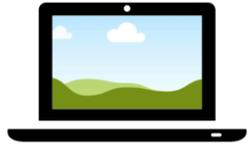




Access to Microsoft TEAMS Canvas Course

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

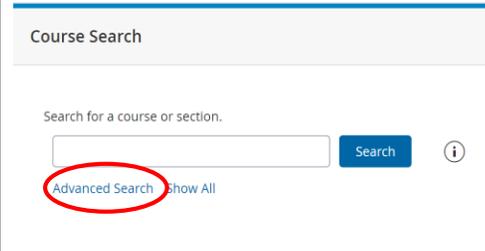
Step 1: Log in to PLZ using your active directory account.



Step 2: Click on **COURSES** from the horizontal menu listings.

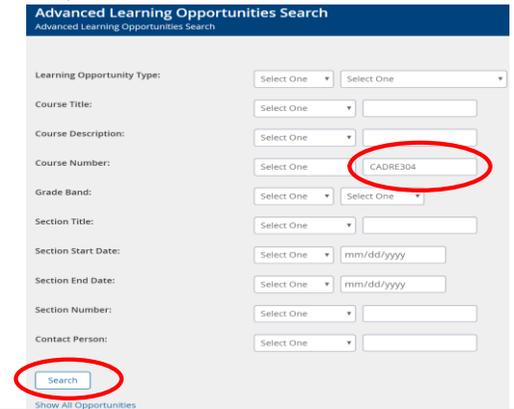


Step 3: Under the Course Search section, click on **Advanced Search**.



Step 4: From the list of *Advanced Search Opportunities*, enter **CADRE304** (no spacing) into the search field for the *Course Number*.

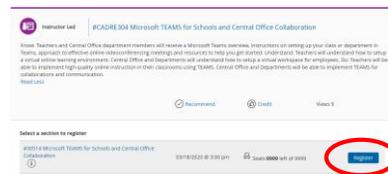
Then, click **Search**.



Step 5: The appropriate course will populate at the bottom of the screen.

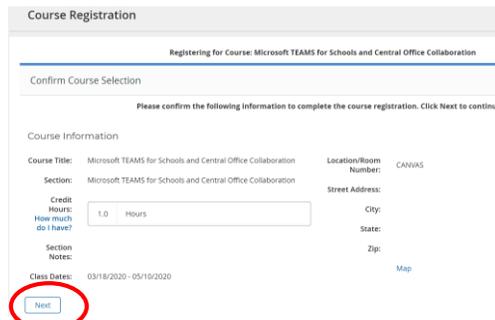
(CADRE304 Microsoft TEAMS for Schools and Central Office Collaboration.)

Click **Register** to register for the course.

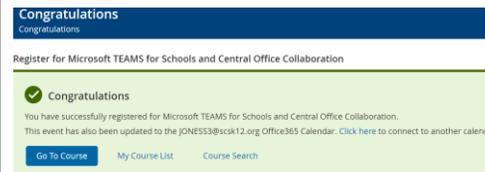


Step 6: On the *Course Registration* page, confirm the course selection by verifying the course information.

Then, click the **Next** button.



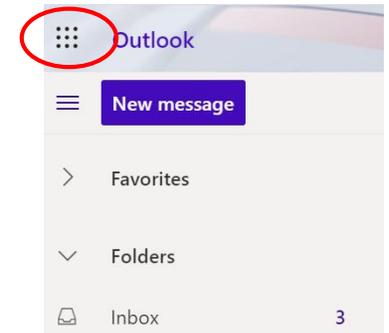
Step 7: Congratulations! You have successfully registered for **CADRE304 Microsoft TEAMS for Schools and Central Office Collaboration** in PLZ.



*Once registered in PLZ, you will receive a confirmation email and this course will automatically populate on your Canvas dashboard!

Step 8: Log in to **Canvas** to access your dashboard.

From your email, click on the App Launcher icon located in the top left corner of your email.

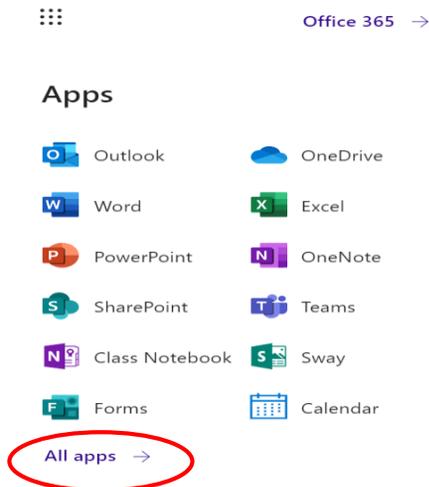




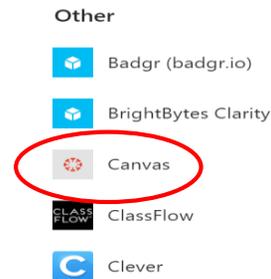
Access to Microsoft TEAMS Canvas Course

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

Step 9: Click on **All Apps** to expand the App list.



Step 10: Scroll down to 'Other' to locate the **Canvas** app icon. Click on the **Canvas** app.



*This action should automatically log you in to Canvas using your active directory credentials.

*If you are unable to log in to Canvas please contact the CadreCanvasSupport@scsk12.org.

Step 11: Click on **Microsoft TEAMS for Schools and Central Office Collaboration** to access the course.

