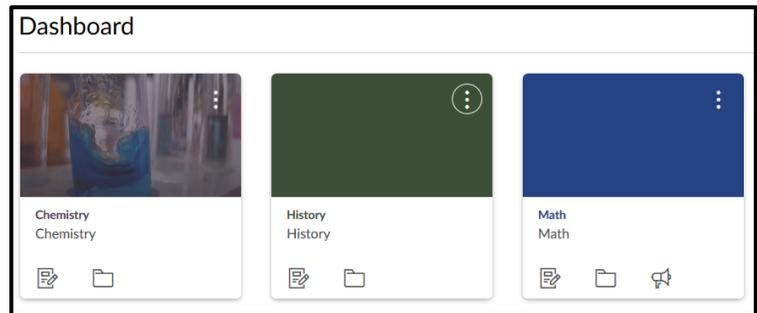


Inclement Weather Make-Up Work Directions for Parents

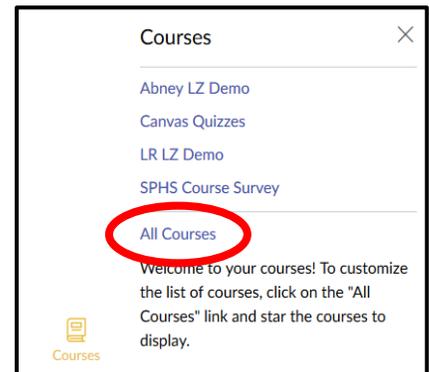
- Log in to canvas at <https://paulding.instructure.com>.
- An observer account allows a parent to view a child's dashboard, view but not submit assignments, and communicate with the teacher.
 - Parents need an observer account to view their child's course activity.
 - [Click here](#) for directions on creating a Canvas account.
 - Parents **should not** use their student's log in credentials.



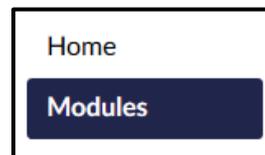
- On the dashboard, click the card for the desired course.



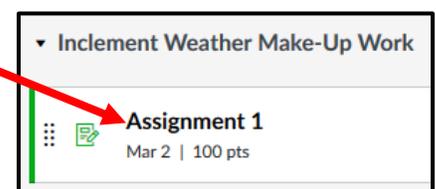
- If you don't see the course, click **Courses** in the global navigation pane on the left, click **All Courses**, then select the course.



- Click **Modules** in the course navigation pane on the left.



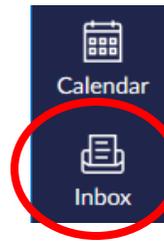
- In the **Inclement Weather Make-Up Work** module, click the name of the assignment, quiz, etc. to see more details.



Communicating with the teacher

To communicate with your child's teacher via Canvas.

- Click **Inbox** in the global navigation pane on the left.



- Click the **Compose a new message** icon at the top of the page.



- Select the course.

- Select **Teachers** in the To field; then select the teacher name.

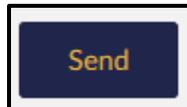
A "Compose Message" form with a close button (X) in the top right corner. It contains the following fields:

- Course: A dropdown menu with "Select course" and a downward arrow.
- To: A text input field with a person icon on the right.
- Subject: A text input field with "No subject" as the placeholder.
- Send an individual message to each recipient: A checkbox that is currently unchecked.

- Enter a subject.

- Type your message.

- Click **Send**.



- A number will appear on your Inbox when you receive a new message; click the inbox to read the message.

