

Inbox & Notifications Instructions

Communication in Canvas for Parents & Guardians

Below, you will find the following instructions:

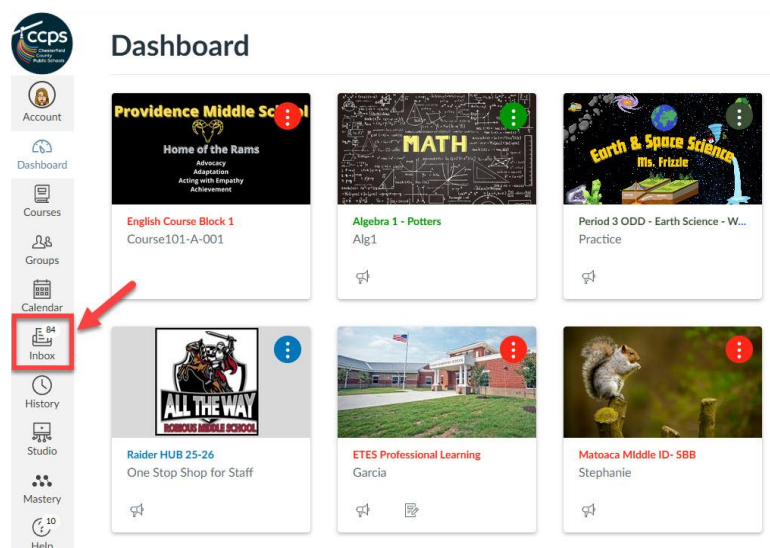
1. [How to access the Canvas Inbox](#)
2. [How to turn on Canvas Notifications](#)

Canvas provides an effective means of communication between home and school. Both students and parents can contact instructors through the Canvas Inbox. Additionally, parents can receive course updates and be notified of inbox activity through notification preferences, which can be set to provide immediate notification or to provide a daily or weekly summary.

Instructions for Accessing and Using the Canvas Inbox

Prior to Accessing the Inbox: Parents and guardians must have signed up as an observer in their students' Canvas account before they will be able to access the inbox. Go to the "Parent Account Creation + Access" tab for directions on how to create a parent account in Canvas if you have not already. If you have a Canvas account, navigate to <https://mychesterfieldschools.instructure.com/login/canvas>, type in your credentials, and click on the "Log In" button.

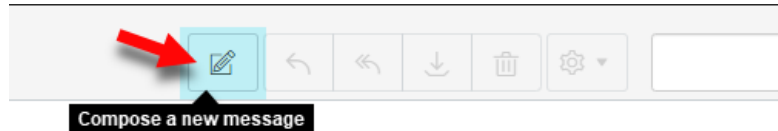
Step One: Select "Inbox" in the global navigation menu.



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Step Two: Begin a conversation. Conversations are the primary method of communication in Canvas. Both students and parents can use conversations to communicate with teachers. To start a conversation, click on the “Compose a new message” button.



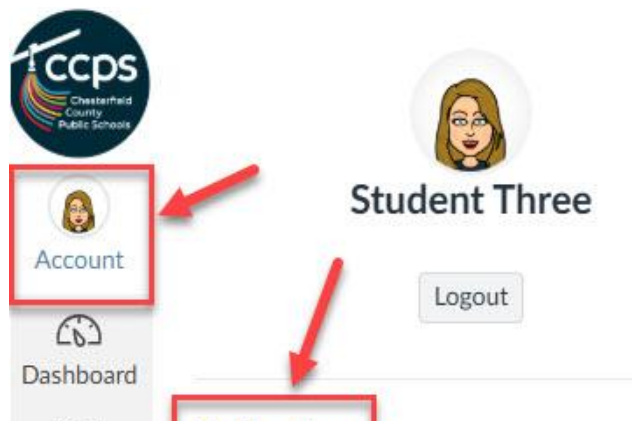
Step Three: Create and send your message. Select the appropriate course and teacher from the dropdown menus. Type your subject and message, and then click send.

A screenshot of the 'Compose Message' dialog box in Canvas. It has a title bar 'Compose Message' and a close button 'X'. The form includes a 'Course' dropdown menu set to 'Demo World History Course' (labeled with a red arrow and '1'), a 'To' field with 'Teacher One' (labeled with a red arrow and '1'), and a 'Subject' field with 'World History Quiz Question'. There is a checkbox for 'Send an individual message to each recipient'. The message body contains the text: 'Hello, My child, Student One, shared that there is a quiz this Friday on the current unit. Would you please share where we may access the materials to study for the quiz? Thank you for your time, Parent One'. The name 'Teacher One' is displayed in the top right of the message body. At the bottom right, there are 'Cancel' and 'Send' buttons, with a red arrow and '3' pointing to the 'Send' button. A red arrow and '2' point to the message body text area.

Instructions for Turning on Canvas Notifications

Step One: Select “Account” from the navigation menu.

Step Two: Select “Notifications” from the inner menu.



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Note: In notification preferences, the left column indicates the items for which parents can receive notifications, and the right column indicates notification frequency.

There is a key to the frequency icons that appears when you select the icon for a particular notification category. Frequency options include: “Notify immediately,” “Daily summary,” “Weekly summary,” and “Notifications off.” You can customize notifications for a particular course using the menu in the upper-left corner.

Notification Settings

Settings for

Account

☐ Show name of observed students in notifications

Course Activities

Email

ccpscansdemo1@gmail.com

Due Date



Grading Policies



Course Content

Files

Announcement

- Notify immediately
- Daily summary
- Weekly summary
- Notifications off

Step Three: To turn on notifications for inbox messages, scroll down to “Conversations,” and find the “Conversation Message” item. In the right-hand column, choose your preferred frequency by clicking the appropriate icon. Follow the same procedure for setting additional notifications if desired.

Conversations

Added To Conversation



Conversation Message



Conversations Created By Me

