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 (<u>https://canvas.nus.edu.sg/</u>) via Google Chrome.

Welcome) !			NUS National University of Singapore	35	
Announcement Join the geNiUScha 06 Oct 2022	ts nnel & geNiUSbooks 2022 c	competition to win exciting prizes!		Browse Canvas Courses	Browse NUSMODS	
Canvas course site 14 Sep 2022	s for AY2022–2023, Sem 2			Sign In Login to your account.		
Transitioning from L 15 Aug 2022	LumiNUS to Canvas			NUS Staff / Stude	ents / Visitors	
Having issues with I 15 Aug 2022	Login?			NUS AIL	imni	
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2		4	%			
Staff	Student	Email IT Care	Call IT Care			

- 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".

**	Safe Handling of Human Tissue and Fluids Non-Academic
0	Safe Handling of Non-Human Primate Derived Materials Non-Academic
	Safe Handling of Radioactive Materials
	Safe Handling of X-ray Machines
	Safe Needle Usage in Research Laboratories
↔	Safe Use and Handling of Hydrofluoric Acid Non-Academic
?	Safe Use and Handling of Pyrophoric Chemicals Non-Academic
	Safety and Health Management System (SHMS) Non-Academic
	Semi-Quantitative Risk Assessment
	Teng Yi Sin's Sandbox Course Sandbox
	Viral Vector Safety and Regulations Training Non-Academic
	Integrating audio/video for teaching and learning in Canvas Non-Academic
	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'.

All Courses		
laboratory	Public courses only Open enrolment courses only	Search
Laboratory Safety Inductio Training	n	
+ Join this Cour	rse	

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.

• [C	Complete all items Complete all items		
Î.	Course Details View		
lh.	Training Video 1 View		
ih.	Training Video 2 View		
đh	Training Video 3 View		
ll.	Training Video 4 View		
×	Laboratory Safety Induction Training 5 pts Score at least 4.0		
×	Survey View		

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 Exploremrements staff with the following: - Understanding the importance of staffs and heads the blocks offer; - Understanding the importance of staffs and heads the blocks offer; - Understanding the importance of staffs and heads the blocks offer; - Understanding the importance of multi-alring a high standard of staffs; in heads at NUS StyleDus - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Press - Fork Membra - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be compliant? - Wind to leads to be to be multi-all high standard of staffy? Who Should Attend Muster to be to be multi-all high standard of staffy? Wind to leads to be to be multi-all high standa
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The ordine training can be completed at the karmer'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 <u>solutionestiment</u> A/TER reviewing all <u>training solutions</u> . The assessment constitute of <u>a week to a solution and karmers</u> have to arrow at loast 40 to pass the assessment.
Quiz/Assessment 1. Learners thout complex the <u>sub/2assessment</u> . AFTER reviewing salt <u>project states</u> . 2. The assessment consists of 3 sub-tainers have to answer at least 4 correctly (i.e. mix. 80%) to pais the assessment.
Learners should complete the <u>guit/assessment</u> AFTER reviewing all <u>training usideos</u> . The assessment consists of 5 questions and learners have to arover 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 <u>succes</u> , which will only take 5 minutes, to help us improve our training.
Contact Us
For enguine, please context to all <u>constrainty/ing/ing.edu.sp</u>
Net

*Note: To reposition the ' con, 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.

Collapse all

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	 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. 			
	 S pts Score at least 4.0 iv. To complete and submit the post-training survey. 			
Course consisting of Training video(s) only	 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	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 Quiz - Laboratory Safety Induction Training Assignments	Due	Status	Score -	Out of
	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.

CANVAS support tool	At the bottom
•	right corner of
0	the webpage
-	
ANVAS Guides	Available on the
	login page
Announcements Canvas	
Join the geNIUSchannel & geNIUSbooks 2022 competition to win exciting prizes!!! Carvas Courses NUSMODS do acr 2022	
Canvas course sites for AY2022-2023, Sem 2 M Sep 2022 Login to your account.	
Transitioning from LumiNUS to Canvas	
Flowing issues with Login?	
NUS Alumni	
Guides Support Nori-NUS Users	
Staff Student Emaîl IT Care Call IT Care	

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