Accessing Canvas Webinars

Accessing the Webinar Site

1. Go to the Canvas Community Homepage—
   (https://community.canvaslms.com)

2. Click **Canvas Training** under *Find Answers*

3. Click **Access Training**
   Note: This site is NOT part of the Canvas resources
   we have with the VCCS—it requires a separate login
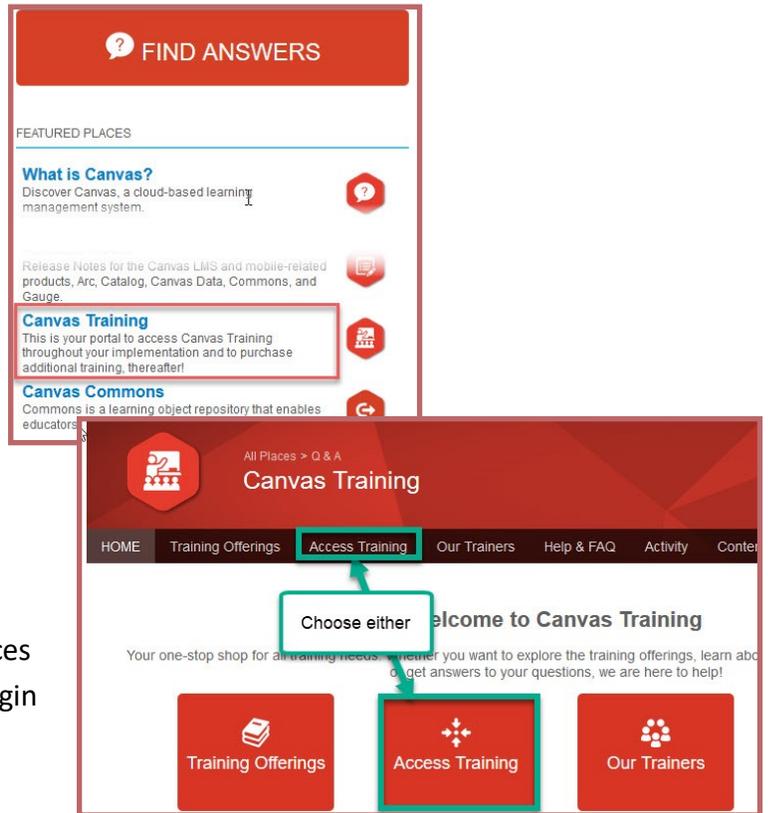
Setup your Account

1. Once you select *Access Training* you will be asked
   to log in or register
   If you are doing this for the first time click **Sign Up**

2. Fill out the Form as shown—**You MUST USE your
   @Rappahannock.edu email address**.

3. Set a password as you wish—Note this will not synchronize
   with your college password.

4. You only need to fill in the starred (*) items
   Once completed click the **Create Account** button

Logging In

1. Once you Select *Access Training* you will be asked to log in or register
   If you are registered Click **Log In**

2. The system will ask once more—Make the choice you need most likely *sign in as returning user* (shown),
   You can still Create an Account if needed.

3. To keep things interesting, the **Sign In** box will expand at the **Top of the Page**.

4. Fill in your full @Rappahannock.edu email address and your site password

5. Click **Sign In**
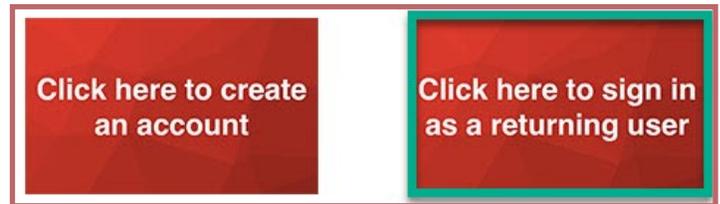
Selecting a Webinar

1. On the main *Canvas Training* screen you may sort on the Right, beginning with
   Upcoming Events
   Other selections include:
   a. *My Events*—what you have registered for
   b. *Browse by Category*
   c. *Calendar* (all events by date)

2. When you see a webinar you want, click **Register Now**

3. A pop-up window will appear for registration
   Your login will fill out much of the form, but all (*) fields are required.

4. Click Submit to Register

5. You will receive an email with Calendar Invite and additional scheduling information.
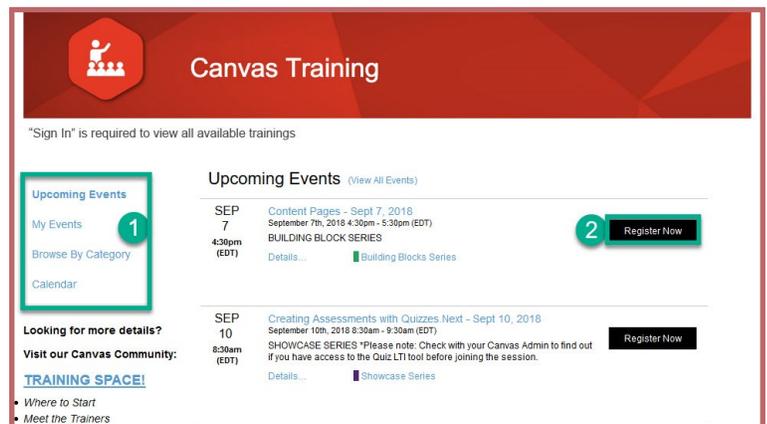
Category Key

- *Welcome to Canvas*—Live or Recorded—Red Color code—Demonstrations of Canvas Basics and orientation.

- *Building Block*—Green Color code—Live interactive sessions with various aspects of working in Canvas.

- *Classroom Application*—Blue Color code—Sessions aimed at using Canvas in specific disciplines and running reports for your classes.

- *Showcase Series*—Violet Color code—Showcases different tools that may be connected to Canvas (caution: the VCCS May not subscribe to all that are discussed). This is useful for Canvas tools.