

# Learner Training

Safety Compliance Training -  
How to Get Started

**Risk Management and Safety**

Click the spacebar to advance to  
next screen.



# Learner Training

Safety Compliance training is located within the eNDeavor platform.

Sign in:

[endeavor.nd.edu](https://endeavor.nd.edu)



Safety Compliance Training

Located within

eNDeavor



Looking for a specific learning topic?

- Learning Basics - Slides 4-11
- Training Transcript - Slides 12-13
- Curriculum Training - Slides 14-18
- Notifications - Slide 19



# Landing Page View

Learners will begin with one of two home page views.

Both landing pages will have the same options on the control panel shown.

Control  
Panel



# Landing Page Examples

The screenshot shows the eNDeavor landing page for students, temporary employees, and affiliates. The header features the eNDeavor logo, navigation links for "SELF" and "MY TEAM", and a search icon. A left-hand navigation bar includes icons for Home, Timeline, Library, My Learning, and Training Transcript. The main content area is titled "CAMPUS SAFETY AND UNIVERSITY OPERATIONS Risk Management and Safety". Below this, there are two sections: "MENU QUICK LIN" with a dropdown menu showing "Training Tran" and "Training Sche", and "BROWSE BY TOPIC" with a card for "Safety Complia..." containing "84 Activities".

For students, temporary employees  
and affiliates

The screenshot shows the eNDeavor landing page for faculty and staff. The header features the eNDeavor logo, navigation links for "SELF" and "MY TEAM", and a search icon. A left-hand navigation bar includes icons for Home, Timeline, Library, My Learning, and Training Transcript. The main content area is titled "Complete Your Performance Review by May 15" and includes a call to action: "Click 'Timeline' on the left hand tool bar, then select 'Tasks' to find and complete your review. Be sure to complete your self review and discuss with your manager." A right-hand navigation bar includes icons for Home, Timeline, Library, and a "TIMELINE" section with "ALL TASKS LEA" and a "Refresh" button. The footer contains a search bar for "Search for Training Programs" and a "View My Perform" button.

For faculty & staff who also use  
eNDeavor for performance reviews

# My Learning

In this example we will use Ladder Safety training.

As a Learner click on the “My Learning” button on the control panel to view your assigned training.



# Locate Training



If you have more than one page of assigned learning, you can use the search option or click “show more results” at the bottom of the page.

The screenshot displays a user interface for finding training. At the top, there is a search bar containing the text "ladder" and a close button (X). To the right of the search bar are several navigation and filter options: a calendar icon labeled "VIEW CALENDAR", an eye icon, a view selector set to "View: All assigned learning", and a filter dropdown set to "Filter By: All". Below these options is a course card for "LADDER SAFETY TRAINING". The card features a placeholder image with a "REQUIRED" label at the bottom left. The course title is in blue, followed by "Certification" in a smaller font. A blue "Assigned" tag is in the top right corner. The description reads: "This training is required for anyone using ladders. It includes fixed...". The course ID "SC\_00044" is shown at the bottom left. A green arrow points to a blue "START" button at the bottom right of the card.

## Next Steps

1

 Online activity is in progress. Do not close this page. You will be automatically redirected on completion.

### LADDER SAFETY TRAINING



We have attempted to launch the activity, but a popup blocker is preventing us from opening it. Please click the below button to relaunch the activity.

START

Click Start

2

SumTotal - Google Chrome

universityofnotredame.stage.sumtotal.host/learning/app/experience/ACP\_Start.aspx?ViewMode=1&Vi...

### LADDER SAFETY TRAINING

#### LEARNING ACTIVITY DETAILS

##### Description:

This training is required for anyone using ladders. It includes fixed ladders, step ladders that are higher than 3 feet, and extension ladders. Approved portable staircases are exempt. This training is required initially and every three (3) years thereafter.

NEXT


CANCEL

Click Next

3

## Ladder Safety

Select a section from the list below. When completed, the section will be checked. All required content (⚠️) must be completed.

	Section	Status
	1. Introduction	
	2. Ladder Types	
	3. Ladder Hazards	
	4. Requirements and Best Practices	
	Exam ⚠️	

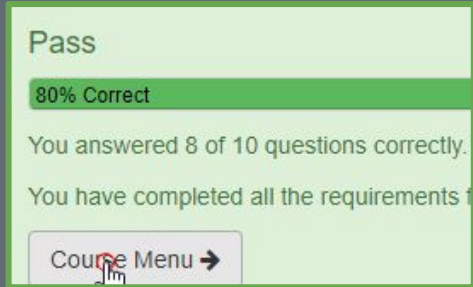
Follow prompts within the training assignment to launch the sections.

Some learning activities do not have exams and others do not require a launch method. When completing those types of training you will advance the training by clicking the “next” button in the lower right corner of the screen to advance to the next page.

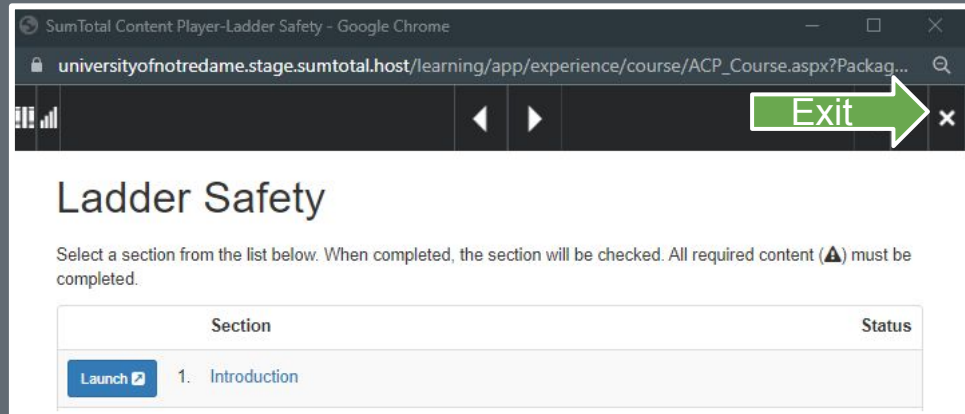


# Exit Training and Return to My Learning

Upon completing the exam/quiz, click “course menu.”



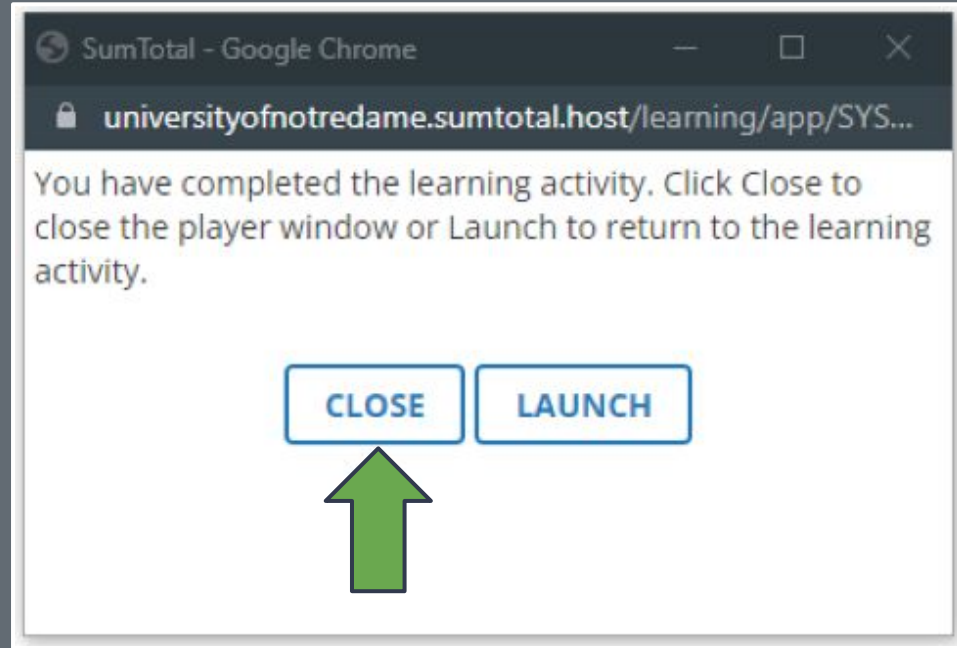
- If the training does not have an exam click the submit button to exit.
- If your training has additional modules or supplemental training you can complete those additional requirements next.



Click the "X" in the upper right corner to move your training to complete

# Pop Up

**When this pop up appears click “close” to review your learning activity progress detail.**



# Learning Activity Progress Detail

Upon completion of training, you will see a status of “completed” or “passed.”

If you did not pass the exam or were unable to complete the training, you will receive an “incomplete” status.

You may resume the training by accessing it through your “my learning” tab when time permits.

## LEARNING ACTIVITY PROGRESS DETAIL

### LADDER SAFETY TRAINING

This training is required for anyone using ladders. It includes fixed ladders, step ladders that are higher than 3 feet, and extension ladders. Approved portable staircases are exempt. This training is required initially and every three (3) years thereafter.

**GENERAL**

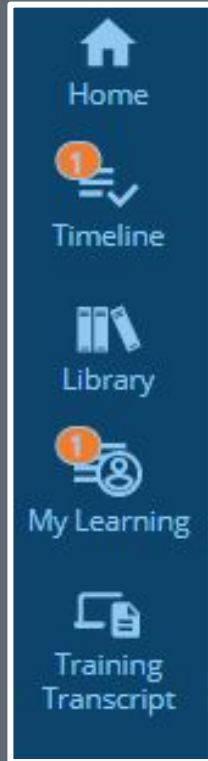
<b>Content type:</b> SCORM 1.2	<b>First launch date:</b> Tuesday, April 4, 2023 10:03:03 AM EDT
<b>Total score:</b> 80%	<b>Grade:</b> G2
<b>Completion date:</b> Tuesday, April 4, 2023 10:12:07 AM EDT	<b>Elapsed time:</b> Minute(s): 8, Second(s): 25
<b>Percent complete:</b> 100%	

Name	Topic Status	Score %	Time in Topic
Ladder Safety	Passed	80%	Minute(s): 8, Second(s): 25

OK

# Training Transcript

You can view your completed training by clicking “Training Transcript” on the control panel.



## What Does your Training Transcript Show?

- A learner can filter completed training for a certain period of time.
- View expiration dates for training records.
- View quiz/exam scores.
- Print training records or export to a PDF.

# Example of Training Transcript

**TRAINING TRANSCRIPT**

[PRINT](#) [EXPORT TO PDF](#)

Select a year or date range to filter completed training records.



Date Range   
Start Date   End Date

**CARLA L. GRUSE**

List of completed activities from 4/5/2022 to 4/5/2023

**Username:** CBEADLES **E-mail:** cbeadles@nd.edu  
**User number:** 900488336 **Manager:** Eric Doland  
**Primary organization:** Risk Management and Safety **Primary job:** Team Contributor

**ACTIVITIES**

Activity	Start Date	Completion Date	Score	Attended Duration	Expiration Date
 Course: Incident Reporting and Access to Medical Records Training	4/4/2023	4/4/2023	90	Day(s): 0, Hour(s): 0, Minute(s): 1, Second(s): 40.3	3/4/2024
 Course: Ladder Safety Training	4/4/2023	4/4/2023	80	Day(s): 0, Hour(s): 0, Minute(s): 8, Second(s): 25	3/4/2026

# Locate Curriculum Training

The screenshot shows the 'eBeavor' user interface. At the top, there are navigation tabs for 'SELF', 'MY TEAM', and 'ADMINISTRATION'. The left sidebar contains icons for 'Home', 'Timeline', 'Library', 'My Learning' (highlighted with a red arrow), 'Training Transcript', 'Learning Activities', and 'All Users'. The main content area is titled 'MY LEARNING' and features five summary cards: 'Assigned Learning' (1), 'Overdue Learning' (0), 'Completed Learning' (31), 'Current Learning' (3), and 'Upcoming Learning' (0). Below these cards is a 'VIEW CALENDAR' section with a dropdown menu set to 'View: All assigned learning'. A specific training assignment is displayed with a 'REGISTER' button highlighted by a red arrow.

Learning Status	Count
Assigned Learning	1
Overdue Learning	0
Completed Learning	31
Current Learning	3
Upcoming Learning	0

**UNIVERSAL AND ELECTRONIC WASTE TRAINING** Certification  
Assigned  
This training is required for all University employees who handle Universal and/or Electronic Waste....  
Due Date: 06/07/2023  
SC\_00066C  
REQUIRED  
REGISTER

Locate the “My Learning” icon on the left panel. (click)

Choose the “register” button to complete the registration process.

You will receive the confirmation listed below.

🎉 Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

CURRICULUM

## UNIVERSAL AND ELECTRONIC WASTE TRAINING

Completion Status 0% **START ACTIVITY**

In progress - Registered

**Universal and Electronic Waste Training**

**DETAILS** **ACTIVITIES**

1. Universal and Electronic Waste Supp...

2. Universal and Electronic Waste Trai...

DOCUMENT  
Universal and Electronic Waste Supplemental Content  
REGISTERED  
**START**

COURSE  
Universal and Electronic Waste Training  
REGISTERED  
**START**

**DONE**

A curriculum consists of more than one activity.

Now that you are registered you can click “Start Activity.”

Once you complete and review the document portion you will be asked if you have completed this activity.

Click “Yes”



### UNIVERSAL AND ELECTRONIC WASTE SUPPLEMENTAL CONTENT

Have you completed this activity?



CURRICULUM  
**UNIVERSAL AND ELECTRONIC WASTE TRAINING**

Completion Status 50% **RESUME ACTIVITY**

In progress - Registered

**Universal and Electronic Waste Training**

**DETAILS** **ACTIVITIES**

You need to complete 2 of the 2 activities below to complete this program.

**DOCUMENT**  
Universal and Electronic Waste Supplemental Content  
**ATTENDED**  
Attempt history

**COURSE**  
Universal and Electronic Waste Training  
**REGISTERED**

**START**

You are now ready to complete the next portion of the curriculum.

Click “Resume Activity **OR** Start” to complete the next section of the curriculum.

Follow the prompts to complete the course.



Click "X" to return to Endeavor

Exam

Pass – 90% Correct

You answered 10 of 11 questions correctly. A score of 80% or greater is required to pass this test.

1 To what stages of the waste management process do universal waste management regulations apply?

- A. Creation and transportation
- B. Transportation, storage, and disposal
- C. Creation and storage
- D. Creation, transportation, treatment, storage, and disposal ✓ Correct Answer

**Explanation:**  
Universal waste management regulations apply from the time the waste is created through transportation, treatment, storage, and disposal.

Once you have successfully completed the training click the "X" to return to Endeavor.

The next page will show your status. Click "OK" to leave the screen.

**Content type:**  
SCORM 1.2

**Total score:**  
90%

**Completion date:**  
Monday, May 8, 2023 10:55:21 AM EDT

**Percent complete:**  
100%

**First launch date:**  
Monday, May 8, 2023 10:22:40 AM EDT

**Grade:**  
G2

**Elapsed time:**  
Minute(s): 30, Second(s): 47

Name	Topic Status	Score %	Time in Topic
Universal Waste Management	Passed	90%	Minute(s): 30, Second(s): 47

OK



# Curriculum - Training Transcript



Home  
Timeline  
Library  
My Learning  
**Training Transcript**  
Learning Activities  
All Users

## TRAINING TRANSCRIPT

PRINT EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range

Start Date End Date

5/8/2022 12:23pm 5/8/2023 12:23pm REFRESH

### CARLA L. GRUSE

List of completed activities from 5/8/2022 to 5/8/2023

**Username:** CBEADLES  
**E-mail:** cbeadles@nd.edu

**User number:** 900488336  
**Manager:** Eric Doland

**Primary organization:** Risk Management and Safety  
**Primary job:** Team Contributor

### ACTIVITIES

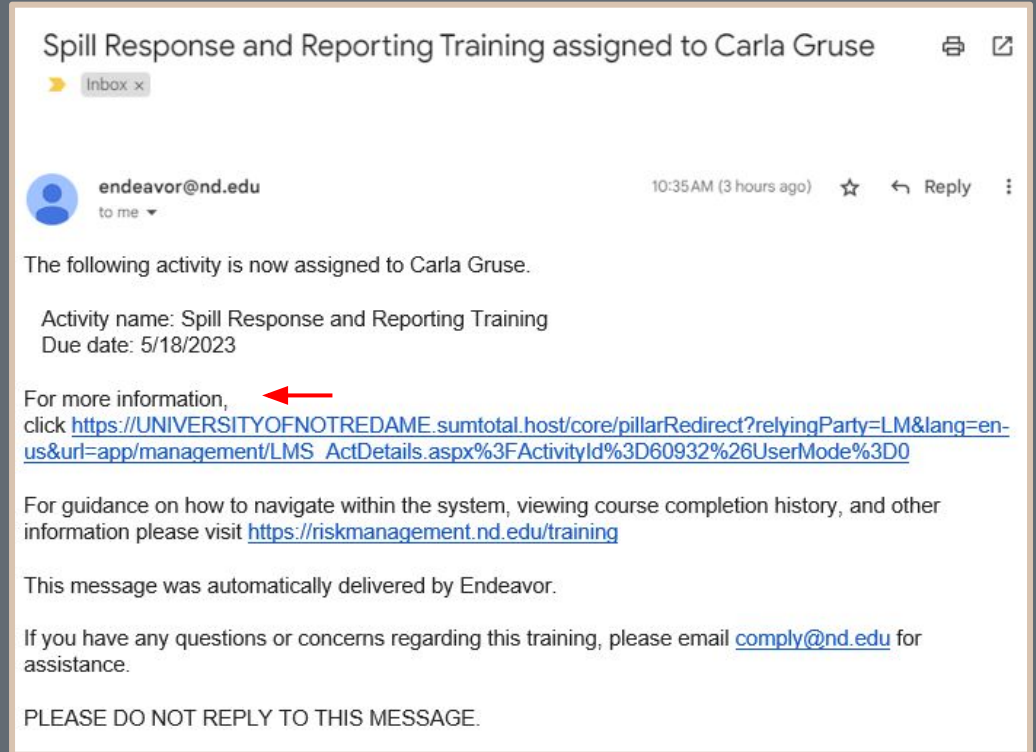
Activity	Start Date	Completion Date	Score	Attended Duration	Expiration Date
Curriculum: Universal and Electronic Waste Training	5/8/2023	5/8/2023	90	Day(s): 0, Hour(s): 0, Minute(s): 32, Second(s): 26	4/7/2024



# Notifications and Past Due Reminders

## What Type of Notifications are Sent?

- The system will send learners a notification of the assignment. In this notification you can click the “For more information” link to access the “start” button and see details of the learning activity.
- Learners and their Managers will be notified of past due training on a regular cadence until the training is complete.
- Learners will be notified when training assignment is removed.



Spill Response and Reporting Training assigned to Carla Gruse


Inbox x

endeavor@nd.edu  
to me

10:35 AM (3 hours ago) ☆ Reply

The following activity is now assigned to Carla Gruse.

Activity name: Spill Response and Reporting Training  
Due date: 5/18/2023

For more information,  click [https://UNIVERSITYOFNOTREDAME.sumtotal.host/core/pillarRedirect?relyingParty=LM&lang=en-us&url=app/management/LMS\\_ActDetails.aspx%3FActivityId%3D60932%26UserMode%3D0](https://UNIVERSITYOFNOTREDAME.sumtotal.host/core/pillarRedirect?relyingParty=LM&lang=en-us&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D60932%26UserMode%3D0)

For guidance on how to navigate within the system, viewing course completion history, and other information please visit <https://riskmanagement.nd.edu/training>

This message was automatically delivered by Endeavor.

If you have any questions or concerns regarding this training, please email [comply@nd.edu](mailto:comply@nd.edu) for assistance.

PLEASE DO NOT REPLY TO THIS MESSAGE.

# CONTACT US

Email:

[COMPLY@ND.EDU](mailto:COMPLY@ND.EDU)

VISIT OUR  
WEBSITE FOR  
ADDITIONAL  
TRAINING  
MATERIAL.

Website: [riskmanagement.nd.edu/training/](http://riskmanagement.nd.edu/training/)

Safety Compliance Training

eNDeavor

CAMPUS SAFETY AND UNIVERSITY OPERATIONS

**Risk Management and Safety**

# THANK YOU!

CAMPUS SAFETY AND UNIVERSITY OPERATIONS

**Risk Management and Safety**

Safety Compliance Training

endeavor

[endeavor.nd.edu](https://endeavor.nd.edu)

