

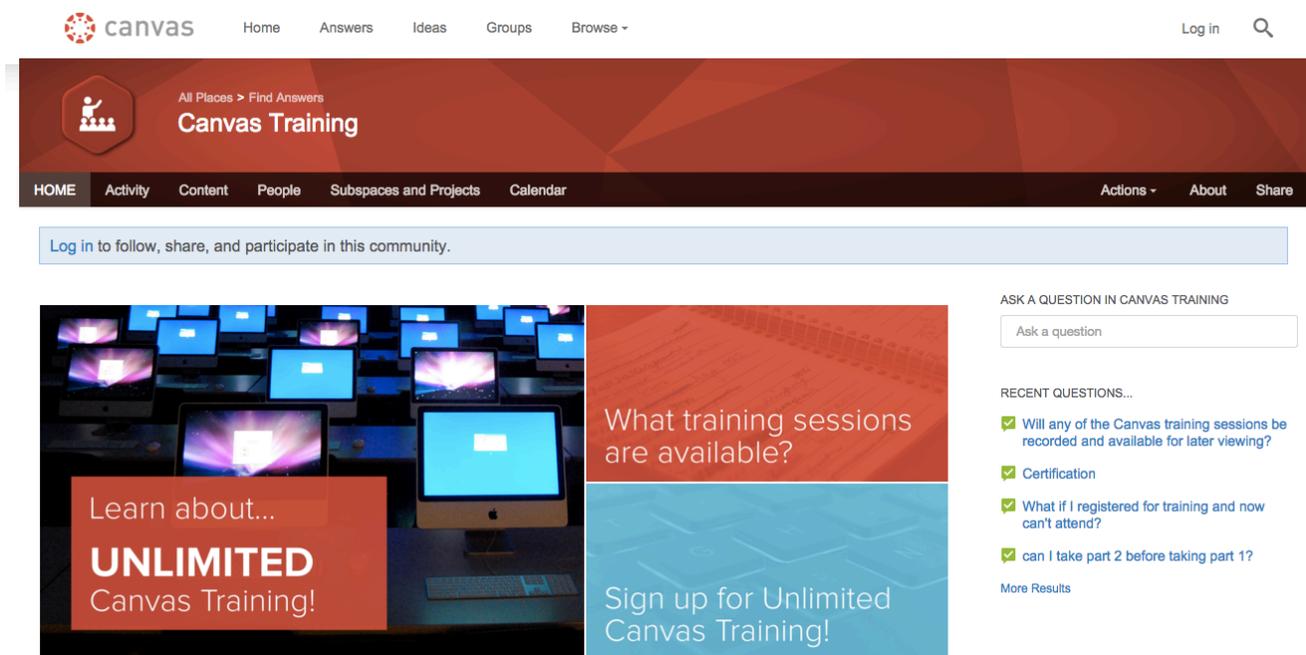
MAKES TEACHING
AND LEARNING EASIER



www. | instructure.com

How do I create an account to sign up for Canvas training?

Open the Training Space



The screenshot shows the Canvas Training community page. At the top, there is a navigation bar with the Canvas logo, 'Home', 'Answers', 'Ideas', 'Groups', and 'Browse'. On the right, there is a 'Log in' button and a search icon. Below the navigation bar is a dark red header with a hexagonal icon containing a person and the text 'All Places > Find Answers' and 'Canvas Training'. A secondary navigation bar includes 'HOME', 'Activity', 'Content', 'People', 'Subspaces and Projects', 'Calendar', 'Actions', 'About', and 'Share'. A light blue banner below the header says 'Log in to follow, share, and participate in this community.' The main content area features a large image of multiple computer monitors displaying various screens. Overlaid on this image is a red box with the text 'Learn about... UNLIMITED Canvas Training!' and a blue box with the text 'What training sessions are available? Sign up for Unlimited Canvas Training!'. To the right of the image is a search bar labeled 'ASK A QUESTION IN CANVAS TRAINING' with the placeholder text 'Ask a question'. Below the search bar is a section titled 'RECENT QUESTIONS...' with three questions, each preceded by a green checkmark: 'Will any of the Canvas training sessions be recorded and available for later viewing?', 'Certification', and 'What if I registered for training and now can't attend?'. The third question is partially cut off: 'can I take part 2 before taking part 1?'. Below the questions is a link for 'More Results'.

In a new window or tab, navigate to **training.canvaslms.com**.

Scroll to Create an Account

Please navigate to the our scheduling portal using the below links. You must [Create an Account](#) in order to view any of the available trainings for your institution.

You must use your **Institutional Email** when signing up for a new account.



REFERENCE
Community Guidelines
Security | Developers | Open Source

COMPANY
Partners | Jobs | About Us
Follow us on: Facebook | Twitter | YouTube

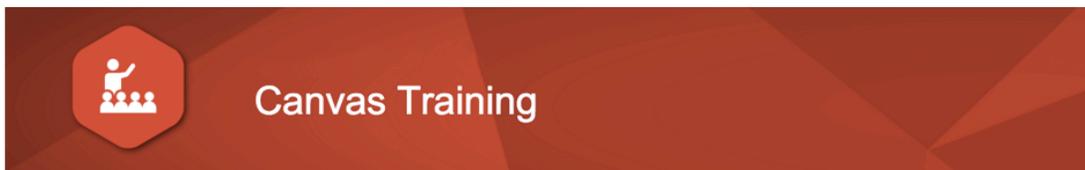
HELP
Support | Guides | Releases | Status

TRY CANVAS

REQUEST INFO

Click the **“Create an Account”** link.

*To **Create an Account** you must use your institution assigned email. To view the **Event Portal** you must **Create an Account**.



“Sign In” is required to view all available trainings

**Password must be 8 characters in length.

Create an account with Instructure Events

First Name*

Last Name*

Company

Phone



Email*

Retype Email*

Password*

Retype Password*

Title

* = required

Create Account

Fill out the registration form and click **Create Account** to **Create an Account** with Instructure Events.



Please make sure to register using your **institution assigned email address** NOT a personal account.

Confirmation Email

Welcome to Instructure Events! Inbox x



Check your email for **confirmation** of your account creation. Can't find it? Make sure to check your Junk Mail.

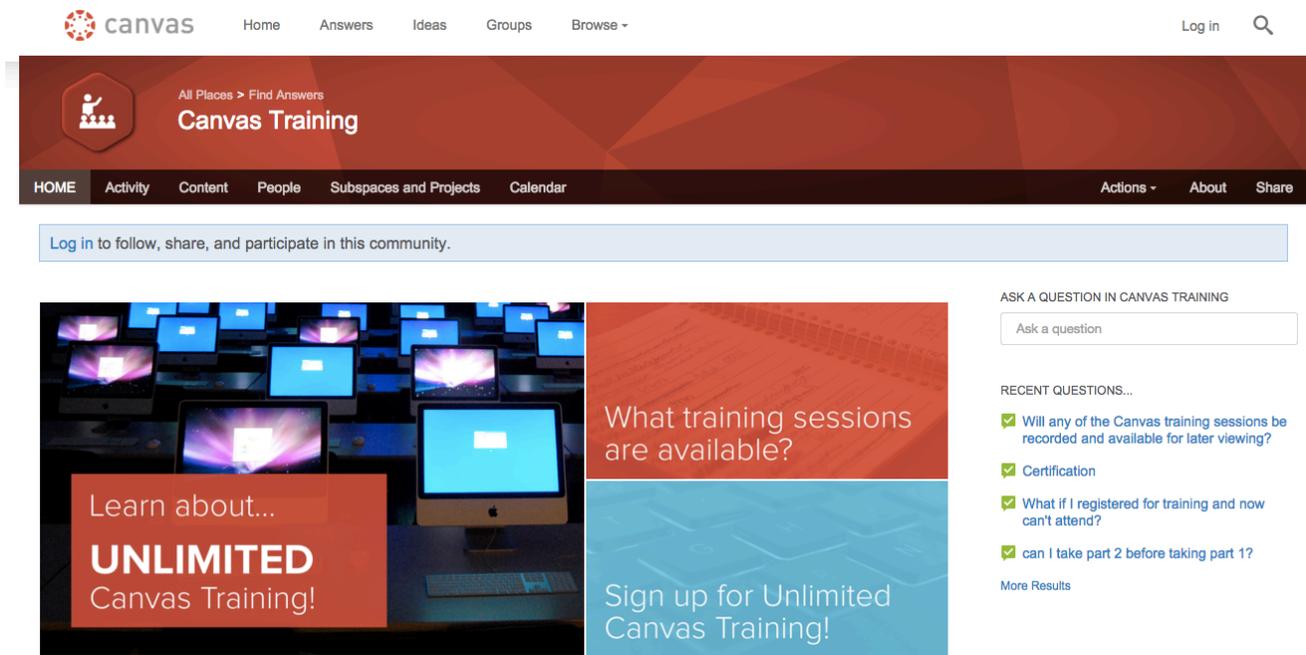
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How do I register for Canvas Training?

Sign In to your Instructure Events Account



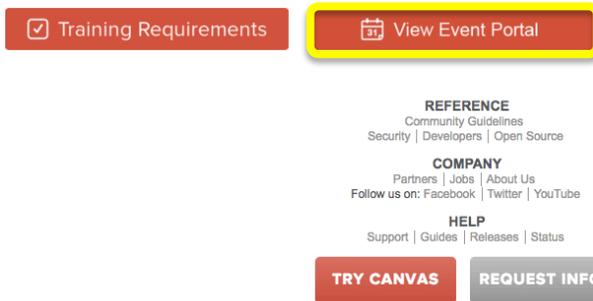
The screenshot shows the Canvas Training community page. At the top, there is a navigation bar with the Canvas logo, 'Home', 'Answers', 'Ideas', 'Groups', and 'Browse'. On the right, there is a 'Log in' button and a search icon. Below the navigation bar is a header section with a 'Canvas Training' title and a sub-header 'All Places > Find Answers'. A secondary navigation bar includes 'HOME', 'Activity', 'Content', 'People', 'Subspaces and Projects', 'Calendar', 'Actions', 'About', and 'Share'. A light blue box prompts users to 'Log in to follow, share, and participate in this community.' The main content area features a large banner with multiple computer monitors. The banner is split into two sections: the left side says 'Learn about... **UNLIMITED** Canvas Training!' and the right side asks 'What training sessions are available?' and 'Sign up for Unlimited Canvas Training!'. To the right of the banner is a 'ASK A QUESTION IN CANVAS TRAINING' section with an input field for 'Ask a question'. Below this is a 'RECENT QUESTIONS...' section with three questions, each marked with a green checkmark: 'Will any of the Canvas training sessions be recorded and available for later viewing?', 'Certification', and 'What if I registered for training and now can't attend?'. A fourth question, 'can I take part 2 before taking part 1?', is also visible. A 'More Results' link is located at the bottom of the list.

In a new window or tab, navigate to training.canvaslms.com.

Scroll to View Event Portal / Sign In

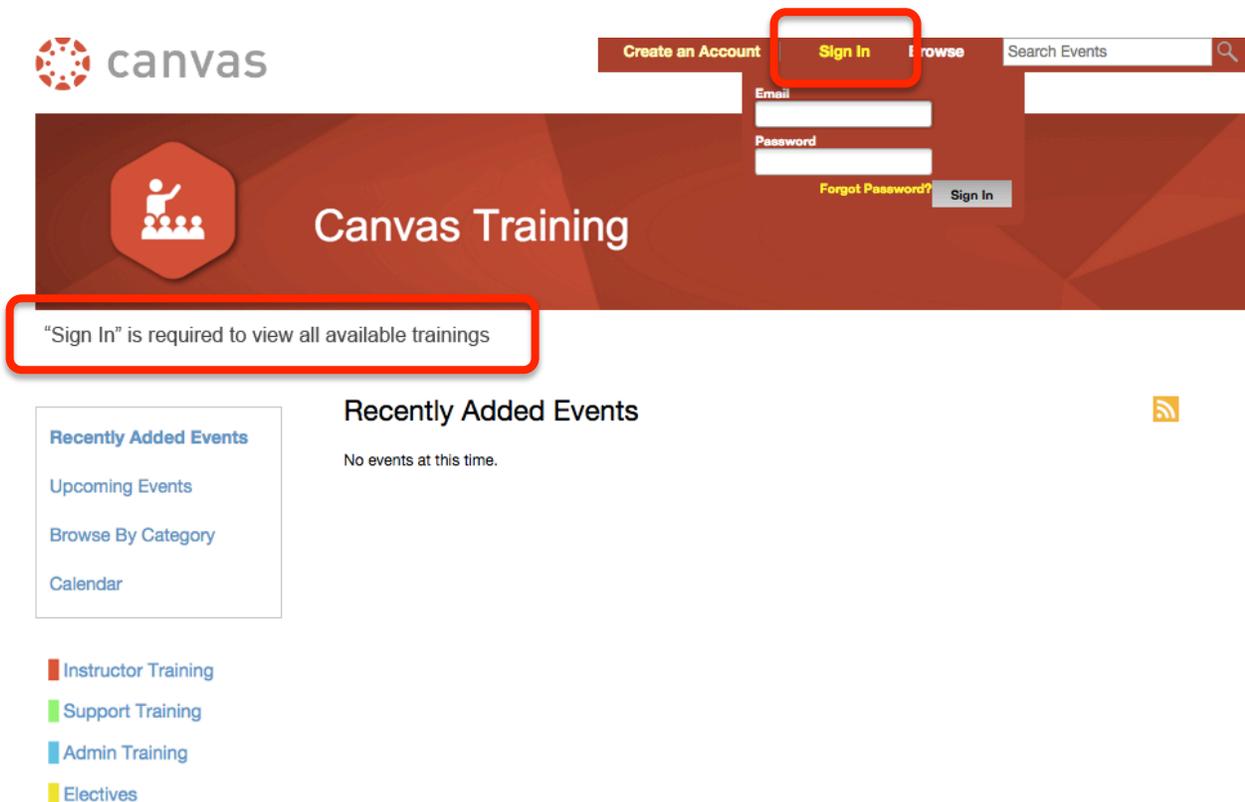
Please navigate to our scheduling portal using the below links. You must ["Create an Account"](#) in order to view any of the available trainings for your institution.

You must use your **Institutional Email** when signing up for a new account.



Navigation menu with two buttons: "Training Requirements" and "View Event Portal". Below the buttons are sections for REFERENCE, COMPANY, and HELP, each with sub-links. At the bottom are "TRY CANVAS" and "REQUEST INFO" buttons.

Click the **"View Event Portal"** tab.



Canvas Training portal interface. The "Sign In" link in the top right navigation bar is highlighted with a red box. Below it is a sign-in form with fields for Email and Password, and a "Sign In" button. A message box states: "Sign In" is required to view all available trainings. The main content area shows "Recently Added Events" with a message "No events at this time." and a list of categories: Instructor Training, Support Training, Admin Training, and Electives.

***Sign in** is required to view all available trainings.

Click the **Sign In** link in the top right-hand corner of the screen. **Sign In** using your Instructure Events credentials (should be your institution assigned email).

- Recently Added Events
- Upcoming Events
- My Events
- Browse By Category
- Calendar**
- Profile
- Log out Alicia

Search Events

Recently Added Events [\(View All Events\)](#)



APR 15 2:30pm (MDT)
Part 2 - Canvas Fundamentals K-12 - April 15, 2016
 April 15th, 2016 2:30pm - 4:00pm (MDT)
 (Added on February 23rd, 2016 at 8:13pm (MST))

This session is aimed at a K-12 audience but anyone is welcome to attend. This training is part 2 of 2 and will guide participants through more intermediate level features and use of Canvas.

[Details...](#) ■ Instructor Training [Register Now](#)

APR 15 2:30pm (MDT)
Being an Everyday Admin K12 - April 15, 2016
 April 15th, 2016 2:30pm - 3:30pm (MDT)
 (Added on February 23rd, 2016 at 8:12pm (MST))

This training covers topics helpful to new Canvas Admins in the everyday administration of Canvas.

[Details...](#) ■ Admin Training [Register Now](#)

Click the **Calendar** link to the left of the Training Calendar to view all trainings listings by month.

- Recently Added Events
- Upcoming Events
- My Events
- Browse By Category**
- Calendar
- Profile
- Log out Alicia

Search Events

- Instructor Training
- Support Training
- Admin Training
- Electives

« FEBRUARY (14) **MARCH 2016** **1** APRIL (67) »

133 events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3	4	5	
		10:00a Structuring Canvas (Admin Training) Higher Ed - Mar 1, 2016	9:00a Tier 1 Support Training (March 2, 2016) 10:30a Canvas in the Middle School/High School Classroom 1:00p Part 2 - Canvas Fundamentals Higher Ed (March 2, 2016) 1:00p Structuring Canvas (Admin Training) K12 - Mar 2, 2016 2:30p Account Settings(Admin Training) K12 - Mar 2, 2016 4:00p Being an Everyday Admin K12 - Mar 2, 2016	8:00a Leveraging the Canvas Commons Training (March 3, 2016) 9:00a Part 1 - Canvas Fundamentals K-12 (March 3, 2016) 11:00a Support Training (March 3, 2016) 12:00p Structuring Canvas (Admin Training) Higher Ed - Mar 3, 2016 1:30p Account Settings(Admin Training) Higher Ed - Mar 3, 2016 3:00p Being an Everyday Admin Higher Ed - Mar 3, 2016	8:00a Canvas in the K-3 Classroom (March 4, 2016) 9:00a Structuring Canvas (Admin Training) K12 - Mar 4, 2016 10:30a Account Settings(Admin Training) K12 - Mar 4, 2016 12:00p Being an Everyday Admin K12 - March 4, 2016 2:30p Support Training (March 4, 2016)		
6	7	8	9	10	11	12	

Toggle to view training offerings for **future months** by clicking on the tab [1] located in the top right hand corner of the **Training Calendar**.

Filter training offerings by **training type** using the **Browse By Category** link [2] to the left of the calendar.

- Recently Added Events
- Upcoming Events
- My Events
- Browse By Category
- Calendar**
- Profile
- Log out Alicia

Instructor Training

« FEBRUARY (14)		MARCH 2016 133 events					APRIL (67) »
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	March 1st		2	3	4	5	
	<p>10:00am - 11:00am (MST) Structuring Canvas (Admin Training) Higher Ed - Mar 1, 2016 (Admin Training)</p> <p>11:30am - 12:30pm (MST) Account Settings (Admin Training) Higher Ed - Mar 1, 2016 (Admin Training)</p> <p>12:30pm - 1:30pm (MST) Support Training (March 1, 2016) (Support Training)</p> <p>1:00pm - 2:00pm (MST) Being an Everyday Admin Higher Ed - Mar 1, 2016 (Admin Training)</p> <p>2:30pm - 3:30pm (MST) Canvas Outcomes and Rubrics Training (March 1, 2016) (Electives)</p>		<p>8:00a Leveraging the Canvas Commons Training (March 3, 2016)</p> <p>9:00a Part 1 - Canvas Fundamentals K-12 (March 3, 2016)</p> <p>11:00a Support Training (March 3, 2016)</p> <p>12:00p Structuring Canvas (Admin Training) Higher Ed - Mar 3, 2016</p> <p>1:30p Account Settings/Admin Training) Higher Ed - Mar 3, 2016</p>	<p>8:00a Canvas in the K-3 Classroom (March 4, 2016)</p> <p>9:00a Structuring Canvas (Admin Training) K12 - Mar 4, 2016</p> <p>10:30a Account Settings/Admin Training) K12 - Mar 4, 2016</p> <p>12:00p Being an Everyday Admin K12 - Mar 4, 2016</p> <p>2:30p Support Training (March 4, 2016)</p>			

Hover over a day on the **Training Calendar** to view more details.

Click on a training session to **register**

- Recently Added Events
- Upcoming Events
- My Events
- Browse By Category
- Calendar**
- Profile
- Log out Alicia

Instructor Training

Support Training

Admin Training

Electives



canvas
BY INSTRUCTURE

Category:



EMBED

Canvas in the Middle School/High School Classroom

March 2nd, 2016 10:30am - 11:30am (MST)

Register Now

This training provides high school teachers a deeper dive into designing courses to guide students into 21st century learning. Leveraging modular design and student-centered learning, high school teachers can differentiate and meet the needs of all learn

More Information

This training provides high school teachers a deeper dive into designing courses to guide students into 21st century learning.

Requirements necessary to participate in webinar training sessions include: Laptop/desktop with updated internet browser (Chrome or Firefox preferably).

Speakers/headset/phone for connecting audio.

Access to your Institution's Canvas instance.

Ensure you have proper access to Canvas for the session:

Instructor Sessions: access to a course shell which you are enrolled in as a Teacher.

Admin and Support Sessions: verify the Admin Shield Icon is visible in your Global Navigation.

* If you need access, please reach out to your Institution's Admin.

*Training sessions on the Public Calendar will be led using the New User Interface.

**We encourage you to log in 10 minutes before the session begins to ensure all necessary downloads / updates for Adobe Connect are made available (click here to run a system check).

Click on the **"Register Now"** link.

Event Info | **Event Registration**

Part 1 - Canvas Fundamentals Higher Ed (March 8, 2016)

Tuesday, March 8, 2016 9:00:00 AM MST - 10:30:00 AM MST

Fields marked with (*) are mandatory.

[Register using Email](#)

Email Address *

First Name *

Last Name *

Title

What is the name of your Institution? *

Are you K-12 or Higher Ed? *

Submit

Reset

Fill out the **Registration Form**.

 Please make sure to register using your **institution assigned email address** NOT a personal account.

Click the **Submit** button to complete registration.

Confirmation Messages

My Events



MAR
10
9:00am
(MST)

[Part 2 - Canvas Fundamentals Higher Ed \(March 10, 2016\)](#)

March 10th, 2016 9:00am - 10:30am (MST)

This session is aimed at a Higher Ed audience but anyone is welcome to attend. This training is part 2 of 2 and will guide participants through more intermediate level features and use of Canvas.

Registered

[Details...](#)

 [Instructor Training](#)

[Cancel](#)

After clicking Submit, you will be taken to a **Confirmation Page** within the **Training Space**.



You should also receive a Confirmation Message that you are registered for the training in your email inbox. Can't find it? Make sure to check your Junk Mail.