

Canvas manual

- ✚ Canvas login
- ✚ Use your OneDrive in Canvas

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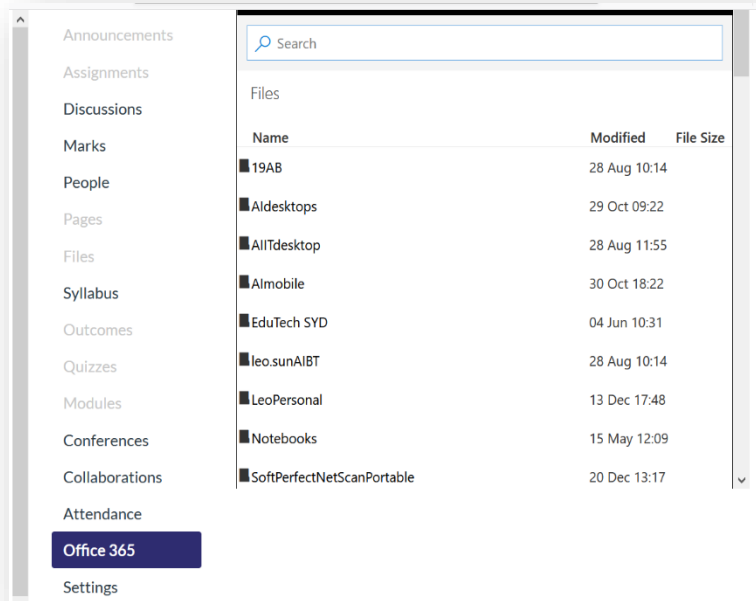
- a. Go to AIBT website – Quick Links- Student Portal
Or URL: <http://www.aibt.edu.au/quicklinks/studentportal>
- b. Click the link “Canvas Login” and you will see the login windows
- c. Please use your AIBT **Email account** and **Email password** to login.
- d. The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses.
- e. The Course Home Page helps you navigate your course and manage your coursework.

Once you click one of your courses, you will see the course content, which include course materials, assignments, marks and so on.

- ✚ Use your OneDrive in Canvas

After login CANVAS, in your Course Navigation Home link, you can see an **Office 365** button. You can access your OneDrive data here. **(Please save all the work in OneDrive, so you can edit, upload and download your data and assignment easily.)**

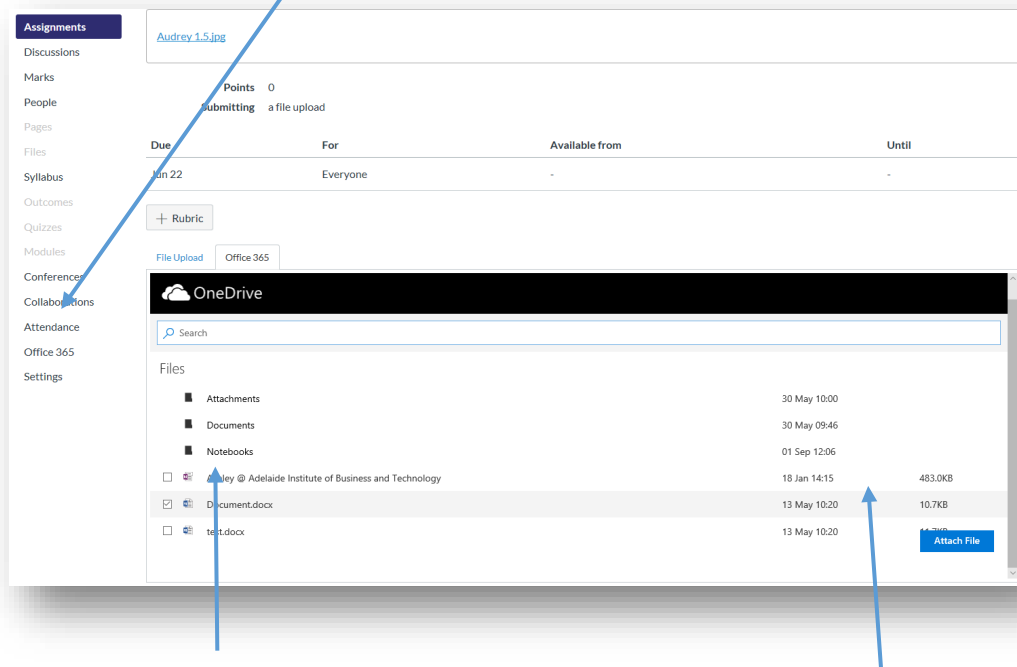




How to upload your assignment from OneDrive?

Step 1. Go to your assignment in your CANVAS

Step 2. Click Office365 button



Step3. Choose your documents from OneDrive

Step4. Click **Attach File Button**



These are basic functions of Canvas and there are some useful guides for students and teachers, you can find all your needs through these links.

Students:

<https://community.canvaslms.com/docs/DOC-10701>

Teachers:

<https://community.canvaslms.com/docs/DOC-10460>

If you still have questions based on Canvas, please send an email to servicedesk@aibt.edu.au, we will solve your issue as soon as

