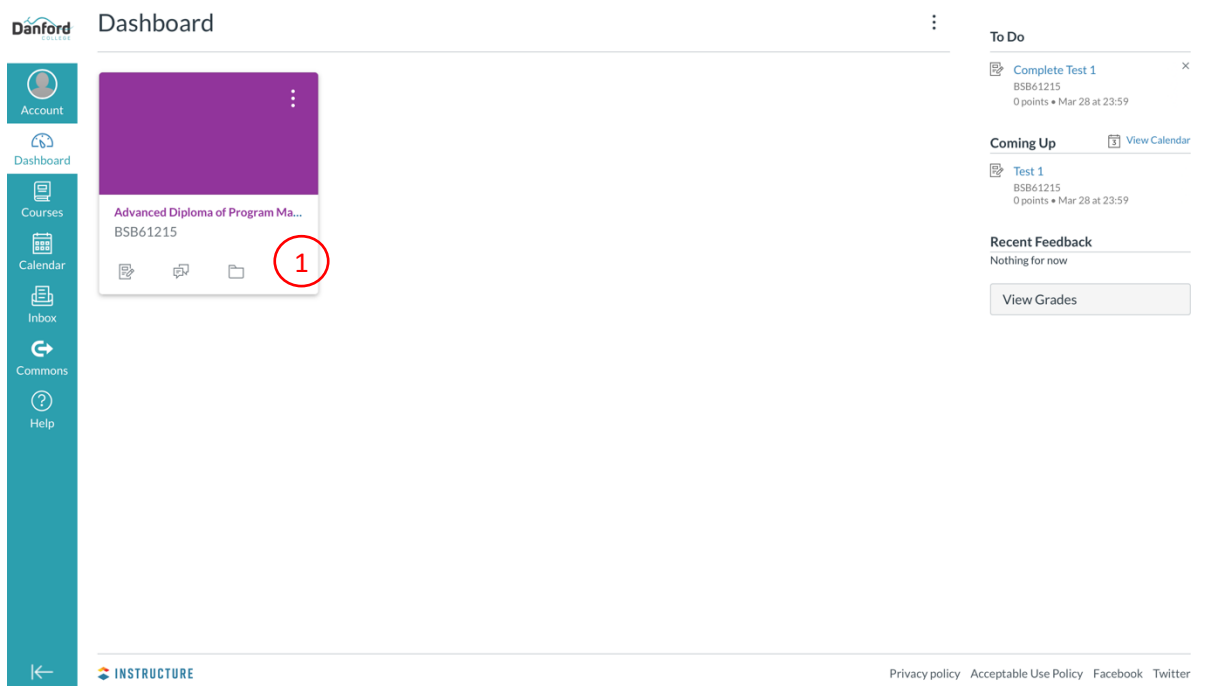
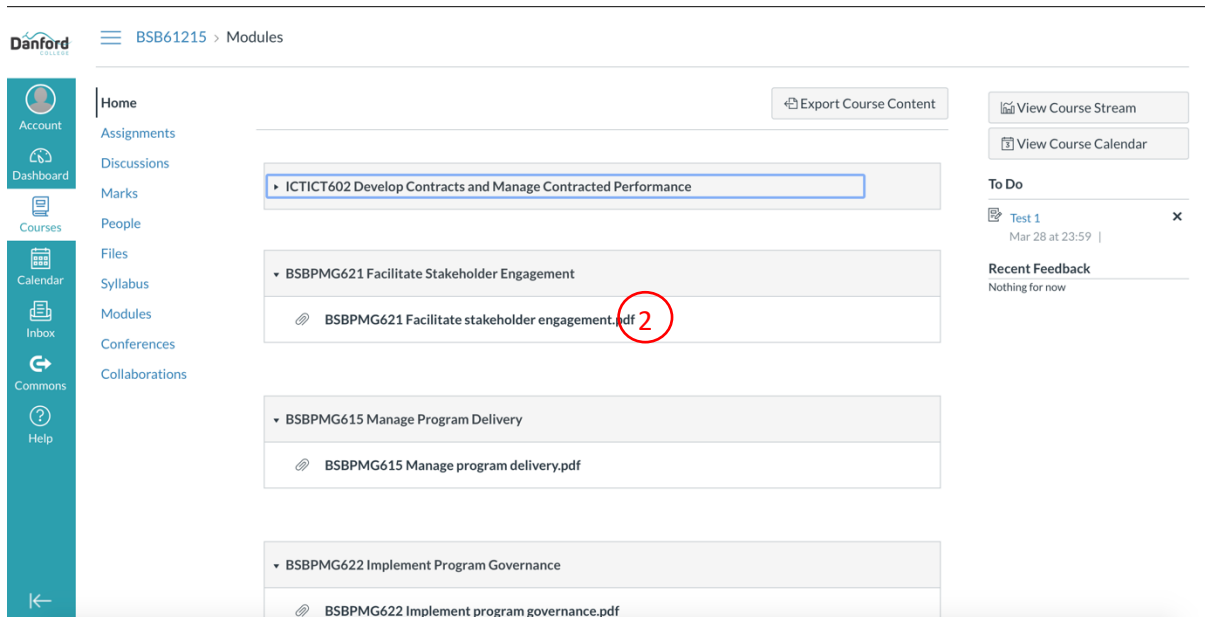


Students will access their CANVAS account (Learning Management System) using the following link:

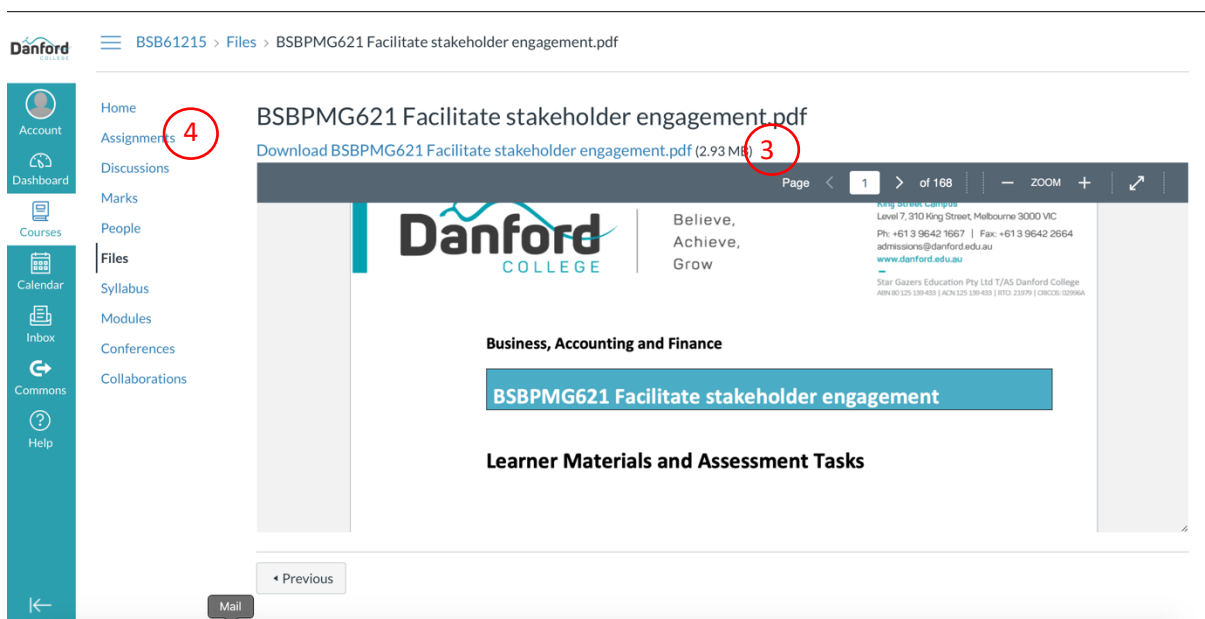
<https://danford.instructure.com/login/canvas>



Once signed-in, you will see the course in which you are enrolled. If you click on (1), you will have the see the following landing page which contains the current unit and the book of the current unit along with any other materials provided by your trainer.

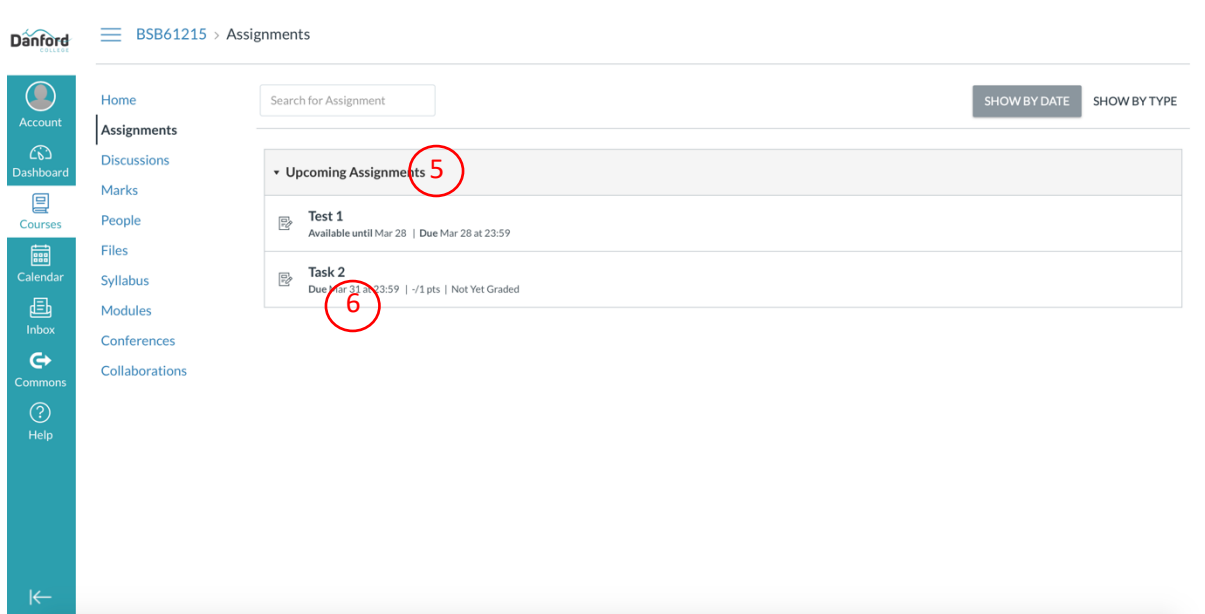


If you click on (2) you will be able to see the book as well as an option to download the book (3) as shown below:



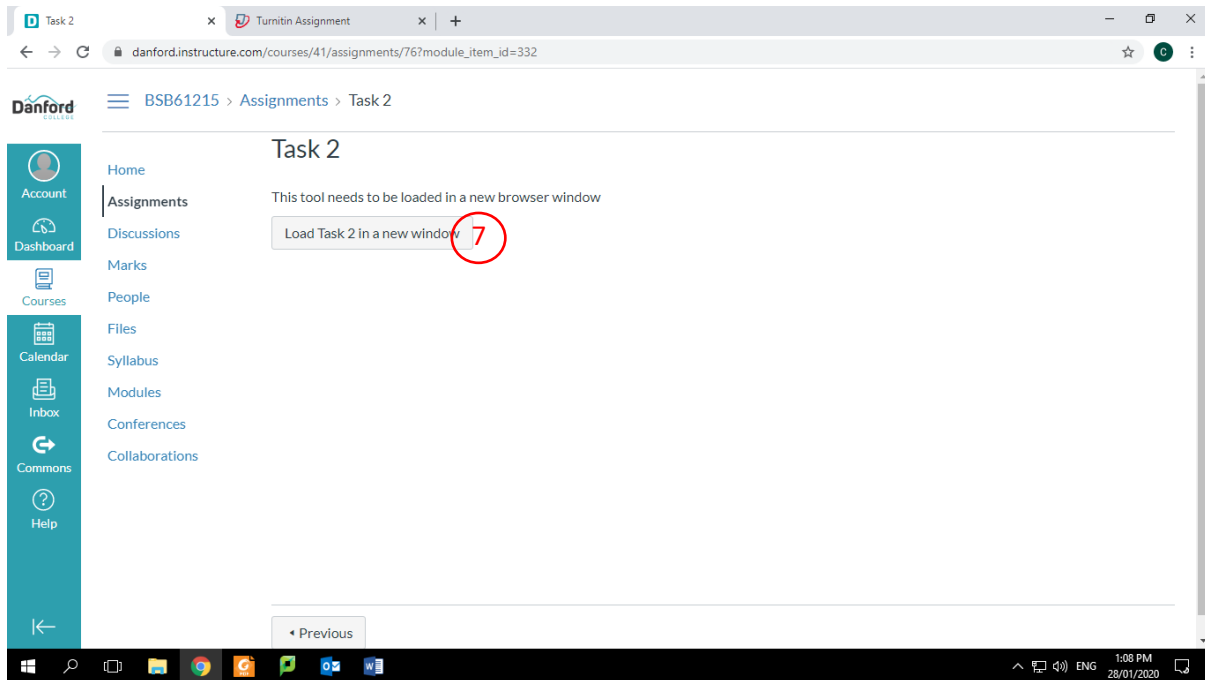
By clicking on (4) you will be able to view all the assessment tasks for that unit as shown below:

From the diagram below, you will be able to see all the upcoming assessment (5) and the due dates (6)



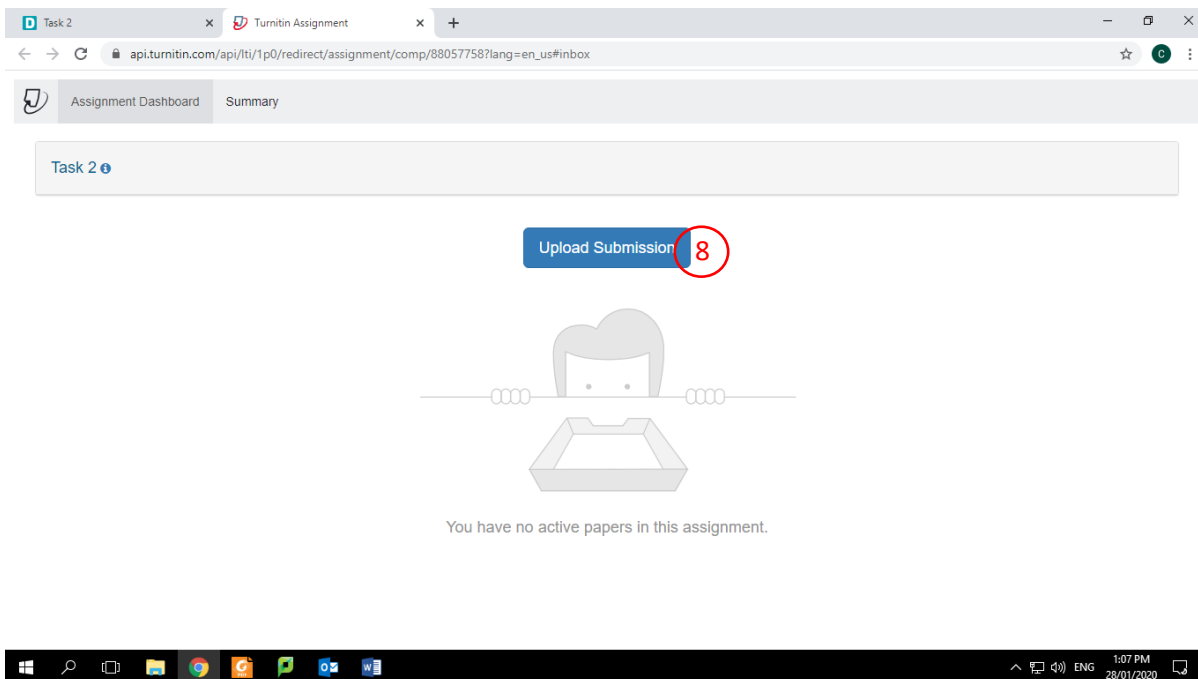
The screenshot shows the 'Assignments' page for course BSB61215. A search bar is at the top right. Below it, a section titled 'Upcoming Assignments' is circled with a red '5'. It lists two items: 'Test 1' (Available until Mar 28 | Due Mar 28 at 23:59) and 'Task 2' (Due Mar 31 at 23:59 | /1 pts | Not Yet Graded). The 'Task 2' entry is circled with a red '6'. A left-hand navigation menu includes options like Home, Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help.

When you click on task 2, it will open the page where you will see a button "load Task 2 in a new window" (7).

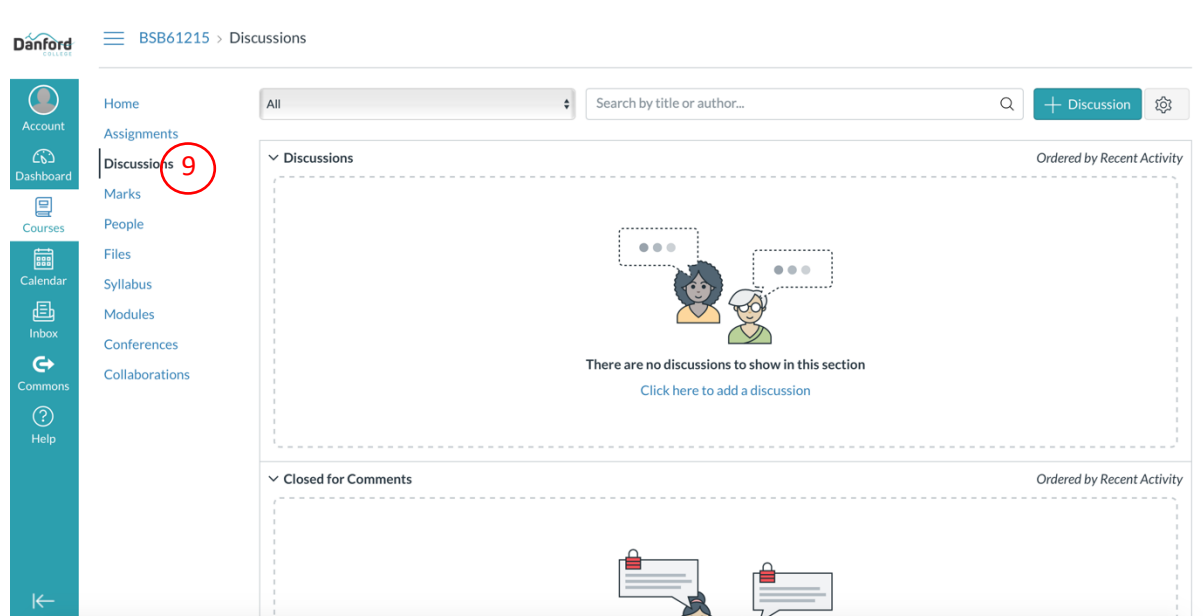


The screenshot shows the 'Task 2' page. The browser address bar indicates the URL: danford.instructure.com/courses/41/assignments/76?module\_item\_id=332. The page title is 'Task 2'. A message states: 'This tool needs to be loaded in a new browser window'. Below this message is a button labeled 'Load Task 2 in a new window', which is circled with a red '7'. The left-hand navigation menu is visible on the left side of the page.

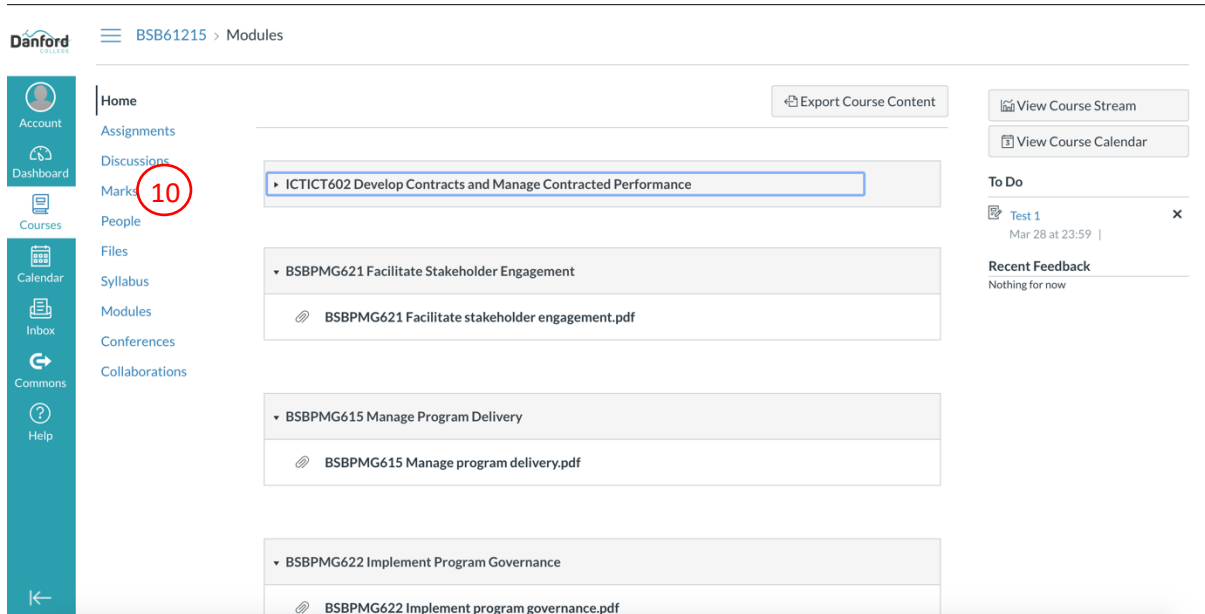
Clicking on “load task 2 in new window” will get you connected to Turnitin where you can upload your submission (8). For more details, refer to the [Turnitin submission guidelines](#).



You also have “Discussions” feature within CANVAS (9) where you can post any queries related to the course/unit or even the assessment task. You will also be able to see what questions were asked by your peers.



Once your assessments are marked, you have another feature on CANVAS called “Marks” (10) where you will be able to see the grade provided to you for



BSB61215 > Modules

Home | Assignments | Discussions | **Marks** | People | Files | Syllabus | Modules | Conferences | Collaborations

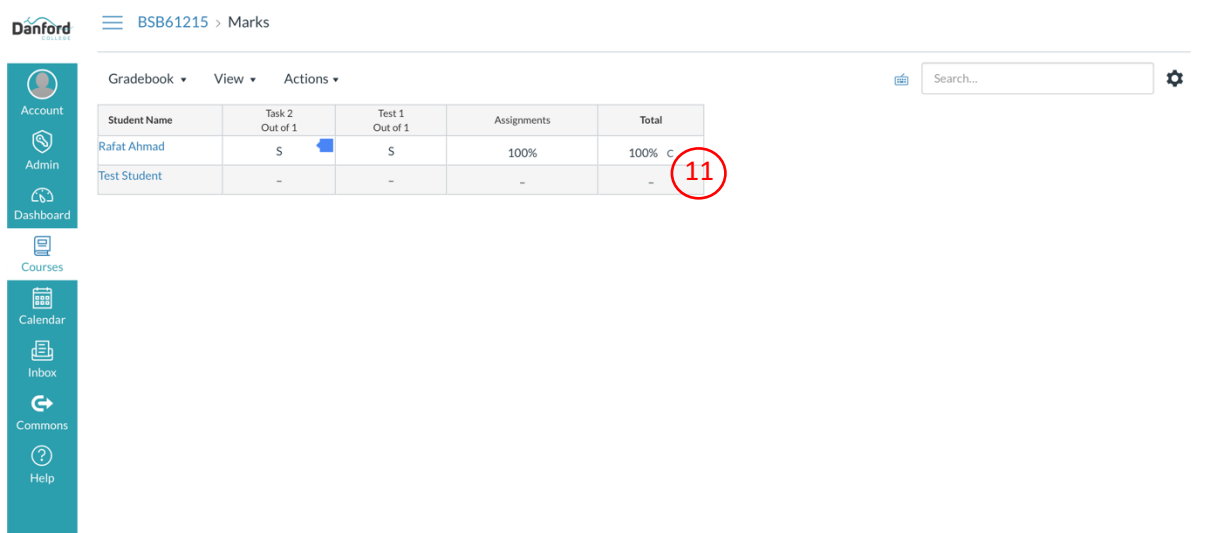
Export Course Content | View Course Stream | View Course Calendar

To Do: Test 1 (Mar 28 at 23:59)

Recent Feedback: Nothing for now

- ICTICT602 Develop Contracts and Manage Contracted Performance
- BSBPMG621 Facilitate Stakeholder Engagement
  - BSBPMG621 Facilitate stakeholder engagement.pdf
- BSBPMG615 Manage Program Delivery
  - BSBPMG615 Manage program delivery.pdf
- BSBPMG622 Implement Program Governance
  - BSBPMG622 Implement program governance.pdf

Each task is marked as Satisfactory “S” or Not Yet satisfactory “NYS” and then for the overall unit as Competent “C” or Not Yet Competent “NYC” as shown below (11)

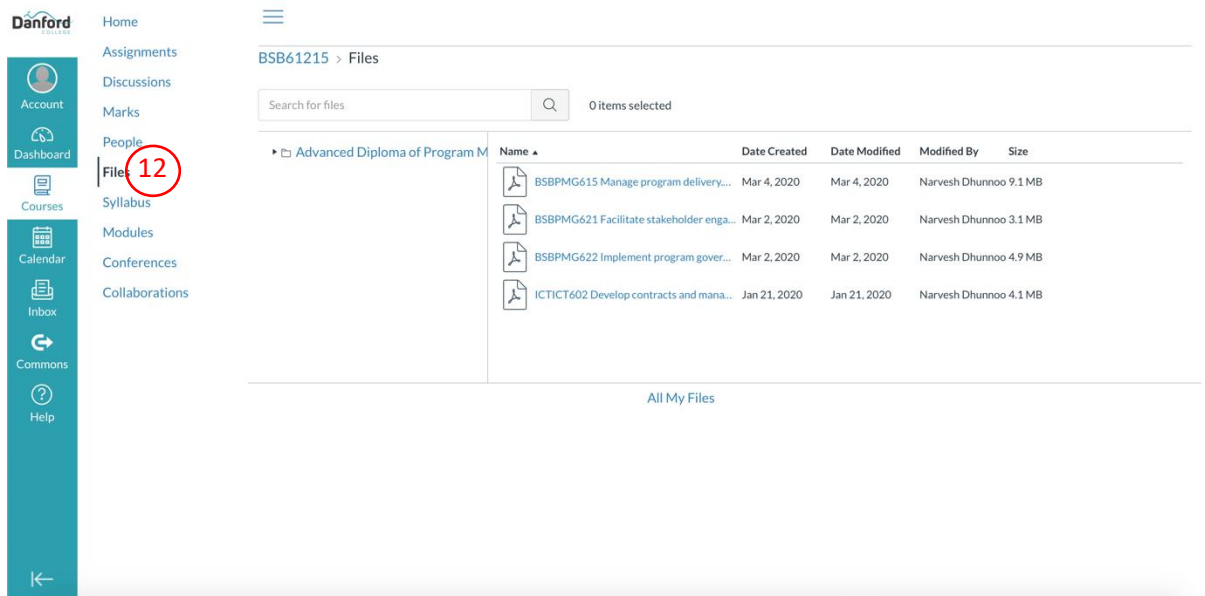


BSB61215 > Marks

Gradebook | View | Actions

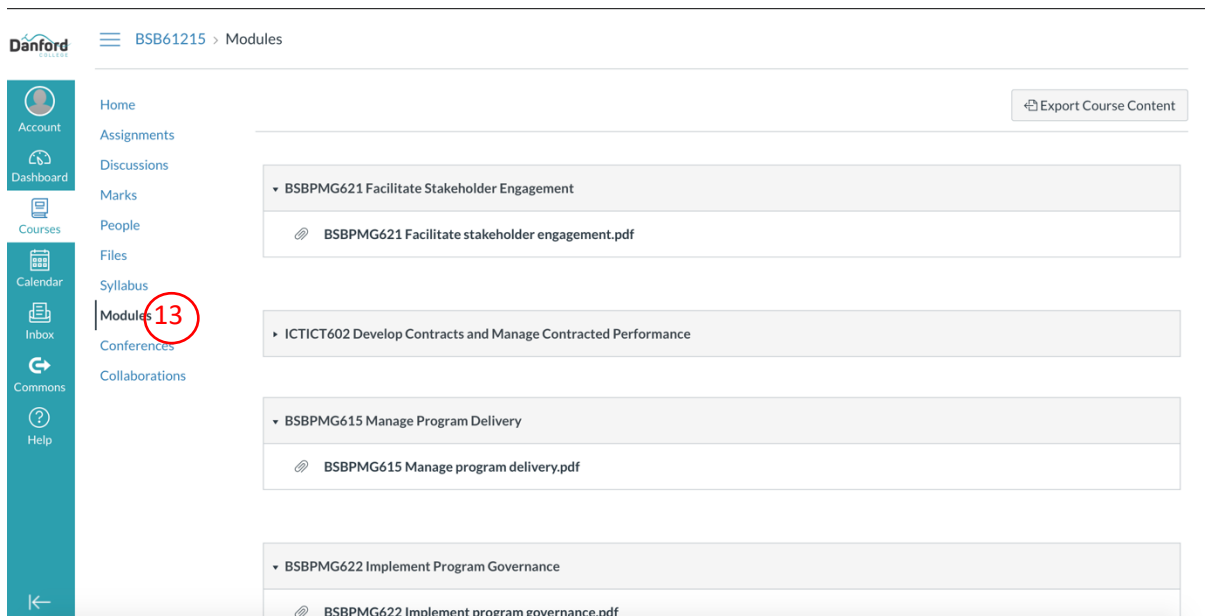
Student Name	Task 2 Out of 1	Test 1 Out of 1	Assignments	Total
Rafat Ahmad	S	S	100%	100% C
Test Student	-	-	-	-

You have another feature on CANVAS called “Files” (12) where you will be able to access all the course materials and extra resources that Danford College will be uploading.



Name	Date Created	Date Modified	Modified By	Size
BSBPMG615 Manage program delivery...	Mar 4, 2020	Mar 4, 2020	Narvesh Dhunoo	9.1 MB
BSBPMG621 Facilitate stakeholder enga...	Mar 2, 2020	Mar 2, 2020	Narvesh Dhunoo	3.1 MB
BSBPMG622 Implement program gover...	Mar 2, 2020	Mar 2, 2020	Narvesh Dhunoo	4.9 MB
ICTICT602 Develop contracts and mana...	Jan 21, 2020	Jan 21, 2020	Narvesh Dhunoo	4.1 MB

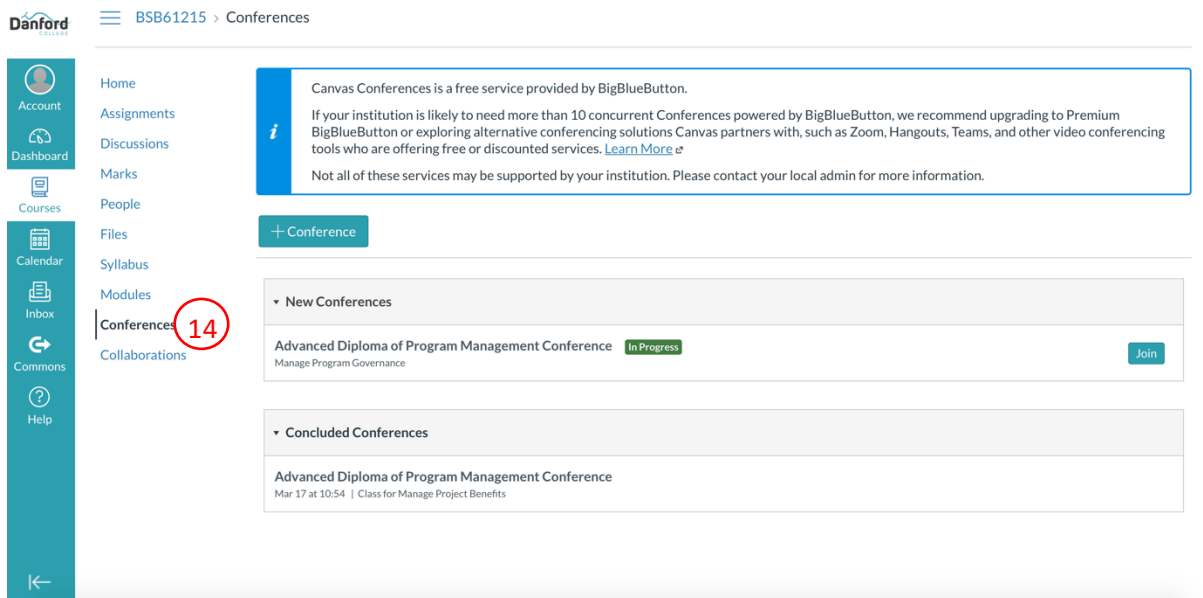
The feature “Module” (13) shows all the modules for the course that you are enrolled in and those modules are published progressively.



- BSBPMG621 Facilitate Stakeholder Engagement
  - BSBPMG621 Facilitate stakeholder engagement.pdf
- ICTICT602 Develop Contracts and Manage Contracted Performance
- BSBPMG615 Manage Program Delivery
  - BSBPMG615 Manage program delivery.pdf
- BSBPMG622 Implement Program Governance
  - BSBPMG622 Implement program governance.pdf

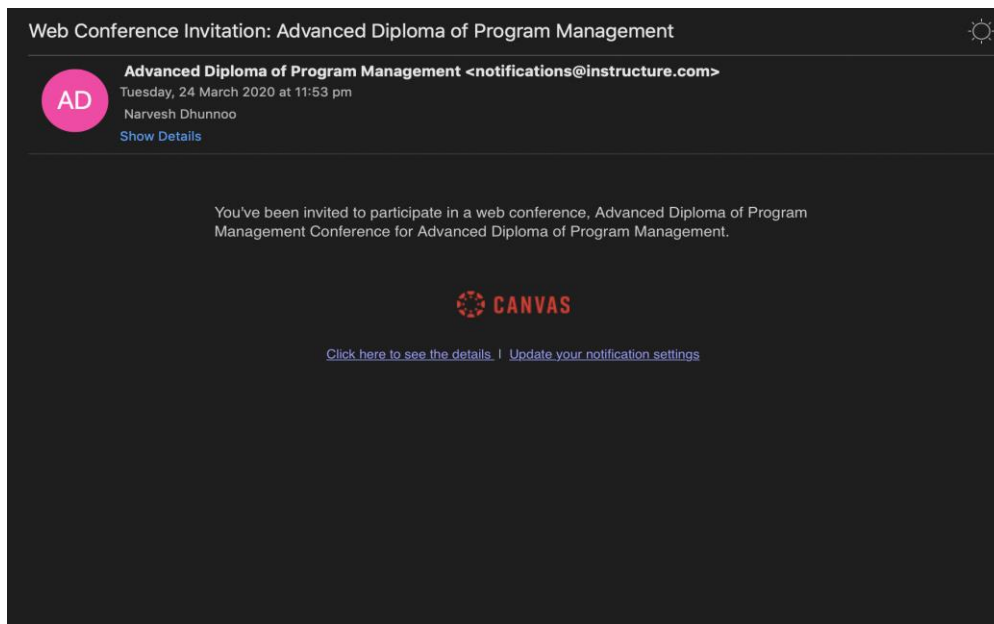
Another feature, one of the most important one is “conferences” (14) where all your lectures will be live/online and recorded as well.

P.S: - Do attend the lecture when it is live so that you can ask all your questions especially related to the assessment tasks



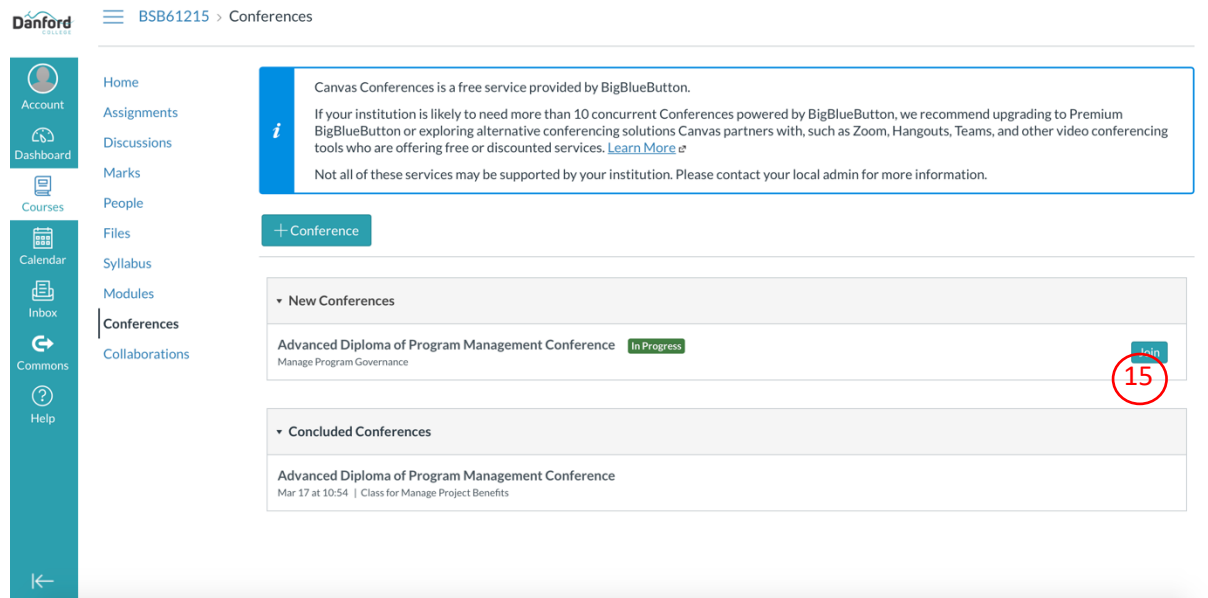
The screenshot shows the Canvas LMS interface for user BSB61215. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Conferences' option is highlighted with a red circle and the number 14. The main content area displays a notification about Canvas Conferences, a '+ Conference' button, and a list of conferences under 'New Conferences' and 'Concluded Conferences'.

When any of your lectures will be live, you will receive an email like shown below:



The screenshot shows an email invitation for a web conference. The header includes the title 'Web Conference Invitation: Advanced Diploma of Program Management' and the sender information 'Advanced Diploma of Program Management <notifications@instructure.com>'. The main body of the email contains the text: 'You've been invited to participate in a web conference, Advanced Diploma of Program Management Conference for Advanced Diploma of Program Management.' The Canvas logo is displayed at the bottom, along with links to 'Click here to see the details' and 'Update your notification settings'.

When your lecture is live, you will see which unit lecture is going on and you will also see the join button (15)



The screenshot shows the Canvas LMS interface for the course BSB61215. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Conferences' and includes an information box about Canvas Conferences, a '+ Conference' button, and two sections: 'New Conferences' and 'Concluded Conferences'. In the 'New Conferences' section, there is an entry for 'Advanced Diploma of Program Management Conference' with a status of 'In Progress' and a 'Join' button. A red circle with the number '15' is drawn around the 'Join' button. The 'Concluded Conferences' section shows a past conference entry.