



Genius Manager/Instructor Help Guide

This guide is designed to assist instructors and managers with navigating the Genius platform. On Genius, both instructors and managers are categorized under the label “Affiliation.” This designation indicates that they serve as Affiliation Managers for your agency. Each agency is organized into “Affiliations.” Throughout this document, the term "Affiliation Manager" refers to either an instructor or a manager.

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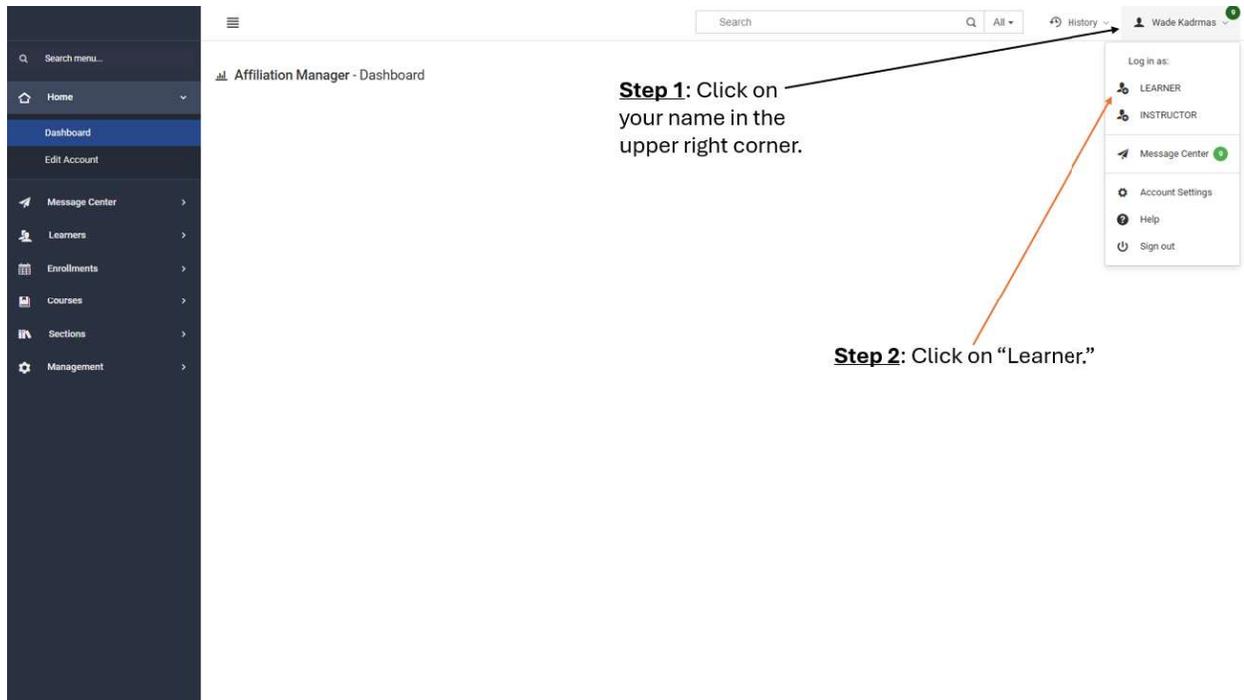
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Switching Between Accounts:

When signing into Genius, it should take you to the “Affiliation Manager” dashboard. Below is how you switch between being an Affiliation Manager and a Learner.

Switching from Affiliation Manager to Learner

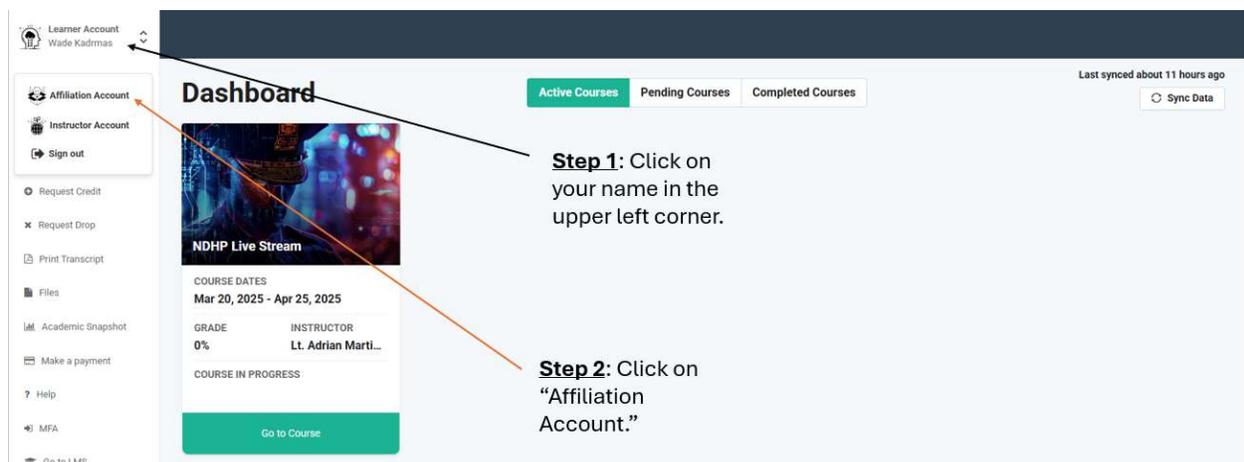


The screenshot shows the "Affiliation Manager - Dashboard" interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Edit Account, Message Center, Learners, Enrollments, Courses, Sections, and Management. The main content area has a search bar and a user profile dropdown in the top right corner. The user profile dropdown is open, showing options: LEARNER, INSTRUCTOR, Message Center, Account Settings, Help, and Sign out. An arrow points from the text "Step 1: Click on your name in the upper right corner." to the user profile dropdown. Another arrow points from the text "Step 2: Click on 'Learner.'" to the "LEARNER" option in the dropdown.

Step 1: Click on your name in the upper right corner.

Step 2: Click on “Learner.”

Switching from Learner to Affiliation



The screenshot shows the "Learner Account" dashboard for Wade Kadmas. The top left corner shows the user profile dropdown with options: Affiliation Account, Instructor Account, and Sign out. The main content area has a "Dashboard" title, tabs for "Active Courses", "Pending Courses", and "Completed Courses", and a "Sync Data" button. Below this is a course card for "NDHP Live Stream" with course dates "Mar 20, 2025 - Apr 25, 2025", grade "0%", and instructor "Lt. Adrian Marti...". A "Go to Course" button is at the bottom of the card. An arrow points from the text "Step 1: Click on your name in the upper left corner." to the user profile dropdown. Another arrow points from the text "Step 2: Click on 'Affiliation Account.'" to the "Affiliation Account" option in the dropdown.

Step 1: Click on your name in the upper left corner.

Step 2: Click on “Affiliation Account.”

Creating Sections (The NEW PFN 9 and PFN 10):

All POST-approved courses will be entered into Genius by ND POST. Affiliation Managers will only be able to create sections from the entered courses. All courses will be entered with your agency's name before the course (i.e., Fargo PD Handcuffing). There will no longer be a POST course number accompanying courses.

By clicking "Courses," you will be able to see all the courses assigned to your affiliation. By clicking "Sections," you will be able to see all sections assigned to your affiliation.

There are two ways to create sections under Affiliation Manager. You can add a section by going to "Courses" or "Sections" on your Affiliation Manager toolbar on the left side of the screen.

Adding a Section via "Courses"

- **Steps 1 and 2:** Click Courses → Click the Course you want to add a section

Course	Category	Status	LMS_ID	Affiliation	#Sections	ID	
*Conference Credit Request	Training	ACTIVE		NDLETA	0	31	
*Out of State Training Request	Training	ACTIVE		NDLETA	0	32	
Auto Create Test Course	Training	ARCHIVED			2	20	
EVOC	Training	ACTIVE		NDHP	1	4	
Fargo POST Exam	Training	ACTIVE	LETA	FargoPOSTExam	POST EXAM-Fargo PD	1	27
Fargo Test Course	Training	ACTIVE		Fargo PD	1	28	

Step 1: Click "Courses."

Step 2: Click the course that you need a section for.

Step 3: Click "Add Section."

Step 3: Click “Add Section.”

Course - EVOC

Course ID: 4
 Self-Registration: No
 Course Code:
 Affiliation: NDHP
 Catalog Image:
 Prerequisites:
 Payment Option:
 Post Approved: Yes
 Short Description:

Status: **ACTIVE**
 Requires Approval: No
 Template LMS ID:
 Certificate:
 Expiration: No Expiration
 Highlighted: No
 Auto Create Sections: No
 Max POST Hours:

Sections
 This course has no active sections.

Archived Sections
 This course has 1 archived section(s):

ID	Section	Status	Affiliation	Enrollments	Cap	Term	Start Date	End Date	LMSID
4	EVOC sec. 1	ARCHIVED		0	30	POST Approved Credit	09/02/2024	09/27/2024	

Adding a Section via “Sections.”

Steps 1 and 2: Click “Section” → Click “Add Section.”

Step 1: Click “Sections.”

Step 2: Click “Add Section.”

Search menu...
 Home
 Message Center
 Learners
 Enrollments
 Courses
 Sections
 Add Section
 Management

1 - 25 / 57 (57) 25 1 Export Excel Customize Columns

Section	Status	Affiliation	Instructors	Start Date
2024 Critical Task Assessment	ARCHIVED	Sworn	Lt. Adrian Martinez	09/01/2024
2024 NDHP Promotional- Sergeant to Commander	ARCHIVED	Any	Lt. Adrian Martinez, Derek Arndt, Lorelle Tietz	10/01/2024
2024 NDHP Promotional- Trooper to Sergeant	ARCHIVED	Any	Lt. Adrian Martinez, Derek Arndt, Lorelle Tietz	10/01/2024
Active Threat sec. 1	ARCHIVED	Any	Lt. Adrian Martinez	09/02/2024
Auto Create Test Course sec. 1	ARCHIVED	Any	Lt. Adrian Martinez	
Auto Create Test Course sec. 2	ARCHIVED	Any	TBD TBD	

Important Note: If creating a section via “Courses,” the course name will auto-populate for you in the section creation page. However, if creating a section via “Sections,” you will have

to select the course under the drop-down menu when you are in the course section. This example is below.

Essential Terms and Considerations for Section Creation

- All items highlighted in **blue** are mandatory fields. The section will not save until all these items are completed.
- When selecting a course, the “Name” will be the course that populates on the student’s transcripts. It will generally assign a section number to it. For example, “EVOC sec. 2.” You can change the Name as you see fit. However, please leave the approved name in the “Name.” In this given example, please leave “EVOC.” You can add a date of the training (i.e., EVOC Aug 2025) or just leave the “sec. 2.”
- **Instructor:** You should select “Instructor, POST” for every section created.
- **Status:** Should be “Active.”
- **Affiliation:** This is not blue. **However, YOU MUST select your affiliation.** Failure to select your affiliation will result in you not seeing your created section. Once you start typing in your affiliation, you will see it in the drop-down menu. Click your agency name to have it enter the “Affiliation” field. If you fail to enter your affiliation, you will not see it in your sections. You will then need to contact POST for them to edit it.
- **Term:** Either “POST Approved Credit” or “Non-POST Approved Credit.” To get POST credit, you must select “POST Approved Credit.”
- **Cap:** This is how many students you want to have in your section. It auto-populates to “30.” However, if you need 200 students, you should put 200.
- **Start Date and End Date:** These fields are not required. However, if you use them because you have a multiple-day training, you must use both.
- **Duration (days):** This will auto-populate based on the use of the Start and End dates. This is not a required field.
- **Enroll By Date:** This is not a required field. However, if you are having your officers enroll themselves, you can set a date they must enroll by to receive credit.
- **Location:** This is not a required field. However, you can type a location in if you want to tell your officers where the training will be. For example, if you are hosting a defensive tactics training at a local gym, you can put “Planet Fitness” in the location.
- **Price:** Leave this blank.
- **Credits:** Credits will auto-populate to “1.” This is how many training hours you want to give your students. If your training is four hours long, put “4” in the credit box. **REMEMBER:** Your course may be approved for 10 hours, but you can always do less; you just can’t do more. If you forget how many hours your course was approved for,

you can search this by going to “Courses.” After clicking on your course, you will see “Max POST Hours.” That is the max number of hours you can get credit for when teaching the course. Hours must be in hour increments only.

- **Attendance Measure:** Leave this blank.
- **Certificate:** Leave this blank. Every course will automatically come with a certificate once students are completed.
- **LMS:** **Please select “Use this LMS to Create a Section.”** This will avoid any confusion from your students.
- **LMS Course ID:** Leave this blank.
- **External Code:** Leave this blank.
- **External Link:** Leave this blank.
- **Delivery:** Leave this blank.
- **Competencies:** Leave this blank.
- **Completion Formula:** Leave this blank.
- **Highlighted:** Leave this blank.
- **Available for Registration:** If you select “Yes,” your students will be able to self-enroll as the course will appear on your affiliation learner’s dashboards. By selecting “No,” you would enroll your students as they would not have the option.
- **Enable Waiting List:** This is whether you need or want a waitlist. More often than not, you will select “No.”
- **Notes:** Leave this blank.
- **Delivery Method:** This indicates how the course will be delivered. The following options are as follows:
 - **Agency Face-to-Face:** Select this option if your agency is doing training in person.
 - **Agency Online:** Select this option if your training is online.
 - **LETA Face-to-Face:** Select this training if your training is in person and at the LETA.
 - **LETA Online:** Only the LETA will use this option.
- **POST Instructor Name:** Type the name of the POST Instructor that will be completing the training for your agency. This is the same person you would previously have put on a PFN 9.
- **Add a Meeting Time:** This option can be used to complete a day, time, and location where you want your officers to meet for the course. However, you can leave this blank too.
- **Save:** Ensure to hit “Save” after you have entered all your information for your training section.

Example of a Completed Section via “Add Section”

Search menu... Home Message Center Learners Enrollments Courses Sections Add Section Management

Search All History Lt. Adrian Martinez

Add Section

Section Information

Course	EVOG	Instructor	INSTRUCTOR, POST
Name	EVOG July 2025	Affiliation	NDLETA > NDHP
Status	ACTIVE	Cap	16
Term	POST Approved Credit	Start Date	04/04/2025
Start Date	04/04/2025	End Date	04/04/2025
Duration (days)	1	Enroll By Date	
Location		Price	
Credits	4	Attendance Measure	BY_MEETING_TIMES
Certificate	Select...		

Important to always select “Instructor, POST”

Select...	LMS Course ID
LMS	Use this LMS to Create a Section
External Code	
External Link	Delivery
Competencies	Completion Formula (edit)
Highlighted	Available for Registration
Enable Waiting List	Yes
Notes	
Delivery Method	POST Instructor Name
LETA Face-to-Face	Lt. Adrian Martinez

Add a meeting time

Save

Enrolling Learners:

After you create a section, you will have three options to enroll your learners in your training. The three options are self-enrollment, enrolling via “Bulk Action,” and enrolling via a CSV file.

- **Self-enrollment:** This allows your learners to self-enroll into your training. By making the registration available, learners can self-enroll from their own learner dashboard.
- **Bulk Action:** This allows instructors or managers to bulk enroll learners from their affiliation. This is useful when you are enrolling one or 1,000 users. You can enroll your entire agency efficiently by using this method.
- **Importing a CSV File:** This method allows you to enroll and complete users at the exact same time to get them training credit. This method can be quick but will require the knowledge of all learners' ND.gov user IDs. This is the only method you can use if you are cross-training with a learner from another agency. Otherwise, they will not get credit for attending your training.

Enrolling Users via “Bulk Action”

Click on “Learners” → Click “Bulks Actions” → Click “Get Data” → Select the users you want to enroll → Click “Bulk Enroll” → Select Course → Select Section → Click “Enroll.”

Important Notes: When wanting to enroll your entire agency, you can select the “Check All” button after hitting “Get Data.” You can then hit “Bulk Enroll” after all your students have a checkbox next to their name.

The screenshot shows a web interface for managing learners. At the top, it says "There are 2211 learners matching your criteria:". Below this is a navigation bar with buttons for "Get Data", "Reset", "Export CSV", and "Export Excel". A green arrow points to the "Get Data" button, with the text "Step 1: Click 'Get Data' for all your officers to appear:". Below the navigation bar is a "Check All" checkbox. An orange arrow points to this checkbox, with the text "Step 2: Use this to select all learners in your agency.". Below the "Check All" checkbox is a table with columns: "Select", "Learner ID", "Name", "Username", "Affiliation", "Learning Path", "Course", and "Status". Each column has a search box below it.

Tips: To select quite a few students to bulk enroll, you can use the “Name Search.” A few things to remember when using this function: You can start typing in an officer’s first or last name, which will shorten the number of learners that appear. After you select the officer you want, you can delete their name in the “Name Search” and start entering the next name you need to select. Before you hit “Bulk Enroll,” ensure there are no letters in the “Name Search.” Failing to delete the letters in the “Name Search” box will only enroll the last learner you selected. By deleting all the letters or names in the box, it will enroll every officer you selected.

The screenshot shows a web interface for managing learners. At the top, there are navigation controls including a page indicator '1 - 4 / 4 (2211)', a dropdown menu set to '25', and another dropdown set to '1'. There are buttons for 'Reset', 'Export CSV', and 'Export Excel'. Below this is a table with columns: 'Select', 'Learner ID', 'Name', 'Username', 'Affiliation', 'Learning Path', 'Course', and 'Status'. The 'Name' column has a search box containing 'martinez'. An orange arrow points to this search box with the label “Name Search” Box. The table lists four learners, all with status 'ACTIVE':

Select	Learner ID	Name	Username	Affiliation	Learning Path	Course	Status
<input type="checkbox"/>	206	Martinez, Jorge	jorgemartinez@nd.gov	Capitol Security, NDHP			ACTIVE
<input type="checkbox"/>	349	Martinez, Edward	EMARTINEZ@nd.gov	McKenzie County SO, NDLETA			ACTIVE
<input type="checkbox"/>	281	Martinez, Jose	martinezjose@nd.gov	NDLETA, Walsh County SO			ACTIVE
<input type="checkbox"/>	1	Martinez, Lt. Adrian	amartine@nd.gov	HQ, NDHP, NDLETA, Sworn			ACTIVE

At the bottom of the table, there are more navigation controls: '1 - 4 / 4 (2211)', '25', '1', and 'Export Excel'. A green arrow points to the checkbox in the first column of the last row with the label 'Box you select for the learner you want'. To the right of the table is a blue button labeled 'Bulk Enroll'.

Step 1: Click “Learners.”

Step 2: Click “Bulk Action.”

Step 4: Select your learners you wish to enroll.

	Search	Search	Search	Search
<input checked="" type="checkbox"/>	13	Aberle, Darcy	DAABERLE@ND.GOV	HQ, NDHP, Sworn
<input checked="" type="checkbox"/>	179	Arndt, Derek	DJARNDT@ND.GOV	HQ, NDHP, Sworn
<input checked="" type="checkbox"/>	176	Bartlette, John	JBARTLETTE@ND.GOV	HQ, NDHP, Sworn
<input checked="" type="checkbox"/>	171	Boll, Nathan	NABOLL@ND.GOV	HQ, NDHP, Sworn
<input checked="" type="checkbox"/>	160	Burkel, Damon	DNBURKEL@ND.GOV	HQ, NDHP, Sworn

Step 4: Select your learners to enroll.

Step 5: Click “Bulk Enroll.”

Step 6: Bulk Enroll window will pop up. Select Course.

Step 7: Select Section.

Step 8: Click “Enroll”

The screenshot shows a 'Bulk Enroll' window with the following elements and annotations:

- Step 5:** A blue 'Bulk Enroll' button at the bottom of the page is pointed to by an arrow.
- Step 6:** The 'Bulk Enroll' window title bar says 'Bulk Enroll' and 'Clicking on Enroll will enroll the 5 selected learners'. An orange arrow points to the 'Course' dropdown menu, which is set to 'NDHP Firearm Grip'.
- Step 7:** A green arrow points to the 'NDHP Firearm Grip sec. 2' section in the 'Sections' list, which is selected with a blue checkmark.
- Step 8:** A purple arrow points to the blue 'Enroll' button at the bottom of the window.

The 'Sections' list contains the following data:

Sections	Instructor(s)	Term	Start Date
<input type="checkbox"/> NDHP Firearm Grip sec. 1	Lt. Adrian Martinez	Non-POST Approved Credit	02/11/2025
<input checked="" type="checkbox"/> NDHP Firearm Grip sec. 2	Lt. Adrian Martinez	Non-POST Approved Credit	03/24/2025

Verifying Enrolled Learners

Step 1: Click “Sections.”

Step 2a: There is a column on the “Sections Dashboard” where you can scroll over to and see the number of enrolled learners.

Step 2b: You can select the section itself and find out more detailed information (i.e., number of learners enrolled, learners' names, etc.).

The screenshot shows the 'Sections' dashboard interface. On the left, a dark sidebar contains a search menu and navigation options: Home, Message Center, Learners, Enrollments, Courses, Sections (highlighted), Add Section, and Management. An orange arrow points from the 'Sections' menu item to the main content area, with the annotation: **Step 1: Click "Sections."**

The main content area is titled 'Sections' and features a table of course sections. Above the table, there are filters for status (25), a page number (1), and an 'Export Excel' button. A blue 'Customize Columns' button is in the top right. A green arrow points from the '#Enrollments' column header to the value '154' in the first row, with the annotation: **Step 2a: Tells you're the number of enrollments in the course.**

A blue arrow points from the 'NDHP Live Stream sec. 1' row to the 'Add Section' button in the sidebar, with the annotation: **Step 2b: Click on the section for more detail information**

Section	Status	Affiliation	Instructors	Start Date	End Date	#Enrollments	Cap	Credits
2024 Critical Task Assessment	ARCHIVED	Sworn	Lt. Adrian Martinez	09/01/2024	12/31/2024	154	30	1
Body Worn Camera 101 sec. 1	ARCHIVED	NDHP	Lt. Adrian Martinez	08/28/2024	09/27/2024	150	30	2
NDHP Firearm Grip sec. 1	ACTIVE	NDHP	Lt. Adrian Martinez	02/11/2025	03/21/2025	29	50	0
NDHP Firearm Grip sec. 2	ACTIVE	Sworn	Lt. Adrian Martinez	03/24/2025	03/30/2025	6	30	0
NDHP Live Stream sec. 1	ACTIVE	Sworn	Lt. Adrian Martinez	03/20/2025	04/25/2025	165	200	0
NDHP Use of Force Instructor (In-Service 2025)	ACTIVE	Sworn	Wade Kadmas, Ben Kennelly	06/30/2025	07/02/2025	4	30	24
Preliminary Oral Fluid Screening Device (ARIDE Certified Officers ONLY) sec. 1	ARCHIVED	NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	22	30	1
Preliminary Oral Fluid Screening Device (ARIDE Certified Officers ONLY) sec. 2	ARCHIVED	NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	23	30	1
Preliminary Oral Fluid Screening Device (ARIDE Certified Officers ONLY) sec. 4	ARCHIVED	NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	13	30	1
Preliminary Oral Fluid Screening Device (ARIDE Certified Officers ONLY) sec. 5	ARCHIVED	NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	10	30	1

After clicking the specific section, you can see the section information, edit the section information if you made a mistake, and view the enrollments (active and history).

Section - NDHP Use of Force Instructor (In-Service 2025)

Section ID: 205
 Instructors: Wade Kadmas, Ben Kennelly
 Term: POST Approved Credit
 Affiliation: Sworn
 Status: ACTIVE
 End Date: 07/02/2025
 Attendance Measure: BY_MEETING_TIMES
 Delivery:
 External Link:
 Highlighted: No
 Experiential Learning Curriculum:
 Enable Walking List: Yes
 Delivery Method: LETA Face-to-Face
 POST Instructor Name: Kennelly and Kadmas
 Notes:
 Meeting time:

Course:
 Cap: 30
 Credits: 24
 Certificate:
 Start Date: 06/30/2025
 Duration: 3
 Location: LETA
 Price:
 Catalog Link: <https://ndleta.geniusis.com/catalog/registration/section/205>
 Direct Enrollment URL: [Create](#)
 Available For Registration: Yes

LMS: NDLETA_PROD_ULTRA LMS Course ID: GENIUS_205 [Download Grades](#)

Enrollments
 This section has 4 enrollment(s).

1 - 4 / 4 (4) 25 1 Reset Export CSV Export Excel

Learner	Affiliation	Start	End	Grade	Assignments
Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0	
Johnson, Shane	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0	
Lee, Mathew	NDHP, Northwest, Sworn	06/30/2025	07/02/2025	0 of 0	
McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025	0 of 0	

Click "Edit" to make changes to your section information

All your section information

Shows the number of Enrolled Learners

Active Enrollments

Step 3: The “Active Enrollments” screen allows you to see all the students that are actively enrolled in your section. By clicking “Active Enrollments,” you will see all the current enrollments. You will also be able to drop, complete, or show the learner was unsuccessful by using this screen. Dropping and completing the learner will be covered later in this guide.

Active Enrollments
 Enrollment History

Step 3: Click “Active Enrollments” to see all the current learners enrolled in the section.

Current Enrollments:
 This query will show all enrollments for this learner's profile.

1 - 4 / 4 (4) 25 1 Reset Export CSV Export Excel

Check All

Select	Edit	Audit	Learner	Learner Affiliation	Start	End	Grade	Assignments
<input type="checkbox"/>			Lee, Mathew	NDHP, Northwest, Sworn	06/30/2025	07/02/2025	0 of 0	
<input type="checkbox"/>			Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0	
<input type="checkbox"/>			McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025	0 of 0	
<input type="checkbox"/>			Johnson, Shane	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0	

Enrollment History

Step 4: Clicking “Enrollment History” will give you the entire learner history for that section. It will show you learners that are active in the course, and the learners that completed, dropped, or failed the course.

Step 4: Click the “Enrollment History” to get learner history for your section.

Tip: By typing in “Com” or “Completed”, you can see everyone who completed your course. This is the same for active, dropped, etc.

“Status” will show you the learner’s status in the course.

Select	Edit	Audit	Learner	Affiliation	Start	End	Completed/Dropped	Status	Grade	Assignments
<input type="checkbox"/>			Moses, Alyson	NDHP,Northwest, Sworn	03/20/2025	04/25/2025		ACTIVE	0	0 of 0
<input type="checkbox"/>			Mugan, Ryan	NDHP,Northeast, Sworn	03/20/2025	04/25/2025	03/21/2025 1:01 AM	COMPLETED	0	0 of 0
<input type="checkbox"/>			Myers, James	NDHP,Northeast, Sworn	03/20/2025	04/25/2025	03/22/2025 1:01 AM	COMPLETED	0	0 of 0
<input type="checkbox"/>			Nelson, Travis	NDHP,Northeast, Sworn	03/20/2025	04/25/2025	04/01/2025 1:01 AM	COMPLETED	0	0 of 0
<input type="checkbox"/>			Neumann, Don	NDHP,MCSAP, Sworn	03/20/2025	04/25/2025		ACTIVE	0	0 of 0

Completing Learners in a Section:

Completing learners in a section is indicating they have completed the training and should get full POST credit hours. You can do this by using “Bulk Actions” under “Enrollments,” editing the individual learner, or importing a CSV file.

- **Bulk Actions under Enrollments:** This feature allows you to complete one or more learners at a time. This feature allows you to give multiple students different completion dates. For example, this is a great tool to use when your entire agency has a training to complete, but you will be instructing different groups on different days. This way, all learners can be in the same section, but you can choose the different days they complete the training.
- **Editing Learner under Sections:** This allows you to complete an individual learner.

- **Importing a CSV:** This method allows you to enroll and complete users at the exact same time to get them training credit. This method can be quick but will require the knowledge of all learners' ND.gov user IDs. **This is the only method you can use if you are cross-training with a learner from another agency.** Otherwise, they will not get credit for attending your training.

Completing Learners via "Bulk Actions" under Enrollments

Step 1: Click "Enrollments."

Step 2: Select "Bulk Actions."

Step 3: Select Course.

Step 4: Select Section.

Step 5: Click "Get Data."

Step 1: Click "Enrollments."

Step 2: Click "Bulk Actions."

Steps 3-4: Select Course and Section

Step 5: Click "Get Data"

Steps 6 and 7: Select your users to complete → Click “Bulk Edit.”

The screenshot shows a table with columns for checkboxes, names, course titles, instructors, start/end dates, and credit hours. The table contains 7 rows of data. The last row is highlighted with a blue background. Below the table is a pagination control showing '1 - 25 / 103 (103)' and a 'Bulk edit...' button. An orange arrow points from the text 'Step 6: Select your users to complete.' to the checkboxes in the first five rows. A green arrow points from the text 'Step 7: Click “Bulk Edit.”' to the 'Bulk edit...' button.

<input type="checkbox"/>	Smith, Tanner	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Skogen, Shawn	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Sova, Paul	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Skogen, Andrew	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Rothenberger, Shane	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Rothenberger, Shane	LETA Technical Crash Investigation sec. 1	Lt. Adrian Martinez	04/28/2025	05/02/2025	-25	0	0	19
<input checked="" type="checkbox"/>	Schatz, Chelsey	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Roth, Troy	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18

Step 6: Select your users to complete.

Step 7: Click “Bulk Edit.”

Steps 8 to 12: The “Edit MULTIPLE Enrollments” window will popup. Enter “100” in the “Current Grade → Input how many “Credits” (hours) the student earned → Enter a Start, End, and Exit Date → Change the “Status” to “Completed” → Click “Bulk Save.”

Important Note: The “Exit Date” must be entered for the learner to receive POST credit hours on their transcript. This is the date they completed the training. This is the tool where you can specify when certain groups completed the training if you taught the same training to your agency, but had multiple groups over multiple days (i.e., in-service training).

Step 9: Enter credit hours received for the training.

Step 8: Enter "100" into Grade for your learner to receive credit.

Step 11: Select "Completed."

Step 12: Click "Bulk Save."

Step 10: Enter Start, End, and Exit Dates.

Select	Learner	Section	Instructors	StartDate	EndDate	Grade	CurDay	Assignment	Enr
<input type="checkbox"/>	Wenger, Benjamin			04/28/2025	05/02/2025	-25	0		19
<input type="checkbox"/>	Wenger, Benjamin			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Wald, Michael			06/23/2025	03/31/2026	-81	0		20
<input type="checkbox"/>	Trentman, Sean			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Torgeson, Rod			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Tuhy, Craig			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Sundby, Myles			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Stewart, Trenton			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Stern, Kyle			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Strege, Bennett			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Steffen, Tyler			04/28/2025	05/02/2025	-25	0		19
<input type="checkbox"/>	Steenstrup, Thomas			03/20/2025	04/25/2025	0	14	0	19
<input type="checkbox"/>	Smith, Tanner			03/20/2025	04/25/2025	0	14	0	18

Important Note: Using this "Bulk Action" will also allow you to go back and edit a learner's status (unsuccessful, dropped, etc.). This is also where you would go to change the number of POST credit hours received. For example, if a student could not complete the entire training hours, you can adjust their "Credits Earned."

Completing Learners via Editing Learner under Sections

Steps 1 and 2: Click “Sections” → Select your section with the learner to complete.

Step 1: Click “Sections”

Step 2: Select the section with the learners you need to complete

Section	Status	Affiliation	Instructors	Start Date	End Date	#Enrollments	Cap	Credits
2024 Critical Task Assessment	ARCHIVED	Sworn	Lt. Adrian Martinez	09/01/2024	12/31/2024	154	30	1
Body Worn Camera 101 sec. 1	ARCHIVED	NDHP	Lt. Adrian Martinez	08/28/2024	09/27/2024	150	30	2
NDHP Firearm Grip sec. 1	ACTIVE	NDHP	Lt. Adrian Martinez	02/11/2025	03/21/2025	29	50	0
NDHP Firearm Grip sec. 2	ACTIVE	Sworn	Lt. Adrian Martinez	03/24/2025	03/30/2025	6	30	0
NDHP Live Stream sec. 1	ACTIVE	Sworn	Lt. Adrian Martinez	03/20/2025	04/25/2025	165	200	0
NDHP Use of Force Instructor (In-Service 2025)	ACTIVE	Sworn	Wade Kadmas, Ben Kennelly	06/30/2025	07/02/2025	4	30	24

Step 3: Click “Active Enrollments.”

Step 3: Click “Active Enrollments”

Section - NDHP Live Stream sec. 1

Section ID: 206
Instructors: Lt. Adrian Martinez
Term: Non-POST Approved Credit
Affiliation: Sworn
Status: ACTIVE
End Date: 04/25/2025
Attendance Measure: BY_MEETING_TIMES
Delivery:
External Link:
Highlighted: No
Experiential Learning Curriculum:
Enable Waiting List: No
Delivery Method: LETA Online
Notes:
Meeting time:

Course:
Cap: 200
Credits: 0
Certificate:
Start Date: 03/20/2025
Duration: 37
Location:
Price:
Catalog Link: <https://ndeta.geniussis.com/catalog/registration/section/206>
Direct Enrollment URL: [Create](#)
Available For Registration: No

Step 4: Click the “Edit” button next to the learner you want to complete.

Information
Edit
Active Enrollments
Enrollment History

Section - NDHP Use of Force Instructor (In-Service 2025)

Current Enrollments:
This query will show all enrollments for this learner's profile.

1 - 4 / 4 (4) 25 1 Reset Export CSV Export Excel

Check All

Select	Edit	Audit	Learner	Learner Affiliation	Start	End	Grade	Assignments	Last Activity
<input type="checkbox"/>			Lee, Mathew	NDHP, Northwest, Sworn	06/30/2025	07/02/2025		0 of 0	
<input type="checkbox"/>			Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025		0 of 0	
<input type="checkbox"/>			McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025		0 of 0	
<input type="checkbox"/>			Johnson, Shane	NDHP, Southeast, Sworn	06/30/2025	07/02/2025		0 of 0	

Step 4: Click the “Edit” button for the learner you want to complete.

Steps 5, 6, and 7: The “Edit Enrollment” window will pop up. Enter “100” in the current grade slot → Change Status to “Completed” → Click “Save.”

Important Note: If you do not put “100” in the current grade slot, your learner will not receive the training hours.

Information
Edit
Active Enrollments
Enrollment History

Section - NDHP Use of Force Instructor (In-Service 2025)

Current Enrollments:
This query will show all enrollments for this learner's profile.

1 - 4 / 4 (4) All History Wade Kadmas

Edit Enrollment

Current Grade: 100 Assignments Completed: 0

Total Assignments: 0 Start Date: 6/30/2025

Status: COMPLETED End Date: 7/2/2025

Comments:

Save Cancel

Step 6: Enter “100” for the grade for your learners to receive POST credit.

Step 7: Change status to “Completed.”

Step 8: Click “Save.”

Select	Edit	Audit	Learner	Learner Affiliation	Start	End	Grade	Assignments	Last Activity
<input type="checkbox"/>			Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025		0 of 0	
<input type="checkbox"/>			McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025		0 of 0	
<input type="checkbox"/>			Johnson, Shane	NDHP, Southeast, Sworn	06/30/2025	07/02/2025		0 of 0	

Completing learners via a CSV File

Completing learners via a CSV file is unique as it allows you to enroll and complete learners simultaneously. This is also the only way to enroll and complete learners from other affiliations. This will be important if you are training officers from other agencies.

The CSV file will be issued to all agencies. Essential terms to remember when completing the CSV file:

- **Username:** This is the learner's ND.gov user ID. This can be found under the "Learners" tab by any Affiliation Manager.
- **Section:** This is the "ID" number for the section you are giving officers credit for. This can be found under the "Sections" tab.
- **Status:** This must say "Completed" if you want to enroll and complete simultaneously for credit. This is equivalent to submitting a PFN 9/10 in the past. However, you can put "Active" if you only want to enroll them into the section. When ready, you can change the status to "Completed" and re-import to complete the learners.
- **Start Date:** The start date of the course (i.e., 4/4/2025).
- **End Date:** The last day the course is offered (i.e., 4/4/2025).
- **Exit Date:** The day the learner completed the course (i.e., 4/4/2025).
- **Grade:** Put "100" for your learner to receive POST credit on their transcript.
- **Assignments:** Leave these columns blank.

Important Notes: All columns besides Assignments must be filled out to have the completion process completed properly. **A CSV file is not a typical Excel file (.xlsx file). Therefore, when saving the CSV file, ensure you are saving it as a CSV (.csv) file.**

If you make a mistake with one user after submitting, DO NOT upload the same CSV with every student again after correcting your error. Only import a CSV with the corrected individual. Failure to follow these instructions will result in duplication of training records.

Please keep the assignment columns clear.

ALWAYS keep a copy of your CSV for your records!!

Step 1: Complete your CSV.

Must put "100" for learners to get POST credit on their transcript

	A	B	C	D	E	F	G	H	I	J
1	Username	Section	Status	StartDate	EndDate	ExitDate	Grade	Assignme	AssignmentsCompleted	
2	amartine@nd.gov	205	Completed	4/4/2025	4/6/2025	4/5/2025	100			
3										

Learner's ND.gov

Section ID Number.

Completed: Will enroll and complete for credit simultaneously.

Active: Will only enroll the learner.

TIP: Do not input anything under assignments.

Step 2: Save your CSV file to your computer.

Steps 3, 4, 5, and 6: Click "Enrollments" → Click "Import CSV" → Click "Browse to find your CSV file" → Click "Upload" to upload your CSV file.

Step 3: Click "Enrollments."

Step 4: Click "Import CSV."

Step 5: Click "Browse" to find your saved CSV file.

Step 6: Click "Upload" to upload your CSV.

TIP: You will find a learner's ND.gov user ID by going to the "Learners" tab.

Step 1: Click "Learners"

Name	UserName	Email	Status	Member of Affiliation(s)	Active Enrollments	Active Learning Paths	ID
Aberle, Brady	BDABERLE@ND.GOV	BDABERLE@ND.GOV	ACTIVE	Southwest, Sworn, NDHP (Primary)	1		14
Aberle, Darcy	DAABERLE@ND.GOV	DAABERLE@ND.GOV	ACTIVE	HQ, Sworn, NDHP (Primary)	1		13
Allen, Christopher	CLALLEN@ND.GOV	CLALLEN@ND.GOV	ACTIVE	Southeast, Sworn, NDHP (Primary)	1		16

TIP: You will find the section's "ID" under the "Sections" tab.

Affiliation	Instructors	Start Date	End Date	#Enrollments	Cap	Credits	Term	LMS	LMSID	ID
Sworn	Lt. Adrian Martinez	09/01/2024	12/31/2024	154	30	1	POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_172	172
NDHP	Lt. Adrian Martinez	08/28/2024	09/27/2024	150	30	2	POST Approved Credit		GENIUS_2	2
NDHP	Lt. Adrian Martinez	02/11/2025	03/21/2025	29	50	0	Non-POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_201	201
Sworn	Lt. Adrian Martinez	03/24/2025	03/30/2025	6	30	0	Non-POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_208	208
Sworn	Lt. Adrian Martinez	03/20/2025	04/25/2025	165	200	0	Non-POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_206	206
Sworn	Wade Kadmas, Ben Kennelly	06/30/2025	07/02/2025	4	30	24	POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_205	205
NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	22	30	1	POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_165	165
NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	23	30	1	POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_173	173
NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	13	30	1	POST Approved Credit	NDLETA_PROD_ULTRA	GENIUS_183	180
NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	0	30	1	POST Approved Credit			181

TIP: You can click the "Customize Columns" to adjust your columns to help with your view.

Step 2: Use the scroll bar to find "ID."

Dropping Learners from Training:

Dropping learners from training is very similar to completing them. Instead of changing the status to "Completed," you will change it to "Dropped." Dropping learners in a section indicates they voluntarily resigned from the training or they were dismissed from the training and should not get POST credit hours. You can do this by using "Bulk Actions" under "Enrollments" or by editing the individual learner.

- **Bulk Actions under Enrollments**: This feature allows you to drop one or more learners at a time. This feature allows you to give multiple students different dropout dates.
- **Editing Learner under Sections**: This allows you to drop an individual learner.

Important Note: Dropping a learner will come with a required “Reason.” You must choose a reason why the learner is being dropped. If you don’t feel like a given option fits the learner’s circumstance, select any option and put a comment in the box explaining the reason for dropping the learner. Options for dropping a student are:

- Agency Decision
- Course is not interesting
- Dismissed from Academy
- No longer employed by agency
- Scheduling conflicts
- Selected the wrong course
- Student decision
- Wrong student

Dropping Learners via “Bulk Actions” under Enrollments

Step 1: Click “Enrollments.”

Step 2: Select “Bulk Actions.”

Step 3: Select Course.

Step 4: Select Section.

Step 5: Click “Get Data.”

Step 1: Click “Enrollments.”

Step 2: Click “Bulk Actions.”

Affiliation (optional): Search for an affiliation [Select...] and [Select...]

Grade between: [Select...] and [Select...]

Category (optional): [Select...]

Term (optional): [Select...]

Course (optional): [Select...] ← **Steps 3-4: Select Course and Section**

Start Date (optional): [Select...] End Date (optional): [Select...]

Section: [Select...] ← **Steps 3-4: Select Course and Section**

Advanced filters

Instructor (optional): [Select...]

Pacing: [Select...] [Select...] [Select...] [Select...]

Learning Path (optional): [Select...]

Logins: [Select...] in [Select...] days

Certificate Expiration Date >> (optional): Courses expiring after this date []

Certificate Expiration Date << (optional): Courses expiring up to this date []

Coach (optional): [Select...]

Enrollment Status (optional): [Select...]

Custom criteria:

[Select...] [Select...] [] Save this filter as: (optional) []

and [Select...] [Select...] []

and [Select...] [Select...] [] Load this filter: (optional) [Select...]

and [Select...] [Select...] []

and [Select...] [Select...] []

[Get Data] ← **Step 5: Click “Get Data”**

Steps 6 and 7: Select your users to drop → Click “Bulk Edit.”

<input type="checkbox"/>	Smith, Tanner	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Skogen, Shawn	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Sova, Paul	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Skogen, Andrew	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Rothenberger, Shane	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Rothenberger, Shane	LETA Technical Crash Investigation sec. 1	Lt. Adrian Martinez	04/28/2025	05/02/2025	-25	0		19
<input checked="" type="checkbox"/>	Schatz, Chelsey	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Roth, Troy	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18

[Bulk edit...] ← **Step 7: Click “Bulk Edit.”**

Step 6: Select your users to drop.

Steps 8 to 12: The “Edit MULTIPLE Enrollments” window will pop up. Leave “0” in the “Current Grade” → Change the “End Date” to the date the learner was dropped → Change the “Status” to “Dropped” → Select the “Reason” the learner is being dropped from the course → Click “Bulk Save.”

Step 8: Leave “Current Grade” as 0.

Step 9: Change “End Date” to the date the learner was dropped from the course.

Step 10: Change the “Status” to “Dropped.”

Step 11: Select the “Reason” the student is being dropped from the course.

Step 12: Click “Bulk Save.”

Dropping Learners via Editing Learner under Sections

Steps 1 and 2: Click “Sections” → Select your section with the learner to drop.

Step 1: Click “Sections”

Step 2: Select the section with the learners you need to drop.

Section	Status	Affiliation	Instructors	Start Date	End Date	#Enrollments	Cap	Credits
2024 Critical Task Assessment	ARCHIVED	Sworn	Lt. Adrian Martinez	09/01/2024	12/31/2024	154	30	1
Body Worn Camera 101 sec. 1	ARCHIVED	NDHP	Lt. Adrian Martinez	08/28/2024	09/27/2024	150	30	2
NDHP Firearm Grip sec. 1	ACTIVE	NDHP	Lt. Adrian Martinez	02/11/2025	03/21/2025	29	50	0
NDHP Firearm Grip sec. 2	ACTIVE	Sworn	Lt. Adrian Martinez	03/24/2025	03/30/2025	6	30	0
NDHP Live Stream sec. 1	ACTIVE	Sworn	Lt. Adrian Martinez	03/20/2025	04/25/2025	165	200	0
NDHP Use of Force Instructor (In-Service 2025)	ACTIVE	Sworn	Wade Kadimas, Ben Kennelly	06/30/2025	07/02/2025	4	30	24

Step 3: Click “Active Enrollments”

Step 3: Click “Active Enrollments”

Section - NDHP Live Stream sec. 1

Section ID: 206
 Instructors: Lt. Adrian Martinez
 Term: Non-POST Approved Credit
 Affiliation: Sworn
 Status: ACTIVE
 End Date: 04/25/2025
 Attendance Measure: BY_MEETING_TIMES
 Delivery:
 External Link:
 Highlighted: No
 Experiential Learning Curriculum:
 Enable Waiting List: No
 Delivery Method: LETA Online
 POST Instructor Name: Martinez

Course:
 Cap: 200
 Credits: 0
 Certificate:
 Start Date: 03/20/2025
 Duration: 37
 Location:
 Price:
 Catalog Link: <https://ndieta.geniussis.com/catalog/registration/section/206>
 Direct Enrollment URL: [Create](#)
 Available For Registration: No

Step 4: Click the “Edit” button next to the learner you want to drop.

Information
Edit
Active Enrollments
Enrollment History

Section - NDHP Use of Force Instructor (In-Service 2025)

Current Enrollments:
This query will show all enrollments for this learner's profile.

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Check All

Select	Edit	Audit	Learner	Learner Affiliation	Start	End	Grade	Assignments	Last Activity
<input type="checkbox"/>			Lee, Mathew	NDHP Northwest, Sworn	06/30/2025	07/02/2025	0 of 0		
<input type="checkbox"/>			Holdburg, Frank	NDHP Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		
<input type="checkbox"/>			McFarland, Camron	NDHP Northeast, Sworn	06/30/2025	07/02/2025	0 of 0		
<input type="checkbox"/>			Johnson, Shane	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		

1 - 4 / 4 (4) 25 1 Export Excel

Bulk edit...

Step 4: Click the “Edit” button for the learner you want to drop.

Steps 5 to 9: The “Edit Enrollment” window will pop up. Leave “0” in the “Current Grade” → Change the “End Date” to the date the learner was dropped → Change the “Status” to “Dropped” → Select the “Reason” the learner is being dropped from the course → Click “Save.”

Edit Enrollment

Step 5: Leave “0” in the “Current Grade.”

Current Grade: 0

Assignments Completed: 0

Total Assignments: 0

Start Date: 3/20/2025

Step 7: Change the “Status” to “Dropped.”

Status: DROPPED

Step 6: Change “End Date” to the date the learner was dropped from the course

End Date: 4/25/2025

Reason: Agency Decision

Comments: Comments

Step 8: Select the “Reason” the student is being dropped from the course.

Step 9: Click “Bulk Save.”

Save Cancel

Marking Learners “Unsuccessful” from Training:

Marking learners unsuccessful from training is very similar to completing or dropping them. Instead of changing the status to “Completed” or “Dropped,” you will change it to “Unsuccessful.” Unsuccessful learners in a section indicate the learner did not pass the training and should not get POST credit hours. You can do this by using “Bulk Actions” under “Enrollments” or by editing the individual learner.

Important Note: If your section has an “End Date” and you have not completed your learners before the end of that day, the system will automatically mark your learners as “Unsuccessful.” However, you can go back and edit the status via “Enrollment History.”

Marking Learners Unsuccessful via “Bulk Actions” under Enrollments

Step 1: Click “Enrollments.”

Step 2: Select “Bulk Actions.”

Step 3: Select Course.

Step 4: Select Section.

Step 5: Click “Get Data.”

Step 1: Click “Enrollments.”

Step 2: Click “Bulk Actions.”

Affiliation (optional): Search for an affiliation [Select...]

Grade between: [Select...] and [Select...]

Category (optional): [Select...]

Term (optional): [Select...]

Course (optional): [Select...]

Start Date (optional): [Select...] End Date (optional): [Select...]

Section: [Select...]

Steps 3-4: Select Course and Section

Advanced filters:

Instructor (optional): [Select...]

Pacing: [Select...] [Select...] [Select...] [Select...]

Learning Path (optional): [Select...]

Logins: [Select...] in [Select...] days

Certificate Expiration Date >> (optional): Courses expiring after this date []

Certificate Expiration Date << (optional): Courses expiring up to this date []

Coach (optional): [Select...]

Enrollment Status (optional): [Select...]

Custom criteria:

[Select...] [Select...] [] Save this filter as: (optional) []

and [Select...] [Select...] []

Load this filter: (optional) [Select...]

Step 5: Click “Get Data”

[Get Data]

Steps 6 and 7: Select your users to mark unsuccessful → Click “Bulk Edit.”

<input type="checkbox"/>	Smith, Tanner	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Skogen, Shawn	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Sova, Paul	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input type="checkbox"/>	Skogen, Andrew	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Rothberger, Shane	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Rothberger, Shane	LETA Technical Crash Investigation sec. 1	Lt. Adrian Martinez	04/28/2025	05/02/2025	-25	0		19
<input checked="" type="checkbox"/>	Schatz, Chelsey	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
<input checked="" type="checkbox"/>	Roth, Troy	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18

[Bulk edit...]

Step 6: Select your users to mark “unsuccessful”.

Step 7: Click “Bulk Edit.”

Steps 8 to 11: The “Edit MULTIPLE Enrollments” window will pop up. Leave “0” in the “Current Grade” → Change the “End Date” to the date the learner was unsuccessful → Change the “Status” to “Unsuccessful” → Click “Save.”

Edit MULTIPLE Enrollments

Step 8: Leave “0” in the “Current Grade.”

Current Grade	Assignments Completed
0	0
Credits Earned	Total Assignments
	0
Start Date	End Date
03/20/2025	04/25/2025
Exit Date	Status
	UNSUCCESSFUL
Comments	
<div style="border: 1px solid #ccc; height: 20px;"></div>	

Step 9: Change “End Date” to the date the learner was unsuccessful in completing the course.

Step 10: Change the “Status” to “Unsuccessful.”

Step 11: Click “Bulk Save.”

Bulk Save

Cancel

Marking Learners Unsuccessful via Editing Learner under Sections

Steps 1 and 2: Click “Sections” → Select your section with the learner to mark unsuccessful.

- Home
- Message Center
- Learners
- Enrollments
- Courses
- Sections
- Add Section
- Management

Sections

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25
1
Export Excel
Customize Columns

Section	Status	Affiliation	Instructors	Start Date	End Date	#Enrollments	Cap	Credits
2024 Critical Task Assessment	ARCHIVED	Sworn	Lt. Adrian Martinez	09/01/2024	12/31/2024	154	30	1
Body Worn Camera 101 sec. 1	ARCHIVED	NDHP	Lt. Adrian Martinez	08/28/2024	09/27/2024	150	30	2
NDHP Firearm Grip sec. 1	ACTIVE	NDHP	Lt. Adrian Martinez	02/11/2025	03/21/2025	29	50	0
NDHP Firearm Grip sec. 2	ACTIVE	Sworn	Lt. Adrian Martinez	03/24/2025	03/30/2025	6	30	0
NDHP Live Stream sec. 1	ACTIVE	Sworn	Lt. Adrian Martinez	03/20/2025	04/25/2025	165	200	0
NDHP Use of Force instructor (In-Service 2025)	ACTIVE	Sworn	Wade Kadmas, Ben Kennelly	06/30/2025	07/02/2025	4	30	24

Step 1: Click “Sections.”

Step 2: Select the section with the learners you need to mark unsuccessful.

Step 3: Click “Active Enrollments”

Information
Edit
Active Enrollments
Enrollment History

Section - NDHP Live Stream sec. 1

Section ID: 206
Instructors: Lt. Adrian Martinez
Term: Non-POST Approved Credit
Affiliation: Sworn
Status: ACTIVE
End Date: 04/25/2025
Attendance Measure: BY_MEETING_TIMES
Delivery:
External Link:
Highlighted: No
Experiential Learning Curriculum:
Enable Waiting List: No
Delivery Method: LETA Online
Notes:
Meeting time:

Course:
Cap: 200
Credits: 0
Certificate:
Start Date: 03/20/2025
Duration: 37
Location:
Price:
Catalog Link: <https://ndbeta.geniusiss.com/catalog/registration/section/206>
Direct Enrollment URL: [Create](#)
Available For Registration: No

POST Instructor Name: Martinez

Step 3: Click “Active Enrollments”

Step 4: Click the “Edit” button next to the learner you want to mark unsuccessful.

Information
Edit
Active Enrollments
Enrollment History

Section - NDHP Use of Force Instructor (In-Service 2025)

Current Enrollments:
This query will shows all enrollments for this learner's profile.

1 - 4 / 4 (4) 25 1 Reset Export CSV Export Excel

Check All

Select	Edit	Audit	Learner	Learner Affiliation	Start	End	Grade	Assignments	Last Activity
<input type="checkbox"/>			Lee, Mathew	NDHP: Northwest, Sworn	06/30/2025	07/02/2025	0 of 0		
<input type="checkbox"/>			Holdburg, Frank	NDHP: Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		
<input type="checkbox"/>			McFarland, Carron	NDHP: Northeast, Sworn	06/30/2025	07/02/2025	0 of 0		
<input type="checkbox"/>			Johnson, Shane	NDHP: Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		

1 - 4 / 4 (4) 25 1 Export Excel

[Bulk edit...](#)

Step 4: Click the “Edit” button for the learner you want to mark unsuccessful.

Steps 5 to 8: The “Edit Enrollment” window will pop up. Leave “0” in the “Current Grade” → Change the “End Date” to the date the learner was dropped → Change the “Status” to “Dropped” → Click “Save.”

Edit Enrollment x

Step 5: Leave “0” in the “Current Grade.”

Step 7: Change the “Status” to “Unsuccessful.”

Current Grade <input type="text" value="0"/>	Assignments Completed <input type="text" value="0"/>
Total Assignments <input type="text" value="0"/>	Start Date <input type="text" value="3/20/2025"/>
Status <input type="text" value="UNSUCCESSFUL"/>	End Date <input type="text" value="4/25/2025"/>
Comments <input style="width: 100%; height: 40px;" type="text"/>	

Step 6: Change “End Date” to the date the learner was unsuccessful in completing the course.

Step 8: Click “Bulk Save.”

Submitting a New Course for POST Approval (PFN8):

Before instructing a course for POST credit, instructors or agencies must submit the course for approval to POST. New course submittals will be through the “New POST Course Submittal” course. The course can be found in the course catalog on your Learner Dashboard.

Once you have enrolled in the course, you will see 10 “New Training Program Applications.” Each application is for one class. You will be able to submit up to 10 new courses with one enrollment. The next application will not unlock until you have successfully completed the application before it.

Master_New POST Course Submittal

Content Calendar Announcements Discussions Gradebook Messages Groups



Organization Content



New POST Course Submittal

This course will allow you to submit a training to the ND POST for certification. Please ensure you submit all the proper documents for review. Please use a different module for each course you are trying to certify.



Organization Faculty

Patrick J. Helfrich
LEADER

Jessica Linder
LEADER

[Show more](#)

Details & Actions

Roster
[View everyone in your organization](#)

Progress Tracking
Off

Books & Tools
[View organization & institution tools](#)



New Training Program Application #1

NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED.



New Training Program Application #2

Content isn't available

NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED.

Submitting a New Course

Step 1: Click the down arrow on the application

Step 2: Start the process by clicking “Training Program Application.”

Important Note: You will be required to go in order when completing the process. The lock signifies the next step is locked until you complete the prior action.



New Training Program Application #1

NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED.

Step 1: Click the module arrow to expand the module.



Step 3: Click “Start Attempt.”

Content Calendar Announcements Discussions Gradebook Messages Groups

Master_New POST Course Submittal
#1 Training Program A...

Next

Details & Information

Form due date
No due date

Attempts
Unlimited

Step 2: Start the process by clicking “Training Program Application.”

Tip: The lock indicates that you are unable to move on with the application until the previous requirement is met.

Step 3: Click “Start Attempt.”

Start attempt 1

Step 4: Complete all the survey questions as thoroughly as possible.

Step 5: Click “Submit.”

Master_New POST Course Submittal

#1 Training Program Application

0 OF 13 QUESTIONS REMAINING

Form Content

North Dakota

P.O.S.T.

Peace Officer Standards and Training

Please ensure you complete the form in its entirety. Please reach out to POST if you have any questions.

Step 4: Complete all questions

Question 1

Agency name:

Question 2

Telephone Number:

Question 3

Email:

Last saved 1:05:03 PM

Questions Filter (13) ▾

Save and Close Submit

Details & Information

Form due date
No due date

Attempts
Unlimited

Tip: This bar will tell you how many questions you have remaining to answer.

Step 5: Click “Submit” after you answered all the questions.

Step 6: Click “Submit” one more time when the pop-up window opens.

Important Note: After hitting submit the second time, another window will pop up telling you that you submitted a document. You can close out of it, or you can download it. Either way is okay.

Submit Form?

After you submit, you can't edit this form. Do you want to continue?

Cancel Submit

Step 6: Click “Submit.”

Methods of instruction (Check all that apply):

- A Lecture
- B Demonstration
- C Group Discussion
- D Role Playing
- E Case Study
- F Other

Question 10

Title of Texts and Reference Materials:

Use the editor to format your answer

Step 7: Click “Training Program Application Acknowledgment.”

Step 8: Click “Start Attempt.”

Step 7: Click
“Training Program
Application
Acknowledgment.”

Master_New POST Course Submittal

#1 Training Program A...

Previous Next

Details & Information

Assessment due date
No due date

Attempts
2 attempts left

Grading

Maximum points	1 point
Grade is based on the last attempt with a grade.	

Step 8: Click
“Start Attempt.”

Start attempt 1

Step 9: Answer the question acknowledging whether you completed the application in its entirety.

Step 10: Click “Submit” if you completed the application in its entirety.

Master_New POST Course Submittal

#1 Training Program Application Acknowledgement

0 OF 1 QUESTIONS REMAINING

Test Content



Question 1 1 Point

You have completed the application in its entirety?

A Yes

B No. Go back and complete it.

Details & Information

Assessment due date
No due date

Attempts
2 attempts left

Grading

Maximum points	1 point
----------------	---------

Step 9: Answer the question acknowledging whether you completed the application in its entirety.

Step 10: Click "Submit" if you completed the application in its entirety.

Last saved 1:24:18 PM

Questions Filter (1)

Save and Close **Submit**

Step 11: Click "Submit" one more time when the pop-up window opens.

Master_New POST Course Submittal

#1 Training Program Application Ack

0 OF 1 QUESTIONS REMAINING

Test Content



Question 1 1 Point

You have completed the application in its entirety?

A Yes

B No. Go back and complete it.

Submit Test?

After you submit, you can't edit this test. Do you want to continue?

Cancel **Submit**

Details & Information

Assessment due date
No due date

Attempts
2 attempts left

Grading

Maximum points	1 point
----------------	---------

Step 11: Click "Submit."

Step 12: Click “Course Curriculum Submission.”

Step 13: Click “View Instructions.”

TIP: The half moon indicates you started the requirement, but it is not complete. The ✓ indicates it is complete.

Step 12: Click “Course Curriculum Submission.”

The screenshot shows a course submission page titled "#1 Course Curriculum Submission". The page is divided into two main sections: a list of requirements on the left and a details panel on the right. The requirements list includes:

- #1 Training Program Application (No due date)
- #1 Training Program Application Acknowledgement (No due date)
- #1 Course Curriculum Submission (No due date)
- #1 Curriculum Submission Acknowledgement (Content isn't available, No due date)
- #1 PowerPoint/Presentation Material Submission (Content isn't available, No due date)
- #1 PowerPoint/Presentation Material Submission Acknowledgement (Content isn't available, No due date)
- #1 Additional Information Submission (Content isn't available, No due date)
- #1 Final Submission (Complete this to turn in course) (Content isn't available, No due date)

The details panel on the right includes:

- Assessment due date: No due date
- Attempts: Unlimited
- Grading: Maximum points (Grade is based on the last attempt with a grade): 1 point

Annotations include:

- A green arrow pointing to the half-moon icon next to "#1 Course Curriculum Submission" with the text: "TIP: The half moon indicates you started the requirement, but it is not complete. The ✓ indicates it is complete."
- An orange arrow pointing to the "#1 Course Curriculum Submission" item with the text: "Step 12: Click 'Course Curriculum Submission.'"
- A purple arrow pointing to the "View instructions" button at the bottom right with the text: "Step 13: Click 'View Instructions.'"

Step 14: Submit your Curriculum. You can do this by copying and pasting the information into the text box or uploading a file.

Important Note: The course curriculum should include the following: the date and location of the course, title of the course, name of the person or agency preparing the training program, students, course objectives, terminal performance objectives, testing methods (if applicable), method of instruction, course content (detailed course outline for each subject covered), schedule of presentation, references and supporting materials, and information concerning the instructor's education and experience if the instructors have not been certified by the board.

Step 15: Click “Submit.”

Master_New POST Course Submittal

#1 Course Curriculum Submission

Assignment Instructions



Please attach your course curriculum.

- The course curriculum should include: the date and location of the course, title of course, name of person or agency preparing the training program, students, course objectives, terminal performance objectives, testing methods if applicable, method of instruction, course content (detailed course outline for each subject covered), schedule of presentation, references and supporting materials; and
- Information concerning the instructor's education and experience if the instructors have not been certified by the board.

Submission

Step 14

Word count: 2

The text box if you want to copy and paste.

Click the paperclip to upload a file.

Step 14: Submit your Curriculum. You can do this by copying and pasting the information into the text box or uploading a file.

Step 15: Click "Submit."

Last saved 1:52:28 PM

Save and Close Submit

Step 16: Click "Submit" one more time when the pop-up window opens.

Maximum points

Please attach your course curriculum

After you submit, you can't edit this assignment. Do you want to continue?

Cancel Submit

Step 16: Click "Submit."

Step 17: Click "Curriculum Submission Acknowledgment."

Step 18: Click “Start Attempt.”

Step 17: Click “Curriculum Submission Acknowledgment.”

The screenshot shows a course interface with a list of submission items on the left and a details panel on the right. The list includes items like '#1 Training Program Application', '#1 Course Curriculum Submission', and '#1 Curriculum Submission Acknowledgment'. An orange arrow points from the text 'Step 17' to the '#1 Curriculum Submission Acknowledgment' item. The details panel on the right shows 'Assessment due date: No due date', 'Attempts: 1 attempt left', and 'Grading: Maximum points 1 point'. At the bottom right, a green arrow points to a 'Start attempt' button, with the text 'Step 18: Click “Start Attempt.”’ next to it.

Step 19: Answer the question acknowledging whether you submitted a curriculum with all the necessary information.

Step 20: Click “Submit” if you submitted a curriculum with all the necessary information.

Master_New POST Course Submittal

#1 Curriculum Submission Acknowledgement

0 OF 1 QUESTIONS REMAINING

Test Content



Question 1 1 Point

I have submitted a curriculum with all the necessary information.

A Yes

B No. Go back and provide the necessary information.

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points 1 point

Step 19: Answer the question acknowledging whether you submitted a curriculum with all the necessary information.

Step 20: Click "Submit" if you submitted a curriculum with all the necessary information.

Last saved 3:03:24 PM

Questions Filter (1)

Save and Close Submit

Step 21: Click "Submit" one more time when the pop-up window opens.

Submit Test?

After you submit, you can't edit this test. Do you want to continue?

Cancel Submit

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points 1 point

Step 21: Click "Submit."

Step 22: Click "PowerPoint/Presentation Material Submission."

Step 23: Click "View Instructions."

The screenshot shows a Blackboard course shell for 'Master_New POST Course Submittal'. The main content area displays a list of assignments:

- #1 Training Program Application (No due date)
- #1 Training Program Application Acknowledgement (No due date)
- #1 Course Curriculum Submission (No due date)
- #1 Curriculum Submission Acknowledgement (No due date)
- #1 PowerPoint/Presentation Material Submission (No due date) - **Step 22: Click "PowerPoint/Presentation Material Submission."**
- #1 PowerPoint/Presentation Material Submission Acknowledgement (Content isn't available, No due date)
- #1 Additional Information Submission (Content isn't available, No due date)
- #1 Final Submission (Complete this to turn in course) (Content isn't available, No due date)

The right-hand sidebar shows details for the selected assignment:

- Assessment due date: No due date
- Attempts: Unlimited
- Grading: Maximum points: 1 point (Grade is based on the last attempt with a grade.)
- At the bottom, a button labeled 'View Instructions' is highlighted with a green arrow and the text: **Step 23: Click "View Instructions."**

Step 24: Submit your PowerPoint or presentation. You can do this by copying and pasting the information into the text box or uploading a file.

Important Notes: If you do not have a presentation file, just put "N/A" in the text box.

Step 25: Click "Submit."

Master_New POST Course Submittal

#1 PowerPoint/Presentation Material Submission

Assignment Instructions



Please attach your PowerPoint/Presentation Material.
TIP: Please put n/a in the box if this is not applicable to your training.

Submission

n/a

Word count: 1

- Attachment
- Math
- Image from URL
- Media
- Image
- Content Market
- Cloud storage
- YouTube video

Attach a file: Click the + to open the dropdown to click the "Attachment" option.

Step 24: Submit your PowerPoint or Presentation. You can do this by copying and pasting the information into the text box or uploading a file.

Step 25: Click "Submit."

Last saved 3:14:57 PM

Save and Close Submit

Step 26: Click "Submit" one more time when the pop-up window opens.



Please attach your PowerPoint/Presentation Material.
Please put n/a in the box if this is not applicable to your training.

Submission

... [Rich Text Editor Icons]

Submit Assignment?

After you submit, you can't edit this assignment. Do you want to continue?

Cancel Submit

Step 26: Click "Submit."

Assessment due date: No due date

Attempts: Unlimited

Grading: Maximum points

Step 27: Click “PowerPoint/Presentation Material Submission Acknowledgment.”

Step 28: Click “Start Attempt.”

The screenshot shows a course submission interface. On the left, a list of submission items is displayed, including "#1 PowerPoint/Presentation Material Submission Acknowledgment". An orange arrow points from the text "Step 27: Click 'PowerPoint/Presentation Material Submission Acknowledgment.'" to this item. On the right, a sidebar shows details for the selected item, including "Assessment due date", "Attempts", and "Grading". A green arrow points from the text "Step 28: Click 'Start Attempt.'" to the "Start attempt" button at the bottom of the sidebar.

Step 29: Answer the question acknowledging whether you submitted presentation material.

Important Note: Select “Yes” if you put N/A.

Step 30: Click “Submit” if you submitted a curriculum with all the necessary information.

Master_New POST Course Submittal

#1 PowerPoint/Presentation Material Submission Acknowledgement

0 OF 1 QUESTIONS REMAINING

Test Content



Question 1 1 Point

I have submitted our PowerPoint or presentation material.

A Yes

B No. Go back and submit the proper documentation.

Important Note: Select “Yes” if you put n/a.

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points	1 point
----------------	---------

Step 29: Answer the question acknowledging if you submitted your presentation material.

Step 30: Click “Submit” if you submitted your material.

Last saved 3:32:37 PM

Questions Filter (1)

Save and Close **Submit**

Step 31: Click “Submit” one more time when the pop-up window opens.

Submit Test?

After you submit, you can't edit this test. Do you want to continue?

Cancel **Submit**

Step 31: Click “Submit.”

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points	1 point
----------------	---------

Step 32: Click “Additional Information Submission.”

Step 33: Click “View Instructions.”

The screenshot shows a Blackboard course page. The main content area displays a list of submission items for 'New Training Program Application #1'. The items are:

- #1 Training Program Application (No due date)
- #1 Training Program Application Acknowledgement (No due date)
- #1 Course Curriculum Submission (No due date)
- #1 Curriculum Submission Acknowledgement (No due date)
- #1 PowerPoint/Presentation Material Submission (No due date)
- #1 PowerPoint/Presentation Material Submission Acknowledgement (No due date)
- #1 Additional Information Submission (No due date)
- #1 Final Submission (Complete this to turn in course) (Content text available, No due date)

A blue arrow points from the text 'Step 32: Click “Additional Information Submission.”’ to the '#1 Additional Information Submission' item in the list.

The right-hand sidebar shows the details for '#1 Additional Informat...'. It includes navigation buttons for 'Previous' and 'Next', and sections for 'Details & Information' (Assessment due date: No due date, Attempts: Unlimited) and 'Grading' (Maximum points: 1 point, Grade is based on the last attempt with a grade).

At the bottom of the sidebar, a green arrow points down to a 'View Instructions' button. The text 'Step 33: Click “View Instructions.”’ is positioned above this arrow.

Step 34: Enter the information in the box or attach a file using the paperclip. You must include the instructor’s bio if they are not a POST-certified instructor.

Step 35: Click “Submit.”

Master_New POST Course Submittal

#1 Additional Information Submission

Assignment Instructions



Please know this section is not mandatory if you are a POST certified instructor.
If you are not a POST certified instructor, you must submit your bio below.

Submission

N/A or Bio

Word count: 3

Details & Information

Assessment due date
No due date

Attempts
Unlimited

Grading

Maximum points	1 point
----------------	---------

TIP: You can use the paperclip to attach a file if you do not want to type in the box.

Step 34: You must type something in this box. Can type in N/A if you do not have any additional information to share. If the instructor is not POST certified, you must put their BIO in this section.

Step 35: Click "Submit."

Last saved 1:45:15 PM

Save and Close Submit

Step 36: Click "Final Submission."

Step 37: Click "Start Attempt."

The screenshot shows a course submission interface. On the left, a list of tasks is displayed, with the final item, "#1 Final Submission (Complete this to turn in course)", highlighted by an orange arrow and the text "Step 36: Click 'Final Submission.'" On the right, a sidebar titled "#1 Final Submission (C..." contains details such as "Assessment due date: No due date", "Attempts: 1 attempt left", and "Grading: Maximum points 1 point". At the bottom of the sidebar, a green arrow points to a "Start attempt" button, accompanied by the text "Step 37: Click 'Start Attempt.'" The main content area below the task list shows two "New Training Program Application" items with placeholder images and a note: "NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED."

Step 38: Acknowledge you have completed all required tasks.

Step 39: Click "Submit."

0 OF 1 QUESTIONS REMAINING

Test Content



By typing yes below, you indicate you have completed all the necessary tasks and provided all the required information for POST to review your course submittal. If it is approved, you will see "Approved" until the final submission for the course in the gradebook. Please ensure you are checking the correct column if you are submitting more than one course for review.

After your course is approved, POST will create the course in Genius under your affiliation. You will then be able to start creating sections. POST will provide you with feedback if your course is denied or incomplete.

Question 1 1 Point

I acknowledge that I am completed all the required tasks to submit my training program for review. Please type "Yes" if this is correct.

Yes

Additional content

Word count: 0

Last saved 1:55:25 PM

Questions Filter (1)

Save and Close **Submit**

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points	1 point
----------------	---------

Step 38: You must acknowledge that you completed all the required tasks. If it is a "No", go back and complete the tasks.

Step 39: Click "Submit."

Step 40: Click "Submit."

Submit Test?

After you submit, you can't edit this test. Do you want to continue?

Cancel **Submit**

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points	1 point
----------------	---------

Step 40: Click "Submit."

All items have been completed and submitted to POST. You can verify this by seeing the green check marks.



New Training Program Application #1

NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED.

- ✓ #1 Training Program Application
No due date
- ✓ #1 Training Program Application Acknowledgement
No due date
- ✓ #1 Course Curriculum Submission
No due date
- ✓ #1 Curriculum Submission Acknowledgement
No due date
- ✓ #1 PowerPoint/Presentation Material Submission
No due date
- ✓ #1 PowerPoint/Presentation Material Submission Acknowledgement
No due date
- ✓ #1 Additional Information Submission
No due date
- ✓ #1 Final Submission (Complete this to turn in course)
No due date

TIP: Green check marks indicate you have completed all tasks.

After submission, there are two ways to know if your course(s) has been approved. First, you can go to create a section and look in the course drop-down list. If your course is listed, it was approved by POST. Second, you can check the gradebook.

Check the status of your course submittal via the gradebook

Step 1: Click “Gradebook.”

Step 2: Locate the “Final Submission” assignment. The grade will say “Approved” or “Denied.” When the course is approved, POST will enter the course under your affiliation. If the course is denied, you will need to move on to Step 3.

Step 1: Click “Gradebook.”

Item Name	Due Date	Status	Grade	Results
#1 Training Program Application 1 attempt submitted		Graded	1 / 1	View
#1 Course Curriculum Submission 1 attempt submitted		Graded	1 / 1	View
#1 PowerPoint/Presentation Material Submission 1 attempt submitted		Graded	1 / 1	View
#1 Additional Information Submission 1 attempt submitted		Graded	1 / 1	View
#1 Training Program Application Acknowledgement 1 attempt submitted		Graded	1 / 1	View
#1 Final Submission (Complete this to turn in course)		Graded	Approved	View
#1 Curriculum Submission Acknowledgement		Graded	1 / 1	View
#1 PowerPoint/Presentation Material Submission Acknowledgement		Graded	1 / 1	View

Step 2: Locate the “Final Submission” and look under the grade column to see if the course has been “Approved” or Denied.”

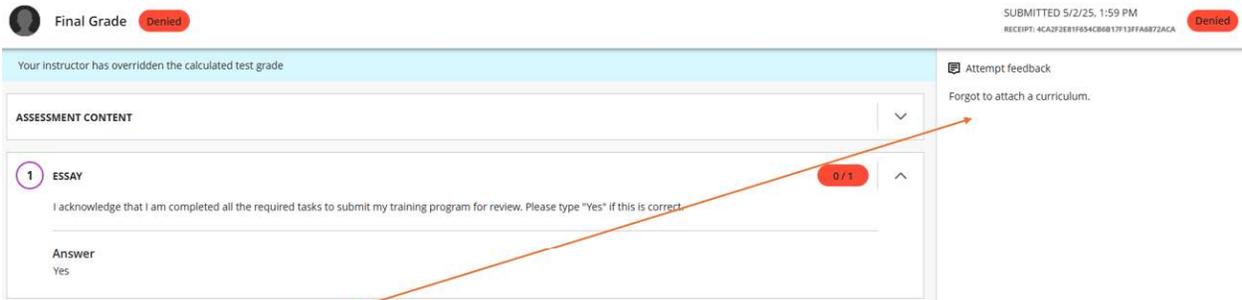
Step 3: If your course is denied, click “View” to see why the course was denied.

Step 3: If your course is denied, click “View” to see why the course was denied.

Item Name	Due Date	Status	Grade	Results
#1 Training Program Application 1 attempt submitted		Graded	1 / 1	View
#1 Course Curriculum Submission 1 attempt submitted		Graded	1 / 1	View
#1 PowerPoint/Presentation Material Submission 1 attempt submitted		Graded	1 / 1	View
#1 Additional Information Submission 1 attempt submitted		Graded	1 / 1	View
#1 Training Program Application Acknowledgement 1 attempt submitted		Graded	1 / 1	View
#1 Final Submission (Complete this to turn in course)		Graded	Denied	View
#1 Curriculum Submission Acknowledgement		Graded	1 / 1	View
#1 PowerPoint/Presentation Material Submission Acknowledgement		Graded	1 / 1	View

Step 4: The “Attempt Feedback” will be POST’s response on why they denied your course.

Step 5: Go back and update your course material with the missing information.



Step 4: The “Attempt feedback” will be POST’s response on why they denied your course.

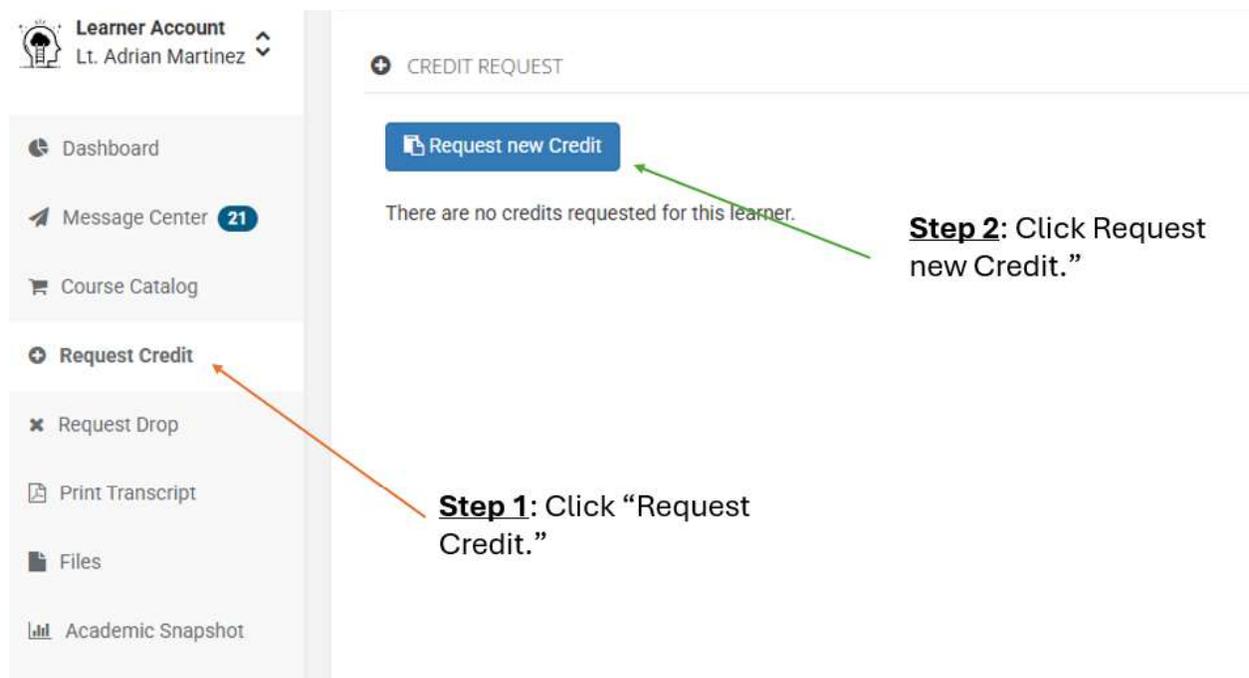
Step 5: Go back and update your course material with the missing information.

Requesting POST Credit:

Requesting POST credit will be done through the Learner’s Dashboard in Genius. You can request credit for out-of-state training and conferences through “Request Credit” on the left side of your dashboard.

Step 1: Click “Request Credit.”

Step 2: Click “Request New Credit.”

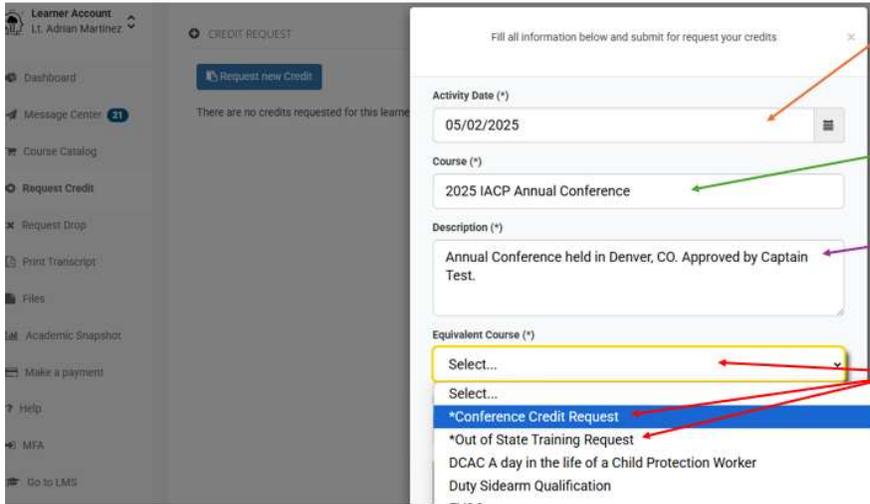


Step 3: Put the start date of the conference or training.

Step 4: Put the name of the conference or training.

Step 5: Describe the conference or training. You must indicate who approved you to get credit from your agency.

Step 6: Please select whether you are requesting credit for a conference or out-of-state training.



The screenshot shows a 'CREDIT REQUEST' form with the following fields and annotations:

- Activity Date (*):** 05/02/2025. An orange arrow points to this field with the text: **Step 3:** Put the start date of the conference or training.
- Course (*):** 2025 IACP Annual Conference. A green arrow points to this field with the text: **Step 4:** Put the name of the conference or training.
- Description (*):** Annual Conference held in Denver, CO. Approved by Captain Test. A purple arrow points to this field with the text: **Step 5:** Describe the conference or training. You must indicate who approved you to get credit from your agency.
- Equivalent Course (*):** A dropdown menu is open, showing options: Select..., *Conference Credit Request (highlighted in blue), *Out of State Training Request, DCAC A day in the life of a Child Protection Worker, and Duty Sidearm Qualification. A red arrow points to the dropdown with the text: **Step 6:** Please select whether you are requesting credit for a conference or out-of-state training.

Step 7: The “Requested Credits” are the number of hours you are requesting.

Important Note: The number of hours should reflect the number of hours you actively participated in the conference or training.

Step 8: Attach a document that proves you attended the conference or training. For example, this can be a curriculum, list of classes you attended, etc.

Step 9: Click “Request Credit” to submit your request to POST.

Fill all information below and submit for request your credits

Activity Date (*)
05/02/2025

Course (*)
2025 IACP Annual Conference

Description (*)
Annual Conference held in Denver, CO. Approved by Captain Test.

Equivalent Course (*)
*Conference Credit Request

Requested Credits (*)
35

Drop files here to upload

Request Credit Close

Step 7: The “Requested Credits” are the number of hours you are requesting.

Important Note: The number of hours should reflect the number of hours you actively participated in the conference or training.

Step 8: Attach a document that proves you attended the conference or training. For example, this can be a curriculum, list of classes you attended, etc.

Step 9: Click “Request Credit” to submit your request to POST.

After submitting your request, you will see a message that indicates it has been submitted to your affiliation manager. This request goes to POST and not your agency. If POST approves your request, the requested number of hours will appear on your transcript.

Step 10: Click “Request Credit” to check on the status of your request.

“Total Files” will show you the documents you attached for proof.

“Request Status” will show you the current status of your request.

Step 10: Click “Request Credit” to check on the status.

The screenshot shows a sidebar on the left with navigation options: Dashboard, Message Center, Course Catalog, Request Credit (highlighted), Request Drop, Print Transcript, Files, Academic Snapshot, and Make a payment. The main content area is titled 'CREDIT REQUEST' and includes a 'Request new Credit' button. Below this, a message states 'There is 1 credits requested for this learner:'. A table displays the request details:

Delete	Activity Date	Course Name	Description	Equivalent Course	Requested Credits	Request Date	Request Status	Total Files
	05/02/2025	Test Test	Approved by	*Out of State Training Request	42	05/05/2025	WAITING_REVIEW	

A green banner below the table reads 'Credit successfully requested!'.

If your request is denied, the status will say “Denied.” You may contact POST and ask why the request was denied. If your request is approved, you will see “Approved” in the status bar. The credits will also appear on your transcript.

The screenshot shows a user interface for a learner account. On the left is a navigation menu with options: Dashboard, Message Center (1), Course Catalog, and Request Credit. The main content area is titled 'CREDIT REQUEST' and includes a 'Request new Credit' button. Below this, a message states 'There is 1 credits requested for this learner:'. A table displays the following data:

Delete	Activity Date	Course Name	Description	Equivalent Course	Requested Credits	Request Date	Request Status	Total Files
	05/02/2025	Test Test	Approved by The Master	*Out of State Training Request	42	05/05/2025	APPROVED	

The screenshot displays a 'LEARNER TRANSCRIPT' for Jessica Linder. It includes the following information:

- Learner ID:** (blank)
- Name:** Jessica Linder
- Generated On:** 5/5/2025 1:28:28 PM

A table lists the transcript entries:

	Date	CEUs
Test Test ()	05/02/2025	42.00
		Total: 42

Frequency Asked Questions:

Q: Do I still need to obtain students’ POST numbers for training credits?

A: No. Students will need to provide you with their ND.gov user ID that is given to them by CJIS.

Q: Do I still need to use the PFN 9 and PFN 10?

A: No. The PFN 9 and PFN 10 have gone away with the new system. Creating a section in Genius is the new PFN 9 and PFN 10/10a.

Q: Do I still complete a PFN 8 if I want to get a course POST approved?

A: No. You can enroll in the course “New POST Course Submittal.” This course can be found in the course catalog in your Genius Learner Dashboard.

Q: How do I enroll or complete users from other agencies?

A: You must import the “Enrollment CSV” to enroll or give credit hours to others outside of

your agency. You can contact POST for the “Enrollment CSV” if you do not have it. It is also available on the POST website.

Q: Do I need to create a new section before importing a CSV?

A: Yes. You must create the section before trying to import a CSV for training credit.

Q: Is there a way to enroll and complete learners' training simultaneously?

A: Yes. You must complete and import a CSV. However, your CSV must have “Completed” in the status column.

Q: How do I request training credit for a conference or out-of-state training?

A: You must go to your Genius Learner Dashboard. The “Request Credit” button will be on the left side of the screen. Remember, you must include the name of the course or conference, the hours you are requesting credit for, and who gave you approval to attend the training or conference from your agency.

Q: Must I submit my conference or out-of-state training before I leave for the training?

A: No. You will request the credit after you return from the training. However, the request must be submitted within 30 days of the training completion date.

Q: How many days do I have to submit training credits for my students after the training is completed?

A: You must submit your section completion within 30 days of the completion of the training.

Q: How many days do I need to complete the New POST Course Submittal?

A: You must complete the New POST Course Submittal 15 days prior to instructing the new course.

Q: Can I update my learners' information?

A: No. Any learner information must be updated by ND POST only.

Q: Where do I find my certificate for the training I completed?

A: Each course you complete will come with a certificate. The certificate can be found on your Genius Learner Dashboard. Click on “Completed Courses” → Click on the ellipsis (three vertical dots) for the section certificate you want → Click “Download Certificate.”

Q: Where do I find my training profile?

A: Your training profile can be found on your Genius Learner Dashboard. The “Print Transcript” button is located on the left panel of your learner dashboard.

Q: Where do I find my employee's training profile?

A: It will be in the Affiliation side of Genius. Click "Learners" → Click the learner you want to view → Click "Transcript" on the left panel of the learner's page.

Q: How do I get a new employee enrolled into Genius?

A: Once POST issues a limited license or receives your employee's paperwork, they will be entered into Genius under your affiliation. Agencies are unable to edit their employees themselves.

Q: I receive emails that says my instructor's email is NDPOST@nd.gov. Are these real emails?

A: Yes, it is a real email from Genius. However, it is important to note it is a fake email associated with the fake instructor, "Post Instructor." Therefore, students shall contact the actual instructor of the course and not email NDPOST@nd.gov.