Canvas Parent Observer Guide

To login to Canvas, visit https://katyisd.instructure.com.

Your username and password are the same as your **Home Access Center** (**HAC**) account username and password.

Any 6-digit passwords will be asked to create an 8-digit password to comply with Canvas safety standards.

Canvas Help

If you are experiencing trouble with your HAC login or password, please contact your home campus or the technology support center at (281)237-4357.

For assistance with Assignments, Test Dates, Quizzes, or other Canvas course content, please contact your child's teacher.

How does a parent observer set notifications in Canvas?

1. Click on **Account** in the bottom left of Global Navigation bar.

2. Click on **Settings**
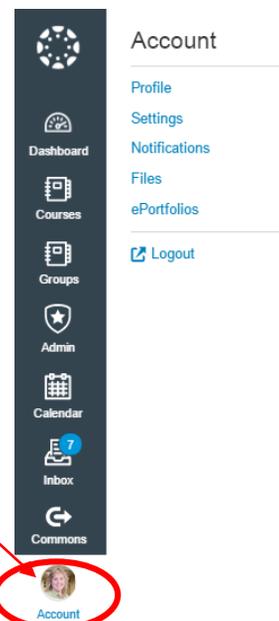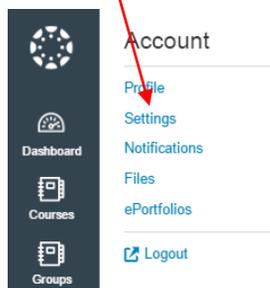
3. Click **Add Email Address** to add your preferred email address for notifications.
4. Click **Add Contact Method** to add another method of notification.
   Note: Do not add a Katy ISD student email address here.

5. Canvas will ask you to verify your additional contact methods.
6. Once they have been verified, a **checkmark** will appear next to the method type.
7. You can delete additional contact methods at any time by clicking the **trash** icon.
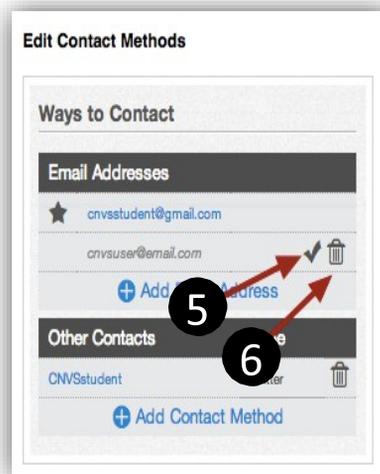
8. You can view and set notification preferences within a course. In the user navigation menu, click the **Notifications** link.
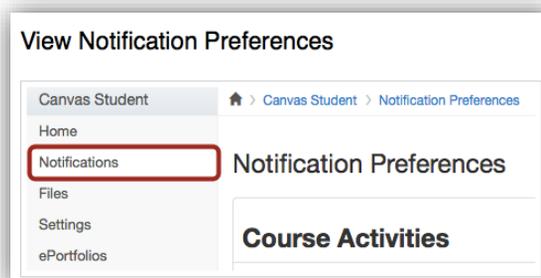
The Notifications Preference page will display all of the contact methods created across the top of the page. You can specify how you want to be notified for each contact method.

Notification Preferences

	Email Address onvsstudent@gmail.com	Email Address student@emal.com
Course Activities ❶		
Due Date	📅 Weekly	
Grading Policies	📅 Weekly	
Course Content		
Files		
Announcement	✔ ASAP	
Announcement Created By You	⏱ Daily	
Grading ☐ Include scores when alerting about grade changes.	✔ ASAP	
Invitation	✔ ASAP	
Submission Comment	⏱ Daily	
Discussions ❷		
Discussion		
Discussion Post	⏱ Daily	
Conversations ❸		
Added To Conversation	✔ ASAP	
Conversation Message	✔ ASAP	
Scheduling ❹		
Student Appointment Signups		
Appointment Signups	✔ ASAP	
Appointment Cancelations	✔ ASAP	
Appointment Availability	✔ ASAP	
Calendar		
Groups ❺		
Membership Update	⏱ Daily	
Alerts ❻		
Administrative Notifications	⏱ Daily	

Your weekly notifications will be sent Saturday between 12pm and 2pm.

Canvas Parent Observer Guide

How does a parent observer navigate Canvas?

View the Dashboard:

The observer can view the following items on the Dashboard:

- List of all of your child's courses
- Any Announcements or Discussions posted
- To Do list, Coming Up items, and Recent Feedback
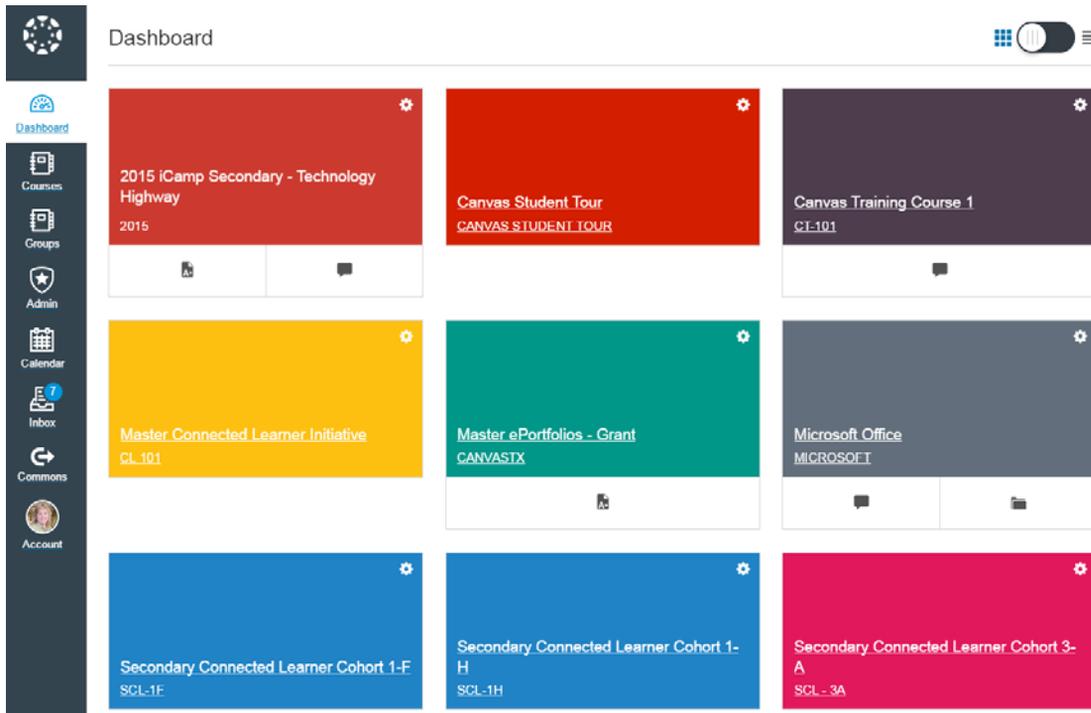
View a Canvas Course:

To locate and enter a course, you can access the course 2 different ways from the Navigational bar.

1. Click on **Dashboard**, select your course from the main dashboard area.
2. Click on **Courses,** and a full listing of courses will appear – click on the course you wish to enter.

View Discussions:

1. Click on the **Discussions** link in the left menu.

An Observer can view the Discussion prompts, but cannot participate in Discussions nor view replies.
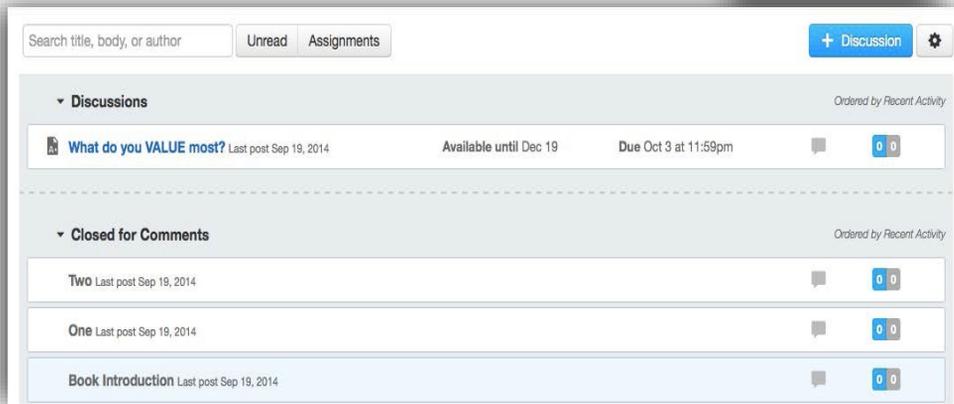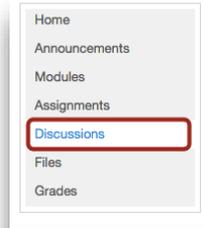

View Assignments:

1. Click on the **Assignments** Link in the left menu.
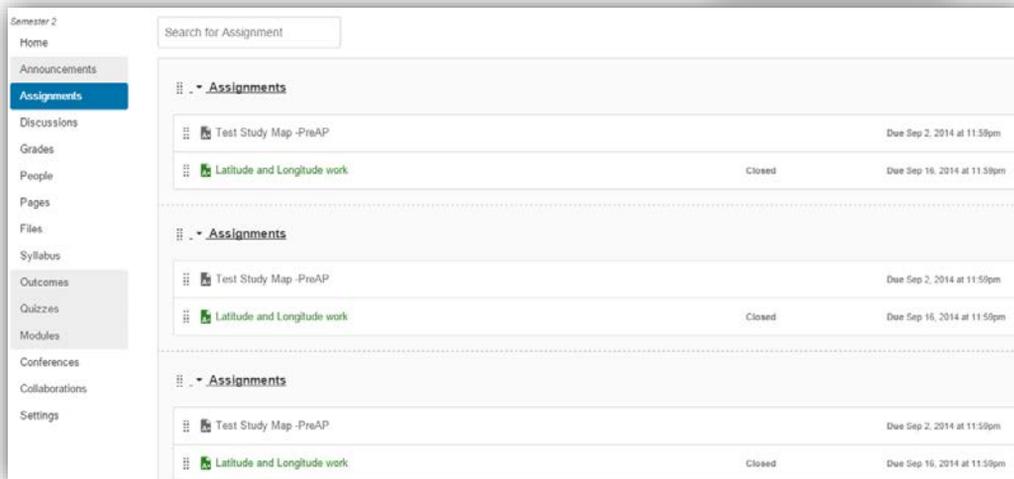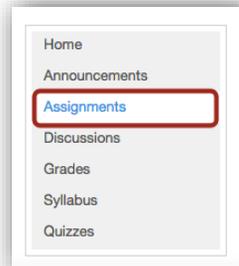
Preview and Download Files:

Click on **Files** in the left menu (if available).

1. You will see two columns appear. One column shows you the file hierarchy.
2. The other column makes it easy for you to preview and download course files.
3. Note that the Instructor for this course has locked one of the folders. You will not be able to access the contents of locked folders or files.

4. Click an unlocked folder from the left-hand side to open its contents in the preview pane on the right-hand side.
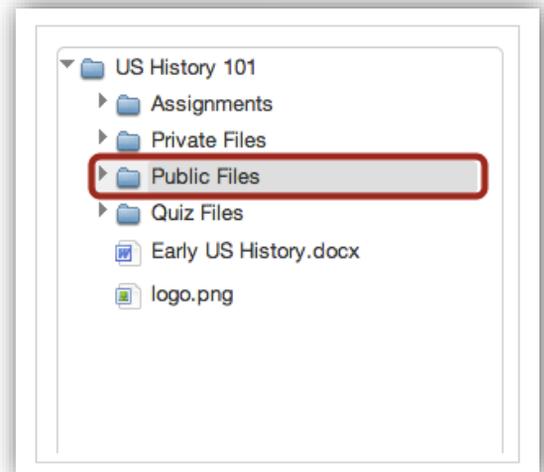
5. Click the expand arrow to the left of a folder to see its contents on the left-hand side.
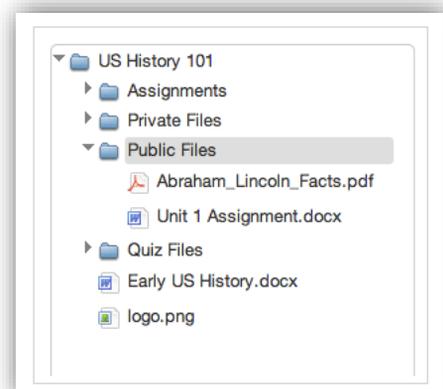
6. Now you can click the file name to see it previewed on the right-hand side.

Be sure to click on the file name and not on the icon, or it won't open the preview.


View the Modules Page:
Modules are the organization of content within a course.

1. Click on the **Modules** link in the left menu.
2. If you don't see the navigational bar, click on the **three lines** at the top of the course.
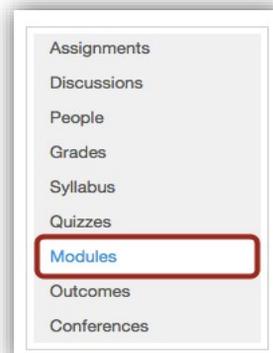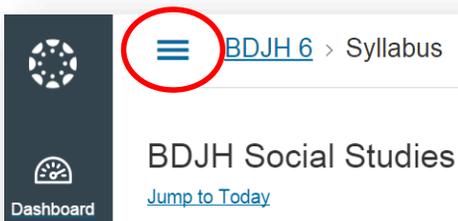
3. Click on any linked item in the modules to see more details.

- ▼ Readers Workshop
  - 📄 Introduction-Reading Workshop
    - 💬 Book Introduction
  - Connections
  - **Making Connections**
    - 💬 What do you VALUE most?   Oct 3   100 pts
  - **Reading Responses**
    - **Quick Writes**
      - 💬 One
      - 💬 Two
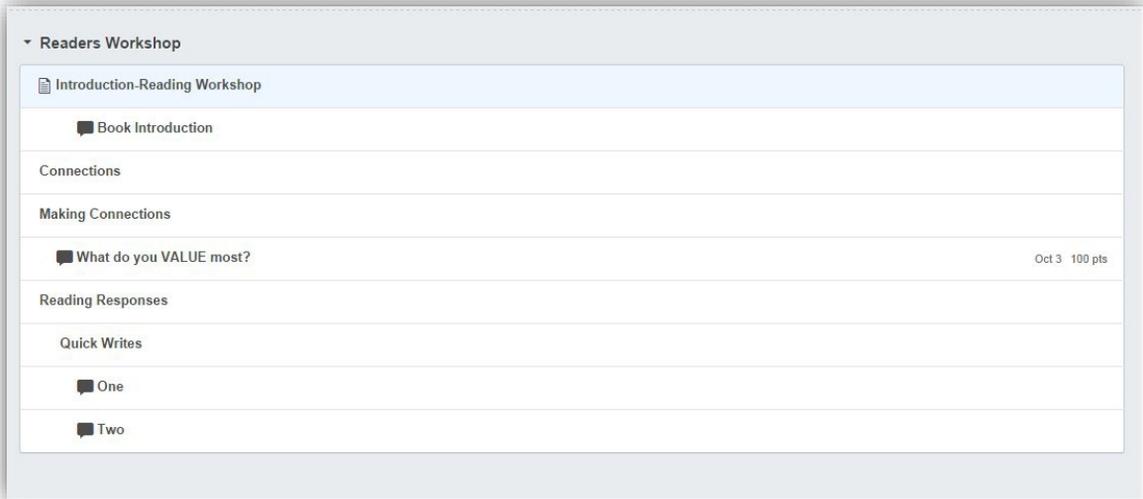
View My Child's Canvas Grades:
The grades in Canvas do not reflect your child's official Katy ISD grades for their course. Official grades are displaying the Home Access Center (HAC).

1. Click on the **Grades** link on the navigation bar from within the course.

Home
Announcements
Assignments
Discussions
Grades   1
Syllabus
Quizzes
Modules
Outcomes
Conferences
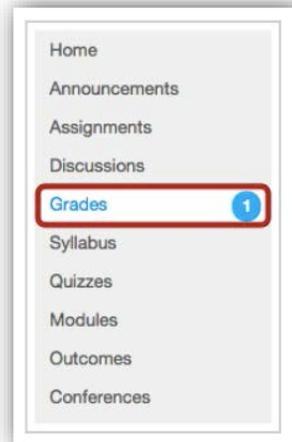
Grades are sorted chronologically by assignment due date, followed by assignments with no due dates.

There are six different views within **Grades** (refer to the image below):
1. Name of the assignment
2. Assignment due date
3. Score earned
4. Total point value of the assignment
5. Icons for any assignment details
6. Icon in the score column (Once the teacher has graded the assignment, the icon will be replaced by the score.)

View a Rubric
Some teachers may choose to grade an assignment using a rubric.

1. View the results on the scoring rubric by clicking the **Rubric** icon.
2. View your score based on the rubric.
3. To close the rubric, click the **Close Rubric** link.

Canvas Parent Observer Guide

Account

Profile
Settings
Notifications
Files
ePortfolios

Logout

<u>View the Canvas Calendar:</u>
1. Click on **Calendar** in the top navigation bar.
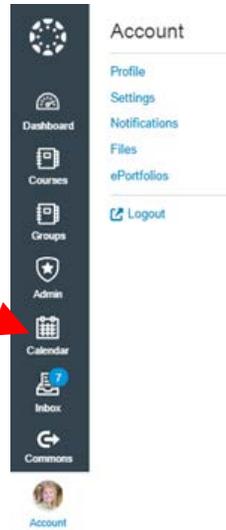
Notice the color coded Calendars list to the right of the calendar. Click on any item on the calendar to see more details.
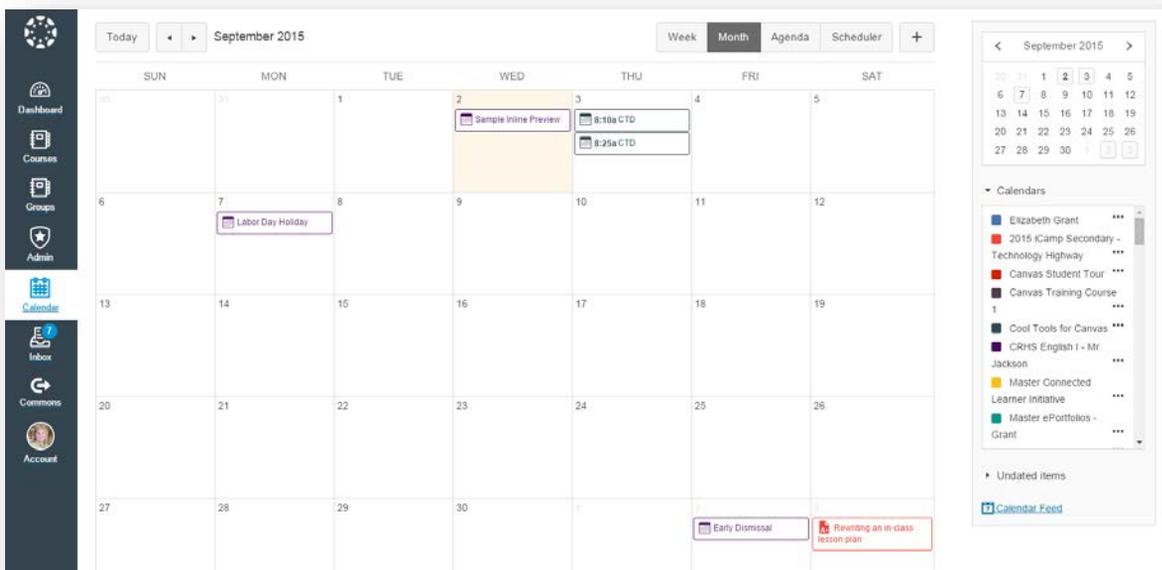
Expanding the **Undated items** link will show a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.
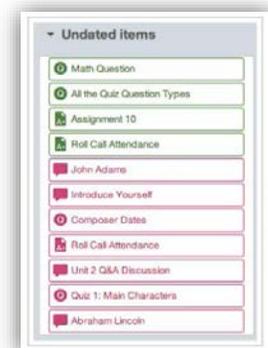
<u>Add the Canvas Calendar to Your Personal Calendar</u>
These directions will show you how to subscribe to the Calendar Feed using Outlook 2013 on your desktop. If you have an earlier version of Outlook, these steps may differ. You can also subscribe using Google Calendar and iCal.

1. Open the Canvas **Calendar.**

📅
Calendar
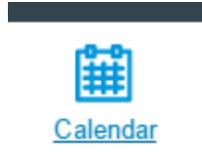
2. Locate the **Calendar Feed** link to subscribe to a feed.

3rd Grade Newsletter
Reading Workshop 3rd Master

▸ Undated items

📆 Calendar Feed

3. Copy the calendar feed link.

Calendar Feed   ×

Copy the link below and paste it into any calendar app that takes iCal feeds. Google Calendar, iCal, Outlook, etc.)

https://katyisd.instructure.com/feeds/calendars/user_Rb9(
click here to view the feed
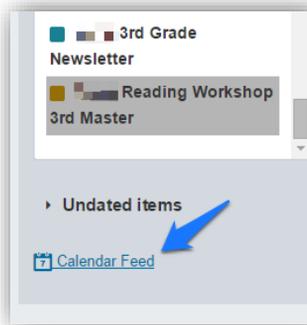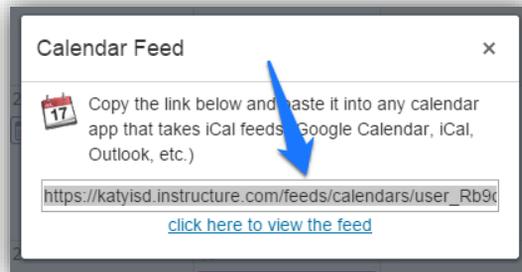
4. Open **Outlook** and click on the **Calendar icon**.
5. Right click on **Other Calendars**.
6. Hover your mouse over **Add Calendar** and click **From Internet**.
7. Paste the calendar feed link from Canvas in the calendar subscription field then click the **OK** button.
8. Confirm that you want to add the internet calendar to Outlook and subscribe to updates by clicking the **Yes** button. Click the **Advanced** button to configure the calendar options.