Welcome CCSD Parents:

Canvas is a Learning Management System for all students in the Cherokee County School District. A learning management system, (LMS), is a software-based platform that provides an engaging framework and interactive tools to facilitate blended and personalized learning both inside and outside the classroom.

Canvas bundles assignments, course content, assessments, grading, state standards, messaging, learning data, and more—while keeping everything simple, easy, and in one place. Canvas was chosen as Cherokee's Learning Management System for its wide range of easy to use tools for students, teachers, and parents. Canvas allows our students and teachers to focus on rigorous academic standards and personalized instruction that drive the design of engaging and relevant learning experiences and result in evidence and feedback to inform each student's growth and teacher practice.

The following information will guide you step-by-step to understand how to:

- **Access** the Canvas LMS platform
- **Create** a Parent/Observer account and link to your child(ren)
- **Understand** system features for the Parent/Observer role
- **Navigate** the Canvas LMS platform and tools
- **Reflect** and provide feedback on the Canvas LMS platform

**NOTE: IF YOU ARE A TEACHER IN THE CCSD SCHOOL DISTRICT AND HAVE A CHILD(REN) WHO ARE ALSO IN THE DISTRICT, YOU WILL WANT TO USE A PERSONAL EMAIL ACCOUNT VERSES YOUR CCSD EMAIL WHEN ESTABLISHING YOUR PARENT ACCOUNT.

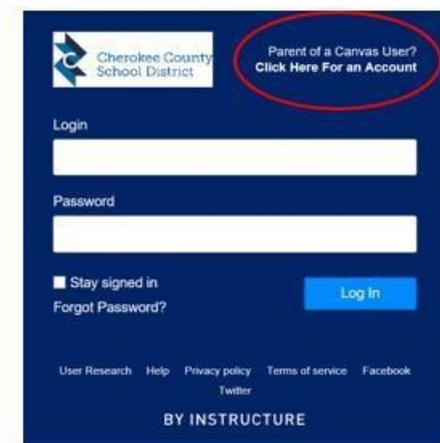**How Do I Access**? From a **laptop or desktop**, you will open your browser (Google Chrome is preferred) and type the following web address: https://myccsd.instructure.com/login/canvas

Parents will want to set up their account and link their student(s) **first from a laptop or desktop**, and then if interested download the mobile app once the original account has been established.

How Do I Create Parent/Observer Account?

1. Click on the link that says "Click Here for Parent Account"
2. Enter Parent/Guardian First and Last Name
3. Enter Parent/Guardian Email Address
4. Create a password for your Parent/Observer Account
5. Enter the Student Pairing Code**
6. Click the box that says "Agree to Terms"
7. Click the blue box that says "Start Participating"

** Student Pairing Codes are generated from the Student Accounts. Student Paring Codes can only be used one time and are valid for 7 days.

Obtaining a Student Pairing Code from the Student Account:

1. In Global Navigation, click the Account link [1], then click the Settings link [2]	**2.** Click the Pair with Observer	**3.** Copy the six-digit alphanumeric pairing code [1]. You will need to share this code with the observer who will link to your account.
		To close the window, click the OK button [2]

Once you have completed the steps above, you will **ALWAYS** use the following link when logging into your Canvas Parent Account: https://myccsd.instructure.com/login/canvas.

The parent access link is different from the student access link, so please bookmark or save it. When you come back to the link to log in each time, you will use your email address in the "LOGIN" box and the password you established in the "PASSWORD" box.

If you cannot remember your password, you simply click on "FORGOT PASSWORD" and follow the steps to re-set your password.
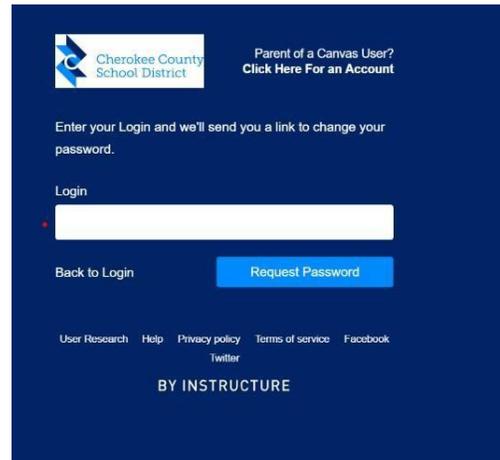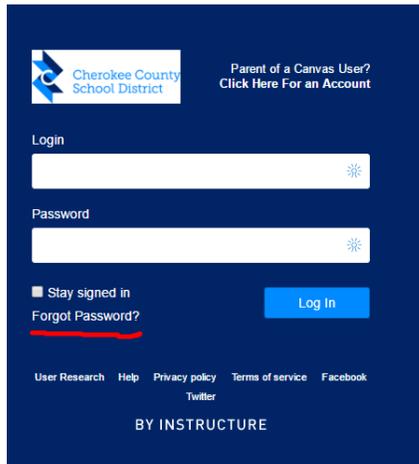
Linking Additional Students into Parent Account:

If you have additional children and wish to link multiple children to a single parent account, you will need to follow these steps:

- Log into your Canvas account.
- From your dashboard, click account, which is on the left-side navigation bar.
- Select settings
- When the account settings page opens, select the word "observing".
- When the observing page opens, you will already see the name of the first student you linked to when setting up the account. Enter the Student Pairing Code. Your additional student's name will populate under the first student's name. This process can be repeated for multiple children.

1. In Global Navigation, click the Account link [1], then click the Settings link [2]	**2.** In User Navigation, click the **Observing** link.
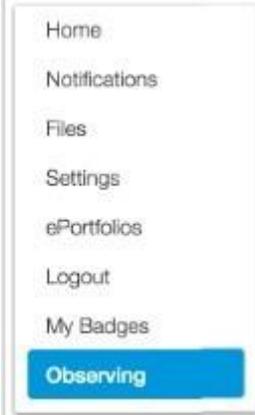
| **3.** You will see the name of the first student you linked to when the account was set up.	**4.** Type the pairing code in the Student Pairing Code field [1] for the next student you wish to observe and click Add Student button [2]. This process can be repeated for multiple students.
Observing Student Pairing Code + Student Students Being Observed Emily Boone	Observing Student Pairing Code 1 2ab32e 2 + Student

How do I add contact methods to receive Canvas notifications?

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course. Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, and Twitter.

Add additional email addresses:
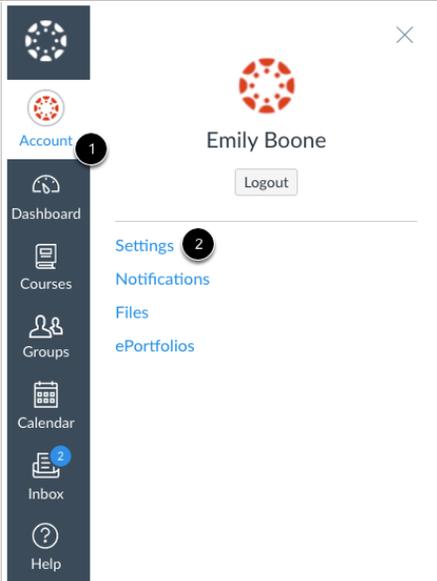
1. In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].	**2.** In the Ways to Contact sidebar, your account displays the default email associated with your account, if any. However, if you want to add an additional email address, click the **Add Email Address** link [1].
Emily Boone Logout Account 1 Dashboard Settings 2 Courses Notifications Files Groups ePortfolios Calendar Inbox Help	**Ways to Contact** **Email Addresses** 2 emily.boone.canvas@g... ★ emboone86@gmail.com 🗑 + 1 + Email Address **Other Contacts** **Type** For All Devices push 🗑 1234567890@tmomail.net sms 🗑 3 + Contact Method
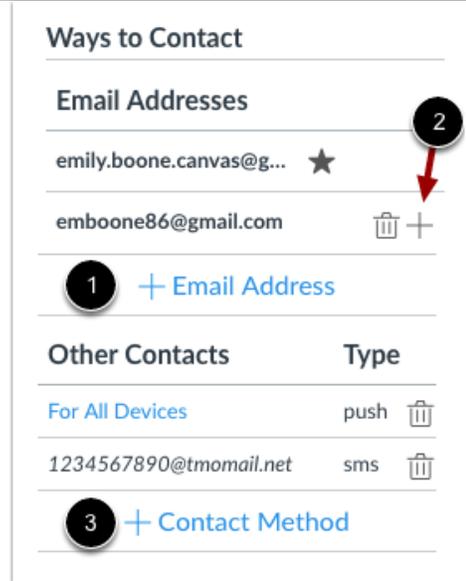
Add your cell number for text (SMS) messages:
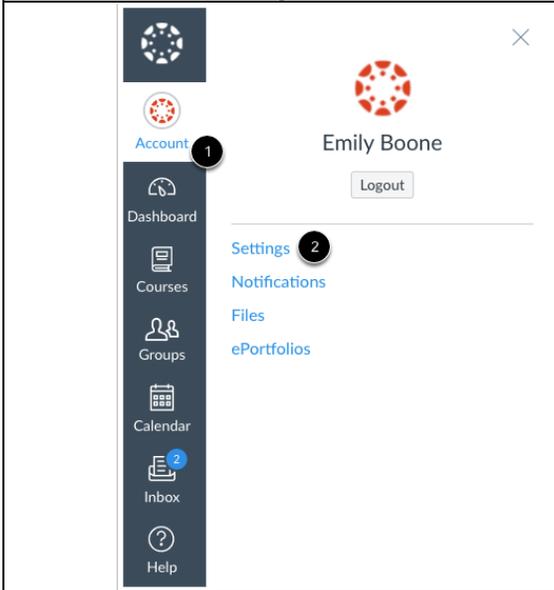
1. In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].	2. Click the Add Contact Method link [3].
3. Choose the Test (SMS) tab. Enter your 10-digit cell phone number [1], and select your phone carrier [2]. The SMS Email field [3] will auto populate your SMS email address. Click the Register SMS button [4]	4. A confirmation code will be sent to your cell phone. Enter the code into the text field [1]. To resend the confirmation again, click the Re-Send Confirmation link [2]. Click the confirm button [3].
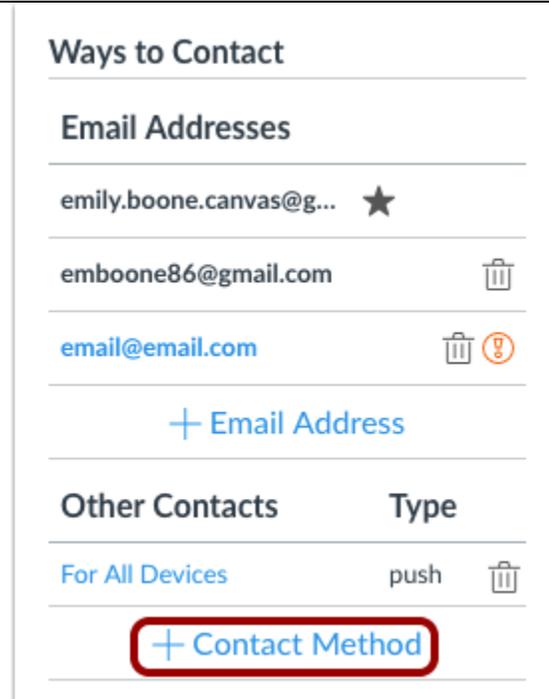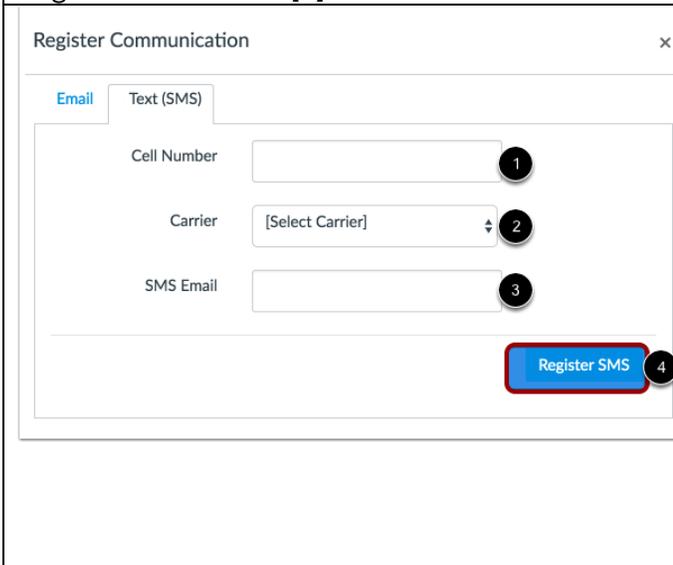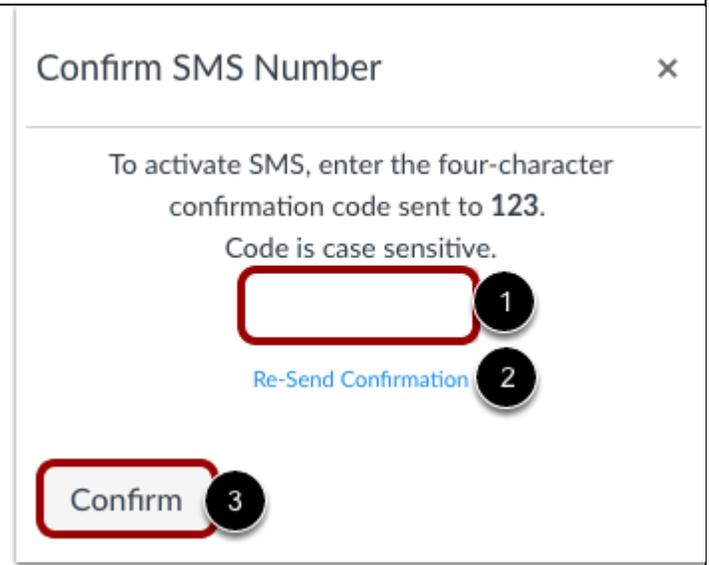
How do I set my Canvas notification preferences?

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users.. Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses; you cannot change settings for individual courses.

You may be able to reply directly to email notifications outside of Canvas. Replies are updated in the Canvas Inbox. However, please be aware that attachments added as part of an external reply are not included with the message shown in Canvas.

Notes: Notifications are sent to Canvas contact methods as specified in your account. You cannot receive notifications if your contact methods are unconfirmed. If you are not receiving Canvas notifications, please check to make sure you contact information is accurate.

In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].
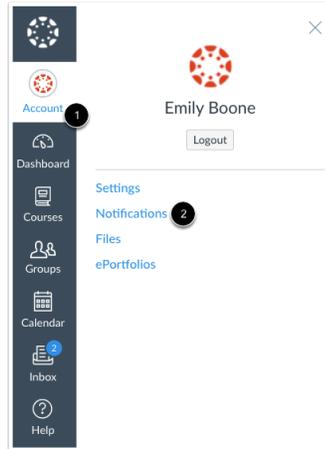
Set Notification Preferences

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **Checkmark** icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, click the **Clock** icon [2].

To receive a weekly notification, click the **Calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **Remove** icon [4].

To view details for a notification, hover over the notification name.	If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **Ok** button. Once the warning has been displayed, it will not display again.

Set Push Notifications

If you have enabled push notifications in the Canvas Student app, you can manage your preferences in the Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.

Set Text Notifications

You can set up your mobile phone as a contact method to receive notifications as text (SMS) messages.

On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

Notification headings identify the course and the type of message notification. All notifications contain at least one text message. You cannot reply to text message notifications.

Notification Preferences

	Notify me right away	Send daily summary	Send weekly summary	Do not send me anything

Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Cell Number 1234567890@tmomail.net	Email Address email1@emailcom
Due Date	✓ ○ ▦ ✕	✓ ○ ▦ ✕	✓ ✕	✓ ✕	✓ ○ ▦ ✕
Grading Policies	✓ ○ ▦ ✕	✓ ○ ▦ ✕	✓ ✕	✓ ✕	✓ ○ ▦ ✕
Course Content	✓ ○ ▦ ✕	✓ ○ ▦ ✕	✓ ✕	✓ ✕	✓ ○ ▦ ✕
Files	✓ ○ ▦ ✕	✓ ○ ▦ ✕	✓ ✕	✓ ✕	✓ ○ ▦ ✕
Announcement	✓ ○ ▦ ✕	✓ ○ ▦ ✕	✓ ✕	✓ ✕	✓ ○ ▦ ✕

Should you want additional information on how to navigate the Canvas Parent Account as well as what a parent can see in their Canvas Parent Account, be sure to go through the brief self-paced, no user name or password required CCSD Parent Orientation Course.