

CANVAS

How to Access Live Webinars and Training?



LIVE WEBINAR CALENDAR

LWC has daily registration options to access Live Webinar Training.

You can interact with a trainer and collaborate with other Canvas clients nationwide.

The 1-hr sessions have pre-set agendas and are repeated regularly.

- **Badges** - all completed courses, pathways, and webinars will provide the learner with a Badge.
- **Certificates** - when users earn badges, they can download a certificate version of the awarded badge from their Badges Backpack. (Requires a Canvas Badges, formerly Badgr, account).



ACCESSING THE PORTAL

- Once you login to your Canvas account, click on the **Canvas** account, click on the **Training Services Portal** link in the **Help** Menu.

The screenshot shows the Canvas user interface. On the left is a dark sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Commons. The 'Help' icon, represented by a question mark, is highlighted with a red box. The main content area features a panda mascot holding a map, followed by the text 'Little lost? Try here first!' and a link to 'Search the Canvas Guides'. Below this is a section titled 'OTHER RESOURCES' with several links: 'Training Services Portal' (highlighted with a red arrow), 'Chat with Canvas Support (Faculty)', 'Chat with Canvas Support (Student)', 'Canvas Support Hotline', 'Report a Problem', 'Conference Guides for Remote Classrooms', and 'Ask the Community'. On the right side of the interface, there is a search bar and a table of courses. The table has columns for Course, SIS ID, Term, Teacher, Sub-Account, and Students. The courses listed are American History, Biology, Introduction to Geology, Music Theory, Introduction to Psychology, and Business Telecommunication Category and Applications I.

Course	SIS ID	Term	Teacher	Sub-Account	Students
American History -	sdemo-amhist-000	Default Term		Canvas Demo Courses	1
Biology -	sdemo-biology-000	Default Term		Canvas Demo Courses	0
Introduction to Geology -	sdemo-geology-000	Default Term		Canvas Demo Courses	0
Music Theory -	sdemo-mtheory-000	Default Term		Canvas Demo Courses	0
Introduction to Psychology -	sdemo-psyc-000	Default Term		Canvas Demo Courses	0
Business Telecommunication Category and Applications I -	sdemo-telecomm-000	Default Term		Canvas Demo Courses	0



NAVIGATION PORTAL CONTENT

- Use the top navigation to access different areas of the portal content.

The screenshot displays the Canvas PD Training Portal LTI interface. On the left is a vertical sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Training Portal LTI. The main content area has a breadcrumb trail 'Canvas PD > Training Portal LTI'. Below this is a top navigation bar with tabs: 'Courses & Webinars' (highlighted with a red box), 'Pathways', 'Live Training Calendar', and 'History & Transcripts'. A 'Learner' dropdown menu is on the right. Below the tabs are filter buttons for 'All', 'K12', 'Higher Education', 'Products', and 'Partner Integrations'. A search bar with a magnifying glass icon and the text 'Search...' is present, along with a blue 'Search' button and a 'Filters' button. The main content area features a section titled 'TRAINING SERVICES NEWS' with the text '0 Live Offerings | 2 On Demand Offerings'. Below this are two course cards. The first card is green and blue, titled 'Complete TRAINING SERVICES PORTAL ON DEMAND COURSE', with 'ON DEMAND | 15 MINS' at the bottom. The second card is blue and white, titled 'NEW COURSE! BigBlueButton INSTRUCTURE', with 'ON DEMAND | 60 MINS' at the bottom.



THE LIVE TRAINING CALENDAR

- The Live Training Calendar allows you to browse sessions and sign up to attend.
- Scroll down to see all.

The screenshot shows the Canvas PD Training Portal LTI interface. The top navigation bar includes "Courses & Webinars", "Pathways", "Live Training Calendar" (highlighted with a red box), and "History & Transcripts". The user is logged in as "Learner". The calendar is for January 2024, with the 4th highlighted. The calendar grid shows sessions for each day of the week, including "First Look", "Home Pages", "Leveraging Mod...", "Assignments", "Course Commun...", "Course Settings...", "Classic Quiz Basi...", "Creating Assess...", "The Student Exp...", "Pages and the Ri...", "Course Data and...", "Managing Classi...", "Managing Asses...", "MasteryPaths Cr...", "Outcomes and R...", "Group Work and...", "Accessibility", "Course Design C...", "Elementary Das...", "Canvas for Littles", "Gradebook and S...", "Integrating Canv...", "Templates and Bl...", and "Getting Started ...".

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2 7:30 AM : First Look 9:00 AM : Course Commun... 10:30 AM : The Student Exp... 12:00 PM : Managing Asses... 1:30 PM : Accessibility +2 more	3 7:30 AM : Home Pages 9:00 AM : Course Settings ... 10:30 AM : Pages and the Ri... 12:00 PM : MasteryPaths Cr... 1:30 PM : Course Design C... +2 more	4 7:30 AM : Leveraging Mod... 9:00 AM : Classic Quiz Basi... 10:30 AM : Course Data and... 12:00 PM : Outcomes and R... 1:30 PM : Elementary Das... +2 more	5 6:30 AM : Assignments 8:00 AM : Creating Assess... 9:30 AM : Managing Classi... 11:00 AM : Group Work and... 12:30 PM : Canvas for Littles +1 more	6
7	8 6:30 AM : Gradebook and S...	9 6:30 AM : Integrating Canv...	10 6:30 AM : Templates and Bl...	11 6:30 AM : Getting Started ...	12 12:00 AM : Assignments	13



REVIEW SESSIONS; DETAILS

- Review upcoming sessions and make a choice.
- Click on three dots and choose Details or Sessions.

Canvas PD > Training Portal LTI

Courses & Webinars Pathways **Live Training Calendar** History & Transcripts Learner

< January, 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2 7:30 AM First Look 9:00 AM Course Commun... 10:30 AM The Student Exp... 12:00 PM Managing Asses... 1:30 PM Accessibility <i>+2 more</i>	3 7:30 AM Home Pages 9:00 AM Course Settings ... 10:30 AM Pages and the Ri... 12:00 PM MasteryPaths Cr... 1:30 PM Course Design C... <i>+2 more</i>	4 7:30 AM Leveraging Mod... 9:00 AM Classic Quiz Basi... 10:30 AM Course Data and... 12:00 PM Outcomes and R... 1:30 PM Elementary Das... <i>+2 more</i>	5 6:30 AM Assignments 8:00 AM Creating Assess... 9:30 AM Managing Classi... 11:00 AM Group Work and... 12:30 PM Canvas for Littles <i>+1 more</i>	6
7	8 6:30 AM Gradebook and S...	9 6:30 AM Integrating Canv...	10 6:30 AM Templates and Bl...	11 6:30 AM Getting Started ...	12 12:00 AM Assignments	13



SELECTING SESSION; DETAILS

- Select an upcoming session to view a pop-out window with the session details and enroll in that specific session time.

The screenshot displays the Canvas LTI Training Portal interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Training Portal LTI, and Help. The main content area shows a calendar for January 2024 with tabs for Courses & Webinars, Pathways, Live Training Calendar (selected), and History & Transcripts. A session titled "Creating Assessments with New Quizzes" is selected on January 4th. A pop-up window for this session is open on the right, showing a red header with the "TRAINING SERVICES PORTAL LIVE TRAINING WEBINAR" logo. Below the header are tabs for "Details" (highlighted with a red box) and "Sessions". The "Details" tab contains the following information:

- What You'll Learn:** Creating Assessments with New Quizzes will prepare instructors to use the new assessment tool in Canvas. Users will learn how to create questions and customize settings. A variety of assessment question types will be explored, and participants will have the opportunity to view 21st century assessment interaction.
- Tags:** Quizzes, K12, Higher Education
- [Creating Assessments with New Quizzes Agenda](#)

At the bottom of the pop-up, there are "Close" and "Enroll" buttons, with the "Enroll" button highlighted by a red box.



MORE SESSIONS

- Within the pop-out window, use a Sessions tab to view and enroll in other sessions.

The screenshot displays the Canvas PD Training Portal LTI interface. The main view is a calendar for January 2024, showing training sessions scheduled across the days. A pop-out window is open on the right, showing the 'Sessions' tab for a selected session. The 'Sessions' tab lists various training sessions with their dates and times. A red arrow points to the 'Sessions' tab in the pop-out window. At the bottom of the pop-out window, there is a 'Close' button and an 'Enroll' button with a checkmark, both highlighted with red boxes.

Canvas PD > Training Portal LTI

Courses & Webinars Pathways **Live Training Calendar** History & Transcripts

< January, 2024 >

SUN MON TUE WED THU

31 1 2 3 4

7:30 AM First Look 7:30 AM Home Pages 7:30 AM Leveragi

9:00 AM Course Commun... 9:00 AM Course Settings ... 9:00 AM Classi

10:30 AM The Student Exp... 10:30 AM Pages and the Ri... 10:30 AM Course D

12:00 PM Managing Asses... 12:00 PM MasteryPaths Cr... 12:00 PM Outcom

1:30 PM Accessibility 1:30 PM Course Design C... 1:30 PM Element

+2 more +2 more +2

7 8 9 10 11

6:30 AM Gradebook and ... 6:30 AM Integrating Canv... 6:30 AM Templates and B... 6:30 AM Getting S

8:00 AM Managing Classi... 8:00 AM Course Design C... 8:00 AM Exploring the Ca... 8:00 AM Canvas f

9:30 AM Accessibility 9:30 AM Customizing Acc... 9:30 AM Canvas for Speci... 9:30 AM Element

11:00 AM Teacher and Stu... 11:00 AM Assessment Tool... 11:00 AM Course Commun... 11:00 AM Outcom

12:30 PM The Student Exp... 12:30 PM Canvas for Perfo... 12:30 PM Course Data and... 12:30 PM Managin

+2 more +2 more +2 more +2

Details **Sessions**

60 mins / 20 Sessions

Training sessions

01-05-2024 | 08:00 AM

01-19-2024 | 08:00 AM

02-01-2024 | 08:00 AM

02-08-2024 | 11:00 AM

02-09-2024 | 06:30 AM

02-12-2024 | 08:00 AM

02-13-2024 | 02:00 PM

02-14-2024 | 09:30 AM

02-16-2024 | 12:30 PM

02-20-2024 | 06:30 AM

02-26-2024 | 08:00 AM

02-27-2024 | 02:00 PM

03-04-2024 | 06:30 AM

03-06-2024 | 11:00 AM

03-12-2024 | 10:30 AM

03-14-2024 | 01:30 PM

03-19-2024 | 12:00 PM

03-20-2024 | 09:00 AM

03-27-2024 | 10:30 AM

03-29-2024 | 01:30 PM

Close **Enroll**



ENROLL IN SESSION CONFIRMATION

- Don't forget to confirm enrolling in the session.

The screenshot displays the Canvas PD Training Portal LTI interface. The main view is a calendar for January 2024, with a date selected on the 4th. A modal dialog box titled "Enroll in Session" is open, showing details for a live training session. The dialog includes a red header with the "TRAINING SERVICES PORTAL" logo and the text "LIVE TRAINING WEBINAR". The session details are as follows:

- LIVE | 60 MINS**
- Creating Assessments with New Quizzes**
- You are enrolling in this offering: Creating Assessments with New Quizzes.
- Session: 02-12-2024 | 08:00 AM

At the bottom of the dialog, there are two buttons: "Cancel" and "Enroll". The "Enroll" button is highlighted with a red box, indicating the action to be taken. The background shows a grid of training offerings with various titles and times.



EMAIL NOTIFICATION

- You will be emailed about upcoming registered courses.
- You can join the live webinar from an embedded link.
- Session links are live 15 minutes before the start of a session and close 15 minutes into the session.

The screenshot shows an email interface with a sidebar on the left containing navigation icons for Account, Dashboard, Courses, Calendar, Inbox (highlighted with a red box and a '1' notification), History, Studio, Training Portal LTI, and Help. The main content area displays an email from 'Instructure Learning Services' dated 'Jan 4, 2024 at 3:30pm'. The email body contains the following text:

Thank you for registering for the following live webinar session:

Creating Assessments with New Quizzes
February 12, 2024
8:00 AM - 9:00 AM

You may join the session up to ten minutes prior to the start time listed above.

→ Add This Session to Your Calendar

1. Download the event information
2. Open the file
3. Choose the calendar

Three Options for Joining the Live Webinar:

- 1. Join from the Training Portal
 - Open the Training Portal from the Help Menu in your Institution's Canvas Account
 - Open the Live Training Calendar
 - Find the session you have registered for. It will have a checkmark next to the title
 - Select the more options (the three vertical dots) and choose Join Session
- 2. Joining from the Calendar Event if you exported the event details to your personal calendar.
- 3. Save this email and join using the link below:
https://training-portal-prod-pdx.insproserv.net/offering_enrollment/join_live_session/2206

You have received this email because you have registered for a session in the Canvas Training Services Portal. Please refer to this reference: <https://docs.google.com/document/d/1a9KNh1KAeXYM9s5MzahGbBK0oF17DHBWLAlxEZ0CqOw/preview> or use your Canvas Support if you have questions.

[live-offering_73.live_session_2206.ics](#)

