



# William Floyd School District

## CANVAS Parent App Guide



### *What is the Canvas Parent App?*

The Canvas Parent App allows parents/guardians to be a part of their child's digital learning experience. This is a **FREE** mobile app that is available through the iOS and Android app stores. The Canvas Learning Management System is an online platform where the William Floyd School District teachers for Grades 6-12 can share course content, assignments, assessments, and instructional activities with all of their students.

### *Why use the Canvas Parent App?*

Parents/guardians can use the Canvas Parent App to see their child's upcoming assignments, assignments grades, and when their child has submitted any work. Parents/guardians can even set alerts through the app to get notifications about overdue work and assignment grades. Parents/guardians can also add multiple children to the app and will be able to view each of these students' information independently.

### *Getting Started:*

#### ***Getting a Pairing Code***

*Students will need to generate a PAIRING CODE for their parents/guardians to use to set up Canvas accounts that can be accessed through the Parent App.*

1. Login to student Canvas account
2. Click on **ACCOUNT** at the top of the gray navigation bar on the left hand side of the page
3. Click on **SETTINGS**
4. Click on **PAIR WITH OBSERVER** on the right hand side of the page
5. **Write down** the pairing code exactly as shown.

***Please note: This code will expire if not used within 7 days and can only be used for one parent/guardian account. A different pairing code can be generated for another parent/guardian to also have access.***

## Creating a Parent Account

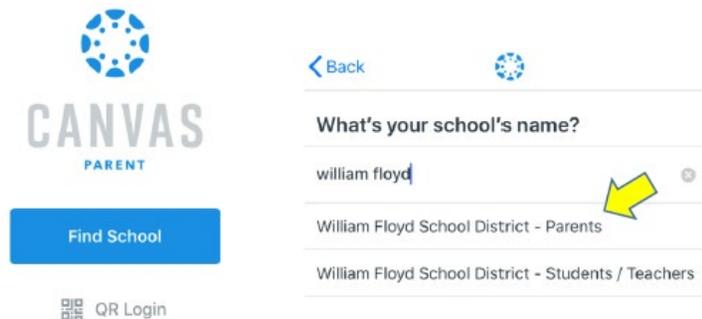
Parents/Guardians will need to first create a Canvas account from the Parent app or a web browser (Google Chrome, Safari, etc.) on any device.

### From a Web Browser:

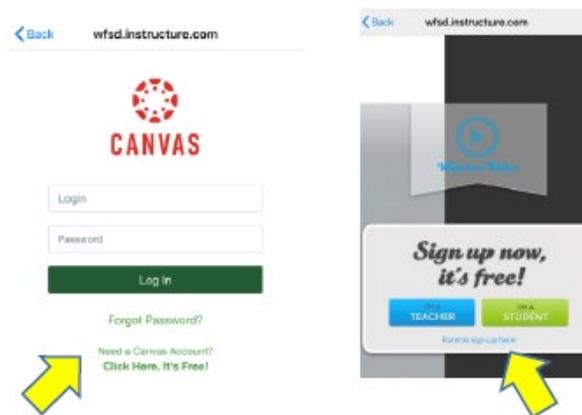
1. Open a **web browser** on any device
2. Go to **wfsd.instructure.com/login/canvas**

### From the Parent App:

1. Download the app **CANVAS PARENT** from the IOS APP Store or Google Play for Android.
2. Open the CANVAS Parent App and click on **FIND YOUR SCHOOL**



3. On the bottom of the homepage click on **CLICK HERE IT'S FREE** under Need a Canvas Account? Then click on **PARENTS SIGN UP HERE**



Please Note: On a desktop the homepage will show **CLICK HERE IT'S FREE** in the top right hand corner.

4. Enter your name along with your email address and a password of your choice into each of the fields. Then enter the pairing code for your child and click on **START PARTICIPATING**.

***PLEASE NOTE:*** WFSD ***does not*** manage the parent accounts and does not have access to usernames and passwords. For assistance with passwords you can click on the ***FORGOT PASSWORD*** link on the Canvas sign in page. For assistance with account management or use you can access the ***HELP*** link under the menu within the account.

### ***Useful Tips:***

#### ***Adding Additional Students to your Parent Account***

*Each student will need to generate their own unique pairing code from their Canvas account BEFORE they can be added to your account.*

1. Click on the **STUDENTS NAME** at the top
2. Click on **+STUDENT**
3. Enter a **PAIRING CODE** in the box and click **ADD**

#### ***Setting your Notifications***

1. Click the menu (three lines on the top left) and choose **MANAGE STUDENTS**
2. **Select** the student you want to set notifications for. You can set different notifications for each student you are observing.

There are more Notification Settings through web browser access than in the app itself.

*(Please note: You can also add students to your account through **MANAGE STUDENTS** by clicking on the **PLUS SIGN** at the top)*

<p><b><i>Contacting Teachers</i></b></p>	<ol style="list-style-type: none"><li>1. Click the menu (three lines on the top left) and choose <b>MANAGE STUDENTS</b></li><li>2. Click on <b>INBOX</b> and then select the course you are interested in</li><li>3. Click on the <b>MAIL SYMBOL</b> at the bottom and this will allow you to communicate with the teacher of that course.</li></ol>
<p><b><i>Choosing a Different Language for Canvas Parent</i></b></p> <p><i>Please Note: In order to change the language setting you <u>MUST</u> access through a web browser, such as, Google Chrome, Safari, etc.</i></p>	<ol style="list-style-type: none"><li>1. Open a <b>web browser</b> on any device</li><li>2. Go to <b>wfsd.instructure.com/login/canvas</b> and enter your username and password</li><li>3. Click the menu (three lines on the top left) and choose <b>ACCOUNT</b> and then <b>SETTINGS</b></li><li>4. Scroll to the bottom and click on <b>EDIT SETTINGS</b></li><li>5. Choose the <b>DROPDOWN MENU</b> next to <b>LANGUAGE</b> and choose the language you want</li><li>6. Click on <b>UPDATE SETTINGS</b> to finish</li></ol> <p><i>Please Note: The next time you enter the Parent App it will close and notify you that it needs to restart due to the language change. Click on the app again and you will see the new language setting.</i></p>