

Guide to using Canvas

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

Canvas is the online educational platform that you will use to download class materials, submit homework, complete review quizzes, and communicate with your class.

Note: The copyright of all course materials remains the exclusive property of The Japan Foundation, Sydney. **Please do NOT share the class materials with anyone else.**

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1. Joining your class

- 1) Look for the course invitation sent from notifications@instructure.com and click 'Get Started'

If you can't find the email and it's not in your spam box, please contact jcourse@jpf.org.au

You've been invited to participate in the course, Starter Mon PM T1 2021. Course role:
Student

Name: **JPF student**

Email:

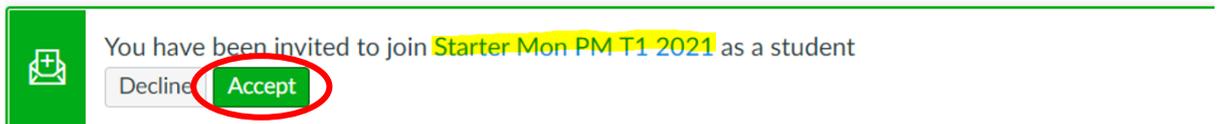
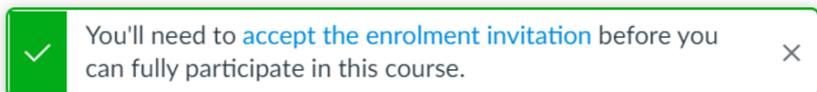
Username: **none**

You'll need to register with Canvas before you can participate in the class.



- 2) Check that you were invited to the correct class and click "Accept"

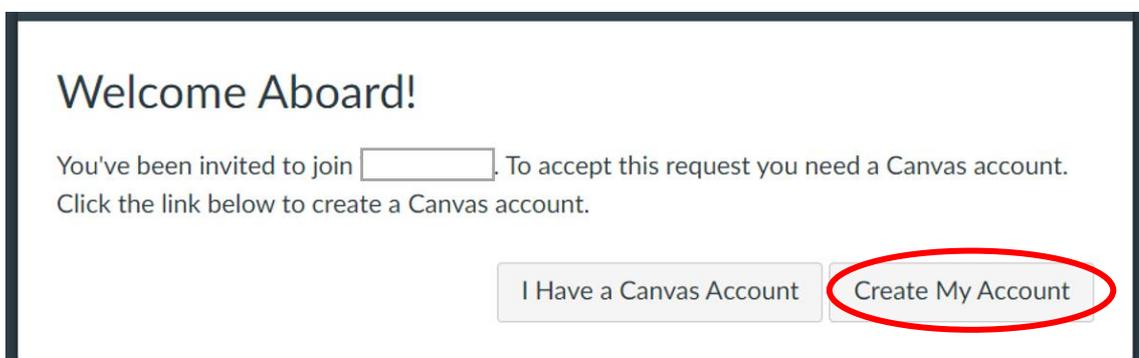
Modules



Recent announcements

 Welcome to J-Course!

- 3) If this is your first time using Canvas, click "Create My Account"



4) Create a password

Passwords must be at least 8 characters long.

Welcome Aboard!

In order to finish signing you up for the course **Test Course**, we'll need a little more information.

Login:

Password:

Time Zone: Mountain Time (US & Canada ▾)

I want to receive information, news and tips from Instructure

I agree to the [Acceptable Use Policy](#)

[Register](#)

5) Select your timezone, agree to the Acceptable Use Policy and click “Register”. The first checkbox is optional.

Welcome Aboard!

In order to finish signing you up for the course **Test Course**, we'll need a little more information.

Login:

Password:

Time Zone: Sydney (+10:00/+11:00) ▾

I want to receive information, news and tips from Instructure

I agree to the [Acceptable Use Policy](#)

[Register](#)

You will be automatically redirected back to your class page upon successful registration.

2. Accessing your class page

- 1) Log in to Canvas with your username (email address) and password
<https://canvas.instructure.com/login/canvas>
- 2) Once logged in, the Dashboard should appear. Click on your class.

Recent announcements are displayed at the top of the page.

Posts in announcements are also emailed to you by default.

The Zoom link for each week's class will be posted in announcements at 4pm the day before your class.

Recent announcements



Zoom Link Week 1

Konnichiwa. Please find below the Zoom link for tomorrow's class. If you have...



Welcome to J-Course!

こんにちは！ We look forward to seeing you online in Week 1. The Zoom link...

Course materials and homework are organised into modules.

The module for each week is unlocked immediately after your class.

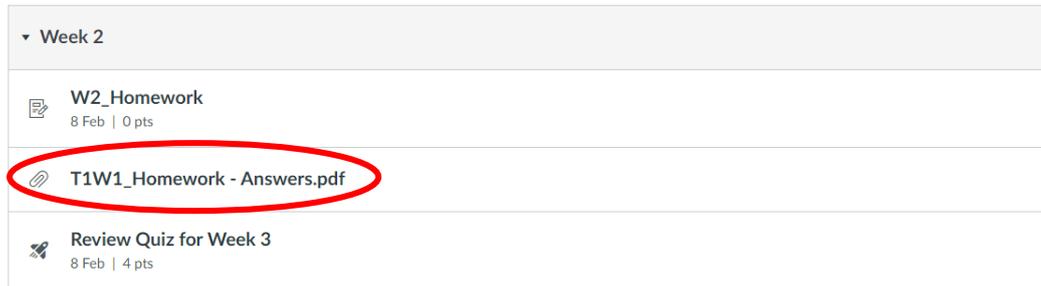
Homework and review quizzes should be completed before your next class (late submissions are accepted). Homework answers are included in the following week's module.

Will unlock 15 Feb at 20:00

For the Upper Advanced course, your teacher will let you know the course material upload schedule in your Week 1 class.

3. Downloading course materials

- 1) Click on the file you want to download

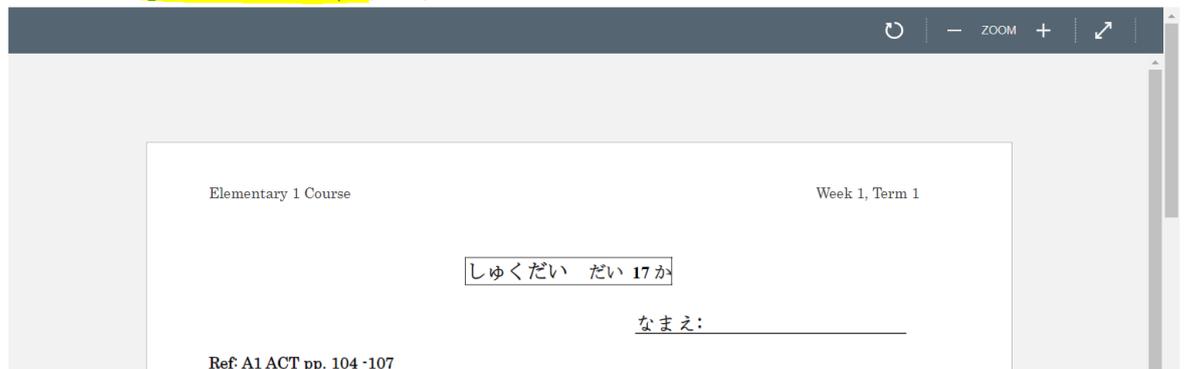


- 2) Click the download link above the file preview to save the file

[T1W1_Homework - Answers.pdf](#)

T1W1_Homework - Answers.pdf

[Download T1W1_Homework - Answers.pdf](#) (203 KB)



4. Completing review quizzes

- 1) Click on the review quiz

A screenshot of a Canvas course content area. Under the heading 'Week 2', there are three items listed: 'W2_Homework' (8 Feb | 0 pts), 'T1W1_Homework - Answers.pdf', and 'Review Quiz for Week 3' (8 Feb | 4 pts). The 'Review Quiz for Week 3' item is circled in red.

- 2) On the review quiz page, click “Take the quiz”

Review Quiz for Week 3

Due 8 Feb at 18:00 Points 4 Questions 1 Time limit None Allowed attempts Unlimited

Instructions

Dear students,
 Please try this review quiz before your Week 3 class.
 You will go over the answers at the beginning of class.
 We hope you enjoy it!
 The J-Course team

[Take the quiz](#)

◀ Previous

Next ▶

- 3) Answer all questions and then click “Submit Quiz”

A screenshot of a quiz question titled 'Question 1' worth 4 points. The question asks to 'Choose the appropriate expression in Japanese.' There are four input fields: 'Hello', 'Yes', 'Japanese', and 'English'. A dropdown menu is open over the 'Hello' field, showing the following options: '[Choose]', 'えいご (eigo)', 'こんにちは (konnichiwa)', 'にほんご (nihongo)', 'はい (hai)', and '[Choose]'. The 'えいご (eigo)' option is highlighted in blue.

Not saved

[Submit quiz](#)

4) After submitting, the correct answers will be displayed.

Your answers are marked automatically. If you want to have another go, you can click “Take the quiz again” to retake the quiz.

Review Quiz for Week 3

Due 8 Feb at 18:00

Points 4

Questions 1

Time limit None

Allowed attempts Unlimited

Instructions

Dear students,

Please try this review quiz before your Week 3 class.

You will go over the answers at the beginning of class.

We hope you enjoy it!

The J-Course team

[Take the quiz again](#)

Attempt history

Question 1		2 / 4 pts
	Choose the appropriate expression in Japanese.	
Correct!	Hello	こんにちは (konnichiwa) ▾
Correct!	Yes	はい (hai) ▾
You Answered	Japanese	えいご (eigo) ▾
	Correct answer	にほんご (nihongo)
You Answered	English	にほんご (nihongo) ▾
	Correct answer	えいご (eigo)

5. Downloading homework

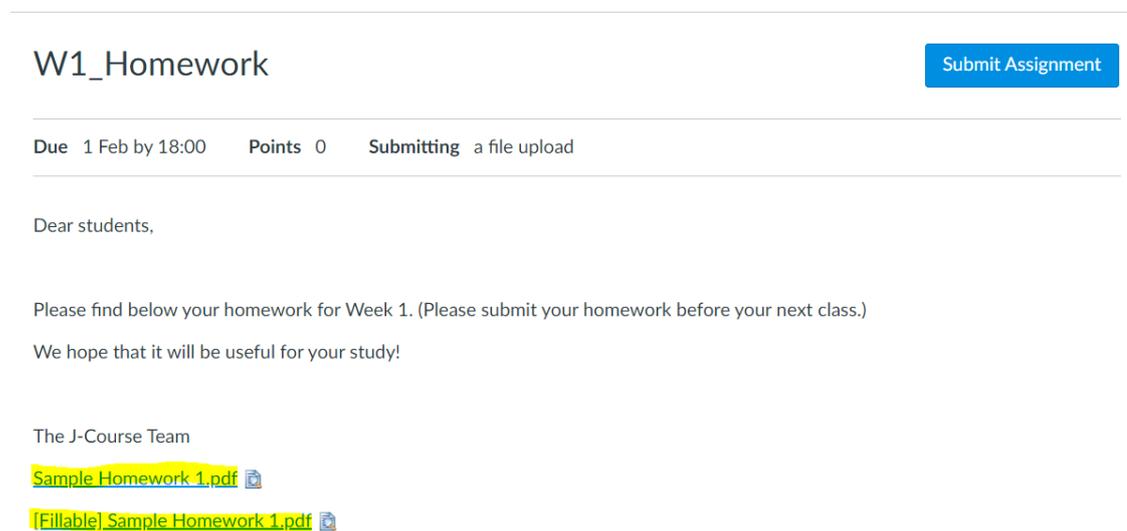
- 1) Click 'Homework' to access the homework page



- 2) Click on a link to download the file.

The [Fillable] and regular files are 2 versions of the same file. You can just download one of them, depending on how you wish to complete your homework.

[gnments](#) > W1_Homework

A screenshot of the Canvas assignment page for 'W1_Homework'. The page title is 'W1_Homework' and there is a 'Submit Assignment' button. Below the title, it shows 'Due 1 Feb by 18:00', 'Points 0', and 'Submitting a file upload'. The main content area contains a message: 'Dear students, Please find below your homework for Week 1. (Please submit your homework before your next class.) We hope that it will be useful for your study!'. At the bottom, it says 'The J-Course Team' and lists two links: 'Sample Homework 1.pdf' and '[Fillable] Sample Homework 1.pdf', both highlighted in yellow.

There are a variety of ways to complete your homework:

- Print out and complete the homework by hand, and then scan/take photos of the completed homework
- Type up your answers in a separate word document
- Use Adobe Reader to fill in your answers → see [this guide](#) for instructions

6. Submitting homework

- 1) Go back to the homework page and click 'Submit Assignment'

[gnments](#) > [W1_Homework](#)

W1_Homework

Submit Assignment

Due 1 Feb by 18:00 Points 0 Submitting a file upload

Dear students,

Please find below your homework for Week 1. (Please submit your homework before your next class.)

We hope that it will be useful for your study!

The J-Course Team

[Sample Homework 1.pdf](#)

[\[Fillable\] Sample Homework 1.pdf](#)

- 2) Click 'Choose File' and find the completed homework file.

Click 'Add Another File' to submit multiple files.

You can also drag and drop the file to the Choose File button.

3) Click 'Submit assignment'.

The screenshot shows the Canvas file upload interface. At the top, there are tabs for 'File upload' and 'Google Doc'. Below this, a message says 'Upload a file, or choose a file you've already uploaded.' There is a 'File:' label followed by a 'Choose File' button and the text '[Fillable] Sam...Your name.pdf'. Below that are links for '+ Add another file' and 'Click here to find a file you've already uploaded'. At the bottom, there is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit assignment'. The 'Submit assignment' button is circled in red.

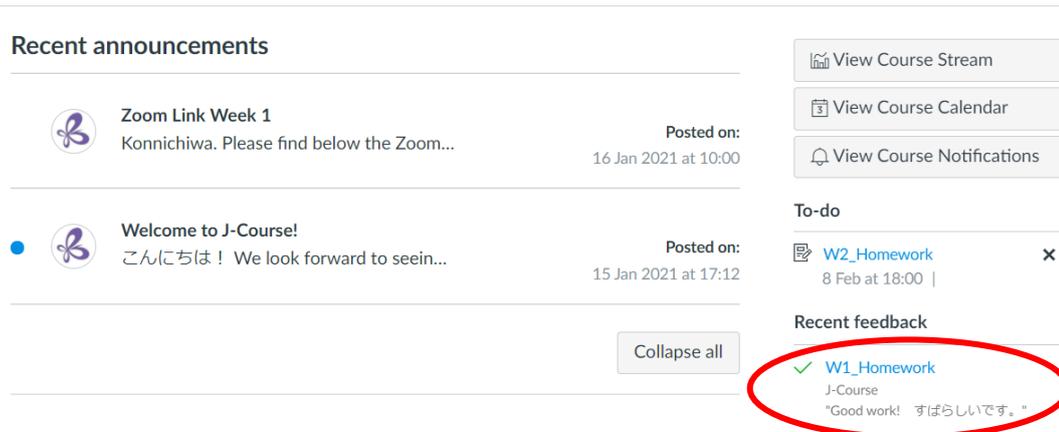
4) If confetti appears, you have successfully submitted your homework.

You can click 'Re-submit Assignment' if you noticed an error or uploaded the homework for the wrong week, etc. and want to re-submit.

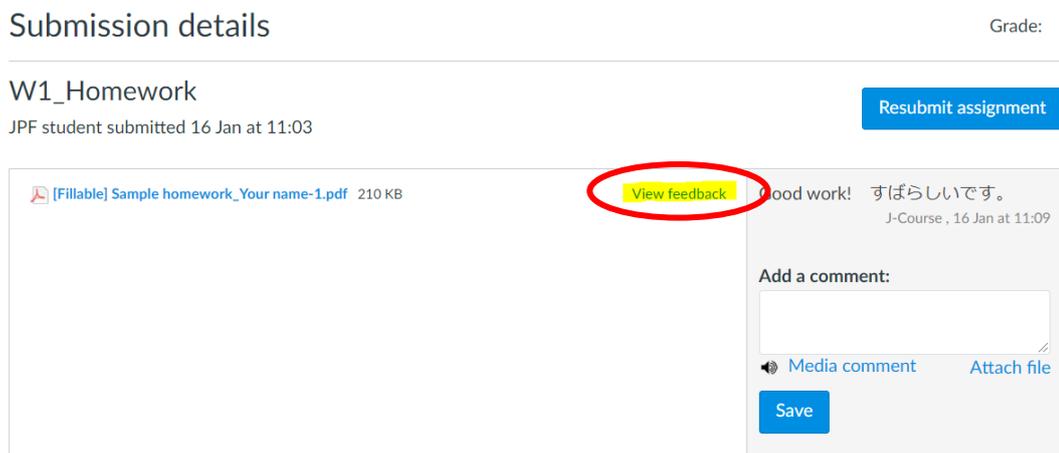
The screenshot shows the Canvas submission confirmation page. At the top left, the word 'vork' is visible. In the top right, there is a blue button labeled 'Re-submit Assignment'. Below this, the status 'Points 0' and 'Submitting a file upload' is shown. The main content area is decorated with colorful confetti and butterflies. On the right side, there is a 'Submission' section with a green checkmark and the text 'Submitted!'. Below this, it shows the date '16 Jan', a link for 'Submission details', and a link to 'Download [Fillable] Sample homework_Your name.pdf'. At the bottom, it says 'Comments: No comments'.

7. Checking marked homework

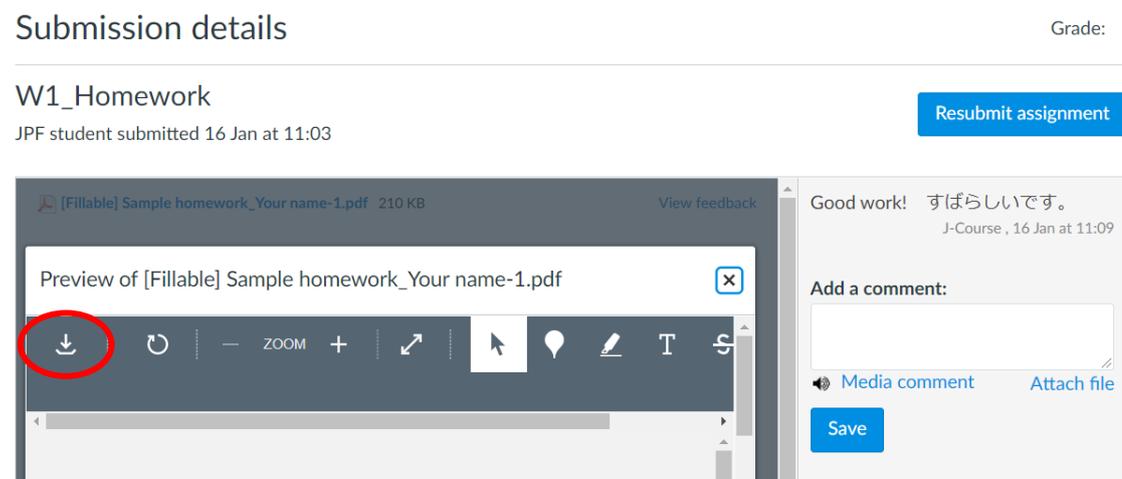
- 1) Once your teacher has marked your homework, it will appear under 'Recent feedback' on your class page and dashboard.



- 2) Click 'View feedback' to see your teacher's annotations in the preview window

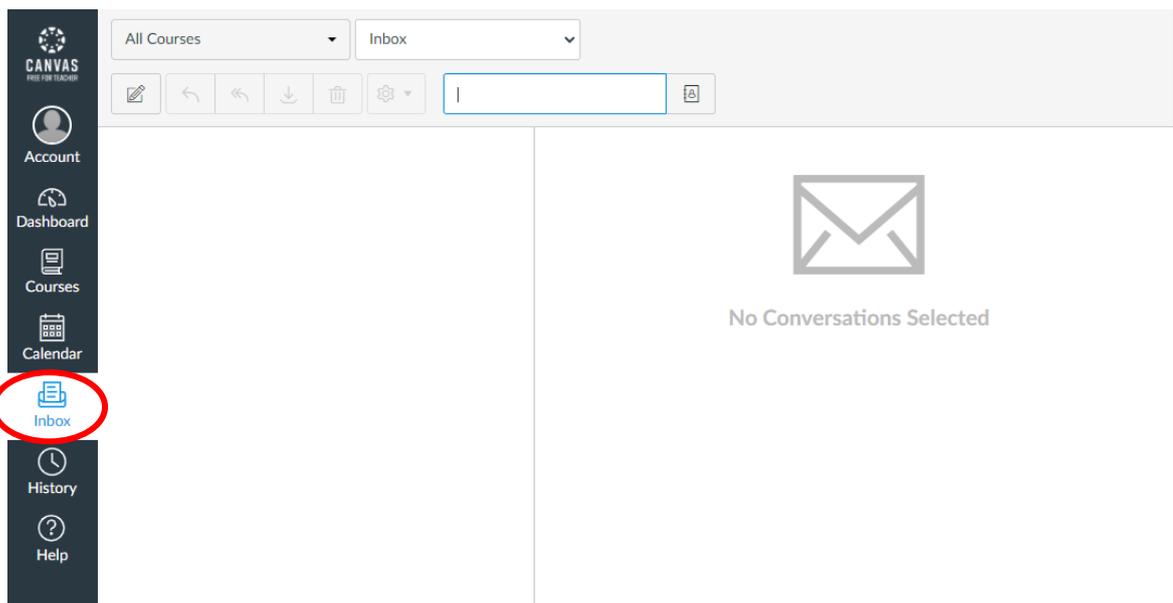


- 3) Click the download button to save the annotated file

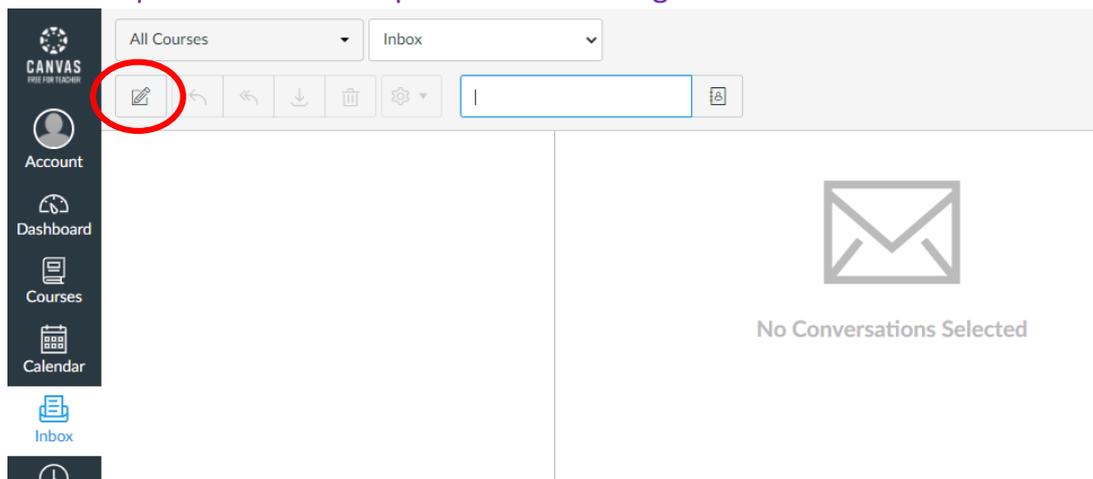


8. Messaging your teacher

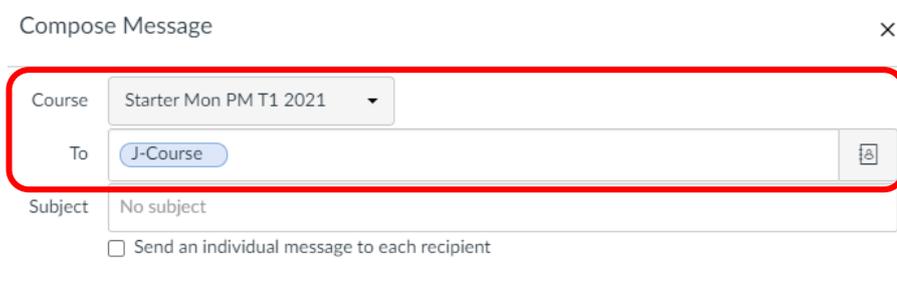
- 1) Click on 'Inbox' on the menu on the left



- 2) Click the pencil icon to compose a new message



- 3) Select your class in the 'Course' field, and type your teacher's name in the 'To' field to search for your teacher.

A screenshot of the 'Compose Message' dialog box. The title bar says 'Compose Message' with a close button (X) on the right. The dialog contains several fields: 'Course' with a dropdown menu showing 'Starter Mon PM T1 2021', 'To' with a search field containing 'J-Course' and a search icon, and 'Subject' with the text 'No subject'. Below these fields is a checkbox labeled 'Send an individual message to each recipient' which is currently unchecked. A red rectangle highlights the 'Course' and 'To' fields.

- 4) Type in your message and click send.