

# Kinesiology Department

## How-To-Guide: Importing Safety Module to Canvas Class

To be compliant with OSHA standards, the Kinesiology Department and Environmental Health and Safety (EHS) have been working together to ensure our students get the safety information they need for Kinesiology courses. ALL KINE courses need to have this safety module in their course and instructors must give this information to students and have record of students acknowledging they have reviewed it. Please keep the safety module with all the information viewable throughout the entire semester. Go over specific safety areas when it is applicable to that class period. **Follow the steps below to easily add the “Safety Module” to your course Canvas page.**

### 1. Log into your Canvas through your MyCoyote. Click on “Account” on the top left.

The screenshot shows the Canvas user interface for Nicole Dabbs. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Commons. The 'Account' link is highlighted with a red box and a red arrow. The main content area displays course cards for 'WELCOME TO BIOMECHANICS KINE 4800' and a 'To Do' list with items like 'Grade Safety Quiz' and 'Grade Extra Credit'.

### 2. Click on “Shared Content”, where you should have a notification of something new.

The screenshot shows the Canvas 'Shared Content' page for Nicole Dabbs. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Commons. The 'Shared Content' link is highlighted with a red box and a red arrow. The main content area shows a table of 'Received Content' with columns for Title, Type, From, Received, and Actions. The first row, 'Safety Module (Summer 2022)', is highlighted with a red box.

Title	Type	From	Received	Actions
Safety Module (Summer 2022)	Module	Nicole Dabbs	7:41am	⋮
Safety Module (Summer 2022)	Module	Nicole Dabbs	Yesterday	⋮
Fall 2020 Faculty Resources	Module	Nicole Dabbs	Jun 9, 2022	⋮
Anonymous Instructor/Course Evaluation	Quiz	April Karlinsky	Nov 15, 2021	⋮

3. Click on the three dots on the far right of the safety module content and select "Import".

Nicole Dabbs > Shared Content

### Received Content

The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.

Title	Type	From	Received	Actions
Safety Module (Summer 2022)	Module	Nicole Dabbs	7:41am	⋮ Preview Import Remove
Safety Module (Summer 2022)	Module	Nicole Dabbs	Yesterday	
Fall 2020 Faculty Resources	Module	Nicole Dabbs	Jun 9, 2022	
Anonymous Instructor/Course Evaluation	Quiz	April Karlinsky	Nov 15, 2021	

4. Type in the class you want to import to, this will help you find it more easily.

Shared Content

csusb.instructure.com/profile/content\_shares

### Received Content

The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.

Title	Type	From
Safety Module (Summer 2022)	Module	Nicole Dabbs
Safety Module (Summer 2022)	Module	Nicole Dabbs
Fall 2020 Faculty Resources	Module	Nicole Dabbs
Anonymous Instructor/Course Evaluation	Quiz	April Karlinsky

#### Import...

Select a Course

KINE 4800 (01) - BIOMECHAN

Cancel Import

5. Go into your Canvas course page and you should now see the Safety Module at the bottom of your Modules tab.

The screenshot shows the Canvas course interface for Summer 2022. On the left is a navigation sidebar with icons for Home, Modules, Announcements, Syllabus, McGraw-Hill Connect, Discussions, Zoom, Grades, Quickly Attendance, Assignments, Quizzes, LockDown Browser, Follett Discover, and SOTE. The main content area displays the Modules tab with a list of modules. At the top right of the main area are buttons for 'Expand All', 'View Progress', and '+ Module'. The modules listed are: 'Start Here', 'Safety Module' (highlighted with a red box), 'Chapter 1- Week 1 (July 11)', 'Chapter 2-Week 1 (July 12-13)', and 'Chapter 3 Week 1 (July 13/14)'. Each module entry includes a green checkmark, a plus sign, and a three-dot menu icon.

6. Go into the Safety Module and add a deadline for students to complete the module, both in the instructions page and in the "Quiz". You can adjust how many points you want this to be for your class by editing the quiz. Quiz due date should be after census (after week 4) to ensure all students have an opportunity to review the information.
7. Repeat steps 3-6 for all courses.