



[Spanish Version](#)

Hello-

We are excited to announce that Douglas County High School will be moving from Schoology to Canvas as our LMS (Learning Management System) during the upcoming school year. Below, we have included some key information to help you and your family.

### General Information

- There is an expectation that all DCHS teachers use Canvas. Students will find course information, assignments, and due dates on the website, as well as other important information.
- Students will learn how to use Canvas at the beginning of the school year in their classes, but they can log in to their Canvas accounts and begin to learn this new system. Students will use the same log in for Canvas that they use for email and Infinite Campus.
- Students will not have access to their course content until the first day of school.
- [LMS Introduction Video](#)
- [Glossary of Terms](#)

### Student Resources:

- [Slide Deck with videos](#)
- [Slide Deck--Student Set Up](#)
- **If you are having trouble accessing Google Docs, try [this solution](#).**
- Canvas, Overview student - <https://youtu.be/RDjSFqn4rwA>
- Canvas, Dashboard overview students - <https://youtu.be/PoJKCPZPtWE>
- Canvas, Student App - <https://youtu.be/cFLnHfDdvok>
- Student - Canvas, Assignment Submissions - <https://youtu.be/0hw3gijUJC8>
- Student - Canvas, Discussions Overview - <https://youtu.be/1dVF4AEjKCU>
- Student - Canvas, Quizzes Overview - <https://youtu.be/TAtMcmVn5VQ>

### Parent Resources:

- Canvas Overview (For Observers) - [https://youtu.be/lhsJddNB2\\_8](https://youtu.be/lhsJddNB2_8)
- Canvas, Parent App - <https://youtu.be/dwicmR-IHEg>
  - (If you are a DCSD employee, do not use your DCSD email account to set up this app.)

### Help Document for Parent/Observer Canvas Accounts

\*Note: The login to your Infinite Campus Parent Portal is different from your Canvas Parent/Observer Account.

#### I. IF YOU HAVE LOGGED INTO YOUR PARENT/OBSERVER CANVAS ACCOUNT IN THE PAST

The screenshot shows the Canvas login interface. At the top left is the Canvas logo. To its right is a link: "Parent of a Canvas User? Click Here For an Account". Below the logo are two input fields: "Login" and "Password". At the bottom left, there is a checkbox for "Stay signed in" and a link for "Forgot Password?". At the bottom right is a "Log In" button. Red circles with numbers 1, 2, and 3 highlight the "Login" field, the "Parent of a Canvas User?" link, and the "Forgot Password?" link, respectively.

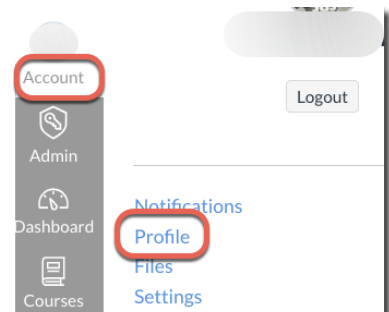
A. From the school website, you can click on Canvas - Parents in the Information Systems section. You can also use the web address, which is: <https://dcsdk12.instructure.com/login/canvas>

1. **If you remember your login information**, login from the link provided. Then skip to Section III of this document to learn about how to access a Pairing Code to view your student's Canvas account.
2. **If you DO NOT remember your email address**, you have two options:
  - a) **Option 1:** Enter the email address that you think you might have used into Box 1 and then click **Forgot Password** (3) to verify if that email is linked to your account.
  - b) **Option 2:** Choose **Click Here for an Account** (2) to create a new Canvas Parent Account.
3. **If you do not remember your password**, click on **Forgot Password** (3) to reset your Canvas Password

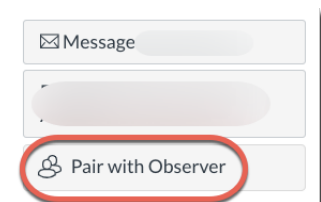
## II. IF YOU HAVE NEVER LOGGED INTO YOUR PARENT/OBSERVER CANVAS ACCOUNT OR HAVE NEVER CREATED AN ACCOUNT

A. Your student will need to generate a Pairing Code from their Canvas Account to share with you in order for you to observe their courses.

1. The student will need to log into their Canvas account using <https://dcsdk12.instructure.com/> (Note: It is a different URL for students.)
2. Click on **Account** in the upper left corner of their Home Page.
3. Select **Settings**.



4. In the upper right corner, select **Pair with Observer**.
5. This will generate a Pairing Code. This code is case sensitive and will expire 7 days after it is generated.



B. From the school website, you can click on Canvas - Parents in the Information Systems section. You can also use the web address, which is:

<https://dcsdk12.instructure.com/login/canvas>

C. Choose **Click Here for an Account** (Box 2) to create your Parent/Observer Canvas Account and then fill in the appropriate self guided information.

### III. IF YOU HAVE SUCCESSFULLY LOGGED IN TO YOUR PARENT/OBSERVER CANVAS ACCOUNT, BUT NEED TO ACCESS A PAIRING CODE TO SEE YOUR STUDENT'S CANVAS COURSE

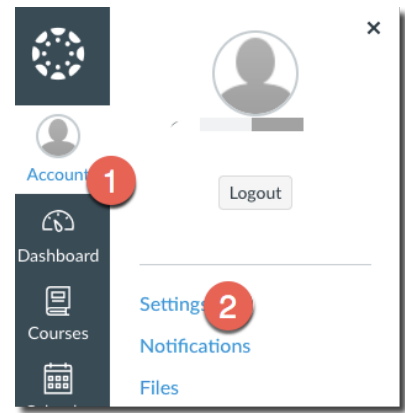
A. Your student will need to generate a Pairing Code from their Canvas Account to share with you in order for you to observe their courses. (See II-A above)

B. As an Observer, you will now need to enter the Pairing Code for each of your students to observe their Canvas accounts. You will only need one pairing code to access all courses per student.

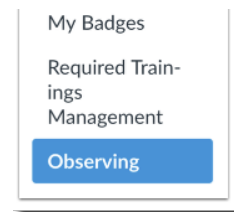
1. Log in to your Parent/Observer Canvas account using this link:

<https://dcsdk12.instructure.com/login/canvas>

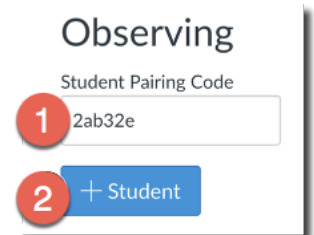
2. Click on your **Account** in the upper left corner (1) and then choose Settings (2).



3. At the bottom of the list, select the **Observing** link.

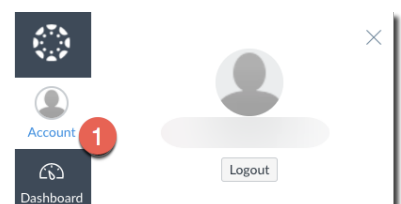


4. Add the student that you wish to observe by entering the **Student Pairing Code** (1) in the indicated location and then choose **+Student** (2). You may enter as many Student Pairing Codes as desired.



### IV. SETTING YOUR NOTIFICATIONS IN CANVAS

A. As soon as you have a Parent/Observer Canvas account, the default settings is that you will receive **ALL** Notifications until you reset them.



- NOTE: When you receive email notifications with links to the items you are being notified about, each of these links will require you to log in to your Parent/Observer Account to view. The exception will be if a teacher has made whatever the notification refers to as "Public." Then, you will be able to click on the link to direct you to the notification. However, this is not a standard practice for most teachers.

B. To set your notification settings, log in to your Parent/Observer Canvas account.

- Select your **Account** (1) from the top left corner and then select **Notifications** (2).

C. Setting Notification Preferences

- Select the **Show name of observed students in notification** (1).
- Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.
- To receive a notification **right away**, click on the **check mark** icon (2). These notifications may be delayed by up to one hour to allow teachers to make any changes if necessary.
- To receive a **daily notification**, click the **clock** icon (3).
- To receive a **weekly notification**, click the **calendar** icon (4). The date and time of your weekly notifications are posted at the bottom of the notifications page.
- If you **do not want to receive notifications**, click the **remove or X** icon (5).

Notification Preferences

Notify me right away  
  Send daily summary  
  Send weekly summary  
  Do not send me anything

1  Show name of observed students in notifications.

Course Activities	Email Address bill.sanderson.canvas@gmail.com	Email Address canvasobserver.canvas@gmail.com
Due Date	2 <input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Grading Policies	3 <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> 4 <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="clock"/> 5 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>

- Each notification will be applied to all of your courses. They cannot be set individually.
- SMS notification preferences do not support daily summary or weekly summary options.

D. View Notification Details

Notification Preferences

Notify me right away  
  Send daily summary  
  Send weekly summary

Course Activities

Due Date

Grading Policies

Course Content

Files

Change to course content:

- Page content
- Quiz content

1. To view the details for a notification, hover over the notification name.

As you view your students' Canvas account, please be reminded that Infinite Campus is the Grade Book of record. You will see grades in the Canvas Grade Book that may be part of the final grade, but the final grade resides in Infinite Campus.