Canvas User Guide
iPadOS 14 Devices

NSW GOVERNMENT | Education

SYDNEY DISTANCE EDUCATION PRIMARY SCHOOL

Table of Contents

The images in this guide used the following device and App versions:
- iPad Pro 10.5
- iOS v 14.2
- Canvas Student v 6.9.7
- Canvas Parent App v 3.3.4

Updated December 2020

NB: The Apps mentioned in this guide are subjected to Apple Store Australia.

Setting up your device

iPadOS 14

iPadOS is faster and more responsive with optimizations across the system. The iPadOS is built on the same foundation as iOS, adding new capabilities, offering distinct user experience and intuitive features to the versatility on bigger display.

Check your device compatibility at: support.apple.com/en-au/HT211348

To check if your device has iPadOS 14 installed, go to **Settings** on your device, select **General** and choose **About**. You should see 14 (as shown below), on the *Software Version* label.

Name	
Software Version	14.2
Model Name	iPad Pro (10.5-inch)

Installing Required Apps

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

1. **Canvas Student**
2. **Google Mail App**
3. **Google Drive**
4. **Google Docs**
5. **Google Sheets**
6. **ePlatform** by Wheelers
7. **Zoom Cloud Meetings**
8. **Voice Memos** (comes with iOS)
9. **Scan** (comes with iOS)
10. **Speedtest**
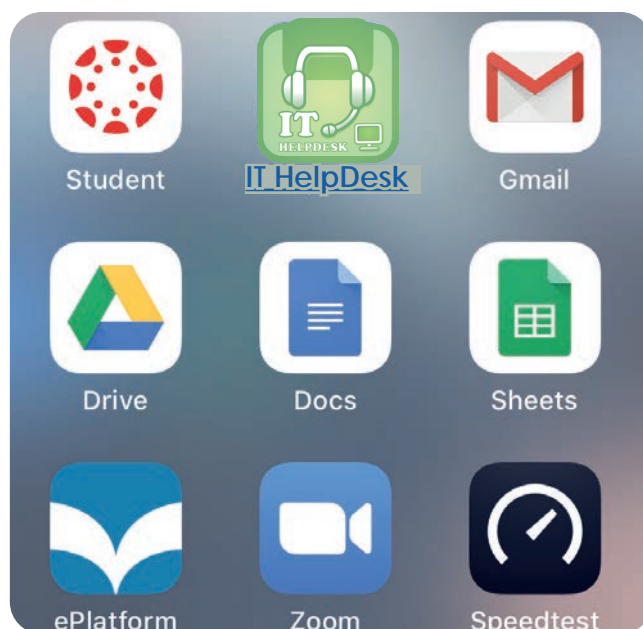
If you are setting-up an iOS device for the first time or using the Apple App Store to install the apps, you will require an Apple ID. Find out more about how to create a new Apple ID at: https://appleid.apple.com

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 with 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 iOS device, visit the Apple App Store and search for **Canvas**. Select **Canvas Student** and install the app.

Canvas Student
Education
★★★★½ 11K
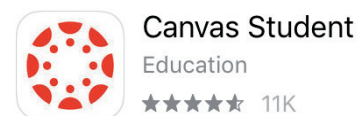
2. Once the **Canvas Student** app is installed, tap to open. You will see the words 'Find my school' in a blue box. Tap on this option.

canvas
STUDENT

Find my school

Canvas Network

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

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 device's keyboard immediately after typing '**MYSDEPS**'. This will redirect you to the login page shown below.

4. Tap on "Sign in with @education account" to sign in to Canvas and enter your @education email address.

(Scan the QR code to watch the video on 'How to sign in to SDEPS Canvas')

Select Your Canvas Login Type

Sign in with @sdeps account

Sign in with @education account

Video: How to Log in to Canvas

# Downloading and Signing into Canvas Student (continued)

5. You will then be redirected to Student Portal. Please enter student DoE ID(not email) and password.

If you are unsure of the details, please contact **SDEPS IT TEAM**.

6. Once you sign in, you should be able to see the Canvas Student Dashboard. Tap on '**Accept**' to start the term program.
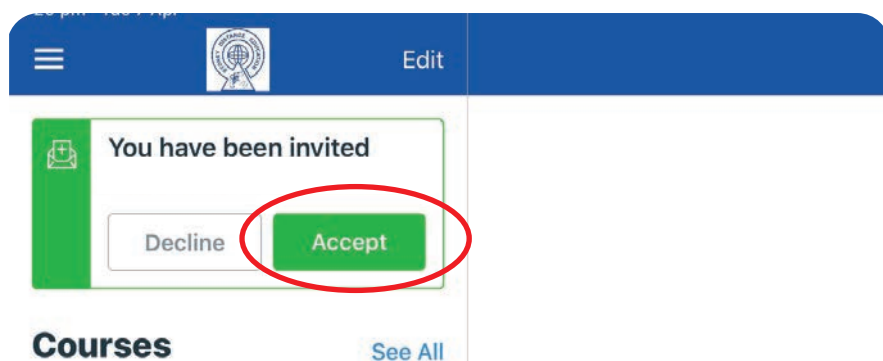
7. The course/s will appear as individual tiles on the left-hand side under the word, Courses.
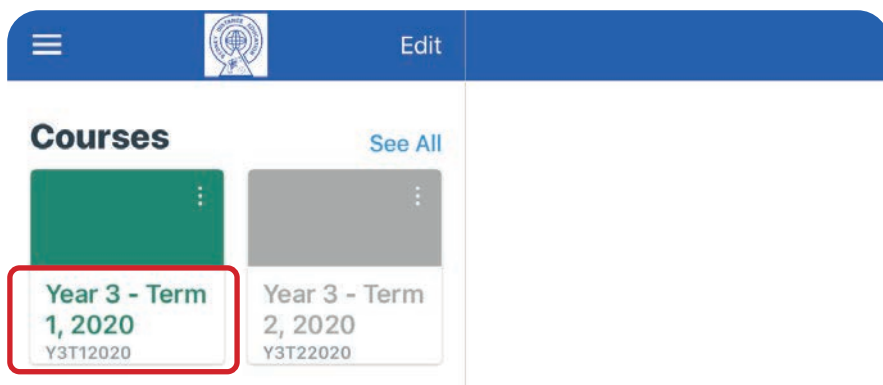
Note: If you are signing in using a browser such as Safari or Chrome on a device, laptop or desktop computer, use the address:
https://sdeps.net/canvas

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.

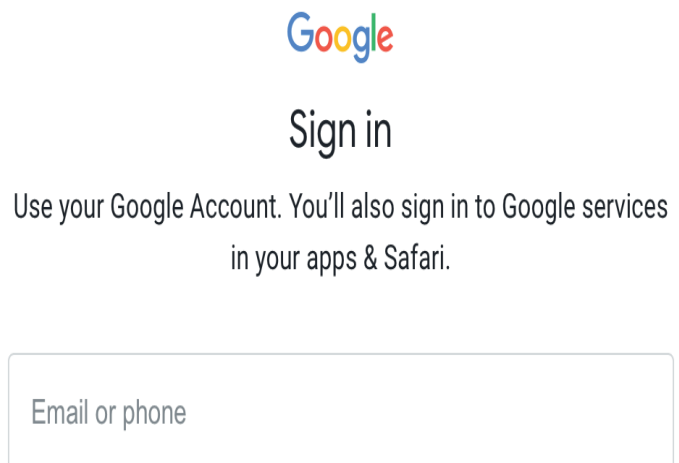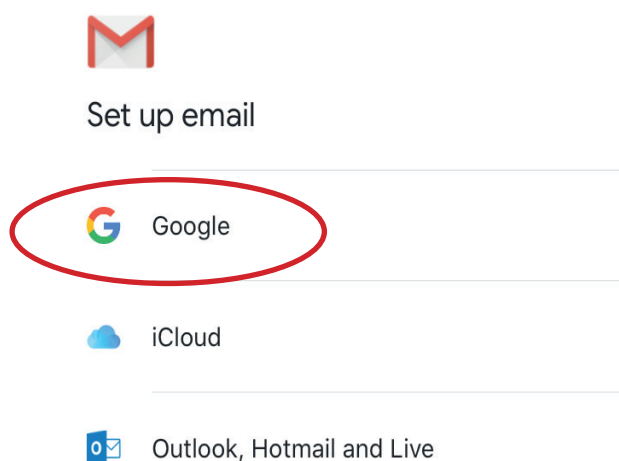There are multiple ways you can receive notifications:
- by receiving push notifications on an your iOS device;
- through the student's @education email account;
- through the supervisor's email account (optional);
- by SMS (optional).

By default, you will receive push notifications and email notifications to the student's @education.nsw.gov.au email account.

Follow the steps below to set up the student's @education account on your device (iPad or iPhone) so that email notifications can be easily accessed.

Adding the student's @education.nsw.gov.au email

1. Open 'Gmail' app. Please install the app if you have not already.

2. Tap 'Sign in' and select 'Google' and then tap 'Continue' to set up email.

Set up email

G Google

iCloud

Outlook, Hotmail and Live

Google

Sign in

Use your Google Account. You'll also sign in to Google services in your apps & Safari.

Email or phone

3. Please enter your @education.nsw.edu.au account. You will then be redirected to student portal. Enter username(not email) and password.

NOTE: Please contact SDEPS IT Support if you do not have your @education account details.

User ID

Enter your user ID

Example: jane.citizen1

Password

Enter your password

Log in

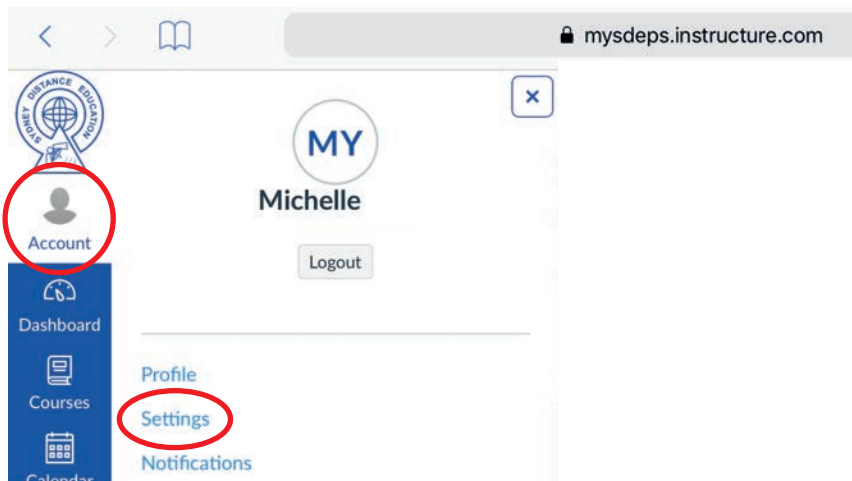**4.** Tap 'Done' and then tap on 'Allow' if you wish to receive email notification.

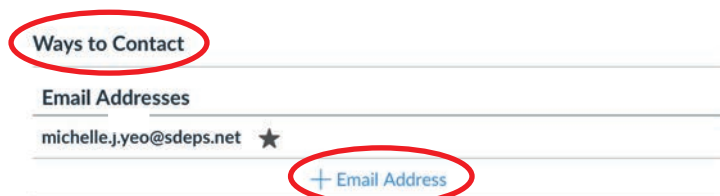The student is now set up to receive email notifications through their @education.nsw.gov.au email account.

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://sdeps.net/canvas

2. Sign in using the student's @education account Canvas Student details.

3. Go to 'Account' and then tap 'Settings'.

mysdeps.instructure.com

MY

Michelle

Logout

Account

Dashboard

Courses   Profile

Settings

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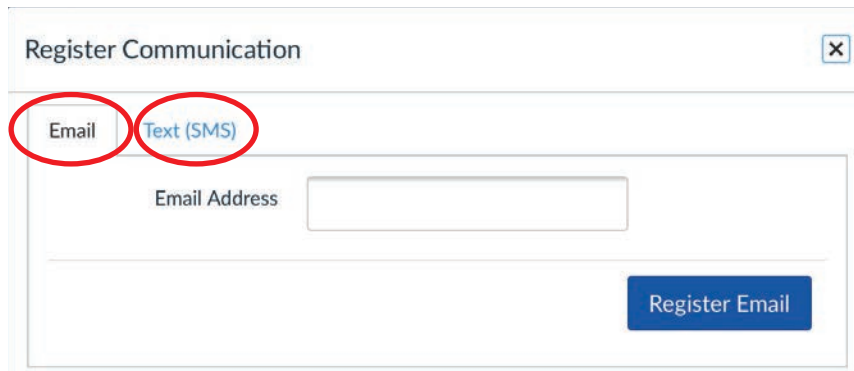
4. Scroll down until you see 'Ways to Contact'. Tap on '**+ Email Address**'.

Ways to Contact

Email Addresses

michelle.j.yeo@sdeps.net ★
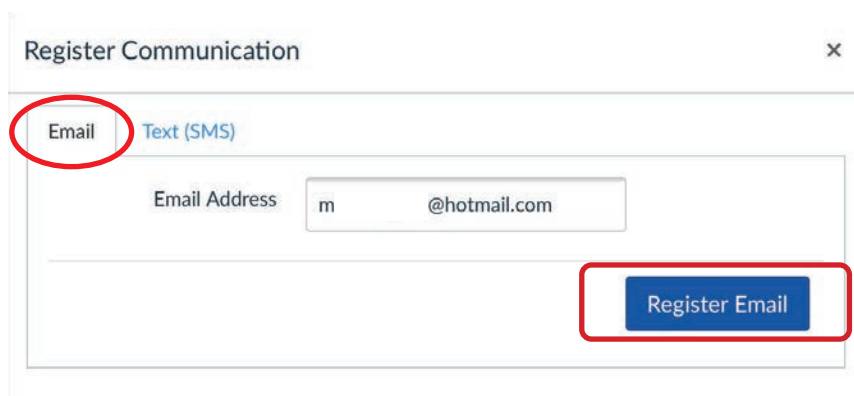
+ Email Address

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

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

**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.


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

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 on 'Settings' then tap on 'Email Notifications'.
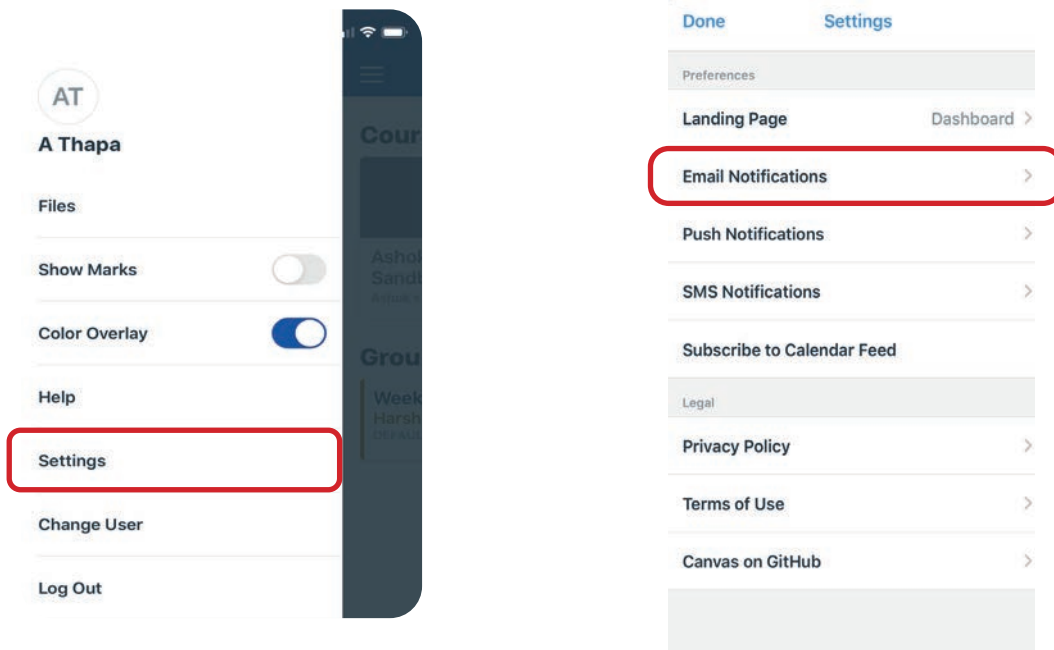
NB: Please make sure you have 'Push Notifications' turned on. This will send a pop up notification across all devices you are signed in.

12. Set 'Announcement', 'Invitation', and 'Submission Comment' to Immediately from the list of options.
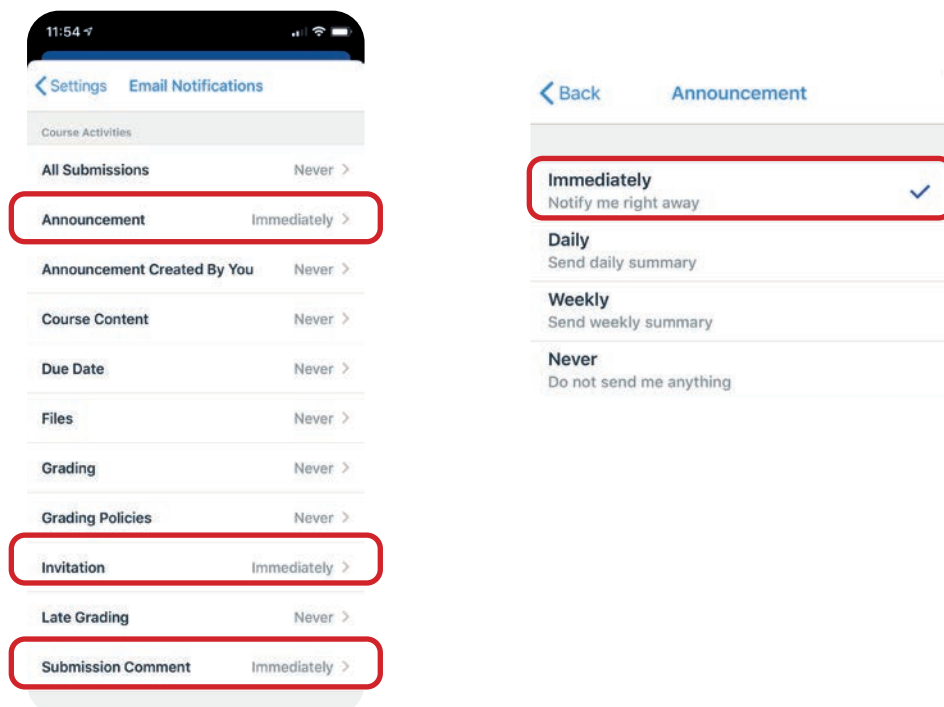
13. Tap Settings on the top left corner and tap 'Done'.

14. 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.

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://sdeps.net/canvas in a browser (e.g. Safari) use the student's Canvas Student details to sign in.

1. Access Canvas in a browser using: https://sdeps.net/canvas

2. Sign in using the student's @education account details.

3. Go to 'Account' and then tap 'Settings'.
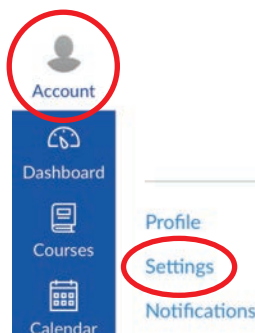
4. Scroll down until you see 'Edit Settings'. Tap on 'Edit Settings'.

5. Select the language as 'English (Australia)'. Then select the Time Zone you are currently in. Tap on 'Update Settings' to save.

5. You will need to update if you change time zones.

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 3 - Term 2, 2020'. The student can access their assignments by tapping on the course tile.
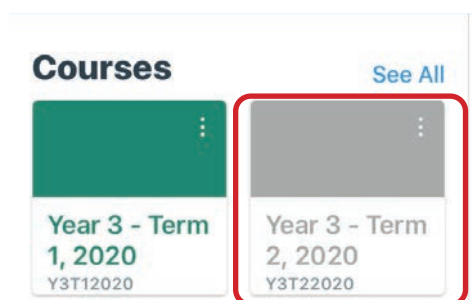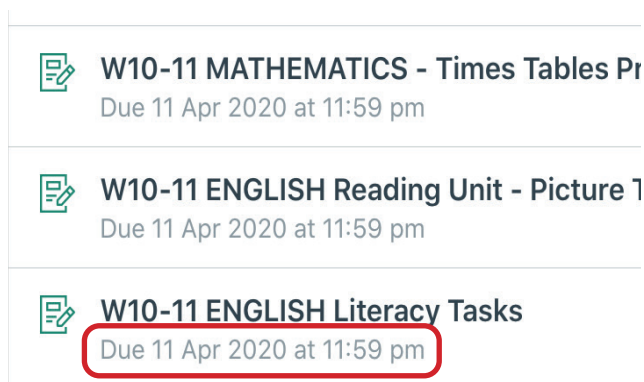

Once the student has tapped on their course tile, they will see a list of assignments.
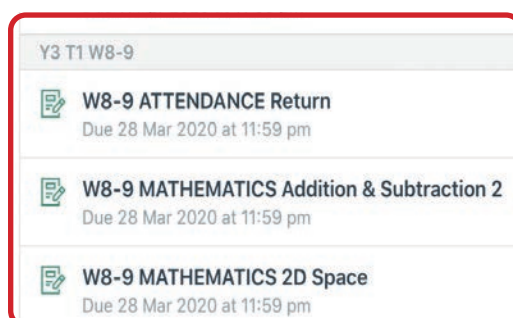
Assignments will have a due date attached. This is so the student is aware of when items should be completed and uploaded. However, it is still possible to submit an assignment after the due date.
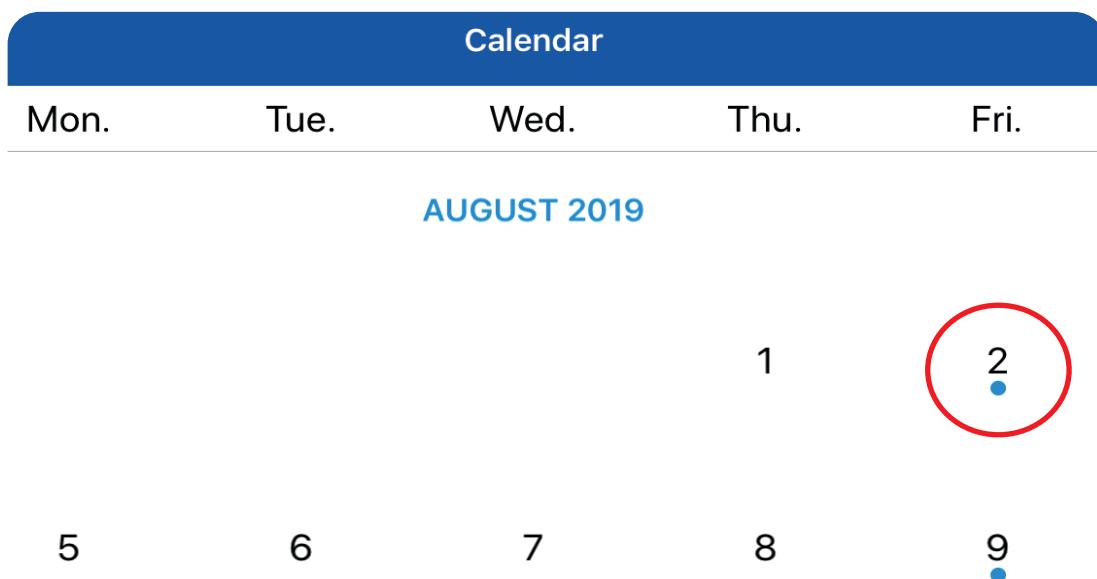
To see what work is due, look at the due date under the assignment name.

You can also look at the 'Calendar' tab at the bottom of the Canvas screen to view when an assignment is due.
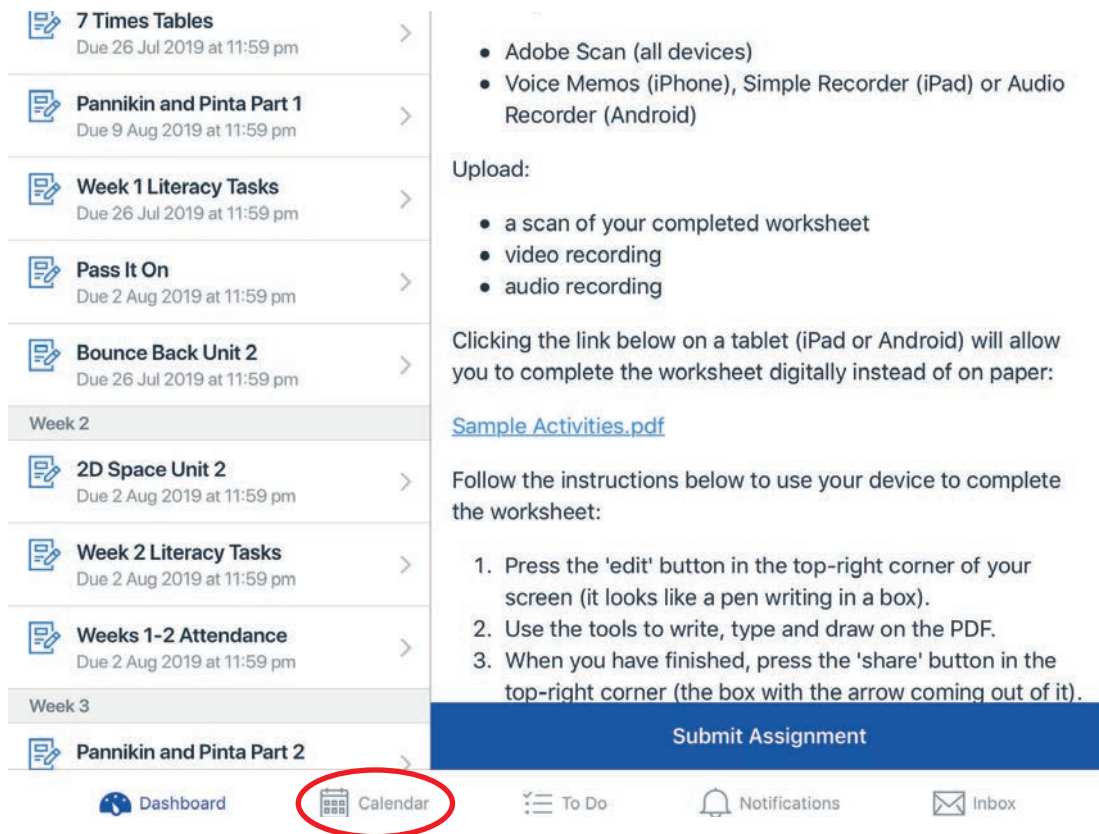
The 'Calendar' will have a coloured dot on each date when an assignment is due. Tap on the date to view the assignment/s due on that day.

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 - 19 'Scanning Hand-written Work and Returning Work Using iOS Scan';

- a video recording - see pages 20 - 27 'Recording/Submitting Video';

- an audio recording - see pages 28 - 30 'Recording/Submitting Audio';

In **Canvas Student**, once you have selected 'Submit Assignment' or 'Resubmit Assignment' 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 'Resubmit Assignment'.

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.
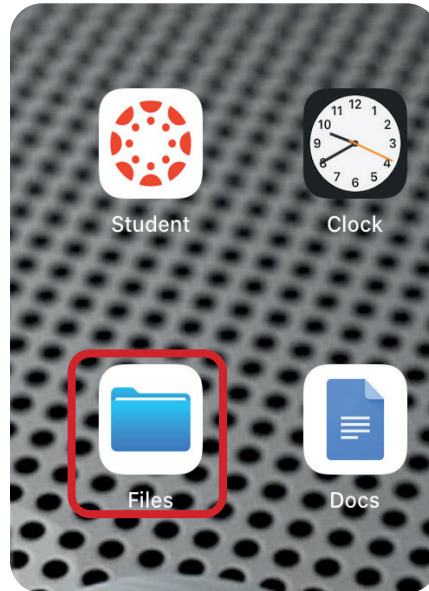
Scanning Hand-written Work

Apple has introduced document scanning feature with iOS.

Note: Make sure you are using an even and well lit area and place your document underneath, the tool automatically locates the edges.

To use the iOS scan:

1. Launch '**My Files**' app.

2. Tap on '**Files**' tab along the top left corner.

3. Select the 'Location' where you would like to save the scanned files. If you want to save file on the device, tap 'On My iPad'.

4. Then tap on the three horizontal dots on top right corner, then select '**Scan Documents**' in the drop-down menu.
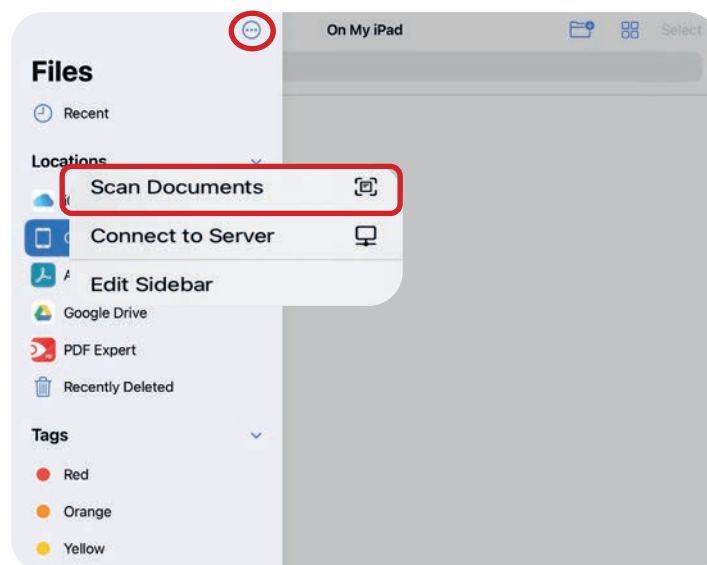
5. The camera will launch allowing you to scan documents. You can scan multiple pages at one time. Adjust the scan by dragging from corner points. You can edit scans to be in colour, grayscale, black and white or photo.

6. Tap '**Keep Scan**' to keep the scan.
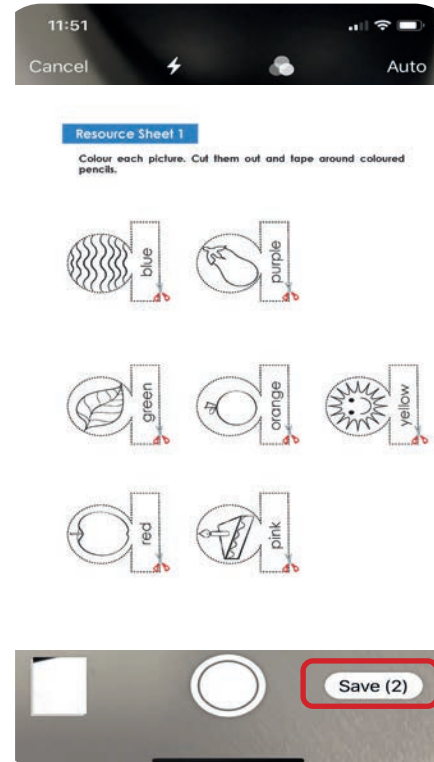
7. When scanning the document is complete, click '**Save**.

8. Rename the file so that it has a unique title – the default title is **'Scanned Document'.** Long tap on the file which you want to rename, then tap on '**Rename**' option from the list of options.

9. Change the file name to the respective task and tap '**Done**'.
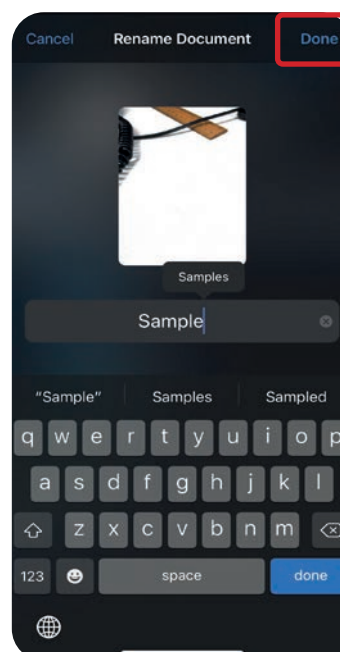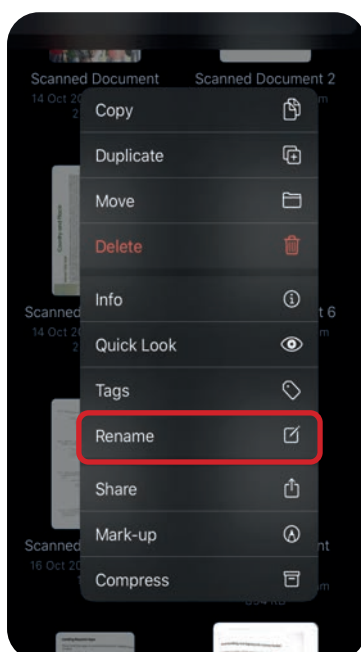
Returning Work Using iOS Scan

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

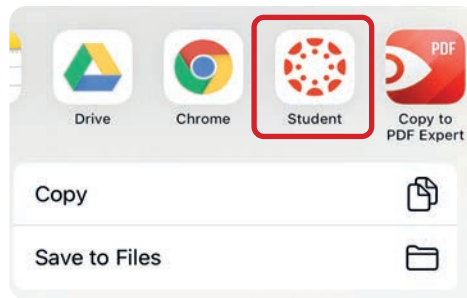**To complete the following steps, you will need access to internet/wifi.**

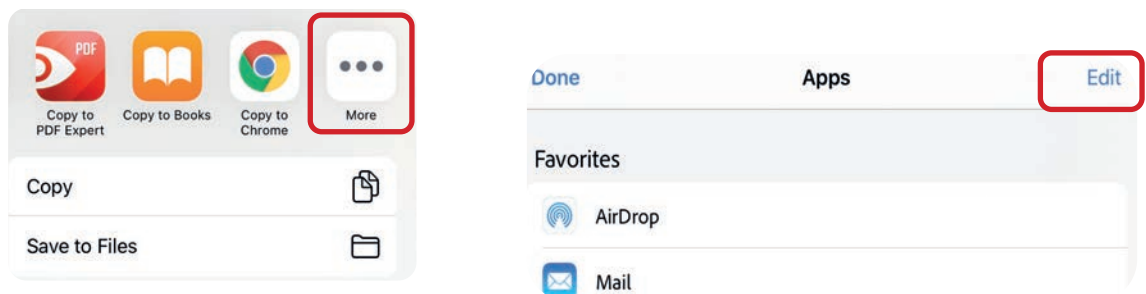1. Launch '**Files**' app, select location of the saved scanned file.
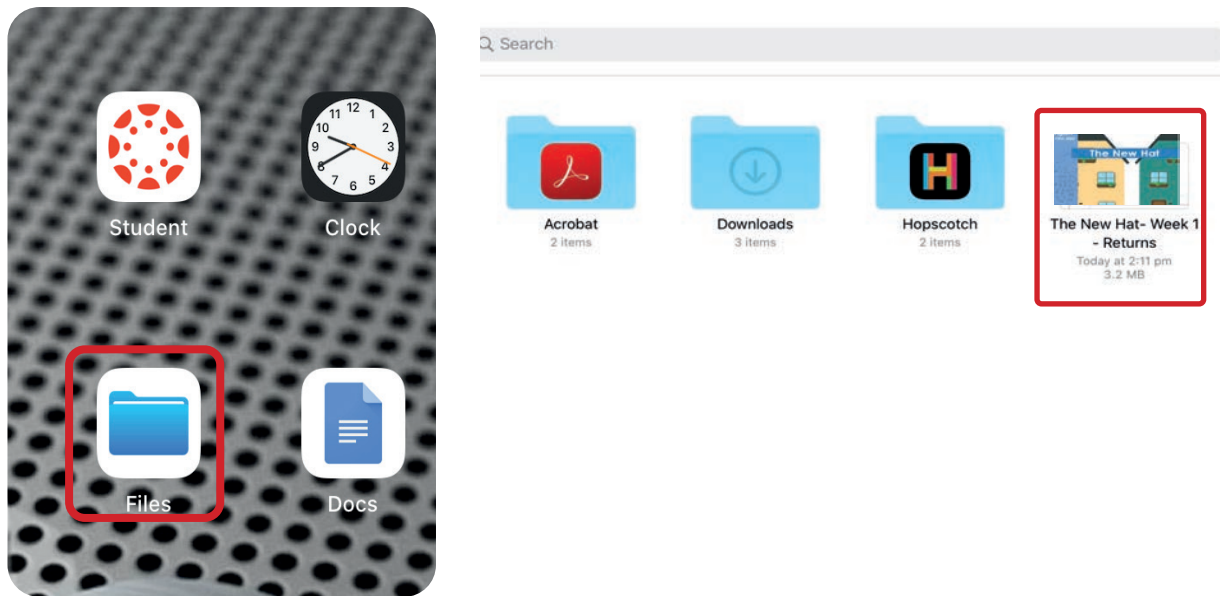
2. Tap on the file you want to submit and tap the share icon on the top right corner.

**3.** Tap 'Student' option from the list of icons.

- If you cannot see this option, tap on the three dots (More) and tap 'Edit'.


- Turn 'Student' on (switch on so that it is showing green) for Canvas and tap 'Done'. Tap 'Done' again.

**4.** From the list, select your 'Course' and 'Assignment' for which you are submitting the work.

e.g a student enrolled in **Year 3, Term 2, 2020**, would see **Year 3 Term 2 2020**. Please select the Course as Year 3 - Term 2, 2020 and Assignment to return the PDF and then tap Submit.
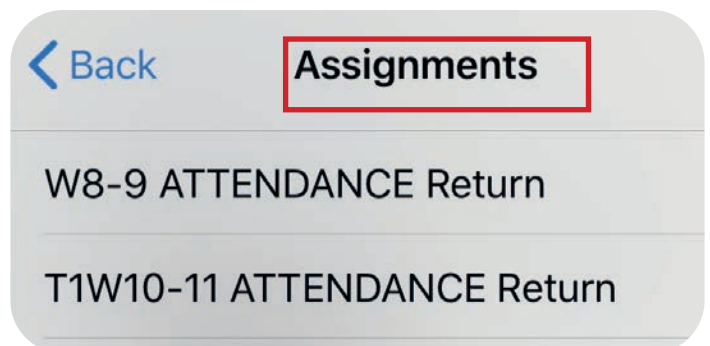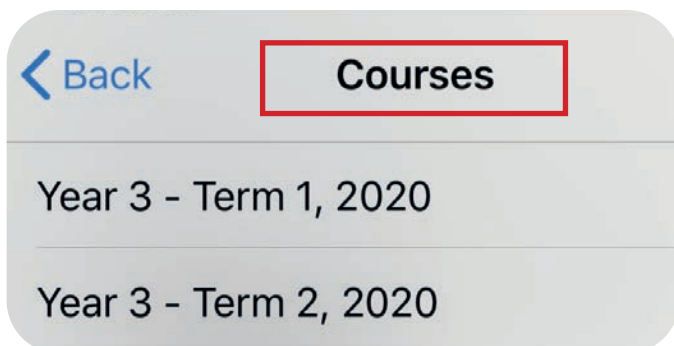
**5.** Wait until you receive a notification to say your work has been successfully submitted.
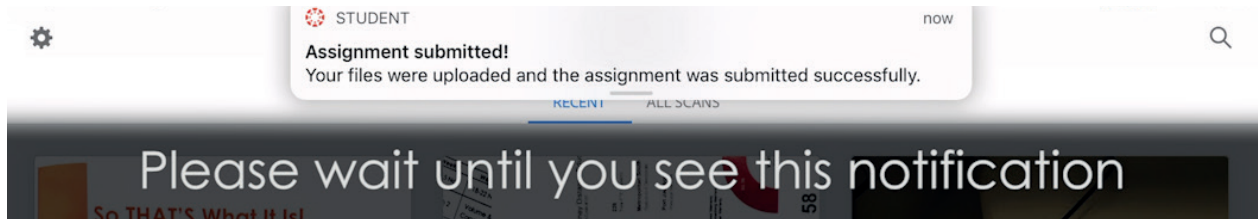
6. If you wish to confirm your work has been submitted to the correct assignment, navigate to Canvas Assignment and preview the submission.
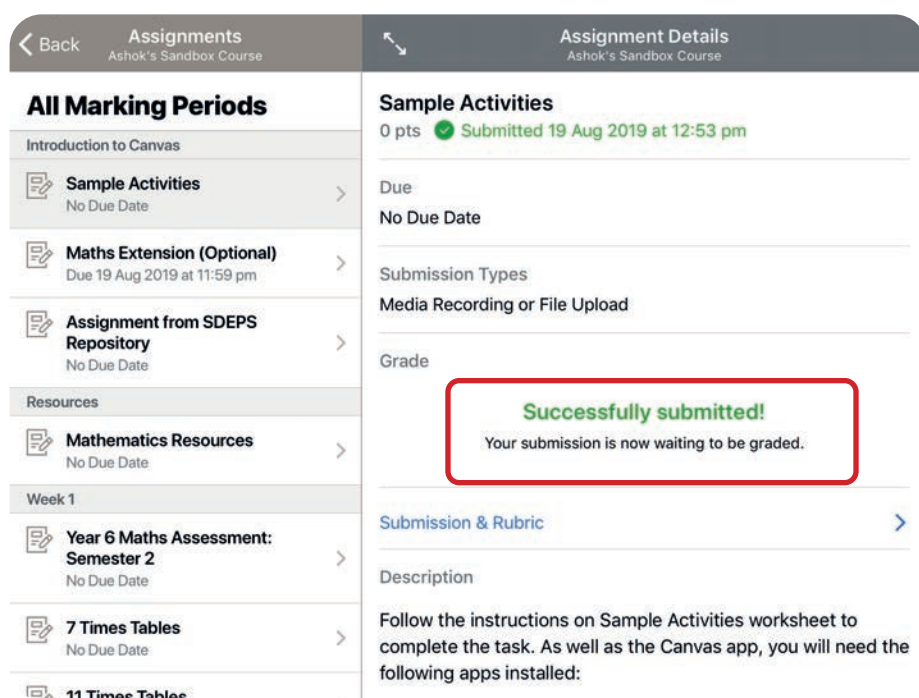
Optional: You can submit a scanned file the Canvas app using 'File Upload' option.

1. Sign in to Canvas Student app.

2. Choose the assignment so that the scanned file can be returned. Tap '**Submit Assignment**' and choose '**File Upload**' option.
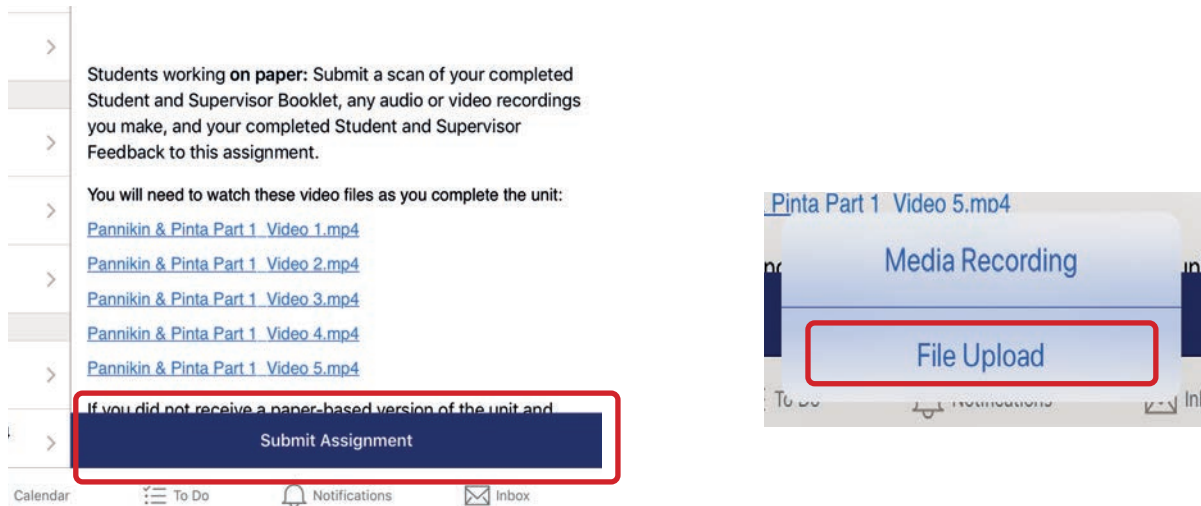
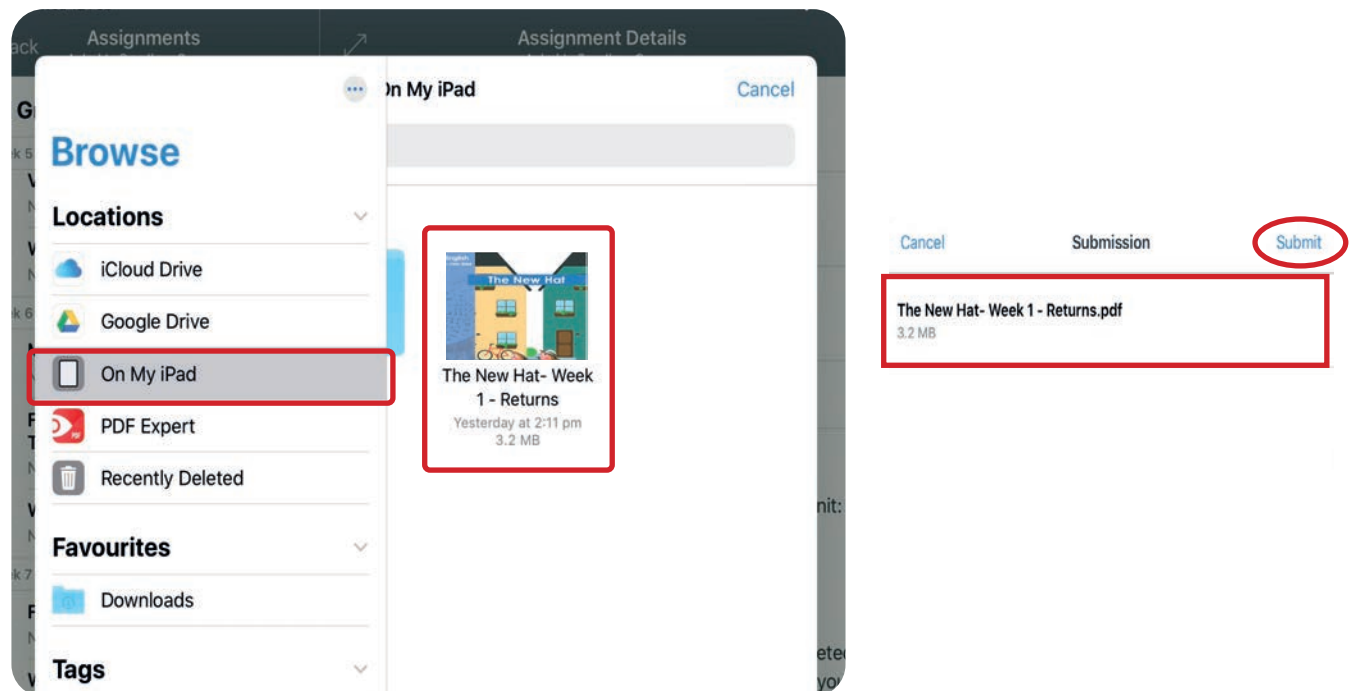
3. Tap '**Files**' from the options then tap on 'Browse'.

Choose a File

Attach files to your submission by tapping an option below.

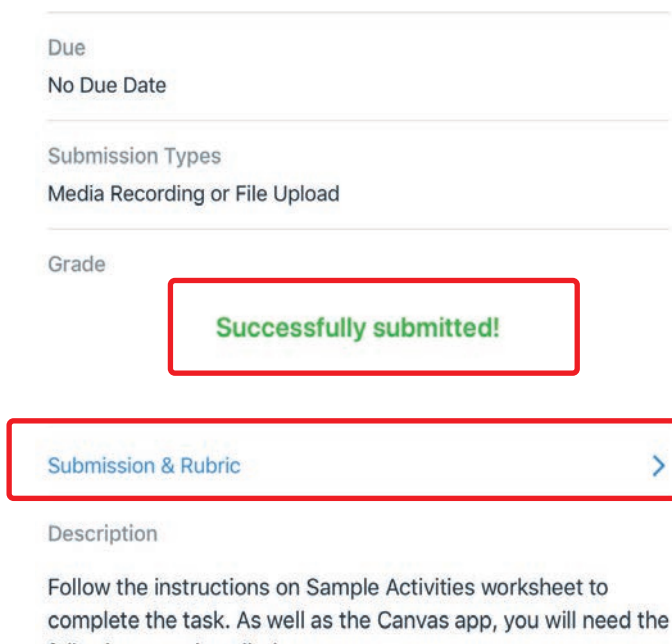Camera   Library   Files   Scanner

4. Select the scanned file from the saved location and Tap '**Submit**' to upload to Canvas

5. Wait for confirmation. The message '**Successfully submitted!**' will appear when the scanned file has been uploaded. If you want to view your submission, tap on '**Submission & Rubric**' and the tab '**Comments**' tab.

Recording/Submitting Video

To record a video, use the Camera app that is built into iOS 13 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.
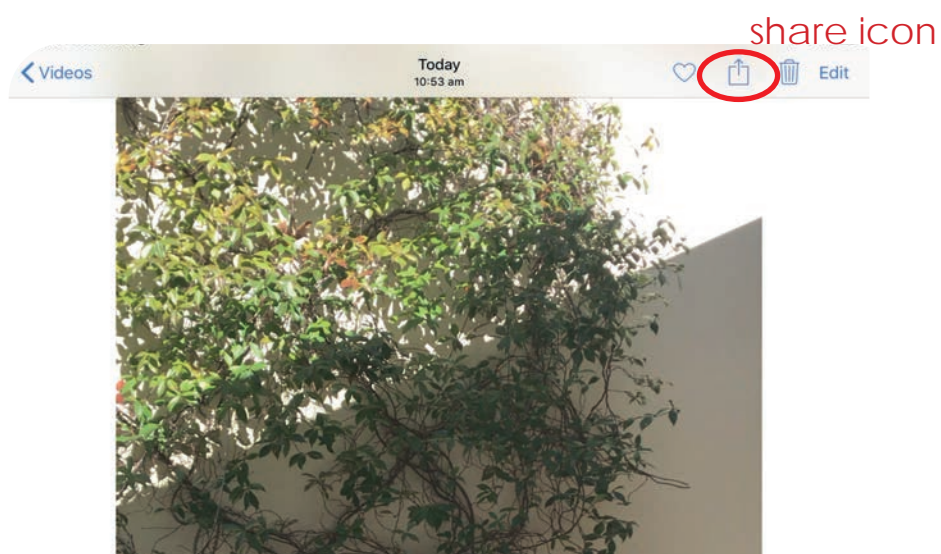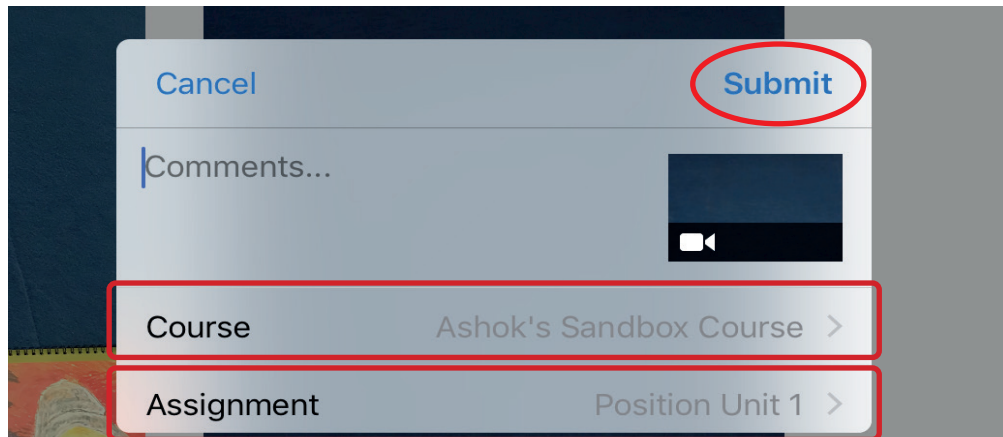

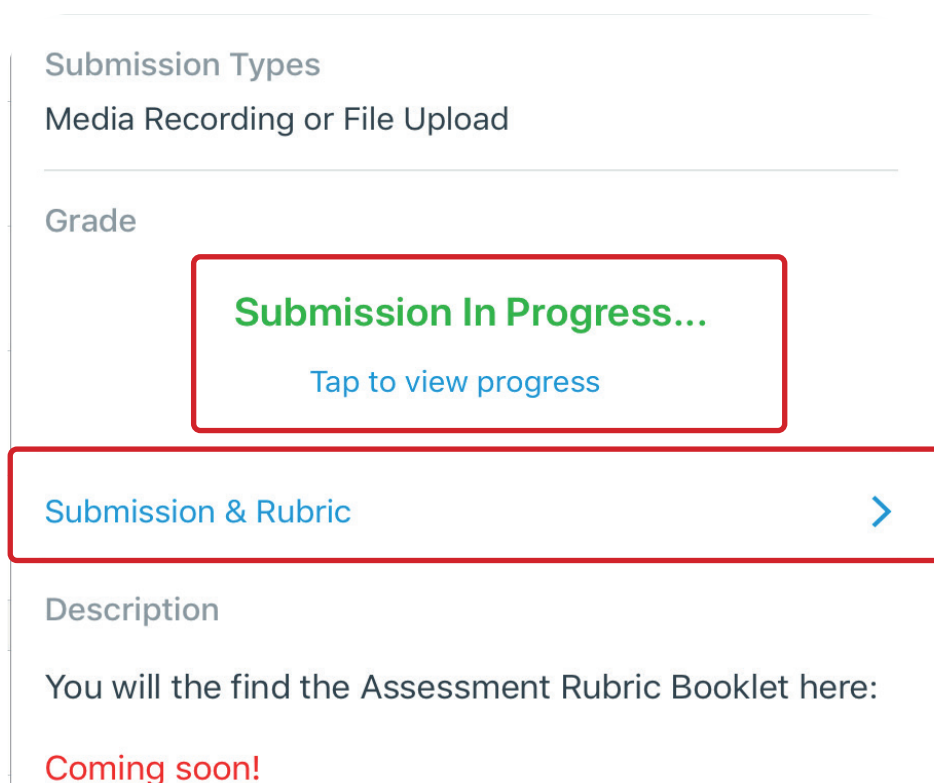2. Select '**Student**' from the list of options.
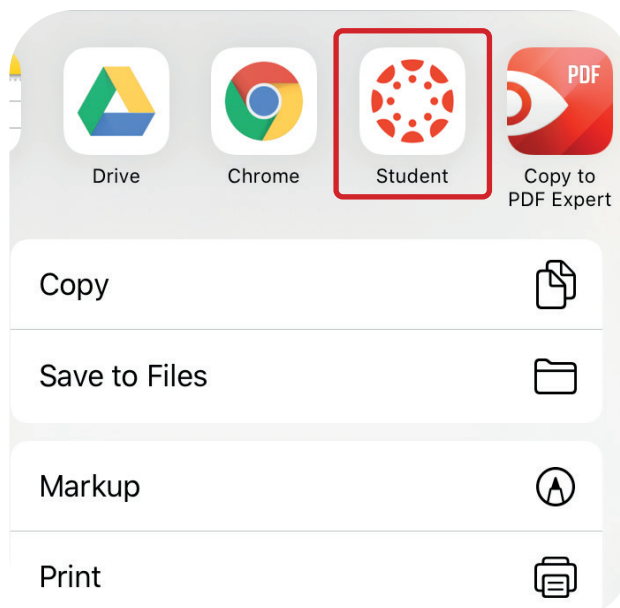
**3.** Select the right Course and Assignment for return and then tap '**Submit**'.

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

5. 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.
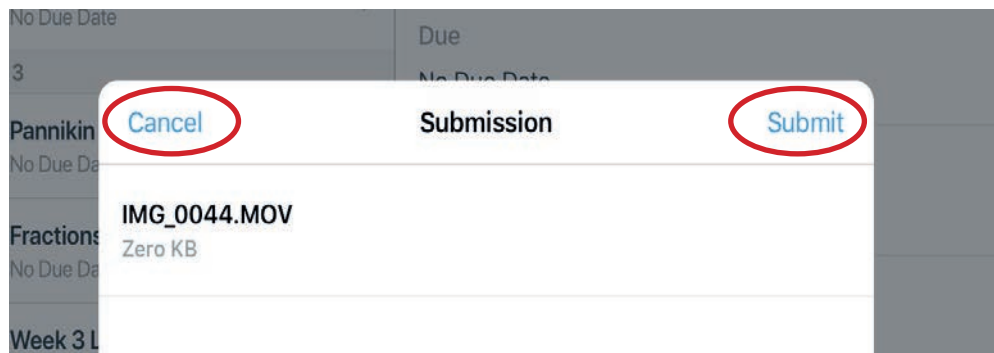
6. Wait for confirmation. The message '**Successfully submitted!**' will appear when the video has been uploaded.
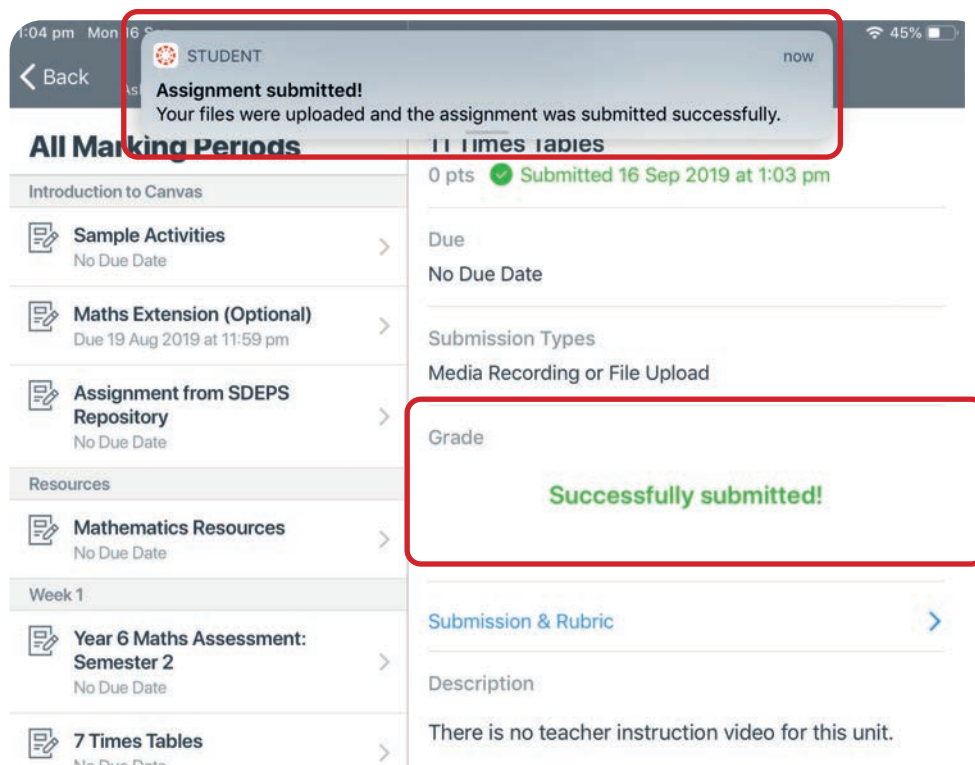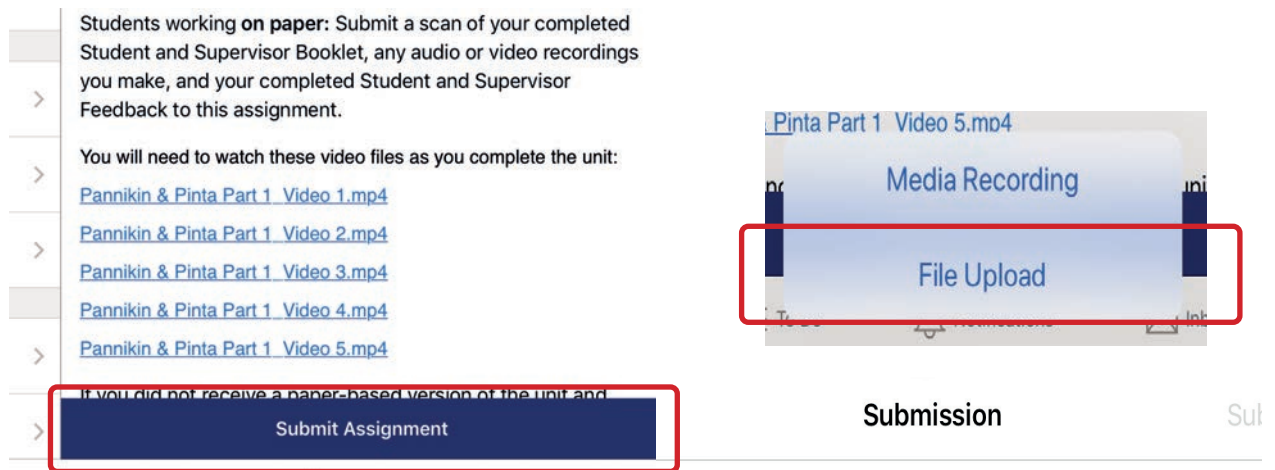
If you want to view your submission, tap on '**Submission & Rubric**' and **swipe up** or tap '**Comments**' to comment on the submission.

Swipe up
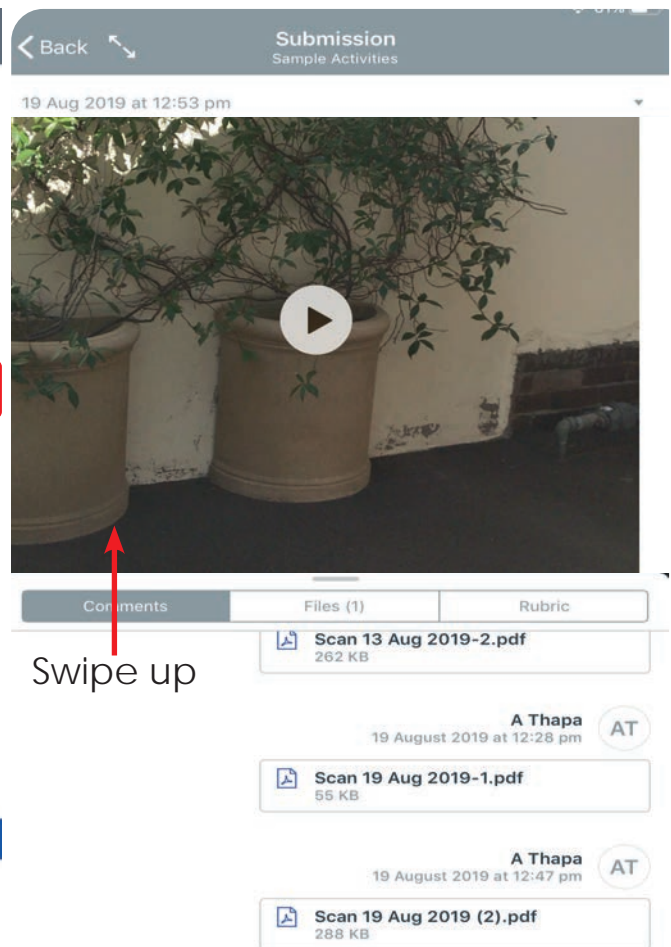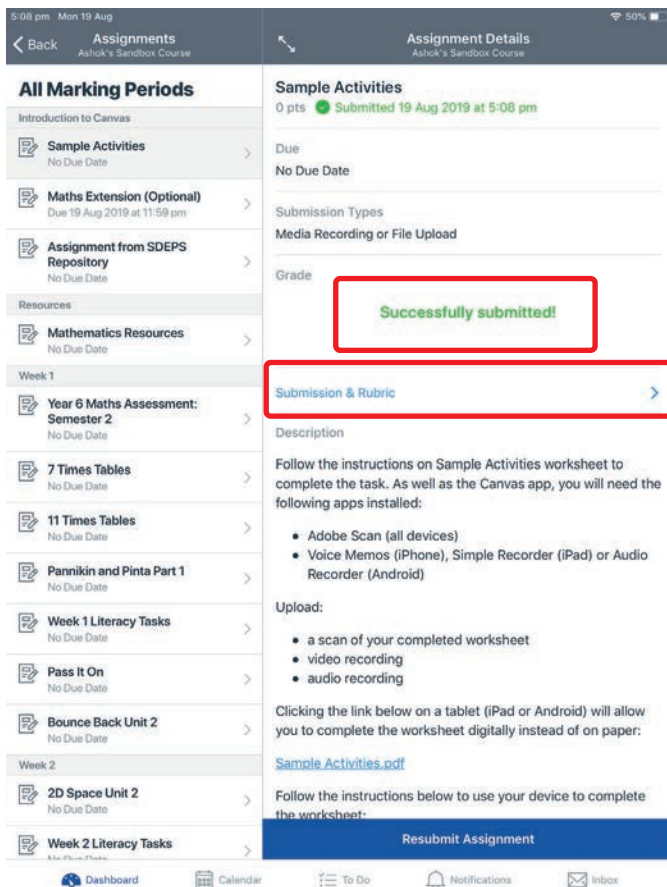
Optional: You can submit a video in the Canvas app using 'Media Upload' option.

1. Sign in to Canvas Student app.

2. Choose the assignment so that your recording can be returned. Tap '**Submit Assignment**' and choose '**Media Upload**' option.

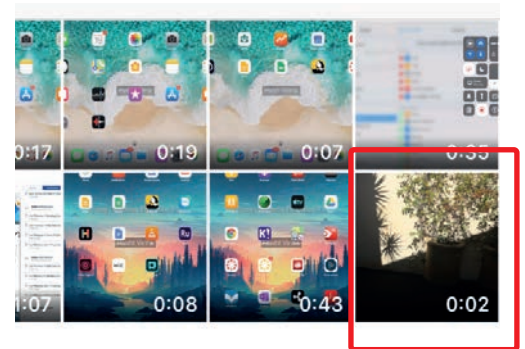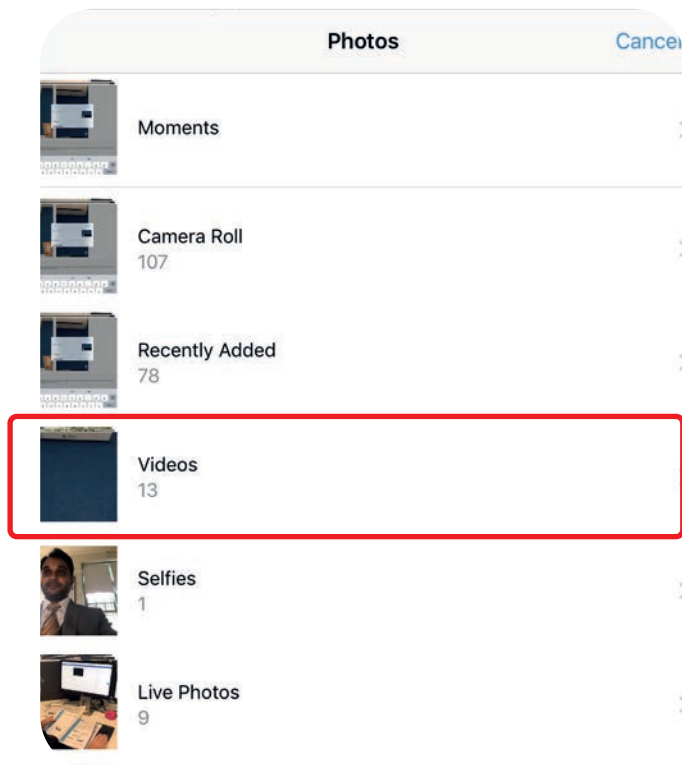3. Tap '**Library**' from the options.

Choose a File
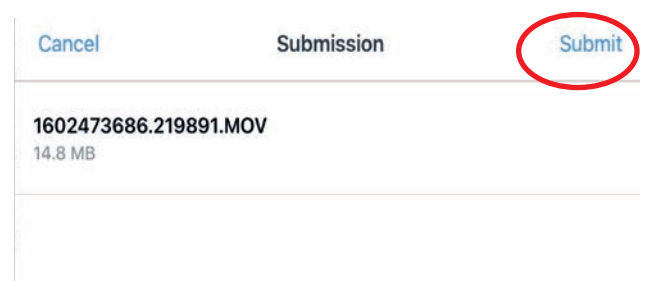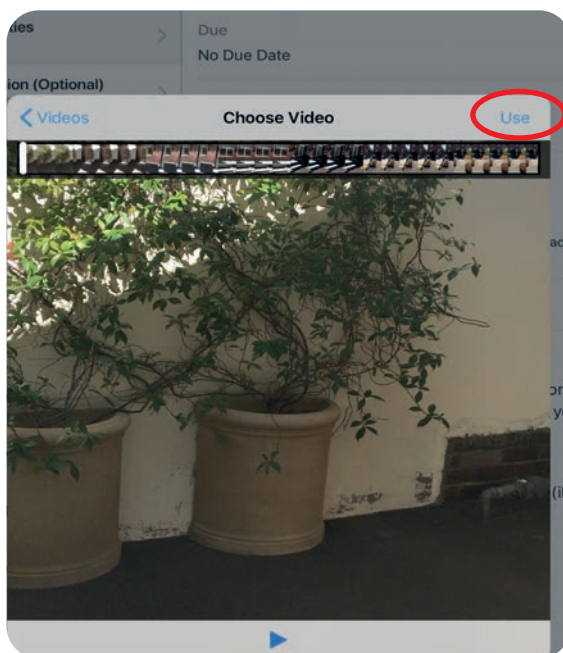
tach files to your submission by tapping an option below.

Camera   Library   Files

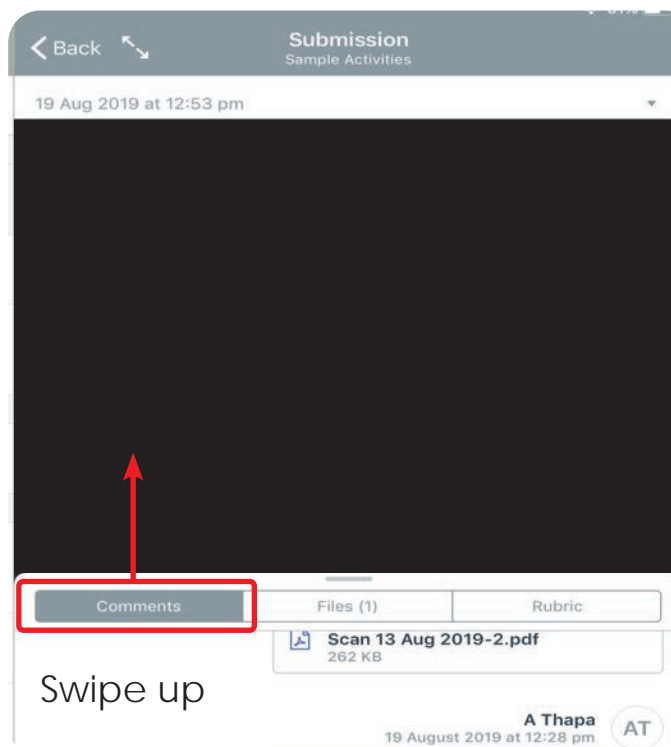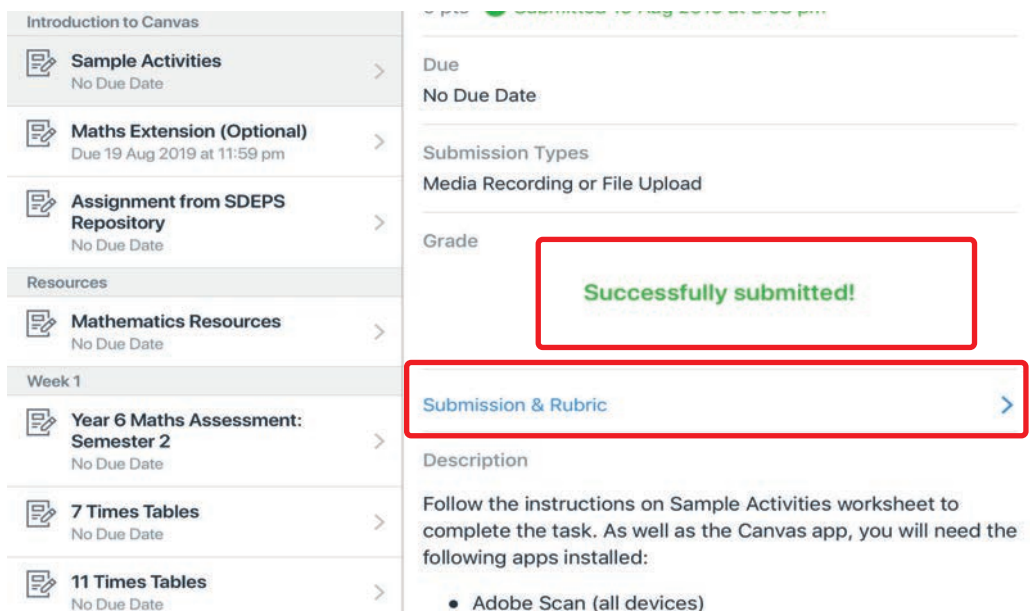4. Tap '**Videos**' from the option and choose the recording you want to submit.

5. Tap '**Use**' and then tap '**Submit**'.

6. Wait for confirmation. The message '**Successfully submitted!**' will appear when the video has been uploaded.

If you want to view your submission, tap on '**Submission & Rubric'** and **swipe up** or tap '**Comments**' to comment on the submission.


Swipe up

Compressing Video

Optional Step: If your video recording is long, it is possible that the video file size is large and therefore difficult or may fail to return over the internet. It may be necessary to compress the video before returning to Canvas.

1. Install Smart Video Manager App from Apple App Store.

2. Launch the app. On the home screen, select the three horizontal bar and tap 'video compressor'. Then select the first option '**Low Video Quality - Low**' to compress video.
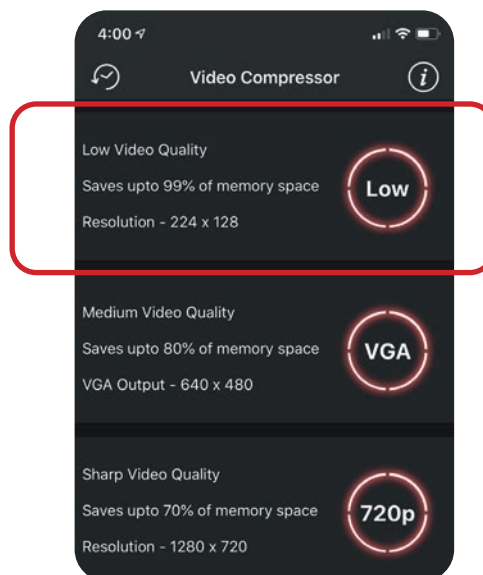
3. Select the video you want to compress (one video at a time) from the device library. Click play if you wish to preview the video before compression.

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.

Share the compressed video to Canvas Student. You can find the compressed video in Photos.

Recording/ Submitting Audio

To record an audio, use the **Voice Memos** app that is built into iOS 13 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.
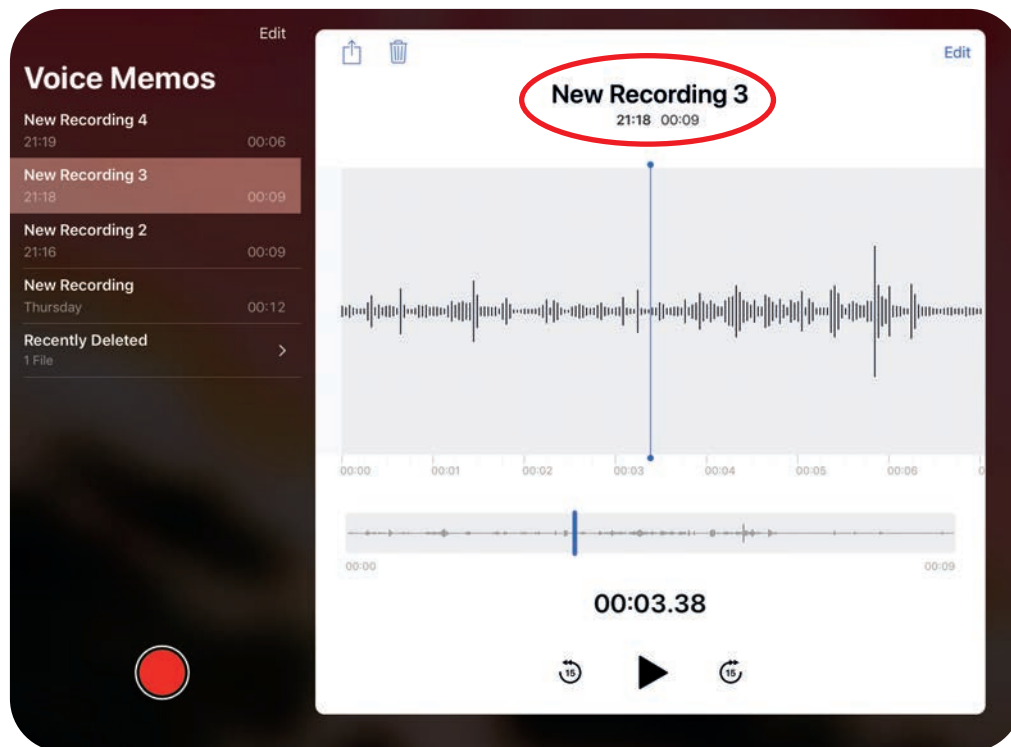
1. Open **Voice Memos**.
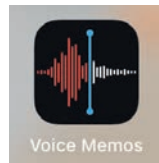
2. Tap the red circle to start recording. Tap pause if you want to continue the recording, or '**Done**' to end the recording. The audio file will be saved on your device.
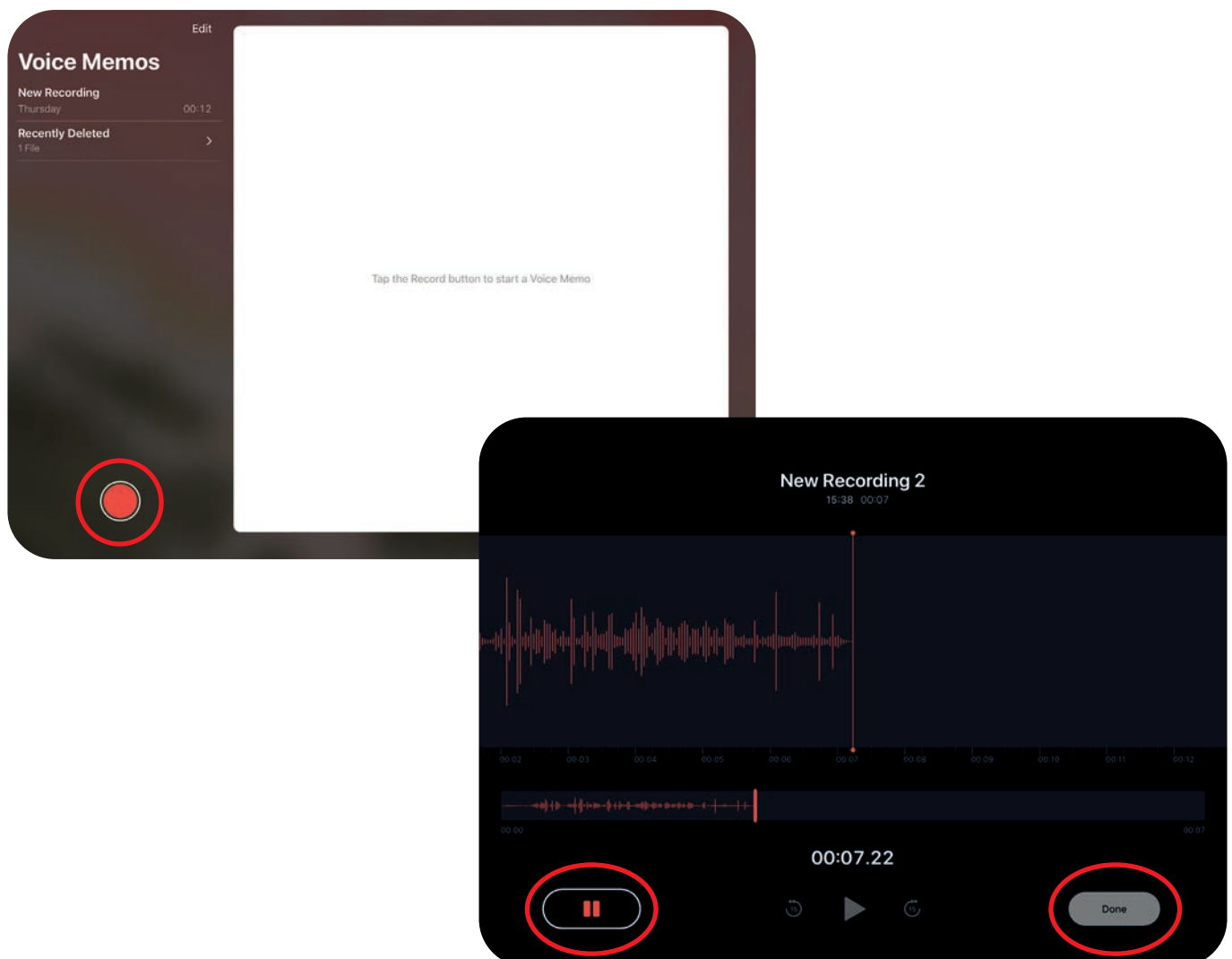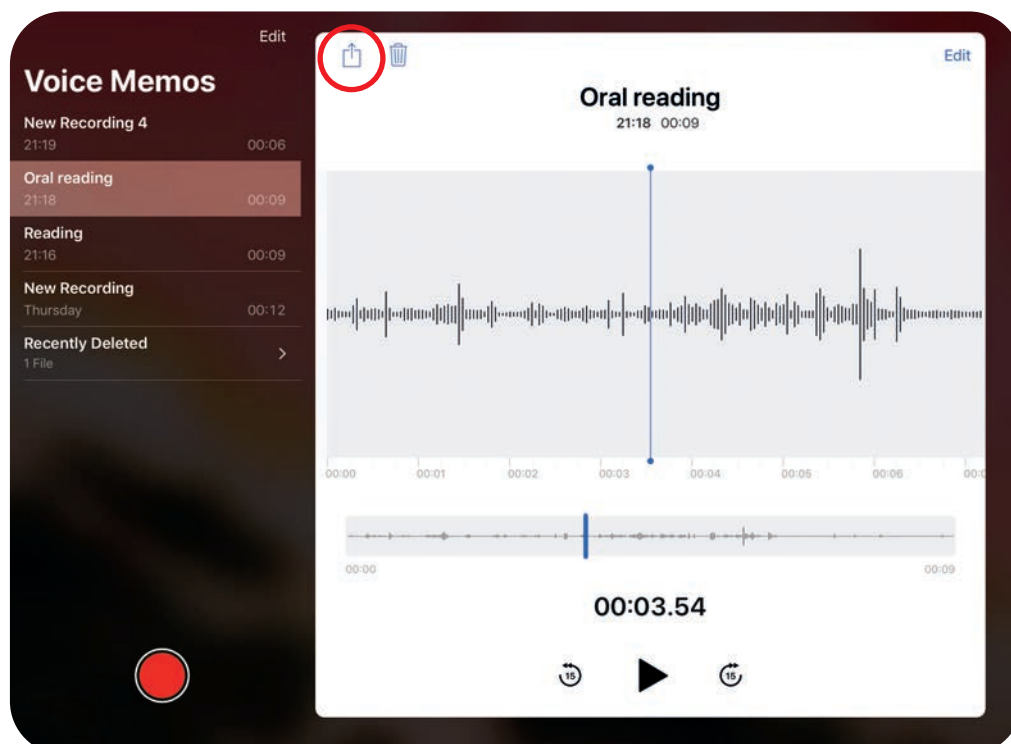
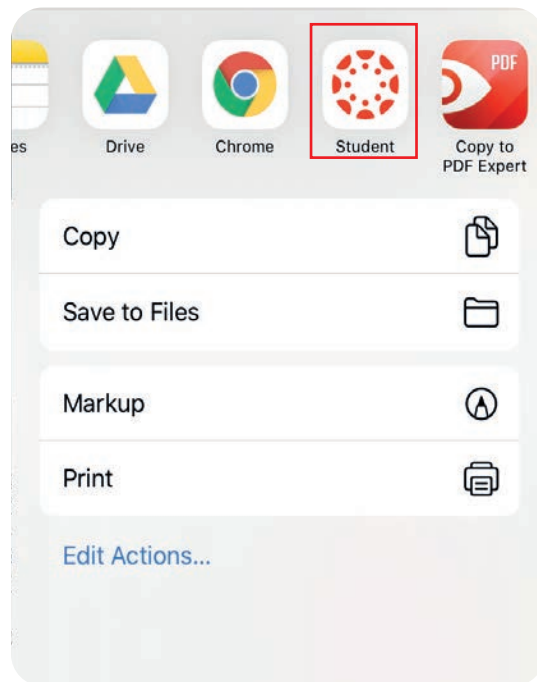**3.** Name the recording by tapping on the name and then type the new name of the recording.

To complete the following steps, you will need access to internet/wifi.
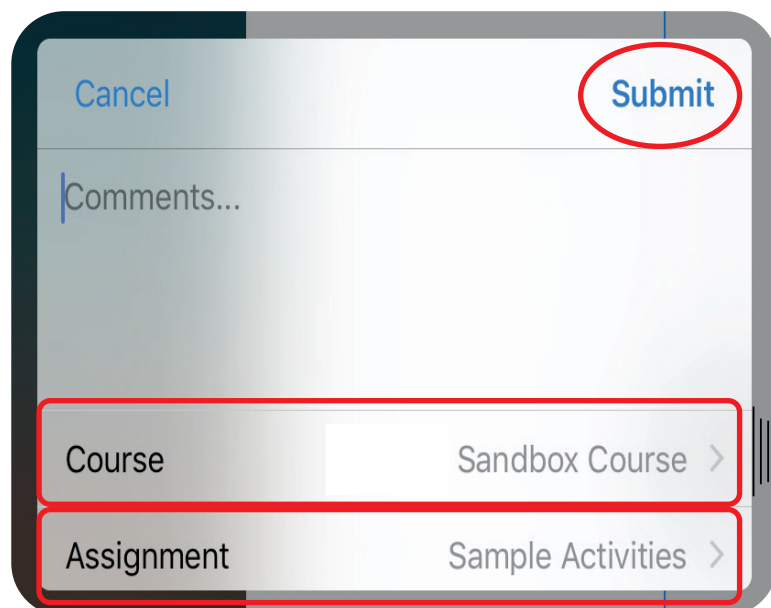
4. Select the recording you have just made from the menu and tap the '**share**' button.

5. Select '**Student**' from the options that appear.

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

Communicating using Canvas

Canvas Inbox Function

You can use the Canvas communication function to communicate with teachers, if you have any queries regarding an assignment or any general questions.

Canvas Inbox is an in-built communication function in Canvas which similar to email function. To use this feature, login to Canvas Student App and:

1. Tap '**Inbox**' from the bottom right corner on your Dashboard, then tap on the '**+**' icon to start conversation function.
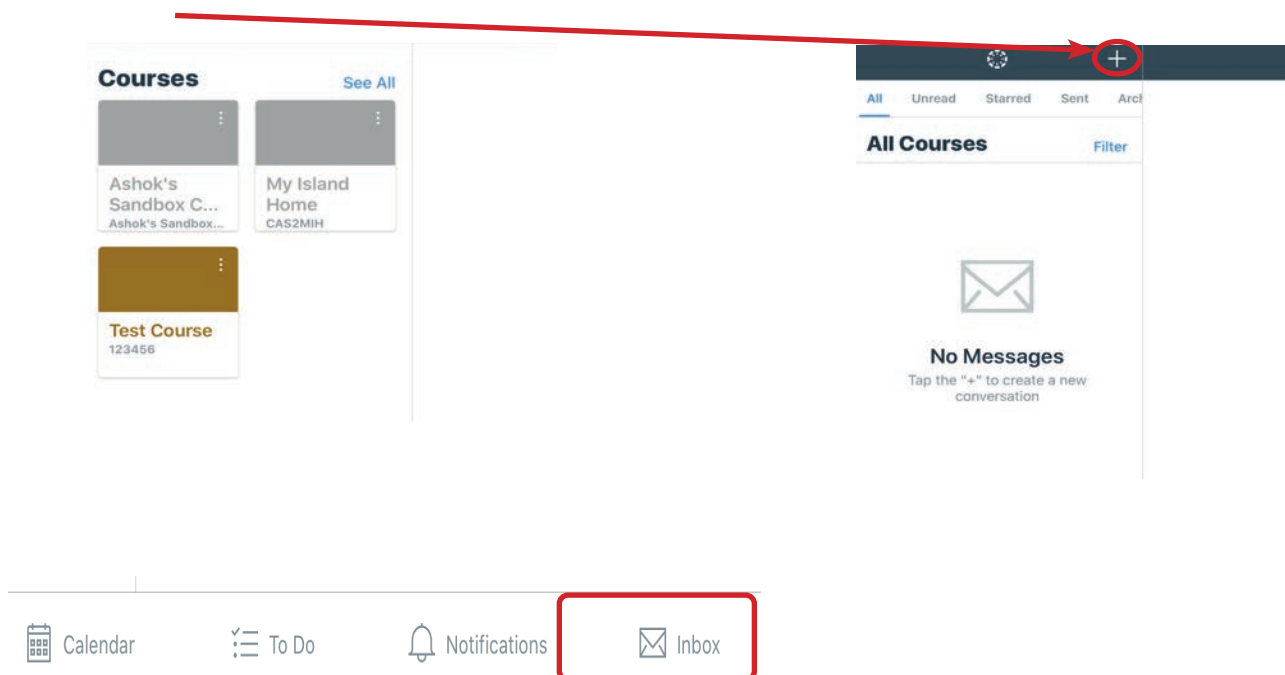
2. Select a Course, For e.g. If you are enrolled in Year 3 - Term 2, 2020, select '**Year 3 - Term 2, 2020**'.
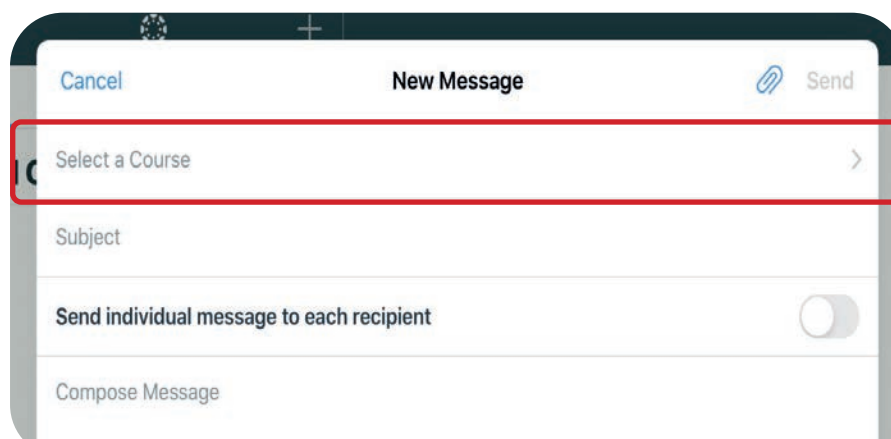
3. Tap the '**+**' icon in '**To**' section to choose the recepient/s, then tap on '**Teachers**' and tap on the Teachers name.
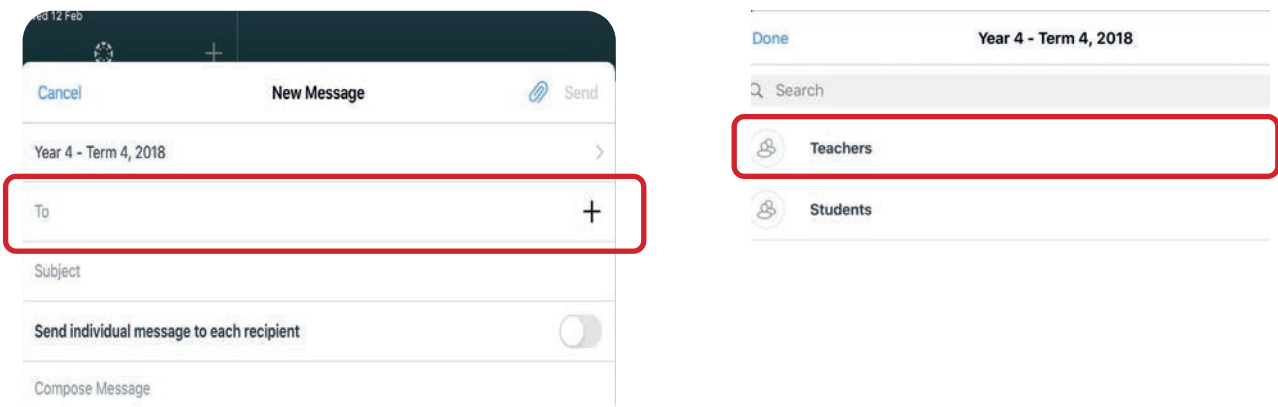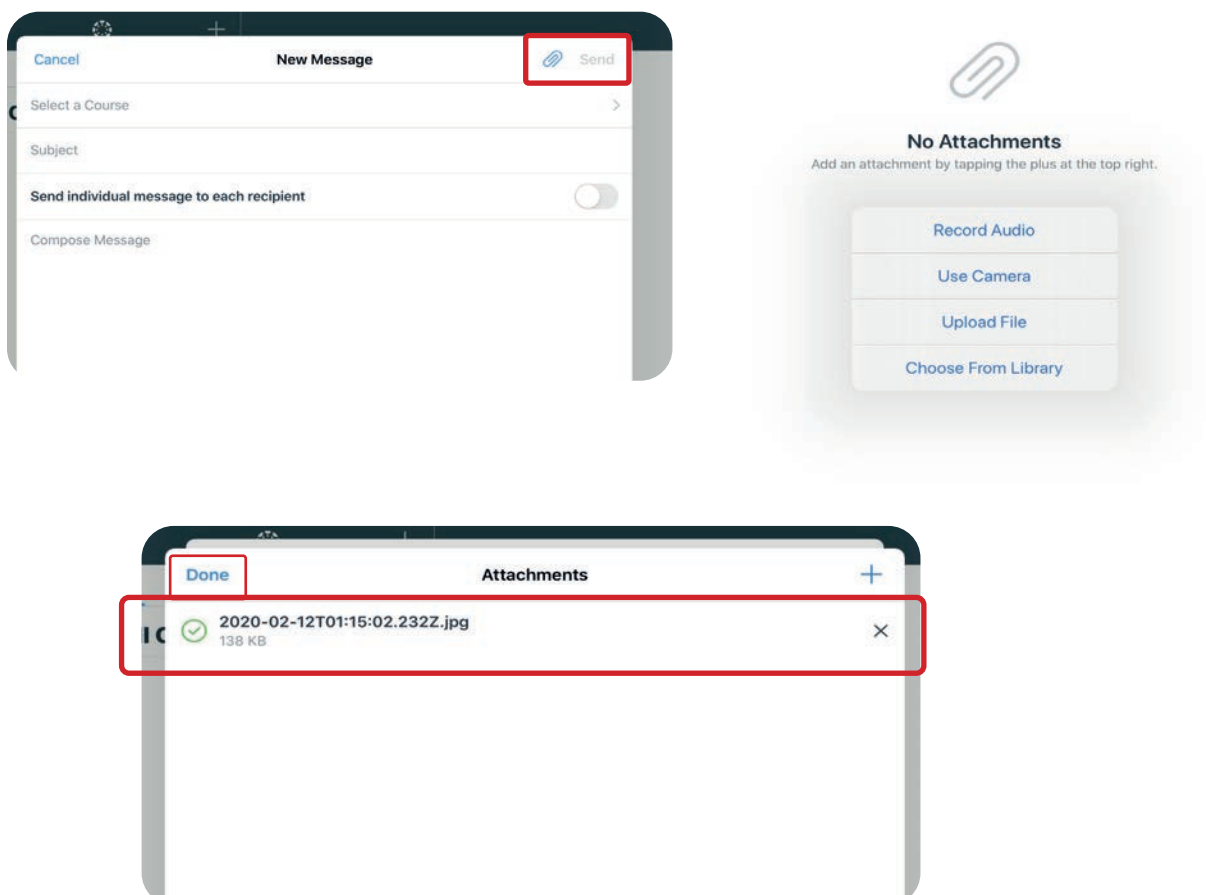

4. Input '**Subject**' and enter your message/query in '**Compose Message**' area.

You can also send an attachment with the message. To attach a file:

• Tap on the attachment icon, then tap '**+**' and then then select the source for the attachment and then tap '**Done**'.

Canvas Submission Comment

You can use Canvas submission comment feature to ask/ update information on any assignment or Canvas course.

To use this feature, please follow the following steps:

1. Tap on the Course name that you are enrolled on from Canvas Student App Dashboard.

2. Navigate to the assignment and then tap '**Submission and Rubrics**'.

3. Then tap on '**Comments**' tab. Input your message and then tap send icon.
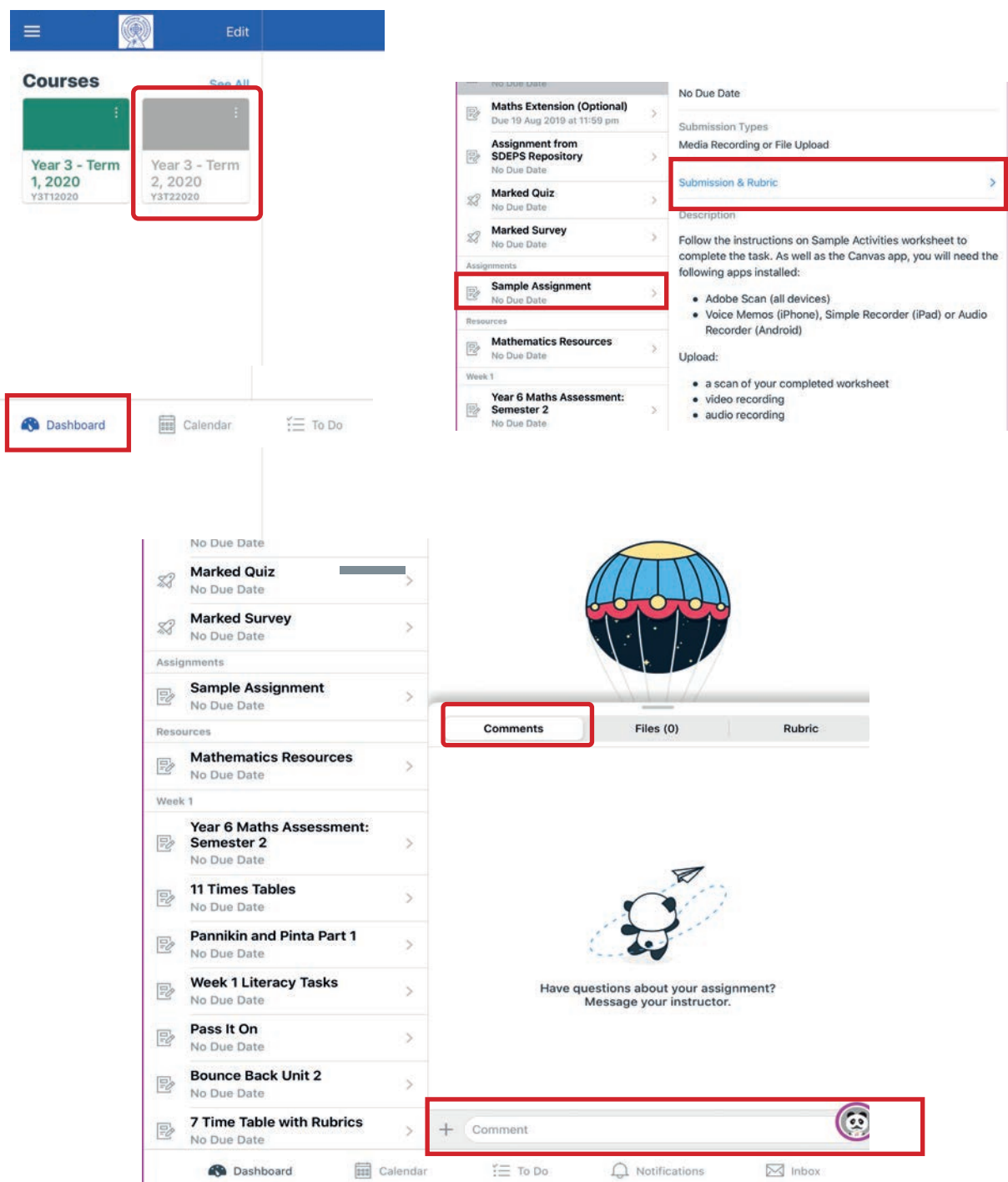
Viewing Marked Work

After a teacher marks an assignment, you will get an email to the student's @education 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.
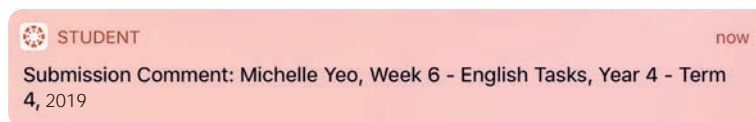
When you receive an email notification in the student's @education email account, tap on 'Click here to view the comment' at the bottom of the email.

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 (@education 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.

Using Canvas Parents App

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
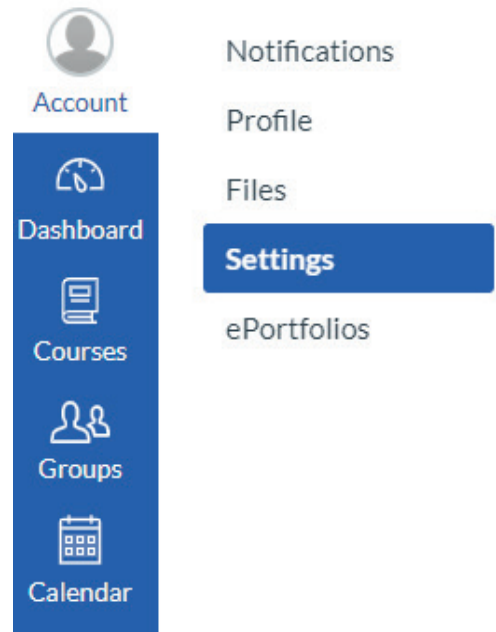
- View course announcements.

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://sdeps.net/canvas
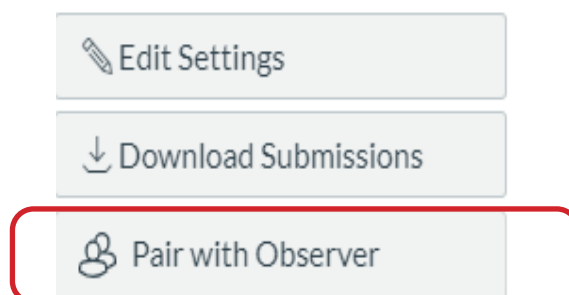
2. Please log in to Canvas using your Student's log in details.

3. Click on 'Account' tab on the left and navigate to 'Student's Profile Settings', 'Account' > 'Settings'.
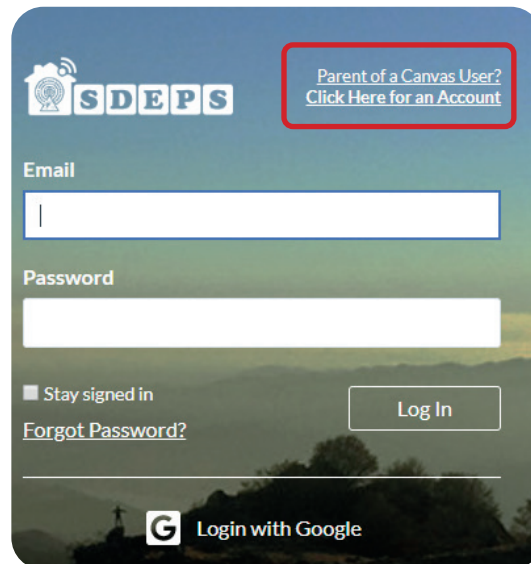
4. Find and click 'Pair with Observer' link. This will give you a code in a pop up screen. Take a note of the code.

To set-up Canvas Parent user account

1. Open browser and navigate to mysdeps.instructure.com/login/canvas

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 above '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).

(Scan the QR code to watch the video on - 'How to set up a Canvas Parent Account ')
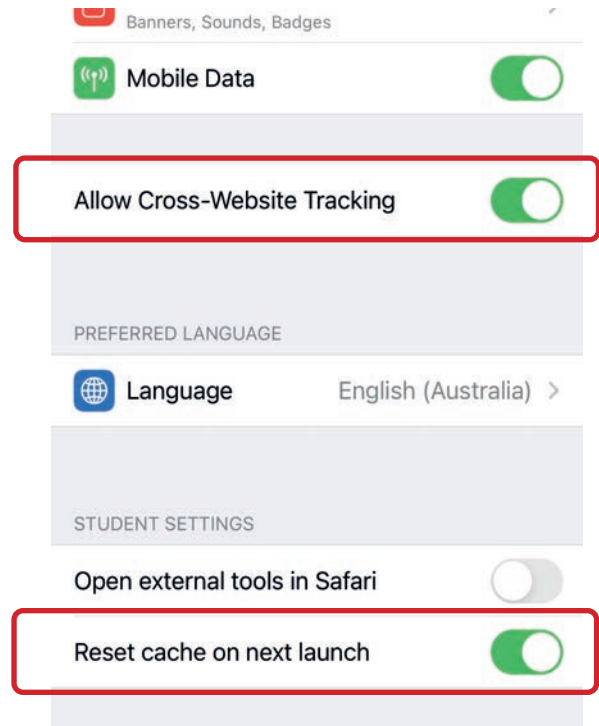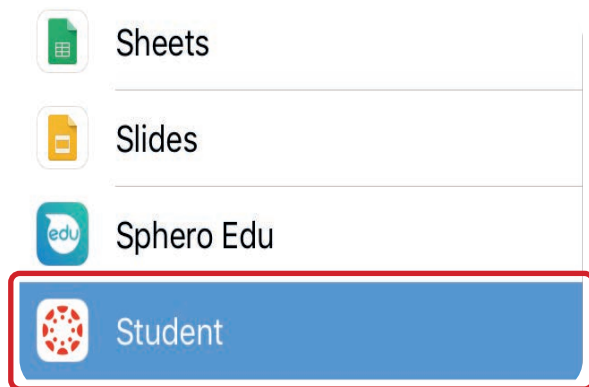
Helpful tips:

Note: Images not showing in Canvas Course

Make sure the Canvas Student App is updated to the latest version.

Navigate to device Settings, then tap on Student.

Turn on Allow Cross-Website Tacking .

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.

SDEPS Technology Support

If you need further support, please do not hesitate to contact our school's technology support.

Scan the QR Code to watch support vidoes for Canvas.

How to sign in to SDEPS Canvas using @education account

How to set up a Canvas Parent Account (SDEPS)

Request IT Support

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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