Instructions for Departmental Engineers/LSOs/Instructors managing BCOE Instructional Labs

Per new EH&S guidelines, all Instructional Labs will need to provide documents from responsible parties.

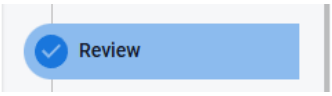
Refer to this site to identify all affected courses: https://intra.engr.ucr.edu/instructional-labs

The Departmental Engineer or Lab Safety Officer (LSO) or Instructor in charge of managing a BCOE Instructional Lab space will receive an email inviting you to join a Canvas course named **"<DEPT> Instructional Labs**" (e.g. BIEN Instructional Labs) from the College Lead Safety Officer.

You must provide the following documents for your assigned course and/or space to your LSO or College Lead Safety Officer.

This will include:

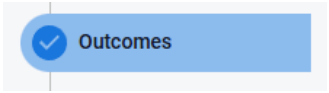
1. SOPs for all experiments/labs for your course (see UCR SOP template as example)
2. PDF of your Lab Hazard Assessment (LHAT) for your space
    a. Log into https://ehs.ucop.edu/
    b. Select your course or laboratory LHAT
    c. Scroll down on the right panel and select Review



    d. Click on the **3 Dots** and select "**Print Section**" as a **PDF**



    e. Save as **"<Building Name> <Room Number> LHAT**" (e.g. "Bourns B 140 LHAT")
3. PDF of the recommended Personal Protective Equipment (PPE) for your space
    a. Log into https://ehs.ucop.edu/
    b. Select your course or laboratory Lab Hazard Assessment (LHAT)
    c. Scroll down on the right panel and select "**Outcomes**"



    d. Click on the **Down Arrows** to expand the details for every line item

    e. Click on the **3 Dots** and select "**Print Section**" as a **PDF**



    f. Save as "**<Building Name> <Room Number> PPE**" (e.g. "Bourns B 140 PPE")
4. Video (or slides) of your space showing all safety items (see Site Specific Checklist) – ask College Lead Safety Officer for assistance.

Instructions for Instructors teaching BCOE Instructional Labs

Per new EH&S guidelines, all Instructional Labs will need to provide documents from responsible parties.

Refer to this site to identify all affected courses: https://intra.engr.ucr.edu/instructional-labs

The assigned Instructor for a BCOE Instructional Lab will receive an email inviting you to join a Canvas course named "**<DEPT> Instructional Labs**" (e.g. "BIEN Instructional Labs") from your departmental Engineer and/or LSO.

You must complete all the assignments for your assigned module (e.g. "BIEN XXX - Instructors with TAs Only")

This will include:

1. BCOE General Training Video (just watch to completion – no quiz)
2. Review Site Specific LHAT and Minimum PPE
3. SOP Acknowledgment Form
4. Site Specific Training Video (just watch to completion – no quiz)
5. Checklist for Instructor

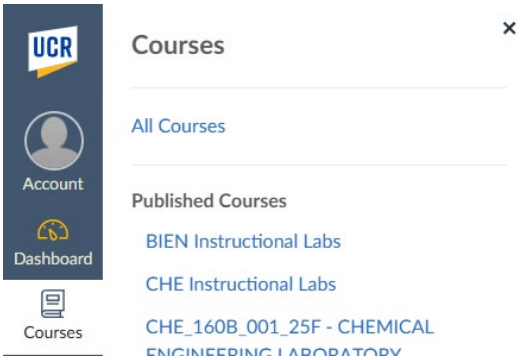
Completion of all assignments is expected before the 1st day of lab instruction for your course.

STEPS TO COMPLETE REQUIRED DEPARTMENTAL CANVAS COURSE

1. Log into the Canvas website (https://elearn.ucr.edu/)
2. You should receive a course invitation from "**<DEPT> Instructional Labs**" (e.g. "BIEN Instructional Labs"), click "**Accept**"



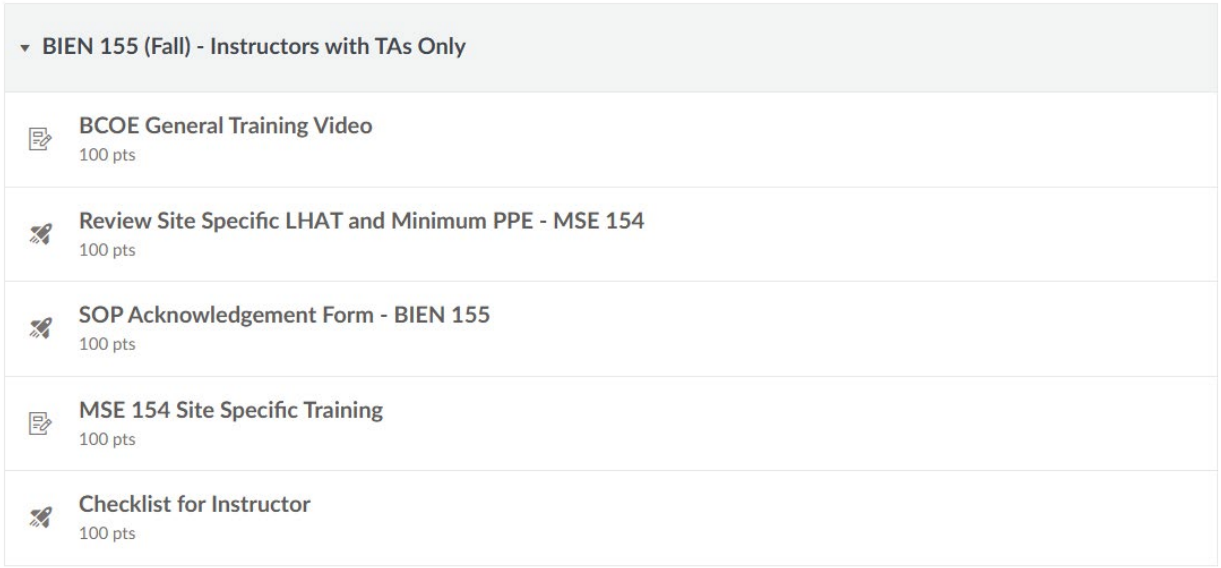
3. Click on the "**Courses**" and select "**All Courses**"



4. Select your Department's Canvas page - "**<DEPT> Instructional Labs**" (e.g. "BIEN Instructional Labs")



5. You should now see a module for your specific course and role (i.e. “Instructor with TAs Only”) on the **Home** page



6. Click on each assignment listed to complete (best to complete in sequential order from top to bottom)
7. Note that BCOE General Training Video and your Site Specific Training videos do not have quizzes but must be watched to completion

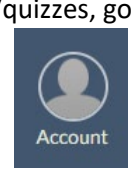
You will also receive Canvas assignments/quizzes that are to be incorporated into your Canvas course from your Engineer and/or LSO.

These may include:

- Student Safety Laboratory Commitment (Required)
- Submit Learning Management Services Transcript - <DEPT> (Required)
- Student Design Hazard Assessment Form (Required only for Senior Design courses)
- Laboratory Safety Fundamentals Video Quiz (Optional)
- Hazardous Materials & Waste Management Video Quiz (Optional)

STEPS TO INCORPORATE REQUIRED QUIZZES INTO YOUR OWN CANVAS COURSE

1. To accept the invited Canvas assignments/quizzes, go to your **Account** icon and click on it.



2. The assignments/quizzes will appear in your **Shared Content**, proceed to click on it.



3. Click on the **3 Dots** and import the assignments/quizzes into your own Canvas course page.



4. It is your responsibility to manage and track that all students have completed these items.

STEPS TO PUBLISH LAB SAFETY QUIZZES INTO YOUR OWN CANVAS COURSE

1. To publish Lab Safety Quizzes (e.g. Laboratory Safety Fundamental Quiz), you will need to add your Department's Engineer or LSO into your course either as a TA or Teacher role
2. Once your Department's Engineer or LSO is added, they will create assignments for your desired Lab Safety Quizzes

Instructions for TAs assigned to BCOE Instructional Labs

Per new EH&S guidelines, all Instructional Labs will need to provide documents from responsible parties.

Refer to this site to identify all eligible TAs: https://intra.engr.ucr.edu/instructional-labs

The assigned TA will receive an email inviting you to join a Canvas course named "**<DEPT> Instructional Labs**" from your departmental Engineer and/or LSO.

You must complete all the assignments for your assigned module (e.g. <COURSE NAME> - TAs Only)

This will include:

1. BCOE General Training Video
2. Review of Chemical Hygiene Plan (CHP)
3. Review Lab Safety Manual
4. Review Primary Safety Responsibilities of TAs
5. Primary Safety Responsibilities of Teaching Assistants Quiz
6. Submit Learning Management Services Transcript
7. Review Site Specific LHAT and Minimum PPE
8. SOP Acknowledgment Form
9. Site Specific Training Video
10. Instructional Lab Site Specific Training Checklist

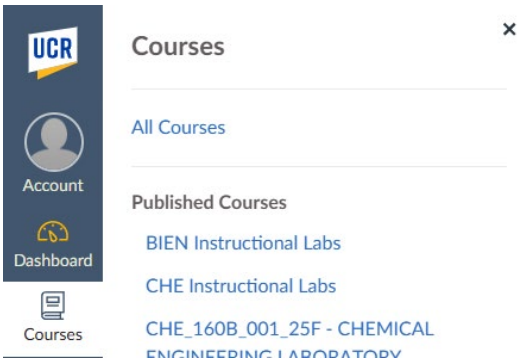
Completion of the all the assignments is expected before the 1st day of lab instruction for your course.

STEPS TO COMPLETE REQUIRED ASSIGNMENTS ON CANVAS COURSE

1. Log into the Canvas website (https://elearn.ucr.edu/)
2. You should receive a course invitation from <DEPT> Instructional Labs, click "**Accept**"



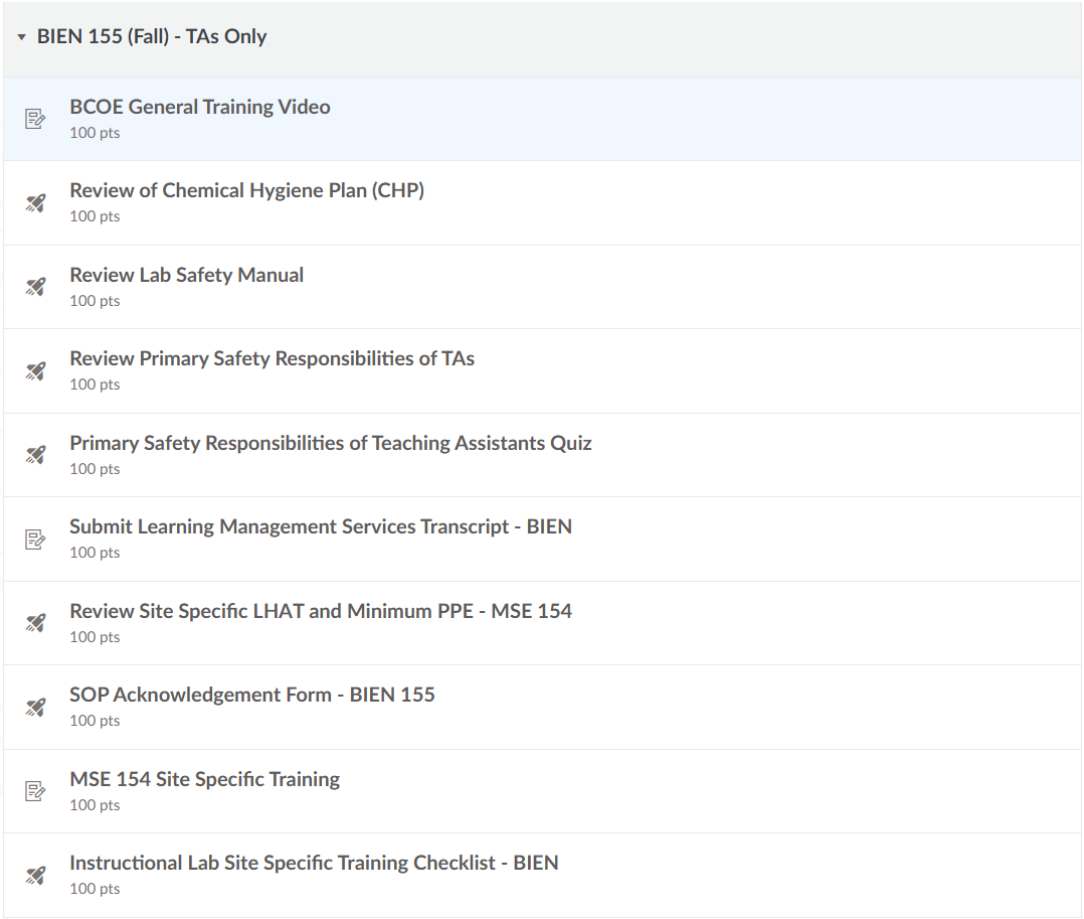
3. Click on the "**Courses**" and select "**All Courses**"



4. Click on the **<DEPT> Instructional Labs** course page



5. You should see a module for your specific course and role (i.e. BIEN 155 (Fall) - TAs Only)



6. Click on each assignment listed to complete (best to complete in sequential order from top to bottom)

Instructions for Departmental Engineers/LSOs assigned to Dept. Canvas Page

Per new EH&S guidelines, all Instructional Labs will need to provide documents from responsible parties.

Refer to this site to identify all affected courses: https://intra.engr.ucr.edu/instructional-labs

The Departmental Engineer or LSO will be responsible for their Department's Canvas course named "**<DEPT> Instructional Labs**" from the College Lead Safety Officer.

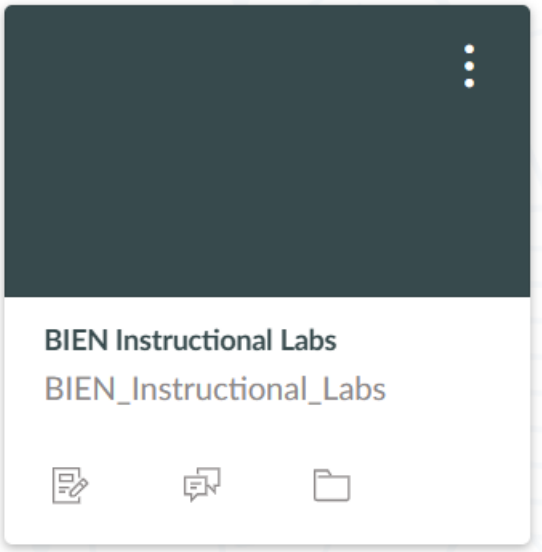
You will be responsible for inviting the Instructors and TAs for that quarters' courses.

STEPS TO INVITE INSTRUCTORS AND TAS TO DEPARTMENTAL CANVAS COURSE

- To invite Instructors and TAs:
  1. Log into your **Canvas** page (https://elearn.ucr.edu/)
  2. Click on your **<DEPT> Instructional Labs** course page (e.g. BIEN Instructional Labs) under **Courses** or your **Dashboard**



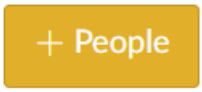
or



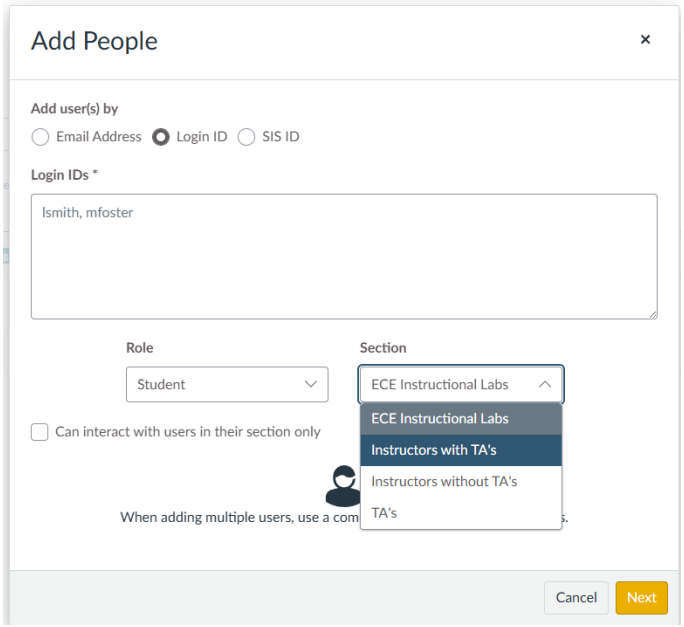
  3. Click on **People** on the left **Course Navigation Menu**



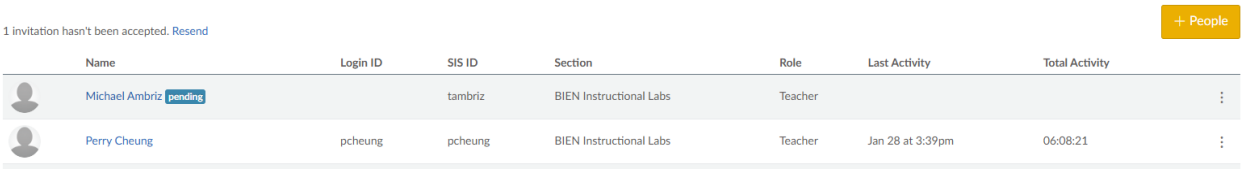
  4. Click on **+ People** on the right



  5. Click on **Login ID** and enter in the **NetID** of the Instructor or TA



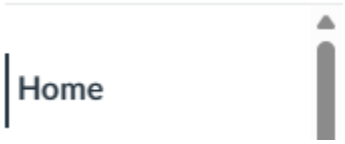
6. Confirm the **Role** is set to **Student**
7. For TAs, select the **Section** as **TA's**
8. For Instructors with TA's, select the **Section** as **Instructors with TA's**
9. For Instructors without TA's, select the **Section** as **Instructors without TA's**
10. Click **Next** and you will confirm sending out the invitation
11. Click on **People** on the left **Course Navigation Menu**



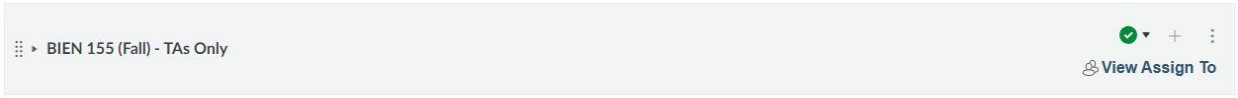
12. Your invited **People** will appear now, showing their last activity or if they are still "**pending**" and have not accepted your invitation

STEPS TO ASSIGN SPECIFIC INSTRUCTORS AND TAS INTO THEIR COURSES

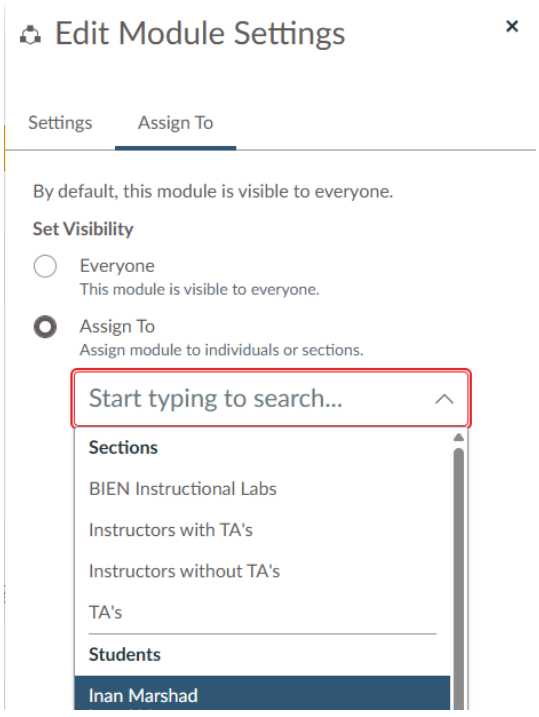
- To assign Instructors and TAs into their respective courses, they **MUST** have accepted your invitation into your Canvas first:
    1. Log into your **Canvas** page (https://elearn.ucr.edu/)
    2. Click on your **<DEPT> Instructional Labs** course page (e.g. BIEN Instructional Labs) under **Courses** or your **Dashboard**
    3. Click on **Home** page on the left column



    4. Navigate to the desired module you wish to add Instructors or TAs (e.g. BIEN 155 (Fall) TAs Only)



    5. Click on the "**View Assign To**" or the **3 dots**
    6. Confirm the **Set Visibility** setting is set to "**Assign To**"
    7. Type or select the desired Instructor or TA to assign into your desired module



    8. Click **Save** when complete
    9. Repeat this for all your desired modules and all invited Instructors and TAs

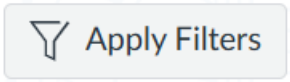
You will be responsible for checking if Instructors and TAs have completed all the required assignments and quizzes.

STEPS TO CHECK IF REQUIRED ASSIGNMENTS/QUIZZES ARE COMPLETED

- To check if Instructors and TAs have completed all required assignments/quizzes:
  1. Log into your **Canvas** page (https://elearn.ucr.edu/)
  2. Click on **Grades** on the left **Course Navigation Menu**



  3. Click on **Apply Filters** to select the desired **Modules** to review (one at a time) (e.g. BIEN 155 (Fall) TAs Only)



  4. Remember to **Remove Filters** to pick another **Module** to review!



  5. Completed assignments/quizzes should show 100%
  6. For any video quizzes, the grades may not populate immediately

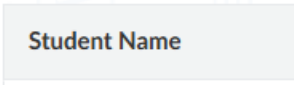
You will be responsible for downloading the records showing Instructors and TAs completed all required assignments for each quarter

STEPS TO DOWNLOAD RECORD OF COMPLETED ITEMS

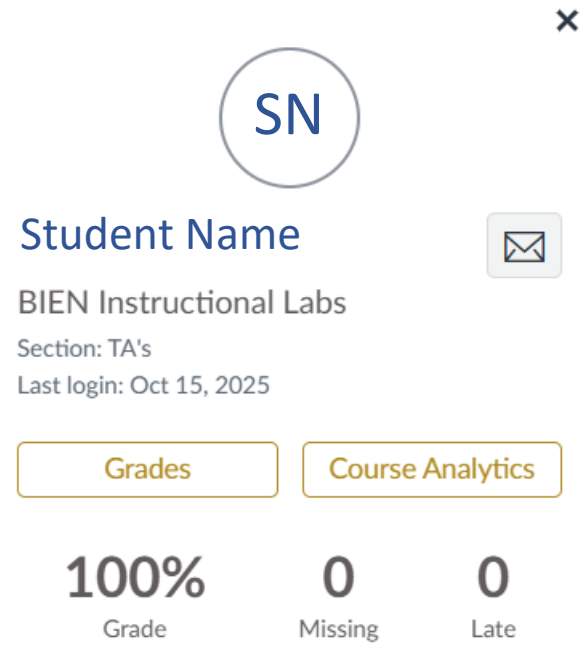
- To download/print out a page summarizing all the completed items for each Instructor or TA:
  1. Log into your **Canvas** page (https://elearn.ucr.edu/)
  2. Click on **Grades** on the left **Course Navigation Menu**



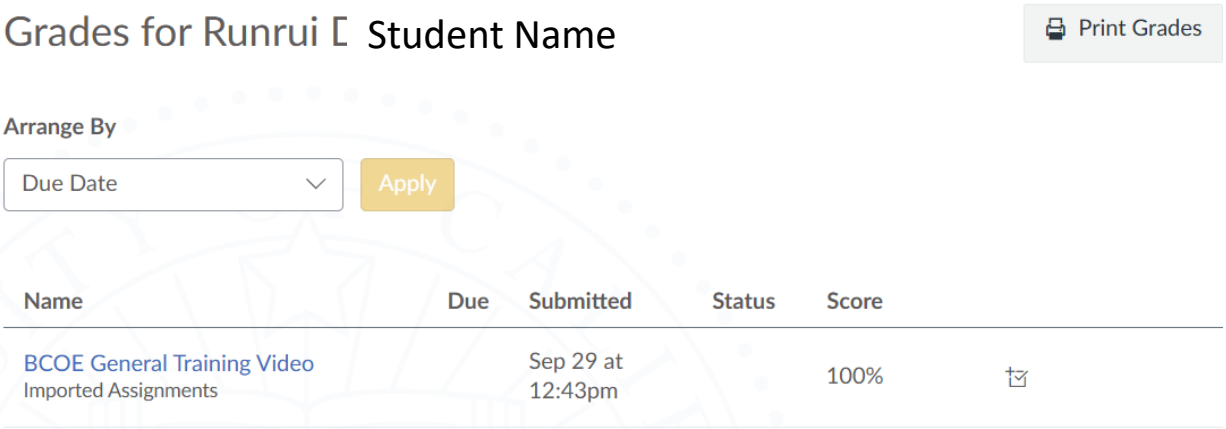
  3. Click on the name of the Instructor or TA to view a summary of all completed items under **Student Name**



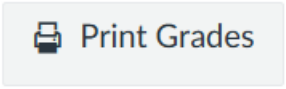
  4. A summary for that selected Instructor or TA will appear on the right of your screen



  5. Click on the **Grades** for the itemized grades to appear



6. Click on **Print Grades** to print/save the itemized grades page



7. Repeat for every Instructor and TA for that quarter of instruction

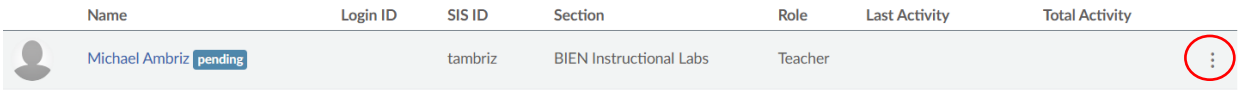
You will be responsible for resetting the list of people and their grades prior to each new quarter

STEPS TO RESET PEOPLE AND GRADES FOR NEXT QUARTER

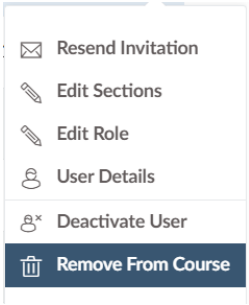
- To reset and delete the current list of Instructors and TAs prior to the start of the next quarter:
  1. Log into your **Canvas** page (https://elearn.ucr.edu/)
  2. Click on **People** on the left **Course Navigation Menu**



  3. For each Instructor and TA that needs to be deleted, click on the **3 Dots** on the far right

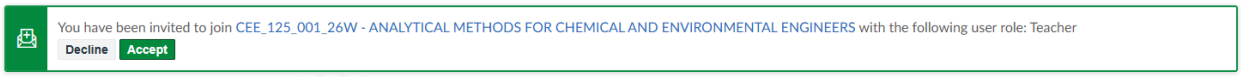


  4. Click on **Remove From Course** to permanently remove and delete all records from Canvas – make sure you have printed out all required records before proceeding!

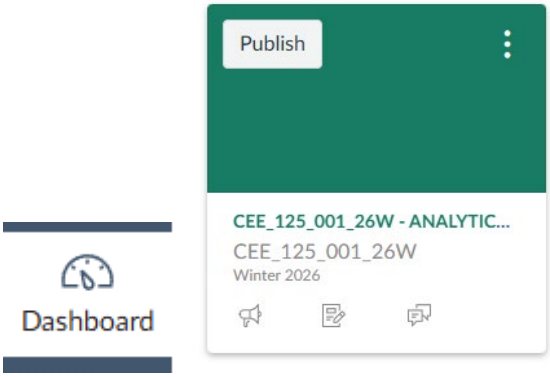


STEPS TO PUBLISH LAB SAFETY QUIZZES INTO A DIFFERENT CANVAS COURSE

1. To publish **Lab Safety Quizzes** (e.g. Laboratory Safety Fundamental Quiz), you will need to do the following.
2. Ask the Instructor for the desired course to add you into their Canvas page either as a **TA** or **Teacher** role
3. Accept the course invitation



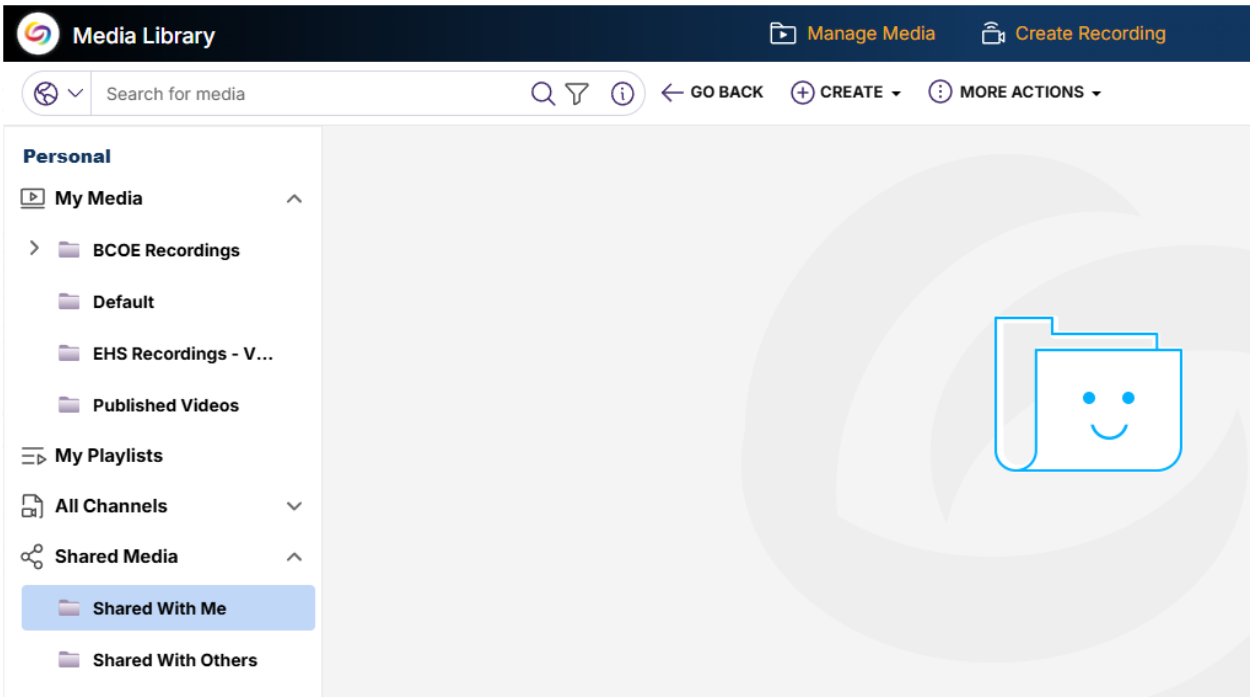
4. Click on the **Dashboard** to identify all the courses you manage (e.g. CEE_125_xxx) and select the course



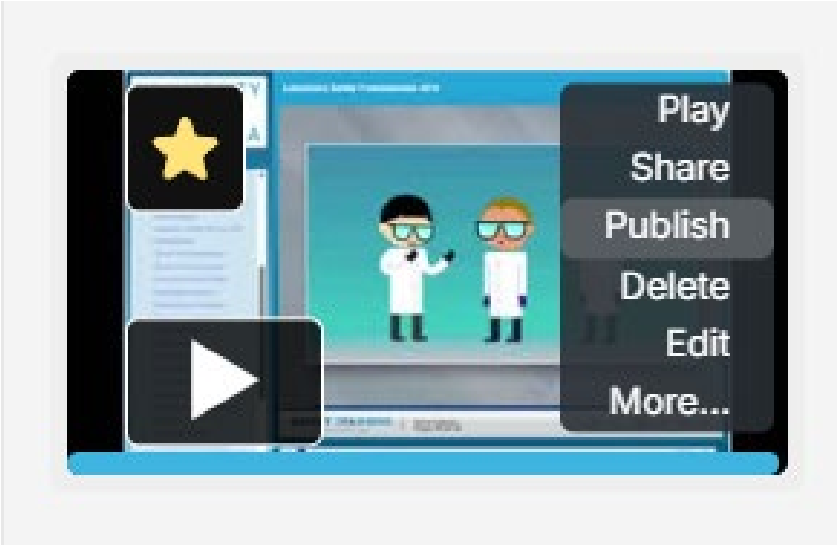
5. Scroll down and click on the "**Yuja Media/Storage**"



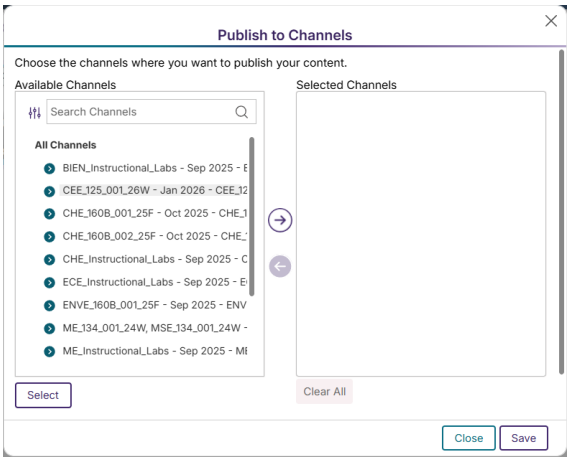
6. You can find and publish any of your own media here on this page or find the media that was shared with you under "**Shared With Me**"

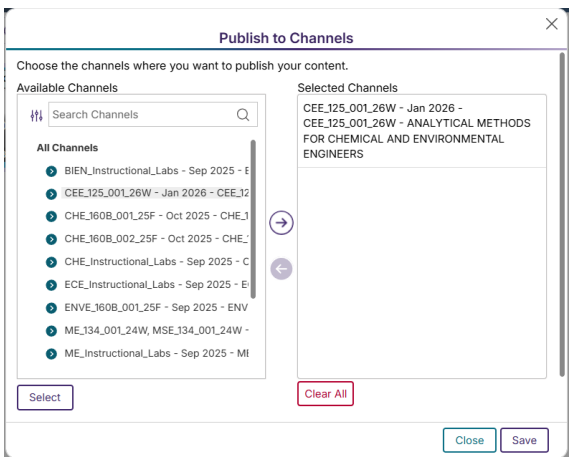


7. Hover over to the video you wish to incorporate into your course (e.g. Lab Safety Fundamentals 2019 Video Quiz) and select **Publish**

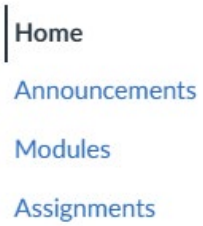


8. Select the course(s) you wish to publish on the left column and click on the **->** to move it to the right column and click **Save**

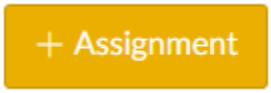




9. Return back to your desired course (e.g. CEE_125_xxx) and click on **Assignments**



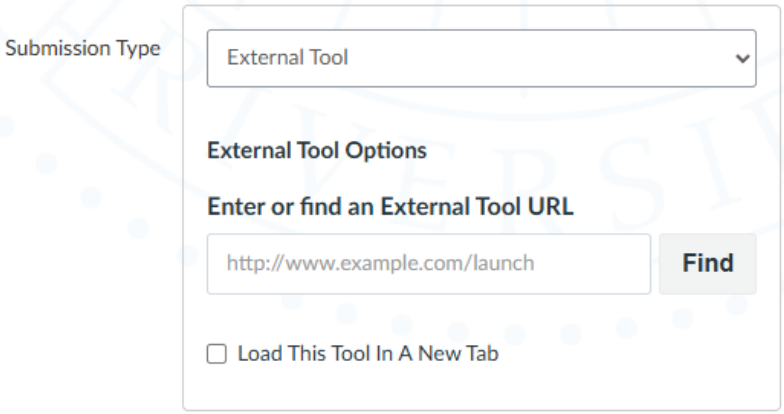
10. Click the **+ Assignment** tab on the top right screen



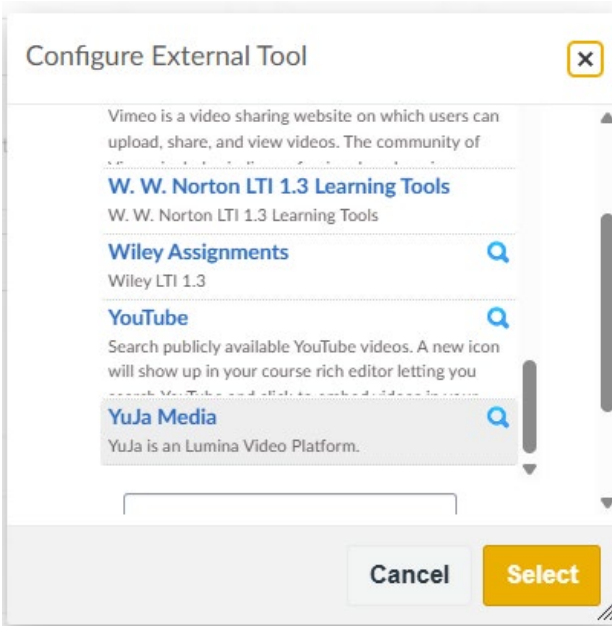
11. Proceed to name your Video Quiz under "**Assignment Name**" (see suggested names below)
    a. Lab Safety Fundamentals Video Quiz 2019
    b. Hazardous Waste Management Video Quiz
12. Input the assignment parameters such as "**Points**", "**Assignment Group**", "**Display Grade as**" if desired



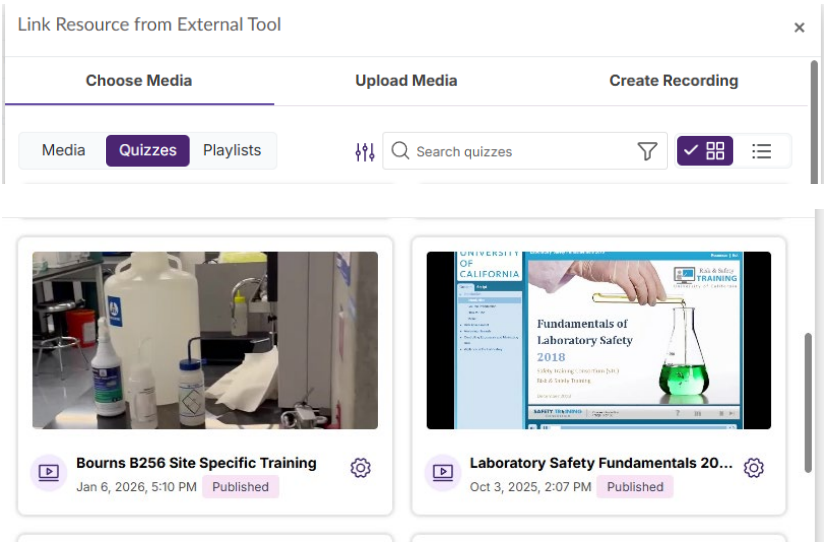
13. Under **Submission Type**, confirm **External Tool** is selected

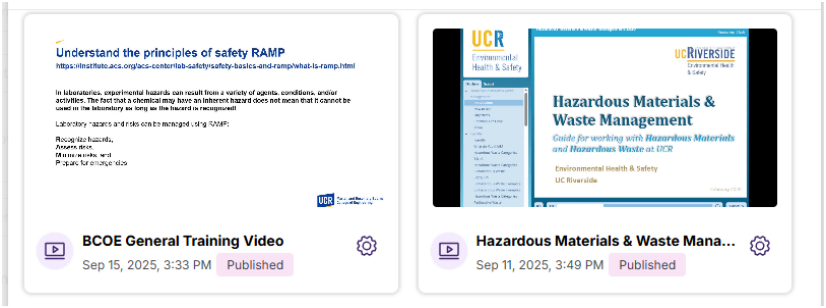


14. Click **Find** and a pop-up window will appear

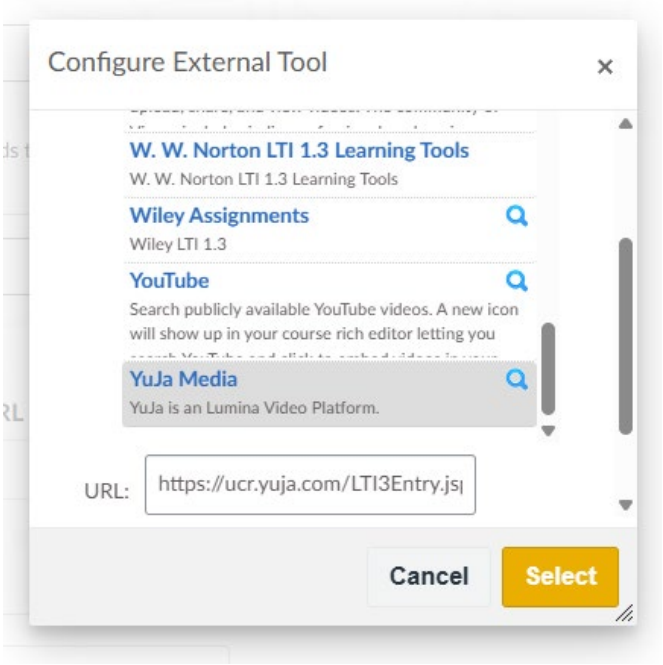


15. Scroll down until **Yuja Media** appear and **Select** it
16. Click **Quizzes** (or other desired **Media**)

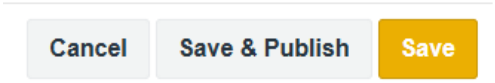




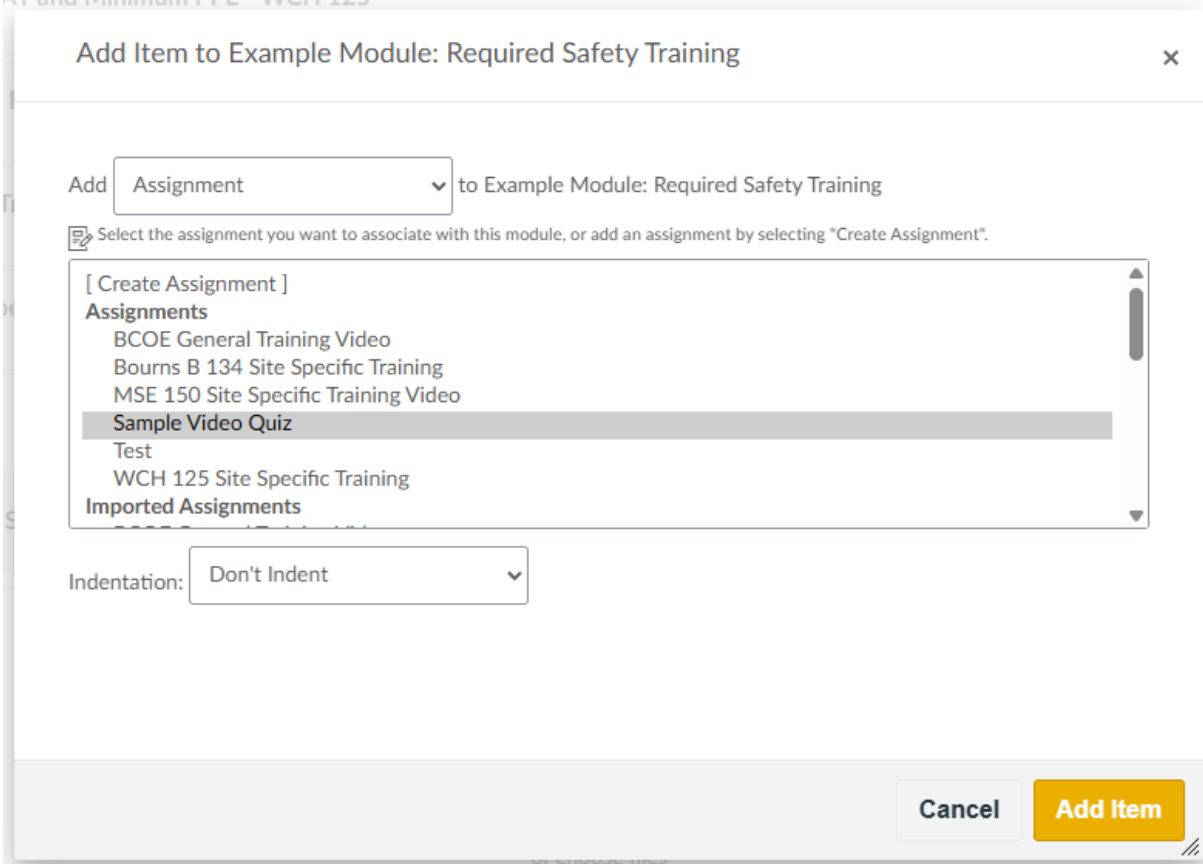
17. Select desired **Quiz** (see suggested below)
    a. Laboratory Safety Fundamentals 2019 Video Quiz
    b. Hazardous Materials & Waste Management
18. A **URL** link will now appear, continue by clicking **Select**



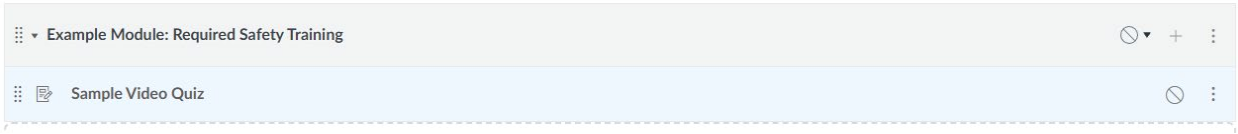
19. Click the **Save** button to finish on the bottom right



20. Return back to your **Home Page** and choose (or create) your desired **Module** to add video quizzes
21. Click the "**+**" sign in your desired **Module** (e.g. "Required Safety Training")
22. Select the **Assignment** (e.g. "Sample Video Quiz") and click **Add Item**



23. Your **Assignment** (e.g. "Sample Video Quiz") will now be added into your desired **Module** (must **Publish** for students to see)



24. Repeat the steps for each video quiz you wish to publish into your own Canvas course