



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

Student Guide to Studying Online Using Canvas

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Introduction

Welcome to the Online Learning Guide - this short guide will assist you in navigating your online course. TCI uses **Canvas** as our online platform.

Important dates for 2020

Official opening date (National and Diocesan offices)	6 January
Summer Semester	13 January – 25 April
Semester 1	17 February – 6 June
Winter Semester	23 June – 12 September
Semester 2	7 July – 24 October

Who can help me?

With enrolment and accessing Canvas for the first time	Registrar: Ann King a.king@tci.ac.nz
Any access problems, confusion or difficulties with the technology	Head of Student and Business Support: Susan Wilson
I need an extension, or I do not understand the course	Your tutor – contact details are in your course
Issues regarding payment for your course	Business Manager: Marina Schmits – m.schmits@tci.ac.nz
Concerns about lack of contact from your tutor / or you feel you are unsupported in your learning	Acting Academic Dean: Susan Wilson s.wilson@tci.ac.nz
General matters related to distance/online learning	Tutor
I would like to talk to someone who understands my Pasifika culture	Pasifika Student Engagement Melania Luka-Lui m.luka-lui@tci.ac.nz

Getting Started

You will receive an email from Ann King at the start of the semester

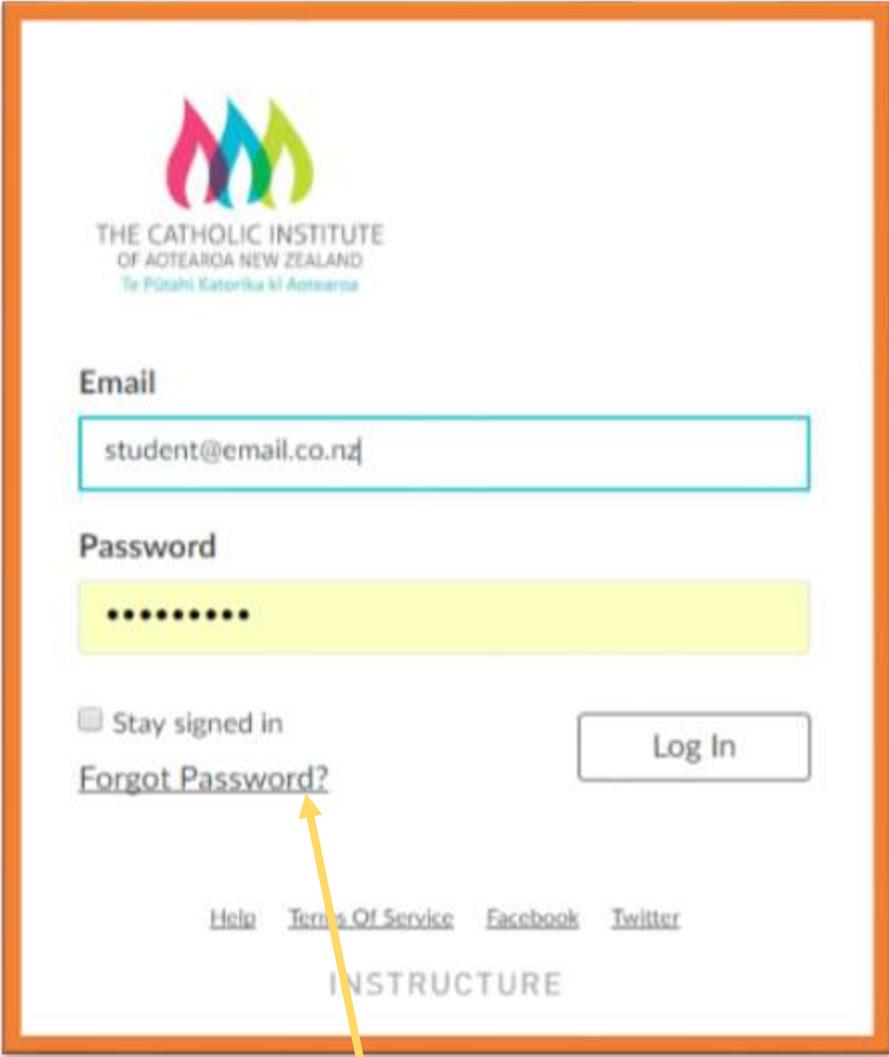
- 1st semester on the 19th February
- 2nd semester on the 8th July

with instructions on how to access Canvas.

Please watch for this email. If you do not receive an email on these dates, it means you are not enrolled. Please contact Ann King at a.king@tci.ac.nz if you do not receive this email.

The URL for Canvas is: <https://tci.instructure.com/login/canvas>

The login page looks like this:



The screenshot shows the login interface for Canvas. At the top is the logo for The Catholic Institute of Aotearoa New Zealand, which consists of three stylized flame-like shapes in pink, blue, and green. Below the logo is the text 'THE CATHOLIC INSTITUTE OF AOTEAROA NEW ZEALAND' and 'Te Pūnaha Katorika ki Aotearoa'. The main form has an 'Email' label above a text input field containing 'student@email.co.nz'. Below that is a 'Password' label above a password input field with ten black dots. To the left of the password field is a checkbox labeled 'Stay signed in'. To the right is a 'Log In' button. Below the password field is a link labeled 'Forgot Password?' which is highlighted with a yellow arrow. At the bottom of the page, there are links for 'Help', 'Terms Of Service', 'Facebook', and 'Twitter', and the word 'INSTRUCTURE' in a large, light grey font.

NOTE:

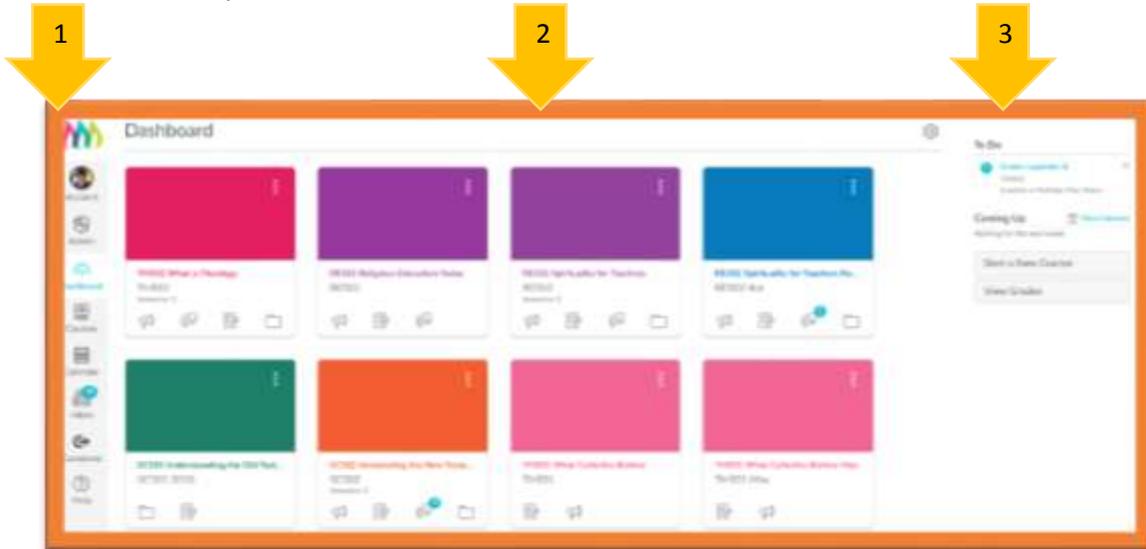
All Screenshots in this Guide have an orange border.

You will usually be asked to click the forgot password link to set up your own password. This link is highlighted with the yellow arrow. You can also use this function if you forget your password at any time when studying online.

Dashboard

Once you have logged into Canvas you will come to the Dashboard. All courses you are enrolled in for the Semester will be on this Dashboard. While the example has 8 courses, you will only have the current course(s) in which you are enrolled.

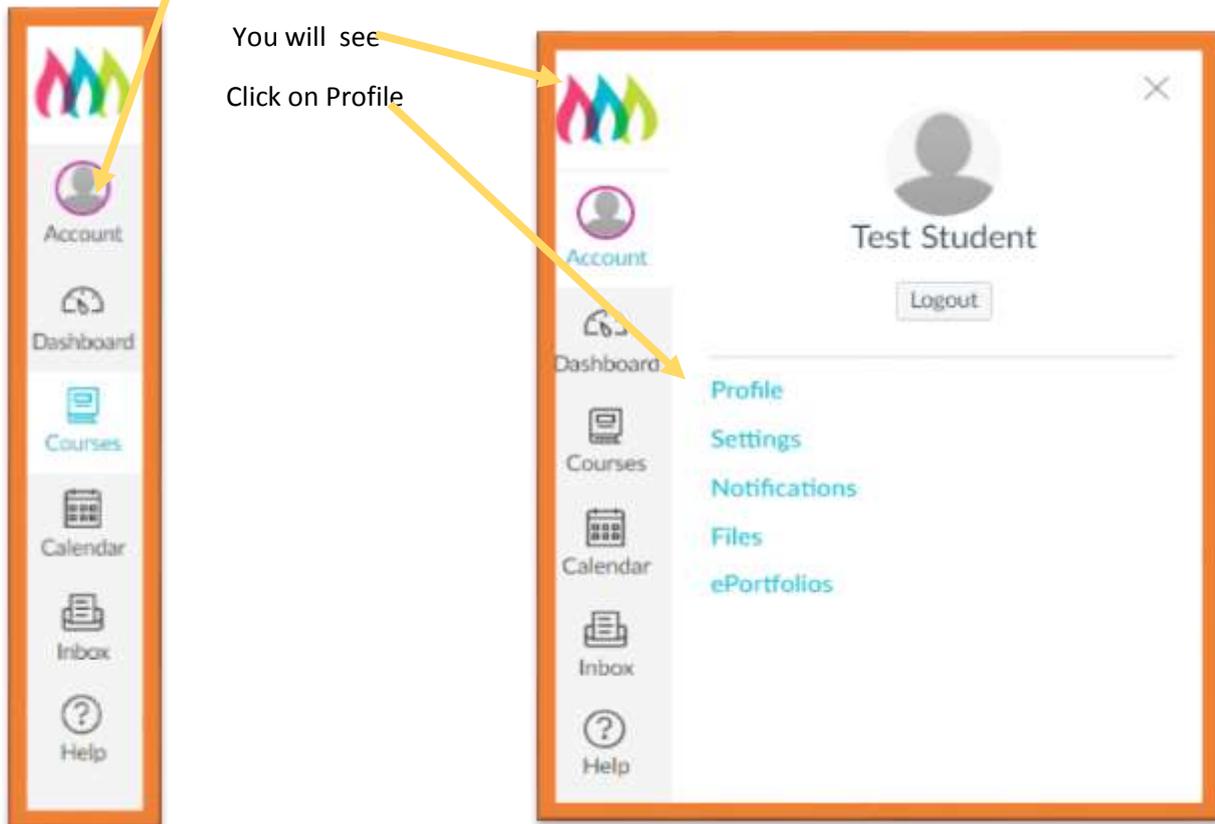
There are three parts to the Dashboard:



Part 1: Left Sidebar

Profile

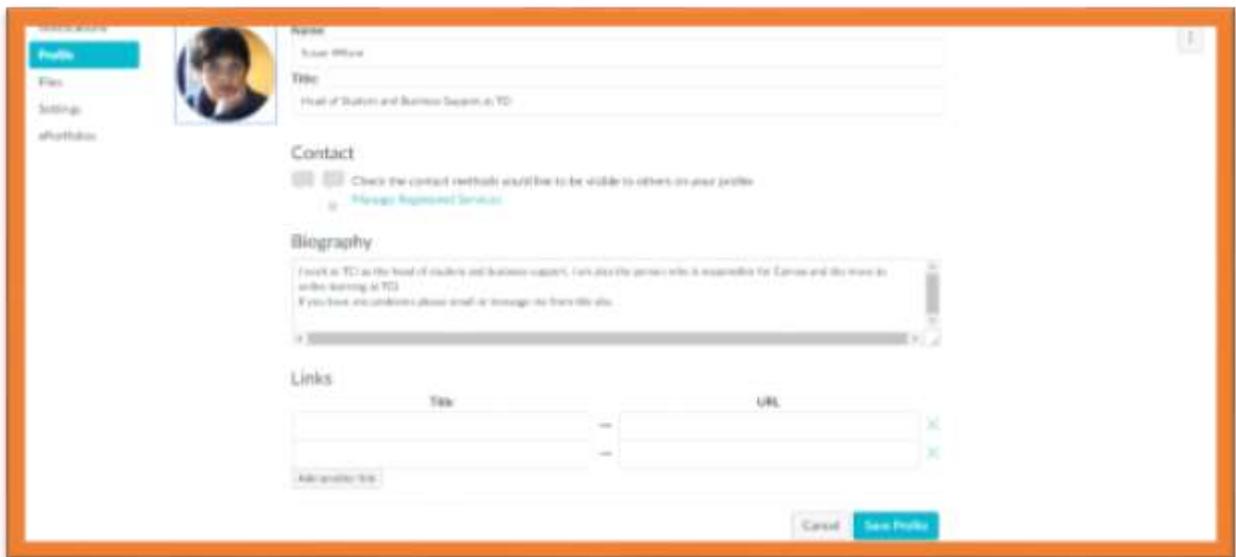
You will see this sidebar on every screen you are in on Canvas. When you first go into Canvas click on account:



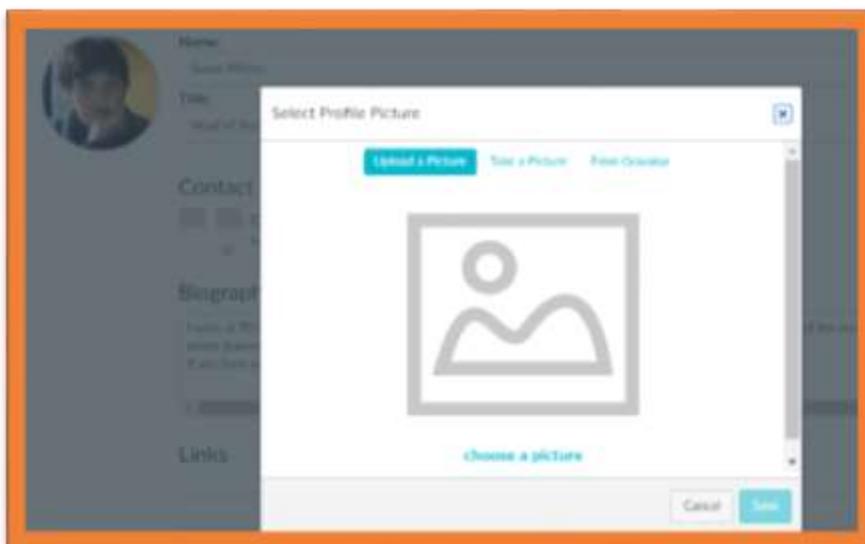
Your screen will look something like this (with your name and no photo!) There are three dots here



Click on the dots and then click on edit – below is the edit screen:



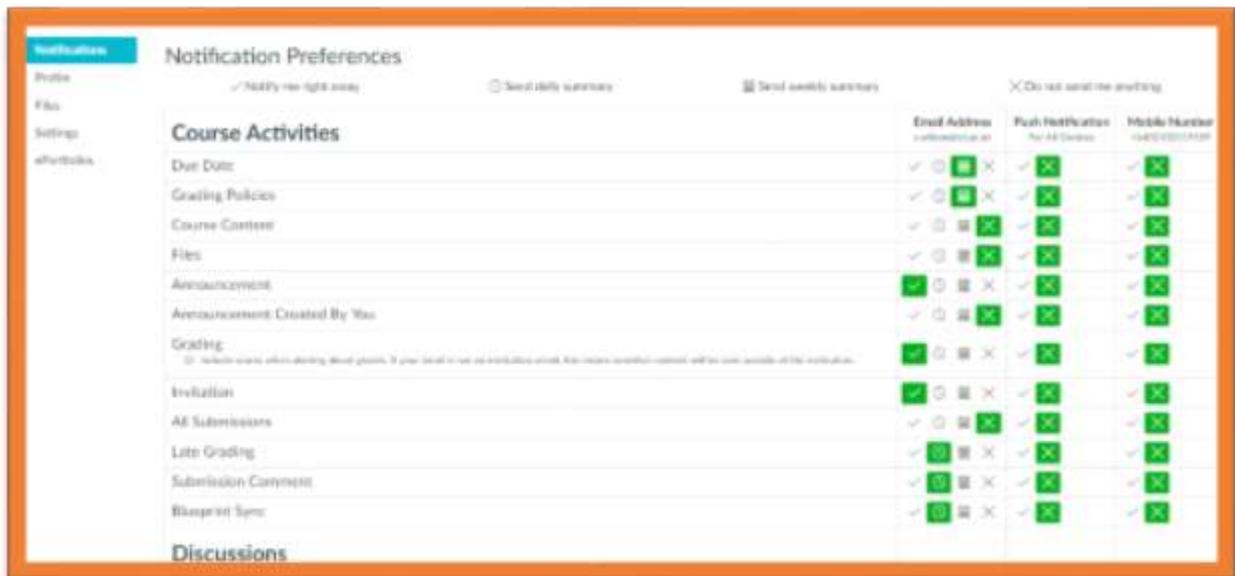
Fill in the appropriate fields. Then click on the blank picture; the screen will look like this:



Follow the instructions to upload or take a picture to add to your profile. This is important to build community for online learning so please use a real picture of yourself (not an avatar). Click save.

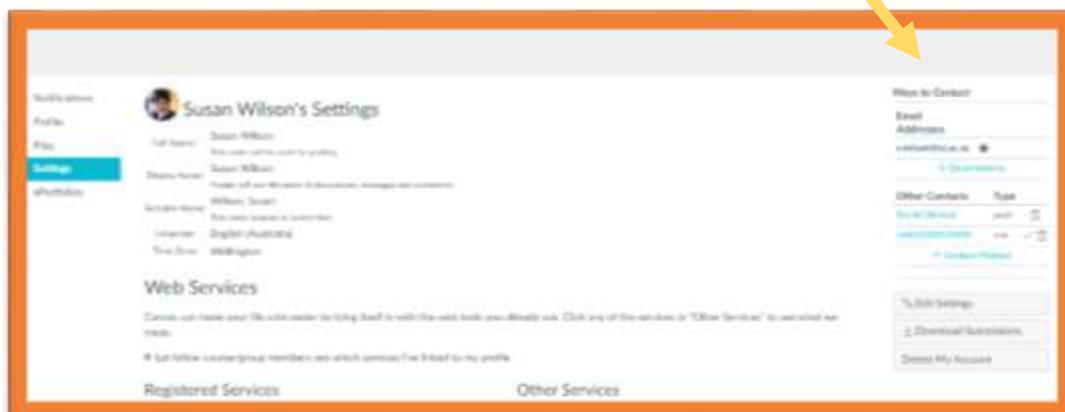
Notifications

Click on notifications (in the sidebar above profile). You can select how you want to be notified about different aspects of the course. If you would like email notifications, ensure you have activated these.



Settings

You can click on settings and see what is there. When you are more familiar with Canvas you may wish to go back and look at these. Please look at the ways to contact and ensure you have your email address and your mob number if you wish.



ePortfolio

For those familiar with ePortfolio you may wish to use this function. If you are not familiar with ePortfolio, it may be best to ignore this section – though have a look at the page because you will then know what an ePortfolio is!

If a tutor needs you to use portfolios, they will provide clear instructions.

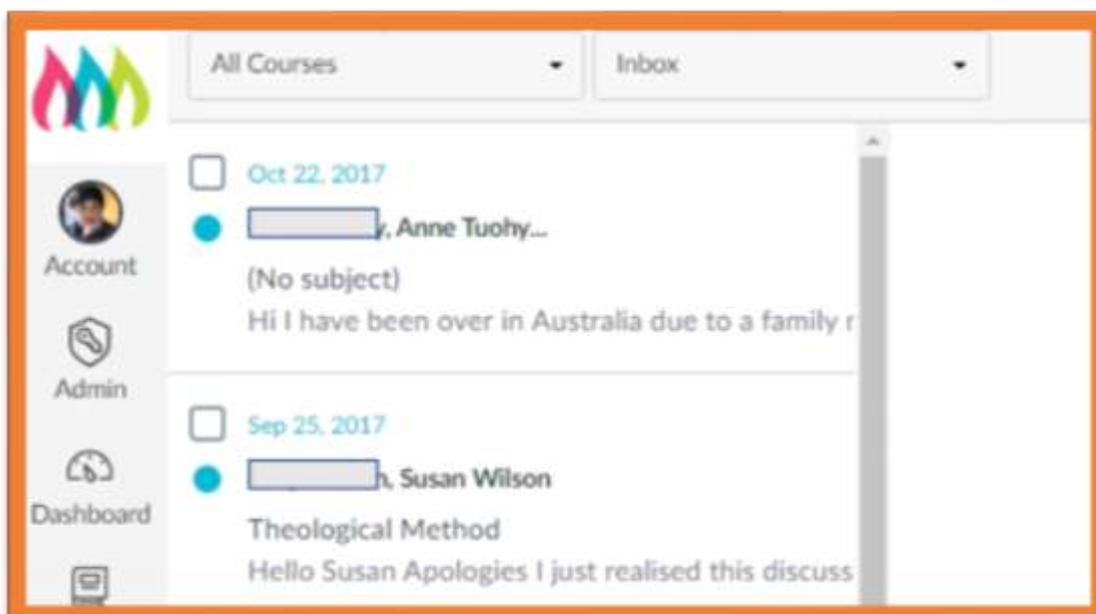
Calendar

The calendar will display due dates of assessments, discussions etc.



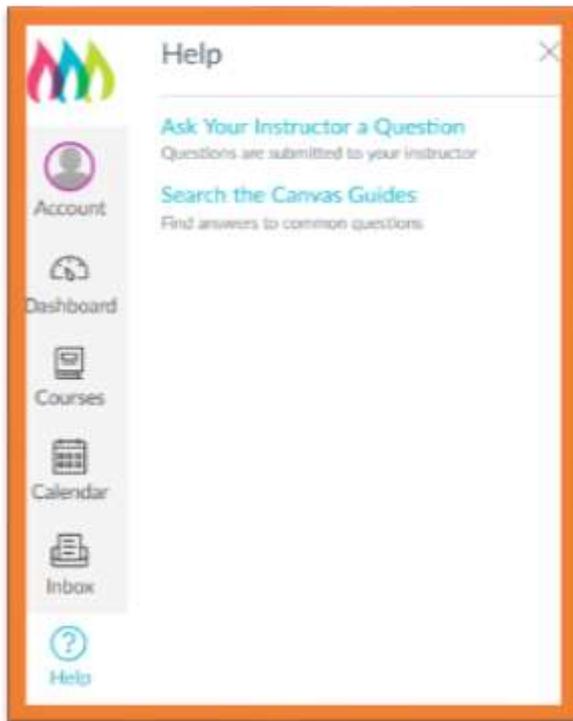
Inbox

The inbox will show all your email conversations and messages for each course; student names in the example below have been blanked out

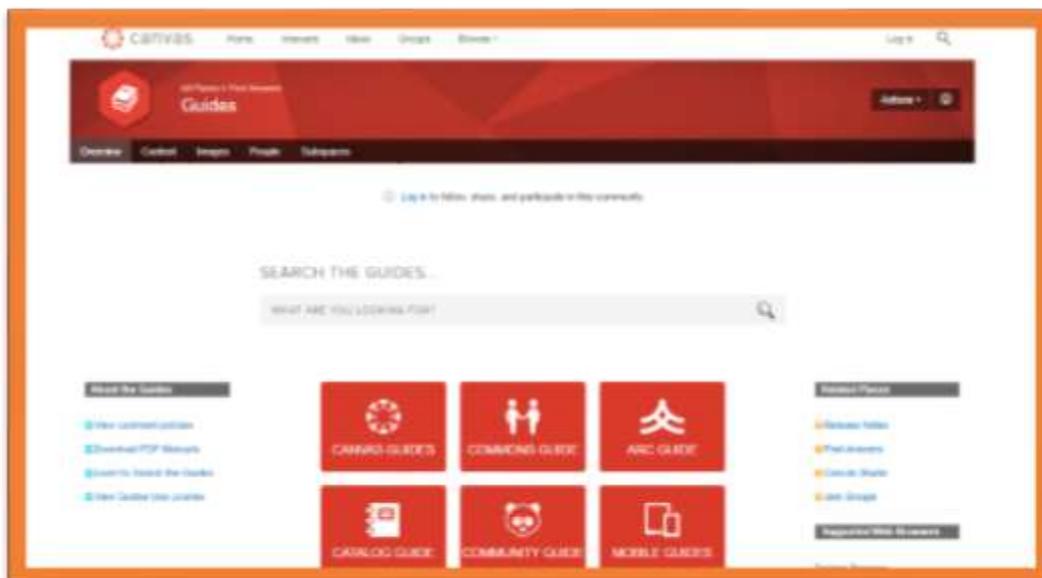


Help

An important part of the course! From here you can ask your tutor (Canvas uses the term instructor) or search the Canvas Guides.



The Canvas Guides look like this:



You can look up the guides or enter what you are looking for in the search bar.

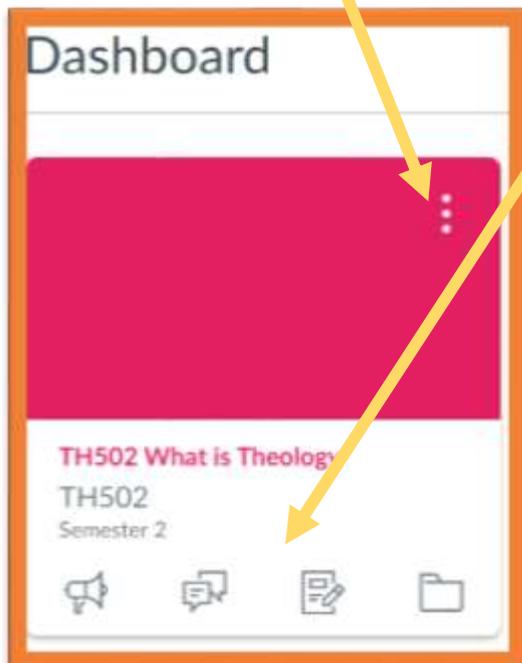
Note: while this is a useful function, you will probably find it easier to contact your tutor if you have a problem in the early stages of this study.

Part 2 – Your Courses

Course tiles

This section of the Dashboard shows the courses you are enrolled in. You just need to click on a specific course to begin.

You can customise the dashboard if you wish. Click on the dots and you will have the option to change the colour of the tile and/or add a nickname. Changes you make are displayed on your dashboard only.



You will also notice there are four icons on the tile for each course. These four are, Announcements, Discussions, Assignments and Files.

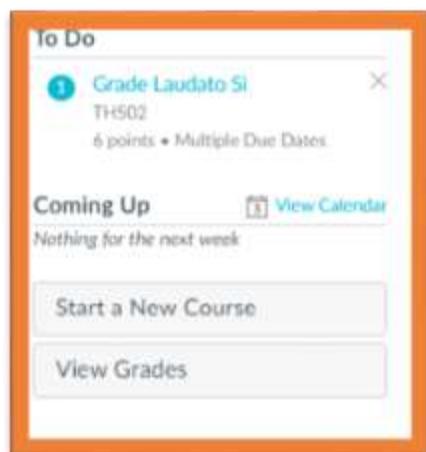
If there is any new activity (a new announcement or discussion post for example) there will be a number beside the icon. So for the example below there is one new announcement and one new discussion post.



You can click on the icon to see the announcement or discussion.

Part 3: To Do List

Right side-bar



This sidebar will display upcoming deadlines or things you need to do for all the courses you are enrolled in.

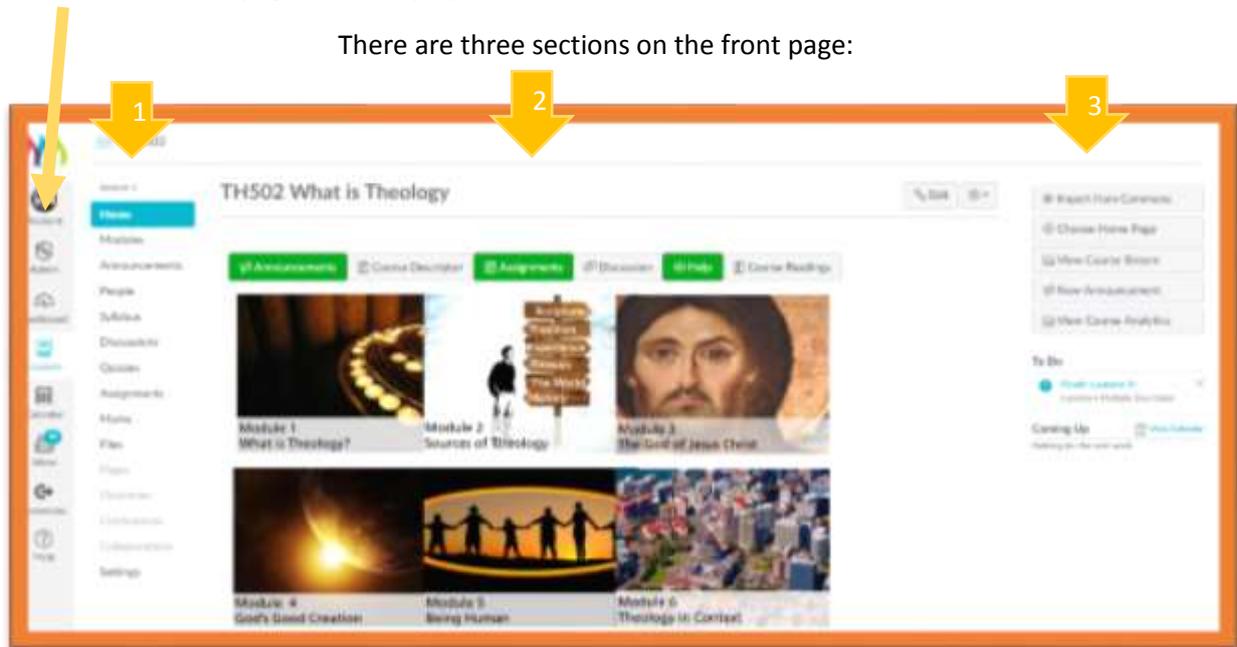
It will also display what is coming up in the next week and has a link to view your marks (grades).

All blue words are hyperlinks, as are the grey boxes.

This is the end of the quick guide to the Dashboard! If you click on the course tile you will access the course.

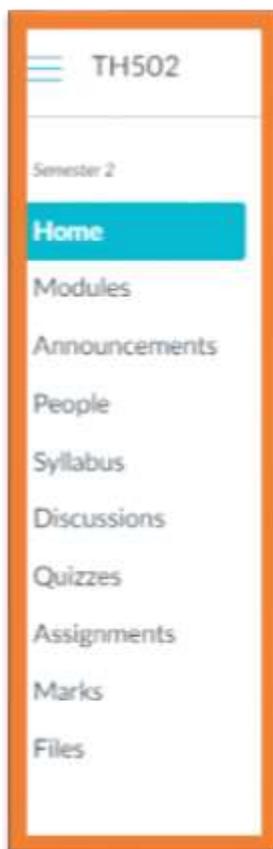
Course Front Page

Clicking on the course tile brings you to the course front page. You will notice that the left sidebar from the Dashboard page is still displayed here.



Section 1 – Menu sidebar

Each of the words on this sidebar are hyperlinks to parts of the course. You can return to the front page from anywhere in the course by clicking “Home”.



Modules: will take you to a list of all the modules and pages in the course.

Announcements: all announcements from your tutor are here.

People: this gives a list of all those who are studying this course with you.

Syllabus: provides a course summary.

Discussions: will take you to a list of all discussions (note: these are also accessible from the appropriate part of the course).

Quizzes: you will be taken to a list of all the quizzes and you can access a quiz from here.

Assignments: as with discussions and quizzes, this is a quick link to assignments – assignments should not be attempted until you have completed the relevant course work and read the readings.

Marks (sometimes called grades): you can access your marks here when you have completed work.

Files: will take you to all the readings in the course. You will need to click on the file folders once in this section. Readings are also accessible in the appropriate parts of the course.

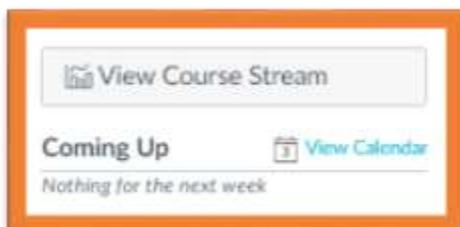
Section 2: Main links to the course

The 'boxes' across the top (announcements, etc) are hyperlinks to the named pages and are the same as the links on the sidebar (see Section 1)

The pictures with Module 1, Module 2, etc. link to the first page of each Module. To begin a course, click on the Module 1 tile and you will go to the start of Module 1. Click on Module 6 and you will get to the start page of Module 6.



Section 3: Course Stream



The Course Stream will:

show you your progress through the course (click on view course stream).

Let you know at a glance what is coming up in the next week.

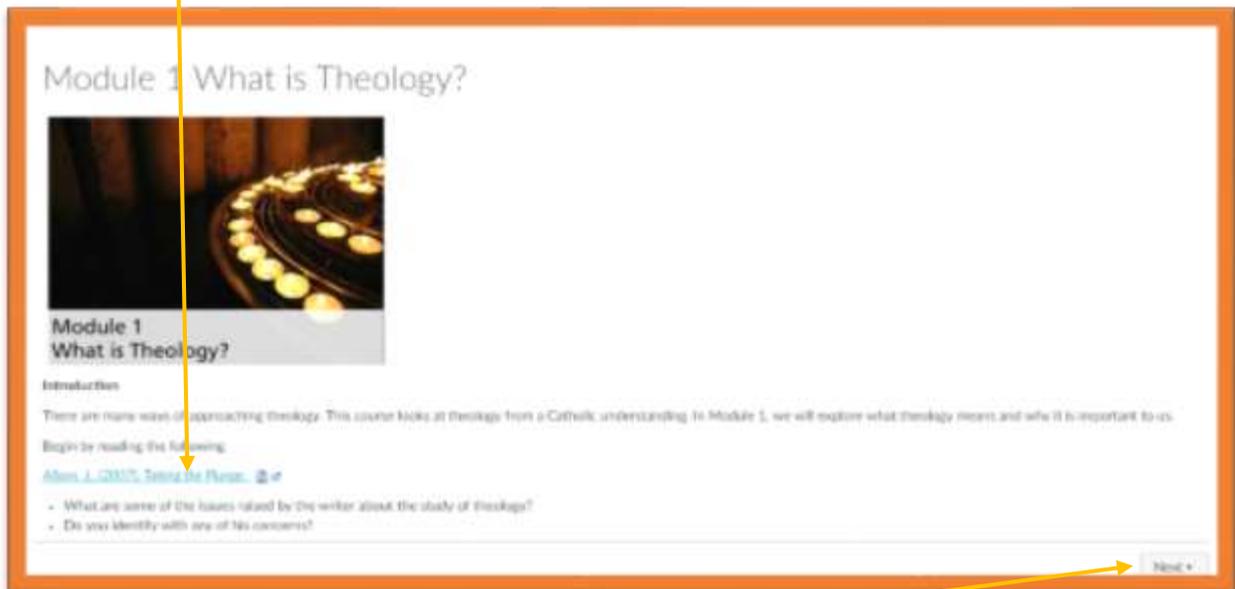
Provide access to the calendar.

When you start there will be very little information here but as you progress you may find this useful.

Starting on Module 1

Click on Module 1 picture on the Home page. This will take you to the start of the course.

Any words in blue are hyperlinks to readings, click on this link to read.



When you have finished the page, click on the Next button to continue.

If you get lost at any stage in the course, click on the Home button in the left sidebar to return to the Front Page. You can also click on the Module button (left sidebar) to see all module pages and click on the page you wish to go to.

Discussions

Posting to a discussion is an important and *required* part of the course worth up to 10% of your final grade. It is via the discussion boards that your tutor knows how you are going on the course.

Discussions are most valuable when students add their own posts *and* comment on other students' posts. There is a due date for discussions. Please check the calendar / go to Canvas at least once a week to ensure you do not miss the due dates. If you click the Subscribe button, you will receive notifications when a post is made.

To add a post, enter your answer in the "Write a reply..." field.



Some courses are set up so that you must write your post before you can see the postings of other students. After posting, check out what other students have written. Please try and comment on others' work (in a respectful way).

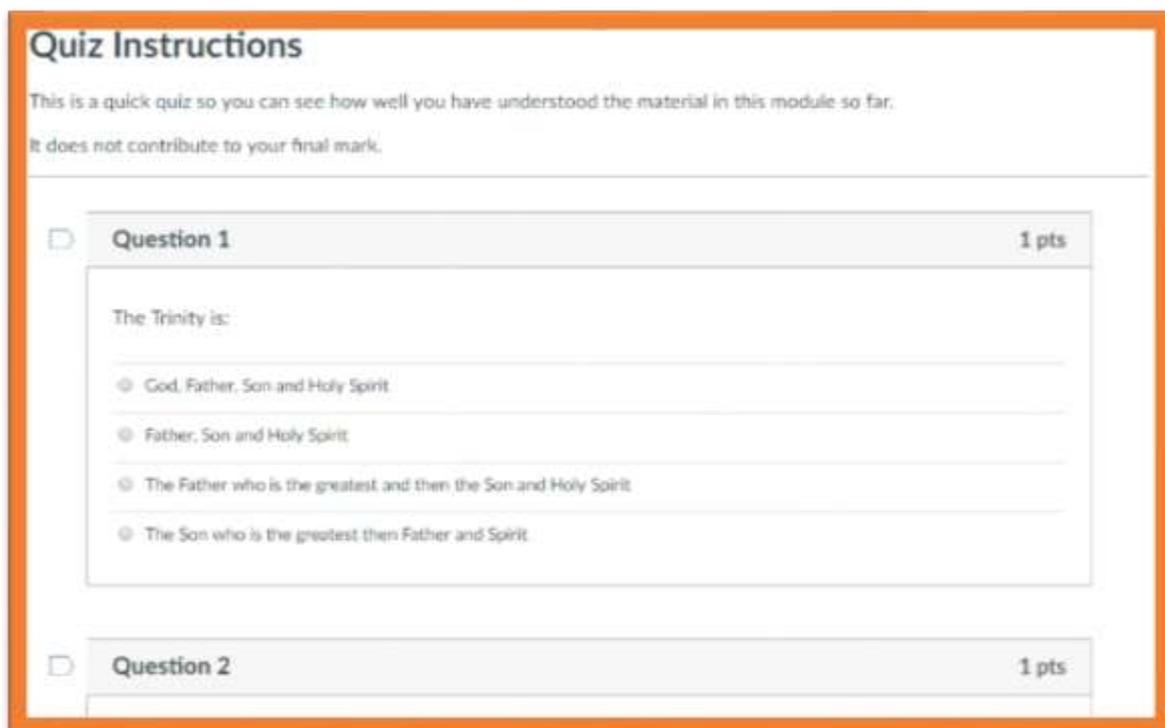
If it looks like you will miss the due date – please contact your tutor. It is very important to keep in contact with your tutor and be proactive in letting them know how you are going.

Quizzes

There are also due dates on quizzes. If you have not done a quiz by the due date you will not be able to access it. Please contact your tutor.

Practice quizzes may allow you more than one attempt whereas some quizzes only give you one attempt. For the one attempt quiz, you will need to finish it before leaving the quiz as you will not be allowed to access it again. You can, however, go back and change answers before you submit the quiz.

You will get the results of a quiz as soon as you have finished. Quizzes are used to let you (and your tutor) see how well you understand a section of work. Obviously, you will be more successful in a quiz if you have read the module and the readings!



Quiz Instructions

This is a quick quiz so you can see how well you have understood the material in this module so far.
It does not contribute to your final mark.

Question 1 1 pts

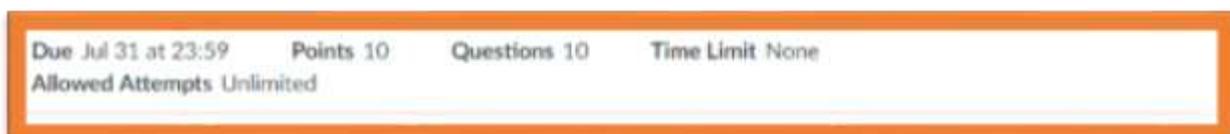
The Trinity is:

- God, Father, Son and Holy Spirit
- Father, Son and Holy Spirit
- The Father who is the greatest and then the Son and Holy Spirit
- The Son who is the greatest then Father and Spirit

Question 2 1 pts

You must click the “Submit Quiz” button at the end to submit the quiz.

Some quizzes have no time limit, so you can take your time. Other quizzes will have a time limit so ensure you are aware of this before you begin. This information is at the top of the quiz:



Due Jul 31 at 23:59 Points 10 Questions 10 Time Limit None
Allowed Attempts Unlimited

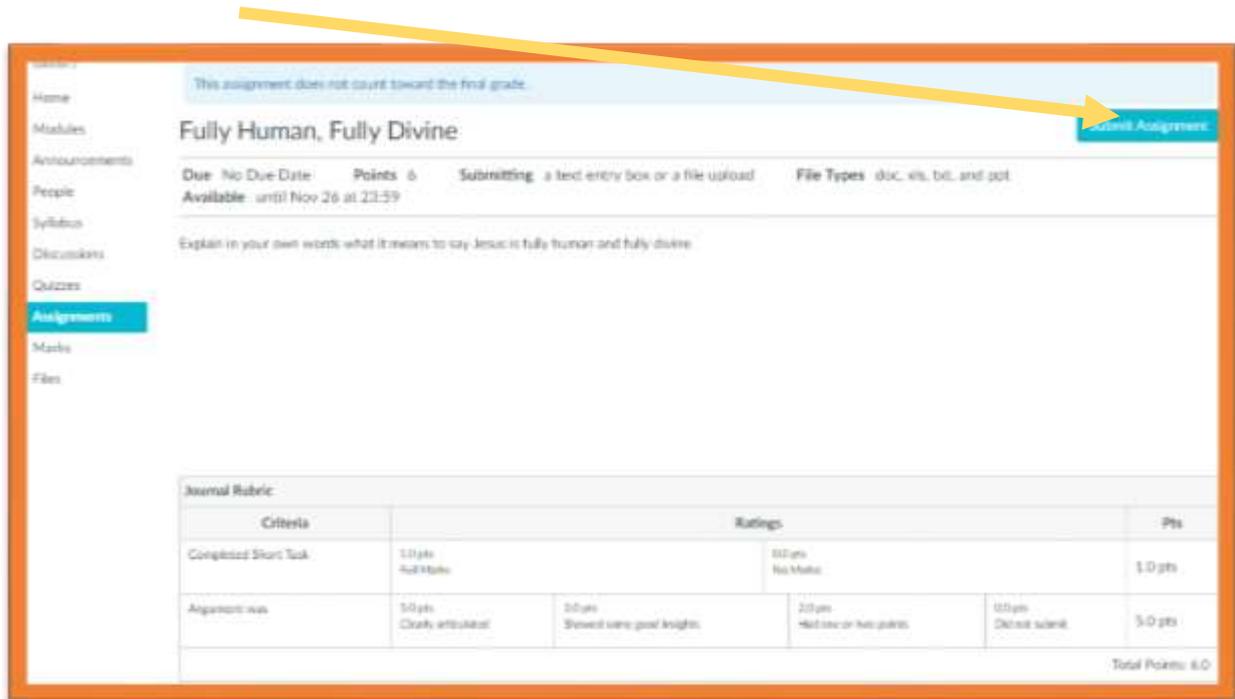
Assignments/Assessments

There are two types of assignments: Formative (assignments designed to help you integrate what you are learning but do not contribute to your final mark) and Summative (assignments designed to demonstrate that you have met the learning outcomes of the course and *do* contribute to your final mark).

These are called Formative Assessments and Final Assessments in the course. It is a course requirement to complete all assessments.

Submit an Assessment

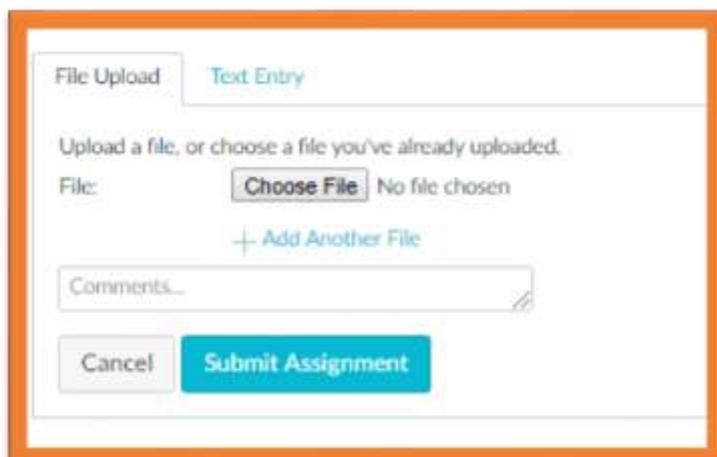
When you have completed your assessment, and saved the file on your computer, click the submit assessment button



The screenshot shows a course assignment page. At the top, a blue banner states "This assignment does not count toward the final grade." Below this, the assignment title "Fully Human, Fully Divine" is displayed. The due date is "No Due Date", points are "0", and submission options are "a text entry box or a file upload". File types allowed are ".doc, .xls, .docx, and .ppt". The assignment is available until Nov 26 at 23:59. The prompt asks to "Explain in your own words what it means to say Jesus is fully human and fully divine." A "Submit Assignments" button is highlighted with a yellow arrow. Below the prompt is a "Journal Rubric" table.

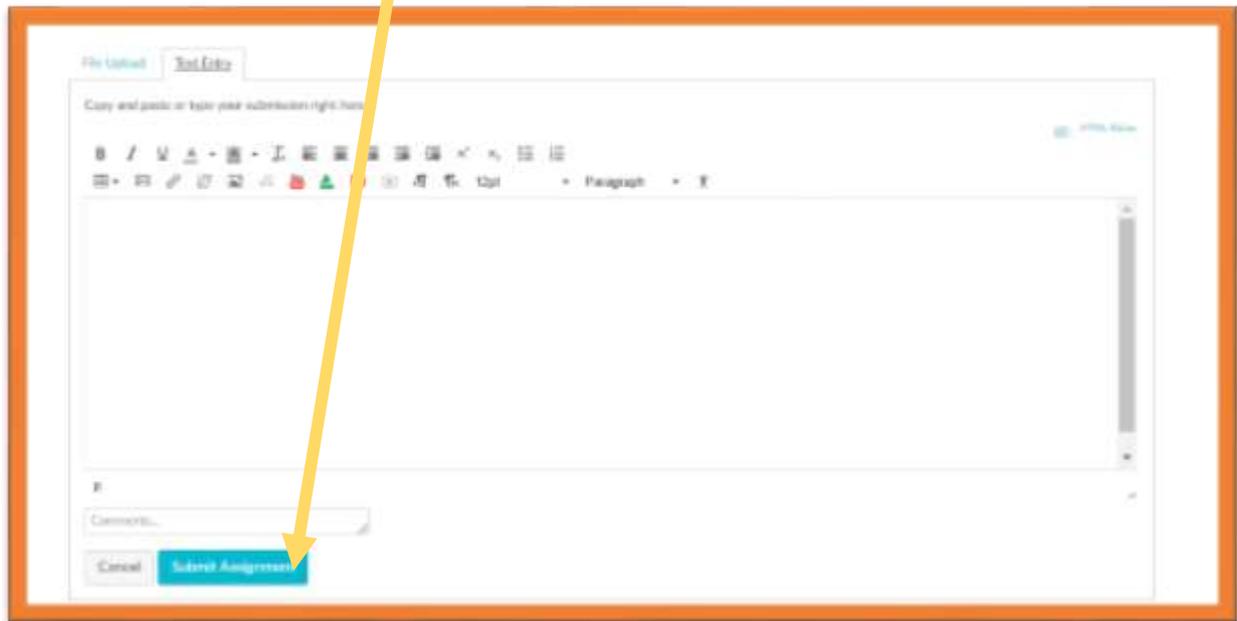
Criteria	Ratings				Pts
Completed Short Task	10 pts Full Marks	00 pts No Marks			1.0 pts
Argument was	50 pts Clearly articulated	50 pts Showed some good insights	20 pts Had one or two points	00 pts Did not submit	5.0 pts
Total Points: 6.0					

See screenshot below; click "Choose file" and select your file on your computer. If you have more than one file, click "Add another file". If you want to say something about your assessment to your tutor, you can add a comment in the comment box. Finally click "Submit assessment".



The screenshot shows the submission interface. It has two tabs: "File Upload" (selected) and "Text Entry". The instruction says "Upload a file, or choose a file you've already uploaded." There is a "File:" label, a "Choose File" button, and the text "No file chosen". Below this is a "+ Add Another File" link. There is a "Comments..." text box. At the bottom are "Cancel" and "Submit Assignment" buttons.

If the assessment is a short answer (200 words or less), rather than uploading a file you can enter the text directly onto the site. To do this select the “Text Entry” tab (next to the file upload tab). Type in your text and click Submit Assessment.



Complete all Modules

Some tutors have set up their courses to ensure that students progress through the course without skipping over content. You need to complete all the pages in the first module before you can access the second. When you have completed a page, you will need to check the box in the top right corner of the page once checked it will look like this



When you have completed a page, a tick will show on the module list:



If there is no “Mark as Done” and you can click through the module then your course is not restricted.

Overview of the Course

Some tutors allow students access to the whole course from the beginning, some (as above) restrict access until certain things are completed, and others provide access to one or two modules at a time.

The tutor determines how they wish to teach the course. Please contact the tutor if you have questions about this.

Meeting your tutor and class

After a year long trial of Canvas, a recurring theme from some students is that there was a lesser sense of community with the online learning.

To ameliorate this

- remember to add a profile photo to your account
- remember to post to discussions when the discussion is active and to comment on other student posts
- you can connect with other students in your class to build up community

• 



TCI also has a “Meet the Tutor” session on *Zoom* (an online video conferencing facility), at the beginning of each course and at least once more during the course.

Please try and attend when your tutor sends you the information about these sessions. If you are unavailable at the time and date specified, let your tutor know straight away. The meet and greet will only take 30 mins and will be an opportunity to get to know your tutor and others.

Depending on the success of this initiative, more may be done through video conferencing.

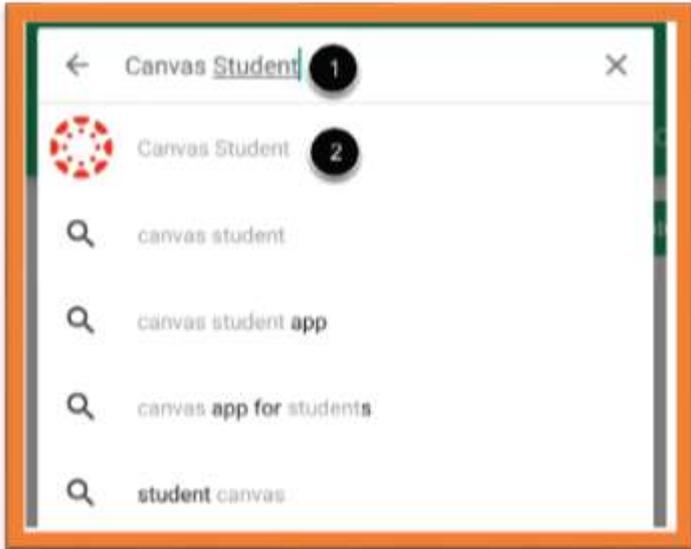
Connecting via mobile or tablet

Android device

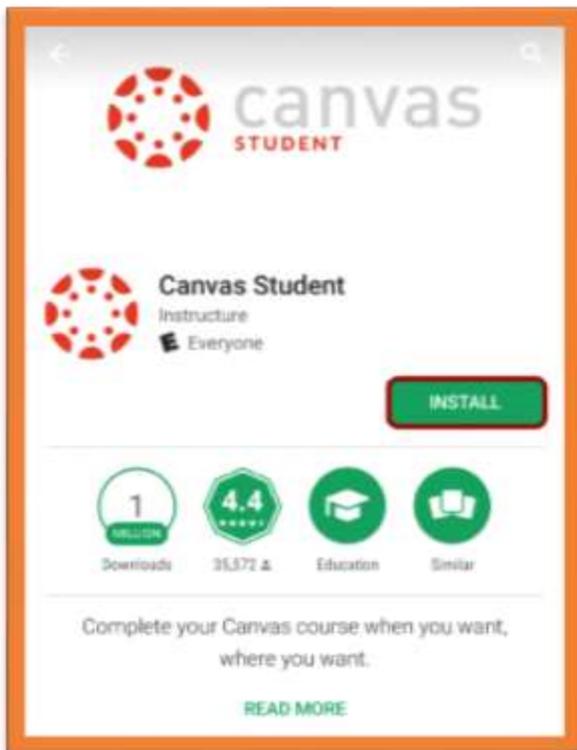
Download the Canvas Student app on your Android device for easier accessibility to course content.



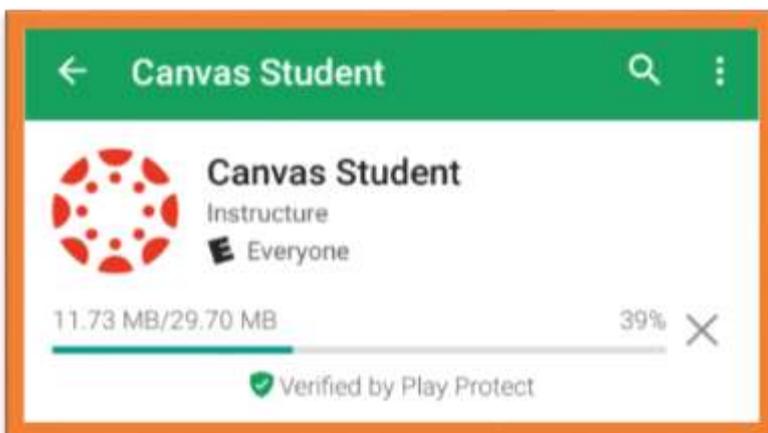
Open your Android device and tap the **Play Store** icon.



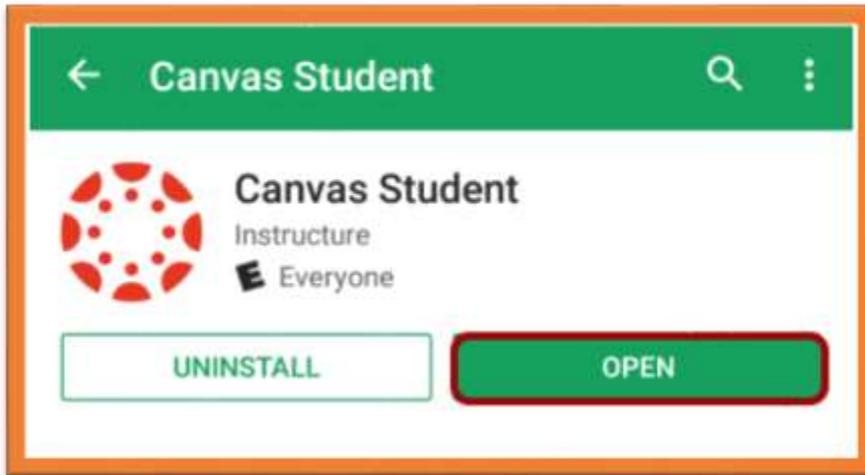
In the search field, type Canvas Student [1]. Tap the full name when it appears [2].



Tap the **Install** button.



The App will download and install

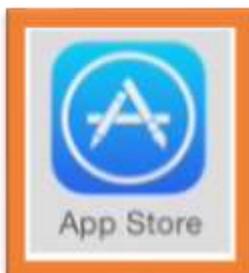


When the app has downloaded and installed onto your device, you can access the app immediately by tapping the **Open** button.

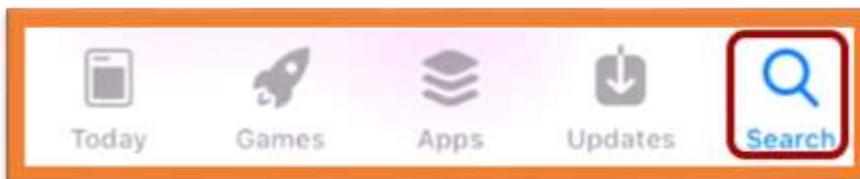


You can also open the app on your Android home screen by tapping the **Canvas Student** icon.

Apple device

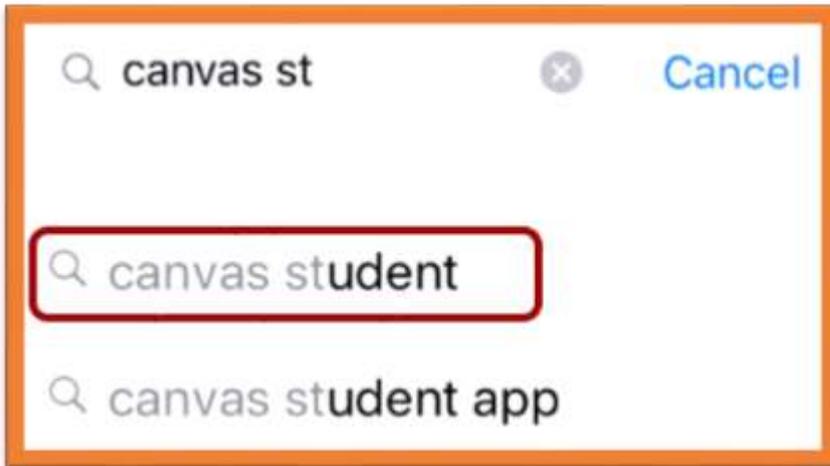


Open your iOS device and tap the **App Store** icon.

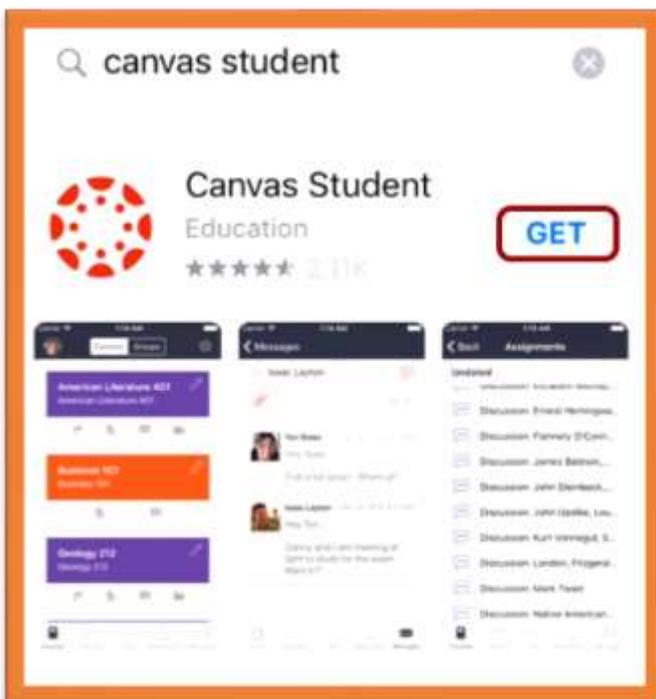


In phone devices, tap the **Search** icon at the bottom of the screen.

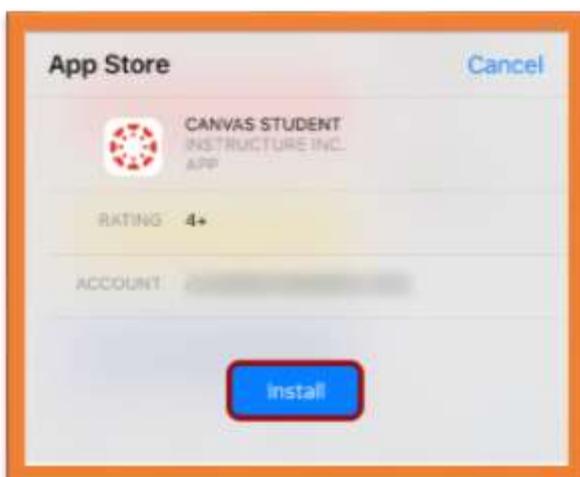
In tablet devices, tap the Search field at the top of the App Store.



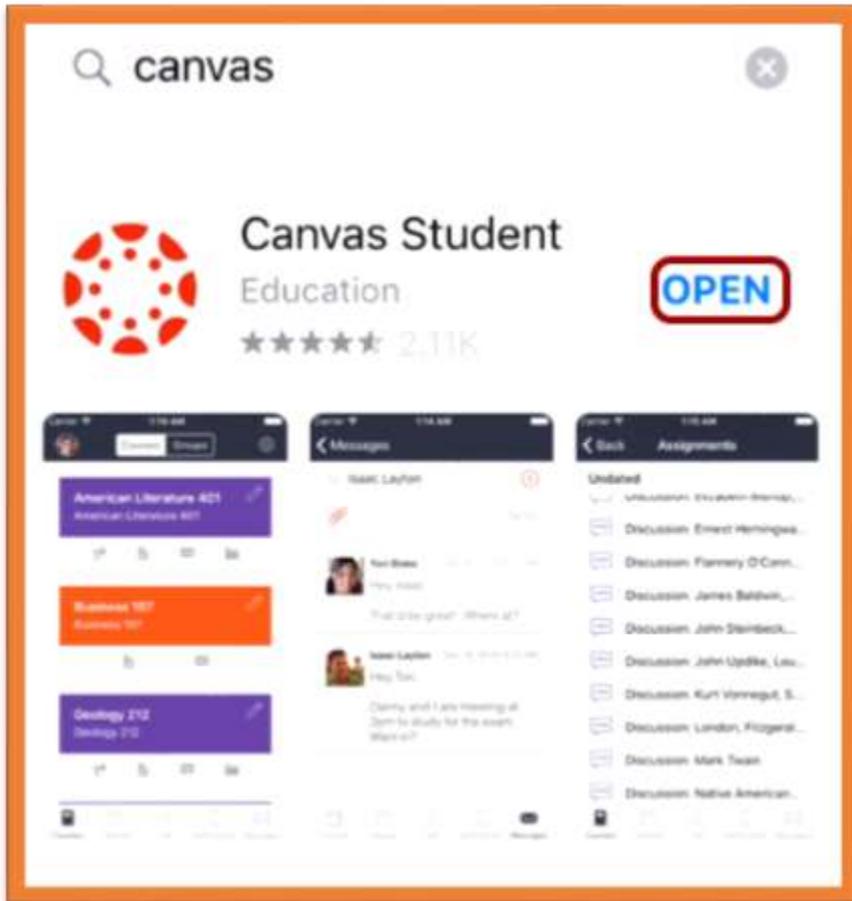
In the search field, type Canvas Student in the search field. Tap the full name when it appears.



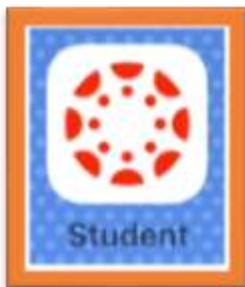
Tap the **Get** button.



Tap the **Install** button.
Note: iTunes may ask for your iTunes password to download the app.



When the app has downloaded and installed onto your iOS device, you can access the app immediately by tapping the **Open** button.



You can also open the app on your iOS home screen by tapping the **Student** icon.

Summary

This Guide is to enable you to easily access your courses on Canvas and be confident in finding your way around, posting to discussions, doing the quizzes and uploading assessments.

We hope you enjoy your study!!