



USER GUIDE FOR STUDENT

CANVAS

by Learning Services Support

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1. Getting Started With Canvas

A. What is Canvas?

Canvas is a learning management system adopted by SUSS and used by students throughout your entire study to:

- Access course-related materials such as classroom recordings and important announcements
- Participate in online discussion and quizzes
- Submit written assignments
- Obtain marked assignments and scores
- Attend online classes

B. Canvas Technical Requirements

For Canvas to work well for the user, the user computer must be correctly configured and installed with software that meets the following minimum technical requirements:



Operating Systems

-
- Windows 10
- Mac OS X

Computer Specifications

- Desktop or laptop with at least 4GB RAM and sound card
- Built-in Broadband Wired or Wireless Card
- Built-in Speakers & Mic with Webcam

Additional Software

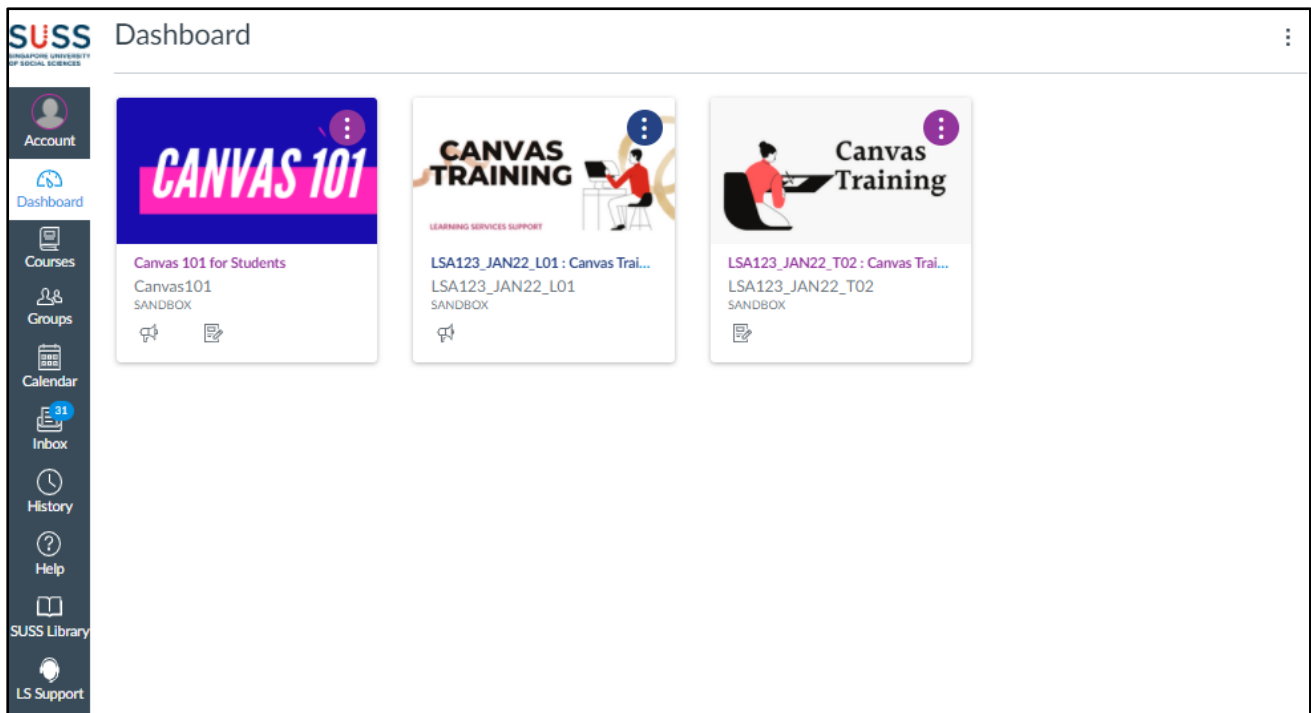
a. Microsoft Office 365	
	<p>Provided via login to https://login.microsoftonline.com and sign in with your SUSS email credentials.</p> <p>For technical assistance, please email to mymailsupport@suss.edu.sg</p>
b. eBook Reader	
 <p>VitalSource Bookshelf Software to read eTextbooks. Downloadable via: http://tinyurl.com/vitalsourcedownload</p>	 <p>Adobe Digital Edition Software to read Studyguides and Alkem eTextbooks and. Downloadable via: https://tinyurl.com/adobede2022</p>
c. PDF Reader	
 <p>Acrobat Reader Downloadable via http://get.adobe.com/reader/</p>	
d. Zoom	
 <p>Zoom Client for Meetings Downloadable via https://zoom.us/download</p>	
e. Teamviewer	
 <p>Teamviewer for Windows / Mac Downloadable via https://www.teamviewer.com/en/download/windows/</p>	

C. How Do I Access Canvas?

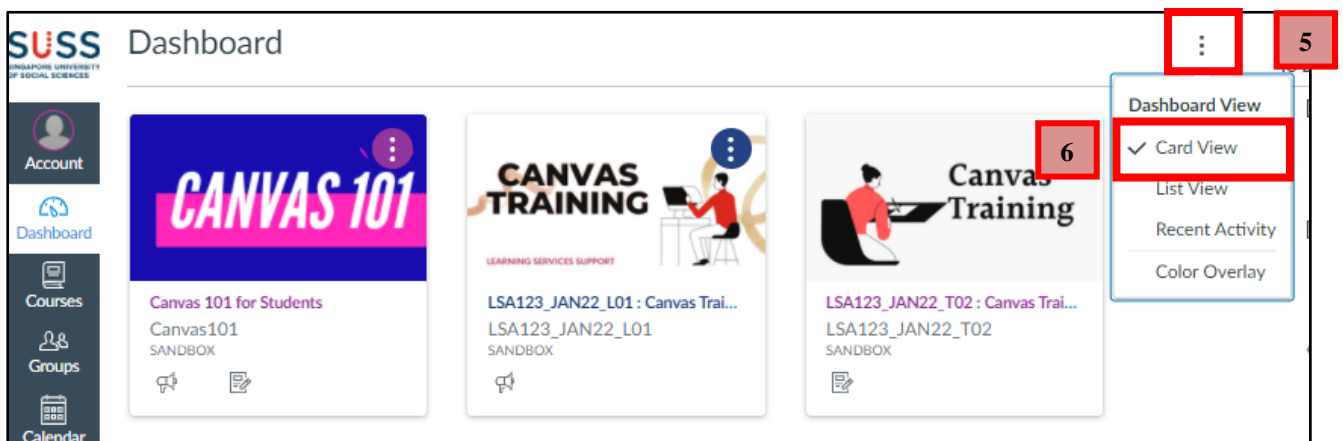
1. Navigate to <https://canvas.suss.edu.sg> via Google Chrome browser.
2. Key in your "User ID" and "Password"
3. Click on "Log In".



4. With the successful login, you will be brought to the Dashboard of Canvas.



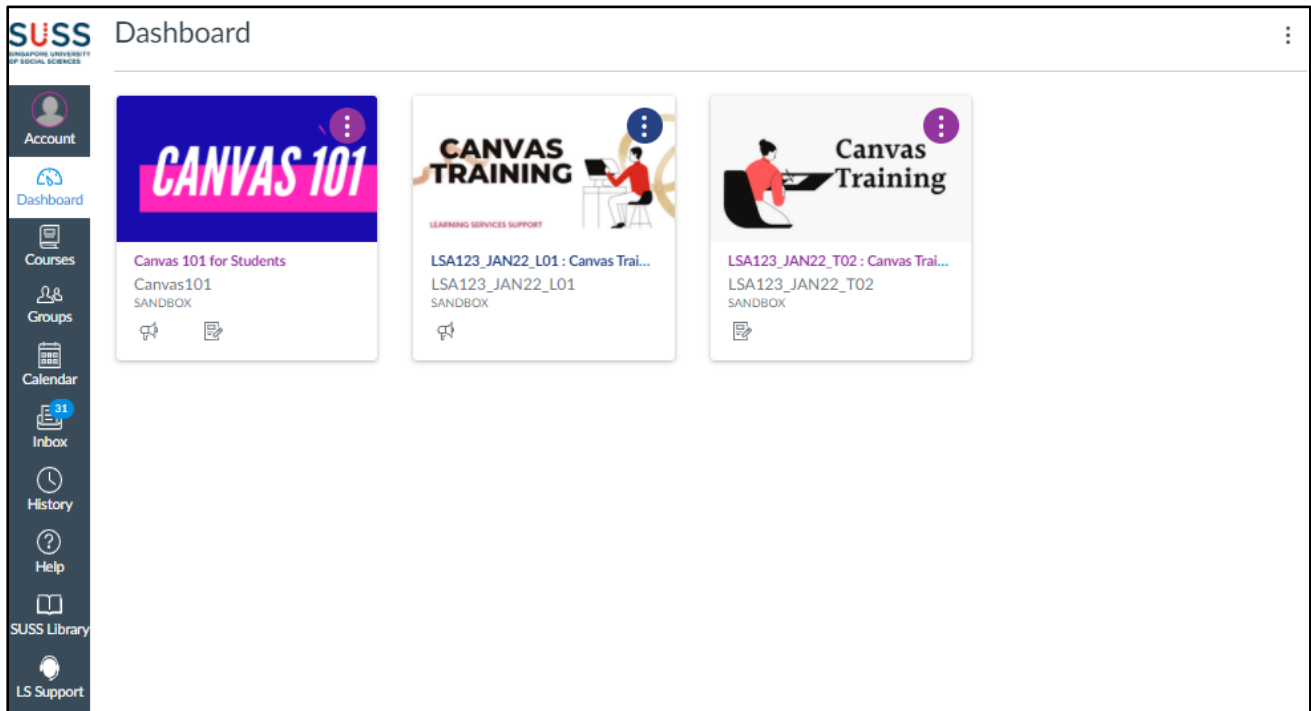
5. If your courses do not display the tiles above, click on the gear icon "⋮".
6. Click on "Card View". Your course tiles will now appear.



D. How do I locate my courses in Canvas?

There are two methods to locate your courses in Canvas.

1. The first method is via Canvas Dashboard.



2. For the second method, click on "Courses."

3. Click on "All Courses". All your courses are now displayed.

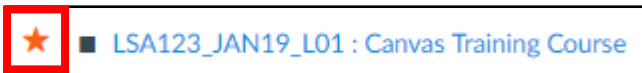


E. How do I add my courses to the Dashboard?

1. Click on "Courses"
2. Click on "All Courses".

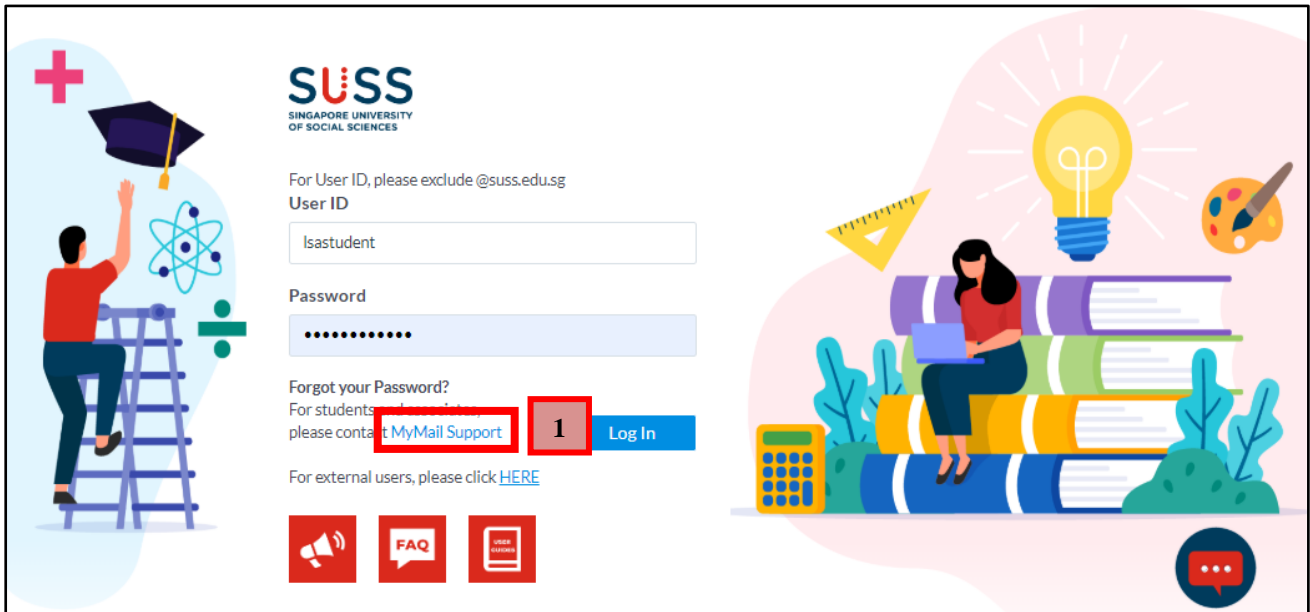


3. Click on "☆" to change it to "★". Your courses are now appearing in the Dashboard.



F. Password Reset

1. Click on "MyMail Support" to request the password reset via email.

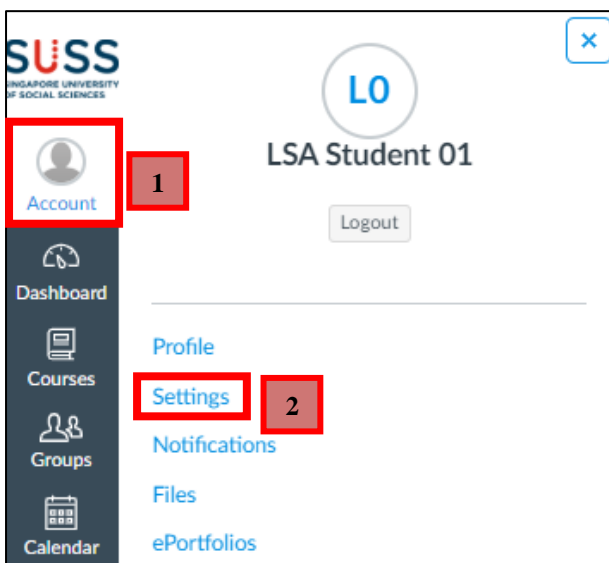


2. Customise Canvas

Profile and User Settings let you control your personal information in Canvas. You can control this information in the Global Navigation Panel.

To access Profile:

1. Click on "Account".
2. Click on "Settings".

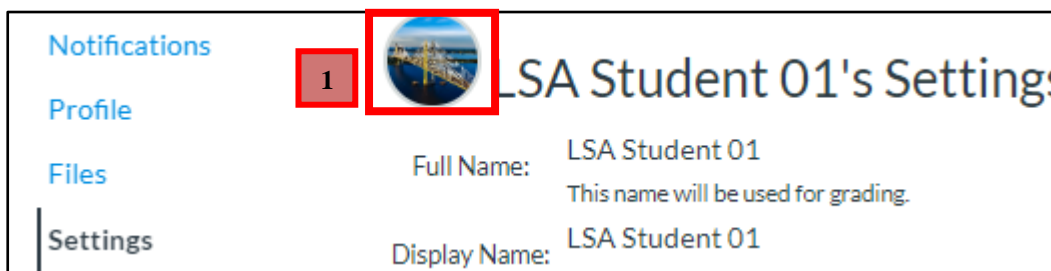


A. Add a Profile Picture

There are two ways you can select a profile picture to use throughout Canvas:

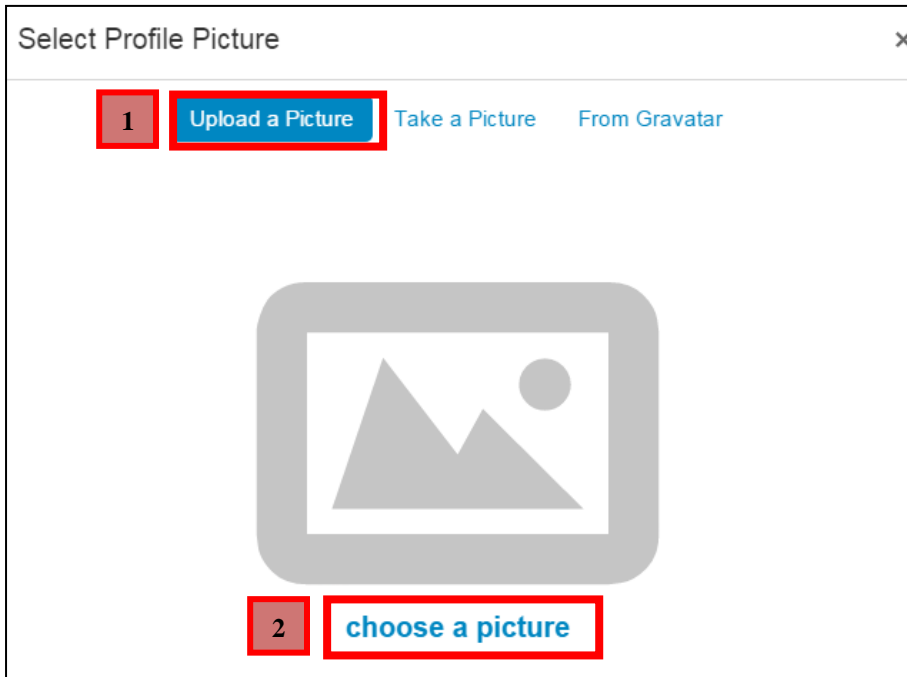
- i. Upload a picture from your computer
- ii. Take a picture using your computer's camera

1. Click on the Profile Picture icon. A dialogue box will open.

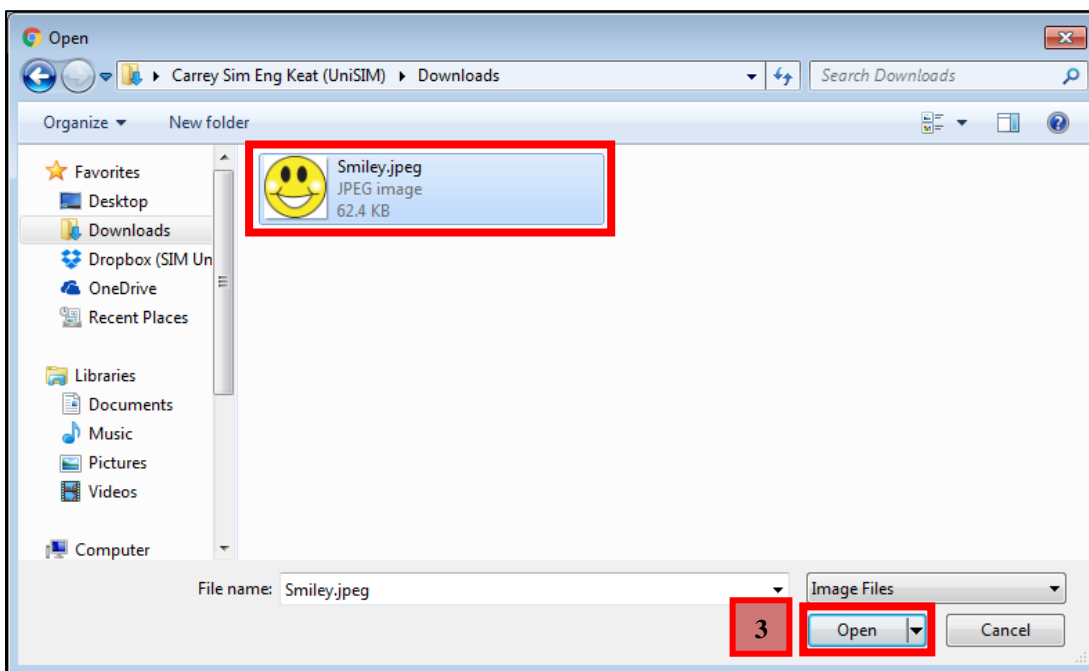


i. Upload a Picture

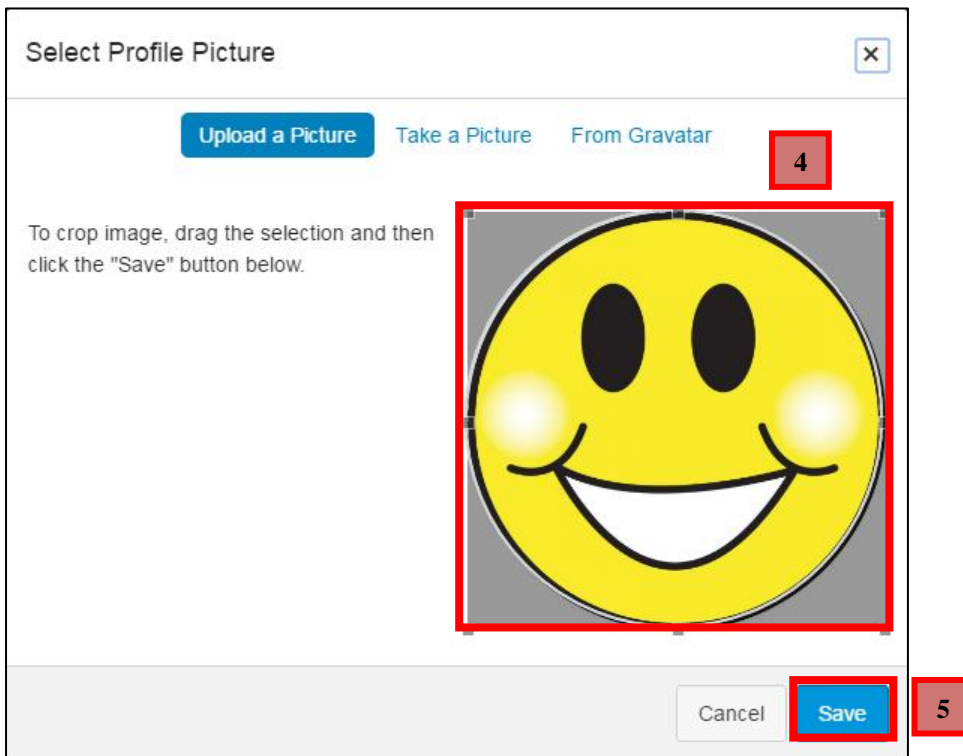
1. Click on "Upload a Picture".
2. Click on "choose a picture".



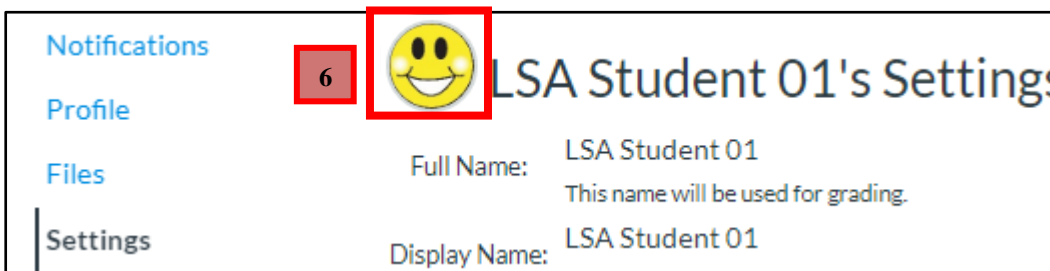
3. Select the file from your computer. Next, click on "Open".



4. Drag the selection box to crop or resize your picture.
5. Click on "Save" to upload your profile picture.

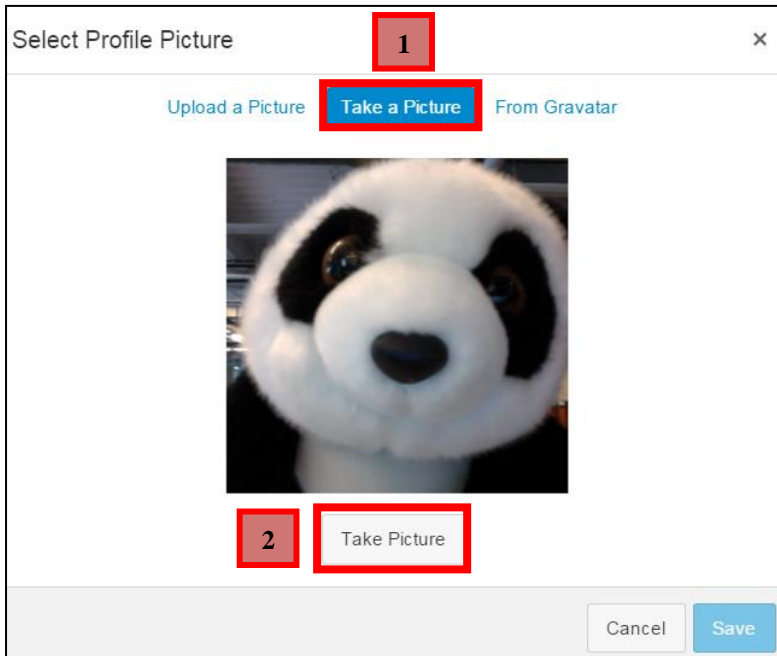


6. The profile picture is as shown below.

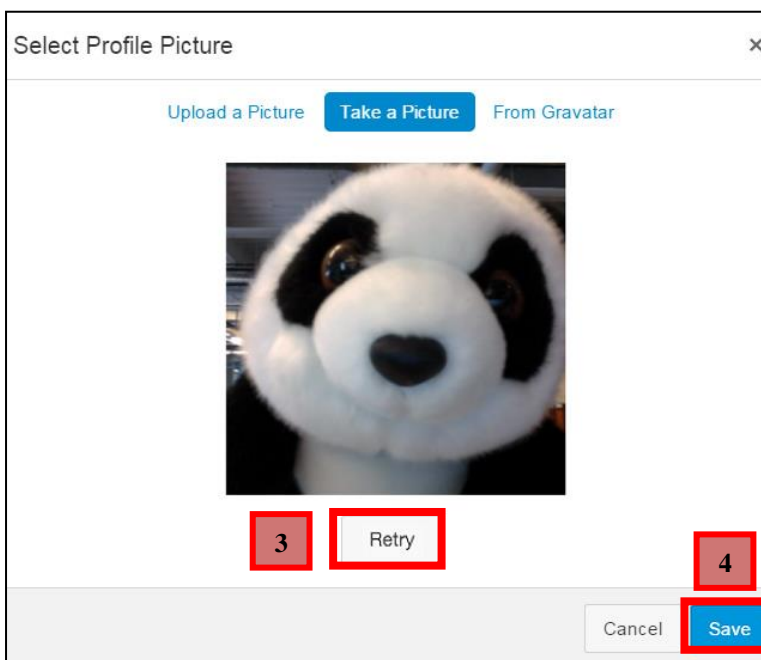


ii. Take a Picture

1. Click on "Take a Picture".
2. Click on "Take Picture".



3. Click on "Retry" to take another picture.
4. When you are satisfied with your picture, click on "Save".



5. The profile picture is as shown below.



The screenshot shows the 'Settings' page for a user named 'LSA Student 01'. On the left, there is a navigation menu with 'Notifications', 'Profile', 'Files', and 'Settings' (which is selected). A red box with the number '5' is placed over the 'Profile' link. To the right of the menu is a circular profile picture of a panda, also enclosed in a red box. The main content area displays the following information:

- Full Name:** LSA Student 01
This name will be used for grading.
- Display Name:** LSA Student 01

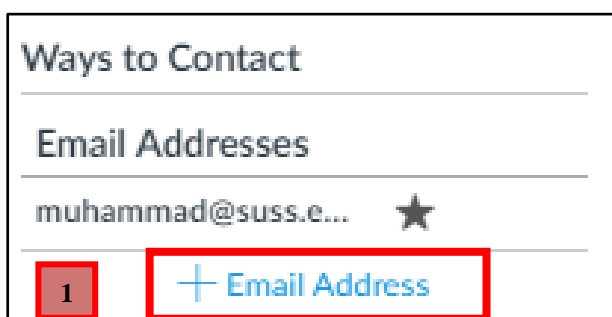
B. Contact Settings

Before you can set your notification preferences, you need to set how you want to be notified.

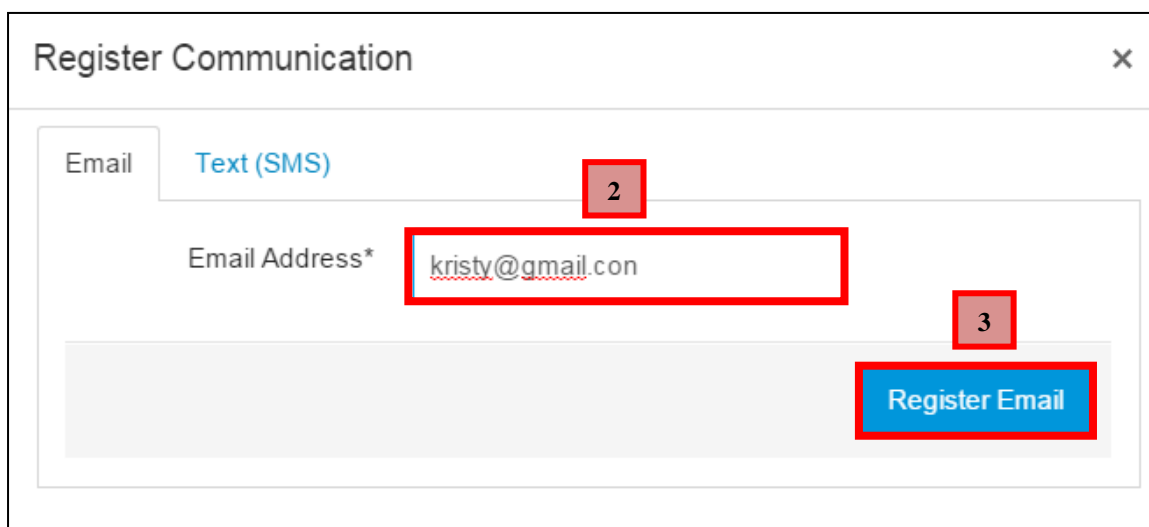
i. *Email Addresses*

1. Your account will already display the default SUSS email associated with your account. However, if you want to add another email address, click on "**Add Email Address**".

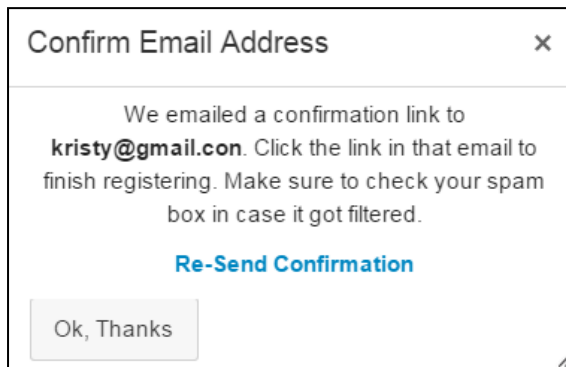
Note: Please do NOT delete the SUSS email address and ensure that the default email address is set to the SUSS email address to prevent issues accessing the SUSS system.



2. Type in the email address you want to add in the text field.
3. Click on "**Register Email**".



4. A confirmation link will be sent to your email. Click on the link in that email to finish registering.



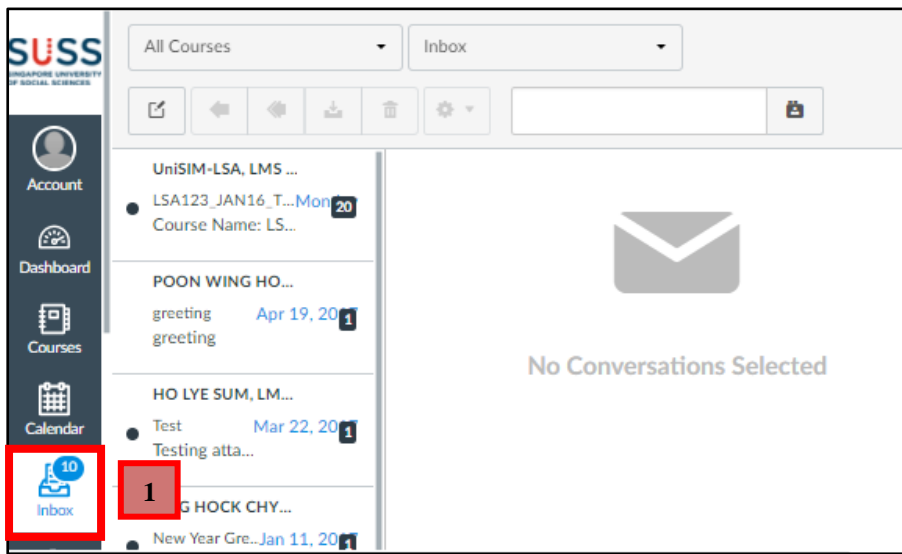
As part of the Personal Data Protection Plan (PDPA), please note that by entering your private email address (substitute with mobile number) into Canvas, you agree to be contacted via Canvas.

3. Communication

The Inbox store all messages and conversations you have with instructors and other students on Canvas.

A. Inbox Interface

1. Click on "Inbox."

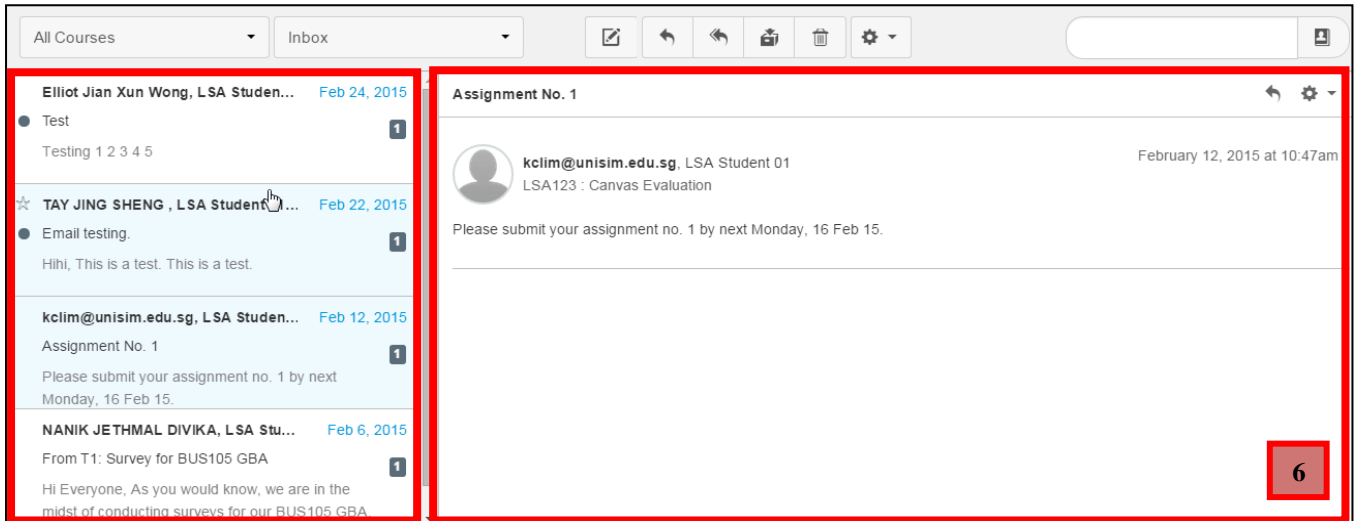


2. Click on "All Courses" to filter your message by course.
3. Click on "Inbox" to filter your message by type.
4. Search your inbox by typing a name, course or group into the Search box.



- 5. The left section displays message in your inbox.
- 6. The right section displays the messages you had with a user, group, or course in a message.

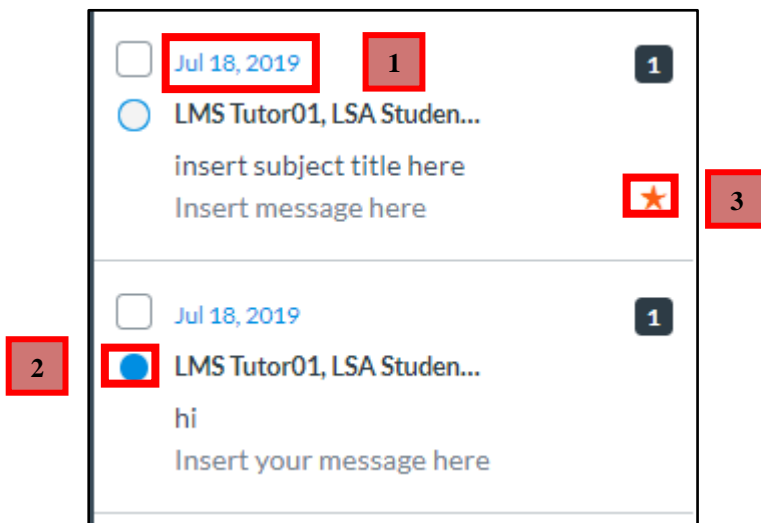
5



The screenshot shows the Canvas interface. At the top, there are dropdown menus for 'All Courses' and 'Inbox', followed by a toolbar with icons for compose, reply, reply all, forward, delete, and settings. The main area is split into two panes. The left pane, labeled '5', shows a list of messages in the inbox. The right pane, labeled '6', shows the details of a selected message titled 'Assignment No. 1' from 'kclim@unisim.edu.sg, LSA Student 01' on February 12, 2015. The message content reads: 'Please submit your assignment no. 1 by next Monday, 16 Feb 15.'

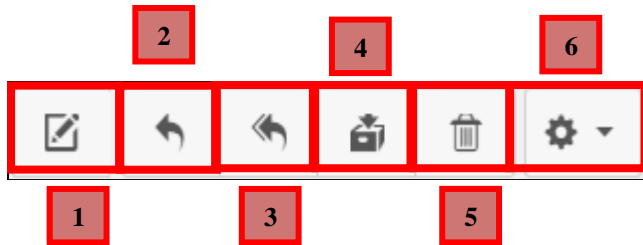
B. View Conversations Panel







1. The Conversation Inbox is organised chronologically from newest to oldest, with the newest conversations appearing on top and the older conversations at the bottom.
2. Click on the "●" icon to mark a conversation as read or unread at the left of the conversation.
3. To star a conversation, mouse over the conversation and click on the "★" icon on the left of the conversation.




C. Managing Your Message

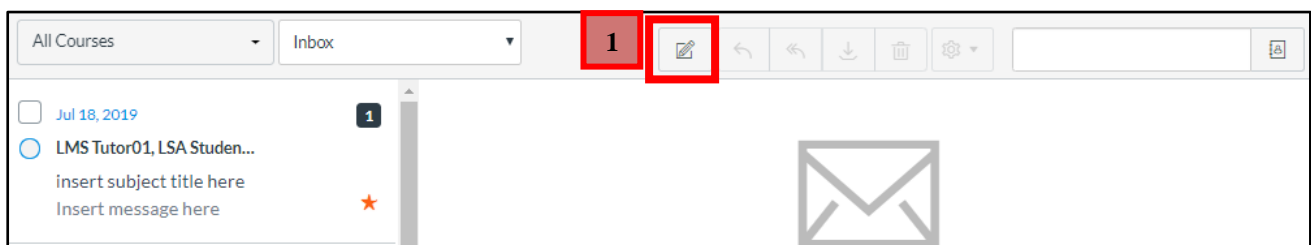
Managing your messages can be done through the buttons on the top menu.




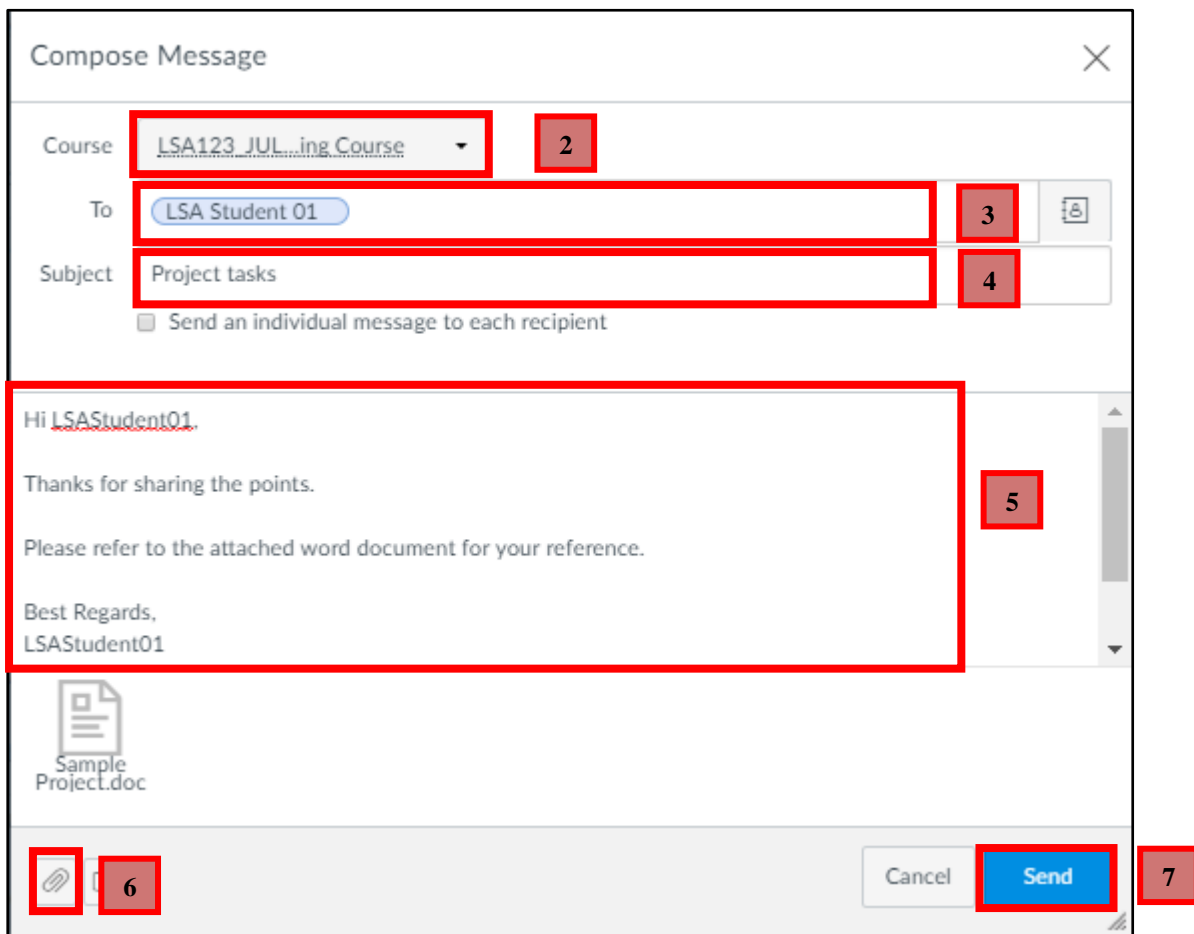
1.		Compose a new message
2.		Reply to a message
3.		Reply all to a message
4.		Archive a message
5.		Delete a message
6.		More options – Mark as unread, Forward and Star a message

D. Compose a Message

1. Click on the "" icon to compose a new message.



2. Select the course where you want to send your message.
3. Type a recipient's name in the Email Information section.
4. Type a subject in the Email Information section.
5. Type a message in the Email Information section.
6. Click on the " " icon to attach any email attachments.
7. Click on "Send" to send your email.



The screenshot shows the 'Compose Message' window in Canvas. It includes a course selection dropdown (2), a 'To' field with a recipient name (3), a 'Subject' field (4), a message body (5), an attachment icon (6), and a 'Send' button (7). The message body contains the following text:

Hi [LSAStudent01](#).

Thanks for sharing the points.

Please refer to the attached word document for your reference.

Best Regards,
LSAStudent01

Sample Project.doc

4. Course Site Navigation

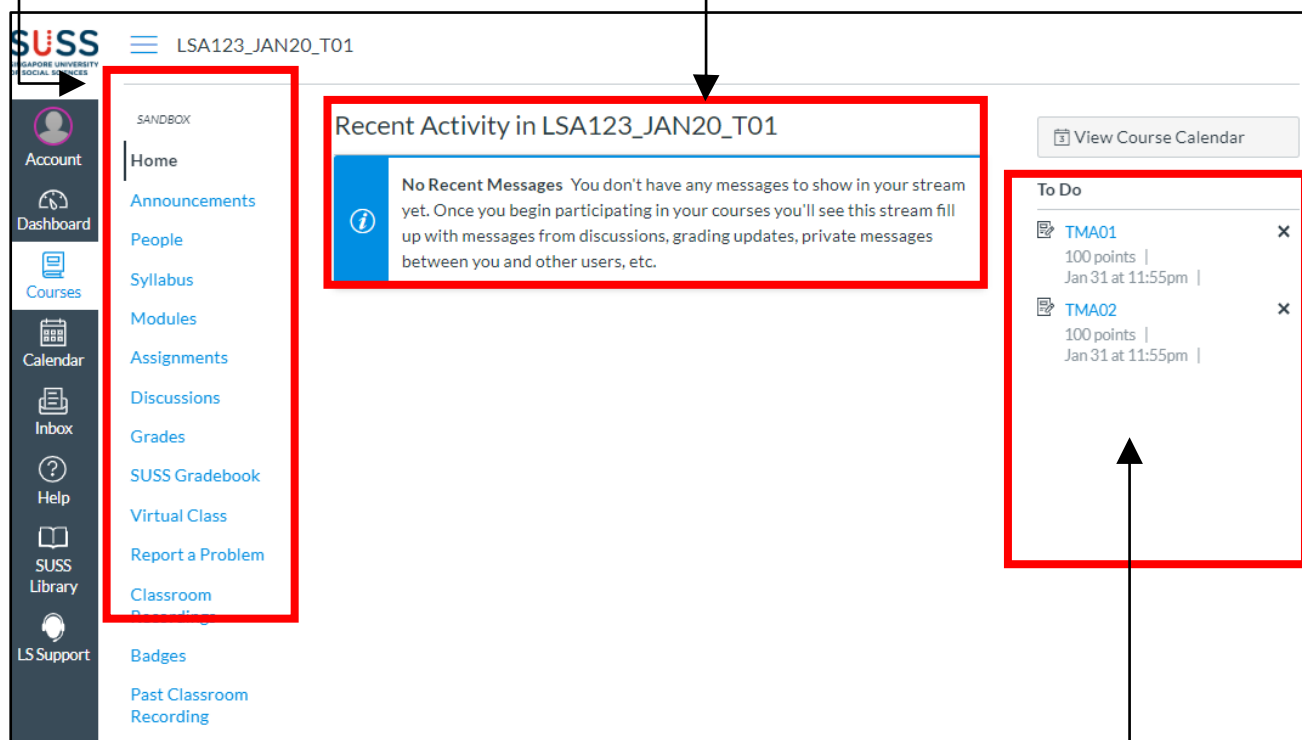
After logging into Canvas, you can view your current and future enrollment courses in Canvas.

A. Course Dashboard

Course Dashboard helps you manage your course. You can also customise several areas to create a specific workflow for your students.

1. The “**Course Navigation**” links help you get to where you want to go within a Canvas course.

2. The “**Recent Activity**” shows you announcement and updates on the course’s content.



3. The “**Sidebar**” helps you see what you need to do next in your course. The top of the sidebar contains links for managing your course

5. Key Features Available in the Courses

You will be enrolled on two course sites for each course that you have been offered: the L-Course and T-Course.

L-Course

The L-Course facilitates the distribution of resources and information relevant to all students enrolled in the course.

T-Course

The T-course is a classroom-sized group that divides the students enrolled in a course into multiple smaller groups. Each T-group will have its course instructor to facilitate the course and grade the students' assignments.

The L-Course and T-Course is categorised into 3 categories.

For example,

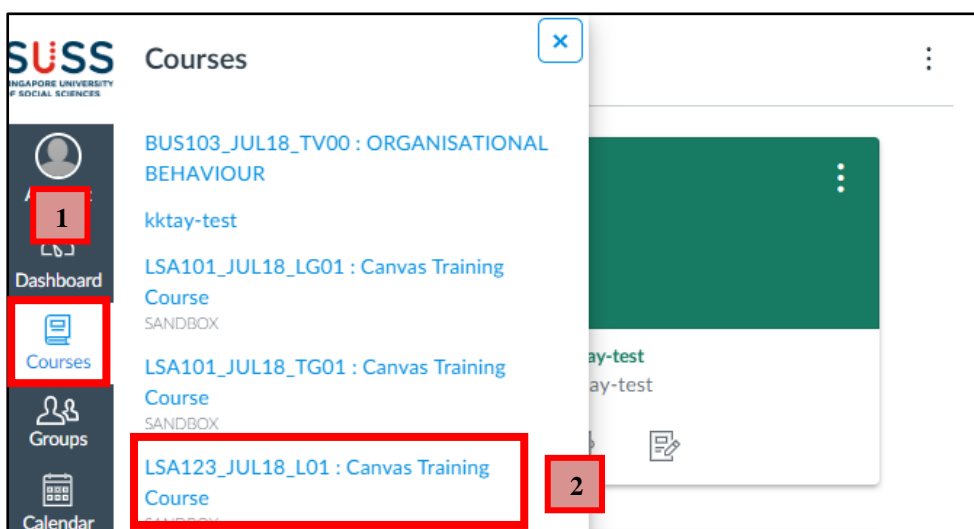
- a. **L01** and **T01** is reserved for part-time students.
- b. **LG01** and **TG01** is reserved for full-time students.
- c. **LV01** and **TV01** is reserved for online courses taken by both part-time and full-time students.

Actions	L-Course	T-Course
Announcement - View important information posted by your instructor or the school (L01 for everyone in the course, T01, 02, 03, 04 for your own group)		
People - View Class List (L01 for everyone in the course, T01, 02, 03, 04 for your own group)		
Syllabus - View a list of Assignments and Due Dates (by course only)		
Modules - Retrieve assignment question paper , instructor's PPT slides or school's provided learning materials (L01 for everyone in the course, T01, 02, 03, 04 for your own group)		
iBookstore - Retrieve Study Guide and eTextbook		
Past Years Exam Papers - Retrieve past years exam question papers		
Grades - Check quizzes and assignment scores		
Past Semester Classroom Recordings - Retrieve recordings <u>before</u> Jan 2021		
Classroom Recordings - Retrieve recordings <u>after</u> Jan 2021		
Quizzes - Attempt Pre-Class or Pre-Course Quizzes		
Assignments - Submit assignments for the course		
Virtual Class - Attend online classes and retrieve recordings of the online classes (for part-time and full-time course) Online Seminar - Attend online classes and retrieve recordings of the online classes (for fully online course)		
SUSS Gradebook - Retrieve marked assignments as well as perform OCAS calculation of quizzes and assignments		
Discussion - Participate in discussion with your classmates that would be graded by the instructor		

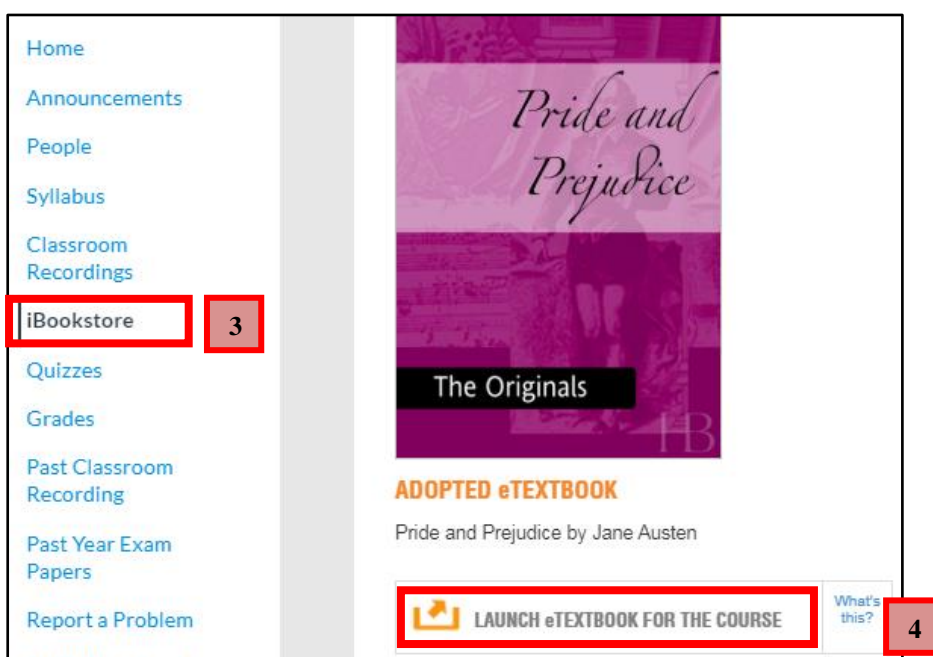
A. Accessing eTextbook via iBookstore

The iBookstore is integrated to Canvas and enables students to access the study guide and etextbook of the course on multiple devices such as your personal computer and mobile devices. Students may download and keep their recommended eTextbooks for a period of eight years.

1. From the Dashboard, click on "Courses".
2. Click on the course's L Group. For example: LSA123_JUL18_L01



3. Click on "iBookstore".
4. Scroll down and click on "Launch eTextbook for the course".



5. Enter your SUSS email address.
6. Click on "Continue".
7. If you clicked on "No thanks, I'll skip this step", go to [page 38](#) to register your Vitalsource Bookshelf account.

Welcome to
Bookshelf

To begin, enter your email.

5

6 **Continue**

Entering your email allows you to

- Read books offline with our mobile and desktop apps.
- Share your notes and highlights with friends.

7 **No thanks, I'll skip this step.**

8. Enter your credentials under the fields below.
9. Click on "Finish"

You're almost done!

username@suss.edu.sg (change) 8

First Name

Last Name

Password Password ⓘ

Confirm Password

Security Question

Security Answer

Finish 9

10. You are now able to access the eTextbook

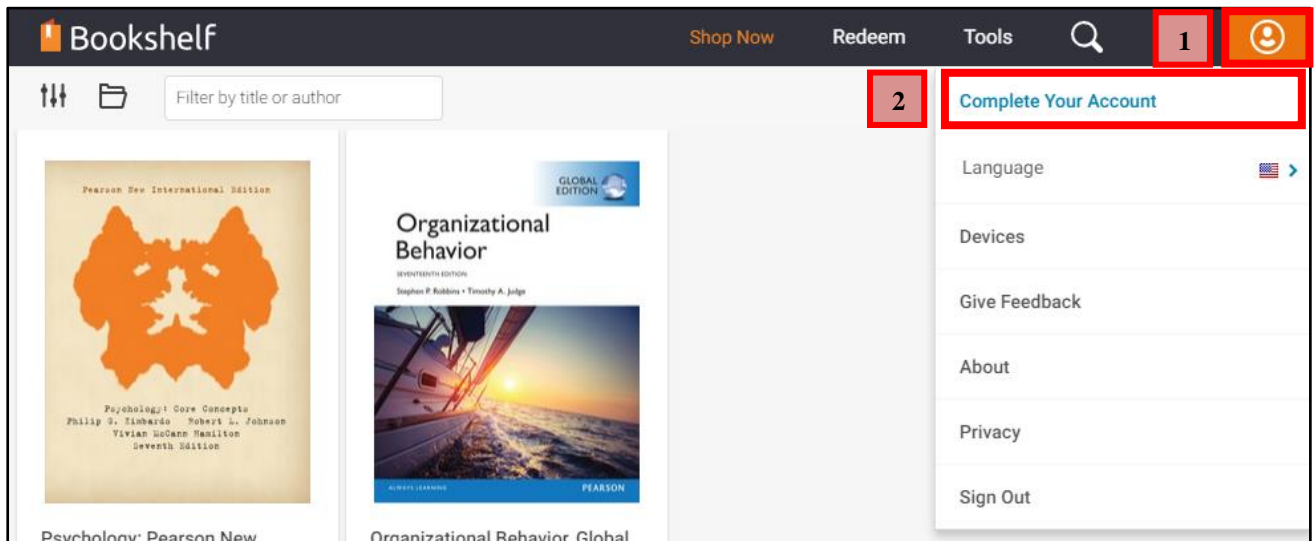


Vitalsource Account Registration

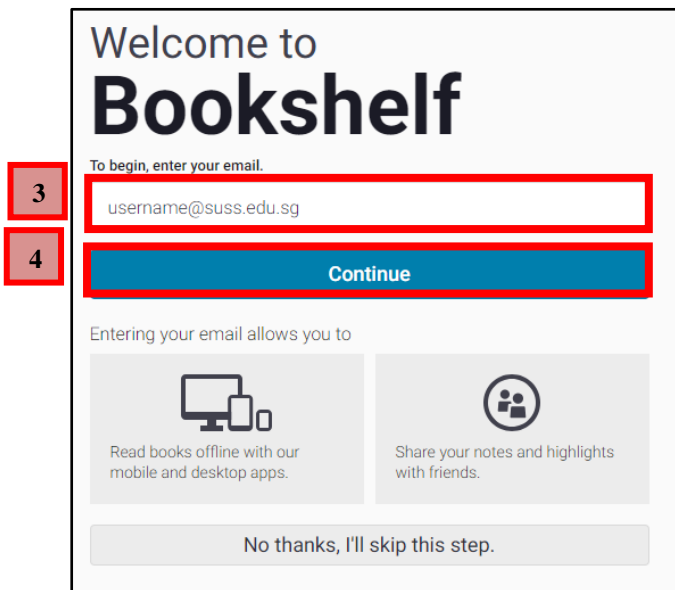
1. If you have skipped your Vitalsource account registration, on your eTextbook page, click on the "**Home**" icon.



1. Click on the "Profile" icon.
2. Click on the "Complete Your Account".



3. Enter your email address.
4. Click on "Continue".



5. Enter your credentials under the fields below.
6. Click on "Finish"

You're almost done!

username@suss.edu.sg [\(change\)](#) 5

First Name

Last Name

Password ⓘ

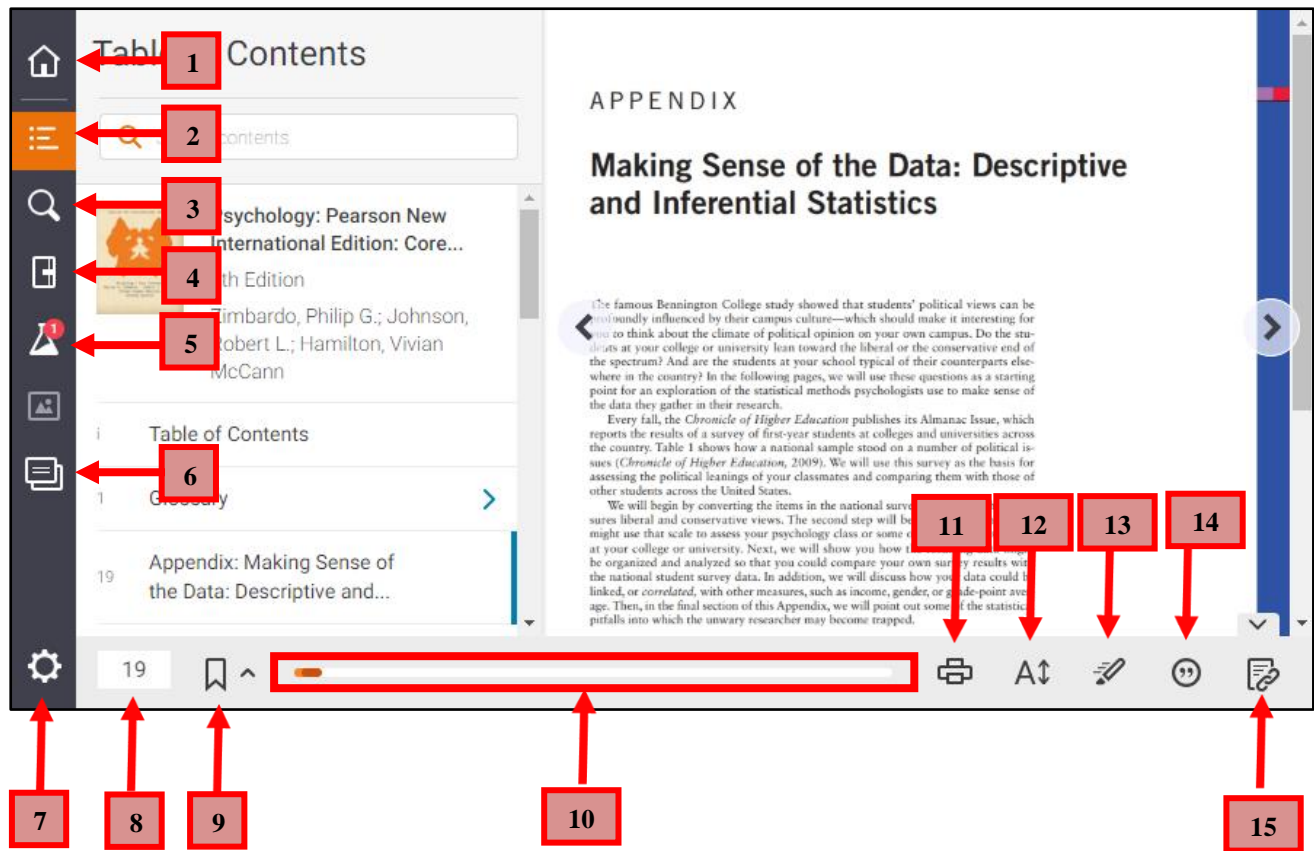
Confirm Password

Security Question

Security Answer

Finish 6

VitalSource Online Interface



1 Vitalsource Main Page / Library	6 Figures	11 Print Pages
2 Table of Contents	7 Settings	12 Zoom
3 Search Book Content	8 Page Number	13 Highlight
4 Notebook	9 Bookmark	14 Citation
5 Lab	10 Page Scroll	15 Copy URL

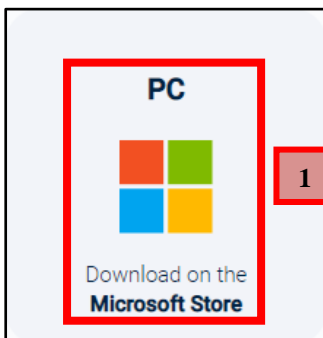
For more information on the VitalSource Online, refer to the link below:
<https://support.vitalsource.com/hc/categories/200136253-Bookshelf-Online>

B. Downloading VitalSource Bookshelf

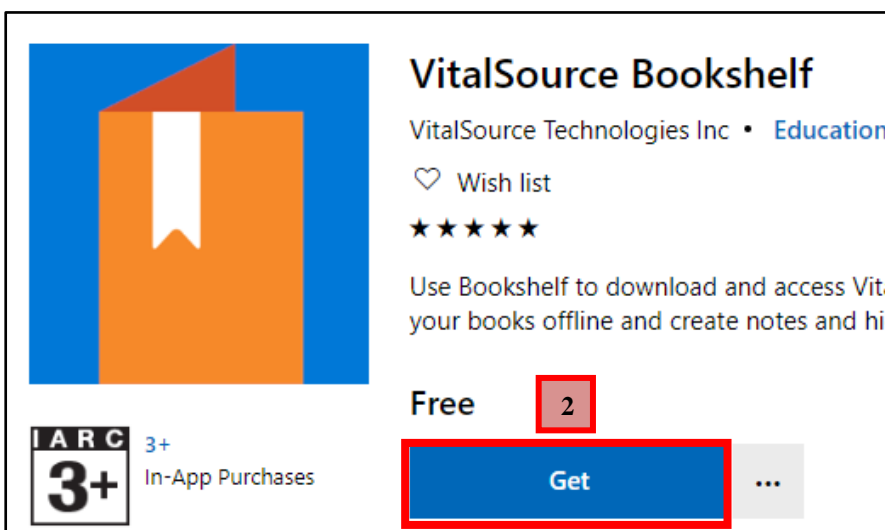
To access the eTextbook for offline reading, you will need to download the VitalSource Bookshelf application. To download the Bookshelf app, go to vitalsource.com/download on your Google Select the download based on your computer's operating system.

Windows 10

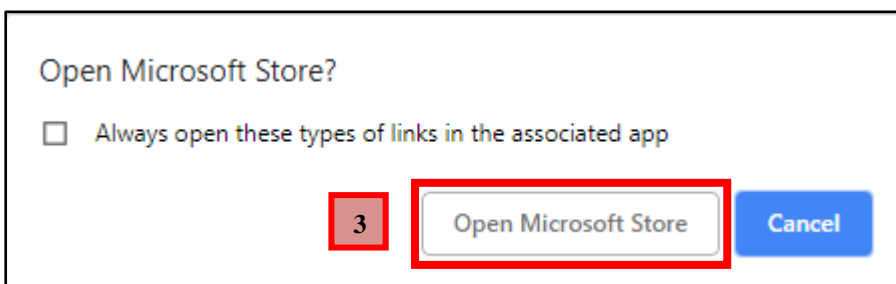
1. From the download page, click on "Download Now".



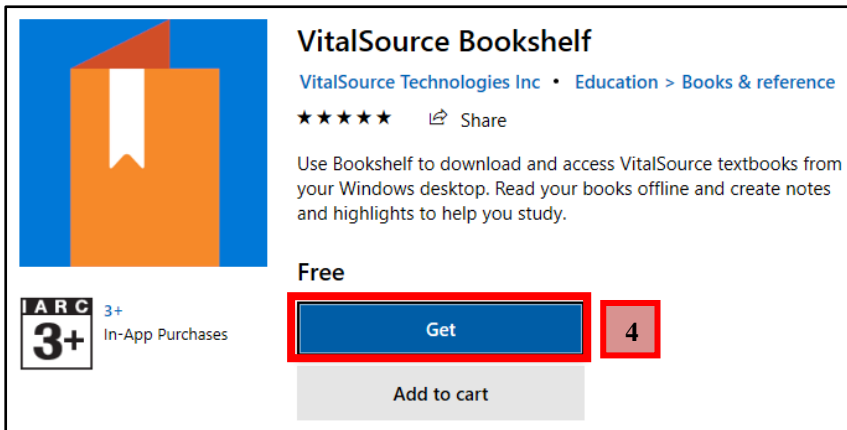
2. Click on "Get".



3. Click on "Open Microsoft Store".

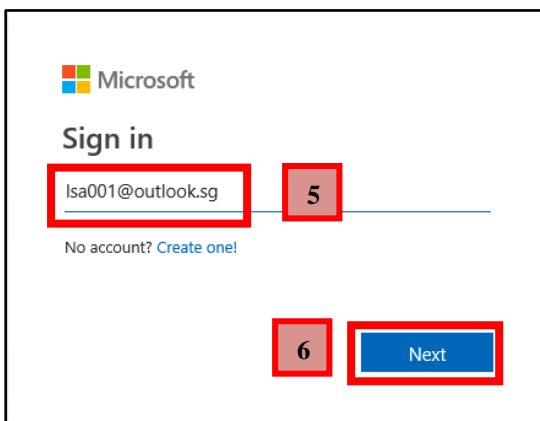


4. Under the Microsoft Store, click on "Get".



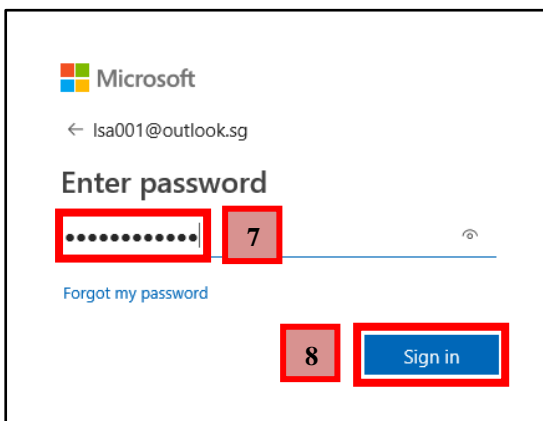
5. Key in your Microsoft Store email account.

6. Click on "Next".



7. Key in your Microsoft Store password.

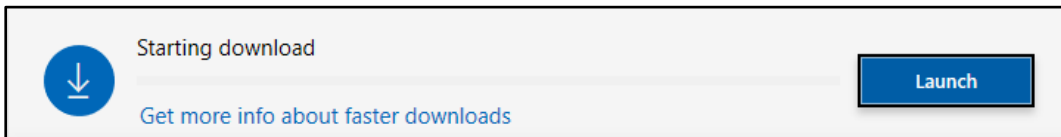
8. Click on "Sign in".



9. Click on "Next" to start downloading the Vitalsource Bookshelf.



10. The Vitalsource Bookshelf is now downloading.



11. The Vitalsource Bookshelf has been downloaded and installed on your computer. Click on "Launch" to start the Vitalsource Bookshelf.

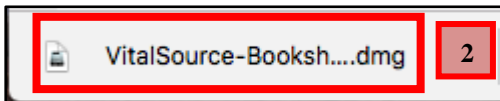


Macintosh

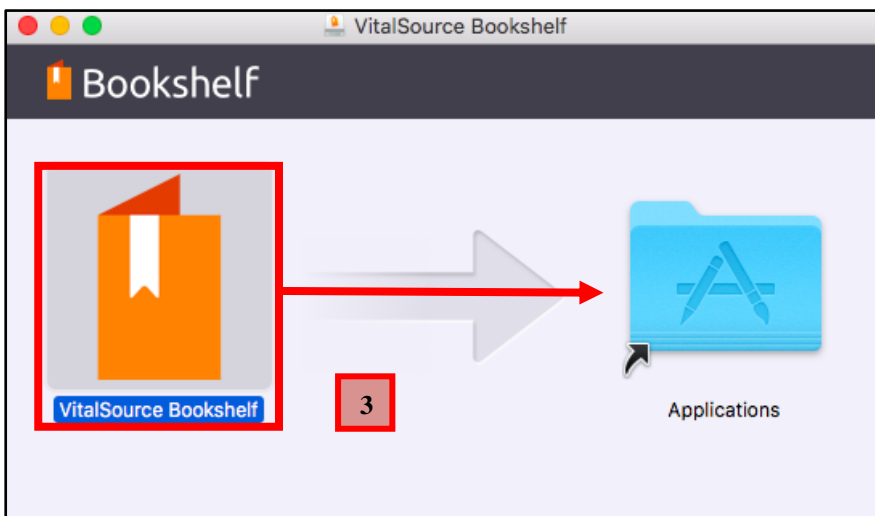
1. From the download page, click on the **Mac Apple** tile.



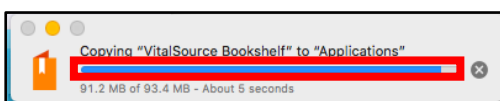
2. Once the download is complete, click on the installer.



3. When the installer appears, click on "**Vitalsource Bookshelf**" on the left and drag it to "**Applications.**"



4. Once the copying is complete, your Vitalsource Bookshelf is now installed on your Macintosh.

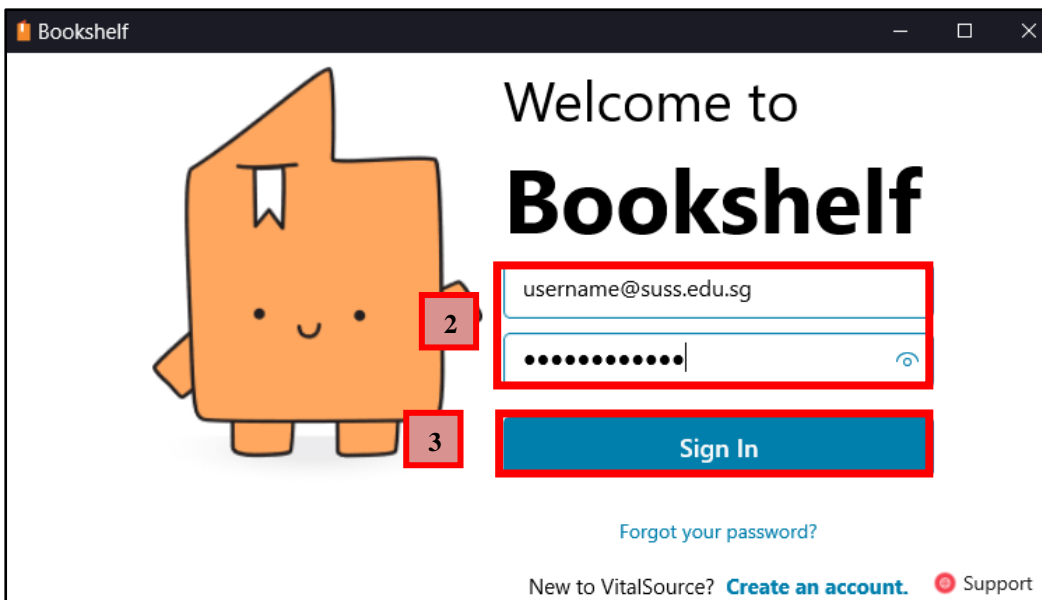


C. Accessing eTextbook for Offline Reading for Windows 10

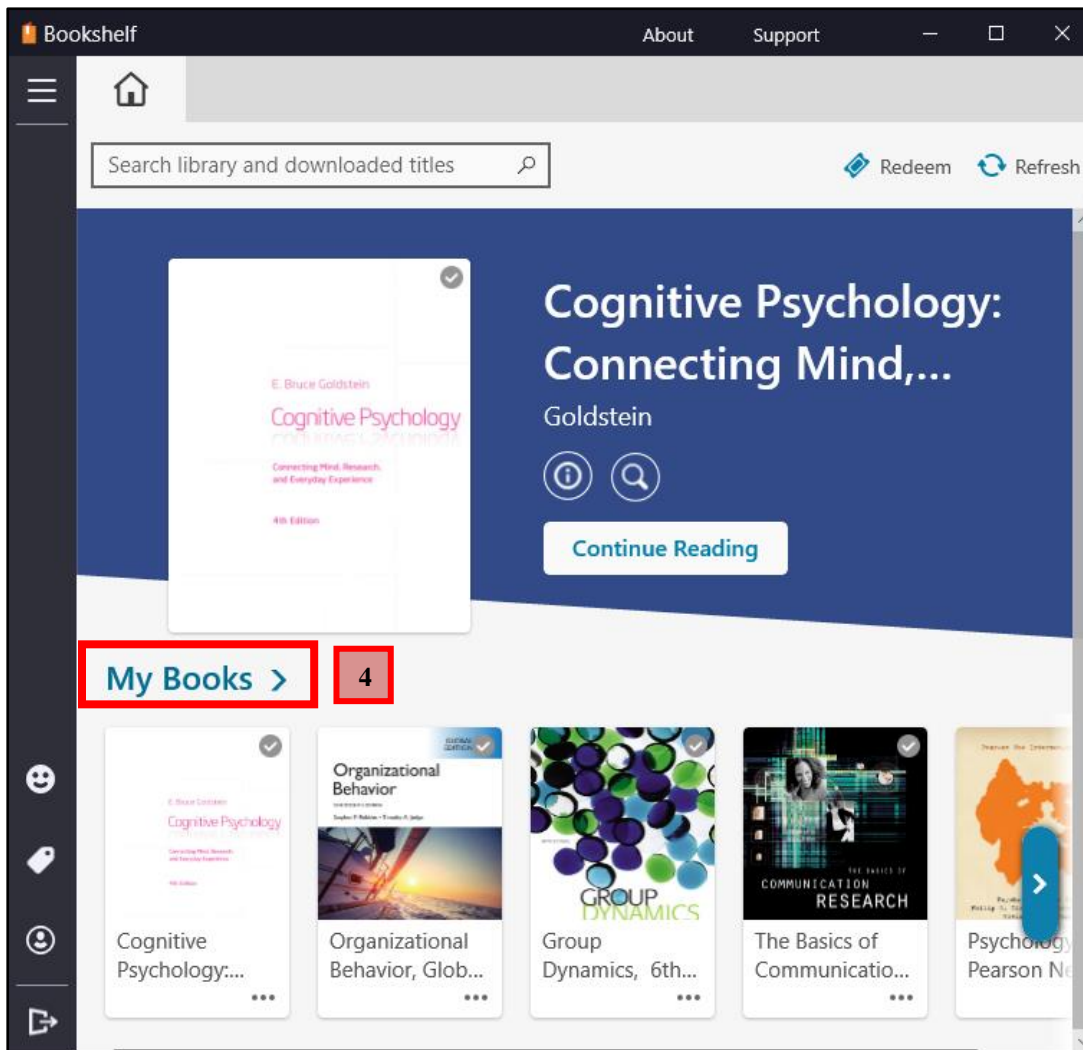
1. Launch your VitalSource Bookshelf.



2. Sign in using your VitalSource account username and password.
3. Click on "Sign-in".



4. Your redeemed eTextbooks can be located under "My Books".

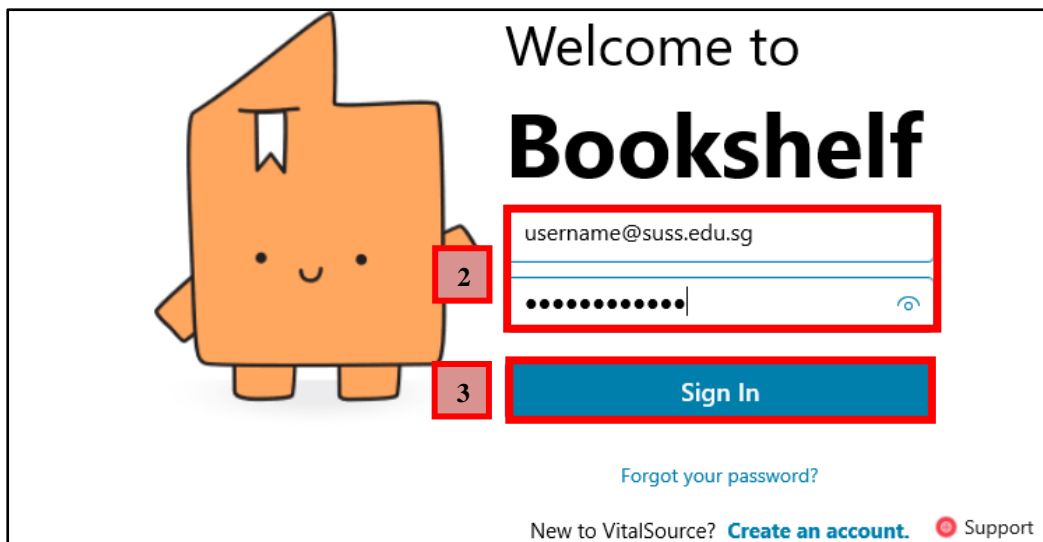


D. Accessing eTextbook for Offline Reading for Macintosh

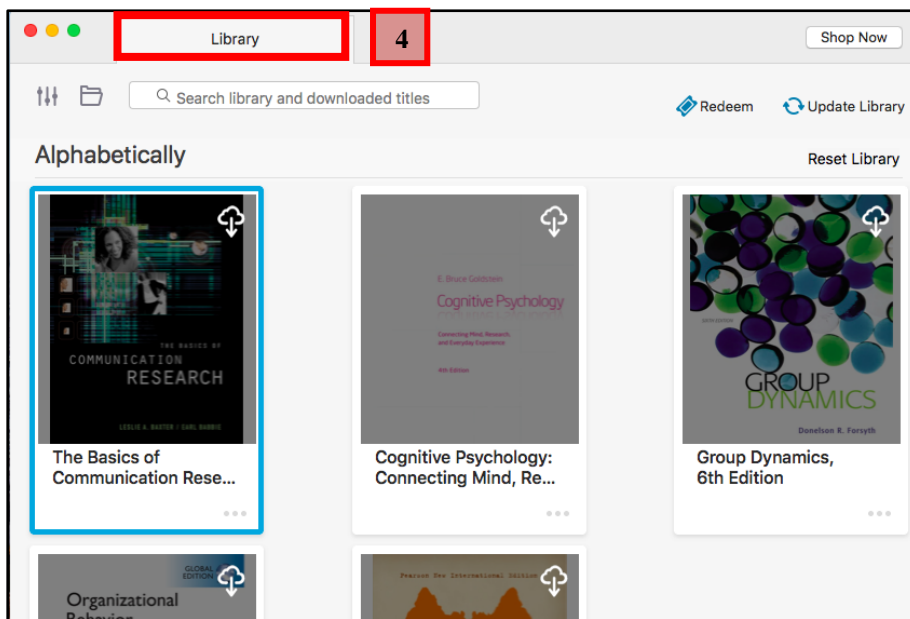
1. Launch your VitalSource Bookshelf.



2. Sign in using your VitalSource account username and password.
3. Click on "Sign-in".



4. Your redeemed eTextbooks can be located under "Library".



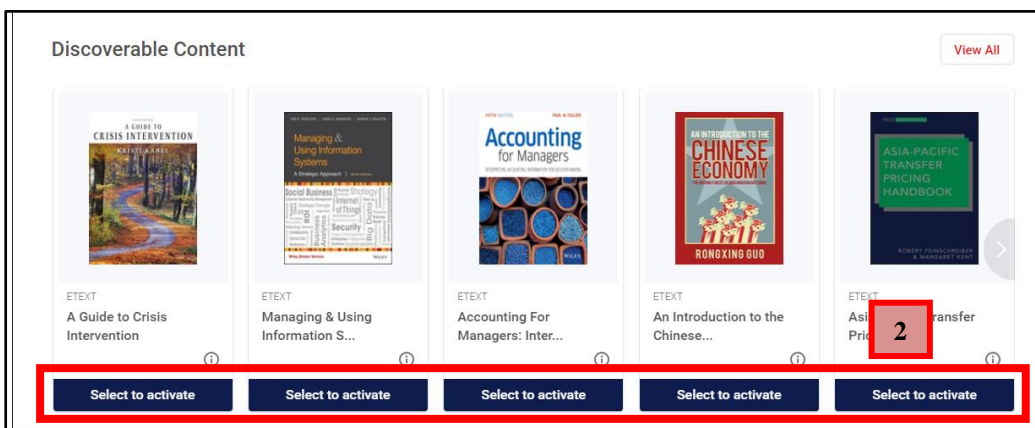
E. Accessing Additional Reading Materials

There are also additional reading materials that you can access for your own reading interest. These materials may not be related to your course. Additional Readings contains a wide collection of reference books, ranging from management skills to counselling and even media related topics. Students may download and keep these complimentary online resources for a period of one year.

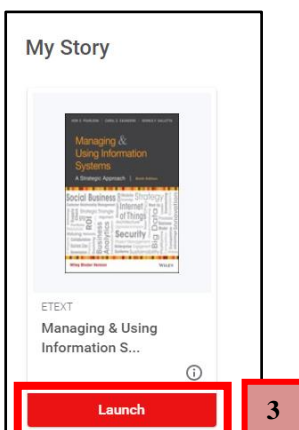
1. Under "iBookstore", Click on "LAUNCH PAGE FOR ADDITIONAL READING"



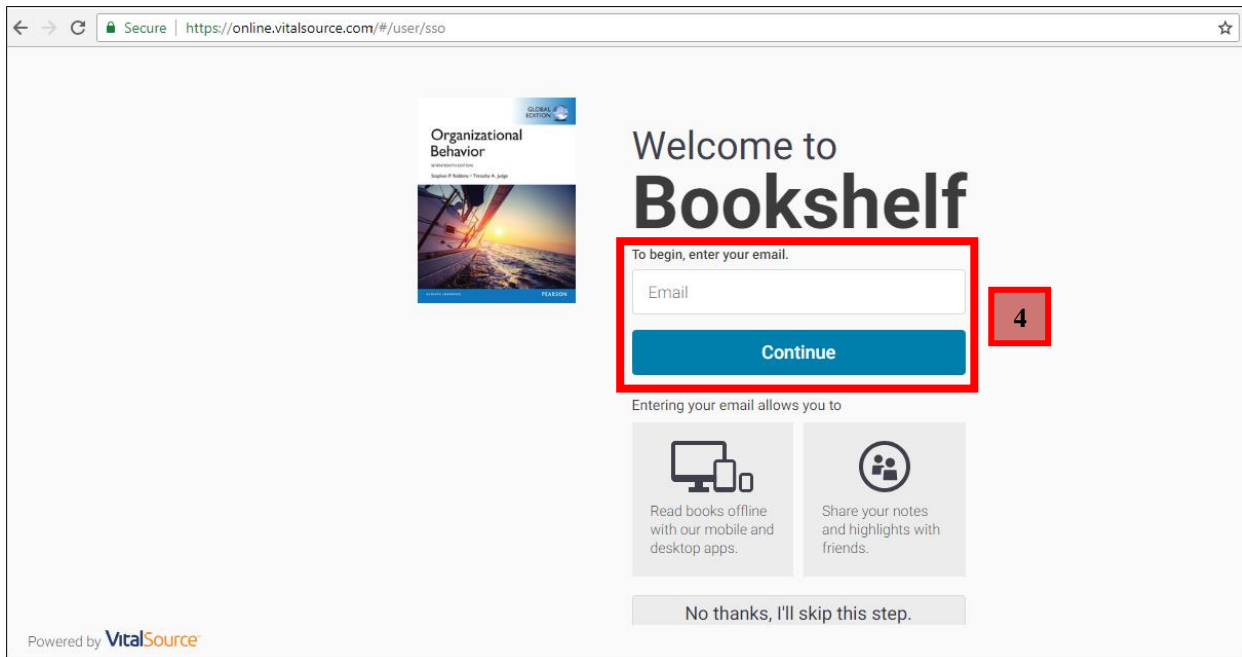
2. Click on "Select to activate" under the textbook that you would like to redeem.



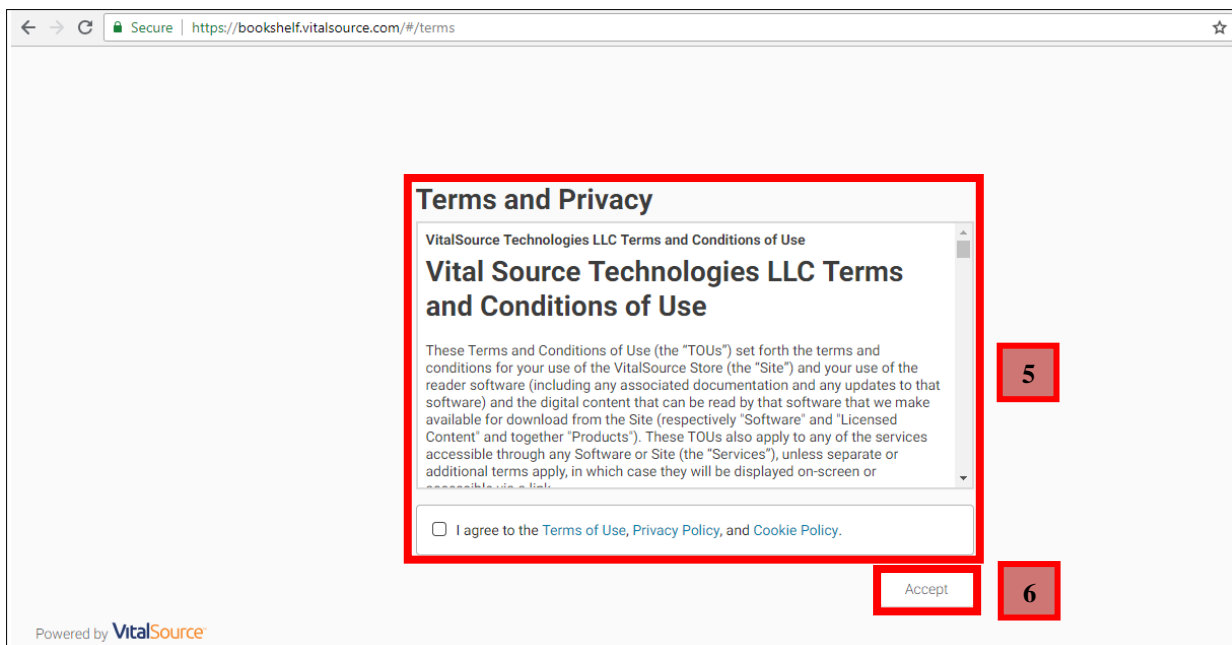
3. Your selected textbook will appear at the top of the page. Click on "Launch" to open the book.



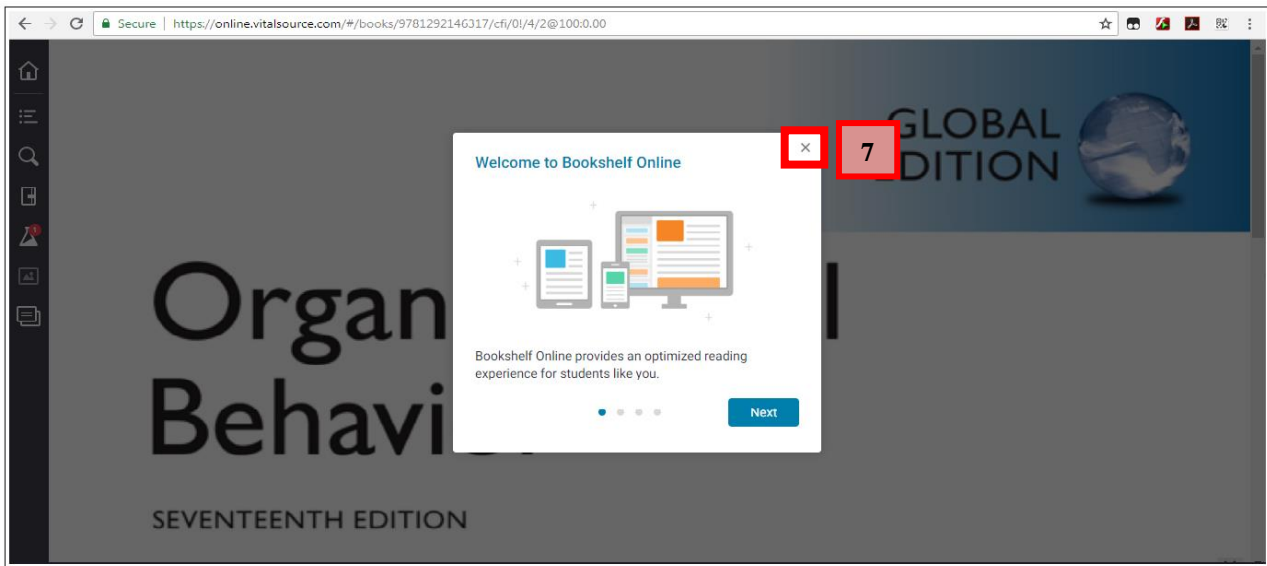
4. Enter your SUSS email, click on "Continue" and follow the on-screen instructions until you reach the Terms and Privacy page.



5. Click on "I agree to the Terms of Use and Privacy Policy" checkbox after reading the Terms and Privacy.
6. Click on "Accept".



7. Click on "x" to start using the Additional Reading Material.



F. Vitalsource Bookshelf Online Interface



1.	Library	6.	Figures	11.	Zoom Options
2.	Table of Contents	7.	Flashcards	12.	Fast Highlight
3.	Search	8.	Settings	13.	Citation
4.	Notebook	9.	Add Bookmark	14.	Copy URL
5.	Labs	10.	Print Pages	15.	Next Page

For more information on eTextbooks, go to https://learningservices.suss.edu.sg/etextbook_faq.html

6. Assignments

Assignments include Tutor-marked Assignment (TMA), Group-Based Assignment (GBA) and ECA (such as Turnitin and videos).

A. Turnitin Assignment Submission

Where do I submit my assignment?

- For Online courses, submit your assignments in Assignments > Group-Based Assignment > GBA.
- For Part-Time students, submit your "Assignments" via the T-group course site. You will then be directed to the submission page.
- For Full-Time students, submit your "Assignments" via the TG-group course site. You will then be directed to the submission page.

How do I name my Assignment file?

- Name your document file **strictly** to this format – CourseID_AssignmentID_StudentUserID_FullName. Student User ID refers to the front part of your SUSS email.
For an example, LSA123_ TMA01 _Sally001_TanMeiMeiSally (omit D/O, S/O). Do not leave any spaces in between the Student User ID and Full Name.

What do I need to take note for PDPA?

- In accordance to the Personal Data Protection Act (PDPA), please DO NOT include personal particulars such as NRIC, home address and mobile number in your assignment document.

What is the 'grace period' and 'Mark Deduction Schemes' for each assignment submission?

- Refer to the Student Handbook for more information.

What must I do after submitting my file?

- You must verify that your assignment is submitted successfully in Canvas by obtaining a digital receipt of your submission.

What is TMA?

- TMA refers to tutor-marked assignment

What is GBA?

- GBA refers to Group Based Assignment. Each and every students will be assigned to a group. Usually, the group leader will submit the assignment on behalf of the group. For Part-Time and Full-Time students, the same method is used to submit a GBA and a TMA.

How many documents will I be able to submit through Turnitin?

- One single document.

What document format is accepted for TMA submission?

- Microsoft Word Document (.docx)
- Your word document must contain at least 20 words.

What is the file size limit for my TMA?

- 40 MB
- Please refer to the link <https://tinyurl.com/tmimage> on how you can compress images in your document file.

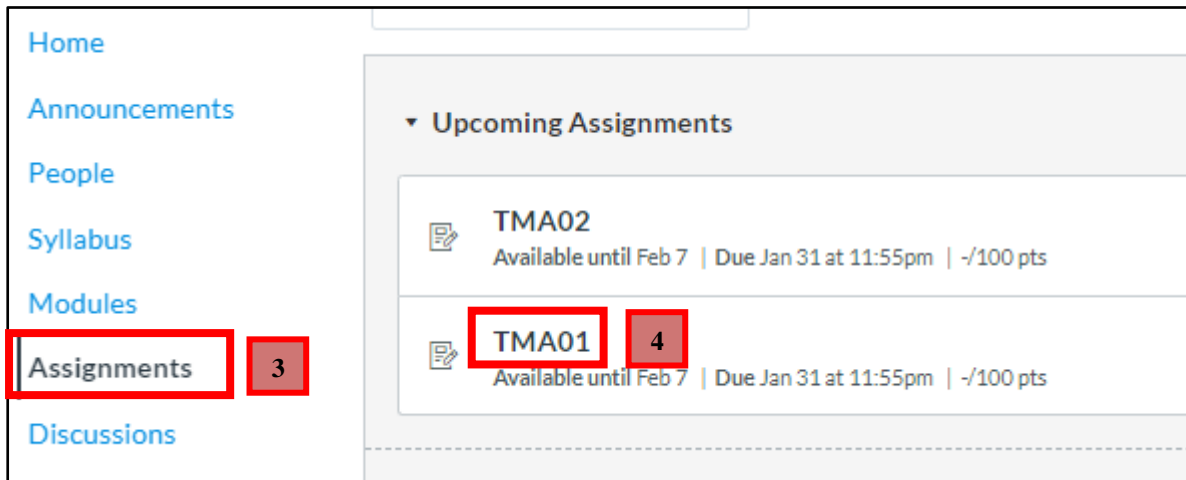
How to I submit my TMA(Turnitin Submission)?

To submit TMA:-

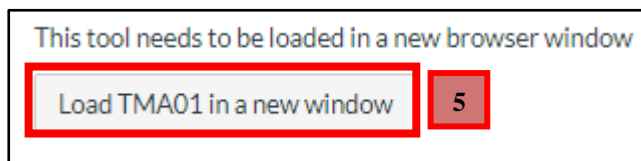
1. Click on "Courses".
2. For Part-Time, click on the desired T group.
For Full-Time students, click on the desired TG group.
For Online Courses, click on the desired TV-group.



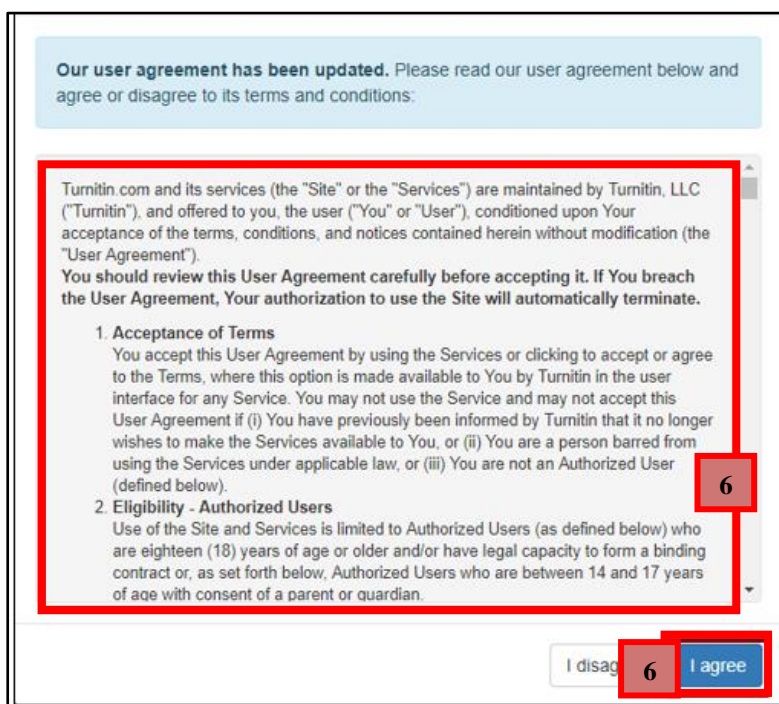
- 3. Click on "Assignments".
- 4. Click on the name of the assignment. For example; "TMA01".



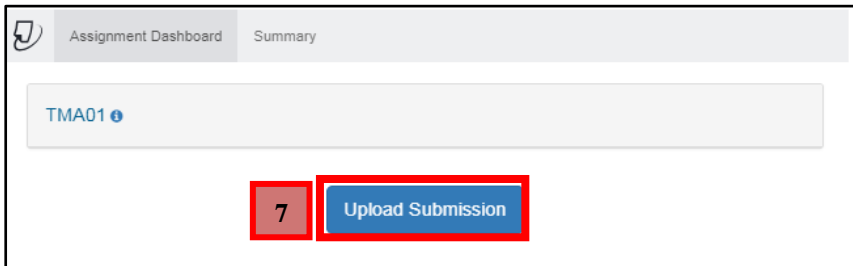
- 5. Click on "Load TMA01 in a new window".



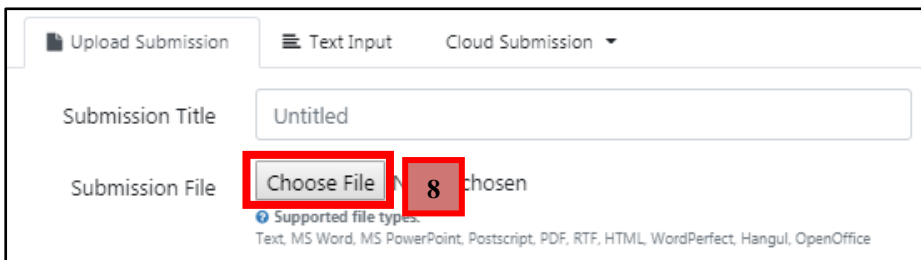
- 6. For first time users, you will be prompted to accept the Turnitin User Agreement. Click on "I Agree" to proceed.



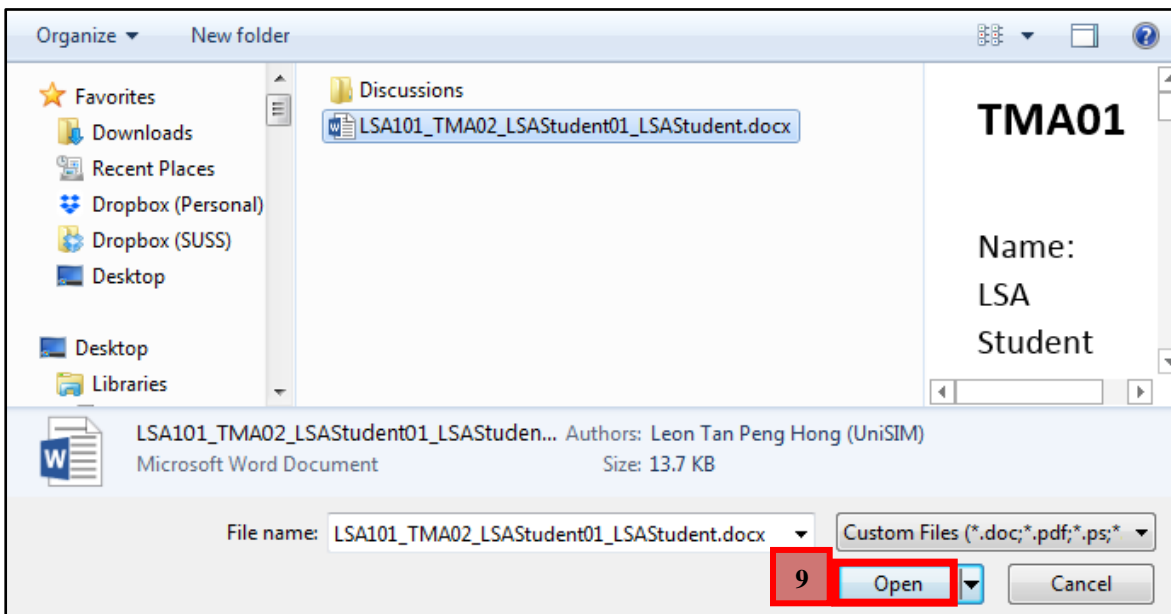
7. Click on "Upload Submission".











8. Click on "Choose File".



9. Select the file and click on "Choose File".



13. Upon the **successful submission** of your TMA, the digital receipt and the originality report will be generated. To download the digital receipt, click on the  icon.
14. To download the submitted file, click on the  icon.
15. To resubmit the assignment file, click on the  icon.
16. To view the originality report, click on the  100% percentage icon.

TMA01 ⓘ			
Paper Title	Uploaded	Grade	
LSA101_TMA02_LSASstudent01_LSASstudent.docx	07 Jun 2019 11:21 +08	--	<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;">  100% </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>

- Please take down the Submission ID for your reference. The Submission ID must be provided upon request by LS Support Officer in the event of submission error.

B. Non- Turnitin Submissions

Non-Turnitin submission can be submitted by various files types such as PowerPoint, MP3 and ZIP file. In this example, we will be using PowerPoint to submit ECA.

Where do I submit my assignment?

- For Online courses, submit your assignments in Assignments > Group-Based Assignment > GBA.
- For Part-Time students, submit your "Assignments" via the T-group course site. You will then be directed to the submission page.
- For Full-Time students, submit your "Assignments" via the TG-group course site. You will then be directed to the submission page.

How do I name my Assignment file?

- Name your document file **strictly** to this format – CourseID_AssignmentID_StudentUserID_FullName. Student User ID refers to the front part of your SUSS email.
For an example, LSA123_ TMA01 _Sally001_ TanMeiMeiSally (omit D/O, S/O). Do not leave any spaces in between the Student User ID and Full Name.

What do I need to take note for PDPA?

- In accordance to the Personal Data Protection Act (PDPA), please DO NOT include personal particulars such as NRIC, home address and mobile number in your assignment document.

What is the 'grace period' and 'Mark Deduction Schemes' for each assignment submission?

- Refer to the Student Handbook for more information.

What must I do after submitting my file?

- Check that you are able to see the "Submission Details" located on the top right side of the submission page.

What is TMA?

- TMA refers to tutor-marked assignment

What is GBA?

- GBA refers to Group Based Assignment. Each and every students will be assigned to a group. Usually, the group leader will submit the assignment on behalf of the group. For Part-Time and Full-Time students, the same method is used to submit a GBA and a TMA.

How many documents will I be able to submit through Non-Turnitin?

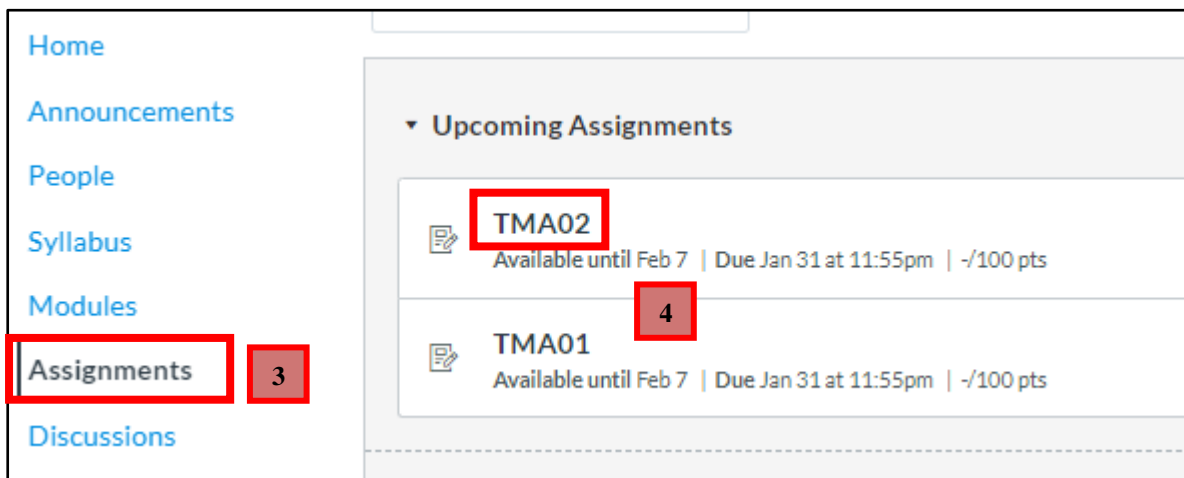
- One single document.

How to I submit my TMA (Non-Turnitin Submission)?

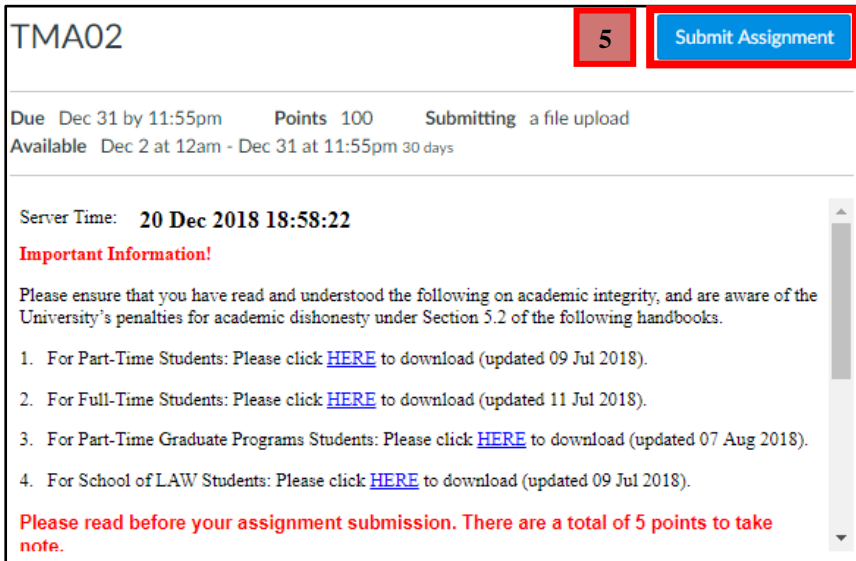
1. Click on "Courses".
2. For Part-Time, click on the desired T group.
For Full-Time students, click on the desired TG group.
For Online Courses, click on the desired TV-group.



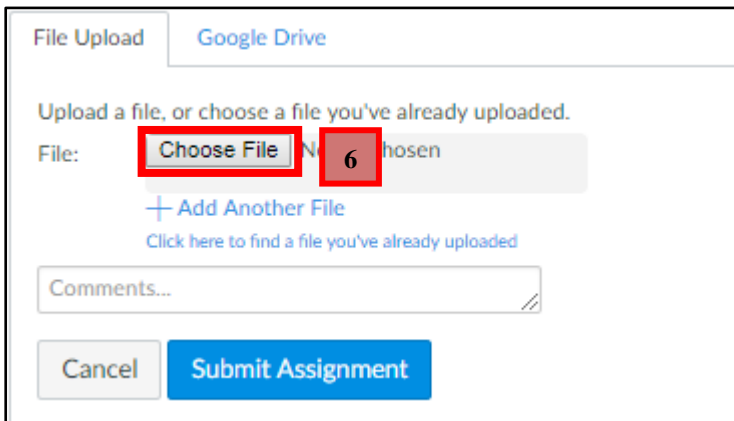
3. Click on "Assignments".
4. Click on the name of the assignment. For example; "TMA02".



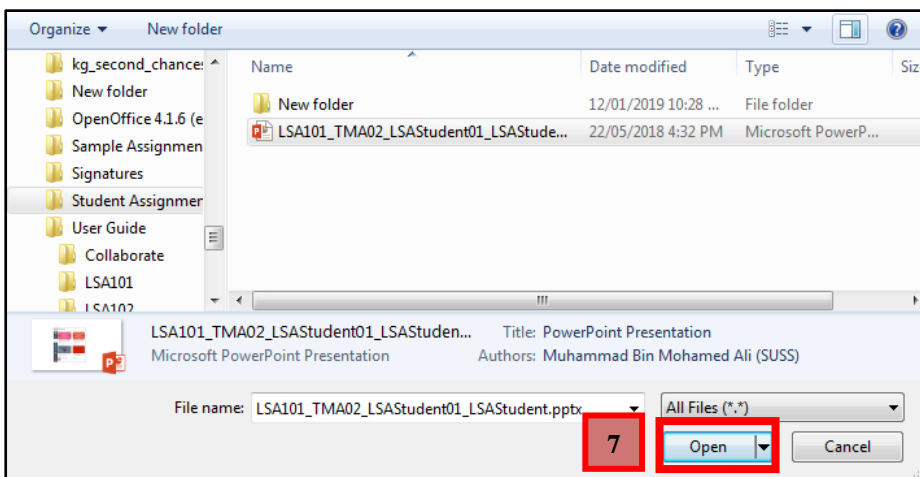
5. Click on "Submit Assignment".



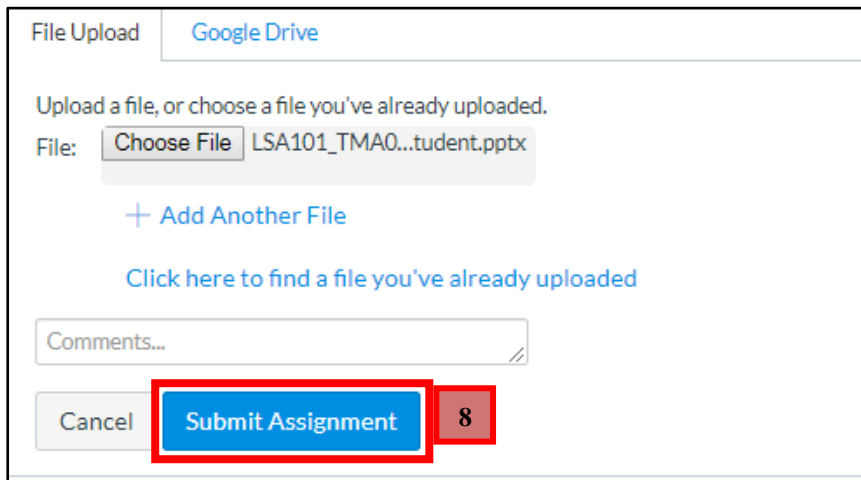
6. Click on "Choose File".



7. Locate your TMA Word document from your computer and click on "Open".



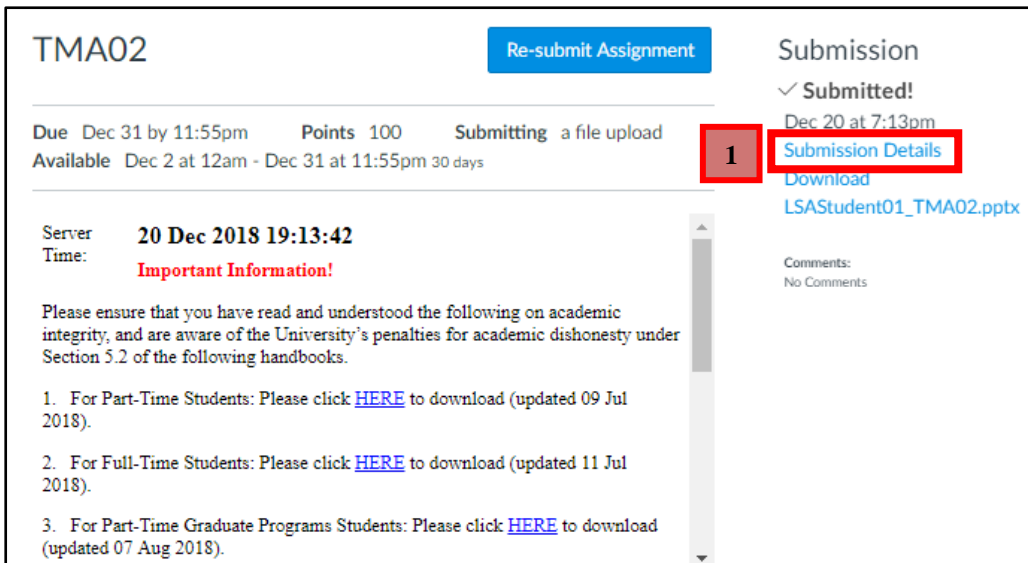
8. Once you have attached your ECA_PPT, click on "**Submit Assignment**".



The screenshot shows the 'File Upload' section of a Canvas assignment submission page. At the top, there are tabs for 'File Upload' and 'Google Drive'. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' Underneath, there is a 'File:' label followed by a 'Choose File' button and the filename 'LSA101_TMA0...tudent.pptx'. Below the filename, there is a '+ Add Another File' link and a 'Click here to find a file you've already uploaded' link. At the bottom of the form, there is a 'Comments...' text input field. At the very bottom, there are two buttons: 'Cancel' and 'Submit Assignment'. The 'Submit Assignment' button is highlighted with a red rectangular box, and a small red square containing the number '8' is positioned to its right.

How do I check if my Non-Turnitin Submission is successful?

1. Click on "**Submission Details**" to check if your submission is successful.



The screenshot shows the Canvas submission interface for TMA02. At the top, there is a "Re-submit Assignment" button. The submission status is "Submitted!" with a checkmark, dated "Dec 20 at 7:13pm". A red box labeled "1" highlights the "Submission Details" link. Below this, there is a "Download" link for the file "LSAStudent01_TMA02.pptx". The submission time is "20 Dec 2018 19:13:42" with a red "Important Information!" banner. The main content area contains academic integrity information and three numbered links for downloading handbooks. The right sidebar shows "Comments: No Comments".

2. Once you have submitted your assignment, you can view your submission details.



The screenshot shows the submission details for TMA02. At the top, there is a "Re-submit Assignment" button. The submission is by "LSA Student 01" and was submitted on "Jun 7 at 11:33am". A red box labeled "2" highlights the file name "LSA101_TMA02_LSASStudent01_LSASStudent.pptx" (941 KB). To the right of the file name is a "View Feedback" link. Below the file name, there is a "Add a Comment:" section with a text input field, a "Media Comment" button, an "Attach File" button, and a "Save" button.

7. SUSS Gradebook

The SUSS Gradebook allows you to view your grades, retrieve your marked assignments and where the OCAS calculator is located.

1. To access the SUSS Gradebook, click on "**Courses**".
2. For Part-Time, click on the desired T group.
For Full-Time students, click on the desired TG group.
For Online Courses, click on the desired TV-group.



3. Click on "SUSS Gradebook"
4. The colour codes tell you the status of the assignment due date. Each colour represents the following:

	Assignment passed the due date.
	Alert to inform you that the assignment will be due in less than 3 days.
	Alert to inform you that the assignment will be due in less than 7 days.

5. Your assignment grades are located under "Your Grade". This is your final score that includes any mark deduction after it is applied.
6. If your assignment incurs any mark deduction penalty, the penalty appears under the "Mark Deduction".
7. Your marked assignment paper is located under "Marked Paper". Click on the paper icon to download your marked assignment.

To retrieve the marked paper for full-time students, go to [page 54](#)

The screenshot shows the Canvas SUSS Gradebook interface. A sidebar on the left contains navigation options, with 'SUSS Gradebook' highlighted by a red box and labeled '3'. The main content area displays a table of assignments with columns for 'Assignment', 'Due Date Alerts', 'Your Grade', 'Course Average', 'Mark Deduction', 'Comments', and 'Marked Paper'. The 'Due Date Alerts' column uses color-coded boxes: red for 'Assignment passed the due date', orange for 'Alert to inform you that the assignment will be due in less than 3 days', and green for 'Alert to inform you that the assignment will be due in less than 7 days'. The 'Your Grade' column shows a grade of 66, and the 'Mark Deduction' column shows a deduction of -10. The 'Marked Paper' column contains a paper icon. Below the table, there are sections for 'Engagement' (L Group and T Group) and 'Weekly Online Activity' (Average Page Views and Average Participation).

Assignment	Due Date Alerts	Your Grade *	Course Average	Mark Deduction	Comments	Marked Paper
TMA01	13/01/2022 11:55	66	N.A.	-10		
TMA02	17/01/2022 11:55	Result not released	N.A.			
TMA03	22/01/2022 11:55	Result not released	N.A.			

8. The OCAS Calculator will tabulate all your assignment grades and calculate your unmoderated OCAS score.

OCAS Calculator

Component	Unmoderated Score	Max Score	Weight
TMA01	66	100	10
TMA02	78	100	10
TMA03	53	100	10
OCAS (Unmoderated)			
65% out of 100%			
"Unmoderated" means that the raw marks given directly by the marker for OCAs is displayed.			

Please note that according to examination regulations, you must obtain an aggregate OCAs score of at least 40% in order to achieve an overall pass in the course together with meeting the pass requirements of the Overall Examination Score (OES). This score is updated as and when OCAs components are marked and confirmed.

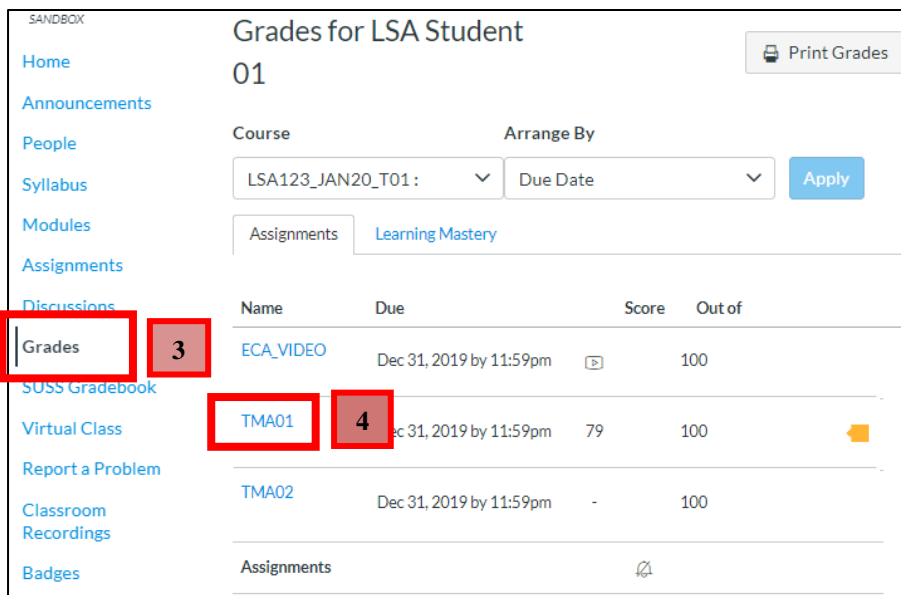
A. Viewing Marked Assignments (For Full-Time Students)

For Part Time students and Fully Online courses, go to [page 51](#)

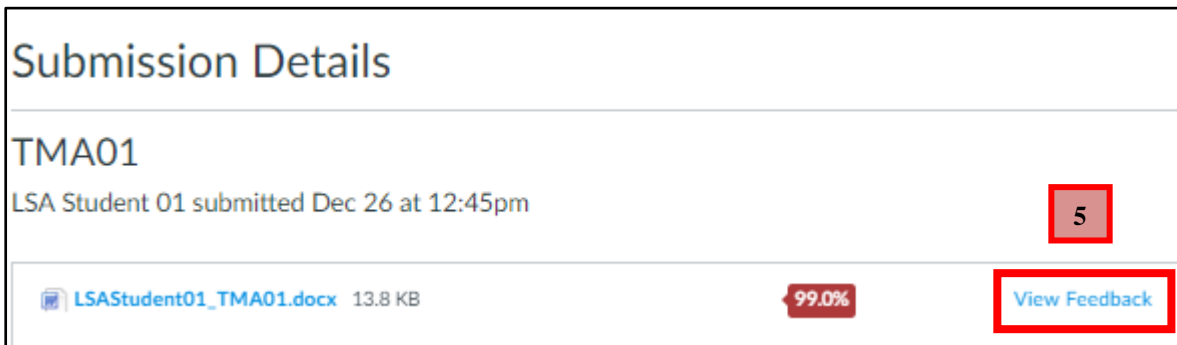
1. Click on "Courses".
2. Click on the desired TG group.



3. Click on "Grades".
4. Click on the assignment name. For example, "TMA01".



5. Click on "View Feedback".



6. The lecturer's feedback is located on the left section of the feedback page.

7. To download the assignment with the lecturer's feedback, Click on the download icon ""↓"



8. Quiz Submission

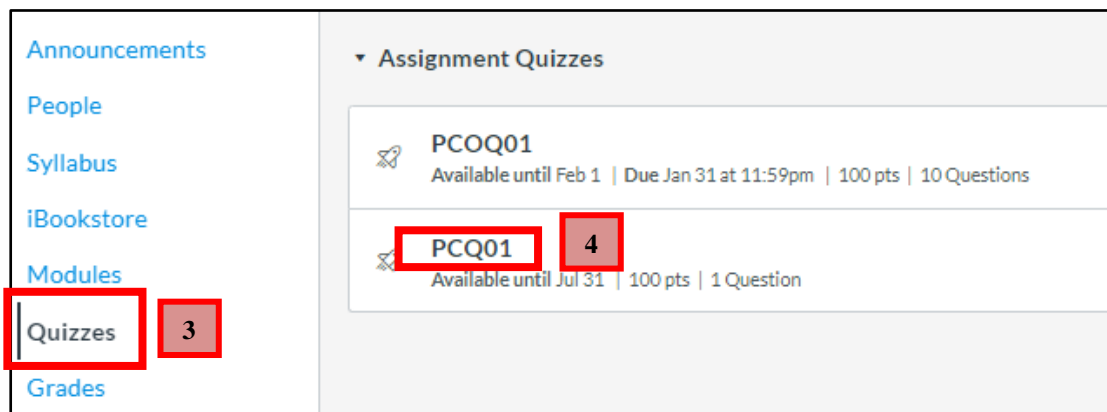
Quizzes are administered in Canvas and the attained grades are computed electronically.

A. How do I submit a Quiz Assignment?

1. Click on "Courses".
2. For Part-Time, click on the desired L group.
For Full-Time students, click on the desired LG group.
For Online Courses, click on the desired TV-group.



3. Click on "Quizzes".
4. Click on the quiz title. For example, "PCQ01".



5. **Read the QUIZ INSTRUCTIONS carefully before starting the quiz.**

6. Click on "Take the Quiz" to proceed.

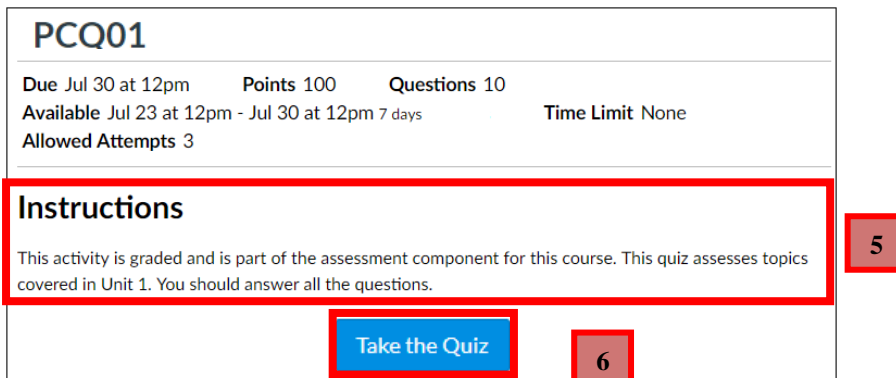
PCQ01

Due Jul 30 at 12pm Points 100 Questions 10
Available Jul 23 at 12pm - Jul 30 at 12pm 7 days Time Limit None
Allowed Attempts 3

Instructions

This activity is graded and is part of the assessment component for this course. This quiz assesses topics covered in Unit 1. You should answer all the questions.

[Take the Quiz](#)



7. Click on the radio button to select the answer.

Started: Jul 23 at 5:57pm

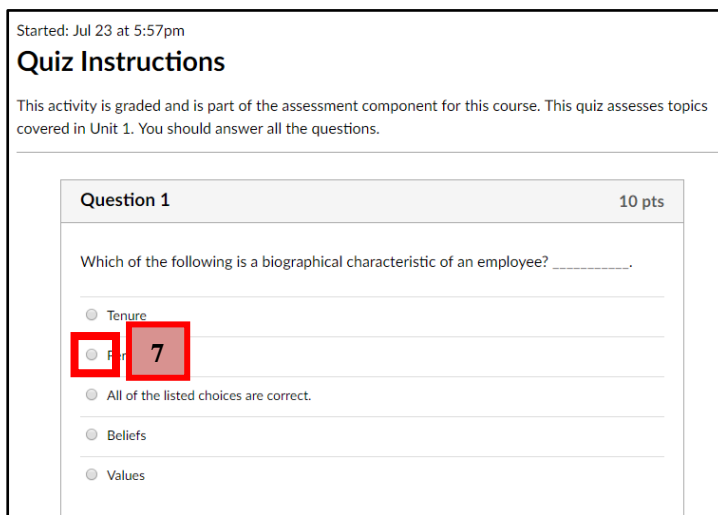
Quiz Instructions

This activity is graded and is part of the assessment component for this course. This quiz assesses topics covered in Unit 1. You should answer all the questions.

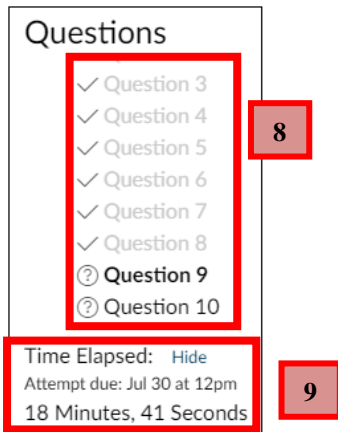
Question 1 10 pts

Which of the following is a biographical characteristic of an employee? _____.

- Tenure
- 7** 7
- All of the listed choices are correct.
- Beliefs
- Values

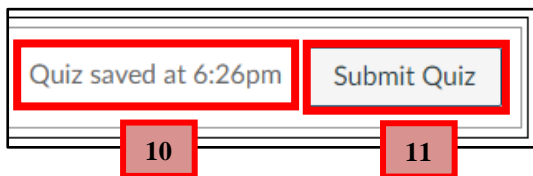


- 8. You can view the summary of your quiz located on the top right hand corner of the quiz page. Answered quizzes are identified by a checkmark icon while unanswered questions are identified with a question mark icon.
- 9. The timer showing your progress on the quiz. For untimed quizzes, the timer shows the elapsed time. If you are taking a timed quiz, the timer shows the running time and counts down until the time expires.



10. Your quiz answers are automatically saved while you are attempting the quiz.

11. Click on "**Submit Quiz**" to submit your quiz.



B. My Quiz is Muted. What should I do?

1. Quizzes are 'muted' at times to disallow students from viewing their attained grade for a quiz attempt.
2. In such cases the details of your quiz submission will be displayed in the sidebar under the header 'Submission Details'.

QUIZ01

Due Jul 30 at 12pm Points 100 Questions 10
Available Jul 23 at 12pm - Jul 30 at 12pm 7 days Time Limit 10 Minutes

Submission Details:
Time: 4 minutes

Instructions

This activity is **graded** and is part of the assessment component of this course. This quiz assesses topics covered in Unit 2. You should answer all the questions.

Your quiz has been muted

Your quiz score is unavailable because your instructor has not finished grading it. When your instructor finishes grading this quiz, your score will be available on this page.

For muted quizzes, you can check under your L-Group's "Announcements" for instructions on when will the grades be published.

9. Getting Help

A. Learning Services Support (LS Support)

Offers technical assistance on Canvas such as submission of assignments.

- **Hotline:**

Call 6248-9111 (option 1 followed by option 2)

- **Operating Hours:**

8.30am to 7.30pm (Mon - Fri)

9.00am to 1.00pm (Sat)

Closed on public holidays and SUSS shutdown days.

- **Email:**

lssupport@suss.edu.sg (Please use your SUSS email for correspondences)

B. Student Support

Handles enquiries about administrative matters and obtain useful information related to academic / administrative, student records, government subsidies, and course fee matters, etc.

- **Hotline:**

Call 6248-9111 (option 1 followed by option 1)

- **Operating Hours:**

8.30am to 7.30pm (Mon - Fri)

9.00am to 1.00pm (Sat)

Closed on public holidays and SUSS shutdown days.

- **Office**

Block C, Level 1, C.03/C.04, 463 Clementi Road, Singapore 599494

- **Email:**

Please use your SUSS email for correspondences

students@suss.edu.sg (For Part Time Students)

ucstudents@suss.edu.sg (For Full Time Students)

C. MyMail Support

Offers assistance on MyMail, Canvas and Student Portal login issues, (including password issues and password reset enquiries).

- **Email:** mymailsupport@suss.edu.sg

For password reset request, kindly use your personal email with the following particulars for verification:

1. Full Name
2. Student PI Number
3. Student Email Address
4. Description of the issue / Request

D. Campus Wireless Network Support

Supports enquiries on Campus Wifi (SIM_Wifi), excluding password issues.

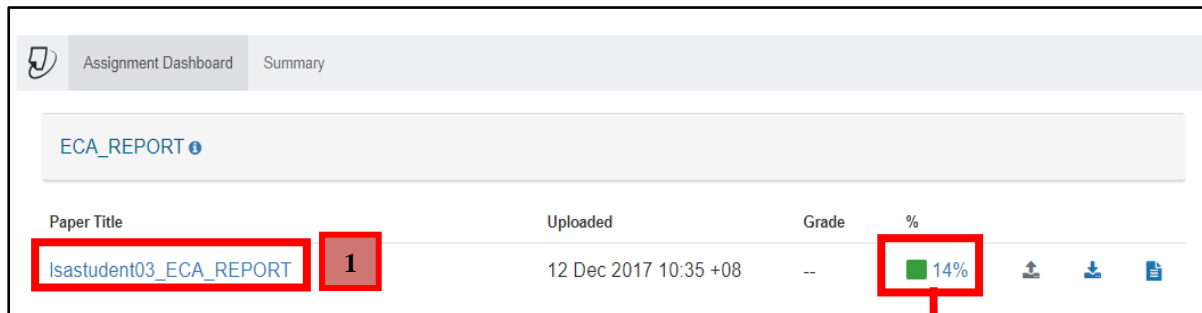
- **Hotline:**
6248-9393 (Option 4) or 6248-9090 (Option 1)

- **Operating Hours:**
8:30am to 5:30pm (Mon – Fri)
9:00am to 1:00pm (Sat)
Closed on public holidays and SIM/SIMPL shutdown days.

For enquiries on **Student Portal login**, please send an email to students@suss.edu.sg

APPENDIX A: HOW TO OBTAIN DETAILED INFORMATION FROM TURNITIN ORIGINALITY REPORT?

1. To get details on Turnitin Originality Report, click on the "Paper title" or "Similarity Index". For example, "Isastudent03_ECA_REPORT".



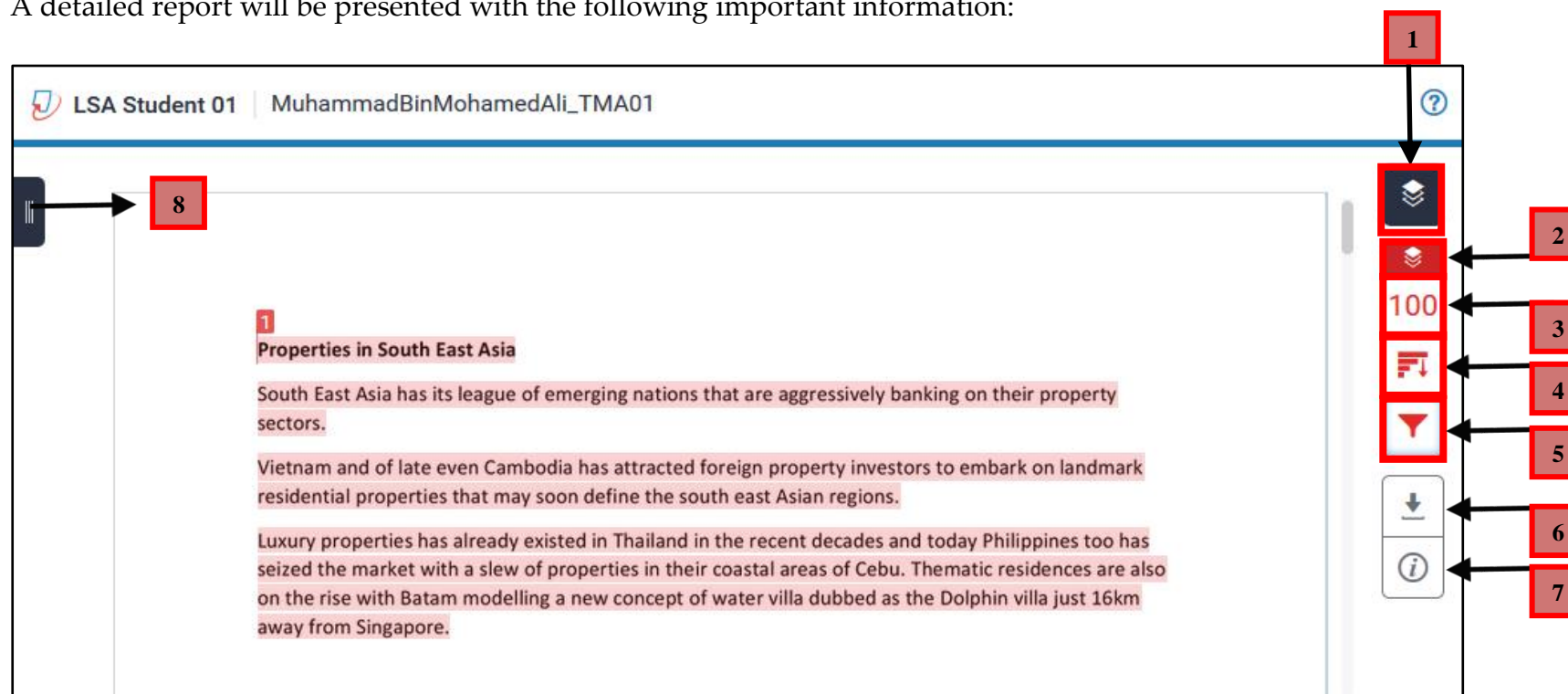
Paper Title	Uploaded	Grade	%
Isastudent03_ECA_REPORT	12 Dec 2017 10:35 +08	--	14%

Note:

1. Turnitin will take an hour to generate an originality report, for the **first** submission.
2. Turnitin will take **up to 24 hours** to generate an originality report, for all resubmission.

Do note that the percentage of the report will change with more submissions. Students & Tutors should not look at the percentage as a whole to determine plagiarism or collusion. They should zoom in on the details of the report as shown below to make their decision.

A detailed report will be presented with the following important information:



1. Layers	Displays section detected with similarity.
2. Show/Hide Similarity Layer	Shows section in the document detected with similarity features.
3. Match Overview	Total percentage of similarity index for the assignment.
4. All Sources	Sources where the similarity is found.
5. Filters and Settings	To include/exclude quotes, bibliography and sources
6. Download	Download current view, digital receipt and originally submitted file.
7. Submission Information	Show submission details.
8. Toggle Page Navigation	A quick overview of the pages in your assignment.

For more information about Turnitin, please refer to http://community.turnitin.com/members/blog_view.asp?id=597928

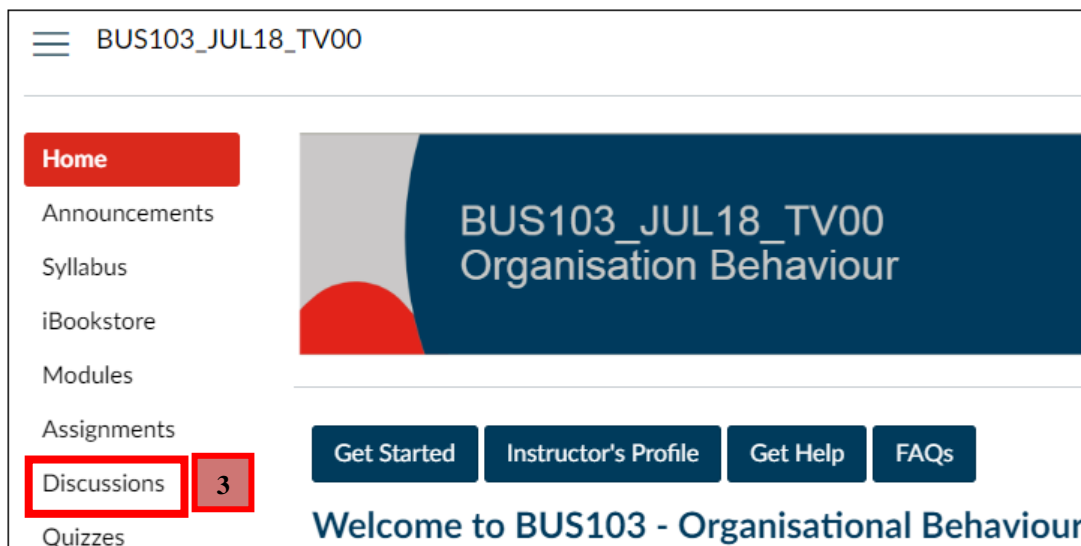
APPENDIX B: DISCUSSIONS

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired.

1. Click on "**Courses**".
2. For Part-Time, click on the desired T group.
For Full-Time students, click on the desired TG group.
For Online Courses, click on the desired TV-group.



3. Click on "**Discussions**".

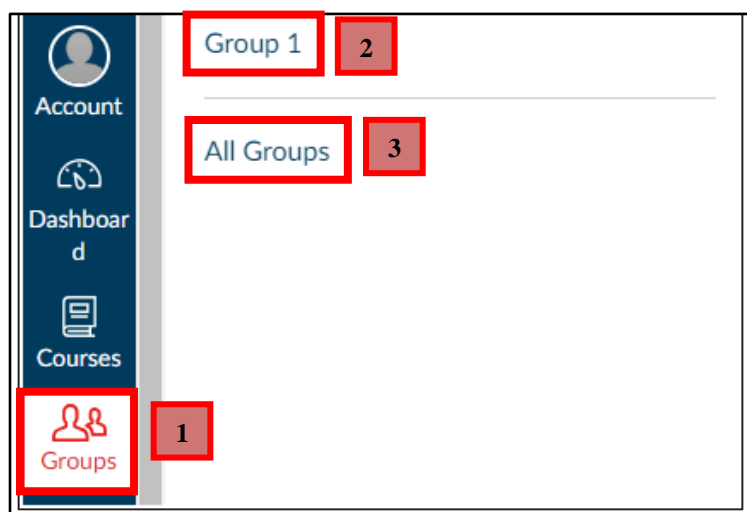


For more information about discussions, please refer to <https://guides.instructure.com/m/4212/c/35110>.

APPENDIX C: HOW DO I ACCESS GROUPS?

Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments.

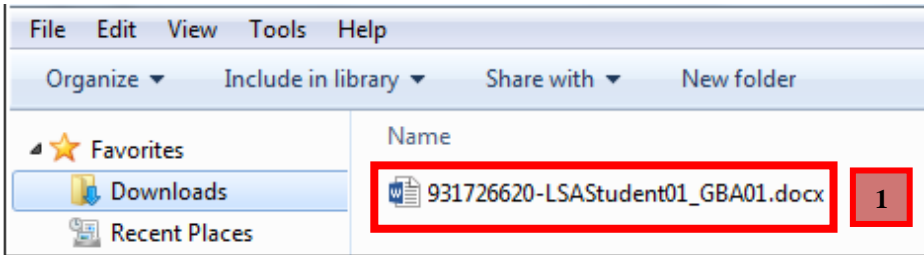
1. Click on "**Groups**".
2. The groups you are enrolled in will appear here. Click on the group name to access the group site. For example, "**Group 1**".
3. To view all your groups, click on "**All Groups**".



APPENDIX D: HOW TO SHOW MARKUP (COMMENTS IN MS WORD?)

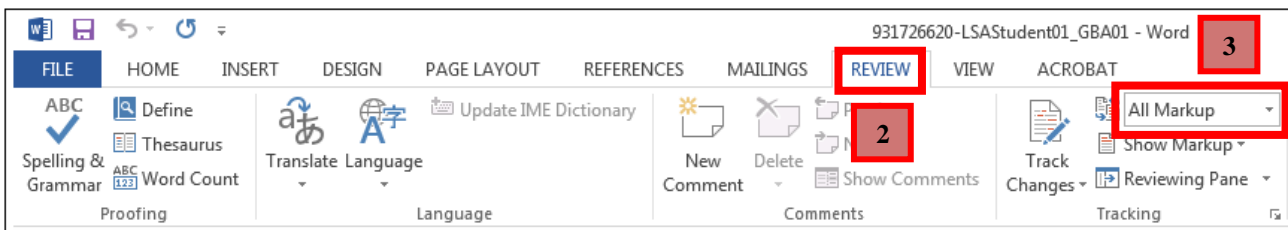
Markup is used by marker to provide feedback on submitted assignment.

1. Locate and open your marked assignment. For example, "931726620-LSAStudent01_GBA01.docx".



2. Click on "Review".

3. Click on "All Markup".



4. Comments will be displayed on the left side of the screen.



APPENDIX E: HOW TO JOIN A GBA GROUP?

Lecturers may create Group Based Assignment (GBA) groups that you can manually join.

1. Click on "**Courses**".
2. For Part-Time, click on the desired T group.
For Full-Time students, click on the desired TG group.
For Online Courses, click on the desired TV-group.



3. Click on "**People**".
4. Click on "**Groups**".
5. Under the group name, for example "**GBA 1**", click on "**Join**".

