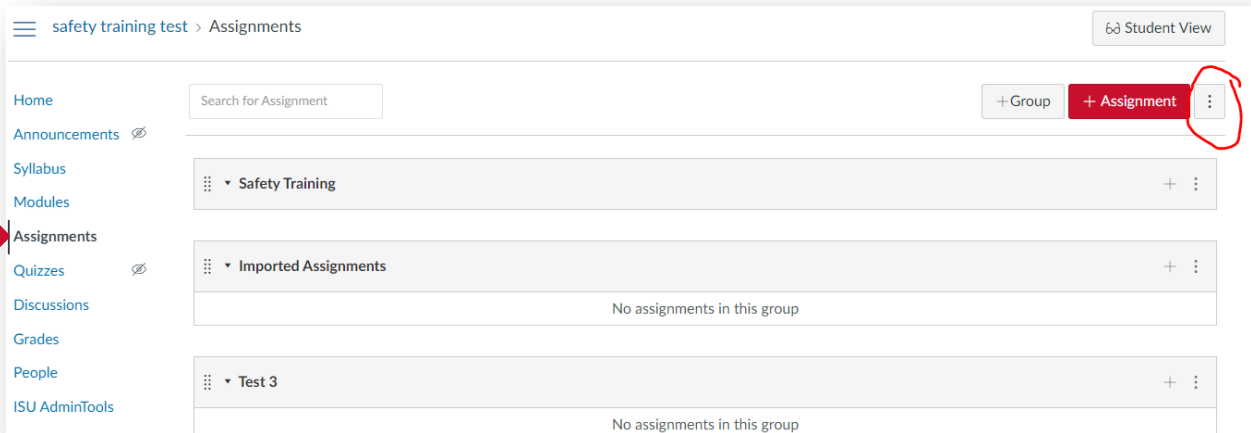


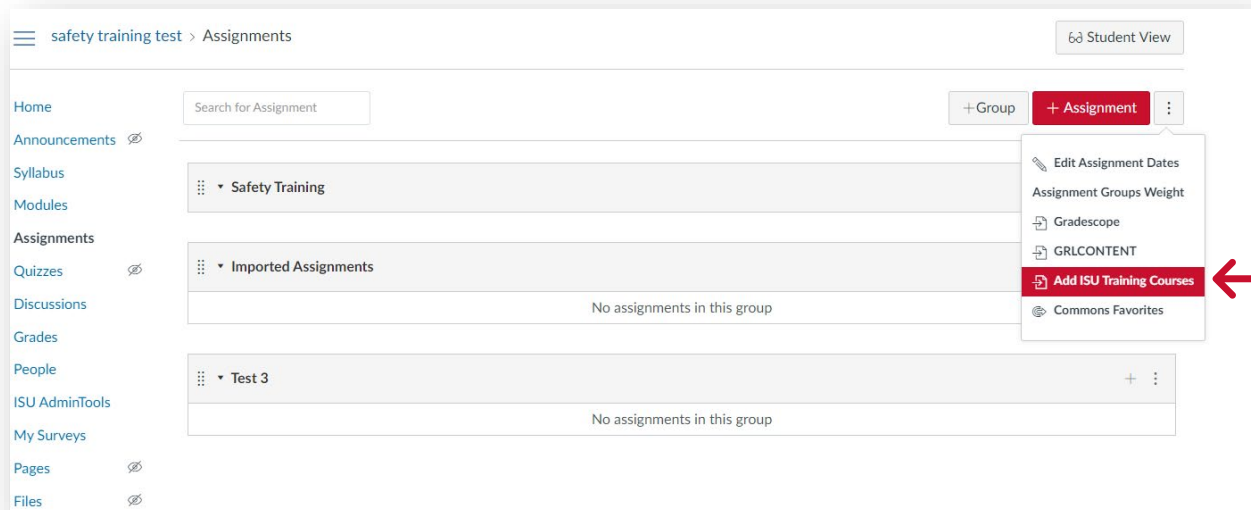
Canvas Job Aid

How to assign multiple safety trainings at once.

1. Enter your Canvas page and click on the Assignments tab.
2. Click on the three dots button next to the +Assignment button.



3. Select "Add ISU Training Courses" from the drop-down list. This will open a new window.



4. When adding multiple assignments, the default grading option is to "view by points." *This is a system limitation that we cannot change in this view. However, you can later change this to display grades as "complete/incomplete."* See step 10.

Add ISU Training Courses

Assignment Attributes

Points Possible:
1

Available On:
MM/dd/yyyy, hh:mm pm

Due At:
MM/dd/yyyy, hh:mm pm

Available Until:
MM/dd/yyyy, hh:mm pm

Choose Courses

Offering Department or Canvas Account: Environmental Health & Safety (52 courses) **Search:**

Select	Course Name	Additional Course Info
<input checked="" type="checkbox"/>	ISU EH&S X-ray Safety Fundamentals for Veterinary Clinical Sciences Enroll and Preview	Req. Grade: 80% Expiration: 36 Months Contact: Clayton Chapman Phone: 5152946523 Email: chapmc11@iastate.edu
	+ Description	
<input checked="" type="checkbox"/>	ISU EH&S X-ray Safety Fundamentals for Veterinary Clinical Sciences Enroll and Preview	Req. Grade: 80% Expiration: 36 Months Contact: Clayton Chapman Phone: 5152946523 Email: chapmc11@iastate.edu
	+ Description	

- For "Points Possible," enter 1. You do not have to fill the other three options (Available On, Due At, and Available Until).
- Under "Choose Courses," make sure "EH&S" is selected for "Offering Department or Canvas Account." This is where different department "catalogs" are placed.
- Then select the courses you want, scroll all the way down to the bottom, and click "Add Courses."
- The training courses will now appear in the assignments.
- Remember to publish the assignments to make it live for students.
- If you want to change the grading from Points to Complete/Incomplete:
 - Click the three dots button for the training course assignment.
 - Click "Edit."
 - Click "More Options."
 - Under the description box, set "Display Grade as" to "complete/incomplete," and click Save. Do this for each course you assigned.