

Canvas Student Guide

Use the guide below to assist you in accessing, navigating, and contributing to your TasTAFE Canvas course.

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Logging onto Canvas

For the best user experience log in using the latest Google Chrome or Microsoft Edge web browser. Browser and computer requirements are available at [Canvas Community](#).

- Access Canvas anywhere you have an internet connection a <https://canvas.tastafe.tas.edu.au/>
- Canvas can also be accessed via the TasTAFE website <https://www.tastafe.tas.edu.au/student-login>
- View the Canvas Guides [Canvas Guides by mobile apps on Canvas Community](#)

Your Username and Password

Please check your TasTAFE Student account details email.

Username

Your username is: **firstname.lastname.00@education.tas.edu.au**

This is also your education email address.

Username exceptions apply:

- If you provided a 'preferred name' at enrolment, use that as your 'firstname'
- A long or hyphenated name, may be shortened
- You may have a different number than '00' in your username.

Password

Your default password will be your date of birth as eight digits with no spaces:

ddmmyyyy

*Ask your teacher or a library staff member for assistance if you are unable to log in.

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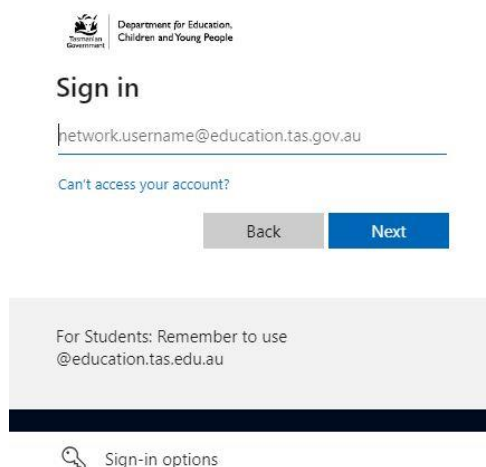
When you log on for the first time

On Campus

- When you log in on a TasTAFE PC or log in on your personal device for the first time use your default username and password:
firstname.lastname.00@education.tas.edu.au and your TasTAFE Password.
- You must change your default password before you proceed.
your default password will be your date of birth in the format DDMMYYYY
- Your new password should be at least eight characters long and include a capital letter, number, and symbol. it needs to have a minimum of 8 characters (max. of 20) and you cannot reuse your previous 12 passwords.

Off Campus

- Access Canvas anywhere you have an internet connection at <https://canvas.tastafe.tas.edu.au/>
- When logging on to Canvas for the first time use your default username and password – refer to page 3.
- You must change your default password before you proceed.
- Your new password should be at least eight characters long and include a capital letter, number and symbol



The screenshot shows the Canvas login interface. At the top, there is a logo for the Tasmanian Government and the text 'Department for Education, Children and Young People'. Below this is the heading 'Sign in'. A text input field contains the placeholder 'network.username@education.tas.gov.au'. Below the input field is a link that says 'Can't access your account?'. There are two buttons: a grey 'Back' button and a blue 'Next' button. Below these buttons is a grey box with the text 'For Students: Remember to use @education.tas.edu.au'. At the bottom, there is a dark blue bar with a magnifying glass icon and the text 'Sign-in options'.

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Your Canvas Account

Notifications in Canvas

It is recommended you set up your Canvas notifications as shown below

- Dashboard
- Courses
- Groups
- Calendar
- Inbox
- History
- My Media
- Help

[Notifications](#)
[Profile](#)
[Files](#)
[Settings](#)
[ePortfolios](#)
[QR for Mobile Login](#)
[Global Announcements](#)

Notification Settings

i
Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

i
Daily notifications will be delivered around 18:00. Weekly notifications will be delivered Sunday between 7:00 and 9:00.

Settings for:

Account

	Email susan.tromayne@bigpond...	Push Notification For All Devices	Email susan.tromayne@taslafe...
Course Activities			
Due Date			
Marking Policies			
Course Content			
Files			
Announcement			
Announcement Created By You			
Marking			
<div>X</div> Include scores when alerting about marks; if your email is not an institution email this means sensitive content will be sent outside of the institution.			
Invitation			
All Submissions			
Late Marking			
Submission Comment			
Blueprint Sync			
Discussions			
New Topic			
New Reply			
New Mention			
Conversations			
Added To Conversation			
Conversation Message			
Conversations Created By Me			
Scheduling			
Student Appointment Signups			
Appointment Signups			
Appointment Cancellations			
Appointment Availability			
Calendar			
Groups			
Membership Update			
Conferences			
Recording Ready			
Alerts			
Administrative Notifications			
Content Link Error			
Global Announcements			

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How do I add contact methods to receive Canvas course notifications?

By default, you will only receive notifications to your TasTAFE student email address.

You can manage notifications for a single course on the Course Notification Settings page. Course notification settings only apply to the course in which they are set. To receive course notifications, you must first set your [Canvas notification preferences](#).

Canvas supports notification through email only.

Notifications Video

View a [video about Notification Preferences](#).

Add Ways to Contact

- In Global Navigation click the Account link
- Click the Settings link

In the Ways to Contact sidebar, your account displays

the [default email](#) associated with your account (TasTAFE email)

Add additional email address

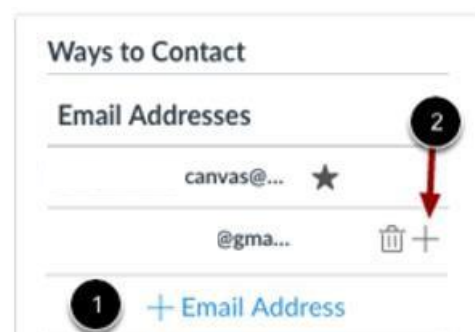
However, if you want to

[add an additional email address](#),

click the **Add Email Address** link [1]

Please note you may access your

TasTAFE email via <https://outlook.office.com/mail>



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Your TasTAFE Email account

Upon enrolment you are automatically allocated a TasTAFE student email account. By default, you will receive Canvas notifications to your TasTAFE email address. Please refer to page 5 of this guide for information about Notifications in Canvas.

Your email address will be your TasTAFE username plus @education.tas.edu.au
e.g., john.demo.00@education.tas.edu.au

Log into your TasTAFE Email Account

Via the TasTAFE website

1. Open the TasTAFE website www.tastafe.tas.edu.au
2. Look under: Student Connect/Login > Student Login > Student Email Login <https://www.tastafe.tas.edu.au/student-login>

Via any web browser

You can access your TasTAFE email account anywhere you have an internet connection via a web browser at <https://outlook.office.com/mail>

1. Enter your TasTAFE login details
2. Username: **firstname.lastname.00@education.tas.edu.au**
3. Password: enter your TasTAFE password

If you receive an 'incorrect username or password' error, you may need to contact your teacher or a library staff member to help reset your password in MyLogin.

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Office 365 for Students

For Home and your own Devices

Would you like to be able to use the same Microsoft Office products at home or when you are off campus or on your mobile devices??

TasTAFE is now licensed to offer Office 365 to students:

- Up to 5 copies of Office at home for Windows or Mac
- Up to 5 Copies for mobile devices

This replaces the previous Office Home Use Program

Downloading Office 365 at home

Go to: office365.education.tas.edu.au

1. Log in with your education username and password, this is in the following format:
firstname.lastname.00@education.tas.edu.au
2. Select 'Install now' and follow the prompts

Canvas Help

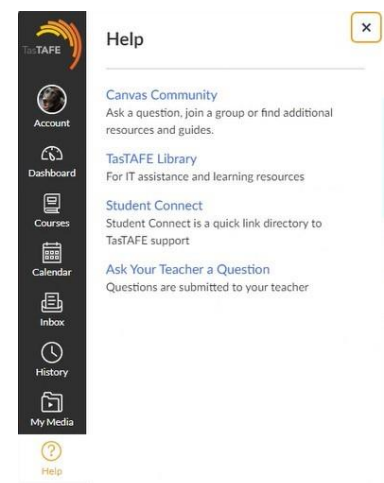
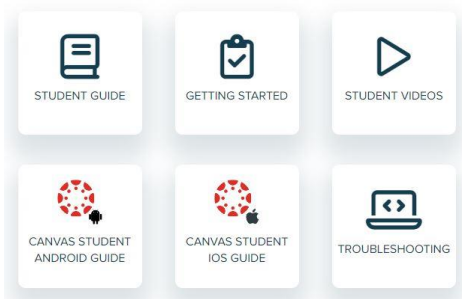
Click on the **Help** icon. The last icon on the left-hand side
Then choose a link from the extensive menu of help topics

Search the Canvas Guides



Help

View Canvas Student Guides



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IOS and Android Student Apps

Canvas has both IOS and Android apps available

Review each app below for your device.

iOS Canvas Student App – Download and login – page 10

The **Canvas Student app** is the mobile version of Canvas that helps you stay current with your courses anywhere you go. Download the **Canvas Student app** for iOS devices from the App Store.

*Having trouble with the Canvas App use your mobile device web browser instead

<https://canvas.tastafe.tas.edu.au>

Online guide: Canvas Student iOS

Android Canvas App – Download and login – page 11

The **Canvas Student app** is the mobile version of Canvas that helps you stay current with your courses anywhere you go. Download the **Canvas Student app** for Android devices from the Play Store. See below:

*Having trouble with the Canvas App – use your mobile device web browser instead

<https://canvas.tastafe.tas.edu.au>

Online guide: Canvas Student Android

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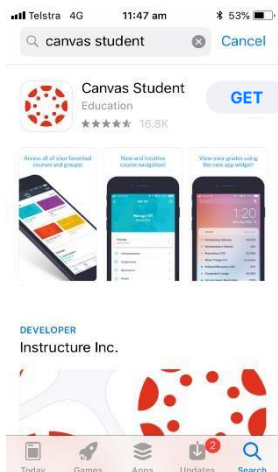
1. Open your iOS device and tap the **App Store** icon.



2. In phone devices, tap the **Search icon** at the bottom of the screen.

In tablet devices, tap the **Search field** at the top of the App Store.

3. In the search field, type **Canvas Student** in the search field. Tap the full name when it appears.



4. Tap the **Get** button.

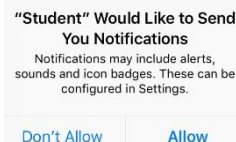
5. Tap the **Install** button.

Note: iTunes may ask for your iTunes password to download the app.



6. When the app has downloaded and installed onto your iOS device, you can access the app immediately by tapping the **Open** button.

7. If you would like to receive Canvas notifications click the **Allow** button.



Notifications can be changed in Settings at a later time if required.

*See Pages 5-6 for more information on how to set up and manage mobile notifications from Canvas.

8. You can open the app on your iOS home screen by tapping the Canvas Student icon.



9. Tap the **Find my school** button

10. Type **TasTAFE**

11. When TasTAFE appears in the search list, Click **Go** or tap the name.



If the app cannot find your school, you can use TasTAFE's Canvas URL to log in.



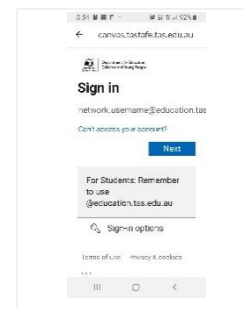
<https://canvas.tastafe.tas.edu.au/>

12. Enter your Login Credentials

Username:
firstname.surname.00@education.tas.edu.au

Password:
Your TasTAFE password

13. Click **Sign In**



14. View the **Canvas Dashboard**

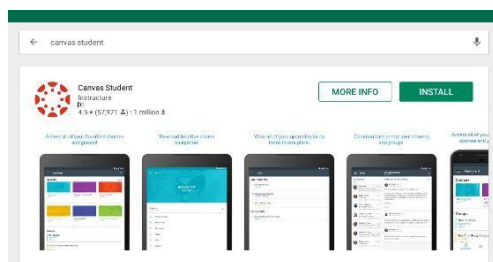


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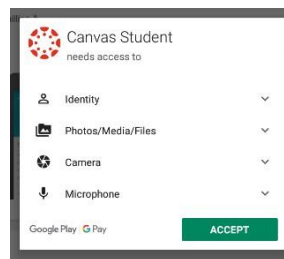
1. Open your Android device and tap the **Play Store** icon.



2. In tablet devices, tap the **Search field** at the top of the Play Store.
3. In the search field, type **Canvas Student**. Tap the full name when it appears.
4. Tap the **Install** button.



5. Before the app downloads, the Canvas app will ask for access to items on your device. You can click the grey downward arrow to read more about each item.
6. Tap **Accept** to allow the items listed to work with the Canvas app.



8. You can also open the app by tapping the Canvas Student icon on your Android screen.



9. Tap the **Find my school** button

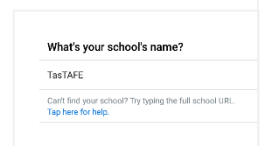


10. Type **TasTAFE**

11. When TasTAFE appears in the search list, Click **Go** or tap the name.

If the app cannot find your school, you can use TasTAFE's Canvas URL to log in.

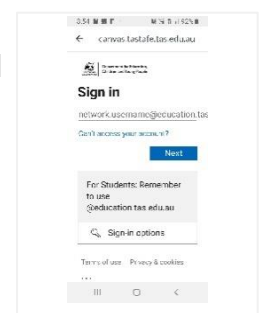
<https://canvas.tastafe.tas.edu.au/>



12. Enter your Login Credentials
Username: e.g.
firstname.surname.00@education.tas.edu.au

Password:
Your TasTAFE password

13. Click **Sign In**

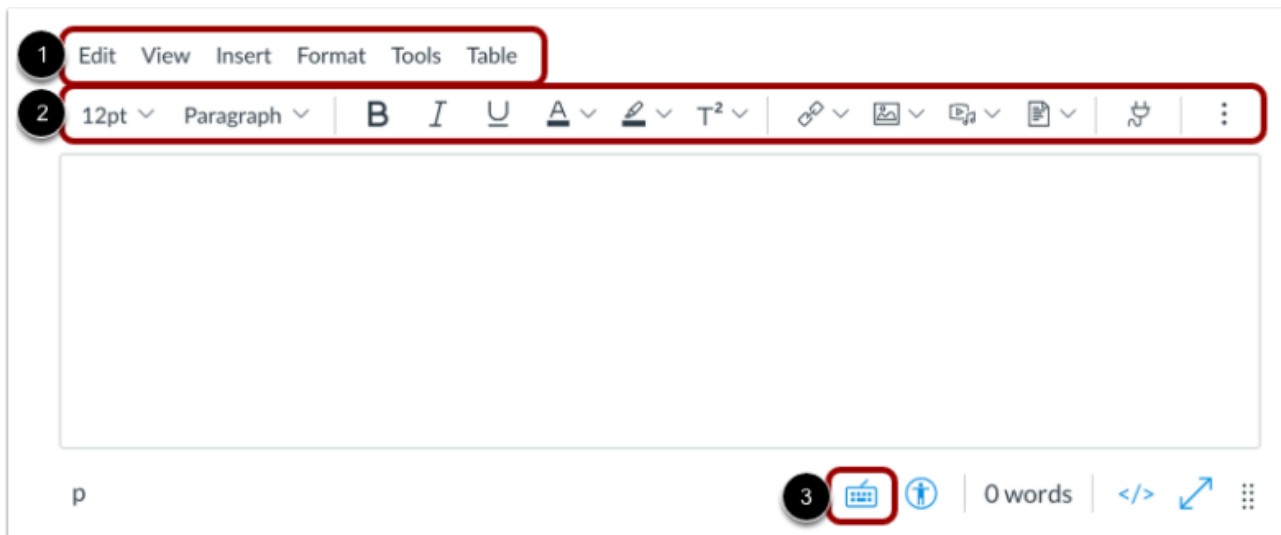


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About the Rich Content Editor

The Rich Content Editor allows you to add and format content for Assignments, Discussions and Quizzes.

Format Text and upload supported media types:



The menu bar will display above the Rich Content Editor [1]. The menu bar includes the same tools as found in the toolbar [2], but in a format that is easier to navigate with a keyboard.

To view a window with a list of keyboard navigation shortcuts, click the **Keyboard** icon [3]

Further information about each of the menu bar options mentioned above can found within the [Canvas Community Guide](#)

Text editing includes font size, bold, italic, underline, text colour and background colour using the icons.

You can format headings, indent or align content. Insert tables, bullets, numbered lists, maths equations and media including YouTube videos and images.

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About Discussions

A discussion allows both teachers and students to contribute to discussion topics.

Students can participate in a conversation with an entire class or group.

Discussions can be an assignment or simply serve as a forum for topical and current events.

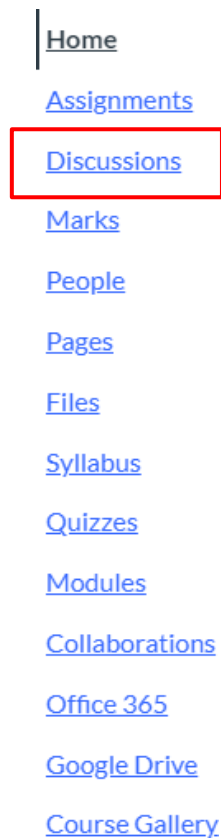
Discussion topics can be a focused or threaded discussion. Focused discussions are short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period.

NOTE: your instructor may choose to hide the Discussions link in the course Navigation.

If the Discussions link is not available, you can still access Discussions through other areas of Canvas.

Open Discussions

In Course Navigation, click the **Discussions** link.



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View Discussions

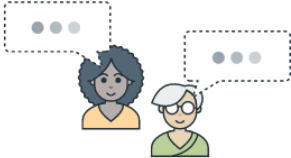
All

Search by title or author...

+ Discussion

Discussions

Ordered by Recent Activity




There are no discussions to show in this section

[Click here to add a discussion](#)

Closed for Comments

Ordered by Recent Activity



You currently have no discussions with closed comments

Discussions are organized into three main areas.

Discussions [1]: These are current discussions within the course. Discussions are ordered by most recent activity. You will only see this section heading if there are discussions within this section.

Pinned Discussions [2]: These are discussions that your instructor wants you to pay specific attention to and will appear at the top of the Discussions page. *You will only see this section heading if there are discussions within this section as designated by your instructor.*

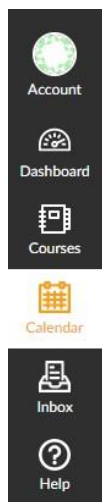
Closed for Comments [3]: These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state and are ordered by most recent activity. You will always see this section heading, even if there are no discussions within this section.

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Canvas Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

In Global Navigation, click the **Calendar** link



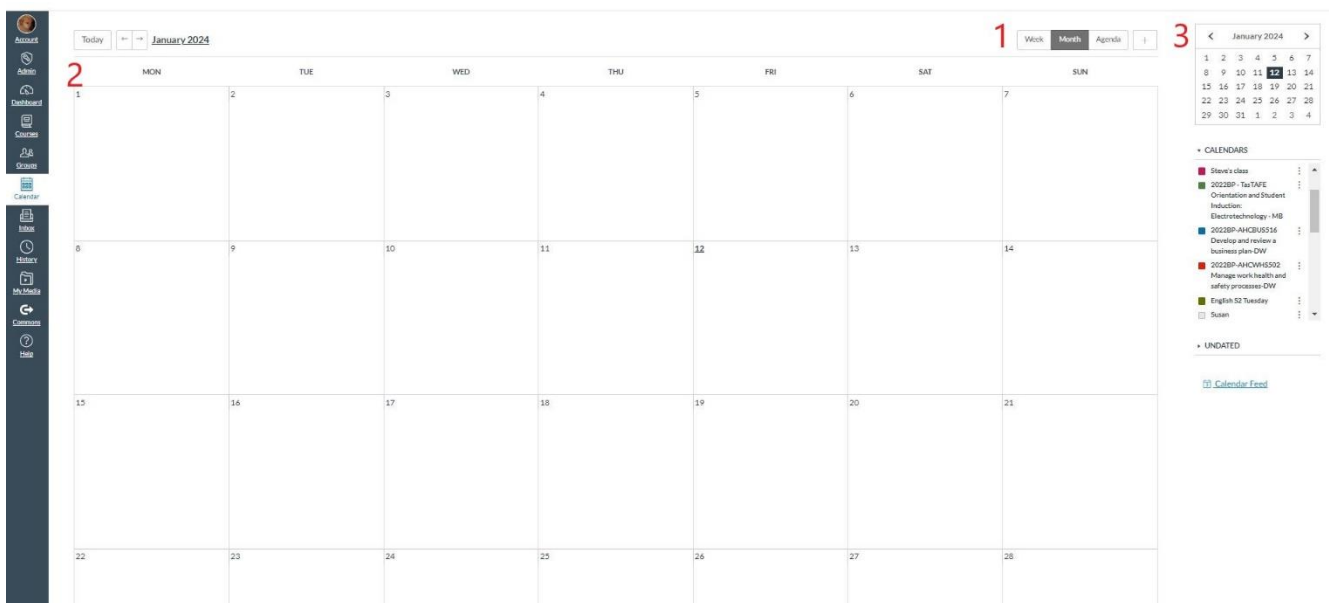
The Calendar displays everything you are enrolled in since the Calendar spans across all courses.

As displayed below, in the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view **1**

The view you choose dictates the style of the calendar window **2**

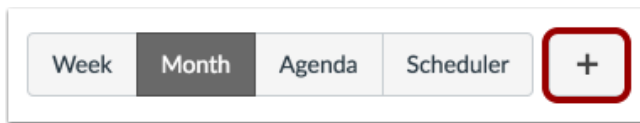
By default, the calendar appears in **Month** view.

The sidebar **3** shows a quick-view calendar, your list of courses and groups.



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Add Calendar Items



Each calendar view shows any assignments or events that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the **Add** button.

You can add assignments and add course events, and all users can add personal events.

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Kaltura Video

Kaltura Video enables you to view, record, upload, publish, search, and share videos directly from Canvas. Kaltura is accessed through Canvas.

You will be able to upload videos into assessments, quizzes, discussions directly in your Canvas course.

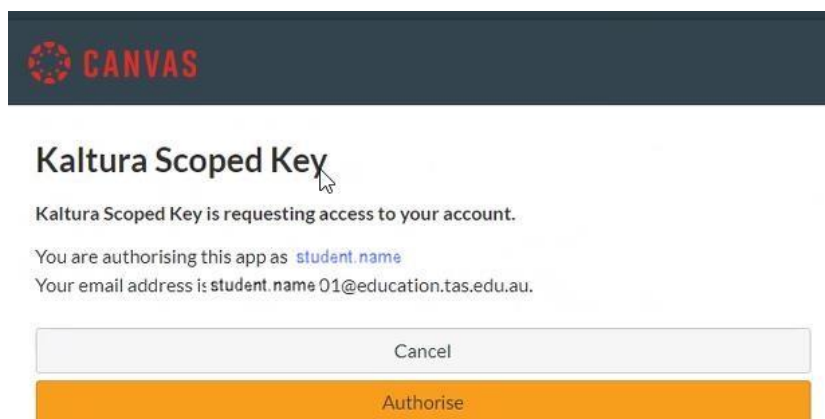
Please note deleted items **cannot** be retrieved.

Nor can Media be accessed once your course is finished.

We recommend that you download any items you wish to keep before your course ends.

Kaltura does not work with the mobile Canvas Apps. To use Kaltura on your mobile device you will need to open Canvas via a supported web browser.

You will need to authorise the first time you log on to Kaltura.



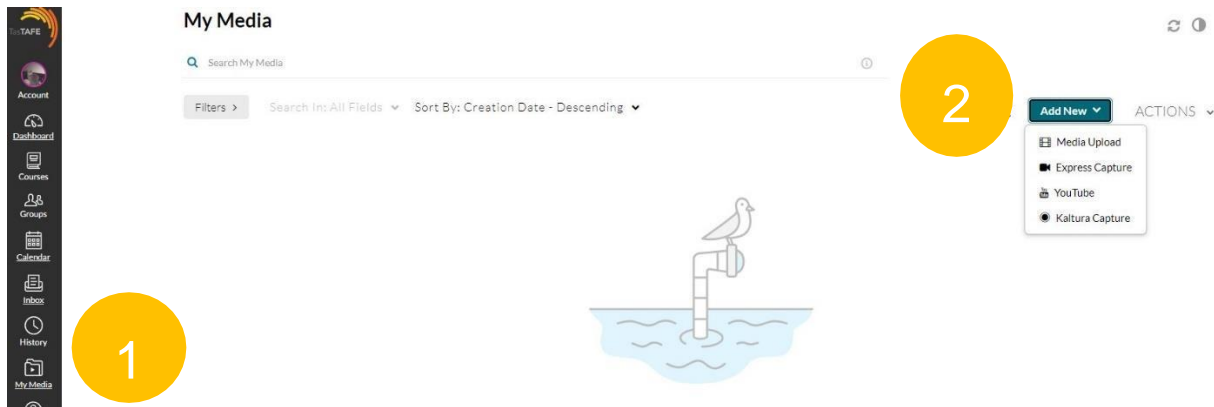
There are two parts to Kaltura

1. **MyMedia** is your personal media space and holds the media that you have uploaded or created in Kaltura. Teachers and students cannot access your MyMedia.
2. **Course Gallery** is the media uploaded by your teachers that is available in your Canvas Course. Course Gallery is accessed from within your Canvas course using the course menu.

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MyMedia is accessed from the Global Canvas Navigation Menu and is where you can upload and manage your videos.

Click on MyMedia, select Add New, and choose Media Upload.



Make sure you give your video a relevant name. We recommend your first name, last name, subject matter, or task name, follow the guidelines given in your course.

When your video is uploaded it will appear in MyMedia and can be edited using the edit icon (1) on the far right. Then launch (2) editor to trim (3).




Remember MyMedia can only be seen by you!

You will need to upload into Canvas before your teacher can view your video

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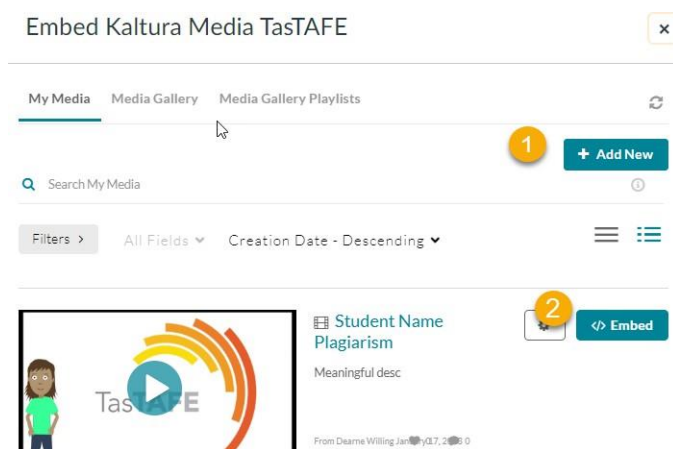
Uploading media into Canvas

Media is uploaded into Canvas by the Rich Content Editor [Page 12].

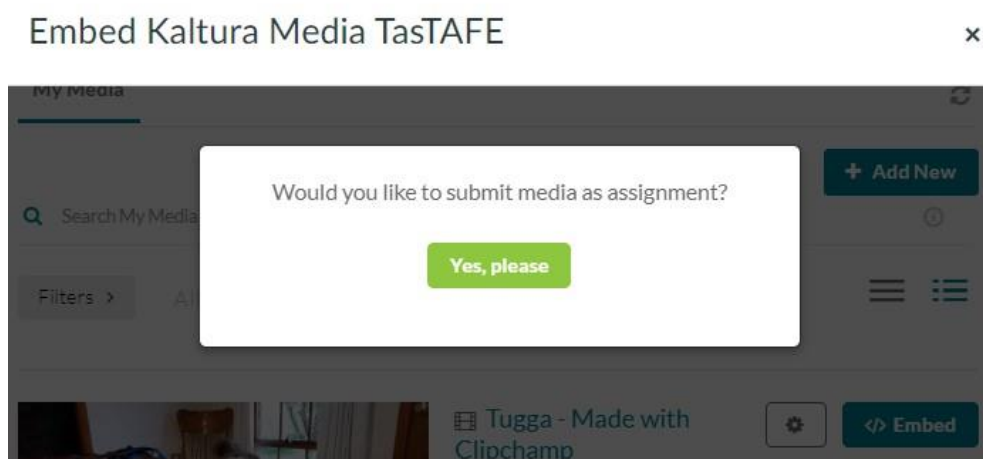
When the Kaltura icon  is selected, the Kaltura Media window appears and you can choose from one of two options:

Option 1: Add New, **or**

Option 2: embed from your existing content.



After selecting Option 1 or 2 you must choose **Yes, please** before your media will become visible to your teacher.

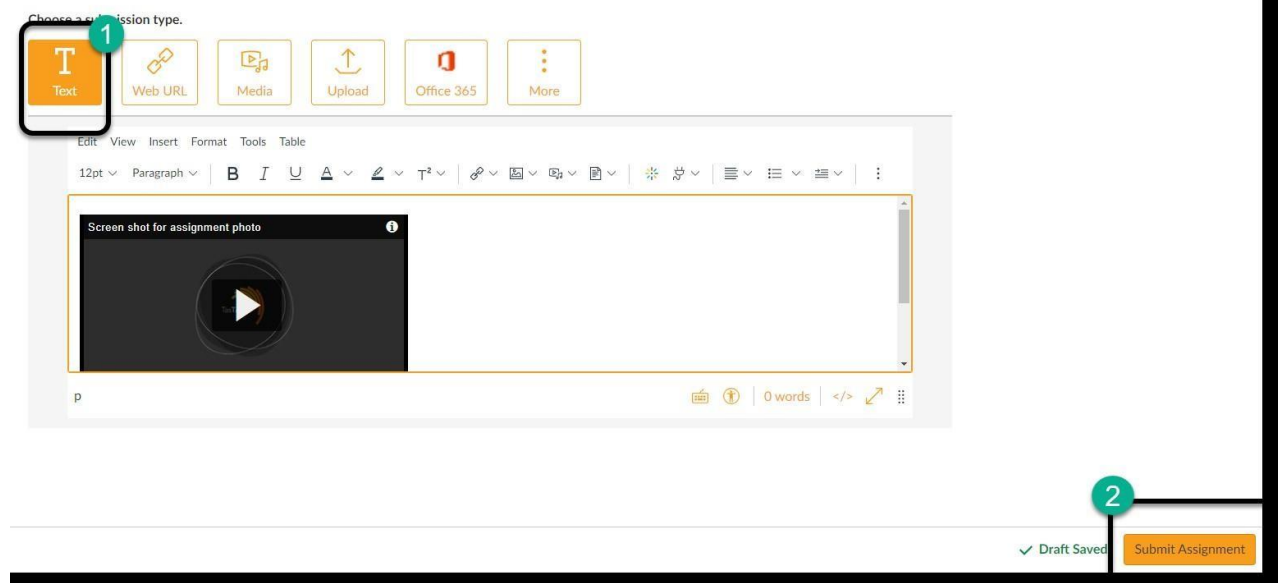


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Important: When uploading media to Assignments you must select the Text submission type which displays the Rich Content Editor.

Follow the prompts on the Kaltura Media window, select either Option 1 or 2 as above.

After selecting **Yes, please** the Canvas Submit button becomes available.



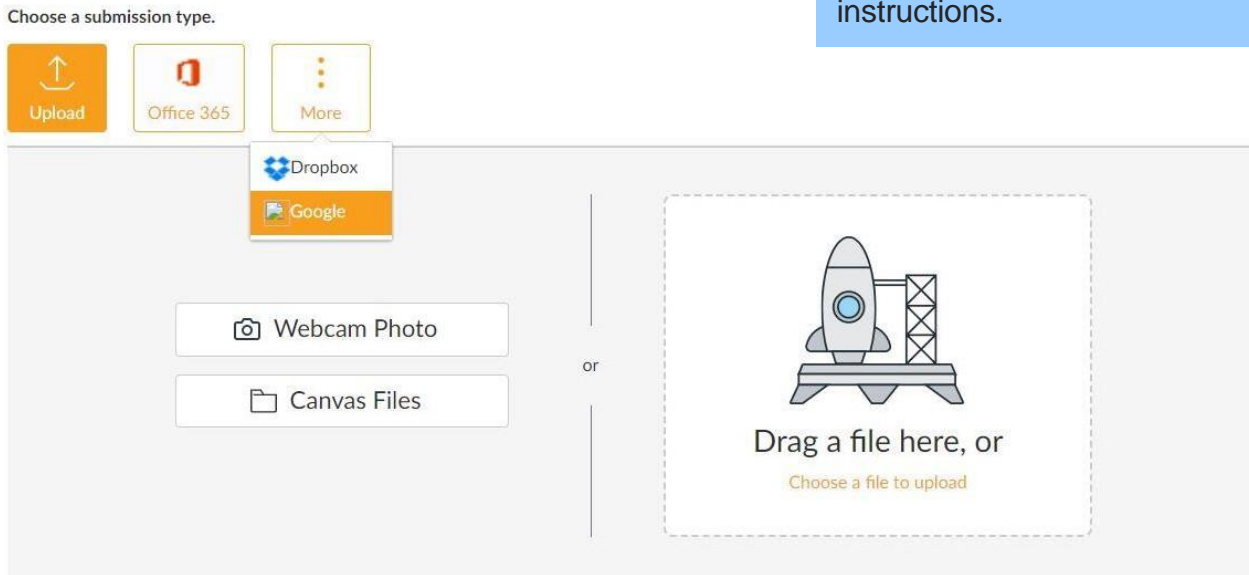
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How do I upload a file to an Assignment?

You can submit online Assignments in Canvas using several submission types. Not all file types may be available for your assignment, depending on the assignment submission type set by your teacher. Any attachments added as part of a marked assignment submission are also copied to your user files.

1. Open the Assignment (Assessment)
2. Read the Student instructions and
How to submit your assessment
3. Select a submission file type – see options below

Canvas will not accept file uploads larger than 500 MB.
Upload large files to Canvas via Office 365, Dropbox or Google Drive, see pages 22,23,24 for instructions.



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Upload a file from Office 365

Office 365

Office 365 is available free to every enrolled TasTAFE student.

Canvas accepts Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and PDF types.

Files uploaded from Office 365 are uploaded into your Canvas user files submissions folder.

Canvas will require you to authorize access to your OneDrive account.

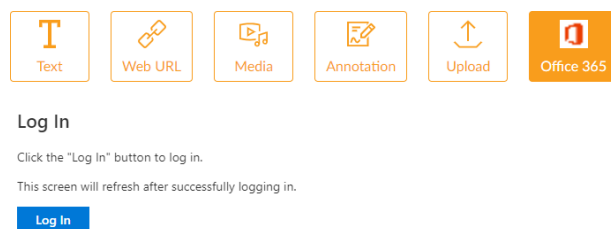
When Office 365 files are uploaded as a submission, later changes made to the file in OneDrive will not be updated in the submission.

Note: In Office 365 assignments, you can only submit one file for your submission.

[More info](#)

Instructions to upload from Office 365

1. Open the Assignment
2. Click Submit Assignment top right
3. Choose Office 365 from file submission options
4. Click Log In to log in to your Office 365 account to access your files
5. Log In to Office 365
6. Find and Select a File
7. Click Attach File
8. Add a Comment - if you wish
9. Click Submit Assignment



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Dropbox

Canvas accepts Dropbox files for assignment submissions.

When Dropbox files are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files.

This conversion essentially preserves the submission in its current state; any changes made to the file in Dropbox will not be updated in the submission.

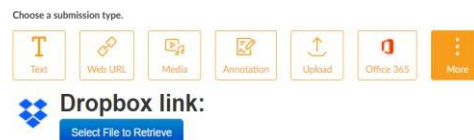
Note: In Dropbox assignments, you can only submit one file for your submission.

Note: In Google Drive assignments, you can only submit one file for your submission.

[More info](#)

Instructions to upload from Dropbox

1. Open the Assignment
2. Click Submit Assignment (top right)
3. Choose Dropbox option for file submission by clicking on more
4. Click the blue 'Select File to Retrieve' link
5. A new window appears for you to sign into your Dropbox account to access your files
6. You may need to solve a puzzle or two to verify your account
7. Select the file to submit
8. Click Choose
9. Add a Comment if you like
10. Click Submit Assignment



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Google Drive

Canvas accepts Google Doc, Sheet, and Slide files. You can also upload any uploaded Word, Excel, PowerPoint, and PDF files not converted to Google Docs formatting.

When Google Drive files are uploaded as a submission, the files convert to their Microsoft counterpart file types and appear in the submission as respective Word, Excel, or PowerPoint files.

This conversion essentially preserves the submission in its current state; any changes made to the file in Google Drive will not be updated in the submission.

Note: In Google Drive assignments, you can only submit one file for your submission.

[More info](#)

Instructions to upload from Drive

1. Open the Assignment
2. Click Submit Assignment (top right)
3. Choose Google Drive from file submission options
4. Click Authorise to log into your Google Drive account
5. Sign into your Google account
6. Click Allow
when the Google Drive LTI by Canvas appears
7. Select a file
8. Click Submit
9. Add a Comment if you like
10. Click Submit Assignment

Log In
You need to authorize this integration in order to use it.
Please sign in to your Google account and authorize this integration.

Authorize

Your file displays as a draft submission [1].

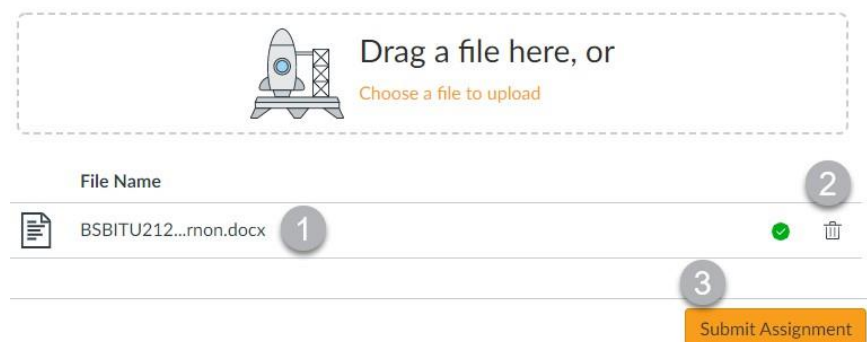
To delete the file, click the

Delete icon [2]

To submit the file, click the

Submit Assignment

button[3]



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How do I know if my Assignment has been submitted?

When you submit an assessment the Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a Submitted status

BSBITU212 Learning Task 5 - Copying Data

Attempt 1

 **SUBMITTED on Nov 22, 2021 14:31**
Next Up: Review Feedback

Attempt 1 Score:
N/A

 Add Comment

Resubmitting Assignments

Read the Assignment Comments, complete the further requirements

Click the Try Again button

Try Again

Choose a submission type

Drag a file here or **choose a file to upload** [1]

You can cancel your submission at any time [2]

Click **Submit Assignment** [3]

Choose a submission type.



Drag a file here, or

Choose a file to upload

File Name



BSBITU212...rnon.docx



2

Cancel Attempt 2

3

Submit Assignment

Canvas Student Guide

Once the assignment has been submitted the Progress Tracker displays the assignment submission status. A successfully submitted assignment displays a Submitted status [1].

The attempts have been updated to **Attempt 2** [2]

BSBITU212 Learning Task 5 - Copying Data

Attempt 2

2

▼

 **SUBMITTED** on Nov 22, 2021 14:55
Next Up: Review Feedback

Attempt 2 Score:
N/A

 Add Comment

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View Rubric

Open assignment. If an assignment has a rubric added to the assignment the **View Rubric** section automatically expands to display.

Class Journal Week 5

25 Possible Points

Due:

Attempt 1

IN PROGRESS

Next Up: Submit Assignment

Add Comment

Unlimited Attempts

Details

Talk about what you're learning in class and one question you have.

View Rubric

Some Rubric

Criteria	Ratings	Pts
Description of criterion view longer description		/ 25 pts
Quiz Outcome view longer description threshold: 3		/ 4 pts
Discussion Outcome view longer description		
Discussion Outcome view longer description threshold: 3		

Total Points: 0

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Finding new comments, if they are added.






If a new comment is added to an assignment or to a rubric, a blue dot icon will display on the comment icon to the right of the assessment task name, click on the feedback window to view the comment.

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Marks

Course: TasTAFE Demonstration Cc Arrange By: Due Date Apply

Assignments Learning Mastery

Name	Due	Status	Score	
(Marked Quiz) TasTAFE Orientation Declaration TasTAFE Orientation and Student Induction Tasks			8 / 8	
(Marked Survey) Student Induction Checklist TasTAFE Orientation and Student Induction Tasks			2 / 2	
Assessment Record - CUAACD101 CUAACD101 Use basic drawing techniques			-	
Assessment Task 1 (Test Quiz) Assessment Task 1			3 / 3	
CUAACD101 Assessment Task 1 Project (Basic drawing techniques & Questions) CUAACD101 Use basic drawing techniques		✓		
CUAACD101 Assessment Task 2 Project (Major Project) CUAACD101 Use basic drawing techniques			-	
CUAACD101 Assessment Task 3 Performance Tasks CUAACD101 Use basic drawing techniques			-	

Total: 100%

Show All Details

Course assignments are not weighted.

☒ Calculate based only on marked assignments

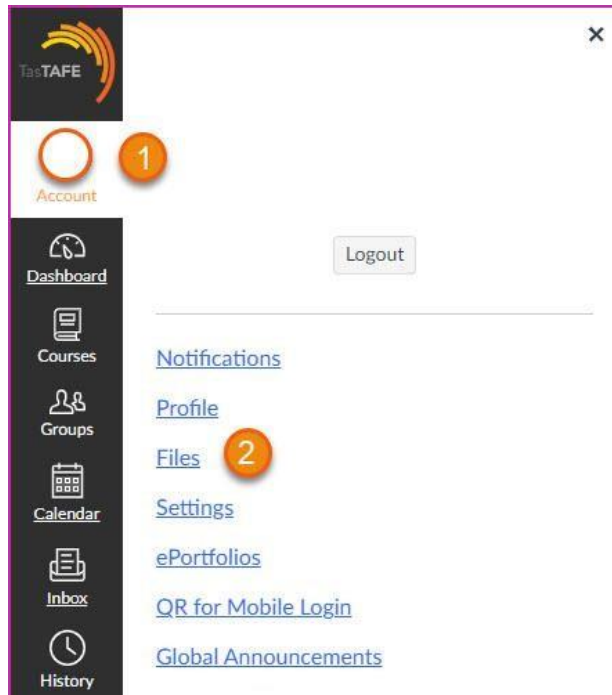
You can view your marks based on What-If scores so that you know how marks will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be marked.

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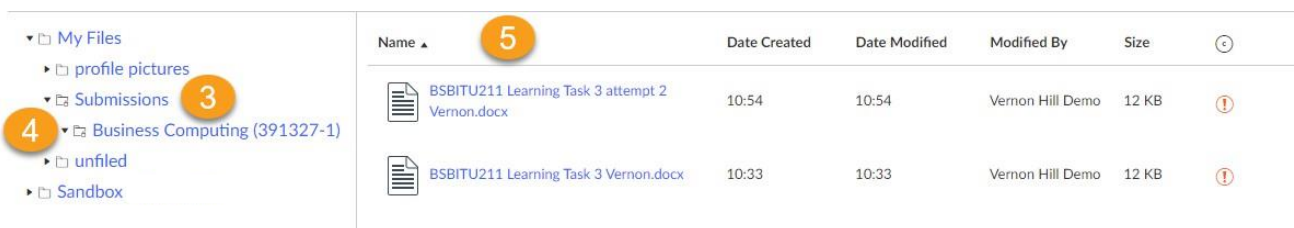
Where do I find my Assignment submissions (file uploads only)?

You can view all the files you have uploaded to your assignments from the Files section in your Account.

1. Open Account from the Navigation pane.
2. Open Files



3. Open the Submissions folder (Click on My Files to expand the folders if necessary).
4. Select the course you would like to view your file uploads for.
5. The right-hand side will show the list of files for the course selected.



To view and or download to your computer: click on the file name or place your cursor over the file and click the three dots at the right-hand side.

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Quizzes

Quiz options in 2024

There are two types of quizzes being used in courses this year:

1. The standard quiz, and
2. New Quizzes that have some additional features.

In New Quizzes students can:

- Access a calculator, both basic and scientific,
- Pin questions to come back to later,
- Experience new styles of questions and answers,
- BOLA: Build On Last Attempt.

With the Build On Last Attempt feature you will be asked to reattempt the incorrectly answered questions, instead of taking the entire quiz again.

SITXFIN007 Process financial transactions. Assessment Task 1: Short answer questions

The purpose of these questions is to assess your knowledge required to process financial transactions.

- This assessment task is comprised of 29 questions. You are required to correctly answer all 29 questions.
- A satisfactory attempt will be completed when marked 29/29.

Note: Successful completion of this assessment does not mean you have achieved all requirements of the unit of competency. An overall decision of competence for the unit will not be made until all assessments are completed.

Unit being assessed: SITXFIN007 Process financial transactions

How to complete and submit your assessment

- Select **Begin**
- When you have completed the questions click **Submit**
- Each time you click **Submit** it will count as an attempt

Note: Quiz responses are automatically saved, to exit click on **Return**. You can come back to finish at any time.

Your assessor will provide you with feedback and the result you have achieved.

No Time Limit No Due Date

Begin

The New Quizzes option is dependent on the course and qualification you are enrolled in. So, check with your teachers as to which quiz type you will be using in 2024.

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How do I complete a Quiz?

1. **Read the Quiz Instructions**
2. Take note of the number of questions, if a time limit has been set and allowed attempts.

BSBITU211 Assessment Task 2 Quiz

Due	No due date	Points	11	Questions	11	Time Limit	None
Allowed Attempts	4						

Instructions

This assessment task comprises of eleven (11) questions.

- You are required to correctly answer all 11 questions
- A satisfactory attempt will be marked as 11
- There are 4 attempts.

Should you have any questions please contact your teacher.

Units being assessed: BSBITU211 produce digital text documents

How to complete and submit your assessment

1. Select **Take the Quiz**
2. When you have completed all questions select **Submit Quiz** below
 - Each time you click **Submit Quiz** it will count as an attempt
3. If your attempt is incomplete exit using the course menu
 - Quiz responses are automatically saved, you may return to your attempt at any time

Return to the unit overview page for [BSBITU211 Produce digital text documents](#).

A rectangular button with a yellow-to-orange gradient background and a thin grey border. The text "Take the Quiz" is centered in a dark grey font.

3. Click **Take the Quiz** to begin

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How to re-submit a Quiz?

Read the **Assignment Comments** and only complete the questions you are directed to do so. When you click Submit Canvas will say you have missed the questions e.g., a, b and c, you must click Submit anyway.

1. Read feedback from your teacher under **Marks** in the Course Menu
2. **Open** the Quiz
3. Review the **Last Attempt Details** (top right)
4. Review the previous Quiz attempt – See under **Attempt History** e.g. 'Attempt 1'
5. Click the **Take the Quiz Again** to begin your next attempt.

BSBITU211 Assessment Task 2 Quiz

Due	No due date	Points	11	Questions	11	Time Limit	None
Allowed Attempts	4						

Instructions

This assessment task comprises of eleven (11) questions.

- You are required to correctly answer all 11 questions
- A satisfactory attempt will be marked as 11
- There are 4 attempts.

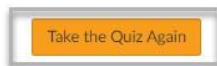
Should you have any questions please contact your teacher.

Units being assessed: BSBITU211 produce digital text documents

How to complete and submit your assessment

1. Select **Take the Quiz**
2. When you have completed all questions select **Submit Quiz** below
 - Each time you click **Submit Quiz** it will count as an attempt
3. If your attempt is incomplete exit using the course menu
 - Quiz responses are automatically saved, you may return to your attempt at any time

Return to the unit overview page for [BSBITU211 Produce digital text documents](#).



Attempt History

	Attempt	Time	Score
LATEST	Attempt 1	less than 1 minute	1.6 out of 11 *

Last Attempt Details:

Time:	less than 1 minute
Current Score:	1.6 out of 11 *
Kept Score:	1.6 out of 11
* Some questions not yet marked	

3 More Attempts available

[Take the Quiz Again](#)

(Will keep the highest of all your scores)

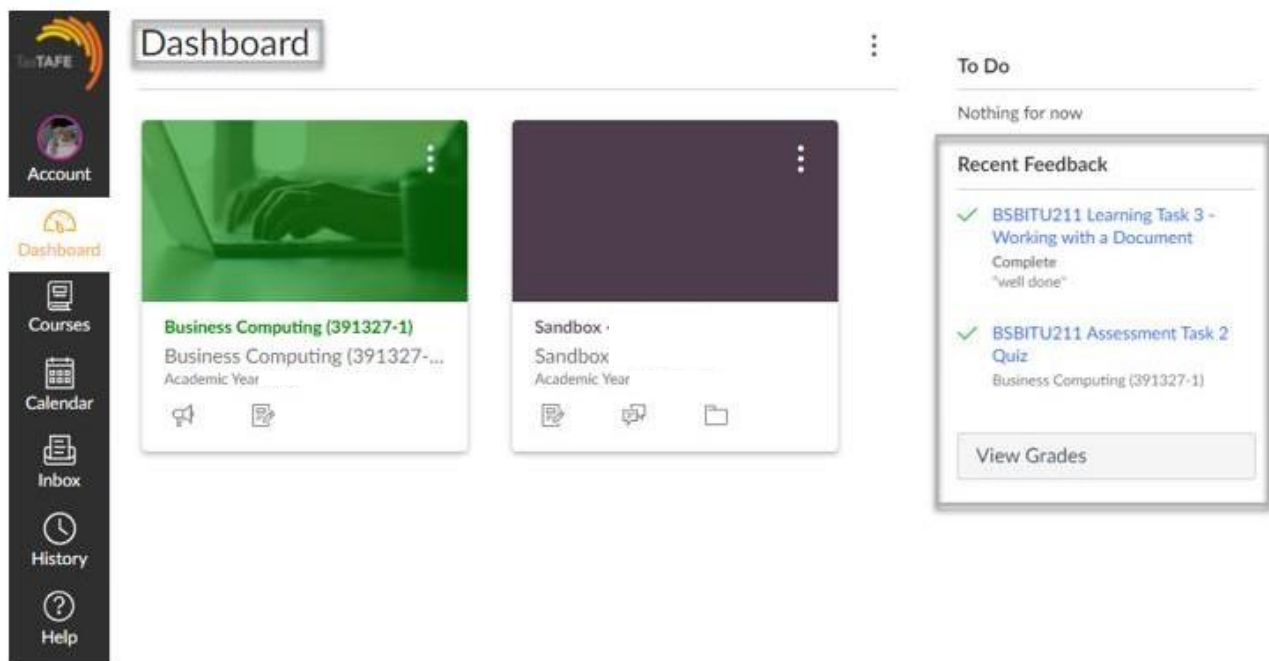
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Marks

How will I know when an Assignment or Quiz has been marked?

When your teacher has marked an assessment, your **Dashboard** will display the assessment name and comment under **To Do list > Recent Feedback** – top right of the **Dashboard**.

Click the Assessment name under **Recent Feedback** to review the assessment mark and feedback from your teacher.



Alternatively, assessment feedback can be displayed under **Marks** in the course menu.



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● BSBITU211 Learning Task 3 - Working with a Document



0



Click on the comment icon to review assessment task feedback from your teacher.

BSBITU211 Learning Task 3 - Working with a Document

Complete

Attempt 2



REVIEW FEEDBACK

Attempt 2 Score:
Complete

View Feedback

Immersive Reader

View Feedback

Attempt 1 Feedback

If you have submitted multiple attempts you can move between both attempts

BSBITU211 Learning Task 3 - Working with a Document

Attempt 2

Attempt 1

Attempt 2



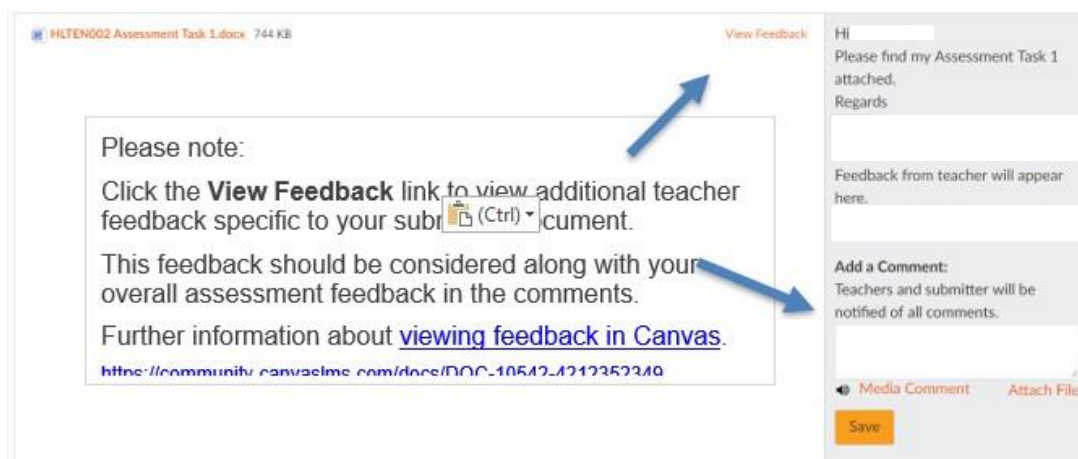
REVIEW FEEDBACK

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Feedback from teachers

When your teacher has provided feedback on an assessment your **Dashboard** will display the assessment name and comment under **Recent Feedback** - top right of the **Dashboard** (see page 27).

If you click on the assessment task name under **Recent Feedback** you will see teacher feedback (in the form of a message, a file upload or an audio/video comment). There is space for you to return comment via the comment box, attach a file, or audio/video comment. Ensure to **Save** the return comment.



If you click on **Marks** in the course navigation menu or **View Grades** in the **Dashboard**, click on the comment icon to the right of the assessment task name to review feedback from your teacher.

HLTENN001 Assessment Task 4	✕	0	
HLTENN002 Assessment Task 1	✓	0	
HLTENN002 Assessment Task 1	✓	0	
<div><div>Comments</div><div>Hi Please find my Assessment Task 1 attached. Regards Feedback from teacher will appear here.</div><div>Close</div></div>			

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Contact your teacher

If you would like to contact your teacher in Canvas you can choose from the following options: **Contact your teacher | Help | Inbox | Discussions**

Account Dashboard Courses Groups Calendar Inbox History My Media Help

[Home](#)
[Marks](#)
[Modules](#)
[Discussions](#)
[Assignments](#)
[Office 365](#)
[Library Study Guide](#)

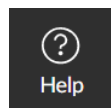
Contact your Teacher

About Your Teacher

To send a message to your teacher/s select the Inbox link below or from the main menu (black) on the left. To receive messages from me, (or others) regularly check your Inbox. It is also recommended that you [set your notifications](#) so you know straight away when you have received a message.

Jana	Peter	Yue Ming
Inbox Monday - Friday by appointment	Inbox Monday - Friday by appointment	Inbox Monday - Friday by appointment

Help



Click on **Help** from the **Canvas navigation menu**

Click on **Ask Your Teacher a Question**

Choose your course and type your message

Click **Send Message**

TasTAFE

Account Dashboard Courses Calendar Inbox History My Media Help

Help

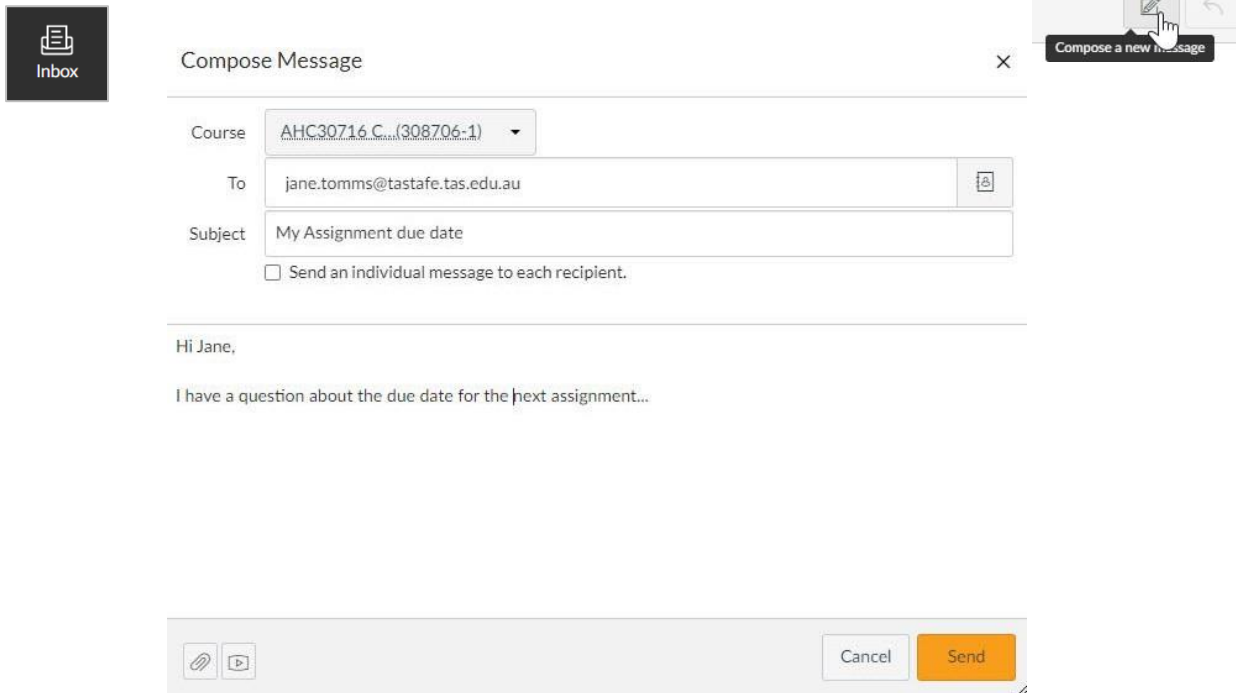
- [Canvas Community](#)
Ask a question, join a group or find additional resources and guides.
- [TasTAFE Library](#)
For IT assistance and learning resources
- [Student Connect](#)
Student Connect is a quick link directory to TasTAFE support
- [Ask Your Teacher a Question](#)
Questions are submitted to your teacher

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Inbox

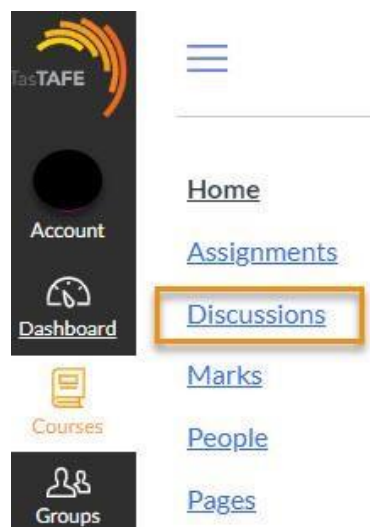
Click on **Inbox** link on from the **Canvas navigation menu** to email your teacher.

Click the **Compose new message** link (pencil) to compose an email



Discussions

You may also communicate with teachers and other students via the **Discussions** link on the Course Navigation menu



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Notes

