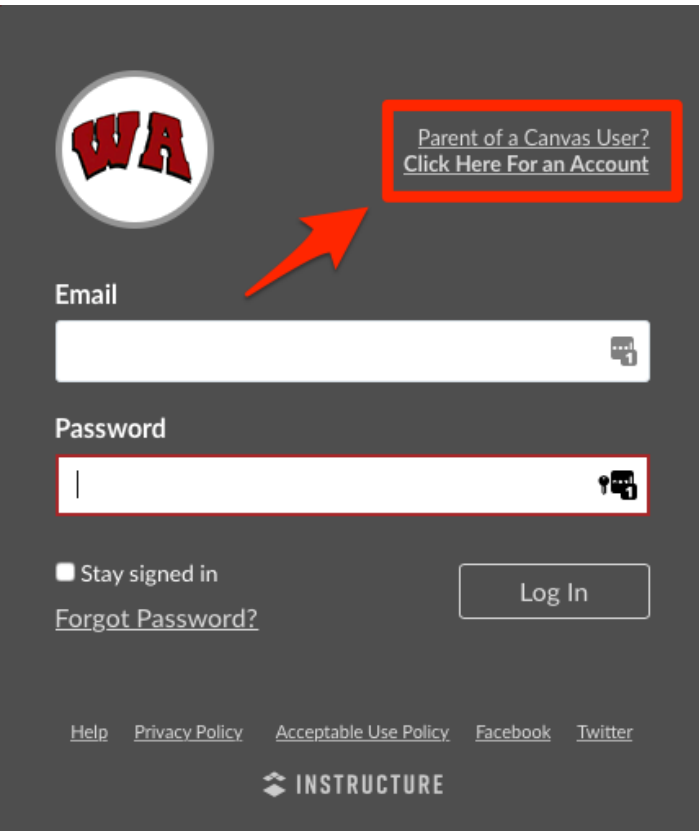


Parent Canvas Guide

Adding Children



If you don't already have a Canvas account, go to westasd.instructure.com

When you see a page like the one on the left, click the highlighted link to create an account.

A screenshot of the 'Parent Signup' form. It has a title bar with 'Parent Signup' and a close button. The form contains several fields: 'Your Name' (empty), 'Your Email' (containing 'mmustang'), a 'View Saved Logins' button, a password field (masked with dots), and a 'Re-enter Password' field (empty). Below these is a 'Student Pairing Code' field, which is highlighted with a red box. To the right of this field is a link that says 'What is a pairing code?'. At the bottom, there is a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' and a red arrow pointing to it. At the very bottom are two buttons: 'Cancel' and 'Start Participating'.

You will be asked to...

- Enter your name
- Enter your Email address
- Create a password
- Re-enter that password
- Enter the pairing code of your child (if you have multiple, just pick one for now)
- Check the box to accept the terms

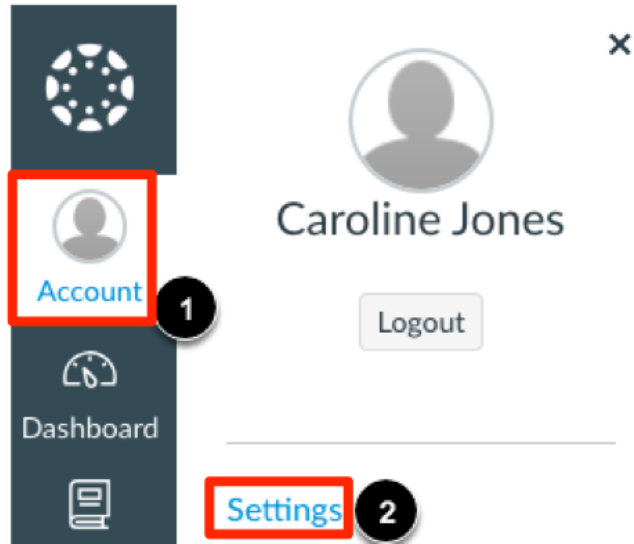
When you are finished, click on "Start Participating".

Adding Children

If you need a pairing code, contact wahelpdesk@westasd.org and one will be provided for you.

Some notes about pairing codes:

- You will need a code for each child
- The codes expire after 7 days if they haven't been used
- The codes can only be used once. If you need another, contact us.



Once your account is created, you can add more children if needed. To do so, click on “Account” [1] and then “Settings” [2].

Then click on “Observing”.

Observing

Observing

Student Pairing Code

1 2ab32e

2 + Student

Enter the next pairing code [1] and press the “+ Student” button [2].

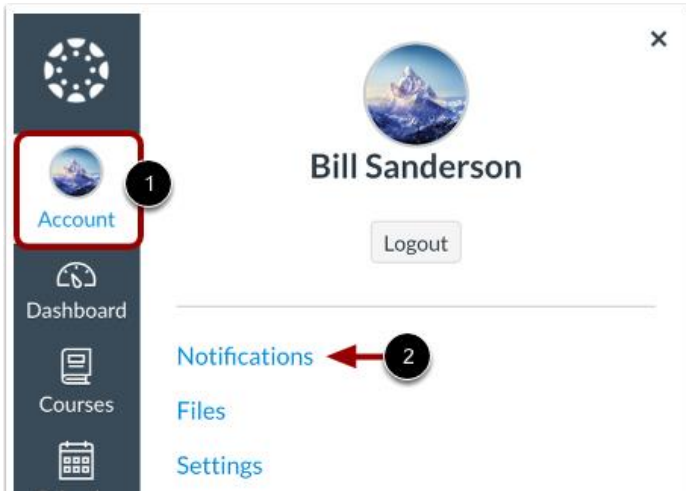
Once the student is added, you will see their name(s) below.

Students Being Observed

Emily Boone

Changing Notifications

You can change how and when you receive notifications from Canvas.



First, login to your Canvas account. Once logged in, click on the “Account” button [1]. Then click the “Notifications” link [2].

The Account Notification Settings page displays a banner reminding you that account-level notifications apply to all courses [1].

View the account-level notification types [2] and your listed contact methods [3].

Each notification has a default delivery frequency preference. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon [4].

A screenshot of the 'Account Notification Settings' page. At the top is a blue banner with an information icon and the text: 'Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.' Below the banner is a table with two columns for contact methods: 'Email' (c.jones.canvas@mai...) and 'Email' (bill.sanderson.canvas...). The table has rows for 'Course Activities', 'Due Date', 'Grading Policies', 'Course Content', 'Files', 'Announcement', and 'Announcement Created By You'. A red box highlights the 'Course Activities' section. A red arrow points to a notification icon in the 'Announcement' row, which has a tooltip that says 'Notify immediately'.

	Email	Email
Course Activities	c.jones.canvas@mai...	bill.sanderson.canvas...
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		

Changing Notifications

To view an observed student's name in notifications, click the **Show name of observed students in notifications** checkbox [1]. Currently only grade update notifications include observed student names.

To change a notification delivery frequency for a contact method, locate the notification and contact method. Then click the notification icon [2]. You can select one of four delivery frequency types:

Notify immediately [3]: receive these notifications right away. *These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

Daily summary [4]: receive a daily summary for this notification type.

Weekly summary [5]: receive a weekly summary for this notification type.

Notifications off [6]: no notifications sent for this notification type.

Account Notification Settings



Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.



1

Course Activities

Email

c.jones.canvas@gmai...

Email

bill.sanderson.canvas...

Due Date

2



Grading Policies

3

Notify immediately



Course Content

4

Daily summary

5

Weekly summary



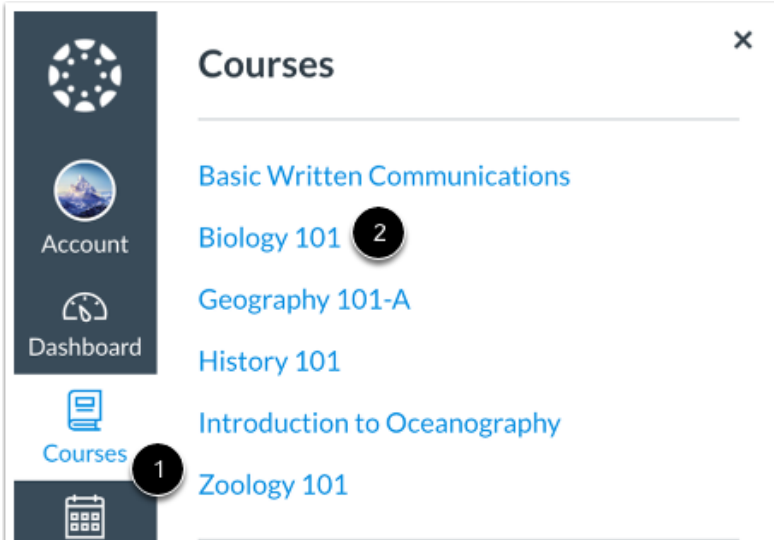
Files

6

Notifications off

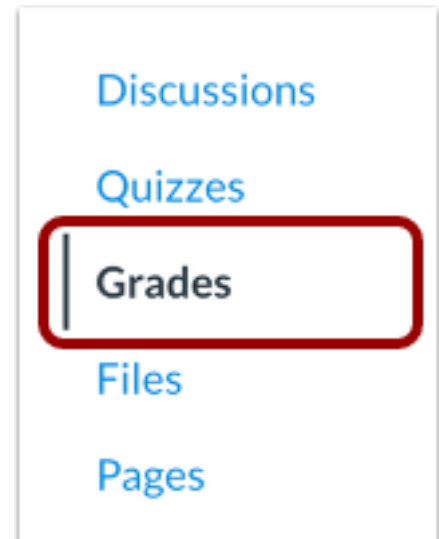


View Grades



First, sign into your Canvas account. Then click the “Courses” button [1] to view your child/children’s courses. Then select the course [2].

In the course navigation, select the “Grades” link.



The grade summary displays your student's total grade [1] and allows you to show or hide all scoring details, comments, and rubrics shown in the Grades page [2].

Depending on the grade calculation for the course, your student's total grade may display as a point value or as a percentage.

A screenshot of the Canvas 'Grades for Nora Sanderson' page. The page shows the course 'Biology 101' and the 'Due Date' filter. A 'Print' button is visible. The total grade is displayed as 'Total: 89.29% (B+)' (with a '1' in a circle next to it). Below the total, there is a 'Show All Details' button (with a '2' in a circle next to it). A message 'Calculation of totals has been disabled' is shown in a red box (with a '3' in a circle next to it), and a 'Show All Details' button is below it. The page also shows 'Assignments are weighted by group:' and 'Group' and 'Weight' columns.

To view all final grades, click on your dashboard [1]. Then click the “View Grades” button [2].

The screenshot shows a dashboard interface. On the left is a vertical navigation menu with icons for Account, Dashboard (highlighted with a red box and labeled '1'), Courses, Calendar, and Inbox (with a '2' notification). The main area contains two large cards: one with a paint palette and another with a smiling laptop character. To the right is a 'Coming Up' section with a calendar view and a 'View Calendar' link. Below the calendar, a red box highlights a 'View Grades' button, with a red arrow labeled '2' pointing to it.

> Grades

Courses I'm Taking

WORLD CULTURES-	85.38%
3 DAY STUDY HALL-	no grade
GERMAN III-	58.26%
COLLEGE READINESS ENG 11-	61.54%
CERAMICS-	99.71%
ART III-	61.76%
CONCEPTUAL PHYSICS-	87.74%
PHYSICAL EDUCATION .5-	80%
TRIGONOMETRY & PRECALCULUS-	85.71%
CLASS OF 2022-	no grade

Clicking on an assignment will present you with a preview of the assignment [1] if one is available. You will also be able to see the child's grade on that assignment [2].

Wilson Elementary-Year-202...

Submission Details

Grade: 16 / 16

Spelling Test 9/11/2020 CVCe words

No Preview Available

1

2

Clicking on a quiz will present you with a preview of the quiz [1]. You will also be able to see the child's grade on that quiz [2].

Submission Details

Grade: 18 / 22

Simple Solutions Quiz #2

submitted Sep 25 at 2:09pm LATE

Results

81.82%

18 Out of 22 points

32:01 Time for this attempt

Your Answers:

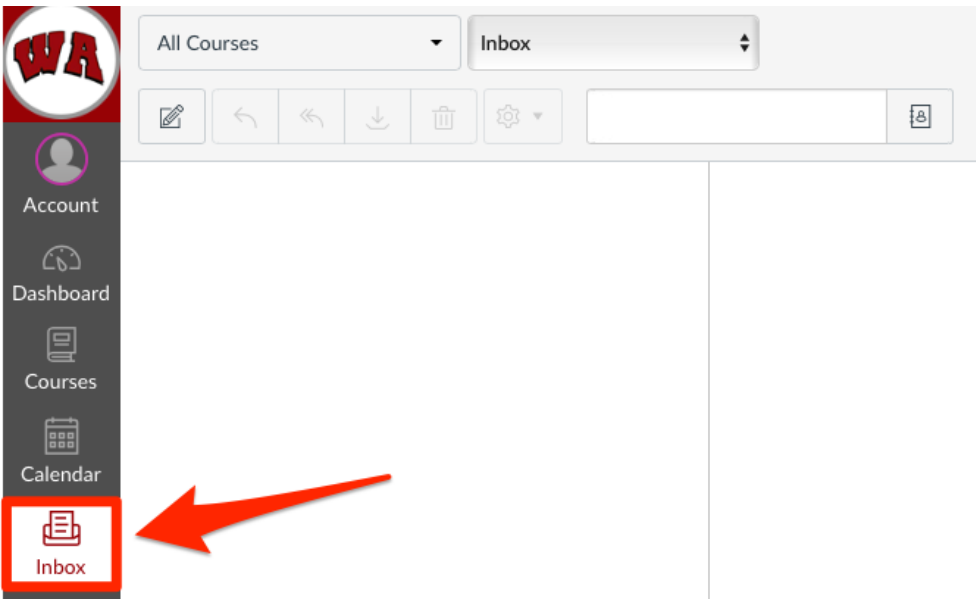
1 0 / 1 point

Say the word and write the number of syllables.

1

2

Communication

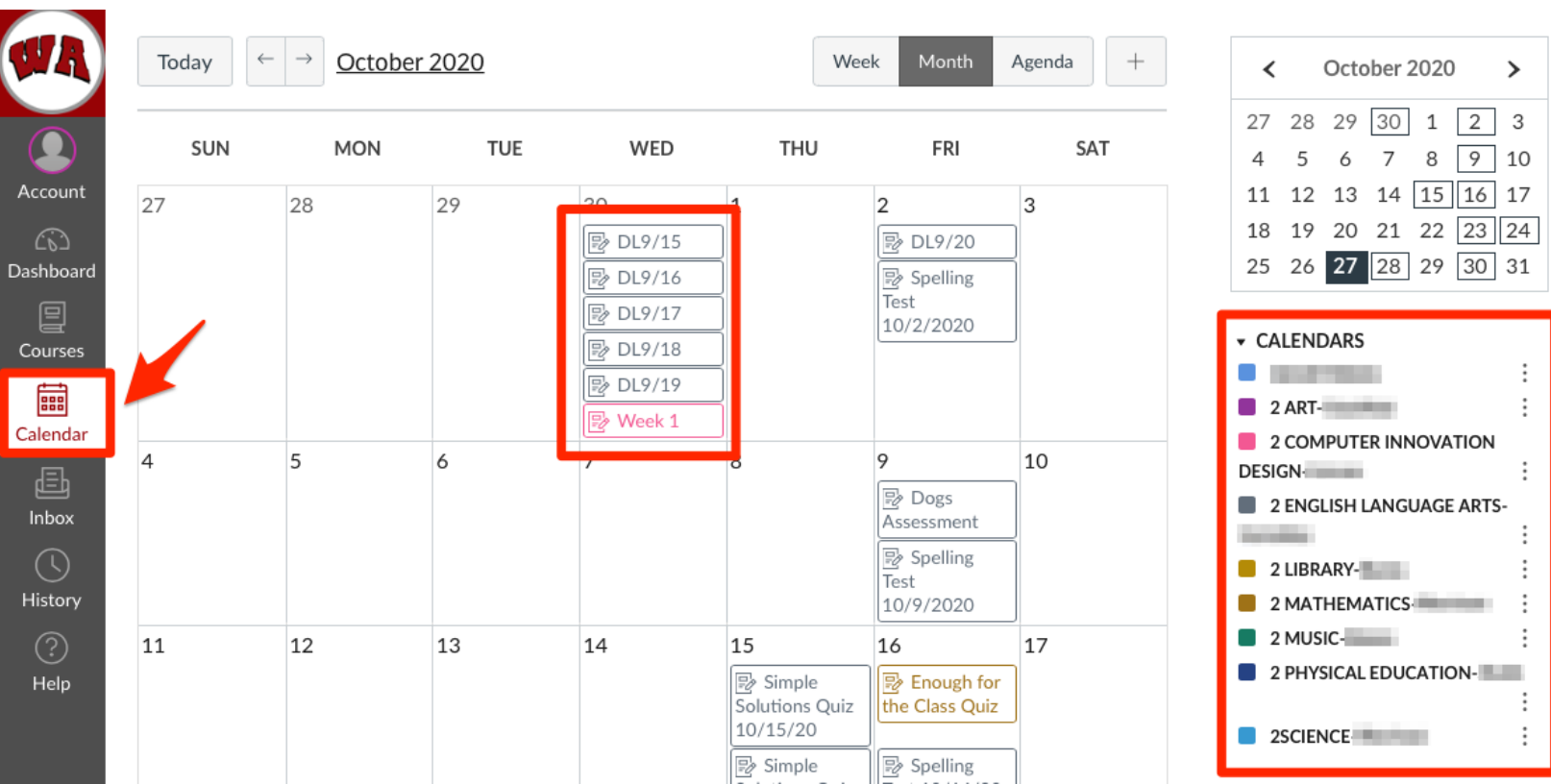


Clicking the “Inbox” button will take you to your mailbox. Here, you can communicate with teachers via direct or group messages.

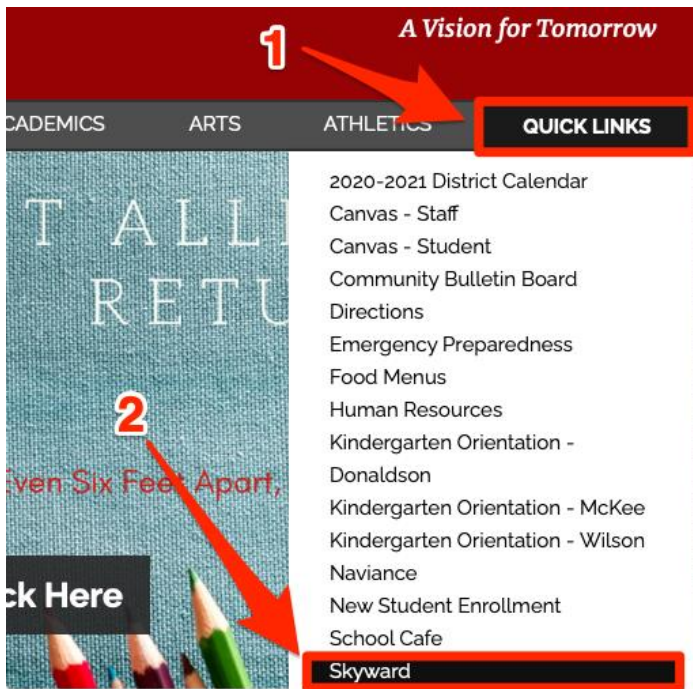
Teachers will also have a Zoom button or link on their course for students to video chat with the teacher.



To view the calendar, click the “Calendar” button in the global navigation. Here you can view when assignments were and will be due. The assignments will be color coded to the classes they belong to.

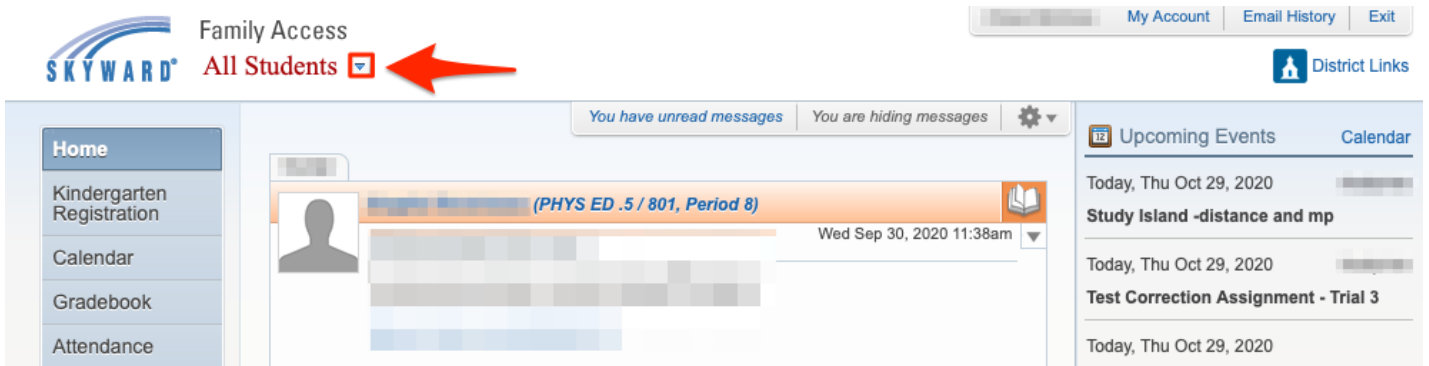


Accessing Skyward

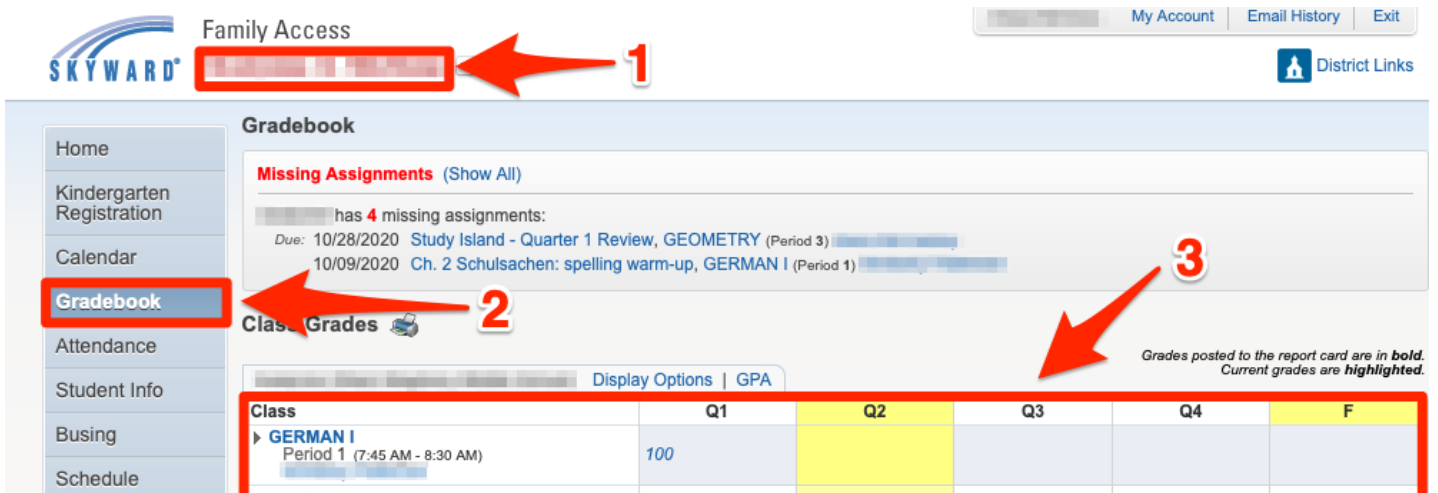


To view student information in Skyward, go to our website (westasd.org) and click on the “Quick Links” button [1]. Then click the “Skyward” link [2].

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.



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].



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].

The screenshot shows the 'Student Information' page. On the left is a navigation menu with 'Student Info' highlighted. The main content area includes a student photo, school name, and various fields for personal and contact information. A table at the bottom lists emergency contacts. A 'Request Changes for...' button is located in the top right corner.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
[Redacted]	[Redacted]				[Redacted]
[Redacted]	[Redacted]				
[Redacted]	[Redacted]				

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].

The screenshot shows the 'Health Information' page. The left navigation menu has 'Health Info' highlighted. The main content area displays a table of dental records.

School Year	Screening Date	School	Examined By	Screening Result	Referred By
[Redacted]	[Redacted]	West Allegheny Middle School	School Dentist	PASS	

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

