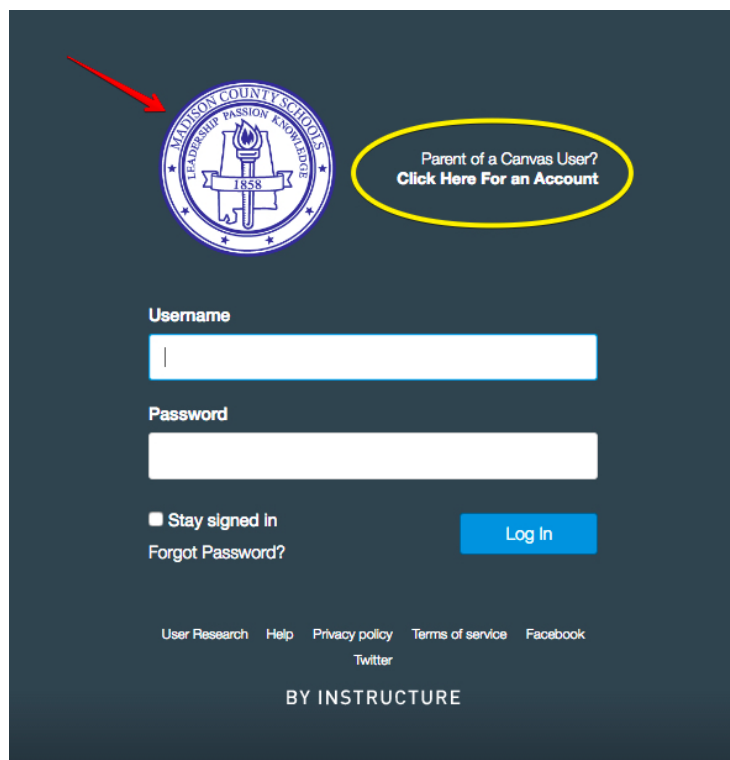


Parent Directions for Using CANVAS

1. Use Google Chrome or a newly updated version of Internet Explorer to navigate to <https://mcboe.instructure.com>
2. Click on the white writing which reads “Parent of a CANVAS user? Click Here For an Account”. *If you don't see the Madison County Schools seal, you are on the wrong Canvas site!*



3. Add your name and email address. You will need to know your student's CANVAS username and password. Be sure to check the “Terms of Use” box.

Parent Signup

Your Name

Your Email

Child's Username

Child's Password

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

Start Participating

4. Click on the “Start Participating” button.

5. You will then enter CANVAS. Click on the “Account” link in the upper left hand corner of the screen. Then click on “Settings”.

Account 1.

Dashboard

Courses

Calendar

Inbox

Profile 2.

Settings

Notifications

Files

ePortfolios

Logout

one or more courses that have not started yet. Once those courses are available, feel free to sign up for more courses or set up your profile.

would like to be notified of events in Canvas.

*****To Observe More than One Madison County Student*****

Click Account - Settings - Observing - Add 2nd Student's Information

8/17/2016 Parent Directions for Using CANVAS2016.docx

Account 1

Observing 2

Username 3 Password

+ Student

Students Being Observed

Craig

See Next Page to Learn How to Get Email and Text Notifications!

6. Under the “Ways to Contact” menu, enter an email address and a cell phone number (You can do this under “Other Contacts”. This will allow your child’s teachers to send you messages directly from CANVAS.
7. Click on the “Notifications” link on the left hand side of the screen.

Notifications 1

Settings 2

Ways to Contact 3

Full Name: [redacted] for grading.

Display Name: [redacted] ve in discussions, messages and comments.

Sortable Name: [redacted] orted lists.

Language: [redacted] glish (US))

Time Zone: Central Time (US & Canada)

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in “Other Services” to see what we mean.

Email Addresses

Other Contacts Type

Edit Settings

Download Submissions

Download Course Content

8. Under the “Cell Number” and/or “Email Address” columns, click the “check mark” for each item you want to be notified about.
 - a. I would recommend that all parents and students check the following: Due Date; Announcement; Grading; and Conversation Message

Notification Preferences		Email Address
Course Activities		
Due Date	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Files	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades.	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Discussions		
Discussion	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Discussion Post	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conversations		
Added To Conversation	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conversation Message	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conversations Created By Me	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. To finish the registration process, check your email. Open the email titled “Confirm Registration: Canvas”. Click on the included link to finish the registration process. This process will allow you to setup a password for your account.
10. When you wish to login to CANVAS again:
 1. Navigate to: <https://mcboe.instructure.com>
 2. Enter your email address and password.
 3. Once in CANVAS, use the “Courses” button to select the course you would like to explore/observe.
11. If you have any questions, you can email our BHS Canvas contact at pcraig@mcssk12.org

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