CANVAS GUIDE FOR PARENTS AND STUDENTS

STEP 1: LOG IN TO THE ACCOUNT

 When logging into the account use the username and password provided by your child's school.

STEP 2: Access the class

 The course should be published, if you do not see the course please contact the teacher for assistance.

Once you have accessed the class, you will be taken to the home page where you will find information about the course and the teacher. Feel free to click on different buttons to explore the class module.

After you have explored the class with your child please send me any questions you have regarding the course.

NEED HELP?

Send a message to the teacher:

On the left hand side you will see a button called "inbox". Click this. You will then see a button in the top right hand corner, it will be a leaf and say compose a message. Find your course and the correct teacher to send it to. Type your message, then hit send.

Change notification settings:

To change your
notification settings
you will need to click
'Account' on the left
hand side, then click
'Notifications'. This
will take you to a
screen that gives
you the preference
of how the
notification is sent.

Using the Dashboard:

The dashboard is a place where you will see all of the courses your child is enrolled in. Simply click on the course and you will access the materials the teacher has published!

Viewing Announcements:

- To view
 announcements for
 a course from
 Dashboard: click the
 "Microphone" button
 on the course card.
- To view
 announcements
 while you are in a
 course: click the
 Announcements
 button on the left
 hand side of your
 screen.

Opening Assignments:

- Access Assignments
 through the Module
 button in the course or
 the "To Do" list
- Here it will show you what is overdue, upcoming, and from the past. Your due date will also be visible here.

To complete an Assignment:

Follow the directions
 that you teacher
 has provided. Once
 you are finished
 click Submit
 Assignment and it
 will guide you
 through how to
 submit the
 assignment.

Using the Calendar:

- To access the calendar look on your left hand side then click the calendar button.
- The calendar will show you your assignments for each course if you are in multiple courses/classes (this will be color coded).

How to use the Syllabus:

- To open the syllabus, click the Syllabus button on the left hand side. This will take you to a screen that allows you to view the Syllabus.
- The syllabus will show you and your student the description of the course, list of assignments, and a grading scale.

Viewing Grades:

 To see your grades, click the Grades button on the left hand side of your page.

Taking a Quiz:

- Quizzes are marked with a rocket ship icon.
- You will access a Quiz through the Module button
 - 1. Click "Quizzes" on the left side.
 - 2. Click the name of the quiz you want to take.
 - 3. Click "Take Quiz"
 - 4. When finished, click "Submit Quiz".

How to use Modules:

- 1. Click on the Module button on the left hand side.
- 2. Click the module that you want to complete