

# HOW TO LOG IN & NAVIGATE



## PARENT OBSERVER

# STEP 1



Using Google Chrome or Firefox, type in:

[serraschool.org](http://serraschool.org)

Then, click the “Canvas” icon at top right-hand corner of the school website home page



*Canvas is best used with Google Chrome or Firefox*

# STEP 2

You will be directed to our website.

Please click on Parent Login.



ST. JUNIPERO SERRA  
CATHOLIC SCHOOL

[About](#) [Admissions](#) [Programs](#) [Resources](#) [Parents](#)

## Canvas

HOME > PROGRAMS > **CANVAS**

### CANVAS LMS LOGIN

**Parent Login**

The first time you Login to Canvas, click the "Forgot Password" link to set your account password. You will need to enter the primary email address as listed in FACTS for each parent who receives grading information.

**Faculty Login**

**Student Login**

# STEP 3

You will be directed to this page.

Please click **Forgot Password**. *You will only need to do this the FIRST time you log in to Canvas.*

Do NOT enter a username or password or click on Parent of Canvas User.

ST. JUNIPERO SERRA  
CATHOLIC SCHOOL  
1995

Parent of Canvas User?  
~~Click Here to Create an Account~~

Parent Login

Username

Password

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

# STEP 4

Enter your **email address** that you have on file in **FACTS**. The primary email you have on FACTS is the email you must use.

Then click **Request Password**.



Parent or Canvas User?  
[Click Here for an Account](#)

Enter your Parent Login and we'll send you a link to change your password.

Parent Login

[Back to Login](#)

Request Password

# STEP 5

A notification will be sent to the email address on file **IF** this email address is verified in **FACTS**.



Click on the link to set a new password

Then click **Request Password**.

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](#)

# STEP 6

Create and confirm a new password then click **Update Password**.

Change login password for Father Serra

[Blurred text]

New Password:

Confirm New Password:

Update Password



# STEP 7

Return to  
[serraschool.instructure.com](https://serraschool.instructure.com)

Enter login information using  
your email address and new  
password!



The screenshot shows the parent login interface for Serrano Catholic School. At the top left is the school's circular logo with a yellow cross and a flame, surrounded by the text 'ST. JUNIPERO SERRA CATHOLIC SCHOOL' and the year '1995'. To the right of the logo is the text 'Parent of a Canvas User?' with a link 'Click Here For an Account'. The main login area is enclosed in a red box and contains the following elements: a 'Parent Login' heading, an email address input field, a 'Password' label, a password input field, a 'Stay signed in' checkbox, a 'Forgot Password?' link, and a 'Log In' button. At the bottom of the page are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', followed by the 'INSTRUCTURE' logo.

# STEP 7

Once logged in, you will be taken to your Dashboard view!

The dashboard features a dark blue sidebar on the left with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled "Dashboard" and contains a grid of 12 course cards. Each card displays a house icon, a course title, and details such as the course code, semester, and observation information. A "Coming Up" section on the right lists upcoming assignments and quizzes.

Course Title	Code	Semester	Observation
English/Language Arts 1	01 ELA	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 1	01 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 3	03 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 3	03 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 3	03 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 4	04 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 4	04 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 4	04 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 4	04 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 4	04 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 5	05 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 5	05 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra
Homeroom 6	06 HR	SJS_2020-2021_YEAR	Observing: Test 04 Serra

**Coming Up** [View Calendar](#)

- Third Grade Angels Quiz #1**  
03 ELA  
0 points • Sep 17 at 11:59pm
- 0.1 Assignment: Spelling Unit 1 Week 1**  
04 ELA  
0 points • Sep 17 at 11:59pm
- 1.2 Assignment: Homework**  
04 MATH  
0 points • Sep 17 at 11:59pm

[at least 17 more in the next week ...](#)

[View Grades](#)

**NAVIGATING**



**PARENT OBSERVER**

# NAVIGATING CANVAS Dashboard View

The screenshot shows the Canvas Dashboard interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area displays a grid of course cards. The top-left card is for 'English/Language Arts 1' (01 ELA). The next row contains 'Homeroom 1' (01 HR) and 'Homeroom 3' (03 HR). The next row contains 'Homeroom 3' (03 HR) and 'Homeroom 4' (04 HR). The bottom row contains 'Homeroom 4' (04 HR), 'Homeroom 5' (05 HR), 'Homeroom 5' (05 HR), and 'Homeroom 6' (06 HR). Each card features a house icon and a three-dot menu icon in the top right corner.

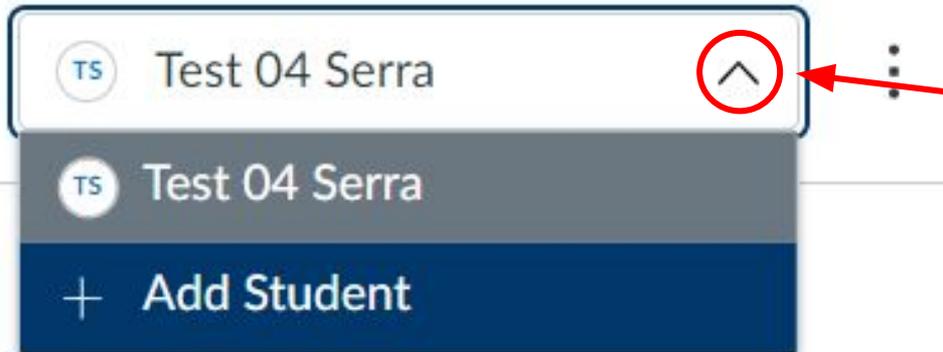
This close-up shows the three-dot menu on a course card. A red circle highlights the menu icon. A red arrow points from the circle to the 'Color Overlay' option, which is currently checked. Other options visible include 'Dashboard View', 'Card View', and 'Recent Activity'.

**Click the three dots to adjust the view or overlay if you want a clearer picture**

**Deselect "Color Overlay"**

**PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE**

# NAVIGATING CANVAS Dashboard View



In the far right hand corner next to the three dots is where you can toggle between multiple students' dashboards.

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# NAVIGATING CANVAS

## Left Side Menu Bar - Account

The screenshot shows the Canvas LMS interface. At the top left is the logo for St. Joseph's Catholic School. Below it is a user profile for 'Father Serra' with a 'Logout' button. The left side menu bar contains icons and labels for: Dashboard, Courses, Calendar, Inbox, and Help. The main content area lists: Notifications, Profile, Files, Settings, VocabularySpellingCity, Observing, and QR for Mobile Login (highlighted with a red box). At the bottom, there is a 'Use High Contrast UI' toggle.

Click on **Account** and you can edit your notifications, profile, upload files, change your settings or find the QR code for mobile log in.

There is also a **Canvas Parent App** available on the [App Store](#) and [Google Play Store](#).

For more information on how to install the **Canvas Parent App** & use the QR Code for Mobile Log in [CLICK HERE](#)

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# NAVIGATING CANVAS

## Left Side Menu Bar - Notifications

Test 04 Serra > Notification Preferences

Notifications

Profile

Files

Settings

QR for Mobile Login

Global Announcements

Account

Dashboard

Courses

Calendar

Inbox

Help

### Notification Preferences

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

Course Activities	As a parent observer, by default, your notification settings are set to mimic your student's. You may wish to edit the notification settings to customize which notifications you receive and their frequency	Email Address
Due Date		tech@serraschool.org
Grading Policies		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Course Content		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Files		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Announcement Created By You		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading	<input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent to your personal email address.	
Invitation		
Submission Comment		

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# NAVIGATING CANVAS

## Left Side Menu Bar - Notifications

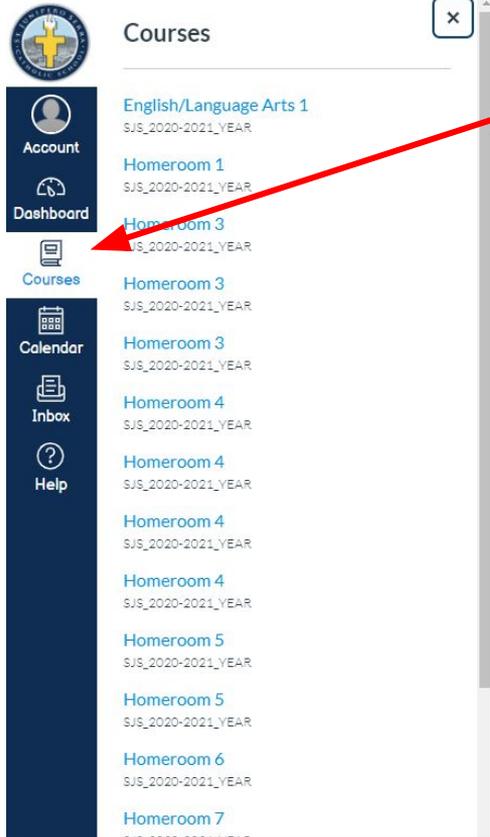
For information on how to MANAGE NOTIFICATIONS please visit the Canvas Help Guide below. You must be logged into Canvas to view the help pages)

[How Do Manage My Canvas Notifications Settings as a Parent](#)

**\*note: please keep “Announcements” enabled to receive email notifications**

# NAVIGATING CANVAS

## Left Side Menu Bar - Courses



A list of your child's courses can be viewed by clicking the Course button. You can view each course and it's corresponding page. Please note: This screen capture is a TEST PARENT account and will vary depending on your child's courses.



Meet the Teacher



Zoom & Schedule



Prayers



APPS

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# NAVIGATING CANVAS

## Left Side Menu Bar - Courses

The screenshot shows the Canvas LMS interface. On the left is a dark blue navigation menu with icons and labels for: Account, Dashboard, Courses (highlighted with a red box and a red arrow), Calendar, Inbox, History, and Help. The main content area displays a list of courses for a user named Adam Johnson. The courses listed are: Personal Success Skills 1 (SJS\_2021-2022\_YEAR), Physical Education 1 (SJS\_2021-2022\_YEAR), Physical Education 8 (SJS\_2021-2022\_YEAR), Religion 1 (SJS\_2021-2022\_YEAR), Religion/Family Life 8 (SJS\_2021-2022\_YEAR), Responsible Behavior 1 (SJS\_2021-2022\_YEAR), Science/Health 1 (SJS\_2021-2022\_YEAR), Science/Health 8 (SJS\_2021-2022\_YEAR), and Spanish 8 (SJS\_2021-2022\_YEAR). Below the list is a button labeled 'All Courses' which is highlighted with a red box. A red arrow points from the 'Courses' menu item to this 'All Courses' button. At the bottom of the page, there is a welcome message: 'Welcome to your courses! To customize the list of courses, click on the "All'.

Canvas only **ALLOWS** for **20 courses** to appear on your dashboard. If you have multiple children there may be a course that **DOES NOT APPEAR** on your dashboard.

- Click “Courses”
- Select “All Courses”

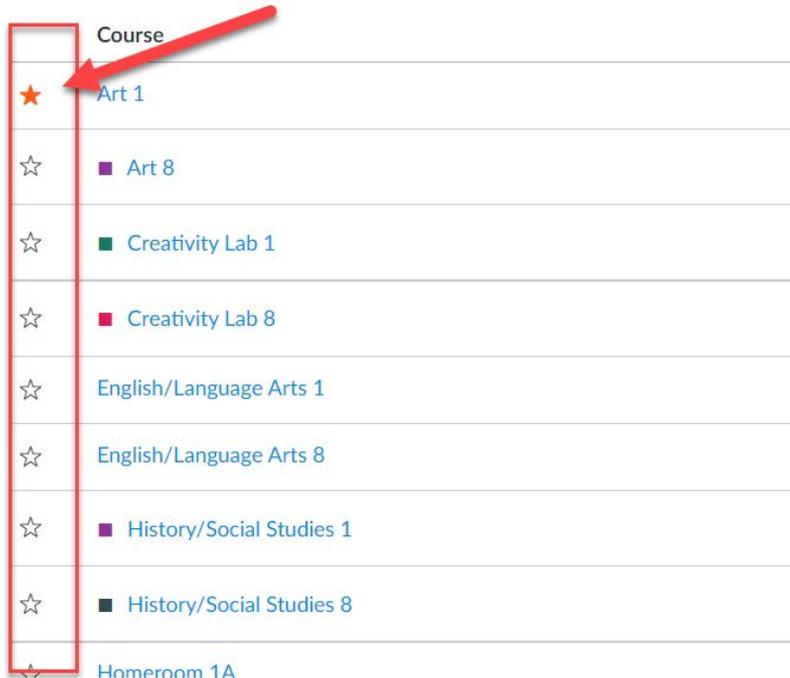
\*Continued on next page

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

# NAVIGATING CANVAS

## Left Side Menu Bar - Courses

### All Courses



- Click into the star to **ILLUMINATE** or “**Favorite**” the courses that you want to appear on your dashboard.
- **Maximum number is 20**
- You can always access any course from this menu by clicking the blue link with the course name

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

# NAVIGATING CANVAS

## Left Side Menu Bar - Calendar



Today ← → September 2020

Week **Month** Agenda +



Account



Dashboard



Courses



Calendar



Inbox



Help

Click Calendar to view upcoming events, activities and due dates.

SUN	MON	TUE	WED	THUR	FRI	SAT
30	31	1			4	5
6	7	8	9	10	11	12
13	14	15	16	17		

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

# NAVIGATING CANVAS

## Left Side Menu Bar - Inbox

The screenshot displays the Canvas LMS interface. On the left is a dark blue vertical menu bar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Help. The 'Inbox' item is highlighted in blue. Above the menu bar are two dropdown menus: 'All Courses' and 'Inbox'. The main content area shows a large grey envelope icon and the text 'No Conversations Selected'. A red arrow points from a grey callout box to the 'Inbox' menu item.

Account

Dashboard

Courses

Calendar

Inbox

Help

All Courses

Inbox

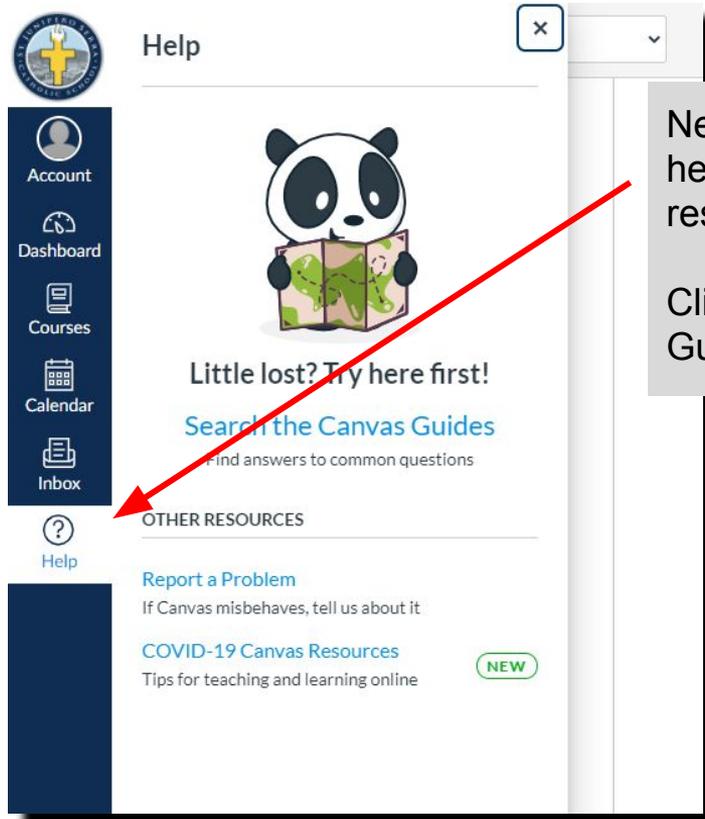
No Conversations Selected

Click Inbox to view messages for all courses.

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

# NAVIGATING CANVAS

## Left Side Menu Bar - Help



Help



Little lost? Try here first!

[Search the Canvas Guides](#)  
Find answers to common questions

OTHER RESOURCES

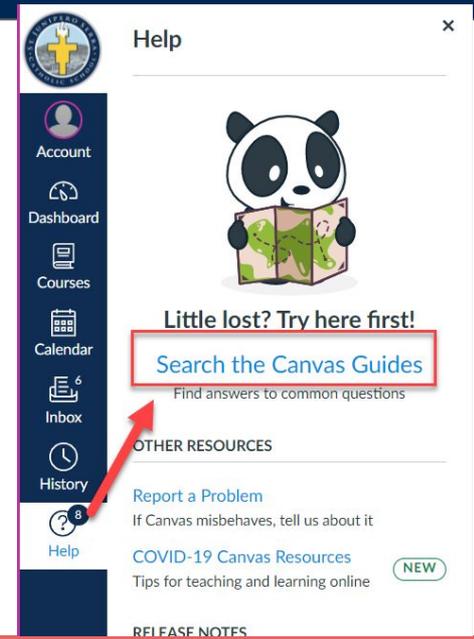
[Report a Problem](#)  
If Canvas misbehaves, tell us about it

[COVID-19 Canvas Resources](#) NEW  
Tips for teaching and learning online

Account  
Dashboard  
Courses  
Calendar  
Inbox  
Help

Need Help? Canvas is here to help you with additional resources!

Click "Search the Canvas Guides"



Help



Little lost? Try here first!

[Search the Canvas Guides](#)  
Find answers to common questions

OTHER RESOURCES

[Report a Problem](#)  
If Canvas misbehaves, tell us about it

[COVID-19 Canvas Resources](#) NEW  
Tips for teaching and learning online

RELEASE NOTES

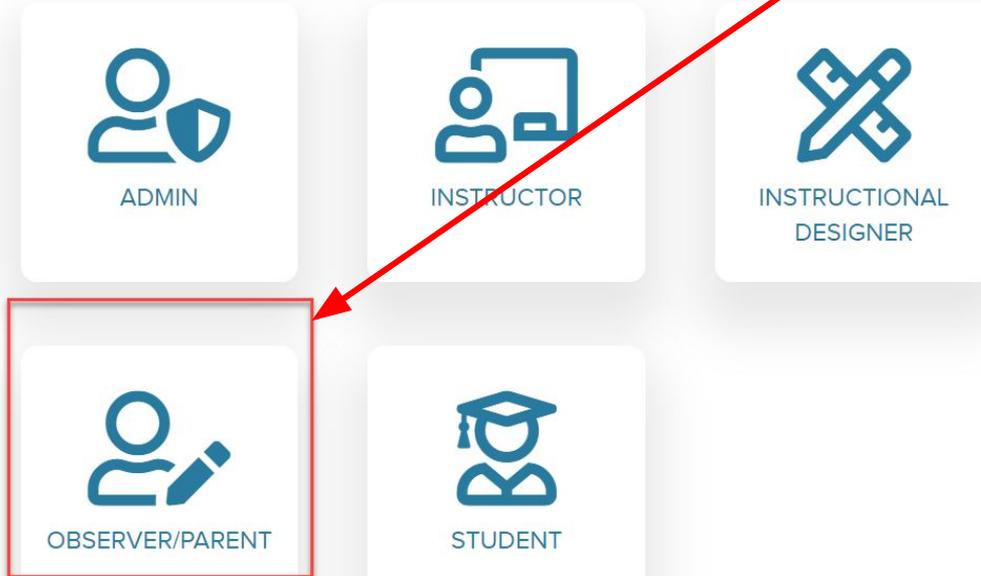
Account  
Dashboard  
Courses  
Calendar  
Inbox  
History  
Help

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# NAVIGATING CANVAS

## Left Side Menu Bar - Help

### View Resources for your Canvas Role



Scroll down to the button OBSERVER/PARENT for resources such as guides, video tutorials and more!

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# NAVIGATING CANVAS *Viewing Grades*

For information on how to VIEW GRADES for a student please visit the Canvas Help Guide below. You must be logged into Canvas to view the help pages)

[How Do I View the Grades Page for a Student](#)