



# 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.

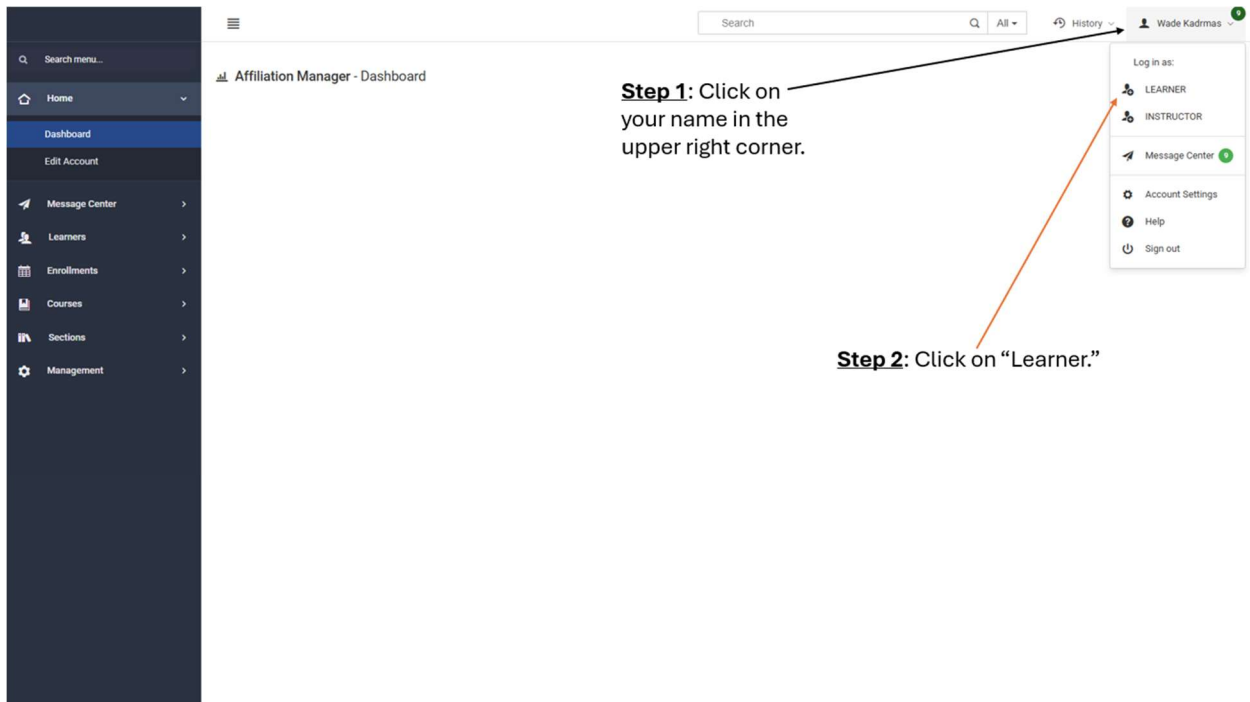
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## Switching Between Accounts:

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

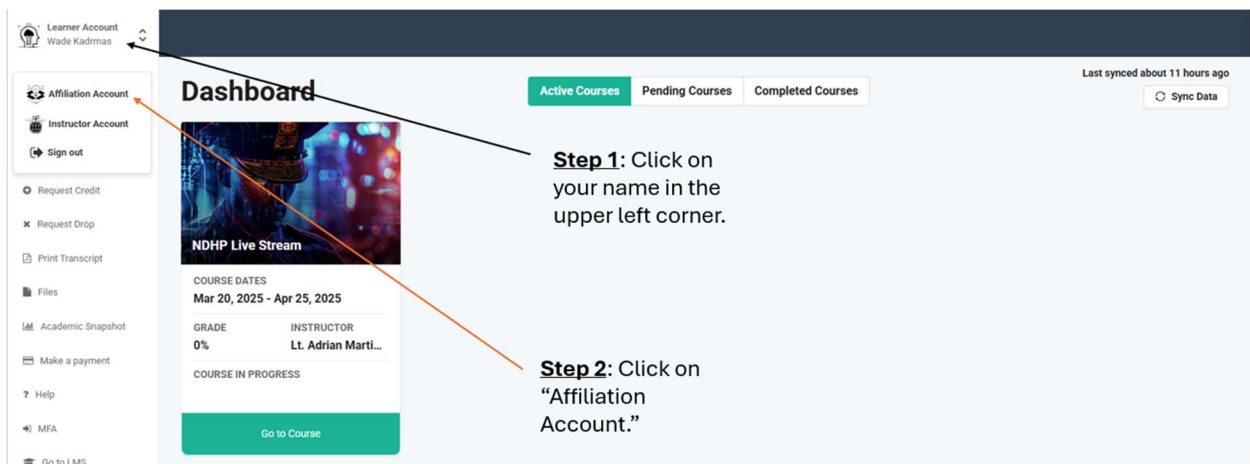


The screenshot shows the "Affiliation Manager - Dashboard" interface. On the left is a dark sidebar with navigation options: Home, Dashboard, Edit Account, Message Center, Learners, Enrollments, Courses, Sections, and Management. The main content area has a search bar and a user profile dropdown in the 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 has a user profile dropdown with options: Affiliation Account, Instructor Account, and Sign out. The main content area is titled "Dashboard" and includes tabs for Active Courses, Pending Courses, and Completed Courses. Below the tabs is a course card for "NDHP Live Stream" with course dates from Mar 20, 2025 to Apr 25, 2025, a grade of 0%, and an instructor named 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 Fargo POST Exam	POST EXAM-Fargo PD	1	27
Fargo Test Course	Training	ACTIVE		Fargo PD	1	28

**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”

**Add Section**

**Section Information**

Course: EVOC

Name: EVOC July 2025

Status: ACTIVE

Term: POST Approved Credit

Start Date: 04/04/2025

Duration (days): 1

Location:

Credits: 4

Certificate: Select...

Instructor: INSTRUCTOR, POST

Affiliation: NDLETA > NDHP

Cap: 16

End Date: 04/04/2025

Enroll By Date:

Price:

Attendance Measure: BY\_MEETING\_TIMES

Select...

LMS: Use this LMS to Create a Section

External Code:

External Link:

Competencies:

Highlighted: Select...

Enable Waiting List: No

Notes:

Delivery Method: LETA Face-to-Face

LMS Course ID:

Delivery: Select...

Completion Formula (edit):

Available for Registration: Yes

POST Instructor Name: Lt. Adrian Martinez

Add a meeting time

Save

Important to always select "Instructor, POST"

## Enrolling Learners:

- **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.

## Completing Learners in a Section:

- **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 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.
- **Learners:** Have their NDGOV ID, on the top of their transcripts
- **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" (All Caps) 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”

The “UserName” is their ND.gov

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		18

**TIP:** You will find the section’s “ID” under the “Sections” tab.

**Step 1:** Click "Sections."

**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."

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_180	180
NDHP	Lt. Adrian Martinez, Tarek Chase	09/01/2024	12/31/2024	0	30	1	POST Approved Credit			181

## 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 [grid icon] [lock icon]

**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.

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:

**Submit Form?**

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

Cancel   **Submit**

**Step 6:** Click “Submit.”

**Step 7:** Click “Training Program Application Acknowledgment.”

**Step 8:** Click “Start Attempt.”

**Step 7:** Click  
“Training Program  
Application  
Acknowledgment.”

The screenshot shows a Blackboard course page titled "#1 Training Program A...". The main content area displays a list of assignments for "New Training Program Application #1". The assignments are:

- #1 Training Program Application (No due date)
- #1 Training Program Application Acknowledgement (No due date)
- #1 Course Curriculum Submission (Content isn't available, 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)

An orange arrow points from the text "Step 7: Click 'Training Program Application Acknowledgment.'" to the "#1 Training Program Application Acknowledgement" assignment in the list.

On the right side, there is a sidebar with "Details & Information" and "Grading" sections. The "Grading" section shows "Maximum points" as "1 point". At the bottom right, there is a "Start attempt 1" button. A green arrow points from the text "Step 8: Click 'Start Attempt.'" to this button.

**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 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.

Submit Test?

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

Cancel **Submit**

**Step 11:** Click “Submit.”

Details & Information

Assessment due date  
No due date

Attempts  
2 attempts left

Grading

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

**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 web interface for submitting course curriculum. The main content area lists several submission steps, each with a status icon and a due date of 'No due date':

- #1 Training Program Application (Half moon icon)
- #1 Training Program Application Acknowledgement (Checkmark icon)
- #1 Course Curriculum Submission (Half moon icon)
- #1 Curriculum Submission Acknowledgement (Checkmark icon)
- #1 PowerPoint/Presentation Material Submission (Half moon icon)
- #1 PowerPoint/Presentation Material Submission Acknowledgement (Checkmark icon)
- #1 Additional Information Submission (Half moon icon)
- #1 Final Submission (Complete this to turn in course) (Checkmark icon)

Annotations include:

- A green line pointing from the TIP text to the half moon icons.
- An orange arrow pointing from the Step 12 text to the '#1 Course Curriculum Submission' item.
- A purple arrow pointing from the Step 13 text to the 'View instructions' button at the bottom right.

On the right side, there is a sidebar with 'Details & Information' including 'Assessment due date' (No due date), 'Attempts' (Unlimited), and 'Grading' (Maximum points: 1 point).

**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

Click the paperclip to upload a file.

The text box if you want to copy and paste.

**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**

Submit Assignment?

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.”

Content Calendar Announcements Discussions Gradebook Messages Groups

Master\_New POST Course Submittal

**#1 Curriculum Submiss...**

< Previous Next >

Details & Information

Assessment due date  
No due date

Attempts  
1 attempt left

Grading

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

Step 18: Click “Start Attempt.”

Start attempt

**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

Last saved 3:03:24 PM

Questions Filter (1)

Save and Close Submit

**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.

**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

**Step 21:** Click “Submit.”

**Step 22:** Click “PowerPoint/Presentation Material Submission.”

**Step 23:** Click “View Instructions.”

The screenshot shows a course submission interface. On the left, a list of submission items includes: #1 Training Program Application, #1 Training Program Application Acknowledgement, #1 Course Curriculum Submission, #1 Curriculum Submission Acknowledgement, #1 PowerPoint/Presentation Material Submission (highlighted with an orange arrow), #1 PowerPoint/Presentation Material Submission Acknowledgement, #1 Additional Information Submission, and #1 Final Submission. A text box overlay reads: "Step 22: Click 'PowerPoint/Presentation Material Submission.'" On the right, a sidebar shows details for "#1 PowerPoint/Presentation...". It includes a "Previous" button, "Details & Information" section with "Assessment due date" (No due date) and "Attempts" (Unlimited), and a "Grading" section with "Maximum points" (1 point). A "View instructions" button is at the bottom, with a green arrow pointing to it and a text box overlay reading: "Step 23: Click 'View Instructions.'" The top navigation bar includes "Content", "Calendar", "Announcements", "Discussions", "Gradebook", "Messages", and "Groups".

**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

...

**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', which is highlighted with an orange arrow and the text 'Step 27: Click "PowerPoint/Presentation Material Submission Acknowledgment."' On the right, a sidebar shows details for the selected item, including 'Assessment due date', 'Attempts', and 'Grading'. At the bottom right, a green arrow points to a 'Start attempt' button, with the text 'Step 28: Click "Start Attempt."' above it.

**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 interface. At the top, there are navigation tabs: Content, Calendar, Announcements, Discussions, Gradebook (with a '2' notification), Messages, Groups, and Achievements. The main content area displays a list of assignments for 'New Training Program Application #1'. The assignments 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 isn't available, No due date)

Below this list are three more assignment cards for 'New Training Program Application #2' and '#3', all with 'Content isn't available'.

On the right side, there is a sidebar for the selected assignment '#1 Additional Information Submission'. It includes a 'Previous' button, 'Details & Information' section with 'Assessment due date' (No due date) and 'Attempts' (Unlimited), and a 'Grading' section with 'Maximum points' (1 point). At the bottom of the sidebar, there is a 'View Instructions' button. A green arrow points from the text 'Step 33: Click “View Instructions.”’ to this button.

Overlaid on the screenshot are two instructional annotations:

- Step 32:** Click “Additional Information Submission.” (with a blue arrow pointing to the corresponding assignment in the list)
- Step 33:** Click “View Instructions.” (with a green arrow pointing to the 'View Instructions' button in the sidebar)


**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.”

Center 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 contains details for the submission, including a "Start attempt" button at the bottom, which is pointed to by a green arrow and the text "Step 37: Click 'Start Attempt.'" The interface includes a top navigation bar with options like "Content", "Calendar", and "Announcements". The main content area shows a list of tasks, each with a document icon and a "No due date" status. Below the task list, there are two sections for "New Training Program Application" with placeholder images and text.

**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**

**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**

**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.”

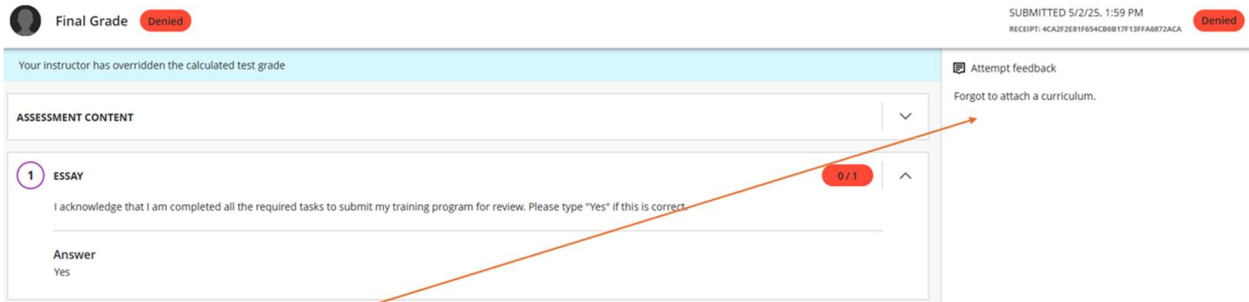
**Step 3:** If your course is denied, click “View” to see why the course was denied.

**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.

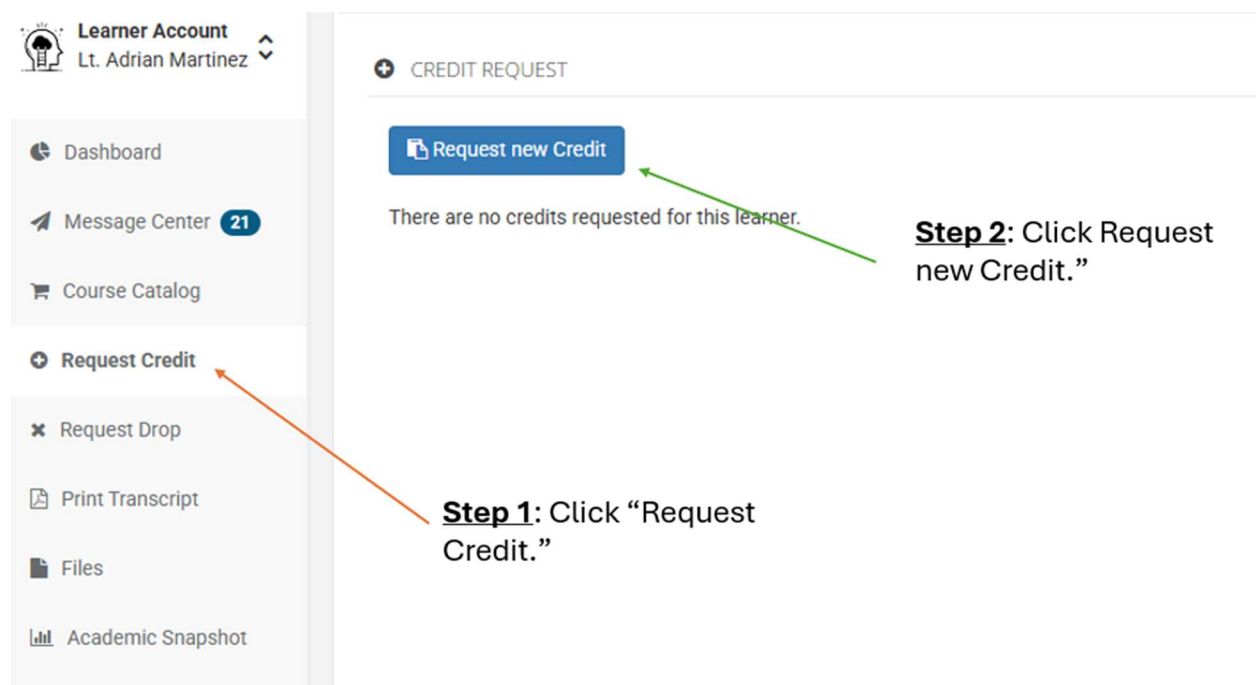
**Step 5:** Go back and update your course material with the missing information.

## 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 (Annotated with Step 3)
- Course (\*):** 2025 IACP Annual Conference (Annotated with Step 4)
- Description (\*):** Annual Conference held in Denver, CO. Approved by Captain Test. (Annotated with Step 5)
- Equivalent Course (\*):** A dropdown menu with options: Select..., \*Conference Credit Request (highlighted in blue), \*Out of State Training Request, DCAC A day in the life of a Child Protection Worker, Duty Sidearm Qualification. (Annotated with Step 6)

Annotations on the right side of the image:

- 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.

**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.

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	

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 the 'CREDIT REQUEST' section of a learner account for Jessica Linder. A 'Request new Credit' button is visible. Below it, 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 transcript is titled 'LEARNER TRANSCRIPT' and is generated on 5/5/2025 at 1:28:28 PM. It identifies the learner as Jessica Linder (Learner ID: Jessica Linder). The transcript table is as follows:

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

## Annual Qualifications

**Step 1:** Select your course of fire.

**Step 2:** Delete the “Sec #” in the course name and add “Annual Qualification and the Year.” For example, if your course of fire is “HQ1”, the new section name would be “HQ1 Annual Qualification 2025.”

**Step 3:** Complete the section creation as you would do for any other section.

**Important Note:** POST requires the make or model of the handgun. This information is required and there are two areas where you can add this information to Genius. This can be done in the “Note Section” when creating the section or by putting it at the end of the enrollment .csv. If multiple guns are used separate the make and model by comma.

Search menu...

- Home
- Message Center
- Learners
- Financials
- Enrollments
- Affiliations
- Learning Paths
- Courses
- Sections**
  - Sections
  - Add Section**
  - Bulk Actions
  - Import CSV
  - Triggers
- Subscriptions
- Instructors
- Coaches

### Add Section

**Section Information**

**Step 1:** Select your Course of Fire

**Step 2:** Add "Annual Qualification and the Year" to the Section Name.

**Step 3:** Complete the Section as you would any other section.

Course: Bismarck PD Shooting Pistol Course 10

Name: Bismarck PD Shooting Pistol Course 10 Annual Qualification 2025

Instructor: INSTRUCTOR, POST

Status: ACTIVE

Affiliation: NDLETA > Bismarck PD

Term: POST Approved Credit

Cap: 100

Start Date: 06/27/2025

End Date: 06/29/2025

Duration (days): 3

Enroll By Date:

Location:

Price:

Credits: 1

Attendance Measure: BY\_MEETING\_TIMES

C	D	E	F	G	H	I	J
Status	StartDate	EndDate	ExitDate	Grade	Assignme	Assignme	cf_GunQual
COMPLETED				100			Glock 19, Staccato C2

## 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. On the top will show your POST number, NDGOV ID, license expiration date.

**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](mailto: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](mailto:NDPOST@nd.gov).