# Canvas Guidance for External Examiners

## Logging In

Once an External Examiner has had their temporary Newcastle University IT account enabled this will add them as a user to Canvas. The School or subject area will add External Examiner's to the relevant courses in Canvas with the **read-only 'External Examiner' role**.

This role gives read only access to course content including Announcements, Discussions, and Assignments, and view only access to the course Gradebook.

- External Examiners should use the following URL to log into Canvas: https://canvas.ncl.ac.uk/login/
- Click on 'Login' and enter the username in the format <login>@newcastle.ac.uk and enter the password provided by Newcastle University IT.
- An incognito or private browser may be required to prevent own institution Microsoft login credentials blocking access.

## Navigating Canvas

- There is Canvas guidance on global navigation and using the dashboard.
- On the dashboard an External Examiner should see the courses that the School or subject areas has added them to. Clicking on a course card in the dashboard will take the user to the course.
- Alternatively, all courses can be viewed and accessed from 'courses' on the global navigation.
- Once in a course, different areas of that course including announcements, discussions, assignments and the gradebook can be accessed using course navigation.
- An External Examiner can use student view to preview the course as a student.

## Announcements

- Announcements can be accessed using the course navigation and may have been used to communicate with students in the course.
- There is specific Canvas guidance on how to view announcements.

## Assignments

- Assignments such as file submissions, graded discussions and quizzes can be accessed from the Assignments course navigation link. There is specific Canvas guidance on how to view assignment details.

- There is guidance for both [Classic Quizzes](#) and [New Quizzes](#), the two quizzing tools currently available in Canvas. The School or subject area can advise which has been used.

## Discussions

- All [Discussions](#) used in course can be accessed using the Discussions course navigation link.
- There is specific Canvas guidance on [how to view discussions](#).

## The Gradebook

- The [Gradebook](#) is where all student marks can be viewed.
- There is specific Canvas guidance on [using the Gradebook](#).

## Modules

- [Modules](#) are used within Canvas to organise course materials. Most content types available in canvas can be added to a module.
- There is specific Canvas guidance on how to [navigate modules](#).

## Still need help?

Contact the School or subject area who can advise on course structure in Canvas or signpost relevant IT support.