Final Online Assessment
Technical Guide

Purpose of this Guide

The purpose of this Guide is to provide practical information about how to access the Final Online Assessment on Canvas (the University's Virtual Learning Environment) and how to upload your assessment response.

This **Technical Guide** provides information on:

1. Important information about your Final Online Assessment

2. Multi-Factor Authentication (MFA)

3. How to access and submit your Final Online Assessment

4. Canvas App

5. Top tips

6. Troubleshooting

7. Appendix 1: Instructions on how to submit your assessment response as a single PDF file

8. Appendix 2: Instructions on how to change the default time zone on Canvas to your local time

# Important! Please read these points carefully

1. **PLEASE TAKE ACTION NOW! -** Log into Canvas as soon as possible to check that you can access it. If you cannot access Canvas, please contact us right away so we can resolve any issue before the release of your assessment.

2. **Seven days before your assessment date:** Log into Canvas again to check that your Final Online Assessments are appearing either as a tile on the Dashboard (the Dashboard will display up to 20 courses) or listed in Courses. If you can't view your Final Online Assessment please contact us right away so we can resolve any issue before the release of your assessment (see point 8 for contact details). A practice area has been set up for each Final Online Assessment. It is important that you try out downloading and uploading files in the week before your first assessment. The practice area within your Final Online Assessment course will be available seven days before your assessment date and until the day before your assessment starts. View exact timings on your Assessment Timetable.

3. **Assessment release times –** Your assessment will not be visible until the date and time of release. Please check the Assessment Timetable for details. **Canvas operates in GMT** and the timezone on Canvas will be defaulted to the Edinburgh Campus. You can change the timezone to your local time, these steps are noted in **Appendix 2**. To check the equivalent time where you are located, you may find a website such as World Time Buddy useful (https://www.worldtimebuddy.com/).

4. **Mistakes –** If you identify what you consider to be a mistake in your Final Online Assessment, please add any comments you have on this at the end of your answer file before uploading.

5. **Late Submission of Assessment –** No late submissions will be accepted. Students who are unable to complete their assessments, and have mitigating circumstances, must follow the MC process https://www.hw.ac.uk/uk/students/studies/examinations/mitigating-circumstances.htm

6. **Common mistakes -** Remember to read the assessment instructions first, and then ensure you have uploaded the:

   - Correct assessment answer file for the assessment you are sitting
   - All of your answers and not a partially completed assessment answer file

7. **Preparing for Final Online Assessment** – Our Effective Learning Advisors have produced this helpful guide on Final Online Assessment and assessment preparation strategies.

8. **Contact us –** If you have any problems accessing Canvas or the Final Online Assessment Area, take a look at the 'Trending FAQs' on the Student Portal. If you're still stuck, please log an enquiry immediately on the 'Ask HWU' system and a staff member will assist you. Or contact your local campus – Edinburgh campus (+44) 0131 451 8899
Malaysia campus +603-8894 3899/3852/3609/3617, Dubai campus +971 04 571 7000.

Multi-Factor Authentication

Since December 2021 all students need to use Multi-Factor Authentication with their Heriot-Watt user account.

MFA is a secure additional login process and is one of the most effective ways to keep you and your work safe online.

Please ensure that you have your mobile device fully charged and accessible during your Final Online Assessment to avoid any potential issues during the login process.
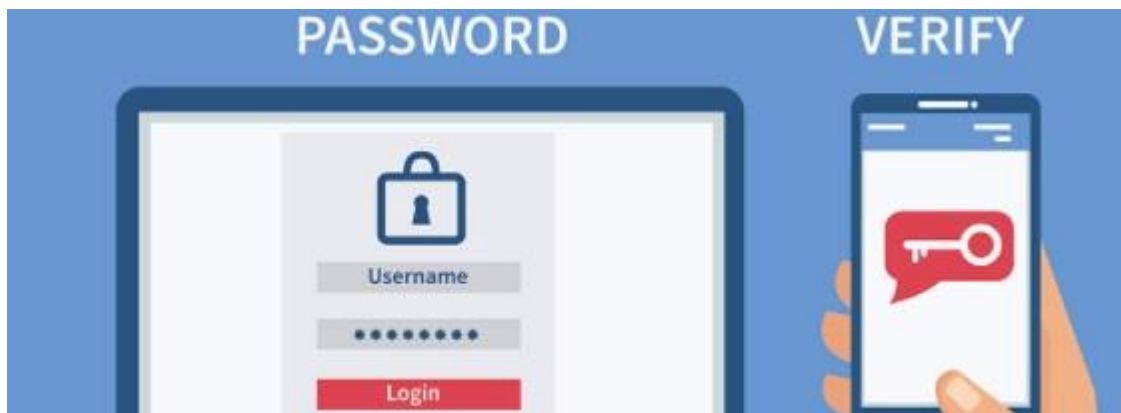
If you have not already done so please prepare your account well in advance of any Final Online Assessments and avoid any potential issues by using our guidance information.

If you have any questions or require further assistance, please don't hesitate to contact Information Services at ISHelp@hw.ac.uk.

Top Tips

1. Make sure you know where your Final Online Assessment is located and when it should be uploaded.
2. Ensure that your Final Online Assessment response is in the correct format, as specified in the Final Online Assessment instructions.
3. Make sure you upload the correct file.
4. If you have multiple handwritten files, <u>you must</u> convert photos of your work to one PDF file by following the instructions in the Appendix of this document.

How to Access and Upload Your Final Online Assessments

This guide explains how students can access and upload their Final Online Assessments through Canvas.
The guide applies to Windows and Mac users as the process is the same for both.

How to Access Your Assessment Paper

Note: Please ensure you always use the most current version of your preferred browser. Canvas will work on Chrome, Firefox, Edge or Safari. Please click on the following link for further information on browsers https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66

Step 1: Go to the Student Portal (https://portal.hw.ac.uk/)

Step 2: Access Canvas

Fig 1: Student Portal

Step 3: Locate Final Online Assessment Tile(s)

7 days prior to the date of your Final Online Assessment, tiles will appear on your Canvas Dashboard (the dashboard will list up to 20 tiles) giving you direct access to the Final Online Assessment Area for each assessment you are registered for. You can also select your Final Online Assessment by clicking on the Courses Tab from the menu on the left-hand side of the screen. Please note that your Final Online Assessment will only appear 7 days prior to <u>each assessment date</u>, they will not appear all at once.
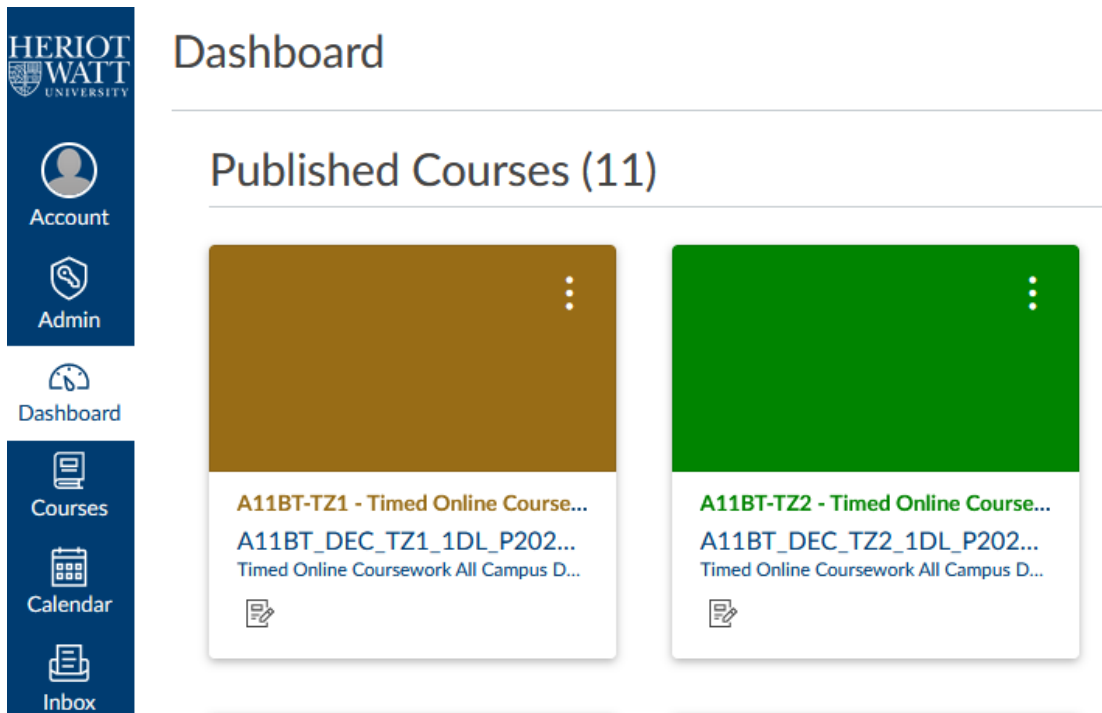
Fig 2: Dashboard

Click on the Final Online Assessment Course Tile or select your Final Online Assessment from the Courses Tab.
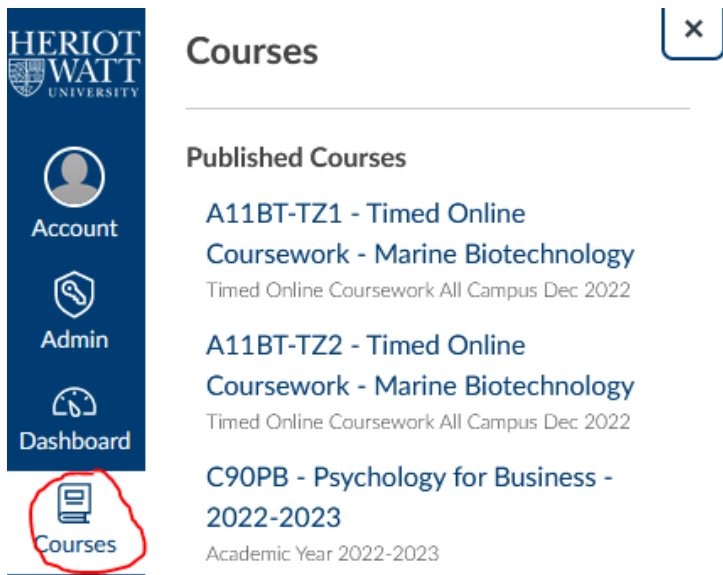
Fig 3: Courses

This will take you to the Final Online Assessment Information.

Fig 4: Student Instructions

Click on **Assignments** to continue.

(There is also a "To do" list located on the right-hand side of the Dashboard that will take you directly into the assignment area).

Assessment Practice Area

Select the Assessment **Practice Area**. Here you can practice downloading a blank "test" assessment paper file and uploading your answer file.

Please note this practice area **will not** be visible to you on the day of the assessment.

The preferred file types for your answers are **PDF** or **MS Word (See appendix for instructions for uploading your Final Online Assessment as a single PDF file).**

Fig 5: Practice Area

Follow the instructions on screen under **"Practice Downloading the Final Online Assessment and Uploading your Answer File"**

How to Name your Answer File

You should ensure that your file is named as follows **"StudentID_CourseCode"** example **"H00XXXXXX_BPXXXX"**

Please note you will be required to upload one answer file and the preferred format is PDF. In the Appendix section you will find detailed instructions on how to upload your Final Online Assessment as a single PDF file. Please read these instructions carefully. Please note files must be less than 100MB in size.

Upload Your Completed Answer File

You can drag and drop your completed answer file into this area located at the bottom of the screen or click **Choose a file to upload**. Then select the file correct file and click **Open**.

Drag a file here, or

Choose a file to upload

Fig 6: Upload Answers File

Your uploaded file will then be listed at the bottom of the '**Assignment Submission**' section.

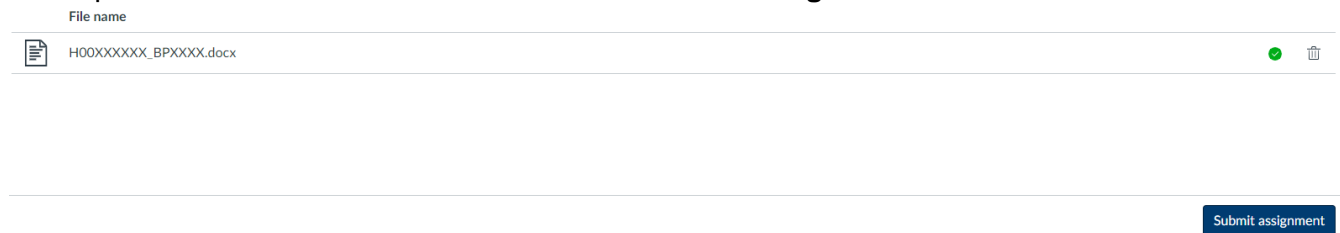| File name		
📄 H00XXXXXX_BPXXXX.docx		✅ 🗑

Submit assignment

Fig 7: Assignment Submission Area

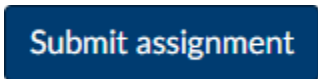Now click Submit assignment.

Submit assignment

Fig 8: Submit

IMPORTANT: You must click Submit assignment for your answer file to be uploaded for marking.

Please remember that your internet speed may be slower at home than on campus and large files may take some time to upload.

Check That Your Submission Has Been Successful

Once you have uploaded your answer file successfully you will see **SUBMITTED** in green with the date and time at the top of the screen.

Fig 9: Successful Upload

Upload an Amended File

You are permitted to re-upload your answer file with any amendments within the allocated time frame but please note that the **last file you upload will be the only one marked**.

If you want to upload an amended version of your file, you can do so by clicking **"Try Again"**

Fig 10: Try Again

Which will take you back to the upload area.

Fig 11: Upload Answers File

When you have selected your amended file to upload, the following selection will appear. You can choose to cancel the additional upload at this time or continue with Submit assignment:

Fig 12: Cancel/Submit

Once you click **"Submit assignment"**, you will see it has been added as Attempt 2 along with **SUBMITTED** in green with the date and time at the top of the screen.

Fig 12: Attempt 2

You can toggle between uploads on this drop down menu but you will not be able to delete anything you have uploaded.

On The Day of Your Assessment

You will find a link in the left-hand menu under **Assignments** named **'Final Online Assessment'**.

Fig 13: 2022 Final Online Assessment Section

When you click on this link, you will see **Assessment Instructions** and your **Final Online Assessment Paper** and a link to upload your answer file.

You are permitted to upload an answer file with any amendments within the allocated time frame but please note that the **last file you upload will be the only one marked**.

Canvas Guides for Mobile Apps

If you do not have access to a PC or laptop then you can submit using a mobile device using the Canvas app. You could also submit using the browser instructions above, but it is easier to use the app on a mobile device.

Canvas Student Android Guide
https://community.Canvaslms.com/t5/Canvas-Student-Android-Guide/tkb-p/student_android

Canvas Student iOS Guide
https://community.Canvaslms.com/t5/Canvas-Student-iOS-Guide/tkb-p/student_ios .

Canvas Student App Video
https://community.Canvaslms.com/t5/Video-Guide/Canvas-Student-App/ta-p/384213

Top Tips Continued

5. Make sure you know where your Final Online Assessment is located on Canvas.
6. Ensure that your Final Online Assessment is in the correct format.
7. Make sure you upload the correct file.
8. If you have multiple handwritten files, you must convert photos of your work to one PDF file by following the instructions in the Appendix of this document.

Troubleshooting

If you have any issues please take a look at the Canvas Help Tab on the left hand side menu.

Fig 14: Help Tab

You can also take a look at 'Trending FAQs' on the Student Portal or check other FAQs by entering "exam help" into the "Ask HWU" tile on the portal. If you're still stuck, select the most relevant FAQ and then use the "Log an Enquiry" button. Enter the details of the issue and upload. A staff member will assist you.

Alternatively, you can contact your local campus and speak to a member of the student support team who will help resolve your query – Edinburgh campus (+44) 0131 451 8899, Malaysia campus +603 8894 3852/3617/3899/3609, Dubai campus +971 04 571 7000.

Appendix 1

Instructions to upload Final Online Assessment on Canvas as a single PDF file

Introduction

- Put your **H number** (*e.g.* H00123456) on the first sheet in the top right corner. Do *not* include your name.
- You can complete your Final Online Assessment questions on paper or if you prefer with MS Word or similar software.
- Compile your answers (*e.g.* scan, photograph, export from Word) into a **single PDF file**. – Detailed instructions below.
- The **filename** must be your H number (*i.e.* your HW Student ID) followed by the course code in the format for example: "H00123456_B17CA.pdf" (where B17CA is the course code).
- Upload the single PDF file to the **Final Online Assessment Canvas assignment** before the deadline.

Case 1: Assignment completed entirely on paper

You will have to scan or photograph your work. If you do not have a scanner, please use the camera of a mobile phone or tablet:

1. Install '**Office Lens**' which is part of Office 365 on your device from either the '<u>Google Play</u>' or the '<u>Apple App Store</u>'.
2. Allow Office Lens to access your Photographs and Camera.
3. Log-in to Office Lens with your University credentials as for any other Office 365 products.
4. Take photos of your solution, page by page (Document). Ensure that the answers are in the correct order as in your question sheet and photos have the correct orientation (*i.e.* portrait). – You can delete and retake photos if they do not turn out as desired. Make sure the photographs are clear with enough lighting and are not blurry. Office Lens will attempt to correct any perspective distortion, but it is best to lay your paper flat on a table.
5. When finished, **save** the images to '**OneDrive as PDF**' – If you have not used Office Lens before, a new top-level folder 'Office Lens' will be created on your OneDrive account.
6. It is advisable to check your scanned document on a larger screen (PC/Laptop) to ensure that you are satisfied with the quality of the photographs.
7. Accessing the files on your computer:
   a. If you **synchronise your OneDrive folders** with your PC/Laptop, open **File Explorer** (Windows) or **Finder** (Mac) and navigate to your OneDrive -> Office Lens directory.
   b. If you do not synchronise your OneDrive files onto your PC/Laptop, you can access the PDF file on OneDrive in your **browser via the Microsoft Office 365** login.
8. Rename the PDF file following the format for example **H00123456_B17CA.pdf** where H00123456 needs to be replaced with your individual H number and B17CA with the course code of your assessment.
9. Upload your PDF file to the Canvas Final Online Assessment assignment.

Case 2: Assignment completed entirely in MS Word

1. Select **File → Save a Copy …** from the menu. From the pull-down menu for **File Format** select **PDF**.
2. Name the PDF file following the format for example **H00123456_B17CA.pdf** where H00123456 needs to be replaced with your individual H number and B17CA with the course code of your assessment.
3. Upload your PDF file to the Canvas Final Online Assessment assignment.

Case 3: Assignment completed as hybrid: on paper and with MS Word

You will have to scan or photograph your work. If you do not have a scanner, please use the camera of a mobile phone:

1. Install '**Office Lens**' which is part of Office 365 on your device from either the 'Google Play' or the 'Apple App Store'.
2. Allow Office Lens to access your Photographs and Camera.
3. Log-in to Office Lens with your University credentials as for any other Office 365 products.
4. Take photos of your solution, page by page (Document). Ensure that the answers are in the correct order as in your question sheet and photos have the correct orientation (*i.e.* portrait). – You can delete and retake photos if they do not turn out as desired. Make sure the photographs are clear with enough lighting and are not blurry. Office Lens will attempt to correct any perspective distortion, but it is best to lay your paper flat on a table.
5. When finished, **save** the images to '**OneDrive**' – Do not use the PDF option as you will need the individual images. If you have not used Office Lens before, a new top-level folder 'Office Lens' will be created on your OneDrive account.
6. Accessing the files on your computer:
   a. If you **synchronise your OneDrive folders** with your PC/Laptop, open **File Explorer** (Windows) or **Finder** (Mac) and navigate to your OneDrive -> Office Lens directory to locate the uploaded image files.
   b. If you do not synchronise your OneDrive files onto your PC/Laptop, you can access the uploaded image files on OneDrive in your **browser via the Microsoft Office 365** login.
7. In Word paste each picture onto a new page. **Insert (Ribbon) -> Pictures (Icon) -> Picture from file (drop-down)**.
8. Once all hand-written pages are embedded in the correct order in your Word file, select **File → Save a Copy …** from the menu. From the pull-down menu for **File Format** select **PDF**.
9. Name the PDF file following the format for example **H00123456_B17CA.pdf** where H00123456 needs to be replaced with your individual H number and B17CA with the course code of your assessment.

Upload your PDF file to the Canvas Final Online Assessment assignment.
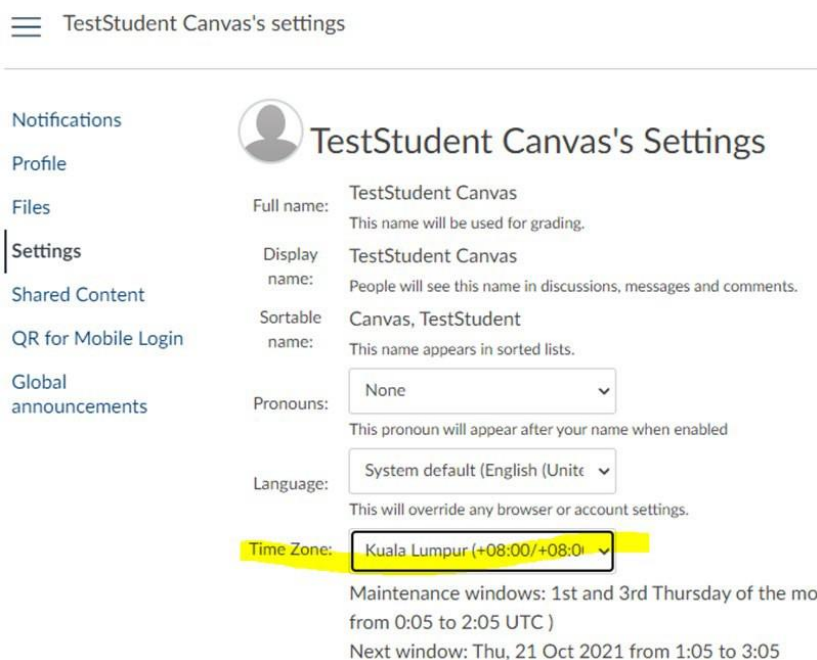
Appendix 2

Instructions to change the default time zone on Canvas to your local time

Select Account and Settings from the menu on the left-hand side. You will see that the Time Zone is set to Edinburgh:
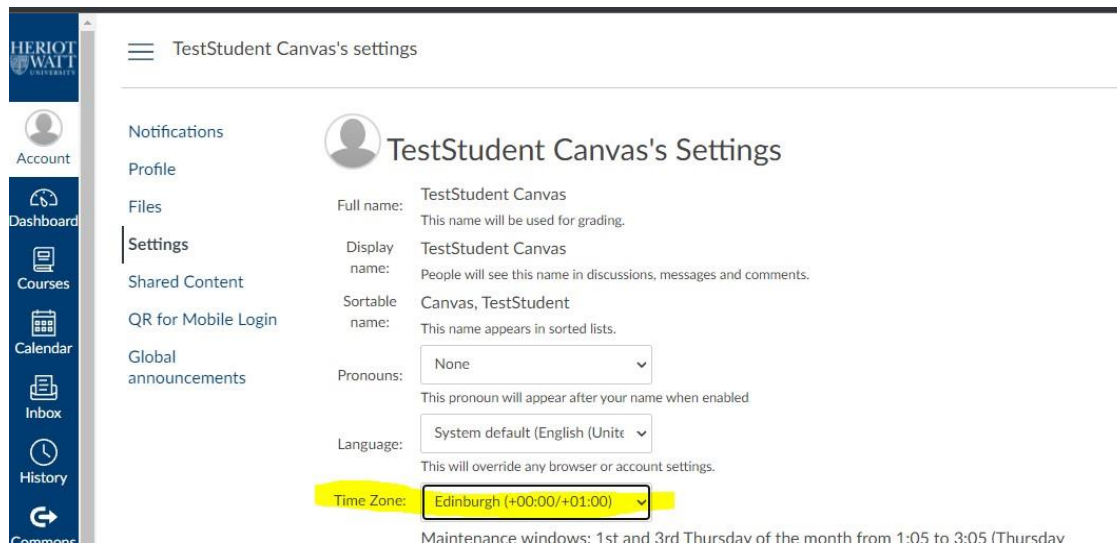
You can select the time zone you require from the drop-down menu.

For Example, here I have changed my time zone to Malaysia time:

All times in Canvas will now be displayed to you in local time.