

CANVAS HANDBOOK

Kalandra Education Group is a registered and accredited Independent Tertiary Establishment and approved holder for the Code of Pastoral Care for International Students by the New Zealand Qualifications Authority.

Phone: 0800 525 2637 Email: online@kalandra.ac.nz Website: www.kalandra.ac.nz
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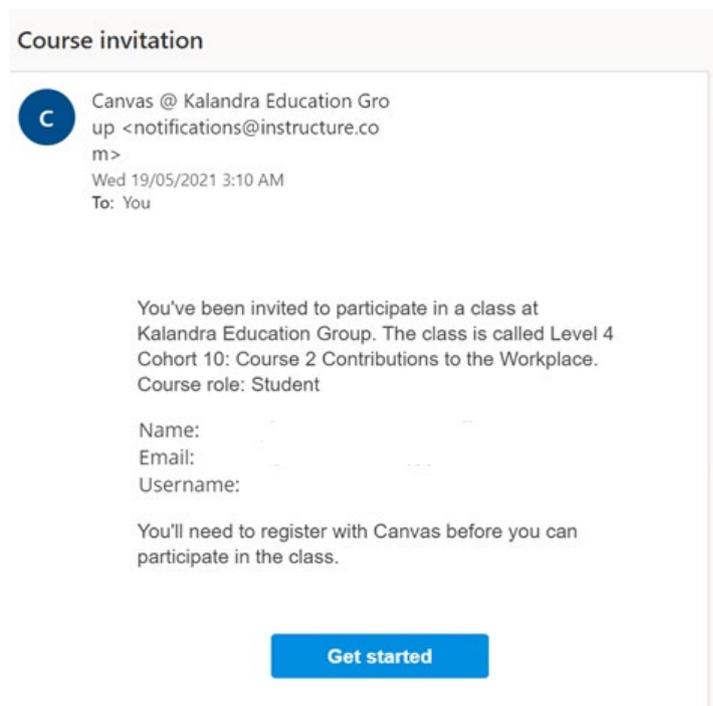
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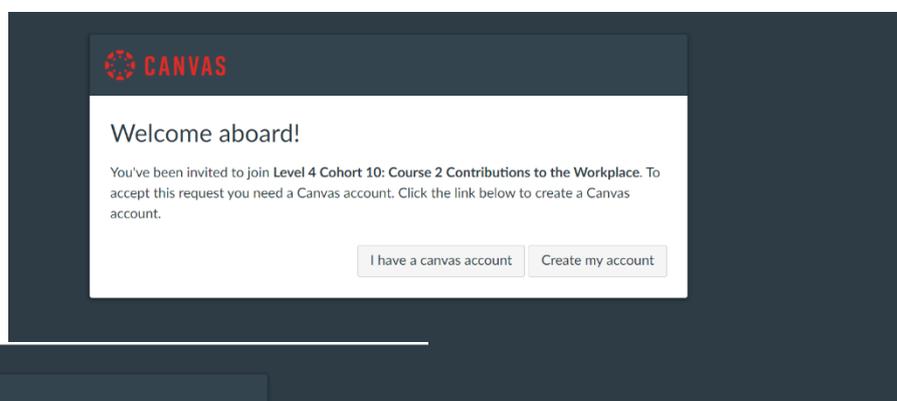
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Invitation

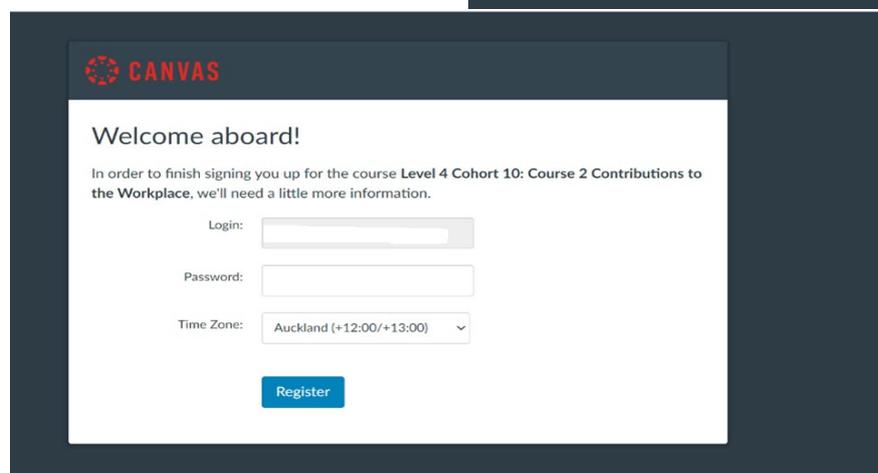
Once you have been enrolled into a Kalandra certificate programme, you will be added to the Canvas Student Learning platform. You will receive an invitation to register with Canvas:



Please **create** an account:



Your **password** needs to be unique



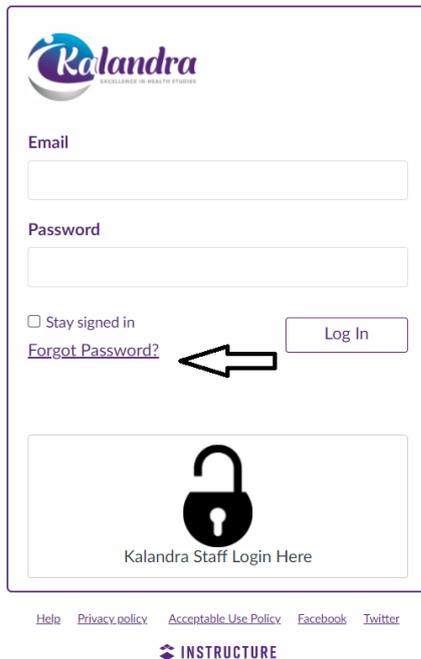
to you:

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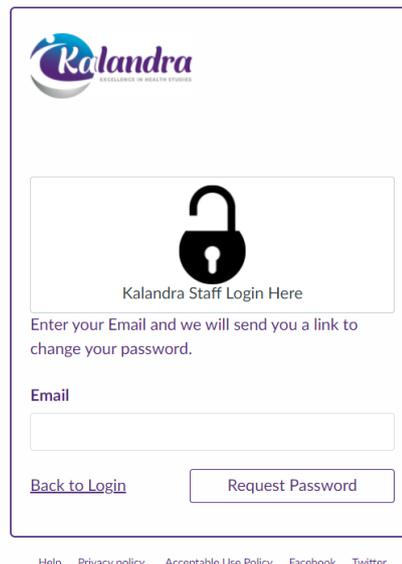
Once you are a Canvas student, you can enter the application via <https://kalandra.instructure.com/login/canvas> which will take you to the login page.

“Forgot password”

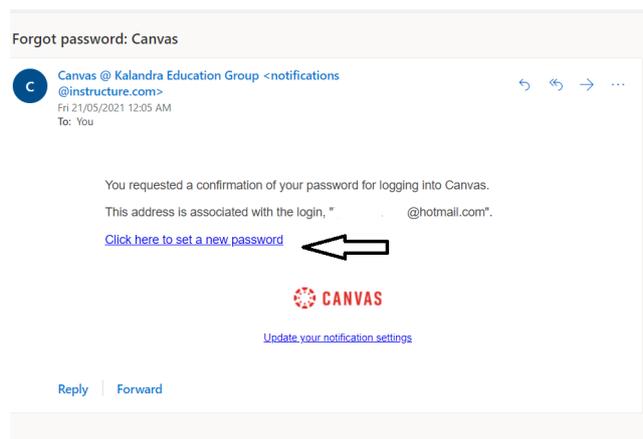
In case you forget your password, you can reset it through the system.



Click on `Forgot Password?`. A new screen will pop up. Type in the email address and hit `Request Password`.



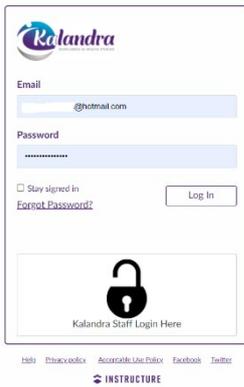
Note: It could take up to 30 minutes for the new password notification to hit your email inbox.



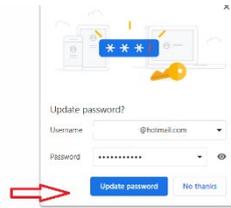
When you receive the email, click on the hyperlink which will take you to a new page, where you can set a new passport.

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Once you change your password, it is highly recommended that you save/update your password to your computer. That will lock it in for future use.



The image shows the Kalandra login page. At the top left is the Kalandra logo. Below it, there is a form with an 'Email' field containing '@hotmail.com' and a 'Password' field with masked characters. There is a 'Log In' button and a 'Forgot Password?' link. At the bottom, there is a lock icon and the text 'Kalandra Staff Login Here'. The footer contains links for 'Help', 'Privacy Policy', 'Accessibility Use Policy', 'Facebook', and 'Twitter', along with the 'INSTRUCTURE' logo.



The image shows a 'Update password?' dialog box. It has a 'Username' dropdown menu with '@hotmail.com' selected and a 'Password' field with masked characters. There are two buttons: 'Update password' and 'No thanks'. A red arrow points to the 'Update password' button.



The image shows a 'Change login password for @hotmail.com' form. It has a dropdown menu with '@hotmail.com' selected. Below it are two input fields: 'New password:' and 'Confirm new password:'. There is an 'Update password' button. A black arrow points to the 'Update password' button.

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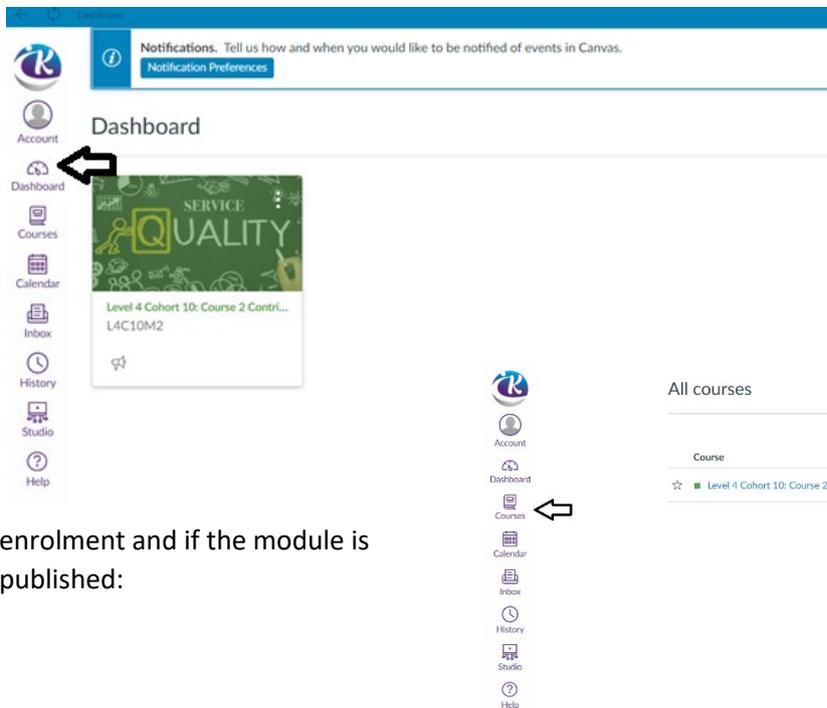
Inside the Canvas application

Account

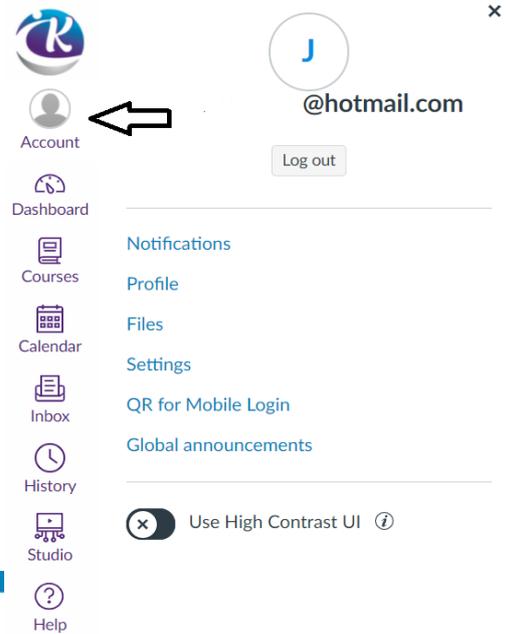
You can set up notifications and change your settings under the account tab. You can also log out of the application.

Dashboard

On your dashboard you will see all the modules/courses that you have been enrolled in:



enrolment and if the module is published:



Course

Under the courses tab, you will see your

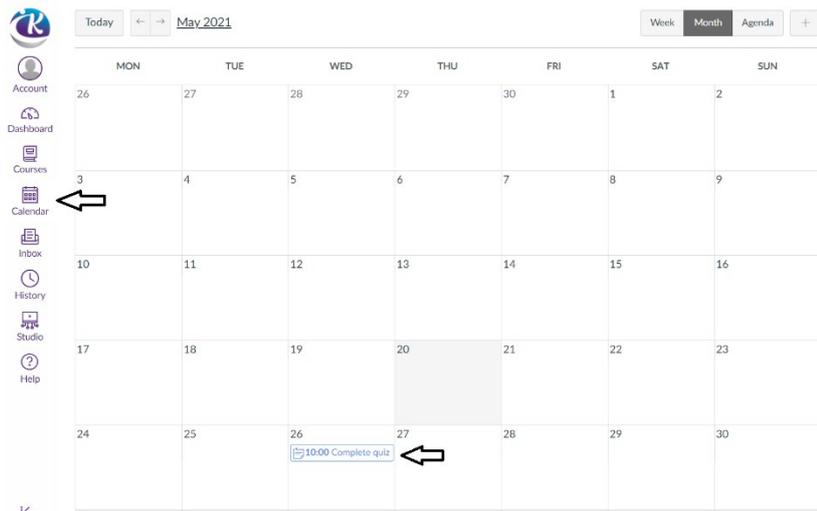
All courses

Course	Nickname	Term	Enrolled as	Published
☆ Level 4 Cohort 10: Course 2 Contributions to the...			Student	Yes

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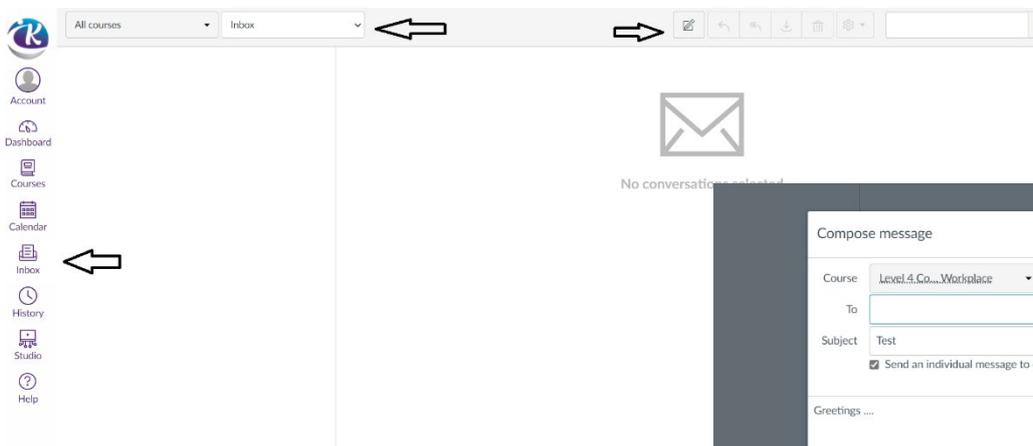
Calendar

You can set reminders for your activities and assignments in your calendar:

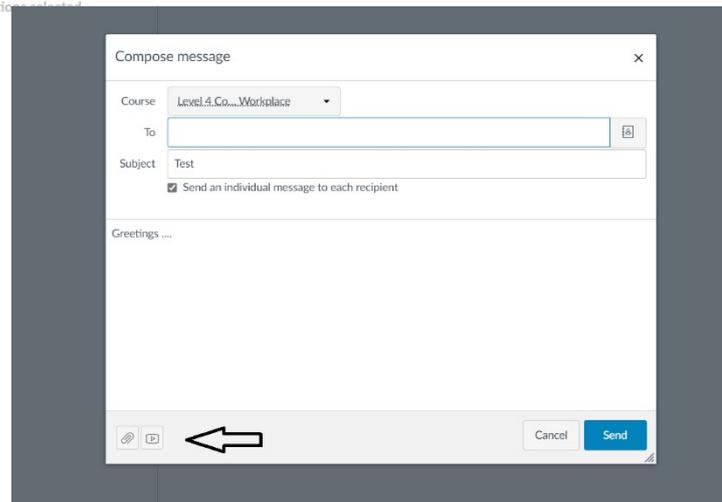


Inbox

You can use your inbox to send and receive messages from the lecturer and other students in your class:

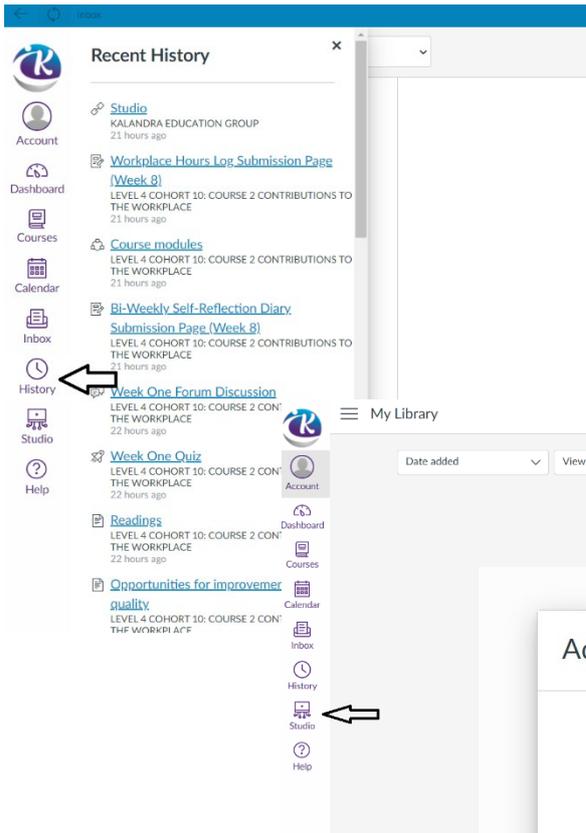


Use the pencil icon to start a conversation:



You can even attach and/or record a message

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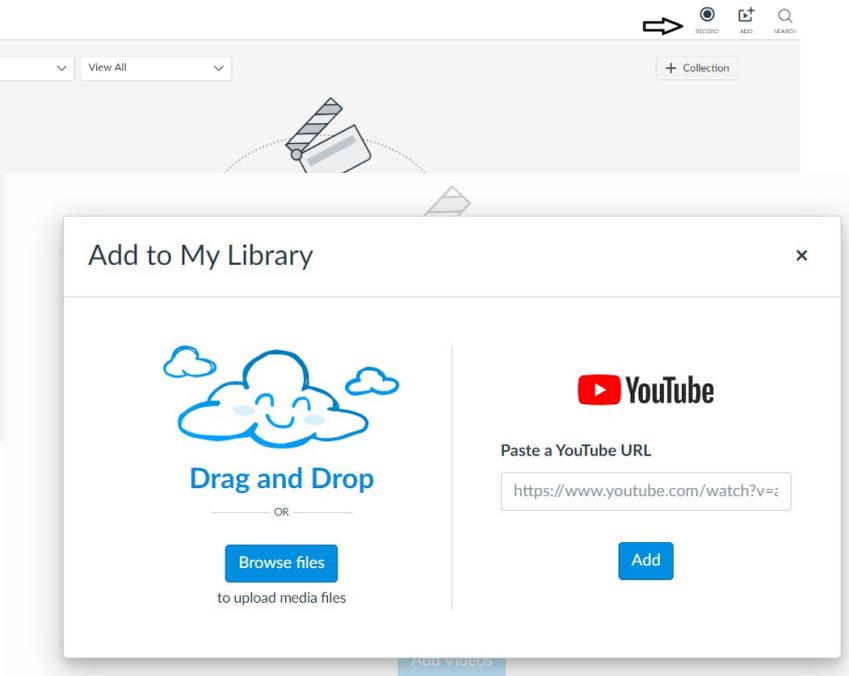


History

Your history tab records your activities:

Studio

The studio tab allows you to record or add audio/visual clips.



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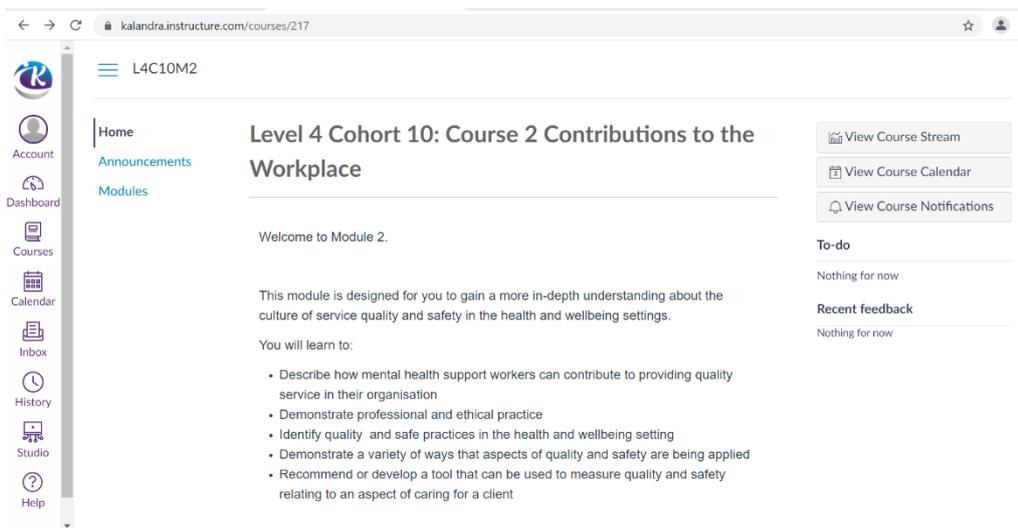
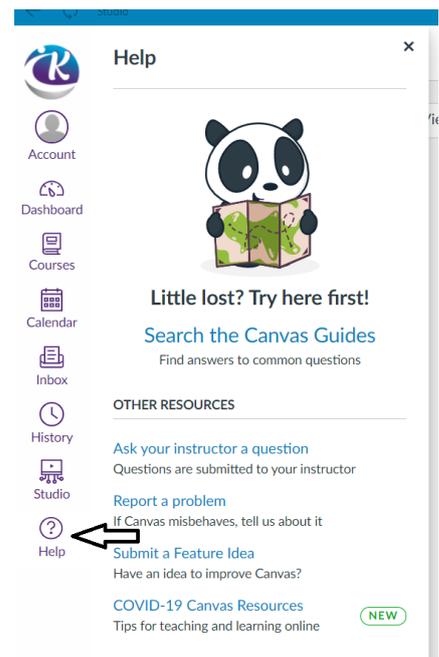
Help

And lastly, the help tab is self-explanatory.

Course/ Module detail

Course

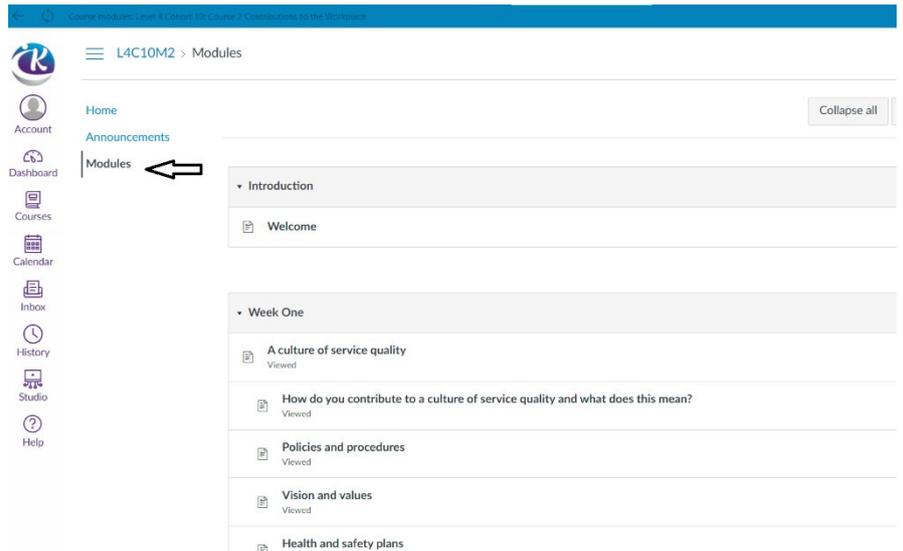
Within the course tab, you will find information regarding your course/module.



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Modules

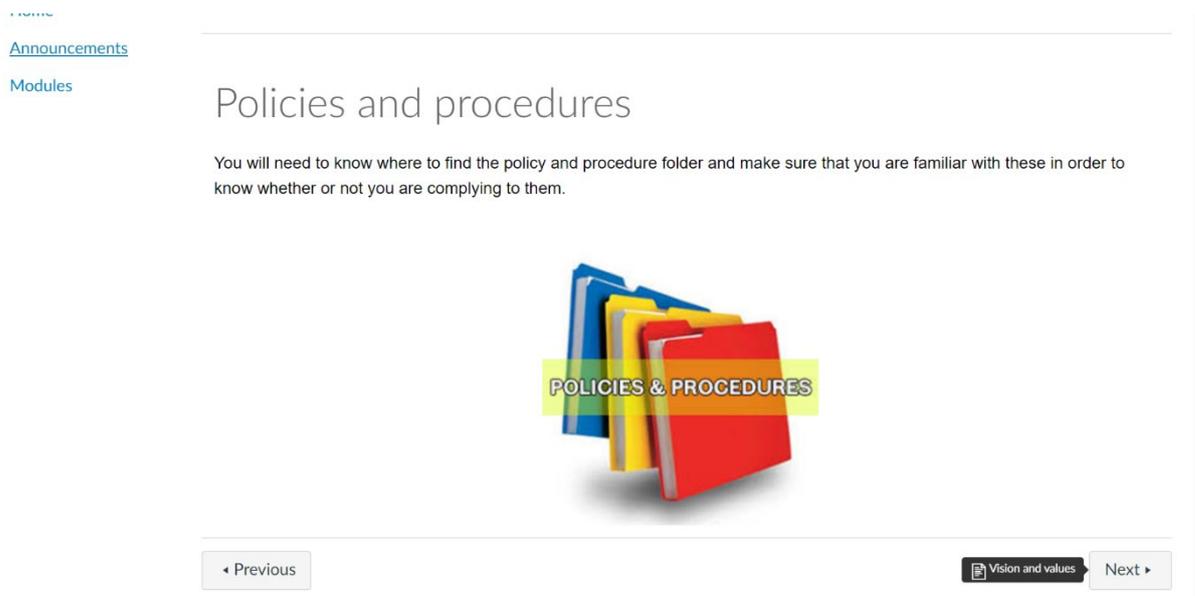
The modules tab will outline your weekly readings and activities.



The screenshot shows a user interface for a course titled 'L4C10M2'. The 'Modules' tab is selected in the navigation menu, indicated by a black arrow. The main content area displays a list of modules under two sections: 'Introduction' and 'Week One'. Under 'Introduction', there is a 'Welcome' module. Under 'Week One', there are five modules: 'A culture of service quality', 'How do you contribute to a culture of service quality and what does this mean?', 'Policies and procedures', 'Vision and values', and 'Health and safety plans'. Each module has a 'Viewed' status indicator.

When you select any one of the options within the week, you will find information regarding that topic

When you finish reading the selected information, you hit the 'Next' tab to move to the next page.



The screenshot shows a page titled 'Policies and procedures'. The page has a navigation menu on the left with 'Announcements' and 'Modules' links. The main content area contains the title 'Policies and procedures' and a paragraph of text: 'You will need to know where to find the policy and procedure folder and make sure that you are familiar with these in order to know whether or not you are complying to them.' Below the text is an image of a stack of folders with a yellow label that reads 'POLICIES & PROCEDURES'. At the bottom of the page, there are navigation buttons: 'Previous', 'Vision and values', and 'Next'.

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As you read each page, you will see a green tick on the right of the row. This indicates that you have read that page. Also notice the red minus in the top row of the weekly readings and activities ... that indicates that you have not completed that week's readings and activities.

In most instances, you will not be able to access the following weeks information if you have not completed the current weeks activities.

Week One		Complete all items 
 A culture of service quality Viewed		✓
 How do you contribute to a culture of service quality and what does this mean? Viewed		✓
 Policies and procedures Viewed		✓
 Vision and values Viewed		✓
 Health and safety plans Viewed		✓
 Responsibilities for workplace health and safety Viewed		✓
 Standard operating procedures Viewed		✓
 Contract work programmes Viewed		✓
 Quality assurance programmes Viewed		✓

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Activities

Quiz

Every course/module has its own exceptions. They are the quizzes, forum discussion, article review and discussion, video review and discussion, and the webinar.

Following the order within the module outline, you will have to complete a quiz.

☰ L4C10M2 > Quizzes > Week One Quiz

Home
Announcements
Modules

Week One Quiz

Due 25 Oct 2020 at 23:59 Points 4 Questions 4
Time limit None Allowed attempts Unlimited

Instructions

Complete the Week One Quiz.

[Take the quiz](#)

[◀ Previous](#) [Next ▶](#)

Click on 'Take the quiz' and complete it. It will be based on the readings of that week. Once submitted, the system will calculate your score and advise you. If you would like to better your score, you can take the quiz again.

☰ L4C10M2 > Quizzes > Week One Quiz

Home
Announcements
Modules

Week One Quiz

Due 25 Oct 2020 at 23:59 Points 4 Questions 4
Time limit None Allowed attempts Unlimited

Instructions

Complete the Week One Quiz.

[Take the quiz again](#)

Attempt history

	Attempt	Time	Score
LATEST	Attempt 1	1 minute	4 out of 4

Score for this attempt: 4 out of 4

Last attempt details:

Time:	1 minute
Current score:	4 out of 4
Kept score:	4 out of 4

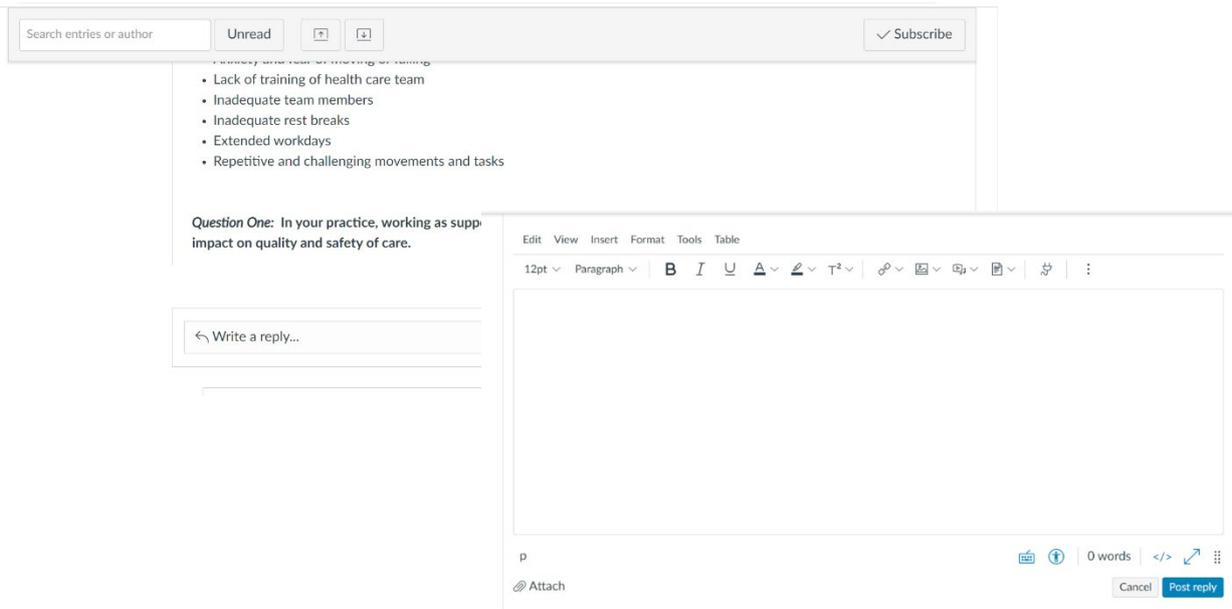
Unlimited attempts
[Take the quiz again](#)
(Will keep the highest of all your scores)

Forum Discussion

Next, you will have to go to the forum discussion and answer the question(s).

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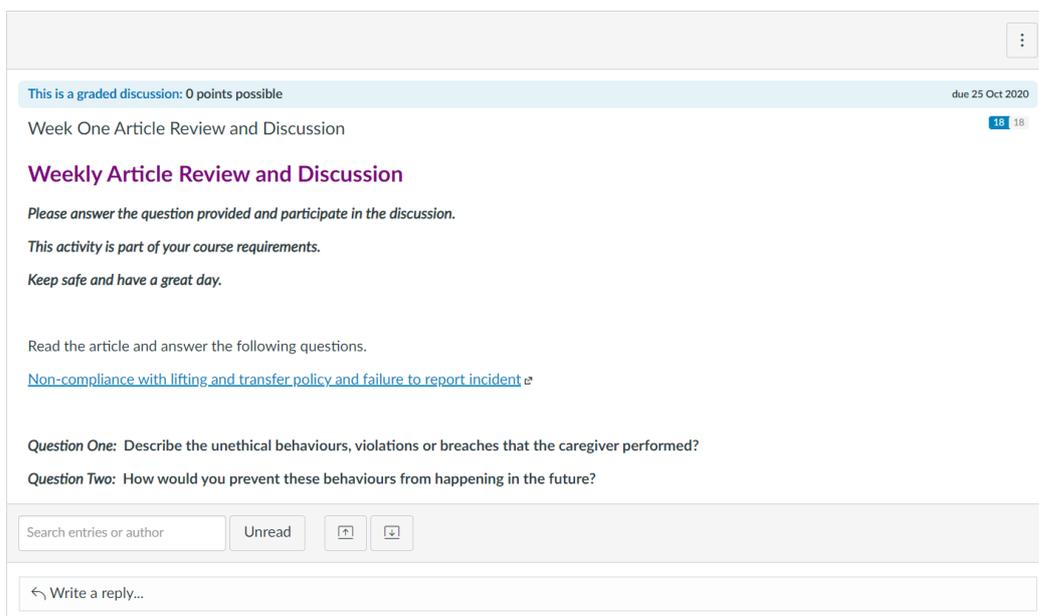
You can either 'Write a reply ...' in the space provided or attach your discussion/answer. And then post it.



Article and Video Review and Discussion

You can follow the same procedure for the article review and discussions and video review and discussion.

Point to note: for the article review, you must read the linked article (either in the same screen or in another tab) before you answer the question(s).



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Similarly, you must play the video to answer the question(s).

Weekly Video Review and Discussion

Please answer the question provided and participate in the discussion.

This activity is part of your course requirements.

Keep safe and have a great day.

For us as healthcare professionals to provide effective, quality, safe and person-centred support to our clients we must adhere to the policies and procedures, ethical behaviours, code of conduct and respect our clients' rights.

Watch the video and answer the following questions.



Question One: Describe the unethical behaviours and breaches of the Code of Conduct that the support worker performed in the video.

Question Two: How would you prevent these actions from recurring if you were the supervisor?

Once you have read the article and listened to the video, follow the same process for writing or attaching your reply as the forum discussion.

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Webinar

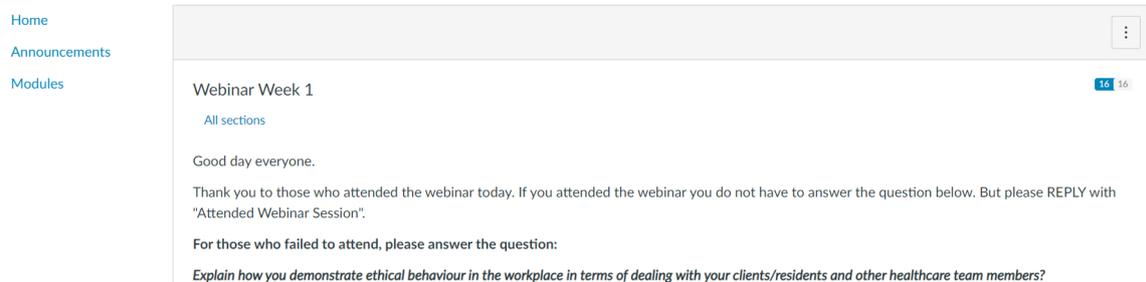
The webinars are conducted on a set day and time. Your lecturer will provide you with this information.

During the webinar, you have the option of interacting with the lecturer and other students and leaving comments.

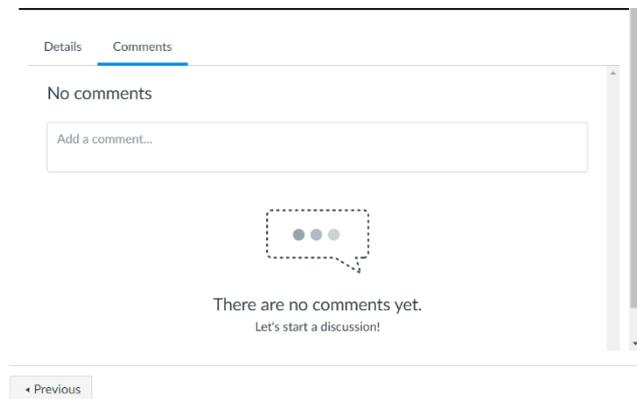
The webinar is recorded, which will be available online.

Point to note: if you attend the live webinar session, you do not need to answer the question. However, you have to 'Write a reply ...' with ATTENDED WEBINAR SESSION.

☰ L4C10M1 > Discussions > Webinar Week 1



The screenshot shows a Moodle interface. On the left is a navigation menu with 'Home', 'Announcements', and 'Modules'. The main content area is titled 'Webinar Week 1' and includes a link for 'All sections'. The text of the discussion post reads: 'Good day everyone. Thank you to those who attended the webinar today. If you attended the webinar you do not have to answer the question below. But please REPLY with "Attended Webinar Session". For those who failed to attend, please answer the question: Explain how you demonstrate ethical behaviour in the workplace in terms of dealing with your clients/residents and other healthcare team members?' There is a '16' icon in the top right corner of the post area.



This screenshot shows the 'Comments' tab of the discussion page. It displays 'No comments' and a text input field with the placeholder 'Add a comment...'. Below the input field is a speech bubble icon and the text 'There are no comments yet. Let's start a discussion!'. At the bottom left, there is a 'Previous' button.

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Self-reflection / Journal Diary

The bi-weekly self-reflection/journal diary is to be submitted once a fortnight. For this assignment, you must download the diary booklet and write up your reflections - you can do this every week or once in two weeks.

[Home](#)

[Announcements](#)

[Modules](#)

Bi-Weekly Self-Reflection Diary Submission Page (Week 8)

Start Assignment

Due 25 Oct 2020 by 23:59 Points 0 Submitting a file upload

Hello dear learners,

Please submit/upload your Bi-Weekly Self-Reflection Diary here.

We advise you to look at your modules and try to write about an event that relates to the topics covered.

We expect you to submit the self-reflection diary once a fortnight (i.e. 2nd week and 4th week of the month). This means every 2 weeks you are required to submit or upload one

except for the whole booklet if you would prefer via Canvas.

File upload Studio

Upload a file, or choose a file you've already uploaded.

+ Add another file

Comments...

File upload Studio

Upload a file, or choose a file you've already uploaded.

M2 Canvas.png

+ Add another file

Comments...

Point to note: You must upload your completed assignment as per the date indicated for your course/module.

Once you have submitted your assignment, you will receive notification that the upload was successful.

Bi-Weekly Self-Reflection Diary Submission Page (Week 8)

New Attempt

Due 25 Oct 2020 by 23:59 Points 0 Submitting a file upload

Hello dear learners,

Please submit/upload your Bi-Weekly Self-Reflection Diary here.

Submission

✓ Submitted!

19 May at 15:33 (late)

[Submission details](#)

[Download M2 Canvas.png](#)

Comments:

No comments

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Workplace Hours Log

Your workplace hours log is to be submitted once every 4 weeks (or once a month). Download the logbook and upload it once completed.

Workplace Hours Log Submission Page (Week 8)

Start Assignment

Due 25 Oct 2020 by 23:59 Points 0 Submitting a file upload

Please submit/upload your Weekly Hours Log here from Week 5 to Week 8. Thank you

◀ Previous

Workplace Hours Log Submission Page (Week 8)

Due 25 Oct 2020 by 23:59 Points 0 Submitting a file upload

Please submit/upload your Weekly Hours Log here from Week 5 to Week 8. Thank you.

File upload Studio

Upload a file, or choose a file you've already uploaded.

Upload file

Use Webcam

+ Add another file

[Click here to find a file you've already uploaded](#)

Comments...

Cancel

Submit assignment

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Assessments

At the end of each course/module, you must complete and submit an **assessment** based on the learnings of the course/module. There could be a number of parts within an assessment, please follow the instructions of your lecturer regarding completion.

In most instances, you will have to download an assessment which will give you instructions on what to do. Please follow those instructions and if you have any questions, please contact your lecturer.

The screenshot shows a navigation menu on the left with icons for Home, Account, Announcements, Modules, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area displays the following information:

- Breadcrumbs: L4C14M1 > Assignments > Personal Growth Assessment (Task 1 to 3 only)
- Task Title: Personal Growth Assessment (Task 1 to 3 only)
- Details: Due 16 May by 23:59, Points 1, Submitting an external tool
- Instructions: Download and complete the 'Personal Growth Assessment' then submit it to your lecturer.
- Link: [Module 1 - Personal Growth Assessment](#) (download icon)
- Section: **Specific dates**
- Text: [Module 1- Duration: 6 weeks](#)
- Section: **Assessment module 1 submission dates**
- Text: Module 1: Task 1, 2 and

Turnitin is an online application that checks the originality and integrity of your work.

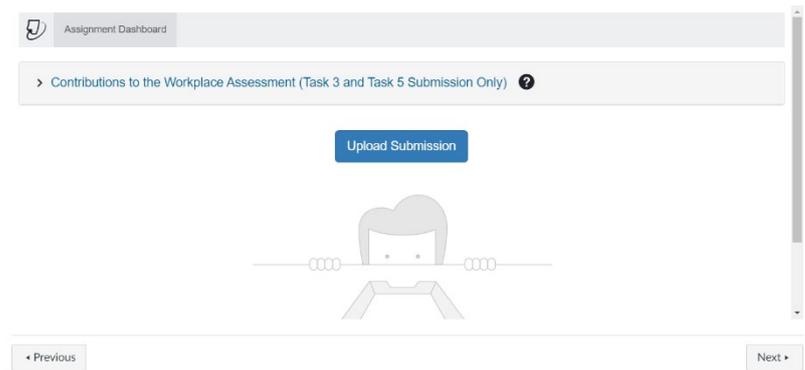
The first time you submit your assessment, you will be asked to agree to Turnitin's agreement

The screenshot shows a 'Turnitin User Agreement' dialog box with the following content:

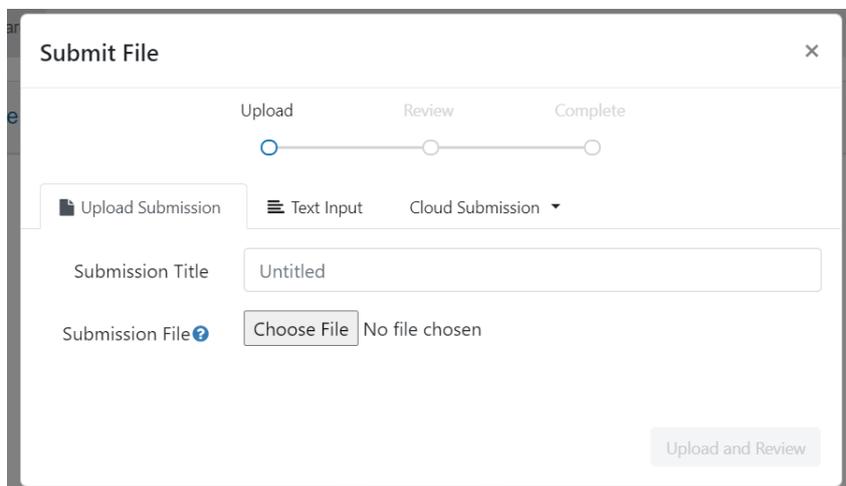
- Header: Turnitin User Agreement
- Text: Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:
- Section: **Turnitin End-User License Agreement**
- Text: *Users who are not in the European Union refer to [Section A only](#).
- Text: **Users in the European Union refer to [Section B](#).
- Text: Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.
- Section: ***Section A (For Users who are not in the European Union)**
- Text: Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to "You", "student", or "End-User" shall include any person submitting papers through the Service, however they are defined.
- Text: You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.
- Section: **1. Acceptance of Terms**
- Text: You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to You by Turnitin in the user.
- Buttons:

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You will then need to upload your assessment. If there is more than one assessment, please ensure you load it to the correct place.



Choose your file from your computer



Please write your full name and module/part number in the place indicated (Submission Title)

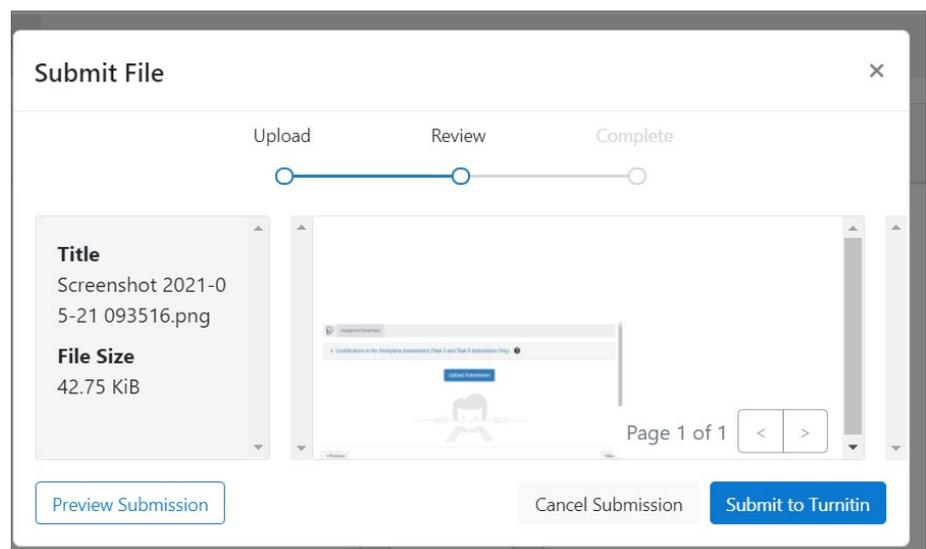
Example:

Level 3: John Doe M1

Level 4: Jane Smith M4

Level 5: Richard Song MSP2 (module 5, part 2)

Review it and then 'Submit to Turnitin'.



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Survey

At the end of each module, you will be asked to complete a survey.

☰ L4C10M2 > Pages > Survey

[Home](#)

[Announcements](#)

[Modules](#)

Survey

Dear learners,

You should have been e-mailed about the end of module surveys for this module (Module 2).

Below are the links to access both:

Online L4 Cohort 10 Module 2 = <https://www.surveymonkey.com/r/V7JT7Gj> (Links to an external site.)

Online L4 Cohort 10 Module 2 - Lecturer = <https://www.surveymonkey.com/r/V9CF5M7> (Links to an external site.)

A reminder that if you include your name and e-mail at the end of each survey, you will go into the draw to win a \$20 gift voucher.

[◀ Previous](#)

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Frequently Asked Questions

Questions	Actions/Implementation/Solutions
I can't find my login details	Check junk mail. If you cannot find here, then contact your lecturer
I can't log in to Canvas	Ensure you are using the correct email address. Reset your password.
I can't see the content for the current week	Make sure that you have completed all content from the previous week, otherwise you WILL NOT be able to move forward. Ensure to read/open all pages, this will permit you to access the succeeding weekly tasks.
Can I complete the content in a shorter time frame	Content is released week by week; you cannot access the content sooner.
I am trying to view and complete content from my smartphone	You will need to access the weekly tasks from a desktop or laptop as you are unable to view all the content from your smartphone.
I cannot see my tasks when I open Canvas	Go to the dashboard and open the course/module that you are working on. You will be able to view and complete tasks from here.
I would like to know if the document uploaded went through the canvas	You will receive notification/acknowledgement that the document has been submitted i.e., assessment has successfully uploaded/submitted
Who will be the first contact if I experience any issues with canvas	Lecturer will be the first contact; we will assess the possible issue and discuss to support you
I cannot proceed to the next week	

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