



Getting started with Canvas at PCS

What is Canvas? Canvas is an online learning management system (LMS) that connects teachers and students in and out of the classroom. Students can access documents, assignments, and grades, and submit assignments. Additionally, they can interact with other students and their teachers through private messaging or discussion forums. As a parent you will have an 'observer' role. In this role, you will be able to view and read announcements, view the assignments index page, view the calendar, send messages to the instructor and student you are observing, view the syllabus, view modules and see due dates, point values, etc., view grades of the student you are observing and filter, view scores and dates, print grades, and more. Infinite Campus will still be used to check attendance, update contact information and view transcripts.

Logging in to Canvas: To login to Canvas, follow directions below.

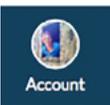
Go to <https://pcs.instructure.com/login/canvas> (the /login/canvas part is important!) and click "Parent of Canvas User". You will need a 'student pairing code'. See next pages for how to get a pairing code and how to add additional students. The Canvas Parent app is also available. If you used the app last year, you may need to delete the old app and install the new Canvas Parent app. For directions on how to login using the Canvas Parent app, follow directions on the following pages. **Go to your email to finish the registration process.**



Notifications:

Upon web login you will be taken to a page where you can choose how and when you want notifications from Canvas. This is important to customize so that you don't get too many notifications.

When logged in:



In **account** you can change your notification preferences, make changes to your profile, and add students you would like to observe.



Dashboard

In the **dashboard** you can click 'view grades' on the right to see grades.



Courses

You can access all course home pages from **courses**.



Calendar

In **calendar** you will see assignments and course events. You can export this to other calendar apps.



Inbox

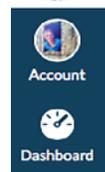
In **inbox** you can communicate with the teachers you are observing.



Help

Help will direct you to Canvas guides.

More options in the course:



SSTech

2017-2018

Home

Announcements

Assignments

Discussions

Pages

Files

Syllabus

Modules

Google Drive

7th Grade Website!!!!

The course navigation bar may vary from course to course. From it, you will be able to access assignments, grades, and much more. As an observer, you will mainly see items in a 'view only' mode.

Need help? Search the Canvas guides or contact Hillary Daniels hillary.daniels@pcscharter.org

Canvas is meant to be a communication tool between students and their teachers. It does not replace the need for students to use their planners and/or directly communicate with their teachers.



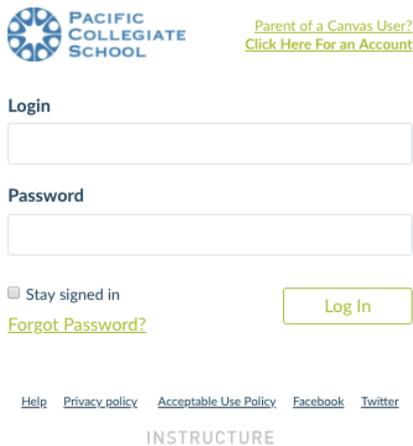
Becoming an observer in Canvas

Please note: You will not be able to view any courses until the second week of school.

On the web (scroll down for Canvas Parent app instructions)

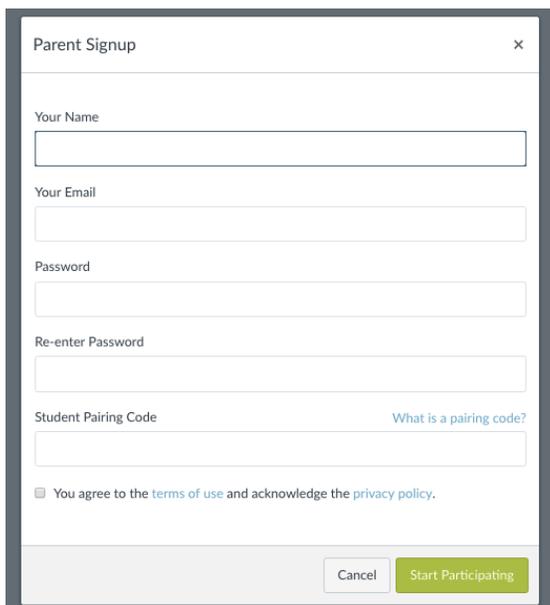
Go to **pcs.instructure.com/login/canvas**

Click 'Parent of a Canvas User?' Click Here For an Account'



The screenshot shows the login page for Pacific Collegiate School. At the top left is the school's logo. To its right are two links: "Parent of a Canvas User?" and "Click Here For an Account". Below these are two input fields labeled "Login" and "Password". Under the "Login" field is a "Stay signed in" checkbox. To the right of the "Password" field is a "Log In" button. Below the "Log In" button is a link for "Forgot Password?". At the bottom of the page are links for "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the word "INSTRUCTURE" in all caps.

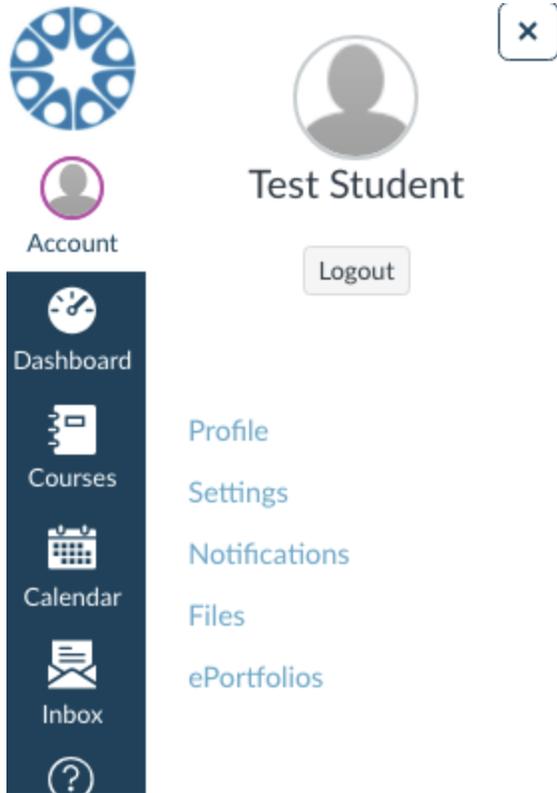
You will be taken to this page. See next page for how to get a pairing code.



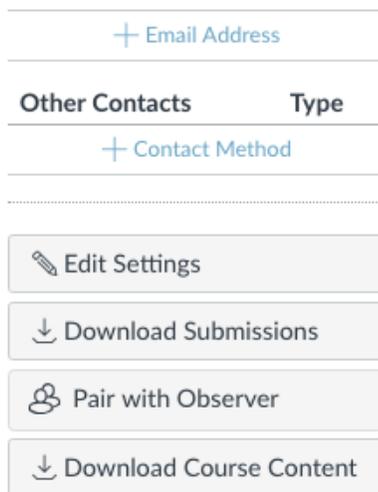
The screenshot shows a "Parent Signup" form with a close button (x) in the top right corner. The form contains the following fields and elements: "Your Name" (text input), "Your Email" (text input), "Password" (text input), "Re-enter Password" (text input), "Student Pairing Code" (text input) with a link "What is a pairing code?" to its right, and a checkbox "You agree to the terms of use and acknowledge the privacy policy." At the bottom of the form are two buttons: "Cancel" and "Start Participating".

HOW TO GET A PAIRING CODE?

Your student must login to Canvas then go to 'account' and 'settings'



Once in 'settings', on the right side of the page they will see this:

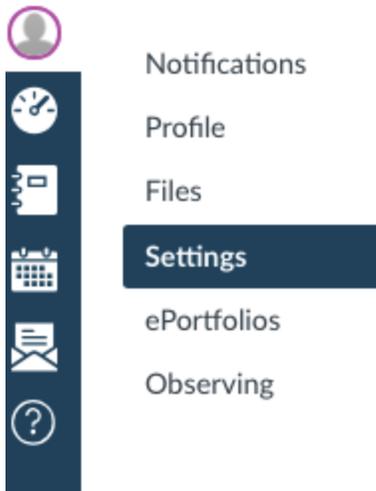


Clicking 'pair with Observer' will generate a code that you can now enter under 'student pairing code'. See next page for how to add additional students.

Remember to check the email you signed up with to verify your account.

ADDING AN ADDITIONAL STUDENT:

Go to account settings in your Canvas account.



Click 'Observing'. There you will see the student(s) you are already observing and be able to enter another pairing code for an additional student.

How to use the Canvas Parent app:

Install the Canvas Parent app.

When it asks for your school name choose 'Pacific Collegiate School-Parents'.

Click 'create account'.

Follow directions above to get student pairing code.

To add additional students, from the Manage Children page, tap the Add Student icon to enter a student pairing code.

Once linked, you can view your student's Canvas course information in the Parent app and when viewing Canvas in a web browser. **Courses will not be visible until the second week of school.**

Email hillary.daniels@pcsed.org with any questions.

