

# **Canvas: Learning Management System**

Canvas is an online learning system in which teachers can communicate, assign work, grade and provide feedback to students. You can observe your child's progress by logging into Canvas with the email address you receive correspondence (emails) from the school.

Logging into Canvas will allow you to see homework, assignments and assessment. Your child's results and feedback for these tasks, and any other classwork and communication published through this platform.

Once your child has started at Crestwood High School and has been provided with a timetable on Sentral, you will be given access to Canvas and will be able to log in.

This tutorial is designed to assist you with getting access to view your child's progress on Crestwood High Schools Canvas learning management system (LMS).

Follow the steps below to gain access to Canvas and change your email notifications:

### **FIRST LOGON INSTRUCTIONS:**

**Step 1:** Navigate to the Crestwood Canvas website <u>https://crestwood.instructure.com</u> using Google Chrome.

Step 2: Press the "Forgot Password?" button:



**Step 3:** Type the email address you receive correspondence (emails) from the school and press the "**Request Password**" button.

**NOTE:** Contact the school if you do not have a current/working email on record with the school or if you need to change it. Also, you only need to use 1 Parent email to access if you prefer, not both parents have to create this account.

**Step 4:** Access your email account and use the email sent to you to proceed with resetting your password for the Crestwood Canvas website.

**Step 5:** Access Crestwood Canvas again at <u>https://crestwood.instructure.com</u> and login with your email address and your new password. It is recommended to save this link as a favourite within your internet browser (prefer Google Chrome).

## **CHANGING EMAIL NOTIFICATIONS:**

Canvas can send you many different types of notifications to keep informed of your child's progress. However, it is best that you set these notifications to what best suits your needs. Follow these steps to change your Canvas email notifications:

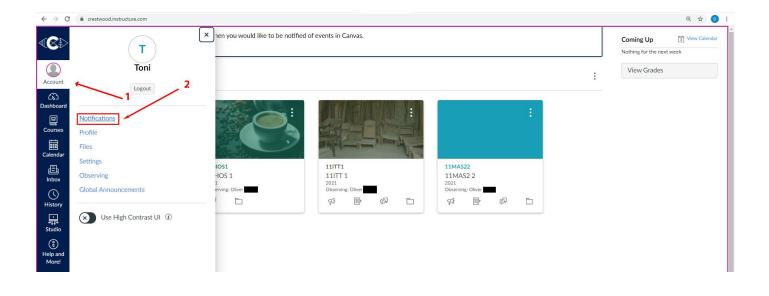
Step 1: Login to Crestwood Canvas by navigating to <a href="https://crestwood.instructure.com">https://crestwood.instructure.com</a>

**Step 2 – Method 1:** When you first login to Crestwood Canvas you will see at the top of your screen a **Notification Preferences** notification button:



If you do not see this button continue to Step 2 – Method 2.

**Step 2 – Method 2:** Press on the **Account** button on the left-hand menu of Canvas and then press the **Notifications** link:



**Step 3:** Configure your notification frequency by pressing on the icon corresponding the notification type. There are 4 different notification frequencies: Immediate, daily, weekly or notifications off:

<b>()</b>	Toni > Account Notification Settings						
Account	Notifications	Account Notification Settings					
උධ Dashboard	Files	<i>i</i> Account-level notifications apply to all courses. Notifications for ind	ount-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. x				
E Courses	Settings Observing	<i>i</i> Notice: Some notifications may contain confidential information. Selecting to receive notifications at an email other than your institution provided address may result in sending sensitive Canvas course and group information outside of the institutional system.					
Ealendar	Global Announcements	Show name of observed students in notifications Show name of observed students in notifications Recommended if observing more than one student.					
員 Inbox			2	Email			
$\bigcirc$		Course Activities	Press this icon:				
History		Due Date					
ा भूगुद्ध Studio		Grading Policies		Notify immediately			
(i) Help and		Course Content	Choose these options:	<ul> <li>Daily summary</li> <li>Weekly summary</li> </ul>			
More!		Files		A Notifications off			

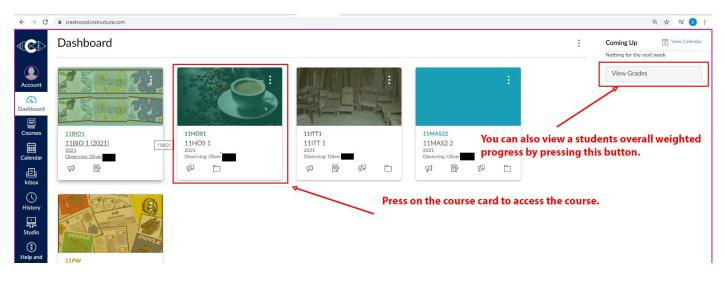
Changing these settings will apply to all courses. You can also change notifications for a single course by going into the course's settings.

### **CHECKING STUDENT MARKS OR PROGRESS IN CANVAS:**

Canvas is an excellent tool for keeping track of your child's progression. One way of doing this is by navigating to the marks section within a course:

Step 1: Login to Crestwood Canvas by navigating to <a href="https://crestwood.instructure.com">https://crestwood.instructure.com</a>

## Step 2: Access a course by pressing on its card:



#### Step 3: Press on the Marks button on the course navigation menu:

<b>(C)</b>	11HOS 1 > Syllabus						
Account	2021 Home	11HOS1	脳 View Course Stream				
CC Dashboard	Discussions Marks	S					
Courses	Pages Files	Files					
Calendar E Inbox	Syllabus Collaborations Office 365		19         20         21         22         23         24         25           26         27         28         29         30         31         1           2         3         4         5         6         7         8				
History	Google Drive	Course Work	Assignments	<u>Syllabus</u> e	Course assignments are not weighted.		
Studio E Help and More!		The hospitality industry is one of the largest in Austral and beverage services. The inter-related nature of hos					

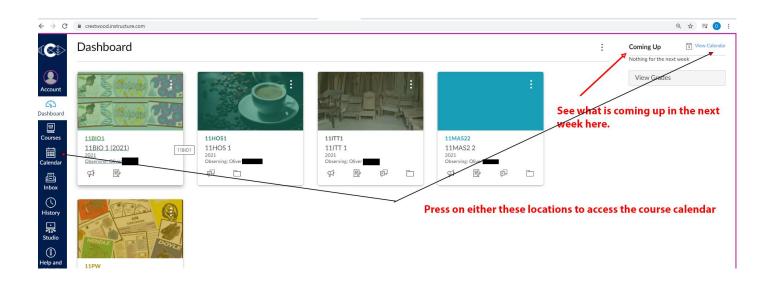
Here you will see a list of activities (both summative - weighted and formative – not weighted)

### VIEWING UPCOMING TASKS AND ACTIVITIES:

A teacher can apply a due date to a task or activity. This task or activity would then appear on your Canvas calendar and "Coming Up" section on the Canvas dashboard. Follow these instructions to check both:

Step 1: Login to Crestwood Canvas by navigating to <a href="https://crestwood.instructure.com">https://crestwood.instructure.com</a>

**Step 2:** You can either examine the "Coming Up" section at the top right-hand side of the Canvas Dashboard or press the Calendar button on the left-hand side links:



**Step 3:** You can view upcoming tasks and activities from this location. Pressing on the calendar entry will reveal more information on the task/activity and can take you directly to it:

