

Canvas Course Instructions

Instructions on how to access an online Canvas course

- ❖ On or before the course start date, registered participants will receive an email invitation from Canvas to join the course.
- ❖ Accepting the invitation will take you directly into the online course in Canvas. If you do not see the course invitation in your Inbox, check your Spam or Clutter email folders.
- ❖ Participants may also access their Canvas course via Clever or at browardschools.instructure.com. Sign in using BCPS Active Directory (single sign-on) credentials. This should be the same login and password used to register for courses in LAB.
- ❖ The course title/s will be listed on your Canvas Dashboard. The course material will be available at 8:00am on scheduled course start date.

Please read before you begin your online course

- ❖ **Participants are required to log into the course on the scheduled start date and complete the prerequisite and starter activities by the posted due date. Failure to do so will result in the participant being removed from the course.**
- ❖ This online course is designed to be a rigorous learning experience; therefore, it is important for participants to dedicate time to focus exclusively on the course content and assignments.
- ❖ **Full participation in Discussion Board assignments, including posting an original thought and responding to at least one participant's post, is required to receive credit for the assignment.**

New to Canvas?

A "Learning in Canvas" overview is available under the Modules section of this online course. If you would like additional information regarding Canvas, we recommend viewing the one-hour Canvas Student instructional video available on [Hoonuit](#). The Hoonuit App can also be found on Clever.

Canvas Navigation

When you log into your course, you will land on the course Home page. On the Home page, you will find details about the course and the course requirements.

To the left of the Home page, you will see four navigational options.

- **Home** – Selecting this option will return you to the course Home page.
- **Announcements** – This is where your facilitator will communicate with you, visit this section often. The most recent announcements will also be listed on the Home page
- **Modules** – Course assignments can be accessed under this section. Assignments must be completed in the order that they are listed. Completing the requirements of each assignment will unlock the next scheduled assignment.
- **Course Progress** – Course grades are listed under this section.

Please contact your facilitator if you need assistance in locating or completing the course assignments.