



## Welcome to the RAIC Learning Management System!

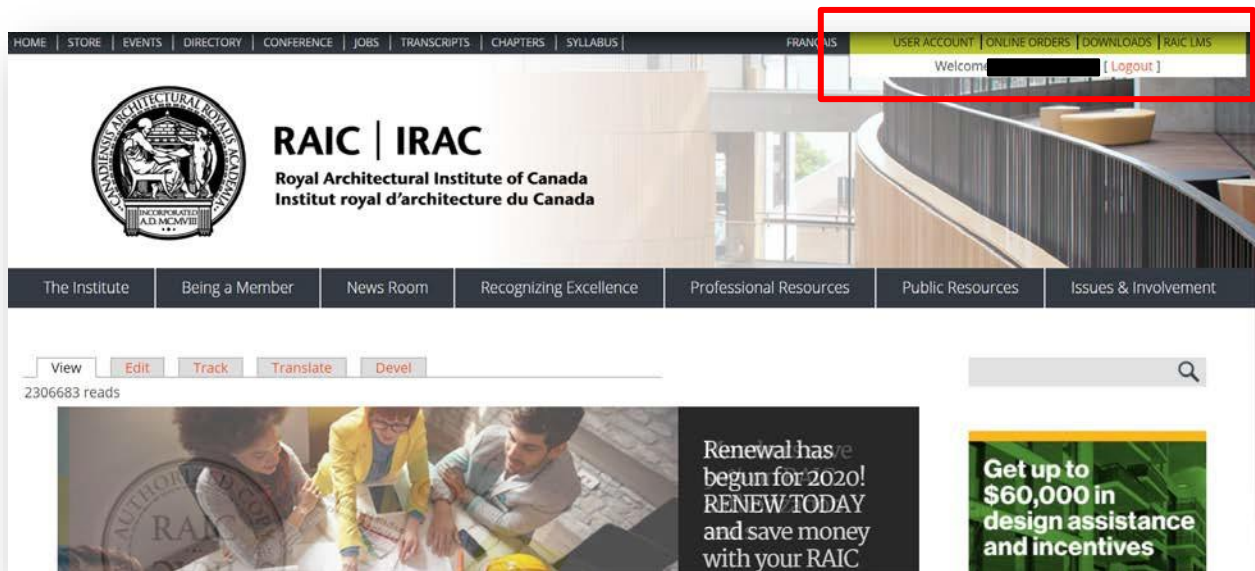
Here you will find instructions for accessing the LMS, courses, and course resources. Please find a table of quick links below.

### Quick Links:

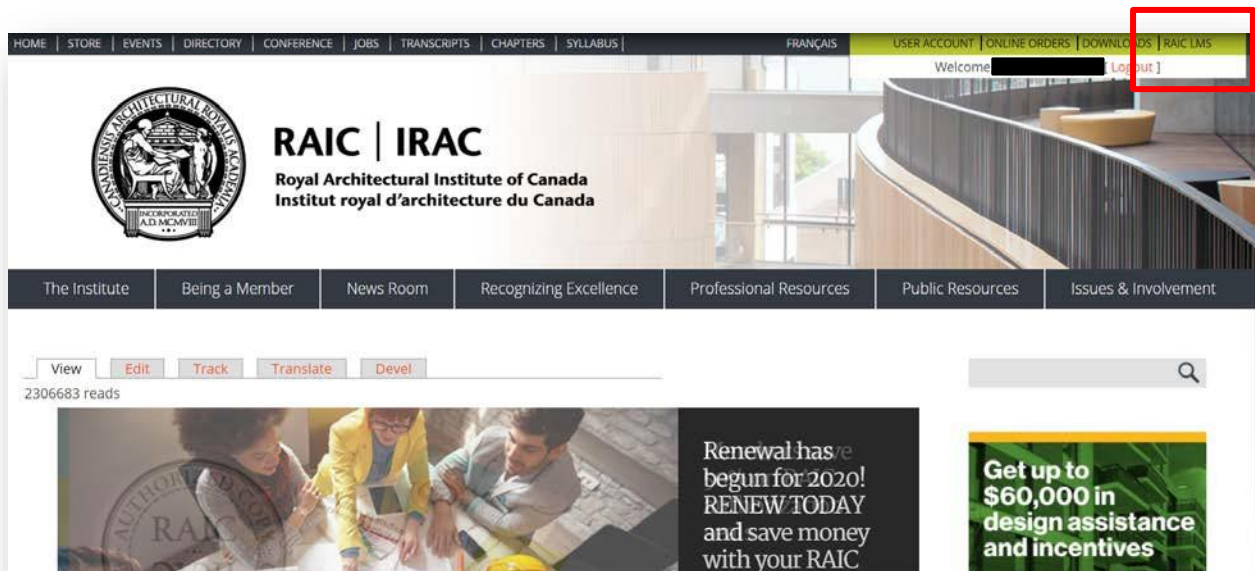
1. [Login to RAIC LMS](#)
2. [Learning Dashboard](#)
3. [LMS Calendar](#)
  - a. [Subscribe to the LMS Calendar](#)
4. [Save Personal Learning Files](#)
5. [Access your Courses](#)
6. [Notifications and Messages](#)
7. [Course Homepage](#)
  - a. [Courses Resources](#)
  - b. [Virtual Classroom](#)
  - c. [Chat Room](#)
  - d. [Certificate of Completion](#)
  - e. [Post-Event Resources and Learning Opportunities](#)

## Accessing your RAIC Learning Management System (LMS) Course

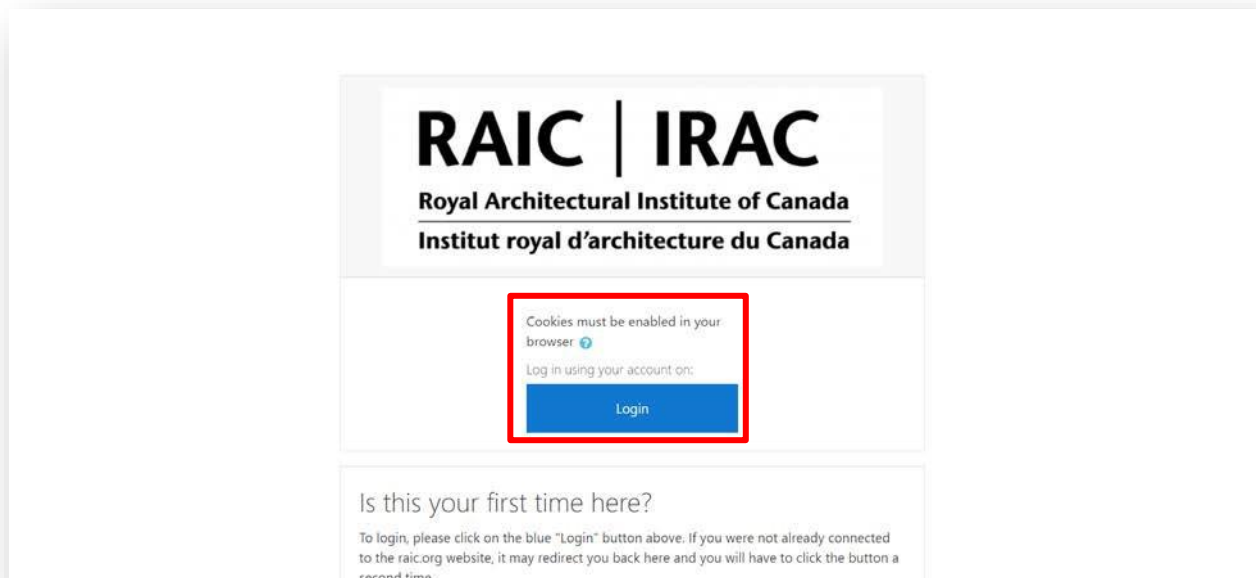
First, log into your RAIC Member Account at [www.raic.org](http://www.raic.org).



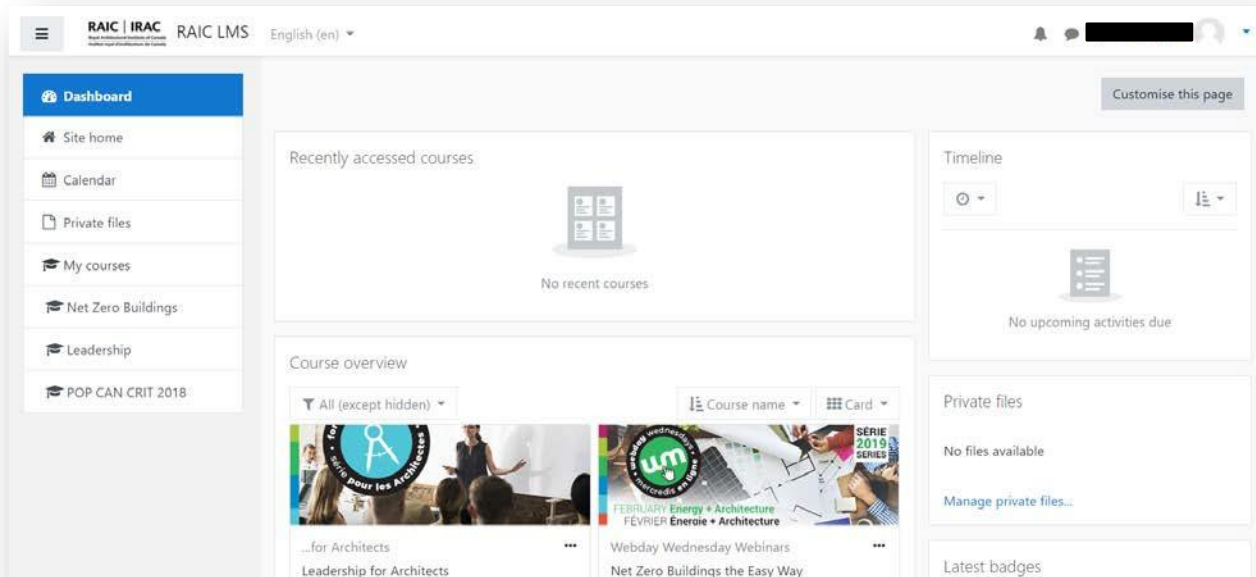
Once logged in, click on the "RAIC LMS" button on the menu in the top right of the page.



After clicking on this link, you should automatically be logged into the RAIC LMS. If you are not automatically logged in, you will be directed to a “login” page. Please click on the blue “Login” button.



Once logged in to the RAIC LMS, you should be directed to your personal learning dashboard. Here you will find your recently accessed courses, an overview of all enrolled courses, your personal learning profile, as well as other features.



To access the RAIC LMS calendar of events click on the “Calendar” button on the left menu. This shows you all the upcoming courses, course deadlines, and user events.

**Green** – RAIC Continuing Education calendar of events (upcoming courses, important dates)

**Orange** – Individual course deadlines

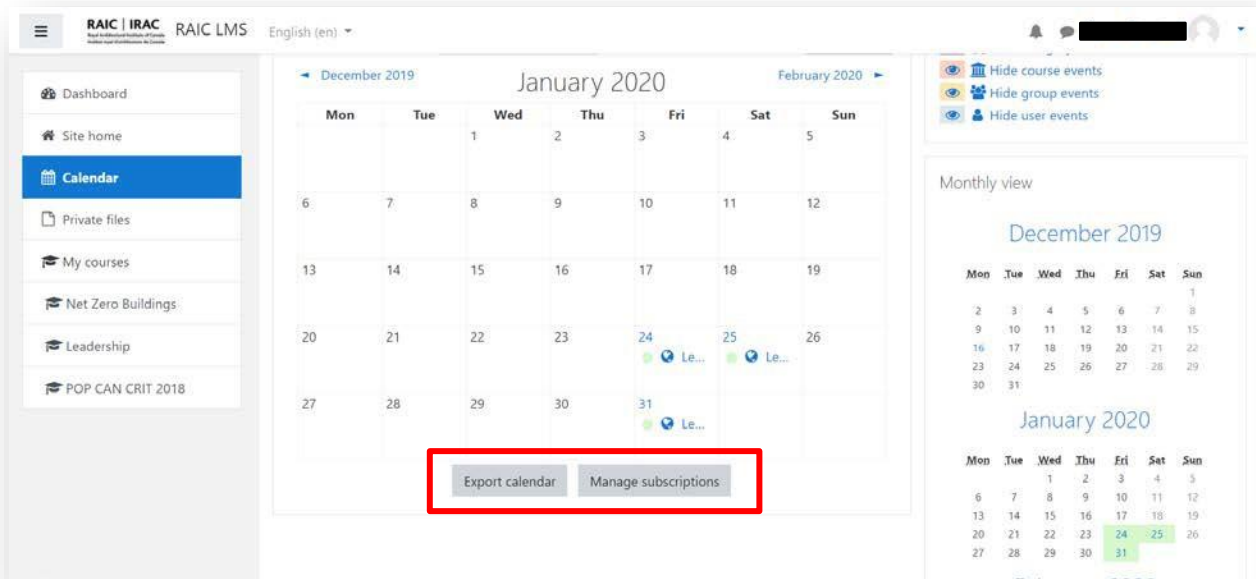
**Grey** – User events and important dates

The drop-down menu beside “Detailed month view for:” also allows you to filter by individual courses.

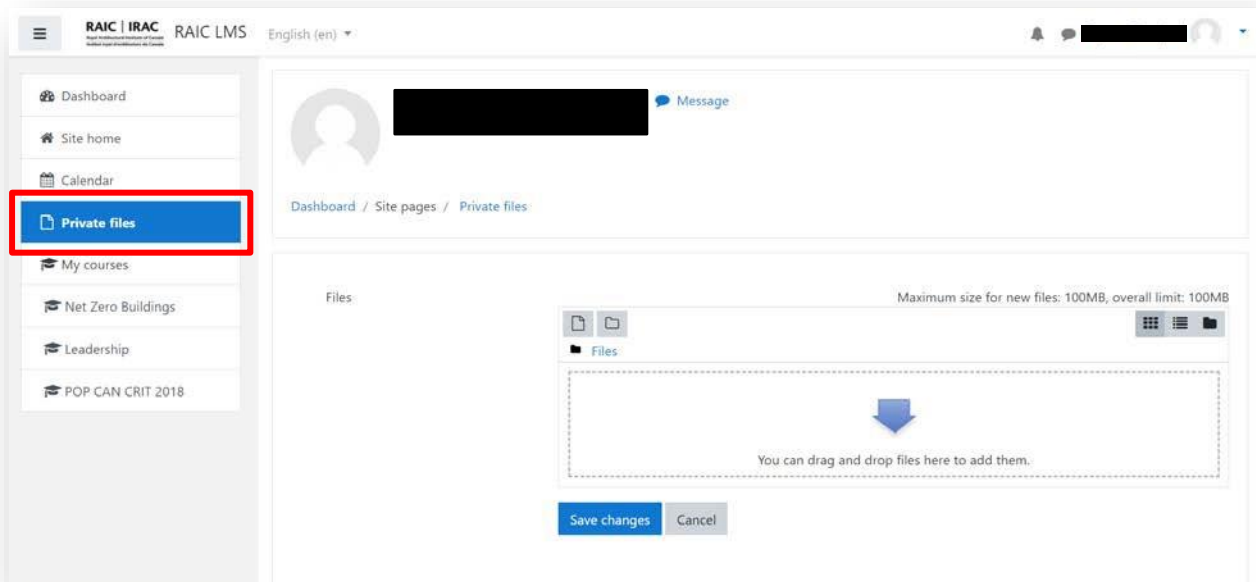
Keep track of your own learning with the RAIC LMS calendar. Users can add their own important events and dates under “New event.”

The screenshot displays the RAIC LMS interface. On the left, a navigation menu includes 'Dashboard', 'Site home', 'Calendar' (highlighted with a red box), 'Private files', 'My courses', 'Net Zero Buildings', 'Leadership', and 'POP CAN CRIT 2018'. The main area is titled 'Calendar' and shows a detailed month view for January 2020. A dropdown menu for 'Detailed month view for:' is set to 'All courses', and a 'New event' button is visible. The calendar grid shows dates from 1 to 31, with some dates having colored event markers (green, orange, grey). To the right, an 'Events key' section lists filtering options: 'Hide global events', 'Hide category events', 'Hide course events', 'Hide group events', and 'Hide user events'. Below this is a 'Monthly view' section showing a smaller calendar for December 2019 and January 2020.

You can also subscribe to the RAIC LMS calendar and get all important dates and deadlines right at your finger tips!



Users can save private files (up to a maximum of 100MB) to their profile in the “Private files” section.

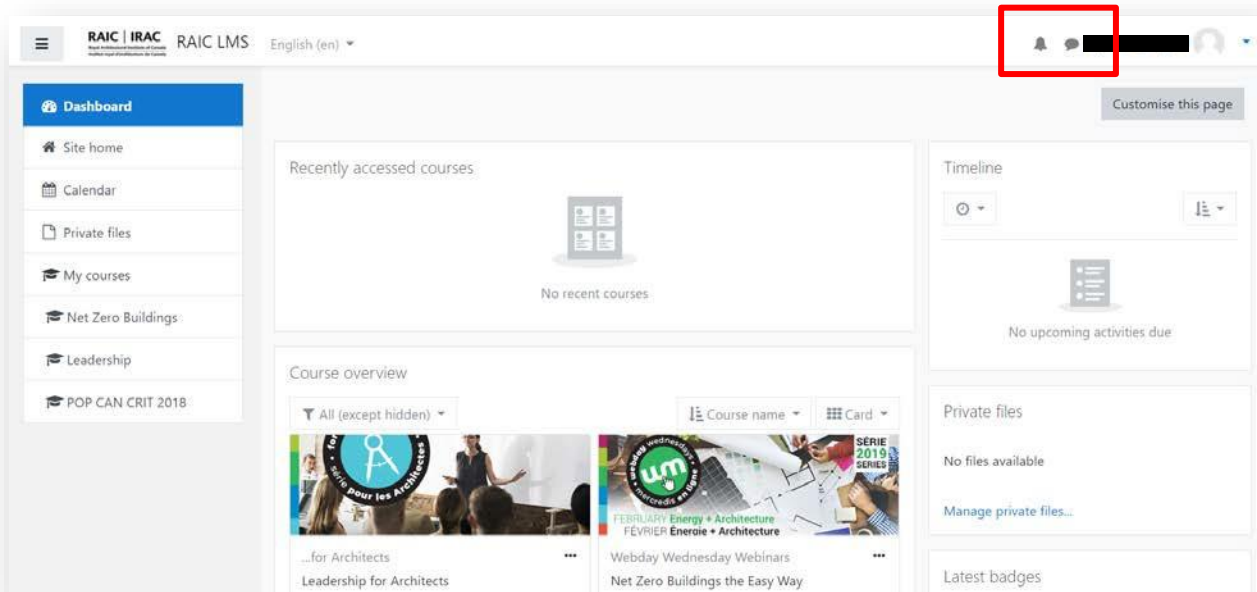


## Accessing the Course

Your currently enrolled courses will be listed in the menu. Click here for quick access to each course.

The screenshot displays the RAIC LMS interface. At the top, the header includes 'RAIC | IRAC', 'RAIC LMS', and 'English (en)'. A navigation menu on the left contains 'Site home', 'Calendar', 'Private files', 'My courses', and 'Leadership'. The 'My courses' item is highlighted with a red rectangular box. Below the menu, the 'Recently accessed courses' section shows a 'm' logo and the text 'No recent courses'. The 'Course overview' section features a 'Leadership for Architects' course card and a 'Net Zero Buildings the Easy Way' webinar card. On the right, there are sections for 'Timelane', 'No upcoming activities due', 'Private files', and 'Latest badges'.

Notifications and messages are found in the menu in the top right of the LMS.

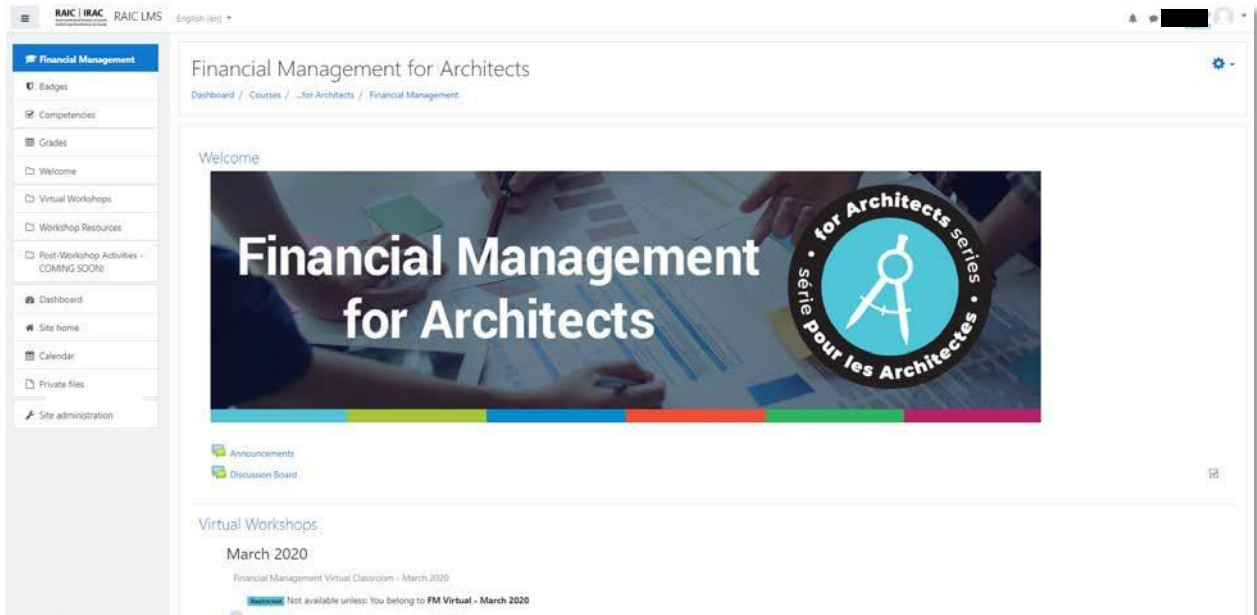


To access the course, click on the course page on the dashboard or on the course name in the left-hand menu. You will then be directed to the course homepage. Here you will be able to access course instructions, announcements, files, and the discussion board.



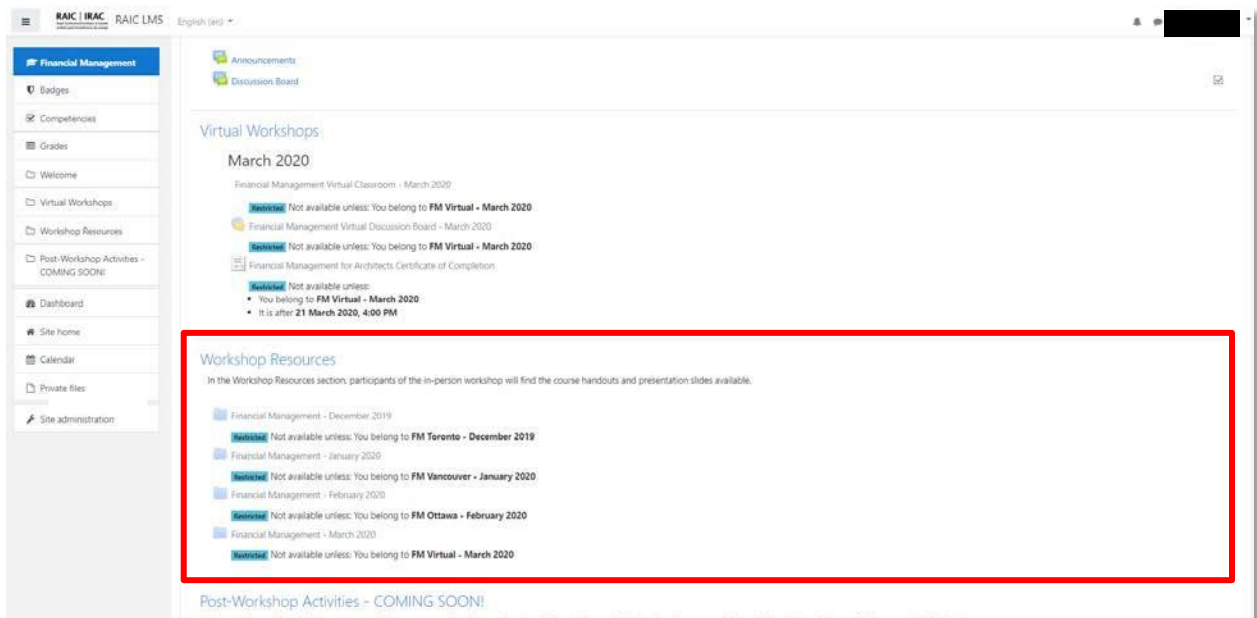
## Course Sections

Scroll down to see all the course sections (Announcements, Discussion Board, etc.). Information on what is included in each section is available in a summary under each title. The course sections can also be found in the menu on the left-hand side.



The screenshot shows the RAIC LMS interface for the course "Financial Management for Architects". The left-hand navigation menu includes: Financial Management (selected), Badges, Competencies, Grades, Welcome, Virtual Workshops, Workshop Resources, Post-Workshop Activities - COMING SOON!, Dashboard, Site home, Calendar, Private files, and Site administration. The main content area features a large banner with the text "Financial Management for Architects" and a circular logo that reads "for Architects series" and "séminaire pour les Architectes". Below the banner are sections for "Announcements" and "Discussion Board". The "Virtual Workshops" section is titled "March 2020" and lists "Financial Management Virtual Classroom - March 2020" with a red "Not available" status.

To access the course handouts and presentations, please see the “Workshop Resources” section.



This screenshot shows the "Workshop Resources" section of the RAIC LMS course page. The left-hand navigation menu is the same as in the previous screenshot. The main content area shows the "Virtual Workshops" section for "March 2020" with several "Not available" messages. Below this, the "Workshop Resources" section is highlighted with a red border. It contains a note: "In the Workshop Resources section, participants of the in-person workshop will find the course handouts and presentation slides available." followed by a list of resources for various dates: "Financial Management - December 2019", "Financial Management - January 2020", "Financial Management - February 2020", and "Financial Management - March 2020". Each resource has a red "Not available" status and a note: "Not available unless: You belong to FM [Location] - [Month] 2020".



## Virtual Classroom

To access the virtual classroom on Adobe Connect, please click on the virtual workshop section you are enrolled in and click on “Financial Management Virtual Classroom”. This will take you to a page with instructions on how to access the virtual classroom.

The screenshot shows the RAIC LMS interface for the course "Financial Management for Architects". The left sidebar contains navigation options such as "Financial Management", "Participants", "Badges", "Competencies", "Grades", "Welcome", "Virtual Workshops" (highlighted), "Workshop Resources", "Post-Workshop Activities - COMING SOON", "Dashboard", "Site home", "Calendar", "Private files", "Site administration", and "Add a block". The main content area is titled "Financial Management Virtual Classroom - March 2020" and contains the following text:

**INSTRUCTIONS:**

The workshop will be broadcast using Adobe Connect. We ask that you log in between 10-15 minutes prior to the start of the workshop, to test and ensure your connection and audio is working.

To log in:

- Click the URL link above and fill in your information using the name **as it appears on the registration**. This will help ensure you are counted as attending the workshop.
- You will then be auto-prompted to download the Adobe Connect application (this can be done prior to the day of). Instructions will be given on the screen to walk you through this simple process. No administrative permissions or fees are needed as you will be logged in as a guest. You will be accepted into the room once your registration has been verified by the National Office (this should only take a minute or so).

**Troubleshooting notes:**

- Do not copy and past the link into Adobe Connect, otherwise you will get an error message.
- For a better audio-visual experience, we recommend that you install and open Adobe Connect through desktop application instead of the web browser version. If you're using Adobe Connect for the first time and are not prompted to open the software in the desktop application, it can be alternatively downloaded through the following link:
  - For Windows: <http://www.adobe.com/go/ConnectSetup>
  - For Mac: <http://www.adobe.com/go/ConnectSetupMac> (version 2019.5.1 .dmg format, posted on 11th June 2019, RN)
  - MSI installer for IT Administrators: <http://www.adobe.com/go/Connectmsi> (version 2019.5.1 .msi format, posted on 11th June 2019, RN)
  - Standalone installer for Windows: <http://www.adobe.com/go/ConnectAppStandaloneSetup> (version 2019.5.1 .exe format, posted on 11th June 2019, RN)
- If you see an error message, please click on the link provided above in this email, instead of copying and pasting the link into Adobe Connect. You will then be automatically prompted to download the Adobe Connect application.

**Virtual Classroom Link:** <http://meet99773251.adobeconnect.com/fm-hm2020/>

Last modified: Wednesday, 19 March 2020, 6:13 PM

→ Discussion Board  Financial Management Virtual Discussion Board - March 2020 →

To access the workshop chat room, click on the virtual workshop you are enrolled in and click on “Financial Management Virtual Chat”.

The screenshot shows the RAIC LMS interface for the course "Financial Management for Architects". The left sidebar contains navigation options such as "Financial Management", "Participants", "Badges", "Competencies", "Grades", "Welcome", "Virtual Workshops" (highlighted), "Workshop Resources", "Post-Workshop Activities - COMING SOON", "Dashboard", "Site home", "Calendar", "Private files", "Site administration", and "Add a block". The main content area is titled "Financial Management Virtual Chat - March 2020" and contains the following text:

RAIC Financial Management for Architects Virtual Chat Room.

Please be respectful and courteous when using the chat room. The course site is monitored. Unacceptable use of the site will result in the user being removed.

To participate:

Add a new discussion topic:

- Click on "Click here to enter the chat now"
- This will open in a new window.
- Click on the chat box at the bottom left of the screen.
- You can read through all the messages from participants.
- This Chat room is restricted to your teacher and participants from your workshop.

[Click here to enter the chat now](#)

[Use more accessible interface](#)

[View past chat sessions](#)

→ Financial Management Virtual Classroom - March 2020  Financial Management for Architects Certificate of Completion →

Once the virtual workshop is complete, access to the Certificate of Completion will become available. Click on the certificate of completion for the workshop you enrolled in. Then click on "Get your certificate".

The screenshot shows the RAC LMS interface. On the left is a navigation menu with items like 'Virtual Workshops' and 'Post-Workshop Activities'. The main content area displays a list of workshops under the heading 'Virtual Wor' and 'March 2020'. The list includes 'Financial Management Virtual Classroom - March 2020', 'Financial Management Virtual Chat - March 2020', and 'Financial Management for Architects Certificate of Completion'. The last item is highlighted with a red rectangular box. Below the list, there are some small text elements: '• bblonQoiNVL...I. 2010' and '• H.S.C.11.MIRIP001.4.W.PM'. On the right side, there is a user profile for 'Admin User' with options to 'Edit' and 'Add an activity or reso'.

To access all post-event activities and further continuing education opportunities please visit the “Post-Workshop Activities” section.

The screenshot displays the RAIC LMS interface. The top navigation bar includes the RAIC | IRAC logo, 'RAIC LMS', and a language dropdown set to 'English (en)'. A left-hand sidebar contains a menu with items: Financial Management, Badges, Competencies, Grades, Welcome, Virtual Workshops, Workshop Resources, Post-Workshop Activities - COMING SOON!, Dashboard, Site home, Calendar, Private files, and Site #. The main content area is titled 'Financial Management - March 2020' and lists several courses, each with a 'Not available unless' restriction. Below this is a 'Workshop Resources' section with a sub-header and a list of resources from December 2019 to March 2020. At the bottom, a red-bordered box highlights the 'Post-Workshop Activities - COMING SOON!' section, which includes a sub-header and a brief description: 'Once you have attended the in-person workshop, you can explore the post-event workshop videos and activities to enhance your skills and understanding of Financial Management for Architects.'

If you have any questions on how to access the RAIC LMS or your courses, please contact our continuing education administrator: [education@raic.org](mailto:education@raic.org).