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From: <[dhhrwvbtinfo@wv.gov](mailto:dhhrwvbtinfo@wv.gov)>

Date: Tue, Nov 16, 2021 at 4:57 PM

Subject: <b>Introducing the WV Birth to Three Canvas Learning Management System (LMS)</b>

To:

Dear WV Birth to Three Practitioners and Service Coordinators,

The WV Birth to Three Professional Development team is always looking for ways to bring high quality learning opportunities to the field that will allow you to learn anytime, anywhere and at your own pace.

WV Birth to Three is pleased to announce the purchase of a new learning management system (LMS) through Canvas. Beginning in 2022, the **WV Birth to Three Canvas LMS** will offer both self-paced and facilitated courses. Live webinar sessions will still be available through the Go to Training Platform, but all other sessions will begin moving to Canvas for ease of access.

**To be enrolled as a participant in Canvas, you must be registered in WV STARS and have WV Birth to Three listed as your “employer”. *This WV STARS status is required. As a reminder, individuals who enroll to provide WV BTT services are independent contractors and not State employees.***

**To review and update your WV STARS registry account please log into WV STARS and complete the following steps.**

- 1) Go to “My Profile” in the navigation tools on the left side of your screen.
- 2) In section 1, “Applicant Information”, verify all information is correct. If you correct any information, click “Update Information” at the bottom of the page.
- 3) Scroll down to #3 – “Current Employment Information.”
- 4) If at the top of this section the employment status begins with “BTT”, there is no need to do anything, you are ready!
- 5) If your employment status does not begin with “BTT” and you do not work with any other early childhood program– scroll down to check the box that says “Remove”.
  - Scroll down to “Add Another”
  - Choose employer type- WV Birth to Three options will come up first.
  - Scroll down to find the option that best reflects your role in the system.
  - You will then need to select the primary county you work in.
  - Click “Update Information”.
- 6) If your employment status does not begin with “BTT” and you do work for another early childhood program, you will need to add BTT as a second employer type.
  - Scroll down to “Add Another”

- Choose employer type - WV Birth to Three options will come up first.
- Scroll down to find the option that best reflects your role in the system.
- You will then need to select the primary county you work in.
- Click "Update Information".

For screen shots of each step, copy and paste this URL into your internet browser:

[http://www.wvdhhr.org/birth23/files/How\\_to\\_update\\_your\\_WV\\_STARS\\_PROFILE.pdf](http://www.wvdhhr.org/birth23/files/How_to_update_your_WV_STARS_PROFILE.pdf)

**Please complete this update by December 1, 2021, to be assured a spot in the WV Birth to Three Canvas Learning Management System.**

The WV Birth to Three Professional Development Team