Canvas Supervisor SCSoDE- Schools Instructions

SUMMARY

Supervisors of students completing work via Southern Cross School of Distance Educations online learning environment, "Canvas" can have access to an observer account. An observer account allows a supervisor to see the content, marks and feedback that students receive via Canvas.

Students access Canvas using their Department of Education email and student portal password. Observers will access Canvas via a guest account. Please note that all guest accounts are deleted at the end of each school year. If the student(s) you are supervising re-enrols for the following year a new observer account will be created in the new school year. Observer accounts are created by SCSoDE based on the name of the school and are not setup for individual teachers but are a generic account for schools to give access to their supervising staff.

TO LOGIN

- Navigate to http://southerncross.instructure.com and then select the option for guest account.
- Enter the login ID and the password issued to your school. If you have forgotten or misplaced your login details contact the online learning team on 66810424. **Please note that for generic school accounts the "Forgot Password?" option on login page will not work.**

THE OBSERVER ROLE

An observer in Canvas can;

- View courses students from their school are enrolled in.
- See completed work from individual students along with comments and marks made by distance education teacher.
- View the calendar showing assessment dates for individual courses.
- Send messages to instructors of and students they are observing (via the inbox)
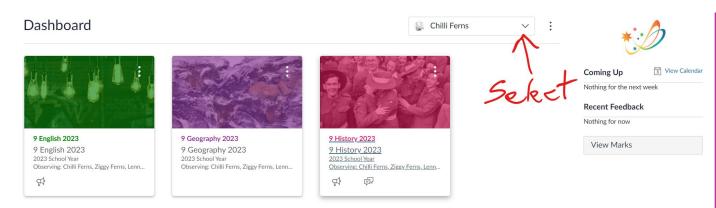- View and read announcements and discussions.

Observers cannot;

- Submit assignments or quizzes
- Send conversation messages to students in the course they are not observing
- View locked files or folders
- View unpublished courses
- Create announcements or discussions (if they have an enquiry, they can conduct the teacher via the inbox)
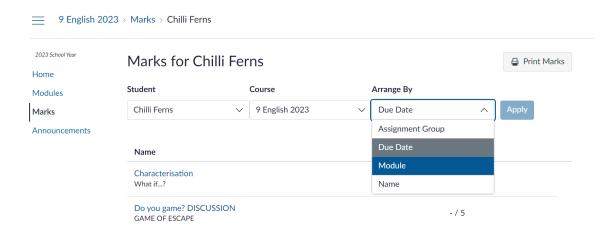
WHAT DOES AN OBSERVER SEE?

When you log into Canvas the default view should be the dashboard. Here you can see all the courses for each of the students you are supervising.
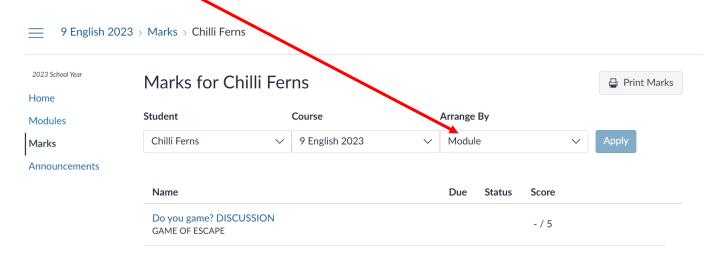
- To view each students' courses toggle between students by using the dropdown menu
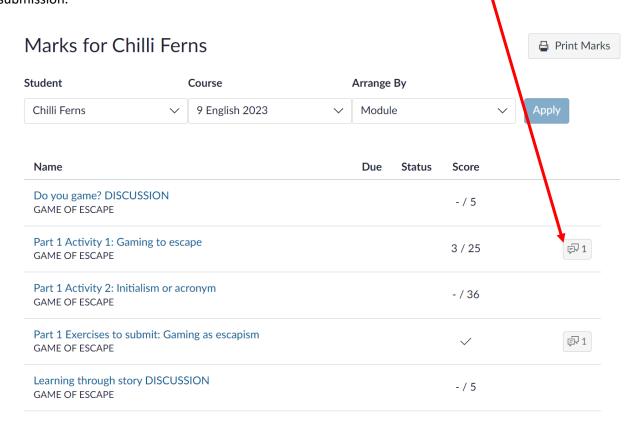

- You will see a list with your student's name and the courses in which they are enrolled. Click on student to see the courses on their individual dashboards in which they are enrolled.
- Select each course then select marks on the left side navigation. This will allow you to view your students work/activity in their course.

- Once in a course it is best to view the work arranged by module. Change this in the dropdown menu and then click apply. This can take 10-20 seconds to reload, and you will see the marks arranged in the order in which they appear in the modules for each course.

- Once work is completed by students, observers will see marks and a link to comments made by teachers. A green tick indicates that the task was set to complete or incomplete and no points were given for that submission.

HOW DO I GET HELP?

- If you have any problems logging in as a supervisor or need assistance accessing Canvas, please contact the Online learning team directly on 66810424.
- If your concerns or issues are regarding the content of a course, please contact your students course teacher. The easiest method to contact a course teacher is via the inbox link in the account navigation menu.
- If you have not heard back from a teacher, this could be due to the teacher being on leave or during times of school holidays. If it has been over 5 business days since your enquiry, please contact the school office on 66810300 or the online learning team on 66810424.