



## Setup Instructions for Students and Parents

Canvas is a learning management system that will be your personal connection to each of the courses you or your students are enrolled in. In Canvas, you will access all assignments, communicate with instructors, submit documents, view grades, and engage in learning activities with just a click of a button.

### Signing In

#### 1. Student Sign-in

- Sign-in to Google by entering the student [famf.org](http://famf.org) gmail account as the username and entering the password the student created when he activated his account.
- Once signed in, open a new tab and enter [famf.instructure.com](http://famf.instructure.com). This should take you directly to your Canvas dashboard.

#### 2. Parent Sign-in

##### Create a Parent Canvas Account from Desktop

- Contact [helpdesk@famf.org](mailto:helpdesk@famf.org) and request a pairing code for your student(s) before setting up a parent account. Be sure to include all of your student's names and famf.org email addresses.
- In your web browser (Chrome and Firefox are best), enter **[famf.instructure.com/login/canvas](http://famf.instructure.com/login/canvas)**
- To the right of the FA logo, click on Click Here for an Account



[Parent of a Canvas User?](#)  
[Click Here For an Account](#)

Login

asc1@famf.org

Password

.....

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy policy](#) [Terms of service](#) [Facebook](#) [Twitter](#)

- Enter your name, your email address, your child's famf.org gmail address as the username, canvas2017 as the password, and the pairing code associated with your student. Then click Accept Terms and Start Participating

Parent Signup

Your Name  
Amy Flame

Your Email  
amycobzy@famf.org

Password  
.....

Re-enter Password  
.....

Student Pairing Code [What is a pairing code?](#)

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

Cancel Start Participating

- e. You will receive an email from Confirm Registration-Canvas. Click on the link provided and follow any additional instructions to complete your registration.
- f. To add additional students to your account click Account, click Settings, click Observing
- g. Enter your student's famf.org gmail address as Username; enter canvas 2017 as the password
- h. Click the yellow +Student button
- i. Repeat steps f-g if you need to add more students

#### How to Log-in after Parent Account is Created

- a. In the web browser, enter famf.instructure.com/login/canvas
- b. Enter your login and canvas2017 as the password
- c. If you want to create a new password, click Account, click Settings, and click button for creating a new password. Once you create your new password, you will use it instead of canvas2017 when you login.

### **Customizing Your Settings and Notifications**

1. Settings
  - a. Once on the Dashboard, click on the Account tab on the Navigation bar.
  - b. Click on Settings
  - c. On the right side of the settings page you can enter additional ways to be contacted (either by additional emails or text)
  - d. Click the yellow Update Settings button when finished
2. Notifications
  - a. Then from the bar to the left choose Notifications to set notification preferences based on how often you want to be alerted of any activity in your student's account.
  - b. To receive basic notifications, just set alerts for Course Activities from Due Date to Grading; everything below Grading is not necessary.
3. Dashboard Modification
  - a. The Calendar is color-coordinated based on the color of each course tile on the dashboard.
  - b. Make sure each course is a different so you can distinguish each course assignment on the calendar

- c. To change a tile color, click on the three white dots at the top right. Choose a color by clicking on a color choice and then click apply.
- d. Verify by clicking on Calendar in the Navigation Bar to the left.
- e. If any class square is white that means it is hidden from the calendar; click on the square to activate or deactivate it.

**Canvas Help-link for STUDENTS** <https://resources.instructure.com/courses/32>

Access [Canvas Student Tour](#) to find a series of short videos designed to help you learn how to maneuver within Canvas.

**Canvas Apps**

Students can access Canvas through their computers, smartphones, or tablets. If you want to use your phone or tablet, be sure to download the Canvas app.

1. Elementary parents of students (K-5<sup>th</sup>) and Secondary students (6<sup>th</sup>-12<sup>th</sup>) will download [Canvas](#).
2. Secondary parents will download [Canvas Parent](#).
3. Both [Canvas](#) and [Canvas Parent](#) will require the student's login and password to access the account.