
Instructor - Led Training



Sign on - Instructor Role

Safety Compliance training is located within the eNDeavor platform.

Sign in:

endeavor.nd.edu



If you do not have an instructor role request one by emailing -

comply@nd.edu

Timeline - Locate ILT Class



- ❖ Locate the ILT class by clicking on the “Timeline” icon on the left side control panel.
- ❖ Toggle the option from “All” to “Tasks” to slim down entries. If needed you can change the filter box to “Teaching Activities” to locate the name of the ILT class.
- ❖ View details will allow you to view the roster and/or add new learners to the class.

A screenshot of a web application interface titled 'TIMELINE'. At the top, there are three tabs: 'ALL', 'TASKS', and 'LEARN'. The 'TASKS' tab is selected and highlighted with a red box. Below the tabs is a search bar, a 'Refresh' button, and a 'Sort By' dropdown menu. A 'Filter' dropdown menu is also present, with 'Teaching Activities' selected, highlighted with a red box. Below this is a summary bar showing 'TOTAL' (1), 'CURRENT' (1), and 'UPCOMING' (1). The main content area shows a class entry for 'CG ILT Test OCTOBER' with a pencil icon. Below the class name, there are fields for 'Start Date' (10/13/2023) and 'End Date' (10/13/2023). To the right of these fields is a blue 'VIEW DETAILS' button with a dropdown arrow, highlighted with a red arrow. Below the 'VIEW DETAILS' button is a grey button labeled 'View Activity Roster'.

NOTE: If you do not see an ILT class please contact comply@nd.edu

Activity Roster Management - Add Learners

Here you can review who is enrolled or add new learners. Once you click “add” a new screen will open. Click “continue” to advance to the next screen.

Search: [Help](#)

Add Remove Unlock

<input type="checkbox"/> Name ▲	User Num...	Status

▼

BATCH REGISTRATION

You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

CG ILT TEST OCTOBER

Select Activities

Available Unlimited
Capacity:

ILT Class : CG ILT Test OCTOBER Available Capacity:
Friday, October 13, 2023 Unlimited
10:49 PM EDT - 11:00 PM EDT

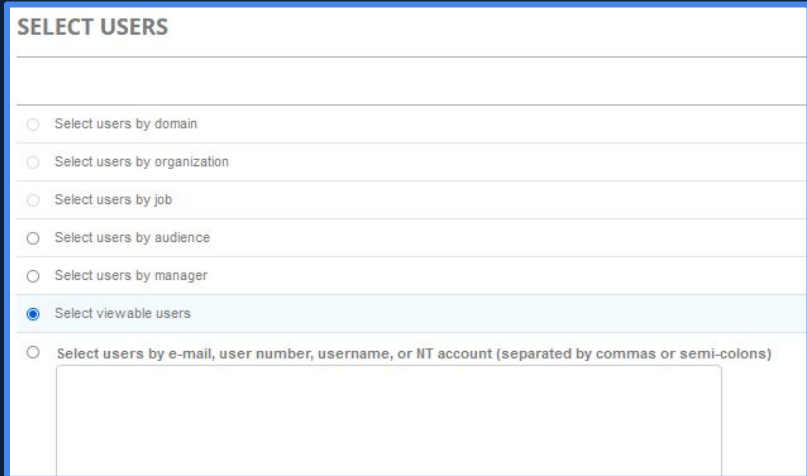
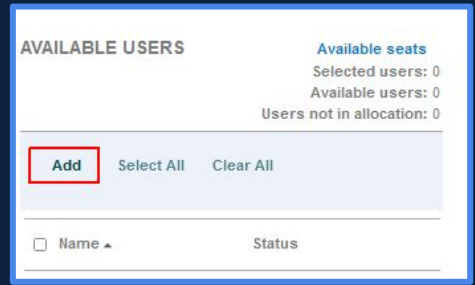
Select Users

Activity Roster Management - Add Learners

Here we can add learners. If you see more than one class listed you will need to choose the class you wish to enroll learners into. If there is one class listed it will be chosen for you.

Under available users click the “add” button. This will open a screen for you to add viewable users. If you have several learners to add you might choose the option to add by email or NDID#. This will allow you to list multiple learners.

The system will default to “Select Viewable Users” which allows you to search from a database. Click “next” to advance the screen.



Activity Roster Management - Add Learners

In the search box place the name of the learner to add to the class and hit enter. Click the box next to their name and enter another learner to add. Once complete click the “ok” box.

The learners will appear and now can be brought over to the “registration” section. Click “submit” to advance the screen.

AVAILABLE USERS

[Available seats](#)
Selected users: 2
Available users: 2
Users not in allocation: 0

Add **Select All** **Clear All**

<input checked="" type="checkbox"/>	Name ▲	Status
<input checked="" type="checkbox"/>	Eric Doland	No issues
<input checked="" type="checkbox"/>	Carla L. Gruse	No issues

REGISTRATION

Records: 2
Available seats: Unlimited
Users pending approval: 0

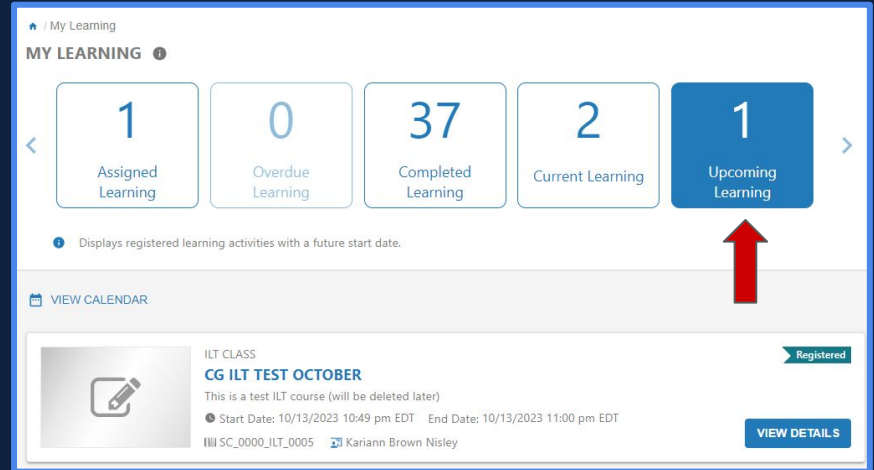
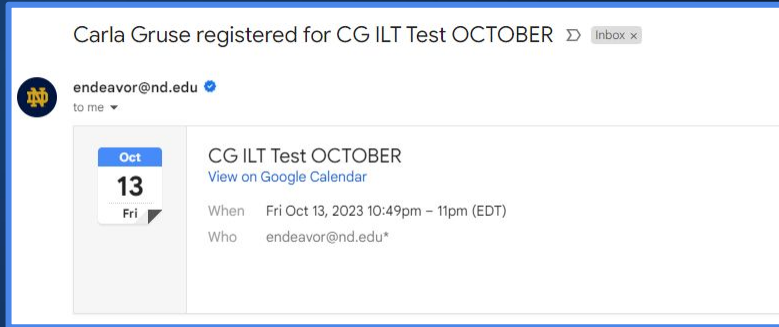
Remove All

→

Name ▲	
Eric Doland	✕
Carla L. Gruse	✕

Learner Email Notification

The learner will receive a calendar invite to the class. It will be added to their Google Calendar. The training will also appear under the “Upcoming Learning” tab on their “My Learning” page.



Roster Management - for ILT Status

This screen will allow the instructor to mark the learner's status and choose a status date.

***ATTENTION:** You must mark the completed box with "yes" in order for the class to appear on reports.

The screenshot displays a roster management interface with the following elements:

- Table Headers:** Name (with a dropdown arrow), User Num..., Status, Status Date, Status Notes, Score, Pass/Fail, and Completed.
- Table Rows:**
 - Row 1: Eric Doland, 901920949, Registered, [Calendar Pop-up], [Clear Value], [Dropdown], [Dropdown].
 - Row 2: Carla L. Gruse, 900488336, Registered, [Calendar Pop-up], [Clear Value], [Dropdown], [Dropdown].
- Calendar Pop-up:** Shows "October 2023" with a grid of dates from 1 to 31. The 7th is highlighted in red.
- Completed Dropdown:** A dropdown menu is open, showing "No", "Yes" (highlighted), and "(Clear Value)". A red arrow points to the "Yes" option.
- Buttons:** "Click 'ok' when complete" text, "OK", "CANCEL", "APPLY", and "SEND E-MAIL" buttons.