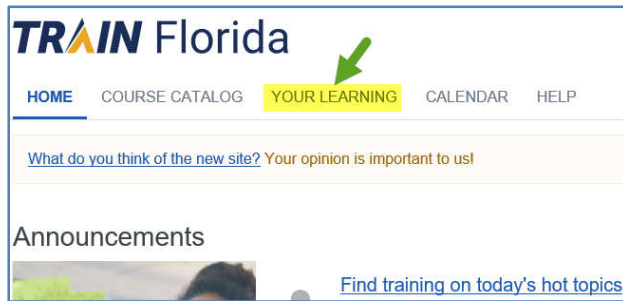


This document will help you launch & complete a Blended Learning Series (BLS) Course

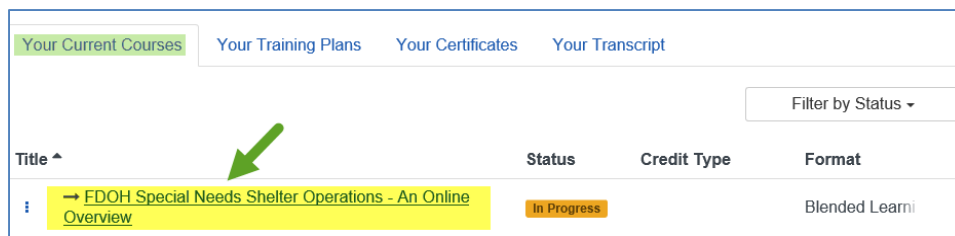
Log In to [TRAIN Florida](https://www.train.org/florida/welcome) - <https://www.train.org/florida/welcome>

From your TRAIN Florida learner home page:

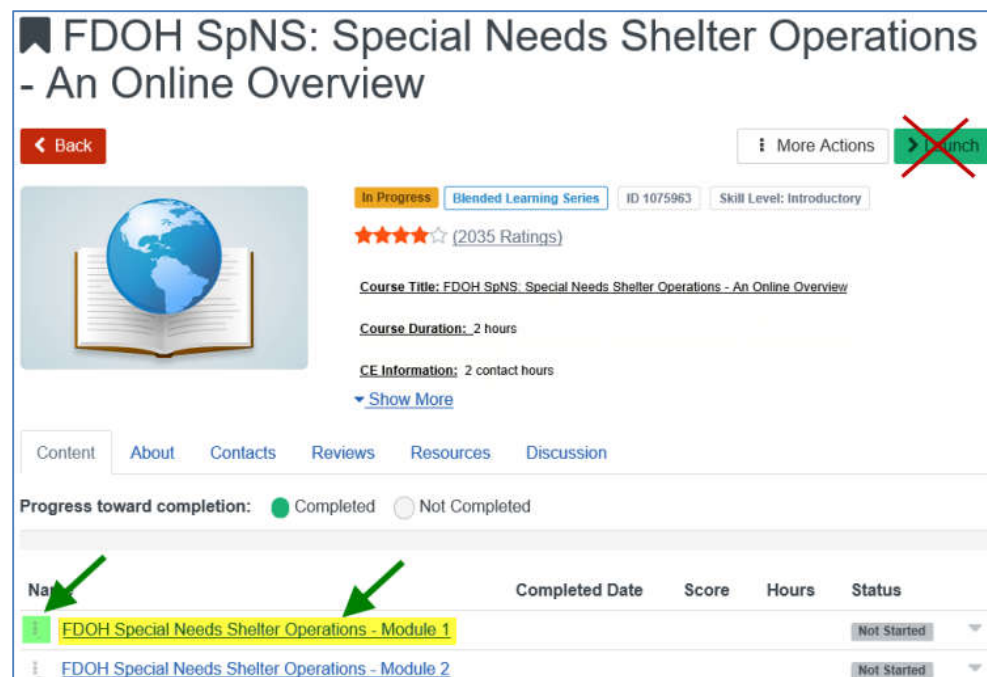
Step 1: Click on **Your Learning** in the tool bar at the top of the page



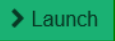
Step 2: In the Your Current Courses tab – Click the **Course Title**



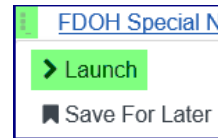
Step 3: On the Main Course page – Click the **Course Module/Section Title OR Action Item** (three dots)



- If you click the **Module/Section Title** – On the Course page - Click the **Launch** Button



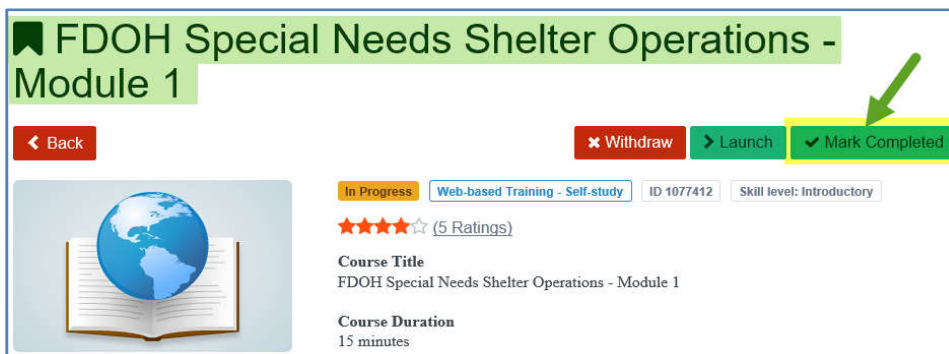
- If you click the **Action Item** – Choose **Launch** on the menu



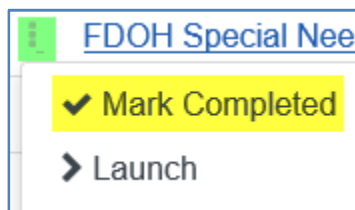
The course module/section will begin. The next steps will help you fully complete the course.

Step 4: On the Main Course page – Click the **Course Module/Section Title OR Action Item** (three dots)

- If you click the **Module/Section Title** – On the Course page - Click the **Mark Completed** button



- If you click the **Action Item** – Choose **Mark Completed** on the menu



Step 5: Repeat **Steps 3-4** for each Course Module/Section in the BLS course

Step 6: Once you have fully completed each Course Module/Section, a **Mark Completed** button will appear on the Main Course page.

Click the **Mark Completed** button to fully complete the course



NOTE: If the course (rather than a Course Module/Section) has an assessment and/or an evaluation, access to the assessment and/or evaluation will appear **after** you click this button.

If you have any questions regarding how to complete a Blended Learning Series (BLS) Course in TRAIN Florida, please contact your Local TRAIN Florida Administrator.

