

# Logging into Canvas

## When to Check Canvas

For students not receiving paper packets, teachers will be using Canvas to deliver activities and lesson plans online each week.

Teachers will be setting up virtual office hours where they can take phone calls and even video chat with students. Those details will be on each course's Canvas page or sent home with the paper packets. As we get internet up and rolling for everyone, Canvas will serve as our primary means of communication as it has a built-in messaging feature as well as video-conferencing.

### Step 1: Navigate to Our School Website

- [www.camasvalley.k12.or.us](http://www.camasvalley.k12.or.us)

### Step 2: Navigate to Canvas

- Hover your mouse over "Parents/Students" at the top of the page (right in the middle) and you'll see a drop-down menu.
- On the drop-down menu click "Canvas."



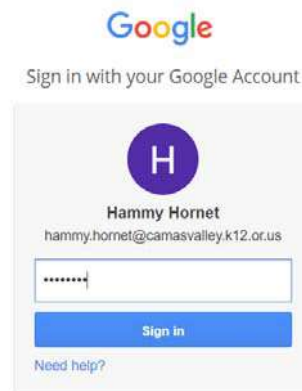
### Step 3: Log into Canvas

- A new tab will open asking you to log-in to your Google Account.
- Your username is your firstname.lastname@camasvalley.k12.or.us. For example, Hammy Hornet logs in with [hammy.hornet@camasvalley.k12.or.us](mailto:hammy.hornet@camasvalley.k12.or.us)
- Click "Next" and the screen will change to ask you for a password. This is the same password you use to get on any computer at school.

If you have forgotten your password or cannot log in, please use your personal email to contact Andrea Carter at [andrea.carter@camasvalley.k12.or.us](mailto:andrea.carter@camasvalley.k12.or.us).

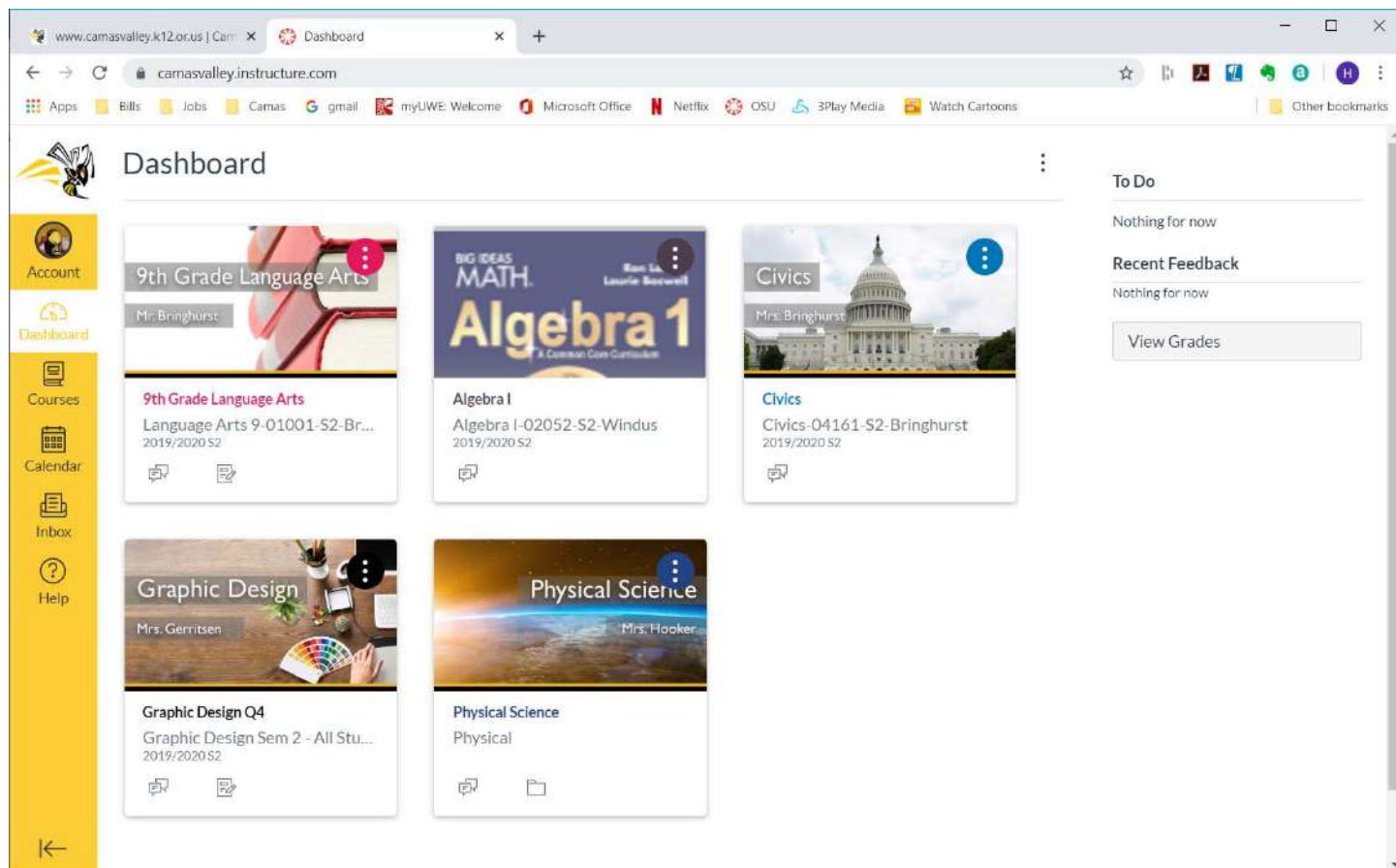
You can also call the school at 541-445-2131 Monday-Thursday between 9:00 a.m. – 1:00 p.m. If you call after hours, interrupt our after-hours message by pressing 4209 and you'll be transferred to Mrs. Carter's voicemail. Please leave a message describing your problem and a call back number.

- Once you click "Sign in" the page will take you to your Canvas dashboard.







## Step 4: The Canvas Dashboard

The dashboard is like your homepage for Canvas. Here you'll see all the classes you're enrolled in. Click on any of them to open that course individually. You can also access them by clicking "Courses" on the left-hand side of the screen.



## Navigation Bar

The yellow navigation bar along the left-hand side of the screen will be visible all the time. Besides clicking on "Courses" to get to a different course, at this time you're most likely to use:

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**Account:** Click here to see a pop-out menu of a couple of account options. You don't *need* to make any changes to your account. Canvas will by default email you certain daily or weekly updates about your classes, but if you feel like you're getting too many emails, click on "Notifications" to adjust that.
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**Inbox:** This is Canvas' built-in messaging system. Click on it and you'll be taken to your inbox. Click on to compose a new message. Click on "Select Course" and choose the one you need. Then a "To" box appears. Click on  to add a contact. Teachers & students in that class are available to message.
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**Help:** There are way more cool things that Canvas can do that we aren't going to show you in this brief overview. Clicking this Help button, you can choose "Search the Canvas Guides" to find loads of resources like how to upload a Word document or how to add a picture to a discussion.



## Step 5: Navigating A Course

Each of your courses may look different, that's because your individual teachers are designing them and putting up special messages and activities for you. A lot of our teachers are using the same basic template, so it should be easy to find activities for Week 1, Week 2, etc. across all your different courses.

The screenshot shows a web browser window with the URL [www.camavalleyschools.org/canvas](https://www.camavalleyschools.org/canvas). The course is titled "Graphic Design Q4" and is for "Mrs. Gerritsen". The page layout includes a left sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area features a large banner image of a desk with a computer and a hand holding a pen. Below the banner is a "Start Here" button and a row of buttons for each week (Week 1 through Week 9). A welcome message is displayed below the buttons, followed by a paragraph of text. The right sidebar contains buttons for "View Course Stream" and "View Course Calendar", and sections for "To Do" and "Recent Feedback".

## Navigation Buttons

There are multiple ways to get from page to page on a Canvas course. You'll always start on the "Home" page for a course.

Most teachers will be posting their tasks and activities weekly, so using the grey buttons on the screen to get to the correct week is perhaps the easiest way to make sure you're on track.



There are also clickable links to jump directly to your Assignments, Discussions, Quizzes, etc on the left-hand side of the page. These buttons are customizable, so if you have multiple classes, you may have different words here.

**More information about using Canvas will be made available. Tutorials for students from Canvas are also available online at [community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student](https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student).**

