TRAIN? Become a Course Provider". Below this is a "Sign In with VA PIV Card" button, which is highlighted with a red arrow. To the right of the sign-in button, there is a photograph of healthcare professionals in scrubs. Below the photo, there is text explaining the registration process: "If this is your first visit select 'Create an Account' on the left menu to register. You only need one TRAIN account to access multiple TRAIN sites. Be sure to opt-in emails so that you can receive important messages. If you already have an account, please enter your login name and password in the text-boxes provided on the left menu and select 'Login'. Have additional questions or need assistance? Learn more about VHA TRAIN or contact the help desk at VHATRIN@va.gov. Through this site you can:" followed by a bulleted list: "• Find training to satisfy your professional development needs" and "• Track your learning via a single transcript". At the bottom of the page, there is a teal-colored section titled "Hot Topics" which contains three links: "[Homelessness among Veterans](#)", "[Suicide Prevention](#)", and "[Military and Deployment Health](#)".

Disclaimer: Training found through a search of the TRAIN.org website is made available as a public service. Web pages, training, and programs from non-federal organizations are provided solely as a service. These links do not constitute an endorsement by Veterans Health Administration, Employee Education System. Only courses offered by Veterans Health Administration, Employee Education System have

For Hot Topics assigned at the affiliate level and sub-group level, they will show on the logged in affiliate home page based on the users group selection, as shown below.

The screenshot displays the TRAIN website interface. At the top right, there is a dark blue header with 'Notifications 4' and a user profile for 'Stephen'. Below this is the TRAIN logo and a navigation menu with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, ADMIN, and HELP. A search icon is located on the right side of the menu.

The main content area is divided into several sections:

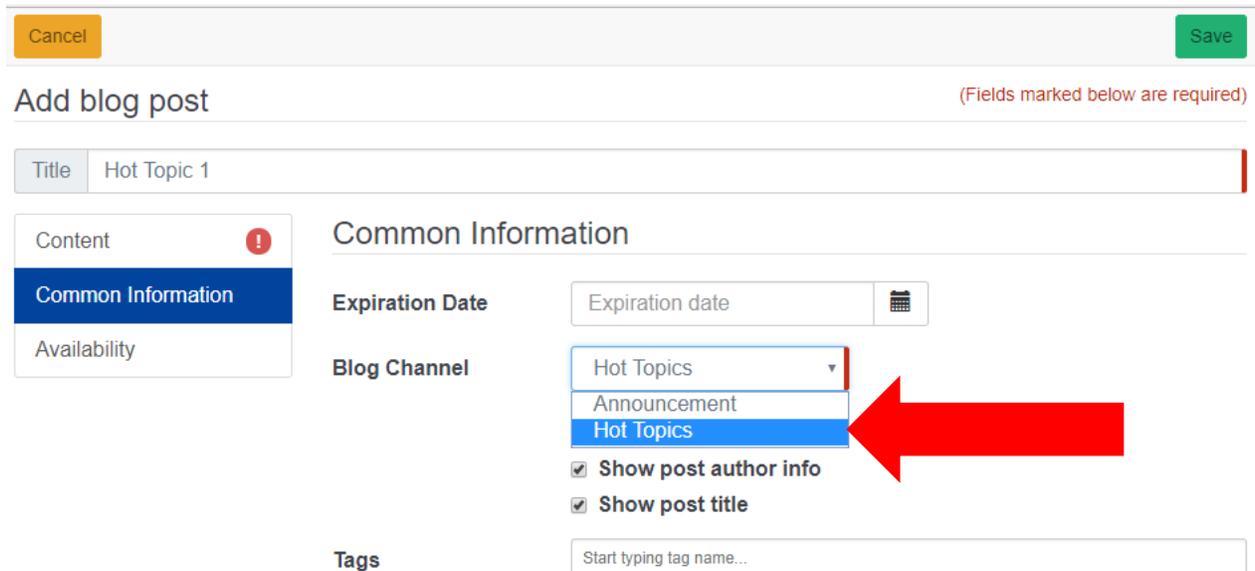
- Announcements:** Features a large image of two women in a meeting. To the right, an announcement from 'Smithsonian's National Museum of Natural History' dated Jul 19, 2018, is visible. The text reads: 'What: Stories from the Frontline: Fighting Zika-Join us as scientists and public health workers share their experiences unraveling and stopping the 2015 Zika pandemic. Hear from those on the frontline of virus response and prevention and have a chance to talk'. A red arrow points from this section towards the 'Hot Topics' sidebar.
- Notifications:** A list of four notifications, including 'You have an unfinished pre-assessment for Basic Culture Media and Isolation Techniques: Basic Microbiology Curriculum', 'You have not yet rated Evaluation: Foundations of Public Health Preparedness Training Plan', and 'You have not yet rated TEST SCORM'. A '4 Notifications' link is at the bottom.
- Hot Topics:** A vertical sidebar on the left with a teal header. It lists three topics: 'Zika Virus', 'Antibiotic Stewardship', and 'Opioid', each with a corresponding icon.
- Search:** A vertical sidebar with a dark blue header. It contains three search categories: 'Courses', 'Training Plans', and 'Events', each with a document icon.
- Your Training Status:** A large green box with white text and icons. It shows '11 COURSES TO COMPLETE' with a book icon, '5 TRAINING PLANS IN PROGRESS' with a list icon, and '4 Certificates Obtained' at the bottom.

If no Hot Topics are added for an affiliate, there will be no “Hot Topics” section on the affiliate login page or on the logged in home page. On the logged in home page the “Search” section will fill the available space. The “Your Recent Courses” have been moved down and the “Courses You May Also Like” has been moved to the right to accommodate the “Hot Topics” section.

How do I add Hot Topics?

Hot Topics are added through the same administrative interface as “Announcements” which is through the “Blog Post” admin tile. Access to this tile, and in turn the ability to add Hot Topics, is through the Blog Author and Blog Admin roles. The availability selection for the admin will be based on the group where the role is assigned.

When adding a new blog post select “Hot Topics” in the “Blog Channel” dropdown as shown below.



The screenshot shows the 'Add blog post' form. At the top, there are 'Cancel' and 'Save' buttons. Below them is the title 'Add blog post' and a note '(Fields marked below are required)'. The form has a sidebar on the left with tabs for 'Content', 'Common Information', and 'Availability'. The 'Common Information' tab is selected. The main form area has the following fields:

- Title:** Hot Topic 1
- Content:** (marked with a red exclamation point icon)
- Common Information:**
 - Expiration Date:** Expiration date (with a calendar icon)
 - Blog Channel:** A dropdown menu with 'Hot Topics' selected. A red arrow points to this dropdown.
 - Show post author info
 - Show post title
- Tags:** Start typing tag name...

The title of the hot topic post will not be shown to end users, only what is put into the “Content” section will show to end users. It is good practice to name all of your hot topics in the same way, such as “Opioid – Hot Topic, Zika Virus – Hot Topic” so they can easily be identified in the list of blog posts.

The content section is where you will enter the link that will constitute your Hot Topic. You can use a simple hyperlink to a search within TRAIN or include an image. Here is how the content will need to be formatted to include an image.

```
![alternative image text](image URL) [link text](link URL)
```

Here is an example of this in practice.

```
![ACPE Logo](/resources/67/b2/d8/c3ba4dec62319b9be26f02d444.jpg "ACPE  
Logo")[Antibiotic  
Stewardship](https://train.org/cdctrain/search?type=course&query=%22antibiotic%20stewardship%22)
```

The “alternative image text” is what will show when someone hovers over the image or a screen reader is used. The “image URL” is the URL where the image is located on the internet, or, if you

use the image shortcut  it will generate this for you. If you use the image shortcut start with that first. The “link text” is the text that will appear to the user when viewing the hot topic. Finally, the “link URL” is the URL to the search you preformed in TRAIN. You can use the full URL string or just use from the “search?” onward. So for this example it would be “search?type=course&query=%22antibiotic%20stewardship%22” for the link URL. You can use the hyperlink shortcut  as well to generate the URL section.

If you’re not using an image you simple need the link text and link URL

```
[link text](link URL)
```

Here is an example of this in practice using the above example Hot Topic and only using the shorted search URL.

```
[Antibiotic Stewardship](search?type=course&query=%22antibiotic%20stewardship%22)
```

Here is what this hot topic looks like with the image and without.

With image

 [Antibiotic Stewardship](https://search?type=course&query=%22antibiotic%20stewardship%22)

Without image

[Antibiotic Stewardship](https://search?type=course&query=%22antibiotic%20stewardship%22)

What else should I know?

- Images should be 32x32 to properly display in TRAIN. If you can't get a 32x32 version of your image you can use a site such as <https://www.reduceimages.com/> to reduce the size of your image. Start with a square image for best results, but if your image is not square make sure that neither the height or width of the image is greater than 32.
- As mentioned before, only hot topics posts set to the top level affiliate group will be available on the affiliate login page.
- As mentioned before the title of the blog post is not shown to end users, only what is in the content section, so the titles for hot topics should use a common identifier so they can be easily found within you list of blog posts
- All admins that currently have either the "Blog Author" or "Blog Admin" role will have the ability to post hot topics based on the group level for which the role is assigned
- If the length of the hot topic post does not fit within the tile, the words will wrap so the link text is shown
- If more hot topic posts exist than can be viewed within the tile, a scroll bar will be used to give access to all available hot topics
- To get an overview of the announcements functionality, review the tutorial on the [admin tutorials page](#).