

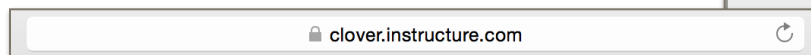
What is Canvas?

Canvas is a cloud-based learning management system that allows teachers and students to create and share content from any web-enabled mobile device. It extends the walls of the classroom by allowing students to participate in assignments, assessments and discussions from anywhere and provides the needed safety and security that we demand when students are online. All announcements and due dates come with notifications that can be customized.

How do I sign up for Canvas?

Parents (Observers) can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content. Since Clover School District wants parents to be able to observe a student via linked accounts, our institution has enabled self-registration on their Canvas URL login page. Remember, Observers can view the course content but cannot participate in the course.

1. Open Canvas at the following URL.



2. Click to Register at the banner near the top right that states "Parent of a Canvas User? Click Here For An Account."



3. Enter the following information:

A. Enter your name in the name field.

B. Enter your child's username in the child's username field. For Clover Students it is lastnamefirstnameinitial or smithjohna

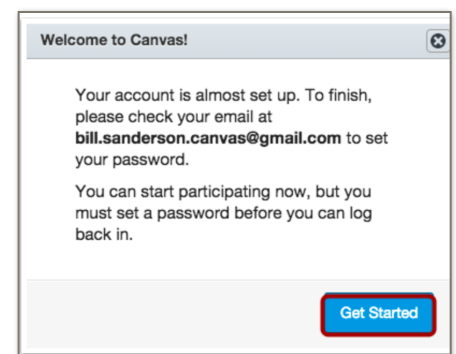
C. Enter your child's password in the child's password field. For Clover Students it is the last five digits of student ID.

D. Agree to the terms of use by clicking the "You agree to the terms of use..." check box.

E. Click the Start Participating button.

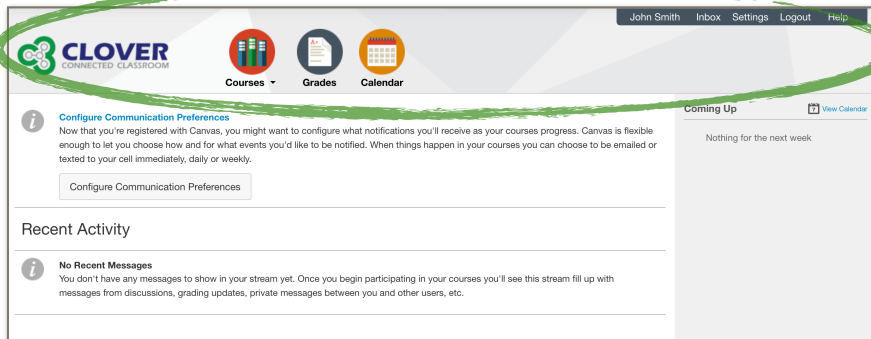
Registering Your Parent Canvas

1. While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button. To finish registering for Canvas, log into your email account.
2. Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.



3. To complete the registration process fill out the following fields:
 - A. Verify your email in the login field.
 - B. Set your password by typing in the password field.
 - C. Set your timezone by selecting the time zone drop-down menu.
 - D. Click the **Register** button. You will be redirected to the Canvas URL login page for your account.

Using Canvas

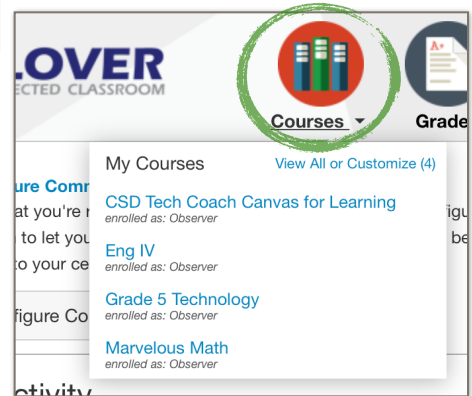


1. View the user dashboard for your Canvas account. You can see the courses your student(s) are enrolled in, their grades within Canvas and the calendar with events and assignments from Canvas courses.

2. To view the course where your student is enrolled, click the **Courses** link and click the title of the course.

To observe multiple students:

- A. Click on the **Settings** link on the top right corner.
- B. A drop down menu will appear, scroll down to **Observing** link.
- C. Enter the username and password fields for the student you would like to add.
- D. Click **Add Student** button.
- E. Now view the new student you are observing.



Changing Your Notification Preferences

When you first login, you can click on Configure Communication Preferences from the main screen. If that is not visible, simply click on the **Settings** link on the top right corner. Choose **Notifications** from the list on the left. For each item in Canvas, you can click beneath the contact method (you can add additional addresses or phone numbers in Settings) and select how often you wish to receive a notification via the method listed at the top of the column. Options are shown below.

