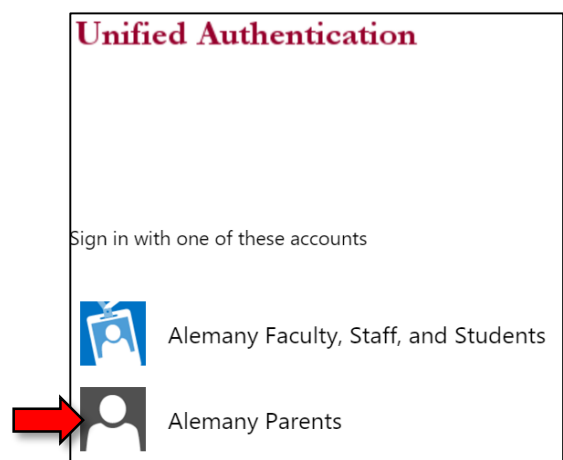


Dear Alemany Parents and Guardians,

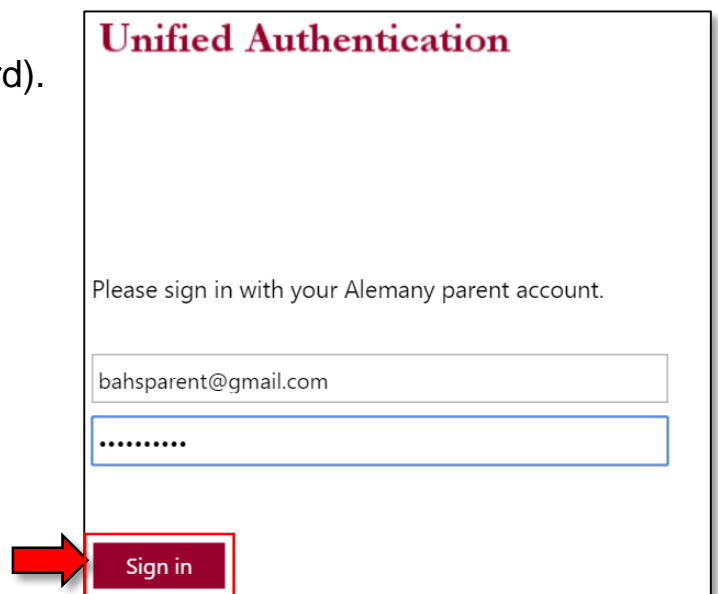
Bishop Alemany High School now provides observer access to Canvas grades. Observers have access to view student's courses, grades, teacher comments, and submissions. To view this information, please follow the steps below:

1. On a desktop browser, visit: <http://alemany.instructure.com>

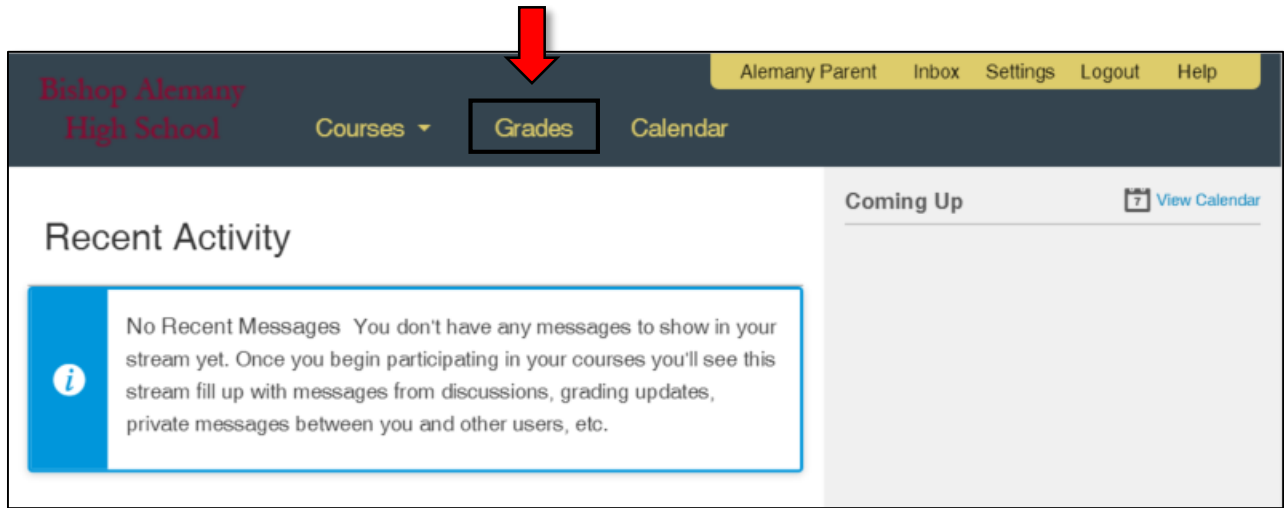
2. Click on "Alemany Parents".



3. Enter your Alemany Portal information (email and password). If you have forgotten your password or need to create an account, click on the corresponding links below the login fields.



- Once logged in, you can click “Grades” located at the top to view your student’s progress:



- In the “Grades” section, you will be able to view your student’s grades by course. If you have multiple students, all of your students’ courses will display with their corresponding grades. If a student has a “no grade” marking, there are either no grades for the student or the course is not yet available to the student. In this example, we have the grades for both Jane and John.

The screenshot shows the 'Grades' section of the Canvas Parent interface. It features a breadcrumb trail: 'Alemany Parent > Grades'. Below this is a section titled 'Linked Student Accounts' which contains a table listing various courses and their corresponding grades for two students, Jane R Doe and John D. Doe.

Jane R Doe, S Spanish II	91%
Jane R Doe, S American Literature	87.3%
John D. Doe, S English 9	97.5%
John D. Doe, S Schola Cantorum	100%
John D. Doe, S Chinese I	89%
John D. Doe, S Boys' Freshman PE & Health	100%
John D. Doe, S Christology	97%
John D. Doe, S Pre-Algebra	96%
Jane R Doe, S Algebra I	92%
Jane R Doe, S Mentor Group	no grade
Jane R Doe, S Biology	84.2%
Jane R Doe, S Global History	98%
Jane R Doe, S The Mission of the Church	91%

6. Clicking on a course will take you to a grade summary for the course that includes individual assignment details:

The screenshot displays the Canvas LMS interface for a parent. The top navigation bar includes 'Alemany Parent', 'Inbox', 'Settings', 'Logout', and 'Help'. The main content area is titled 'Grades For John D. Doe' and shows a table of assignments with columns for Name, Due, Score, and Out of. The assignments listed are 'Shakespeare Background Quiz', 'Romeo and Juliet Vocab 1', 'Daily Participation', and 'Daily Supplies'. A summary table on the right shows the overall grade as 'Total: 100% (A)' and breaks down the grade by group: Hmwk/Classwork (35%), Participation (15%), Quizzes (10%), Exams (20%), and MLA (20%).

Name	Due	Score	Out of
Shakespeare Background Quiz	Jan 15 by 11:59pm	-	20
Romeo and Juliet Vocab 1	Jan 21 by 11:59pm	-	40
Daily Participation	Jun 3 by 11:59pm	100	100
Daily Supplies	Jun 3 by 11:59pm	100	100

Group	Weight
Hmwk/Classwork	35%
Participation	15%
Quizzes	10%
Exams	20%
MLA	20%
Total	100%

For additional Canvas observer information, please visit: <https://guides.instructure.com/m/4144>.

If you have any questions, please contact portals@alemany.org.