

CANVAS Welcome
GUIDE FOR
PARENTS

WARREN COUNTY CAREER CENTER



Warren

County Career Center

CANVAS WELCOME GUIDE FOR PARENTS INDEX

WELCOME TO CANVAS

WHAT IS CANVAS?

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(PAIRING CODE INFORMATION)

(WARNING: PAIRING CODES EXPIRE)

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(VIDEO CANVAS INTRODUCTION)

Welcome! We are glad that you are here! This is a guide about Canvas, a tool that students will use extensively during their time at the WCCC.

When you sign up for your “parent Canvas account,” you are given rights to check on your student’s digital classwork content, not just grades.. That makes it different from ProgressBook.



WELCOME TO CANVAS

Included in this parent guide is:

- What is Canvas?
- Ways it can help
- How to make a parent account
- How to get the Canvas apps
- Parts & terminology you will see in Canvas
- Parent tips to using Canvas

Check out the entire guide for a bigger understanding or simply get answers quickly using the index on slide #2.

Canvas is the digital place where your student(s) will find their learning content for classes beginning in the fall of 2020. Users have access to Canvas through the Canvas website & mobile apps.



WHAT IS CANVAS?

Students are able to:

- Turn in assignments,
- Check grades,
- Ask questions and clarify content with teachers,
- Collaborate with classmates,
- Refer to class calendars to stay up to date with expectations,

Parents are able to:

- Check on their students' progress.
- See email & announcements
- See grades of Canvas assignments

Teachers are able to:

- Give assignments, videos, assessments & general resources,
- Post announcements,
- Communicate grades & feedback,
- Communicate with students w/ email, class calendars and announcements.



**STEP ONE: HOW TO
“SEE” YOUR
STUDENT’S CANVAS
ACCOUNT--
GET A PAIRING CODE**

Essential Pairing Code information:

Since students are automatically enrolled in Canvas courses, they obviously have an all-access pass to its content. But can parents have access too? Yes!



GET AN OBSERVER PAIRING CODE

Parents and other trusted adults can gain Canvas access by becoming an “Observer.” To see your student’s Canvas account, you will need an “Observer” pairing code.

- Use the pairing code sent from the school.
- Use the pairing code from your student.
- Use the pairing code from for student’s teacher.

Want to [know more](#) about pairing codes?



**WARNING:
PAIRING
CODES
EXPIRE**

The pairing code only works for 7 days after it has been created or after it has been used one time!

- This is a Canvas thing, not a WCCC thing.
- All observers need their own codes.
- Link your code to the student account before this time expires or you will need to obtain a new code.
- Once you have paired your account to your student, you will remain paired.

Want to [know more](#)
about pairing
codes?



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1ST METHOD:
USE THE CODE
WCCC GAVE YOU



**ACTIVATE THE
PAIRING CODE
THAT WCCC GAVE
YOU**

The easiest method to see your student's Canvas account is to use the pairing code that was emailed to you the first few weeks of school. We know life can be chaotic that first week so to make it a little easier on parents, we sent out a phone message to remind parents to be on the lookout for the information in email.

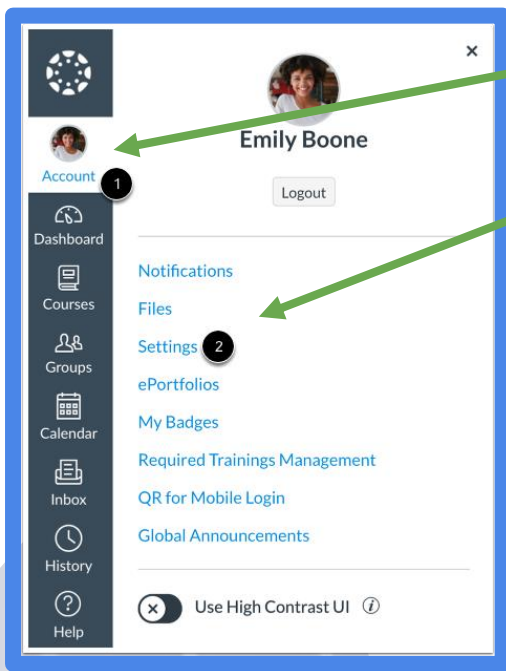
Please keep in mind that this **code is only good for seven days** after it has been generated. (This is a Canvas created safeguard that the WCCC has no control over.)

If more than seven days have passed, you will need to proceed to methods 1.2 or 1.3.

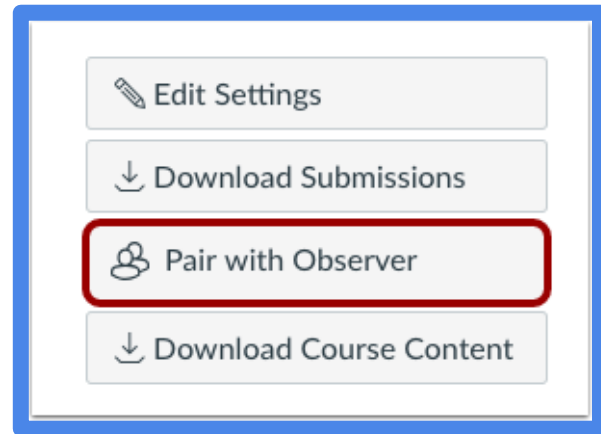


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**2ND METHOD:
HAVE YOUR
STUDENT
PREPARE A CODE
FOR YOU**

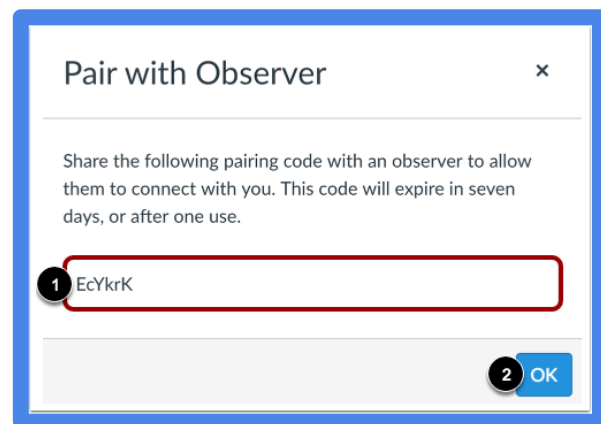


- 1) Students log into Canvas and then click on their “Account.”
- 2) Then click on “settings.”
- 3) The click on “Pair with Observer.”



STUDENTS CREATE A PAIRING CODE

- 4) Canvas will automatically generate a code. It will look something like this only with a different alphanumeric code.




Want to [know more about pairing codes?](#)

- 5) Share this code with your parent. (It will expire after 7 days or after it has been used.)
- 6) Close the window by clicking “Ok.”



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3RD METHOD:
HAVE one OF
YOUR STUDENT'S
TEACHERS
CREATE A CODE



REQUESTING A CANVAS OBSERVER CODE

If you have time to communicate your need for an “Observer’s Code,” then asking a teacher or other authorized school official for a pairing code can be an effective method. Authorized staff are considered your student’s:

- CT teacher
- Academic teachers
- Guidance counselor
- The IT help desk or
- Edtech coach, Mrs. Milner

You will need to:

- Provide the student’s name
- Have verified consent as a student guardian
- Articulate the best way to receive the code

The timing of receiving and activating the code is very important. As safeguard, pairing codes are only good for 7 days.

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STEP TWO: HOW TO “SEE” YOUR STUDENT’S CANVAS ACCOUNT-

-

CREATE A PARENT ACCOUNT

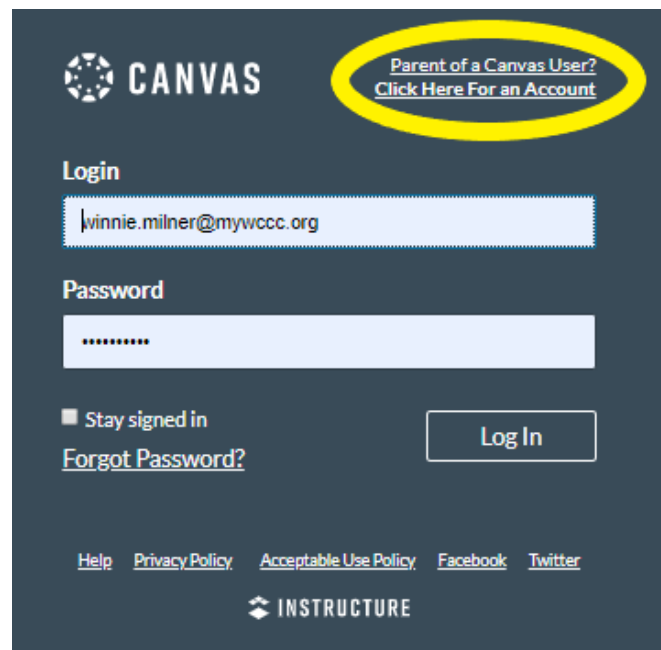
For access, parents will need to create their own account.

1. Go to the portal to the WCCC Canvas:

<https://wccc.instructure.com/login/canvas>

2. Click on “Parent of a Canvas User? Click here for an account.”

**CREATE
PARENT
CANVAS
ACCOUNT-**



The screenshot shows the Canvas login interface. At the top left is the Canvas logo. In the top right corner, a link that reads "Parent of a Canvas User? Click Here For an Account" is circled in yellow. Below the logo, there are input fields for "Login" (containing the email address "winnie.milner@mywccc.org") and "Password" (masked with dots). There is a "Log In" button, a "Stay signed in" checkbox, and a "Forgot Password?" link. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", along with the "INSTRUCTURE" logo.

3. Next, parents will supply general information for the new account including the “Pairing Code” from step one.



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**USING
CANVAS ON
THE GO**



**GET MOBILE
ACCESS TO
THE CANVAS
ACCOUNT**

There are different Canvas mobile apps for iOS & Android devices for the specialized roles:

- Student (red)
- Parent (blue)
- Teacher (yellow)

To help lessen confusion for people who need to use multiple Canvas apps, each app has the same Canvas symbol, but is distinguished by a different color.

Before you download the app to your smart device, please make sure you have the correct app.

Android (Google Play)

- Student
- Parent
- (How-to Parent Guide)
- Teacher

Apple App Store

- Student
- Parent
- (How-to Parent Guide)
- Teacher

3.1

CANVAS

VS.

PROGRESSBOOK



CANVAS
VS.
PROGRESSBOOK

At the beginning of the year you should have received login info for Canvas & ProgressBook. You might be asking why you need access to both accounts. Here's a quick breakdown.

Canvas-- it

- Shows the actual assignment & announcements.
- Has a handy calendar with due dates.

ProgressBook-- it

- Shows all grades for the class. (Note: Not all grades are in Canvas.) Some assignments go directly into PB, skipping Canvas.
- Shows the most accurate grade.

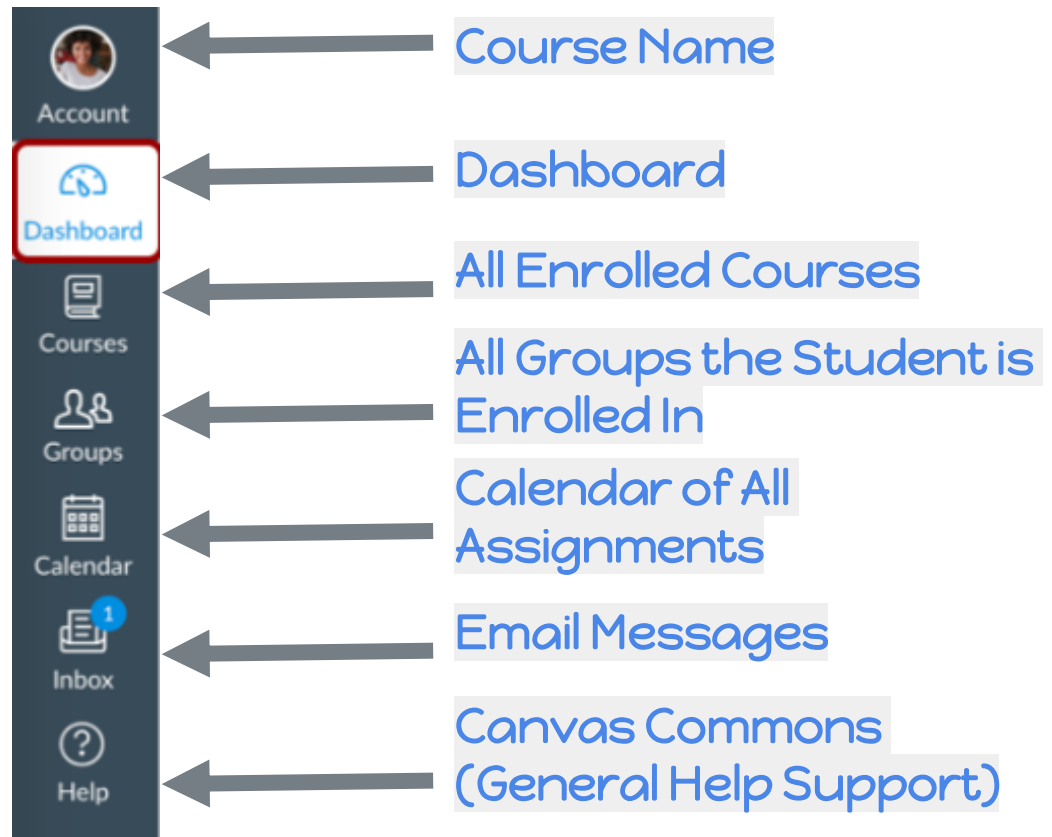


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**CANVAS
BASICS**

Dashboard is your student’s landing point in Canvas & is a good place to go back to if you get “lost” in Canvas. It houses all current classes, the “to do” list, schoolwide announcements for the district and recent feedback.

Global Navigation Bar: Pictured below



WHAT CANVAS LOOKS LIKE- DASHBOARD, GLOBAL NAVIGATION & RECENT FEEDBACK

Recent Feedback

- ✓ **4/8 Nutrient Functions**
Intro To Aeriscien - Penke
8 out of 8
"Well researched. Keep this in mind when you write your introduction!"
- ✓ **Museum discussion**
World History - Selk
20 out of 20
"great choice of museum"
- ✓ **April 6 Online Conference**
Biology - Nelson
10 out of 10
"Thank you for attending live!"

at least 25 more in the past two weeks ...

Recent Feedback: You will find this in the bottom right hand corner of your dashboard screen. It will have all recent grades, comments & general feedback. (Pictured left)

Course Card: Every class has its own ²² course card shown on the dashboard. When teachers post new announcements, discussions, files or assignments, a little circular notification will pop up by the associated icon. (Note: Icons aren't all in the same order on all the course cards.)

WHAT CANVAS LOOKS LIKE-COURSE CARDS



Course Name

Notification

Announcements

Notification

Notification

Files

To-Do List: This includes all tasks that are required of your student. The To-Do List reflects ALL current classes & is organized in chronological order.

- All items have the due date, number of points it's worth & the class with which its associated.
- Items are linked to the actual assignment.
- Each item listed has an icon so you can see at a glance what type of item it is. (For instance the a paper & pencil is an assignment.)

WHAT CANVAS LOOKS LIKE- TO-DO LIST

The screenshot displays the Canvas LMS Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main area shows four course cards:

- Biology 101** (BIO 101, Fall 2019) with a blue background and a magnifying glass icon.
- Classic Literature** (ENG 205, Fall 2019) with a green background and a magnifying glass icon.
- History 101** (HIST 101, Fall 2019) with a red background and a magnifying glass icon.
- Zoology 101** (ZOO 101, Fall 2019) with a green background and a magnifying glass icon.

On the right, the **To Do** list shows assignments in chronological order:

- The Bill of Rights Quiz** (History 101, 10 points, Sep 21 at 11:59pm)
- Logical Fallacy Project** (Biology 101, 100 points, Oct 15 at 11:59pm)
- Reading Quiz Ch 5-8 All Qu...** (Classic Literature, 5 points, Oct 30 at 11:59pm)
- Read the rest of All Quiet o...** (Classic Literature, 20 points, Nov 1 at 11:59pm)
- Revolution Topic Discussion** (History 101, Nov 1 at 11:59pm)
- Animal Farm** (Classic Literature, Nov 4 at 11:59pm)
- Declaration of Independen...** (History 101, 10 points, Nov 5 at 11:59pm)

A "Show All" link is located at the bottom right of the To Do list.

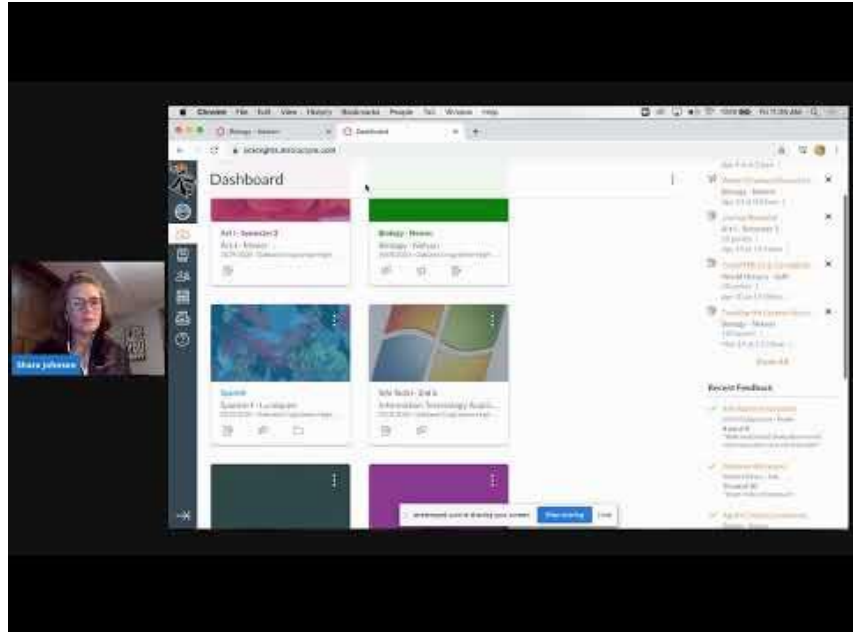


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**MAKE CANVAS
WORK FOR YOU,
THE PARENT!**

Here is a great parent tip video from²⁵
an actual parent AND Canvas user.

**GETTING THE
MOST OUT OF
YOUR CANVAS
EXPERIENCE**



You don't have time now to watch it all? Here are where some of the noteworthy things are discussed.

5:15 To-Do List

7:30 Notifications

8:20 Calendar

11:50 Course Home Page

13:25 Modules

15:25 Recent Feedback

16:40 Assignment Submission

18:35 View Grades

22:10 Using inbox to contact the teacher

25:10 Announcements

25:50 Using Canvas Help