CANVAS

Top 5 Tips for Canvas Observers
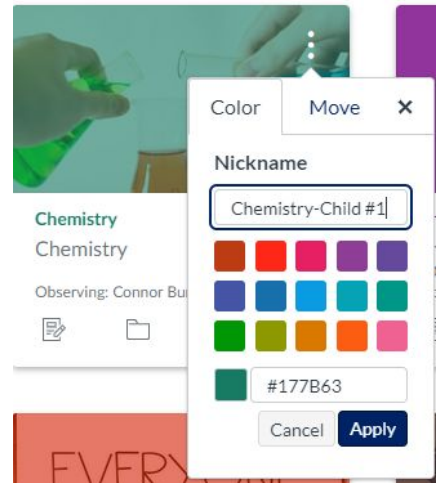
1

Customize Your Dashboard

If you are observing more than one student, try organizing your dashboard.
- Color code each child's course tiles--click on the three dots at the top right of the image
- Create a nickname and add your child's name to the course name--see the three dots at the top of the image
- Rearrange course tiles--drag and drop tiles in any order

**This does not affect what your child or teachers see.

2

Adjust Notifications

Go to Account>Notifications and select how often you would like to receive notifications via email. If you'd like to set notifications via SSM, go to Account>Settings to add "Other Contacts".

Note: Notifications include the course name, and not the student's name. Consider changing the course nickname to include your children's names to lessen confusion, if you're observing more than one student.

3

View what's "Coming Up"

The "Coming Up" section on the right of the dashboard lists assignments in the order that the are due.

The "Calendar" will also display assignments, quizzes and other course activities that teachers have created in their courses. Calendars can be viewed by week, month or agenda list.

To help lessen confusion:
- Consider color coding courses for each child
- Click on the colored square next to the course to view/unview in the calendar. This helps to isolate assignments for just one child or just one course. The calendar only shows 10 courses at one time.

Calendar icons indicate:
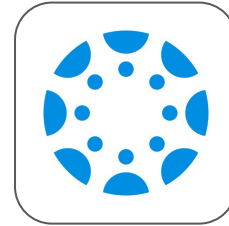
EVENT   ASSIGNMENT   QUIZ   DISCUSSION

4 **Message a Teacher**

The Canvas Inbox (found on the left menu column) allows parents to send communicate with teachers.
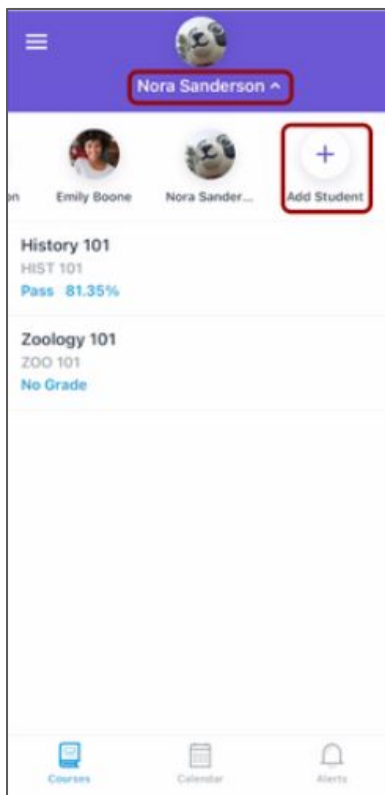
5 **Download the Canvas Parent App**

- Guide: Canvas Parent for iOS
  - Log in via Canvas URL (iOS) (Android)
  - Via QR code - NEW!!!! (iOS)
- Guide: Canvas Parent for Android

- **How to Log in to the Parent App**
  - Log in via Canvas URL (iOS) (Android)
  - Via QR code - NEW!!!! (iOS)

- **How to Set Alerts in the Parent App (iOS) (Android)**
  - Manage alerts for your linked children including:
    - Course grades
    - Missing assignments
    - Assignment grades
    - Announcements
  - view alerts **(iOS)** (**Android**)

- **How to view different students and manage alerts for different students**

To view different students in the app, select the dropdown arrow at the top and select the student that you wish to view.

To adjust different alerts for different students, select "manage students" in the menu and "Adjust alerts".