

Your Learning

December 2022

Introduction

Your Learning is your hub of activity within TRAIN. In this area, you can see training courses you are currently taking and access your earned certificates and transcripts.

This tutorial document has several images to show how each part of Your Learning is organized. The best reading experience will be on a computer or laptop. Some changes may take place from time to time. We will do our best to regularly update the document.

You can use the Table of Contents below to quickly move to a specific section in this document. To do this, press the Control (CTRL) button on your computer or laptop keyboard and use the mouse to click on the section name.

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Your Current Courses

The 'Your Current Courses' tab displays a list of your active courses and courses you have saved for later consideration. All of your courses will be visible unless you apply a selection from the 'Filter' dropdown menu on the right. It contains the following options that will narrow down the display of your courses:

- Registration Pending
- Pending
- Not Started
- Pre-Assessment Pending
- In Progress
- Post-Assessment Pending
- Evaluation Pending

You may select multiple options from the filter, and they will be instantly applied to the page view. Your course listing will only display courses based on your selected status filter(s).



This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Title ^	Status
2021 Public Health Learning Forum	Pending
ACEs (Adverse Childhood Experiences)	Evaluation Pending
Achieving Customer Service Excellence in the Public Health Laboratory	Post-Assessment Pending
ADH HIPAA Privacy and Security Training	In Progress
Approach to Pediatric Vomiting (Podcast)	In Progress

Filter by Status ▾

- Registration Pending
- Pending
- Not Started
- Pre-Assessment Pending
- In Progress
- Post-Assessment Pending
- Evaluation Pending

Your Current Courses: Course Registrations

Underneath the filter dropdown menu is a listing of your course registrations. By default, the list is sorted alphabetically by title, and it contains the following information:

- Title
- Status
- Credit Type

You can sort by any column by clicking the column header. Your registration status is displayed in the status column. For example, if you have completed the training content of a course and need to take an assessment on what you have learned, your status will be shown as 'Post-Assessment Pending.'

Your Current Courses				Your Training Plans	Your Certificates	Your Transcript
Filter by Status ▾						
Title ^	Status	Credit Type				
2021 Public Health Learning Forum	Pending		⋮			
ACEs (Adverse Childhood Experiences)	Evaluation Pending	1.25 Certificate of ...	⋮			
Achieving Customer Service Excellence in the Public Health Laboratory	Post-Assessment Pending		⋮			
ADH HIPAA Privacy and Security Training	In Progress		⋮			

Your Current Courses: Course Details

In all sections of Your Learning, you can click on any course title to go to the Course Details page, where you can read the course description, review learning objectives, and see which credit types may be offered.

On the right side of each course registration line is the three-dot action menu. The action menu opens a dropdown selection, which contains the following possible items:

- Launch - This option is only available for online courses.
- Assessment - This option is for courses in 'Pre/Post Assessment Pending' status and will take you to the assessment start page.
- Evaluation - This option is available if there is a course evaluation ready and will take you to the evaluation start page.

- Go to Step 2 of Registration - This option is available if there are multiple steps in the registration process.
- Change Credit Type - With this option, you can change your credit type selection.
- History - This is visible if there are multiple registrations for the same course.
- Withdraw - This option withdraws the registration.
- Mark Completed - If the course allows self-completion, this option changes the registration status to completed.

Your Current Courses Your Training Plans Your Certificates Your Transcript			
Filter by Status ▾			
Title ^	Status	Credit Type	
2021 Public Health Learning Forum	Pending		⋮
ACEs (Adverse Childhood Experiences)	Evaluation Pending	1.25 Certificate of...	⋮
Achieving Customer Service Excellence in the Public Health Laboratory	Post-Assessment Pending		⋮
ADH HIPAA Privacy and Security Training	In Progress		⋮
Approach to Pediatric Vomiting (Podcast)	In Progress		⋮
Emergency Risk Communication	In Progress		⋮

- Post-assessment
- Withdraw
- History

Your Training Plans

The 'Your Training Plans' tab displays all training plans that you are registered for. It includes the following information:

- Title
- Status
- Target Date (if provided for you)
- Proof of Completion (if provided for you)

Your Current Courses Your Training Plans Your Certificates Your Transcript			
Title	Status	Target Date	Proof Of Completion
Integrating Racial Equity into Practice Learning Bundle	Not Completed	-	-

A Target Date for completing the training plan can be chosen by the administrator who assigns the training plan to you. The Proof of Completion, if it is available on the training plan, can be downloaded from this column when your plan is in the Completed status.

If you would like to review the courses in the training plan, click on the title to go to the Training Plan Details page. At the bottom of the Training Plan Details page, you will see all the courses in the plan and your status in each course. You may also see a Withdraw option if you registered for the training plan on your own. If the training plan was assigned to you, you cannot withdraw from it.

Integrating Racial Equity into Practice Learning Bundle

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Not Completed ID 5086

Health professionals are at the forefront of efforts to address racial equity, but we will only be successful if we focus as individuals, teams, and organizations to address the systems underlying these disparities and the structural racism of our communities. To build skills, knowledge, and learning for health professionals, the Public Health Foundation (PHF) developed this training plan of high quality, recent, and complementary trainings.

For more information, see the recent PHF blog, [Five Trainings for Health Professionals to Integrate Racial Equity Into Practice](#).

[Show More](#)

Components

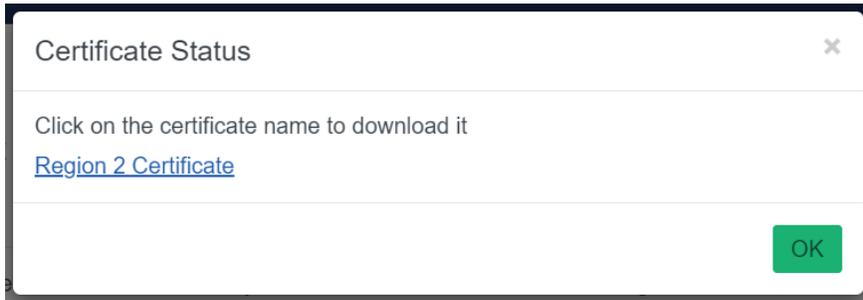
Name	Completed Date	Score	Hours	Status
Learning Bundle ALL courses out of this section are required				
Working Across Government to Advance Health and Racial...	Mar 15, 2022		1.25h	Completed
Segregation Stress Syndrome: From Emmett Till to Trayvo...	Aug 30, 2022		1.5h	Completed
📅 Expiration Date Jun 27, 2024 11:59 PM EDT				
Health Equity & Environmental Justice 101	Mar 15, 2022		1h	Completed
📅 Expiration Date Dec 31, 2022 12:00 AM EST				
Preventive Medicine Grand Rounds: Achieving Health Equi...	Aug 30, 2022		1.5h	Completed
📅 Expiration Date Nov 6, 2022 12:00 PM EST				
Mental Wellness: Mental Health Screening Tools and Soluti...			1.5h	Not Started

Your Certificates

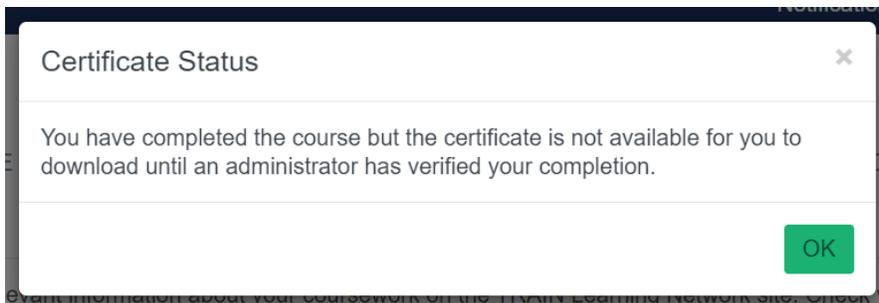
The 'Your Certificates' tab displays a list of your earned certificates. You can sort by any column by clicking the column header. A download icon is shown to the left of each certificate name. When clicked, it will display a window in which you can select the certificate to download.

Your Current Courses Your Training Plans **Your Certificates** Your Transcript

Name ^	Completed	Score
 Communicating Public Health: Message Design Strategies to Promote Aw...	Mar 15, 2022	
 Critical consciousness-based health promotion interventions for racial and...	Mar 15, 2022	



Sometimes a completed course requires verification from the course provider before you can download the certificate. If you try to download a certificate for a course that is not yet verified, you will see the following message. If this occurs, you can contact the course provider. Their information can be found on the Contacts tab of the Course Details page.



Your Certificates: Multiple Registrations

If the training course allows you to register more than once and you have taken the course multiple times, the completed date displayed will be for the latest completion. You can find each registration under the History section in the three-dot action menu if you need to check previous completion dates or download previous certificates. All available certificates will be found under the download icon as well.

Your Current Courses Your Training Plans Your Certificates Your Transcript			
Name ^	Completed	Score	
Communicating Public Health: Message Design Strategies to Promote Aw...	Mar 15, 2022		⋮
Critical consciousness-based health promotion interventions for racial and ...	Mar 15, 2022		⋮
Engaging Across Sectors and Disciplines to Build Community and Capacit...	Mar 15, 2022		⋮
From Concepts to Practice: Health Equity, Health Inequities, Health Dispari...	Dec 11, 2022		⋮
Health Equity & Environmental Justice 101	Mar 15, 2022		⋮

⌕ History

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History: From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social Determinants of Health

Registration Date	Completed	Score	Credit Type	Status	
Dec 11, 2022 11:55 AM EST	Dec 11, 2022 11:59 AM EST		1 CPHCE	Completed	⋮
Mar 15, 2022 1:52 PM EDT	Mar 15, 2022 1:55 PM EDT			Completed	⋮

- Certificate
- Remove

Your Transcript

The 'Your Transcript' tab will show all of your training completions, with the most recent completion at the top of the page. You will see your final status, which may be any of the following depending on how the course was set up.

- Completed – this course did not use a post-assessment in TRAIN
- Passed – you passed the post-assessment
- Failed – you did not pass the post-assessment

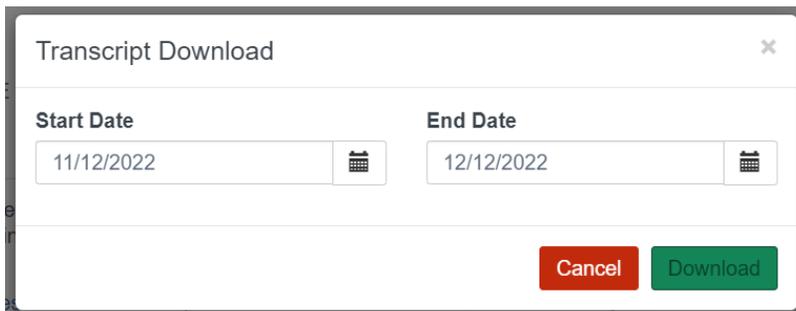
Your Current Courses Your Training Plans Your Certificates **Your Transcript**

[Download transcript](#) [Add an external record](#) Show withdrawn courses

Title	Status	Completed	Score	Credit Type
Mental Health Toolkit for Public Service Professionals SF112233	Completed	Dec 12, 2022		1 AAA: CEUs
From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social	Completed	Dec 11, 2022		1 CPHCE
Advanced Mental Health Toolkit for Public Health Practitioners	Completed	Dec 9, 2022		1 AAA: CEUs

Your Transcript: Download Transcript

Under the 'Your Transcript' tab is the 'Download Transcript' button. When clicked, a window appears, asking you to select a date range to download. The date range is pre-populated with a start and end date that covers the past 30 days. You may change the fields to any date range you desire by clicking on the calendar icon to the right of each date field. Once you have selected your date range, click the 'Download' button to generate your transcript.



If you withdrew your registration from a course, your course withdrawal status will be included on your transcript as well. Withdrawn courses will only display on the downloaded transcript if they are currently displayed within the 'Your Transcript' tab. To display Withdrawn courses, click the box next to the label 'Show withdrawn courses.'

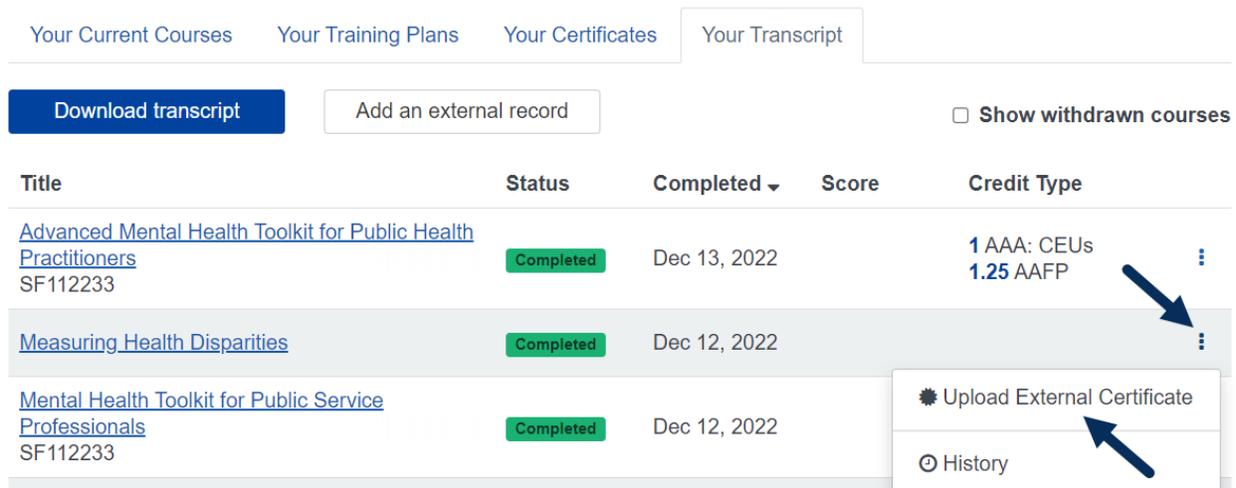
Your Transcript: Add an External Record

The 'Add an External Record' button opens a page that allows you to add information on a course you took outside of TRAIN. Once you have added the course record and saved it, it will be included on your transcript. Each external record name can be clicked to open the 'Edit External Record' page. If you ever want to delete external training records from your transcript, you may do so within the 'Edit External Record' page.

Your Transcript: Add an External Certificate

In some cases, TRAIN courses take you to another website to complete the training content. If you receive a certificate on that website and want to add it to your TRAIN transcript, you can do so by downloading the certificate and then uploading it to TRAIN.

Find the course on the 'Your Transcript' tab and click the three-dot action menu. You will see an option called Upload External Certificate. Selecting this option will open a new page where you can upload the certificate file or PDF that you downloaded from the other website.



The screenshot shows the 'Your Transcript' page with a navigation bar containing 'Your Current Courses', 'Your Training Plans', 'Your Certificates', and 'Your Transcript'. Below the navigation bar are buttons for 'Download transcript', 'Add an external record', and a checkbox for 'Show withdrawn courses'. A table lists three courses, each with a 'Completed' status and a three-dot action menu. The action menu for the second course is open, showing 'Upload External Certificate' and 'History' options. Arrows point from the text above to these specific elements in the interface.

Title	Status	Completed	Score	Credit Type
Advanced Mental Health Toolkit for Public Health Practitioners SF112233	Completed	Dec 13, 2022		1 AAA: CEUs 1.25 AAFP
Measuring Health Disparities	Completed	Dec 12, 2022		
Mental Health Toolkit for Public Service Professionals SF112233	Completed	Dec 12, 2022		

➔ Add External Certificate (Fields marked below are required)

Title

📎 Drop your file here or *click* to upload

Your Transcript: Remove a Course Registration

If you want to permanently remove a course registration from your transcript, keep in mind that it will not reappear once it has been removed. The course registration removal functionality is only available on the 'Your Transcript' page.

The Remove option is a part of the History view of the registration. Click the three-dot action menu to the right of the course title and choose the History option.

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
Mental Health Toolkit for Public Service Professionals SF112233	Completed	Dec 12, 2022		1 AAA: CEUs
From Concepts to Practice: Health Equity, Health Inequities, Health Disparities, and Social	Completed	Dec 11, 2022		
Advanced Mental Health Toolkit for Public Health Practitioners SF112233	Completed	Dec 9, 2022		

- ⚙ Certificate
- 📄 Manage Registration Details
- 🕒 History

On the next page, click the three-dot action menu to the right of the course registration you wish to remove. The 'Remove' option will be available in the menu. Choose this option and you will see a prompt to cancel or accept the change.

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History: Mental Health Toolkit for Public Service Professionals

Registration Date	Completed	Score	Credit Type	Status
Dec 12, 2022 7:54 AM EST	Dec 12, 2022 8:12 AM EST		1 AAA: CEUs	Completed
Jul 8, 2022 12:48 PM EDT	Nov 16, 2022 5:22 PM EST	66.67%		
May 6, 2022 10:04 AM EDT	May 6, 2022 10:05 AM EDT			

- Certificate
- Manage Registration Details
- Remove

Remove Transcript Entry

Are you sure you want to remove **"Mental Health Toolkit for Public Service Professionals"** from your transcript? **This action cannot be reversed.**

[Cancel](#) [Accept](#)

Your Learning Quick Guide

Your Current Courses: View your active registrations



HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP



This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Click on the Course Title to read course details and access the training content

The Credit Type column reflects the credit type(s) you are planning to earn by successfully completing the course

Title ^	Status	Credit Type
2021 Public Health Learning Forum	Pending	
ACEs (Adverse Childhood Experiences)	Evaluation Pending	1.25 Certificate of...
Achieving Customer Service Excellence in the Public Health Laboratory	Post-Assessment Pending	

The Filter by Status menu allows you to limit the registrations you see on the page to one or more specific statuses, such as Post-Assessment Pending

Filter by Status ▾

The three-dot action menu can be used to access the training content, withdraw from the course, or view your registration history

The Status column reflects your current standing in the course

Your Learning Quick Guide

Your Training Plans: View your active and historical plans



HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP



This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Proof of Completion can be offered by the training plan. If offered, you can download it in this column.

Your Current Courses Your Training Plans Your Certificates Your Transcript

Title	Status	Target Date	Proof Of Completion
Integrating Racial Equity into Practice Learning Bundle	Not Completed	-	-

Click on the Training Plan Title to read details and access the training content included in the plan

The Status column reflects your current progress in the plan. When all required courses are finished, the status will be Completed.

Target Date can be set when someone assigns the Training Plan to you. This is the date by which you should finish the required courses.

Your Learning Quick Guide

Your Certificates: View or download your earned certificates



HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP



This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans **Your Certificates** Your Transcript

The three-dot action menu provides access to your registration history

Name ^	Completed	Score
 Communicating Public Health: Message Design Strategies to Promote Aw...	Mar 15, 2022	
 Critical consciousness-based health promotion interventions for racial and ...	Mar 15, 2022	

Click on the Download icon to access your earned certificate(s) for the course

The Completed column shows the most recent completion date of the course

The Score column will show your score for a post-assessment if one is attached to the course in TRAIN

Your Learning Quick Guide

Your Transcript: View or download your training record



HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS



ADMIN HELP

To add a course you registered for and completed outside of TRAIN, click on this button and fill out the form

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses

Your Training Plans

Your Certificates

Your Transcript

Check this box to include Withdrawn courses on your downloaded transcript

Download transcript

Add an external record

Show withdrawn courses

Title	Status	Completed	Score	Credit Type
Measuring Health Disparities	Completed	Dec 12, 2022		
Mental Health Toolkit for Public Service Professionals SF112233	Completed	Dec 12, 2022		1 AAA: CEUs

Click the Download transcript button to get a printable copy of your course completions

Use the three-dot action menu to upload a certificate awarded by another organization or website for a course registered on TRAIN