Scheduling on Behalf of an Instructor

Substituting for an Instructor

Scheduling on behalf of an Instructor

There may be times when an Instructional Designer or another staff member needs to schedule a session on behalf of the instructor.

You may do this through the Virtual Classroom in Canvas only if the instructor has logged in (at least once) and their credentials are stored within the Virtual Classroom platform. If the instructor has never registered with the Virtual Classroom through this course, then their name will not show up as an option.

1. Once in the Canvas course, select “Virtual Classroom” on the left menu.

2. Now select “Schedule More Events”.
3. Fill out the correct event information per the Instructor Manual), seen highlighted here.

- **Name:** Citrix Practice Session
- **Repeat:** Single Event  Daily  Weekly
- **Timezone:** -06:00 America/Bahia Banderas
- **When:** 2014-12-15  02:00 PM
- **Duration:** 1 hour 30 minutes
- **Host:** Valarie Williams (438)
- **Account:** Please select:

4. Then select the “Host” drop down menu and choose from the instructors listed.

- **Name:** Citrix Practice Session
- **Repeat:** Single Event  Daily  Weekly
- **Timezone:** -06:00 America/Bahia Banderas
- **When:** 2014-12-15  02:00 PM
- **Duration:** 1 hour 30 minutes
- **Host:** Valarie Williams (438)
- **Account:** Please select:
5. Once the instructor or host is selected, you must choose an “Account” to associate it with it. Here, the instructor’s “Citrix GoToTraining” account has been selected.

6. Now you are ready to select “Schedule”.
7. Once scheduled, an email notification will be sent to the instructor and the session will now be associated with that instructor as the host in the Canvas course and in Virtual Classroom (GoToTraining) control panel.
Substituting for an Instructor

When a session is created for an instructor (Instructor 1), and an additional instructor (Instructor 2) enters the Virtual Classroom through Canvas, they will have the option to either “Join” that course as a student, or “Substitute as Host” which will take them into that session with presenter rights.