

Getting Around NUS Canvas

Canvas Student Guide for NUS Youth
Programme participants



NUS
National University
of Singapore

National University of Singapore

| Before Logging into Canvas...

- ▶ Remember to check your browser version and settings

- ▶ For Windows and MacOS user, you are strongly advised to check whether your browser is up to date before accessing Canvas.

- ▶ Supported browsers include:

- Chrome 122 | 123

- Firefox 123 | 124 (Extended Releases are not supported*)

- Edge 121 | 122

- Respondus LockDown Browser (supporting the latest system requirements)

- Safari 16 | 17 (Macintosh only)

- ▶ You are strongly encouraged to access [Canvas Support page](#) to verify whether your browser is up-to-date.

Your Canvas Account

▶ Canvas Local account

- ▶ Your account is the registered email address with NUS SCALE;
- ▶ Refer to the Pre-course Email from your course coordinator for default password.

For example: Your course coordinator shared the following password formula with you for first-time log in:

scale + first 4 characters of your registered email (lower case)

You will use the following information to log into Canvas.

Your email address is `jdoue1990@yahoo.com`

Your default password (for first-time log-in) is `scalejdoue`

NUS Canvas

NUS Canvas URL:

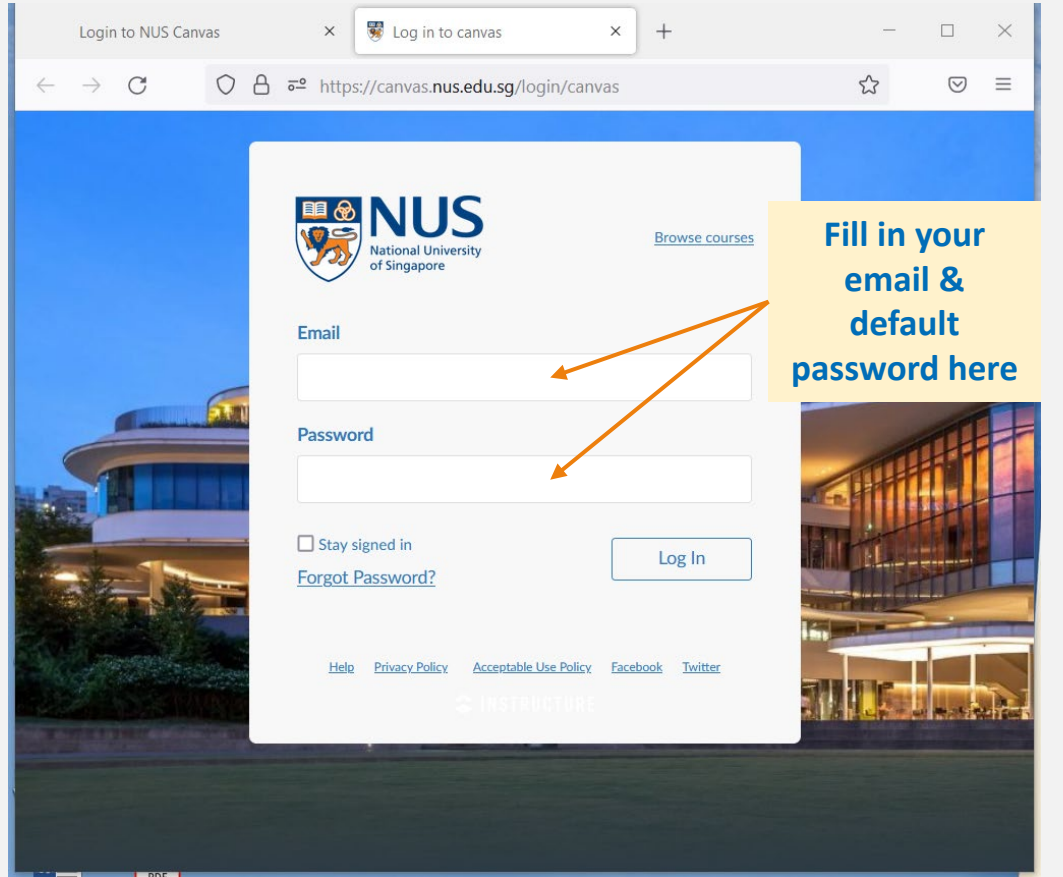
<https://www.nus.edu.sg/canvas/login/>

Click **Non-NUS User**, the system will direct you to the sign-in page

The screenshot shows the NUS Canvas login page. The browser address bar displays the URL <https://www.nus.edu.sg/canvas/login/>. The page layout includes a header with the NUS and Canvas logos, a main content area with a 'Welcome!' message and announcements, and a 'Sign In' section. The 'Sign In' section contains a 'Login to your account.' prompt and several user selection buttons: 'NUS Staff / Students / Visitors', 'NUS Alumni', and 'Non-NUS User'. A yellow callout box with an arrow points to the 'Non-NUS User' button, containing the text 'Log in through "Non-NUS User"'. At the bottom, there is a 'Support' section with icons for 'Staff', 'Student', 'Email IT Care', and 'Call IT Care'.

First time Log-in

Enter your email address & default password, and click **Log In** to log into Canvas



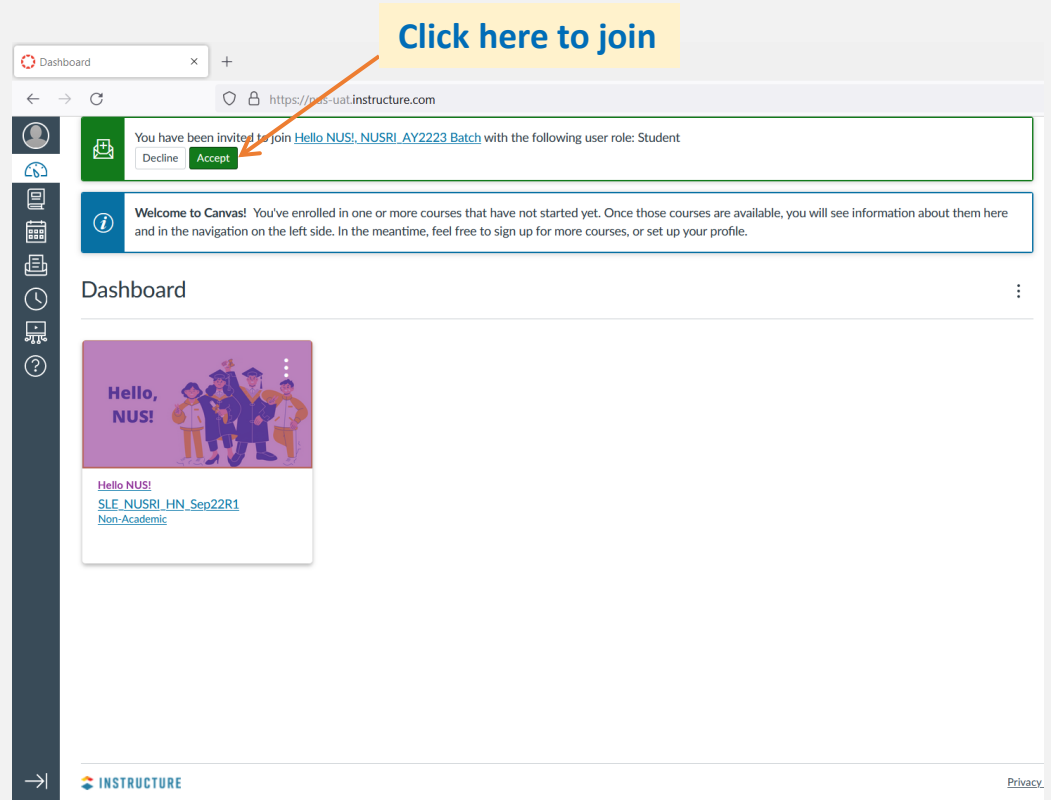
The screenshot shows a web browser window with the URL <https://canvas.nus.edu.sg/login/canvas>. The page features the NUS logo and the text "National University of Singapore". There is a "Browse courses" link. The login form includes an "Email" field, a "Password" field, a "Log In" button, a "Stay signed in" checkbox, and a "Forgot Password?" link. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter". A yellow callout box on the right contains the text "Fill in your email & default password here" with two orange arrows pointing to the email and password input fields.

Accept Course Invite

After you have logged into Canvas, you will see the following floating notification messages on top of the screen:

You have been invited to join XXXX with the following role: Student.

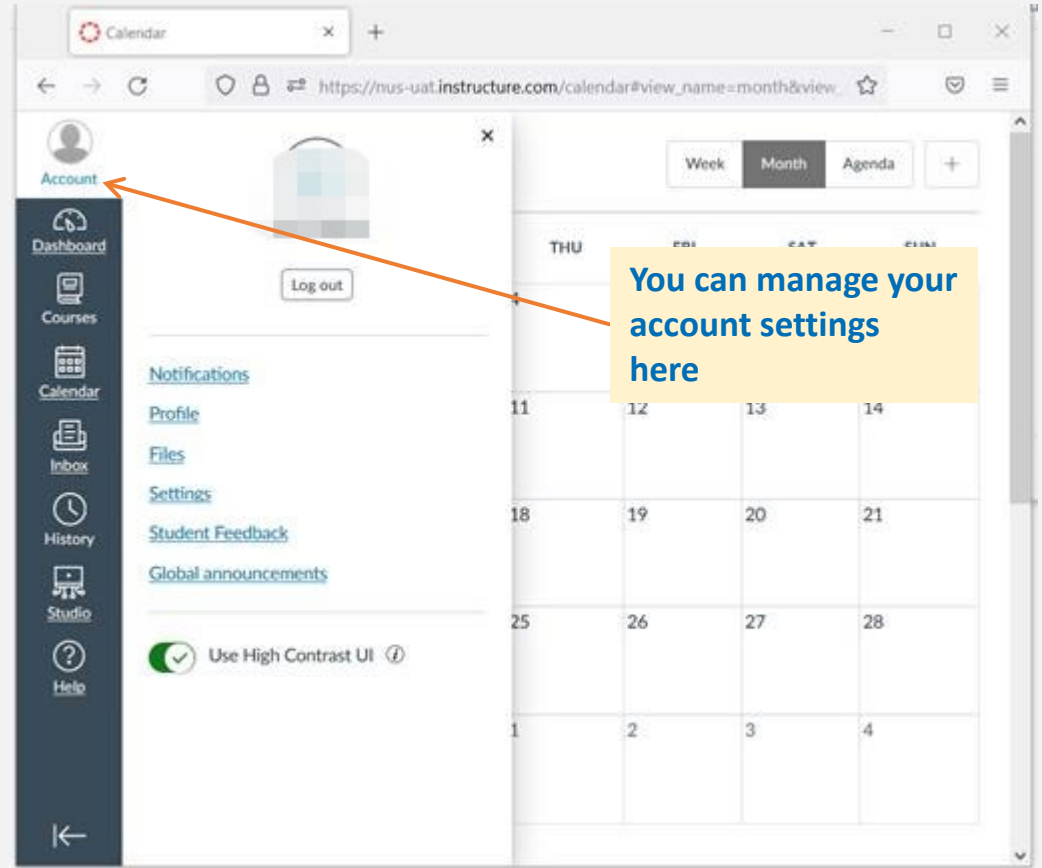
Click “Accept” to join the course.



The screenshot shows a web browser window with the URL <https://pas-uat.instructure.com>. A yellow callout box with the text "Click here to join" points to the "Accept" button in a notification banner. The notification banner contains the text: "You have been invited to join [Hello NUS!](#), [NUSRI](#), [AY2223 Batch](#) with the following user role: Student". Below the notification is a "Welcome to Canvas!" message. The main content area is titled "Dashboard" and features a card with the text "Hello, NUS!" and a list of courses: [Hello NUS!](#), [SLE_NUSRI_HN_Sep22R1](#), and [Non-Academic](#). The footer includes the INSTRUCTURE logo and a [Privacy](#) link.

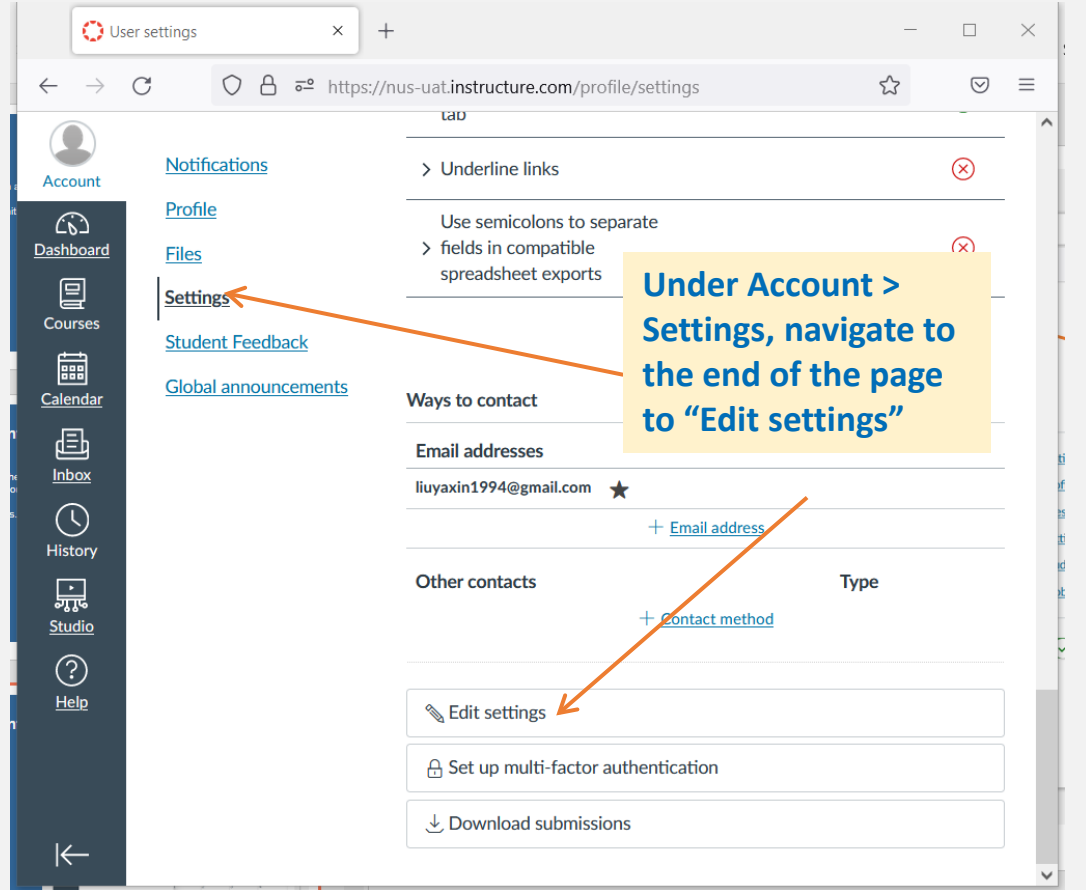
Change Your Canvas Password

The “**Account**” button on the side bar is a place where you can manage your profile, notification and site settings.



Change Your Canvas Password

Under “**Settings**”, you can change your password using “**Edit settings**” button at the bottom of the page.

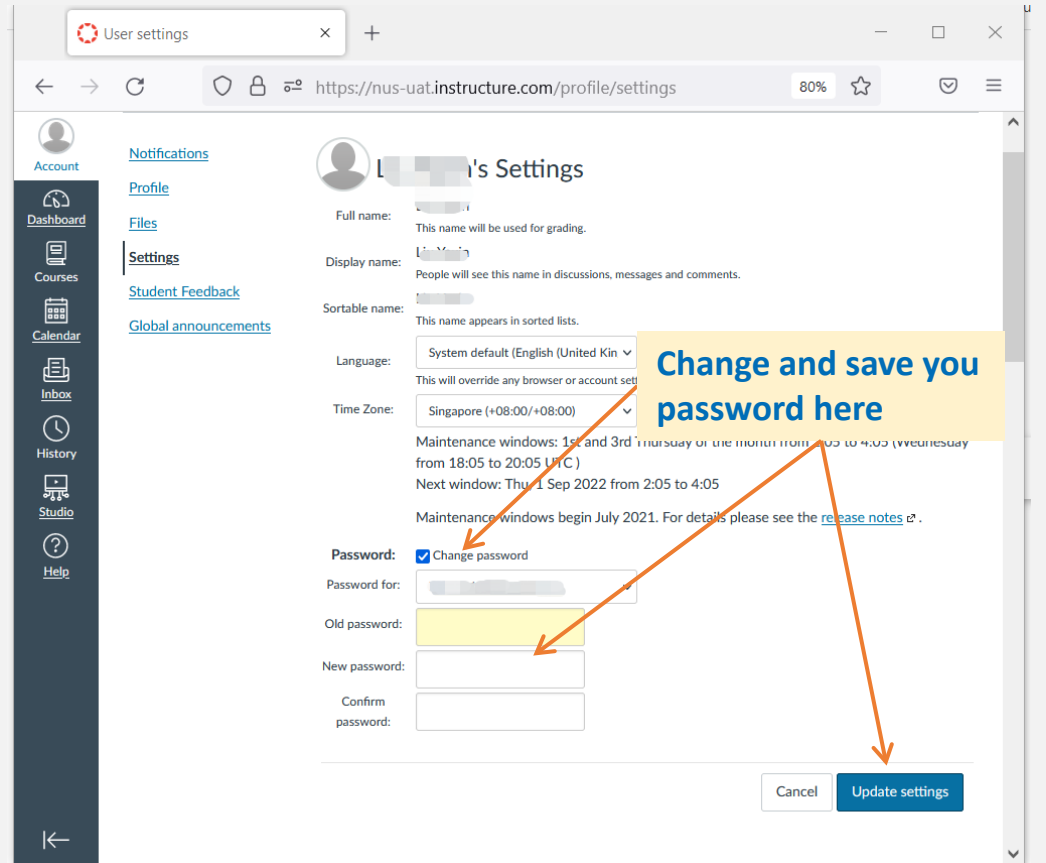


The screenshot shows the Canvas user settings page in a browser. The browser tab is titled "User settings" and the address bar shows "https://nus-uat.instructure.com/profile/settings". The page has a dark sidebar on the left with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area has a menu with links for Notifications, Profile, Files, Settings, Student Feedback, and Global announcements. The Settings link is highlighted with an orange arrow pointing to a yellow callout box. The callout box contains the text: "Under Account > Settings, navigate to the end of the page to 'Edit settings'". Another orange arrow points from the bottom of the callout box to the "Edit settings" button at the bottom of the settings page. The "Edit settings" button is located at the bottom of the settings page, below the "Set up multi-factor authentication" and "Download submissions" buttons.

Change Your Canvas Password

After clicking “**Edit settings**”, scroll up to the top of the page and tick **Change password**. Key in your own password and click **Update settings** to save your new password.

Note: Your password is required to have at least 8 characters, and should not be a commonly used word value, such as using “Password” or “12345678”;



The screenshot shows the 'User settings' page in a web browser. The browser address bar displays 'https://nus-uat.instructure.com/profile/settings'. The page title is 'User's Settings'. On the left sidebar, the 'Settings' menu item is highlighted. In the main content area, the 'Change password' checkbox is checked. Below this, there are input fields for 'Password for:', 'Old password:', 'New password:', and 'Confirm password:'. A yellow callout box with the text 'Change and save you password here' is positioned over the 'Change password' checkbox and the 'Update settings' button. Orange arrows point from the callout box to the checkbox and the 'Update settings' button.

Complete Programme Consent Declaration

After successfully changed your password, you may click on the course title or cover page under “Dashboard” to start your first Canvas course with NUS.

Dashboard

Hello, NUS!

[Hello NUS!](#)
[SLE_NUSRI_HN_Sep22R1](#)
[Non-Academic](#)

To-do

[Questionnaire: Leave your valuable feedback on "Hello, NUS" course](#)

Hello NUS!
7 Sep at 23:59

Show all

Recent feedback

Nothing for now

Click course title or cover page to start the course

Complete Programme Consent Declaration

When you go into the Canvas Course, you will see the Home page with tabs to each learning block - “Module”.

Click the tab “NUS Terms and Conditions” to read the NUS policies.

Non-Academic

Home

Discussions

Modules

People

Account

Dashboard

Courses

Calendar

Inbox

History

Studio

Help

Immersive Reader

View Course Stream

View Course Notifications

Coming up

View calendar

Welcome to the Business and Finance Programme!

Over the next 6 weeks, we will explore basic financial statements interpretation and analysis.

Before going to the **Pre-learning Activity**, kindly read the **NUS Terms and Conditions** and **NUS SCALE Youth Programme Administrative Policy**, and complete the **Programme Consent Declaration** survey **before 15 October 2022**. We will unlock the next Pre-learning Activity Module for you once the Programme Consent Declaration is completed. The subsequent modules for week 2 onwards will be released **3 days before** the session date.

Click the button to start: [NUS Terms and Conditions](#)

Pre-learning Activity

Module 1

Module 2

Module 3

Module 4

Module 5

Module 6

Post-programme Activity

Click the tab here to read the NUS Terms and Conditions.

Complete Programme Consent Declaration

Read all Terms and Conditions carefully before proceed to the next Page – NUS SCALE Youth Programme Administrative Policy.

Account

Non-Academic

Home

Discussions

Modules

People

Account

Dashboard

Courses

Calendar

Inbox

History

Studio

Help

NUS Terms and Conditions

Kindly read through **ALL TABS** carefully, before moving on to the next page.

[NUS Personal Data Notice for Course Participants](#)

[NUS Risk Acknowledgement and Consent Form](#) [NUS Do Not Call Policy](#)

[NUS Code of Student Conduct](#) [NUS Student Confidentiality Agreement](#)

[NUS Intellectual Property Policy](#) [NUS Acceptable Use Policy for IT Resources](#)

[NUS Acceptable Use Policy for IT Resources](#)

This [policy](#) applies to the use of the IT resources owned, controlled or managed by the University, such as computer accounts, personal computers, servers, workstations, disk storage, software, administrative and academic applications, email, public folders, newsgroups, online discussion forums, dialup, network, Internet and databases, among others. All users who have been granted access to the IT resources, including students of the University, are to comply with this policy. Please click [here](#) for the guidelines for the Acceptable Use Policy.

Before you click "Next", kindly read through all the tabs on this page.

Next >

Click next when you finished reading all NUS Terms and Conditions.

Complete Programme Consent Declaration

Read all Terms and Conditions carefully before proceed to the next Page – NUS SCALE Youth Programme Administrative Policy.

Account
Dashboard
Courses
Calendar
Inbox
History
Studio
Help

Non-Academic
Home
Discussions
Modules
People

NUS SCALE Online Youth Programme Administrative Policy_Jul2022.pdf
Download NUS SCALE Online Youth Programme Administrative Policy_Jul2022.pdf (235 KB)

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Leave may also be granted for any personal reason other than medical and academic reasons. Personal reasons are subjected to be approved by NUS SCALE based on the specific reason and proof provided by participants.

Participants need to submit request for leave of absence ONE week before the programme starts with valid reasons and proof for NUS SCALE to approve. Only approved participants will be granted the attendance by viewing the recorded live tutorial session.

6. Student Feedback

Student feedback on teaching is an important element of NUS SCALE's process for quality assurance of education, the feedback is helpful to NUS SCALE in the continuous quest for improvements in teaching and thereby enhancing the participants' learning experience in NUS SCALE. Participants need to complete the post-programme evaluation after the programme. It is also part of the requirement to receive the certificate. In this exercise, the participants' privacy is protected with responses not being traceable to specific identities.

Next •

Click next when you finished reading the Administrative Policy.

Complete Programme Consent Declaration

Answer ALL 4 questions in Programme Consent Declaration survey before Session 1.

You will only be able to access the course content after completing “Programme Consent Declaration”.

Non-Academic

Account

Dashboard

Courses

Calendar

Inbox

History

Studio

Help

Home

Discussions

Grades

Modules

People

Programme Consent Declaration

Due [blurred] Points 4 Questions 4
Available [blurred] Time limit None

Instructions

The NUS Terms and Conditions is designed to assist you in understanding how the University collects, uses and/or discloses the personal data, recordings and images, you have provided to us, as well as to assist you in making an informed decision before providing and agreeing to share your personal data/images with us.

Please read the questions carefully before you answer them.

Thank you.

[Take the survey](#)

Click the Orange button to start the survey.

NUS Canvas Tips: Calendar

The “*Calendar*” button on the side bar is a place where you can find all due dates, to-dos in one place.

Remember to check your Calendar regularly for upcoming assignments and deadlines.

Use the calendar tool to help you manage your learning goals

MON	TUE	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	<u>30</u>	31	1	2	3	4

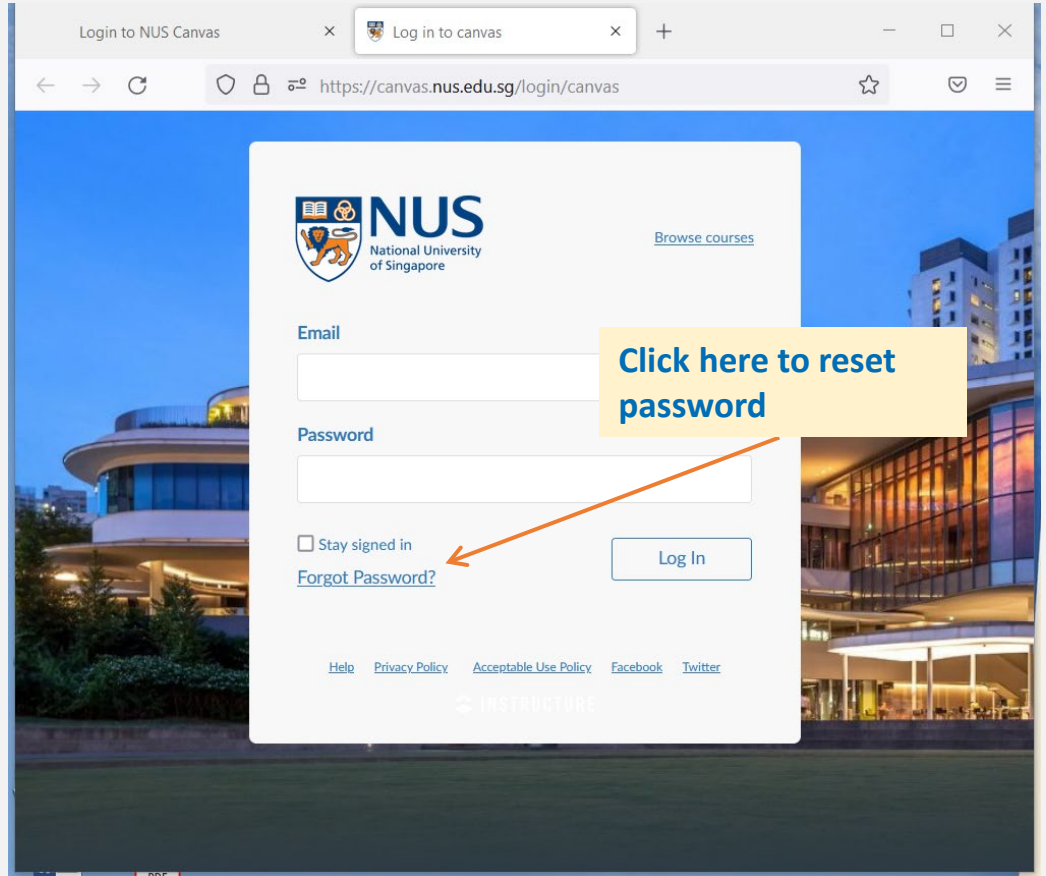
NUS Canvas Tips: Forget Password?

Don't panic!

Go to the sign-in page:

<https://canvas.nus.edu.sg/login/canvas>

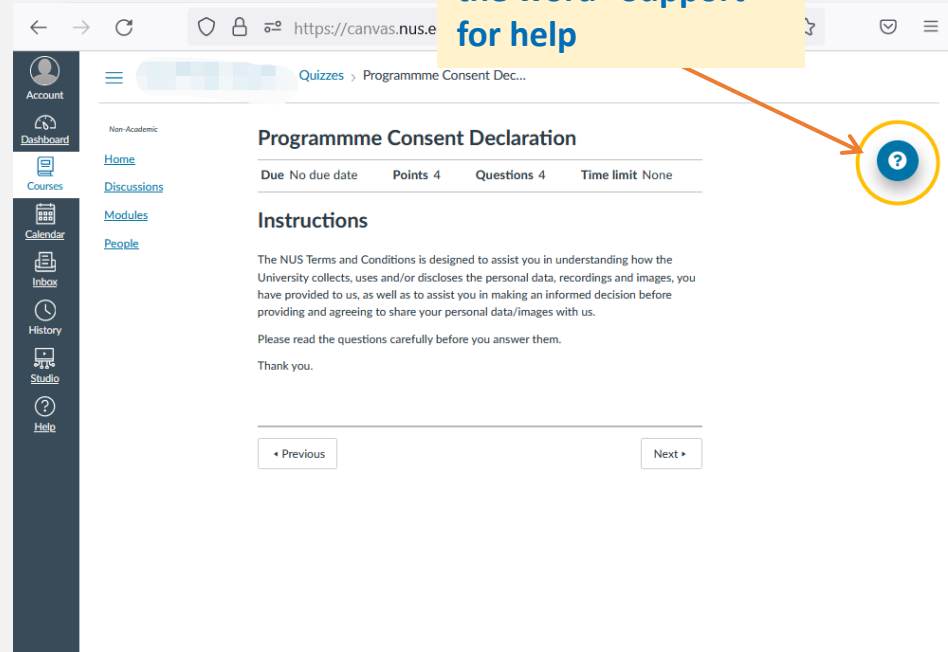
Click ***Forgot Password?*** link and reset your password.



The screenshot shows a web browser window with the URL <https://canvas.nus.edu.sg/login/canvas>. The page features the NUS logo (National University of Singapore) and a "Browse courses" link. The login form includes fields for "Email" and "Password", a "Log In" button, and a "Stay signed in" checkbox. A yellow callout box with the text "Click here to reset password" and an orange arrow points to the "Forgot Password?" link located below the "Stay signed in" checkbox. At the bottom of the page, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", along with the "INSTRUCTURE" logo.

NUS Canvas Tips: Support

You are recommended to use the floating support button to perform self-troubleshooting.



The screenshot shows a web browser window displaying a Canvas LMS page. The address bar shows the URL <https://canvas.nus.edu>. The page title is "Quizzes > Programme Consent Dec...". The main content area is titled "Programme Consent Declaration" and includes a table with the following information:

Due	No due date	Points	4	Questions	4	Time limit	None
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Below the table, there is an "Instructions" section with the following text:

The NUS Terms and Conditions is designed to assist you in understanding how the University collects, uses and/or discloses the personal data, recordings and images, you have provided to us, as well as to assist you in making an informed decision before providing and agreeing to share your personal data/images with us.

Please read the questions carefully before you answer them.

Thank you.

At the bottom of the page, there are two buttons: "Previous" and "Next".

A yellow callout box with blue text is positioned in the upper right corner of the screenshot, containing the instruction: "Hover over the floating support button '?', then click the word 'Support' for help". An orange arrow points from this callout box to a circular floating support button (a white circle with a blue question mark) located in the bottom right corner of the page content area.

NUS Canvas Tips: Help

The “*Help*” button on the side bar is a place where you can find guide, community guide and ask the community if you have any questions regarding Canvas.

The screenshot shows the NUS Canvas interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The 'Help' button, represented by a question mark icon, is highlighted with a blue circle and an orange arrow pointing to it. The main content area shows a 'Help' window with a panda mascot holding a globe, a search bar for 'Search the Canvas Guides', and a list of 'OTHER RESOURCES' including 'Student Guide', 'Learning with Canvas', 'Canvas Community Guides', and 'Ask the Community'. On the right, a calendar is visible in 'Month' view, showing dates from 4 to 28. A yellow callout box with blue text is overlaid on the calendar area.

Use the help button to check out guides and community discussions

THU	FRI	SAT	SUN
4	5	6	7
			14
			21
25	26	27	28
1	2	3	4

**Thanks You and Hope You
Enjoy the Journey with us
on Canvas!**