



## Instructor Guide to TrainLink

TrainLink is the DHS learning management system at [www.dhs.state.mn.us/TrainLink](http://www.dhs.state.mn.us/TrainLink). TrainLink manages registration, keeps track of learner participation, including classes completed and certifications earned.

### Why use TrainLink?

- Registration 24/7
- Automatic capacity checking
- Automatic waiting list management
- Automatic e-mail confirmations, reminders, change notifications and certificates
- Training transcripts
- Class rosters
- Training reports

### Posting a Training Event on TrainLink

Simply complete the [Create-a-Class form](#) and submit it to [Lynda Hinrichs](#). Incomplete forms are returned.

The [Create-a-Class](#) form is an MSWord template with fillable form fields.

Events are listed on TrainLink and open for registration within five business days.

### Create a Class Best Practices

Most fields on the form are self-explanatory and brief instructions for completing each field appear in the lower left corner of the

form. The DSD training unit suggests instructors consider the following as they complete the Create-a-Class form.

**Class Name** Create a short, descriptive name. Please use the same name for different offerings of the same class. Do not use the same name for classes with different content. Do not include class, workshop, training or videoconference in the class name.

**Total Student Contact Hours** Continuing education units are determined by contact hours. Calculate the total learning time, not including meals or breaks.

**Last Date to Enroll** It is important to give learners time to enroll, and necessary to set a deadline that allows time to develop class rosters and sign-in sheets, prepare adequate materials for class and notify participants of handout, parking and other important information. The recommended last date to enroll is one week before class.

**Last Date to Cancel** This is the last date a learner can self-cancel. Learners who fail to cancel from the class receive a no-show indication on their transcript.

**Last Date to Join Wait List** TrainLink creates waiting lists when classes fill. When learners self-cancel the first person on the waiting list is added to the class. This date must be on or before the last date to cancel.

**Qualified Instructor** The Qs, or qualified instructors, can view and print rosters and finalize attendance. Qs may or may not be the actual instructor. List any staff who may record attendance.

**Class Description** Include purpose, major topics and instructional style. For example:  
*This class covers the process for entering screening documents and service agreements for the DD Waiver program into MMIS. Participants also review pertinent screens in the MMIS Recipient subsystem and learn how to resolve errors.*

**Learning Objectives** List three to five objectives. What will learners know and be able to do? For example:

- Understand MMIS functions and navigation.
- Accurately enter DD Screening Documents and Service Agreements for DD Waivers.
- Able to resolve errors successfully.
- Able to access resources and assistance.

**Instructor Information** List presenters or panelists. Include name, job title, employer, and brief experience summary. For example:  
*Pat Minnesota, MSW, has 15 years experience as a county case manager and has been the DHS XYZ program policy lead for five years.*

**Target Audience** Consider the employer, job role, experience level and geographic location. For example:  
*Experienced county case managers who work with DD Waivers in Southeastern Minnesota.*

**Handout Delivery Details** Will handouts be distributed at class or are learners expected to print them from the Web?

**Save As** When you have completed the form select File then select Save As. Please name the document with the class name and date and e-mail to [Lynda Hinrichs](mailto:Lynda.Hinrichs).

## Listing a Training Event Online

Classes are posted on the [Disability Services Training News and Information Web page](#) upon receipt of the Create-a-Class form. Future classes are also listed on the DSD Training Opportunities Calendar. Contact [Heather Betts](#) to arrange a save-the-date listing.

## Posting Handouts Online

Handouts for DSD training events are posted on the [Disability Services Training News and Information Web page](#). E-mail [Heather Betts](#) a PDF of the handouts to post.



## Training Flyers

Most instructors develop a flyer to post on the Disability Services Training News and Information Web page, and e-mail to the DSD listservs or specific target audiences. Please develop flyers using the [DSD flyer template](#).

## More Information

Additional *Training Tips* are available at the Disability Services Training News and Information Web page.

1. Go to [www.dhs.state.mn.us/TrainLink](http://www.dhs.state.mn.us/TrainLink).
2. Select Disability Services from the left side of the page.



Please e-mail any questions or feedback to [dhs.dsd.learn@state.mn.us](mailto:dhs.dsd.learn@state.mn.us).

## Class Rosters

Two types of class rosters are available to instructors. Attendance check-in and walk-in sign up sheets are e-mailed prior to class.

A list of participants, including instructors and those who have cancelled, is available at the DHS Trainers learning center on TrainLink.

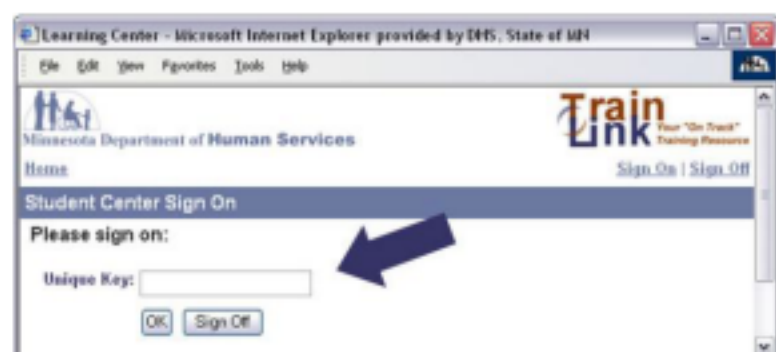
1. Go to [www.dhs.state.mn.us/TrainLink](http://www.dhs.state.mn.us/TrainLink).
2. Select DHS Trainers learning center from the center of the page.



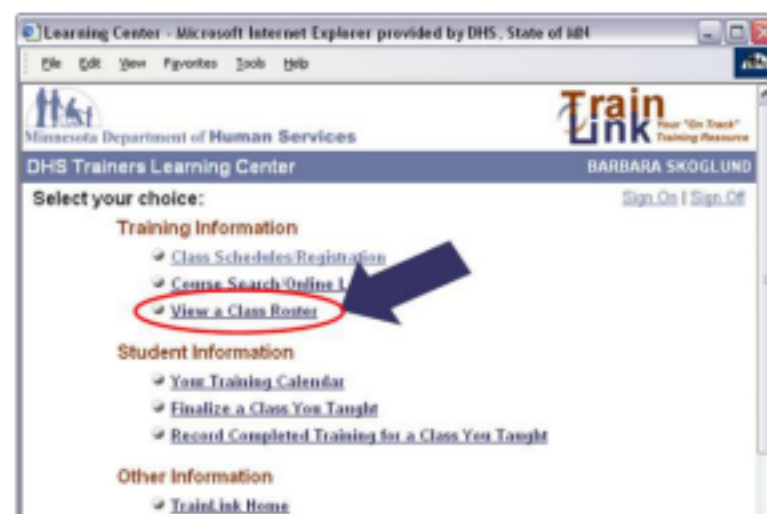
3. Select Sign On in the upper right corner.



4. Enter your Unique Key (state employee identification number) and select OK.



5. Select View a Class Roster under the heading Training Information.



6. Select the class using the Select button to the left of the class.



7. View, sort or print the roster as needed.



## Record Attendance

After the class, attendance must be recorded. TrainLink transcripts verify continuing education units for professional licensure and employee evaluations. The data documents training and helps with planning.

Submit your sign-in and walk-in sheets to [Heather Betts](#) and she will enter attendance for you.