



Australian
National
University

Canvas Quick Start Guide for ANU 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.





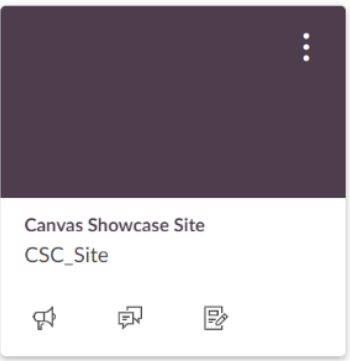







Notifications. Please tell us how and when you would like to be notified of events in Canvas.
[Notification Preferences](#)

Dashboard



Canvas Showcase Site

CSC_Site





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











Courses

[All Courses](#)

[Canvas Showcase Site](#)
 Canvas Showcase Site

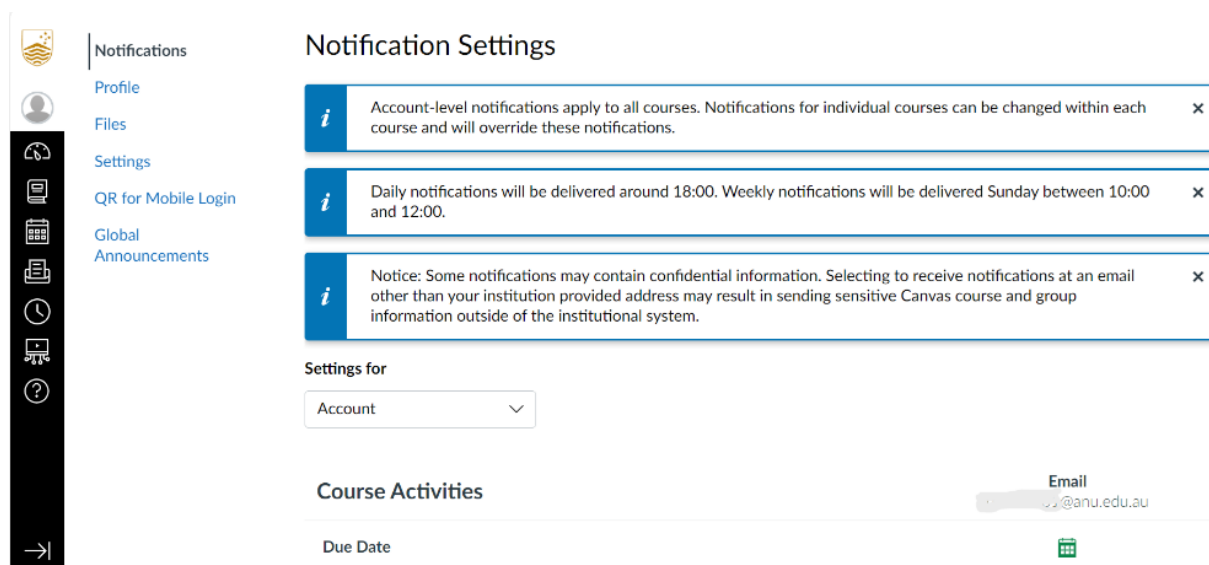
Welcome to your courses! To customise the list of courses, click on the "All Courses" link and star the courses to display.

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.



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.

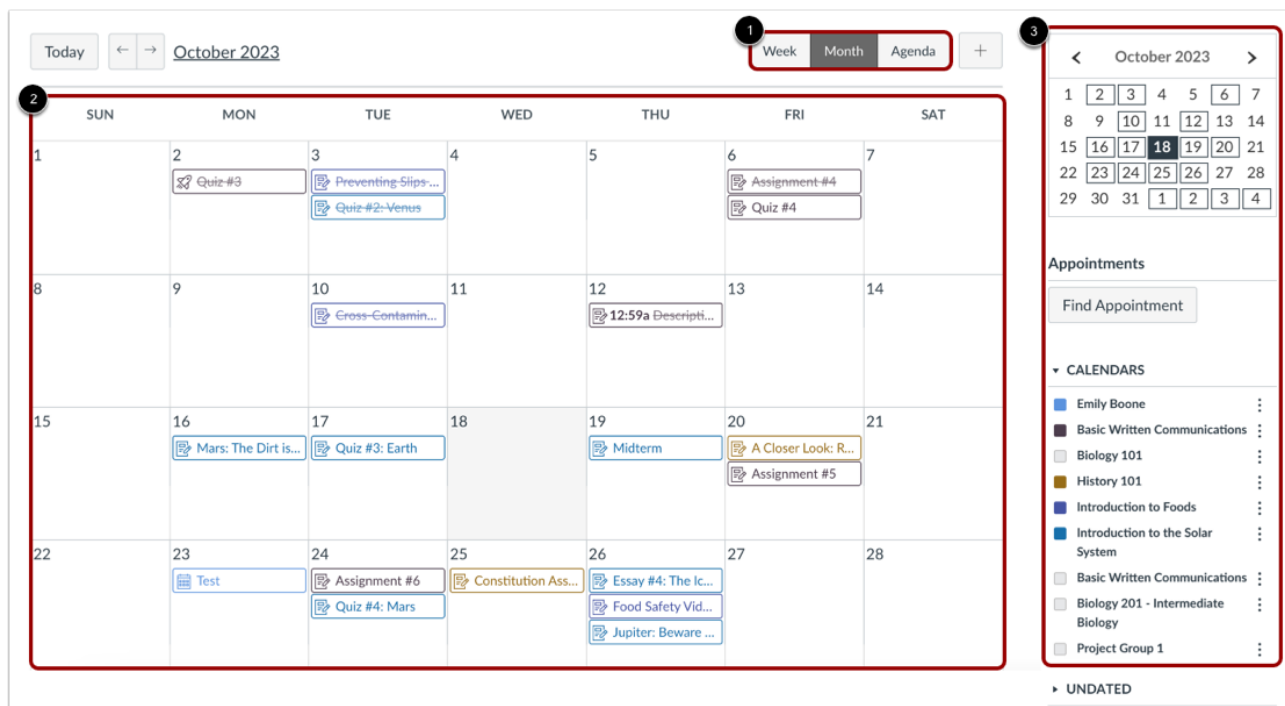
Find out more:

- [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).



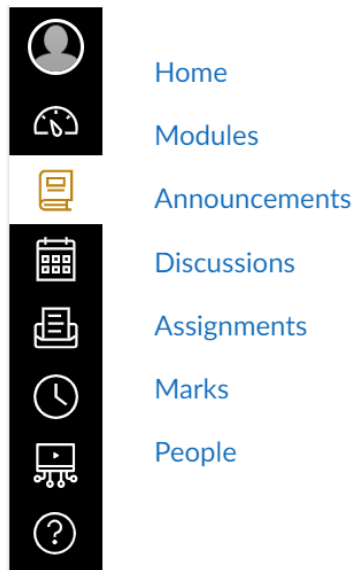
Calendar items display an icon next to the titles. The icon reflects the calendar item type: Discussion, Assignment or Event. You can add events, including recurring events, and to-do items to your personal calendar at any time in the navigation bar.

Find out more:

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

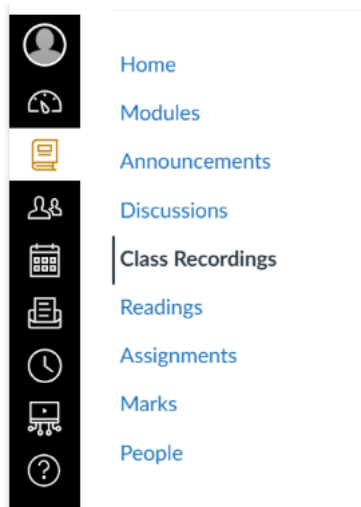
Course Navigation menu

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).



How can I view class recordings in Canvas?

To access class recordings in Canvas, select your course from the Global Navigation Menu. From the Course Menu, select Class Recordings. On the class recordings page, you should see any recording made through EchoVideo for your course. Your teacher might also include links to specific recordings in the course Modules.



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.

Home
 Modules
 Announcements
 Discussions
 Assignments
 Marks
 People

Acknowledgement of Country

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

Course overview

Step into the dynamic world of literary exploration with our interdisciplinary course, Great Writers: Gender, Authorship, and History. Dive deep into the works of canonical giants like Jane Austen and William Shakespeare, alongside modern literary luminaries such as Zadie Smith and Ian McEwan. But here's the twist: instead of merely studying

[View Course Notifications](#)

To Do

Nothing for now

Recent Feedback

Nothing for now

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.

Home
 Modules
 Announcements
 Discussions
 Assignments
 Marks
 People

Week 1: [ENGL2222/6222] Introduction and Creating classics

- Overview: Creating classics
- Pre lecture activities: Week 1
- Lecture: Week 1
- Post-lecture activities: Week 1
5 pts
- Summary: Week 1

Week 2: [ENGL2222/6222] Creating classics - The Odyssey

- 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?](#)

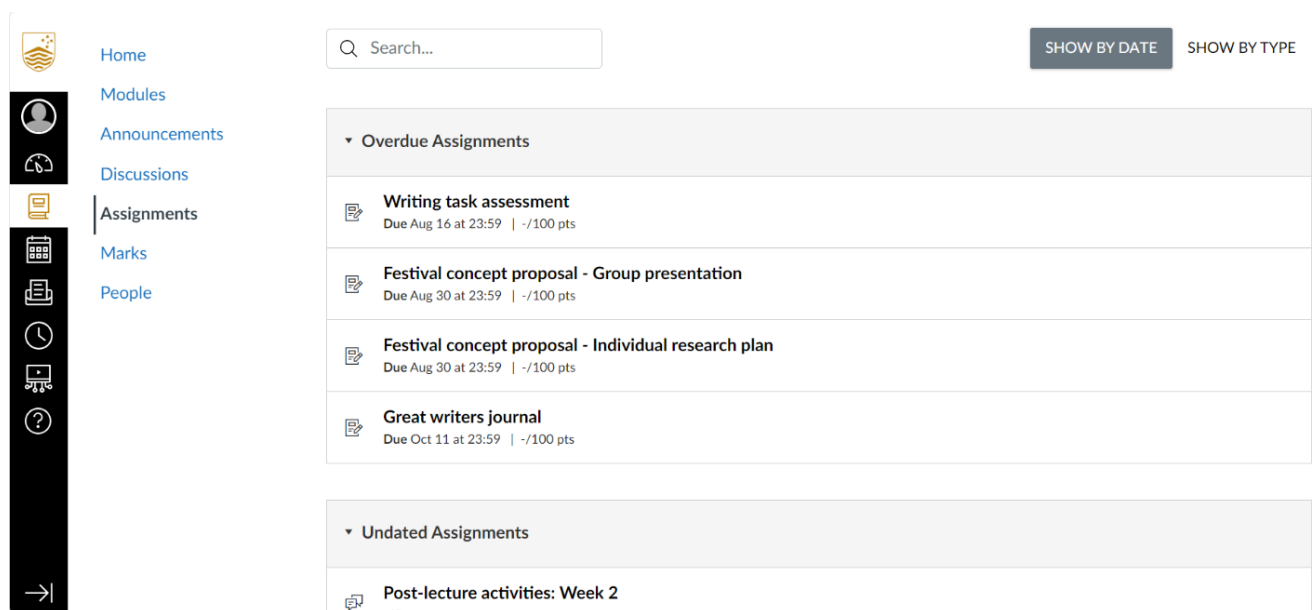
How to access Assessments

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.



The screenshot displays the Canvas LMS interface for the 'Assignments' section. On the left, a vertical navigation menu includes icons for Home, Modules, Announcements, Discussions, Assignments (highlighted), Marks, and People. The main content area features a search bar and two filter buttons: 'SHOW BY DATE' and 'SHOW BY TYPE'. Below these, the assignments are categorized into two groups: 'Overdue Assignments' and 'Undated Assignments'. The 'Overdue Assignments' group contains four entries, each with a document icon, the assignment title, the due date and time, and the current score out of 100 points. The 'Undated Assignments' group contains one entry, 'Post-lecture activities: Week 2', also showing a document icon and a score of 0 out of 100 points.

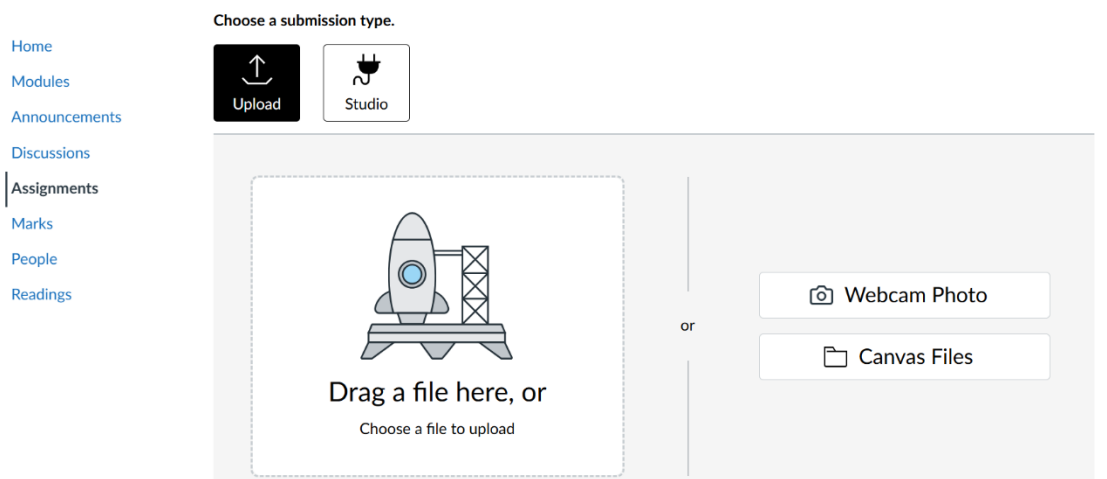
Find out more:

- [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.

What is the difference between Assignment “due dates” and “available to” dates?

In addition to setting a due date for your assignment, your course convenor also has the option to specify a date range during which you can submit the assignment. This is called the assignment availability period, and the start and end dates are called availability dates.

Here’s how they work:

- The Available From date and time is the date and time that the assignment becomes available for you to view and submit. Any instructions and other information included in the assignment are also not visible until the Available From date.
- The Due Date and Time are the date and time when the assignment is due. If you submit after this date, but still within the availability period, your assignment will be marked as a late submission.
- The Available Until date and time is the date and time after which you can no longer submit the assignment (not even as a late submission).

Why doesn't Canvas confirm that my assignments have been submitted successfully?

By default, the Canvas successful submission notification is not turned on. This means that you will not receive any confirmation that your assignment has been successfully submitted unless you turn on the option to receive these particular notifications.

To turn on your assignment submission notifications, go to the Account option in Global Navigation, select Notifications, find All Submissions in the notifications list, and set this to ‘Notify Immediately’.

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).

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

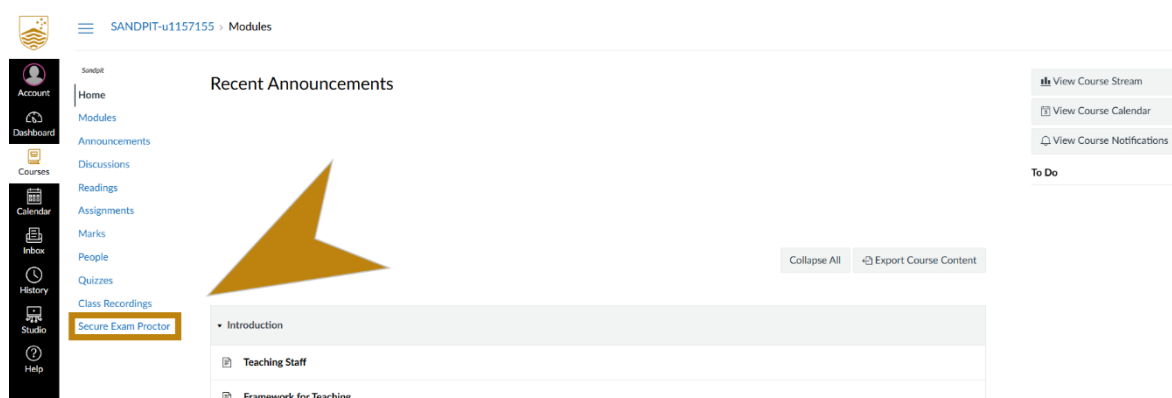
At the ANU, your teacher may use Secure Exam Proctor (Proctorio), a special online tool, within the Canvas Quizzes option to run your test/exam in a more secure way. If this is the case, you will need to review the following information.

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.

Sandpit

SANDPIT-u1157155 > Secure Exam Proctor

Proctorio *Chrome Extension*

This course requires you to install an extension into your browser.

- 1 Install Google Chrome. *done.*
- 2 Install Proctorio Chrome Extension. <https://getproctorio.com>
- 3 Done!

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'.

CSC_Site > Secure Exam Proctor

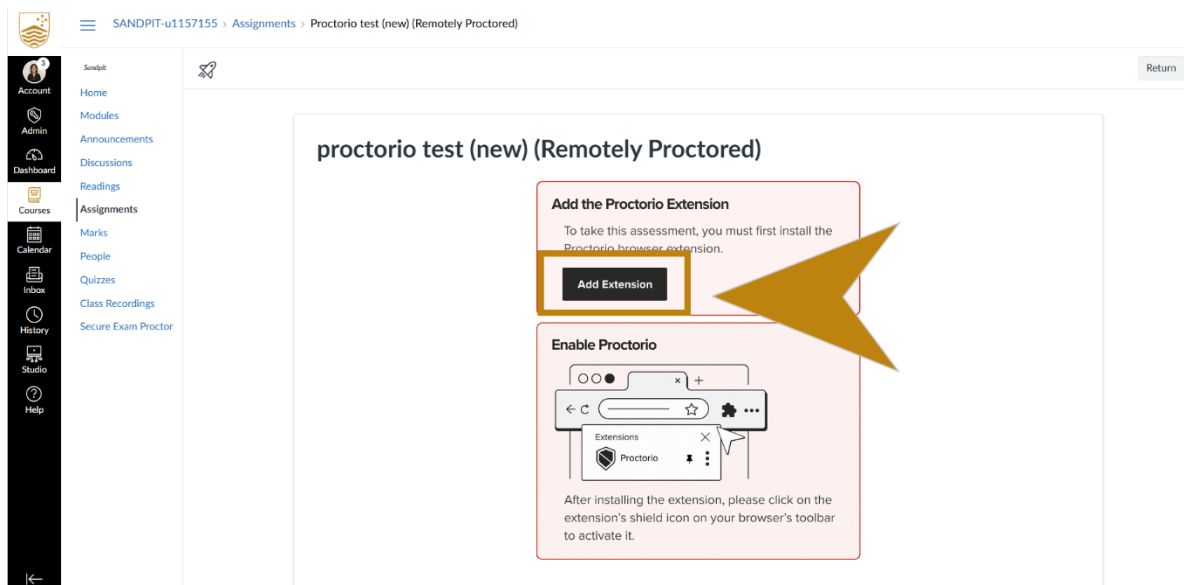
Secure Exam Proctor Plugin Successfully Installed! Please return to your course.

A confirmation message

Attempting a Proctored quiz/exam

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

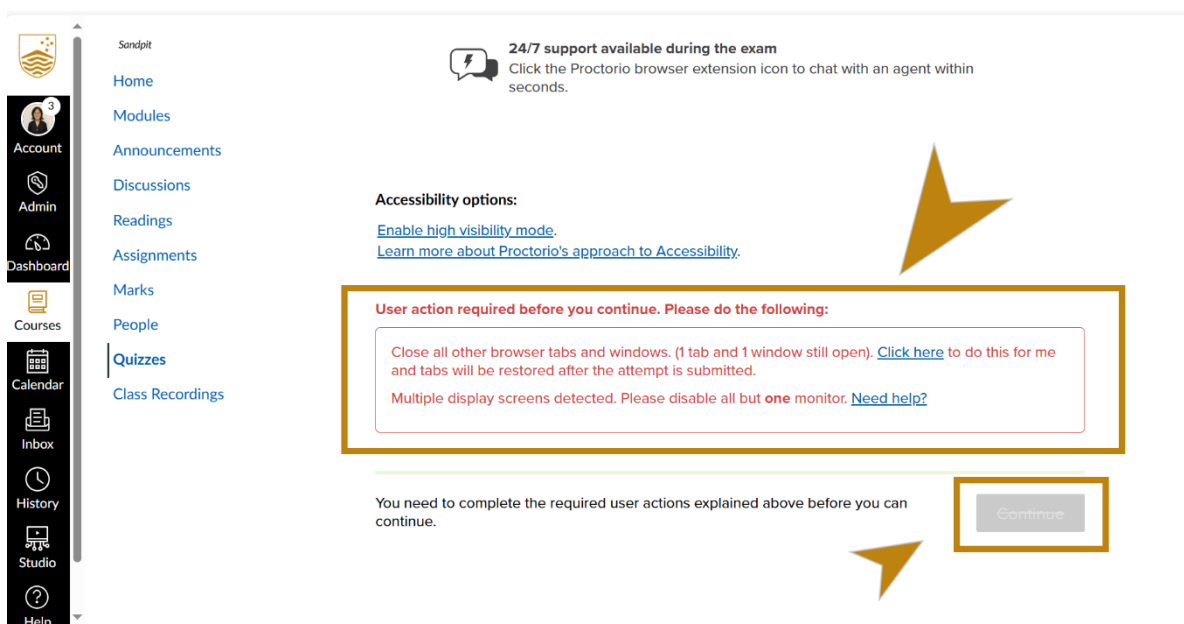
Step 2: If you haven't installed Proctorio properly, you will see instructions on how to install and enable the extension. Please follow these instructions carefully.



Click Add Extension button to install

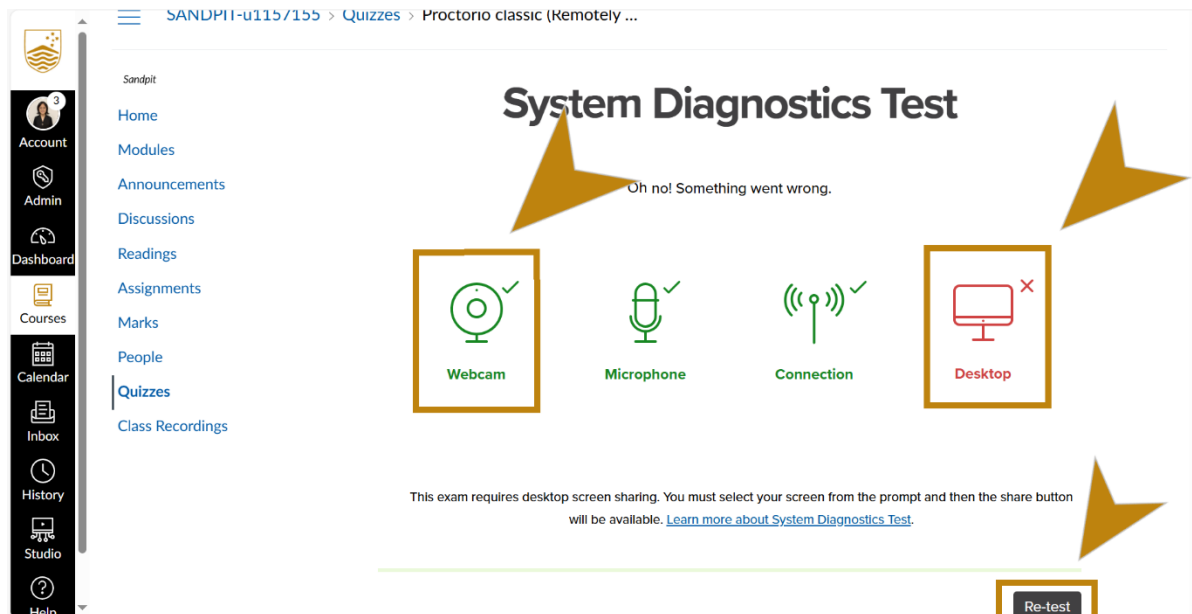
Step 3: If you have successfully installed the extension, the quiz page will appear.

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'.



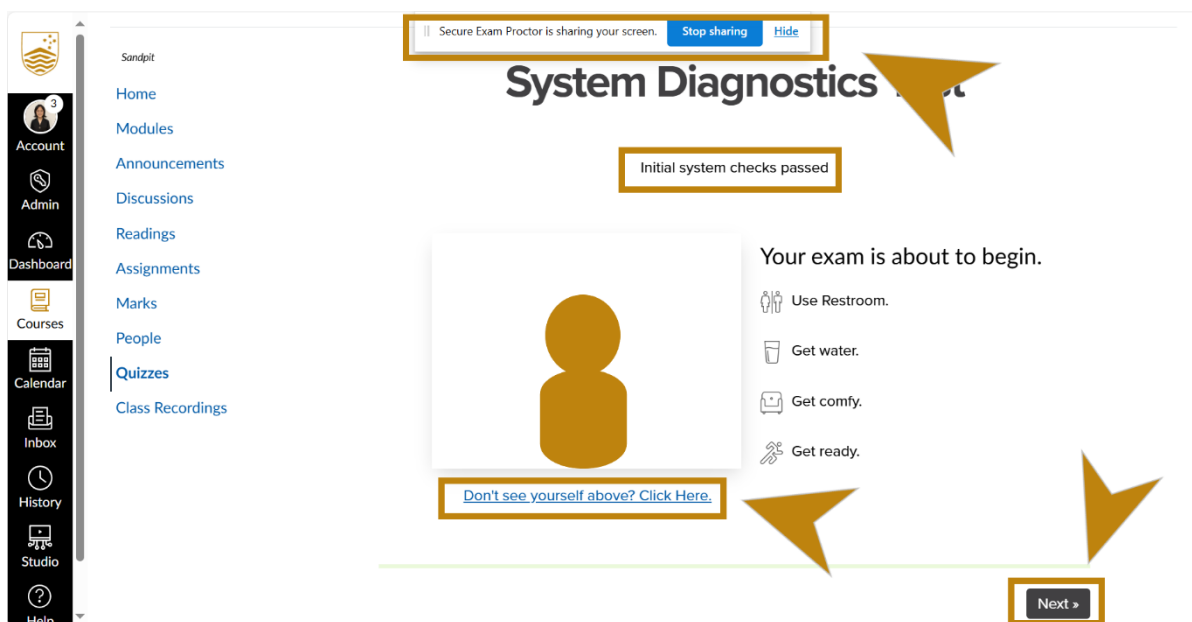
Proctorio warnings

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'.

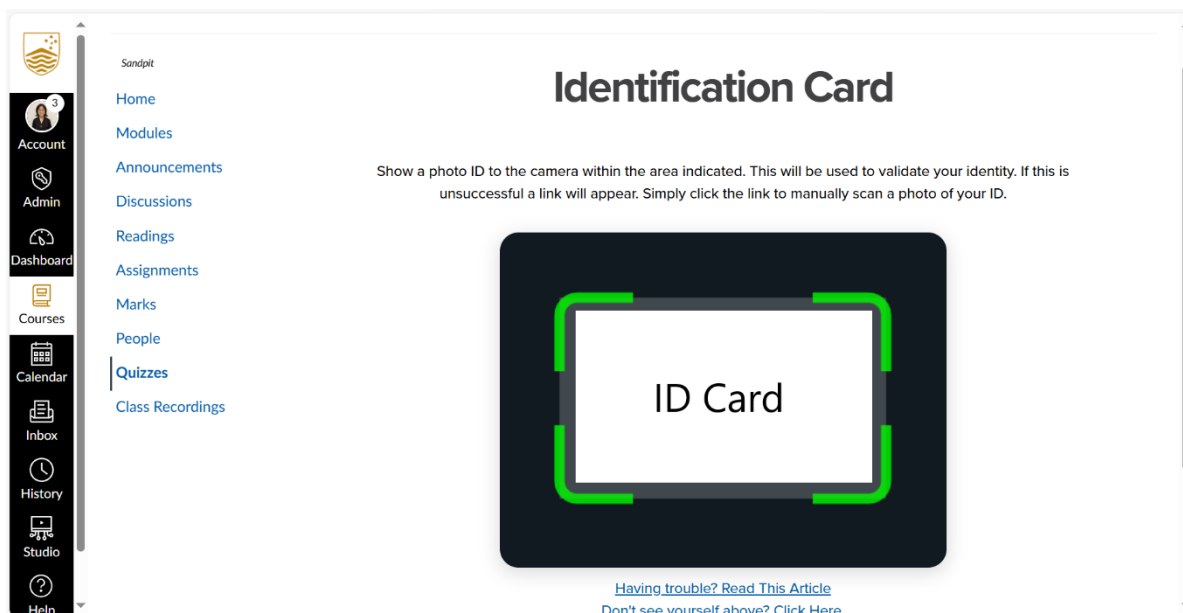


Initial system checks passed

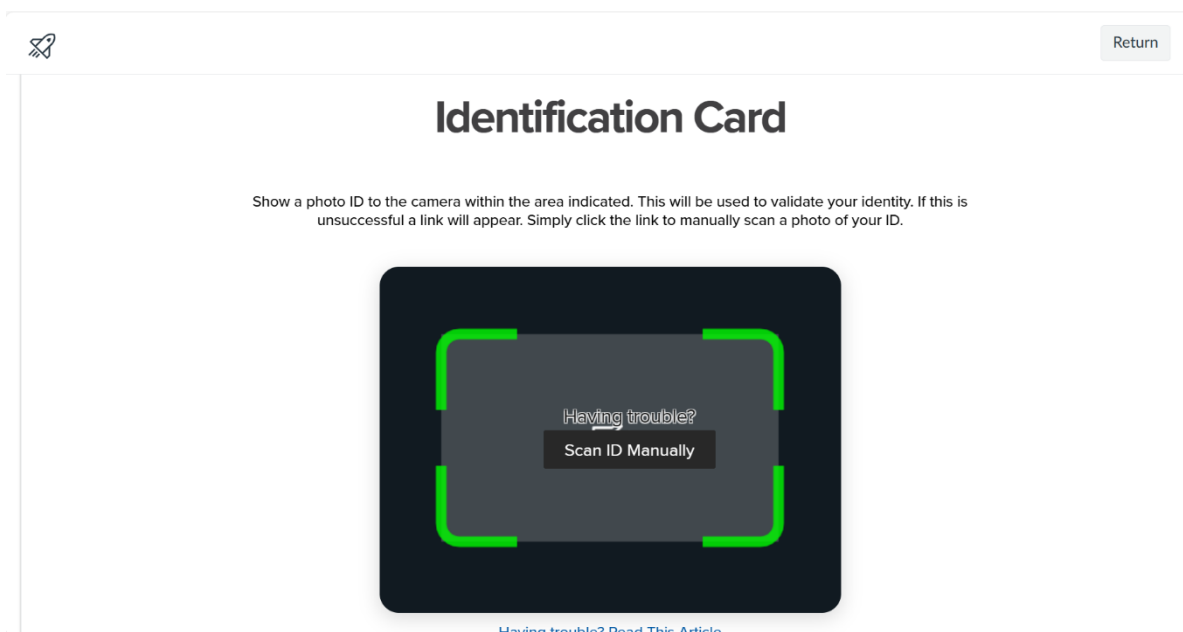
Step 7: Depending on your course convenor's settings, you may be required to verify your identity. Hold your ID card up to your camera for the system to scan.

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 convener 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.

Secure Exam Proctor is sharing your screen. [Stop sharing](#) [Hide](#)

Sorry for the interruption...

Your camera will be used to scan your desk environment

When you're ready, please click **start scan**.

Your test has already started, please complete this immediately!

START SCAN

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

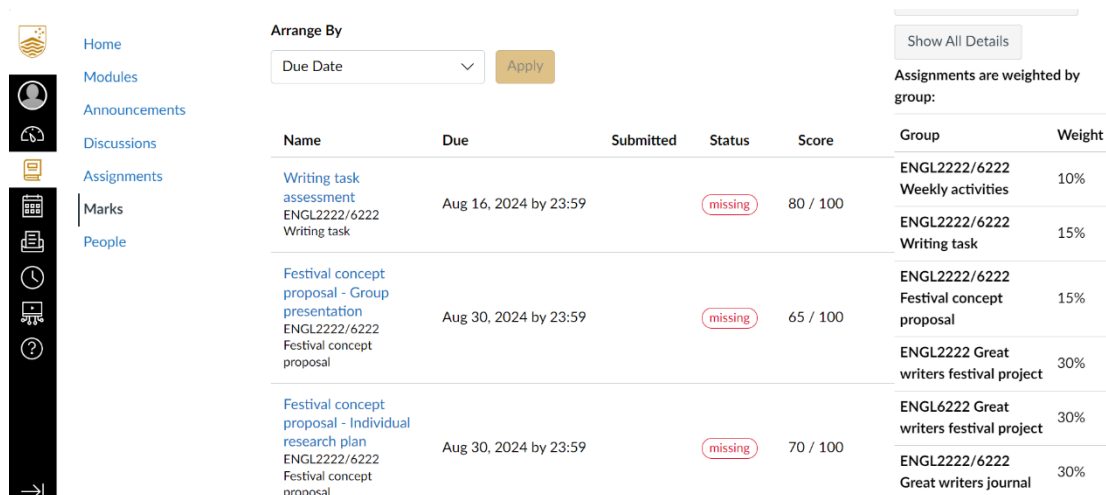
After the quiz/exam has finished

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.



The screenshot shows the Canvas Marks menu. On the left is a navigation sidebar with icons for Home, Modules, Announcements, Discussions, Assignments, Marks, and People. The main area displays a table of assignments. At the top, there is an 'Arrange By' dropdown set to 'Due Date' and an 'Apply' button. A 'Show All Details' button is also present. The table has columns for Name, Due, Submitted, Status, Score, Group, and Weight. The 'Status' column shows 'missing' for several assignments.

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

How do I understand the Canvas Marks menu?

The Marks page in a course displays all current marks for all course assignments. You can also view scoring details, comments, and rubrics.

In Global Navigation, click the Courses link, then click the name of the course. In Course Navigation, click the Marks link.

You can view the name of the assignment, the due date, your submission date, the assignment status, the score you earned, and the total point value of the assignment to your course.

You may see various icons in the score column, representing the type of assignment you submitted. If you see an icon rather than a score, that means this assignment has not been graded by your teacher yet. Once the assignment is graded, the icon will be replaced by your score.

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](#)