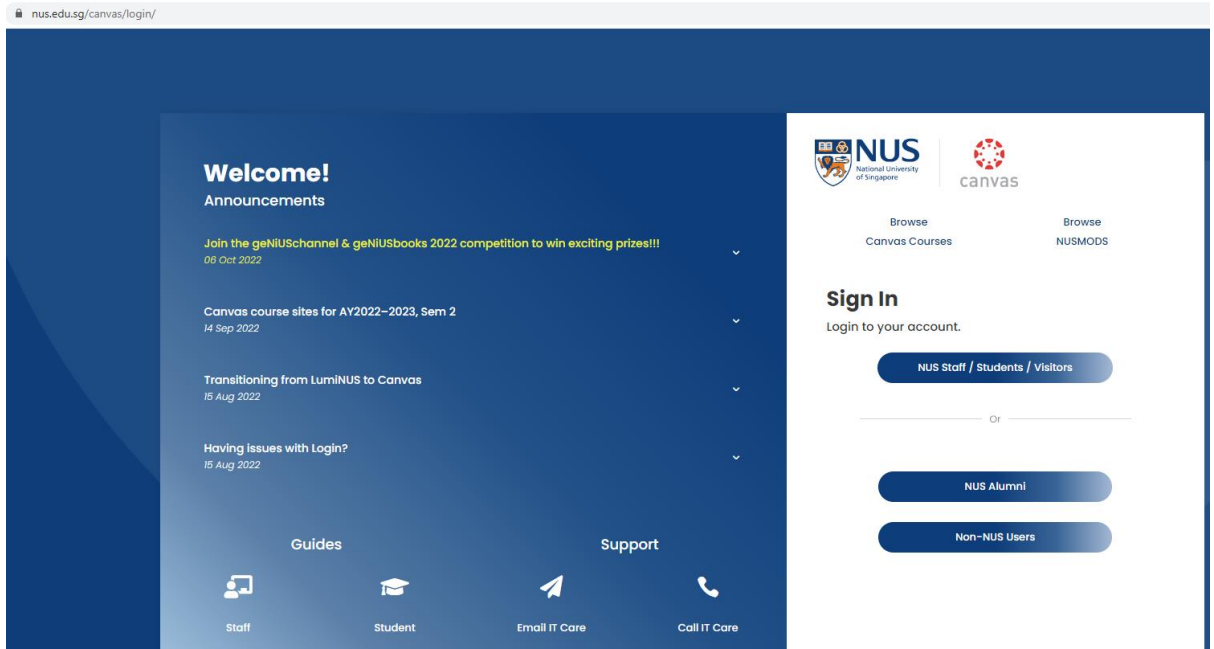


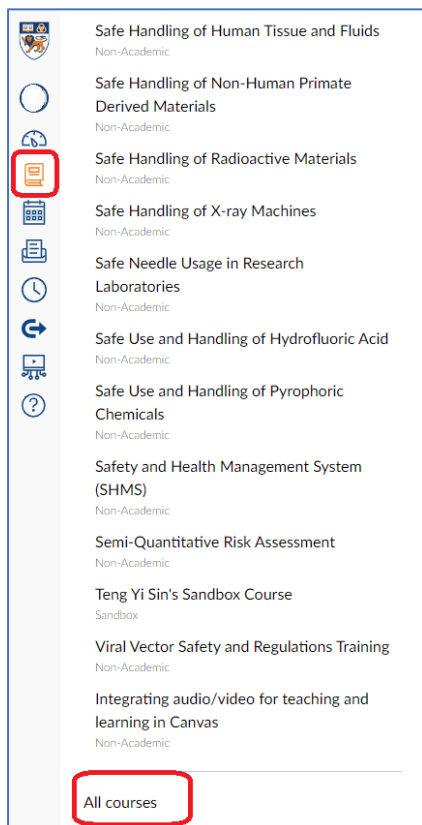
STEP-BY-STEP GUIDE TO ACCESSING ORMC'S RISK AND SAFETY & HEALTH TRAINING COURSES ON CANVAS

A. Access and searching for ORMC's courses on CANVAS

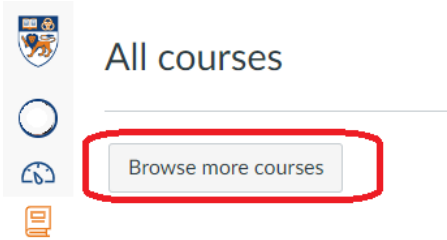
1. Access CANVAS (<https://canvas.nus.edu.sg/>) via Google Chrome.



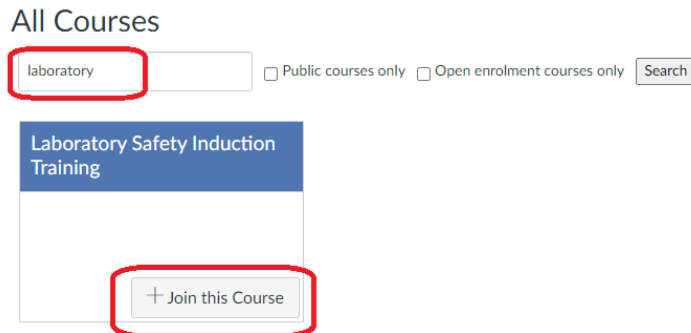
2. Login using your NUS user ID and password. You can login using your valid NUS staff/student/visitor account.
3. To access ORMC's courses, go to Courses on the left taskbar, scroll down and select 'All courses'.



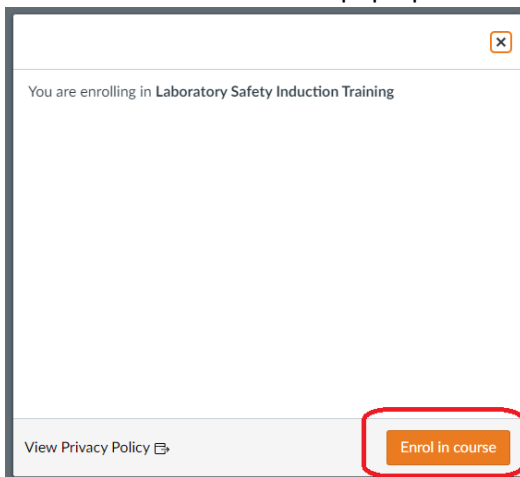
4. Select 'Browse more courses'.



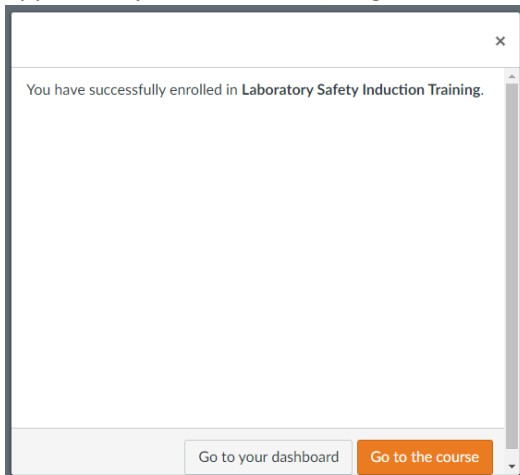
5. Search for the course by inputting the course title into the search bar. Click 'Join this course'.



6. Click 'Enrol in course' in the pop-up window.










7. A pop-up window will appear. You may choose to return to dashboard (the course will appear on your dashboard) or go to the course (to start the training).



B. ORMC courses

The structure of ORMC's courses are largely similar. Learners will need to meet the completion criteria set out in each course to be considered as having completed the course. Below is an example of the learner's view of ORMC's course in CANVAS.

Collapse all

[OSHGEN01] Laboratory Safety Induction Training		Complete all items
 Course Details	View	<input type="radio"/>
 Training Video 1	View	<input type="radio"/>
 Training Video 2	View	<input type="radio"/>
 Training Video 3	View	<input type="radio"/>
 Training Video 4	View	<input type="radio"/>
 Laboratory Safety Induction Training	5 pts Score at least 4.0	<input type="radio"/>
 Survey	View	<input type="radio"/>

1. Click into the first page on 'Course Details' for more information (e.g. learning outcomes, completion criteria, quiz passing mark) on the course. Click on 'Next' at the bottom of the page to go onto the next page of the course.

Course Details

Learning Outcomes

Equip new research staff with the following:

- Understanding the importance of safety and health in the laboratory
- Understanding of the local legislation that apply to NUS and the NUS safety and health requirements
- Identification of procedures for research staff to be compliant with the legislation and requirements
- Understanding of the importance of maintaining a high standard of safety in health at NUS

Syllabus

[Training Video 1:](#)

- What is lab safety?
- What is required under local legislation and what are the NUS requirements?

[Training Video 2:](#)

- What do I need to do to be compliant?
- Phase 1 - First 6 Months

[Training Video 3:](#)

- What do I need to do to be compliant?
- Phase 2 - Certification

[Training Video 4:](#)

- What do I need to do to maintain a high standard of safety?

Who Should Attend

Mandatory for **ALL** NUS staff identified to be working in laboratories. This training must be completed **before** performing activities in the laboratory.

Duration

The online training can be completed at the learner's own pace. There is no set time limit to complete the training once it has been started. It will typically take a total of about 60 minutes to completely review the training material.

Quiz/Assessment



1. Learners should complete the [quiz/assessment](#) AFTER reviewing all [training videos](#).
2. The assessment consists of 5 questions and learners have to answer at least 4 correctly (i.e. min. 80%) to pass the assessment.
3. If learners have completed and passed the assessment, an e-Certificate of Completion will be sent the next day.

Survey

Please complete and submit the [survey](#), which will only take 5 minutes, to help us improve our training.


Contact Us

For enquiries, please contact us at ormc@nus.edu.sg

**Note: To reposition the 'Support' icon, hover your mouse on the icon and the arrow allowing you to reposition the icon will appear. Move the mouse to the arrow to reposition the icon up/down the page.*

2. The completion criteria for various types of ORMC courses are shown below.

Types of ORMC courses on CANVAS	Completion Criteria
Course consisting of Training video(s) and quiz	<ul style="list-style-type: none"> i. To go through all pages of the course. ii. To complete watching all training videos (PDF format of the video is attached at the bottom of each video for learner's reference). iii. To complete and achieve a passing mark for the quiz. The passing mark is indicated at the bottom of the quiz. Multiple attempts on the quiz are allowed. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  Quiz - Laboratory Safety Induction Training 5 pts Score at least 4.0 </div> <ul style="list-style-type: none"> iv. To complete and submit the post-training survey.
Course consisting of Training video(s) only	<ul style="list-style-type: none"> i. To complete watching all training videos (PDF format of the video is attached at the bottom of each video for learner's reference). ii. To complete and submit the post-training survey.
Course consisting of SCORM package	<ul style="list-style-type: none"> i. To complete the SCORM package. ii. To complete and submit the post-training survey.

3. Your grades/completion of the course can be viewed from the 'Grades' tab.

Non-Academic

Grades for Test student

Home

Grades

New Analytics

Arrange by


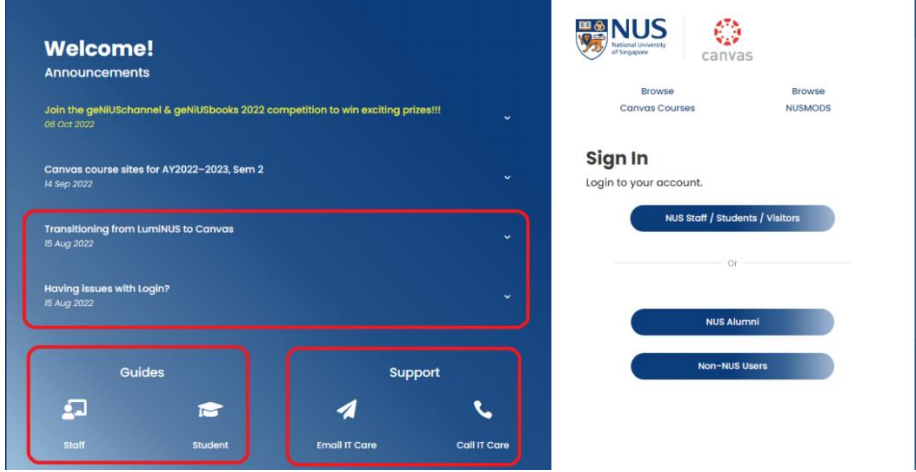
Due date ▼ Apply

Assignments Learning Mastery

Name	Due	Status	Score	Out of
Quiz - Laboratory Safety Induction Training			-	5
Assignments			N/A	0.00 / 0.00
Total			N/A	0.00 / 0.00

C. Guides/Contact Us

The support tools and guides available are available below.

<p>CANVAS support tool</p> 	<p>At the bottom right corner of the webpage</p>
<p>CANVAS Guides</p> 	<p>Available on the login page</p>

For queries on ORMC courses, please contact us at ormctraining@nus.edu.sg.