







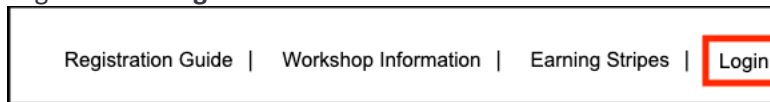
Accessing Your Workshop and Materials through the *Northeast You* Website

Note: Each *Northeast You* workshop will utilize a Canvas course which will be used by the participant to access overview, support, and content. To receive a certificate of completion and credit for attending the workshop, please know that you **MUST** complete all of the requirements of the course.

There are four main types of workshops currently being offered. The listing image and description will provide the workshop offering type.

F2F 	Workshops labeled as F2F tag will meet on a specific date, time, and location. Please review workshop listing for all details for attendance. If a certificate is awarded, you must complete the required Canvas materials as instructed by the facilitator.
Webinar 	Workshops labeled as a webinar will meet on the specific date and time identified. The workshop will be recorded for participants that cannot attend on the date specified. Participants will use the Canvas course to access the live or recorded webinar and will be required to complete the Canvas materials within 1-week to receive a certificate.
Online Course 	Workshops labeled as an online will meet on the specific dates. Participants must complete all required elements of the course during the specified dates to be awarded a certificate for participation. These courses will utilize assignments and discussions as course participation elements.
Community 	Workshops labeled as a community course will have specific dates for participation. Participants must complete all required elements of the course during the specified dates to be awarded a certificate for participation. These courses will be collaborative and interactive in nature.

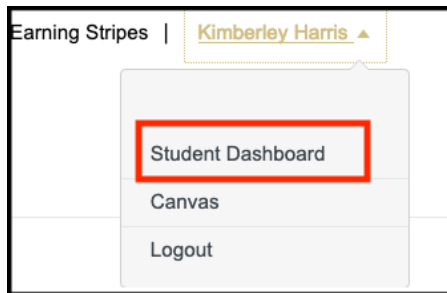
1. Log in to **Catalog**.



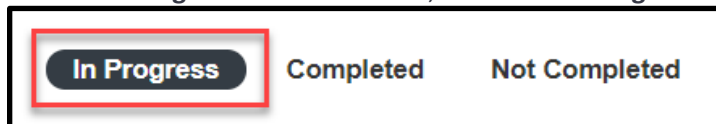
2. View the **Catalog Student Dashboard**.

Note: If the Catalog Student Dashboard does not appear:

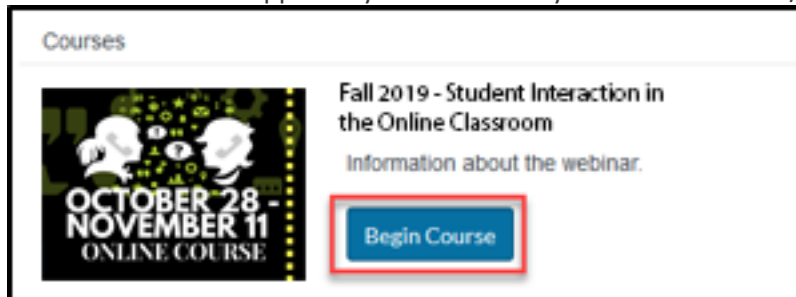
- Click on the arrow next to your name. This is the **Catalog User Menu**.
- Then click **Student Dashboard**.



3. On the **Catalog Student Dashboard**, click the “**In Progress**” tab.



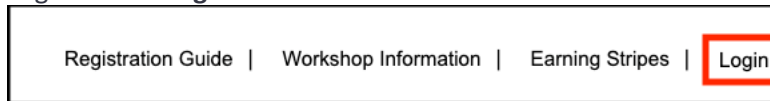
4. You will see a list of training sessions (Webinars and Courses) that are in progress. Locate the Webinar or Course you would like to access and click **Begin Course** or **Resume Course**. Note that **Resume Course** will appear if you have already started the course/webinar.



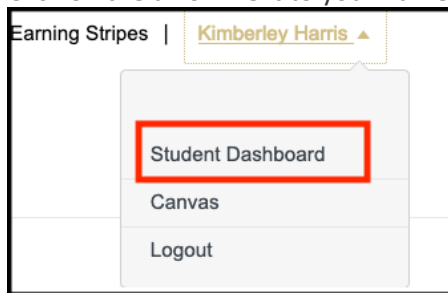
5. After clicking **Begin Course** or **Resume Course**, you will be redirected to the course in Canvas.
6. For additional information, visit the following Guides
 - a. “How do I use the Catalog Dashboard” Catalog Guide:
<https://community.canvaslms.com/docs/DOC-9617-26051256740>
 - b. “How do I begin a catalog course or program” Catalog Guide:
<https://community.canvaslms.com/docs/DOC-9611-26051255132>

Accessing the Canvas Link in Northeast You Website

1. Log in to **Catalog**.



2. Click on the arrow next to your name. This is the **Catalog User Menu**. Then click **Canvas**.



3. After clicking **Canvas**, you will be redirected to the Canvas Dashboard.
4. Click on the course on the **Canvas Dashboard where you can locate the workshop course**.
5. For additional information, visit the following Guides
 - a. "How do I use the Dashboard as a Student" Canvas Guide:
<https://community.canvaslms.com/docs/DOC-10587-4212710330>
 - b. All Canvas Guides: <https://community.canvaslms.com/docs/DOC-10701>