

# GETTING STARTED WITH CANVAS

# WHAT IS CANVAS

Canvas is a web-based Learning Management System that provides daily access to Campus and Classroom news, grades, materials and other resources. Canvas is used every day by all classroom teachers, as well as students in grades 6-12.

If you aren't using Canvas, you're missing out!

All communication comes through Canvas announcements and content posted to the courses. To create your Canvas account, see the link on the campus page for Using Pairing Codes to Create an Account.



This document provides a starting point for getting familiar with Canvas. For full access to Canvas' guides, visit the links provided at the end of this document.

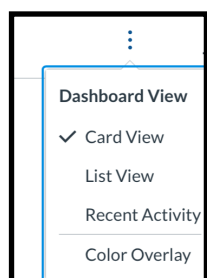
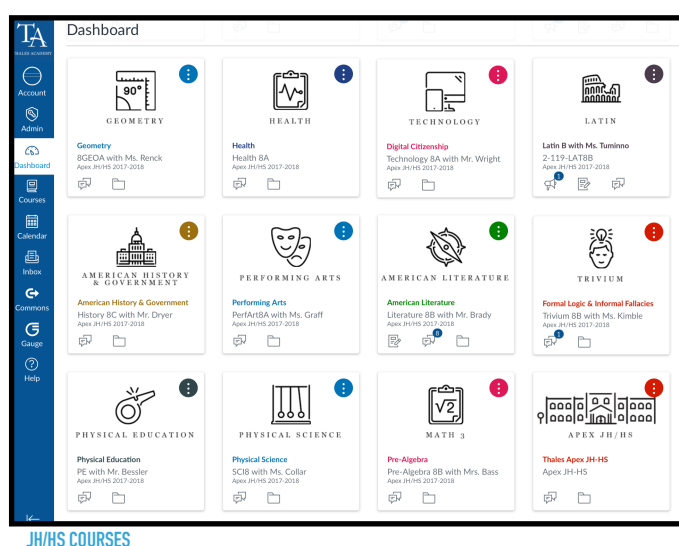
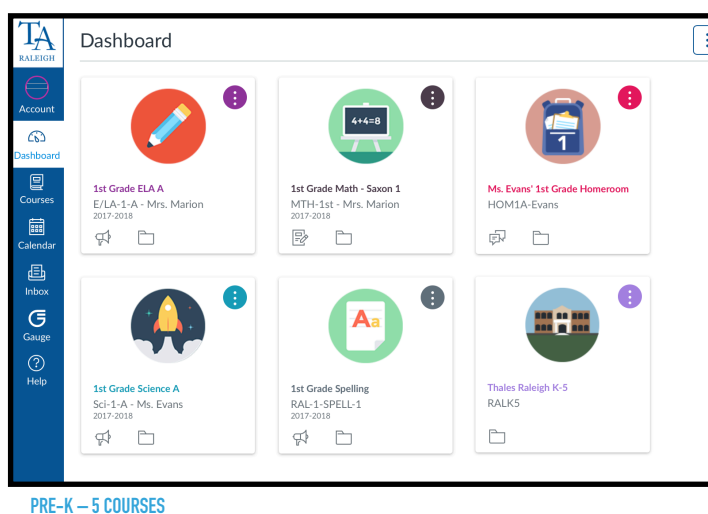
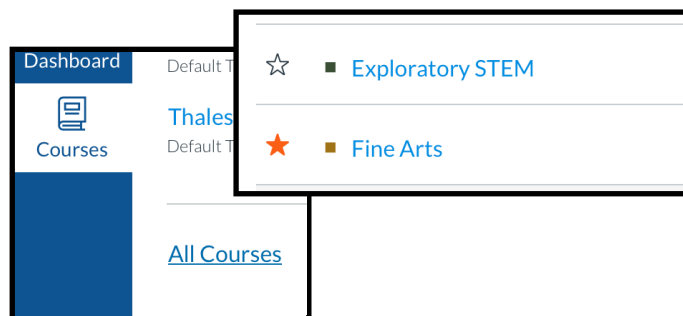
# HOW IS CANVAS DIFFERENT THAN ONRECORD?

onRecord is our Student Information System, which handles less-commonly used and more administrative tasks such as admissions, enrollment, tuition, scheduling, attendance, and final report cards. Parents should have access to both systems, but Canvas is the way to stay current with your student's progress at Thales.

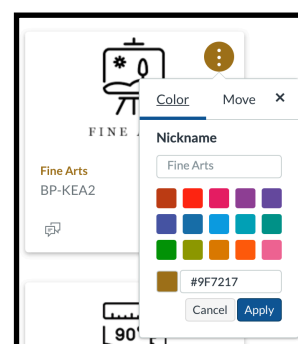


# THE CANVAS DASHBOARD

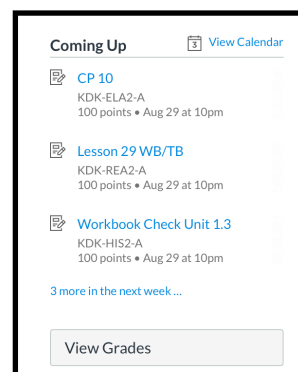
Courses for your students appear on the Dashboard. You can customize which courses appear by going to Courses>All Courses from the Global left-hand menu and clicking the Star icon next to each course. Only Starred courses appear on the dashboard.



You can choose how to view your dashboard, and even customize the appearance of individual courses with specific colors and Nicknames. This is especially helpful for families with multiple students at Thales Academy.




The right-hand sidebar shows upcoming events and assignments, and the ability to view up-to-date grades across all courses. Since families have access to grades at any time, progress reports are not necessary.





# CAMPUS COURSES

The campus course for each student contains resources for all families throughout the year. Each campus page is accessible even without logging in, but announcements are only visible to parents who have logged in to Canvas.




**Thales Apex JH-HS**  
Apex JH-HS



**Thales Knightdale Pre-K-5**  
Knightdale PK5

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## Recent Announcements



### YMCA Track Out Program

Parents, The YMCA is now collaborating with the Town of Knightdale to offer track out ...

Posted on:

Aug 27, 2019 at 8:47am



### Morning Carpool & Spirit Shirts

Families Traditional calendar schools begin tomorrow. Just a reminder to allow a few ext

Posted on:



[Hilary Herman-Pagliolo](#)  
Administrator



[Sharon Berger](#)  
Administrative Assistant



## 2019-2020 School Year Information

▼ Expand All ▲ Collapse All

▸ Academic Calendar

▸ Handbook

▸ Dress Code

▸ Supply Lists

# CLASS COURSES

Each course Home page contains a weekly agenda. This outlines all activities for students in the course for the week, and links out to individual resources and assignments.

The screenshot shows a course Home page for 'Introduction to Latin'. On the left is a navigation menu with links: Home (highlighted), Assignments, Grades, Pages, Syllabus, Thales Website, Go to onRecord, and Files. The main content area has a header for 'Recent Announcements' and 'Introduction to Latin'. Below this is a date selector showing 'Q1W7', 'August 26-30', and '2019'. A light blue bar indicates the day is 'MONDAY'. Underneath, there are two sections: 'In Class' and 'At Home'. The 'In Class' section lists: Warm-up, Check Ch 3 Translation, and Exercise 3e (pg 15) completed in class. The 'At Home' section lists: Begin Studying for Ch 3 Test on Thursday!. On the right side, there is a 'View Course Stream' button and a 'Coming Up' section showing a 'Ch 3 Test' by Peter Latin, worth 100 points, on Aug 29 at 11:59pm, with a 'View Calendar' link.

Student grades on all assignments in the course are accessible from the Grades page. Resources for courses are typically organized under Modules. If at any point you need to reach out to a teacher with questions about content within a course, click on the Help menu on the far left and click the link to Ask a Teacher.

The screenshot shows a course Modules page. The left navigation menu includes: Home, Announcements, Assignments, Grades, Pages, Syllabus, Modules (highlighted), Thales Website, and Go to onRecord. The main content area shows a hierarchy: 'Reading Mastery 5' expanded to show 'Reading Mastery 5 Workbook'. Under the workbook, there are four PDF files listed: 'READING - Workbook 1-10.pdf', 'READING - Workbook 11-20.pdf' (highlighted), 'READING - Workbook 21-30.pdf', and 'READING - Workbook 31-40.pdf'.

The screenshot shows a 'Help' modal window. It has a title bar with a close button. The main content asks 'Which course is this question about?' with a dropdown menu set to 'Ancient & Classical History JH'. Below this, it states 'Message will be sent to all the teachers and teaching assistants in the course.' There is a text input field labeled 'Message'. At the bottom, there are two buttons: 'Cancel' and 'Send Message'.

# CALENDAR

The calendar page lists activity across all selected courses. The courses on the right side are color-coded based on your customizations. The campus course will show school-wide events, and each course will show class-specific events & assignments.

TA

THALES ACADEMY

Account

Admin

Dashboard

Courses

Calendar

Inbox

Commons

Gauge

Help

Today

←

→

April 2018

Week

Month

Agenda

Scheduler

+

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9 Ch. 39 Vocab Sheet	10 3:15p Sherlock-Holmes puzzle Google-Drive-Practice	11	12	13 2:30p Fallacy 1-14 Review Ch. 39 Translation	14
15	16 2:15p Speeches-Quiz (08-Literature-A--2017-2018-Gillooly) 3:10p Speeches-Quiz (08-Literature-G--2017-2018-Gillooly) Ch. 3-PRACTICE-Quiz	17 2:30p Chapter-3-Quiz Reading-check-4/17	18 3:15p Begging the Question Fallacy Discussion (pg 126) TKAM-20-36	19 2:15p TKAMB-Reading Check-Ch 1-3-(08 Literature-A--2017-2018-Gillooly) 3p Bifurcation Fallacy Discussion (pg 136) 3:15p TKAMB-Reading Check-Ch 1-3-(08 Literature-G--2017-2018-Gillooly) Exercise 39C Reading Check: Fallacy 16 TKAM, 36-42	20 2:30p Reading Check: Fallacy 17 Ch. 40 Vocab Sheet	21
22	23 2:30p Chapter 4 Quiz	24 2:30p Is-Ought Fallacy Discussion - pg 145	25 2:30p Composition and Division Fallacy Discussion - pg 153	26	27	28
29	30 2:35p Chapter 4 Test (Cumulative)	1	2	3	4	5

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April 2018

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

CALENDARS

Marshall Chaney

8th Grade Art with Ms. Hohls

Algebra I

Algebra II

American History & Government

American History & Government

American Literature

American Literature

Band

Digital Citizenship

UNDATED

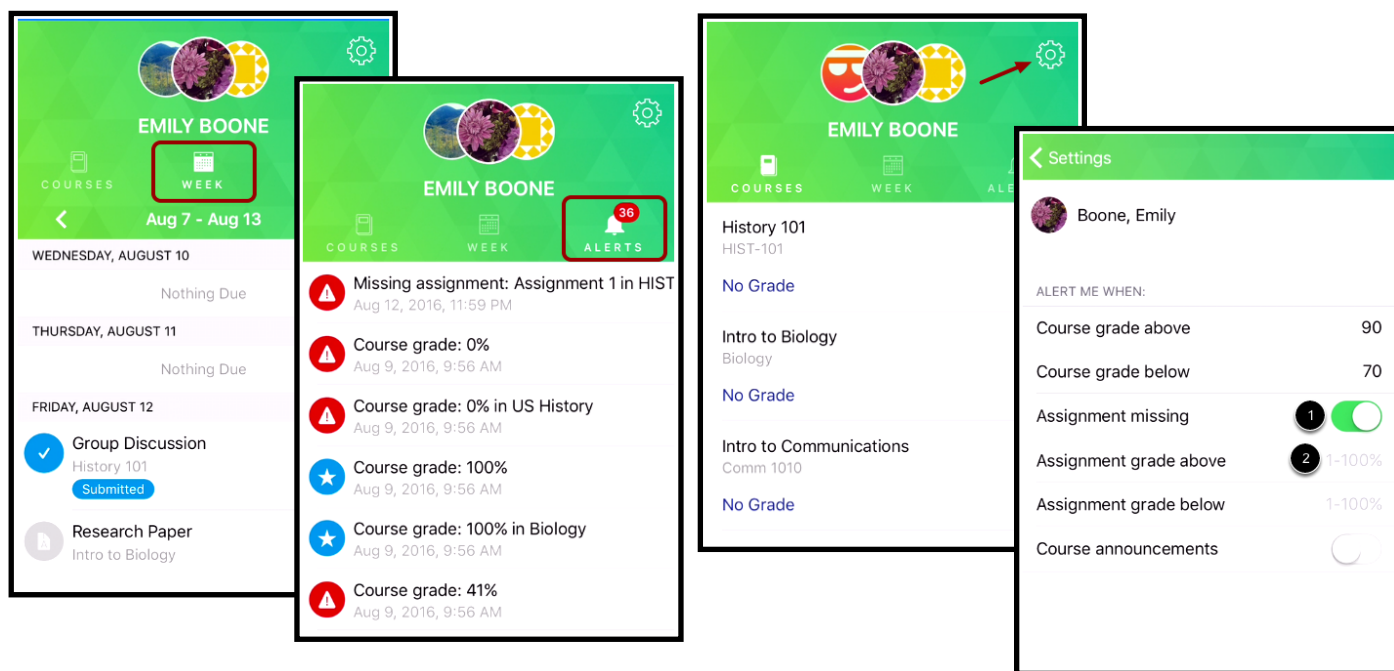
Calendar Feed

(Assignments are placed on the calendar automatically at the date and time they are due.)

Families with multiple students at Thales Academy can toggle between each student's courses via the dropdown box in the top left of the calendar. A calendar feed can also be exported for use in desktop calendar software for more advanced printing options.

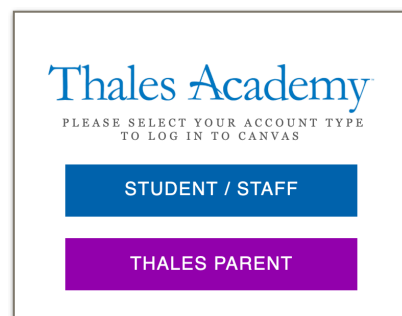
# MOBILE APPS

The blue Canvas Parent app provides a quick look at each student's progress and upcoming activities for the week. Push notifications can be customized for each student.



Parents can log into the Canvas Parent app using the same credentials created on the web by searching for Thales Academy and then signing in from the Thales Parent link.

While we recommend the web version of Canvas for parents who want access to all course content, we recognize that smaller screens don't always provide the best web browsing experience. Parents are able to sign in to the red Canvas Student app with the same steps, except this time using their student's credentials at the Thales Parent login screen. Student credentials are found on the contact card page of onRecord. Multiple student logins can be added to the Canvas Student app by clicking on the menu button in the top left and selecting Change User. Additional students can be signed in.





















# NOTIFICATIONS

Canvas can send push notifications through mobile apps, or emails. To customize your notification preferences, click on the Account button on the Global menu and then Notifications.

For each content type, choose how often you wish to be notified. You can set different notification schedules for each email address, but push notification options affect all devices.

We recommend choosing “notify me right away” and enabling push notifications for Announcement and Conversation Messages. Other information is best left to daily or weekly summaries to avoid a high volume of notifications from Canvas.

Please note, any email address added for notifications must be “confirmed” before notifications are sent to that address. Navigate to Account>Settings and look under ways to contact to see that your email address is confirmed. A black exclamation icon.  indicates an unconfirmed email address that cannot receive notifications. Clicking on the email address will allow you to resend the confirmation email. A red exclamation icon indicates the email server rejected the message from Canvas, which means the email address as entered cannot be used for notifications.

Notification Preferences		
<input checked="" type="checkbox"/> Notify me right away	<input type="radio"/> Send daily summary	<input type="checkbox"/> Send weekly summary
<input checked="" type="checkbox"/> Do not send me anything		
Course Activities	Email Address	Push Notification For All Devices
Due Date	<input checked="" type="checkbox"/>  <input checked="" 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 checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Invitation	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Discussions		
Discussion	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Discussion Post	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Conversations		
Added To Conversation	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Conversation Message	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Conversations Created By Me	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>



# ADDITIONAL RESOURCES

In depth guides to Canvas can be found here:

Parent Observer role - <https://community.canvaslms.com/docs/DOC-10917>

Canvas Parent app - <https://community.canvaslms.com/docs/DOC-7884>

Calendar - <https://community.canvaslms.com/docs/DOC-10908-4144715705>

Links to all campus courses are below. Please bookmark the campus course for your student(s).

[Apex JH/HS](#)

[Apex K-5](#)

[Holly Springs Pre-K-5](#)

[Knightdale Pre-K-6](#)

[Raleigh Pre-K-6](#)

[Rolesville JH/HS](#)

[Wake Forest Pre-K-5](#)

[Waxhaw K-5](#)