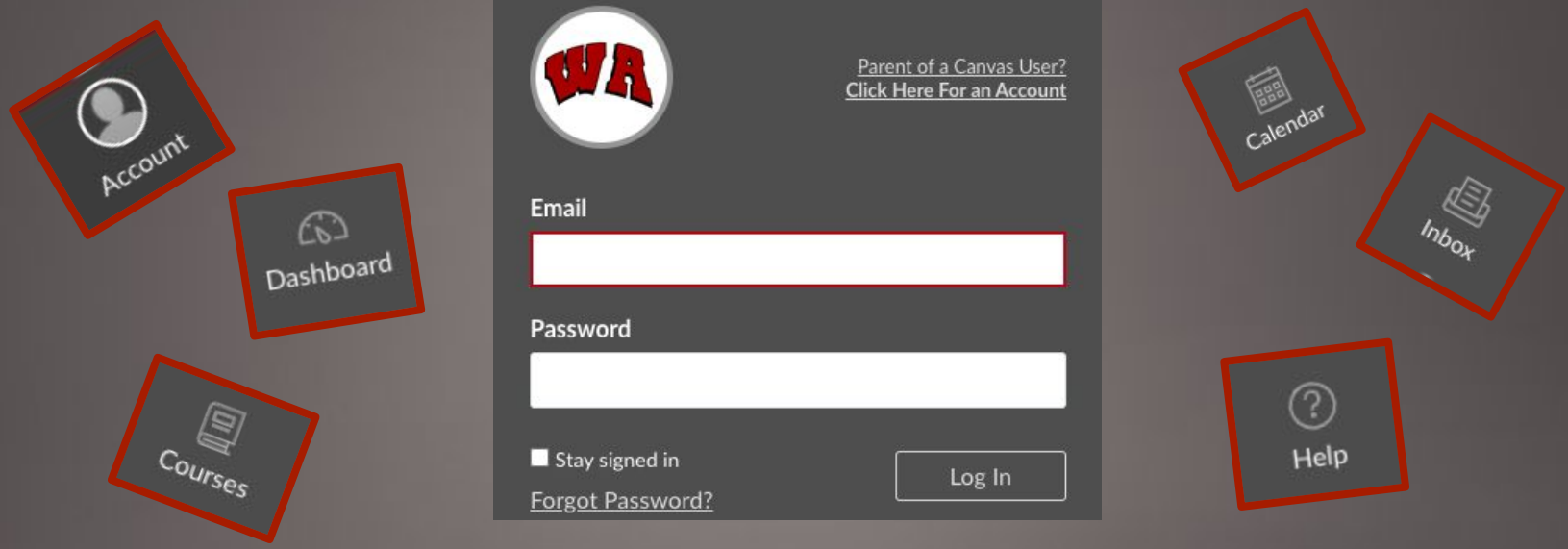
Guardian Guide to Canvas & Skyward



West Allegheny School District

A Tradition of Excellence...
A Vision for Tomorrow

Accessing your Parent Canvas Account

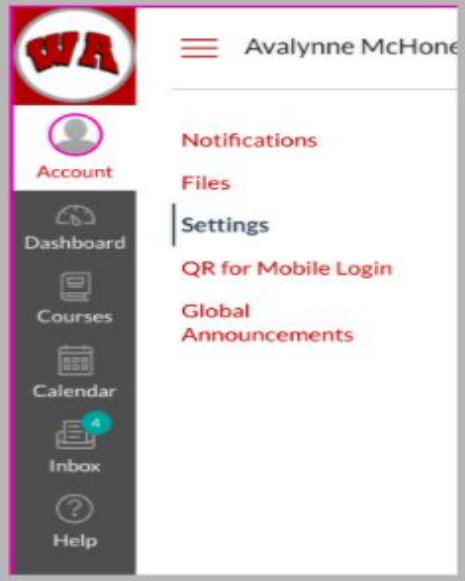
Step 1: Go to ***westasd.instructure.com***

Step 2: Click ***Parent of a Canvas User?***

Step 3: Complete the form, including your child's ***Pairing Code***

Step 4: Click ***Start Participating***

Student Generated Pairing Code



Students generate and provide parents with a pairing code. This pairing code is required for parents to create their parent Canvas account.

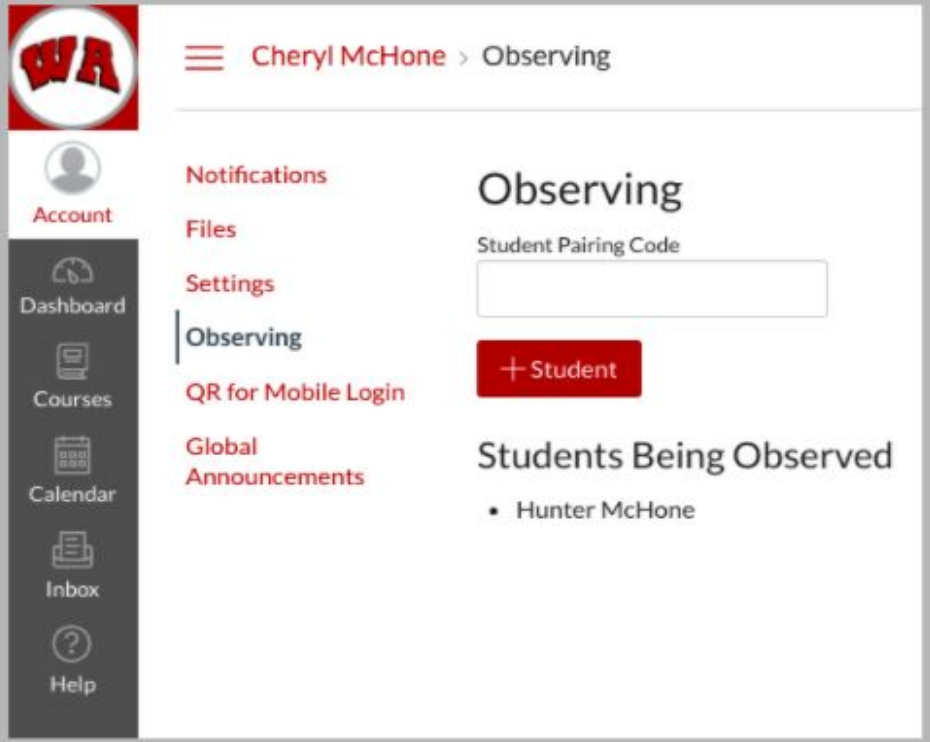
Student be logged into their student Canvas account to generate the pairing code.

Step 1: Click ***Account***

Step 2: Click ***Settings***

Step 3: Click **Pair with Observer** on the right side

Pairing your Parent Canvas Account with Additional Children



Parents can add additional children to their parent account by having each child generate a pairing code.

Once you have the pairing code, log into your parent Canvas account.

Step 1: Click ***Account***

Step 2: Click ***Observing***

Step 3: Enter your child's ***Pairing Code***

Step 4: Click ***+Student*** Button

Organizing Your Child's Classes

- Dashboard Tiles
  - Rename
  - Move
  - Color Code
- Courses
  - Favorites

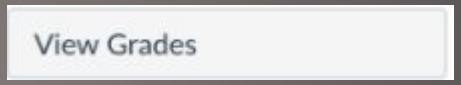
West Allegheny School District

Notification Preferences

- To personalize your notification preferences…
  - Select Account
  - Select Notifications
  - Use the right hand column to choose between 4 preferences

✓ Notify me right away 🕒 Send daily summary 📅 Send weekly summary ✕ Do not send me anything

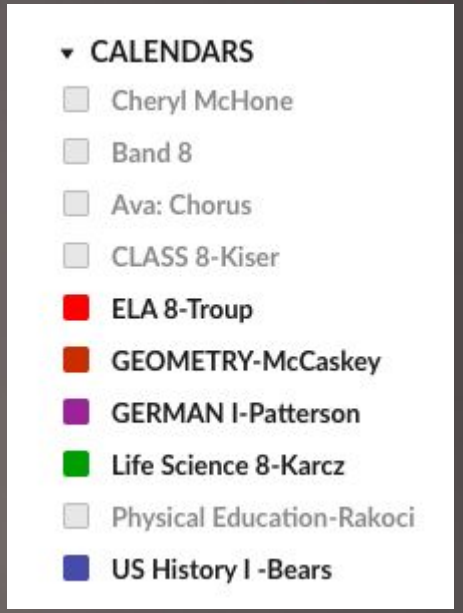
Viewing Grades and Feedback

- Grades are viewable…
  - In the dashboard, select 

  - In the dashboard, select Recent Feedback (located below the Coming Up/To Do)
  - In the dashboard, select a course & then grades in the course navigation
    - You can switch between courses by using the “Course” dropdown at the top

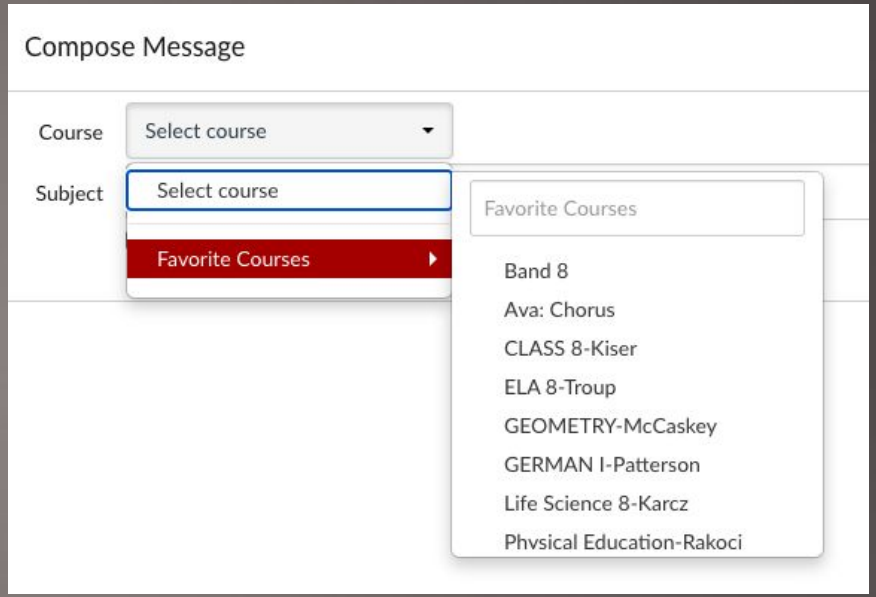
Using the Calendar

- The calendar feature has 3 options:
  - Week
  - Month
  - Agenda
- Select the courses you want to view
  - You can also change the course colors to highlight specific courses



Using the Inbox and Messaging in Canvas

- Use the inbox to quickly connect to your child's teacher(s)
- Your inbox can also be sorted by class



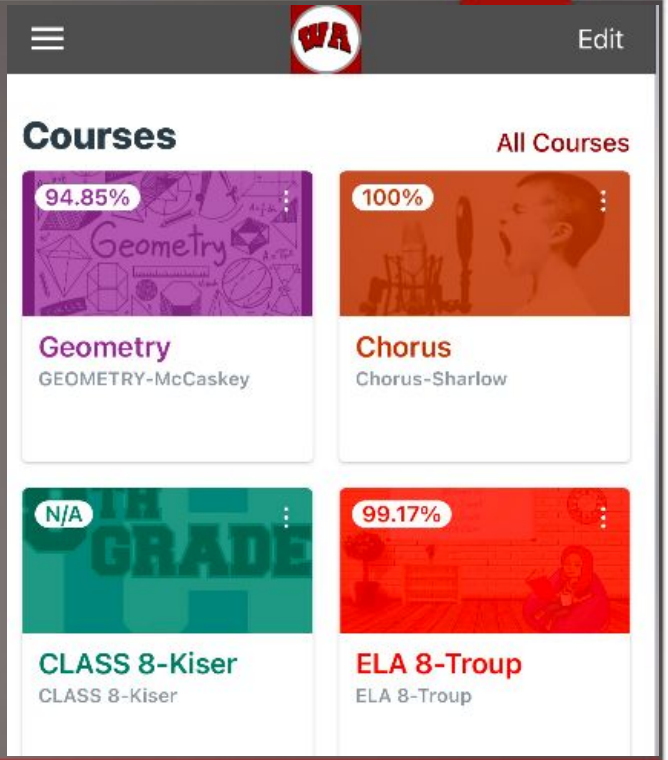
Using the Canvas Mobile App

Canvas Student
Education
★★★★★ 1.6M
OPEN

Recommended & Provides Parent Login Option

Canvas Parent
Educatio
★

Limited Access - Not Recommended



Canvas & Skyward

Parents and students will have access to both Canvas and Skyward, however they will be used for different things.

Canvas

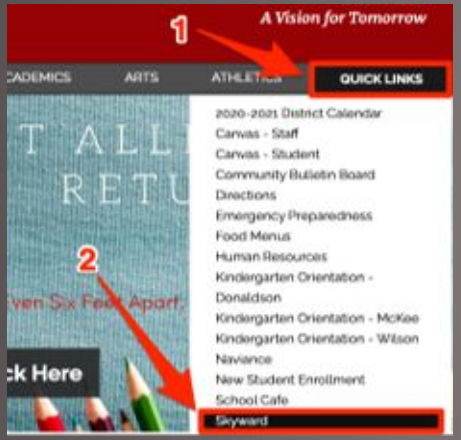
- Snapshot into your child's course
- Grades throughout the 9 weeks
- Daily Assignments
- Inbox to communicate with teachers
- Calendar

Skyward

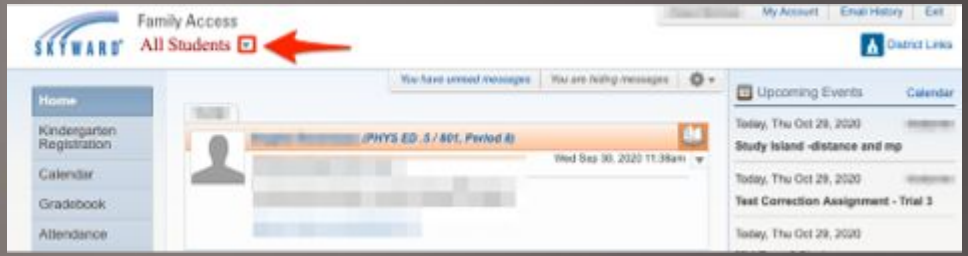
- Attendance
- Report Cards
- Demographic Information
- Student Schedules

Accessing Skyward

To view student information in Skyward, go to our website (westasd.org) and click on the "Quick Links" button [**1**]. Then click the "Skyward" link [**2**].



Once in Skyward, you'll have to select each student individually to view their information. Click the small down arrow next to "All Students" as pictured below.



Accessing Skyward

The name of the student you selected will be displayed at the top [**1**]. To view your student's grades, click on "Gradebook" [**2**] in the side bar. That will then take you to a page with the student's grades separated by quarter [**3**].

Skyward: Viewing Student Information

To view the student's information, click on the "Student Info" button in the navigation menu [**1**]. The emergency contact information is displayed below [**2**]. If any change needs made to the information, you can request a change by clicking "Request Changes for…" [**3**].

Skyward: Viewing Health Information

To view the student's health information, click on the "Health Info" button in the navigation menu [**1**]. Any student health information will then be displayed [**2**].

West Allegheny School District
A Tradition of Excellence...
A Vision for Tomorrow