

RAIC Learning Management System Course Access Instructions

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.

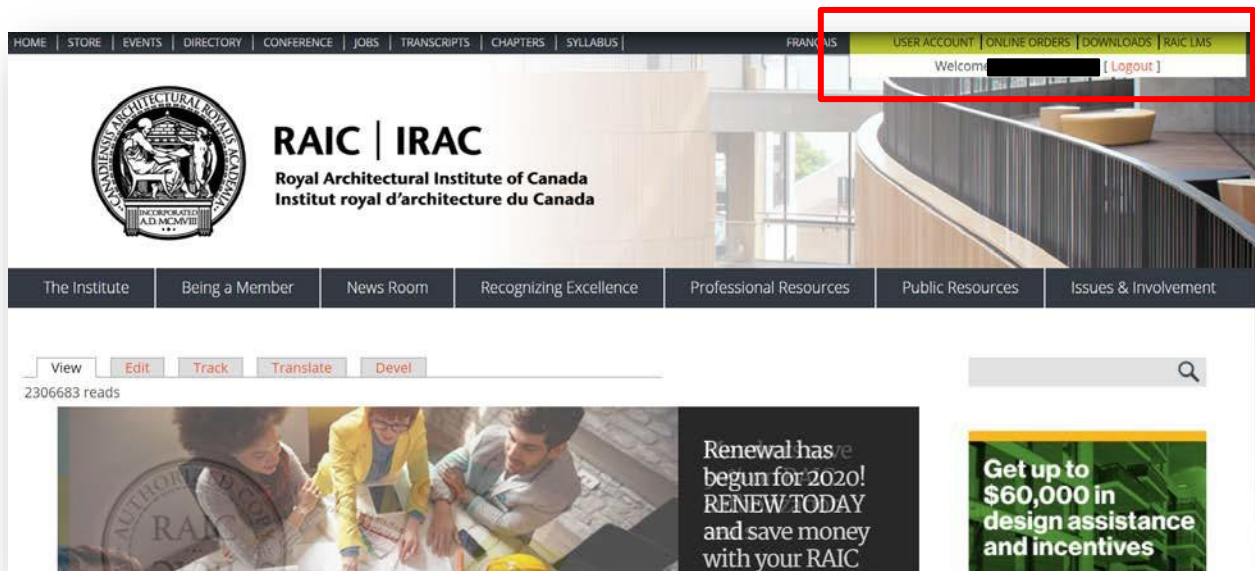
Quick Links:

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](#)

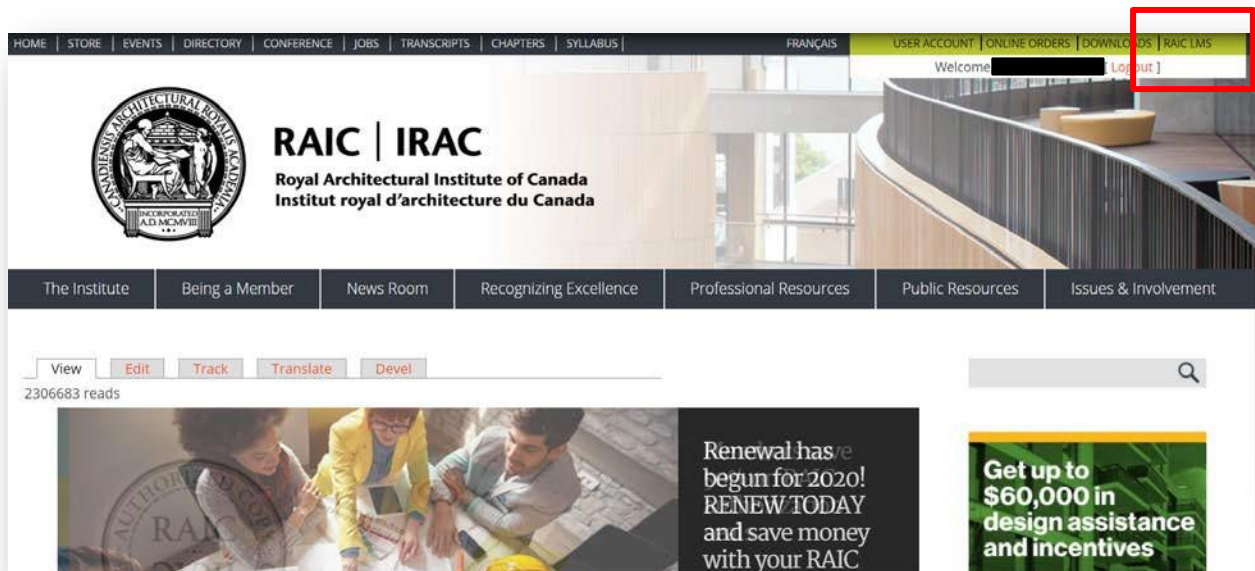
RAIC Learning Management System Course Access Instructions

Accessing your RAIC Learning Management System (LMS) Course

First, log into your RAIC Member Account at www.raic.org.

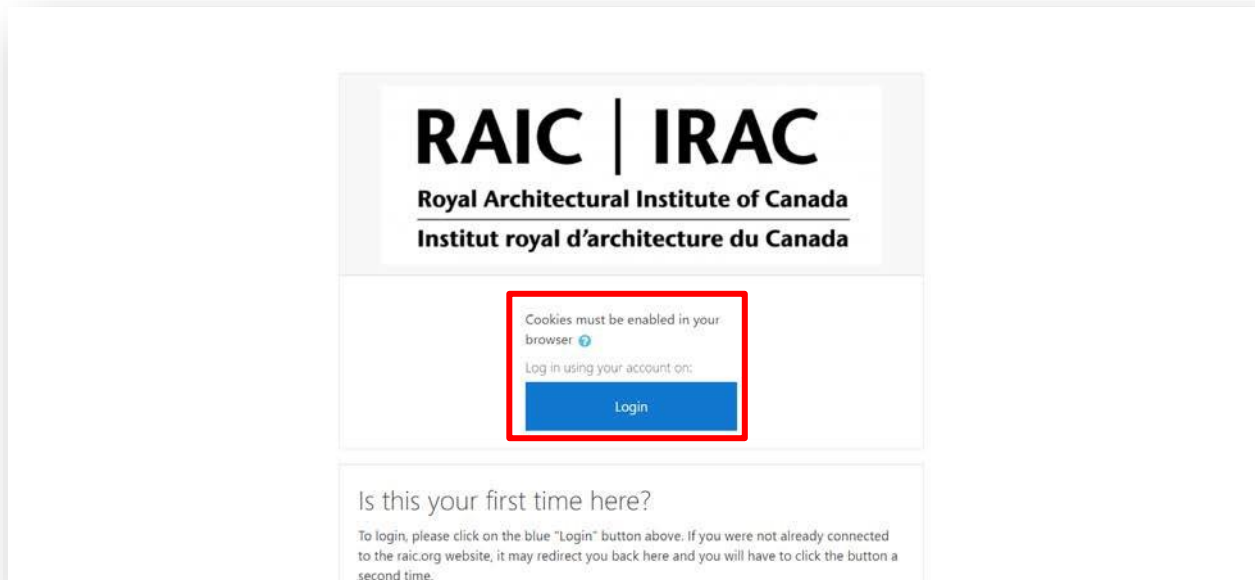


Once logged in, click on the "RAIC LMS" button on the menu in the top right of the page.

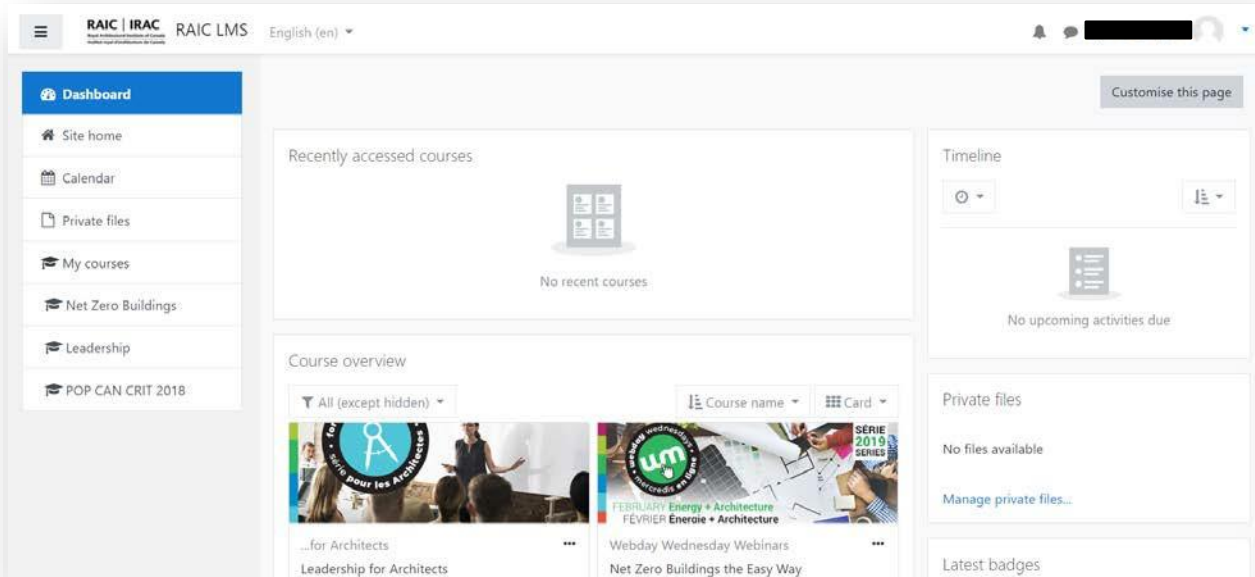


RAIC Learning Management System Course Access Instructions

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.



RAIC Learning Management System Course Access Instructions

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.

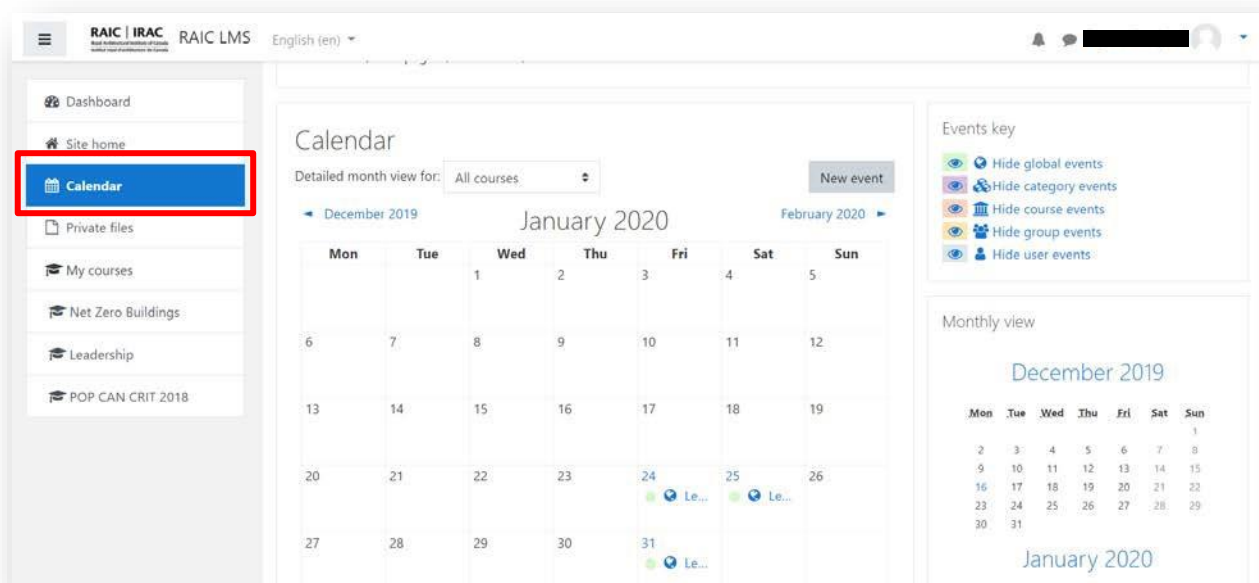
Green – RAIC Continuing Education calendar of events (upcoming courses, important dates)

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.

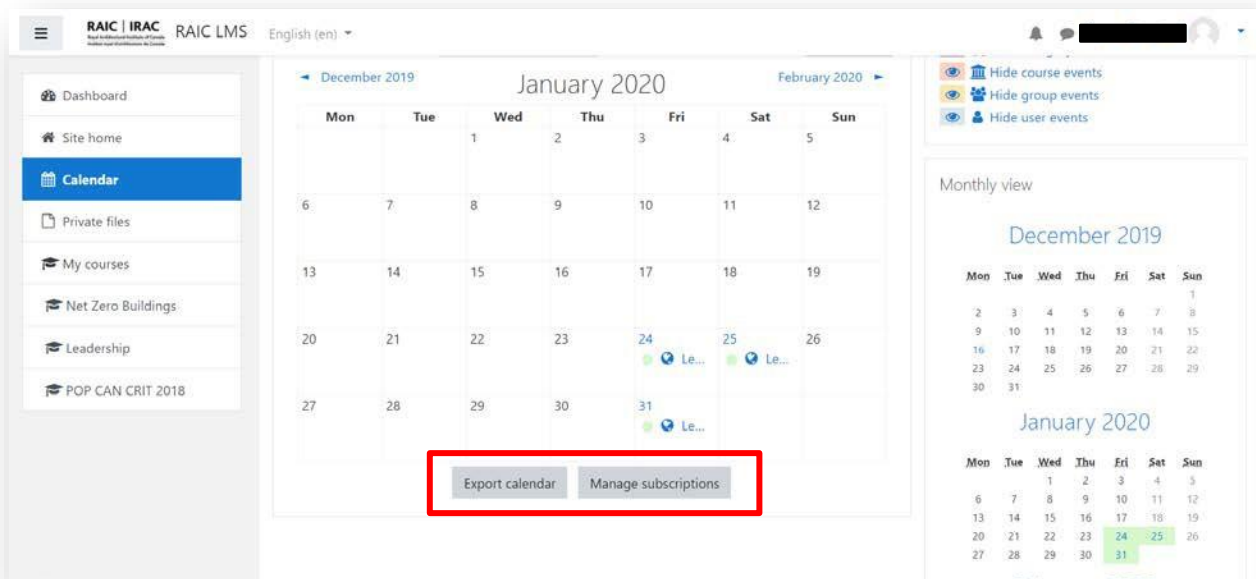
Keep track of your own learning with the RAIC LMS calendar. Users can add their own important events and dates under “New event.”



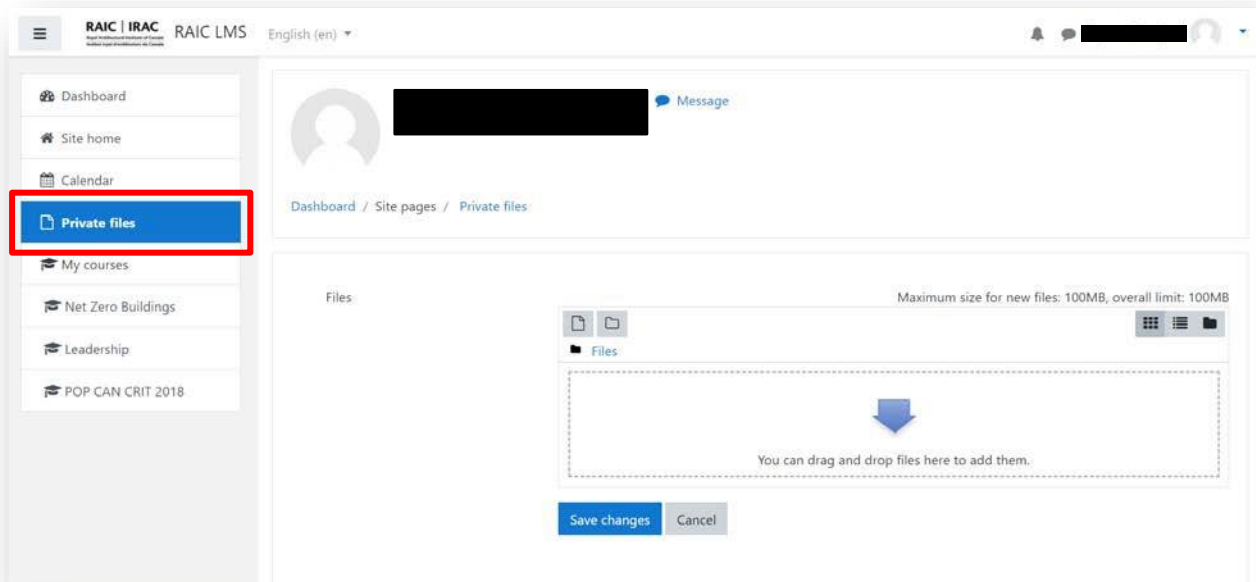
The screenshot displays the RAIC LMS interface. On the left sidebar, the 'Calendar' button is highlighted with a red box. The main content area shows a calendar for January 2020. The calendar is titled 'Calendar' and has a dropdown menu for 'Detailed month view for:' set to 'All courses'. A 'New event' button is located in the top right corner of the calendar area. The calendar grid shows days of the week (Mon to Sun) and dates. Several events are marked with colored dots: green for RAIC Continuing Education events, orange for individual course deadlines, and grey for user events. An 'Events key' on the right side provides options to hide global events, category events, course events, group events, and user events. Below the key is a 'Monthly view' section showing a calendar for December 2019 and January 2020.

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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.



RAIC Learning Management System Course Access Instructions

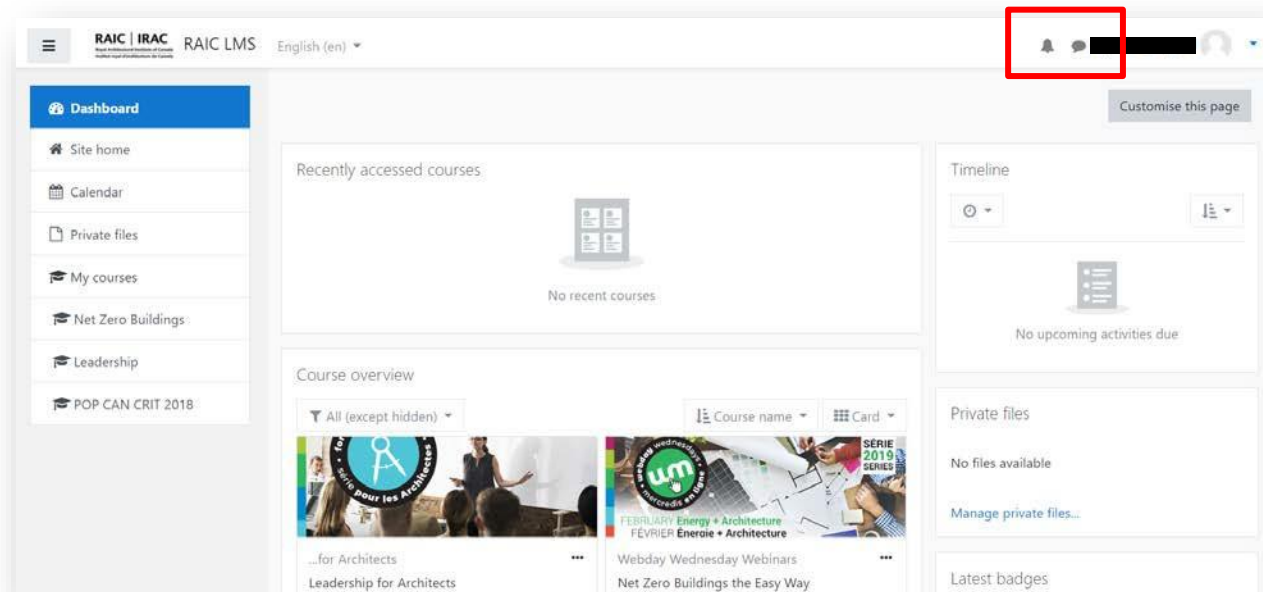
Accessing the Course

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 left, the logo for RAIC | IRAC is visible, along with the text 'RAIC LMS' and a language dropdown menu set to 'English (en)'. On the right side of the header, there are three black squares and the text 'Customise this page'. The main navigation menu on the left includes 'Site home', 'Calendar', 'Private files', 'My courses', and 'Leadership'. The 'My courses' item is highlighted with a red rectangular box. Below the navigation menu, the 'Recently accessed courses' section shows a 'm' logo and the text 'No recently accessed courses'. The 'Course overview' section displays a list of courses, including 'Leadership for Architects' and 'Net Zero Buildings the Easy Way'. The 'Private files' section on the right indicates 'No files available'. The footer contains the text 'Latest badges'.

RAIC Learning Management System Course Access Instructions

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.



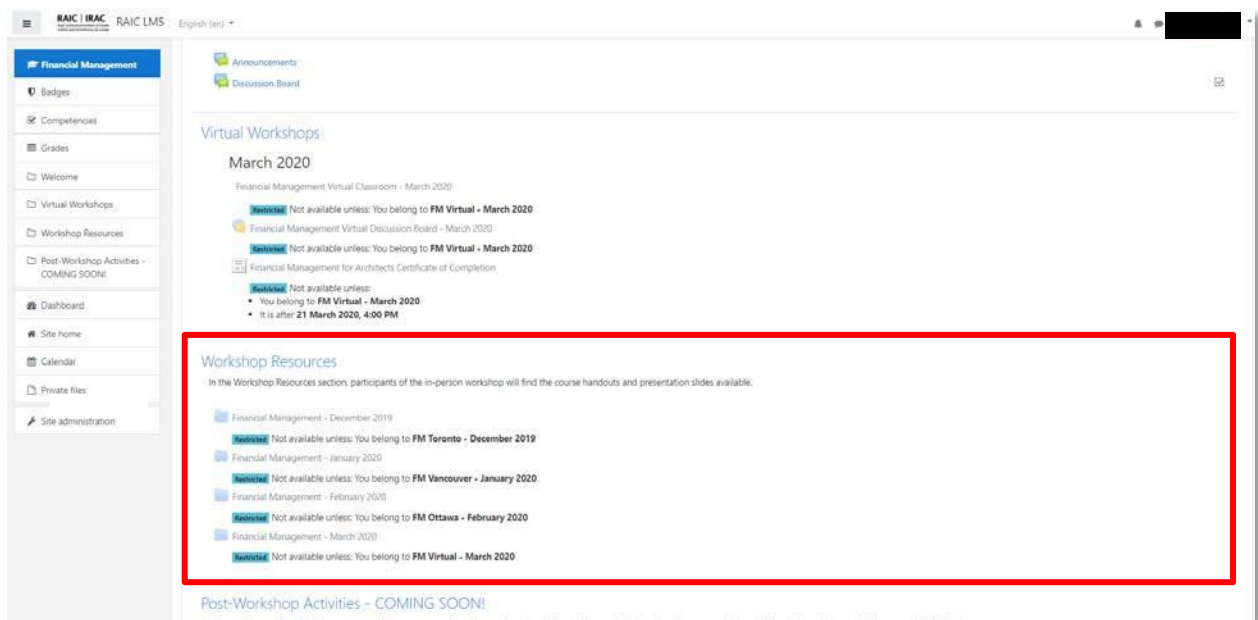
RAIC Learning Management System Course Access Instructions

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.



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



RAIC Learning Management System Course Access Instructions

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 includes the following instructions:

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

Navigation: [← 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 is identical to the previous screenshot, with "Virtual Workshops" highlighted. The main content area is titled "Financial Management Virtual Chat - March 2020" and includes the following instructions:

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](#)

Navigation: [← Financial Management Virtual Classroom - March 2020](#) | | [Financial Management for Architects Certificate of Completion →](#)

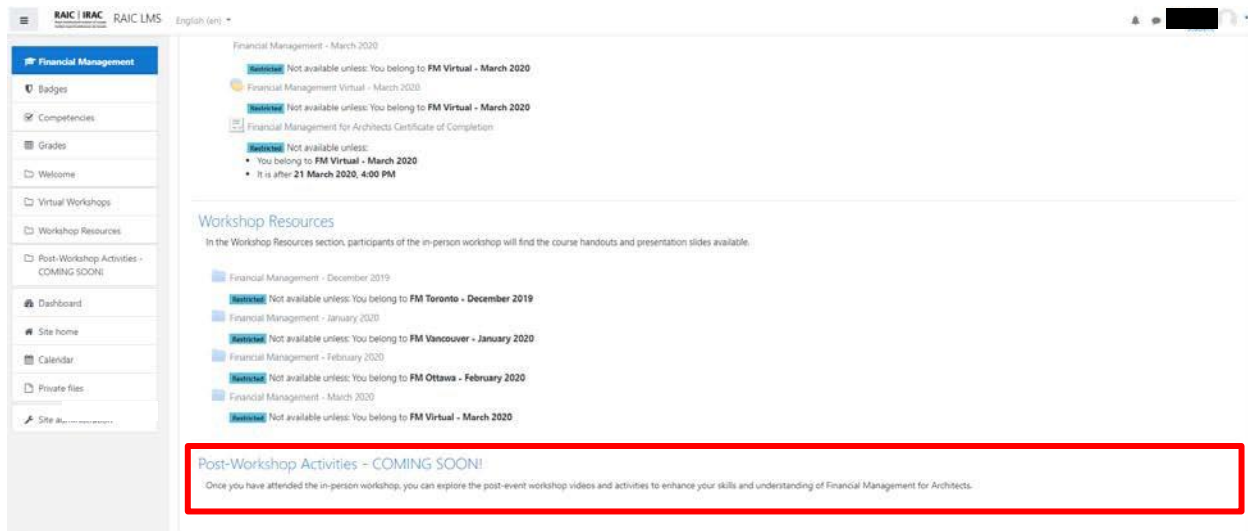
RAIC Learning Management System Course Access Instructions

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".



RAIC Learning Management System Course Access Instructions

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 left sidebar contains navigation options: 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 shows a list of courses with access restrictions. A red box highlights the 'Post-Workshop Activities - COMING SOON!' section, which includes the text: '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.'

Financial Management - March 2020

- Not available unless: You belong to **FM Virtual - March 2020**
- Financial Management Virtual - March 2020
- Not available unless: You belong to **FM Virtual - March 2020**
- Financial Management for Architects Certificate of Completion
- Not available unless:
 - You belong to **FM Virtual - March 2020**
 - It is after **21 March 2020, 4:00 PM**

Workshop Resources

In the Workshop Resources section, participants of the in-person workshop will find the course handouts and presentation slides available.

- Financial Management - December 2019
- Not available unless: You belong to **FM Toronto - December 2019**
- Financial Management - January 2020
- Not available unless: You belong to **FM Vancouver - January 2020**
- Financial Management - February 2020
- Not available unless: You belong to **FM Ottawa - February 2020**
- Financial Management - March 2020
- Not available unless: You belong to **FM Virtual - March 2020**

Post-Workshop Activities - COMING SOON!

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.