

CSMC 2022 Training Instructions

This document is a step by step list for how to complete Boyd Lab trainings through our Canvas page. The first part of equipment training is online, and then there is an in-person signoff with a Boyd Lab tech after that you will need to find a time to schedule.

Trainings to complete

- **Shop Safety Fundamentals***
 - You must complete this training before any other trainings
- Drill Press*
- Horizontal Bandsaw*
- Shear*
- Brake*
- Grinding wheel
- Metal vertical bandsaw
- Belt Sander

*trainings that are the priority

Part 1: Online Trainings

1. Navigate to the Canvas page and click on the link for SICTR & Boyd Lab Training

The screenshot shows the Canvas LMS interface for a course titled 'CSMC > Modules'. On the left is a red navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area shows a course structure with three expanded modules: '2021/2022 Competition Season' (containing 'Upcoming Events'), 'Safety Training' (containing 'SICTR & Boyd Lab Training' and 'Instructions for Canvas Safety Training.pdf'), and 'General Meeting Slides' (containing '09_02 - General Meeting.pdf' and '09_09 - General Meeting.pdf'). A red arrow points to the 'SICTR & Boyd Lab Training' link. On the right, there are buttons for 'Collapse All', 'Export Course Content', 'View Course Stream', 'New Analytics', 'View Course Calendar', and 'View Course Notifications', along with a 'To Do' section showing 'Nothing for now'.

- Click on the folder if you do not see something like this with a list of trainings. Your list may not look exactly like this image depending on what training you have completed.

The screenshot shows the Iowa State University My Requirements page. The breadcrumb trail is CS MC > Modules > Safety Training > SICTR & Boyd Lab Training. The page header includes the Iowa State University logo, 'My Requirements', and a 'Log out' button. The user is identified as 'Welcome Jacob Preston'. The main content area displays a table of training courses under the heading 'Manager Training Needs: CSM Safety Training'. The table has columns for Activity Type, Course ID, Course Title, Date Due, Required status, Status Date, Expiry Date, and Action. The table lists several courses, including 'Shop Safety Fundamentals' (finished), 'Hands-on Instruction for Brake' (not taken), 'Hands-on Instruction for Compound Miter Saw' (not taken), 'Hands-on Instruction for CNC Machine' (not taken), 'Hands-on Instruction for Disc/Belt Sander' (not taken), 'Hands-on Instruction for Drill Press' (in progress), and 'Hands-on Instruction for Ellis Belt Grinder' (not taken). Each row has a 'Launch' button in the Action column. A 'Previous' button is at the bottom left and a 'Next' button is at the bottom right.

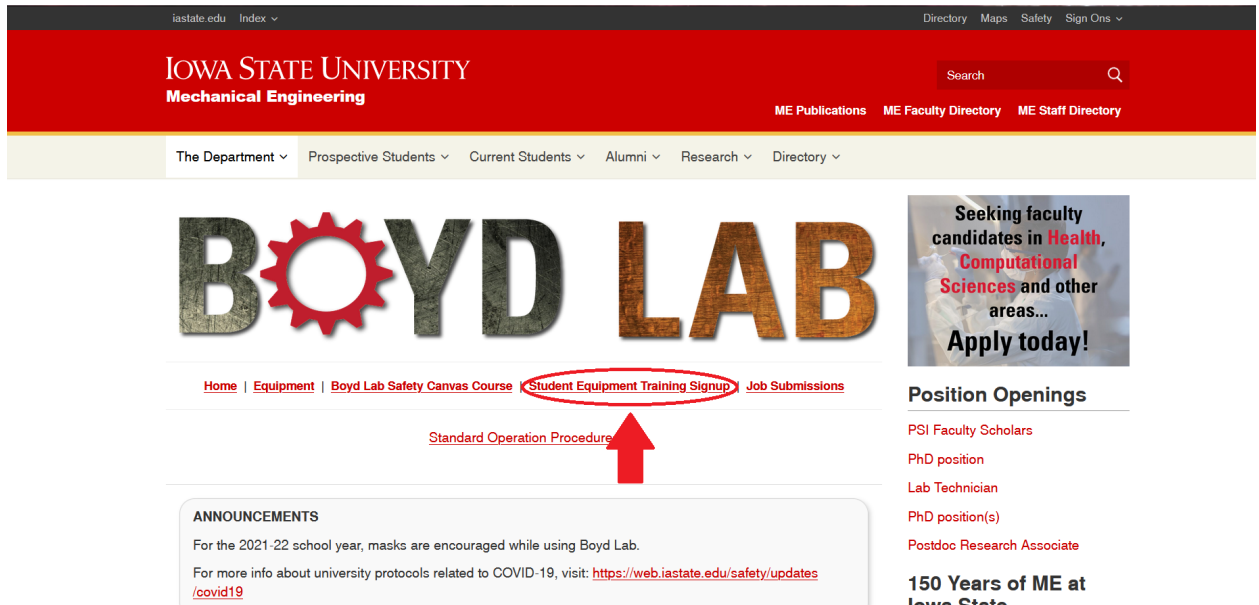
Activity Type	Course ID	Course Title	Date Due	Required status	Status Date	Expiry Date	Action
Manager Training Needs: CSM Safety Training							
Course	ACD-COE-FOSS-2014-ON	Shop Safety Fundamentals	11/07/2019	Y	Finished - Pass	01/11/2019	01/10/2022 Launch
Course	COE-TOOL-BRK-2014-RS	Hands-on Instruction for Brake		Y	Not Taken		Launch
Course	COE-TOOL-CMS-2014-RS	Hands-on Instruction for Compound Miter Saw		Y	Not Taken		Launch
Course	COE-TOOL-CNC-2014-RS	Hands-on Instruction for CNC Machine		Y	Not Taken		Launch
Course	COE-TOOL-DBS-2014-RS	Hands-on Instruction for Disc/Belt Sander		Y	Not Taken		Launch
Course	COE-TOOL-DP-2014-RS	Hands-on Instruction for Drill Press		Y	In Progress	02/12/2016	Sign-Off
Course	COE-TOOL-EBG-2014-RS	Hands-on Instruction for Ellis Belt Grinder		Y	Not Taken		Launch
	COE-TOOL-HBS-	Hands-on Instruction for					Launch

- See list at beginning of document for the trainings you need
- Click the launch button on the right to open a new window with the virtual training
 - You may need to enable pop-ups in your browser if a new window does not show up
 - In Chrome click the lock on the top left by the URL and go to "Site Settings"
 - Follow the on-screen instructions in the training window to complete it.

Part 2: In-Person Trainings

- You will need to schedule the in-person signoff for your training. Go to <https://www.me.iastate.edu/boyd-lab-3/>

2. Click on “Student Equipment Training Signup



3. This will open a MS Sharepoint calendar, sign in using your ISU email address
4. Follow instructions listed at the top of the page. Scroll down to the calendar and click “Add” in the calendar to schedule a training in an available time slot and follow the instructions in the event box that opens up

