



## How to Register for Workshops

1. Once you are on the Northeast You's website (nemcc.catalog.instructure.com or use the Resources pin/quicklink in Canvas), you can view the current workshop offerings.

2. Open the course you would like to register for by clicking on the course listing's **arrow** icon.

Time limit: 1 day  
FREE | 1 credit



3. Scroll to the bottom of the page and click the **Enroll** button.

4. You will be taken to the **Enrollment Information** page.

- **Existing Users:** If you have an existing Canvas account with Northeast, click the **"Sign in here"** link and log in with your Northeast/Canvas credentials.
- **New Users:** If you are a new user, complete the form and click **Enroll in Course**. Catalog will then send you a confirmation email for you to complete your registration.

5. For additional information, visit the following guides:

- "How do I enroll in a Catalog course" Catalog Guide: <https://community.canvaslms.com/docs/DOC-9630-26051255063>
- "How do I complete my registration for a catalog course or program" Catalog Guide: <https://community.canvaslms.com/docs/DOC-9631-26051257585>



### Fall 2019 - The New Canvas Gradebook 10:00 AM

Canvas has updated the functionality of its gradebook. In this session, you will get up to speed with the new features available in the New Gradebook. Some of the features you rely...

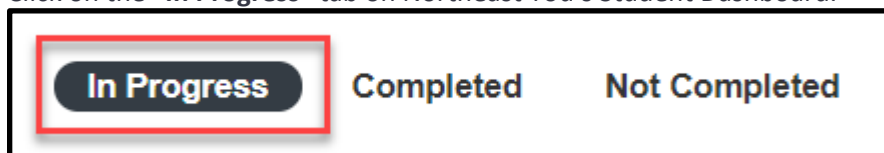


Time limit: 1 day  
FREE | 1 credit

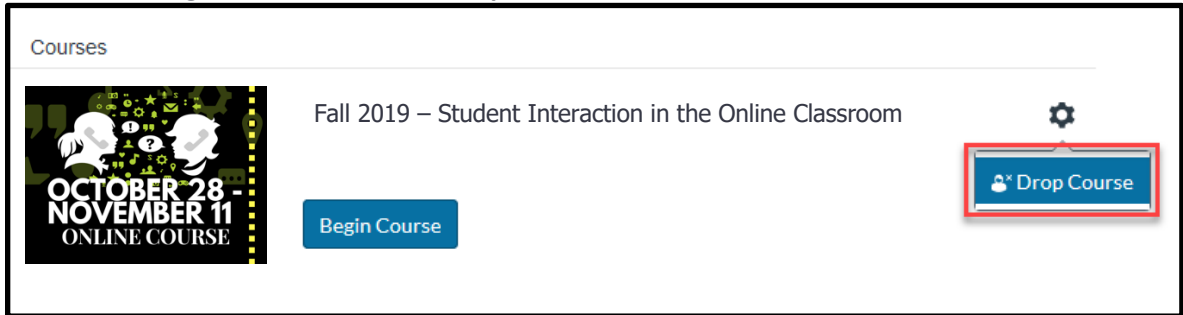


## How to Drop a Course

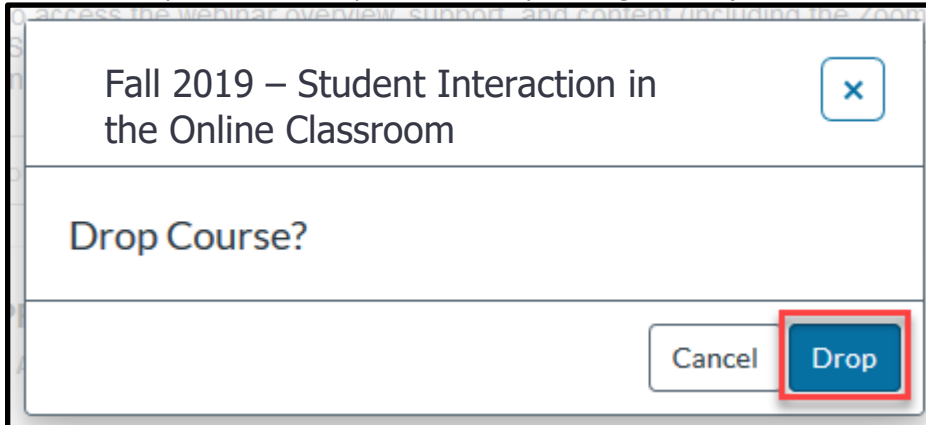
1. Once you are on the Northeast You's website (nemcc.catalog.instructure.com or use the Resources pin/quicklink in Canvas), you can login to the system with your Northeast credentials.
2. Click on the **"In Progress"** tab on Northeast You's Student Dashboard.



3. Click the **Settings** icon and then click **Drop Course**.



4. Confirm that you want to drop the course by clicking the **Drop** button.



5. For additional information, visit the “How do I drop a Canvas Network or Catalog course or program” Catalog Guide: <https://community.canvaslms.com/docs/DOC-9549-26051104316>

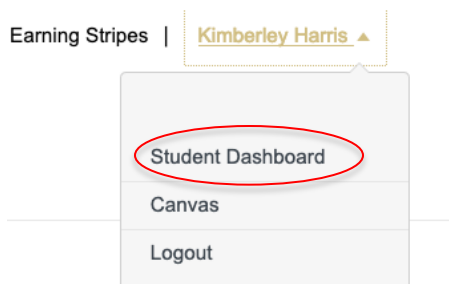
## How to View the Certificate of Completion

**Note:** If a course is awarding a certificate, you may use the instructions to access and save your certificate. Certificate courses require you to complete all Modules within the course or supplemental webinar course (including all items within each module), before you will be awarded a Certificate of Completion for Northeast You courses.

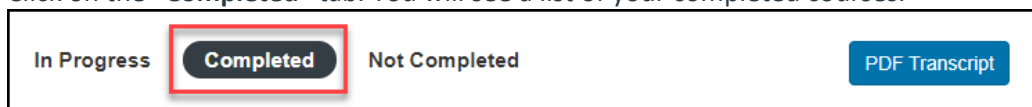
1. Login to **the Northeast You Website**.
  - Click **Login** at the top right of the screen and login with your Canvas username and password.

Registration Guide | Workshop Information | Earning Stripes | **Login**

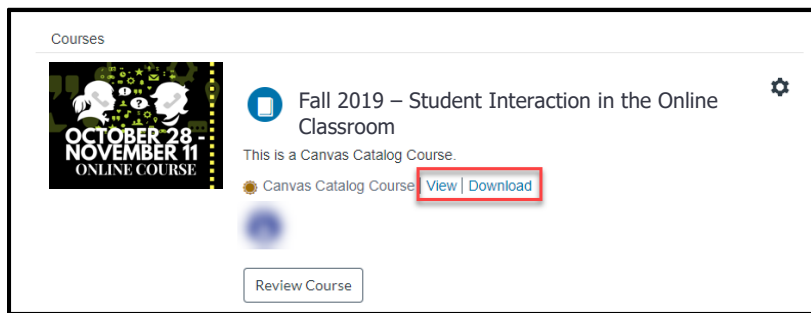
2. If the Student Dashboard doesn't appear, click on the dropdown box next to your name and click **Student Dashboard**.



3. Click on the **"Completed"** tab. You will see a list of your completed courses.



4. To view or download the certificate for a completed course, click the **View** or **Download** button.



5. For additional information, visit the “How do I view the certificate of completion for a Catalog course or program” Catalog Guide: <https://community.canvaslms.com/docs/DOC-9618-26051255136>

***\*It is the participant's responsibility to following the Earning Tiger Stripes program requirements to receive credit for participation.***