

How to Use Canvas - for Parents of Elementary Students

Canvas is used by many teachers on eLearning Days. The teacher should have communicated with you prior to the day about their expectations and plans for eLearning. Some teachers use Google Classroom instead of Canvas, because they use it extensively and feel parents and students already know how to access it.

The URL for Canvas is <https://phm.instructure.com>

You can also reach it from any **school's homepage** under **Resources** as shown on the right.

Do not Google "Canvas." You are likely to be directed to Canvas at the wrong school district or at a college. It is used in many places!



As a guardian or parent, you have a username and password for Canvas. It is the same one you use to log into HAC.

If you don't know your HAC username and password, either check with your school or email HAC@phm.k12.in.us. If you email HAC, please include your student's name and ID or Date of Birth. You will receive an email with the information you need.

Students have their own login which allows them to submit assignments and enter personal events on the calendar. The teacher should have shown them how to do so and that login can be used on eLearning Day.

When logged in as an Observer (Parent), you cannot submit assignments or view the student's calendar events. However, you can see events and assignments entered by the teacher. If you have more than one student, you will see classes for all your students.

The child's login follows this pattern:

Username: First Initial + Last Name + Last 3 digits of ID

Password: ID+phm

NOTE: Students can change their password. If they do so, we can reset it, but can't see it.

Example:

Jack Spratt with an ID of 122345

Username: jspratt345

Password: 122345phm

Teachers must "publish" a class before you can see it. If you don't see a particular class, contact the teacher.

Parents are Observers. If you'd like to know more about Canvas you can find a lot more information here: [HELP for Observers.](#)

This is a typical Dashboard.

The teacher should have sent a message telling you which class will contain their eLearning lessons. Open a class by clicking on the colored part of the box, or click on the name of the class just below the colored part.

The screenshot shows a Canvas LMS dashboard for a user named 'WELLNESS 8 - BURKETT'. The dashboard features a left-hand navigation menu with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Canvas Help. The main content area displays three course cards: 'Advisory 8th - D.Hipsher - Period...', 'Chorus 7 M - Period 2-1631-T20...', and 'One Book, One School'. A fourth card for 'Wellness 8 - Burkett' is partially visible at the bottom. Red arrows point from the text 'Click on the colored part of the box, or on the name of the class to open it.' to the colored top sections and the class names of these cards. On the right side, there is a 'To Do' list with tasks like 'Take Nutrition & Fitness Pre-Test' and 'Turn in Ch. 10-1 Vocabulary - Importance of Nutrition'. Below that is a 'Coming Up' section and a 'Recent Feedback' section.

If you have questions about what to do, you can email the teacher through Canvas.

To do that:
Click **Inbox** in the left menu.

This image is a close-up of the left-hand navigation menu from the dashboard. The 'Inbox' icon, which shows an envelope with a red notification bubble, is highlighted with a red arrow. Other icons visible include Account, Dashboard, Courses, Groups, Calendar, and Canvas Help.

Click **Compose a New Message** in the upper right corner.

This image shows a close-up of the 'Compose a new message' button, which is a dark grey button with a white envelope icon and a white arrow pointing left. A hand cursor is shown clicking on the button.

Choose the **Course** from the list.

The screenshot shows the 'Compose Message' dialog box. The 'Course' dropdown menu is open, showing a list of courses: 'Advisory 8...07-Hipsher', 'Chorus 7 M...07-Hipsher', 'One Book, One School', 'Wellness 8 - Burkett' (which is highlighted with a blue bar and a mouse cursor), 'More Courses', and 'Concluded'. The 'Subject' field is empty, and the 'Recipient' field is partially visible. At the bottom right, there are 'Cancel' and 'Send' buttons.

Then click on **To** - click **Teachers** and then choose the teacher's name.

If you choose **Students**, the only student you will see is your own.

Put in a **Subject** line and write your message. It will go to the teacher.

Teachers can also use the Inbox to send messages to you.

Compose Message

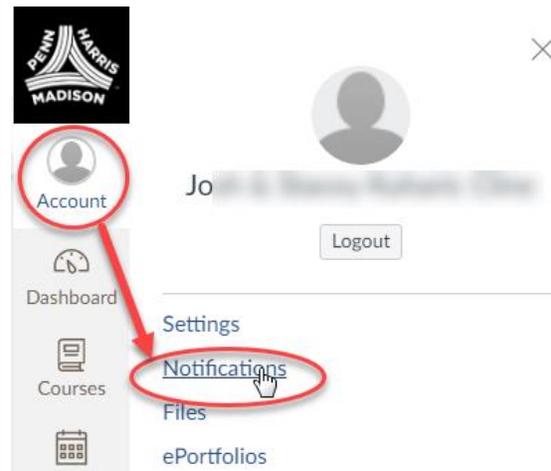
Course:

To:

Subject:

Notification Preferences - If you are getting too many Notifications from Canvas or not getting any, you will want to change your Notification Preferences.

To do that, begin by clicking on the **Account** icon and then **Notifications**.

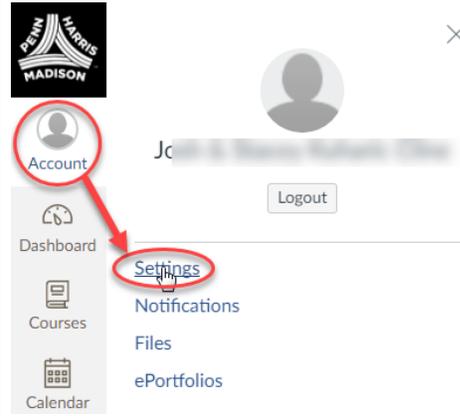


Make choices by clicking on the Symbol that matches what you want to have happen.

Course Activities	Email Address
Due Date	SI...c@c...i.com
Grading Policies	✓ ⌚ 📅 ✗
Course Content	✓ ⌚ 📅 ✗
Files	✓ ⌚ 📅 ✗
Announcement	✓ ⌚ 📅 ✗

If you would like to **change the email** that the messages go to, you can. You can also add additional email accounts and can receive text messages if you wish.

That is found under **Account - Settings**.



Click on **+Email Address**

Note: The original email address you see is the one that we have entered in our student information system. If you want that changed, please notify the school.

Ways to Contact

Email Addresses

St. [redacted]@cr [redacted] .. ★

[+ Email Address](#)

Other Contact [redacted] Type

[+ Contact Method](#)

Type the email address you wish to have announcements and message sent to, then click **Register Email**.