How to Complete a Curriculum – Step by Step Resource
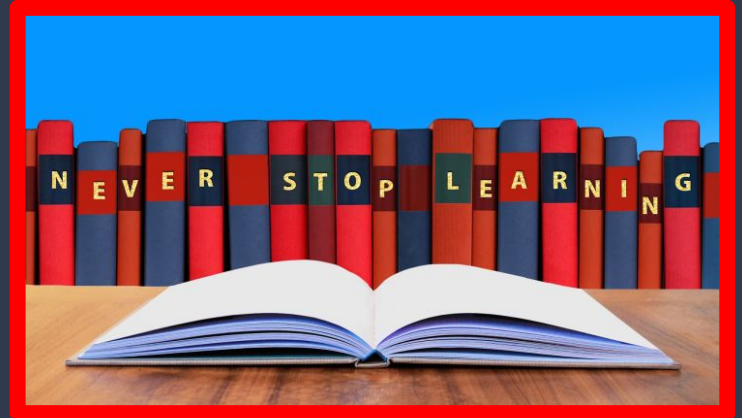
Click the spacebar to advance to next screen.

Learner Training

Safety Compliance Training

Located within eNDeavor

Sign in:

SAFETY FIRST

endeavor.nd.edu

Locate Curriculum 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.

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"

CURRICULUM
UNIVERSAL AND ELECTRONIC WASTE TRAINING

Completion Status   50%   **RESUME ACTIVITY**

In progress - Registered

Universal and Electronic Waste Training

1. Universal and Electronic Waste Supp...

2. Universal and Electronic Waste Trai...

DETAILS   **ACTIVITIES**

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

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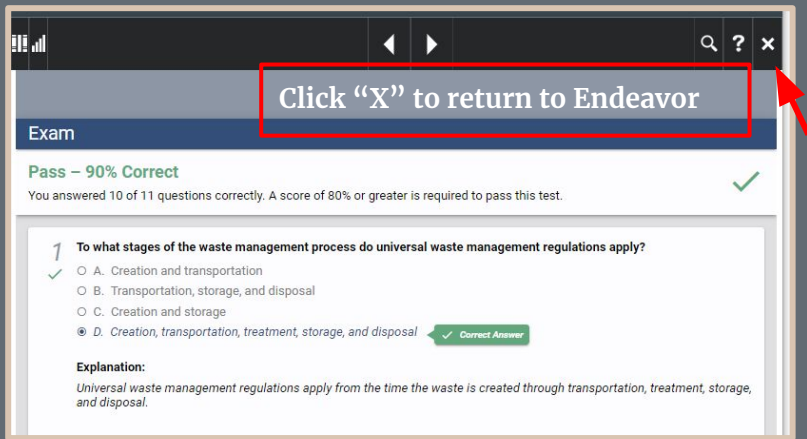**ATTENDED**

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.

Content type:
SCORM 1.2

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

Total score:
90%

Grade:
G2

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

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

Percent complete:
100%

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

OK

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.
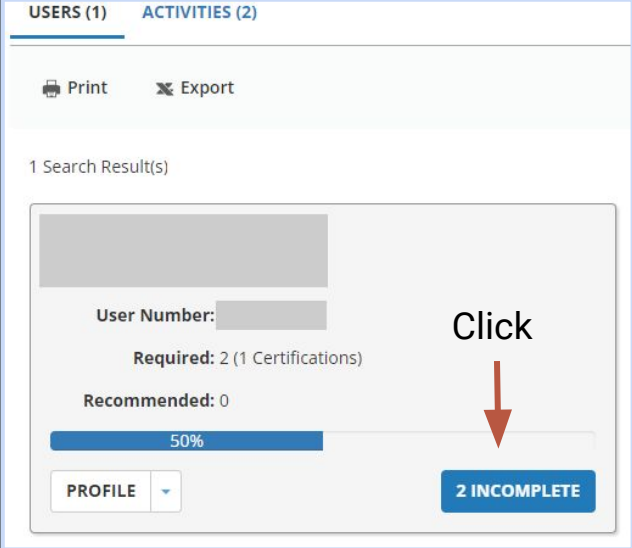
Curriculum –Training Transcript

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 <u>scroll down</u> 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:

Required: 2 (1 Certifications)

Recommended: 0

50%

PROFILE ▾

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.

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

Safety Compliance Training

eNDeavor

CAMPUS SAFETY AND UNIVERSITY OPERATIONS
Risk Management and Safety

Thank you!

endeavor.nd.edu