

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

DHHS.TRIX@NEBRASKA.GOV

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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).

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.
 - a. **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.

TRIX TEST COURSE CREATION INSTRUCTIONS FOR DHHS TEAMMATES

5. To create or upload new courses or course content, you will need **Teacher** privileges. To gain **Teacher** privileges, please email DHHS.TRIX@nebraska.gov to request access.
6. Once you are granted access, go to phtrixtest-dhhs.ne.gov to log in to the Test version of the learning management system, TRIX (Training Resources and Information Xchange).
5. To login, enter your first name, period, last name like your email prefix (i.e., jane.doe) and use your STN or Outlook password. If you are having issues logging in, please contact TRIX Admin directly at dhhs.trix@nebraska.gov. Do not attempt to reset your password.
7. Once you are logged in, you will be directed to **Dashboard** with options to access **Home, My Courses, Notifications, Messaging**, and your **Account options** along the top ribbon of options. From **Dashboard**, you can view current course options and **Upcoming Events**.
8. Before creating a new course, understand the differences between **Categories, Courses**, and **Topics**.

- a. **Categories** are the overarching program field. In the Test version, most categories have already been added.
 - b. **Courses** are for a specific subject matter that applies to the related category. Course subjects can be narrow or broad. To learn more about courses, view [What is a course?](#)
 - c. **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)
9. To create a new course, click **Home** on the top left navigation bar. Press the category of your program interest. You should see a gray **More** button towards the far right under the category. Click **More** and then click **Add a New Course**. Fill in the required blanks, indicated by the exclamation mark in the red circle. If you have any questions about what a specific field is requiring, click the white question mark in the teal circle. You can choose to enable or disable the *course end date*. If there is a relatable image to the course, upload it to *course image*.
 - a. See this video to learn about [adding and editing text and media](#) within a course.
 10. To add a Topic to a course, click **Add Topic**, and proceed to fill in necessary fields.
 - a. If the course has existing topics, you can click *Add topic* located between topics or under the existing topic(s).
 11. You can add activities or resources to your course topics by clicking **Add an Activity or Resource** where the activity chooser will appear.
 - a. Pink colored icons- assessments (assignment, quiz, workshop).
 - b. Blue colored icons- content (book, file, page).
 - c. Green colored icons- communication (chat, feedback, survey).
 - d. Orange colored icons- collaboration (Wiki, forum, glossary).
 - e. If choosing to use H5P, please click the black icon and select the most appropriate option for your content.
 12. The **Course Index** is listed on the left side of the screen. This shows each topic and activity within the course. If you do not see it when looking at the course, click the light gray tab under “**PH Training**” that looks like bulleted notes, and it will expose the *Course Index*. To the right of the index is the actual course content. They have independent scroll bars.
 13. As a teacher, there is an **Edit Mode** on and off toggle on the upper right-hand corner of the screen.
 14. In teacher view on a course, you can see a menu below the course title that can direct you to that course, the course’s **Settings, Participants, Grades, Reports, and More**.
 - a. Under *More* you can access the *Question Bank, Content Bank, Course Completion, Filters, Accessibility Toolkit, Badges, Competencies, and Course Reuse* options.
 15. On the right side of the screen, there is an arrow in the gray tab that will expose the option for the teacher to add **Blocks**. This appears as a ribbon feed along the right side of the screen. When adding *Blocks*, some block options may not appear due to which blocks have been allowed by TRIX Admin. If you would like a particular block that is not listed, please contact DHHS.TRIX@nebraska.gov to request the block.

- a. HTML block has been renamed “**Text**” block, and can have text, media, and/or images added.
16. You can drag and drop content or topics within a course to different spots using the drag and drop feature within the course index (along the left side of the screen). You can also use the course main page (center of the screen) to click the topic section you’d like to move and drag it to the course index and drop it in the desired location. A feature exists where you can click the three (3) dots on the right side of the topic title in the main course page to expose options to *Edit Topic*, *Highlight*, *Hide Topic*, *Move*, and *Delete Topic*. Hitting the *Move* option will allow you to rearrange topics within the course.
17. Be sure to mark **Send Content Change Notification** for a push notification or email indicating there has been a change within the course with a link to the change
18. For more help, view [Setting up your practice course](#).