

# complyND<sup>✓</sup> – Training Administrator


## Training Setup

You need to create instructors, questionnaires, and courses before you can assign training.

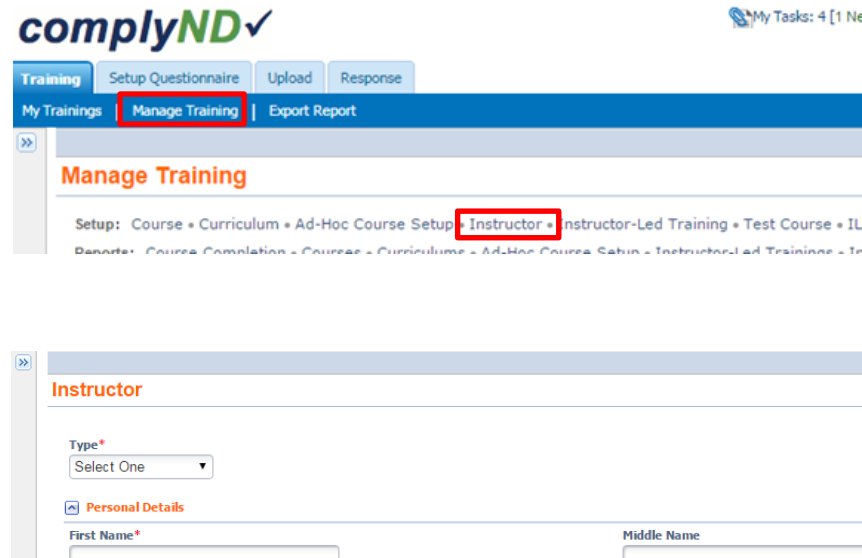
Log in at [comply.nd.edu](http://comply.nd.edu) and then:

### Step 1: Create Instructor\*

\*This step is only required if training is instructor-led - all other trainings can start with Step 2. If an instructor already exists in the system, then start with Step 2.


- 1) Click the **Training** tab then click **Manage Training**.
- 2) Click the **Instructor** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk \*) on all tabs within the this infoport
- 4) Click  to submit information
- 5) Click **Continue** to accept confirmation message

See section 4: *Training Setup* in the [complyND<sup>✓</sup> Training Management User Guide](#) for more detailed information.

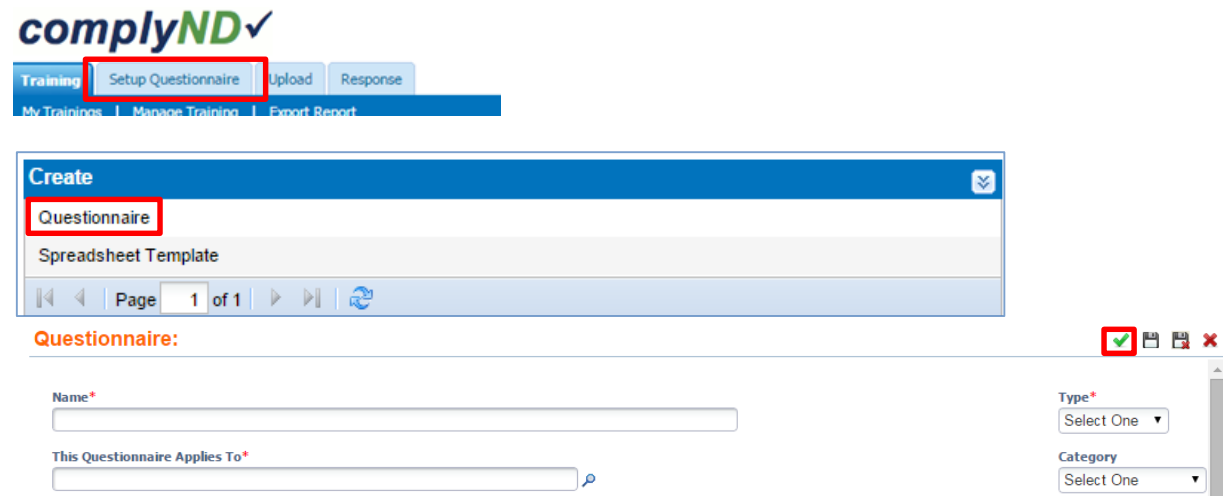


### Step 2: Create Questionnaire

(Media Based, On-the-Job, Instructor-Led, SCORM)


- 1) Click the **Setup Questionnaire** tab
- 2) Within the *Create* infoport, click **Questionnaire**
- 3) Complete the mandatory fields (indicated by a red asterisk \*) on all tabs within the infoport
- 4) Click  to submit information
- 5) Click **Continue** to accept confirmation message

See section 4: *Training Setup* in the [complyND<sup>✓</sup> Training Management User Guide](#) for more detailed information.

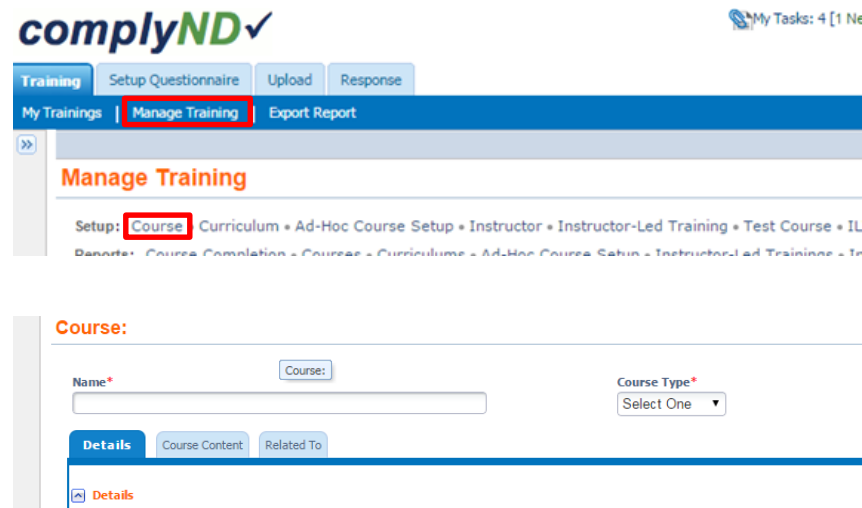


### Step 3: Create Course

(Media Based, On-the-Job, Instructor-Led, SCORM)

- 1) Click the **Training** tab then click **Manage Training**
- 2) Click the **Course** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk \*) on all tabs within the infoport
- 4) Click  to submit information
- 5) Click **Continue** to accept confirmation message

See section 4: *Training Setup* in the [complyND Training Management User](#) for more detailed information.



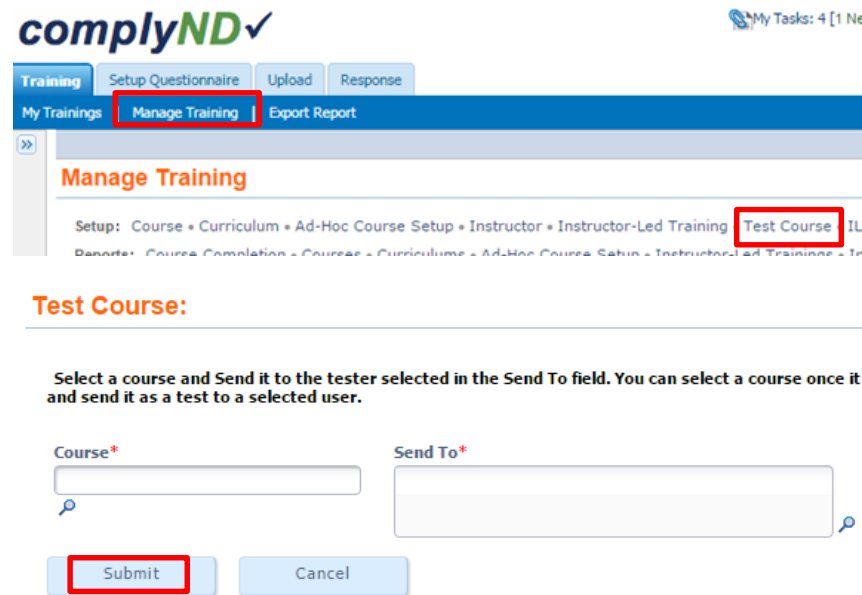
The screenshot shows the 'complyND' interface. At the top, there are tabs for 'Training', 'Setup Questionnaire', 'Upload', and 'Response'. Below these are 'My Trainings', 'Manage Training' (highlighted with a red box), and 'Export Report'. The breadcrumb trail is: Setup: **Course** (highlighted with a red box) > Curriculum > Ad-Hoc Course Setup > Instructor > Instructor-Led Training > Test Course > IL. The main heading is 'Manage Training'. Below it, there are tabs for 'Details', 'Course Content', and 'Related To'. The 'Details' tab is active, showing a form with fields for 'Name\*' and 'Course Type\*' (with a dropdown menu). A red square is located on the right side of the page.

### Step 4: Test Course

(This step will enable a Training Admin to test the course before it is assigned.)

- 1) Click the **Training** tab then click **Manage Training**
- 2) Click the **Test Course** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk \*) on all tabs within the infoport
- 4) Click the **Submit** button
- 5) Click **Continue** to accept confirmation message

See section 4: *Training Setup* in the [complyND Training Management User Guide](#) for more detailed information.



The screenshot shows the 'complyND' interface. At the top, there are tabs for 'Training', 'Setup Questionnaire', 'Upload', and 'Response'. Below these are 'My Trainings', 'Manage Training', and 'Export Report'. The breadcrumb trail is: Setup: Course > Curriculum > Ad-Hoc Course Setup > Instructor > Instructor-Led Training > **Test Course** (highlighted with a red box) > IL. The main heading is 'Test Course:'. Below it, there is a text instruction: 'Select a course and Send it to the tester selected in the Send To field. You can select a course once it is submitted/approved and send it as a test to a selected user.' There are two search fields: 'Course\*' and 'Send To\*'. At the bottom, there are 'Submit' (highlighted with a red box) and 'Cancel' buttons.

## Naming Conventions

In order to keep complyND organized, we need to establish certain naming conventions. For example, the name of every object in the system needs to begin with the name of the organization that owns that object. Following the prefix is the name of the course, the year it is created, and any other identifying information such as “test” or “evaluation”. A questionnaire to be used as a test for a sexual harassment course created by Human Resources might be named: HR-Sexual Harassment-2015-Test Questionnaire.

## 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 ILT Schedule 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).

# Assign Training

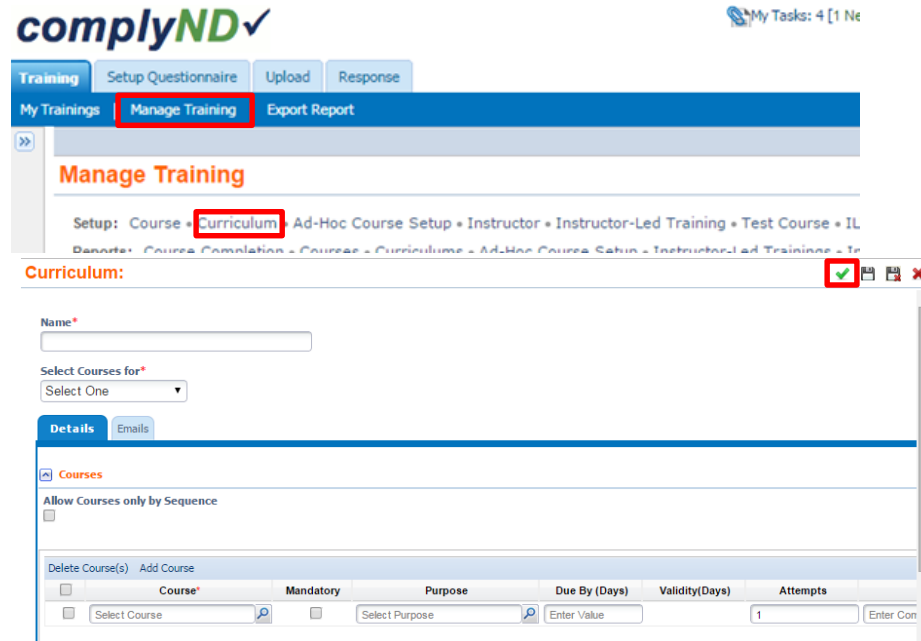
You need to create instructors, questionnaires, and courses before you can assign training. Refer to the steps for *Training Setup* if you need to create an instructor, questionnaire, and/or course.

Log in to [comply.nd.edu](http://comply.nd.edu) and then:

## Step 1: Create a Curriculum (assign by Organization, Role or Org-Role Pair)


- 1) Click the **Training** tab then click **Manage Training**
- 2) Click the **Curriculum** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk **\***) on all tabs within the infoport
- 4) Click  to submit information
- 5) Click **Continue** to accept confirmation message

See section 5: *Assigning Trainings* in the [complyND<sup>✓</sup> Training Management User Guide](#) for more detailed information.

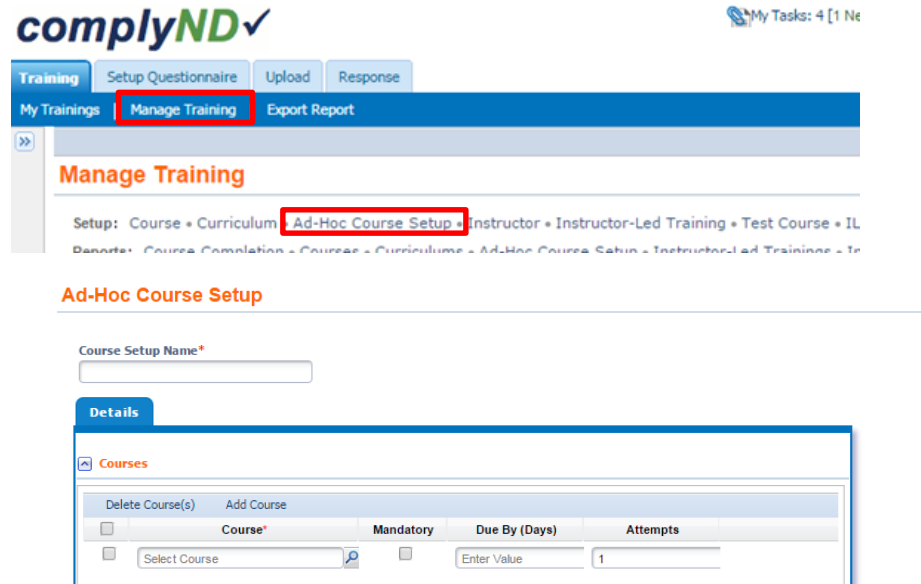


The screenshot shows the 'complyND' web application. The top navigation bar includes 'Training', 'Setup Questionnaire', 'Upload', and 'Response'. Below this, there are tabs for 'My Trainings', 'Manage Training' (highlighted with a red box), and 'Export Report'. The main content area is titled 'Manage Training' and shows a breadcrumb trail: 'Setup: Course \* Curriculum \* Ad-Hoc Course Setup \* Instructor \* Instructor-Led Training \* Test Course \* IL'. The 'Curriculum' link is highlighted in red. Below the breadcrumb, there are icons for a green checkmark, a document, a refresh, and a close button. The form includes a 'Name\*' field, a 'Select Courses for\*' dropdown menu, and a 'Details' tab. A table below the form has columns for 'Course\*', 'Mandatory', 'Purpose', 'Due By (Days)', 'Validity(Days)', and 'Attempts'.

## Step 2: Create an Ad-Hoc Course (assign by individuals)

- 1) Click the **Training** tab then click **Manage Training**
- 2) Click the **Ad-Hoc Course Setup** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk **\***) on all tabs within the infoport
- 4) Click  to submit information
- 5) Click **Continue** to accept confirmation message

See section 5: *Assigning Trainings* in the [complyND<sup>✓</sup> Training Management User Guide](#) for more detailed information.



The screenshot shows the 'complyND' web application. The top navigation bar includes 'Training', 'Setup Questionnaire', 'Upload', and 'Response'. Below this, there are tabs for 'My Trainings', 'Manage Training' (highlighted with a red box), and 'Export Report'. The main content area is titled 'Manage Training' and shows a breadcrumb trail: 'Setup: Course \* Curriculum \* Ad-Hoc Course Setup \* Instructor \* Instructor-Led Training \* Test Course \* IL'. The 'Ad-Hoc Course Setup' link is highlighted in red. Below the breadcrumb, there are icons for a green checkmark, a document, a refresh, and a close button. The form includes a 'Course Setup Name\*' field, a 'Details' tab, and a table below the form with columns for 'Course\*', 'Mandatory', 'Due By (Days)', and 'Attempts'.

### Step 3: Create Instructor-Led Training Schedule \*For ILT Only

- 1) Click the **Training** tab then click **Manage Training**
- 2) Click the **ILT Schedule** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk **\***) and on all tabs within the infoport
- 4) Click **✓** to submit information
- 5) Click **Continue** to accept confirmation message

See section 5: *Assigning Trainings* in the **complyND** Training Management User Guide for more detailed information.

The screenshot shows the 'complyND' web application interface. At the top, there are navigation tabs: 'Training', 'Setup Questionnaire', 'Upload', and 'Response'. Below these, there are sub-tabs: 'My Trainings', 'Manage Training' (highlighted with a red box), 'Supervisor', and 'Export Report'. The main content area shows the 'Manage Training' page with a breadcrumb trail: 'Setup: Course » Curriculum » Ad-Hoc Course Setup » Instructor » Instructor-Led Training » Test Course » **ILT Schedule**'. Below the breadcrumb, there are links for 'Reports: Course Completion » Courses » Curriculums » Ad-Hoc Course Setup » Instructor-Led Trainings » Instructors » Test Course » Report » Training Overview Report » Percentage Trained » Download Exported Reports'. A modal window titled 'ILT Schedule:' is open, showing input fields for 'Course\*' and 'Session Name\*'. Below the modal, there is a table with columns: 'Delete Row(s)', 'Add Row', 'Copy Row', 'Date\*', 'Start Time\*', 'End Time\*', 'Max.Class Size\*', 'Min.Class Size', 'Cost', 'Instructor\*', and 'Location\*'. The table has one row with a checkbox, a date field, a 'Select One' dropdown, another 'Select One' dropdown, an 'Enter Value' input, a '1' value, an 'Enter Vali' input, a 'Select Instructor' dropdown, and a 'Select Location' dropdown.

### Step 4: Assign trainees to Instructor-Led Training Session \*For ILT Only

- 1) Click the **Training** tab then click **Manage Training**
- 2) Click the **Instructor-Led Training** link in *Setup*:
- 3) Complete the mandatory fields (indicated by a red asterisk **\***) and on all tabs within the infoport
- 4) Click **✓** to submit information
- 5) Click **Continue** to accept confirmation message

See section 5: *Assigning Trainings* in the **complyND** User Guide for more detailed information.

The screenshot shows the 'complyND' web application interface. At the top, there are navigation tabs: 'Training', 'Setup Questionnaire', 'Upload', and 'Response'. Below these, there are sub-tabs: 'My Trainings', 'Manage Training' (highlighted with a red box), 'Supervisor', and 'Export Report'. The main content area shows the 'Manage Training' page with a breadcrumb trail: 'Setup: Course » Curriculum » Ad-Hoc Course Setup » Instructor » **Instructor-Led Training** » Test Course » ILT Schedule'. Below the breadcrumb, there are links for 'Reports: Course Completion » Courses » Curriculums » Ad-Hoc Course Setup » Instructor-Led Trainings » Instructors » Test Course » Report » Training Overview Report » Percentage Trained » Download Exported Reports'. A modal window titled 'Instructor-Led Training:' is open, showing input fields for 'Course\*' and 'Name\*'. Below the modal, there is a table with columns: 'Delete Row(s)', 'Add Row', 'Select Session\*', 'Session Name\*', 'Current Available\*', 'Date\*', 'Start Time\*', 'End Time\*', 'Max.Class Size', 'Min.Class Size', 'Participants\*', and 'Cost'. The table has one row with a checkbox, an 'Assign/Edit' dropdown, and a '0' value.