

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



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
- Recurring & Expired Training 20



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 dark blue sidebar on the left contains icons for Home, Timeline, Library, My Learning, and Training Transcript. The main content area has a yellow banner with the text 'CAMPUS SAFETY AND UNIVERSITY OPERATIONS' and 'Risk Management and Safety'. Below this is a 'MENU QUICK LINK' section with 'Training Tran' and 'Training Sche' options, and a 'BROWSE BY TOPIC' section with a 'Safety Complia...' card showing '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 dark blue sidebar on the left contains icons for Home, Timeline, Library, My Learning, and Training Transcript. The main content area has a dark blue banner with the text 'Complete Your Performance Review by May 15' and instructions: '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.' Below this is 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: All assigned learning" dropdown menu, and a "Filter By: All" dropdown menu. 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" badge 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

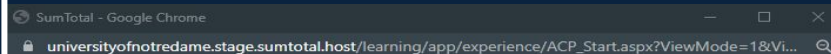


We have attempted to launch the activity, but a popup blocker is preventing us from opening it. Please click the below button to relaunch the activity.

START

Click Start

2



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.

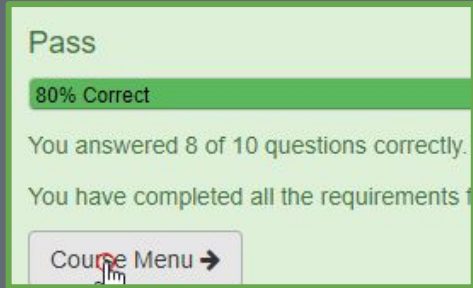
	Section	Status
	1. Introduction	
	2. Ladder Types	
	3. Ladder Hazards	
	4. Requirements and Best Practices	
	Exam ⚠️	

Follow prompts within the training assignment to launch the sections.

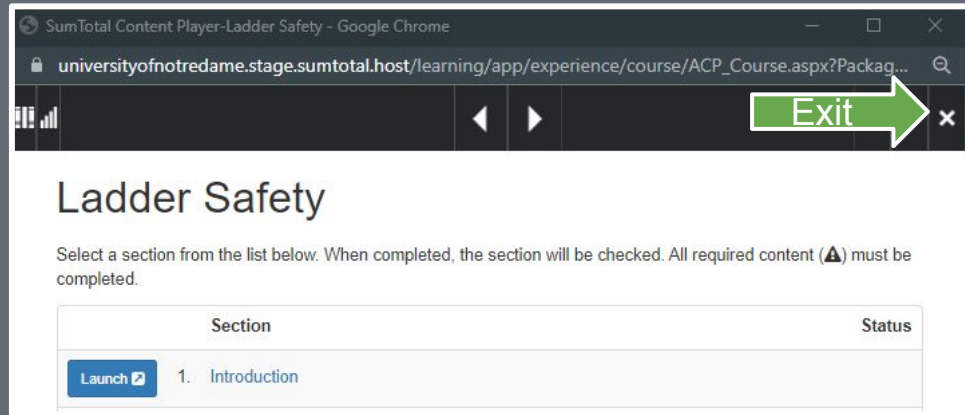
Some learning activities do not have exams and others do not require a launch method. When completing those types of training you will advance the training by clicking the “next” button in the lower right corner of the screen to advance to the next page.

Exit Training and Return to My Learning

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



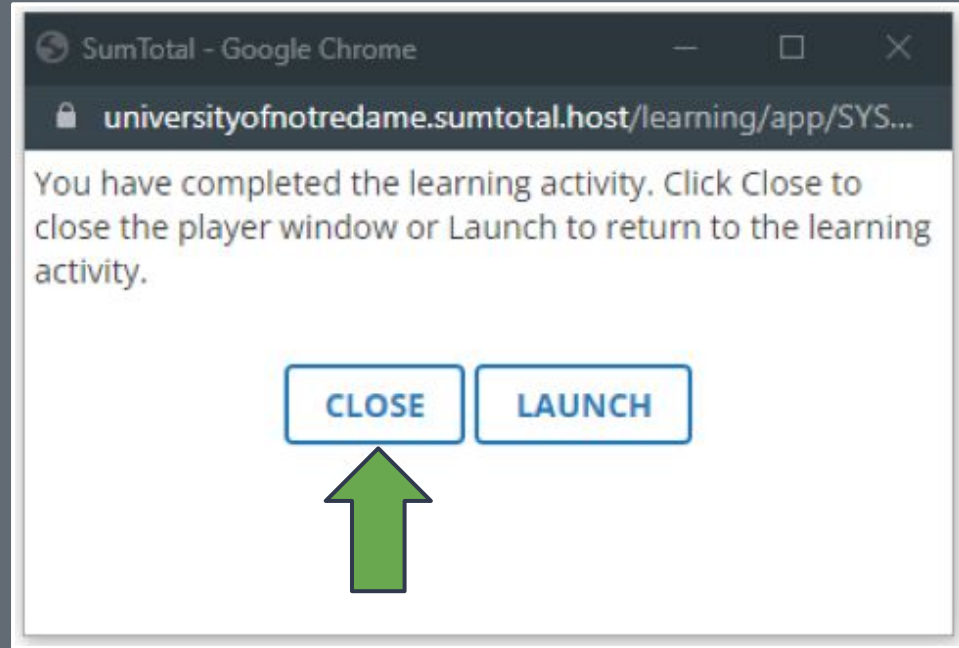
- If the training does not have an exam click the submit button to exit.
- If your training has additional modules or supplemental training you can complete those additional requirements next.



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

Content type: SCORM 1.2	First launch date: Tuesday, April 4, 2023 10:03:03 AM EDT
Total score: 80%	Grade: G2
Completion date: Tuesday, April 4, 2023 10:12:07 AM EDT	Elapsed time: Minute(s): 8, Second(s): 25
Percent complete: 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 displays the 'My Learning' dashboard in the eBeavor system. The top navigation bar includes 'SELF', 'MY TEAM', and 'ADMINISTRATION'. The left sidebar contains navigation options: 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, a note states: 'Displays all assignments (both required and recommended) that you need to successfully complete.' A 'VIEW CALENDAR' section is visible, with a dropdown menu set to 'View: All assigned learning'. A specific training assignment is listed: 'CURRICULUM UNIVERSAL AND ELECTRONIC WASTE TRAINING Certification' with an 'Assigned' status. The description reads: 'This training is required for all University employees who handle Universal and/or Electronic Waste...'. The 'Due Date' is 06/07/2023, and the ID is SC_00066C. A red arrow points to the 'REGISTER' button.

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](#)

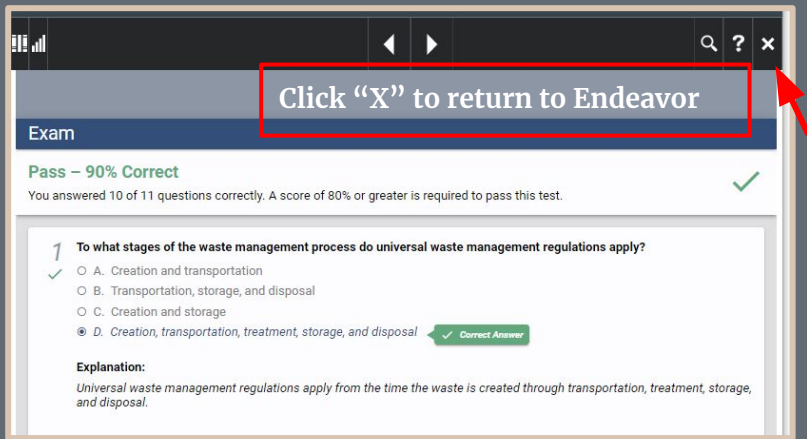
COURSE
Universal and Electronic Waste Training
REGISTERED

[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

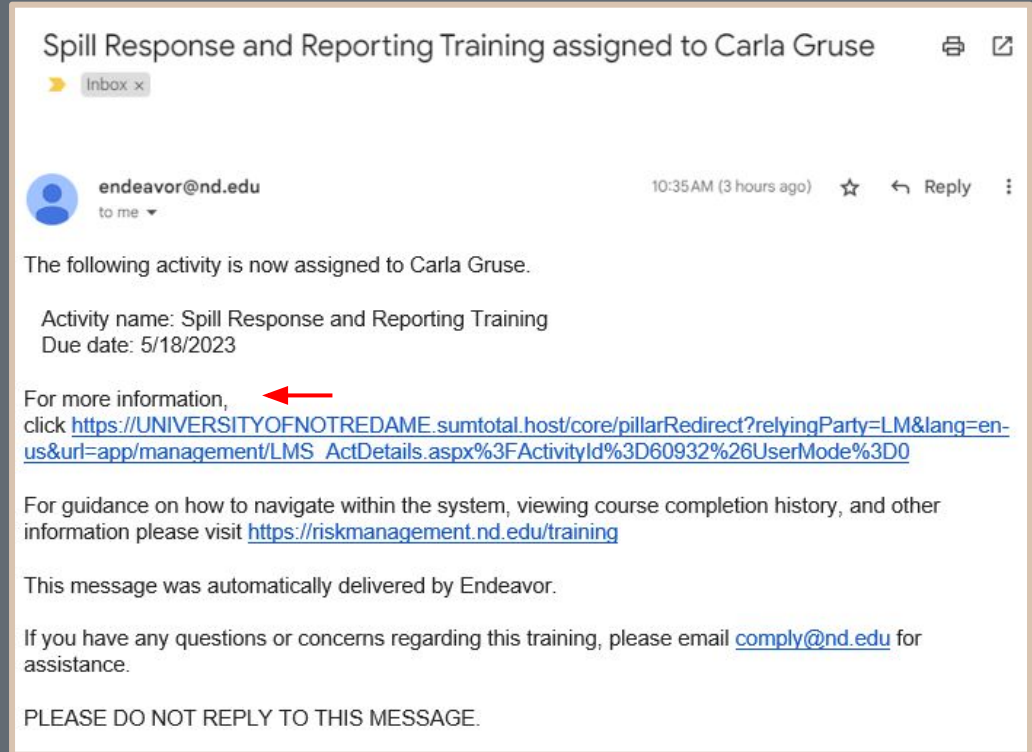
Activity	Start Date	Completion Date	Score	Attended Duration	Expiration Date
Curriculum: Universal and Electronic Waste Training	5/8/2023	5/8/2023	90	Day(s): 0, Hour(s): 0, Minute(s): 32, Second(s): 26	4/7/2024






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 10:35 AM (3 hours ago) ☆ ↩ Reply ⋮
to me ▾

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

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 for assistance.

PLEASE DO NOT REPLY TO THIS MESSAGE.

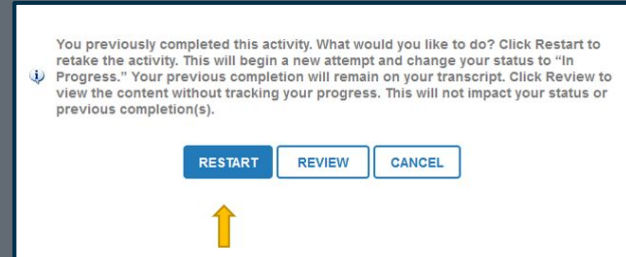
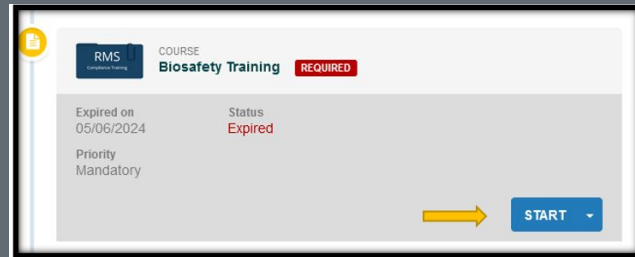
Recurring Assignments & Expired Training

What to know!

- Learning Activities for safety compliance courses may have an automatic expiration date for the training. In order to remain compliant the learner will need to take the course on an annual, biennial, or triennial basis.
- The learning activity will show “expired” as a status. This will appear 30 days prior to the expiration date. This provides time for the learner to complete and stay compliant on the training.

Click “**START**” to open the learning activity and advance until you see the “**RESTART**” option.

The training will identify you have completed the activity previously. By clicking “**RESTART**” the training will open and once completed you will be compliant.



CONTACT US

Email:

COMPLY@ND.EDU

Website: riskmanagement.nd.edu/training/

THANK YOU!

Safety Compliance Training

endeavor

endeavor.nd.edu

