



COLORADO MASTER GARDENER PROGRAM
 COLORADO GARDENER CERTIFICATE TRAINING

Distance Education Counties

2020 CMG Training Schedule

Classes are hosted & recorded online using ZOOM from 9:00 am-12:15pm & 1:00- 2:45pm.
 Online classes will be locally reviewed following live classes.

ZOOM INFORMATION FOR CALL DE CLASSES:

<https://zoom.us/j/277900354> | Call in: (669) 900-6833 | Meeting ID: 277-900-354

DATE	COURSE TOPIC	ALTERNATIVE SCHEDULE
January 30 ZOOM	Soils Dan Goldhamer <i>~ 2:45-3:30PM CMG Review</i>	
February 6	Botany Christine Prins Online Class	
February 13 ZOOM	Mountain Gardening Dr. Irene Shonle <i>~2:45-3:30PM Botany Review</i>	
February 20	IPM/Diagnostics Mary Small Online Class	
February 27 ZOOM	Plant Pathology Dr. Tamla Blunt <i>~2:45-3:30PM IPM Review</i>	

DATE	COURSE TOPIC	ALTERNATIVE SCHEDULE
March 5	Science of Planting Trees & Tree Care Dr. Alison O'Connor Online Class	
March 12 ZOOM	Vegetables Darrin Parmenter <i>2:45-3:45PM Tree Review</i>	<i>Or recorded if this date conflicts with Entomology scheduling</i>
Dates Vary by County	Entomology Dr. Whitney Cranshaw In-person Class	February 13: Tri Rivers February 14: Eagle February 15: Garfield March 9: Routt & Grand March 10: Summit March 17: Gunnison March 18: San Miguel/Montrose March 19: La Plata/Montezuma/Archuleta March 20: Chaffee/San Luis Valley
March 26	Turfgrass Management Dr. Tony Koski Online Class	
April 2 ZOOM	Weed Management Dr. Tony Koski <i>2:45-3:45PM Turfgrass Review</i>	
April 9 ZOOM	9AM-12:15PM: Small Fruits Yvette Henson 1-3PM: Local CMG Orientation	

Instructions for Online Classes

Several of your classes will be online through CSU Online's Learning Management System, known as **Canvas**. Please follow these instructions to register for the online portion of your CMG/CGC training.

1. **After receiving the email link from your county coordinator or extension agent**, click on the link and it will take you to the CSU Online website page.
2. On the course webpage, select the blue **"Add to My Courses"** button.

The screenshot shows the CSU Online website interface. At the top, there is a navigation bar with the CSU logo, the text "COLORADO STATE UNIVERSITY | ONLINE", and links for "My Courses (0)" and "My Account". A search bar is also present. Below the navigation bar, there are tabs for "Degrees", "Certificates", "Courses", "Badges", "Featured Topics", "FAQs", "Current Students", and "Contact Us". The main content area displays the course title "AGBB 2099 - Colorado Master Gardener" with tabs for "Spring 2019", "Summer 2019", and "Fall 2019". The "Noncredit" tab is selected. Below this, there is a section for "1 section available" titled "Section 206 (Online)". This section includes a registration deadline: "Registration ends Saturday, August 31, 2019." It also lists the date as "Open Entry", the instructor as "Merrill Kingsbury", and the tuition as "\$0". A blue button labeled "Add to My Courses" with a right-pointing arrow is highlighted with a red box.

3. The course selection will be listed in the shopping cart. Click the blue **"Begin Registration"** button to continue.

The screenshot shows the "My Courses" page on the CSU Online website. The top navigation bar is identical to the previous screenshot, but the "My Courses" link now shows "(1)". The main content area is titled "My Courses" and features a green banner that says "You have selected 1 course". Below this, there is a section for "Noncredit Courses" which lists the selected course: "AGBB 2099 - Colorado Master Gardener". The course details include "Open entry, section 206 in Summer 2019. Delivered: Online" and a price of "\$0". A "Remove" button is next to the course name. Below the course list, there is a "Noncredit course total" of "\$0". A blue button labeled "Begin Registration" with a right-pointing arrow is highlighted with a red box. To the right of the course list, there is an "Express Registration" section with a form to enter course information and an "Add Course" button.

4. If you are a new customer, you will be prompted to **create an account with CSU Online**. If you have registered through CSU Online previously, you will have an existing account with CSU Online, so you will not need to create a new account. Instead, please enter your email address and password to login to your account. If you cannot remember your password, please select the option to reset your password.

The screenshot shows the CSU Online homepage with a navigation bar. Below the navigation bar, there are two main sections: "Sign In" and "Create Account".

Sign In: This section is for returning customers. It includes a heading "I already have an account", a sub-heading "I am a returning CSU Online customer and already have an account.", and a form with fields for "Email" and "Password". There is a checkbox for "Remember me on this computer" and a "Sign In" button. A link "I forgot my password" is also present.

Create Account: This section is for new customers. It includes a heading "I am a new customer" and a sub-heading "I need to create an account with CSU Online for the first time." Below this is a "Create New Account" button.

5. Enter **your name, primary phone number, and mailing address**.

6. Review your registration selection and select **“Submit Registration.”**

7. Your registration has been completed, and you will be issued a registration confirmation number.

8. **Within 30 minutes of your registration, you will receive an email confirmation** from CSU Online entitled, “Your CSU Online Course is Ready.” This confirmation will provide you with your credentials to login to Canvas, the CSU Online Learning Management System, from which you will participate in the course (check your junk email folder if you don’t see the email in your inbox). **Please save your login and password.**

The screenshot shows the "Online Registration" page. The navigation bar includes "My Courses", "Profile", "Address", and "Review Registration".

Review Registration: This section shows the course being registered for: "AGBB 2099 - Colorado Master Gardener". It lists the course as "Noncredit Courses" with a total of "\$0".

Payment Options: This section states: "The total due for your noncredit courses is \$0 and does not require payment. Your enrollment in these courses will be confirmed automatically. Complete your online registration by clicking on the 'Submit Registration' button below."

Discount Code: There is a field to "Enter code" and an "Apply Discount" button.

Terms and Conditions: A section titled "In submitting my registration:" contains a list of terms and conditions. A checkbox is checked, indicating "I would like to receive emails about course offerings and registration reminders."

Submit Registration: A blue button with a right-pointing arrow is highlighted with a red box.

Once Registered, login at: <https://colostate.instructure.com/login/canvas>