complyND✓ – Training Administrator

Training Setup

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

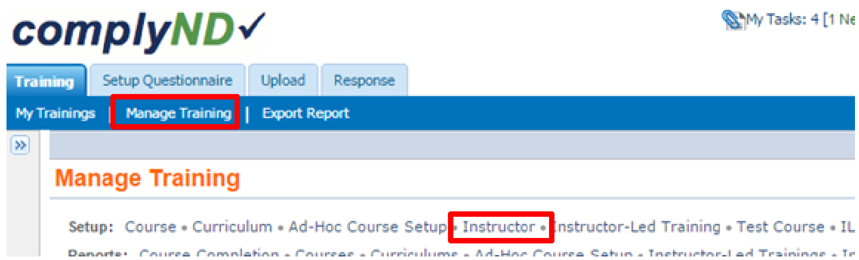
Log in at **comply.nd.edu** and then:

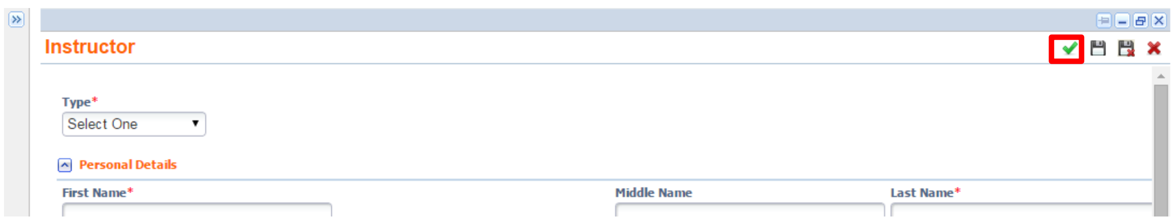
Step 1: Create Instructor*

**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✓*** *Training Management User Guide* for more detailed information.



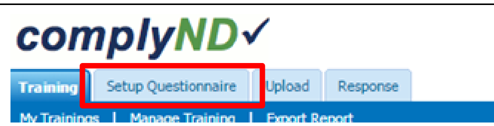


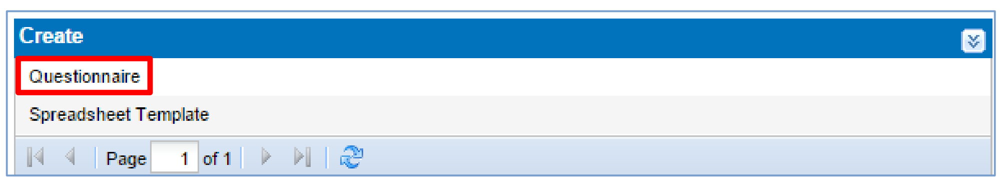
Step 2: Create Questionnaire

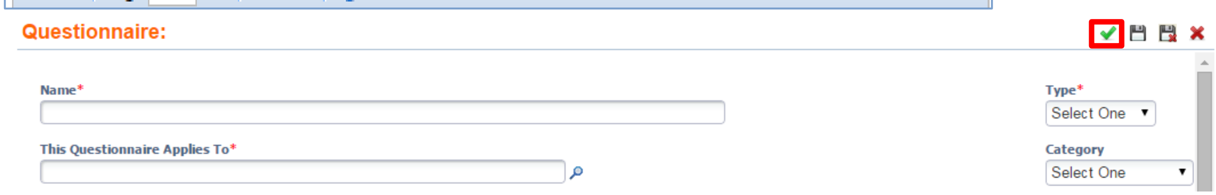
(Media Based, On-the-Job, Instructor-Led, SCORM)

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✓*** *Training Management User Guide* for more detailed information.



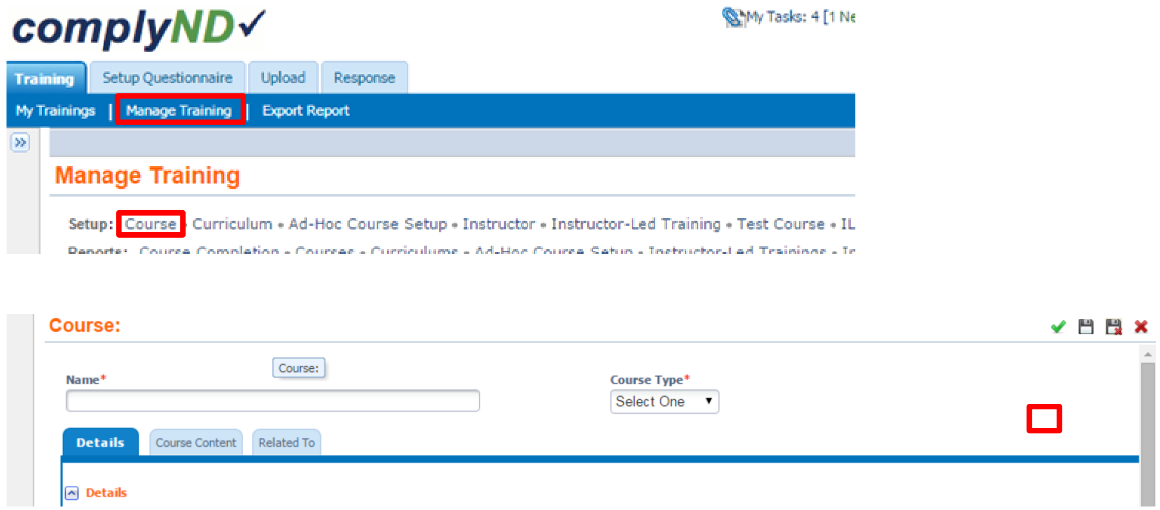




Step 3: Create Course
(Media Based, On-the-Job, Instructor-Led, SCORM)

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

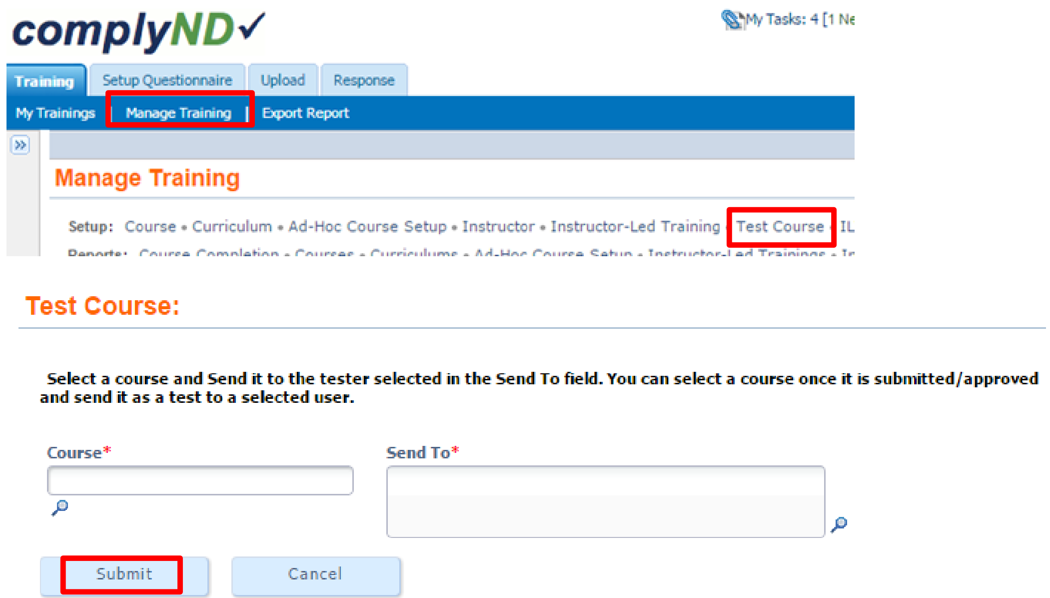
See section *4: Training Setup* in the ***complyND✓*** *Training Management User* for more detailed information.



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.



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

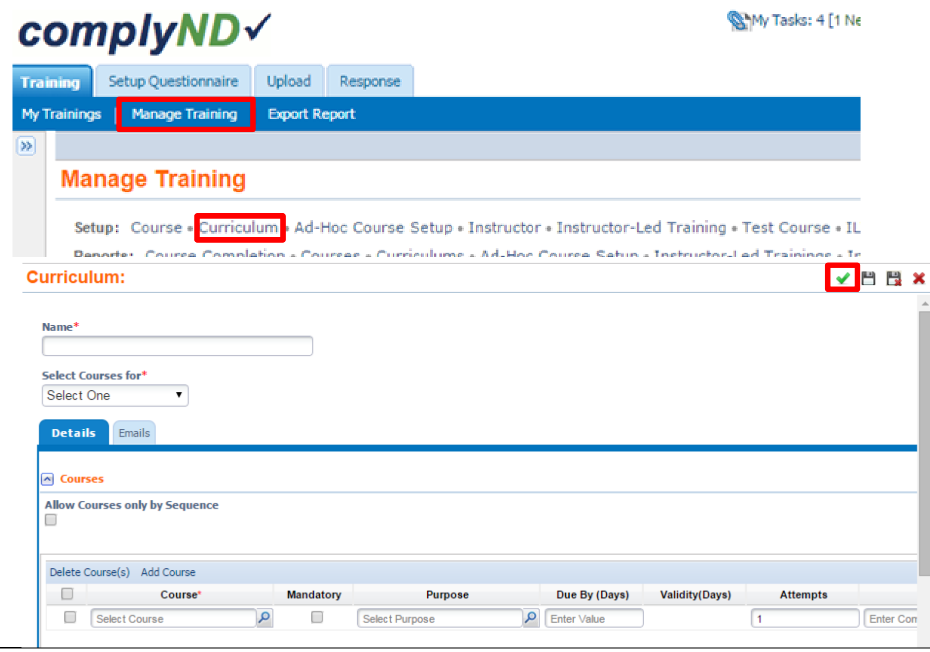
You need to create instructors, questionnaires, and courses before you can assign training. Refer to the steps for *Training Setup* if you need to create an instructor, questionnaire, and/or course.

Log in to **comply.nd.edu** 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

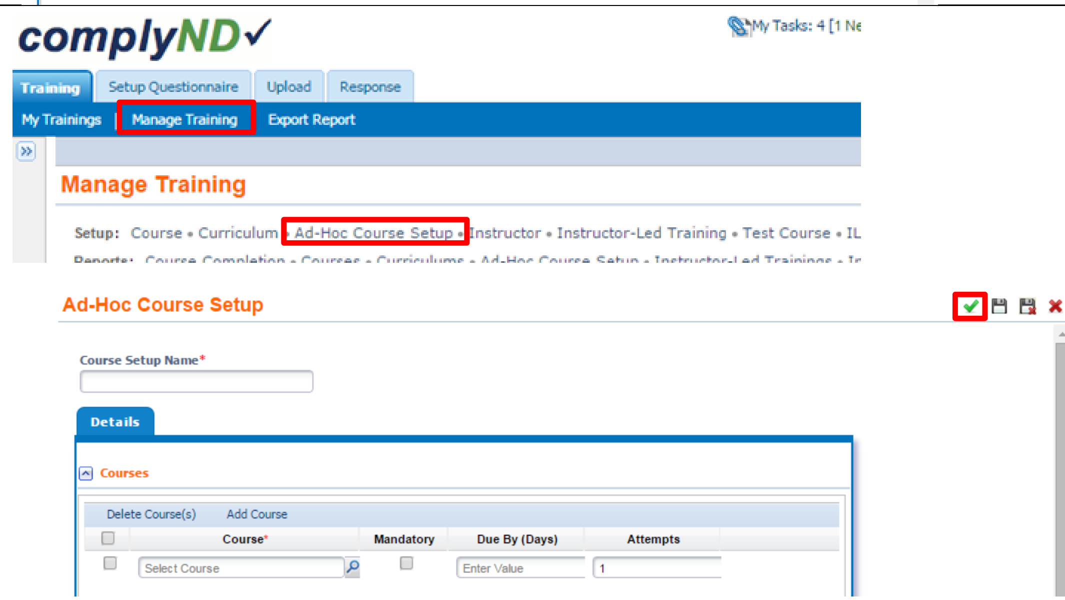
See section *5: Assigning Trainings* in the ***complyND✓*** *Training Management User Guide* for more detailed information.



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

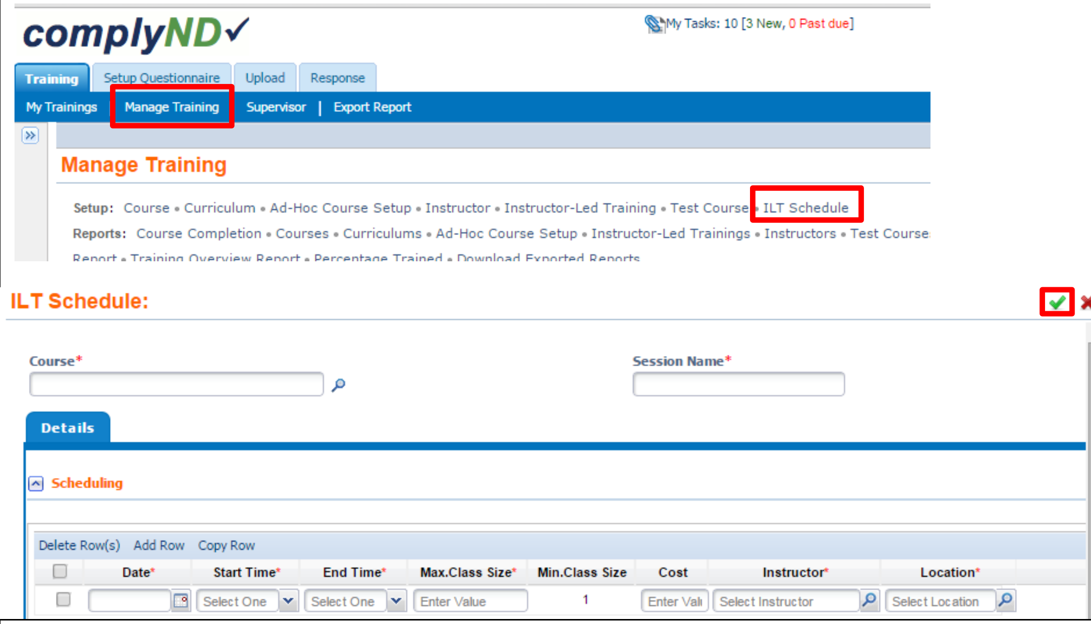
See section *5: Assigning Trainings* in the ***complyND✓*** *Training Management User Guide* for more detailed information.



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.



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.