



# Cherokee County School District

Welcome CCSD Parents:

Canvas is a Learning Management System for all students in the Cherokee County School District. A learning management system, (LMS), is a software-based platform that provides an engaging framework and interactive tools to facilitate blended and personalized learning both inside and outside the classroom.

Canvas bundles assignments, course content, assessments, grading, state standards, messaging, learning data, and more—while keeping everything simple, easy, and in one place. Canvas was chosen as Cherokee's Learning Management System for its wide range of easy to use tools for students, teachers, and parents. Canvas allows our students and teachers to focus on rigorous academic standards and personalized instruction that drive the design of engaging and relevant learning experiences and result in evidence and feedback to inform each student's growth and teacher practice.

The following information will guide you step-by-step to understand how to:

- **Access** the Canvas LMS platform
- **Create** a Parent/Observer account and link to your child(ren)
- **Understand** system features for the Parent/Observer role
- **Navigate** the Canvas LMS platform and tools
- **Reflect** and provide feedback on the Canvas LMS platform

**\*\*NOTE: IF YOU ARE A TEACHER IN THE CCSD SCHOOL DISTRICT AND HAVE A CHILD(REN) WHO ARE ALSO IN THE DISTRICT, YOU WILL WANT TO USE A PERSONAL EMAIL ACCOUNT VERSES YOUR CCSD EMAIL WHEN ESTABLISHING YOUR PARENT ACCOUNT.**

**How Do I Access?** From a **laptop or desktop**, you will open your browser (Google Chrome is preferred) and type the following web address: <https://myccsd.instructure.com/login/canvas>



Parents will want to set up their account and link their student(s) **first from a laptop or desktop**, and then if interested download the mobile app once the original account has been established.



### **How Do I Create Parent/Observer Account?**

1. Click on the link that says “Click Here for Parent Account”
2. Enter Parent/Guardian First and Last Name
3. Enter Parent/Guardian Email Address
4. Create a password for your Parent/Observer Account
5. Enter the Student Pairing Code\*\*
6. Click the box that says “Agree to Terms”
7. Click the blue box that says “Start Participating”

\*\* Student Pairing Codes are generated from the Student Accounts. Student Paring Codes can only be used one time and are valid for 24 hours.

Parent Signup x

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Your Name

Your Email

Password

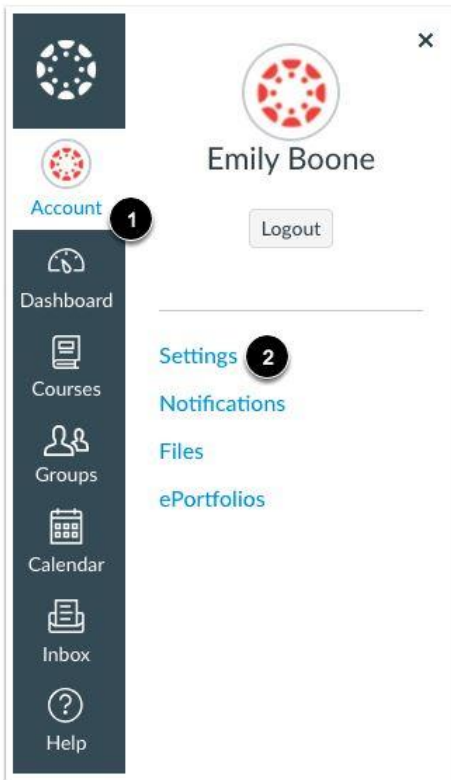
Re-enter Password

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

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

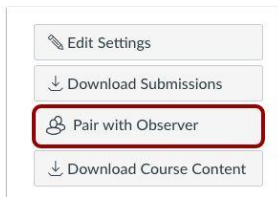
## Obtaining a Student Pairing Code from the Student Account:

### Open Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

### Pair with Observer



Click the **Pair with Observer** button.

### Copy Pairing Code



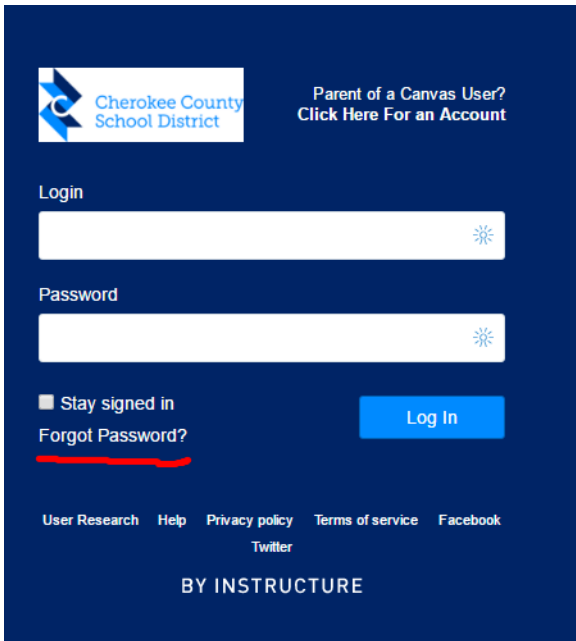
Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after 24 hours or its first use.

To close the window, click the **OK** button [2].

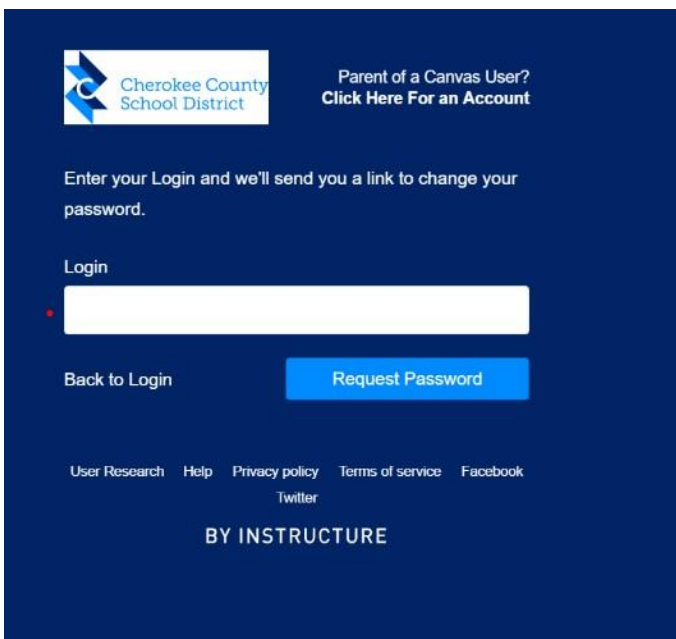
Once you have completed the steps above, you will **ALWAYS** use the following link when logging into your Canvas Parent Account: <https://myccsd.instructure.com/login/canvas>.

The parent access link is different from the student access link, so please bookmark or save it. When you come back to the link to log in each time, you will use your email address in the "LOGIN" box and the password you established in the "PASSWORD" box.

If you cannot remember your password, you simply click on "FORGOT PASSWORD" and follow the steps to re-set your password.



The screenshot shows the login page for a parent of a Canvas user. At the top left is the Cherokee County School District logo. To the right, it says "Parent of a Canvas User? Click Here For an Account". Below this are two input fields: "Login" and "Password", each with a small asterisk icon on the right. Under the "Login" field is a checkbox labeled "Stay signed in". Below the "Password" field is a blue "Log In" button. Below the "Log In" button is a link labeled "Forgot Password?" which is underlined in red. At the bottom, there are links for "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter". At the very bottom, it says "BY INSTRUCTURE".



The screenshot shows the "Forgot Password" page. At the top left is the Cherokee County School District logo. To the right, it says "Parent of a Canvas User? Click Here For an Account". Below this is the text "Enter your Login and we'll send you a link to change your password." followed by a "Login" label and an input field. Below the input field is a red asterisk icon. Below the input field are two buttons: "Back to Login" and "Request Password". At the bottom, there are links for "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter". At the very bottom, it says "BY INSTRUCTURE".

**Linking Additional Students into Parent Account:**

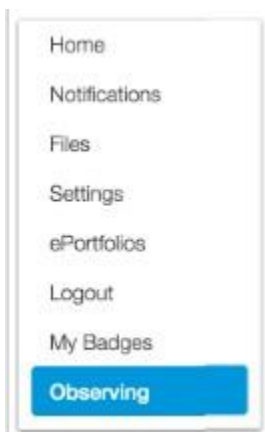
If you have additional children and wish to link multiple children to a single parent account, you will need to follow these steps:

- Log into your Canvas account.
- From your dashboard, click account, which is on the left-side navigation bar.
- Select settings
- When the account settings page opens, select the word “observing”.
- When the observing page opens, you will already see the name of the first student you linked to when setting up the account. Enter the Student Pairing Code. Your additional student’s name will populate under the first student’s name. This process can be repeated for multiple children.

### Open User Settings



### Open Observing



In User Navigation, click the **Observing** link.

## Add Student



The screenshot shows a white box with the title "Observing". Below the title is the label "Student Pairing Code" and a text input field containing the code "2ab32e". A black circle with the number "1" is positioned to the left of the input field. Below the input field is a blue button with a white plus sign and the text "+ Student". A black circle with the number "2" is positioned to the left of the button.

Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].

Enter the Student Pairing Code.

## View Student

### View Student



The screenshot shows a white box with the title "Observing". Below the title is the label "Student Pairing Code" and an empty text input field. Below the input field is a blue button with a white plus sign and the text "+ Student". Below the button is the label "Students Being Observed". Below the label is a list item "Emily Boone" with a red arrow pointing to it.

Should you want additional information on how to navigate the Canvas Parent Account as well as what a parent can see in their Canvas Parent Account, be sure to go through the brief self-paced, no user name or password required [CCSD Parent Orientation Course](#).