

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 top left navigation menu is visible, with the 'Account' link highlighted by 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 'Shared Content' page for Nicole Dabbs. The 'Shared Content' link in the left navigation menu is highlighted with a red box and a red arrow. The page displays a table of 'Received Content' with the following data:

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	⋮
Safety Module (Summer 2022)	Module	Nicole Dabbs	Yesterday	Preview Import Remove
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

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Title	Type	From
Safety Module (Summer 2022)	Module	Nicole Dabbs
Safety Module (Summer 2022)	Module	Nicole Dabbs
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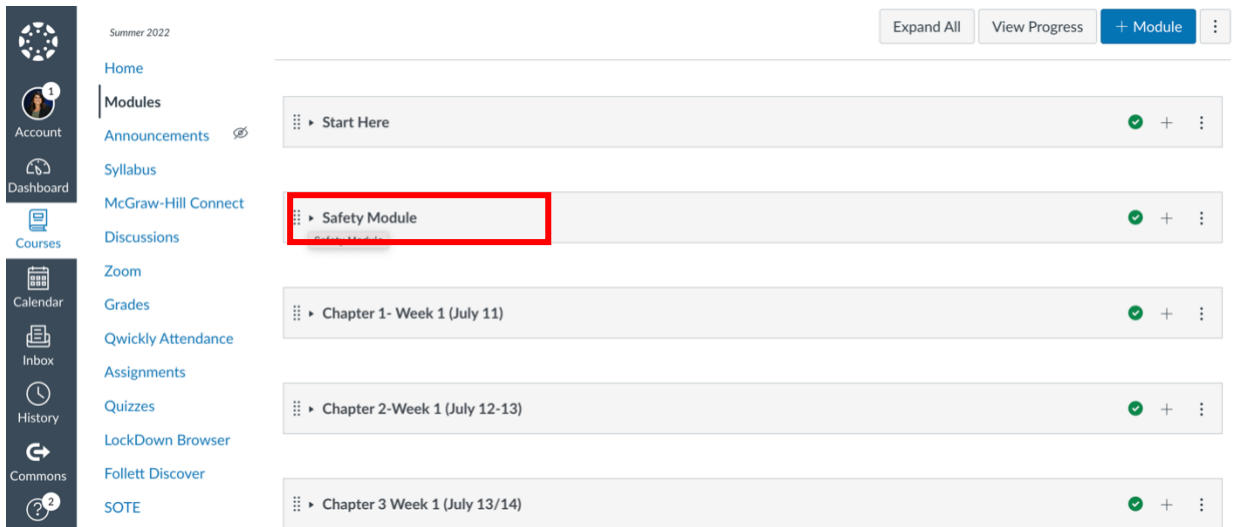
Import...

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.



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.