

Region 7 Online Course FAQs

To move directly to one of the questions (and its answer) listed below, click on the question link below.

- [I have registered for an online course. Where is my link to enroll in the course?](#)
- I have my link to the course. Now what do I do?
If this is your first online course in the Region 7 Canvas system [click here](#).
If you have ever taken any other courses in the Region 7 Canvas system [click here](#).
- [How can I enroll in my online course in Canvas without my link?](#)
- [I can't remember my username or password for Region 7 Canvas. How can I retrieve it?](#)
- [I have enrolled in my online course but need to get back to it. How do I get to the course?](#)
- [How do I know if I have completed all or part of an online course?](#)
- [How do I get my certificate for my online course?](#)
- [I need help registering for my online course. Who do I contact?](#)
- [I have a technical issue with my online course. Who do I contact?](#)
- [I have a problem or question about an eTrain course. Who do I contact?](#)
- **NEW!** [How can I access my Canvas course on a mobile device \(phone or tablet\)?](#)

I have registered for an online course. Where is my link to access the course?

- Check your email for a registration confirmation email or 5-Day Reminder email. In either of those emails you will see a link that had the word “enroll” in it. This is the link you will use to enroll in the course in the Region 7 Canvas system.

If payment is required, mail to: Region 7 ESC, Attn: Accounts Receivable, 1909 N. Longview St., Kilgore, Tx 75662. The ESC policy is to change a participant's registration status to "dropped" if payment is not received 7 days prior to the session start.

To access your course use this link: https://esc7.instructure.com/enroll/**** 

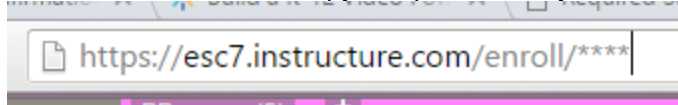
For Online Courses - Please contact helpdesk [903-988-6940](tel:903-988-6940) for any login problems.

I have my link to the course. Now what do I do?

If this is your first time in the Region 7 Canvas system:


Click [HERE](#) for a video of this process.

- Click on the enroll link from your registration confirmation or 5-Day Reminder email. If the link will not work from the email, copy and paste it into your browser address bar.



- At the top of the enroll page, verify that the correct course name is present.
- Complete the following steps:
 1. Enter your district email address in the “Email” field.
 2. Click the button next to “I am a new user.”
 3. Enter your first and last name in the “Full Name” field.
 4. Click the box next to the statement “I agree to the terms of use and privacy policy”.
 5. Click the blue “Enroll in Course” button.


See below for an illustration of this process.




Enroll in iPad Apps for Creating - September


You are enrolling in iPad Apps for Creating - September.

Please enter your Email:

Email 1 


I am a new user 2 


I already have a Region 7 ESC CANVAS login

Full Name 3 

I agree to the [terms of use](#) and [privacy policy](#).

NOTICE

If you have already registered for this course and need to log in, please [click here](#).
To reset a forgotten password, please [click here](#) and use the 'Forgot Password?' link on the page. 5 

[View Privacy Policy](#) 

[Enroll in Course](#)

On the next screen, click the blue “Enroll in Course” button.

Enroll in iPad Apps for Creating - September

You are enrolling in iPad Apps for Creating - September

NOTICE

If you have already registered for this course and need to log in, please [click here](#).
To reset a forgotten password, please [click here](#) and use the 'Forgot Password?' link on the page.

[View Privacy Policy](#) 

 [Enroll in Course](#)

- If the course is already open for participation (the start date has already passed), you will see 2 buttons: “Go to Course” and “Go to Dashboard”. If you are ready to begin the course, click on “Go to Course”. Otherwise, you may click “Go to Dashboard”. Or, you may simply close the window to come back at a later time (see below for more information)
- If the course is not open for participation (it is before the start date for the course), you will only see the button “Go to Dashboard”. An email will be sent to you just before the start date to remind you about the course. You may close this window.

Enroll in iPad Apps for Creating - September

You have successfully enrolled in iPad Apps for Creating - September.

We'll send you an email shortly before the course begins.

NOTICE

If you have already registered for this course and need to log in, please [click here](#).
To reset a forgotten password, please [click here](#) and use the 'Forgot Password?' link on the page.

[Go to your Dashboard](#)

Important! An email will be sent to you from Instructure Canvas to complete the account creation process and set up a password for your Canvas account. You must create a password so that

you can access your Region 7 online courses and for future registrations.

From: Instructure Canvas <notifications@instructure.com>

Sent: Wednesday, August 24, 2016 7:25 PM

To: *****

Subject: Confirm Registration: Canvas



[Click here to finish the registration process](#)

Thank you for registering with Canvas! This email is confirmation that the user ***** is registering for a new account at esc7.instructure.com.



[Update your notification settings](#)

I have my link to the course. How do I get to the course?

If you have already taken a course in the Region 7 Canvas system at any time:

1. Enter your Email in the "Email" field.
2. Select "I already have a Region 7 ESC CANVAS login".
3. Type your Canvas password in the "Password" field. *Note: If you do not see the password field, click "I am a new user" then "I already have a Region 7 ESC CANVAS login" to refresh the page and display this field.*
4. Click the blue "Enroll in Course" button.

See below for an illustration of this process.

The screenshot shows the Canvas enrollment interface. At the top is the Canvas logo. Below it, the course title "Enroll in iPad Apps for Creating - September" is displayed. A sub-header reads "You are enrolling in iPad Apps for Creating - September". The form prompts the user to "Please enter your Email:" and features an "Email" input field with a red arrow labeled "1" pointing to it. Below the email field are two radio button options: "I am a new user" and "I already have a Region 7 ESC CANVAS login". The second option is selected, with a red arrow labeled "2" pointing to it. Below these options is a "Password" input field with a red arrow labeled "3" pointing to it. At the bottom of the form is a blue "Enroll in Course" button with a red arrow labeled "4" pointing to it. A "NOTICE" section is present, stating: "If you have already registered for this course and need to log in, please [click here](#). To reset a forgotten password, please [click here](#) and use the 'Forgot Password?' link on the page." A "View Privacy Policy" link is also visible at the bottom left.

- If the course is already open for participation (the start date has already passed), you will see 2 buttons: “Go to Course” and “Go to Dashboard”. If you are ready to begin the course, click on “Go to Course”. Otherwise, you may click “Go to Dashboard”. Or, you may simply close the window to come back at a later time (see below for more informat
- If the course is not open for participation (it is before the start date for the course), you will only see the button “Go to Dashboard”. An email will be sent to you just before the start date to remind you about the course. You may close this window.

Enroll in iPad Apps for Creating - September

You have successfully enrolled in iPad Apps for Creating - September.

We'll send you an email shortly before the course begins.

NOTICE

If you have already registered for this course and need to log in, please [click here](#).

To reset a forgotten password, please [click here](#) and use the 'Forgot Password?' link on the page.

[Go to your Dashboard](#)

How can I enroll in my online course in Canvas without my link?

If you can't find your registration confirmation email or otherwise don't have your enroll link for your Canvas course you can also enroll in the course directly through the Region 7 Workshop page.

- Go to <http://www.esc7.net/>
- Click “Workshops”
- Click “My Dashboard”
- Log in to the Dashboard using the same way you register for sessions with Region 7.
- Click “My Current Sessions” under “All Sessions”

When the list of current sessions populates on the screen, select “Online Course” or “Virtual BTSC” under the Location column to the right of the name of the course you wish to access:

MY CURRENT SESSIONS

Region 7 sessions you are currently registered for are listed below. Click “View Details” for additional information.

DATE	SESSION TITLE	TYPE	LOCATION	SESSION #	STATUS	CANCEL	VIEW
7/10/2017	MIS Workshops		Online Course	060137	Confirmed	N/A	View Details

In the pop-up window that appears, select the option that applies to you to enroll in/access the course.

If you still can't enroll in your Canvas online course, call or email the registration contact for the session or call (903)988-6940 to reach the Region 7 Help Desk.

I can't remember my username or password for Region 7 Canvas. How can I retrieve it?

- Go to <https://esc7.instructure.com> and click "Forgot Password?" Enter in the email address you used to create your Canvas account and then click "Request Password".
- An email will be sent from Instructure Canvas to set a new password for the account. Be sure to check your junk mail folder if you do not see this message.
- If you are still unable to log in, contact the Region 7 Help Desk at (903)988-6940.

I have enrolled in my online course but need to get back to it. How do I get to the course?

- Go to <https://esc7.instructure.com> and log in using the email address and password you set up when you created your account in the Region 7 Canvas system.
- Once logged in, you will be on the Dashboard page in Canvas.
- Click on the name of the course you want to complete and you will be directed to the course home page. Note: If you do not see the course on your Dashboard, then the course is not available for participation. If you believe the course should still be open, call or email the registration contact for the session or the course facilitator.

How do I know if I have completed all or part of an online course?

- From within the course, click on the "Modules" tab on the left side of the page. You will see a green check mark next to the name of each item you have completed in the course. If you see a gray cloud then the item still needs to be completed. Click on the first item listed with a gray cloud to pick up where you left off.
- If the course does not have a "Modules" tab, click on the "Grades" tab to see graded items for the course. Any items that do not have a grade must be completed for credit in the course.

How do I get my certificate for my online course?

- Certificates will be available through the Region 7 registration system *approximately 3-4 days* following the end date of a course.
- Login to the registration system at <https://misweb.esc7.net/mis/rgimyregion7.asp>
- Click "My Dashboard" and log in using the credentials you use to register for Region 7 sessions.
- Verify your profile information (be sure to check your district and email address carefully!) then click "Confirm".
- Click "My Past Sessions".
- A table will show displaying all sessions you have completed at Region 7. Click the "Certificate" link to access your certificate. Note: You will need to complete the online evaluation before the certificate is available.

I need help registering for my online course. Who do I contact?

- Call or email the registration contact for the session. This information is found at the bottom of the session information box from the Region 7 Workshop page.

I have a technical issue with my online course. Who do I contact?

- Contact Help Desk at (903)988-6940 or canvas@esc7.net.
- Please be prepared to provide the session number, type of problem and your contact information (name, district, phone number and email address) so that we can help you.

I have a problem or question about an eTrain course. Who do I contact?

- Contact Rhonda Baird at (903)988-6842 or rbaird@esc7.net.
- eTrain courses include the following courses:
 - Bullying - Peer Abuse
 - Issues for Substitute Teachers
 - Bloodborne Pathogens
 - Ethics in Education
 - Special Education Concepts
 - Sexual Harassment - Non-Certified
 - Sexual Harassment - Certified
 - Sexual Harassment - Supervisors
 - Legal - School Board Orientation
- For all other courses, contact the Registration Contact for the session.

NEW! How can I access my Canvas course on a mobile device (phone or tablet)?

1. Install the **Canvas Student** app from Google Play store for Android or iTunes store for Apple (links provided below).
 - [Google Play](#)
 - [iTunes](#)
2. Open the Canvas Student app on your device.
3. When prompted for your school name, enter esc7.instructure.com
4. Log in with your Region 7 Canvas username and password.
5. You will see a list of your Canvas courses. Click the name of the course you want to access.