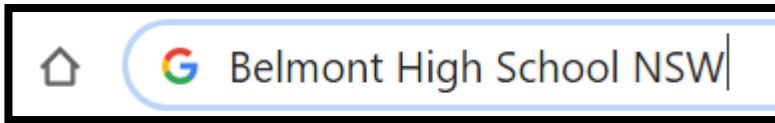
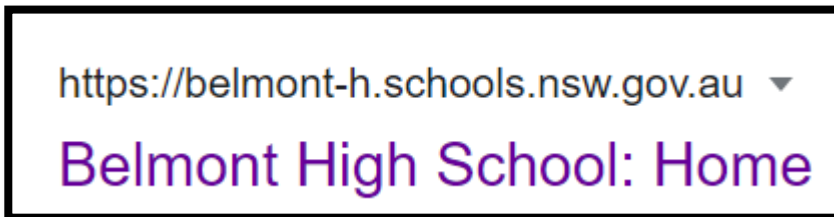


ACCESSING TECHNOLOGY AND CANVAS AT HOME

1. Open Chrome or Edge internet browser and type in Belmont High School NSW



2. Select Belmont High School and then save it as a favourite for easy access



3. On the home page select the blue 'Technology' button



4. Select the relevant button you wish to use



WHAT DETAILS DO STUDENTS NEED TO LOGIN?

Students access Canvas using their NSW Department of Education allocated email and password. This is the same login details students use when logging into the school computers.

Student emails are of the form:

john.smith@education.nsw.gov.au

This student's **User ID** would be: **john.smith**

TO LOGIN TO CANVAS

When students click on the red CANVAS button they will be directed to the Microsoft Sign in prompt:

A screenshot of the Microsoft Sign in prompt. It shows the Microsoft logo, the text 'Sign in', a text input field for 'Email, phone, or Skype', and a 'Next' button. An orange arrow points from the text box on the right to the input field.

Students must enter their Department of Education email address:

Firstname.lastname@education.nsw.gov.au

This will look like:

john.smith@education.nsw.gov.au

If the student has a number after their name it will look like

john.smith24@education.nsw.gov.au

Note: Students must log in using their DoE email address to access Belmont High School Canvas courses (other email addresses such as outlook, hotmail, gmail etc will not allow access)

Students will then be directed to their DoE account to Log in

A screenshot of the Department of Education account login prompt. It shows the title 'Login with your DoE account', a 'User ID' label, an input field for 'Enter your user ID' with the example 'jane.citizen1', a 'Password' label, an input field for 'Enter your password', a 'Log in' button, and a 'Forgot your password?' link. Red arrows point from the text box on the right to the User ID and Password input fields.

Students must enter their Department of Education User ID:

firstname.lastname

For example:

john.smith

If the student has a number after their name it will look like:

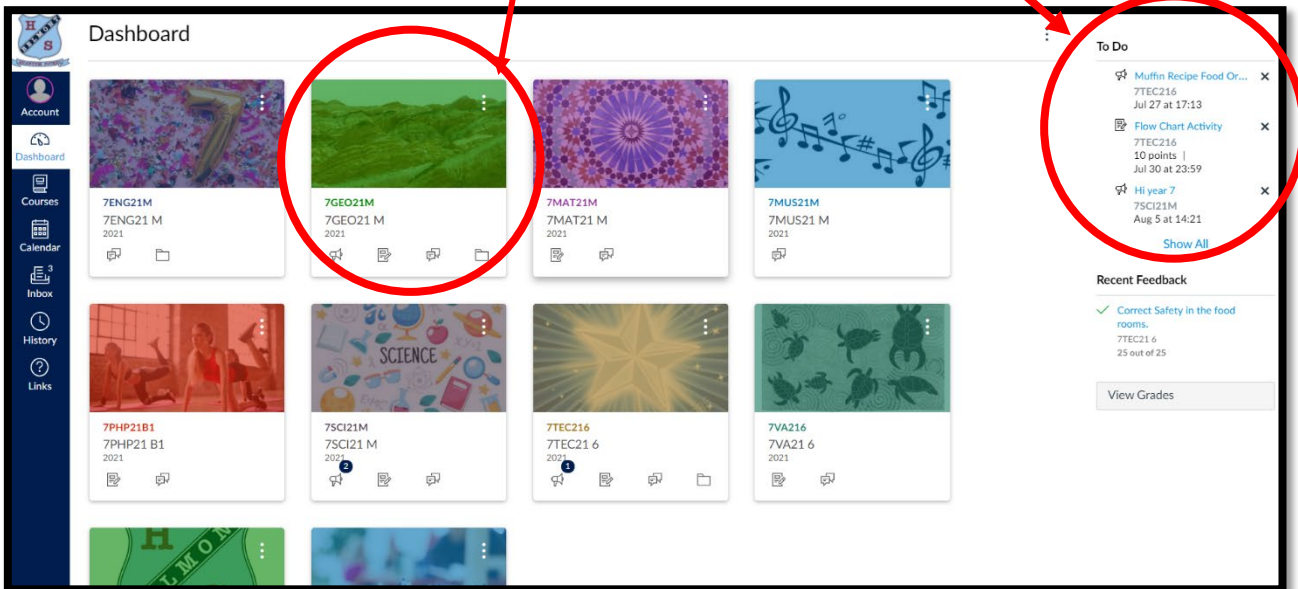
john.smith24

Password is their DoE password they use to log into school computers, email and Sentral

CANVAS STUDENT DASHBOARD

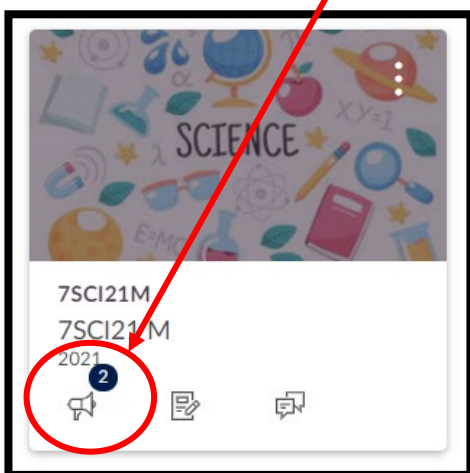
Once logged into Canvas, students will be directed to their **Dashboard**. A student's dashboard shows them the **courses** they are enrolled in (i.e. their classes) as well as a **'To Do'** list that provides quick links to current announcements and activities posted by their teachers.

To enter a course, click on the course **'card'**



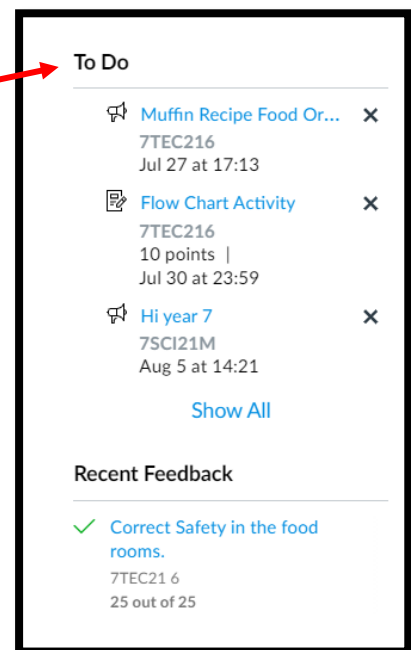
HOW WILL STUDENTS KNOW THERE IS WORK TO COMPLETE?

Teachers will aim to provide a week's worth of work at the start of the week. This will be notified to students via the **'Announcement'** button. A blue circle above the **speaker icon** indicates the teacher has a message for the class.



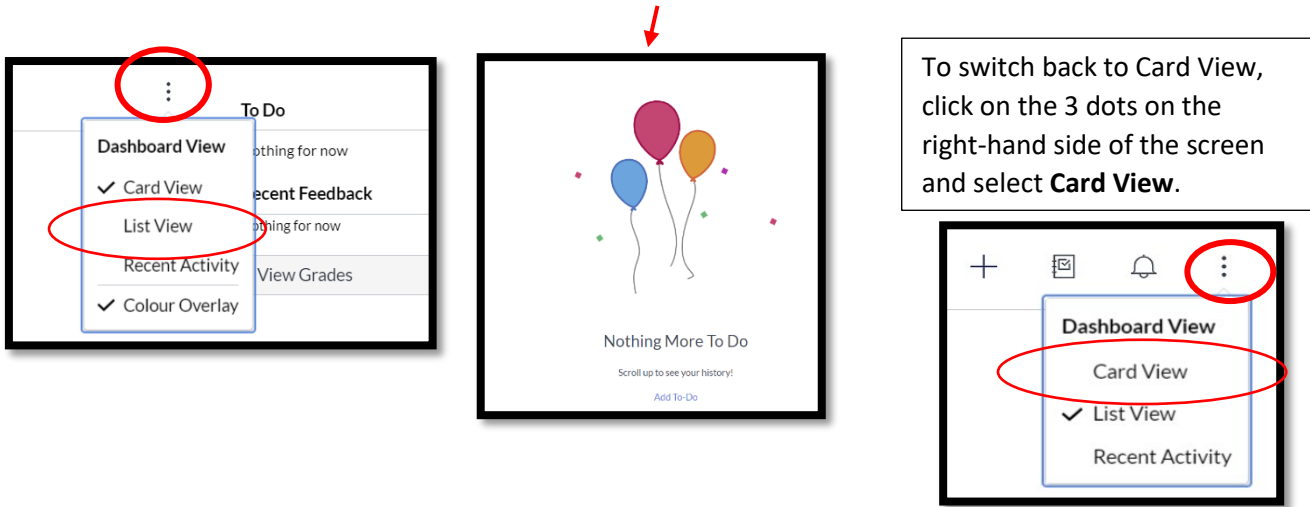
A **'To Do'** list of the most recent announcements and activities is on the right hand side of the Dashboard.

Clicking on the blue hyperlinked word will take you straight to the relevant subject and work.



CANVAS DASHBOARD VIEW OPTIONS

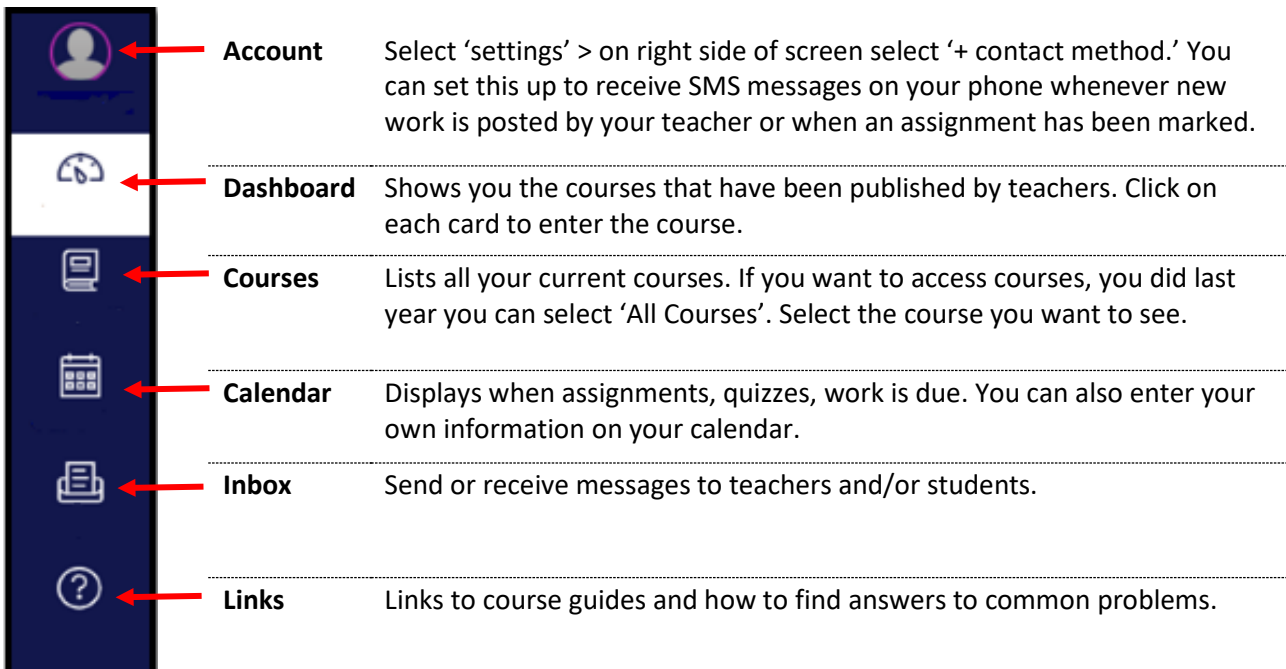
You can change the way your Dashboard looks, from 'Card View' to 'List View'. To do this, click on the 3 dots on the left of the 'To Do' menu. This will show any work that needs to be completed. If you have completed all your tasks, you will receive an image like the following:



It is recommended that students keep their Dashboard in 'Card View' so they can easily see all their courses. Work that is due will appear in the 'To Do' list on the right-hand side of their dashboard.

MENU OPTIONS

On the left side of the dashboard is the menu. Clicking on each icon will bring up a different option.



CONTACTS AND ONLINE LEARNING SUPPORT

If students have questions or need help with course content, they can contact their class teacher via the Inbox on their Canvas.

If students have any issues accessing or logging in to Canvas, please phone the school on 49450600 or email the school: belmont-h.school@det.nsw.edu.au. In the subject type: 'CANVAS help'.