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# LEARNER APP AND CANVAS GUIDE

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# I. Learner App Guide

1. How to log in
2. How to use the learner App
  - 2.1. Homepage
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  - 2.3. View Training history
  - 2.4. View timetable and attendance
  - 2.5. E- learning
  - 2.6. Documents
  - 2.7. Payments and invoices

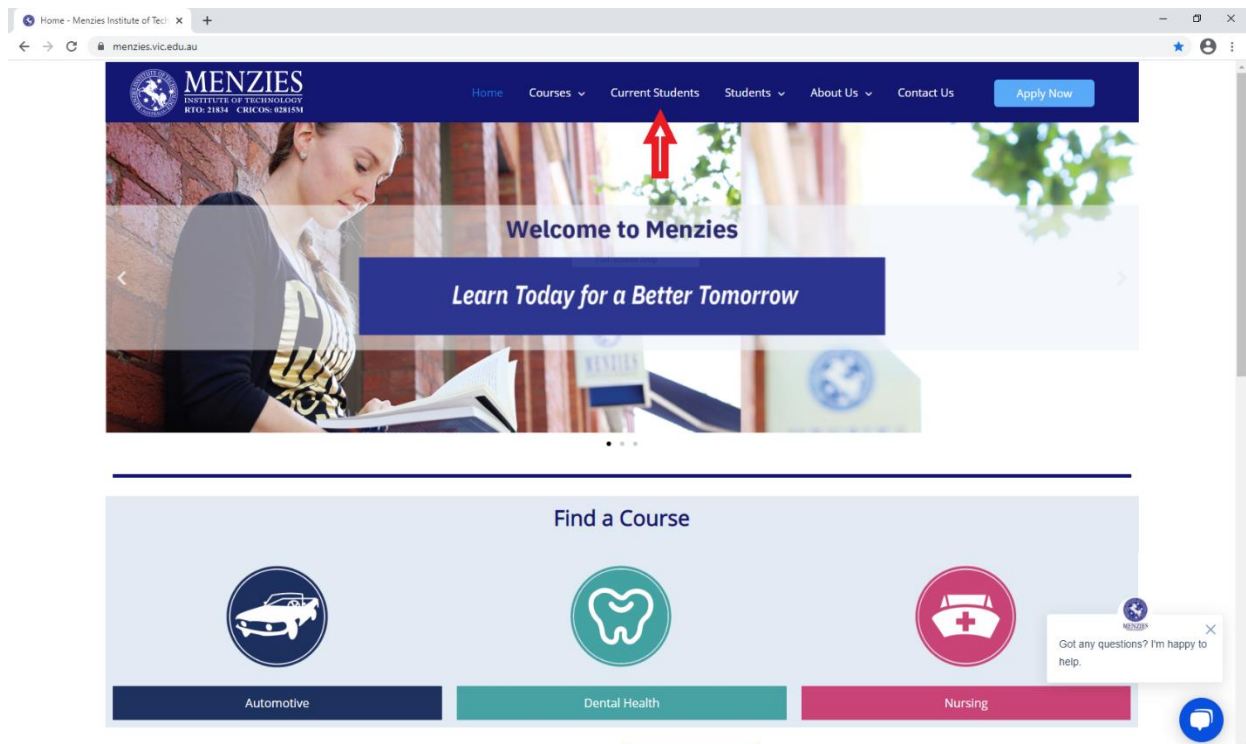
## 1. How to login

**Step 1: Please go on these URL. Go to Menzies Website > Current Students**

<https://learner.mywisenet.com.au/MIT>

or

<https://menzies.vic.edu.au/students/current-students/> and click on “**My Menzies Current Student Login**”



## Step 2: Login with your Username and Password

<https://learner.mywisenet.com.au/MIT/Account/LogOn?ReturnUrl=/MIT>

The screenshot shows the login page of the Menzies Institute of Technology. At the top, there is a green header with the text "Menzies Institute of Technology". Below the header, on the right side, is a "Log in" section. It contains a form with two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Password?". At the bottom of the form is a blue button labeled "Log in".

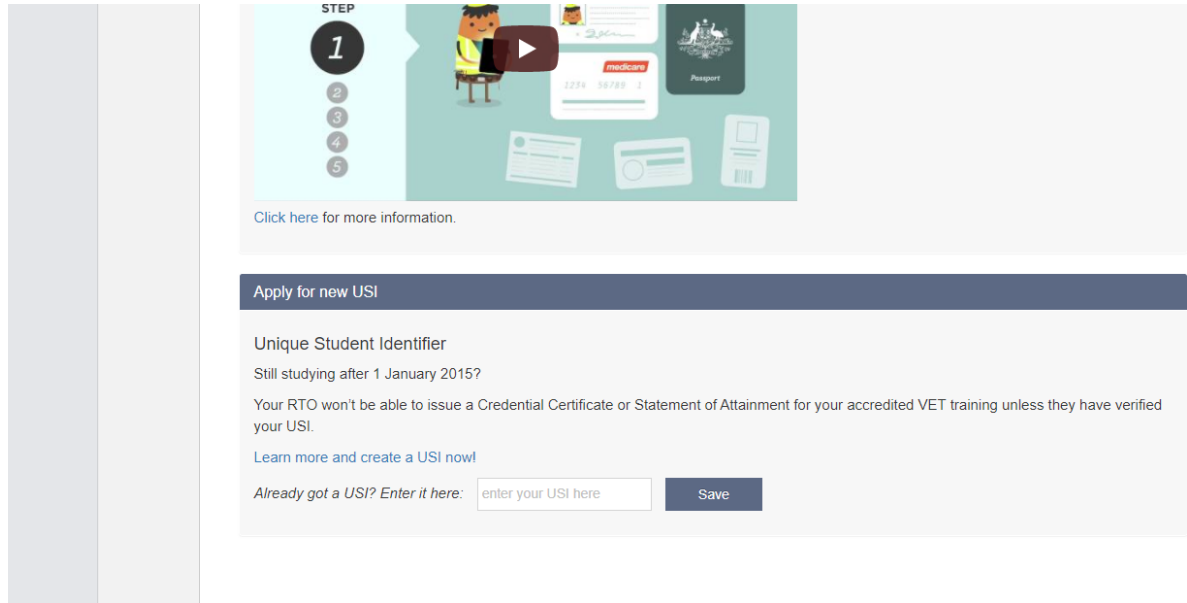
## 2. How to use the Learner App:

### 2.1. Homepage:

- In the home page, you can find useful information such as: Student Services Guide, Emergency & Health Services, Policies and Forms, etc...

The screenshot shows the Home Page of the Menzies Institute of Technology. At the top, there is a green header with the text "Menzies Institute of Technology" and a "Welcome" message. Below the header, on the left side, is a sidebar with a list of navigation links: Home, My Details, Training History, Timetable & Attendance, Elearning, Documents, and Payments. The main content area is titled "Home Page" and features a "Welcome" message. Below the welcome message, there is a list of links: STUDENT SERVICES GUIDE, EMERGENCY & HEALTH SERVICES, POLICIES AND FORMS, LEGAL ADVICE SERVICES, PUBLIC TRANSPORT, and STUDENT SAFETY IN VICTORIA BROCHURE. Below these links is a section titled "Unique Student Identifier (USI)". This section contains a video player with a play button and a "Watch later" button. The video player shows a cartoon character holding a document. Below the video player is a link that says "Click here for more information."

- Apply for new USI: If you haven't applied for a USI number or haven't provided us a USI number, you can apply or update it on the homepage



STEP 1

Click here for more information.

### Apply for new USI

**Unique Student Identifier**

Still studying after 1 January 2015?

Your RTO won't be able to issue a Credential Certificate or Statement of Attainment for your accredited VET training unless they have verified your USI.

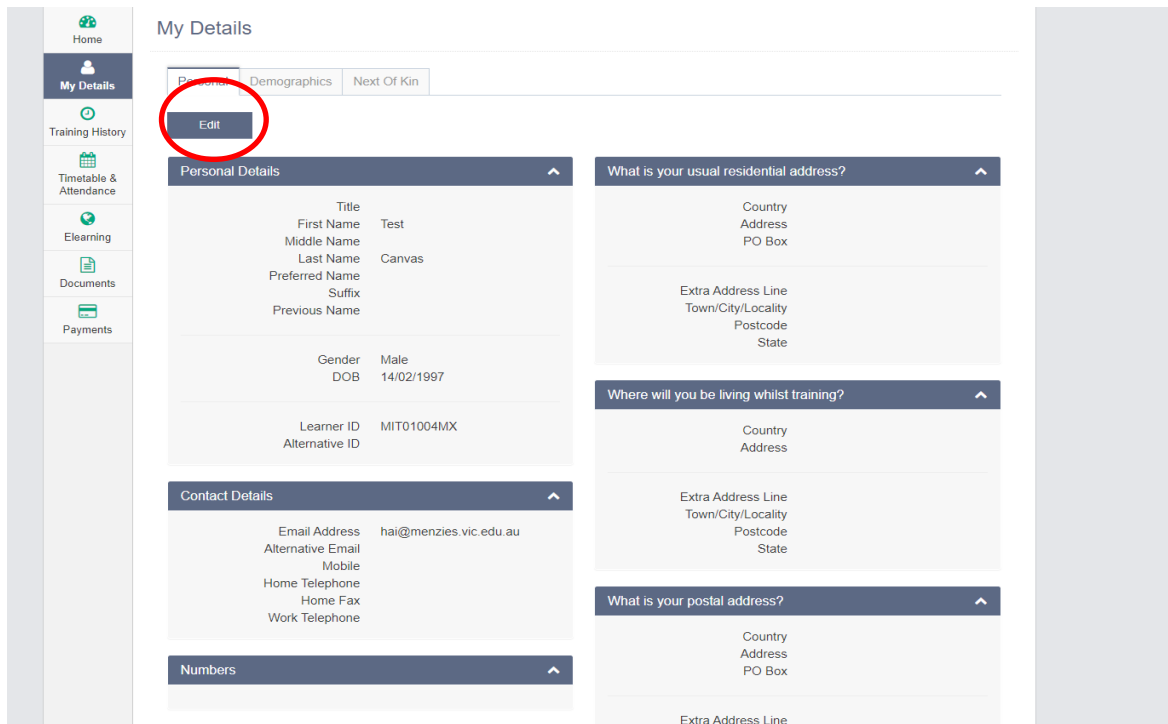
[Learn more and create a USI now!](#)

Already got a USI? Enter it here:  Save

## 2.2. My Details

On this page, you can check your personal information such as your address, contact number, Next of Kin, etc...

Use the **"Edit"** button to update your contact information if it has changed.



Home

**My Details**

Training History

Timetable & Attendance

Elearning

Documents

Payments

### My Details

Personal Demographics Next Of Kin

**Edit**

#### Personal Details

Title

First Name Test

Middle Name

Last Name Canvas

Preferred Name

Suffix

Previous Name

Gender Male

DOB 14/02/1997

Learner ID MIT01004MX

Alternative ID

#### Contact Details

Email Address hai@menzies.vic.edu.au

Alternative Email

Mobile

Home Telephone

Home Fax

Work Telephone

#### Numbers

#### What is your usual residential address?

Country

Address

PO Box

Extra Address Line

Town/City/Locality

Postcode

State

#### Where will you be living whilst training?

Country

Address

Extra Address Line

Town/City/Locality

Postcode

State

#### What is your postal address?

Country

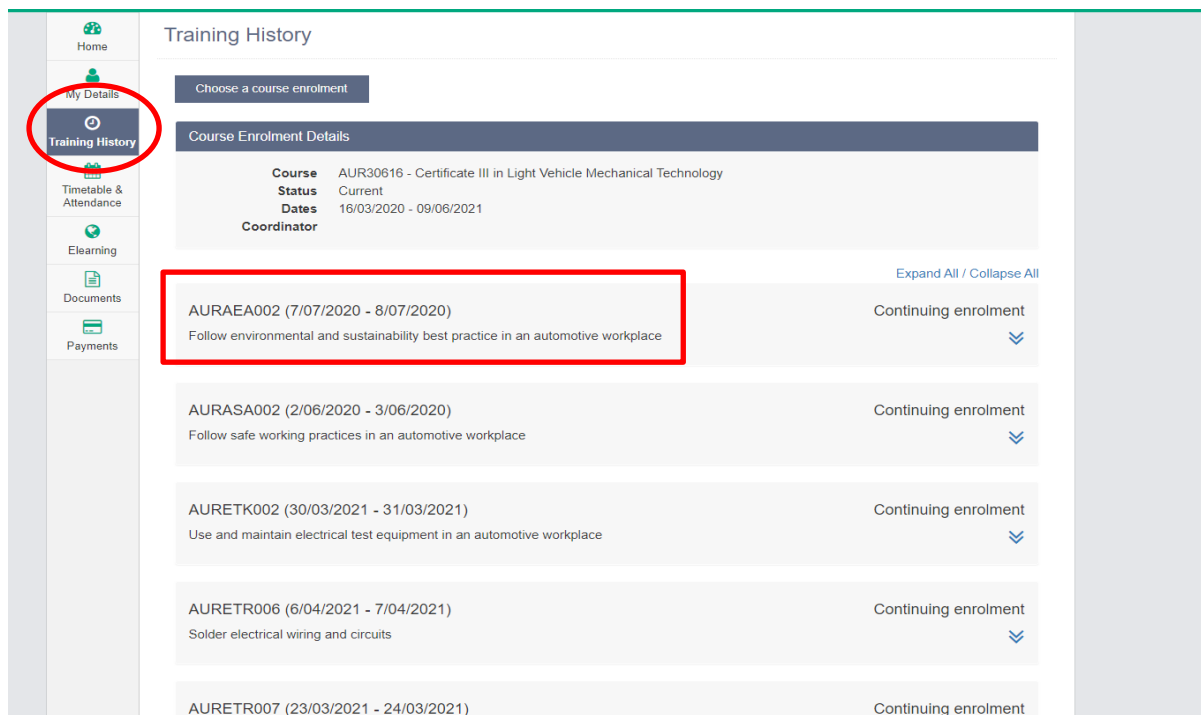
Address

PO Box

Extra Address Line

## 2.3. Training History

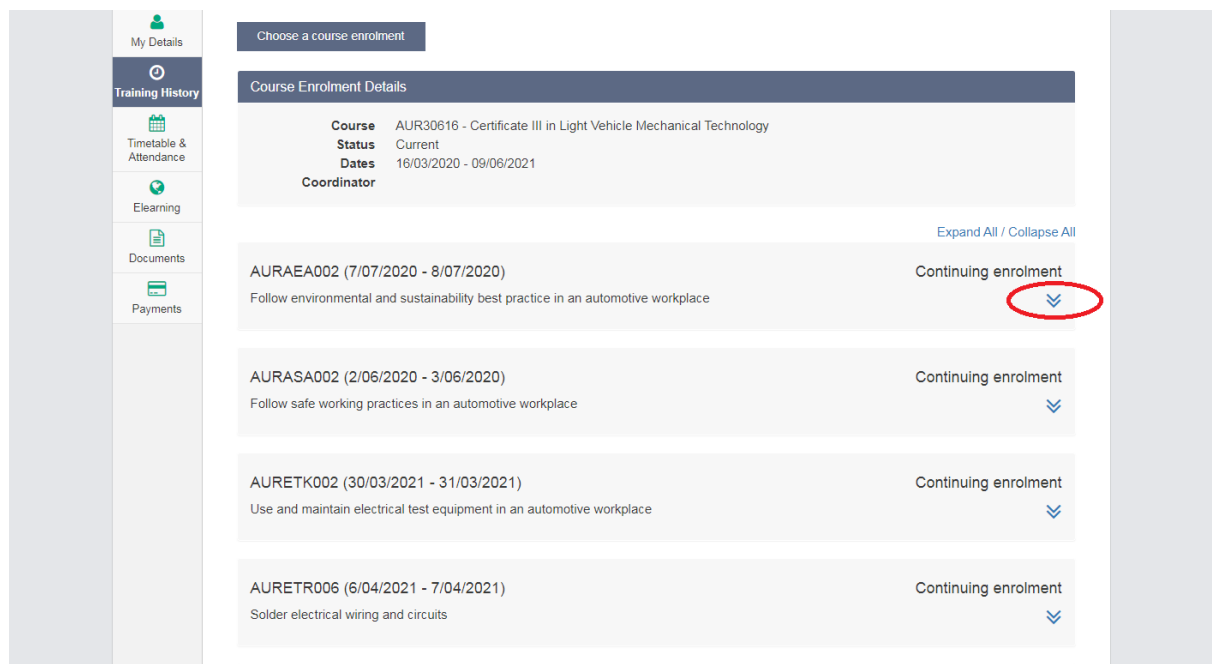
You can check your unit results here by clicking on “**Choose a course enrolment**” and select the course that you wish to view. It will then display all the units in the selected course along with their results.



The screenshot shows the 'Training History' page. On the left sidebar, the 'Training History' menu item is circled in red. The main content area has a 'Choose a course enrolment' button at the top. Below it, the 'Course Enrolment Details' section shows the course 'AUR30616 - Certificate III in Light Vehicle Mechanical Technology' with status 'Current' and dates '16/03/2020 - 09/06/2021'. Below this, a list of units is displayed. The first unit, 'AURAEA002 (7/07/2020 - 8/07/2020)', is highlighted with a red box. The unit description is 'Follow environmental and sustainability best practice in an automotive workplace' and the status is 'Continuing enrolment'. The other units listed are 'AURASA002', 'AURETK002', 'AURETR006', and 'AURETR007', all with 'Continuing enrolment' status.

Unit Code	Unit Dates	Unit Description	Status
AURAEA002	7/07/2020 - 8/07/2020	Follow environmental and sustainability best practice in an automotive workplace	Continuing enrolment
AURASA002	2/06/2020 - 3/06/2020	Follow safe working practices in an automotive workplace	Continuing enrolment
AURETK002	30/03/2021 - 31/03/2021	Use and maintain electrical test equipment in an automotive workplace	Continuing enrolment
AURETR006	6/04/2021 - 7/04/2021	Solder electrical wiring and circuits	Continuing enrolment
AURETR007	23/03/2021 - 24/03/2021		Continuing enrolment

To see further details of the units, you can click on the right arrow:



This screenshot is similar to the previous one, but the right arrow next to the first unit, 'AURAEA002', is circled in red. The unit description is 'Follow environmental and sustainability best practice in an automotive workplace' and the status is 'Continuing enrolment'. The other units listed are 'AURASA002', 'AURETK002', 'AURETR006', and 'AURETR007', all with 'Continuing enrolment' status.

Unit Code	Unit Dates	Unit Description	Status
AURAEA002	7/07/2020 - 8/07/2020	Follow environmental and sustainability best practice in an automotive workplace	Continuing enrolment
AURASA002	2/06/2020 - 3/06/2020	Follow safe working practices in an automotive workplace	Continuing enrolment
AURETK002	30/03/2021 - 31/03/2021	Use and maintain electrical test equipment in an automotive workplace	Continuing enrolment
AURETR006	6/04/2021 - 7/04/2021	Solder electrical wiring and circuits	Continuing enrolment
AURETR007	23/03/2021 - 24/03/2021		Continuing enrolment

Learner App will then show the details of “Theory” and “Practical” of the unit”

AURLTB003 (4/04/2020 - 2/05/2020)				Competency achieved/pass	
Diagnose and repair light vehicle hydraulic braking systems				<a href="#">^</a>	
Assessor :	C	C		C	
Trainer :	Theory	Practical	Actual Hours	Final Mark	Result
AURLTD004 (5/08/2020 - 9/09/2020)				Continuing enrolment	
Diagnose and repair light vehicle steering systems				<a href="#">^</a>	
Assessor : Harry Ghaitidis				Online Passed, Prac Pending.	
Trainer : Harry Ghaitidis	Theory	Practical	Actual Hours	Final Mark	Result

Your results will appear like shown.

**“C” / “Satisfactory” indicates Competent or Pass.**

**“Pending” indicates results are not yet updated.**

**“Not Yet Satisfactory” / “NS” means student has failed unit.**

**Note:** Theory scores are updated on Canvas first. Please be advised to expect a delay for scores to be updated on Learner App.

## 2.4. Timetable & Attendance

There are 2 tabs “**Timetable**” and “**Attendance**” on this page

- **Timetable:** You can check your timetable here with different view options: Day, Week and Month

The screenshot shows the 'Timetable' page. On the left sidebar, the 'Timetable & Attendance' link is circled in red. The main content area has a header with 'Timetable' and 'Attendance' tabs, with 'Timetable' selected. Below the tabs, there are two calendar views for August 2020. The first view is a monthly calendar showing dates from 26 to 31. The second view is a weekly calendar showing dates from 26 to 31. The weekly view shows a grid of dates with times (1:30PM, 3:30PM, 6:00PM, 8:00AM) and registration information (Registra) for each day.

- **Attendance:** to check the attendance, first you need to select the timetable you want to check

The screenshot shows the 'Attendance' page. On the left sidebar, the 'Timetable & Attendance' link is highlighted. The main content area has a header with 'Timetable' and 'Attendance' tabs, with 'Attendance' selected. Below the tabs, there is a dropdown menu labeled 'Choose a timetable' with a list of timetables to select from:

- 28B C3 Light Veh 2020 S1 - Weekend
- 28G C3 Light Veh 2020 S1 - Weekdays
- 28G C3 Light Veh 2020 S2 - Weekdays
- 28G C3 Light Veh 2021 S1 - Weekdays

Once you choose the timetable, it will show you your attendance:

Training History

**Timetable & Attendance**

Elearning

Documents

Payments

Choose a timetable ▼

**Timetable Details**

**Name**

28B C3 Light Veh 2020 S1 - Weekend

**Status**

Confirmed

**Dates**

1/01/2020 - 30/06/2020

**Coordinator**

**Attendance Summary for this Timetable**

Attendance So Far

97%

Attendance Max Possible

97%

Number of classes on Leave

0

**Class Status Legend**

Attended

Absent

Not Included in Attendance

**Attendance Detail**

Class Code	Class Name	Date	Venue	Trainer	Start Time - End Time	Attendance
AURLTB003 Anzac Day (Practical Session)	AURLTB003 Anzac Day (Practical Session)	Sat 25/04/2020		Andinet. Shiferaw	08:00AM - 06:00PM	100%
AURLTB003 (Online Class)	AURLTB003 (Online Class)	Sun 19/04/2020		Andinet. Shiferaw	10:00AM - 02:30PM	100%
AURTTB001 (Practical Session)	AURTTB001 (Practical Session)	Sat 18/04/2020		Andinet. Shiferaw	08:00AM - 06:00PM	100%
Easter Break	Easter Break	Mon 13/04/2020		Andinet. Shiferaw	05:00PM - 07:00PM	Cancelled
Easter / Online Class	Easter/ AURTTB001	Sun 12/04/2020		Andinet. Shiferaw	10:00AM - 02:30PM	100%
Faster / AURTTB001	Practical Session for AURTTB001	Sat		Andinet	08:00AM -	

**Note:**

**Minimum attendance requirement is 80%.**

**First warning-** Issued if attendance drops below 80%.

**Final warning-** Issued if student's attendance does not improve after receiving first warning Or failed to attend the intervention strategy meeting -> **Can result to cancellation of course and breaching of Student Visa condition.**



## 2.5. Elearning

Once you click on this, it will direct you to our CANVAS page

The screenshot shows the Menzies Institute of Technology dashboard. On the left is a dark blue sidebar with navigation icons and labels: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main content area is titled 'Dashboard' and features a large green card for 'AUR30316 Certificate III in Autom... AUR30316 & AUR30616'. To the right of the card is a 'To Do' list with three items, each with a bell icon and a close button (X). Below the 'To Do' list is a 'Recent Feedback' section showing a green checkmark and a message about a written assessment task. At the bottom right of the dashboard is a 'View Grades' button. The footer includes the 'INSTRUCTURE' logo and links for Privacy policy, Acceptable Use Policy, Facebook, and Twitter.

## 2.6. Documents

You will see 2 tabs in this section “**Personal Documents**”, “**Enrolment Documents**”,  
You can check for your student ID under “**Personal Documents**”.

The screenshot shows the 'Personal Documents' section of a system. On the left is a sidebar with navigation icons and labels: Home, My Details, Training History, Timetable & Attendance, Elearning, Documents, and Payments. The main content area is titled 'Personal Documents' and has two tabs: 'Personal Documents' (which is circled in red) and 'Enrolment Documents'. Below the tabs is a section titled '1 Document' containing a single document entry. The entry shows a red document icon, the filename 'MIT0100.pdf', the size '59KB', and the date '8/04/2020'.

## 2.7. Payments

Students can find their payment details in this section.

Student Invoices

Invoices Archived Payments

2 Invoices

Invoice Number	Status	Due Date	Amount Total	Amount Paid	Amount Credited	Amount Due	Invoice
INV-17478	AUTHORISED	7/09/2020	\$7,100.00	\$0.00	\$0.00	\$7,100.00	<a href="#">View</a>
INV-17477	PAID	3/01/2020	\$7,950.00	\$7,950.00	\$0.00	\$0.00	<a href="#">View</a>

Click on the “**View**” tab next to the invoice you wish to view. It will take you to a pdf version of the invoice.

**TAX INVOICE**

**MENZIES INSTITUTE OF TECHNOLOGY**

To: [Student Name] From: Menzies Institute of Technology  
Ground Floor, 355 Spencer St  
MELBOURNE VIC 3003  
AUSTRALIA

Invoice Number: [Invoice Number]  
Reference: [Reference]  
ABN: [ABN]  
Issued: [Date]  
Due: [Date]

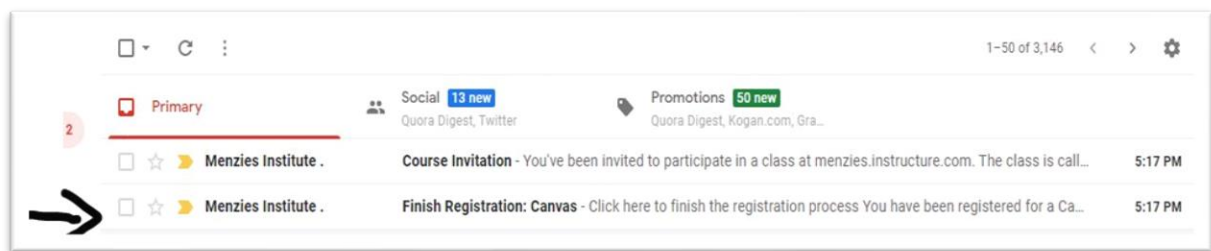
Description	Amount AUD
Cert III Auto - Tuition Fees	7,100.00
Subtotal	7,100.00
Total AUD	7,100.00
Less Amount Paid	7,100.00
Amount Due AUD	0.00

## II. BASIC CANVAS GUIDE

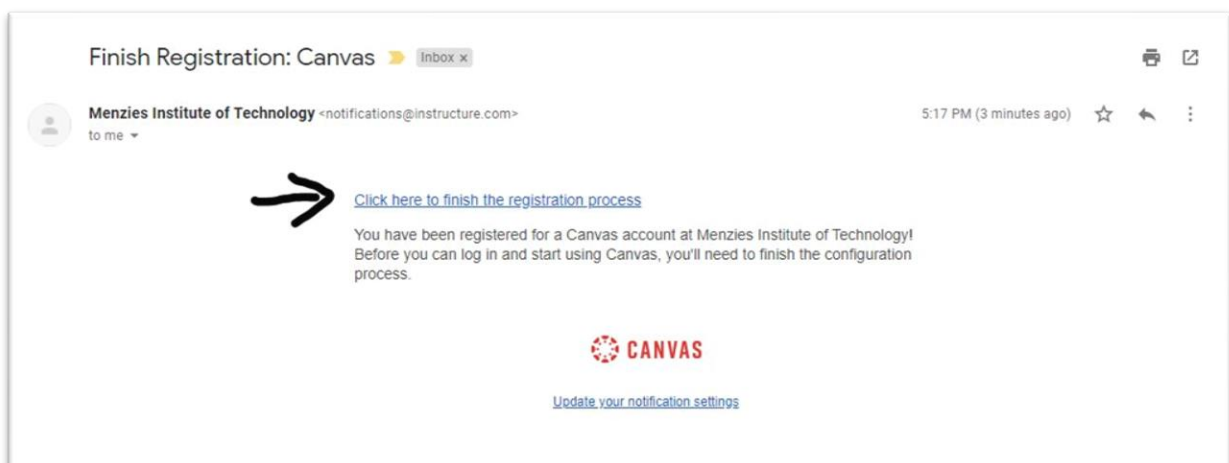
1. *Setting up canvas*
2. *How to Log in to Canvas*
3. *How to use canvas*
  - 3.1. *Dashboard view of canvas*
  - 3.2. *View Account settings*
  - 3.3. *View course units*
  - 3.4. *View course announcements*
  - 3.5. *View assignments*
  - 3.6. *View grades*
4. *Join online classes*
5. *Attendance requirements*

### 1. Setting Up Your Canvas account

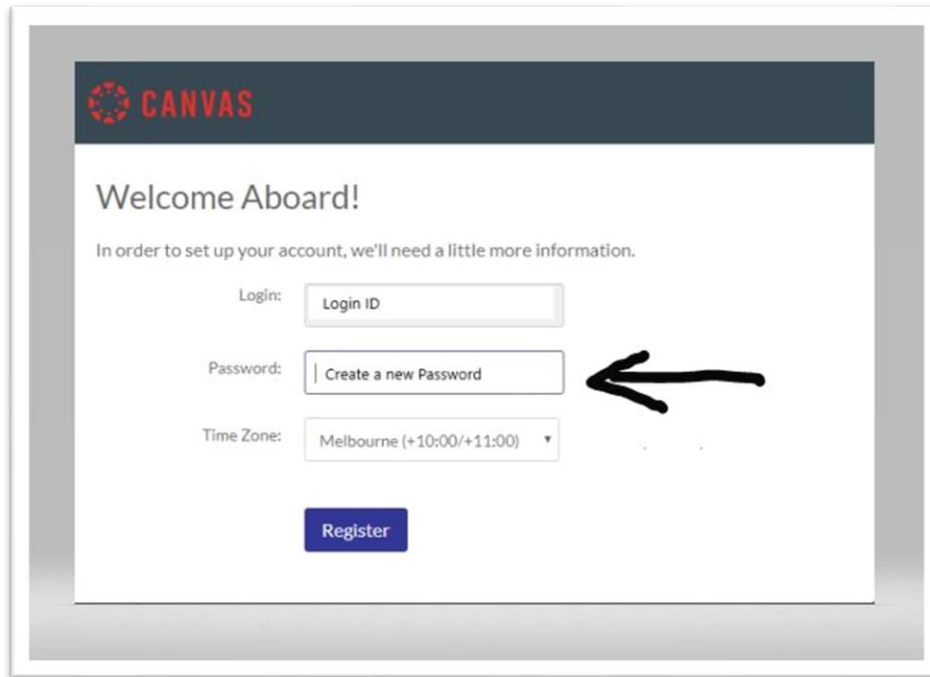
**Step 1:** Check your email for the Canvas registration email from Menzies.



**Step 2:** Open the email and click the registration link.

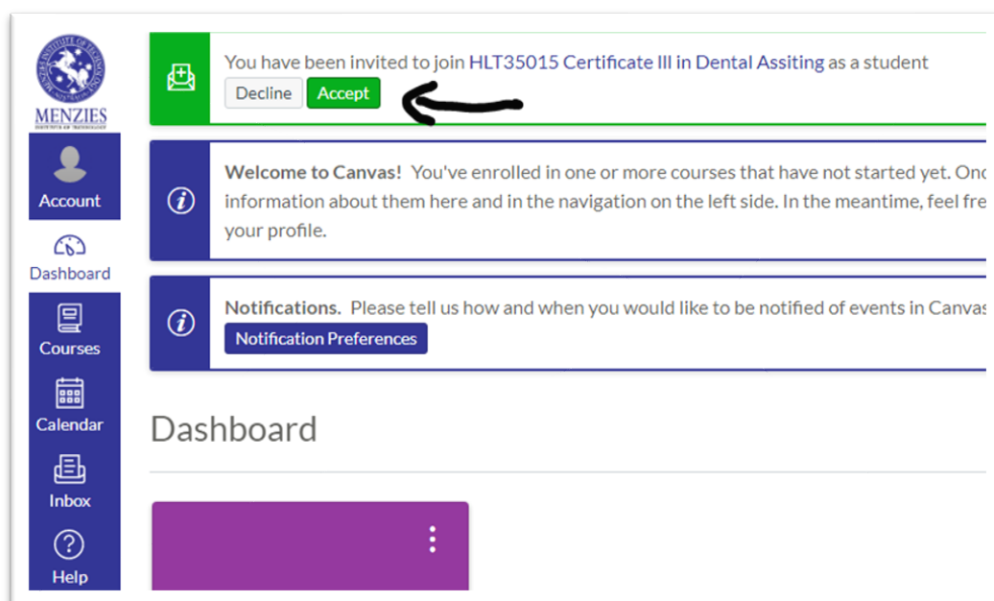


**Step 3:** Create a new password and click Register.



The image shows the Canvas 'Welcome Aboard!' registration page. At the top is the Canvas logo. Below it, the text 'Welcome Aboard!' is displayed, followed by the instruction 'In order to set up your account, we'll need a little more information.' The form contains three input fields: 'Login:' with a 'Login ID' placeholder, 'Password:' with a 'Create a new Password' placeholder, and 'Time Zone:' with a dropdown menu set to 'Melbourne (+10:00/+11:00)'. A blue 'Register' button is at the bottom. A hand-drawn black arrow points to the 'Create a new Password' field.

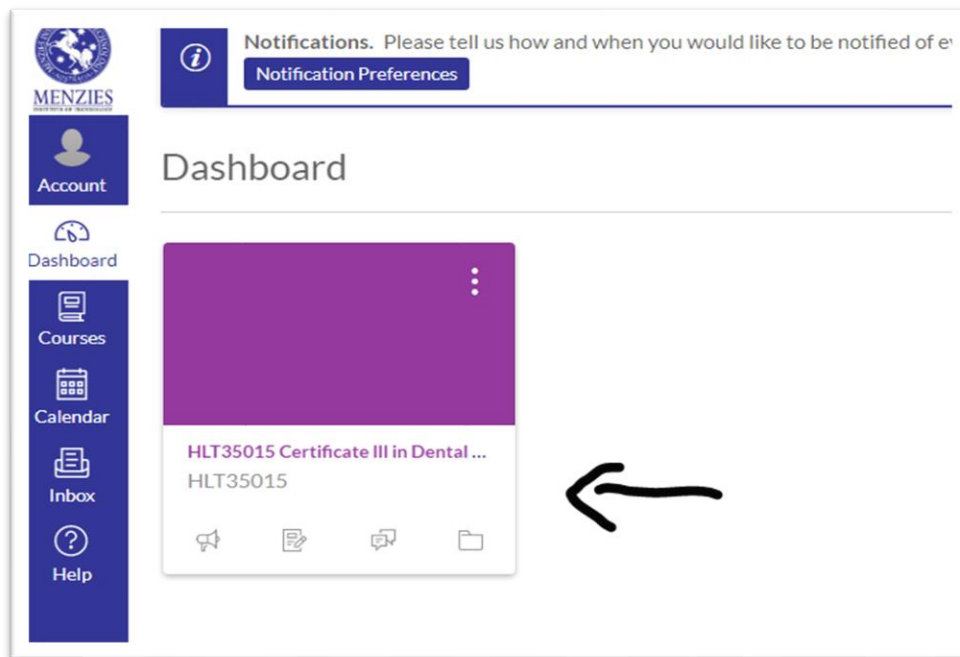
**Step 4:** Once registered, you will have an invitation asking you to accept your course. Click Accept.



The image shows the Canvas dashboard for a user. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area features a green banner at the top with the text 'You have been invited to join HLT35015 Certificate III in Dental Assisting as a student' and two buttons: 'Decline' and 'Accept'. A hand-drawn black arrow points to the 'Accept' button. Below the banner are two informational messages: 'Welcome to Canvas! You've enrolled in one or more courses that have not started yet. One information about them here and in the navigation on the left side. In the meantime, feel free to update your profile.' and 'Notifications. Please tell us how and when you would like to be notified of events in Canvas.' with a 'Notification Preferences' button. The word 'Dashboard' is displayed below these messages, followed by a purple rectangular area with a vertical ellipsis menu icon.

**Step 5:** Once registered, please click to the course available to you.

(Please note that your course might be different to the below screenshot)



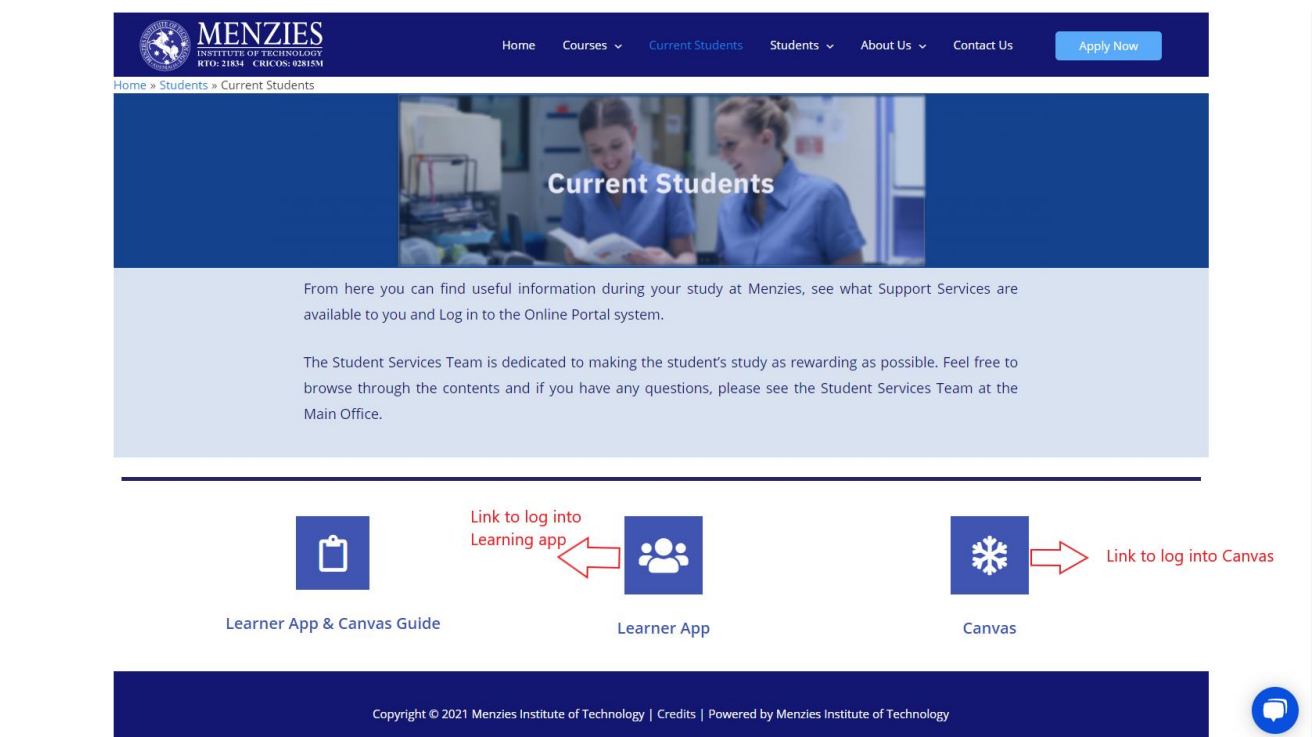
## 2. How to Log in to Canvas:

**Step 1:** Please go on these URL. Go to Menzies Website > Students > Current Students

<https://learner.mywisenet.com.au/MIT>

or

<https://menzies.vic.edu.au/students/current-students/> and click on “My Menzies Current Student Login”



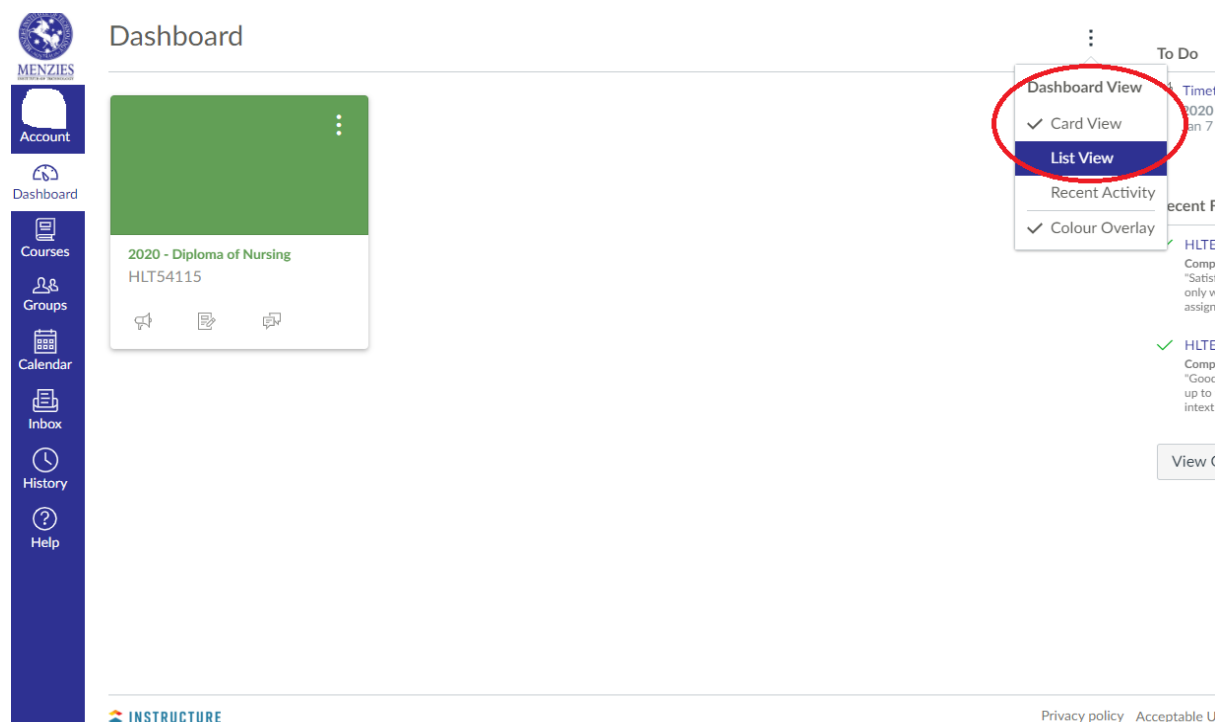
### 3. How to use Canvas:

#### 3.1. Dashboard view of canvas

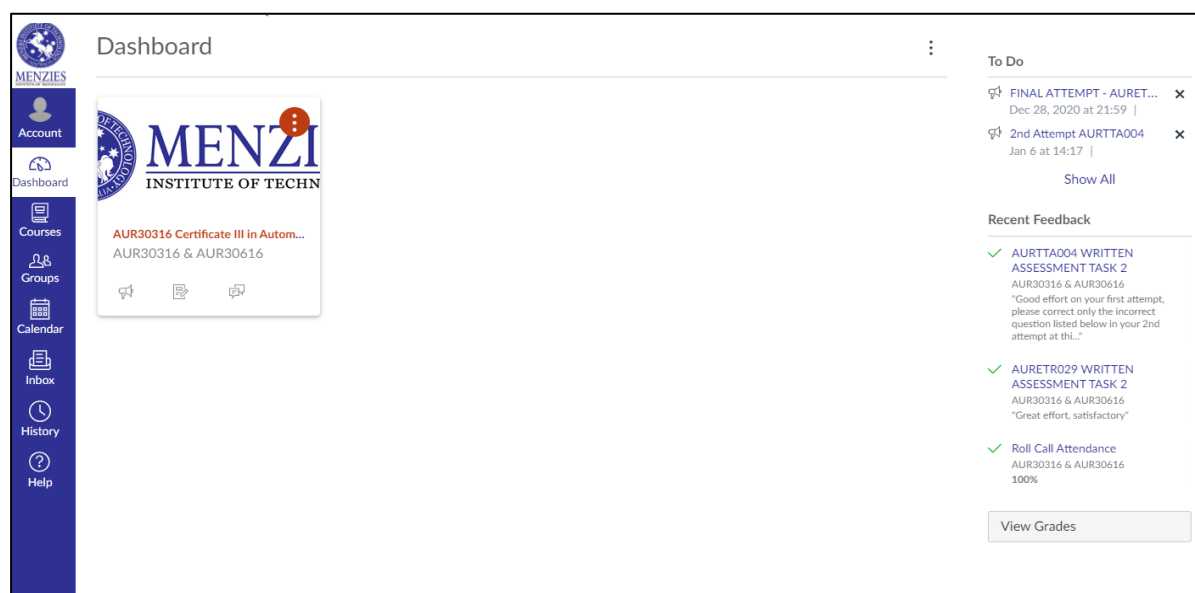
After logging into Canvas, you will be able to see your dashboard.

There are two ways you can view your dashboard.

Choose the **three dots on the top right corner** to change your view.



#### 1. Card view:



## 2. List view:

The screenshot shows the Menzies Dashboard interface. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main content area is titled 'Dashboard' and features a 'Beginning of Your To-Do History' message with a calendar icon. Below this, the dashboard is organized by date: TUESDAY August 18, 2020, WEDNESDAY August 26, 2020, and THURSDAY August 27, 2020. Each date section contains a list of items. For example, on Tuesday, there is a '2020 - DIPLOMA OF NURSING' item with a 'Show 1 completed item' link. On Wednesday, there is a 'NUR11A' item with a 'NUR11A ANNOUNCEMENT To group 11 A' link. On Thursday, there is a '2020 - DIPLOMA OF NURSING' item with a '2020 - DIPLOMA OF NURSING ANNOUNCEMENT Assessment Extension and Re-Assessment and Re-enrolment/Re...' link and a 'REPLIES' button. A 'Today' button and a plus icon are located in the top right corner.

### 3.2. To view or edit your profile and account settings

You can make changes to your profile. i.e. Upload a display picture, update your contact details, change notification settings etc.

The screenshot shows the Menzies Account settings page. The left navigation menu is visible, with the 'Account' icon highlighted by a red circle. The main content area is titled 'Account' and features a 'Logout' button. Below this, there are sections for 'Notifications', 'Profile', 'Files', 'Settings', 'ePortfolios', 'QR for Mobile Login', and 'Global Announcements'. The 'Profile' and 'Settings' sections are highlighted with red boxes. The 'Settings' section includes a 'Use High Contrast UI' toggle. On the right side of the page, there are sections for 'To Do' and 'Recent Feedback'. The 'To Do' section lists tasks like 'FINAL ATTEMPT - AURET...' and '2nd Attempt AURTTA004'. The 'Recent Feedback' section lists feedback for tasks like 'AURTTA004 WRITTEN ASSESSMENT TASK 2' and 'AURETR029 WRITTEN ASSESSMENT TASK 2'. A 'View Grades' button is located at the bottom right.

### 3.3. To view your course and course units

#### Step 1: Navigate to “Courses” and choose your course.

The screenshot shows the Menzies LMS interface. On the left, a vertical menu has 'Courses' highlighted with a red circle. The main area displays a list of courses for AUR30316 and AUR30616. A red line highlights the course list. The right sidebar shows 'To Do' and 'Recent Feedback' sections.

#### Step 2: Choose the unit you wish to view from the list displayed

**Noted:** Your course display may differ depends on which course you are doing

The screenshot shows the Menzies LMS interface for the 'Modules' page. The left sidebar menu has 'Modules' highlighted with a red box. The main area displays a list of units for AUR30316 and AUR30616. A yellow box highlights the unit list. The right sidebar shows 'To Do' and 'Recent Feedback' sections.

- Red highlight indicates your course Menu
- Yellow highlight indicates different units for your course



### 3.4. To view important announcements from trainer/admin office:

General announcements made for the course or specific announcements for your unit from the trainer can be viewed here.

The screenshot shows the Menzies Moodle interface. On the left is a vertical navigation menu with icons for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The 'Announcements' link in this menu is highlighted with a red rectangle. The main content area is titled 'AUR30316 & AUR30616 > Announcements'. It features a search bar and a list of announcements. The first announcement, 'Office Phone Line is not available', is highlighted with a red underline. Other announcements include 'Monday Online Support Sessions', 'ASSESSMENT AURTTQ001 HAS BEEN RELEASED. DUE DATE IS 5 OCTOBER 2020', 'ASSESSMENT AURETR030 HAS BEEN RELEASED. DUE DATE IS 3 OCTOBER 2020', and 'ASSESSMENT AURTTX003 HAS BEEN RELEASED. DUE DATE IS 26 SEPTEMBER 2020'.

### 3.5. To view your assessments

Go to “Courses” and select “Assignments”

The screenshot shows the Menzies Moodle interface. On the left is a vertical navigation menu with icons for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The 'Assignments' link in this menu is highlighted with a red circle. The main content area is titled 'AUR30316 & AUR30616 > Assignments'. It features a search bar and two tabs: 'Upcoming Assignments' and 'Past Assignments', both of which are circled in red. Under 'Upcoming Assignments', there is a task titled 'AURTTA004 WRITTEN ASSESSMENT TASK 2'. Under 'Past Assignments', there is a task titled 'AURETR029 WRITTEN ASSESSMENT TASK 2'.

Both past and upcoming assignments can be viewed.

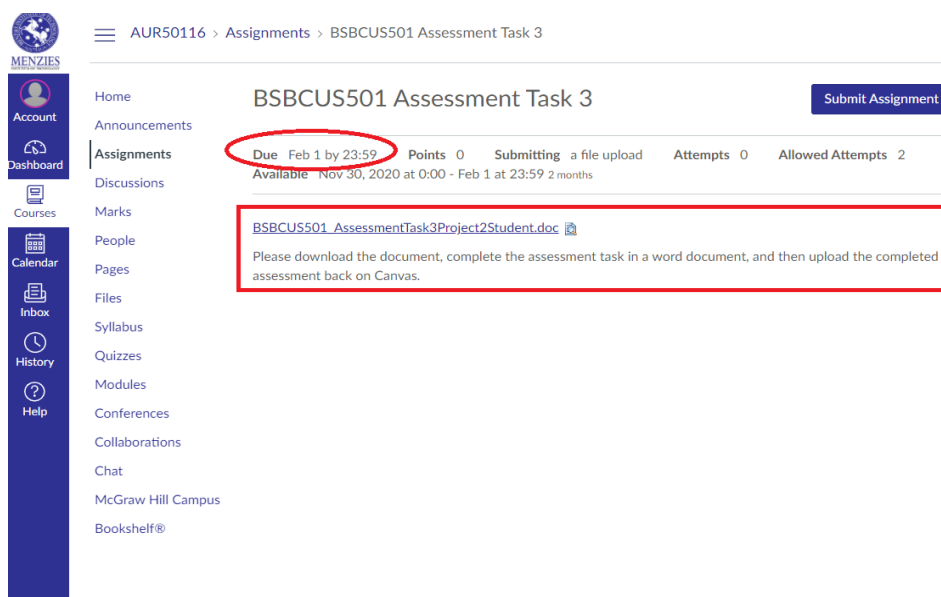
**Upcoming assignments** – shows all assessments for the future.

**Past assignments** - Shows all assignments that has finished due date.

When you select an assignment, you will see the assignment details. i.e. Assessment type, due date etc

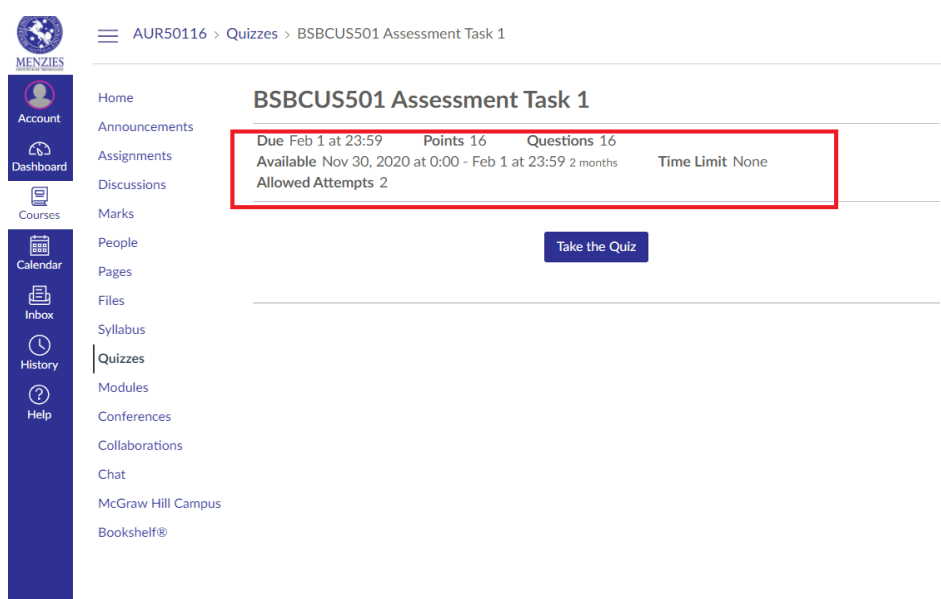
### Types of assessments:

#### 1. Written assignment



The screenshot shows the Canvas LMS interface for a written assignment. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area displays the assignment details for 'BSBCUS501 Assessment Task 3'. The due date 'Due Feb 1 by 23:59' is circled in red. Below the due date, the assignment is available from 'Nov 30, 2020 at 0:00' to 'Feb 1 at 23:59 2 months'. The assignment type is 'Submitting a file upload', and the allowed attempts are 2. A red box highlights the download link 'BSBCUS501\_AssessmentTask3Project2Student.doc' and the instruction: 'Please download the document, complete the assessment task in a word document, and then upload the completed assessment back on Canvas.'

#### 2. Quiz



The screenshot shows the Canvas LMS interface for a quiz. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area displays the quiz details for 'BSBCUS501 Assessment Task 1'. The due date 'Due Feb 1 at 23:59' is circled in red. Below the due date, the quiz is available from 'Nov 30, 2020 at 0:00' to 'Feb 1 at 23:59 2 months'. The quiz type is 'Questions 16', and the allowed attempts are 2. The time limit is 'None'. A red box highlights the quiz details. A 'Take the Quiz' button is visible at the bottom right.

**Note:** with student in Certificate III of Automotive Electrical, please follow your timetable and trainer advice for which assessment you need to do as some of the assessments on Canvas are not required for your course.

### 3.6. To view your grades:

**Step 1: Go to “Courses” to choose your course and then select “Marks”**

The screenshot shows the LMS dashboard with a sidebar on the left containing navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The 'Courses' menu is expanded, and the 'Marks' option is circled in red. The main content area displays a list of courses with expandable sections for each. The right sidebar contains links for 'View Course Stream', 'View Course Calendar', and 'View Course Notifications', along with a 'To Do' section and 'Recent Feedback'.

**Step 2: Select the unit and view the score and comment from the trainer. Click on comment box icon to view the comment.**

The screenshot displays the assessment results page for two units. The first unit is 'AURLTB003 WRITTEN ASSESSMENT TASK 2' with a score of 138/138. The second unit is 'AURTTX003 WRITTEN ASSESSMENT' with a score of 44/44. Both units show a list of comments from trainers. In the first unit's comments, 'Satisfactory, on 2nd attempt.' is highlighted with a red box. In the second unit's comments, 'Congratulations you have passed.' is highlighted with a red box. The right sidebar shows the 'To Do' section and 'Recent Feedback'.

Full score is required to pass the course otherwise it is considered as Fail.

Trainer must mention **‘Pass’** or **‘Satisfactory’** in comment section for the student to be marked as ‘Competent’ for the unit.

#### 4. How to join the online class

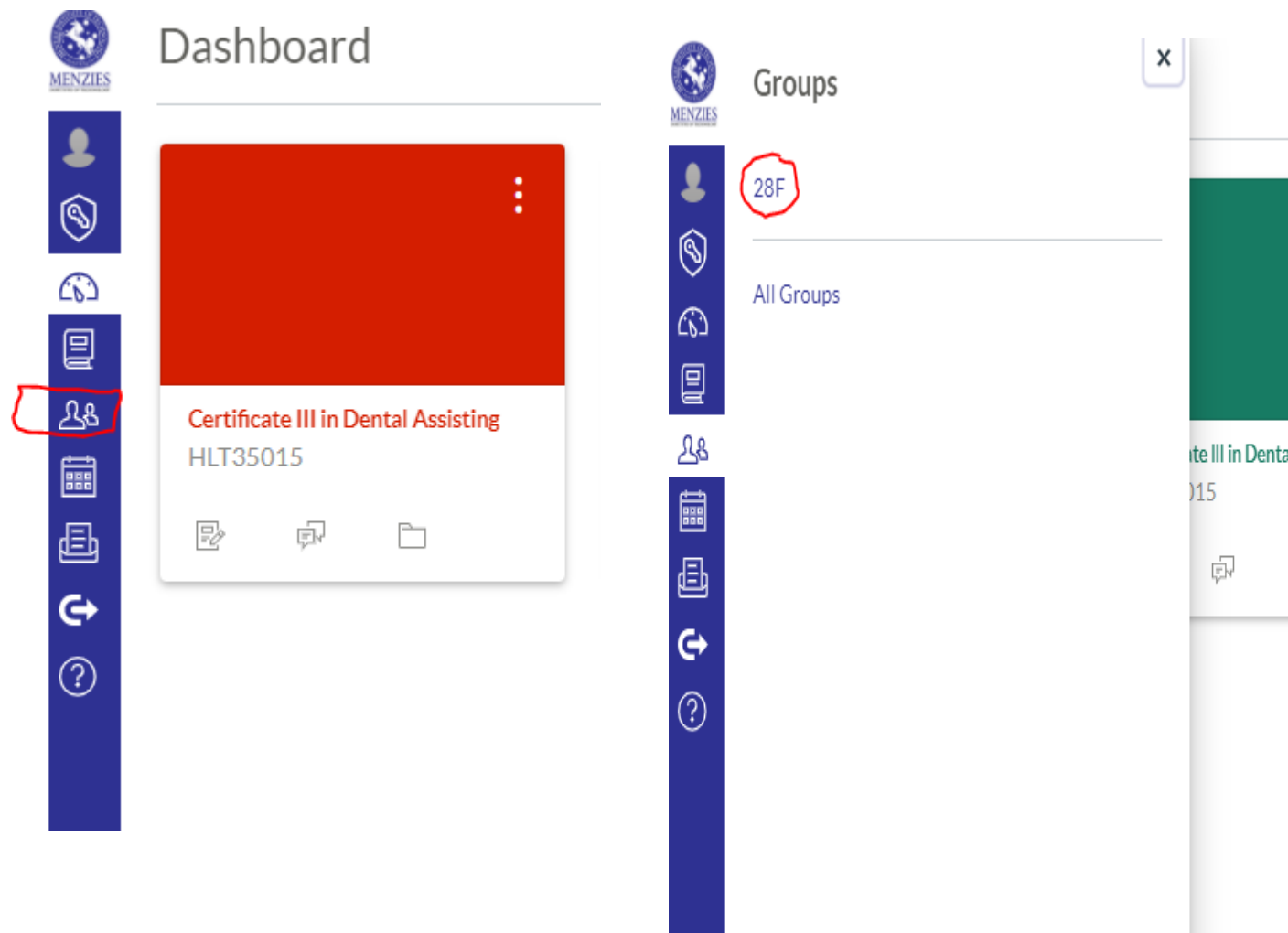
**Before you take any further steps, please make sure that you are using the latest version of Google Chrome or Mozilla Firefox for the best experience**

When the online class start, you will receive an invitation asking you to join the conference on Canvas through your email. You can join directly by click on the link provided in that email.

**Or**

You can join the Online class by navigate to the “Conferences” on your group homepage:

**Step 1:** Select the “**groups**” icon on the left, then select your group



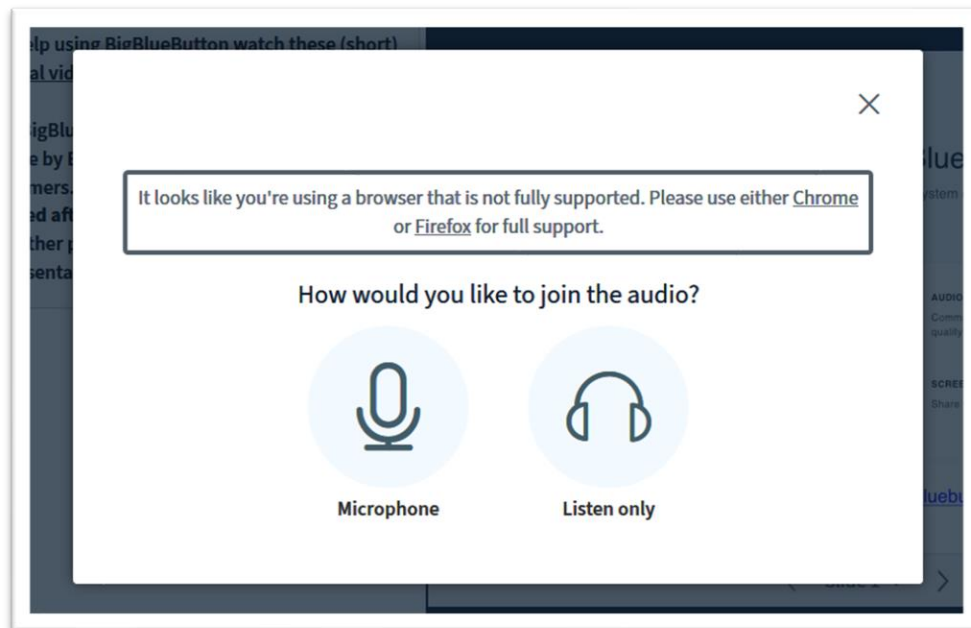
**Step 2:** You will be navigated to the Group Homepage. Select “**Conferences**”, it will show you “**New Conferences**” and “**Concluded Conferences**”. This is where you can watch your online classes.

- **New Conferences:** This is where you live conference or Online class will be, so please click “join” to join the conference
- **Concluded Conferences:** This is where it stores the recordings of the conference, so if you missed any previous conference, you can find the recording here and watch it on your own time. **Please note that, the recordings will be removed after 14 days.**

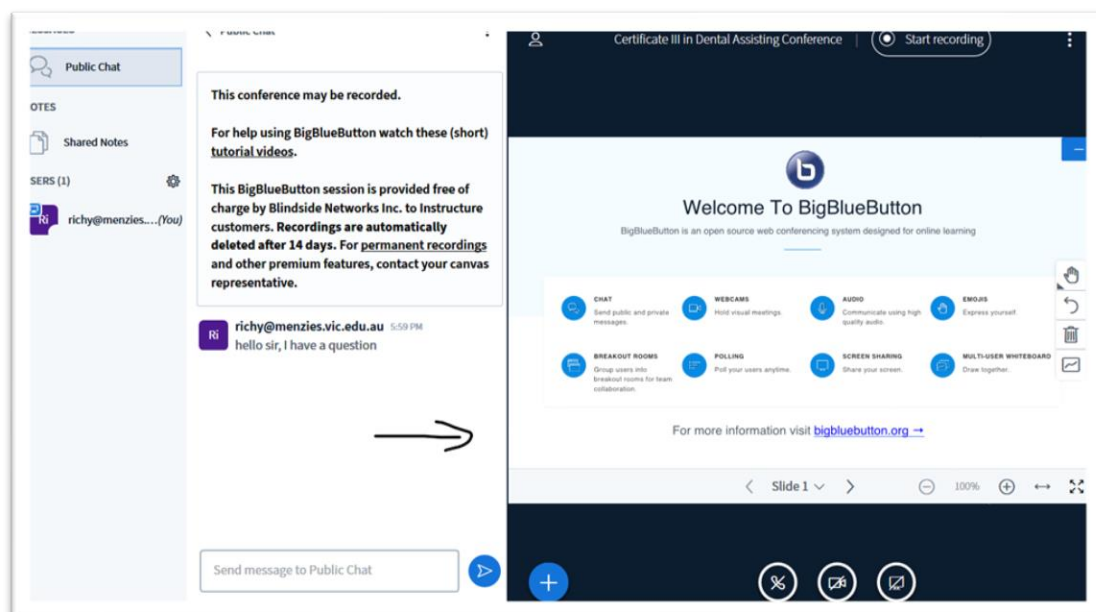
**Note:** Students belonging to **26A** and **DA29A** can join the online class by click on “Conferences” on your course homepage directly (There will be no Groups allocation):

**Step 3:** Once you join, you will be prompted to either “listen only” or to use your “microphone” as well. Choose “listen only” option.

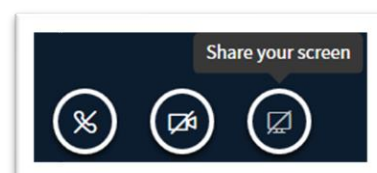
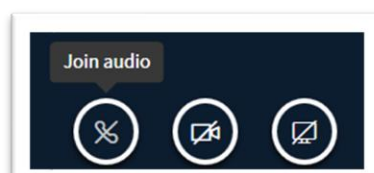
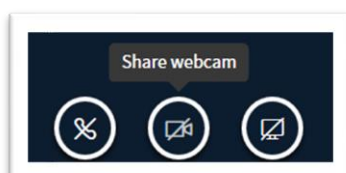
*(It is recommended to use Chrome or Firefox to avoid any compatibility issues)*



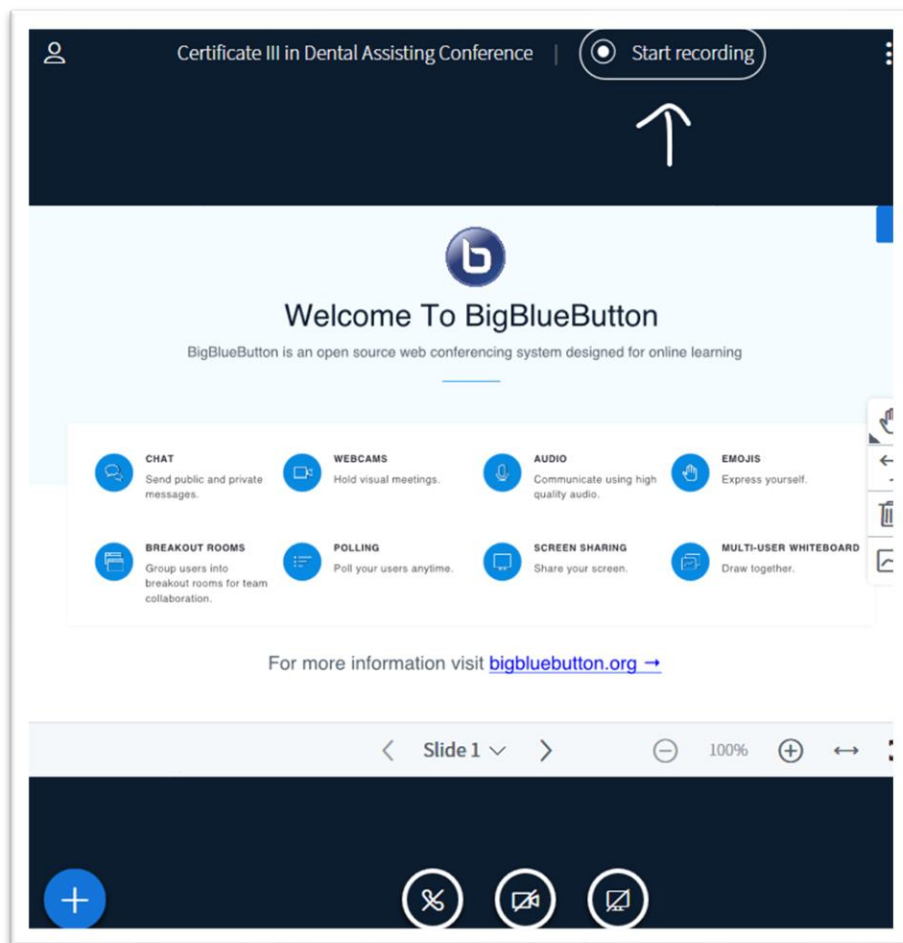
- This is your Online Class Environment. The main screen is on the right hand side



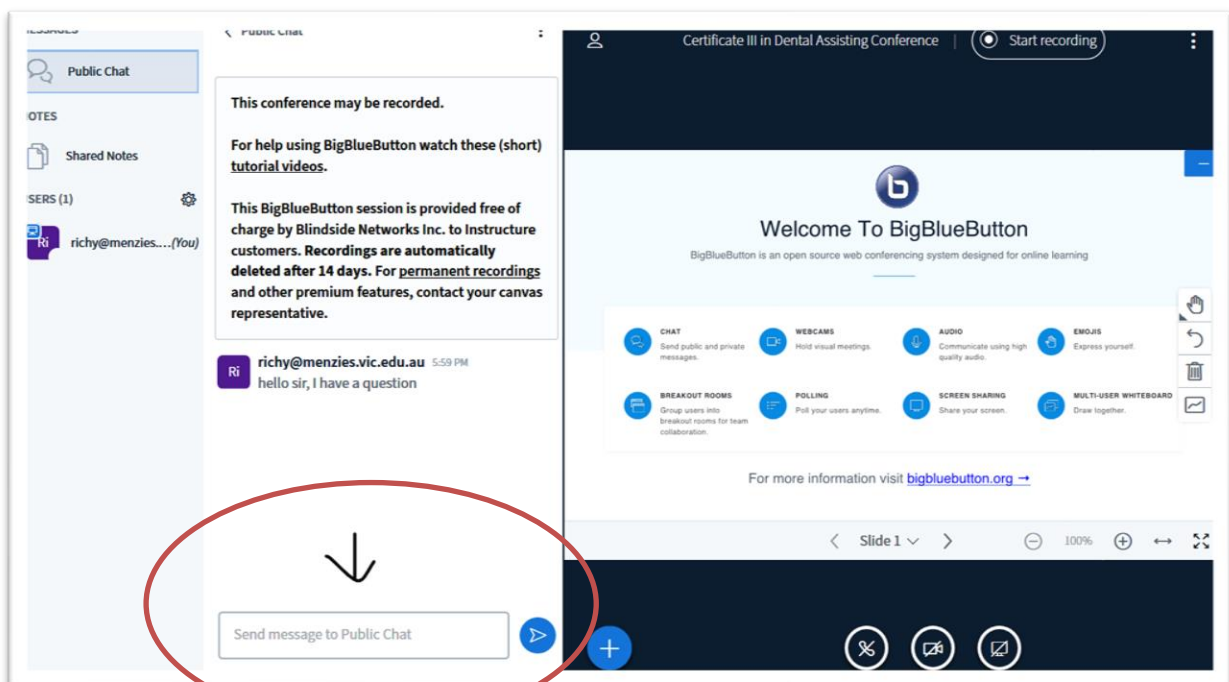
- In the Conference, at the very bottom, you have the option to “Join Audio”, “Share Webcam” and/or “Share your screen”. These are optional and you may choose any if need be.



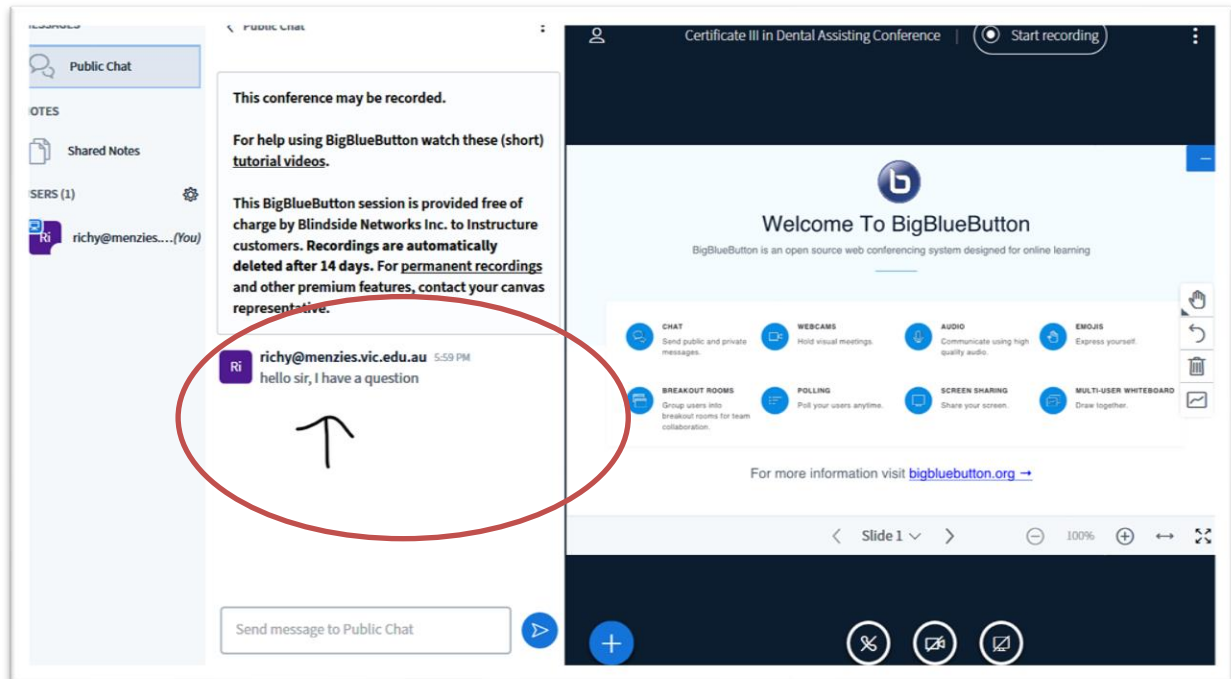
- At the top, you will see the “recording status” to see if the Online class is being recorded.



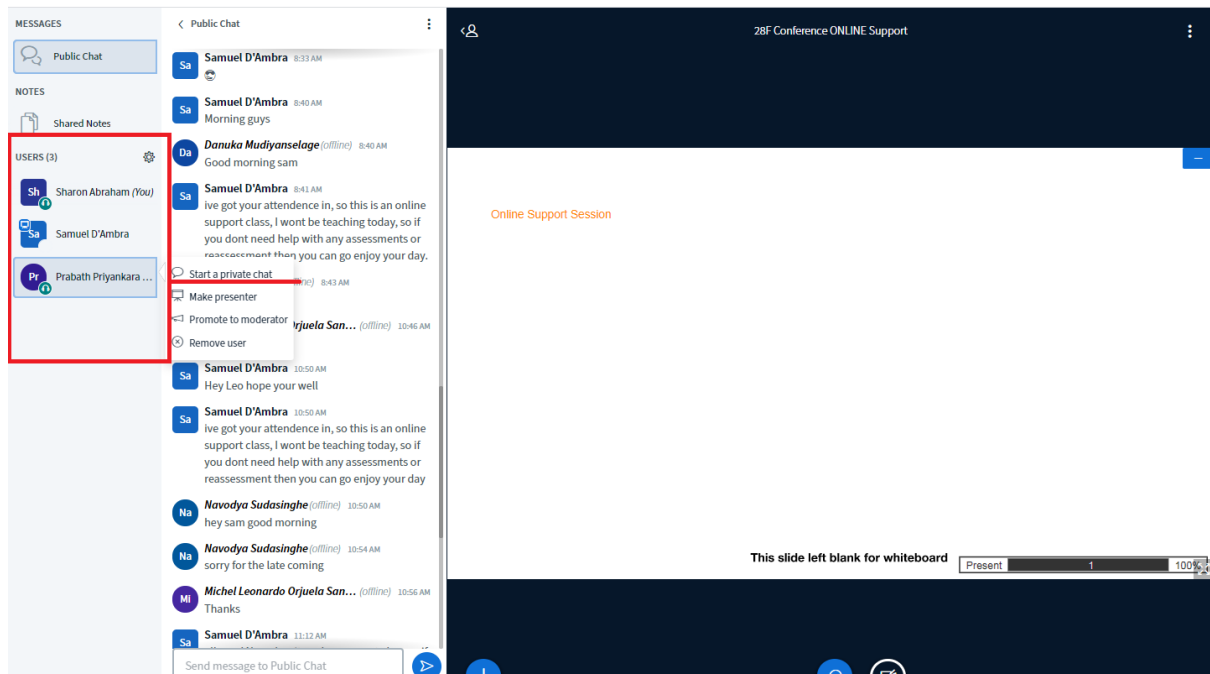
- The middle section of the screen is where public chat is hosted. You may use this to ask/clarify any questions during the class.



- Your question in the public chat will appear here.

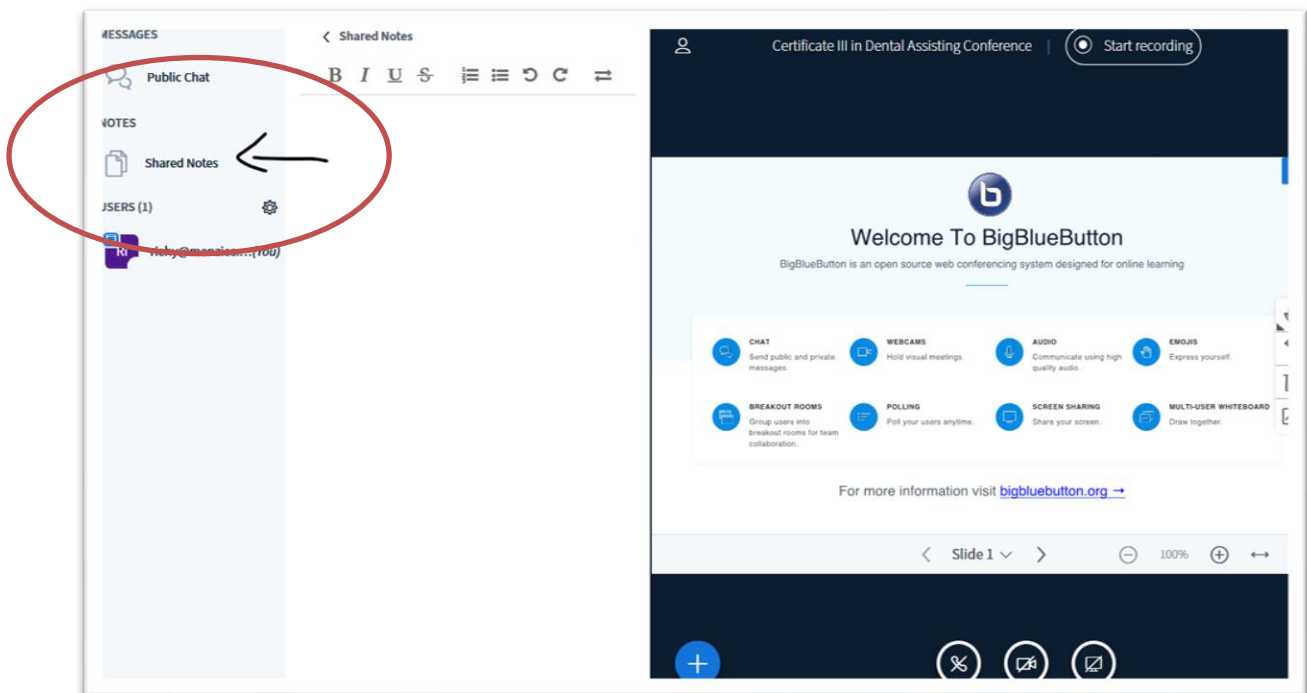


- You can also chat with your Trainer privately by clicking on their name and choosing “Start a private chat”





- In the left section, you will find the “Shared Notes” Tab. This allows you to add any notes during the class and anyone who join the class can also view this.



## 5. Attendance Requirements:

- The trainer will take attendance **multiple times** during the class so make sure you are **alert and interactive** during the class.
- If you are using a **mobile device** to join the class, please be aware that if you change to another app (Facebook, Instagram, etc...) Canvas will show your status as “Offline”. Thus, when the trainer mark the attendance, you will be marked as “Absent”