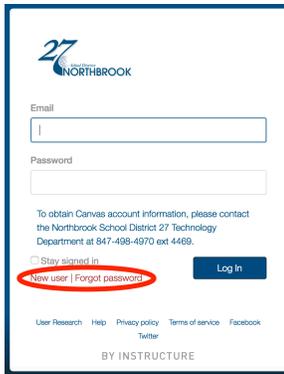


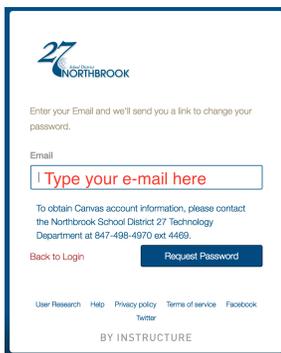
Directions to Activate a Canvas Account for Parents

Parents who have a Canvas account from last year, will not need to follow these steps. You will log in with your account information from last year. Parents new to Canvas or if you have forgotten your account information, follow the steps below:

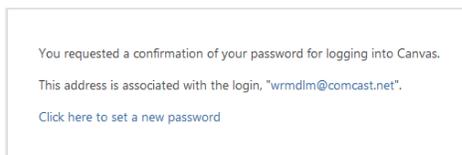
1. Click on the Canvas website link in your e-mail. Then click on the “New user/Forgot password” link at the bottom.



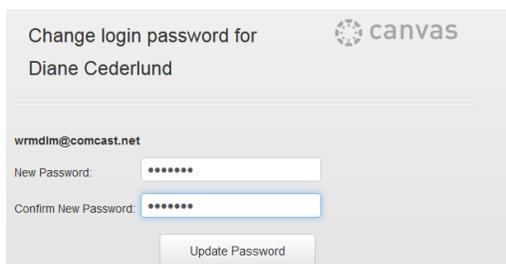
2. On the next screen, enter your e-mail address and press “Request Password”. A message will be sent to your e-mail with a subject line of “Forgot Password: Canvas”.



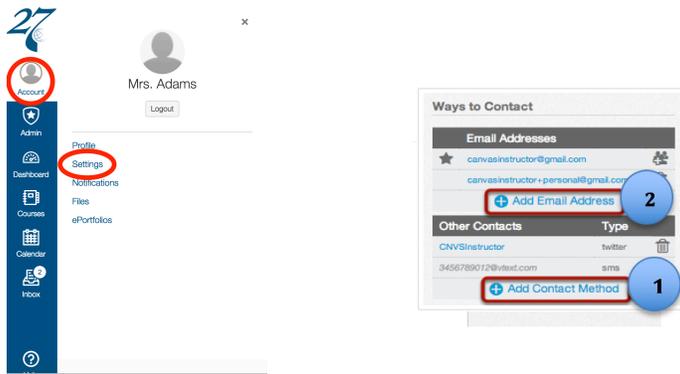
3. After opening the e-mail, click on the blue link that reads, “Click here to set a new password.”



4. Enter a password of your choice and click on “Update Password”.

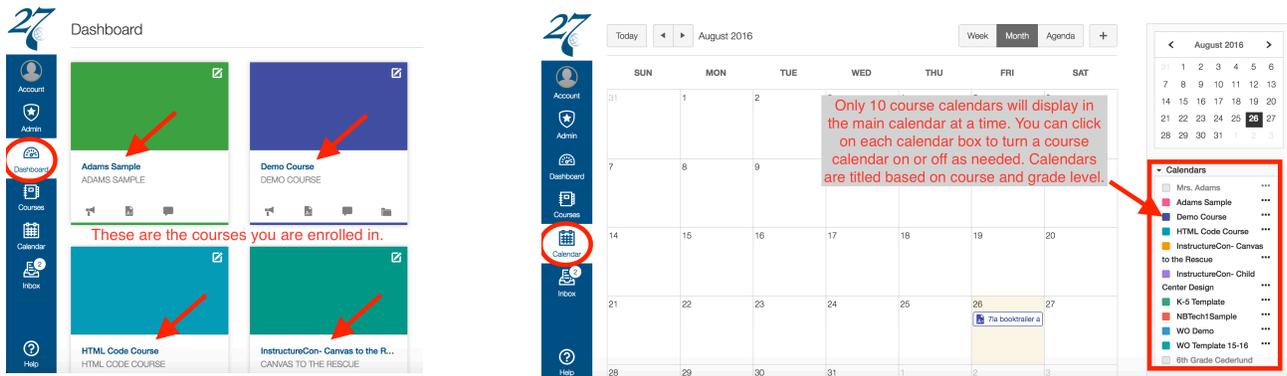


- Click on Settings in the left navigation bar to set your “Ways to Contact”.



Click the **Add Contact Method** link to add an SMS contact (cell phone number for text messages), or other contact method of your choice [1]. If you want to link additional e-mail addresses, click the **Add Email Address** link to add e-mails to be contacted by [2].

- Click on the “Dashboard” link in the left menu bar for information about your child’s classes. For upper grades, homework assignments will be found by clicking the calendar button.



- K-5 Teachers will post their blog under the “Classroom News” icon. This information, as well as Wood Oaks’ course announcements, can be found by clicking on the “Announcement” tab on the left hand side.

