

External Examiner Guide to Canvas

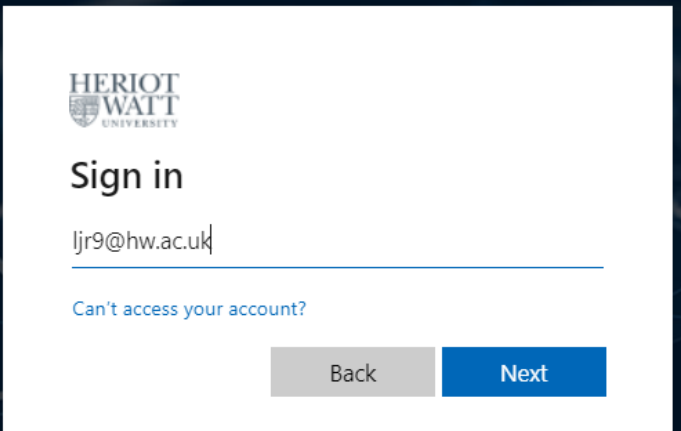
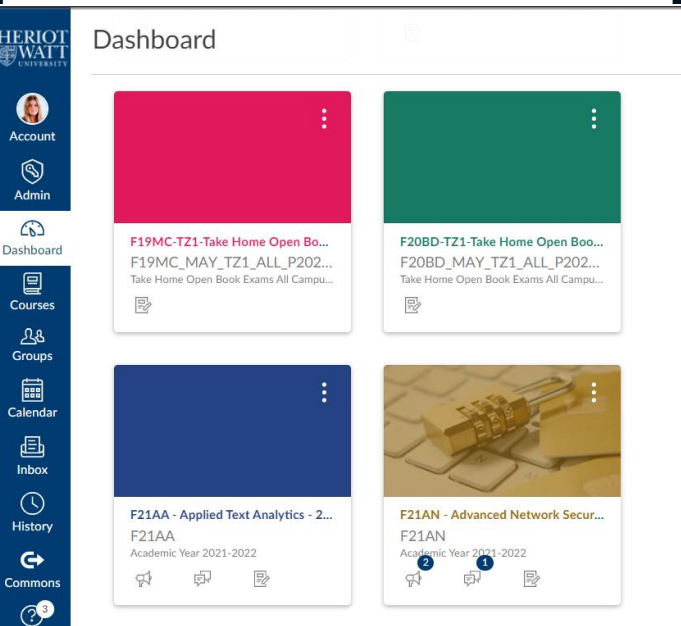
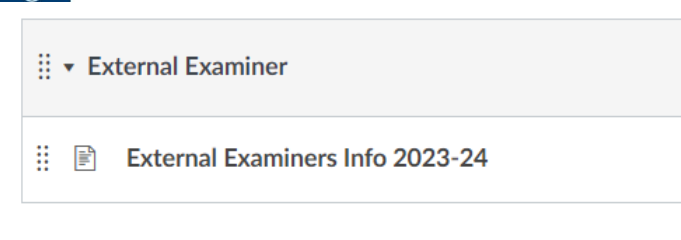
This guide provides information on how to access the assignments on **Canvas** (our Virtual Learning Environment). Coursework necessarily varies in the way it is displayed on the Canvas page because different formats are possible.

The following pages provide step-by-step instructions for accessing the materials.


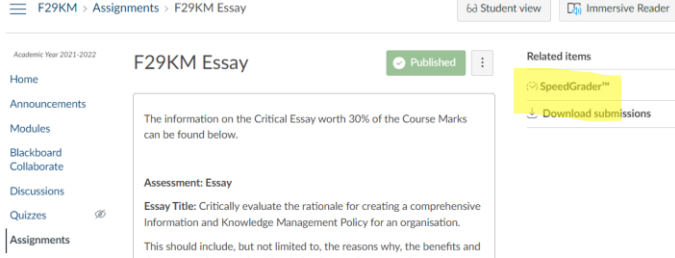
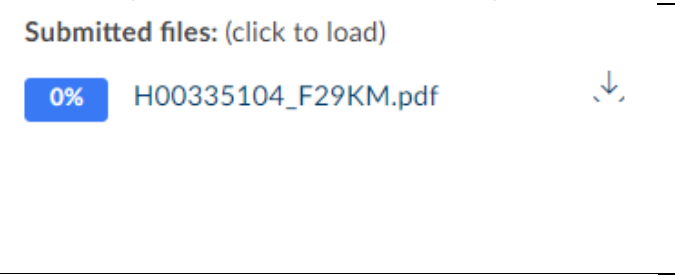
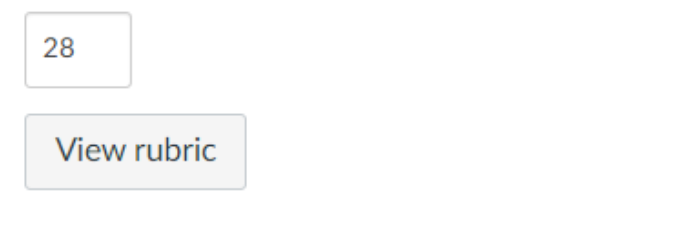
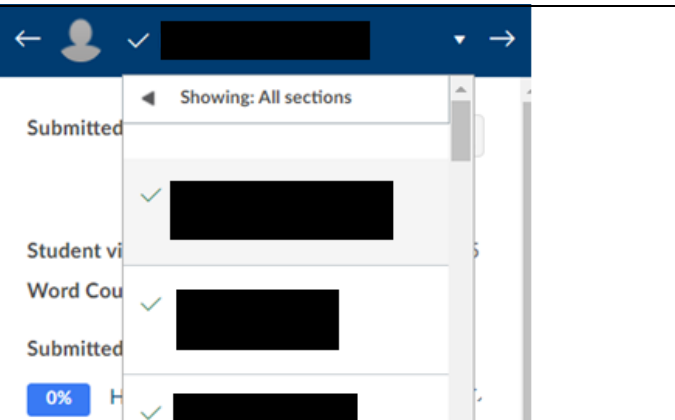
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If you have difficulty accessing any material or believe something is missing, please get in touch.



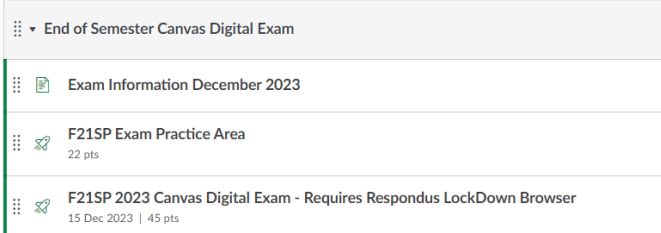
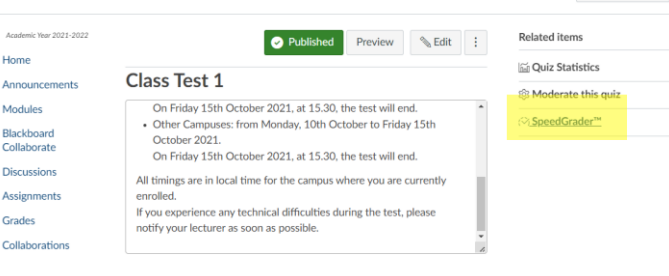
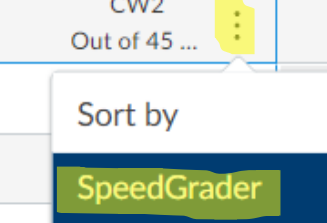
1. Accessing Canvas and Navigating to Courses

<p>1. To access Canvas please go to https://canvas.hw.ac.uk You will need your Heriot-Watt office 365 login to authenticate. Sign in with your user id (e.g., abc123@hw.ac.uk) your password.</p> <p>Please ensure you are using the Chrome web browser.</p> <p>Ensure you have your mobile device if prompted for Multi Factor Authentication (MFA).</p>	
<p>2. Once logged in you will see your Canvas Dashboard with a list of available courses.</p> <p>If you can't find the course on this page navigate to Courses > All Courses or click on this link https://canvas.hw.ac.uk/courses</p> <p>Courses from Semester 1 may be listed at the bottom of the course list under Past Enrolments.</p> <p>Some courses with different codes may be taught on the same canvas course E.g. F20AA students will appear on the F21AA Applied Text Analytics canvas course.</p>	
<p>3. Once you click into the course, on the Home Page or on the Modules page you will see a page called External Examiners Info. This is where the course leader will give an overview of the assessments for this academic year.</p>	

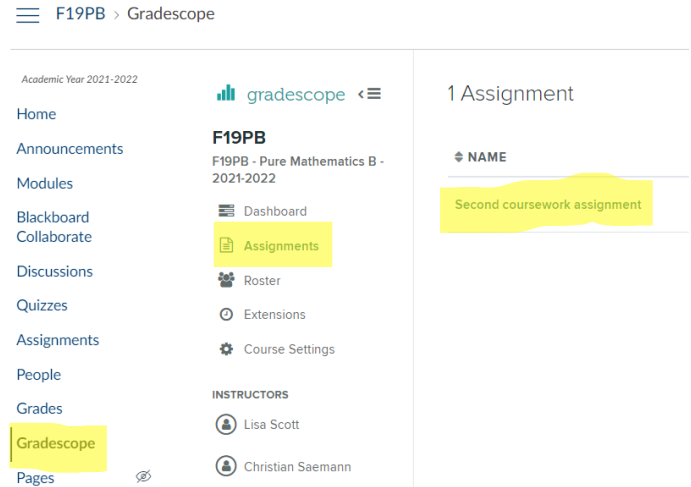
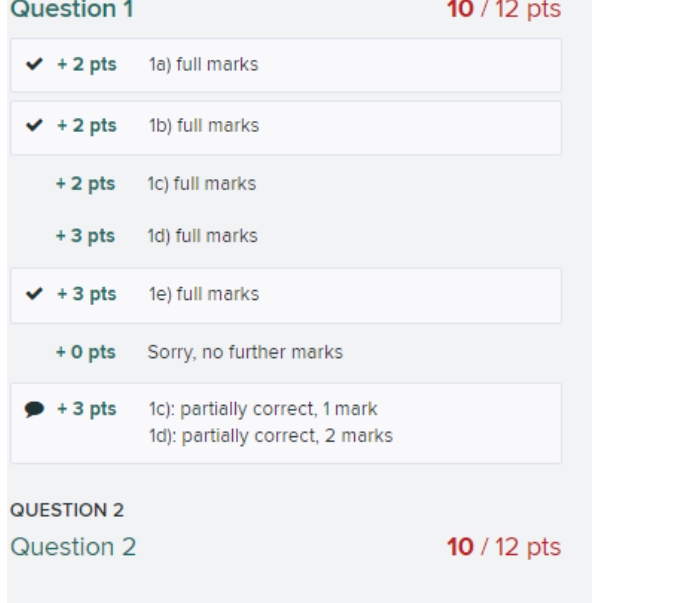
2. Standard Canvas Assignment (e.g. file uploads)

<p>1. If the assignment is a Standard Canvas Assignment (e.g. file upload). Click on Assignments, the name of the assignment, then SpeedGrader.</p> <p> A Standard Assignment is denoted by this icon.</p>	
<p>2. You will see a preview of the first student's submission together with any annotations on the document. If the submission was checked for Similarity using Turnitin, you will see a similarity score percentage (In this case 0%). If you click on the % you will be able to see the similarity report.</p>	
<p>3. You will see the mark on the right of the screen. If the marker has used a marking rubric, you can click View Rubric to Expand the rubric. Note you can expand the right of the page by dragging the slider to the left.</p>	
<p>4. To navigate between students click on the drop down list at the top right of the page</p>	

3. Canvas Quizzes (including Canvas Digital Exams)

<p>1. Canvas has two types of quizzes (classic quizzes and new quizzes). Accessing the students' submissions will vary depending which type of quiz. If you click on the Quizzes Screen, you can determine which type of quiz by the icon.</p>	<div>  The unfilled rocket icon indicates a classic quiz. </div> <div>  The filled rocket icon indicates a new quiz. </div>
<p>2. Canvas Digital Exams are canvas quizzes that take place during the exam diet under the following conditions:</p> <ul style="list-style-type: none"> • Closed Book • In-person • In computer labs on campus • Invigilated • Locked down using Respondus LockDown Browser <p>Student attempts can be viewed as per the instructions below.</p>	
<p>3. If the assignment is a Classic Quiz, click on Quizzes, the name of the quiz and then SpeedGrader. There you will see the attempt of the first student. Navigate through the students from the drop-down menu at the top right of the page.</p>	
<p>4. If the assignment is New Quiz. Click on Grades. Then click on the vertical three dots next to the name of the column followed by SpeedGrader. You will see the attempt of the first student, and you can navigate through the students using the drop-down menu.</p>	

4. Gradescope (Gradescope Exams, In class Tests and Coursework Assignments)

<p>1. If the assignment is a Gradescope Assignment, click on the Gradescope link on the left navigation menu. Then Assignments within Gradescope, then click on the name of the assignment.</p> <p>For more help with Gradescope see the separate Gradescope Exam Guide.</p>	
<p>2. Ensure you are on the Review Grades screen. Click on the name of a student, then click on the question numbers to view the rubrics applied per question for the student's attempt.</p> <p>For more help with Gradescope see the separate Gradescope Exam Guide.</p>	
<p>3. To return to the list of students in Gradescope, click on the Review Grades menu item (note the menu may be collapsed as shown – if this is the case, click on the final icon on the Gradescope menu).</p>	