



USER GUIDE FOR ASSOCIATE

CANVAS

By Learning Services Support

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GETTING STARTED WITH CANVAS

A. What is Canvas?

Canvas is the Singapore University of Social Sciences' Learning Management System.

It is used by SUSS instructors to:

- Communicate with students using tools such as Announcement and Inbox (Messaging System)
- Locate school learning materials
- Upload learning materials for students
- Retrieve students' assignments
- Mark and return assignments
- Provide grades using SUSS Gradebook
- Engage in discussions
- Perform simple analytics

B. Canvas Technical Requirements

For Canvas to work well for the user, the user computer must be correctly configured and installed with software that meets the following minimum technical requirements:

Operating Systems

- Windows 10
- Mac OS X

Computer Specifications

- Desktop or laptop with at least 4GB RAM and sound card
- Built-in Broadband Wired or Wireless Card
- Built-in Speakers and Mic with Webcam

Additional Software

Microsoft Office Package	Adobe Digital Editions
   Microsoft Word Microsoft Excel Microsoft PowerPoint To have at least Microsoft Office 2007 or above	 Adobe Digital Editions Software used to read iStudyGuide. Download link: https://www.adobe.com/solutions/ebook/digital-editions/download.html
VitalSource Bookshelf	PDF Reader
 VitalSource Bookshelf Software used to read eTextbook and iStudyGuide. Download link: http://tinyurl.com/vitalsourcedownload	 Acrobat Reader Software used to read PDF documents Download link: https://get.adobe.com/reader/
Java	Teamviewer
 Java for Windows/Mac Download link: https://java.com/en/download/	 Teamviewer for Windows/Mac Download link: https://www.teamviewer.com/en/download/windows/

C. How do I access Canvas?

1. Navigate to <https://canvas.suss.edu.sg> via Google Chrome browser.

2. Key in your "User ID" and "Password".
3. Click on "Log In".



4. With the successful login, you will be brought to the dashboard of Canvas.

The image shows the SUSS Canvas dashboard. On the left is a sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Commons. The main area shows a list of published courses under "Published Courses (11)". The courses listed are: CANVAS WORKSHOP (LSA101_JUL19_T01), LSA123_JUL20_T01, CANVAS 101 FOR ALL SCHOOL ADMINS (Canvas 101 for ALL School Admins), Harassment in the Workplace (Online), ZOOM, and Support. Each course card includes a green circular icon with three dots and a blue circular icon with three dots.

5. If your courses do not display as the tiles above, click on the ellipses.

6. Click on "Card View". Your course tiles will now appear.

The screenshot shows the SUSS Canvas Dashboard. On the left is a sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and a back arrow. The main area is titled "Published Courses (11)" and displays five course tiles. The first tile is for "CANVAS WORKSHOP" (LSA101_JUL19_T01). The second tile is for "Harassment in the Workplace" (Online). The third tile is for "Canvas 101 FOR ALL SCHOOL ADMINS" (LSA123_JUL20_T01). The fourth tile is a video camera icon. The fifth tile is for "Canvas 101 for ALL School Admins" (Sandbox). In the top right corner, there is a red box containing a dropdown menu with four options: "Dashboard View", "Card View" (which is checked), "List View", "Recent Activity", and "Color Overlay". A red circle with the number "5" is positioned above the dropdown menu, and another red circle with the number "6" is positioned to the right of the dropdown menu.

D. How do I locate my courses in Canvas?

There are 2 methods to locate your courses in Canvas.

1. The first method is via Canvas Dashboard.

The screenshot shows the SUSS Canvas Dashboard in Card View mode. The sidebar and course tiles are identical to the previous screenshot, but the course names are now displayed in green text below the tile titles. The course tiles are arranged in two rows of three. The first row contains the "CANVAS WORKSHOP" tile (LSA101_JUL19_T01), the "Canvas 101 FOR ALL SCHOOL ADMINS" tile (LSA123_JUL20_T01), and the "Canvas 101 for ALL School Admins" tile (Sandbox). The second row contains the "Harassment in the Workplace" tile (Online), the video camera icon tile, and the "Canvas 101 for ALL School Admins" tile (Sandbox).

2. For the second method, click on "Courses".
3. Click on "All Courses". All your courses are now displayed.

The screenshot shows the SUSS Canvas interface. On the left, there is a sidebar menu with icons for Account, Admin, Dashboard, Courses (which is highlighted with a red box and labeled '2'), Calendar, Inbox, and History. The main content area displays a list of published courses under the heading 'Published Courses'. The first course listed is 'LSA101_JUL19_T01 : Canvas Training Course' (Sandbox). Below it is 'LSA123_JUL20_T01 : Canvas Training Course' (Sandbox), and at the bottom is 'Canvas 101 for ALL School Admins' (Sandbox). At the bottom of the main content area, there is a message: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.' A red box highlights the 'All Courses' link, which is labeled '3'.

E. Password Reset

1. Click on "MyMail Support" to request for a reset of your password via email.

The screenshot shows the SUSS MyMail Support password reset page. The page features a background illustration of a person climbing a ladder to reach a graduation cap, with a plus sign and a molecular model icon. On the right, there is another illustration of a person sitting on a stack of books with a lightbulb, ruler, and paint palette above them. The form itself has fields for 'User ID' and 'Password'. Below the password field is a link 'Forgot your Password? For students and associates, please contact MyMail Support' (labeled '1'). There is also a 'Log In' button and a link 'For external users, please click HERE'. At the bottom, there are links for 'Privacy Policy', 'Terms of Use', 'Help', and the 'INSTRUCTURE' logo. Below the footer, there are icons for megaphone, FAQ, and user guides.

CUSTOMISE CANVAS

Profile and User Settings allows you to personalize your personal information in Canvas. You can control this information in the Global Navigation Panel.

To access Profile:

1. Click on “Account”.
2. Click on “Settings”.



A. Add a profile picture

There are two ways you can select a profile picture to use throughout Canvas:

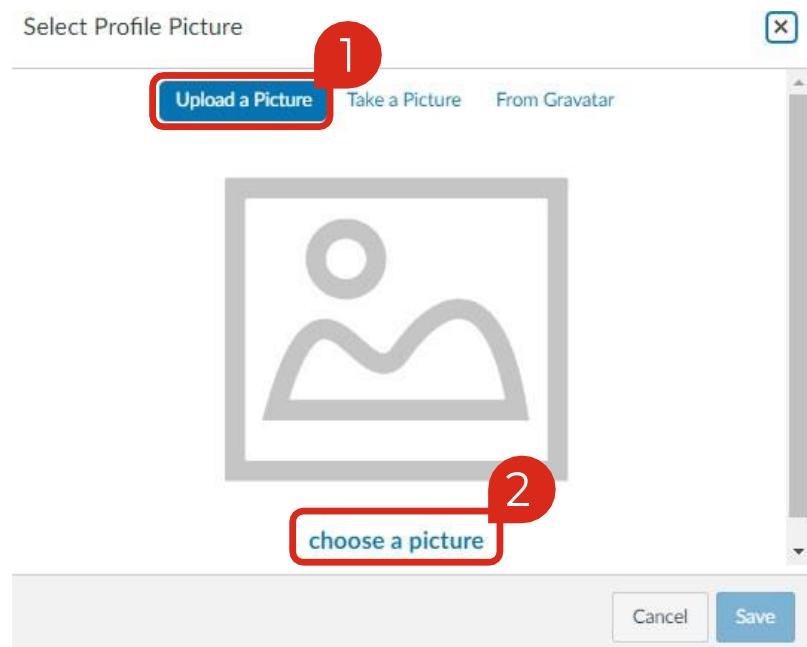
- Upload a picture from your computer
- Take a picture using your computer's camera

1. Click on Profile Picture icon. A dialog box will open.

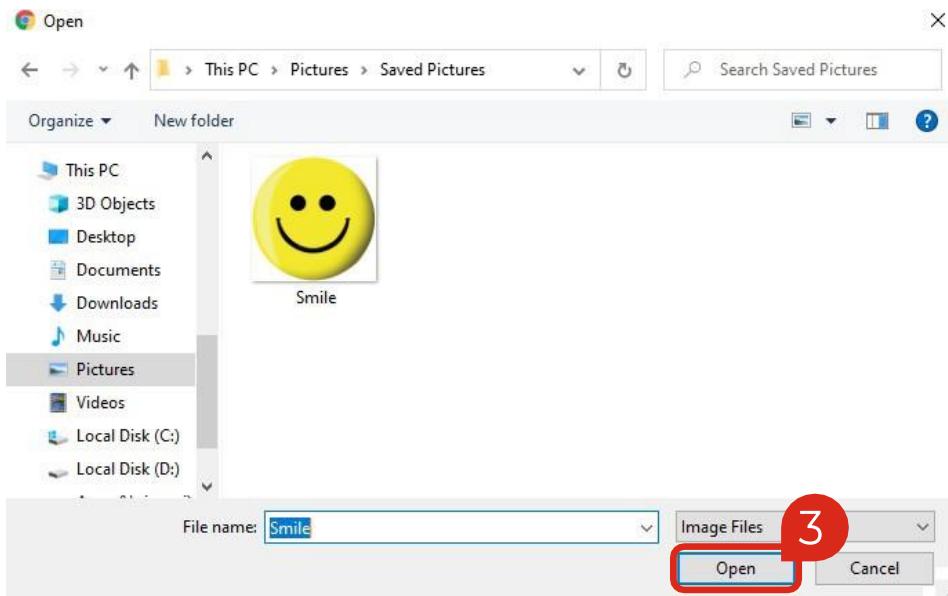
The screenshot shows the 'LMS Tutor01's Settings' page. On the left, there is a sidebar with links: Notifications, Profile, Files, Settings (which is selected and highlighted in blue), ePortfolios, and Shared Content. The main area displays the user's information:
Full Name: LMS Tutor01 (LSA)
This name will be used for grading.
Display Name: LMS Tutor01
People will see this name in discussions, messages and comments.
Sortable Name: LMS Tutor01
This name appears in sorted lists.

i. Upload a picture

1. Click on "Upload a Picture".
2. Click on "Choose a Picture".



3. Select the file from your computer. Next, click on "Open".



4. Drag the selection box to crop or resize your picture.

5. Click on "Save" to upload your profile picture.



6. The profile picture is as shown below.

The screenshot shows the 'LMS Tutor01's Settings' page. On the left is a sidebar with links: Notifications, Profile, Files, Settings (which is selected and highlighted in blue), and ePortfolios. The main area displays the user's information: Full Name (LMS Tutor01 (LSA)), Display Name (LMS Tutor01), Name (People will see this name in discussions, messages and comments.), and Sortable (LMS Tutor01). At the top left of the main area is a yellow smiley face icon with a red border and a red number '5' in a circle above it, indicating a notification.

ii. Take a picture

1. Click on "Take a Picture".

2. Click on "Take Picture".

The screenshot shows the 'Select Profile Picture' dialog box. It has three options at the top: 'Upload a Picture', 'Take a Picture' (which is highlighted with a red border and a red number '1' in a circle above it), and 'From Gravatar'. Below these options is a preview area showing a placeholder profile picture of a person with a red circular overlay. At the bottom of the preview area is a 'Take Picture' button, which is also highlighted with a red border and a red number '2' in a circle above it. At the very bottom of the dialog box are 'Cancel' and 'Save' buttons.

3. When you are satisfied with your picture, click on "Save".

B. Contact Settings

Before you can set your notification preferences, you will need to set how you want to be notified.

i. Email addresses

1. Your account will display the default SUSS email associated with your account. However, if you want to add an additional email address, click on "+ Email Address".

Note: Please do NOT delete the default SUSS email address and ensure that the default email address is set to SUSS email address to prevent issues when accessing SUSS systems.

Ways to Contact

Email Addresses



2. Type in the email address you want to add, in the text field.
3. Click on "Register Email".

Register Communication

A screenshot of a 'Register Communication' form. At the top, there are tabs for 'Email', 'Text (SMS)', and 'Slack Email', with 'Email' being the active tab. Below the tabs, there is a field labeled 'Email Address' containing 'tutor@gmail.com'. A red box surrounds this field and the 'Register Email' button below it, with the number '2' above the field and '3' below the button.

4. A confirmation link will be sent to your personal email. Click on the link in that email to finish registering.

Confirm Email Address

X

We emailed a confirmation link to tutor@gmail.com.
Click the link in that email to finish registering. Make
sure to check your spam box in case it got filtered.

[Re-Send Confirmation](#)

Ok, Thanks

As part of the Personal Data Protection Act (PDPA), please take note that by you, entering your private email address (substitute with mobile number) into Canvas, you are agreeing to be contacted via Canvas.

ii. Other contacts

1. Click on "+ Contact Method".

Other Contacts	Type
For All Devices	pr
+ Contact Method	1

2. Type in your mobile number.
3. Click on "Register SMS".

Register Communication

Email Text (SMS) Slack Email

Country or Region: Singapore (+65)

SMS is only used for Multi-Factor Authentication (if enabled for your account).

Cell Number:

International text messaging rates may apply.

Register SMS

4. A confirmation SMS will be sent to your personal mobile number. Enter the confirmation code to finish registering.

Confirm Communication Channel

To activate this communication channel, enter the four-character confirmation code sent to +6562489111.

Code is case sensitive:

Re-Send Confirmation

Confirm

As part of the Personal Data Protection Act (PDPA), please take note that by you, entering your private email address (substitute with mobile number) into Canvas, you are agreeing to be contacted via Canvas.

C. Change Notification Preferences

You can set notification preferences to receive updates about your Canvas courses.

1. Click on "Account".
2. Click on "Notification".



View Notification Preferences

Your notification preferences page will display all the contact methods you have created across the top of the page. You will need to specify how you want to be notified for each contact method.

The notifications are divided into 7 categories:

1. Course Activities
2. Discussions
3. Conversations
4. Scheduling
5. Groups
6. Conferences
7. Alerts

3. To change a notification for a contact method, mouse over to the notification type you want to change and select one of the four options below. For example, "Due Date".

The screenshot shows the 'Course Activities' section of the Canvas interface. For the 'Due Date' activity, there are three notification options listed in a dropdown menu:

- Notify immediately (selected)
- Daily summary
- Weekly summary
- Notifications off

A red box highlights the 'Notifications off' option, and a red circle with the number '3' is positioned above the dropdown menu.

Course Activities	Email	Email	Push Notification
Due Date	Imssupport...	Imssupport...	For All Devic...
Grading Policies			
Course Content			
Files			
Announcement			
Announcement Created By You			

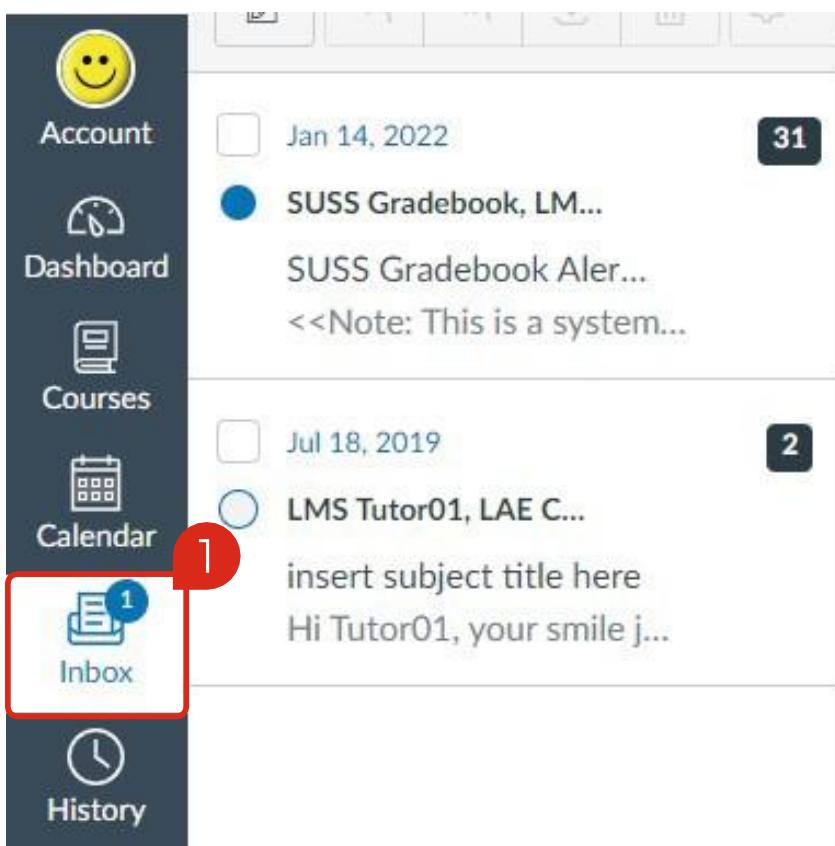
1.	Notify immediately	Select this to be notified immediately. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
2.	Daily summary	Select this to be notified daily of any change for the activity. A summary email per week.
3.	Weekly Summary	Select this to be notified weekly of any change for the activity. A summary email per week.
4.	Notifications off	Select this if you do not want to receive any notifications.

COMMUNICATION

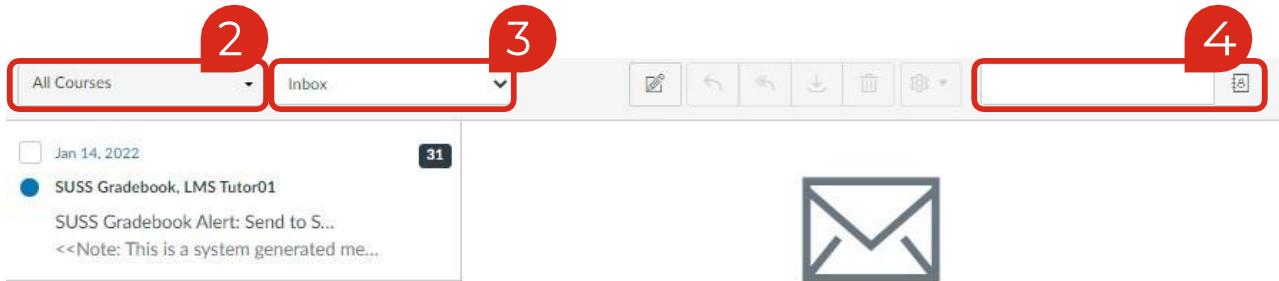
The Inbox stores all messages and conversations you have with instructors and other students in Canvas.

A. Inbox Interface

-
1. Click on "Inbox".



2. Click on "All Courses" to filter your message by course.
3. Click on "Inbox" to filter your message by type.
4. Search your inbox by typing a name, course, or group into the Search box.

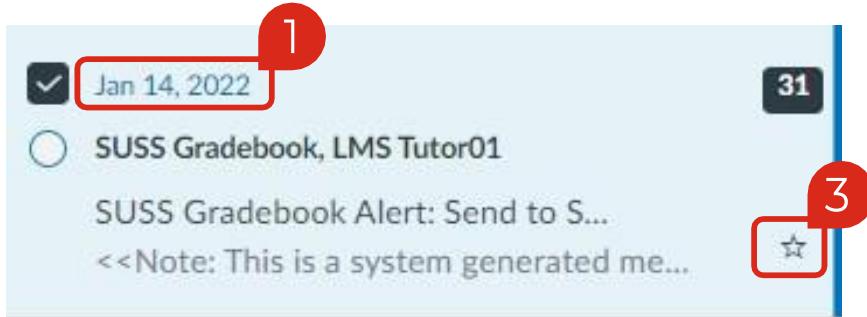


5. The left section displays messages in your inbox.
6. The right section displays the content of the message you had with a user, group, or course.

The screenshot shows the Canvas inbox interface. On the left, a list of messages is displayed. The first message from 'SUSS Gradebook, LMS Tutor01' on Jan 14, 2022, has a checked checkbox and is highlighted with a red circle containing the number 5. The second message from 'LMS Tutor01, LAE CHUNG KHIM' on Jul 18, 2019, is also visible. On the right, a detailed view of the first message is shown. The title is 'SUSS Gradebook Alert: Send to Stage 2'. The message content includes a profile picture of 'SUSS Gradebook, LMS Tutor01', the date 'January 14, 2022 at 9:38pm', and the body text: '<<Note: This is a system generated message. Do not reply directly via Canvas inbox>>', 'Dear Colleagues,' followed by a note about assignment submission, 'Course ID: LSA123_JAN22_T05', 'Assignment: TMA01', 'Thank you.', and 'SUSS Gradebook'. A red circle containing the number 6 highlights the message body area.

B. View Conversations Panel

1. The Conversation Inbox is organized chronologically from newest to oldest, with the newest conversations appearing on top and the older conversations at the bottom.
2. Click on the circle icon to mark a conversation as read or unread at the left of the conversation.
3. To bookmark a conversation, mouse over the conversation and click on the star icon on the left of the conversation.



C. Managing Your Message

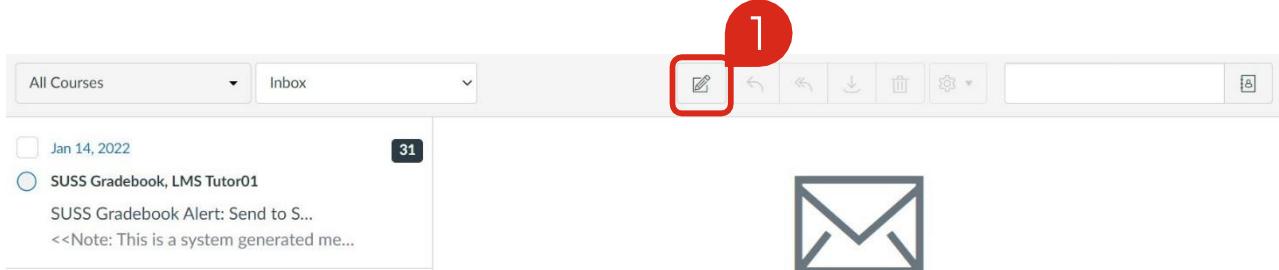
Managing your messages can be done through the buttons on the top menu.



1.		Compose a new message
2.		Reply to a message
3		Reply all to a message
4		Archive a message
5.		Delete a message
6.		More options - Mark as unread, Forward, and Star a message

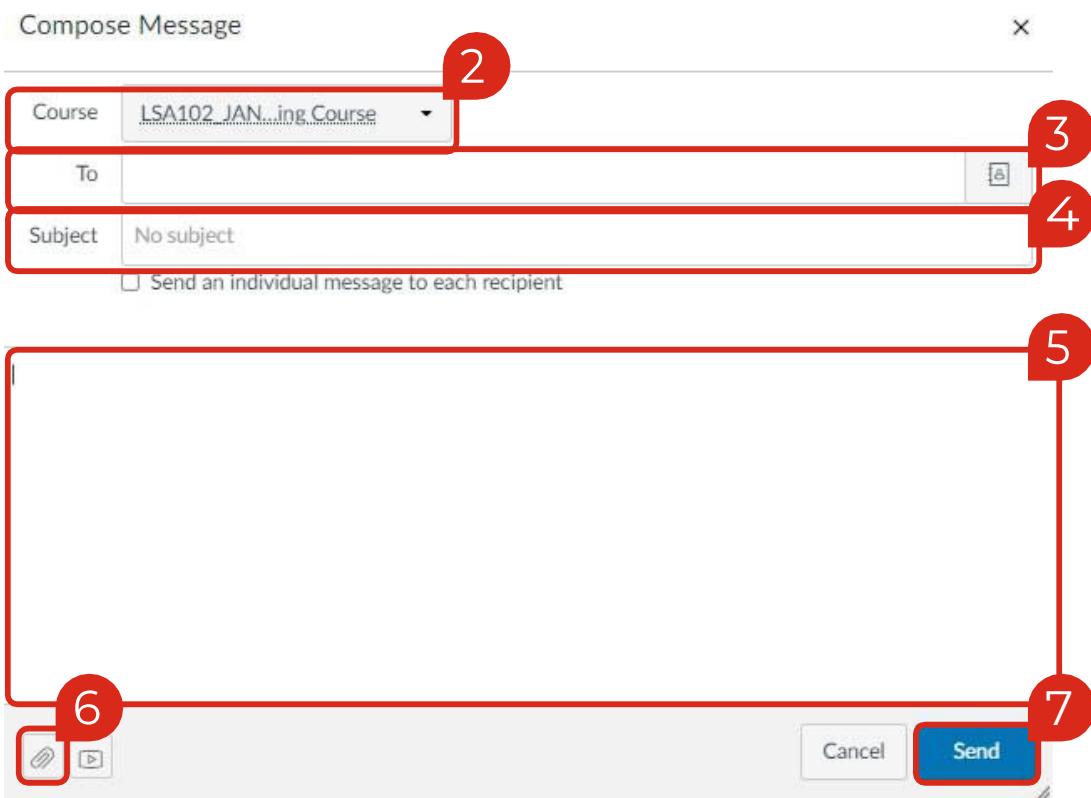
D. Compose a Message

1. Click on  icon to compose a new message.



2. Select the course where you want to send your message.
3. Type the recipient's name in the Email Information section.
4. Type a subject in the Email Information section.
5. Type a message in the Email Information section.

6. Click on  to attach any email attachments.
7. Click on "Send" to send your email.



A screenshot of the "Compose Message" dialog box. The dialog has fields for "Course" (set to "LSA102_JAN...ing Course"), "To" (empty), "Subject" (set to "No subject"), and a checkbox for "Send an individual message to each recipient". The main body area is empty. Red numbers 2 through 7 are overlaid on the dialog to show the sequence of steps: 2 points to the "Course" field, 3 points to the "To" field, 4 points to the "Subject" field, 5 points to the main message body area, 6 points to the attachment icon in the bottom left, and 7 points to the "Send" button in the bottom right corner.

E. Chat Interface

1. Content window for chat discussion.
2. Enter your message in the chat window and click "Send" to send a chat message.
3. Click on "New Message Alerts" checkbox to create a sound alert when a new chat message appears.
4. A list of names of course users in the chat.

COURSE SITE NAVIGATION

After logging into Canvas, you can view your current and future enrolled courses in Canvas.

A. View Courses

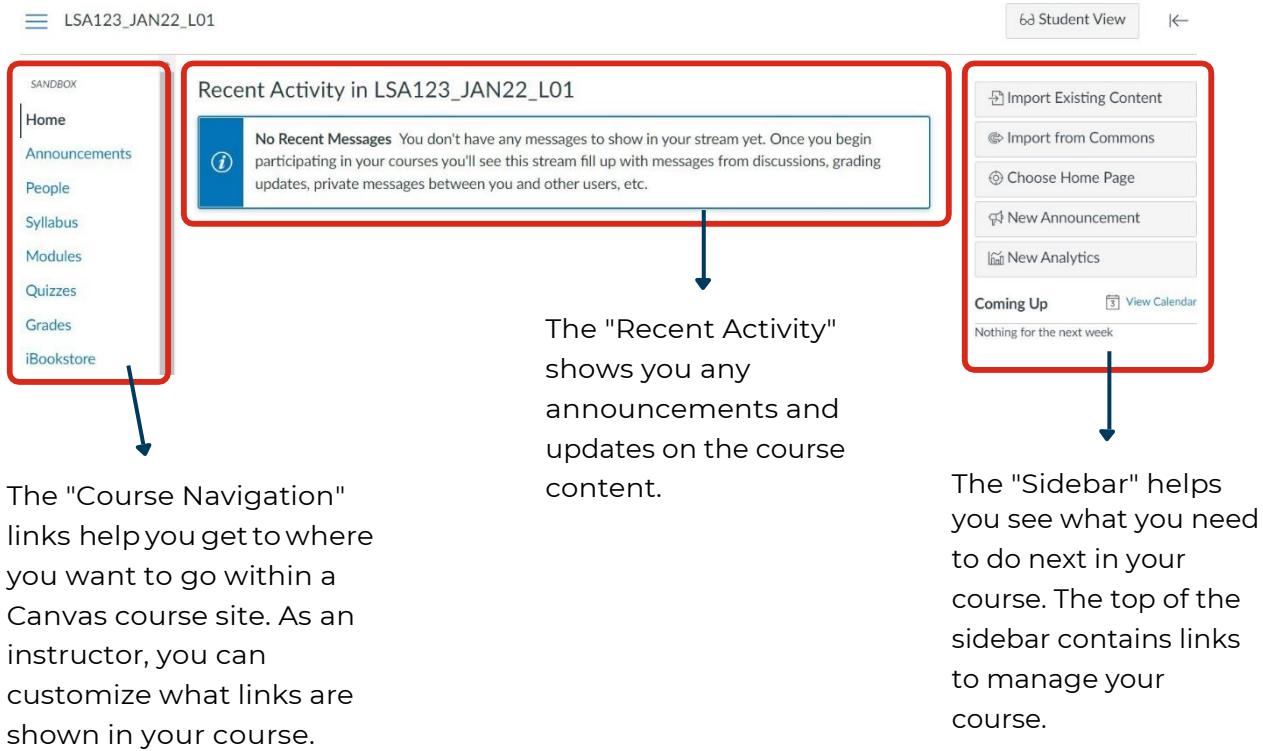
-
1. Click on "Courses" to view the courses that you are enrolled to.
 2. To view a favourite course, click on the name of the course. For example, "LSA_JAN22_T02: Canvas Training Course". If no courses are selected as favourites, the course list will display all current courses.
 3. Click on "All Courses" to view all your Canvas courses or customize the visibility of your courses.



Note: Courses are always listed alphabetically. You cannot reorder your courses manually.

B. Course Dashboard

Course Dashboard helps you to manage your course. You can also customize several areas to create a specific workflow for your students.



INTRODUCTION TO CANVAS COURSE SITE

A. Part-Time Course Site

i. L Group

The L Group facilitates the distribution of resources and information that are relevant to all students enrolled into the course.

The screenshot shows the 'Recent Activity' section of a Canvas course site. It includes a sidebar with links like Home, Announcements, People, Syllabus, Modules, Quizzes, Grades, iBookstore, Past Year Exam Papers, Past Classroom Recordings, Need Help?, and SUSS Gradebook. The main area displays a message: 'No Recent Messages. You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.' To the right, there are buttons for 'View Course Calendar', 'View Course Notifications', and a 'To Do' list item for 'QUIZ01' due on Feb 28 at 11:55pm.

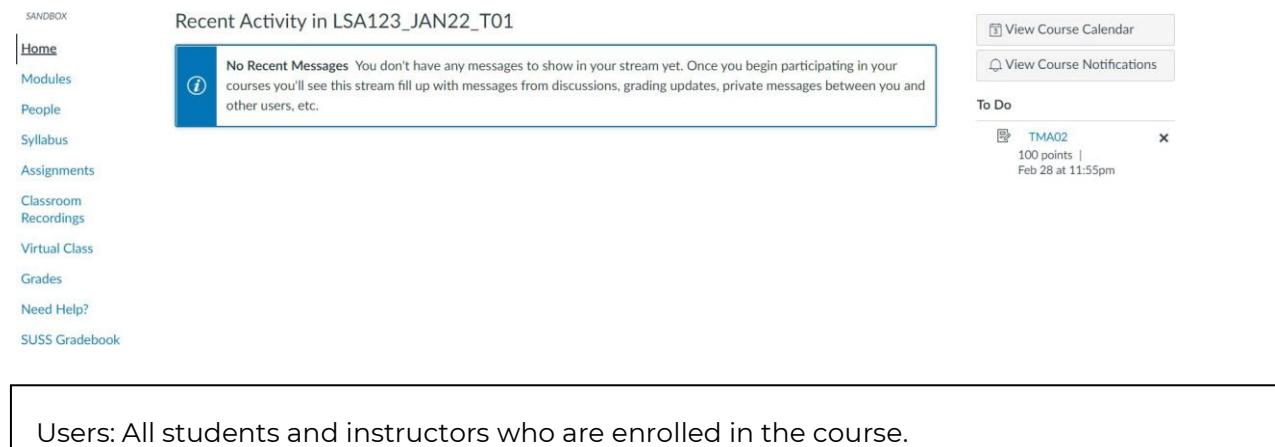
In Canvas, the L Group is organized as below.

Users: All students and instructors who are enrolled in the course.	
Home	Home is the first page that students will see when they click on a course. By default, the page shows recent activities happening within the course. As an instructor, you decide what you want students to see and interact with within the Course Home page.
Announcements	Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
People	People show a list of people enrolled to the course site. You can locate your students here as well.

Syllabus	Syllabus allows you to communicate to your students exactly what will be required of them throughout the course in chronological order.
iBookstore	Contains ePub, PDF or HTML iStudyGuide, and eTextbook.
Modules	Modules is used by the school or instructors to upload, display and organize course materials, such as assignment questions, lecture slides, and other materials for students.
Quizzes	You can view all your quizzes in your course site. As an instructor, you can also add quizzes, create quiz groups, and modify quiz settings. You can also reorder quizzes and quiz groups.
Grades	View assignment grades.
SUSS Gradebook	To award grades for students for their TMA/GBA/ECA as well as to indicate plagiarism, collusion, etc. OCAS Calculator calculates the overall continuous assessment score for students.
Past Classroom Recording	Contains recorded classroom recordings from past semesters.
Classroom Recordings	Contains current semester recorded classroom recordings.
Past Year Exam Papers	View SUSS repository of past year exam papers for the specific course.
Report a Problem	To create a case with LS Support for assistance.
Settings	Contains tools such as Quiz Batch Upload, Site Navigation settings, etc.

ii. T Group

The students enrolled to L Group, are divided into multiple smaller groups called T Groups (T01, T02, etc.). Each T Group will be assigned an instructor to deliver the lessons and grade the assignment submissions of students.



Recent Activity in LSA123_JAN22_T01

No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

View Course Calendar

View Course Notifications

To Do

TMA02
100 points |
Feb 28 at 11:55pm

Users: All students and instructors who are enrolled in the course.

Home	Home is the first page that students will see when they click on a course. By default, the page shows recent activities happening within the course. As an instructor, you decide what you want students to see and interact with within the Course Home page.
Announcements	Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
People	People show a list of people who are enrolled to the course site. You can locate your students here as well.
Syllabus	Syllabus shows a table-oriented view of the course schedule. Assignments created in Canvas will be automatically populated here. Instructors can add in events manually as well.
Modules	Modules is used by the school or instructor to upload, display and organize course materials, such as assignment questions, lecture slides, and other course materials for students.
Assignments	Retrieve submitted assignments such as TMA, GBA, ECA, etc.

Grades	View assignment grades.
SUSS Gradebook	To award grades for students for their TMA/GBA/ECA as well as to indicate plagiarism, collusion, etc. OCAS Calculator calculates the overall continuous assessment score for students.
Virtual Class	Schedule upcoming virtual classes sessions (if any).
Discussions	Discussions allow both instructor and students to start and contribute to as many discussion topics as desired. It serves as a forum for topical and current events.
Past Year Exam Papers	View SUSS repository of past year exam papers for the specific course.
Report a Problem	To create a case with LS Support for assistance.
Settings	Contains tools such as Quiz Batch Upload, Site Navigation settings, etc.

B. Full-Time Course Site

i. LG Group

The LG group facilitates the distribution of resources and information that are relevant to all students enrolled into the course.

The screenshot shows the Canvas course site for 'LSA123_JUL19_LG01'. The left sidebar includes links for Home, Announcements, People, Syllabus, iBookstore, Modules, Quizzes, Grades, and Past Classroom Recording. The main content area displays 'Recent Activity in LSA123_JUL19_LG01' with a message: 'No Recent Messages' - You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc. To the right, 'Course Status' is set to 'Published'. Other options include Import Existing Content, Import from Commons, Choose Home Page, New Announcement, and New Analytics. Below these is a 'Coming Up' section with a 'View Calendar' link and a note: 'Nothing for the next week.'

In Canvas, the LG Group is organized as below.

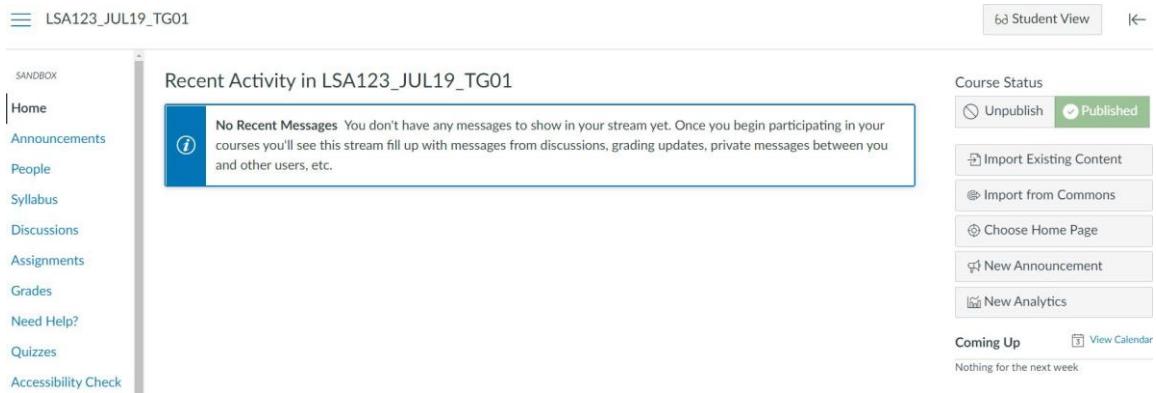
Users: All students and instructors who are enrolled in the course.

Home	Home is the first page that students will see when they click on a course. By default, the page shows recent activities happening within the course. As an instructor, you decide what you want students to see and interact with within the Course Home page.
Announcements	Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
People	People show a list of people who are enrolled to the course site. You can locate your students here as well.
Syllabus	Syllabus allows you to communicate to your students exactly what will be required of them throughout the course in chronological order.

iBookstore	Contains ePub, PDF or HTML iStudyGuide, and eTextbook.
Modules	Modules is used by the school or instructors to upload, display and organize course materials, such as assignment questions, lecture slides, and other materials for students.
Quizzes	You can view all your quizzes in your course site. As an instructor, you can also add quizzes, create quiz groups, and modify quiz settings. You can also reorder quizzes and quiz groups.
Grades	View assignment grades.
SUSS Gradebook	To award grades for students for their TMA/GBA/ECA as well as to indicate plagiarism, collusion, etc. OCAS Calculator calculates the overall continuous assessment score for students.
Past Classroom Recording	Contains recorded classroom recordings from past semesters.
Classroom Recordings	Contains current semester recorded classroom recordings.
Past Year Exam Papers	View SUSS repository of past year exam papers for the specific course.
Report a Problem	To create a case with LS Support for assistance.
Settings	Contains tools such as Quiz Batch Upload, Site Navigation settings, etc.

ii. TG Group

The students enrolled to LG Group, are divided into multiple smaller groups called TG Groups (TG01, TG02, etc.). Each TG Group will be assigned an instructor to deliver the lessons and grade the assignment submissions of students.



In Canvas, the TG Group is organized as below.

Users: All students and instructors who are enrolled in the course.	
Home	Home is the first page that students will see when they click on a course. By default, the page shows recent activities happening within the course. As an instructor, you decide what you want students to see and interact with within the Course Home page.
Announcements	Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
People	People show a list of people who are enrolled to the course site. You can locate your students here as well.
Syllabus	Syllabus shows a table-oriented view of the course schedule. Assignments created in Canvas will be automatically populated here. Instructors can add in events manually as well.

Modules	Modules is used by the school or instructors to upload, display and organize course materials, such as assignment questions, lecture slides, and other course materials for students.
Assignments	Retrieve submitted assignments such as TMA, GBA, ECA, etc.
Grades	View assignment grades.
SUSS Gradebook	To award grades for students for their TMA/GBA/ECA as well as to indicate plagiarism, collusion, etc. OCAS Calculator calculates the overall continuous assessment score for students.
Virtual Class	Schedule upcoming virtual classes sessions (if any).
Discussions	Discussions allow both instructor and students to start and contribute to as many discussion topics as desired. It serves as a forum for topical and current events.
Past Year Exam Papers	View SUSS repository of past year exam papers for the specific course.
Report a Problem	To create a case with LS Support for assistance.
Settings	Contains tools such as Quiz Batch Upload, Site Navigation settings, etc.

C. Online Course Site

i. LV Group

The LV group facilitates the distribution of resources and information that are relevant to all students enrolled into the course.

The screenshot shows the Canvas interface for the course LSA123_JUL20_LV01. On the left is a sidebar with links: SANDBOX, Home, Announcements, People, Syllabus, Modules, Quizzes, iBookstore, Classroom Recordings, and Past Classroom Recordings. The main area displays "Recent activity in LSA123_JUL20_LV01" with a message: "No recent messages. You don't have any messages to show in your stream yet. Once you begin participating in your courses, you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc." To the right, under "Course status", is a button labeled "Published" with a checkmark. Other buttons include "Unpublish", "Import Existing Content", "Import from Commons", "Choose home page", "New Announcement", and "New Analytics". At the bottom, there's a "Coming up" section with a "View calendar" link and a note: "Nothing for the next week".

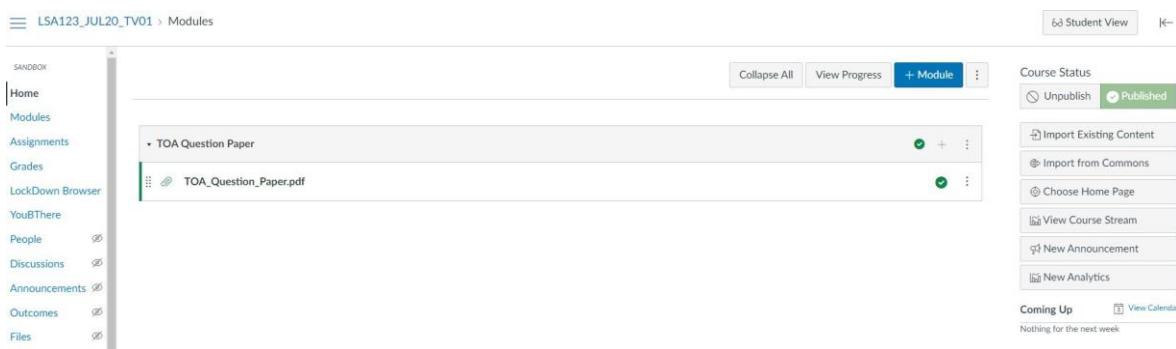
In Canvas, the LV Group is organized as below.

Users: All students and instructors who are enrolled in the course.	
Home	Home is the first page that students will see when they click on a course. By default, the page shows recent activities happening within the course. As an instructor, you decide what you want students to see and interact with within the Course Home page.
Announcements	Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
People	People show a list of people who are enrolled to the course site. You can locate your students here as well.
iBookstore	Contains ePUB, PDF or HTML iStudyGuide, and eTextbook.

Modules	Modules is used by the school or instructors to upload, display and organize course materials, such as assignment questions, lecture slides, and other materials for students.
Quizzes	You can view all your quizzes in your course site. As an instructor, you can also add quizzes, create quiz groups, and modify quiz settings. You can also reorder quizzes and quiz groups.
Grades	View assignment grades.
SUSS Gradebook	To award grades for students for their TMA/GBA/ECA as well as to indicate plagiarism, collusion, etc. OCAS Calculator calculates the overall continuous assessment score for students.
Past Classroom Recording	Contains recorded classroom recordings from past semesters.
Classroom Recordings	Contains current semester recorded classroom recordings.
Past Year Exam Papers	View SUSS repository of past year exam papers for the specific course.
Report a Problem	To create a case with LS Support for assistance.
Settings	Contains tools such as Quiz Batch Upload, Site Navigation settings, etc.

ii. TV Group

The students enrolled to LV Group, are divided into multiple smaller groups called TV Groups (TV01, TV02, etc.). Each TV Group will be assigned an instructor to deliver the lessons and grade the assignment submissions of students.



In Canvas, the TV Group is organized as below.

Users: All students and instructors who are enrolled in the course.

Home	Home is the first page that students will see when they click on a course. By default, the page shows recent activities happening within the course. As an instructor, you decide what you want students to see and interact with within the Course Home page.
Announcements	Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
People	People show a list of people who are enrolled to the course site. You can locate your students here as well.
Modules	Modules are used by the school or instructors to upload, display and organize course materials, such as assignment questions, lecture slides, and other course materials for students.
Assignments	Retrieve submitted assignments such as TMA, GBA, ECA, etc.

Grades	View assignment grades.
SUSS Gradebook	To award grades for students for their TMA/GBA/ECA as well as to indicate plagiarism, collusion, etc. OCAS Calculator calculates the overall continuous assessment score for students.
Online Seminar	Schedule upcoming virtual classes sessions (if any).
Discussions	Discussions allow both instructor and students to start and contribute to as many discussion topics as desired. It serves as a forum for topical and current events.
Past Year Exam Papers	View SUSS repository of past year exam papers for the specific course.
Report a Problem	To create a case with LS Support for assistance.
Settings	Contains tools such as Quiz Batch Upload, Site Navigation settings, etc.

D. Accessing eTextbook via iBookstore

The iBookstore is integrated into Canvas and enables students to access the Study Guides and eTextbook of the course on multiple devices such as personal computers and mobile devices. Students may download and keep their recommended eTextbook for a period of eight years.

i. VitalSource account registration

1. From the Dashboard, click on "Courses".
2. Click on the course L Group. For example: LSA123_JAN22_L01.

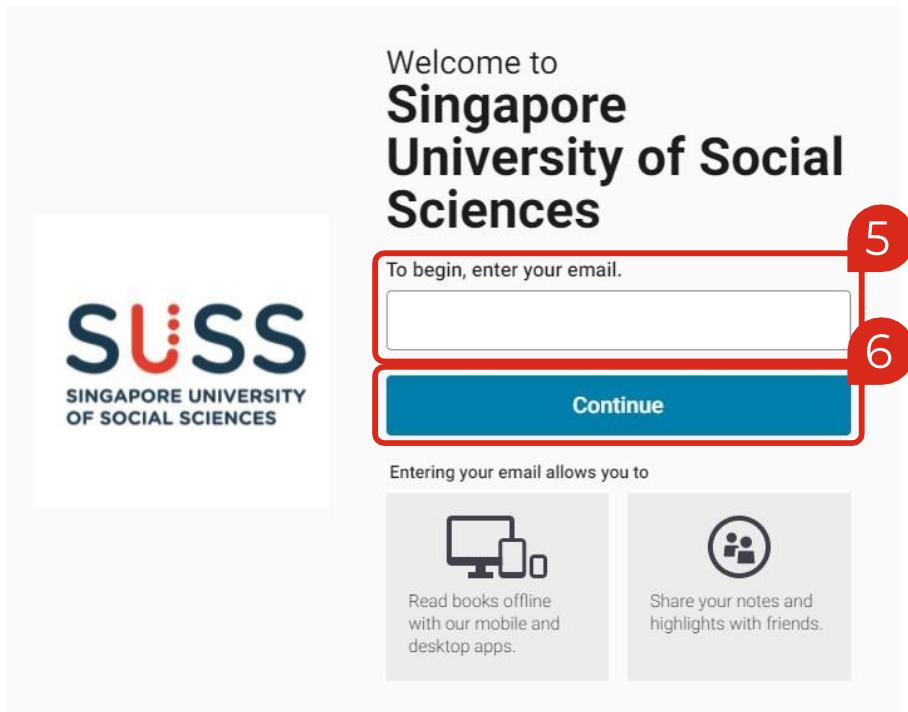


3. Click on "iBookstore".
4. Scroll down and click on "Launch eTextbook".

A screenshot of the iBookstore interface. On the left, there is a sidebar with links: Home, Announcements, People, Syllabus, Modules, Quizzes, Grades, iBookstore (which is highlighted with a red box and the number 3), Past Year Exam Papers, and Past Classroom Recordings. The main area is titled "Course eTextbook" and shows "Getting Started with Bookshelf Online". It features the VitalSource logo and the text "LEARNING WITH BOOKSHELF®". Below this, there is a call-to-action button "LAUNCH eTEXTBOOK" with a red box around it and the number 4 above it. Further down, there is text about purchasing the print version and two buttons: "ORDER PRINT TEXTBOOK FROM MARKONO" and "ORDER PRINT TEXTBOOK FROM ALKEM". Each button has a "What's this?" link next to it.

5. Enter your MyMail email address.

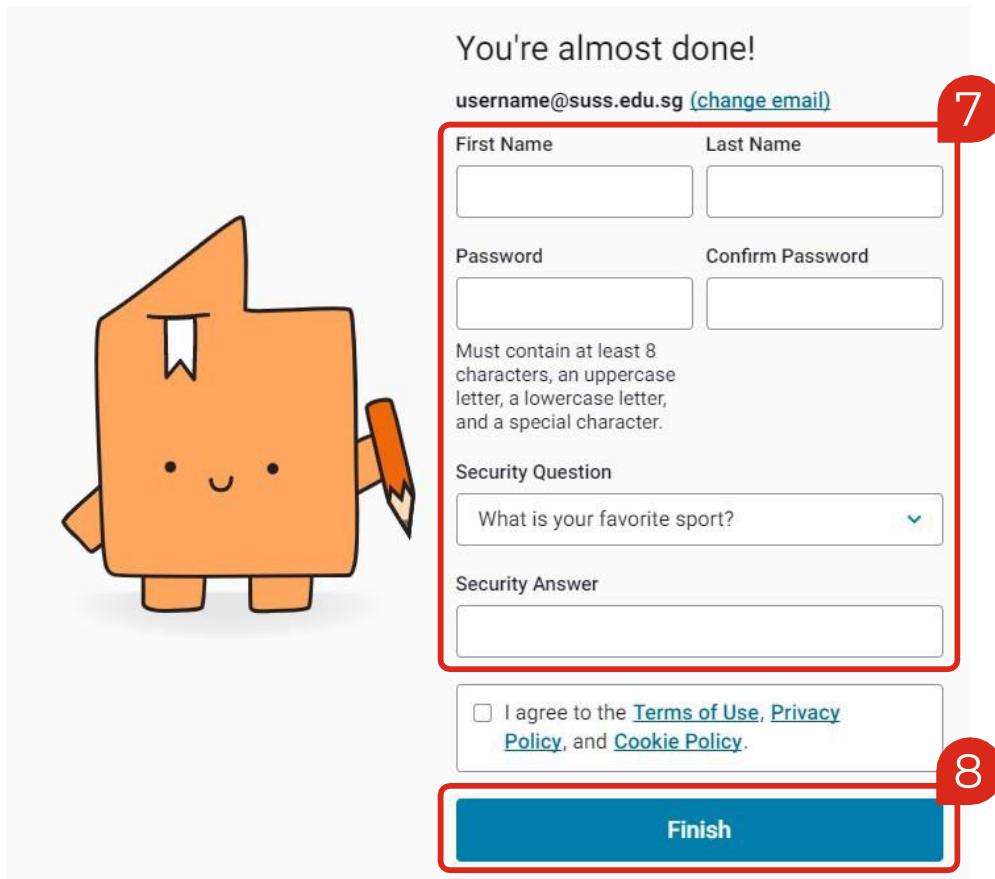
6. Click on "Continue".



7. Enter your credentials under the fields below.

8. Click on "Finish".

9. Once you have completed registration, you will be able to access the eTextbook.



ii. VitalSource online interface

VitalSource Main Page	Reader Preferences	Feedback
Table of Content	Workbook	Help
Citation	Read Aloud	My Account
Copy Page URL	Print	Download App
Search Book Content	Beta Features	Page Scroll

For more information on VitalSource Online, refer to the link below:

<https://support.vitalsource.com/hc/en-us/categories/360001056774>

E. Installing VitalSource Bookshelf

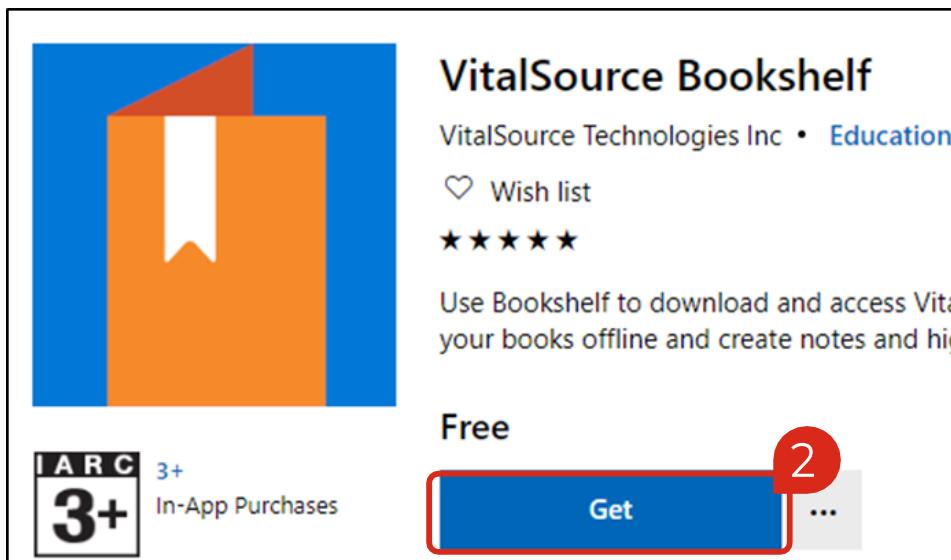
To access the eTextbook for offline reading, you will need to download the VitalSource Bookshelf application. To download the Bookshelf app, go to <https://tinyurl.com/vsbapp> on your Google Chrome web browser. Select the download based on your computer's operating system.

i. Windows 10

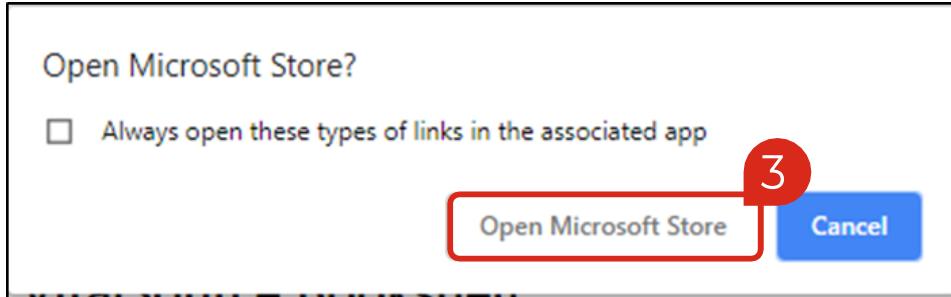
1. From the download page, click on "Download Now".



2. Click on "Get".



3. Click on "Open Microsoft Store".

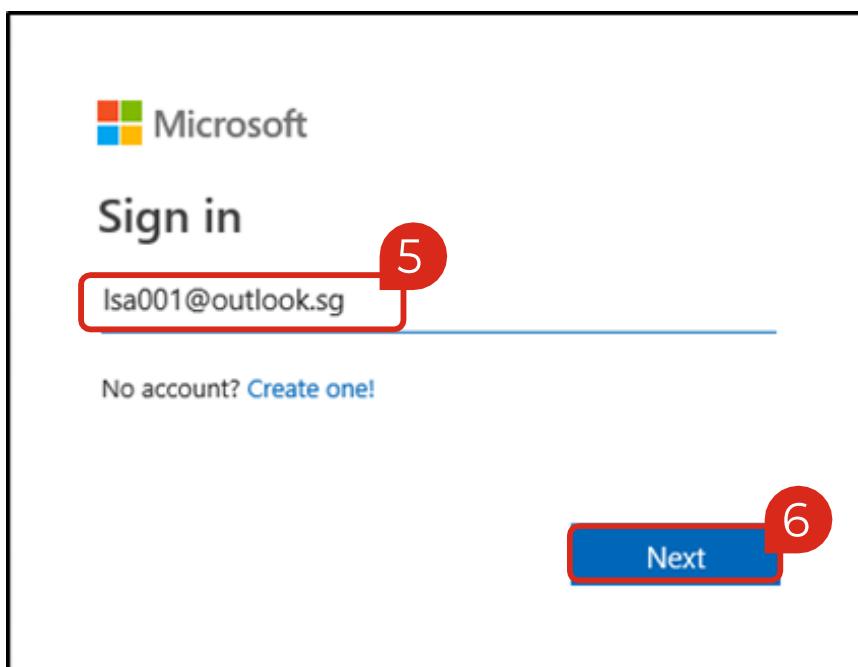


4. Under the Microsoft Store, click on "Get".



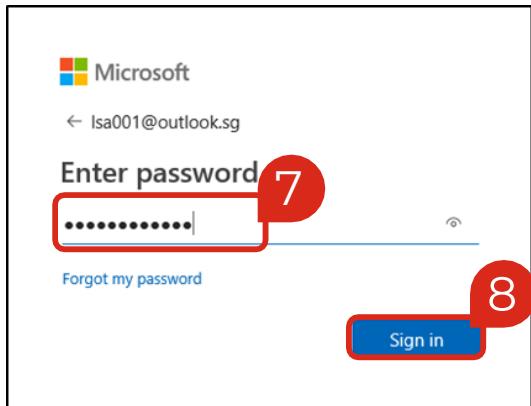
5. Key in your Microsoft Store email account.

6. Click on "Next".



7. Key in your Microsoft Store password.

8. Click on "Sign In".



9. Click on "Next" to start installing the VitalSource Bookshelf app.



10. The VitalSource Bookshelf app is now downloading and installing.



11. The VitalSource Bookshelf has been downloaded and installed on your computer. Click on "Launch" to start the VitalSource Bookshelf app.

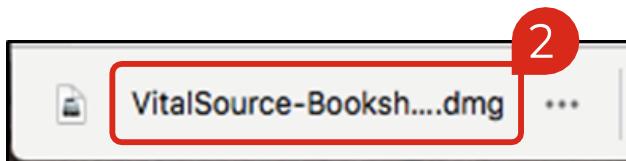


ii. Macintosh

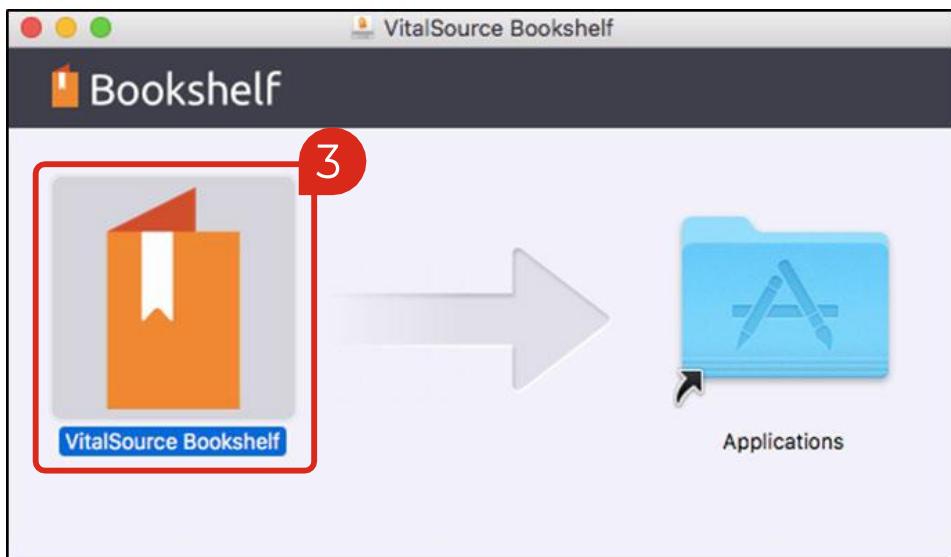
1. From the download page, click on the "Mac Apple" tile.



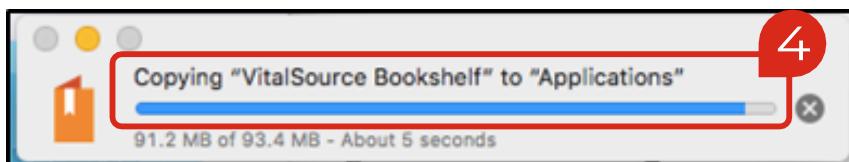
2. Once the download is complete, click on the installer.



3. When the installer appears, click on "VitalSource Bookshelf" on the left and drag it to Applications.



4. Once the copying is complete, your VitalSource Bookshelf app is now installed on your Macintosh.

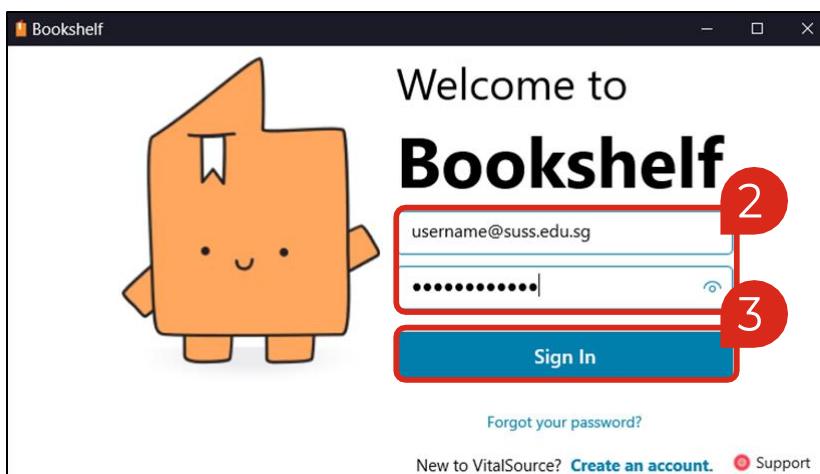


F. Accessing eTextbook for Offline Reading for Windows 10

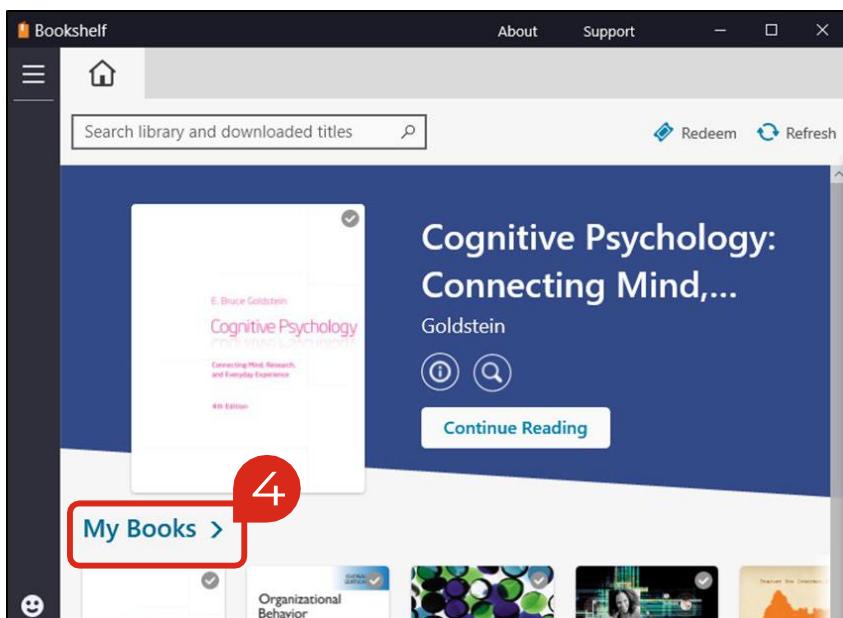
1. Launch your VitalSource Bookshelf app.



2. Sign in using your VitalSource account with your username and password.
3. Click on "Sign In".



4. Your redeemed eTextbooks can be located under "My Books".

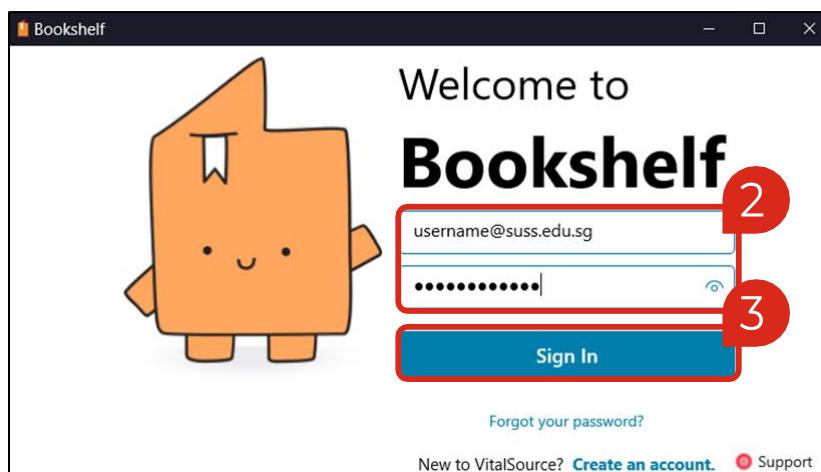


G. Accessing eTextbook for Offline Reading for Macintosh

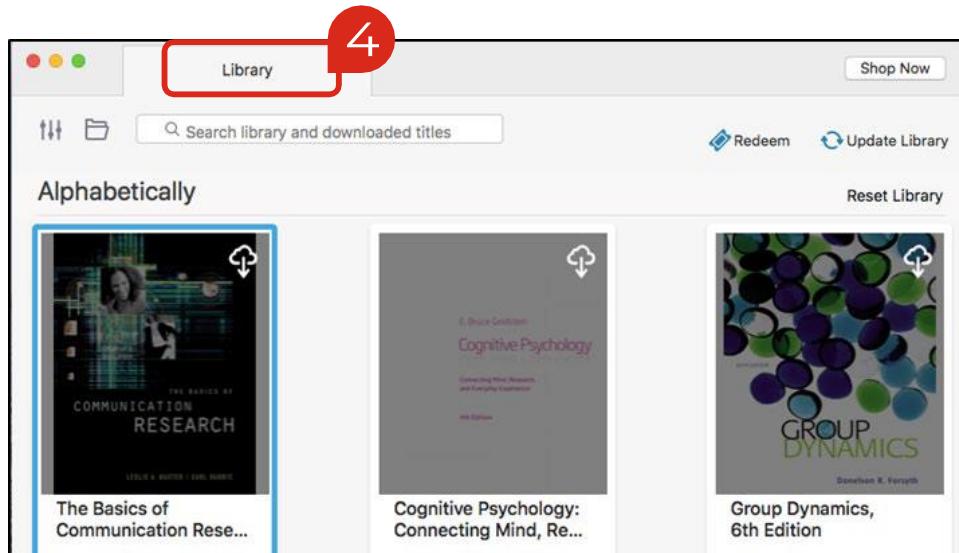
1. Launch your VitalSource Bookshelf app.



2. Sign in using your VitalSource account with your username and password.
3. Click on "Sign In".



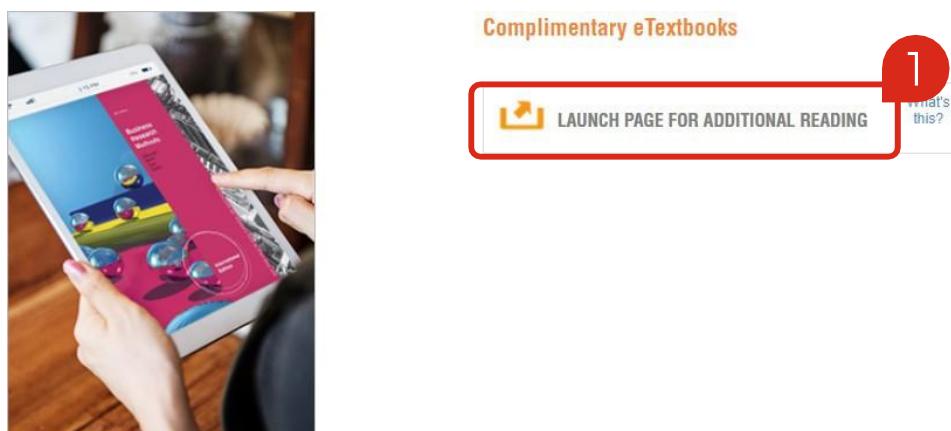
4. Your redeemed eTextbooks can be located under "Library".



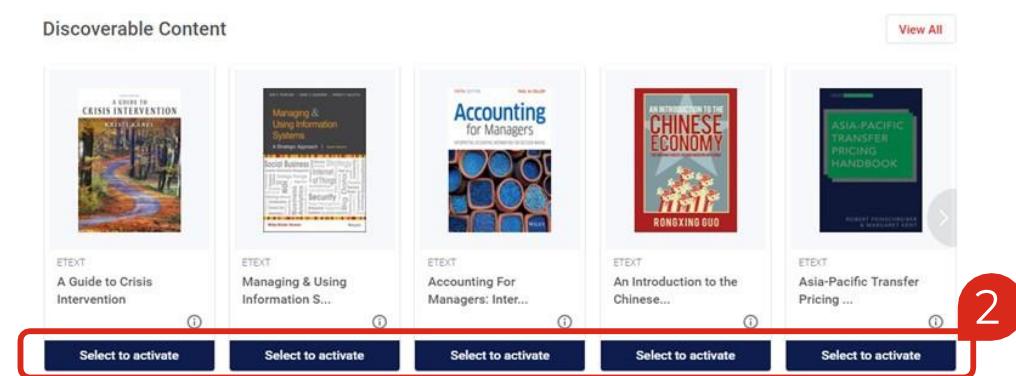
H. Accessing Additional Reading Materials

There are also additional reading materials that you can access for your own reading interest. These materials may not be related to your course. Additional Reading contains a wide collection of reference books, ranging from management skills to counselling and even media-related topics. Students and Associates may download and keep these complimentary online resources for a period of one year.

1. Under “iBookstore”, click on “Launch Page for Additional Reading”.



2. Click on "Select to activate" under the textbook that you would like to redeem.

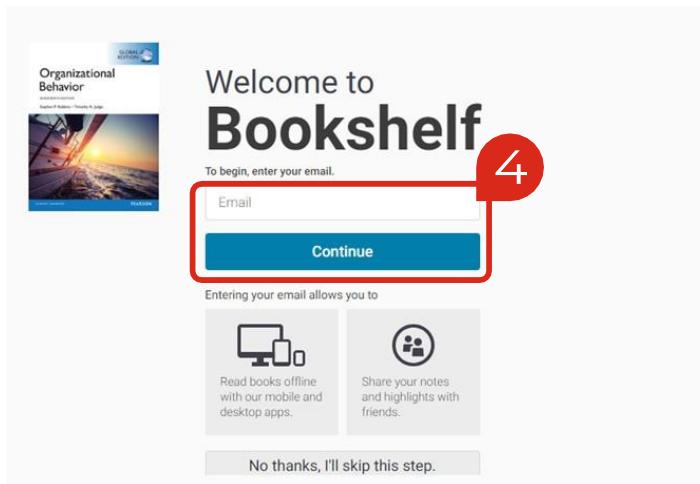


3. Your selected textbook will appear at the top of the page. Click on "Launch" to open the book.

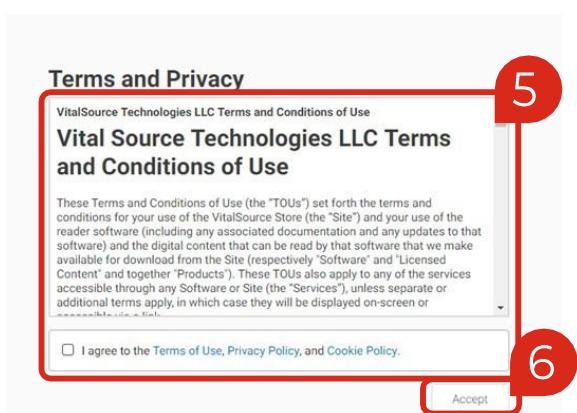
My Story



4. Enter your SUSS email address and click on "Continue". Follow the on-screen instructions until you reach the Terms and Privacy page.



5. Click on "I agree to the Terms of Use, Privacy Policy, and Cookie Policy" checkbox after reading the Terms and Privacy.
6. Click on "Accept".



COURSE SITE PREPARATION

A. Customize Home Page

Use the Course Home Page to:

- Direct your students to the most important resources they will need to be successful in your course.
- Remind students of their upcoming assignments.
- Outline on a weekly basis what you will be covering in class and how they can prepare.

Course Activity Stream (Recent Activity)	The Course Activity Stream lets participants see the most recent activity and interactions for this course.
Pages Front Page	The Pages Front Page is the first page your students will see when they enter your course, if you choose to have the course home page set to it.
Course Modules	The Course Modules allow you to organize your content to help control the flow of your course. It is used to organize course content by weeks, units, or different organizational structure that works for your course.
Assignments List	The Assignments List will show your students all the assignments that they are expected to do, and how many points each is worth. Assignments include quizzes, graded discussions, and online submissions (i.e. files, images, text, URLs, etc.).
Syllabus	The Syllabus page makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

To customize the Home Page:

1. Locate the course site from your list of courses in Canvas. For example, "LSA123_JAN22_L01: Canvas Training Course".

The screenshot shows the left sidebar of a Canvas course site. At the top is a yellow smiley face icon labeled 'Account'. Below it is a clock icon labeled 'Dashboard'. Under 'Courses', there is a blue document icon labeled 'Courses'. At the bottom is a calendar icon labeled 'Calendar'. The main area is titled 'Published Courses'. It lists two courses: 'LSA123_JAN22_L01 : Canvas Training Course' (marked with a red box and a red circle containing '1') and 'LSA123_JAN22_T02 : Canvas Training Course'. Both courses are labeled 'Course' and 'SANDBOX'.

2. Click on "Home".
3. Click on "Choose Home Page",

The screenshot shows the 'Recent Activity' page for the course 'LSA123_JAN22_L01'. On the left is a sidebar with links: 'SANDBOX', 'Home' (highlighted with a red box and a red circle containing '2'), 'Announcements', 'People', 'Syllabus', 'Modules', and 'Quizzes'. The main content area shows 'Recent Activity in LSA123_JAN22_L01' with a message: 'No Recent Messages'. In the top right corner, there is a menu with several options: 'Import Existing Content', 'Import from Commons', 'Choose Home Page' (highlighted with a red box and a red circle containing '3'), 'New Announcement', and 'New Analytics'.

4. Select what you would like to display on the Home Page. For example, "Pages Front Page".
5. Click on "Save".

The screenshot shows the 'Choose Home Page' dialog box. It contains the instruction: 'Select what you'd like to display on the home page.' Below it is a list of options with radio buttons:

- Course Activity Stream
- Pages Front Page [New Page | Change]
- Course Modules
- Assignments List
- Syllabus

At the bottom of the dialog are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box and a red circle containing '5'.

Note:

- If you want to select Pages Front Page, you must set a front page first before choosing this option.
- Only published pages can be set as the front page. Make sure the page you want to set as the front page is published.

B. Syllabus

Syllabus contains the deadlines for the student's assessments which include assignments and quizzes. Instructors can add events to their respective T Groups to communicate to your students on what will be required of them throughout the course. For example, to read up on a specific chapter on a course.

If you would like to manually add an event to the Syllabus, you can only add it through Calendar.

i. How do I add an event in Syllabus?

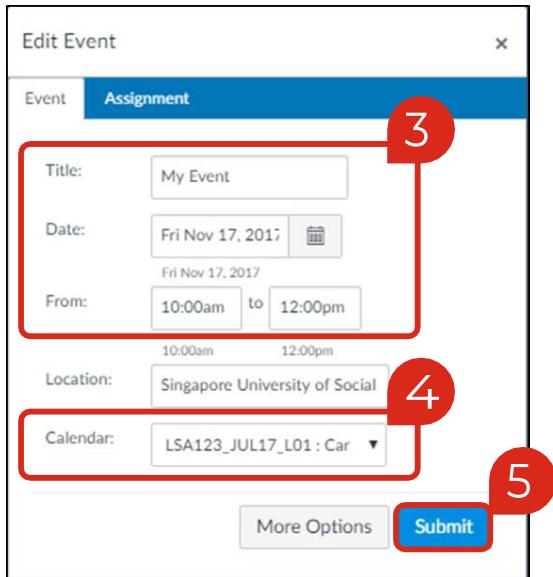
1. Click on "Calendar".



2. Click on "Create New Event" icon.

A screenshot of the Canvas Calendar interface. At the top, there are buttons for 'Today', arrows for navigating months, and tabs for 'Week', 'Month' (which is selected), 'Agenda', and 'Scheduler'. Below these are buttons for 'Create New Event' (highlighted with a red circle labeled '2') and 'Import'. The main area is a monthly calendar for October 2016. The days of the week are labeled: SUN, MON, TUE, WED, THU, FRI, SAT. Specific dates are highlighted: October 14th has a yellow box labeled 'TMA02'; October 20th is shaded orange; and October 21st is shaded yellow. To the right of the calendar is a sidebar titled 'Calendars' containing a list of courses and their status (e.g., 'LMS Tutor05 : ...'). At the bottom of the sidebar are links for 'Undated items' and 'Calendar Feed'.

3. Enter the details.
4. Select the course for the event.
5. Click on “Submit”.



ii. How do I view the Syllabus event I created?

1. From the Dashboard, click on the course. For example, LS123_JAN22_L01.

Dashboard

Published Courses (2)

The dashboard displays two published courses:

- LSA123_JAN22_L01 : Canvas Trai...**
- LSA123_JAN22_T02 : Canvas Trai...**

Each course card includes a 'Sandbox' link and a three-dot menu icon. The first course card is highlighted with a red box and a red numbered callout 1.

2. Click on "Syllabus",
3. Click on the desired event. For example, "My Event".

policies or anything else.
To add some comments, click the "Edit" link at the top.

Course Summary:

	Date	Details
SUSS Gradebook	Fri Feb 8, 2019	CMA01 due by 11:55pm
Report a Problem	Mon Feb 18, 2019	CMA02 due by 11:55pm
Quizzes	Tue Aug 13, 2019	TMA04 due by 11:59pm
Accessibility Check	Tue Dec 3, 2019	TMA02 due by 11:59pm
Badges	Tue Dec 31, 2019	GBA01 due by 4pm
Past Classroom Recording		ECA_VIDEO due by 11:59pm
Virtual Class	Fri Feb 14, 2020	My Event 10am to 12pm
Modules		QUIZ01
Collaborations		
Outcomes		

4. Your event is allocated to the date that you have set.
5. Click on "Delete" to remove the event.
6. Click on "Edit" to add changes to the event.

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8			
12	13	14	15			
19	20	21	22	23	24	25
26	27	28	29	30	1	2

My Event

Nov 17, 10am - 12pm

Calendar LSA123_JUL17_L01 : Canvas Training Course

Location Singapore University of Social Sciences

Attendees

Delete **Edit**

C. Modules

Modules are used to organize course content by weeks, units, or a different organizational structure that works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

Each module can contain files, discussions, assignments, quizzes, and other learning materials that you would like to use. You can easily add items to your module that you have already created in the course or create new content shells within the module. Course content can be added to multiple modules or iterated several times throughout an individual module.

Modules can be easily organized using the drag and drop feature. Elements within the module can also be reorganized by dragging and dropping.

i. When would I use Modules?

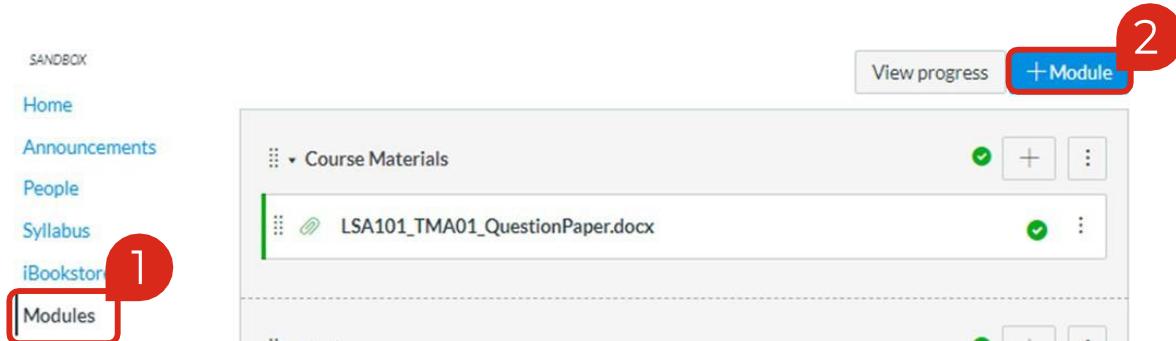
You can use Modules to:

- Create an overview of the learning resources and activities.
- Create prerequisite activities that students must complete before moving on to the course.
- Track student progress throughout a sequence of learning activities.
- Organize course content by unit, day, week, topic, or outcome.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with links: Home, Announcements, People, Syllabus, iBookstore, Modules (which is selected and highlighted in blue), Quizzes, Grades, Classroom Recordings, Past Year Exam Papers, Accessibility Check, Report a Problem, and Past Classroom. The main area is titled 'Sandbox' and shows a module structure. At the top right are 'View progress' and '+ Module' buttons. The module structure consists of three sections: 'Course Materials' containing 'LSA101_TMA01_QuestionPaper.docx', 'Assignments' containing 'LSA101_TMA01_QuestionPaper-1.docx', and 'Instructions' containing '1. MUST read first - Experimenter Instructions.doc'. Each item has a green checkmark icon, a plus sign for adding more, and a three-dot menu icon.

ii. How do I add Modules?

1. Click on "Modules".
2. Click on "+ Module".



3. Type a name. For example, "Additional Resources".
4. Click on "Add prerequisite" and set it if required.

Add Module

3

Lock until

Prerequisites 4

+ Add prerequisite

5. In the module drop-down menu, select the module students must complete before they can view this module (if applicable).
6. Click on "Add Module".

Additional Resources

Lock until

Prerequisites 5

[Select Module]

[Select Module]

PCQ01

Learning Resources

Exam Revision

Test Module

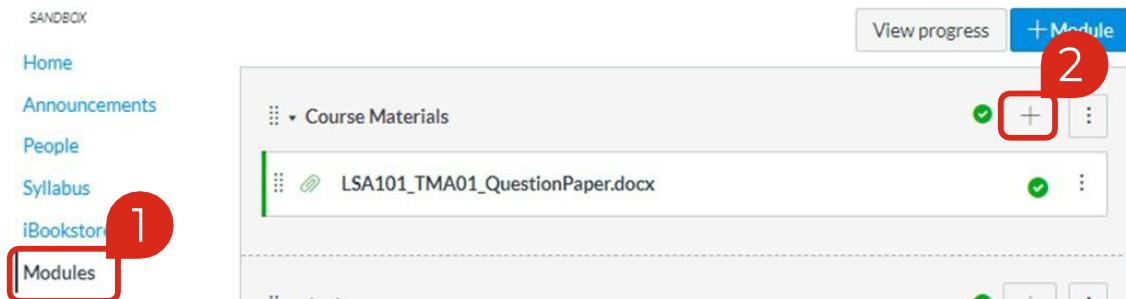
Cancel 6

Add Module

iii. How do I add files from my computer to Modules?

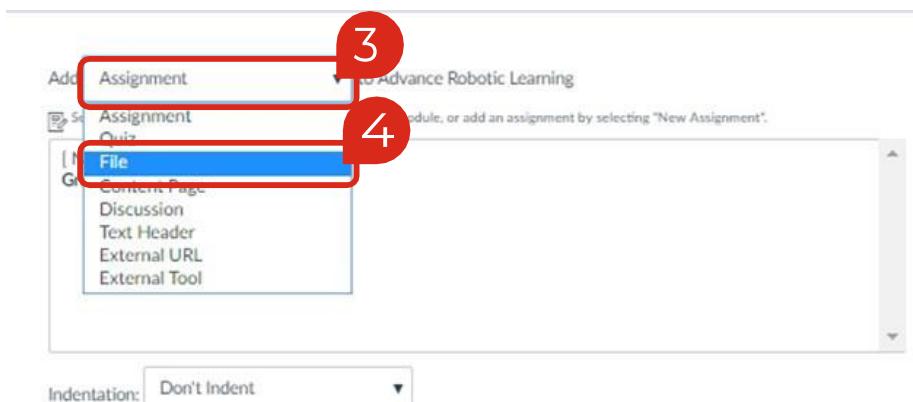
1. Click on "Modules".

2. Click on "+".



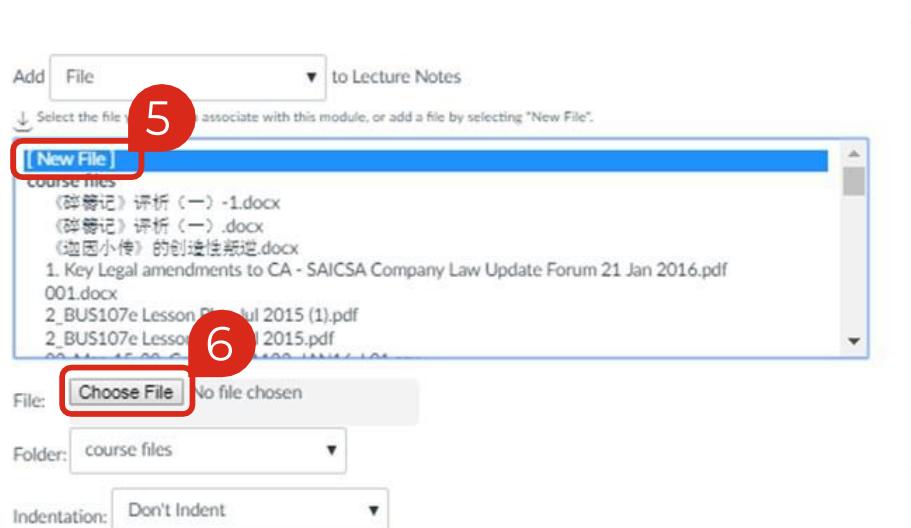
3. Click on the dropdown.

4. Click on "File".



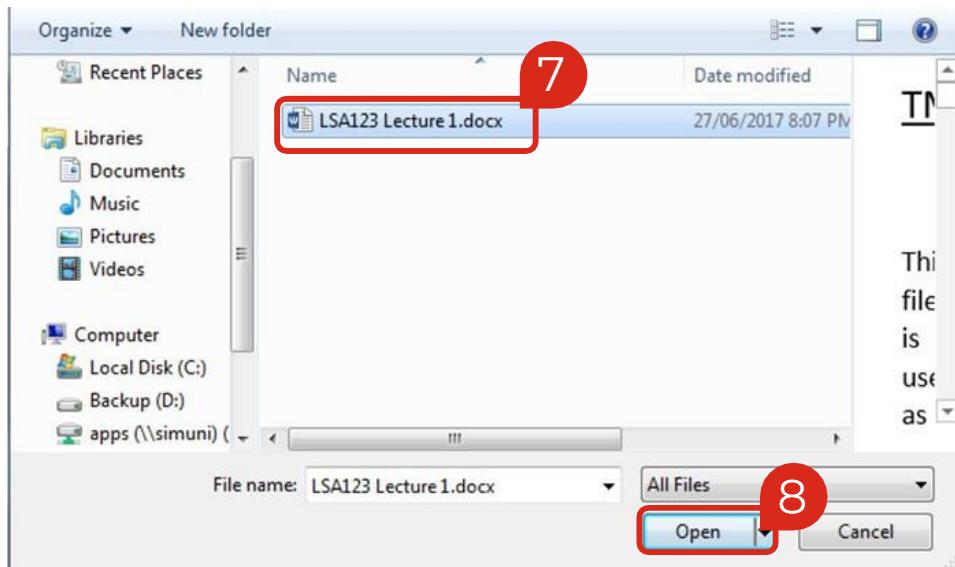
5. Click on "[New File]".

6. Click on "Choose File".

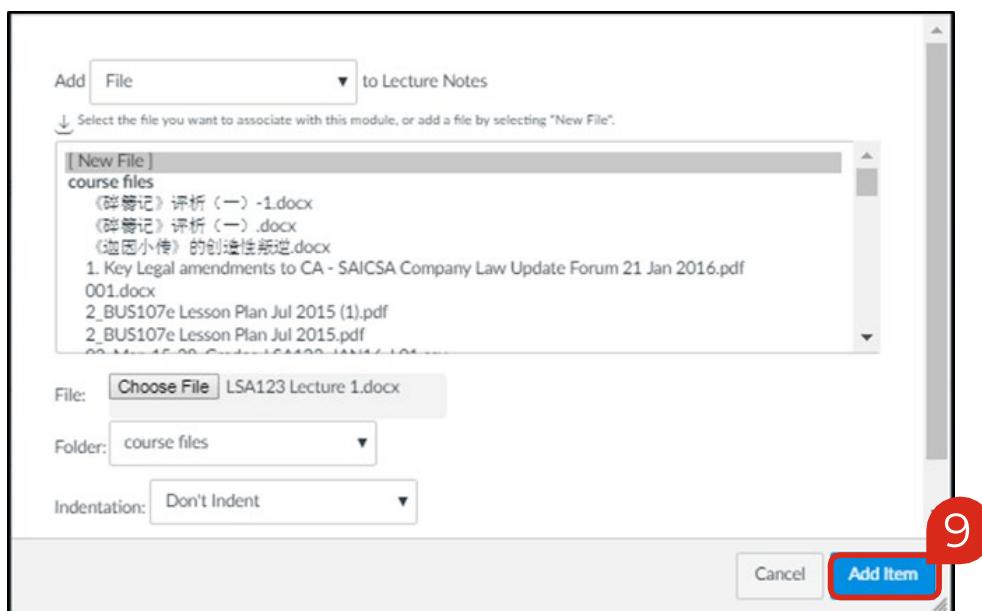


7. Select the file. For example: "LSA123 Lecture 1.docx".

8. Click on "Open".



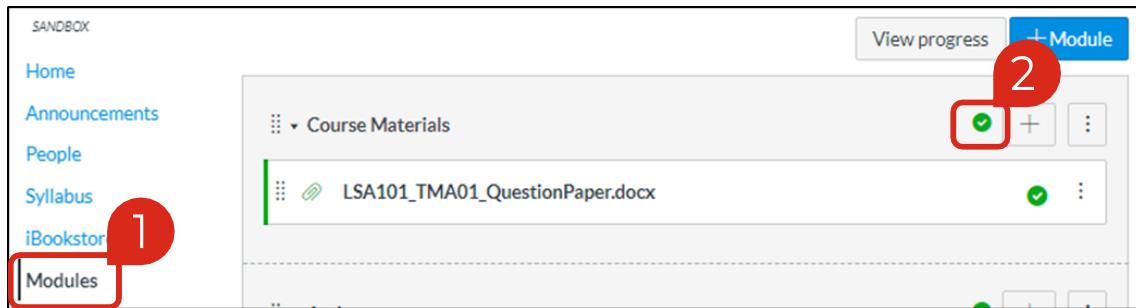
9. Click on "Add Item".



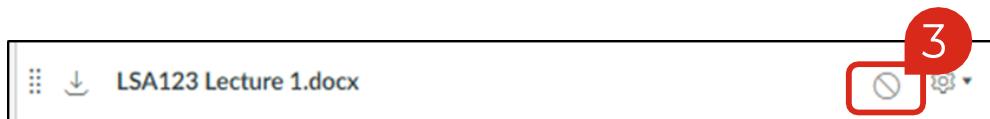
iv. How do I publish a Module or Module item?

1. Click on "Modules".
2. Click on the prohibition icon "🚫" to publish the desired module.

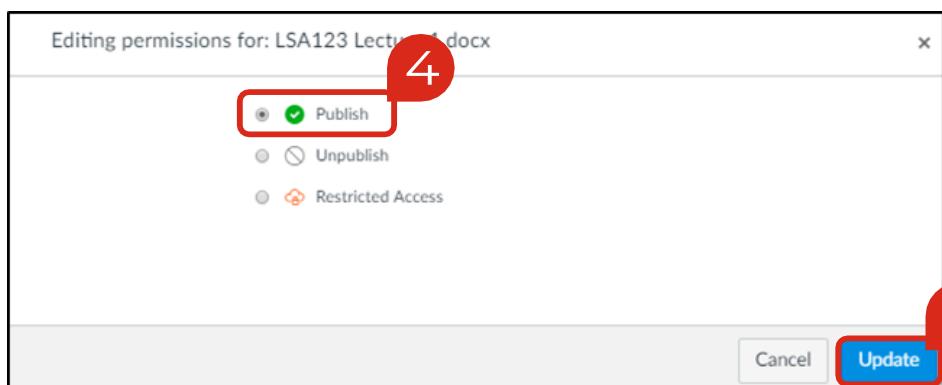
Note: Publishing a module will automatically publish any unpublished content items within the module.



3. To publish a "Module Item", click on the prohibition icon to publish the desired item.



4. Click on "Publish" radio button.
5. Click on "Update".



6. The "Module Item" is now published.



D. Pages

Pages are used as a resource page that can include text, video, and links to content from external sites (i.e. YouTube) and internal sources (i.e. other pages, uploaded files, etc.). Pages can also be set as a front page of the course site where you can display a welcome message, your introduction, and even as a content page for resources.

Notes:

- If you have not set a page as the Front Page, Canvas will ask you to set a Front Page before you can choose the Pages Front Page option when choosing a home page layout.
- Before setting the Front Page, the page must be published
- Once you set a Front Page, you cannot remove the Front Page. However, you can change the Front Page as much as you would like, or set another page as the Front Page.

1. Click on "Pages".

2. Click on "+ Page".

The screenshot shows the 'Pages' section of a Canvas course site. The sidebar on the left has a red box around the 'Pages' link. The main area displays a table of existing pages. The first page listed is 'Course Home Page (Option 1)', which is marked as the 'Front Page'. The table includes columns for 'Page title', 'Creation date', and 'Last edit'. The '+ Page' button is highlighted with a red circle labeled '2'.

Page title	Creation date	Last edit
Course Home Page (Option 1) Front Page	Dec 28, 2021	Dec 28, 2021
GBA Question Paper	Dec 28, 2021	Dec 28, 2021
Pre-recorded lecture slides	Dec 28, 2021	Dec 28, 2021
Pre-recorded lecture slides-7	Dec 28, 2021	Dec 28, 2021

3. Type a name for your page.
4. Edit the content and add links and media using the Rich Content Editor.
5. Add content to your page using the Content Selector.

Introduction

A very warm welcome to LSA123!

Canvas is a learning management system where you'll access your learning contents, submit and retrieve your assignments as well as your grades. It is also a communication platform for you to consult your instructors and collaborate with your course mates.

Preview of Content

Sample Document

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

- Testing
- + Link to a New Page

Assignments
Quizzes
Announcements

6. Under Options, you can decide who can edit the page by selecting the "Who can edit this page" drop-down menu. Options include only teachers and students, or anyone.
7. You can also notify users that content has changed by ticking the "Notify users that this content has changed" checkbox.
8. If you are ready to publish your page, click on "Save & Publish".

Options

Only teachers

can edit this page

Notify users that this content has changed

Cancel Save & Publish Save

For more information, please refer to

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-new-page-in-a-course/ta-p/1031>.

ASSESSMENTS

There are two types of assignments, Turnitin and Non-Turnitin. These assignments can be downloaded and marked offline (Marked Assignments).

Turnitin Assignment

Turnitin assignments, more commonly known as Tutor Marked Assignment (TMA), are student assignment submissions that will be graded by instructors. These written papers in the Microsoft Office Word format will be checked for plagiarism and collusion using the Turnitin system that has been integrated with Canvas.

Non-Turnitin Assignment

Non-Turnitin assignments (Native assignments) are assignments that do not go through plagiarism or collusion checks. Assignment submissions in PowerPoint, Video, HTML, or any other non-Microsoft Office Word format will be submitted through Assignments page.

A. Assignments

Assignments include quizzes, graded discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all the assignments that they are expected to do and how many points each assignment is worth.

i. Best Practices

For SIMS groupings, the total score for each assignment must be upon 100 points. Each column must only contain one assignment. For example, one assignment creation must only allow for a single file upload. SIMS will perform the weightage and not Canvas.

Assignment	SIMS Group Name
Pre-Course Quiz	PCOQ01
Pre-Class Quiz	PCQ01
Online Quiz	QUIZ01, CMA01, CMA02, etc.
Tutor Marked Assignment	TMA01, TMA02, etc.
Group-Based Assignment	GBA
End of Course Assignment	ECA_VIDEO, ECA_PPT, ECA_REPORT

B. Quizzes

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded.

i. When would I use Quizzes?

You can use Quizzes to:

- Create new quizzes with individual questions and question groups
- Set up question banks
- Import external quizzes
- Show one quiz question at a time
- Create quizzes with varied due dates

Do NOT update your quiz questions or answers when the quiz is ongoing. Do it only after the quiz has ended.

ii. What are the SIMS Groupings for Quizzes?

Quizzes are grouped into the following code in SIMS. It is **MANDATORY** to follow the SIMS name in the creation of the quiz.

Assessment Description	Assessment Component	Assessment Code
Pre-Course Quiz	PCOQ	PCOQ01, PCOQ02, PCOQ03, etc.
Pre-Class Quiz	PCQ	PCQ01, PCQ02, PCQ03, etc.
Online Quiz	QUIZ	QUIZ01, QUIZ02, etc.
Computer Marked	CMA	CMA01, CMA02, etc.

iii. How do I access Quizzes?

1. Click on the name of the course. For example, "LSA123_JAN22_L01: Canvas Training Course".

The screenshot shows the left sidebar of a Canvas course page. The sidebar has a dark blue header with icons for Account, Dashboard, Courses, and Calendar. Below the header, the 'Published Courses' section is displayed. It lists two courses: 'LSA123_JAN22_L01 : Canvas Training Course' (marked with a red box and a red circle containing the number 1) and 'LSA123_JAN22_T02 : Canvas Training Course'. Both courses are in a 'SANDBOX' environment. A horizontal line separates this from the 'All Courses' section, which contains a single entry: 'All Courses'.

2. Click on "Quizzes".

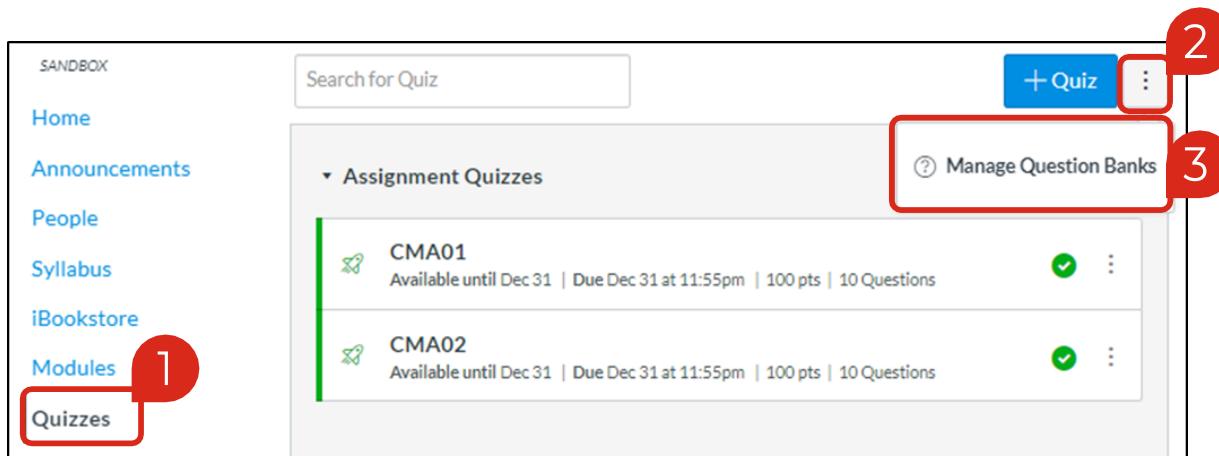
The screenshot shows the main course home page. On the left, there is a sidebar with links: Home, Announcements, People, Syllabus, iBookstore, Modules, and Quizzes. The 'Quizzes' link is highlighted with a red box and a red circle containing the number 2. The main content area features a search bar, a '+ Quiz' button, and a 'Assignment Quizzes' section. This section contains two quizzes: 'CMA01' and 'CMA02'. Each quiz card includes a green checkmark icon, the quiz name, its availability date ('Available until Dec 31'), its due date ('Due Dec 31 at 11:55pm'), its points ('100 pts'), and the number of questions ('10 Questions').

iv. What types of quizzes are in Canvas?

Graded Quiz	Graded Quiz is the most common quiz, and Canvas automatically creates a column in the Gradebook for any graded quizzes you build.
Practice Quiz	Practice Quiz is ungraded and can be used as a learning tool to help students to gauge their understanding of the course material. Practice quizzes do not appear in the syllabus or Gradebook.
Graded Survey	Graded Survey allows you to give students points for completing the survey; however, it is not graded based on right or wrong answers.
Ungraded Survey	Ungraded Survey allows you to obtain opinions or other information from students; however, students do not receive a grade for their responses. Ungraded surveys do not appear in the syllabus or Gradebook.

v. How do I add a single/multiple question bank to a quiz?

1. Click on "Quizzes",
2. Click on the ellipses.
3. Click on "Manage Question Banks".



4. Click on "+ Add Question Bank".

The screenshot shows the 'Course Question Banks' section. At the top right is a red box highlighting the '+ Add Question Bank' button, which is also circled with a red number 4. Below it is a button for 'View Bookmarked Banks'. On the left, there's a card for 'About Singapore_Pre-Class Quiz' with 10 questions, last updated on Apr 5 at 10:54am. There are edit and delete icons next to the card.

5. Key in the question bank name and press "Enter" for Windows or "Return" for Mac.
For example, LSA123 Quiz.

The screenshot shows a dialog box for adding a new question bank. The 'Bank Name' field contains 'LSA123 Quiz', which is highlighted with a red box and circled with a red number 5. Below the field are 'No Questions' and 'Last Updated' fields. To the right are edit and delete icons.

6. Click on the question bank name. For example, LSA123 Quiz.

The screenshot shows the 'LSA123 Quiz' question bank page. The bank name is highlighted with a red box and circled with a red number 6. Below it are 'No Questions' and 'Last Updated' fields. To the right are edit and delete icons.

ADD A QUESTION

7. Click on "Add a Question" to start adding questions to the question bank.

The screenshot shows the 'LSA123 Quiz' page. At the top right is a red box highlighting the '+ Add a Question' button, which is also circled with a red number 7. To the right are other buttons: 'Edit Bank Details', 'Move Multiple Questions', 'Delete Bank', and 'Already Bookmarked'. Below the buttons is a note about question template updates and a checkbox for 'Show Question Details'.

EDIT BANK DETAILS

8. Click on "Edit Bank Details" to rename the question bank name.

Bank Name **Question Bank**

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

+ Add a Question
Edit Bank Details **8**
→ Move Multiple Questions
X Delete Bank
Already Bookmarked

MOVE MULTIPLE QUESTIONS

9. To move the current bank questions into another question bank, click on "Move Multiple Questions".

LSA123 Quiz

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

Show Question Details

+ Add a Question
Edit Bank Details
→ Move Multiple Questions **9**
X Delete Bank
Already Bookmarked

10. Select the questions by ticking the checkboxes.
11. Select the destination question bank. For example, LSA123 QUIZ02.
12. Click on "Move Questions".

Move/Copy Questions

Move/Copy Multiple Questions

Question
What is the correct answer?
 Question
What is the correct colour? **10**

Select the destination question bank for this question:

About Singapore_Pre-Class Quiz
LSA123 JUL17_L01

About Singapore_Self Study
LSA123 JUL17_L01

LSA123 QUIZ02 **11**
LSA123 JUL17_L01

Cancel **12** Move Questions

QUIZ CREATION

13. Once you have created the questions in the question bank, click on "Quizzes".
14. Click on "+ Quiz".

SANDBOX

Search for Quiz

+ Quiz

Home

Announcements

People

Syllabus

iBookstore

Module 13

Quizzes

Assignment Quizzes

CMA01 Available until Dec 31 | Due Dec 31 at 11:55pm | 100 pts | 10 Questions

CMA02 Available until Dec 31 | Due Dec 31 at 11:55pm | 100 pts | 10 Questions

15. Under the "Details" tab, enter the name of your quiz.
16. Enter the quiz instructions.

Details

PCQ01

Quiz Instructions:

This is an example of online quiz.

17. Select the quiz type.
18. Categorize the quiz into the proper Assignment Group. You can create Assignment Groups within Assignments.
19. Under Options, you can select the necessary quiz settings.

The screenshot shows the 'Quiz Settings' page in Canvas. A red box highlights the 'Quiz Type' dropdown set to 'Graded Quiz'. Another red box highlights the 'Assignment Group' dropdown set to 'Pre-Class Quiz'. A third red box highlights the 'Options' section, which contains various settings for quiz behavior.

Quiz Type: Graded Quiz (17)

Assignment Group: Pre-Class Quiz (18)

Options:

- Shuffle Answers
- Time Limit Minutes
- Allow Multiple Attempts
 - Quiz Score to Keep: Highest
 - Allowed Attempts
- Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)
 - Only Once After Each Attempt
 - Let Students See The Correct Answers
- Show one question at a time
 - Lock questions after answering

Note:

- Let Students See Their Quiz Responses – If this option is checked, a student will be able to view the following after they have submitted their quiz
 - the quiz questions & answer options,
 - the answer options the student selected,
 - if they got a question incorrect or partially incorrect, and
 - ALL question feedback.
- *This information will be shown regardless of the due & until dates and even if the correct answers are NOT made available* (via the "Let Students see the Correct Answers" setting). For enhanced quiz security leave this box unchecked altogether or leave it unchecked until after the "Due" and "Until" date(s).
- Lock questions after answering – This option means that students cannot return to any previously answered questions and this includes questions with no answer selected.

20. Please ensure that it is assigned to "Everyone".
21. You can edit the due and availability dates of the quiz. These fields are optional and can be set depending on how you want to manage the quiz.

For more information on quiz settings, please refer to:

<https://community.canvaslms.com/docs/DOC-10152-415241475>

Quiz Restrictions

Require an access code

Filter IP Addresses

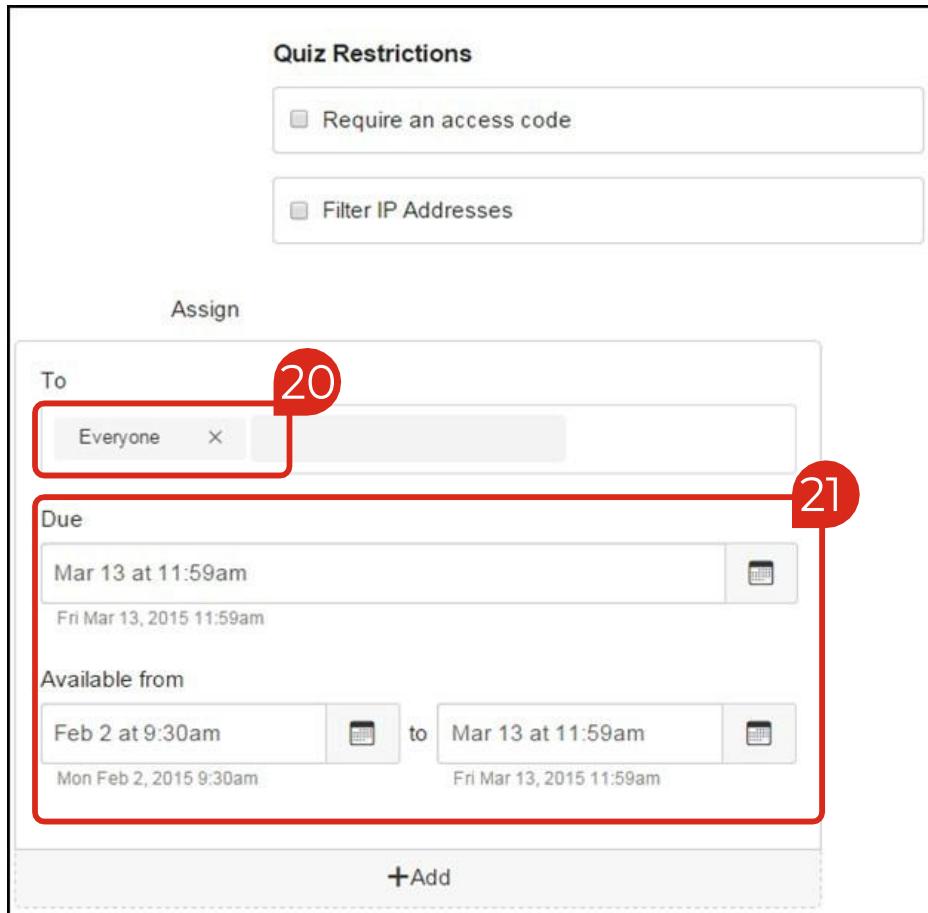
Assign

To 20
Everyone X

Due
Mar 13 at 11:59am Calendar
Fri Mar 13, 2015 11:59am

Available from
Feb 2 at 9:30am Calendar to Mar 13 at 11:59am Calendar
Mon Feb 2, 2015 9:30am Fri Mar 13, 2015 11:59am

+Add



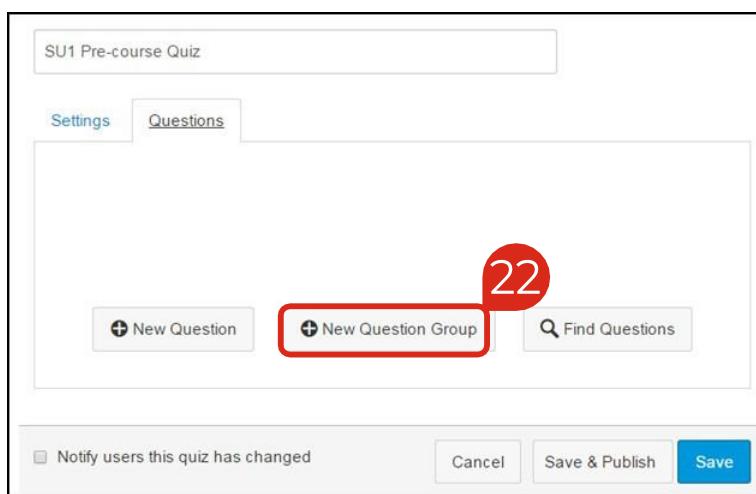
22. Under Questions tab, click on "New Question Group".

SU1 Pre-course Quiz

Settings Questions

+ New Question 22 + New Question Group Find Questions

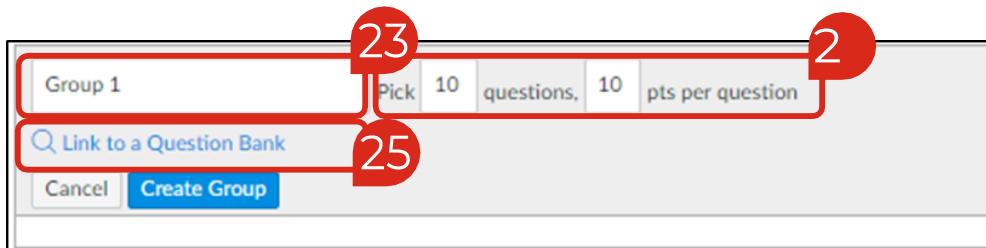
Notify users this quiz has changed Cancel Save & Publish Save



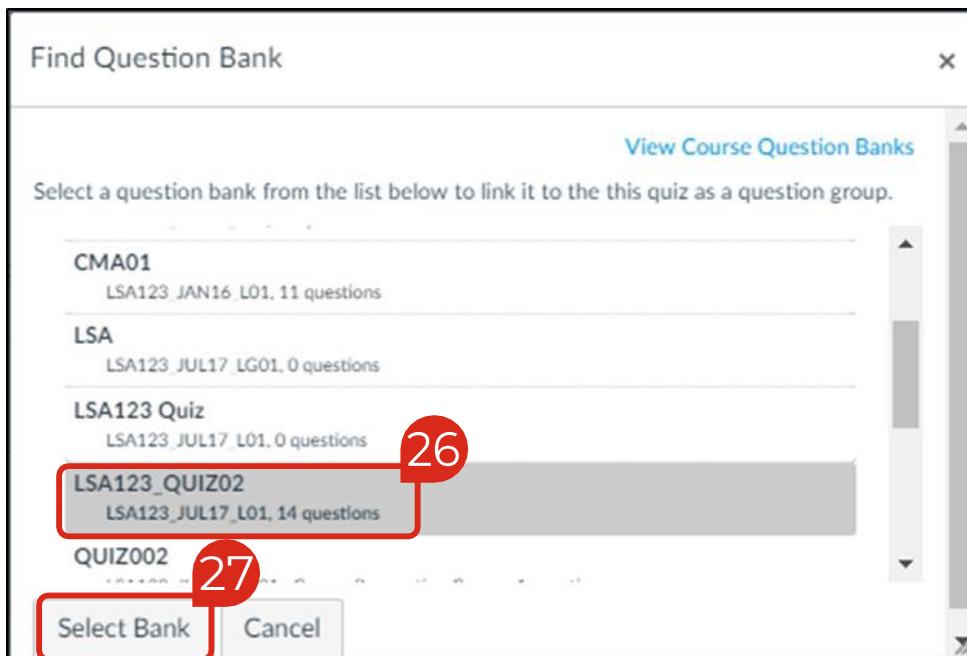
23. Key in the Quiz Group name.
24. Key in the number of questions to pick from the question bank and the number of points per question. Do note that if you have more questions in the bank, the questions will be randomly picked for each student.

Note: Please take note that the maximum mark for a quiz is 100.

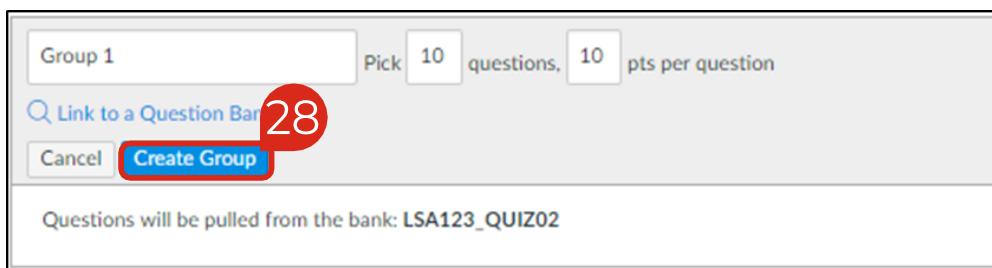
25. Click on "Link to a Question Bank".



26. Click on the required Question Bank. For example, LSA123 QUIZ02.
27. Click on "Select Bank".



28. Click on "Create Group".



29. Repeat Steps 22 to 28 to add more Question Banks to the quiz.

30. Click on "Save". The quiz will now pull questions randomly from the two question banks.

A screenshot of a quiz configuration page. At the top, tabs for 'Details', 'Questions' (which is selected), and 'Mastery Paths' are visible. Below, two question groups are listed: 'Group 1' (5.0 pts per question) and 'Group 2' (5.0 pts per question). Each group has a note about pulling questions from specific banks: 'LSA123 QUIZ02' for Group 1 and 'QUIZ02 TEST' for Group 2. At the bottom, there are buttons for '+ New Question', '+ New Question Group', and 'Find Questions'. A checkbox for 'Notify users this quiz has changed' is present. At the very bottom, there are 'Cancel', 'Save & Publish', and a large red-highlighted 'Save' button. A red circle containing the number '30' is placed over the 'Save' button.

31. You will be brought to the quiz's front page. Click on "Publish" to make the quiz available to the students.

A screenshot of the quiz front page titled 'PCQ01'. A red circle containing the number '31' is placed over the 'Publish' button. The page displays a message: 'This quiz is unpublished. Only teachers can see the quiz until it is published.' Below this, there's a text area with the placeholder 'This is an example of online quiz.' and a footer stating 'Quiz Type Graded Quiz'.

vi. How do I add single/multiple existing questions to a quiz?

1. Click on "Quizzes",
2. Click on "+ Quiz".

The screenshot shows the left sidebar of the Canvas interface with the following menu items: SANDBOX, Home, Announcements, People, Syllabus, iBookstore, Modules, and Quizzes. The Quizzes link is highlighted with a red box and a red number '1'. At the top right, there is a search bar labeled "Search for Quiz" and a blue button labeled "+ Quiz" with a red box around it and a red number '2' above it. Below the search bar, there is a section titled "Assignment Quizzes" containing two entries: "CMA01" and "CMA02". Each entry includes a green checkmark icon, the quiz name, the availability date ("Available until Dec 31"), the due date ("Due Dec 31 at 11:55pm"), the points ("100 pts"), and the number of questions ("10 Questions").

3. Under the "Details" tab, enter the name of your quiz.
4. Enter the quiz instructions.

The screenshot shows the "Details" tab of a quiz configuration page. The name field contains "PCQ01" (highlighted with a red box and red number '3'). Below the name, there is a rich text editor toolbar with various formatting options like bold, italic, underline, and alignment. The editor area contains the text "This is an example of online quiz." (highlighted with a red box and red number '4').

5. Select the quiz type.
6. Categorize the quiz into the proper Assignment Group. You can create Assignment Groups within Assignments.
7. Under Options, you can select the necessary quiz settings.

The screenshot shows the 'Quiz Settings' page in Canvas. A red box highlights the 'Assignment Group' dropdown, which contains 'PCQ01'. A red circle with the number '5' is positioned above the 'Assignment Group' label. A red circle with the number '6' is positioned over the 'PCQ01' text in the dropdown. A red box highlights the 'Options' section, and a red circle with the number '7' is positioned to the right of the 'Options' label.

Quiz Type: Graded Quiz (highlighted by red box, circled with 5)

Assignment Group: PCQ01 (highlighted by red box, circled with 6)

Options (highlighted by red box, circled with 7)

- Shuffle Answers
- Time Limit Minutes
- Allow Multiple Attempts
 - Quiz Score to Keep: Highest
 - Allowed Attempts
- Let Students See Their Quiz Responses
 - Only Once After Each Attempt
 - Let Students See The Correct Answers
- Show one question at a time
- Lock questions after answering

Note:

- Let Students See Their Quiz Responses - This is a checkbox option under quiz settings and after a student submits a quiz allows them to see
 - the quiz questions & answer options,
 - the answer options the student selected,
 - if they got a question incorrect or partially incorrect, and
 - ALL question feedback.
- This information will be shown regardless of the due & until dates and even if the correct answers are NOT made available (via the "Let Students see the Correct Answers" setting). For enhanced quiz security leave this box unchecked altogether or leave it unchecked until after the "Due" and "Until" date(s).
- Lock questions after answering – This option means that students cannot return to any previously answered questions and this includes questions with no answer selected.

8. Please ensure that it is assigned to "Everyone".
9. You can edit the due and availability dates of the quiz. These fields are optional and can be set depending on how you want to manage the quiz.

Quiz Restrictions

Require an access code

Filter IP Addresses

Assign

To

Everyone 8

Due

Mar 13 at 11:59am 9

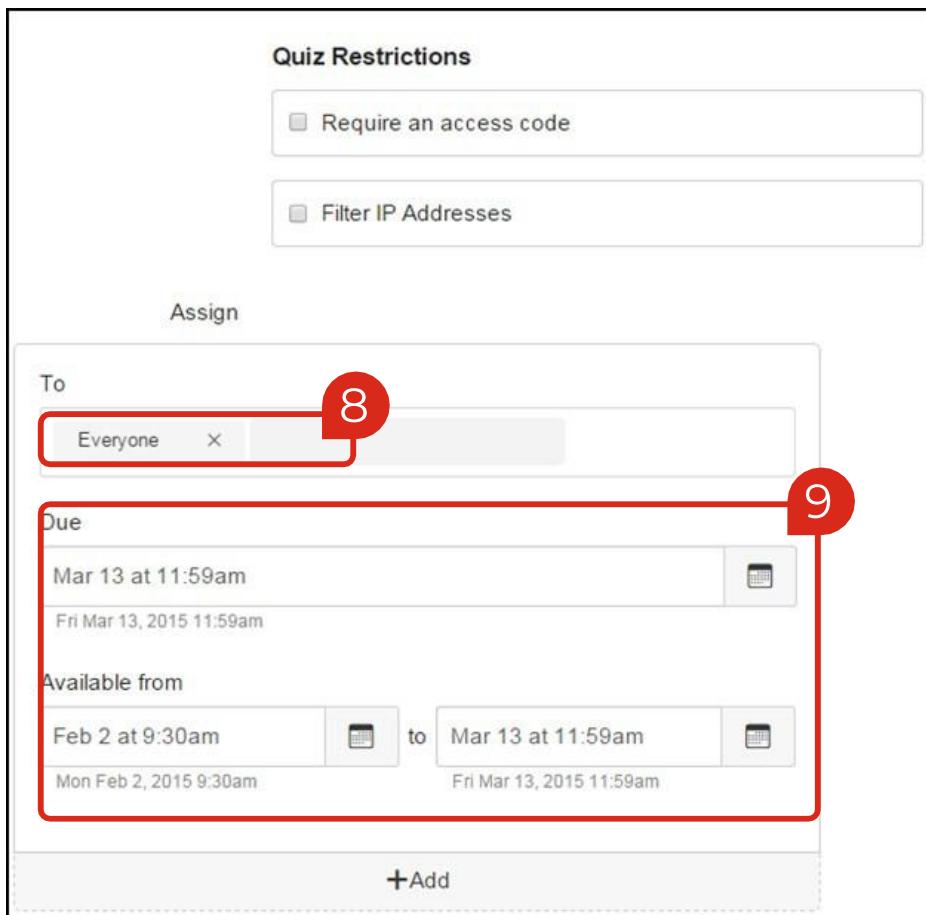
Fri Mar 13, 2015 11:59am

Available from

Feb 2 at 9:30am 9 to Mar 13 at 11:59am 9

Mon Feb 2, 2015 9:30am Fri Mar 13, 2015 11:59am

+Add



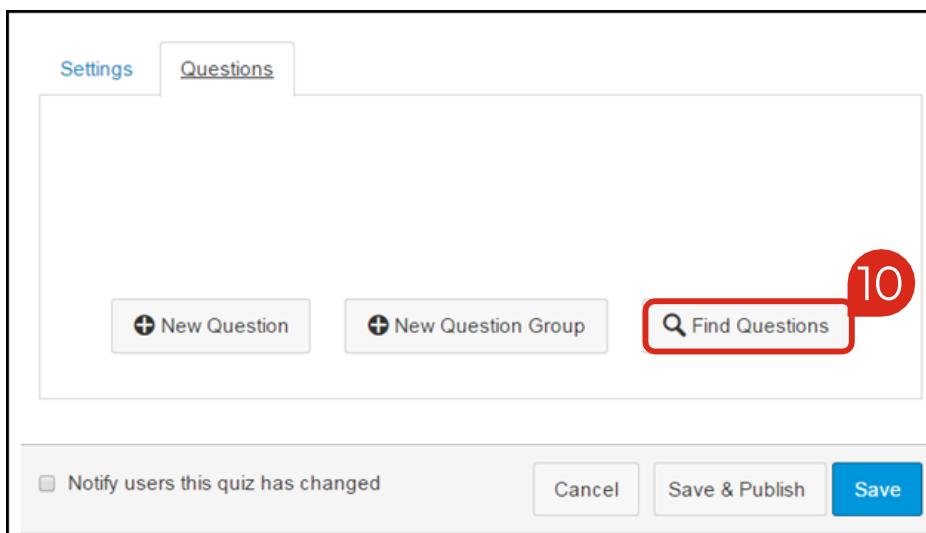
10. Under Questions tab, click on "Find Questions".

Settings **Questions**

New Question **New Question Group** **Find Questions** 10

Notify users this quiz has changed

Cancel **Save & Publish** **Save**



11. Click on the question bank. For example, LSA123 QUIZ02.
12. Click on the checkbox to select the quiz questions.

Find Quiz Question

LMAU1
LSA123 JAN16_L01, 11 questions

LSA
LSA123 JUL17_LG01, 0 questions

LSA123 Quiz
LSA123 JUL17_L01, 0 questions

LSA123 QUIZ02
LSA123 JUL17_L01, 14 questions

Quiz0001
LSA123 JUL17_L01, 3 questions

View Course Question Banks

Select All | Clear All

Albert Michelson det
Albert Michelson determined the exact speed of light?

How is rice grown?
How is rice grown?

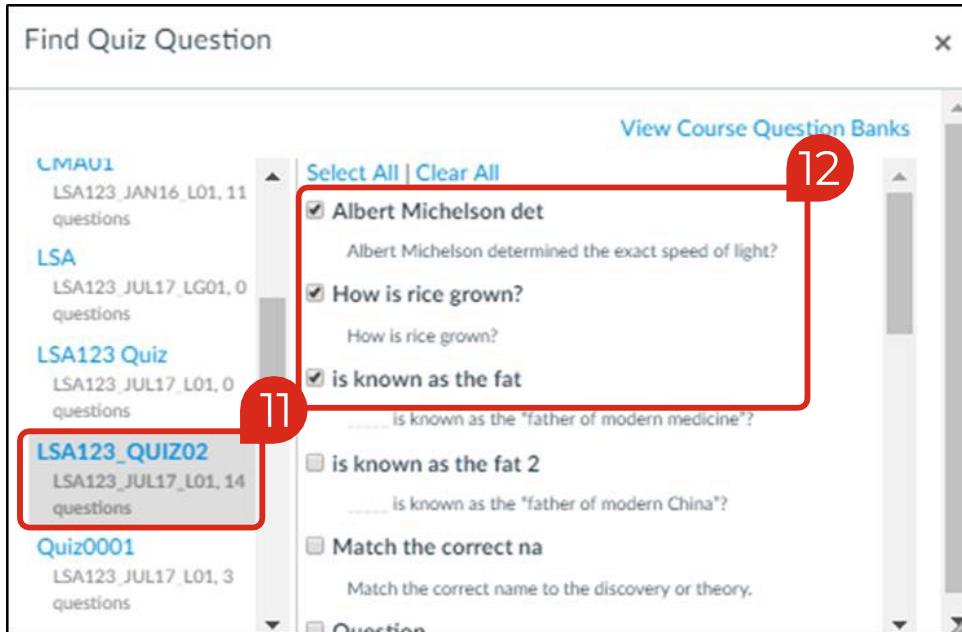
is known as the fat
is known as the "father of modern medicine"?

is known as the fat 2
is known as the "father of modern China"?

Match the correct na
Match the correct name to the discovery or theory.

Question

11 12



13. Scroll down and click on "Add Questions".

Find Quiz Question

questions

LSA123 Quiz
LSA123 JUL17_L01, 0 questions

LSA123 QUIZ02
LSA123 JUL17_L01, 14 questions

New Bank
LSA123 JUL17_L01, 2 questions

Quiz0001
LSA123 JUL17_L01, 2 questions

Quiz01_TFTAN
LSA123 JUL17_L01, 0

View Course Question Banks

speed...

Who determined the e
Who determined the exact speed of light?

Who determined the m
Who determined the mass of an electron?

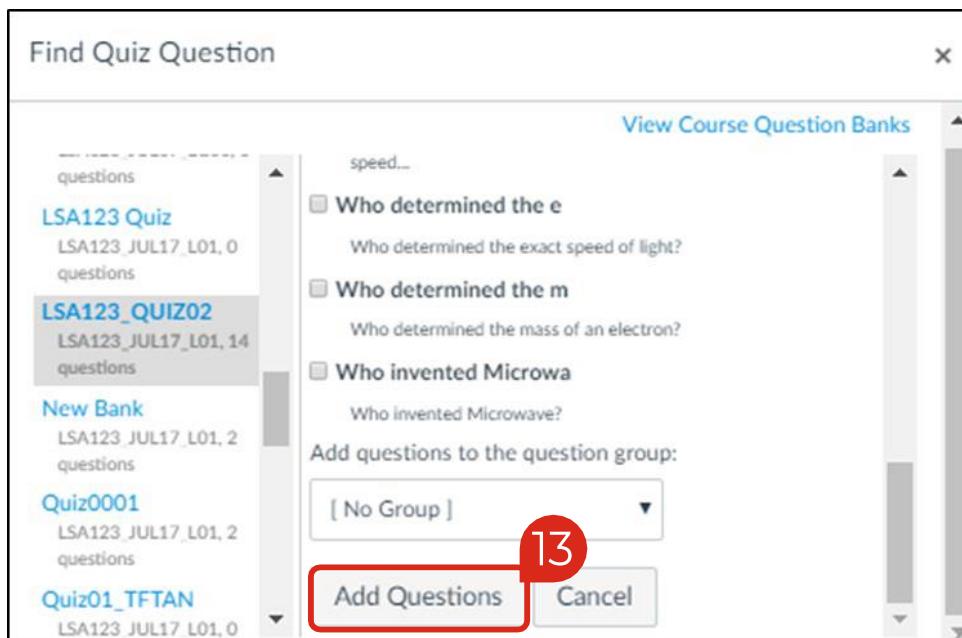
Who invented Microwa
Who invented Microwave?

Add questions to the question group:

[No Group]

13

Add Questions Cancel



14. The questions are now added to the quiz.

The screenshot shows a quiz interface with three questions:

- Albert Michelson determined the exact speed of light? (10 pts)
- How is rice grown? (10 pts)
- _____ is known as the "father of modern medicine"? (10 pts)

vii. *How do I verify that I have done my quiz when quiz grade is muted?*

To verify that you have submitted your quiz attempt when the quiz has been muted, please ensure that submission details are displayed in the quiz results screen.

Quiz with Only 1 Attempt

The screenshot shows a quiz results page for QUIZ01:

QUIZ01

Submission Details:
Time: less than 1 minute

Due Jul 31 at 11:59pm **Points** 100 **Questions** 10
Available Jul 1 at 12am - Jul 31 at 11:59pm about 1 month
Time Limit 5 Minutes

Your quiz has been muted

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

Quiz with Multiple Attempts

QUIZ01

Due Jul 31 at 11:59pm **Points** 100 **Questions** 10
Available Jul 1 at 12am - Jul 31 at 11:59pm about 1 month
Time Limit 5 Minutes **Allowed Attempts** Unlimited

[Take the Quiz Again](#)

Last Attempt Details:

Time: less than 1 minute

Unlimited Attempts

[Take the Quiz Again](#)
(Will keep the highest of all your scores)

Your quiz has been muted

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

Quiz with Limited Attempts

QUIZ01

Due Jul 31 at 11:59pm **Points** 100 **Questions** 10
Available Jul 1 at 12am - Jul 31 at 11:59pm about 1 month
Time Limit 5 Minutes **Allowed Attempts** 3

[Take the Quiz Again](#)

Last Attempt Details:

Time: less than 1 minute

2 More Attempts available

[Take the Quiz Again](#)
(Will keep the highest of all your scores)

Your quiz has been muted

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

viii. How do I view the Quiz Statistics?

Quiz statistics can be generated for respective quizzes and requires at least one submission done by students.

1. Click on "Quizzes".
2. Click on the preferred quiz. For example, CMA01.

The screenshot shows the 'Quizzes' section of the Canvas interface. The 'Quizzes' link in the sidebar is highlighted with a red box and the number 1. In the main content area, a list of quizzes is shown under 'Assignment Quizzes'. The first item, 'CMA01', is highlighted with a red box and the number 2. It displays details: Available until Dec 31, Due Dec 31 at 11:55pm, 100 pts, 10 Questions. There is also a green checkmark icon and a more options menu icon.

3. Click on "Quiz Statistics".

The screenshot shows the Quiz Statistics page for 'PCQ01'. At the top, there are buttons for 'Published', 'Preview', 'Edit', and a gear icon. To the right, there is a 'Related Items' section with 'Quiz Statistics' highlighted with a red box and the number 3. Below this, there are links for 'Moderate This Quiz' and 'SpeedGrader™'. The main content area displays quiz settings: Quiz Type (Graded Quiz), Points (100), Assignment Group (Graded Quizzes), Shuffle Answers (Yes), Time Limit (No Time Limit), and Multiple Attempts (Yes).

4. The Quiz Statistics generates the following data from the students' quiz attempts.
5. Click on "Student/Item Analysis" to access additional statistic results.

The screenshot shows the 'Quiz Summary' page. At the top, there is a 'Section Filter' dropdown and two tabs: 'Student Analysis' (highlighted with a red box and the number 4) and 'Item Analysis'. Below this, a table provides summary statistics: Average Score (91%), High Score (100%), Low Score (40%), Standard Deviation (0.52), and Average Time (04:32:14). The entire table and the chart below it are highlighted with a red box and the number 5. The chart shows student performance distribution across different percentage ranges.

For more information on Quiz Statistics, please refer to

<https://community.canvaslms.com/docs/DOC-13037-415241484>

C. Grading Assignments on Speedgrader

1. Click on "Grades".
2. At the assignment header (Example: TMA01), click on the dropdown menu icon.
3. Click on "Grade Posting Policy".

The screenshot shows the Canvas Gradebook interface. On the left, there's a sidebar with links like Home, Announcements, Modules, People, Syllabus, Quizzes, Discussions, SUSS Gradebook, Virtual Class, Assignments (with a red box around it labeled 1), Grades (with a red box around it labeled 1), and Past Year Exam. The main area is a gradebook table with columns for Student Name and assignment names like TMA02, LSA Student 01 through 06, and Test student. A context menu is open over the TMA02 row, with a red box around its icon labeled 2. The menu items include Sort by, SpeedGrader, Message Students Who, Curve Grades, Set Default Grade, No grades to post, No grades to hide, Enter Grades as (with a red box around it labeled 3), Download Submissions, and Grade Posting Policy (which is highlighted with a red box).

4. Click on the radio button under "Manually" button.
5. Click on "Save". Student's grades are now hidden from student's view.

The screenshot shows the 'Post Grades' dialog box. It has two radio button options: 'Automatically' (unchecked) and 'Manually' (checked, with a red box around it labeled 4). The 'Manually' option includes a note: 'Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.' Below this, there's a list of notifications: 'While the grades for this assignment are set to manual, students will not receive new notifications about or be able to see:' followed by a bulleted list: 'Their grade for the assignment', 'Grade change notifications', 'Submission comments', 'Curving assignments', and 'Score change notifications'. At the bottom, there's a note: 'Once a grade is posted manually, it will automatically send new notifications and be visible to students. Future grade changes for posted grades will not need to be manually posted.' At the very bottom are 'Cancel' and 'Save' buttons, with 'Save' being highlighted with a red box labeled 5.

6. Click on the assignment cell located in the row of the student whose score you want to enter.
7. Type a score and press Enter (Windows) or Return (Mac). Enter the grades for all students before proceeding to the next step in Grading Assignments.

Student name		Secondary ID	TMA01 Out of 100	TMA02 Out of 100	TMA03 Out of 100	Test Assignment	TMA03	Total
02, LSA Student	lsastudent02		9d/100	-	80	-	80%	80%

D. Grading through SUSS Gradebook

i. For downloading Turnitin Assignment

1. Click on "Assignments".
2. Click on the desired assignment. For example, TMA01.

3. Click on "Load TMA01 in a new window".



4. Click on "Download All".
5. Click on "Original Files".

The screenshot shows the Canvas Assignment Inbox. At the top right, there is a red circle with the number '4' over the 'Download All' button. A dropdown menu is open from the 'Download All' button, with 'Original Files' highlighted by a red box and the number '5' placed over it. The inbox lists one assignment: 'LSA Student 01 LSA123_TMA01_liuyue016_LiuYue.docx' uploaded on Jul 29th 2019, 4:59 PM +08.

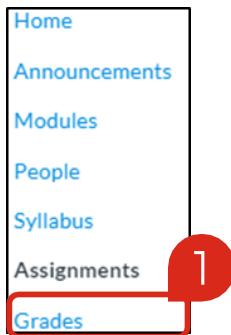
6. A .zip file will be downloaded to your computer. Click on the zip file to open it.



7. Extract the compressed file (ZIP) to view and mark the assignments.

ii. For downloading Non-Turnitin Assignment

1. Click on "Grades".



2. Click on the desired assignment. For example, TMA03.

3. Click on "Download Submissions".

Student Name	TMA01 Out of 100	TMA02 Out of 100	TMA03 Out of 100	WR
LSA Student 10	75	-		
LSA Student 11	-	-		
LSA Student 12	-	-		
LSA Student 13	-	-		
LSA Student 14	-	-		
LSA Student 15	-	-		
LSA Student 16	-	-		
LSA Student 18	-	-		
Test Student	-	-		

Sort by >
SpeedGrader
Message Students Who
Curve Grades
Set Default Grade
Post grades
All grades hidden
Enter Grades as >
Download Submissions
Grade Posting Policy

4. The assignment submissions will be gathered and compressed into a zip file.

Download Assignment Submissions

Your student submissions are being gathered and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Gathering Files...

5. The zip file download will begin in a moment. If it does not, click on "Click here to download 2.93 MB" to download the zip file.

Download Assignment Submissions

Your student submissions are being gathered and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Finished! Redirecting to File

Click here to download 2.93 MB

6. The .zip file will be downloaded to the computer. Click on the zip file to open it.



7. Extract the compressed file (ZIP) to view and mark the assignments.

iii. Entering TMA Grades in SUSS Gradebook

The SUSS Gradebook is used to compute mark deductions based on submission date/time as well as to alert the school on instances of plagiarism, collusion, non-submission, and other circumstances.

A description of the “Grading State” status is as follows:

New	<ul style="list-style-type: none">• Grading has not started
Stage 1	<ul style="list-style-type: none">• Grades are currently being moderated by the instructors.• Instructors can initiate the grading if they wish to by batches.• Students will not be able to view the grades in Stage 1.
Stage 2	<ul style="list-style-type: none">• Grades have been confirmed by instructors and can no longer be amended.• Students will be able to view their grades at Stage 2.• Instructor will need to approach respective School Programme Executives for grade changes.
Published	<ul style="list-style-type: none">• Grades have been confirmed by Programme Executives and generate grade export file sent to SIMS.• Programme Executive can do amendment for grade changes and re-publish the new grades.

Locked By: SUSS Gradebook allows only ONE user to access a grading item at any point in time.

Do note that you can only access the grade item in SUSS Gradebook after the assignment's deadline.

1. Click on "SUSS Gradebook" at the Course Navigation.
2. Click on the desired Grading Item to proceed with the grading. For example, TMA01.

SANDBOX

Index

	Assignment Name	Assignment Type	Due Date
Home Modules SUSS Gradebook 1 People Syllabus Assignments	GBA01 2 TMA01	ASSIGNMENT ASSIGNMENT	2022-01-14 12:00:00.0 2022-01-14 12:00:00.0

3. Key in the marks under "Given Grade". For students with no submissions, leave the grade blank.
4. After entering a grade in the Given Grade input box, the grades are automatically saved. Repeat this step to enter the rest of the grades.
5. The saved grades will appear under the "Final Grade" column.
6. Highlight any suspected plagiarism or collusion by clicking on "Actions". "Withdrawn" to automatically be checked according to student's status.
7. Click on "Add" under Comments to leave a comment for the student/school, if any.
8. You may use this search function to search for a specific student by their name or PI number.

HOME • TMA02 - Stage 1

[Course Details](#) Grades

LEGEND

- Late Submission
- Suspected Grade Anomaly
- Notify HoPs

Menu Actions

X
[View Audit Logs](#) [Return Marked Paper](#) [Batch Grading](#)
 I have completed marking for all students [Confirm](#)

S/No	Student Name	PI Number	Submis:	Given Grade	Late Penalty	Final Grade	Comments	Actions
1	LSA Student 04	lsastudent44	2022-01-11 16:19:16	8 <input type="text" value="51"/> 3	10	41	Add	Edit

9. Under Course Details, "Show grades to student after marking" should always be set to "YES".

The screenshot shows the 'Course Details' section of a course page. At the top, there are two tabs: 'Course Details' (which is highlighted with a red border) and 'Grades'. Below the tabs, the 'Course Details' section contains the following information:

- Stage 1 - Type: ASSIGNMENT
- Due Date: 10 Jan, 2022 11:59:00 PM
- Show grades to student after marking YES (This checkbox is highlighted with a red border and has a red circle with the number 9 above it)

At the bottom of the section, it says "3 of 6 students submitted".

Note:

- An email alert will be sent to the respective HOP and School Admin if the checkboxes for plagiarism, collusion, and special circumstance are ticked when SUSS Gradebook moves to stage 2. Instructors are not required to conduct any investigations. However, it will be recommended to leave a private comment (show to students No) to justify your selection. When in Stage 1, students will not be able to see their grades.
- Mark deduction for late submission is calculated automatically when progressing from "Stage 1" to "Stage 2".
- For students with no submissions, the SUSS Gradebook will automatically show "No Submission" under the Submission Date column.

HOW TO LEAVE A COMMENT

10. Key in your comment.
11. By default, "Show to students" option is set to "No".
12. Click on "Add comment".

Comments Action

The screenshot shows a table titled 'Comments' with the following columns:

Comments	Commented By	
suspected plagiarism	Tutor01 (LSA) on 2022-15:27:48.0	<input checked="" type="checkbox"/> Display to Student No
suspected plagiarism	10	<input type="checkbox"/> Edit

Below the table, there is a red box highlighting the 'Display to Student' checkbox in the last row, which is labeled '10'. Another red box highlights the 'Add New Comment' button at the bottom of the table.

13. Once you have entered all the grades and would like to submit the grading to Stage 2, click on "Confirm".

HOME ▶ TMA02 - Stage 1

Course Details **Grades**

LEGEND

- Late Submission
- Suspected Grade Anomaly
- Notify HoPs

Menu Actions

View Audit Logs Return Marked Paper Batch Grading

I have completed markings for all students **Confirm** 13

S/No	Student Name	PI Number	Submitted Date and Time	Given Grade	Late Penalty	Final Grade	Comments	Actions
1	LSA Student 04	Isastudent44	2022-01-11 16:19:16	51	10	41		Add Edit

Note: To verify that all grades are saved, ensure that the input grades are reflected in the final grade column for all students. No further grade amendments can be made by instructors and the grades will be released to the students. Only school programme executives can modify the grades after grading has been escalated to stage 2.

HOW TO UPLOAD MARKED ASSIGNMENTS

Please zip all marked assignments into one file for batch upload or upload each marked assignment individually using the following steps.

14. Click on "Return Marked Paper" button from SUSS Gradebook.

HOME ▶ TMA02 - Stage 1

Course Details **Grades**

LEGEND

- Late Submission
- Suspected Grade Anomaly
- Notify HoPs

Menu Actions

View Audit Logs **Return Marked Paper** Batch Grading

I have completed markings for all students **Confirm** 14

15. Click on "Choose File".

Upload Marked Assignment

1. Assignment
TMA02

2. Select File(s) to Upload
Instruction N
Please select file(s) to upload:
 15

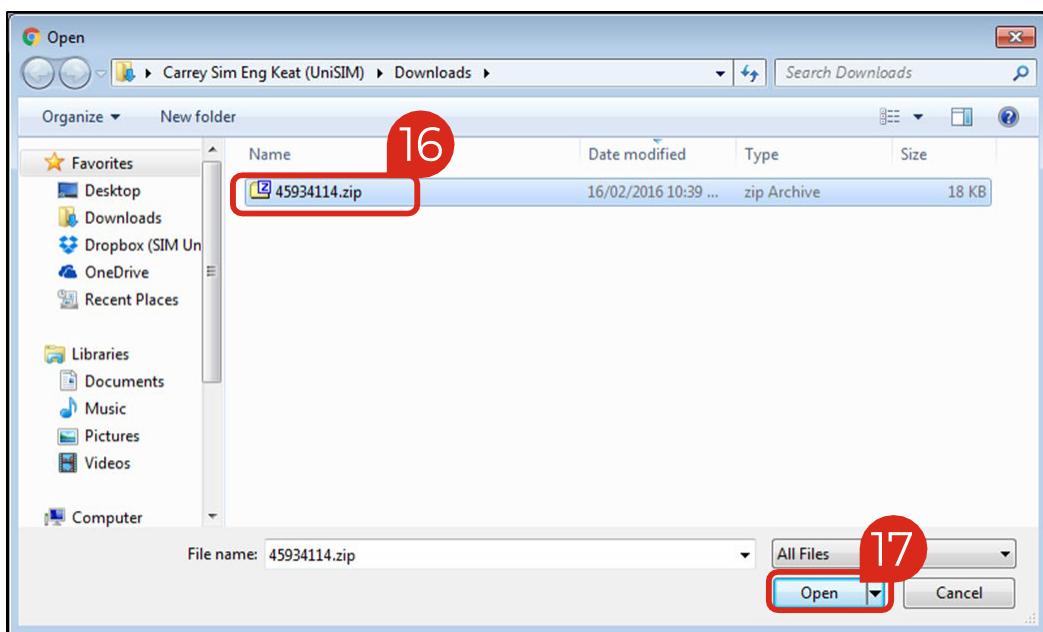
3. Save

Download Selected Files Delete Selected Papers

Student Name	
LSA Student 04	17400084
LSA Student 05	
LSA Student 06	
LSA Student 01	17399234
LSA Student 02	
LSA Student 03	

16. Locate the zipped file that contains the marked assignments.

17. Click on "Open".



18. Click on "Upload File" to upload the zipped file that contains the marked assignments.

3. Save

18

19. Marked assignment files that cannot be matched to the students will appear for you to match them to the correct students.
20. Once you have returned all the marked assignments, a paper icon will appear beside the student's name.
21. You can delete the marked paper by selecting the checkbox beside the student's name and clicking on "Delete Selected Paper".

Upload Marked Assignment

The screenshot shows a list of students with their names and file names. The first student listed is 'LSA Student 01' with file name '1737701599 - LSA Student 01 XYZ'. To the right of the student's name is a small icon of a document with a red border, labeled '20'. Above the student's name is a checkbox and a red circle labeled '19'. At the top of the interface are buttons for 'Selected Files' and 'Delete Selected Papers', also enclosed in a red circle labeled '21'.

Student Name	File Name	Paper
LSA Student 01	1737701599 - LSA Student 01 XYZ	

Reset Upload File

22. A paper icon will appear under the Marked Paper column once a marked assignment file has been successfully returned to the students.
23. Files can also be returned to students who do not have any submissions.

The screenshot shows a gradebook entry for 'LSA Student 01'. The student has a submission with ID 'lsastudent01' from '2022-01-14 21:23:57.0'. The grade is '76' with a 'Revise' link, a late penalty of '-10', and an adjustment of '[0] Edit'. The final grade is '66'. To the right of the grade is a column labeled 'Marker PI' with a red border, and below it is a red circle labeled '22' containing a document icon.

S/No	Student Name	PI Number	Submission Date and Time	Given Grade	Late Penalty	Adjustment	Final Grade	Comments	Marker PI	Marked Papers
1	LSA Student 01	lsastudent01	2022-01-14 21:23:57.0	76 Revise	-10	[0] Edit	66	Add	lmstutor01	

iv. Entering GBA Grades in SUSS Gradebook

1. Click on "SUSS Gradebook" found in the left menu of the T Group course site to access the SUSS Gradebook.
2. Click on the required Grading Item to proceed with the grading. For example, GBA01.

The screenshot shows the SUSS Gradebook index page. At the top left, there's a navigation bar with 'Sandbox', 'Home', 'SUSS Gradebook' (which is highlighted with a red box and labeled '1'), and 'Modules'. Below the navigation bar is a table titled 'Index' with columns: Assignment, Assignment Type, Due Date, Stage, Lock Status, Locked By, and Mark Deduction. One row is visible for 'GBA01' (Assignment Type: ASSIGNMENT, Due Date: 2022-01-05 23:55:00.0, Stage: Stage1, Lock Status: Unlocked, Locked By: LMS Tutor01 (LSA), Mark Deduction: YES).

3. When you enter in Stage NEW, you will need to select the Group. Groupings are created under the People tab in Canvas. Once you have selected the grouping, click on "Create Groups".

The screenshot shows the 'GBA01 - Stage 1' page. At the top, there's a breadcrumb trail: HOME > GBA01 - Stage 1. Below it, there are two tabs: 'Course Details' (selected) and 'Grades'. The 'Course Details' section contains information about Stage 1 (Type: ASSIGNMENT, Due Date: 14 Jan, 2022 12:00:00 PM), a 'YES' button, and a note about Overwrite Grades From SpeedGrader. The 'User Guides' section has a link to 'User Guides'. The 'Group' section (highlighted with a red box and labeled '3') contains a 'Group Category' dropdown menu (with a cursor icon pointing to it), a 'Create Groups' button, and a 'NOTE' section with instructions for grouping assignments. A red box also highlights the 'Group Category' dropdown in the 'Group' section.

4. The group leaders are highlighted in green. Key in the marks under the "Given Grade" for each group leader and the scores will be automatically updated to the other group members. For students with no submissions, leave the grade blank.
5. After entering a grade in the Given Grade input box, the grades are automatically saved. Repeat this step to enter the rest of the grades.
6. The saved grades will appear under the "Final Grade" column.
7. Highlight any suspected plagiarism or collusion by clicking on "Actions". "Withdrawn" to automatically be checked according to student's status.
8. Click on "Add" under Comments to leave a comment for the student/school, if any.
9. You may use this search function to search for a specific student by their name or PI number.

HOME ▶ GBA01 - Stage 1

[Course Details](#) [Grades](#)

LEGEND

- Late Submission
- Suspected Grade Anomaly
- Notify HoPs
- Group Leader

Menu Actions

[View Audit Logs](#) [Return Marked Paper](#) [Batch Grading](#)

I have completed markings for all students [Confirm](#)

S/No	Student Name	PI Number	Submission Date	Group	Given Grade	Late Penalty	Final Grade	Comments	Actions
1	LSA Student 02	Isastudent02	No Submission	Group1 (L)	50	0	50	Add	Edit
2	LSA Student 07	Isastudent77	No Submission	Group1 (M)	50	0	50	Add	Edit
3	LSA Student 01	Isastudent01	No Submission	Group1 (M)	50	0	50	Add	Edit
4	LSA Student 03	Isastudent03	No Submission	Group1 (M)	50	0	50	Add	Edit

10. You can also enter the grades with the "Batch Grading" function in SUSS Gradebook.

HOME ▶ GBA01_xin001 - Stage 1

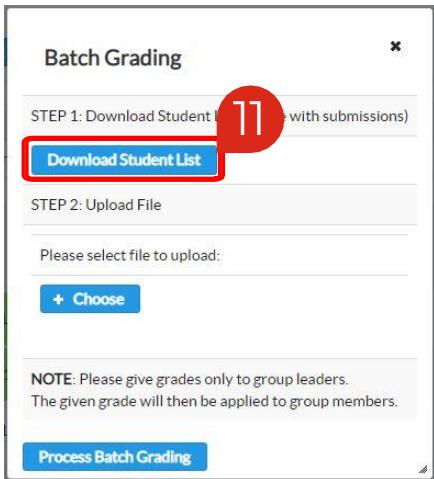
[Course Details](#) [Grades](#)

Menu Actions

[View Audit Logs](#) [Return Marked Paper](#) [Batch Grading](#) [Export CSV](#)

I have completed markings for all students [Confirm and send to Stage 2](#)

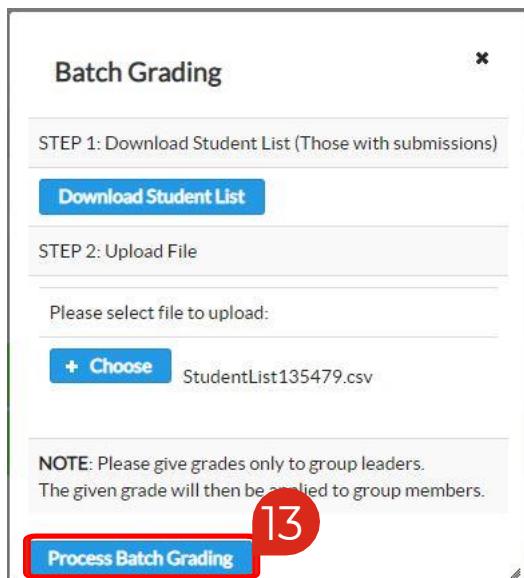
11. Select “Download Student List”. A .csv file will be downloaded to your device. Open the .csv file with Microsoft Excel.



12. A list of all the students who has submitted will appear in the .csv file. For GBA assignments, only the group leaders’ names will appear in the list. Key in the score under the GivenGrade column. DO NOT delete or edit anything else in the .csv file as it may result in unexpected errors. Once you are done keying in the score, save the file in the same file format.

	A	B	C
1	StudentID	StudentName	GivenGrade
2	26256	LSA Student 05	70
3	475	LSA Student 01	60
4	476	LSA Student 02	65

13. Go back to SUSS Gradebook and select “Batch Grading” again. This time, choose the file to upload and select the .csv file. Select “Process Batch Grading” once you are done.



14. The scores will be updated in SUSS Gradebook.

S/N	Student Name	PI Number	Submission Date & Time	Group	Given Grade	Late Penalty	Final Grade	Comments
1	LSA Student 01	lsastudent01	No Submission	Withdrawn (L)		0	-	Add
2	LSA Student 02	lsastudent02	19-07-2022 10:56:54	GBA01_Group 1 (L)	65	0	65	Add
3	LSA Student 03	lsastudent03	19-07-2022 10:56:54	GBA01_Group 1 (M)	65	0	65	Add
4	LSA Student 04	lsastudent44	19-07-2022 11:10:43	GBA01_Group 2 (M)	70	0	70	Add
5	LSA Student 05	lsastudent55	19-07-2022 11:10:43	GBA01_Group 2 (L)	70	0	70	Add
6	LSA Student 06	lsastudent66	19-07-2022 10:56:54	GBA01_Group 1 (M)	65	0	65	Add
7	LSA Student 10	lsastudent01C	19-07-2022 10:56:54	GBA01_Group 1 (M)	65	0	65	Add
8	LSA Student 11	lsastudent011	19-07-2022 11:10:43	GBA01_Group 2 (M)	70	0	70	Add

15. Under Course Details, "Show grades to student after marking" should always be set to "YES".

HOME > GBA01 - Stage 1

Course Details [Grades](#)

Course Details

Stage 1 - Type: ASSIGNMENT
Due Date: 05 Jan, 2022 11:55:00 PM
Show grades to student after marking **YES** 15 [NO](#) [What's this?](#)

Overwrite Grades From SpeedGrader | [What's this?](#)

0 of 6 students submitted

Group

NOTE
Select a grouping for this assignment to proceed
If you have not created a group, please proceed to Canvas >> People >> Groups
For students who did not submit their assignment, please assign them into 1 group and select a leader randomly.

 [User Guides](#)

Note:

- An email alert will be sent to the respective HOP and School Admin if the checkboxes for plagiarism, collusion, and special circumstance are ticked when SUSS Gradebook moves to stage 2. Instructors are not required to conduct any investigations. However, it will be recommended to leave a private comment (show to students No) to justify your selection.
- When in Stage 1, students will not be able to see their grades.
- Mark deduction for late submission is calculated automatically when progressing from "Stage 1" to "Stage 2".
- For students with no submissions, the SUSS Gradebook will automatically show "No Submission" under the Submission Date column.

HOW TO LEAVE A COMMENT

16. Key in your comment.

17. By default, "Display to Student" option is set to "No".

18. Click on "Add New Comment".

Comments Action

The screenshot shows a 'Comments' section with a table. The first row contains a 'Comments' column with 'suspected plagiarism' and a 'Commented By' column with 'Tutor01 (LSA) on 2022-15:27:48.0'. Below this is a form with a red box around the 'suspected plagiarism' input field (labeled 16). To its right is a 'Comments' button. To the right of the button is a red box around a dropdown menu titled 'Display to Student' with 'No' selected (labeled 17). There is also an 'Edit' button and a close button.

19. Once you have entered all the grades and would like to submit the grading to Stage 2, click on "Confirm".

20. Any changes to the grouping after the grades have been submitted to Stage 2 will result in the affected students' grades getting reset to 0. The programme executive will have to adjust the grades on your behalf as the grading is already in Stage 2.

The screenshot shows a 'Grades' tab selected. At the top is a legend: 'Late Submission' (red square), 'Suspected Grade Anomaly' (yellow square), and 'Notify HoPs' (blue square). Below is a 'Menu Actions' section with 'View Audit Logs', 'Return Marked Paper', 'Batch Grading', and a 'Confirm' button. A message says 'I have completed markings for all students'. A red box highlights the 'Confirm' button (labeled 19). Below is a table with columns: S/No, Student Name, PI Number, Submission Date and Time, Given Grade, Late Penalty, Final Grade, Comments, and Actions. The first row shows '1 LSA Student 04 Isastudent44 2022-01-11 16:19:16 51 10 41 Add Edit'.

HOW TO UPLOAD MARKED ASSIGNMENTS

Please zip all marked assignments into one file for batch upload or upload each marked assignment individually using the following steps.

21. Click on "Return Marked Paper" button from SUSS Gradebook.

The screenshot shows the SUSS Gradebook interface. At the top, there are tabs for 'HOME' and 'TMA02 - Stage 1'. Below these are 'Course Details' and 'Grades' tabs. A 'LEGEND' section indicates: 'Late Submission' (red square), 'Suspected Grade Anomaly' (yellow square), and 'Notify HoPs' (blue square). The 'Menu Actions' section contains several buttons: 'View Audit Logs', 'Return Marked Paper' (which is highlighted with a red box and a red circle containing the number 21), 'Batch Grading', and two smaller buttons: 'I have completed markings for all students' and 'Confirm'.

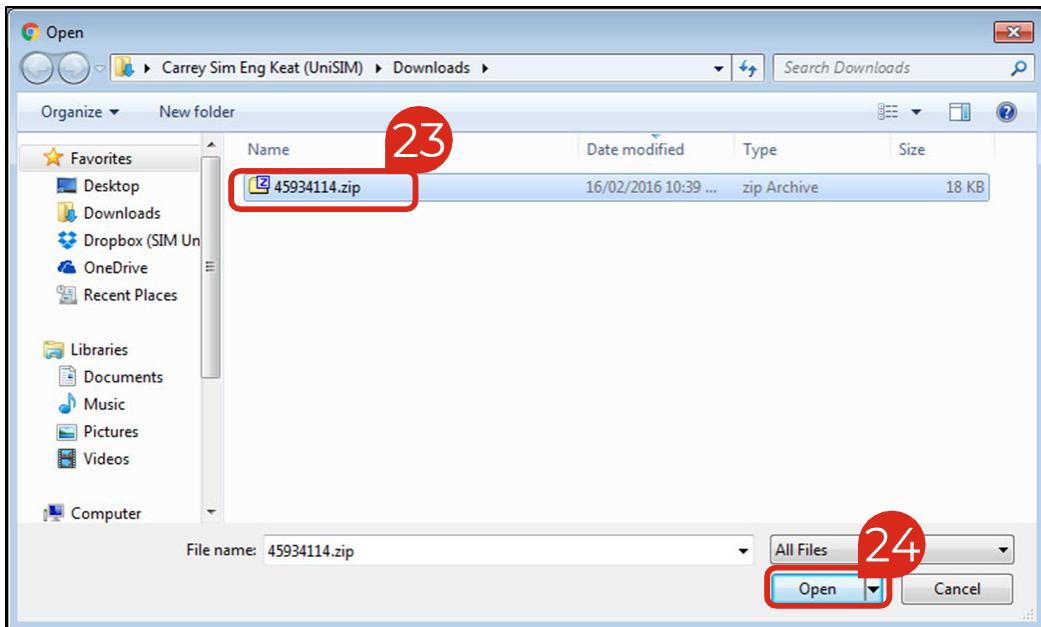
22. Click on "Choose File".

The screenshot shows the 'Upload Marked Assignment' dialog box. It has three main sections: 1. Assignment (TMA02), 2. Select File(s) to Upload (with an instruction note 'Please select file to upload' and a 'Choose' button), and 3. Save (with 'Reset' and 'Upload File' buttons). To the right, there is a sidebar with 'Download Selected Files' and 'Delete Selected Papers' buttons, followed by a list of student names and IDs:

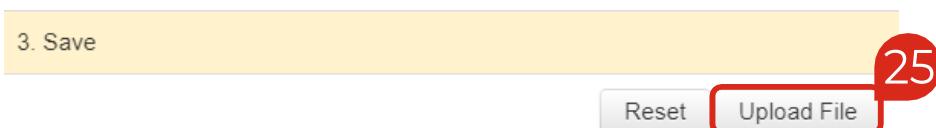
Student Name	ID
LSA Student 04	17400084
LSA Student 05	
LSA Student 06	
LSA Student 01	17399234
LSA Student 02	
LSA Student 03	

23. Locate the zipped file that contains the marked assignments.

24. Click on "Open".



25. Click on "Upload File" to upload the zipped file that contains the marked assignments.

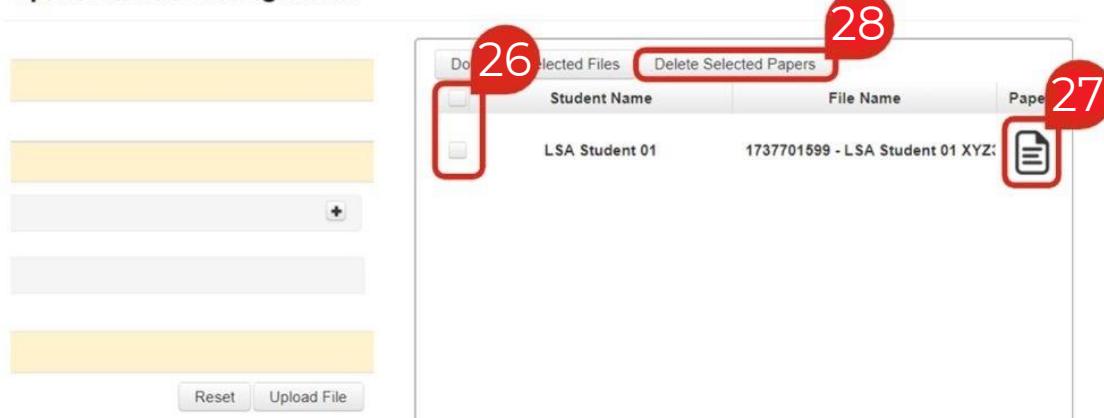


26. Marked assignment files that cannot be matched to the students will appear for you to match them to the correct students.

27. Once you have returned all the marked assignments, a paper icon will appear beside the student's name.

28. You can delete the marked paper by selecting the checkbox beside the student's name and clicking on "Delete Selected Paper".

Upload Marked Assignment



29. A paper icon will appear under the Marked Paper column once a marked assignment file has been successfully returned to the students.

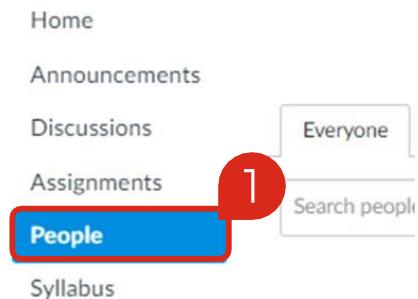
30. Files can also be returned to the students who do not have any submissions.

The screenshot shows a student submission in the Canvas Gradebook. The student's name is LSA Student 01, and the submission date is 2022-01-14 at 21:23:57.0. The grade is 76, and the late penalty is -10. The final grade is 66. The 'Comments' and 'Marker PI' columns are empty. The 'Marked Papers' column contains a red icon of a document with a red border and a red number '29' in a circle above it. The 'Menu Actions' bar includes options like View Audit Logs, Sync to Canvas Grades (SpeedGrader), Sync from Canvas Grades (SpeedGrader), Export CSV, Assign Marker PI, Return Marked Paper, and Publish to SIMS.

S/No	Student Name	PI Number	Submission Date and Time	Given Grade	Late Penalty	Adjustment	Final Grade	Comments	Marker PI	Marked Papers
1	LSA Student 01	lsastudent01	2022-01-14 21:23:57.0	76 Revise	-10	[0] Edit	66	Add	Imstutor01	

v. Canvas People Group Creation

1. Access your T Group course site and click on "People".



2. Click on "+ Group Set" button on the right.



3. Key in Group Set name, for example, "GBA01", and leave the rest of the options as Default.

4. Click "Save".

The 'Create Group Set' dialog box. The 'Group Set Name' field contains 'GBA01' (highlighted with a red box and the number 3). Under 'Self Sign-Up', there are two checkboxes: 'Allow self sign-up' (unchecked) and 'Require group members to be in the same section' (unchecked). Under 'Group Structure', there are two radio buttons: 'Split students into 0 groups' (selected) and 'I'll create groups manually'. At the bottom, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted with a red box and the number 4.

- Click "+ Group" to manually create groups one by one. Please note that inactive students will not appear in Groups.

The screenshot shows the 'Unassigned Students' and 'Groups' sections. The 'Unassigned Students' section lists 9 students from LSA Student 01 to LSA Student 09. The 'Groups' section shows 0 groups with a message: 'There are currently no groups in this group set. Add a group to get started.' A red box highlights the '+ Group' button at the top right of the Groups section.

- Key in the group name. Do not use "Withdrawn" for the group name as it may lead to issues when creating the groups in SUSS Gradebook.
- Click "Save".

The screenshot shows the 'Add Group' dialog box. It has fields for 'Group Name' (containing 'GROUP 1'), 'Limit groups to' (with a dropdown menu), and 'members (Leave blank to use group set max)'. At the bottom are 'Cancel' and 'Save' buttons, with a red box highlighting the 'Save' button.

- Repeat steps 5 to 7 to create the rest of the groups.

The screenshot shows the 'Groups' section with 3 groups: GROUP 1, GROUP 2, and GROUP 3, each having 0 students. The 'Unassigned Students' section is also visible on the left. A red box highlights the '+ Group' button at the top right of the Groups section.

9. Drag each student to the corresponding groups.

Note: Only active student names will appear in the People's Group list. Inactive or withdrawn students will not be available.

Unassigned Students (0)

Groups (3)

- ▼ GROUP 1 3 students
- LSA Student 01 LSA Student 02 LSA Student 03
- ▼ GROUP 2 3 students
- LSA Student 04 LSA Student 05 LSA Student 06
- ▼ GROUP 3 3 students
- LSA Student 07 LSA Student 08 LSA Student 09

10. Click the "gear" icon beside the student's name to assign them as the group leader.

Groups (3)

- ▼ GROUP 1 3 students
- LSA Student 01 LSA Student 02 LSA Student 03
- ▼ GROUP 2 3 students
- LSA Student 04 LSA Student 05 LSA Student 06
- ▼ GROUP 3 3 students
- LSA Student 07 LSA Student 08 LSA Student 09

11. The group leader's name will be displayed on top of each group.

Groups (3)

- ▼ GROUP 1 3 students
- LSA Student 01 LSA Student 02 LSA Student 03
- ▼ GROUP 2 3 students
- LSA Student 04 LSA Student 05 LSA Student 06
- ▼ GROUP 3 3 students
- LSA Student 07 LSA Student 08 LSA Student 09

vi. To view ECA Video

1. Click on "Assignments".
2. Click on the desired assignment. For example, ECA_Video.

The screenshot shows the Canvas interface. On the left, a sidebar lists various course sections: Home, Virtual Class, Announcements, People, Syllabus, iBookstore, Grades, Modules, Quizzes, and Assignments. The 'Assignments' section is highlighted with a red box and a red number '1'. In the main content area, there is a search bar labeled 'Search for Assignment' and two assignment items listed under 'ECA_VIDEO': 'ECA_VIDEO' (100 pts) and 'GBA'. The 'ECA_VIDEO' item is also highlighted with a red box and a red number '2'.

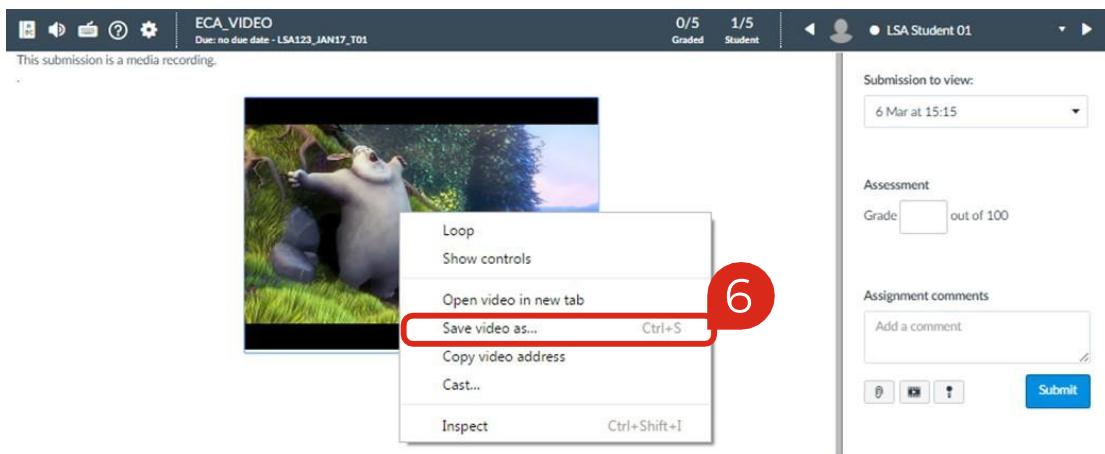
3. Click on "SpeedGrader".

The screenshot shows the details of the 'ECA_VIDEO' assignment. At the top, there are buttons for 'Published', 'Edit', and 'Settings'. Below that, it says 'Related items' and 'SpeedGrader™'. A red box highlights the 'SpeedGrader™' link with a red number '3'. The assignment details include: 'Server Time: 13 Mar 2017 11:41:55', 'Video Submission' instructions (create a video or upload a MP4 file), points '100', and 'Submitting: a media recording'. The due date is set for 'Everyone'. At the bottom, there is a '+ Rubric' button.

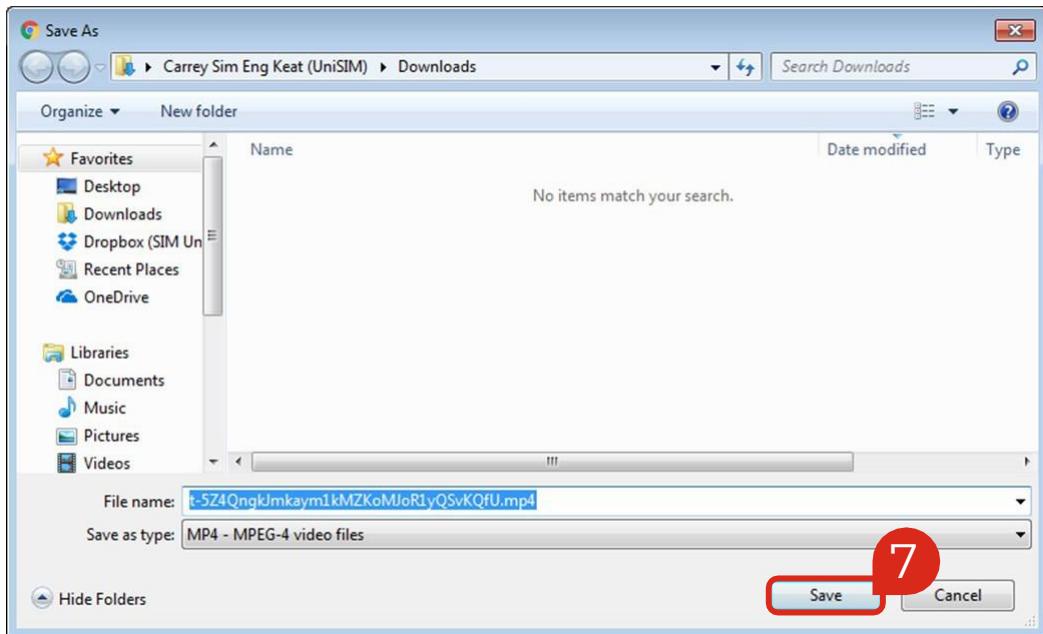
4. Click on the video to start streaming it online.
5. Click on the dropdown list to locate a specific student's submissions or click on the arrow button to move to the previous or next student's submissions.

The screenshot shows the SpeedGrader interface for the 'ECA_VIDEO' assignment. At the top, it shows '0/5 Graded' and '1/5 Student'. A red box highlights the 'Student' dropdown menu with a red number '5'. Below that, it says 'Submission to view:' with a dropdown menu showing '6 Mar at 15:15'. On the left, there is a video player showing a thumbnail of a video and a play button. A red box highlights the video player area with a red number '4'.

6. Right-click on the video while it is streaming. Click on "Save video as...".

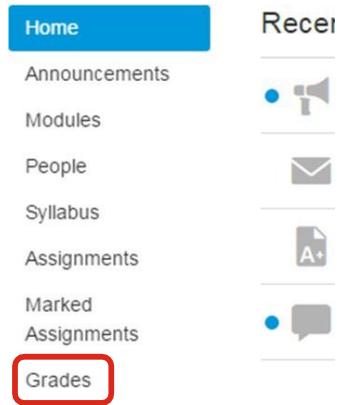


7. Click on "Save" to save the video.



E. Grades

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.



i. What is Canvas Grades?

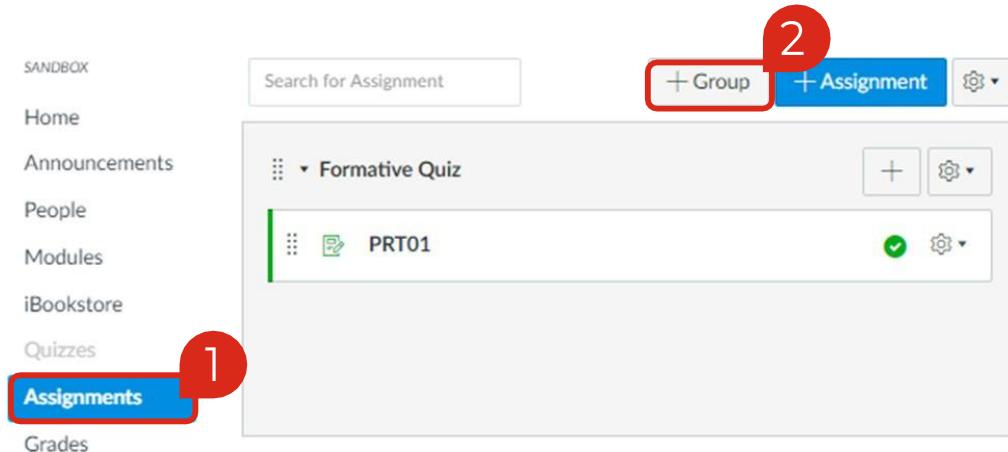
Canvas Grades stores all information about student assignments and quiz results in the course. Instructors will not be able to input grades for students in the Gradebook as it is set to Read-Only mode.

A screenshot of the Canvas Gradebook interface. At the top, there are navigation links for 'LSA123_JUL16_T01 > Grades' and tabs for 'Grades' and 'Learning mastery'. Below this are buttons for 'Import', 'Export', and settings. The main area is a grid showing student names, secondary IDs, and assignment scores. The columns include: Student name, Secondary ID, GBA01 (Out of 100), TMA01 (Out of 100), TMA02 (Out of 100), TMA03 (Out of 100), TMA04 (Out of 100), GBA01, TMA01, TMA02, TMA03, TMA04, and Total. Three student rows are visible: '01, LSA Student' (Secondary ID: lsastudent01), '02, LSA Student' (Secondary ID: lsastudent02), and '03, LSA Student' (Secondary ID: lsastudent03). Assignment scores are represented by colored squares (green, yellow, blue) indicating grade levels.

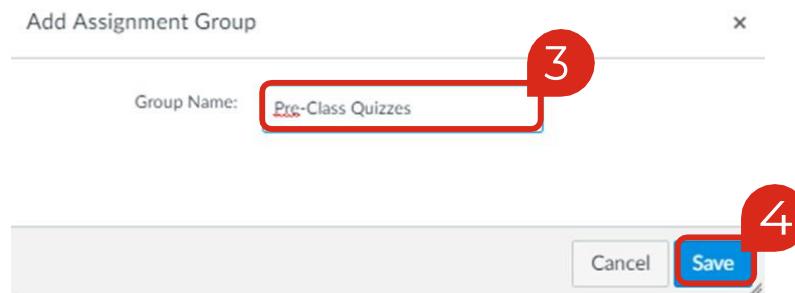
ii. How do I group my assignments in Canvas Grades?

Assignment group calculates the total marks scored by the student for each assignment. For quiz management, it is compulsory to create an Assignment group to house the quizzes.

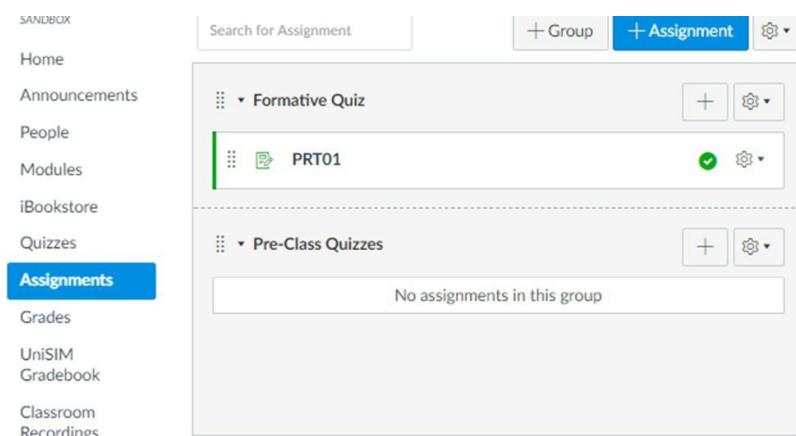
1. Click on "Assignments".
2. Click on "+ Group".



3. Key in "Pre-Class Quizzes" under Group Name.
4. Click on "Save".



5. The assignment group is now created.



DISCUSSIONS

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events. Discussions can also be created within student groups.

- Help students start thinking about an upcoming assignment or class discussion.
- Follow-up on a conversation or questions that began in a face-to-face classroom.
- Test student's comprehension of important points made in class.
- Debate contradictory ideas.
- Brainstorm different approaches to a class problem.

A. How do I create a Discussion as an instructor?

1. Click on "Discussions".
2. Click on "+ Discussions".

The screenshot shows the Canvas interface for creating a new discussion. On the left, a sidebar menu has 'Discussions' selected (marked with a red circle labeled '1'). At the top right, there is a red circle with the number '2' over a button labeled '+ Discussion'. The main content area displays a section titled 'Pinned discussions' which says 'You currently have no pinned discussions'. Below it is a section titled 'Discussions' which says 'There are no discussions to show in this section.' There are search and filter options at the top of the main content area.

3. Type the subject of the discussion.
4. Type the details of the discussion forum in the text editor.
5. You can also add links, files, and images to the discussion using the content selector.

The screenshot shows the 'Create new' discussion page in Canvas. A red box labeled '3' highlights the 'Introduction' field where the title 'Introduction' is typed. A larger red box labeled '4' surrounds the rich text editor toolbar. To the right, a red box labeled '5' encloses the 'Insert Content into the Page' sidebar, which includes tabs for 'Links', 'Files', and 'Images', and a 'Wiki Pages' section listing course pages like 'Home' and 'Important Information - Please read before TMA/GPA submission'.

6. You can also add an attachment to your discussion by clicking on "Choose File".
7. Under Options, click on "Allow threaded replies".
8. To make the discussion a group discussion, click on "This is a Group Discussion". Each group will then be assigned its own discussion thread for this discussion.
9. You can set the duration of the discussion.
10. If you are ready to publish your discussion, click on "Save & Publish".

The screenshot shows the 'Options' section of the discussion creation form. A red box labeled '6' highlights the 'Choose File' button with the placeholder 'No file chosen'. A red box labeled '7' highlights the 'Allow threaded replies' checkbox, which is checked. Below it are other unchecked options: 'Users must post before seeing replies', 'Enable podcast feed', 'Graded', and 'Allow liking'.

The screenshot shows the 'Group Discussion' section. A red box labeled '8' highlights the 'This is a Group Discussion' checkbox, which is checked. Below it is a section for setting availability times, with 'Available From' and 'Until' fields and calendar icons. A red box labeled '9' highlights this availability section. At the bottom, a red box labeled '10' highlights the 'Save & Publish' button.

STUDENT VIEW

Student View allows instructors to see the course from the student's viewpoint.

A. How do I access Student View?

You can view your course from the view of a student in your Course Settings.

1. Click on "Settings".

Outcomes

Collaborations

Conferences

Settings

2. In the sidebar, click on "Student View" to access Student View.



3. You are currently logged into Student View. For example, students cannot see the "Settings" navigation link like instructors can.
4. Click on "Leave Student View" to exit the student view.

The screenshot shows the SUSS LMS interface in Student View mode. The left sidebar includes links for Account, Dashboard, Courses, Calendar, Inbox, History, Help, SUSS Library, and LS Support. The main area displays 'Recent Activity in LSA101_JUL20_T01'. A message states 'No Recent Messages' and encourages participation. To the right is a 'To Do' section with a task for 'GBA01' due on Dec 31 at 11:59pm. At the bottom, a message says 'You are currently logged into Student View' and provides 'Reset Student' and 'Leave Student View' buttons. A red circle with the number 4 is overlaid on the bottom right corner.

B. How do I check the module item availability in Student View?

To ensure that the module item you published is viewable by students, you can switch to Student View to view Modules from the student's viewpoint.

The screenshot shows the SUSS Canvas interface in Student View. On the left is a dark sidebar with various links: Dashboard, Courses, Calendar, Inbox, History, Help, SUSS Library, and LS Support (which has a cursor arrow pointing to it). The main content area is titled 'Modules' and contains two sections: 'ECA Video' and 'Sample Assignment'. Under 'ECA Video', there is a link to 'Sample_ECA_Video.mp4'. Under 'Sample Assignment', there are three links: 'LSA101_JAN20 QUIZ01.zip', 'LSA123_JAN20 PCQ02.zip', and 'LSA103_JAN20 PCOQ03.zip'. At the bottom of the screen, a purple footer bar displays the message 'You are currently logged into Student View' and 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' It also includes 'Reset Student' and 'Leave Student View' buttons.

COURSE SITE ADMINISTRATION

A. Course Statistics

Course Statistics gives you a glimpse into which content pages are engaging students and what might be improved in the future. It will also help you to detect which students are not participating to the fullest or have started to fall behind the rest of the class.

For more information about course statistics, please refer to:

<https://community.canvaslms.com/docs/DOC-12967-4152724567>

B. How do I view Analytics for a course?

Course Analytics will show you activity, assignment submissions, grades, and students.

For more information about course analytics, please refer to:

<https://community.canvaslms.com/docs/DOC-10299-415266790>

GETTING HELP

Learning Services Support for Associates

(For technical matters related to Canvas and SUSS Mobile Apps only)

1. Call 6248 9111
2. Email lssupport@suss.edu.sg
3. Operating Hours: 8:30 am to 10:30 pm (Mon-Fri), 8:30am to 5:30pm (Sat)

For enquiries on MyMail and Associate Portal login (including password issues), please send an email to mymailsupport@suss.edu.sg

For enquiries on Campus Wireless Network Support (excluding password issues), please contact Campus Wireless Network Support at

1. Call 6248 9090 (Option 1)
2. Operating Hours: 7:30 am to 10:30 pm (Mon-Fri), 7:30 am to 6:30 pm (Sat)

APPENDIX A

How to select multiple documents from files?

1. Under "Files", you can select multiple documents by pressing "Ctrl" (For Windows) or "command" (For Mac) key on your keyboard and clicking on the documents. To select all files, click on "CTRL + A" (For Windows) or "command + A" (For Mac) on your keyboard.
2. Documents that are selected are highlighted in Blue.
3. The number of documents selected will be indicated next to the action bar.
4. You can choose what you would like to do with the documents on the action bars.

The screenshot shows a file management interface with the following elements:

- Top Bar:** Includes a search bar, a magnifying glass icon, a cloud icon, a download icon, an upload icon, a trash icon, and a folder icon. The text "3 items selected" is displayed next to the trash icon. A red box highlights this area, and a red circle with the number 4 is placed above it.
- File List:** A table showing document details:

Name	Date Created	Date Modified	Modified By	Size
@123	Apr 20, 2016	--		
1. Key Legal amendments...	Mar 22, 2017	Mar 22, 2017		1.2 MB
001.docx	Aug 23, 2017	Aug 23, 2017		21 KB
2_BUS107e Lesson Plan J...	Dec 14, 2016	Dec 14, 2016		467 KB

A red box highlights the entire list, and a red circle with the number 2 is placed to its right.
- Action Bar:** Includes icons for viewing documents, managing access, downloading documents, moving documents, and deleting documents. A red circle with the number 3 is placed above the delete icon.

APPENDIX B

How to show/hide course menu items

1. Click on "Settings".
2. Click on "Navigation".
3. Drag and drop the item from the bottom menu to the top to show to students.
4. Drag and drop from the top to the bottom menu to hide from students.

You may also drag and drop the course items to rearrange them.

The screenshot shows the 'Course Details' tab selected in the navigation bar. Below it, the 'Navigation' tab is highlighted with a red box and the number 2. A large red circle with the number 1 points to the 'Settings' link at the bottom left. A red circle with the number 3 points to a downward arrow indicating dragging items up. A red circle with the number 4 points to an upward arrow indicating dragging items down. The main area displays two lists of course items:

Course Items	Description	Actions
Home		⋮
Announcements	Drag and drop items to reorder them in the course navigation.	⋮
Modules		⋮
People		⋮
Syllabus		⋮
Quizzes		⋮
Discussions		⋮
SUSS Gradebook		⋮
Virtual Class		⋮
Assignments		⋮
Grades		⋮
Past Year Exam Papers		⋮
iBookstore		⋮
Chat		⋮
LockDown Browser		⋮
Accessibility Check		⋮
Quiz Batch Upload		⋮
Report a Problem		⋮
Past Classroom Recording	Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.	⋮
Rubrics		⋮
New Analytics		⋮
Conferences		⋮
Collaborations		⋮
Files		⋮
Pages		⋮
Outcomes		⋮
Settings		⋮

APPENDIX C

How to obtain detailed information from Turnitin Originality Report?

1. To get details on Turnitin Originality Report, click on the "Paper Tile". For example, LSAStudent01_TMA01.

Noted: Do note that the percentage of the report will change with more submissions. Students and tutors should not look at the overall percentage to determine plagiarism or collusion. They should zoom in on the details of the originality report to make their decisions.



Author	Paper Title	Uploaded	Viewed	Similarity	Options
LSA Student 06	LSA123_TMA01_lsastudent06_LSAStudent06.docx	Aug 18th 2020, 2:32 PM +08	✓	9%	...
LSA Student 03	SUSS Canvas for Associates and Faculty_20200707...	Jul 17th 2020, 2:49 PM +08	✓	22%	...

Note:

1. Turnitin will take an hour to generate an originality report for the first 3 submissions.
2. Turnitin will take up to 24 hours to generate originality report for subsequent submissions.

A detailed report will be presented with the following important information:

The screenshot shows a document titled "Properties in South East Asia" with three paragraphs of text. To the right of the document is a vertical toolbar with eight numbered icons. The icons are: 1. Properties in South East Asia (highlighted), 2. Show/Hide Similarity Layer, 3. Match Overview, 4. All Source, 5. Filters and Settings, 6. Download, 7. Submission Information, and 8. Toggle Page Navigation.

1 Properties in South East Asia

South East Asia has its league of emerging nations that are aggressively banking on their property sectors.

Vietnam and of late even Cambodia has attracted foreign property investors to embark on landmark residential properties that may soon define the south east Asian regions.

Luxury properties has already existed in Thailand in the recent decades and today Philippines too has seized the market with a slew of properties in their coastal areas of Cebu. Thematic residences are also on the rise with Batam modelling a new concept of water villa dubbed as the Dolphin villa just 16km away from Singapore.

1. Layers: Displays section detected with similarity
2. Show/Hide Similarity Layer: Shows section in the document detected with similarity features
3. Match Overview: Total percentage of similarity index for the assignment
4. All Source: Sources where the similarity is found
5. Filters and Settings: To include/exclude quotes, bibliography, and sources
6. Download: Download current view, digital receipt, and originally submitted file
7. Submission Information: Show submission details
8. Toggle Page Navigation: A quick overview of the pages in your assignment

APPENDIX D

How do I send a message to my students from Canvas Grades?

For students who did not submit their assignments, you can send them a message from Canvas Grades.

1. Click on the vertical ellipses beside the selected assignment. For example, TMA01.
2. Click on "Message students who...".

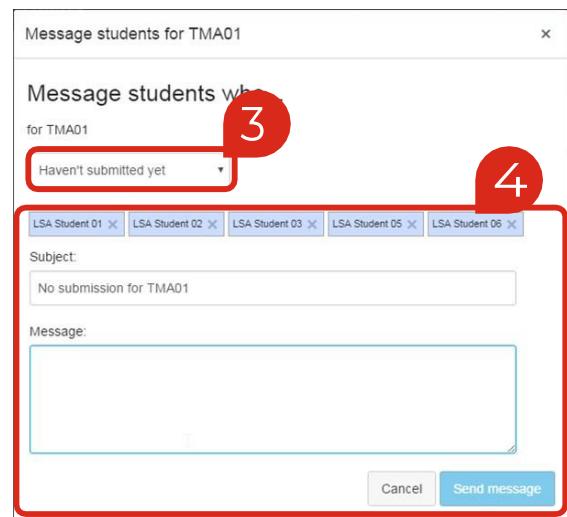
A screenshot of the Canvas Gradebook interface. The top navigation bar includes 'Gradebook', 'View', and 'Actions'. Below is a table of student grades. In the 'Actions' column for the 'GBA01 Out of 100' assignment, there is a vertical ellipsis (...). A red circle with the number 1 is placed over this ellipsis. A context menu has appeared, with the 'Message Students Who...' option highlighted in blue and a red circle with the number 2 placed over it. Other options in the menu include 'Sort by', 'SpeedGrader', 'Curve Grades', and 'Set Default Grade'.

3. A pop-up window will appear. By default, the selection is "Have not been graded."

Note:

- Have not yet submitted — students who have not submitted the assignment. This category does not include students who have been manually awarded a grade, even if they did not submit the assignment. Once a grade has been awarded for an assignment (either automatically or manually), Canvas no longer verifies actual submissions.
- Have not been graded — students whose assignments have not yet been graded (submitted or unsubmitted).
- Scored less than [point value] — students who scored below X number of points for their assignment.
- Scored more than [point value] — students who scored above X number of points for their assignment.

4. The list of students will be populated for you to send a message if required. If not, the list of students can be copied and pasted into excel. However, you will need to clean up the copied text according to your preference.



APPENDIX E

How do I use the Math Editor in the Rich Content Editor?

To learn more on how to use the in-built Math Editor for Formula Question in quizzes, click on the link: <https://community.canvaslms.com/docs/DOC-12859>

APPENDIX F

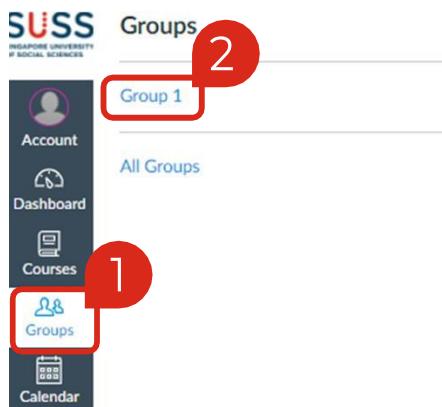
Student Groups

i. Student's View

Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments. Within each group, students can create pages, announcements, collaborations, discussions, and calendar events in real-time. Do note that instructors will have no control over the activities of the students.

ACCESSING GROUPS

1. Click on "Groups".
2. Click on the available groups. Example. Group 1.



3. The group site will be loaded.

Recent Activity in Group 1

No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

CREATING GROUPS

1. To create groups, students will click on "People".

2. Click on "+ Group Set".

SandboxTerm

Home

Virtual Cl...
Announ...

1
People

Syllabus

iBookstore

Grades

Modules

Quizzes

Everyone Groups

+ Group Set

+ People

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
LSA Student 01	lsastudent01	lsastudent01	MUHAMMAD_TEST_SITE	Student	Dec 23, 2020 at 4:59pm	05:37:01

3. Key in the group name. Example, Study Group.

4. Choose the type of group you would like to create.

5. Click on "Save" to create the groups.

Create Group Set

Group Set Name Study Group

Self Sign-Up Allow self sign-up ?
 Require group members to be in the same section

Group Structure Split students into 0 groups
 Split students into groups with 0 students per group
 I'll create groups later

Cancel Save

ii. Instructor's View

Instructors can view all activities within all the groups within their course, including groups created by students as noted in the instructor's Student Groups tab.

1. To view Student Groups, click on "People".
2. Click on the group name. For example, Study Groups.
3. Groups created by students will be available under "Groups".

The screenshot shows the 'People' section of a Canvas course site. On the left, there is a sidebar with links: SandboxTerm, Home, Virtual Class, Announcements, **People**, Syllabus, iBookstore, Grades, Modules, Quizzes, Assignments, and Classroom. The 'People' link is highlighted with a red box and the number 1. In the main content area, there are tabs for 'Everyone' and 'Study Group'. The 'Study Group' tab is selected and highlighted with a red box and the number 2. Below the tabs, there is a section for 'Unassigned Students (0)' with a search bar. A message says, 'There are currently no students in this group. Add a student to get started.' To the right, there is a 'Groups (2)' section with two entries: 'Study Group 1' (with LSA Student 01 and 4 students) and 'Study Group 2' (with LSA Student 03 and 4 students). A red box highlights the 'Groups (2)' section and the three entries, with the number 3 indicating the third step.

ACCESSING COURSE SITE FROM STUDENT GROUP SITE

To go back to the course site from the Student Group site, click on "Home".

1. Click on the breadcrumb link to go back to the course site. For example, LSA102_JAN21_T01.

The screenshot shows a Student Group site for 'LSA102_JAN21_T01'. On the left, there is a sidebar with links: Switch Course, Home, Announcements, Pages, and People. The 'Home' link is highlighted with a red box and the number 1. In the main content area, there is a breadcrumb trail: 'LSA102_JAN21_T01 / Group 1 - Test 1'. Below the breadcrumb, there is a section titled 'Recent Activity in Group 1 - Test 1'. A blue box contains the message: 'No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.' A red box highlights the breadcrumb link 'LSA102_JAN21_T01' and the number 2.

APPENDIX G

Removing students from Virtual Class/Online meetings

Instructors have the access to remove students from the Virtual Class / Office meetings individually.

1. To remove the student, click on “Manage Participants” to open the Participants panel.
2. Click on “More” next to the student’s name.
3. Click on “Remove” to remove the student from the Virtual Class meeting.

