

FINANCE 101 – CANVAS ONLINE COURSE INFORMATION:

The courses are available in Canvas 24 hours a day from the date that availability is announced through the end date of the course. The end date of the course is the date that will appear in MyMadison as the course date. (This is due to set-up constraints within MyMadison.) Do not wait until the course date to access the modules.

Important: For best results in Canvas, be sure you are using the latest version of your browser (Firefox, Internet Explorer, Chrome, etc.) You may experience technical difficulties if your browser is not up to date. For browser questions, contact the Computing Help Desk at 8.3555.

There is no required order to taking these courses nor is there a limit to the number of courses you may register for at once. Each course (module) will take between 20–50 minutes to complete, depending on the material. You will have the opportunity to pause the presentation at any point, and return at your convenience. Please note that all presentations include audio, and are best viewed with sound enabled.

Registration in MyMadison and completion of a short Quiz after each session are required to satisfy AACP requirements or to receive credit in MyMadison. Successful completion of the Quiz prompts the updating of your course enrollment status in MyMadison to 'completed'. Course completion status is updated twice monthly in MyMadison by the Cash & Investments Office.

Instructions for logging into Canvas:

- To request access to the Finance 101 FY2020 courses, send an email to the iis.finance@jmu.edu mailbox and you will be added as a user.
- Locate the Canvas login page by going to the **JMU home webpage** and selecting the **Faculty and Staff** link followed by the **Canvas** link.
- Log into Canvas using your **JMU e-ID and password**.
- Click the **Courses** icon in the left menu bar, and then select
 - **Finance 101 FY2020**
- The Finance 101 Course modules screen should appear. (If not, click the “Modules” link in the menu on the lefthand side.) You will see all the Finance 101 Modules listed.
- Within each Module there are three sections which must be viewed in order:
 - 1) Instructions
 - 2) Interactive Presentation (with voice-over), and
 - 3) Quiz to complete once you’ve finished the presentation