Welcome to my class in Canvas!

Welcome to my class!  I in the process of moving all HOMEWORK PAGE information into a new system called Canvas that the district is using. Please follow the steps below to set up an account in Canvas. Students already are connected to Canvas using their school username and password. I look forward to a great year!  
Sincerely,   
Liana Giles

**Getting Started with Canvas for Parents**

 Technical Notes

* Canvas can be accessed on various popular web browsers such as Chrome, Firefox, Safari, and Internet Explorer.  It is recommended that you update to the newest version of whatever browser you are using.
* Canvas has a free mobile app.  You and your student can download and use the app on a variety of mobile device types such as Apple and Android.
* Parents can add multiple students to one account.  Directions have been included below, but please keep in mind that not all teachers are participating in this trial.

 Support

* Most questions regarding using Canvas as an Observer (parent)  can be answered using the Canvas guides at <http://guides.instructure.com/m/4144>
* You can also contact your child’s teacher with any questions or concerns.

**Steps for Creating a Canvas Parent Observer Account**

**Step 1**:  Navigate to Carmel’s Canvas Portal:  [https://carmel.instructure.com](https://carmel.instructure.com/)

**Step 2**:  Set Up Your Account  
 Click the “Parent of a Canvas User?  Click Here for an Account” link.

**Step 3**:   Parent Sign Up  
 Enter the following information as prompted on the screen:

1. Enter your name and your email address.
2. Enter your child’s CCS Username and Password.
   1. If K-5, the username is your child’s firstnamelastname (up to 18 characters, for example, georgewashington).   The password is the last 4 digits of your child’s CCS student ID.  If you need your child’s student ID, you can locate the number by logging into your myCCS account [here](https://myccs.ccs.k12.in.us/login) and clicking your child’s name under the “Current Demographic” Widget.
   2. If 6-12, your child self-selects his/her own username and password.  Please talk with your child to gather username/password information.
3. Click “You agree to the terms of use.”
4. Click “Start Participating.”
5. You will receive an email from Instructure Canvas.  Click the link provided in the email to finish the registration.

**Step 4**:  Welcome Aboard!  
 To complete the registration process, fill out the following fields:  
 1.  Login:  verify your email.  
 2.  Password:  set your password  
 3.  Time Zone:  select your time zone from the drop-down menu.  
 4.  Click “Register.”  You will be redirected to the Canvas login page for your account.

**Step 5**:  You are now registered!  
 Login to Canvas at [https://carmel.instructure.com](https://carmel.instructure.com/) using your verified email and password.  
 To “Observe Your Student  
 1.  Open “Settings”  
 2.  Click “Observing”  
 To Add Another Student to Your Account  
 (Please note:  Not all teachers are participating in the trial.)  
 1.  Under “Username,” enter student’s CCS username  
 2.  Under “Password,” enter your child’s CCS password.  
 3.  Click “Add Student.”