

# Canvas guide for supervisors



canvas

February 2024



Sydney Distance Education High School



# Sydney Distance Education High School

## Canvas guide for supervisors

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## Introduction

Canvas is the name of one of the **learning management systems (LMS)** at Sydney Distance Education High School (SDEHS) where students can access their coursework, learning materials and communicate with their teachers. Canvas was implemented in 2024 for some courses and will eventually replace our existing LMS (Moodle) over the next few years. Both systems are referred to as **elearning**.

Supervisors can login to Canvas to access student marks, teachers' comments, track student progress, and view course activities, announcements and calendar events.

## Devices and browsers

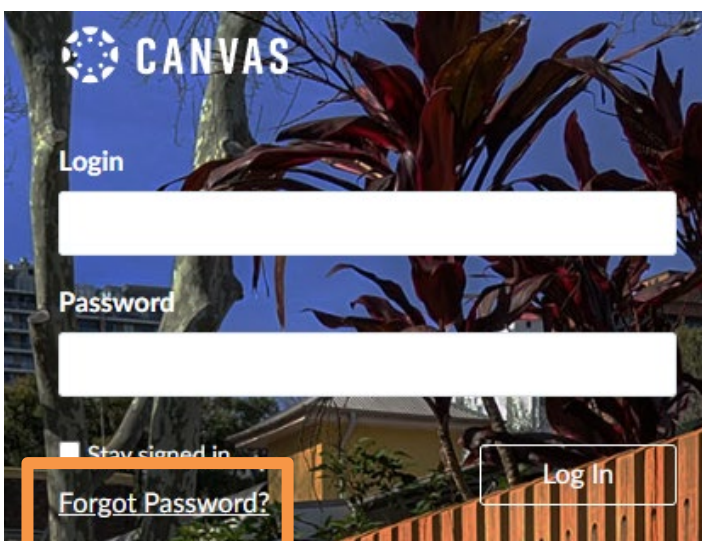
You will need a reliable computer/laptop or device and internet connection. We recommend a good internet connection for best performance. To use an iPad, tablet or mobile phone you will need to download the **Canvas App** from the Apple App Store or Google Play.

## Supervisor login

You will need to login using your email address provided on enrolment. Supervisors of students at non-government or government school (including SSP's) will need to login using the school email address.

### Follow these steps:

1. Go to this site to [Login as a parent/carer or supervisor](https://sydneyh-d.instructure.com/login/canvas) (<https://sydneyh-d.instructure.com/login/canvas>)
2. Select **Forgot password** initially to set up your account the first time.



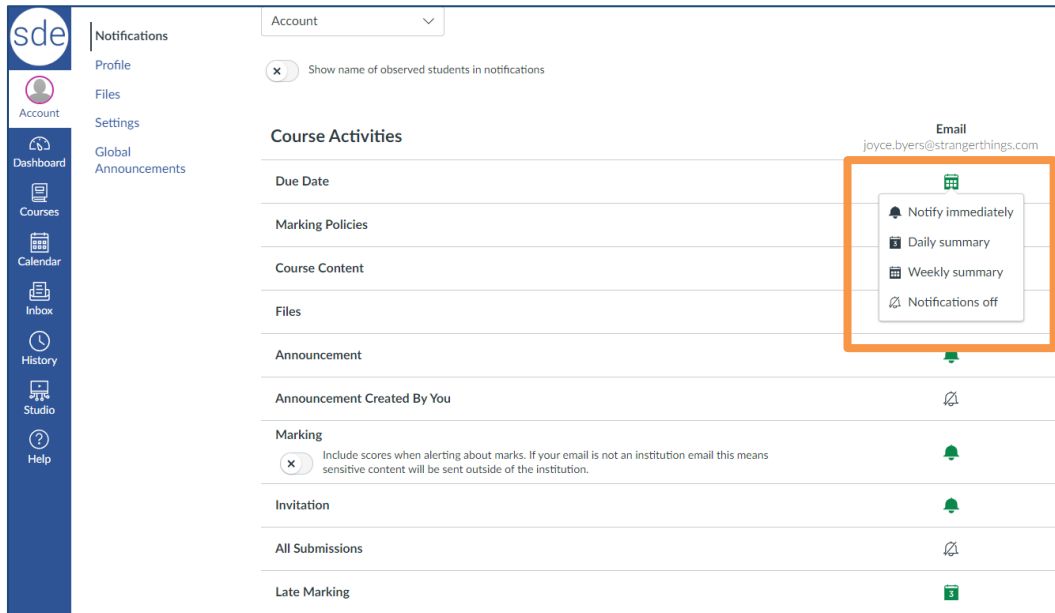
### Important note

Students login to Canvas using a different address (<https://sydneyh-d.instructure.com/login/saml>) or by using a link from a course in the Moodle.

# Notification settings

After you have logged in you can set your personal notifications in Canvas:

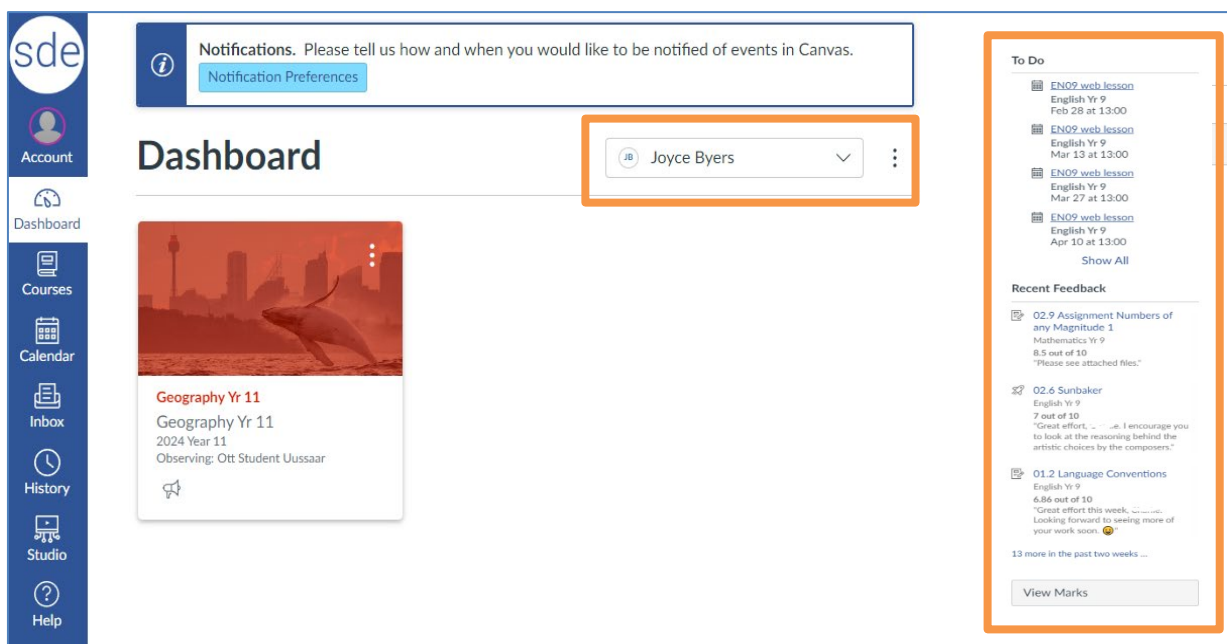
1. Click on your **Account** profile picture on the left-hand side menu.
2. Click on the **Notifications** heading. A list of course activities should appear.
3. Click on the **small icon** and select one of the four notification frequency options for each activity: notify immediately, daily summary, weekly summary, or notifications off.



# Canvas navigation

## Selecting students

Select the students you are observing by using the **drop-down menu**. The courses will change depending on which course(s) the student is enrolled in. You can select the **To Do list** or **Recent Feedback** for all courses.



## Select a course

Select a course and a student to view all activities and progress in that course.

The screenshot shows the Canvas dashboard interface. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area features a 'Dashboard' header and a notification box at the top. A dropdown menu is open, showing 'Ott Student Uussaar' selected. Below this, a course card for 'Geography Yr 11' is highlighted with an orange border. The card displays the course title, year, and the student being observed. On the right side, there are sections for 'Coming Up' (Nothing for the next week), 'Recent Feedback' (Nothing for now), and a 'View Marks' button.

## Course view

You can select your student in the course view too. This view is similar to what your student can see such as announcements, calendar events and course activities. However, you cannot see other students, submit quizzes, assignments or post in discussions.

Select a student and Marks to access the progress of your student.

The screenshot shows the 'Geography Yr 11' course view. The left navigation menu is visible, with 'Marks' highlighted in orange. The main content area is titled 'Recent Announcements' and shows an announcement about oceanicity. Below this is a large banner for '11 Geography' with a whale jumping over a city skyline. A navigation bar at the bottom includes tabs for 'Course Information', 'Earth's Natural Systems', 'Human-Environment Interactions', 'Geographical Investigation', 'People Patterns And Processes', 'Assessment', and 'Resources'. The 'Assessment' tab is active. On the right side, there are buttons for 'View Course Stream', 'View Course Notifications', and 'Coming Up' (Yr 11 Geography Web Lesson).

## Modules (Sets)

Access the Modules menu to view the course work for students. Each Module is called a Set which is equivalent to one week's work. Each set is made up of various learning activities such as pages, interactive activities, discussions, quizzes and assignments.

You can also access each set from the home page.

The screenshot shows the Canvas LMS interface for English Yr 9. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The 'Modules' option is highlighted with an orange box. The main content area features a blue header with '09 English' and a gear icon. Below the header is a banner image of a school building. A message box states: 'Use the navigation tabs below to access course work and assessment information. You can also access Modules on the left navigation to see what you have completed.' Below this are tabs for 'Course Information', 'Poetry: Words from Down Under', 'Script: Fragments', 'Novel: A Long Way Home', 'Documentary: Freeman', and 'Resources'. A list of sets is shown below, with 'Set 02 | Words from Down Under Part 1' highlighted by an orange box.

The screenshot shows the 'Set 2 | Words from Down Under 1' page in Canvas LMS. The title 'Set 2 | Words from Down Under 1' and the 'Complete All Items' button are highlighted with an orange box. The page lists 12 items, each with a 'View' link or a 'Submit' button. The items are: 02.1 Introduction, 02.2 Being Australian: perspectives, 02.3 Connotation, 02.4 Key Terminology, 02.5 Dupain's photo and terminology, 02.6 Sunbaker (10 pts), 02.7 Connotations: Sleep! Slop! Slob!, 02.8 Revising key terms for the unit, 02.9 Poetic Techniques, 02.10 Identify the poetic technique used, 02.11 Diversity and perspectives (14 pts), and 02.12 Finished.

## Marks

In this view you can see when your student has submitted activities, the score they received, and the feedback provided by their teacher.

English Yr 9 > Marks >

2024 Fall

Home

Modules

Marks

Print Marks

Total: 69.84%

Show All Details

Course assignments are not weighted.

Calculate based only on marked assignments

| Name  | Due | Submitted       | Status | Score     |
|---|-----|-----------------|--------|-----------|
| 01.2 Language Conventions                           |     | Feb 8 at 14:52  |        | 7.43 / 10 |
| 02.6 Sunbaker                                       |     | Feb 15 at 14:12 |        | 9 / 10    |
| 02.11 Diversity and perspectives                    |     | Feb 18 at 15:38 |        | 10 / 14   |
| 03.6 - Poetic techniques in 'Sydney Town Hall Tree' |     | Feb 22 at 11:07 |        | 3 / 5     |
| 03.10 Moving to Barakula                            |     | Feb 27 at 13:19 |        | 2 / 6     |
| 03.11 Explaining what the poem is about             |     |                 |        | - / 10    |
| 04.6 Deconstructing Essay Questions                 |     |                 |        | - / 6     |
| 04.8 Strauss' Poem                                  |     |                 |        | - / 10    |
| 04.11 Poetic Techniques Activity                    |     |                 |        | - / 20    |
| 05.2 Language Techniques                            |     |                 |        | - / 10    |
| 05.3 Creative Writing                               |     |                 |        | - / 10    |
| 06.3 Identifying poetic techniques                  |     |                 |        | - / 10    |

## Using a mobile app

To use an iPad, tablet or mobile phone you will need to download the **Canvas Parent App** from the Apple App Store or Google Play. This version is slightly different to the Canvas Student App. For example:

3:05 M G

66%

Canvas Parent  
Instructure

3.5★  
3K reviews ⓘ

500K+  
Downloads

3+  
Rated for  
3+ ⓘ

Install

Stay informed of upcoming due dates.

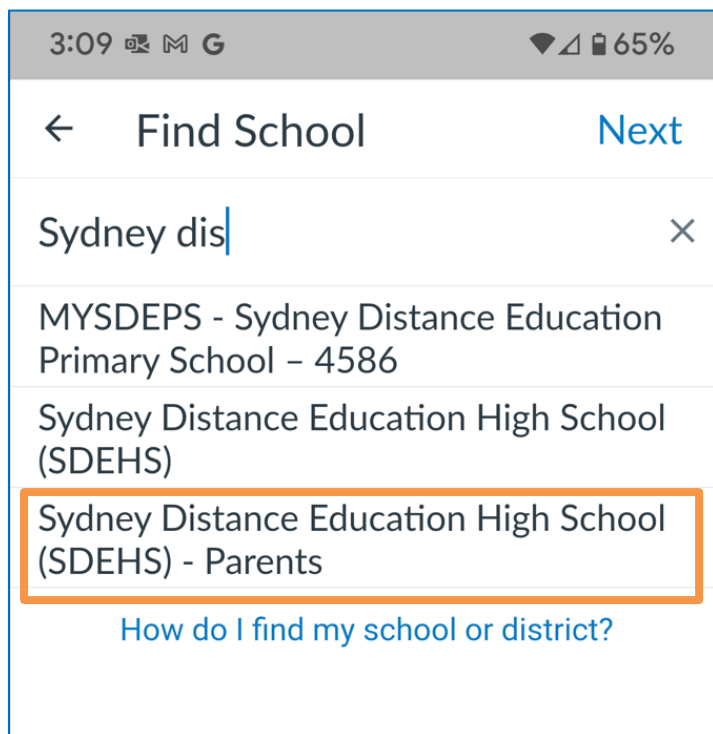
Monitor your student's performance.

Communicate with teachers.

Set and...

After installing the app you will need to search for our school. Choose **Sydney Distance Education High School (SDEHS) – Parents**.

Select **Next** to proceed to the log in screen. You will need to login using your email address provided on enrolment. Supervisors of students at non-government or government school (including SSP's) will need to login using the school email address.



### Important note

The user experience on a computer and a browser is better than the mobile version. However, the mobile version is convenient, and you can still decide to allow or block push notifications.

On the mobile version you will **not be able to view the teacher's feedback** (at this stage). Only the course activities, announcements and student marks

## Still need help?

### SDEHS elearning team

Contact the elearning support team.

Phone: 9383 0450

Email: [sydneyh-d.support@det.nsw.edu.au](mailto:sydneyh-d.support@det.nsw.edu.au)

### Canvas online support

Canvas has extensive support on their website.

Website: [Canvas Observer/Parent - Instructure Community \(canvaslms.com\)](https://canvaslms.com)