

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:

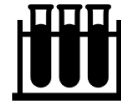


endeavor.nd.edu

Safety Compliance Training

Located within

eNDeavor

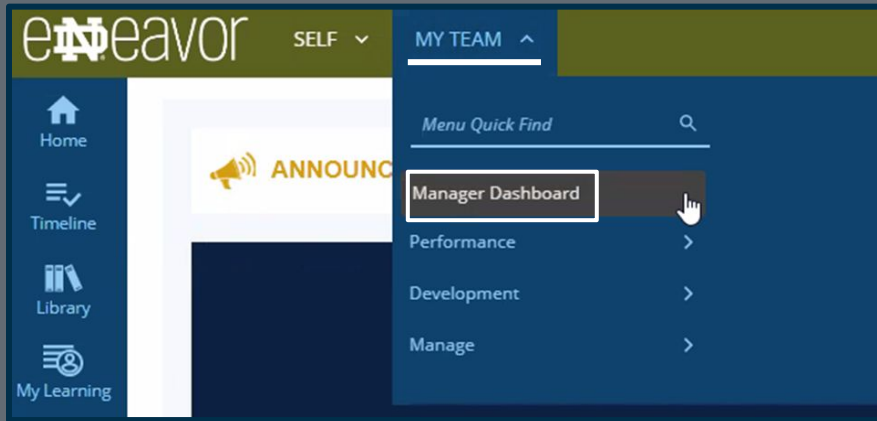


Manager Dashboard & Exception Report



Review Manager Dashboard

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



Once the page has loaded scroll down to locate the “My Team Performance” icons. Here you will click “Exception Reports.”



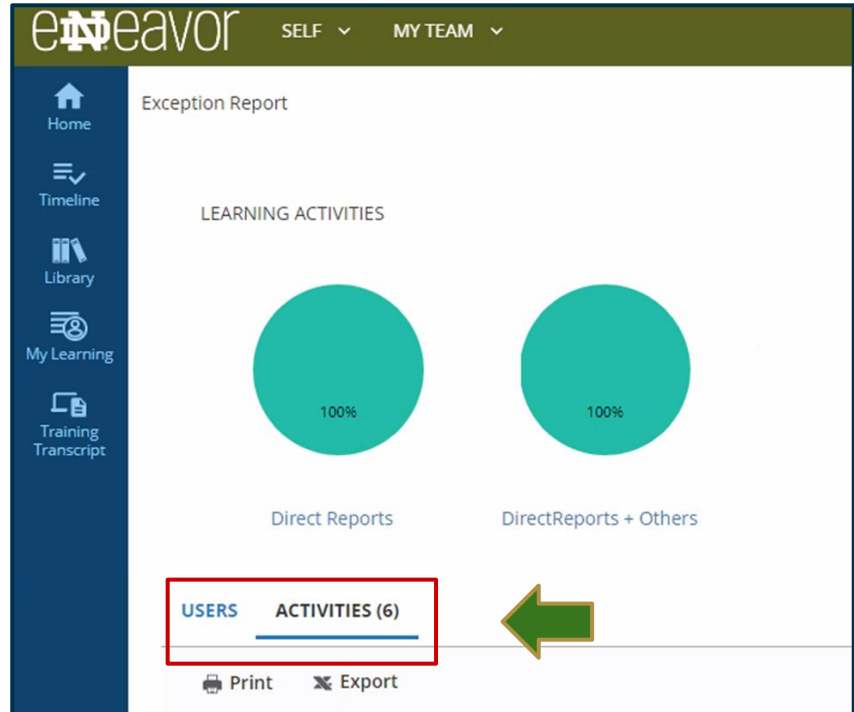


This screen will allow two options to view training.

- 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.



Exception Report Print

Last updated: 4/13/2023-1:20 PM EDT

LEARNING ACTIVITIES

None

Toggle Users/Activities

Direct Reports

USERS (24854) **ACTIVITIES (188)**

CONTINUING EDUCATION

None

None

Click on the pie chart to identify training status for your reports.

Category	Percentage
Not Completed	14%
Completed	86%

Direct Reports DirectReports + Others

Direct Reports DirectReports + Others

Legend: ■ Not Completed ■ Completed

Activity or user search area.

Activity Search...

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



The screenshot displays a user management interface. At the top left, there are 'Print' and 'Export' icons. The main header includes 'Display', a 'Learning Activities' dropdown menu, and a user selection dropdown currently set to 'All Viewable Users'. A 'Sort by' dropdown menu is open, showing options: 'Name Ascending' (highlighted), 'Name Descending', 'Progress Ascending', 'Progress Descending', 'Activity Code Ascending', and 'Activity Code Descending'. A green arrow points to this menu from the right. Below the header, two course cards are shown. The first card is for 'Course 1 Hour HTML' (ID 64422) with 'Required: 0' and 'Recommended: 1' activities, a '0%' progress bar, and a '1 USERS' button. The second card is for 'Course Active Violence & Emergency Action Planning' (ID OTR-30000) with 'Required: 1037' and 'Recommended: 0' activities, an '85%' progress bar, and a '1037 USERS' button.

Sort by

Activity Cards

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



Course **Portable Fire Extinguisher Safety** CPL-Fire

Required: 2
Recommended: 0

50%

[Click to see report](#) **2 USERS**

Report Example

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.



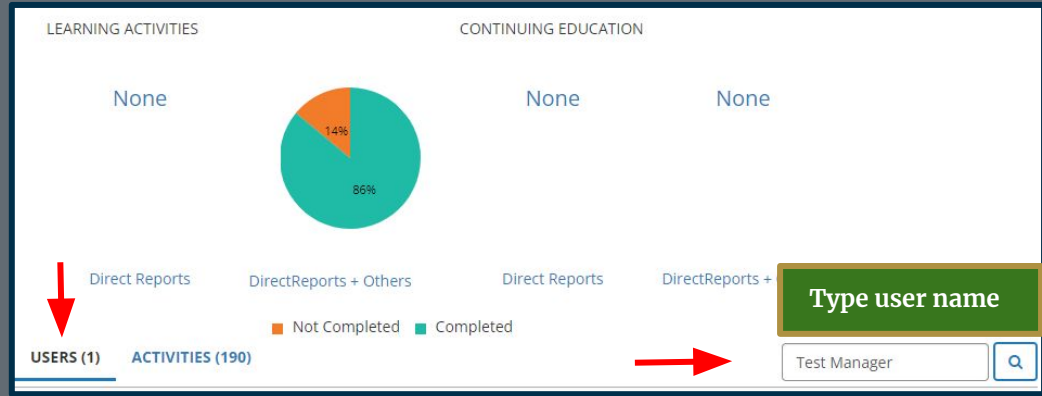
Let's start with the first option!

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.

A screenshot of a software interface. At the top, there is a navigation bar with 'MY TEAM' and 'ADMINISTRATION' tabs. Below this is a search bar with 'Learning' and 'Search' options. On the left, a sidebar menu is open, showing 'Menu Quick Find' at the top, followed by 'Manager Dashboard' (highlighted with a red underline), 'Employee Comparison', 'Learning', 'Performance', 'Development', 'Succession', 'Reporting', and 'Manage'. The main content area is titled 'MY TEAM PERFORMANCE' and contains three items: 'Team Performance Progress', 'Exception Reports' (highlighted with a red underline), and 'Reports'.

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.



test manager
testmanager@nomail.com

User Number: 980426379

Required: 2
Recommended: 0

0%

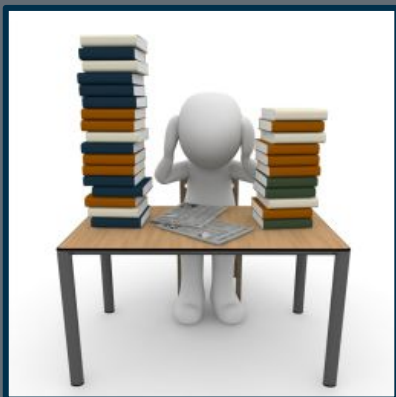
PROFILE

2 INCOMPLETE

A red arrow points to the '2 INCOMPLETE' button.

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
<input type="radio"/> Active Violence & Emergency Action Planning	Required	Overdue	7/24/2022	8/24/2022	0%

Choose Learning Activities

- Choose the training needed for your trainee.
- A manager can search for courses that do not appear on the front page.
- Click “Next” when you are ready to edit the assignments.

ASSIGN LEARNING ACTIVITIES TO USER test manager

Select activities to assign to this user.








 

Learning Activities (85)

Filter by:

▸ Libraries

▸ Activity Type

<input type="checkbox"/>	Name ^	Type
<input type="checkbox"/>	 Art Safety Training	Course
<input type="checkbox"/>	 Asbestos Awareness Supplemental Content	Document
<input type="checkbox"/>	 Asbestos Awareness Training	Course
<input checked="" type="checkbox"/>	 Autoclave Safety Training	Course
<input checked="" type="checkbox"/>	 Back Safety and Injury Prevention Training	Course
<input type="checkbox"/>	 Biological Shipping Category B Training	Course
<input type="checkbox"/>	 Biosafety Training	Course

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

SPCC 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

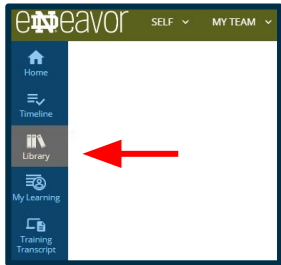
BACK

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

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.

Name User Number

Direct Reports test 100 100
All Viewable Users

test manager 980426379
 learner test 980426377
 User Test 171264
 Sebastian Andres Testero 901507618
 Andrea R. Testin 902173742

Choose
Direct or All viewable

Scroll down slightly and click “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.

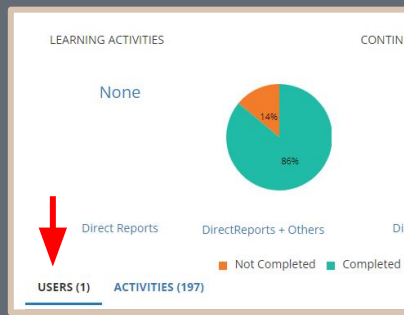
Click the “incomplete” button to bring up the “Detailed Exception Report by Activity” screen.

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'. It displays 'User Number: 902000828', 'Required: 2 (2 Certifications)', and 'Recommended: 0'. A progress bar shows 50%. A 'PROFILE' dropdown menu is visible. A red arrow points to a blue button labeled '2 INCOMPLETE'.

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

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
<input type="radio"/> Ladder Safety Training	Required	Overdue	4/6/2023	4/13/2023	0%
<input type="radio"/> Laser Safety Training	Required	Assigned	4/18/2023		0%

A red arrow points to the radio button for 'Ladder Safety Training'.

Additional Options

Refresh + Add Edit Assignment Remove Assignment

Advanced Reporting



Reporting

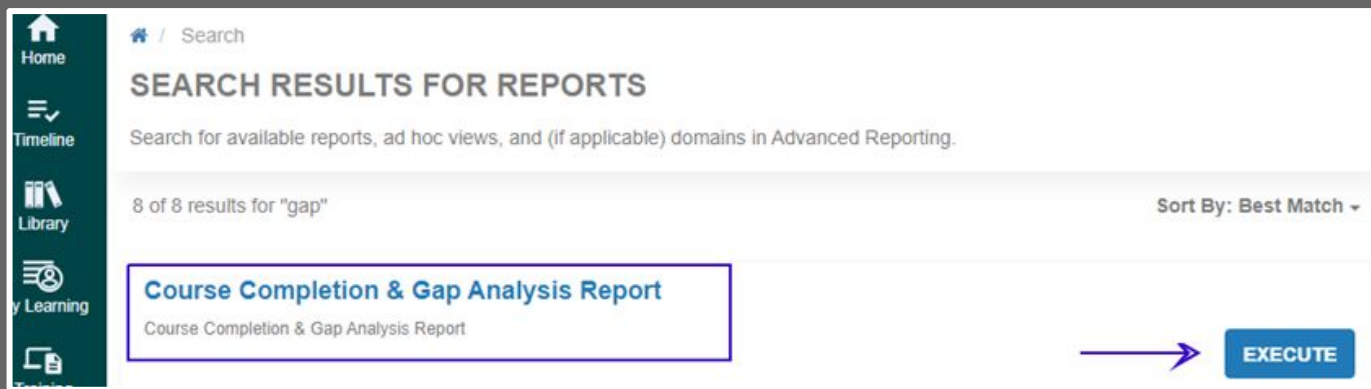
Use the top menu bar and locate the area shown below.

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.

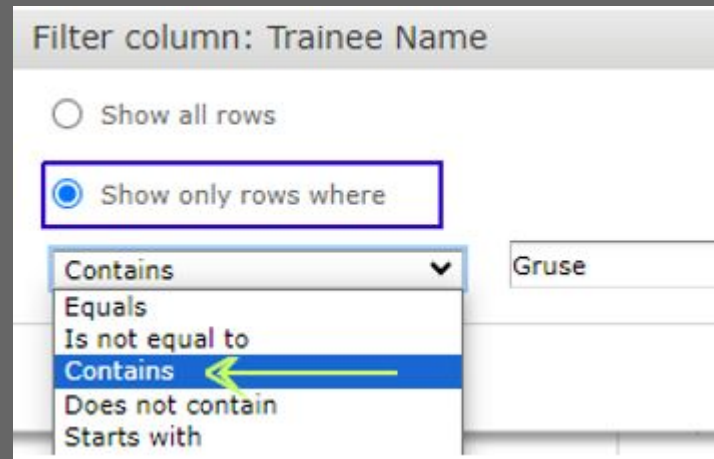
When you see the filter options appear you may choose to search with the funnel icon to focus your review for a more defined search.



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 [Printer Icon] [Export Icon] [Refresh Icon] [Back Arrow] [Forward Arrow]

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/

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