WELCOME TO CANVAS

WHAT IS CANVAS?

1. STEP ONE: “See” your student’s Canvas account -- GET A PAIRING CODE
   - (PAIRING CODE INFORMATION)
   - (WARNING: PAIRING CODES EXPIRE)

1.1 USE THE CODE WCCC SENT YOU
   - (DIRECTIONS)

1.2 HAVE YOUR STUDENT PREPARE A CODE FOR YOU
   - (DIRECTIONS)

1.3 HAVE ONE OF YOUR STUDENT’S TEACHERS CREATE A CODE
   - (DIRECTIONS)

2. STEP TWO: “See” your student’s Canvas account -- CREATE A PARENT ACCOUNT
   - (DIRECTIONS)

3. USING CANVAS ON THE GO
   - GET MOBILE ACCESS TO THE CANVAS ACCOUNT
   - CANVAS VS. PROGRESSBOOK

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

5. MAKE CANVAS WORK FOR YOU THE PARENT
   - (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.

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.

**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!

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 student’s teacher.

Want to know more about pairing codes?
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?
1ST METHOD: USE THE CODE 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.
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.”

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

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.”

Want to know more about pairing codes?
3rd Method: Have one of your student’s teachers create a 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.
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.”

3. Next, parents will supply general information for the new account including the “Pairing Code” from step one.
3 Using Canvas on the Go
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
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.
4 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

- **Account**
- **Dashboard**
- **All Enrolled Courses**
- **All Groups the Student is Enrolled In**
- **Calendar of All Assignments**
- **Email Messages**
- **Canvas Commons (General Help Support)**

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 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.)*
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.)
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MAKE CANVAS WORK FOR YOU, THE PARENT!
Here is a great parent tip video from an actual parent AND Canvas user.

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