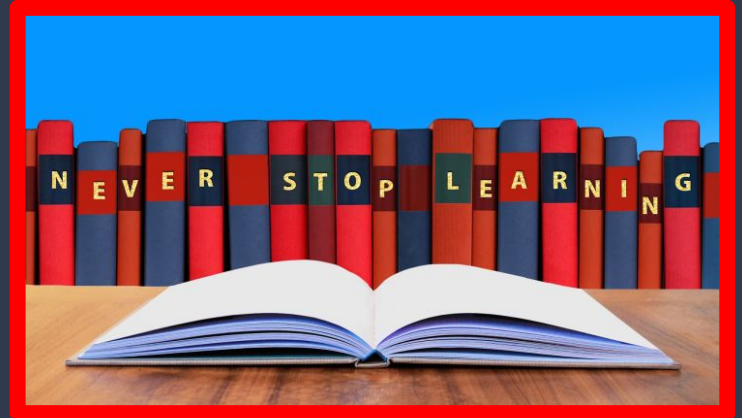


How to Complete a Curriculum – Step by Step Resource



Click the spacebar to
advance to next screen.



Learner Training

Sign in:



endeavor.nd.edu

Safety Compliance Training

Located within

endeavor



Locate Curriculum Training

The screenshot displays the 'My Learning' dashboard in the eBeavor system. The left sidebar contains navigation icons for Home, Timeline, Library, My Learning (highlighted with a red arrow), Training Transcript, Learning Activities, and All Users. The main content area shows a summary of learning progress with five cards: Assigned Learning (1), Overdue Learning (0), Completed Learning (31), Current Learning (3), and Upcoming Learning (0). Below this is a 'VIEW CALENDAR' section with a dropdown menu set to 'View: All assigned learning'. A specific training assignment is listed: 'UNIVERSAL AND ELECTRONIC WASTE TRAINING' (Certification), which is required and has a due date of 06/07/2023. A red arrow points to the 'REGISTER' button for this training.

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](#)

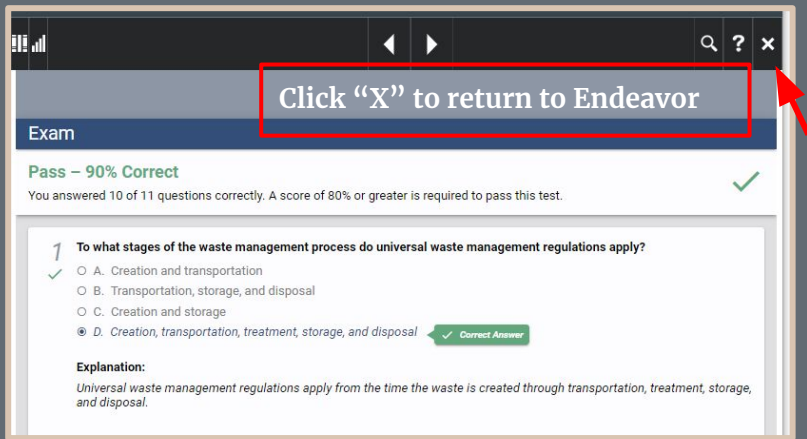
COURSE
Universal and Electronic Waste Training
REGISTERED

[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

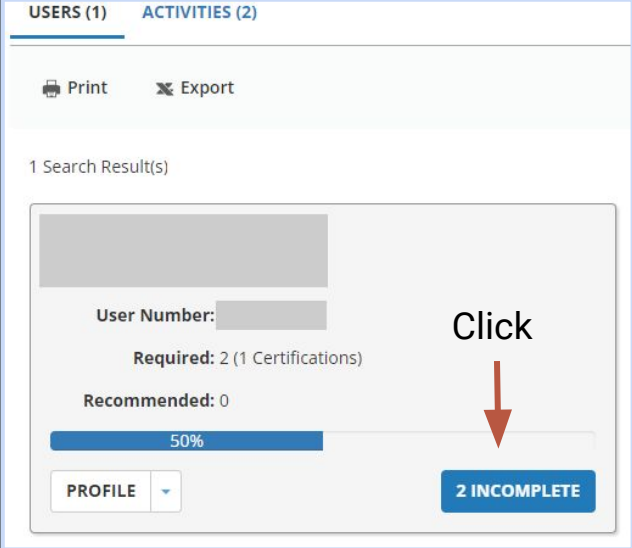


How can a Manager tell what portion of a curriculum is not complete?

At times a learner may have missed a component of the curriculum. When this happens the manager can review the “incomplete” trainings for a learner on the Exception Report on the Manager Dashboard.

Tip:

- Locate your manager dashboard by clicking on “My Team” at the top of the Endeavor green menu bar.
- Once the page has loaded scroll down to locate the “My Team Performance” icons. Here you will click “Exception Reports.”
- Choose the “Users” tab to locate the tile card for the learner.



USERS (1) ACTIVITIES (2)

Print Export

1 Search Result(s)

User Number: [REDACTED]

Required: 2 (1 Certifications)

Recommended: 0

50%

PROFILE [v]

2 INCOMPLETE

Click

A Manager can see the progress of each learning activity that is not complete. When the course is a curriculum click on the “arrow” beside the training name. This will expand the learning activity showing portions complete or incomplete.

DETAILED EXCEPTION REPORT BY USER

Overall progress

50%

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.



Current Assignments

Last Processed: Thursday, May 25, 2023 1:20:53 PM EDT

Displaying 2 of 2 Records

Show all assignments
(4)

Refresh Add

Print Export

Filter by:

▶ Assignment Status

▶ Assignment Type

▶ Assignment By

Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Progress
<input type="radio"/> Bloodborne Pathogens Training	Required	In Progress	5/15/2023	5/31/2023	0%
<input type="radio"/> Laboratory Safety Initial Training	Required	In Progress	5/15/2023	5/31/2023	0%

CLOSE

Below you will see the learning activities included in the curriculum. In this example the supplemental material is incomplete. The self-paced portion of the training is complete. (100%)

Activity Name	Assignment Type	Assignment Status	Assignment Date	Due date	Progress
○ Bloodborne Pathogens Training	Required	In Progress	5/15/2023	5/31/2023	0%
Bloodborne Pathogens Supplemental Content	Required	In Progress	5/15/2023	5/31/2023	0%
Bloodborne Pathogens Training	Required	In Progress	5/15/2023	5/31/2023	100%

You may want to ask the learner to return to their “My Learning” page and complete the learning activity. As mentioned earlier in this training the learner can provide a copy of the training transcript showing the course is complete.

For questions
please email
comply.nd.edu

CAMPUS SAFETY AND UNIVERSITY OPERATIONS

Risk Management and Safety

Thank
you!

Safety Compliance Training

endeavor

endeavor.nd.edu

