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Introduction

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Part of educating students is teaching them the skills to work smart and to work safe. This is evident as student injuries in shops and labs are profiled on the national level drawing attention to the need to incorporate safety instruction to the bottom line in education and research.

Teaching students how to work smart and safe starts in academic courses, shops and labs. As safety becomes part of academic curricula students become more aware of safety hazards and how to work safely with or around those hazards.

We realize working safety into an existing academic curricula can be a challenge. Finding reliable sources of information, adding extra assignments to the grade book, and entering scores for those assignments takes time.

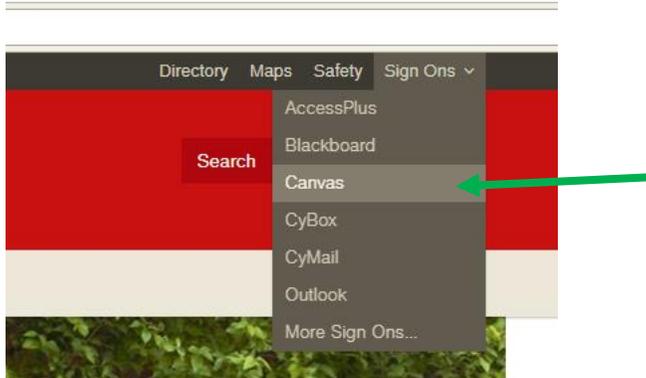
We have created this User Guide to help guide you through the process of incorporating safety training and resources into your students' learning experience.

Customizing your academic course Safety Training Profile

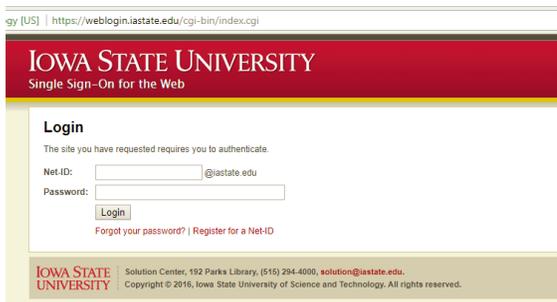
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The steps presented here will show you how to login to Canvas, place the Safety Training tool into your course content and begin the process of customizing your Safety Training Profile.

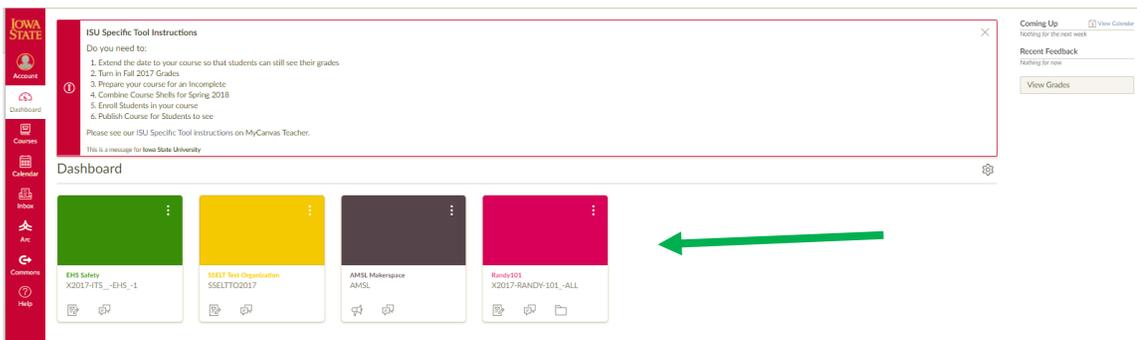
1. Go to the Iowa State University homepage. Click on **Canvas** located under **Sign Ons**.



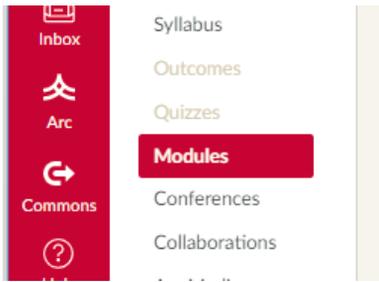
Enter your ISU Network ID and password and click on **Login**.



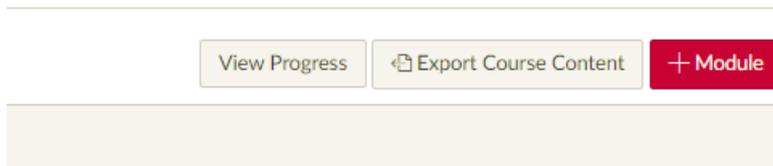
2. Select the academic course or club for which you want to develop a Safety Training Profile.



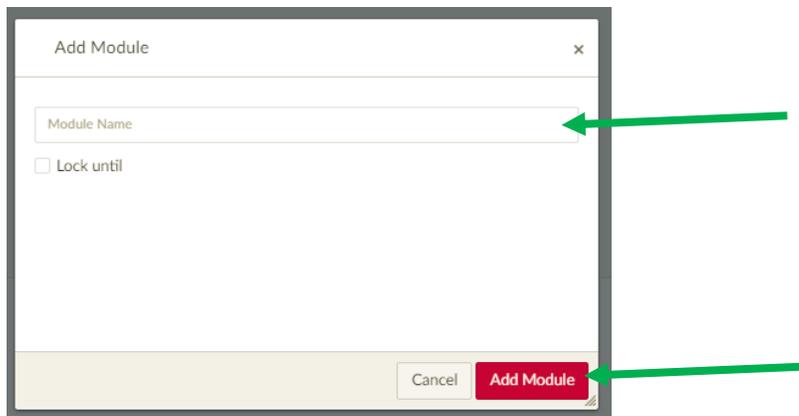
3. Click on **Modules** in course navigation.



4. Click the **Add Module** button.



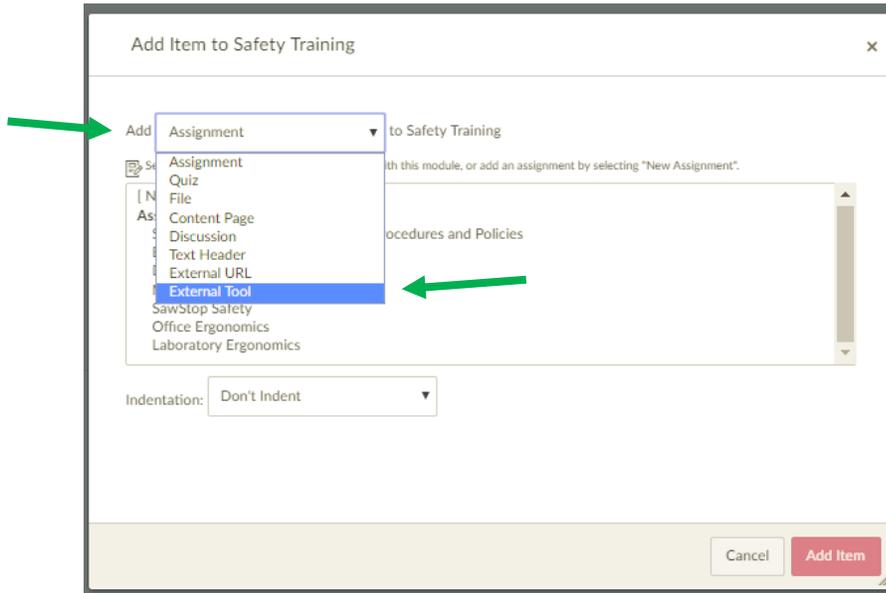
5. Type the name of the module in the Name field of the Add Module pop-up window. Click on **Add Module** to confirm.



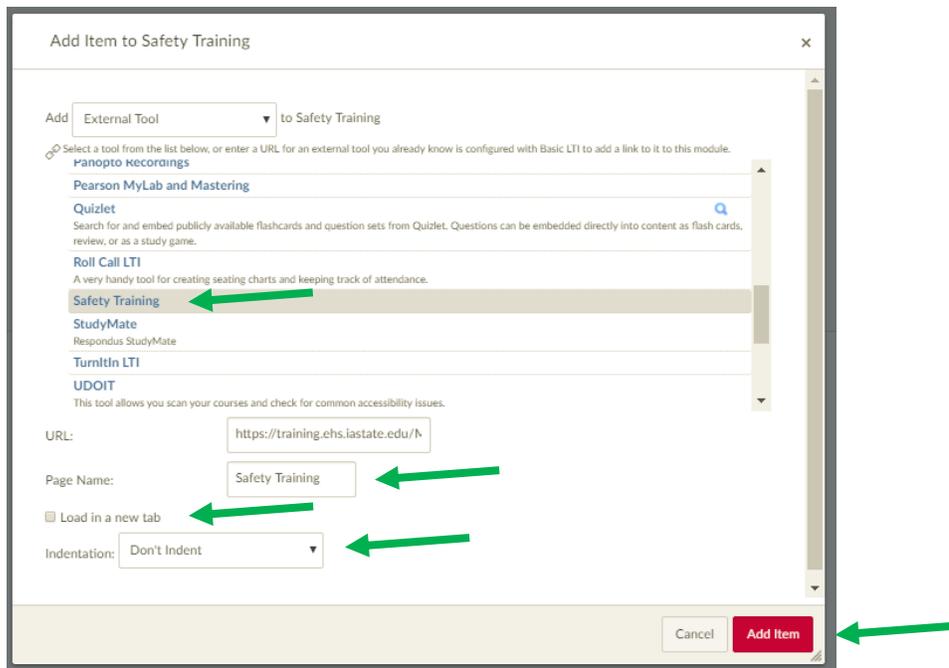
6. Click on the **Add Item** button within the module.



7. Choose **External Tool** from the Add field drop down menu.



8. Choose **Safety Training** from the list of external tools. You may choose to edit the title of the tool, choose the level of indent and choose to load in a new tab. After selecting your preferences, click on **Add Item**.



User Guide: Safety Training Profile Customization and Assignment

You may edit your preferences by clicking on the **Settings** icon and choose **Edit**. Reference instructions found at MyCanvas: Teacher@ISU to learn more about module settings not covered in this tutorial.



Now that you have added the Safety Training tool to your Canvas course, click on it to begin customizing your Safety Training Profile using the Manager Training Needs (MTN) template. Keep in mind that you can create only one Safety Training Profile per academic course or club. You may revise your Safety Training Profile as needed.

1. Click on **Safety Training**.



2. Choose the template you would like to use from the **Pick Template** list. The templates in your list may differ from the ones shown in this example.

ID	Name	Last Modified

Template Selection

Select a template or clone from existing mtn to get started.

Pick Template

[All Campus](#)

Clone Existing MTN

User Guide: Safety Training Profile Customization and Assignment

3. Complete the information on the **Getting Started** tab. Use this tab to name your Safety Training Profile. Most people use or include the academic course name or course ID as part of the name. The name you choose for your Safety Training Profile will display to your students. Add a description if you wish. This is optional. Click **Save** to save your information.

The screenshot shows the 'Getting Started' tab of the Safety Training Profile form. The form includes fields for ID, Name, and Last Modified. Below these are tabs for 'Getting Started', 'Roles', 'Hazards', 'Safety Equipment', 'Operate Motor Vehicles or Machinery', 'Special Permits, Licenses and Procedures', and 'Room Specific'. The 'Getting Started' tab is active, showing instructions: 'Enter safety training profile name in the Name field below. Enter a description in the Other Information field. Click Save.' The 'Name' field contains 'SSELT SAFETY'. Below it is a list of checkboxes for 'Select Course Areas for your MTN', all of which are checked. The 'Other Information' field contains the placeholder text 'Description goes here'. A 'Save' button is located at the bottom right. Green arrows point from text annotations to the 'Name' field, the 'Other Information' field, the 'Save' button, and the 'Getting Started' tab.

Enter safety training profile name in the Name field below.
Enter a description in the Other Information field.
Click Save.

Created By _____ Created On _____
Last Changed _____

Name

Select Course Areas for your MTN

- Use Roles
- Use Hazards
- Use Safety Equipment
- Use Operate Motor Vehicles or Machinery
- Use Special Permits, Licenses and Procedures
- Use Room Specific
- Use Access Control

Other Information

Choose the tabs you will use. Click on each box to deselect and remove the tab from the menu.

Name your Safety Training Profile. For example SSELT SAFETY.

Add a description. This is optional.

Click on Save to save your information.

4. The tabs you choose will become part of the menu bar along with the required tabs of Getting Started and Review Selected Items. It is up to you to choose which tabs you would like to use when building your Safety Training Profile. Learn more about how to use the Roles, Hazards, Safety Equipment, Operates Motor Vehicles and Machinery, Special Permits, Licenses and Procedures, and Room Specific tabs by viewing the *Completing the Safety Assessment* tutorial. The *Providing Access and Equipment Lockout* tutorial covers how to use the Access control tab.
 - a. The Roles tab identifies learning modules and resources based on a few succinct roles. Choose all that apply.

The screenshot shows the 'Roles' tab of the Safety Training Profile form. The form includes tabs for 'Getting Started', 'Roles', 'Hazards', 'Safety Equipment', and 'Operate Motor Vehicles or Ma'. The 'Roles' tab is active, showing instructions: 'COLUMN 1. Select the role(s) held by the individual or group for which training needs ar arrow expands or contracts list for viewing. COLUMN 3. Review selections, make necess'. Below this is a section titled 'Select Roles' with two columns of checkboxes. The left column has checkboxes for 'Employee', 'Student', 'Supervises Others', and 'Work in a Laboratory - baseline knowledge', all of which are checked. The right column has checkboxes for 'Employee', 'Student', 'Supervises', and 'Work in a La', all of which are unchecked.

Getting Started Roles Hazards Safety Equipment Operate Motor Vehicles or Ma

COLUMN 1. Select the role(s) held by the individual or group for which training needs ar arrow expands or contracts list for viewing. COLUMN 3. Review selections, make necess

Select Roles

- Employee
- Student
- Supervises Others
- Work in a Laboratory - baseline knowledge

- Employee
- Student
- Supervises
- Work in a La

- b. The Hazards tab covers types of hazards that may be present such as chemical, biological, radiological or physical hazards.

The screenshot shows the 'Hazards' tab selected in a navigation menu. Below the menu, there is a header bar with instructions: 'COLUMN 1. Evaluate coursework/workplace activities and select hazard categories that evaluation. The arrow expands or contracts list for viewing. COLUMN 3. Review selectio'. The main content area is titled 'Select Hazards' and contains two columns of hazard categories. The left column has checkboxes for 'Animal', 'Biological', 'Chemical', 'Phyiscal', and 'Radiological', all of which are checked. The right column has expandable lists for 'Animal', 'Biological', 'Chemical', 'Phyiscal', and 'Radiologica', with 'Chemical' and 'Phyiscal' expanded to show sub-options.

- c. The Safety Equipment tab provides you with information about safety equipment that may be present, such as fume hoods, eyewash stations, and personal protective equipment.

The screenshot shows the 'Safety Equipment' tab selected in a navigation menu. Below the menu, there is a header bar with instructions: 'COLUMN 1. Evaluate coursework/workplace activities and select safety equipment categories th based on this evaluation. The arrow expands or contracts list for viewing. COLUMN 3. Review s'. The main content area is titled 'Select Equipment' and contains two columns of equipment categories. The left column has checkboxes for 'Biosafety Cabinets', 'Eyewashes & Safety Showers', 'Fire Extinguishers', 'Fume Hoods', 'Personal Protective Equipment', 'Respirators', and 'Spill Kits', all of which are checked. The right column has expandable lists for each category, with 'Personal Protective Equipment' expanded to show sub-options.

- d. The Operates Motor Vehicles or Machinery tab will direct you to training and resources covering the use of vehicles.

The screenshot shows the 'Operate Motor Vehicles or Machinery' tab selected in a navigation menu. Below the menu, there is a header bar with instructions: 'COLUMN 1. Evaluate coursework/workplace activities and select vehicle or machinery categories t text] based on this evaluation. The arrow expands or contracts list for viewing. COLUMN 3. Review'. The main content area is titled 'Select Vehicle or Machinery' and contains two columns of vehicle/machinery categories. The left column has checkboxes for 'Forktruck', 'Tractor and Skid Loader', 'Large Passenger Van and Vehicles Towing Trailers', 'Scissor or Boom Lift Equipment', and 'Alternate Vehicle', all of which are checked. The right column has expandable lists for 'Alternate Vehicle', 'Forktruck', 'Large Passenger Van', 'Scissor or Boom Lift E', and 'Tractor and Skid Load', with 'Alternate Vehicle' expanded to show sub-options.

- e. The Special Permits, Licenses and Procedures tab covers additional information not found under the Hazards tab.

The screenshot shows the 'Special Permits, Licenses and Procedures' tab selected. The main heading is 'Determine Training Needs'. Below this, there are instructions: 'Perform the activities and select special permission categories that apply. COLUMN 2. Identify special permission categories that apply. COLUMN 3. Review selections, make necessary adjustments, click SAVE and print.' The interface is divided into two columns: 'Determine Training Needs' on the left and 'Assess Training Needs' on the right. Under 'Assess Training Needs', there is a list of categories with checkboxes: Biological, Chemical, Deliver or Handle Mail, Laboratory Equipment Disposal, and Shipping Chemical, Biological or Radiological Materials.

- f. The Room Specific tab is where you will find training and resources related to a specific room or equipment.

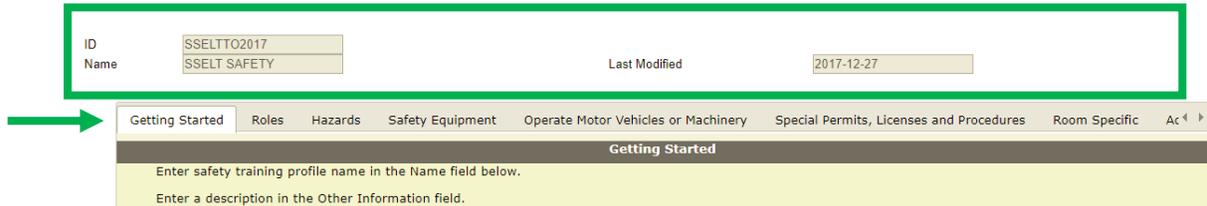
The screenshot shows the 'Room Specific' tab selected. The main heading is 'Determine Training Needs'. Below this, there are instructions: 'COLUMN 1. Select building and room where coursework/workplace activities will take place. COLUMN 2. Identify special permission categories that apply. COLUMN 3. Review selections, make necessary adjustments, click SAVE and print.' The interface is divided into two columns: 'Select Building and Room' on the left and 'Select Training Needs' on the right. Under 'Select Building and Room', there is a list of buildings and a dropdown menu for rooms. The building list includes: 35-G-8 SHEEP HAY SHED, 35-G-9 GARAGE, 35-H-4 SCALE HOUSE #2, 35-H-5 HAY SHED, 35-H-9 TRENCH SILO, 10-17 GRAIN BIN, 10-18 GRAIN BIN, 10-19 GRAIN BIN, 10-2 OFFICE, 10-20 SILO (CONCRETE STAVE), 10-21 CONCRETE SILO, 10-23 POLE SHED, 10-1 RESIDENCE, 10-24 HAY POLE SHED, and 10-26 HEADQUARTERS BLDG.

- g. The Access Control tab will submit a request to the centralized access control system managed by Facilities Planning and Management.

The screenshot shows the 'Access Control' tab selected. The main heading is 'Door Access'. Below this, there are instructions: 'Use this tab to request access.' followed by a list of actions: 'New - Complete fields. Save changes.', 'Modify existing - make changes to the information displayed. Save changes.', 'Delete existing - delete the entered information by selecting Delete. Save changes.', and 'No Changes - no action needed'. Below the instructions, there is a message: 'Access will be granted once assigned training has been completed.' Underneath, there is a section for 'Standardized access times' with a list: 'Monday - Friday 7:00 am - 10:00 pm', 'Saturday 8:00 am - 8:00 pm', and 'Sunday 12:00 pm - 10:00 pm'. Below this, there is a note: 'Implementation of the Buddy system required at all times.' At the bottom, there is a section for 'Pick doors from list' with a dropdown menu showing 'ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 1 (SLT)' and a 'Multi' checkbox. Below this, there is a section for 'Enter Date Range' with 'Start Date' and 'End Date' fields, both set to '28/12/2017'. At the bottom, there are 'Delete' and 'Submit Request' buttons, and a 'Save' button at the very bottom.

User Guide: Safety Training Profile Customization and Assignment

5. Select **Save** after you have selected the tabs you would like to use. At this point, the fields at the top of the screen have auto filled with information such as the academic course ID, the name you provided, and the last date modified. The tabs you have chosen to use will display in the menu bar.



ID	SSELTO2017	Last Modified	2017-12-27
Name	SSELT SAFETY		

Getting Started Roles Hazards Safety Equipment Operate Motor Vehicles or Machinery Special Permits, Licenses and Procedures Room Specific Ac

Getting Started

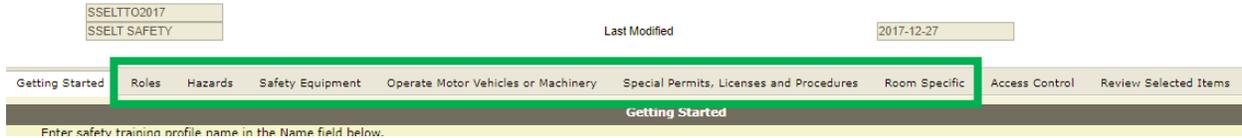
Enter safety training profile name in the Name field below.

Enter a description in the Other Information field.

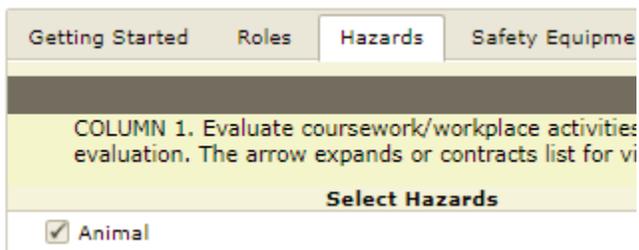
Completing the Safety Assessment

[Watch this tutorial!](#)

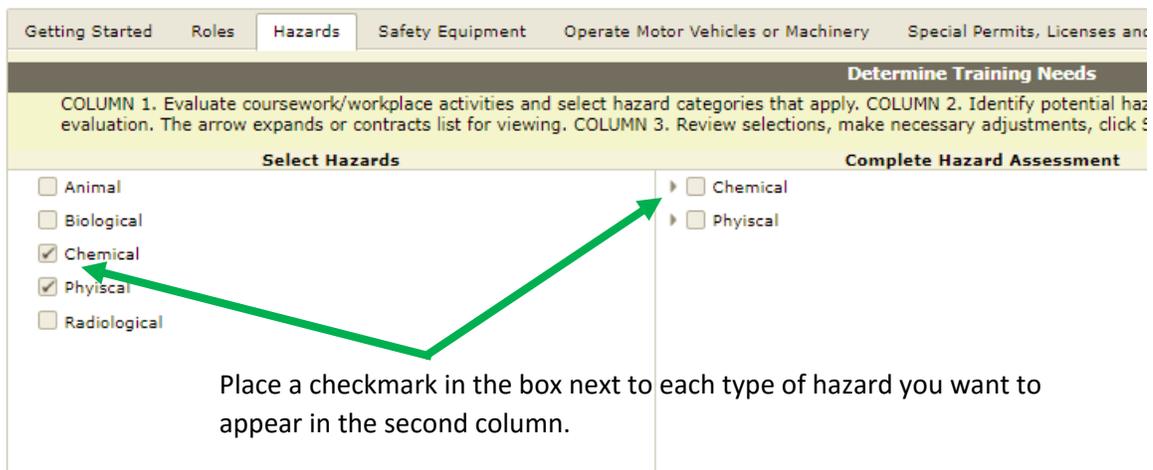
Use the Roles, Hazards, Safety Equipment, Operates Motor Vehicles and Machinery, Special Permits, Licenses and Procedures, and Room Specific tabs to complete your safety assessment. Click on each tab in the menu bar and go through the folder contents to choose learning content for your Safety Training Profile. All of these tabs (with the exception of the Room Specific tab) function in the same way.



1. Click on the tab in the menu bar. We will use the **Hazards** tab for demonstration.

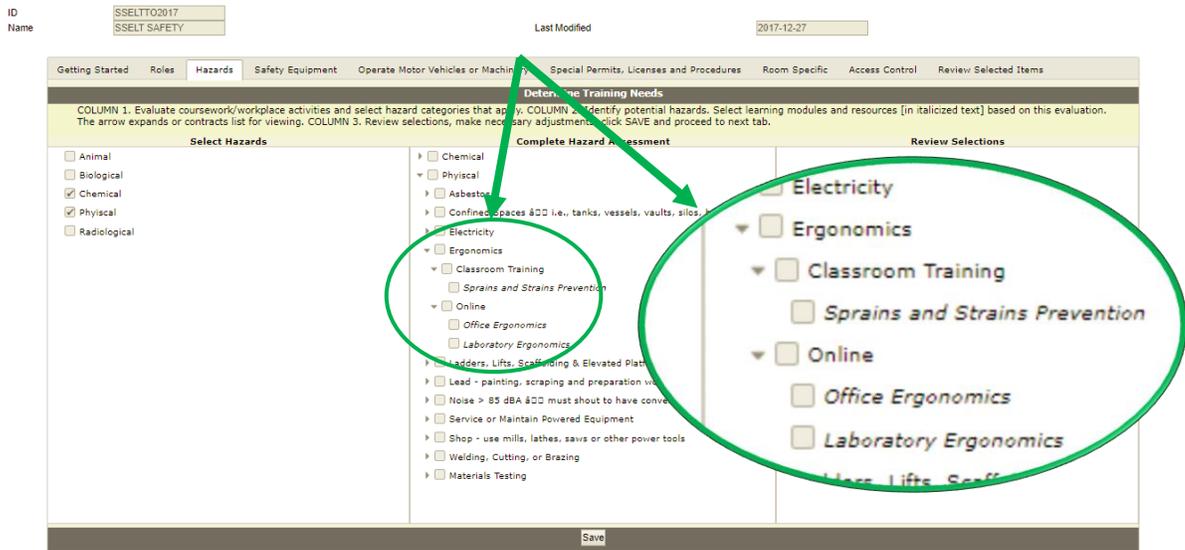


2. Click on the applicable folders in the first column. The folders you select will appear in the second column.

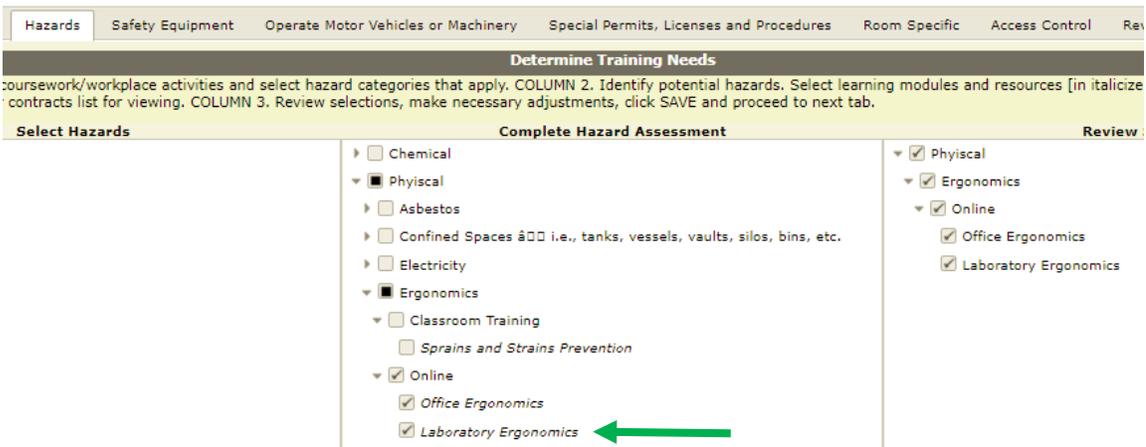


3. Use the arrow icon by each folder to expand or collapse the folder to view its contents. It is best to expand the contents of one folder at a time to find learning content related to a folder. Learning content appears as italicized text.

User Guide: Safety Training Profile Customization and Assignment



4. Place a checkmark in the box, in the second column, next to the learning content.



User Guide: Safety Training Profile Customization and Assignment

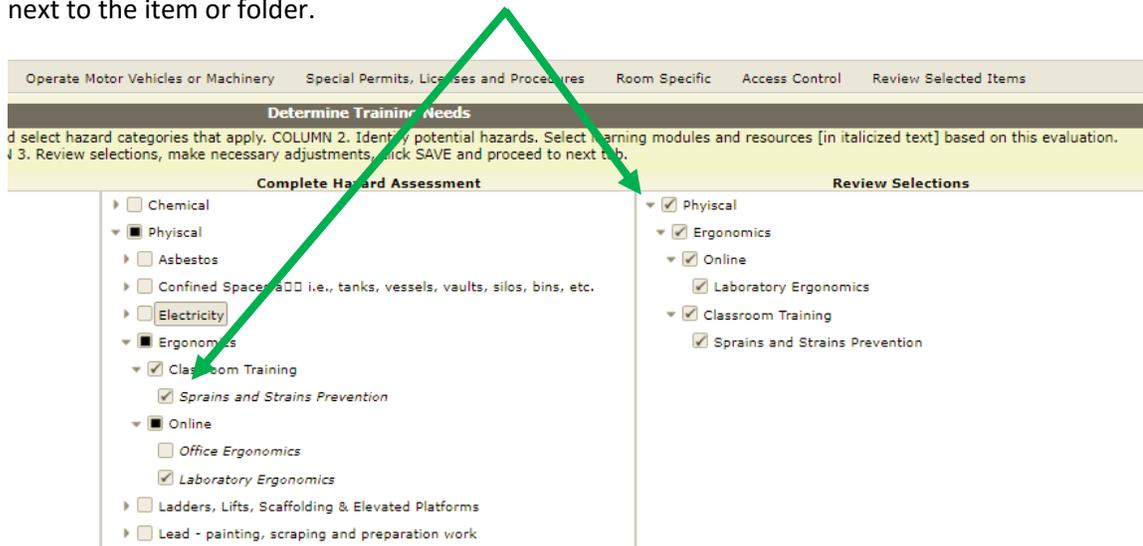
Once you have made your selection use the arrow to collapse the folder. Notice how the boxes next to the folders fill as you select the boxes in the folder structures.



- ▶ An empty box means no content selected.
- ▼ A black square means some content selected.
- ▶ A check mark means all content selected.

Please be aware that if you choose to place a checkmark in a box by a folder without viewing the content of the folder you will be assigning all of the content of that folder to your students.

5. As you select learning content in the second column, the third auto fills with your selections. Use the third column to review your selections. You may deselect individual items or entire folders from the second or third column at any time by removing the check mark from the box next to the item or folder.



6. After you have finished making your selections, click on **Save** before leaving the tab.

ID: SSELTO2017
Name: SSELT SAFETY
Last Modified: 2017-12-27

Getting Started Roles **Hazards** Safety Equipment Operate Motor Vehicles or Machinery Special Permits, Licenses and Procedures Room Specific Access Control Review Selected Items

Determine Training Needs

COLUMN 1. Evaluate coursework/workplace activities and select hazard categories that apply. COLUMN 2. Identify potential hazards. Select learning modules and resources [in italicized text] based on this evaluation. The arrow expands or contracts list for viewing. COLUMN 3. Review selections, make necessary adjustments, click SAVE and proceed to next tab.

Select Hazards	Complete Hazard Assessment	Review Selections
<input type="checkbox"/> Animal <input type="checkbox"/> Biological <input checked="" type="checkbox"/> Chemical <input checked="" type="checkbox"/> Physical <input type="checkbox"/> Radiological	<input type="checkbox"/> Chemical ▼ <input checked="" type="checkbox"/> Physical ▶ <input type="checkbox"/> Asbestos ▶ <input type="checkbox"/> Confined Spaces & DD i.e., tanks, vessels, vaults, silos, bins, etc. ▶ <input type="checkbox"/> Electricity ▼ <input checked="" type="checkbox"/> Ergonomics ▼ <input checked="" type="checkbox"/> Classroom Training <input checked="" type="checkbox"/> <i>Sprains and Strains Prevention</i> ▼ <input checked="" type="checkbox"/> Online <input type="checkbox"/> Office Ergonomics <input checked="" type="checkbox"/> <i>Laboratory Ergonomics</i> ▶ <input type="checkbox"/> Ladders, Lifts, Scaffolding & Elevated Platforms ▶ <input type="checkbox"/> Lead - painting, scraping and preparation work ▶ <input type="checkbox"/> Noise > 85 dBA & DD must shout to have conversation ▶ <input type="checkbox"/> Service or Maintain Powered Equipment ▶ <input type="checkbox"/> Shop - use mills, lathes, saws or other power tool ▶ <input type="checkbox"/> Welding, Cutting, or Brazing ▶ <input type="checkbox"/> Materials Testing	▼ <input checked="" type="checkbox"/> Physical ▼ <input checked="" type="checkbox"/> Ergonomics ▼ <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> <i>Laboratory Ergonomics</i> ▼ <input checked="" type="checkbox"/> Classroom Training <input checked="" type="checkbox"/> <i>Sprains and Strains Prevention</i>

Save

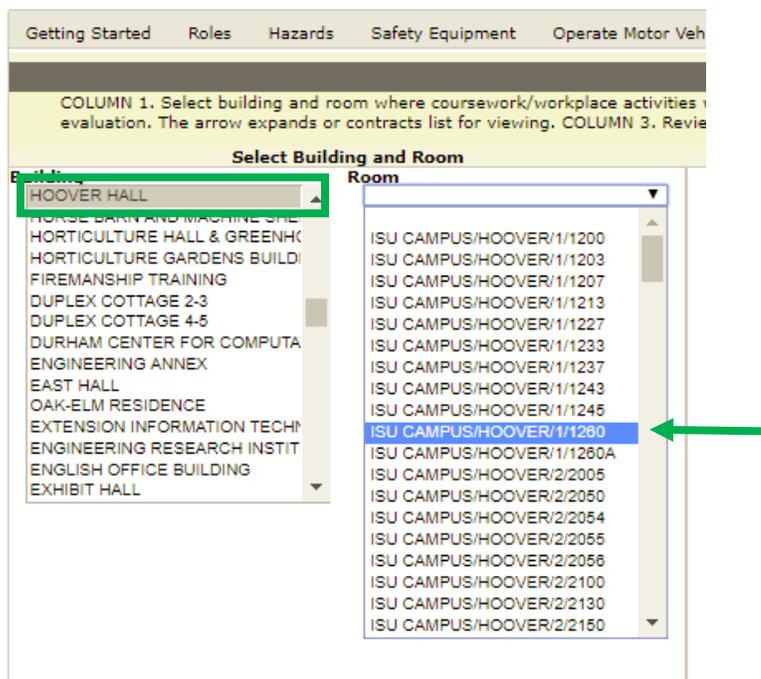
[Watch this tutorial!](#)

The Room Specific Tab is useful to identify learning content that is specific to a certain room.

1. Select the **Room Specific** tab from the menu.



2. Choose the building from the building list. A quick way to find a building is to click in the list and then type the first few letters of the needed building. Click on the building name. Click on the down arrow in the room list field. Choose the needed room.



User Guide: Safety Training Profile Customization and Assignment

- The building name and room number will display in the second column. Use the arrows to expand the folders to view the contents. Choose the learning content you would like to assign.

The screenshot shows a software interface for determining training needs. At the top, there are tabs: 'Vehicles or Machinery', 'Special Permits, Licenses and Procedures', 'Room Specific', 'Access Control', and 'Review Selected Items'. Below the tabs is a header 'Determine Training Needs' with a yellow background. A yellow box contains the text: 's will take place. COLUMN 2. Evaluate building and room specific requirements. Select learning modules and resources [in italicized text] based on this view selections, make necessary adjustments, click SAVE and proceed to next tab.' Below this are two columns: 'Select Training Required' and 'Review Selections'. Both columns show a tree structure of folders and items. In the 'Select Training Required' column, the 'Boyd Lab' folder is expanded, showing 'Required to enter Boyd Lab' (checked) and 'Shop Safety Fundamentals - Basic Procedures and Policies' (checked). In the 'Review Selections' column, the same structure is shown with all items checked.

- Repeat steps 1-3 to select learning content listed under additional buildings and room numbers.
- Use the third column to review your selections. Make needed changes.
- Select **Save** before leaving this tab.



Providing Access and Equipment Lockout

[Watch this tutorial!](#)

The Access Control tab allows you to grant entry into a room or use of a piece of equipment wired with keycard access through Facilities Planning and Management. Access occurs **after** the learning content assignments are complete. Only rooms and equipment that are part of the Facilities Planning and Management access control system are available through this tab. In addition, you will only be able to choose from the rooms or equipment for which you already have access.

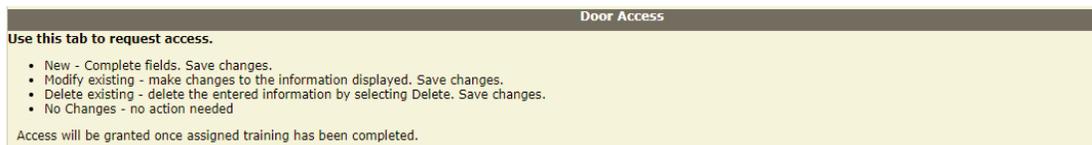
Rooms and equipment that are not part of the access control system are not available through this tab. You may need to use other avenues to control access after verifying training completion. Alternative controls include checking out a key to an area, or checking in with a shop or laboratory manager or technician prior to using equipment or entering an area.

The steps presented in this tutorial will demonstrate how to request access to a room or equipment that is part of Facilities Planning and Management's keycard access system.

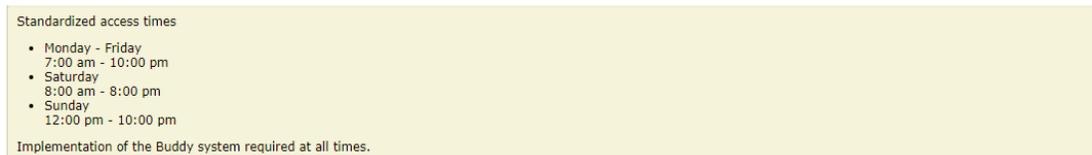
1. Click on the **Access Control** tab.



2. Read the instructions section.

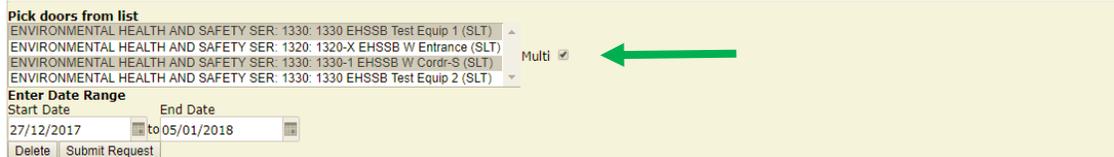


3. Read the standardized access times. These are the hours that students will be able to access rooms or equipment controlled by keycard access.



User Guide: Safety Training Profile Customization and Assignment

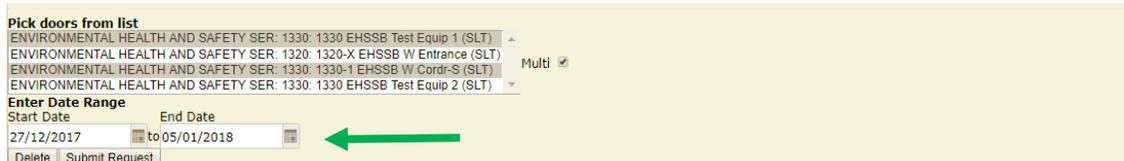
- Pick the room or piece of equipment using the **Pick doors from list** field. You may choose more than one room or piece of equipment for which to request access. To do this check the Multi box. From the list, click on the room or equipment. Hold down the control key on your keyboard and click on each additional room or piece of equipment until you have completed your selection.



Pick doors from list
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 1 (SLT) ^
ENVIRONMENTAL HEALTH AND SAFETY SER: 1320: 1320-X EHSSB W Entrance (SLT)
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330-1 EHSSB W Cordr-S (SLT) Multi ←
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 2 (SLT) v

Enter Date Range
Start Date End Date
27/12/2017 to 05/01/2018
Delete Submit Request

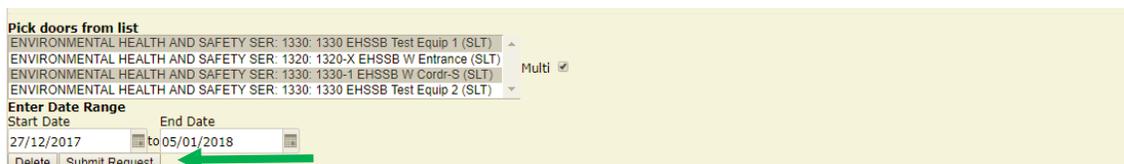
- Enter the date range of access using the calendar. The date field format appears as day/month/year.



Pick doors from list
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 1 (SLT) ^
ENVIRONMENTAL HEALTH AND SAFETY SER: 1320: 1320-X EHSSB W Entrance (SLT) Multi
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330-1 EHSSB W Cordr-S (SLT)
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 2 (SLT) v

Enter Date Range
Start Date End Date
27/12/2017 to 05/01/2018 ←
Delete Submit Request

- You must click the **Submit Request** button directly below the date range fields to initiate the request sent to other data systems. Going forward, if you modify your request, you must click on **Submit Request** to send the modified request.



Pick doors from list
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 1 (SLT) ^
ENVIRONMENTAL HEALTH AND SAFETY SER: 1320: 1320-X EHSSB W Entrance (SLT) Multi
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330-1 EHSSB W Cordr-S (SLT)
ENVIRONMENTAL HEALTH AND SAFETY SER: 1330: 1330 EHSSB Test Equip 2 (SLT) v

Enter Date Range
Start Date End Date
27/12/2017 to 05/01/2018
Delete Submit Request ←

- Select **Save** at the bottom of the screen to preserve your changes before moving on to another tab.



Save

Finishing Up – Review and Assign

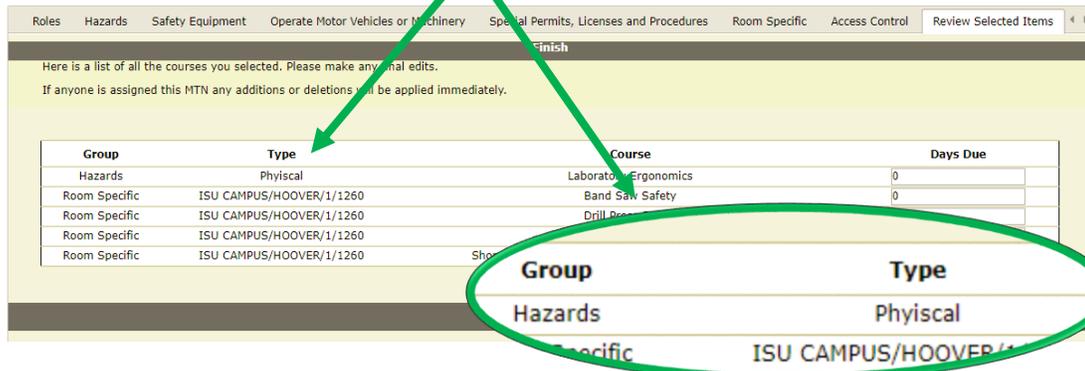
[Watch this tutorial!](#)

Now that you have customized your Safety Training Profile and completed your safety assessment, you will need to review all of your choices and make the Safety Training Profile available for use.

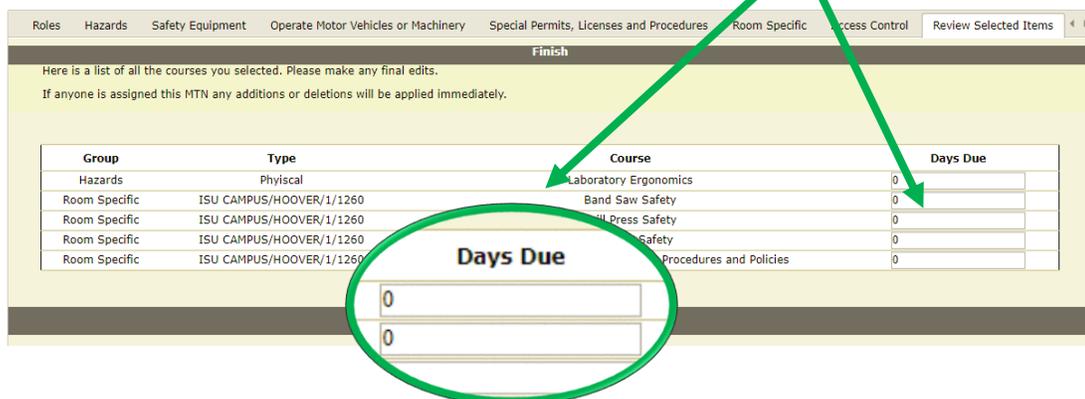
1. Select the **Review Selected Items** tab from the menu. The **Review Selected Items** tab displays all learning content selected as one list.



2. **Group** and **Type** 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.

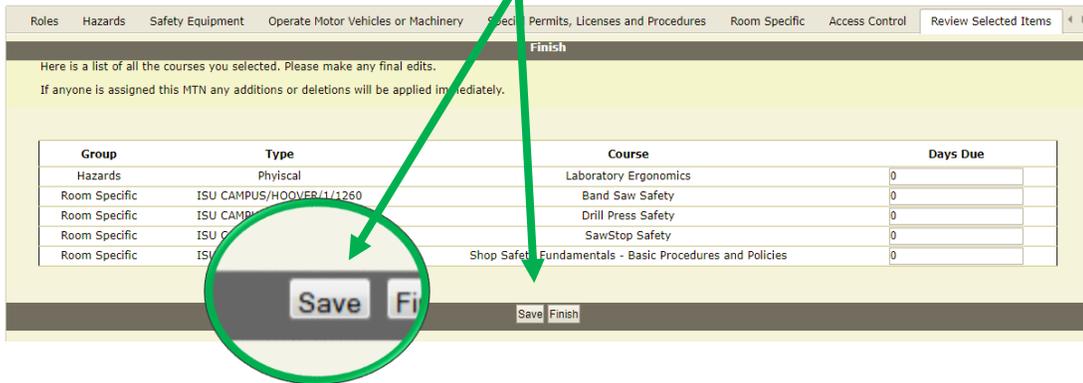


3. Although optional, you may enter a numerical value into the **Days Due** field for each item. The **Days Due** value is not tracked by Canvas Assignments or Grades.

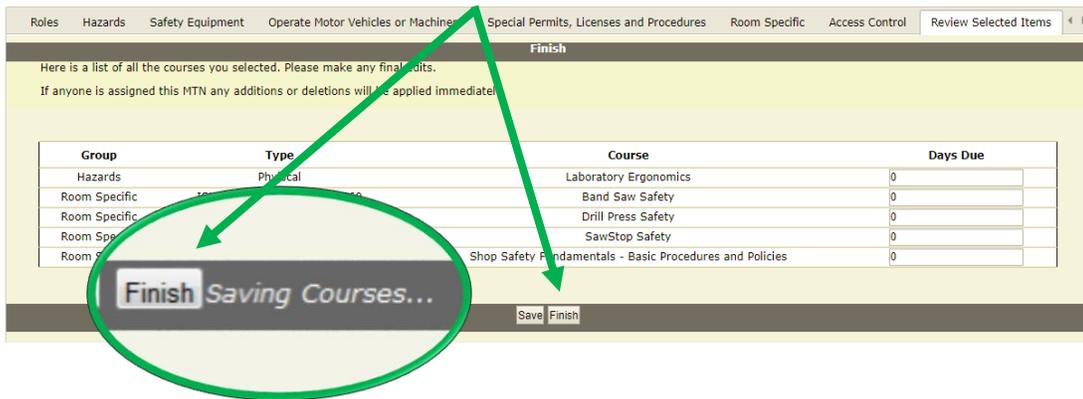


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4. Click on **Save** to save your changes.



5. Click on **Finish** to create your Safety Training Profile.



6. Select **Publish** to make the module and the Safety Training Profile available to students.



User Guide: Safety Training Profile Customization and Assignment

Within 24 hours of creating your Safety Training Profile, grades for each selection will start to populate the Gradebook. Check grades as you normally would for other assignments you have assigned to students. There is a column for each assigned learning content. Successful completion appears as a check mark in the Gradebook.

Student Name	Secondary ID	Shop Safety Fundamentals - Basic ... Out of 0	Band Saw Safety Out of 0	Drill Press Safety Out of 0	SawStop Safety Out of 0	Laboratory Ergonomics Out of 0	Assign
		✓	✓	-	-	-	
		-	-	-	-	-	
		✓	-	-	-	-	
		-	-	-	-	-	

Revising your Safety Training Profile

[Watch this tutorial!](#)

At a minimum, revise your Safety Training Profile every semester your academic course is offered. As we update the Safety Training tool content, those who have created a Safety Training Profile will receive email notification. Follow these steps to revise your Safety Training Profile to account for updates to the Safety Training tool content.

1. Login to Canvas.
2. Choose the academic course or club for which you need to revise the Safety Training Profile.
3. Click on the **Safety Training** tool to access the existing MTN.
4. Review each tab and make changes to the selected content if needed. Remember to save your changes for each tab before moving on to another tab. **Addition of assignments for a Safety Training Profile that uses the Access Control tab will remove access to the door or equipment until the additional assignments are complete.**
5. Review the **Access Control** tab (if using). Make needed changes. Click on the **Submit Request** button only if you make changes. You will need to submit a new request at the beginning of each semester. Click on **Save** to save changes.
6. Use the **Review Selected Items** tab to review your changes. Click on **Save** to preserve changes to the optional Days Due values. Click on the **Finish** button to update the Safety Training Profile.

Cloning your Safety Training Profile

[Watch this tutorial!](#)

If you instruct more than one academic course with similar requirements, you may clone an existing Safety Training Profile. Use the following instructions to Clone a Safety Training Profile.

1. Login to Canvas.
2. Choose the academic course or organization for which you plan to clone an existing Safety Training Profile. Add the Safety Training Link to your course as described in the Customizing your academic course Safety Training Profile tutorial.
3. Click on the **Safety Training** tool and choose the Safety Training Profile you wish to clone from the **Clone Existing MTN** list.

ID	<input type="text"/>	Last Modified	<input type="text"/>
Name	<input type="text"/>		

Template Selection

Select a template or clone from existing mtn to get started.

Pick Template

[All Campus](#)

[SSELT SAFETY](#) ←

Clone Existing MTN ←

2017-12-27 SSELIT02017

4. Rename the Safety Training Profile on the **Getting Started** tab. Click on **Save**. Review Course ID and Name fields to verify the information is correct.

ID	X2017-ITS_-EHS_-1	Last Modified	2017-12-28
Name	EHS SAFETY		

Getting Started Roles Hazards Safety Equipment Operate Motor Vehicles or Machinery Special Permits, Licenses and Procedures Room Specific

Getting Started

Enter safety training profile name in the Name field below.
Enter a description in the Other Information field.
Click Save.

Created By Linda+Cronk Created On 2017-12-27

Last Changed 2017-12-28

Name EHS SAFETY ←

Select Course Areas for your MTN

Use Roles
 Use Hazards
 Use Safety Equipment
 Use Operate Motor Vehicles or Machinery
 Use Special Permits, Licenses and Procedures
 Use Room Specific
 Use Access Control

Other Information Description goes here

Save

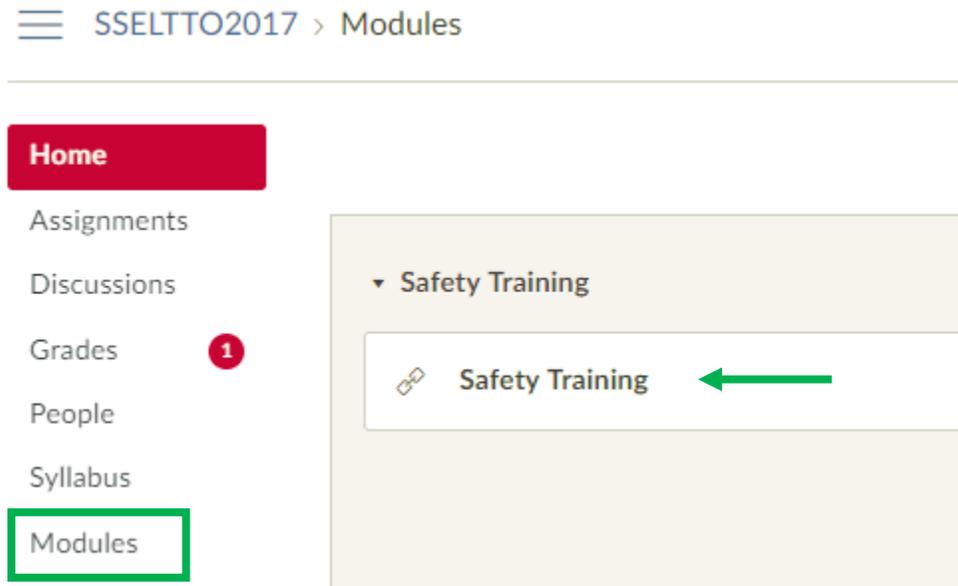
5. Review your safety assessment and make needed changes.
6. Click on the **Access Control** tab (if using). Review your room and equipment choices. Review date ranges. Make needed changes. Click on the **Submit Request** button to initiate the door request. Click on **Save** to save changes to the Access Control tab.
7. Review the list of assignments on the **Review Selected Items** tab. Make and save changes. Click **Finish** to create the Safety Training Profile.

The Student Experience

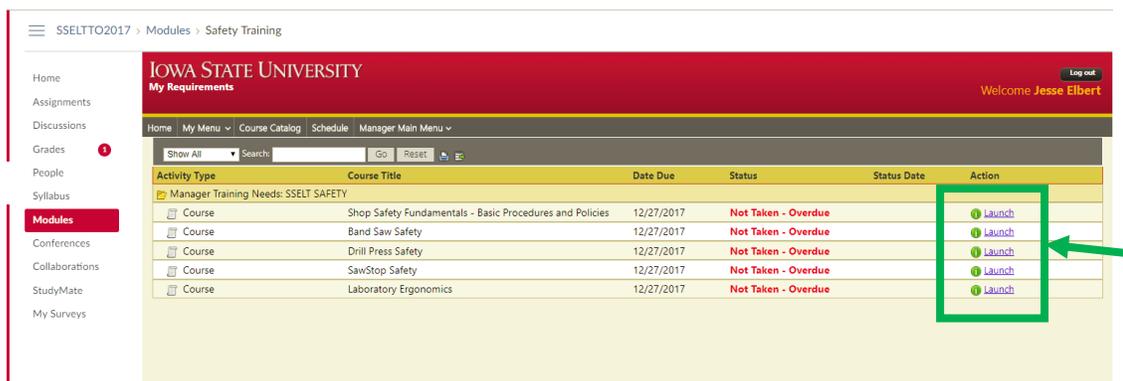
[Watch this tutorial!](#)

It is very easy for a student to complete the requirements of the Safety Training Profile. All the student has to do is follow these simple steps.

1. Login to Canvas and select an academic course or organization.
2. Go to Modules and click on Safety Training.



3. Select Launch to complete an online training or select List Events to sign up for classroom training.



4. Within ten minutes of completion, grades will show up in the Gradebook.
5. Within a few hours of finishing all of the requirements, the student will be able to the enter rooms or use the equipment equipped with keycard access for which the instructor has requested access.

In order for students to be successful with completing assigned learning content, it is important to manage web browser settings to allow pop-ups, cookies and flash content from training.ehs.iastate.edu.