Register for SALS ONLINE and Complete a Workshop

You must first register for the SALS ONLINE unit the workshop is associated with, and then register for the workshop(s) of your choice.

To register for a SALS ONLINE unit:

1. Log in to DC Connect.
2. Click the **green computer/tablet icon** in the SALS ONLINE widget on the right side of the screen.

3. Click the blue hyperlink for the SALS ONLINE unit you wish to register in (e.g. SALS ONLINE – Academic Writing).

Self Registering Course Offerings

Course Offering Code	Course Offering Name	Course Offering Cost	Enrolment Status
mm.100000.00142	100000.00142-MM-00142 - SALS ONLINE, ACADEMIC INTEGRITY		Not Enrolled
mm.100000.00443	100000.00443-MM-00443 - SALS ONLINE - Academic Writing		Not Enrolled
mm.100000.00444	100000.00444-MM-00444 - SALS ONLINE - Navigating DC Connect		Not Enrolled
mm.100000.00445	100000.00445-MM-00445 - SALS ONLINE - Learning Strategies		Not Enrolled
mm.100000.00011	100000.00011-MM-00011 - SALS ONLINE - Anatomy / Physiology / Biology		Not

4. Follow the registration steps on-screen.
5. Return to the DC Connect homepage.
6. SALS ONLINE units are found under "**Manually Managed Term**", but can also be viewed if you have selected to view "**All**" courses.
7. To use SALS ONLINE, click the appropriate unit, and then navigate as you would in a DC Connect course.

To register for a synchronous (live online) workshop:

1. Log into DC Connect and go to either the SALS ONLINE – Learning Strategies or SALS ONLINE – Academic Writing unit.
2. Click the **Calendar** tab near the top of the page.
3. Click on the **workshop** that you would like to attend. This will open a pop-up with a description of the workshop.
4. Click on the **registration link** in the workshop description, which will redirect to Eventbrite.
5. Complete the **registration form** in Eventbrite.
6. After you attend the workshop, you will receive a workshop verification certificate in SALS ONLINE. See "**Obtain Your Certificate of Completion**" below for instructions.

Note: You will receive a confirmation email from Eventbrite shortly after registering. **Eventbrite will send emails** with the Zoom link for the workshop **24 hours before** and **1 hour before the workshop**. Please check your email spam/junk folder if you do not see the email in your inbox.

If you have any questions, please contact your professor or email sals@durhamcollege.ca.

Register for SALS ONLINE and Complete a Workshop

All of the Learning Strategies workshops and many of the Academic Writing workshops can be completed online, at your own pace. Be sure to read all instructions in SALS ONLINE carefully. Workshops that can be completed online will contain a statement like this in the workshop description:

> **Once you have visited all of the content in the workshop module, scored 100% on the post-assessment quiz, and completed the reflection checklist, you will receive a Certificate of Completion.**

To complete a SALS ONLINE workshop (online, at your own pace):

1. Log in to DC Connect and visit either the **SALS ONLINE – Learning Strategies** or the **SALS ONLINE – Academic Writing** unit.
2. Click the **Content** tab near the top of the page.
3. From the Table of Contents on the left side of the screen, click the **Learning Strategies Workshops** or **Academic Writing Workshops** module and select **Available Learning Strategies Workshops** or **Academic Writing Workshops**.
4. Choose the desired workshop and click the [Workshop Name] link.
5. To successfully complete the workshop you must:
   - Visit **all** of the content in the workshop module.
   - Attempt the **pre-assessment quiz** for the module.
   - Earn 50% or higher on all **Check Your Understanding** quizzes in the module.
   - Earn 100% on the **post-assessment quiz** for the module.

     Note: You may attempt any quiz repeatedly.
6. Once you have met all criteria, a new topic will appear with **[Workshop Name] Reflection**. Complete this reflection checklist.

Note: Your professor may require you to write a reflection. Instructions for this would be provided by your professor.

To obtain your Certificate of Completion:

Once you have met **all** the requirements, you will receive an Update Alert in DC Connect (indicated by 🔔 at the top of the screen).

If you have not received a notification within 24 hours of completing the workshop, review the workshop to ensure that you have not missed any of the requirements.

To retrieve your certificate:

1. Click the **Awards** tab near the top of the SALS ONLINE – Learning Strategies/Academic Writing page and click **My Awards**.
2. Click the **icon** for the SALS ONLINE [Workshop Name] Workshop.
3. Click **Generate Certificate**. This will produce a PDF document that you can save, email to your professor, upload to Assignments in DC Connect, or print.

If you have any questions, please contact your professor or email sals@durhamcollege.ca.