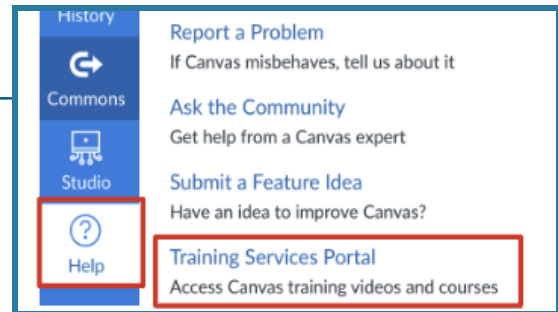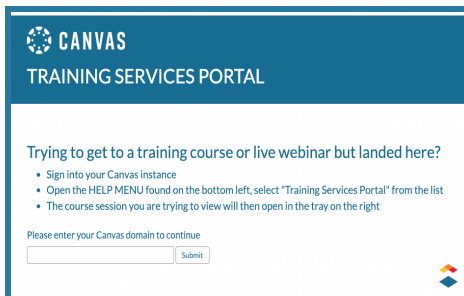# Training Services Portal Guide
Steps on How to Login and Navigate the Portal

Log In

➜ Training Services Portal Access

The "Training Portal" button can be accessed through your institution's Canvas help menu. The help area in Canvas is at the bottom of the Global Navigation Menu.
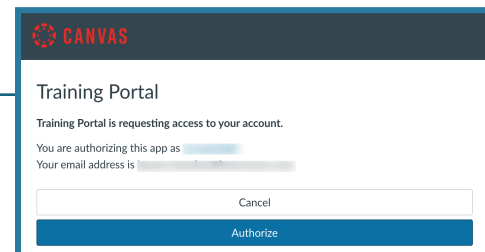
Please note, the order of the links may differ in your help menu.

If you are not logged into your institution's Canvas instance you will be prompted to do so.

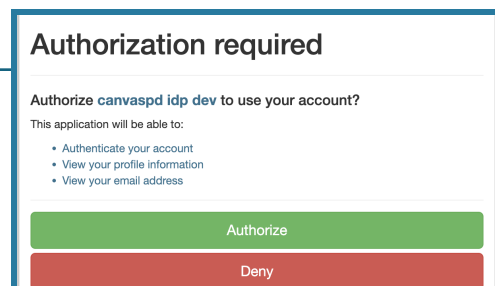### ➜ Approve Access

Select the "Authorize" button to authorize your training account. This will appear each time you enter the Portal.

➜ Authorization Required

Select the green "Authorize" button to access the portal for Canvas training content. The portal is built in a Canvas instance using an external LTI and administered by Instructure. You will not see this request on future log-ins.
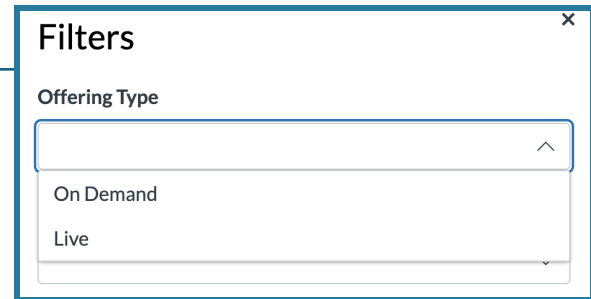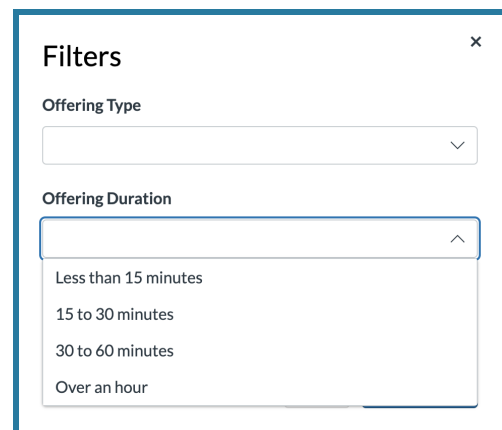
Viewing Trainings

➜ Offerings and Pathways

This first tab will show all of the offerings available to you for enrollment. The training material that is visible is dependent on the Subscription Training Package purchased by your institution. On Demand offerings are asynchronous courses made up of written content and videos. On Demand offerings are organized by learning experience: Learning Pathways and Courses. Offerings are also organized by Institution Level: Higher Education and K12. If your institution has purchased a Product training, such as Studio or Catalog, these courses will appear in their own row titled "Product Training Courses".

Webinar Schedule

For Premium Subscription Training Clients Only

➜ Live Training Calendar

Calendar view of all available LIVE webinar trainings. **Webinar trainings are only visible to Premium subscription training clients.** Select a session title to view details and to register for the session. After registration, you will receive an email notification and a Canvas Inbox message with the session invite and details. You have the ability to join live trainings (Premium subscription only) from the available link in the email/Inbox notification. The link will also be active from the calendar 15 minutes prior to the start of the webinar. Simply join the session directly from the Live Training Calendar!

Filtering Options

➜ Offering Type

Filter through On Demand offerings by Offering Type. Users can select On Demand or Live to see applicable offerings.

Filters ✕

Offering Type

⌄

On Demand

Live

➜ Offering Duration

Filter through Courses and Learning Pathways by selecting the desired amount of time you want to spend on learning.

Filters ✕

Offering Type

⌄

Offering Duration

⌃

Less than 15 minutes

15 to 30 minutes

30 to 60 minutes

Over an hour

➜ Tags

Each On Demand Offering has a tag(s) associated with it, which can be used as another way to filter particular courses and pathways. Use the following tags to search for offerings that pertain to your type of institution and/or role:

- Getting Started
- Canvas Admins
- Elementary
- K12
- HED
- Higher Education
- Instructional Designer
- Google or Office 365

Tags

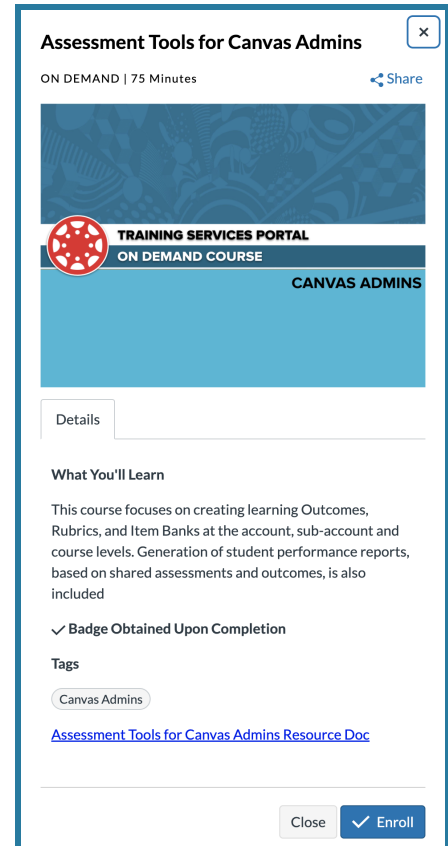Search... 🔍

INSTRUCTURE

Course Enrollment

➜ Enroll in an On Demand Training Course

View the list of offerings by scrolling left and right in the designated row. Please note that courses are split up by Higher Ed and K12. Once you find a title you wish to complete, select the card.

Once selected, the card will provide more detail including:
- Length of time
- Course Card image that communicates Intended Audience and Institution, if applicable
- Associated tags
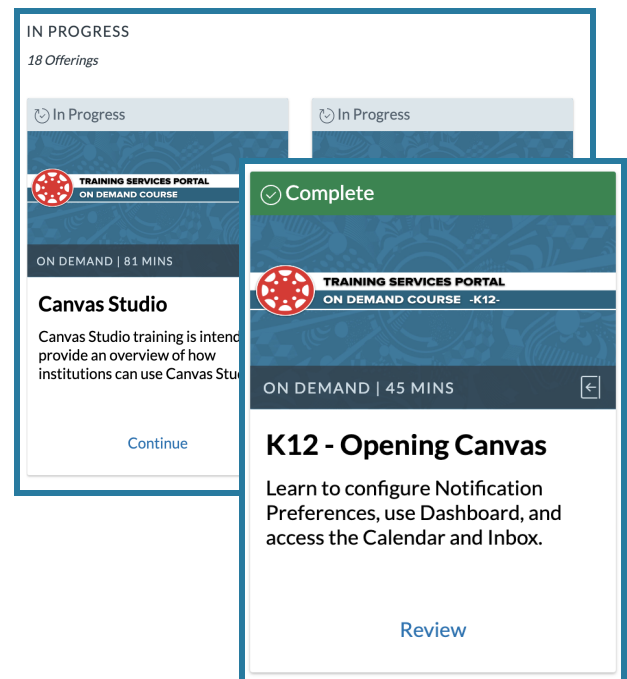- A link to the course's Resource Document

Select the Enroll button to be automatically enrolled in the course.

Assessment Tools for Canvas Admins ✕

ON DEMAND | 75 Minutes   Share

TRAINING SERVICES PORTAL
ON DEMAND COURSE
CANVAS ADMINS

Details

What You'll Learn

This course focuses on creating learning Outcomes, Rubrics, and Item Banks at the account, sub-account and course levels. Generation of student performance reports, based on shared assessments and outcomes, is also included

✓ **Badge Obtained Upon Completion**

Tags

(Canvas Admins)

Assessment Tools for Canvas Admins Resource Doc

Close   ✓ Enroll

➜ In Progress / Completed

Offerings that you have already enrolled in or have started will appear in the top row titled "In Progress". Select "Continue" at the bottom of the course card to navigate to the On Demand course. The course will open in a new tab.
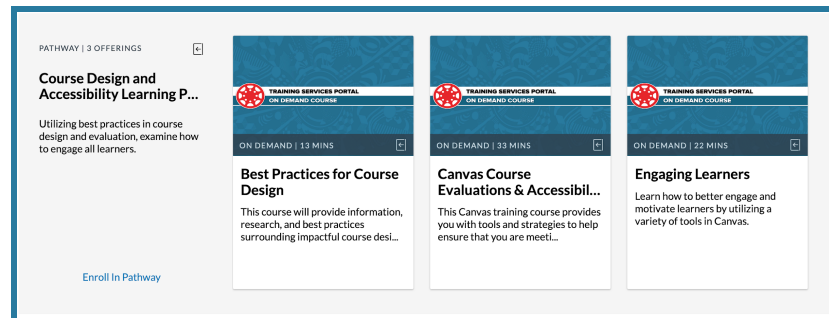
Once a course has been completed, a green "Complete" banner will appear at the top of the course card. The course will no longer appear in the "In Progress" row at the top of the screen. If a user would like to review any of the material covered in a complete course, simply select "Review" at the bottom of the course card. This will take the user back to the On Demand course. A Badge will be awarded upon course completion with a final grade of at least 80%. This badge can be seen in the Backpack of your Canvas Credentials Account.

IN PROGRESS

18 Offerings

⏱ In Progress

TRAINING SERVICES PORTAL
ON DEMAND COURSE

ON DEMAND | 81 MINS

Canvas Studio

Canvas Studio training is intend provide an overview of how institutions can use Canvas Stu

Continue

⏱ In Progress

⊘ Complete

TRAINING SERVICES PORTAL
ON DEMAND COURSE -K12-

ON DEMAND | 45 MINS

K12 - Opening Canvas

Learn to configure Notification Preferences, use Dashboard, and access the Calendar and Inbox.

Review

Pathway Enrollment

➜ Enroll in a Learning Pathway

A Learning Pathway is a series of related On Demand course offerings. Courses that are a part of a pathway can be taken alone or as part of the pathway. Once you find a Learning Pathway of interest, select the arrow in the top right corner to see a description of the pathway and which course offerings are included in the pathway. When you enroll in a Learning Pathway, you will be automatically enrolled in all courses in the pathway (if you have not already completed any of the pathway courses by itself) and those courses will now appear at the top of your screen in the "In Progress" row. When enrolled in a pathway, it will say "Enrolled" at the bottom of the pathway information row.

➜ Completion

When you have successfully completed all of the courses in the Learning Pathway, a green "Complete" banner will appear at the top of each pathway course. The pathway itself will now have a green check mark in the bottom left corner accompanied by "Pathway Completed". A Badge will be awarded upon pathway completion and can be seen in the Backpack of your Canvas Credentials account.