complyND✓ – Supervisor: Ad-Hoc Course
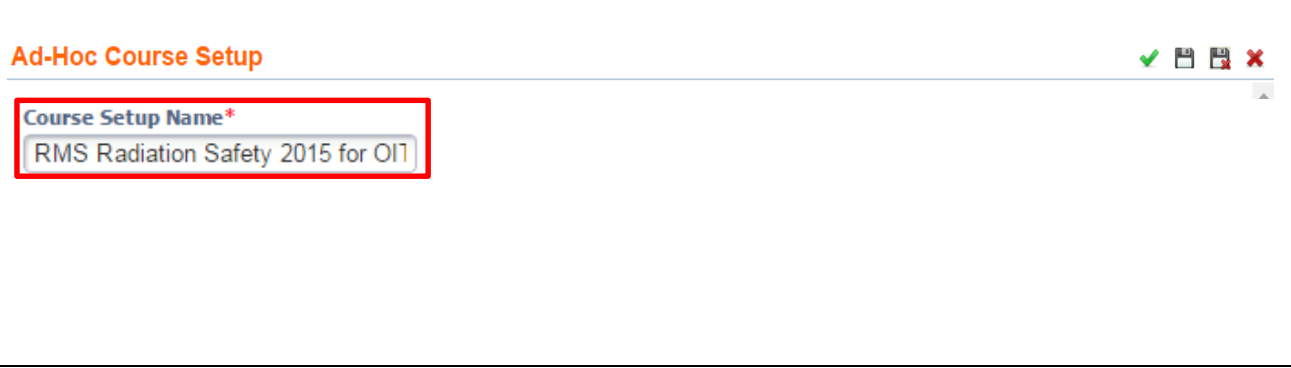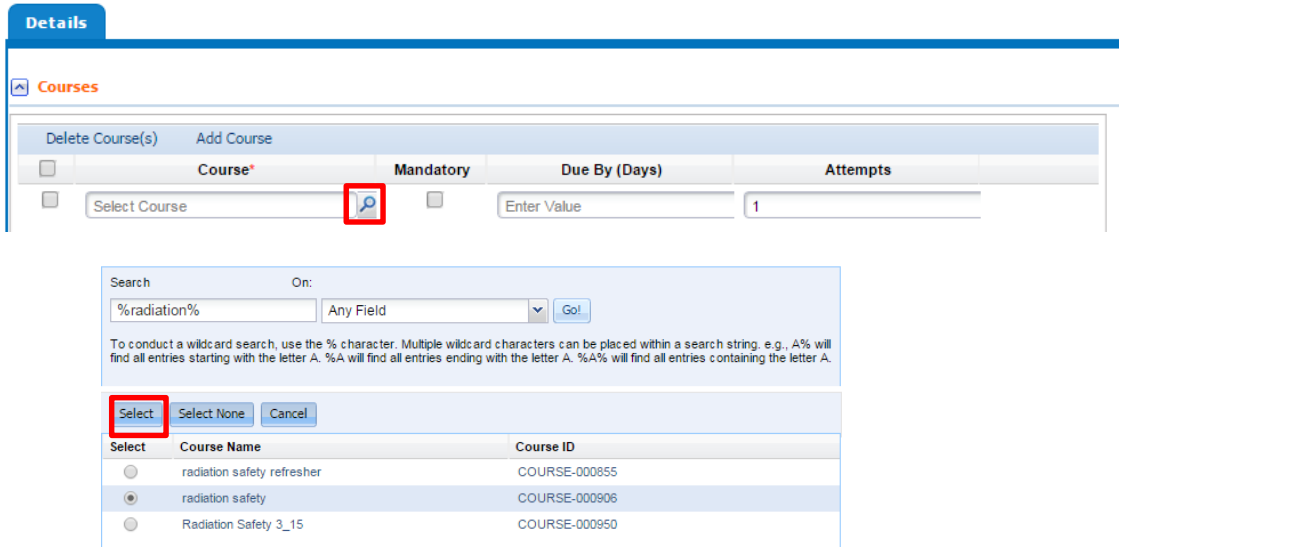
As a supervisor, you will be able to assign training to your direct reports through the Ad-Hoc Course Setup. Please refer to the *complyND*✓ User Guide for more detailed information.

Ad-Hoc Course Setup

1. Log into comply.nd.edu. 2. From the Training tab, click **Supervisor.** 3. Click the **Ad-Hoc Course Setup** link in *Setup:*	
4. Enter a course name in the **Course Setup Name** field to indicate this Ad-Hoc course is unique to your group. NOTE: The course name should be specific for this assignment - i.e.: *HR Sexual Harassment 2015 for OIT 2015 or RMS Radiation Safety 2015 for Rad Lab 2015. If you assign this course often, you may want to add an extension to the name such as "June 2015" or even "June 12, 2015".*	
5. In the *Details* section, click 🔍 to search for the course. *(See *Searching)* 6. Select the course to assign. 7. Click **Select.**	

8. Click the box if course is mandatory for the trainee. 9. Identify the number of days until the course is due to be completed. This is the actual number of calendar days, not working days. 10. Include the number of times (attempts) the user is permitted to take the course.	
11. In the *Send To* section, click 🔍 in the *Trainees* field *(See *Searching).* 12. Click the select box by the name of the Trainee to add. 13. Click **Select.** The Trainee name(s) will display in the *Send To* section.	
14. Click ✔ to submit information. 15. Click **Continue** to accept confirmation message. Once submitted, an email will be sent to the trainees indicating they were assigned a course. *See section 4, Training Setup in the* **complyND** *User Guide for more detailed information.*	

*Searching

In many complyND forms, you can search for the object you are looking for like a course, a questionnaire, even a trainee. Most of the time when you are searching, you need to use the wildcard sign (%) before and after the search term in order to return all objects containing that term. If you are in the Ad Hoc form and you search on the term "fire" you will not return any results. The same search using the wildcard symbol (%fire%) will return all the courses with Fire in the title.

Remember, with any search you have to click **Go** or **Submit** to begin the search (just hitting **Enter** will NOT submit the search criteria.)

complyND✓ – Supervisor: Reports

As a supervisor, you have access to six reports. Each report gives you a different view of information about your staff's training status.

To access reports:

1. Log into comply.nd.edu.
2. From the Training tab, click **Supervisor.**
3. Click the appropriate report link in *Reports:*

Reports: Ad-Hoc Course Setup • Gap Analysis • Course Completion •
Instructor-Led Trainings • ILT Attendance & Completion • Track Failures

See section 4, Training Setup in the *complyND* User Guide for more detailed information.

Filters

The different reports allow you to filter on the data in different ways. To access the filters:

1. Click on the drop-down arrow in the center of the screen.
2. Complete as many of the filter fields as you need in order to focus on the specific information you want to see.
3. Click **Submit**.

Ad-Hoc Course Setup

Ad-Hoc Course Setup	Last Updated		Created By
▷ RMS Radiation Safety 2015 for OIT 2015	May-04-2015		NDSupervisor
▷ RMS Radiation Safety 2015 for PI Miller May 2015	May-12-2015		NDSupervisor

Ad-Hoc Course Setup

Adhoc Course Setup		Created By	

Submit   Clear All

Report Name	Description
Ad-Hoc Course Setup Report	This report allows you to view the details of the Ad-Hoc Courses currently in the system. It will include details related to the course – name of the course, the date it was created, the author of the course, which is the organization ownership, etc.
Gap Analysis Report	This report allows you to view the courses assigned to each trainee and determine if they "In-Progress and Not Started"
Course Completion Report	This report provides information on the assigned courses completed by the trainees. This includes name of the course, name of the trainee, type of course, etc.
Instructor-Led Training (ILT) Report	This report allows you to view the details of the ITL courses in the system. This includes name of the course, status (active, approval pending, inactive), schedule and time.
ILT Attendance & Completion Report	This report provides information on the courses assigned to each trainee. This includes completion information, name of course, date of course, schedule and time, name of instructor, location and status.
Track Failures Report	This report will provide a list of courses which show a "Fail" test result.

complyND✓ – Supervisor: Dashboard

As a supervisor, you have access to the Training Overview dashboard. This dashboard gives you a graphical view of information about your staff's training status.

1. To access the dashboard: Log into comply.nd.edu. 2. From the Training tab, click **Supervisor.** 3. Click on the **Training Overview** link in *Dashboards.*	**Supervisor** Setup: Ad-Hoc Course Setup • Instructor-L Reports: Ad-Hoc Course Setup • Gap Analy Dashboard: Training Overview
4. Enter the parameters you want to search for. For example, if you want to search for the training overview for one staff member, search only on that person's name by entering it in the **Trainee** field. 5. Click **Submit**. 6. The Training Overview Dashboard is created. You can drill-down into the dashboard by clicking on an area. This will provide you with detailed information about the training.	**Parameter Values** Individual Chart Parameters / Parameter Value Date From Date To Course Type Status Course Organizations Trainee %Joe J% Submit Cancel Load Preference Save Delete **Training Summary** In Progress, 6 Completed, 2 Not Started, 6 ● Completed ● In Progress ● Not Started

See section 4, Training Setup in the *comply***ND** User Guide for more detailed information.