INSTRUCTURE

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 TRAINING SE	RVICES PORTAL
Sign into your Canva Open the HELP MER	NU found on the bottom left, select "Training Services Portal" from the list
The course session y Please enter your Canvas de	you are trying to view will then open in the tray on the right

he 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.

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Help



Report a Problem

Ask the Community Get help from a Canvas expert

Submit a Feature Idea Have an idea to improve Canvas?

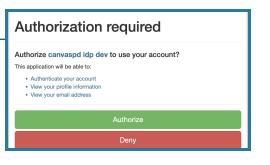
Training Services Portal

Access Canvas training videos and courses

If Canvas misbehaves, tell us about it

→ 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.

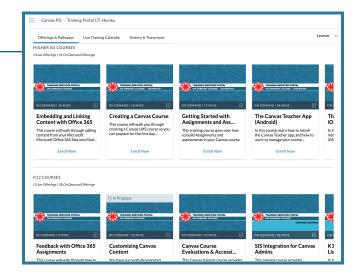


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Viewing Trainings

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!

		<	January, 2023	>		
SUN	MON	TUE	WED	THU	FRI	SAT
1 2	2	3 🗉	4 🦻	5 🤄	6 🤄	7
		1:00 PM : Course Co	8:30 AM : Gradebook	9:00 AM : Assignments	8:30 AM : Assignments	
		3:30 PM	9:00 AM	9:00 AM E Home Pages	9:00 AM	
			10:00 AM	10:30 AM : Course Co	12:00 PM : Course Sett	
			11:30 AM	12:00 PM : Templates a		
			1:00 PM	2:00 PM		
			+5 more	+2 more		
в	9 🖻	10 🔫	11	12 🔄	13 👻	14
	9:00 AM ; Assignments	9:00 AM : Home Pages	8:30 AM : Assignments	10:30 AM : Group Work	9:00 AM ; Gradebook	
	10:30 AM : The Student	10:30 AM : Gradebook	10:00 AM : Course Co	2:30 PM : Assignments	12:00 PM : Templates a	
	12:00 PM Creating As	10:30 AM E MasteryPat	11:00 AM		2:00 PM	
	2:00 PM	5:00 PM	3:30 PM			
		6:30 PM	5:00 PM			

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	
	Ý

→ Offering Duration

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

Filters	×
Offering Type	
	\sim
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...

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Course Enrollment

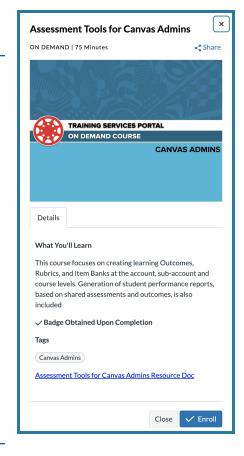
Enroll in an On Demand Training Course

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

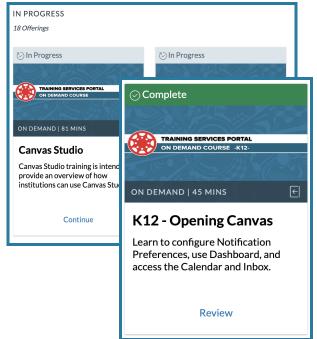
Select the Enroll button to be automatically enrolled in the course.



→ 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.



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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.

Course Design and	TRAINING SERVICES PORTAL	TRAINING SERVICES PORTAL	TRAINING SERVICES PORTAL
Accessibility Learning P	ON DEMAND COURSE	ON DEMAND COURSE	ON DEMAND COURSE
Utilizing best practices in course design and evaluation, examine how to engage all learners.	ON DEMAND 13 MINS	ON DEMAND 33 MINS	ON DEMAND 22 MINS
	Best Practices for Course Design	Canvas Course Evaluations & Accessibil	Engaging Learners
	This course will provide information,	This Canvas training course provides	Learn how to better engage and
	research, and best practices	you with tools and strategies to help	motivate learners by utilizing a
	surrounding impactful course desi	ensure that you are meeti	variety of tools in Canvas.

→ 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.

PATHWAY 3 OFFERINGS	⊙ Complete	⊘ Complete	⊘ Complete	
Templates & Sharing Learning Pathway	TRAINING SERVICES PORTAL ON DEMAND COURSE	TRAINING SERVICES PORTAL ON DEMAND COURSE	TRAINING SERVICES PORTAL ON DEMAND COURSE	
Understand the breadth and depth of sharing resources and customizing templates.	ON DEMAND 36 MINS	ON DEMAND 42 MINS	ON DEMAND 37 MINS	
	Accessing Content in the Commons	Customizing Canvas Content	Sharing Content This course explains the different	
	The Canvas Commons is an amazing repository of Assignments, Pages, Quizzes, Modules, and other resou	You have successfully imported content from the Canvas Commons, or your institution has used BluePri	ways that content can be shared and imported into Canvas courses	
✓ Pathway Completed	Review	Review	Review	