



Acelt User Guide

Group SF-59

February, 2025

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1. Introduction

1.1 Purpose of the Document

This document serves as a user guide for Ace It, an AI-powered study assistant designed to help students navigate their coursework through Canvas LMS. It explains how to use the app, configure settings, and troubleshoot common issues.

1.2 Who this guide is for:

This guide is for:

- Students who want to ask questions about course materials.
- Instructors who want to manage AI settings and track usage.
- Administrators who manage Canvas integration and settings.

2. Getting Started

2.1 Prerequisites

Before using Ace It, ensure you have:

- ✓ A Canvas LMS account with appropriate permissions.
- ✓ Internet connection and a modern web browser.
- ✓ If you're an Instructor, ensure

2.2 Installation & Access:

Ace It is a web-based application and does not require installation. To access:

1. Open a browser and visit the Ace It Web App (URL provided by your administrator).
2. Log in using your Canvas LMS credentials.
3. Allow Canvas API access when prompted.
4. You can now access Acelt after it loads!

2.3 System Requirements

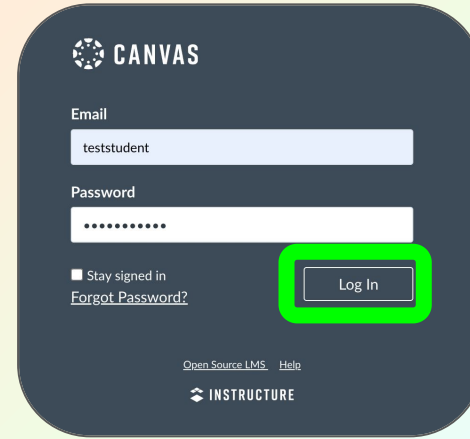
Supported Browsers: Google Chrome, Firefox, Edge, Safari.

Devices: Desktop, Laptop, Tablet.

3. Main Functions for All Users

3.1 Log In

1. Navigate to the Ace It home page. It will redirect you to Canvas login page.
2. Enter your Canvas credentials.
3. Click on “Log In”.



CANVAS

Email
teststudent

Password
.....

☐ Stay signed in
[Forgot Password?](#)

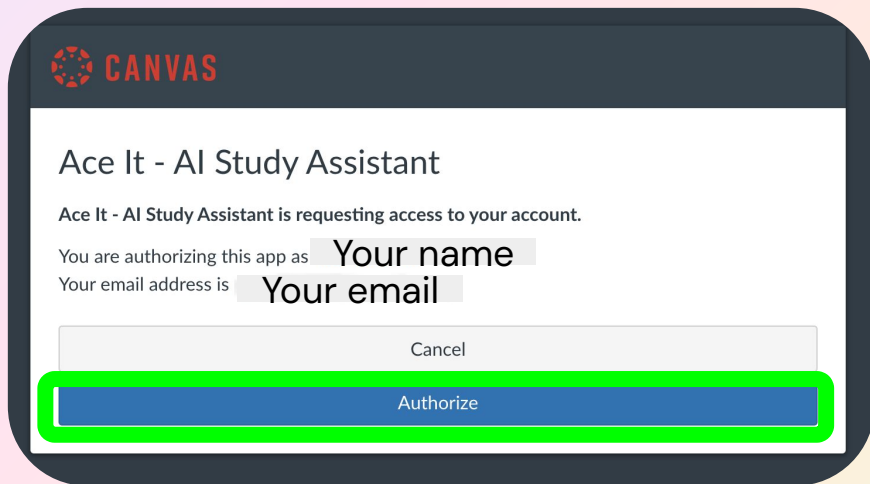
[Log In](#)

[Open Source LMS](#) [Help](#)

INSTRUCTURE

3.1 Log In (continue)

4. Allow API access (if prompted).



5. Wait to be redirected to the AceIT dashboard.

○ Loading your info from Canvas...

6. Login successful

Test student •  • Log Out



3.2 Log Out

After logged into your account, go to the top right corner,

1. Click "Log Out".



3.3 View Courses

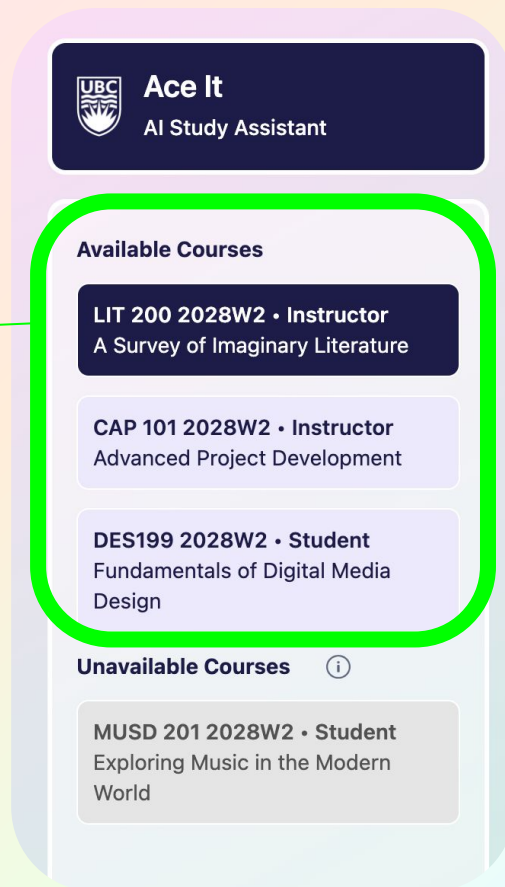
1. After logging in, your dashboard on the left will display:

- a. Available Courses:

Courses where the Instructor has enabled AI access, or you're an Instructor for that course. These are the courses you can access AceIT study assistant.

- b. Unavailable Courses:

If a course is "Unavailable", it means that the course Instructors have not enabled the AI Assistant.





3.4 Configure Preferred Language

1. Ace It supports multiple languages for both interface & AI responses.
2. Go to Settings > Language Preferences.
3. Select your preferred language.
4. Save changes.

Change Preferred Response Language

Select your preferred language for Ace It. This will impact both the language of the AI responses and user interface.

English

Cancel

Confirm

Change Preferred Response Language

Select your preferred language for Ace It. This will impact both the language of the AI responses and user interface.

✓ English
Chinese (Simplified)
Chinese (Traditional)
French
French (Canada)
German
Russian
Spanish

4. Main Functions for Instructors

4.1 Default Course Settings

Enable Student Access: Off

Refresh Course Content: Off

Included Course Content: (Default Off):

- ☐ Assignments ☐ Pages ☐ Quizzes
- ☐ Syllabus ☐ Announcements
- ☐ Files ☐ Discussions

Supported Questions Types:

- Learning Recommendations: ✓ On
- Practice Problem Generation: ✓ On
- Solution Review / Feedback: ✓ On
- Problem Explanation: ✓ On

4.2 Viewing Analytics

After logged into your account:

1. Select the desired course to view/
2. Wait for the analytics to load.
3. The analytics are loaded with:
 - a. Questions asked within a period.
 - b. Number of active student sessions during that period.
 - c. Most commonly asked questions.
 - d. Most referenced course materials.

Available Courses

LIT 200 2028W2 • Instructor
A Survey of Imaginary Literature

CAP 101 2028W2 • Instructor
Advanced Project Development

Student Engagement

This Week ▼



Questions Asked



Student Sessions



Students Using Ace It

Most Common Questions

This Week

Most Referenced Materials

This Week

LIT 200 2028W2 A Survey of Imaginary Literature

John Smith • • Log Out

Analytics

Configuration

Student View

Student Engagement

This Week ▼



Questions Asked

10



Student Sessions

11



Students Using Ace It

1

Most Common Questions

This Week

Most Referenced Materials

This Week

1. how are we graded for this course?
2. help me summarize the reading
3. discuss readings
4. grading help
5. what is this course

[Show More](#)

1. Syllabus
2. Announcements
3. Discussions
4. Meoro and July.pdf
5. Assignments

[Show More](#)

4.3 Configuring the AI Assistant

As an instructor, you can configure:

- Student Access to AceIT
- Automatically refresh course content on Canvas
- Included Course Content (based on students' view in Canvas)
- Supported Questions Types
- Custom Response Format / Tone (Optional)

Analytics

Configuration

Student View

Enable Student Access

If toggled on, Students will be able to access the AI Study Assistant for this course.

ON

Refresh Course Content

Control how course content is kept up to date. Automatic updates occur every 24 hours.

Enable automatic updates ON

Update Content Now

Included Course Content

Select which sections of Canvas to include in the AI Study Assistant's knowledge base. Changes to which content is included in the knowledge base will take effect after a few minutes. Content changes made in Canvas later will automatically be reflected in the knowledge base within 24 hours. Only content which is visible to Students in Canvas (e.g. published) will be included in the knowledge base.

☒ Announcements

☒ Syllabus

☒ Assignments

☒ Files

☒ Quizzes

☒ Discussions

☒ Pages

View Currently Included Materials

The listed materials reflect what is currently live in the AI Study Assistant. You must save any configuration changes then refresh course content for any updates to be reflected here.

Supported Questions

Select which types of questions the AI Study Assistant will be able to answer for students.

☒ Learning Recommendations (Tips and Suggested Materials)

☒ Practice Problem Generation

☒ Solution Review / Feedback

☒ Problem Explanation

Custom Response Format / Tone (Optional)

Provide instructions about how you would like the AI Study Assistant to respond (e.g. "answer casually with lots of emojis with as much detail as possible").


provide step by step explanation

4.3 Configuring the AI Assistant

To configure:

1. Go to course's "Configuration" located beside "Analytics"
2. Modify AceIT settings
3. Save changes.

LIT 200 2028W2 A Survey of Imaginary Literature

John Smith •  • Log Out

Analytics

Configuration

Student View

Enable Student Access

If toggled on, Students will be able to access the AI Study Assistant for this course.

ON ☐

Refresh Course Content

Control how course content is kept up to date. Automatic updates occur every 24 hours.

Enable automatic updates ☐ OFF [Update Content Now](#)

Custom Response Format / Tone (Optional)

Provide instructions about how you would like the AI Study Assistant to respond (e.g. "answer casually with lots of emojis with as much detail as possible").

Save Configuration

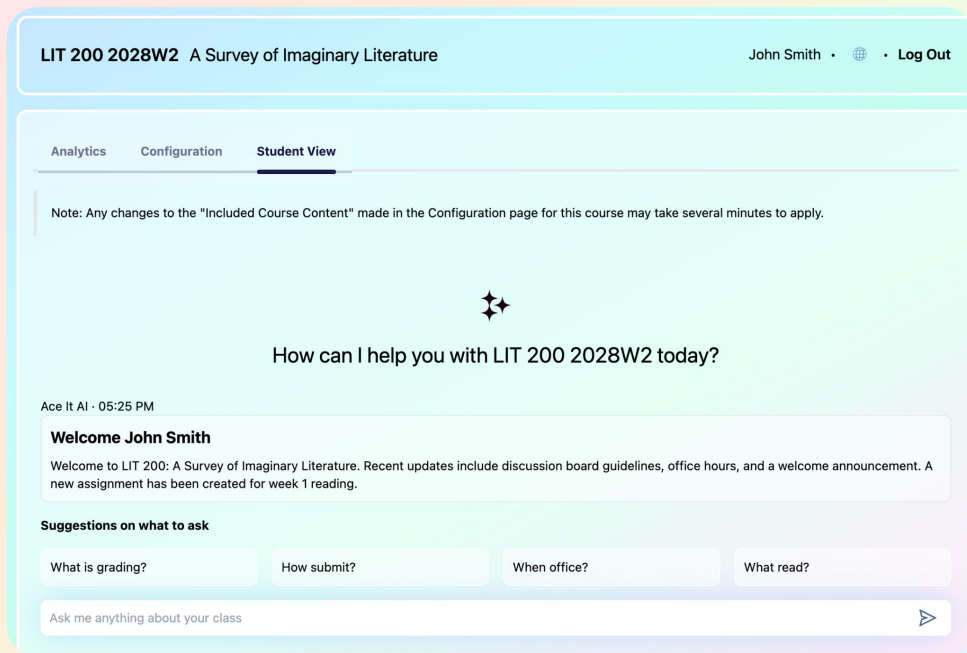


Configuration saved successfully!

4.4 Testing the AI Assistant

Instructors can simulate student interactions:

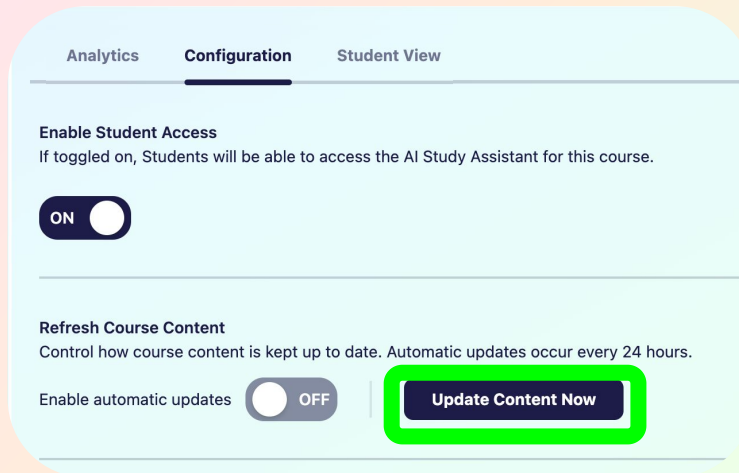
1. Go to “Student View” located beside “Configuration”
2. Type a question a student might ask, or select one of the suggested prompts
3. Evaluate the response.



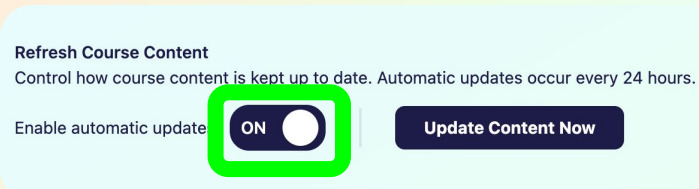
4.5 Sync with Canvas

Ace It automatically syncs with Canvas if the course “Refresh Course Content” is ON, but you can also manually refresh course data:

1. Go to course’s “Configuration” located beside “Analytics”
2. Under “Refresh Course Content”, click “Update Content Now”.



Starting to update content. This may take a few minutes.



5. Main Functions for Students

5.1 Asking Questions

1. Open your course page in Ace It
2. Wait for the greeting message
3. Enter a question in the chat box, or select one of the suggested questions to ask.
4. Click the send icon or press enter ↵ to send.

Ace It
AI Study Assistant

DES199 2028W2: Fundamentals of Digital Media Design

John Smith · Log Out

Available Courses

- LIT 200 2028W2 • Instructor
A Survey of Imaginary Literature
- CAP 101 2028W2 • Instructor
Advanced Project Development
- DES199 2028W2 • Student
Fundamentals of Digital Media
Design**

How can I help you with DES199 2028W2 today?

Resume Past Conversation

- Photoshop basics explained
3 hours ago
- Design basics explained
5 days ago
- DES199 study tips
5 days ago
- Older Conversations ▼

Chat Window:

Ace It AI · 07:09 PM

Welcome John Smith

Recent course updates include: syllabus, discussions, assignments, and announcements. You can access these resources through the course links: [Syllabus](#), [Discussions](#), [Assignments](#), and [Announcements](#).

Suggestions on what to ask

- Explain design basics
- Review Photoshop project
- Help with portfolio
- Discuss UX concepts

Ask me anything about your class

Suggestions on what to ask

- Explain design basics**

Chat Input Area:

Explain design basics

5.2 Getting AI Responses

After asking a question, the AceIT assistant will:

1. Provide a direct answer.
2. Include relevant course materials with link attached to each as references.

Ace It AI · 07:15 PM

Design Basics

Design basics refer to the fundamental principles and elements that guide the design process and help designers create compositions.

Principles of Design

The principles of design are the rules or guidelines that designers use to create effective and visually appealing designs.



Reference Materials

- [weekly projects.md](#)
- [Syllabus](#)

5.3 Continue a Past Session

1. Open your course page in Ace It
2. Wait for the past conversation to load
3. Select a previous conversation.
4. Resume the discussion.

The screenshot displays the Ace It AI Study Assistant interface. At the top, the header shows 'Ace It AI Study Assistant' and the course 'DES199 2028W2 Fundamentals of Digital Media Design' with a user profile 'John Smith' and a 'Log Out' button. On the left, a sidebar lists 'Available Courses': 'LIT 200 2028W2 • Instructor A Survey of Imaginary Literature', 'CAP 101 2028W2 • Instructor Advanced Project Development', and 'DES199 2028W2 • Student Fundamentals of Digital Media Design'. The 'DES199 2028W2' course is highlighted with a green box. The main area shows a prompt 'How can I help you with DES199 2028W2 today?' and a 'Resume Past Conversation' section with three buttons: 'Photoshop basics explained 3 hours ago' (highlighted with a green box), 'Design basics explained 1 days ago', and 'DES199 study tips 5 days ago'. Below these are 'Older Conversations' and a dropdown arrow. A green arrow points from the 'Photoshop basics explained' button to a separate box on the right that says 'Photoshop tutorial given 3 minutes ago'. At the bottom left, a chat window shows a message from 'Ace It AI - 07:12 PM' titled 'Getting Started with Photoshop' with instructions on how to use the software.

Available Courses

- LIT 200 2028W2 • Instructor
A Survey of Imaginary Literature
- CAP 101 2028W2 • Instructor
Advanced Project Development
- DES199 2028W2 • Student
Fundamentals of Digital Media
Design**

How can I help you with DES199 2028W2 today?

Resume Past Conversation

- Photoshop basics explained
3 hours ago
- Design basics explained
1 days ago
- DES199 study tips
5 days ago
- Older Conversations ▼

Ace It AI - 07:09 PM

Welcome John Smith

Recent course updates include: syllabus, discussions, assignments, and announcements. You can access these resources through the course links: [Syllabus](#), [Discussions](#), [Assignments](#), and [Announcements](#).

Suggestions on what to ask

- Explain design basics
- Review Photoshop project
- Help with portfolio
- Discuss UX concepts

Ask me anything about your class

You - 07:12 PM

How to use Photoshop

Ace It AI - 07:12 PM

Getting Started with Photoshop

To use Photoshop, follow these steps:

1. **Launch Photoshop:** Open Photoshop on your computer by double-clicking on the application icon.
2. **Create a New Document:** Go to **File > New** and enter the dimensions, resolution, and color mode for your new document.
3. **Familiarize Yourself with the Interface:** The Photoshop interface includes:

Photoshop tutorial given
3 minutes ago

6. FAQs

1. What kind of questions can I ask the AI?

Depending on your course's configuration, you can ask about:

- Course concepts
- Assignments & syllabus details
- Study tips & recommendations
- Practice problems

2. How does the AI reference Canvas materials?

The AI retrieves relevant documents stored in the vector database.

3. Is my data secure?

Yes. Ace It follows Canvas authentication and AWS security best practices.

4. What information does instructor have access?

Instructor can see:

- Questions asked within a period. (Summarized using an LLM)
- Number of active student sessions during that period.
- Number of unique students using Ace It.
- Most commonly asked questions.
- Most referenced course materials.

Instructor cannot see:

- Names, email addresses, or other personal details of students asking the questions
- The exact time students ask a question
- Specific chat history or private conversations between students and the AI.

Data is anonymized in analytics.

5. What information does AceIT have access?

AceIT values everyone's privacy.

It has access to:

- course data (depending on Instructor Settings)
- Student Questions to AI
- Conversations are stored only for the student (not visible to instructors)
- Number of questions asked.
- Popular course topics.
- Overall engagement trends.


Ace It Does NOT Have Access To:

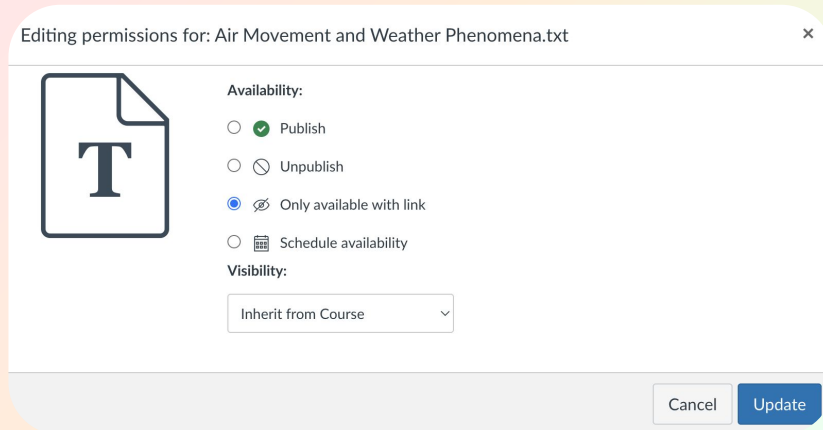
- Student grades or assignment submissions
- Emails, direct Canvas messages are not accessed.
- Data is processed anonymously.
- Confidential Course Content: Any restricted Canvas content (e.g., unpublished files, instructor-only materials) is not included in AI responses.

6. What if I have a file that want to show to students, but I don't want AceIT to have access?

This is a valid concern, since AceIT has potential to reveal unintended content.

To avoid AceIT from having access to that particular document, you can:

1. Upload that document to **Files**.
2. Click  beside that document.
3. Change permission to **Only available with link**.



4. Attach this link to a page or assignment.

Now the document is uploaded, and AceIT does not have access to it.

7. Troubleshooting

1. I can't log into my account!

Ensure you are using the correct Canvas credentials. If the issue persists, reset your password on Canvas or check if your institution's Canvas instance is available.

2. I'm stuck on login page!

Clear your browser's cache and cookies, then try logging in again. Alternatively, try using Incognito mode.

3. My course is displayed as unavailable!

Contact your instructor and ask them to enable Ace It for student access in course settings.

4. AceIt is not loading properly!

Ensure you are using a supported browser (Chrome, Firefox, Edge, Safari). Try disabling extensions that may interfere.



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Cloud Innovation Centre

Thank you for reading AcelT
User Guide