



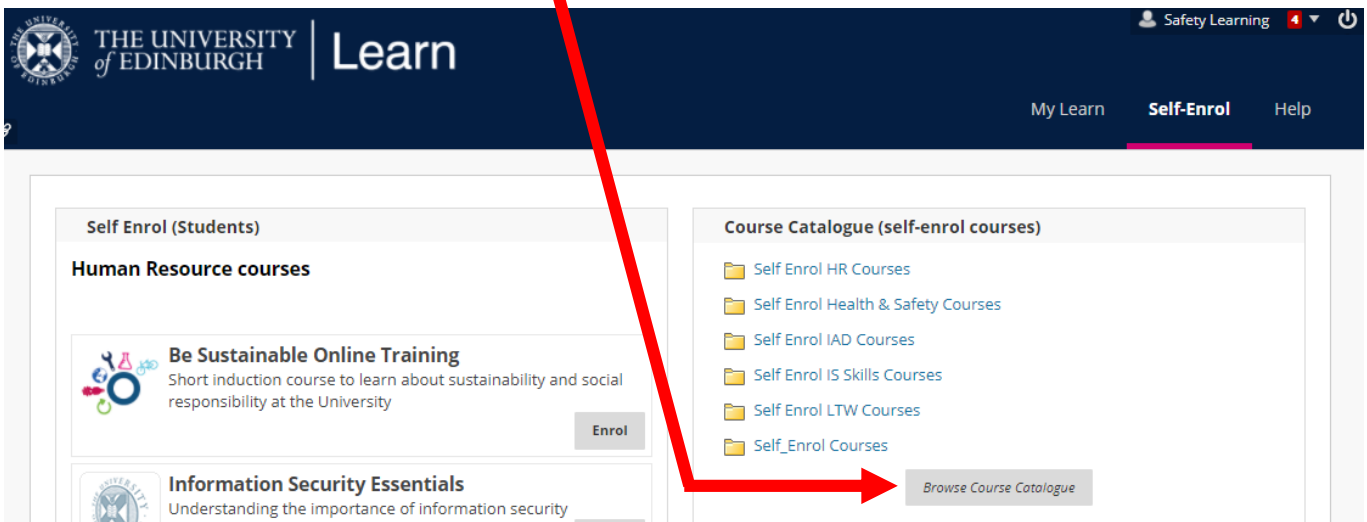
Transport of biological materials

The “Transport of biological materials” course is a “Self-Enrol” course.

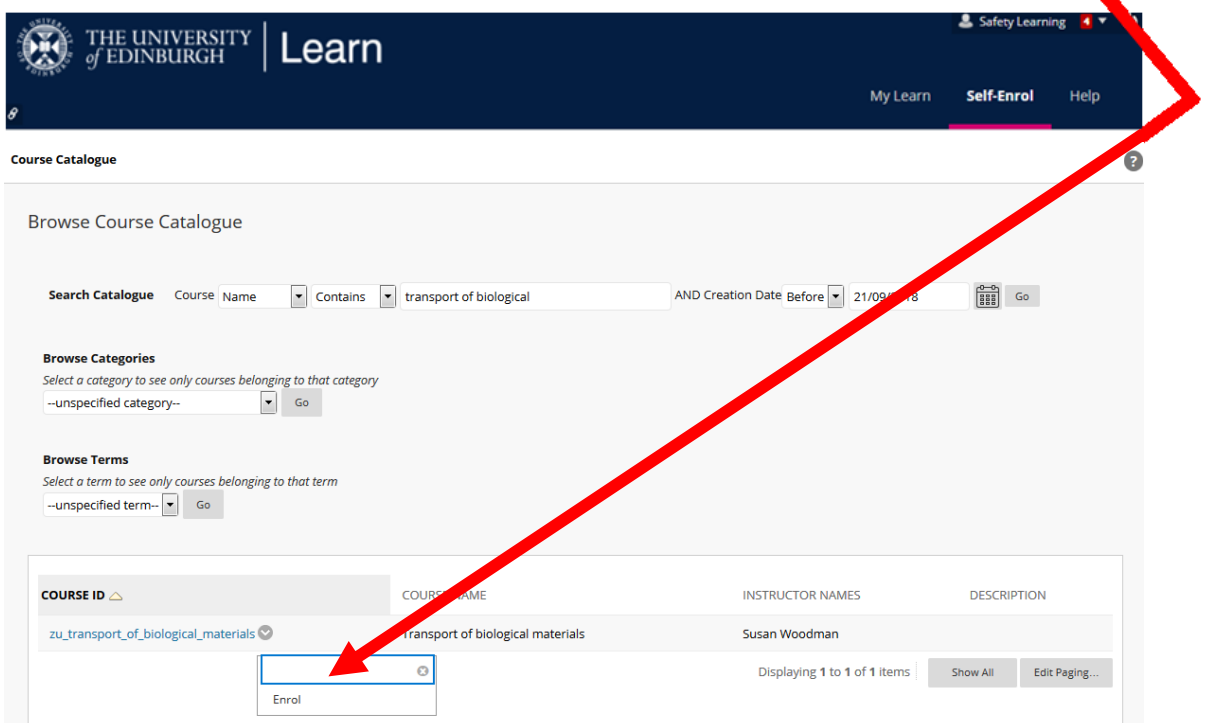
To find the course, log into Learn (www.learn.ed.ac.uk) with your EASE details. If you have not previously enrolled in the course and it is not showing in your list of “My Courses”, please click on the “Self-Enrol” tab in the top right hand corner.



You may now click on “Browse Course Catalogue”.



Search Catalogue “Course Name” “Contains” and type in “transport of biological” and press Go (on right hand side of top line). Hover over the end of the course name and an arrow will appear – click on it and then click on “Enrol”.



The course will look like this.

The screenshot shows the 'Learn' interface for 'Transport of biological materials'. The top navigation bar includes 'My Learn', 'Self-Enrol', and 'Help'. The left sidebar contains a menu with categories: 'Transport of biological materials', 'Home', 'Groups', 'Training videos', 'Training Materials', 'Biosafety unit website', and 'Certificate'. The main content area features a banner for the 'Health and Safety Department' and a 'HEALTH and SAFETY TRAINING' logo. Below the banner, the 'Home' section contains an 'Instructions' block and a 'Groups' block. The 'Instructions' block states: 'This training course is about the transport of biological materials. The objectives of the course are to help you understand the basic legal requirements and provide information about the transport of biological materials for work involving infectious substances, biological materials, biological agents and genetically modified organisms. The course is divided into four sections: (1) introduction; (2) classification; (3) packaging and labelling; and, (4) transport. You may watch the videos as many times as necessary. The total time to watch all of the videos once is 42 mins 22 sec. The "transport of biological materials" course slides and access to further documentation (via the Biological Safety Unit website) can be found at the bottom of this page or from the menu items to the left.' The 'Groups' block contains the following text: 'To access the course materials, you must self-enrol to the Group relevant to your work area. Please take care to enrol in the correct Group. To enrol in a Group, please click on the "Groups" menu item to the left, or on the "Groups" title of this section. Once you have done this, you will get access to the course materials by clicking on the "Home" button. Failure to enrol into a Group will mean that you cannot see the course materials.'

To access the course materials, YOU MUST ENROL IN A GROUP which reflects where you work in the University. If you do not enrol in a Group, you will not be able to view the course. To join your Group, either click on the "Groups" header or the menu item in the left menu.

This screenshot is identical to the one above, but with two red arrows highlighting key elements. One arrow points from the 'Groups' menu item in the left sidebar to the 'Groups' section header in the main content area. The second arrow points from the 'Groups' section header to the highlighted text in the 'Groups' block: 'To access the course materials, you must self-enrol to the Group relevant to your work area. Please take care to enrol in the correct Group.'

You will now see this screen. Click on [View Sign-up Sheet to Join a Group](#) to select the Group Set where you work.

The screenshot shows the 'Groups' page on the University of Edinburgh Learn platform. The header includes the university logo and 'Learn' branding. The breadcrumb trail is 'Transport of biological materials > Groups'. A left-hand navigation menu lists various resources. The main content area displays a list of groups, each with a 'View Sign-up Sheet to Join a Group' button. A red arrow points from the text above to the first button.

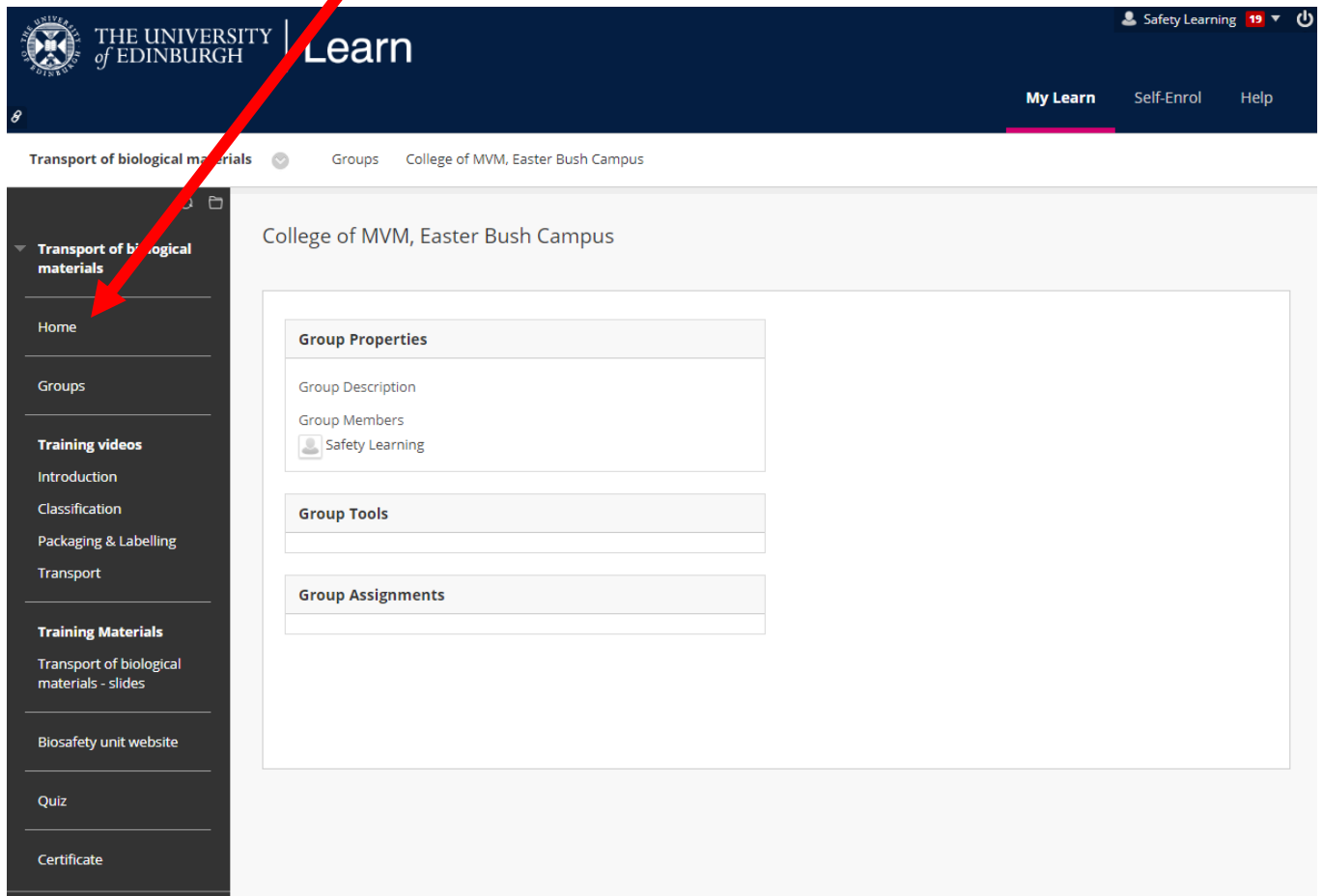
Group Name	Action
College of Arts, Humanities and Social Science	View Sign-up Sheet to Join a Group
College of Medicine and Veterinary Medicine	View Sign-up Sheet to Join a Group
College of Science and Engineering	View Sign-up Sheet to Join a Group
Corporate Services Group	View Sign-up Sheet to Join a Group
Information Services Group	View Sign-up Sheet to Join a Group
University Secretary's Group	View Sign-up Sheet to Join a Group

This is an example of the screen you will now see (will differ by Group Set), which shows all of the Groups within your selected Group Set. You should recognise names in the Group where you work (this example shows "Group Members : None" but in the live course, there will be names of your colleagues here.) Click on [Sign Up](#) to join the Group.

The screenshot shows the 'Sign-Up Sheet' page for a specific group. The breadcrumb trail is 'Transport of biological materials > Groups > Sign-Up Sheet'. The page displays the 'Sign-Up Sheet Name' as 'Group Sign Up Sheet' and 'Sign-Up Sheet Instructions' as 'College of MVM, Central Campus'. Below this, two group entries are shown, each with 'Group Members : None' and a 'Sign Up' button. A red arrow points from the text above to the first 'Sign Up' button.

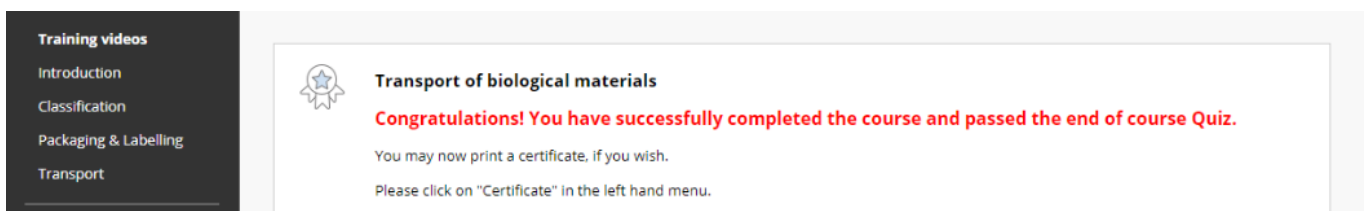
Group Name	Group Members	Action
College of MVM, Central Campus	Group Members : None	Sign Up
College of MVM, Easter Bush Campus	Group Members : None	Sign Up
College of MVM, Little France Campus		

You will now see this screen, which will list everyone in your Group, including yourself. Please now click on “Home” in the left hand menu and the course materials will appear.



There are four training videos which should be viewed in order. The slides in the presentations are available to print, should you wish to do this and take notes as you go along. These may be a useful resource to keep, but you may revisit the course videos at any time in the future. There is also a link to helpful documents on the Biosafety Unit’s website which may be visited.

Once you have watched the training videos, you may take the end of course Quiz. This is a test of 20 random multiple choice questions. To pass the test, you must score 15 or over out of 20 (75%+). If you pass, you will see the message below appear on your screen, and you will now be able to print off a certificate*.



If you do not pass, you may resit the test again, until you reach the pass level.

If you have any problems with the course, please email safetylearning@ed.ac.uk.

NOTE

Browsers can make a difference. We recommend that Learn courses are viewed in up to date versions of Firefox or Chrome. Internet Explorer is no longer supported so can be troublesome.

Please also consult your “My Learn” tab. IS populate this tab with lots of useful information eg. Learn support, any known issues, current IS alerts etc.

*For notes on how to print your Certificate, please see over....

To print off your certificate, click on Certificate in the left hand menu. A screen like this will appear. Click on the Print button

The screenshot shows the 'Learn' interface for 'THE UNIVERSITY of EDINBURGH'. The user is logged in as 'Safety Learning' with 22 points. The page title is 'Transport of biological materials' and 'My Achievements'. The left-hand menu includes 'Transport of biological materials', 'Home', 'Groups', 'Training videos', 'Introduction', 'Classification', 'Packaging & Labelling', 'Transport', 'Training Materials', 'Transport of biological materials - slides', 'Biosafety unit website', 'Quiz', and 'Certificate'. The main content area shows 'My Achievements' for 'Safety Learning' with a notification '+1 You have 1 new achievement(s)'. There are three tabs: 'All Achievements', 'Earned Achievements', and 'Unearned Achievements'. The 'All Achievements' tab is active, showing a card for 'Transport of biological materials' with a 'Congratulations!' message and a 'Print' icon. A red arrow points from the text above to this 'Print' icon.

Your certificate will now appear. Scroll down and click on

[Print Certificate](#)