**CANVAS CLASS WEBSITE USAGE STEP-BY-STEP SET UP INSTRUCTIONS**

**Go to the county website:** [**www.paulding.k12.ga.us**](http://www.paulding.k12.ga.us) **and click on “Parent Resources” on that main page.**

**Choose the icon for Canvas (It is a wheel/ circle shape). (\*It is important that you do NOT google search to find Canvas! If you do this, you will not be ensured that you are at your school’s domain!)**

|  |  |
| --- | --- |
| **Student Login** | **Parent/ Guardian Login** |
| Student password for the first-time logging in this school year is: PCSD + Student ID. (Please note that PCSD is uppercase and the first-time students login they will be prompted to change their password.) For the new created password, ALL students MUST make the password their Student birthday + Initials (Only use first and last initial). The first initial will be capital and the last initial will be lower case. The day/month/year will all be in a two-digit format. (For instance, my birthday is November 22, 1979 so the number I used would be 112279. My entire password would be: 112279Ah.) | Canvas has recently made a change to how parents sign up. In the past, parents only needed to know their students username and password. Now, parents only need a student pairing code.  Here is how a student can generate their own pairing code to give to their parent: <https://community.canvaslms.com/docs/DOC-15036-4212938128> Once the parent has the pairing code, they simply go to our Canvas in the next 24 hours, click the "parent of a canvas user?" link, fill out the requested information (including the pairing code) and click "start participating".  Here is how a parent can add additional students to their current parent account: <https://community.canvaslms.com/docs/DOC-10915-4144237751> (\*This is for other guardians, tutors, or others whom you authorize that can help the student and view their class content.) **Please note that Pairing Codes can only be used one time and expire after 24 hours.**(This process of using a paring code does not affect existing parents who set up their accounts and students prior to the change- before 2018 school year. This is only for people who are new to registering for Canvas or who need to add additional children.) |

\*Students will access their Canvas accounts from a variety of locations including at home as well as at school. Therefore, it is highly suggested that you download the Canvas Instructure mobile app on guardian and student phones and tablets. This app makes accessing and navigating much quicker and easier.

**Tips for monitoring student progress in middle school…**

* **Check agenda usage!** The school agenda is a wonderful tool for knowing what is being taught in class as well as any homework. It is a requirement that daily in every class the student writes down their learning target and homework, as well as note any upcoming tests, quizzes, or projects due. When a student is absent, they should record their makeup work in their agenda as well.
* **Check grades online!** Use parent portal from the AMS or PCSD website or the app to keep up with students grades. If you see a missing assignment, ask the student where it is. It is likely to be found in the backpack or notebook unfinished. Most teachers have the resources available on their websites or in their classroom if an extra copy is needed. (Please note that teachers cannot modify grades after the 9-week report card window has ended.)
* **Clean out backpacks regularly!** Ensure that all classwork is properly stored in the notebook for that class only and that no papers are wadded up in the bottom of the bag. It is great to make a rule that every paper has to be in the rings so that nothing can fall out! \*Please note that all academic classes are cumulative for the year, so please do not throw away any course content. If it needs to be cleaned out, transfer it to a folder at home (3-brad ones are great for this), label it, and store it in a safe place. It is best to do this between grading periods/ terms, and not in the middle of one.
* **Communicate.** Talk to the students about school, and email teachers directly if you have any questions or concerns. We’re all a team looking out for the best interest of all of our students!

The following **totally free apps** are good to also have downloaded onto the student’s phone and/ or tablet for use at home and at school for multiple classes. Note that some of these do have options for a paid account… however, we will never use those features, so never worry with them. (Be sure to download app or save the site for only the student accounts… these all have teacher account settings too, but you don’t want those! Some also have it to where the student has their own login, this is helpful to make the same as their school login (stated above) so that they don’t forget.) All of these apps can also be searched for from within the app store on your device.:

|  |  |  |
| --- | --- | --- |
| Infinite Campus “Parent Portal” | <https://www.infinitecampus.com/audience/parents-students> AND accessible from the PCSD homepage.\*This is the ONLY gradebook that is to be used for accurately monitoring student progress. | View student’s grades online 24/7. Get notifications for certain grade averages and below. Students need to monitor their own grades as well as parents.  |
| Canvas\* | <https://community.canvaslms.com/docs/DOC-13358-parent-app>  | Access ALL of your class websites at AMS from one dashboard.  |
| QR Code Reader/ Scanner | <https://uqr.me/blog/best-qr-code-readers/> \*Any brand is fine, just search “QR Scanner” in your app store on your device. | Image scanner that takes you directly to the desired website instead of having to type the long address in. \*Newer versions of IOS/ Apple have this built into the camera already!  |
| Quizlet | <https://quizlet.com/mobile>  | Review vocabulary & content in flashcard style. Includes games for studying content. |
| Quizizz | <https://quizizz.com/join/>  | 2 separate assessment tools often used for studying, homework, classroom activities… and more. |
| Kahoot | <https://kahoot.com/mobile-app/>  |
| USATestPrep | <https://www.usatestprep.com/blog/2012/01/09/weve-gone-mobile/>  | Standards based and teacher assigned/ created assessments, games, and study tools. Great for practice of skills. |
| GooseChase | <https://www.goosechase.com/>  | Scavenger hunt game that teachers use for interactive and collaborative tasks as well as for some formative assessments…etc. |
| Padlet | <https://padlet.com>  | Online virtual “bulletin” board, where students and teacherscan collaborate, reflect, share links and pictures, in a secure location. |
| Nearpod | <https://nearpod.com/student/>  | Brings teacher presentations to life, assesses and individualizes the student’s learning. |
| Remind | <https://www.remind.com/send_the_app> or the full-on website is [www.remind.com](http://www.remind.com)  | Receive text messages and/or email reminders from the teacher.  |