

BUJ



Guide to Canvas

A comprehensive guide on how to use Canvas effectively during your course on computer and mobile

A Few Words About Canvas



"Canvas is a learning platform used by a lot of schools, colleges and universities across the country (Preston College, Oxford University, University of Birmingham, Glasgow School of Art, etc.) and across the globe (Massachusetts Institute of Technology (MIT) (USA), Schola Medica (Netherlands), Larande I Sverige (Sweden), etc.) and even to deliver courses by institutes like Sotheby's Institute of Art.

It offers easy, remote access to teaching materials, a simple and straightforward way to submit work towards the qualification and get feedback on it. It is connected to tools like Google Drive for managing work and Zoom for online classes. You can get on Canvas through the website on a laptop or desktop or through the Canvas Student App on Android and iOS.

This Guide is designed to show you the basics around Canvas, on both computer and mobile so your experience using it during your course with British Academy of Jewellery is smooth and enjoyable."

This Guide is Divided in Two Parts



Part A

Covers the main topics of using Canvas on computer (desktop/laptop, Windows/Mac).

Part B

Covers the same main topics for using Canvas on mobile devices (Android/iOS).

At the end there is some information about the way you can ask for help if you cannot solve a problem.

Contents

Part A: Accessing Canvas via desktop or laptop

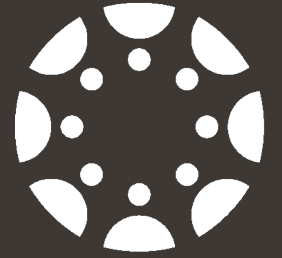
1. Logging into Canvas
2. Navigation
3. Accessing teaching materials and tasks
4. Accessing Zoom
5. Submitting work
6. Accessing feedback: Marks, comments and revisions

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Part B: Accessing Canvas via mobile

1. Logging into Canvas
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3. Accessing teaching materials and tasks
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5. Submitting work
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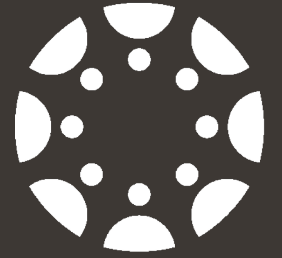
BUJ



Part A

Accessing Canvas via desktop or laptop

BAJ



1. Logging into Canvas

How to log into Canvas the first time and every time after

Step 1: Use the Correct Browser

When accessing Canvas, please use one of the following Internet browsers:

- Google Chrome
- Mozilla Firefox

Both browsers can be downloaded for free by their designers' website.

DO NOT USE:

- Internet Explorer/Edge
- Safari



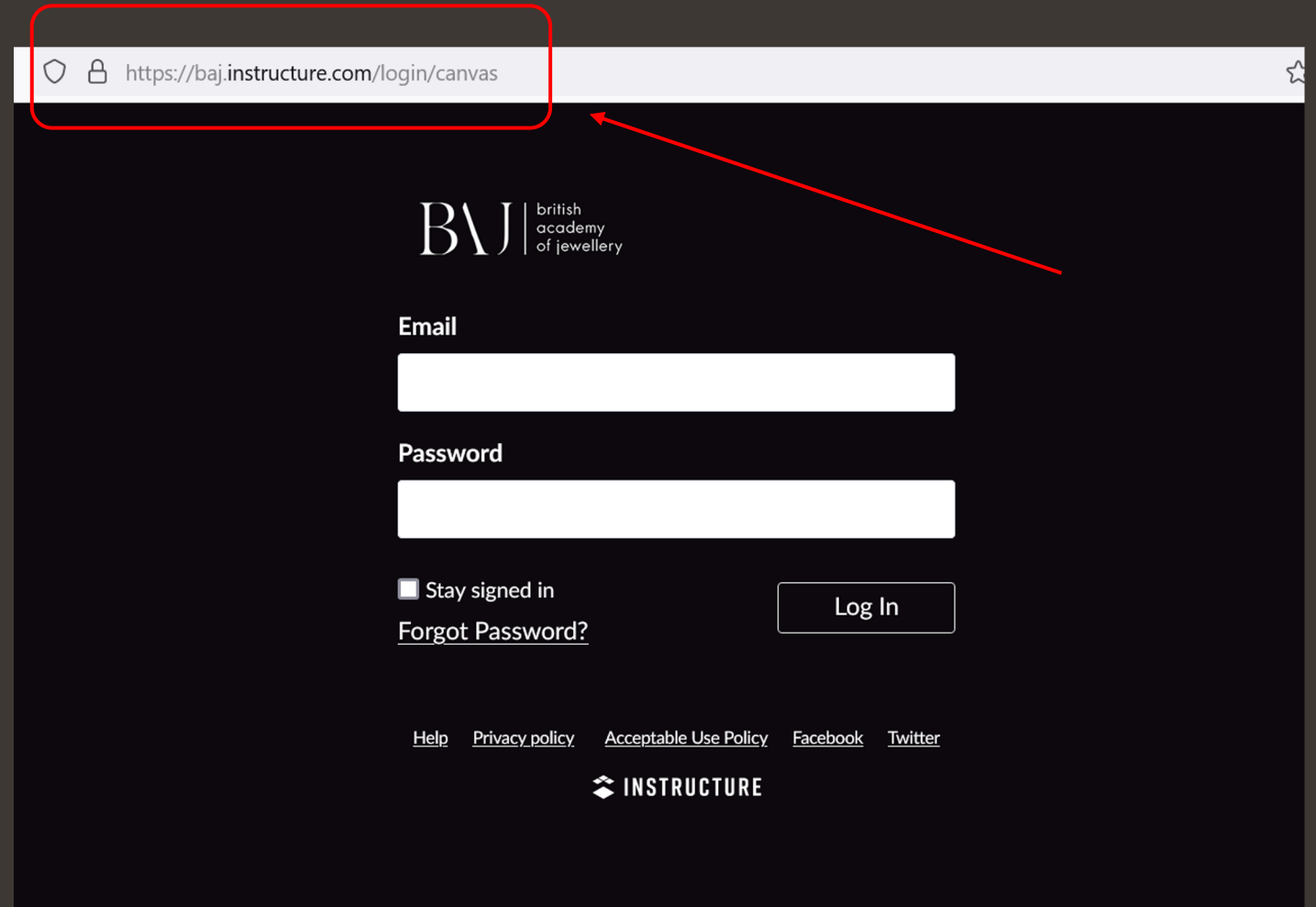
Step 2: Access the Website

In order to access BAJ Canvas you have to visit the following url:

baj.instructure.com

IMPORTANT: Please put this URL straight into the address bar of your browser as a whole.

DO NOT use Google search to find the website as it won't come up.



Step 3: Use Your Gmail Account

At the time of your enrolment you were asked if you have a gmail account and if not to create one. The reason for this is that some activities during your course will be done through Google documents.

This Gmail is going to be the username of your account in Canvas.

The first time you are logging in you have to click on **Forgot Password** in order to set your password to Canvas.

https://baj.instructure.com/login/canvas

BAJ | british academy of jewellery

Email

Password

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

Step 4: Set Your Password

- You will receive an email to your Gmail with a link to follow in order to set your password.
- This password is personal to you. No one can see, access, reset or change it apart from you.
- If you forget it in the future then you need to click on **Forgot password** and go through the process of setting a new one again.

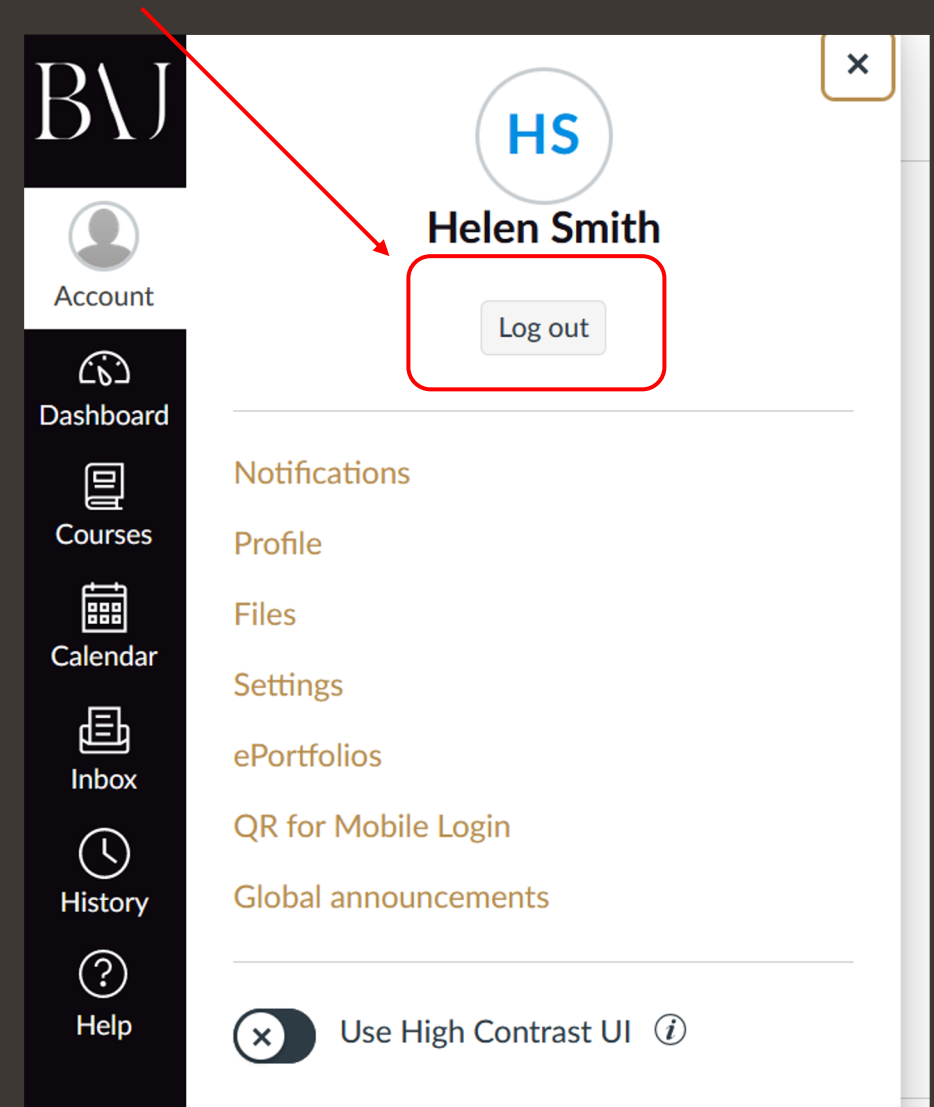
Logging in Again Later

To log in again later:

- you still need to visit the url: baj.instructure.com and
- use your Gmail as your username followed by
- your password.

Of course, if you are on your personal computer you can save your password on your browser.

But if you are using the public computers of the School or in any other place make sure you **NEVER SAVE** your password and you **ALWAYS LOG OUT**.



Welcome to Canvas!

← → ↻ https://baj.instructure.com/?login_success=1 ☆ 📧 ⬇

BAJ Dashboard

BAJ | british academy of jewellery

Account

Dashboard

Courses

Calendar

Inbox

History

Help

Blueprint L3S1
Jewellery Fundamentals
2020/2021

Level Jewellery Diploma
Guide Course

To-do

🔔 **BAJ 4 Questions Use T...** ✕
Level Jewellery Diploma
7 points |
13 Jul at 23:59

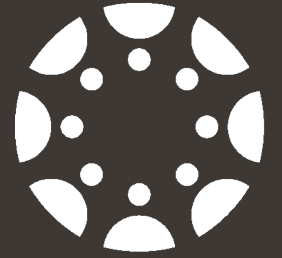
[Show all](#)

Recent feedback

Nothing for now

[View Grades](#)

INSTRUCTURE Privacy policy Acceptable Use Policy Facebook Twitter



2. Navigation

- a) Dashboard
- b) Courses on a list
- c) Calendar
- d) Inbox
- e) To-do
- f) Recent feedback
- g) Grades

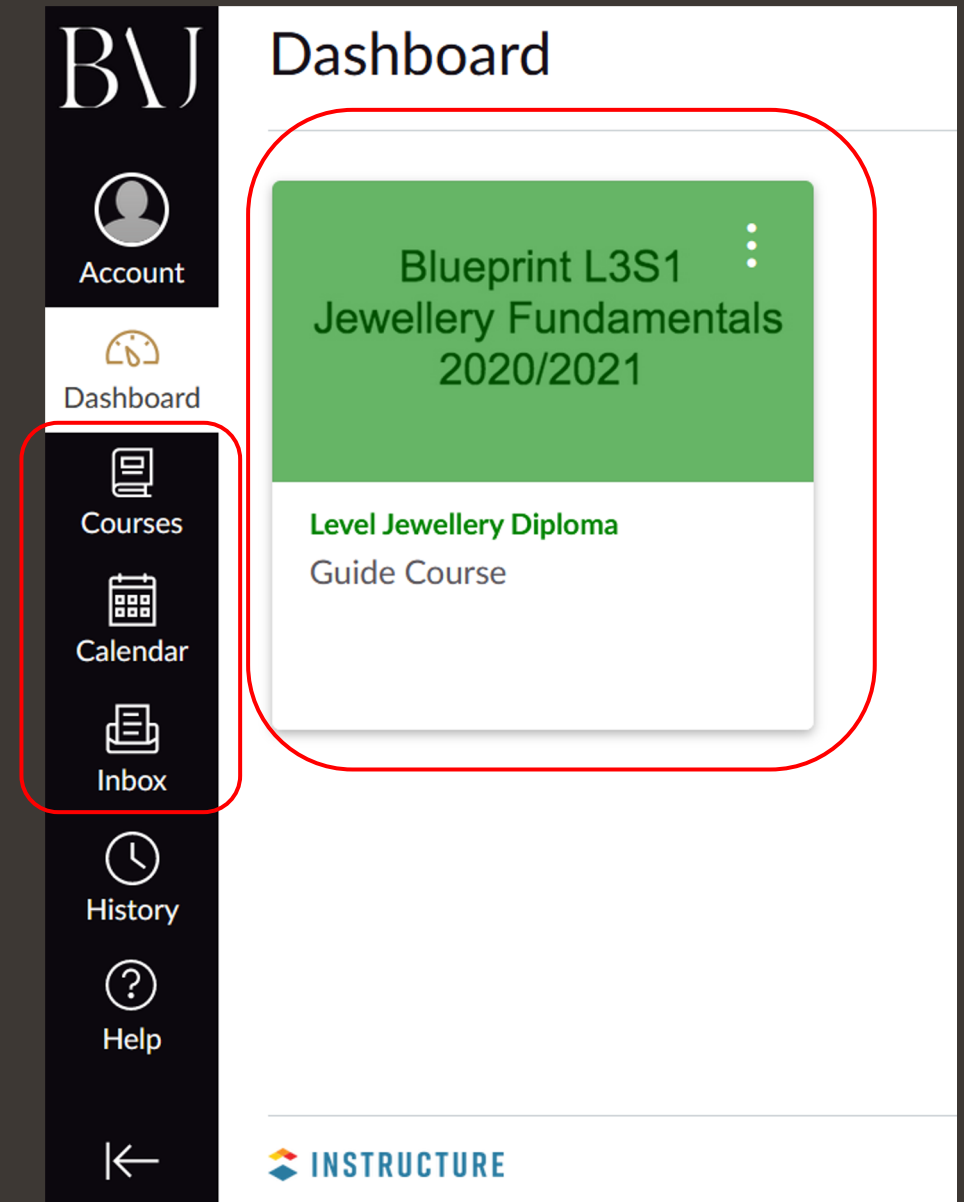
a) Dashboard

The first thing you see when accessing Canvas is the Dashboard.

The Dashboard shows the courses you are enrolled in.

Through the black side bar you can access your:

- Courses in a list format
- Calendar
- Inbox

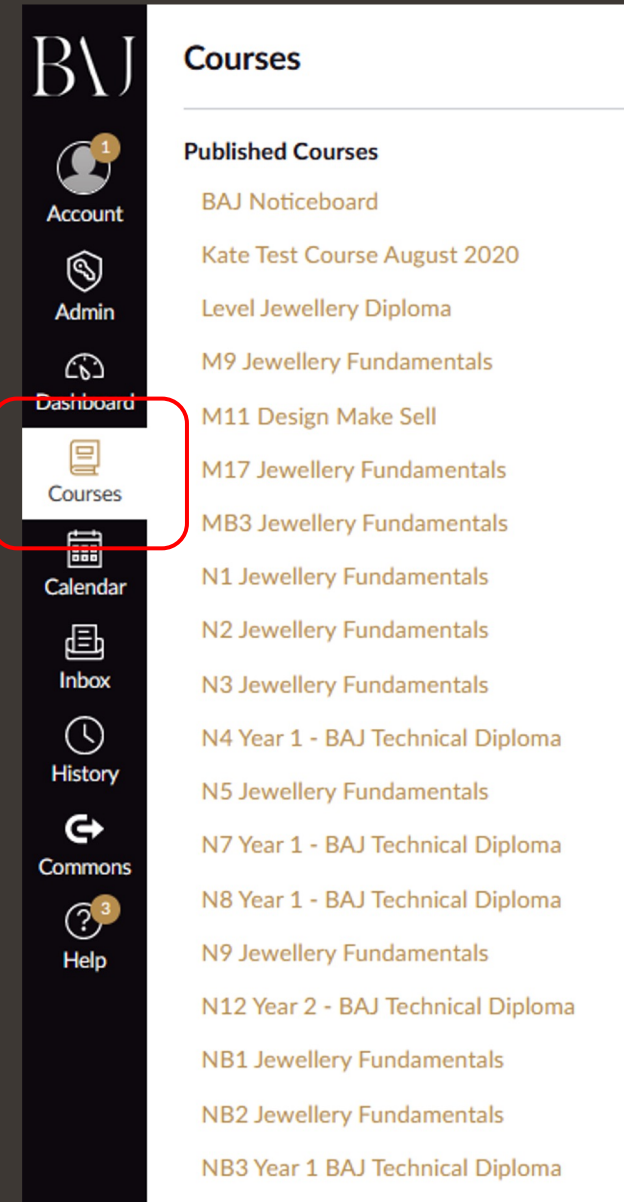


b) Courses on a List

As in the Dashboard, by clicking on Courses you can see the courses you have been enrolled in a list format.

If you are enrolled on more than one course in BAJ, then you also see all of them here.

You can also see courses you were enrolled in the past (you may not have access anymore, though.)



c) Calendar

In the Calendar you can see upcoming events and deadlines for the courses. You can choose which course's calendar you want to see.

You can also use this calendar for setting managing your own activities.

The screenshot displays the BAJ calendar interface. The main calendar grid shows the month of July 2021. The days of the week are labeled as MON, TUE, WED, THU, FRI, SAT, and SUN. The dates are arranged in a grid. Two events are listed for July 13th:

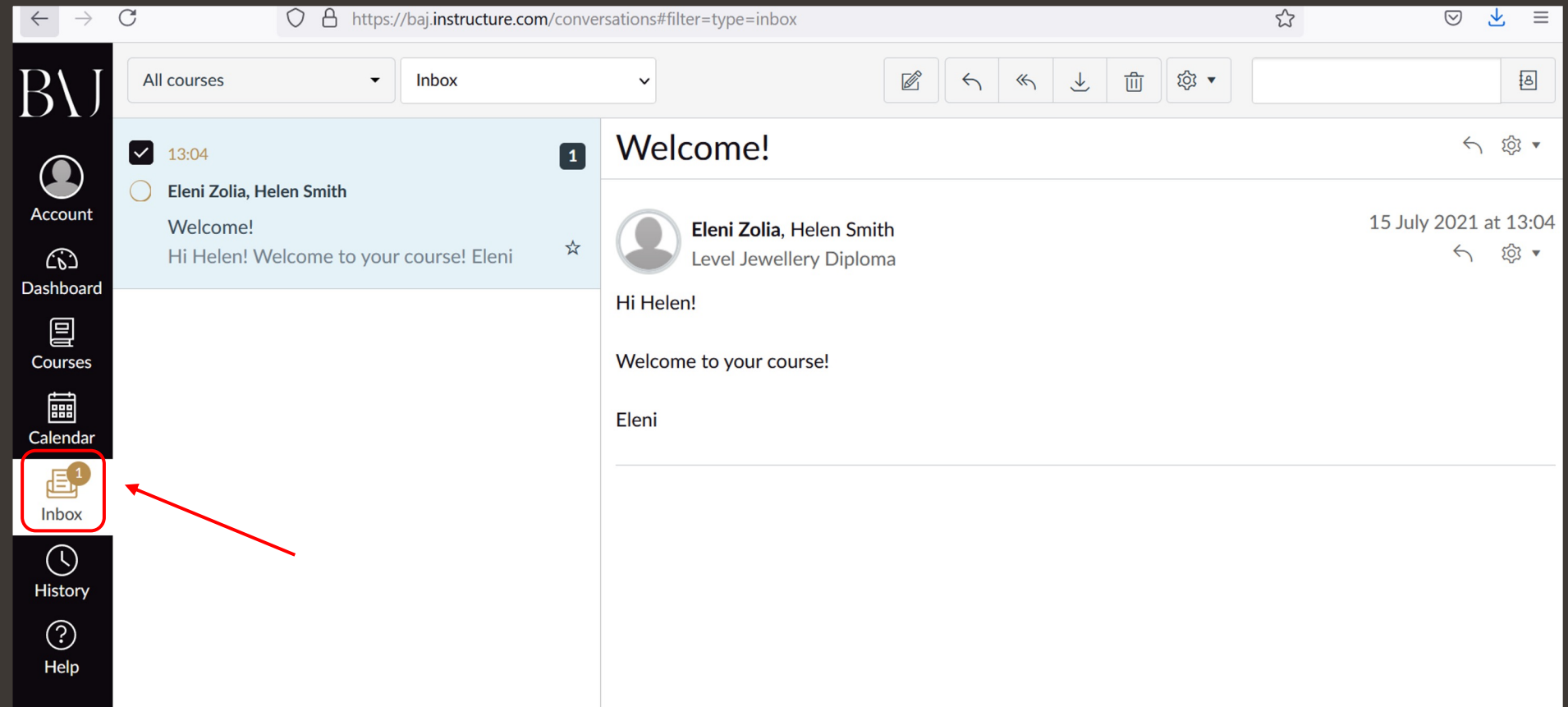
- BAJ-3 Questions-Use Tools to Cut and Pierce Jewellery or Silverware Components (Assignment 2M)
- BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M)

A red box highlights these two events, and a red arrow points from the date '2' on the 2nd of the month to the events. The left sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The right sidebar shows a calendar navigation for July 2021 and a list of calendars: Helen Smith and Level Jewellery Diploma.

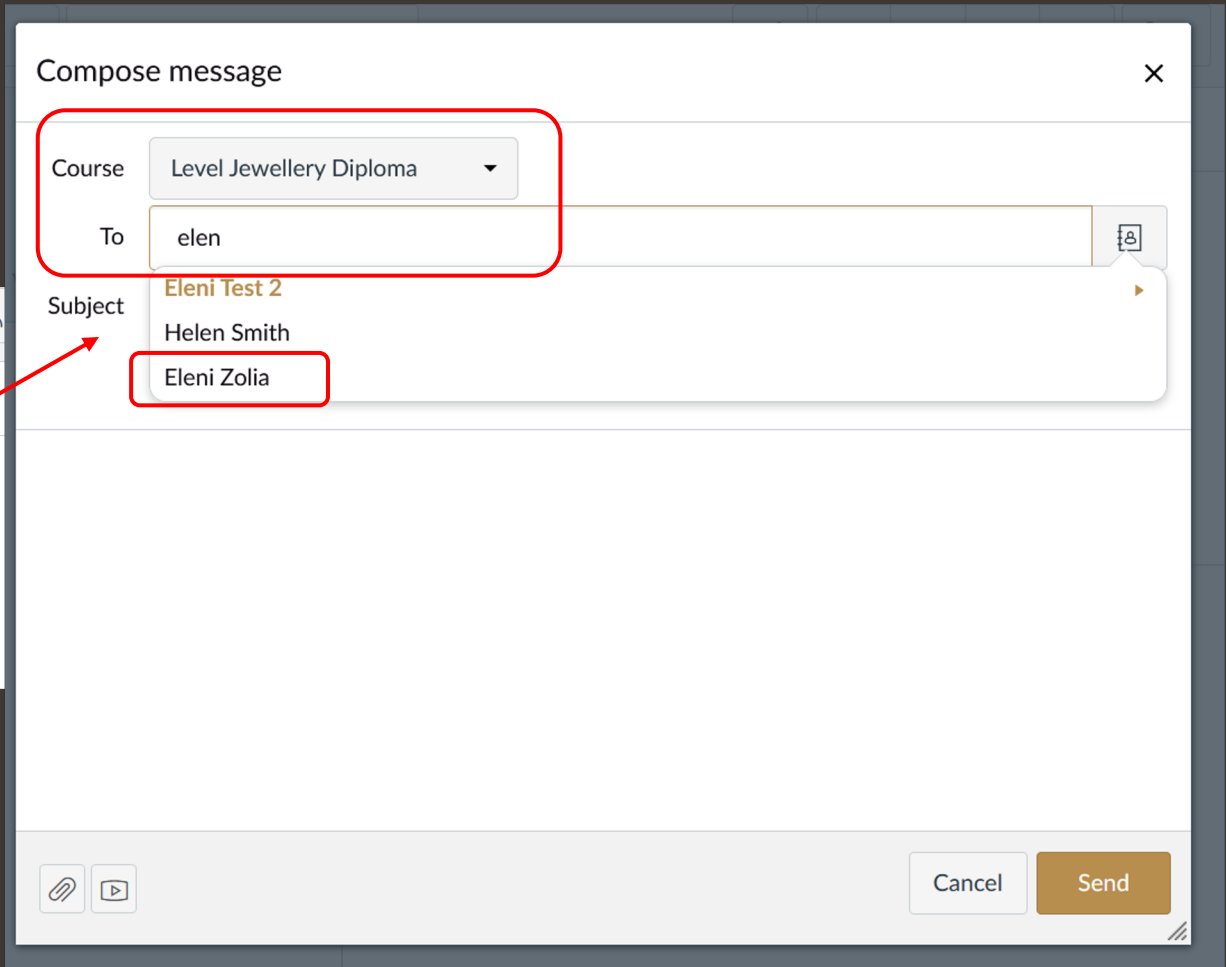
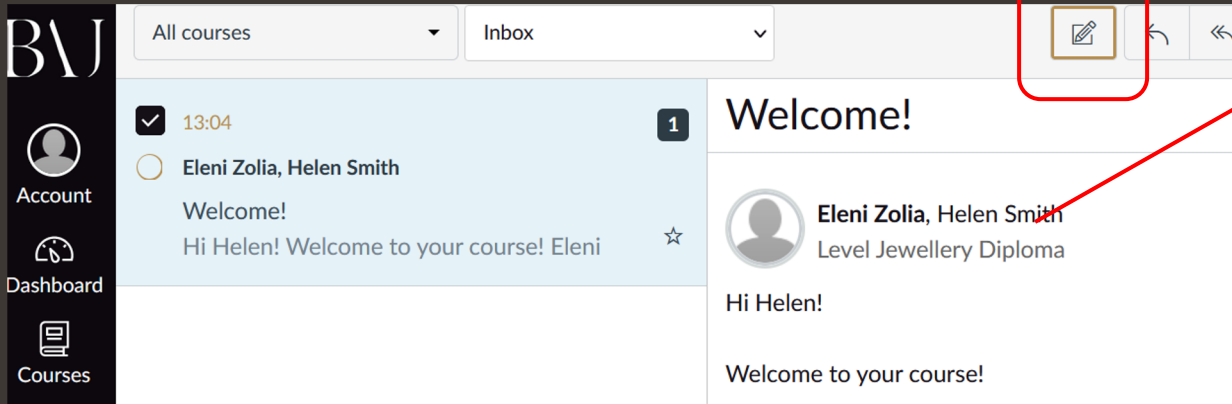
d) Inbox

By clicking on the Inbox you get directed to your messages.

When you have received a new message you will see a number notification above the icon of your Inbox and it is going to stay there till you read it.

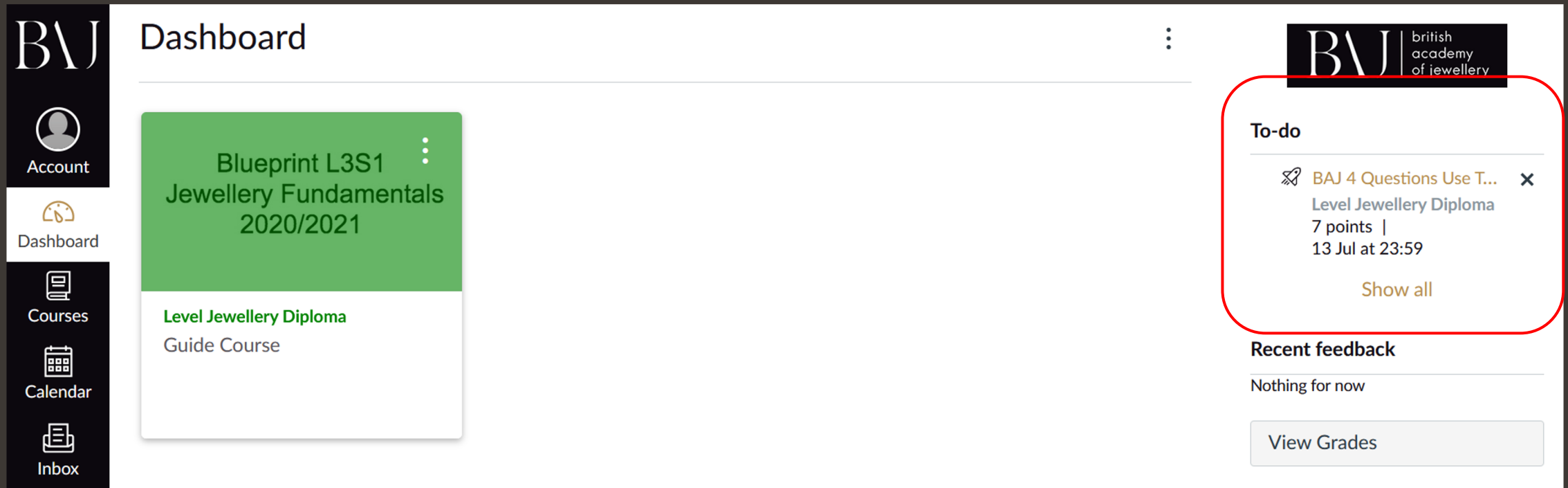


Through your inbox you can message any staff member of BAJ just by selecting your course and typing their name when it appears below.



e) To-do

On the right side of the page you can see the To-do list of work that needs to be done as the deadlines are approaching.



The screenshot shows the BAJ (British Academy of Jewellery) dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area features a green card for 'Blueprint L3S1 Jewellery Fundamentals 2020/2021' and a white card for 'Level Jewellery Diploma Guide Course'. On the right, a 'To-do' list is highlighted with a red rounded rectangle, containing one item: 'BAJ 4 Questions Use T...' for the 'Level Jewellery Diploma', worth 7 points, due on 13 Jul at 23:59. Below the To-do list is a 'Recent feedback' section with the text 'Nothing for now' and a 'View Grades' button.

BAJ | british academy of jewellery

Dashboard

Account

Dashboard

Courses



Calendar

Inbox

Blueprint L3S1 Jewellery Fundamentals 2020/2021

Level Jewellery Diploma Guide Course

To-do

-  **BAJ 4 Questions Use T...** 
Level Jewellery Diploma
7 points |
13 Jul at 23:59
[Show all](#)

Recent feedback


Nothing for now

[View Grades](#)

If you click on **Show all** then it will take to a list of work to be completed by a due date and also showing pending work from missed deadlines.


Dashboard

Today + [calendar icon] [bell icon] 4 [menu icon]




Beginning of your 'to-do' history
You've scrolled back to your very first to-do!

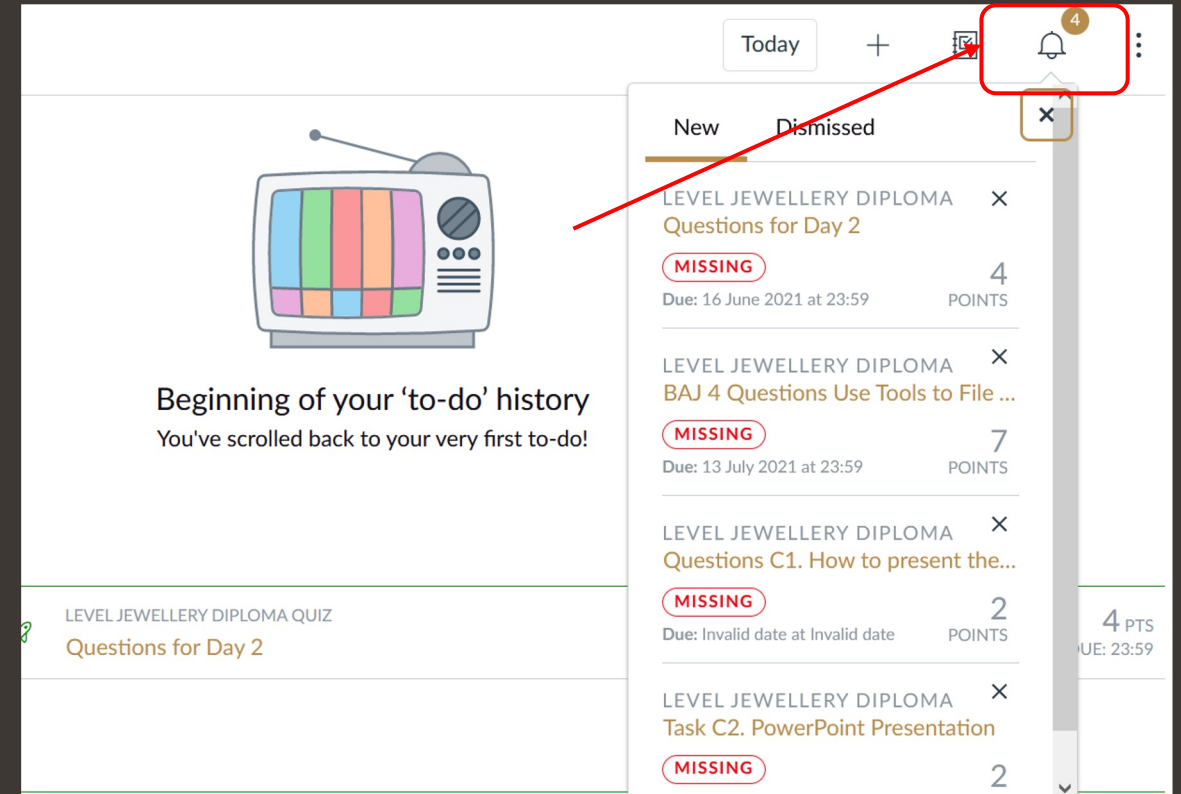
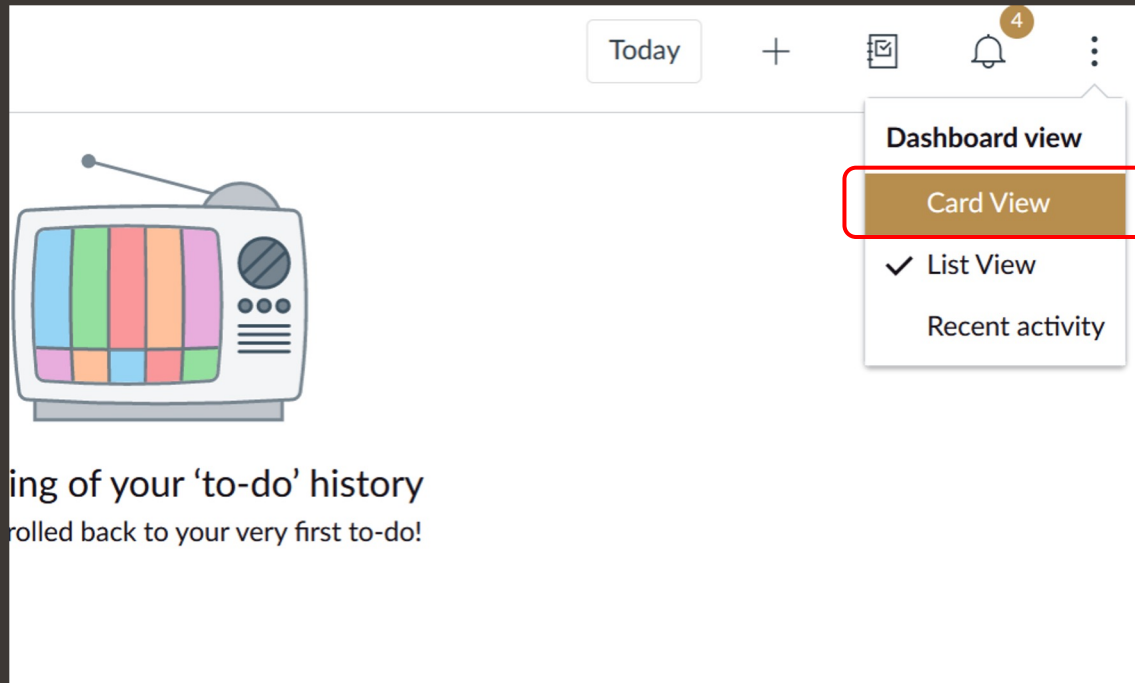
Wednesday, 16 June

LEVEL JEWELLERY DIPLOMA Jewellery Fundamentals 2020/2021	<input type="checkbox"/>		LEVEL JEWELLERY DIPLOMA QUIZ Questions for Day 2	MISSING	4 PTS DUE: 23:59
---	--------------------------	---	---	----------------	---------------------

Tuesday, 13 July

LEVEL JEWELLERY DIPLOMA Blueprint L3S1 Jewellery Fundamentals 2020/2021	<input type="checkbox"/>		LEVEL JEWELLERY DIPLOMA QUIZ BAJ 4 Questions Use Tools to File Jewellery and Silve...	MISSING	7 PTS DUE: 23:59
> Show 1 completed item					

The **Notification bell** also shows pending work work from missed deadlines.



To go back to the previous layout of the Dashboard click on the dots at the top right corner and select **Card View**.

f) Recent Feedback

Below the To-do list you can see submissions that have recently been marked and gotten comments from your Tutor.

You can click on it and you will get directed to your submission.

The screenshot shows the BAJ Instructure LMS Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area displays a course card for 'Blueprint L3S1 Jewellery Fundamentals 2020/2021' with a sub-card for 'Level Jewellery Diploma Guide Course'. On the right, the 'To-do' section is empty, and the 'Recent feedback' section is highlighted with a red border, showing a submission with a green checkmark, a score of 5 out of 7, and a comment: 'Please revise Q2 and Q7. Your answer is too vague.' Below the feedback is a 'View Grades' button. The footer contains the INSTRUCTURE logo and links for Privacy policy, Acceptable Use Policy, Facebook, and Twitter.

g) Grades

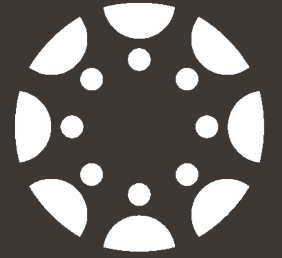
You can, also, access the full list of tasks marked, pending and need of re-submission through the **View Grades** button.

More information on tracking your work will be given in a later chapter of the Guide.

The screenshot displays the BAJ (British Academy of Jewellery) dashboard. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Dashboard' and features a green course card for 'Blueprint L3S1 Jewellery Fundamentals 2020/2021'. Below the course title, it indicates 'Level Jewellery Diploma Guide Course'. On the right side of the dashboard, there is a 'To-do' section with 'Nothing for now' and a 'Recent feedback' section showing a checkmark next to 'BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M) Guide Course' with a score of '5 out of 7' and a comment: 'Please revise Q2 and Q7. Your answer is too vague.' A 'View Grades' button is highlighted with a red rectangular border.

BAJ

3. Accessing Teaching Materials and Tasks



- a) Homepage
- b) Overview pages of the Units
- c) Modules
- d) Outcomes
- e) Google Drive
- f) Grades
- g) Chat

a) Homepage

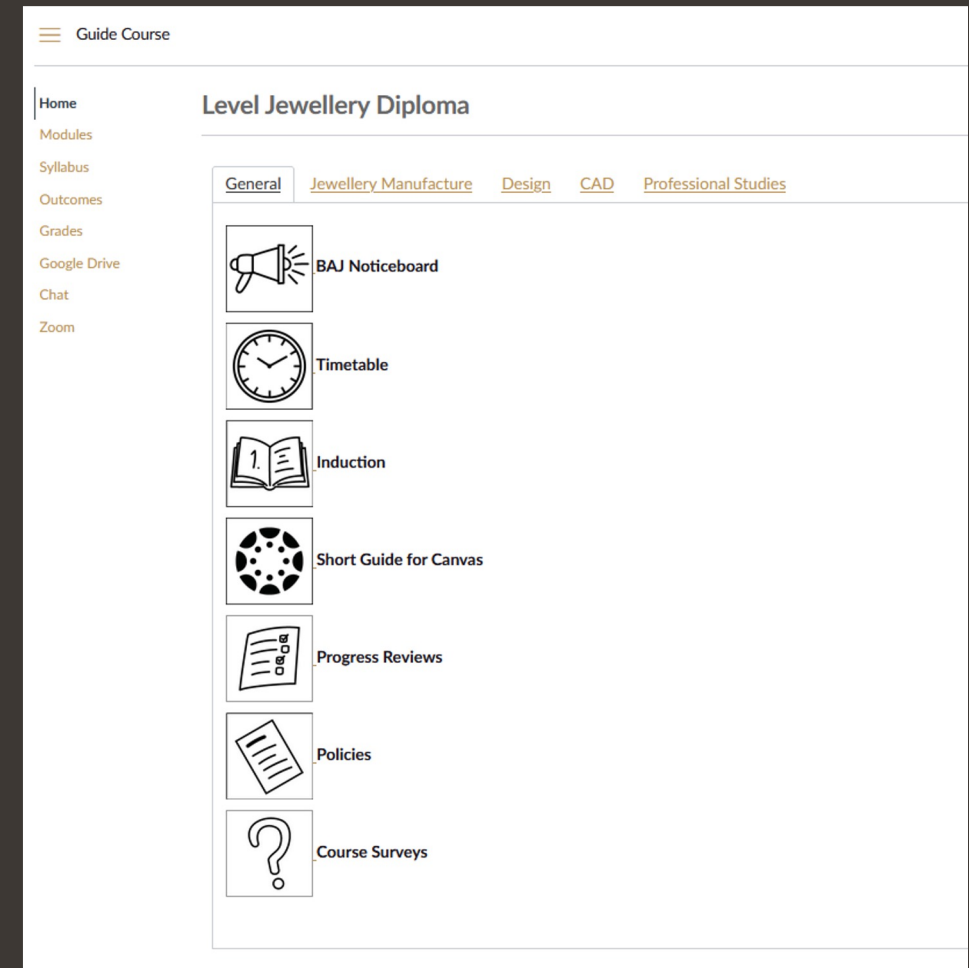
When clicking on the box of the course, you get directed to the Homepage of the course.

The Homepage has 5 tabs.

1. General

Through the General page you can access general things about your course:

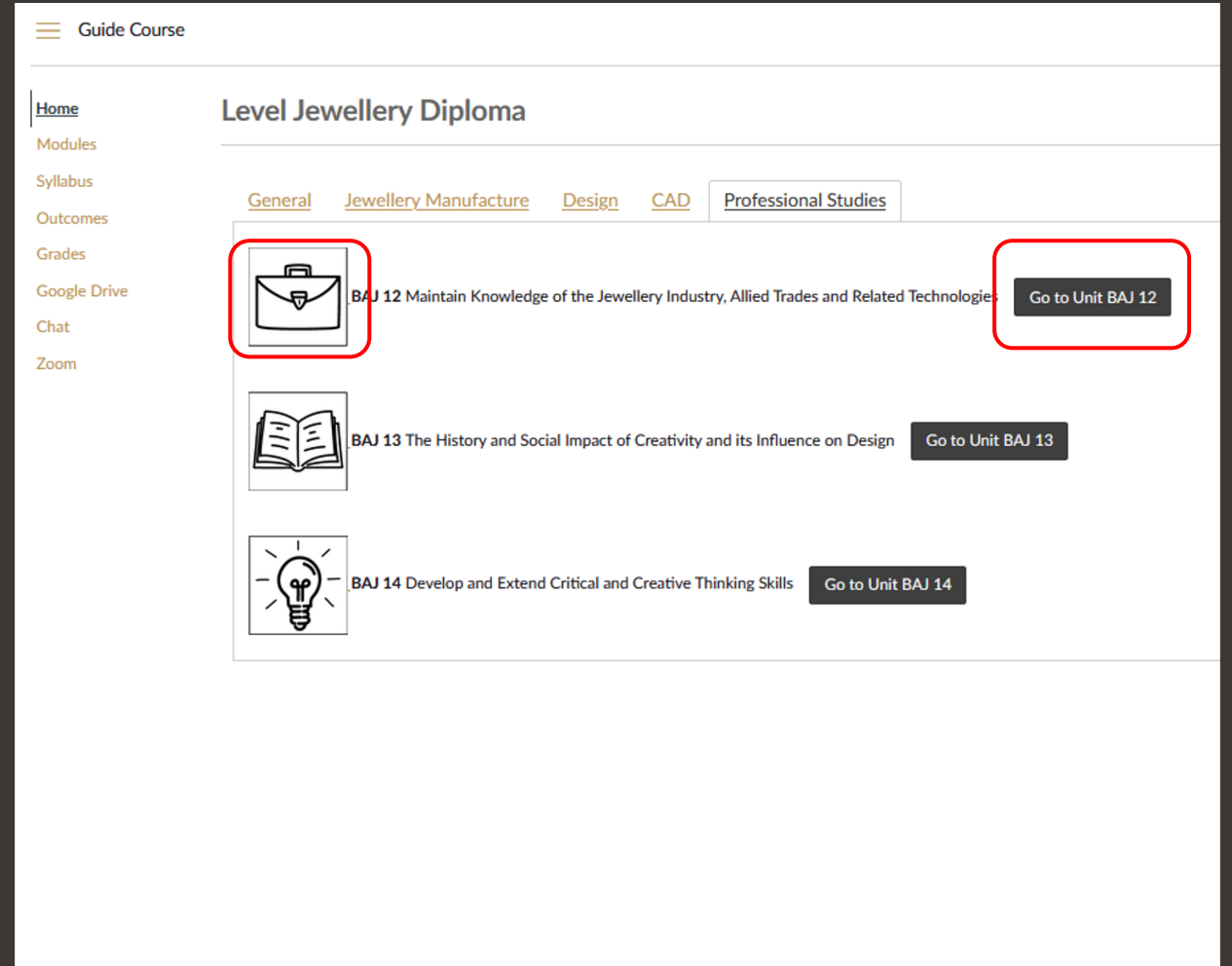
- Your 'Timetable'
- Your 'Induction' material and forms
- This guide
- The 'Progress Reviews' forms
- The links to the 'Course Surveys'



2. Subject areas tabs

Through the subject areas tabs you can see the units of those areas represented by an icon.

You can access them by clicking on the icon or the black button after the title.



The screenshot displays the 'Level Jewellery Diploma' course page. At the top, there is a 'Guide Course' header. On the left, a navigation menu includes 'Home', 'Modules', 'Syllabus', 'Outcomes', 'Grades', 'Google Drive', 'Chat', and 'Zoom'. The main content area features five subject area tabs: 'General', 'Jewellery Manufacture', 'Design', 'CAD', and 'Professional Studies'. Below these tabs, three units are listed:

- BAJ 12** Maintain Knowledge of the Jewellery Industry, Allied Trades and Related Technologies. This unit is represented by a briefcase icon and has a 'Go to Unit BAJ 12' button.
- BAJ 13** The History and Social Impact of Creativity and its Influence on Design. This unit is represented by an open book icon and has a 'Go to Unit BAJ 13' button.
- BAJ 14** Develop and Extend Critical and Creative Thinking Skills. This unit is represented by a lightbulb icon and has a 'Go to Unit BAJ 14' button.

Red boxes in the original image highlight the briefcase icon for BAJ 12 and the 'Go to Unit BAJ 12' button.

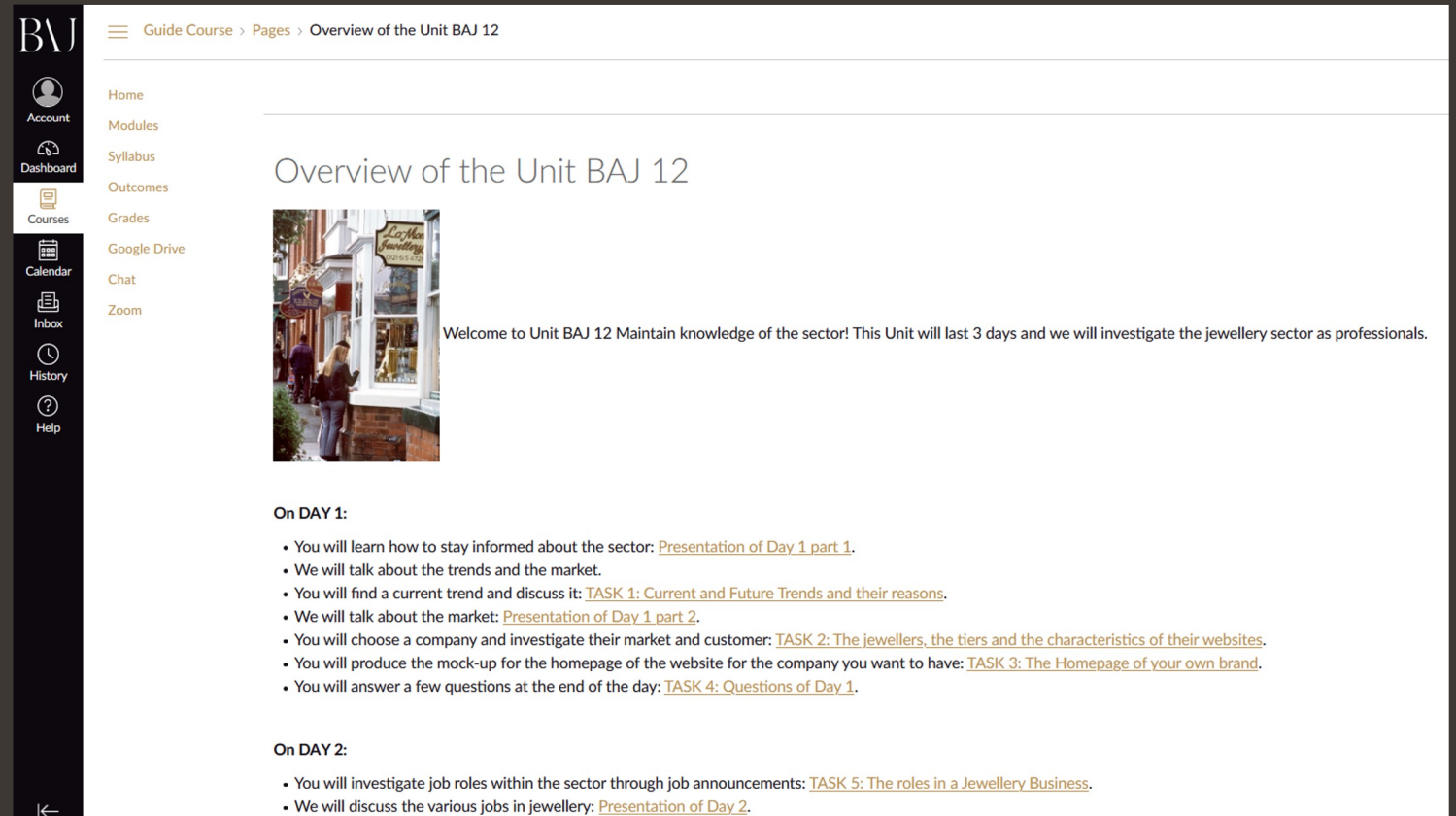
b) Overview Pages of Each Unit

When clicking on the icon or the black button of the Unit you are directed to an Overview page.

This page describes briefly the content of the Unit. It also, gives you direct links to Presentations and Handouts along with Tasks that need to be completed.

For online classes, these pages give an overview of the days of teaching, too.

Please get in the habit of accessing work through the Homepage and the Overview pages as it is much easier and clear to navigate.



The screenshot displays the Blackboard LMS interface for the 'Overview of the Unit BAJ 12' page. The left sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The top breadcrumb trail shows 'Guide Course > Pages > Overview of the Unit BAJ 12'. The main content area features a title 'Overview of the Unit BAJ 12' and a welcome message: 'Welcome to Unit BAJ 12 Maintain knowledge of the sector! This Unit will last 3 days and we will investigate the jewellery sector as professionals.' Below the welcome message, there are two sections: 'On DAY 1:' and 'On DAY 2:'. The 'On DAY 1:' section lists five tasks: 'Presentation of Day 1 part 1.', 'We will talk about the trends and the market.', 'TASK 1: Current and Future Trends and their reasons.', 'Presentation of Day 1 part 2.', and 'TASK 2: The jewellers, the tiers and the characteristics of their websites.'. The 'On DAY 2:' section lists two tasks: 'TASK 5: The roles in a Jewellery Business.' and 'Presentation of Day 2.'

Other Links

When on the Homepage of the course there is a list of links on the left-hand side:






- Home (which takes you to the page you are on already)
- Modules
- Outcomes
- Grades
- Google Drive
- Zoom

The screenshot displays the BAJ course homepage. On the left, a dark sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. A red rounded rectangle highlights a list of links: Home, Modules, Outcomes, Grades, Google Drive, Chat, and Zoom. The main content area is titled 'Level Jewellery Diploma' and features tabs for 'General', 'Jewellery Manufacture', 'Design', 'CAD', and 'Professional Studies'. Below the tabs, there are four icons with corresponding labels: a megaphone for 'BAJ Noticeboard', a clock for 'Timetable', an open book for 'Induction', and a circular pattern for 'Short Guide for Canvas'.

c) Modules

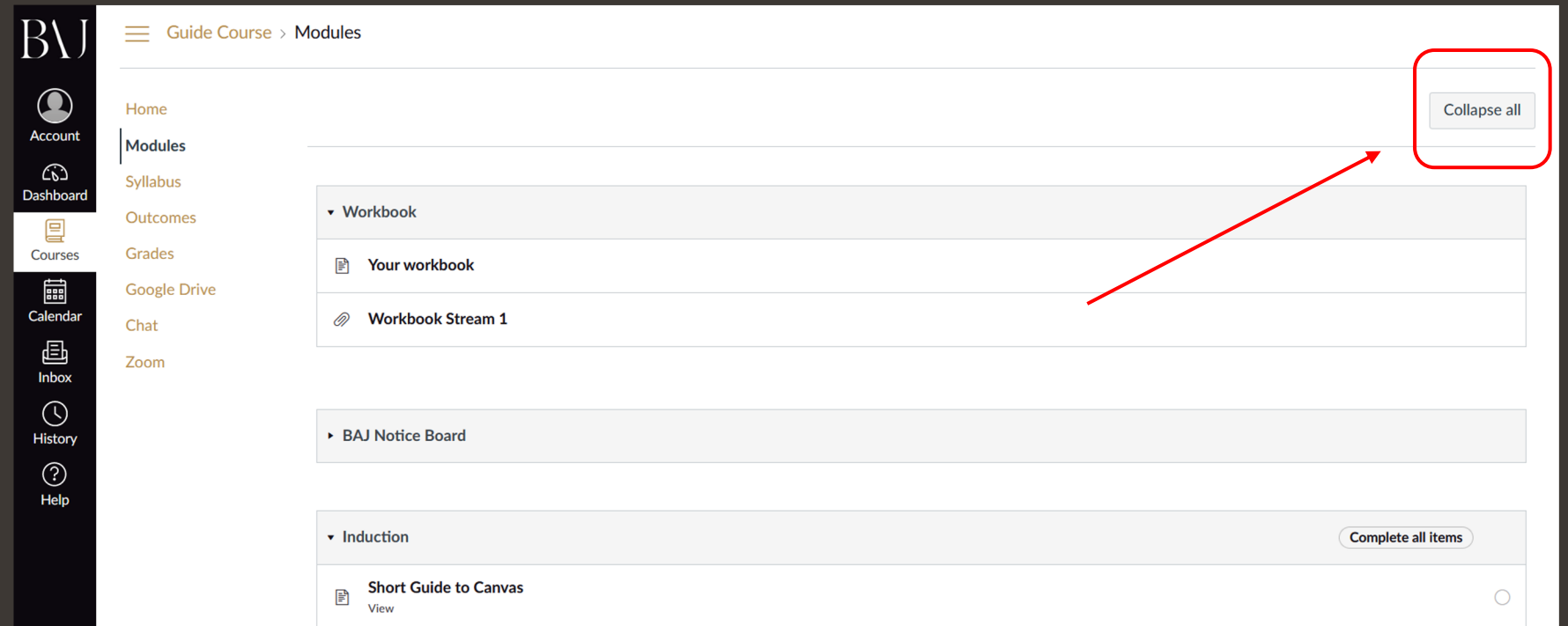
Clicking on **Modules** brings you to a page with the Units taught during your course and all the materials and tasks of the Unit in the Unit box.

There are also boxes for other material relevant to your course. This all is still accessible through the Homepage and Overviews page.

▼ BAJ 3 & 4 - Use Tools to Cut and Pierce Jewellery or Silverware Components & Use Tools to File Jewellery and Silverware Components		Prerequisites: Induction
	BAJ 3 & 4 Overview	
	BAJ 3 Questions Use Tools to Cut and Pierce Jewellery or Silverware Components (Assignment 2M) 13 Jul 10 pts	
	BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M) 13 Jul 7 pts	
	BAJ 3&4 Moorish Work Product (Assignment 2M) 4 pts	
	BAJ 1, 3 & 4 Observation of Moorish work product (Assignment 1&2M) 9 pts	

The list on this page can get really long as the course progresses and more modules are published, so ensure you click **Collapse all** at the top.

If you need to go to material through this page, then go to and unfold only the Unit/part you want to.



d) Outcomes

On the Outcomes page you can find the list of Units of your course and the Outcomes and criteria you cover.

The screenshot shows a web interface with a left sidebar containing a list of units from BAJ 1 to BAJ 15. BAJ 15 is selected and highlighted. The main content area displays the details for BAJ 15, including the text "Design and make models for use in lost wax casting HX9N79".

The screenshot shows the details for Outcome 5.4, "Evaluate the finished product against the specification". It includes a table showing the achievement status and total points, mastery information, and calculation method.

Achieved	Not Achieved	Total points
1 Points	0 Points	1 Points

Mastery: 1 Points
Calculation method: Most Recent Score

Calculation meth... Latest Score
Example: Mastery score reflects the most recent graded assignment or quiz.
1- Item scores: 1, 4, 2, 3
2- Final score: 3

Course chat

e) Google Drive

You can access any files shared with you via Canvas on your Google Drive.

The screenshot displays the Google Drive interface within a Canvas LMS environment. The top navigation bar shows 'Guide Course > Level Jewellery Diploma'. On the left, a sidebar lists navigation options: Home, Modules, Outcomes, Grades, Google Drive (highlighted), Chat, and Zoom. The main content area is divided into two sections. The upper section, titled 'Folders', contains two items: 'British Academy of Jewell Level Jewellery Diploma' and 'Event'. A red arrow points from the 'Event' folder to the 'Files' section below. The 'Files' section is currently empty, displaying the message 'There are no files here.' Below this, there is a 'Folders' section with the message 'There are no sub folders here.' and a 'Files' section containing one file: 'ILP 2020/21' with a timestamp of 'July 16, 2021 14:27'. A search bar is visible at the top of the file list.

f) Grades

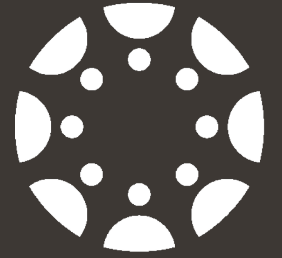
The Grades page is getting thoroughly explained at a later point in the Guide.

g) Chat

Chat (if visible) directs you to a live chat with any classmates or Tutors that are on the page.

The screenshot shows a web interface for a course chat. At the top, there is a breadcrumb trail: "Guide Course > Level Jewellery Diploma". On the left side, there is a vertical navigation menu with the following items: "Home", "Modules", "Outcomes", "Grades", "Google Drive", "Chat" (which is highlighted with a vertical bar), and "Zoom". The main content area is titled "Course chat". At the top of this area, it says "2 people online" with a dropdown arrow. In the top right corner of the chat area, there is a "New message alerts" button with a close icon (X). A horizontal separator line indicates the current date is "Today". A message from "Helen Smith" is visible, dated "16/07/21 18:49", with the text "Hi! What time is the class starting??" followed by a smiley face emoji. At the bottom of the chat area, there is a text input field, a smiley face emoji icon, and a "Send" button.

BUJ



4. Accessing Zoom

How to get on Zoom for online classes

Zoom

We are using Zoom to do inductions and online classes.

You will need to download the App for free on your computer. You can go to [Zoom.us](https://zoom.us) website to download it ahead of time or you can download the first time you join an online conference.

The screenshot shows the Zoom website's homepage. At the top, there is a navigation bar with the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for JOIN A MEETING and HOST A MEETING. Below the navigation bar, the main content area features a large heading: "A Recognized Magic Quadrant Leader!". Underneath this heading, a paragraph states: "Zoom named a Leader in the 2020 Gartner Magic Quadrant for Meeting Solutions and a Leader in the Magic Quadrant for UCaaS, Worldwide". An orange button labeled "Read the Reports" is positioned below the text. To the right of the text, a Gartner Magic Quadrant chart is displayed. The chart is titled "Figure 1. Magic Quadrant for Meeting Solutions" and is divided into four quadrants: CHALLENGERS (top-left), LEADERS (top-right), NISSE PLAYERS (bottom-left), and VISIONARIES (bottom-right). The vertical axis is labeled "ABILITY TO EXECUTE" and the horizontal axis is labeled "COMPLETENESS OF VISION". The chart shows several companies plotted, with Zoom and Microsoft positioned in the LEADERS quadrant. Other companies in the LEADERS quadrant include Cisco and Teams. In the CHALLENGERS quadrant, there are Google, Logitech, and others. In the NISSE PLAYERS quadrant, there are Zoom, Cisco, and others. In the VISIONARIES quadrant, there are Bluebeam by Wilson, Plop, StarLeaf, and others. The chart is dated "As of September 2020" and includes the copyright notice "© Gartner, Inc."

To access your online class, just join the conference of the date from the Zoom page.

BAJ

Guide Course > Level Jewellery Diploma

Home

Modules

Syllabus

Outcomes

Grades

Google Drive

Chat

Zoom

Account

Dashboard

Courses

Calendar

Inbox

History

Help

zoom

Your current Time Zone and Language are (GMT+00:00) Greenwich Mean Time, English

Upcoming Meetings Previous Meetings Cloud Recordings

Get Training

Start Time	Topic	Meeting ID	
Today 11:00 AM	Day 1 of BAJ 12 (16th July 2021)	987 3268 7839	Join

< 1 >

OR follow the link on the invitation you have in your Inbox from your Tutor.

The screenshot shows the BAJ system interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox (with a notification badge), History, and Help. The main content area has a header with 'All courses' and 'Inbox' dropdowns. Below this is a list of messages. The selected message is from 'Eleni Zolia, Helen Smith' with the subject 'Day 1 of BAJ 12 (16th July 2021)'. The message body contains a 'Welcome!' and a Zoom meeting invitation. The Zoom 'Join URL' is highlighted with a red box and a red arrow points from the 'Inbox' icon in the sidebar to the message.

BAJ

All courses ▾ Inbox ▾

10:25 1 Day 1 of BAJ 12 (16th July 2021)

Eleni Zolia, Helen Smith
Day 1 of BAJ 12 (16th July 2021)
[Create Meeting] -----

Yesterday 1

Eleni Zolia, Helen Smith
Welcome!
Hi Helen! Welcome to your course! Eleni

Eleni Zolia, Helen Smith
Level Jewellery Diploma

[Create Meeting]

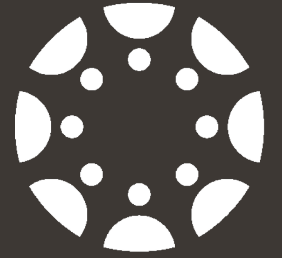
Topic: Day 1 of BAJ 12 (16th July 2021)
Host: Eleni Zolia
Time: Jul 16, 2021 11:00 AM, Greenwich Mean Time
Join URL: <https://zoom.us/j/98732687839>

Account
Dashboard
Courses
Calendar
Inbox
History
Help

Rules of Online Classes

Apart from the regular rules that apply during any class in BAJ, there are few extra ones for online lessons:

- Always make sure you have your **full name** when logging to join the online class and have your **camera on**.
- Always **mute yourself** when not speaking.
- Respect the person talking and **raise your hand** from the function buttons at the bottom if you want to add something.
- Make sure you **do not speak for too long** when you make a point. Respect your Tutor and classmates' time.



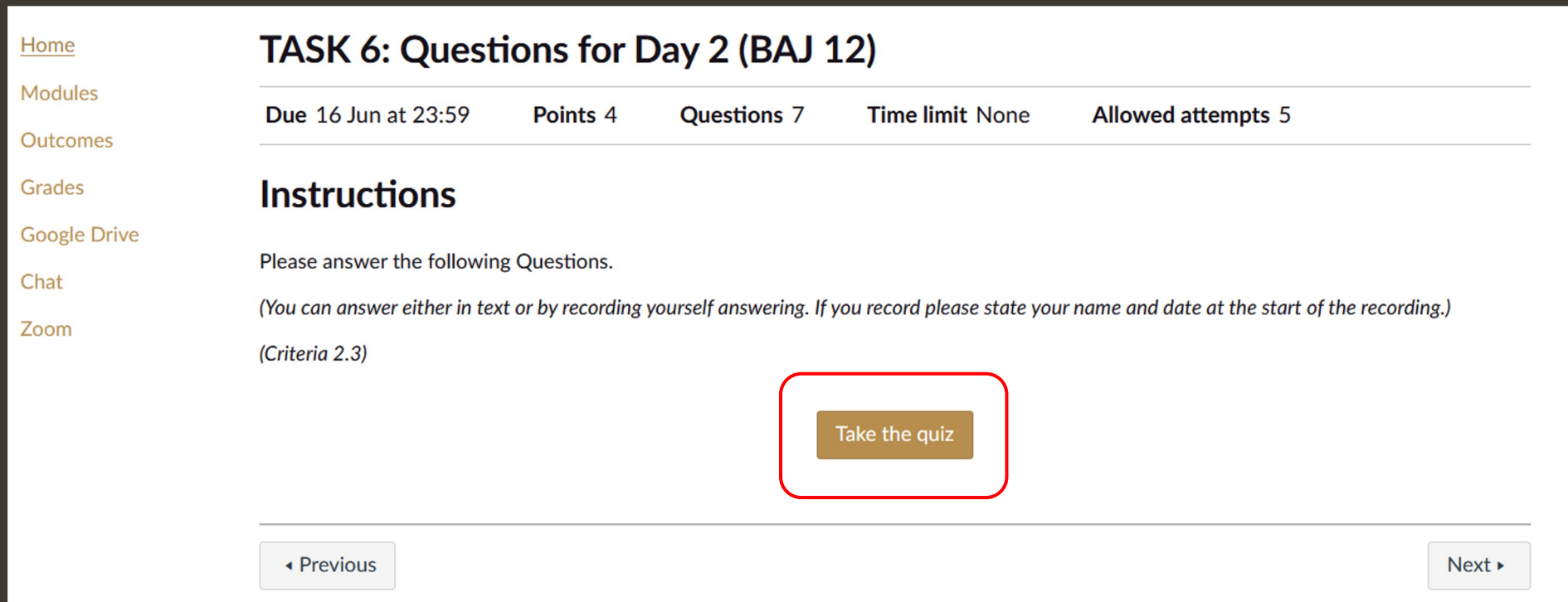
5. Submitting Work

- a) Quizzes
- b) Recording yourself answering
- c) Assignments
- d) Assignments on Google Drive

a) Quizzes

There are parts of your Diploma where you need to answer sets of questions in the form of quizzes.

- Find the Task through the Overview page of the Unit and click on it.
- Then click on the **Take the quiz** Button and start answering the questions.



The screenshot shows a quiz interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Home, Modules, Outcomes, Grades, Google Drive, Chat, and Zoom. The main content area is titled 'TASK 6: Questions for Day 2 (BAJ 12)' and displays the following details: Due 16 Jun at 23:59, Points 4, Questions 7, Time limit None, and Allowed attempts 5. Below this, the 'Instructions' section reads: 'Please answer the following Questions. (You can answer either in text or by recording yourself answering. If you record please state your name and date at the start of the recording.) (Criteria 2.3)'. A prominent 'Take the quiz' button is highlighted with a red rounded rectangle. At the bottom of the page, there are 'Previous' and 'Next' navigation buttons.

In some questions you may need to upload a file.

Find the file on your computer and upload it.

Please have in mind that you can only upload one file to the question, not multiples.

So if for example you are asked to upload photos, please:

- Put all photos on a Word file
- Save it as a pdf
- Click on **Choose a file**
- Find it on your computer
- Upload it

Question 2 1 pts

Art Deco and Art Nouveau movements affected many products of design.

Find examples of non jewellery designs.

Include images and explain which images are from Art Nouveau and which from Art Deco and why.

Please upload a pdf or something similar.

(Criteria 1.2 Describe the ways in which creativity has occurred in different fields of human endeavour.)

Upload

File Upload

This PC

Organise

Downloads Documents Pictures Music Videos OneDrive This PC 3D Objects Desktop Documents Downloads Music

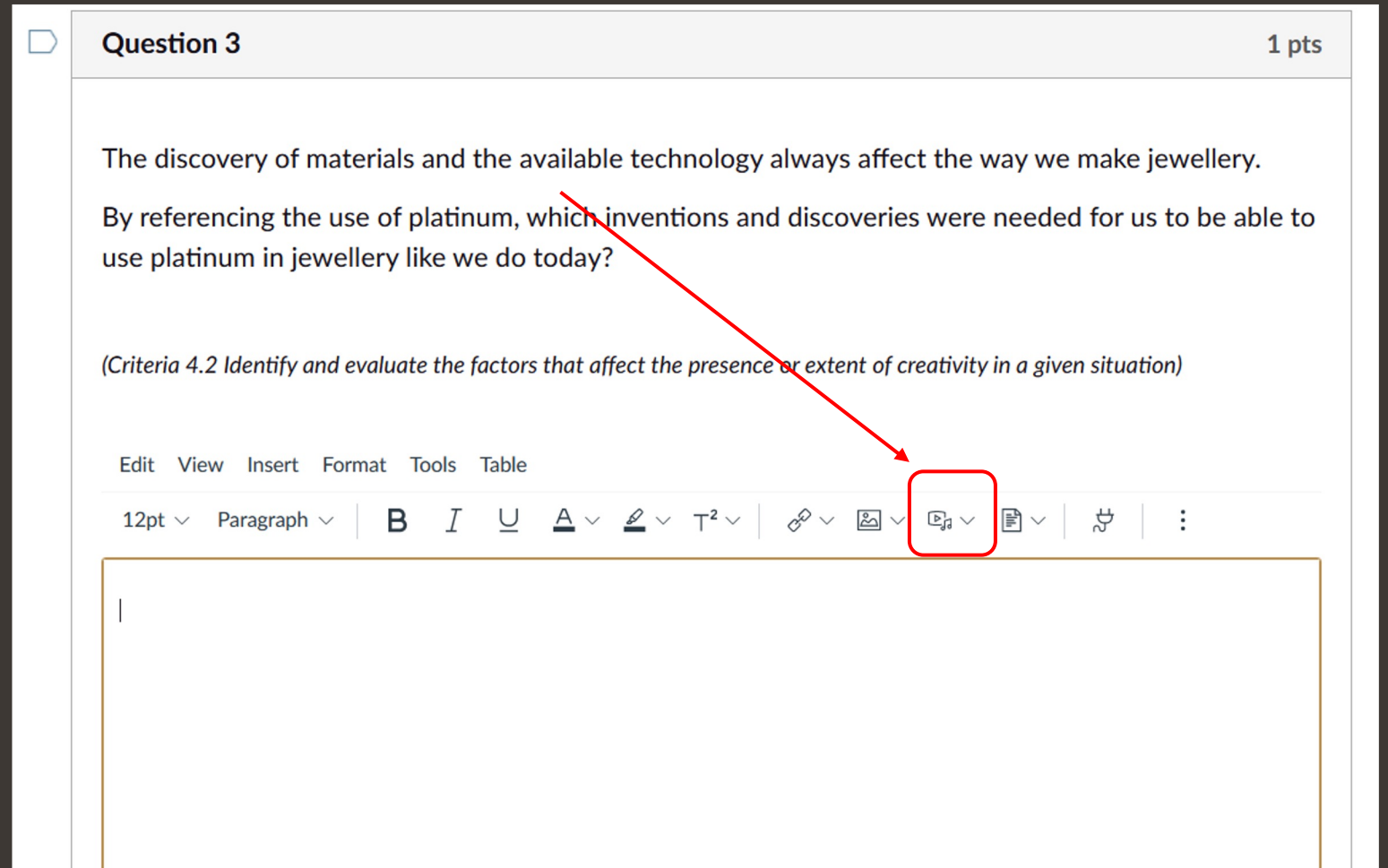
File name: All Files

Upload

b) Record Yourself Answering Questions

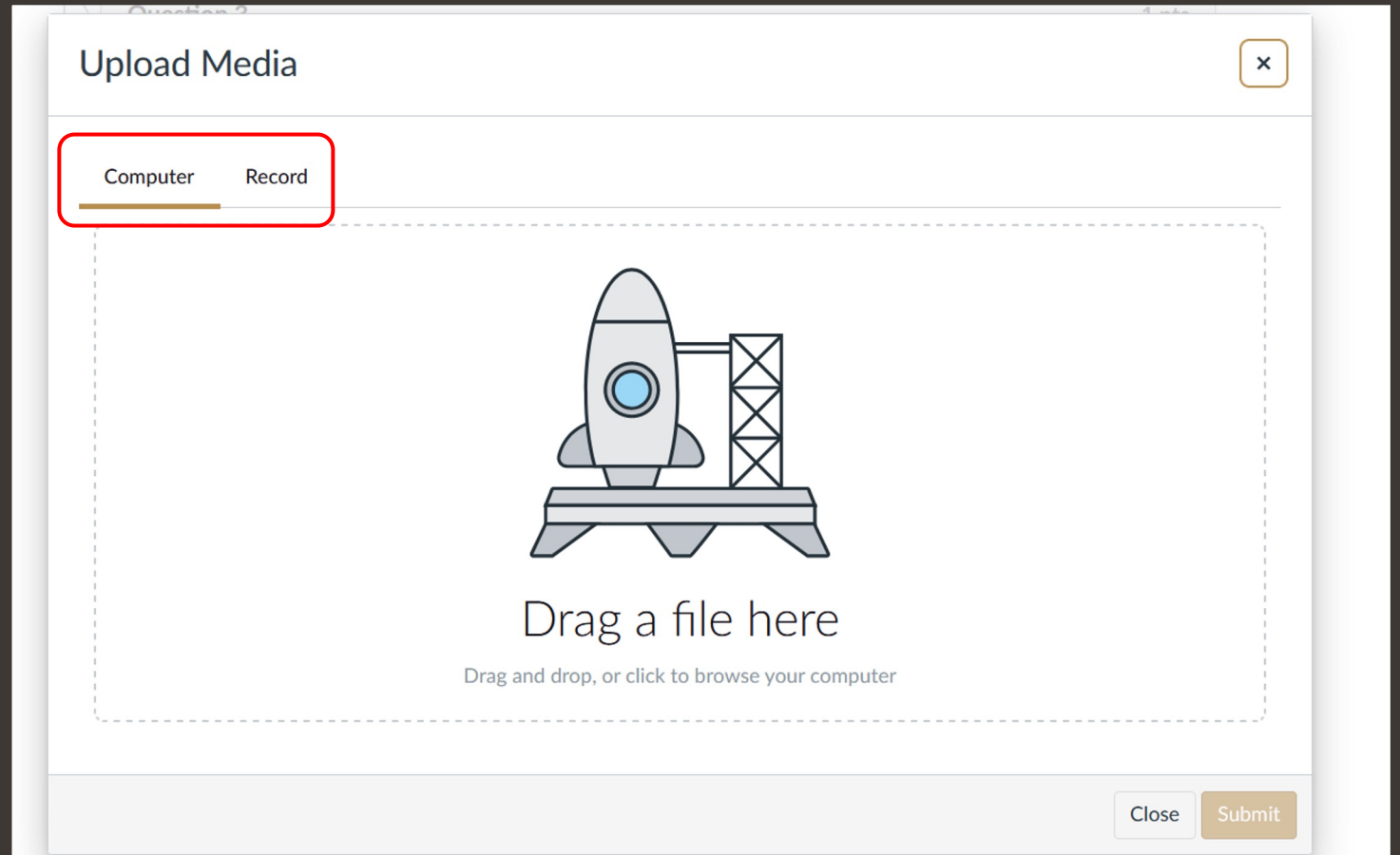
If you have any problem writing or typing you can record yourself answering the question.

- Click on the icon shown.



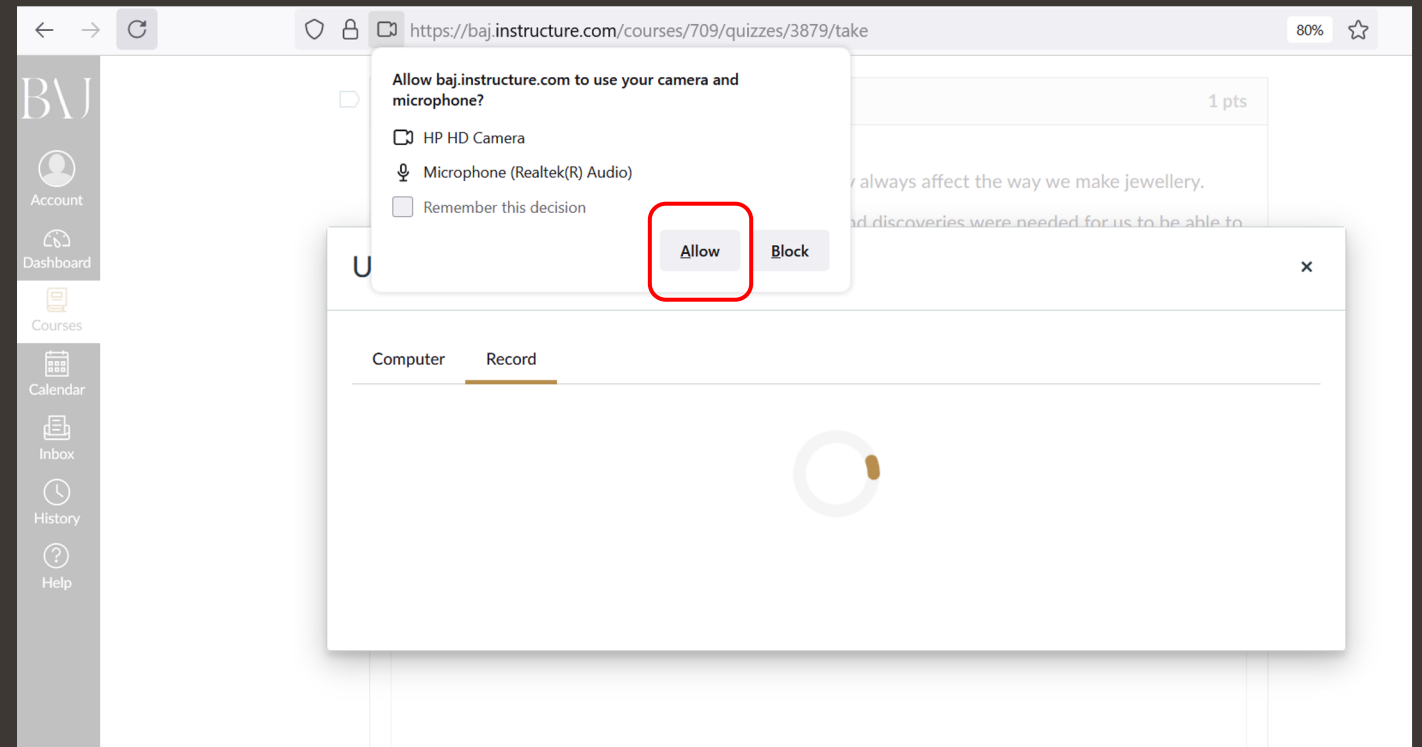
The screenshot shows a question interface for "Question 3" worth "1 pts". The question text is: "The discovery of materials and the available technology always affect the way we make jewellery. By referencing the use of platinum, which inventions and discoveries were needed for us to be able to use platinum in jewellery like we do today?" Below the question is a criterion: "(Criteria 4.2 Identify and evaluate the factors that affect the presence or extent of creativity in a given situation)". A rich text editor toolbar is visible, with a red box highlighting the video recording icon (a camera with a video symbol) and a red arrow pointing to it from the question text. The editor toolbar includes options for font size (12pt), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text color, link, image, video, and list. Below the toolbar is a large empty text area for the answer.

- You can either choose the **Computer** tab if you have already made the video of yourself talking. Find it on your computer and then click **Submit**.
- Otherwise, you can select **Record** from the tab.



- Click **Allow** on your browser.
- This will turn on the camera and the microphone of your device.
- **Start recording.**

Make sure you state your name and date at the start of the recording.



- Hit **Finish** when you are done talking.
- Name it with your name and Task.
- **Save.**
- Wait to load.
- That's it.

The image consists of three vertically stacked screenshots illustrating the process of finishing and saving a video recording. The top screenshot shows a video player with a 'Finish' button highlighted by a red box. The middle screenshot shows the video player with a text input field containing 'Helen Q2 BAJ 13 Task 7' and a 'Save' button, both highlighted by a red box. The bottom screenshot shows a rich text editor with a loading spinner in the main content area, also highlighted by a red box. Red arrows point from the 'Finish' button in the first screenshot to the 'Save' button in the second, and from the 'Save' button in the second to the loading spinner in the third.

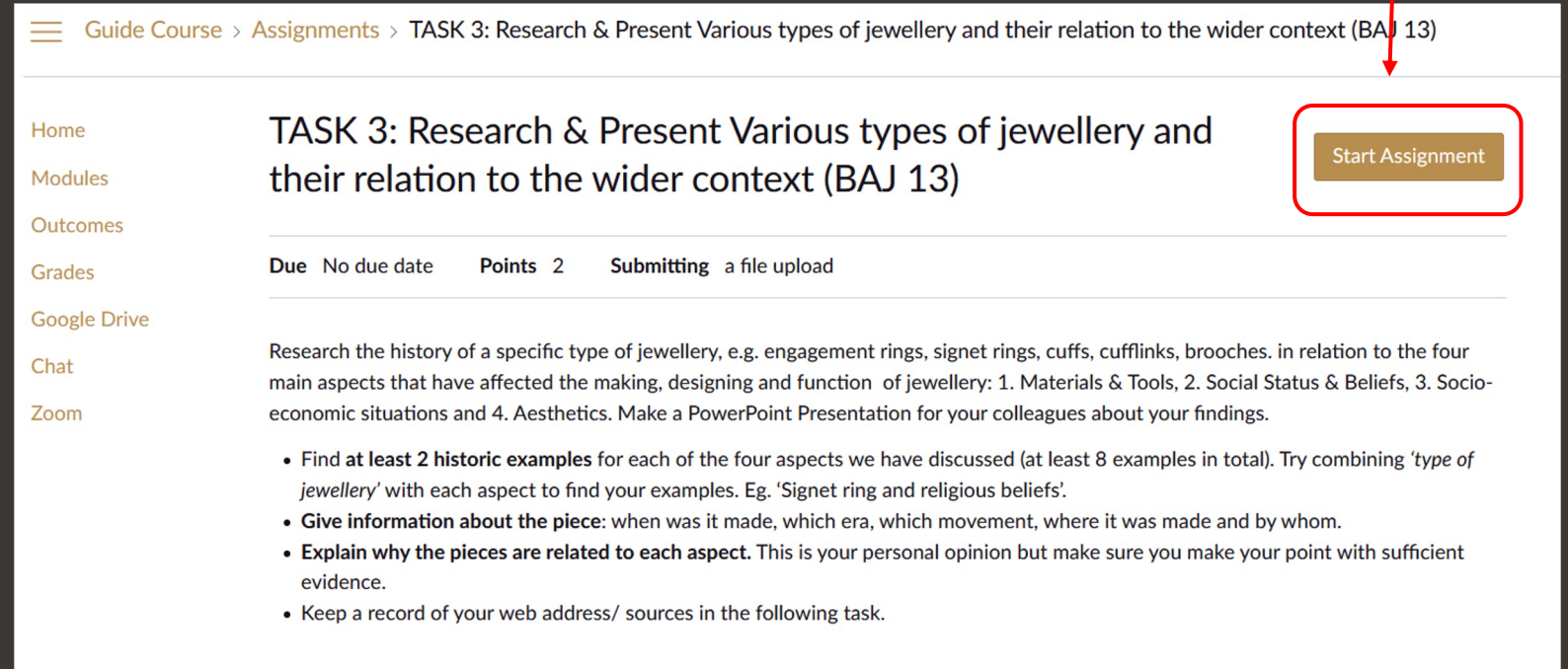
c) Assignments

For other parts of your course you need to upload Photos of Work products like pieces made or designs. In other cases you should produce short Presentations.

Find the Task through the Overview page of the Unit and click on it.

Read the instructions.

Click on the **Start Assignment** Button.



The screenshot shows a course page for 'TASK 3: Research & Present Various types of jewellery and their relation to the wider context (BAJ 13)'. The breadcrumb trail is 'Guide Course > Assignments > TASK 3: Research & Present Various types of jewellery and their relation to the wider context (BAJ 13)'. A red arrow points from the top right to a 'Start Assignment' button, which is highlighted with a red rounded rectangle. The page includes a sidebar with navigation options: Home, Modules, Outcomes, Grades, Google Drive, Chat, and Zoom. The main content area displays the task title, due date (No due date), points (2), and submission type (a file upload). Below this, the task instructions are provided, followed by a list of requirements.

Guide Course > Assignments > TASK 3: Research & Present Various types of jewellery and their relation to the wider context (BAJ 13)

Home
Modules
Outcomes
Grades
Google Drive
Chat
Zoom

TASK 3: Research & Present Various types of jewellery and their relation to the wider context (BAJ 13)

Start Assignment

Due No due date **Points** 2 **Submitting** a file upload

Research the history of a specific type of jewellery, e.g. engagement rings, signet rings, cuffs, cufflinks, brooches. in relation to the four main aspects that have affected the making, designing and function of jewellery: 1. Materials & Tools, 2. Social Status & Beliefs, 3. Socio-economic situations and 4. Aesthetics. Make a PowerPoint Presentation for your colleagues about your findings.

- Find **at least 2 historic examples** for each of the four aspects we have discussed (at least 8 examples in total). Try combining 'type of jewellery' with each aspect to find your examples. Eg. 'Signet ring and religious beliefs'.
- **Give information about the piece:** when was it made, which era, which movement, where it was made and by whom.
- **Explain why the pieces are related to each aspect.** This is your personal opinion but make sure you make your point with sufficient evidence.
- Keep a record of your web address/ sources in the following task.

Click on **Upload file** and find the file on your computer.

You can add more files by clicking on the **+Add another file**.

Assignments allow you to upload specific types of files:

- Pdf
- jpg/jpeg

So make sure you check and convert your files as needed.

Also please name your files properly: **Name/Task Number/Unit**.

(Criteria BAJ 13 2.1 Extract key information and ideas from the history of creativity for possible relevance to your own work and the work of others,

2.4 Describe the relationship between creativity and different cultures and relate these to current contexts.)

File upload Google Doc Google Drive Google Drive (LTI 1.3) Office 365

Upload a file, or choose a file you've already uploaded.

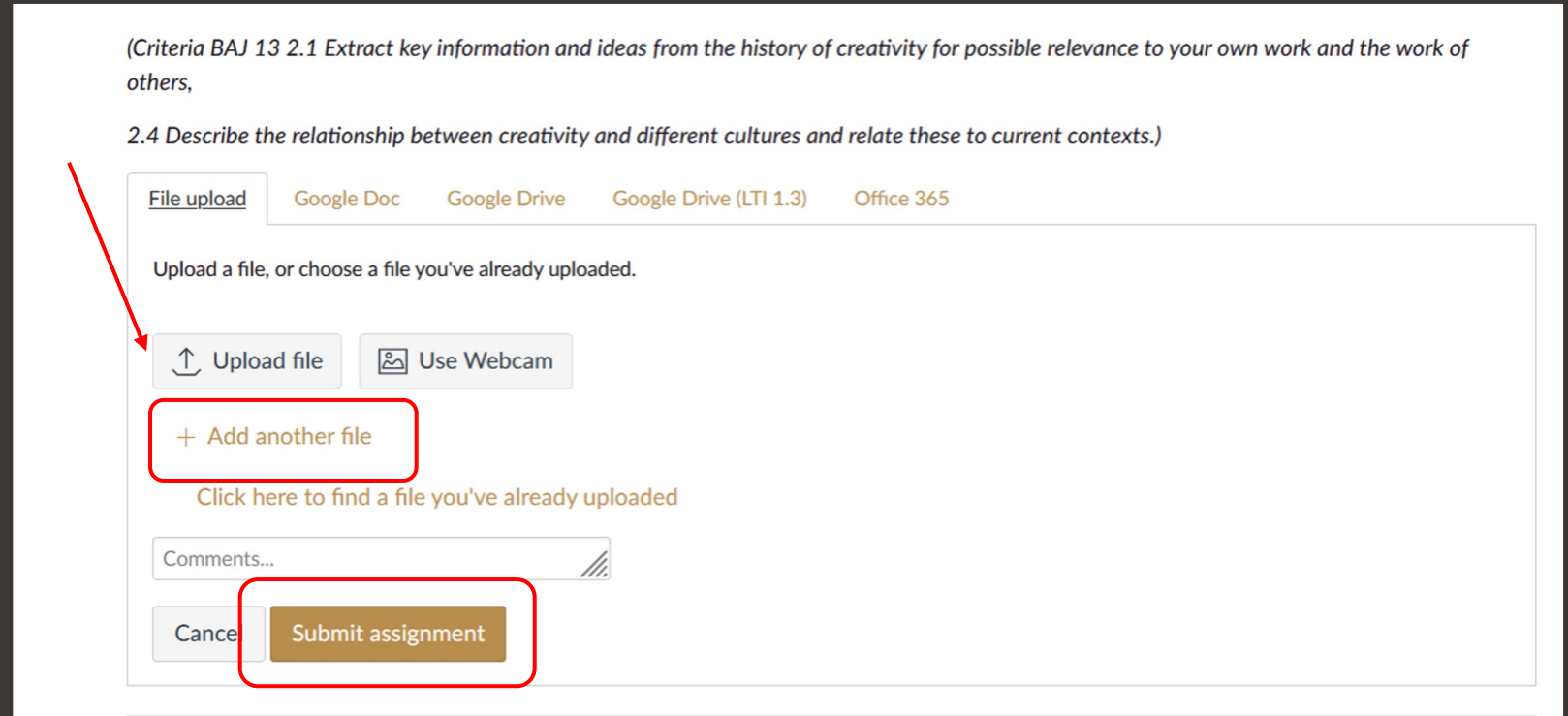
Upload file Use Webcam

+ Add another file

Click here to find a file you've already uploaded

Comments...

Cancel Submit assignment

A screenshot of a file upload interface. At the top, there are tabs for 'File upload', 'Google Doc', 'Google Drive', 'Google Drive (LTI 1.3)', and 'Office 365'. Below the tabs, the text reads 'Upload a file, or choose a file you've already uploaded.' There are two buttons: 'Upload file' with an upward arrow icon and 'Use Webcam' with a camera icon. Below these is a button '+ Add another file' which is circled in red. A red arrow points from the left side of the image to this button. Below the '+ Add another file' button is the text 'Click here to find a file you've already uploaded'. At the bottom of the interface, there is a 'Comments...' text box and two buttons: 'Cancel' and 'Submit assignment', which is also circled in red.

d) Assignments on Google Drive

Some of your assignments require you to fill templates set on a Google Document or Google Slides.

The first one is your Individual Learning Plan.

Technically you get a copy of the template into the Google Drive of your Gmail account.

The screenshot displays a Canvas LMS interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area shows the assignment 'ILP 2020-2021' with details: 'Due: No due date', 'Points: 0', 'Submitting: an external tool', 'Attempts: 0', and 'Allowed attempts: 1'. Below this, instructions state: 'Please fill in your Individual Learning plan. A copy will automatically appear in your Google drive and you can edit the document either in Canvas or your own drive. You must hit submit in Canvas when you are finished.' A 'Submit' button is visible. The embedded document is a Google Doc titled 'ILP 2020/21' with a toolbar and a sidebar containing a table of contents with items like 'Learner Support Requiremen...', 'Support for Your Disability / ...', 'Information That Could Affe...', 'Meeting Your Needs', 'Career Aspirations', 'Safeguarding Induction and ...', and 'Personal Skills'. The main content of the document features the BVJ logo (British Academy of Jewellery) and the heading 'Your Individual Learning Plan (ILP)'. Below this is a 'Contact Info' section with 'Learner details' and two input fields: 'Name:' and 'Date of Birth:'. Navigation buttons for 'Previous' and 'Next' are at the bottom of the document viewer.

Just click on the blue title of the document and you will get guided to your own copy. You can work there more easily on the whole page.

You access your Work in Progress the same way again and again.

The screenshot shows a course page for 'ILP 2020-2021'. On the left is a navigation menu with links for Home, Modules, Outcomes, Grades, Google Drive, Chat, and Zoom. The main content area has a header with 'Due No due date', 'Points 0', 'Submitting an external tool', 'Attempts 0', and 'Allowed attempts 1'. Below this is a text block: 'Please fill in your Individual Learning plan. A copy will automatically appear in your Google drive and you can edit the document either...'. A second text block says: 'The embedded document below is a document that your teacher has created for you called a Cloud Assignment. You'll be able to edit the document located on this page.' Below that is a blue link 'ILP 2020/21'. At the bottom, a Google Docs interface is shown with a red box around the title 'ILP 2020/21' and a red arrow pointing from it to the main document page below.

The screenshot shows a Google Docs document titled 'Your Individual Learning Plan (ILP)'. The document is for the 'British Academy of Jewellery' (BAJ) and is part of a 'Cohort -'. It contains a 'Contact Info' section with 'Learner details' and a form for 'Name' and 'Date of Birth'. Below that is a 'Learner Support Requirements' section with a 'Disability / Health / Learning Difficulty Support Request' and instructions: 'If you require support because you have a health need or a disability, share this with your tutor now. We may be able to help in a number of ways.' There are two tables for 'Please write Yes or No against the following statements:'. The first table has the statement 'I have a disability/ health/ learning difficulty :' and an empty input field. The second table has the statement 'I require additional support :' and an empty input field. A red arrow from the top screenshot points to the title 'Your Individual Learning Plan (ILP)'. The browser address bar shows the URL: 'https://docs.google.com/document/d/12CH_B6jGKaJscQ1CZZdFRCADQP197avdCx3LTKYd-b4/edit'.

BUT in order to submit you **MUST** go to Canvas and click the **Submit** button.

Your Tutor cannot see what you have done without you having clicked Submit.

ILP 2020-2021

Due No due date Points 0 Submitting an external tool Attempts 0 Allowed attempts 1

Please fill in your Individual Learning plan. A copy will automatically appear in your Google drive and you can edit the document either in Canvas or your own drive. You must hit submit in Canvas when you are finished.

The embedded document below is a document that your teacher has created for you called a Cloud Assignment. You'll be able to edit the document in Canvas or in Google Documents. Once you have completed the assignment, you'll be able to submit it by using the submit button located on this page.

ILP 2020/21 Submit

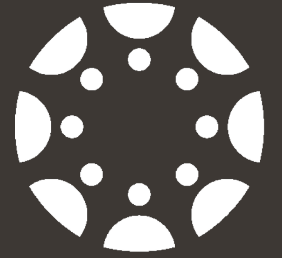
ILP 2020/21 ☆ ☁
File Edit View Insert Format Tools Add-ons Help [Last edit was 16 minutes ago](#)

100% Normal text Trebuchet ... 18 B I U A [color picker] [link] [table] [list] [text color] [background color] [undo] [redo] [clear] [print] [share] [help] [edit] [cancel] [done]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

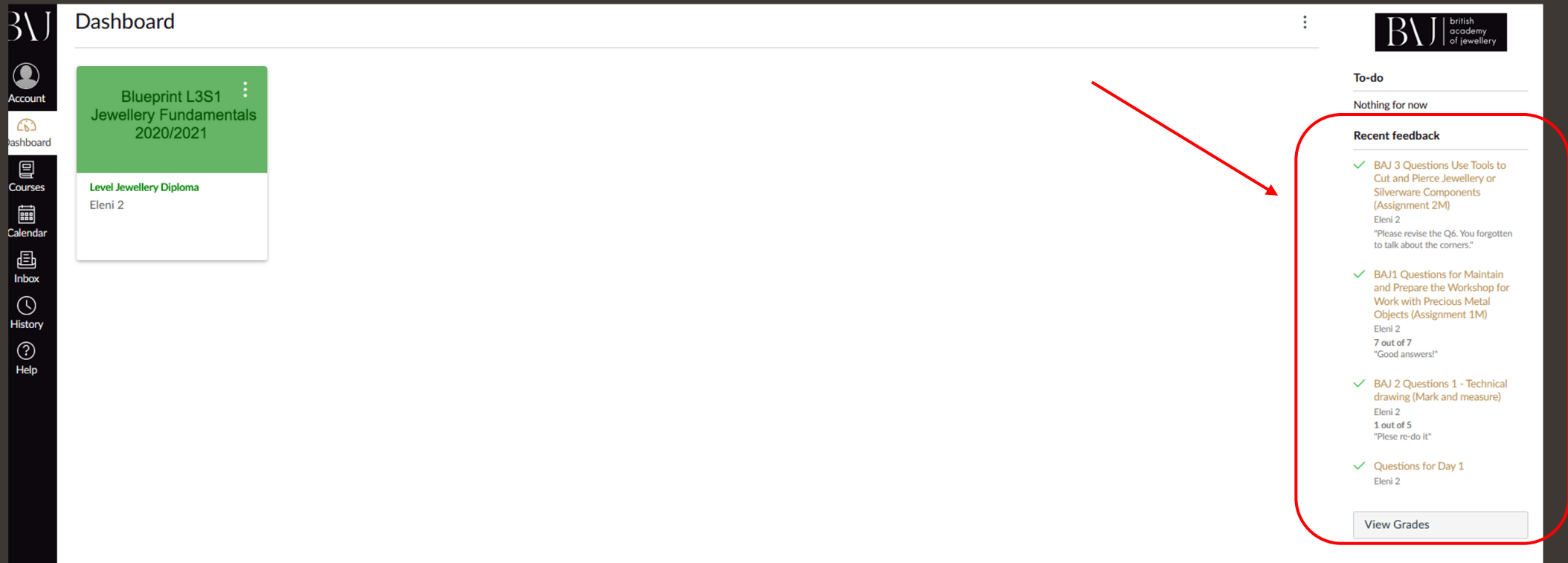
6. Accessing Feedback: Marks, Comments and Revisions

- a) Recent feedback
- b) Tracking your work through grades
- c) Tracking your work through modules



a) Recent Feedback

On your Dashboard you can see the Feedback from work marked recently on the right bottom of the page:



The screenshot shows the BAJ (British Academy of Jewellery) dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'Dashboard' and features a green card for 'Blueprint L3S1 Jewellery Fundamentals 2020/2021' and a white card for 'Level Jewellery Diploma Eleni 2'. On the right side, there is a 'To-do' section with 'Nothing for now' and a 'Recent feedback' section. The 'Recent feedback' section is highlighted with a red rounded rectangle and contains four items, each with a green checkmark: 'BAJ 3 Questions Use Tools to Cut and Pierce Jewellery or Silverware Components (Assignment 2M) Eleni 2', 'BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M) Eleni 2', 'BAJ 2 Questions 1 - Technical drawing (Mark and measure) Eleni 2', and 'Questions for Day 1 Eleni 2'. A red arrow points from the main dashboard area towards the 'Recent feedback' section. At the bottom of the 'Recent feedback' section is a 'View Grades' button.

BAJ Dashboard

Account
Dashboard
Courses
Calendar
Inbox
History
Help

Blueprint L3S1
Jewellery Fundamentals
2020/2021

Level Jewellery Diploma
Eleni 2

BAJ british academy of jewellery

To-do
Nothing for now

Recent feedback

- ✓ BAJ 3 Questions Use Tools to Cut and Pierce Jewellery or Silverware Components (Assignment 2M)
Eleni 2
"Please revise the Q6. You forgotten to talk about the corners."
- ✓ BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M)
Eleni 2
7 out of 7
"Good answers!"
- ✓ BAJ 2 Questions 1 - Technical drawing (Mark and measure)
Eleni 2
1 out of 5
"Plese re-do it"
- ✓ Questions for Day 1
Eleni 2

View Grades

If you click on it, it takes you to the submission. You can see your Tutors feedback on the right and the points you got for every question if it is a Quiz.

Submission details Grade: 7 / 7
[Show Rubric](#)

BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M)
Eleni Zolia submitted 7 May at 12:14

BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M)

Due No due date Points 7 Questions 9 Time limit None Allowed attempts 5

Instructions

Please answer the following questions in full

[Take the quiz again](#)

Attempt history

	Attempt	Time	Score
LATEST	Attempt 1	less than 1 minute	7 out of 7

ⓘ Correct answers are hidden.

Score for this attempt: 7 out of 7
Submitted 7 May at 12:14
This attempt took less than 1 minute.

Question 1 0.5 / 0.5 pts

Good answers!
Eleni Zolia, 7 May at 12:29

Add a comment:

[Media comment](#) [Attach file](#)

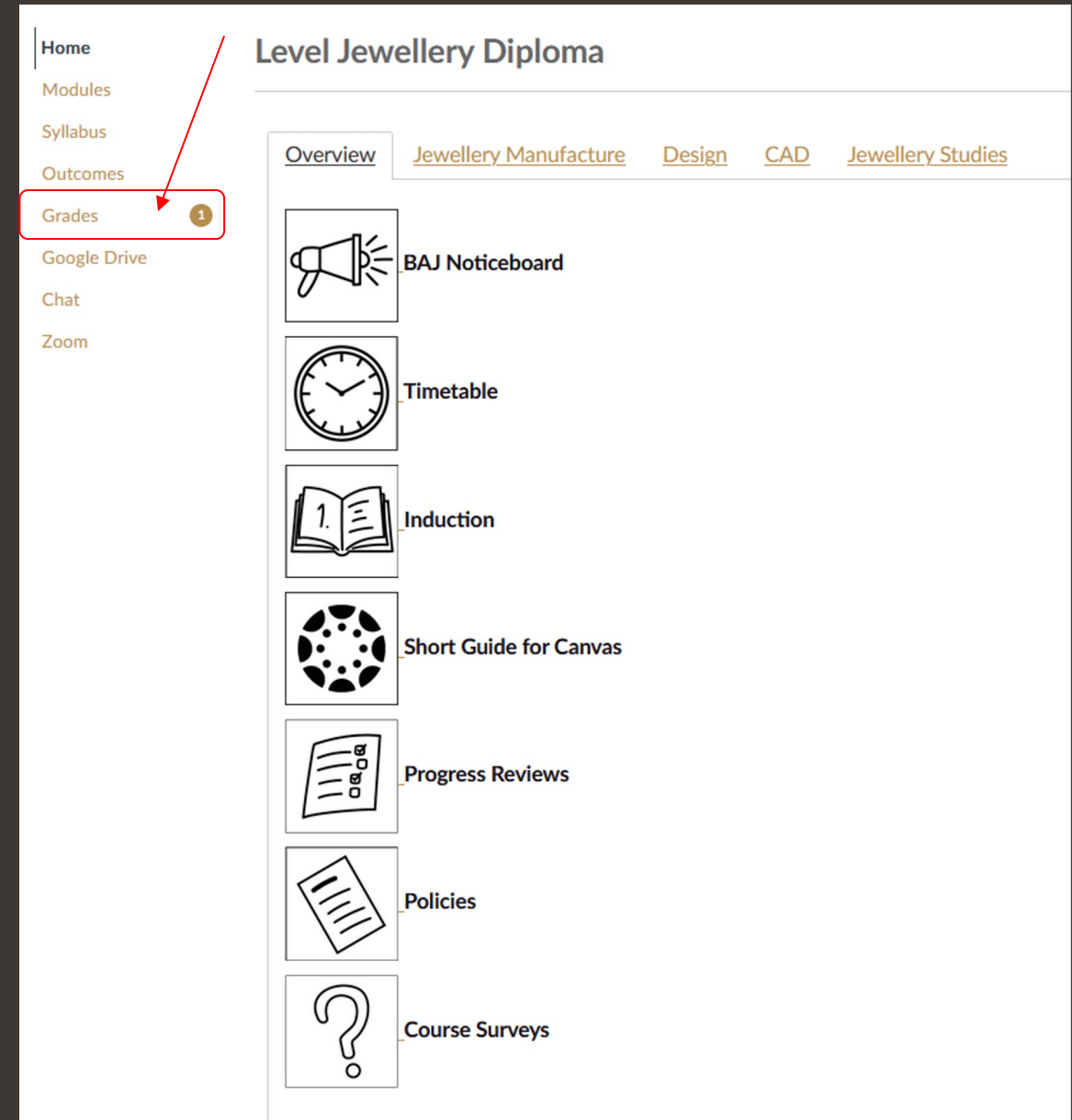
[Save](#)

b) Tracking Your Work Through Grades

To see your work overall and figure out what you need to revise or submit:

1. Click on the Course from the dashboard and then click on the **Grades** from the menu on the side.

If something is recently marked and not checked by you, you will have a number there.



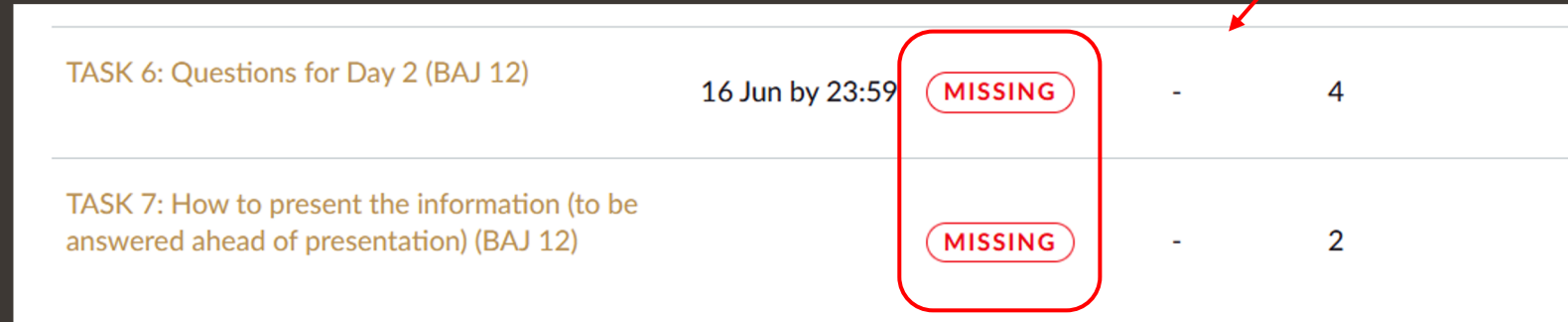
The screenshot displays the 'Level Jewellery Diploma' course dashboard. On the left, a navigation menu lists 'Home', 'Modules', 'Syllabus', 'Outcomes', 'Grades', 'Google Drive', 'Chat', and 'Zoom'. The 'Grades' item is highlighted with a red box and a small yellow notification badge containing the number '1'. A red arrow points from the top of the 'Grades' box to the notification badge. The main content area shows a header for 'Level Jewellery Diploma' with tabs for 'Overview', 'Jewellery Manufacture', 'Design', 'CAD', and 'Jewellery Studies'. Below the tabs, a vertical list of icons and labels is shown: a megaphone for 'BAJ Noticeboard', a clock for 'Timetable', an open book for 'Induction', a circular pattern for 'Short Guide for Canvas', a document for 'Progress Reviews', a document with a checkmark for 'Policies', and a question mark for 'Course Surveys'.

2. You will be guided to a list of all the Assignments of the course. Choose **Arrange by Module** or **Due Date** from the dropdown menu and hit **Apply**.
3. Below you will see a list all the Assignments for the course in the order of your Units.

The screenshot shows a user interface for viewing grades. On the left is a vertical navigation menu with items: Home, Modules, Outcomes, Grades (highlighted with a vertical bar), Google Drive, Chat, and Zoom. The main content area is titled 'Grades for Helen Smith'. Below the title is an 'Arrange by' section containing a dropdown menu with 'Module' selected and a blue 'Apply' button. A red box highlights the dropdown and button, with a red arrow pointing to the 'Apply' button. Below this are two tabs: 'Assignments' (active) and 'Learning Mastery'. Under the 'Assignments' tab, there is a table with a header 'Name' and two rows of assignment titles: 'Erasmus trip application form- 11th November' and 'Erasmus submission form- 27th November'.

There are **TWO** cases you need to look out for:

1. If the word **MISSING** is in red next to the task and there is a dash next to it, then you need to submit the work as soon as possible.

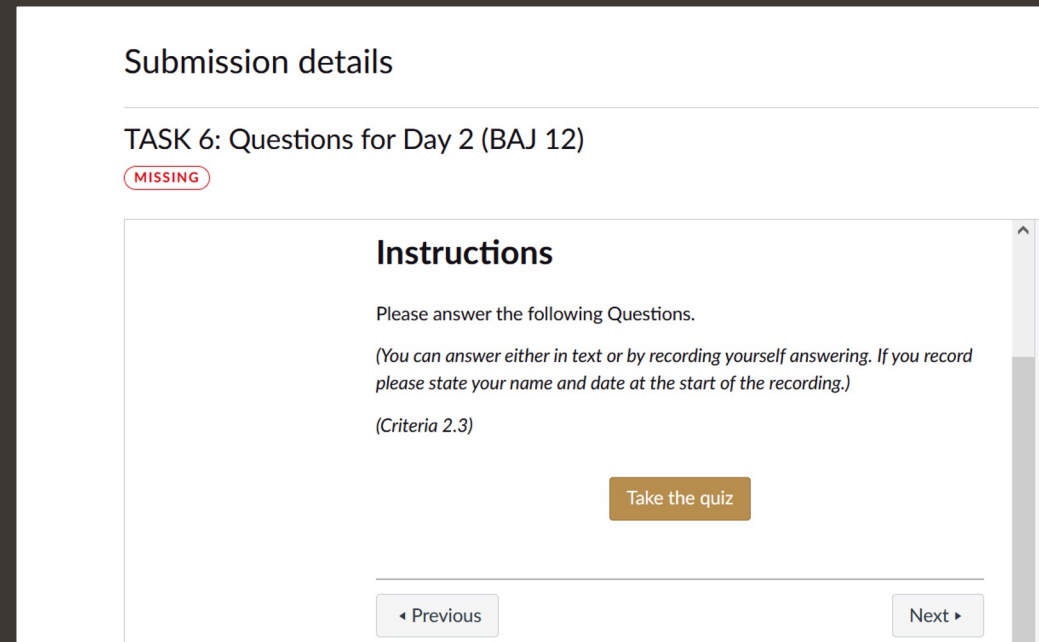


A screenshot of a task list interface. The first row shows 'TASK 6: Questions for Day 2 (BAJ 12)' with a deadline of '16 Jun by 23:59'. The status 'MISSING' is displayed in a red rounded rectangle, and a red arrow points to the top right corner of the row. The second row shows 'TASK 7: How to present the information (to be answered ahead of presentation) (BAJ 12)' with a status 'MISSING' also in a red rounded rectangle. A dash '-' is between the status and the score, and the score '4' is on the right for Task 6 and '2' for Task 7.

TASK 6: Questions for Day 2 (BAJ 12)	16 Jun by 23:59	MISSING	-	4
TASK 7: How to present the information (to be answered ahead of presentation) (BAJ 12)		MISSING	-	2

Click on the title and you will be taken here:

Click on **Take the quiz** or **Start Assignment**.



A screenshot of the 'Submission details' page for 'TASK 6: Questions for Day 2 (BAJ 12)'. The status 'MISSING' is shown in a red rounded rectangle. Below the title is an 'Instructions' section with the text: 'Please answer the following Questions. (You can answer either in text or by recording yourself answering. If you record please state your name and date at the start of the recording.) (Criteria 2.3)'. A 'Take the quiz' button is centered below the instructions. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Submission details

TASK 6: Questions for Day 2 (BAJ 12)

MISSING

Instructions

Please answer the following Questions.

(You can answer either in text or by recording yourself answering. If you record please state your name and date at the start of the recording.)

(Criteria 2.3)

Take the quiz

◀ Previous

Next ▶

2. If the word MISSING is in red next to the Task and there is a number next to the Task, then your submission needs to be revised.

BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M) 13 Jul by 23:59 MISSING 5 7

This screenshot shows a task card for 'BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M)' with a deadline of '13 Jul by 23:59'. The status is 'MISSING' in red text. To the right of the status, the score '5' is shown out of a total of '7'. A red box highlights the 'MISSING' status and the score '5', with a red arrow pointing to the 'MISSING' text.

To achieve your qualification, you have to get 100% of the points on the tasks.

For a task of 7 points you have to get 7 out of 7 points. Once that is done, the work is complete. If your score is less than 7, like 5, there are parts that need revision, so you have to re-do the task.

BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M) 13 Jul by 23:59 MISSING 5 7

This screenshot is similar to the one above, but with a red box around the score '5' and '7'. A red arrow points from the text 'In need of revision' to the score '5'.

In need of revision

BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M) 7 7

This screenshot shows a task card for 'BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M)'. The score '7' is shown out of a total of '7'. A red box highlights the score '7' and '7', with a red arrow pointing from the text 'Achieved' to the score '7'.

Achieved

- Click on the **speech bubbles** on the side to quickly see the feedback.

BAJ 4 Questions Use Tools to File Jewellery and Silverware Components (Assignment 2M) 13 Jul by 23:59 **MISSING** 5 7

Comments [Close](#)

Please revise Q2 and Q7. Your answer is too vague. Eleni Zolia, 15 Jul at 14:25

- Click on the **title of the task** and you will be taken to the submission.

Show Rubric at the corner will show the criteria that are and are not covered.

- Take the Quiz again or **Re-submit Assignment** when needed.

Submission details **Grade: 9 / 10** [Show Rubric](#)

BAJ 3 Questions Use Tools to Cut and Pierce Jewellery or Silverware Components (Assignment 2M)
Eleni Zolia submitted 7 May at 12:27

BAJ 3 Questions Use Tools to Cut and Pierce Jewellery or Silverware Components (Assignment 2M)

Due No due date Points 10 Questions 9 Time limit None Allowed attempts Unlimited

Instructions

Please answer the following questions. Your answers can be written or recorded.
If you are recording your answer please state the date and your name and group at the start of the recording.

BAJ31.1.1.2.1.3.2.1.2.2.2.3.2.4.2.5.2.6.3.3

Take the quiz again

Attempt history

Attempt	Time	Score
LATEST Attempt 1	less than 1 minute	9 out of 10

Correct answers are hidden.

Score for this attempt: 9 out of 10
Submitted 7 May at 12:27
This attempt took less than 1 minute.

Question 1 1 / 1 pts


Please revise the Q6. You forgotten to talk about the corners.
Eleni Zolia, 7 May at 12:30

Add a comment:

Media comment Attach file

Save

Of course, feedback can be seen on tasks completed where all tasks are completed.

BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M) 7 7 

Comments [Close](#)

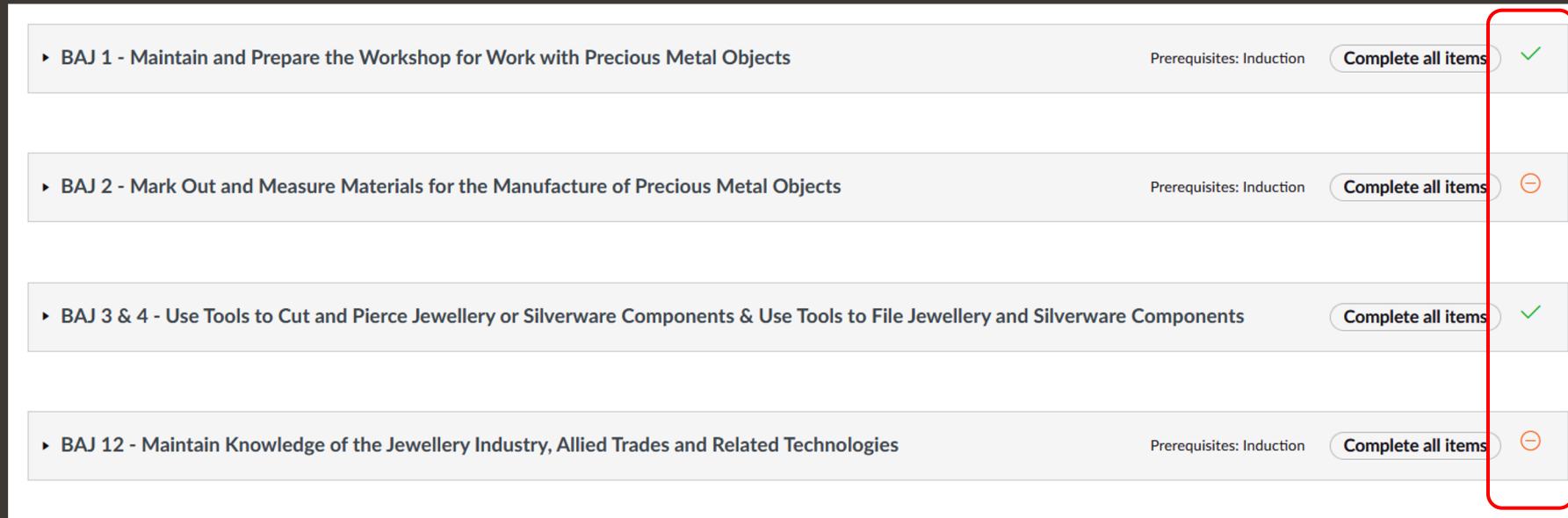
Good answers! Eleni Zolia, 7 May at 12:29

If there is a **small rocket** by the task, work has been submitted but it is not marked yet.

TASK 5: Jewellery & Materials over the eras - Questions (BAJ 13) 21 Jul by 23:59  3

c) Tracking Your Work Through Modules

On Modules you will notice that Units have ticks or stop signs at the end of the title.



A screenshot of a software interface for tracking module progress. It displays four rows, each representing a unit. Each row contains a unit title, prerequisites, a 'Complete all items' button, and a status icon. A red box highlights the status icons, and a red arrow points to the top-right corner of the box.

▶ BAJ 1 - Maintain and Prepare the Workshop for Work with Precious Metal Objects	Prerequisites: Induction	Complete all items	✓
▶ BAJ 2 - Mark Out and Measure Materials for the Manufacture of Precious Metal Objects	Prerequisites: Induction	Complete all items	⊖
▶ BAJ 3 & 4 - Use Tools to Cut and Pierce Jewellery or Silverware Components & Use Tools to File Jewellery and Silverware Components		Complete all items	✓
▶ BAJ 12 - Maintain Knowledge of the Jewellery Industry, Allied Trades and Related Technologies	Prerequisites: Induction	Complete all items	⊖

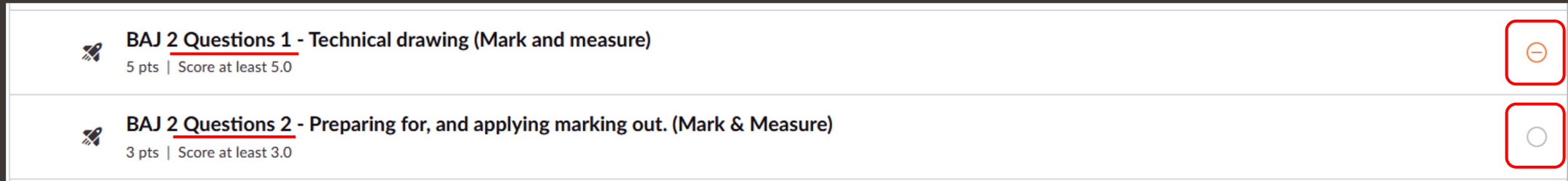
Click on Units with a stop sign.

Tasks necessary for your Qualification have certain requirements that you have to meet.





If the requirements are not met then you either have a stop sign or a circle beside the task.

The circle means that you haven't done the Task.

The stop sign means that you have done it but you need to revise it or that your Tutor hasn't marked it yet.

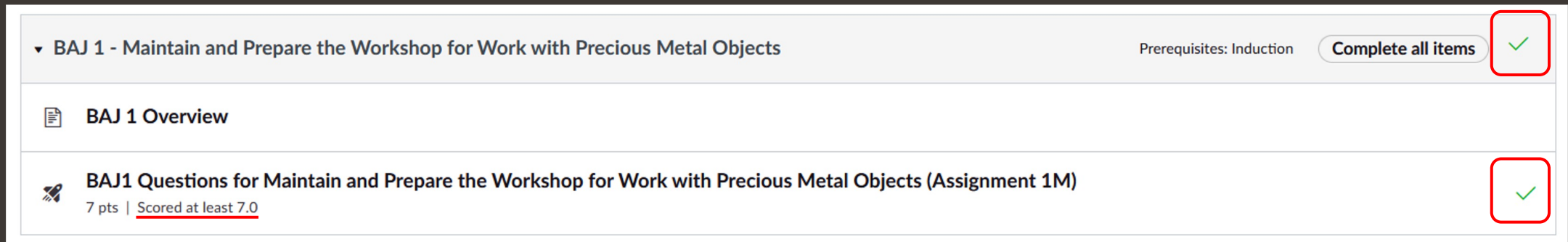


The screenshot shows a list of two tasks. The first task is 'BAJ 2 Questions 1 - Technical drawing (Mark and measure)' with a score of 5 pts and a requirement to score at least 5.0. It has a red square icon with a minus sign. The second task is 'BAJ 2 Questions 2 - Preparing for, and applying marking out. (Mark & Measure)' with a score of 3 pts and a requirement to score at least 3.0. It has a red square icon with a circle.





 BAJ 2 Questions 1 - Technical drawing (Mark and measure) 5 pts Score at least 5.0	
 BAJ 2 Questions 2 - Preparing for, and applying marking out. (Mark & Measure) 3 pts Score at least 3.0	

When you have done the Task and achieved all the points then a green tick appears.

When all tasks required for the Unit are completed you get a tick beside the Unit.



The screenshot shows a unit overview for 'BAJ 1 - Maintain and Prepare the Workshop for Work with Precious Metal Objects'. The unit has prerequisites of 'Induction' and a 'Complete all items' button. It has a red square icon with a green checkmark. Below the unit are two tasks: 'BAJ 1 Overview' and 'BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M)'. The second task has a score of 7 pts and a requirement to score at least 7.0. It has a red square icon with a green checkmark.

BAJ 1 - Maintain and Prepare the Workshop for Work with Precious Metal Objects Prerequisites: Induction Complete all items	
 BAJ 1 Overview	
 BAJ1 Questions for Maintain and Prepare the Workshop for Work with Precious Metal Objects (Assignment 1M) 7 pts Scored at least 7.0	

Click on the task that needs revision.

By clicking on the Attempts link you will be directed to the previous attempts you made and the feedback you got from your Tutor.

Instructions

Having done your presentation, think about how effective it was and how you can improve in the future.
(You can answer either in text or by recording yourself. *If you record please state your name and date at the start of the recording.*)
(Criteria 3.4)

[Resume quiz](#)

Attempt history

	Attempt	Time
LATEST	Attempt 1	less than 1 minute

[◀ Previous](#)

Question 1 0.5 / 0.5 pts

Looking back at the writing and presenting of your presentation, what knowledge have you gained on New Technologies from this activity?

(Criteria 3.4 Evaluate the effectiveness of their development activities.)

Your answer:
Blah-blah

Question 2 0 / 0.5 pts

What would you do better in the future?
(Criteria 3.4)

Your answer:
Blah-blah

You confused this and that.

BAJ



Part B

Accessing Canvas via Mobile

BAJ



1. Logging into Canvas

How to log into Canvas the first time and every time after

Step 1: Log in for the First Time on Your Browser

The first time you log in Canvas you have to do it through a web browser, either on a computer/laptop or on your mobile device.

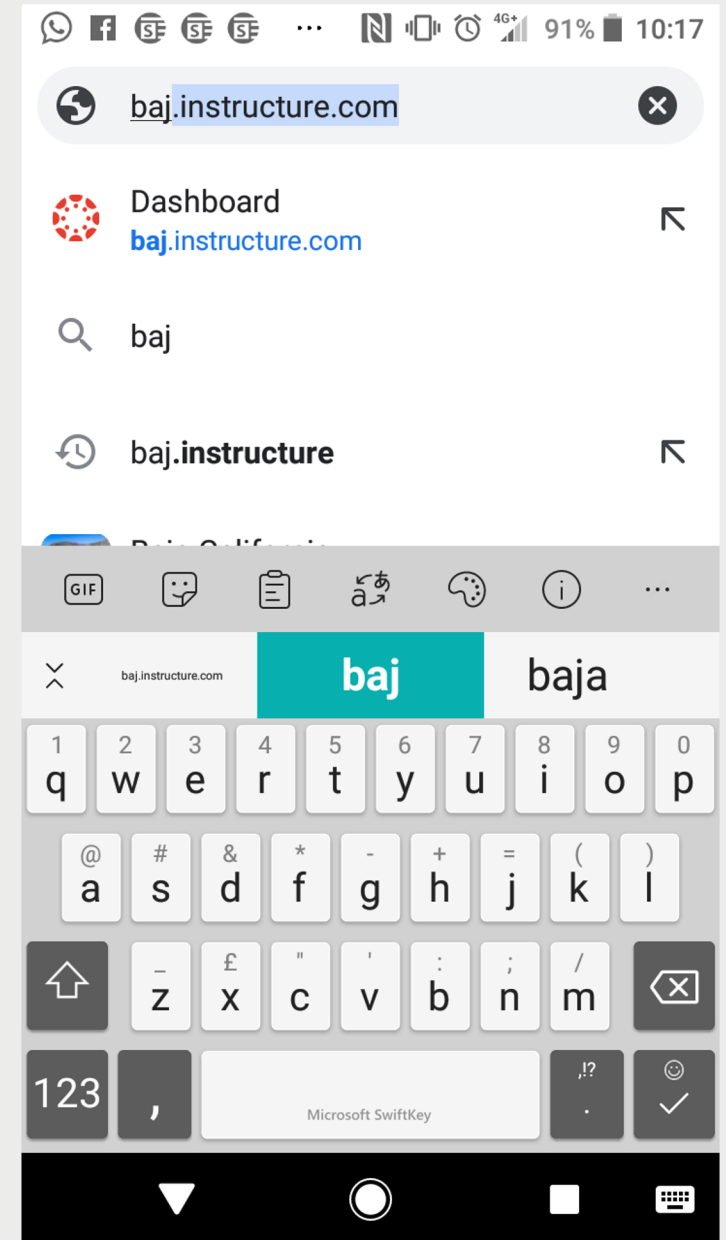
In order to access BAJ Canvas you have to visit the following url:

baj.instructure.com

IMPORTANT: Please put this URL straight into the address bar of your browser as a whole.

DO NOT use Google search to find the website as it won't come up.

BAJ

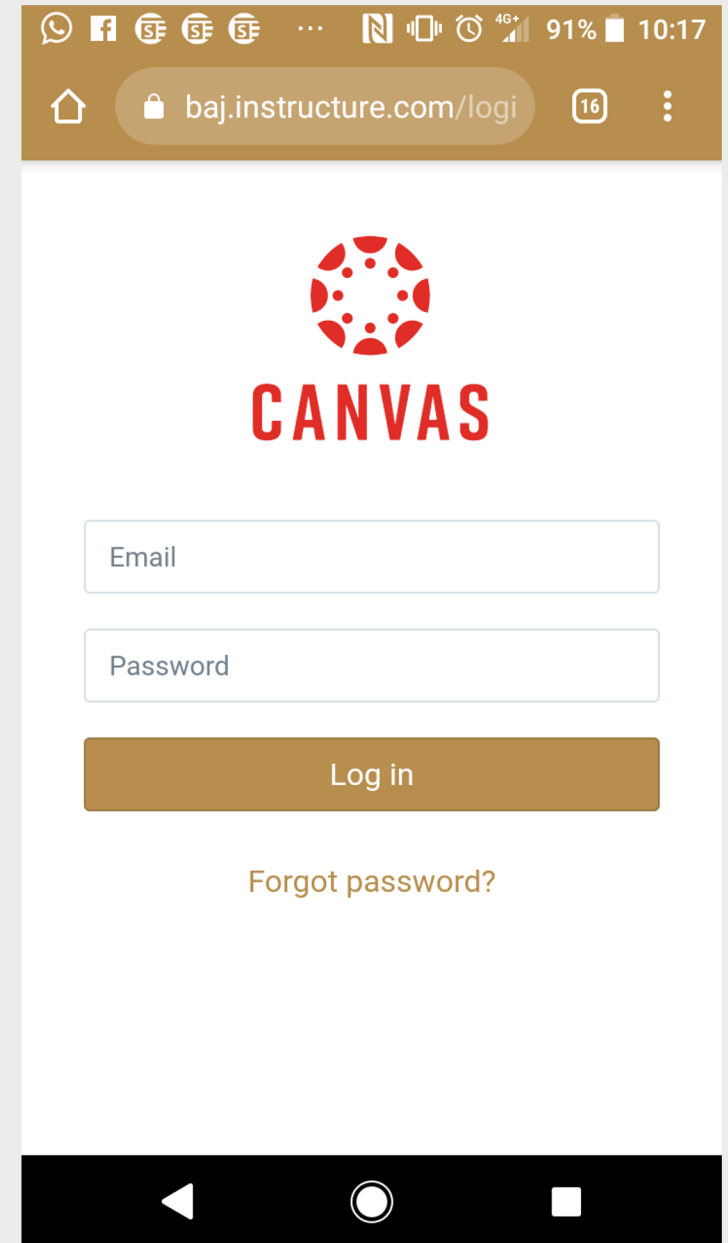


At the time of your enrolment you were asked if you have a gmail account and if not to create one.

The reason for this is that some activities during your course will be done through Google documents.

This Gmail is going to be the username of your account in Canvas.

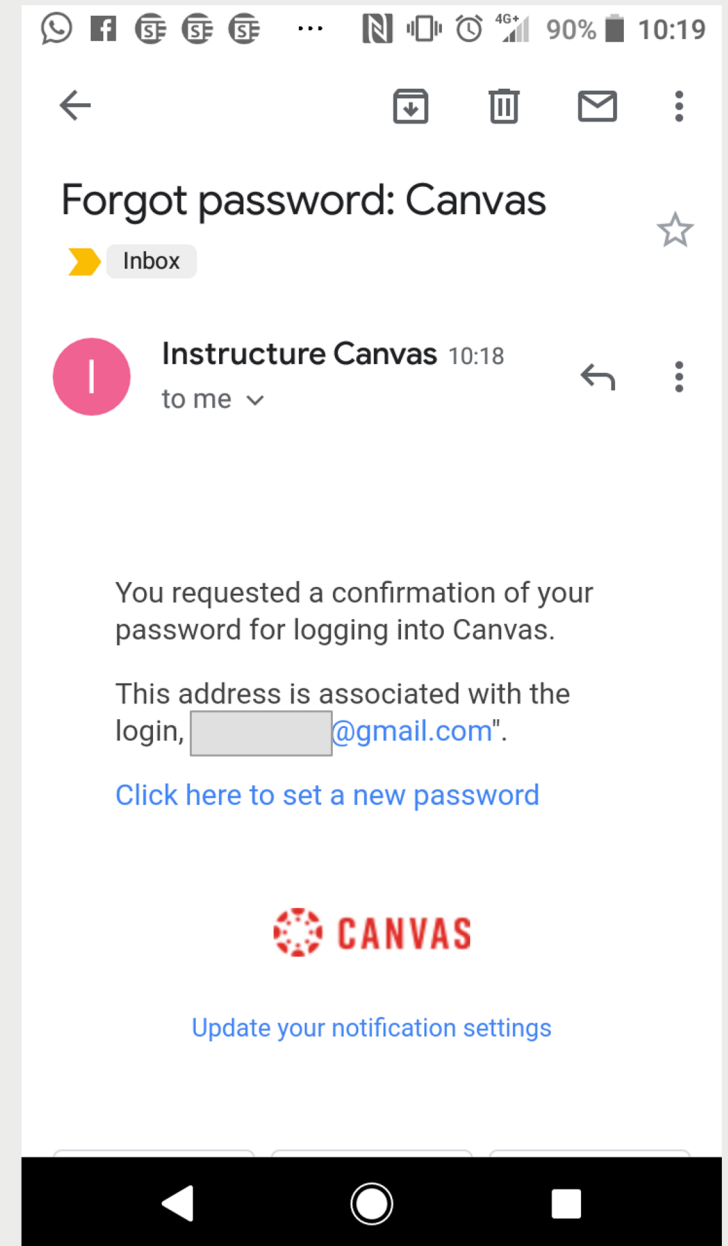
The first time you are logging in you have to click on “Forgot password” in order to set your password to Canvas.



Step 2: Set Your Password

You will receive an email to your Gmail with a link to follow in order to set your password.

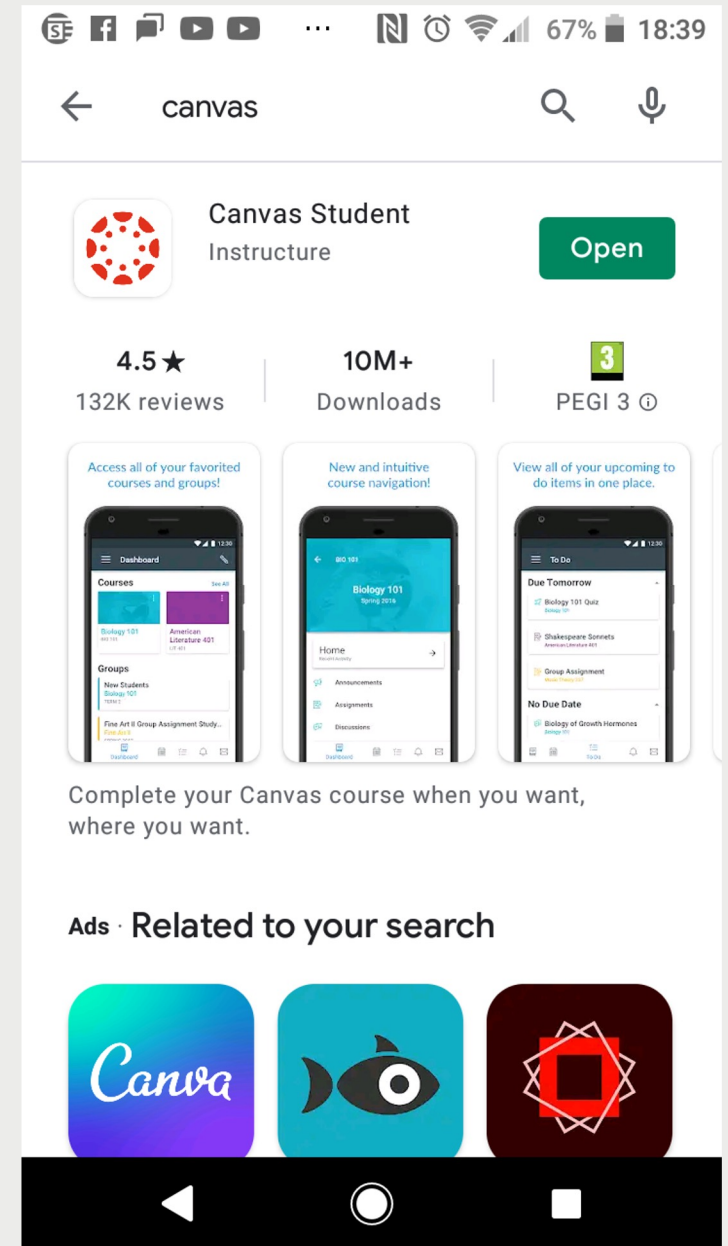
This will be done on your mobile internet browser.



Step 3: Download the App

Whether you have an Android or an iOS phone, you can download the Canvas Student App through your App store (Google Store or Apple Store).

It is free and quick. Just make sure you download the Student App.



Step 4: Use Your Password on the App

Now you can go on the Canvas App.

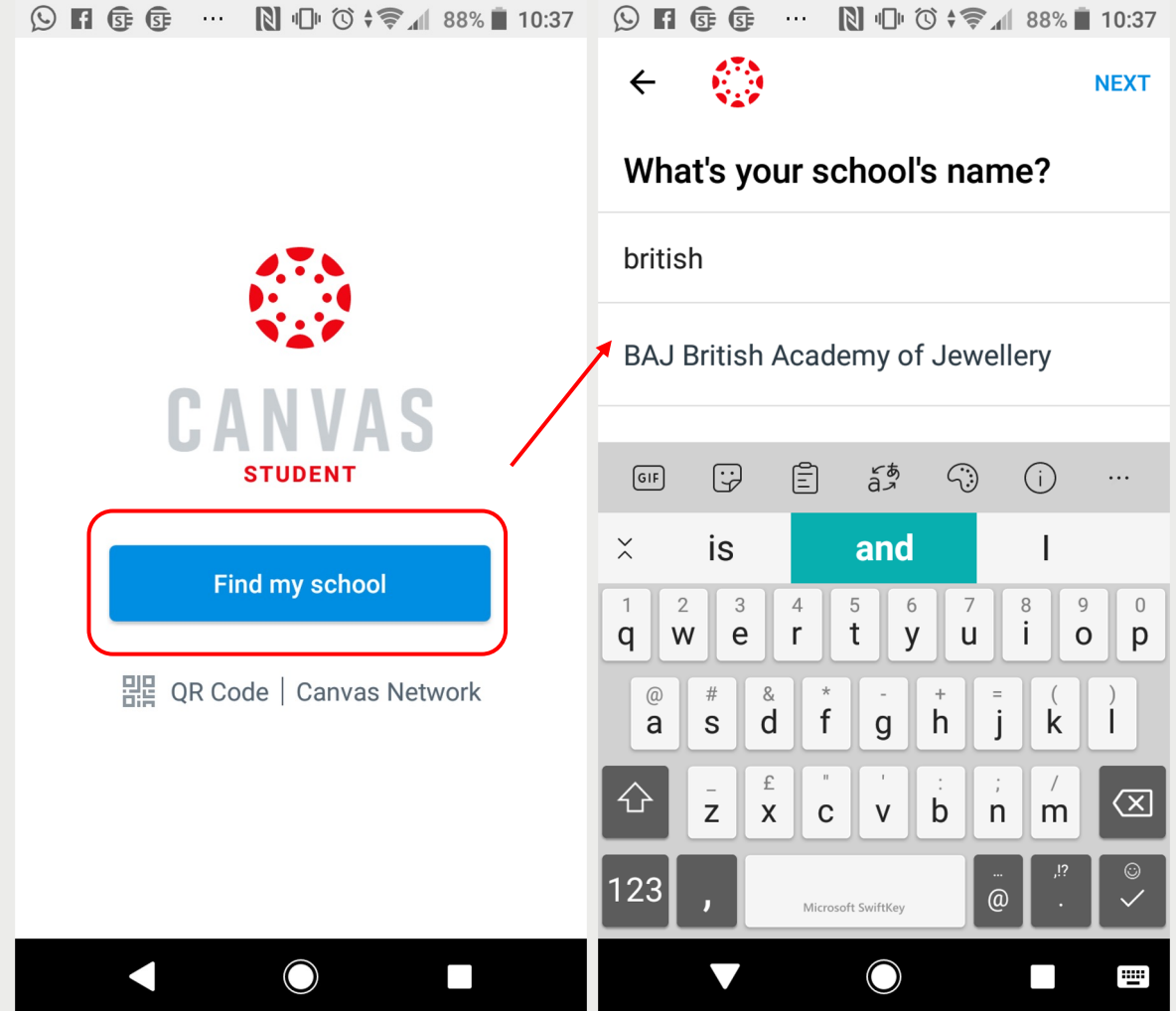
The app will ask you which school you are studying with. Type BAJ and you will be guided to the website to log in.

Once that done the App will stay connected and you won't need to put the password again.

You will be asked to put the password again, if you log out manually, uninstall and reinstall the app or for any reason your phone resets.

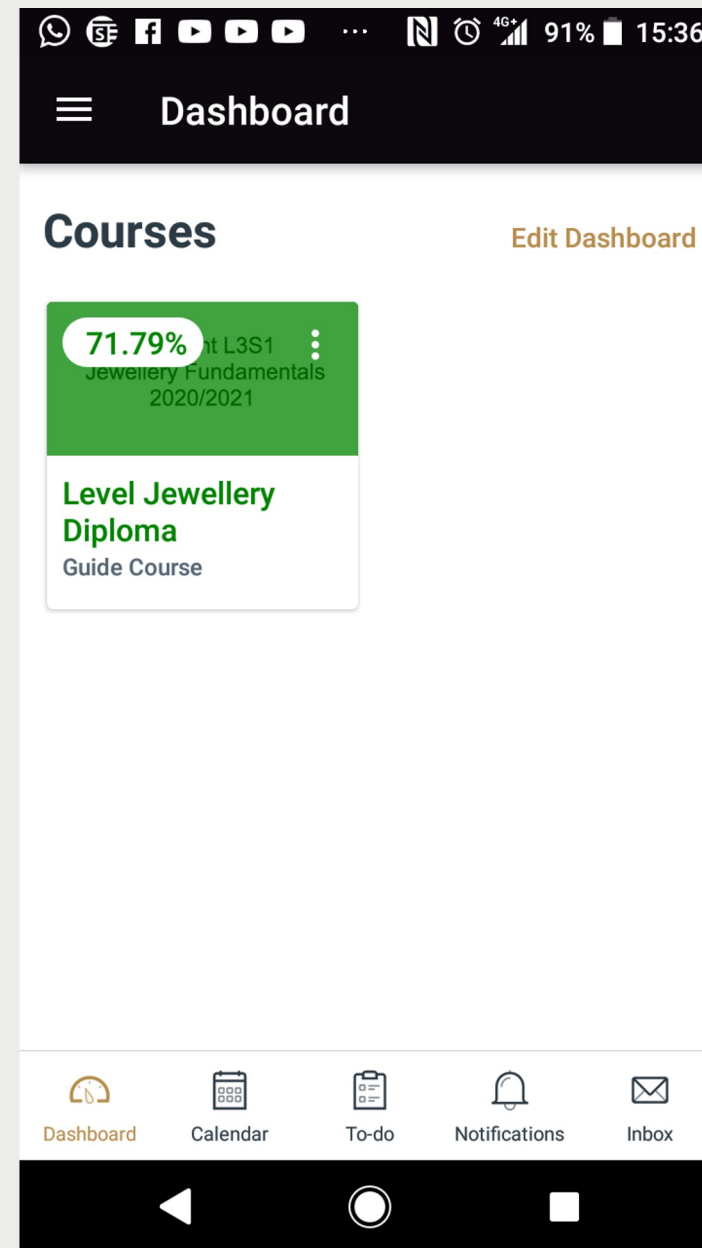
So make sure you make a note of your password!

BAJ



Welcome to Canvas!

BAJ



BUJ



2. Navigation

- a) Dashboard
- b) Calendar
- c) To-do
- d) Notifications
- e) Inbox

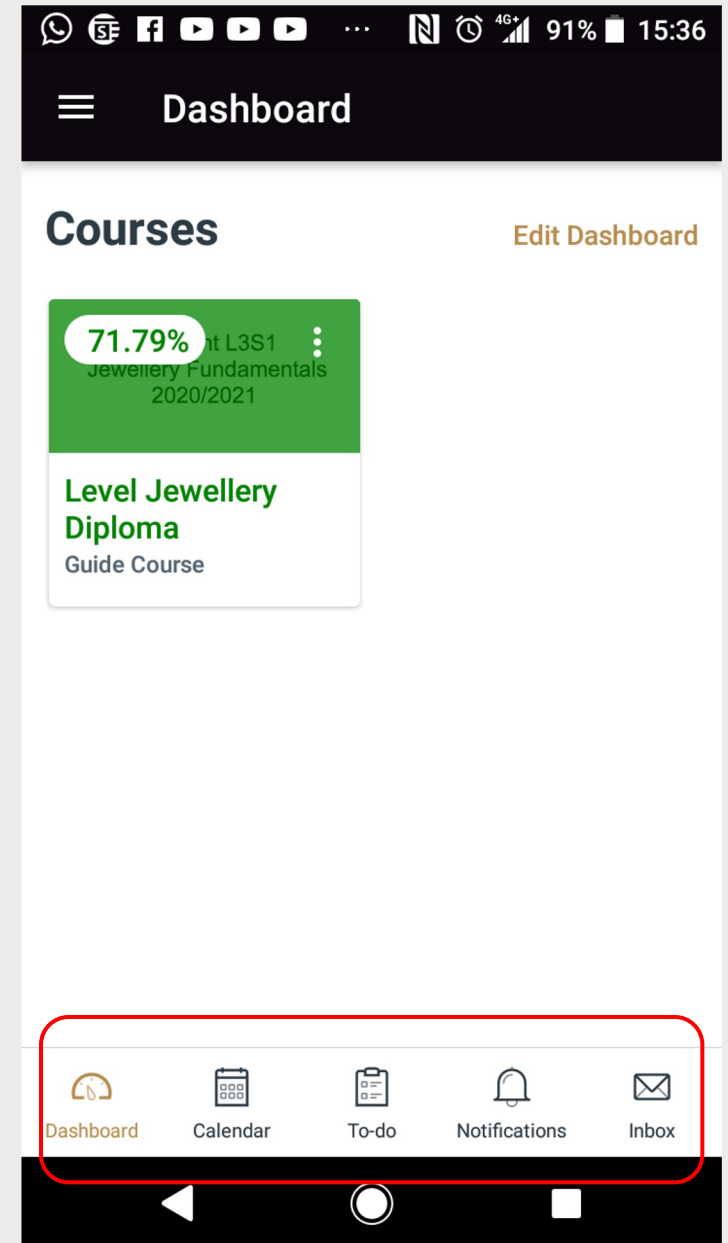
a) Dashboard

The first thing you see when accessing Canvas is the Dashboard.

The Dashboard shows the courses you are enrolled in.

Through the black side bar you can access your:

- Calendar
- To-do
- Notifications
- Inbox

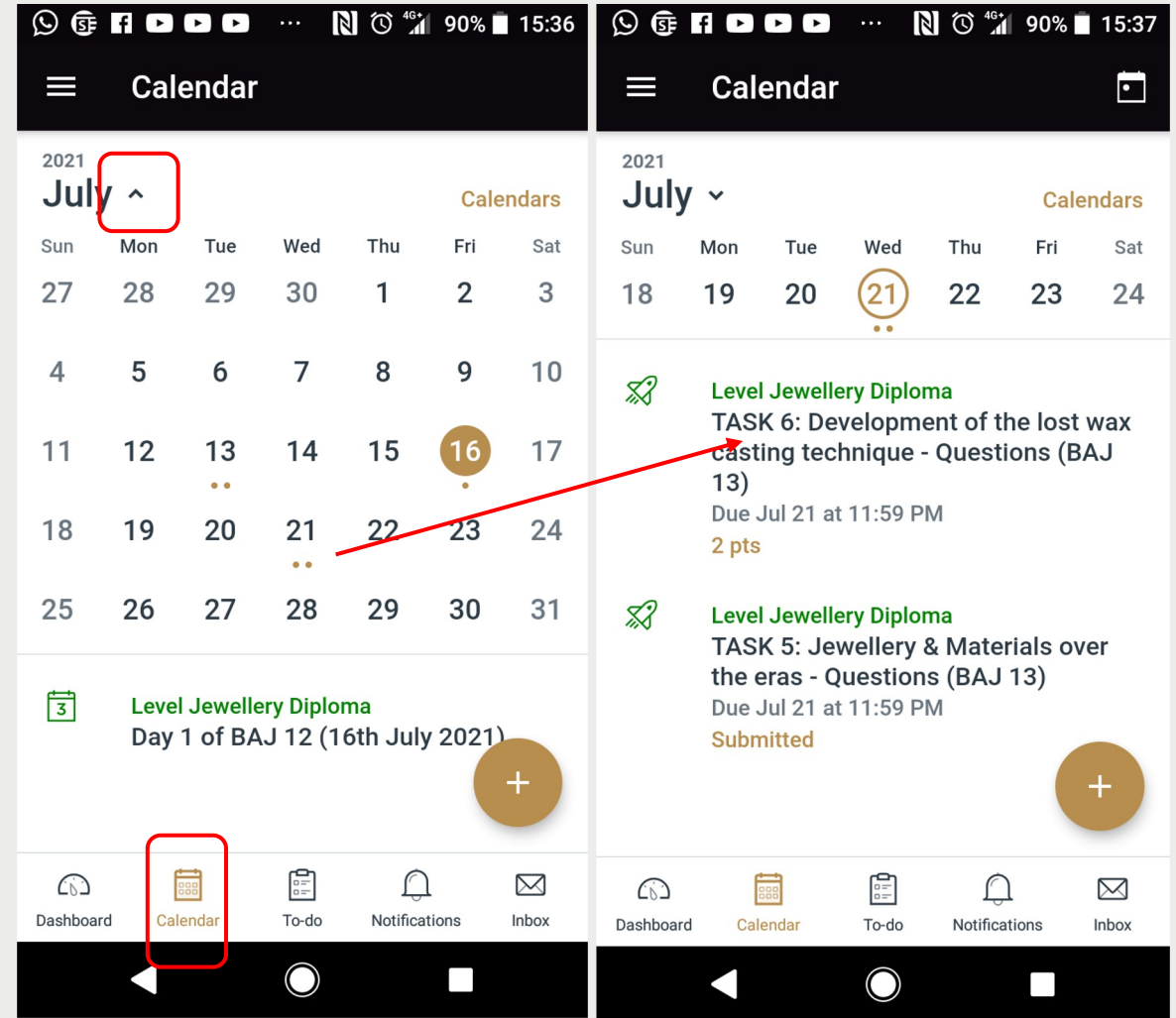


b) Calendar

In the Calendar you can see the events and deadlines for your coursework on the day you are checking it.

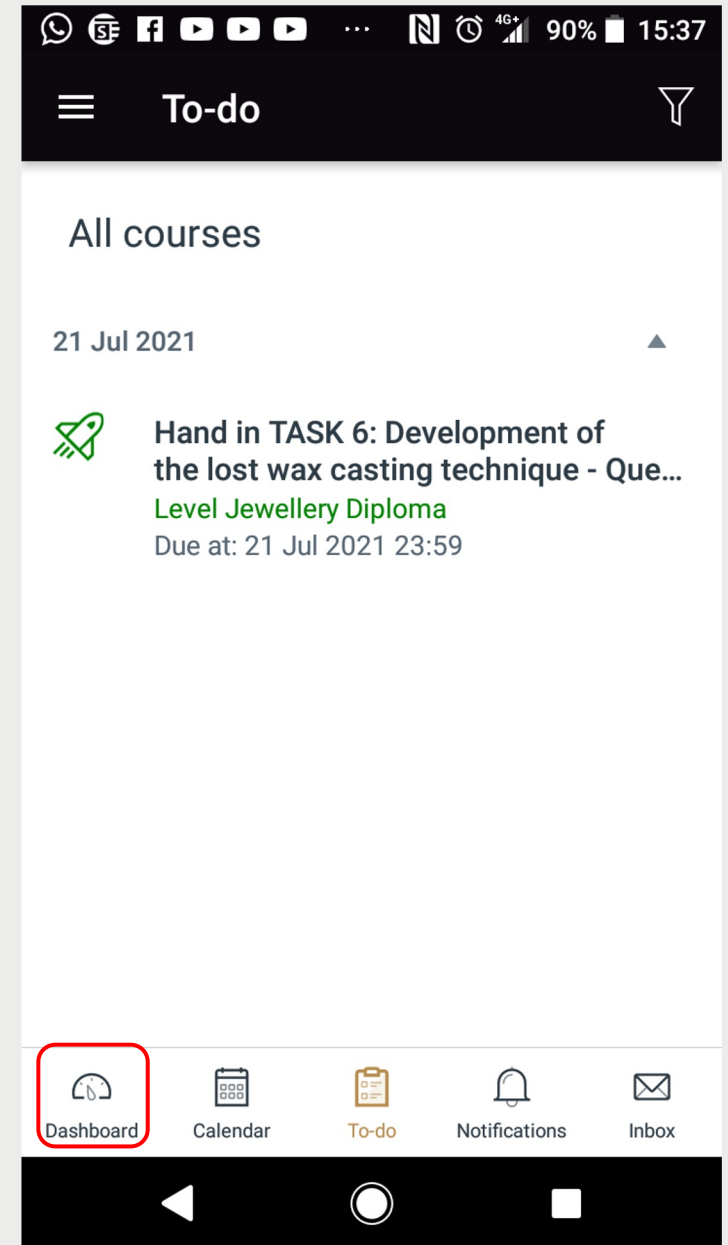
To see the whole month just tap the arrow by the month. Dates with important event or deadlines have dots below them. Tap on the date and scroll up.

You can also use this calendar for setting and managing your own activities related to your studies.



c) To-do

The To-do list shows you all work that is not submitted in relation to deadlines, either missed or coming soon.



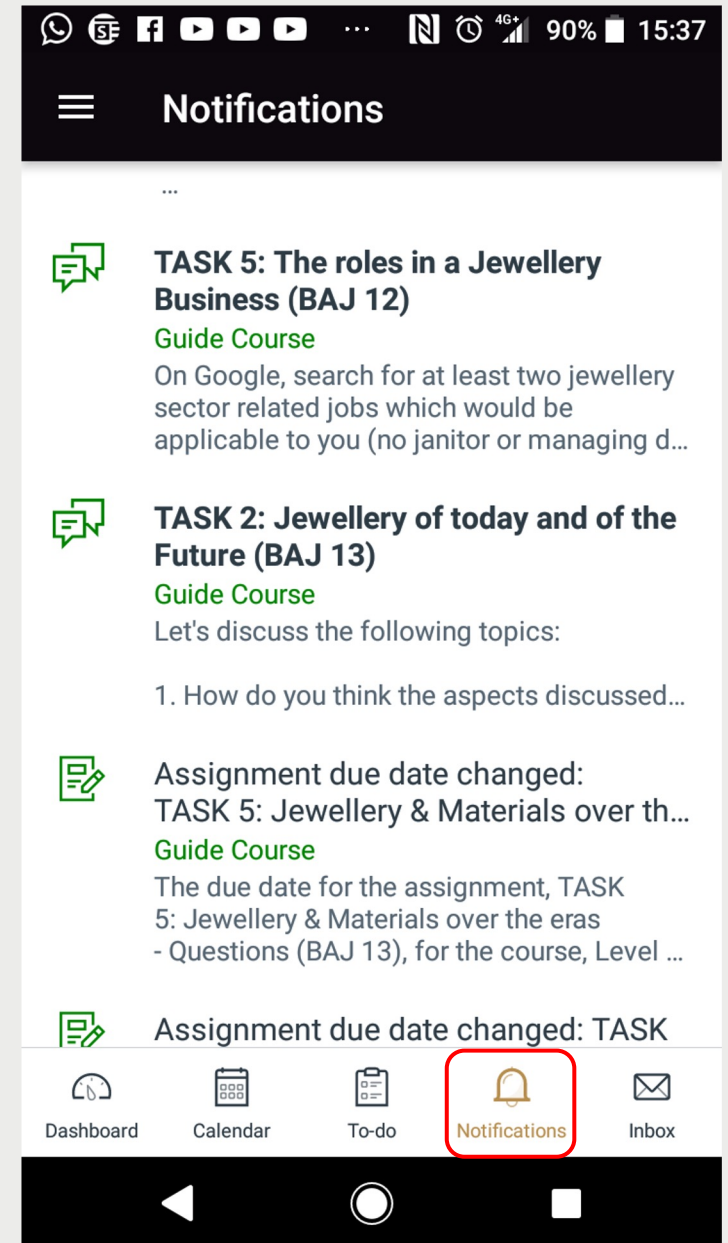
d) Notifications

Notifications inform you of any changes made to your course, like:

- content that has been added,
- change of deadlines and
- messages you received.

This tab is mainly the least useful.

BAJ



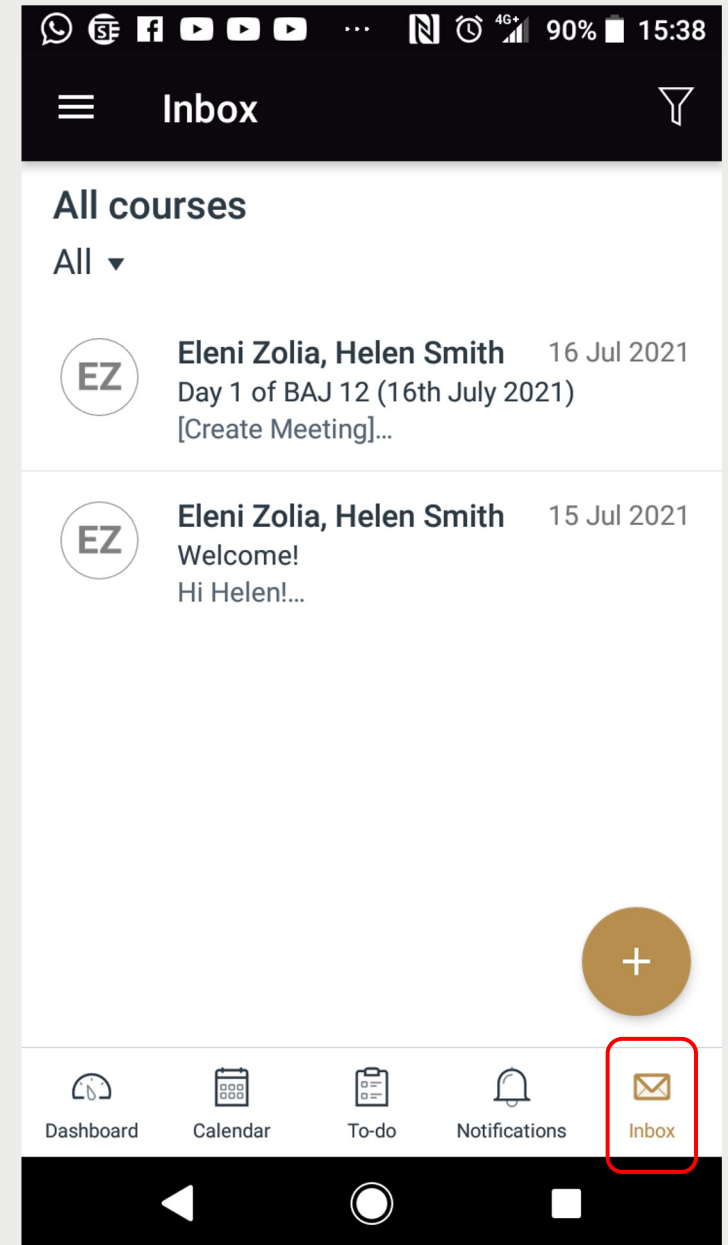
e) Inbox

By tapping on the Inbox you get directed to your messages.

When you have received a new message you will see a number notification above the icon of your Inbox and it is going to stay there till you read it.

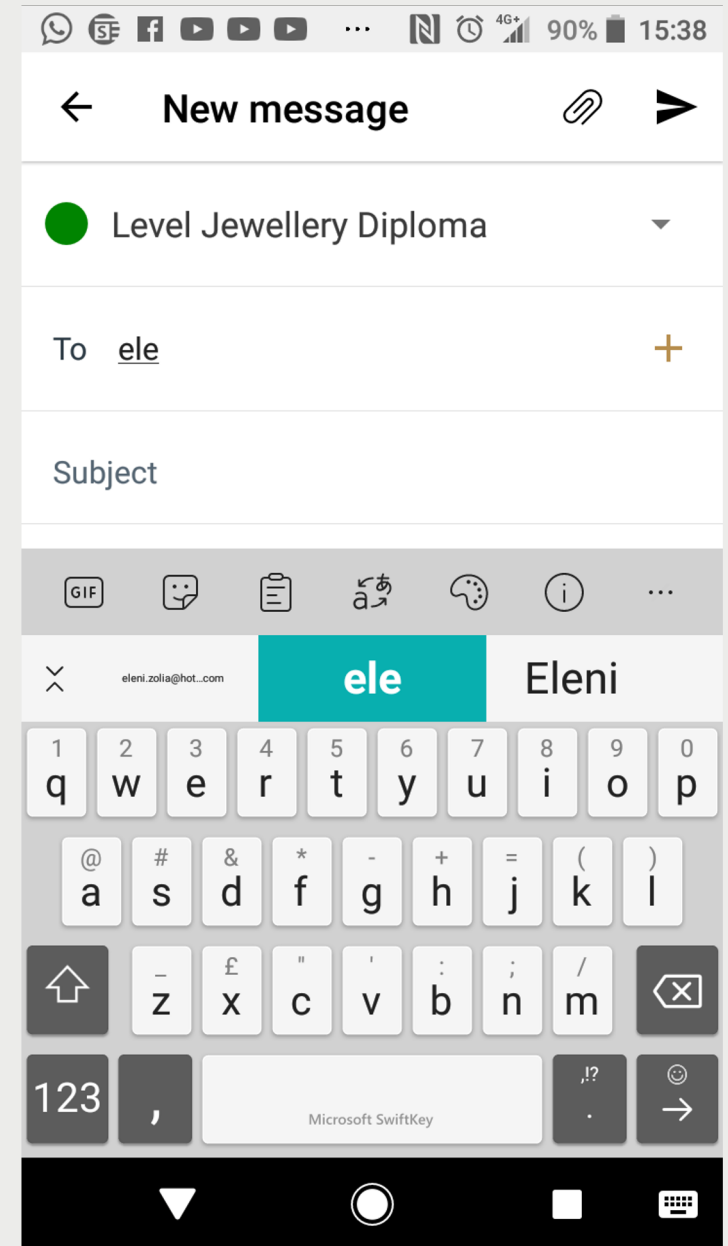
Through your inbox you can message any staff member of BAJ just by typing their name.

BAJ



You can message any staff member of BAJ just by selecting your course and by typing their name.

BAJ



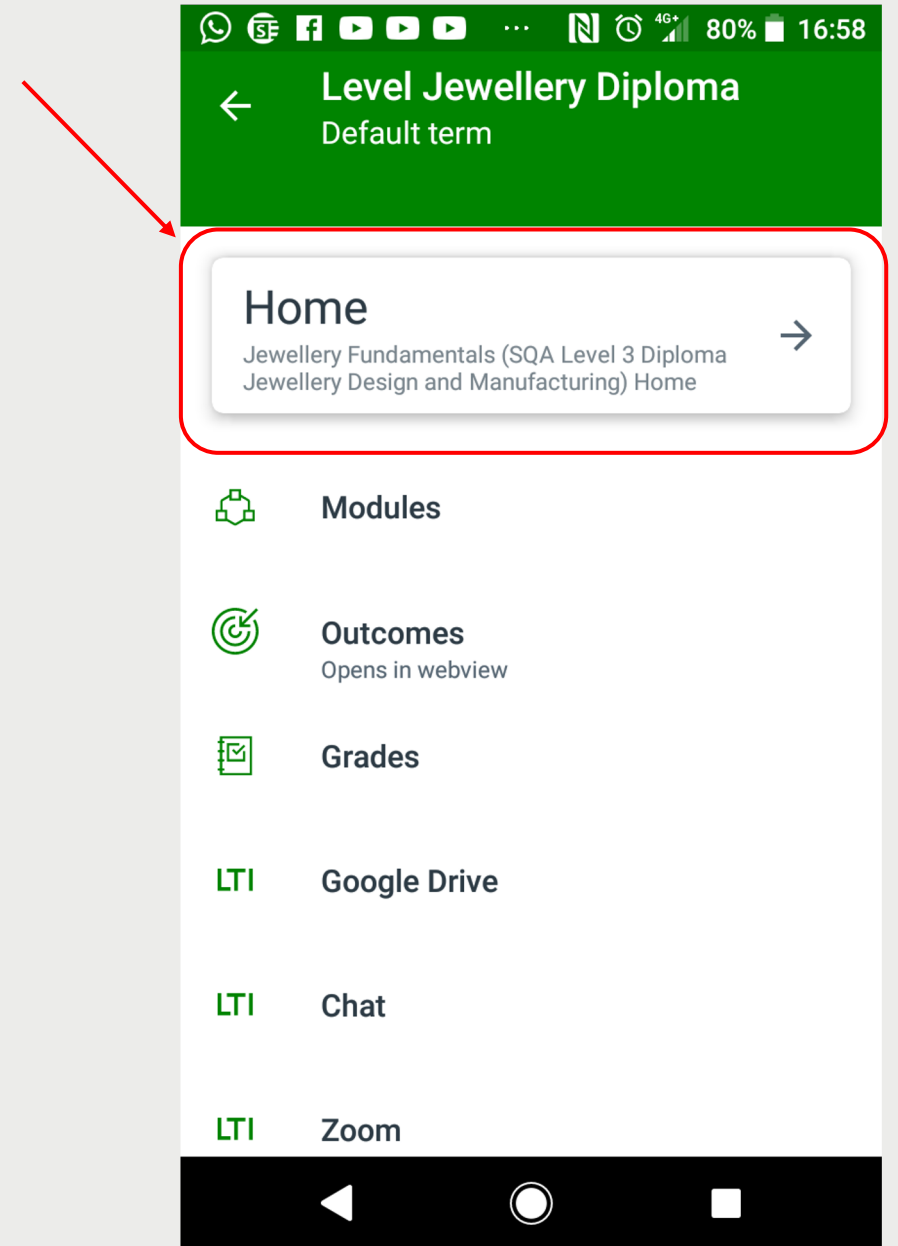
3. Accessing Teaching Materials and Tasks

- a) Homepage
- b) Overview pages of the Units
- c) Modules
- d) Outcomes
- e) Google Drive
- f) Grades
- g) Chat

a) Home

When you tap on the box of the course you are directed to the page on the right.

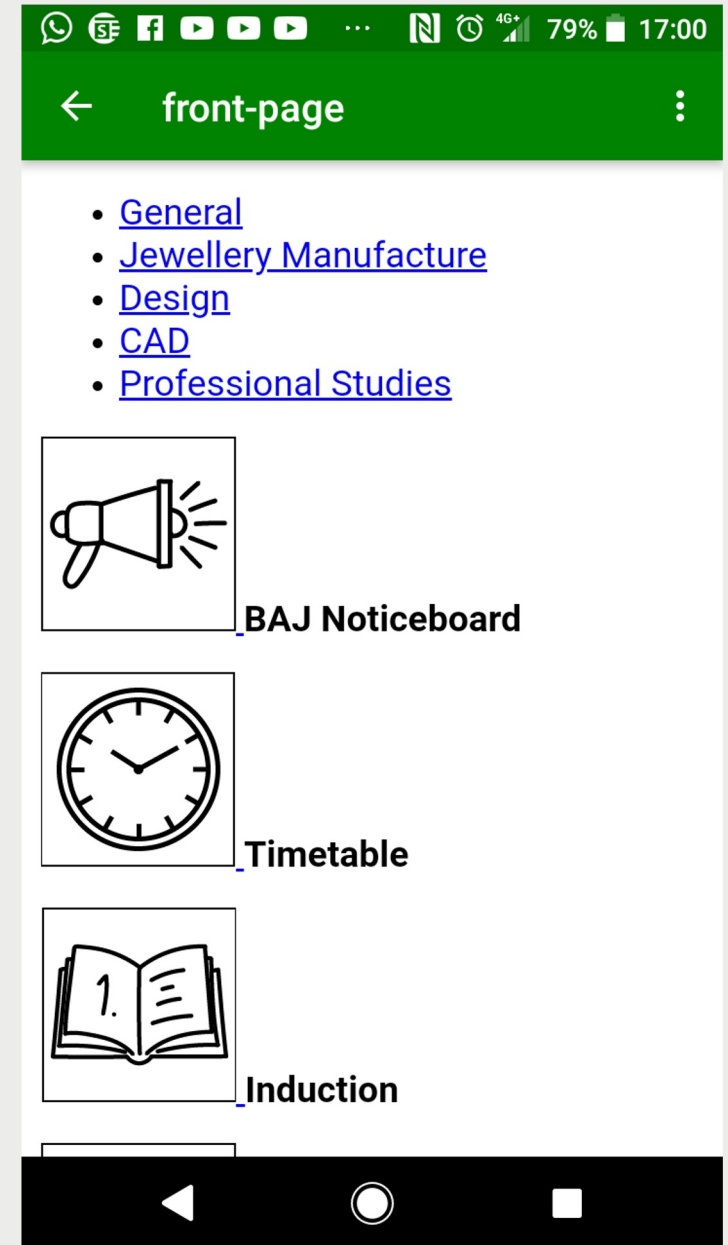
Tap on **Home** and you will be directed to the Homepage of your course that has 5 main categories.



1. General

Through the General page you can access general things about your course:

- The **BAJ Noticeboard** where jobs and competitions announcements are posted.
- Your **Timetable**
- Your **Induction** material and forms
- This guide
- The **Progress Reviews Forms**
- The Academy's **Policies**
- The links to the **Course Surveys**

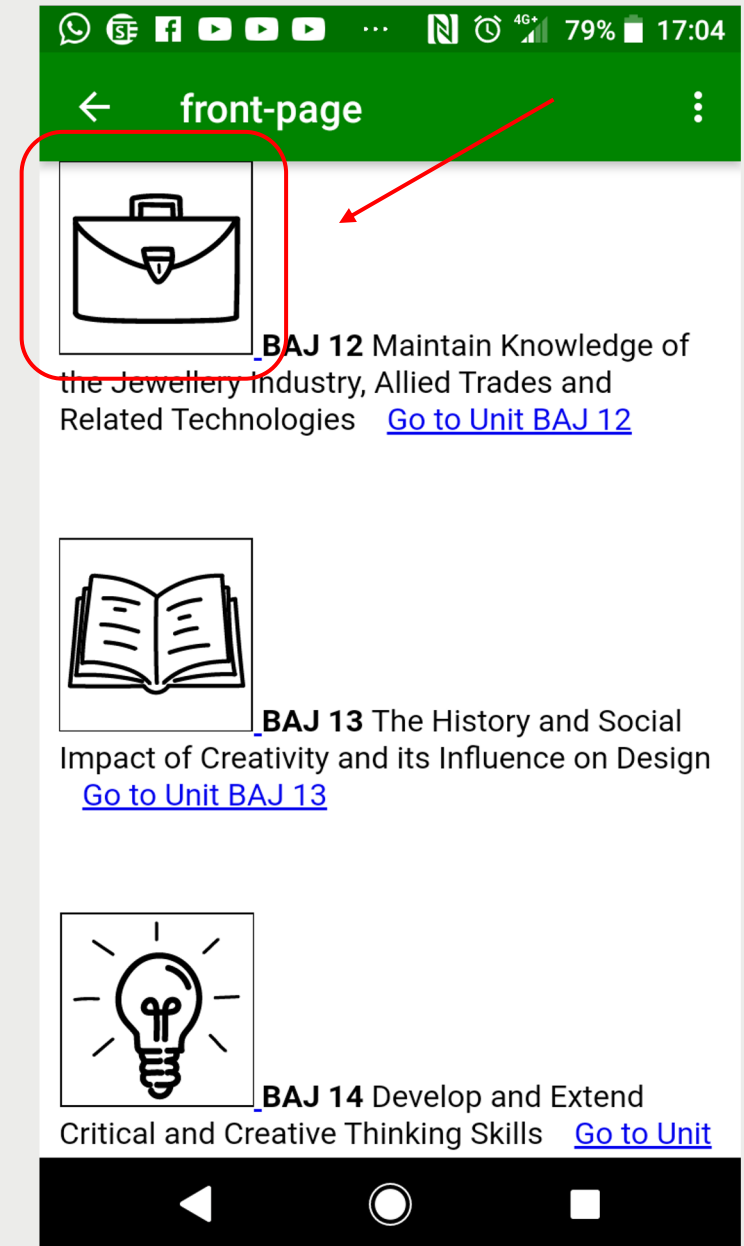


2. Subject Areas Categories

Tapping on the Subject Areas categories takes you to the first Unit on the list of the subject. The Units are represented by an icon.

You can access them by clicking on the icon or the link after the title. Preferably use the icon.

BAJ



b) Overview Pages of Each Unit

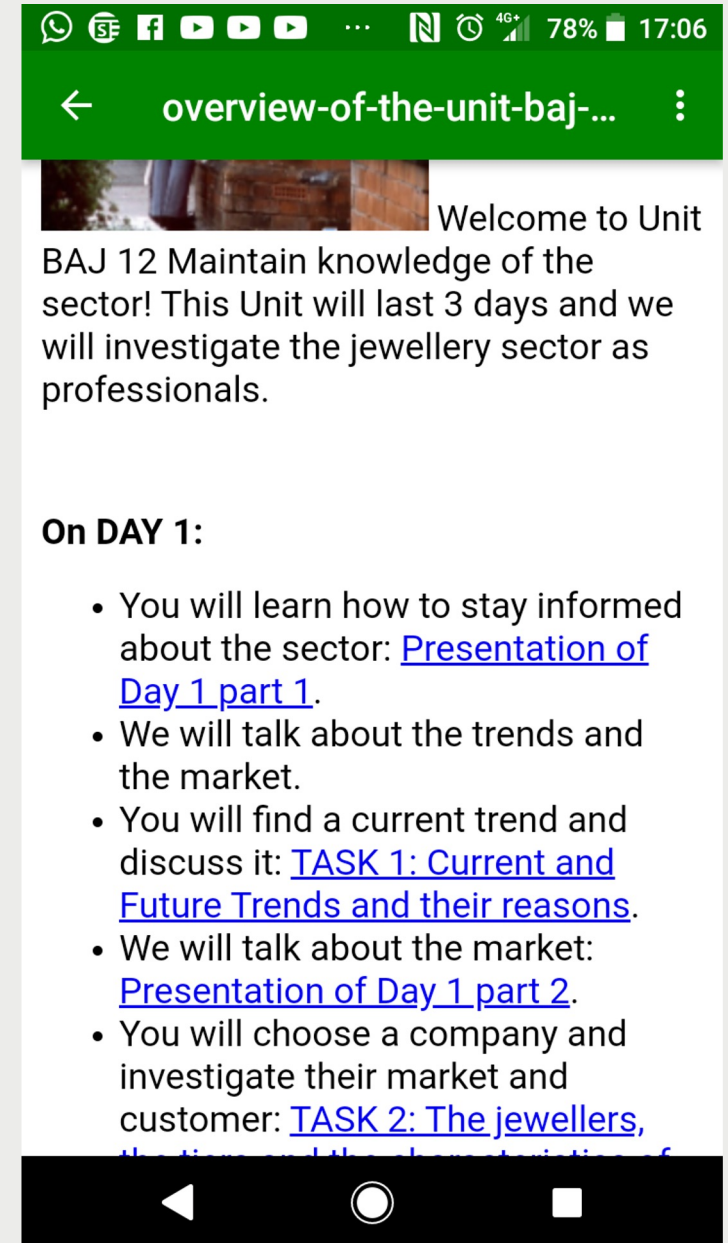
When clicking on the icon or the black button of the Unit you are directed to an Overview page.

This page describes briefly the content of the Unit. It also, gives you direct links to Presentations and Handouts along with Tasks that need to be completed.

For online classes, these pages give an overview of the days of teaching, too.

Please get in the habit of accessing work through the Homepage and the Overview pages as it is much easier and clear to navigate.

BAJ



c) Modules

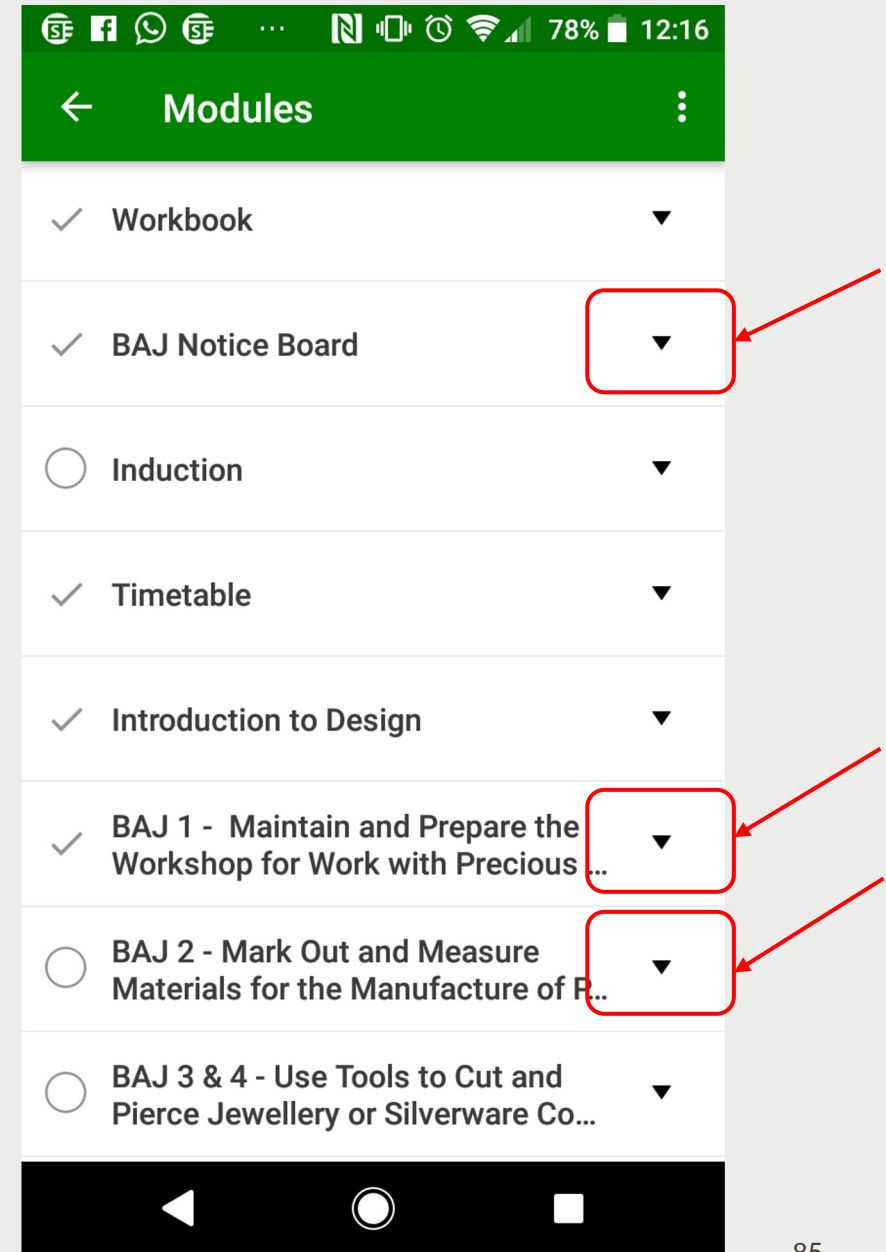
Clicking on Modules brings you to a page with the Units taught during your course and all the materials and tasks of the Unit in the Unit box.

There are also boxes for other material relevant to your course. This all is still accessible through the Homepage and Overview pages.

Make sure the triangle next to the units are pointing down, so the tasks and material of the Units are closed. Otherwise, you will have a very long list here.

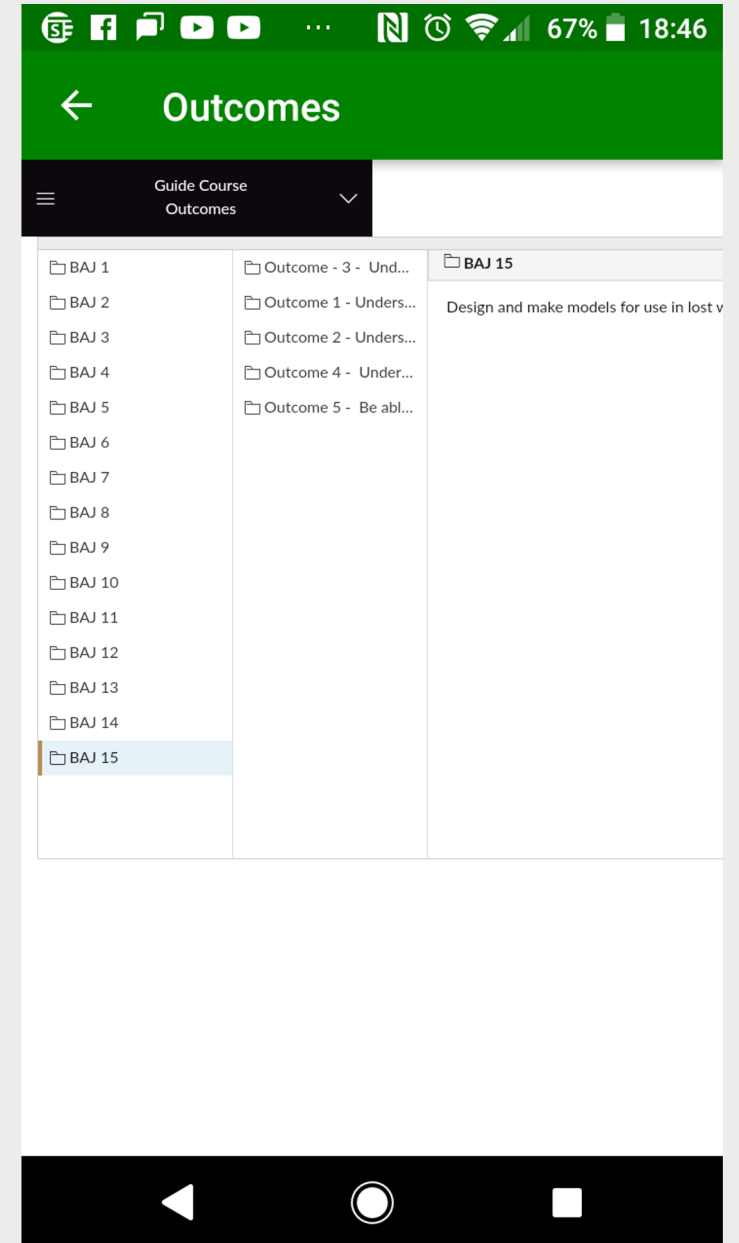
There is a way to track your work through the Modules page. This will be covered at a later chapter.

BAJ



d) Outcomes

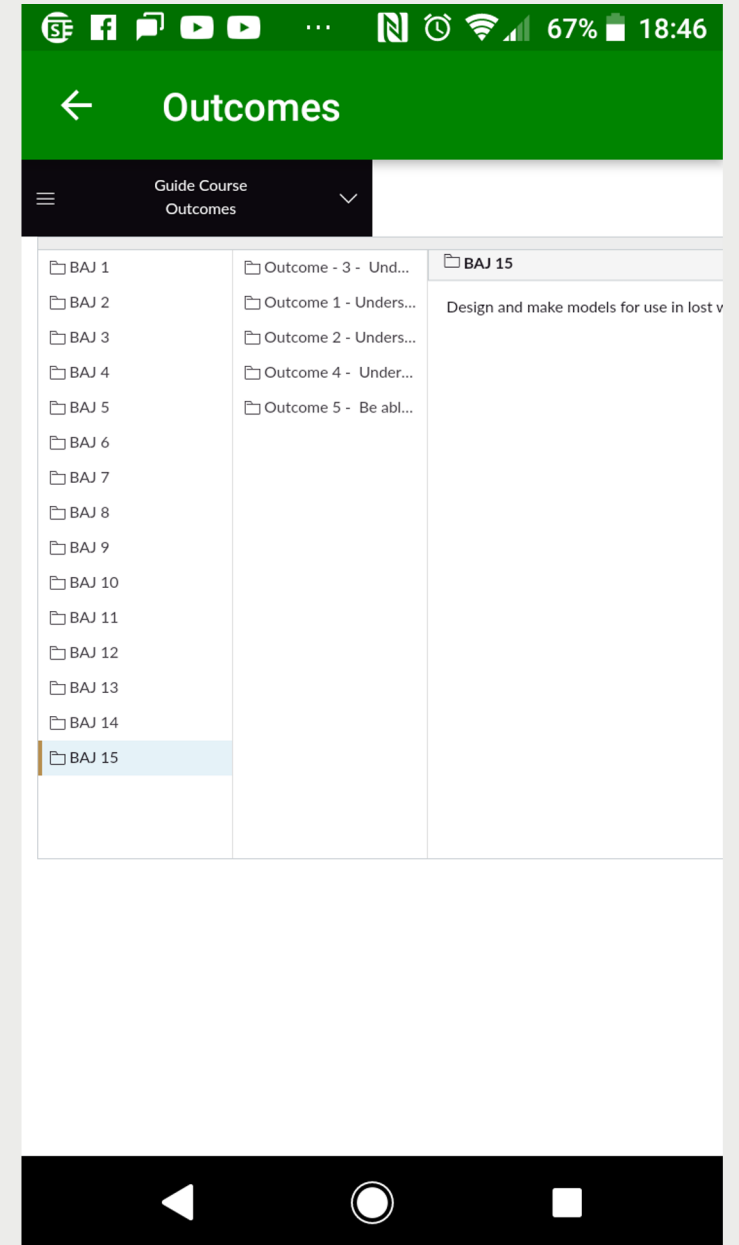
On the **Outcomes** page you can find the list of Units of your course and the outcomes and criteria you cover.



e) Google Drive

You can access any files shared to you via Canvas on the Google Drive of account linked to Canvas.

BAJ

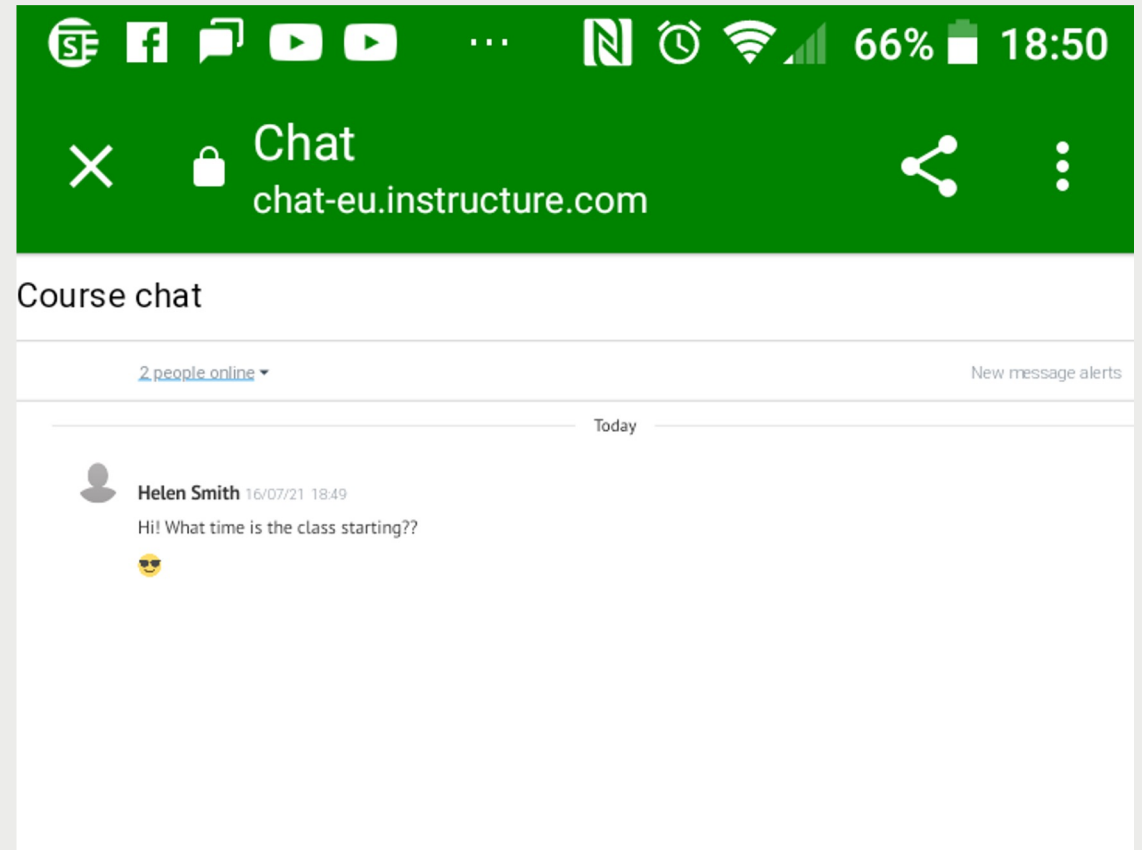


f) Grades

The Grades page is getting thoroughly explained at a later point in the Guide.

g) Chat

Chat (if visible) directs you to a live chat with any classmates or Tutors that are on the page.



BAJ



4. Accessing Zoom

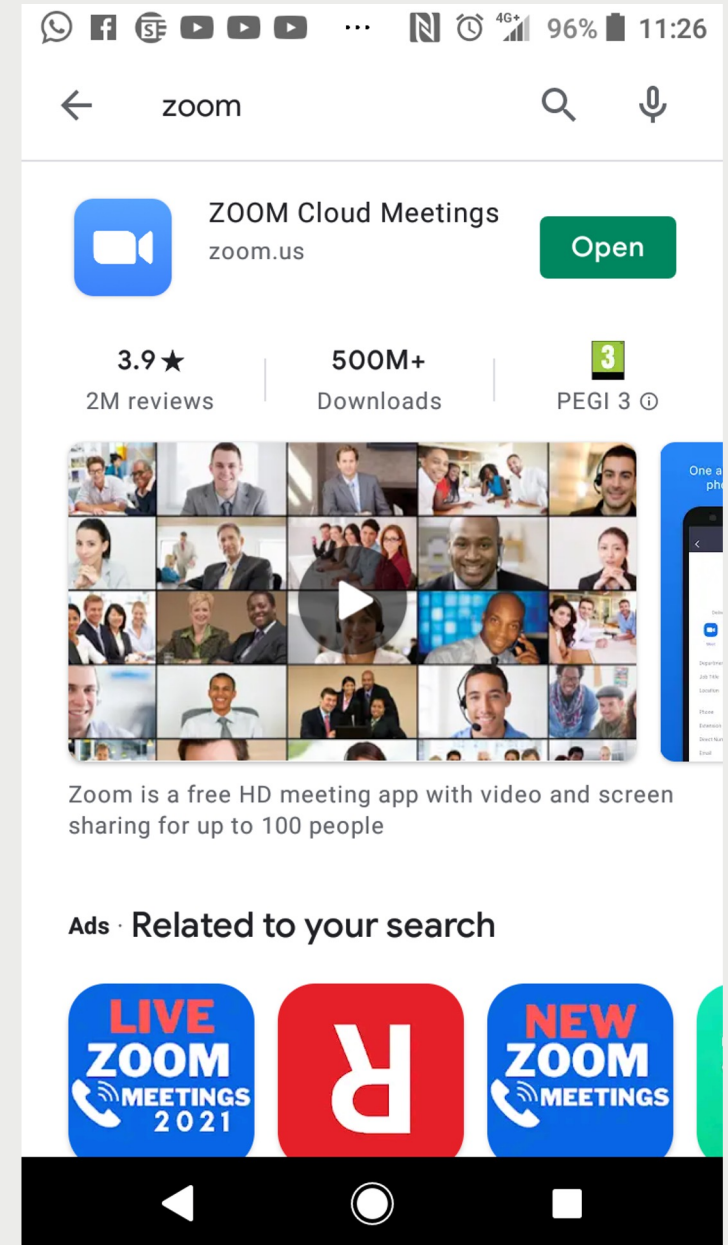
How to get on Zoom for online classes

Zoom

We are using Zoom to do inductions and online classes.

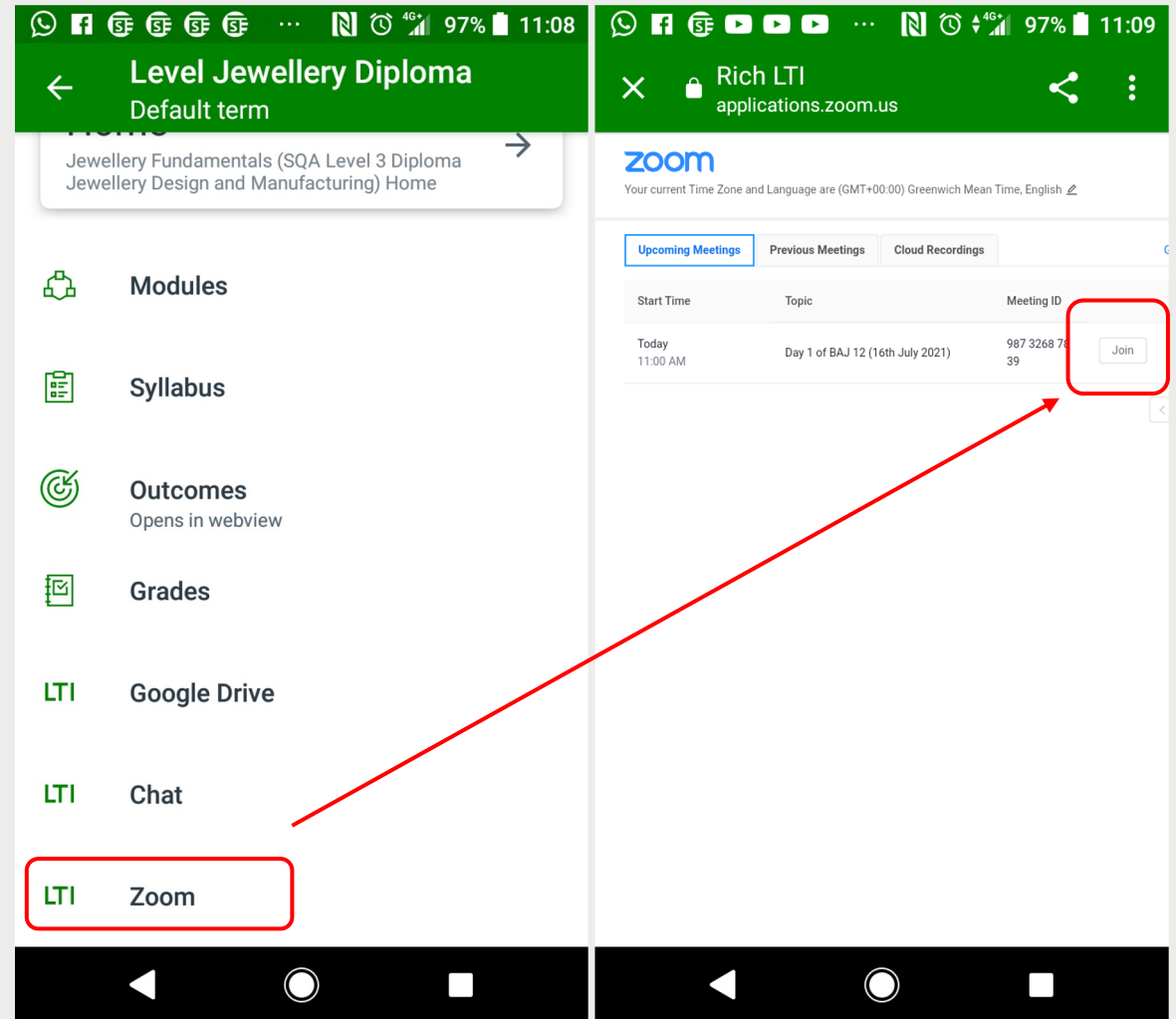
You should download the app for free ahead of time from you App store (Google Store or Apple Store).

BAJ



To access your online class, just join the conference of the date from the Zoom page

OR follow the link on the invitation you have in your Inbox from your Tutor.



Rules of Online Classes

Apart from the regular rules that apply during any class in BAJ, there are few extra ones for online lessons:

- Always make sure you have your **full name** when logging to join the online class and have your **camera on**.
- Always **mute yourself** when not speaking.
- Respect the person talking and **raise your hand** from the function buttons at the bottom if you want to add something.
- Make sure you **do not speak for too long** when you make a point. Respect your Tutor and classmates' time.



5. Submitting Work

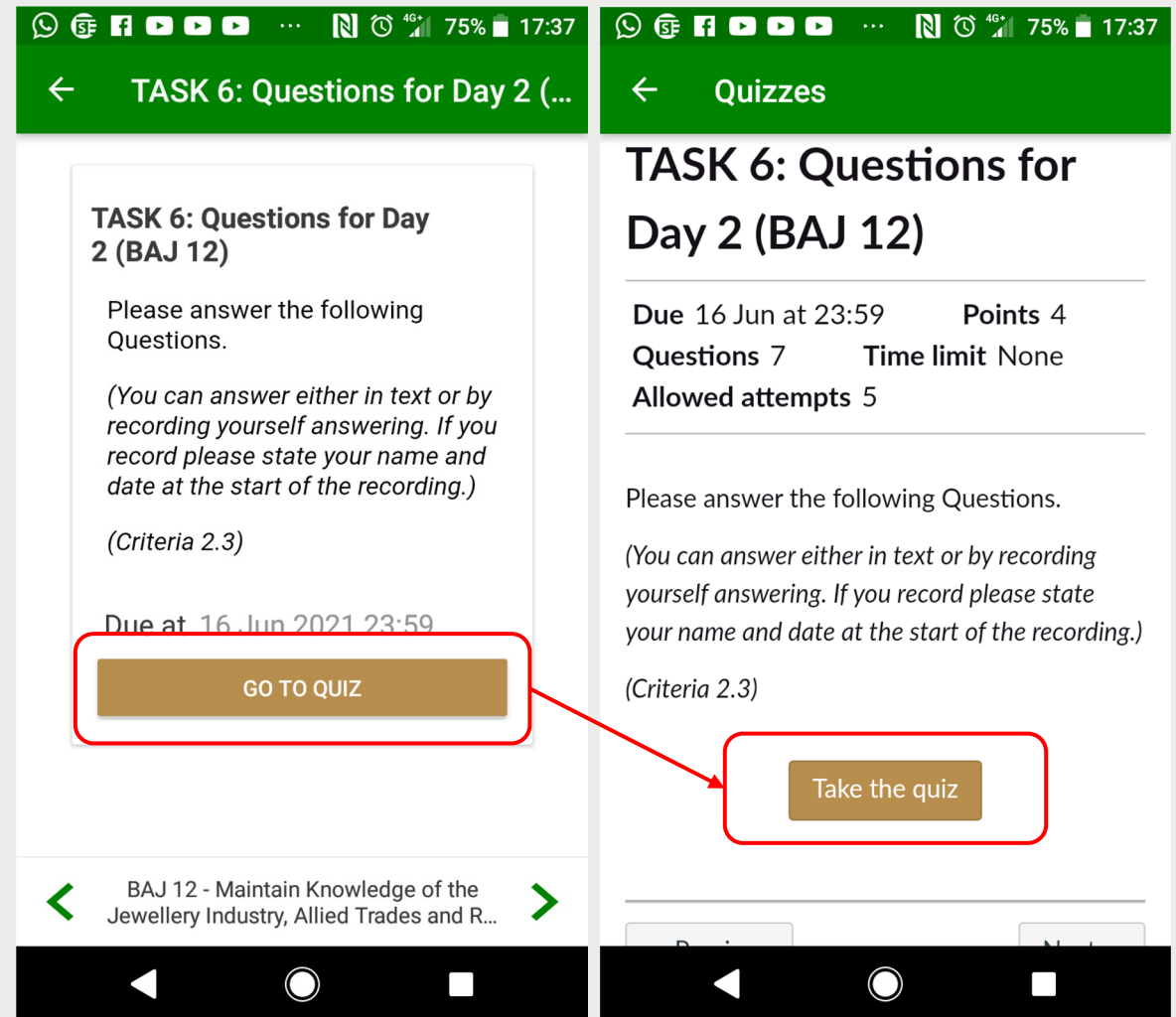
- a) Quizzes
- b) Recording yourself answering
- c) Assignments
- d) Assignments on Google Drive

a) Quizzes

Find the Task through the Overview page of the Unit and click on it.

Tap on **Go to Quiz**.

Then tap on the **Take the Quiz** Button and start answering the questions.

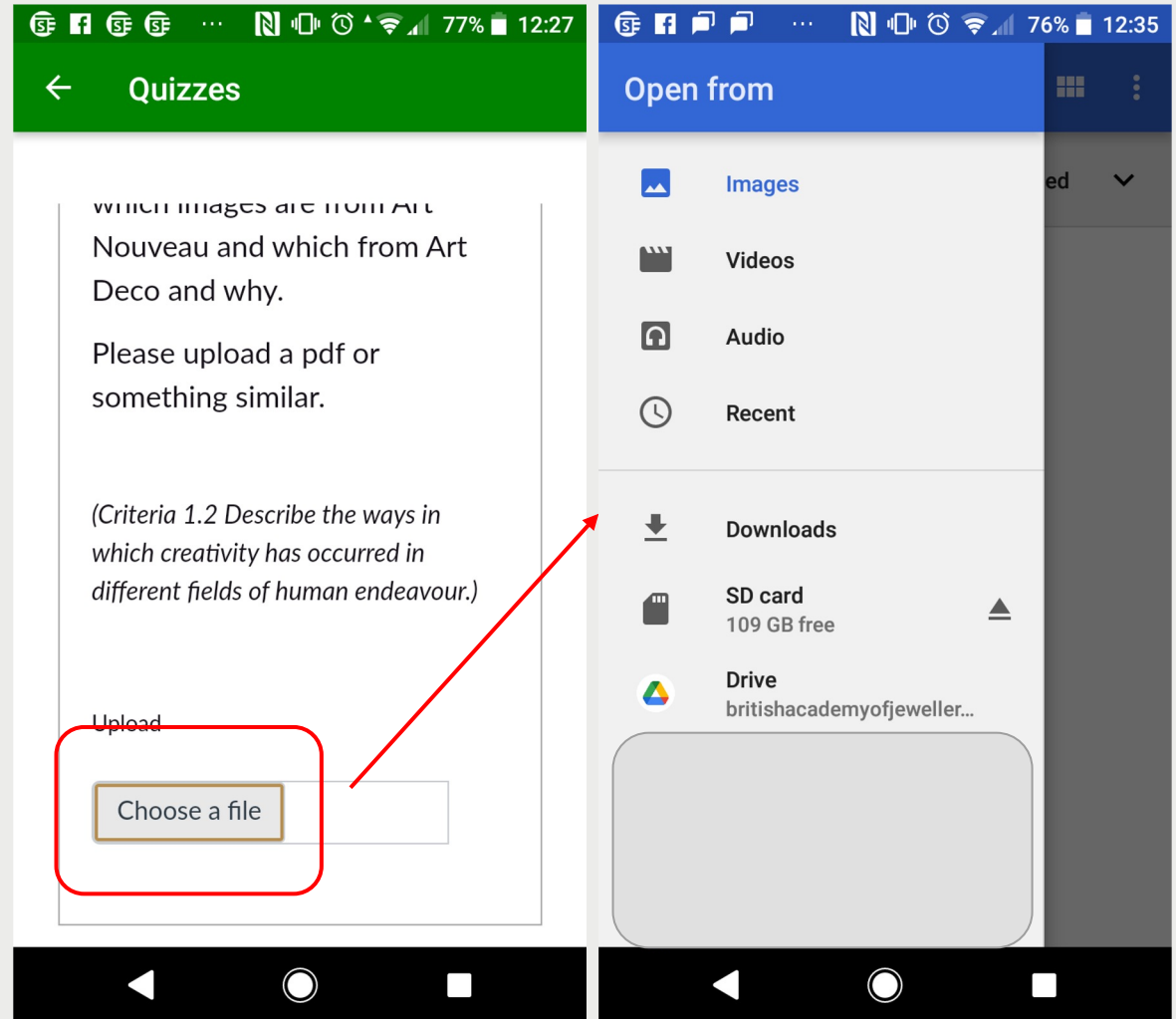


In some questions you may need to upload a file. Find the file on your computer and upload it.

Please have in mind that you can only upload one file to the question, not multiples.

So if for example you are asked to upload photos, please

- put all photos on a Word/Google file,
- save it as a pdf and
- upload it.



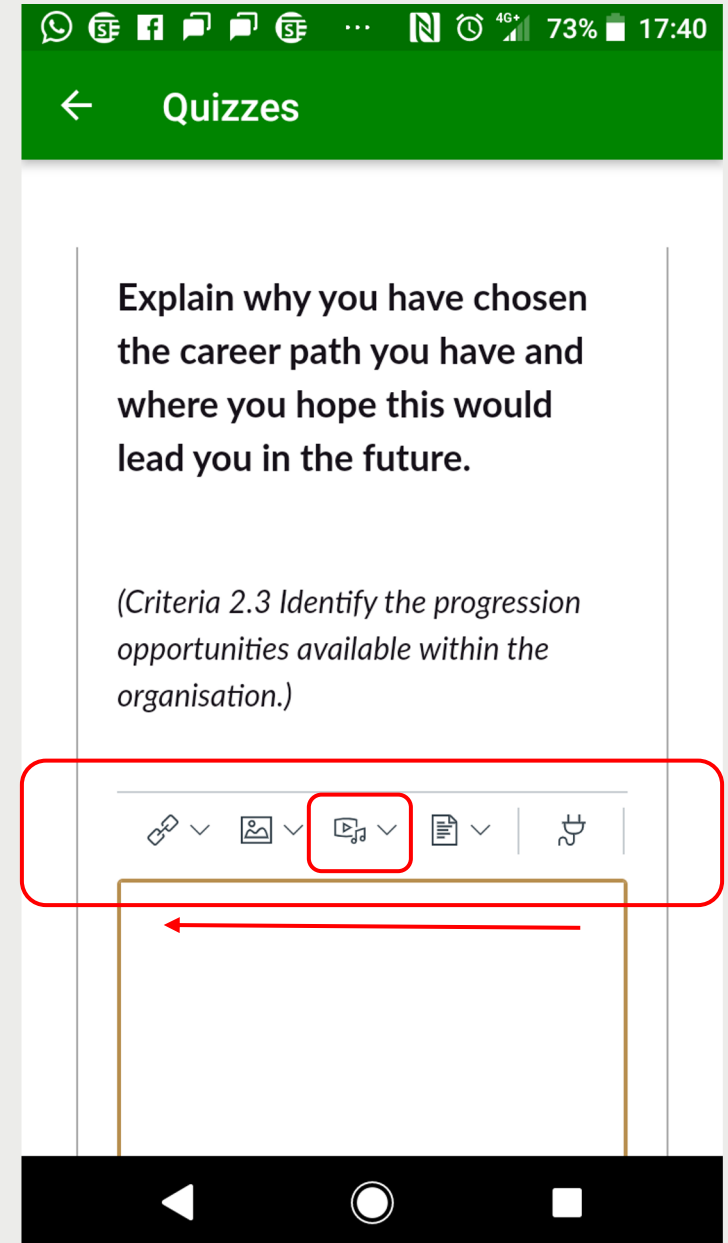
b) Recording Yourself Answering

If you have any problem writing or typing you can record yourself answering the question.

One of these tool above the questions can also be used to record yourself answering the question if you have problems typing.

The button on the right will give you the option to upload a video file from your phone or to turn on the camera and the microphone of your device and you can record yourself on the spot.

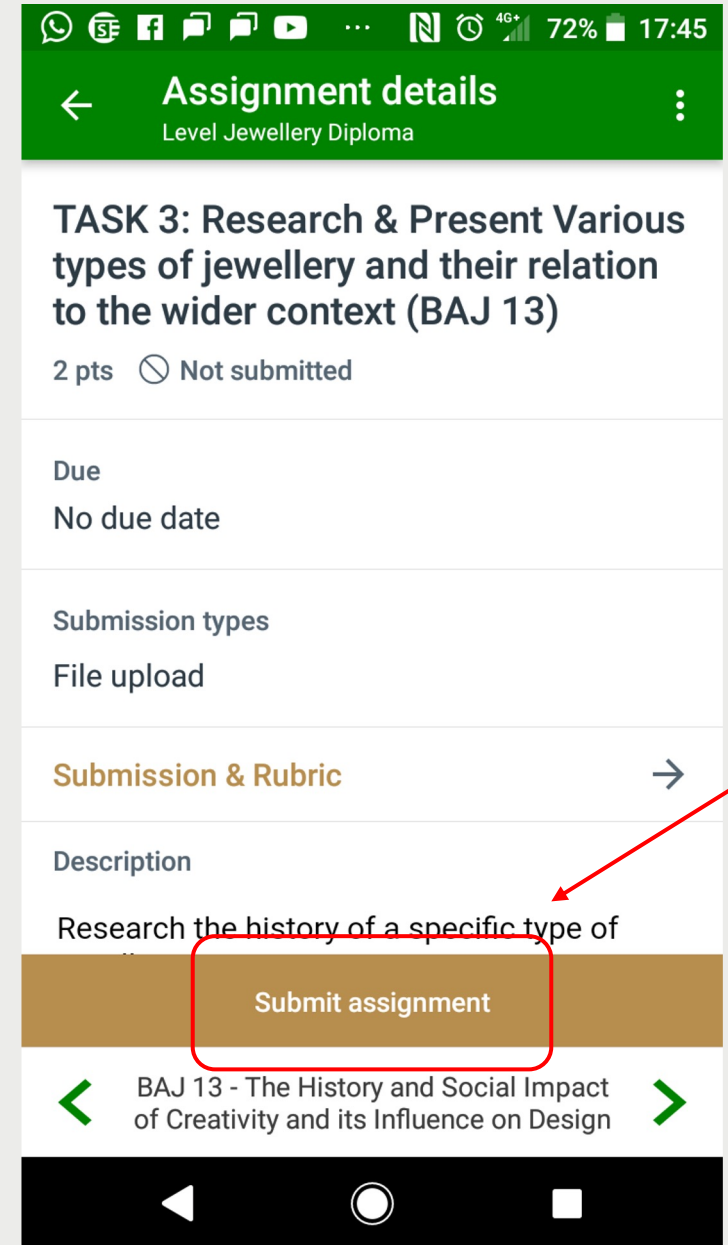
Make sure you state your name and date at the start of the recording.



c) Assignments

For other parts of your course you need to upload photos of work products like pieces made or designs. In other cases you should produce short presentations.

- Find the Task through the Overview page of the Unit and click on it.
- Read the instructions.
- Click on the **Submit assignment** Button.



- Tap on **Camera** to take a photo on the spot and upload it.
- Tap on **Gallery** to select a photo already saved on your phone.
- Tap on **Device** to upload a file saved on your phone.

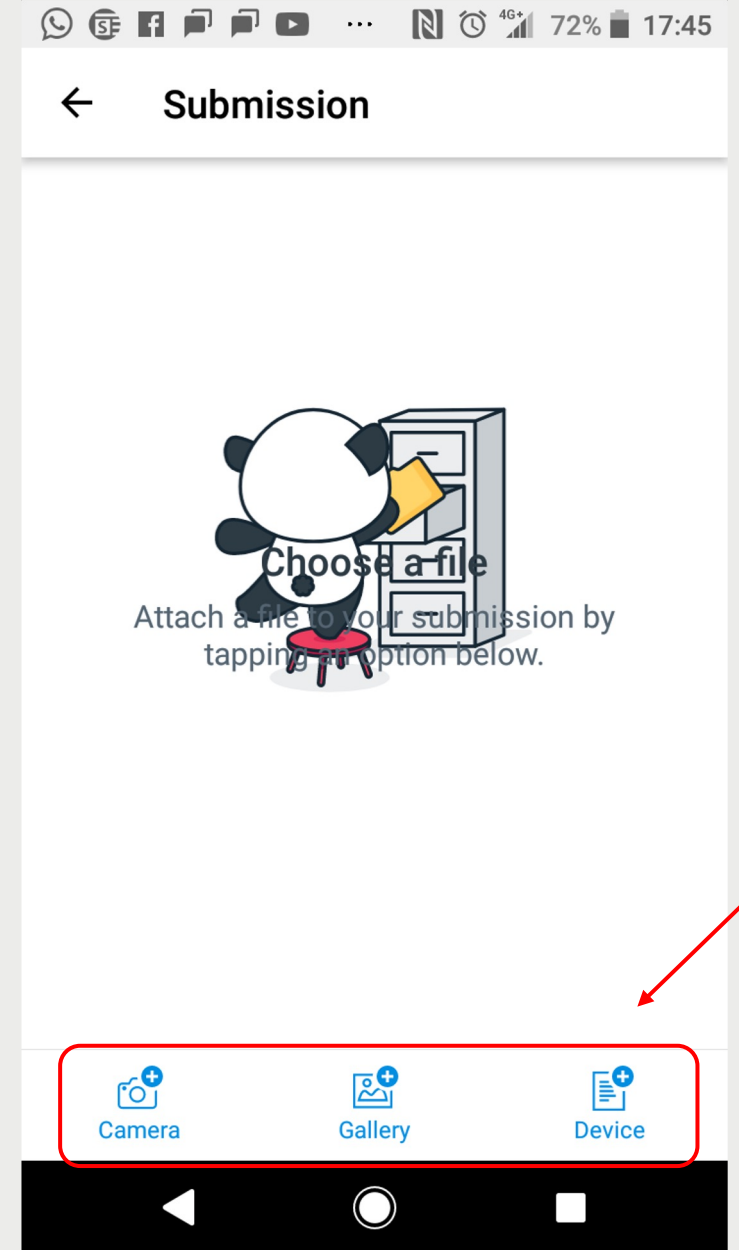
Assignments allow you to upload specific types of files:

- pdf
- jpg/jpeg

So make sure you check and convert your files as needed.

You can upload many files together from all sources.

BAJ

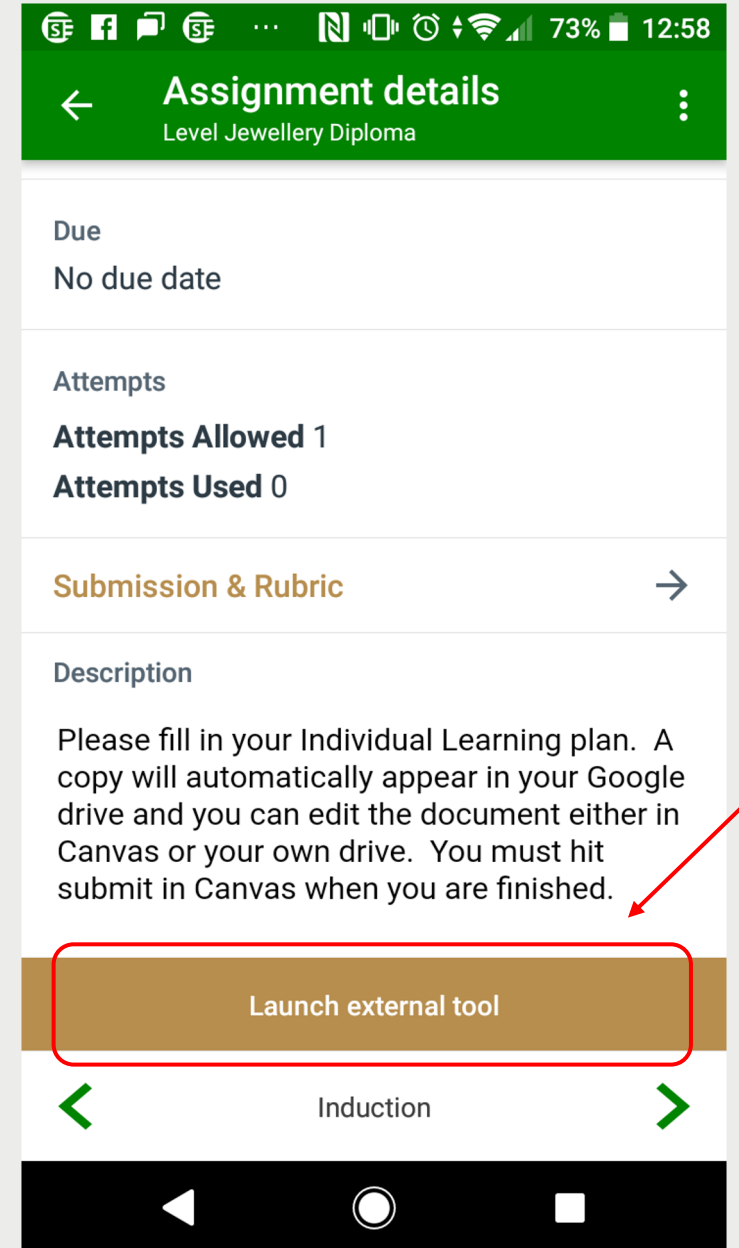


d) Assignments on the Google Drive

Some of your Assignments require you to fill templates set on a Google Document or Google Slides.

You get a copy of this document to your Google Drive automatically.

Just tap on the Launch external tool.



Once the external tool is launched then you will see the screen on the left.

To start editing, you have to tap on the blue letters at the right top corner. This will launch the Google Doc App on your phone and you can fill in the document.

Once finished you have to go back to the Canvas App and tap on the **Submit** button. **BUT** in order to submit you **MUST** go to Canvas and click the **Submit assignment** button.

Your Tutor cannot see what you have done without you having clicked Submit.

BNJ

12:14 94%

Google Drive LTI
google-drive-lti-dub-prod.instructure.com

ILP 2020/21

Submit

Your Individual Learning Plan (ILP)

British Academy of Jewellery

Cohort -

Contact Info

Learner details

Name: Date of Birth:

Learner Support Requirements

Disability / Health / Learning Difficulty Support Request

If you require support because you have a health need or a disability, share this with your tutor now. We may be able to help in a number of ways.

Please write Yes or No against the following statements:

I have a disability/ health/ learning difficulty:

I require additional support:

Support for Your Disability / Health Need

If you have agreed to receive support, you should confirm the details in the box below:

Information That Could Affect My Course

Please record in the box below anything that you think your tutor

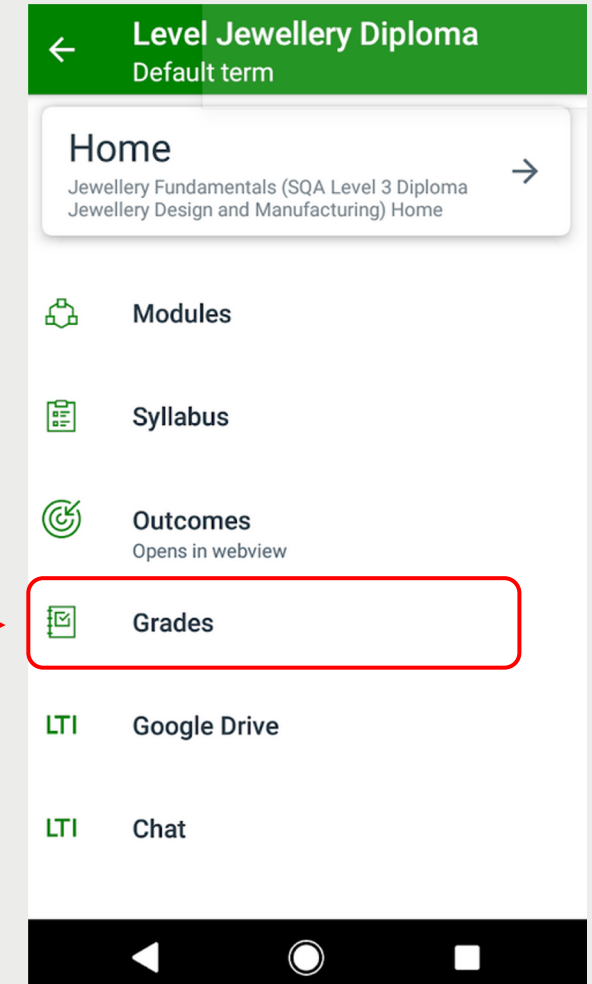
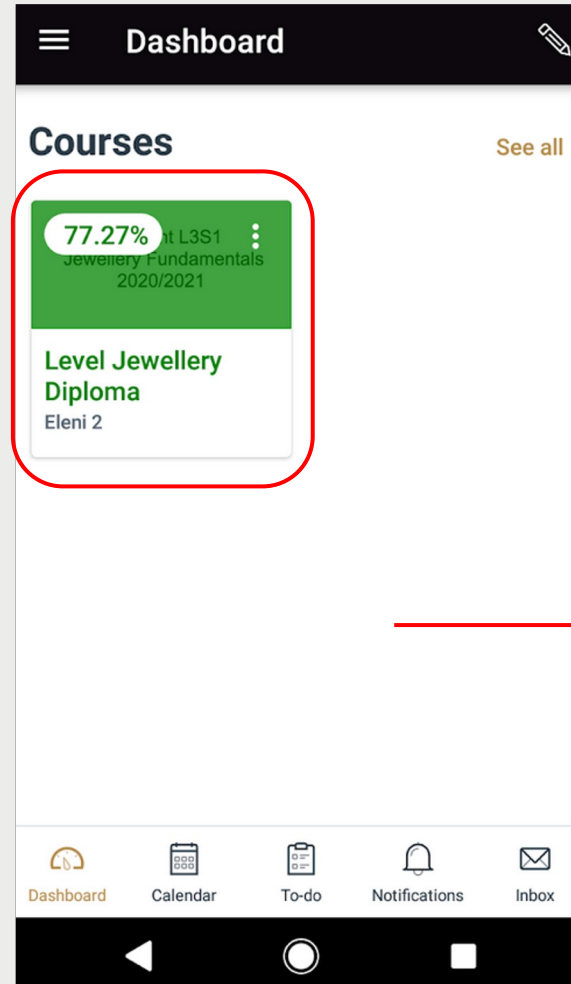


6. Accessing Feedback: Marks, Comments and Revisions

- a) Tracking your work through grades
- b) Tracking your work through modules

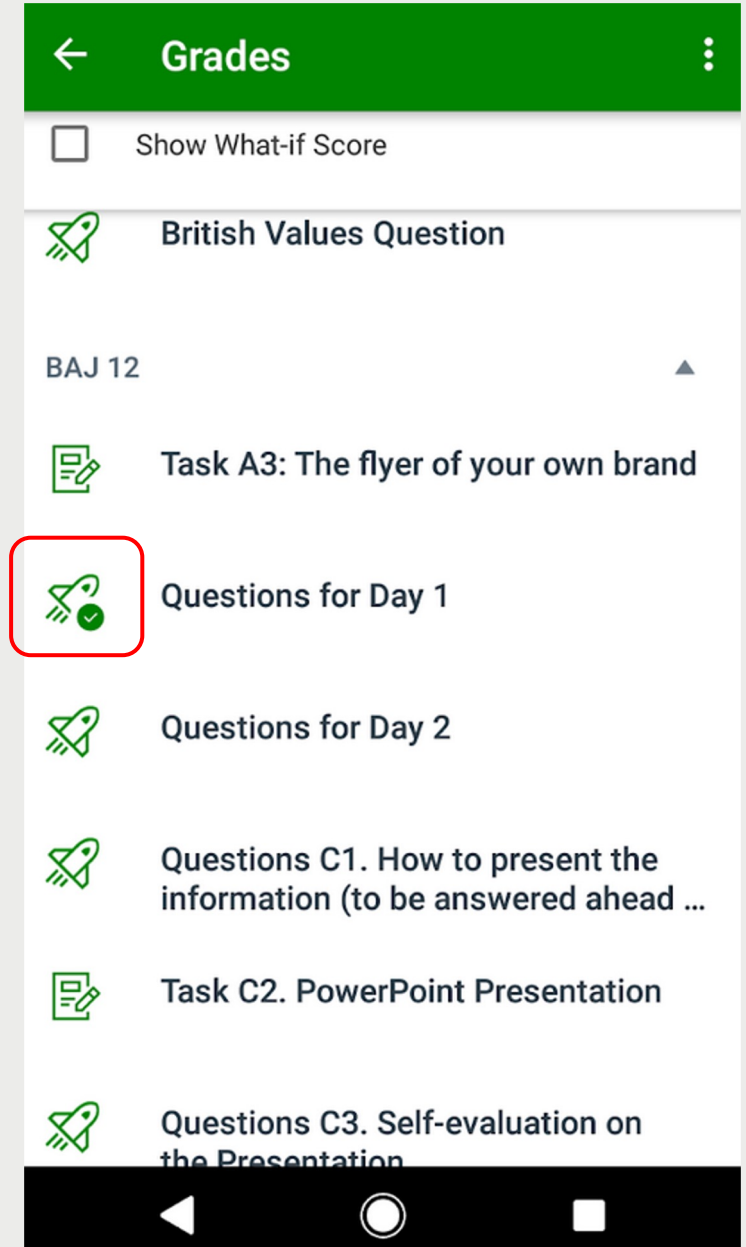
a) Accessing Work Done and Pending Through Grades

1. Tap the box of your Course and then tap on **Grades**.



2. You will be taken to a list of all the Assignments associated with the Units, categorised by Units.

If a submission is made but it is not yet marked, you will see a tick by the sign of the task.



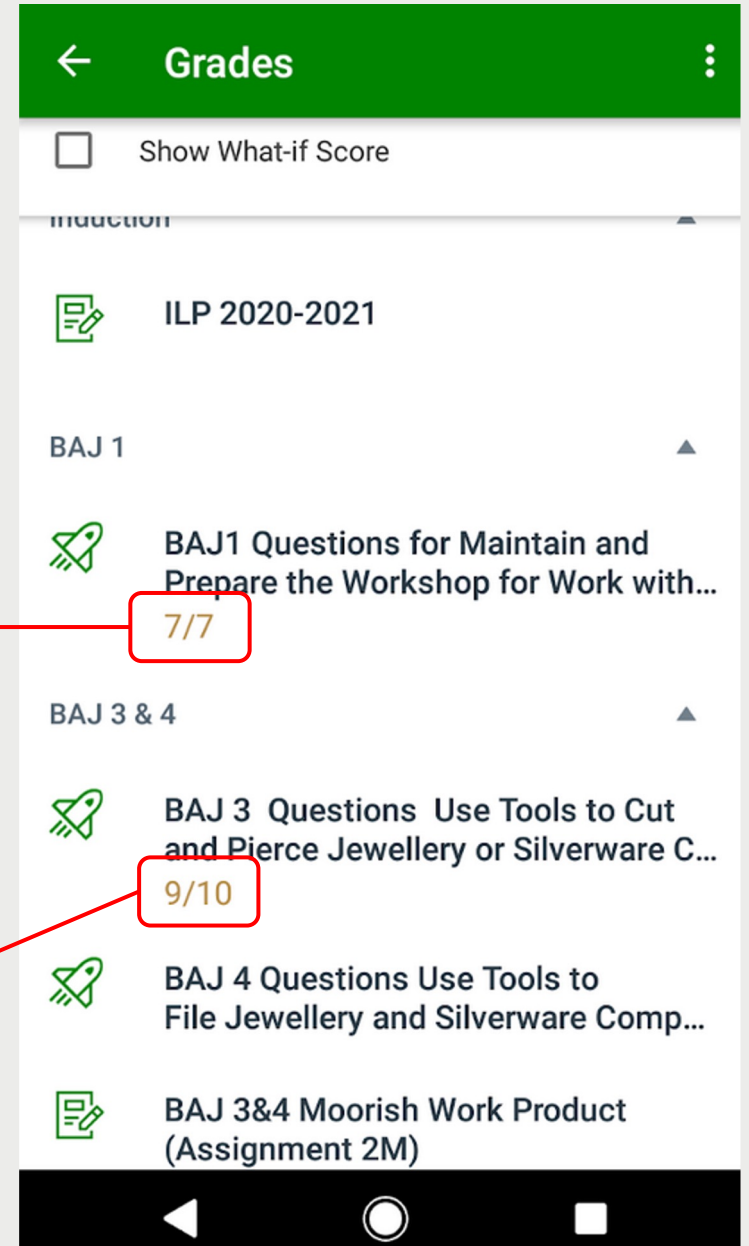
Marked assignments will have the score below them.

To achieve your qualification you have to get 100% of the points on the tasks. For a task of 10 points you have to achieve 10/10.

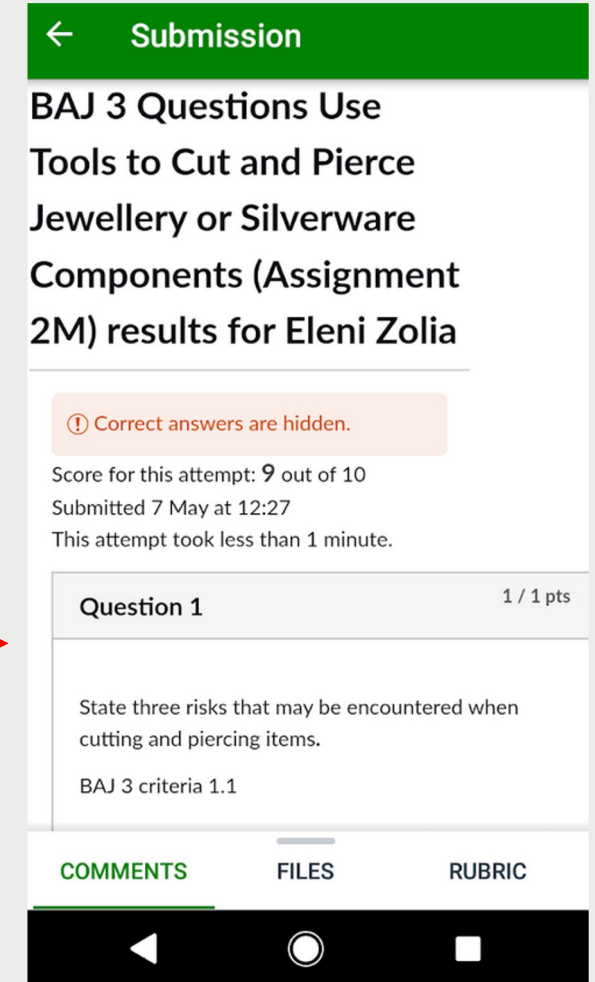
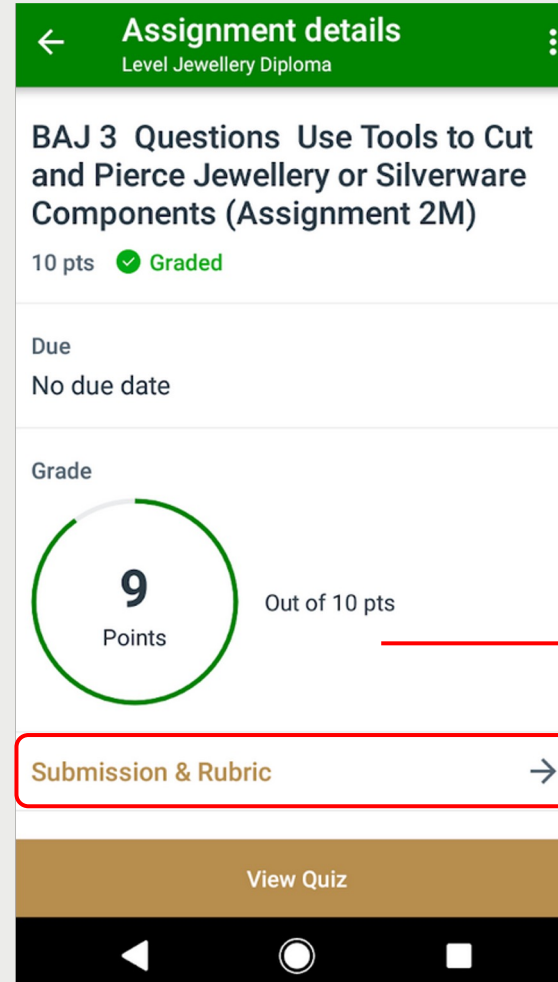
Once that is done, the work is complete. If your score is less than 10, like 9 in the example below, there are parts that need revision so you have to re-do the task.

Achieved

In need of revision

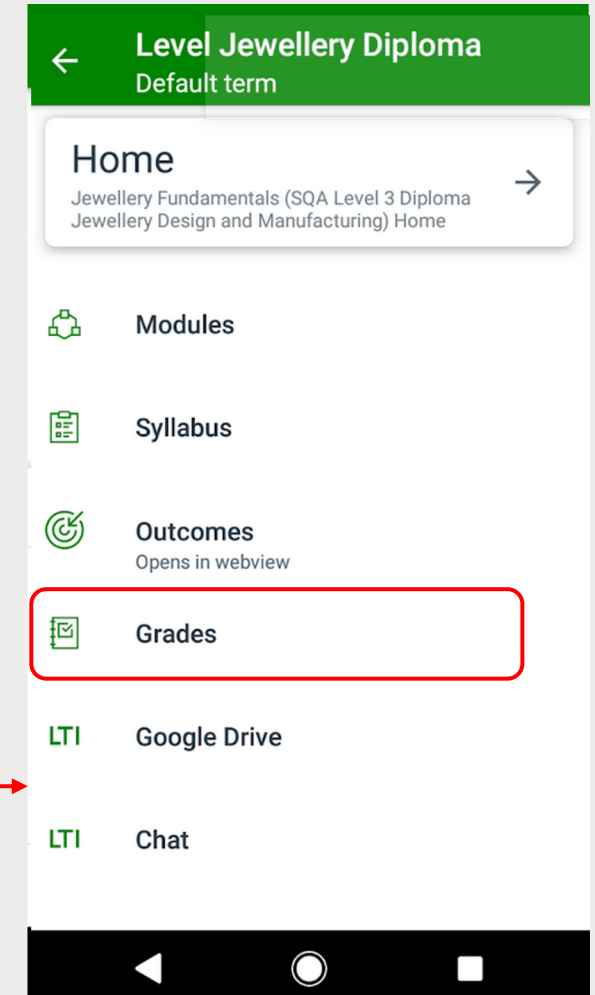
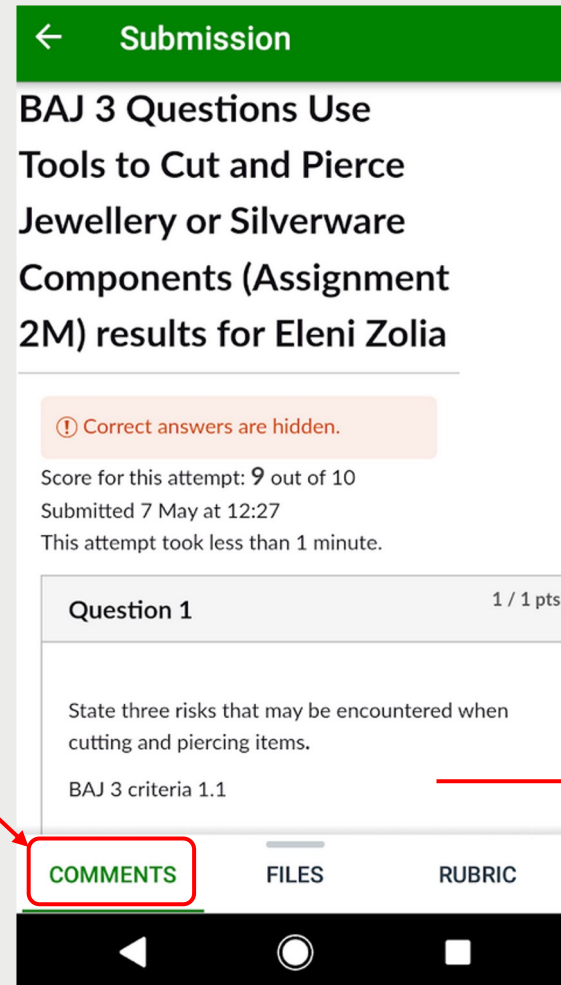


3. Tap on the Assignment and then tap on **Submission & Rubric**.



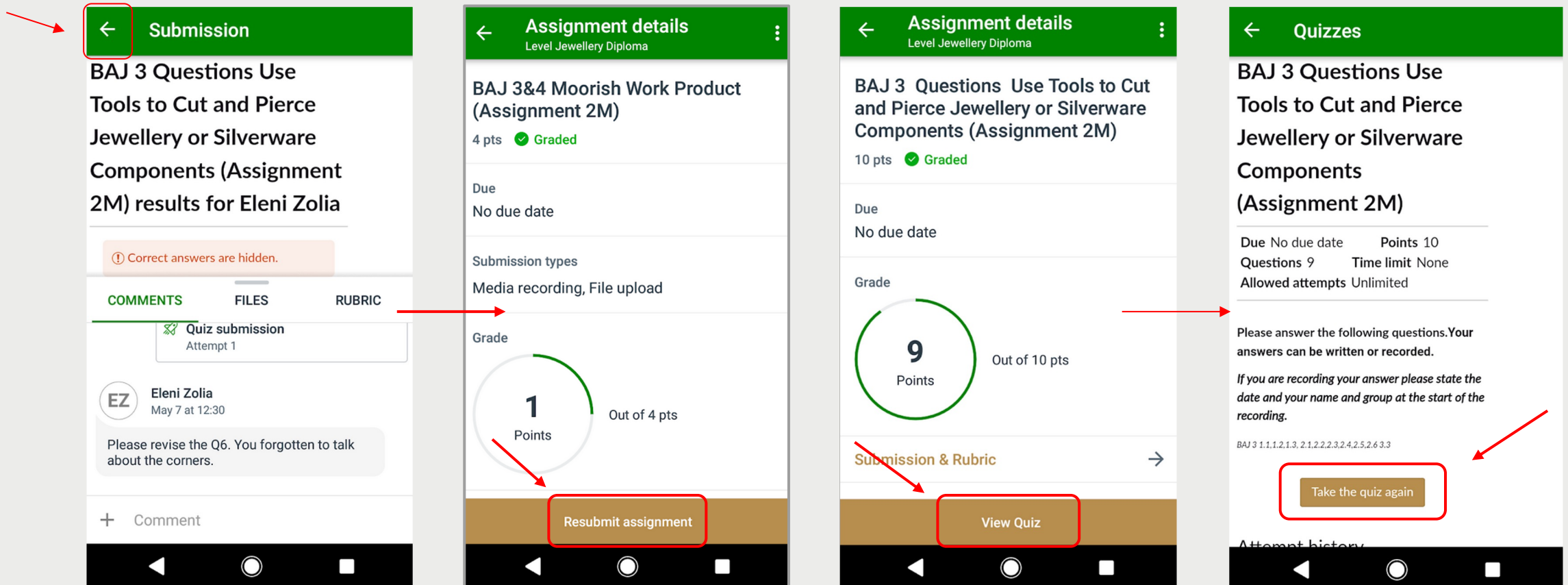
4. Tap on **Comments** to see the feedback left by your Tutor.

Files will take you to any files attached. The Rubric shows which criteria are covered and which are not.



5. To re-do the task, go back.

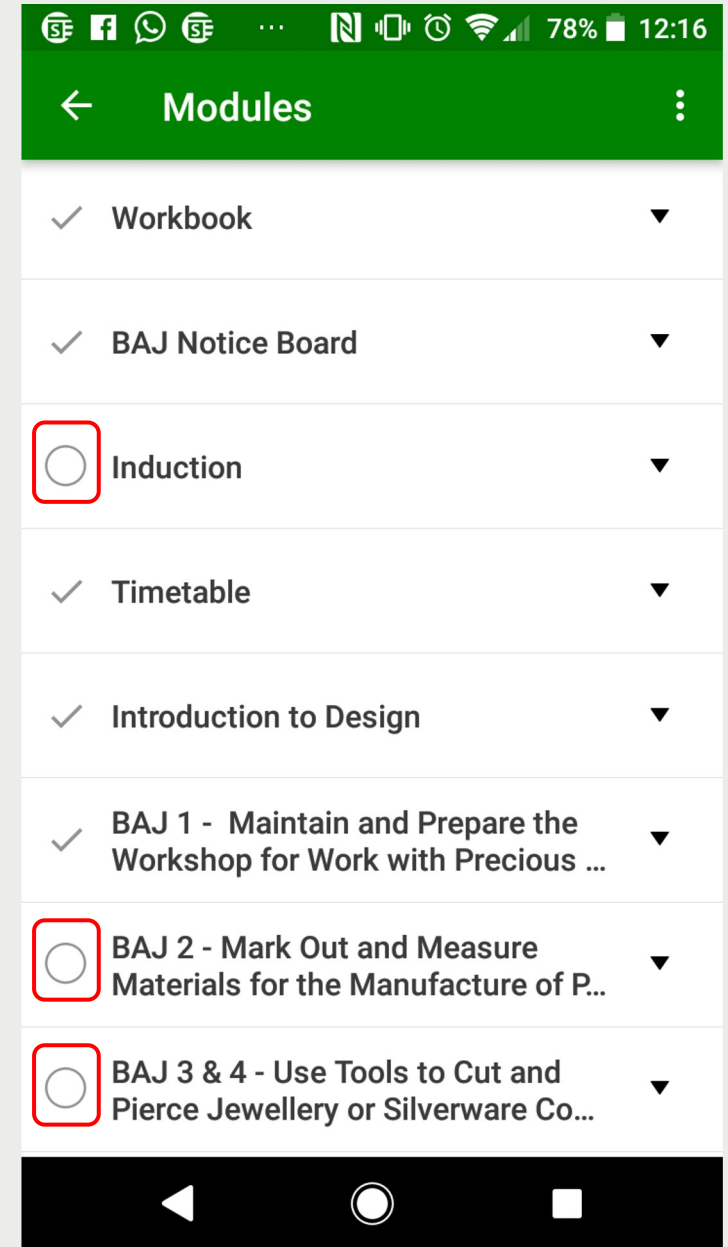
6. Tap on **Resubmit assignment** and upload what is needed or **View Quiz** and then **Take the quiz again**.



b) Tracking Your Work Through Modules

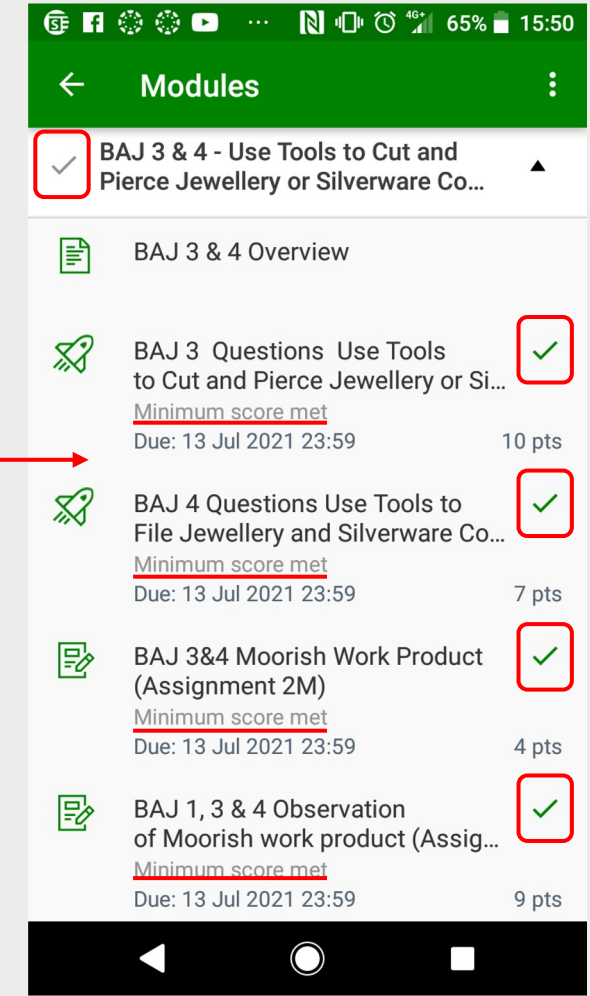
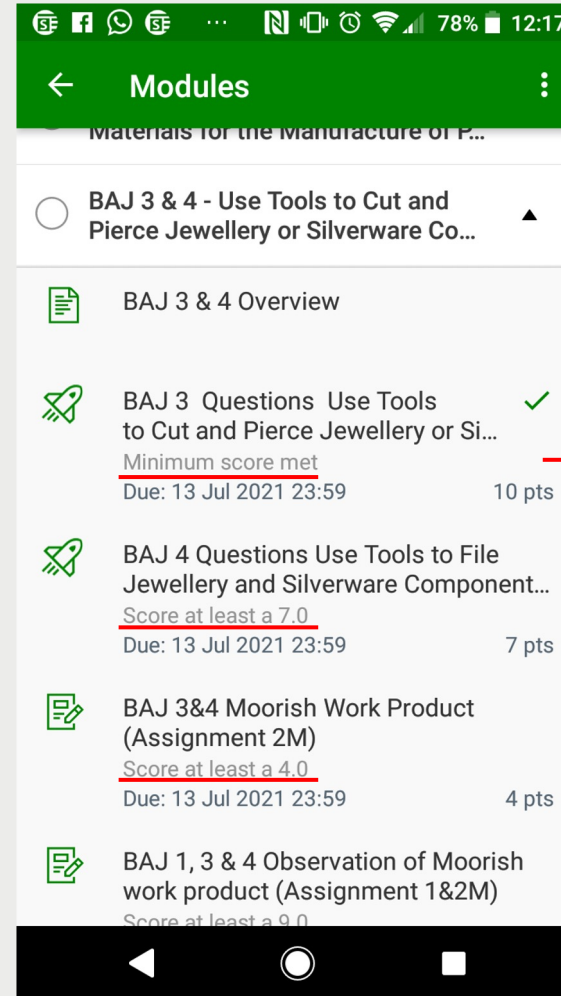
On Modules you will notice that Units have circles in front of them. Tap on Units with a circle.

BAJ

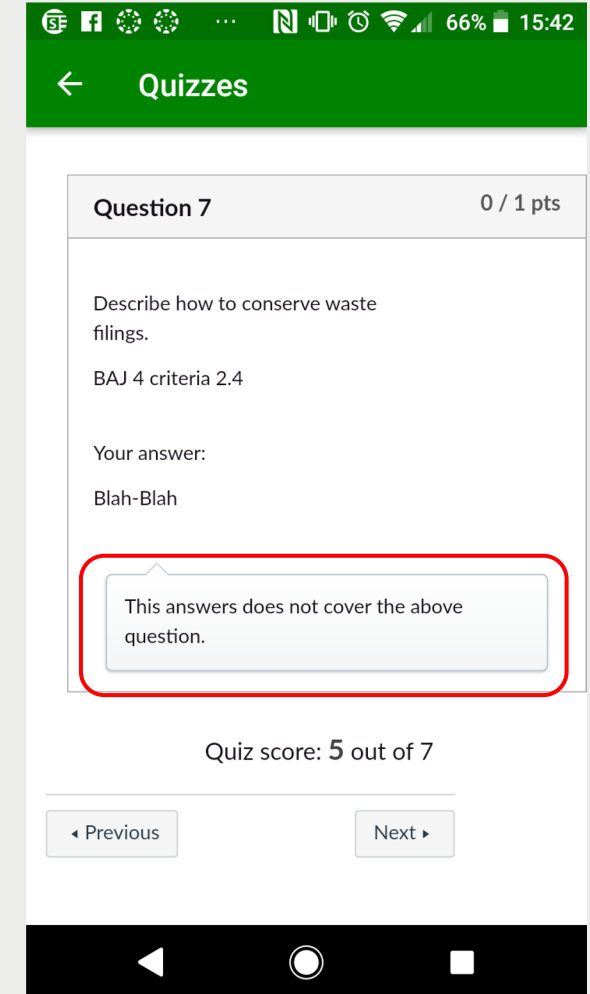
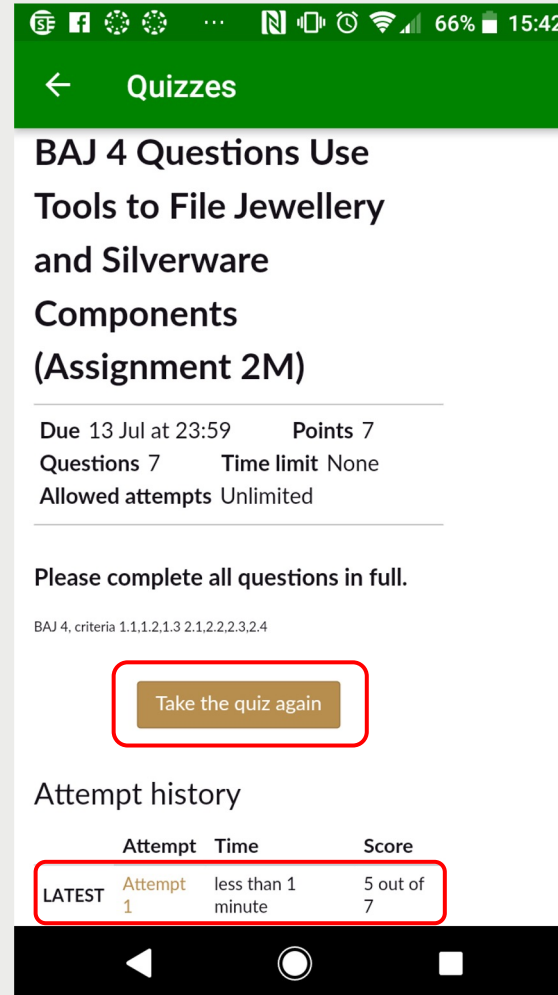


Tasks in need to be done for your qualifications have requirements beneath them. Once you met the requirement, you will see ticks beside the tasks.

When all tasks are completed then a tick will appear in front of the Unit.



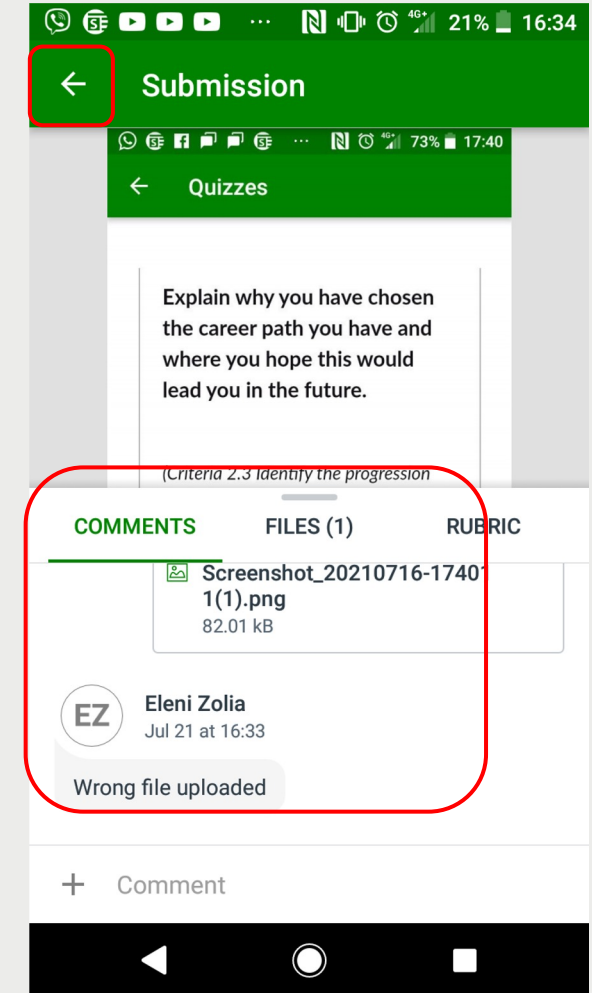
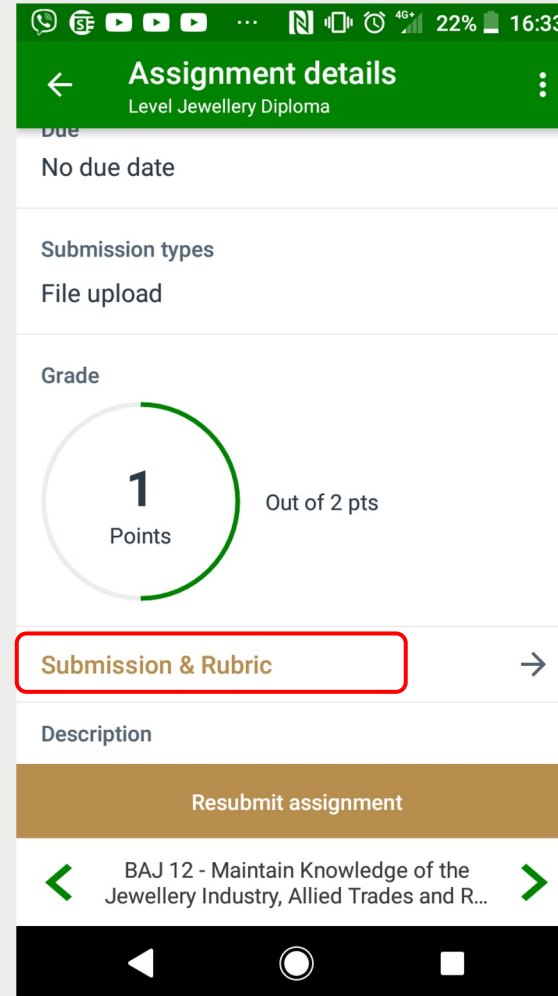
- If a task is not completed then tap on it and you are directed to it. If you have never done the task before, just take the quiz or **Submit assignment**.
- If you have but you need to revise and the task is a quiz, then you get to see your latest submission and the Tutor's comment on each question. You can then **Take the quiz again**.



If you have but you need to revise it and the task is an assignment, then you get to see what you see through the **Grades**.

Tap on **Submission & Rubric** and then on **Comments**.

To resubmit, just go back and tap on **Resubmit assignment**



BAJ



7. Questions and Support

When something goes wrong



For simple things you can always Google to search on how to do certain things on Canvas. As said in the beginning, many schools, colleges and Universities are using Canvas and there is a lot of information on the internet.

For any other questions, your first point of contact would be your Tutor.

If anything does not work as expected, please report to your Tutor *ASAP*. If they cannot help you on the spot, they know who to ask and who to report to.

A good practice would be to get screenshots of the problem and describe what you are doing and how Canvas misbehaves, so we can help you more efficiently.