Canvas Observer/Parent Account Set-up

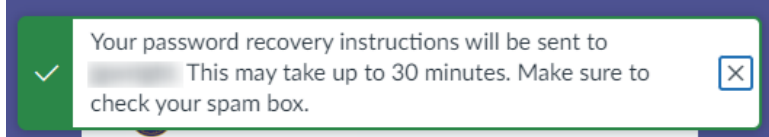1. Go to https://rcpsonline.instructure.com/login/canvas

2. Click **Forgot Password**.

3. At Login, type your **ParentVUE Username ID** & select "**Request Password**". *Please note that your Canvas & ParentVUE accounts are separate but will have same Username ID/Login. They can have the same password also , but it is not a requirement.*
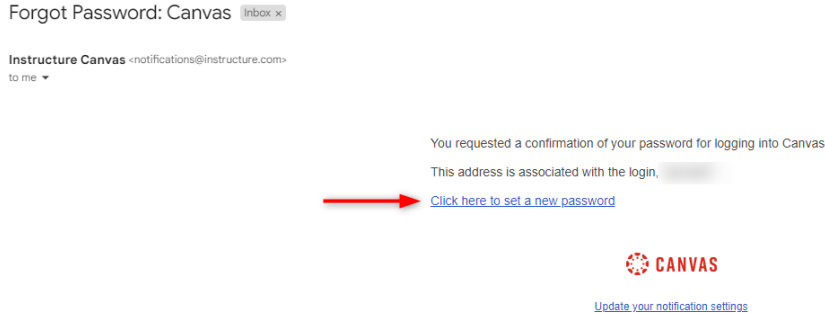

- If you do not know your ParentVUE ID, log in to your ParentVUE account and click the My Account tab.

- If you have a ParentVUE account, but cannot log in to it, please contact your child's school for assistance.

- If you do not have a ParentVUE account, contact your child's school to get a verification code.

4.   You will receive this prompt:

Your password recovery instructions will be sent to
_____ This may take up to 30 minutes. Make sure to
check your spam box.

An email will be sent to the **email address that corresponds with the ParentVue User ID**.

5.   The email you receive will be sent from "Instructure Canvas". See below:

Forgot Password: Canvas   Inbox ×

Instructure Canvas <notifications@instructure.com>
to me ▾

You requested a confirmation of your password for logging into Canvas.

This address is associated with the login, _____

Click here to set a new password

⚙ **CANVAS**

Update your notification settings

Click "**Click here to set new password**".

6.   You will enter a "New Password" & "Confirm New Password".
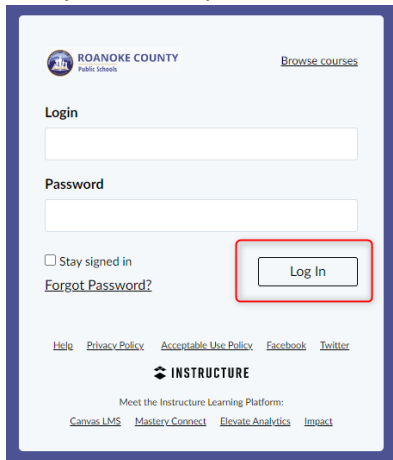
Change login password for _____

_____

New Password: [   ]

Confirm New Password: [   ]

                    [Update Password]

Be reminded that this password is NOT related to your ParentVue account and the action above will not effect your ParentVue password.

7.   You should now be able to login to Canvas. The "Login" is the same as your ParentVue ID. Enter the password that you've set up for Canvas. Then, click "**Log In**".

ROANOKE COUNTY
Public Schools   Browse courses

Login
[   ]

Password
[   ]

☐ Stay signed in   [Log In]
Forgot Password?

Help   Privacy Policy   Acceptable Use Policy   Facebook   Twitter

⬧ **INSTRUCTURE**

Meet the Instructure Learning Platform:
Canvas LMS   Mastery Connect   Elevate Analytics   Impact

8.   Upon login, you will see the Canvas Dashboard and your child's Canvas course.

See the directions for setting your Notification preferences, located on the next page.
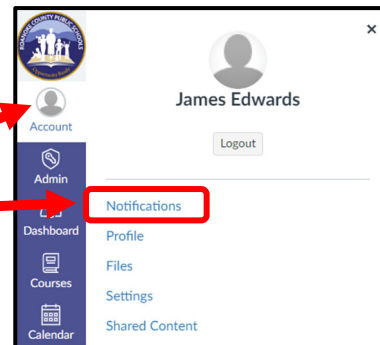*You will likely want to change the frequency and type of notifications you will receive from Canva*s

Changing Canvas Notification Settings

Canvas includes a set of default notification settings you can receive for your courses. However, you can change the default settings by setting your own notification settings. These settings 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 unless you set notification settings for each of your courses.

1. Log in to Canvas
2. Click the **Account** icon (top left corner)
3. Choose **Notifications**

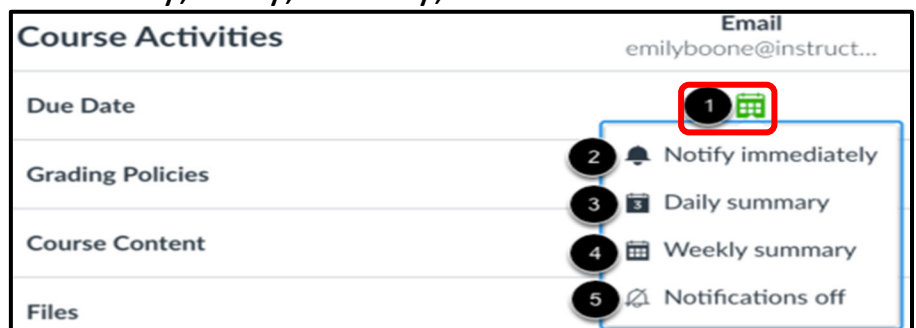4. Note the messages at the top of the screen

Notification Settings

i Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

i Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 6pm and 8pm.

Settings for

Account

To make changes to ALL notifications you receive leave, this set to "Account".

To select different notification settings for individual classes, use this dropdown menu to select each class.

5. For each Course Activity, click the notification icon to change how often you receive notifications: Immediately, Daily, Weekly, or Off

Course Activities

Email
emilyboone@instruct...

Due Date   1

2 🔔 Notify immediately

Grading Policies

3 📆 Daily summary

Course Content   4 📅 Weekly summary

5 🚫 Notifications off

Files

6. Changes are Auto-Saved