



Introduction to Human Ethics Training - User Guide

The Introduction to Human Ethics Training course is available across two platforms, ANU Pulse and ANU CANVAS. Pulse and CANVAS are available to ANU staff and students respectively (with active U numbers) and can be accessed via ANU Single Sign On, using your standard ANU logon details.

Platform	URL	Who is this available to?
Pulse	Link to Pulse Course	Staff, HDR Candidates
CANVAS	Link to CANVAS Course	Undergraduate, Postgraduate students

What is Human Research and when is an Ethical Review required?

All Australian National University researchers (staff or students) who intend on conducting research involving the collection of data (with or about them) or tissue from human participants need to apply for ANU Human Research Ethics approval.

As per the guidelines of the [National Statement on Ethical Conduct in Human Research 2025](#), human participation in research is understood broadly to include the involvement of human beings through:

- taking part in surveys, interviews or focus groups;
- undergoing psychological, physiological or medical testing or treatment;
- being observed by researchers;
- researchers having access to their personal documents or other materials;
- the collection and use of their body organs, tissues or fluids (e.g. skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens) or their exhaled breath; and
- access to their information (in individually identifiable, re-identifiable or non-identifiable form) as part of an existing published or unpublished source or database.

You can read more about this here: [ANU Getting Human Ethics Approval](#)

Why do I need training to submit my HREA (Human Research Ethics Application)?

The training has been put in place to ensure success and smooth of your Human Research Ethics Application approval.

For Students: Complete training on CANVAS and upload your Certificate to REMS

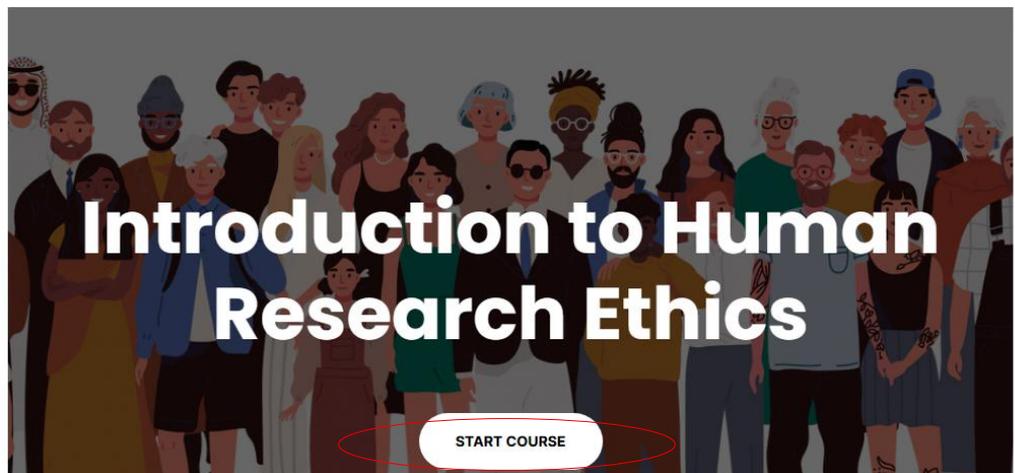
Step 1: Complete training

- 1) Login to CANVAS: [Course Modules: Introduction to Human Research Ethics](#)
- 2) Self-enrol in the course.
- 3) In the “Home” tab, start the course by clicking “Introduction to Human Research Ethics”

The screenshot shows the Canvas LMS interface for the course 'Introduction to Human Research Ethics'. The 'Home' tab is selected in the left-hand navigation menu. The main content area features a large image of a park with trees and a path. Below the image, there is a section titled 'How to engage with this course' with a bullet point: 'This course is designed to be completed step-by-step. Please work through the modules in order to build your understanding gradually.' Another section titled 'Progression requirement' is circled in red, containing two bullet points: 'You must view the Introduction to Human Research Ethics before the Final Quiz will unlock.' and 'You need to achieve at least 80% on the Final Quiz. You have unlimited attempts for the Final Quiz. Scoring 80% or higher will unlock the Congratulations! You will find instructions in the Congratulations! page on screenshotting your proof of completion.' A tip below states: 'Tip: Take your time with the learning material and refer back to it anytime. The higher your understanding, the easier it will be to progress.'

- 4) Enter the course by clicking “START COURSE”.

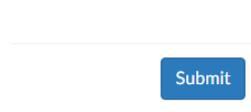
Introduction to Human Research Ethics



- 5) After completing the course, you will unlock “Final Quiz”. You must achieve 80% or higher to pass the course.

The screenshot shows the Canvas LMS interface for the 'Final Quiz' page. The breadcrumb trail at the top reads 'RSCH0006 > Assignments > Final Quiz > Final Quiz'. The main content area has a heading 'Final Quiz' and a message: 'You've reached the quiz! You'll need 80% or better to pass this course. You can attempt the quiz as many times as you like.' Below this, there are two progress indicators: '---:--' for 'No Time Limit' and '--' for 'No Due Date'. A note states: 'This assessment has unlimited attempts.' At the bottom, there is a blue button with the text 'Resume', which is circled in red.

6) After answering all questions, click “Submit” in the bottom right-hand corner.



7) You can view all your attempt scores on the “Results” page.

Results
Test Student – 2nd Attempt

83.33% **8.333** **01:49**
Out of 10 points Time for this attempt

This assessment has unlimited attempts. [Take Now](#)

Attempt History

Results	Points	Score	(Highest score is kept)
Attempt 1	7.333 of 10	73.33%	
Attempt 2	8.333 of 10	83.33%	(Highest score)

8) Once you have achieved 80% or above, go to the “Marks” tab and click “Print marks”.

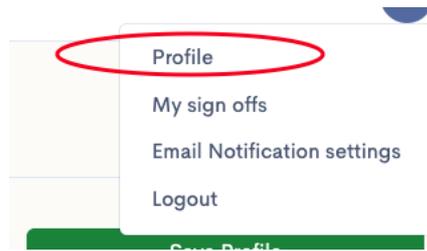
The screenshot shows a user interface for viewing marks. On the left is a navigation menu with icons for Account, Home, Modules, Courses, Calendar, Inbox, History, My Studies, and Help. The main content area is titled "Marks for Your Name" and includes a "Print Marks" button circled in red. Below this is a table with columns for Name, Due, Submitted, Status, and Score. The table lists "Final Quiz Assignments" with a score of 10/10 and "Assignments" with a score of 0/0.

9) Save your Marks document as a PDF and upload it to REMS.

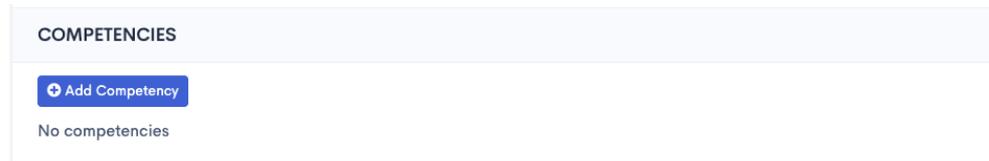
The screenshot shows a print dialog box. On the left, there are settings for the printer (Microsoft Print to PDF), number of copies (1), layout (Portrait), pages (All), and color (Color). A "Print" button is circled in red at the bottom left. On the right, the "Print Marks" page is visible, showing the same table as in the previous screenshot. A "Print Marks" button is also circled in red at the top right of the page content.

Step 2: Uploading Documentation to REMS:

10) Login to REMS (<http://rems.anu.edu.au/>) Profile > Competencies



11) Scroll down to the **Competencies** section and Click **"Add Competencies"**



1. Select **"Human Research Ethics Training"** in Technique,
2. Mark Competency Level as **"Competent"** and
3. Select assessor as **"Canvas"**

Competency Details

Person

Your name

Competency level ²

Trainee Competent Trainer

Technique *

Search Techniques

Animal Ethics Office - Detect test 07/07/20

Animal Ethics Office - EBS Preferred Body Temperature Tests

Animal Ethics Office - ¹ Asia of laboratory rodents

rDNA Office - Gene Technology Pulse course

Human Ethics Office - Human Research Ethics Training

Animal Ethics Office - Intradermal injection

Animal Ethics Office - Intramuscular Injection

Assessment Details

Assessor

APF Training

ANU Vet Services

Member

Internal

External ³

Pulse

Canvas

4. Add Assessment date – this is the date the certificate was issued
5. Expiry date can be left blank
6. Add notes if required
7. Upload files in the supporting evidence (You can either upload **a clear screenshot of the certificate** or a **PDF**) and
8. Select Add Competency.

The screenshot shows a web form for adding a competency. At the top, there are radio buttons for user roles: ANU Vet Services, Member, Internal, External, Wattle, and Pulse (selected). Below this, there are two date pickers: 'Assessment Date' (4) set to 01/Oct/2024 and 'Expiry Date' (5) set to 01/Oct/2027. A note below the expiry date says '(If blank, set to Assessment's date + 5 year(s))'. Underneath is a 'Notes' (6) section with a text area. The 'Supporting Evidence/Attachments' section (7) has a 'Choose Files' button and the text 'No file chosen'. At the bottom of the form is a green 'Add Competency' button (8).

To Verify that this competency is added successfully > Click on **“Save Profile”** and Refresh the page. You should be able to see the Ethics Training against your profile’s competency table.

For Staff: Complete Training in PULSE and upload your certificate to REMS

Step 1: Completing Training

1) Login to Pulse and navigate to the course:

You can login and scroll down to the **“Research Management”** section or follow the link directly to the course: <https://anu.interactiontraining.net/Central/Course/CourseLaunch/1050>

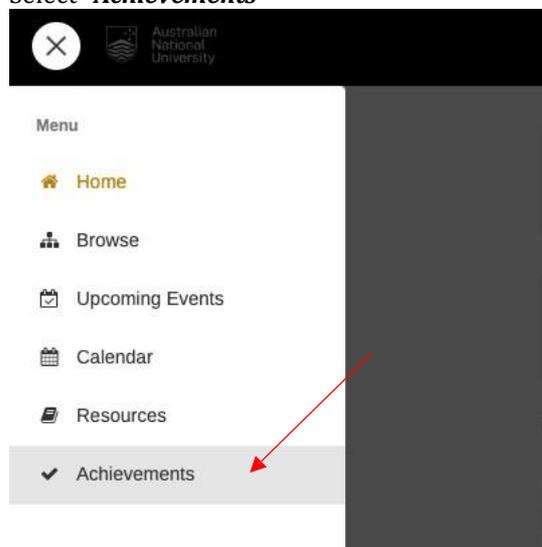
2) Complete Training and quiz, you must secure 80% to be able to pass course

3) To securing your certificate:

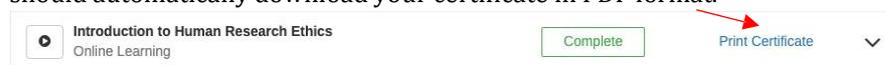
- a) Go to Pulse **“Home”** > <https://anu.interactiontraining.net/>
- b) Click on the Icon on the top left of the screen



c) Select **“Achievements”**

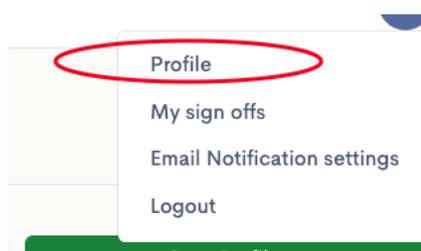


d) Scroll to the **“Introduction to Human Research Ethics”** > Select on **“Print Certificate”** and it should automatically download your certificate in PDF format.



Step 2: Uploading Certificate to REMS:

4) Login to REMS (<http://rems.anu.edu.au/>) > Profile > Competencies

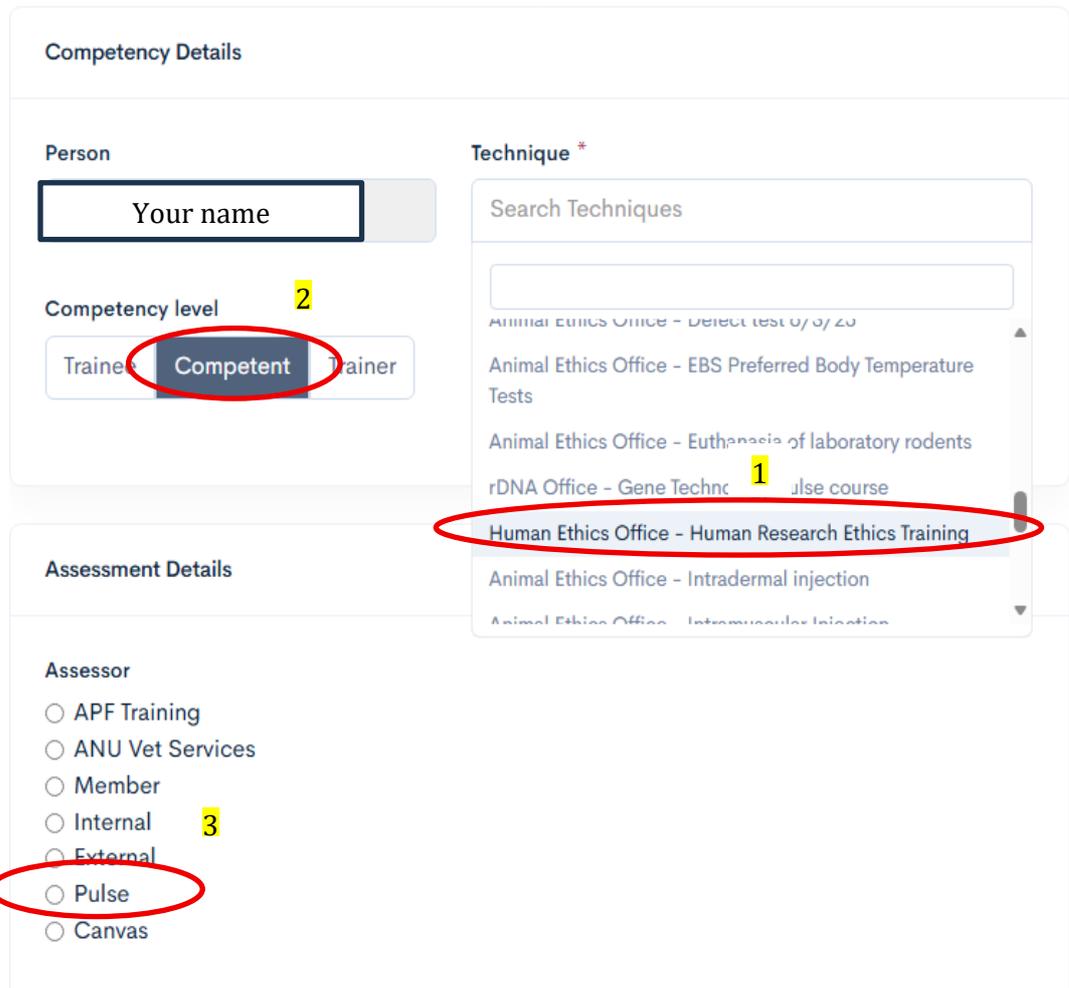


5) Scroll down to the **Competencies** section and Click **“Add Competencies”**



The screenshot shows a light blue header with the word 'COMPETENCIES' in bold. Below the header is a white box containing a blue button with a plus icon and the text 'Add Competency'. A red arrow points to this button. Below the button, the text 'No competencies' is displayed.

1. Select **“Human Research Ethics Training”** in Technique
2. Mark Competency Level as **“Competent”**
3. Select assessor as **“Pulse”**.



The screenshot shows the 'Competency Details' form. It is divided into two main sections: 'Person' and 'Technique *'.
In the 'Person' section, there is a text input field containing 'Your name'. Below it, the 'Competency level' is set to 'Competent', which is circled in red. The other options are 'Trainee' and 'Trainer'.
In the 'Technique *' section, there is a search bar and a dropdown list. The dropdown list is open, showing several options. The option 'Human Ethics Office - Human Research Ethics Training' is circled in red. A yellow '1' is placed next to this option.
Below the 'Technique *' section is the 'Assessment Details' section. Under 'Assessor', there are several radio button options: 'APF Training', 'ANU Vet Services', 'Member', 'Internal', 'External', 'Pulse', and 'Canvas'. The 'Pulse' option is circled in red. A yellow '3' is placed next to the 'Internal' option.

4. Add Assessment date as the date the certificate was issued
5. Expiry date can be left blank
6. Add notes if required
7. Upload files in the supporting evidence (You can either upload **a clear screenshot of the certificate** or a **PDF**)
8. select Add Competency.

ANU Vet Services
 Member
 Internal
 External
 Wattle
 Pulse

Assessment Date: 01/Oct/2024

Expiry Date: Recommended 5 year(s) expiry: 01/Oct/2027
(If blank, set to Assessment's date + 5 year(s))

Notes: Additional information

Supporting Evidence/Attachments: Upload any relevant documentation e.g. Certificate or statement of competency
Choose Files: No file chosen

Add Competency

To Verify that this competency is added successfully > Click on **“Save Profile”** and Refresh the page.

You should be able to see the Ethics Training against your profile’s competency table. Should you get stuck or require support please reach out to human.ethics.officer@anu.edu.au