

# CANVAS PARENT/CAREGIVERS GUIDE

## What is Canvas?

Canvas is a Learning Management System that will help your child interact with their schoolwork, manage their assignments, submit homework, and keep track of due dates. Canvas is also perfect for providing you, the parents and guardians, a window into your child's learning like never before. Click [this link](#) if you would like to know a little more about Canvas. **With Canvas, you will be able to see the details behind your student's online assignments. This added information will help you guide your child and improve the quality of your communication surrounding school work.**

In Warren Township, all virtual teachers and grade 5-12 teachers have the opportunity to use Canvas with their classes. Parents/Guardians can use this guide to help you see your child's activity on Canvas.

**This parent role is called an "observer" in Canvas.** Observers can see all published course information, pages, assignments, and your child's grades but can not submit work or interact with the course. Below is a brief overview of the most common tasks you may need to perform as a Canvas observer. You may also be interested in the [Canvas Observer Guide](#) from Instructure (Canvas).

---

## Table of Contents

Know what you are looking for? Click the links below to jump to a section, or scroll down to find what you need. If you have questions about a topic that is not on this common Canvas tasks list, get in touch with your child's teacher, principal, or send an email to **WHO SHOULD ALSO BE LISTED?**,

## General Canvas information

- [How do I get to Canvas?](#)
- [How do I navigate the Canvas dashboard?](#)
- [How do I manage my notification settings?](#)
- [How do I edit password/account information?](#)
- [How do I request a password reset?](#)
- [What is the Canvas Parent app?](#)

## Observing your child

- [How do I favorite my child's current classes?](#)
- [How do I add a nickname to my child's current classes?](#)
- [How do I view my child's modules? \(assignments and activities\)](#)
- [How do I view my child's Canvas grades?](#)
- [How do I message my child's teacher?](#)



## How do I get to Canvas?

All Warren Township parents, teachers, and principals can log-in to Canvas at:



[warren.instructure.com/login/canvas](https://warren.instructure.com/login/canvas)

You can click on the link above or access Canvas from our [district website](#)

**To sign up as an observer (parent), please follow these steps:**

1. From the [OSD Canvas login page](#) (see link above), **click the link to get a parent account**

A screenshot of the Warren Township Canvas login page. The page has a tan background. At the top left is the Warren Township logo. In the top right corner, there is a link that says "Parent of a Canvas User? Click Here For an Account" which is enclosed in a red rectangular box. A large red arrow points from this box towards the right. Below the logo, there is a "Login" section with a text input field containing "alunsfor", a "Password" section with a masked input field, a "Stay signed in" checkbox, a "Forgot Password?" link, and a "Log In" button. Below the login section is a "Login with Clever" option with a Clever logo. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", and the "INSTRUCTURE" logo.

**2. In the spaces below, fill in your**

- a. Name** (Please use your full name to help your child's teacher identify you as an observer)
- b. Email**
- c. Student Pairing Code** (This can be generated by either the student's teacher or by the student themselves)

Parent Signup

Your Name

Your Email

Password

Re-enter Password

Student Pairing Code

What is a pairing code?

[View Privacy Policy](#)

Cancel

Start Participating

If your child is present with you, **have them Log in to their account, click settings under their account and then choose "Pair with Observer" to access the pairing code.** If not, you can get in touch with one of your child's teachers and they will be able to get the pairing code for you. Please remember the following about the code

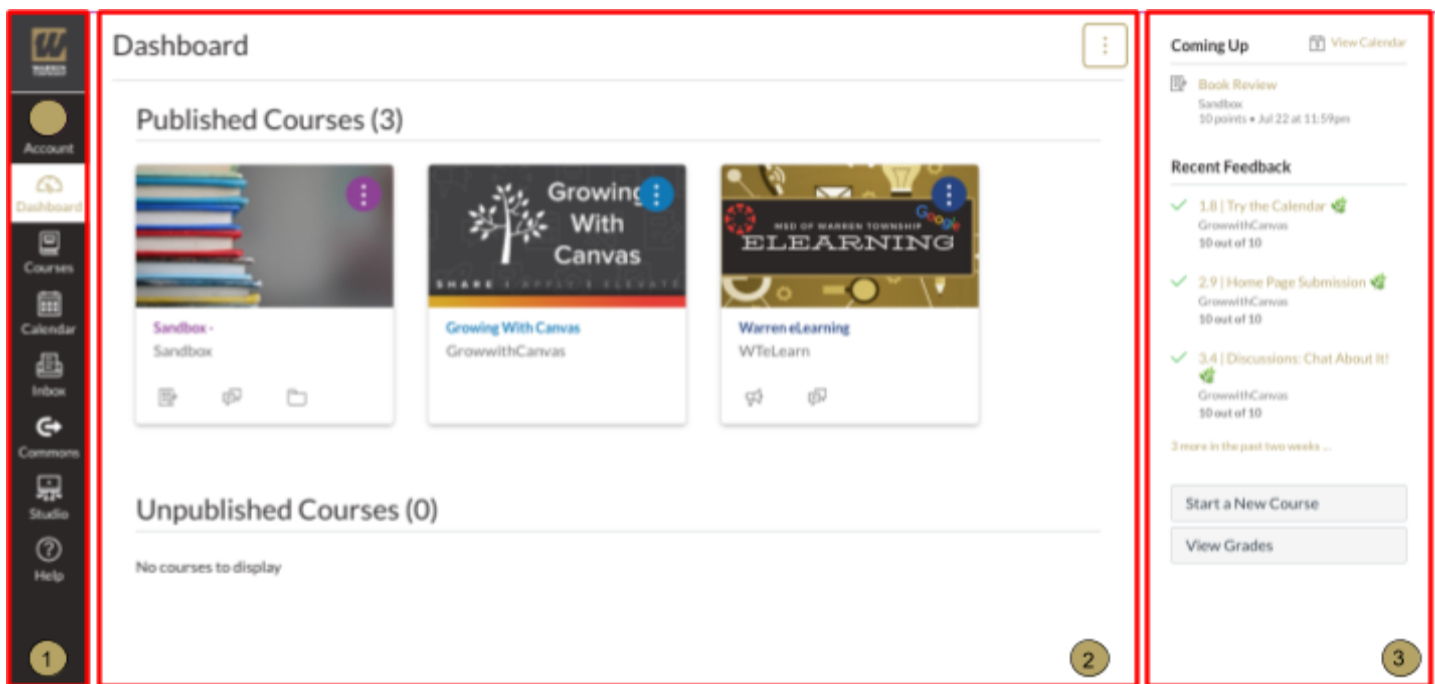
- The code is only good for seven (7) days from the time it is generated
- Only one code is needed per student
- Multiple students can be paired with the same parent/guardian

### More from Canvas:

- [How do I sign up for a Canvas account as a Parent?](#)
- [What can Observers do in a Canvas course?](#)

## How do I navigate the Canvas dashboard?

The Canvas dashboard is where you will first come after signing-in to Canvas. **This is your starting point for finding information for your child's classes.**



### 1. Global Navigation

- This menu gives you access to your child's courses, your child's calendar, and your account and message information. This menu will be present whenever you are in Canvas.
- [How do I use the Global Navigation Menu?](#)

### 2. Course Cards

- Each tile is a link into one of your child's courses. Here you will be able to see page and assignment information and see your child's Canvas grades.
- Here is more from Canvas on [How do I create a nickname for my course?](#)
- Suggested action: [Add Course nicknames](#) to each of your child's courses so that you know which period they have that course (This is also a great idea if you have more than one child using Canvas in Warren Township.)

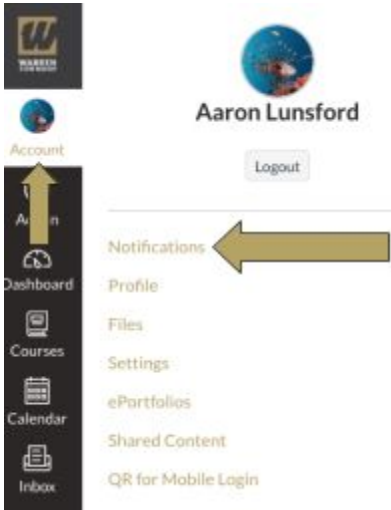
### 3. Sidebar

- The sidebar includes upcoming events for all of your child's courses and a list of notifications.

Here is a little more information from Canvas on [How do I use the Dashboard?](#)

## How do I manage my notification settings?

After you have joined Canvas as an observer, you will want to set up notification settings. This will determine how often Canvas notifies you and what topics you want to hear about. To change your notification settings, start from the **Account** icon in the global navigation.



### 1. Click on the **Notifications** tab under the **Account** icon

#### Notification Preferences

☒ Notify me right away
 ☐ Send daily summary
 ☐ Send weekly summary
 ☒ Do not send me anything

Course Activities	Email Address alunsfor@warren.k12.in.us	Push Notification For All Devices
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Discussions</b>		
Discussion	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Discussion Post	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

### 2. Each topic has four levels of notification (see image above):

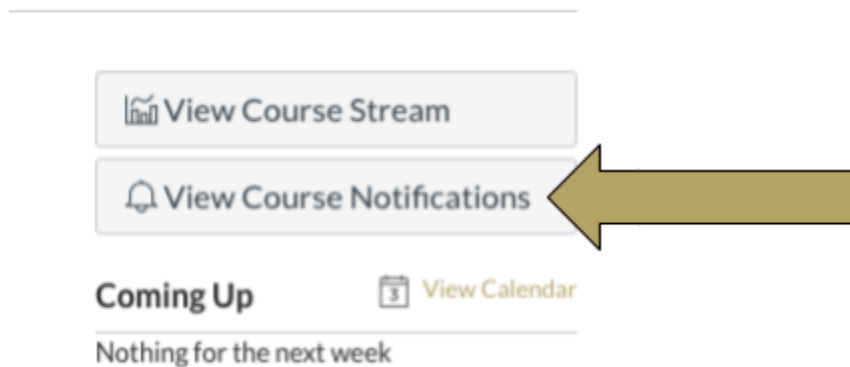
1. Notify me right away
2. Send me a daily summary
3. Send me a weekly summary
4. Never notify me

**Your selection will be outlined in dark grey (almost black).**

**If you have signed-in to Canvas from a mobile app, you can also choose to be notified with mobile notifications.** If you are not using a mobile app, you will not see those options.

The topics in which you will most likely be interested will be **due dates**, **announcements**, and **grading**. We suggest that you receive a **daily** or **weekly summary** of these topics so that you can ask your child about them periodically. You can make decisions about all other topics or leave them at the default settings. You can always change these settings if you find that your needs change.

Notifications can also be set by course. As a parent if you only need notifications for certain courses you can go into one of the courses and set the notifications for that course.

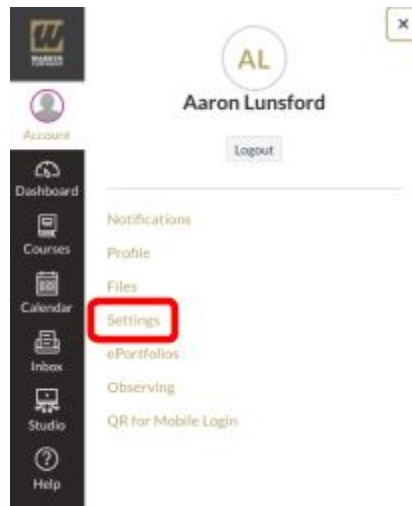


If you would like to know more about notifications, check out this document from Canvas: [How do I set my Notification Preferences?](#)

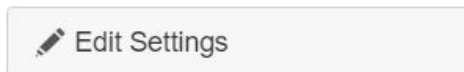
## ***How do I edit my password/account information?***

After you have joined Canvas as an observer, you may wish to change your password or account information. This can all be done from the **Account** icon in the global navigation.

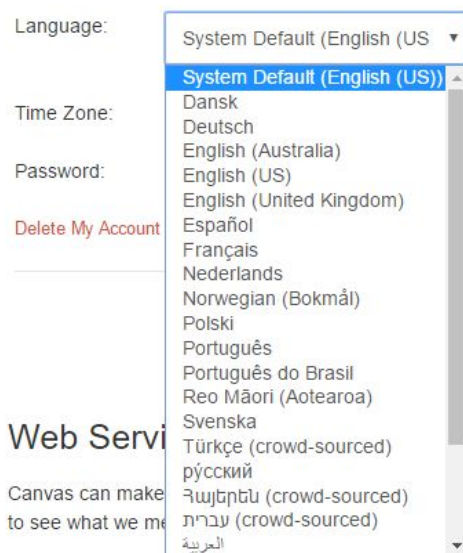
1. To view your Canvas account information, click on the **Profile** tab or the **Settings** tab under the **Account** icon



2. To edit your settings, click on the **Edit Settings** button on the far right



3. You can change the system language with the dropdown





4. Or, edit your password by checking the small box next to *Change Password*

Password:	<input checked="" type="checkbox"/> Change Password
Password For:	F100013189 ▼
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

5. When you are finished, click *Update Settings*

Update Settings

You can also take a look at the documents from Canvas on these topics:

- [How do I change my login password?](#)
- [How do I edit my Profile?](#)
- [How do I change the language preference in my user account?](#)



### ***What is the Canvas Parent app?***

[Canvas Parent](#) enhances the potential for parents to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive course announcements. Canvas Parent can be used by anyone who creates an account, has been added to Canvas with an observer role, or has signed up as a parent using the web browser. Parents can use the Canvas Parent app on all iOS and Android devices.

### ***How do I get the Canvas Parent app?***



[Google Play Store](#)



[Apple App Store](#)

### ***How do I use the Canvas Parent app?***



[Canvas Parent Android Guide](#)



[Canvas Parent iOS Guide](#)

## How do I favorite (bookmark) my child's current classes?

By default, Canvas will show users the first 12 courses alphabetically. Ideally, you will want to see all of your child's **current** classes in order by period (ie: A1, A2, etc.).

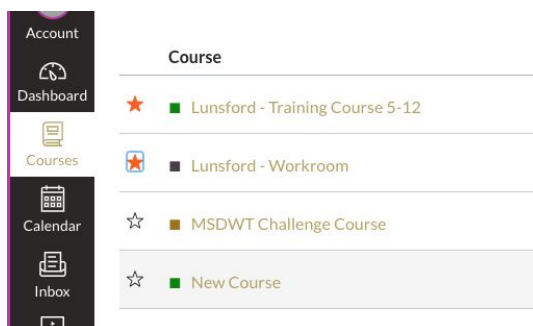
To **"favorite"** your child's current Canvas courses means you will see only those courses in your dashboard.

### 1. To favorite your child's courses, click on the *Courses* icon in the global navigation



### 2. Click on *All Courses*

### 3. Click on the star next to each current class. The star will turn gold when it is set as a favorite



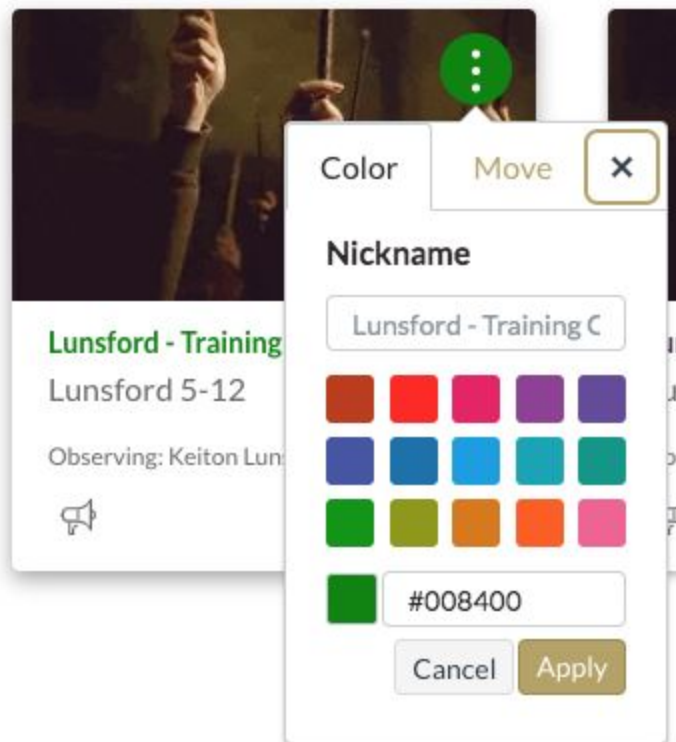
When you return to your dashboard, you will see only those courses that have been set as favorites. **This will allow you to quickly see your child's current courses as soon as you log-in to Canvas.**

You may also wish to check out the Canvas guide on [How do I customize my Course list?](#)

### ***How do I add a nickname to my child's current classes?***

After you can see your child's current courses from the dashboard, you may also want to adjust the names to make it easier to tell the difference between courses. When courses get uploaded into Canvas, the protocol includes extra identifying information that is not always relevant for all users. Adding a **"nickname"** to a course will not affect the course name for any other users; only for yourself.

1. **Start at your dashboard and click on the three dots in the upper-right corner of one of your child's course tiles**



2. **Enter in a name that helps you identify your child's course.** We also suggest you add the period in front of your chosen nickname. (Eg: A1 Medical Anatomy or B3 Spanish)
3. **You can also select a new color if you choose.** This will not make any changes for other users associated with this course; only for yourself.

Here is the Canvas guide for this topic as well: [How do I create a nickname for my course?](#)

## ***How do I view my child's modules? (assignments and activities)?***

The most powerful feature of Canvas is the ability to **view assignment details**. This is a great tool for you as parents. You can see the same information as your child. Remember, you are not able to submit responses or assignments as an observer.

**In Warren Township, teachers are organizing their Canvas content into modules (like units).** A module in Canvas can include pages, assignments, discussions, links to external web pages, files, and quizzes. If you want to see what your child is working on, you will look at the modules your child's teacher has set up.

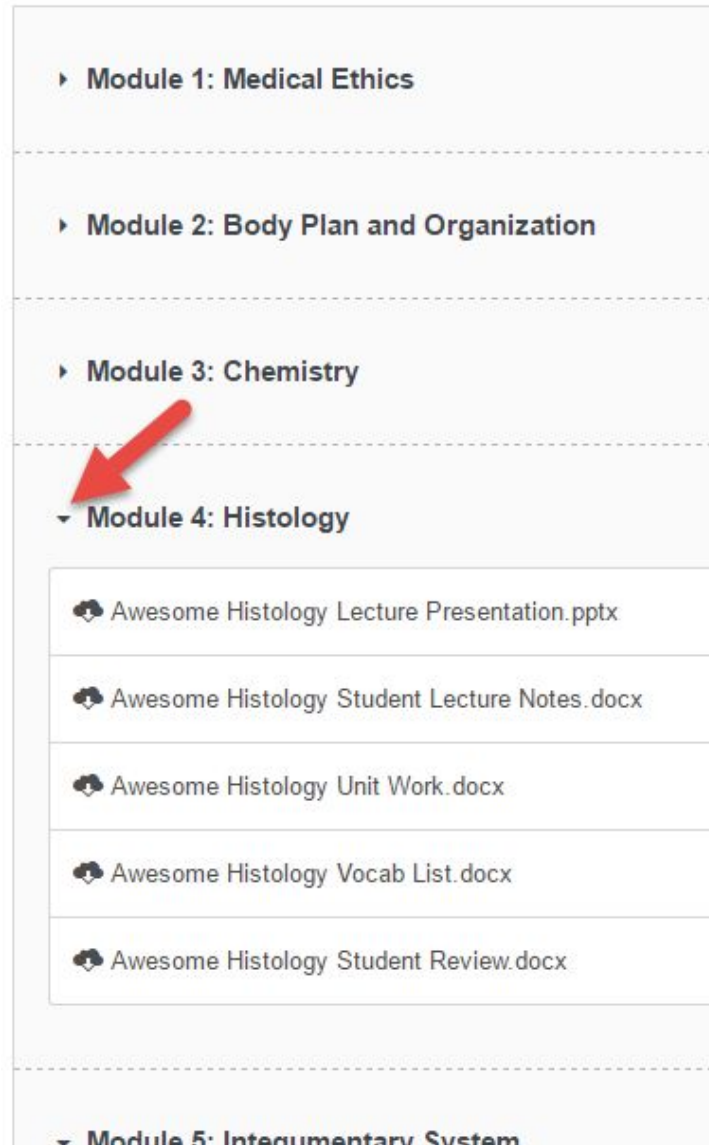
### **1. Open one of your child's courses from the Canvas dashboard**



### **1. Select the *Modules* tab from the course navigation** (OSD teachers will limit the tabs you see in the course navigation to direct students to modules instead of separate sections for assignments, discussions, and quizzes. If you see more or less tabs than this example, your child's teacher has not limited the view quite as much.)



- The modules will be listed down the page and each module can be expanded or collapsed by clicking the small arrow next to each module



- To view the contents of a module, click on one of the titles and it will open in Canvas, a new browser tab, or download depending on the type of content

When you are able to see the work your child is doing in class, you will be able to guide them through difficult skills like time management and work ethic.

If you would like to see the Canvas guide for this topic click here: [How do I navigate a Canvas course as an observer?](#)

## ***How to view the daily (assignments and activities) for my child (Grades 9-12)***

At Warren Central High School the teachers are asked to organize their courses monthly by using a Calendar. To find the activities that your child will be completing either in the in-person meeting or on the virtual meeting day parents/guardians should ;

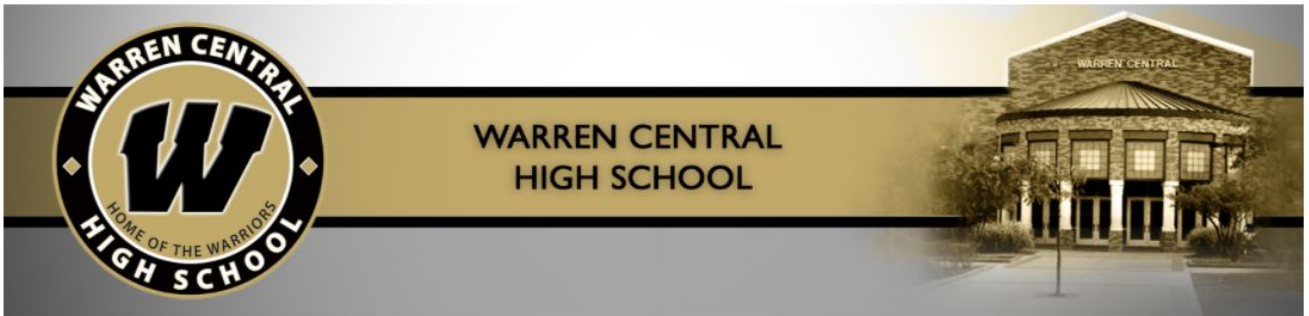
- 1.) Open one of your child's courses from the dashboard.



- 2.) Click on the button for the correct month.



3.) From the month page click on the link for the day.



## August

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	<u>6</u>	<u>7</u>
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>

- 4.) Once on the day you will have access to the daily activities for the course, allowing the parent/guardian to see what was covered for the day.
- 5.) Each Day has been designated with the appropriate cohort (BLACK or GOLD) and whether the group will be meeting in-person or virtual.

## ***How do I view my child's Canvas grades?***

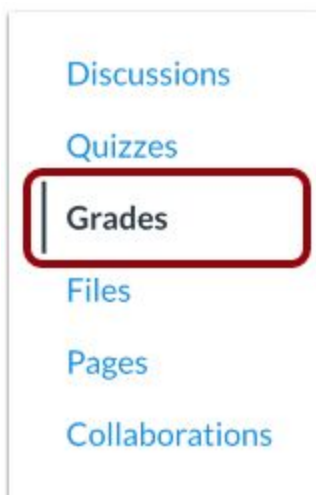
Most teachers are using Canvas to help share learning activities and receive assignment submissions. As such, many teachers are using Canvas to grade those digital assignments with the tools included in Canvas. This means that many grades will be kept in Canvas, but not all. Edupoint by Synergy SIS is still the official gradebook for Warren Township Schools.

You can always start by checking the Canvas gradebook first (this will show you what assignments are missing, overdue and if the teacher has left comments for the student) and then check Edupoint if you still have a question. To check your child's grades, follow the steps below. **Students will not be able to view their overall grade and those are kept in Edupoint**

1. You can find the Canvas Gradebook by opening one of your child's courses (tiles) from the dashboard




2. Now click on the *Grades* tab in the course navigation





### 3. View grades per class for each child you are observing



Grades for Nora Sanderson

Course: Biology 101 Arrange By: Due Date Apply

Print

1 Total: 89.29% (B+)

2 Show All Details

3 Calculation of totals has been disabled

Assignments are weighted by group: Group Weight

Assignments are weighted by group: Show All Details

The grade summary displays your student's total grade [1], and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [2].

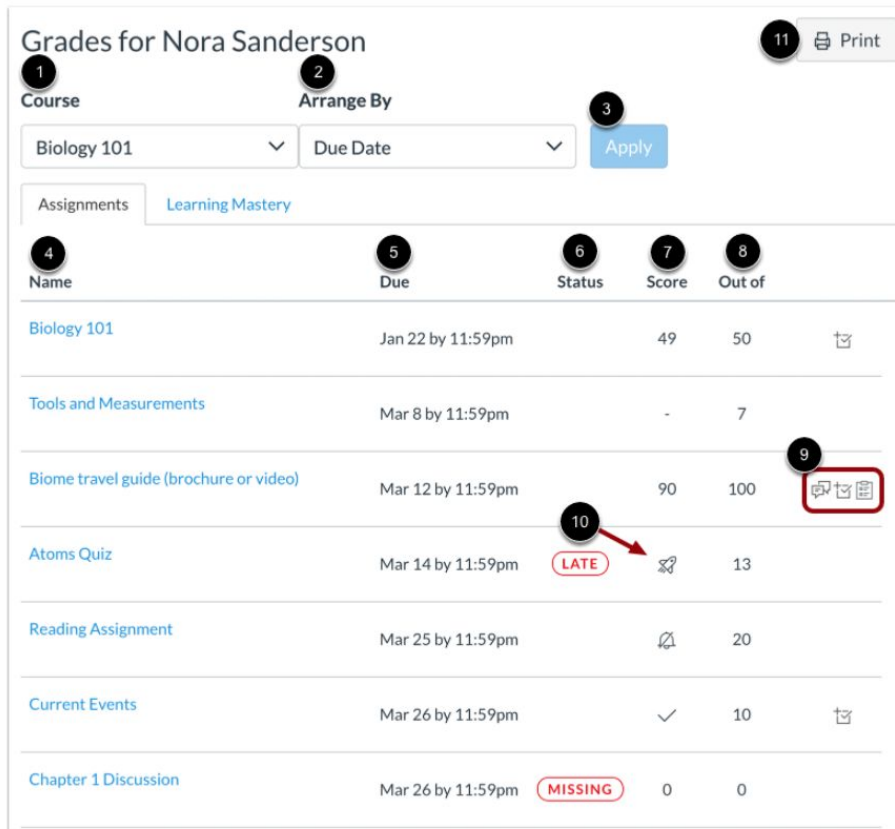
Depending on the grade calculation for the course, your student's total grade may display as a point value or as a percentage.

Click the drop down arrow under the course to change to a different course your student is enrolled in.

**Note:** Your instructor may restrict you from viewing your student's total grade [3].

### 4.) Viewing Assignment Grades

#### View Assignment Grades



Grades for Nora Sanderson

1 Course: Biology 101 2 Arrange By: Due Date 3 Apply

4 Name 5 Due 6 Status 7 Score 8 Out of

9

Name	Due	Status	Score	Out of
Biology 101	Jan 22 by 11:59pm		49	50
Tools and Measurements	Mar 8 by 11:59pm		-	7
Biome travel guide (brochure or video)	Mar 12 by 11:59pm		90	100
Atoms Quiz	Mar 14 by 11:59pm	LATE	13	
Reading Assignment	Mar 25 by 11:59pm		20	
Current Events	Mar 26 by 11:59pm		10	
Chapter 1 Discussion	Mar 26 by 11:59pm	MISSING	0	0

10



From the grades page you can select the course for which you want to view grades by clicking the **Course** drop-down menu [1]. By default, the Grades page displays assignments chronologically by assignment due date. To sort grades by module, assignment title, or assignment group, click the **Arrange by** drop-down menu [2]. However, if modules or assignment groups aren't used in the course, they won't be included as sorting options. To apply selected sort options, click the **Apply** button [3]. Assignments that are not part of a module display at the end of the assignments list in alphabetical order.

You can view assignment names [4], due dates [5], status [6], scores [7], and total point values [8]. You may also be able to view whether the assignment includes comments, scoring details, or a scoring rubric [9].

You may see various grade icons in the score column indicating the assignment type [10]. Assignments that display a grade icon have not been graded by the instructor. Once the assignment is graded, the icon will be replaced by your student's score.

To print your student's grades, click the **Print** button [11].

**Note:** The Status column only appears if one or more assignments have an associated status.

## ***How do I message my child's teacher?***

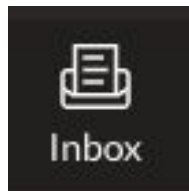
You can reach your child's teacher by phone, email, or using Canvas. Check for the teacher's phone number or email on your school's website.



[OSD Website](#)

You can also check the course homepage in Canvas for that teacher's class. **The teacher's contact information will be listed on the course homepage.**

You can also use the integrated Canvas messaging system. You can reach this messaging system under the ***Inbox*** label in the global navigation.

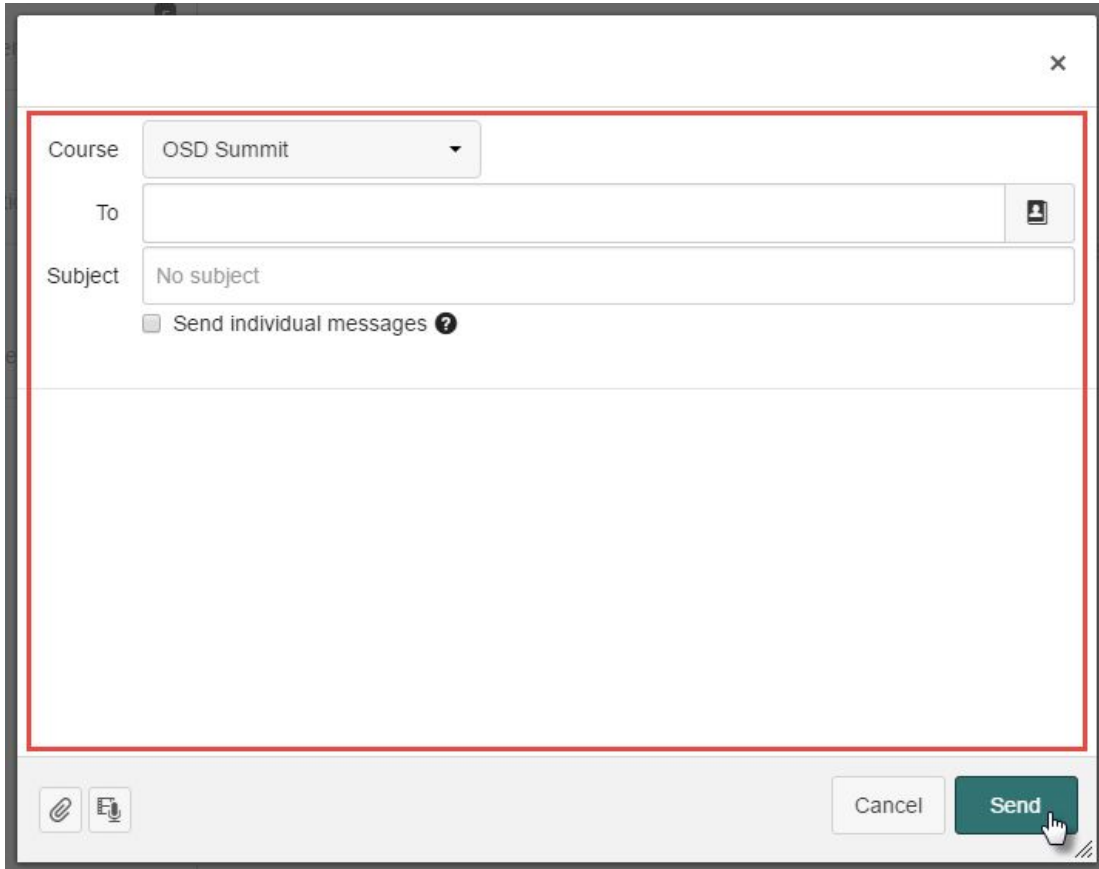


### **1. Click on the new message button**



### **2. Select the course and contact** (As an observer, you can message the teacher and your child or both.)

3. Type your subject and message and select *Send*



A screenshot of the Canvas LMS 'Send Message' dialog box. The dialog has a title bar with a close button (X). The main content area is outlined in red and contains the following fields: 'Course' with a dropdown menu showing 'OSD Summit', 'To' with an empty text field and a user selection icon, 'Subject' with a text field containing 'No subject', and a checkbox labeled 'Send individual messages' with a help icon. Below these fields is a large empty text area for the message body. At the bottom of the dialog, there are icons for attaching files and a video, and two buttons: 'Cancel' and 'Send'. A mouse cursor is pointing at the 'Send' button.

Here is more information on conversations from Canvas: [How do I use Conversations?](#)