

Canvas Guide for Parents and Students

Step 1: Log in to the account

- Students: Click on the link on your device's desktop or go to <https://wanee.instructure.com/>
- When logging into the account, use the username and password provided by your child's school.

Step 2: Access Courses

- Your courses will be shown in boxes (course cards) on your Dashboard. To enter a course, click on the course's card. If a course doesn't appear, click on 'Course' and then 'View all courses'.
- Once you have accessed the course, you will be taken to the home page where you will find information about the course and the teacher. You will also see a link to the class modules.
- To navigate inside of each course, use the course buttons on the homepage or the navigation options on the left side of your screen (desktop).

Change Notification Settings:

Canvas has many notification settings. To change your notification settings,

1. Click 'Account' on the left side of the screen
2. Click 'Notifications'


This will take you to a screen that allows you to set notification preferences (how the notification is sent)

Viewing Announcements:

If your course has announcements activated:

1. Click on the microphone button on the course card OR
2. Click the announcements button on the left side of your screen

Need help? Send a Message to the Teacher

1. On the left-hand side, click on the button called 'inbox'.
2. In the right-hand corner, click on the compose message icon 
3. Choose your course and the teacher
4. Compose your message and click 'send'

Viewing a Lesson and Completing an Assignment:

Lessons will be posted to the 'Modules' section of each course each school day.

1. Look for the module for the week
2. Find the Agenda page for the day. The agenda page will contain lesson objectives and a list of tasks
3. As you look through the agenda, your teacher may have posted resources/links to activities within the agenda or as separate items within the module
4. When you've finished looking through the agenda, click on the 'next' button in the lower right corner. You can also go back to see the entire module by clicking on the 'Modules' button on the left side of the screen or by clicking 'Previous'.
5. Continue working through the tasks on the agenda by clicking 'next' after you've completed each task. If you have an assignment, be sure to 'submit assignment' when you are finished!
6. When you come to the next day's agenda and have completed all of the tasks on the day's agenda, you have completed the lesson for the day.

Using the Calendar:

- To access the calendar, look on the left side and click the 'Calendar' button
- The calendar will show color-coded assignments for each course

Access the Syllabus:

- To access the course syllabus, either click on the button on the course home page or click on the 'Syllabus' button on the left side of the screen.
- The syllabus will show course policies and expectations

Responding to a Discussion:

- Discussions are an activity that your teacher can assign you during a lesson
- Your teacher will describe expectations for the discussion in the prompt
- You can access discussions as you work through your tasks for the school day
- If a discussion says 'Closed for Comments', this means that the discussion has been turned off by the teacher

Viewing Grades:

- Official grades for each course should be viewed in SKYWARD.
- Canvas has a gradebook, but it only includes Canvas assignments, so it may not reflect a complete grade due to additional assignments, category weighting, etc.

Taking a Quiz:

- Quizzes are marked with a rocket ship icon and will appear in your tasks for the day
- Click on the name of the quiz and 'Take Quiz'
- When finished, click 'Submit Quiz'