

Asthma 101 is now ONLINE!

The following pages include instructions for completing the online course.

About the Training

- Purpose:** To enable teachers, school staff, and parents to create a supportive learning environment for students with asthma, provide necessary support in the event of an emergency, and allow children with asthma to fully participate in physical activities. These actions will help improve the quality of life for children with asthma and can reduce asthma symptoms that result in absences and poor school performance.
- Length:** Approximately 1 hour
- Audience:** School Faculty and Staff, Coaches, Bus Drivers, Child Care Providers, School and Child Care Volunteers, and Parents.
- Topics Covered:**
- Scope of Asthma in Florida
 - Basic symptoms of an acute asthma episode
 - Potential asthma triggers
 - Differences in various asthma medications
 - Importance of an Asthma Action Plan
 - How to respond to an asthma emergency



Partner

Presented By:



Partner



Instructions to register for the American Lung Association's Asthma 101 Program and create TRAIN Florida User Account

Note: Please use Sentence Case for all text fields. (Example: John Smith)

Step 1: Click the link below to access the FDOH American Lung Association – Asthma 101 course page on TRAIN Florida, and click the **Registration** Tab:

<https://fl.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?courseId=1046225>

Click on the **Create Account** button.*

**Note to Florida Department of Health employees including County Health Departments: An account has already been created for you using your People First ID as your login name. Do NOT create a new account. Click on the login button and enter your UserID and password. Refer to the following instructions if this is your first time logging into the TRAIN Florida system: <http://www.floridahealth.gov/provider-and-partner-resources/training/train-florida/documents/train-instructions-initial.pdf>*

Step 2: Review the TRAIN Policies, and then check the box next to “I agree to these TRAIN Polices”. Click the **Next** button.



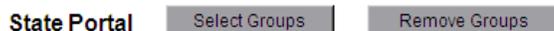
Step 3: Fill in all of the **Required Fields** and any of the relevant **Optional Fields**.

- A. For Login Name please use your “First name.Last name”
Example: John.Smith
- B. Ensure the answer to your secret question is only one word.
- C. Once you are done, click the **Next** button.

Step 4: Click the **Select Groups** button to the right of **State Portal**.

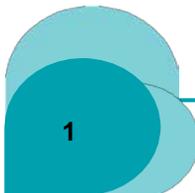
- A. A new window will open. Choose “Florida” from the **Select State** dropdown menu.
- B. This will bring up a **Select Affiliation** dropdown menu. Choose “Florida – General” and click the **Submit** button.
- C. You should now see your Selected Group listed as: National/Florida/Florida – General.

Select the state or territory in which you work, study, or reside - or select "International".

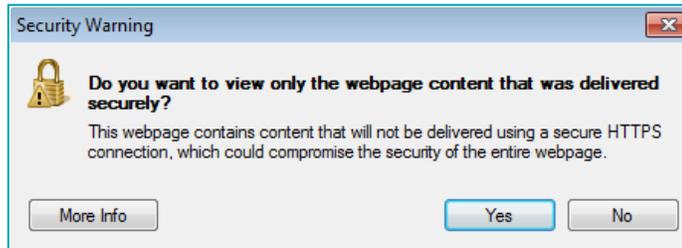


Selected Groups:
National/Florida/Florida - General

- D. Click the **Next** button to continue.



NOTE: If at any point the system prompts you with the following Security Warning, Always Select "Yes"



Step 5: The system will redirect you to your **Learner Professional Roles** information page.

- A. Please take a minute to review all roles before making your selection.
- B. You may select **up to three (3)** Professional Roles that best match your profession and select Specialization where available. If the "Other" option is selected, please enter specialization.
- C. Verify your information, and then click the **Next** button.

Step 6: The system will redirect you to your **Learner Work Settings** information page

- A. Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.
- B. Verify your information, and then click the **Next** button.

Step 7: The system will redirect you to your **Demographic Information**.

- A. This area is optional. Complete the information and click the **Next** button.

Step 8: The system will redirect you to your **Learner Professional License** information page

- A. If you hold a professional license, select "Yes" and follow the instructions.
- B. If you do not hold a professional license, select "No".
- C. Verify your information, and then click the **Next** button.

Step 9: You have now created your TRAIN Florida account and registered for Asthma 101. The next step is to complete the Asthma 101 pre-course assessment and watch the presentation.



Step 10: When you have finished watching the presentation, complete the assessment and evaluation in order to complete the course. To do so, click the **Current Courses** button. You will be directed to the **My Learning** page. This page gives you access to the course presentation, as well as any assessments or evaluations attached to the course.

Step 11: From the **My Learning** page, click on the **Manage** button. This will take you to the **Course Registration Management** page.

Step 12: From the **Course Registration Management** page, click on the **Completed** button to access the assessment and evaluation.

A pop-up window will open and warn you that if you proceed with the completion of the course that it will be permanently set as completed and sent to your Transcript Tool. It will ask you if you are sure you want to mark the class as Completed. To proceed to the assessment and evaluation and complete the course, you must click OK. Once you click OK in the warning window, the screen will refresh.

Step 13: On the **Course Registration Management** screen, the registration status for the course should now read "Post-Assessment Pending". Click the **Assessment** button.

Step 14: The assessment will open in a new browser window and you will be re-directed to the **Start Assessment** page for your course. Click the **Start Assessment** button and proceed through the course assessment questions as they are presented. After answering each question, click the **Next** button to proceed to the next question. When you are complete your score will be presented. The course status will be changed and you will receive an e-mail from TRAIN confirming your completion.

Step 15: Click on the **Close** button to close the assessment. You will then be taken to the **Course Evaluation** page. The evaluation is an anonymous review of the training course that will help the program maintain the quality of future courses. The evaluation is not scored, but must be completed in order to properly complete your training course.

Step 16: To begin the evaluation, click the **Start Evaluation** button. After answering each question, click the **Next** button to proceed to the next question.

Step 17: Click on the **Close** button to close the evaluation. **You have now completed the course!**

References: TRAIN FL – How to Complete a Course:

http://www.floridahealth.gov/AlternateSites/DOH_LMS_Resources/TRAIN_FL_HowToCompleteACourse_Module/TRAIN_FL_HowToCompleteCourse_Guide.pdf

