

## Canvas Parent Communication

Hello Ponderosa Parent,

We are excited to announce that Ponderosa will be leveraging Canvas as our LMS (Learning Management System) during the upcoming school year. Below we have included some key information to help you and your family.

### General Information

- All teachers/courses will have an agenda at minimum posted to their Canvas Pages
- PHS students will be expected to bring a computer every day to school to use in their classrooms.
  - If your student does not have a laptop or Chromebook, please fill out the [DCSD Student Tech Loan Request Form](#).
- Canvas login information can be found on the PHS website under- Quick links, and Student
  - Direct Canvas Link here ([use this link](#))
- [LMS Introduction Video](#)

### Parent Resources:

- [Canvas Overview](#)
- [Canvas Parent App Video](#)  
(If you are a DCSD employee do not your your DCSD email account to setup this app)  
**You must first create your account on a computer before you are able to use the app.**
  - [Canvas Observer Account Registration and Student Pairing Video](#)
  - [Pairing Code Information](#)
  - [Generating Pairing Code](#)

### Student Resources:

- [Canvas Overview Video](#)
- [Canvas Dashboard Video](#)
- [Canvas Student App Video](#)

**The next few pages contain step-by-step directions to set up your parent accounts to follow along with your student if needed**

As you view your students' Canvas account, please be reminded that Infinite Campus is the Grade Book of record. You will see grades in the Canvas GradeBook that may be **part** of the grade but the **final grade** resides in Infinite Campus. IC and Canvas synch grades once each day.

## Help Document for Parent/Observer Canvas Accounts

You must first create your account on a computer before you are able to use the app.

### I. IF YOU **HAVE** LOGGED INTO YOUR PARENT/OBSERVER CANVAS ACCOUNT IN THE PAST

A. From the school website, you can click on the parent tab and then choose Parent Canvas login, or the web address is: <https://dcsdk12.instructure.com/login/canvas>

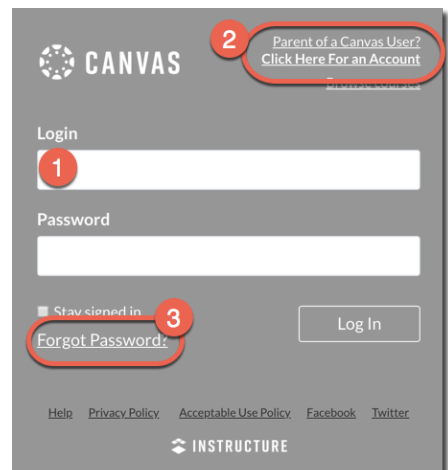
1. **If you remember the email address** you used and password login from there and then skip to Section III to learn about how to access a Pairing Code to view your students' Canvas account.

2. **If you DO NOT remember your email address**, you have two options:

a) **Option 1:** enter the email address that you think you might have used (1) and then click **Forgot Password** (3) to verify if that email is linked to your account

b) **Option 2:** Choose **Click Here for an Account** (2) to create a new Canvas Parent Account.

3. **If you do not remember your password**, click on **Forgot Password** (3) to reset your Canvas Password



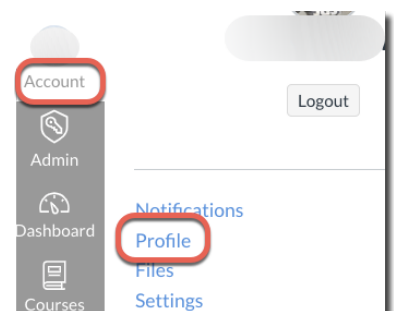
### II. IF YOU **HAVE NEVER** LOGGED INTO YOUR PARENT/OBSERVER CANVAS ACCOUNT OR HAVE NEVER CREATED AN ACCOUNT

A. Choose **Click Here for an Account** (2) to create you Parent/Observer Canvas Account and then fill in the appropriate self guided information.

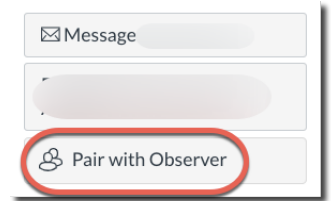
### III. IF YOU HAVE SUCCESSFULLY LOGGED IN TO YOUR PARENT/OBSERVER CANVAS ACCOUNT BUT NEED TO ACCESS A PAIRING CODE TO SEE YOUR STUDENTS' CANVAS COURSE

A. **Your son or daughter will need to generate a Pairing Code from their Canvas Account** to share with you in order for you to observe their courses.

1. The student will need to log into their Canvas account.
2. Click on **Account** in the upper left corner of their Home Page.

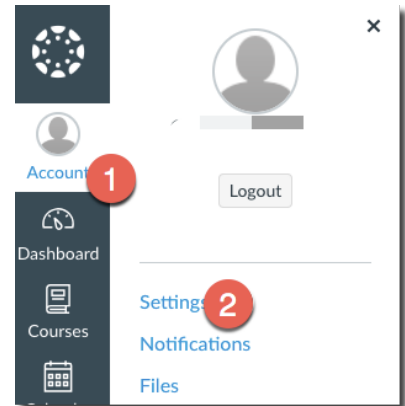


3. Select **Profile**.
4. In the upper right corner select **Pair with Observer**.
5. This will generate a Pairing Code. This code is case sensitive and will expire 7 days after it is generated.



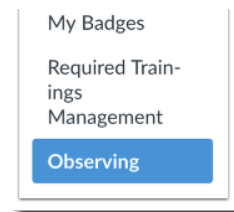
- B. As an Observer you will now need to enter the Pairing Code for each of your students to observe their Canvas accounts. You will only need one pairing code to access all courses per student.

1. Log in to your Parent/Observer Canvas account.  
<https://dcsdk12.instructure.com/>

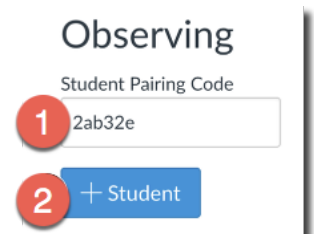


2. Click on your **Account** in the upper left corner (1) and then choose Settings (2)

3. At the bottom of the list, select the **Observing** link.



4. Add the student that you wish to observe by entering the **Student Pairing Code** (1) in the indicated location and then choose **+Student** (2). You may enter as many Student Pairing Codes as desired.

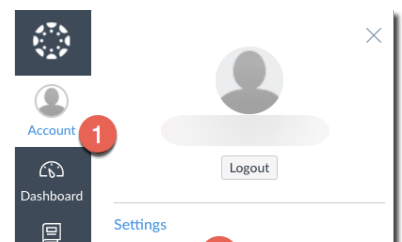


#### IV. SETTING YOUR NOTIFICATIONS IN CANVAS

- A. As soon as you have a Parent/Observer Canvas account, the default settings is that you will receive **ALL** Notifications until you reset them.

1. NOTE: When you receive email notifications with links to the items you are being notified about, each of these links will require you to log in to your Parent/Observer Account to view. The exception will be if a teacher has made whatever the notification refers to as "Public" and then you will be able to click on the link to direct you to the notification. However, this is not a standard practice for most teachers.

- B. To set your notification settings, log in to your Parent/Observer Canvas account.



1. Select your **Account** (1) from the top left corner and then select **Notifications** (2).

### C. Setting Notification Preferences

1. Select the **Show name of observed students in notification** (1).
2. 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.
3. To receive a notification **right away**, click on the **check mark** icon (2). These notifications may be delayed by up to one hour to allow teachers to make any changes, if necessary.
4. To receive a **daily notification** click the **clock** icon (3).
5. To receive a **weekly notification** click the **calendar** icon (4). The date and time of your weekly notifications are posted at the bottom of the notifications page.
6. If you **do not want to receive notifications**, click the **remove or X** icon (5).

Notification Preferences

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

1  Show name of observed students in notifications.

Course Activities	Email Address bill.sanderson.canvas@gmail.com	Email Address canvasobserver.canvas@gmail.com
Due Date	2 ✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Grading Policies	3 ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Course Content	✓ 4 📅 ✕	✓ ⌚ 📅 ✕
Files	✓ ⌚ 5 ✕	✓ ⌚ 📅 ✕
Announcement	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Announcement Created By You	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Grading	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕

7. Each notification will be applied to all of your courses. They cannot be set individually.
8. SMS notification preferences do not support daily summary or weekly summary options.

### D. View Notification Details

1. To view the details for a notification, hover over the notification name.

Notification Preferences

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

Course Activities

Due Date

Grading Policies

Course Content

Files

Announcement

Change to course content:

- Page content
- Quiz content
- Assignment content

As you view your students' Canvas account, please be reminded that Infinite Campus is the Grade Book of record. You will see grades in the Canvas GradeBook that may be part of the final grade but the final grade resides in Infinite Campus.