



Cherokee County School District

Welcome CCSD Parents:

Canvas is a Learning Management System coming Fall of 2017 for all students in the Cherokee County School District. Currently your child(ren's) teacher is participating in the pilot. This means you will have access to two systems (Aspen and Canvas) for the remainder of the school year. However, this will be a jump start for you to preview and use the Canvas system before the remainder of the CCSD district moves over to Canvas beginning in Fall of 2017.


A learning management system, (LMS), is a software-based platform that provides an engaging framework and interactive tools to facilitate blended and personalized learning both inside and outside the classroom.

Canvas bundles assignments, course content, assessments, grading, state standards, messaging, learning data, and more—while keeping everything simple, easy, and in one place. Canvas was chosen as Cherokee's Learning Management System for its wide range of easy to use tools for students, teachers, and parents. Canvas will allow our students and teachers to focus on rigorous academic standards and personalized instruction that drive the design of engaging and relevant learning experiences and result in evidence and feedback to inform each student's growth and teacher practice.

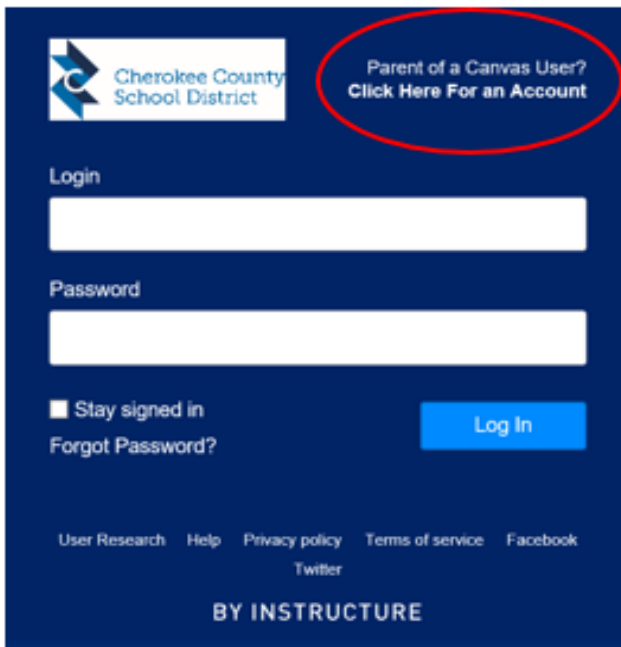
Currently, CCSD is piloting the Canvas LMS platform with select teachers across our district. The following information will guide you step-by-step to understand how to:

- **Access** the Canvas LMS platform
- **Create** a Parent/Observer account and link to your child(ren)
- **Understand** system features for the Parent/Observer role
- **Navigate** the Canvas LMS platform and tools
- **Reflect** and provide feedback on the Canvas LMS platform

****NOTE: IF YOU ARE A TEACHER IN THE CCSD SCHOOL DISTRICT AND HAVE A CHILD(REN) WHO ARE ALSO IN THE DISTRICT, YOU WILL WANT TO USE A PERSONAL EMAIL ACCOUNT VERSES YOUR CCSD EMAIL WHEN ESTABLISHING YOUR PARENT ACCOUNT.**

How Do I Access? From a **laptop or desktop**, you will open your browser (Google Chrome is preferred)  and type the following web address: <https://myccsd.instructure.com/login/canvas>

Parents will want to set up their account and link their student(s) **first from a laptop or desktop**, and then if interested download the mobile app once the original account has been established.



How Do I Create Parent/Observer Account?

1. Click on the link that says "Click Here for Parent Account"
2. Enter Parent/Guardian First and Last Name
3. Enter Parent/Guardian Email Address
4. Enter the Student ID in the field that says "Child's Username" **
5. Enter the Student GTID in the field that says "Child's Password" **
6. Click the box that says "Agree to Terms"
7. Click the blue box that says "Start Participating"
8. An email is sent to the email account you provided in the registration field, by clicking the link it will prompt you to create your password for your parent/observer account.

Parent Signup ×

Your Name

Your Email

Child's Username

Child's Password

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

** If you do not know your child's Student ID and Student GTID, you can access this through the Aspen Family Portal at: <https://sis.cherokee.k12.ga.us>, select the "Family Tab", you will find your child's demographic information with Student ID and GTID listed. If you are having trouble accessing this, your child's teacher can also provide you with your child's Student ID and GTID. * Please note the screenshot used below is from our CCSD training site; no real student data was used for the creation of this image.

The screenshot shows the Aspen Family Portal interface. At the top, there are navigation tabs: Pages, Family (selected), Academics, and Calendar. Below these are sub-tabs: Options, Reports, and Help. The main header displays "Students :: 07 - Tillman, Madison" with a notification bell icon. A "Cancel" button is visible. On the left, a sidebar menu includes: Details (selected), Contacts, Daily Attendance, Transcript, Assessments, Schedule, Membership, Documents, and Notification. The main content area shows a "Demographics" tab with a table of student information:

Demographics	Addresses	Ethnicity	Photo
Name	Tillman, Madison		
Student ID	450687		
GTID	1234117203		
Gender	M		
Date of birth	10/27/2003 Age 12		

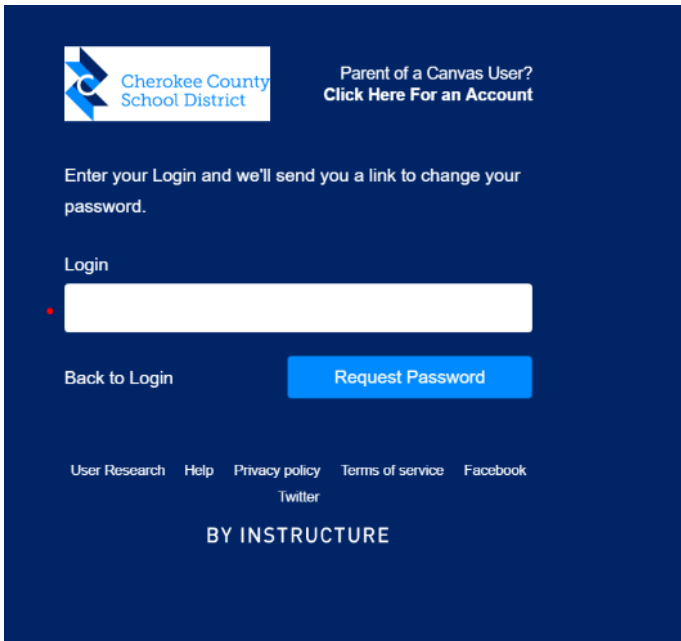
A blue oval highlights the Student ID and GTID fields. A "Cancel" button is located below the table.

Once you have completed the steps above, you will **ALWAYS** use the following link when logging into your Canvas Parent Account: <https://myccsd.instructure.com/login/canvas>

The parent access link is different from the student access link, so please bookmark or save it. When you come back to the link to log in each time, you will use your email address in the "LOGIN" box and the password you established in the "PASSWORD" box.

If you cannot remember your password, you simply click on "FORGOT PASSWORD" and follow the steps to re-set your password.

The screenshot shows the Canvas Parent login page for Cherokee County School District. The page has a dark blue background. At the top left is the Cherokee County School District logo. To the right, it says "Parent of a Canvas User? Click Here For an Account". Below this are two input fields: "Login" and "Password", each with a white asterisk icon on the right. There is a "Stay signed in" checkbox and a blue "Log In" button. Below the "Log In" button is a link labeled "Forgot Password?" which is underlined in red. At the bottom, there are links for "User Research", "Help", "Privacy policy", "Terms of service", and "Facebook". A "Twitter" link is also present. At the very bottom, it says "BY INSTRUCTURE".



Linking Additional Students into Parent Account:

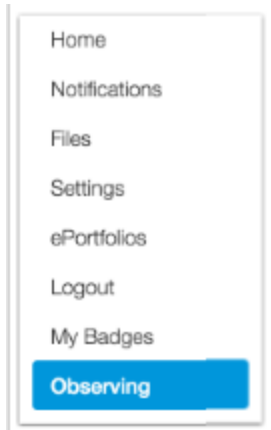
If you have additional children and wish to link multiple children to a single parent account, you will need to follow these steps:

- Log into your Canvas account.
- From your dashboard, click account, which is on the left-side navigation bar.
- Select settings
- When the account settings page opens, select the word “observing”.
- When the observing page opens, you will already see the name of the first student you linked to when setting up the account. Now enter the Student Username which is the Student ID and the Student Password which is the GTID.

Open User Settings

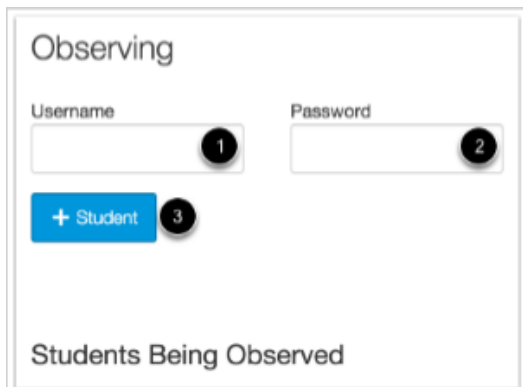


Open Observing



In User Navigation, click the **Observing** link.

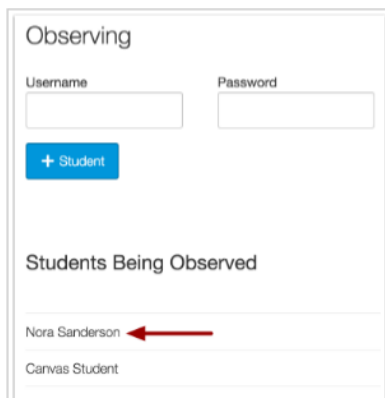
Add Student

The 'Observing' form contains two input fields: 'Username' and 'Password'. The 'Username' field has a small black circle with the number '1' next to it. The 'Password' field has a small black circle with the number '2' next to it. Below these fields is a blue button with a white plus sign and the text '+ Student', which has a small black circle with the number '3' next to it. At the bottom of the form, there is a section titled 'Students Being Observed'.

In the Username, **Student ID** [1] and Password, **GTID** [2] fields, enter the student's username and password.

Click the **Add Student** button [3].

View Student

The 'Observing' form is shown with the 'Students Being Observed' section expanded. It lists a student named 'Nora Sanderson' with a red arrow pointing to the name. Below the name, it says 'Canvas Student'.

Should you want additional information on how to navigate the Canvas Parent Account as well as what a parent can see in their Canvas Parent Account, be sure to go through the brief self-paced, no user name or password required [CCSD Parent Orientation Course](#).