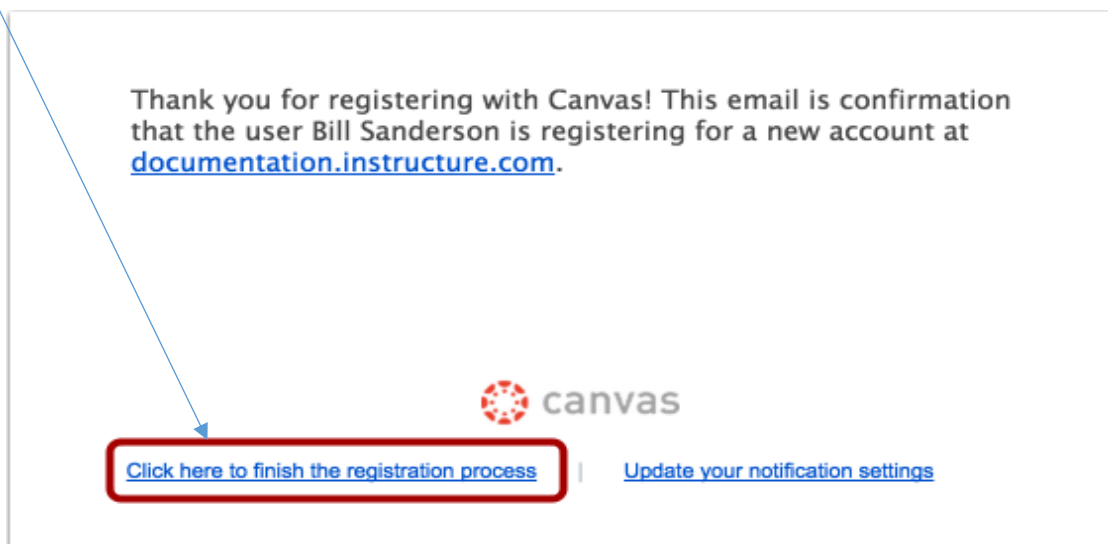





Complete the Registration & Setup for a Parent Account

1. Open the email that you receive from Instructure Canvas. Click the link provided to complete the registration process.



2. Complete the registration process.

- a. Verify your email in the login field [1].
- b. Set your password by typing in the password field [2].
- c. Set your timezone by selecting the time zone drop-down menu [3].
- d. Click the **Register** button. You will be redirected to the Canvas URL login page for your account [4].

Welcome Aboard! 

In order to set up your account, we'll need a little more information.

Login: 1

Password: 2

Time Zone: 3

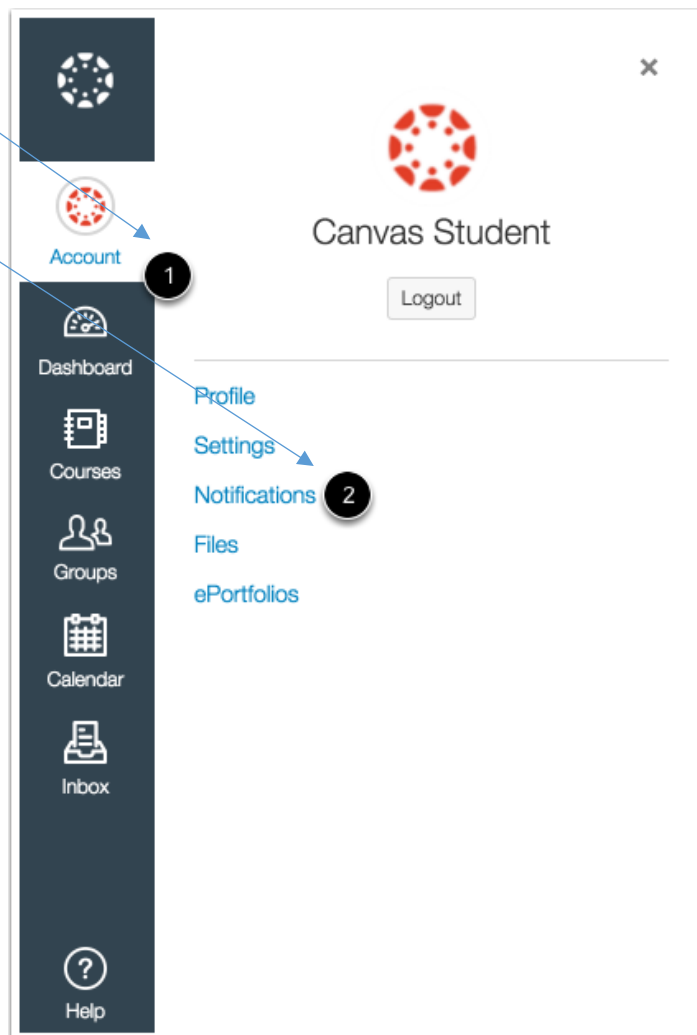
[View Privacy Policy](#)

4



3. Determine how you would like to be notified of changes/assignments/postings in your student's courses.

a. In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].






















- b. Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.



c. To receive a notification right away, click the **check mark** icon [1]. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

d. To receive a daily notification, click the **clock** icon [2].

Notification Preferences

Course Activities		Email Address cnvsstudent@gmail.com
Due Date	1 <input checked="" type="checkbox"/>   	
Grading Policies	2   	
Course Content	<input checked="" type="checkbox"/>   	
Files	<input checked="" type="checkbox"/> 3  	
Announcement	<input checked="" type="checkbox"/>   	
Announcement Created By You	<input checked="" type="checkbox"/>  4 	
Grading <input type="checkbox"/> Include scores when alerting about grades.	<input checked="" type="checkbox"/>   	

e. To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

f. If you do not want to receive a notification, click the **remove** icon [4].

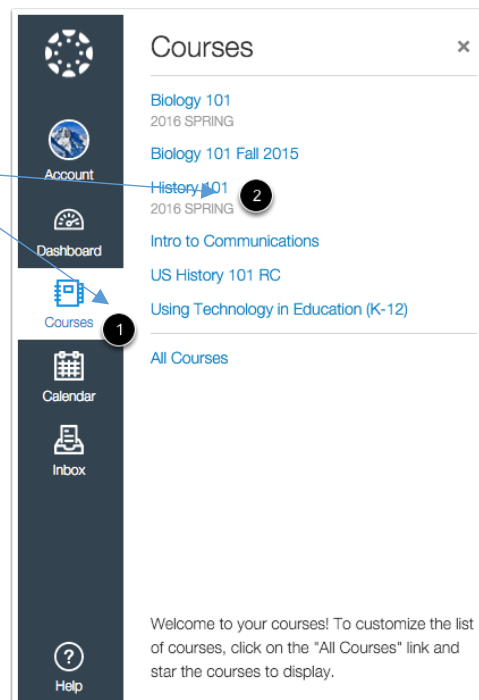
Note: Each set notification preference will automatically apply to all of your courses. They cannot be set individually.

4. How do I view a Course?

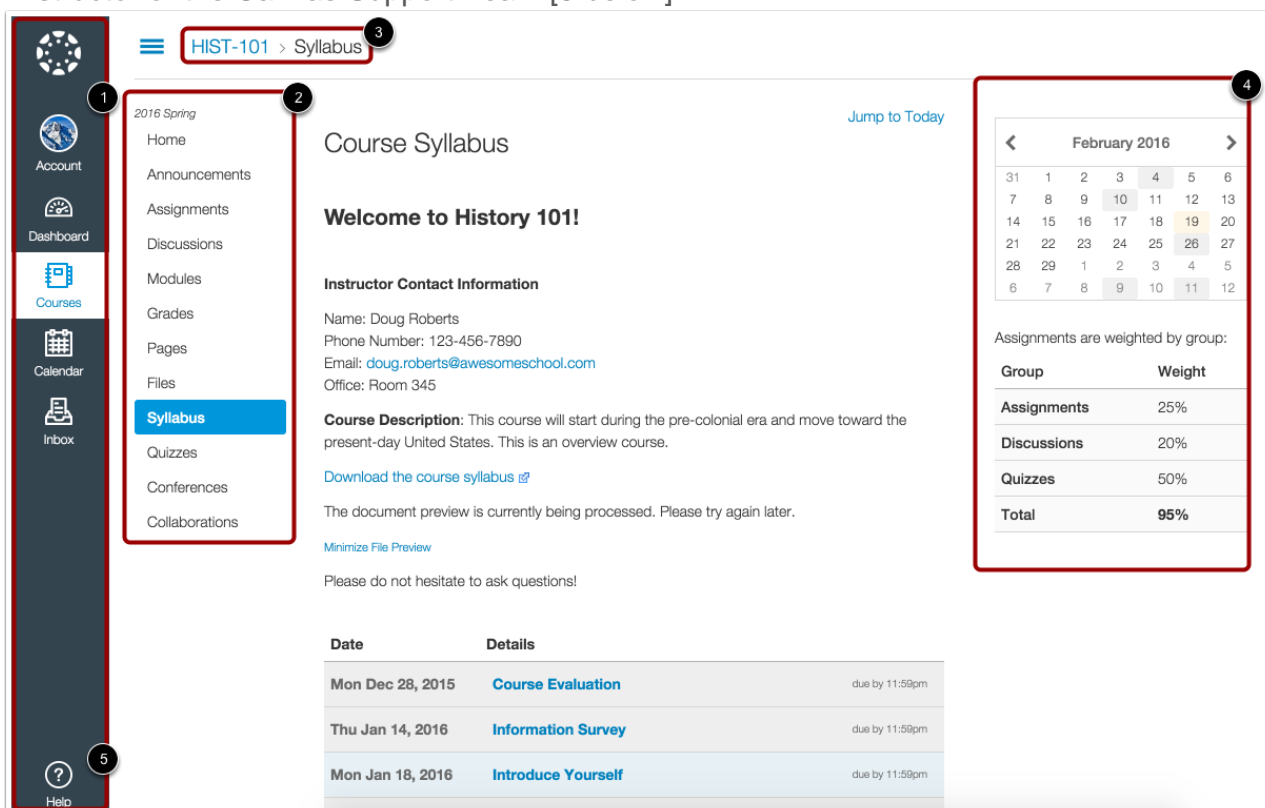
- In Global Navigation, click the **Courses** link [1], then click the name of the course [2].
- Observers can view Global Navigation, Course Navigation, Breadcrumb Navigation, Sidebar, and Help link.

The Global Navigation helps you get to where you want to go across all of your Canvas courses [1 below].

- The Course Navigation helps you get to where you want to go within your canvas course [2 below].
- The Breadcrumb Navigation shows you where you have navigated to inside of a course and gives you a quick and easy way to move backward [3 below].
- The Sidebar will be mostly empty for Observers, but will come in handy when its time to edit a course Page [4 below].
- The Help link is **very** important. Click the **Help** link when you need assistance from your instructor or the Canvas Support Team [5 below].



The image shows the Canvas interface. On the left is the Global Navigation menu with icons for Account, Dashboard, Courses (labeled 1), Calendar, Inbox, and Help. On the right is the 'Courses' panel. It lists several courses: Biology 101 (2016 SPRING), Biology 101 Fall 2015, History 101 (2016 SPRING, labeled 2), Intro to Communications, US History 101 RC, and Using Technology in Education (K-12). At the bottom of the panel is a link for 'All Courses'. A welcome message at the bottom of the panel says: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'



The image shows the 'Course Syllabus' page for 'HIST-101'. The breadcrumb navigation at the top shows 'HIST-101 > Syllabus' (labeled 3). The left sidebar (labeled 1) contains links for Home, Announcements, Assignments, Discussions, Modules, Grades, Pages, Files, **Syllabus** (labeled 2), Quizzes, Conferences, and Collaborations. The main content area (labeled 4) includes a 'Welcome to History 101!' message, instructor contact information for Doug Roberts, a course description, and a download link for the syllabus. A message states: 'The document preview is currently being processed. Please try again later.' Below this is a table of course evaluations.

Date	Details	Due by
Mon Dec 28, 2015	Course Evaluation	due by 11:59pm
Thu Jan 14, 2016	Information Survey	due by 11:59pm
Mon Jan 18, 2016	Introduce Yourself	due by 11:59pm

On the right side of the page, there is a calendar for February 2016 (labeled 4) and a table showing assignment weights:

Group	Weight
Assignments	25%
Discussions	20%
Quizzes	50%
Total	95%

At the bottom left of the sidebar is the Help link (labeled 5).