

Canvas Learner Guide

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Logging onto Canvas

For the best user experience, log in using the latest Google Chrome or Microsoft Edge web browser. Browser and computer requirements are available at [Canvas Community](#).

- Access Canvas anywhere you have an internet connection a <https://canvas.tastafe.tas.edu.au/>
- Canvas can also be accessed via the TasTAFE website <https://www.tastafe.tas.edu.au/student-login>
- View the Canvas Guides [Canvas Guides by mobile apps on Canvas Community](#)

Your Username and Password

Please check your TasTAFE Student account details email.

Logging on for the first time only

Use these instructions as well if you have forgotten your password

Username: Your username is: [firstname.lastname.00@student.tafe.tas.edu.au](#)

This is also your TasTAFE email address.

*Username exceptions apply:

- If you provided a 'preferred name' at enrolment, use that as your 'firstname'
- A long or hyphenated name, may be shortened
- You may have a different number than '00' in your username.

Password

You will need to set your password when logging in for the first time. Passwords need to be a **minimum of 8 characters**; are case sensitive; contain **one** number or symbol.

*Ask your teacher or a library staff member for assistance if you are unable to log in.

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When you log on for the first time

On Campus

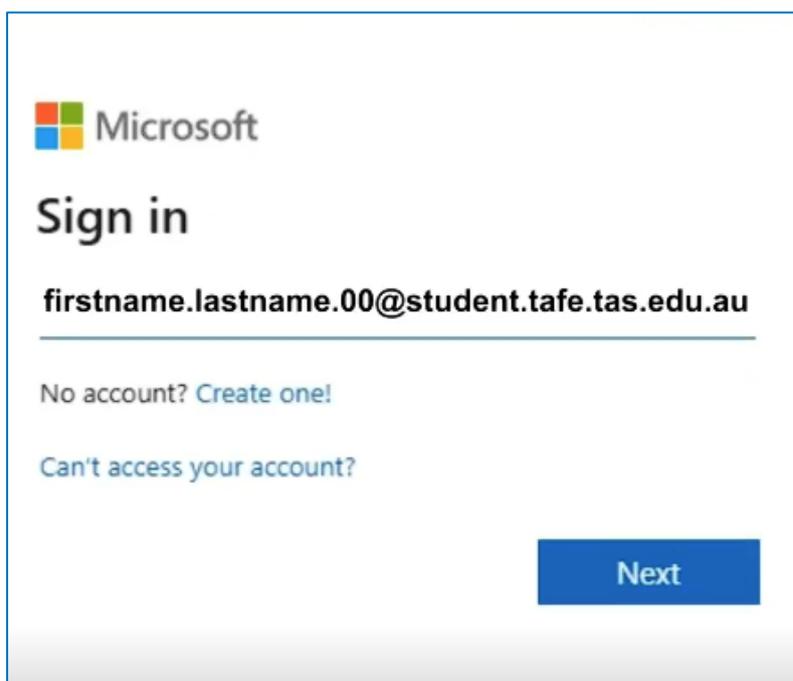
- When you log in on a TasTAFE PC or log in on your personal device for the first time, you will set your password.

firstname.lastname.00@student.tafe.tas.edu.au and your TasTAFE Password.

- Your new password should be between 8-256 characters, containing **one** number or symbol. Passwords are case sensitive.

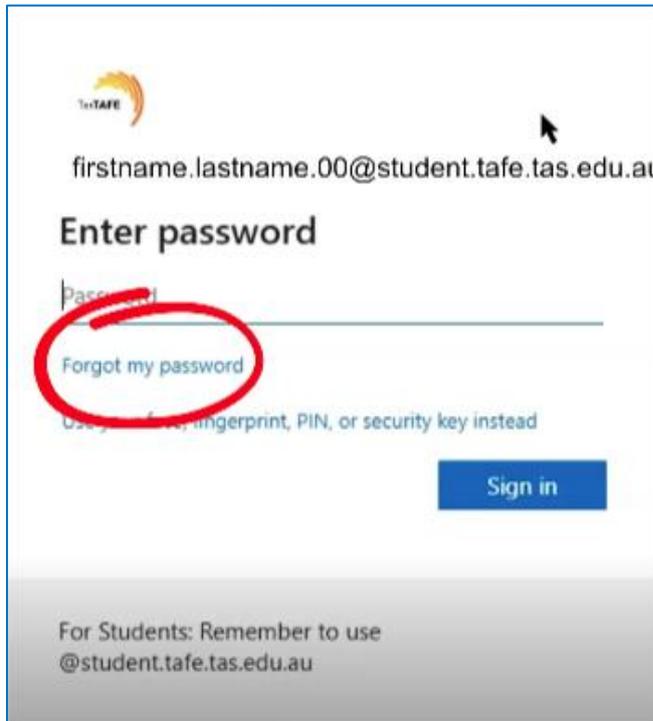
Off Campus

- Access Canvas anywhere you have an internet connection at <https://canvas.tastafe.tas.edu.au/>
- You must change your default password before you proceed. See the steps below. Enter your supplied username details and click **Next**

A screenshot of a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "firstname.lastname.00@student.tafe.tas.edu.au" is entered into a text field. Below the text field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the form is a blue button with the word "Next" written on it in white text.

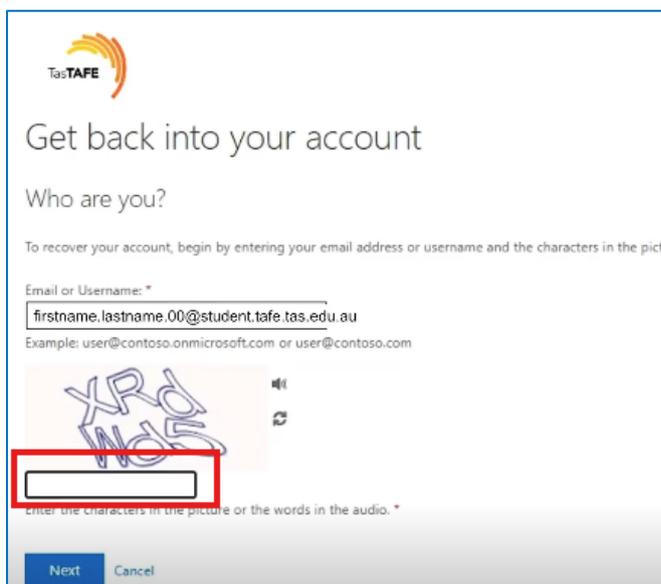
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Choose **forgot my password**



The screenshot shows the Canvas login interface. At the top left is the TasTAFE logo. Below it, the email address 'firstname.lastname.00@student.tafe.tas.edu.au' is entered. The heading 'Enter password' is displayed above a password input field. A red circle highlights the 'Forgot my password' link located below the password field. Below this link, there is a note: 'Use your face, fingerprint, PIN, or security key instead'. A blue 'Sign in' button is positioned to the right of the password field. At the bottom of the page, there is a note for students: 'For Students: Remember to use @student.tafe.tas.edu.au'.

Enter the Captcha details into the field provided and click **next**



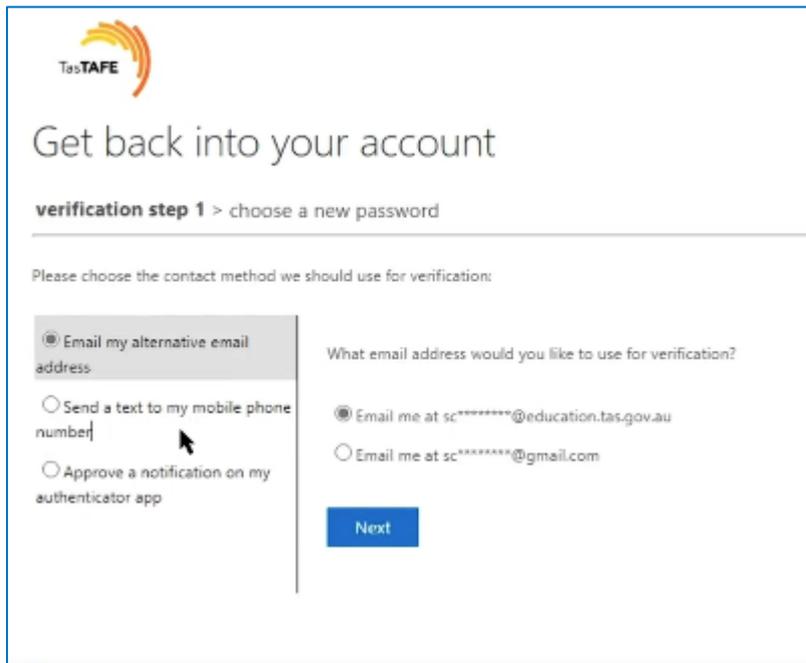
The screenshot shows the 'Get back into your account' page. The heading 'Get back into your account' is at the top. Below it, the question 'Who are you?' is asked. A sub-heading reads: 'To recover your account, begin by entering your email address or username and the characters in the picture.' There is an input field for 'Email or Username: *' containing 'firstname.lastname.00@student.tafe.tas.edu.au'. Below this, an example is provided: 'Example: user@contoso.onmicrosoft.com or user@contoso.com'. A captcha image is shown with the characters 'XRD' and 'Wd5'. A red box highlights the input field for the captcha characters. Below the captcha image, there is a note: 'Enter the characters in the picture or the words in the audio. *'. At the bottom, there are 'Next' and 'Cancel' buttons.

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Verification Step

Enter an alternate email address, **or** a mobile phone number for the verification code to be sent to.

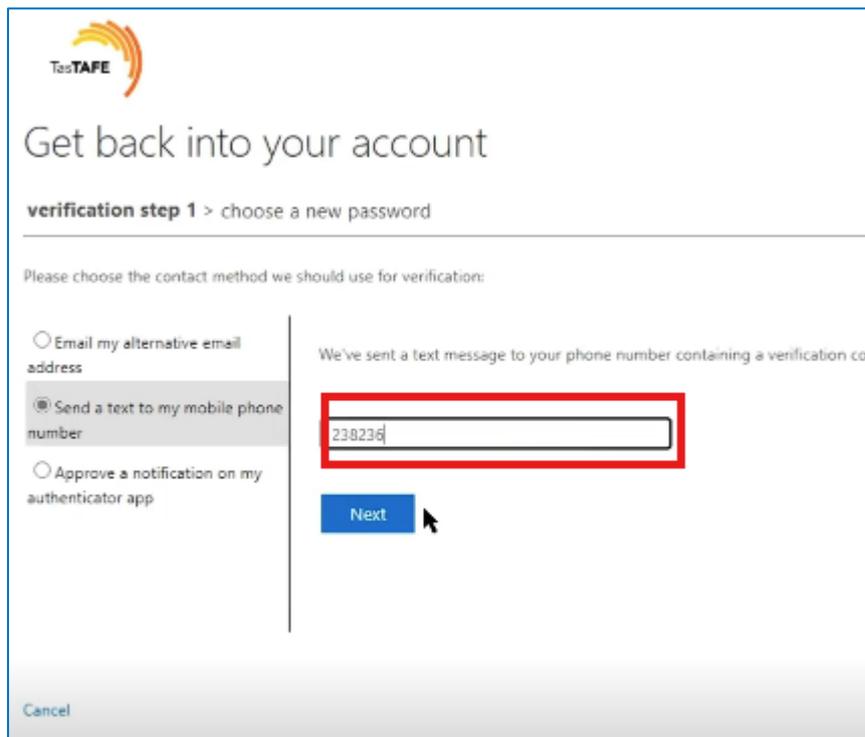
Choose **next**



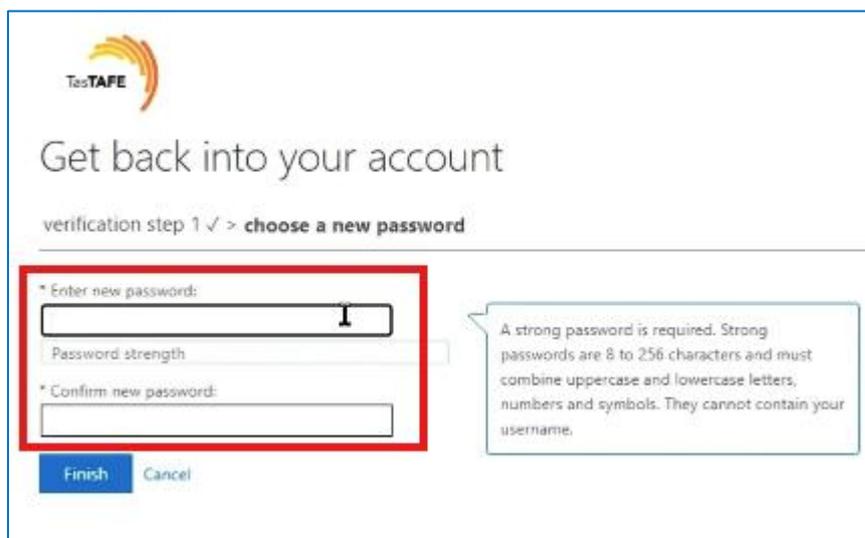
The screenshot shows the 'Get back into your account' page for TasTAFE. It is at 'verification step 1 > choose a new password'. The instruction is 'Please choose the contact method we should use for verification:'. There are three radio button options: 'Email my alternative email address' (selected), 'Send a text to my mobile phone number', and 'Approve a notification on my authenticator app'. A mouse cursor is pointing at the 'Send a text...' option. To the right, under 'What email address would you like to use for verification?', there are two radio button options: 'Email me at sc*****@education.tas.gov.au' (selected) and 'Email me at sc*****@gmail.com'. A blue 'Next' button is at the bottom right.

Enter the code sent to your mobile or alternate email address, and choose **next**

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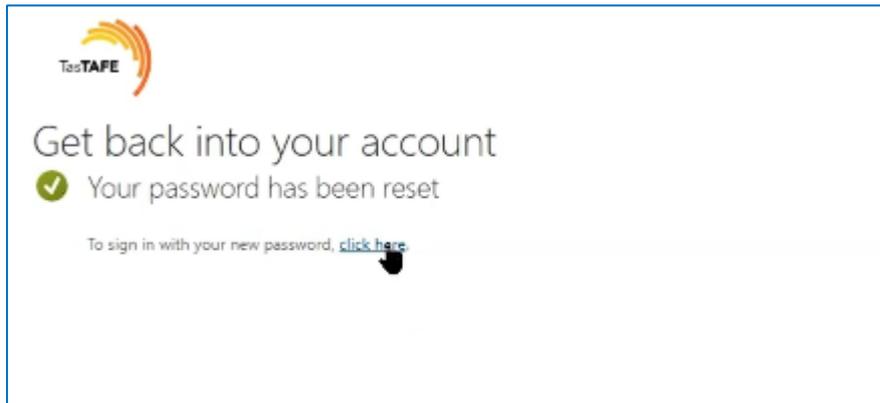


Enter your password into the **Enter new password** field, and the **Confirm new password** fields. Click **Finish**

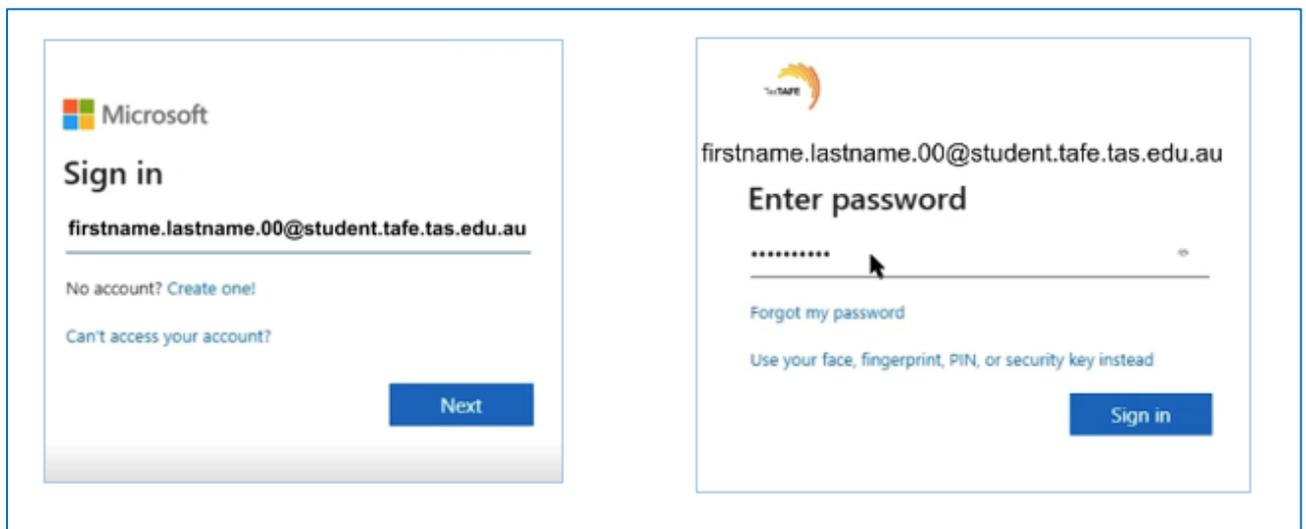


Upon clicking **Finish** you will be prompted to return to the login screen

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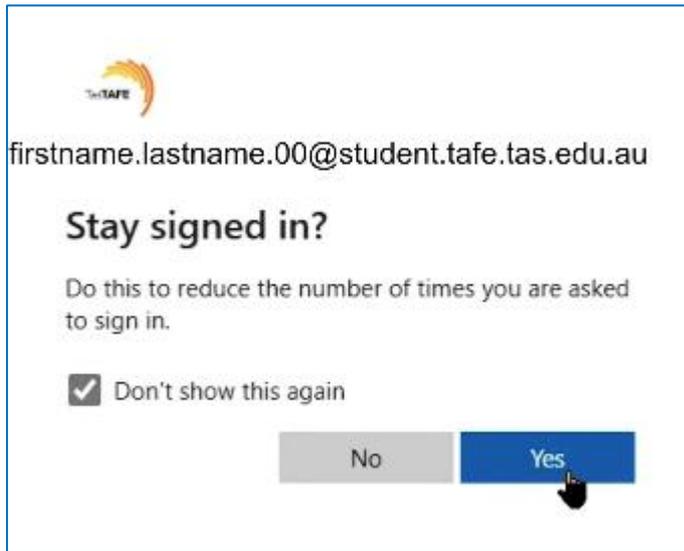


You can then enter your username and newly created password

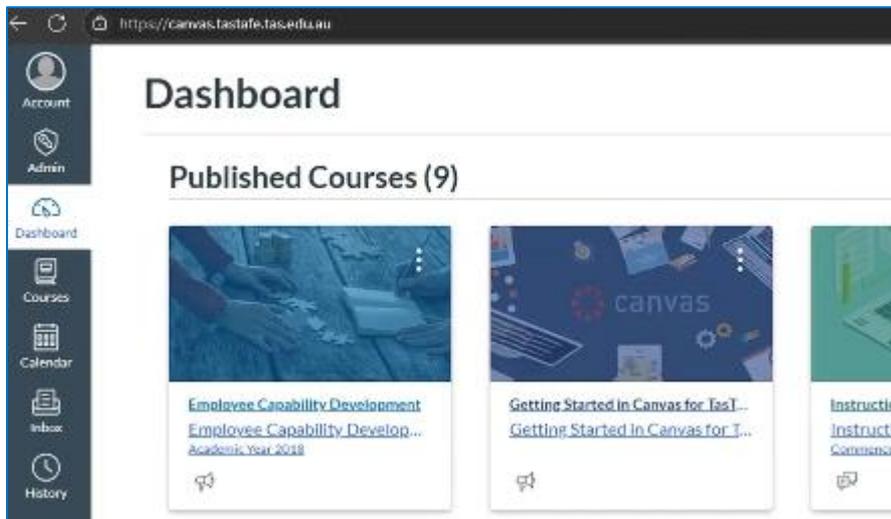


At the next screen answer, tick the **Don't show this again** option **yes** to the stay signed in.

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You will then see your Canvas dashboard

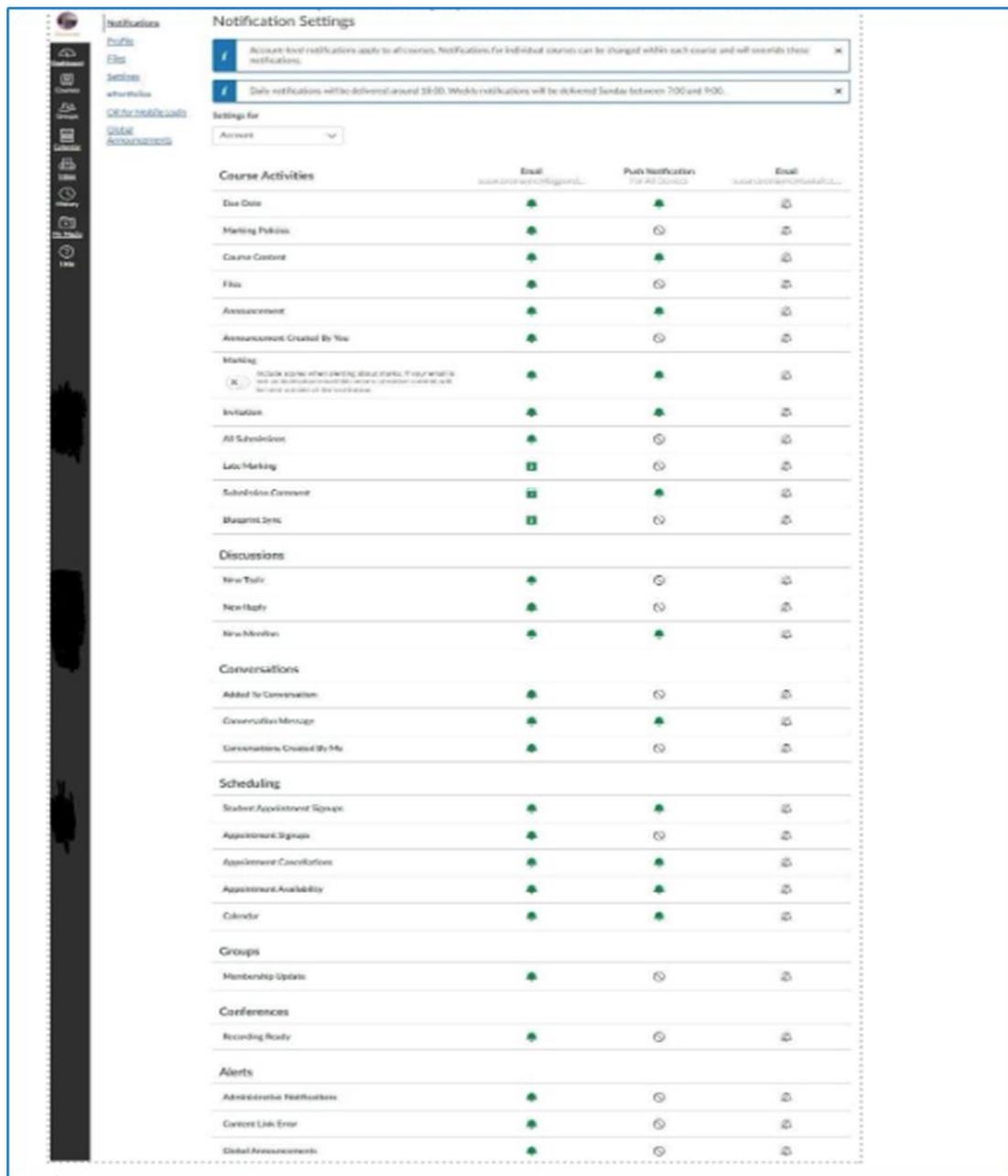


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Your Canvas Account

Notifications in Canvas

It is recommended you set up your Canvas notifications as shown below



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How do I add contact methods to receive Canvas course notifications?

By default, you will only receive notifications to your TasTAFE student email address.

You can manage notifications for a single course on the Course Notification Settings page.

Course notification settings only apply to the course in which they are set. To receive course notifications, you must first set your [Canvas notification preferences](#).

Canvas supports notification through email only.

Notifications Video

View a [video about Notification Preferences](#).

Add Ways to Contact

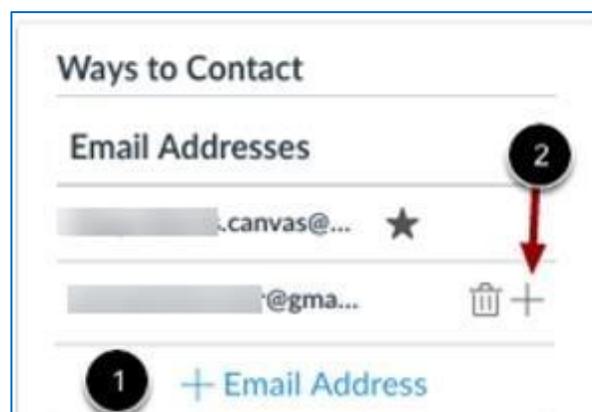
- In Global Navigation click the Account link
- Click the Settings link

In the Ways to Contact sidebar, your account displays the [default email](#) associated with your account (TasTAFE email)

Add an additional email address.

However, if you want to [add an additional email address](#), click the **Add Email Address** link [1]
Please note you may access your

TasTAFE email via
<https://outlook.office.com/mail>



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Your TasTAFE Email account

Upon enrolment you are automatically allocated a TasTAFE student email account. By default, you will receive Canvas notifications to your TasTAFE email address. Please refer to page 9 of this guide for information about Notifications in Canvas.

Your email address will be your TasTAFE username

firstname.lastname.00@student.tafe.tas.edu.au

Log into your TasTAFE Email Account

Via the TasTAFE website

1. Open the TasTAFE website www.tastafe.tas.edu.au
2. Look under: Student Connect/Login > Student Login > Student Email Login
<https://www.tastafe.tas.edu.au/student-login>

Via any web browser

You can access your TasTAFE email account anywhere you have an internet connection via a web browser at <https://outlook.office.com/mail>

1. Enter your TasTAFE login details
2. Username: firstname.lastname.00@student.tafe.tas.edu.au
3. Password: enter your TasTAFE password

If you receive an 'incorrect username or password' error, follow the password reset instructions at the beginning of the document.

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Office 365 for Students

For Home and your own Devices

Would you like to be able to use the same Microsoft Office products at home or when you are off campus or on your mobile devices??

TasTAFE is now licensed to offer Office 365 to students:

- Up to 5 copies of Office at home for Windows or Mac
- Up to 5 Copies for mobile devices

Download Office 365 at home

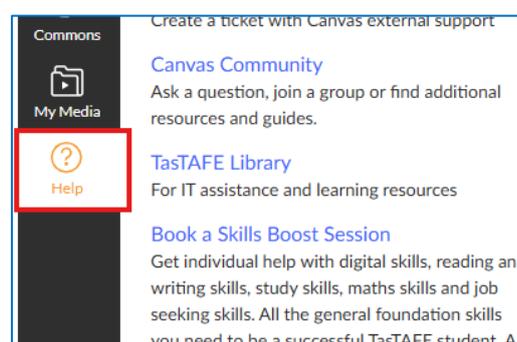
Go to: [Office.com](https://office.com)

1. Log in with your TasTAFE username and password, this is in the following format:
firstname.lastname.00@student.tafe.tas.edu.au
2. Select 'Install now' and follow the prompts

Canvas Help

Click on the **Help** icon. The last icon on the left-hand side

Then choose a link from the extensive menu of help topics



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Search the Canvas Guides



IOS and Android Student Apps

Canvas has both IOS and Android apps available Review each app below for your device.

iOS Canvas Student App – Download and login – page 14

The **Canvas Student app** is the mobile version of Canvas that helps you stay current with your courses anywhere you go.

Download the **Canvas Student app** for iOS devices from the App Store.

*Having trouble with the Canvas App use your mobile device web browser instead <https://canvas.tastafe.tas.edu.au>

Online guide: Canvas Student iOS

Android Canvas App – Download and login – page 15

The **Canvas Student app** is the mobile version of Canvas that helps you stay current with your courses anywhere you go.

Download the **Canvas Student app** for Android devices from the Play Store. See below:

*Having trouble with the Canvas App – use your mobile device web browser instead <https://canvas.tastafe.tas.edu.au>

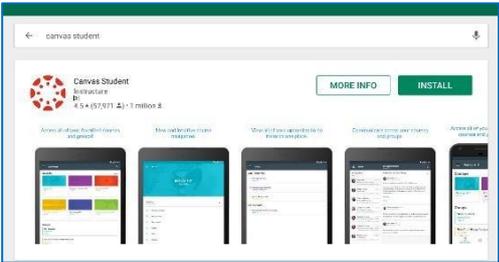
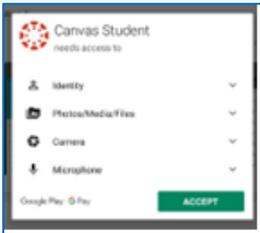
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Online guide: IOS App Guide

| | | | |
|--|---|---|---|
| <p>1) Open your iOS device and tap the App Store icon.</p> |  | <p>8) You can open the app on your iOS home screen by tapping the Canvas Student icon</p> |  |
| <p>2) In phone devices, tap the Search icon at the bottom of the screen. In tablet devices, tap the Search field at the top of the App Store</p> | <p>9) Tap the Find my school button</p>  | | |
| <p>3) In the search field, type Canvas Student in the search field. Tap the full name when it appears.</p> | <p>10) Type TasTAFE</p> | | |
| <p>4) Tap the Get button.</p> | <p>11) When TasTAFE appears in the search list, Click Go or tap the name. If the app cannot find your school, you can use TasTAFE's Canvas URL to log in https://canvas.tastafe.tas.edu.au</p> | | |
| <p>5) Tap the Install button. Note: iTunes may ask for your iTunes password to download the app.</p> | <p>12) Enter log in details Username: firstname.lastname.00@student.tafe.tas.edu.au Password: Your TasTAFE password</p> | | |
| <p>6) When the app has downloaded and installed onto your iOS device, you can access the app immediately by tapping the Open button</p> | <p>13) Click Sign in</p> | | |
| <p>7) If you would like to receive Canvas notifications click the Allow button</p> | <p>14) View the Canvas Dashboard</p> | | |

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Android App Guide

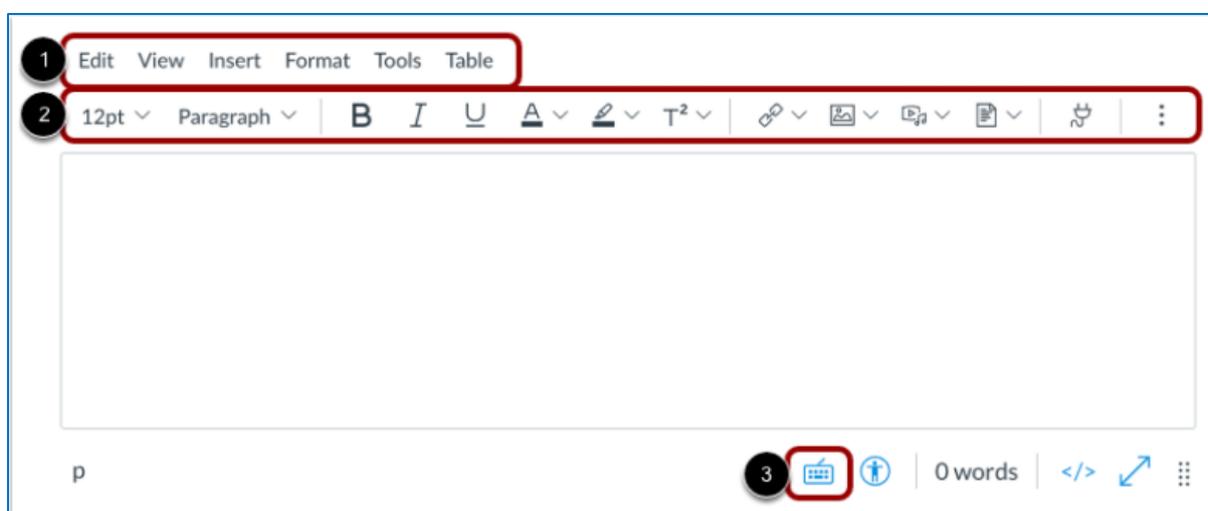
| | |
|---|--|
| <p>1) Open your Android device and tap the play Store icon.</p>  | <p>7) Tap the Find my school button</p>  |
| <p>2) Tap Search field at the top of the play store</p> | <p>8) Type TasTAFE</p> |
| <p>3) In the search field, type Canvas Student in the search field. Tap the full name when it appears.</p> | <p>9) When TasTAFE appears in the search list, Click Go or tap the name. If the app cannot find your school, you can use TasTAFE's Canvas URL to log in https://canvas.tastafe.tas.edu.au</p> |
| <p>4) Tap the Install button.</p>  | <p>10) Enter log in details Username: firstname.lastname.00@student.tafe.tas.edu.au Password: Your TasTAFE password</p> |
| <p>5) Before the app downloads, the Canvas app will ask for access to items on your device. You can click the grey downward arrow to read more about each item.</p>  | <p>11) Click Sign in</p> |
| <p>6) Tap Accept to allow the items listed to work with the Canvas app</p> | <p>13) View Canvas Dashboard</p> |

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About the Rich Content Editor

The Rich Content Editor allows you to add and format content for Assignments, Discussions and Quizzes.

Format Text and upload supported media types:



The menu bar will display above the Rich Content Editor [1]. The menu bar includes the same tools as found in the toolbar [2], but in a format that is easier to navigate with a keyboard.

To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon [3]

Further information about each of the menu bar options mentioned above can found within the [Canvas Community Guide](#)

Text editing includes font size, bold, italic, underline, text colour and background colour using the icons.

You can format headings, indent or align content. Insert tables, bullets, numbered lists, maths equations and media including YouTube videos and images.

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About Discussions

Discussion allows both teachers and students to contribute to discussion topics. Students can participate in a conversation with an entire class or group.

Discussions can be an assignment or simply serve as a forum for topical and current events.

Discussion topics can be a focused or threaded discussion. Focused discussions are short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period.

NOTE: your instructor may choose to find the Discussions link in the course Navigation.

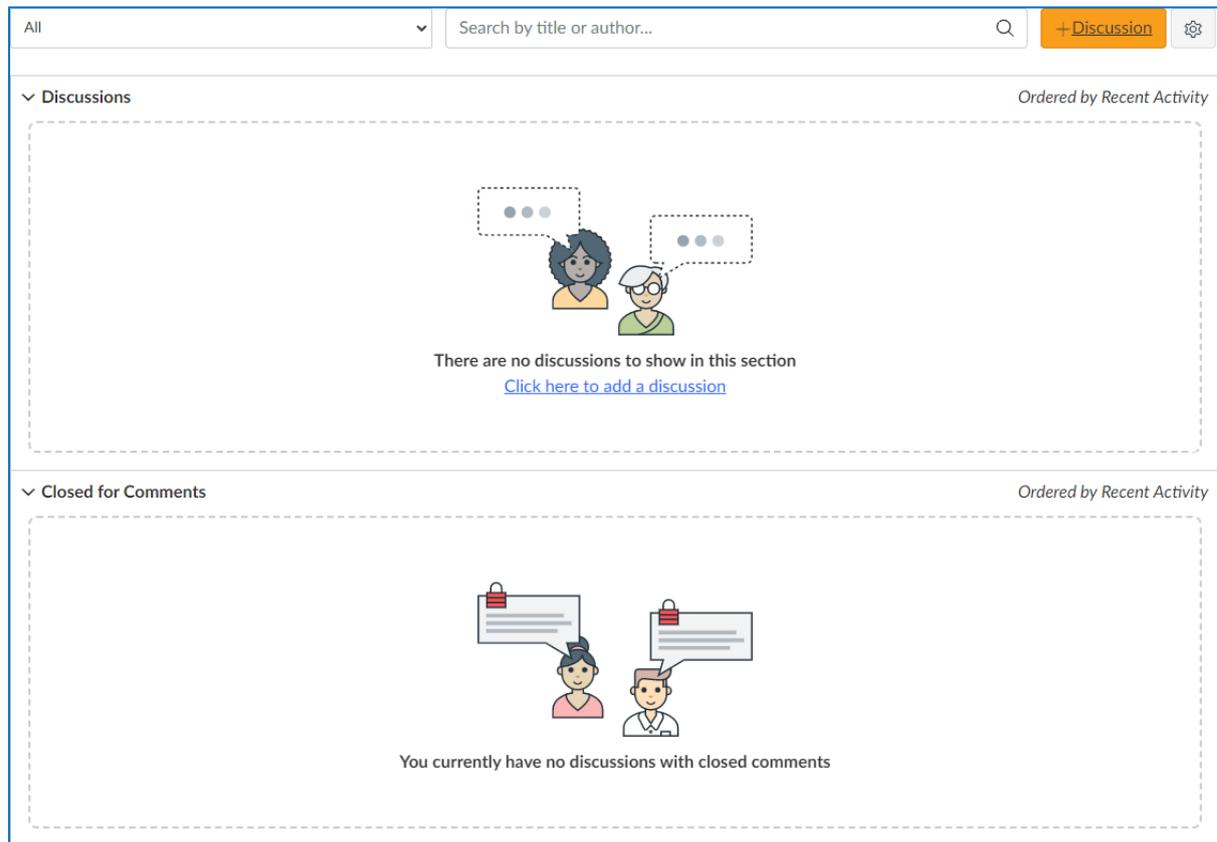
If the Discussions link is not available, you can still access discussions through other areas of Canvas.

Open Discussions

In Course Navigation, click the Discussions link.



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Discussions are organized into three main areas.

Discussions [1]: These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

Pinned Discussions [2]: These are discussions that your instructor wants you to pay specific attention to and will appear at the top of the Discussions page. You will only see this section heading if there are discussions within this section as designated by your instructor.

Closed for Comments [3]: These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.

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Canvas Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list.

The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

In Global Navigation, click the link

Calendar

The Calendar displays everything you are enrolled in since the Calendar spans across all courses. As displayed below, in the navigation bar, you can choose to view the calendar in Week, Month or Agenda view.

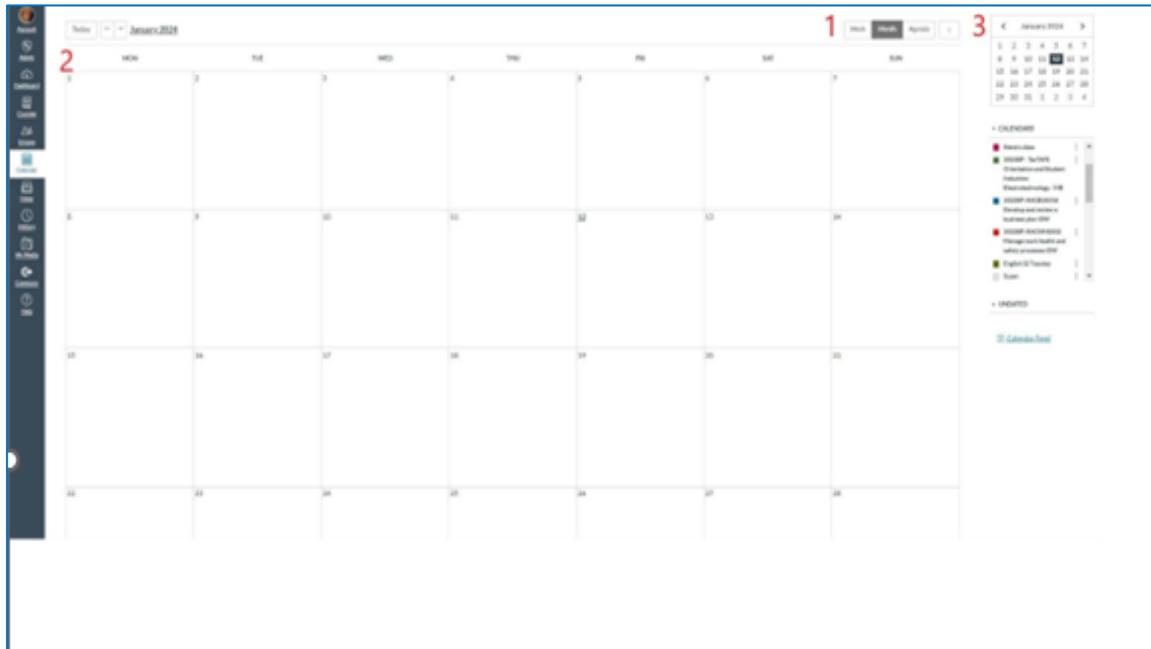
The view dictates the style of calendar window **(1)**

By default, the calendar appears in **Month view (2)**

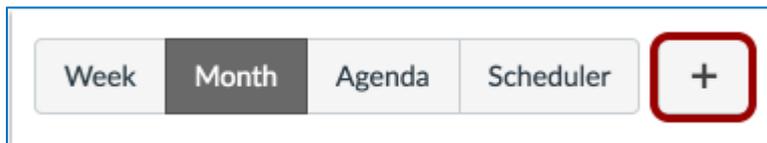
The sidebar **(3)** shows a quick-view calendar, just list of your courses and groups



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Add Calendar Items



Each calendar view shows any assignments or events that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the **Add** button.

You can [add assignments](#) and [add course events](#), and all users can [add personal events](#).

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Kaltura Video

Kaltura Video enables you to view, record, upload, publish, search, and share videos directly from Canvas. Kaltura is accessed through Canvas.

You will be able to upload videos into assessments, quizzes, discussions directly in your Canvas course.

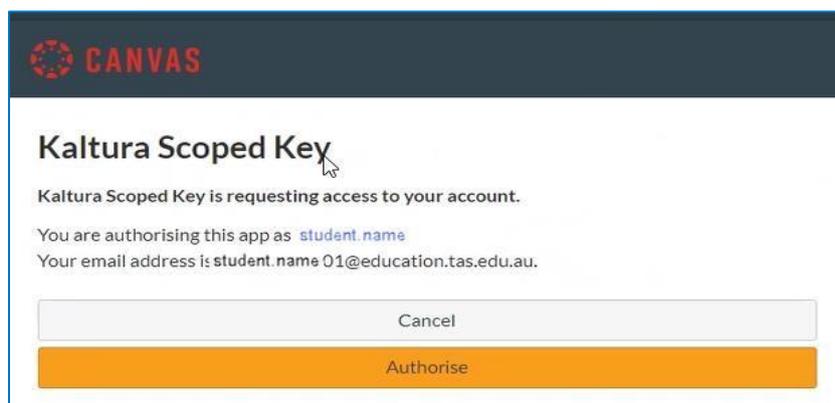
Please note deleted items **cannot** be retrieved.

Nor can Media be accessed once your course is finished.

We recommend that you download any items you wish to keep before your course

Kaltura does not work with the mobile Canvas Apps. To use Kaltura on your mobile device you will need to open Canvas via a supported web browser.

You will need to authorise the first time you log on to Kaltura.



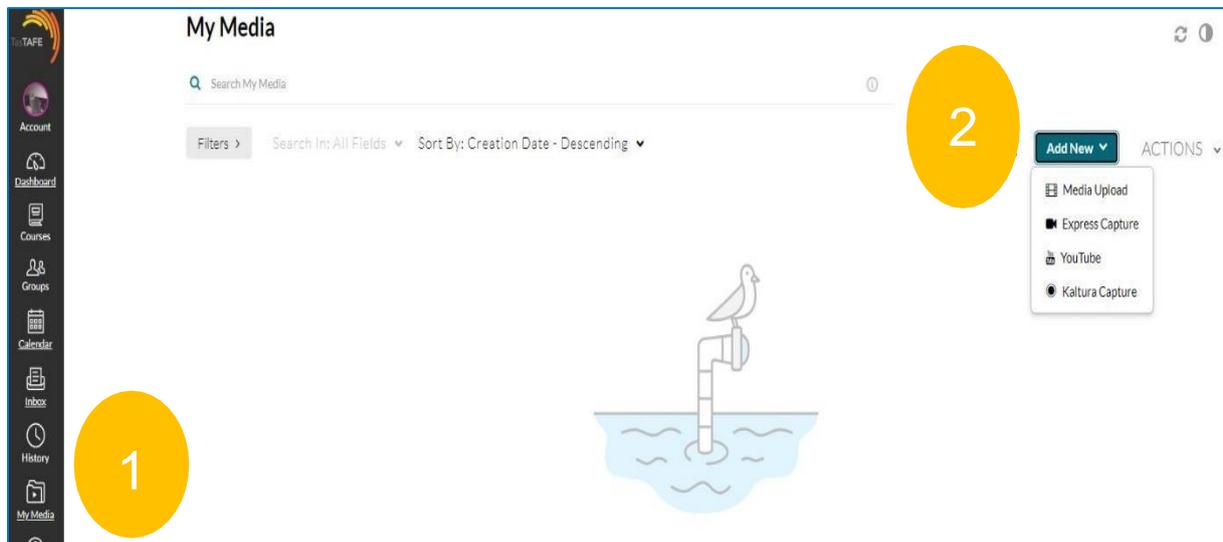
There are two parts to Kaltura

1. **MyMedia** is your personal media space and holds the media that you have uploaded or created in Kaltura. Teachers and students cannot access your MyMedia.
2. **Course Gallery** is the media uploaded by your teachers that is available in your Canvas Course. Course Gallery is accessed from within your Canvas course using the course menu.

MyMedia is accessed from the Global Canvas Navigation Menu and is where you can upload and manage your videos.

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Click on **MyMedia**, select **Add New**, and choose **Media Upload**.



Make sure you give your video a relevant name. We recommend your first name, last name, subject matter, or task name, follow the guidelines given in your course.

When your video is uploaded it will appear in MyMedia and can be edited using the edit icon (1) on the far right. Then launch (2) editor to trim (3).



Remember MyMedia can only be seen by you!

You will need to upload it into Canvas before your teacher can view your video

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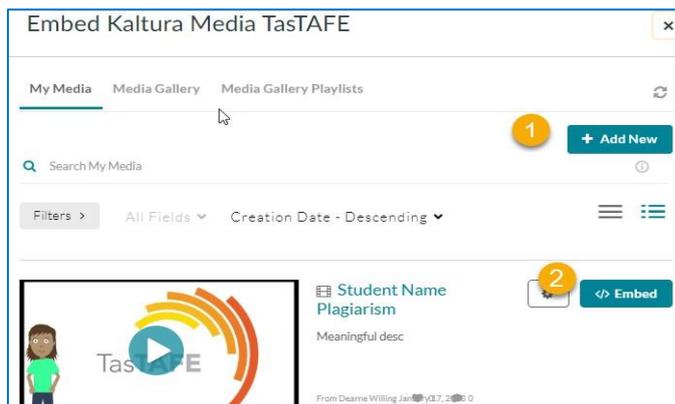
Uploading media into Canvas

Media is uploaded into Canvas by the Rich Content Editor [Page 16].

When the Kaltura icon  is selected, the Kaltura Media window appears, you can choose from one of two options:

Option 1: Add New, or

Option 2: embed from your existing content.

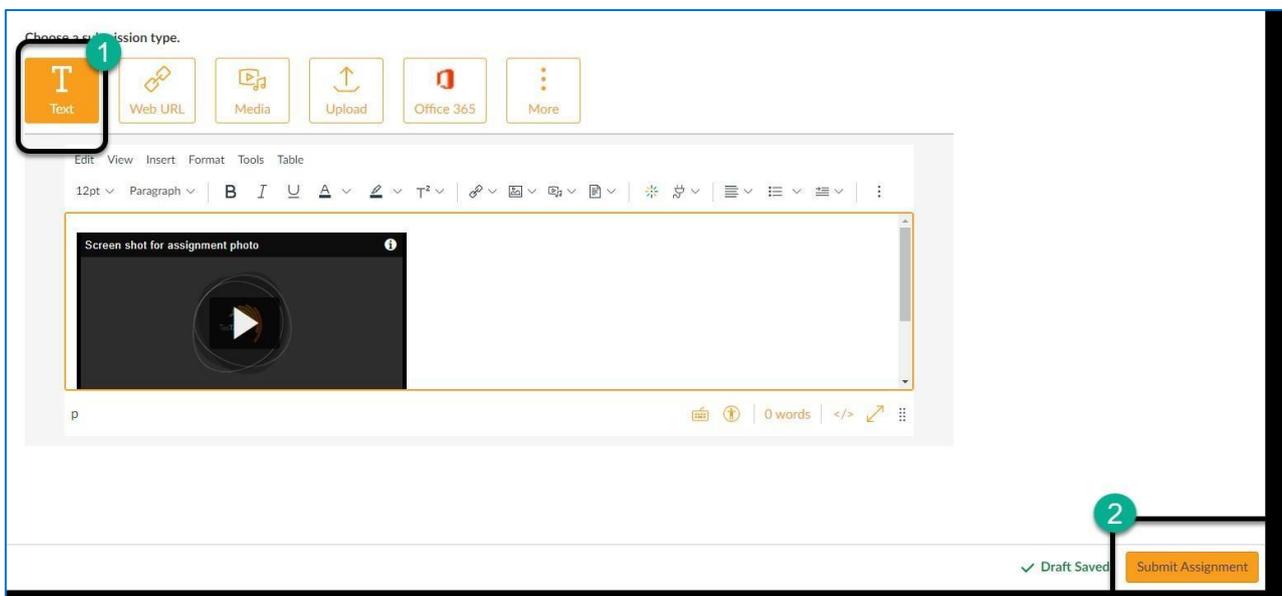


After selecting Option 1 or 2 you must choose  before your media will become visible to your teacher.

Important: When uploading media to Assignments you must select the Text submission type which displays the Rich Content Editor.

Follow the prompts on the Kaltura Media window, select either Option 1 or 2 as above.

After selecting  the Canvas Submit button becomes available



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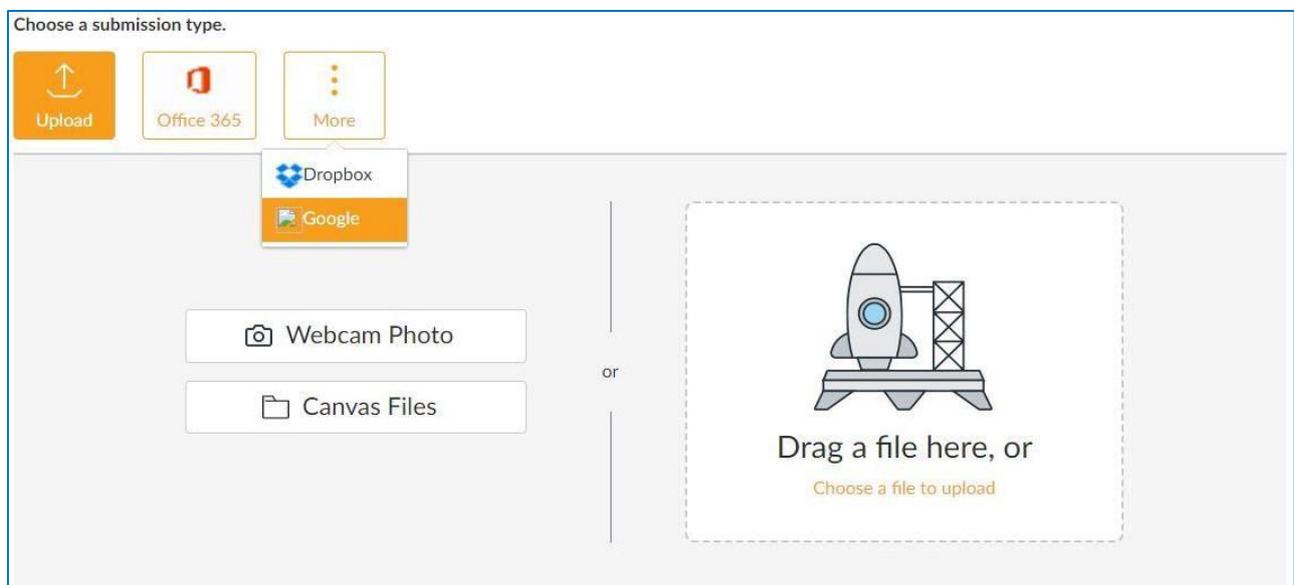
How do I upload a file to an Assignment?

You can submit online Assignments in Canvas using several submission types. Not all file types may be available for your assignment, depending on the assignment submission type set by your teacher.

Any attachments added as part of a marked assignment submission are also copied to your user files.

1. Open the Assignment (Assessment)
2. Read the Student Instructions and How to submit your assessment
3. Select a submission type – see options below

Canvas will not accept file uploads larger than 500 MB.
 Upload large files to Canvas via Office 365, Dropbox or Google Drive, see following pages or instructions



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Office 365

Office 365 is available free to every enrolled TasTAFE student.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Files uploaded from Office 365 are uploaded into your Canvas user files submissions folder.

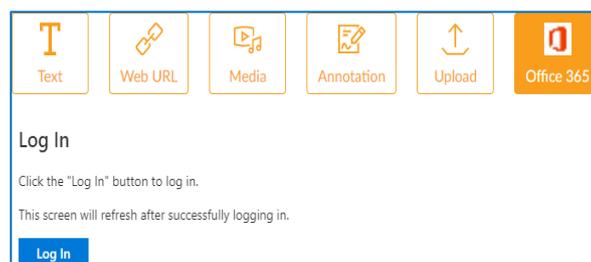
Canvas will require you to authorize access to your OneDrive account.

When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.

Note: In Office 365 assignments, you can only submit one file for your submission.

Instructions to upload from Office 365

1. Open the Assignment
2. Click Submit Assignment top right
3. Choose Office 365 from file submission options
4. Click Log In to log in to your Office 365 account to access your files
5. Log In to Office 365
6. Find and Select a File
7. Click Attach File
8. Add a Comment - if you wish
9. Click Submit Assignment



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Dropbox

Canvas accepts Dropbox files for assignment submissions.

When Dropbox files are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files.

This conversion essentially preserves the submission in its current state; any changes made to the file in Dropbox will not be updated in the submission.

Note: In Dropbox assignments, you can only submit one file for your submission.

Instructions to upload from Dropbox

1. Open the Assignment
2. Click Submit Assignment (top right)
3. Choose Dropbox option for file submission by clicking on more
4. Click the blue 'Select File to Retrieve' link
5. A new window appears for you to sign into your Dropbox account to access your files
6. You may need to solve a puzzle or two to verify your account
7. Select the file to submit
8. Click Choose
9. Add a Comment if you like
10. Click Submit Assignment



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Google Drive

Canvas accepts Google Doc, Sheet, and Slide files. You can also upload any uploaded Word, Excel, PowerPoint, and PDF files not converted to Google Docs formatting.

When Google Drive files are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files.

This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.

Note: In Google Drive assignments, you can only submit one file for your submission. [More info](#)

Instructions to upload from Drive

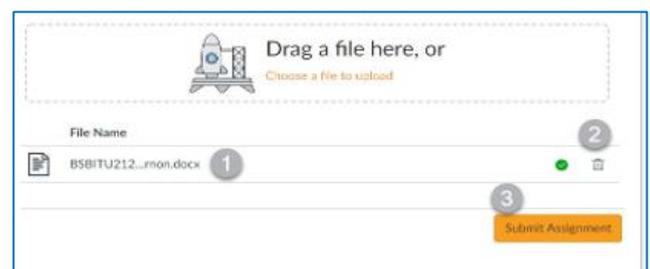
1. Open the Assignment
2. Click Submit Assignment (top right)
3. Choose Google Drive from file submission options
4. Click Authorise to log into your Google Drive account
5. Sign into your Google account
6. Click Allow when the Google Drive LTI by Canvas appears
7. Select a file
8. Click Submit
9. Add a Comment if you like
10. Click Submit Assignment



Your file displays as a draft submission [1].

To delete the file, click the Delete icon [2]

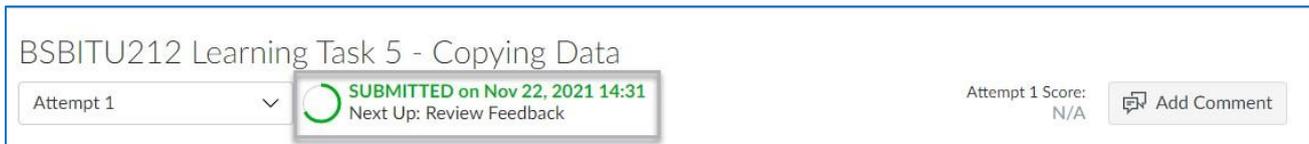
Submit Assignment button [3]



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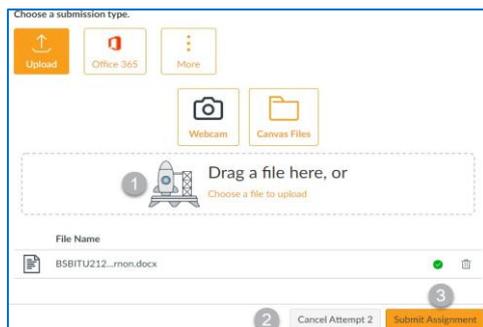
How do I know if my Assignment has been submitted?

When you submit an assessment the Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a Submitted status



Resubmitting Assignments

- Read the Assignment Comments, complete the further requirements
- Click the Try Again button.
- Choose a submission type
- **Drag a file here** or **choose a file to upload** [1]
- You can cancel your submission at any time [2]
- Click **Submit**



Canvas Learner Guide

Once the assignment has been submitted the Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a Submitted status [1].

The attempts have been updated to **Attempt 2** [2]

BSBITU212 Learning Task 5 - Copying Data

Attempt 2

2

▼

SUBMITTED on Nov 22, 2021 14:55
Next Up: Review Feedback

1

Attempt 2 Score: N/A
Add Comment

View Rubric

Open assignment. If an assignment has a rubric added to the assignment the **View Rubric** section automatically expands to display

Class Journal Week 5

25 Possible Points

Due: Thu May 20, 2021 11:59pm

Attempt 1

▼

IN PROGRESS
Next Up: Submit Assignment

Add Comment

Unlimited Attempts

▼ Details

Talk about what you're learning in class and one question you have.

▼ View Rubric

Some Rubric

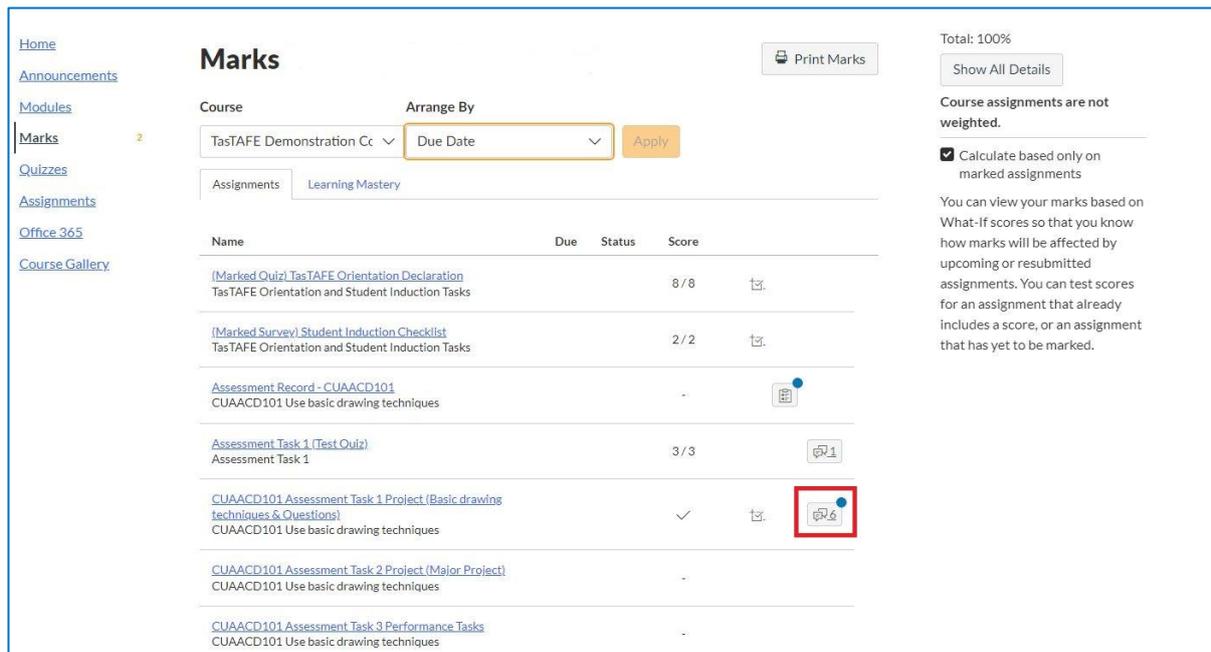
| Criteria | Ratings | Pts |
|---|---------|----------|
| Description of criterion view longer description | | / 25 pts |
| <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;"> 📊 Quiz Outcome view longer description threshold: 3 </div> </div> | | / 4 pts |
| <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;"> 🗨️ Discussion Outcome view longer description </div> </div> | | |
| <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;"> 🗨️ Discussion Outcome view longer description threshold: 3 </div> </div> | | |

Total Points: 0

Canvas Learner Guide

Finding new comments, if they are added

If a new comment is added to an assignment or to a rubric, a blue dot icon will display on the comment icon to the right of the assessment task name, click on the feedback window to view the comment.



The screenshot shows the 'Marks' page in Canvas. On the left is a navigation menu with links for Home, Announcements, Modules, Marks (with a '2' notification), Quizzes, Assignments, Office 365, and Course Gallery. The main content area is titled 'Marks' and includes a 'Print Marks' button, a course selector (TasTAFE Demonstration Cc), and an 'Arrange By' dropdown menu set to 'Due Date'. Below this are tabs for 'Assignments' and 'Learning Mastery'. A table lists several assignments with columns for Name, Due, Status, and Score. The fifth row, 'CUAACD101 Assessment Task 1 Project (Basic drawing techniques & Questions)', has a score of '✓' and a comment icon with a blue dot. On the right, a summary shows 'Total: 100%' and a 'Show All Details' button. Below that, it states 'Course assignments are not weighted.' and has a checked checkbox for 'Calculate based only on marked assignments'. A final paragraph explains that 'What-If' scores can be viewed to see how marks will be affected by upcoming or resubmitted assignments.

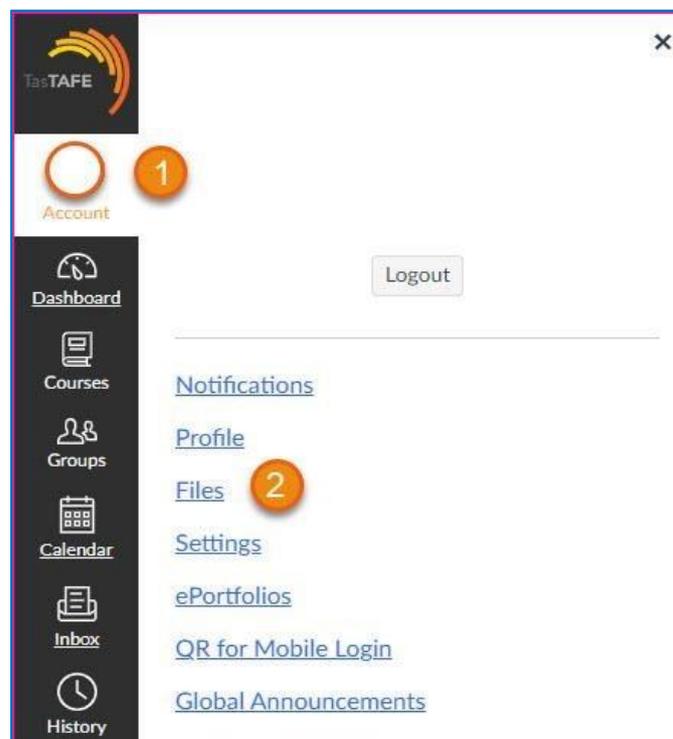
| Name | Due | Status | Score |
|--|-----|--------|-------|
| (Marked Quiz) TasTAFE Orientation Declaration TasTAFE Orientation and Student Induction Tasks | | | 8 / 8 |
| (Marked Survey) Student Induction Checklist TasTAFE Orientation and Student Induction Tasks | | | 2 / 2 |
| Assessment Record - CUAACD101 CUAACD101 Use basic drawing techniques | | | - |
| Assessment Task 1 (Test Quiz) Assessment Task 1 | | | 3 / 3 |
| CUAACD101 Assessment Task 1 Project (Basic drawing techniques & Questions) CUAACD101 Use basic drawing techniques | | ✓ | |
| CUAACD101 Assessment Task 2 Project (Major Project) CUAACD101 Use basic drawing techniques | | | - |
| CUAACD101 Assessment Task 3 Performance Tasks CUAACD101 Use basic drawing techniques | | | - |

Canvas Learner Guide

Where do I find my Assignment submissions (file uploads only)?

You can view all the files you have uploaded to your assignments from the Files section in your Account.

1. Open Account from the Navigation Panel.
2. Open Files
3. Open the Submissions folder (Click on My Files to expand the folders if necessary).
4. Select the course you would like to view your file uploads for.
5. The right-hand side will show the list of files for the course selected.



To view and download to your computer: click on the file name or place your cursor over the file and click the three dots at the right-hand side.

Canvas Learner Guide

Quizzes

Quiz options

In Quizzes students can:

- Access a calculator, both basic and scientific,
- Pin questions to come back to later,
- Experience new styles of questions and answers,
- BOLA: Build On Last Attempt.

With the Build on Last Attempt feature you will be asked to reattempt the incorrectly answered questions, instead of taking the entire quiz again.

SITXFIN007 Process financial transactions. Assessment Task 1: Short answer questions

The purpose of these questions is to assess your knowledge required to process financial transactions.

- This assessment task is comprised of 29 questions. You are required to correctly answer all 29 questions.
- A satisfactory attempt will be completed when marked 29/29.

Note: Successful completion of this assessment does not mean you have achieved all requirements of the unit of competency. An overall decision of competence for the unit will not be made until all assessments are completed.

Unit being assessed: SITXFIN007 Process financial transactions

How to complete and submit your assessment

- Select **Begin**
- When you have completed the questions click **Submit**
- Each time you click **Submit** it will count as an attempt

Note: Quiz responses are automatically saved, to exit click on **Return**. You can come back to finish at any time.

Your assessor will provide you with feedback and the result you have achieved.



No Time Limit



No Due Date

Begin



Canvas Learner Guide

How do I complete a Quiz?

1. **Read the Quiz Instructions**
2. Take note of the number of questions, if a time limit has been set and allowed attempts.
3. Click **Begin** button

AURASA102 Learning Task - Which fire extinguisher do I use

Unit: AURASA102 Follow safe work practices in an automotive workplace

This learning task requires you to complete **six (6)** questions. Refer to your learning resources to answer the questions.

- 1 question will be manually marked, and 5 questions will be automatically marked, where you will immediately see which answers are correct or incorrect.
- You can have unlimited attempts to complete this task.
- After each attempt, your teacher will review your answers, provide feedback, and allow an additional attempt, if needed.
- A satisfactory attempt will be marked as 6/6.

Contact your teacher if you have any questions.

How to complete and submit this learning task

- Select **Begin**
- When you have completed the questions click **Submit**
- Each time you click **Submit** it will count as an attempt
- If your attempt is incomplete, exit using **Return** (top right), your quiz responses are automatically saved.

---:--

No Time Limit

--

No Due Date

This assessment has unlimited attempts.

Build on last attempt enabled

i This assessment builds off your previous attempt. Questions marked as correct will be hidden on the next attempt. You'll be unable to take the assessment again if all questions are marked as correct or you run out of attempts.

Begin

Canvas Learner Guide

How to re-submit a Quiz?

Read the **Assignment Comments** and only complete the questions you are directed to do so. When you click Submit Canvas will say you have missed the questions e.g., a, b and c, you must click **Submit** anyway.

1. Read feedback from your teacher under **Marks** in the Course Menu
2. **Open** the Quiz
3. Review the **Last Attempt Details** (top right)
4. Review the previous Quiz attempt – See under **Attempt History** e.g. 'Attempt 1'
5. Click **Take the Quiz Again** to begin your next attempt.

AURASA102 Learning Task - Which fire extinguisher do I use

Unit: AURASA102 Follow safe work practices in an automotive workplace

This learning task requires you to complete six (6) questions. Refer to your learning resources to answer the questions.

- 1 question will be manually marked, and 5 questions will be automatically marked, where you will immediately see which answers are correct or incorrect.
- You can have unlimited attempts to complete this task.
- After each attempt, your teacher will review your answers, provide feedback, and allow an additional attempt, if needed.
- A satisfactory attempt will be marked as 6/6.

Contact your teacher if you have any questions.

How to complete and submit this learning task

- Select **Begin**
- When you have completed the questions click **Submit**
- Each time you click **Submit** it will count as an attempt
- If your attempt is incomplete, exit using **Return** (top right), your quiz responses are automatically saved.

---:-- --
No Time Limit No Due Date

This assessment has unlimited attempts.

Build on last attempt enabled
This assessment builds off your previous attempt. Questions marked as correct will be hidden on the next attempt. You'll be unable to take the assessment again if all questions are marked as correct or you run out of attempts.

Attempt History

| Results | Points | Score | (Highest score is kept) |
|---------------------------|------------|--------|-------------------------|
| Attempt 1 | 0.933 of 6 | 15.56% | (Highest score) |

Begin

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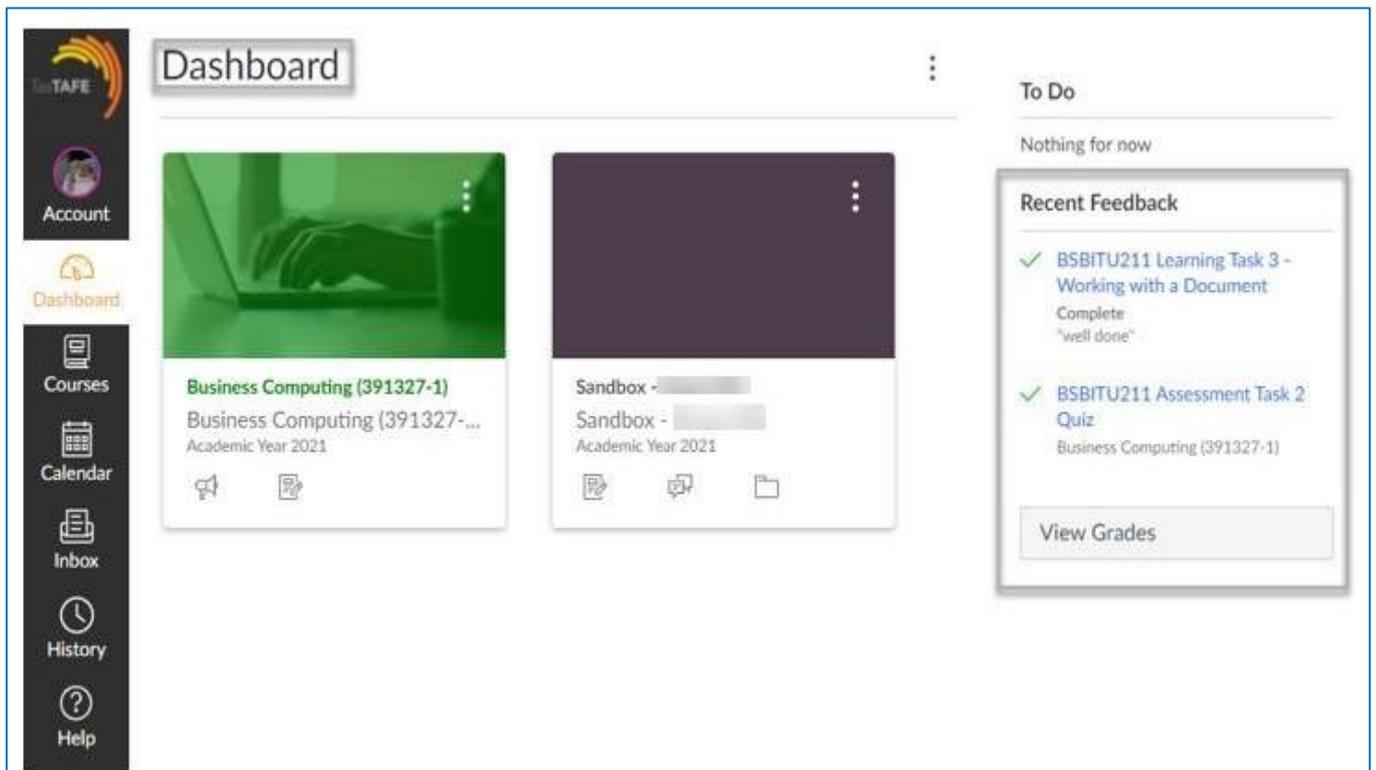
Marks

How will I know when an Assignment or Quiz has been marked?

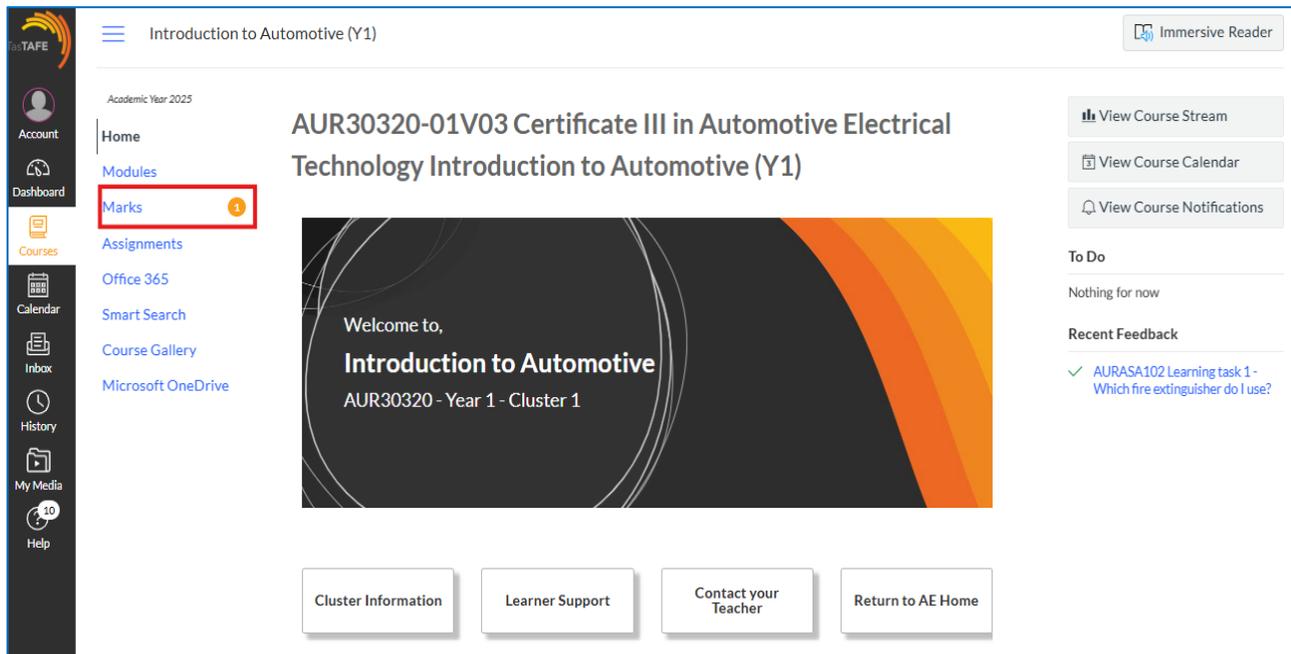
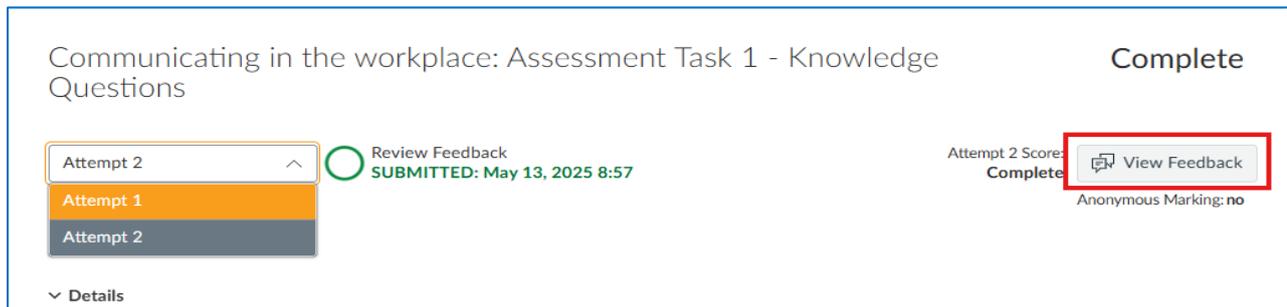
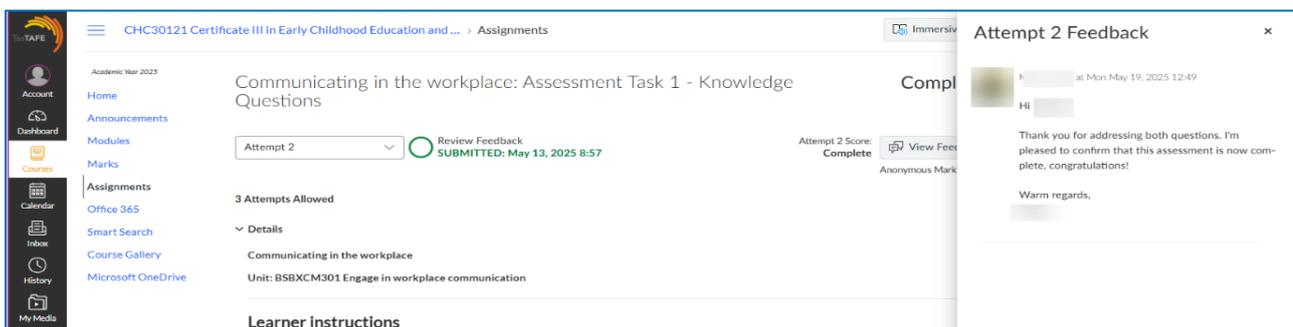
When your teacher has marked an assessment, your **Dashboard** will display the assessment name and comment under **To Do list** > **Recent Feedback** – top right of the **Dashboard**.

Click the Assessment name under **Recent Feedback** to review the assessment mark and feedback from your teacher.

Alternatively, assessment feedback can be displayed under **Marks** in the course menu.



Canvas Learner Guide

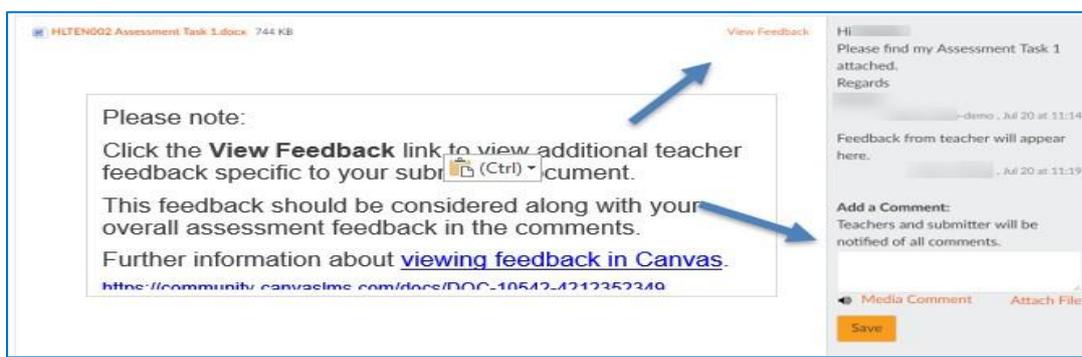
If you have submitted multiple attempts, you can move between both attempts

Canvas Learner Guide

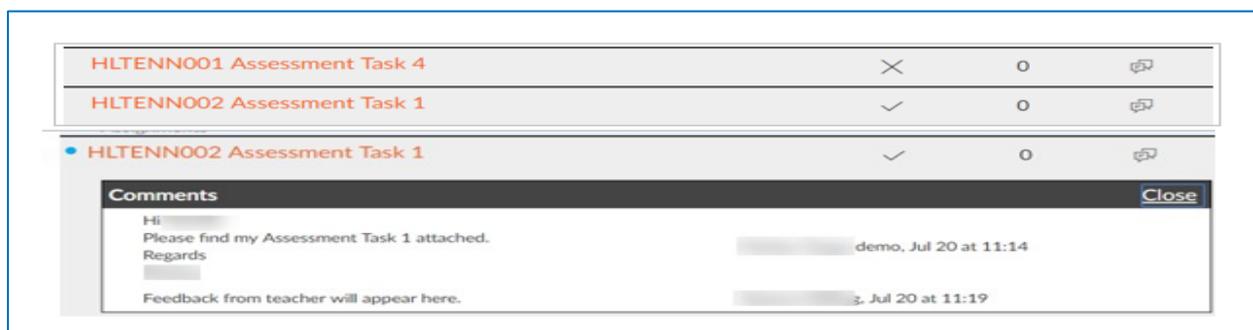
Feedback from teachers

When your teacher has provided feedback on an assessment, your **Dashboard** will display the assessment name and comment under **Recent Feedback** - top right of the **Dashboard** (see page 35).

If you click on the assessment task name under Recent Feedback you will see teacher feedback (in the form of a message, a file upload or an audio/video comment). There is space for you to return comment via the comment box, attach a file, or audio/video comment. Ensure to **Save** the return comment



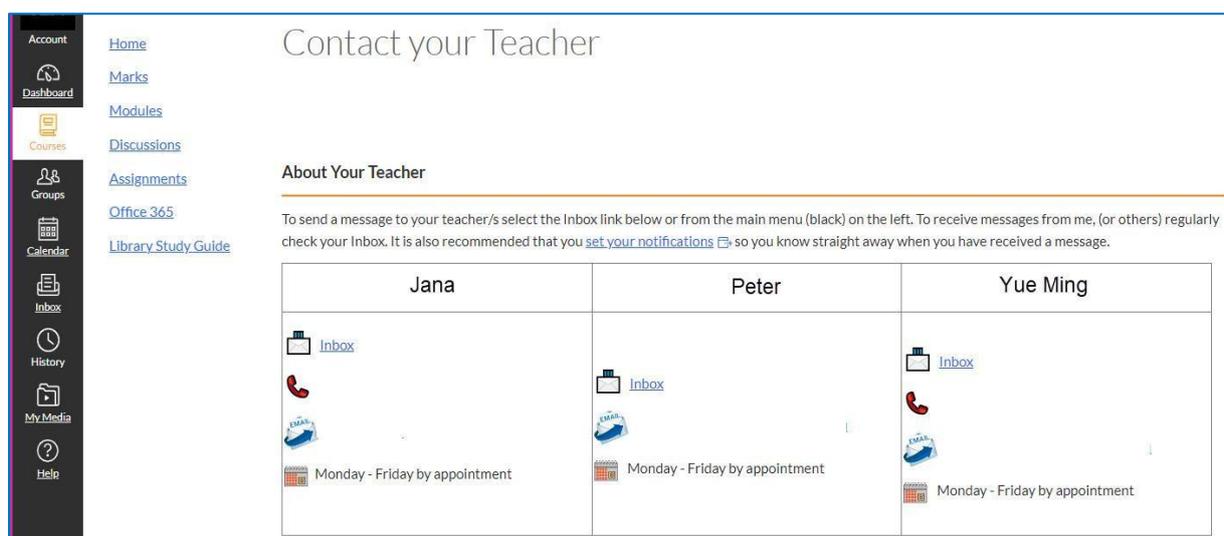
If you click on **Marks** in the course navigation menu or **View Grades** in the **Dashboard**, click on the comment icon to the right of the assessment task name to review feedback from your teacher



Canvas Learner Guide

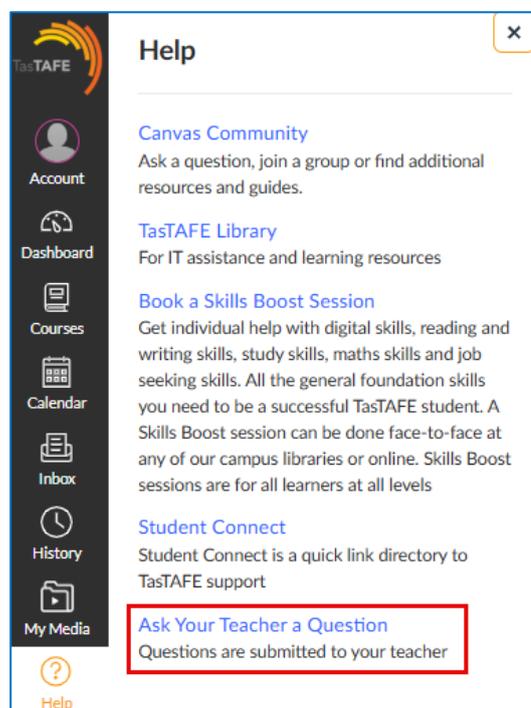
Contact your teacher

If you would like to contact your teacher in Canvas you can choose from the following options: **Contact your teacher | Help | Inbox | Discussions**



Help

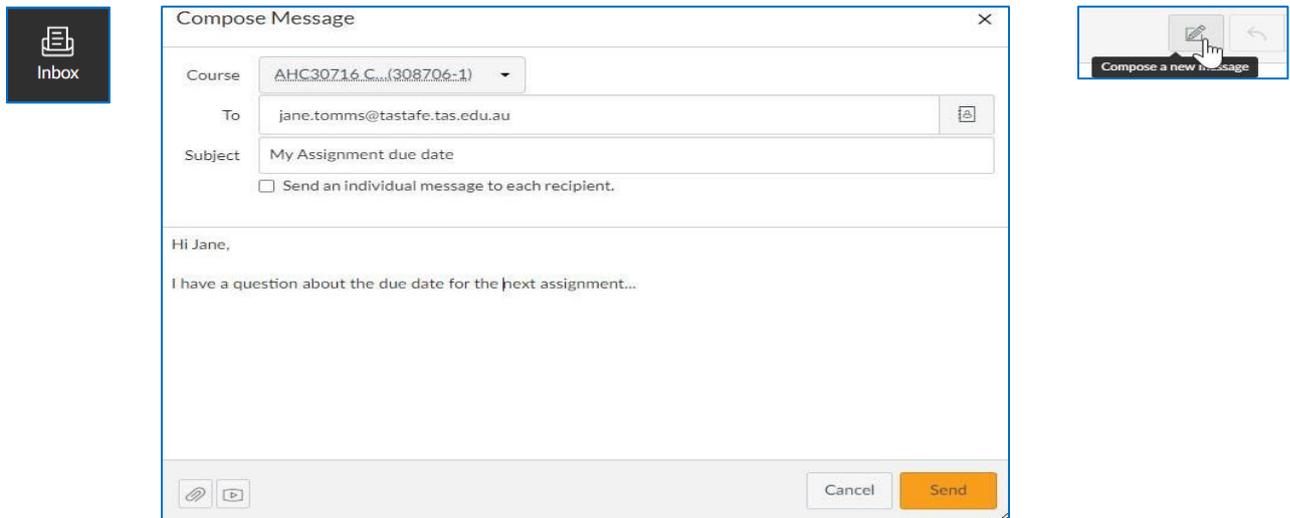
- Click on **Help** from the **Canvas navigation menu**
- Click on **Ask Your Teacher a Question**, choose your course and type your message.
- Click **Send Message**



Canvas Learner Guide

Inbox

Click on **Inbox** link on from the **Canvas navigation menu** to email your teacher.
Click the **Compose new message** link (pencil) to compose an email



Discussions

You may also communicate with teachers and other students via the **Discussions** link on the Course Navigation menu

