

- 1 Set your password  Page 2
- 2 Course Homepage Overview  Page 4  Click to **Jump** to the section
- 3 Viewing Course Contents  Page 5
- 4 Submitting Your Assessments  Page 8
- 5 Viewing Assessment Feedback  Page 14
- 6 Contacting Your Trainer  Page 18
- 7 IT Issues? Contact Us  Page 20
- 8 Adding Your Profile Image  Page 22
- 9 Using “Inbox” to Send and View Message  Page 24
- 10 Canvas Student App and Notifications Settings  Page 26

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

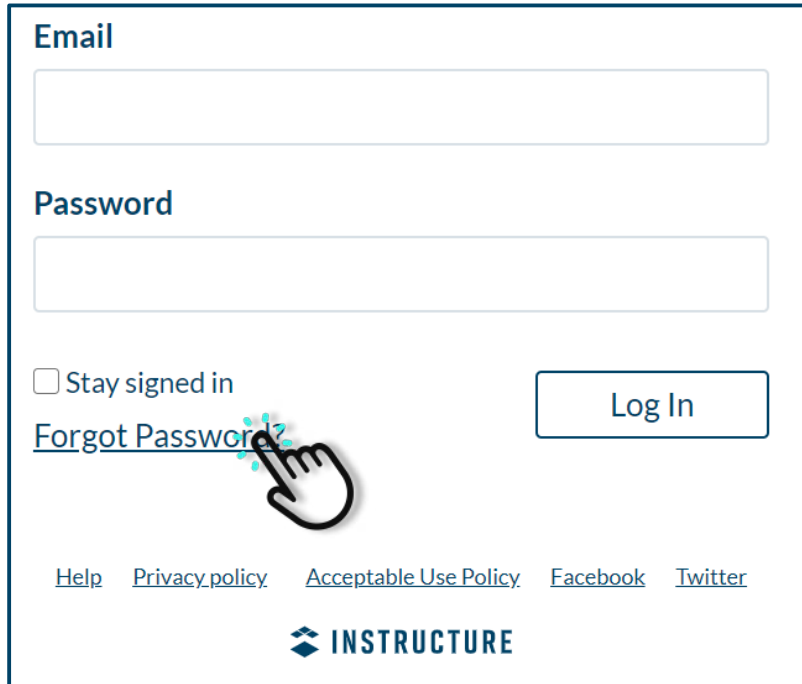


<https://www.google.com/chrome/>

Set your Canvas LMS Password

1

Open <https://buildersacademy.instructure.com/> then click on **“Forget Password”**



Email


Password

☐ Stay signed in

[Forgot Password?](#)

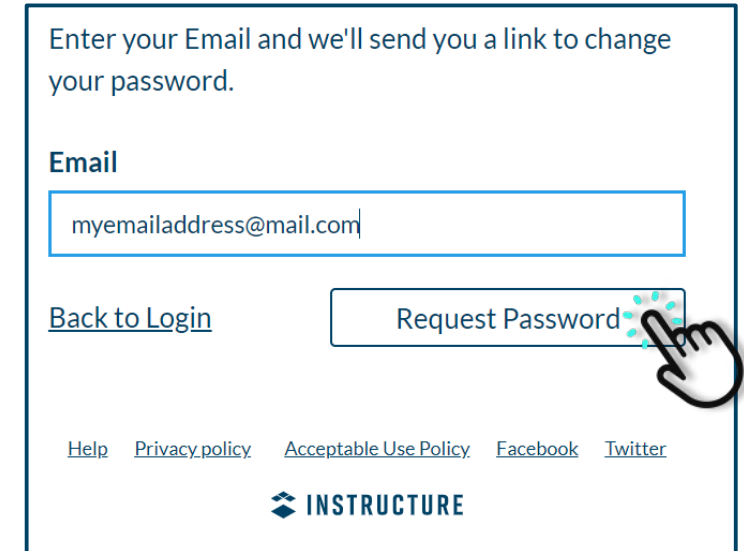
[Log In](#)

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 INSTRUCTURE

2

Enter your **Email Address** then click **“Request Password”**




Enter your Email and we'll send you a link to change your password.

Email

[Back to Login](#)

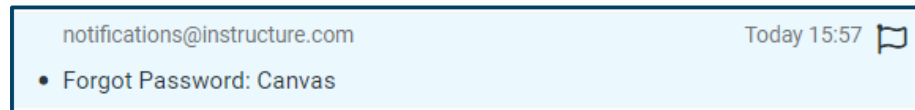
[Request Password](#)

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 INSTRUCTURE

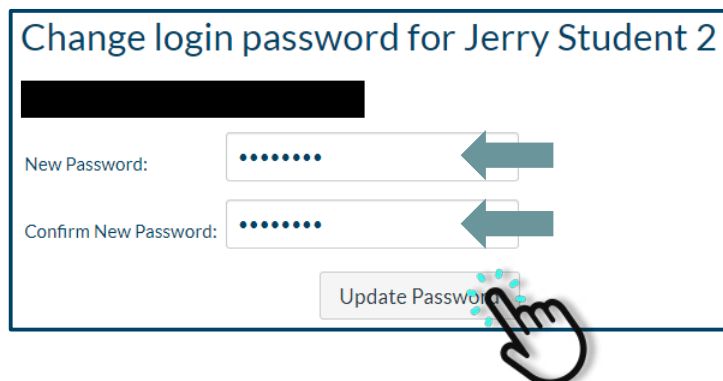
Set your Canvas LMS Password

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

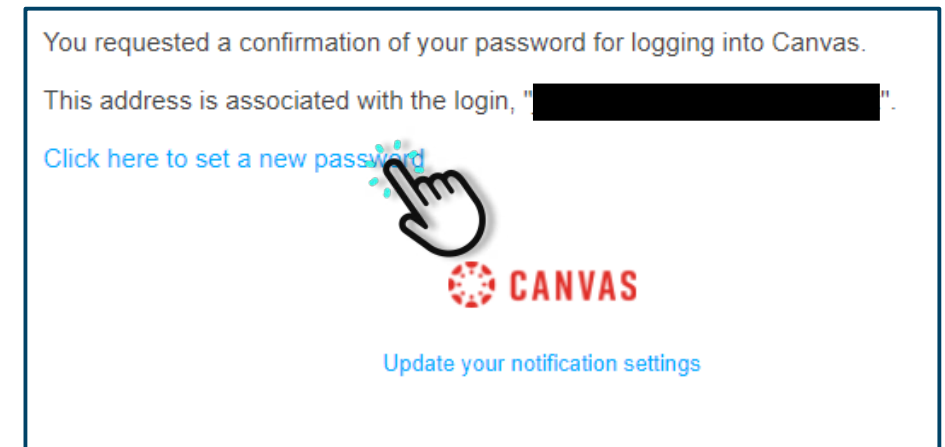



5 The page will open in a new tab on your browser. **Enter your password** into the text boxes. Then press **“Update Password”**


***Please note:** the password must be at **least 8 characters**

A screenshot of a web form titled 'Change login password for Jerry Student 2'. It has a redacted name field. Below it are two text input fields: 'New Password:' and 'Confirm New Password:', both containing dots. To the right of each field is a green arrow pointing left. At the bottom right is a button labeled 'Update Password' with a hand cursor icon over it.

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

Course Homepage Overview

Set or change your

- Profile image & password
- Phone number
- Notifications preferences
- QR for Mobile Login

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

Help

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

Account

Dashboard

Courses

Calendar

Inbox

Studio

Help

Home

Announcements

Attendance Portal

Modules

Assignments

Marks

Discussions

People

Files

Syllabus

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

Course Title

- Your class name and intake
- Start date and version

Recent Announcements

Today class is cancelled

Class rescheduled to next Monday

Class Announcements
(From us or your trainer)

Posted on:
Jun 4, 2020 at 16:17


Modules Page

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

Certificate IV in Building and Construction (Building)

BAA - Tim Hogben

Copy link



View Course Stream

View Course Calendar

View Course Notifications

To Do

Today class is cancelled
Jun 4 at 16:17 |

Recent Feedback

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

✓ 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 ...


To Do

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

Recent Feedback

- Recent grades published
- Recent comments

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



Back to Menu


Page 4

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

Guides and Useful Resources


- Canvas LMS Quickstart Guide
- Virtual Classroom Instructions
- Feedback
- NCC

Course Navigation




Introduction
Induction and other useful resources

Click Here to Open




Module 1
What you need to know

Click Here to Open




Module 2
How its Built

Click Here to Open



Module 3
Construction Planning


Click Here to Open




Module 4
Construction Operations

Click Here to Open


Connect with Us




Account




Dashboard




Courses



Calendar



Inbox



Studio

Home

Announcements

Attendance Portal

Modules

Assignments

Marks

Discussions

People

Files

Syllabus

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)

▼ Module 2 - How its Built

Complete All Items

Learning Contents

Module 2 - Volume 1 - Introduction to Codes

Module 2 - Volume 2 - Residential and Commercial Low Rise Building Structures

Module 2 - Volume 3 - Thermal Efficiency

Assessments

Module 2 - Assessment Task 1 - Activity 1.1 Problem Solving

6 pts | Scored at least 6.0

✓

Module 2 - Assessment Task 1 - Activity 1.2 Planning Report

7 pts | Score at least 7.0

⊖

Module 2 - Assessment Task 1 - Activity 1.3 Footing and Slab Compliance

18 pts | Scored at least 18.0

✓

Module 2 - Assessment Task 1 - Activity 1.4 Timber Floor Systems

16 pts | Score at least 16.0

○

▶ Module 3 - Construction Planning

Complete All Items

▼ Module 4 - Construction Operations

Complete All Items

Learning Contents

Module 4 - Volume 1

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.

Viewing Course Contents (Volume page)

3

In the volume page you will find

- a) **Learner Guide** (for the particular volume)
- b) **Presentation slides** (or SCORMs)



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

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



Click to open the Learner Guide (a)

Introduction

Section 1 - Types of drawings

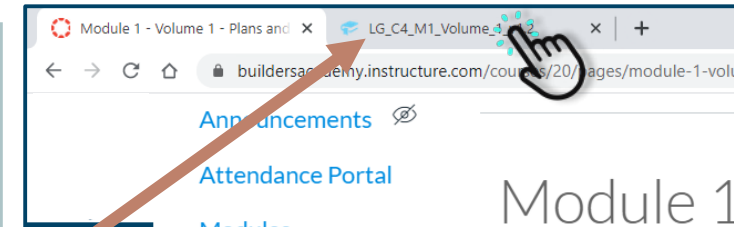
Section 2 - Building Plans

Click on the title of a section to expand it then click the link to view the section's presentation slides (b)

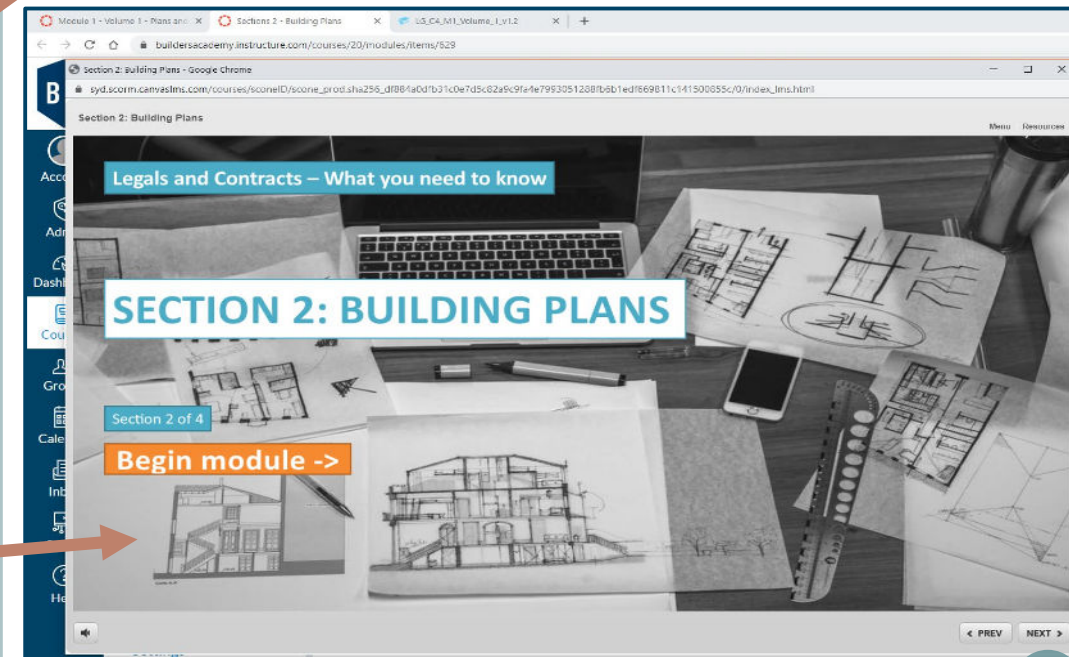
Click Here to Open

Section 3 - Common Symbols and Abbreviations

Section 4 - Quality Requirements And Specifications



The SCORM will be opened in a pop-up windows



Submitting your assessments

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

BA

Account

Dashboard

Courses

Calendar

Inbox

Studio

Help

Home

Attendance Portal

Modules

Assignments

Marks

Discussions

People

Files

Syllabus

CertIV Demo Class 1 > Assignments

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

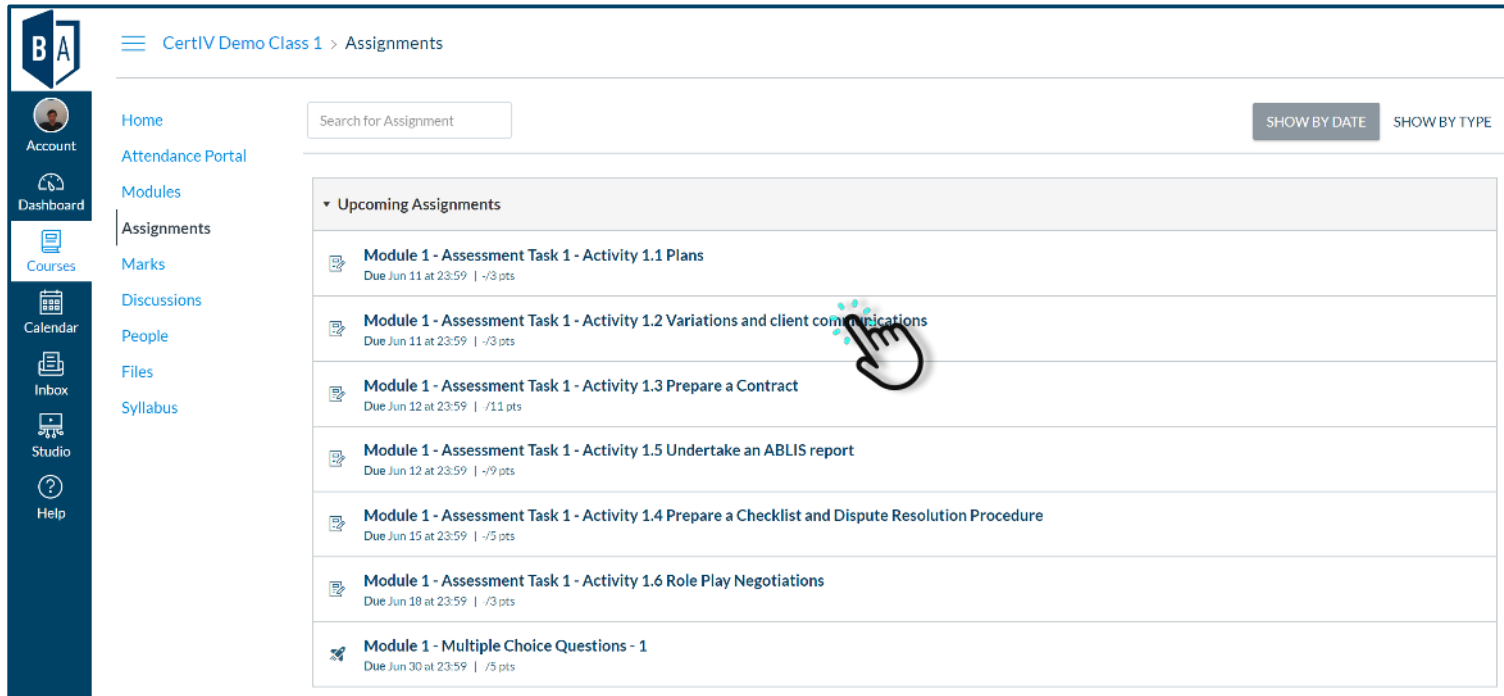
By default, assessments will be sorted by Due Dates

Click to view Assessments by Modules

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



The screenshot displays the Canvas LMS interface for 'CertIV Demo Class 1' under the 'Assignments' section. The left sidebar contains navigation links: Home, Attendance Portal, Modules, Assignments, Marks, Discussions, People, Files, Syllabus, Account, Dashboard, Courses, Calendar, Inbox, Studio, and Help. The main content area shows a search bar and two tabs: 'SHOW BY DATE' and 'SHOW BY TYPE'. Below this is a list of 'Upcoming Assignments' with the following details:

Assignment Name	Due Date	Points
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

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

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

Due Jun 11 by 23:59 Points 3 Submitting a file upload

File Types docx, doc, xlsx, xls, xlsx, ppt, pptx, pdf, jpg, jpeg, and png

 [Assessment Instructional Video](#)



Submit Assignment

2 The section to upload file will appear

How will I be assessed for this task?

For this task you are required to submit the following:

- Completed email addressing all of the above requirements
- Email must consider any cultural differences

File Upload [Studio](#)

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

File: No file chosen

[+ Add Another File](#)

[Click here to find a file you've already uploaded](#)

Comments...

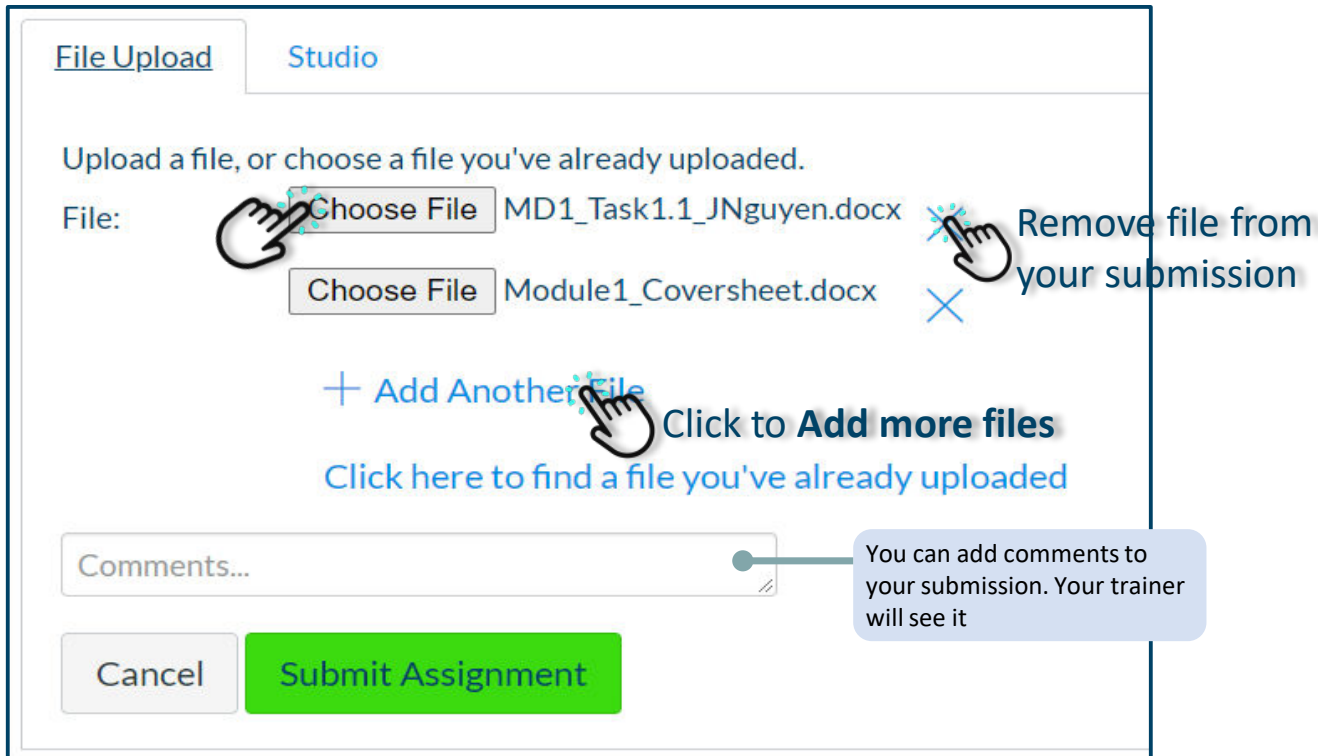
Cancel

Submit Assignment

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



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



The screenshot shows the 'File Upload' tab in the Canvas LMS interface. It includes a 'Studio' tab, a text prompt 'Upload a file, or choose a file you've already uploaded.', and a 'File:' section. Two files are listed: 'MD1_Task1.1_JNguyen.docx' and 'Module1_Coversheet.docx'. Each file has a 'Choose File' button and a 'Remove file from your submission' button (indicated by a blue 'X' icon). A '+ Add Another File' link is present, with a callout 'Click to Add more files'. Below the files is a 'Comments...' text area with a callout 'You can add comments to your submission. Your trainer will see it'. At the bottom are 'Cancel' and 'Submit Assignment' buttons.

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...

Cancel Submit Assignment

You can add comments to your submission. Your trainer will see it

How to submit Multiple Choice Questions or Quizzes

1 Open the Multiple Choice Questions. Then click **“Take the Quiz”** to start the assessment

Module 1 - Multiple Choice Questions - 1

Due	No due date	Points	5	Questions	5	Time Limit	None	Allowed Attempts	Unlimited
-----	-------------	--------	---	-----------	---	------------	------	------------------	-----------

Instructions

ASSESSES:

CPCBC4012B Read and interpret plans and specifications

CPCBC4009B Apply legal requirements to building and construction projects.

CPCBC4003A Select and prepare a construction contract

Select and prepare a construction contract

- There are five (5) multiple choice questions you need to complete as part of Module 1 - Multiple Choice Questions - 1
- All questions must be answered in full and meet the defined assessment criteria in order for you to be deemed as satisfactory.
- It is anticipated Module 1 - Multiple Choice Questions - 1 will take approximately 1 hour to complete.
- The activities are to be completed in the classroom/online (under Trainer/Assessor supervision).
- The activities are to be completed individually without assistance from other Participants.
- Resources you may use:
 - this Assessment Booklet
 - your Learner Guide
 - National Construction Code
- There is one correct answer for each question
- Contact your Trainer/Assessor for any additional information or queries.

Take the Quiz

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

Question 3 1 pts

What is the meaning of “Deemed to Satisfy”?

☒ a) This gives you the option of adopting either the ‘acceptable construction practice’ which is the technical information contained in the BCA or using an ‘acceptable construction manual’ where provided, which are generally referenced Australian Standards.

☐ b) In following the NCC, builders are given choices of practices and manuals; usually leading to Australian Standards as the compliance document

☐ c) As the code is ‘performance based’, each section of the BCA has minimum levels of compliance which are mandatory

☐ d) All of the above

Question 4 1 pts

To have good EQ, all your experiences MUST be positive only.

☐ True

☒ False

Question 5 1 pts

Which of the following is an example of a certificate or client information required for handover?

☐ a) Occupancy certificates

☒ b) Appliance warranties

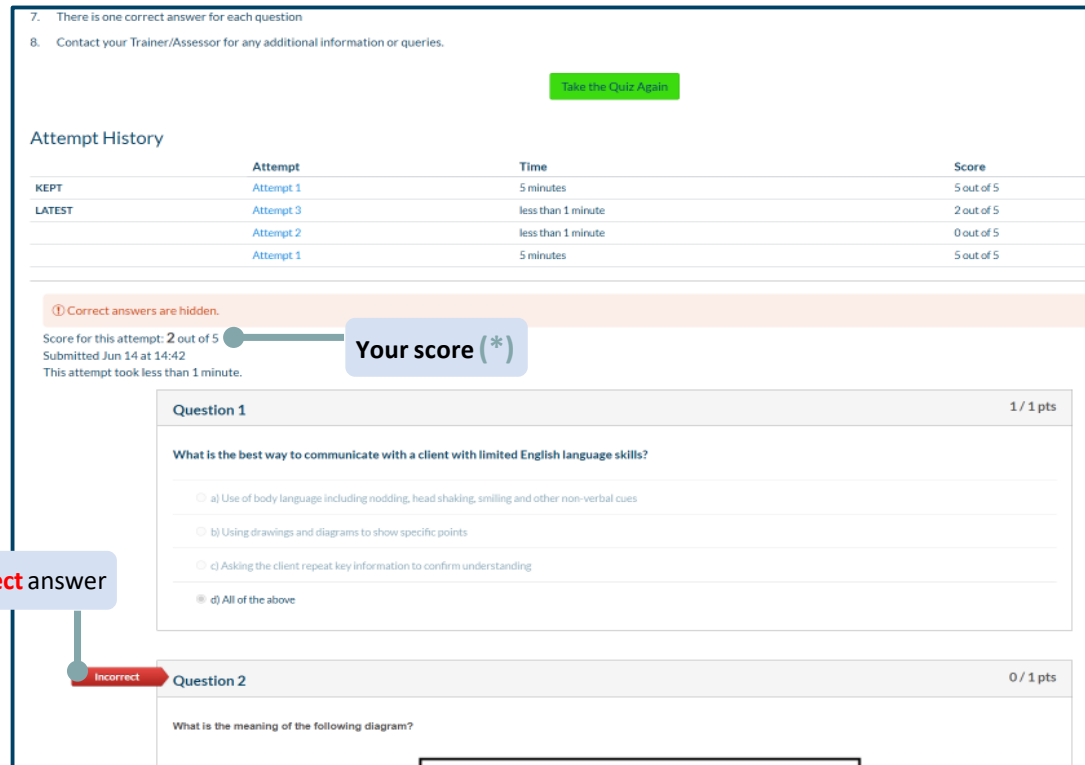
☐ c) Termite protection certificates

☐ d) All of the above

Saved at 14:38 **Submit Quiz**

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



7. There is one correct answer for each question.

8. Contact your Trainer/Assessor for any additional information or queries.

[Take the Quiz Again](#)

Attempt History

	Attempt	Time	Score
KEPT	Attempt 1	5 minutes	5 out of 5
LATEST	Attempt 3	less than 1 minute	2 out of 5
	Attempt 2	less than 1 minute	0 out of 5
	Attempt 1	5 minutes	5 out of 5

① Correct answers are hidden.

Score for this attempt: 2 out of 5
Submitted Jun 14 at 14:42
This attempt took less than 1 minute.

Your score (*)

Question 1 1 / 1 pts

What is the best way to communicate with a client with limited English language skills?

☐ a) Use of body language including nodding, head shaking, smiling and other non-verbal cues

☐ b) Using drawings and diagrams to show specific points


☐ c) Asking the client repeat key information to confirm understanding


☒ d) All of the above

Incorrect answer

Question 2 0 / 1 pts

What is the meaning of the following diagram?

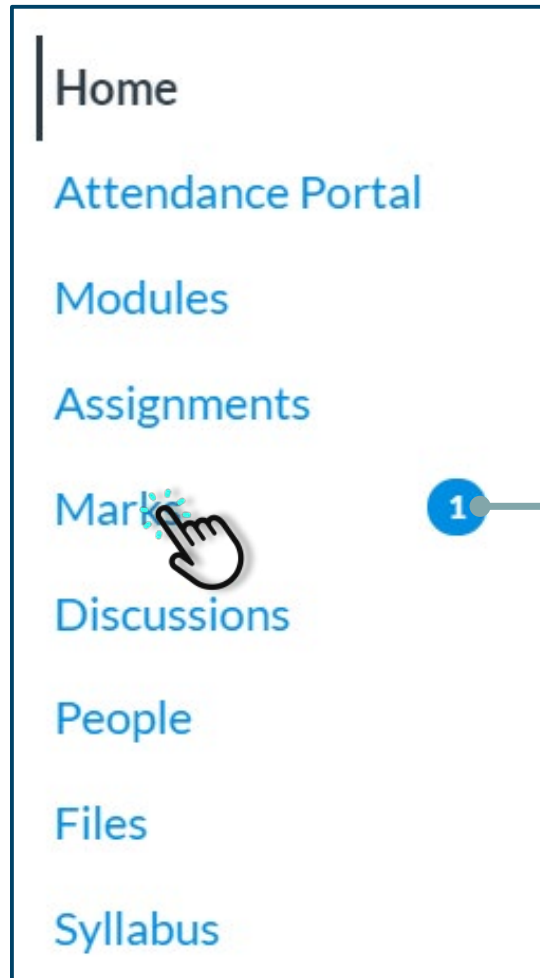
 If you didn't **get the full score** (E.g. 5 out of 5), you're **required re-do the assessment** by clicking the **"Take the Quiz Again"** button.

 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

Viewing Assessment Feedback

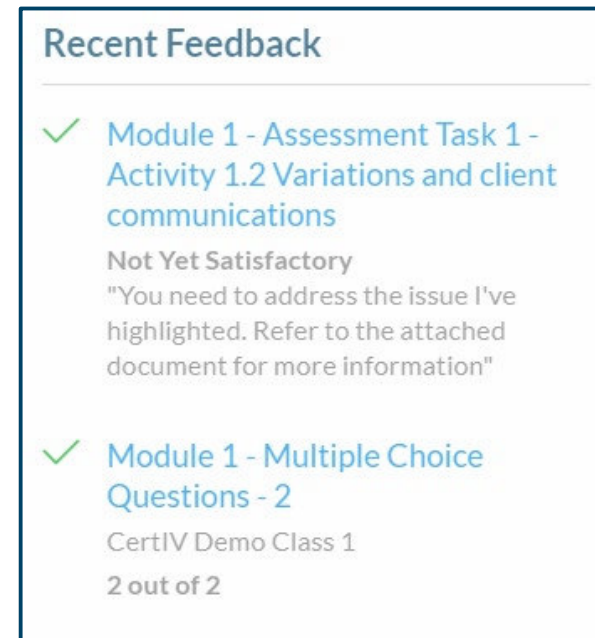
1

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



1 This number indicates the number of your results recently published by your trainer

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



2

Click on the assessment name to open Feedback page

[Home](#)
[Attendance Portal](#)
[Modules](#)
[Assignments](#)
Marks
[Discussions](#)
[People](#)
[Files](#)
[Syllabus](#)

Grades for Jerry Student 1

Course

CertIV Demo Class

Arrange By

Due Date

▼

Apply

Print Grades

By default, assessments will be sorted by Due Dates

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

Click to select a different view

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](#)

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

Test Student submitted Jun 11 at 10:39

[MD1_Task1.2_JNguyen.docx](#) 3.49 MB

[View Feedback](#)

Re-submit Assignment

Comments

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

Add a Comment:

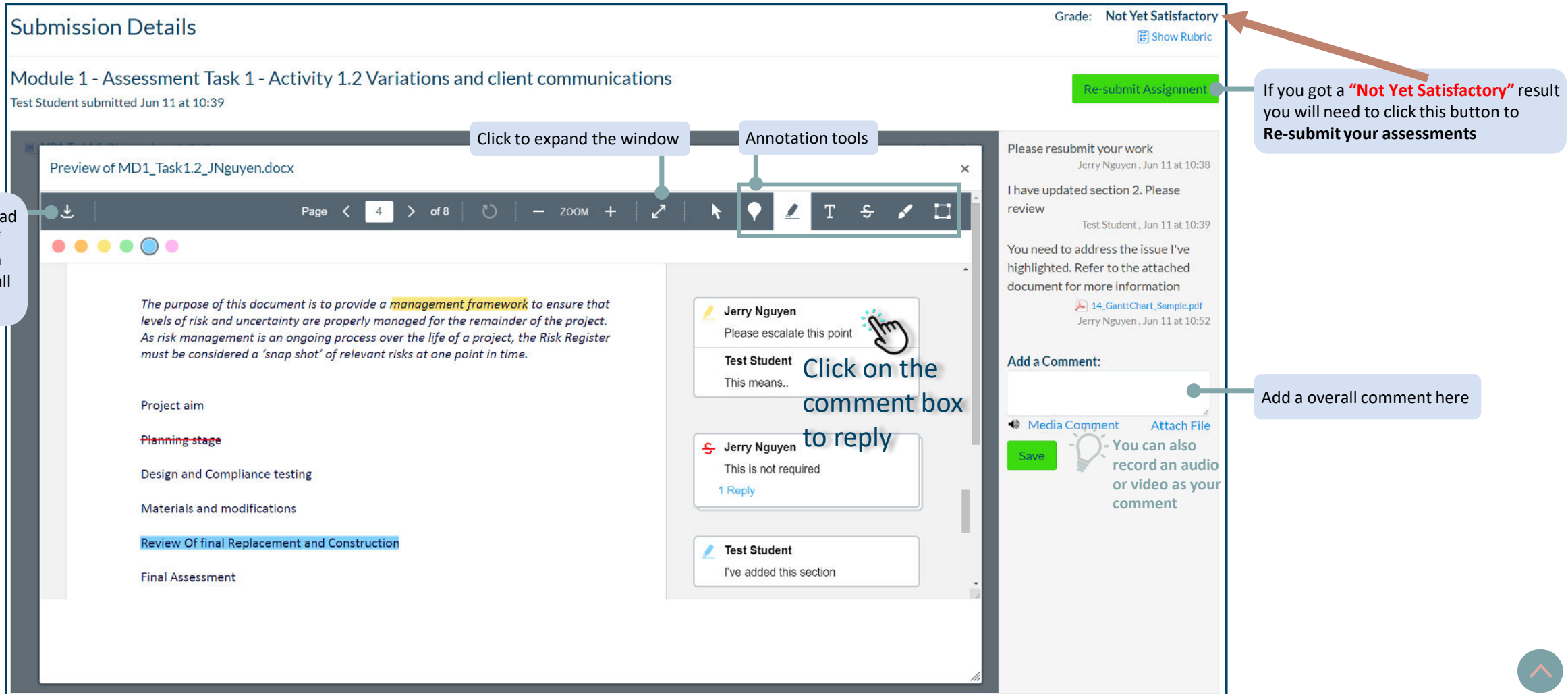
[Media Comment](#) [Attach File](#)

Save

Click to view
Rubric's results and comments

Overall comments for your submission

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



The screenshot shows the 'Submission Details' page for 'Module 1 - Assessment Task 1 - Activity 1.2 Variations and client communications'. The submission is by 'Test Student' and was submitted on 'Jun 11 at 10:39'. The grade is 'Not Yet Satisfactory'. A green 'Re-submit Assignment' button is visible. The document preview shows a document titled 'MD1_Task1.2_JNguyen.docx' with a table of contents. A comment box on the right shows a comment from 'Jerry Nguyen' asking to 'Please escalate this point'. A callout points to the 'Re-submit Assignment' button, stating: 'If you got a "Not Yet Satisfactory" result you will need to click this button to Re-submit your assessments'. Another callout points to the 'Re-submit Assignment' button, stating: 'If you got a "Not Yet Satisfactory" result you will need to click this button to Re-submit your assessments'. A third callout points to the 'Add a Comment' box, stating: 'Add a overall comment here'. A fourth callout points to the 'Add a Comment' box, stating: 'You can also record an audio or video as your comment'. A fifth callout points to the 'Add a Comment' box, stating: 'Click on the comment box to reply'. A sixth callout points to the 'Add a Comment' box, stating: 'Click to expand the window'. A seventh callout points to the 'Add a Comment' box, stating: 'Annotation tools'. A eighth callout points to the 'Add a Comment' box, stating: 'You can download a PDF version of your submission which includes all annotations'.

Submission Details

Grade: Not Yet Satisfactory [Show Rubric](#)

Re-submit Assignment

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

Test Student submitted Jun 11 at 10:39

Click to expand the window

Annotation tools

Preview of MD1_Task1.2_JNguyen.docx

Page < 4 > of 8

The purpose of this document is to provide a **management framework** to ensure that levels of risk and uncertainty are properly managed for the remainder of the project. As risk management is an ongoing process over the life of a project, the Risk Register must be considered a 'snap shot' of relevant risks at one point in time.

Project aim

Planning stage

Design and Compliance testing

Materials and modifications

Review Of final Replacement and Construction

Final Assessment

Jerry Nguyen
Please escalate this point

Test Student
This means..

Jerry Nguyen
This is not required
1 Reply

Test Student
I've added this section

Please resubmit your work
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

Add a Comment:

[Media Comment](#) [Attach File](#)

[Save](#)

You can also record an audio or video as your comment

Click on the comment box to reply

Add a overall comment here

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

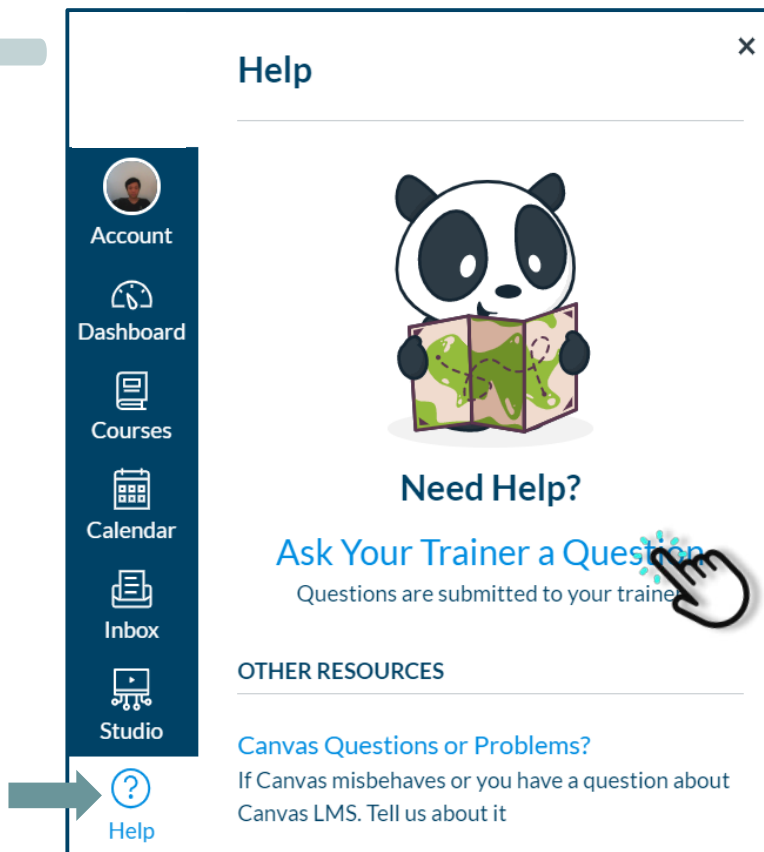
If you got a "Not Yet Satisfactory" result you will need to click this button to Re-submit your assessments

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

How to send a message to your trainer

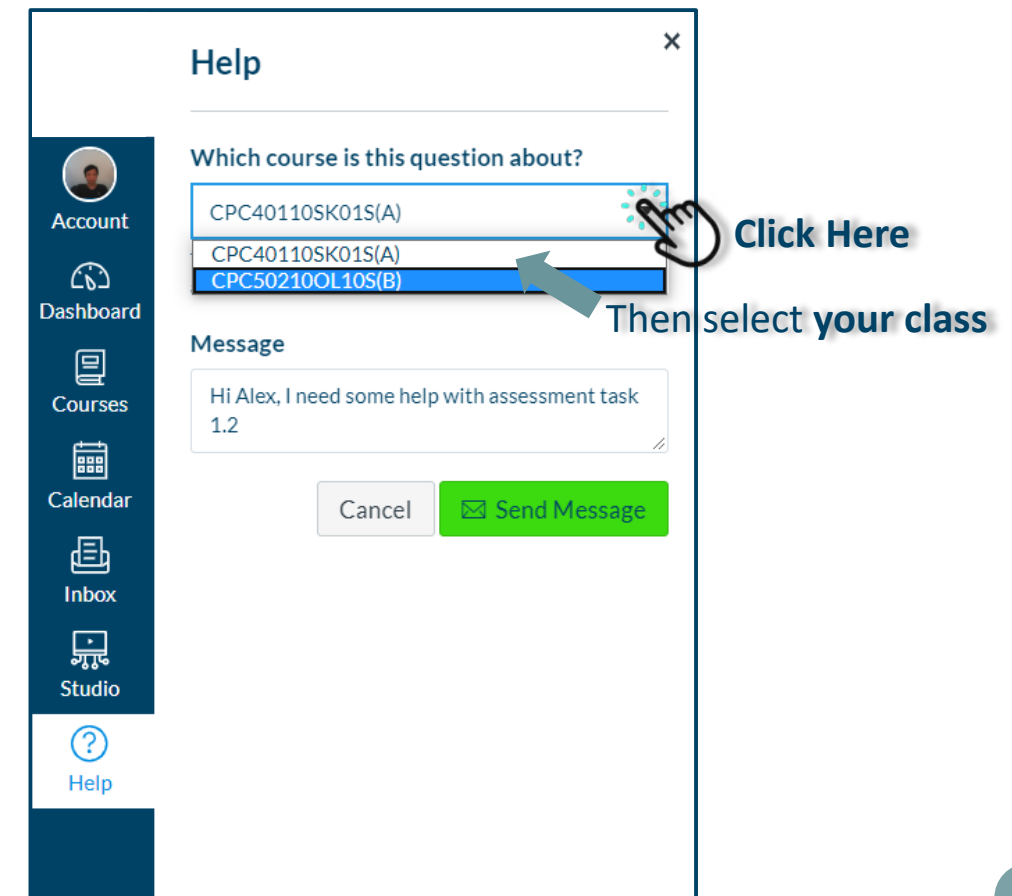
1

Click **“Help”** then click on **“Ask Your Trainer a Question”**



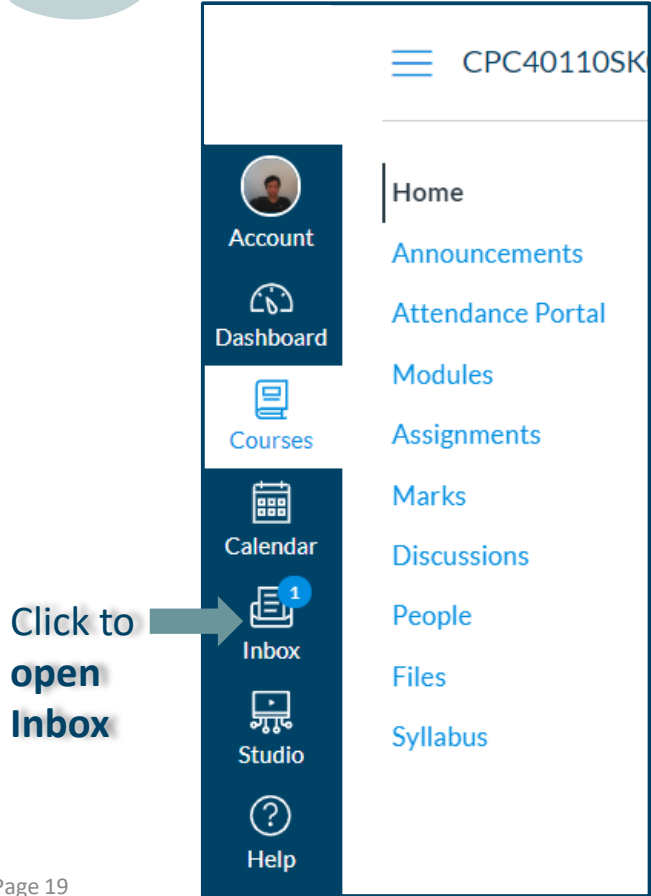
2

Select **your current class** from the list. Then type your message in the **Message box** and click **“Send Message”**

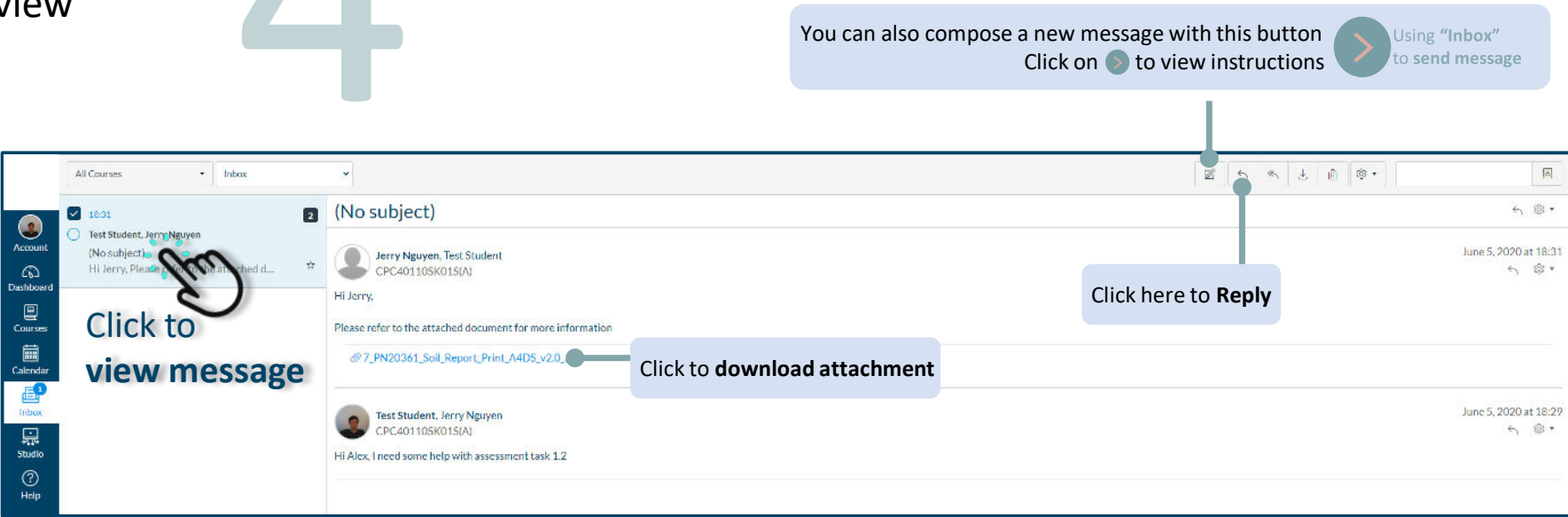


How to send a message to your trainer

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.



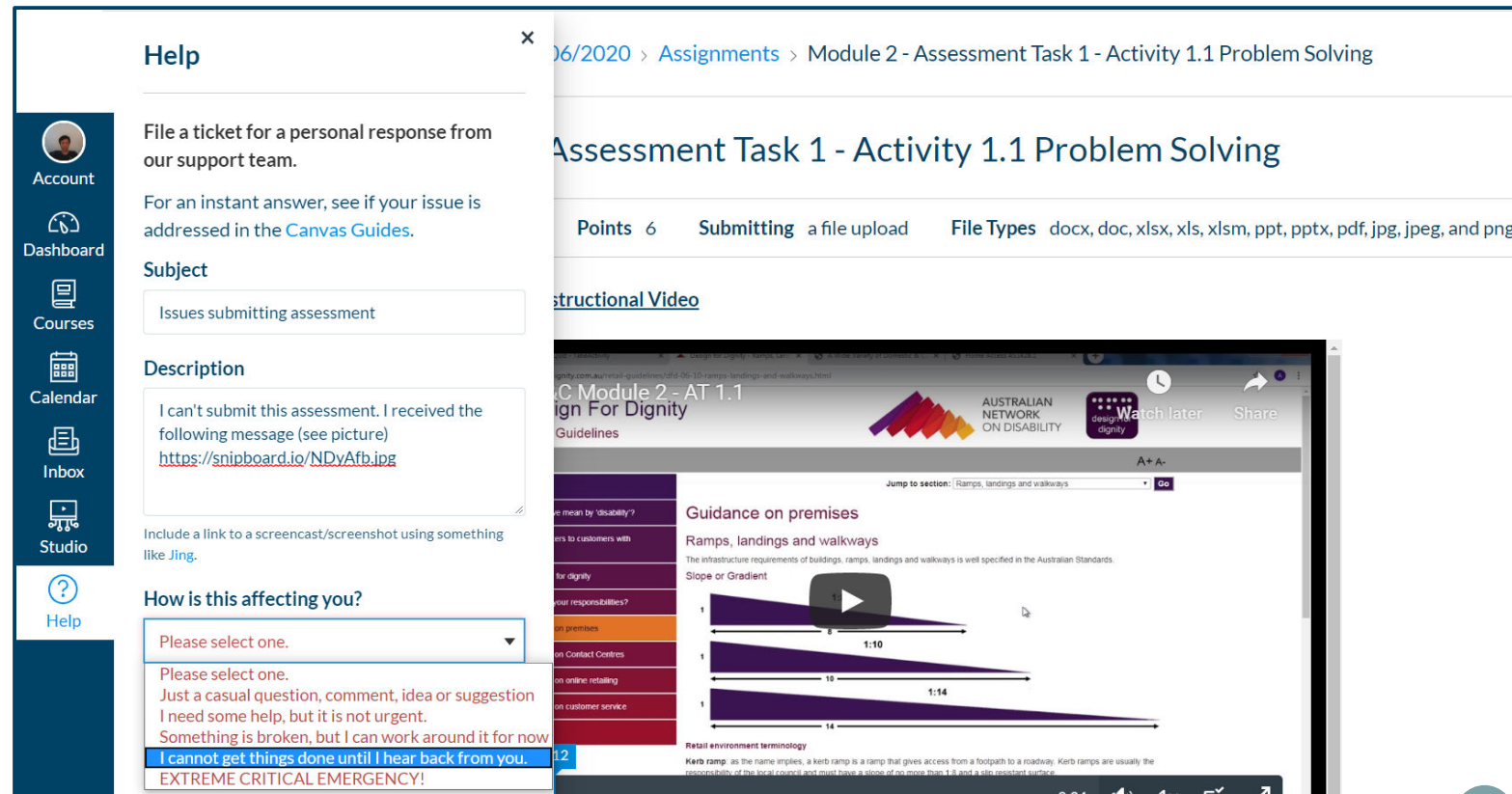
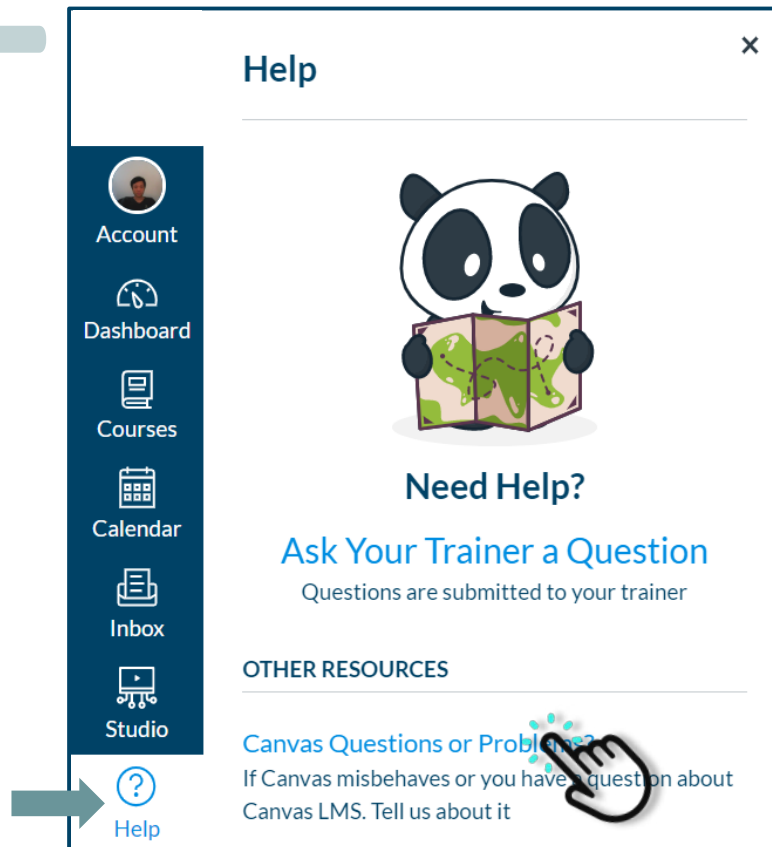
IT Issues? Canvas questions? We are here to help

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



IT Issues? Canvas questions? We are here to help

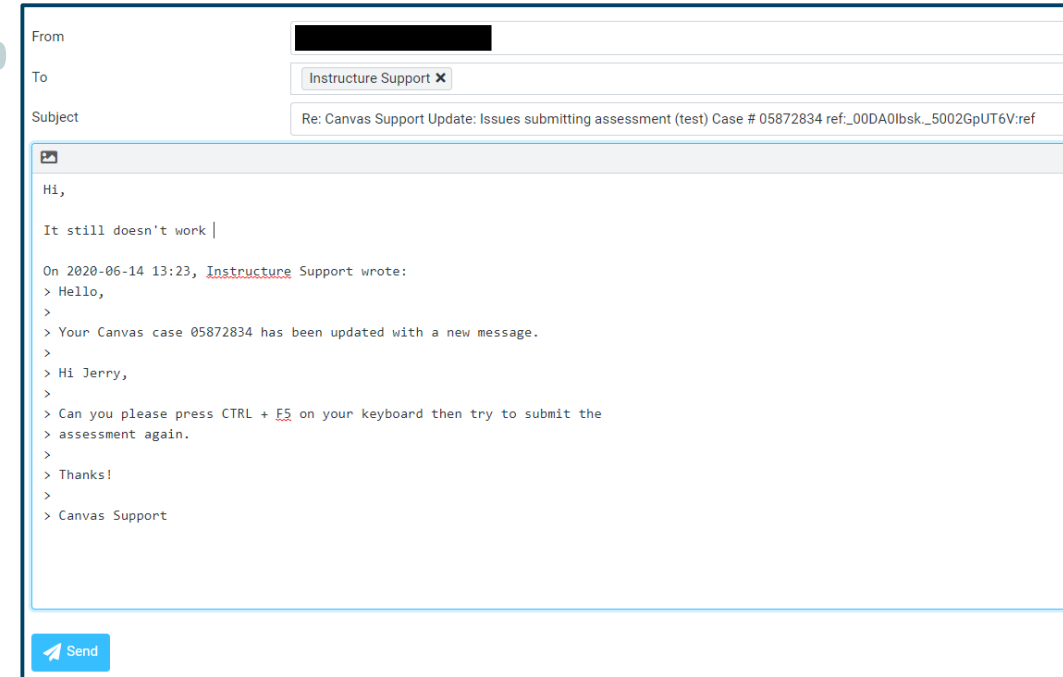
3 You will receive a confirmation email. Once we replied to your ticket, you will receive our response from **“Instructure Support”** in your email. Please also check your Spam/Junk box if you didn’t see the email

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: [Redacted]

To: Instructure Support ✕

Subject: Re: Canvas Support Update: Issues submitting assessment (test) Case # 05872834 ref:_00DA0lbsk...5002GpUT6V:ref

Hi,

It still doesn't work |

On 2020-06-14 13:23, Instructure Support wrote:

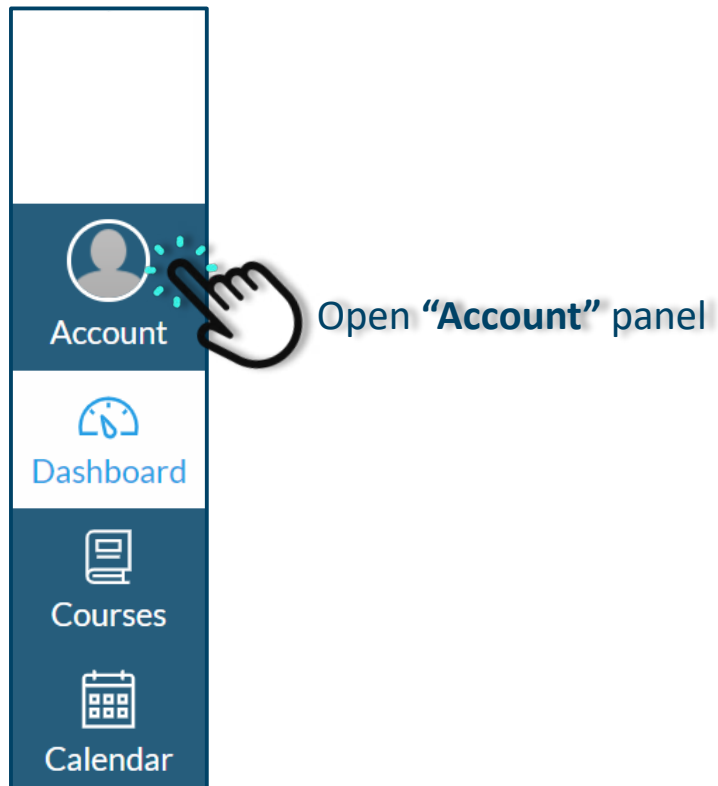
- > Hello,
- >
- > Your Canvas case 05872834 has been updated with a new message.
- >
- > Hi Jerry,
- >
- > Can you please press CTRL + F5 on your keyboard then try to submit the assessment again.
- >
- > Thanks!
- >
- > Canvas Support

Send

1

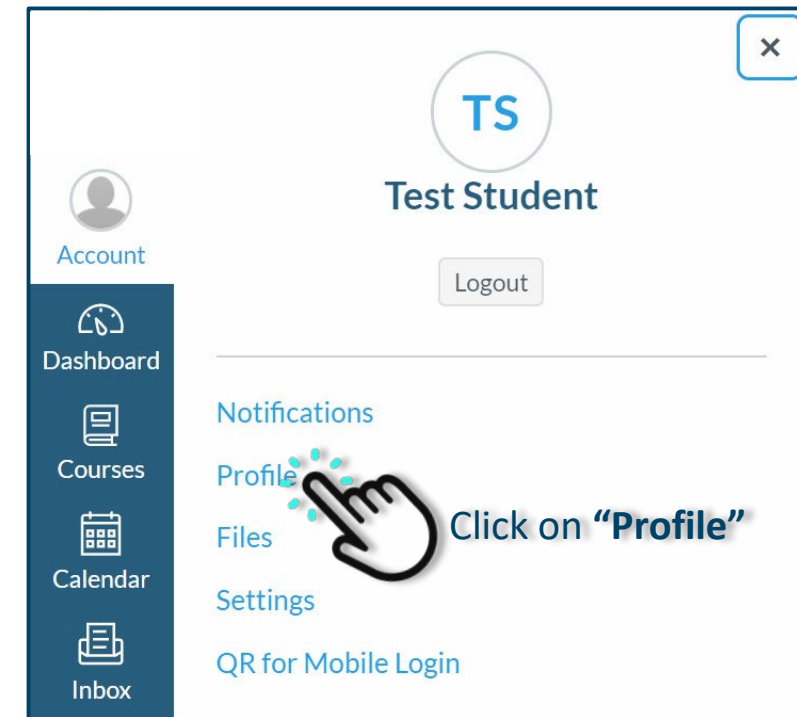
(Optional) Adding your profile image allows your trainer to identify you quicker

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



2

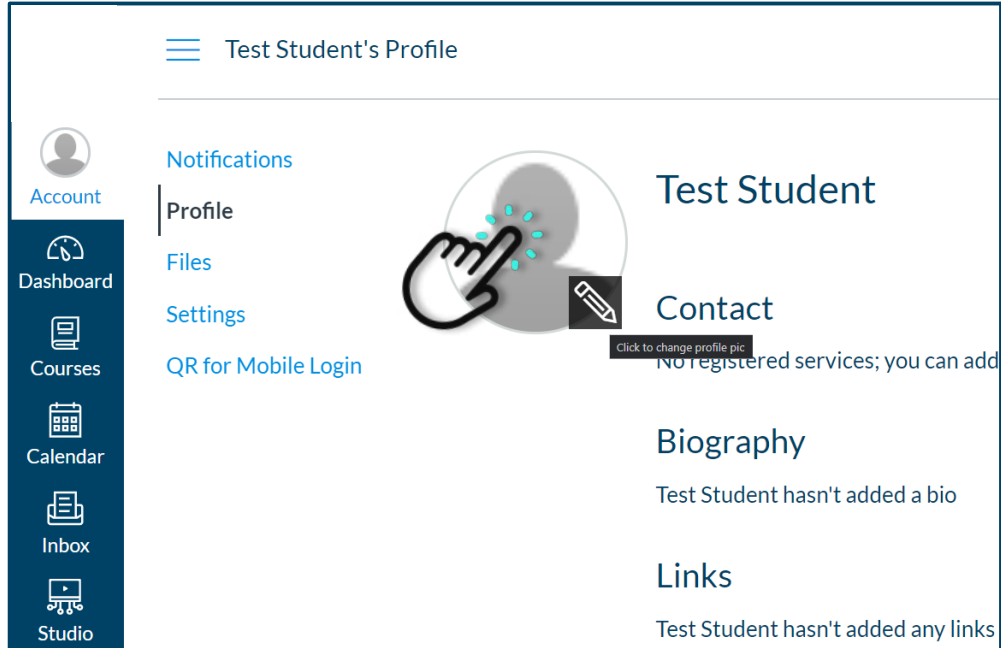
Click **“Profile”** to open Profile setting page



Adding your Profile Image

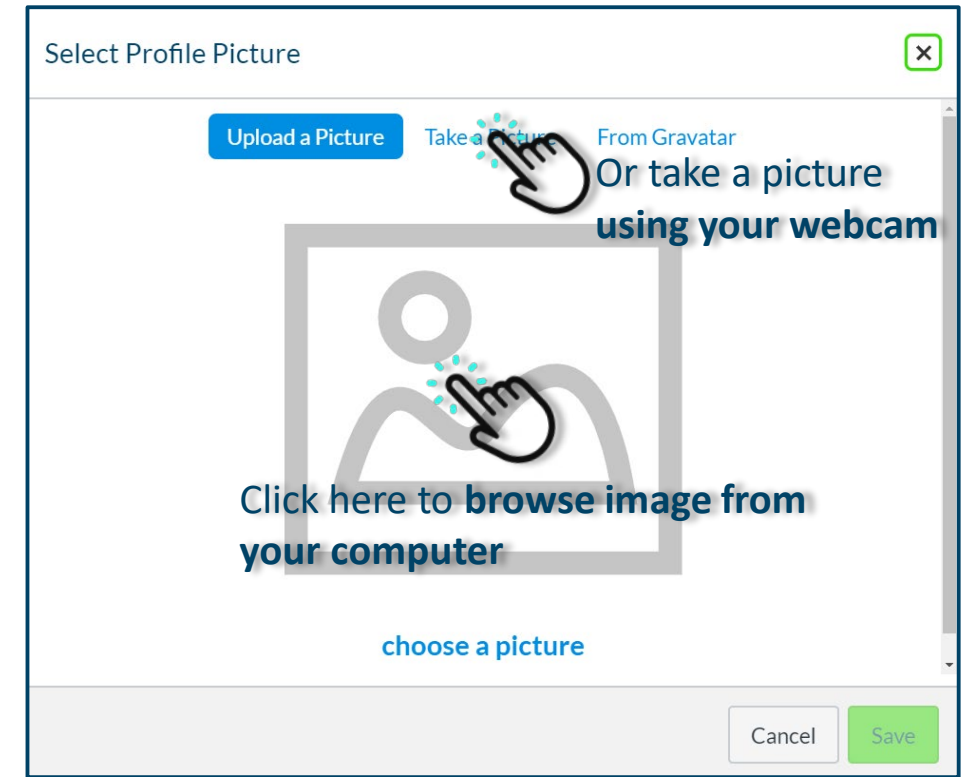
3

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



Sending and Viewing Messages using “Inbox”

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

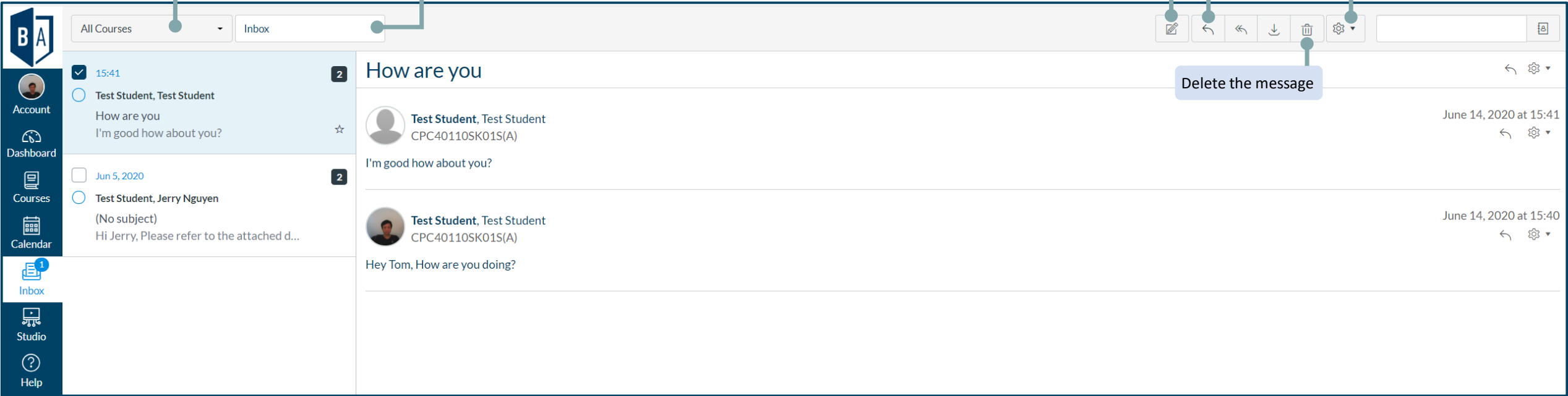
Compose a new message (Step 2)

Reply to the message

Message Options

- Mark as unread
- Forward
- Star

Delete the message



The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Calendar, Inbox (highlighted with a blue bar and a '1' icon), Studio, and Help. The main area is divided into a header and a message list. The header has a dropdown menu set to 'All Courses' and a button labeled 'Inbox'. Below the header, the message list shows two messages. The first message is from 'Test Student, Test Student' with the subject 'How are you' and the body 'I'm good how about you?'. The second message is from 'Test Student, Jerry Nguyen' with the subject '(No subject)' and the body 'Hi Jerry, Please refer to the attached d...'. The interface includes various icons for actions like compose, reply, forward, and delete. Annotations with callouts point to specific features: 'Click "Inbox"' points to the 'Inbox' button; 'By default, messages from all courses will be displayed. You can click here to filter by Course that you’re enrolled' points to the 'All Courses' dropdown; 'Message Boxes' points to the 'Inbox' button; 'Compose a new message (Step 2)' points to the compose icon; 'Reply to the message' points to the reply icon; 'Message Options' points to the settings icon; and 'Delete the message' points to the delete icon.

Sending and Viewing Messages using “Inbox”

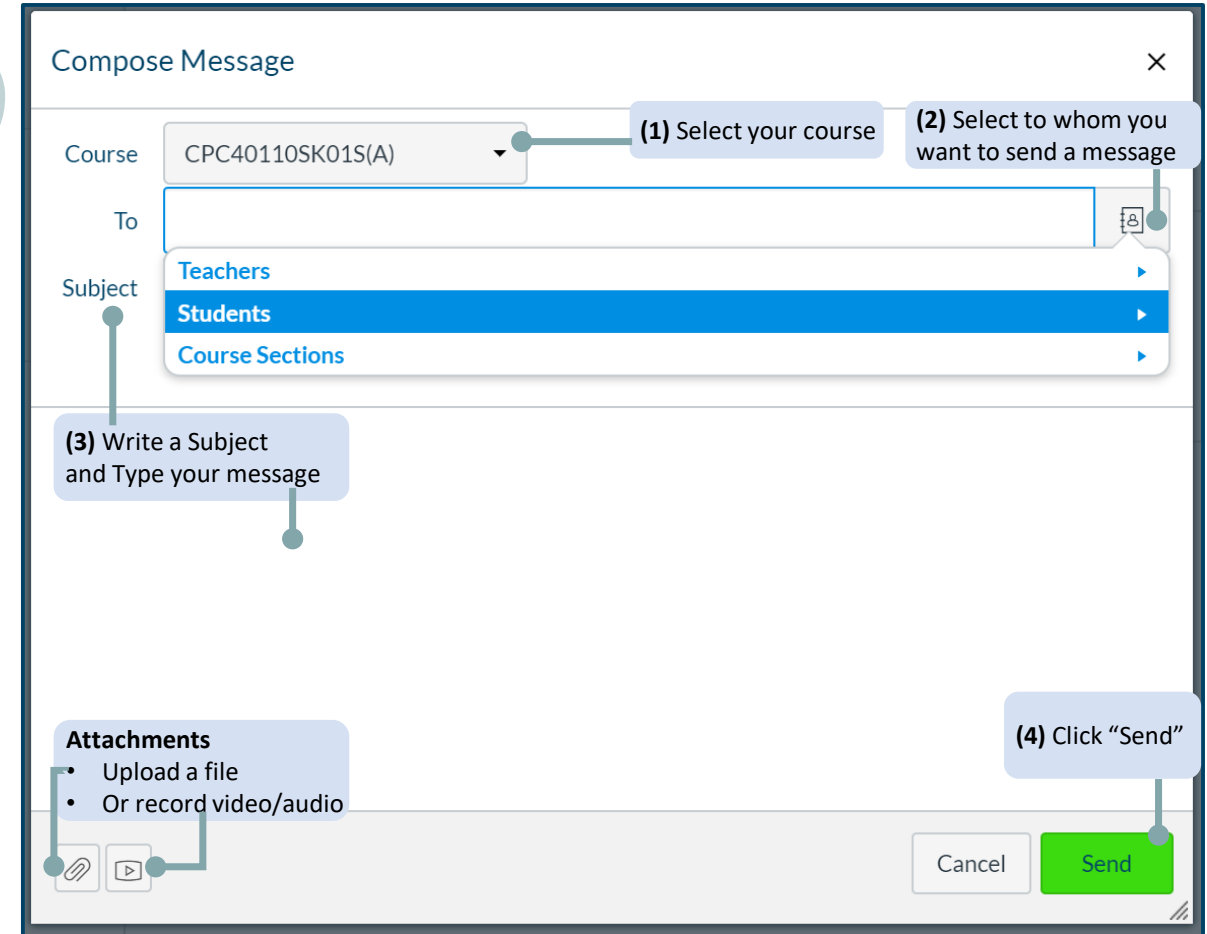
2

Write a new message by clicking
“Compose a new message” icon



3

“Compose Message” box will appear

A screenshot of the "Compose Message" dialog box in Canvas LMS. The dialog has a title bar "Compose Message" with a close button (X) in the top right. It contains several fields and buttons. The "Course" field is a dropdown menu showing "CPC40110SK01S(A)". The "To" field is a text input with a dropdown arrow on the right. The "Subject" field is a text input. Below the "Subject" field is a large text area for the message body. At the bottom left, there is an "Attachments" section with two options: "Upload a file" and "Or record video/audio". At the bottom right, there are two buttons: "Cancel" and "Send".

Compose Message

Course CPC40110SK01S(A)

To

Subject

Teachers

Students

Course Sections

(1) Select your course

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

(3) Write a Subject and Type your message

Attachments

- Upload a file
- Or record video/audio


(4) Click “Send”

Cancel Send


Canvas Student App login and Notifications Settings

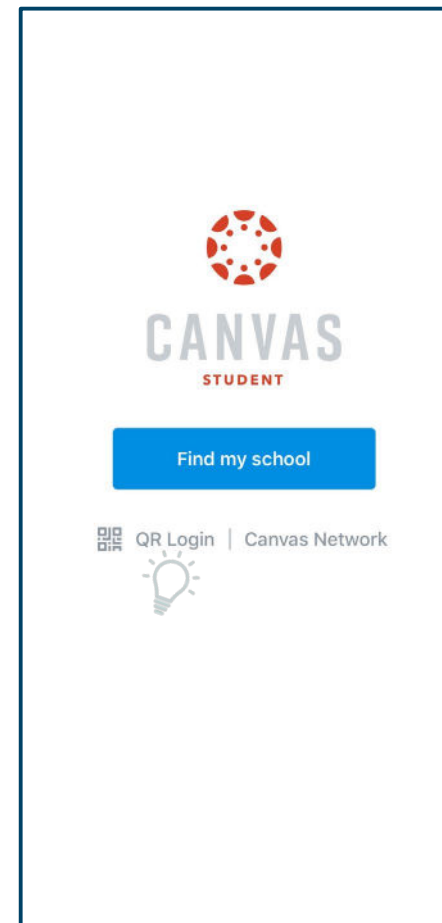
1 Installing Canvas Student APP allows you to view course contents and receive important notifications on your smartphone


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

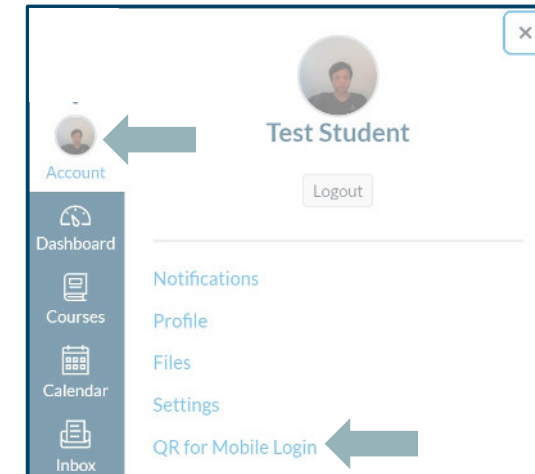
 If you open this document on your smartphone
You can also click on the following icons:



2 Open the App 
Press “**Find my School**”

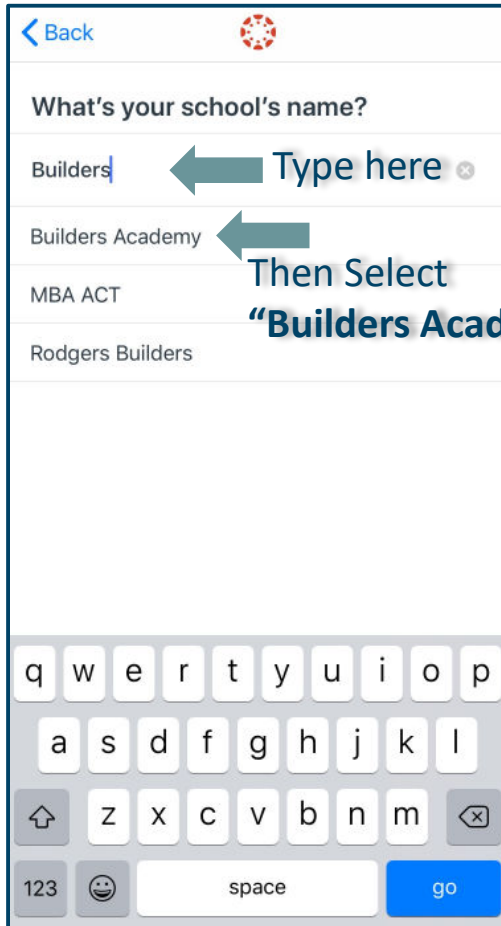


 If you have already signed in to Canvas on your computer. You can find QR code to login under “Profile” menu

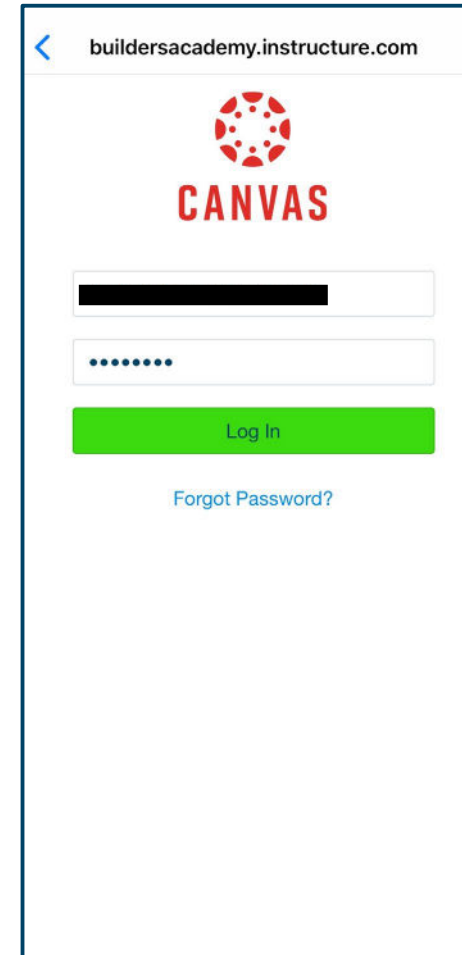


Canvas Student App login and Notifications Settings

3 In the “Find your school or district” box type **“Builders Academy”** then Select it from the list

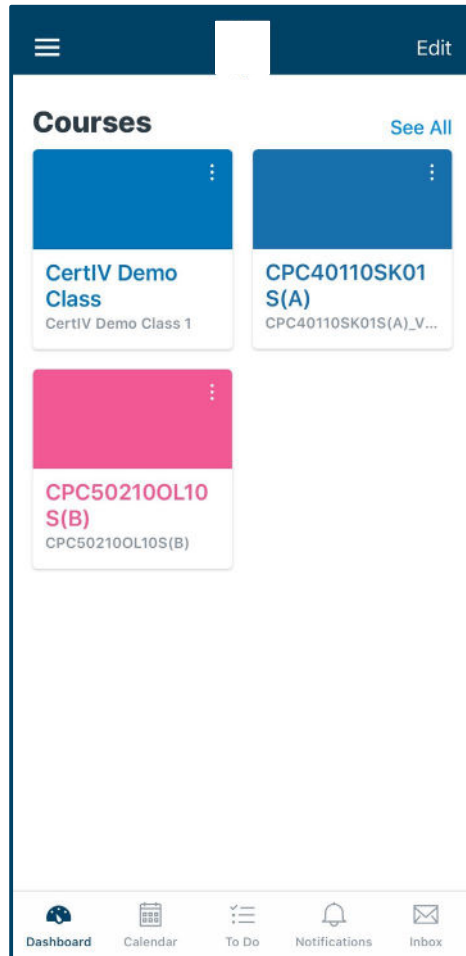


4 Enter your login details then press **“Log In”**



Canvas Student App login and Notifications Settings

4 You now see your **“Dashboard”** with your courses

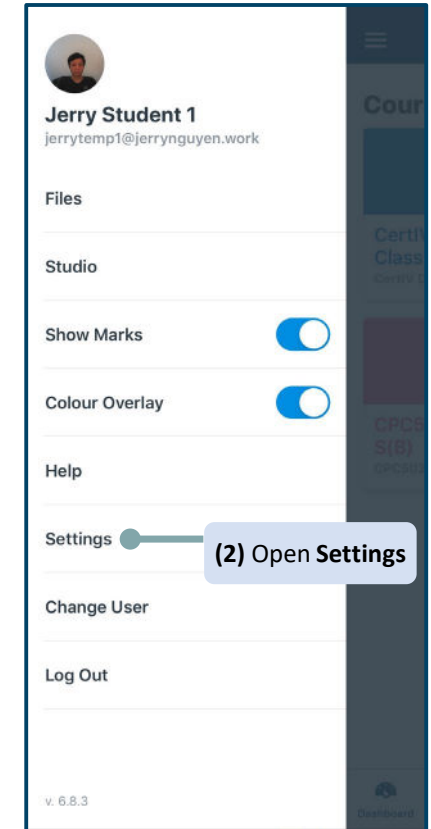


5 The next few steps will show you how to change Notifications Settings on your Smartphone.
*We recommend you to follow these steps to reduce the number of unnecessary notifications

(1) Press here to open the side menu



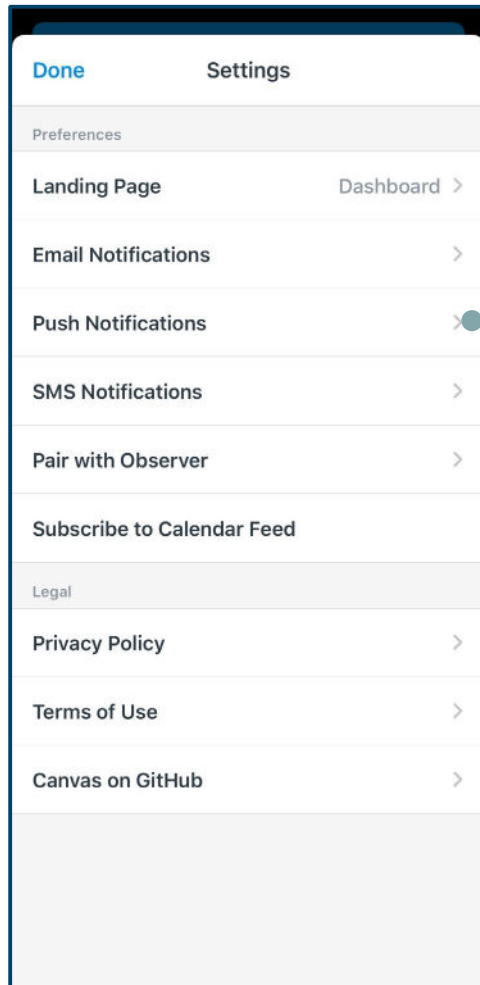
(2) Open Settings



Canvas Student App login and Notifications Settings

6

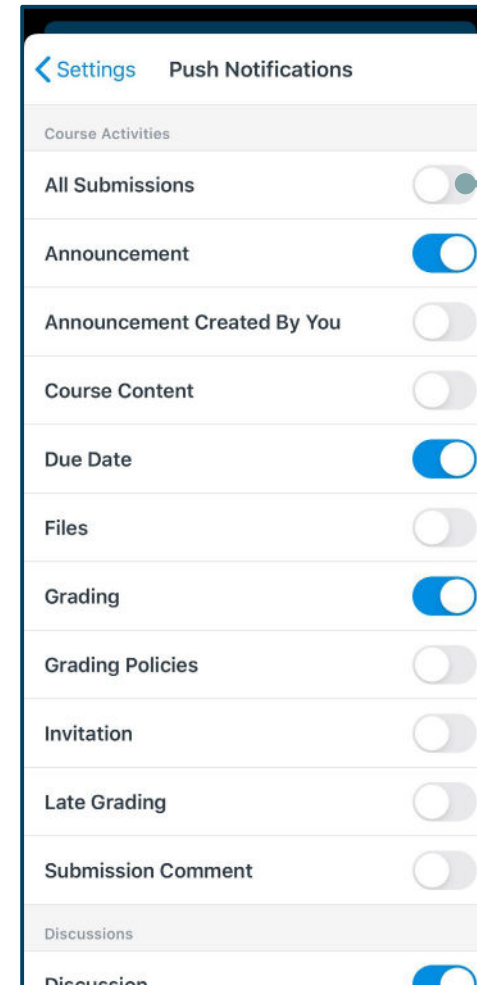
Open “Push Notifications”



(3) Open Push Notifications

7

Press the Toggle to turn On/Off



(4) Press the Toggle



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

