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.

2. Click on “Shared Content”, where you should have a notification of something new.
3. Click on the three dots on the far right of the safety module content and select “Import”.

4. Type in the class you want to import to, this will help you find it more easily.
5. Go into your Canvas course page and you should now see the Safety Module at the bottom of your Modules tab.

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.