## Access to Microsoft TEAMS Canvas Course

## TASK: Register in PLZ for the Microsoft TEAMS for Schools and Central Office Collaboration course

Step 1: Log in to PLZ using your active directory account.	Step 2: Click on COURSES from the horizontal menu listings.	Step 3: Under the Course Search section, click on Advanced Search.	<b>Step 4:</b> From the list of <i>Advanced Search</i> <i>Opportunities,</i> enter <b>CADRE304</b> (no spacing) into the search field for the <i>Course Number.</i>
PLZ		Course Search Search for a course or section.  Advanced Search show All	Advanced Learning Opportunities Search   Advanced Learning Opportunities Search   Advanced Learning Opportunities Search   Advanced Learning Opportunities Search   Course Number:   Search Number:
Step 5: The appropriate	<b>Step 6</b> : On the <i>Course Registration</i>	Step 7: Congratulations! You have	Step 8: Log in to Canvas to access your
course will populate at the	page, confirm the course selection by	successfully registered for CADRE304	dashboard.
bottom of the screen.	verifying the course information.	Microsoft TEAMS for Schools and	
(CADRE304 Microsoft TEAMS		Central Office Collaboration in PLZ.	From your email, click on the App
for Schools and Central Office	Then, click the <b>Next</b> button.		Launcher icon located in the top left
Collaboration.)		Congratulations Congratulations	corner of your email.
	Course Registration	Register for Microsoft TEAMS for Schools and Central Office Collaboration	
Click <b>Register</b> to register for	Registering for Course: Microsoft TEAMS for Schools and Central Office Collaboration Confirm Course: Selection	Congratulations You have successfully registered for Microsoft TEAMS for Schools and Central Office Collaboration.	Utlook
the course.	Please confirm the following information to complete the course registration. Click Next to continue	This event has also been updated to the JONESSESIESX Long OfficeBos Calendar. Click here to connect to another calendar Go To Course My Course List Course Search	
	Course Information Course Title: Microsoft TEAMS for Schools and Central Office Collaboration Location/Room CANVAS		New message
Monthant     Monthantt     Monthantt     Monthantt     Monthantt     Monthantt     Monthant	Section: Murisoft TEMS for Schools and Central Office Collaboration Street Address: Credit Nours Howmark do I have State: State:	*Once registered in PLZ, you will receive a confirmation email and this	> Favorites
Cells is author to requeer  and it is a constrained by the first for balance and constrainty  and and any approximate a strain any approximate a strainty  approximate a strainty appro	Cless Dates: 03/15/2020 - 05/10/2020	course will automatically populate on your Canvas dashboard!	$\checkmark$ Folders

## Access to Microsoft TEAMS Canvas Course

## TASK: Login to Canvas to Access Microsoft TEAMS for Schools and District Offices Collaboration

