# **Canvas User Guide iOS 12 Devices**







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The images in this guide used the following versions:

- iOS v12.4
- Canvas Student v6.6.3
- Adobe Scan v19.08.17
- Canvas Parent App v2.1.0

Updated September 2019

# Setting up your device

### iOS 12

This guide assumes you have the Apple operating system iOS 12 installed on your device. iOS 12.4 was released in August 2019.

iOS 12 can be installed on iPhones from iPhone 5s and newer, and iPads from the iPad mini 2 and iPad Air 1 and newer (devices released after September 2013).

If you need to update to iOS 12, select **General** and choose **Software Update**. Ensure that your device is charged and connected to the internet to complete the update.

To check if your device has iOS 12 installed, go to **Settings** on your device, select **General** and choose **About**. You should see 12.4 (as shown below), on the Software Version label.

-	<b>〈</b> General	About
Settings		
Q Search	Name	iPad of Harshit Verma 🚿
	Software Version	12.4
This iPad is supervised and managed	Model Name	iPad Pro (10.5-inch)
by Sydney Distance Education Primary School. Learn more about device supervision	Model Number	MQDT2X/A
	Serial Number	DMPW3CKBJ28K
	Songs	0
≻ Aeroplane Mode	Videos	10
🛜 Wi-Fi Block E- LMP	Photos	70
Bluetooth On	Applications	30
	Capacity	64 GB
Notifications	Available	52.19 GB

### Screen Time in iOS 12

With the release of iOS 12, Apple has introduced Parental Restrictions to enable the supervisor to limit and monitor the amount of time a child spends on the device. If you are using the Apple Screen Time function on your student's device, in addition to personal use, please allow sufficient time for the student to upload their digital program using the device.

### **Installing Required Apps**

Please install these apps on your device (if you don't already have them installed).

- 1. Canvas Student
- 2. Adobe Scan
- 3. Google Drive
- 4. Google Docs
- 5. Google Sheets
- 6. ePlatform by Wheelers
- 7. Zoom Cloud Meetings
- 8. Voice Memos (comes with iOS 12)
- 9. Speedtest



If you are setting-up an iOS device for the first time or using the Apple App Store to install the apps, you will require an Apple ID. Find out more about how to create a new Apple ID at: <u>https://appleid.apple.com</u>

If you have more than one student enrolled at SDEPS and each student is using their own iOS device, we recommend setting up the device using a single Apple ID registered under the supervisor's account, especially for those students in Kindergarten and Years 1 to 4.

For Years 5 and 6 students, if the student already has an Apple ID, please use their existing details, otherwise the supervisor can use their Apple ID. SDEPS can also provide you an Apple ID for educational use. If you need assistance setting up an Apple ID for a student, please contact our school <u>IT Support</u>.

- Using your iPad, visit the Apple App Store and search for Canvas. Select Canvas Student and install the app on the iPad.
- Once the Canvas Student app is installed, tap to open. You will see the words 'Find my school' in a blue box. Tap on this option.
- Type 'mysdeps' in the 'Find your school' search bar and from the schools listed, tap on 'MYSDEPS - Sydney Distance Education Primary School - 4586'.
- It may take some time for the school name to appear when you are searching for the school name for the first time.

**Note:** If you experience difficulties finding our school in Step 3, tap 'Go' on the iPhone or iPad keyboard immediately after typing 'mysdeps'. This will redirect you to the login page shown below.

4. Enter the email and password provided to you by SDEPS. The student will be provided with an @sdeps.net Google Education account. Contact your teacher if you do not have the sign in information.



Forgot Password?

What's your school's name?	

mysdeps
MYSDEPS - Sydney Distance Education Primary School – 4586
Can't find your school? Try typing the full school URL. Tap here for help.



Find my school

Canvas Network

Education

Canvas Student

### Downloading and Signing into Canvas Student (continued)

5. Once you sign in, you should be able to see the Canvas Student Dashboard.

	≡ 0	Edit		
	Courses	See All		
	Welco	me!		
	Add a few of you courses to make your hon	this place		
	yournon	ie.		
	Add Cour	ses		
	T			
• <b>-</b> ( •				
6. lapon'A	dd Course	es', selec	ct the course name/s and	then tap 'Done'.
	10112019		Edit Dashboard	Done
		Select which	n courses you would like to see on the Dashboard.	
		Courses		
	Year 6 Term 3 2019	🛨 Year 6 -	- Term 1, 2019	
	Y6T32019	¥ Year 6	- Term 2, 2019	
I				

7. The course/s will appear as individual tiles on the left-hand side under the word, Courses.

(C)	
	Edit
Courses	See All
Year 6 - Term 1, 2019 <sub>Y6T12019</sub>	Year 6 - Term 2, 2019 Y6T22019

**Note:** If you are signing in using a browser such as Safari or Chrome on a device, laptop or desktop computer, use the address: <u>https://mysdeps.instructure.com</u>

# Notifications

While enrolled at Sydney Distance Education Primary School, it is recommended that your device is set up so that you receive notifications of announcements, course invitations and submission comments.

There are multiple ways you can receive notifications:

- by receiving push notifications on an iPad or iPhone;
- through the student's @sdeps.net email account;
- through the supervisor's email account (optional);
- by SMS (optional).

By default, we will send push notifications and email notifications to the student's <u>@sdeps.net</u> email account. Follow the steps below to set up the student's @sdeps.net email account on your device (iPad or iPhone) so that email notifications can be easily accessed.

### Adding the student's @sdeps.net email

1. Open 'Settings'.



2. Tap 'Passwords and Accounts'. Then tap 'Add Account'.



3. Tap 'Google' and then enter the student's @sdeps.net email address and password.



- **4.** Make sure that 'Mail' and 'Calendars' are switched on (showing green). 'Contacts' and 'Notes' can be either switched on or off, depending on your preference.
- **5.** Tap 'Save'.

Cancel	Gmail	Save
Mail		
Contacts		
Calendars		
Notes		$\bigcirc$

The student is now set up to receive email notifications through their @sdeps.net email account.

### SMS or supervisor email notifications (OPTIONAL)

Supervisors have an option of adding their own email address or mobile phone number to Canvas so they can receive notifications. This requires being signed in to Canvas via a web browser such as Safari. The following steps outline how to add your email or mobile phone number.

- 1. Using a device, open 'Safari'. Type: <u>https://mysdeps.instructure.com</u>
- 2. Sign in using the student's @sdeps.net Canvas Student details.
- 3. Go to 'Account' and then tap 'Settings'.



4. Scroll down until you see 'Ways to Contact'. Tap on '+ Email Address'.

Ways to C	ontact	
Email Add	lresses	
michelle	@sdeps.net	*

5. You will now see two tabs - 'Email' and 'Text (SMS)'.

Register	Communication			×
Email	Text (SMS)			
	Email Address			
			Register Email	

6. To add the supervisor's email address, tap 'Email'. Type the email address and then tap 'Register Email' to save.

Register Communication	on		×
Email Text (SMS)			
Email Address	m	@hotmail.com	
			Register Email

7. To add a mobile phone number, tap 'Text (SMS)'. Select the country code and then type the mobile phone number. Tap 'Register SMS' to save.

Register Communication	1	×
Email Text (SMS)		
Country	Australia (+61)	
Mobile Number	1234 567 890 International text messaging rates may apply.	
		Register SMS

8. Now to complete the addition of your email or mobile phone number, the recommended notification settings need to be enabled. Work through Steps 9 - 16 on the following pages to enable these settings.

- 9. Sign in to Canvas Student 😥 app using the student's log in details.
- **10.** Tap the three horizontal  $\equiv$  lines in the top left-hand corner.
- 11.Tap the 'Settings' icon. 贷
- 12. Tap 'Notification Preferences'.

	Done	Settings	
	Profile		>
	Landing Page		>
C	Notification Preferences		>

13. Select the supervisor's email address.

Settings	Notification Preferences
Allow Not	ifications in Settings >
All notificati	ons are currently enabled.
michelle <sub>Email</sub>	@sdeps.net
For All De	
<b>M</b> Email	@hotmail.com

14. Enable (switch on so that it is showing green) 'Announcement', 'Invitation' and 'Submission Comment' from the list. These are the notification settings that need to be enabled.

	Notification Preferences		
	Course Activities		
	Due Date	$\bigcirc$	
<	Announcement		>
	Grading	$\bigcirc$	
	All Submissions	$\bigcirc$	
	Announcement Created By You	$\bigcirc$	
	Files	$\bigcirc$	
<	Submission Comment		>
	Late Grading	$\bigcirc$	
<	Invitation		>
	Grading Policies	$\bigcirc$	
	Course Content	$\bigcirc$	

- **15.** Tap 'Notification Preferences' and then 'Settings' to go back. Then tap 'Done' to save your choices.
- 16. If you have chosen to add your mobile phone number as a way to get notifications, complete from Step 7, and select your mobile phone number in Step 13 rather than your email address.

**Note:** Please be aware that if you are overseas, <u>international roaming</u> <u>charges may apply to any SMS received</u>. Within Australia there should be no cost for receiving an SMS notification.

The supervisor is now set up to receive SMS or email notifications via their mobile phone or personal email address.

## Please remember, adding SMS or supervisor email notifications to Canvas Student is optional.

### Time Zone Selection for Notifications

Canvas allows students to receive notifications at their local time. As we are in Sydney, by default the device push notifications arrive at Sydney time. If you are overseas and prefer the time-zone adjusted to your current location, access Canvas with the address: <u>https://mysdeps.instructure.</u> <u>com</u> in a browser (e.g. Safari) use the student's Canvas Student details to sign in.

- 1. Access Canvas in a browser using: <u>https://mysdeps.instructure.com</u>
- 2. Sign in using the student's @sdeps.net Canvas Student details.
- **3.** Go to 'Account' and then tap 'Settings'.



- 4. Scroll down until you see 'Edit Settings'. Tap on 'Edit Settings'.
- 5. Select the language as 'English (Australia)'. Then select the Time Zone you are currently in. Tap on 'Update Settings' to save.

Settings	Display Name: Michelle
ePortfolios	People will see this name in discussions, messages and comments. Sortable Name: This name appears in sorted lists.
	Language: English (Australia)
	Time Zone: Sydney (+10:00/+11:00)
	Password: O Change Password
	Cancel Update Settings

# Viewing Work and Due Dates

The materials and instructions the teacher sends to the student are organised into assignments and should match any paper-based materials you receive.

The assignments are organised into term-based courses, for example, 'Year 6 - Term 2, 2019'.

The student can access their assignments by tapping on the course tile.



Once the student has tapped on their course tile, they will see a list of assignments.



Assignments will have a due date attached. This is so the student is aware of when items should be completed and uploaded by. However, it is still possible to submit an assignment after the due date.

To see what work is due, look at the due date under the assignment name.



#### Description

Follow the instructions on Sample Acti complete the task. As well as the Canv following apps installed:

- Adobe Scan (all devices)
- Voice Memos (iPhone), Simple Re Recorder (Android)

I Inload

You can also look at the 'Calendar' tab at the bottom of the Canvas screen to view when an assignment is due.

	7 Times Tables       >         Due 26 Jul 2019 at 11:59 pm       >         Pannikin and Pinta Part 1       >	<ul> <li>Adobe Scan (all devices)</li> <li>Voice Memos (iPhone), Simple Recorder (iPad) or Audio Recorder (Android)</li> </ul>				
	Due 9 Aug 2019 at 11:59 pm	Upload:				
	Week 1 Literacy Tasks         >           Due 26 Jul 2019 at 11:59 pm         >	a scan of your completed worksheet				
	Pass It On Due 2 Aug 2019 at 11:59 pm	<ul><li>video recording</li><li>audio recording</li></ul>				
	Bounce Back Unit 2 Due 26 Jul 2019 at 11:59 pm	Clicking the link below on a tablet (iPad or Android) will allow you to complete the worksheet digitally instead of on paper:				
	Week 2	Sample Activities.pdf				
	2D Space Unit 2         >           Due 2 Aug 2019 at 11:59 pm         >	Follow the instructions below to use your device to complete the worksheet:				
	Week 2 Literacy Tasks         >           Due 2 Aug 2019 at 11:59 pm         >	<ol> <li>Press the 'edit' button in the top-right corner of your screen (it looks like a pen writing in a box).</li> </ol>				
	Weeks 1-2 Attendance > Due 2 Aug 2019 at 11:59 pm	<ol> <li>Use the tools to write, type and draw on the PDF.</li> <li>When you have finished, press the 'share' button in the</li> </ol>				
	Week 3	top-right corner (the box with the arrow coming out of it).				
Calendar-	Pannikin and Pinta Part 2	Submit Assignment				
	Calendar Calendar					

The 'Calendar' will have a coloured dot on each date when an assignment is due. Tap on the date to view the assignment/s due on that day.

			Calendar			
Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
AUGUST 2019						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

# Submitting Completed Work

To complete an assignment, you will need to attach at least one file or document.

These attachments might be:

- return scanned work see pages 13 23 'Scanning Hand-written Work and Returning Work Using Adobe Scan';
- a video recording see pages 24 30 'Recording/Submitting Video';
- an audio recording see pages 31 33 'Recording/Submitting Audio';
- or a file from another app or program (such as Notes or Google Docs, Sheets or Slides).

In **Canvas Student**, once you have selected 'Turn in' or 'Turn in again' and checked that you have submitted all the file/s you need to for that assignment, the teacher is able to see the files. You do have the ability to resubmit to the same assignment if you were unhappy with the first submission by choosing 'Turn in again'.

### An important note for all supervisors and students:

Any files (pdf, jpg, png) or media recordings (audio/video - mp3, mp4, mov, etc) which have been submitted to an assignment cannot be deleted from Canvas Student. Only the student, supervisor and the stage teachers can access the submitted content.

# Scanning Hand-written Work

The easiest way to return hand-written work is by using a scanning app. You can use a dedicated scanning app such as **Adobe Scan**. You may prefer to use the built-in scanner, **Notes**, which comes with **iOS 12**. The following pages provide a step-by-step guide for using **Adobe Scan**. This app allows scanning of multiple pages when you are offline by saving them on your device.

### Scanning using Adobe Scan

1. First, download and install the free **Adobe Scan** app from the Apple App Store.



 Once downloaded the Adobe Scan app will look like this on your iPad screen.



3. Open the app. The first time you use Adobe Scan, you will need to login with an Adobe account. Select Get a free Adobe ID.

**Note:** Sign in with the **supervisor's details**. Due to Adobe's Terms of Use denying access to their products to persons under the age of 13, an account must be created in the name of the parent/carer.



Welcome to Adobe Scan. Use your mobile device to scan anything to PDF. Then access the

PDFs anytime, anywhere from Adobe Document Cloud.

Sign in with Adobe ID

4. When you use the app, the PDF will be saved to either your device (if you are offline) or to the Adobe Cloud (if you are online). To avoid using cellular data to save the PDF, you can change the app settings by tapping on the settings menu (the cog in the top left-hand corner of the main screen). This will allow you to uncheck 'Allow Cellular Data Usage' and 'Run Text Recognition'.

× Settings	< Preferences			
Michelle Yeo	Data			
Michelle reo	Allow Cellular Data Usage			
About Adobe Scan	Text Recognition (OCR)			
	Run Text Recognition		STAGE 2 MATHS Number	rs Unit 3
Preferences	> Text Recognition Language	>	And the second s	
Help	Save Images			
Online Support Forum	Save Originals to Photos			
		•••	whole numbers 3.pdf 2/11/18, 16:08	
		_	t L	<u>ک</u>
		SN	SHARE OPEN IN ACROBAT	SAVE CONTACT
		All the All All All and the and the all		
		150		

- 5. The first time you open the app you will be asked to allow Adobe Scan access to the camera. Agree to this by tapping 'OK'.
- **6.** Before you start scanning, tap this icon to disable auto-capture and photograph the work manually.



7. Take photographs of the unit cover page and each completed page of the student's work in the correct order by tapping on this icon.

Make sure that you take photographs:

- in a well-lit place
- from directly overhead
- in focus.



8. When you have photographed all of the pages that you would like to submit for that unit, tap this icon to proceed to editing the PDF.



9. Below the image, you now have the option of: adding another photo; changing the order of photos; cropping a photo; rotating a photo; adding effects; or deleting a photo before finalising the PDF. Swipe left or right to look at the photos you have taken and retake any of them if necessary.

Name the PDF by tapping the pencil icon next to the title. When you are happy with the PDF, tap 'Save RDE'.

Cancel		Scan 5	Nov 2018		Save PDF	>
	TAGE2 MATRS Number Algebra Mravinus		embers Unit 3	Original Photo Auto Color Grayscale Whiteboard		Depending on the light and focus, one of these settings may produce a clearer photo than the other.
				7:		
Add photo	Change order	Crop	Rotate	Effects	Delete	<u></u>

# Returning work using Adobe Scan

(Optionally, you can watch the support video <a href="https://youtu.be/NKJUzvNsr\_M">https://youtu.be/NKJUzvNsr\_M</a>)

Please ensure you sign in to the Canvas Student App before you submit an assignment using the Adobe Scan.

To complete the following steps, you will need access to internet/wifi.

1. Launch Adobe Scan and tap the share button.

			1
	So THA	T'S What It	ls!
~	Unit Aim: In this unit your st items. After readin lift the flap to see	udent will look at magnifie ng clues he/she will pedict if the prediction wor correc	d photos of everyday what it could be and ct.
	strategies needed student comes ad	ocus on teaching your st d to become an independe cross an unknown word, ple em to read the word thems	ent reader. When your
	strategies in the	nable to react the word, direct Reading Mynu. If they try of now the word, you can tell t	a couple of strategies
	<ul> <li>so you know w</li> <li>Detach and cu in this booklet.</li> <li>Read the Superior</li> </ul>	ut up sight word cards from rvitor Handbook for extra in the racy materials. Have it re	the <b>Resource sheet(s)</b>
	Handbook	t: re any or all of the following npt, praise cue card	from the Supervisor
Uplo Today	<u> </u>	er Canvas Upo	date …
(	Ċ1	S	<u>Der</u>
	SHARE	OPEN IN ACROBAT	FILL & SIGN

2. Scroll the bar to navigate to 'Submit Assignment', If you cannot see this option, tap on the three dots (More).



3. Turn Submit Assignment 'On' for Canvas and tap 'Done'.

$\mathbf{\mathbb{N}}$		
	Activities	Done
	Mail	
	Add to Notes	
0	Chrome	
	Submit Assignment	
N	OneNote	
	Drive	
L	Copy to Acrobat	=
	Copy to Books	
POF	Copy to PDF Expert	
	rester	
	<u>ل</u>	<u>l</u> ea
	SHARE OPEN IN ACROBAT	FILL & SIGN

**4.** To Submit Assignment, tap share button in Adobe Scan and then tap 'Share a Copy'.

	Use	Share Link and Email to share links to your file. Anyone with the link can view it.
	Ì	Share Link
Ì	$\times$	Email
	۲ <u>)</u>	Share a Copy

5. Tap 'Submit Assignment' option from the list of icons.

	turn on AirDrop	nstantly with people from Control Centre ac, you'll see their n	on iOS or from	
Mail	Add to Notes	Submit Assignment	Drive	с
Сору	Print	Save to Files	PDF Create PDF	
Yes	Ċ1	Len in acrobat fi	De. LL & SIGN	

### Please note: The 'Copy to Student' tile is no longer functional.

**6.** From the list, select your course and assignment for which you are submitting the work.

e.g a student enrolled in Year 1 Term 1 2019, would see Year 1- Term 2019. Please select the Assignment from the list and then tap Submit.

<b>&lt;</b> Back	Courses		<b>K</b> Back	Assignments
Year 6 Term 3 201	9	~	2D Space Un	it 2
			7 Times Table	es
			Again and Ag	ain
			Bounce Back	Unit 2
			Data Unit 2	

7. Wait in Adobe Scan until you receive a notification to say your work has been successfully submitted.

7:09 pm Sun 18 Aug	STUDENT Assignment submitted! Your files were uploaded an	nd the assignment v		now essfully.	<b>○</b>
Please So that's what So that's what Here and the the first of the source of the Source of the source of the source of the source of the Source of the source of the source of the source of the Source of the source of the source of the source of the Source of the source of the source of the source of the Source of the source of the source of the source of the Source of the source of the source of the source of the Source of the source of the source of the source of the source of the Source of the source o	Hed photos of eventyday ch what it could be end work second people a 510 count merkets. Here then to the reacting to couple of thelepiss at here what it is.		e this r	notifica	tion

8. If you wish to confirm your work has been submitted to the correct assignment, navigate to Canvas Assignment and preview the submission.

2:55 pi	m Mon 19 Aug					<b>२</b> 61%	
<b>く</b> Bad	ck Assignments Ashok's Sandbox Course		5		Assignment Details Ashok's Sandbox Course		
All	Marking Periods		•	Activities	; 19 Aug 2019 at 12:53 pm		
Introd	luction to Canvas			Submitteu	19 Aug 2019 at 12:00 ph	1	
	Sample Activities No Due Date	>	Due No Due D	Date			
	Maths Extension (Optional) Due 19 Aug 2019 at 11:59 pm	>		ion Types			
	Assignment from SDEPS Repository No Due Date	>	Grade	cording or F	lle Upload		
Resou	urces			Su	ccessfully submitte	d	
1 4	Mathematics Resources No Due Date	>			mission is now waiting to be		
Week	1						
	Year 6 Maths Assessment: Semester 2 No Due Date	>	Submissi Descripti	on & Rubric			>
1-1	7 Times Tables No Due Date	>	complete	e the task. A	ns on Sample Activities s well as the Canvas ap		he
1 4	<b>11 Times Tables</b> No Due Date	>	• Ado	) apps instal obe Scan (al	l devices)		
	Pannikin and Pinta Part 1 No Due Date	>	Rec	ce Memos ( corder (Andr	Phone), Simple Record oid)	ler (IPad) or Audio	•
	Week 1 Literacy Tasks No Due Date	>			completed worksheet		
	Pass It On No Due Date	>		eo recording lio recording	•		
- 4	Bounce Back Unit 2 No Due Date	>	-		w on a tablet (iPad or A worksheet digitally inst		
Week	2		Sample A	Activities.pd	f		
	2D Space Unit 2 No Due Date	>	Follow th		ns below to use your de	evice to complete	
-0	Week 2 Literacy Tasks	>			Resubmit Assignment		
	Cashboard	Calendar		To Do	Notifications	Inbox	

## Alternatively, you can submit work you have already scanned in the Canvas app by using 'File Upload' option.

- **1.** Sign in to Canvas Student app.
- 2. Choose the assignment you wish to return to. Tap 'Submit Assignment' and choose 'File Upload' option.



4. Tap 'Browse' and then tap 'Edit' option from top.



22

6. Select Adobe Scan to load all the files that you have already scanned. Select the file you want to upload. Tap 'Submit'.



7. To check your submission, tap on 'Submission & Rubric'. Scroll up the comment section. You can see all your submitted work for that assignment here.

	Pannikin and Pinta Part 1 0 pts  ext{eq} Submitted 19 Aug 2019 at 12:37 pm
>	Due No Due Date
>	Submission Types Media Recording or File Upload
>	Grade Successfully submitted!
>	
>	Submission & Rubric
>	Description You will need to read this book as you complete the unit:
>	Pannikin & Pinta_Book.pdf
>	You will the find the Assessment Rubric Booklet here:
>	Pannikin & Pinta Part 1_Assessment Rubric Booklet v1.0 (c version).pdf

# Recording/Submitting Video

To record video, use the Camera app that is built into iOS 12 and then upload the video to Canvas Student.

Using the Camera app allows you to record a video without internet/ wifi coverage. Follow the steps below to upload a previously recorded video to Canvas Student when you have reliable internet/wifi.

1. To upload a video using the Canvas Student app, first select the video recording from your library. Tap 'share' icon and select 'Submit Assignment' from the list of options.



2. Select the right Course and Assignment for the return and then tap 'Submit'.

4:51 pm Mon 19 Aug			<b>?</b> 52% ()
Cancel		1 Video Selected	
	Cancel Comments	Submit	
	Course	Ashok's Sandbox Course >	
	Assignment	Position Unit 1 >	
Availability days		0:02	

**3.** To submit video recording, navigate to the Canvas Assignment and preview the submission by tapping 'Tap to view progress'.

Wee	k 2		o pro 🕒 oubrinted o oep 2010 at 010 ani
-5	No Due Date	>	Due
Wee	k 3		No Due Date
	Pannikin and Pinta Part 2 No Due Date	>	Submission Types
	Fractions and Decimals Unit 4 No Due Date	>	Media Recording or File Upload Grade
-0	Week 3 Literacy Tasks No Due Date	>	Submission In Progress
-0	Jump Rope for Heart No Due Date	>	Tap to view progress
	No Due Date	>	Submission & Rubric
	No Due Date Maths Extension (Optional) Due 12 Aug 2019 at 11:59 pm	>	
Ð	No Due Date Maths Extension (Optional) Due 12 Aug 2019 at 11:59 pm	>	Submission & Rubric

**4.** The video file is redy to be submitted in Canvas. Tap 'Submit' to upload the video in this assignment. Tapping on 'cancel' will cancel you upload.

Week 2	0 pts Submitted 3 Sep 2019 at 8/15 ar	n
No Due Date	Due	
Week 3	No Duo Data	
Pannikin Cancel	Submission Submit	
Fractions No Due Da		
Week 3 L No Due Da		
Bump Ro No Due Da		
Week 4		> 
Whole Ni No Due Da		ooklet here:
Week 4 L No Due Da		
Again an No Due Da		n of your et, any audio

5. Wait for the confirmation. You will see 'Successfully submitted!' message on successful upload.

1:04 pm Mon 16 Back As Assignment submitter		row
All Marking Periods		the assignment was submitted successfully.
Sample Activities No Due Date	>	Due No Due Date
Maths Extension (Optional)           Due 19 Aug 2019 at 11:59 pm	>	Submission Types
Assignment from SDEPS Repository No Due Date	>	Media Recording or File Upload Grade
Resources		Successfully submitted!
Mathematics Resources No Due Date	>	Successiony submitted:
Week 1		
Year 6 Maths Assessment: Semester 2 No Due Date	>	Submission & Rubric > Description
Times Tables No Due Date	>	There is no teacher instruction video for this unit.

If you want to view your submission, tap on 'Submission & Rubric' and **swipe up** for the comments tab.

5:08 pm Mon 19 Aug C Back Assignments Ashok's Sandbox Cou	ırse	Assignment Details Ashok's Sandbox Course	≈ 50% ■)	Back 🍾	Submission Sample Activities	♥ 01/8 <b>E</b>
All Marking Period	ds	Sample Activities 0 pts 🥝 Submitted 19 Aug 2019 at 5:08 pn	19	) Aug 2019 at 12:53 pm		Ţ
Sample Activities No Due Date	>	Due No Due Date				
Bue 19 Aug 2019 at 11:59 p		Submission Types				
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P 7 Times Tables No Due Date	>	Follow the instructions on Sample Activitie complete the task. As well as the Canvas a following apps installed:				
P 11 Times Tables No Due Date	>	Adobe Scan (all devices)     Voice Memos (iPhone), Simple Record	der (iPad) or Audio	<b>A</b>		
Pannikin and Pinta Part No Due Date	1 >	Recorder (Android)				
🔛 Week 1 Literacy Tasks		Upload:		Coniments	Files (1)	Rubric
No Due Date	>	a scan of your completed worksheet			🔎 Scan 13 Aug 2	019-2.pdf
Pass It On No Due Date	>	<ul><li>video recording</li><li>audio recording</li></ul>		Swipe up	262 KB	
Bounce Back Unit 2 No Due Date	>	Clicking the link below on a tablet (iPad or you to complete the worksheet digitally in			19 Augus	A Thapa at 2019 at 12:28 pm AT
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💦 Dashboard	Calenda	r 📜 To Do 💭 Notifications	Inbox		19 Augus	at 2019 at 12:47 pm
					Scan 19 Aug 2 288 KB	019 (2).pdf

## Alternatively, you can submit video in Canvas app using 'File Upload' option.

- 1. Sign in to Canvas Student app.
- 2. Choose the assignment so that your recording can be returned. Tap 'Submit Assignment' and choose 'File Upload' option. Tap 'Library' from the options.



**3.** Tap 'Videos' from the option and choose the recording you want to submit.

4:58 pm Mon 19 Aug Karl Assignments Ashok's Sandbox Course	ie .	5	Assignment Details Ashok's Sandbox Course	<b>奈</b> 51% <b>■</b>
All Marking Period	<b>s</b>	Sample Activitie Onts Submitted Due No Due Nate	<b>s</b> 19 Aug 2019 at 4:38 p	m
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4. Tap 'Use' and then tap 'Submit'.



5. Wait for the confirmation. You will see 'Successfully submitted!' message on successful upload.

If you want to view your submission, tap on 'Submission & Rubric' and **swipe up** for the comments tab.



# Recording/Submitting Audio

To record audio, use the **Voice Memos** app that is built into iOS 12 and then follow the steps below to upload the audio recording to Canvas Student.

Using **Voice Memos** allows you to record an audio file without internet/ wifi coverage. Follow Steps 4 - 10 below to upload a previously recorded audio file to Canvas Student when you have reliable internet/wifi.

1. Open Voice Memos.



**2.** Tap the red circle to start recording. Tap pause if you want to continue the recording, or 'Done' to end the recording. The audio file will be saved on your device.

Edit Voice Memos	
New Recording Thursday 00:12	
Recently Deleted >	
	Tap the Record button to start a Voice Memo
$\sim$	
	New Recording 2
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	00:07.22

**3.** Name the recording by tapping on the name here and then type the new name of the recording.

Voice Memos	Edit	C Wew Recording 3
New Recording 3 21:18	00:09	
New Recording 2 21:16		
New Recording Thursday		
Recently Deleted 1 File		i ta i ha i an
		00:00 00:01 00:02 00:03 00:04 00:05 00:06
		00:03.38
		-

To complete the following steps, you will need access to internet/wifi.

**4.** Select the recording you have just made from the menu and tap the 'share' button.

Voice Memos New Recording 4 21:19	<b>Fdit</b> 00:06	Cral reading 21:18 00:09	:
Oral reading 21:18	00:09		
Reading 21:16			
<b>New Recording</b> Thursday		ւտակուտիսատարին <mark>ի ասվաստակիշարարությունը իրինի իրինի իրինի իրին իրություն</mark>	
Recently Deleted 1 File		er h	
		00:00 00:01 00:02 00:03 00:04 00:05 00:06 0	0:0
		00:03.54	
		10 (15)	

5. Select 'Submit Assignment' from the options that appear.

R y C		<b>AirDrop.</b> Share instantly with people nearby. If they turn on AirDrop from Control Centre on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.		
	Mail	Add to Notes		
	Сору	Save to Files More		
		III dodlistumov v		

6. Choose the correct Course and Assignment and tap 'Submit'.



# Viewing Marked Work

After a teacher marks an assignment, you will get an email to the student's @sdeps.net email account and a push notification.

If you need help in setting up notifications, please see the Notifications section on pages 5 - 9.

## It is essential that the student and/or supervisor reviews all teacher feedback.

When you receive a push notification, tap on this notification and the Canvas Student app will open and show you the grade, comment or annotation the teacher has made.



When you receive an email notification in the student's @sdeps.net email account, tap on 'Click here to view the comment' at the bottom of the email.



When you tap on the link, you will be taken to the Canvas log in page in a web browser such as Safari. Log in using the student's Canvas Student app log in details (@sdeps.net email and password), and the grade, comment or annotation will be shown on the screen. Some marked assignments may have a grade, while others may have no grade but instead have a comment and/or annotations on the work.

# Canvas Parents App Guide

Canvas Parent is designed to provide visibility into your student's progress in a course at a glance. Canvas Parent allows parents to:

- View assignment descriptions and due dates
- Set reminders for assignments
- View assignment grades
- View course announcements.

## It is essential that the student and/or supervisor reviews all teacher feedback.

### Steps to set-up Canvas Parent App

- 1. Open browser and navigate to <a href="https://mysdeps.instructure.com">https://mysdeps.instructure.com</a>
- 2. Please log in to Canvas using your Student's log in details.
- Click on 'Account' tab on the left and navigate to 'Student's Profile Settings', 'Account' > 'Settings'.



4. Find and click 'Pair with Observer' link. This will give you a code in a pop up screen. Take a note of the code.



### To set-up Canvas Parent user account

- 1. Open browser and navigate to <a href="https://mysdeps.instructure.com">https://mysdeps.instructure.com</a>
- 2. Click on link 'Parent of a Canvas User? Click here for account' link to register for Canvas.

SDEPS	Parent of a Canvas User? Click Here for an Account
Email	
Password	
Stay signed in <u>Forgot Password?</u>	Log In
G Login wi	th Google

- 3. Fill out the form with the supervisor's name and email address.
- 4. Paste the 'Observer Code' from Student's profile, copied earlier (step 4) from pop up screen, to 'Student Pairing Code' field.
- 5. Click 'Start Participating'.

Canvas Parent set-up is complete. You can now view your student's progress in a Canvas course.

You may also download Canvas Parent App from Apple Store for the notifications and updates.

**NOTE:** Set-up 'Notifications' as per your preference (Refer to Canvas Guide for details).

# Helpful tips:

**Note:** It is recommended that you check your internet speed when returning large files, such as videos.

To check your internet speed:

- 1. Go to a browser such as Safari or Chrome and type in 'test my internet speed' and 'Run Speed Test'.
- 2. Check your upload and download speed.
- **3.** You can also install an appropriate app from the Apple Store to test your internet speed.
- 4. An upload speed greater than 1Mbps should be sufficient.

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			Google			
		test my internet speed		XQ		
		ALL NEWS VIDEOS	IMAGES MAPS BOOKS FLIGHTS SEARCH TO	OLS		
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		Check your Internet speed may transfer more data on	in under 30 seconds. The speed test usually transfers less than fast connections.	40 MB of data, but		
		and processed by them in a all test results to promote li	nnected to Measurement Lab (M-Lab) and your IP address will accordance with their privacy policy. M-Lab conducts the test a nternet research. Published information includes your IP addres nformation about you as an Internet user.	nd publicly publishes	_	
		About	F	RUN SPEED TEST		
				Feedback		

**Note:** It is recommended to clear Canvas Student app cache, if you have recently updated Canvas app or the returns are not uploading as expected.

To do this:

- 1. Please navigate to your iPad's/ iPhone's **Settings**. Scroll down to find Canvas Student app.
- 2. Enable 'Reset cache on next launch'. Then force close all apps.
- 3. Log in again to Canvas Student app and follow the steps to return work.



Note: Steps to force close an application.

Double tap on home button on an iOS device. This will bring all the running apps as small tiles on the screen.

For Apple devices without home button, hold and swipe up from the bottom of the screeen.

Hold the app and swipe up to force close the app.

Relaunch the app by tapping from the screen.

**Note:** If you are facing issues with returning school work via Canvas Student iOS App, please follow the following steps:

To do this:

- 1. Uninstall the existing Canvas Student App from your device
- 2. Go to files and open the share menu. Share the file to a different application

	AirDrop. Share instantly with people near they turn on AirDrop from Control Centre or from Finder on the Mac, you'll see their names here. Just tap to share.	on iOS			
Drive	Gmail WhatsApp Messenge	r Ou			
Сору	Print Save to Files Create	PDF			
Cancel					

- 3. Hard power off the device by holding down lock and home button until the apple logo disappears
- 4. Turn the device back on and install Canvas Student App 6.6.2 from App Store
- 5. Notice that the correct share to Canvas, 'Submit Assignment' option is visible when submitting the file.

**Optional Step:** If your video recording is long, it is possible that video file size would be large and returning this file over slow internet would be difficult. Please be advised to compress the video before returning to Canvas

1. Install Smart Video Compressor App from Apple App Store



2. Launch the app. On the home screen, select the first option 'Low Video Quality - Low' to compress video



- **3.** Select the video you want to compress (one video at a time) from device library. Click play if you wish to preview video before compression
- 4. Tap 'Use' at the top right to commence compression
- 5. You will be prompted to 'Delete Original?' Select cancel to keep original recording.
- 6. Your video is compressed. To view the compressed video, navigate to Photo library then find '**Compressed Videos**' folder. All your compressed videos are saved here.

# SDEPS Technology Support

If you need extra support with any topic from this user guide, please do not hesitate to contact our school's technology support.

- 1. Go to www.mysdeps.nsw.edu.au
- 2. Login with your mySDEPS user details
- 3. Select <u>IT Helpdesk</u>
- 4. Submit your enquiry



Subscribe to our You Tube Channel

youtube.com/mySDEPS

### **Contact Us**

Sydney Distance Education Primary School

1 Collins St, Surry Hills, NSW, 2010

Phone: 02 9207 6300

Email: syddisted-d.school@det.nsw.edu.au

Web: www.sdeps.net



