



## Welcome To Canvas

Parents now have access to Canvas, Union Township School Corporation's new learning management system. Canvas is an online tool that provides a universal approach for engaging students in one place. The Canvas Parent Observer account will enable parents to observe activities assigned by teachers.

### GENERAL INFORMATION

- One parent account can be linked to multiple children and children can be linked to multiple parent accounts.
- We are at the beginning phase of Canvas implementation so the extent of use will vary depending on the class.
- Student grades can still be found in Harmony. Please continue to access Harmony for complete course grades and report cards. You will see assignment and activity grades in Canvas.
- The use of Canvas by parents and students is to be a collaborative experience. Therefore, it is suggested that parents create their account with their child alongside them. This allows student awareness that their parent(s) have access to the information in Canvas. It also allows a discussion about how the parent intends to use Canvas to assist the student. Additionally, the student is needed to enter their username and Canvas passcode as the parent account is created.
- Please be mindful to set up your notification preferences so that you may have the best parent experience being kept up-to-date with your child's progress.
- Most questions regarding the use of Canvas can be answered using the Canvas Guides at <http://guides.canvaslms.com/>. Parent roles are set as Observers.

### HOW TO CREATE AN ACCOUNT

- Go to <https://uniontownship.instructure.com>
- Click on the **Parent of a Canvas User** link.

A screenshot of the Canvas login page. The page has a dark green background. At the top left is the Canvas logo. In the top right corner, there is a link that says "Parent of a Canvas User? Click Here For an Account" with a red circle around it and a red arrow pointing to it from the text above. Below this link is a "Browse courses" link. The main part of the page contains a login form with fields for "Username" and "Password". Below the password field is a checkbox for "Stay signed in" and a "Forgot Password?" link. A "Log In" button is located to the right of the password field. At the bottom of the page, there are links for "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter", followed by the word "INSTRUCTURE" in all caps.

- Complete the form (parent name and email address).
- Have your child enter his/her Canvas username and password.
- If everything is correct, then you will see a Welcome to Canvas pop-up window.
- Please note that the registration process is not complete until you click on the **Finish the Registration** link sent to you via email from Instructure and set up your account password.

Note: After your account is created, to log back in use the email address you used to create your account and the password you created.

### **SET UP COMMUNICATION PREFERENCES**

- Login to Canvas
- Click on **Account** and select **Settings** in the upper left hand corner of your screen. You will see the preferred communication settings on the right hand side of the screen under the **Ways to Contact** menu. Union Township School Corporation's Canvas communication preferences are automatically set to the registered email addresses.
- Add additional contact methods with the **+Email Address** or the **+Contact Method** links. Note that these additional methods of communication are individual settings and will only be delivered to the person setting up the account.
- After viewing/editing the Ways to Contact, click on **Notifications** on the left hand side of your screen. Each item allows the user to customize notification preferences: ASAP, Daily Summary, Weekly Summary, or Never. These personalized communications preferences and notifications may be edited at any time.

### **ADDING OTHER CHILDREN**

When you first create an account one child is linked to you. If you have additional children to add follow these steps.

- Click on **Account** and select **Settings** in the top left hand corner
- Click **Observing** from the menu. This is where you can add additional children by entering their Canvas username and password.

### **VIEWING COURSES**

- To view courses that your child is enrolled in on Canvas, click the **Courses** link on the navigation bar on the left hand side of the screen.
- Click on a course to view.