

HOW TO LOG IN & NAVIGATE



PARENT OBSERVER

STEP 1



Using Google Chrome or
Firefox, type in:

serraschool.org

Then, click the “Canvas” icon
at top right-hand corner of the
school website home page



*Canvas is best used with
Google Chrome or Firefox*

STEP 2

You will be directed to our website.

Please click on Parent Login.

[FACTS](#) | [CANVAS](#) | [NEWS & OPENING PLANS](#) | [SUPPORT US](#)

Search...



ST. JUNIPERO SERRA
CATHOLIC SCHOOL

[About](#) [Admissions](#) [Programs](#) [Resources](#) [Parents](#)

Canvas

[HOME](#) > [PROGRAMS](#) > [CANVAS](#)

CANVAS LMS LOGIN

Parent Login

The first time you Login to Canvas, click the "Forgot Password" link to set your account password. You will need to enter the primary email address as listed in FACTS for each parent who receives grading information.

Faculty Login

Student Login

STEP 3

You will be directed to this page.

Please click **Forgot Password**. *You will only need to do this the FIRST time you log in to Canvas.*

Do NOT enter a username or password or click on Parent of Canvas User.

Parent of Canvas User?
Click Here to Create an Account

Parent Login

Username

Password

☐ Stay signed in

[Forgot Password?](#)

Log In

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

INSTRUCTURE

STEP 4

Enter your **email address** that you have on file in **FACTS**. The primary email you have on FACTS is the email you must use.

Then click **Request Password**.



Parent or Canvas User?
[Click Here for an Account](#)

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


Parent Login

[Back to Login](#)

Request Password

STEP 5

A notification will be sent to the email address on file **IF** this email address is verified in FACTS.



Click on the link to set a new password

Then click **Request Password**.

You requested a confirmation of your password for logging into Canvas.

This address is associated with the login, 

[Click here to set a new password](#)

STEP 6

Create and confirm a new password then click **Update Password**.

Change login password for Father Serra



New Password:

A password input field with a white background, rounded corners, and a small blue icon of two vertical bars on the right side. The field contains ten black dots representing the password.

Confirm New Password:

A password input field with a white background, rounded corners, and a small blue icon of two vertical bars on the right side. The field contains ten black dots representing the password.

Update Password

STEP 7

Return to
serraschool.instructure.com

Enter login information using
your email address and new
password!



[Parent of a Canvas User?](#)
[Click Here For an Account](#)

Parent Login

Password

☐ Stay signed in

[Forgot Password?](#)

Log In

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

 INSTRUCTURE

STEP 7

Once logged in,
you will be
taken to your
Dashboard
view!

The screenshot displays a user dashboard with a dark blue sidebar on the left and a main content area. The sidebar contains a top profile icon with the text 'Account', followed by a 'Dashboard' link with a cloud icon, and a list of other links: 'Courses' (book icon), 'Calendar' (calendar icon), 'Inbox' (envelope icon), and 'Help' (question mark icon). The main content area is titled 'Dashboard' and features a grid of 12 cards. The first card is for 'English/Language Arts 1' (01 ELA), showing 'SJS_2020-2021_YEAR' and 'Observing: Test 04 Serra'. The remaining 11 cards are labeled 'Homeroom 1' through 'Homeroom 6', each showing '03 HR' or '04 HR' or '05 HR' or '06 HR', 'SJS_2020-2021_YEAR', and 'Observing: Test 04 Serra'. Each card has a house icon and a three-dot menu. On the right side of the dashboard, there is a 'Coming Up' section with a 'View Calendar' link. It lists three items: 'Third Grade Angels Quiz #1' (03 ELA, 0 points, Sep 17 at 11:59pm), '0.1 Assignment: Spelling Unit 1 Week 1' (04 ELA, 0 points, Sep 17 at 11:59pm), and '1.2 Assignment: Homework' (04 MATH, 0 points, Sep 17 at 11:59pm). Below this list is a link 'at least 17 more in the next week ...' and a 'View Grades' button.

Account

Dashboard

Courses

Calendar

Inbox

Help

Dashboard

English/Language Arts 1

01 ELA

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 1

01 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 3

03 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 3

03 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 3

03 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 4

04 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 4

04 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 4

04 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 4

04 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 5

05 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 5

05 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 5

05 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 6

06 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Homeroom 6

06 HR

SJS_2020-2021_YEAR

Observing: Test 04 Serra

Coming Up

View Calendar

Third Grade Angels Quiz #1

03 ELA

0 points • Sep 17 at 11:59pm

0.1 Assignment: Spelling Unit 1 Week 1

04 ELA

0 points • Sep 17 at 11:59pm

1.2 Assignment: Homework

04 MATH

0 points • Sep 17 at 11:59pm

at least 17 more in the next week ...

View Grades

NAVIGATING



CANVAS

PARENT OBSERVER

NAVIGATING CANVAS Dashboard View

The screenshot shows the Canvas Dashboard View. On the left is a dark blue sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area is titled "Dashboard" and contains a grid of course cards. Each card has a colored header with a house icon and a three-dot menu icon in the top right corner. The cards are labeled as follows:

- English/Language Arts 1: 01 ELA, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 1: 01 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 3: 03 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 3: 03 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 3: 03 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 4: 04 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 4: 04 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 4: 04 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 4: 04 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 4: 04 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 5: 05 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 5: 05 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 5: 05 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra
- Homeroom 6: 06 HR, SJS_2020-2021_YEAR, Observing: Test 04 Serra

A close-up of the three-dot menu in the top right corner of a course card. The menu is open, showing the following options:

- Dashboard View
- ✓ Card View
- Recent Activity
- ✓ Color Overlay

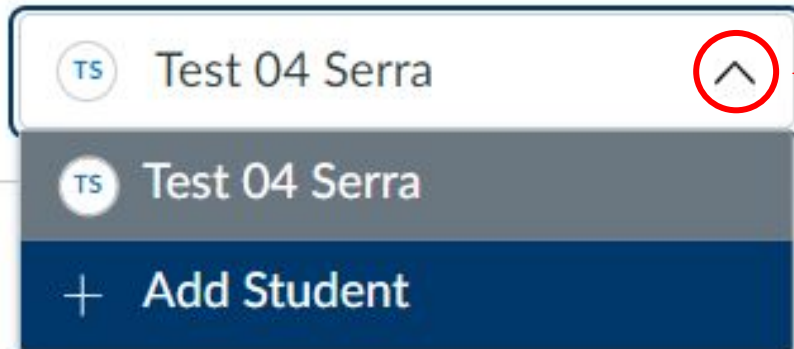
Red arrows point from the text "Click the three dots to adjust the view or overlay if you want a clearer picture" and "Deselect 'Color Overlay'" to the three-dot menu and the "Color Overlay" option, respectively.

Click the three dots to adjust the view or overlay if you want a clearer picture

Deselect "Color Overlay"

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS Dashboard View

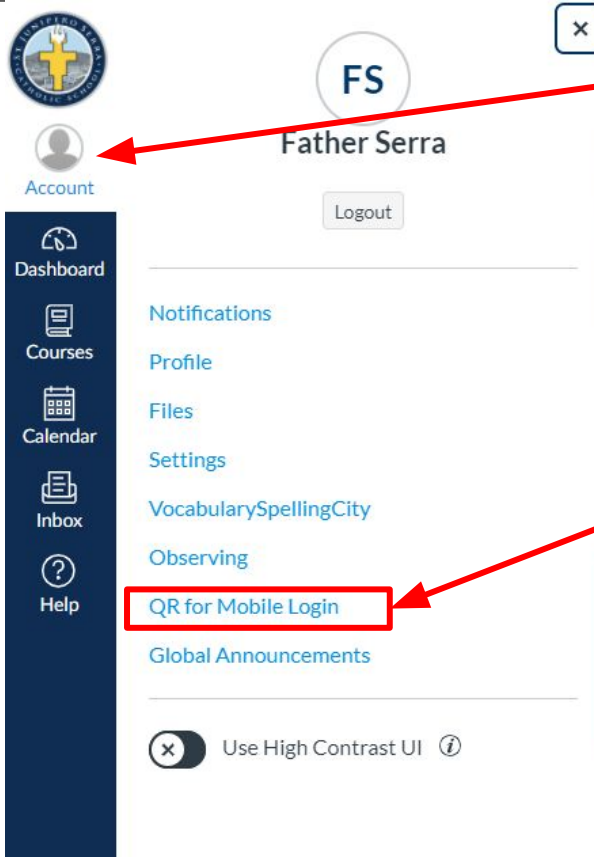


In the far right hand corner next to the three dots is where you can toggle between multiple students' dashboards.

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Account



Click on **Account** and you can edit your notifications, profile, upload files, change your settings or find the QR code for mobile log in.

There is also a **Canvas Parent App** available on the [App Store](#) and [Google Play Store](#).

For more information on how to install the **Canvas Parent App** & use the QR Code for Mobile Log in [CLICK HERE](#)

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Notifications



Test 04 Serra > Notification Preferences



Account



Dashboard



Courses



Calendar



Inbox



Help

Notifications

Profile

Files

Settings

QR for Mobile Login

Global

Announcements

Notification Preferences

☒ Notify me right away

☐ Send daily summary

☐ Send weekly summary

☐ Do not send me anything

Course Activities

As a parent observer, by default, your notification settings are set to mimic your student's. You may wish to edit the notification settings to customize which notifications you receive and their frequency

Due Date

Grading Policies

Course Content

Files

Announcement

Announcement Created By You

Grading

☐ Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent

Invitation

Submission Comment

Email Address

tech@serraschool.org

☒ ☐ ☐ ☐

☒ ☐ ☐ ☐

☒ ☐ ☐ ☒

☒ ☐ ☐ ☒

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PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Notifications

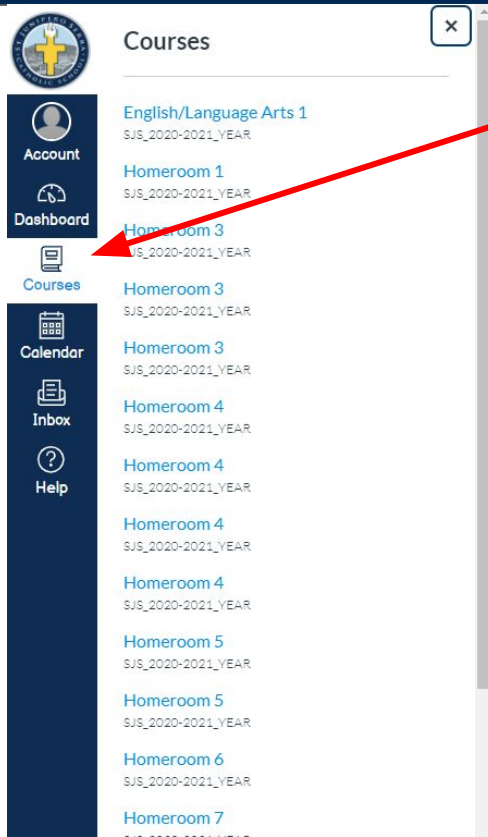
For information on how to MANAGE NOTIFICATIONS please visit the Canvas Help Guide below. You must be logged into Canvas to view the help pages)

[How Do Manage My Canvas Notifications Settings as a Parent](#)

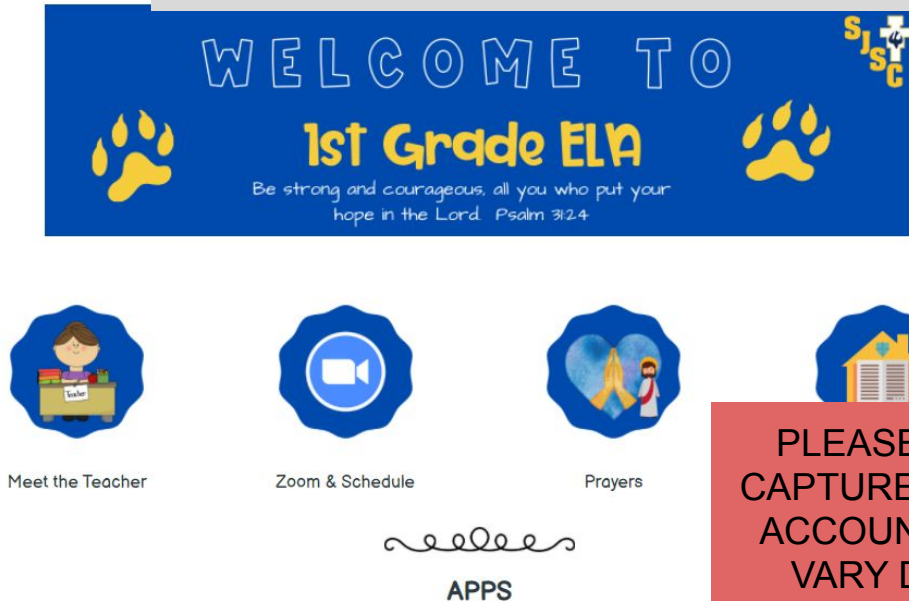
***note: please keep “Announcements” enabled to receive email notifications**

NAVIGATING CANVAS

Left Side Menu Bar - Courses



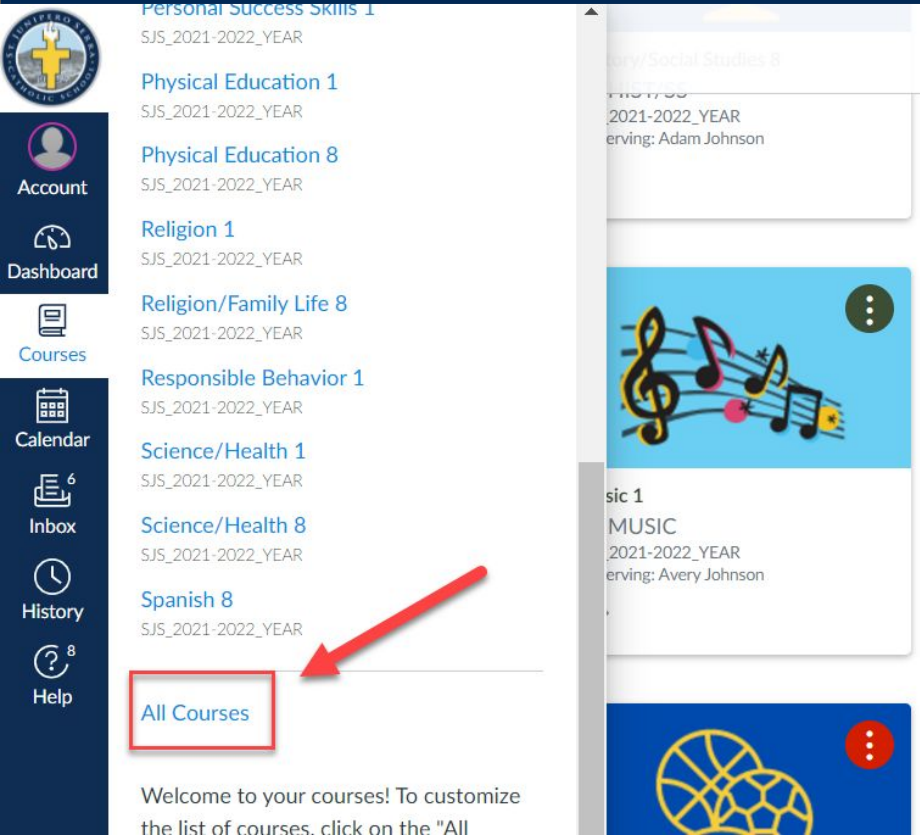
A list of your child's courses can be viewed by clicking the Course button. You can view each course and it's corresponding page. Please note: This screen capture is a TEST PARENT account and will vary depending on your child's courses.



PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Courses



Personal Success Skills 1
SJS_2021-2022_YEAR

Physical Education 1
SJS_2021-2022_YEAR

Physical Education 8
SJS_2021-2022_YEAR

Religion 1
SJS_2021-2022_YEAR

Religion/Family Life 8
SJS_2021-2022_YEAR

Responsible Behavior 1
SJS_2021-2022_YEAR

Science/Health 1
SJS_2021-2022_YEAR

Science/Health 8
SJS_2021-2022_YEAR

Spanish 8
SJS_2021-2022_YEAR

All Courses

Welcome to your courses! To customize the list of courses, click on the "All

Canvas only **ALLOWS** for **20 courses** to appear on your dashboard. If you have multiple children there may be a course that **DOES NOT APPEAR** on your dashboard.

- Click “Courses”
- Select “All Courses”

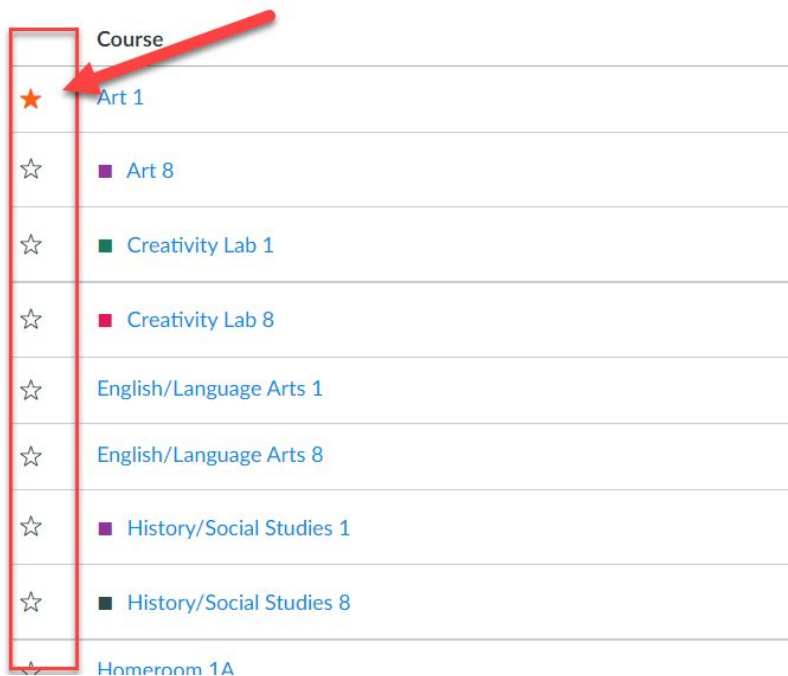
*Continued on next page

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Courses

All Courses



- Click into the star to **ILLUMINATE** or **“Favorite”** the courses that you want to appear on your dashboard.
- **Maximum number is 20**
- You can always access any course from this menu by clicking the blue link with the course name

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Calendar



Today



September 2020

Week

Month

Agenda



SUN

MON

FRI

SAT

30

31

1

4

5

6

7

8

9

10

11

12

13

14

15

16

17

Click Calendar to view upcoming events, activities and due dates.

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE



Account



Dashboard



Courses



Calendar



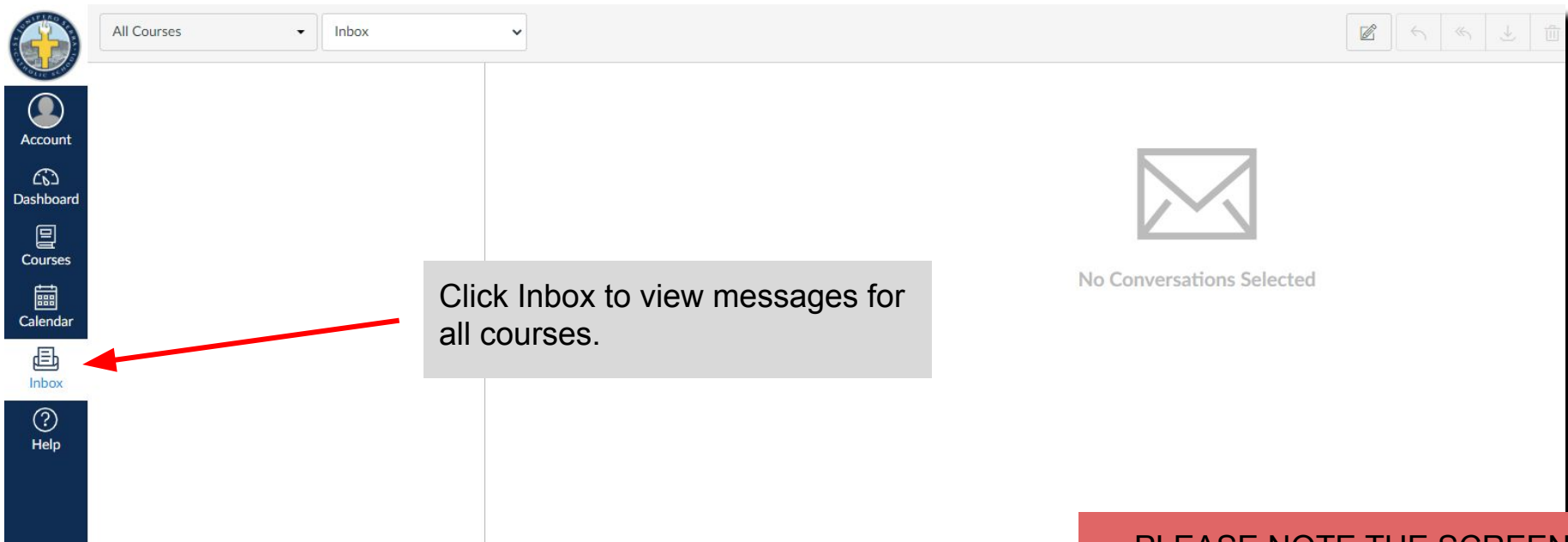
Inbox



Help

NAVIGATING CANVAS

Left Side Menu Bar - Inbox



The screenshot displays the Canvas LMS interface. On the left is a dark blue vertical menu bar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Help. The 'Inbox' option is highlighted with a red arrow. The main content area has a header with two dropdown menus: 'All Courses' and 'Inbox'. Below these, the inbox is empty, showing a large envelope icon and the text 'No Conversations Selected'. A grey text box with the instruction 'Click Inbox to view messages for all courses.' is positioned over the main area, with a red arrow pointing from it to the 'Inbox' menu item.

Account

Dashboard

Courses

Calendar

Inbox

Help

All Courses

Inbox

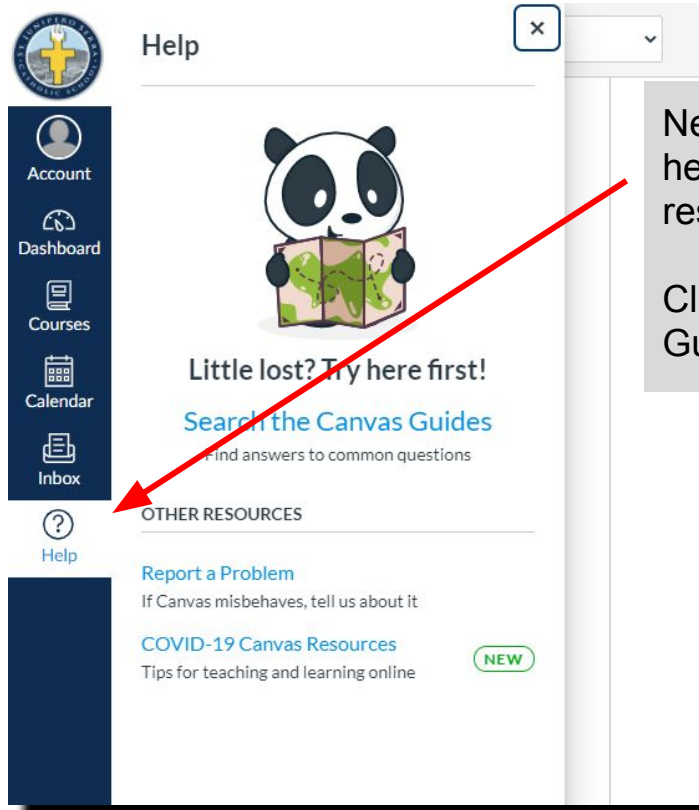
No Conversations Selected

Click Inbox to view messages for all courses.

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Help



Help

Account

Dashboard

Courses

Calendar

Inbox

Help

Little lost? Try here first!

[Search the Canvas Guides](#)

Find answers to common questions

OTHER RESOURCES

[Report a Problem](#)

If Canvas misbehaves, tell us about it

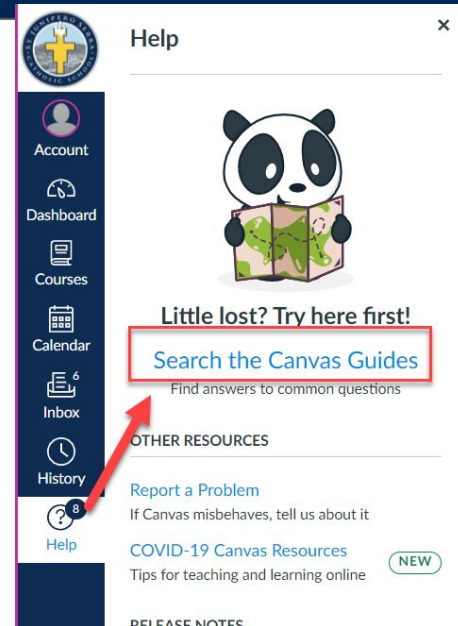
[COVID-19 Canvas Resources](#)

Tips for teaching and learning online

NEW

Need Help? Canvas is here to help you with additional resources!

Click "Search the Canvas Guides"



Help

Account

Dashboard

Courses

Calendar

Inbox

History

Help

Little lost? Try here first!

[Search the Canvas Guides](#)

Find answers to common questions

OTHER RESOURCES

[Report a Problem](#)

If Canvas misbehaves, tell us about it

[COVID-19 Canvas Resources](#)

Tips for teaching and learning online

NEW

RELEASE NOTES

PLEASE NOTE THE SCREEN CAPTURES ARE A TEST PARENT ACCOUNT. PARENT VIEW MAY VARY DEPENDING ON THE TEACHER AND COURSE

NAVIGATING CANVAS

Left Side Menu Bar - Help

View Resources for your Canvas Role



ADMIN



INSTRUCTOR



INSTRUCTIONAL
DESIGNER



OBSERVER/PARENT



STUDENT

Scroll down to the button
OBSERVER/PARENT for
resources such as guides, video
tutorials and more!

PLEASE NOTE THE SCREEN
CAPTURES ARE A TEST PARENT
ACCOUNT. PARENT VIEW MAY
VARY DEPENDING ON THE
TEACHER AND COURSE

NAVIGATING CANVAS

Viewing Grades

For information on how to VIEW GRADES for a student please visit the Canvas Help Guide below. You must be logged into Canvas to view the help pages)

[How Do I View the Grades Page for a Student](#)