

complyND[✓] Training Module

The screenshot shows the 'My Trainings' page in the complyND system. It includes a navigation bar with 'Training' and 'Response' tabs, a 'My Tasks' dropdown menu, and a 'My Calendars' icon. The main content area displays a table of training courses with columns for Course, Type, Due Date, Curriculum/Ad Hoc, Status, and Actions. Below the table are sections for 'Pending Tests' and 'Pending Course Feedback'. Numbered callouts (1-12) point to specific elements: 1 (My Tasks), 2 (Training/Response tabs), 3 (Reports), 4 (My Trainings header), 5 (Course name), 6 (Type), 7 (Due Date), 8 (Curriculum/Ad Hoc), 9 (Status), 10 (Actions), 11 (Pending Tests), and 12 (Pending Course Feedback).


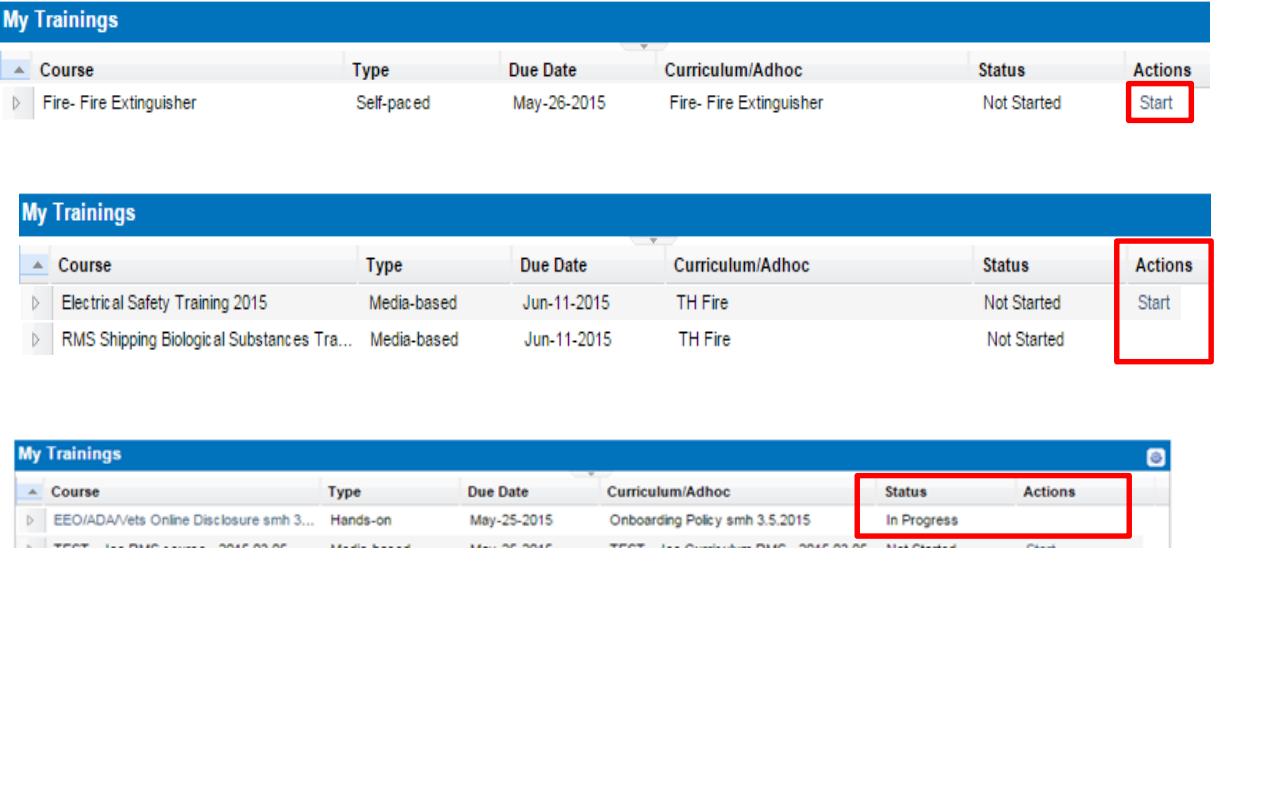
Course	Type	Due Date	Curriculum/Ad Hoc	Status	Actions
BAC Media-based UAT1	Media-based	Jun-24-2015	BAC Non-ILT Curriculum	Not Started	Start
Drug Free Workplace smh 3.5.2015	Media-based	Jul-06-2015	Onboarding Policy smh 3.5.2015	Not Started	Start
Fire- Fire Extinguisher	Self-paced	Jul-22-2015	Fire- Fire Extinguisher	In Progress	
Electrical Safety Training 2015	Media-based	Jul-22-2015	TH Fire	In Progress	
RMS Shipping Biological Substances Training1	Media-based	Jul-22-2015	TH Fire	Not Started	
Lockout Training	Instructor-led	Jul-30-2015	Training Group 2015	Not Started	

Offline	Task	Category	Assigned By	Reassigned By	Created On	Status
1	Respond To Scorecard: Test for: radiation safety refresher [24996] (Scorecard-101267) (25000)	Assets		SYSTEM	07/02/2015 01:48 PM	Started Work
2	Respond To Survey: Test for: Health Services-HIPPA Training 2015 [24917] (Survey-101263) (24921)	Assets		SYSTEM	06/30/2015 11:31 AM	Started Work
3	Respond To Scorecard: Test for: LH Aerial Lift Safety Training 8 2015 [24910] (Scorecard-101262)	Assets		SYSTEM	06/30/2015 11:28 AM	Started Work

Offline	Task	Category	Assigned By	Reassigned By	Created On	Status
1	Respond To Survey: Course Feedback for: Health Services-HIPPA Training 2015 [24917] (Survey-101264) (24925)	Assets		SYSTEM	06/30/2015 11:31 AM	Started Work

1. My Tasks: Drop-down list of your in-progress courses and the test and feedback assigned. Also in the Trainings tab.	7. Due Date: Indicates which date the course is due to be completed. Red means past due date. Orange are past validity date and are being reassigned.
2. Tabs: You will see two tabs – Training, and Response (your responses to tests).	8. Curriculum/Ad Hoc: The name of either the curriculum or the Ad Hoc training course used to assign the course.
3. Reports: Course Completion is a report of all courses you have completed.	9. Status: The status will show Not Started, In Progress, or in the case of an instructor-led training, Scheduled or Not Started depending on whether or not you have been assigned an instructor-led training session.
4. My Trainings: This is where you can see all of the trainings you have been assigned. These areas are called infoports.	10. Actions: The Start link indicates that you need to start the course. If the course is In Progress, Assigned, or if it is part of a curriculum where you have to complete the courses in sequence and you haven't completed previous courses yet, this field is blank.
5. Course: This is the name of the course assigned.	11. Pending Course Feedback: If feedback is associated with a course and you agreed to complete it, it will display here once the course is submitted
6. Type: This indicates the type of course – media-based, hands-on, self-paced, or instructor-led.	12. Pending Tests: If a test is associated with a course, it will display here once the course is submitted

To Complete a Course:

<ol style="list-style-type: none"> 1. Log into comply.nd.edu 2. From the Training tab, click My Trainings. 	 <p>The screenshot shows the complyND logo at the top. Below it, there are two tabs: 'Training' and 'Response'. The 'My Trainings' link under the 'Training' tab is highlighted with a red box. Below the navigation, the page title 'My Trainings' is displayed, along with a sub-header 'Reports: Course Completion'.</p>
<ol style="list-style-type: none"> 3. Click Start in the <i>Action</i> column. <ul style="list-style-type: none"> NOTE: Some trainings may need to be taken sequentially. The Start link only appears for the course that needs to be completed first. Once you completed that particular course, the Start link appears for the next course in the sequential order. 4. The Course Assignment form is generated and displayed. This is where you will complete the course. <ol style="list-style-type: none"> 1. A message will appear which reads: <i>“Generating Course Assignment, please wait.”</i> <ul style="list-style-type: none"> NOTE: The status of the assignment changes to “In Progress” and the “Start” link is made unavailable. If you want to access the Course Assignment form again, click the Course Name in the Course column. 	 <p>The first screenshot shows a table with columns: Course, Type, Due Date, Curriculum/Adhoc, Status, and Actions. The first row is 'Fire- Fire Extinguisher' with status 'Not Started' and a 'Start' link highlighted in a red box.</p> <p>The second screenshot shows a similar table with two rows: 'Electrical Safety Training 2015' and 'RMS Shipping Biological Substances Tra...'. Both have status 'Not Started' and 'Start' links highlighted in red boxes.</p> <p>The third screenshot shows a table where the first row 'EEO/ADA/Vets Online Disclosure smh 3...' has a status of 'In Progress' and no 'Start' link. The 'Status' and 'Actions' columns for this row are highlighted in a red box.</p>

2. Follow the instructions to complete the course.

Note: In order to complete a course, you must read all of the documents and click all of the links associated with that course. If the course is a self-paced course, you must complete the computer-based training associated with the course.

3. If the course requires you to certify that you completed the course, you must click **Yes** or **No** before you can submit the course.

Note: If you need to submit documentation for the course, you can attach the document to this form. You can also make comments.

NOTES:

Course : Electrical Safety Training 2015

Read the attached documentation and complete the quiz.

Documents

Arc Flash Table SPD 4-2-14.pdf
8-hourppt1.ppt

Links

Google

Certification

I have viewed the associated documentation and will conform accordingly

Yes
 No

Attachments
Choose File No file chosen

Comments

4. Click  to submit information.

NOTE: If you need to get out of a course before it is completed, click the **Save and Close** button to save what you have completed so far.


5. Click **Continue** to accept confirmation message.

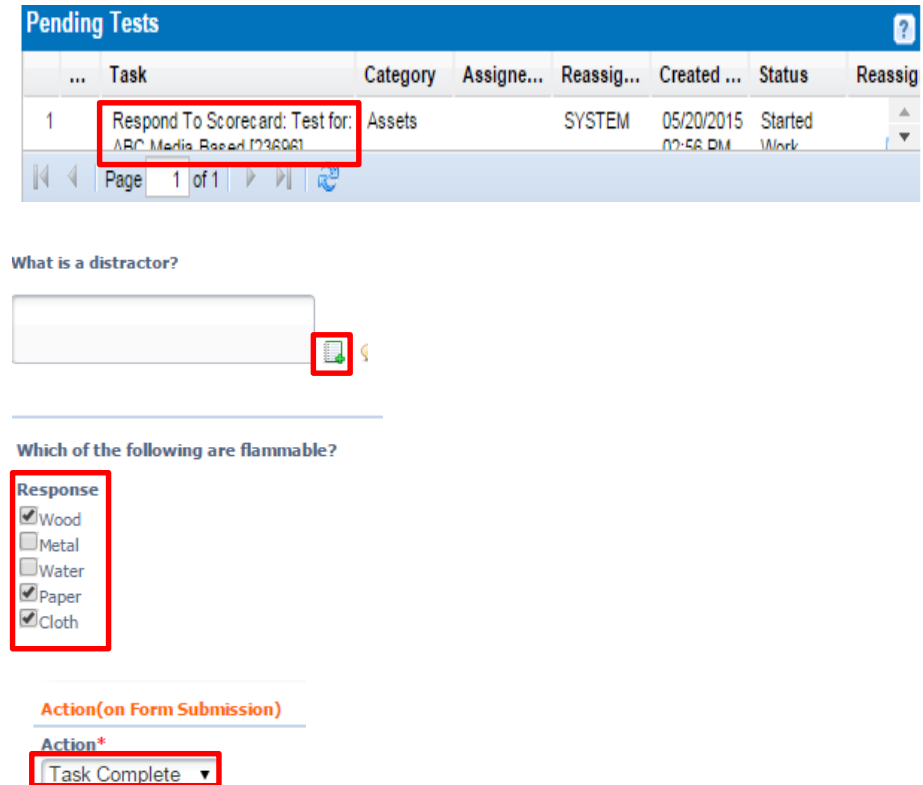
NOTE: When a course is completed, it is no longer displayed in the *My Trainings* infoport. It will then be listed in the *Course Completion* report



To Complete Course Test:

If a test is associated with a course it will be assigned once you submit the course. The link for the test will be in the **Pending Test** section. You will also receive an email with a link to the test.

1. Click the link to begin the test.
2. Complete the test following the directions on the form.
3. Different types of questions require different actions. For example:
 - A multiple choice question may either have radio buttons you can click, a dropdown list to choose from, or you may need to click a notebook icon to open a window where you can choose the correct answer.
 - Check box allows you to choose multiple answer.
 - Some questions may require you to type in the answer.
4. Before you submit the form, in the *Action (on Form Submission)* section, must select the **Task Complete** in the **Action*** dropdown. This is a required field.
5. Click  to submit information.
6. Click **Continue** to accept confirmation message.



...	Task	Category	Assigne...	Reassign...	Created ...	Status	Reassign
1	Respond To Scorecard: Test for: ABC Media Record (236061)	Assets		SYSTEM	05/20/2015 02:56 PM	Started	Work

What is a distractor?

Which of the following are flammable?

Response

- Wood
- Metal
- Water
- Paper
- Cloth


Action(on Form Submission)

Action*

Task Complete

To Complete Course Feedback:

If course feedback is associated with a course, and you selected that you wanted to provide feedback about the course, it will be assigned once you submit the course. The link for the feedback will be in the **Pending Course Feedback** section. You will also receive an email with a link

1. In the course form, you may see a checkbox allowing you to choose to provide feedback about the course. If you check that box, the feedback form will be assigned to you when you submit the course.
2. Click the link to open the feedback form.
3. Complete the feedback following the directions on the form.
4. Before you submit the form, in the *Action (on Form Submission)* section, must select the **Task Complete** in the **Action*** dropdown. This is a required field.
5. Click  to submit information.
6. Click **Continue** to accept confirmation message

Complete Course

I would like to provide feedback about this course

Pending Course Feedback

...	Task	Category	Assigne...	Reassig...	Created ...	Status	Reassi
1	Respond To Survey: Course Feedback for: ust# 1477101	Assets		SYSTEM	03/02/2015 08:54 AM	Started Work	

Page 1 of 1

Action(on Form Submission)

Action*

Task Complete ▼

To View Completed Courses:

When you have completed a course, the course will no longer appear in the **My Trainings** infoport. Instead, it is listed in the **Course Completion Report**.

1. To view **Course Completion Report**, click the **Course Completion** link.
2. This report show all of the courses you have completed. It includes the name of the course and other relevant information such as whether you passed or failed the test and the date the course expires (if applicable).
3. If you want to see a specific course, you can search for the course using the search filters. Click on the small down arrow in the middle of the report header to open the search filters.

NOTE: When searching, use the wildcard character % before and after your search term for best results.

My Trainings

Reports: **Course Completion**

My Trainings

Course Completion

Course	Type	Curriculum/Adhoc	Completed On
Health Services-HIPPA Training 2015	Media-based	Health Services-HIPPA Training 2015 for June	May-22-2015
Health Services-HIPPA Training 2015	Media-based	Health Services-HIPPA Training 2015 for June	May-22-2015
Electric al Safety Training 2015	Media-based	TH Fire	May-21-2015
TEST - Joe RMS course - 2015.03.05	Media-based	TEST - Joe Curriculum RMS - 2015.03.05	May-21-2015
Drug Free Workplace smh 3.5.2015	Media-based	Onboarding Policy smh 3.5.2015	May-21-2015

10C	Completed On	Test Da
-HIPPA Training 2015 for June	May-22-2015	
-HIPPA Training 2015 for June	May-22-2015	

Course Completion

Completion Date From	<input type="text"/>	Completion Date To	<input type="text"/>
Course	<input type="text" value="%Drug Free%"/>	Curriculum or Adhoc	<input type="text"/>
Result	<input type="text"/>	Type	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear All"/>			

Course	Type	Curriculum/Adhoc	Completed On	Test Date
Drug Free Workplace smh 3.5.2015	Media-based	Onboarding Policy smh 3.5.2015	May-21-2015	

To Print a Certificate of Completion

If you need a printed copy of a certificate, you can print from the **Course Completion Report**.

1. Search for the course associated with the certification in the Course Completion Report.
2. Click **Submit**.
3. Scroll to the right until you see the **Print Certificate** column.
4. Click **Print**.
5. This action downloads the certificate file to your computer, and you will have to print the document like you would any other document.

Course Completion

Completion Date From: [] Completion Date To: []
Course: %Drug Free% Curriculum or Adhoc: []
Result: [] Type: []

Course	Type	Curriculum/Adhoc	Completed On	Test Date
Drug Free Workplace smh 3 5 2015	Media-based	Onboarding Policy smh 3 5 2015	May-21-2015	

Score	Grade	Trainee-Certified	Result	Expiry Date	Print Certificate
		Yes			<input type="button" value="Print"/>

For more information, go to comply.nd.edu.