How to Enroll in a Canvas Class:

1. *Your Plant Manager has emailed Maria N. Correia @ mcorreia@pasco.k12.fl.us of your intent to take the course(s)*
2. *Once Maria receives this request she will enroll you in Canvas. You will then receive a course invitation*

! ☼ 🗋 ⦿ From	Subject		Received
▲ Date: Today			
✉ Pasco County …	Course Invitation		Thu 1/16/

*in your email that contains a link that will prompt you to "View Course Page" and gives you your user name. **The picture below is only an EXAMPLE. Your name, email and username will be displayed on the email you receive.** Write down this information (or print the email) for future use. Click on the "Click here to view course page" link shown below:*

You've been invited to participate in the course, Level 1 Course #1: The Label is the Law: Label and MSDS/SDS Comprehension-MS-2013-14.
Course role: Student

Name: **MARIA CORREIA**
Email: **MCORREIA@PASCO.K12.FL.US**
Username: **mcorreia**

Get Started

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Click here to view the course page | Update your notification settings
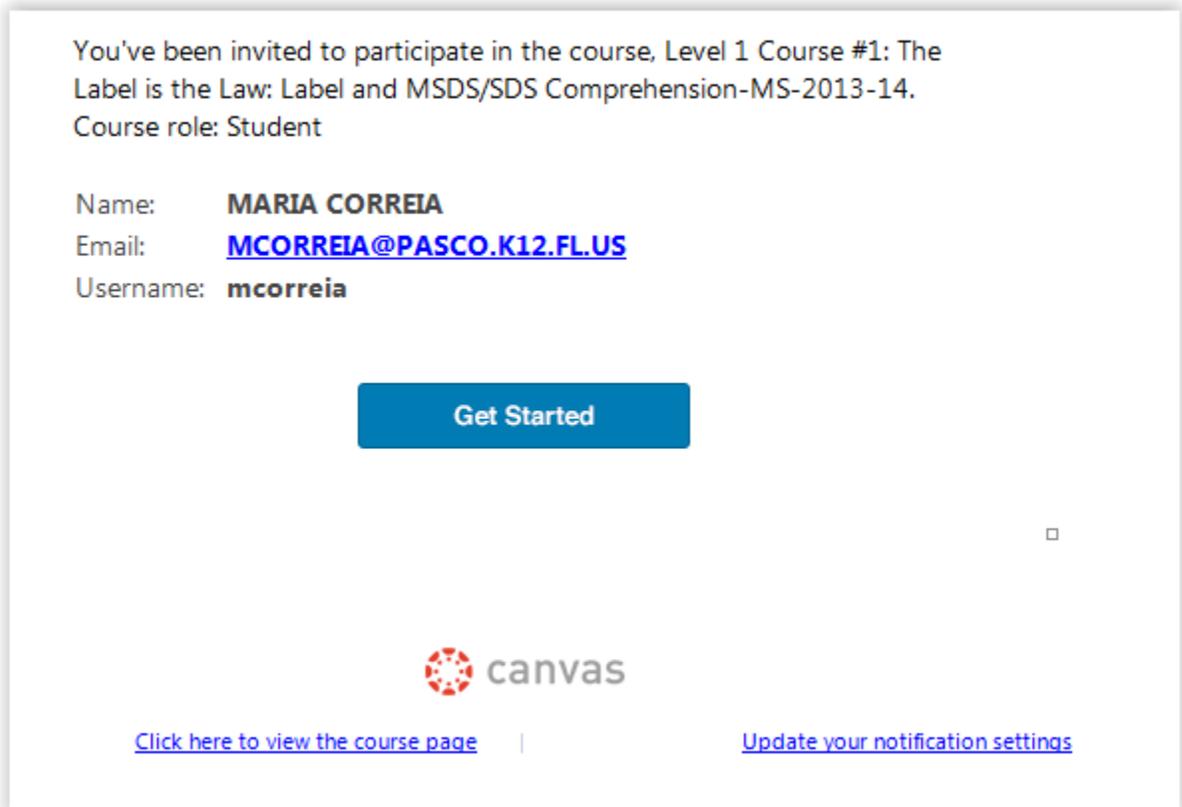
3. *You will then be in the "Canvas Pasco" Login page. Type in the user name you were given in the "view course page" and click "don't know password".*

4. *The screen then changes to "enter your username and we'll send you a link to change your password". Type your DSBPC username here and click "Request Password"*

5. *Check your email in-box (click the refresh button if necessary to generate incoming mail activity) for the "Forgot Password: Canvas" example shown below:*

You requested a confirmation of your password for logging into Canvas.

This address is associated with the login, "mcorreia".

Click here to set a new password

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Update your notification settings
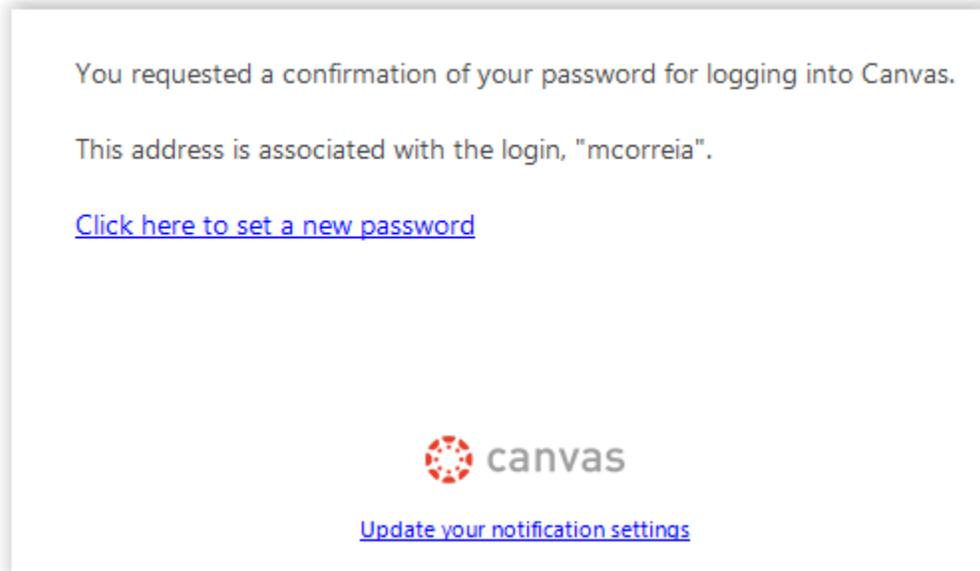
6. *Once you click the link "Click here to set a new password" the "Change Login Password" screen will appear as shown below.*

Change login password for MARIA CORREIA

MCORREIA@PASCO.K12.FL.US

New Password: ●●●●●●●●

Confirm New Password: ●●●●●●●●

Update Password

Put in the password of your choice. Again, this an example only! Your name, email etc. will actually be shown on this page when you establish or reset your password. Write down your password information so you don't forget it.

7. *The next screen is the "Canvas Pasco" login screen you were in before. Enter your username and newly chosen password and click "Login".*

8. *You should now be in the "Welcome" page with the title of the course(s) you have been enrolled in by Maria. You also have to click on whether you "Accept" or "Decline" and you must click "Accept" to take the course.*

You have been invited to join Level 1 Course # 1: The Label Is The Law: Label And MSDS/SDS Comprehension-MS-2013-14, The Label Is The Law: Label And MSDS Comprehension-MS-2013-14 as a student
Decline   Accept

9. *You will now be on the "course" page. Click on the 1ˢᵗ course "module" to begin taking the course and quiz. You must move through the modules and quizzes of the course in order. These courses/quizzes have no time limit assigned to them. Canvas does record the time spent taking the quiz, when you log in/out, your quiz score and which questions were wrong/right. Questions are locked after answering so you will not be able to go back and view/change answers. Once completed you may move on to the next module following the arrows at the bottom of the page until you have completed all modules and quizzes in that course. You will receive the following in your email inbox once completed:*

10. *You will receive the following in your email inbox once completed:*

Once you click on the "You can review the assignment here" link you will be redirected to your completed quiz score, time/date.

Submission Details:

Time:	3 minutes
Current Score:	14 out of 15
Kept Score:	14 out of 15

1 Attempt so far
ⓘ View Previous Attempts

If you have difficulty gaining access to Canvas after following the steps above; you may have a browser problem. Please check with your site manager or tech specialist to determine if this is the issue. (Please keep in mind that these courses are not to be taken during your work schedule.) Canvas Pasco is one of the main online learning programs in Pasco County Schools (for students and staff) and as such is accessible to you with your DSBPC email address. Canvas also has various tutorials, a help desk and there are video tutorials developed by DSBPC Professional Development to help you utilize this learning system successfully.