



# NAVARRO

## ACADEMIC SERVICES DEPARTMENT

### Creating a Student Canvas Account

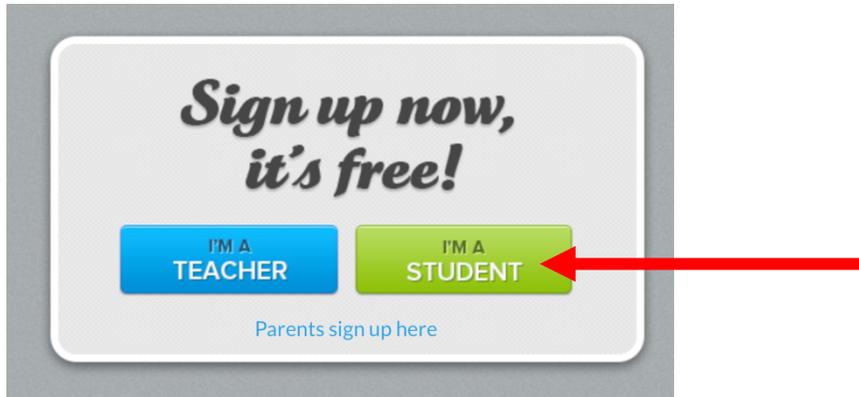
Parents:

Students will need to create an account for Canvas to begin their remote learning at home. Canvas is the program that they will use to access the live video link called TEAMS link to be a part of live classroom instruction. Canvas will also be used to provide you with information about assignments and classwork that your students will need to complete for each class. For those who participated in our remote learning last school year, we used Google Classroom for this purpose. The district has shifted to this new platform for the 2020-2021 school year.

1. Go to the following website: <https://canvas.instructure.com/login/canvas>

2. Click on the link that says: "Need a Canvas Account? Click Here, It's Free"

- When the webpage opens, look for the Sign Up Now box and Click on the Green I'm a Student link.



- The next Screen is the Student Sign up. Please see each step below for each field on the sign up screen.

A screenshot of a "Student Signup" form. The form is contained within a window with a title bar that says "Student Signup" and a close button (X). The form has several input fields: "Join Code", "Full Name", "Username", "Password", "Confirm Password", and "Email". Below the "Email" field, there is a checkbox with the text "You agree to the [terms of use](#) and acknowledge the [privacy policy](#)." At the bottom right of the form, there is a blue button labeled "Start Learning".

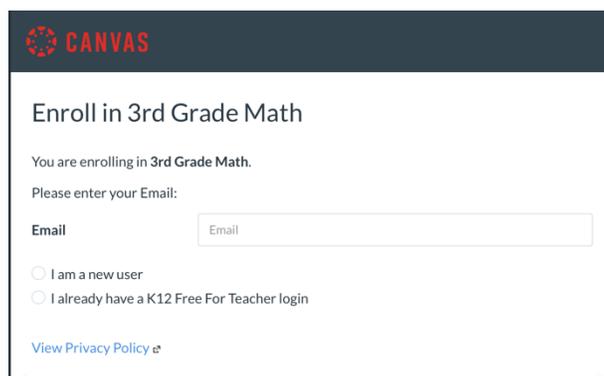
- When creating your account, you are required to have a Join Code. This join code will be included in the webpage links provided by the teachers.
- After you create your account, you will later join other classes using the full web addresses provided by teachers. (Steps provided at the bottom of this tutorial) It is just the initial setup that requires the short code.
- Teachers will provide you with a web address that looks like this:  
**<https://k12.instructure.com/enroll/YFEBY3>**
- The six digit code at the end of the address is your Join Code for initial account setup. In this example, this example the Join code is YFEBY3.

5. For the Join Code, enter a six digit number from one of your child's teachers.
6. Next Enter Their Full Name: Please Enter the First Name and the Last Name
7. Username **MUST** be your child's Email Address. Please note that this is the login information that your child uses to login to the Chromebook, and Classlink.
  - a. Email addresses are always listed in the following manner:  
[firstname.lastname\\_gradyear@navarroisd.us](#)  
Example: [lacey.gosch\\_2030@navarroisd.us](#)
8. The password **MUST** be the first initial of the first name (capitalized), first initial of the last name (capitalized) and the student ID number.
  - a. Example: My name is Lacey Gosch and my ID number is 504678  
My password would be: LG504678
  - b. The username and password are important to be consistent to assist the district and family in using canvas.
  - c. You will need to confirm the password by entering it a second time in the **Confirm Password** box.
9. Enter the email address a second time in the email box.
10. Place a check mark in the agree to terms.
11. Click start learning.

You have now created the Canvas account for your child. You will receive other join links from your child's other teachers. Now that the account has been created, you can click on the join link to add additional classes to your child's account.

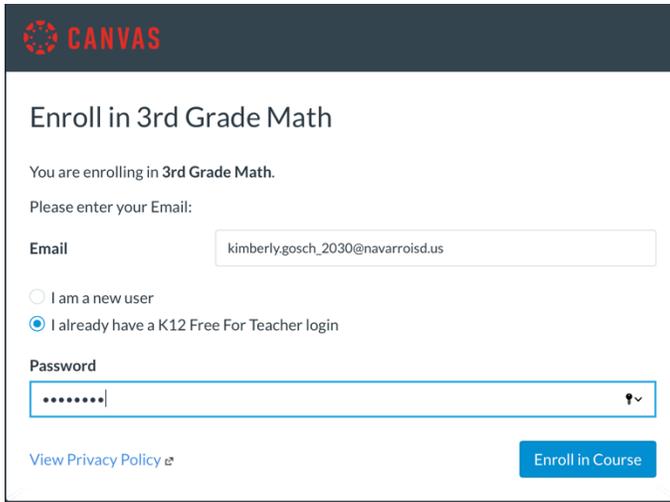
### Adding Additional Classes

1. You receive a join code of <https://k12.instructure.com/enroll/YFEBY3> from the teacher.
2. Click on the link and a webpage will open that looks like the image below:



The screenshot shows the Canvas enrollment interface. At the top, there is a dark blue header with the Canvas logo and the word "CANVAS" in red. Below the header, the page title is "Enroll in 3rd Grade Math". The main content area contains the following text: "You are enrolling in 3rd Grade Math." followed by "Please enter your Email:". Below this is a text input field with the placeholder text "Email". Underneath the input field are two radio button options: "I am a new user" and "I already have a K12 Free For Teacher login". At the bottom left of the page, there is a link that says "View Privacy Policy" with an external link icon.

3. On this screen, you will enter your child's Email Address.
4. Click the Radio button for I already have a K12 Free for Teacher Login
5. A password box will appear and you will enter your child's password of Capitalized First Initial of First Name, Capitalized First Initial of Last Name and the student ID number.  
e.g. KG503012
6. Click Enroll in Course



The screenshot shows the Canvas interface for enrolling in a course. At the top left is the Canvas logo. The main heading is "Enroll in 3rd Grade Math". Below this, it says "You are enrolling in 3rd Grade Math." followed by "Please enter your Email:". There is an "Email" label and a text input field containing "kimberly.gosch\_2030@navarroisd.us". Below the email field are two radio button options: "I am a new user" (unselected) and "I already have a K12 Free For Teacher login" (selected). Below these is a "Password" label and a password input field with a masked password "....." and a visibility toggle icon. At the bottom left is a link "View Privacy Policy" and at the bottom right is a blue button labeled "Enroll in Course".

7. You have now enrolled in another course for your child.
8. Repeat the last six steps for each Join link you receive.