



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.

Table of Contents

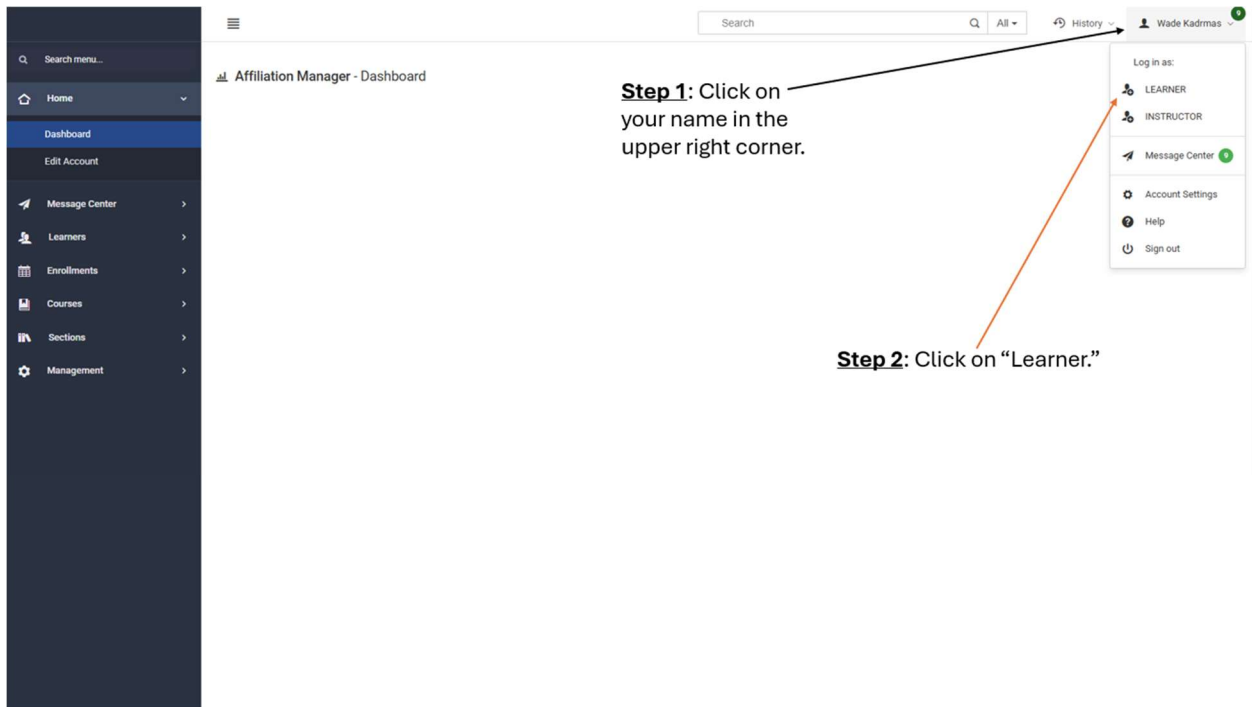
Switching Between Accounts:	4
<i>Switching from Affiliation Manager to Learner</i>	4
<i>Switching from Learner to Affiliation</i>	4
Creating Sections (The NEW PFN 9 and PFN 10):	5
<i>Adding a Section via “Courses”</i>	5
<i>Adding a Section via “Sections.”</i>	6
<i>Essential Terms and Considerations for Section Creation</i>	7
<i>Example of a Completed Section via “Add Section”</i>	9
Enrolling Learners:	10
<i>Enrolling Users via “Bulk Action”</i>	10
<i>Verifying Enrolled Learners</i>	14
<i>Active Enrollments</i>	15
<i>Enrollment History</i>	16
Completing Learners in a Section:	16
<i>Completing Learners via “Bulk Actions” under Enrollments</i>	17
<i>Completing Learners via Editing Learner under Sections</i>	20
<i>Completing learners via a CSV File</i>	22
Dropping Learners from Training:	24
<i>Dropping Learners via “Bulk Actions” under Enrollments</i>	25
<i>Dropping Learners via Editing Learner under Sections</i>	27
Marking Learners “Unsuccessful” from Training:	30
<i>Marking Learners Unsuccessful via “Bulk Actions” under Enrollments</i>	30

<i>Marking Learners Unsuccessful via Editing Learner under Sections</i>	32
Submitting a New Course for POST Approval (PFN8):	34
<i>Submitting a New Course</i>	35
<i>Check the status of your course submittal via the gradebook</i>	52
Requesting POST Credit:.....	54
Annual Qualifications	57
Frequency Asked Questions:	61

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

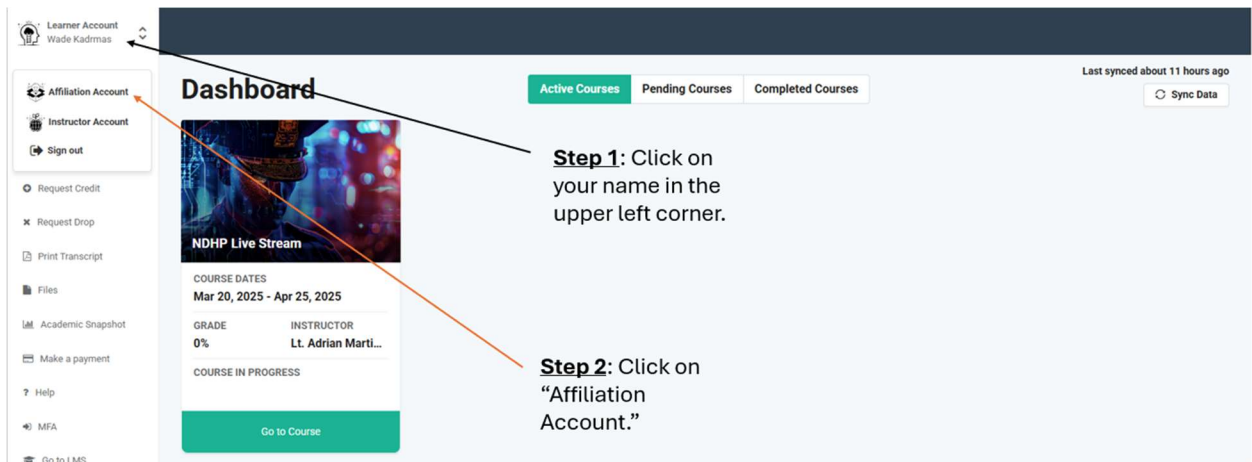


The screenshot shows the "Affiliation Manager - Dashboard" interface. On the left is a dark sidebar with a search bar and a menu including Home, Dashboard, Edit Account, Message Center, Learners, Enrollments, Courses, Sections, and Management. The main content area has a top navigation bar with a search bar, "All" filter, "History" link, and a user profile for "Wade Kadmas". A dropdown menu is open under the user profile, showing options: "Log in as:", "LEARNER", "INSTRUCTOR", "Message Center", "Account Settings", "Help", and "Sign out".

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 menu 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". A course card for "NDHP Live Stream" is displayed, showing course dates (Mar 20, 2025 - Apr 25, 2025), grade (0%), instructor (Lt. Adrian Marti...), and a "Go to Course" button. A "Sync Data" button is in the top right corner.

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	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

Search 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

Sections

Add Section

Management

Search

All

History

Lt. Adrian Martinez

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

Important to always select “Instructor, POST”

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

POST Instructor Name

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.

Step 1: Click “Get Data” for all your officers to appear:

There are 2211 learners matching your criteria:

Step 2: Use this to select all learners in your agency.

Get Data

1 - 2 / 2 (2) 25 1 Reset Export CSV Export Excel

☐ Check All

Select	Learner ID	Name	Username	Affiliation	Learning Path	Course	Status

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 searching and selecting learners. At the top, there are navigation controls: a list of icons, a page indicator '1 - 4 / 4 (2211)', a dropdown menu set to '25', another dropdown set to '1', and buttons for 'Reset', 'Export CSV', and 'Export Excel'. Below this is a section titled 'Name Search' with a 'Check All' checkbox. The main area is a table with columns: 'Select', 'Learner ID', 'Name', 'Username', 'Affiliation', 'Learning Path', 'Course', and 'Status'. The 'Name' column has a search box with the text 'martinez' entered. Below the table, there are more navigation controls: icons, '1 - 4 / 4 (2211)', a dropdown set to '25', a dropdown set to '1', and an 'Export Excel' button. A blue 'Bulk Enroll' button is located at the bottom right. Two annotations are present: an orange arrow points from the text '“Name Search” Box' to the search box in the 'Name' column; a green arrow points from the text 'Box you select for the learner you want' to the checkbox in the 'Select' column for the first row.

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

Step 1: Click “Learners.”

Step 2: Click “Bulk Action.”

Bulk Actions **Step 1: Click "Learners"**

Step 2: Click "Bulk Actions"

Search criteria

Search

Search by name, login or email...

Find

Member of Affiliation(s) (optional)

Search for an affiliation

Learner Status (optional)

Select...

Enrolled in Learning Path (optional)

Select...

Learning Path Status (optional)

Select...

Has Role (optional)

Select...

Advanced filters

By Status

Status (optional)

Any

Course (optional)

Select...

Section (optional)

Select...

More Criteria

Field	Condition	Value
Select...	Select...	

Custom Fields

Elmore (optional)

(optional)

(optional)

Step 3: Click "Get Data."

Field

Select...

Condition

Select...

Value

- +

Custom Fields

Filters

Select...

Select...

Value

There are 211 learners matching your criteria.

Tip: Use this for the number of learners you want to display

Step 3: Scroll down and select "Get Data."

Get Data

1 - 25 / 211 (211)

25

1

Reset

Export CSV

Export Excel

☐ Check All

Select	Learner ID	Name	Username	Affiliation	Learning Path	Course	Status
☐	14	Aberle, Brady	BDABERLE@ND.GOV	NDHP, Southwest, Sworn			ACTIVE
☐	13	Aberle, Darcy	DAABERLE@ND.GOV	HQ, NDHP, Sworn			ACTIVE
☐	182	Allen, Christopher	CLALLEN@ND.GOV	NDHP, Southeast, Sworn			ACTIVE

Step 4: Select your learners you wish to enroll.

	Search	Search	Search	Search
☒	13	Aberle, Darcy	DAABERLE@ND.GOV	HQ, NDHP, Sworn
☒	179	Arndt, Derek	DJARNDT@ND.GOV	HQ, NDHP, Sworn
☒	176	Bartlette, John	JBARTLETTE@ND.GOV	HQ, NDHP, Sworn
☒	171	Boll, Nathan	NABOLL@ND.GOV	HQ, NDHP, Sworn
☒	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”

Bulk Enroll
Clicking on Enroll will enroll the 5 selected learners

Step 6: Select Course

Course: NDHP Firearm Grip

Term: Select...

Sections

1 - 2 / 2 (2) 25 1 Export Excel

Sections	Instructor(s)	Term	Start Date
☐ NDHP Firearm Grip sec. 1	Lt. Adrian Martinez	Non-POST Approved Credit	02/11/2025
☒ NDHP Firearm Grip sec. 2	Lt. Adrian Martinez	Non-POST Approved Credit	03/24/2025

1 - 2 / 2 (2) 25 1 Export Excel

Start Date: 03/24/2025

Close Enroll

Step 7: Select Section

Step 8: Click “Enroll”

Step 5: Click “Bulk Enroll.”

Bulk Enroll

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 is a dark sidebar with a search menu and navigation links: Home, Message Center, Learners, Enrollments, Courses, Sections (highlighted with an orange arrow), Add Section, and Management. The main content area is titled 'Sections' and features a table of course sections. Above the table are filters for status, affiliation, instructors, start/end dates, and a search bar. A 'Customize Columns' button is in the top right. Annotations include: 'Step 1: Click "Sections."' pointing to the sidebar link; 'Step 2b: Click on the section for more detail information' pointing to a section row; and 'Step 2a: Tells you're the number of enrollments in the course.' pointing to the '#Enrollments' column header.

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).

- Information
- Active Enrollments
- Enrollment 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 Waiting List: Yes

Delivery Method: LETA Face-to-Face

Notes:

Meeting time:

Course:

Cap: 30

Credits: 24

Certificate:

Start Date: 06/30/2025

Duration: 3

Location: LETA

Price:

Catalog Link: <https://ndia.geniussis.com/catalog/registration/section/205>

Direct Enrollment URL: [Create](#)

Available For Registration: Yes

POST Instructor Name: Kennelly and Kadmas

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	

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

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
☐	Edit	Audit	Lee, Mathew	NDHP, Northwest, Sworn	06/30/2025	07/02/2025	0 of 0	
☐	Edit	Audit	Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0	
☐	Edit	Audit	McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025	0 of 0	
☐	Edit	Audit	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.

The screenshot shows the 'Enrollment History' page for 'Section - NDHP Live Stream sec. 1'. On the left sidebar, the 'Enrollment History' option is highlighted with a blue arrow and the text: **Step 4:** Click the “Enrollment History” to get learner history for your section.

The main content area includes a 'Search criteria' section with dropdowns for 'Period (optional)' and 'Status (optional)', a 'Get Data' button, and a message: 'There are 165 enrollments matching your criteria:'. Below this is a table of enrollments. A green arrow points to the 'Status' column header with the text: “Status” will show you the learner’s status in the course. Another orange arrow points to the 'Status' column header with the text: **Tip:** By typing in “Com” or “Completed”, you can see everyone who completed your course. This is the same for active, dropped, etc.

Select	Edit	Audit	Learner	Affiliation	Start	End	Completed/Dropped	Status	Grade	Assignments
☐			Moses, Alyson	NDHP, Northwest, Sworn	03/20/2025	04/25/2025		ACTIVE	0	0 of 0
☐			Mugan, Ryan	NDHP, Northeast, Sworn	03/20/2025	04/25/2025	03/21/2025 1:01 AM	COMPLETED	0	0 of 0
☐			Myers, James	NDHP, Northeast, Sworn	03/20/2025	04/25/2025	03/22/2025 1:01 AM	COMPLETED	0	0 of 0
☐			Nelson, Travis	NDHP, Northeast, Sworn	03/20/2025	04/25/2025	04/01/2025 1:01 AM	COMPLETED	0	0 of 0
☐			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.”

The screenshot shows the 'Enrollments' page with a sidebar on the left and a main content area. The sidebar has a dark blue background with white text and icons. The main content area is white with various filters and a 'Get Data' button at the bottom.

Step 1: Click “Enrollments.” (An orange arrow points from the sidebar to the 'Enrollments' header in the main area.)

Step 2: Click “Bulk Actions.” (A green arrow points from the sidebar to the 'Bulk Actions' link in the main area.)

Steps 3-4: Select Course and Section (Two blue arrows point from the 'Course (optional)' and 'Section' dropdowns to the text.)

Step 5: Click “Get Data.” (A purple arrow points from the 'Get Data' button to the text.)

The main content area includes the following filters:

- Affiliation (optional):** Search for an affiliation (dropdown)
- Grade between:** Select... and Select... (dropdowns)
- Category (optional):** Select... (dropdown)
- Term (optional):** Select... (dropdown)
- Course (optional):** Select... (dropdown)
- Start Date (optional):** Select... (dropdown)
- End Date (optional):** Select... (dropdown)
- Section:** Select... (dropdown)
- Advanced filters:**
 - Instructor (optional):** Select... (dropdown)
 - Pacing:** Select... (dropdown), Select... (dropdown), Select... (dropdown), Select... (dropdown)
 - Learning Path (optional):** Select... (dropdown)
 - Logins:** Select... (dropdown), Select... (dropdown), in Select... (dropdown) days
 - Certificate Expiration Date >= (optional):** Courses expiring after this date (text input)
 - Certificate Expiration Date <= (optional):** Courses expiring up to this date (text input)
 - Coach (optional):** Select... (dropdown)
 - Enrollment Status (optional):** Select... (dropdown)
 - Custom criteria:**
 - Select... (dropdown), Select... (dropdown), [text input], Save this filter as: (optional) [text input]
 - and Select... (dropdown), Select... (dropdown), [text input]
 - and Select... (dropdown), Select... (dropdown), [text input]
 - and Select... (dropdown), Select... (dropdown), [text input], Load this filter: (optional) Select... (dropdown)
 - and Select... (dropdown), Select... (dropdown), [text input]
- Get Data:** (button)

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

Step 6: Select your users to complete.

Step 7: Click “Bulk Edit.”

	Name	Course	Instructor	Start Date	End Date	Credits	Hours	Score	Grade
☐	Smith, Tanner	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
☐	Skogen, Shawn	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
☐	Sova, Paul	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
☐	Skogen, Andrew	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
☒	Rothberger, Shane	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
☒	Rothberger, Shane	LETA Technical Crash Investigation sec. 1	Lt. Adrian Martinez	04/28/2025	05/02/2025	-25	0		19
☒	Schatz, Chelsey	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18
☒	Roth, Troy	NDHP Live Stream sec. 1	Lt. Adrian Martinez	03/20/2025	04/25/2025	0	14	0	18

1 - 25 / 103 (103) 25 1

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.

The screenshot shows a web application interface for editing multiple enrollments. On the left, a list of learners is shown with checkboxes. The main form area is titled 'Edit MULTIPLE Enrollments' and contains several input fields: 'Current Grade' (with '100' entered), 'Credits Earned' (with '4' entered), 'Start Date' (with '04/01/2025' entered), 'End Date' (with '04/03/2025' entered), 'Exit Date' (with '04/04/2025' entered), and 'Status' (with 'COMPLETED' selected from a dropdown). There are also fields for 'Assignments Completed' and 'Total Assignments', both with '0' entered. A 'Comments' field is at the bottom. At the bottom right of the form are 'Bulk Save' and 'Cancel' buttons. To the right of the form is a table with columns: StartDate, EndDate, Grade, CurDay, Assignment, and Enr. The table contains multiple rows of data. Annotations with arrows point to specific fields: Step 8 points to the 'Current Grade' field, Step 9 points to the 'Credits Earned' field, Step 10 points to the 'Start Date', 'End Date', and 'Exit Date' fields, Step 11 points to the 'Status' dropdown, and Step 12 points to the 'Bulk Save' button.

Select	Learner	Section	Instructors	StartDate	EndDate	Grade	CurDay	Assignment	Enr
☐	Wenger, Benjamin			04/28/2025	05/02/2025	-25	0		19
☐	Wenger, Benjamin			03/20/2025	04/25/2025	0	14	0	19
☐	Wald, Michael			06/23/2025	03/31/2026	-81	0		20
☐	Trentman, Sean			03/20/2025	04/25/2025	0	14	0	19
☐	Torgeson, Rod			03/20/2025	04/25/2025	0	14	0	19
☐	Tuhy, Craig			03/20/2025	04/25/2025	0	14	0	19
☐	Sundby, Myles			03/20/2025	04/25/2025	0	14	0	19
☐	Stewart, Trenton			03/20/2025	04/25/2025	0	14	0	19
☐	Stern, Kyle			03/20/2025	04/25/2025	0	14	0	19
☐	Strege, Bennett			04/28/2025	05/02/2025	-25	0		19
☐	Steffen, Tyler			03/20/2025	04/25/2025	0	14	0	19
☐	Steenstrup, Thomas			03/20/2025	04/25/2025	0	14	0	19
☐	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://ndieta.geniussis.com/catalog/registration/section/206>
Direct Enrollment URL: [Create](#)
Available For Registration: No

POST Instructor Name: Martinez

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

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
☐			Lee, Mathew	NDHP, Northwest, Sworn	06/30/2025	07/02/2025	0 of 0		
☐			Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		
☐			McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025	0 of 0		
☐			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.

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
☐			Holdburg, Frank	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		
☐			McFarland, Camron	NDHP, Northeast, Sworn	06/30/2025	07/02/2025	0 of 0		
☐			Johnson, Shane	NDHP, Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		

Edit Enrollment

Current Grade: 100

Assignments Completed: 0

Total Assignments: 0

Start Date: 6/30/2025

Status: COMPLETED

End Date: 7/2/2025

Comments:

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.”

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"

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.

Sections

1 - 10 / 10 (10) 25 1 Export Excel

Customize Columns

Step 1: Click "Sections."

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

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

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

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."

Steps 3-4: Select Course and Section

Step 5: Click "Get Data"

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

Step 6: Select your users to drop.

Step 7: Click "Bulk Edit."

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

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.”

The screenshot shows the 'Edit MULTIPLE Enrollments' window overlaid on a table of learners. The window contains the following fields and annotations:

- Current Grade:** A text box containing '0'. An orange arrow points to it with the text: **Step 8:** Leave “Current Grade” as 0.
- Assignments Completed:** A text box containing '0'.
- Credits Earned:** A text box.
- Total Assignments:** A text box containing '0'.
- Start Date:** A date picker showing '03/20/2025'.
- End Date:** A date picker showing '04/25/2025'. A green arrow points to it with the text: **Step 9:** Change “End Date” to the date the learner was dropped from the course.
- Exit Date:** A date picker.
- Status:** A dropdown menu showing 'DROPPED'. A purple arrow points to it with the text: **Step 10:** Change the “Status” to “Dropped.”
- Reason:** A dropdown menu showing 'Student Decision'. A blue arrow points to it with the text: **Step 11:** Select the “Reason” the student is being dropped from the course.
- Comments:** A text area.
- Buttons:** 'Bulk Save' and 'Cancel'. A blue arrow points to 'Bulk Save' with the text: **Step 12:** Click “Bulk Save.”

The background table lists learners with columns for Select, Learner, Section, Instructors, StartDate, EndDate, and Grad.

Dropping Learners via Editing Learner under Sections

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

Sections

1 - 10 / 10 (10) 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 drop.

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
 Notes:
 Meeting time:

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

Step 3: Click “Active Enrollments”

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

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
☐			Lee, Mathew	NDHP, Northwest, Swom	06/30/2025	07/02/2025	0 of 0		
☐			Holzburg, Frank	NDHP, Southeast, Swom	06/30/2025	07/02/2025	0 of 0		
☐			McFarland, Camron	NDHP, Northeast, Swom	06/30/2025	07/02/2025	0 of 0		
☐			Johnson, Shane	NDHP, Southeast, Swom	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.”

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

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

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

Step 9: Click “Bulk Save.”

Current Grade: 0

Assignments Completed: 0

Total Assignments: 0

Start Date: 3/20/2025

Status: DROPPED

End Date: 4/25/2025

Reason: Agency Decision

Comments:

Comments

[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."

Steps 3-4: Select Course and Section

Step 5: Click "Get Data"

Steps 6 and 7: Select your users to mark unsuccessful → Click "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	

Step 11: Click “Bulk Save.”

↓

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

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

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

1 - 10 / 10 (10)

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”

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://ndleta.geniussis.com/catalog/registration/section/206>
Direct Enrollment URL: [Create](#)
Available For Registration: No

POST Instructor Name: Martinez

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

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
☐	Edit	Audit	Lee, Mathew	NDHP: Northwest, Sworn	06/30/2025	07/02/2025	0 of 0		
☐	Edit	Audit	Holdburg, Frank	NDHP: Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		
☐	Edit	Audit	McFarland, Camron	NDHP: Northeast, Sworn	06/30/2025	07/02/2025	0 of 0		
☐	Edit	Audit	Johnson, Shane	NDHP: Southeast, Sworn	06/30/2025	07/02/2025	0 of 0		

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

[Bulk edit...](#)

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.”

Current Grade:

Total Assignments:

Status:

Comments:

Assignments Completed:

Start Date:

End Date:

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.

NewPOSTCourseSubmittal

Master_New POST Course Submittal

CLOSED

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.

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.

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](#)

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.”

Page | 35

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

Step 4: Complete all questions

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

North Dakota P.O.S.T.
Peace Officer Standards and Training

Question 1

Agency name:

NDHP

Question 2

Telephone Number:

701-123-8547

Question 3

Email:

Last saved 1:05:03 PM

Questions Filter (13)

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.

Save and Close Submit

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:

Use the editor to format your answer

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.”

Content Calendar Announcements Discussions Gradebook Messages Groups

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

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
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

New Training Program Application #2
Content isn't available

Start attempt 1

Step 8: Click
“Start Attempt.”

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.

Details & Information

Assessment due date
No due date

Attempts
2 attempts left

Grading

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

Submit Test?

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

Cancel Submit

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 web application interface for course submissions. At the top, there's a navigation bar with links: Content, Calendar, Announcements, Discussions, Gradebook, Messages, and Groups. Below this is a header section for "new Training Program Application #1" with a note: "NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED." The main content area lists several submission steps, each with a status icon (half moon or checkmark) and a "No due date" label. The steps are: #1 Training Program Application, #1 Training Program Application Acknowledgement, #1 Course Curriculum Submission, #1 Curriculum Submission Acknowledgement, #1 PowerPoint/Presentation Material Submission, #1 PowerPoint/Presentation Material Submission Acknowledgement, #1 Additional Information Submission, and #1 Final Submission (Complete this to turn in course). An orange arrow points from the text "Step 12: Click 'Course Curriculum Submission.'" to the "#1 Course Curriculum Submission" item. A green arrow points from the text "TIP: The half moon indicates you started the requirement, but it is not complete. The ✓ indicates it is complete." to the status icons of the first two items. On the right side, there's a sidebar titled "Master_New POST Course Submittal" and "#1 Course Curriculum ...". It contains sections for "Details & Information" (Assessment due date: No due date, Attempts: Unlimited) and "Grading" (Maximum points: 1 point). At the bottom right, there's a "View instructions" button, with a purple arrow pointing to it from the text "Step 13: Click 'View Instructions.'" Below the main content area, there's a section for "New Training Program Application #2" with a note: "NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED."

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.

Details & Information

Assessment due date
No due date

Attempts
Unlimited

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.

Submission

Step 14

Word count: 2

The text box if you want to copy and paste.

Click the paperclip to upload 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

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.

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.”

The screenshot shows a web interface for a course submission. At the top, there's a navigation bar with links: Content, Calendar, Announcements, Discussions, Gradebook, Messages, and Groups. Below this, a header section contains an American flag icon and the text "new training program application #1" with a note: "NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED." Below the header is a list of submission items, each with a document icon, a title, and a status. An orange arrow points from the text "Step 17: Click 'Curriculum Submission Acknowledgment.'" to the item "#1 Curriculum Submission Acknowledgment". 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 Acknowledgment (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)

Below the list is a section for "New Training Program Application #2" with a note: "NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED." To the right of the submission list is a sidebar titled "Master, New POST Course Submittal" and "#1 Curriculum Submiss...". It contains a "Previous" button, a "Next" button, and a "Details & Information" section. The "Details & Information" section includes "Assessment due date" (No due date), "Attempts" (1 attempt left), and a "Grading" section with "Maximum points" (1 point). At the bottom right, a green arrow points from the text "Step 18: Click 'Start Attempt.'" to a "Start attempt" button.

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

I have submitted a curriculum with all the necessary information.

☒ A Yes

☐ B No. Go back and provide the necessary information.

1 Point

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

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."

Content Calendar Announcements Discussions Gradebook Messages Groups

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
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

Master_New POST Course Submittal

#1 PowerPoint/Presentation...

Previous Next

Details & Information

Assessment due date
No due date

Attempts
Unlimited

Grading

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

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

Step 23: Click "View Instructions."

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

Details & Information

Assessment due date
No due date

Attempts
Unlimited

Grading

Maximum points 1 point

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.

ssion

... | | | | |

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 Blackboard course page. 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 (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 27: Click “PowerPoint/Presentation Material Submission Acknowledgment.”' to the assignment '#1 PowerPoint/Presentation Material Submission Acknowledgement'.

The right-hand sidebar contains the following sections:

- Master_New POST Course Submittal
- #1 PowerPoint/Present...
- Navigation: Previous, Next
- Details & Information
 - Assessment due date: No due date
 - Attempts: 1 attempt left
- Grading
 - Maximum points: 1 point
- Step 28: Click “Start Attempt.” (with a green arrow pointing to the 'Start attempt' button)

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 course interface with a top navigation bar (Content, Calendar, Announcements, Discussions, Gradebook, Messages, Groups, Achievements). The main content area displays a list of submissions for 'New Training Program Application #1'. A blue arrow points to the '#1 Additional Information Submission' item, with the annotation: **Step 32:** Click “Additional Information Submission.”

On the right, a sidebar shows details for the selected submission, including 'Assessment due date' (No due date), 'Attempts' (Unlimited), and 'Grading' (Maximum points: 1 point). Below this, a green arrow points down to a 'View Instructions' button, with the annotation: **Step 33:** Click “View Instructions.”

The submission 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 (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 the list, there are sections for 'New Training Program Application #2' and 'New Training Program Application #3', both marked as 'Content isn't available'.

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.”

Content Calendar Announcements Discussions Gradebook (2) Messages Groups Achievements

Master_New POST Course Submittal

#1 Final Submission (C...

< Previous

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

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

Step 36: Click “Final Submission.”

- #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

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.

New Training Program Application #3
Content isn't available
NOTE: THIS FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL FIFTEEN (15) DAYS PRIOR TO THE PROGRAM BEING CONDUCTED.

Step 37: Click “Start Attempt.”

Start attempt

Step 38: Acknowledge you have completed all required tasks.

Step 39: 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.”

Content	Calendar	Announcements	Discussions	Gradebook (6)	Messages	Groups	Achievements
---------	----------	---------------	-------------	----------------------	----------	--------	--------------

Lt. Adrian Martinez_PreviewUser

Grades

Item Name	Due Date	Status	Grade	Results
#1 Training Program Application 1 attempt submitted		Graded	✓	View
#1 Course Curriculum Submission 1 attempt submitted		Graded	✓	View
#1 PowerPoint/Presentation Material Submission 1 attempt submitted		Graded	✓	View
#1 Additional Information Submission 1 attempt submitted		Graded	✓	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	✓	View
#1 Course Curriculum Submission 1 attempt submitted		Graded	✓	View
#1 PowerPoint/Presentation Material Submission 1 attempt submitted		Graded	✓	View
#1 Additional Information Submission 1 attempt submitted		Graded	✓	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.

Final Grade **Denied** SUBMITTED 5/2/25, 1:59 PM RECEIPT: KCA2F2E1F654C8B817F13FFA8B72ACA **Denied**

Your instructor has overridden the calculated test grade

ASSESSMENT CONTENT

1 ESSAY 0/1

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

Answer
Yes

Attempt feedback
Forgot to attach a curriculum.

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."

Learner Account
Lt. Adrian Martinez

Dashboard

Message Center 21

Course Catalog

+ Request Credit

x Request Drop

Print Transcript

Files

Academic Snapshot

+ CREDIT REQUEST

Request new Credit

There are no credits requested for this learner.

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 within a 'Learner Account' interface. The form has a title bar that says 'Fill all information below and submit for request your credits'. It contains several input fields: 'Activity Date (*)' with the value '05/02/2025', 'Course (*)' with the value '2025 IACP Annual Conference', and 'Description (*)' with the value 'Annual Conference held in Denver, CO. Approved by Captain Test.'. Below these is a dropdown menu for 'Equivalent Course (*)' which is currently open, showing options: 'Select...', '*Conference Credit Request' (highlighted in blue), '*Out of State Training Request', and 'DCAC A day in the life of a Child Protection Worker Duty Sidearm Qualification'. Colored arrows point from text instructions to specific parts of the form: an orange arrow points to the date field (Step 3), a green arrow points to the course field (Step 4), a purple arrow points to the description field (Step 5), and a red arrow points to the 'Conference Credit Request' option in the dropdown (Step 6).

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.

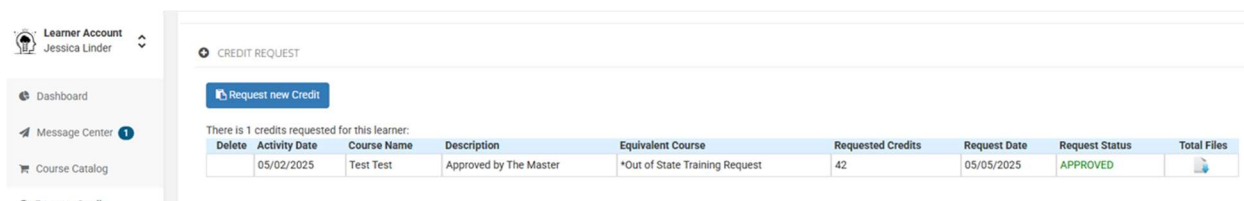
Step 10: Click “Request Credit” to check on the status.

There is 1 credits requested for this learner:

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	

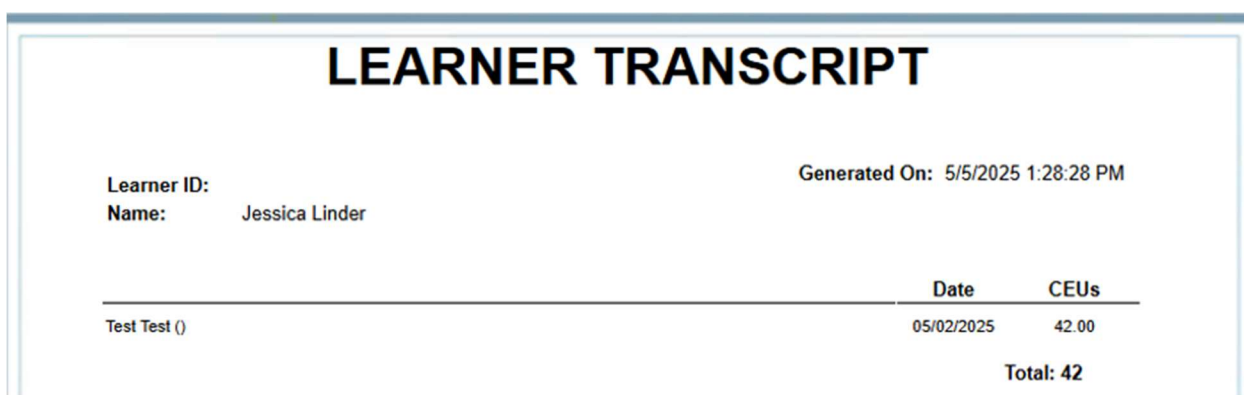
Credit successfully requested!

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 a web interface for a learner account. On the left is a sidebar with links: Dashboard, Message Center (with a notification badge), Course Catalog, and Download Profile. 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 follows with 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 shows a 'LEARNER TRANSCRIPT' for Jessica Linder. It includes the learner's ID and name, and the generation date and time. Below this is a table of credits:

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

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 does not require the make or model of the handgun. This information is required to be kept by the agency. However, there are two areas where you can add this information to Genius if it is desired by your agency. This can be done in the “Note Section” when creating the section or by editing the learner after they complete the qualification. Adding the information in the section would mean that everyone in your

agency has the same handgun. You will edit the learner if officers carry and qualify with different handguns.

Search menu...

Home

Message Center

Learners

Financials

Enrollments

Affiliations

Learning Paths

Courses

Sections

Sections

Add Section

Bulk Actions

Import CSV

Triggers

Subscriptions

Instructors

Coaches

Reports

Add Section

Section Information

Course

Bismarck PD Shooting Pistol Course 10

Name

Bismarck PD Shooting Pistol Course 10 Annual Qualification 2025

Status

ACTIVE

Term

POST Approved Credit

Start Date

06/27/2025

Duration (days)

3

Location

Credits

1

Instructor

INSTRUCTOR, POST

Affiliation

NDLETA > Bismarck PD

Cap

100

End Date

06/29/2025

Enroll By Date

Price

Attendance Measure

BY_MEETING_TIMES

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.

Credits

1

Attendance Measure

BY_MEETING_TIMES

Certificate

Select...

LMS

Use this LMS to Create a Section

LMS Course ID

External Code

External Link

Delivery

Select...

Competencies

Completion Formula ([edit](#))

Highlighted

Select...

Available for Registration

Yes

Enable Waiting List

Yes

Notes

Important Note: This is the area you can put your make, model, and caliber information. Only put this information in here if everyone uses the same weapon. This is NOT required.

Delivery Method

Agency Face-to-Face

POST Instructor Name (First and Last)

Your Name Here

[Add a meeting time](#)

If every officer has a different weapon, you can put their make, model, and caliber under their qualification. To do this, you must go to the section's enrollment history.

Step 4: Click on the section

Step 5: Click on the qualification section you just completed.

Step 4: Click Sections

Step 5: Click the Qualification section you just completed.

NDHP HQ1 Qualification sec. 1	ACTIVE	Highway Patrol	POST INSTRUCTOR	04/25/2025	04/25/2025	16	30	1	POST Approved Credit
NDHP HQ1 Qualification sec. 2	ACTIVE	Highway Patrol	POST INSTRUCTOR	05/09/2025	05/09/2025	8	30	1	POST Approved Credit
NDHP HQ1 Qualification sec. 3	ACTIVE	Hettinger County 90	POST INSTRUCTOR	04/25/2025	04/25/2025	1	30	1	POST Approved Credit
NDHP HQ2 Qualification May 21 2025 recruits	ACTIVE	NDHP	Ben Kennelly	05/21/2025	05/21/2025	4	30	1	POST Approved Credit
NDHP HQ2 Qualification sec. 2	ACTIVE	NDHP	POST INSTRUCTOR	05/15/2025	05/15/2025	1	30	2	POST Approved Credit
NDHP HQ3 Off Duty Qualification	ACTIVE	Southeast	POST INSTRUCTOR	05/09/2025	05/09/2025	1	30	1	POST Approved Credit
NDHP HQ3 Off Duty Qualification 6/6/2025	ACTIVE	Southeast	POST INSTRUCTOR	06/06/2025	06/06/2025	2	30	1	POST Approved Credit
NDHP HQ3 Off Duty Qualification sec. 1	ACTIVE	NDHP	POST INSTRUCTOR	05/29/2025	05/30/2025	0	30	1	POST Approved Credit

Step 6: Click on “Enrollment History.”

Step 7: Click on the pencil to edit the individual officer's completion.

Section - NDHP HQ1 Qualification sec. 1

Step 6: Click on “Enrollment History.”

Search criteria:
This query will search the learner's enrollments history.

Period (optional): Status (optional):

There are 16 enrollments matching your criteria:

1 - 16 / 16 (16) 25 1 Reset Export CSV Export Excel

☐ Check All

Select	Edit	Audit	Learner	Affiliation	Start	End	Completed/Dropped	Status	Grade	Assignments
☐			Wenger, Benjamin	NDHP, Southeast, Sworn	04/25/2025	04/25/2025	04/25/2025	COMPLETED	100	1 of 1
☐			Skogen, Andrew	NDHP, Southeast, Sworn	04/25/2025	04/25/2025	04/25/2025	COMPLETED	100	1 of 1
☐			Jahner, Jamey	NDHP, Southeast, Sworn	04/25/2025	04/25/2025	04/25/2025	COMPLETED	100	1 of 1

Step 7: Click on the pencil to edit the individual officer's completion.

Step 8: This is where you can put the make, model, and caliber for the individual officer. Remember: This is not required for POST.

Step 9: Click “Save.”

The screenshot shows the 'Edit Enrollments' form with the following fields and values:

Field	Value
Grade	100
Assignments Completed	1
Credits Earned	1
Show in Transcript	Yes
Start Date	04/25/2025
End Date	04/25/2025
Exit Date	04/25/2025
Status	COMPLETED
Comments	Created From CSV;

Annotations:

- Step 8:** A blue arrow points from the text 'Step 8: This is where you can put the make, model, and caliber for the individual officer.' to the 'Comments' field.
- Step 9:** An orange arrow points from the text 'Step 9: Click "Save."' to the 'Save' button.

Step 8: This is where you can put the make, model, and caliber for the individual officer.

Remember: This is not required for POST.

Step 9: Click "Save."

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.