

# Frequently Asked Questions: Safety Training Profile Customization and Assignment

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This document is designed to provide a better understanding of how to set up a Safety Training Profile for an academic course or club using the Safety Training tool and Manager Training Needs templates.

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# Frequently Asked Questions: Safety Training Profile Customization and Assignment

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## Overview

[Watch this tutorial!](#)

### **How do I get access to the Safety Training tool Manager Training Needs templates?**

Contact EH&S at 515-294-5359 or email [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu). You may also complete the online request form found at <https://www.ehs.iastate.edu/my-eh-s/training/request-mtn>.

### **Why should I use the Safety Training tool?**

There are distinct advantages to using the Safety Training tool when adding safety content to your academic course. The Safety Training tool:

- Gives you access to safety training and resources you can assign to your students.
- Displays the assignment for the students in Canvas.
- Automatically generates Canvas gradebook entries for each assignment.
- Automatically records grades for assignments completed by the students.
- Allows you to determine access to rooms and/or equipment that are part of the Facilities Planning and Management access control system with keycard access.

### **What is MTN?**

MTN stands for Manager Training Needs. It is part of the Safety Training tool when used through Canvas. It is meant to be used by someone in a supervisory role to identify and assign training. A supervisory role could be an academic instructor, a PI in charge of a research program, a lab or shop supervisor or a manager/supervisor in any department at ISU.

### **Is it required that I use the Safety Training tool if my students will be using a lab or shop?**

Use of the Safety Training tool through Canvas is not required.

### **I supervise/mentor/sponsor an academic club at ISU. Can I use the Safety Training tool and MTN templates even though a club is not an academic course?**

Yes, you can use the Safety Training tool and MTN templates. Contact CELT to find out how to set up your club or organization in Canvas. Once you have this accomplished, follow the instructions for *Customizing Your Academic Course Safety Training Profile*.

### **What is the process of adding safety training to my academic course or club?**

There are four overall steps involved when using the Safety Training tool to incorporate safety training into your academic course or club. These steps are:

1. Customize the safety training profile for your course.
2. Complete a safety assessment to identify safety training and resources.
3. Evaluate and define your students' needs for access to certain rooms or equipment.
4. Assign these items to your students.

The tutorials found on the Managing Your Safety Training Profile website demonstrate adding the Safety Training tool to your Canvas course or club and using it to incorporate safety training and resources into your students' learning experience.

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## **How do I know if my students have completed the training assigned to them? Do I still have to collect certificates?**

If you use the Safety Training tool through Canvas to assign training, grades will automatically appear in the course gradebook as each student completes the assigned training. You will not need to collect certificates unless you need them for another reason.

## Customizing Your Academic Course Safety Training Profile

[Watch this Tutorial!](#)

### **Do I need to know my Canvas academic course or organization ID in order to use the Safety Training tool?**

You do not need to know your Canvas course or organization ID in order to use the Safety Training tool.

### **Why do I need to provide a name when completing the Getting Started tab?**

You need to provide a name for your Safety Training Profile as directed in the *Customizing Your Academic Course Safety Training Profile* tutorial in the event you need technical support. If you do not provide a name, this limits the help that can be provided.

### **How many Safety Training Profiles can I create for my academic course?**

Only one Safety Training Profile can be created per academic course or club.

## Completing the Safety Assessment

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### **What is the Safety Assessment?**

The Safety Assessment is a group of tabs that, when used with the process of evaluating (i.e., assessing) hazards encountered by students participating in your course, produces a list of safety training and resources. Each tab will display folders with cascading trees of information that will guide you through the available content.

Start by asking a series of questions such as:

- What are the course activities?
- Where will the activities take place?
- What tools are used?
- Will chemicals be used?
- Is special training required?

Use your answers along with the Roles, Hazards, Safety Equipment, Operates Motor Vehicles and Machinery, Special Permits, Licenses and Procedures, and Room Specific tabs to determine the safety training and resources to assign to your students.

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### **I tried going through the Safety Assessment but I keep losing my place.**

It is best to expand the contents of one folder at a time to find training or resources related to a folder. Select folders in the first column for them to appear in the second column.

In the second column, click on the arrows [▶] to expand each folder to review information presented. Trainings and resources appear as italicized text. You may need to expand several levels to view all available content. Place a checkmark in the box next to the training or resource you would like to include in your Safety Training Profile. Once you have made your selections use the arrow to collapse the folder. All selections marked in the second column will appear in the third column.

### **I am filling out my Safety Assessment. What do the checkmarks and black boxes by each folder mean?**

The boxes next to the folders fill as you select training and resources in the folder structures. An empty box means none selected. A black square means some selected. A check mark means all selected. Please be aware that if you choose to place a checkmark in a folder without viewing the contents of the folder you will be assigning all of the content of that folder to your students.

### **How do I know the content of the training or resources I am choosing to assign to my students?**

Training and resource descriptions can be found in Learn@ISU. Log into your Learn@ISU account and go to Course Catalog. Search the name of the training or resource. Click on the title and read the description that appears.

### **What is the Room Specific Tab used for? It looks different from the other tabs used for the Safety Assessment.**

The Room Specific Tab is used to identify training and resources that are specific to a certain room. Choosing a room on this tab allows you to view and choose all the training and resources listed for that room.

### **How do I use the Room Specific Tab to find training for a specific room? [Watch this tutorial!](#)**

Select the building from the Building list under Available Rooms. Select the room from the Room list. A folder labeled with the building name will appear in the second column if room specific learning content is available. Use the arrow to expand the folder. Keep expanding the folders until you find the training and resources that appear in italicized print. Click on the box next to each item you want to add to your Safety Training Profile. These selections will appear in the third column.

### **Can I choose training listed under additional rooms?**

To choose training or resources listed under additional rooms repeat the process of building and room selection. For each new building and room selected in the first column a different set of folders will appear in the second column. The training and resources you select will appear in the third column as a cumulative list.

### **How do I remove items from the choices I selected on the Room Specific Tab?**

Remove the checkmark from the box next to the items in the third column to remove them from your cumulative list.

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## **How can I get my room specific material included on this tab?**

Contact the EH&S Training and Communications group by phone at 515-294-5359 or by email at [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu).

## Providing Access and Equipment Lockout

**Watch this tutorial!**

### **What is the purpose of the Access Control tab?**

Use of the Access Control tab makes completion of assigned training and resources a condition of access to the selected room(s) and/or equipment. Use of this tab will depend on the needs of your students and the infrastructure of the areas your students will use. You may still develop and use a Safety Training Profile without using this tab. You can learn more about how to use this tab by viewing the *Providing Access and Equipment Lockout* tutorial.

### **Will access to all rooms and equipment be controlled by this system?**

Only rooms and equipment that are part of the Facilities Planning and Management access control system are available through this tab. For those areas that are not part of the access control system, you will need to use other avenues to grant access after verification of training completion. Other options include checking out a key or checking in with a designated person prior to entering an area or using equipment.

### **For which rooms and equipment will I be able to request access?**

Only the rooms or equipment for which you already have access will appear in your list. You will need to contact your department to establish access to rooms or equipment for yourself BEFORE it will appear in your list.

### **If I use the Access Control tab to request access to a room or equipment, when will my students gain access?**

Students will gain access only after completing all assigned learning content through the Safety Training Profile. Use of the Access Control tab makes completion of training a condition of access.

### **How long will students have access to a room or equipment?**

After completing all requirements of the Safety Training Profile, students will have access to room(s) and/or equipment for the date range you define as part of submitting your request using the Access Control tab. Access will be removed if the student drops out of the academic course. The daily standardized access times are:

- Monday – Friday            07:00 am – 10:00 pm
- Saturday                    08:00 am – 08:00 pm
- Sunday                        12:00 pm – 10:00 pm

Implementation of the buddy system is required at all times.

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## **My students do not need access to any particular room. Can I still use the Safety Training tool to assign training?**

Yes, you can use the Safety Training tool to assign training to your students without using the Access Control tab.

## Finishing Up – Review and Assign

[Watch this tutorial!](#)

### **How do I assign the contents of the Safety Training Profile to my students?**

The Review Selected Items tab displays all training and resources you have selected. Review this list. Group and Type columns display the tab and folder in which the assignment originated. If you are not satisfied with the list of assignments return to the tab and folder of choice to modify your selection. When you are satisfied with the list of assignments click on Finish at the bottom of the screen to create the Safety Training Profile. Then, publish the Canvas Module and Safety Training tool added to the module.

### **What is the Days Due field used for? Do I have to put a value in this field?**

Using the Days Due field allows you to assign an optional due date for each assignment. Please note the days due information from this field does not transfer back to Canvas.

### **Do I have to create a gradebook column for each training or resource I assign to my students using the Safety Training tool?**

You do not. Within 24 hours of creating your Safety Training Profile columns and grades will start to populate your gradebook.

## Revising your existing Safety Training Profile

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### **Can I revise my Safety Training Profile?**

Yes. After you have created a Safety Training Profile, you can revise it as needed.

### **How often should I revise my Safety Training Profile?**

Your Safety Training Profile needs revised every semester you offer your academic course. Beyond that, revise as often as needed. The Safety Training tool content is periodically updated. Revising your Safety Training Profile allows you to take into account these changes. If you are using the Access Control tab, you will need to submit a new request for room access.

### **How will I know when the Safety Training tool content has been updated?**

You will receive an email notification indicating updates have been made to the Safety Training tool content.

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## **How do I revise my Safety Training Profile?**

Watch the *Revising your Safety Training Profile* tutorial. The steps outlined in this short video will demonstrate how to revise your Safety Training Profile.

## Cloning your Safety Training Profile

[Watch this tutorial!](#)

### **I instruct two academic courses with similar requirements. Do I have to go through the entire process of creating a Safety Training Profile for each course?**

If you instruct more than one academic course, with similar requirements, you may clone an existing Safety Training Profile for use in another academic course.

### **How do I clone a Safety Training Profile?**

Add the Safety Training tool to your new academic course. Pick the Profile you wish to clone from the list on the lower half of the Template Selection page. Follow the steps demonstrated in the *Cloning Your Existing Safety Training Profile* tutorial.

## The Student Experience

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### **Do students have to complete safety training more than once?**

No. If a student is assigned the same training in two different academic courses, the student only needs to complete the training once. However, if training has expired, the student will need to retake it.

### **Is there a specific web browser my students need to use?**

No. The most commonly used web browsers such as Mozilla Firefox, Google Chrome, Internet Explorer or Safari, should all work. However, students need to manage web browser settings to allow pop-ups, flash content and cookies from [training.ehs.iastate.edu](http://training.ehs.iastate.edu).

### **My students are asking me questions related to the Safety Training tool Where can I find instructions to give students to complete their training?**

Please contact the EH&S Training and Communications group by phone at 515-294-5359 or by email at [ehstrain@iastate.edu](mailto:ehstrain@iastate.edu).