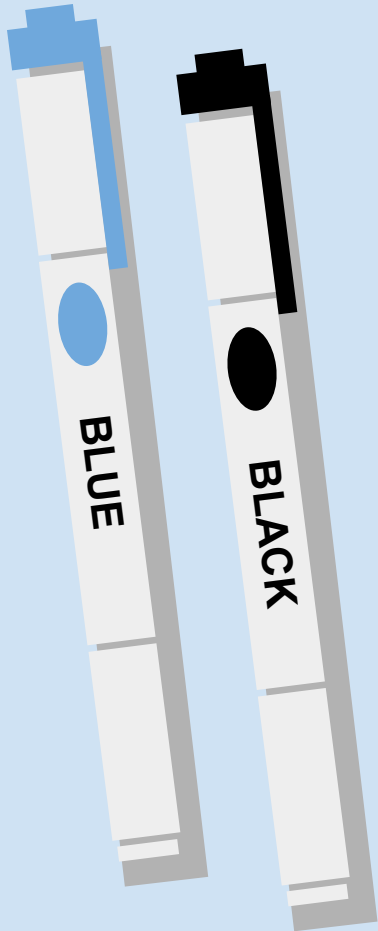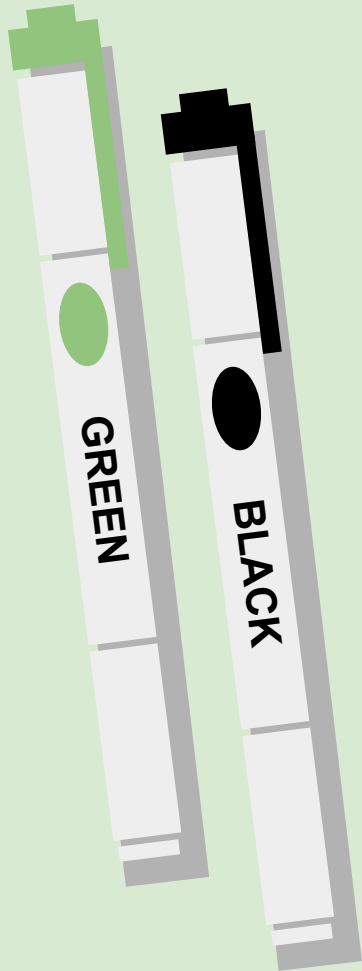# Canvas Guide for Parents and Students

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Send a Message to the Teacher

On the left hand side you will see a button called "inbox". Click this. You will then see a button in the top right hand corner. It will be pencil and say compose a message. Find your course and the correct teacher to send it to. Type your message, then hit send.

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Change Notification Settings

To change your notification settings you will need to click 'Account' on the left hand side, then click 'Notifications'. This will take you to a screen that gives you the preference of how the notification is sent.

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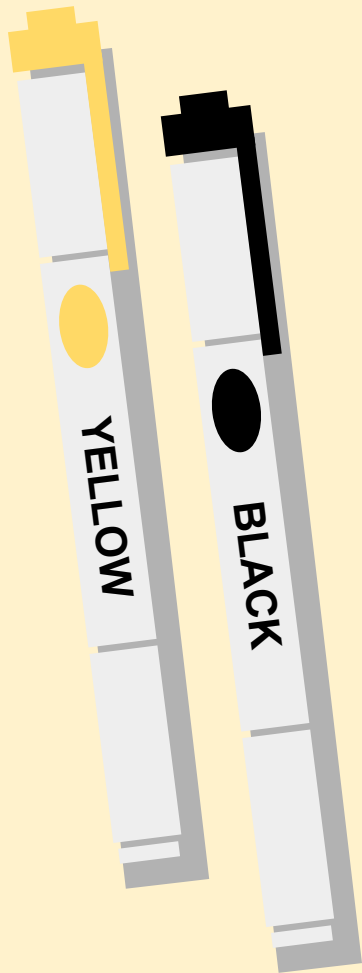
Using the Dashboard

The dashboard is a place where you will see all of the courses your child is enrolled in. Simply click on the course and begin working!

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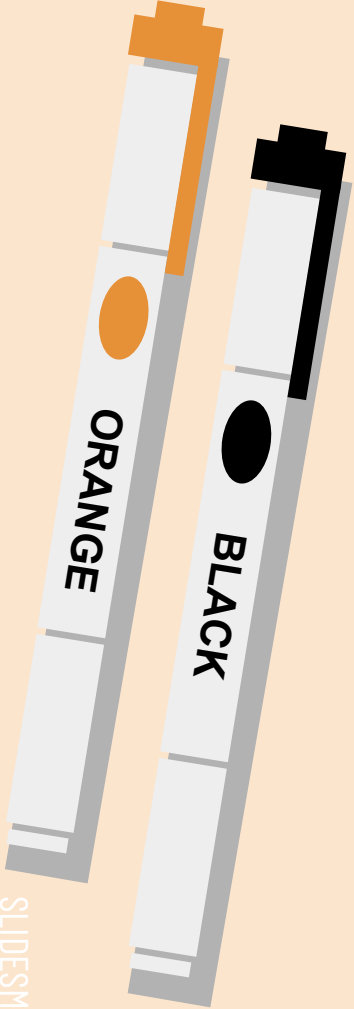
Viewing Announcements

- To view announcements for a course from Dashboard: click the "Microphone" button on the course card.
- To view announcements while you are in a course: click the Announcements button on the left hand side of your screen.

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Completing
Assignments

Follow the directions that your teacher has provided. Once you are finished click **Submit Assignment** and it will guide you through how to submit the assignment.

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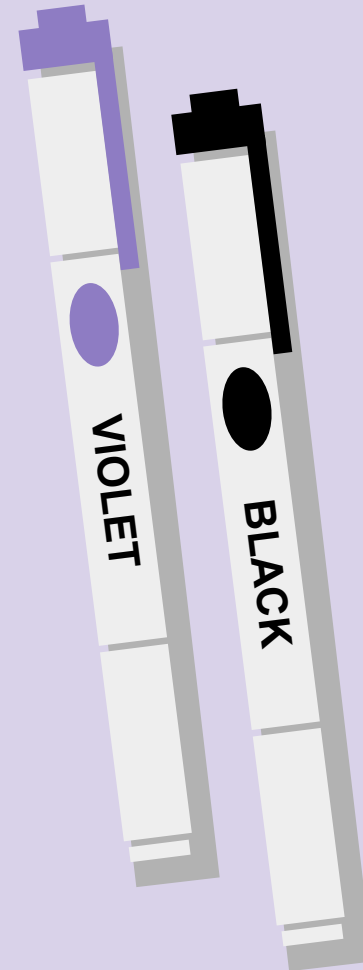
Using the Calendar

- To access the calendar look on your left hand side then click the calendar button.
- The calendar will show you your assignments for each course (this will be color coded).

CYAN

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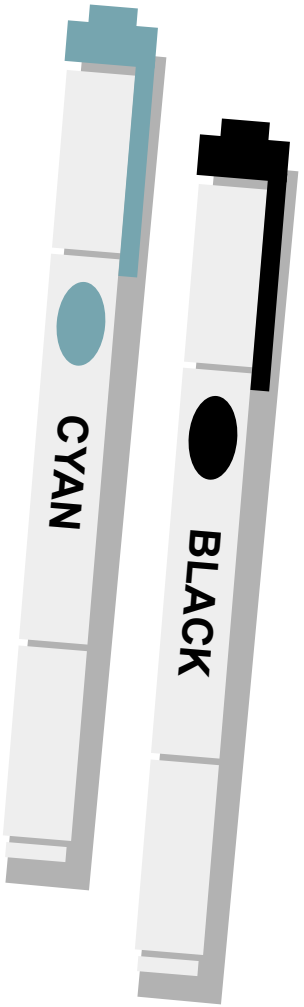
How to Use
Modules

1. Click on the Module button on the left hand side inside your course
2. Click the module that you want to complete
3. Follow your teacher's instructions to complete the module.
4. Click next or previous to change pages in the module.

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