

Regular Online Education on Environmental Safety

User's Manual

List of Contents

Course Introduction	3
Course Application	4
Learning	8
Issuing Certificate	15

Introduction to Regular Education on Safe Environment

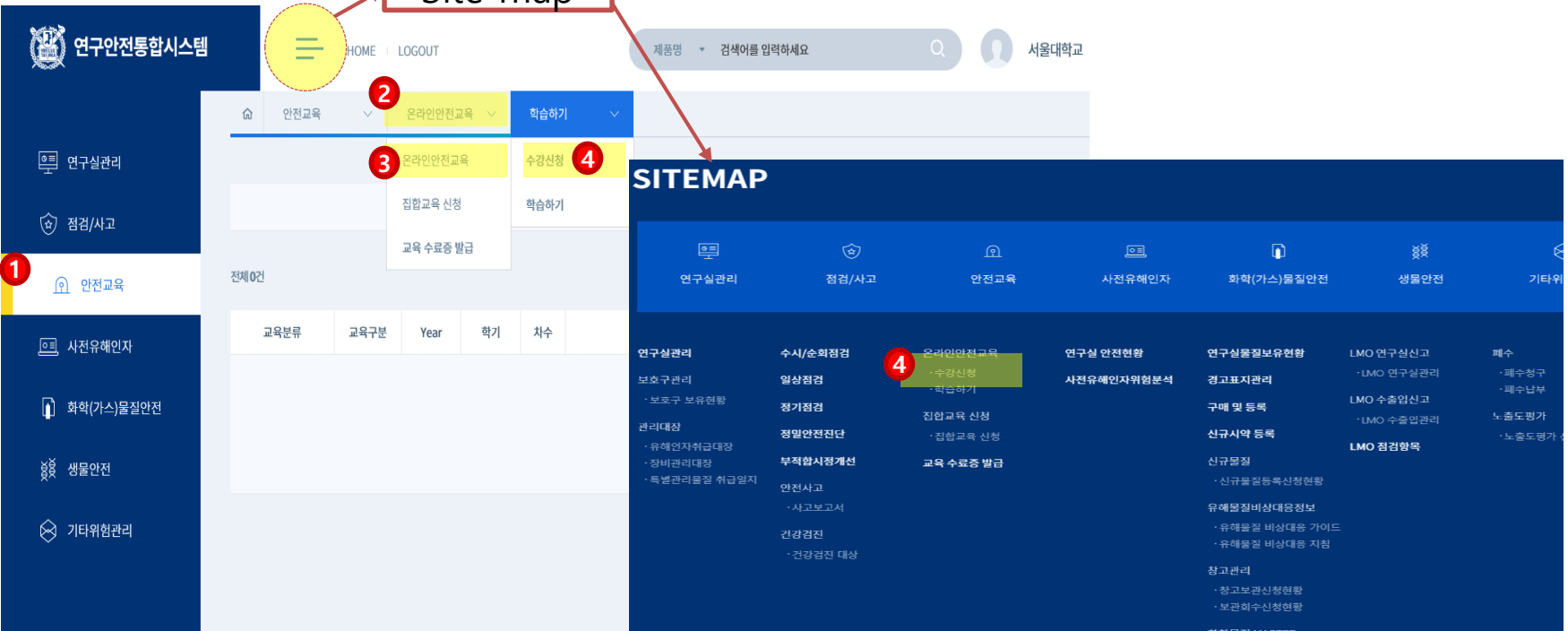
- Each “**Course**” includes **1 Selective* class** and **1 Basic** class**.
- *Selective means you can select the subjects depending on your needs. The minimum number of the subjects you should take is written in the table below.
- **Basic means you should take all the subjects included in the class.
- No choice for the “course”. It is automatically chosen depending on your major.

Course grade Class	A	B	C	D
Basic	1 exam after taking all the subjects in each course			
Selective	2 subjects	2 subjects	4 subjects	No limit
Total	6 hours	6 hours	6 hours	3 hours

Please take both the selective and basic classes. Both are compulsory.

Course Application

Course Application (1/3)



The screenshot shows the SAFE system interface. The left sidebar contains '연구안전통합시스템' (Research Safety Integrated System) and various icons. The top navigation bar includes 'HOME', 'LOGOUT', and a search bar. The main content area displays a 'SITEMAP' button and a grid of links. The path for course application is highlighted with numbered red circles: 1. '안전교육' (Safety Education) in the sidebar; 2. the hamburger menu icon in the top navigation bar; 3. '온라인안전교육' (Online Safety Education) in the dropdown menu; 4. '수강신청' (Course Application) in the dropdown menu.

1. Enter the website(rsis.snu.ac.kr) into the address bar, and then log in with your mySNU 'ID&PW'.

* The website is provided in Korean language only.

2. Click ① 'Safety Education' → Click ② the menu in the middle → Click ③ 'Online Safety Education' → Click ④ 'Course Application'

3. Move to the page for the online safety education course application.

* If you select the site map, you can directly move to the page by clicking ④ 'Course Application.'

Course Application (2/3)

[홈](#)
[안전교육](#)
[온라인안전교육](#)
[수강신청](#)

교육년도: 2021
 교육분야: 연구실 안전교육
 [Q 조회](#)

Course Plan (Schedule)

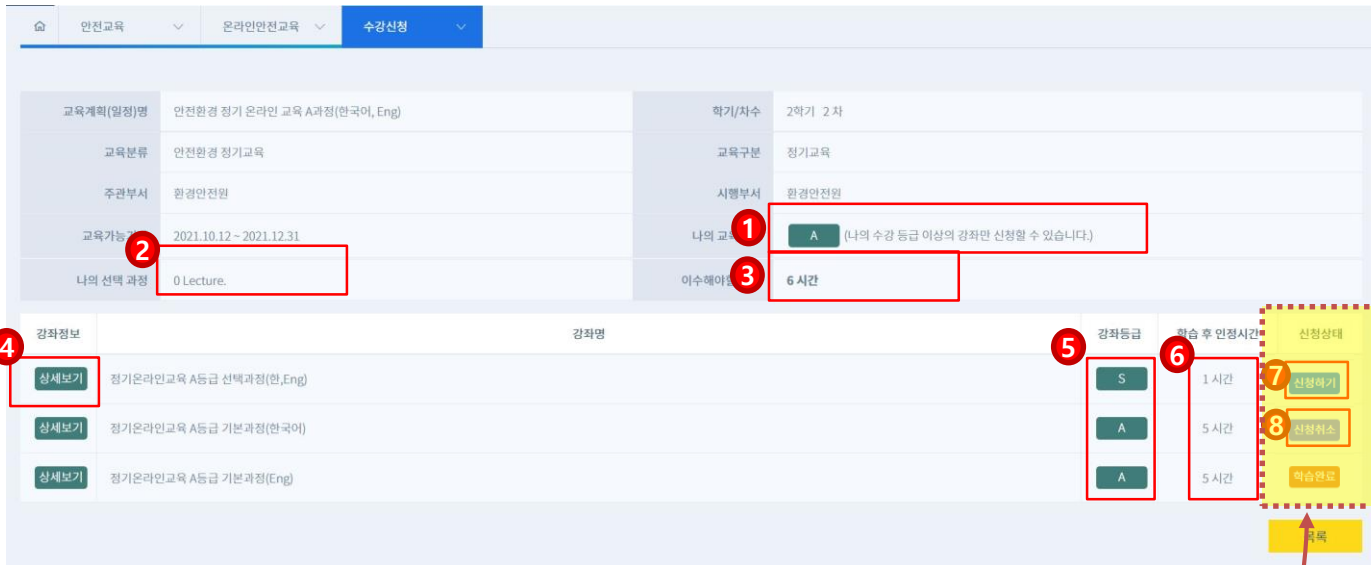
전체 1건
 15

교육분류	교육구분	Year	학기	차수	교육계획(일정)명	주관부서	교육기간	신청기간
안전환경 정기교육	정기교육	2021	1학기	1	안전환경 정기 온라인 교육 A과정	환경안전원	2021.03.26~2021.07.31	2021.03.26~2021.07.31

1. Select ① the education year and the education field, and click the ② 'Search' button to view the education under the search conditions.

2. Click the ③ Course Plan (Schedule) to view to details.

Course Application (3/3)



The screenshot shows a course application form with the following details:

- 1**: Course grade dropdown menu (A, B, C, D).
- 2**: Number of lectures (0 Lecture).
- 3**: Total hours (6 시간).
- 4**: Class information table with columns: Class Name, Class Grade, Class Hours, and Status.
- 5**: Class Grade dropdown menu (S, A, B, C, D).
- 6**: Class Hours dropdown menu (1 시간, 5 시간, 5 시간).
- 7**: '신청하기' (Apply) button.
- 8**: '신청취소' (Cancel Application) button.

No	Explanation
1	Your education level(It should be the same as the "course grade": A to D)
2	The number of the classes you applied(It should be "2")
3	Total hours when you complete the course
4	Class Information
5	Grade of each class -Basic class: A to D(depending on your course grade) -Selective class: S
6	Total hours when you complete each class
7	Click the "blue" button and apply for the class
8	Cancel the applying for the class

1. After checking the details in ① to ⑥, click ⑦ 'Apply(blue colored button).'

[Meaning of the colors of the buttons in the last line]

- * Blue: Before applying for the class
- * Purple: You already applied for the class. If you click the button in this color, the history may be canceled.
- * Orange: Class completed

- The screenshot is just an example.
- You should apply for all the open classes (both the Selective Class and the Basic Class).

Learning

Learning (1/5)



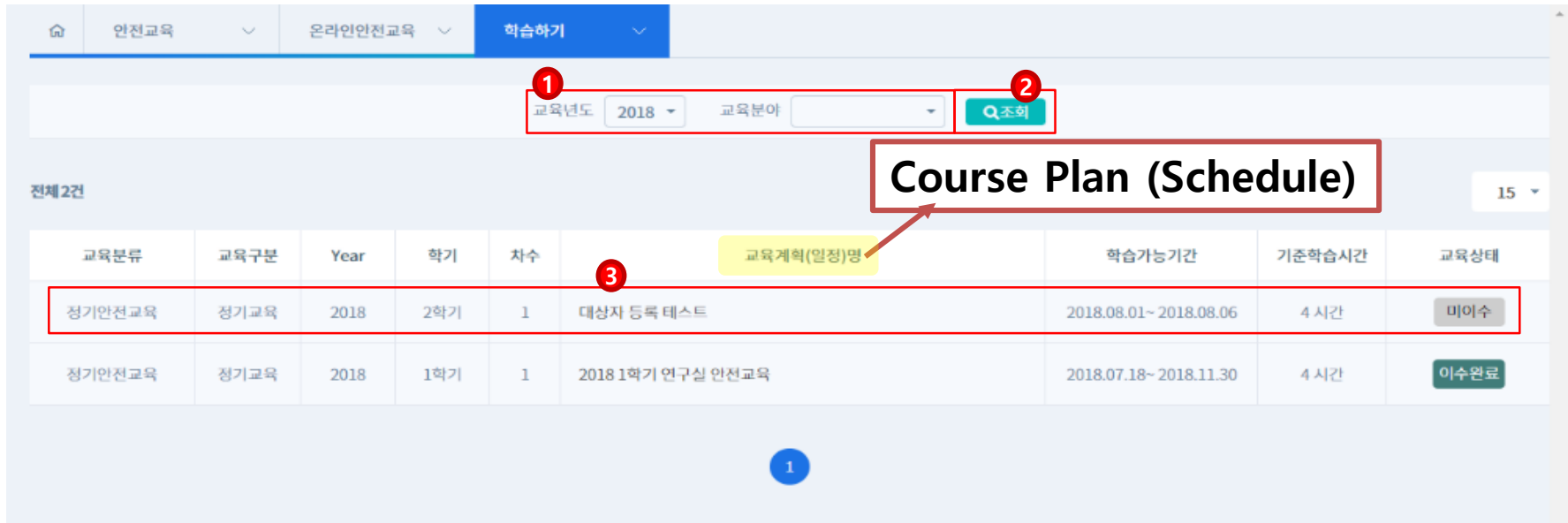
The screenshot shows the SAFE system interface. On the left, the sidebar has a menu icon (1) and '안전교육' (Safety Education). The top navigation bar has a menu icon (2). The dropdown menu shows '온라인안전교육' (Online Safety Education) (3) and its sub-menu '학습하기' (Learning) (4). The site map on the right shows the '학습하기' link highlighted (4).

1. Click ① 'Safety Education' → Click ② the menu in the middle → Click ③ 'Online Safety Education'

2. Click the submenu for ④ 'Learning' to move to the online education learning page.

* If you select the site map, you can directly move to the page by clicking ④ 'Learning.'

Learning (2/5)



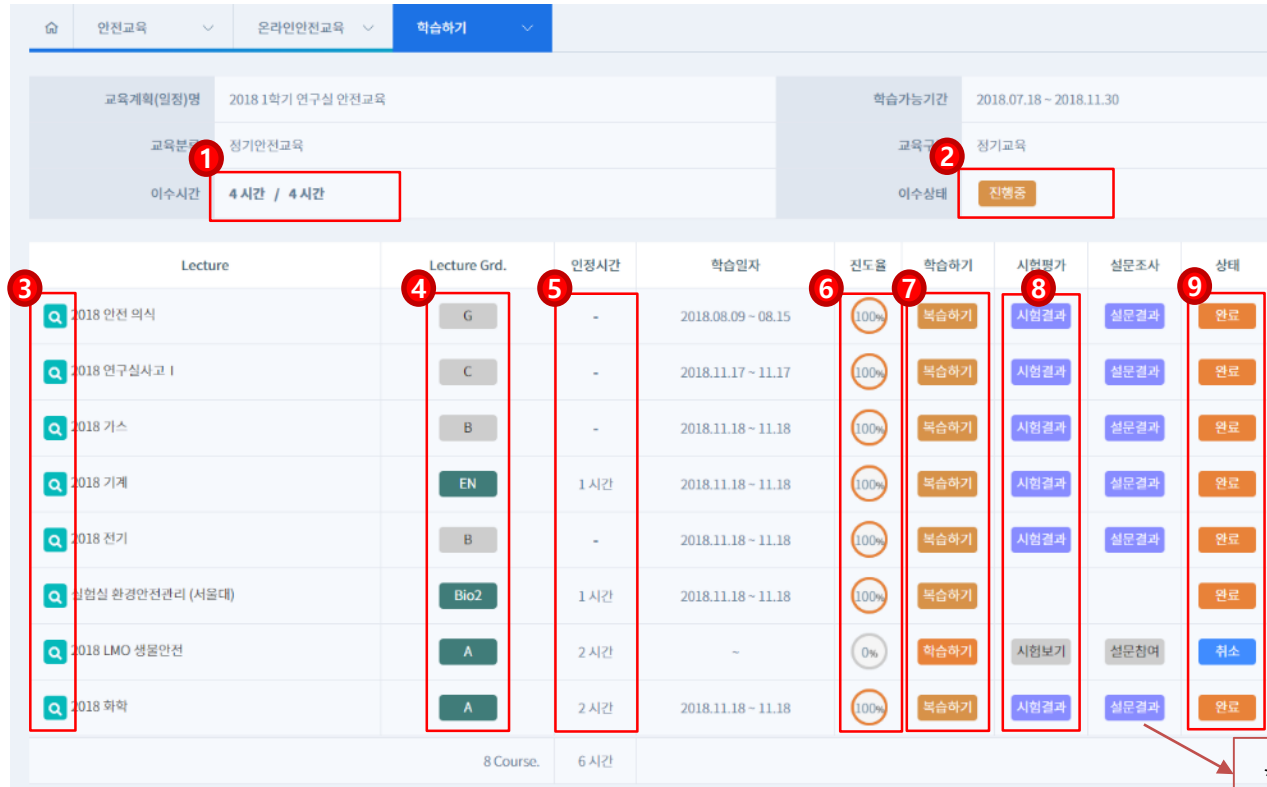
The screenshot shows the SAFE system interface. At the top, there are navigation tabs: '안전교육' (Safety Education), '온라인안전교육' (Online Safety Education), and '학습하기' (Learning). Below these, there are search filters for '교육년도' (Education Year) set to 2018 and '교육분야' (Education Field). A red box labeled '1' highlights these filters, and a red box labeled '2' highlights the 'Q조회' (Search) button. Below the filters, there is a table of course plans. The first row is highlighted with a red box labeled '3' and a red arrow pointing to the '교육계획(일정)명' (Course Plan (Schedule) Name) column. The table has columns: '교육분류' (Education Category), '교육구분' (Education Sub-category), 'Year', '학기' (Semester), '차수' (Sequence), '교육계획(일정)명' (Course Plan (Schedule) Name), '학습가능기간' (Learning Available Period), '기준학습시간' (Standard Learning Time), and '교육상태' (Education Status).

교육분류	교육구분	Year	학기	차수	교육계획(일정)명	학습가능기간	기준학습시간	교육상태
정기안전교육	정기교육	2018	2학기	1	대상자 등록 테스트	2018.08.01~ 2018.08.06	4 시간	미이수
정기안전교육	정기교육	2018	1학기	1	2018 1학기 연구실 안전교육	2018.07.18~ 2018.11.30	4 시간	이수완료

1. Select ① the education year and the education field, and click the ② 'Search' button to view the education under the search conditions.

2. After verifying the education information, click the ③ Course Plan (Schedule) to view to details.

Learning (3/5)



The screenshot displays the 'SAFE' system interface for course management. At the top, there are tabs for '안전교육' (Safety Education), '온라인안전교육' (Online Safety Education), and '학습하기' (Learning). Below these, course details are shown: '교육계획(일정)명' (Course Plan (Schedule) Name) as '2018 1학기 연구실 안전교육' (2018 1st Semester Research Lab Safety Education), '교육분류' (Course Classification) as '정기안전교육' (Regular Safety Education), and '이수시간' (Completion Time) as '4 시간 / 4 시간' (4 hours / 4 hours). The '학습가능기간' (Learning Available Period) is '2018.07.18 ~ 2018.11.30'. A '진행중' (In Progress) button is visible.

The main table lists lectures with columns: Lecture, Lecture Grd., 인정시간 (Recognized Time), 학습일자 (Learning Date), 진도율 (Progress Rate), 학습하기 (Learning), 시험평가 (Exam Evaluation), 설문조사 (Survey), and 상태 (Status). The table shows several lectures, including '2018 안전 의식', '2018 연구실사고 I', '2018 가스', '2018 기계', '2018 전기', '실험실 환경안전관리 (서울대)', '2018 LMO 생물안전', and '2018 화학'. The '상태' column shows '완료' (Completed) for most lectures, except for '2018 LMO 생물안전' which is '취소' (Cancelled).

Numbered callouts 1-9 highlight specific elements in the interface:

- 1: Course name
- 2: Course type
- 3: Course duration
- 4: Lecture grade
- 5: Lecture duration
- 6: Progress bar
- 7: Learning/Reviewing button
- 8: Take Exam button
- 9: Exam result button

No	Explanation
1	The hour you have taken in the course / The hour you should take in the course in total
2	-Orange color: in progress -Green color: Course completed
3	Class Information
4	Class Grade -Basic: A to D -Selective: S
5	Hours after taking the class
6	Progress rate(It should be 100% after class is completed)
7	Learning/Reviewing buttons to start the class
8	When the basic class is completed, you can take the exam. To pass the class, it should be 60 at least. -blue color: take an exam -purple color: result of the exam *The selective class include no exam.
9	Statue of the learning(class) -Orange color: completed -Blue color: completed yet, you can delete the application of the class

* There is no survey about the course.

1. Check the details in ① to ⑥ , and click ⑦ 'Learning/Reviewing' to move to the Learning/Reviewing pages.

2. After completing the learning, click ⑧ 'Take Exam' to apply for the exam.

* The exam is limited to the basic classes, and the selective class does not include an exam.

3. After completing all the procedures, ② 'In Progress(Orange color)' is turned into 'Course Completed(Green color).'

Learning (4/5)

⚙️ 안전교육 ▾ 온라인안전교육 ▾ **학습하기** ▾

교육계획(일정)명 2018 1학기 연구실 안전교육

i 학습하기가 뜨지 않을 경우 팝업창에서 아무 옵션을 하실해주세요.

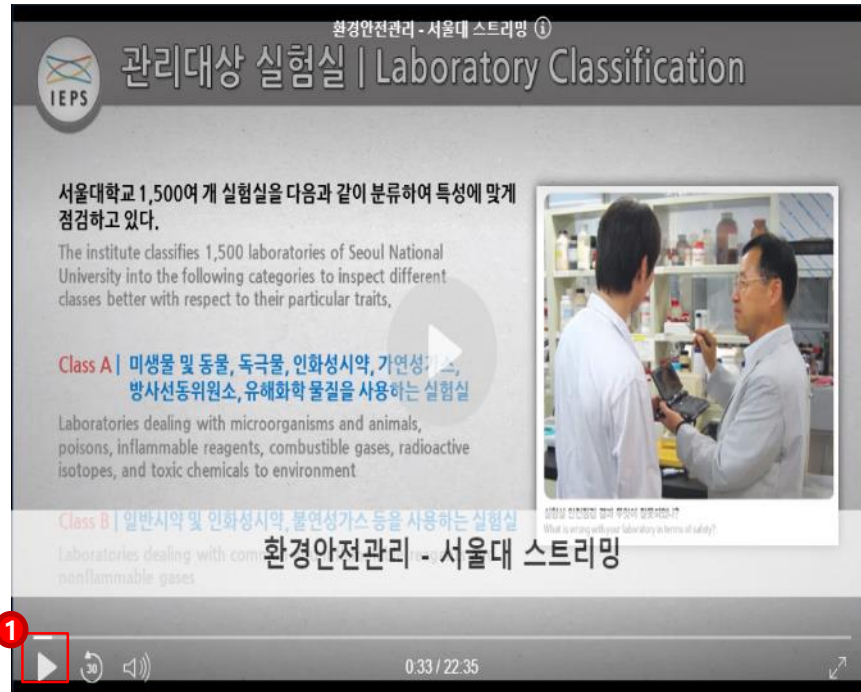
Session	Contents 시간	학습일자	진도율	
연구실사고 I				
- 2018 연구실 사고사례 I - 화학, 가스, 생물	44:48	2018.11.17 ~ 11.17	100%	학습하기
- 2018 연구실 사고사례 II - 전기, 기계, 방사선	31:21	2018.11.17 ~ 11.17	100%	학습하기
- 2018 연구실 사고사례 III - 사고 현상 및 예방 대책	13:45	2018.11.17 ~ 11.17	100%	학습하기

목록

1. Check ① the title and running time and click ② 'Learning'(orange color) to move to the contents learning page.

For the basic class, take all the subjects listed on the page.

For the selective class, take the subjects according to introduction(→[move to manual page 3](#)) for each course(You can freely choose the subjects you like).

Learning (5/5)

1. This is a screenshot of a video for learning.

2. Click the ① play button to start learning.

* The videos are available on PC, MAC and mobile devices..

연구안전통합정보시스템 - Chrome

응시일자	2021. 10. 08	응시차수	1 차	기준점수	(B) 60 점
시험점수	(A) 30 점	시험결과	불합격		

시험은 총 3회 응시할 수 있으며 기준점수(60 점) 미만일 경우 수강은 인정되지 않습니다.

[Exam page]

To pass the exam, your score (A) should be equal or higher than (B) (60).

If you got lower score than (B), you can retry the exam.

Issuing Certificate

Issuing Certificate (1/3)

Site map

The screenshot shows the SAFE system interface. On the left, there is a sidebar with navigation links. The main content area displays a chart titled '교육현황(이수율)' (Education Status (Completion Rate)) and a table with data for '연구실-신규' (Lab-New), '연구실-영기' (Lab-Engi), '생물-신규' (Bio-New), and '생물-영기' (Bio-Engi). A 'SITEMAP' overlay window is visible on the right, showing a grid of links to various system functions. Red circles and arrows indicate the steps for issuing a certificate: 1. Click '안전교육' (Safety Education) in the sidebar. 2. Click the '안전교육' menu in the top navigation bar. 3. Click '교육수료증 발급' (Issue Certificate of Completion) in the dropdown menu.

1. Click ① 'Safety Education' → Click ② the menu in the middle → Click ③ 'Issuing Certificate'

* If you select the site map, you can directly move to the page by clicking ③ 'Issuing Certificate.'

Issuing Certificate (2/3)

안전교육
교육 수료증 발급

1

교육년도

교육분야

2

Q 조회

전체 1건

15

No.	교육분류	교육구분	년도	학기	차수	교육제목	교육기간	교육장소	수료증출력
1	안전환경 정기교육	정기교육	2021	1학기	1	안전환경 정기 온라인 교육 A과정	2021.03.26~ 2021.07.31	온라인교육	3 Q 제출용수료증출력

1

1. Select ① the education year and the education field, and click the ② 'Search' button to view the education under the search conditions.

2. Check the information about the education(course), and click ③ 'Print Certificate' to move to the page for issuing the certificate.

Issuing Certificate (3/3)

안전교육

교육 수료증 발급

1

수료증 발급

전체 4건

No.	교육분류	교육구분	년
4	신규안전교육	신규교육	20
3	특별안전교육	특별교육	20
2	정기안전교육	정기교육	20
1	정기안전교육	정기교육	20

15

교육장소	이수증번호
해부실형실	미이수
시험실	EG-18-C729
온라인교육	미이수
온라인교육	2018-SNU-S01-0001

제 EG-18-C729

수료증

주 소 : 서울대학교
 성 명 : test_admin_ki (화학공학과)
 이수기간 : 2018.08.25 ~ 2018.08.25
 이수과정 : 실험실 이용의 올바른 방법(지형교육)



2018년 09월 20일

서울대학교 환경안전원장

1. Click ① Issuing Certificate to issue the certificate.

* The certificate may be saved as a PDF file.