

# Canvas Walkthrough

Canvas Log in: <https://login-canvas.qa.com/>

You will have received login details with your Username and Password - if you have any issues logging in please contact: [QAADegreeAdmin@qa.com](mailto:QAADegreeAdmin@qa.com) or call 0203 9082361

To access click on the ALL APPRENTICESHIPS

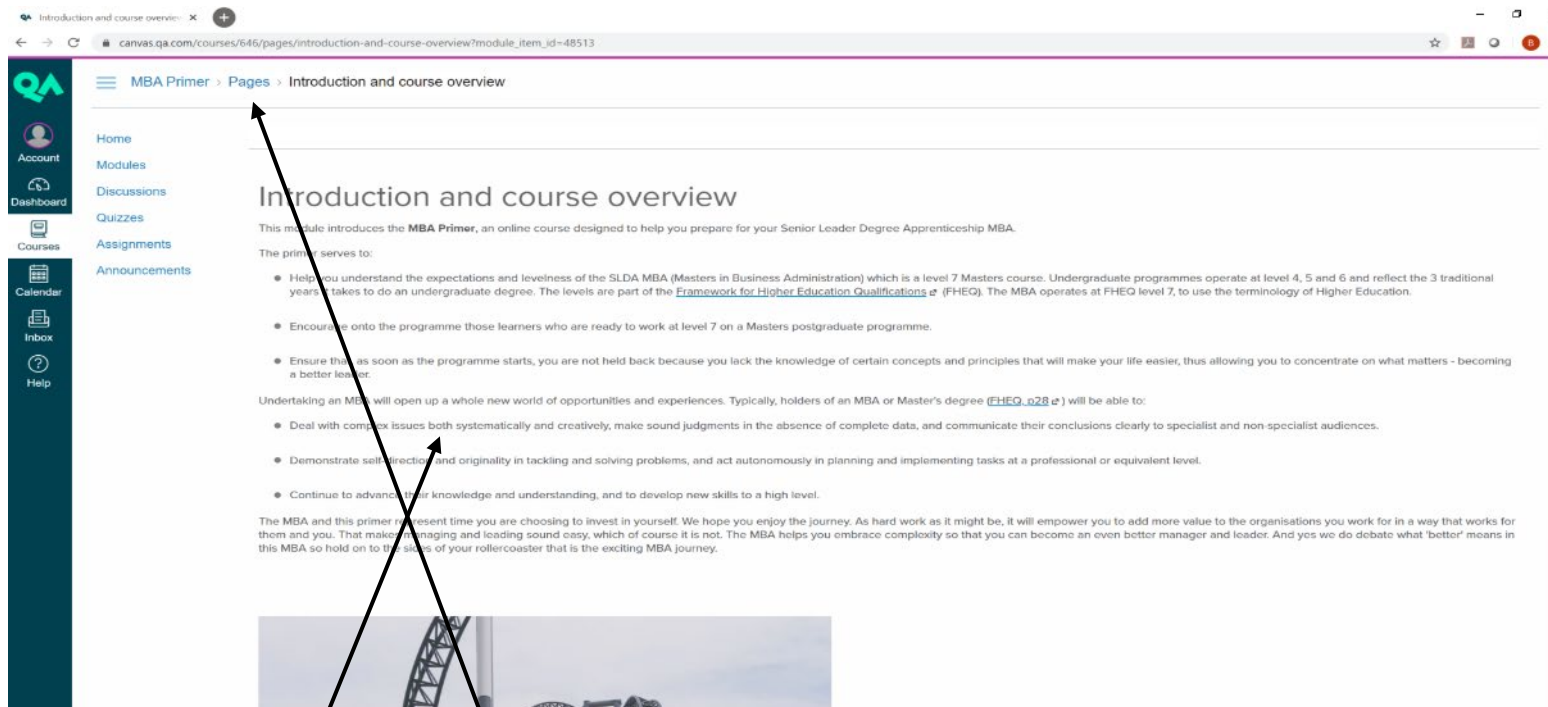
Enter your Username and Password

The screenshot shows the Canvas login page for QA. The browser address bar displays 'login-canvas.qa.com'. The page features a blue-tinted background image of students in a classroom. At the top, there is a navigation bar with the Canvas logo, 'Browse Courses' link, and links for 'Help', 'Privacy policy', 'Acceptable use policy', 'Facebook', and 'Twitter'. Below this is the 'INSTRUCTURE' logo. The main content area has two 'Log in' buttons: 'EARLY ADOPTERS' on the left and 'ALL APPRENTICESHIPS' on the right. A black arrow points from the text 'Enter your Username and Password' to the 'ALL APPRENTICESHIPS' button. The footer contains various accreditation logos including Microsoft, European Union, Education & Skills Funding Agency, Ofsted, Apprenticeships, Modern Apprenticeships, Skills Development Scotland, and Matrix.

# Canvas Walkthrough

Once logged in you will find your Dashboard and Course assigned:

- Click on “Start Here”
- This will take you to the “**Module**”. The module used for this Guide is the **MBA Primer**, any additional Module on Canvas will be accessed in the same way.



To return to **Main Menu**- Click “**Pages**” at top left hand corner of the page.

# Canvas Walkthrough

To adjust your Notification settings:

- Click on: **Notification Preferences.**
- At the top of the Screen you will see the notification headings/symbols.
- At the right of the screen you will see the notification symbols.
- To select your preferred notification for each of the Module activities, **just click on the symbol required.**

> Notification preferences

## Notification preferences

✓ Notify me right away

🕒 Send daily summary

📅 Send weekly summary

✗ Do not send me anything

### Course activities

Due Date

Grading policies

Course Content

Files

Announcement

Announcement created by you

Grading

Include scores when alerting about grades. If your email is not an institution email, this means sensitive content will be sent outside of the institution.

Email address  
emily.abbott@stagecoachbus.com

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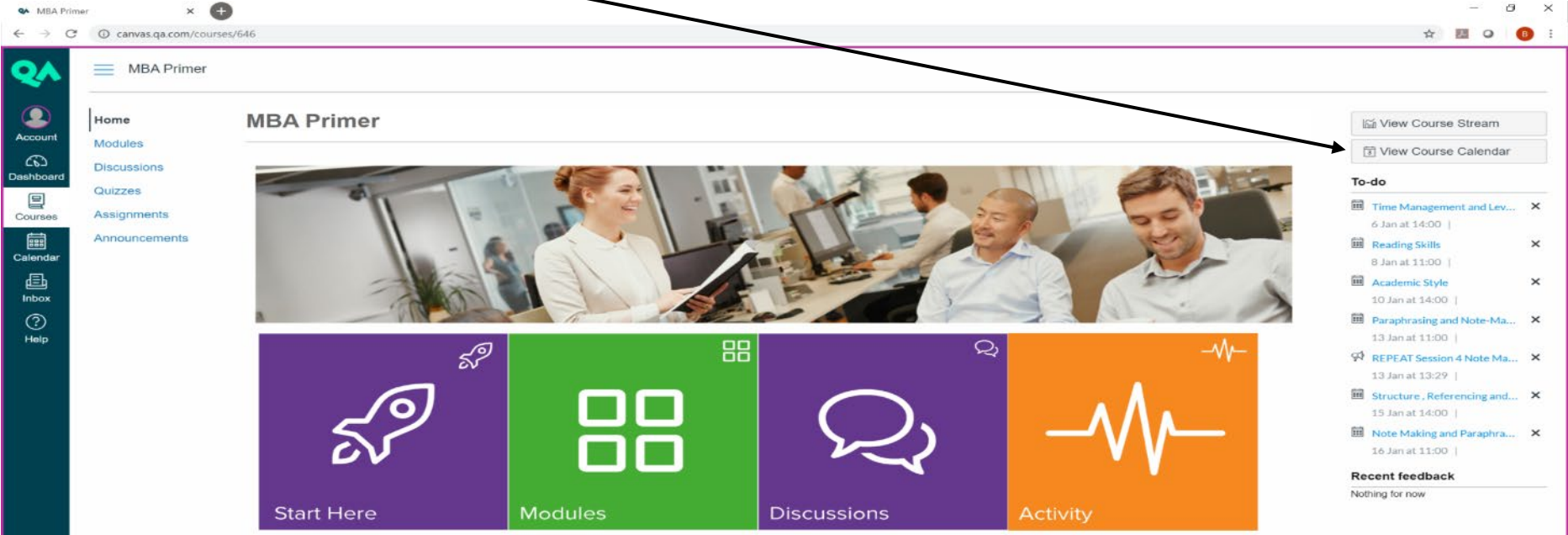
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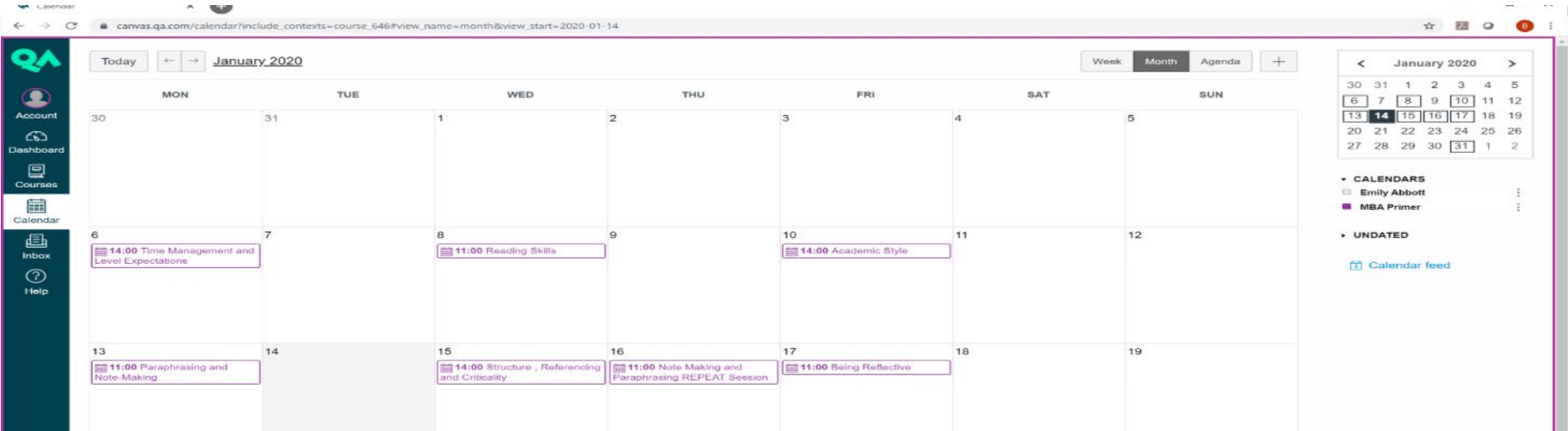
Notification headings.

# Canvas Walkthrough

Course Calendar: You can access the **Course calendar** by clicking the link on the top right of your module's homepage...



The Calendar will show you when the various course activities will take place .....



# Canvas Walkthrough

On the right hand side of your Module page you will also see a “**To-do**” List

These are quick view reminders of Calendar entries/activities and by clicking on the reminder link it will open your calendar and show you the link to the activity, quite simply click on the link and it will take you to the appropriate Audio Conference for the activity.

The screenshot displays the Canvas LMS interface for the 'MBA Primer' course. The page is titled 'MBA Primer' and features a navigation sidebar on the left with options like Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area includes a banner image of students in a classroom and four large colored buttons labeled 'Start Here', 'Modules', 'Discussions', and 'Activity'. On the right side, there is a 'To-do' list with several items, each with a calendar icon and a close button (X). The items include 'Time Management and Lev...', 'Reading Skills', 'Academic Style', 'Paraphrasing and Note-Ma...', 'REPEAT Session 4 Note Ma...', 'Structure, Referencing and...', and 'Note Making and Paraphra...'. Below the 'To-do' list is a 'Recent feedback' section showing 'Nothing for now'. An arrow points from the text above to the 'To-do' list.

View Course Stream

View Course Calendar

**To-do**

- Time Management and Lev... 6 Jan at 14:00 |
- Reading Skills 8 Jan at 11:00 |
- Academic Style 10 Jan at 14:00 |
- Paraphrasing and Note-Ma... 13 Jan at 11:00 |
- REPEAT Session 4 Note Ma... 13 Jan at 13:29 |
- Structure, Referencing and... 15 Jan at 14:00 |
- Note Making and Paraphra... 16 Jan at 11:00 |

**Recent feedback**

Nothing for now