LEARNER APP AND CANVAS GUIDE

MENZIES INSTITUTE OF TECHNOLOGY

Level 4, 355 Spencer Street, 3003 West Melbourne, VIC

I.   Learner App Guide

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**"
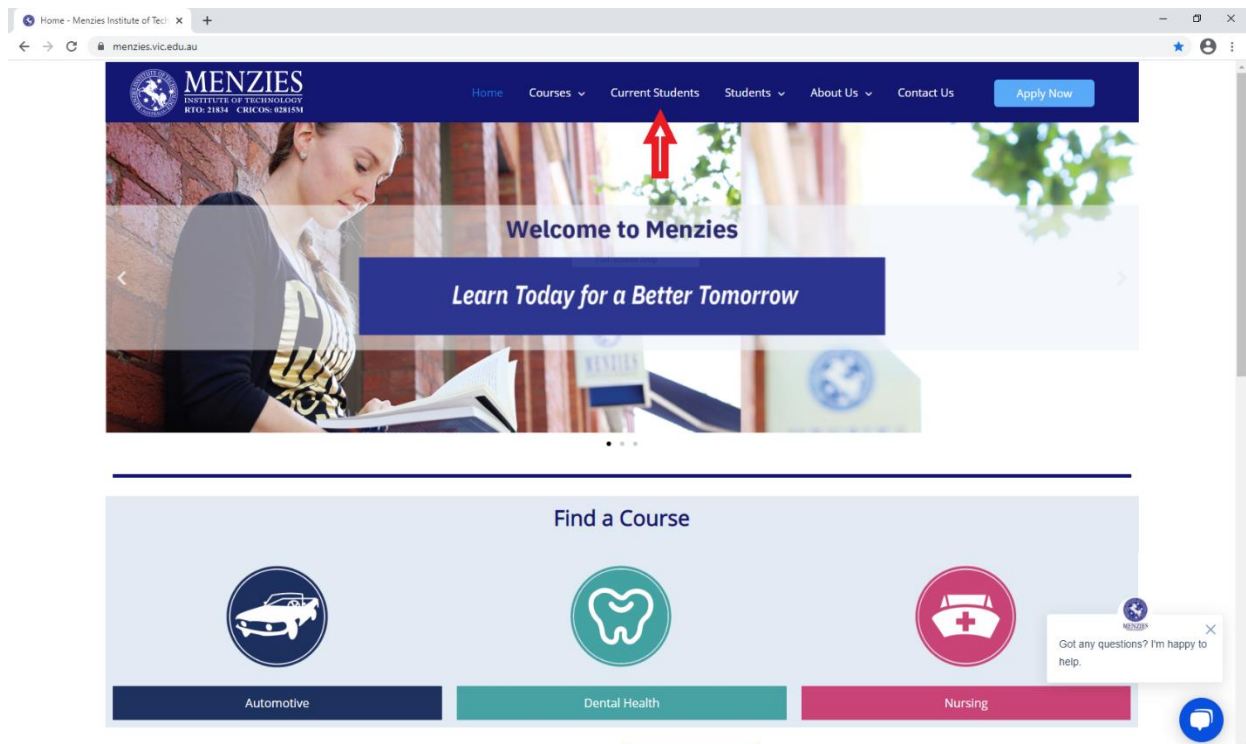
Step 2: Login with your Username and Password

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

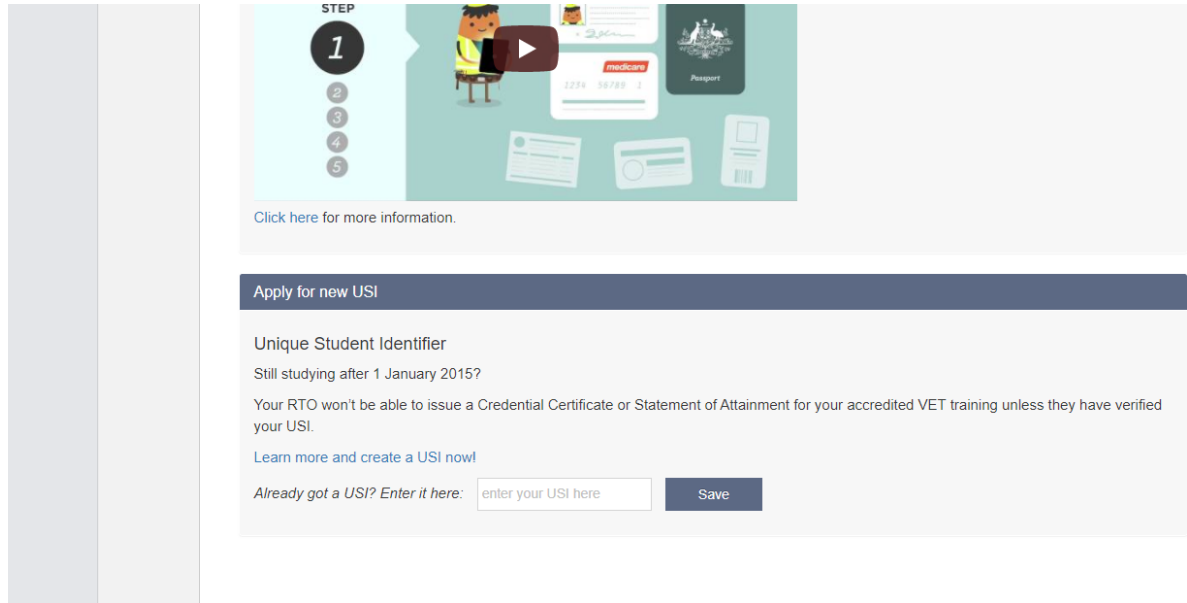

2. How to use the Learner App:

2.1. Homepage:

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

- 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
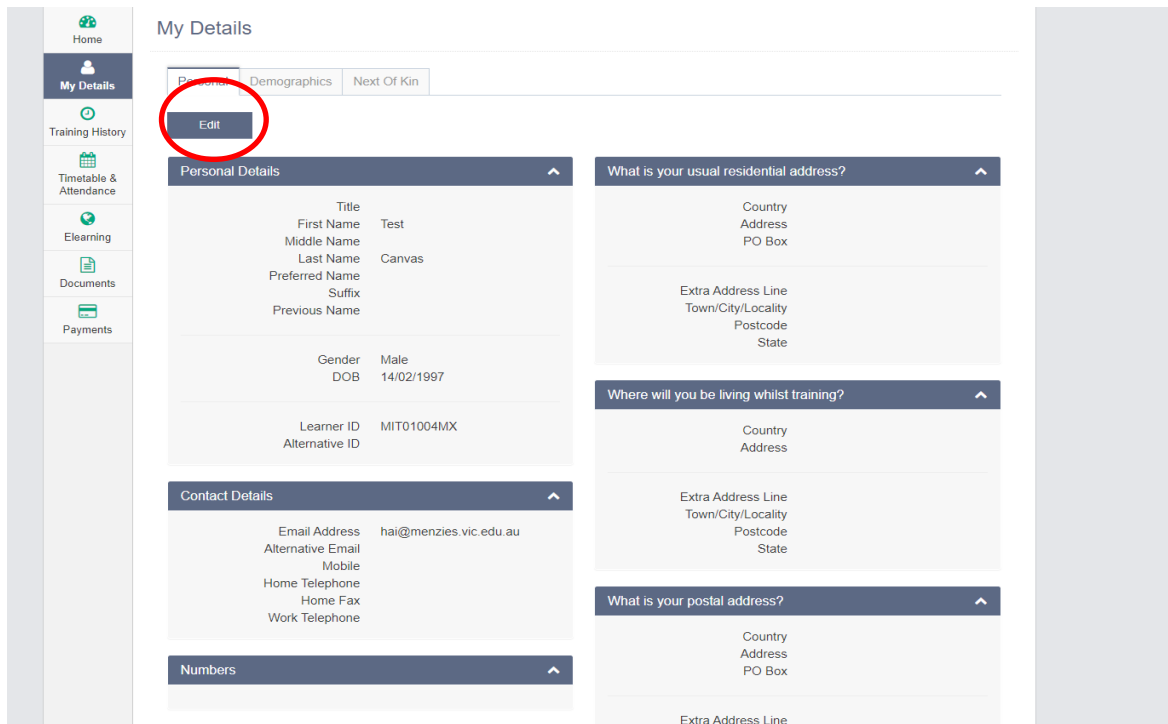
2.2. My Details

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.
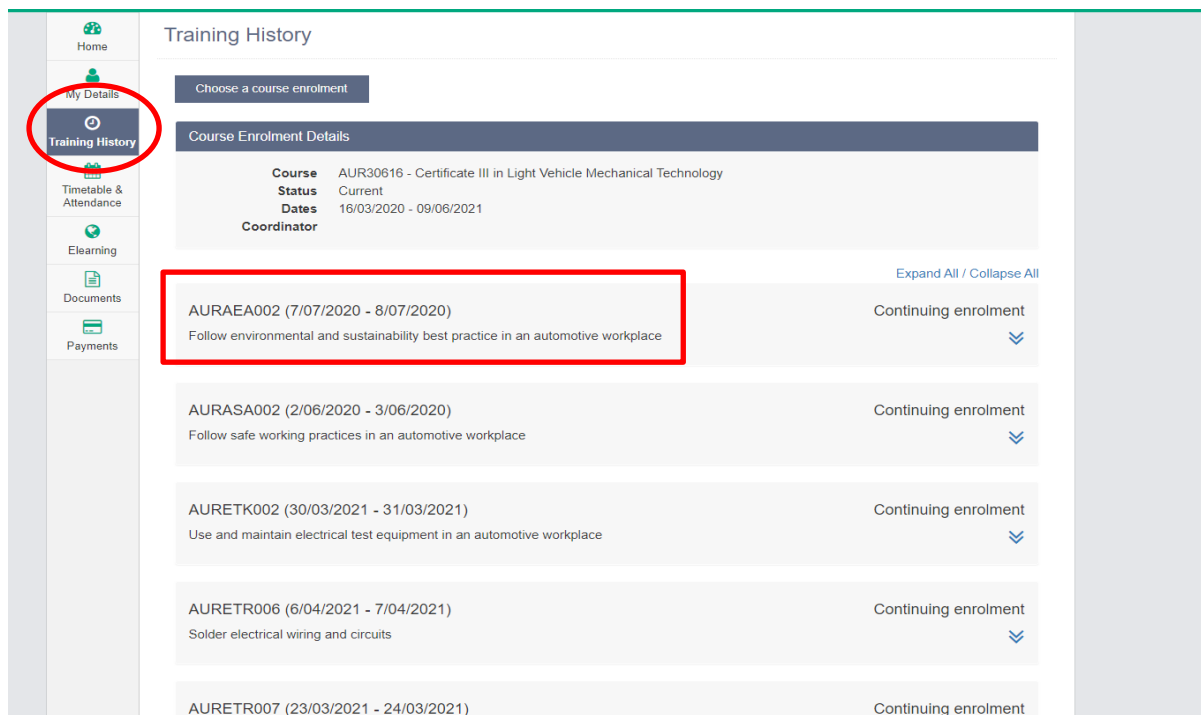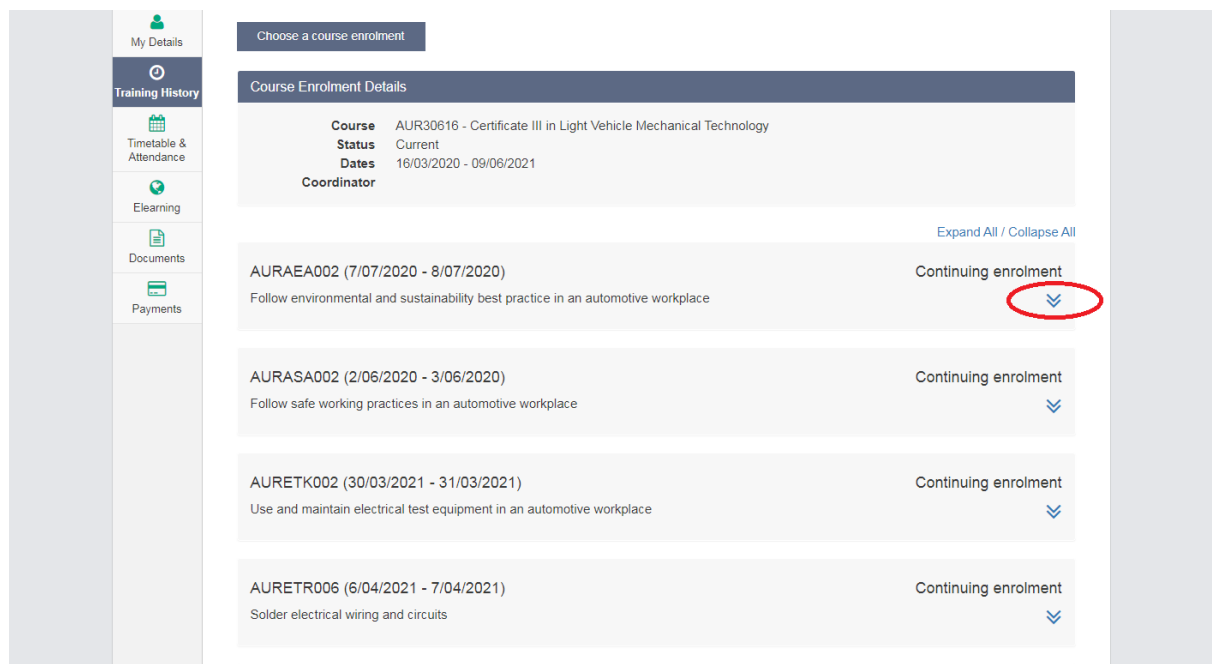
2.3. Training History

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.

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

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

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 Leaner 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

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

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

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

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**".

2.7. Payments

Students can find their payment details in this section.

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

II.   BASIC CANVAS GUIDE

1. Setting Up Your Canvas account
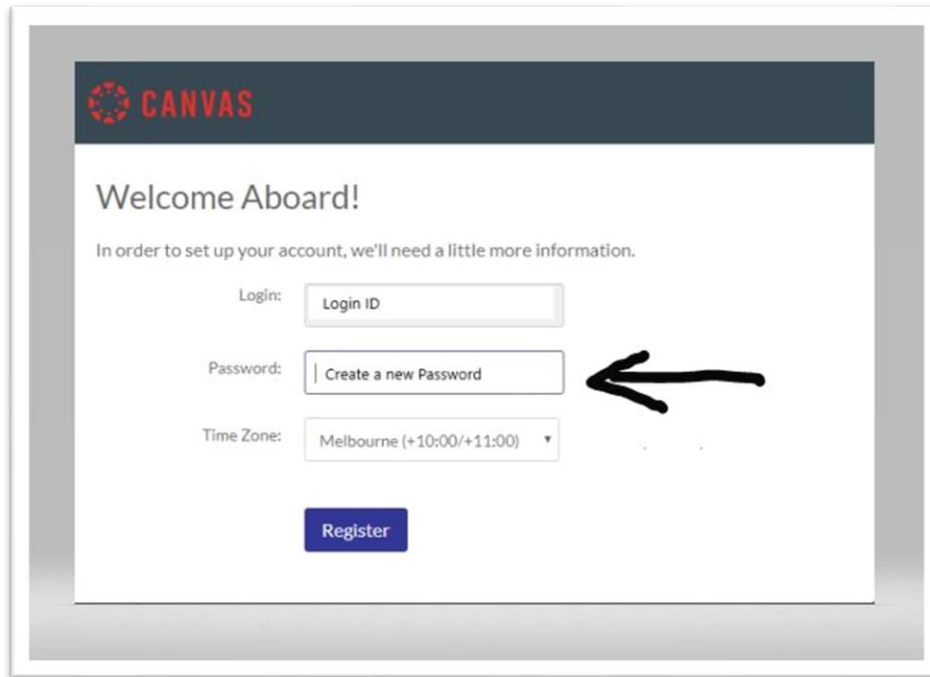
Step 1: Check your email for the Canvas registration email from Menzies.
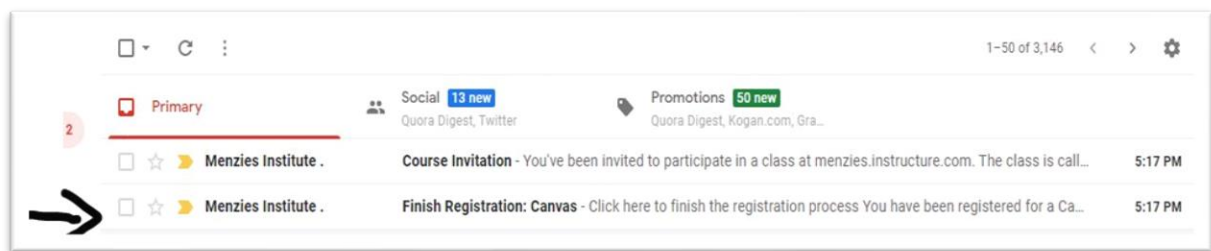
Step 2: Open the email and click the registration link.
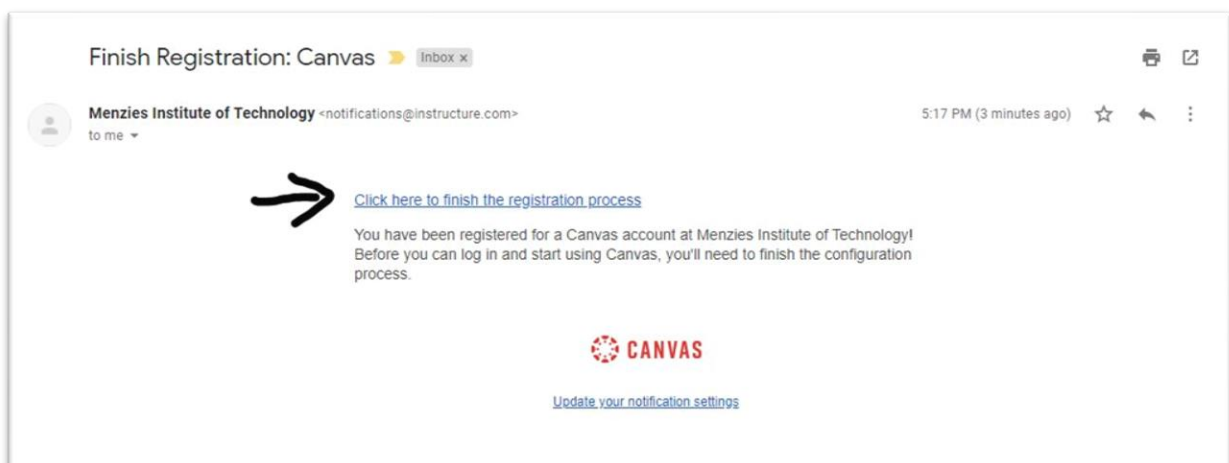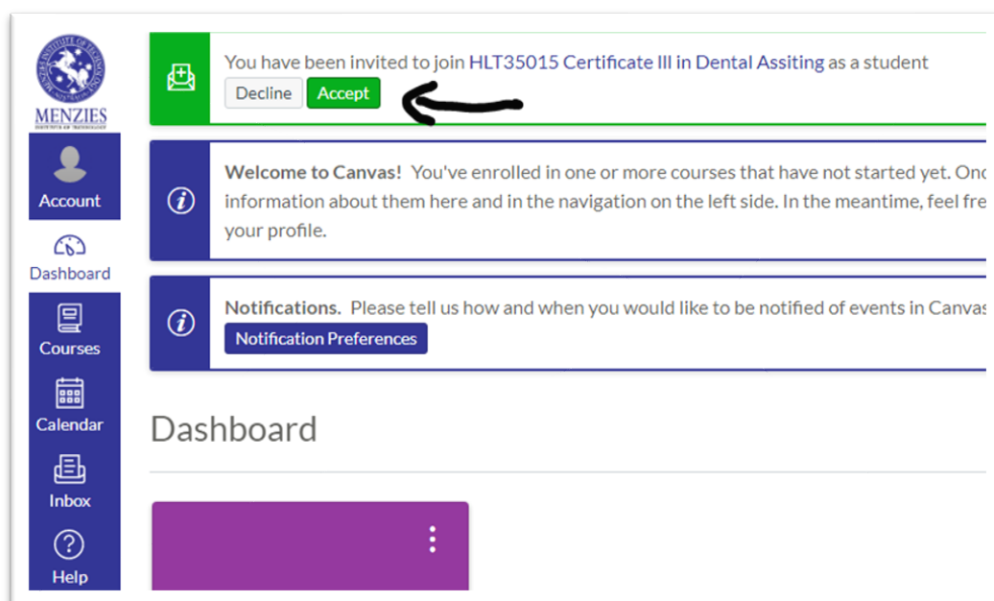
Step 3: Create a new password and click Register.

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

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

(Please note that your course might be different to the below screenshot)
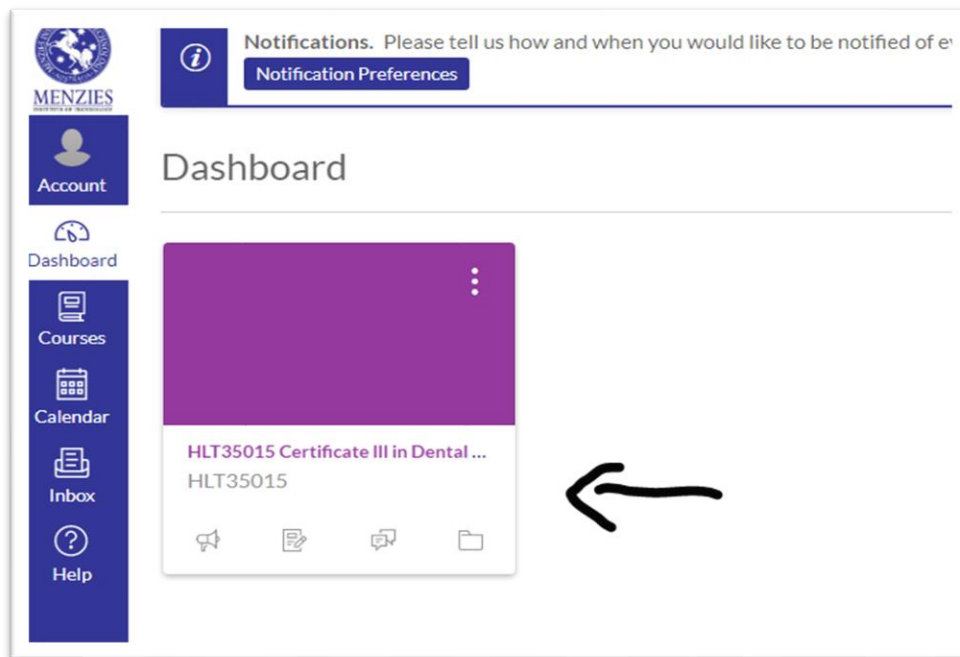
2. How to Log in to Canvas:

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**"
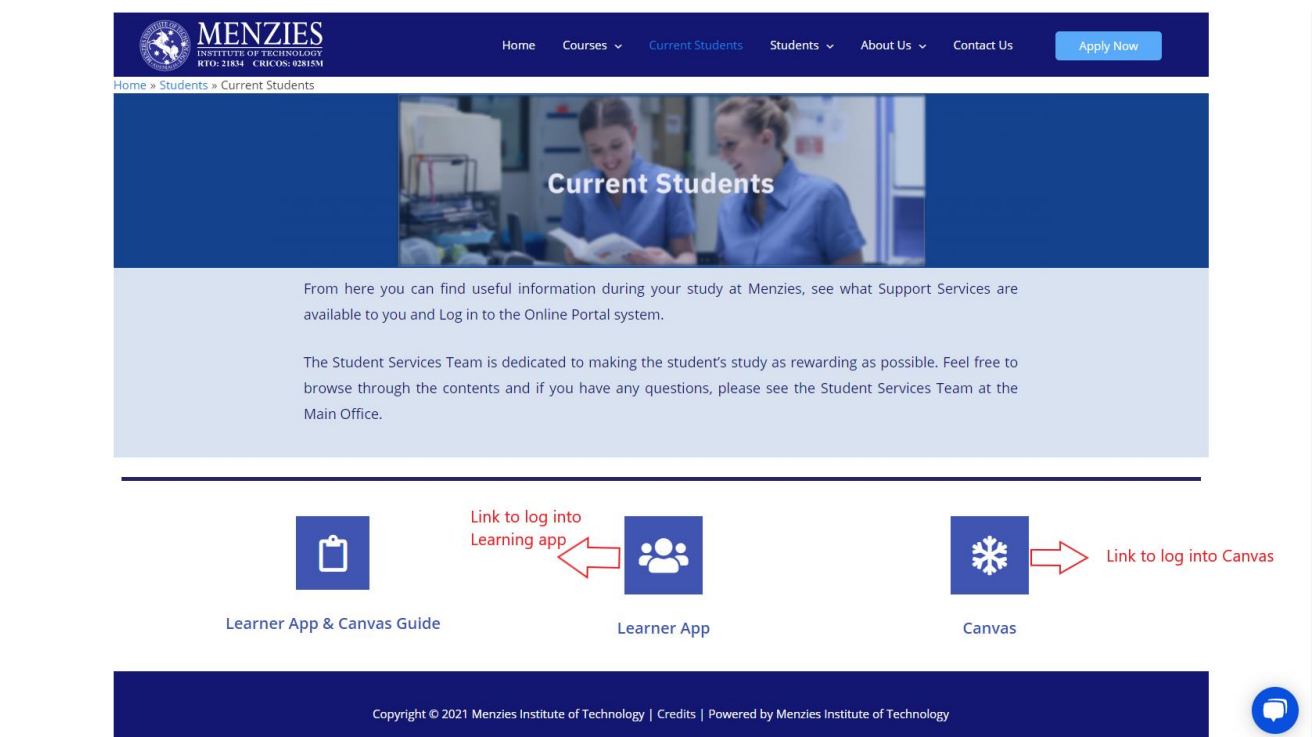
3. How to use Canvas:

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:

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.

3.3. To view your course and course units

Step 1: Navigate to "Courses" and choose your course.

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

- 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.

3.5. To view your assessments

Go to "Courses" and select "Assignments"

Both past and upcoming assignments can be viewed.
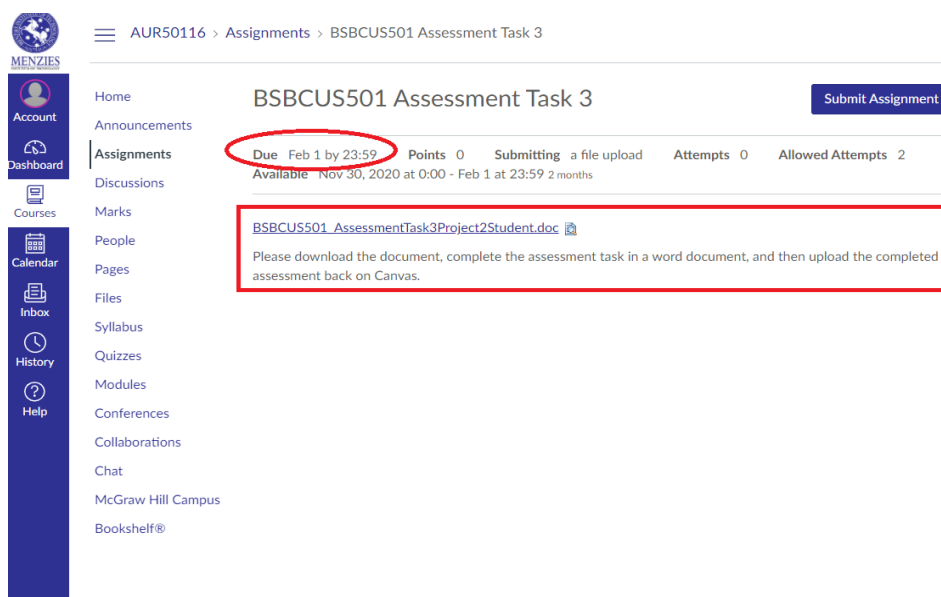
Upcoming assignments – shows all assessments for the future.
Past assignments - Shows all assignments that has finished due date.

When you select an assignment, you will see the assignment details. i.e. Assessment type, due date etc
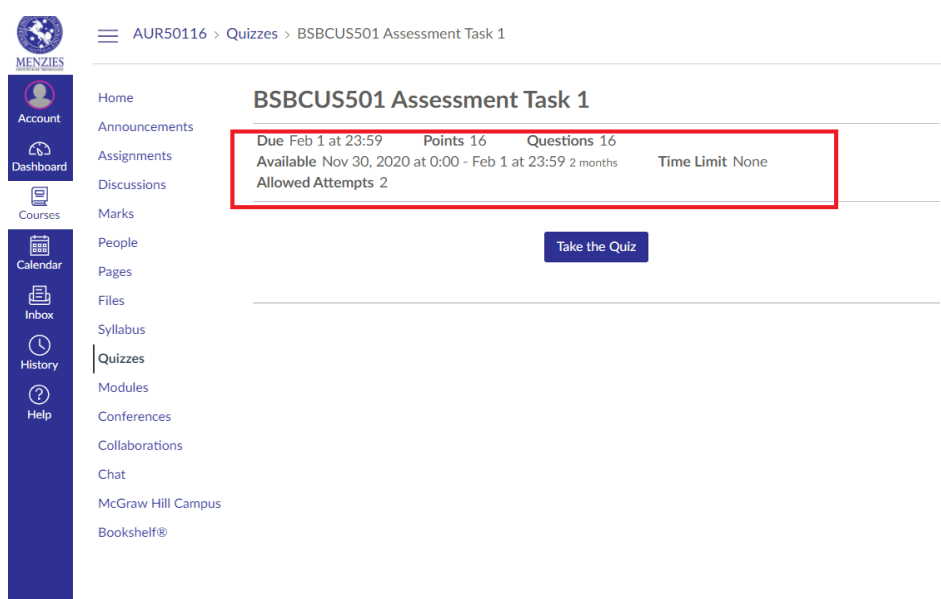
<u>Types of assessments:</u>

1. Written assignment

2. Quiz

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"

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

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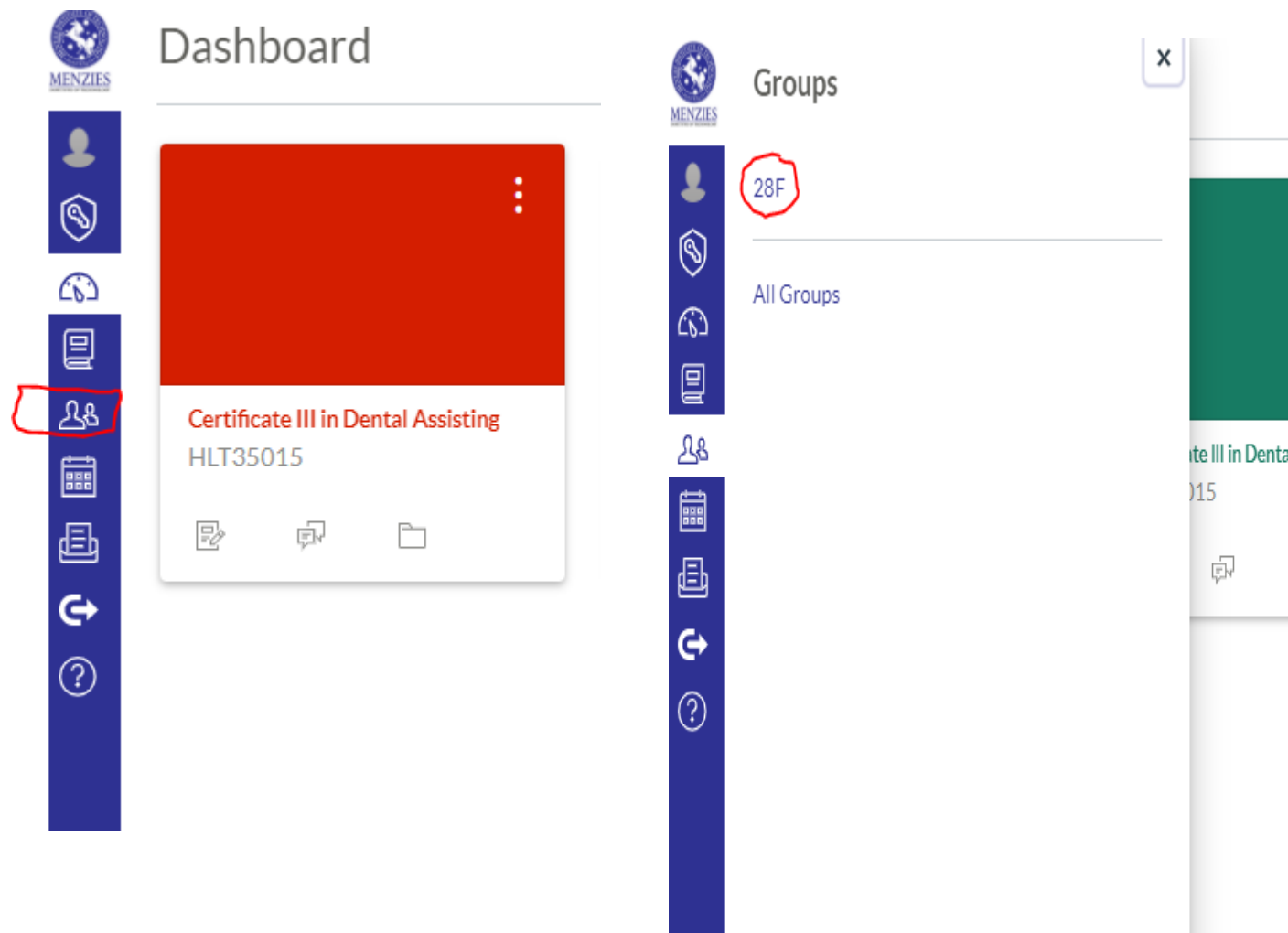
Step 2: You will be navigated to the Group Homepage. Select "**Conferences**", it will show you "**New Conferences**" and "**Concluded Conferences**". This is where you can watch your online classes.

- **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)
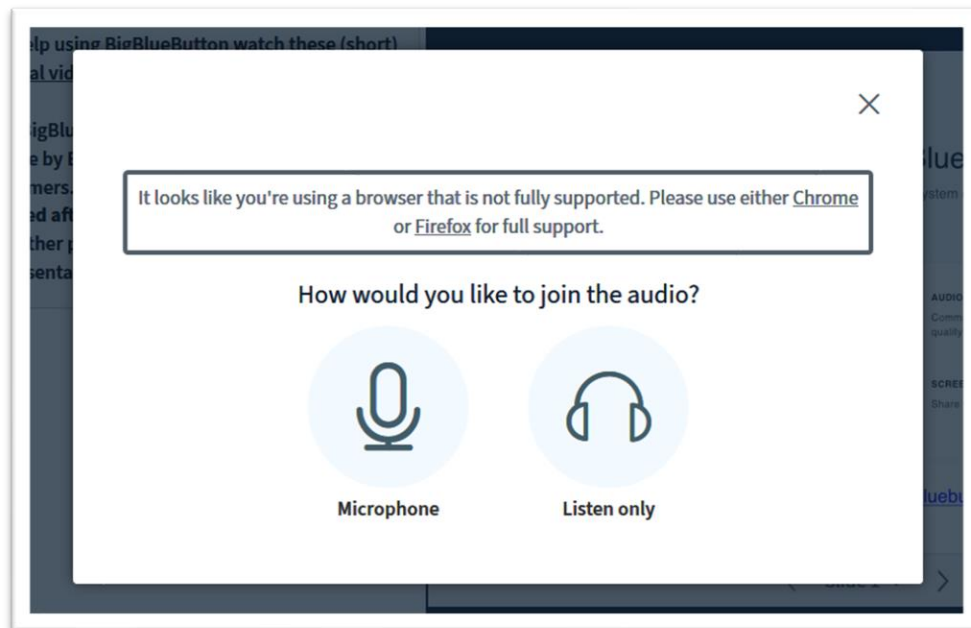
- This is your Online Class Environment. The main screen is on the right hand side
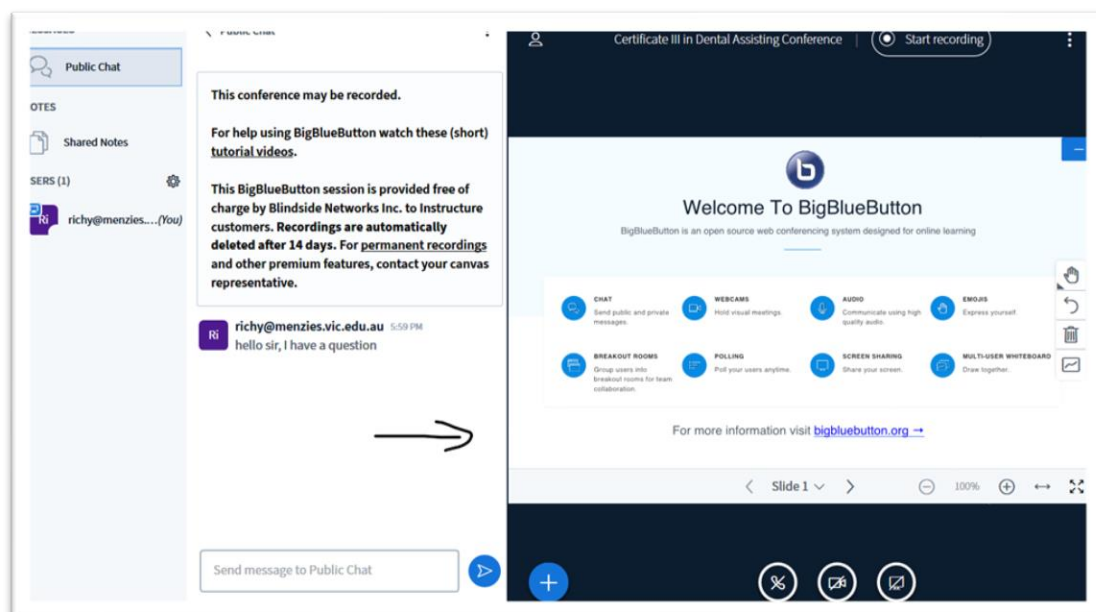
- In the Conference, at the very bottom, you have the option to "Join Audio", "Share Webcam" and/or "Share your screen". These are optional and you may choose any if need be.
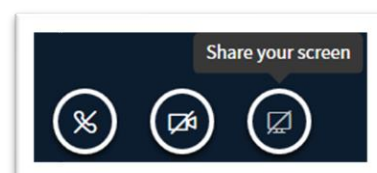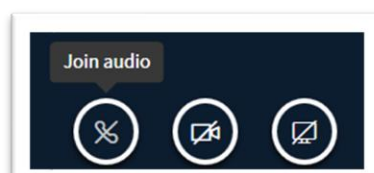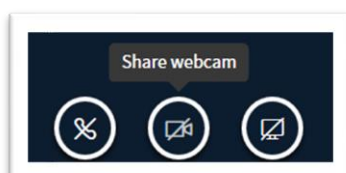
- At the top, you will see the "recording status" to see if the Online class is being recorded.
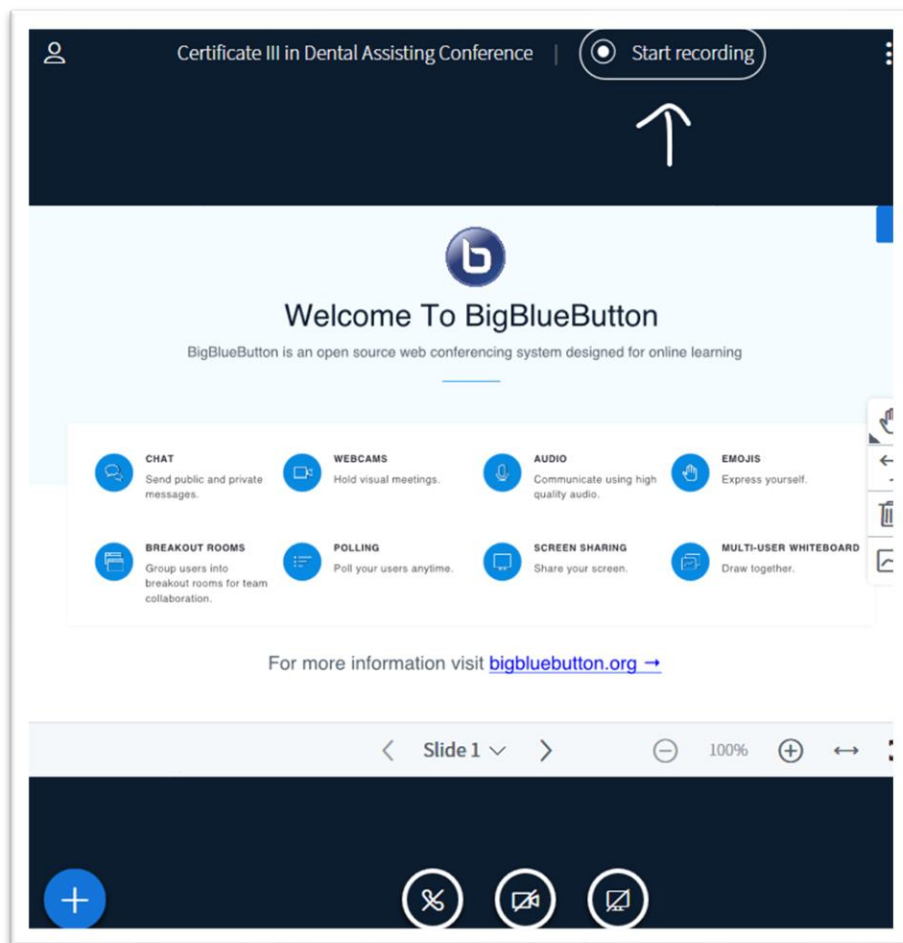
- The middle section of the screen is where public chat is hosted. You may use this to ask/clarify any questions during the class.
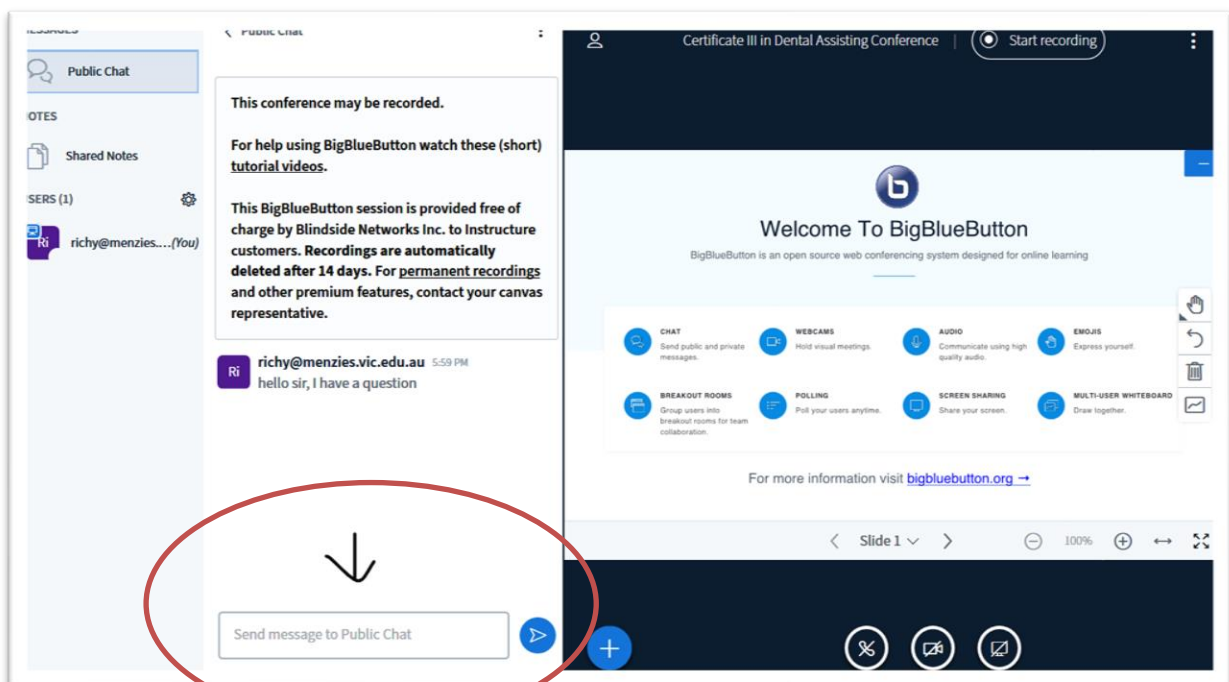
- Your question in the public chat will appear here.

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

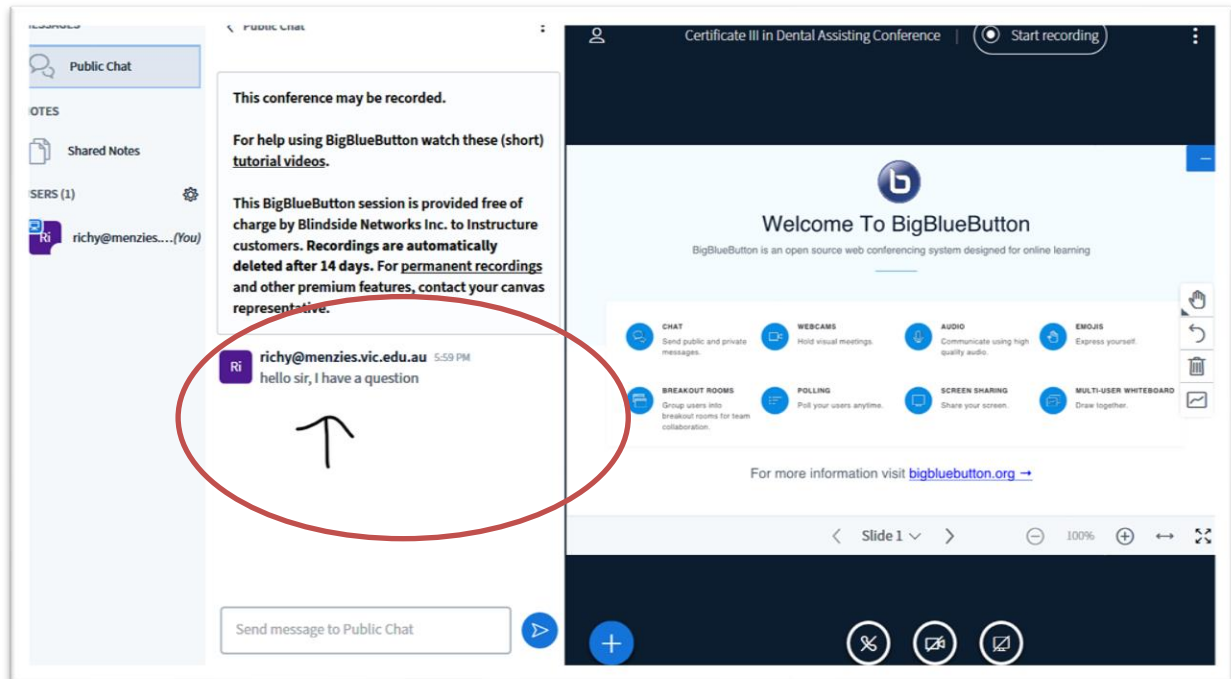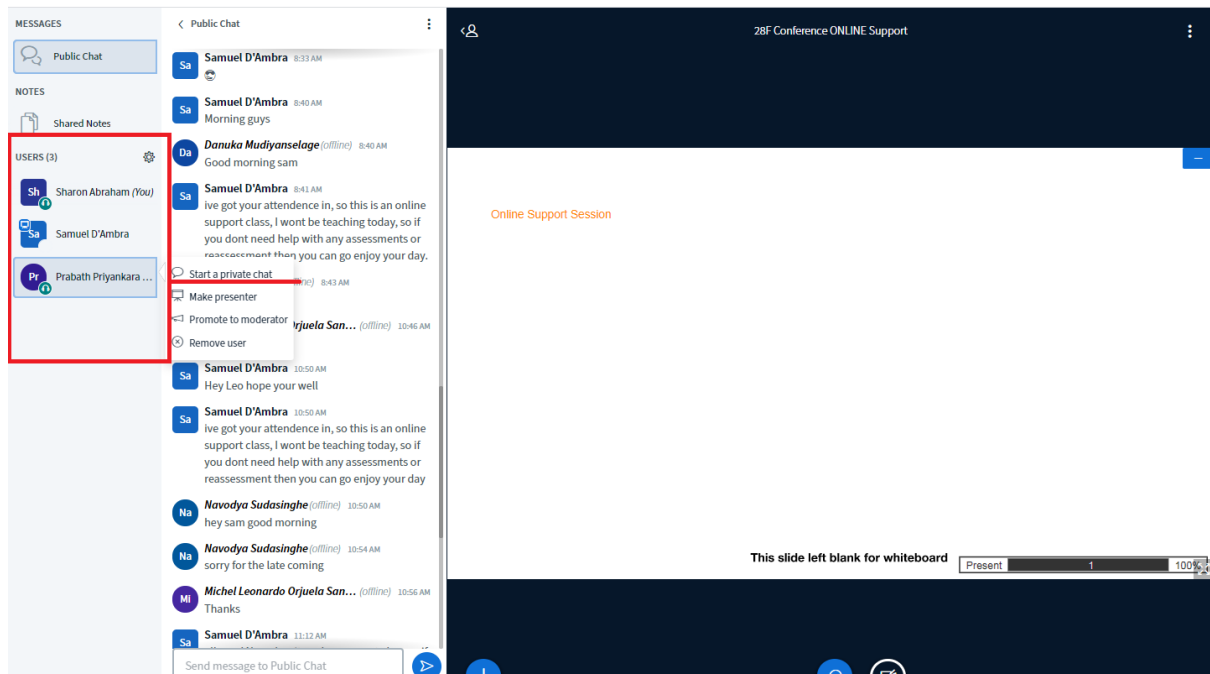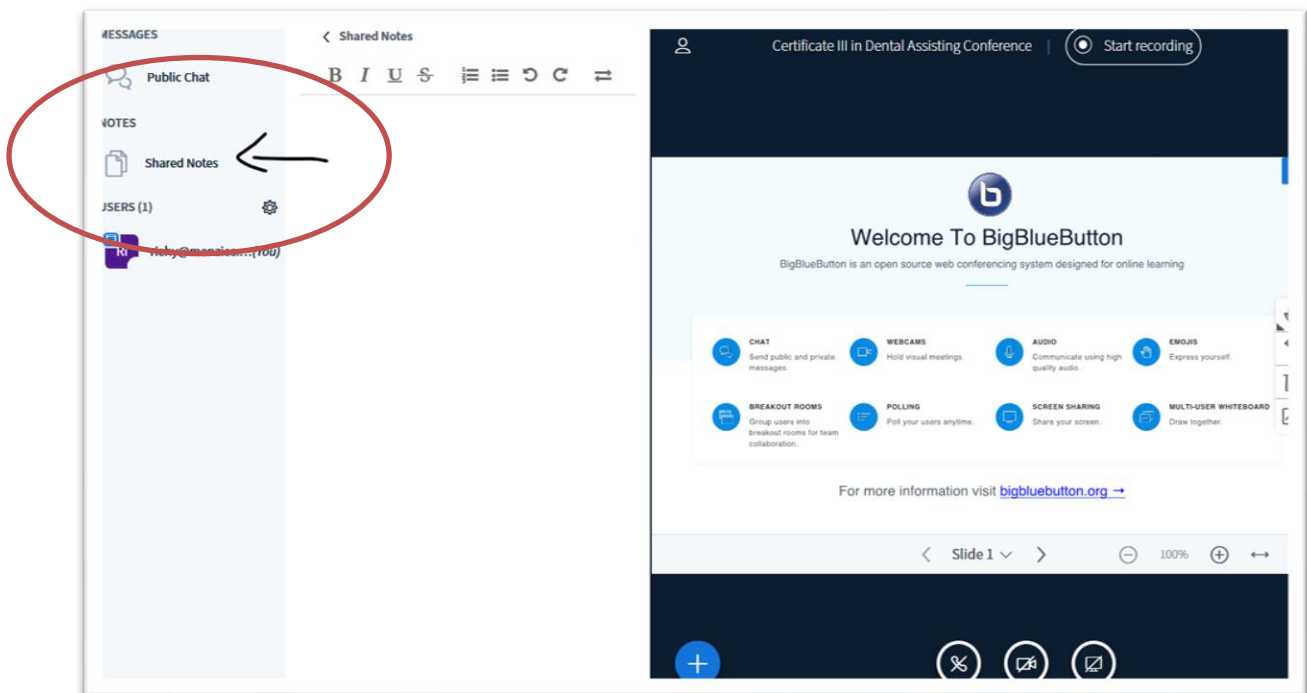- In the left section, you will find the "Shared Notes" Tab. This allows you to add any notes during the class and anyone who join the class can also view this.

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 showed your status as "Offline". Thus, when the trainer mark the attendance, you will be marked as "Absent"