**To Sign up a Student on Canvas:**

* Go to: <https://oregonstate.instructure.com/courses/1591192>
* Click on “People” on the left side, the text is active, although in faint gray font
* Click on “+ people” on the right side
* Put in the email address (the “smtp” email found in Outlook address book. It is ONID@oregonstate.edu) of the person that needs to be signed up
* Sign up their role as “Student”
* Click on “Next”
* Click on “Add Users”
* The student should receive an email inviting them to the course at <https://oregonstate.instructure.com/courses/1591192> and then can click on “Go to Modules” and begin their self-directed safety training
* Repeat to add additional students
* All students working on Corvallis Farm Unit Farms must at least complete these sections:
	+ All Employees
	+ OSU Environmental health & Safety Acknowledgment
	+ Ag/Farm Employees
* Other training may be necessary depending on the type of work required of the student
* This other training can be accessed at:
	+ Other Training as Assigned (located below the required training)
	+ Employer/Supervisor hands-on Training

To Check on Student’s Safety Training

* Go to: <https://oregonstate.instructure.com/courses/1591192>
* Click on “Grades” on the left side, the text is active, although in faint gray font
* Switch to default gradebook (if not already there)
* View table of all students signed up for safety training
* Click on the name of student listed in red font for specific student training
* View or print grades of student safety training