

## 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.

<b>1. Accessing Canvas and Navigating to Courses .....</b>	<b>2</b>
<b>2. Standard Canvas Assignment (e.g. file uploads).....</b>	<b>3</b>
<b>3. Canvas Quizzes (including Canvas Digital Exams).....</b>	<b>4</b>
<b>4. Gradescope (Gradescope Exams, In class Tests and Coursework Assignments) .....</b>	<b>5</b>

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

## 1. Accessing Canvas and Navigating to Courses

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) and your password.

Please ensure you are using the **Chrome** web browser.

Ensure you have your mobile device if prompted for Multi Factor Authentication (MFA).

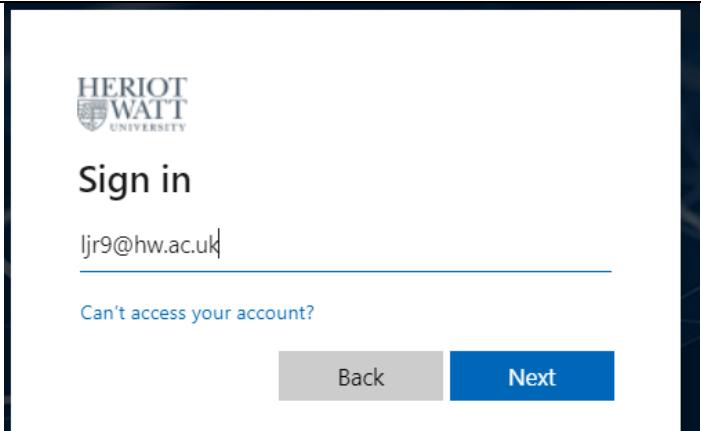
2. Once logged in you will see your Canvas Dashboard with a list of available courses.

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>

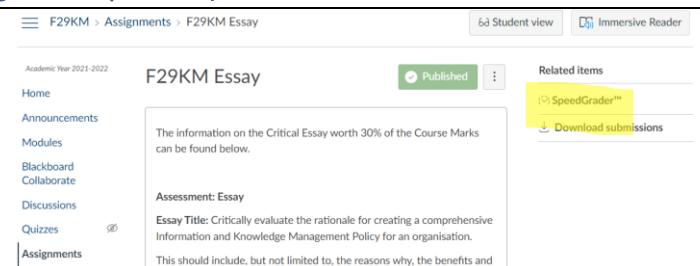
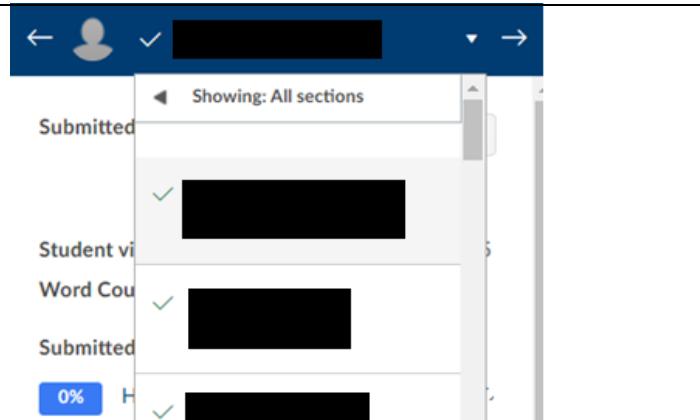
Courses from Semester 1 may be listed at the bottom of the course list under **Past Enrolments**.

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.

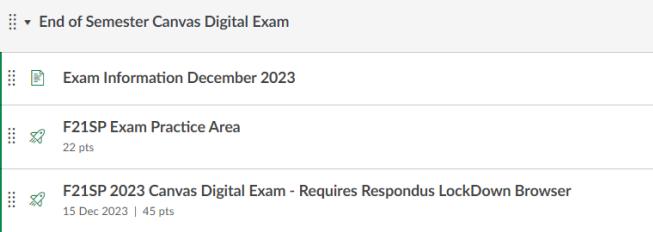
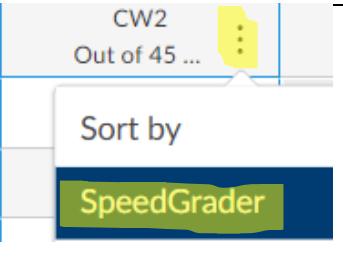
3. Once you click into the course, on the **Home Page** or on the **Modules** page you will see a page called **External Examiners Info**. This is where the course leader will give an overview of the assessments for this academic year.



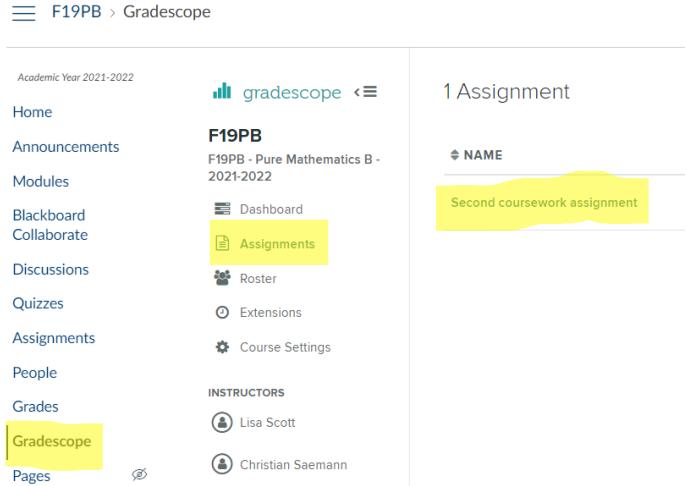
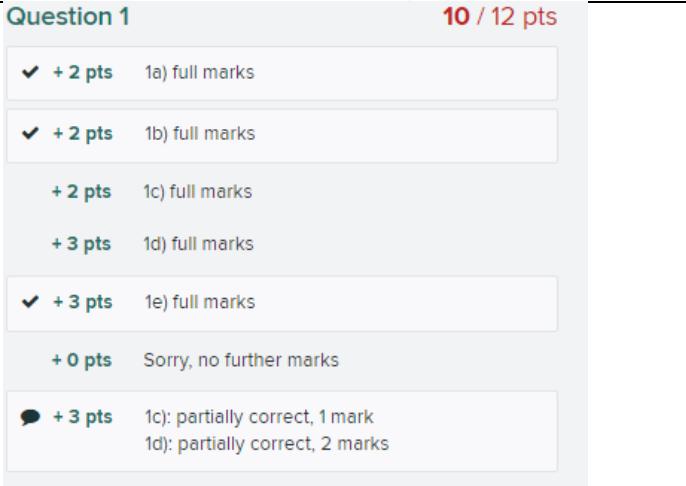
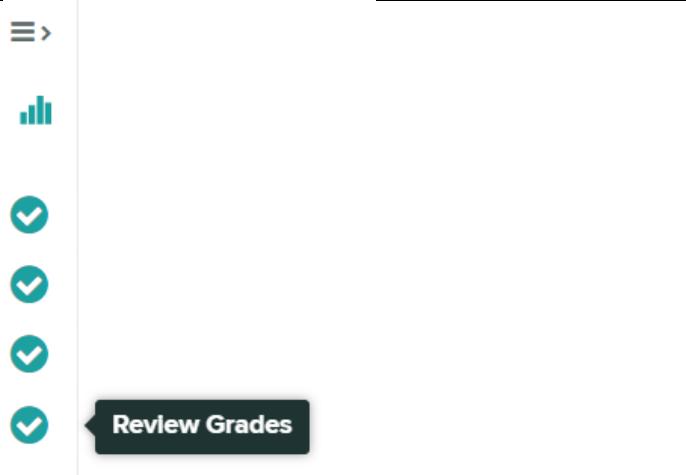
## 2. Standard Canvas Assignment (e.g. file uploads)

<p>1. If the assignment is a <b>Standard Canvas Assignment</b> (e.g. file upload). Click on <b>Assignments</b>, the name of the assignment, then <b>SpeedGrader</b>.</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><b>Submitted files: (click to load)</b></p> <p>0% <a href="#">H00335104_F29KM.pdf</a> </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 <b>View Rubric</b> to Expand the rubric. Note you can expand the right of the page by dragging the slider to the left.</p>	<p>28</p> <p><a href="#">View rubric</a></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>	 The unfilled rocket icon indicates a classic quiz.   The filled rocket icon indicates a new quiz.
<p><b>2. Canvas Digital Exams</b> are canvas quizzes that take place during the exam diet under the following conditions:</p> <ul style="list-style-type: none"><li>• Closed Book</li><li>• In-person</li><li>• In computer labs on campus</li><li>• Invigilated</li><li>• Locked down using Respondus LockDown Browser</li></ul> <p>Student attempts can be viewed as per the instructions below.</p>	 End of Semester Canvas Digital Exam Exam Information December 2023 F21SP Exam Practice Area 22 pts F21SP 2023 Canvas Digital Exam - Requires Respondus LockDown Browser 15 Dec 2023   45 pts
<p>3. If the assignment is a <b>Classic Quiz</b>, click on <b>Quizzes</b>, the name of the quiz and then <b>SpeedGrader</b>. 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>	 F28WP > Quizzes > Class Test 1 Published Preview Edit Related items Quiz Statistics Moderate this quiz SpeedGrader Academic Year 2021-2022 Home Announcements Modules Blackboard Collaborate Discussions Assignments Grades Collaborations Class Test 1 On Friday 15th October 2021, at 15.30, the test will end. <ul style="list-style-type: none"><li>• Other Campuses: from Monday, 10th October to Friday 15th October 2021.</li></ul> On Friday 15th October 2021, at 15.30, the test will end. All timings are in local time for the campus where you are currently enrolled. If you experience any technical difficulties during the test, please notify your lecturer as soon as possible.
<p>4. If the assignment is <b>New Quiz</b>. Click on <b>Grades</b>. Then click on the vertical three dots next to the name of the column followed by <b>SpeedGrader</b>. You will see the attempt of the first student, and you can navigate through the students using the drop-down menu.</p>	 CW2 Out of 45 ... Sort by SpeedGrader

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

<p>1. If the assignment is a <b>Gradescope Assignment</b>, click on the <b>Gradescope</b> link on the left navigation menu. Then <b>Assignments</b> within Gradescope, then click on the name of the assignment.</p> <p>For more help with Gradescope see the separate <b>Gradescope Exam Guide</b>.</p>	
<p>2. Ensure you are on the <b>Review Grades</b> 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 <b>Gradescope Exam Guide</b>.</p>	 <p><b>Question 1</b> <span style="float: right;">10 / 12 pts</span></p> <ul style="list-style-type: none"> <li>✓ + 2 pts 1a) full marks</li> <li>✓ + 2 pts 1b) full marks</li> <li>+ 2 pts 1c) full marks</li> <li>+ 3 pts 1d) full marks</li> <li>✓ + 3 pts 1e) full marks</li> <li>+ 0 pts Sorry, no further marks</li> <li>💬 + 3 pts 1c): partially correct, 1 mark 1d): partially correct, 2 marks</li> </ul> <p><b>QUESTION 2</b> <span style="float: right;">10 / 12 pts</span></p> <p>Question 2</p>
<p>3. To return to the list of students in Gradescope, click on the <b>Review Grades</b> 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>	 <p>☰ &gt;</p> <p>Gradescope</p> <p>Review Grades</p>