College of Engineering Makerspaces
Maker Garage | Maker Studio | MNE Innovation Lab

VCU College of Engineering (CoEGR) Makerspace Orientation and General Safety Training Module Access Instructions:

1. Go to canvas.vcu.edu.
2. Log into Canvas using your VCU credentials (eID and Password).
3. Click "Courses" on the left side menu.
4. Scroll down to the bottom of the Courses Pop Out Menu to "All Courses."
5. Click on "All Courses."
6. Click on "Browse More Courses" at the top of the new page.
7. Under All Courses, Type into the Search field, "VCU College of Engineering Makerspaces."
8. The Canvas Course/Organization should populate and you can click on "Join this Course."
9. Once you have joined the course/organization, go to "Modules."
10. Under "Modules" go to "VCU CoEGR Makerspace Orientation and General Safety Training."
11. Here you will find four videos:

    a. VCU CoEGR Makerspace Safety Training Orientation
    b. VCU CoEGR Makerspace Safety Tour
    c. VCU CoEGR Makerspace Basic Hand Tools Orientation
    d. VCU CoEGR Makerspace Basic Power Tools Orientation.

12. Once you have reviewed all lecture videos, you will need to complete the last two assignments which are as follows:

    a. The VCU CoEGR Makerspace Rules and Regulations Agreement Submission - You must do the following:
        i. Please read the document attached to the assignment entitled "VCU CoEGR Makerspace Safety Rules and Regulations". Once you have read through the entire document, please fill out and complete the form at the end (page 5).
        ii. You will be required to upload the completed form through the assignment link as a PDF file.
        iii. Make sure to save the file using the following format, i.e. "LastName_FirstInitial_VCUCoEGR_SafetyForm.pdf."
        *<u>**Please note that you can only submit one time for this assignment**</u>.

    b. The VCU CoEGR Makerspace General Safety Training Quiz, you must pass the assignment with a score of 100%. You can take the quiz multiple times until said score is achieved.

Successful completion of the orientation videos and assignments will provide students with general access to the VCU College of Engineering Makerspaces. Once you have finished all sections of the module, you must email egrmakers@vcu.edu and inform them of your completion. Please include "**Makerspace Orientation and General Safety Training Completed**" in the subject line of your email. Upon receipt of your email, the makerspace will review your submissions. If all sections of the module are successfully completed, a Makerspace Badge will be assigned. You will be notified when your badge is ready and a scheduled appointment will be required for pick up. If you have any further questions or concerns, please do not hesitate to reach out to us.

<u>Remember</u> the Makerspace Badge <u>must be worn at all times</u> within the makerspaces.