



# Canvas Guide

## 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 YOUR CLASS

The course should be accessible, if you do not see the course please contact me 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. 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 you are in. Simply click on the course and begin working!**

## **VIEWING ANNOUNCEMENTS**

**To view announcements for a course from Dashboard: click the “Microphone” button on the course card (located on the right side of screen). To view announcements while you are in a course: click the Announcements button on the left hand side of your screen.**

## **OPENING ASSIGNMENTS**

**On the left hand side of your screen you will click the button that says “Assignments” and this will take you to the assignments needed to be completed. Here it will show you what is overdue, upcoming, and from the past. Your due date will also be visible here.**

## **TO COMPLETE ASSIGNMENTS**

**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 (this will be color coded).**

## **FIND APPOINTMENTS**

**To schedule an appointment please click the “Find Appointments” button under the calendar sidebar.**

## HOW TO USE CONFERENCES

To open a conference, go to the left hand side of your screen and click “Conferences”. This will show you details about new and previous conferences that have or will be held. To join a session in progress, click the blue button on the right side that says ‘Join’. To view an old conference, a link will be posted on the bottom of the conference box.

## HOW TO USE A DISCUSSION BOARD

To open a discussion board, look on the left hand side of your screen and click on the button “Discussions”. This will take you to the discussions page.

**Discussions:** These are current discussions within the class. You will only see the heading.

**Pinned Discussions:** These are discussions that the teacher wants you to pay close attention to. **THEY ARE IMPORTANT!!!**

**Closed for Comments:** This means this discussion has passed the due date and is turned off by the teacher.

## VIEWING GRADES

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

## **TAKING A QUIZZ**

**Quizzes are marked with a rocket ship icon.**

- 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.**
- 3. Follow your teacher’s instructions to complete the module.**
- 4. Click next or previous to change pages in the module.**

**If you have any questions about Canvas that I did not cover, please feel free to send me an email and I will try to answer your questions. Thank you for your patience with us during this time. HAPPY LEARNING :)**