

# 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 <https://illinois.catalog.instructure.com> with the login ID of hrmeyer@illinois.edu. Please set up a password for your new login ID of hrmeyer@illinois.edu on <https://illinois.catalog.instructure.com>.

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: <https://illinois.instructure.com/login/canvas>

Enter your email and password information you created.

5) You will see a Dashboard and your class should appear.

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.

Notifications. Tell us how and when you would like to be notified of events in Canvas.  
Notification Preferences

## Dashboard

**PACE**  
CQJ Excel Formulas, Functions, & Features Workshop Non-CEU

**UNIVERSITY OF ILLINOIS**  
URBANA-CHAMPAIGN

To Do  
Nothing for now

Recent Feedback  
Nothing for now

View Grades

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

https://illinois.instructure.com/courses/316

CQJ Excel Workshop Non-CEU

Home  
Modules

**PACE**  
PROFESSIONAL AND CONTINUING EDUCATION  
School of Social Work  
Illinois Community Group

**LIVE EVENT**

**CQJ Excel Formulas, Functions, & Features Workshop**

This session is geared to CQJ practitioners who have a basic understanding of Excel and an interest in increasing their knowledge of specific formulas, functions, and features. This is a demo-style, hands-on learning session. Participants will be able to practice specific skills with the guidance of an Excel coach in breakout room Office Hours at the end of the session. A data file will be provided to follow along and practice the 3 demoed skills. Computer access will be needed to participate. Step-by-step instructions will be provided.

This live webinar will take place on April 26 starting at 10:00am CST. Click below to access the Zoom registration link.

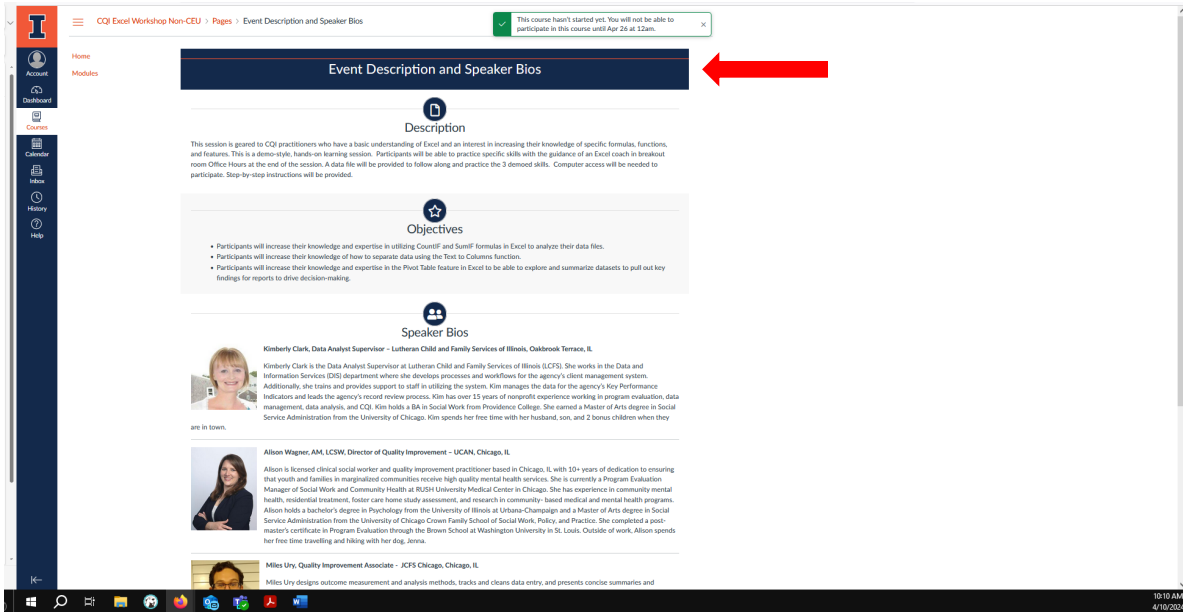
[Please click here to begin.](#)

View Course Stream  
View Course Calendar  
View Course Notifications

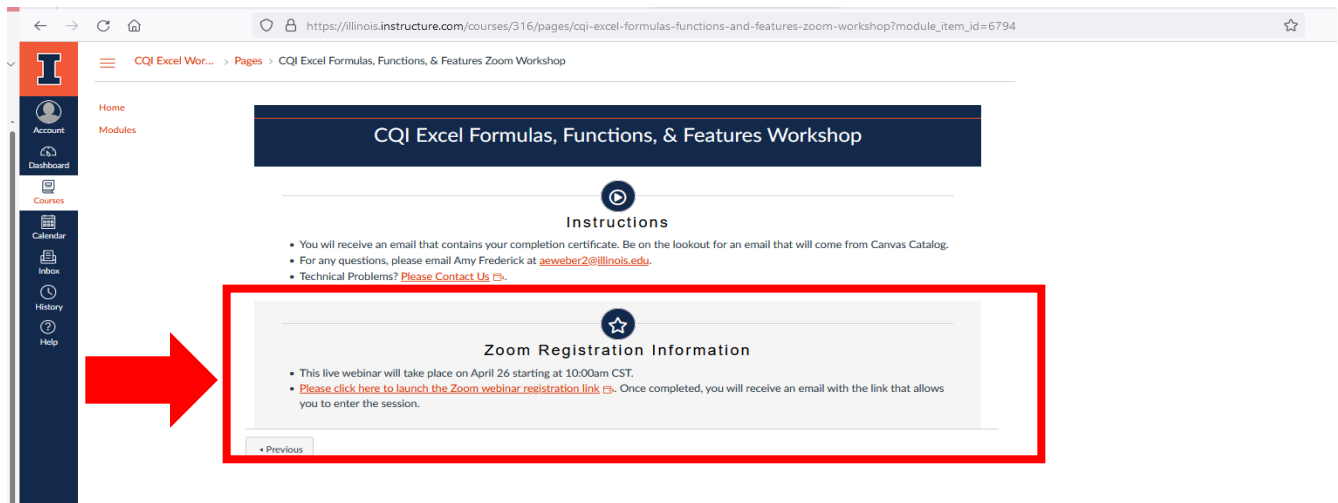
To Do  
Nothing for now

7) Press “Click here to begin”

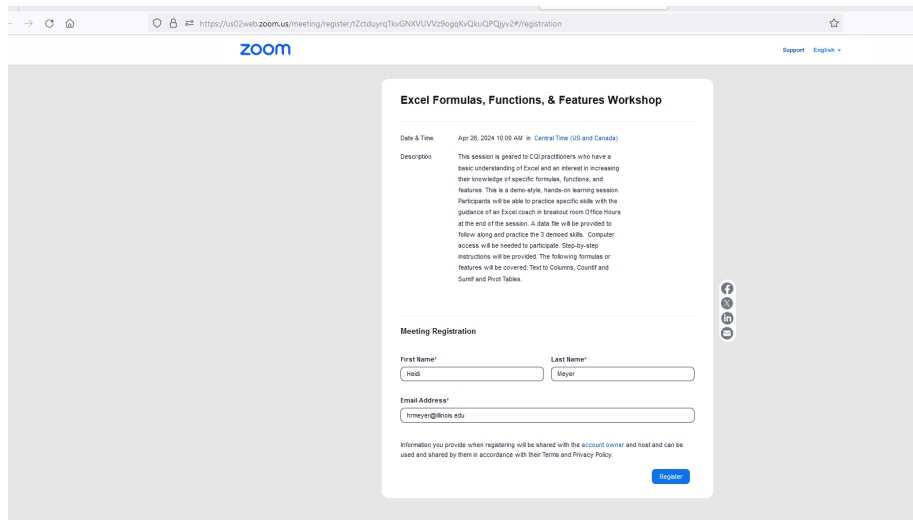
8) You will see the Event Description and Speaker Bios



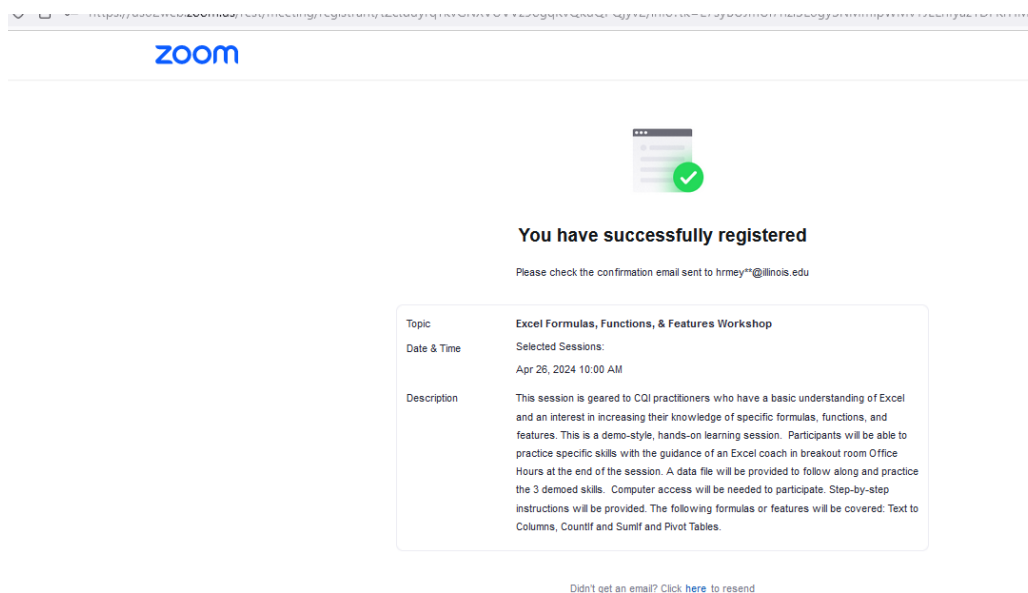
- 9) **Scroll down and push “Next” under the speaker bios at the bottom of the page**
- 10) You will then see the Zoom Registration Information. Click the link to register for the event.



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



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



Zoom <no-reply@zoom.us>  
To: Heidi R Meyer



Hello Heidi 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 & Time	Apr 26, 2024 10:00 AM Central Time (US and Canada)
Meeting ID	830 1537 2521
Passcode	504866

[Add to Calendar \(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

To edit or cancel your registration details, [click here](#).

Please submit any questions to: [cqcommunity@gmail.com](mailto:cqcommunity@gmail.com).

WAYS TO JOIN ZOOM

**Join from PC, Mac, iPad, or Android**

[Join Meeting](#)

If the button above does not work, paste this into your browser:

[https://us02web.zoom.us/j/83015372521?](https://us02web.zoom.us/j/83015372521?k=csCBARL0T09VETfAmNlUjxLDAiPAIVLToTb0nT3ooI8.DQYAAATVBoO8RZFVWkZU8CZiI3VzN0dkTzdkVHWdhnAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=sHwWnH1M4YVjNMinJyOGdUTNnWYlQQT09)

[k=csCBARL0T09VETfAmNlUjxLDAiPAIVLToTb0nT3ooI8.DQYAAATVBoO8RZFVWkZU8CZiI3VzN0dkTzdkVHWdhnAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=sHwWnH1M4YVjNMinJyOGdUTNnWYlQQT09](https://us02web.zoom.us/j/83015372521?k=csCBARL0T09VETfAmNlUjxLDAiPAIVLToTb0nT3ooI8.DQYAAATVBoO8RZFVWkZU8CZiI3VzN0dkTzdkVHWdhnAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=sHwWnH1M4YVjNMinJyOGdUTNnWYlQQT09)

Please email [CQCommunity@gmail.com](mailto:CQCommunity@gmail.com) with any questions.