

# HOW TO LOG IN & NAVIGATE

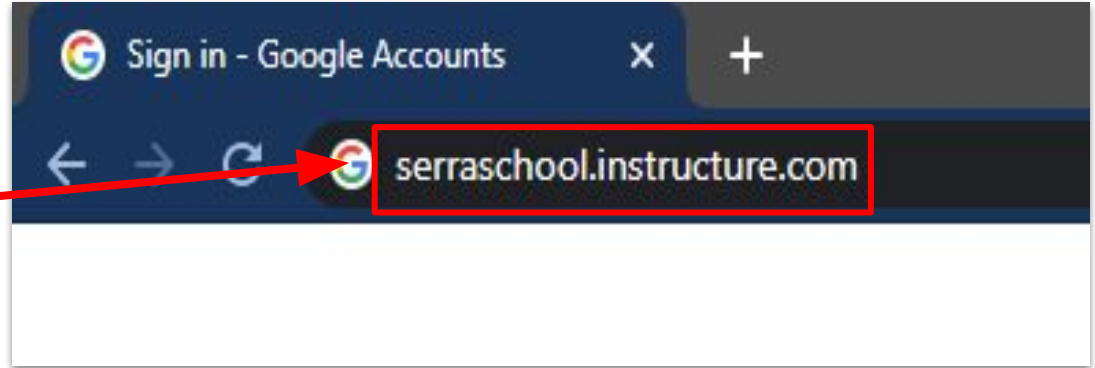


## PARENT OBSERVER

# STEP 1

Using Google Chrome or  
Firefox, type in:

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



*Canvas is best used with  
Google Chrome or Firefox*


# STEP 2

You will be directed to our website.

Please click on Parent Login.

serraschool.org/academics/canvas

COVID-19 About Us Academics Admissions Campus Life Parents Support Us News Apply Now

 St. Junipero Serra Catholic School

Canvas LMS Login | Curriculum | Preschool | Grades TK-4 | Grades 5-8 | Homework Club |  
Learning Support & Psychological Services | STEAM Education | Technology | Faculty and Staff |  
Math & Critical Thinking Resources | Library | Renaissance STAR Testing | Tutoring Resources |

Back-to-School Night Information

---

## CANVAS LMS LOGIN

PARENT LOGIN 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.

Parent of Canvas User?  
Click Here to Create an Account

Parent Login

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



New Password:

A password input field with a white background, rounded corners, and a thin grey border. It contains ten black dots representing masked characters. A small blue icon is visible on the right side of the field.

Confirm New Password:

A password input field with a white background, rounded corners, and a thin grey border. It contains ten black dots representing masked characters. A small blue icon is visible on the right side of the field.

Update Password

# STEP 7

Return to  
**serraschool.instructure.com**

Enter login information using  
your email address and new  
password!



[Parent of a Canvas User?](#)  
[Click Here For an Account](#)

Parent Login

Password

☐ Stay signed in

[Forgot Password?](#)

Log In

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

 INSTRUCTURE



# STEP 7

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

The screenshot displays a user dashboard with a dark blue sidebar on the left and a main content area. The sidebar contains a circular profile icon, the word "Account", and a "Dashboard" link with a cloud icon. Below these are icons and labels for "Courses", "Calendar", "Inbox", and "Help". The main content area is titled "Dashboard" and features a grid of 12 cards. The first card is for "English/Language Arts 1" (01 ELA) with a purple background and a cross icon. The remaining 11 cards are for "Homeroom 1" through "Homeroom 6", each with a house icon and a different background color. Each card displays the course name, a short description, and a link to "Observing: Test 04 Serra". On the right side of the dashboard, there is a "Coming Up" section with a "View Calendar" link. It lists upcoming events: "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), and "1.2 Assignment: Homework" (04 MATH, 0 points, Sep 17 at 11:59pm). A link "at least 17 more in the next week ..." is also present. At the bottom right, there is a "View Grades" button.

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

Help

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 5

05 HR  
SJS\_2020-2021\_YEAR  
Observing: Test 04 Serra

Homeroom 6

06 HR  
SJS\_2020-2021\_YEAR  
Observing: Test 04 Serra

Homeroom 6

06 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

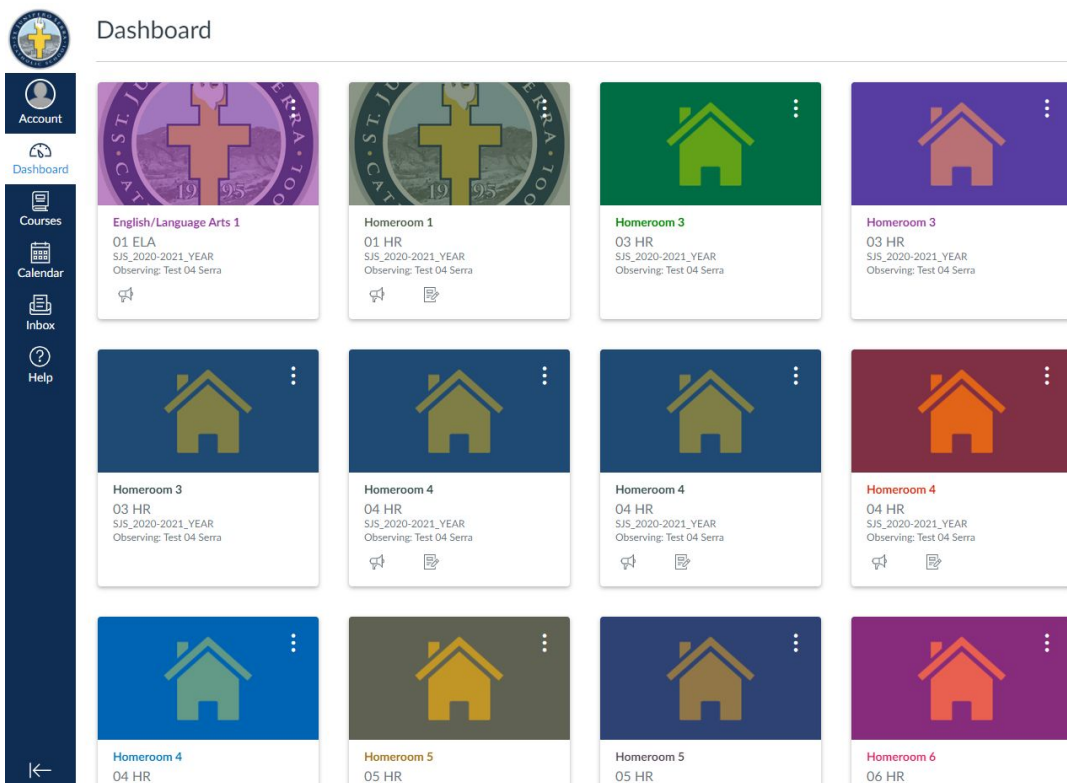
# NAVIGATING



CANVAS

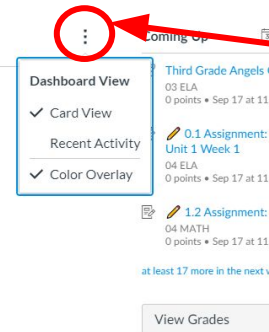
# PARENT OBSERVER

# NAVIGATING CANVAS Dashboard View



The screenshot shows the Canvas Dashboard View. On the left is a dark blue sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area is titled "Dashboard" and contains a grid of course cards. Each card has a colored header with a house icon and three dots in the top right corner. The cards are labeled as follows:

- 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 5**: 05 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



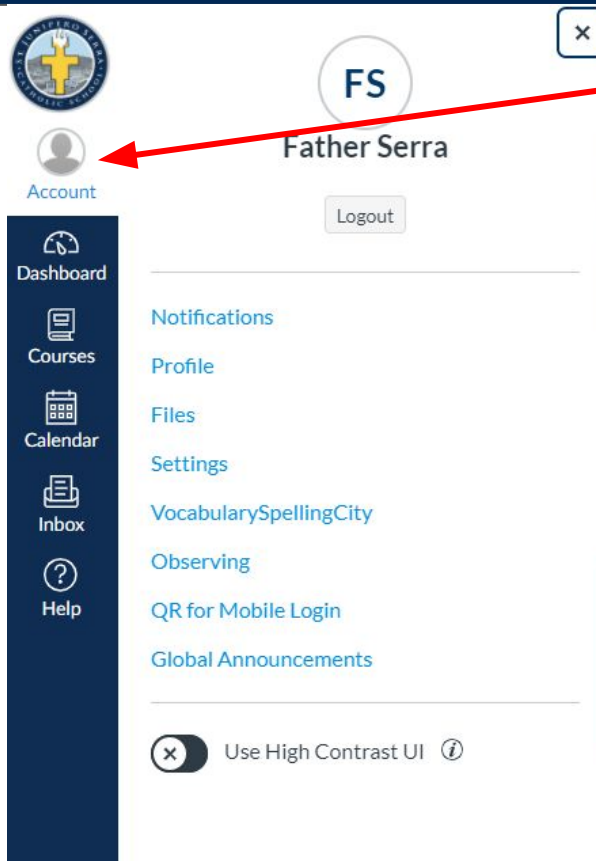
A close-up of the three-dot menu on a course card. A red circle highlights the three dots, and a red arrow points to them. The menu is open, showing options: Dashboard View, Card View (checked), Recent Activity, and Color Overlay (checked). Below the menu, there is a "View Grades" button.

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

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 - Account



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 App for Parents](#) available on the App Store and Google Play Store.

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 - Notifications



Test 04 Serra > Notification Preferences



Account



Dashboard



Courses



Calendar



Inbox



Help

Notifications

Profile

Files

Settings

QR for Mobile Login

Global

Announcements

### 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

Due Date

Grading Policies

Course Content

Files

Announcement

Announcement Created By

Grading

☐ Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent

Invitation

Submission Comment

Email Address

tech@serraschool.org

☒ ☐ ☐ ☒

☒ ☐ ☐ ☒

☒ ☐ ☐ ☒

☒ ☐ ☐ ☒

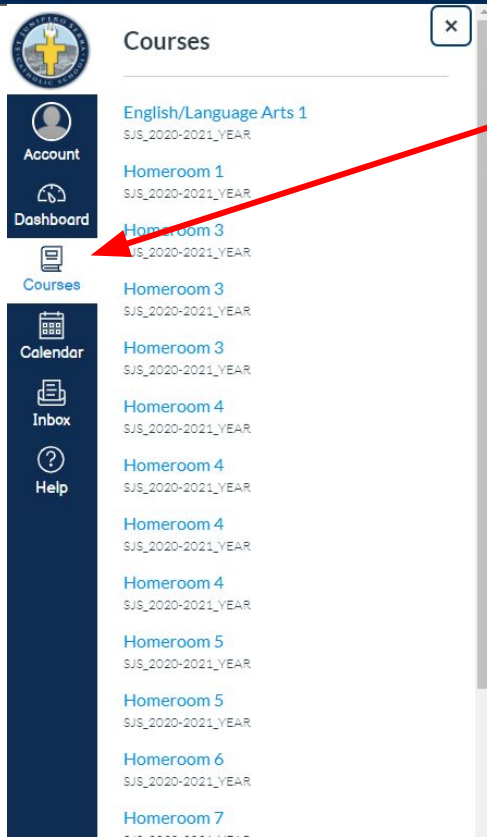
☒ ☐ ☐ ☐

☒ ☐ ☐ ☒

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



A list of your child's courses can be viewed by clicking the Course button. You can view each course and its 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

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



SUN

MON

FRI

SAT

30

31

1

4

5

6

7

8

9

10

11

12

13

14

15

16

17

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

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



Account



Dashboard



Courses



Calendar



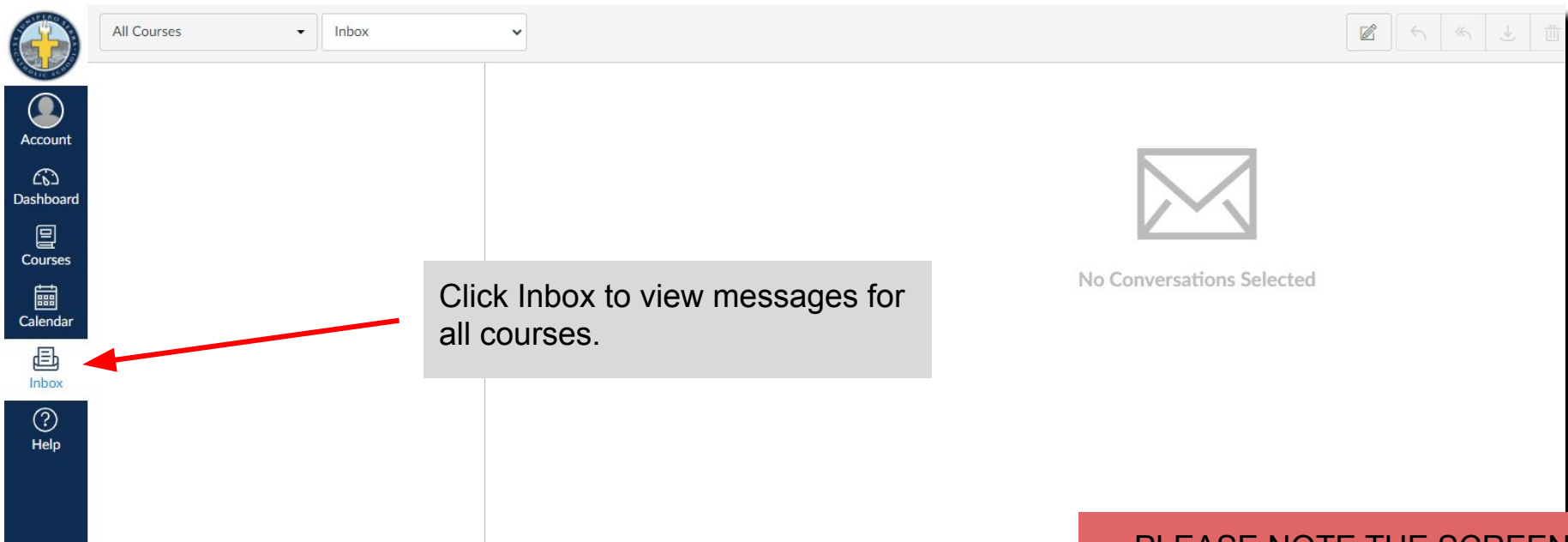
Inbox



Help

# 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 with a blue underline. A red arrow points from a text box to the 'Inbox' icon. At the top of the main content area, there are two dropdown menus: 'All Courses' and 'Inbox'. The main content area shows a large envelope icon and the text 'No Conversations Selected'. In the top right corner, there are several small icons for editing, undo, redo, download, and delete.

Account

Dashboard

Courses

Calendar

Inbox

Help

All Courses

Inbox

No Conversations Selected

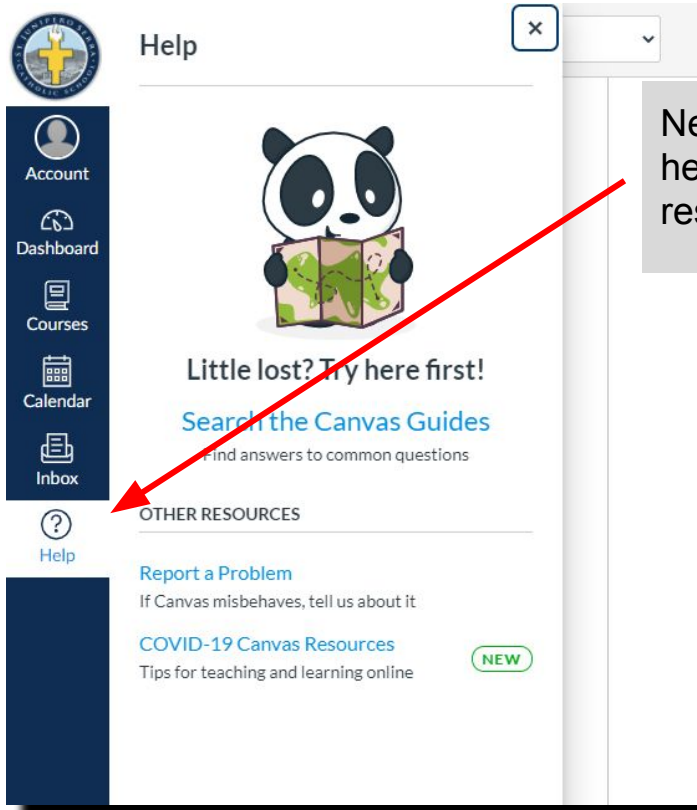
Click Inbox to view messages for all courses.

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



The screenshot shows 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 (marked with a question mark). The main content area is titled 'Help' and features a cartoon panda holding a box with a map. Below the panda, it says 'Little lost? Try here first!' and 'Search the Canvas Guides'. A red arrow points from the 'Help' link in the menu bar to the 'Help' section in the main content area. The 'Help' section includes a search bar, a 'Report a Problem' link, and a 'COVID-19 Canvas Resources' link with a 'NEW' badge.

Help

Account

Dashboard

Courses

Calendar

Inbox

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

Tips for teaching and learning online

NEW

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

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