



USING CANVAS AT JESUIT

Parent Handbook

Abstract

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

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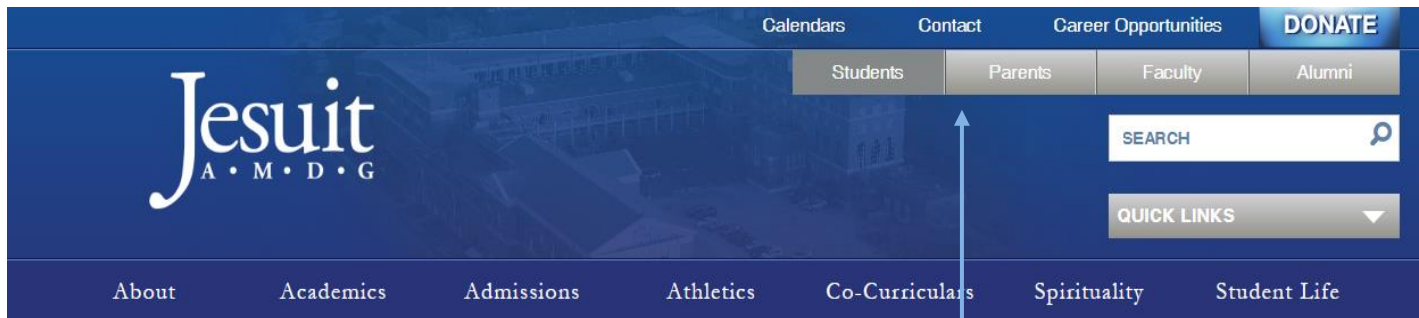
Contents

Accessing Canvas.....	2
Navigating the Dashboard: Blue Navigation Bar (Left Side)	4
Account.....	4
Notifications	5
Settings.....	6
Courses.....	7
Calendar	7
Change Colors	8
Turning Courses On / Off the Calendar	8
Inbox (Messaging a Teacher)	9
Navigating the Dashboard (Right Side): “To Do,” “Recent Feedback,” & “View Grades”	10
.....	10
To Do.....	10
Recent Feedback	10
View Grades.....	10
Dashboard Options	11
Card View.....	11
List Option.....	11
Recent Activity.....	11
Color Overlay	12
Navigating within a Canvas Course.....	12
Syllabus	13
Grades	13
Zoom	14

Accessing Canvas

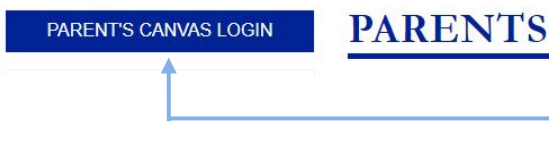
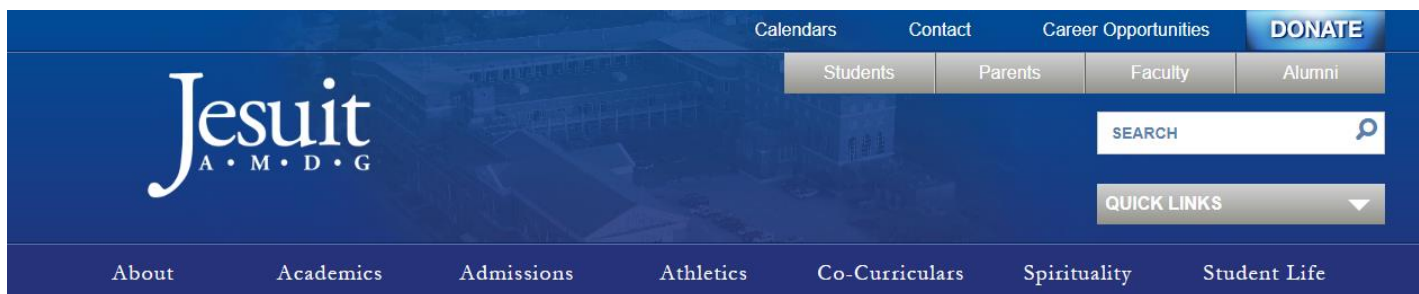
When parents wish to access Canvas, they should choose their preferred web browser. At Jesuit, Google Chrome is the preferred Internet browser.

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.



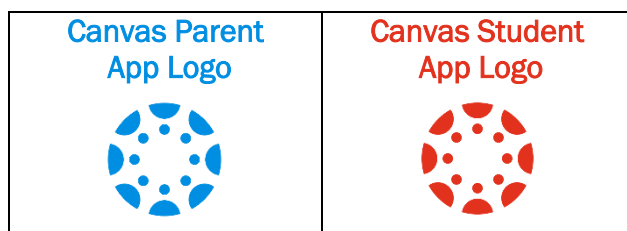
- D. Your **Login (user name)** is your email address on record at Jesuit.
- E. Jesuit created each parent account’s **password** and sent this information to families in a July e-mailing.
- F. Click “**Log In.**” If this access is the first time you have entered your Canvas account, Canvas will ask 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.

Please Note:

- 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**.

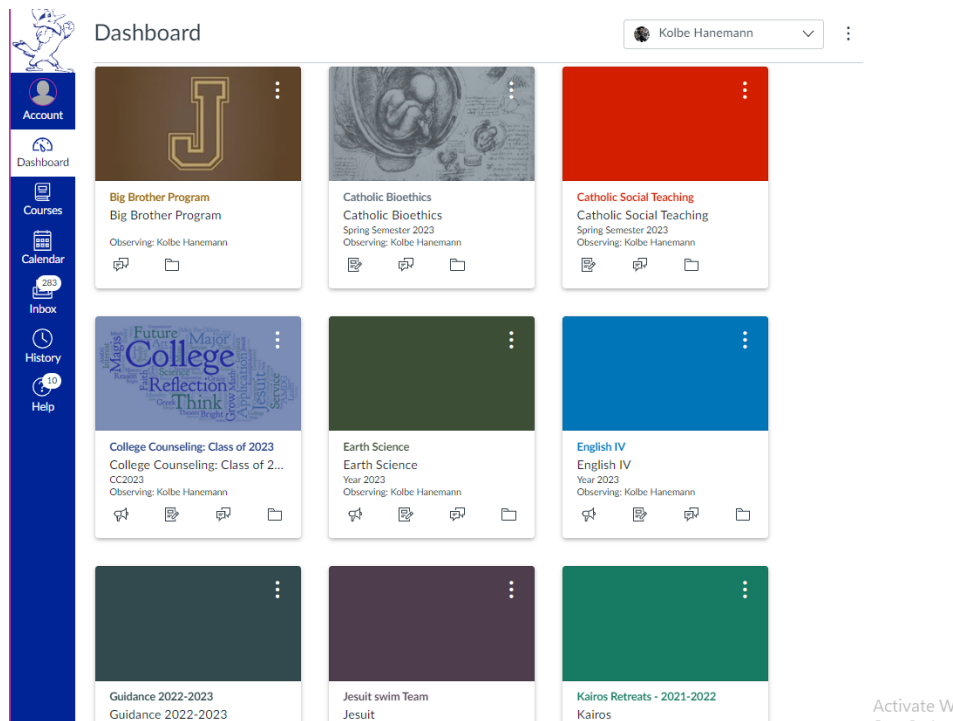


When uploading the Parent app and asked to select an institution, parents should select: “**Jesuit Parent Nola.**”

- 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)

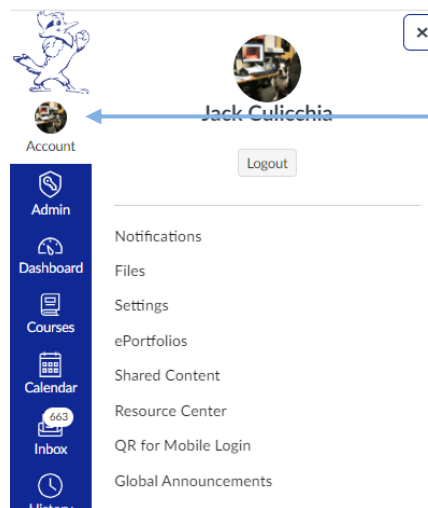
Once parents are in their Canvas account, they are brought to the Canvas dashboard. (Again, if parents are entering Canvas for the first time, they will see a dialogue box asking them to agree to Canvas’s terms. Click the box to agree and continue to the dashboard. This dialogue box will appear only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

Course Activities	Email culicchia@jcsuitnola.org	Push Notification For All Devices
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading		
<input checked="" type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.		
Invitation		
All Submissions		
Late Grading		

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 screenshot shows the 'Jack Culicchia's Settings' page. On the right side, under the 'Ways to Contact' section, there is a table with columns for 'Other Contact' and 'Type'. Below this table is a '+ Email Address' button, which is highlighted with a blue arrow. Other buttons visible include 'Edit Settings' and 'Download Submissions'.

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:

The 'Register Communication' dialog box is shown with the 'Email' tab selected. It contains an input field for 'Email Address' and a blue 'Register Email' button.

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

The screenshot shows the Canvas interface. On the left is a dark blue sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The 'Courses' icon is highlighted. The main content area is titled 'Courses' and contains several sections: 'Published Courses' (Canvas for Teachers and Staff, English IV Honors Year 2023, Music Critics Club, Student Life), 'English Department Resources' (Mentor Program), 'Unpublished Courses' (Canvas for Parents, Homeroom Year 2023, Test Course for Jack), and 'All Courses'. A welcome message at the bottom says: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and start the courses to display.'

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.

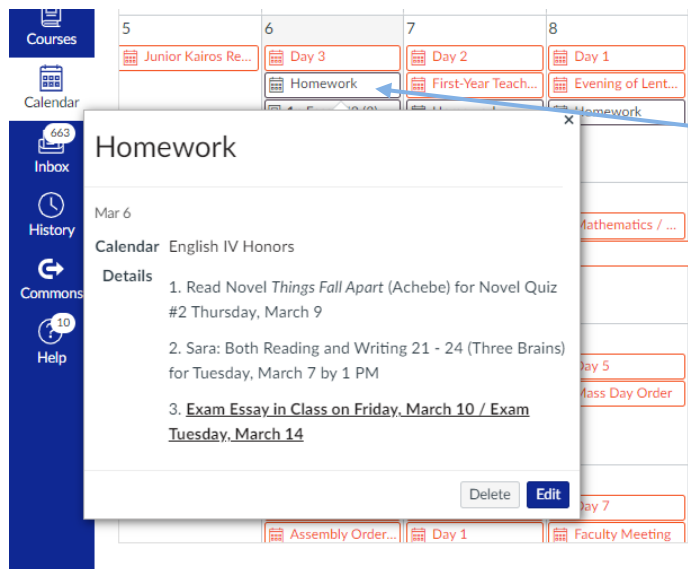
Click “All Courses” if you fail to see all of the Canvas classes your son is enrolled in. Some students are involved in so many clubs that all of the Canvas classes cannot be listed in this drop-down box.

Calendar

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

The screenshot shows the Canvas calendar interface for March 2023. The main area is a calendar grid with columns for days of the week (SUN to SAT) and rows for dates. Events are listed in colored boxes within the grid cells. For example, on March 27, there are events for 'Academic Coun...', 'Baseball: Jesuit ...', 'Day 6', 'Day 7', 'Homework', and 'Homework'. On the right side, there is a sidebar with a 'CALENDARS' section containing a list of calendars with checkboxes: John Culicchia, Canvas for Parents, Canvas for Teachers and Staff (checked), English IV Honors, Homeroom, Music Critics Club, Student Life, Test Course for Jack, English Department Resources, and Mentor Program. Below this is an 'OTHER CALENDARS' section with a '+ NEW' button and a note: 'Click the "+" icon to add a calendar'. At the bottom right, there is an 'UNDATED' section and a 'Calendar Feed' icon.

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.

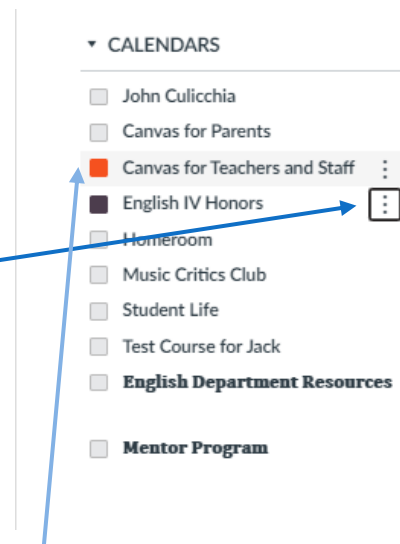
It is possible that a teacher may provide a link to another assignment within or outside of Canvas.

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

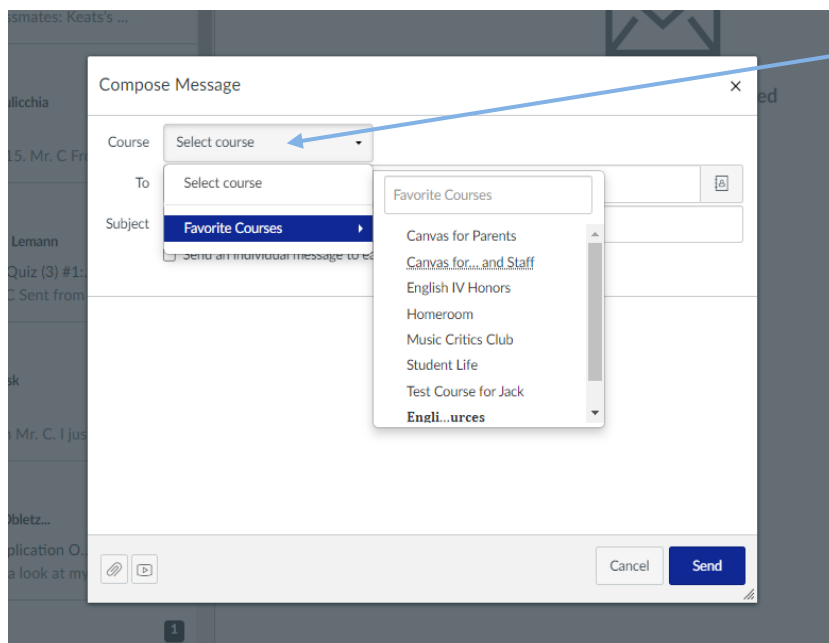
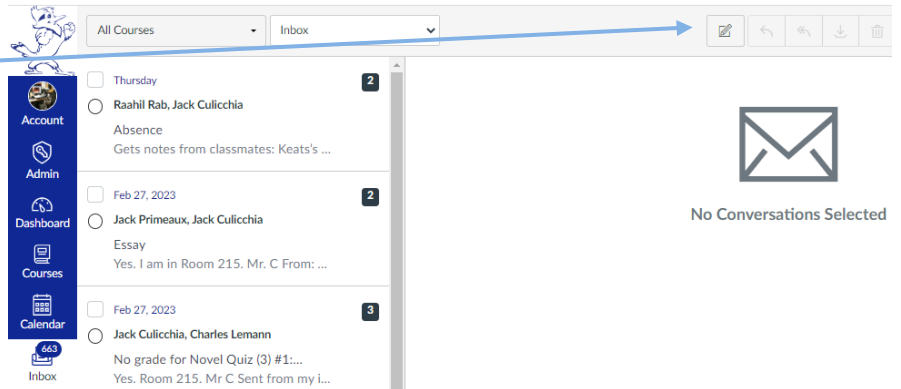
Again, on the right-hand side of the calendar, parents will see a list of Canvas courses. Parents can hide a class simply by clicking the color box before the title of the course. The box will lose its color signifying that the course is turned off. Your son’s homework assignments no longer appear on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

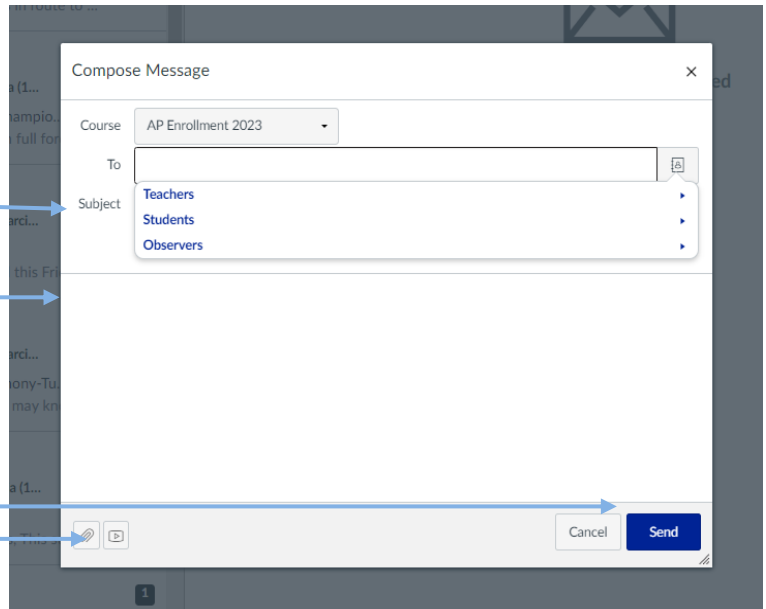
Now parents select to whom he wishes to send the message. Parents are limited to send messages to the teacher and their child.

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

Then, the parent composes his message.

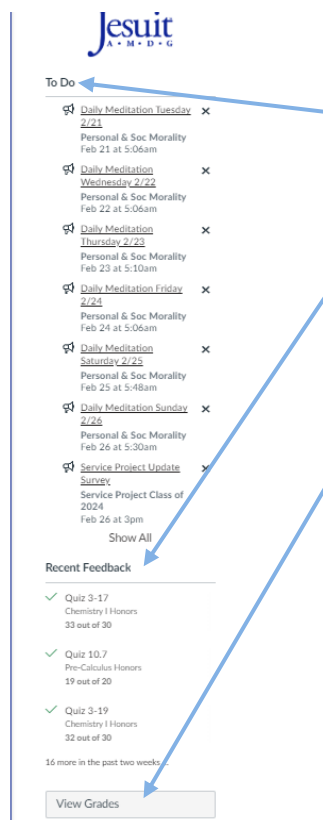
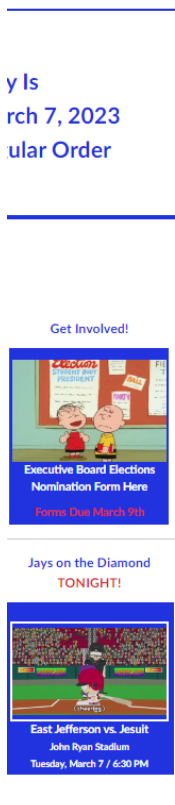
If he wishes to attach a document to this email, click the paper clip and follow the prompts to complete this task.

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

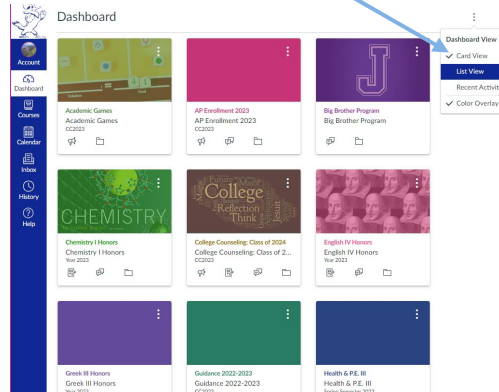
Parents have three options when viewing their dashboard.

A parent may select a view option by clicking the three buttons on the right-hand side of the page.

Card View

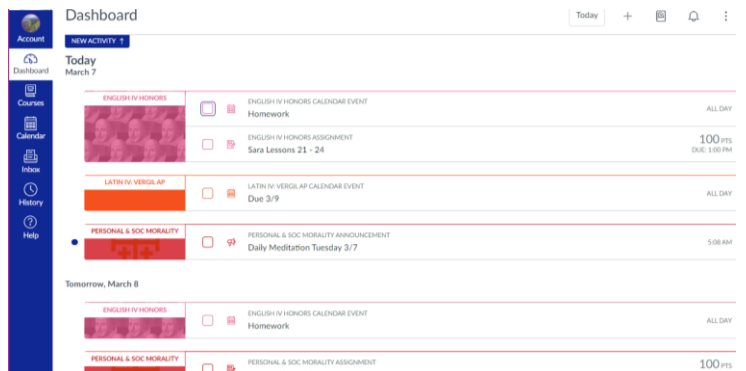
Below is a sample of the “Card View.”

To access a Canvas class, parents would simply click a card and a new window opens.



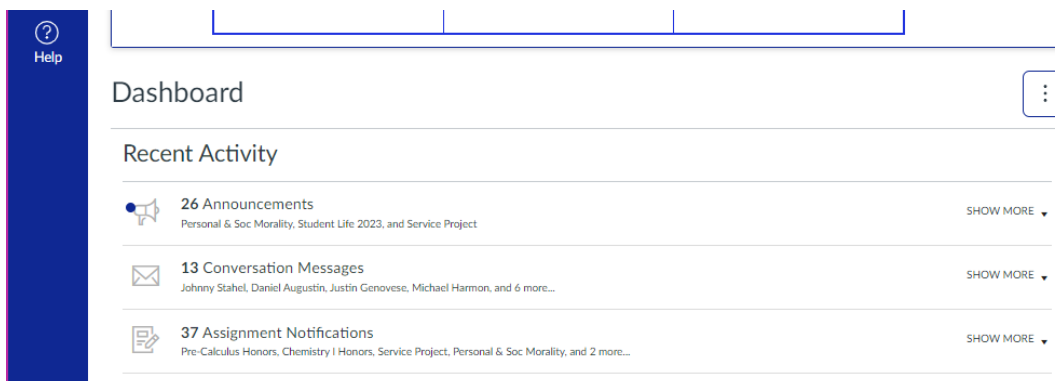
List Option

Below is the “List Option.” This view shows parents the graded assignments that are due for their son’s classes on a particular day.



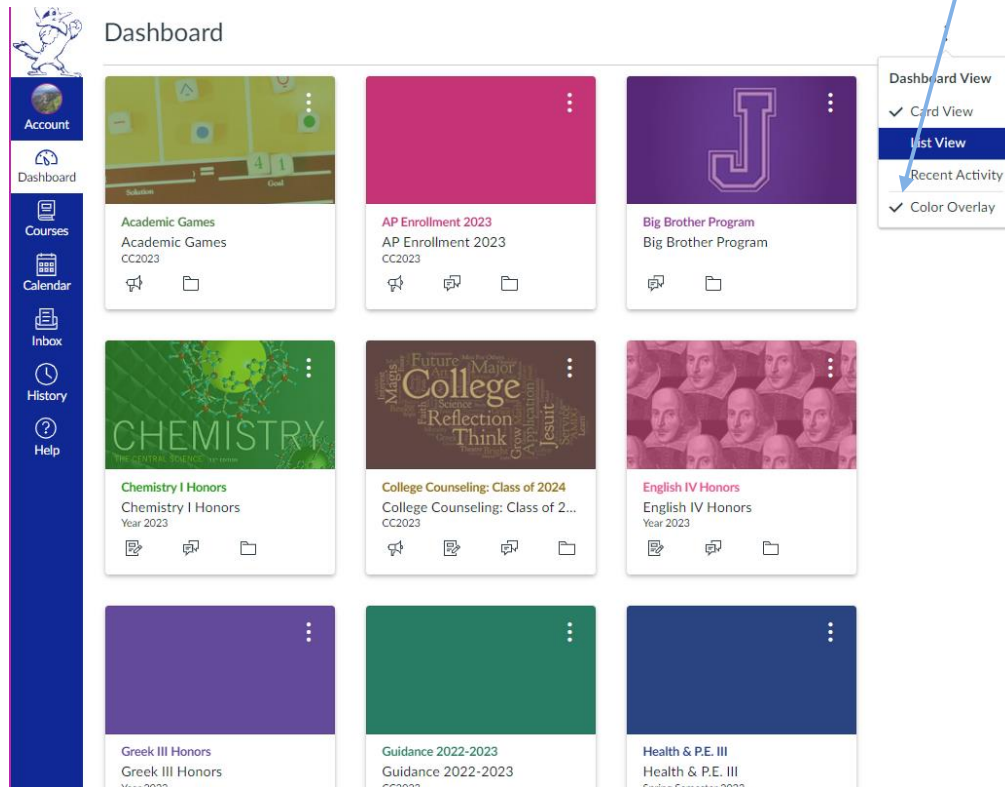
Recent Activity

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.

Grades for English IV Honors

Grading Period: 3rd Quarter | Course: English IV Honors | Arrange By: Due Date

Name	Due	Status	Score
Lord of the Files: Pre-Reading Discussion Quizzes	Jan 10 by 11:15am	100 / 100	
Essay #1 (3): Macbeth Intro Paragraph / Outline Essays/ Tests	Jan 11 by 1:21pm	0 / 0	
Quiz (3): Vocabulary #1 Quizzes	Jan 12 by 1pm	105 / 100	
Quiz (3): Vocabulary #2 Quizzes	Jan 20 by 1pm	100 / 100	
Essay #1 (3): Content (Macbeth) Essays/ Tests	Jan 23 by 1pm	93 / 100	
Essay #1 (3): Mechanics (Macbeth) Essays/ Tests	Jan 23 by 1pm	100 / 100	
Novel Quiz (3) #1: Lord of the			

Total: 97.21%

Assignments are weighted by group:

Group	Weight
Quizzes	10%
Essays/ Tests	40%
Novel Quizzes	15%
Standardized Test Preparation / Participation	5%
Exam	30%
Total	100%

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	Mar 10 by 1pm	100 / 100
Quizzes	Standardized Test Preparation / Participation		
Collaborations	Third Quarter Exam	Mar 14 by 1pm	- / 100
StudyMate	Quizzes		102.14% 715.00 / 700.00
Office 365	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.

The screenshot shows the Canvas LMS interface for a user named 'English IV Honors'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is the Zoom home page, which includes tabs for 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. A table under 'Upcoming Meetings' lists a recurring meeting for 'English IV Honors - Culicchia' with a meeting ID of 880 9679 1409. A blue arrow points from the text above to the 'Join' button next to this meeting.

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.

The screenshot shows the Zoom 'Cloud Recordings' page. The left sidebar is the same as in the previous screenshot. The main content area has the 'Cloud Recordings' tab selected. It features a search bar with a date range from 'Select date' to '2023-03-07' and a search button. Below the search bar is a table of recordings. A blue arrow points from the text above to the 'Cloud Recordings' tab, and another blue arrow points from the text above to the recording title 'Canvas for Teachers and Staff. Tech Tuesday'.

<input type="checkbox"/>	Topic	ID	Start Time	File Size	
<input type="checkbox"/>	Canvas for Teachers and Staff. Tech Tuesday	811 8520 7662	Feb 28, 2023 12:16 PM	1 Files(44 MB)	Delete