
Canvas Quick Start Guide

Table of Contents

Logging into Canvas	2
What to do when you forget your Canvas Password?	3
Finding your Unit Study Guide, Assessment Brief, Assessment Submission and Weekly Learning Materials, Class Timetable and Lecturer Details	4
Enabling Course Notifications	6
Submitting an Assignment on Canvas	7
Canvas or IT Support	8

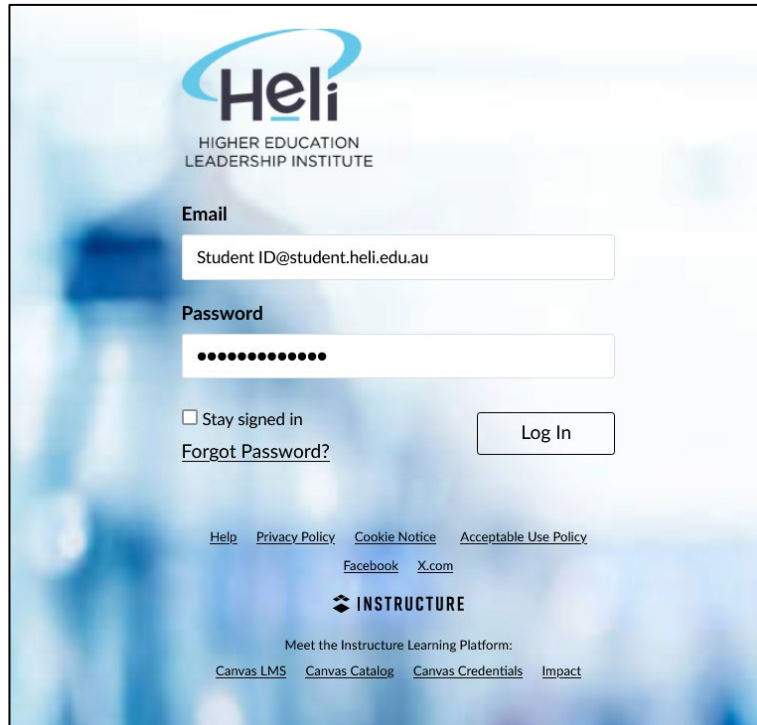
Logging into Canvas

Step 1: Add the HELI Canvas URL to your browser: <https://heli.instructure.com>

Step 2: Type your Login ID and Password as in the format below:

Login ID: [Student ID@student.heli.edu.au](#)

Password: [HEL!DDMMYYYY](#)



Example

Login ID: 201823652@student.heli.edu.au

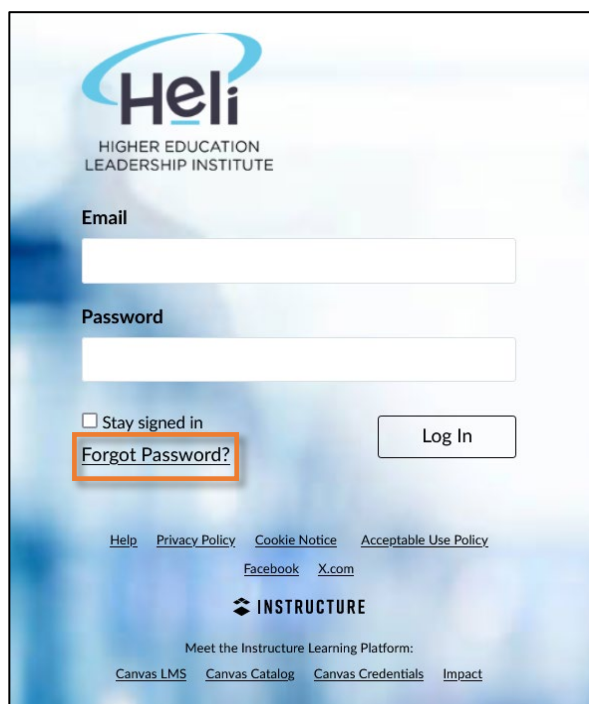
Password: HEL!25101998

*****Make sure you type '!' and NOT 'i' in your password: HEL!**



What to do when you forget your Canvas Password?

Step 1: Click on 'Forgot Password' as shown in the image above.



The image shows the Canvas login page for Heli Higher Education Leadership Institute. At the top is the Heli logo and the text 'HIGHER EDUCATION LEADERSHIP INSTITUTE'. Below this are input fields for 'Email' and 'Password'. A checkbox labeled 'Stay signed in' is present, followed by a 'Log In' button. The 'Forgot Password?' link is highlighted with an orange rectangle. At the bottom, there are links for 'Help', 'Privacy Policy', 'Cookie Notice', 'Acceptable Use Policy', 'Facebook', and 'X.com'. The 'INSTRUCTURE' logo is also visible, along with the text 'Meet the Instructure Learning Platform:' and links for 'Canvas LMS', 'Canvas Catalog', 'Canvas Credentials', and 'Impact'.

Step 2: Enter your 'HELI Email' and click on 'Request Password', check your HELI email Inbox/Spam folder to see the 'Request password' email. Once you've changed the password, log in to Canvas with the new password.



The image shows the 'Forgot Password' page on the Canvas login page for Heli Higher Education Leadership Institute. It features the Heli logo and the text 'HIGHER EDUCATION LEADERSHIP INSTITUTE'. Below this is the instruction: 'Enter your Email and we'll send you a link to change your password.' There is an input field for 'Email' containing the text '201823652@student.heli.edu.au'. Below the input field are two buttons: 'Back to Login' and 'Request Password'. The 'Request Password' button is highlighted with an orange rectangle. At the bottom, there are links for 'Help', 'Privacy Policy', 'Cookie Notice', 'Acceptable Use Policy', 'Facebook', and 'X.com'. The 'INSTRUCTURE' logo is also visible, along with the text 'Meet the Instructure Learning Platform:' and links for 'Canvas LMS', 'Canvas Catalog', 'Canvas Credentials', and 'Impact'.



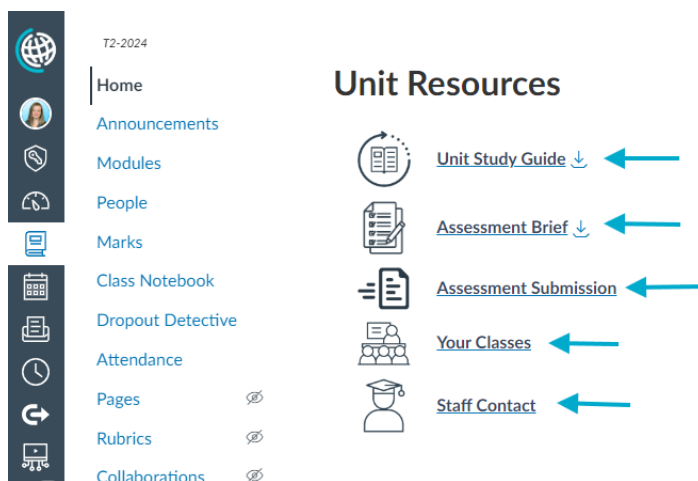
Finding your Unit Study Guide, Assessment Brief, Assessment Submission and Weekly Learning Materials, Class Timetable and Lecturer Details

Step 1: Click on the unit's name that you want to access on your Dashboard:

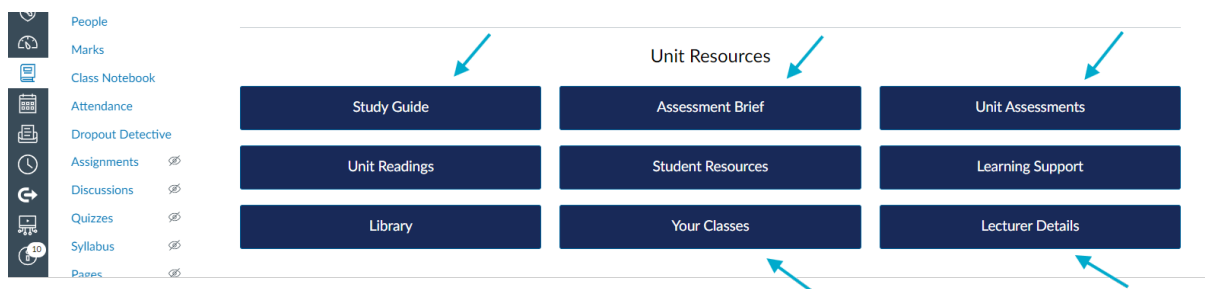


Step 2: The Unit Study Guide, Assessment Brief, and Assessment Submission are available under the Unit Resources section. View A and View B will show different layouts for different units you may be enrolled in.

View A



View B



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

View A

- Modules
- People
- Marks
- Class Notebook
- Dropout Detective
- Attendance
- Pages
- Rubrics
- Collaborations
- Assignments
- Discussions
- Outcomes

Weekly Modules

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10

View B

- Announcements
- Modules
- People
- Marks
- Class Notebook
- Attendance
- Dropout Detective
- Assignments
- Discussions
- Quizzes
- Syllabus
- Pages
- Files
- Rubrics
- BigBlueButton
- Outcomes

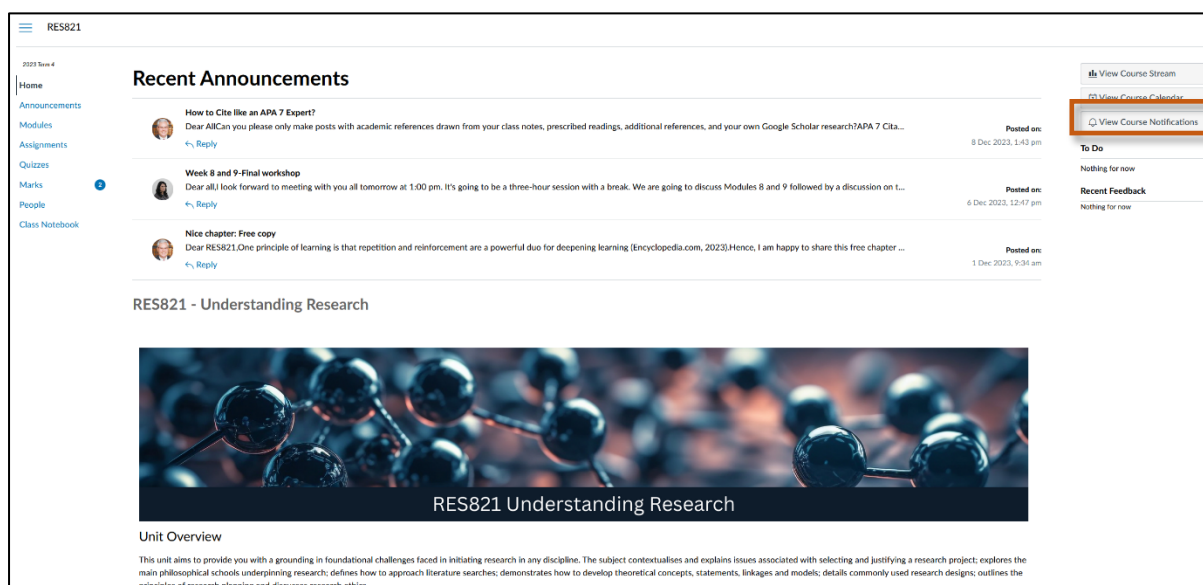
Unit Study Content

Week 1 Introduction to Marketing and Communications	Week 2 Analysing Consumer Behaviour
Week 3 Persuasion in Marketing and Communications	Week 4 Market Segmentation and Brand Positioning
Week 5 Product and Pricing Strategy	Week 6 Advertising and Distribution
Week 7 Digital Marketing	Week 8 Service Marketing
Week 9 International Marketing	Week 10 Marketing Planning, Implementation and Evaluation



Enabling Course Notifications

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



RES821

2023 Term 4

Home

Announcements

Modules

Assignments

Quizzes

Marks

People

Class Notebook

Recent Announcements

How to Cite like an APA 7 Expert?
Dear All! Can you please only make posts with academic references drawn from your class notes, prescribed readings, additional references, and your own Google Scholar research? APA 7 Cita...
Posted on: 8 Dec 2023, 1:43 pm

Week 8 and 9-Final workshop
Dear all! Look forward to meeting with you all tomorrow at 1:00 pm. It's going to be a three-hour session with a break. We are going to discuss Modules 8 and 9 followed by a discussion on t...
Posted on: 6 Dec 2023, 12:47 pm

Nice chapter: Free copy
Dear RES821! One principle of learning is that repetition and reinforcement are a powerful duo for deepening learning (Encyclopedia.com, 2023). Hence, I am happy to share this free chapter ...
Posted on: 1 Dec 2023, 9:34 am

RES821 - Understanding Research

Unit Overview

This unit aims to provide you with a grounding in foundational challenges faced in initiating research in any discipline. The subject contextualises and explains issues associated with selecting and justifying a research project; explores the main philosophical schools underpinning research; defines how to approach literature searches; demonstrates how to develop theoretical concepts, statements, linkages and models; details commonly used research designs; outlines the principles of research planning and discusses research ethics.

[View Course Stream](#)

[View Course Calendar](#)

[View Course Notifications](#)

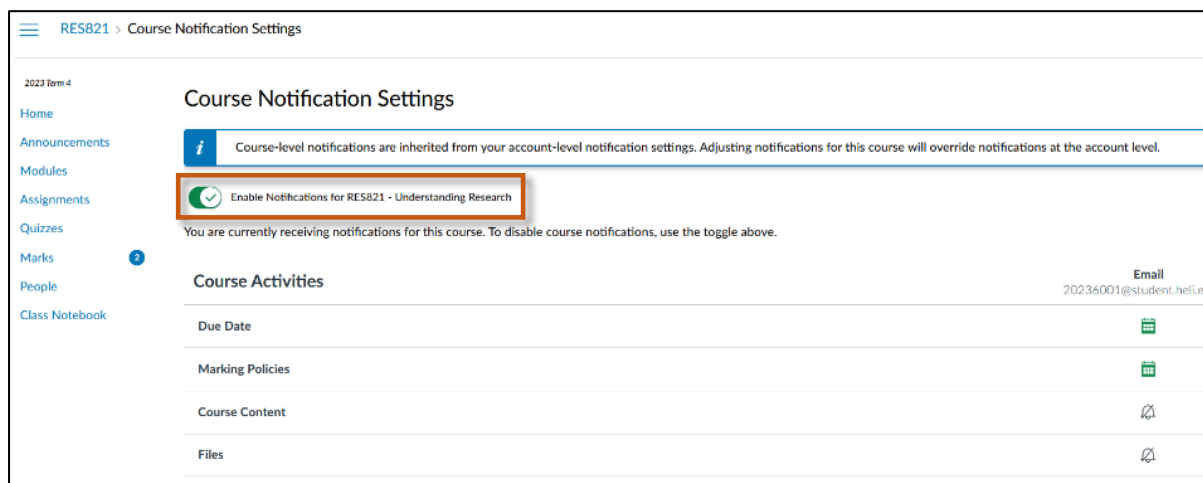
To Do

Nothing for now

Recent Feedback

Nothing for now

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



RES821 > Course Notification Settings

2023 Term 4

Home

Announcements

Modules

Assignments

Quizzes

Marks

People

Class Notebook

Course Notification Settings

Course-level notifications are inherited from your account-level notification settings. Adjusting notifications for this course will override notifications at the account level.

☒ Enable Notifications for RES821 - Understanding Research

You are currently receiving notifications for this course. To disable course notifications, use the toggle above.

Course Activities

	Email
Due Date	
Marking Policies	
Course Content	
Files	



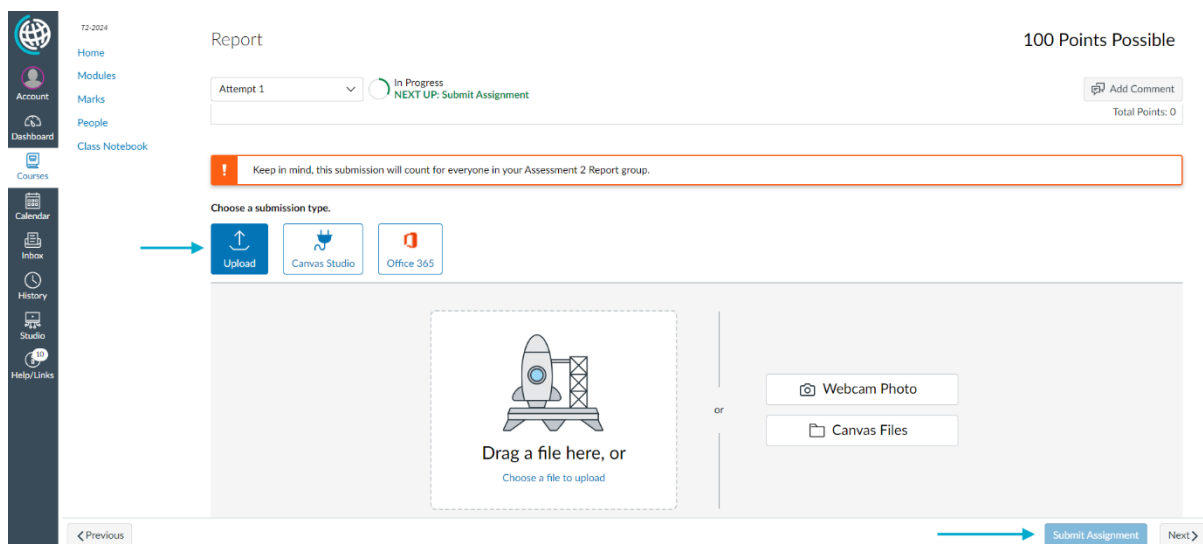
Submitting an Assignment on Canvas

Step 1: Go to the Unit Homepage and click on 'Assessment Submission' or 'Unit Assessment'.

Step 2: Choose the assessment you want to submit. For example, in the image below the student needs to submit Assessment 1: In-class Practical Task 1.

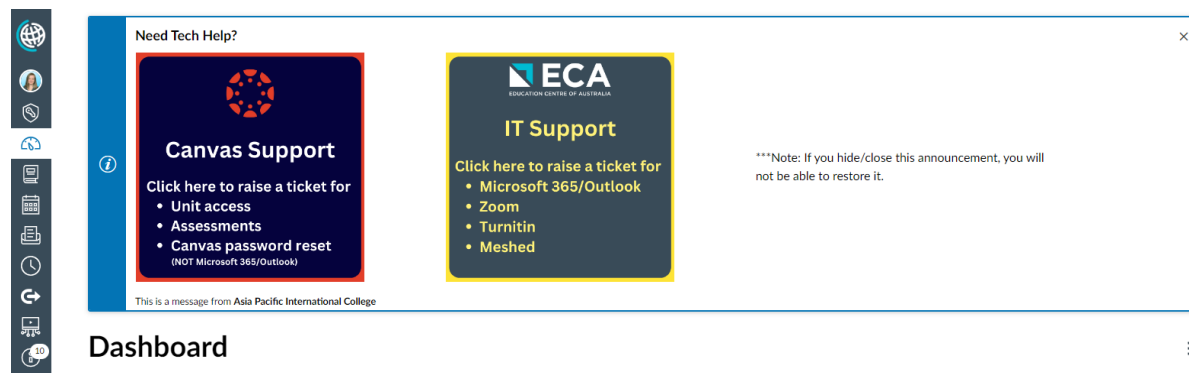


Step 3: On the assessment page, upload the file you are submitting and click on Submit Assignment as shown below:



Canvas or IT Support

Step 1: On your Canvas [Dashboard](#), you will find two clickable images for Canvas and IT support. Click on the support you need.



Step 2: You will be directed to the Service Desk (see below) of that support team. Please, ensure you include your official **HELI email address**, description of the issue, college name, and screenshots to facilitate a timely response. The more information, the better.

A screenshot of the ECA Canvas Service Desk ticket submission form. The header shows the ECA logo and 'Canvas Service Desk'. Below the header is a navigation bar with 'HOME', 'SOLUTIONS', and 'TICKETS'. The main section is titled 'Submit a ticket'. It contains several fields: 'Requester' (with a red asterisk) is a text box with 'Email' entered; 'Subject' (with a red asterisk) is an empty text box; 'Priority' is a dropdown menu with 'Low' selected; 'Description' (with a red asterisk) is a rich text editor with a toolbar and an empty text area; 'Business Unit' is a dropdown menu with 'ECA HE' selected; 'Are you a student or staff?' (with a red asterisk) is a dropdown menu with '...' selected; 'College' (with a red asterisk) is a dropdown menu with '...' selected; and 'Campus Name' is a dropdown menu with '...' selected. There is an 'Add cc' link below the Requester field and an 'Attach a file' link below the Description field.