Canvas LMS – Quick Start Guide

canvas

Canvas LMS works best with Google Chrome web browser. If you don't have Google Chrome Installed, please click the link below to download:
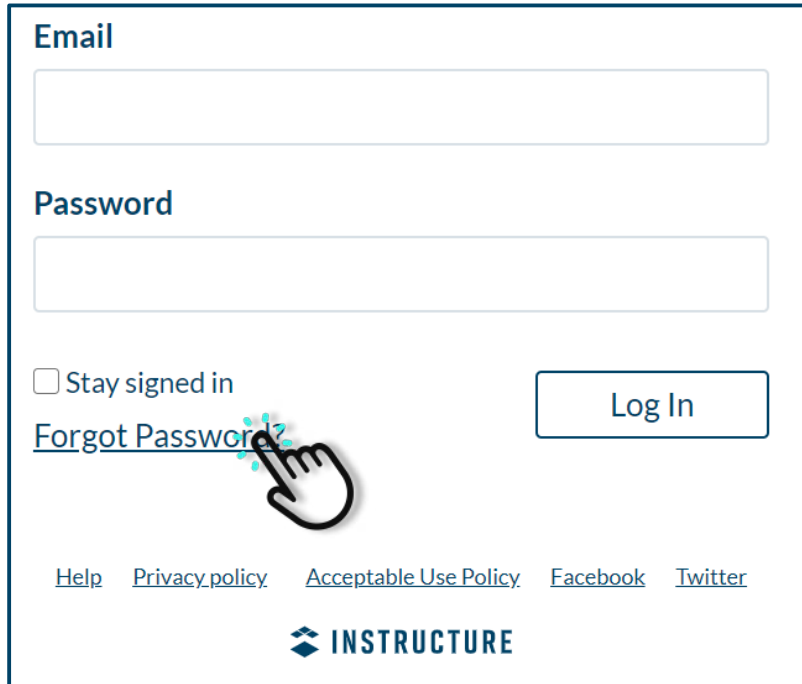
https://www.google.com/chrome/

Set your Canvas LMS Password

1 Open https://buildersacademy.instructure.com/ then click on **"Forget Password"**

2 Enter your **Email Address** then click **"Request Password"**

3 You will receive an email from Canvas with this subject **"Forgot Password: Canvas"**. Please also check your Spam/Junk box if you didn't see the email in your Inbox

notifications@instructure.com	Today 15:57 🏳
• Forgot Password: Canvas	

4 Open the email then click on the link **"Click here to set a new password"**

> You requested a confirmation of your password for logging into Canvas.
>
> This address is associated with the login, "▬▬▬▬▬".
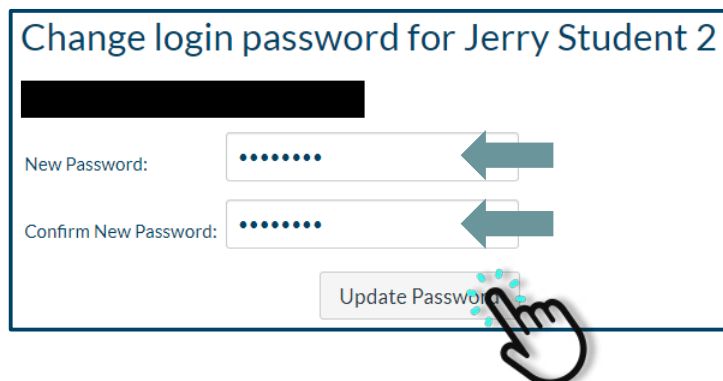>
> Click here to set a new password
>
> ⊙ CANVAS
>
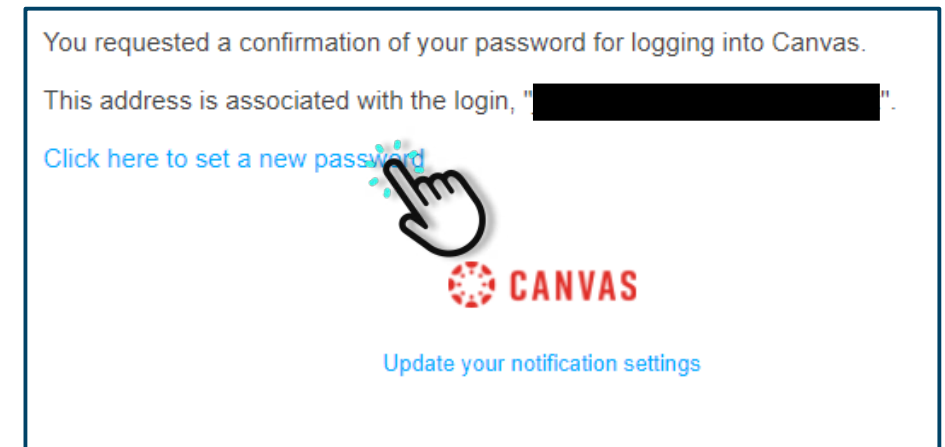> Update your notification settings
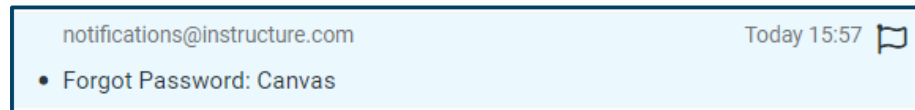
5 The page will open in a new tab on your browser. **Enter your password** into the text boxes. Then press **"Update Password"**
*Please note: the password must be at **least 8 characters**

Change login password for Jerry Student 2
▬▬▬▬▬
New Password: ••••••••
Confirm New Password: ••••••••
Update Password

💡 If you lost your password. You can follow these steps again to set a new one

✳ If you have any issues setting your password please email us at
helponline@buildersacademy.com.au

Canvas LMS – Quick Start Guide

Set or change your
- Profile image & password
- Phone number
- Notifications preferences
- QR for Mobile Login

Course Title
- Your class name and intake
- Start date and version

CPC40110SK01S(A)_V7.0_A5.0_05/06/2020

Recent Announcements

Account

Dashboard

Home

Announcements

Attendance Portal

Class Announcements
(From us or your trainer)

Today class is cancelled
Class rescheduled to next Monday

Posted on:
Jun 4, 2020 at 16:17

View Course Stream

View Course Calendar

View Course Notifications

Send and Receive Message
(To/From us or your trainer)

Courses

Modules

Assignments

Marks

Modules Page
- Course contents
- Assignments
- Other course resources (E.g. Project Portfolio)

To Do
Upcoming activities
(E.g. Assignments, Discussions, tasks, etc.)

To Do

Today class is cancelled
Jun 4 at 16:17 |

Calendar

Inbox

Discussions

People

Files

Syllabus

Certificate IV in Building and Construction (Building)

BAA - Tim Hogben

Copy link

Recent Feedback

Module 1 - Assessment Task 1 - Activity 1.3 Prepare a Contract
CPC40110SK01S(A)_Demo
Not Yet Satisfactory
"Test"

Recent Feedback
- Recent grades published
- Recent comments

Studio

Help

Marks Page
- View your grades and feedback from your trainer
- Assignments Due Dates

Module 1 - Assessment Task 1 - Activity 1.1 Plans
CertIV Demo Class 2
"Result transfer from ..."

Module 1 MCQ 1
CertIV Demo Class 2
1.33 out of 3

8 more »

Help
- Contact your trainer
- Report Canvas LMS Issue
- User Guides
- Contact Us details

★ What units of competency (subjects) are you going to study?

Back to Menu

1

From your course home page - Scroll down to **"Course Navigation"**
and **click on the Module** you want to view

Alternatively, you can open **"Modules"** page from the left-side navigation bar

2

You will see the Module's contents. Each module consists of 2 main sections:
1. **Learning Contents** (You will find Learner Guides and presentation slides in each of the volumes)
2. **Assessments** (List of assessments you're required to complete for each module)

Click on **each of the volumes to view learning resources**

Click on the icon above to **view the volume page**

Click on **each of the assessments to view the question and submit your work**

Click on the icon above to **view instructions on how to submit your assessments**

Click on **the Module's name** to **collapse** or **expand contents**

it's recommended to only expand the module you're currently studying and collapse other modules.

Canvas LMS – Quick Start Guide

3

In the volume page you will find
- a) **Learner Guide** (for the particular volume)
- b) **Presentation slides** (or SCORMs)

Module 1 - Volume 1 - Plans and Specifications

Module 1 - Volume 1

Plans and specifications form an integral part of the building contract as they are the detailed documents that describe the scope, finishes and compliance of the project.

📕 Learner Guide

Click to open the Learner Guide (a)

Introduction

Section 1 - Types of drawings
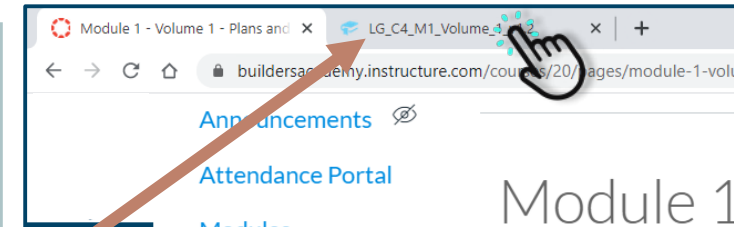
Section 2 - Building Plans

Click Here to Open

Click on the title of a section to expand it then click the link to view the section's presentation slides (b)
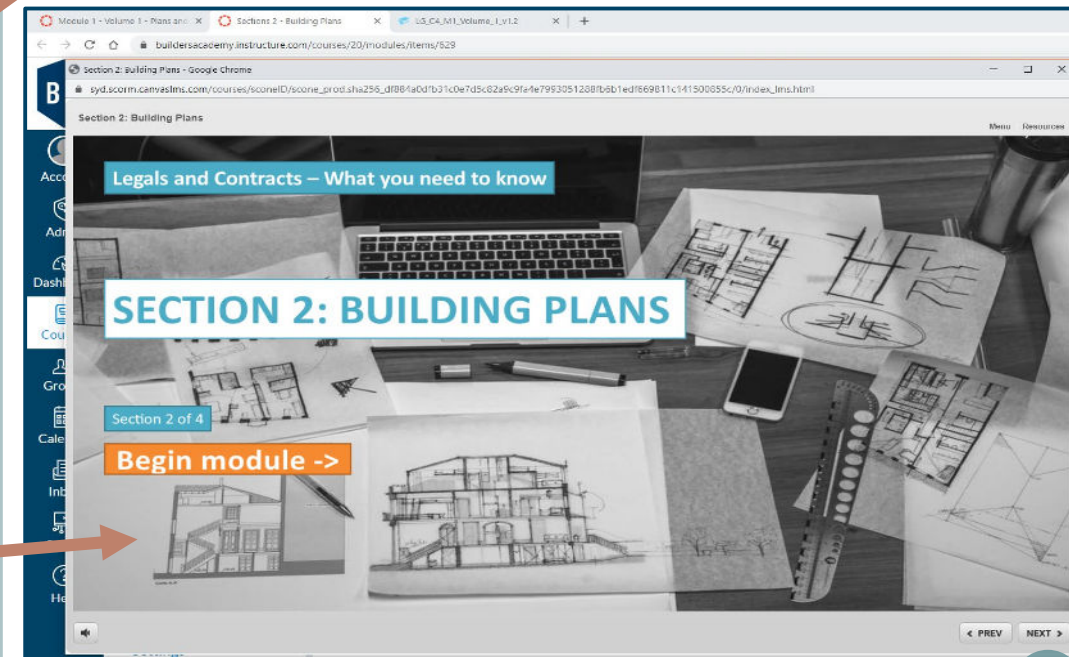
Section 3 - Common Symbols and Abbreviations

Section 4 - Quality Requirements And Specifications

* The Learner Guide will be opened in a new tab on your web browser

The SCROM will be opened in a pop-up windows

Canvas LMS – Quick Start Guide

1 You can find the list of assessments through the "**Modules**" page or from the "**Assignments**" page on the left-side navigation bar

Click the icon if you want to open assessments from "Modules" page

By default, assessments will be **sorted by Due Dates**

Click to **view Assessments by Modules**

CertIV Demo Class 1 › Assignments

Home
Attendance Portal
Modules
Assignments
Marks
Discussions
People
Files
Syllabus

Search for Assignment

SHOW BY DATE   SHOW BY TYPE

▼ Upcoming Assignments

Module 1 - Assessment Task 1 - Activity 1.1 Plans
Due Jun 11 at 23:59 | -/3 pts

Module 1 - Assessment Task 1 - Activity 1.2 Variations and client communications
Due Jun 11 at 23:59 | -/3 pts

Module 1 - Assessment Task 1 - Activity 1.3 Prepare a Contract
Due Jun 12 at 23:59 | -/11 pts

Module 1 - Assessment Task 1 - Activity 1.5 Undertake an ABLIS report
Due Jun 12 at 23:59 | -/9 pts

Module 1 - Assessment Task 1 - Activity 1.4 Prepare a Checklist and Dispute Resolution Procedure
Due Jun 15 at 23:59 | -/5 pts

Module 1 - Assessment Task 1 - Activity 1.6 Role Play Negotiations
Due Jun 18 at 23:59 | -/3 pts

Module 1 - Multiple Choice Questions - 1
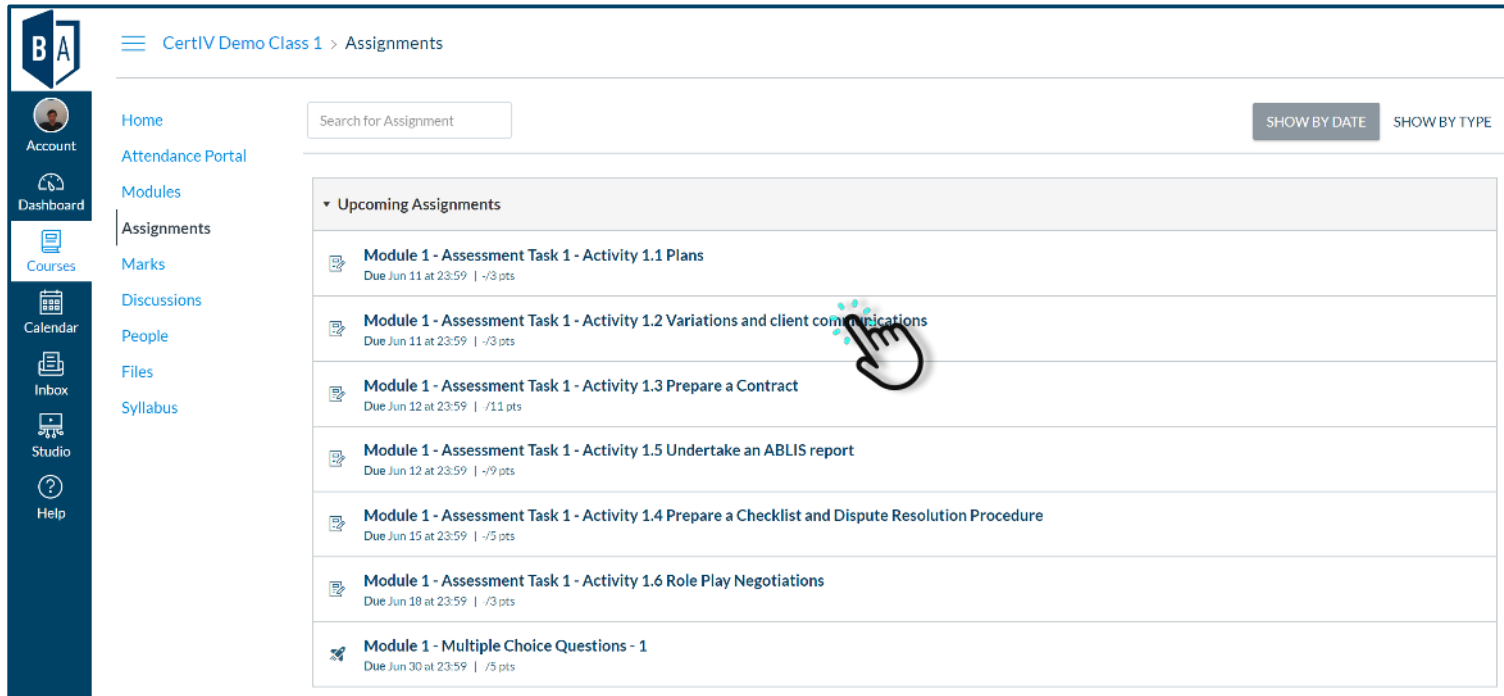Due Jun 30 at 23:59 | -/5 pts

2

Listed below are the types of assessments you might see on the LMS:

a) **Project Task, Case Study, Written Questions** (These assessments require you to upload documents) **-** Indicated by this icon 📝

b) **Multiple Choice Questions or Quizzes -** Indicated by this icon 🚀

3

Click on assignment name to open and view the question

a

How to submit a Project Task, Case Study or Written Questions

1

Once you read the question, scroll up to the top of the page then click **"Submit Assignment"** button

2

The section to upload file will appear

How to submit a Project Task, Case Study or Written Questions

3

Click **"Choose File"** (or Browse). When the file window appears, **locate the file** from your device then **double-click on it to attach.**
Click **"Submit Assignment"** once you've attached all files

File Upload   Studio

Upload a file, or choose a file you've already uploaded.

File: Choose File   MD1_Task1.1_JNguyen.docx   ✳ Remove file from your submission

Choose File   Module1_Coversheet.docx   ✕

+ Add Another File   Click to **Add more files**

Click here to find a file you've already uploaded

Comments...   You can add comments to your submission. Your trainer will see it
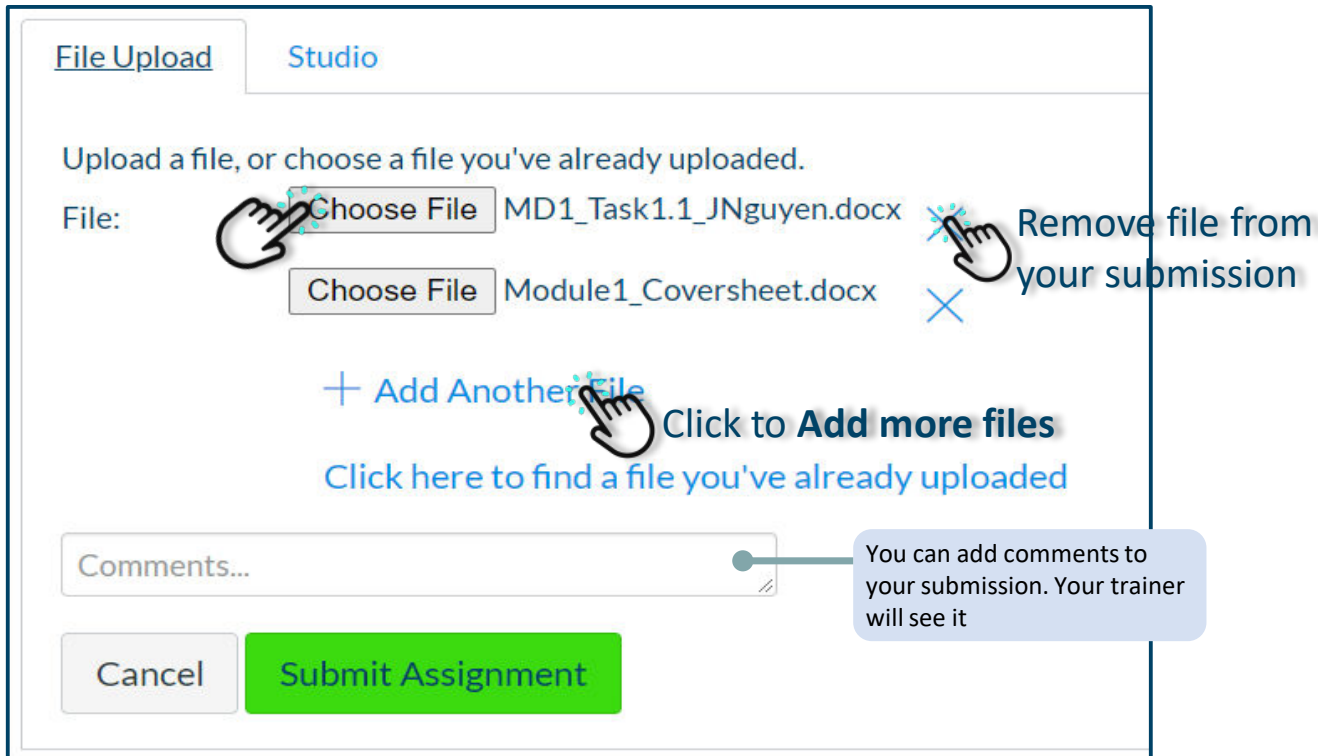
Cancel   Submit Assignment

b

How to submit Multiple Choice Questions or Quizzes 🚀

1

Open the Multiple Choice Questions. Then click **"Take the Quiz"** to start the assessment

2

Questions will be opened, **answer all questions by scrolling down the screen**, once you finished, hit **"Submit Quiz"** button.

b3

How to submit Multiple Choice Questions or Quizzes 🚀

MCQs or Quizzes are auto-graded. Once you submit, you will see your result immediately. Incorrect answers are highlighted. Please take note of those questions

Your score (*)

Incorrect answer

If you didn't **get the full score** (E.g. 5 out of 5), you're **required re-do the assessment** by clicking the **"Take the Quiz Again"** button.

Once you've achieved the full score, the "Take the Quiz Again" button will still remained on the result page. Please do not click it

1

Once your trainer marked the assessment,
you can view the result under **"Marks"** page

Home

Attendance Portal

Modules

Assignments
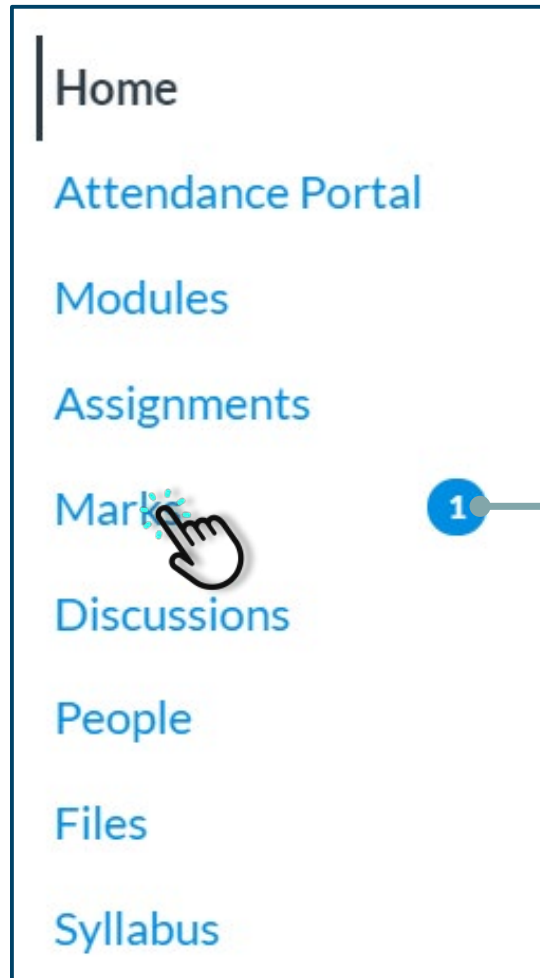
Marks **1** ──── This number indicates the number of your results recently published by your trainer

Discussions

People

Files

Syllabus

You can also view feedbacks and results under **"Recent Feedback"** section on your **Course Homepage**

Recent Feedback

✓ Module 1 - Assessment Task 1 - Activity 1.2 Variations and client communications

Not Yet Satisfactory
"You need to address the issue I've highlighted. Refer to the attached document for more information"

✓ Module 1 - Multiple Choice Questions - 2

CertIV Demo Class 1

2 out of 2
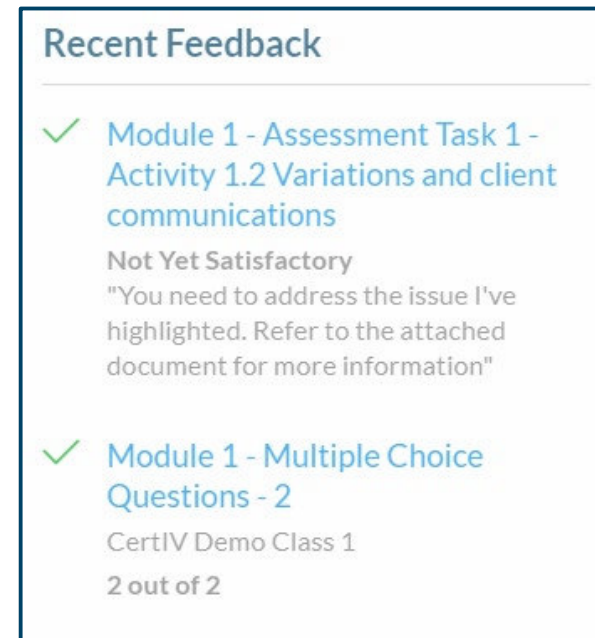
2

Click on the assessment name to open Feedback page

Grades for Jerry Student 1

🖨 Print Grades

Course

Arrange By

* By default, assessments will be **sorted by Due Dates**

| CertIV Demo Class ⌄ | Due Date ⌄ | Apply |

Click to **select a different view**

Name	Due	Status	Score	Out of
Module 1 - Assessment Task 1 - Activity 1.1 Plans	Jun 11 by 23:59		-	3
Module 1 - Assessment Task 1 - Activity 1.2 Variations and client communications	Jun 11 by 23:59	2 (Not Yet Satisfactory)	3	
Module 1 - Assessment Task 1 - Activity 1.3 Prepare a Contract	Jun 12 by 23:59		-	11

There will be a blue dot next to the assessments where results were recently published

---

3

Click **"View Feedback"** to view detailed comments or annotations made on your submission

Submission Details

Grade: **Not Yet Satisfactory**

📋 Show Rubric

Click to view
Rubric's results and comments

Module 1 - Assessment Task 1 - Activity 1.2 Variations and client communications

Test Student submitted Jun 11 at 10:39

Re-submit Assignment

📄 MD1_Task1.2_JNguyen.docx   3.49 MB

View Feedback

Jerry Nguyen , Jun 11 at 10:38

I have updated section 2. Please review

Test Student , Jun 11 at 10:39

You need to address the issue I've highlighted. Refer to the attached document for more information

📄 14_GanttChart_Sample.pdf
Jerry Nguyen , Jun 11 at 10:52

Overall comments for your submission
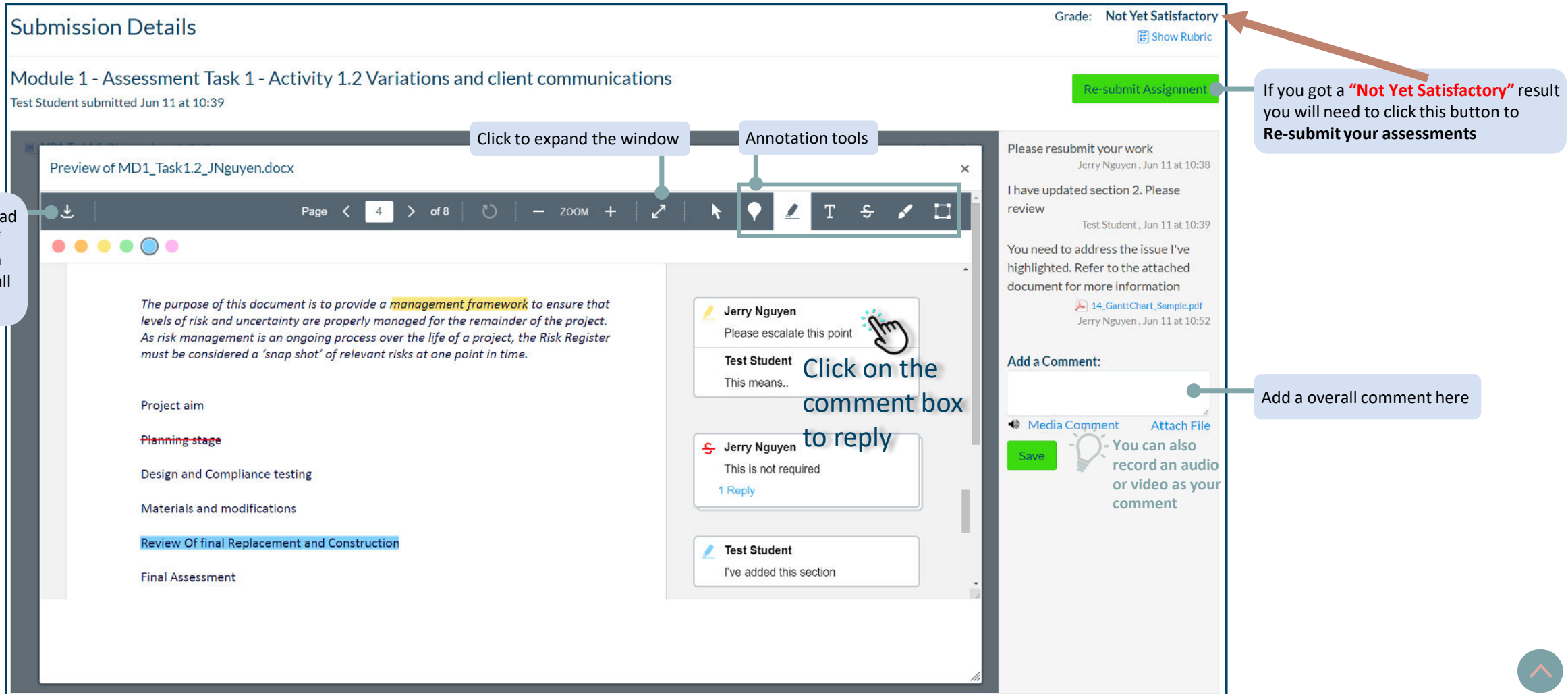
Add a Comment:

🔊 Media Comment   Attach File

Save

4

You now see comments/annotations made on your file. You can reply to the comments or use the annotation tools to add comments to your file

If you got a **"Not Yet Satisfactory"** result you will need to click this button to **Re-submit your assessments**

Click to expand the window

Annotation tools

You can download a PDF version of your submission which includes all annotations

Click on the comment box to reply

Add a overall comment here

You can also record an audio or video as your comment

Canvas LMS – Quick Start Guide

1 Click **"Help"** then click on **"Ask Your Trainer a Question"**
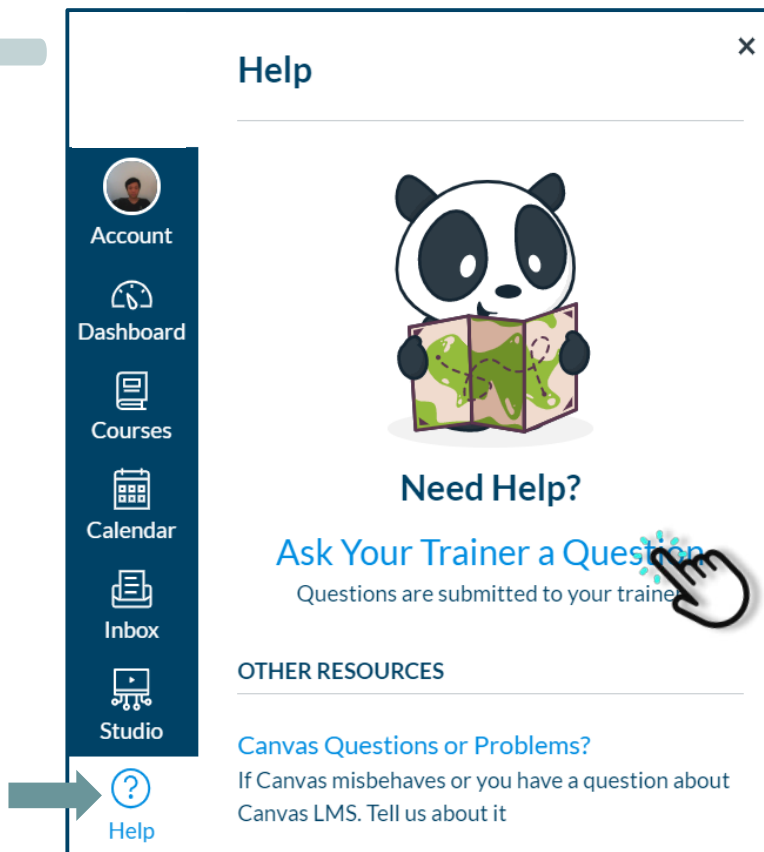
2 Select **your current class** from the list. Then type your message in the **Message box** and click **"Send Message"**

Help

Account
Dashboard
Courses
Calendar
Inbox
Studio

Need Help?

Ask Your Trainer a Question
Questions are submitted to your trainer

OTHER RESOURCES

Canvas Questions or Problems?
If Canvas misbehaves or you have a question about Canvas LMS. Tell us about it

Help

Help

Account
Dashboard
Courses
Calendar
Inbox
Studio
Help

Which course is this question about?

CPC40110SK01S(A)

CPC40110SK01S(A)
CPC50210OL10S(B)

Click Here

Message

Hi Alex, I need some help with assessment task 1.2

Cancel   Send Message

Then select **your class**

Next Page

3 Once your trainer replies to your message, you will see it in your **"Inbox".** Click on "Inbox" to view all your messages.
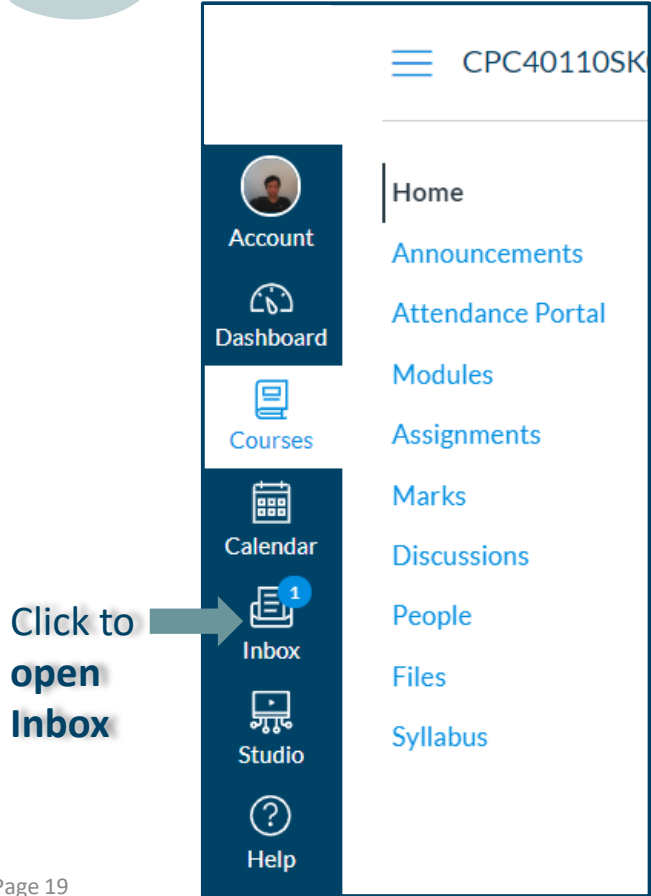
4 You will see a list of all your messages, similar to your email.

You can also compose a new message with this button Click on ❯ to view instructions

Using **"Inbox"** to **send message**

CPC40110SK

Home
Announcements
Attendance Portal
Modules
Assignments
Marks
Discussions
People
Files
Syllabus

Account
Dashboard
Courses
Calendar
Inbox
Studio
Help

Click to **open Inbox**

Click to **view message**

Click here to **Reply**

Click to **download attachment**

All Courses   Inbox

(No subject)

Jerry Nguyen, Test Student
CPC40110SK01S(A)

Hi Jerry,

Please refer to the attached document for more information

7_PN20361_Soil_Report_Print_A4DS_v2.0_

June 5, 2020 at 18:31

Test Student, Jerry Nguyen
CPC40110SK01S(A)

Hi Alex, I need some help with assessment task 1.2

June 5, 2020 at 18:29

Canvas LMS – Quick Start Guide

1

Open the Page that you're having the issue (*)
Click **"Help"** then
click on "**Canvas Questions or Problems?"**

2

Write Subject and **Describe the issue** then
select **"How is this affecting you?".**
Click **"Submit Ticket"** when you finished

* This allows us to get the exact location on Canvas LMS where you are having the issue
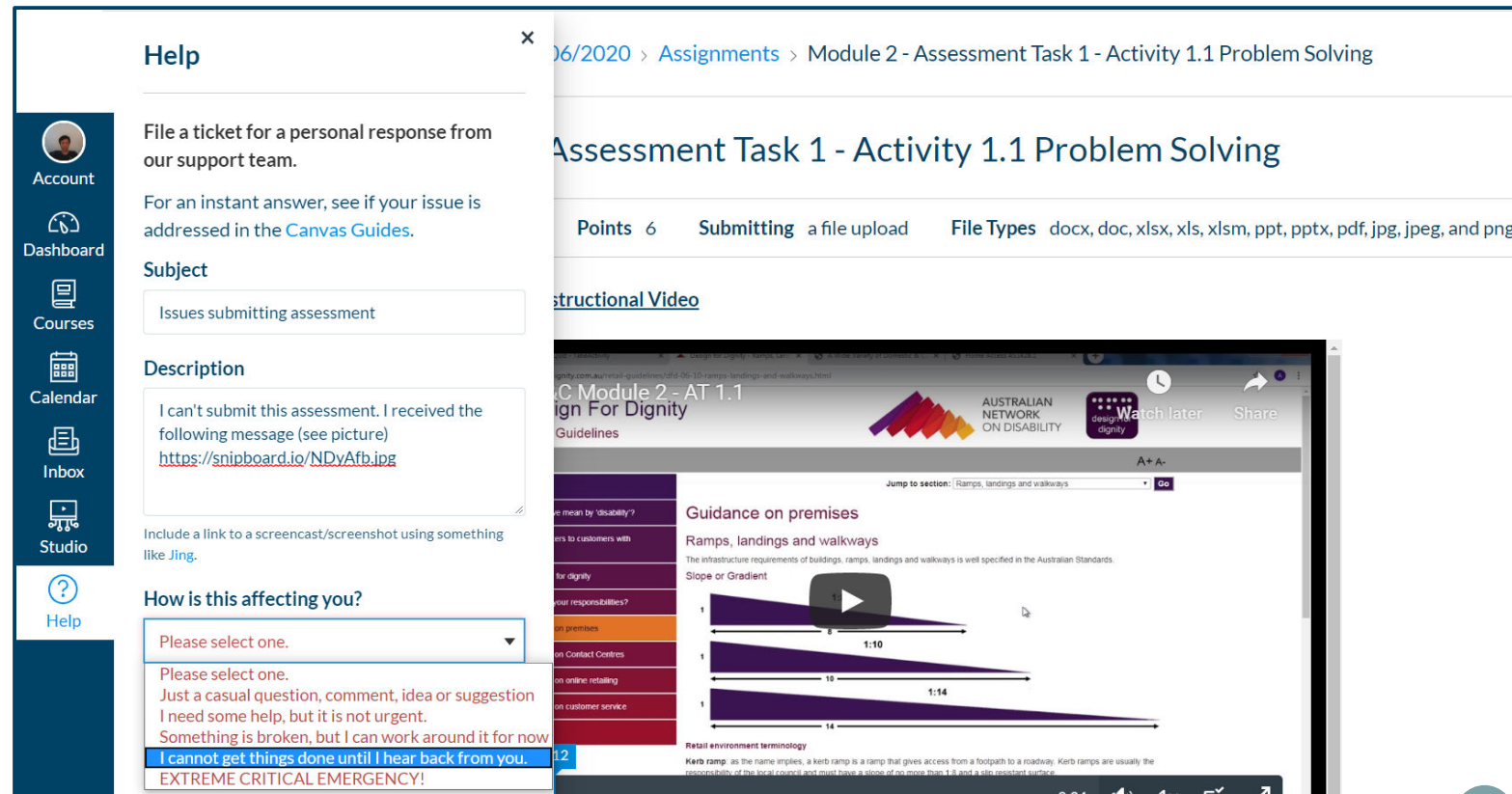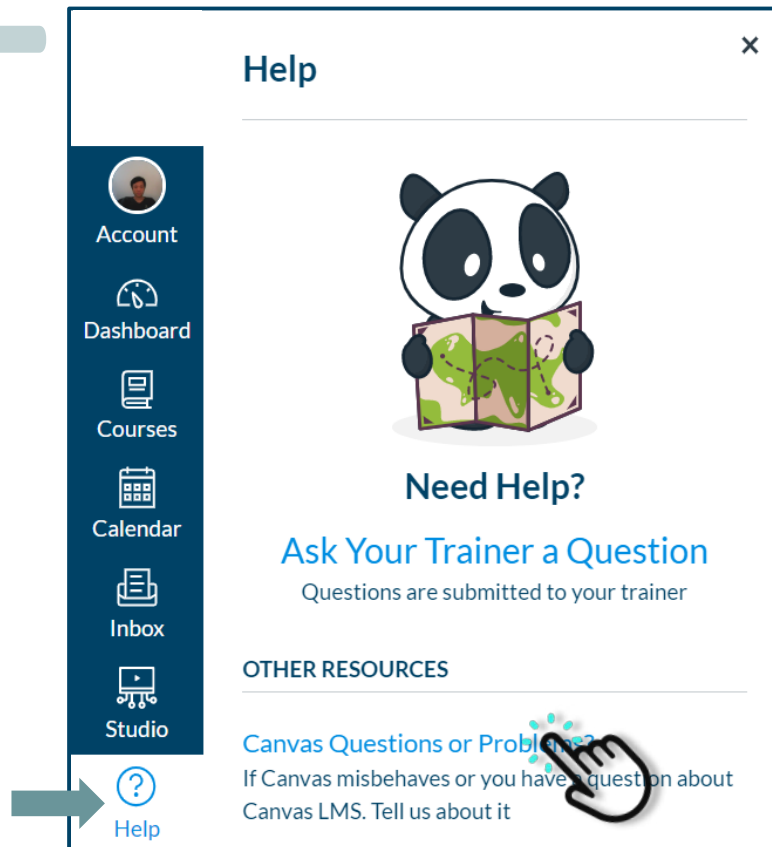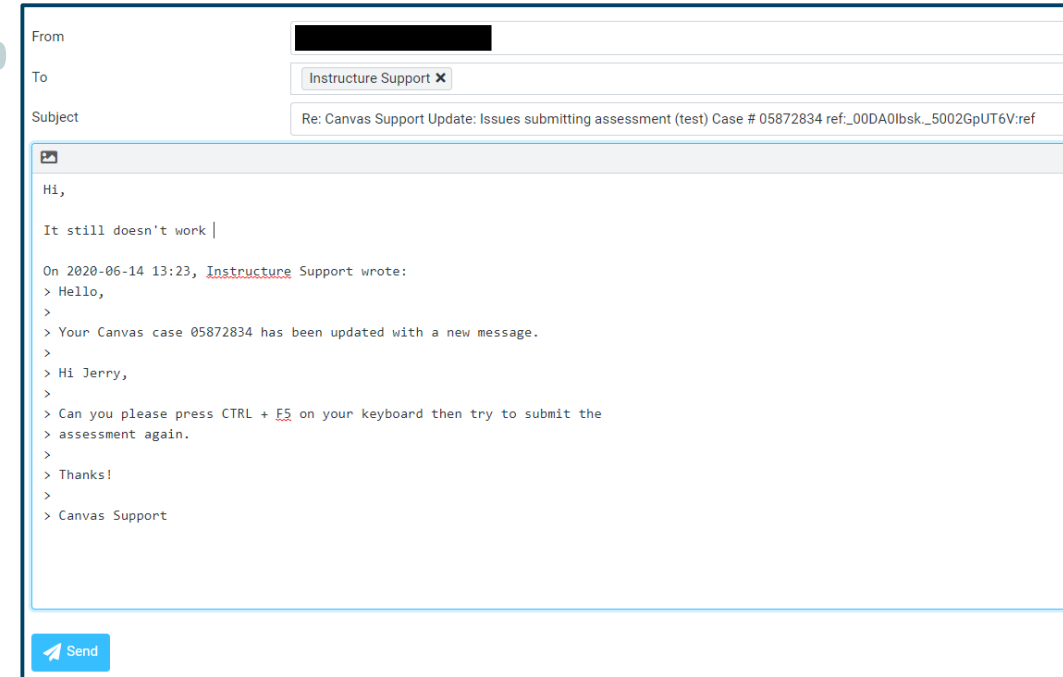
3 You will receive a confirmation email.
Once we replied to your ticket, you will receive our response from **"Instructure Support"** in your email. Please also check your Spam/Junk box if you didn't see the email

Instructure Support	Today 13:13

- Canvas Support Update: Issues submitting assessment (test) Case 05872834 …

4 If the issue wasn't resolved, you can reply to the email with further details

From	▮▮▮▮▮▮▮▮▮▮
To	Instructure Support ✕
Subject	Re: Canvas Support Update: Issues submitting assessment (test) Case # 05872834 ref:_00DA0Ibsk._5002GpUT6V:ref

Hi,

It still doesn't work |

On 2020-06-14 13:23, Instructure Support wrote:
> Hello,
>
> Your Canvas case 05872834 has been updated with a new message.
>
> Hi Jerry,
>
> Can you please press CTRL + F5 on your keyboard then try to submit the
> assessment again.
>
> Thanks!
>
> Canvas Support

✈ Send

1 (Optional) **Adding your profile image allows your trainer to identify you quicker**

Click **"Account"** on the left-side navigation bar to open Account panel

Open **"Account"** panel

2 Click **"Profile"** to open Profile setting page

TS

Test Student

Logout

Account

Dashboard

Notifications

Courses

Profile

Files

Calendar

Settings

Inbox

QR for Mobile Login

Click on **"Profile"**

3 Click on the circle image
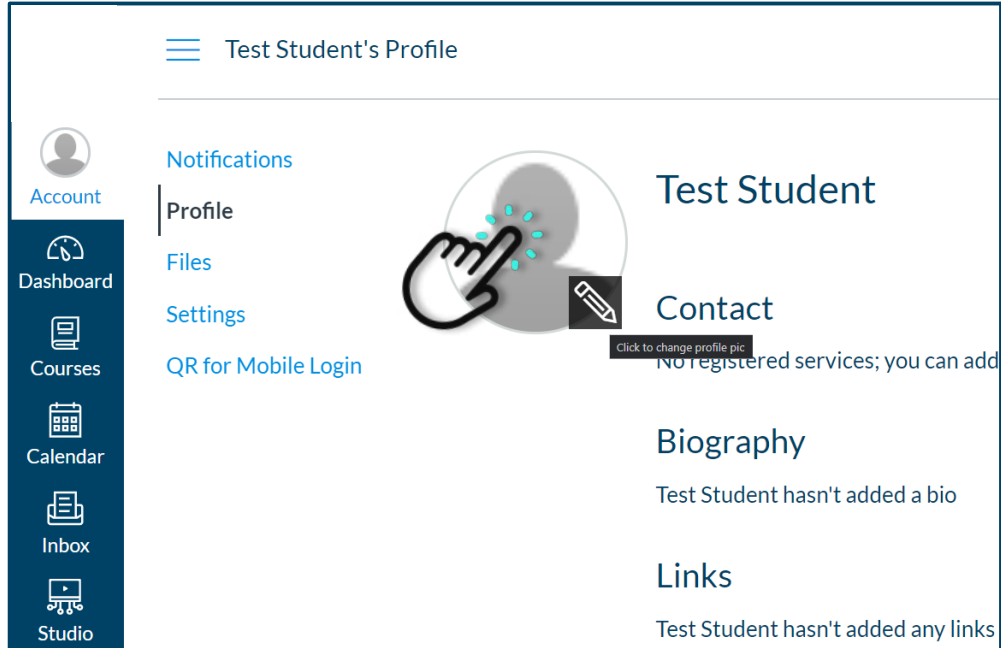
4 You can either **select an image from your computer** or **take a picture with your webcam**. Press **"Save"** after you finished

Or take a picture using your webcam

Click here to **browse image from your computer**

Canvas LMS – Quick Start Guide

canvas

1

Click **"Inbox"**

By default, messages from all courses will be displayed. You can click here to filter by Course that you're enrolled

Message Boxes
- Inbox
- Sent
- Unread
- Starred
- Archived
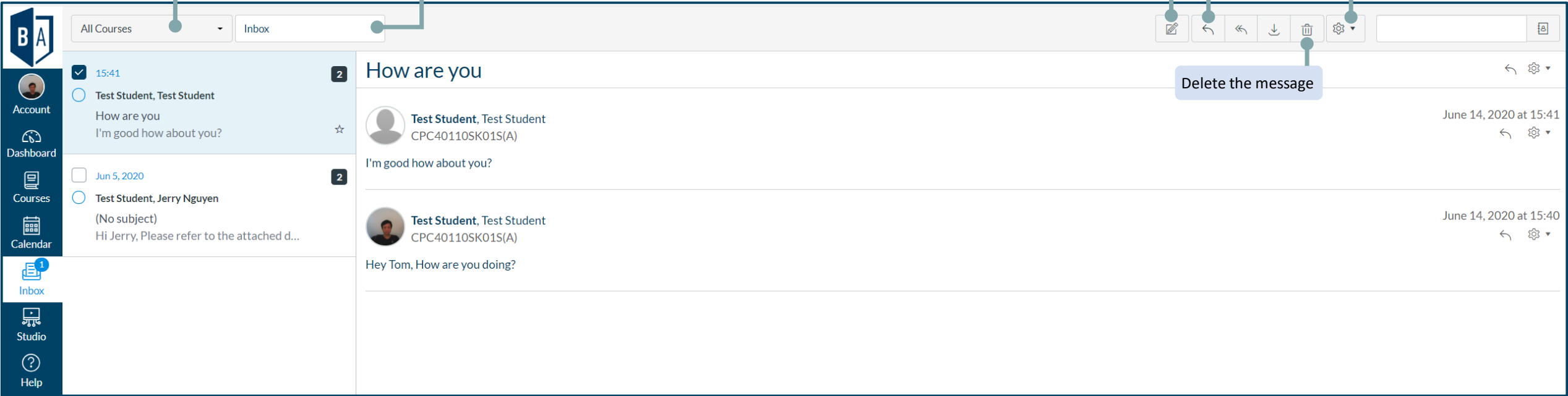
Compose a new message **(Step 2)**

Reply to the message

Message Options
- Mark as unread
- Forward
- Star

Delete the message

| All Courses ▾ | Inbox | | | | | | | | | |

B A

Account

Dashboard
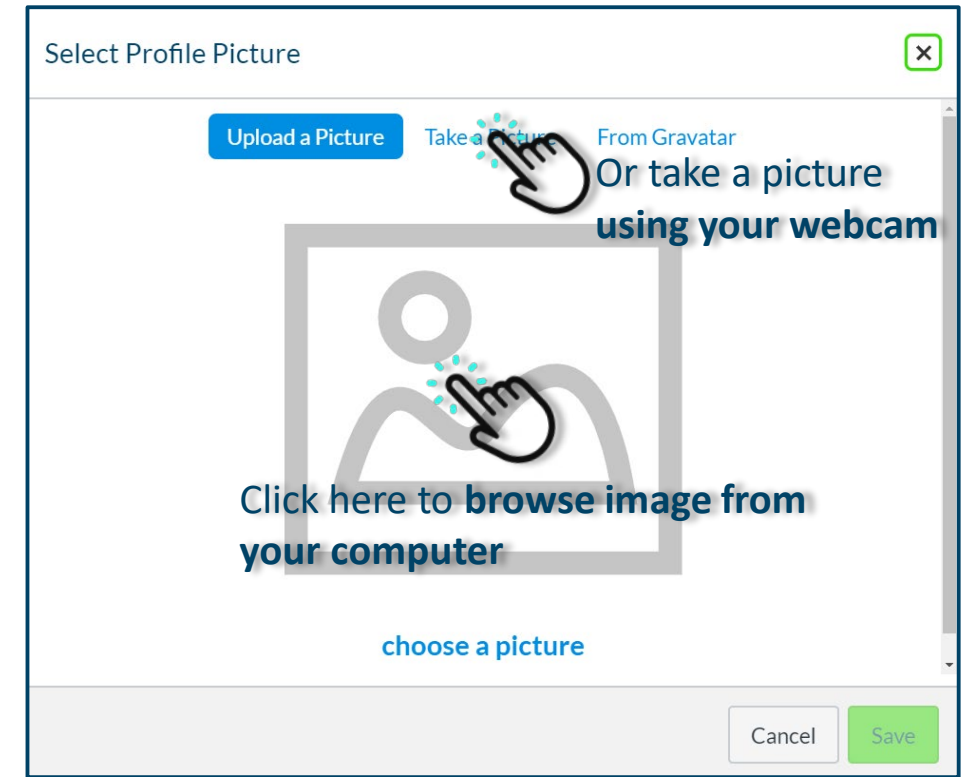
Courses

Calendar

1 Inbox

Studio

Help

| ☑ 15:41 | 2 |
| Test Student, Test Student |
| How are you |
| I'm good how about you? | ☆ |

| ☐ Jun 5, 2020 | 2 |
| Test Student, Jerry Nguyen |
| (No subject) |
| Hi Jerry, Please refer to the attached d… |

How are you

Test Student, Test Student
CPC40110SK01S(A)

June 14, 2020 at 15:41

I'm good how about you?

Test Student, Test Student
CPC40110SK01S(A)

June 14, 2020 at 15:40

Hey Tom, How are you doing?
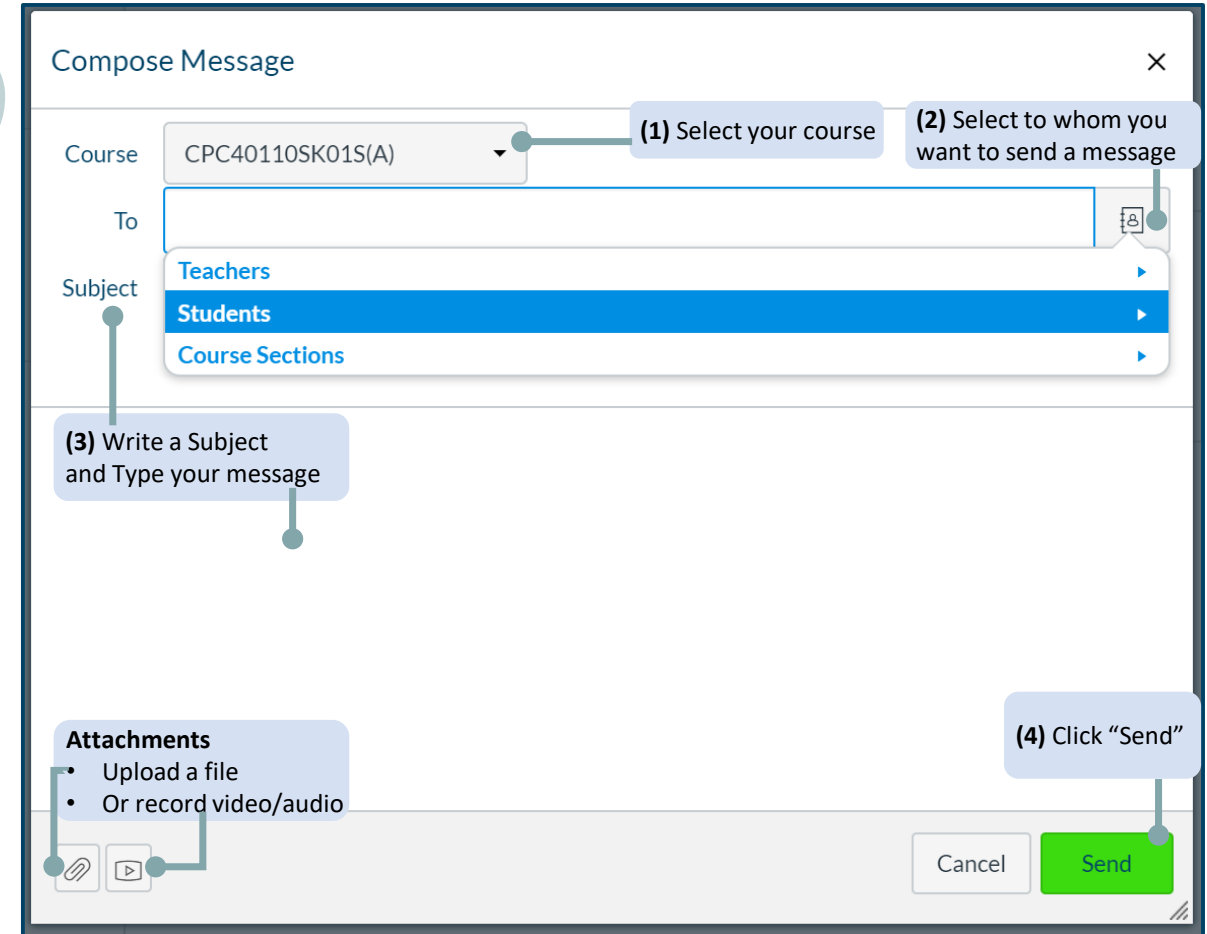
2 Write a new message by clicking **"Compose a new message"** icon

3 **"Compose Message"** box will appear

Compose Message ×

Course CPC40110SK01S(A) ▾

(1) Select your course

(2) Select to whom you want to send a message

To

Teachers ▸
Students ▸
Course Sections ▸

Subject

(3) Write a Subject and Type your message

Attachments
- Upload a file
- Or record video/audio

(4) Click "Send"

Cancel Send

Back to Menu

Canvas LMS – Quick Start Guide

1 **Installing Canvas Student APP allows you to view course contents and receive important notifications on your smartphone**

Search and download **"Canvas Student"** app In the App Store or Google Play Store.

If you open this document on your smartphone You can also click on the following icons:

Download on the App Store — For iPhone or iPad

GET IT ON Google Play — For other Android Smartphone

2 Open the App

Press **"Find my School"**
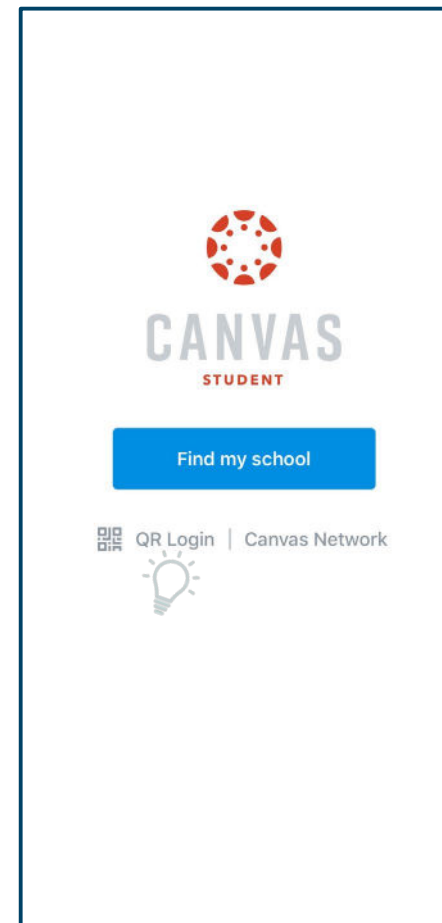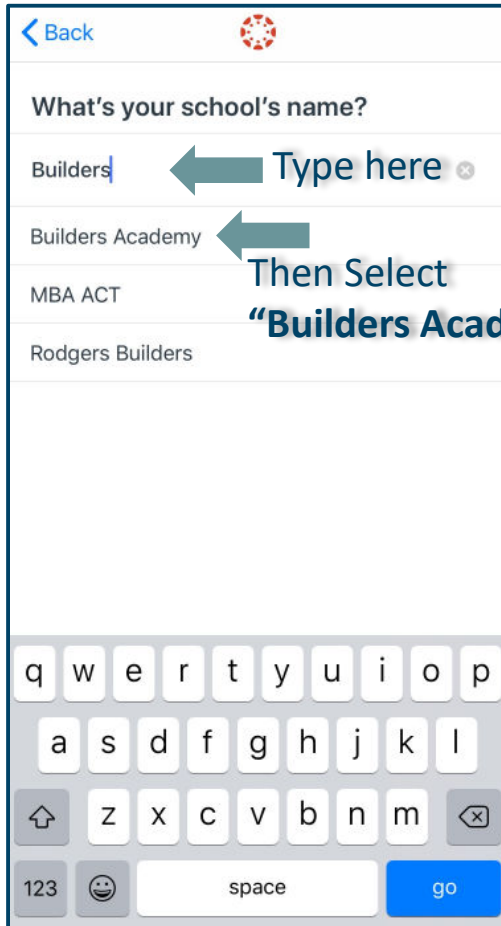
If you have already signed in to Canvas on your computer. You can find QR code to login under "Profile" menu

App Store is a trademark of Apple Inc
Google Play and the Google Play logo are trademarks of Google LLC.

Next Page
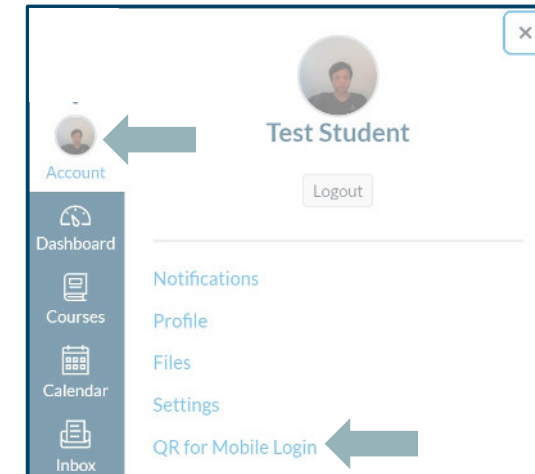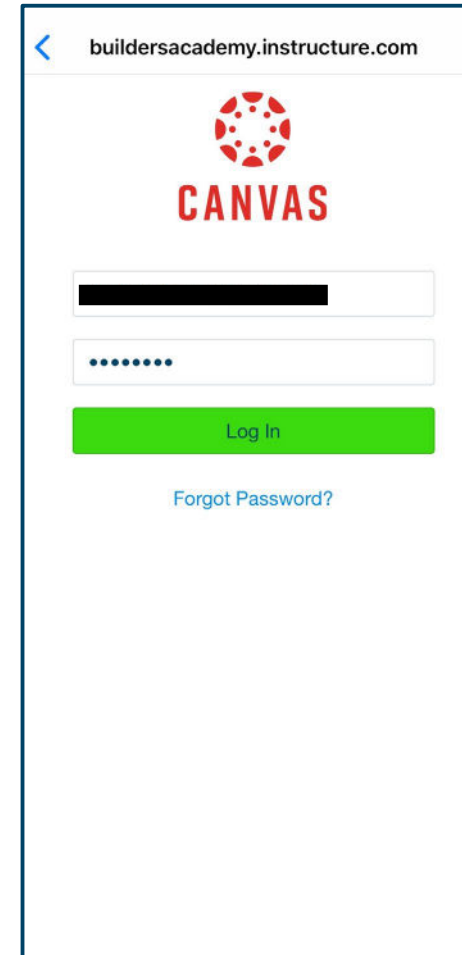
3 In the "Find your school or district" box type **"Builders Academy"** then Select it from the list

Back

What's your school's name?

Builders   ← Type here

Builders Academy   ← Then Select "Builders Academy"

MBA ACT

Rodgers Builders

4 Enter your login details then press **"Log In"**

buildersacademy.instructure.com

CANVAS

Log In

Forgot Password?

4 You now see your **"Dashboard"** with your courses
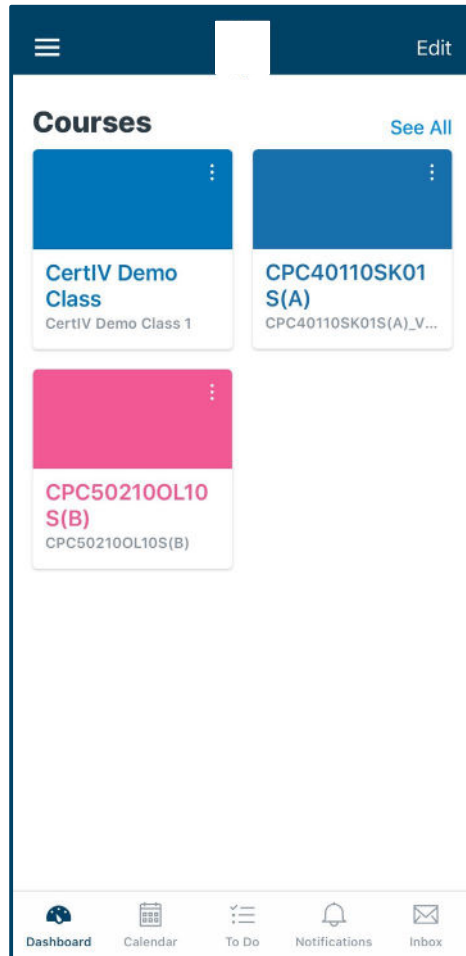
5 The next few steps will show you how to change Notifications Settings on your Smartphone.

*We recommend you to follow these steps to reduce the number of unnecessary notifications

(1) Press here to open the side menu

(2) Open Settings

Canvas LMS – Quick Start Guide

6 Open "Push Notifications"

Settings

Done   Settings

Preferences

Landing Page   Dashboard >

Email Notifications   >

Push Notifications   >   —— (3) Open **Push Notifications**

SMS Notifications   >

Pair with Observer   >

Subscribe to Calendar Feed

Legal

Privacy Policy   >

Terms of Use   >

Canvas on GitHub   >

7 Press the Toggle to turn On/Off

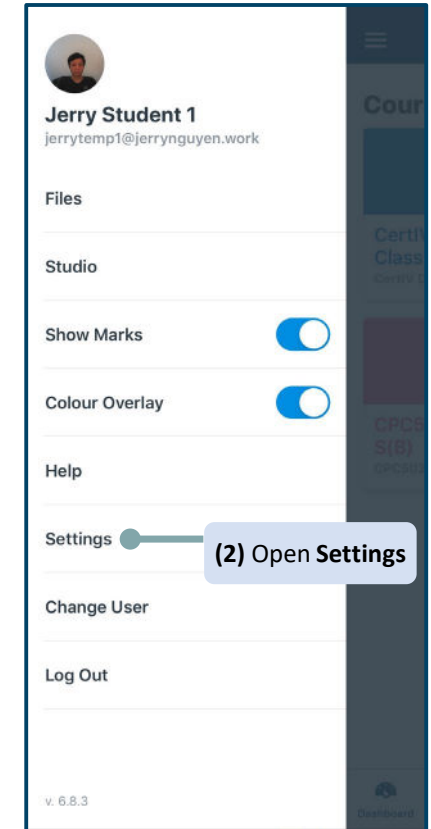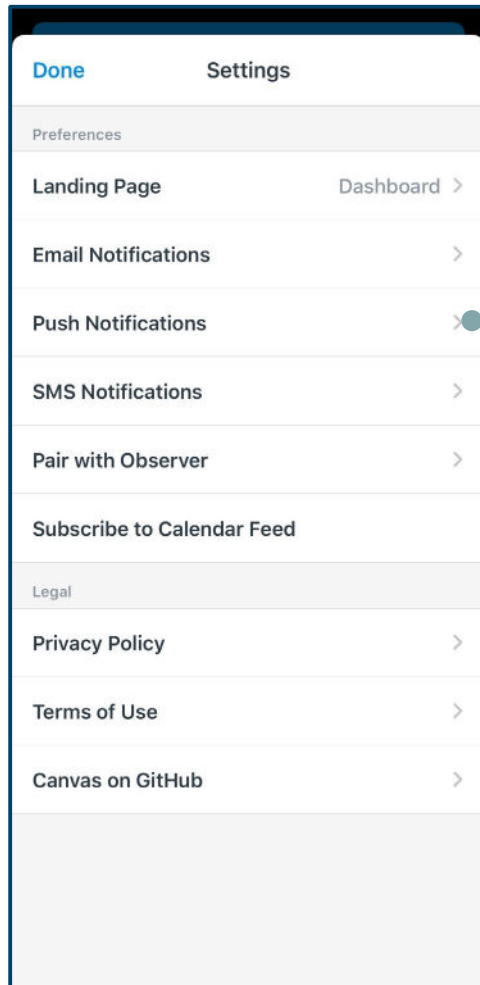< Settings   Push Notifications

Course Activities

All Submissions   ⬜   —— (4) Press the Toggle

Announcement   🔵

Announcement Created By You   ⬜

Course Content   ⬜

Due Date   🔵

Files   ⬜

Grading   🔵

Grading Policies   ⬜

Invitation   ⬜

Late Grading   ⬜

Submission Comment   ⬜
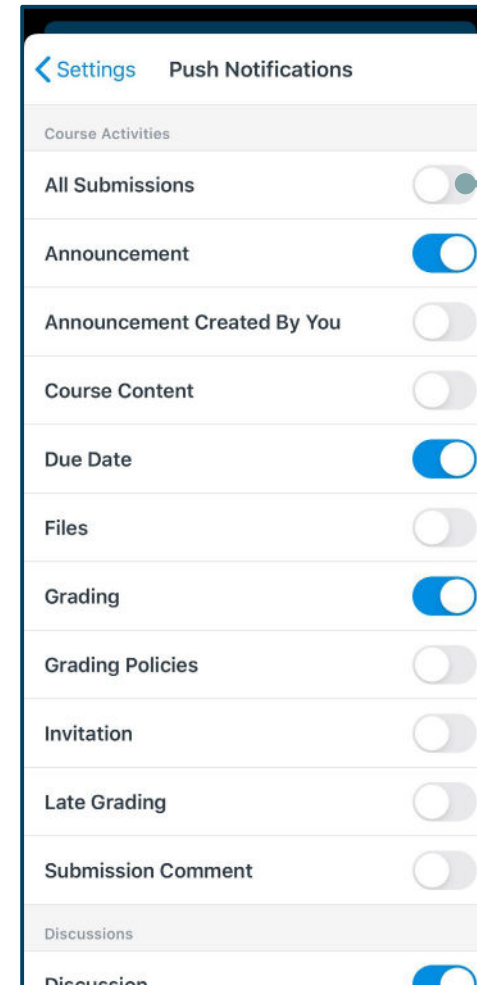
Discussions

Discussion   🔵

We recommend to turn off all notifications except the following:

- **Announcement**
- **Due Date**
- **Grading**
- **Discussion**
- **Added to Conversation**
- **Conversation Message**

* A description of each notification setting is available here

>

Click icon above to View Notifications Descriptions

Back to Menu

For detailed instructions, tips & tricks

and other system User Guides

Please Open

"Student User Guides" in the "Help" Menu