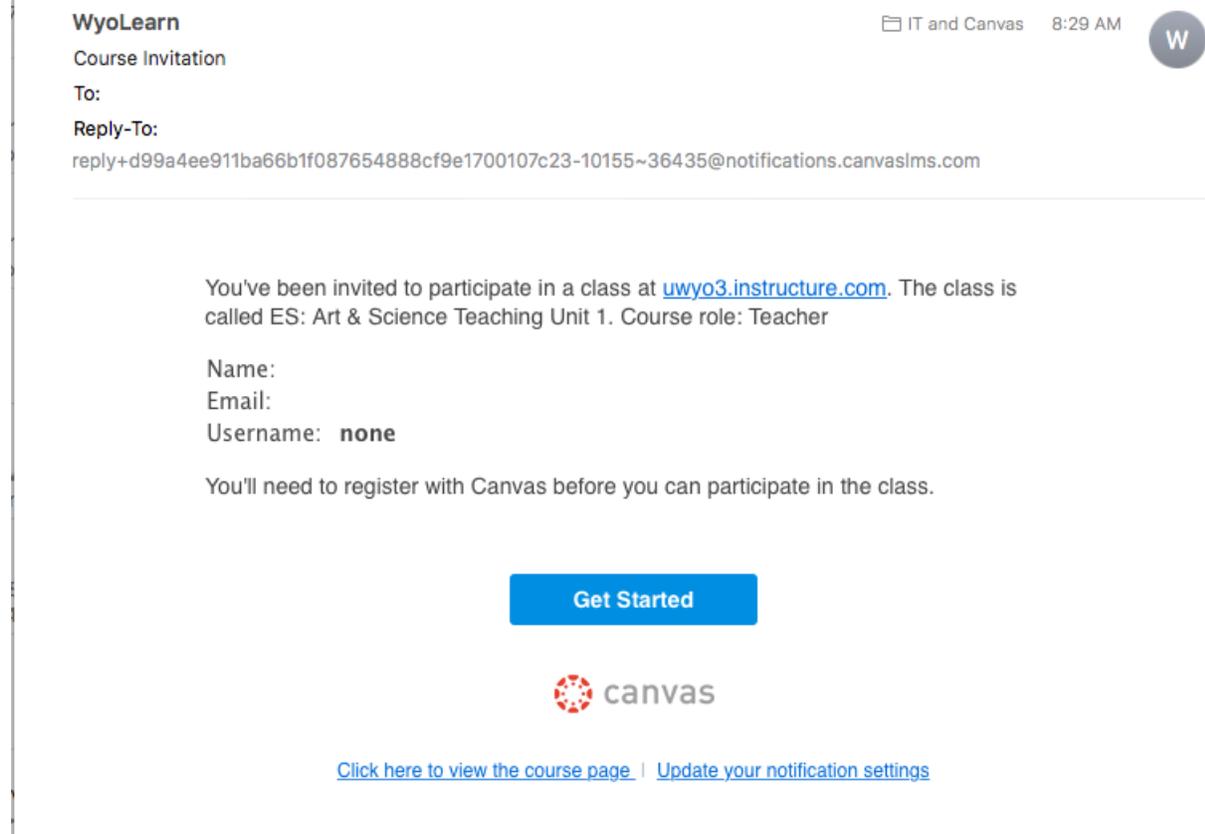


Accessing WyoLearn as an Instructor

If you have never accessed WyoLearn and you are added as an instructor to a WyoLearn course, you will receive an email similar to the one below. Click the “Get Started” button to finish setting up your WyoLearn account.



You will be taken to the course shell for the course. Click “Accept” at the top of the page to accept the course invitation.

ES: Art & Science Teaching Unit 1

You are not currently logged in, possibly due to a long period of inactivity. [Login](#)

You have been invited to join [ES: Art & Science Teaching Unit 1](#) as a teacher

[Decline](#) [Accept](#)

[View Course Stream](#)

ES: Art & Science Teaching Unit 1

Coming Up [View Calendar](#)
Nothing for the next week

Welcome to your enrichment course at the University of Wyoming!

logo_university-of-wyoming-cowboys-cowboy-on-bucking-horse-1.png

- Click [here](#) to access the course modules and get started.
 - Note: You will need to fill out the "General Information Survey" before additional content will become available.

Click the “Create My Account” button.

canvas

Welcome Aboard!

You've been invited to join **ES: Art & Science Teaching Unit 1**. To accept this request you need a Canvas account. Click the link below to create a Canvas account.

[I Have a Canvas Account](#) [Create My Account](#)

Enter the email that the course invitation was sent to in the “Login:” field. Then set your password, select your time zone, check the “I agree to the Acceptable Use Policy” box, and click “Register.”



Welcome Aboard!

In order to finish signing you up for the course **ES: Art & Science Teaching Unit 1**, we'll need a little more information.

Login:

Password:

Time Zone:

I agree to the [Acceptable Use Policy](#)

Register

You will return to the course shell in Canvas where you can begin creating content.

ES: Art & Science Teaching Unit 1

Home

ES: Art & Science Teaching Uni... Edit

Welcome to your enrichment course at the University of Wyoming!

logo_-university-of-wyoming-cowboys-cowboy-on-bucking-horse-1.png

- Click [here](#) to access the course modules and get started.
 - Note: You will need to fill out the "General Information Survey" before additional content will become available.

Course Status

Unpublish Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

Coming Up View Calendar

Nothing for the next week

For additional help or if you have any questions, click the "Help" tab to view the options available for WyoLearn support.

Help

Canvas Support Hotline 24/7
1-855-778-9971

Report a Problem to Canvas 24/7
If Canvas misbehaves, tell us about it

UWIT Help Desk
307-766-4357

UW Email Support
Contact UW Support via email

Search the Canvas Guides
Find answers to common questions

Ask the Community
Get help from a Canvas expert

Submit a Feature Idea
Have an idea to improve Canvas?

ES: Art & Science Teaching Unit 1

ES: Art & Science Teaching Uni... Edit

Welcome to your enrichment course at the University of Wyoming!

logo_-university-of-wyoming-cowboys-cowboy-on-bucking-horse-1.png

Click [here](#) to access the course modules and get started.

- Note: You will need to fill out the "General Information Survey" before additional content will become available.

Course Status

Unpublish Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

Coming Up View Calendar

Nothing for the next week

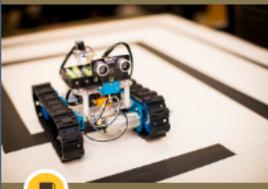
If you already have an existing WyoLearn account, go to wyolearn.uwyo.edu to access the WyoLearn homepage. Click the “Login” link at the upper-right corner of the screen.

UW UNIVERSITY of WYOMING Login

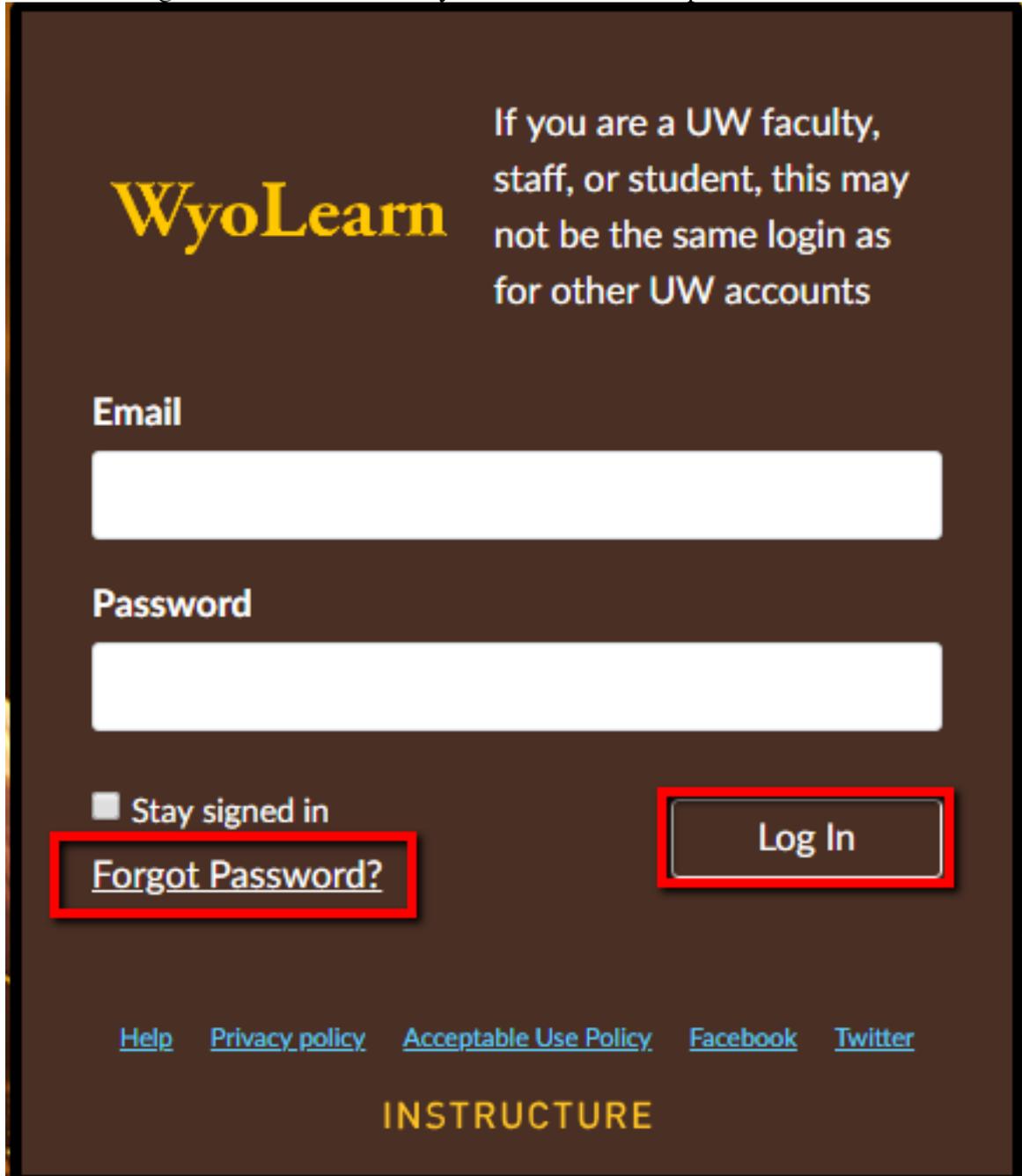
WyoLearn Catalog

Engage in more than a Course:
ENGAGE IN A LEARNING EXPERIENCE

Enroll in open, online courses from the University of Wyoming

 Extension Catalog	 UW Training Catalog	 Upward Bound Catalog	 Wyoming Institute for Disabilities (WIND) Catalog
 Wyoming Center On Aging (WyCOA) Catalog	 Enrichment Catalog	 JET - Just In Time Excellence In Teaching	

Enter your email and password, then click “Log In.” If you do not remember your password, click the “Forgot Password?” link and you will be emailed a password reset link.



WyoLearn

If you are a UW faculty, staff, or student, this may not be the same login as for other UW accounts

Email

Password

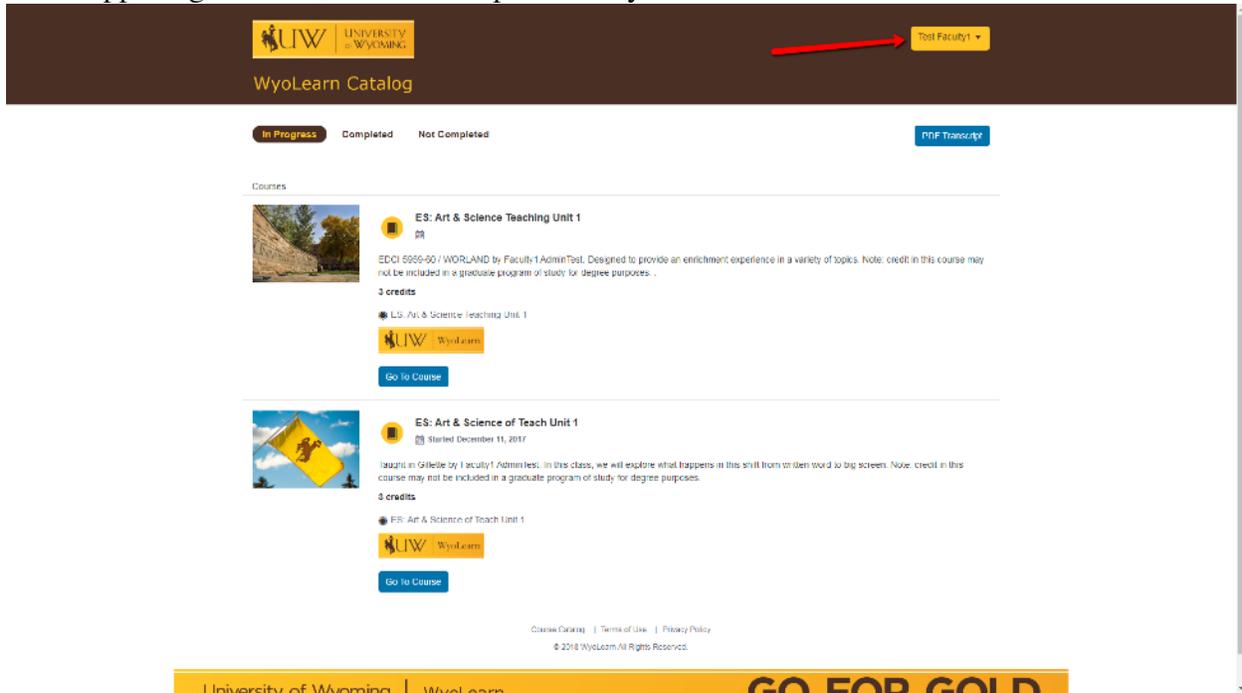
Stay signed in

[Forgot Password?](#)

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

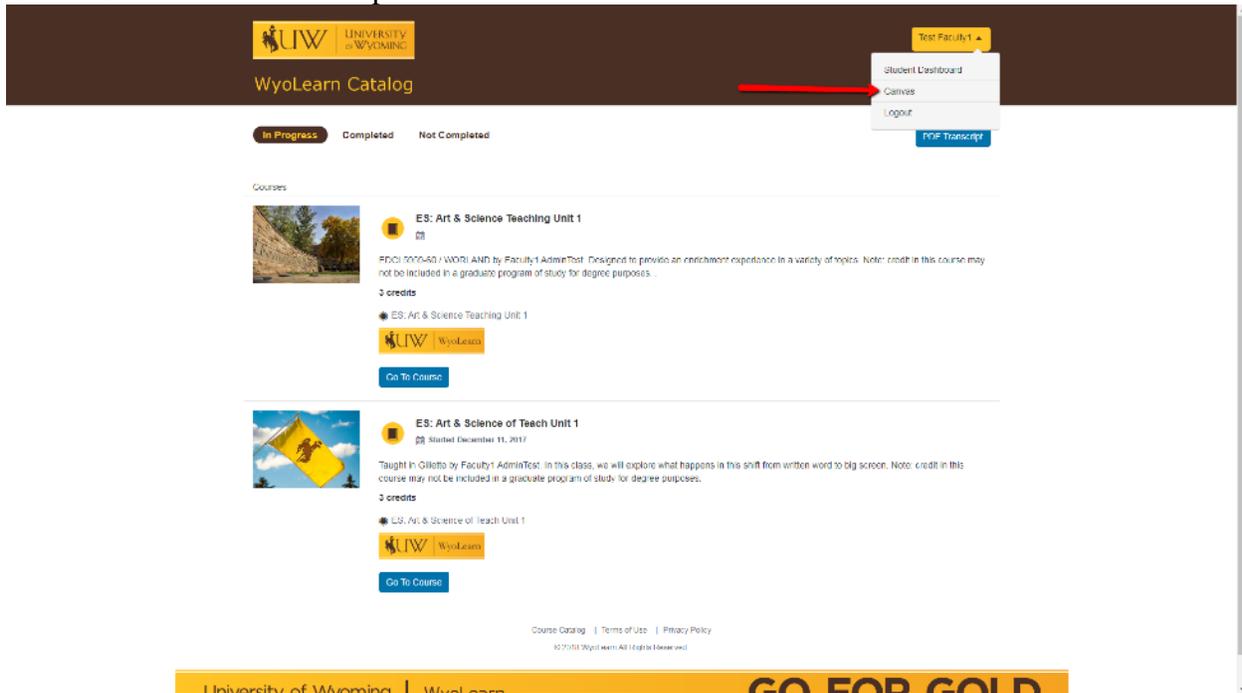
INSTRUCTURE

In the upper-right corner, click the dropdown on your username.



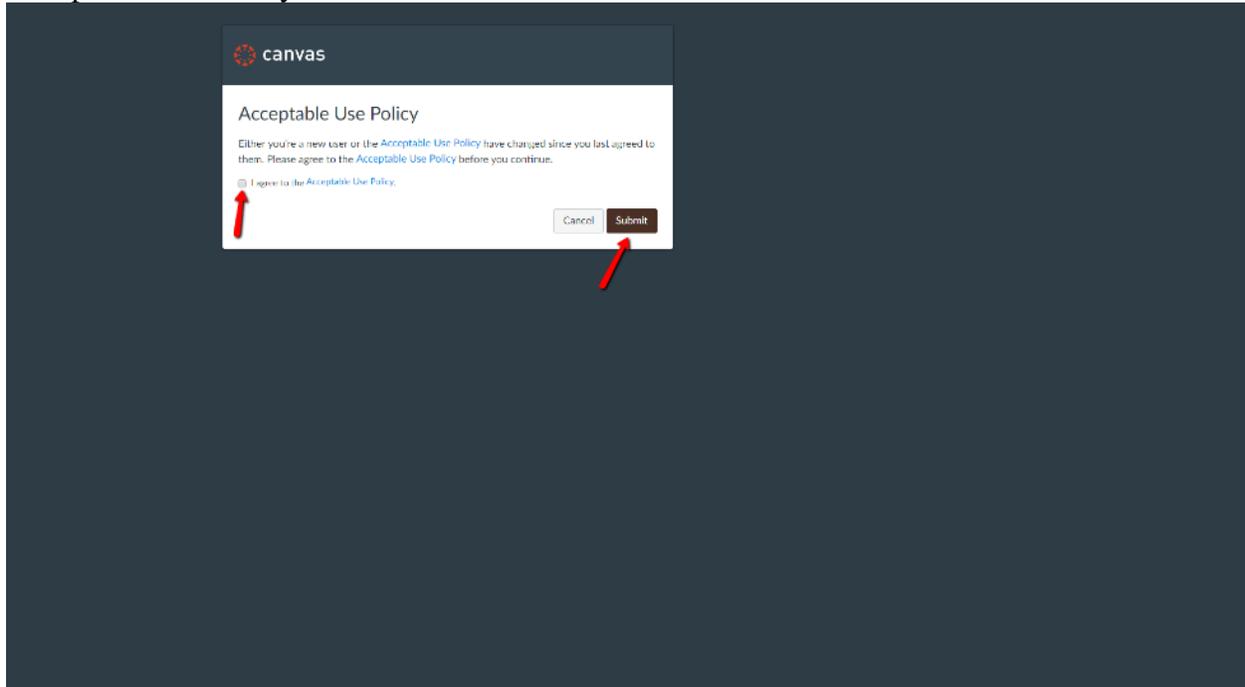
The screenshot shows the WyoLearn Catalog homepage. At the top right, the user's name "Test Faculty1" is displayed in a yellow dropdown menu. A red arrow points to this dropdown. Below the header, there are tabs for "In Progress", "Completed", and "Not Completed", along with a "PDF Transcript" button. The main content area lists two courses under the heading "Courses". The first course is "ES: Art & Science Teaching Unit 1" (EDCI 5955-60 / WORLAND) by Faculty1 AdminTest, with 3 credits. The second course is "ES: Art & Science of Teach Unit 1" (Started December 11, 2017), also with 3 credits. At the bottom, there are links for "Course Catalog", "Terms of Use", and "Privacy Policy", and a copyright notice for 2018 WyoLearn.

Click "Canvas" from the dropdown menu.

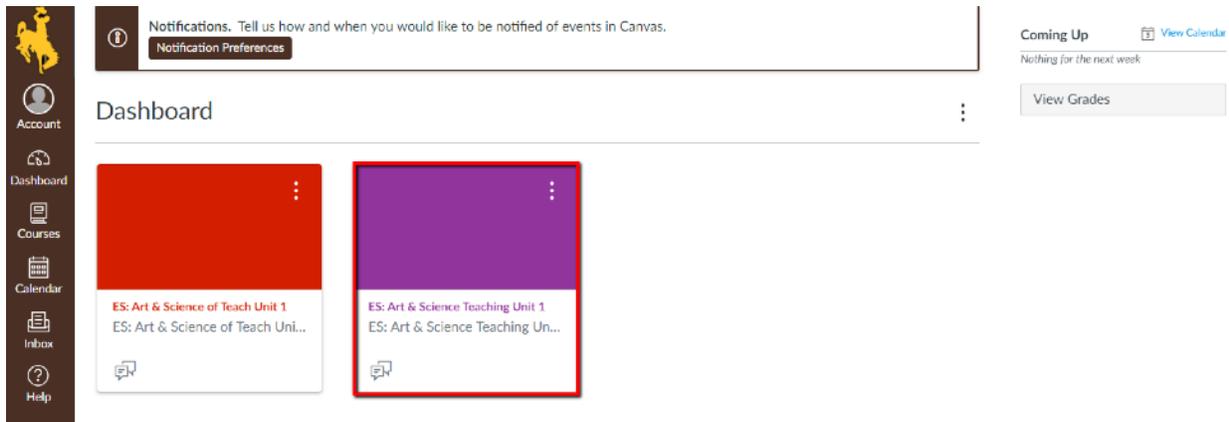


This screenshot is identical to the one above, but the dropdown menu is expanded to show three options: "Student Dashboard", "Canvas", and "Logout". A red arrow points to the "Canvas" option, which is highlighted. The rest of the page content remains the same.

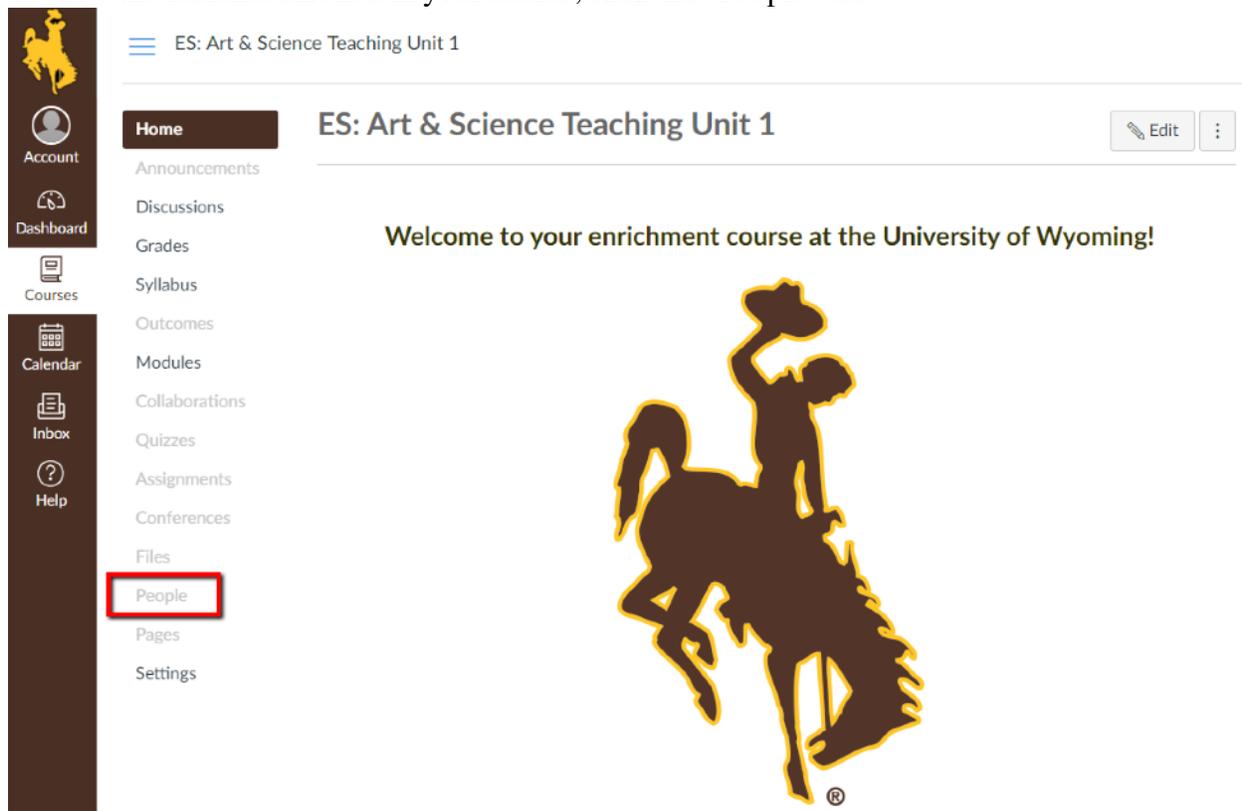
If this is your first time logging in you will see the following screen. Check the “I agree to the Acceptable Use Policy” box and click the “Submit” button.



Now you will be shown your WyoLearn Canvas dashboard. Click on the tile for the course you would like to access.



To view the students enrolled in your course, click the “People” tab.



The screenshot shows the Canvas LMS interface for a course titled "ES: Art & Science Teaching Unit 1". On the left, a dark sidebar contains navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, Help, and People (highlighted with a red box). The main content area has a header with the course title and an "Edit" button. Below the header, a large yellow silhouette of a cowboy riding a bucking horse is displayed, with the text "Welcome to your enrichment course at the University of Wyoming!" above it.

There are a few more elements of the course you should observe. First, note that some parts of the Syllabus are automatically populated with course information. There is a guide providing additional instruction on how to set up the Syllabus page here:

<https://community.canvaslms.com/docs/DOC-12831-415255577>

ES: Art & Science Teaching Unit 1 > Syllabus

Home Syllabus Jump to Today Edit

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date	Details
13	Final Grade

Course assignments are not weighted.

Finally, the Grades tab will allow you to track student performance in the course. By default, all WyoLearn course shells have one assignment called “Final Grade” present. This can be used to provide students with their final grade for the course. You can also add assignments and grade them individually in WyoCourses, but keep in mind:

If you use the “Final Grade” assignment as a way to provide students with grades, **do not** add any other assignments with point values to the course or this will change the way grades are shown.

If you add assignments with points to the shell, **do not** use the Final Grade assignment or this will add points to the student’s actual grade in the course that are not linked to an assignment.

ES: Art & Science Teaching Unit 1 > Grades

Individual View Showing All Sections

Filter by student name or secondary ID

Import Export

Student Name	Secondary ID	Final Grade Out of 100	Final Grade	Total
Test Student 1 Test Student 1 (180)	teststudent1@uwo	A 100	100%	100%
Test Student 2 Test Student 2 (180)	teststudent2@uwo	C 75	75%	75%
Test Student 3 Test Student 3 (180)	teststudent3@uwo	B- 80	80%	80%
Test Student ES: Art & Science Teaching Unit 1	08812290205588b	A 98	98%	98%

Account
Admin
Dashboard
Courses
Calendar
Inbox
Help

For additional help and step-by-step guides, you can access the Canvas Instructor Guides at <https://community.canvaslms.com/docs/DOC-10460>