

# **CANVAS Welcome GUIDE FOR PARENTS**

**WARREN COUNTY CAREER CENTER**



**WARREN COUNTY  
CAREER  
CENTER**



**WELCOME  
TO  
CANVAS**

**Welcome! We are glad that you're here!** This is a guide about Canvas, a tool that students use extensively during their time at the WCCC.

When you sign up for your **“Canvas Observer Account,”** it gives you the ability to check on your student’s digital classes, not just grades. **That makes Canvas different from ProgressBook.**

Included in this parent guide is:

- What is Canvas?
- Ways it can help
- How & why parent accounts can be created
- How to get the Canvas apps
- Parts & terminology you will see in Canvas
- Parent tips to using Canvas

Check out the entire guide for a bigger understanding or simply get answers quickly using the index on **Slide #3**.

# **CANVAS WELCOME GUIDE FOR PARENTS INDEX**

## **WELCOME TO CANVAS**

### **WHAT IS CANVAS?**

## **1. STEP ONE: "SEE" YOUR STUDENT'S CANVAS ACCOUNT-- GET A PAIRING CODE**

### **PAIRING CODE INFORMATION**

### **WARNING: PAIRING CODES EXPIRE**

## **1.1 USE THE CODE WCCC SENT YOU**

### **DIRECTIONS**

## **1.2 HAVE YOUR STUDENT PREPARE A CODE FOR YOU**

### **DIRECTIONS**

## **1.3 HAVE ONE OF YOUR STUDENT'S TEACHERS CREATE A CODE**

### **DIRECTIONS**

## **2. STEP TWO: "SEE" YOUR STUDENT'S CANVAS ACCOUNT--**

### **CREATE A PARENT ACCOUNT**

### **DIRECTIONS**

## **3. USING CANVAS ON THE GO**

### **GET MOBILE ACCESS TO THE CANVAS ACCOUNT**

### **CANVAS VS. PROGRESSBOOK**

## **4. CANVAS BASICS- WHAT CANVAS LOOKS LIKE**

### **DASHBOARD, GLOBAL NAVIGATION & RECENT FEEDBACK**

### **COURSE CARDS**

### **TO-DO LIST**

## **5. MAKE CANVAS WORK FOR YOU THE PARENT**

### **VIDEO CANVAS INTRODUCTION**

Canvas is the digital place where students find their learning content for classes. Users have access to Canvas through any device with an internet connection or mobile apps.

## WHAT IS CANVAS?

**Students** are able to:

- Turn in assignments,
- Check grades,
- Ask questions and clarify content with teachers,
- Collaborate with classmates,
- Refer to class calendars to stay up to date with expectations,

**Parents** are able to:

- Check on their students' progress.
- See email & announcements
- See grades of Canvas assignments

**Teachers** are able to:

- Give assignments, videos, assessments & general resources,
- Post announcements,
- Communicate grades & feedback,
- Communicate with students w/ email, class calendars and announcements.



**STEP ONE: HOW TO  
“SEE” YOUR  
STUDENT’S  
CANVAS  
ACCOUNT--  
GET A PAIRING CODE**

## Essential Pairing Code information:

Students are automatically enrolled in Canvas courses, so they have an all-access pass to its content. With a little work parents can have access too.

Become an “**Observer.**” First you need a pairing code.

- [How to Get a Pairing Code \(Directions\)](#)

Ways to get a pairing code:

1. Use a pairing code from your student. [Directions](#)
2. Use the pairing code that was emailed to you. (It is only good for 7 days!)
3. Use a pairing code from for student’s teacher.



**GET AN  
PAIRING  
CODE**

Want to [know more about pairing codes?](#)



**WARNING:  
PAIRING  
CODES  
EXPIRE**

The pairing code only works for 7 days after it has been created or after it has been used one time!

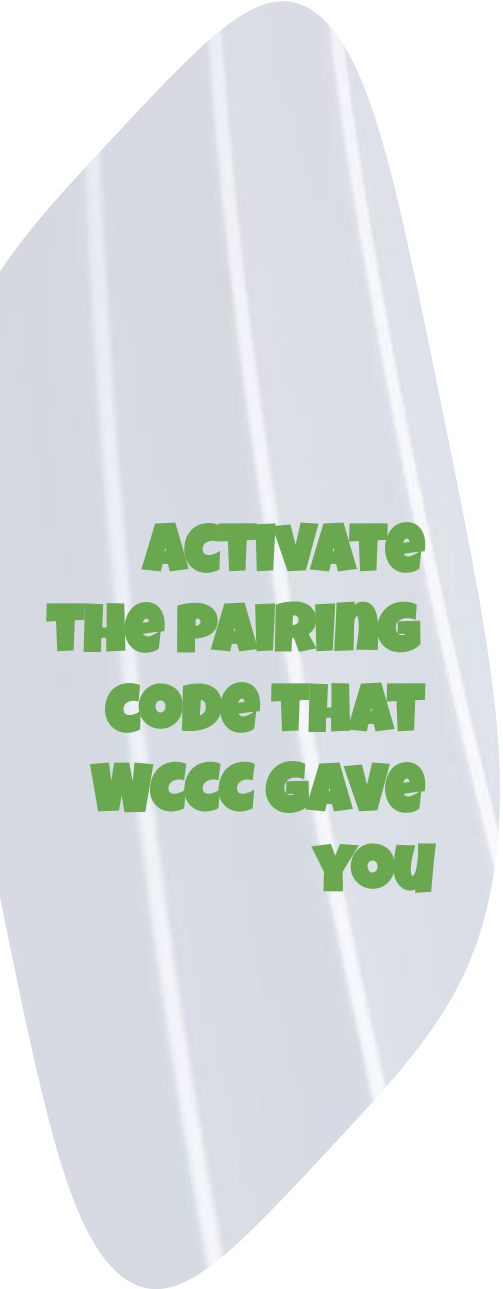
- This is a Canvas thing, not a WCCC thing.
- All observers need their own codes.
- Link your code to the student account before this time expires or you will need to obtain a new code.
- Once you have paired your account to your student, you will remain paired.

Want to know more about pairing codes?



101

**1ST METHOD:**  
**USE THE CODE**  
**WCCC GAVE YOU**  
**(DON'T FORGET,**  
**IT'S ONLY GOOD**  
**FOR 7 DAYS!)**



**ACTIVATE  
THE PAIRING  
CODE THAT  
WCCC GAVE  
YOU**

The easiest method to see your student's Canvas account is to use the pairing code that was emailed to you the first few weeks of school, but don't delay!

This code is only good for seven days after it has been generated or only for one activation. (This is a Canvas created safeguard that the WCCC has no control over. )

If more than seven days have passed, you will need to proceed to methods [1.2](#) or [1.3](#) or contact the school to reissue a code.



102

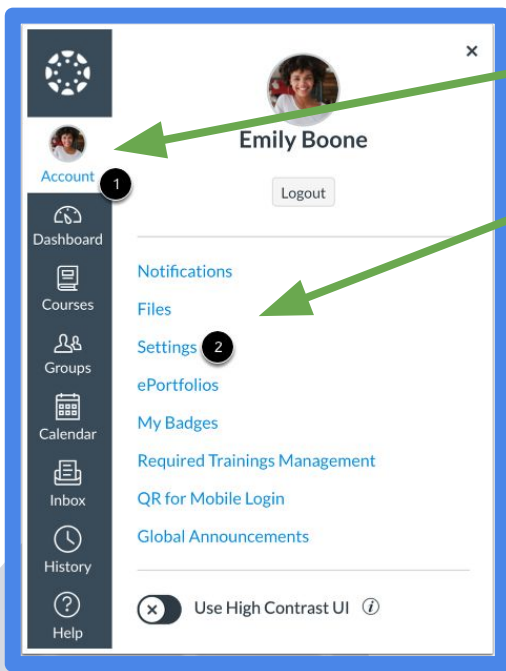
**2ND METHOD:**

**HAVE YOUR**

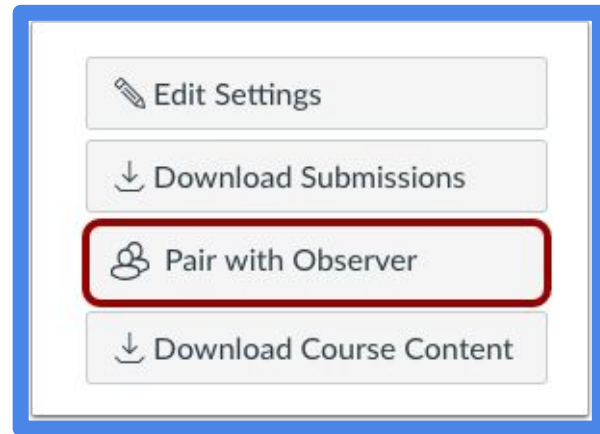
**STUDENT**

**PREPARE A**

**CODE FOR YOU**

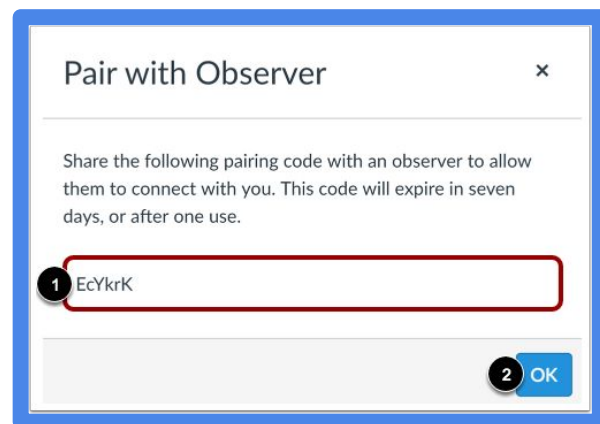


- 1) Students log into Canvas and then click on their **“Account.”**
- 2) Then click on **“Settings.”**
- 3) The click on **“Pair with Observer.”**



**STUDENTS  
CREATE A  
PAIRING  
CODE**

- 4) Canvas automatically generates a code. It will look something like this only with a different alphanumeric code.



**DIRECTIONS-  
ANOTHER LOOK**

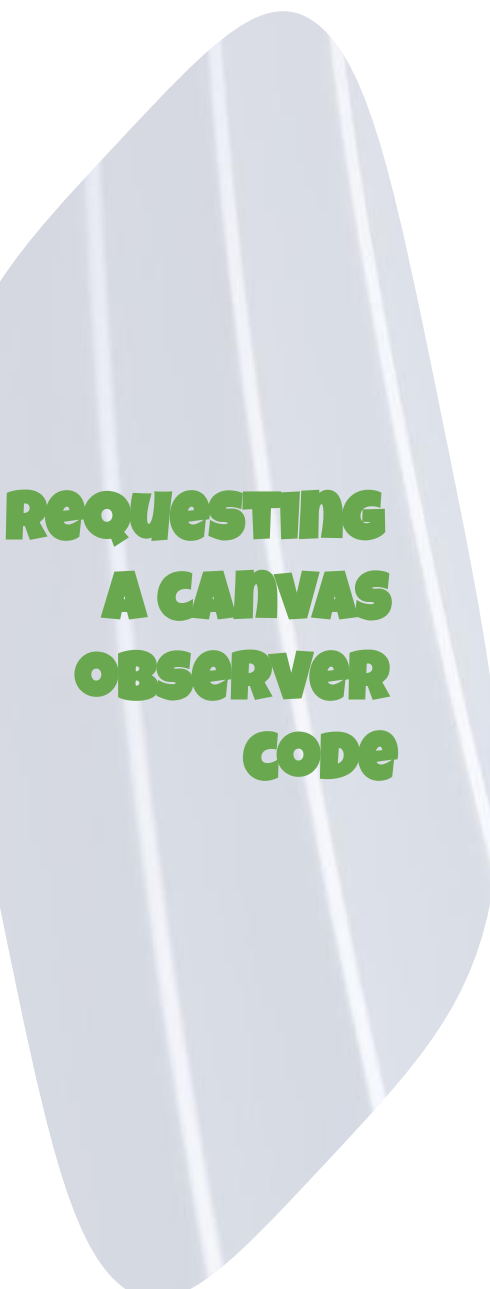
Want to [know more about pairing codes?](#)

- 5) **Share this code with your parent.** (It will expire after 7 days or after it has been used. )
- 6) Activate the code by clicking **“Ok.”**



13

**3RD METHOD:**  
**HAVE ONE OF**  
**YOUR**  
**STUDENT'S**  
**TEACHERS OR**  
**MRS. MILNER**  
**CREATE A CODE**



## REQUESTING A CANVAS OBSERVER CODE

If you have time to communicate your need for an **“Observer’s Code,”** then asking a teacher or other authorized school official for a pairing code can be an effective method. Authorized staff are considered your student’s:

- CT teacher
- Academic teachers
- Guidance counselor
- The IT help desk or
- Edtech coach, Mrs. Milner

You will need to:

- Provide the student’s name
- Have verified consent as a student guardian

The timing of receiving and activating the code is very important.

Don’t forget, as security safeguard, **pairing codes are only good for 7 days.**

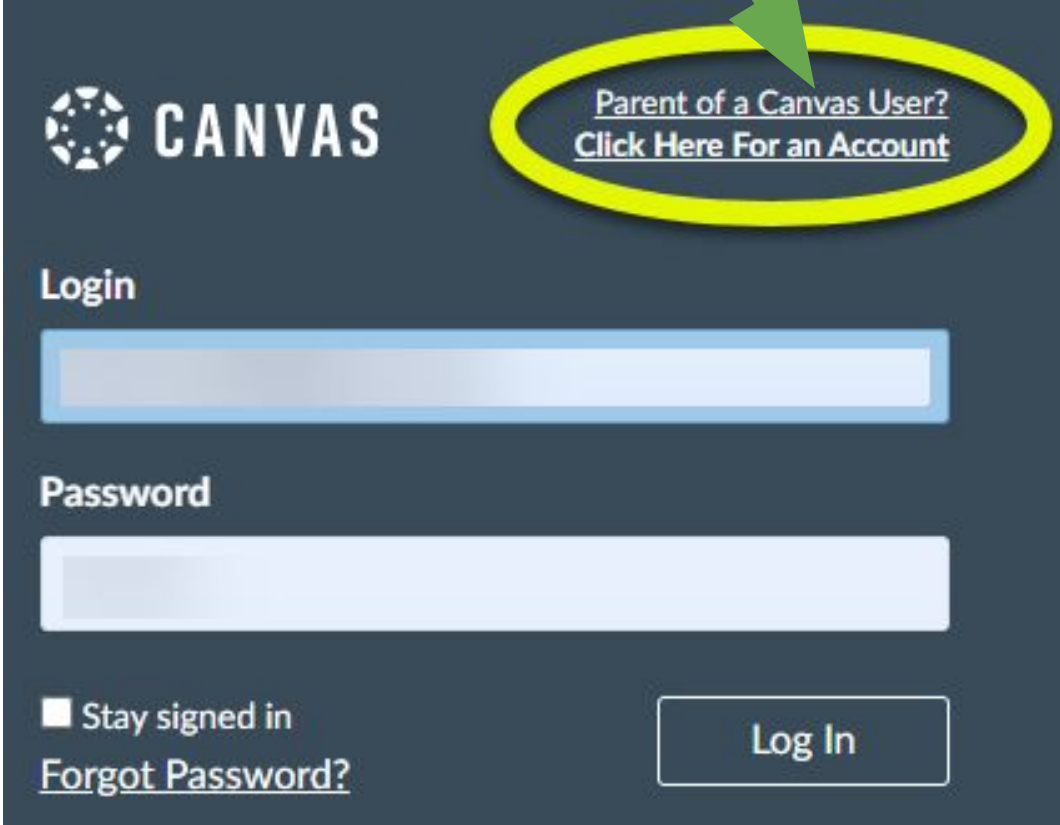
# 2

**STEP TWO: HOW  
TO “SEE” YOUR  
STUDENT’S  
CANVAS  
ACCOUNT--  
CREATE A PARENT  
ACCOUNT**

For Canvas access, Observers need to create their own account.

1. Go to the portal to the WCCC Canvas: [wccc.instructure.com/login/canvas](https://wccc.instructure.com/login/canvas)
2. Click on “Parent of a Canvas User? Click Here for an Account.”

**CREATE  
PARENT  
CANVAS  
ACCOUNT**



The screenshot shows the Canvas login interface. At the top left is the Canvas logo. To its right, the text "Parent of a Canvas User? Click Here For an Account" is circled in yellow, with a green arrow pointing to it from the text above. Below the logo is the "Login" section, which includes a text input field, a "Password" label, and another text input field. At the bottom left, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". At the bottom right is a "Log In" button.

3. To create the account, parents need:
  - A working email
  - The “Pairing Code”

**Pro Tip:** Bookmark [wccc.instructure.com](https://wccc.instructure.com) for faster future login.



3

**USING  
CANVAS ON  
THE GO**

There are different Canvas mobile apps for iOS & Android devices for the specialized roles:

- **Student** (red)
- **Parent** (blue)
- **Teacher** (yellow)

To help lessen confusion, each role has the same symbol, but is distinguished by a different color.



Before you download the app to your smart device, please make sure you have the correct app for your role.

### Android (Google Play)

- Student
- Parent
- (How-to Parent Guide)
- Teacher

### Apple App Store

- Student
- Parent
- (How-to Parent Guide)
- Teacher

**GET  
MOBILE  
ACCESS TO  
THE  
CANVAS  
ACCOUNT**

3.1

**CANVAS**

**VS.**

**PROGRESSBOOK**

At the beginning of the year, you were emailed the login info for Canvas & ProgressBook.

## What is the difference between the two?

Canvas:

- Shows the actual assignments, announcements AND grades
- Hosts a handy calendar with due dates.
- **(Note: Not all grades are in Canvas.** Some assignments go directly into PB, skipping Canvas entirely. )

ProgressBook:

- Shows all grades for any given class.
- Shows the most accurate grade.

**CANVAS VS.  
PROGRESSBOOK**

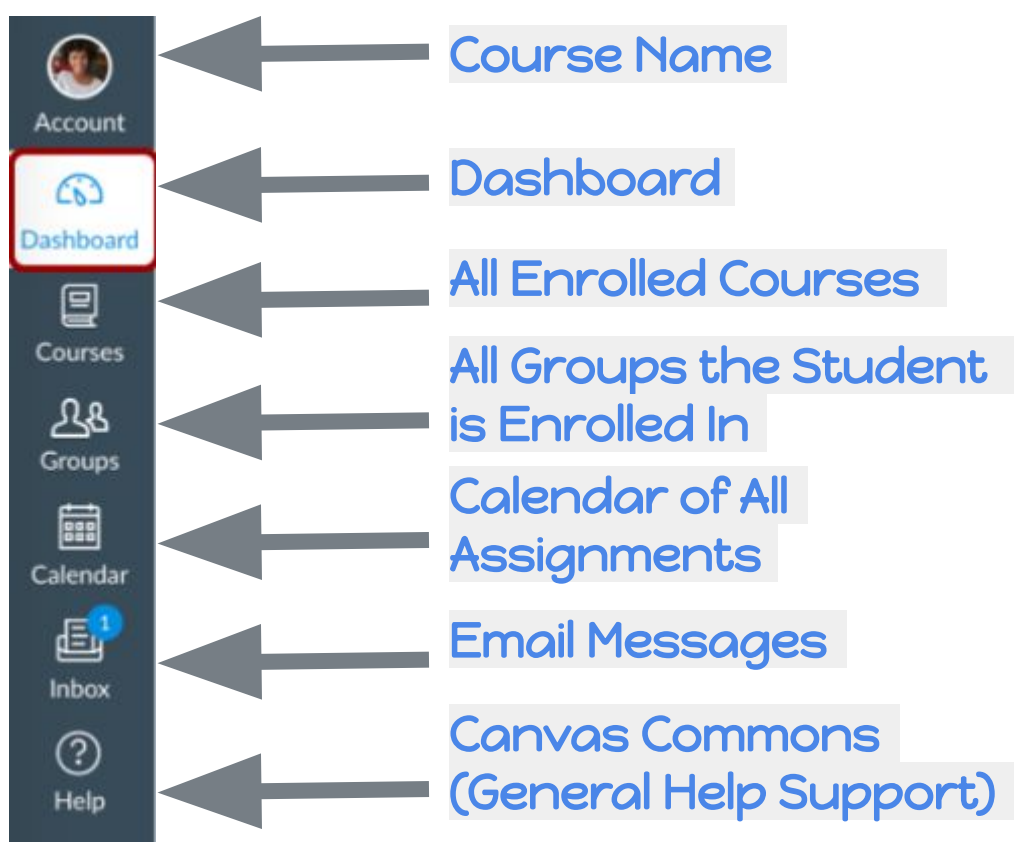


4

**CANVAS  
BASICS**

**Dashboard** is your student's landing point in Canvas & is a good place to go back to if you get **"lost"** in Canvas. It houses all **"Published"** classes, the **"to do"** list, classroom & schoolwide announcements and recent feedback.

**Global Navigation Bar:** Pictured below



**WHAT  
CANVAS  
LOOKS LIKE-  
DASHBOARD,  
GLOBAL  
NAVIGATION  
& RECENT  
FEEDBACK**

**Recent Feedback**

- ✓ **4/8 Nutrient Functions**  
Intro To Agriscien - Penke  
8 out of 8  
"Well researched. Keep this in mind when you write your introduction!"
- ✓ **Museum discussion**  
World History - Selki  
20 out of 20  
"great choice of museum"
- ✓ **April 6 Online Conference**  
Biology - Nelson  
10 out of 10  
"Thank you for attending live!"

at least 25 more in the past two weeks ...

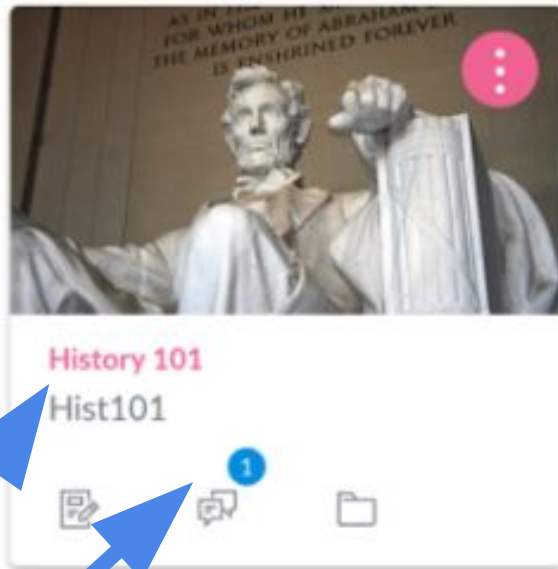
**Recent Feedback:** You find this in the bottom-right corner of your dashboard screen. It has all recent grades, comments & general feedback.

**Course Card:** Every class has its own<sup>22</sup> course card shown on the Dashboard. When teachers post new announcements, discussions, files or assignments, a little circular notification will pop up by the associated icon. (Note: Icons aren't all in the same order on all the course cards.)

**WHAT  
CANVAS  
LOOKS LIKE-  
COURSE  
CARDS**

Course  
Name

Notificatio  
n



Announcements

Notification

Notification

Files

**To-Do List:** This includes all tasks that are required of your student. It reflects ALL present classes & is organized in chronological order.

- All items have the due date, number of points it's worth & the class with which its associated.
- Items are **linked** to the actual assignment.
- Each item listed has an **icon** so you can see at a glance what type of item it is. (Assignments use a paper & pencil symbol.)

## WHAT CANVAS LOOKS LIKE- TO-DO LIST

The screenshot displays the Canvas LMS Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main content area is titled "Dashboard" and features four course cards: Biology 101 (BIO 101, Fall 2019), Classic Literature (ENG 205, Fall 2019), History 101 (HIST 101, Fall 2019), and Zoology 101 (ZOO 101, Fall 2019). On the right, a "To Do" list is visible, containing the following items:

Assignment	Points	Due Date
The Bill of Rights Quiz	10 points	Sep 21 at 11:59pm
Logical Fallacy Project	100 points	Oct 15 at 11:59pm
Reading Quiz Ch 5-8 All Qu...	5 points	Oct 30 at 11:59pm
Read the rest of All Quiet o...	20 points	Nov 1 at 11:59pm
Revolution Topic Discussion		Nov 1 at 11:59pm
Animal Farm		Nov 4 at 11:59pm
Declaration of Independen...	10 points	Nov 5 at 11:59pm

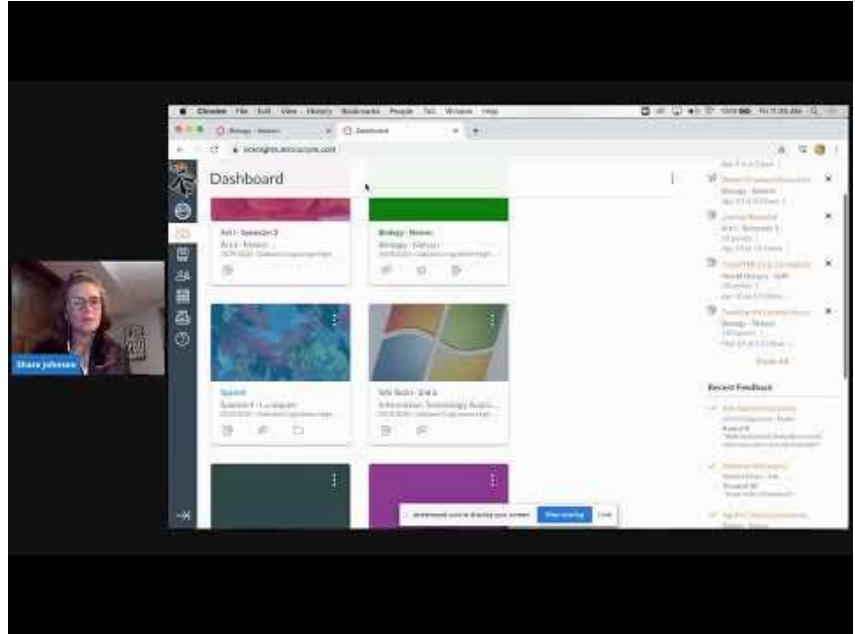
A "Show All" link is located at the bottom right of the To Do list.



5

**MAKE CANVAS  
WORK FOR YOU,  
THE PARENT!**

Here's a great parent tip video from <sup>25</sup>  
an actual parent AND Canvas user.



**GETTING  
THE MOST  
OUT OF YOUR  
CANVAS  
EXPERIENCE**

You don't have time now to watch it all? Here are highlights!

5:15 To-Do List

7:30 Notifications

8:20 Calendar

11:50 Course Home Page

13:25 Modules

15:25 Recent Feedback

16:40 Assignment Submission

18:35 View Grades

22:10 Using inbox to contact the teacher

25:10 Announcements

25:50 Using Canvas Help



**STILL  
STUMPED  
OR NEED  
HELP?**

We have one person who handles and troubleshoots all Canvas matters. If you need additional **Canvas** help, please reach out to:

- Winnie Milner
- [Winnie.Milner@mywccc.org](mailto:Winnie.Milner@mywccc.org)

If you need additional **ProgressBook** help, please reach out to the person at your child's Campus:

**Atrium Campus:**

- Stacey Wells
- [\*\*Stacey.Wells@mywccc.org\*\*](mailto:Stacey.Wells@mywccc.org)

**Main Campus:**

- Julie Smith
- [\*\*Julie.Smith@mywccc.org\*\*](mailto:Julie.Smith@mywccc.org)