



CPA

CHARTERED
PROFESSIONAL
ACCOUNTANTS

WESTERN
SCHOOL
OF BUSINESS

Brightspace (D2L) User Manual

Last Modified: May 2021

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Introduction

Welcome to CPA preparatory courses delivered by the CPA Western School of Business (CPAWSB or ‘the School’)!

CPA preparatory courses are designed for those who lack some or all the prerequisite knowledge required for admission to the CPA Professional Education Program (CPA PEP).

CPA PEP is the education program required for CPA accreditation.

This manual will highlight how course materials are delivered through the Brightspace (D2L) learning management system.

For technical issues with Brightspace (D2L), please submit a ticket to the [CPA Canada Helpdesk](#).

For administrative issues or questions, please contact prepmodule@cpawsb.ca.

Accessing Brightspace (D2L)

Log into Brightspace (D2L) through this [website](#).

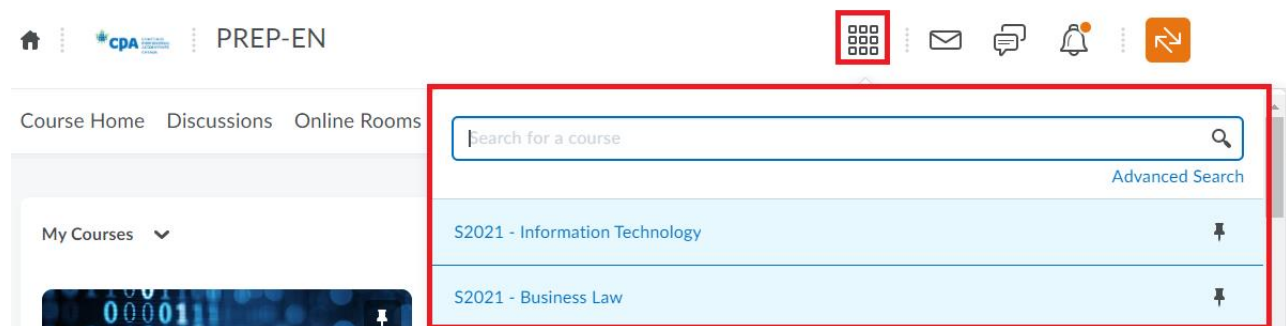
For non-core preparatory courses, you will receive access to course materials within five business days of your course registration date. You will be sent a welcome email with your Brightspace (D2L) login credentials.

For core preparatory courses, you will receive access to core course materials by the Friday before the starting week posted in the [academic schedule](#).

Login credentials are sent from Brightspace (D2L) to the email address the School has on file. Please contact prepmodule@cpawsb.ca if you do not receive your Brightspace (D2L) login credentials according to the timing above. Please note Brightspace (D2L) login credentials are different from My CPA Portal login credentials.


Logging into the Course for the First Time

To access the course home page, go to My Home → Select the name of the course:




Alternatively, access the course home page from the Brightspace (D2L) home page under the “MyCourses” section.

My Courses ▾



S2021 - Information Technology



S2021 - Business Law

CPA Canada News ▾

Changing Notifications and Settings

The default time zone is set as “GMT – 5:00 Canada – Toronto.” Adjust the time zone under Account Settings, depending on location:

- BC: GMT-8:00 Canada - Vancouver
- Alberta & Northwest Territories: GMT-7:00 Canada - Edmonton
- Saskatchewan: GMT-6:00 Canada - Regina
- Manitoba: GMT-6:00 Canada - Winnipeg
- Nunavut: GMT-5:00 Canada – Iqaluit

My Courses ▾

CPA Canada News ▾

Profile

Notifications

Account Settings

Log Out

Time Zone

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent

Americas ▾

Select a continent to populate the list of time zones.

Time Zone

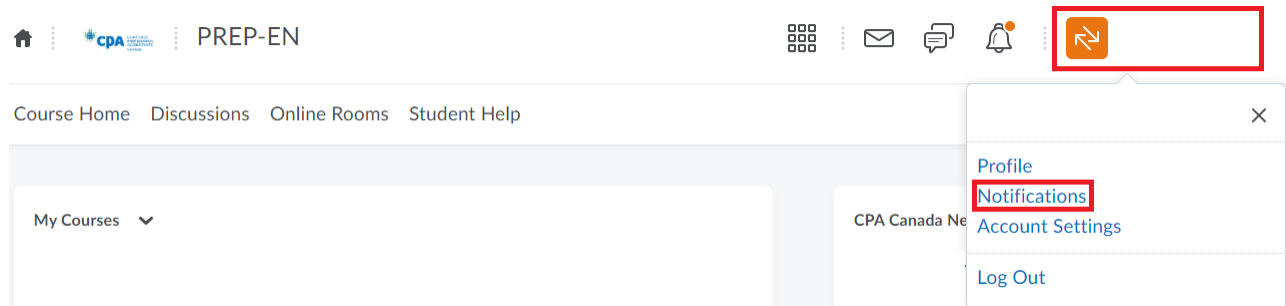
GMT-7:00 Canada - Edmonton ▾

Offset in hours from UTC, time zone name.

Click on “Save” after selecting the appropriate time zone.

Note: Students are responsible for updating their time zone. **Quiz and project submission deadlines shown as 2:55 AM mean the time zone is set to Eastern time.** Incorrect time-zone settings are not accepted as an excuse for failure to submit quizzes and projects and may result in withdrawal from the course. Quiz and Project submission deadline times will be posted in the next section.

Under “Instant Notifications” select alerts to receive about content, discussions, project reminders, grades, and news.



Instant Notifications

- Content - content item created
- Content - content item updated
- Content - content overview updated
- Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications
- Dropbox - dropbox folder due date or end date is 2 days away
- Grades - grade item released
- Grades - grade item updated
- News - item updated
- News - new item available
- Quizzes - quiz end date is 2 days away

	Email	SMS
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input type="checkbox"/>	<input type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>

Customize Notifications

- Include my grade value in notifications from Grades
- Allow past courses to send me notifications
- Allow future courses to send me notifications
- Allow inactive courses to send me notifications

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

Click on “Save” after selecting which notifications to receive.

Exclude certain courses from sending course notifications by clicking on “Manage my course exclusions.”

Navigating the Course

Course materials, including the Course Overview, are available under “Content.”

The Academic Honesty Quiz & Training Contract

You need to complete the Academic Honesty Quiz and Training Contract first. On the course home page, complete the Academic Honesty Quiz and Training Contract under “Starting Spot and Must Dos” to unlock the course materials. Alternatively, they can be found under “Quizzes” in the navigation bar.

Course Home Content Classlist Quizzes Grades

S2021 - Information Technology

Starting Spot and Must Dos ▾

In order to gain access to the course materials, you need to complete the Academic Honesty quiz first. Once you have completed this activity, you will be able to view your course materials from the Content item in the navigation bar, or from the Content Browser widget.

- [Academic Honesty Quiz](#)
- [Training Contract](#)

My Course Update ▾

My Regional Announcements ▾

Calendar ▾

Monday, February 1, 2021 ▶

Upcoming events ▾

My Course Announcements ▾

The course materials will unlock and will be available on the “Content” page after the Academic Honesty Quiz and Training Contract are completed.

Announcements

Please make sure to check the course announcements items on a regular basis as information (updates, reminders, etc.) will be announced here. When a “Announcements” item is published, a notification will appear in the top right-hand corner of the page:

S2021 - Information Technology

Starting Spot and Must Dos ▾

In order to gain access to the course materials, you need to complete the Academic Honesty quiz first. Once you have completed this activity, you will be able to view your course materials from the Content item in the navigation bar, or from the Content Browser widget.

- [Academic Honesty Quiz](#)
- [Training Contract](#)

My Course Announcements ▾

My Course Update ▾

My Regional Announcements ▾

January Quiz Deadline

Posted Jan 13, 2021 10:00 AM

To access all announcements items, go to the course home page and click on “My Regional Announcements.” The most recent items will appear first.

Notifications will also be emailed to the email address associated with Brightspace if that option is selected in Notification Settings (see [Changing Notifications and Settings](#)).

Calendar

To access the course calendar and view the schedule (information on quiz and project deadlines, the release of documents, etc.), go to the course home page and click on “Calendar.”

S2021 - Information Technology

Starting Spot and Must Dos ▾

In order to gain access to the course materials, you need to complete the Academic Honesty quiz first. Once you have completed this activity, you will be able to view your course materials from the Content item in the navigation bar, or from the Content Browser widget.

- [Academic Honesty Quiz](#)
- [Training Contract](#)

My Course Announcements ▾

Required Software, Guides and Regulations ▾

My Course Update ▾

My Regional Announcements ▾

Calendar ▾

Monday, February 1, 2021 ▶

Upcoming events ▾

FEB	All Day
2	Next Available Exams

Sort the events by clicking on the left/right arrows and view the events as a list or calendar.

The screenshot shows the Brightspace interface for the course "S2021 - Information Technology". At the top, there are navigation icons and a search bar. Below the navigation, there are tabs for "Agenda", "Day", "Week", "Month", and "List". The "Agenda" tab is selected. To the right of the tabs are buttons for "Print", "Settings", and "Subscribe". Below the tabs, there are navigation arrows and the text "Today and tomorrow". A dropdown menu shows "S2021 - Information Technology". Below this, there are tabs for "Date", "Course", and "Category". The main content area shows "Tuesday, February 2, 2021" and "Next Available Exams Feb 2, 2021 - Feb 2, 2021". To the right, there is a calendar view for February 2021 with the 2nd highlighted.

To import the Brightspace (D2L) calendar and deadlines into your personal calendar, you can download an .ICS file. Click on Settings > click "Enable Calendar Feeds" > Save. A "Subscribe" button will now appear so you can download the .ICS file to import into your personal calendar.

The screenshot shows the "Calendar Subscriptions" dialog box in the Brightspace interface. The dialog box has a title bar "Calendar Subscriptions" and a close button. Below the title bar, there is a text input field containing "All Calendars and Tasks". Below this, there is a paragraph of text: "Copy and paste the following URL into any external calendar application to subscribe to events for the selected calendar(s).". Below the text, there is a text input field containing the URL: "https://education.cpacanada.ca/d2l/le/calendar/feed/user/feed.ics?token=aosgmb1qa00jfhoofb97". Below the URL, there are two buttons: "Download" and "Reset". Below the buttons, there is a paragraph of text: "Clicking the Reset button generates a new private address and invalidates any existing feeds you have subscribed to." Below the text, there is a progress bar and a "Close" button. To the right of the dialog box, there is a "Subscribe" button highlighted in red.

Non-Core Preparatory Courses

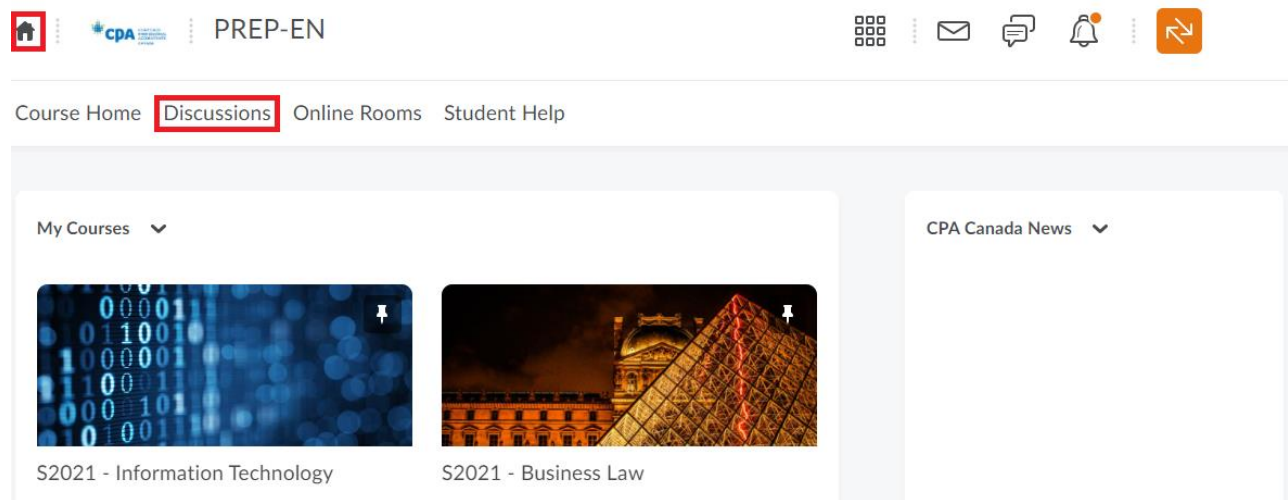
The following information about e-textbooks and quizzes is exclusive to students registered in the following courses:

- Introductory Financial Accounting
- Introductory Management Accounting

- Economics
- Statistics
- Business Law
- Information Technology

Discussion Board

Students and facilitators can engage in discussions with the use of a national discussion board. All students can view the topics being discussed. To access the national discussion board, click on Discussions on the Brightspace (D2L) homepage.




The screenshot shows the Brightspace (D2L) homepage. At the top, there is a navigation bar with a home icon, the CPA logo, and the text 'PREP-EN'. To the right of the navigation bar are several icons: a grid, an envelope, a speech bubble, a bell, and a share icon. Below the navigation bar, there is a secondary navigation menu with the following items: 'Course Home', 'Discussions' (highlighted with a red box), 'Online Rooms', and 'Student Help'. The main content area is divided into two columns. The left column is titled 'My Courses' and contains two course cards. The first card is for 'S2021 - Information Technology' and features a blue background with binary code. The second card is for 'S2021 - Business Law' and features a night view of the Louvre Museum. The right column is titled 'CPA Canada News' and is currently empty.

E-Textbook

All non-core preparatory courses include an e-textbook, except Information Technology, which is available through Brightspace (D2L) and is included in your course fee. A physical copy of the textbook is **not** included in the course fee and is **not** required, we recommend using the available e-textbook. Those who wish to purchase a physical copy of the textbook may do so at their own discretion.

You can access your e-textbook by clicking on "Content" > "Student Course Materials" > "MyLab". You may have to agree with the "Terms of Conditions" of MyLab; hit the "Agree" button before proceeding to Bookshelf. You will need to register in Bookshelf if this is your first time accessing the course. You do not need to input any access codes during the registration.


 Bookmarks

 Course Schedule

 Table of Contents (25)

 Course Reference Materials (5)

 Student Course Materials (20)

 Overview (2)

 MyLab Economics (9)

 Quizzes (8)

 Sample Exam (1)

Questions

MyLab Economics


 0 % 0 of 9 topics complete

[Macroeconomics for Life: Smart Choices for All](#)
 External Learning Tool

[Microeconomics for Life: Smart Choices for You](#)
 External Learning Tool


[VitalSource - Microeconomics for Life: Smart Choices for You](#)
 External Learning Tool

[VitalSource - Macroeconomics for Life: Smart Choices for All](#)
 External Learning Tool

[Getting Started with Bookshelf \(Video\)](#)
 Link

[Using VitalSource Bookshelf](#)
 Link

For [Business Law](#), the course materials are delivered through Revel. You can access Revel by clicking on “Content” > “Student Course Materials” > “Business Law.” Revel is an interactive learning experience that allows you to read, practice, take notes, and test yourself, all in one place.


 Bookmarks

 Course Schedule

 Table of Contents (4)

 Course Reference Materials ✓

 Student Course Materials (4)

 Overview ✓

 Quizzes (4)

 Business Law ✓

 Sample Exam ✓

Questions

Business Law


 Print


 100 % 4 of 4 topics complete

[Business Law in Canada](#)
 External Learning Tool

✓

Welcome to Revel™ for Business Law! Revel is an interactive learning experience that allows you to read, practice, take notes, and test yourself, all in one place. If you are familiar with MyLab, Revel will offer a similar experience in the sense that you can access multiple tools to help you learn, study, and prepare for your class. The biggest difference between MyLab and Revel is that everything is centered around the eText. Revel has a ‘read a little, do a little approach’, and it can help you learn and retain the material better for a more wholesome understanding of your course material, compared to a traditional textbook.

[VitalSource - Business Law](#)
 External Learning Tool

✓

[Getting Started with Bookshelf \(Video\)](#)
 Link

✓

[Using VitalSource Bookshelf](#)
 Link

✓

For Information Technology, there is no specific textbook. You can access the course materials by clicking on “Content” > “Student Course Materials” > Part 1 – Part 6.

Course Home **Content** Classlist Quizzes Grades Awards

Search Topics

Bookmarks

Course Schedule 1

Table of Contents 19

Course Reference Materials ✓

Student Course Materials 19

Overview ✓

Part 1 ✓

Part 2 1

Part 3 4

Part 4 7

Part 5 2

Part 1 Print

Part 1 begins with the role of information systems in strategic planning, governance, and financial management within an organization. This section also discusses Porter's Five Forces model, competitive strategies, and the difference between data and information.

100 % 3 of 3 topics complete

[Part 1 Student Notes](#) ✓
Link

The Student Notes provide detailed discussion of the topics introduced in class with examples to illustrate calculations and processes.

[Part 1 Suggested Study Plan](#) ✓
Link

This is a *suggested* Study Plan to help you stay on track with the material for each week. It is recommended that you spend between 15 and 20 hours outside of lecture time per week on the material; this time should be used for reading the Student Notes and working through the rest of the material.

[Part 1 Practice Problems and Solutions](#) ✓
Link

The Practice Problems and Solutions provide examples of major concepts learned in the Student Notes and lectures. To use these effectively, complete as much of each question as possible before reviewing the solution. These should be used to prepare for the examination.

Practice Problems & Quizzes

Practice problems give you the opportunity to practice and master the concepts taught in the student notes. Practice problems will not be contributed to your overall course mark.

Quizzes are detailed in the course overview. There are four quizzes based on the e-textbook. These quizzes are not mandatory for completion, but students are encouraged to complete the quizzes to help them prepare for their exam. Quizzes will not be contributed to your overall course mark.

The quizzes can be accessed by clicking on “Quizzes” in the navigation bar.

Non-Redesigned Core Preparatory Courses

The following information about projects and quizzes is exclusive to students registered in the following courses:

- Advanced Financial Reporting (AFR)
- Corporate Finance (COF)
- Intermediate Management Accounting (MAA)
- Performance Management (PMA)

Discussion Board

Students and facilitators can engage in discussions with the use of the discussion board. All students can view the topics being discussed. To access the course discussion board, go to the course home page and click on Communications > Discussions. Click on a topic to view or participate in discussions:

The screenshot shows the Brightspace interface for a course titled "S12021 - Intermediate Management Accou...". The navigation bar includes "Course Home", "Content", "Knoti...", "Communication", "Assessments", and "Edit Course". The "Communication" menu is open, showing options: "Classlist", "Discussions", "Email", "News", "Pager", and "Class Progress". Below the menu, there are "Settings" and "Help" links. The "Discussions" section has tabs for "Discussions List" and "Subscriptions", and a "More Actions" button. Filter options include "Unread" and "Unapproved", with a "Collapse All Forums" button. The main content area shows "MAA General Discus...". A table below lists discussion topics:

Topic	Threads	Posts	Last Post
General Topics	4	20 (20)	January 22 at 9:57 AM

Projects

Projects are mandatory to be eligible to write the final exam and are worth eighteen percent of the final grade. Failing to submit a project will result in being withdrawn from the course. Project due dates typically follow the schedule below unless stated otherwise in Brightspace (D2L):

- British Columbia and Yukon: Saturdays at 11:55 PM Pacific
- Alberta and Northwest Territories: Sundays at 12:55 AM Mountain
- Saskatchewan: Sundays at 1:55 AM Central Standard
- Manitoba: Sundays at 1:55 AM Central
- Nunavut: Sundays at 2:55 AM Eastern

Submit projects using the Dropbox function on Brightspace (D2L). To access the Dropbox function, click on "Assessments" > Dropbox:

Course Home Content Knotia Communication **Assessments** Help

Dropbox Folders

View History

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Project 1 Closed Dec 20, 2020 12:55 AM	Not Submitted	- / 9		Dec 20, 2020 12:55 AM
Project 2 Closed Jan 17, 2021 12:55 AM	Not Submitted	- / 9		Jan 17, 2021 12:55 AM

Ensure the project is submitted into the correct Project Dropbox folder. Projects submitted to the wrong folder are considered incomplete non-submissions and will result in being withdrawn from the course.

You can attach multiple files to one submission by clicking on "Add a File" and selecting all necessary files to upload. Make sure you include all Word and Excel files at the time of your upload.

Project 1 - Submit Files

Hide Folder Information

Folder
Project 1

End Date
Jan 28, 2018 12:55 AM

Submit Files

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio Record Video

Comments

Rich text editor toolbar with options for Paragraph, Bold, Italic, Underline, List, Font Family, Size, and background color.

Submit Cancel

A confirmation email will arrive after hitting the “Submit” button and the number of files submitted will appear in the Dropbox.

Dropbox Folders

[Help](#)

[View History](#)

Folder	Score	Submissions	Feedback	Due Date
No Category				
Project Closed Nov 13, 2017 12:55 AM		1	View	Nov 13, 2017 12:55 AM
Securexam Activity 2	- / -	2	View	Nov 8, 2017 11:55 PM

If you uploaded incorrect project files, you can submit a second submission if the submission deadline has not passed. Please note your previous submission will be overwritten.

[Dropbox](#) > [Project 1](#)

Project 1

[Show Folder Information](#)

Submit Assignment

Note:

You have already submitted to this folder. By submitting again, you will overwrite your previous submissions.

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

[Add a File](#)

[Record Audio](#)

[Record Video](#)

Comments

📺 📷 🔗 ▼
Paragraph ▼
B *I* U ▼
☰ ☰ ☰ ▼
Font Famil ▼ Size ▼
■ ▼
⋮

👍 👎 ↔ 🔍 🔄 ✍

[Overwrite](#)

[Cancel](#)

Project grades will be available eight business days after the project deadline. There is a designated Marker assigned to each core Brightspace course and students must contact their marker within three business days

of their project results being released to appeal their project mark. Project appeals will not be considered once the final course grades have been released. The role of the marker is only to address any concerns regarding your project grade. If you felt that project grades were missed or if there's an issue with your project mark; you would have to outline where you specifically feel marks were missed.

You can contact your marker through Brightspace's (D2L) email system. You can email your Marker by going to the course page and click on Classlist. Once you are on the class list page, you must click on your marker's name to send an email.

Please note third-party email providers (Gmail, Hotmail, Yahoo, etc.) will not send or receive email from Brightspace's emailing system. Please use the Brightspace email system to contact your facilitator or marker.

Quizzes

There are six weekly quizzes for core preparatory courses. Each quiz is worth two percent and all six quizzes are worth twelve percent of a student's final grade. Quizzes are not mandatory and if you do not submit your quiz before the deadline, you will receive a zero. Please note quiz due dates should be listed as below unless stated otherwise:

- British Columbia and Yukon: Fridays at 11:55 PM Pacific
- Alberta and Northwest Territories: Saturdays at 12:55 AM Mountain
- Saskatchewan: Saturdays at 1:55 AM Central Standard
- Manitoba: Saturdays at 1:55 AM Central
- Nunavut: Saturdays at 2:55 AM Eastern

To access the weekly quizzes, click on Content > Select the appropriate week> Click on Week X Quiz. Alternatively, access the weekly quizzes by clicking on Assessments > Quizzes. PDF versions of the weekly quiz questions are also available; however, responses must be submitted online. Submit quiz answers before the stated deadlines to avoid receiving a grade of zero.

Course Home Content Knotia Communication **Assessments** Help

Quiz List

Without Category	Evaluation Status	Attempts
Academic Honesty Quiz		0 / 1
Training Contract		0 / 1
Quizzes	Evaluation Status	Attempts
Week 1 Quiz Available until Dec 5, 2020 12:55 AM		0 / 1
Week 2 Quiz Available until Dec 12, 2020 12:55 AM		0 / 1
Week 3 Quiz Available until Dec 19, 2020 12:55 AM		0 / 1
Week 4 Quiz Available until Jan 9, 2021 12:55 AM		0 / 1
Week 5 Quiz Available until Jan 16, 2021 12:55 AM		0 / 1

Start the quiz by clicking on it. Be sure to hit “Save” after each question and “Go to Submit Quiz” when the quiz is complete. The quiz will not submit if “Save all Responses” is selected.

Click on the “Submit Quiz” button on the “Quiz Submission Confirmation” page. After clicking on “Submit Quiz” a submission confirmation appears. Click on “Yes, submit quiz” to be redirected to a quiz submission confirmation.

Course Home Content Communication ▾ Assessments ▾ Online Rooms Edit Course

Week 1 Quiz

Est. Length: 2:00:00 Attempt 1

Questions




5 of 5 questions saved

Page 1:

1 2 3

4 5

Legend

-  Saved Response
-  Unsaved Response
-  Info Item

Quiz Submission Confirmation

You are about to submit your quiz...

To change your response to any question before submission, click on the question number in the Quiz Info menu.

Once you press the Submit Quiz button you cannot return to your quiz.

[Submit Quiz](#)

Quiz Submissions - Week 1 Quiz ▾

Submission View: ▾

(username:)

Attempt 1

Written: Jan 2, 2018 10:30 AM - Jan 2, 2018 10:33 AM

Submission View

Your quiz has been submitted successfully.

[Done](#)

To confirm the quiz was submitted correctly or to access quiz grades, click on Assessments > Quizzes.

Quiz List

[Help](#)

Without Category	Evaluation Status	Attempts
Academic Honesty Quiz ▼		0 / 1
Training Contract ▼		0 / 1
Quizzes	Evaluation Status	Attempts
Week 1 Quiz ▼ Available until Dec 5, 2020 12:55 AM Submissions Reports		0 / 1
Week 2 Quiz ▼ Available until Dec 5, 2020 12:55 AM Reports		0 / 1
Week 3 Quiz ▼ Available until Dec 19, 2020 12:55 AM		0 / 1
Week 4 Quiz ▼ Available until Jan 9, 2021 12:55 AM		0 / 1
Week 5 Quiz ▼ Available until Jan 16, 2021 12:55 AM		0 / 1

If the attempt states “1/1” the quiz was submitted correctly. However, if the quiz has an asterisk beside the number (i.e. 1*/unlimited), the quiz is considered “in progress” and has not been submitted. Click “Submit Quiz” to submit it.

To view a submitted quiz, click on the down arrow beside the quiz in question and click “Submissions.” From there, click on Attempt 1.

Exam Review Webinar

You can register for an Exam Review Webinar administered by CPA Canada. The Exam Review Webinar will be recorded if you are unable to attend. A posting will be posted under your “My Course Announcements.” The Exam Review Webinar materials will be posted shortly after the exam review webinar session.

Course Home Content Knotia Communication ▼ Assessments ▼

Welcome to the course
Review Welcome Message

My Course Announcements ▼

- [Exam Review Webinar \(recording\)](#)
- [Exam Question Examples](#)
- [Exam Review Questions \(Excel\)](#)
- Final Exam Review (updated slides)
- MAA Final Exam Review

Thursday, Jan 21 2021, 11:00 AM - 1:00 PM Eastern Time

My Course Updates ▼

- Week 3, Practice Problems and Solutions, updated Jan. 26
- Week 5, Practice Problem Solutions, updated Jan. 4
- Project Details, updated Dec. 18
Please note that there is an issue with the budgeted quantity figures in Exhibit 4 in the project details document. Note this issue does not

Once final grades have been released, eleven business days after the final exam date, the Markers' comments regarding the final exam will be posted under your "My Course Update" shortly after.

Webinars

If you are registered in a "Webinar" delivery option, the webinar details will be released on the morning of the scheduled dates listed in the Webinar Schedule document. The webinar details will be posted under the "My Regional News" widget on your course page.

You are responsible for using the course materials available in Brightspace (D2L) to learn on your own if you cannot attend a webinar. Live webinars are recorded and will be posted to Brightspace (D2L) within one business day.

News

New Item
More Actions ▾

🔍
Show Search Options

🗑️ Delete

	Title	Start Date	End Date	Status
<input type="checkbox"/>	IF1 Week 4 Webinar – May 2 ▾	May 2, 2019 6:00 AM	May 3, 2019 11:00 PM	Scheduled

To access your webinar on Thursday, May 2, at 6:00 p.m. Pacific (7:00 p.m. Mountain), go to:

- Website: www.webex.com
- Join > Meeting code:

Alternatively, the direct link is: . This session will start promptly at 6:00 p.m. Pacific, please do not access the session link earlier than 5:45 p.m. Pacific.

Please select "Computer Audio" when logging into session; do not phone in as you may be charged long-distance fees. Please ensure you have your microphone turned off during the webinar. The class and facilitator would hear background noise and electronic feedback.

If the direct link does not work in the webinar posting does not work, go to the [WebEx](http://www.webex.com) website and click "Join." Enter the meeting number, your name, email address, and click "Join." You do not need a WebEx account to participate in the meeting.

Redesigned Core Preparatory Courses

The following information about projects and quizzes is exclusive to students registered in the following courses:

- Intermediate Financial Reporting 1 (IF1)
- Intermediate Financial Reporting 2 (IF2)
- Audit and Assurance (AUA)
- Taxation (TAX)

For more information regarding the redesigned core preparatory courses, please review the [FAQs](#).

Getting Started

To access your course materials, click on Content > Getting Started > Getting Started. Complete the Academic Honesty Quiz, Training Contract Quiz, and familiarize yourself with the new user interface.

2021 Semester 2 - Taxation

Course Home **Content** Calendar Quizzes Discussions Email Classlist Grades

Search Topics

Bookmarks

Course Schedule 3

Table of Contents 1

Getting started 1

Support

Getting started

Complete the getting started checklist before the course starts.
Expect to spend approximately 3 hours as a new student.

0 % 0 of 1 topics complete

Getting started
Checklist

Unit Activities

Students will be able to access the SmartBook and adaptive assignments, practice problems, task-based simulations, and quizzes under the Unit Activities. **Unit Activities need to be completed each week.**

2021 Semester 2 - Taxation

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Unit 1 activities

Print

Work through the checklist to complete all of the activities for Unit 1.
Expect to spend approximately 19 hours on Unit 1.

0% 0 of 1 topics complete

Unit 1 activities Checklist

You will need to submit your practice problems and task-based simulations by clicking the “Submit your response” and “Submit all completed task files.”

Apply what you have learned

Complete practice problems



[Access the problems](#)

[Submit your response](#)

Have technical questions? Post them to the discussion board

120 minutes

Due February 26, 2021 at 11:55pm PST

Debrief practice problems



[Review the solutions and watch the debrief videos](#)

120 minutes

Solutions release upon submission

Unable to submit on time? Solutions will release within 48 hours of the dropbox deadline

Complete task-based simulations



[Read simulation 1](#)

25 minutes

[Access the simulation 1 task file](#)

[Read simulation 2](#)

20 minutes

[Access the simulation 2 task file](#)

[Read simulation 3](#)

15 minutes

[Access the simulation 3 task file](#)

[Submit all completed task files](#)

Due February 26, 2021 at 11:55pm PST

Have technical questions? Post them to the discussion board

A new window to Dropbox will open and you will be able to attach and submit all your files.


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[Dropbox](#) > [Unit 1 – Practice problems](#)

Unit 1 – Practice problems

▼ [Hide Folder Information](#)

Turnitin®

 This assignment will be submitted to Turnitin®.

End Date

Feb 27, 2021 12:55 AM

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

Record Video

Comments

Submit

Cancel

Paragraph

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A confirmation email will arrive after hitting the “Submit” button and the number of files submitted will appear in the Dropbox.

The solutions to the unit practice problems, task-based simulations, and quizzes will be released within 48 hours of your submissions.

Exam Preparation

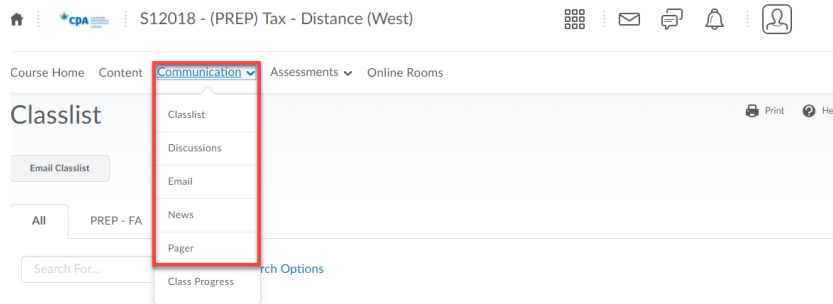
Students will be able to access retired exam questions that were actual exam questions from previous course exams.

Communications

Students can interact will fellow classmates or with their facilitator through Brightspace (D2L).

Pager/Private Message

Brightspace (D2L) includes functionality to privately contact classmates. Go to the course home page and click on Communications> Pager > Classlist. Select the classmate to send a private message to.



Email

Alternatively, send emails to classmates by going to the “Classlist” and selecting the student to email. Please note, emails are only sent through Brightspace’s (D2L) emailing system and not to external email address (i.e. Gmail, Hotmail, etc.).

Exam Preparation

Please note that the Examination Regulations for the [2021 remote assessments \(Semesters 1-4\)](#) are different. You will receive access to the remote exam regulations closer to the evaluation date.

Please contact prepexams@cpawsb.ca if have questions about the final exam.

Power BI

The Competency Map now includes data analysis and information systems as a required element of each of the technical competencies. As a result, students will have to complete at least one data analysis activity using Microsoft’s Power BI software.

Microsoft offers a free desktop version of Power BI that you can download here: <https://powerbi.microsoft.com/en-us/desktop/>. **Power BI is only compatible with a Windows operating system; you will not be able to use Power BI with an Apple product.**

Power BI will prompt students to set up an account once installed; however, this is optional. An account is not necessary or required to complete your weekly problems. To skip the sign-in or account creation process, when Power BI launches, a pop-up window will display. The window has a link at the bottom left that says, “Already have a Power BI account? Sign in.” Clicking on the link prompts a window requiring your credentials. You can close the window and proceed with your activity.

Getting Familiar with Power BI

For more information on Power BI, see Microsoft’s website dedicated to Power BI and the learning material provided: <https://powerbi.microsoft.com/en-us/get-started>.

In addition, the following online resource is available to all students: <https://docs.microsoft.com/en-us/learn/modules/get-started-with-power-bi/3-building-blocks-of-power-bi>.

Power BI also has several built-in resources, including videos, that you can access through the program's Help menu.

Don't be alarmed if your Power BI file looks "empty" when you first open it. Your weekly activities will guide you through the process of linking and accessing the required data.

Tips for Success

Adapting to the Canadian Accounting Workplace

Adapting to the Canadian Accounting Workplace is an online, optional, interactive course designed for internationally trained professionals, students, or candidates who currently work or seek employment in the accounting field. It is based on dozens of interviews with Canadian employers and internationally trained accountants. There are seven modules covering:

1. Resume Preparation
2. Interview Skills
3. Challenges in the Accounting Workplace
4. Expressing Your Opinions and Making Presentations
5. Giving and Receiving Feedback
6. Conflict Resolution
7. Ethical Decision Making

Calculator Practice Problems

Being efficient in using your calculator is essential for success in CPA preparatory courses. One of the most important calculations you will do is calculating the "Time Value of Money." A document with sample problems on the "Time Value of Money" can be found under your "Course Reference Materials" on Brightspace (D2L) and the [Certification Resource Centre](#). It is recommended that you practice these and compare your answers to the solutions provided.

CPA Canada Learning eBooks

The CPA Canada Learning eBooks are a supplementary resource available to help students learn the course concepts. Students enrolled in CPA preparatory courses have access to Knotia, which provides access to all seven of the Learning eBooks: Financial Reporting, Management Accounting, Strategy and Governance, Audit and Assurance, Finance, Taxation, and Enabling Competencies.

The Knotia link can be found on the navigation bar and is accessible anywhere on Brightspace (D2L).

CPA Way Case Writing Videos

Case writing is an important skill to have to be successful in CPA preparatory courses. A series of videos are available to help students improve their case writing skills. These videos can be found under "Content" on Brightspace (D2L) and the [Certification Resource Centre](#).

The videos cover all the key aspects for successful case writing such as assessing the situation, how to do a proper analysis of key issues, how to draw conclusions and provide advice, and how to properly

communicate your findings. Additionally, there are two videos that we would like to note. The first video is a facilitator walking you through a case assignment from start to finish which may be valuable for first time case writers. The second video walks you through the difference between a strong and weak case assignment highlighting the differences between the two papers and on how you can improve your case writing skills.

Culturally Inclusive Exams and Facilitation in Accounting

This interactive course is designed to provide students with valuable insights into their own cultural biases and assumptions, as well as foundational knowledge and skills on how to work effectively and respectfully in culturally diverse environments. Students will learn about the following:

- culture and accounting
- understanding bias, stereotyping, fairness, and offensiveness in testing
- how to increase cultural awareness and cultural competencies
- a cultural lens framework
- English language proficiency and its relevance in accounting
- dealing with exam anxiety

This course consists of six modules that take about three hours in total to complete.

Excel Refresher Videos

Excel skills are essential to success in CPA preparatory courses as many of the practice problems and cases require creating Excel solutions from scratch. A series of “How to” Excel videos are available on Brightspace (D2L) to help you improve your Excel skills. The videos range from demonstrating introductory to intermediate Excel skills, skills necessary to be successful when completing CPA preparatory course questions. They are set up in segments to allow you to review only topics you wish. Major topic covered are:

- Introduction to Excel
- Math and Finance Functions
- Tables and Tabular Data
- Introduction to Data Visualization
- Formulae and functions

How to Read the Project Feedback

A short video is provided to help students interpret their feedback report from their facilitators. The feedback report is provided to help you better understand why you received the grade you did. The link is available under the “Course Reference Materials.”

Introduction to Indigenous Culture

This interactive course is designed to provide students with a valuable introduction into the deep cultural and historical foundations upon which the future prosperity of Indigenous communities must be built. Students will learn about the following:

- Indigenous history
- Indigenous people
- Reconciliation and the impact of colonization and lessons learned
- Seven Generations: moving from poverty to prosperity

This course consists of four modules that take about one hour in total to complete.

Student Orientation to D2L

This is a free course that will help you learn how to use the Desire2Learn (D2L) system. Through some quick and easy self-paced modules, you will learn how to successfully use D2L's online tools.