



# Initial Canvas Account Setup



Function	From Computer or Web Browser	From "Student" Mobile App
<b>Login</b> <i>**All parents should have been emailed their login information!**</i>	-Visit <a href="https://uscgsd.instructure.com">uscgsd.instructure.com</a> OR -From USCSD homepage tap on "Canvas" icon	-Download Canvas "Student" app -When prompted for "institution" type <b>uscgsd</b> and then tap "Go"
<b>Update Notifications</b> <i>Purpose: By changing these settings, parents can lessen or modify the number of emails received daily.</i>	-Tap on account icon in upper-left hand corner -Select "Notifications" -Update by tapping on boxes on right of screen	-Tap three lines in upper-left hand corner -Tap on settings gear Tap on "Notification Preferences" -Update email/push notifications
<b>Select Essential Courses for Dashboard</b> <i>Purpose: This allows parents to remove old or ungraded courses from dashboard view.</i>	-Tap "Courses" and then "All Courses" -Tap on star and fill in all 18/19 courses for your dashboard. ***Only "18/19" courses are active for this year; 17/18 courses should be deselected***	-Tap "Edit" from dashboard -Tap on star to fill in all 18/19 courses for your dashboard ***Only "18/19" courses are active for this year; 17/18 courses should be deselected***
<b>**Optional** Change Course "Nickname"</b> <i>Purpose: Allows parents to simplify course names and/or add child's name to the course name to avoid confusion with multiple children.</i>	-From dashboard, tap on three dots in upper-right hand corner of an individual course tile -In nickname box type new name (ex: Michael - Math) -Tap "Apply"	-Tap in upper-right hand corner of each course on the three dots -Change name next to nickname -Tap "Done"
<b>**Optional** Change Course "Tile" Color</b> <i>Purpose: With multiple children you can make all of each child's courses one color on calendar and homescreen.</i>	-From dashboard, tap on three dots in upper-right hand corner of an individual course tile -Select new color -Select "Apply"	-Tap in upper-right hand corner of each course on the three dots -Tap new color -Tap "Done"

For more detailed instructions/tutorials visit: [uscgsd.org/canvasparent](https://uscgsd.org/canvasparent)

Questions or concerns? Email Brad Wilson, Supervisor of Customized and Online Learning ([bwilson@uscgsd.k12.pa.us](mailto:bwilson@uscgsd.k12.pa.us))

<h1>Monitoring Student Progress on Canvas</h1>		
Function	From Computer or Web Browser	From "Student" Mobile App
<p><b>View Test and Due Date Calendar</b></p> <p><i>**All children are visible on same calendar**</i></p>	<ul style="list-style-type: none"> <li>-From dashboard select "Calendar" in left toolbar</li> <li>-All assignments listed on day are due on that day</li> <li>-All tests are listed on test day</li> <li>-Tap on assignments for more info</li> </ul>	<ul style="list-style-type: none"> <li>-From dashboard tap on "Calendar" in bottom toolbar</li> <li>-Dates with dots on them have calendar events</li> <li>-All assignments listed on day are due on that day</li> <li>-Tap on assignments for info</li> </ul>
<p><b>Access Course Materials</b></p>	<ul style="list-style-type: none"> <li>-Tap on course tiles from dashboard</li> <li>-From "Home", select appropriate content link</li> </ul>	<ul style="list-style-type: none"> <li>-Tap on course tiles from dashboard</li> <li>-Select "Home" and then appropriate content link</li> </ul>
<p><b>View Overall Course Percentage</b></p> <p><i>**Note - as the Canvas grade book is being newly tested during the 1st term of 18/19, not all teachers are using Canvas for all assignments**</i></p>	<ul style="list-style-type: none"> <li>-On right or bottom of dashboard select "View Grades"</li> <li>-Grades organized by student name and course name along with overall percentage</li> </ul>	<ul style="list-style-type: none"> <li>-Appears on course tile in dashboard once setting is on</li> <li>-To turn on, tap on three lines in upper-left hand corner of dashboard</li> <li>-Slide "Show Grades" dot to right</li> </ul>
<p><b>View Individual Assignment Performance</b></p>	<p>Two methods:</p> <ul style="list-style-type: none"> <li>-Open course and select "Grades"</li> <li style="text-align: center;">OR</li> <li>-From "View Grades" tap on individual student course</li> </ul>	<ul style="list-style-type: none"> <li>-Tap open course</li> <li>-Select "Grades"</li> <li>-Return to dashboard to repeat</li> </ul>
<p><b>View Digital Student Submissions</b></p>	<ul style="list-style-type: none"> <li>-From course grades (as accessed through previous steps), tap on the name of an individual assignment</li> <li>-File links are available for digital submissions only - otherwise a text-box will state "No Submission"</li> </ul>	<p>-N/A</p> <p><i>**Not a feature of the "Student" app**</i></p>

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