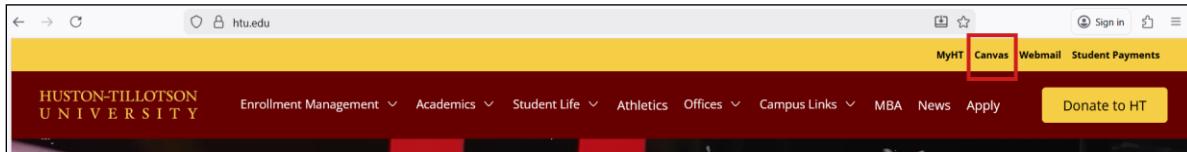
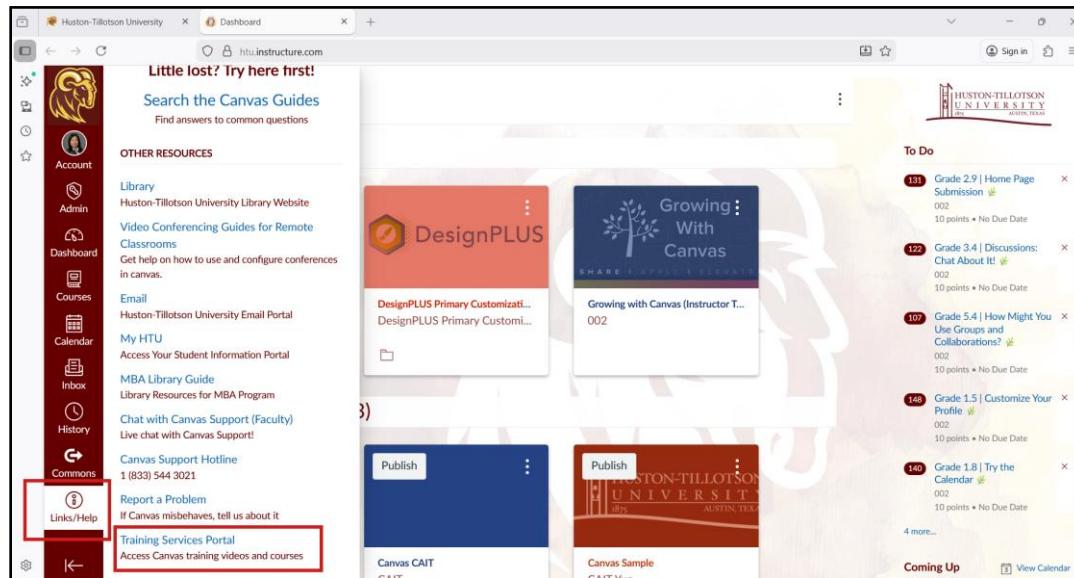


Get your Canvas Basics Course Completion Certificate

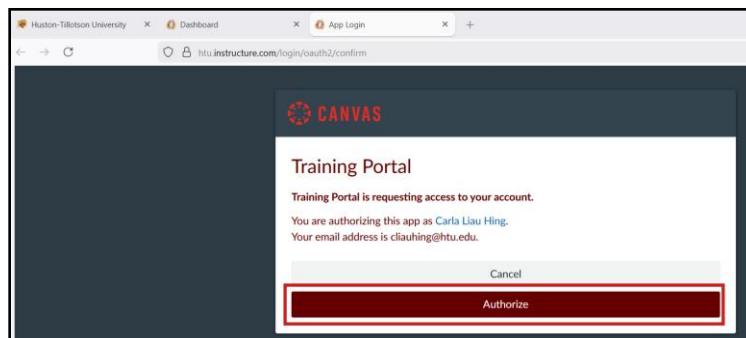
1. Go to www.htu.edu and select <Canvas>.



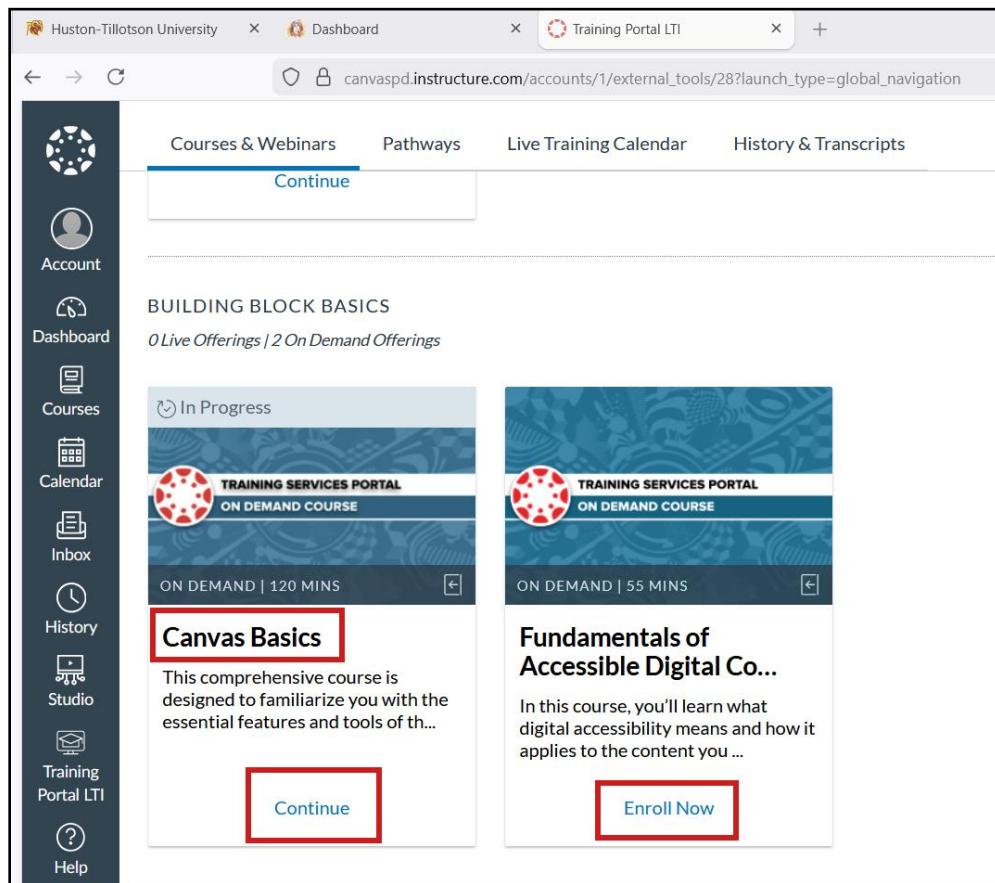
2. Once on your Canvas Dashboard, from the left Menu select <Links/Help> and choose <Training Services Portal>.



3. If it is the first time you are entering the Training Services Portal, it is going to ask for authorization, select <Authorize>.



- Once on the Canvas Training Portal, the courses available to you will appear. In order to obtain your Canvas Basics Course Completion Certificate (see sample below), select **<Canvas Basics>** and **<Enroll Now>** for the first time or **<Continue>** afterwards.



5. Once enrolled in the Canvas Basics course, (it's On-Demand Training) complete the Modules.

Canvas Basics

On-Demand Training

Course Introduction

Welcome to the Canvas Basics course! This comprehensive course is designed to familiarize you with the essential features and tools of the Canvas platform. This course will guide you through the fundamentals of Canvas, from setting up your notifications to creating content and assignments, as well as how to interact with your students. You'll learn how to leverage Canvas's powerful functionalities for a more effective and streamlined learning experience. By the end of this course, you will be well-prepared to utilize Canvas to its full potential.

To earn your badge, you will need to work through each module and earn at least 80% on the final assessment.

6. Notice Modules 5 & 6 will be locked until you have successfully completed the other modules.

Time to Complete: 2 hours

Course Content

- Module 1 | Opening Canvas
- Module 2 | Creating a Course
- Module 3 | Assignment and Assessments
- Module 4 | Grading and Feedback
- Module 5 | Putting It All Together
- Module 6 | Course Completion and Wrap Up

Note: Modules 5 and 6 will be locked until you have successfully completed the other modules.

Need Help?

For additional help, refer to the Community [Canvas Basics Guides](#)

- Once you have taken the Canvas Basics | Knowledge Check on Module 5, you can print your Certificate by selecting **<Parchment Badges>** and clicking on **<Canvas Basics Course Completion>**.

500.03.29: Canvas Basics > Parchment Badges

Canvas Basics

Parchment Badges

Offered by [Instruction Training Services](#)
Ends on Mar 30, 2031
Progress in Canvas Basics Badges Earned (1 of 1)

Carla Liau Hing cliauhing@htu.edu

My badge progress

Badge	Completion requirements	Evidence	Status
CANVAS BASICS COURSE COMPLETION	**5.1 Canvas Basics Knowledge Check **: 80% score	Not Required	Earned – Jan 9, 2026

Progress last updated Today at 7:39 PM.

Provided by [Instruction](#) Terms of Service | Privacy Policy | Support | Sitemap

- Once the badge is shown, select **<Print Certificate>**.

500.03.29: Canvas Basics > Parchment Badges

My Progress > CANVAS BASICS COURSE COMPLETION

CANVAS BASICS COURSE COMPLETION

Earned

Offered by [Instruction Training Services](#)

Requirement
**5.1 | Canvas Basics | Knowledge Check **: 80% score

How do I earn this badge?
Complete the Canvas assignment [5.1 | Canvas Basics | Knowledge Check](#) with a grade of 80% or better.

Assignment status in Canvas
Checked at 7:54 PM

Evidence

[Not Required](#)

Print Certificate

- Choose a design for your Certificate (with or without expiration date) and select **<Print>**.

500.03.29: Canvas Basics > Parchment Badges

Print Certificate

Select a design for your certificate. If you see errors on your certificate, contact the Issuer.

Basic design with fancy border and issuer URL
US Letter [Default](#)

Formal with plain border - no expiration date
US Letter

Certificate of Achievement

Carla Liau Hing
CANVAS BASICS COURSE COMPLETION
Issued by Instruction Training Services
Issued on Jan 9, 2026
QR Code

Print

10. Print a digital copy by selecting <Saves as PDF> in Destination and clicking on <Save>.

