

### **Instructions for Using Canvas Website for CTP Review Class - 2017**

**Step 1:** Send an e-mail with the e-mail address you would like to use for the course registration to: [djmasson@treasuryacademy.org](mailto:djmasson@treasuryacademy.org)

**Step 2:** You will receive an invitation from:  
Instructure Canvas <notifications@instructure.com>

It will look something like the sample below:

You've been invited to participate in the course, CTP Prep Course - ETM5 - 2017.

Course role: Student

Name: ***Your E-mail Address will be here***  
Email: ***Your E-mail Address will be here***

Get Started: ***[In your e-mail a link to register will be provided here]***

**Step 3:** Click on the link in the e-mail and you will be taken to the Canvas website for the course – then click on the ACCEPT button to complete the registration. You will be prompted to set a password for your account. Your e-mail address and password will be used to access the account in the future.

**Step 4:** Once you are registered you can return to the course site by using the following address: <https://canvas.instructure.com/login>

Remember that your e-mail address and password will be needed to login.

**Step 5:** Once you are on the site, click on the Modules link on the left-hand side to see the course modules and content within those modules.

Each module is divided into short sessions (10-30 minutes each) and copy of the lecture notes (Slides) and a link for the streaming video is provided for each. At the end of the module, there is a short 20-question quiz covering the material in that module. See the course syllabus for listing of the chapters covered in each module and more information on the format of the course.

Sample exams, modeled after the actual CTP exam are provided in the last module of the course (#12).

In addition, the course site has a help button and downloadable user manual to provide additional information on the various features.