



## Instructions to Access: *Comprehensive Programming for Students Across the Autism Spectrum Training Series*

Thank you for registering through IU Conferences for our IRCA *Comprehensive Programming for Students Across the Autism Spectrum Training Series*. The following instructions will walk you through the process of creating an IU guest account, enrolling in the course now that you have purchased the course(s), accessing the course in IU Canvas, and receiving your certificate of completion in your IU Expand Dashboard once completing all requirements. Also, you cannot advance to the next course until you have completed each course in sequential order. Each will become unlocked in your IU Expand dashboard as you progress.

Let's get started!

1. Look in your email for a confirmation email from [iuconfs@indiana.edu](mailto:iuconfs@indiana.edu) for the link to get started. The link can also be found on the registration form.
  - a. If you do not see the link, first look in your junk/spam mail.
  - b. If you still do not see the link, did someone else from the office register you? If so, ask this person to check his/her email for the link to share with you.
  - c. If no one has the link, email Claire Tafoya [ctafoya@iu.edu](mailto:ctafoya@iu.edu) for assistance.
2. This link will bring you to the course listing in IU Expand which looks like the image below:

[expand.iu.edu/browse/iidc/irca/programs/comprehensive-programming-for-students-across-the-autism-spectrum-training-series](https://expand.iu.edu/browse/iidc/irca/programs/comprehensive-programming-for-students-across-the-autism-spectrum-training-series)

**INDIANA UNIVERSITY**

**EXPAND**  
Indiana University's Portal to Professional Education

Disability and Community | ABOUT | CREATE AN ACCOUNT | LOGIN

**Comprehensive Programming for Students Across the Autism Spectrum Training Series - Enroll**

Started Jan 11, 2021  
25.0 credits

To enroll, first [log in](#). If you don't have an account, [create an IU Guest account](#).

**Courses available in this program:**

- Introduction to Autism Spectrum Disorders - Enroll
- Strategies for Understanding and Addressing Challenging Behaviors - Enroll
- Instructional Strategies: Students Across the Grade Level and Across the Auti...
- Communication for Students on the Autism Spectrum - Enroll
- Structuring for Success - Enroll
- Teaching Social Skills to Individuals on the Autism Spectrum - Enroll
- [More...](#)

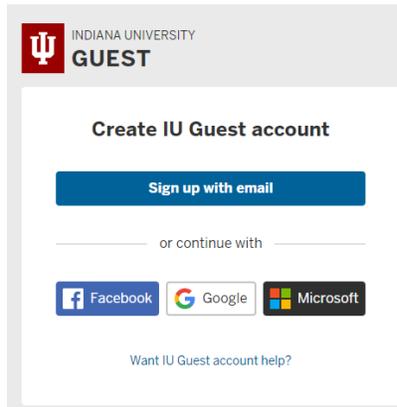
3. You're in IU Expand now. To Login:

a. If you have an IU Guest Account:

i. Click the blue words "log in" to type in your username and passphrase.

b. If you do not have an IU account, you must create an IU Guest account.

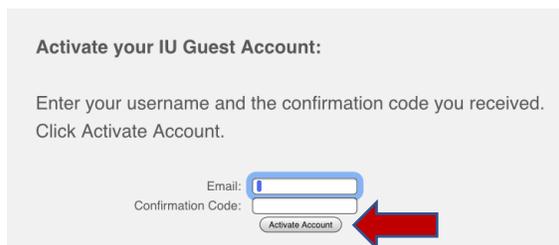
i. Click the blue box, "Sign up with email" or continue with Facebook, Google, or Microsoft to create an account.



ii. Follow the prompts to create your IU guest account. It will ask for a full email address, first and last name, and create a new password (follow password guidelines). Then click "Create Account".

iii. After you create an IU account, you will receive an activation message to the email address you provided. **You will have 10 days to activate your account. Notice there is a confirmation code which you will be asked to use along with your username (copy this code).** Then, to open the page that will activate your account, click the link in the message.

iv. On the "Activate your IU Guest Account" page, enter your full email address you provided and the confirmation code you copied.



v. Click "Activate Account". (You must activate your account for your guest account to work). You should receive a message saying, "Success – Account Activated".

4. Once you create your guest account, use the link provided in your email from **Step 1**. Follow these instructions to complete your enrollment.

5. Click on the “ENROLL” in the Program button.

**EXPAND**  
Indiana University's Portal to Professional Education

Disability and Community | ABOUT

### Comprehensive Programming for Students Across the Autism Spectrum Training Series - Enroll

Started Jan 11, 2021  
25.0 credits

**ENROLL**

**Courses available in this program:**

- Introduction to Autism Spectrum Disorders - Enroll
- Strategies for Understanding and Addressing Challenging Behaviors - Enroll
- Instructional Strategies: Students Across the Grade Level and Across the Autism Spectrum - Enroll
- Communication for Students on the Autism Spectrum - Enroll
- Structuring for Success - Enroll
- Teaching Social Skills to Individuals on the Autism Spectrum - Enroll

More...

6. Look at the bottom of the page to notice your name which should be listed after the words, “You are currently signed in as (your name)”. Then click in the blue box which states, “Enroll in Program”.



## Comprehensive Programming for Students Across the Autism Spectrum Training Series - Enroll

- Introduction to Autism Spectrum Disorders - Enroll
- Strategies for Understanding and Addressing Challenging Behaviors - Enroll
- Instructional Strategies: Students Across the Grade Level and Across the Autism Spectrum - Enroll
- Communication for Students on the Autism Spectrum - Enroll
- Structuring for Success - Enroll
- Teaching Social Skills to Individuals on the Autism Spectrum - Enroll
- Autism and Sensory Processing - Enroll

Program Started Jan 11, 2021  
You are currently signed in as **YOUR NAME**

**Enroll in Program**

- Once you are enrolled, you should see the first course, "Introduction to Autism Spectrum Disorders – Enroll" in your IU Expand dashboard. Click "Go to Course" to get started. This link will take you to IU Canvas.

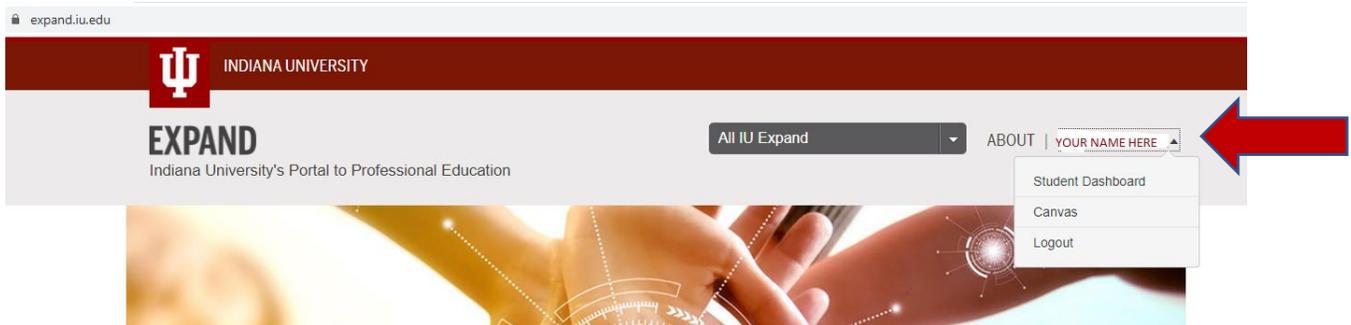
The screenshot shows the IU Expand dashboard. At the top, there is a navigation bar with the 'EXPAND' logo, the text 'Indiana University's Portal to Professional Education', a dropdown menu for 'Choose a topic...', and a user profile section with 'ABOUT YOUR NAME'. Below this are tabs for 'In Progress', 'Completed', and 'Not Completed', along with a 'PDF Transcript' button. The main content area is titled 'Programs' and lists two courses. The first course is 'Comprehensive Programming for Students Across the Autism Spectrum Training Series - Enroll', which is a 25-credit self-paced course starting on June 11, 2021. The second course is 'Introduction to Autism Spectrum Disorders - Enroll', a 1-credit self-paced course starting on January 11, 2021. A red arrow points to the 'Go To Course' button for the second course. Another red arrow points to the course title 'Introduction to Autism Spectrum Disorders - Enroll'.

- Follow the instructions on the front page of the Canvas course to find the content, recordings, PowerPoints, handouts, and quizzes in the Modules.

The screenshot shows the Canvas LMS interface. On the left is a dark red sidebar with navigation icons for Account, Modules, IT Support 24/7, Courses, Calendar, Inbox, History, and Help. The main content area has a header with the IU logo and 'CPSAASA-I'. Below the header, there are sections for 'Recent Announcements' and 'Introduction to Autism Spectrum Disorders'. The course title is displayed in a large font, followed by a banner image of the IU Bloomington campus. Below the banner is a 'Course Overview' section with a paragraph of text: 'In this course, attendees will gain a better understanding of the range of characteristics associated with an autism spectrum disorder, including social skills, communication, behavioral and other characteristics. This course is helpful for professional or paraprofessional staff working with those on the spectrum across a range of settings. Importance of family support will also be discussed.'

## To Receive a “Certificate of Attendance”

- a. You must complete the course(s) along with their corresponding quiz and course evaluation.
- b. A certificate of attendance will be auto-generated once a course has been completed. It will only be available in your IU Expand dashboard (<https://expand.iu.edu>).
- c. Return to IU Expand, look for your name in the upper right-hand corner next to the word “ABOUT” (indicated by red arrow in image below).
- d. Click the pull-down menu by your name and select “Student Dashboard”.



- e. This takes you back to where you can see the course(s) you have completed and in progress. You can click the title, to view or download your certificate OR you will notice the next course is unlocked for you to get started.
- f. **Please Note: You cannot advance until you have completed each course in sequential order. Each will become unlocked in your IU Expand dashboard as you progress.**
- g. Type II BCBA Credits are available at no cost by emailing Dr. Cathy Pratt at [prattc@indiana.edu](mailto:prattc@indiana.edu).

If you have any questions on how to navigate IU Expand or IU Canvas, please contact Melissa Dubie, Educational Consultant at Indiana Resource Center for Autism.

Email: [mdubie@indiana.edu](mailto:mdubie@indiana.edu)

Phone: 812-855-6208

Enjoy learning online,

The IRCA Team