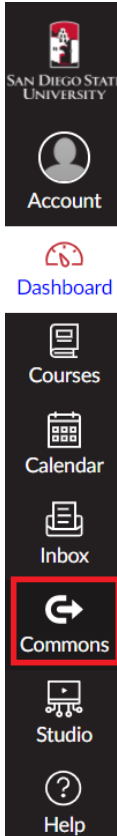
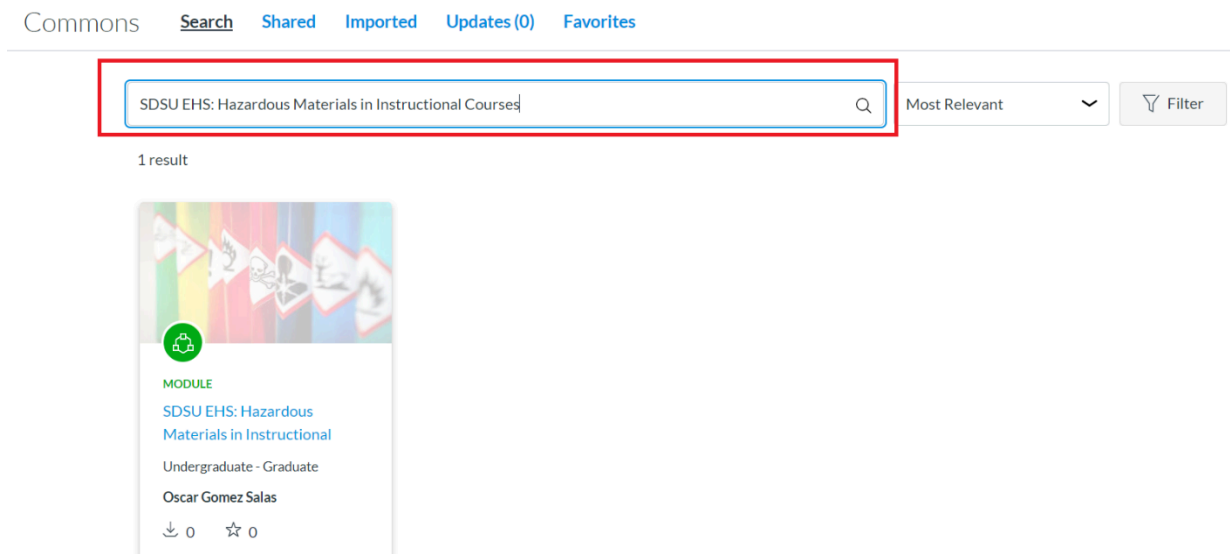


# Importing an EH&S training module into your Canvas course

1- Once you log in to Canvas, click on “Commons”, which is a button found on the leftmost navigational menu (highlighted in the image below with a red box).

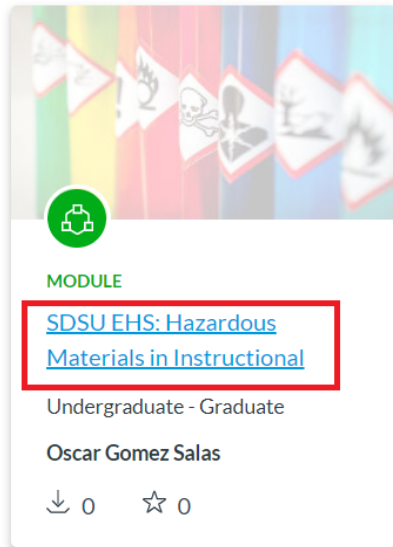


2- Click on the search box at the top; type “SDSU EHS: Hazardous Materials and Hazardous Equipment in Instructional Courses” or “Student Activities Heat Illness Prevention Guide SDSU” and then either click on the magnifying glass icon or hit “Enter” using your keyboard. The training should now be listed as shown below.

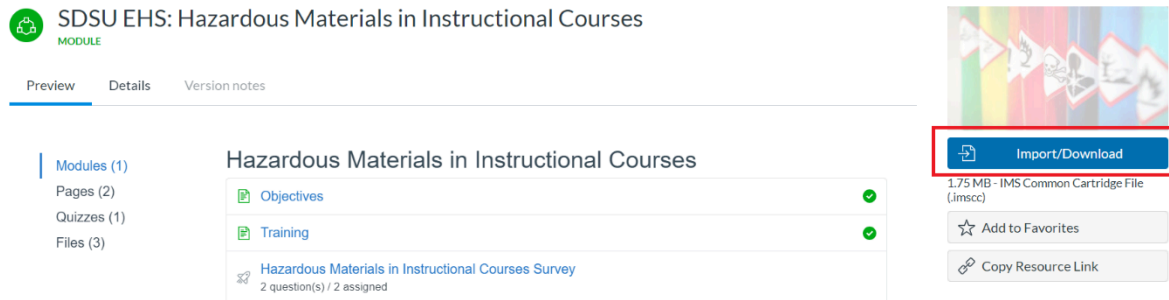


# Importing an EH&S training module into your Canvas course

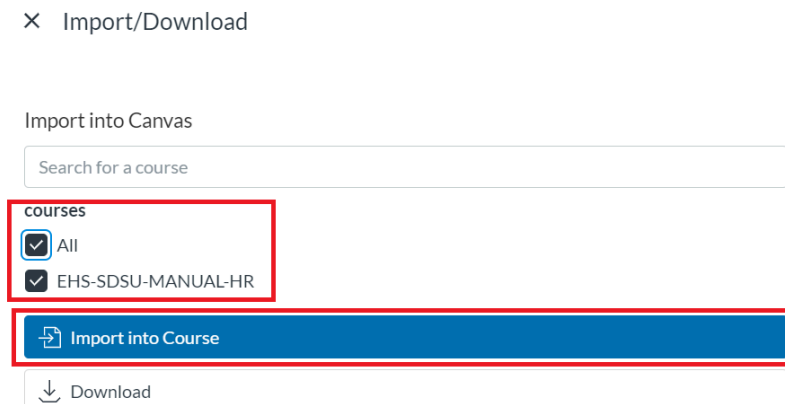
3- Click on the name of the training (as shown in image below).



4- Click on the blue button “Import/Download”, which will be at the right side of your screen.



5- Select the course into which you want to import the training module and click on “Import into Course”.

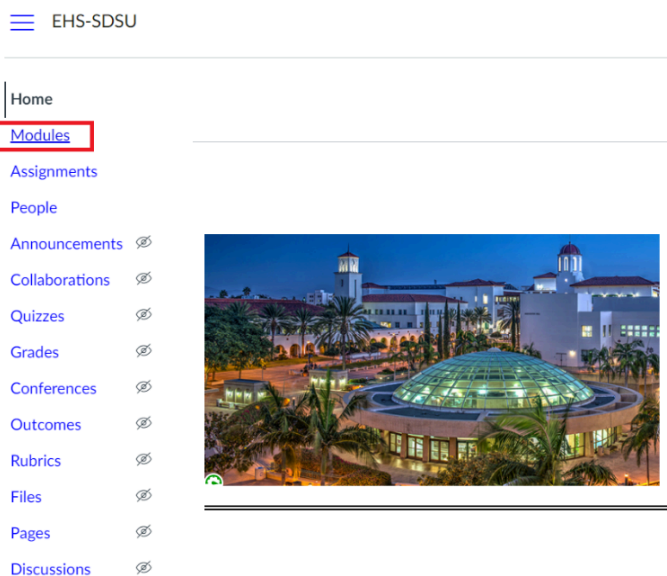


# Importing an EH&S training module into your Canvas course

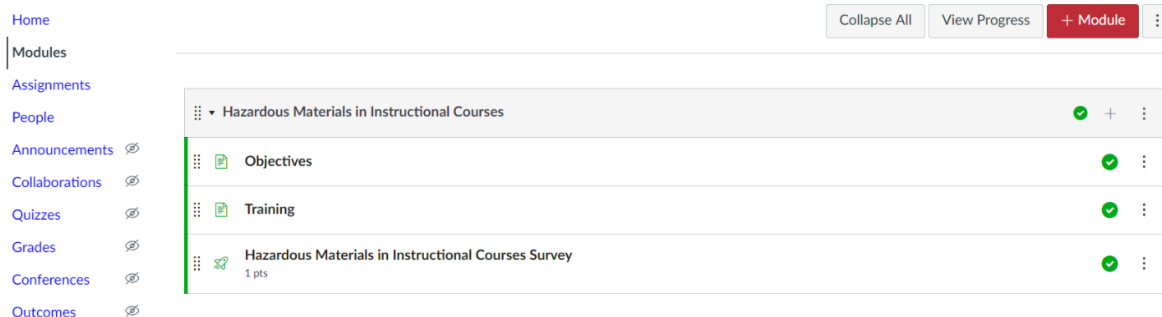
6- You should get a confirmation message letting you know that the import has started. The process should take a couple of minutes to complete.

You have successfully started the import! It may take a little while to see changes in your course.

7- Open the course into which you imported the training module and click on "Modules" as seen in image below.



8- The training module should already be listed here (as seen below); if you have multiple modules it will most likely be at the bottom of the list.



As seen in the image above, the module has an Objective and Training content page, as well as an ungraded survey questionnaire. The one-question survey will require the students to submit

## Importing an EH&S training module into your Canvas course

their name to acknowledge that they reviewed the training. Instructors will be able to track which enrolled students have completed the survey on Canvas (for more information please review: [How do I view survey results in a course](#)).