# Canvas User Guide iPadOS 14 Devices







SYDNEY DISTANCE EDUCATION PRIMARY SCHOOL

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### **Device Information**

#### Checking your iPadOS Version

The latest operating system Apple has rolled out for iPad devices is called iPadOS. It is faster and more responsive.

The iPadOS is built on the same foundation as previous operating system, but with added capabilities and intuitive features.

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

| $\left( \right)$ | Name<br>Software Version | 14.5.1               |
|------------------|--------------------------|----------------------|
|                  | Model Name               | iPad Pro (10.5-inch) |

Check your device compatibility at: <a href="support.apple.com/en-au/HT211348">support.apple.com/en-au/HT211348</a>

#### The guide is based on the following App versions:

- iPad Pro 10.5
- iOS v 14.6
- Canvas Student v 6.11.2
- Canvas Parent App v 3.4.0

Updated June 2021

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

## Setting up your Device with the Required Apps

If you are setting up your iPad 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 need assistance setting up an Apple ID, please contact our school IT Support.

Please install these apps on your iPad from Apple App Store (if you do not have them installed already).

- 1. Canvas Student
- 2. Smart Video Manager
- 3. Gmail Email by Google
- 4. Google Drive
- 5. Google Docs: Sync, Edit, Share
- 6. Google Slides
- 7. Google Sheets
- 8. ePlatform by Wheelers
- 9. Zoom Cloud Meetings
- 10. Speedtest by Ookla



#### Embedded Applications (no need to downlaod, it comes with iOS software)



Voice memos



Files - Scan Feature

### Signing into Canvas Student

- Launch the Apple App Store and search for Canvas.
- 2. Select Canvas Student and install the app.
- 3. Once the **Canvas Student** app is installed, tap to open. Tap on 'Find my school' button.
- Type 'MYSDEPS' in the 'Find your school or district' search bar and wait for the school's name to appear.
- 5. Tap on 'MYSDEPS Sydney Distance Education Primary School - 4586'.

If you experience difficulties finding our school in Step 4, tap 'Go' on the device's keyboard after typing '**MYSDEPS**'.

If you are still having issues please call IT help Desk.



**Canvas Student** 

\*\*\*\* 11K

Education

| What's your school's name?                                |
|---|
| MYSDEPS   |
| MYSDEPS - Sydney Distance Education Primary School – 4586 |
|   |

6. Upon successfully finding school, tap on "Sign in with @education account" to sign in to Canvas and enter your email address.



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



#### Signing into Canvas Student (continued)

7. You will then be redirected to the Department of Education Student Portal. Please use student sign in details provided to you to sign in to Canvas.

If you are unsure of the details, please contact **IT Support** by clicking the link **SDEPS IT TEAM** or type <u>https://www.sdeps.net/canvas/support/</u> in the browser.

8. Once you sign in, you should be able to see the Canvas Student Dashboard. Tap on 'Accept' to start the term program.

|     | Edit   |  |
|-----|--|--|
| Ę   | You have been invited<br>Harshit and Ashok Rubrics a<br>Decline Accept |  |
| Cou | Irses See All  |  |

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

|   | C Edit      |  |
|---|-------------|--|
| Courses   | All Courses |  |
| :   |             |  |
| Year 1 - Term<br>2, 2021<br><sup>Y1T22021</sup> |             |  |

#### Stay signed in and switch between siblings

Sign into Canvas Student App using the first student's sign in details, then tap on the three horizontal lines from top left screen on Canvas Dashboard and select '**Change User**' option. Follow the sign in process for your second student.

### Setting up your Device to Receive Notifications

While enrolled at Sydney Distance Education Primary School, it is recommended that your device is set up to receive Canvas notifications such as announcements, course invitations and submission comments.

There are multiple ways you can receive notifications on student's device:

- by receiving push notifications on your iOS device;
- through the student's @education email account via Gmail;

You can add more devices to receive notifications if you choose. Follow the steps on the next page to receive Canvas notifications:

- through a supervisor's email account;
- through your phone via SMS.

### Setting up student's @education email/ Gmial account

If you wish to receive emails via Gmail account, you must follow the steps below:



Google

- 1. Open '**Gmail**' app. (Please install the app if you have not already.)
- 2. Tap 'Sign in' and select 'Google' from the list of applicatoins.
- 3. Tap 'Continue' to set up your student's email.

| Set up email                 | Sign in  |
|------------------------------|--|
| G Google                     | Use your Google Account. You'll also sign in to Google services in your apps & Safari. |
| iCloud                       |  |
| og Outlook, Hotmail and Live | Email or phone   |

4. Please enter your @education.nsw.gov.au account and tap 'Next'.

Please contact <u>SDEPS IT Support</u> if you do not have your education account details.

- 5. You will then be redirected to student portal. Enter username and password and tap 'Log in'.
- 6. Tap 'Allow' if you wish to receive email notification.

| Login with your DoE account |
|-----------------------------|
| User ID                     |
| Enter your user ID          |
| Example: jane.citizen1      |
| Password                    |
| Enter your password         |
|                             |
| Log in                      |

Canvas is now set up to receive email notifications through student's @education.nsw.gov.au email account.

### Setting up device to receive notification via SMS or a supervisor's email

Only if you choose to receive Canvas notifications via SMS on your phone or another email address other than thstudent's, follow the steps below:

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'.



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 |
|                          | + Email Address |

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



6. <u>Add the supervisor's email address:</u> 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. <u>Add a mobile phone number:</u> Tap '**Text (SMS)**'. Select the country code and then type the mobile phone number. Tap '**Register SMS**' to save.

| Register Communication | I   | ×            |
|------------------------|---|--------------|
| Email Text (SMS)       |   |              |
| Country                | Australia (+61)   |              |
| Mobile Number          | 1234 567 890<br>International text messaging rates may apply. |              |
|                        |   | Register SMS |

Please be aware that if you are overseas, <u>international roaming charges</u> <u>may apply to any SMS received</u>.

Within Australia there should not be any cost for receiving an SMS notification.

- 8. To complete setting up the notification, the notifications settings need to be enabled in Canvas Student App.
- 9. Sign in to Canvas Student 🔅 appusing the student's log in details, if needed.
- **10.** Tap the three horizontal lines  $\equiv$  in the top left-hand corner of the screen.
- 11. a Tap on 'Settings'

**b** Tap on 'Email Notifications'.

|     | AT<br>A Thapa<br>Files      |                   | our                 | Done Preferences Landing Page Email Notifications | Settings | 116 |
|-----|-----------------------------|-------------------|---------------------|---|----------|-----|
|     | Show Marks<br>Color Overlay | Ass<br>Ass<br>Ass | shok                | Push Notifications Pair with Observer             |          |     |
| 110 | Help                        |                   | eek<br>arsh<br>Faul | Subscribe to Calendar Fee                         | d        |     |
|     | Settings<br>Change User     |                   |                     | Terms of Use                                      |          |     |
|     | Log Out                     |                   |                     | Canvas on GitHub                                  |          |     |

- Turn on 'Push Notifications' to complete the process.
- **12.**Set 'Announcement', 'Invitation', and 'Submission Comment' to 'Immediately' from the list of options.

| Settings Email Notification | ons           |
|-----------------------------|---------------|
| purse Activities            |               |
| II Submissions              | Never >       |
| nouncement                  | Immediately > |
| nnouncement Created By Yo   | Never >       |
| ourse Content               | Never >       |
| ue Date                     | Never >       |
| les                         | Never >       |
| rading                      | Never >       |
| rading Policies             | Never >       |
| vitation                    | Immediately > |
| ate Grading                 | Never >       |
| bmission Comment            | Immediately > |

12. Tap Settings on the top left corner and tap 'Done'.

| Done                | Settings |
|---------------------|----------|
| Preferences         |          |
| Landing Page        |          |
| Email Notifications |          |
| Push Notifications  |          |
| Pair with Observer  |          |

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. By default the device push notifications arrive at Sydney time. If you are overseas and prefer the time-zone adjusted to your current location, follow the steps below to update timezone setting.

- 1. Access Canvas in a browser using: <u>https://sdeps.net/canvas</u>
- 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.

|   | SOLIADIE INAILIE | This name appears in sorted lists      |                 |
|---|------------------|--|-----------------|
| ( | Language:        | English (Australia)                    |                 |
|   |                  | This will override any browser or acco | unt settings.   |
| ( | Time Zone:       | Sydney (+10:00/+11:00)                 |                 |
|   | Password:        | Change Password                        |                 |
|   |                  |  |                 |
|   |                  | Cancel                                 | Update Settings |

You will need to update if you change time zones.

### Viewing Due Dates Within Canvas Assignments

The learning materials and instructions are organised into assignments and should match any paper-based materials you receive.

The assignments are organised into term-based courses.

To view due dates within Canvas Assignment:

- Ensure you are signed into Canvas Student
- Tap on the course tile from Canvas Dashboard located in the left side of the screen. You will see a list of assignments.

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



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

Scroll down on the calendar to view more assignment updates in the forthcoming weeks.

| May ^ c   |  |     |     |     | Calen | dars |  |
|-----------|--|-----|-----|-----|-------|------|--|
| Sun       | Mon  | Tue | Wed | Thu | Fri   | Sat  |  |
| 25        | 26   | 27  | 28  | 29  | 30    | 1    |  |
| 2         | 3  | 4   | 5   | 6   | 7     | 8    |  |
| 9         | 10   | 11  | 12  | 13  | 14    | 15   |  |
| 16<br>••• | 17   | 18  | 19  | 20  | 21    | 22   |  |
| 23        | 24   | 25  | 26  | 27  | 28    | 29   |  |
| 30        | 31   | 1   | 2   | 3   | 4     | 5    |  |
| Ð         | Year 1 - Term 2, 2021<br>W5-6 ATTENDANCE Return ><br>30 May 2021 at 11:59   0 points |     |     |     |       |      |  |
| Ð         | Year 1 - Term 2, 2021<br>W5-6 ENGLISH and<br>SCIENCE & TECHNOLOGY - ><br>"Puffling"  |     |     |     |       |      |  |

### An Overview on Submitting Completed Work

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

These attachments might be:

- scanning work see pages 13 14 'Scanning Hand-written Work Using iPad Feature';
- submitting scanned work see pages 15 17 'Submitting Scanned Work';
- a video recording see pages 18 20 'Recording and Submitting Video';
- an audio recording see pages 22 23 'Recording Audio Using iPad Application';
- submitting recorded audio see page 24 'Submitting Recorded Audio';

It is recommended that you remain signed in to Canvas at all times.

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.

The following pages explains how to submit schoolwork in Canvas using an iPad.

### Scanning Hand-written Work Using the iPad Feature

Internet connection is not essential to perform this task.

Apple has introduced an embedded document scanning feature.

Do not use the scanning feature within Canvas Student App.

### It is recommended to use the iPad scan feature to convert your scans into one PDF file.

Follow the steps to use the iPad scanning feature:

- 1. Launch the embedded 'My Files' application.
- 2. 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'.
- **3.** Then tap on the three horizontal dots on top right corner.



4. select 'Scan Documents' from the drop-down option.



Make sure you are using an even and well lit area. Place your document inline with the camera, the tool automatically locates the edges.

- **5.** The camera will launch allowing you to scan documents. You can scan multiple pages consecutively. Adjust the scan by dragging from corner points.
- 6. Tap 'Keep Scan' to keep the scan.





- 7. When finished, tap 'Save.
- 8. Long tap on the file to rename, then tap on '**Rename**' option from the list of options. Rename the PDF file to the assignment name.
- 9. Tap 'Done'.



Adobe Scan is an optional application to save your scans as PDF files. Request for the Adobe Scan guide for step by step instruction.

### Submitting Scanned Work

Internet connection is essestial to perform this task.

Please ensure you have signed in to Canvas Student App before you proceed to submit an assignment.

To submit an assignment to Canvas:

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' icon from the displayed list of applications.



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

| Copy to<br>PDF Expert | Copy to<br>Chrome More | Done      | Apps | Edit |
|-----------------------|------------------------|-----------|------|------|
| Сору                  | ß                      | Favorites |      |      |
| Save to Files         |                        | Mail      |      |      |
|                       |                        |           |      |      |

- **b.** Turn '**Student**' on (switch on so that it is showing green) and tap '**Done**'. Tap '**Done**' again.
- 4. From the list, select correct 'Course' and 'Assignment'.



**NOTE**: You can use the comment section to send a message to the teacher, if needed.

5. Wait until you receive a notification on your device to say your work has been successfully submitted.

| ۵ | STUDENT  Assignment submitted!  Your files were uploaded and the assignment were uploaded and the a | now Q<br>as submitted successfully. |
|---|--|-------------------------------------|
|   | ise wait until you se  | e this notification                 |

- 6. If you want to view your submission or comment,
  - a. Navigate to the assignment in Canvas Student App,
  - b. Tap on 'Submission & Rubric'
  - c. Tap 'Comments'.

Within this comment section, you will see all the submissions, comments and feedback in date order.

| a | Sanple Activities 0 pts Submitted 19 Aug 2019 at 5:08 pm  | Kack S                  | Submission<br>Sample Activities    |
|---|---|-------------------------|------------------------------------|
|   | Due<br>No Due Date  | 19 Aug 2019 at 12:53 pm |                                    |
|   | Submission Types<br>Media Recording or File Upload  |                         |                                    |
|   | Grade Successfully submitted!   |                         |                                    |
| Ь | Submission & Rubric   | T. America              | And B and                          |
|   | 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: | Comments                | Files (1) Rubric                   |
|   | <ul> <li>Adobe Scan (all devices)</li> <li>Voice Memos (iPhone), Simple Recorder (iPad) or Audio<br/>Recorder (Android)</li> </ul>                  | С                       | A Thapa                            |
|   | Upload:   |                         | 19 August 2019 at 12:28 pm         |
|   | <ul> <li>a scan of your completed worksheet</li> <li>video recording</li> <li>audio recording</li> </ul>  |                         | A Thapa                            |
|   | Clicking the link below on a tablet (iPad or Android) will allow you to complete the worksheet digitally instead of on paper:                       |                         | Scan 19 Aug 2019 (2).pdf<br>288 KB |
|   | Sample Activities.pdf   |                         |                                    |
|   | Follow the instructions below to use your device to complete the worksheet:   |                         |                                    |
|   | Resubmit Assignment   |                         |                                    |
|   | To Do   |                         |                                    |

### Recording and Submitting Videos

#### The embedded Camera allows you to record a video without internet/ wifi coverage.

Record the video to be submitted to Canvas using embedded Camera from your device and save the video.

#### Internet connection is essestial to perform this task.

Follow the steps below to upload a previously recorded video to Canvas Student when you have reliable internet/wifi.

 Navigate to your video library on your iPad and select the video to be submitted in Canvas. Tap 'share' icon.



2. Select 'Student' from the list of options.



**3.** Select the correct Canvas Course and Assignment to return and then tap '**Submit**'.



**NOTE**: You can use the comment section to send a message to the teacher, if needed.

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

| Back Is Assignment subn   | now  |
|---|--|
| All   | 12 WI-2 ALLENDANCE   |
| Y1 T2 W1-2  |  |
| Due 2 May 2021 at 11:59 pm  | Due<br>2 May 2021 at 11:59 pm  |
| Due 2 May 2021 at 11:59 pm  | Submission Types   |
| T2 W1-2 MATHEMATICS           Whole Number 3         >           Due 2 May 2021 at 11:59 pm                           | Media Recording or File Upload<br>   |
| T2 W1-2 MATHEMATICS Add &<br>Sub 3         >           Due 2 May 2021 at 11:59 pm         >                           | Out of 0 pts   |
| T2 W1-2 MATHEMATICS           Problem Solving - Look For P           Due 2 May 2021 at 11:59 pm                       |  |
| T2 W1-2 ENGLISH & HISTORY           Lest We Forget         >           Due 2 May 2021 at 11:59 pm                     | Submission & Rubric<br>Description   |
| T2 W1-2 ENGLISH Spelling           Sound Waves Units 12 & 13         >           Due 2 May 2021 at 11:59 pm         > | Attendance RETURN Green Weekly Attendance Record DDF: Green Attendance Record  |
| T2 W1-2 ENGLISH LITERACY<br>BOOKLET ><br>Due 2 May 2021 at 11:59 pm   | Please RETURN the Green Weekly Attendance Record at the end of every fortnight to indicate your<br>Resubmit Assignment |
| Dashboard   | Calendar To Do   |

If you want to view your submissions, tap on 'Submission & Rubric' and swipe up or tap 'Comments'. Refer to page 17.

### Compressing Videos

If your video recording duration is long, it is possible that the video file-size is large and therefore difficult or may fail to return in an assignment 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.

Launch the app. On the home screen, select the **three** horizontal bar



- 2. Tap 'video compressor'.
- 3. Select the first option 'Low Video Quality Low' to compress video.



- 5. Select the video you want to compress (one video at a time) from the device library.
- 6. Click play if you wish to preview the video before compression.
- 7. Tap 'Use' at the top right to commence compression.
- 8. You will be prompted to 'Delete Original?' Select cancel to keep original recording.
- 9. 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.

Go to page 18-19 for the instructions on submitting video.

## Recording Audio using the iPad Application

Internet connection is not essestial to perform this task.

Voice Memos allows you to record an audio file without internet/wifi coverage.

To record an audio using Voice Memos:

1. Open Voice Memos.



- 2. Tap the recording button to start audio recording.
  - Tap '**pause**' button if you want to pause the recording, or '**Done**' to end the recording.
  - The audio file will be saved on your device on the left side of the application.



**3.** Rename the recording by tapping on the name. It is recommeded that you name the file same as Canvas Assignment.



### Submitting Recorded Audio

#### Internet connection is essestial to perform this task.

1. Launch Voice Memos.

**2.** Select your audio recording to be submitted to Canvas located on the left side of the application

3. Tap share button.



4. Select 'Student' icon from the list of applications.



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



### Communicating to the Teacher using Submission Comments

#### Within the Canvas comment section, you will see all your submissions and/ or comments and your teacher's feedback in date order.

It is essential that the all student and supervisor review all teacher feedback. You can use Canvas submission comment to ask for assistance on any assignment.

To use this feature, please follow the following steps:

- 1. Select the Canvas Dashboard
- 2. Select the Canvas course.
- 3. Select the correct assignment
- 4. Tap on 'Submission & Rubric'.
- 5. Tap on 'Comments' tab. Input your message and
- 6. Tap send icon.



6

### Communicating Using Canvas Inbox Feature

### This is a suppliment communication tool to the submission comment feature to communicate with your teacher.

You can use the Canvas inbox feature to communicate with teachers, if you have any queries or need assistance. It is a built-in communication feature within Canvas Student App which similar to email function.

1. Tap 'Inbox' from the bottom right corner on your Dashboard, then tap on the '+' icon to start conversation function.

|          |          |                 |       |   | +                  |  |
|----------|----------|-----------------|-------|---|--------------------|--|
|          |          |                 |       | All Unread Starred                                    | Sent Arcł          |  |
|          |          |                 |       | All Courses   | Filter             |  |
| Calendar | ≚Ξ To Do | ↓ Notifications | Inbox | No Message<br>Tap the "+" to create a<br>conversation | <b>}S</b><br>a new |  |

2. Select your Canvas Course, For e.g. 'Year 1 - Term 2, 2021'.



**NOTE**: You can use the comment section to send your message to the teacher.

- **3.** From To section tap on '+' icon.
  - Tap on '**Teachers**' and tap on the Teacher's name.

| red 12 Feb            | +           |        |
|-----------------------|-------------|--------|
| Cancel                | New Message | 🖉 Send |
| Year 4 - Term 4, 2018 |             | >      |
| То                    |             | +      |
| Subject               |             |        |

- Input 'Subject' and enter your message/query in 'Compose Message' area.
- Tap on the attachment icon, then tap '+'.
- Select the attachment and then tap 'Done'.

| Cancel                   | New Message          | Ø Send   |
|--------------------------|----------------------|--|
| Select a Course          |                      | >  |
| Subject                  |                      |  |
| Send individual messag   | ge to each recipient | 0/   |
| Compose Message          |                      | No Attachments<br>Add an attachment by tapping the plus at the top |
|                          |                      | Record Audio   |
|                          |                      | Use Camera   |
|                          |                      | Upload File  |
|                          |                      | Choose From Library  |
|                          |                      |  |
|                          |                      |  |
| A76                      | 1                    |  |
| Done                     | Attachments          | +  |
| ⊘ 2020-02-12T0<br>138 KB | 1:15:02.232Z.jpg     | ×  |
|                          |                      |  |
|                          |                      |  |
|                          |                      |  |
|                          |                      |  |
|                          |                      |  |

### Viewing Teacher Feedback

After a teacher provides feedback on an assignment, you will get an email to the student's @education email account and a push notification on your device.

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

To view feedback

- 1. Tap **Notifications**' at the bottom of Canvas Student app to view the list of notifications.
- 2. Tap on the assignment located on the left side of the screen.
- 3. You can view submissions as well as teacher's feedback in date order within the '**comments'** section.

| ≡ | <b>1</b>   |
|---|--|
| P | MSBC<br>Assignment Created - Sample<br>Tester, Mathematics Sandbox<br>Course<br>5 Mar                |
| P | STSBC<br>Assignment Created - External<br>Tool, Science and Tech Sandbox<br>Course - S & T<br>26 Feb |
| R | STSBC<br>Assignment Created - Module<br>test, Science and Tech Sandbox<br>Course - S & T<br>26 Feb   |
| Ð | STSBC<br>What are these sensors<br>used for?<br>26 Feb   |
| Ð | STSBC<br>Binary Cloze Passage<br>26 Feb  |
| P | STSBC<br>Decimal to Binary Numbers<br>26 Feb   |
| R | Dashboard  |

To understand how to ask your teacher a question about an assignment, refer to **Communicating to the Teacher using Submission Comments**" on page 24.

You can also make use of "**Communicating Using Canvas Inbox Feature**" to ask question to your teacher. Refer to page 25.

### Using Canvas Parent 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.

Person signing in to Canvas Parent App is the observer only. You can download Canvas Parent App from Apple Store.

### 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 <u>https://sdeps.net/canvas</u>
- 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.

|                  | 📎 Edit Settings         |  |
|------------------|-------------------------|--|
|                  | eq Download Submissions |  |
| $\left( \right)$ | & Pair with Observer    |  |

Follow the next page to complete the process.

#### To set-up Canvas Parent user account

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

|                                    | <u>Parent of a Canvas User?</u><br><u>Click Here for an Account</u> |
|------------------------------------|---|
| Password                           |   |
| Stay signed in<br>Forgot Password? | Log In  |
| G Login with Google                |   |

- 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.



(Scan the QR code to watch the video on -'<u>How to set up a Canvas Parent Account</u>')

### Frequently Asked Questions

If you have recently updated Canvas Student app or the returns are not uploading as expected, it is recommended to clear Canvas Student app cache, . To do this:

- 1. Navigate to your device Settings. Tap on Student.
- 2. Select'Reset cache on next launch'.
- 3. Log in again to Canvas Student app.

#### Q. How to check Canvas Student App version on my iPad?

**A**: Once you are signed in to Canvas, tap on the hamburger icon (three horizontal lines) located at the top left corner of the screen. Check the bottom of the pane to check the app version. for eg. **Student V6.11.2** 

#### Q. How to save an assignment as PDF file on my iPad? How to annotate and work on an assignment offline.

A: To do this:

- 1. Open the assignment you wish to save on to the iPad.
- 2. Tap the share icon
- 3. Tap 'Save to Files'.
- 4. Select the save location 'on this iPad'
- 5. Tap 'save'.

#### Q. If I resubmit the work, will Canvas delete or overwrite previous submissions?

**A**: You are able to submit the files multiple times and Canvas will not overwrite the previous submissions; however you can not delete the files once submitted. To view your submissions:

- 1. Navigate to the assignment
- 2. Tap on 'Submission & Rubric'
- 3. Tap on 'Comments'.
- 4. Scroll to view previous submissions.

#### Q. How can I contact my teacher for assistance in an assignment?

A: To do this:

- 1. Navigate to the assignment you require assistance with.
- 2. Tap on 'Submission & Rurbric'
- 3. Tap 'Comments'.
- 4. Type your message and tap send.

#### Q. The video in Canvas does not play?

A: Check the internet speed on your device using the Speedtest appliction. The videos in Canvas are made to play on iPads. Restart the device if needed and play the video again. Contact <u>Request IT Support</u>' if the issue persists.

#### Q. How to I view techers comment and feedback for an assignment?

A: Refer to Page 24 for detailed steps on how to 'Communicating to the Teacher using Submission Comments'.

You can also ask for assistance with your teacher. Refer to Page 25 on using "Communicating Using Canvas Inbox Feature'.

#### Q. I forgot my sign in details

A: Please use the QR code or click the link to '<u>Request</u> <u>IT Support</u>' or type <u>https://sdeps.net/canvas/support/</u> in your device browser . Our school Technology Support staff will be able to assist.



### Q. I cannot resubmit my assignment. The resubmit Assignment button is grayed out.

A: It may happen as your last submission is still pending to upload. Please be adivsed to check internet connection. Clear the last submission by navigating to the assignment. Tap on '**Tap to view progress**' and remove the pending file and resubmit again.

### Q. Submitting a video assignment takes a long time or results in a drop out error.

**A:** This may be beacuse either the iPad is not receiving strong internet signal or the size of the video file is too large. Test the internet signal your device is receiving using Speedtest application.

You could also try to compress the video and submit the compressed video file. Refer to **Page 20** for the detailed steps to compress a video.

#### Q. Can I use the computer to access Canvas?

**A:** Yes. If you wish to sign into Canvas on a laptop or desktop computer, launch internet browser such as Chrome or Safari and type the following address and follow the sign in process.

https://sdeps.net/canvas

#### Q. Can I use same iPad for siblings?

A: Yes, you can. Sign into Canvas Student using the first student's sign in details, then tap on the three horizontal lines from top left screen on Canvas Dashboard and then select '**Change User**' option. Follow the sign in process for your second student.

#### Q. Image is not visible in Canvas.

A: 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 Tracking**.

#### Q. Can I scan handwritten school work using an Android Device.

**A:** Yes, Unlike iOS, all Android devices may not have an inbuilt scan feature. Download and install **Adobe Scan: PDF Scanner with OCR, PDF Creator App** from Goolge play. Refer to Adobe Scan Guide for detailed instruction.

### 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.



<u>How to sign in to</u> <u>SDEPS Canvas</u> <u>using @education</u> <u>account</u>



How to set up a Canvas Parent Account (SDEPS)



Request IT Support

#### Contact Us

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