## Instructions to start a CANVAS profile and register for the CQI Community Group's online events if you need CEU's or a Certificate

1.) Start the process by choosing the link to the CEU or non-CEU version of the event.

## CEU (\$10.00 fee):

https://illinois.catalog.instructure.com/browse/school-of-social-work/courses/cqi-excel-workshop-ceu

## Non-CEU or Certificate of Attendance (Free):

https://illinois.catalog.instructure.com/browse/school-of-social-work/courses/cqi-excel-workshop-non-ceu

2.) You will be asked to set up an account on the University of Illinois' Canvas system. Once you start the account you will receive a confirmation email.

Welcome to Catalog

Hi Heidi Meyer,
You have successfully registered for a new account at <u>https://illinois.catalog.instructure.com</u> with the login ID of hrmeyer@illinois.edu. Please set up a password for your new login ID of hrmeyer@illinois.edu on <u>https://illinois.catalog.instructure.com</u> .
Keep learning, Professional and Continuing Education (PACE) School of Social Work University of Illinois, Urbana–Champaign
Complete Registration

- 3.) Click complete registration. (Once the CANVAS account has been started you will only have to enter login and password next time.)
- 4.) You may see the following login page: <u>https://illinois.instructure.com/login/canvas</u>

Enter your email and password information you created.

UNIVERSITY OF Parent of a Canvas User? ULLINOTIC Canvas Count Click Here For an Account
Email
hrmeyer@illinois.edu
Password
•••••
Stay signed in Log In Log In
Hele PhranyParloy Cookie Hotice Acceptable Use Policy Facebook Tretter
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## 5.) You will see a Dashboard and your class should appear.

Π	Welcome to Canvas! You've enrolled in one or more courses that have not started yet. Once those courses are available, you will see information about them here and in the navigation on the left side. In the meantime, feel free to sign up for more courses or set up your profile.	
Account	Notifications. Tell us how and when you would like to be notified of events in Canvas.     Notification Preferences	To Do Nothing for now
Dashboard	Dashboard	Recent Feedback Nothing for now
Courses		View Grades
Calendar E Inbox	PACE	
U History	CQI Excel Formulas, Functions, & Featu CQI Excel Workshop Non-CEU	
Help		

6.) Click on the class/event which will open the session/class information



- 7.) 8.)
- Press "**Click here to begin**" You will see the Event Description and Speaker Bios



Scroll down and push "Next" under the speaker bios at the bottom of the page You will then see the Zoom Registration Information. Click the link to register for the event. <mark>9.)</mark> 10.)

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) ; \$65	<b>O</b>	
I gdar g xx	You will receive an email that contains your completion certificate. Be on the lookout for an email that will come from Canvas Catalog.      For any questions, please email Amy Frederick at <u>aeveeber2@illinois.edu</u> .      Technical Problems? <u>Please Contact Us</u> B.	
	Zoom Registration Information	

11.) On the following page fill out the Zoom Registration. You will need to do this to access the event!

> C @	O B ## https://us02web.zoom.us/meeting/register/hZc	tiduyn(Tio/GNXVU/V/29og	gqKvQku/QPQ)yv2#/regist	ration	2	6
	zoom				Support English -	
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		Meeting Regis	stration	Last Norme*	000	
		Heid		) ( Meyer		
		Email Address'		]		
		information you pro	even ovide when registering will be st by them in accordance with their	ared with the account owner and host and can be Terms and Privacy Policy.		

12.) Once the Zoom Registration is completed you will see a confirmation page you will receive an email from <u>no-reply@zoom.us</u> with the meeting information and link to join on the day of the event.

ZOOM		
	Yo	ou have successfully registered
	Plea	se check the confirmation email sent to hrmey**@illinois.edu
Тор	ic Exce	el Formulas, Functions, & Features Workshop
Dat	e & Time Sele Apr	cted Sessions: 26, 2024 10:00 AM
Der	cription This and feat prac How the : Colu	session is geared to CQI practitioners who have a basic understanding of Excel an interest in increasing their knowledge of specific formulas, functions, and pres. This is a demo-style, hands-on learning session. Participants will be able to tice specific skills with the guidance of an Excel coach in breakout room Office s at the end of the session. A data file will be provided to follow along and practice i demoed skills. Computer access will be needed to participate. Step-by-step uctions will be provided. The following formulas or features will be covered: Text to mns, Countif and Swiff and Pivot Tables.
		Didn't get an email? Click here to resend
n.us>		
		700m

Zoom <no-reply@zoom.us> To: @Meyer, Heidi R</no-reply@zoom.us>			
	zoom		
	Hello Heid Meyer, Thank you for registering for Excel Formulas, Functions, & Features Workshop. You can find information about this meeting below.		
	Excel Formulas, Functions, & Features Workshop		
	Date & Imme     Apt 20, 2024 10:00 - AM Central Imme (US and Canada)       Meeting ID     630 1537 2521		
	Passcode 584666		
	<u>Add to Calendari (ics)   Add to Google Calendar   Add to Yahoo Calendar</u> To edit or cancel your registration details, <u>click here</u> . Please submit any questions to: cqicommunity@gmail.com.		
	WAYS TO JOIN ZOOM		
	Join Meeting		
	If the bullon above does not work, paste this into your browser: https://ww02web.zoem.uw/w030153/25212 besc6848/1070/Erruhnity/NLBMERVLT.Thtml T3exiB.DQYAAAATVBsOBRZFWth2UISC2II3yzh0dk1ZdkYHVDhhAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA		

Please email <u>CQICommunity@gmail.com</u> with any questions.