

Canvas Checklist for Parents

Burleigh Manor Middle School

Helpful Links to Bookmark

- Parent Access to Synergy & Canvas: <http://www.hcpss.org/connect/>
- Student Access to Canvas GAFE: <https://hcpss.me/>
- Canvas Guides: <http://www.hcpss.org/connect/guides/>
- Canvas Help Chatbot: <https://goo.gl/afE9is>

<u>Brand New to HCPSS To-Do List</u>	<u>HCPSS Veteran To-Do List</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Login to HCPSS Connect to establish your account (username is the email address you used when registering your student). <i>If you are having login issues please contact the school to make sure you provided an email address when registering your student.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Login to HCPSS Connect using the same username (email address) and password (you selected) from last year. <i>If you have forgotten your password, please use the forgot password link. Any further login issues can be addressed through the Help section on the HCPSS Connect page.</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Complete the Family File database for your child(ren). 	<ul style="list-style-type: none"> <input type="checkbox"/> Update the Family File database for your child(ren).
<ul style="list-style-type: none"> <input type="checkbox"/> Go to Canvas > Account > Settings -- add additional contact information (phone number, additional personal email etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Go to Canvas > Account > Settings -- confirm/update additional contact information (phone number, additional personal email etc.)
<ul style="list-style-type: none"> <input type="checkbox"/> Go to Canvas > Account > Notifications -- set up your notifications for immediately, daily, weekly, or never (see screenshot below). 	<ul style="list-style-type: none"> <input type="checkbox"/> Go to Canvas > Account > Notifications -- review your notifications for immediately, daily, weekly, or never (see screenshot below).
<ul style="list-style-type: none"> <input type="checkbox"/> Find and open the Calendar; this is where your child will view assignments in one place. 	

How to Support your Child with Canvas

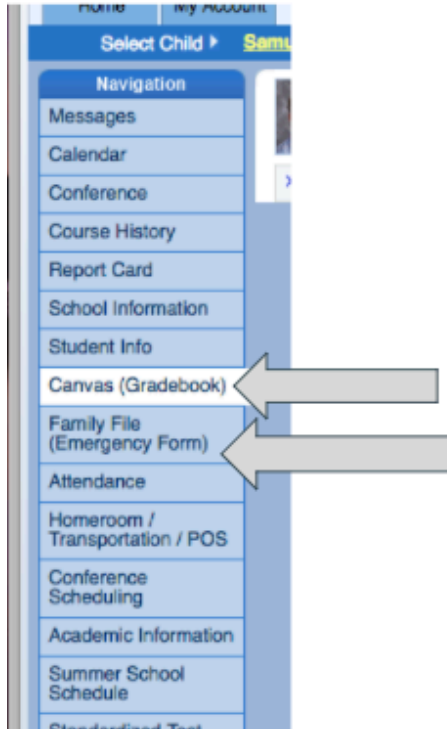
- Support students in becoming independent users of Canvas:
 - Students should get in the practice of checking Canvas daily. If internet access is difficult for your student, please let the school know so we can connect you with resources. Students may visit the media center daily.*
 - Students should advocate for themselves when they need clarification about Canvas, an assignment, a grade, etc. Advocacy includes sending a Canvas Inbox message to their teacher, emailing, or speaking with the teacher in class.*
 - If your student has a smartphone, help them download the free Canvas app so notifications may be sent to the phone.*

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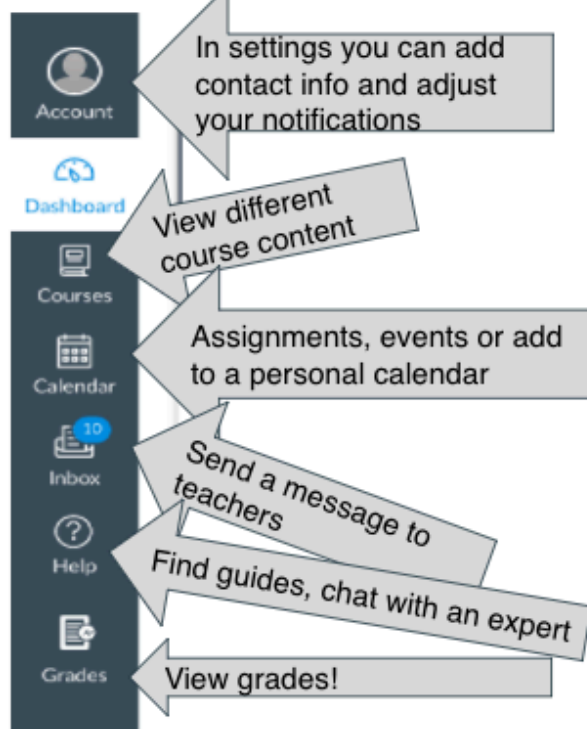
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Some helpful Screen Shots:

1. Landing page for HCPSS Connect



2. Navigation bar once you go to Canvas



3. Notification icons



Course Activities	Email Address ceciliamikehaley@verizon.net	Email Address cecilia_haley@hcpss.org
Due Date	✓ [🔔] [📅] ✗	✓ [🔔] [📅] [📧] ✓
Grading Policies	✓ [🔔] [📅] ✗	✓ [🔔] [📅] [📧] ✓
Course Content	✓ [🔔] [📅] ✗	✓ [🔔] [📅] [📧] ✓
Files	✓ [🔔] [📅] [📧] ✓	✓ [🔔] [📅] [📧] ✓
Announcement	[📧] ✓ [🔔] [📅] ✗	✓ [🔔] [📅] [📧] ✓
Announcement Created by you	✓ [🔔] [📅] [📧] ✓	✓ [🔔] [📅] [📧] ✓

May want less notifications

Want "right away" notifications

