

Model Shop Requirements

All College of Design students who want to use the Model Shop **must** complete the following two (2) requirements before using equipment in the Model Shop.

1. All people wishing to use the Model Shop will need to complete the online Canvas College of Design Model Shop Training course **each academic year**.
 - Log in to Canvas at canvas.iastate.edu
 - Enter your ISU Net ID and password
 - Accept invitation to College of Design Model Shop Training
 - If you do not have an invitation, e-mail tgrapp@iastate.edu to be added to Canvas. Send your ISU Net ID with the subject "Add to Canvas."
 - Click on Model Shop Course and go to Module to start the training. After you have successfully completed the course, we will add your Canvas completion to our computer system. We manually add course completions twice a day Monday through Friday. Delays are sometimes out of our control; please plan ahead.
2. All people wishing to use the Model Shop must complete the Model Shop Orientation session, where you will receive in-person training on proper use of shop equipment. If you have completed the orientation in prior years, you are not required to do the training again. (We will need to verify that you have completed the Orientation session.) If you would like a refresher, we encourage you sign up for an Orientation session.

Orientation sessions are Monday through Thursday from 6-9 p.m. and Sunday from 4-8 p.m. If those times do not work, please contact Todd Grapp by e-mail tgrapp@iastate.edu and we can set up a time that will work for your schedule.

To sign up for Orientation sessions, do the following:

- Go to www.signupgenius.com
- Search by sign up creator's e-mail enter tgrapp@iastate.edu
- Click on College of Design Model Shop.
- Click on month sign-up section that works for your schedule.
- Click on Date and time slot that works for you.
- Fill out name and e-mail!
- All Orientation Trainings will take place in Room 20 on the Ground Floor.