



## **John Monash Science School**

### **Canvas Guide for Parents 2019**

Canvas is the John Monash Science School Learning Management System (LMS) that supports teachers in delivering a differentiated approach to learning – using traditional face-to-face practices with online technology. It is a cloud-based application which enables students and teachers to access the tools they need for learning and teaching wherever they are. It also enables parents to be enrolled as an observer thereby providing access to student results, assessment tasks and course materials.

At JMSS, we are still in the early stages of adopting Canvas. As we go live to parents, you will be able to view the Assignment page for each subject, the overview of a number of units of work and marks for assessment tasks completed throughout 2019. In all of your child's subjects you will also have access to assignment details and other course materials. Over the next couple of years, it is intended that more and more course materials will be available online and a central data portal will be created to make it easy for parents to access a snapshot of their child's academic lift at the John Monash Science School. As Canvas is a future driven product, it will always be dynamic with developments continuing for many years to come as new features become available and as teachers continue to explore what is possible.

Canvas is now the space where parents and students will receive marks and feedback for all assessment tasks. It will be timely with results and feedback being released as work has been completed and corrected throughout the year and will replace the need for end of semester reports. This should enable us all to support our students, your children, in a timely and effective manner as opposed to waiting for a report at the end of the semester which contains improvement comments which should have been applied during the semester.

**NOTE** – As we continue to learn about and develop our use of Canvas for continuous reporting, various features may be turned on or off based on feedback from our community. At a minimum Canvas will enable you to have online access to marks for all your child's assessment tasks. Please note, however, that there might not be written feedback for every task. This is due to the fact that each subject area delivers feedback in a different way and in some cases feedback will have been included on the hardcopy of your child's work. Where written feedback has been included in Canvas, some teachers might have opted to use a rubric whereas others might have included separate comments. Not all assessment tasks will have rubrics depending on the type of assessment task. In the future, all assessments task results will be available on Canvas and will be accessible from a centralised data portal.

We look forward to the ongoing role that Canvas will having in creating rich learning experiences for our students, efficient and blended learning tools for our teachers and opportunities for you as parents to stay connected with your child's education.

### **Canvas Help**

If you are experiencing trouble with your Canvas login, password or using the application, please contact Mrs Wendy VandenBerg, Canvas Parent Liaison Officer, on 9905 1002 or email [wendy.vandenberg@jmss.vic.edu.au](mailto:wendy.vandenberg@jmss.vic.edu.au).

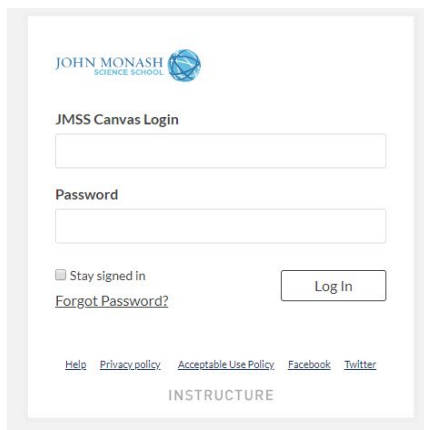
For assistance with Assignments, Assessment Dates, or other Canvas course content, please contact your child's teacher for the relevant subject.

## Logging into Canvas for the first time

Canvas is accessible from any computer or mobile device with a standard browser. Canvas supports the latest versions of Chrome, Firefox, Internet Explorer and Safari. Just open your browser, log into Canvas, and you're ready to go.

It is strongly recommended that when you log into Canvas for the first time that you adjust the notification settings on your account and hence manage the frequency and type of notifications you receive.

To access Canvas, type in the following URL: <https://jmss.instructure.com/login/canvas>



On this screen - Enter your email address and password sent to you from the John Monash Science School

Please remember to bookmark the Canvas login page for quick and easy access in the future.

As a Canvas observer, you will have the following options:

- View the Dashboard
- Set your Notifications
- View the course Syllabus
- View Marks for Assessment
- View but not submit Assignments
- View the Modules Page
- View the Calendar

When you log into Canvas, you will see the Dashboard with all your child's subjects visible.

\*Click on any item to see more details.

## Setting Notifications

When you first log in, you will be invited to set your Notification Preferences via a message bar at the top of the Dashboard – click on **Notification Preferences**. You can also click on Account on the left navigation bar to find the **Notifications** link.

It is strongly recommended that you set these notifications now – recommended default settings have been included below. These can be altered at any time to suit you.

Notifications are set as one of four delivery types: send right away, daily summary, weekly summary or don't send. If you change a setting, the change is made immediately to your account. Notification settings apply to all of your courses/subjects; you cannot change settings for individual courses/subjects.



Notifications. Tell us how and when you would like to be notified of events in Canvas.

Notification Preferences

Note: Green in the Notifications table indicates your nominated setting. Click on another icon to change a setting.

Notification Preferences			
<input checked="" type="checkbox"/> Notify me right away	<input type="checkbox"/> Send daily summary	<input type="checkbox"/> Send weekly summary	<input type="checkbox"/> Do not send me anything
Course Activities	Email Address chris.mann@jmss.vic.edu.au	Mobile Number chris.mann@jmss.vic.edu.au	Push Notification For All Devices
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

### Recommended Default Settings -

Course Activities	Recommended Setting
Due Date	Send weekly summary
Announcement	Notify me right away
Grading <input type="checkbox"/> Include scores when alerting about grades.	Notify me right away (DO NOT TICK small box under grading unless you want student results to appear in notification – not recommended)
<b>Scheduling</b>	
Calendar	Send weekly summary
<b>Alerts</b>	
Administrative Notifications	Notify me right away

For all other items select:  Do not send me anything

Parents will be notified when additional features/settings are being adopted by the school.

NOTE: Canvas mobile device apps will also include setting notification preferences.

**However, setting preferences inside the app will override preferences in the browser version of Canvas, and daily and weekly preferences are not supported.**

**View a Canvas Course:** To enter a course, go to the **Dashboard** and just click on the Course you wish to enter. If you click on the word Courses (on the side bar), a full listing of courses will appear – click on the course you wish to enter. In the future, you will be able to view all courses and hence marks from previous years, beginning with 2019.

**View the Course Syllabus:** When in a selected Course, click on the **Syllabus** link in the left menu. The syllabus houses an automatically updated list of events, assignments, quizzes, as well as the course outline and proposed timeline for the year or semester. The course syllabus will also include links to unit overviews and course content.

[Home](#)

[Syllabus](#)

[Modules](#)

[Assignments](#)

[Marks](#)

[Quizzes](#)

[Discussions](#)

[Collaborations](#)

**View Marks for Assessment:** When in a Course, click on the **Marks/Grades** link in the left menu. This will display the assessment results for this course. You can then click on the **Show All Details** button on the right hand side or click on the icons for each individual assignment.

**Marks/Grades** can also be viewed from the **Dashboard** by clicking on the **View Grades** button on the right hand side and then selecting each individual subject.

The marks in Canvas are the official marks for each of your child's subjects. Please note that the following disclaimer will be included for all VCE tasks at Unit 3 & 4.

**Disclaimer: all VCE marks are subject to moderation by VCAA**

**View Assignments:** When in a course, click on the Assignments link in the left menu. You will be able to view past and present assignments. You can click on the name of an individual assignment for more details. If an assignment does not require an online submission, you will view '**No Submission**' when opening individual assignments – **this does not mean your child has not submitted her work.**

Note – some assignments might be listed as undated, which might be as a result of teaching staff still learning about various settings or it might just be an in class task.

#### **View the Canvas Calendar:**

From the **Dashboard**, click on **Calendar** in the left navigation bar.

Notice the color coded Calendar List to the right of the calendar representing each of your child's subjects. You can select or deselect which ones are being viewed.

Click on any item on the calendar to see more details e.g. full assignment details and requirements. Assignments crossed out are typically past their due date.

Expanding the **Undated events** link will show a list of events and assignments that are not dated.

#### **View Canvas in your Preferred Language:**

English is the Canvas default language, but you can choose to view the Canvas interface in another language. To change the default language, open the user settings by clicking on Account on the left navigation bar, then clicking on Settings. On the right hand side, click on Edit Settings. In the Language drop-down menu, choose your preferred language, then click on Update Settings.



### Canvas Parent App - Android Guide

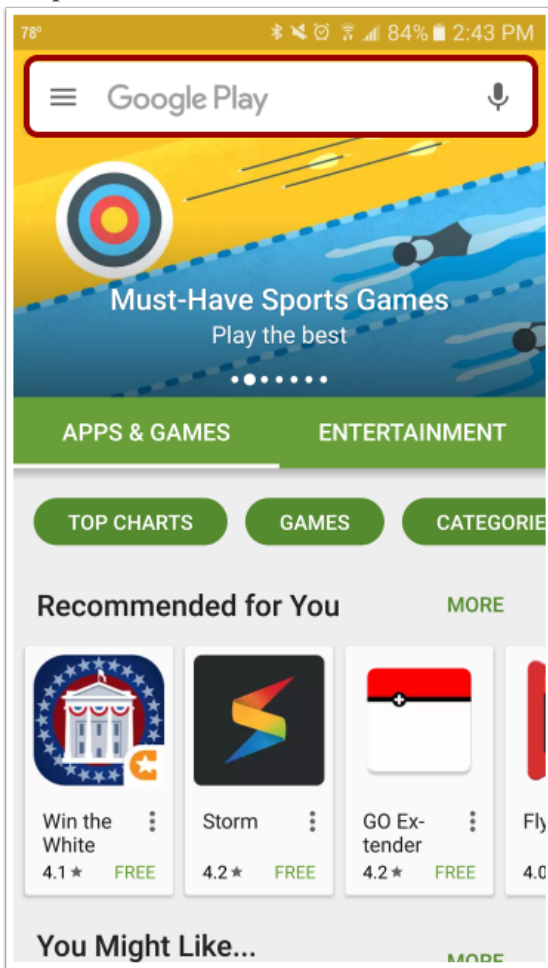
#### How do I download the Canvas Parent app on my Android device?

##### 1. Open App Store



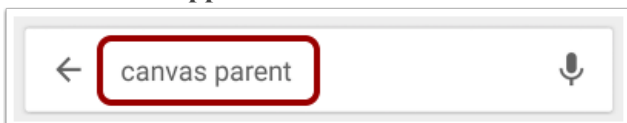
Open your Android device and tap the **Play Store** icon.

##### 2. Open Search



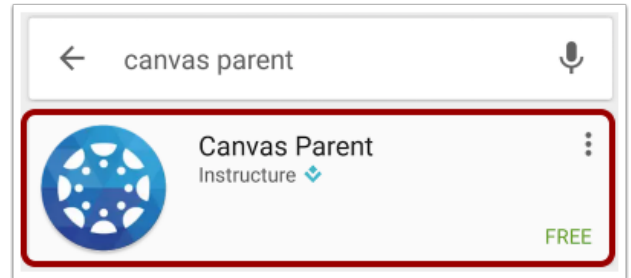
In the app menu, tap the **Search** field.

##### 3. Search for App



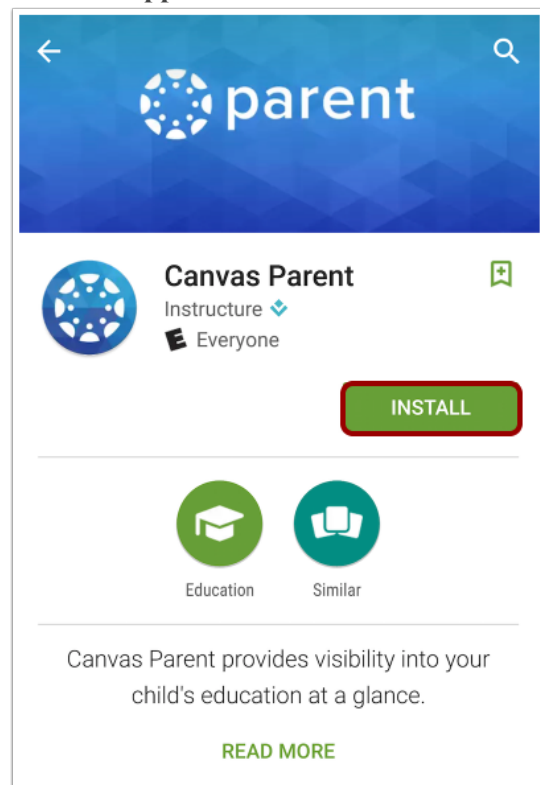
In the search field, type Canvas Parent. Tap the full name when it appears.

##### 4. Open App



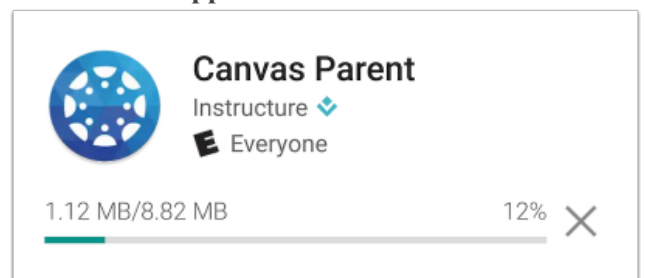
Tap the name of the app.

##### 5. Install App



Tap the **Install** button.

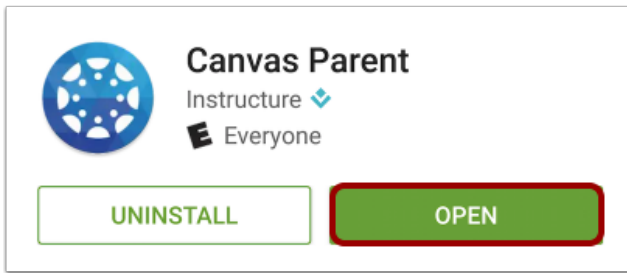
##### 6. Download App



The app will download and install.

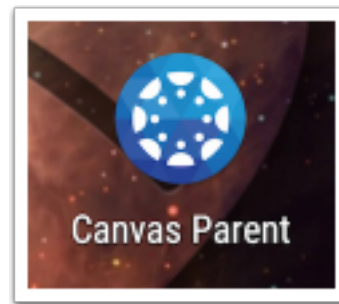


### 7. Open App



When the app has downloaded and installed onto your device, you can access the app immediately by tapping the **Open** button.

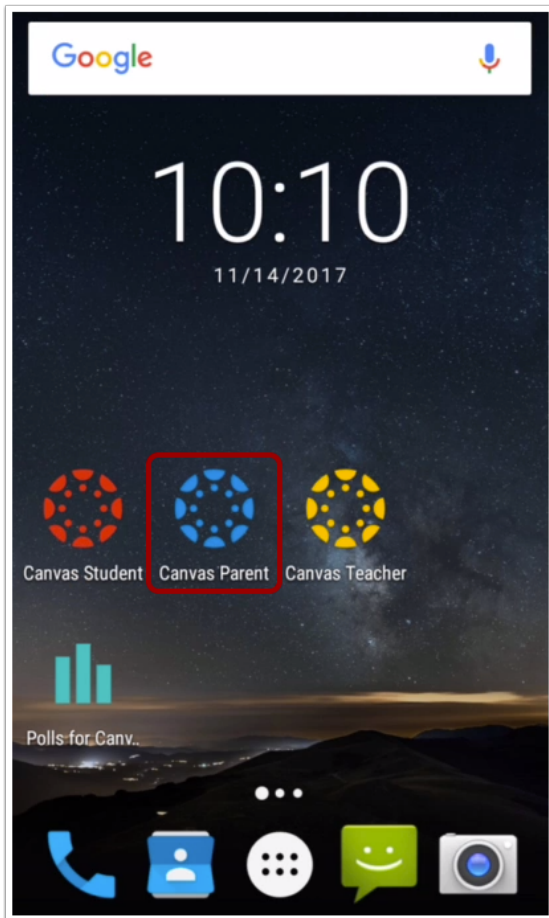
### 8. View App on Android Home Screen



You can also open the app on your Android home screen by tapping the **Canvas Parent** icon

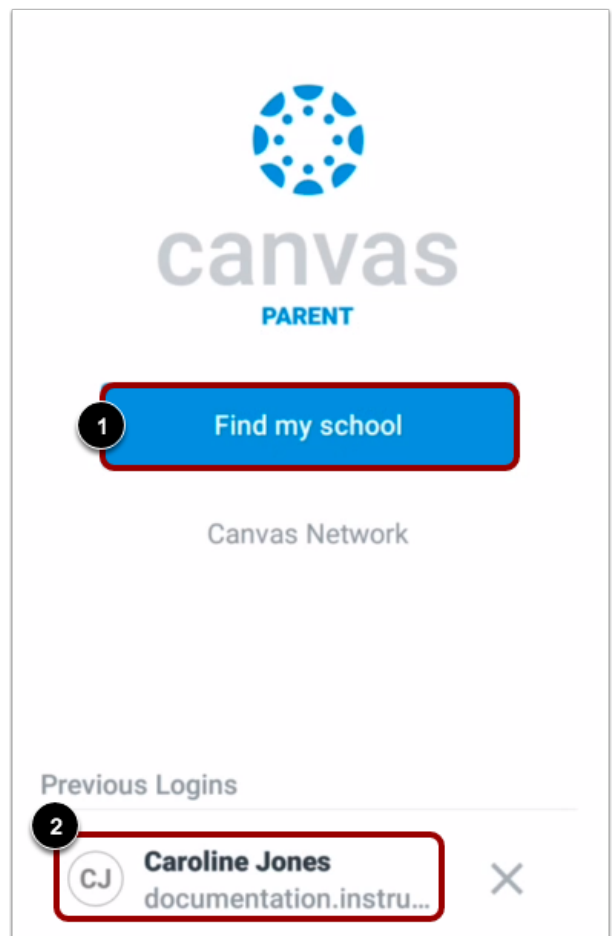
## How do I log in to the Canvas Parent app on my Android device?

### 1. Open App



Open your device and tap the **Canvas Parent** icon.

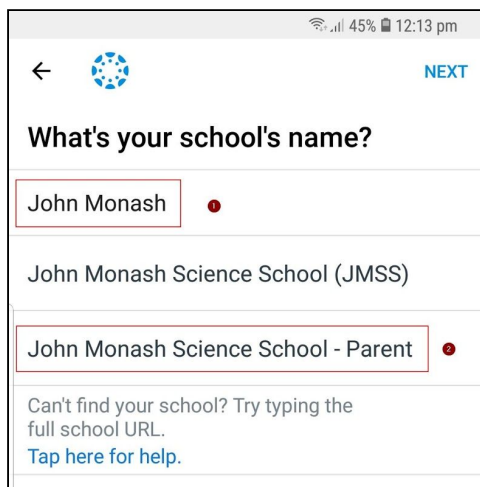
### 2. Find Your School



To find your institution, tap the **Find my school** button [1].

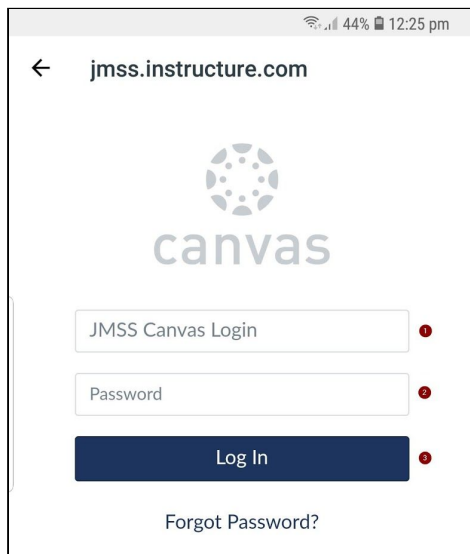
If you have previously logged into the app, you may be able to log into the app using a previous login. To use a previous login, tap your username [2].

### 3. Find Institution



Enter the name of your institution or school district **John Monash Science School Parent or JMSS Parent**. When the full name appears in the search list, tap the name.

### 4. Enter Login Credentials



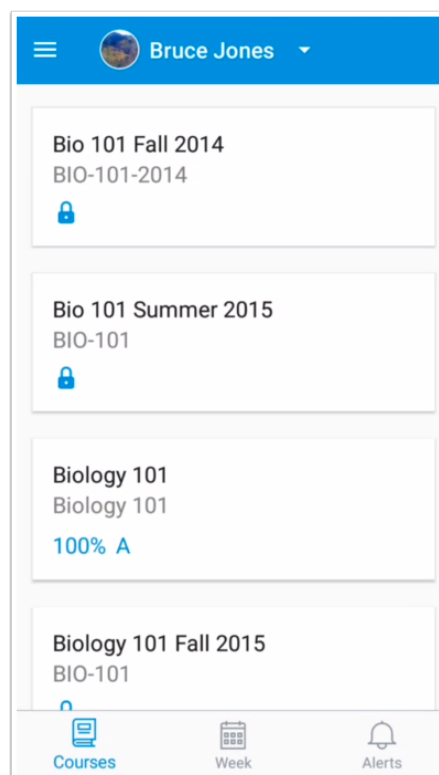
After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Then tap the **Login** button [4].

If you don't know your password, tap the **Forgot Password?** link [5].

### Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the **Forgot Password?** link, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.

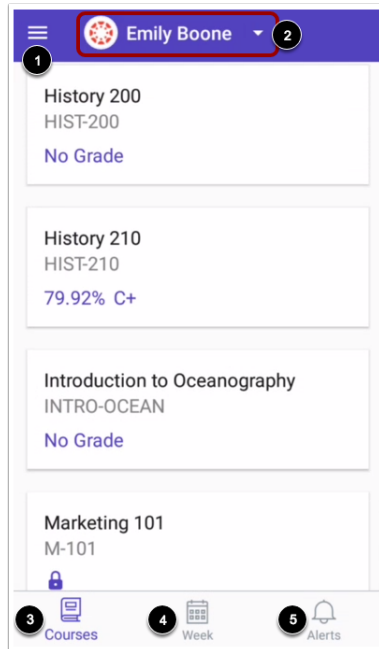
### 6. View Dashboard



View the course list for your student.

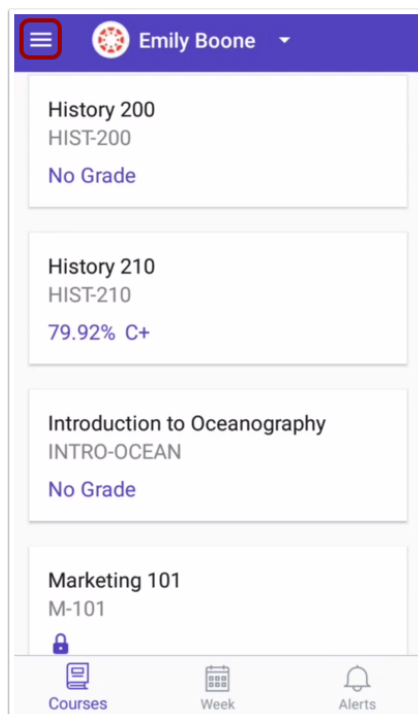
## How do I use the Canvas Parent app on my Android device?

### 1. View Parent App



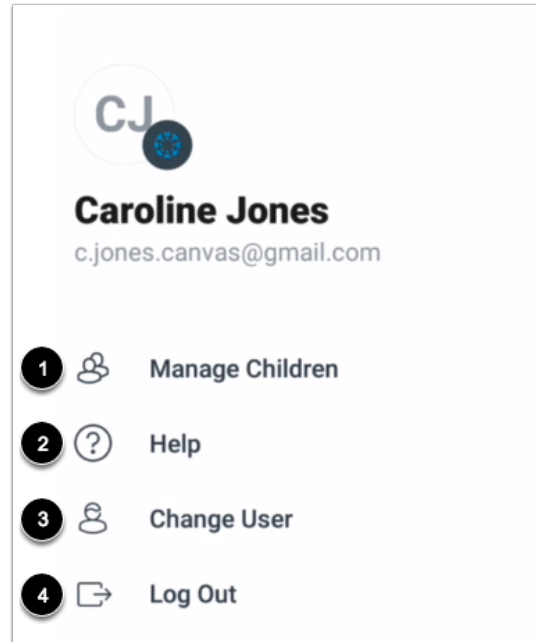
In the Canvas Parent app, you can view the User Menu [1], select a student [2], and view the student's courses [3], the student's weekly calendar [4], and alerts about the student's course participation [5].

### 2. Open User Menu



To open the User Menu, tap the Menu icon.

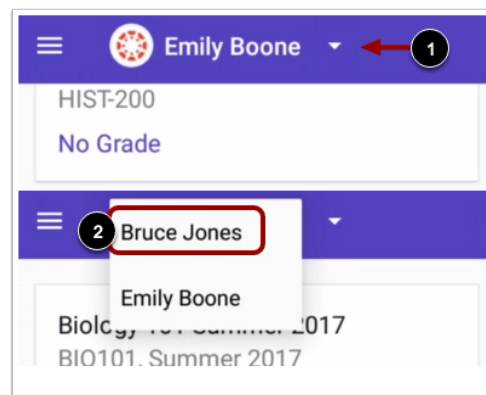
### 3. View User Menu



From the user menu, you can:

- Manage children and alerts [1]
- Get help with the app [2]
- Change users [3]
- Log out of the app [4]

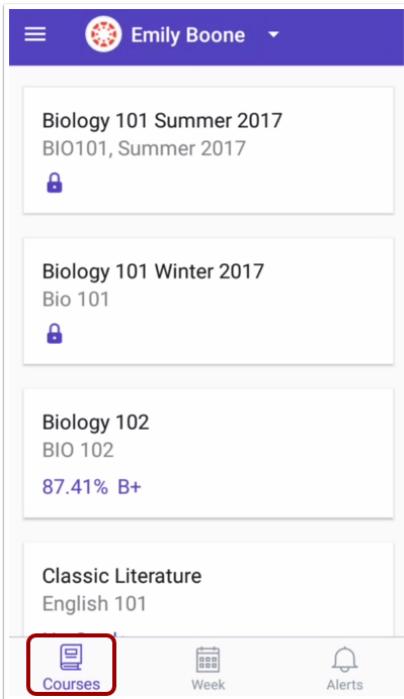
### 4. View Student



Your added student's name and profile picture display in the Parent app. If you have multiple students associated with your account, you can view another student by tapping the Student drop-down menu [1], then tapping the name of the student [2]. Note: Student profile pictures only display if the student's institution allows students to upload profile pictures.

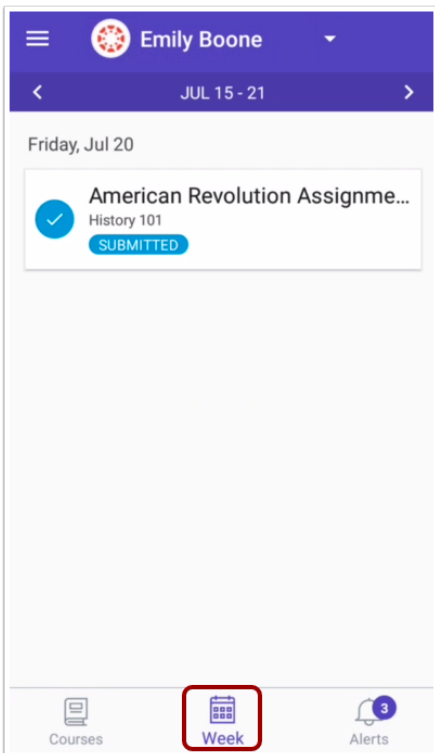


### 5. View Courses



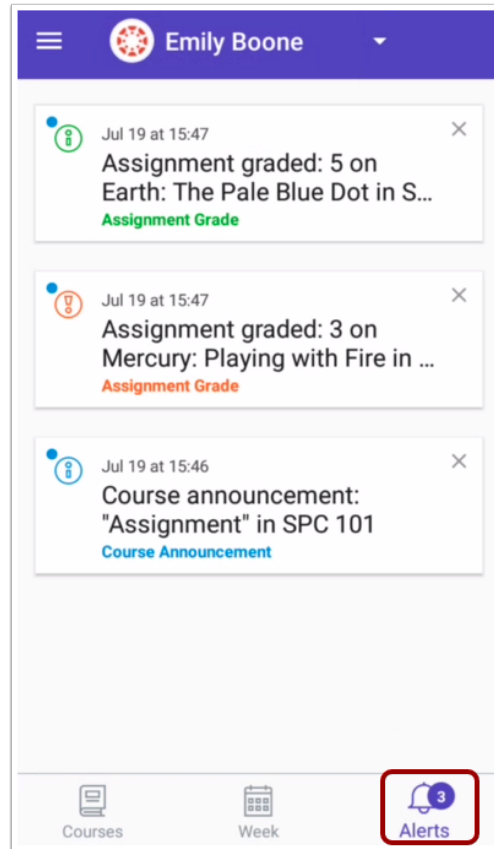
The Parent app defaults to the Courses page and displays the list of courses for the student you are viewing.

### 6. View Week



The Week page displays a calendar of assignments and events for a given week.

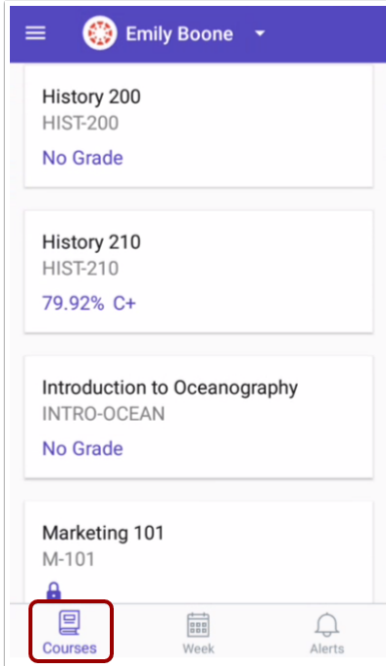
### 7. View Alerts



The Alerts page displays grade and assignment alerts

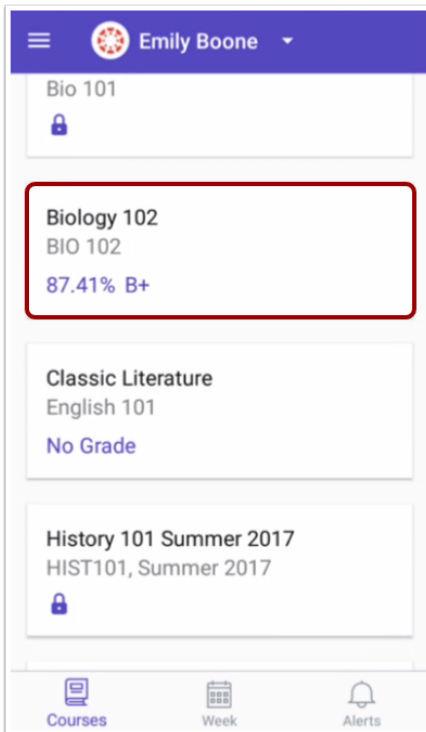
## How do I view courses for a student in the Canvas Parent app on my Android device?

### 1. View Courses



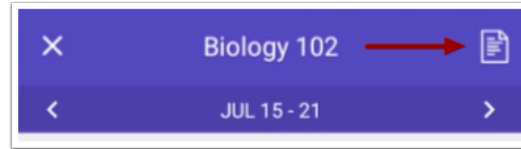
By default, the Parent app displays the courses list for the student you are viewing.

### 2. Open Course



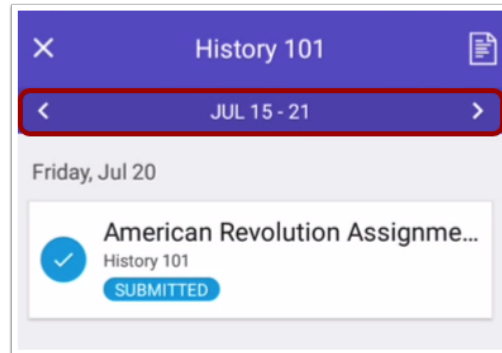
To view course information, tap the name of a course.

### 3. View Syllabus



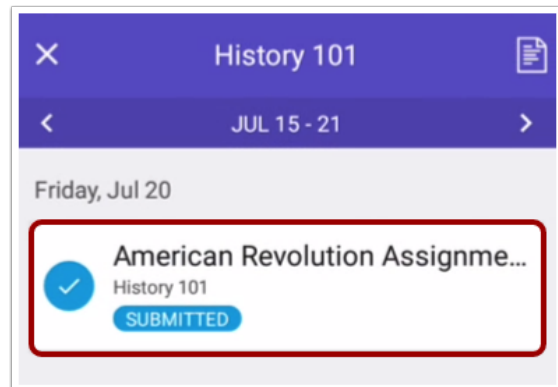
To view the course syllabus, tap the **Syllabus** icon. **Note:** The Syllabus icon will only be visible if the course has a populated Syllabus page in Canvas.

### 4. View Events and Assignments



By default, assignments and events are shown by week. To view other course assignments or events by week, tap the back or next arrows.

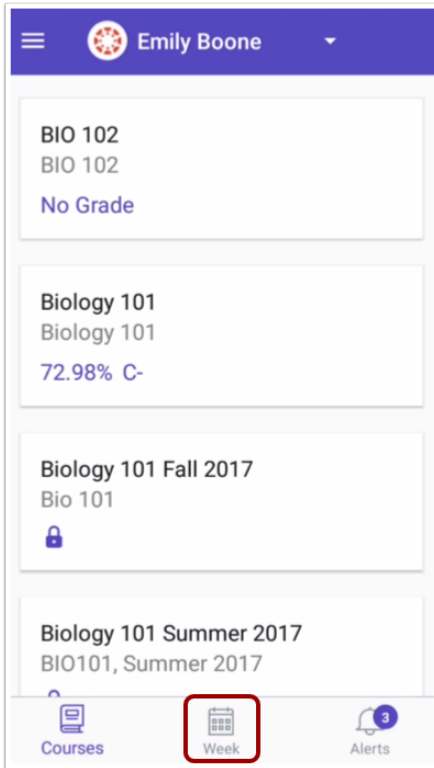
### 5. View Individual Event or Assignment



To view the details of an individual assignment or event, tap the name of the assignment or event.

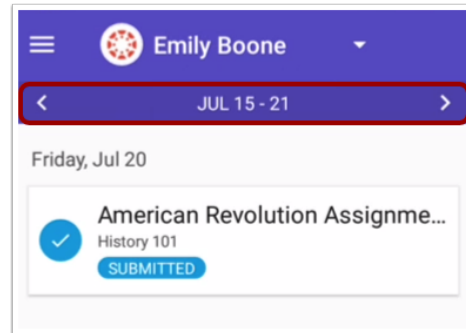
**How do I view the calendar of assignments and events for a student in the Canvas Parent app on my Android device?**

**1. Open Week**



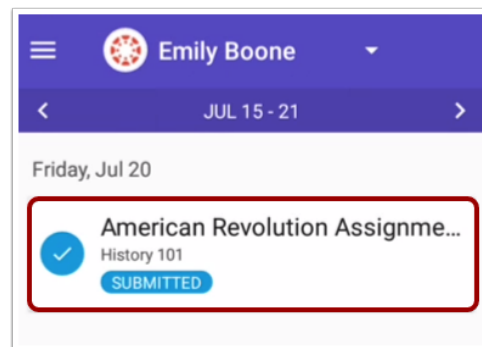
Tap the **Week** icon.

**2. View Week**



The Week page shows all assignments and events for all the student's courses. By default, assignments and events are shown by week. To view other assignments and events for all courses by week, tap the back or next arrows.

**3. View Individual Event or Assignment**

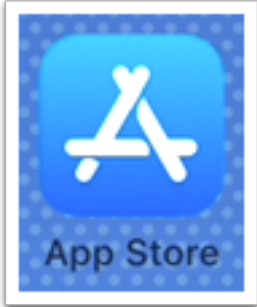


To view the details of an individual assignment or event, tap the name of the assignment or event.

## [Canvas Parent App - iOS Guide \(Apple\)](#)

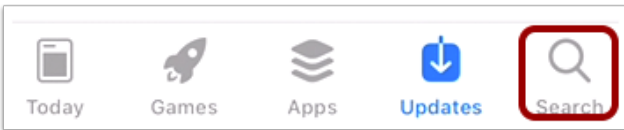
How do I download the Canvas Parent app on my iOS device?

### 1. Open App Store



Open your iOS device and tap the **App Store** icon.

### Open Search



In phone devices, tap the **Search** icon at the bottom of the screen.

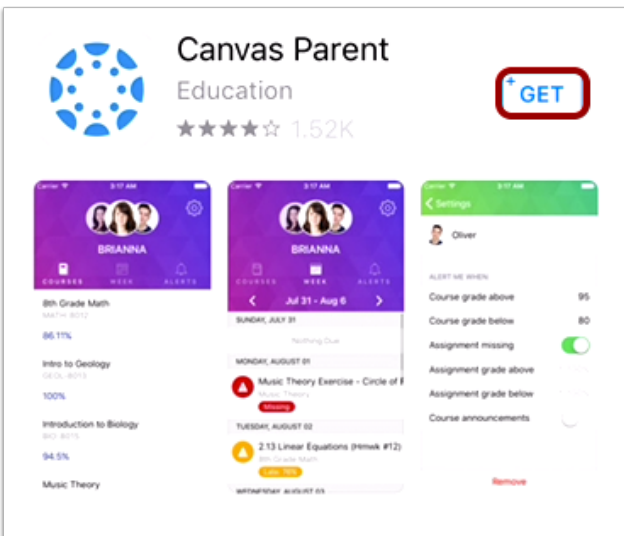
In tablet devices, tap the Search field at the top of the App Store.

### 2. Search for App



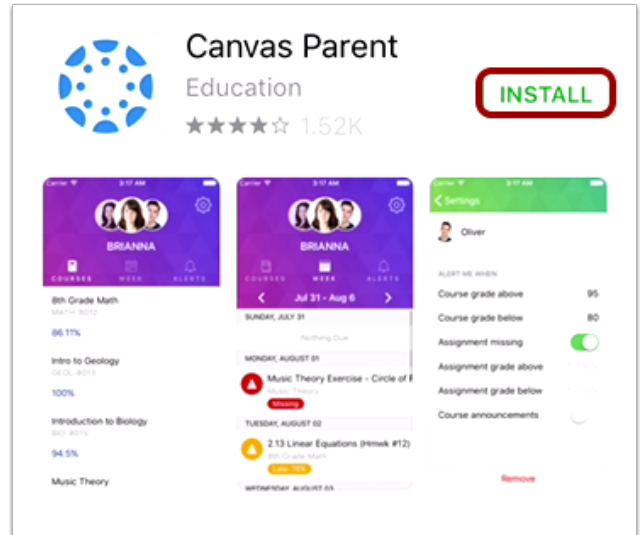
In the search field, type Canvas Parent in the search field. Tap the full name when it appears.

### 3. Select App



Tap the **Get** button.

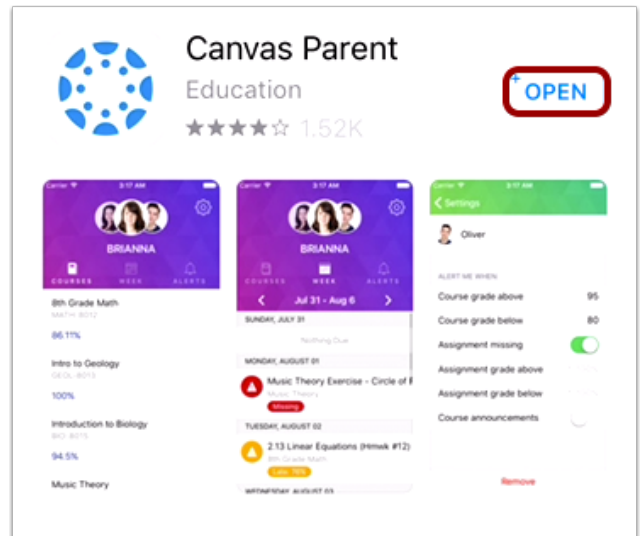
### 4. Install App



Tap the **Install** button.

**Note:** iTunes may ask for your iTunes password to download the app.

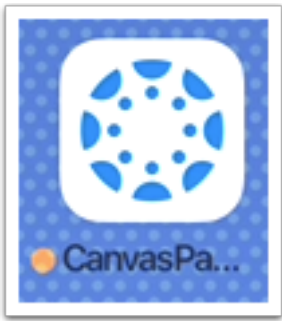
### 5. Open App



When the app has downloaded and installed onto your iOS device, you can access the app immediately by tapping the **Open** button.



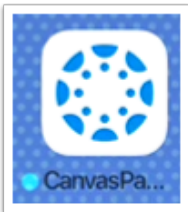
## 6. View App on iOS Home Screen



You can also open the app on your iOS home screen by tapping the **Canvas Parent** icon.

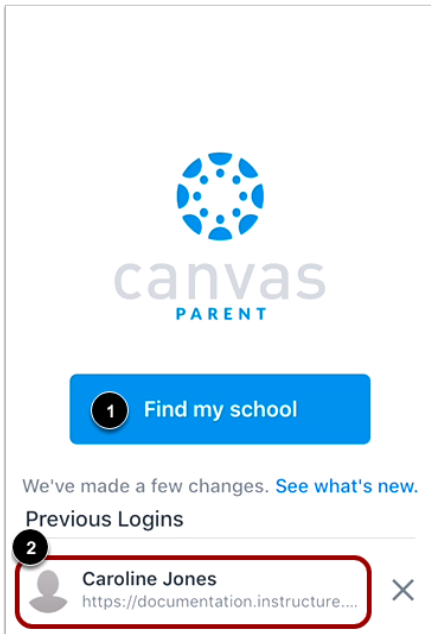
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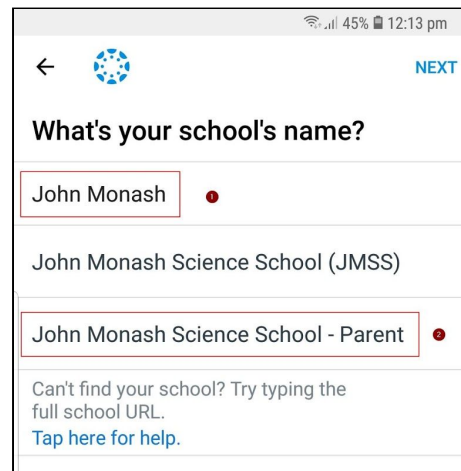
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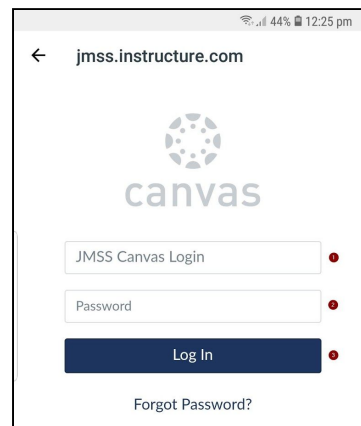
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### 3. Find Institution



Enter the name of your institution or school district - **John Monash Science School or JMSS**. When the full name appears in the search list, tap the name.

### 4. Enter Login Credentials



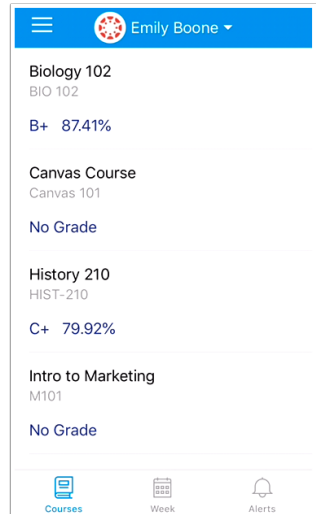
After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Then tap the **Log In** button [4].

If you don't know your password, tap the **Forgot password?** link [5].

**Notes:**

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the Forgot password? link, contact your institution if you need to reset your password.
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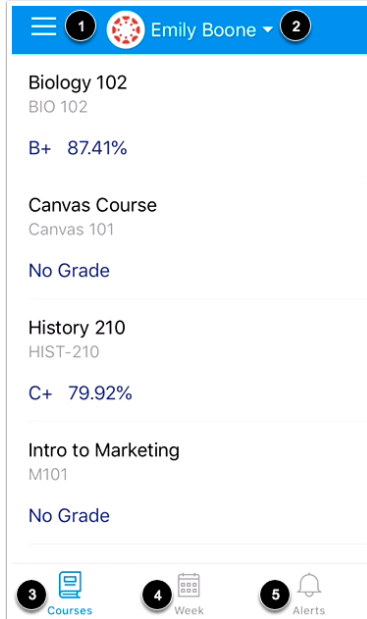
**5. View Parent App**



View the Parent App.

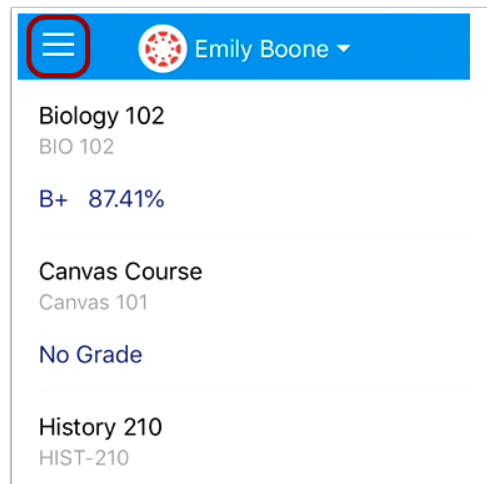
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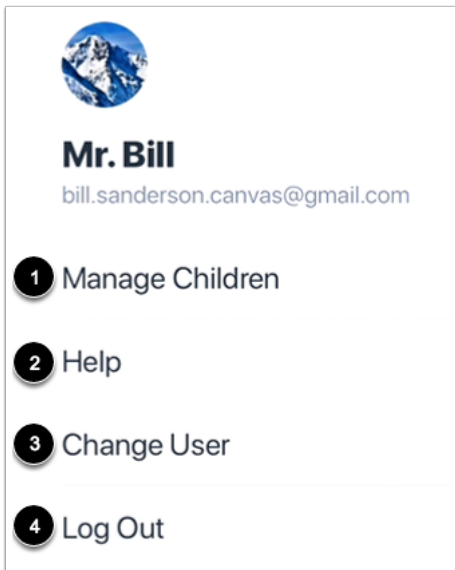
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**2. Open User Menu**



To open the User Menu, tap the **Menu** icon.

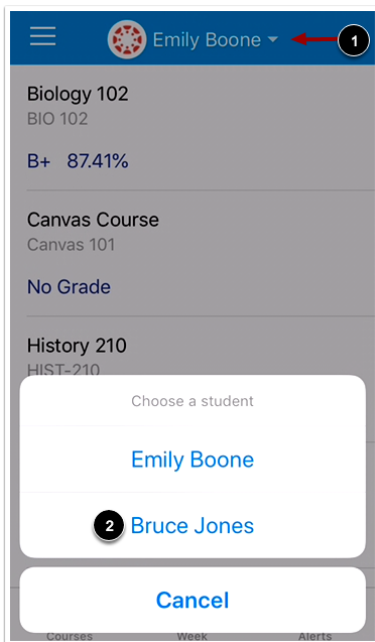
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- [Manage children and alerts](#) [1]
- [Get help with the app](#) [2]
- Change users [3]
- [Log out of the app](#) [4]

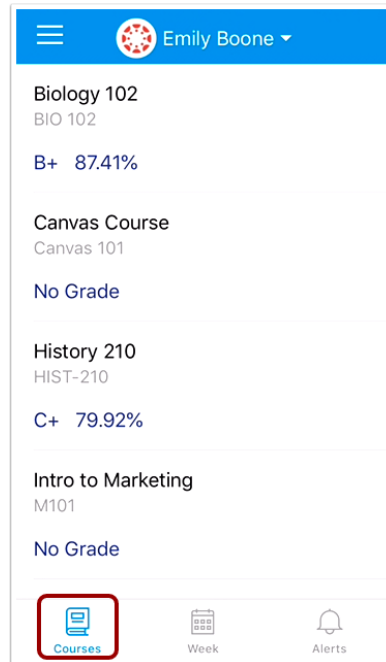
### 4. View Student



Your student's name and profile picture display in the Parent app. If you have multiple students associated with your account, you can view another student by tapping the **Student** drop-down menu [1], then tapping the name of the student [2].

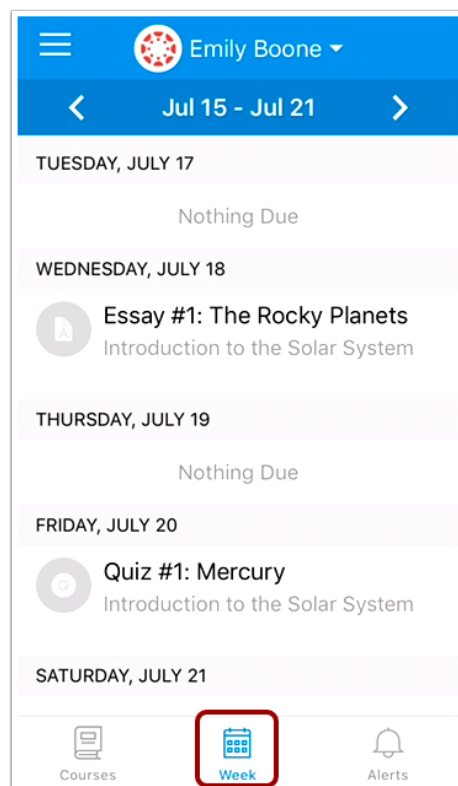
**Note:** Student profile pictures only display if the student's institution allows students to upload profile pictures.

### 5. View Courses



The Parent app defaults to the Courses page and displays the list of courses for the student you are viewing. Learn how to [view courses](#).

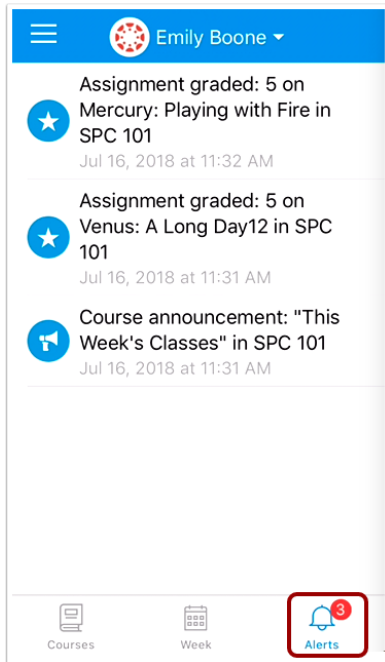
### 6. View Week



The Week page displays a calendar of assignments and events for a given week. Learn how to [view the calendar](#).

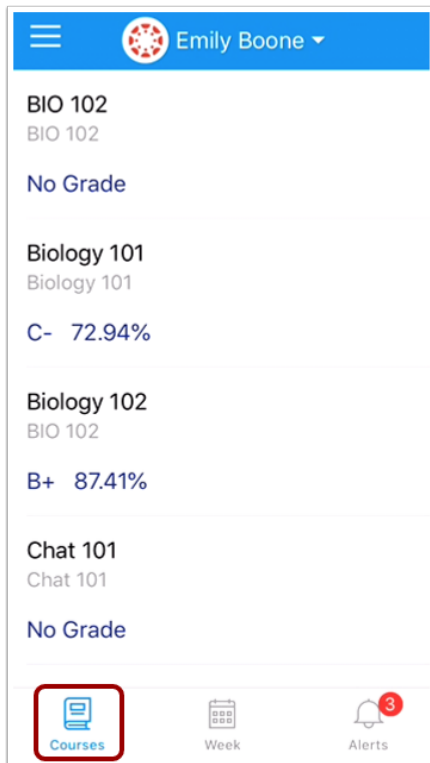
The Alerts page displays grade and assignment alerts.

### 7. View Alerts



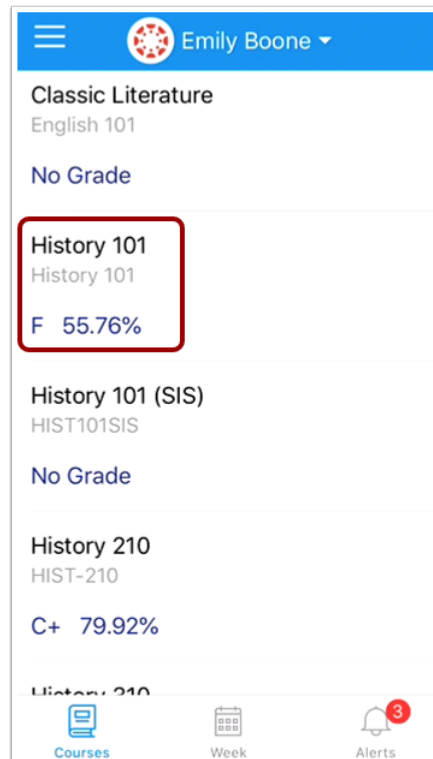
## How do I use the Canvas Parent app on my iOS device?

### 1. View Courses



By default, the Dashboard displays the courses list for the student you are viewing.

### 2. Open Course

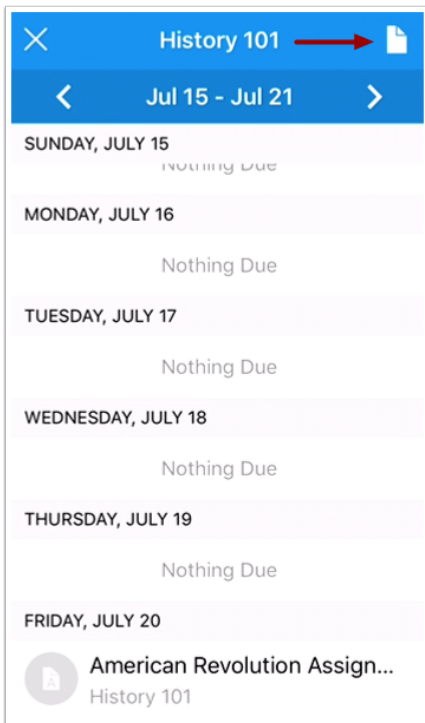


To view course information, tap the name of a course.





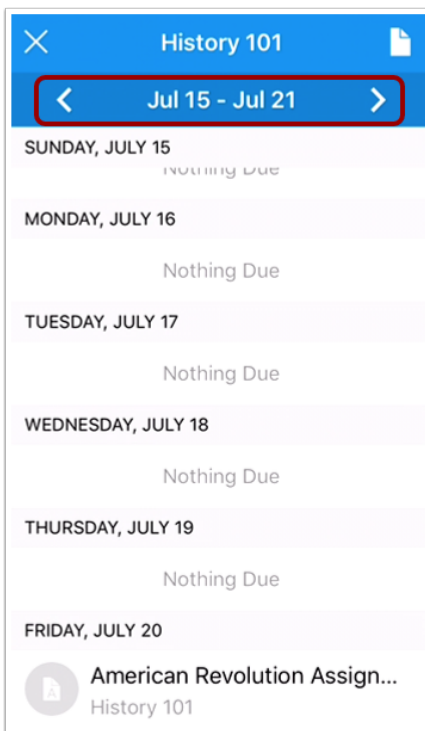
### 3. View Syllabus



To view the course syllabus, tap the **Syllabus** icon.

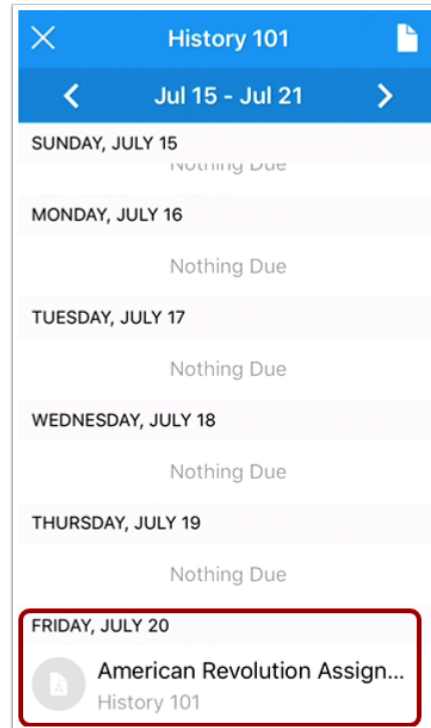
**Note:** The Syllabus icon will only be visible if the course has a populated Syllabus page in Canvas.

### 4. View Events and Assignments



By default, assignments and events are shown by week. To view other course assignments or events by week, tap the back or next arrows.

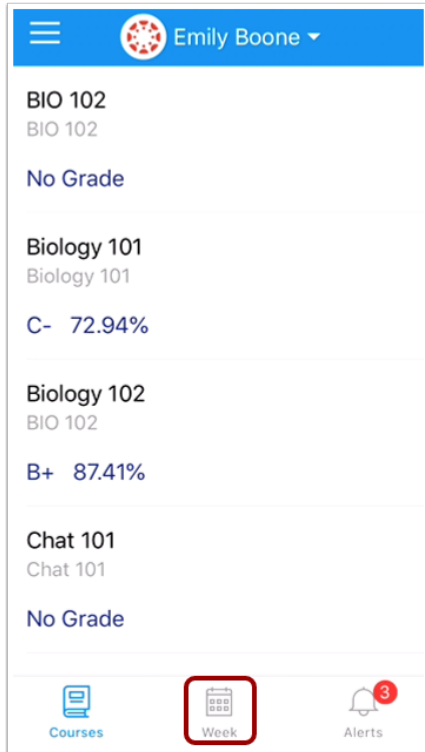
### 5. View Individual Event or Assignment



To view the details of an individual assignment or event, tap the name of the assignment or event.

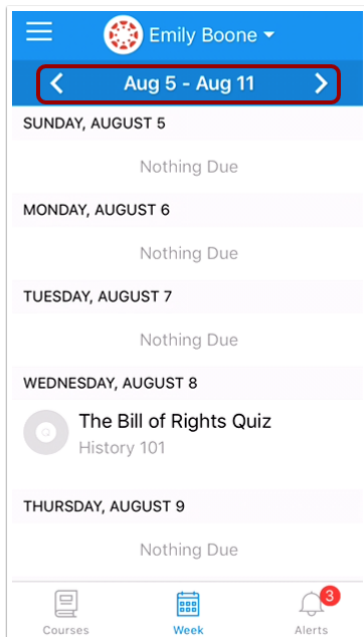
## How do I view the calendar of events and assignments for a student in the Canvas Parent app on my iOS device?

### 1. Open Week



In the Dashboard, tap the Week icon.

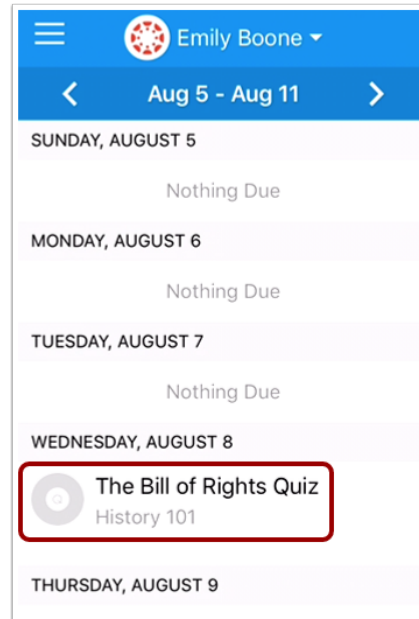
### 2. View Week



The Week page shows all assignments and events for all the student's courses. By default, assignments and events are shown by week. To view other

assignments and events for all courses by week, tap the back or next arrows.

### 3. View Individual Event or Assignment



To view the details of an individual assignment or event, tap the name of the assignment or event.