



Welcome to Schulich ExecEd



We are thrilled to have you join us! Below, you will find some important information about the program and what to expect.

Canvas

Upon logging in, you will land on your **Dashboard** where you can see all your active programs. To access a specific course, simply click on the corresponding card. On the **Home** page, you will find a welcome letter from our Executive Director, Rami Mayer. The **Announcements** section contains course-related reminders. The **Modules** section is where you can access pre-work, program materials, and daily Zoom links.

Pre-Work

If there is pre-work required for your course, you will find it under the "Pre-Work" module in the Modules section of your dashboard. Please make sure to review all the materials provided in the module before your class starts. If there is an assessment included as part of your pre-work, it would have been highlighted in the "Important Information" email that was sent to you with your Canvas login. If you have any questions or concerns, please reach out to your course coordinator for assistance.

Virtual Classroom

The program will use Zoom as a Virtual Classroom. To join the class, please click the link provided under the **Zoom Meeting** module and allow 15 minutes before class to download the free Zoom application and test your speakers and microphone. We strongly encourage using video to connect with your peers and instructor.

Zoom Etiquette

It is recommended that you use headphones with a microphone whenever possible to avoid distracting background noise or remain muted when not speaking. Please take note of the chat and reaction buttons on the bottom menu bar. If disconnected, click the Virtual Classroom link to re-join the group.

Expectations

To successfully complete the program, attendance at each ZOOM Virtual Classroom session is mandatory as it is recorded. Without full participation, you will not be eligible to receive your certificate of completion. If you have any questions or concerns, please reach out to your program coordinator directly.

Access to Materials

You will have access to the materials for 90 days after the program ends. Please make sure to download whatever you will need.

Credly Badges

Once you have completed the program, you will receive a digital badge via Credly in your email account. These badges represent the skills you acquired in the course and are stored in a secure, blockchain-encrypted digital wallet. They can be shared easily on online profiles and used by employers to verify your qualifications and professional development. More information on Schulich ExecEd's digital credentials is available [here](#).

Browser Compatibility

We suggest using Chrome or Mozilla for the best experience with the online learning portal. While the portal may work on other browsers, we cannot guarantee full compatibility or optimal performance. Please ensure that your browser is up to date, and that you have a stable internet connection to avoid any issues while accessing the portal. If you have any further questions or concerns regarding accessing the online learning portal, please contact your course coordinator for assistance.

We hope that this orientation document has been helpful to you. If you have any additional questions or concerns, please do not hesitate to reach out to your program coordinator. We wish you all the best as you begin your journey with us!