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Introduction

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

Watch this tutorial!

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.

![Modules section in course navigation](image)

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

![Add Module button](image)

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

![Add Module pop-up window](image)

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

![Add Item button](image)
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**.
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.
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.

![Image of Getting Started tab](image)

**Name your Safety Training Profile.**  
For example SSELT SAFETY.

**Add a description.** This is optional.

**Click on Save to save your information.**

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

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.**

![Image of Roles tab](image)
b. The Hazards tab covers types of hazards that may be present such as chemical, biological, radiological or physical hazards.

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.

d. The Operates Motor Vehicles or Machinery tab will direct you to training and resources covering the use of vehicles.
e. The Special Permits, Licenses and Procedures tab covers additional information not found under the Hazards tab.

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

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

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.
4. Place a checkmark in the box, in the second column, next to the learning content.
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.
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.
3. 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.

4. Repeat steps 1-3 to select learning content listed under additional buildings and room numbers.

5. Use the third column to review your selections. Make needed changes.

6. Select **Save** before leaving this tab.
Providing Access and Equipment Lockout

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.

   - **Standardized access times**
     - Monday - Friday: 7:00 am - 10:00 pm
     - Saturday: 8:00 am - 8:00 pm
     - Sunday: 12:00 pm - 10:00 pm
   
   Implementation of the Buddy system required at all times.
4. 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.

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

6. 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.

7. Select **Save** at the bottom of the screen to preserve your changes before moving on to another tab.
Finishing Up – Review and Assign

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.
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.
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.
Revising your Safety Training Profile

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

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.

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.
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

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 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.