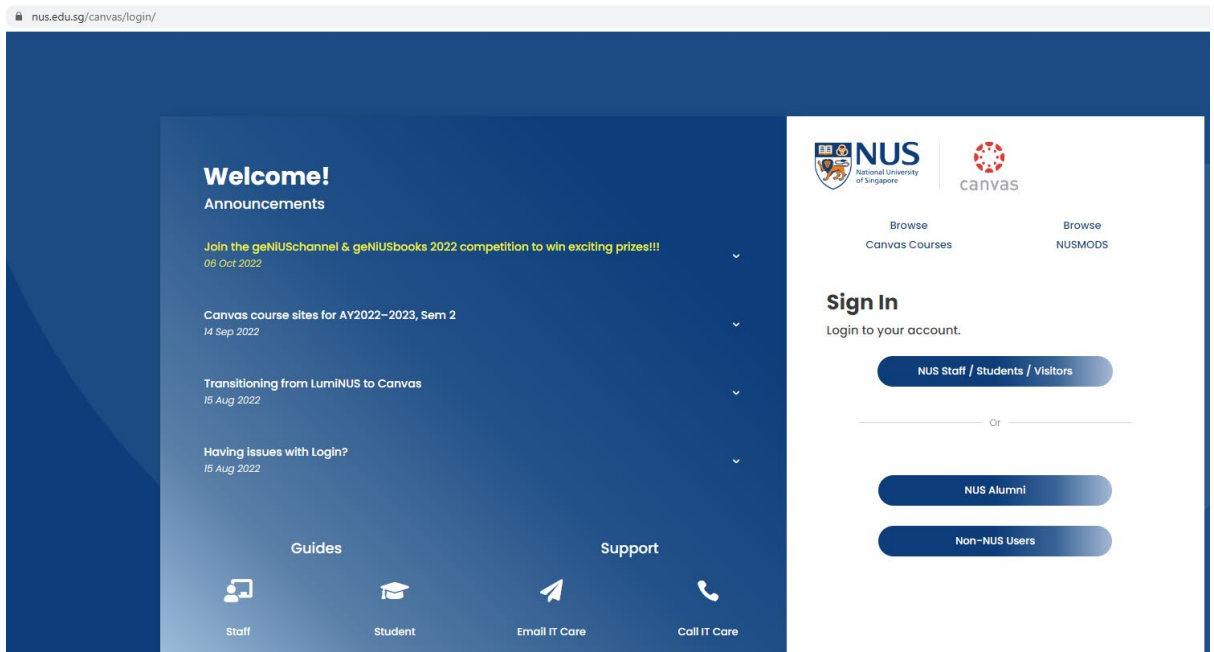


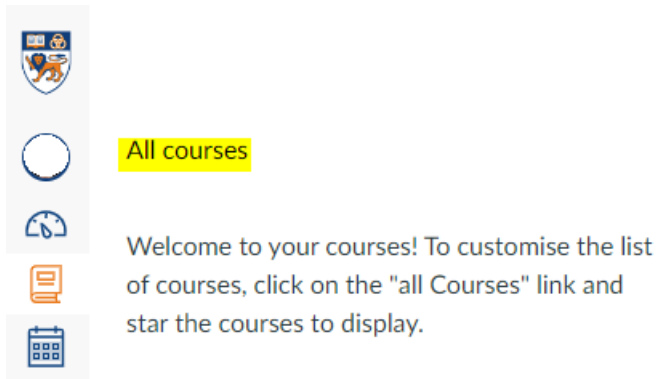
1. A step-by-step guide to accessing ORMC's courses on CANVAS

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

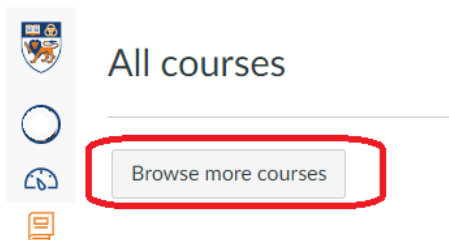
1. Access CANVAS (<https://canvas.nus.edu.sg/>) via Google Chrome.



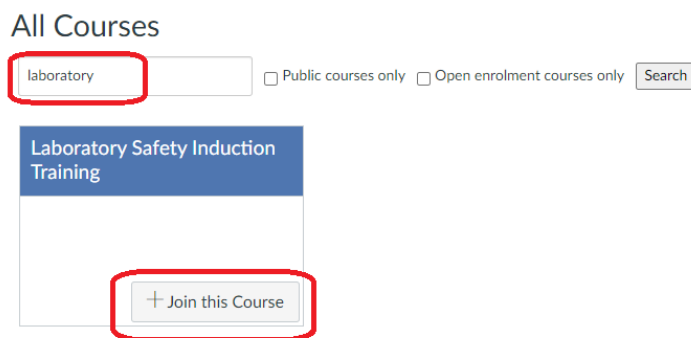
2. Login using your NUS user ID and password. You can log in using your valid NUS staff/student/visitor account.
3. To access ORMC's courses, go to Courses on the left taskbar, scroll down and select 'All courses'.



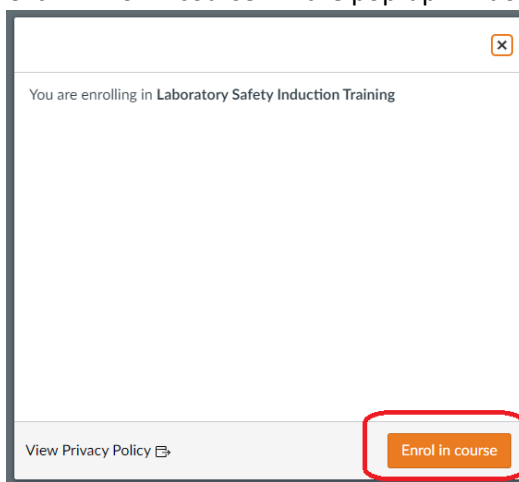
4. Select "Browse more courses".



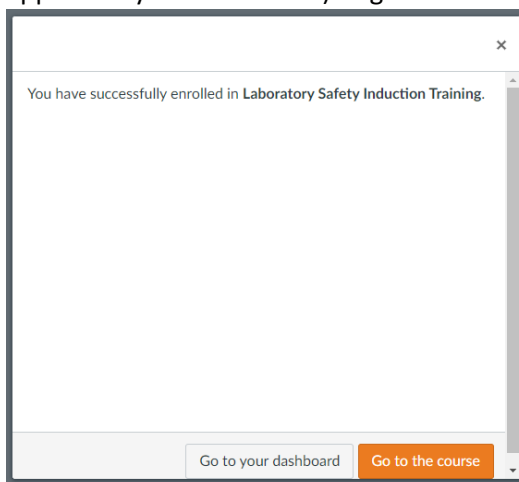
5. Search for the course by inputting the keywords of the course name or course code into the search bar. Click “Join this course”.



6. Click “Enrol in course” in the pop-up window.










7. A pop-up window will appear. You may choose to return to the 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 is 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 ormctraining@nus.edu.sg.

Support 

Next 

**Note: To shift the '?' icon, hover your mouse on the icon and you will see the arrow appearing. Move the mouse to the arrow to shift 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

Home

Grades

New Analytics

Grades for Test student

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>

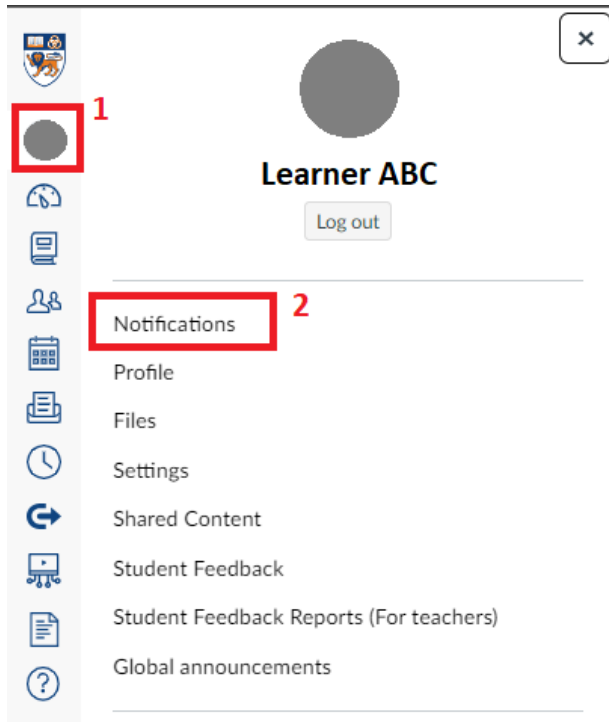
For queries on ORMC courses, please contact us at ormctraining@nus.edu.sg.

2. Guide on toggling Canvas course notifications

Notifications for the courses that you are enrolled in are toggled at the user level.

A. Account-level notification settings

1. Click on your profile and select Notifications before toggling your account-level notifications.



Notification Settings

i Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. ×

i Daily notifications will be delivered around 18:00. Weekly notifications will be delivered Sunday between 9:00 and 11:00. ×

i Notice: Some notifications may contain confidential information. Selecting to receive notifications at an email other than your institution provided address may result in sending sensitive Canvas course and group information outside of the institutional system. ×

Settings for

Account ▾

Course activities

Email

Due Date	<input checked="" type="checkbox"/>
Grading policies	<input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/>
Files	<input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/>
Announcement created by you	<input checked="" type="checkbox"/>
Grading <input checked="" type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/>
All submissions	<input type="checkbox"/>
Late grading	<input type="checkbox"/>



B. Course-level notification settings

1. Click on “View Course Notifications” on the right panel before toggling the notifications that you wish to receive on the page.

Canvas ABC > Modules

Non-Academic

Home

Modules

Collapse all Export Course Content

View Course Stream

New Analytics

View Course Calendar

View Course Notifications

To-do

Nothing for now

Recent feedback

Nothing for now

Course Notification Settings

Course-level notifications are inherited from your account-level notification settings. Adjusting notifications for this course will override notifications at the account level.

Enable Notifications for

You are currently receiving notifications for this course. To disable course notifications, use the toggle above.

Course activities

Email

Due Date	<input checked="" type="checkbox"/>
Grading policies	<input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/>
Files	<input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/>
Announcement created by you	<input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/>
All submissions	<input type="checkbox"/>
Late grading	<input type="checkbox"/>
Submission comment	<input type="checkbox"/>
Blueprint Sync	<input type="checkbox"/>