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

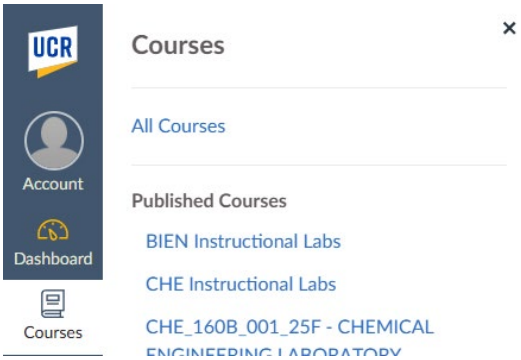
Completion of all assignments is expected before the 1st day of lab instruction for your course.

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**"



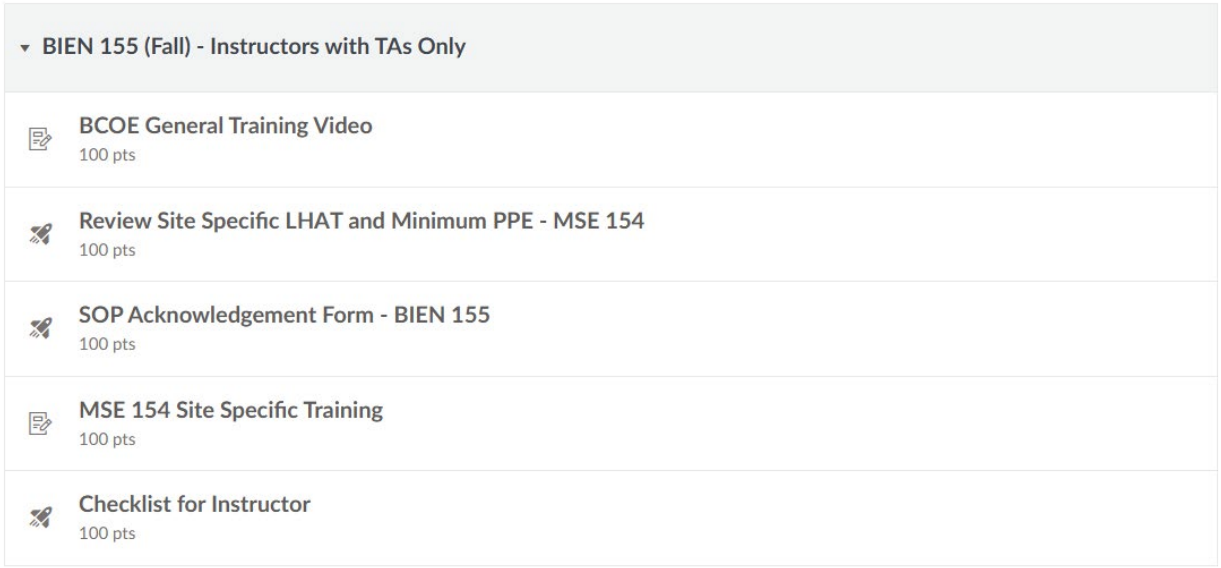
3. Click on the "**Courses**" and select "**All Courses**"



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

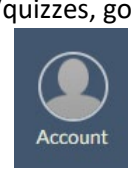
You will also receive Canvas assignments/quizzes that are to be incorporated into your Canvas course from your Engineer and/or LSO.

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