

Directions to complete Ohio First Steps for Healthy Babies Maternity Staff Training Program on OhioTRAIN

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For additional assistance, contact:

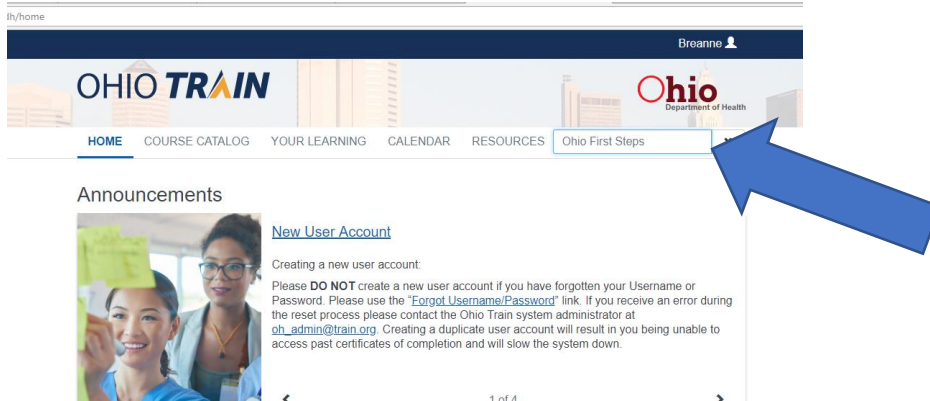
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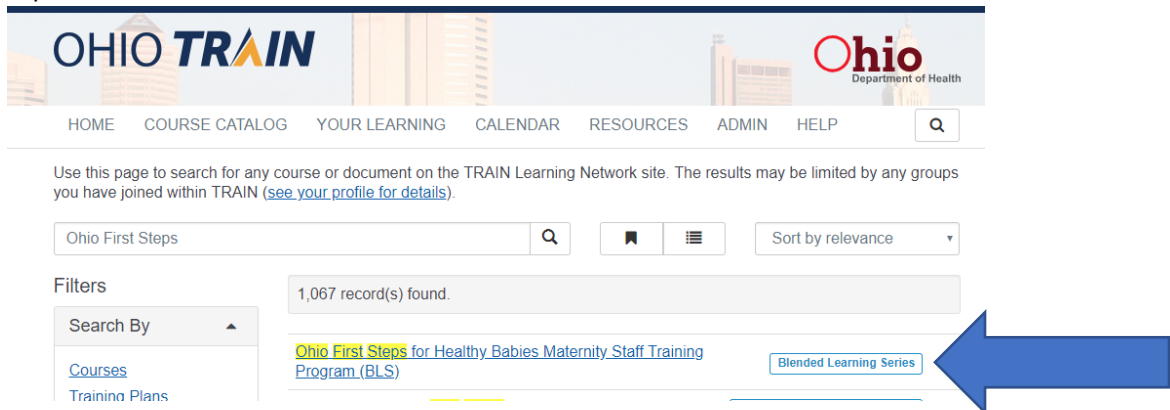
614-644-8063

Registration

1. Navigate to oh.train.org
2. Log in to OhioTRAIN or create a new account. If multiple OhioTRAIN users share one computer/device, double check that your name appears in the upper right corner.
3. Click on the magnifying glass icon and type “Ohio First Steps” in the search bar.



4. Click on “Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)” from the top of the search list.



5. Click “more” to read the course information and instructions prior to registering.

The screenshot shows the Ohio TRAIN website interface. At the top, there is a navigation bar with the logo 'OHIO TRAIN' and 'Ohio Department of Health'. Below the navigation bar, the course title 'Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)' is displayed. There are buttons for 'Back', 'Register', and 'Save For Later'. The course details include 'Blended Learning Series', 'ID 1079957', and 'Skill level: Intermediate'. A five-star rating is shown, followed by the text 'Please read ALL information here to complete the course and earn nursing continuing education credit.' Below this, the 'Course Title' and 'Course ID: 1079957' are listed. A blue arrow points to the 'more +' link under the course ID. At the bottom, there are tabs for 'Content', 'About', 'Contacts', and 'Reviews'.

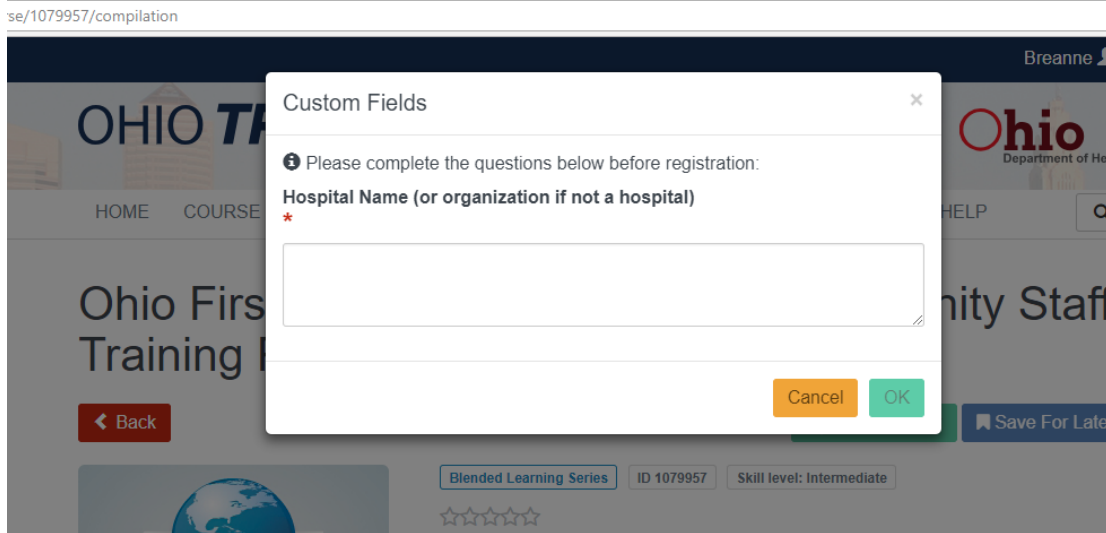
6. If after reviewing the course information and instructions you would like to continue, click the green “Register” button.

This screenshot is similar to the previous one, showing the course information for 'Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)'. A blue arrow points to the green '+ Register' button. The course details are the same as in the previous screenshot, but the 'more +' link is not highlighted.

7. Select the “CNE Contact Hours” in order to receive your free continuing nursing education hours.

The screenshot shows a modal window titled 'Credit type' overlaid on the course page. The modal contains the text 'Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)' and 'Before you can register, you need to select a credit type.' Below this text is a dropdown menu with two options: 'None' and 'CNE Contact Hours'. A blue arrow points to the 'CNE Contact Hours' option. The background shows the course page with the 'Register' button and course details.

8. Enter your hospital name or organization in the pop-up box.

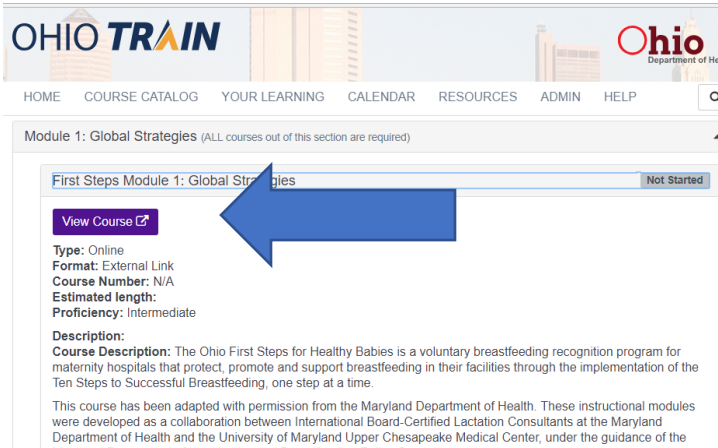


Completing the Course

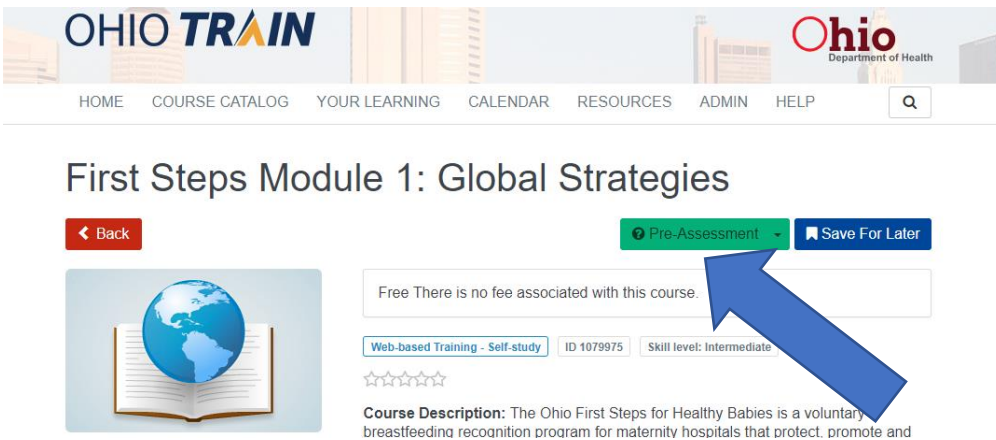
- 1) Scroll down to the "Content" section. Click on "First Steps Module 1: Global Strategies" bar.



- 2) After reading the course description, click on “View Course.”



- 3) Click the green “Pre-Assessment” button and follow the prompts to complete the assessment. You will have one attempt to complete the pre-assessment. After completing the pre-assessment, click the red “Close” button in the top right corner to be re-directed back to the course page.



- 4) After completing the pre-assessment, click the green “Launch” button.



- 5) A new tab will open showing the online module. Review the entire module. It is recommended that you finish the module before exiting the course, as you may experience technical difficulties if you exit and try to return to complete it.
- 6) When you finish the module, close out of the window to return to OhioTRAIN.
- 7) After you have completed the online module, click the “Mark Completed” button.



- 8) A pop up box will appear prompting you to complete the post-assessment. Click “okay”. You must complete the post-assessment to complete the module.
- 9) Click the green “Assessment” button to begin the post-assessment. Note: You will have three chances to score above an 80%. If you do not score above 80%, you will have to re-register, review the course content, and try again. Click the red “Close” button when you have successfully completed the assessment.



10) Once you successfully complete the post-assessment, the course should now show as “Completed.”

The screenshot shows the Ohio TRAIN website interface. At the top, there is a navigation bar with 'OHIO TRAIN' and 'Ohio Department of Health' logos, and a menu with 'HOME', 'COURSE CATALOG', 'YOUR LEARNING', 'CALENDAR', 'RESOURCES', 'ADMIN', and 'HELP'. Below the navigation bar, the course title 'First Steps Module 1: Global Strategies' is displayed. A red 'Back' button is on the left. To the right, there are buttons for 'History', 'Pre-Assessment', and 'Save For Later'. A white box contains the text 'Free There is no fee associated with this course.' Below this, a green 'Completed' button is highlighted with a blue arrow. Other buttons include 'Web-based Training - Self-study', 'ID 1079975', and 'Skill level: Intermediate'. The course description follows, mentioning 'The Ohio First Steps for Healthy Babies' and 'Successful Breastfeeding, one step at a time.' At the bottom, there are 'About', 'Contacts', and 'Reviews' links.

11) Click the red “Back” button to return to the course main page.

This screenshot is identical to the one above, showing the Ohio TRAIN website interface for the same course. However, a blue arrow now points to the red 'Back' button on the left side of the page.

12) Follow steps 1-11 in this section to complete the remaining 14 modules. Please note: the modules can be completed in any order.

13) Click the green “Take Evaluation” button to start the post-evaluation.

The screenshot shows the Ohio TRAIN website interface. At the top, there is a navigation bar with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, ADMIN, and HELP, along with a search icon. Below the navigation bar, the page title is "First Steps Module 1: Global Strategies". On the left, there is a "Back" button. On the right, there are buttons for "History" and "Take Evaluation", with a blue arrow pointing to the "Take Evaluation" button. Below the buttons, there is a globe icon on an open book. To the right of the icon, there is a text box stating "Free There is no fee associated with this course." Below that, there are tags for "Completed", "Web-based Training - Self-study", "ID 1079975", and "Skill level: Intermediate". There are also five stars and a "Course Description" section. At the bottom, there are links for "About", "Contacts", and "Reviews".

14) Complete the post-evaluation. Click the red “Close” button when you are finished. You will be re-directed back to the course page.

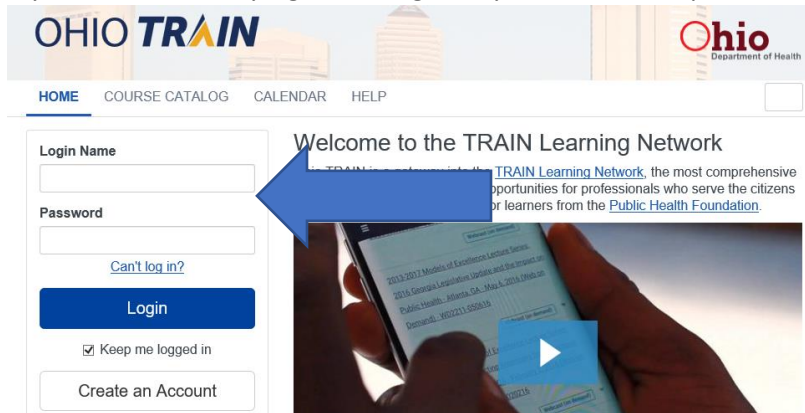
15) To print your certificate, click the blue “Print Certificate” button. The certificate will download as a PDF. You can save or print the certificate for your records. You can always go back and print the certificate by clicking “Your Learning” and then “Your Certificates.”

The screenshot shows the Ohio TRAIN website interface for the "Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)". At the top, there is a navigation bar with links for HOME, COURSE CATALOG, YOUR LEARNING, CALENDAR, RESOURCES, ADMIN, and HELP, along with a search icon. Below the navigation bar, the page title is "Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)". On the left, there is a "Back" button. On the right, there are buttons for "History", "Register", "Print Certificate", and "Save For Later", with a blue arrow pointing to the "Print Certificate" button. Below the buttons, there is a globe icon on an open book. To the right of the icon, there are tags for "Completed", "Blended Learning Series", "ID 1079957", and "Skill level: Intermediate". There are also five stars and a "Please read ALL information here to complete the course and earn nursing continuing education credit." section.

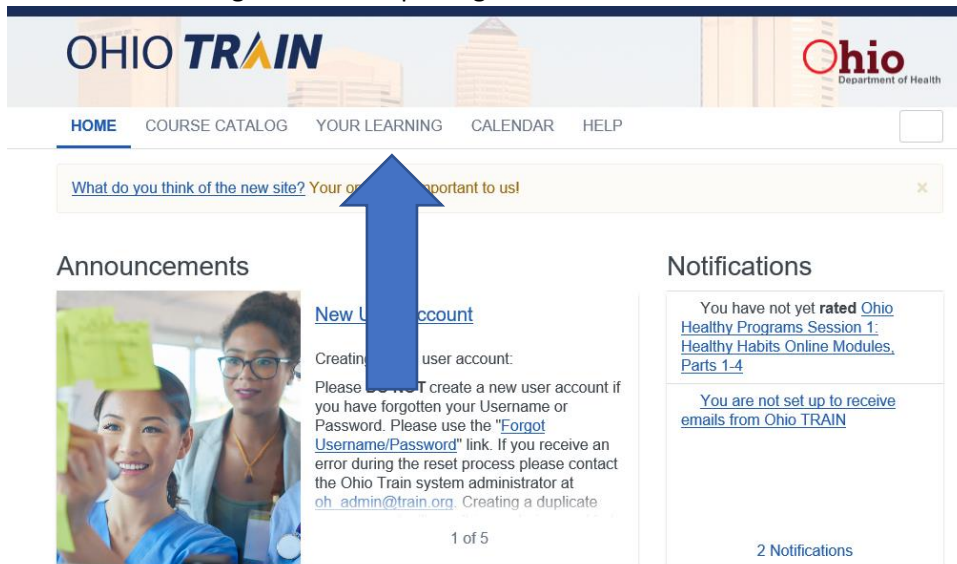
Resuming the Course

If you need to stop the course before finishing all of the modules, follow these instructions to return to the course.

- 1) Navigate to oh.train.org
- 2) If you are not already signed in, log in to your OhioTRAIN profile.



- 3) Click "Your Learning" from the top navigation bar.



- 4) Click “Ohio First Steps...” within the “Your Current Courses” tab.

The screenshot shows the OHIO TRAIN website interface. At the top, there is a navigation bar with links for HOME, COURSE CATALOG, YOUR LEARNING (which is highlighted), CALENDAR, RESOURCES, ADMIN, and HELP. A search icon is also present. A teal notification box at the top center reads "Successfully withdrawn from the course." The Ohio Department of Health logo is in the top right corner. Below the navigation bar, a text block states: "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." Below this text are four tabs: "Your Current Courses" (which is selected), "Your Training Plans", "Your Certificates", and "Your Transcript". To the right of these tabs is a "Filter by Status" dropdown menu. Below the tabs is a table with the following columns: Title, Status, Credit Type, and Format. The table contains one row with the following data: Title: "Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)", Status: "In Progress", Credit Type: "8.00 / CNE Conta...", and Format: "Blended Lear...". A large blue arrow points to the title of this course.

Title ^	Status	Credit Type	Format
Ohio First Steps for Healthy Babies Maternity Staff Training Program (BLS)	In Progress	8.00 / CNE Conta...	Blended Lear...

- 5) Continue where you left off.