



trainwest
training your future

Canvas Support Guide



canvas

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STUDENT GUIDANCE

GETTING STARTED

Welcome to MyTrainwest

myTrainwest is our Learning Management System (LMS) specifically designed to assist our students and clients throughout their learning journey with us. Trainwest uses Canvas to create a digital learning environment that supports our high-quality training and assessment services.

You can access your course content, submit assessments, communicate with their Trainer/Assessor and other students, and receive grades and feedback.

Company Representatives can also be provided access so they can monitor their employees progress and provide them with support when they need it.

If you have any questions about Canvas, please speak to your Trainer/Assessor or contact Student Services.

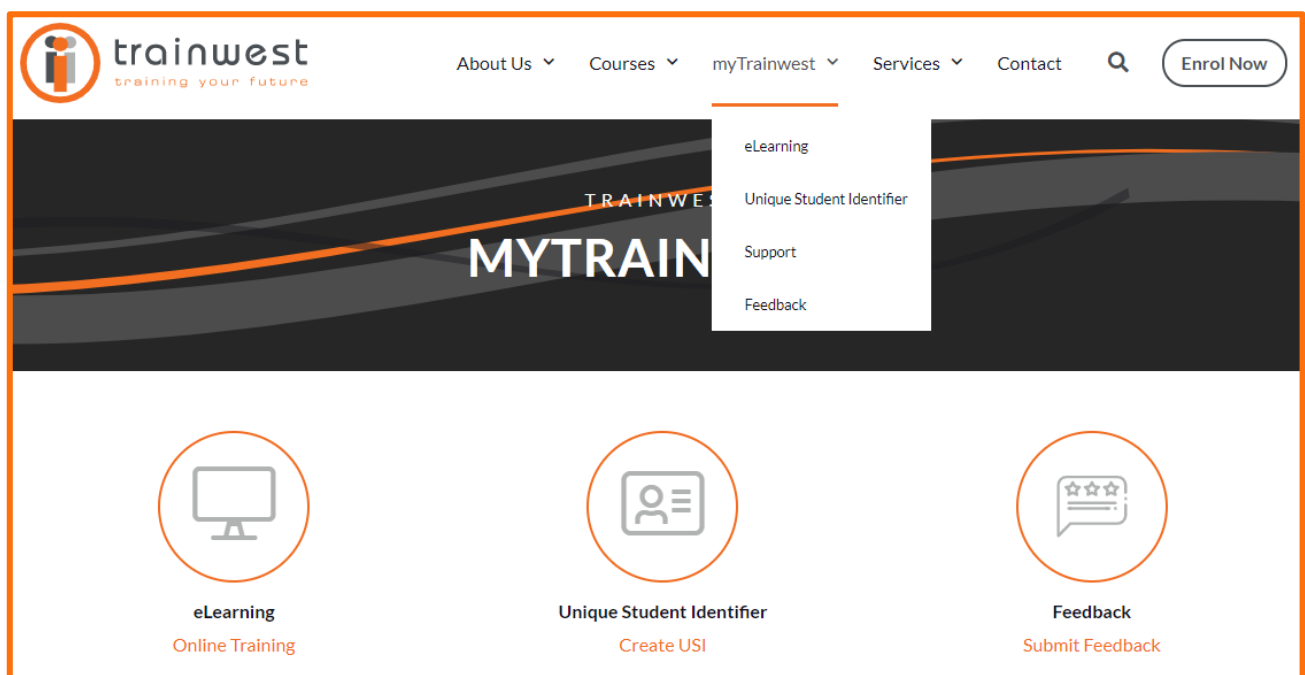
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Login to Canvas

Login to Canvas from our website through our **eLearning Login Portal**:

1. Go to **myTrainwest**
2. Select **eLearning**
3. Click on the **eLearning Portal** button
4. Click on the **Canvas eLearning Login** button



or click on the **Login Now** button below.



When you in the login page, use the email and password provided to you by Trainwest.

Please contact Trainwest if you do not have your login details.



Email

Password

☐ Stay signed in

[Forgot Password?](#)

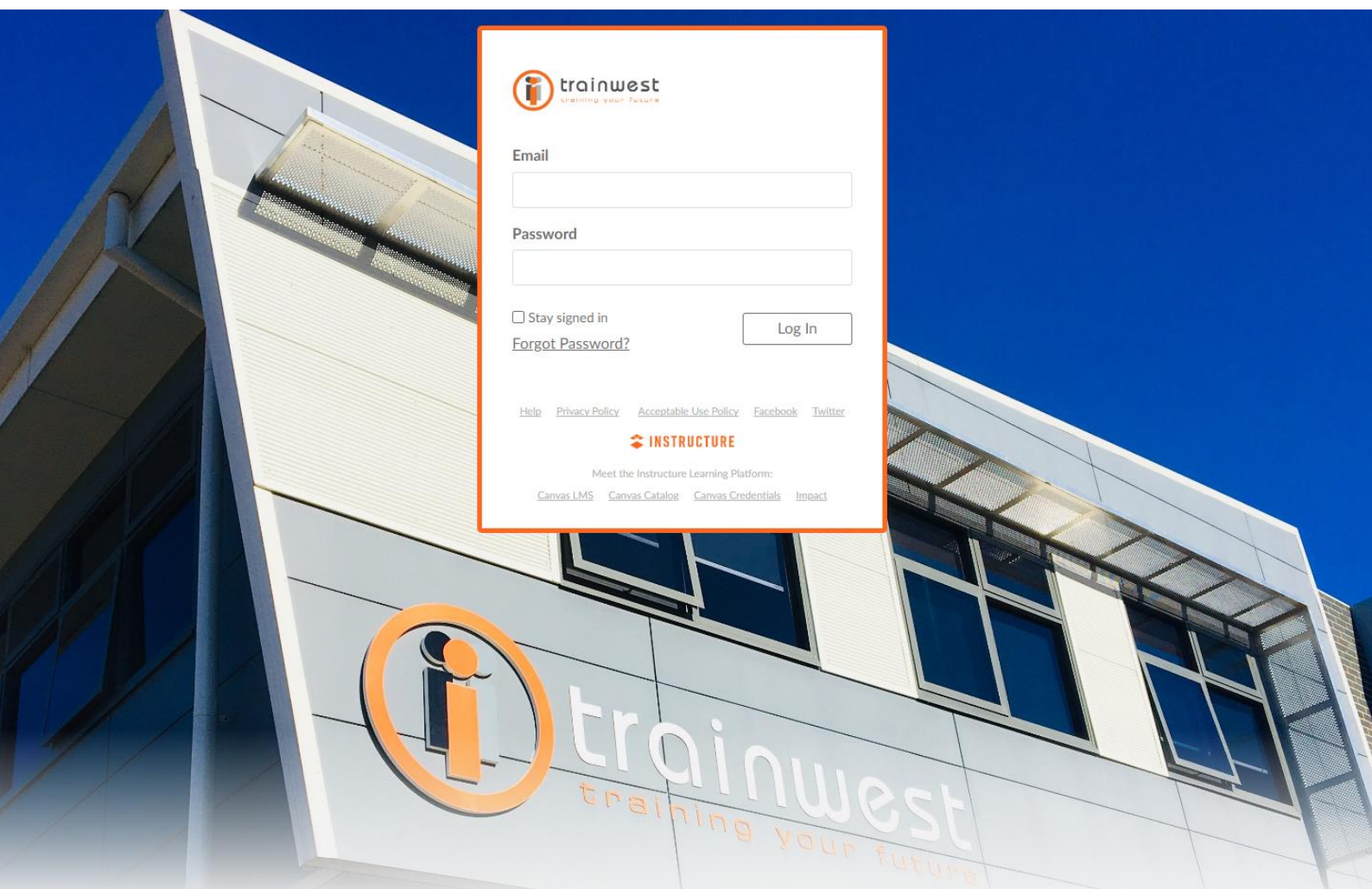
[Log In](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 **INSTRUCTURE**

Meet the Instructure Learning Platform:

[Canvas LMS](#) [Canvas Catalog](#) [Canvas Credentials](#) [Impact](#)



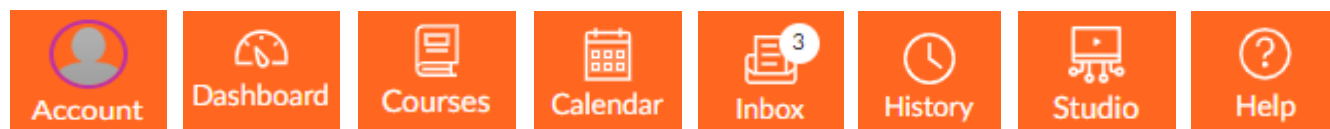
Your Canvas Account

Once you log into Canvas, the first thing you will see is your Dashboard. The Dashboard helps you see what is happening in all your current courses.

Your Dashboard may have announcements created by Trainwest. Once you have read an announcement, you can delete it from your dashboard by click on the Remove icon.

You can return to your Dashboard at any time by clicking the Dashboard link in Global Navigation.

The Global Navigation Menu is located on the left side of every page in Canvas. These links provide you with quick access to your Canvas features:



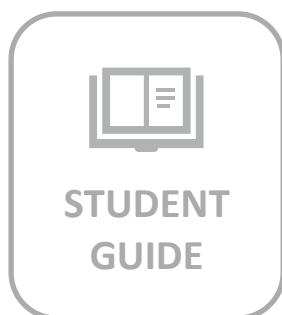
With your Canvas account, you can:

- Update your Profile under **Account** settings
- Access your courses from the **Dashboard** and **Courses** link
- View events and create your own in the **Calendar**
- Use the **Inbox** to receive and send messages to teachers and students in your courses
- Add videos in the **Studio**
- View your **History** and get **Help**

Canvas Help

In addition to the information in this guide, you can get help and instructions through the **Canvas Community**.

To access this help, click on any of the buttons below.

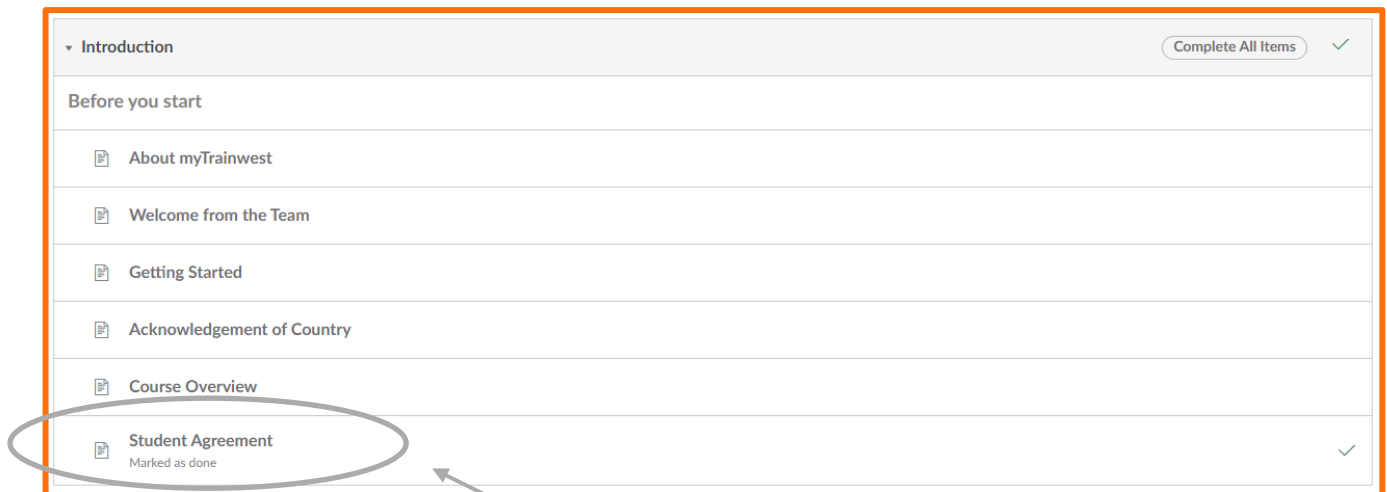


NAVIGATE COURSES

Course Introduction

Access your course from the **Dashboard** or **Courses** tab in the Global Navigation Menu.

Before you start, you need to complete the **Introduction** section. This includes reading all the information and signing the Student Agreement at the end.



Student Agreement

You will have access to your learning and assessment resources until you have signed the **Student Agreement**.

You need to:

1. Click on **Student Agreement**
2. Read the Agreement
3. Select **Mark as done**.

The activity will change to **✓ Done** and you will now have access to all course resources.

TIP! If you click on **✓ Done** again, it will change it back to **Mark as done**. Doing this means your access to the learning resources and assessments is removed. If you ever find that you cannot see your learning resources or assessments, check that the **Student Agreement** is **✓ Done**.

Learning Resources

Your course will provide you with a range of different learning resources, including:

- Materials viewed in the Canvas course
- Links to external websites
- Downloadable documents that can be viewed offline

Follow your Trainer/Assessor instructions on how to access and use these resources.

COMPLETE ASSESSMENTS

Course Assessments

All your assessments are provided on the main **Course** page.

Follow the assessment instructions to complete them. If you have any questions, you can ask your Trainer/Assessor in the course.

TIP! You will notice that the term 'assessments' and 'assignments' are used. Both terms mean the same thing. You must complete all the assessments in your course.

Assessment Icons

There is an icon next to every assessment that represents your progress status.

When you hover your mouse over an icon a pop-up window will give you more information on what it means.

▼ TAEDEL414 Mentor in the workplace		Complete All Items
	Training Knowledge Questions 8 9 pts Score at least 9.0	
	Training Knowledge Questions 9 9 pts Score at least 9.0	
	Project 2 - Conduct individual mentoring 1 pts Scored at least 1.0	



You **have not** made a submission. When you hover your mouse over this icon it will tell you must achieve.



You **have** made a submission and it has not been marked yet.



Your submission has been assessed as **Not-Yet Satisfactory** and there are resubmissions to complete (read your feedback in the comments section).



Your submission has been assessed as **Satisfactory**. Once you have completed all assessments for a section, you will see this green tick in the section heading.

Assessment Instructions

When you click on an assessment you will be taking to the **Assessment Instructions** page. Read the instructions carefully as they tell you exactly what you need to do.

At the top of the page you will see a summary of the assessment requirements, including how many attempts you have made and are allowed to make.

Knowledge Questions

Each set of Knowledge Questions are a combination of multiple choice and extended essay questions.

For questions starting with “Describe” and “Explain”, your responses must be in your own words.

When you are ready to answer the questions, click on the **Take the Quiz** button.

Due	No due date	Points	8	Questions	8	Time Limit	None	Allowed Attempts	3
-----	-------------	--------	---	-----------	---	------------	------	------------------	---

Instructions

This assessment is designed to assess knowledge evidence from:

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.

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[Take the Quiz](#)

Projects

Projects require you to provide evidence that demonstrates the requirements skills, knowledge and experience for that assessment. Types of evidence may include:

- **Documentation**
- **Text responses**
- **Video**

When you are ready to submit your evidence, click on the **Start Assignment** button.

Project 1.1 Make presentations (15 minutes)						Start Assignment
---	--	--	--	--	--	----------------------------------

Due	No Due Date	Points	1	Submitting	a text entry box, a website url, a media recording, or a file upload	Attempts	0	Allowed Attempts	7
-----	-------------	--------	---	------------	--	----------	---	------------------	---

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Assessment Instructions

This assessment is designed to assess performance criteria and performance evidence from:

Record Videos

Canvas Studio is a communication tool that allows instructors and students to actively collaborate through video and audio media. Learn more about Studio on their [website](#).

If you need to submit a video for an assessment, you can record your evidence directly in Canvas.

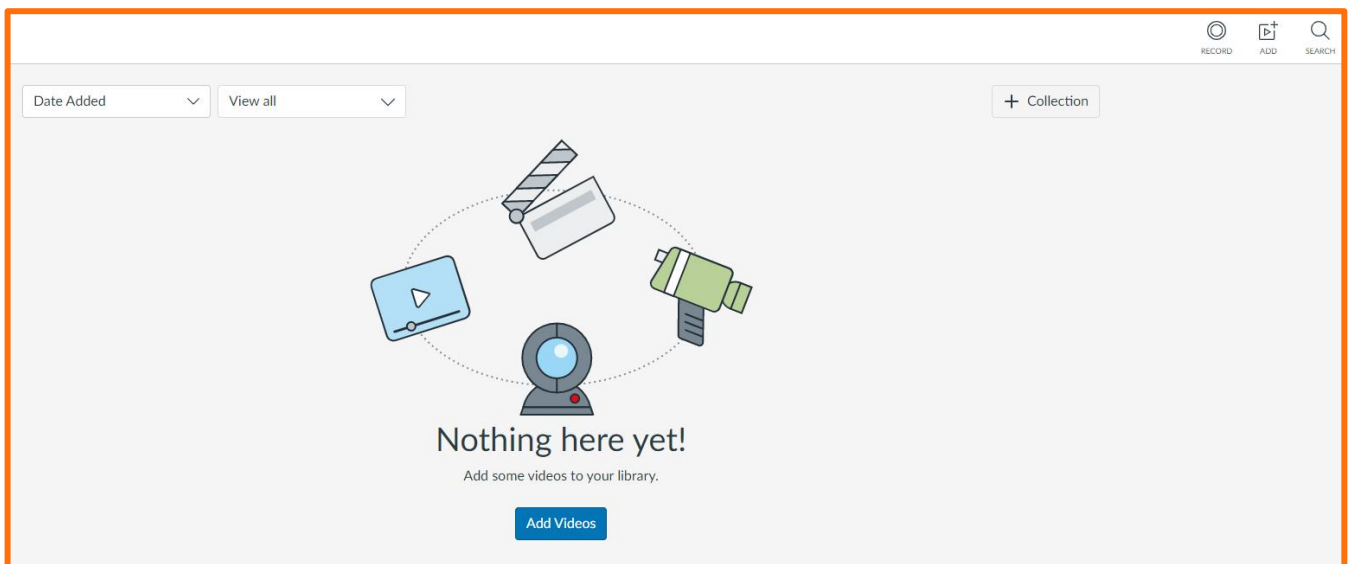
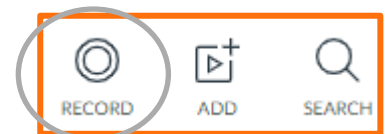
You can access **Studio** through the Global Navigation menu or in the course once you click the **Start Assignment** button.

You can record videos in the assessment by clicking on either the **Studio** and/or **Media** tab.



To record your video:

1. Click **Record**
2. Select **Camera** (WebCam)
3. Click **Start Recording**
4. Check:
 - *Mic is working (blue bar)*
 - *Camera is ON with enough lighting and is positioned well*
5. Click **Finish**
6. Enter the **File Name**
7. Relabel **Title**
8. Click **Save Media**



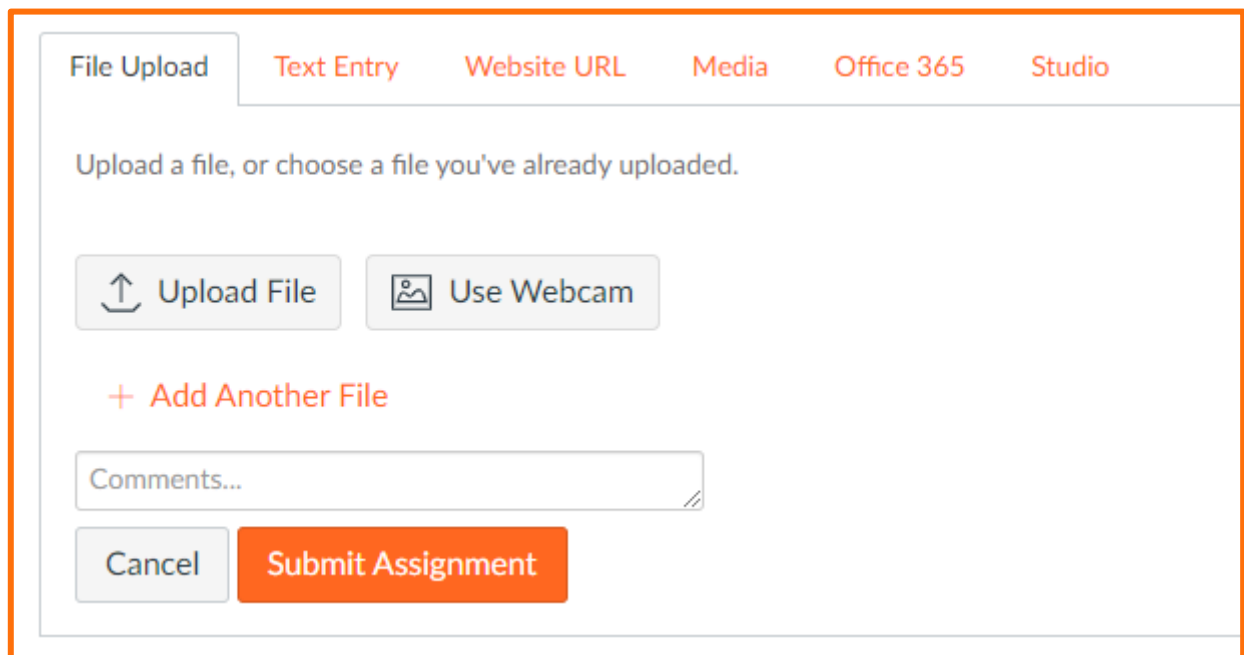
Assessment Submissions

Once you have completed an assessment, you need to submit your evidence in the Canvas course.

Before you submit your evidence, remember to read the **Assessment Instructions** again to make sure you have everything you need.

To submit your evidence:

1. Click on the **Project** assessment
2. Click **Start Assignment**
3. Following the instructions specific to the type of evidence you are submitting

The screenshot shows the Canvas submission interface for a 'Project' assessment. At the top, there are tabs for 'File Upload', 'Text Entry', 'Website URL', 'Media', 'Office 365', and 'Studio'. The 'File Upload' tab is selected. Below the tabs, the text 'Upload a file, or choose a file you've already uploaded.' is displayed. There are two buttons: 'Upload File' with an upward arrow icon and 'Use Webcam' with a camera icon. Below these buttons is a red '+ Add Another File' link. A text input field labeled 'Comments...' is positioned below the link. At the bottom, there are two buttons: a grey 'Cancel' button and an orange 'Submit Assignment' button.

Once you have submitted an assessment, your Trainer/Assessor will receive a notification of your submission. They will mark your assessment and provide you with feedback in Canvas as well.

You will receive an email notification that your assessment has been marked. You need to login to Canvas to access your results.

IMPORTANT! Your Trainers/Assessors are busy delivering training and marking assessments for many students. They will review and mark your assessment submissions as soon as possible so please allow them a suitable timeframe to do so. If you do not receive a result or feedback two (2) weeks after your submission, please contact the Trainer/Assessor or Student Services.

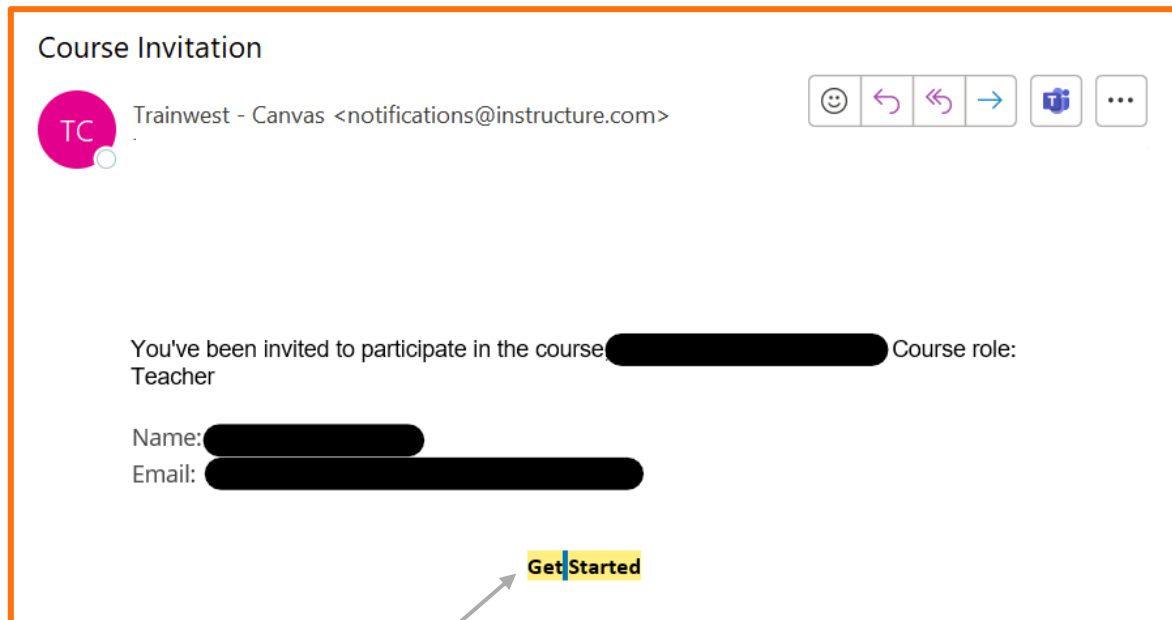
COMPANY REPRESENTATIVE GUIDANCE

GETTING STARTED

Create Your Account

Trainwest can provide employers with a Company Representative account in Canvas so they can monitor their employee's progress.

If you are a Company Representative, you will receive an email invitation from Canvas.



To create your account, click on the **Get Started** link.

This will take you to the registration screen where you need to create and confirm your password.

Once this is done, you will be able to access Canvas where you can view the marks of your employees and monitor the progress of their assessment submissions.

Login to Canvas

Login to Canvas from our website through our **eLearning Login Portal**:

1. Go to **myTrainwest**
2. Select **eLearning**
3. Click on the **eLearning Portal** button
4. Click on the **Canvas eLearning Login** button

or click on the **Login Now** button below.



NAVIGATE MARKBOOKS

Markbook Introduction

Access your employees' course from the **Dashboard** under the **Courses** tab in the Global Navigation Menu.

In the course, click on the **Marks** tab to view the **Markbook**.

The **Markbook** displays assessments in a table with marks as points and outcomes:

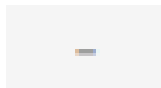
- The header row displays the assessments that must be completed for the course
- The student row displays an icon that represents their status for each assessment

If you click on the Student's name a pop-up window will display an overview of their results.

BSBWHS411 - Knowledge Out of 10	Project 1.11 - Hold a meet Out of 1
10	Satisfactory
	
-	Not yet satisfactory

Markbook Icons

There is an icon for each assessment that represents the student's progress status.



Student **has not** made a submission.



Student **has** made a submission and it has not been marked yet.



Student has **resubmitted** an assessment and it has not been marked yet.



Student has submitted a Knowledge Question assessment and the number represents **Satisfactory** answers.

Satisfactory

Student has submitted an assessment and been assessed as **Satisfactory**.

Not yet satisfactory

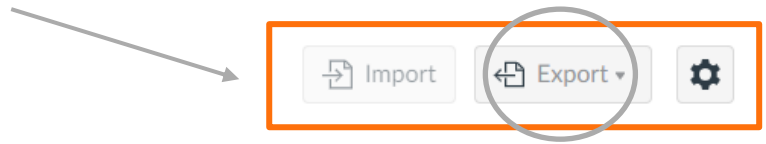
Student has submitted an assessment and been assessed as **Not-Yet Satisfactory**.

Export Markbook

You can export the **Markbook** and download them to your computer as a CSV (Excel) file. The CSV columns display in the same order as shown in your **Markbook**.

To export the Markbook:

1. Click **Export** tab in top right corner of the screen
2. Click on either:
 - Export Current Markbook View
 - Export Entire Markbook



The CSV file will automatically download once the export is completed.

If you have any questions, please contact Trainwest.

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