

INTRODUCTION TO CANVAS

Canvas is the OLSH College Learning Management System (LMS) that supports teachers in delivering a differentiated approach to learning – using traditional face-to-face practices with online technology. It is a cloud-based application which enables student and teachers to access the tools they need for learning and teaching wherever they are.

It also enables parents to be enrolled as an observer thereby providing access to student results, assessment tasks and course materials.

Canvas is the space where parents and students will receive marks and feedback for all assessment tasks. It will be time rich with results and feedback being released as work has been completed and corrected throughout the year.

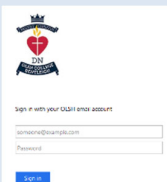
Canvas will enable you to have online access to marks for all your daughter's assessment tasks. Please note, however, that there might not be written feedback for every task. Where written feedback has been included in Canvas, some teachers might have opted to use a rubric whereas others might have included separate comments. Not all assessment tasks will have rubrics. In the future, all assessments task results will be available on Canvas.

We look forward to the ongoing role that Canvas will have in creating rich learning experiences for our students, efficient and blended learning tools for our teachers and opportunities for you as parents to stay connected with your daughter's education.

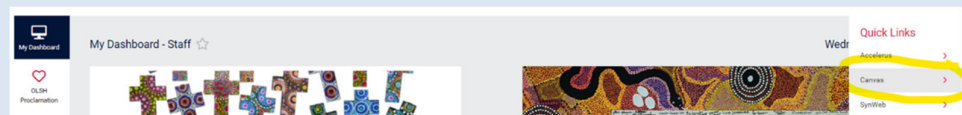
LOGGING INTO CANVAS FOR THE FIRST TIME

Canvas is accessible from any computer or mobile device with the latest versions of Chrome, Firefox, Safari and Edge. It is strongly recommended that when you log into Canvas for the first time that you adjust the notification settings on your accounts and hence manage the frequency and type of notifications you receive.

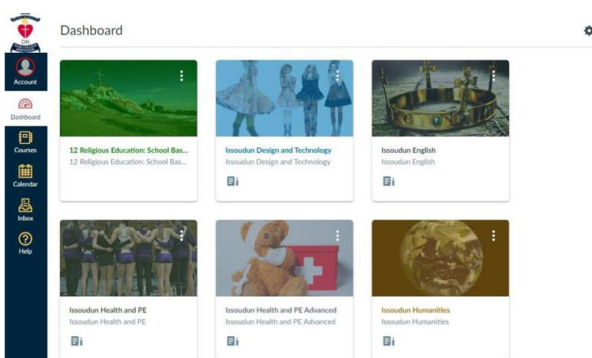
Canvas can be accessed via the Ametur Parent Portal at <https://intranet.olsb.vic.edu.au>



Using the User Id and password you will have received from the IT department, enter your login details. The User Id should take the format 99999@parent.olsb.vic.edu.au. Once logged in to Ametur, click the red link button on the right hand side and select Canvas from the drop down



As a Canvas observer, once inside the application you will have the following options:



- View the Dashboard
- Set your Notifications
- View the course Syllabus
- View Marks for Assessment
- View but not submit Assignments
- View the Modules Page

Dashboard

When you log into Canvas you will see the Dashboard with all your daughter's subjects visible.

SETTING NOTIFICATIONS

When you first log in, you will be invited to set your Notification Preferences via a message bar at the top of the Dashboard click on Notification Preferences. You can also click on Account on the left navigation bar to find the Notifications link.

It is strongly recommended that you set these notifications now with recommended default settings included below. These can be altered at any time to suit you.

Notifications are set as one of four delivery types: send right away, daily summary, weekly summary or don't send. If you change a setting the change is made immediately to your account. Notification settings apply to all of your courses/subjects so you cannot change settings to individual

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Notifications. Tell us how and when you would like to be notified of events in Canvas.

Notification Preferences

course/subjects.

NOTE: Green in the Notifications table indicates your nominated setting. Click on another icon to change a setting.

Course Activities	Email Address <small>legan@olsh.vic.edu.au</small>
Due Date	✓ ⓘ 📅 ✕
Grading Policies	✓ ⓘ 📅 ✕
Course Content	✓ ⓘ 📅 ✕

Recommended Settings

Course Activities	Recommended Setting
Due Date	Send weekly summary
Announcement	Notify me right away
Grading <input type="checkbox"/> Include scores when alerting about grades.	Notify me right away (DO NOT TICK small box under grading unless you want student results to appear in notification – not recommended)
Scheduling	
Calendar	Send weekly summary
Alerts	
Administrative Notifications	Notify me right away

NOTE: Canvas mobile device apps will also include setting notification preferences. However, setting preferences inside the app will override preferences in the browser version of Canvas, and daily and weekly preferences are not supported.

Parents will be notified when additional features / settings are being adopted by the College.

For all other items select: x Do not send me anything

VIEW A CANVAS COURSE

To enter a course, go to the Dashboard and just click on the Course you wish to enter. If you click on the word Courses (on the side bar), a full listing of courses will appear – click on the course you wish to enter.

VIEW MARKS FOR ASSESSMENT

When in a Course, click on the Marks link in the left menu. This will display the assessment results for this course. You can then click on the Show All Details button on the right hand side or click on the icons for each individual assignment. Marks can also be viewed from the Dashboard by clicking on the View Grades button on the right hand side and then selecting each individual subject. The marks in Canvas are the official marks for each of your daughter's subjects.

Please note that the following disclaimer will be included for all VCE tasks at Unit 3 & 4.

Disclaimer: all VCE marks are subject to moderation by VCAA.

VIEW ASSIGNMENTS

When in a course, click on the **Assignments** link in the left menu. You will be able to view past and present assignments. You can click on the name of an individual assignment for more details. If an assignment does not require an online submission, you will view 'No Submission' when opening individual assignments – this does not mean your daughter has not submitted her work.

VIEW THE COURSE CALENDAR

From the **Dashboard**, click on **Calendar** in the left navigation bar. Notice the colour-coded Calendar List to the right of the calendar representing each of your daughter's subjects. You can select or deselect which ones are being viewed. Click on any item on the calendar to see more details e.g. full assignment details and requirements. Assignments crossed out are typically past their due date.

Expanding the **Undated Events** link will show a list of events and assignments that are not dated.

COMMUNICATING WITH TEACHERS THROUGH CANVAS

Emails can be sent to individual subject teachers by first clicking on the Inbox link on the left navigation bar, then Compose a new message near the top of the screen. Next use the drop-down menu to select the relevant subject, select Teachers and then choose your daughter's teacher.

The screenshot displays the Canvas 'Compose a new message' interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area shows a 'Compose a new message' button and a message list that is currently empty, displaying 'No Conversations Selected'. A dropdown menu for selecting a subject is open, showing a list of subjects including '12.Religio...hoor Based', 'Issoudun D...Technology', 'Issoudun English', 'Issoudun Health and PE', 'Issoudun.H...E.Advanced', 'Issoudun Humanities', 'Issoudun Mathematics', 'Issoudun.R...Education', and 'Issoudun Science'. To the right, the 'Course' dropdown is set to 'Issoudun Mathematics'. Below the subject dropdown, the 'To' field is empty, and the 'Subject' dropdown is set to 'Back'. A list of teacher names is visible: Lynn Egan, Mrs Khoury, Suzy PASK, Gayle Roberts, and Kirsten Wiley.

VIEW CANVAS IN YOUR PREFERRED LANGUAGE

English is the Canvas default language, but you can choose to view the Canvas interface in another language. To change the default language, open the user settings by clicking on Account on the left navigation bar, then clicking on Settings. On the right hand side, click on Edit Settings. In the Language drop-down menu, choose your preferred language, then click on Update Settings.

