



The Arbor Learning Community Canvas Guidance for Families

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How We Use Canvas at The Arbor



HOMEPAGE

See general information about the class, including:

- Teacher(s)
- Teacher contact information
- Class outline: Outlines may be updated as the semester progresses.



Communicating with Teachers: Email is the best mode of communicating with teachers.

Helpful Tip! The **outlines** are great resources in providing information for learning plans to charter schools or for better understanding content that will be covered in class.



ANNOUNCEMENTS

At the start of the semester: Teachers will post a welcome message here. Check for any materials and/or assignments needed for the first day of class.

Throughout the semester: Teachers may post announcement reminders during the course as needed.



Helpful Tip! Receive any announcements as an email by enabling email notifications. [Account](#) --> [Notifications](#).



MODULES

Modules will be the one-stop place for any weekly updates for the class, including:

- weekly recap summaries
- relevant content and/or handouts for the week
- at-home assignments (if any)
- activities and/or resources for extending learning at home

Weekly modules are updated within 24 hours of the class.



Helpful Tip! **Weekly recaps** are a great source to update learning plans for students. This is also a great place to check for any missed work.



ASSIGNMENTS

Please pay attention to the Assignments tab to see if there are any assignments that teachers want students to complete before the next class. Most teachers will list it or mention it under Modules, but it's a good practice to check here as well.



Note! It is very important that students come to class with any required assignments complete. The Arbor has made every effort to provide information about the scope of at-home work in the website descriptions, which are available to you at registration.

How to Create a Canvas Account

STEP ONE: Click “Get Started” from the invite sent to your email

Invite will be sent to the email we have on file

You've been invited to participate in a class at Free For Teacher. The class is called Arbor Orientation. Course role: Student

Name: **Trianna**

Email: trianna.eichinger@thearborlearningcommunity.com

Username: **none**

You'll need to register with Canvas before you can participate in the class.

Get Started

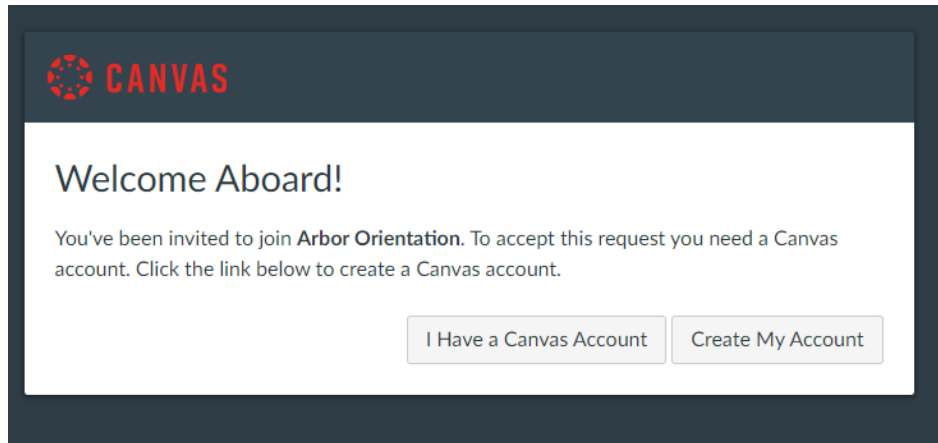


STEP TWO: Accept the invitation by clicking the green “Accept” button

The screenshot shows the Canvas LMS interface. On the left is a dark sidebar with navigation icons for Home, Pages, Files, Syllabus, Modules, Collaborations, Login, Dashboard, Calendar, Inbox, History, and Help. The main content area shows a breadcrumb trail 'Arbor > Modules'. A green-bordered notification box at the top states: 'You have been invited to join Arbor Orientation with the following user role: Student'. Below this text are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted in green. To the right of the notification is a 'Collapse All' button. Below the notification is a list of course modules under the heading 'Arbor Virtual Family Orientation'. The first module is 'Step 1: Important Arbor Information', which contains four PDF files: 'Arbor Student and Family Guidelines 2020-2021.pdf', 'What to Expect in Your Arbor Online Classes.pdf', 'Arbor Science Safety Rules 2020-2021.pdf', and 'Arbor Family Information 2020-2021.pdf'. On the right side of the interface, there are three buttons: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. Below these buttons is a 'To Do' section with a circular progress indicator.

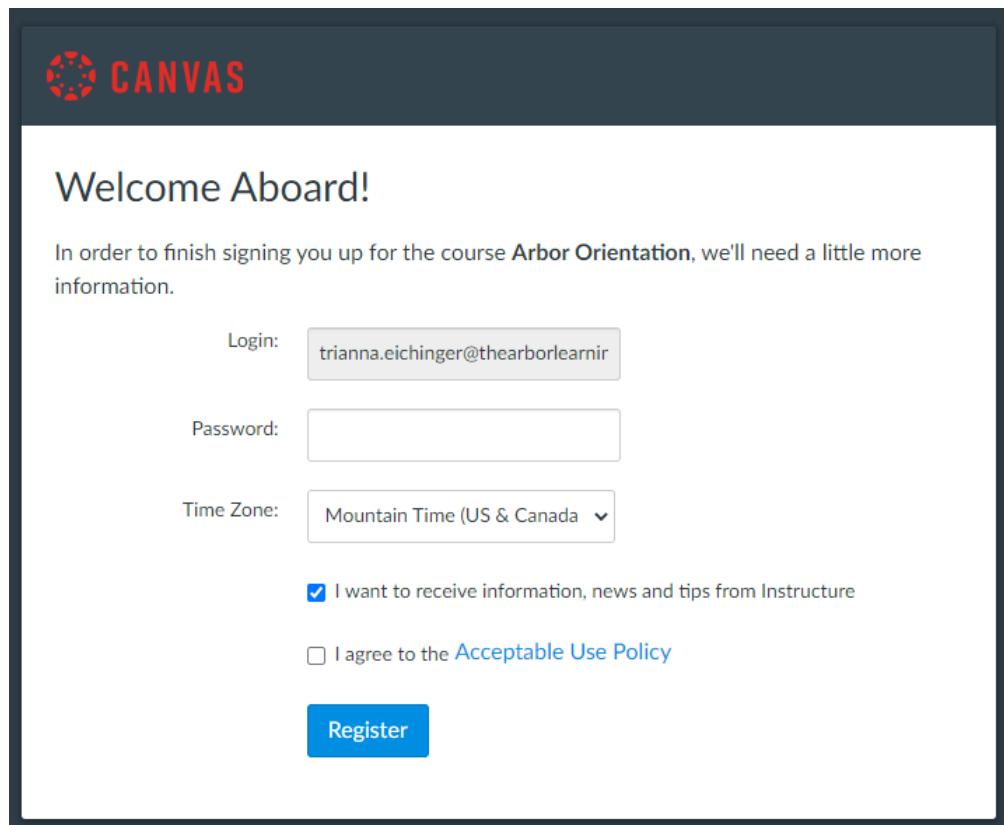
STEP THREE: Click “Create My Account”

If you already have an account you can click “I Have a Canvas Account” and log in



STEP FOUR: Enter a password (write it down somewhere!), agree to the terms, and then click “Register”

You then should see the class on your dashboard and then you are all set.



How Students are Added & How to Request Additional Emails/Users

When do my students get Canvas access?

Students are added to Canvas one week before classes begin each semester. A new Canvas class is used each semester.

How are my students added to Canvas?

By default, students are added to their Canvas classes via the **primary family email address** provided at registration. This is **one** single email address for all students in the family.

How do I request for an alternate or additional email to be added on Canvas?

If you would like an alternate or additional email added for any of your students:

1. Email arbor@thearborlearningcommunity.com with the **student name, the class, and the preferred email address.**
2. Unless specified, the primary email address will remain an 'Observer' of the class. If you would like the primary email address completely removed, please make that clear.

What is the parent's role in Canvas?

Parents/guardians must retain access to their student's Canvas account. When using the Canvas platform, the parent retains the role of oversight of supervision. For all classes using online resources, it is the parent's responsibility to grant or deny permission for their children to access third-party websites.

Does The Arbor's office have visibility to or control of my Canvas account?

No. The Arbor uses the Canvas Free for Teachers version, and this version does not include administrative access to individual family/student accounts. Unfortunately, issues specific to the family's account cannot be resolved directly by our office, though we are happy to provide assistance and/or point you to resources.

Canvas Navigation Tips

- Families can change or add personal info (name, profile, add email addresses for access) to their Canvas account by going to Account, and then Settings.
- Families can adjust notification settings to preferred levels in Canvas by going to Account, and then Notifications. We recommend turning **on** the email alert in Notifications for "Course Content" and "Announcements" if you would like to receive emails for those posts as they're updated.

Canvas Troubleshooting Resources

- [Getting Started with Canvas as a Student- Canvas Videos](#)
- [Notification Settings- Canvas Video](#)
- [User Settings- Canvas Video](#)
- Email arbor@thearborlearningcommunity.com with any Canvas questions.