Jesuit
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USING CANVAS AT JESUIT

Parent Handbook

Abstract
This booklet provides parents with easy instructions to successively navigate Canvas, Jesuit's learning management system.

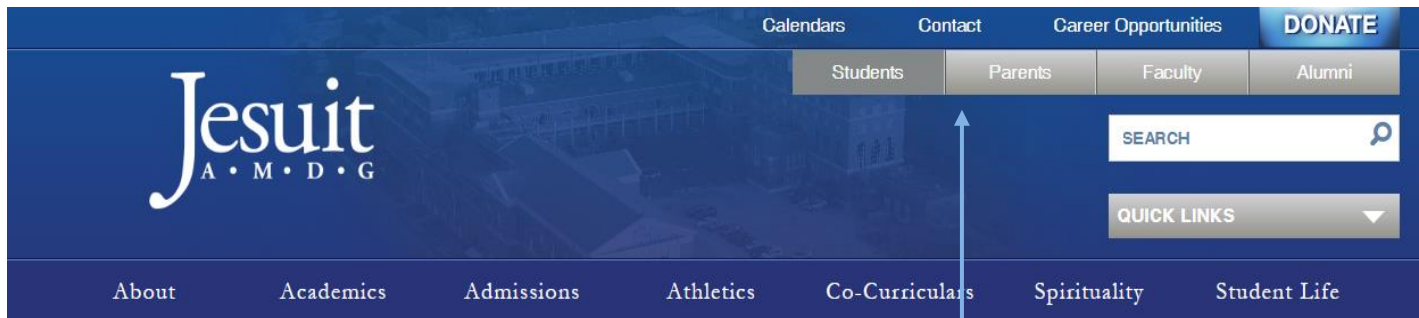Culicchia, John
culicchia@jesuitnola.org
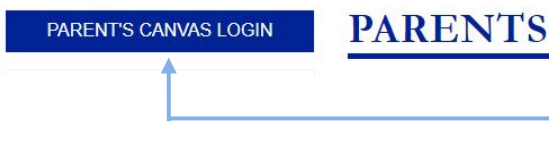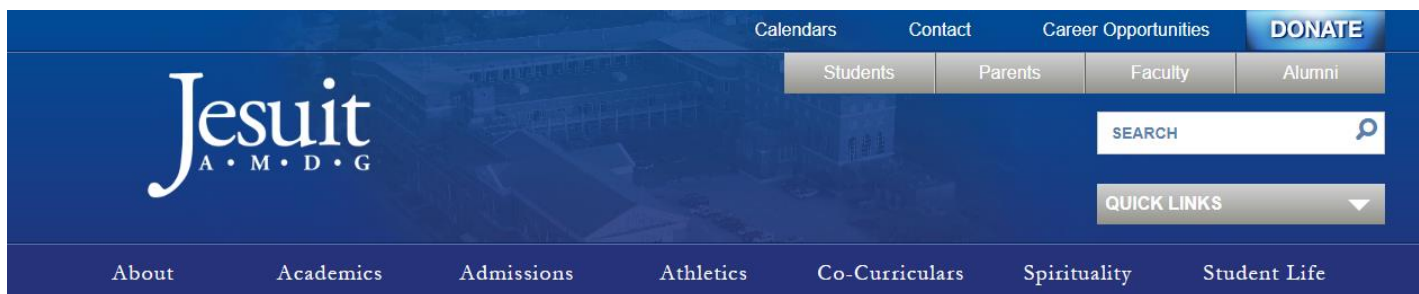
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Accessing Canvas

When parents wish to access Canvas, they should choose their preferred web browser. At Jesuit, Google Chrome is the preferred Internet browser.

Via the School's Web Site

A. Go to the school's web site (www.jesuitnola.org)
B. At the top of the home page in grey, click the link titled "**Parents**."

Parents are now directed to the Parents' Home Page.

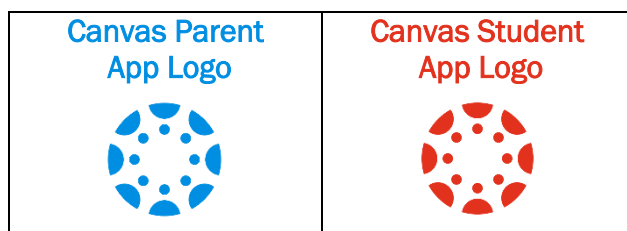C. Now click the button titled "**Parent's Canvas Login**." The following login window opens.

D. Your **Login (user name)** is your email address on record at Jesuit.
E. Jesuit created each parent account's **password** and sent this information to families in a July e-mailing.
F. Click "**Log In**." If this access is the first time you have entered your Canvas account, Canvas will ask you to accept their terms when using their software. Check the box. This request is a one-time event.

You are now in your Canvas account.

<u>Please Note:</u>

1. Canvas does have an app that can be downloaded from the App Store. Although parents may choose to use the app, Jesuit does not encourage the use of this software because neither is it a stable product nor is it supported by the school. Any issues with the Canvas parent app should be directed to Canvas.

    If parents choose to use the Canvas parent app, parents must make sure they select the Canvas Parent app — NOT the Canvas Student app.

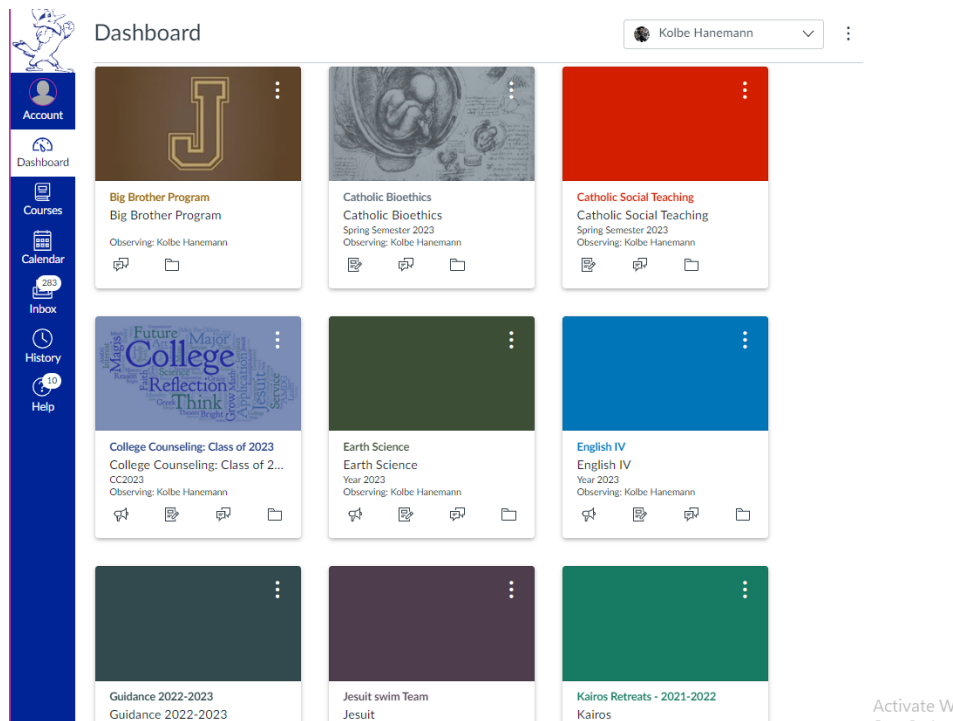| Canvas Parent App Logo	Canvas Student App Logo

When uploading the Parent app and asked to select an institution, parents should select: "Jesuit Parent Nola."

2. Jesuit encourages parents to **access Canvas via the login page found on the Parents Home Page of the school's web site.**

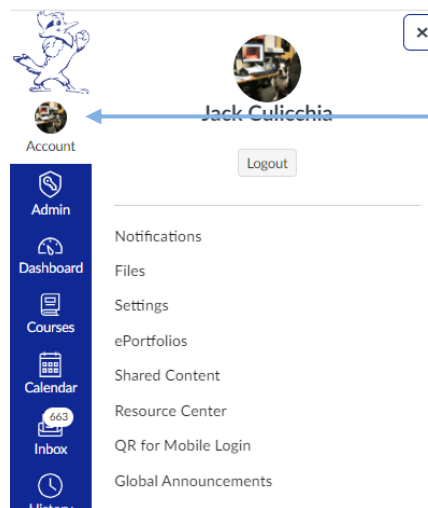# Navigating the Dashboard: Blue Navigation Bar (Left Side)

Once parents are in their Canvas account, they are brought to the Canvas dashboard. (Again, if parents are entering Canvas for the first time, they will see a dialogue box asking them to agree to Canvas's terms. Click the box to agree and continue to the dashboard. This dialogue box will appear only the first time parents enter their account.)

This image above is a sample of what a Canvas parent dashboard may look like. Parents will see all of their son's published courses that he is enrolled in. This discussion will begin by focusing on the blue navigation bar on the left side of the dashboard.

Let's start with "**Account**."

Account

When parents click "**Account**," the following options (to the left) appear.

The first option "**Notifications**" allows parents to set the parameters receiving Canvas messages.

Notifications

When parents open their "**Notifications,**" the following window opens.
(Below is a partial view of the options a user has when setting up his notification preferences.)

By clicking the icon for each activity, parents have four setting options: "**Notify Immediately,**" "**Daily Summary**" (a single notification usually set around 6 PM), "**Weekly Summary**" (a single notification sent over the weekend), and "**Notifications Off.**"

For More Information about Using Notification in Canvas, Please Click This Link.

The next option that will be discussed is **"Settings."**

Settings

When parents open their "**Settings**," the following window opens. (Below is a partial view of the settings page.)

The most important feature of this page is the "**Ways to Contact**" option found on the right-hand side of the page. New parents should add a valid email account that they check regularly to ensure they receive messages from their son's teachers. If parents have informed Jesuit of their email account, this address will be already added to Canvas.

If necessary, updating your contact email information is simple. Click "**+ Email Address**," and the following dialogue box appears:

Parents should enter a valid email in the space provided, and then click "**Register Email**." Canvas will then send a confirmation message to this email account. A parent's email account will not be officially activated unless he / she opens the message from Canvas.

Again, if parents informed Jesuit of their email address, the school will add this information when the parent's Canvas account is created at the start of the school year.

Courses

When parents open "**Courses**," they will see their son's academic and co-curricular classes. This icon is a short-cut to access a student's Canvas class.

To enter a Canvas class, simply click the name of a given course and Canvas will direct you to that class's home page.
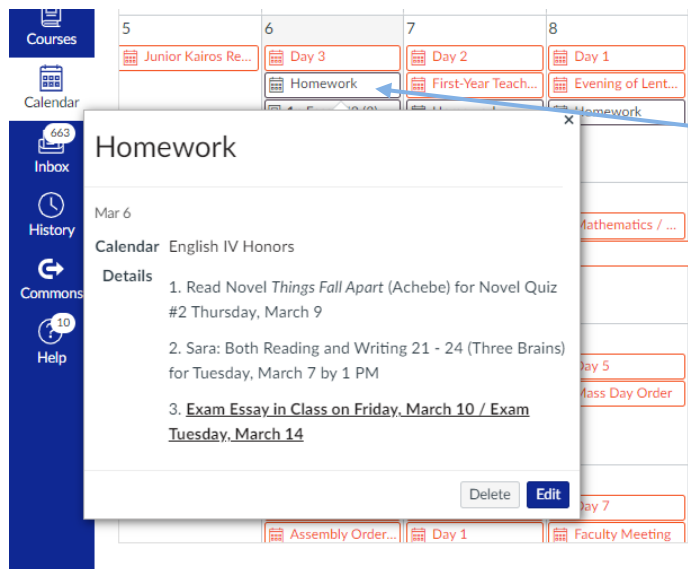
Click "All Courses" if you fail to see all of the Canvas classes your son is enrolled in. Some students are involved in so many clubs that all of the Canvas classes cannot be listed in this drop-down box.

Calendar

When parents open the Canvas "**Calendar**," the following window opens.

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Parents will see their son's homework for all his classes on this calendar. Each color represents a specific class. Since a student is assigned seven classes, it is possible a parent will see seven boxes of different colors in a given day. It is possible to see more than seven boxes if a student is involved in a co-curricular that utilizes Canvas to organize its activities.

When parents click a given box for a particular Canvas course, a dialogue box appears. Here, the teacher will provide specific information about upcoming assignments.
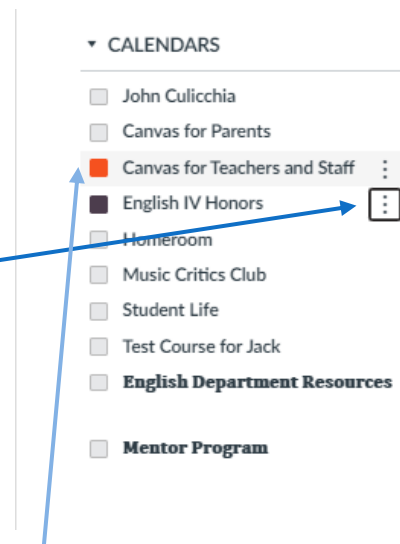
It is possible that a teacher may provide a link to another assignment within or outside of Canvas.

Parents do have the ability to customize their calendar in the following ways:

Change Colors

On the right-hand side of the calendar, parents will see a list of their son's Canvas courses. Parents will note that the first option is the parent's name. This choice allows a parent to keep personal appointments on the calendar. (Hardly any one uses this option.)

If parents want to customize their color code for a given course, they need to move their cursor to the right of the course title until the three dots appear. Click these dots and a color palette will appear. Parents may then select the preferred color.

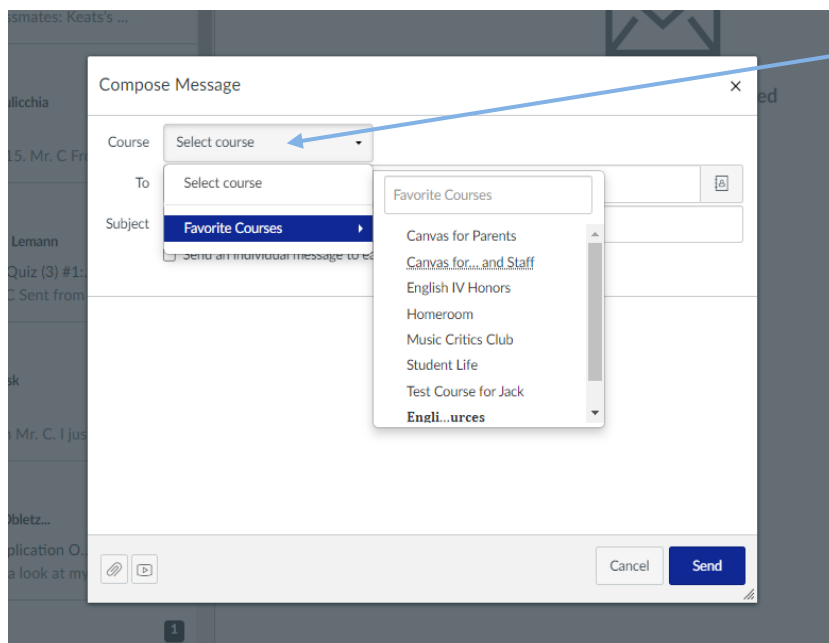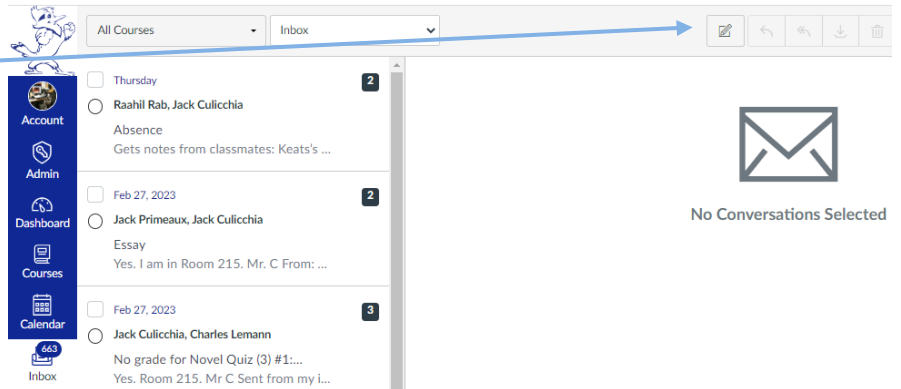## Turning Courses On / Off the Calendar

Again, on the right-hand side of the calendar, parents will see a list of Canvas courses. Parents can hide a class simply by clicking the color box before the title of the course. The box will lose its color signifying that the course is turned off. Your son's homework assignments no longer appear on the calendar.

To turn the course back on (and see homework assignments), parents should click the empty box and the color should return signifying that the course is turned on. Your son's homework assignments are now visible on the calendar.

Inbox (Messaging a Teacher)

The "**Inbox**" is the primary way for parents to communicate with their son's teachers. When parents open their "**Inbox**," the following window opens.

To start a message to the teacher, click the pen and paper icon.

The dialogue box on the left now appears. Parents click "**Select Course**" and chooses the class / the teacher he wishes to contact.
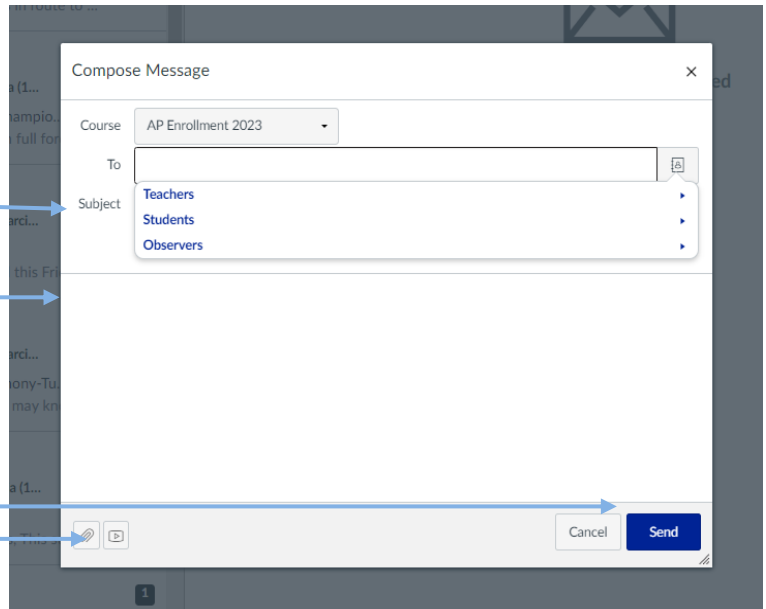
Now parents select to whom he wishes to send the message. Parents are limited to send messages to the teacher and their child.

In the subject line, the parent places an appropriate statement.

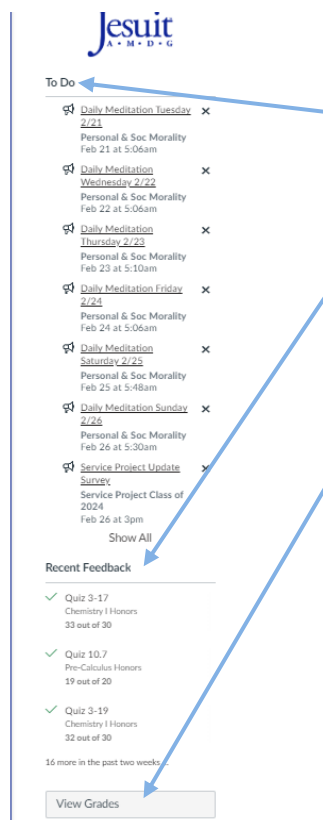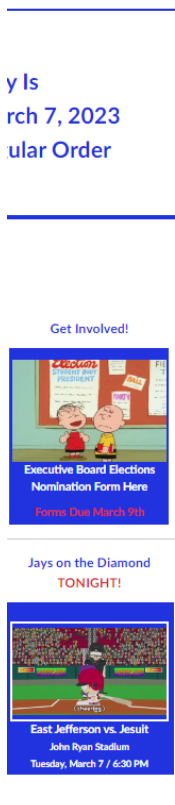Then, the parent composes his message.

If he wishes to attach a document to this email, click the paper clip and follow the prompts to complete this task.

When the message is done, click "Send."

Navigating the Dashboard (Right Side): "To Do," "Recent Feedback," & "View Grades"

Now, let's take a look at the right-hand side of the Canvas Dashboard that focuses on the "**To Do**" list, "Recent Feedback," and "View Grades" options.

To Do
Canvas provides parents a partial list of upcoming graded assignments to complete. Each assignment title is a link.

Recent Feedback
This section allows parents to investigate their son's performance on recently graded assignments

View Grades
By clicking this button, parents will see his average in all of their son's classes. If parents want to see all of their son's grades in a given class, click the name of a class and a new page appears with all of his graded assignments for the quarter. This option is only available in "Card View."
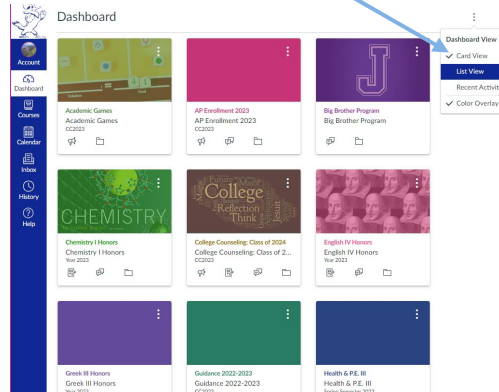
Dashboard Options

Parents have three options when viewing their dashboard.
A parent may select a view option by clicking the three buttons on the right-hand side of the page.
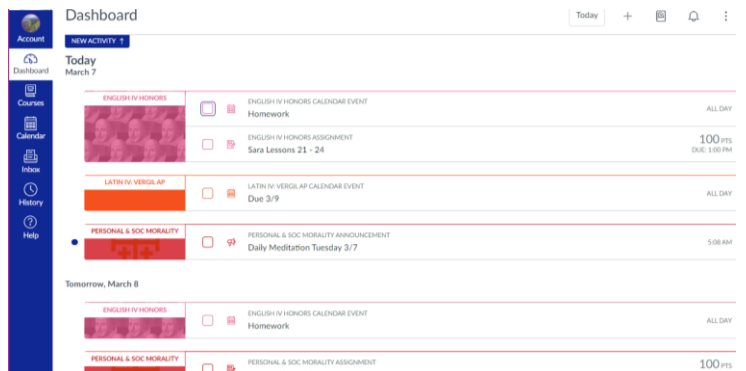
Card View

Below is a sample of the "**Card View.**"
To access a Canvas class, parents would simply click a card and a new window opens.
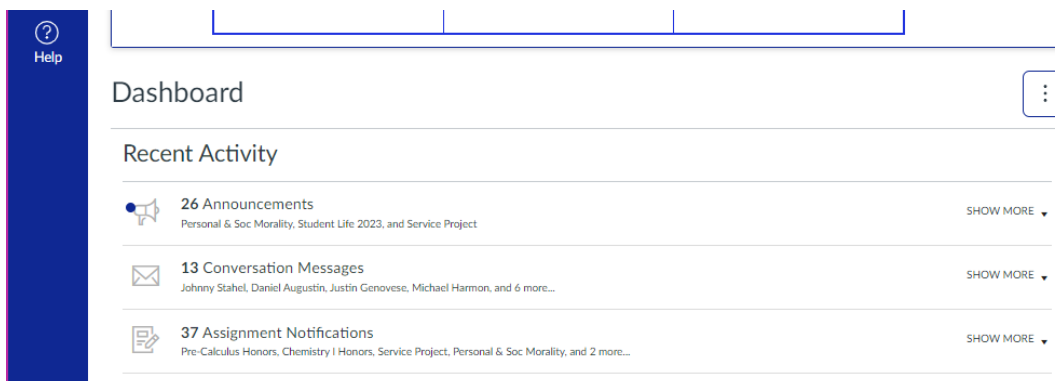
List Option

Below is the "**List Option.**" This view shows parents the graded assignments that are due for their son's classes on a particular day.
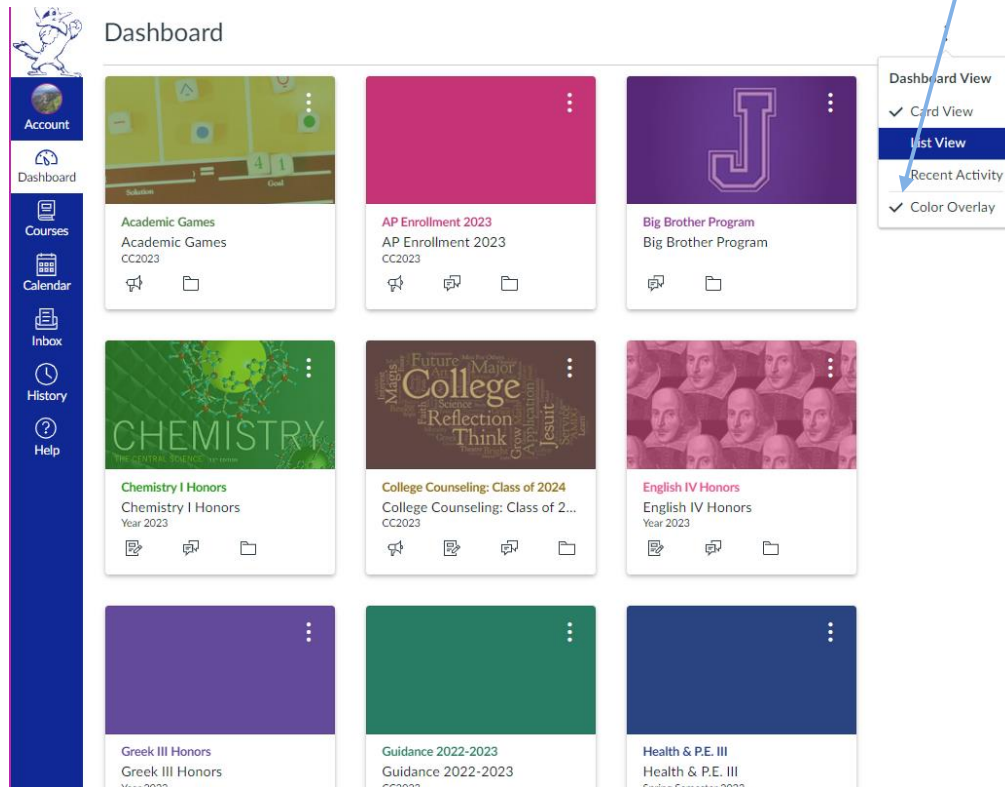
Recent Activity

Finally, parents may just want to look at the Canvas activity that has taken place throughout their son's account. From announcements that teachers may have posted in a class, to messages sent to his in-box, to simple assignment notifications, parents can receive a big picture overview.

Color Overlay

The last option a parent has is the "Color Overlay." Each class in the "Card View" has a color overlaying a card/ course. Parents may turn off this color by removing the check next to "Color Overlay." The card will have a clear appearance. The only way parents are aware of the color associated with a given course is in the color that appears in the name / title of the course.

Navigating within a Canvas Course

From the Canvas Dashboard, parents may enter their son's course either by clicking a card or by clicking "**Courses**" in the blue navigation bar on the left-hand side of the page and selecting a course from the drop-down box.

Below is a view of a Canvas Course. Not all Canvas classes will look exactly the same; however, parents will be able to navigate the page using the buttons found on the course home page or the Course Navigation Bar to the left.

Syllabus

When parents click "**Syllabus**," they will find the following information for his class:

1. Instructor Information: Name, email address, office location, office phone number
2. Tutoring / Office Hours
3. Textbook / Supplies: Details
4. Course Overview: Class & Teacher Expectations (Syllabus)

Grades

When parents click "**Grades**" within a class, their son's graded assignments for the present quarter appear. In the image below, parents see their grades arranged by Due Date. They also have the option to view grades by Assignment Group (Tests, Quizzes, etc.) and by Assignment Name. In the far-right column, parents can view how these assignment groups are weighted.

At the bottom of the grade page for a particular course (pictured below), parents can see their son's average in each assignment group and also see their son's total average in the course.

Files	Homework Standardized Test Preparation / Participation	Mar 10 by 1pm	100 / 100	
Quizzes				
Collaborations	Third Quarter Exam Exam	Mar 14 by 1pm	- / 100	
StudyMate				
Office 365	Quizzes		102.14%	715.00 / 700.00
	Essays/ Tests		95.33%	286.00 / 300.00
	Novel Quizzes		98%	294.00 / 300.00
	Standardized Test Preparation / Participation		100%	200.00 / 200.00
	Exam		N/A	0.00 / 0.00
	Total		97.21%	

Zoom

If a class was being held virtually, the parents' son would select "Zoom" from the Course Navigation bar and then find himself on the class's Zoom home page. The teacher has set up the Zoom class for his students. The student need only to click "Join" and follow the prompts to complete his participation in the Zoom class.

If parents want to view a recorded class, they need to click "Cloud Recordings." Parents would click the recording title and then follow the prompts to view a video copy of the class.