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# Canvas Quick Start Guide

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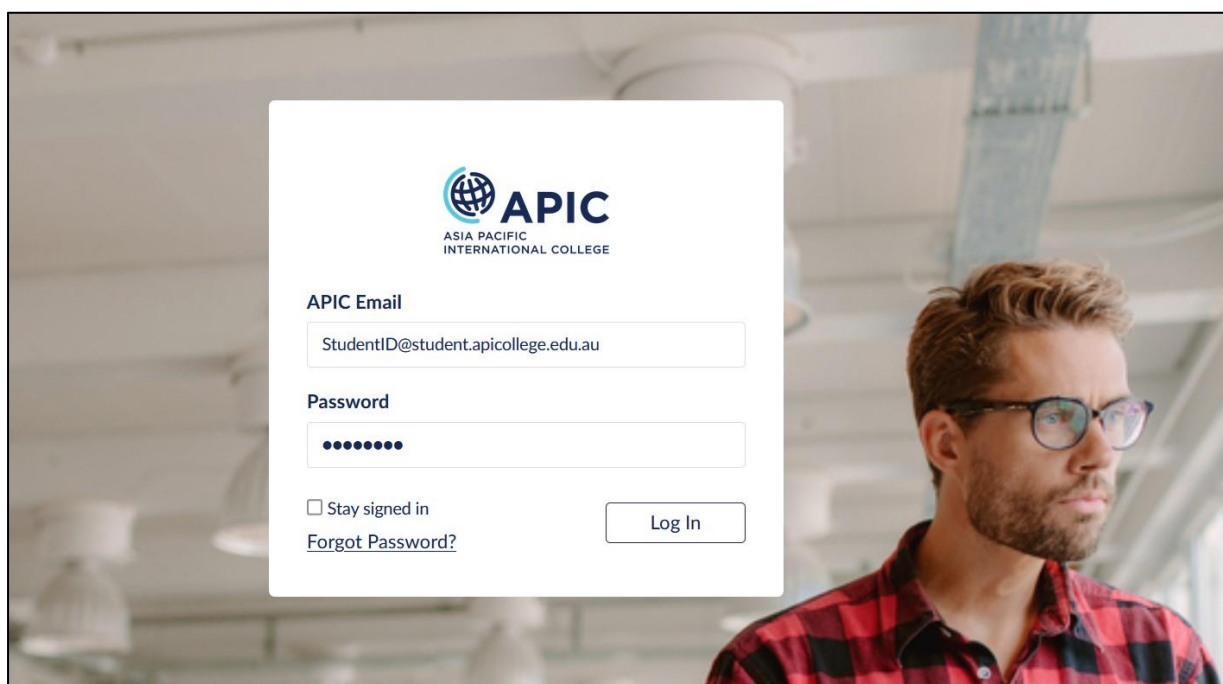
## Logging into Canvas

Step 1: Go to APIC Canvas URL: <https://apic.instructure.com>

Step 2: Type your Login ID and Password

Login ID: Student ID [@student.apiccollege.edu.au](mailto:StudentID@student.apiccollege.edu.au)

Password: AP!C+Your Date of Birth(ddmmyyyy)



*Example*

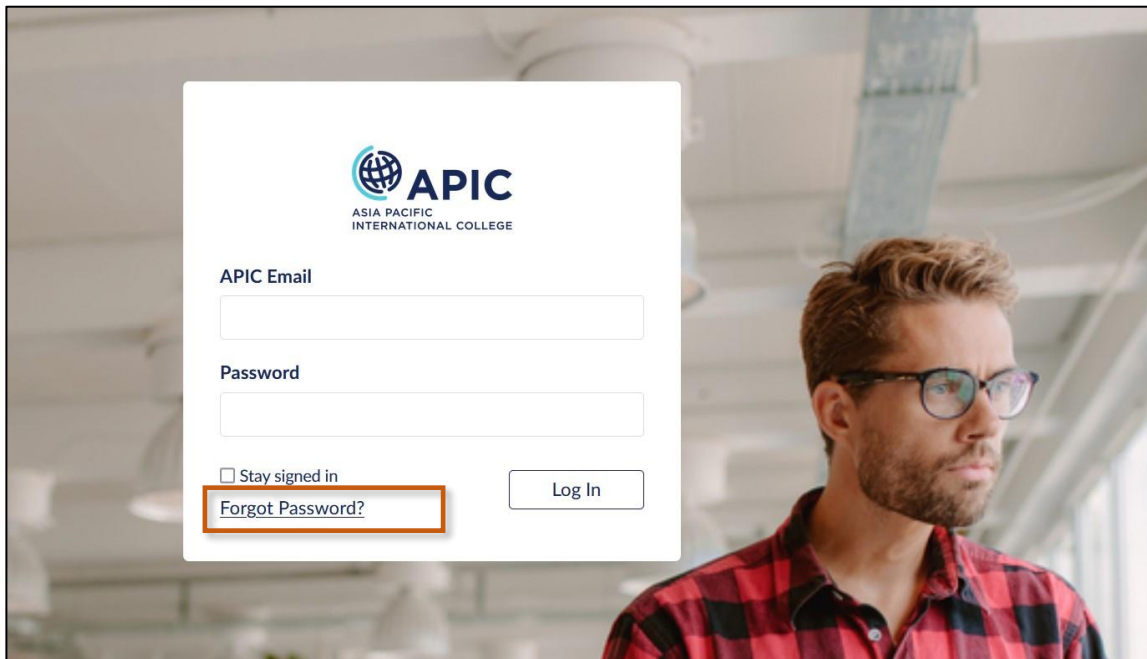
*Sample Login ID: 201823652@student.apiccollege.edu.au*

*Sample Password: AP!C05101998*

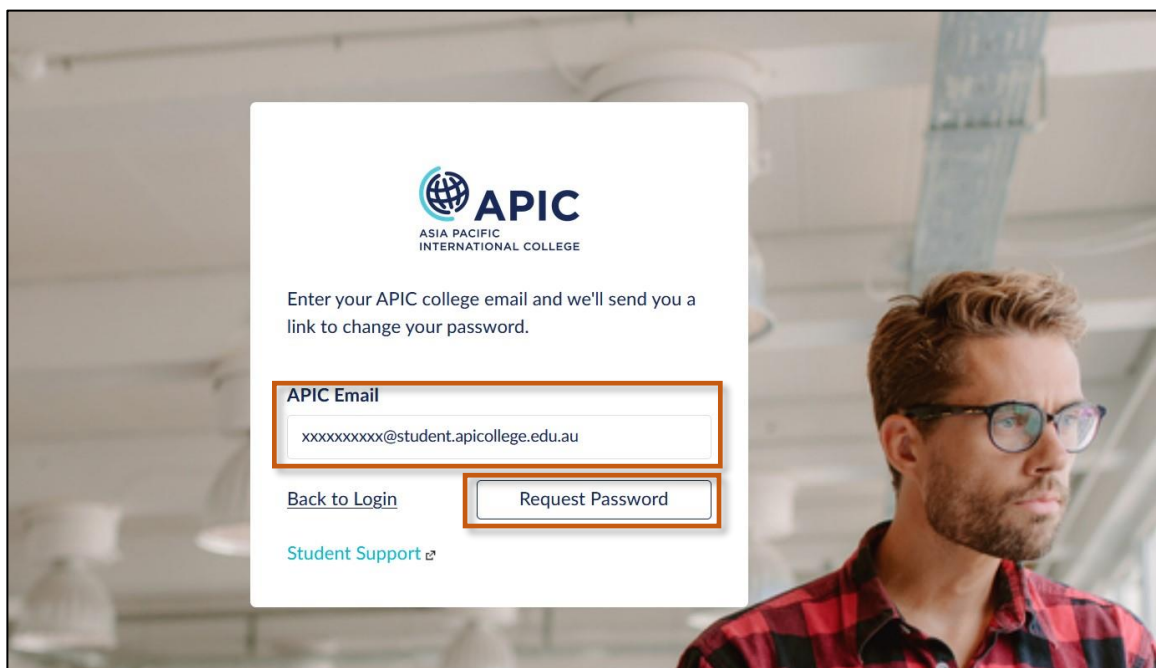
**\*\*\*Please make sure you type '!' instead of 'i' into your generic password (hold the Shift button and press 1)**



## What to do when you forget your Canvas Password?



Click on 'Forgot Password' as shown in the image above.

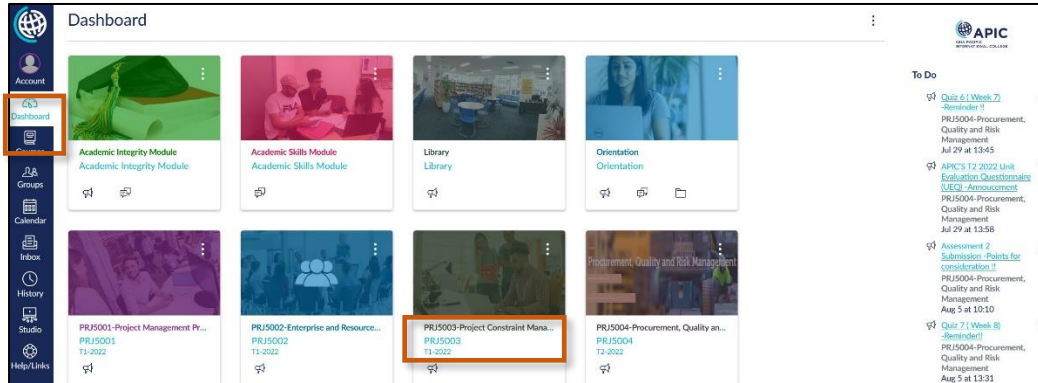


Enter your 'APIC Email' and click on 'Request Password', check your APIC email Inbox/Spam folder to see the 'Request password' email. Once you've changed the password, try to login to Canvas with the new password.

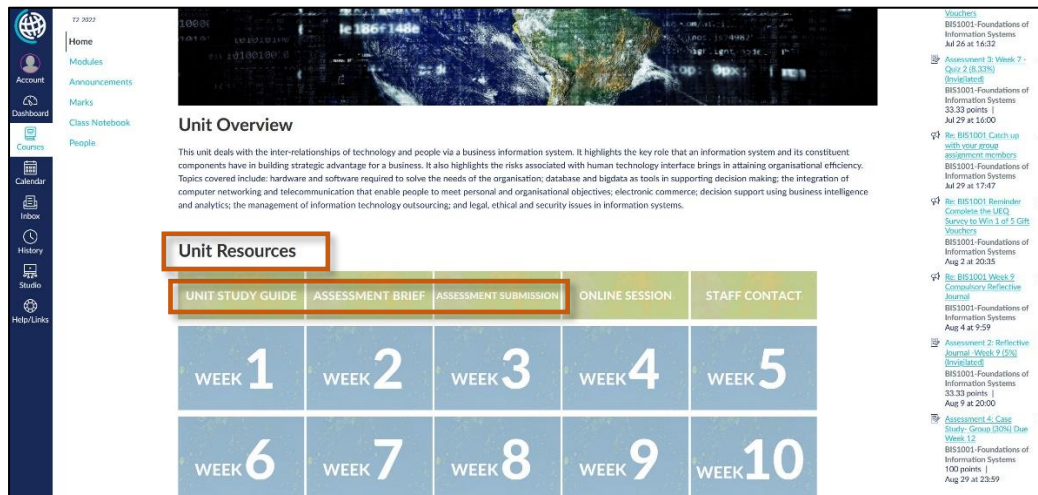


# Finding your Unit Study Guide, Assessment Brief, Assessment Submission and Weekly Learning Materials

Step 1: Click on the Unit's name on the Dashboard that you want to access:



Step 2: The Unit Study Guide, Assessment Brief, and Assessment Submission are available under the Unit Resources section.



Step 3: You can access your **Weekly Learning Materials** by clicking on the week icons under **Unit Resources**.

**Unit Overview**

This unit deals with the inter-relationships of technology and people via a business information system. It highlights the key role that an information system and its constituent components have in building strategic advantage for a business. It also highlights the risks associated with human technology interface brings in attaining organisational efficiency. Topics covered include: hardware and software required to solve the needs of the organisation; database and bigdata as tools in supporting decision making; the integration of computer networking and telecommunication that enable people to meet personal and organisational objectives; electronic commerce; decision support using business intelligence and analytics; the management of information technology outsourcing; and legal, ethical and security issues in information systems.

**Unit Resources**

UNIT STUDY GUIDE	ASSESSMENT BRIEF	ASSESSMENT SUBMISSION	ONLINE SESSION	STAFF CONTACT
WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10

**Announcements:**

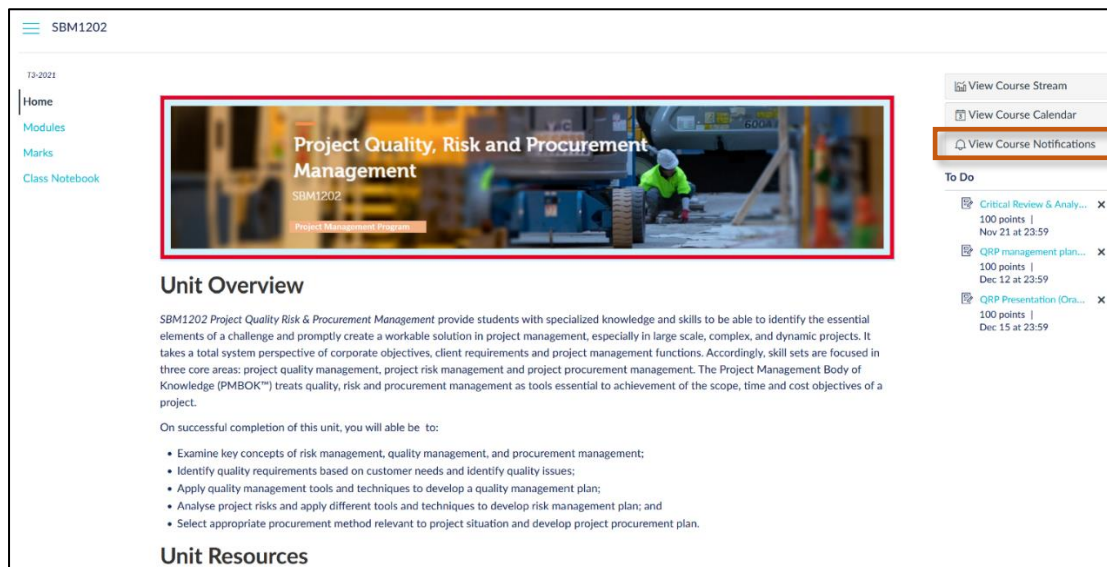
- Mothers BIS1001-Foundations of Information Systems Jul 26 at 16:32
- Assessment 3: Week 7 - Quiz 2 (8.33%) (Required) BIS1001-Foundations of Information Systems 33.33 points | Jul 29 at 16:00
- Re: BIS1001 Catch up with your course assessment members BIS1001-Foundations of Information Systems Jul 29 at 17:47
- Re: BIS1001 Reminder: Complete the UEG Survey to Win 1 of 5 Gift Vouchers BIS1001-Foundations of Information Systems Aug 2 at 20:35
- Re: BIS1001 Week 9 Compulsory Reflective Journal BIS1001-Foundations of Information Systems Aug 4 at 9:59
- Assessment 2: Reflective Journal -Week 9 (5%) (Required) BIS1001-Foundations of Information Systems 33.33 points | Aug 9 at 20:00
- Assessment 4: Case Study - Group (20%) Due Week 10 BIS1001-Foundations of Information Systems 100 points | Aug 29 at 23:59





## Enabling Course Notifications

Step 1: Go to Course Homepage and click on 'View Course Notifications' as shown in the image below:



SBM1202

73-2021

Home

Modules

Marks

Class Notebook

### Project Quality, Risk and Procurement Management

SBM1202

Project Management Program

#### Unit Overview

SBM1202 Project Quality Risk & Procurement Management provide students with specialized knowledge and skills to be able to identify the essential elements of a challenge and promptly create a workable solution in project management, especially in large scale, complex, and dynamic projects. It takes a total system perspective of corporate objectives, client requirements and project management functions. Accordingly, skill sets are focused in three core areas: project quality management, project risk management and project procurement management. The Project Management Body of Knowledge (PMBOK™) treats quality, risk and procurement management as tools essential to achievement of the scope, time and cost objectives of a project.

On successful completion of this unit, you will able be to:

- Examine key concepts of risk management, quality management, and procurement management;
- Identify quality requirements based on customer needs and identify quality issues;
- Apply quality management tools and techniques to develop a quality management plan;
- Analyse project risks and apply different tools and techniques to develop risk management plan; and
- Select appropriate procurement method relevant to project situation and develop project procurement plan.

#### Unit Resources

View Course Stream

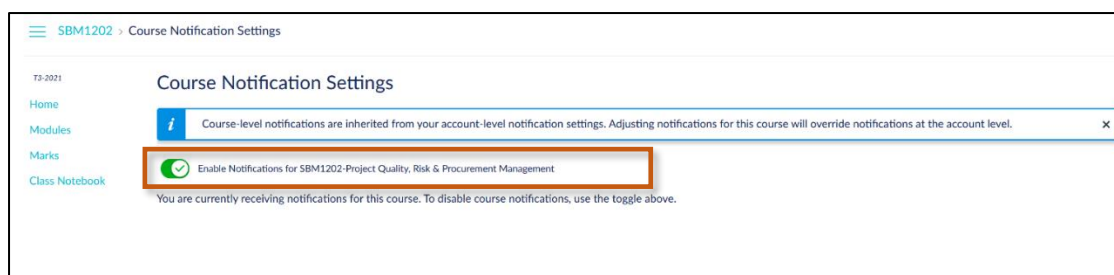
View Course Calendar

View Course Notifications

To Do

- Critical Review & Analy... x  
100 points | Nov 21 at 23:59
- QRP management plan... x  
100 points | Dec 12 at 23:59
- QRP Presentation (Ora... x  
100 points | Dec 15 at 23:59

Step 2: Click on 'Enable Course Notifications' to receive notifications regarding the course (such as assessment due dates and announcements) on Canvas.



SBM1202 > Course Notification Settings

73-2021

Home

Modules

Marks

Class Notebook

### Course Notification Settings

Course-level notifications are inherited from your account-level notification settings. Adjusting notifications for this course will override notifications at the account level.

Enable Notifications for SBM1202-Project Quality, Risk & Procurement Management

You are currently receiving notifications for this course. To disable course notifications, use the toggle above.



## Submitting an Assignment on Canvas

Step 1: Go to the Unit Homepage, click on 'Assessment Submission' under Unit Resources.

The screenshot shows the Canvas interface for a unit. On the left is a navigation sidebar with icons for Home, Account, Modules, Announcements, Marks, Class Notebook, People, Pages, Assignments, Discussions, Files, and Course Materials. The main content area is titled 'Unit Overview' and includes a description of the unit's focus on technology and business information systems. Below this is the 'Unit Resources' section, which is a grid of buttons. The 'ASSESSMENT SUBMISSION' button is highlighted with a red box. Below the grid are buttons for 'WEEK 1' through 'WEEK 10'. On the right side, there is a list of announcements and assignments, including 'Assessment 3: Week 7 Quiz 2 (6/30) (Invigilated)', 'Assessment 2: Reflective Journal - Week 2 (5%) (Invigilated)', and 'Assessment 4: Case Study - Group (30%) Due Week 12'.

Step 2: Click on the Assessment you want to submit. For example, in the image below the student needs to submit Assessment 1: Applied Project 1.

The screenshot shows the Canvas interface for the 'Assignments' section. The left sidebar is the same as in the previous image. The main content area shows a list of assignments. The 'Assignments' section is highlighted with a red box. The list includes: 'Welcome to BIS2004', 'BIS2004-Object Oriented Programming', 'Q&A Forum', 'Submit Your Assessment Here', 'Assessment 1: Applied Project 1 (30%)' (highlighted with a red box), 'Assessment 3: Applied Project 2 - Group (25%)', 'Assessment 2: Laboratory Practicum - Week 2 Submission\_9 Marks (Invigilated)', 'Assessment 2: Laboratory Practicum - Week 4 Submission\_9 Marks (Invigilated)', and 'Assessment 2: Laboratory Practicum -Week 6 Submission\_9 Marks (Invigilated)'. There are 'Collapse All' and 'Export Course Content' buttons at the top right.





Step 5: Click on the **Start Assignment** button as shown in the image below:

**Assessment 1: Applied Project 1 (30%)**

Due Mar 27 by 23:59 Points 100 Submitting a file upload Available after Feb 14 at 0:00

Please see the Assessment Brief on the [Unit home page](#) for detailed information and rubrics for this assessment.

Due date: Week 6  
Group/individual: Individual  
Word count / Time provided:  
Weighting: 30%

Criteria	Ratings					Pts
Usage of a conditional expressions like if-elseif-else, switch. (20 marks)	20 to >16.0 pts Excellent (85-100%) of the criterion mark Usage reflecting exceptional knowledge of a conditional expression.	16 to >14.0 pts Very Good (75-84%) of the criterion mark Usage reflecting accurate and detailed understanding of a conditional expression.	14 to >12.0 pts Good (65-74%) of the criterion mark Usage reflecting moderate understanding of a conditional expression.	12 to >9.0 pts Satisfactory (50-64%) of the criterion mark Usage reflecting basic level understanding of a conditional expression.	9 to >0 pts Not satisfactory (0-49%) of the criterion mark Usage reflecting inadequate understanding of a conditional expression.	20 pts

Step 6: Click on the **Upload File** button to upload your assignment file from your computer. Tick the confirmation check box and select **Submit Assignment** button.

File Upload Studio Office 365

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

**Upload File** Use Webcam

+ Add Another File

Comments...

I/we agree to the tool's End-User Licence Agreement. [View Agreement](#)

I/we confirm that: 1. I/we understand and have observed the principles of academic integrity and have read and understood APIC's Academic Integrity Policy. 2. I/we have not allowed anyone to copy my work with the intention of passing it off as his or her own work. 3. I/we have submitted this work to the Turnitin submission link provided on APIC's OLS and declared my/our acknowledgement of the disclaimer statement shown during the submission process. 4. This assessment task is my/own original work. I/we have not used work previously produced by another student or any other person to hand in as my/our own. 5. Where other people's work has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with departmental requirements.

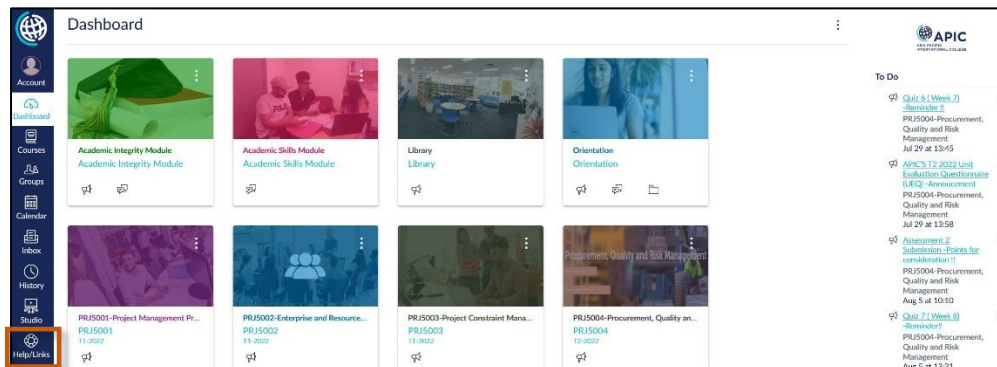
Cancel **Submit Assignment**

Criteria	Ratings					Pts
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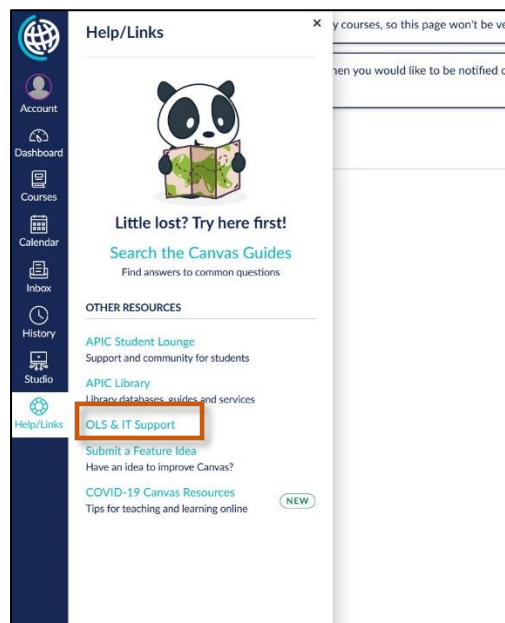


## Getting Canvas Support

1. On your Canvas [Dashboard](#), click on the Help/Links icon in the global navigation panel.



2. Click on [Canvas & IT Support](#) link:



The link will take you to the page on the [Student Lounge](#) with the relevant information you need to get help and support for your enquiries.



Canvas & IT Support



Contact Us

Guides & Resources

Canvas Mobile App

You will be able to find information on how to raise a Canvas ticket, find Canvas guides and other resources and how to download the Canvas phone app.

