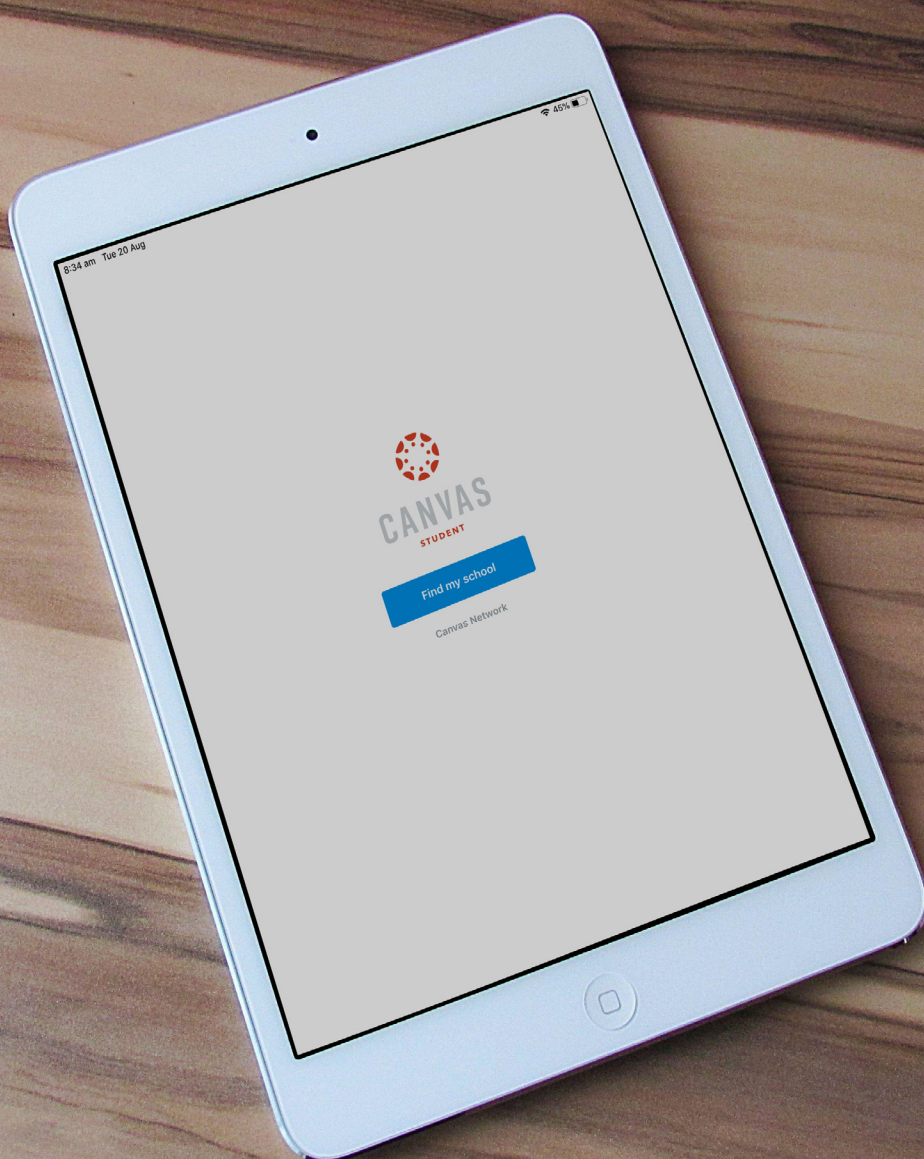


v1.3
Includes updated
instructions to return work
and Canvas Parent App

Canvas User Guide iOS 12 Devices



SDEPS

SYDNEY DISTANCE EDUCATION PRIMARY SCHOOL



Education

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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

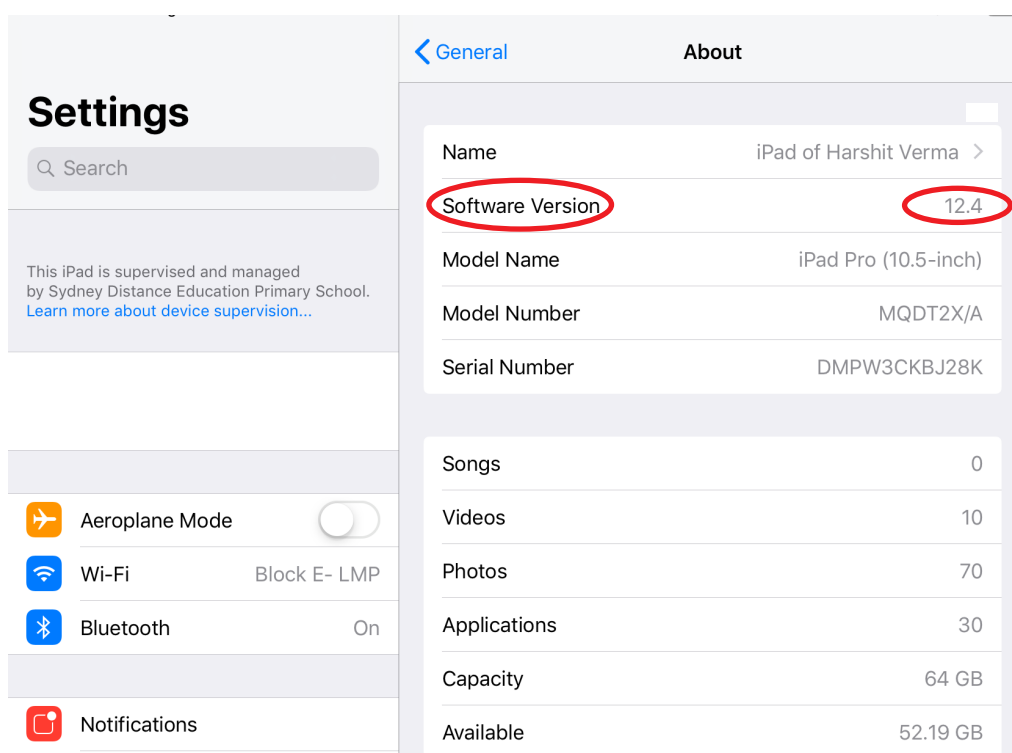
iOS 12

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.



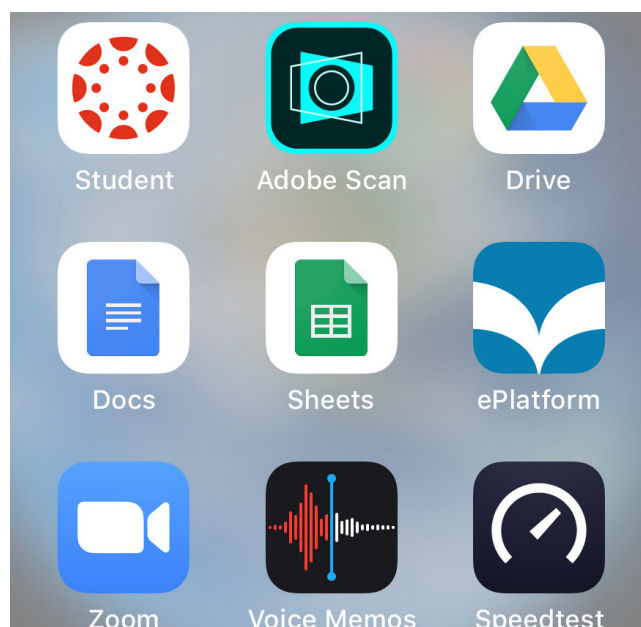
Screen Time in iOS 12

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**



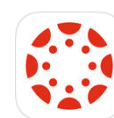
If you are setting-up an iOS device for the first time or using the Apple App Store to install the apps, you will require an Apple ID. Find out more about how to create a new Apple ID at: <https://appleid.apple.com>

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 [IT Support](#).

Downloading and Signing into Canvas Student

1. Using your iPad, visit the Apple App Store and search for **Canvas**. Select **Canvas Student** and install the app on the iPad.



Canvas Student
Education
★★★★★ 11K

2. 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.



3. Type 'mysdeps' in the 'Find your school' search bar and from the schools listed, tap on 'MYSDEPS - Sydney Distance Education Primary School - 4586'.

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.](#)

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.



Email

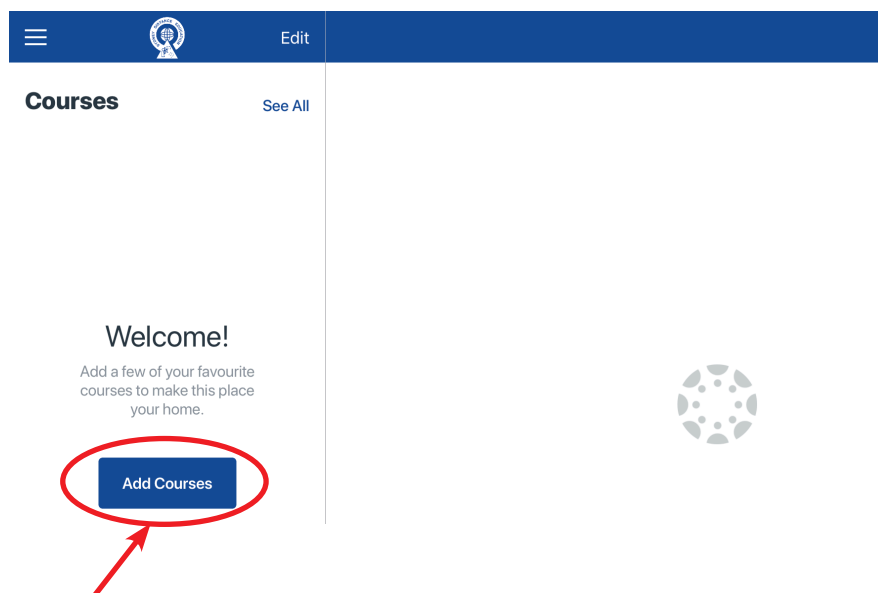
Password

Log In

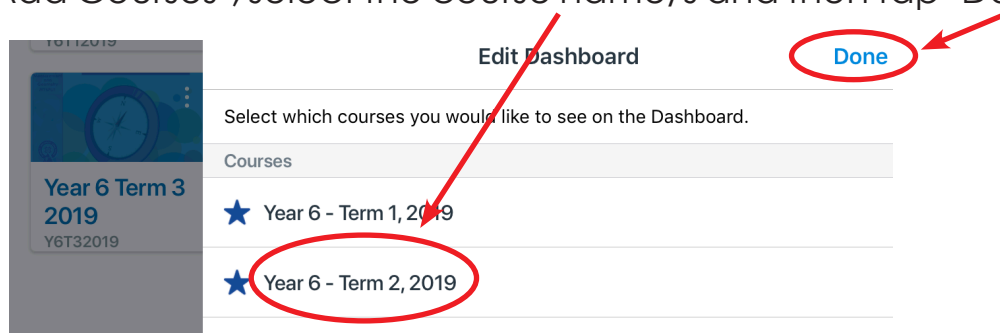
[Forgot Password?](#)

Downloading and Signing into Canvas Student (continued)

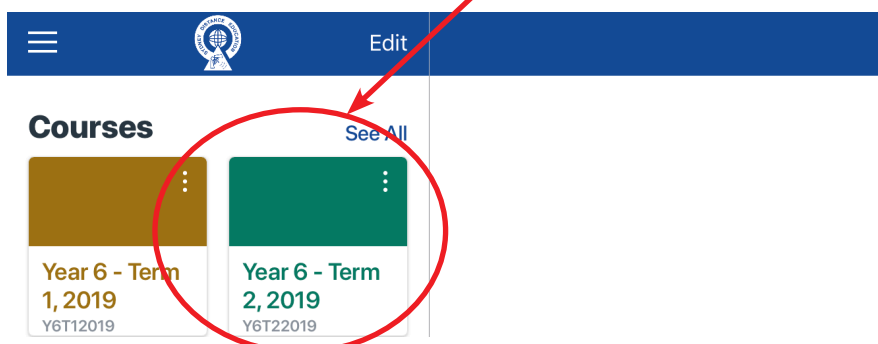
5. Once you sign in, you should be able to see the Canvas Student Dashboard.



6. Tap on 'Add Courses', select the course name/s and then tap 'Done'.



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



Note: If you are signing in using a browser such as Safari or Chrome on a device, laptop or desktop computer, use the address:

<https://mysdeps.instructure.com>

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.

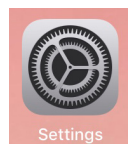
There are multiple ways you can receive notifications:

- 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).

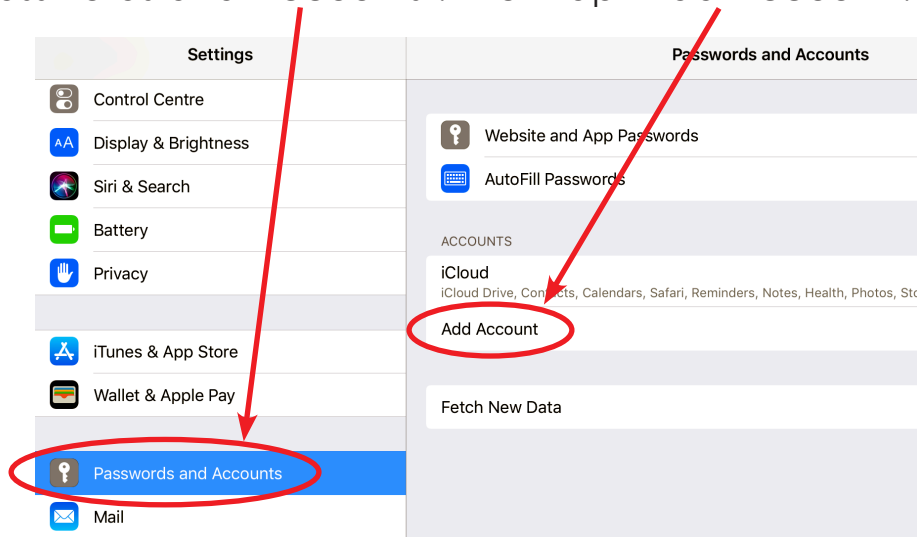
By default, we will send push notifications and email notifications to the student's @sdeps.net email account. Follow the steps below to set up the student's @sdeps.net email account on your device (iPad or iPhone) so that email notifications can be easily accessed.

Adding the student's @sdeps.net email

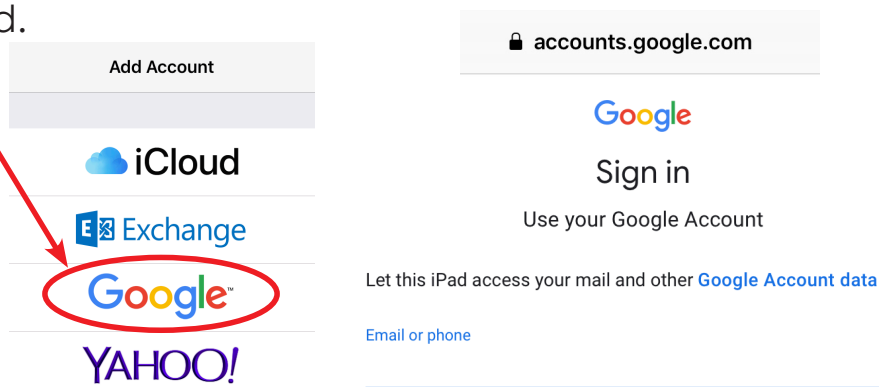
1. Open 'Settings'.



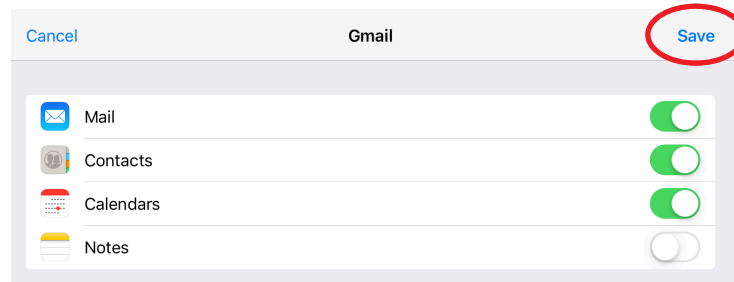
2. Tap 'Passwords and Accounts'. Then tap 'Add Account'.



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'.

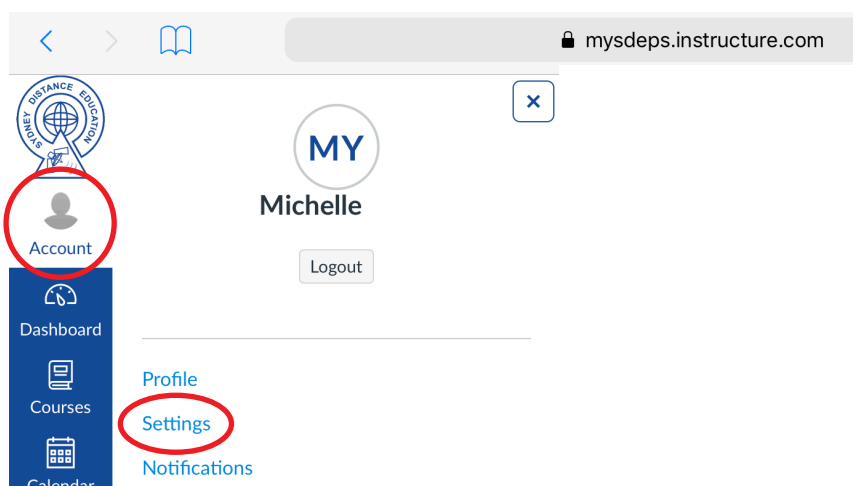


The student is now set up to receive email notifications through their @sdeps.net email account.

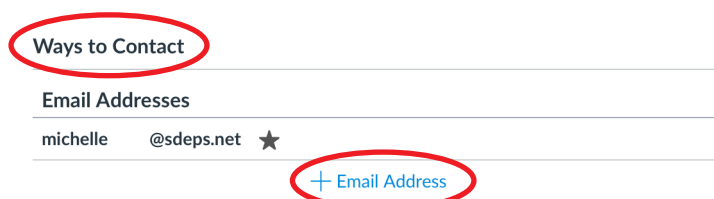
SMS or supervisor email notifications (OPTIONAL)

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: <https://mysdeps.instructure.com>
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'.



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

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

Email Text (SMS)


Country Australia (+61)

Mobile Number 1234 567 890

International text messaging rates may apply.

Register SMS

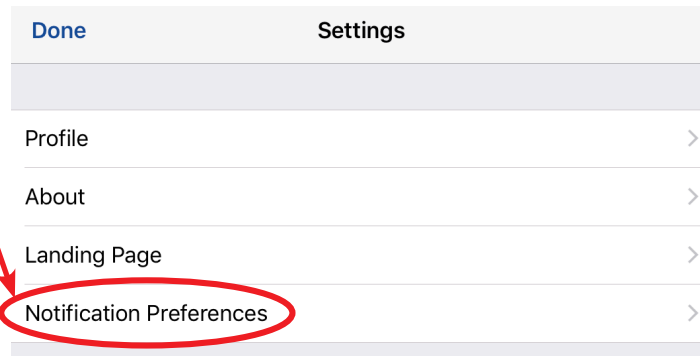
8. Now to complete the addition of your email or mobile phone number, the recommended notification settings need to be enabled. Work through Steps 9 - 16 on the following pages to enable these settings.

9. Sign in to Canvas Student  app using the student's log in details.

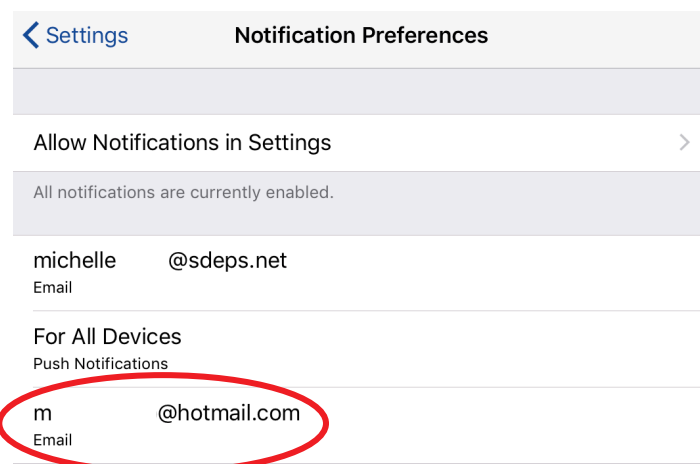
10. Tap the three horizontal  lines in the top left-hand corner.

11. Tap the 'Settings' icon. 

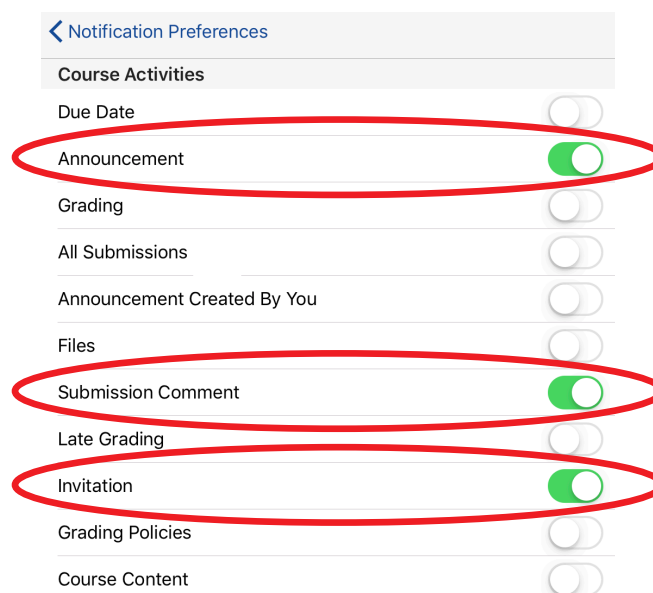
12. Tap 'Notification Preferences'.



13. Select the supervisor's email address.



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.



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, international roaming charges may apply to any SMS received. Within Australia there should be no cost for receiving an SMS notification.

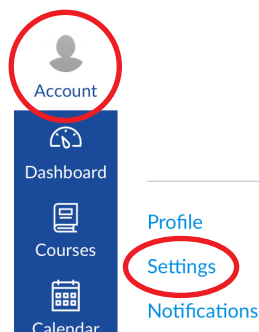
The supervisor is now set up to receive SMS or email notifications via their mobile phone or personal email address.

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

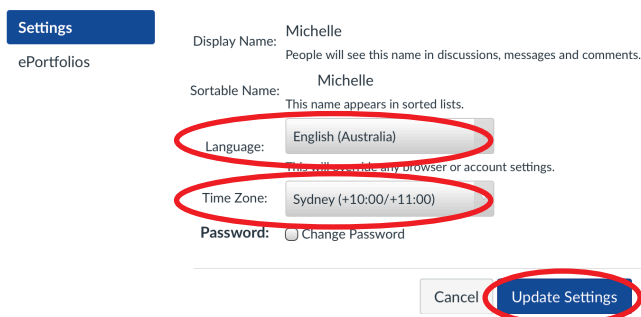
Time Zone Selection for Notifications

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: <https://mysdeps.instructure.com> in a browser (e.g. Safari) use the student's Canvas Student details to sign in.

1. Access Canvas in a browser using: <https://mysdeps.instructure.com>
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.

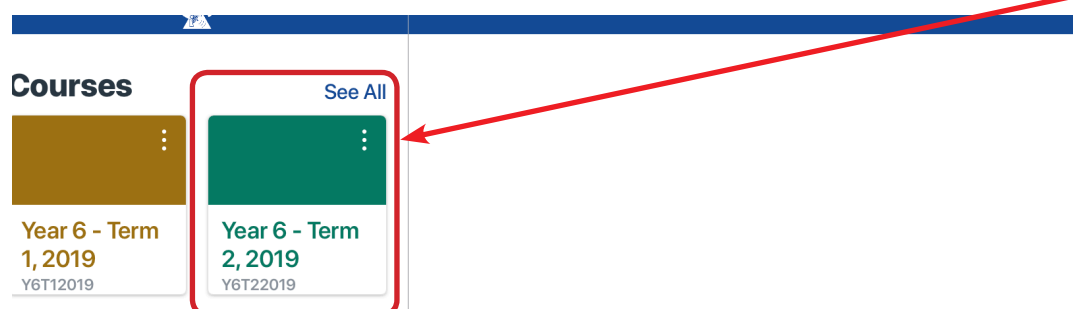


Viewing Work and Due Dates

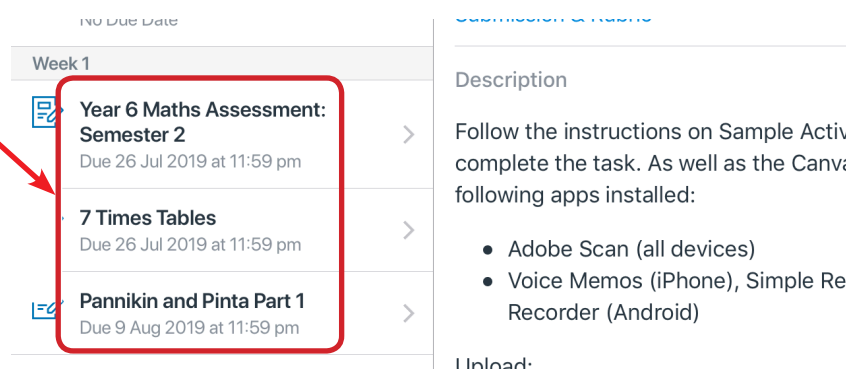
The materials and instructions the teacher sends to the student are organised into assignments and should match any paper-based materials you receive.

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 file.

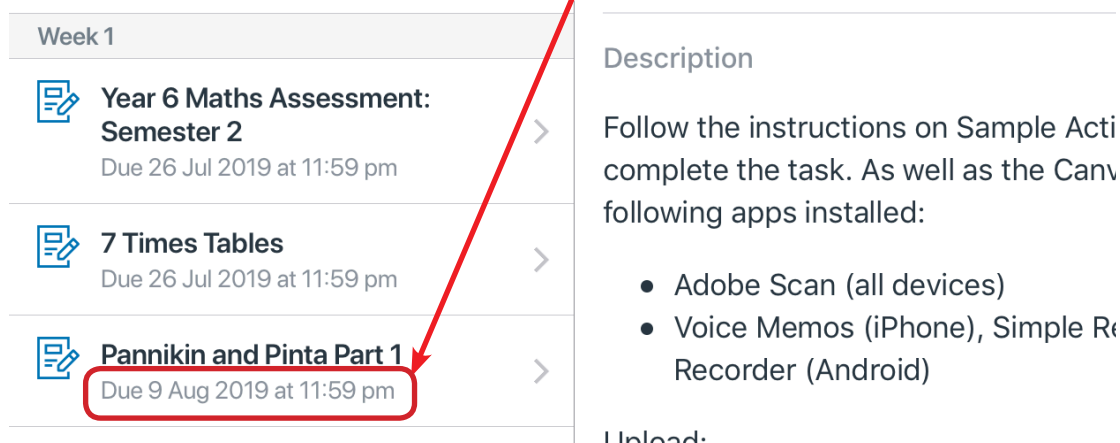


Once the student has tapped on their course file, they will see a list of assignments.



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.



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
Due 9 Aug 2019 at 11:59 pm

Week 1 Literacy Tasks
Due 26 Jul 2019 at 11:59 pm

Pass It On
Due 2 Aug 2019 at 11:59 pm

Bounce Back Unit 2
Due 26 Jul 2019 at 11:59 pm

Week 2

2D Space Unit 2
Due 2 Aug 2019 at 11:59 pm

Week 2 Literacy Tasks
Due 2 Aug 2019 at 11:59 pm

Weeks 1-2 Attendance
Due 2 Aug 2019 at 11:59 pm

Week 3

Pannikin and Pinta Part 2

Submit Assignment

Calendar

Dashboard

Calendar

To Do

Notifications

Inbox

Adobe Scan (all devices)

Voice Memos (iPhone), Simple Recorder (iPad) or Audio Recorder (Android)

Upload:

- a scan of your completed worksheet
- video recording
- audio recording

Clicking the link below on a tablet (iPad or Android) will allow you to complete the worksheet digitally instead of on paper:

[Sample Activities.pdf](#)

Follow the instructions below to use your device to complete the worksheet:

1. Press the 'edit' button in the top-right corner of your screen (it looks like a pen writing in a box).
2. Use the tools to write, type and draw on the PDF.
3. When you have finished, press the 'share' button in the top-right corner (the box with the arrow coming out of it).

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:

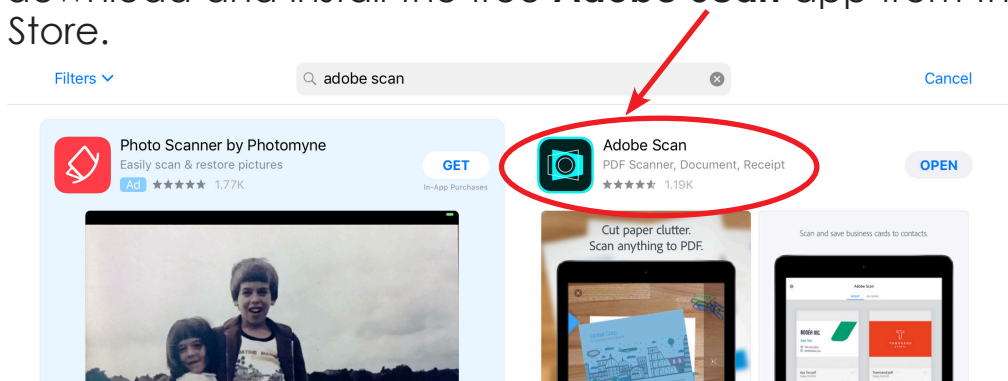
Any files (pdf, jpg, png) or media recordings (audio/video - mp3, mp4, mov, etc) which have been submitted to an assignment cannot be deleted from Canvas Student. Only the student, supervisor and the stage teachers can access the submitted content.

Scanning Hand-written Work

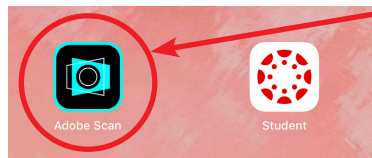
The easiest way to return hand-written work is by using a scanning app. You can use a dedicated scanning app such as **Adobe Scan**. You may prefer to use the built-in scanner, **Notes**, which comes with **iOS 12**. The following pages provide a step-by-step guide for using **Adobe Scan**. This app 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.



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



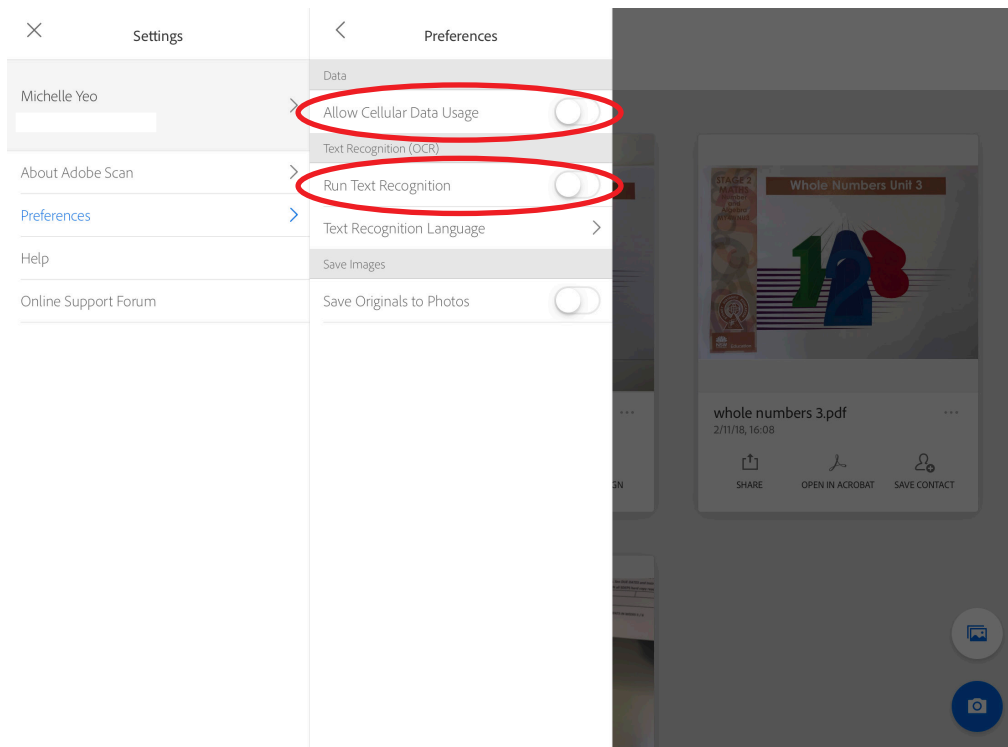
3. Open the app. The first time you use Adobe Scan, you will need to login with an Adobe account. Select **Get a free Adobe ID**.



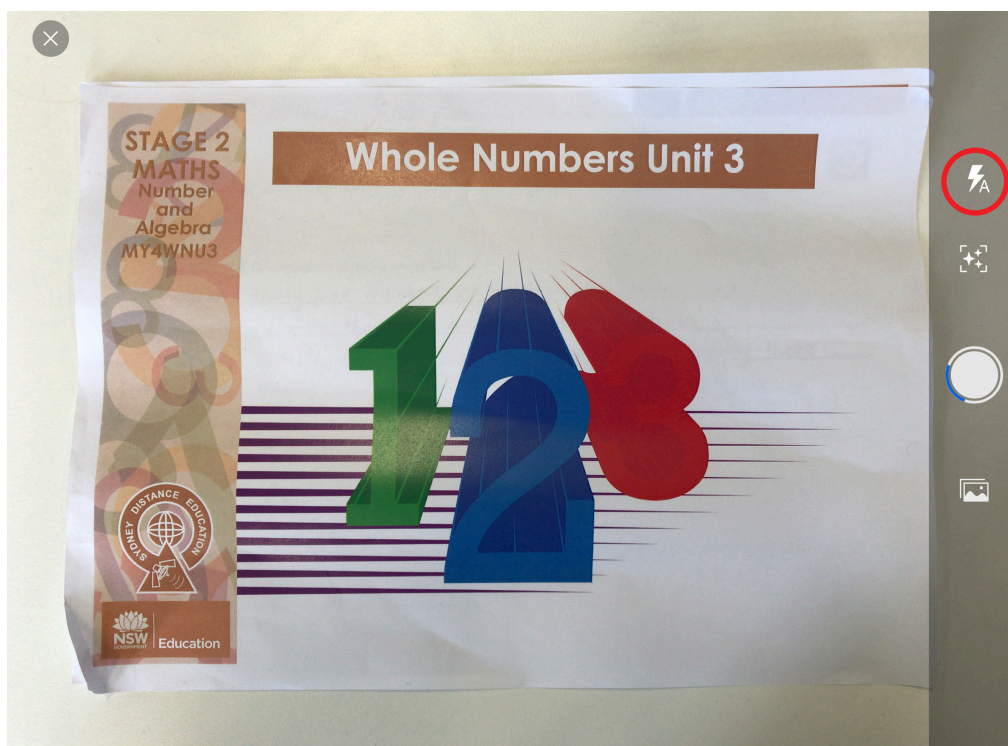
Note: Sign in with the **supervisor's details**. Due to Adobe's Terms of Use denying access to their products to persons under the age of 13, an account must be created in the name of the parent/carer.

A screenshot of the Adobe ID sign-up form. The form is titled 'Adobe ID Sign up'. It contains fields for 'First name', 'Last name', 'Email address', 'Password', and a dropdown menu for 'Australia'. Below these fields is a 'Date of birth' section with dropdown menus for 'Month', 'Day', and 'Year'. At the bottom, there is a checkbox for 'I have read and agree to the Terms of Use and Privacy Policy.' and a 'Sign up' button. A link for 'Already have an Adobe ID? Sign In' is at the very bottom.

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'.



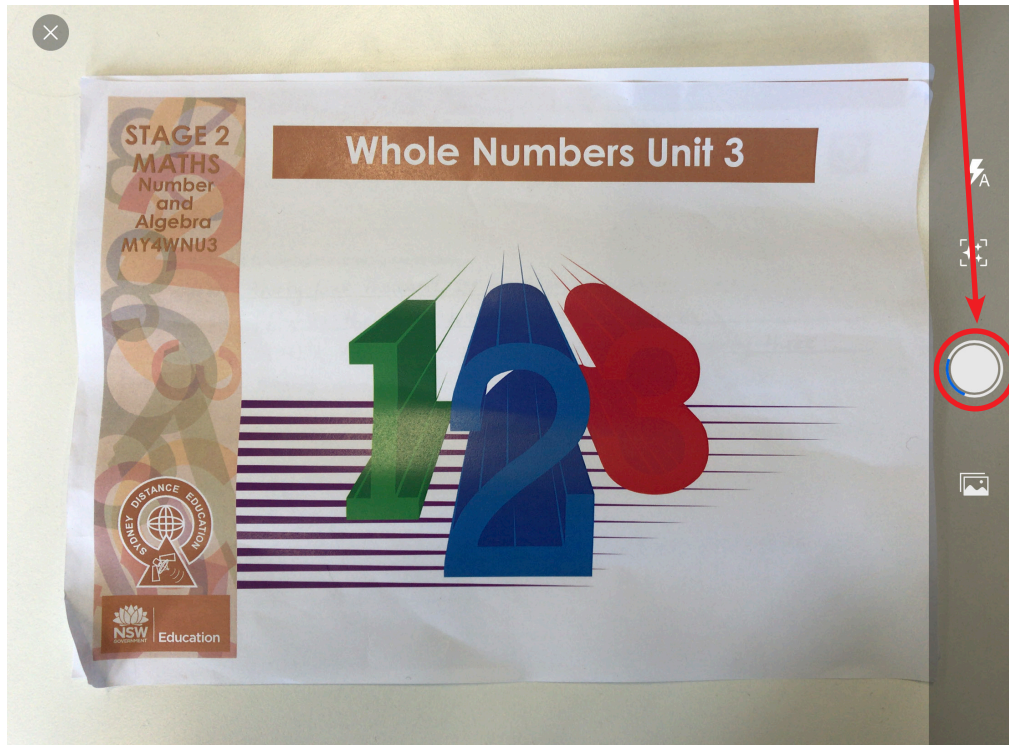
5. The first time you open the app you will be asked to allow Adobe Scan access to the camera. Agree to this by tapping 'OK'.
6. Before you start scanning, tap this icon to disable auto-capture and photograph the work manually.



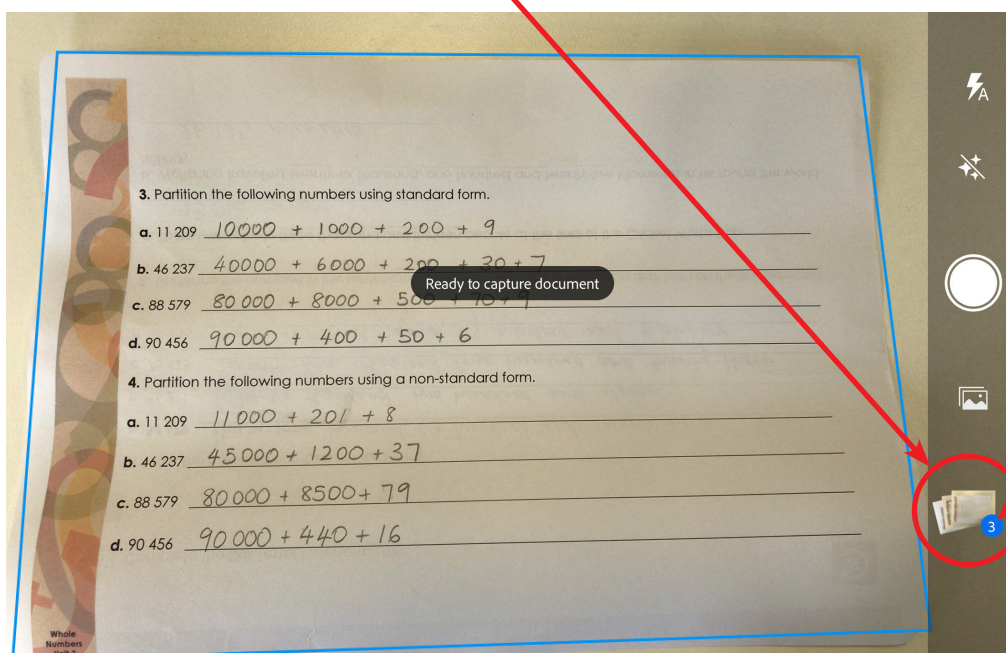
7. Take photographs of the unit cover page and each completed page of the student's work in the correct order by tapping on this icon.

Make sure that you take photographs:

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



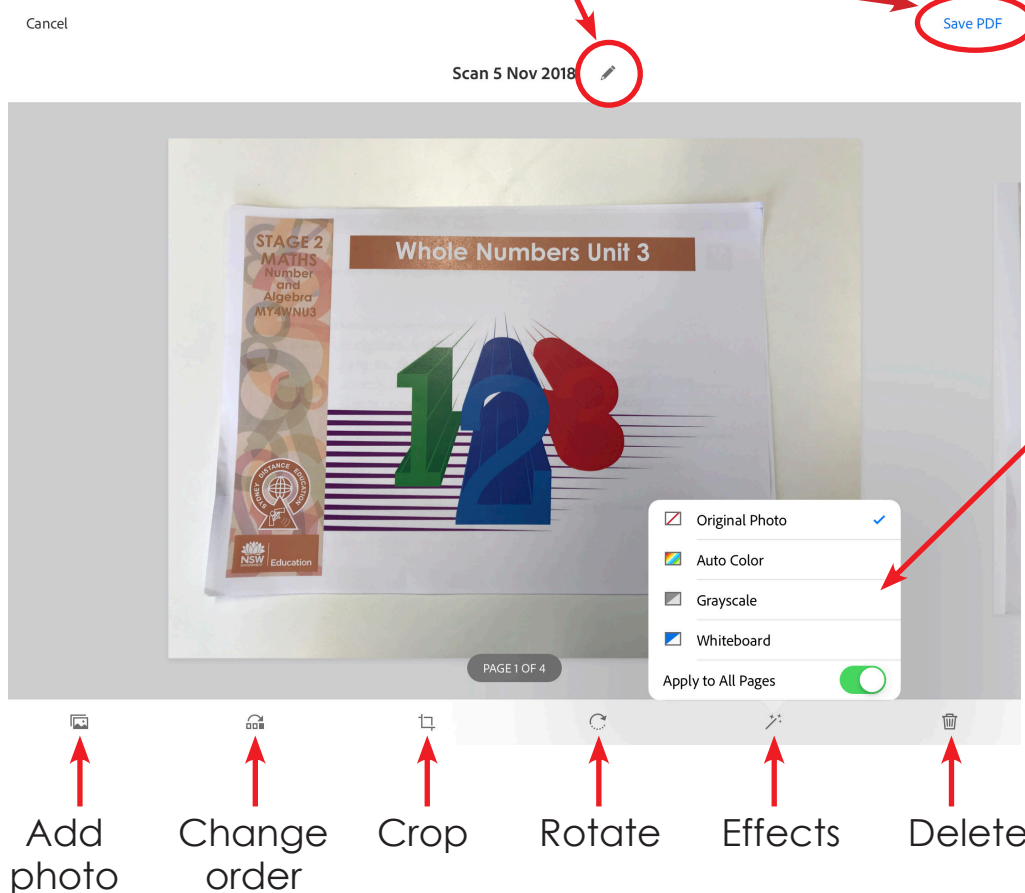
8. When you have photographed all of the pages that you would like to submit for that unit, tap this icon to proceed to editing the PDF.



The number on the icon shows how many pages have been scanned.

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 PDF'.



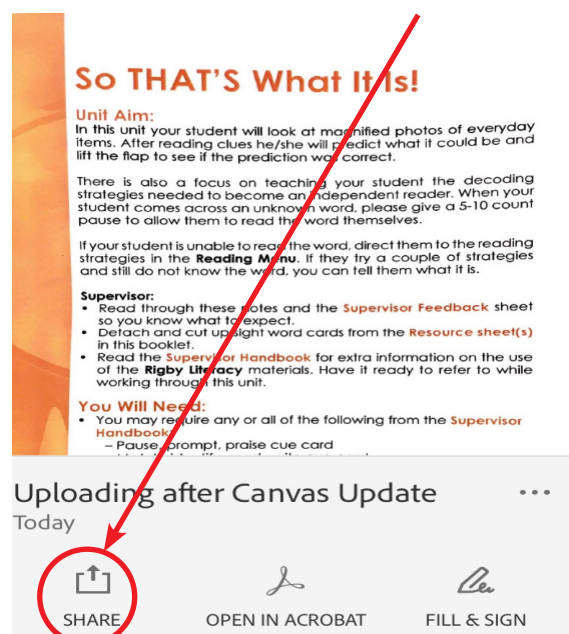
Returning work using Adobe Scan

(Optionally, you can watch the support video https://youtu.be/NKJUzvNsr_M)

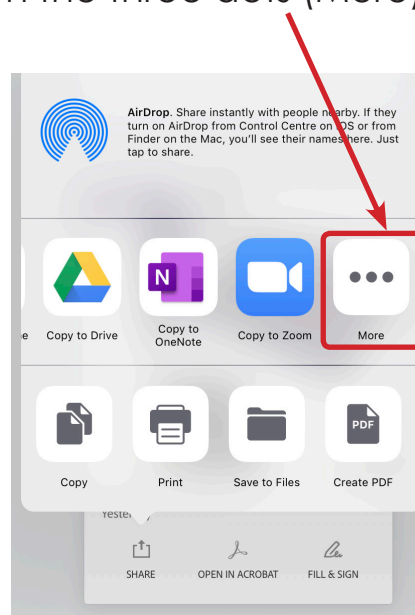
Please ensure you sign in to the Canvas Student App before you submit an assignment using the Adobe Scan.

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

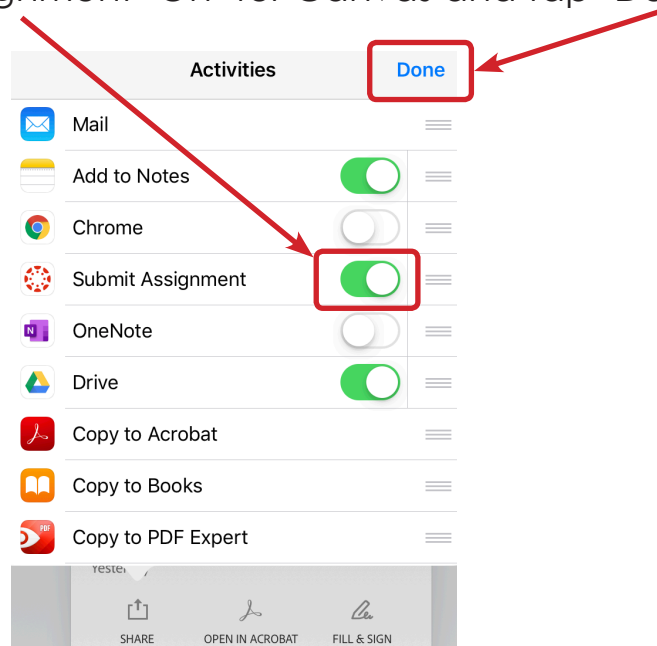
1. Launch Adobe Scan and tap the share button.



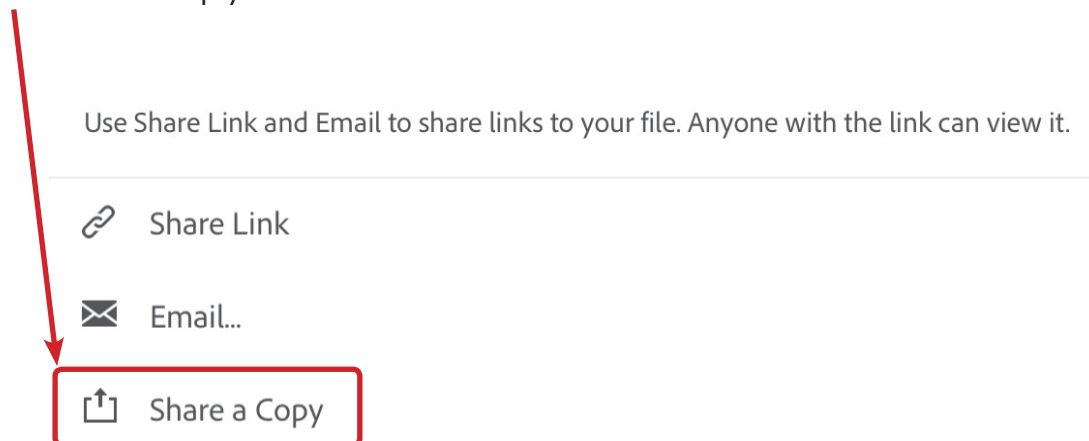
2. Scroll the bar to navigate to 'Submit Assignment', If you cannot see this option, tap on the three dots (More).



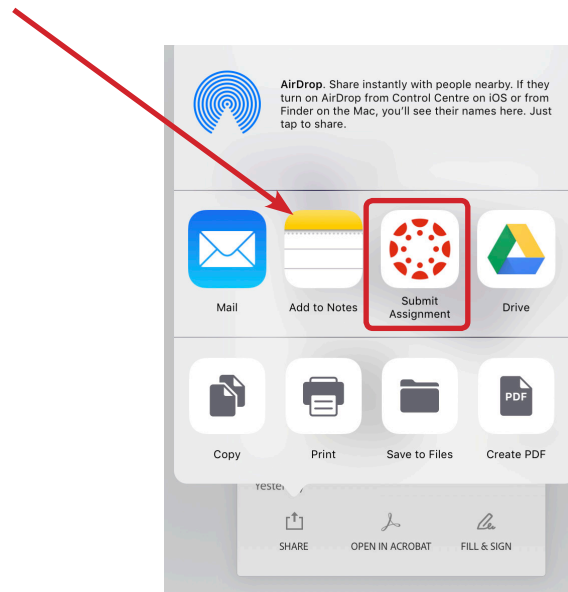
3. Turn Submit Assignment 'On' for Canvas and tap 'Done'.



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



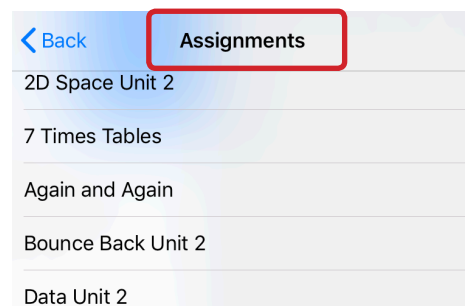
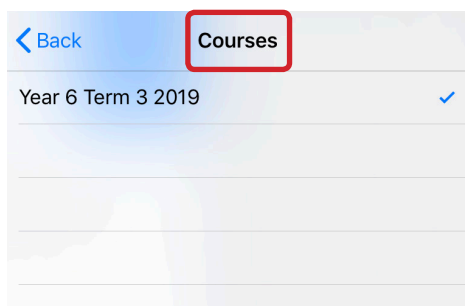
5. Tap 'Submit Assignment' option from the list of icons.



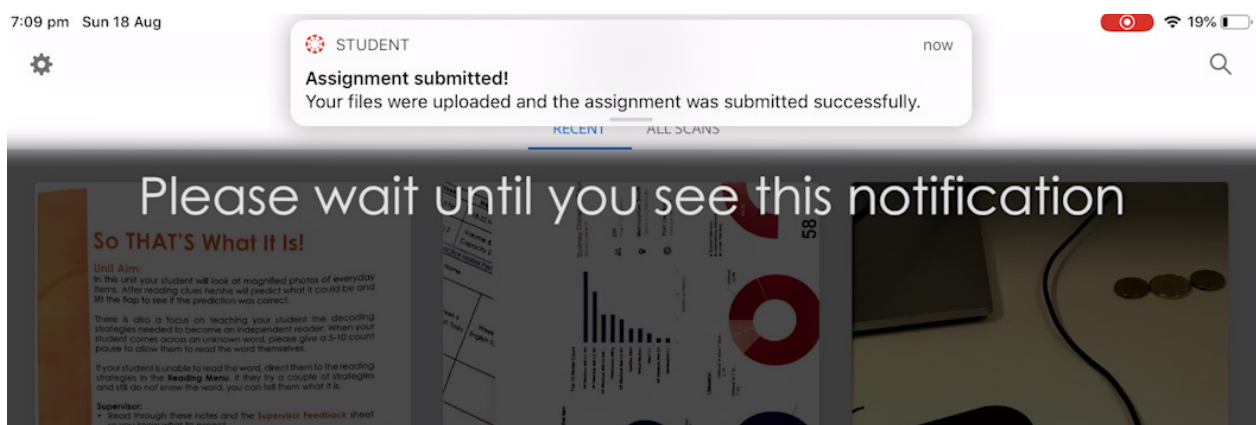
Please note: The 'Copy to Student' file is no longer functional.

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.



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



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

The screenshot shows the Canvas mobile app interface. The top bar displays the time (12:55 pm) and date (Mon 19 Aug). The left sidebar is titled 'Assignments' and lists various assignments under 'All Marking Periods', 'Resources', and 'Week 1'. The main content area is titled 'Assignment Details' and shows the 'Sample Activities' assignment. The assignment status is '0 pts' and 'Submitted 19 Aug 2019 at 12:53 pm'. A red box highlights the message 'Successfully submitted! Your submission is now waiting to be graded.' Below this, there are links for 'Submission & Rubric' and 'Description'. The 'Description' section provides instructions on how to complete the task, including a list of required apps (Adobe Scan, Voice Memos, Simple Recorder, Audio Recorder) and upload options (scan of worksheet, video recording, audio recording). A link to 'Sample Activities.pdf' is provided. At the bottom, there is a 'Resubmit Assignment' button.

12:55 pm Mon 19 Aug

Back Assignments Ashok's Sandbox Course

Assignment Details Ashok's Sandbox Course

All Marking Periods

Introduction to Canvas

Sample Activities No Due Date

Maths Extension (Optional) Due 19 Aug 2019 at 11:59 pm

Assignment from SDEPS Repository No Due Date

Resources

Mathematics Resources No Due Date

Week 1

Year 6 Maths Assessment: Semester 2 No Due Date

7 Times Tables No Due Date

11 Times Tables No Due Date

Pannikin and Pinta Part 1 No Due Date

Week 1 Literacy Tasks No Due Date

Pass It On No Due Date

Bounce Back Unit 2 No Due Date

Week 2

2D Space Unit 2 No Due Date

Week 2 Literacy Tasks No Due Date

Sample Activities

0 pts Submitted 19 Aug 2019 at 12:53 pm

Due

No Due Date

Submission Types

Media Recording or File Upload

Grade

Successfully submitted!

Your submission is now waiting to be graded.

[Submission & Rubric](#)

Description

Follow the instructions on Sample Activities worksheet to complete the task. As well as the Canvas app, you will need the following apps installed:

- Adobe Scan (all devices)
- Voice Memos (iPhone), Simple Recorder (iPad) or Audio Recorder (Android)

Upload:

- a scan of your completed worksheet
- video recording
- audio recording

Clicking the link below on a tablet (iPad or Android) will allow you to complete the worksheet digitally instead of on paper:

[Sample Activities.pdf](#)

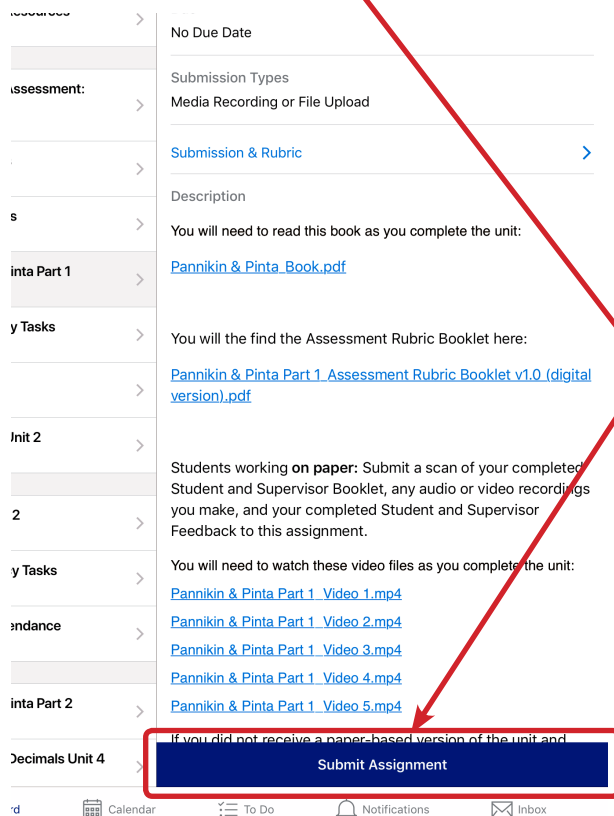
Follow the instructions below to use your device to complete the worksheet:

Resubmit Assignment

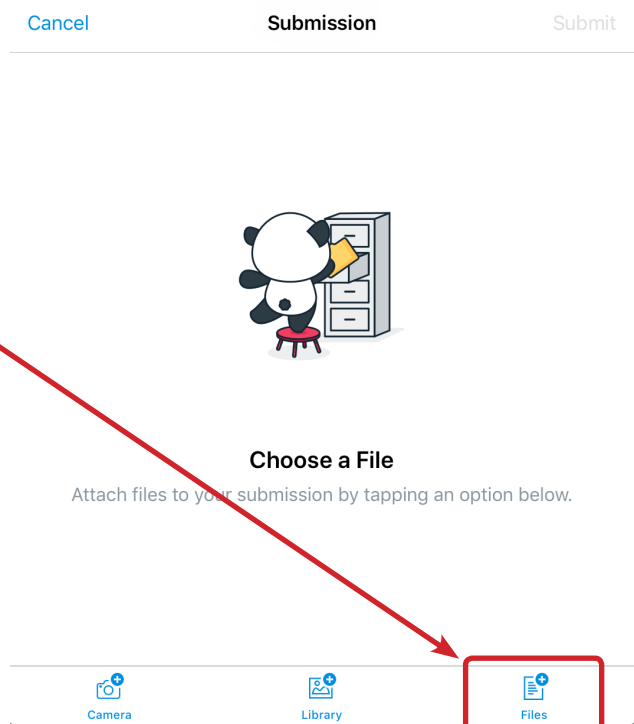
Dashboard Calendar To Do Notifications Inbox

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

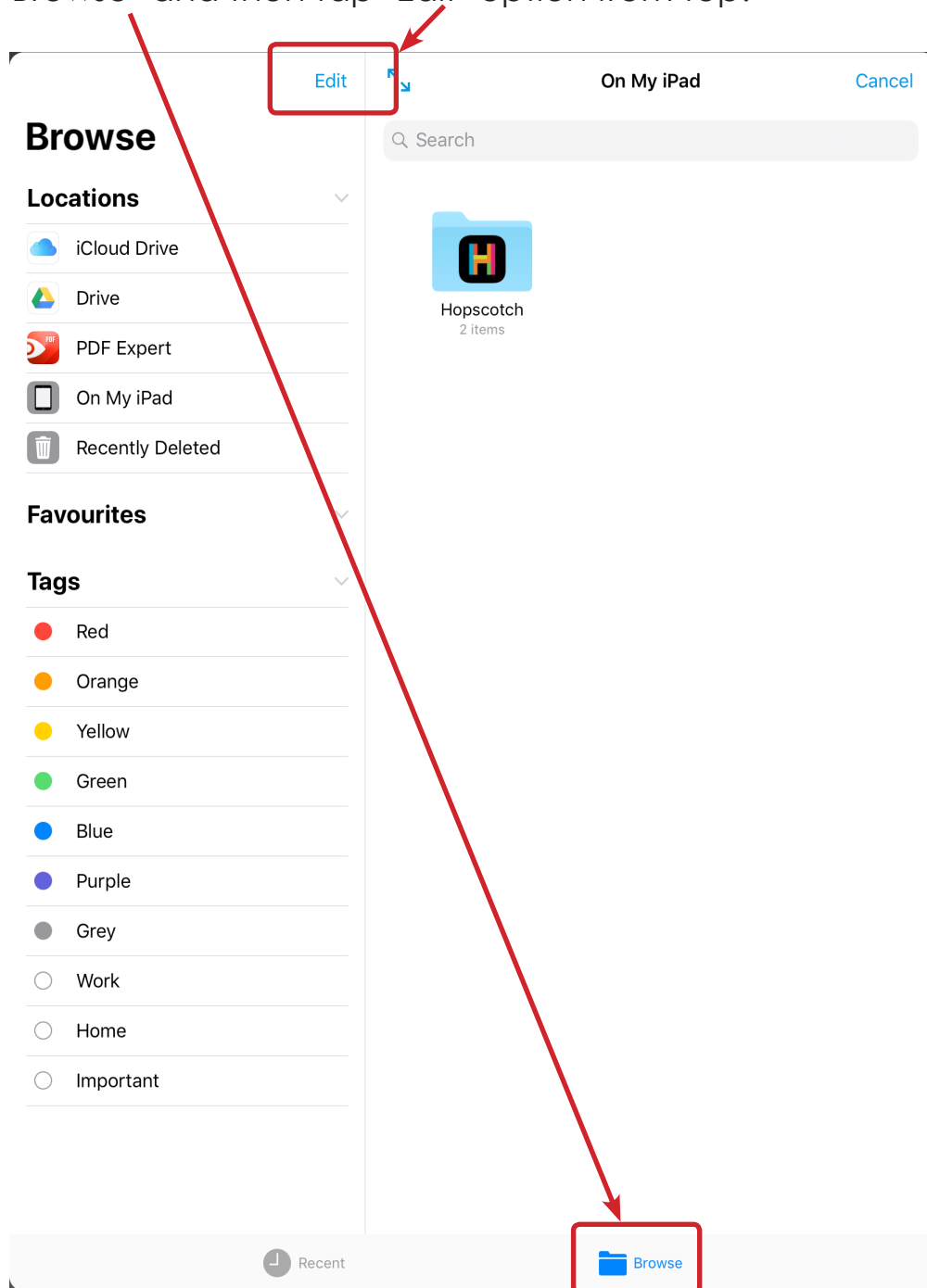
1. Sign in to Canvas Student app.
2. Choose the assignment you wish to return to. Tap 'Submit Assignment' and choose 'File Upload' option.



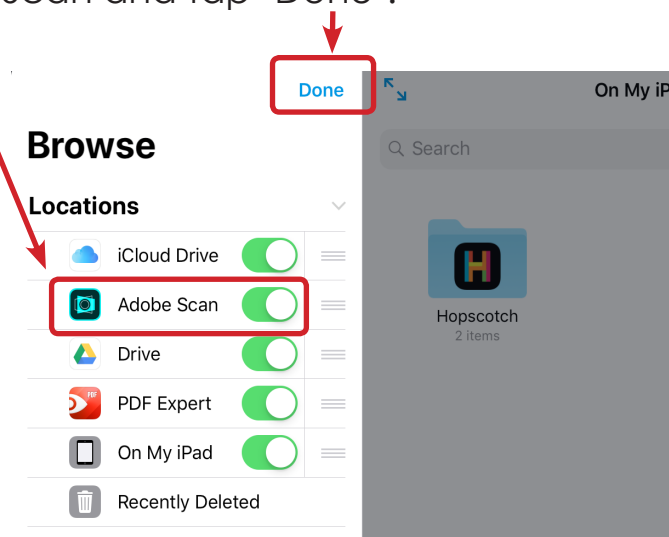
3. Tap 'Files' from bottom right corner.



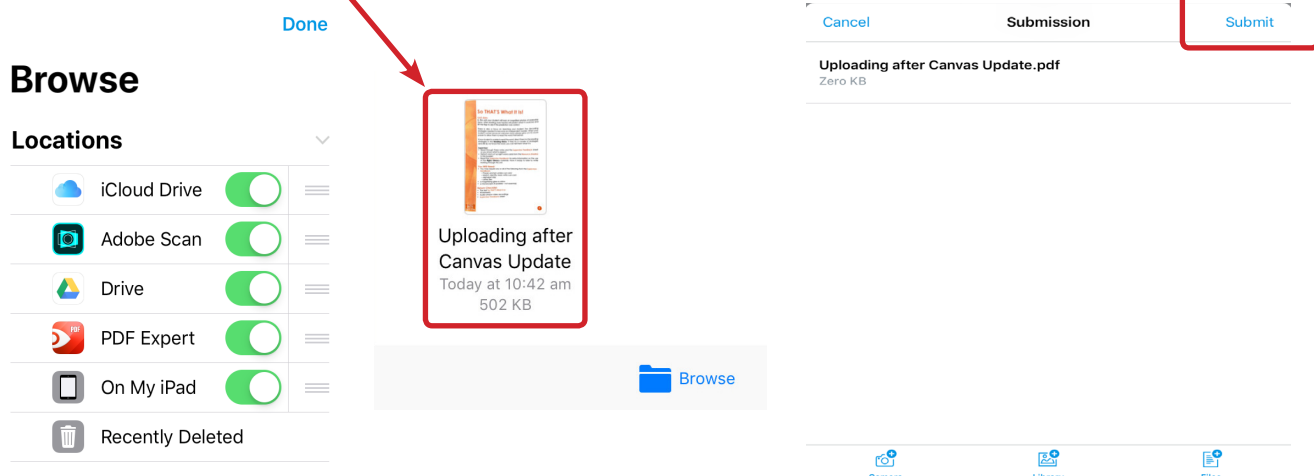
4. Tap 'Browse' and then tap 'Edit' option from top.



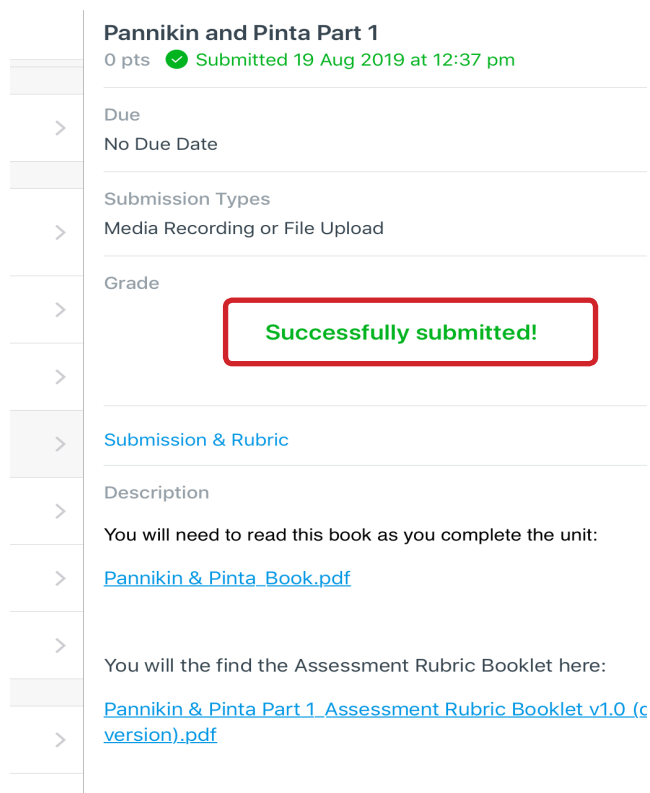
5. Turn on Adobe Scan and tap 'Done'.



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.

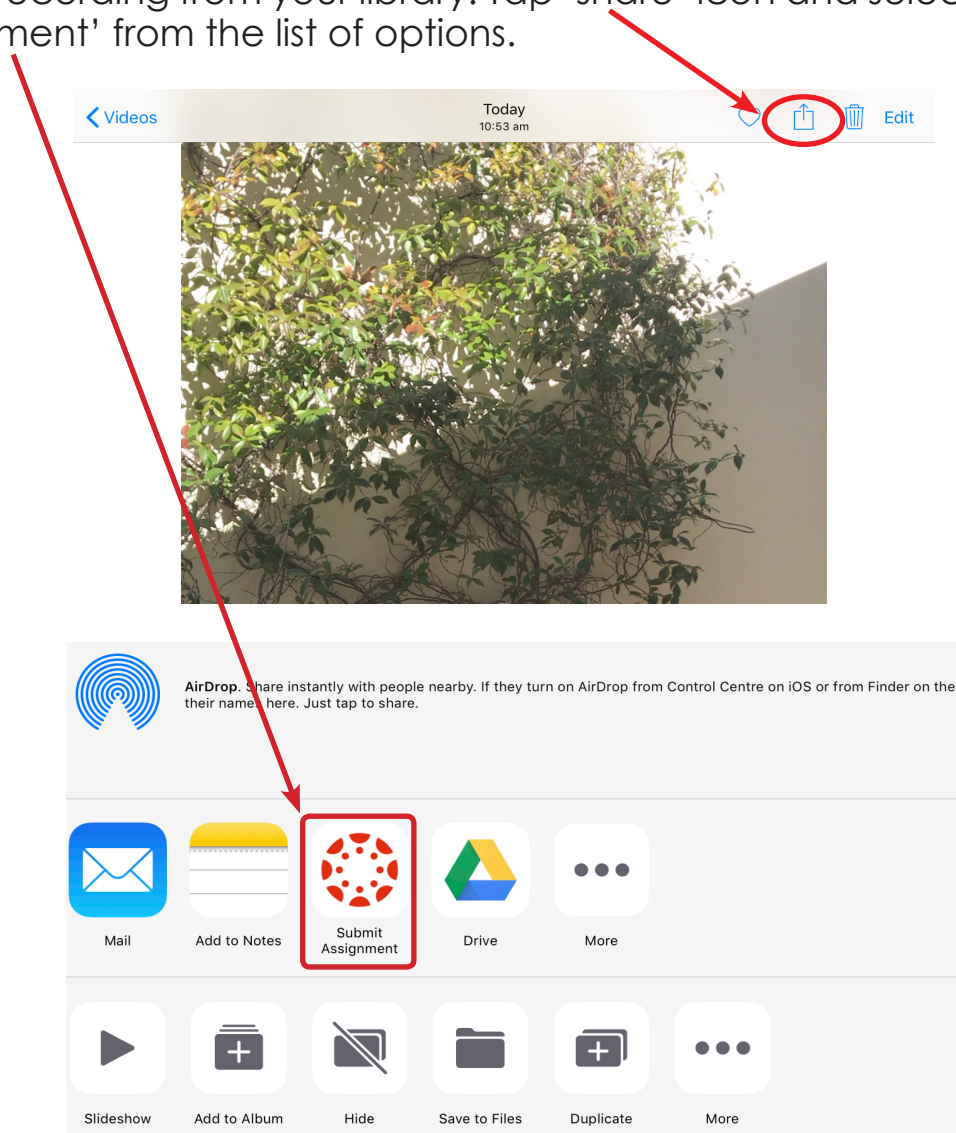


Recording/Submitting Video

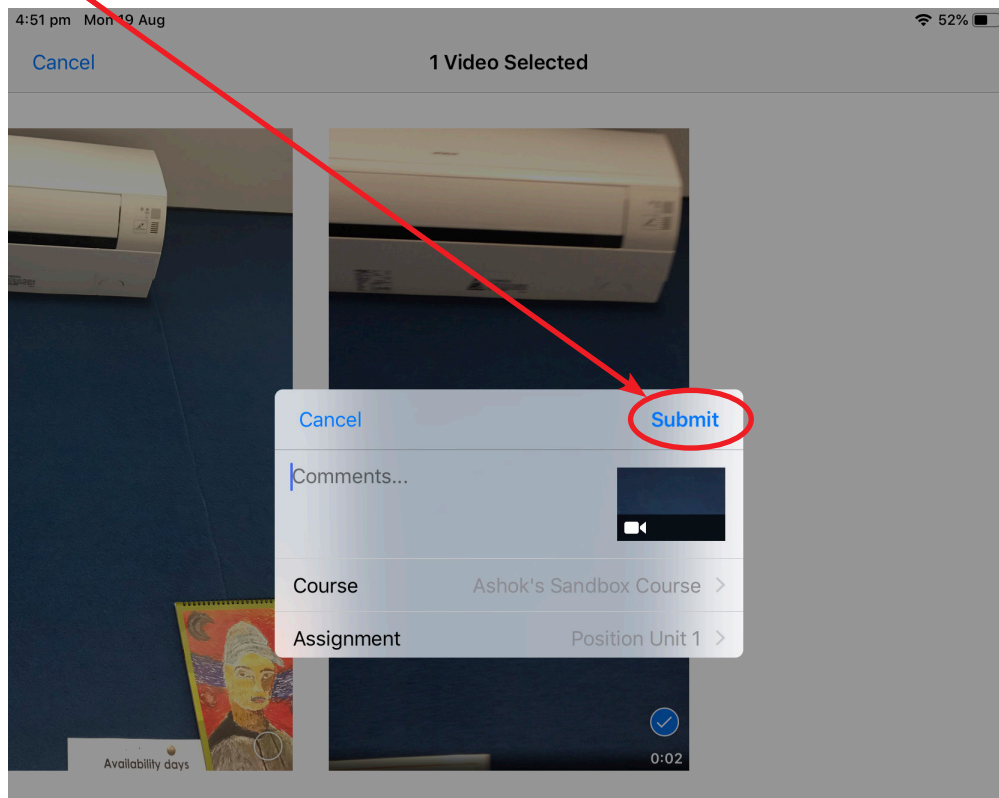
To record video, use the Camera app that is built into iOS 12 and then upload the video to Canvas Student.

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.

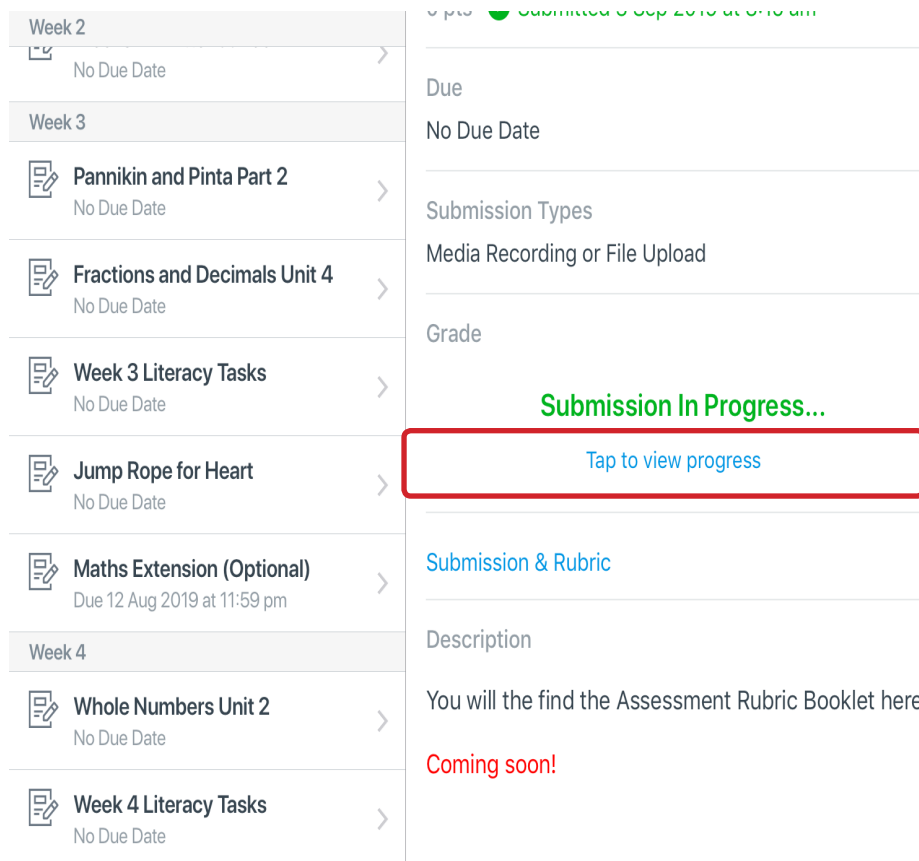
1. To upload a video using the Canvas Student app, first select the video recording from your library. Tap 'share' icon and select 'Submit Assignment' from the list of options.



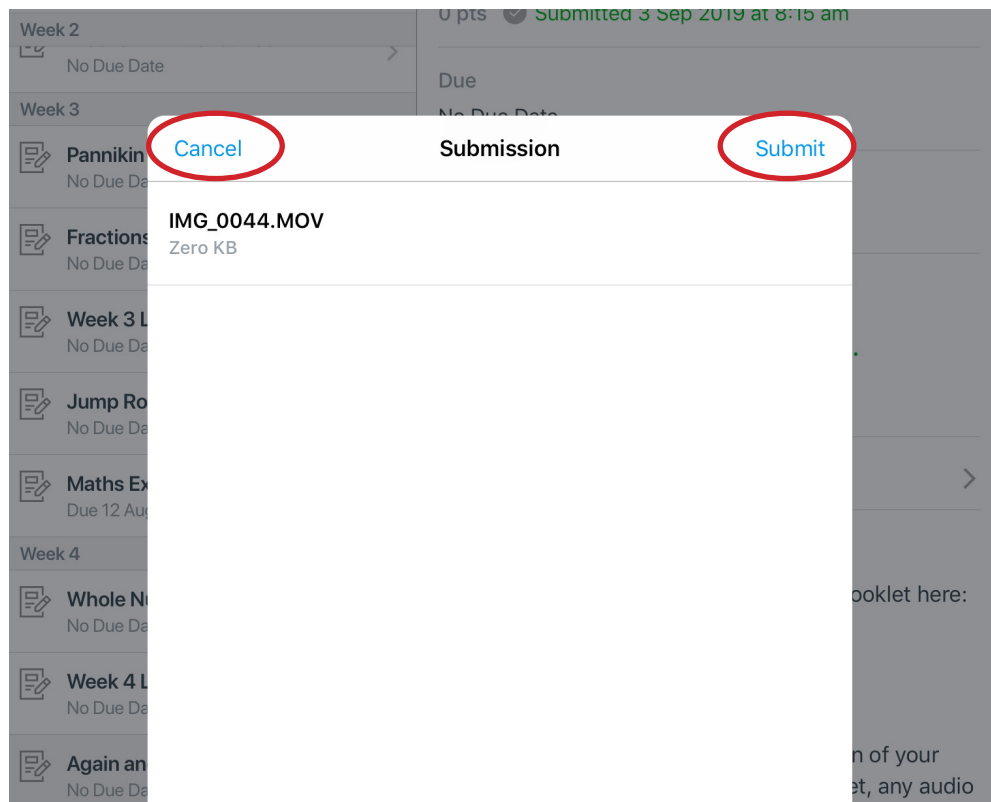
2. Select the right Course and Assignment for the return and then tap 'Submit'.



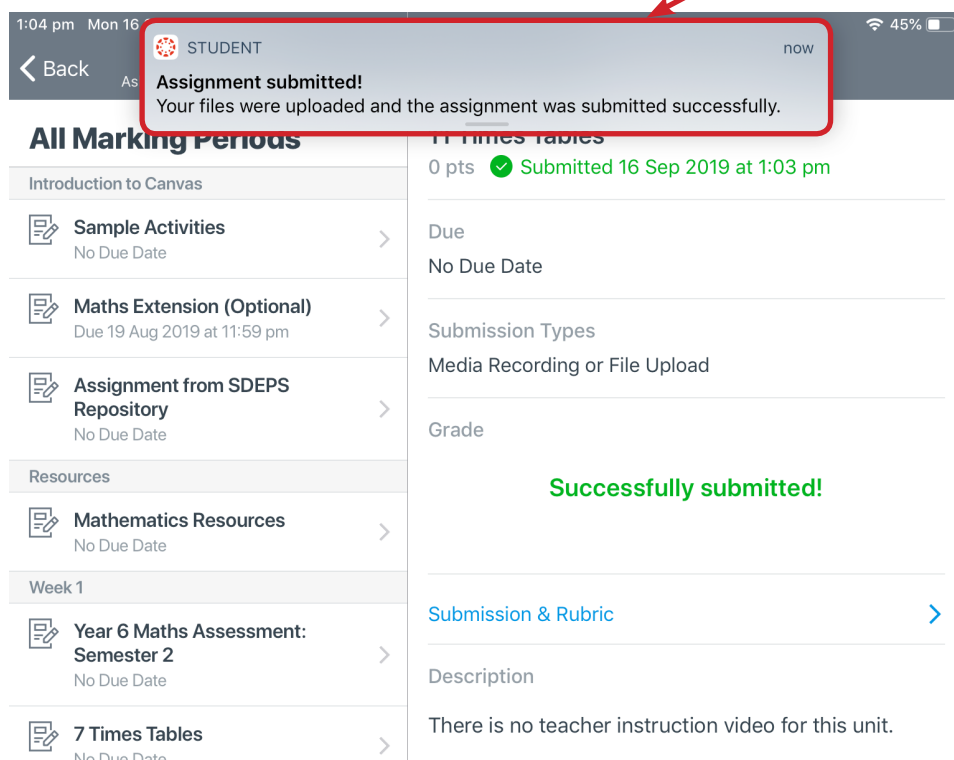
3. To submit video recording, navigate to the Canvas Assignment and preview the submission by tapping 'Tap to view progress'.



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



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.

The image shows two screenshots from the Canvas LMS mobile app. The left screenshot displays the 'Assignment Details' for 'Sample Activities' (0 pts, Submitted 19 Aug 2019 at 5:08 pm). A red box highlights the 'Successfully submitted!' status, and a red arrow points to the 'Submission & Rubric' link. The right screenshot shows the 'Submission' screen for 'Sample Activities' (19 Aug 2019 at 12:53 pm). A red arrow points to the 'Comments' tab, which is labeled 'Swipe up'.

Assignment Details: Sample Activities

0 pts Submitted 19 Aug 2019 at 5:08 pm

Due: No Due Date

Submission Types: Media Recording or File Upload

Grade: **Successfully submitted!**

[Submission & Rubric](#)

Description: Follow the instructions on Sample Activities worksheet to complete the task. As well as the Canvas app, you will need the following apps installed:

- Adobe Scan (all devices)
- Voice Memos (iPhone), Simple Recorder (iPad) or Audio Recorder (Android)

Upload:

- a scan of your completed worksheet
- video recording
- audio recording

Clicking the link below on a tablet (iPad or Android) will allow you to complete the worksheet digitally instead of on paper:

[Sample Activities.pdf](#)

[Resubmit Assignment](#)

Submission: Sample Activities

19 Aug 2019 at 12:53 pm

[Comments](#) [Files \(1\)](#) [Rubric](#)

Files (1)

- [Scan 13 Aug 2019-2.pdf](#) 262 KB

A Thapa AT
19 August 2019 at 12:28 pm

- [Scan 19 Aug 2019-1.pdf](#) 55 KB

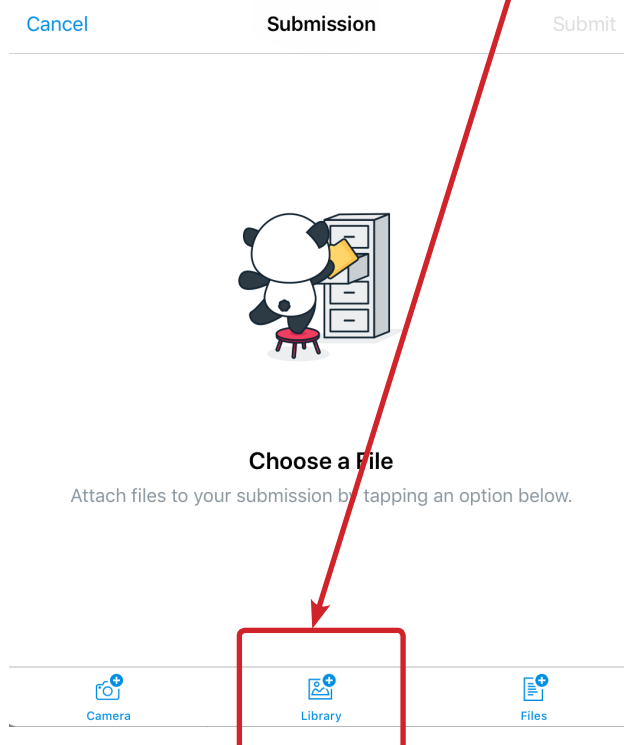
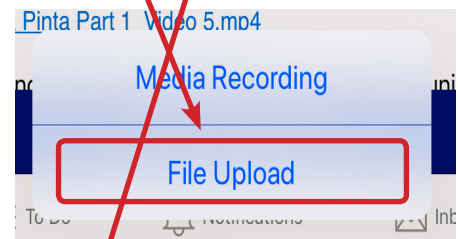
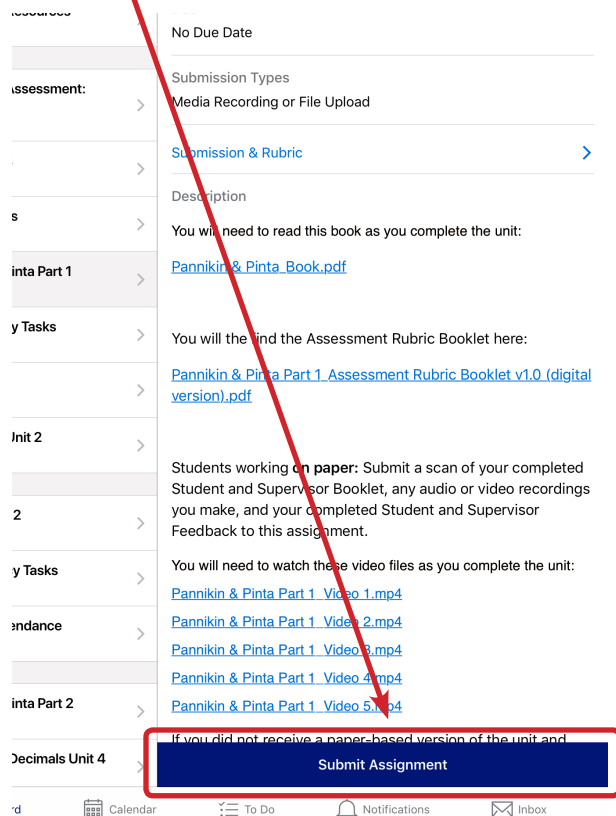
A Thapa AT
19 August 2019 at 12:47 pm

- [Scan 19 Aug 2019 \(2\).pdf](#) 288 KB

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.

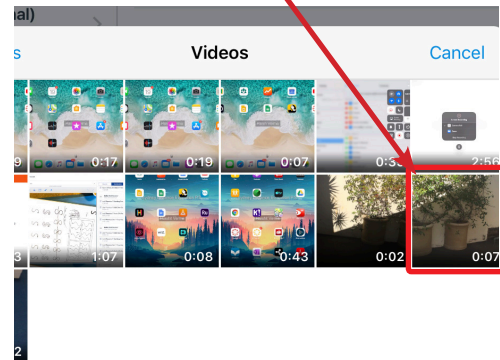
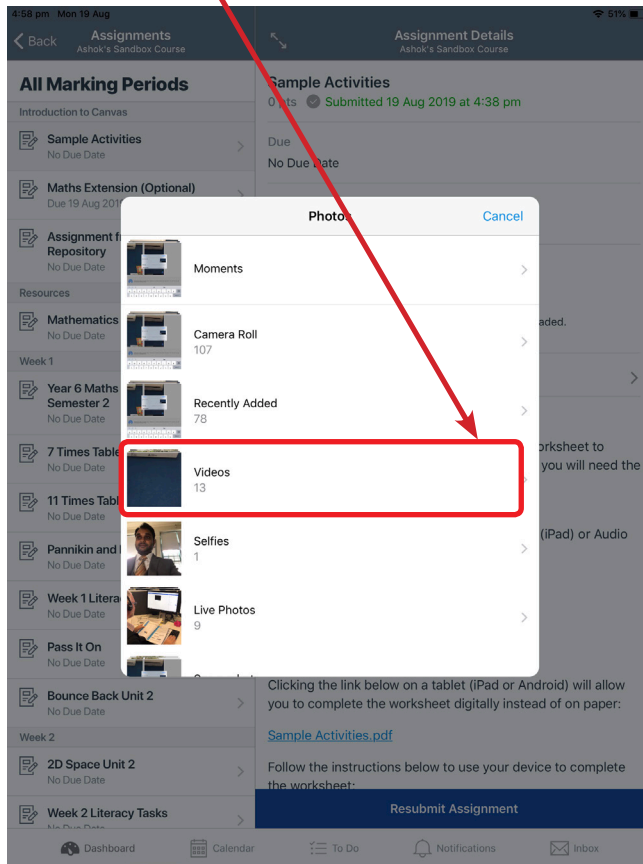


Choose a File

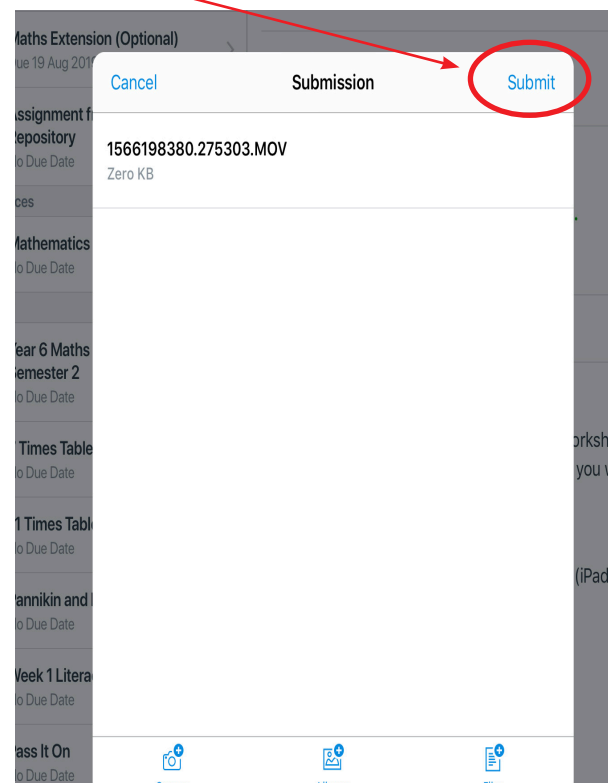
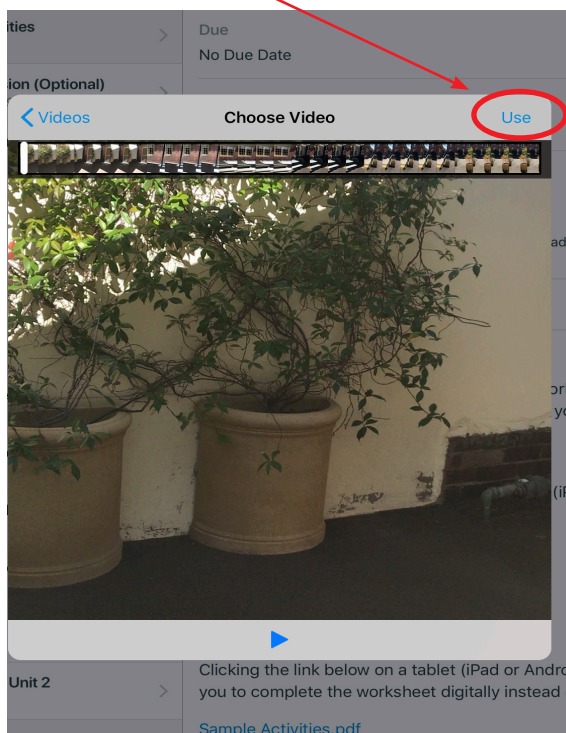
Attach files to your submission by tapping an option below.



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

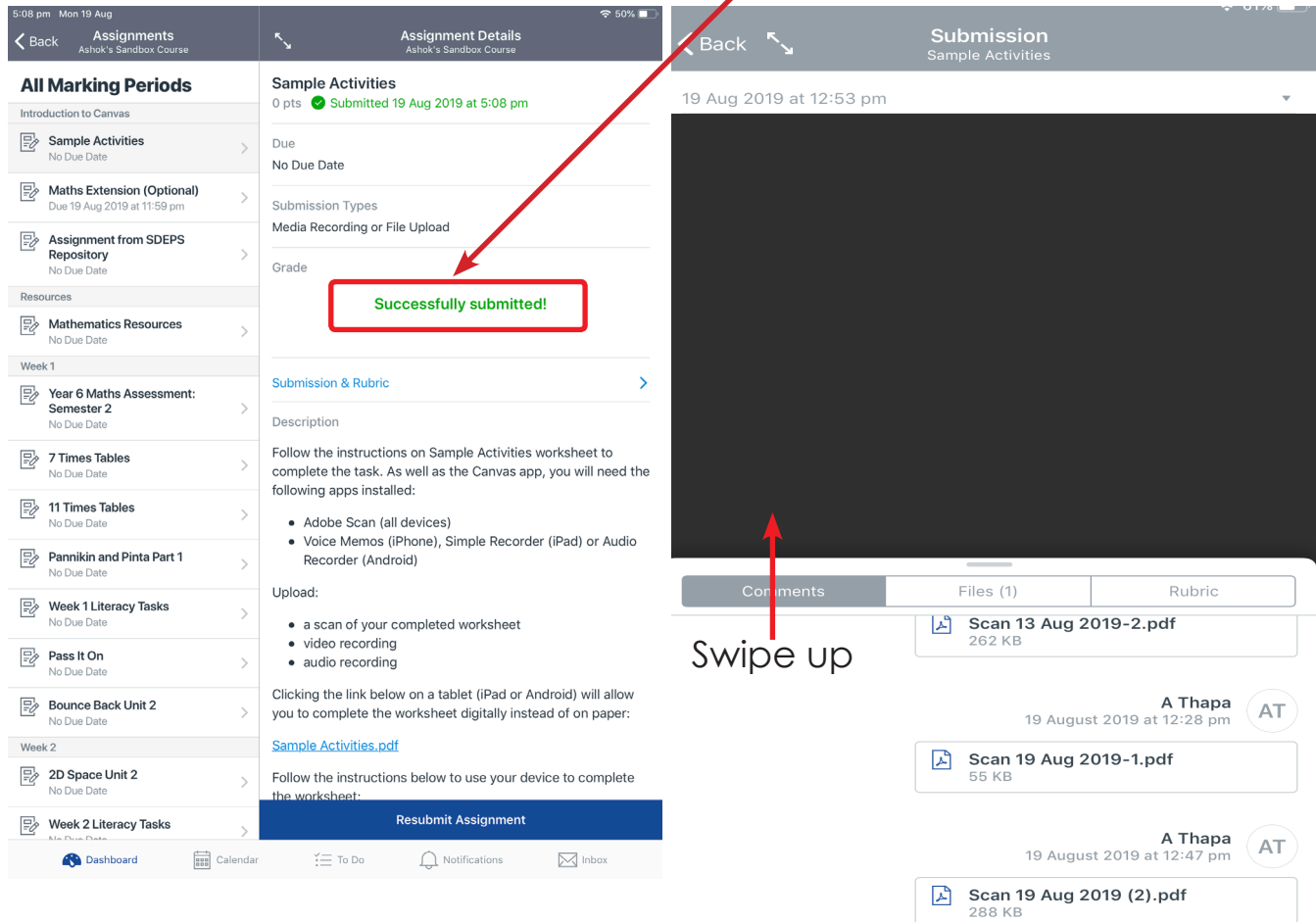


4. Tap 'Use' and then tap 'Submit'.



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.

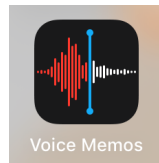


Recording/Submitting Audio

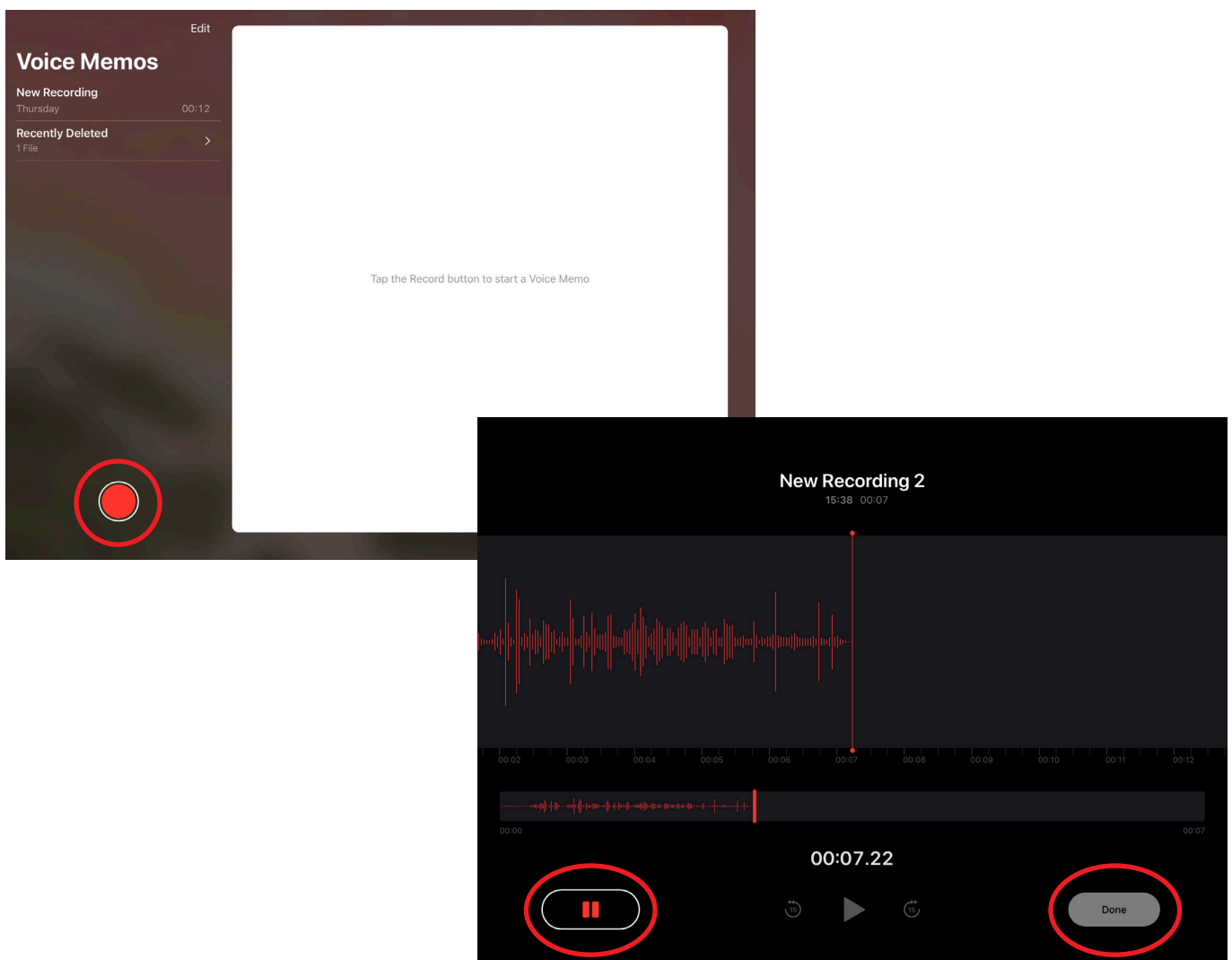
To record audio, use the **Voice Memos** app that is built into iOS 12 and then follow the steps below to upload the audio recording to Canvas Student.

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.

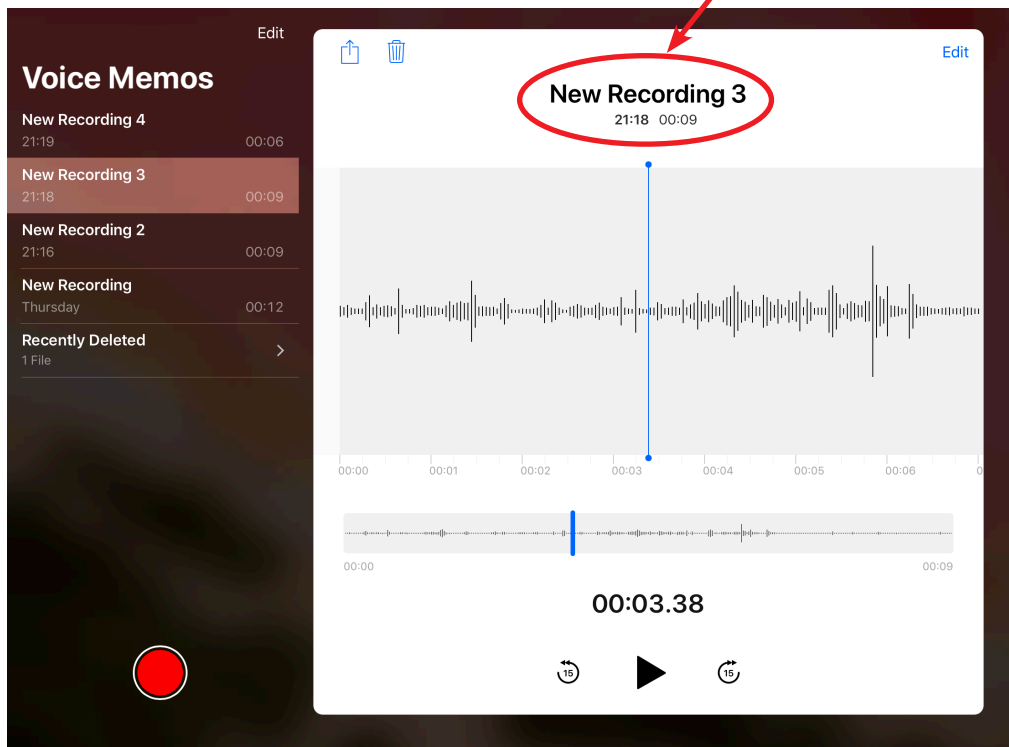
1. Open **Voice Memos**.



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.

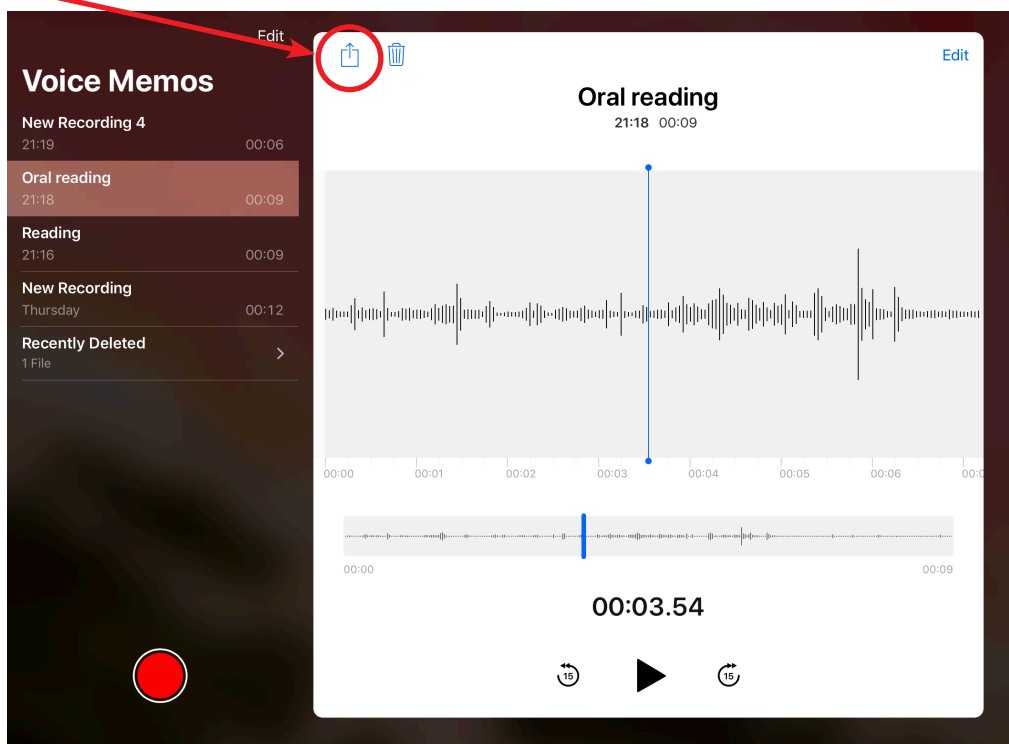


3. Name the recording by tapping on the name here and then type the new name of the recording.

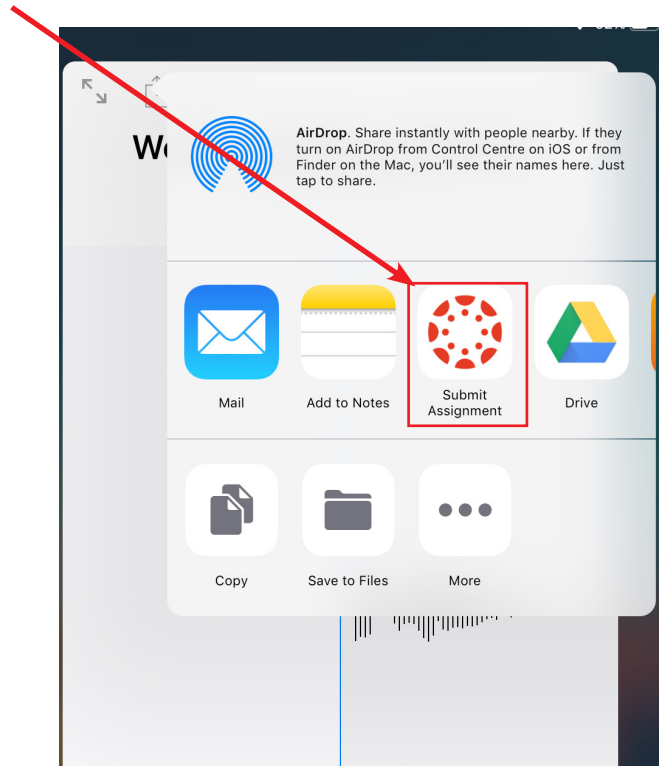


To complete the following steps, you will need access to internet/wifi.

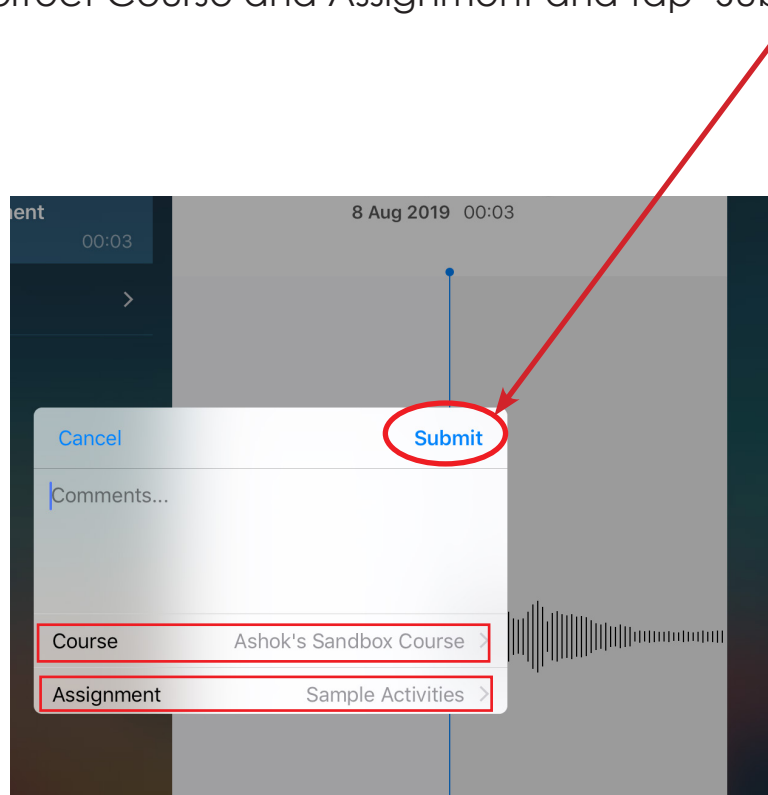
4. Select the recording you have just made from the menu and tap the 'share' button.



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



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



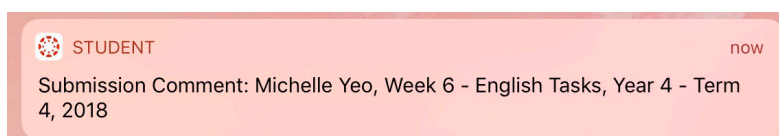
Viewing Marked Work

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.

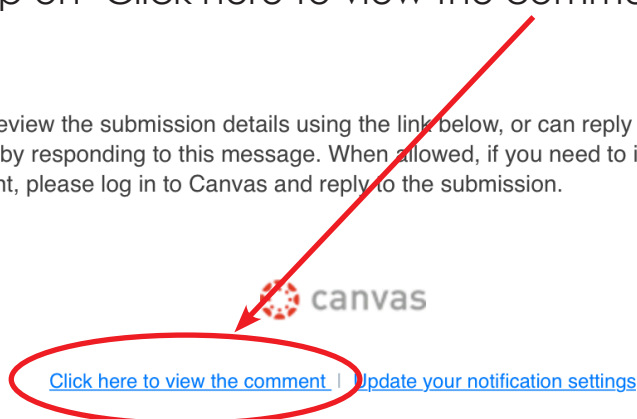
It is essential that the student and/or supervisor reviews all teacher feedback.

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.

You can review the submission details using the link below, or can reply to this comment by responding to this message. When allowed, if you need to include an attachment, please log in to Canvas and reply to the submission.



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

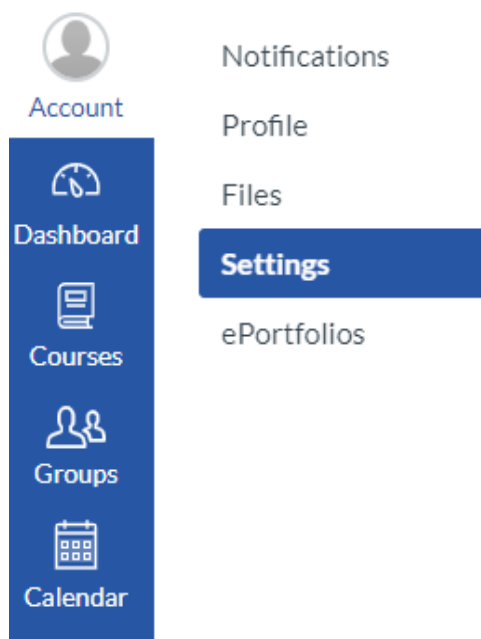
Canvas Parent is designed to provide visibility into your student's progress in a course at a glance. Canvas Parent allows parents to:

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

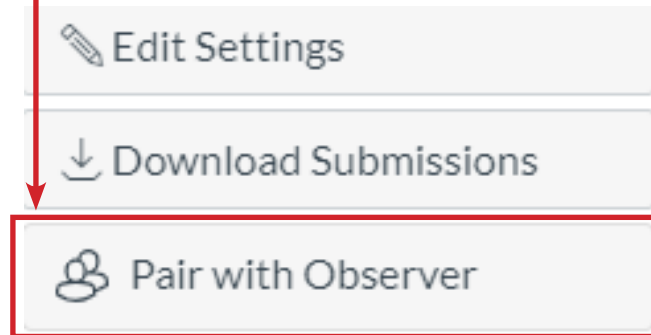
It is essential that the student and/or supervisor reviews all teacher feedback.

Steps to set-up Canvas Parent App

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

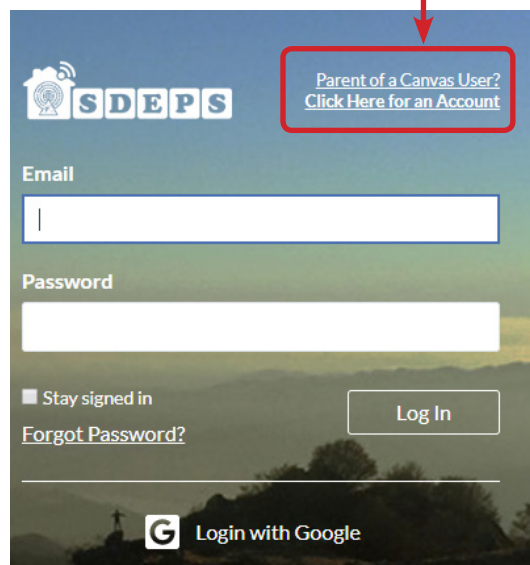


4. Find and click 'Pair with Observer' link. This will give you a code in a pop up screen. Take a note of the code.



To set-up Canvas Parent user account

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



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.

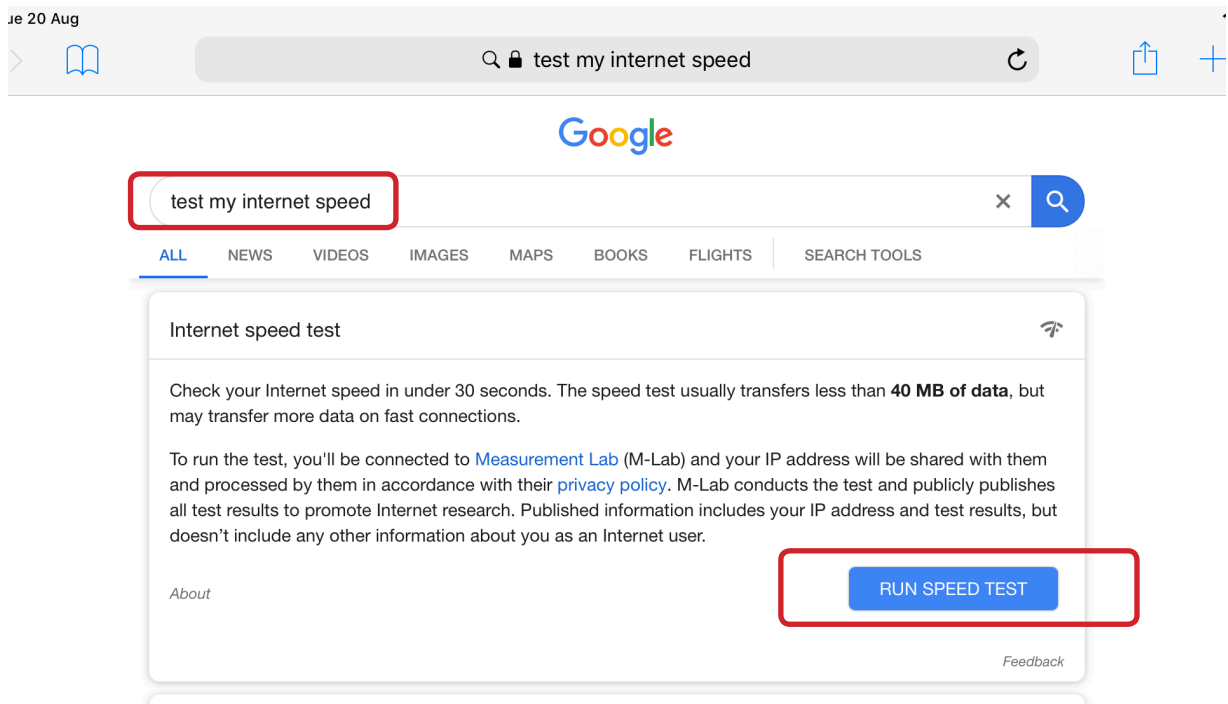
NOTE: Set-up 'Notifications' as per your preference (Refer to Canvas Guide for details).

Helpful tips:

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

To check your internet speed:

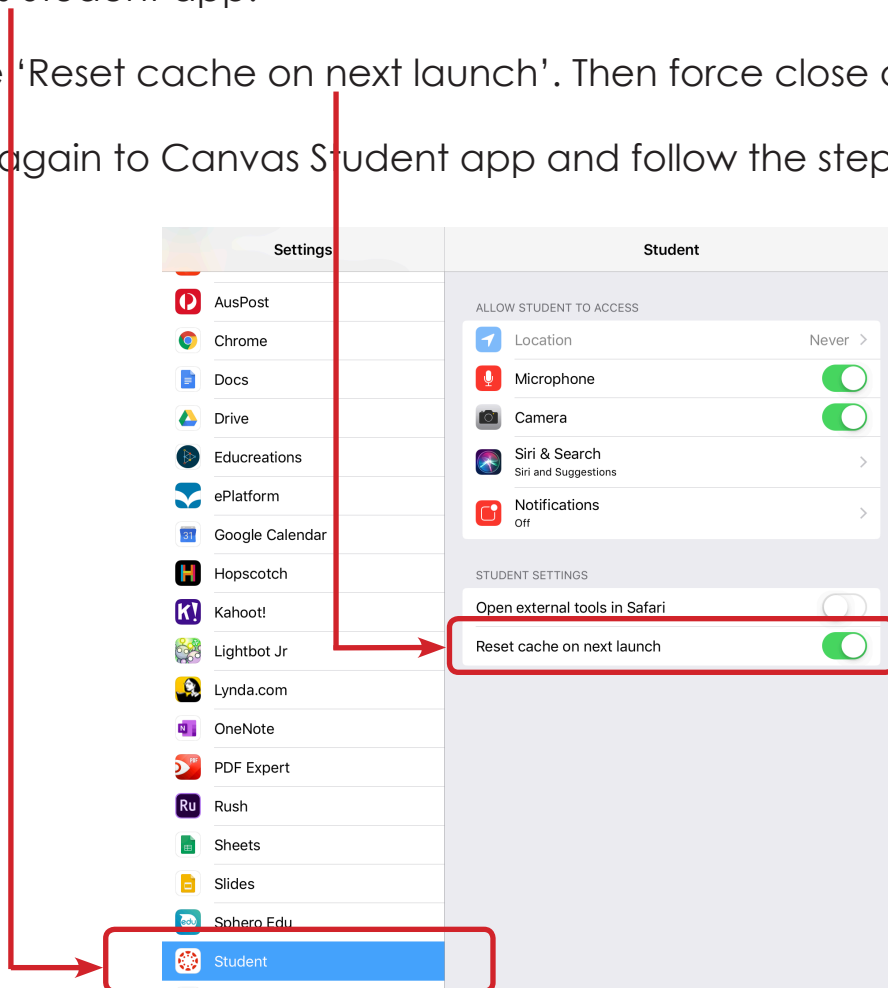
1. Go to a browser such as Safari or Chrome and type in 'test my internet speed' and 'Run Speed Test'.
2. Check your upload and download speed.
3. You can also install an appropriate app from the Apple Store to test your internet speed.
4. An upload speed greater than 1Mbps should be sufficient.



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 screen.

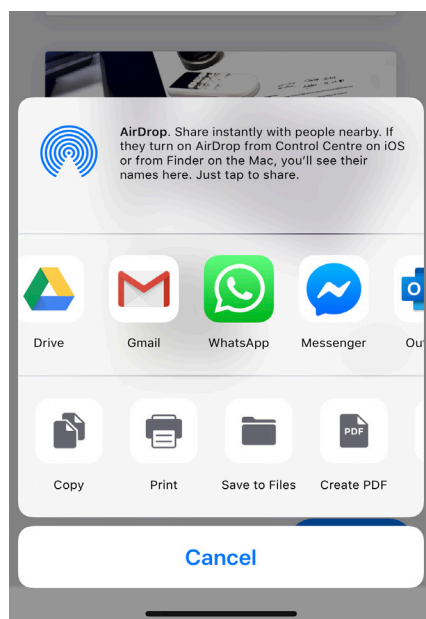
Hold the app and swipe up to force close the app.

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

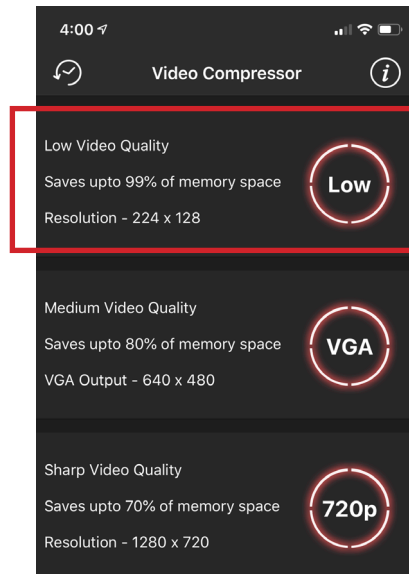


3. Hard power off the device by holding down lock and home button until the apple logo disappears
4. Turn the device back on and install Canvas Student App 6.6.2 from App Store
5. Notice that the correct share to Canvas, 'Submit Assignment' option is visible when submitting the file.

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 [IT Helpdesk](#)
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



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