How to use Canvas

Introduction

Canvas is a 'Virtual Learning Environment'. We're going to be using it on this course as a space for you to interact with your tutor group and mentor, and to download and submit your work over the summer.
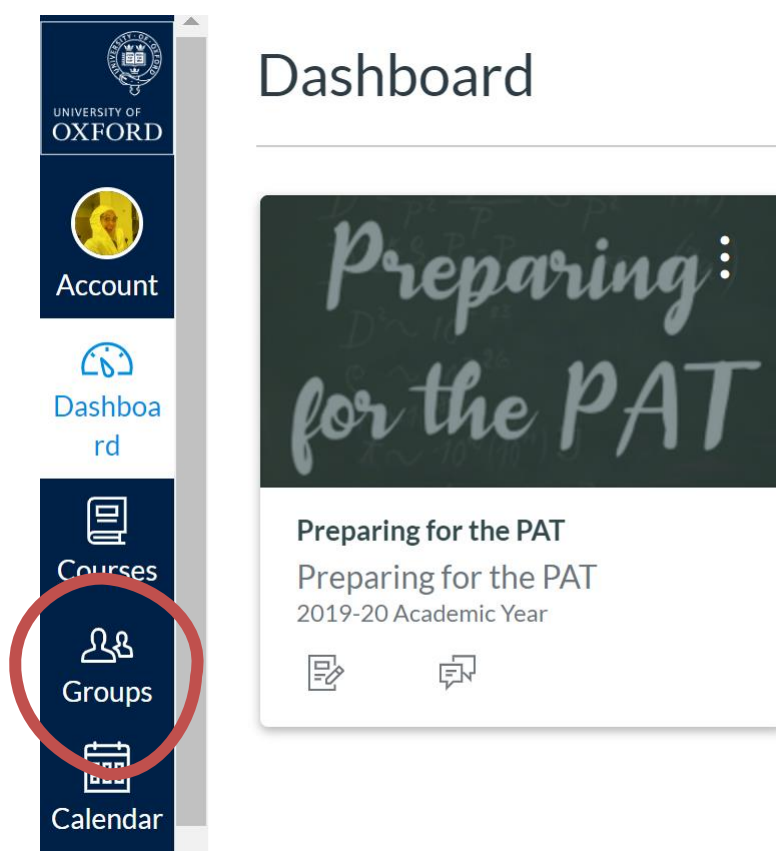
Logging in

You will be given an account and should receive an email inviting you to join the 'Preparing for the PAT' course, with a link to the course. You need to use this the first time to register.
After that, you can go to http://canvas.ox.ac.uk to log in with your email address and password.

Tutor groups

You are part of a tutor group of 10 students and your mentor. All of the groups are named after areas of Oxford. To find the pages for your group, go to the 'Groups' button on the left hand side, and then click on the name of your group.
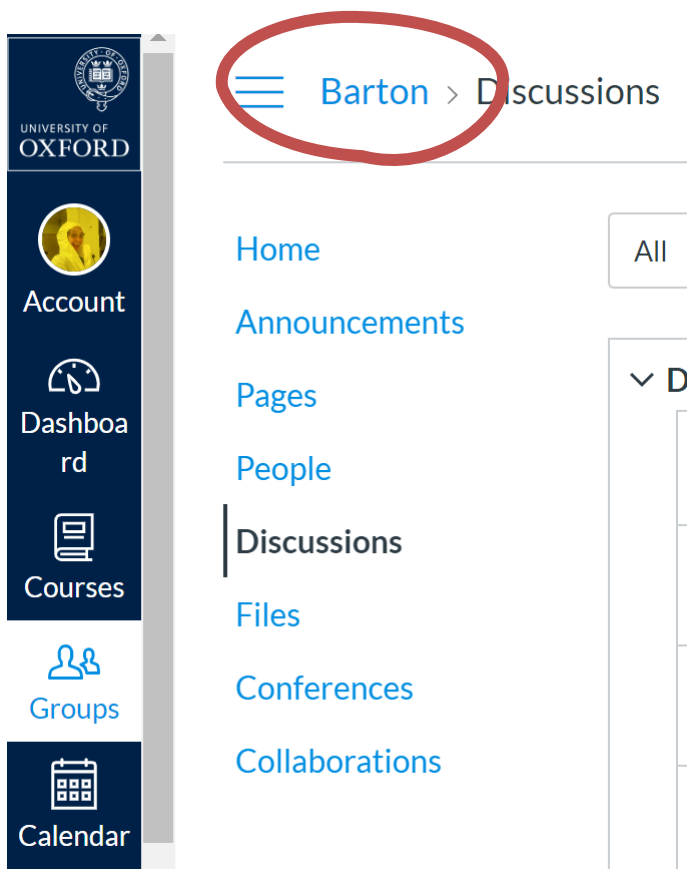
If the page has the name of your group at the top, then you are in your tutor group pages, not the whole-course area:

Pages

Your group pages are created by your mentor. They might put instructions here for how to join meetings, or extra resources that might be useful.

Discussions

Your tutor group discussion pages are the place to chat about your work! You can ask questions of each other and your mentor and post your work here.

Main course

The main course pages and discussion boards can be found by clicking on 'Courses' on the left hand side, then selecting 'Preparing for the PAT', or by clicking on 'Preparing for the PAT' at the top of the page.

In the main course area, you will see the same kind of things as in your group area, but this time they are available to everyone across the course.
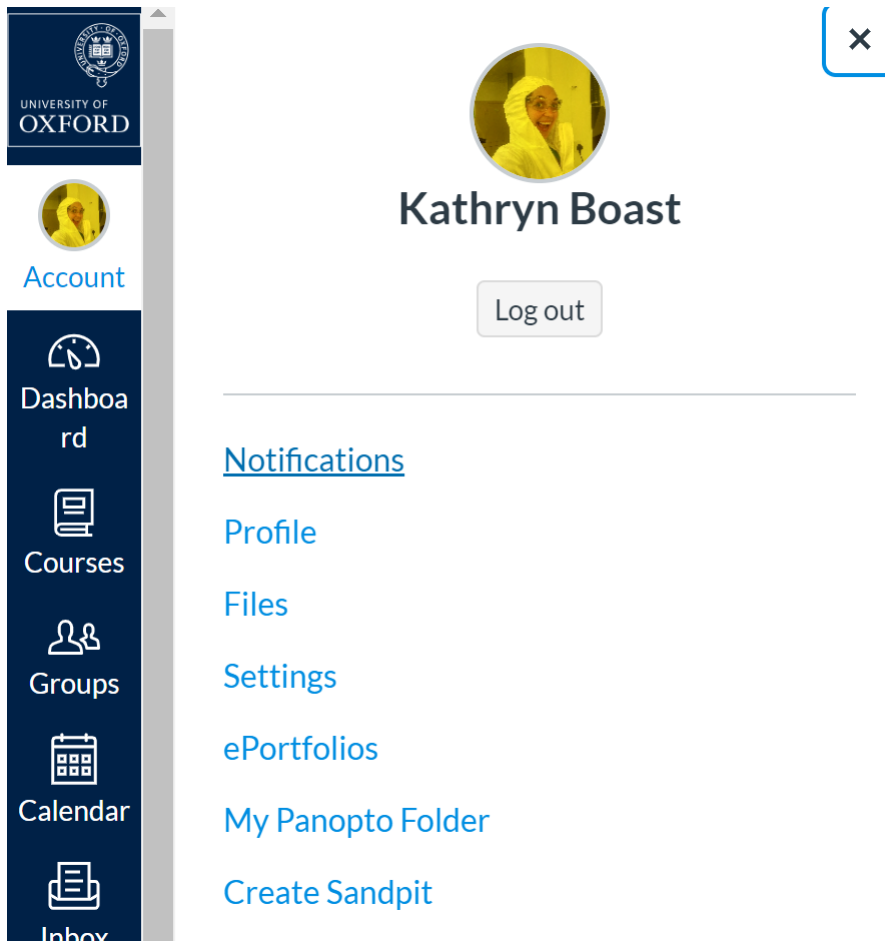
- The 'Modules' are where we will be posting course materials that you will need.
- We will use 'Announcements' when we need to contact everyone, for example if something changes or we release extra materials.
- You can use 'Discussions' to talk to the whole group (150 students). Use this for general questions and chat, rather than questions or thoughts about the work.

Notifications

Make sure you have set up your notifications so that you are notified when you want of things that change on the site. You can do this by clicking on 'Account' then 'Notifications'. You can choose whether you get notifications for different things emailed to you immediately, as a summary daily or weekly, or never.

You probably want to make sure 'Announcements' is set to immediately or daily, but the rest are up to you.

Course activities	Email address k.boast1289@gmail.com
Due Date	✓ �🕐 📅 ✕
Grading policies	✓ �🕐 📅 ✕
Course Content	✓ �🕐 📅 ✕
Files	✓ �🕐 📅 ✕
Announcement	✓ �🕐 📅 ✕

Guidelines for using Canvas

- You must not share personal information on this site. This includes contact details and social media accounts.
- Be kind and generous when you are posting.
- You can use the discussion boards as much as you like, but try to steer clear of spamming them (i.e. substantially off-topic posts, or an excessive number of posts)
- All of your posts will be moderated by your mentor and our team of course administrators.
- If you post anything offensive or that breaks these guidelines, you may be permanently removed from the course, and your parent / guardian informed.