

# 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