Assignment 0: Course Orientation

Due Sept 21

Description

The purpose of this assignment is to ensure that you can successfully submit assignments on Canvas. This assignment is designed to help first-year students and transfer students who have no prior experience with Canvas. **Experienced students can skip to [Step 3](#).**

Process

Step 1: Navigate to the assignment

The first step is to navigate to the Course Orientation Checklist assignment on Canvas. You can do this by navigating to Assignments in the left column, then selecting "Course Orientation Checklist" from your list of assignments.

Step 2: Read the assignment carefully

Once you have navigated to the assignment, read it in its entirety. At the bottom of each assignment is a section marked "Submission" which specifies the requirements for each submission, such as (suggested) file name and file extension type.

In addition, at the top of the assignment, Canvas informs you that your submission for this assignment is a pdf that is uploaded to Canvas.

Step 3: Create the submission document

Using either Microsoft WordLinks to an external site. or Google Docs (Links to an external site.), create a document. **In this document, paste the words "I have completed the course orientation module."** Save this file as a pdf. This is an **anonymous submission** so do not include your name or UNI.

- Instructions for saving a Word document as a PDF (Links to an external site.)
- Instructions for saving a Google Doc as a PDF (Links to an external site.)

Step 4: Upload the document

On Canvas, click "start assignment" on the top right of the page.

Click "choose file" to select the PDF that you have saved in Word or downloaded from Google Docs.

Step 5: Verify submission

Following the instructions in the "How to Confirm Your Canvas Submission Download How to Confirm Your Canvas Submission" file in Module 1, verify that your submission has uploaded correctly.

Formatting

- This assignment will be graded **anonymously**. Do not include your name or uni in the submission or file name.
- Contains the text "I have completed the course orientation module"
- 12pt Times New Roman
- Single space
- 1-inch margins
- Submissions will be deducted 0.5 points for each formatting violation

Grading

Criteria	Pts
PDF is Uploaded	1
PDF contains: I have completed the course orientation module	1
Submission is anonymous	1
TOTAL	**3 pts**

Submissions

File: Course-Orientation-Checklist.pdf

Method: Submit on Canvas