



Australian
National
University

Canvas Quick Start Guide for Students

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About this guide

Canvas is the new learning management system being introduced by the ANU to provide an easier, faster and better learning and teaching experience.

In this guide, you can find quick step-by-step references for completing popular student tasks in Canvas.

If you prefer to watch videos, you can find the same content covered on our [YouTube Canvas tutorial playlist](#).

How to login to Canvas

To login to Canvas, go to <https://canvas.anu.edu.au/> and sign-on using your ANU single sign-on credentials (your ANU uID and password). You will be taken to your Canvas Dashboard.

If you are not enrolled in any courses running in Canvas, you will simply see a blank Dashboard when you login.

Canvas navigation

Canvas has two main navigation menus that can help you find your way around Canvas and your courses. These are the Global Navigation menu and the Course Navigation menu. In this Quick Start guide, we will look at the Global Navigation menu options first and then look at what you can access from the Course Navigation menu.

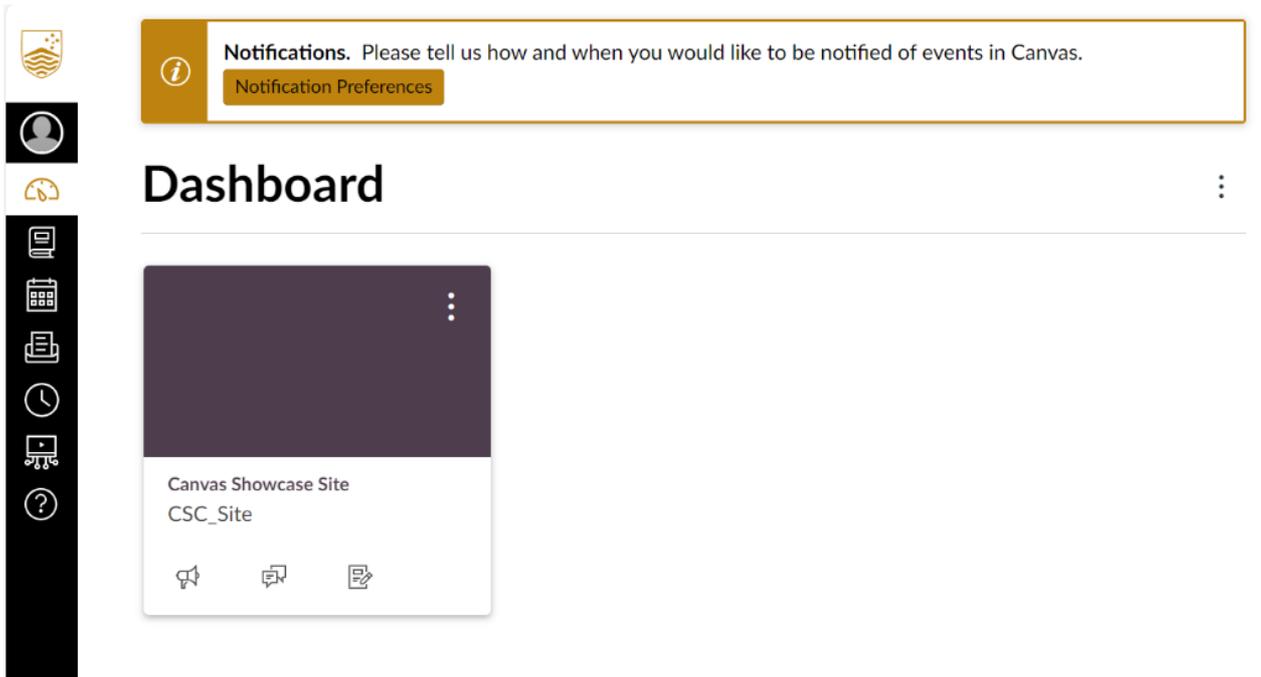
Global Navigation Menu

The Global Navigation menu allows you to access your Account details, your Canvas Dashboard, your Courses and Course Navigation Menu, Calendar, Inbox, the history of your activities and items visited in Canvas, the Canvas Studio for creating multimedia content, and a Help option for 24/7 Canvas technical support.



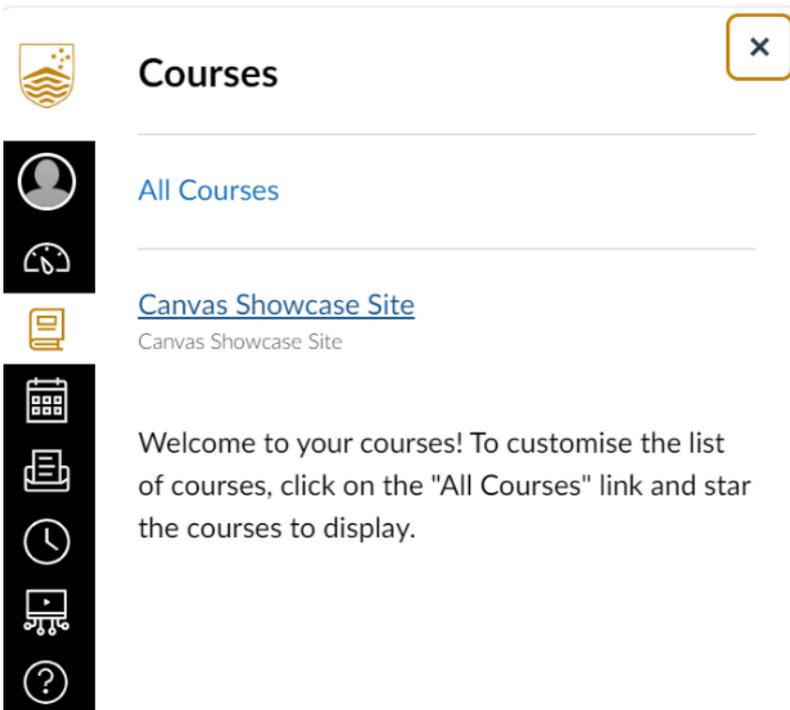
How to find your courses

The Canvas Dashboard (the first page you come to when you login to Canvas) displays your enrolled Courses as tiles for easy access. Select a course tile to go to your course site. You can then access the course Modules, learning materials, Announcements, Discussion forums, Assessments, your Marks and People (other students enrolled in this course) using the Course Navigation Menu.



The screenshot shows the Canvas Dashboard interface. At the top left is a vertical navigation menu with icons for Home, Profile, Dashboard, Courses, Calendar, Files, Grades, Time, LMS, and Help. A notification banner at the top right reads: "Notifications. Please tell us how and when you would like to be notified of events in Canvas." with a "Notification Preferences" button. The main heading is "Dashboard" with a three-dot menu icon to its right. Below the heading is a card for "Canvas Showcase Site" with the sub-label "CSC_Site" and three icons: a speaker, a speech bubble, and a document.

You can also access your courses from the Courses option on the Global Navigation menu. This will take you to the Course Home Page.



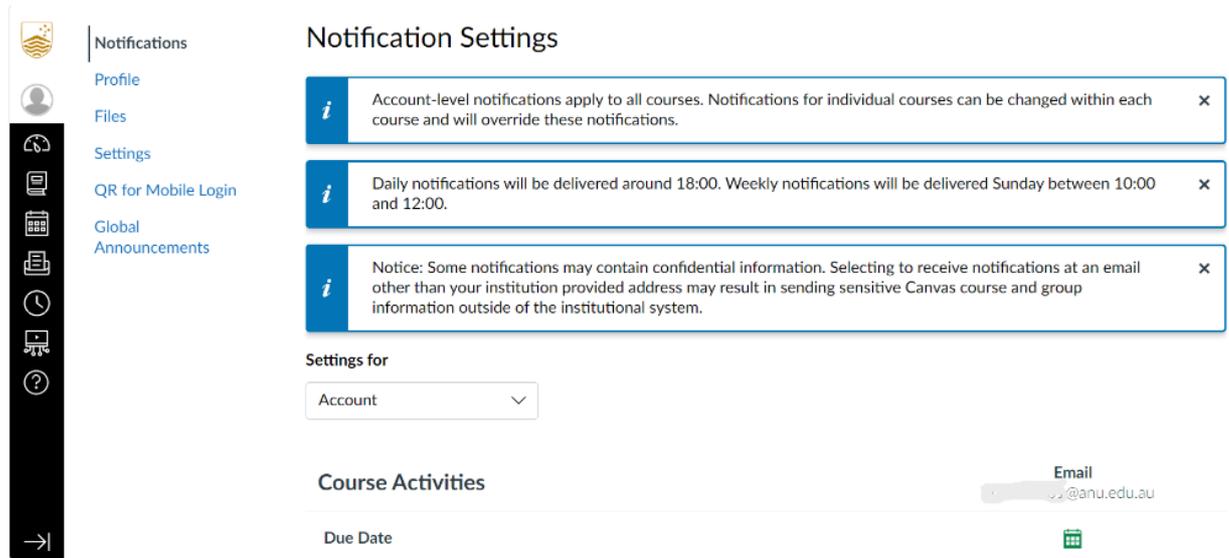
The screenshot shows the Canvas "Courses" page. It features a vertical navigation menu on the left with icons for Home, Profile, Dashboard, Courses, Calendar, Files, Grades, Time, LMS, and Help. The main heading is "Courses" with a close button (X) in the top right corner. Below the heading are two links: "All Courses" and "Canvas Showcase Site" (with the sub-label "Canvas Showcase Site"). A welcome message reads: "Welcome to your courses! To customise the list of courses, click on the 'All Courses' link and star the courses to display."

How to manage your Canvas notifications

You can change default settings by setting your own notification settings. These settings will apply to all your courses but only apply to you; they are not used to control how course updates are sent to other users.

To change your notification settings, select the Account menu option from Global Navigation, then select the Notifications menu option.

On the Notification Settings page, you can view notification types and methods and manage how you receive notifications for your Canvas account and/or manage how you receive notifications for individual courses.



Notification Settings

Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Daily notifications will be delivered around 18:00. Weekly notifications will be delivered Sunday between 10:00 and 12:00.

Notice: Some notifications may contain confidential information. Selecting to receive notifications at an email other than your institution provided address may result in sending sensitive Canvas course and group information outside of the institutional system.

Settings for
Account

Course Activities

Due Date

Email
@anu.edu.au

It is recommended that you set your notification delivery type to "Notify immediately" so that you are always up-to-date with important messages about your course and tasks.

Find out more:

- [How do I manage my Canvas notification settings?](#)

How to use your Canvas Calendar

The Calendar enables you to view your upcoming tasks in Canvas. Please note that tasks without an assigned date will not appear in your calendar. You can view calendar events by day, week, month, or agenda list (see figure 1 in image below).

To open your Calendar, go to Global Navigation and select the Calendar menu option. The Calendar default display shows information for all of your enrolled courses (see figure 2 in image below). You can turn on and off individual course calendars to customise your calendar view via the Calendars drop down menu (see figure 3 in image below).

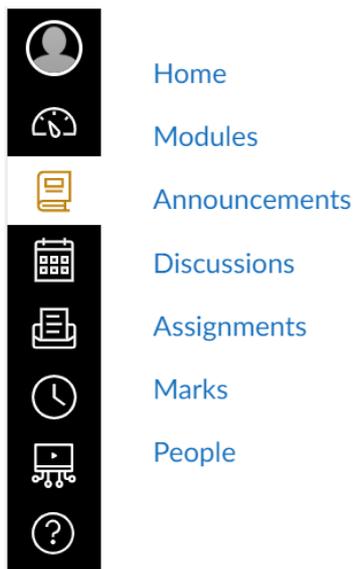
Calendar items display an icon next to the titles. The icon reflects the calendar item type: Discussion, Assignment or Event. You can add events, including recurring events, and to-do items to your personal calendar at any time in the navigation bar.

Find out more:

- [How do I add an event to my personal calendar?](#)

Course Navigation menu

Selecting Courses from the Global Navigation Menu will bring up a side bar with a list of courses. Here you have the option to view All Courses you are enrolled in in Canvas. Once you have selected the course you want to access, you will see the view below allowing you to view its Modules, Announcements, Discussion forums, Assignments, your Marks, and People (other Canvas users enrolled in this course).



Your course Home Page

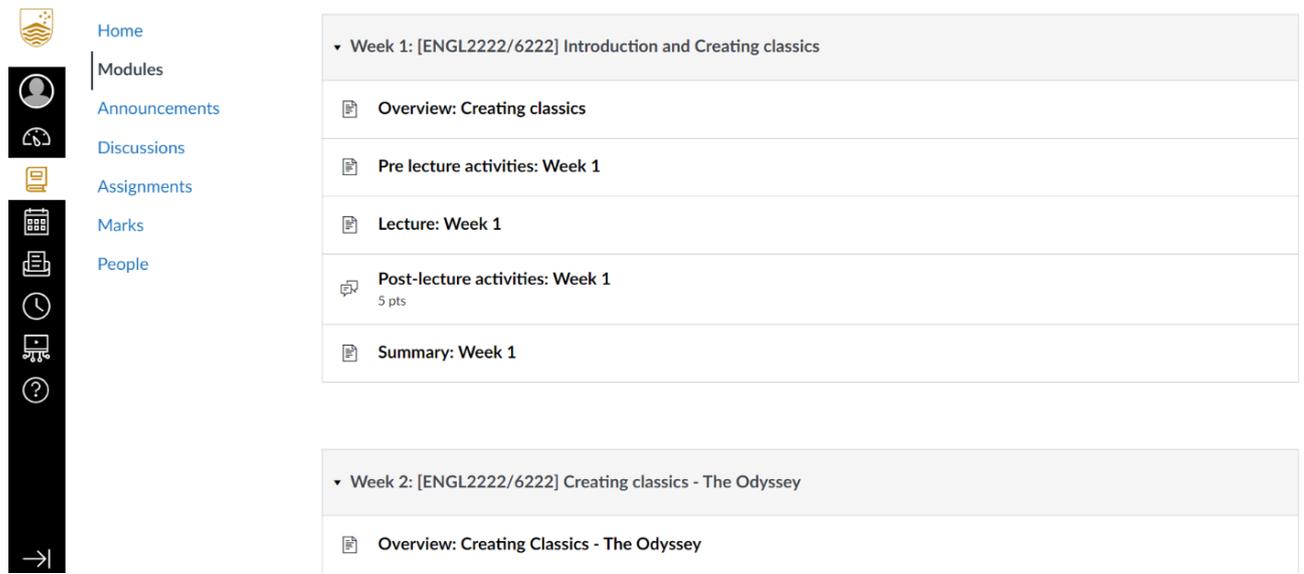
Your Course Home Page features the Course Navigation menu, the content area, and the sidebar. The most recent course announcements will also display at the top of the page.

The sidebar To Do section shows up to seven items/assignments with due dates in the upcoming weeks. Assignments submitted through Canvas disappear automatically from the To Do list.

How to access Modules

Modules are where you access your course learning materials. The modules are most often organised by week/topic but might also be organised just by topic. You may also have Modules containing support information and assessment information.

In Modules, you can view all the modules in your course.



The screenshot shows a course navigation interface. On the left is a vertical menu with icons and labels: Home (with a crest icon), Modules, Announcements, Discussions, Assignments, Marks, and People. The main content area displays a list of modules. The first module is 'Week 1: [ENGL2222/6222] Introduction and Creating classics', which contains five items: 'Overview: Creating classics', 'Pre lecture activities: Week 1', 'Lecture: Week 1', 'Post-lecture activities: Week 1' (with '5 pts' below it), and 'Summary: Week 1'. The second module is 'Week 2: [ENGL2222/6222] Creating classics - The Odyssey', which contains one item: 'Overview: Creating Classics - The Odyssey'.

Find out more:

- [How do I view Modules as a student?](#)
- [How do I view course content offline as an HTML file?](#)

How to access Assessments

To access assessments, you have some choices depending on how your course has been set up.

If your course has an Assessments module, you can access your assessments and any support information from that module. Weekly assessment tasks should also be in the module for that week.

You can also select the Assignments option from the Course Navigation menu.

In Assignments, you can view assessments in your course grouped by due date or by type.

Find out more:

- [How do I view assignments as a student?](#)

How to submit an Assignment

To submit your assignments in Canvas, go to Modules, and select the assignment you need to submit. To submit the assignment, select the Start Assignment button.

Select the submission type. You can submit assignments by uploading a file, or submit from Canvas files, Studio or your webcam.

When you are ready to submit your assignment, select the Submit Assignment button and your uploaded file will appear on the assignment page.

Some assignments will allow multiple attempts. The number of attempts permitted will be set by your teacher. If you want to make another attempt at uploading your assignment, you can select the name of the assignment you need to submit again, and select the New Attempt button.

Find out more:

- [How do I submit an online assignment?](#)
- [How do I submit a media file as an assignment submission?](#)
- [How do I enter a URL as an assignment submission?](#)
- [How do I submit an assignment on behalf of a group?](#)
- [How do I upload a file as an assignment submission in Canvas?](#)
- [How do I know when my assignment has been submitted?](#)

How to access and take a Quiz

In Course Navigation, select the Assignments menu option. In Assignments, you can view the type of assessment (1), the name of each quiz (2), the availability dates for the quiz (3), the due date for the quiz (4), the number of points the quiz is worth (5), and the number of questions in the quiz (6).

▼ Assignment Quizzes

1
2
3
4
5
6

Declaration of Independence Quiz
Due Mar 27 at 12:59am | 10 pts | 5 Questions

The Bill of Rights Quiz
Closed | Due Apr 3 at 11:59pm | 10 pts | 10 Questions

Revolution Quiz
Available until Apr 11 | Due Apr 9 at 11:59pm | 30 pts | 18 Questions

Find an available quiz you'd like to take and select the title of the quiz. To begin the quiz, select the Take the Quiz button and complete the quiz per your instructor's instructions.

Find out more:

- [How do I view quizzes as a student?](#) (Note: the information at this link directs you to the Quizzes menu option, however, at ANU you select the Assignments menu option to access your quizzes)
- [How do I take a quiz?](#)
- [How do I resume a quiz that I already started taking?](#)
- [How do I view quiz results as a student?](#)

How to complete assessments using Proctorio

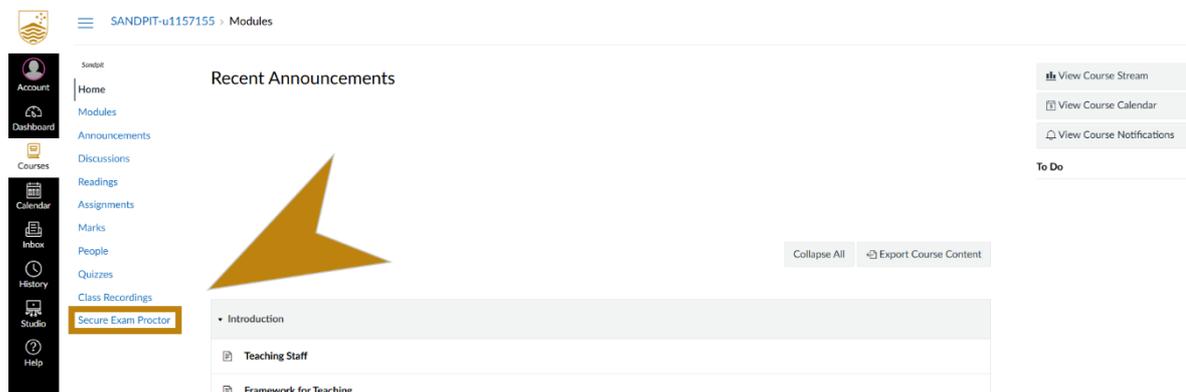
At the ANU, your teacher may use Secure Exam Proctor (Proctorio), a special online tool, within the Canvas Quizzes option to run your test/exam in a more secure way. If this is the case, you will need to review the following information.

Note that to use Proctorio, the Chrome browser must be used at all times. Do not click the refresh button during a Proctored exam. If you have clicked refresh, you will be dropped off from the quiz/exam, at when you will have to re-enter the quiz/exam.

Installing Proctorio into your Chrome browser

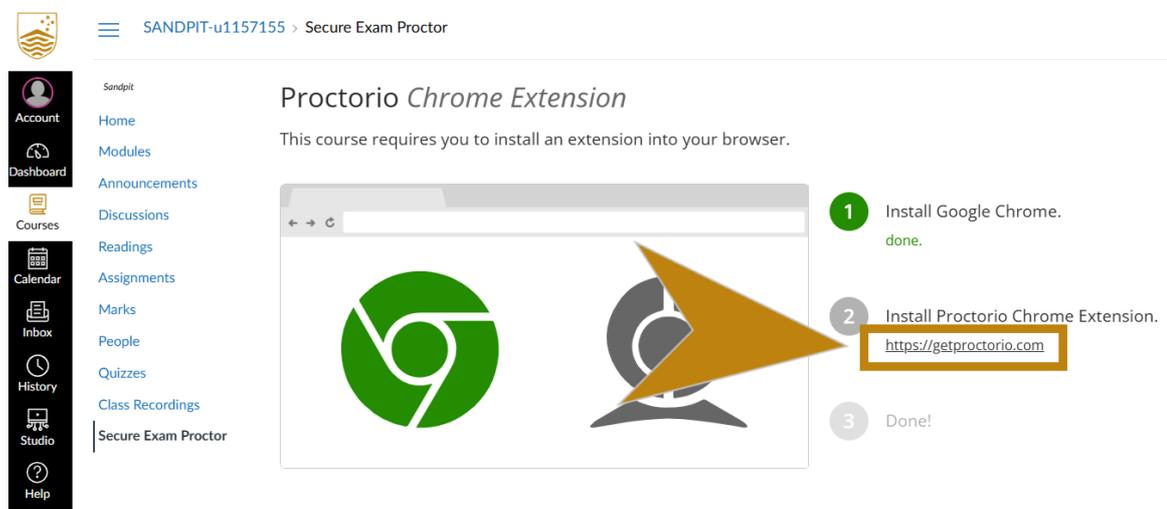
Proctorio is an extension that needs to be installed into the Chrome browser before any user can start using it. The extension only needs to be installed once. You will be prompted to re-install should there be any updates to the extension. **Please ensure Proctorio is installed before your exam, as setting it up during the exam may take up valuable time.** Please follow the steps below for the installation process:

Step 1: In the Chrome browser, access Canvas and your course site. Click on the 'Secure Exam Proctor' on the Course Navigation Bar.



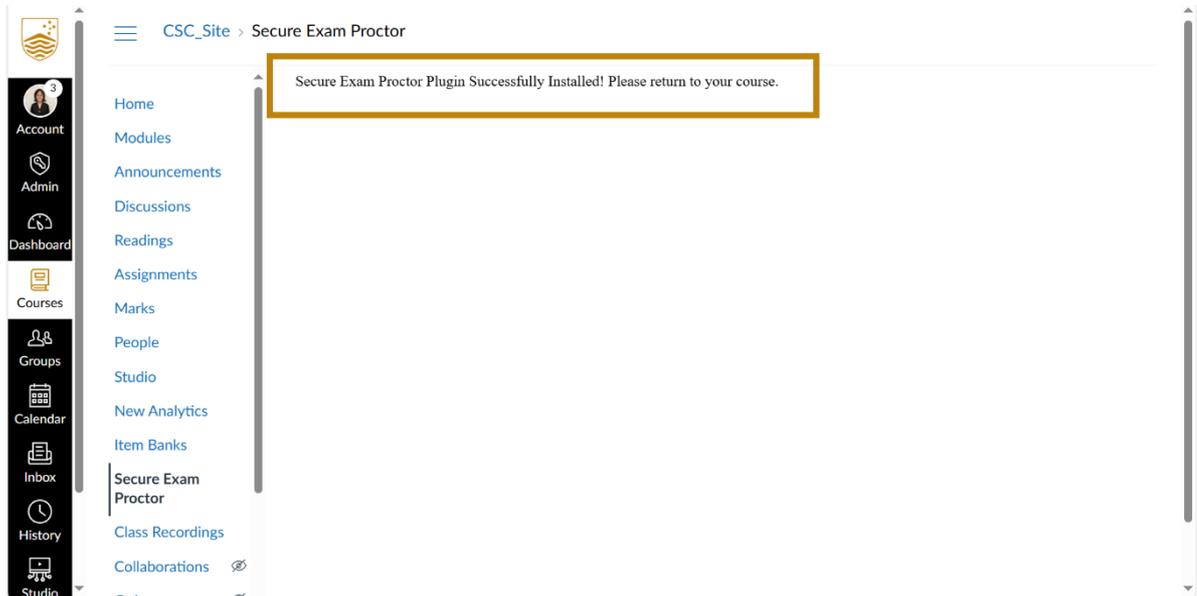
The Secure Exam Proctor is on the Course Navigation Bar

Step 2: Click the link as shown and follow the instructions to install the Proctorio. Students outside of Australia may need to use [ANU Remote Access](#) to install Chrome and the Proctorio extension. After these are installed, you are welcome to continue or discontinue using ANU Remote Access while you do the exam, or whichever connection works best for you.



Click the link for more information

Step 3: Once you've successfully installed the extension, refresh your Canvas page. You should see a confirmation message that says: 'Secure Exam Proctor Plugin Successfully Installed! Please return to your course'.

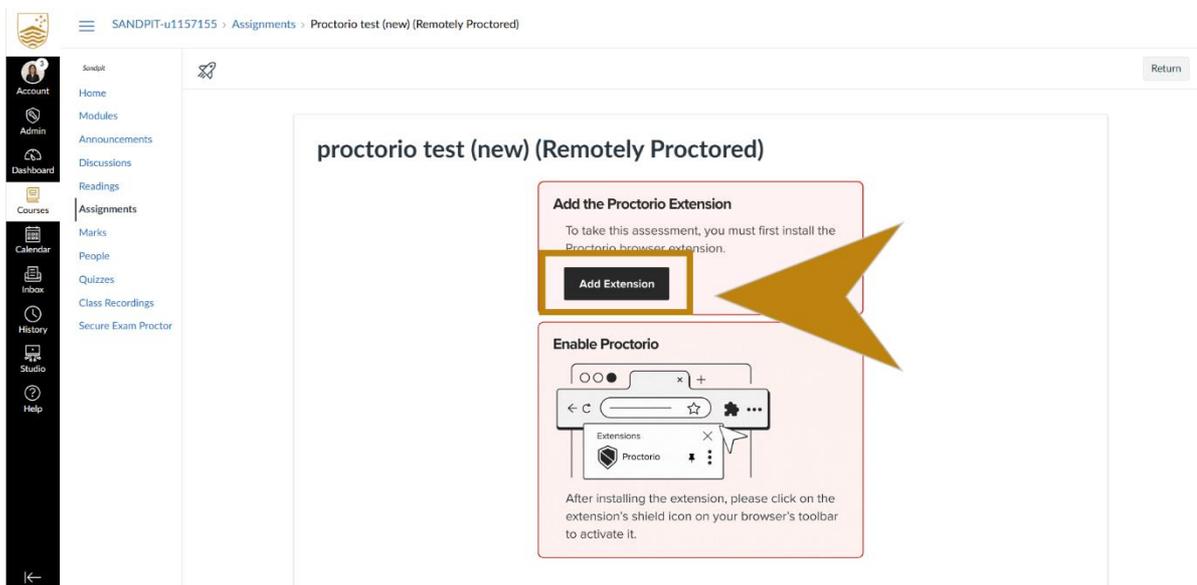


A confirmation message

Attempting a Proctored quiz/exam

Step 1: Click on the quiz you are going to take.

Step 2: If you haven't installed Proctorio properly, you will see instructions on how to install and enable the extension. Please follow these instructions carefully.

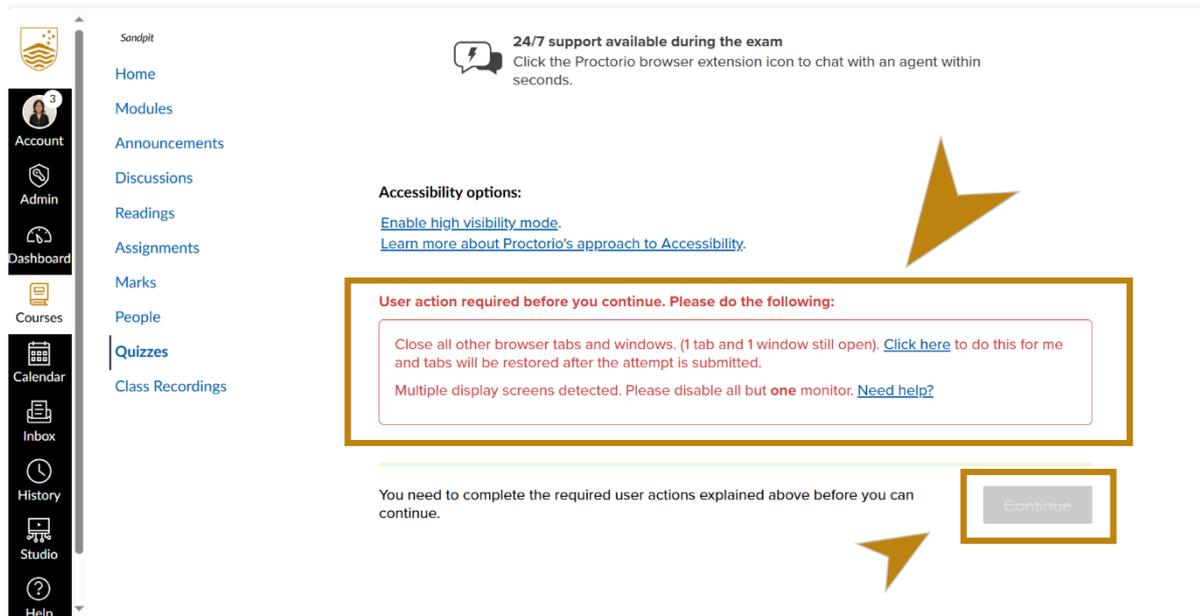


Click Add Extension button to install

Step 3: If you have successfully installed the extension, the quiz page will appear.

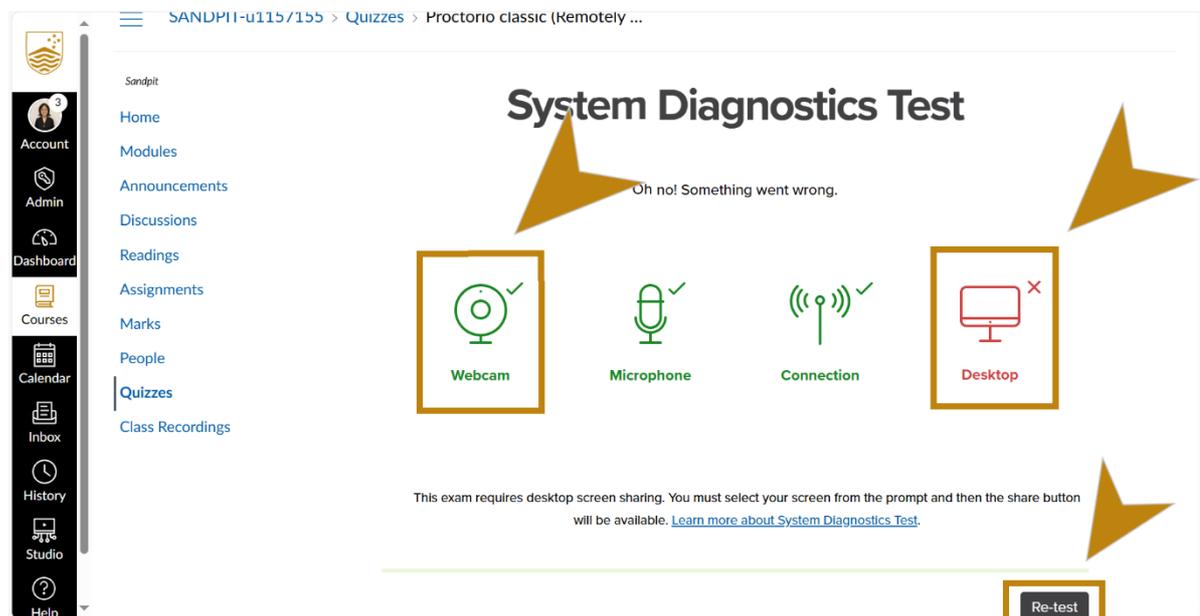
Step 4: After starting the exam, you will be taken to a page that explains what Proctorio is and what types of support are available. Depending on your course convenor's settings, you may also see messages prompting you to complete certain required actions before you can proceed with the quiz. You will not be able to click

'Continue' until all required actions are completed. Once you've done so and are ready to begin, click 'Continue'.



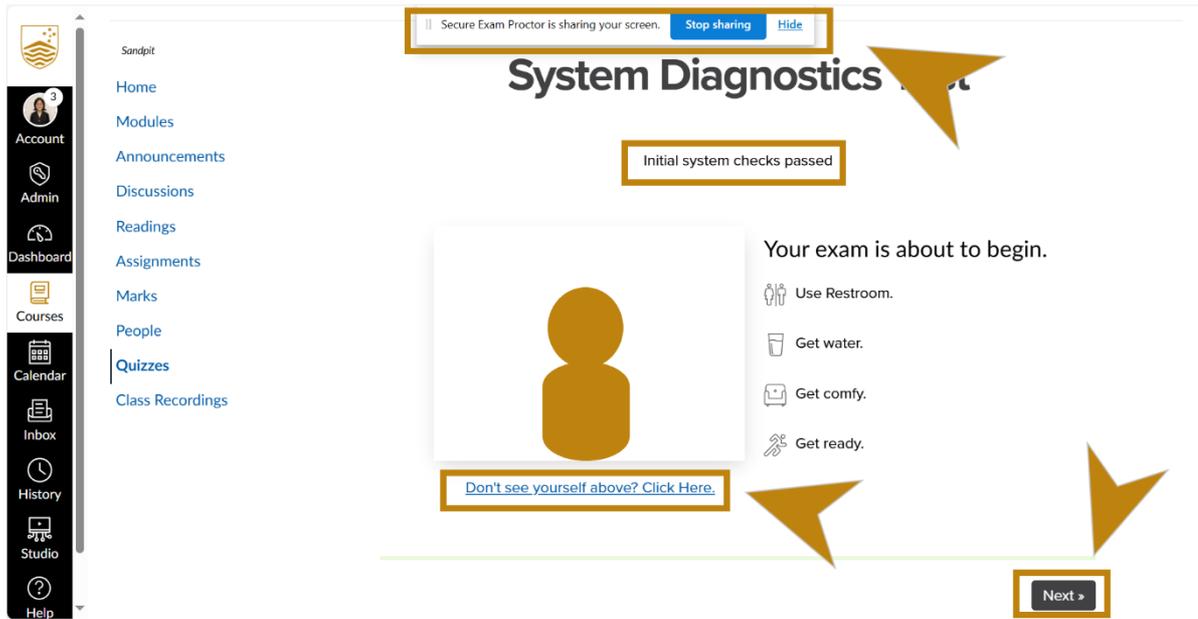
Proctorio warnings

Step 5: Depending on your course convenor's settings, you may be required to complete a system diagnostics check. If your system passes the check, the icon will turn green. If it does not pass, the icon will turn red. You can click 'Re-test' to run the diagnostics again until all checks are successfully completed.



System Diagnostics Test

Step 6: Once your initial system checks are complete, you should see a confirmation on the screen. Depending on your course convenor's settings, you may also see a notification indicating that your screen is being shared with Proctorio. You can choose to hide this notification, but do not click 'Stop Sharing', as this will interrupt the proctoring session. If you encounter any issues, use the link provided by Proctorio for more information. When you are ready to proceed, click 'Next'.

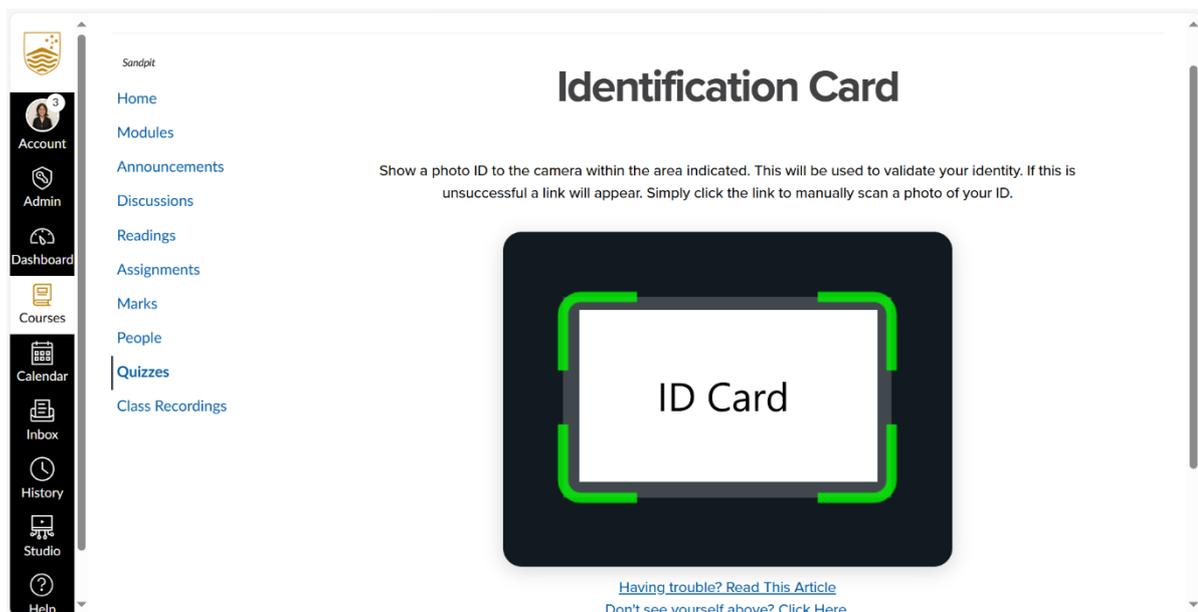


Initial system checks passed

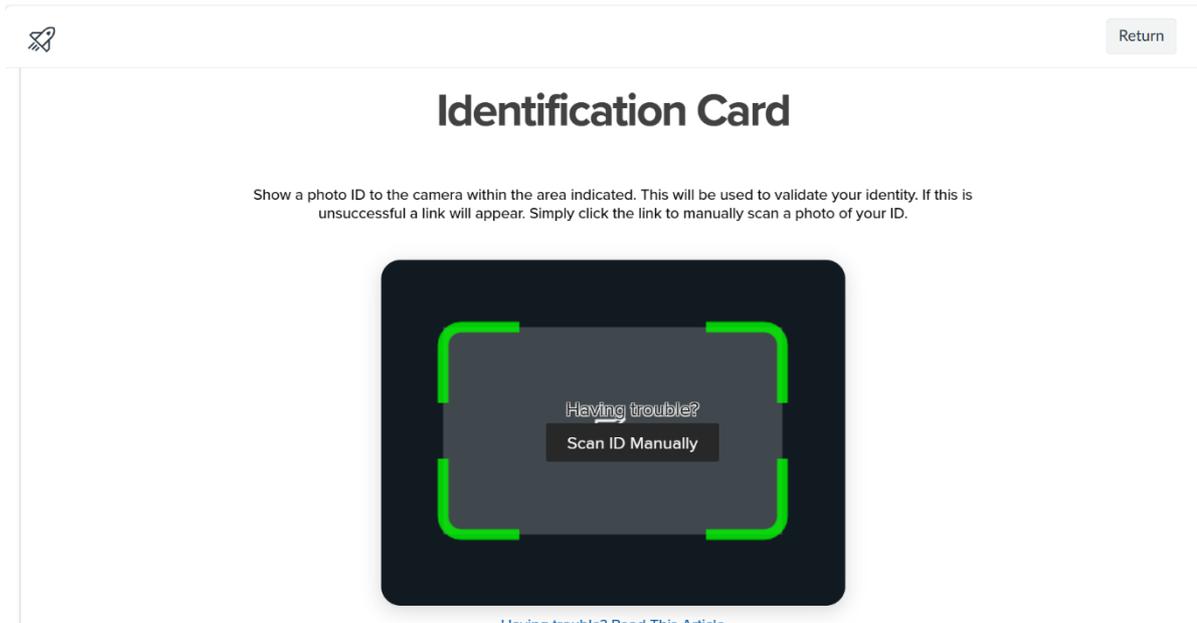
Step 7: Depending on your course convenor's settings, you may be required to verify your identity. Hold your ID card up to your camera for the system to scan.

If the automatic scan is unsuccessful, the system will prompt you to switch to manual mode, allowing you to take a photo of your ID to complete the verification process. You can also retake the photo if it is not clear enough before continuing.

Tips: It is recommended that you use the ANU Student ID card for this step. However, if you do not have an ANU Student ID card, you can use other forms of photo ID for this verification. If you choose to use other ID cards that is not your student ID card, please be reminded to cover up any sensitive information. When covering up sensitive information, it is best to manually take the photo of the ID card.



Auto-scan your ID card



Manually scan your ID card

Step 8: Review and accept the 'Exam Agreement' to begin the exam. Depending on your course convenor's settings, you may be required to sign the agreement by typing your name in the designated field.

provided consent to my school district for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions regarding the Proctorio's Terms of Service or Proctorio's Privacy Policy, I or my parent or legal guardian will not click "I accept, begin exam now" and will contact Proctorio before clicking "I accept, begin exam now" or otherwise using the Proctorio Services.

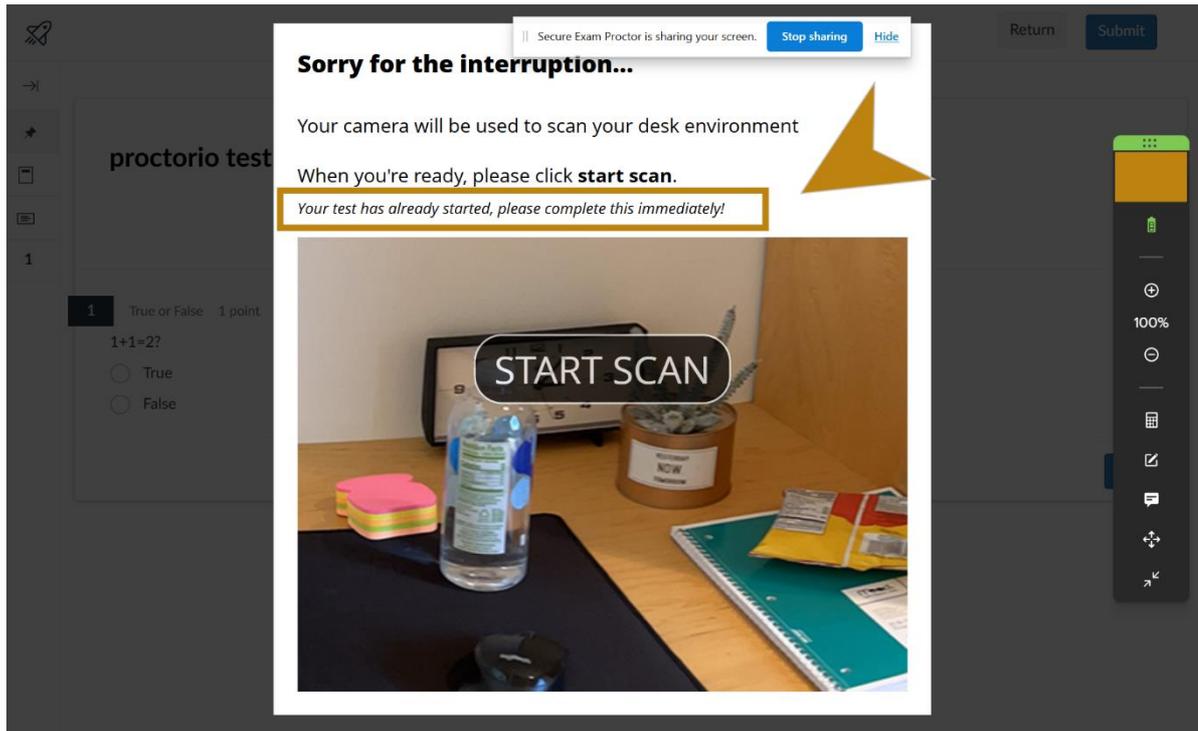
I agree and acknowledge that:

- I have read and understood the expectations and requirements regarding this examination as described on the [Examination Conduct](#) webpage.
- I am eligible and able to undertake this examination.
- I will follow the directions set out in the examination instructions.
- During the examination I will not access or have in my possession materials that are not expressly permitted by the course convenor or on the [Examination Conduct](#) webpage.
- My work in this examination:
 - upholds the principles of academic integrity as defined in the [Academic Integrity Rule 2021](#).
 - is original.
 - is produced for the purposes of this examination and has not been submitted for assessment or examination in any other context.
 - in no part involves cheating, collusion, fabrication, plagiarism.
- The use of my WATTLE account to electronically undertake and submit this examination task constitutes my agreement to this declaration
- If I do not agree to this declaration, I will not click on the "I accept, begin exam now" button and will instead apply for a deferred examination in accordance with the process and timeframes set out on the [Deferred examinations](#) webpage. Failure to comply with the prescribed deferred examination process and timeframes may result in failing the examination task.

I accept, begin exam now >

Accept the exam agreement by clicking a button

Step 9: Depending on your course convenor's settings, you may be required to complete a desk scan. **Please note that the desk scan will only occur after you've started the test, so be sure to perform the scan immediately.** However, there's no need to worry — **course convenors have been advised to allow extra time for this check.**



An alert says your test has already started while doing the desk scan

Step 10: Now you should be able to do your test.

Technical Support for Proctorio quiz/exam

During the Proctorio quiz/exam, should you encounter any technical issues, there are two areas where you can request for assistance.

1. Contact ANU ITS +61 2 61252222 (available 9 am - 5 pm, weekdays) if you have trouble completing the pre-checks or have trouble re-entering the quiz/exam, an ANU staff will be on the phone to provide assistance.
2. Contact a Proctorio agent during/within the exam
 - a. You will be able to contact a Proctorio agent via the "Live Chat" button in the screenshot below to initiate a chat with the agent.



Find live support from Proctorio through a live chat

After the quiz/exam has finished

1. When you have finished the quiz/exam, make sure you have submitted all your answers
2. Proctorio will then end and close automatically

How to access your Marks

In Course Navigation, select the Marks menu option.

On the Marks page you will see a list of assessments in that course. By default, marks are sorted chronologically by assignment due date.

Name	Due	Submitted	Status	Score	Assignments are weighted by group:	
					Group	Weight
Writing task assessment ENGL2222/6222 Writing task	Aug 16, 2024 by 23:59		missing	80 / 100	ENGL2222/6222 Weekly activities	10%
					ENGL2222/6222 Writing task	15%
Festival concept proposal - Group presentation ENGL2222/6222 Festival concept proposal	Aug 30, 2024 by 23:59		missing	65 / 100	ENGL2222/6222 Festival concept proposal	15%
					ENGL2222 Great writers festival project	30%
Festival concept proposal - Individual research plan ENGL2222/6222 Festival concept proposal	Aug 30, 2024 by 23:59		missing	70 / 100	ENGL6222 Great writers festival project	30%
					ENGL2222/6222 Great writers journal	30%

Find out more:

- [How do I know when my instructor has graded my assignment?](#)
- [How do I view my grades in a current course?](#)

How to communicate and collaborate with others in Canvas

There are several ways to collaborate and communicate within Canvas.

Inbox

The Canvas Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. To access your Inbox, select the Inbox menu option in Global Navigation.

Find out more about [using the Canvas inbox](#).

Discussions

The Discussion Index page allows you to view all the discussions within a course as well as participate in course and group discussions. In Course Navigation, select the Discussions menu option. Discussions are ordered by most recent activity. On this page, you can also see Pinned Discussions that will appear at the top of the list, and Closed Discussions that have been closed for comment.

Most of your courses have a Course Q&A discussion forum. This is where you can ask general questions about the course, learning materials, learning activities, and assessments. You should check it regularly.

Find out more about [creating, editing and using discussions](#).

People & Groups

People shows all the other students enrolled in the course as well as your teachers. To get to the People page, select the People menu option in Course Navigation. Use the search bar to find a specific person.

Find out more about [uses for the People page](#).

Groups allow you to work together with other students. Your instructor may assign you to a course group, or another student may include you as a member in a student group. To access Groups via Global Navigation, select the Groups menu option, then select a group name you want to access.

Find out more about [Groups for students](#).

Need information on something else?

Visit the Canvas community student guide for lots more self-help content:

[Student Guide - Instructure Community](#)