



# PARENTS GUIDE TO USING CANVAS

## HOW DOES MY CHILD LOG INTO CANVAS?

### In order to access Canvas, your child needs to locate the Student Dashboard:

The Student Dashboard can be found on the County Website under the "find it fast" icon, or on the Dugan Homepage in the bottom left-hand corner.



- 1) Click on the Student Dashboard Icon
  - 2) Click on the Elementary Dashboard Icon
  - 3) Click on the Canvas Icon located on the far left-hand side of the page. (the icon will be a red circle with the letter c in the middle of it)
  - 4) Enter your students credentials
- \*\*Student Credentials: username- student id  
password: first letter your child's full name and the month and day they were born  
(example: John Doe Smith January 10th= jds0110)

## WHERE DO I FIND MY COURSES IN CANVAS?

### If your child is missing a course, you will need to take the following steps to find it:

Most of your child's course work will be found in the Homeroom Tab on the main page. Specials content areas such as Art, Reading, STEM, Gifted, and Music are separate courses and may not show up on the dashboard.



- 1) Click on the book icon located on the left side of the screen labeled "courses."
- 2) Scroll to the bottom and click on the "all courses" icon
- 3) Look for the missing course and click the star to fill it in. (Any course with the star filled in will be a course that show up on your students main page also known as the "dashboard.")

## HOW WILL COURSES BE ORGANIZED IN CANVAS?

### Students can access their course materials through Modules:

Most course content will be accessible on the homepage of the course. Teachers will create hyperlinks for students to click to access the content for each day. If this is not available, your course will be designed as Modules.

- 1) Click on the course you are trying to access
- 2) Once in the course, look on the far-left side click the "Modules" icon
- 3) Select the course material your student needs to complete (most teachers will place this material at the top of the page OR will label it with the correct date)
- 4) ALL of the material found under this Module is the course material your student is expected to complete for the day



## HOW CAN MY CHILD COMMUNICATE WITH THEIR TEACHER?

### Students can contact their teacher using Canvas email:

- 1) Look on the far left-hand side of the page and click the "inbox" icon
- 2) Once you are in your email, look in the top right-hand corner for the pencil icon that says "compose a new message."
- 3) Click the "select course" pull down menu and select your homeroom course
- 4) Once the class has been selected, click the person icon on the far right side of the "to" box
- 5) Click teachers and select your teacher
- 6) Compose your message making sure to include a subject and click the "send" button when you are finished.

\*\*\*Please be patient! Teachers may not respond immediately once the message is sent!\*\*\*



FOR MORE DETAILED INFORMATION ON CANVAS, PLEASE VISIT OUR HOW TO VIDEOS ON OUR SCHOOL WEBSITE

# WHAT WILL A TYPICAL LESSON LOOK LIKE?



## A Typical Lesson May Include the Following:

Lessons may vary depending on the teacher preference or on the grade level. Depending on the standard being taught, students may see a variety of teaching methods being used.

- 1) Standards presented or an I Can statement introducing the topic
- 2) Vocabulary words or Anchor Charts pertaining to the unit
- 3) A video or live lesson teaching the information for the subject for the day
- 4) Practice Problems or Activity pertaining to the lesson
- 5) A wrap-up activity to submit to show comprehension of the material

# WHAT TOOLS DOES MY CHILD NEED TO BE FAMILIAR WITH?

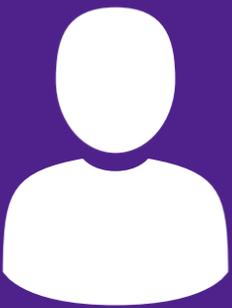
## The following are tools that your student needs to know how to access:

Every classroom is different, while this list is some of the main tools used by the majority of the teachers in the building it is certainly not all that is available. Your student may be asked to access tools unique to their classroom so be prepared for this list to grow throughout the year.



- 1) Clever- a majority of the programs your student will use is found in this setting. To access Clever, students will need to go to the Student Dashboard and click on the Purple C located at the middle of the screen
- 2) One Drive- The One Drive gives your student access to ALL Word Programs through the Web free. Your student will need to log into their account using their credentials to get access to these free materials. ( K-2 will mostly likely not use this tool)
- 3) Education Galaxy/Path Blazer- both of these tools are found under Clever but will be utilized regularly with your student

# HOW CAN MY CHILD SUBMIT AN ASSIGNMENT?



## Students can submit an assignment by:

Please note that the Teacher may change the type of submission needed for the assignment and therefore these directions may vary slightly when submitting content.

- 1) Click on the Submit Assignment Button located at the top right-hand corner of your screen
- 2) Type in your response to the assignment or attach the file (more detailed instructions can be found in our "how to videos" found on the school website)
- 3) Once you are satisfied with your answer click the submit assignment button
- 4) If the submission is successful, you will see confetti on the screen with a green check letting you know the "assignment was submitted successfully."

# HOW CAN I CHECK ON MY STUDENTS PROGRESS IN A CANVAS COURSE?

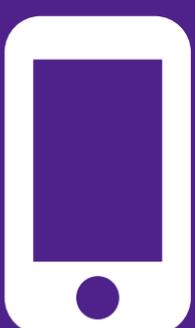
## It is important to check your students progress with the course work daily:

In order to access your students account, you will need to set up a separate Parent Observer Account. Please keep in mind that this account is only used to view Canvas not participate in any way.



- 1) Go to the Canvas Icon located on the Student Dashboard
  - 2) Click the "Parent of a User?" icon and enter the necessary information (you will need a Pairing Code from your child's teacher in order to create the account)
  - 3) Check the "Agree to the Terms" box and click the "start participating" button
- \*\*Make sure you use a personal email NOT a work or school email\*\***

# WHAT APPLICATION DO I NEED TO DOWNLOAD TO MY MOBILE DEVICE AS A PARENT?



## Canvas is accessible on your Mobile and Tablet devices using two different applications:

Please note that while the applications are useful on these devices, they will not work at as great of a capability as the website. In order to access all of your students content, using a computer device is preferred.

- 1) To get access for your student, you will need to download the Canvas Student App
- 2) To get access to your Parent Observer account, you will need to download the Canvas Parent App

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