

Manager Training

Safety Compliance Training -
Users Who Assign and Track Training

Risk Management and Safety

Click the spacebar to advance to
next screen.



Manager Training

Safety Compliance training is located within the eNDeavor platform.

Using a chrome browser type in:



endeavor.nd.edu

Safety Compliance Training

Located within

eNDeavor



Manager Dashboard & Exception Report



Review Manager Dashboard

Locate your manager dashboard by clicking on “My Team” at the top of the Endeavor green menu bar.



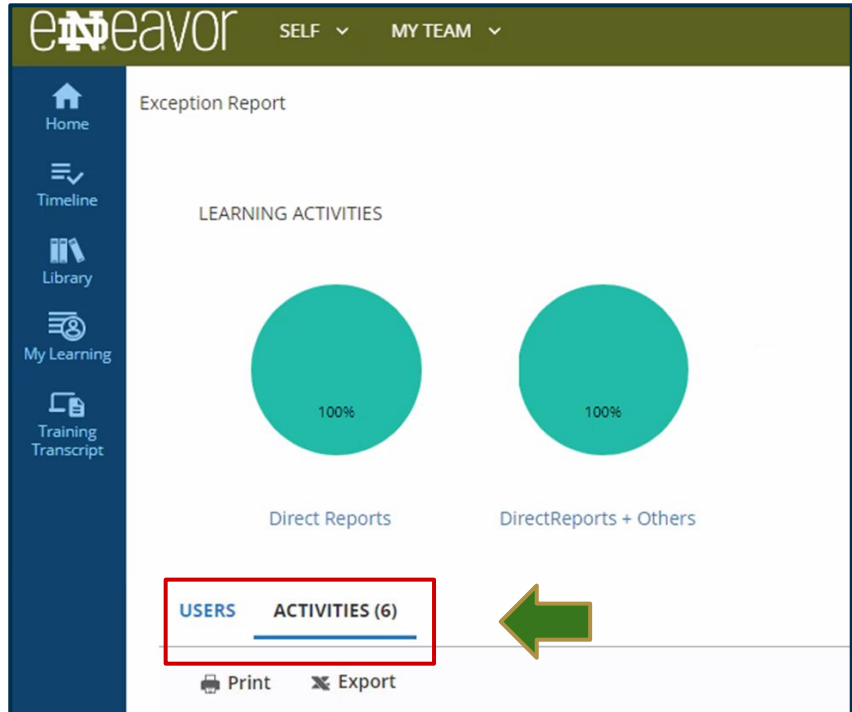


This screen will allow two options to view training.

- By Users
- By Activities

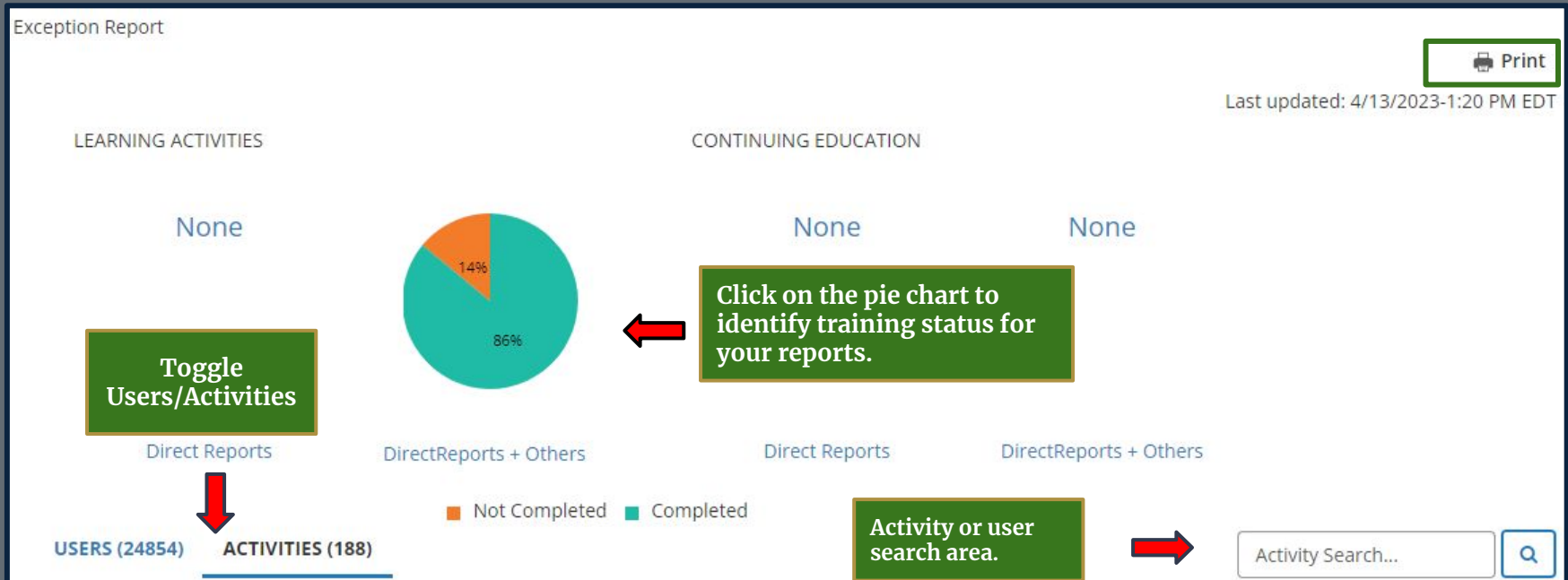
The blue line identifies your current view. Click on the name to change the view from activities to users.

The Exception Report will show the status of your direct reports and viewable user(s) training.



A Manager can:

- Search a User (when on the user view option).
- Search an Activity (when on the activity view option).
- Click on the pie graph to see complete or not completed training for learners they track.



A Manager can:

- Export and/or print the information to excel
- See direct reports or all viewable users
- Use the “sort by” options



Export/ Print

Choose one



Print Export

Display Learning Activities All Viewable Users **Sort by: ⚙**

Direct Reports
All Viewable Users

Name Ascending
Name Descending
Progress Ascending
Progress Descending
Activity Code Ascending
Activity Code Descending

Course 64422
1 Hour HTML
Required: 0
Recommended: 1
0%
1 USERS

Course OTR-30000
Active Violence & Emergency Action Planning
Required: 1037
Recommended: 0
85%
1037 USERS

Sort by

Activity Cards

- See percentage complete for a learning activity.
- See users who have been assigned the activity.
- Review “Detailed Exception Report.”



Report Example

Home

Timeline

Library

My Learning

Training Transcript

Learning Activities

All Users

DETAILED EXCEPTION REPORT BY ACTIVITY

Portable Fire Extinguisher Safety

All viewable users who did not complete this assigned activity.

One or more assignments require approval. If you don't see an assignment, it is either pending or rejected. Please contact your administrator if you have any concerns.

Overall progress

50%

Current Assignments

Last Processed: Thursday, April 13, 2023 1:20:43 PM EDT

Displaying 2 of 2 Records

Refresh

Print

Export

Name ^	User Number ^	Assignment Type ^	Assignment Date ^	Due date ^	Progress
Eric Doland	901920949	Required	7/10/2019	7/12/2019	0%
No Manager	171255	Required	7/10/2019	7/14/2019	0%

REGISTER OTHERS

CLOSE

Assign Training



Assign Multiple Learning Activities – To One Person

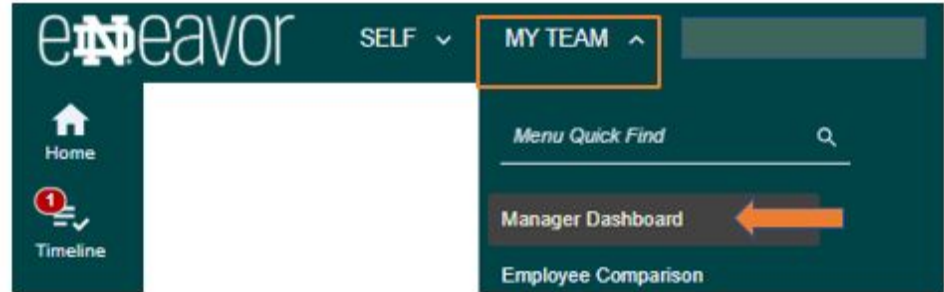
Managers can assign training two ways.

1. Assign multiple learning activities to one user.
2. Assign multiple users to one training.



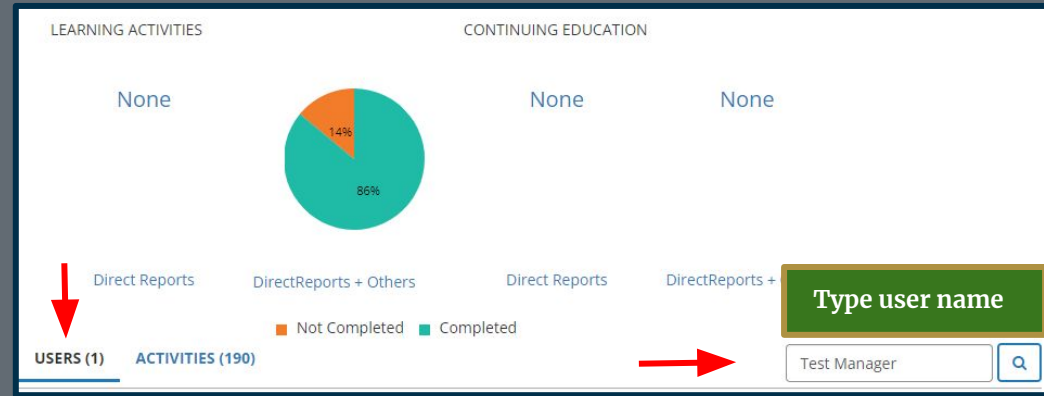
Let's start with the first option!

A Manager will make the assignment through the Manager Dashboard. As noted earlier this can be found by using the “My Team” tab on the top menu.



Assign Using Tile Card

- On the “User” tab click on the learner you want to make multiple assignments too. If a manager has several users you may want to use the search option.
- On the tile card click the blue button.
- A “Detailed Exception Report by User will appear.



The screenshot shows a user profile card for 'test manager' with email 'testmanager@nomail.com'. It displays 'User Number: 980426379', 'Required: 2', and 'Recommended: 0'. A progress bar shows '0%'. At the bottom, there is a 'PROFILE' dropdown menu and a blue button labeled '2 INCOMPLETE'. A red arrow points to this button.

test manager
testmanager@nomail.com

User Number: 980426379

Required: 2
Recommended: 0

0%

PROFILE ▾

2 INCOMPLETE

Click +add
to locate safety
compliance training.

A manager will now
be able to search for
several learning
activities to assign.



DETAILED EXCEPTION REPORT BY USER test manager

List of activities assigned to this user.

One or more assignments require approval. If you don't see an assignment, it is either pending or rejected. Please contact your administrator if you have any concerns.

Overall progress

0%

Search



Current Assignments

Last Processed: Friday, April 14, 2023 1:20:43 PM EDT

Displaying 2 of 2 Records

Show all
assignments
(2)

Refresh

+ Add

Print

Export

Filter by:

Assignment
Status

Activity
Name

Assignment
Type

Assignment
Status

Assignment
Date

Due date

Progress



Active Violence
& Emergency
Action Planning

Required

Overdue

7/24/2022

8/24/2022

0%

Choose Learning Activities

- Choose the training needed for your trainee by placing the course name in the search box. You can choose multiple trainings.
- As shown in the graphic you can filter by library for “safety compliance.” This will reduce the number of courses shown and only show those in the safety compliance library.
- Click “Next” when you are ready to edit the assignments.

ASSIGN LEARNING ACTIVITIES TO USER

Select activities to assign to this user.

Search

Learning Activities (48680)

Filter by:

Libraries

Activity Type

Type course name

Name

Art Safety Training

Asbestos Awareness Training

ASSIGN LEARNING ACTIVITIES TO USER Mildred Randolph

Select activities to assign to this user.

Search

Learning Activities (48680)

Cloud Cer...
Machine L...
Work Safe...
Personal ...
Diversity, ...
Hobbies(24)
Safety Co...
Environm...
General S...
Laborator...

Safety Compliance(87)

Back Safety and Injury Prevention Training

Biological Shipping Category B Training

Name

Art Safety Training

Asbestos Awareness Training

Asbestos Awareness Training - NDFD Only

Autoclave Safety Training

Optional : Scroll down to
Safety Compliance Library

Selected Activities (0)

1-15 of 87

Edit Assignments

- A list of training will appear on the left.
- Choose the assignment options for the training listed on the right.

Recommended options:

Make all training “required.”
Start Date “Today.”
Priority “Mandatory.”
Due Date “30 Days.”

Once complete click “Apply to Selection” and “Done.”

Confirmation message

You have successfully assigned 4 activities to the user.

EDIT ASSIGNMENTS FOR test manager

Select either one or all activities to set assignment options.

Select: All | None

Sort by: Name

Autoclave Safety Training
Type:Recommended | Status:Assigned
Due Date:No Due Date

Back Safety and Injury Prevention Training
Type:Recommended | Status:Assigned
Due Date:No Due Date

Fire Extinguisher Safety
Type:Recommended | Status:Assigned
Due Date:No Due Date

SPPC Training for ND Campus
Type:Recommended | Status:Assigned
Due Date:No Due Date

Assignment Options:

Selected Activities (4)

Type:

☒ Required

☐ Recommended

☐ Ignore Previous Completions

Start Date:

☒ Today

☐ Days from today

☐ On

Time zone:

UTC

Priority:

Mandatory

Due Date:

☐ No Due Date

☒ Within 30 Day(s)

☐ By

Status:

Assigned

APPLY TO SELECTION

CANCEL

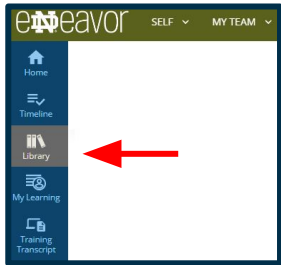
BACK

DONE

Assign a Learning Activity – Multiple People to One Course

Let's try assigning one course to multiple learners!

Click the “Library” icon on the left menu bar to search the safety compliance library.



To search for safety compliance training materials click on the “Safety Compliance” topic.

A Manager may also search for the desired training using the filter box shown below. For the example today we will search for “Ladder Safety.”

Library / Safety Compliance

LIBRARY

Browse and search for available learning activities. You can use the Topics tab to narrow your results by subject and the Filters tab to apply additional criteria (such as the activity type or duration).

TOPICS FILTERS

All

Financial Aid

Human Resources

OIT Technical Training

Other IT Classes

> Safety Compliance

> Udemy Content

SAFETY COMPLIANCE

Share Topic

* Type “Ladder Safety” click enter or magnifying glass.

20 of 84 results for “*”

Sort By: Best Match

COURSE

DOT Hazardous Material and Security Plan Training

This training is required for any employee that is involved in shipping/receiving and/or packa...

SC_00016

COURSE

DOT Laboratory Radioactive Package Receipt Training

This training is required for any employee that is involved in shipping/receiving and/or packa...

SC_00017

Manage Assignment

Click the three dots and click on “Manage Assignments.”



SAFETY COMPLIANCE

Share Topic

ladder



1 of 1 results for "ladder"

Sort By: Best Match ▾



COURSE

Ladder Safety Training

This training is required for anyone using ladders. It includes fixed lad

SC_00044



View Details

Manage Assignments

Register Others



Locate Users

- Click “add” to locate a list of trainees.
- You can search for a selected user if you have several viewable users or click on the box next to their name to make an assignment.
- You may choose more than one user to make an assignment.

MANAGE USER ASSIGNMENTS FOR Ladder Safety Training

List of users assigned to this activity.

Search

Last Processed: Thursday, April 13, 2023 1:20:43 PM EDT Current Assignments

Refresh

Direct Reports

Show all assignments (0)

Filter by:

- Assignment
- Assignment Type
- Assignment By

You either do not have any direct reports or none of your direct reports are currently assigned to this activity.

MANAGE ASSIGNMENTS

SELECT USERS

Select either one or all users to set assignment options.

test

Direct Reports
All Viewable Users

Choose
Direct or
All viewable

☐	Name ^	User Number
☒	test 100	100
☐	test manager	980426379
☒	learner test	980426377
☐	User Test	171264
☐	Sebastian Andres Testero	901507618
☐	Andrea R. Testin	902173742

Scroll down slightly and click “next” →

CANCEL

NEXT

Edit Assignments

- The list of trainees will appear on the left.
- Choose the assignment options to the right.

Recommended options:

Make all training “required.”
Start Date “Today.”
Priority “Mandatory.”
Due Date “30 Days.”

Once complete click “Apply to Selection” and “Done.”

Confirmation Message



Congratulations!

You have successfully assigned 2 users to the activity.

EDIT ASSIGNMENTS FOR Ladder Safety Training

Select either one or all users to set assignment options.

Select: All | None

Sort by: Name



test 100

Type:Recommended | Status:Assigned

Due Date:No Due Date



learner test

Type:Recommended | Status:Assigned

Due Date:No Due Date

List of Trainees

Assignment Options:

Selected users (2)

Type:

☒ Required

☐ Recommended

☐ Ignore Previous Completions

Start Date:

☒ Today

☐ Days from today

☐ On

Time zone:

UTC

Priority:

Mandatory

Due Date:

☐ No Due Date

☒ Within 30 Day(s)

☐ By

Status:

Assigned

APPLY TO SELECTION

CANCEL

BACK

DONE

Remove Training



Remove Learning Activity/Training

From the Manager Dashboard screen using the “Exception Report” option, a manager can “delete” training they have assigned to a learner/trainee.

On the User tab look for the tile card for the learner/trainee you would like to remove training on.

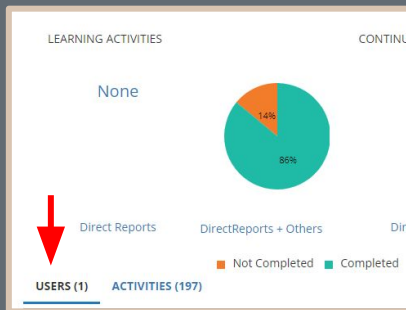
Click the “incomplete” button to bring up the “Detailed Exception Report by Activity” screen.

You will notice options to refresh and add. When you click the radial dial next to the course/activity you would like to delete, additional options will appear.

Here you can edit or remove the assignment.

Click on “Remove Assignment” and follow any prompts to complete removal.

If the radial dial **does not allow** the additional options it means someone else had made the assignment and you cannot remove the assignment.



Adam

User Number: 902000828

Required: 2 (2 Certifications)

Recommended: 0

50%

PROFILE

2 INCOMPLETE

A user profile card for Adam Howard Kratt. It displays the user number (902000828), required certifications (2), and recommended certifications (0). A progress bar shows 50% completion. There is a 'PROFILE' dropdown menu and a blue button labeled '2 INCOMPLETE'. A red arrow points to the '2 INCOMPLETE' button.

DETAILED EXCEPTION REPORT BY USER Adam Howard Kratt

List of activities assigned to this user.

One or more assignments require approval. If you don't see an assignment, it is either pending or rejected. Please contact your administrator if you have any concerns.

Overall progress 50%

Search [Q] Current Assignments Last Processed: Monday, April 17, 2023 1:20:50 PM EDT

Displaying 2 of 2 Records

Show all assignments (4)

Refresh + Add

Print Export

Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Progress
☐ Ladder Safety Training	Required	Overdue	4/6/2023	4/13/2023	0%
☐ Laser Safety Training	Required	Assigned	4/18/2023		0%

A detailed exception report for Adam Howard Kratt. It shows a list of assignments with columns for Activity Name, Assignment Type, Assignment Status, Assignment Date, Due date, and Progress. The first assignment is 'Ladder Safety Training' (Required, Overdue, 4/6/2023, 4/13/2023, 0%). The second assignment is 'Laser Safety Training' (Required, Assigned, 4/18/2023, 0%). Above the table, there are buttons for 'Refresh' and '+ Add'. A red arrow points to the radio button next to 'Ladder Safety Training'. To the right of the table, there are buttons for 'Print' and 'Export'. The overall progress is 50%.

Additional Options

Refresh + Add Edit Assignment Remove Assignment

Advanced Reporting



Reporting

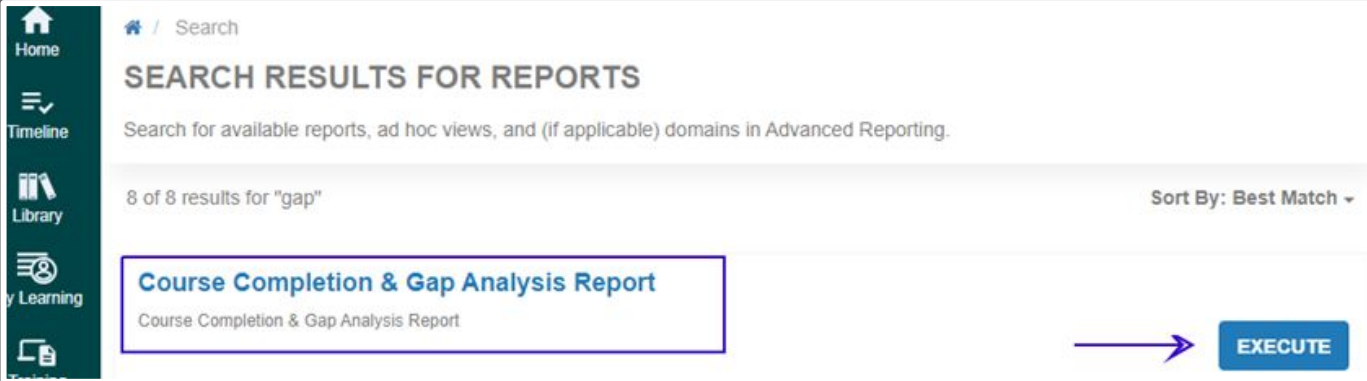
Use the top menu bar and locate the area shown below.

Change the filter to show “REPORTS” and type “gap” in the open field and hit enter.

This will bring up a course completion report. In most cases you will choose the top report called “Course Completions & Gap Analysis Report.”



Choose “Execute” when you locate the best reporting option.



Once the report loads (may take a few moments) you can export the training to excel or a PDF or use the heading columns to filter much like an excel report. You would do this by hovering over the title heading and clicking once.

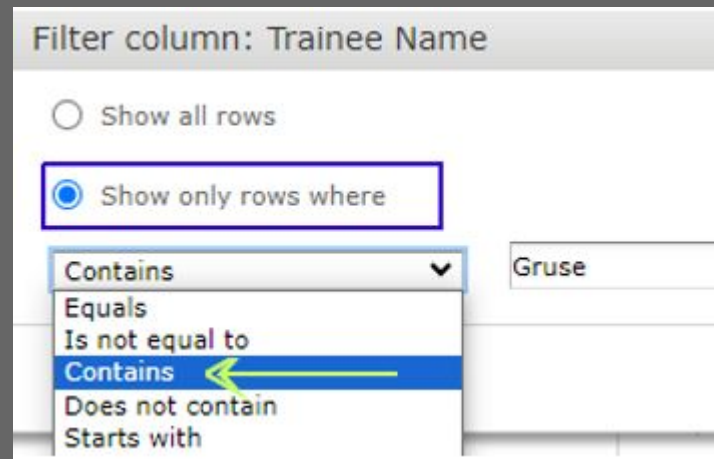
When you see the filter options appear you may choose to search with the funnel icon to focus your review for a more defined search.



Once you click the funnel a popup will show.

The “contains” option will allow you to reduce the amount of records shown.

Click “OK” and report will produce results.



If you would like to export this data choose one of the filter export options shown near the top of the screen.

The report will transfer to your downloads on your computer.



If you would like to create a new search unclick the current filter and return the report back to show all rows and click "OK."



Filter column: Trainee Name

☒ Show all rows

☐ Show only rows where

Course Completion & Gap

Back [Download Icon] [Export Icon] [Clock Icon] [Refresh Icon] [Undo Icon]

Trainee Name
Gruse, Carla
Gruse, Carla
Gruse, Carla
Gruse, Carla
Gruse, Carla
Gruse, Carla
Gruse, Carla
Gruse, Carla

- PDF
- Excel (Paginated)
- Excel
- CSV
- DOCX
- RTF
- ODT
- ODS
- XLSX (Paginated)
- XLSX
- PPTX
- HSDE

Updates & Contacts



CONTACT US

Email:

COMPLY@ND.EDU

VISIT OUR
WEBSITE FOR
ADDITIONAL
TRAINING
MATERIAL.

Website: riskmanagement.nd.edu/training/



THANK YOU!

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endeavor

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Risk Management and Safety

