- 1) Login to Canvas
- 2) Select "Courses" on the left menu bar

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- In the Menus options in BLUE select VitalSource (if you do not see VitalSource Follow the directions below)
- Once you select VitalSource syncing will begin, you will not see any course material immediately it can take up to 5 hours.

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If you do not See VitalSource in the BLUE links on the left side of the page, then follow these steps:

- 1) Select Courses from the left menu bar
- 2) Select Settings at the bottom of the menu
- 3) Select Navigation from the top menu bar

- 4) Scroll down until you see VitalSourcePage disabled won't appear in navigation
- 5) Select this and click on enable
- 6) Scroll down and select Save
- 7) VitaSource will now show on the Menu bar in the BLUE links select it
- Once you select VitalSource syncing will begin, you will not see any course material immediately

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After you select VitalSource the syncing process will begin, the time this takes varies from 20 minutes to 5 hours so plan to do this ahead of time.