McNicholas
HIGH SCHOOL

# Student Information System (Blackbaud) and Learning Management Platform (Canvas)

## BLACKBAUD → Report Cards, Transcripts, Attendance and Conduct Reports

Students and Adults follow the same process:

1. **Accept the Invitation:** Check your inbox for a Blackbaud invitation email and click link to accept it.
    a. Students → Check your school assigned email account.
    b. Adults → Check the email you provided during the enrollment process.
2. **Log In & Verify:** Follow the on-screen steps to log in. A confirmation code will be sent to your email.
3. **Create Your Password:** Enter the confirmation code and set up a secure password.
4. **Access Your Account:** Once completed, you will be fully connected!
5. You're all set! Bookmark mcnicholas.myschoolapp.com to log in moving forward.

## CANVAS → Day-to-day learning activities/assignments, student progress monitoring

| Students | Adults |
|---|---|
| 1. Go to mcnicholas.instructure.com and sign in using your school-issued Microsoft credentials. This is the same log-in that you would use to log in to your laptop or your school email account.<br>2. Click **Account** on the left side of the screen beneath the McNick M-Cross Logo.<br>3. Click **Settings**.<br>4. On the right side of the screen, click the **Pair with Observer** button.<br>5. A case-sensitive code will pop-up. Your parents/guardians will need that code. Please share it with them.<br><br>Here's a link to Canvas's guide to generating an Observer Code. | 1. Be sure you have your student's Observer Pairing Code before you begin.<br>2. Navigate to the Parent Account Creation Page.<br>3. Create an account, using your student's Observer Pairing Code. |

You're all set! Bookmark mcnicholas.instructure.com to log in to CANVAS moving forward.