



Set Up Instructions for Students and Parents

Canvas is a learning management system that will be your personal connection to each of the courses 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. Sign-in to Google by entering the student famf.org gmail account as the username and entering the password the student created when he activated his account (ex: abc1@famf.org).
2. Once signed in, open a new tab and enter famf.instructure.com. This should take you directly to your Canvas dashboard.

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/pages/canvas-student-tour-videos>

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.

For detailed instructions and help, please click on the following link:

<https://community.canvaslms.com/docs/DOC-4048-mobile-guides-canvas-student>

For support on setting up a new account please email Amy Cozby at asc1@famf.org.