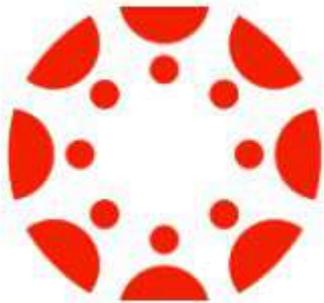


A Parent's Navigation Guide to Canvas

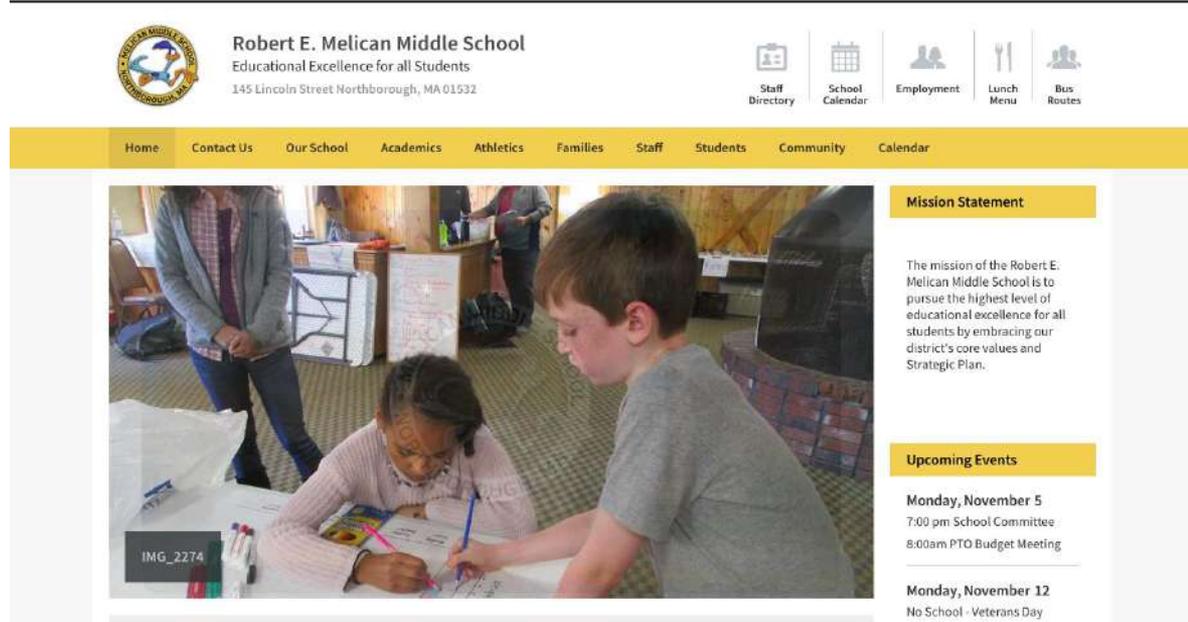


canvas

Setting your Password

Please complete these steps using the web version of Canvas (can be done using Safari or Chrome on your phone as well).

Step 1: Go to the Melican homepage.



The screenshot shows the homepage of Robert E. Melican Middle School. At the top left is the school's logo, a circular seal with a globe and the text "ROBERT E. MELICAN MIDDLE SCHOOL". To the right of the logo is the school's name and address: "Robert E. Melican Middle School, Educational Excellence for all Students, 145 Lincoln Street Northborough, MA 01532". On the right side of the header are five icons with labels: "Staff Directory", "School Calendar", "Employment", "Lunch Menu", and "Bus Routes". Below the header is a yellow navigation bar with links: "Home", "Contact Us", "Our School", "Academics", "Athletics", "Families", "Staff", "Students", "Community", and "Calendar". The main content area features a large photograph of two students, a girl and a boy, sitting at a table and working on a project. A small black box with the text "IMG_2274" is overlaid on the bottom left of the photo. To the right of the photo are two yellow boxes. The first is titled "Mission Statement" and contains the text: "The mission of the Robert E. Melican Middle School is to pursue the highest level of educational excellence for all students by embracing our district's core values and Strategic Plan." The second is titled "Upcoming Events" and lists two events: "Monday, November 5, 7:00 pm School Committee" and "8:00am PTO Budget Meeting", followed by "Monday, November 12, No School - Veterans Day".

Robert E. Melican Middle School
Educational Excellence for all Students
145 Lincoln Street Northborough, MA 01532

Staff Directory | School Calendar | Employment | Lunch Menu | Bus Routes

Home | Contact Us | Our School | Academics | Athletics | Families | Staff | Students | Community | Calendar

Mission Statement

The mission of the Robert E. Melican Middle School is to pursue the highest level of educational excellence for all students by embracing our district's core values and Strategic Plan.

Upcoming Events

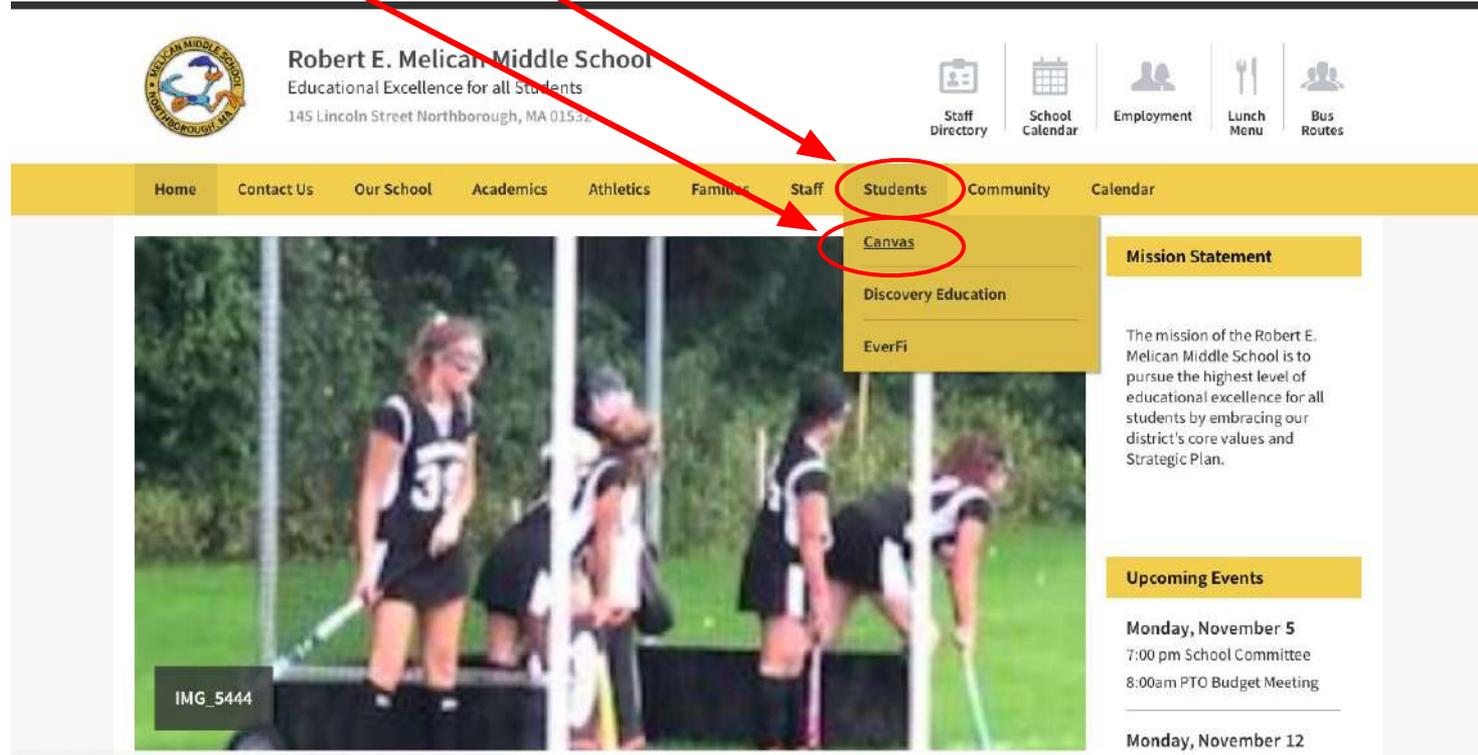
Monday, November 5
7:00 pm School Committee
8:00am PTO Budget Meeting

Monday, November 12
No School - Veterans Day

Setting your Password

Step 2: Click on the “Students” tab

Step 3: Click on the “Canvas” link



The screenshot shows the website for Robert E. Melican Middle School. The header includes the school logo, name, and address. A navigation bar contains links for Home, Contact Us, Our School, Academics, Athletics, Families, Staff, Students, Community, and Calendar. The 'Students' link is circled in red, and a red arrow points to it from the 'Step 2' instruction. A dropdown menu is open under 'Students', with the 'Canvas' link circled in red and a red arrow pointing to it from the 'Step 3' instruction. Other links in the dropdown include Discovery Education and EverFi. To the right, there are icons for Staff Directory, School Calendar, Employment, Lunch Menu, and Bus Routes. Below the navigation bar is a large photo of cheerleaders on a field with the caption 'IMG_5444'. On the right side, there are sections for 'Mission Statement' and 'Upcoming Events'.

Robert E. Melican Middle School
Educational Excellence for all Students
145 Lincoln Street Northborough, MA 01532

Staff Directory | School Calendar | Employment | Lunch Menu | Bus Routes

Home | Contact Us | Our School | Academics | Athletics | Families | Staff | **Students** | Community | Calendar

Canvas
Discovery Education
EverFi

Mission Statement

The mission of the Robert E. Melican Middle School is to pursue the highest level of educational excellence for all students by embracing our district's core values and Strategic Plan.

Upcoming Events

Monday, November 5
7:00 pm School Committee
8:00am PTO Budget Meeting

Monday, November 12
No School - Veterans Day

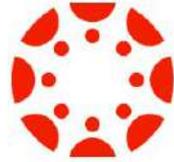
IMG_5444

<https://nsdoro.instructure.com>

Setting your Password

Step 4: Click on the “Melican Parents/Guardians” link

NSBORO Canvas Discovery Page



canvas

Algonquin Students/Teachers

Algonquin Parents/Guardians

Melican/Trottier Students/Teachers

Melican Parents/Guardians

This is what it would look like on your phone

NSBORO Canvas Discovery Page



canvas

Algonquin Students/Teachers

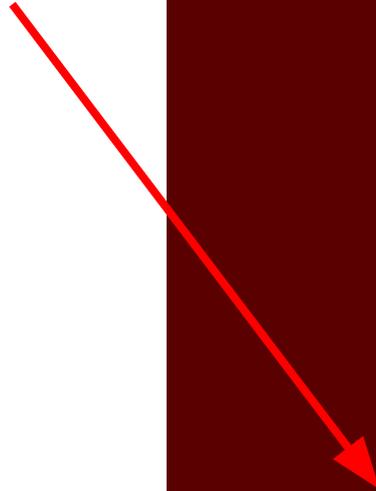
Algonquin Parents/Guardians

Melican/Trottier Students/Teachers

Melican Parents/Guardians

Setting your Password

Step 5: Click on the “Forgot Password?” link to set your password for the first time.

The screenshot shows a login page with a dark red background. At the top center is a circular logo for the Public Schools of Northborough and Southborough, featuring a torch and the text "Public Schools of Northborough Southborough", "Ten Schools • Three Districts", and "One Community of Learners". Below the logo are two white input fields: "Login" and "Password". To the right of the "Password" field is a "Log In" button. Below the "Password" field is a link labeled "Forgot Password?", which is circled in red. At the bottom of the page are links for "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the word "INSTRUCTURE" in all caps.

Setting your Password

Step 6: Type your login username which is your email address you have on file here at the school.

Step 7: Then click the “Request Password” button.

Public Schools of
Northborough • Three Ourselves • One Community of Learners • Southborough

Enter your Login and we'll send you a link to change your password.

Login

[Back to Login](#) [Request Password](#)

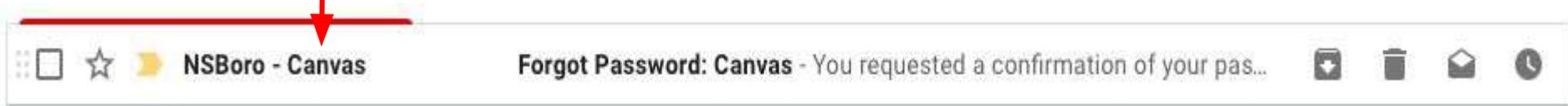
[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

Setting your Password

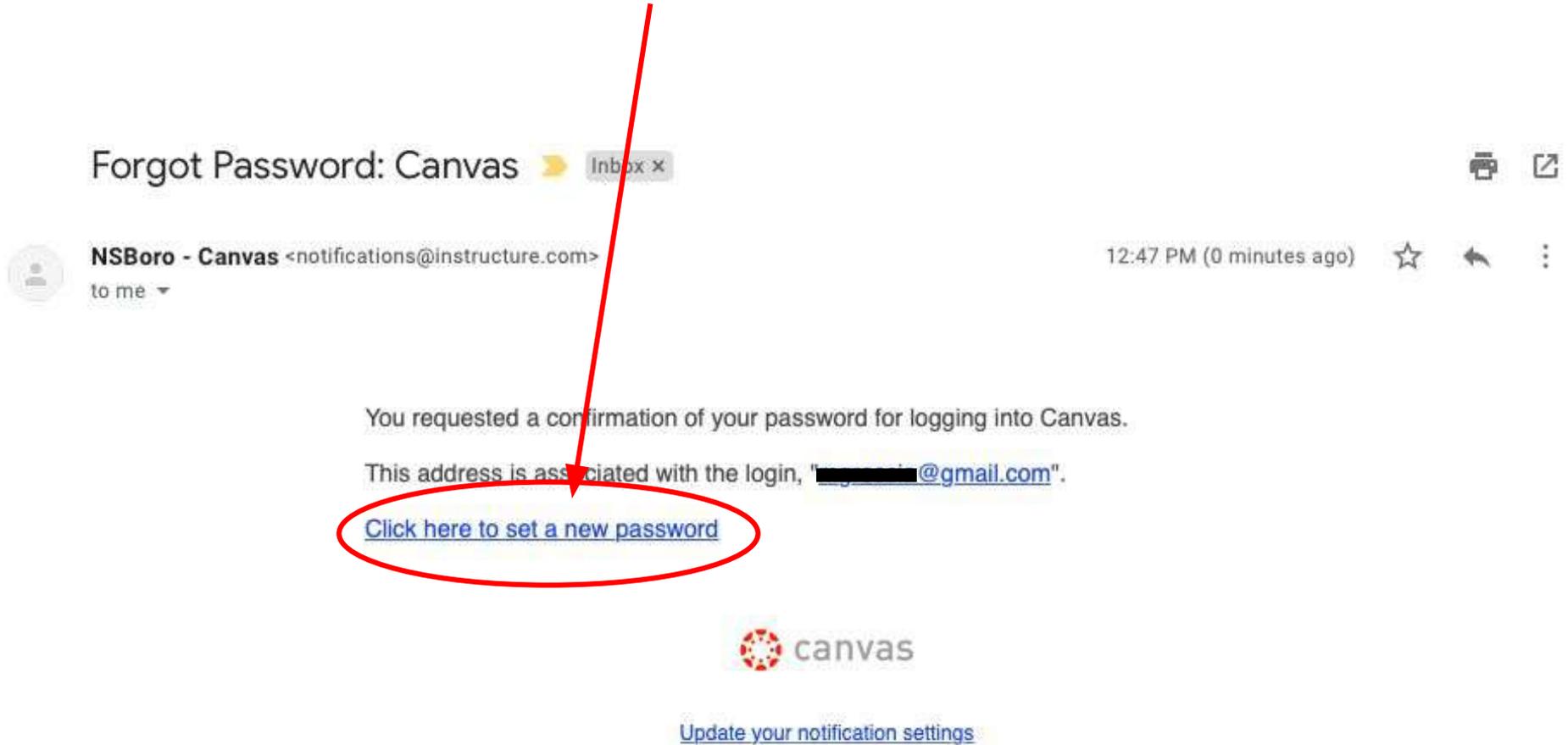
You will be redirected back to the login page and a confirmation message will appear at the top of the page.

Step 8: Check your inbox for an email that will look like this. Open the email.



Setting your Password

Step 9: Click the link that says “Click here to set a new password”



Setting your Password

Step 10: Create your password. Type it once in each box then click the “Update Password” button. This will be your password to access Canvas on the web and using the app on your phone (if you wish to use the app).

After clicking the “Update Password” button, you will be redirected back to the login page and a confirmation message will appear stating your password has been changed.

Step 11: Your password has been officially set and you now can sign into Canvas.

Change login password for ██████████

██████████@gmail.com

New Password:

Confirm New Password:

Update Password

✓ Your password has been changed. ✕



Login

Password

[Forgot Password?](#)

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

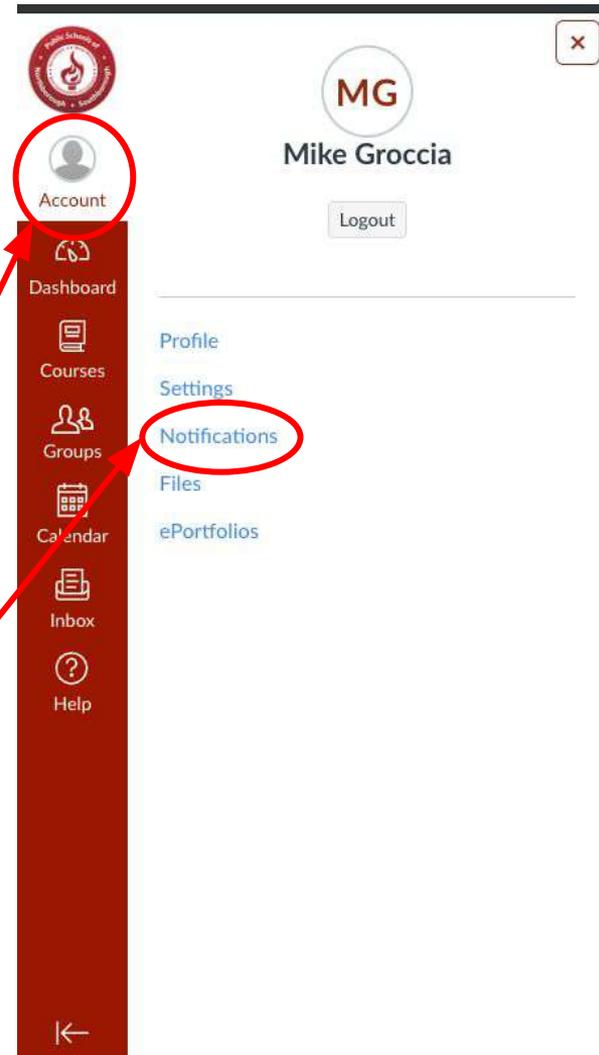
Email Notifications

Please complete the following steps using the web version of Canvas as customizing your email notifications is not an option allowed through the app.

As soon as we link your child(ren)'s account to your account, you will begin receiving email notifications. Setting these email notifications will reduce the number of emails sent to your email address. It also allows you to focus on the content you deem most important.

Step 1: Click on “Account” from the maroon bar on the left hand side.

Step 2: Click on the blue “Notifications” link



Email Notifications

You are provided with a key of what each symbol means next to the “Course Activity.”

Step 3: Scroll down the list of “course activities” and select the frequency of notifications for each activity. There is **NO** “save” or “update” button at the bottom. Once you select your option, it is saved.

Mike Groccia > Notification Preferences

Account

Notifications

Profile

Files

Settings

ePortfolios

Observing

Dashboard

Courses

Groups

Calendar

Inbox

Help

Notification Preferences

Notify me right away Send daily summary Send weekly summary Do not send me anything

Course Activities

Activity	Frequency	Calendar	Close
Due Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this message. Some content will be sent outside of the institution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussions			
Discussion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion Post	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Address: mgroccia@gmail.com

After setting your password and customizing your notifications, you have completed all the foundation work to have your account ready for November 30th. You can always revisit these notifications at a later date to readjust based on your experience with Canvas.

Changing your password

If at any point you want to change your password, follow these steps...

Step 1: Click on the “Account” button in the maroon menu bar.

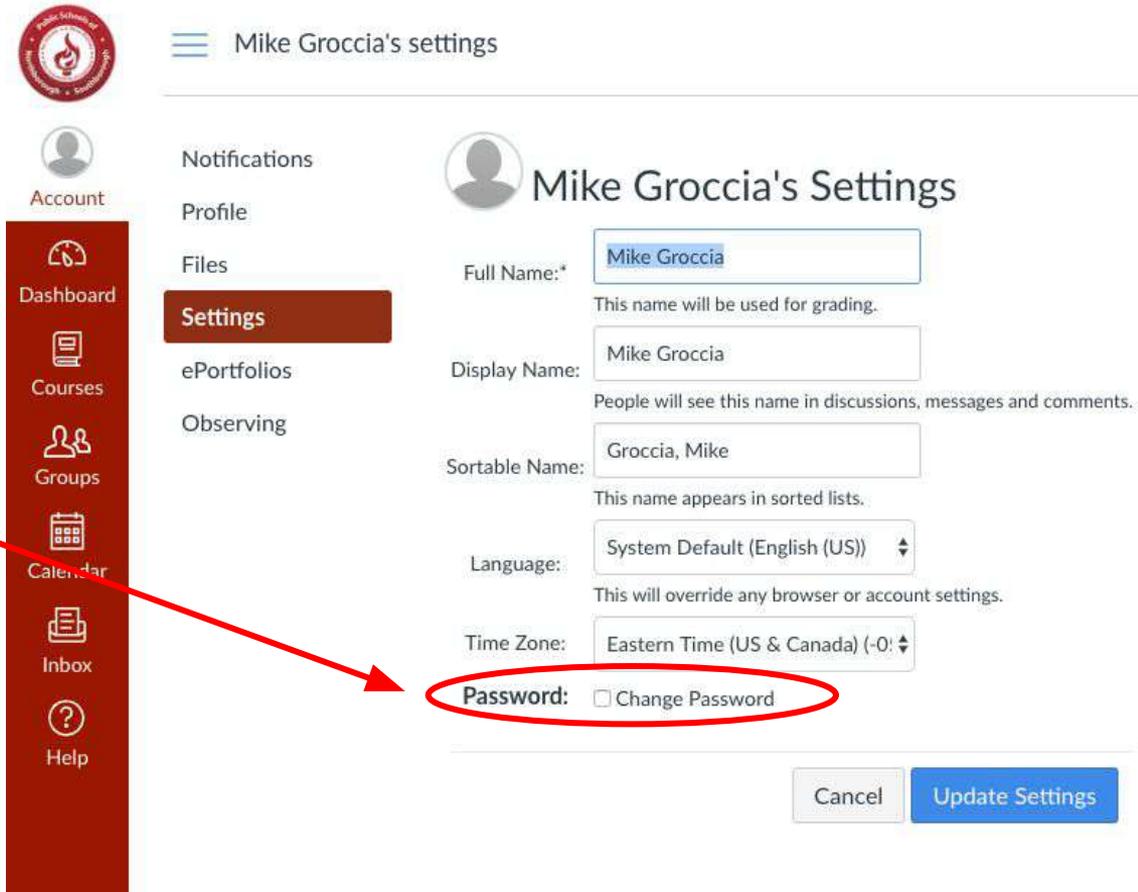
Step 2: Click on the “Settings” link in the white menu bar that appears.

Step 3: On the far right hand corner, click on the “Edit Settings” button

The screenshot shows a user's settings page for 'Mike Groccia'. The page is titled 'Mike Groccia's settings'. On the left, there is a vertical maroon menu bar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The 'Account' button is circled in red, and a red arrow points to it from the text 'Step 1'. Below the 'Account' button, the 'Settings' link is circled in red, and a red arrow points to it from the text 'Step 2'. On the right side of the page, there is a section titled 'Mike Groccia's Settings' with various fields like Full Name, Display Name, Sortable Name, Language, and Time Zone. Below this is a section for 'Web Services' and 'Registered Services'. On the far right, there is a section titled 'Ways to Contact' with 'Email Addresses' and 'Other Contacts'. The 'Edit Settings' button is circled in red, and a red arrow points to it from the text 'Step 3'.

Changing your password

Step 4: Check the small box next to the word “Password” underneath the “Time Zone” option.



The screenshot shows a user's settings page for Mike Groccia. On the left is a vertical navigation menu with icons and labels: Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The 'Settings' option is highlighted in a dark red bar. To the right of the menu is a list of settings categories: Notifications, Profile, Files, Settings (highlighted), ePortfolios, and Observing. The main content area is titled 'Mike Groccia's Settings' and contains several input fields: Full Name (Mike Groccia), Display Name (Mike Groccia), Sortable Name (Groccia, Mike), Language (System Default (English (US))), and Time Zone (Eastern Time (US & Canada) (-0:)). Below the Time Zone field, the 'Password' section is visible, featuring a checkbox labeled 'Change Password' which is circled in red. A red arrow points from the text on the left to this checkbox. At the bottom right are 'Cancel' and 'Update Settings' buttons.

Changing your password

Step 5: Type your old password once, then enter your new password twice.

Step 6: Click the blue “Update Settings” button.

The screenshot shows a user interface for "Mike Groccia's settings". On the left is a vertical navigation menu with icons and labels: Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The "Settings" option is highlighted in a dark red bar. The main content area is titled "Mike Groccia's Settings" and contains several fields: Full Name (Mike Groccia), Display Name (Mike Groccia), Sortable Name (Groccia, Mike), Language (System Default (English (US))), and Time Zone (Eastern Time (US & Canada) (-0)). Under the "Password:" section, the "Change Password" checkbox is checked, and the "Password For:" field shows a masked email address. Below these are three input fields: "Old Password:", "New Password:", and "Confirm Password:". A red box highlights these three fields. At the bottom right, there is a blue "Update Settings" button, also highlighted with a red circle. A red arrow points from the "Update Settings" button back to the "Settings" menu item.

How to View Grades

The screenshot shows the Canvas dashboard interface. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main area is titled 'Dashboard' and contains a grid of six course cards. Each card has a colored header, a title, a subtitle, and an icon representing the course type (e.g., document, folder). The cards are: 1. Green header: '7th grade science Sandbox Course'. 2. Blue header: '8th Grade Spanish Test Class 8th Grade Spanish Test Class'. 3. Purple header: 'Groccia Sand Box Groccia'. 4. Red header: 'Groccia test Class Groccia'. 5. Pink header: 'Mesite Test class Mesite'. 6. Grey header: 'parent access test class parent'.

This is a close-up of the 'Coming Up' section in the top right corner of the dashboard. It shows a calendar icon, the text 'Coming Up', and 'Nothing for the next week'. Below this, a button labeled 'View Grades' is circled in red. A red arrow points from the right side of the text area towards this button.

The **Dashboard** will list all the courses that your child or children are enrolled in. Please note, if you have multiple students using Canvas (at MMS or ARHS) all of their courses will be together on this page.

The best way to view your child(ren)'s grades is to click the **View Grades** button above. This will direct you to a page that will list all the courses and the overall grade for each course. From there, you can click on individual courses to view a detailed grade report.

This is shown in the next slide.

How to View Grades



Mike Groccia > Grades

- Account
- Dashboard
- Courses
- Groups
- Calendar
- Inbox
- Help

Linked Student Accounts

Melican Test Student, 7th grade science	no grade
Melican Test Student, Groccia Sand Box	50.0%
Melican Test Student, Mesite Test class	80.0%
Melican Test Student, Groccia test Class	no grade
Melican Test Student, 8th Grade Spanish Test Class	no grade
Bri Bri Calnan, parent access tes class	79.0%

“Melican Test Student, 7th Grade science”

=

“Name of student, title of course”

This is the view you will see after clicking on the **View Grades** button from the previous page. As you can see, all the courses are listed on the left with the overall grade to the right.

Underneath the words “Linked Student Accounts” you will see the name of your child or children and then the name of the course. To view a detailed report for that class, click any part of the name/course as it is a link to the grade report.

If you have multiple children using Canvas, this is the best option to view their grades as it clearly labels the name of the child and the course.

How to View Grades



Mesite > Grades > Melican Test Student



- Home
- Assignments
- Grades**
- Files
- Syllabus
- Modules

Grades for Melican Test Student



Total: 80%

Show All Details

Course assignments are not weighted.

Calculate based only on graded assignments

Name	Due	Score	Out of
Introduction to Middle East (Southwest & Central Asia)		8	10
Pre-Assessment Geography		-	0
Assignments		N/A	0.00 / 0.00
Imported Assignments		80%	8.00 / 10.00
Total		80%	8.00 / 10.00

This is the what a detailed grade report would look like for each course. From left to right, you are given the name of the assignment, the due

date, the score earned, and the total potential points. At the bottom of the report, you will be provided with overall grades for assignment groups such as Formative or Summative Assessments as well as the overall grade average.

What do the symbols mean?



= Grade does not count towards final average



= Teacher is working on grading the assignment



= A teacher left a comment for the student



= "What if" grades allow students to see how their grade would be impacted if they earned a different grade

How to View Grades



Mesite > Grades > Melican Test Student



- Home
- Assignments
- Grades**
- Files
- Syllabus
- Modules

Grades for Melican Test Student

Print

Total: 80%

Show All Details

Course assignments are not weighted.

Calculate based only on graded assignments

7th grade science
Groccia test Class
✓ Mesite Test class
Groccia Sand Box

Arrange By
Due Date
Apply

Name	Due	Score	Out of
Introduction to Middle East (Southwest & Central Asia)		8	10
Pre-Assessment Geography		-	0
Assignments		N/A	0.00 / 0.00
Imported Assignments		80%	8.00 / 10.00
Total		80%	8.00 / 10.00

Once you are in a detailed grade report, you do NOT need to go back to the **Dashboard** or the list of all the courses (unless you are switching students).

Underneath the word “Course” next to the “Arrange by” option, there is a drop down menu that will allow you to switch to a different course to view that detailed grading report.

Calendar

The screenshot shows a web-based calendar for November 2018. The interface includes a sidebar on the left with navigation options: Account, Dashboard, Courses, Calendar (highlighted with a red circle), Inbox, and Help. The main area displays a calendar grid with various events. A red arrow points from the 'Calendar' icon in the sidebar to the main calendar grid. A green circle highlights a '2:25p Extra Credit' event on the calendar grid, and a green arrow points from this event to the 'Science 8' entry in the 'CALENDARS' list on the right side of the interface.

SUN	MON	TUE	WED	THU	FRI	SAT
28	29 Apertura 10/26 In Class Listening C	30 PT: Pizza Quenn 2:25p Speed Practi Aperturali-10/30 Chapter 4 Questi Chapter 5 Open-Ri Special Solutions:) Tarea 10/29 (Quiz)	31 PT: Pizza Quenn Apertural-10/31 Chapter-6-CRC Learning Math: Equ	1 PT: Pizza Quenn In Class Speaking I Practice Quiz: clici	2 2:25p Newton's La Preposition Activit Primary-Secondary PT: "Pizza Queen" Stem-changing-the Tarea-11/1	3
4	5	6 BI online, 7-1: p.25 Outline 8.2 Apposi	7	8	9 "I'm Yours" Review	10
11	12	13	14	15	16 Practicing a Piano	17
18	19 Independent Read	20	21 2:25p Extra Credit Day 1 Classwork (/ Day 2 Classwork (/ Peace Poster Crea Peace Poster Crite Peace Poster Effor Piano Chords & Ba Sketchbook Drawin	22	23	24

- CALENDARS
 - Science 8
- UNDATED
 - Calendar Feed

The **Calendar** can be accessed by clicking on the “Calendar” in the maroon menu bar on the left hand side of the page.

On the right hand side, you will see a list of calendars which creates the color code system for the calendar. For example assignments in **GREEN** are for science class.

Teacher Homepage



Sandbox Course



Account



Dashboard



Courses



Groups



Calendar



Inbox



Help

Home

Modules

Grades

7th grade science



Welcome to 7th grade Science at Melican Middle School.

Mrs. Eisenlord (Blue Team-room 313) and Mrs. Leboeuf (Green Team-room 314) are available for extra help by appointment or invitation.

If you need to contact us we can be reached at jeisenlord@nsboro.k12.ma.us or dleboeuf@nsboro.k12.ma.us.

We are looking forward to a fun year working with you.

[Click here to log into Discovery Education. Remember to "sign in with Google" using your school e-mail.](#)

View Course Stream

Coming Up

View Calendar

Nothing for the next week

When you click on a course tile while in the **Dashboard**, you will be directed to the teacher's homepage just as students are. This is a consistent place for teachers to have information about their classroom and the course.