How to Access TPS Eastern Region Courses Via Canvas

1. **Set up Your Canvas Login** at least 24 hours in advance:
   - ✓ Once registered, you will receive an email directly from Canvas (notifications@instructure.com). The email will identify your name and email, as shown.
   - ✓ **Click Get Started** and follow directions to set up your Password.

2. **Check Your Email** for Instructions to Confirm Your Canvas Login.

3. **After Confirming:**
   - ✓ **Navigate to** https://waynesburg.instructure.com/login/canvas **and login to access course tools and materials.**
     - o Canvas recommends you **DO NOT use Internet Explorer.**
       - • PC: Use Chrome or FireFox
       - • Apple/Mac: Use Safari 11 or 12 or Chrome
     - o Mobile devices are compatible, but may not be optimal.
       - • Chrome 6.0+ or Safari iOS 12.2+. **Canvas by Instructure app** is the mobile version of Canvas and is available for both iOS and Android devices.
   - ✓ **NOTE:** BASICS course materials should be available immediately. PDPI course materials will be available <u>one week prior to the first live session</u>. If materials are not available, contact Sue Wise (swise@waynesburg.edu) for assistance.
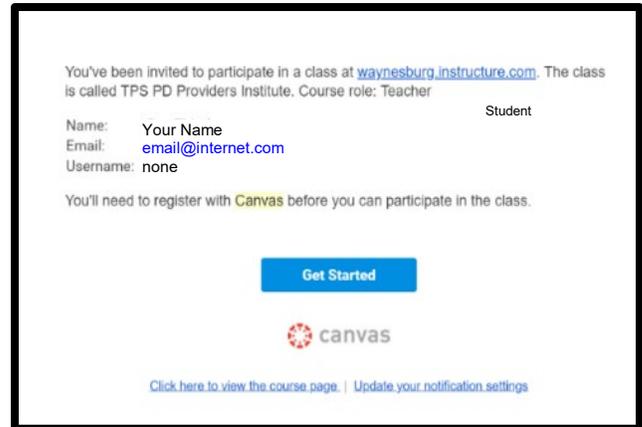
4. <u>**Weekly Live Conferences**</u> **(If your TPS course requires them):**

   At least 24 hours in advance:

   - ✓ **Plug the headset** into your computer.
   - ✓ **Try out the Conference** feature: https://test.bigbluebutton.org/.

   When it's time to join, login to Canvas and:
   - ✓ **Select Conferences** from the left menu.
   - ✓ **Select Join** to enter the Conference.
   - ✓ **Choose Microphone** and follow the on-screen directions.
     OR, if the headset is unavailable, join using your phone and follow on-screen instructions. Webcams are not used.
   - ✓ **If you need to miss a Live Conference session, contact your course facilitator. Session recordings are available for two weeks.**

<u>**Additional Suggestions**</u>**:**

- ✓ **Use a wired internet connection** to avoid buffering delays. If you must use a wifi connection, place your device close to the router and ask others to refrain from downloading or viewing large files or videos during class.
- ✓ **For help with Canvas**, call: (833) 200-8657.