
Canvas Quick Start Guide

Table of Contents

Logging into Canvas.....	2
What to do when you forget your Canvas Password?	3
Finding your Unit Study Guide, Assessment Brief, Assessment Submission and Weekly Learning Materials, Class Timetable and Lecturer Details.....	4
Enabling Course Notifications	6
Submitting an Assignment on Canvas.....	7
Canvas or IT Support	8

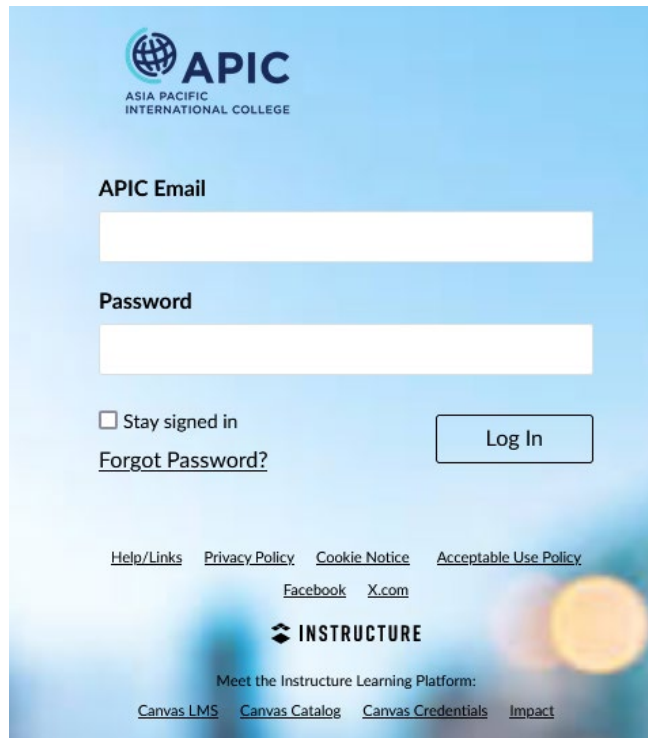
Logging into Canvas

Step 1: Add the APIC Canvas URL to your browser: <https://apic.instructure.com>

Step 2: Type your Login ID and Password as in the format below:

Login ID: Student ID@student.apicollege.edu.au

Password: AP!C+Your Date of Birth(ddmmyyyy)



Example

Sample Login ID: 201823652@student.apicollege.edu.au

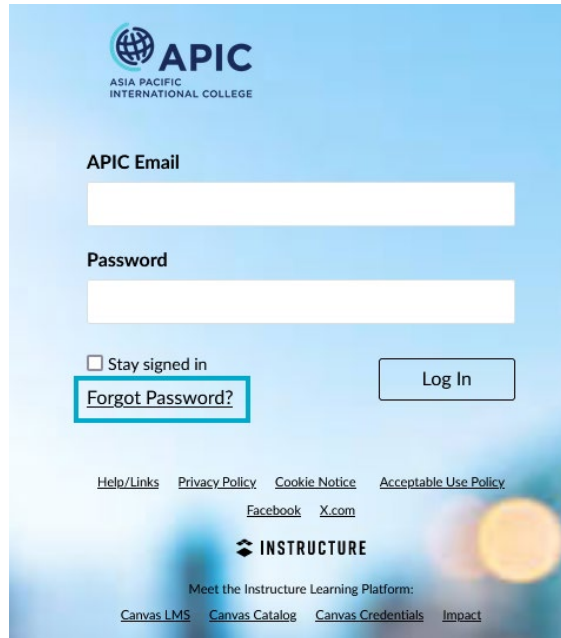
Sample Password: AP!C05101998

*****Make sure you type '!' and NOT 'i' in your password: AP!C**



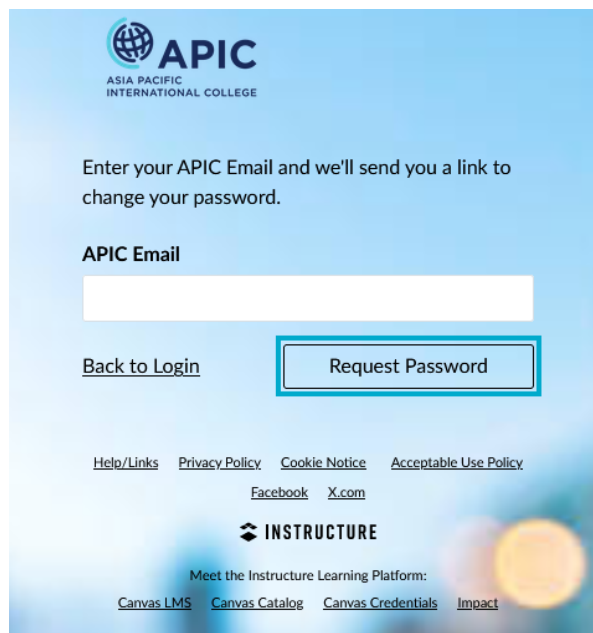
What to do when you forget your Canvas Password?

Step 1: Click on 'Forgot Password' as shown in the image above.



The screenshot shows the APIC (Asia Pacific International College) login page. At the top left is the APIC logo. Below it are two input fields: 'APIC Email' and 'Password'. To the right of the 'Password' field is a 'Log In' button. Below the 'Log In' button is a 'Forgot Password?' link, which is highlighted with a red rectangular box. Below the 'Forgot Password?' link are several links: 'Help/Links', 'Privacy Policy', 'Cookie Notice', and 'Acceptable Use Policy'. At the bottom of the page is the 'INSTRUCTURE' logo and the text 'Meet the Instructure Learning Platform:' followed by links for 'Canvas LMS', 'Canvas Catalog', 'Canvas Credentials', and 'Impact'.

Step 2: Enter your 'APIC Email' and click on 'Request Password'. Check your APIC email Inbox/Spam folder to find the 'Request password' email. Once you've changed the password, log in to Canvas with the new password.

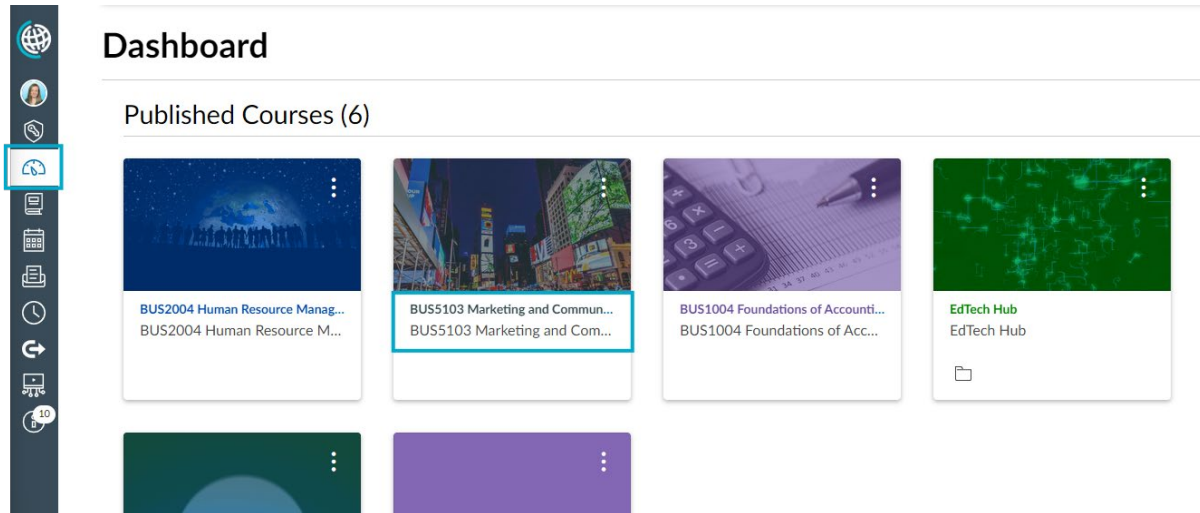


The screenshot shows the APIC password reset page. At the top left is the APIC logo. Below it is the text 'Enter your APIC Email and we'll send you a link to change your password.' Below this text is an input field for 'APIC Email'. Below the input field are two buttons: 'Back to Login' and 'Request Password'. The 'Request Password' button is highlighted with a red rectangular box. Below the 'Request Password' button are several links: 'Help/Links', 'Privacy Policy', 'Cookie Notice', and 'Acceptable Use Policy'. At the bottom of the page is the 'INSTRUCTURE' logo and the text 'Meet the Instructure Learning Platform:' followed by links for 'Canvas LMS', 'Canvas Catalog', 'Canvas Credentials', and 'Impact'.



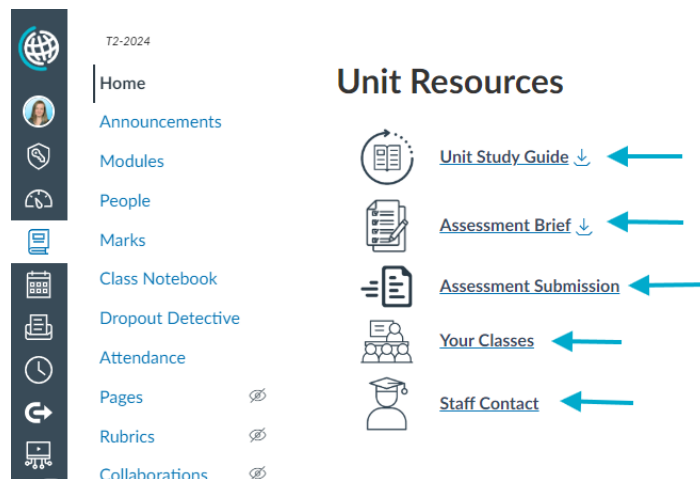
Finding your Unit Study Guide, Assessment Brief, Assessment Submission and Weekly Learning Materials, Class Timetable and Lecturer Details

Step 1: Click on the unit's name that you want to access on your Dashboard:

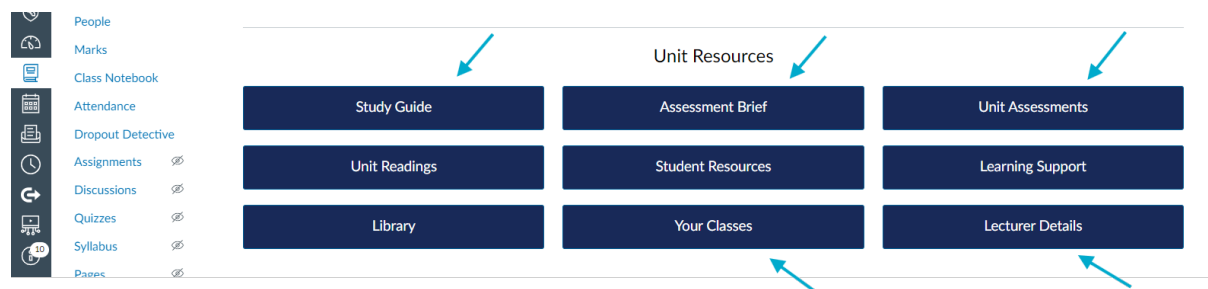


Step 2: The Unit Study Guide, Assessment Brief, and Assessment Submission are available under the Unit Resources section. View A and View B will show different layouts for different units you may be enrolled in.

View A















View B

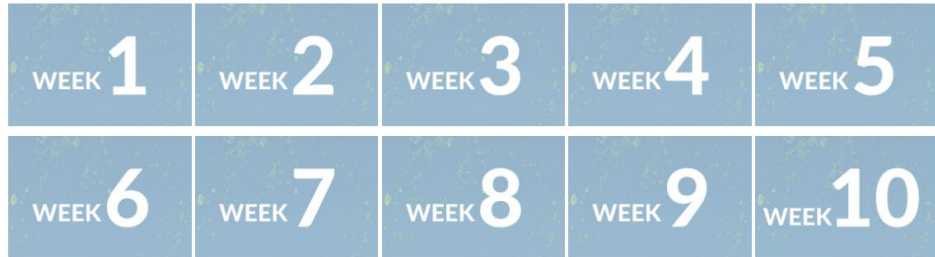


Step 3: You can access your **Weekly Learning Materials** by clicking on the week icons under **Unit Resources**.

















View A

-  Modules
-  People
-  Marks
-  Class Notebook
-  Dropout Detective
-  Attendance
-  Pages 🔗
-  Rubrics 🔗
-  Collaborations 🔗
-  Assignments 🔗
-  Discussions 🔗
-  Outcomes 🔗

Weekly Modules



View B

-  Announcements 🔗
-  Modules
-  People
-  Marks
-  Class Notebook
-  Attendance
-  Dropout Detective
-  Assignments 🔗
-  Discussions 🔗
-  Quizzes 🔗
-  Syllabus 🔗
-  Pages 🔗
-  Files 🔗
-  Rubrics 🔗
-  BigBlueButton 🔗
-  Outcomes 🔗

Unit Study Content

Week 1 Introduction to Marketing and Communications	Week 2 Analysing Consumer Behaviour
Week 3 Persuasion in Marketing and Communications	Week 4 Market Segmentation and Brand Positioning
Week 5 Product and Pricing Strategy	Week 6 Advertising and Distribution
Week 7 Digital Marketing	Week 8 Service Marketing
Week 9 International Marketing	Week 10 Marketing Planning, Implementation and Evaluation



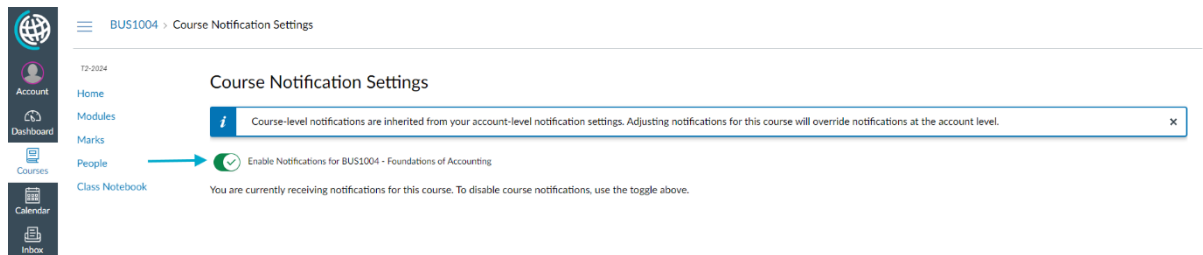
Enabling Course Notifications

Step 1: Go to Course Homepage and click on 'View Course Notifications' as shown in the image below:



The screenshot shows the Canvas interface for the course BUS1004. On the right-hand side, there is a vertical menu with three buttons: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. A blue arrow points to the 'View Course Notifications' button. Below these buttons is a 'To Do' section that currently displays 'Nothing for now'.

Step 2: Click on 'Enable Course Notifications' to receive notifications regarding the course (such as assessment due dates and announcements) in Canvas.



The screenshot shows the 'Course Notification Settings' page for BUS1004. At the top, there is an information box that reads: 'Course-level notifications are inherited from your account-level notification settings. Adjusting notifications for this course will override notifications at the account level.' Below this, there is a toggle switch for 'Enable Notifications for BUS1004 - Foundations of Accounting', which is currently turned on. A blue arrow points to this toggle switch. Below the toggle, it says 'You are currently receiving notifications for this course. To disable course notifications, use the toggle above.'



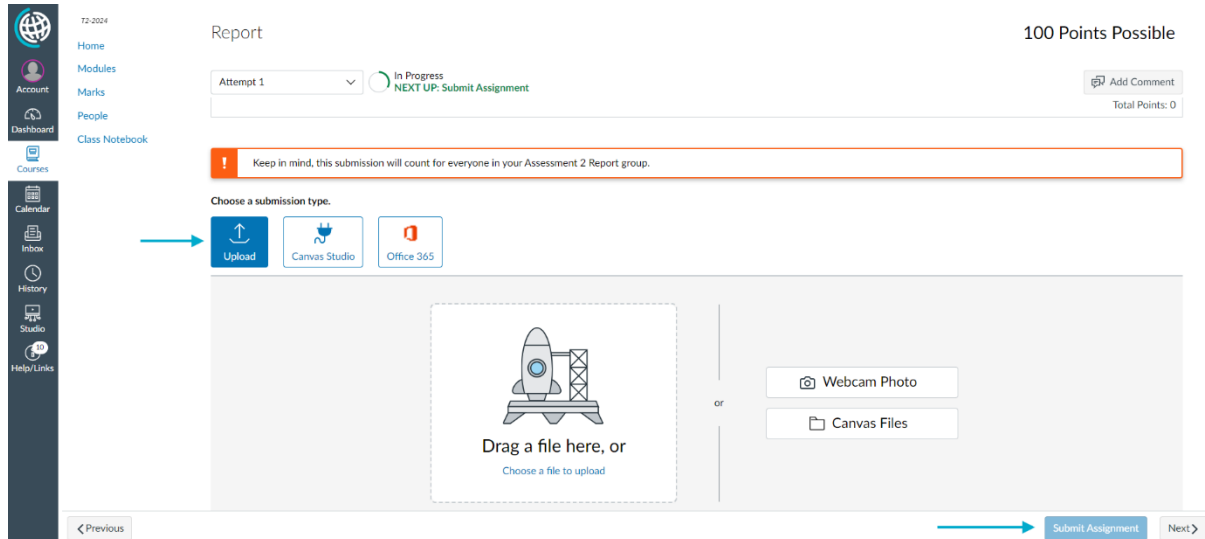
Submitting an Assignment on Canvas

Step 1: Go to the Unit Homepage and click on 'Assessment Submission' or 'Unit Assessment'.

Step 2: Choose the assessment you want to submit. For example, in the image below the student needs to submit Assessment 1: In-class Practical Task 1.

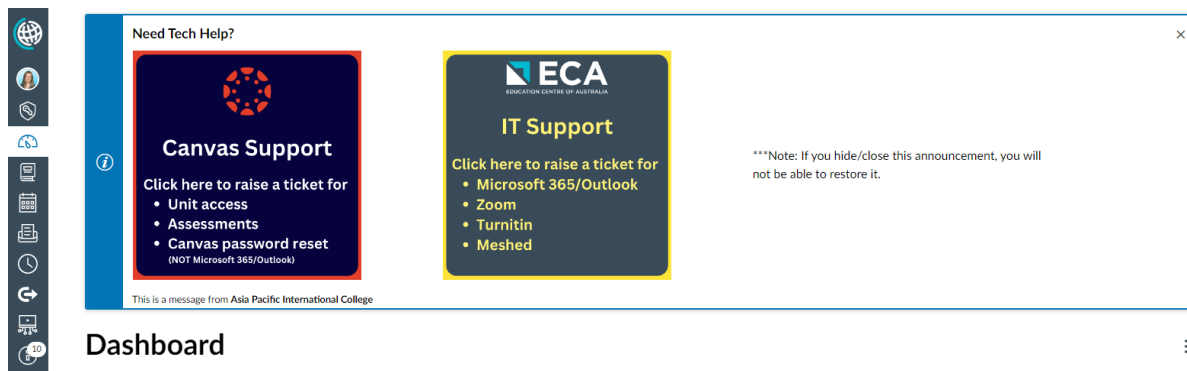


Step 3: On the assessment page, upload the file you are submitting and click on Submit Assignment as shown below:



Canvas or IT Support

Step 1: On your Canvas [Dashboard](#), you will find two clickable images for Canvas and IT support. Click on the support you need.



Step 2: You will be directed to the Service Desk (see below) of that support team. Please, ensure you include your official **APIC email address**, description of the issue, college name, and screenshots to facilitate a timely response. The more information, the better. When you have finished, click Submit

The screenshot shows the 'ECA Canvas Service Desk' interface. At the top is the ECA logo and 'Canvas Service Desk'. Below is a navigation bar with 'HOME', 'SOLUTIONS', and 'TICKETS'. The main section is titled 'Submit a ticket' and contains several form fields: 'Requester- *' with an 'Email' input and an 'Add cc' link; 'Subject *' with an empty text input; 'Priority' with a dropdown menu set to 'Low'; 'Description *' with a rich text editor toolbar (B, I, U, list, link, unlink, text color, background color, image, video) and an empty text area, plus an 'Attach a file' link; 'Business Unit' with a dropdown menu set to 'ECA HE'; 'Are you a student or staff? *' with a dropdown menu set to '...'; 'College *' with a dropdown menu set to '...'; and 'Campus Name' with a dropdown menu set to '...'.

