

Using Canvas

The best way to learn how to use Canvas is by exploring the various buttons on the main page/dashboard.



Parents/Caregivers have “observer access”. While you can see everything that your student can see, you cannot see any other students or contact them.

Parents/caregivers in the Primary School are able to use Canvas to:

- Access copies of notices that have been sent home
- View photos of your child’s class and their learning
- Access other learning materials
- Communicate with your child’s teacher via the inbox
- Keep up to date with what’s happening at school and in your child’s classroom through the inbox, announcements and calendar.

Other Information

Canvas is designed to function as an internal system at Cedar College.

In Primary School, students can only message their teachers, not other students, and has been designed to be as safe and secure as possible.

- Please maintain the privacy of what you see on Canvas by not posting material elsewhere. What you see on Canvas needs to stay on Canvas.
- If you have a complaint or concern, Canvas is not the place to voice this.

Teacher contact through Canvas

If you message a teacher through the **Canvas inbox**, you can usually expect a response within 24 hours (not the evening the message was sent).

The most reliable and immediate method of contact remains a phone call, through the School Office, or via a note in your child’s diary.

As with any online environment, all users are expected to act in a respectful and appropriate manner when using Canvas, and immediately report any inappropriate use.



Getting started with
Canvas

A **Primary School** Parent/Caregiver guide to Canvas.



About Canvas

Canvas is the Learning Management System (LMS) used by Cedar College. While Canvas is used from Reception to Year 12, its functions are implemented differently in Junior Primary, Upper Primary and High School.

Students in Years 3-6 are able to use Canvas to:

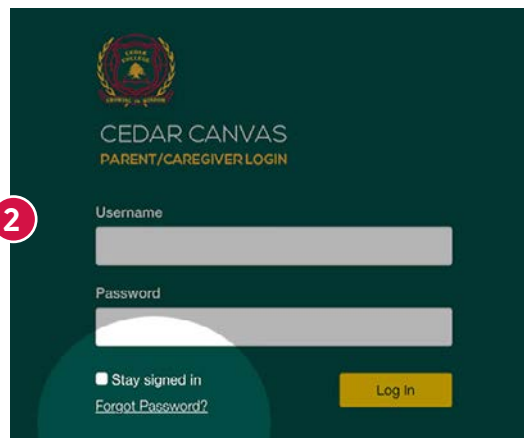
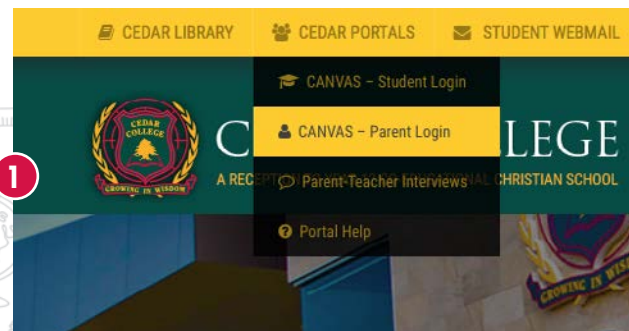
- Access learning materials
- Participate in guided online discussions and communications
- Submit some tasks
- Develop skills and abilities necessary to learn and live in a digital world.

Getting Started - first time users

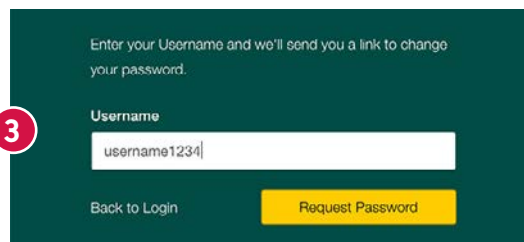
Canvas can be accessed from any web browser. A "Getting Started" email will be sent to all new parents/caregivers shortly after their student commences at Cedar College. This email will contain links to the login page. **If Cedar College does not have your correct/current email address on file, you will not be able to proceed.** Contact the School Office with your updated email address if this is the case.

If you have forgotten your **username**, please contact the School Office and we can send a reminder email.

The login page can also be accessed directly from the Cedar College website: www.cedarcollege.sa.edu.au using the **Canvas-Parent Login** drop-down menu, under **Cedar Portals**. Click **Parent Login** to begin.



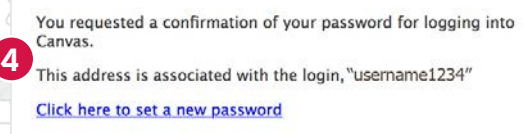
On the screen that opens, click "**Forgot Password**". This will open the "Forgot Password" screen (below). This step can also be used at a later date, should you forget your password.



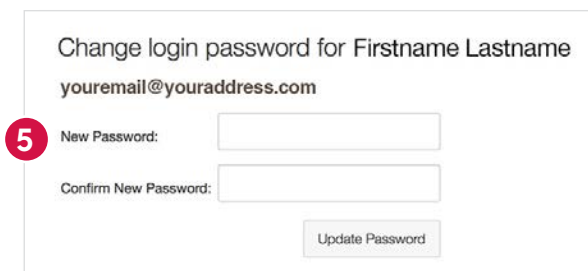
Enter the username which has been emailed to you by Cedar College, then click "**Request Password**".

An **email**, containing a link to create your password, will be sent to the same email address that the "Getting Started" email was sent to. When you receive this email, click the line "**Click here to set a new password**".

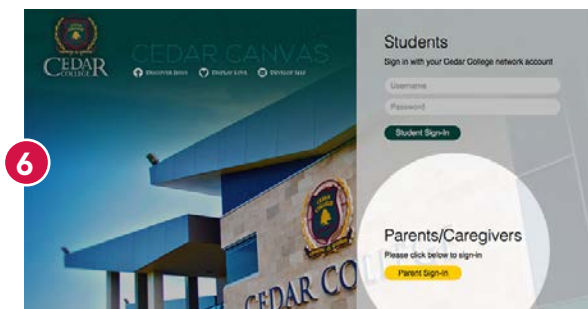
Check your email at this point. You should receive an email similar to the one below:



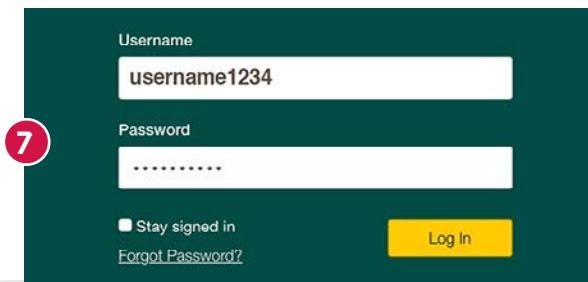
When you receive the email, click the link to take you to the **Change login password page**.



Here you can set your **new password**. You will then be taken to the main Canvas page.



Click on the yellow "**Parents Sign-In**" button.



Enter your username and the password which you created earlier and click "**Login**".

You will be taken to the main Canvas page. Future logins can be done through the **Canvas-Parent Login** drop-down menu on the front page of the Cedar College website, by entering your login details.