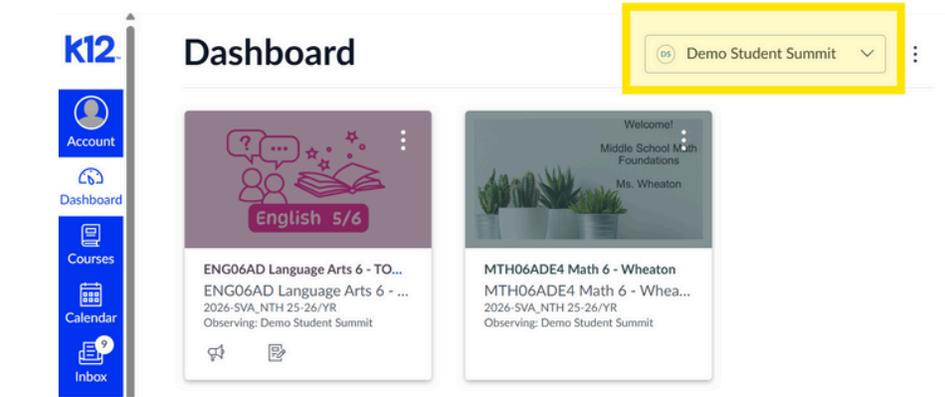


SVA Learning Coach K12 Canvas Guide

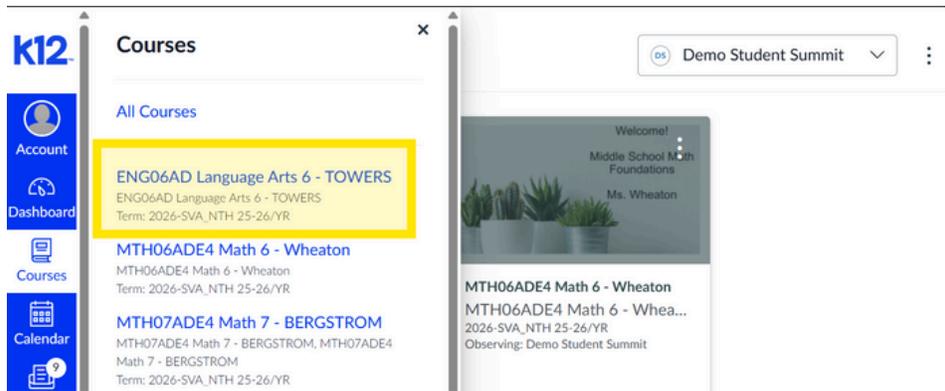
*you can update your time zone the same way your student's account was during set up.

Reviewing a Student's Grades

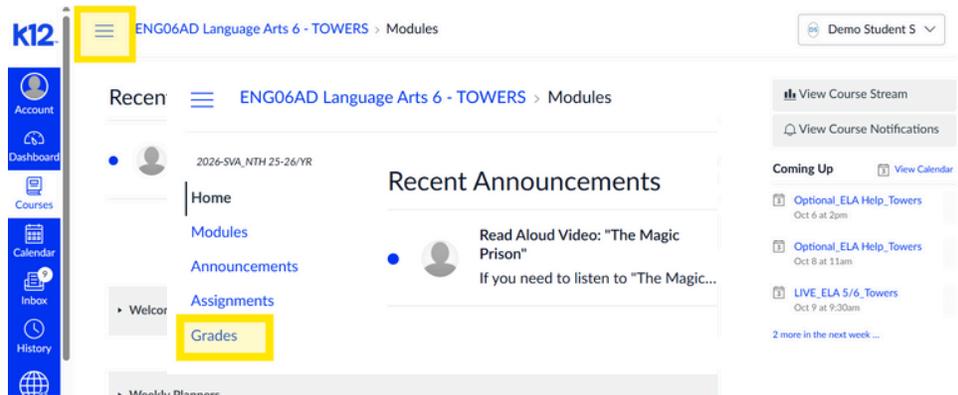
If you have multiple students enrolled at SVA, use your Dashboard to switch between students and view each one's information.



After selecting your student, open the Courses view to choose a class to review.

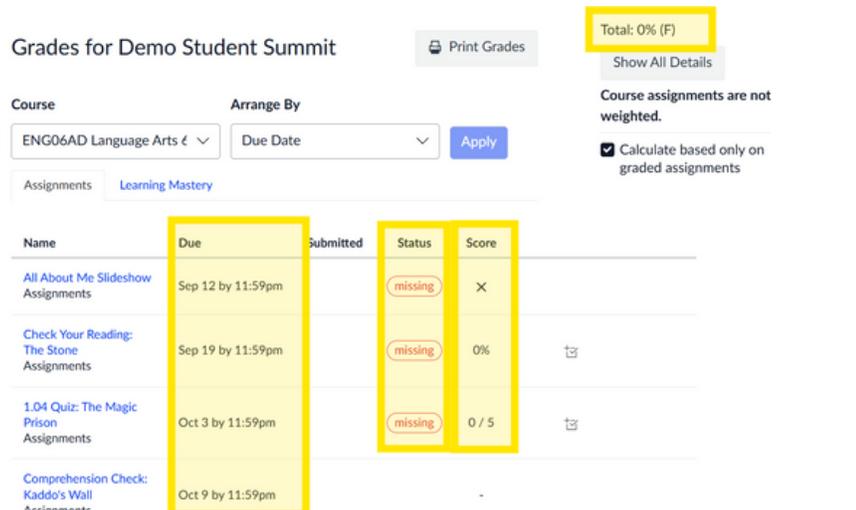


Once inside the course, click the three lines in the top-left corner to open the menu. From there, select Grades.



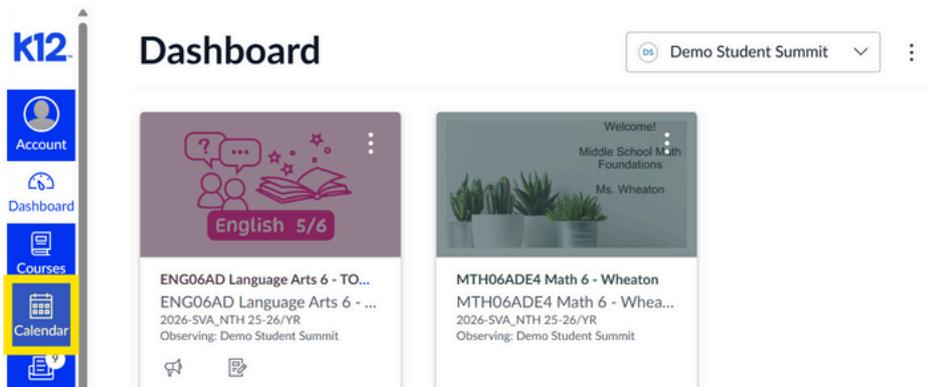
When viewing grades, you will see:

- Student's total grade
- All assignments for that course
- Due dates
- The assignment status (Completed or Missing)
- Assignment scores



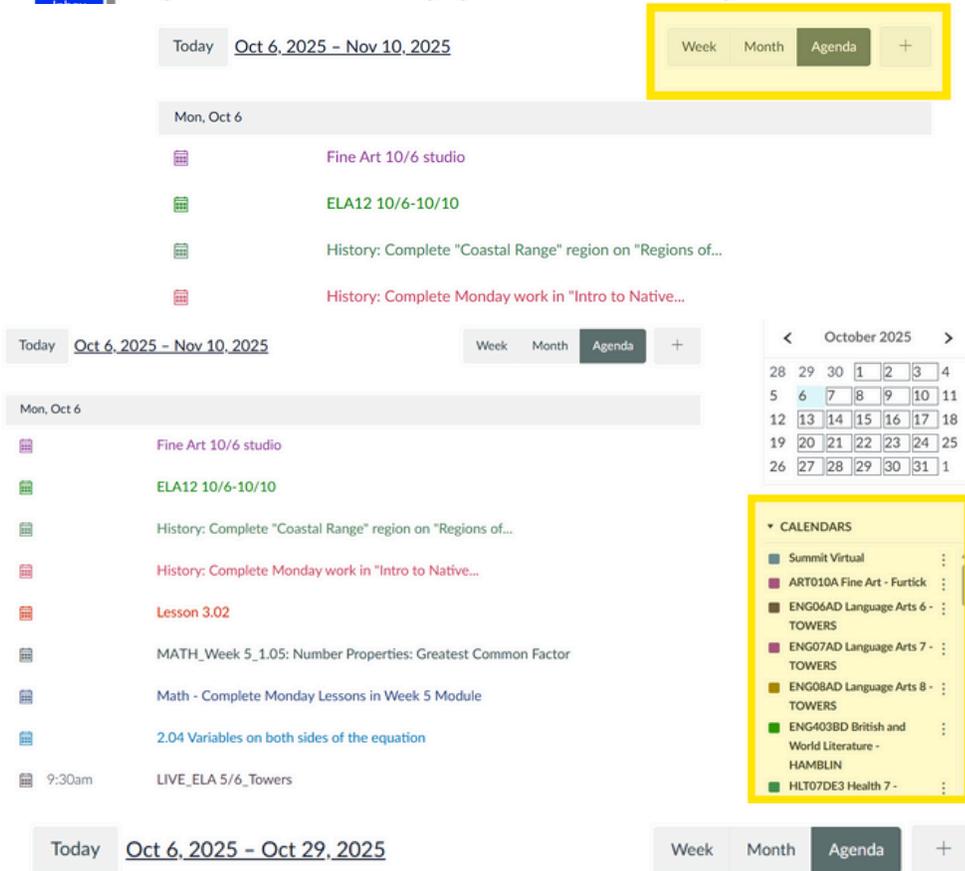
Reviewing a Student's Calendar

After selecting your student, go to your Calendar tab.



Once you're in the Calendar tab, switch to Agenda view for the clearest layout.

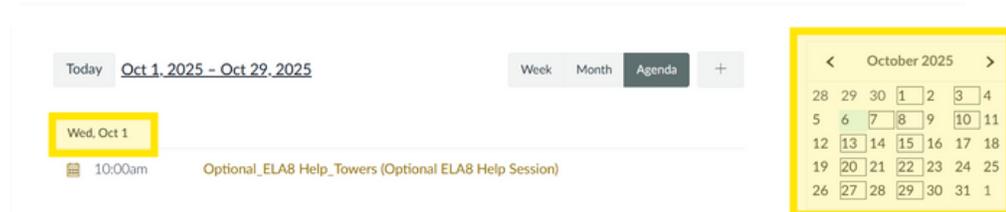
The calendar options on the right show which courses are currently visible. You can toggle them on or off to customize your view.



On the calendar, you'll see live sessions and assignments. Each symbol represents a different type of activity.

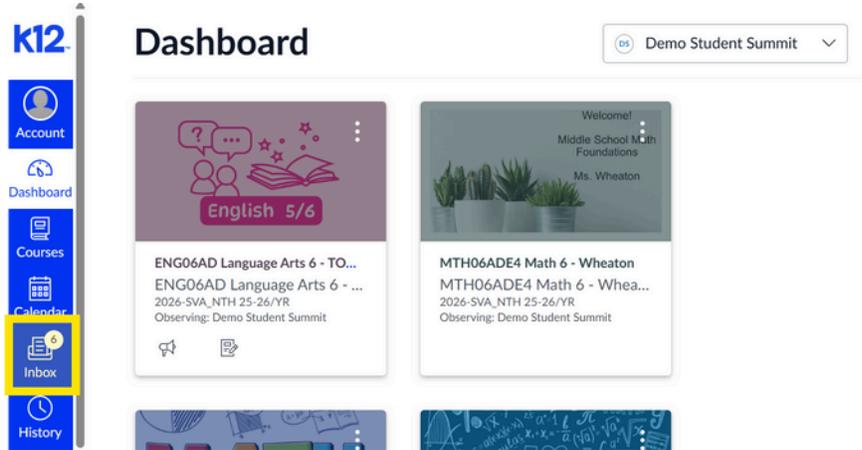


To view a previous or future date, use the small calendar in the top-right corner to select the day you want.

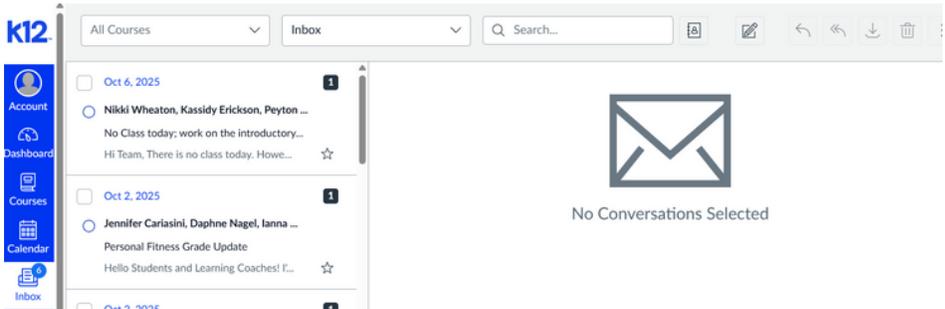


Your Inbox

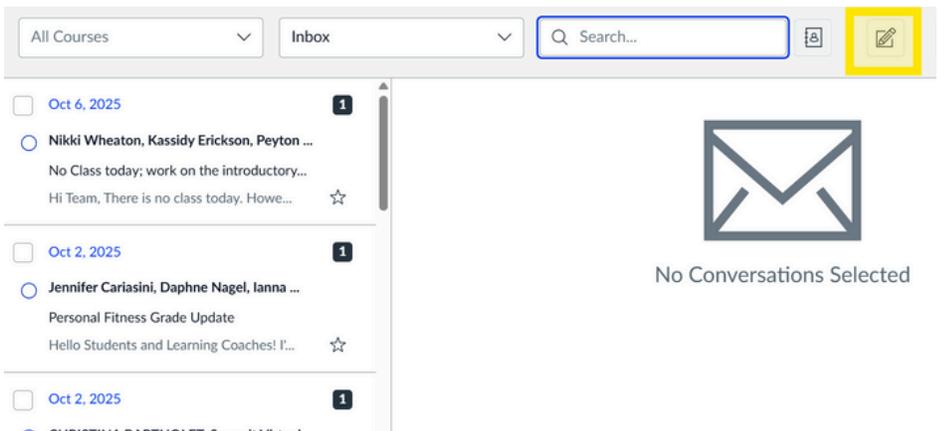
Select your Inbox tab.



Once you're in your Inbox, you'll see your messages. These include any messages sent to your student as well as messages sent directly to you.



To contact one of your student's teachers, click the **Compose Message** icon.



When composing a message, select the class you're reaching out about and send it directly to the teacher.

