Canvas guide
for supervisors

February 2024

Sydney Distance Education High School
Canvas guide for supervisors

Contents

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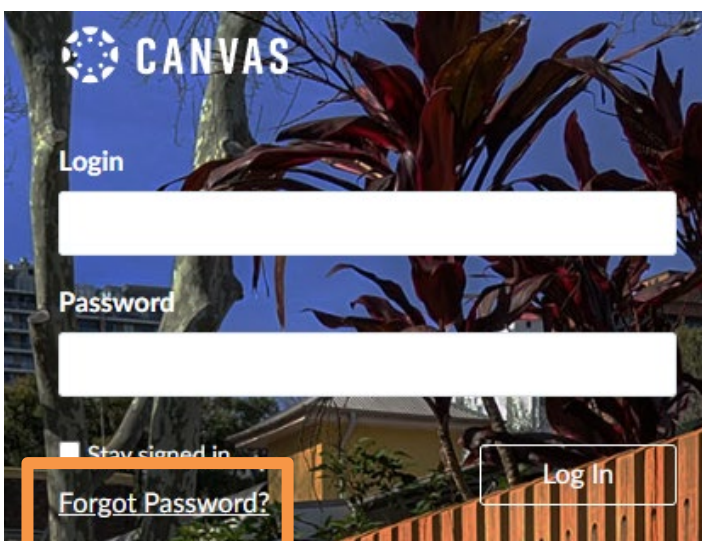
Important note
Students login to Canvas using a different address (https://sydneyh-d.instructure.com/login/saml) or by using a link from a course in the Moodle.

Notification settings

After you have logged in you can set your personal notifications in Canvas:
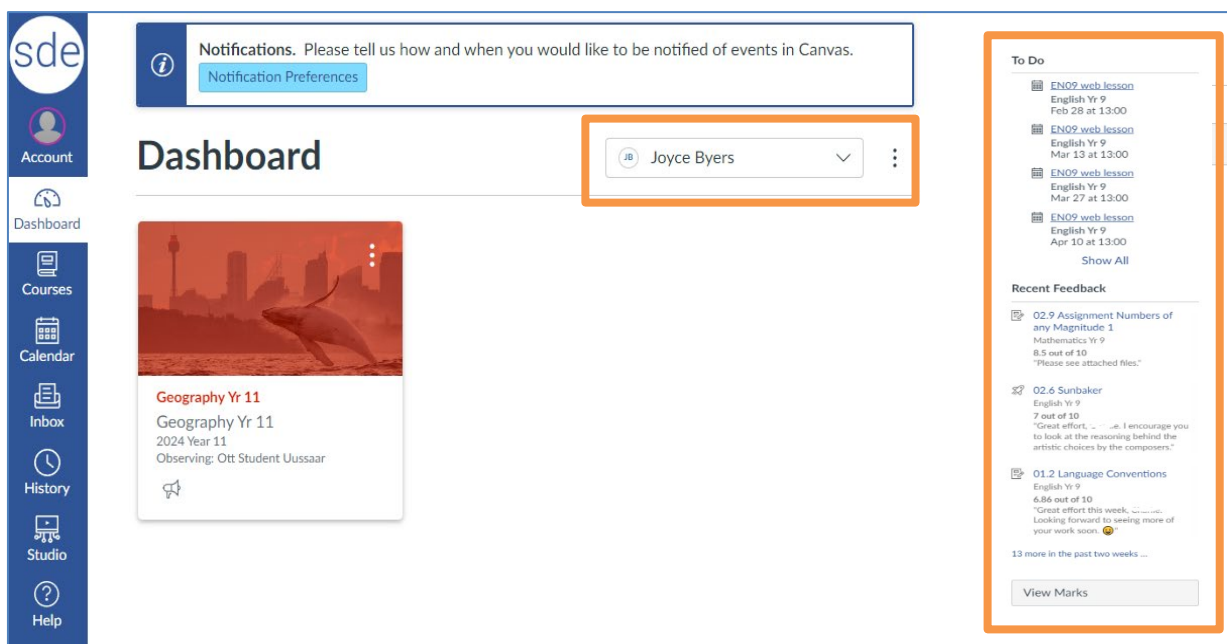
1. Click on your **Account** profile picture on the left-hand side menu.

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.
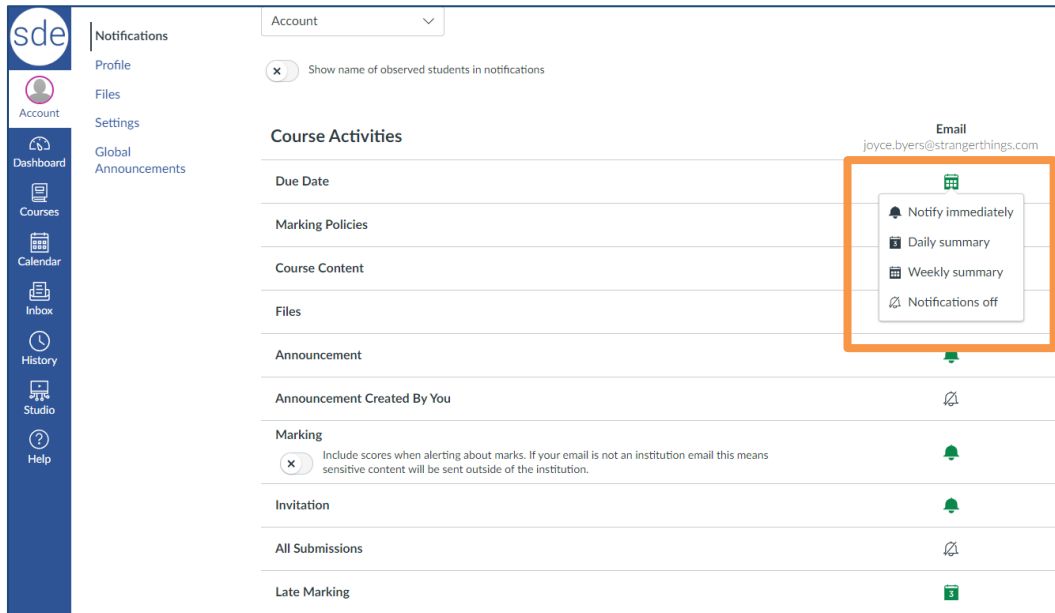
Canvas navigation

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.

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.

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.

Marks

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

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:

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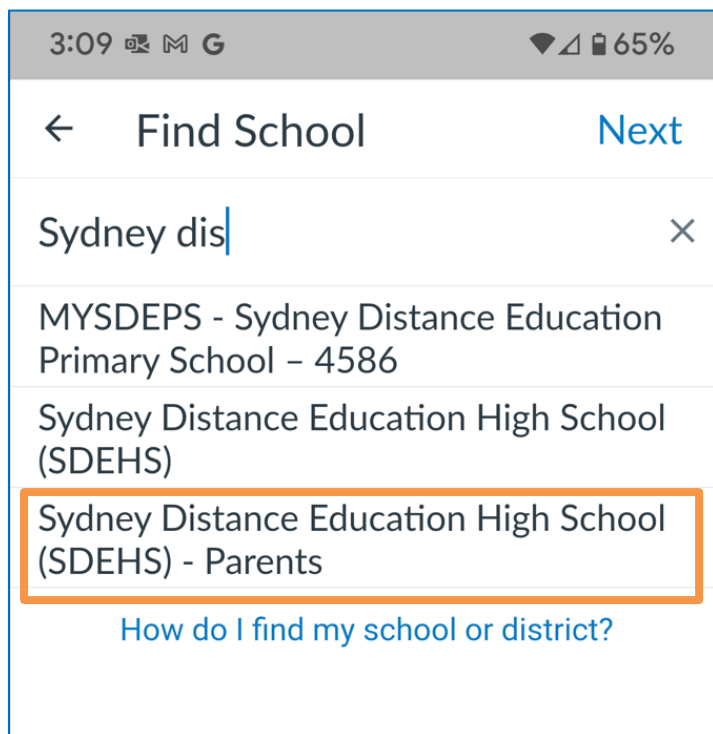
Important note
The user experience on a computer and a browser is better than the mobile version. However, the mobile version is convenient, and you can still decide to allow or block push notifications.

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

Canvas online support
Canvas has extensive support on their website.
Website: Canvas Observer/Parent - Instructure Community (canvaslms.com)