NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

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TRIX USER GUIDE

State of Nebraska DHHS Public Health LMS

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Helping People Live Better Lives

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INTRODUCTION AND PURPOSE

TRIX, the Training Resources and Information Xchange, is a learning management system (LMS) created for State of Nebraska DHHS Public Health Division teammates, Local Health Departments (LHDs), and other community stakeholders who play a role in the public health of Nebraska and helping Nebraskan's live better lives. It has been purposed to provide a home for training resources that are inclusive to all audiences, while also providing elements of value and application to the real work we participate in daily. The mission of TRIX is to create a streamlined training process for new and current public health professionals in the State of Nebraska.

TRIX LOGIN INSTRUCTIONS FOR DHHS TEAMMATES

1. Go to phtrix-dhhs.ne.gov to log in to the learning management system, TRIX (Training Resources and Information Xchange). At the top of the page, you will see the platform logo, a ***Home*** navigation tab, and to the far right- a ***Log in*** tab. Below that, the welcome message, a link to access a user guide, a summary of the purpose and mission of TRIX, and a course category list. Click ***Log in***.
2. To login, enter your first name, period, last name like your email prefix (i.e. jane.doe) and use your STN or Outlook password. As a DHHS user, you should not need to ***Create new account***. If you are having issues logging in, please contact TRIX Admin directly at dhhs.trix@nebraska.gov. Do not attempt to reset your password.
3. Once you have logged in, you will be directed to the ***Home Page*** with options to access ***My Courses, Notifications, Messaging,*** **and your** ***Account options***.
4. Please view the Finding Your Way Around Moodle video linked below to begin learning to navigate TRIX **Finding Your Way Around**

TRIX LOGIN INSTRUCTIONS FOR EXTERNAL TEAMMATES

1. Go to phtrix-dhhs.ne.gov to log in to the learning management system, TRIX (Training Resources and Information Xchange). At the top of the page, you will see the platform logo, a ***Home*** navigation tab, and to the far right- a ***Log in*** tab. Below that, the welcome message, a link to access a user guide, a summary of the purpose and mission of TRIX, and a course category list. Click ***Log in***.
2. You will arrive at the ***Log*** **in** screen. Midway down the page is the phrase "Is this your first time here?" Click ***Create new account***.
3. Fill in each blank field. For the Username field, enter your first name, period, last name (i.e. jane.doe). For the Email fields, please use your employer-based email. The fields followed by red exclamation marks are required fields, so "City/town" and "Country" are optional fields. Before clicking ***Create my new account***, be sure that your user name is in the firstname.lastname format. Once the necessary fields are filled in, press ***Create my new account***. If you are having issues logging in, please contact TRIX Admin directly at dhhs.trix@nebraska,gov
4. You will be directed to a page that informs you an email has been sent to the email address used for TRIX and within that email are instructions to complete registration. Open the email and click

the link or copy and paste the link into your browser. Once there, you will find a thank you message saying your registration has been confirmed. Press ***Continue.***

5. Once you are logged in, you will be directed to the ***Home*** page with options to access ***My Courses, Notifications, Messaging,*** **and your** ***Account options*** across the top of the screen. You will be able to see the welcome message, platform summary, course search feature, and list of course categories.
6. Please view the Finding Your Way Around Moodle video linked below to begin learning to navigate TRIX **Finding Your Way Around**

UNDERSTANDING TERMINOLOGY IN TRIX

1. Once you are in TRIX, you will be directed to the ***Home*** page with options to access ***My Courses, Notifications, Messaging,*** **and your** ***Account options*** across the top of the screen. You will be able to see the welcome message, platform summary, course search feature, and list of course categories.
    a. **Home** functions consistently with other web-based home buttons and will direct you to the TRIX homepage where you can view categories, important announcements, and search for specific course.
    b. **My Courses** will list course overviews of your currently enrolled course. You can adjust how your list appears. For example, by name or date accessed, as well as in card, list, or summary view by clicking the drop-down menus to the right of the search bar. You can search for courses you are enrolled in using the search bar. If you have not enrolled in any courses, courses will not appear under the search bar. See **Enrolling** within the **FINDING A COURSE** section.
        i. If you do see courses, you can click on the course you would like to begin or resume. Depending on the view of your menu, you will see a course image, title, the category of the course and the percentage of the course content you have completed. In **Summary** view, you will see a short description of the course.
    c. **Notifications** toggle window will have a check mark to mark all notifications as read, and a cog icon to adjust notification preferences. If you click "See all," you will be taken to a page to review your notifications.
    d. **Messaging** will keep chat conversations. You can review your contacts, settings, and group and private messages.
    e. **Account Options** gives access to your **profile, grades, calendar, private files, reports, preferences,** and the **logout** button.
2. **Categories** are the overarching program field. In the Test version, most categories have already been added.
3. **Courses** are for specific subject matter that apply to the related category. Course subjects can be narrow or broad. To learn more about courses, view **What is a course?**
4. **Topics** are trainings that apply specifically to the subject matter or the course and **Activities/Resources** are added to the Topic (i.e., Environmental Category → Child Blood Levels

Course → Investigation Guidelines Topic → Investigation Guidelines for Elevated Blood Levels in Children Resource -And- Child Blood Levels Resource).

5. **Course Format** determines the layout of the course's page
    a. **Single Activity**- displays a single activity or resource
    b. **Social**- displays a forum for discussion and group contribution
    c. **Topics**- subsections of the course are organized into topics
    d. **Weekly**- course content is organized into weekly sections beginning on the start date

FINDING A COURSE

There are 3 ways to find courses in TRIX

1. From the **Home** page, scroll down until you arrive at the "Search courses" search box. Enter the course name in the search box and press the magnifying glass icon to begin the search. Click the course and begin learning! Some courses will allow you to jump from topic to topic within a course. Some courses will require you to follow the designated outline. Click the topics within the courses to learn more on the subject matter. On your first course a navigation guide pop-up will appear. Ensure pop-up blocker is disabled for TRIX.
2. From the **Home** page, under **Course Categories**, click the training category related to the desired training. This will take the user to that categories page. From there, pick the course you are looking for and you will be directed to that course.
3. From the **My courses** page, you will see all the courses you are enrolled in and may select the desired course. You can also search through the catalog with the search feature.
4. **Enrolling:** Once you find a course you want to participate in, you must **Enroll** in the course. **Enrolling** is manual, so after reviewing the course description, click enroll. TRIX will send an email informing you of your enrollment. Some courses will be auto enrolled.

COURSE CREATION PROCESS

1. **Training Ideas**: Create a list of training ideas and outline your trainings. Plan how the training should be structured and what resources would be useful as additional materials. Contact the training team for consults as needed.
2. **Development:** Structure the training. Use the standard template for PowerPoint. If pre-recorded, make sure audio and visual are appropriately branded for DPH.
3. **Training Request:** Submit your training approval request on REDCap. The training team will approve it or send revisions to be updated and sent back through email. The form contains descriptions and you may refer to TRIX Terminology above as needed.
4. **Training Upload:** The training team will upload your training and additional resources to the designated category. A meeting will be schedule for your team to review how the content appears live.

For support at any stage in the approval process, please contact dhhs.trix@nebraska.gov.

COURSE UPDATE PROCESS

Should you need to update a course, topic, activity, or category, you will follow the same update process. Be sure that your updated content is appropriately branded for DPH.

1. **Training Request:** Submit your training update approval request on REDCap by selecting "Update an existing Category, Course, or Topic" and follow along filling in the prompted answer fields. The training team will approve it or send revisions to be updated and sent back through email. The form contains descriptions, and you may refer to TRIX Terminology above as needed.
2. **Training Upload:** The training team will upload your training and additional resources to the designated category. A meeting will be schedule for your team to review how the content appears live.

You have options to update the following:

1. **Course Name:** This will prompt the requestor to enter an updated Course Name for the Existing Course Name previously entered on the form. In the event you want to add a course, select "Add a New Course to TRIX" and enter the necessary fields.
2. **Program Area/Category:** If you want to move a course and its resources to a different category (program area), select this option and submit the request form. If the category does not exist, select "Other" and provide the category name you want created.
    a. Example: NEDSS Advanced Training Course being moved **from** On Boarding Category **to** Informatics and Systems Category
3. **Course Details:** You can update details like Course Length, Course Description, Participant Outcomes, Course Start & End Dates, and/or Course Format.
4. **Course Topic/Training Activities:** Remember that Topics are training subjects and Activities are the training content and resource materials. By selecting this option, you can Update an Existing Topic Name, Add a New Topic, or Update, Remove an Existing Training Activity, or Add a New Training Activity.
5. **Course Evaluations/Assessment:** Not all courses will have an assessment, though strongly encouraged. If you need to remove an assessment or evaluation, select the option to remove it and identify the title of the item you want removed. You can add a course evaluation or assessment. Upload the questions and answers to be transferred to TRIX.
6. **Other:** If no other option applies to your desired update, use the "Other" option to specify your update. Please be detailed in the text box. Should you need to upload any documents, please wait for correspondence from the TRIX team.