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.