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

<div align="center">

Login ID: Student ID@student.apicollege.edu.au

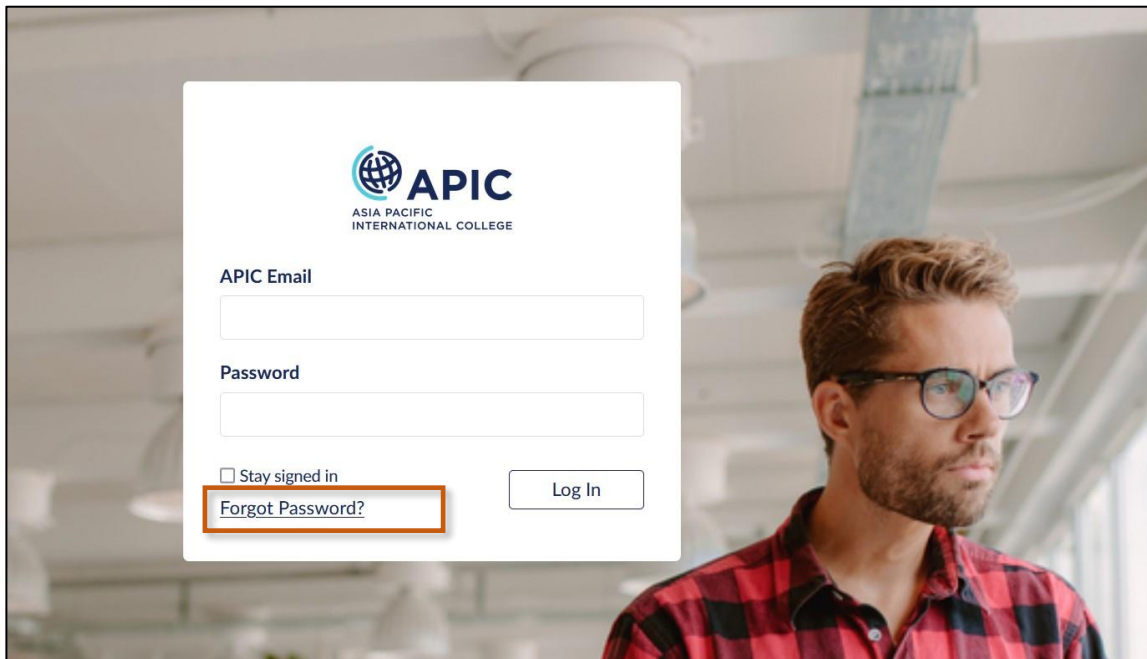Password: AP!C+Your Date of Birth(ddmmyyyy)

</div>
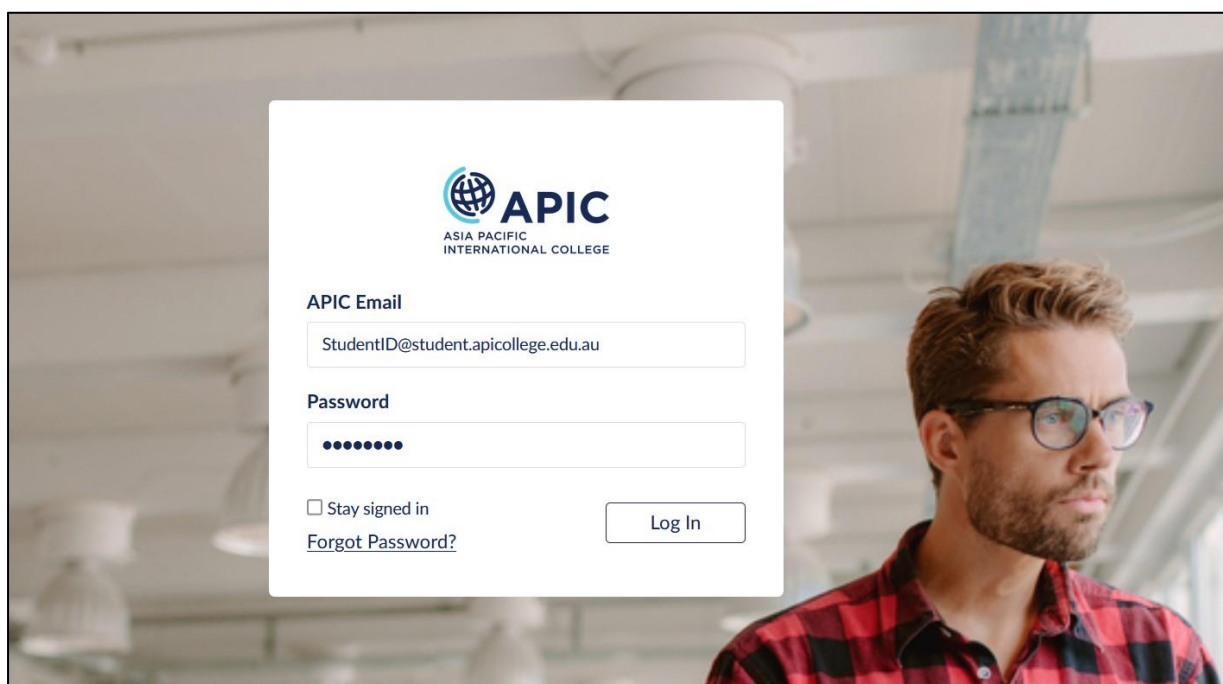
Example

Sample Login ID: 201823652@student.apicollege.edu.au
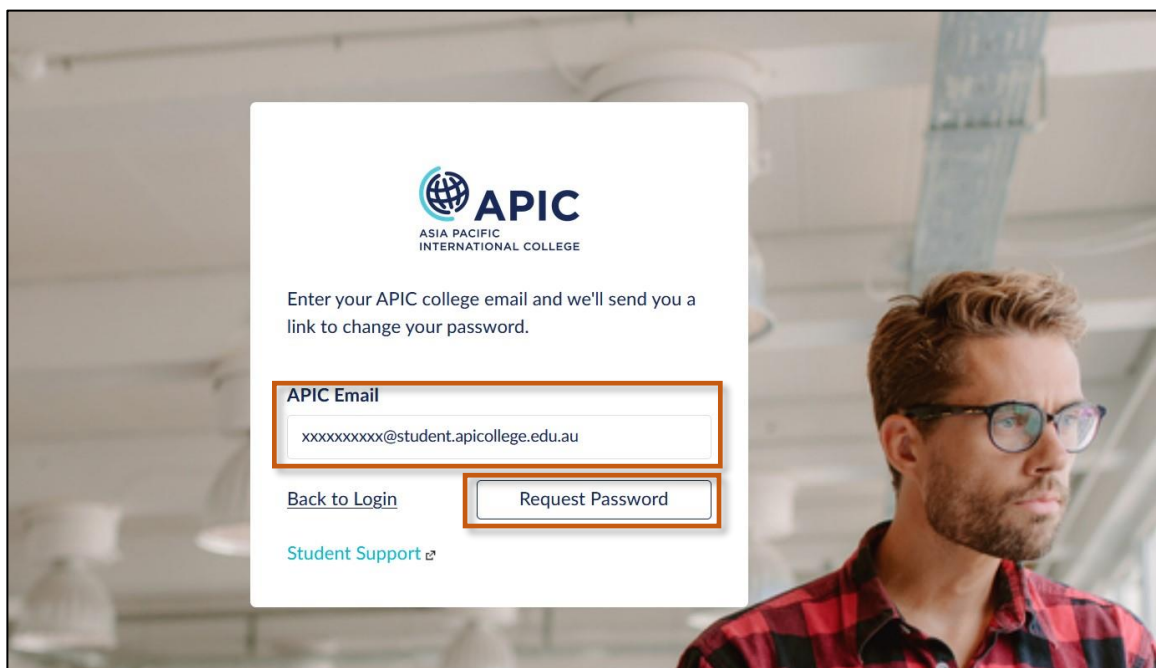
Sample Password: AP!C05101998

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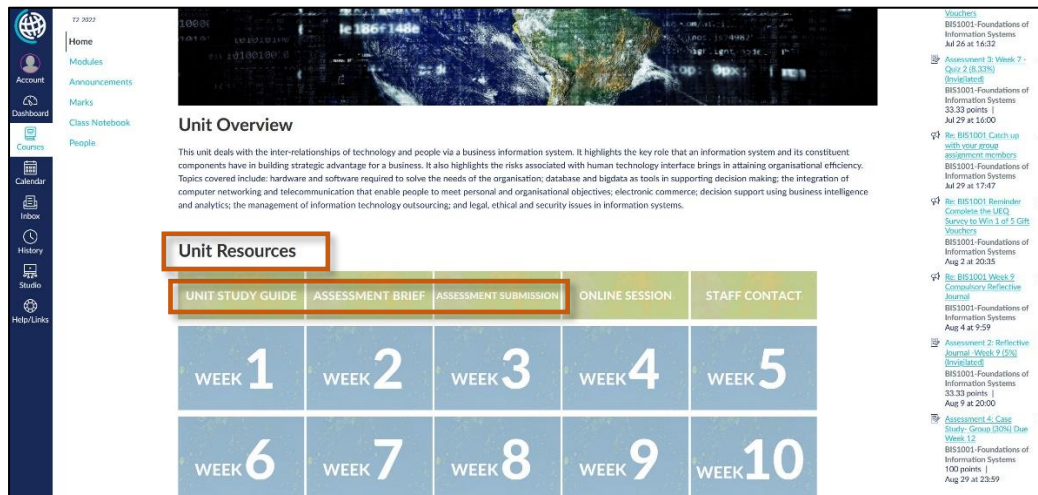
Finding your Unit Study Guide, Assessment Brief, Assessment Submission and Weekly Learning Materials

Step 1: Click on the Unit's name on the Dashboard that you want to access:
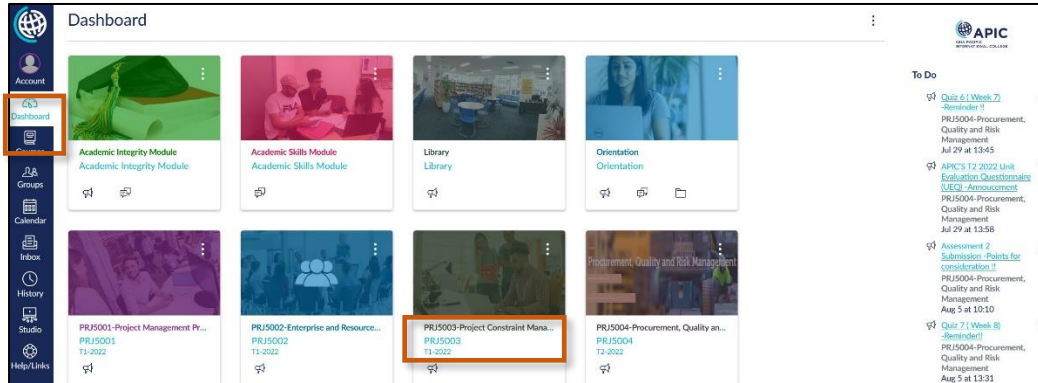
Step 2: The Unit Study Guide, Assessment Brief, and Assessment Submission are available under the Unit Resources section.

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

Finding your Online Session Zoom links

Step 1: Go to the Unit Homepage and click on 'Online Session'

Step 2: Click on the Zoom links provided by your lecturer on the page.

*** Make sure you access your live Zoom sessions on the right date and at the right time. The time and date have been set by your lecturers for each unit and can be different for different units.

*** Your lecturer might have set a password for your live Zoom sessions. You can find the password underneath the Zoom link on the Online Zoom Session page.

Enabling Course Notifications

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

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

Submitting an Assignment on Canvas

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

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.

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

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.

Getting Canvas Support

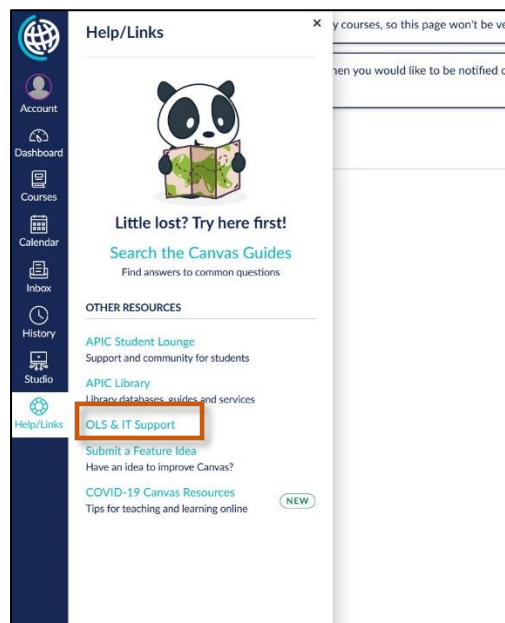1. On your Canvas Dashboard, click on the Help/Links icon in the global navigation panel.
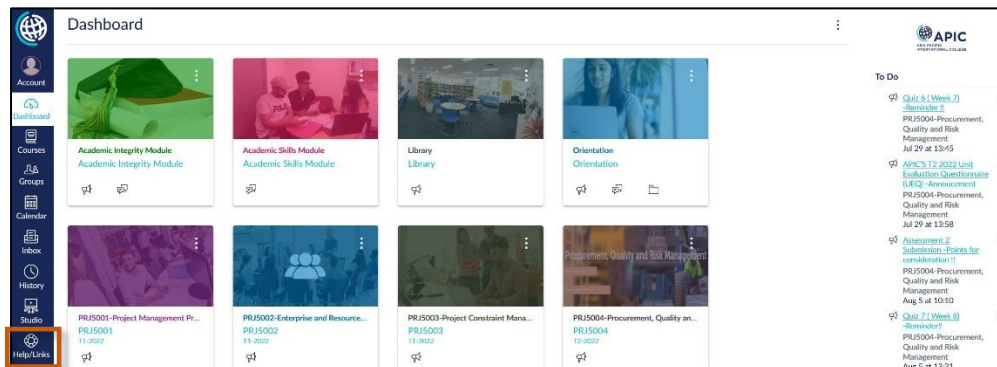
2. Click on Canvas & IT Support link:

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.

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.