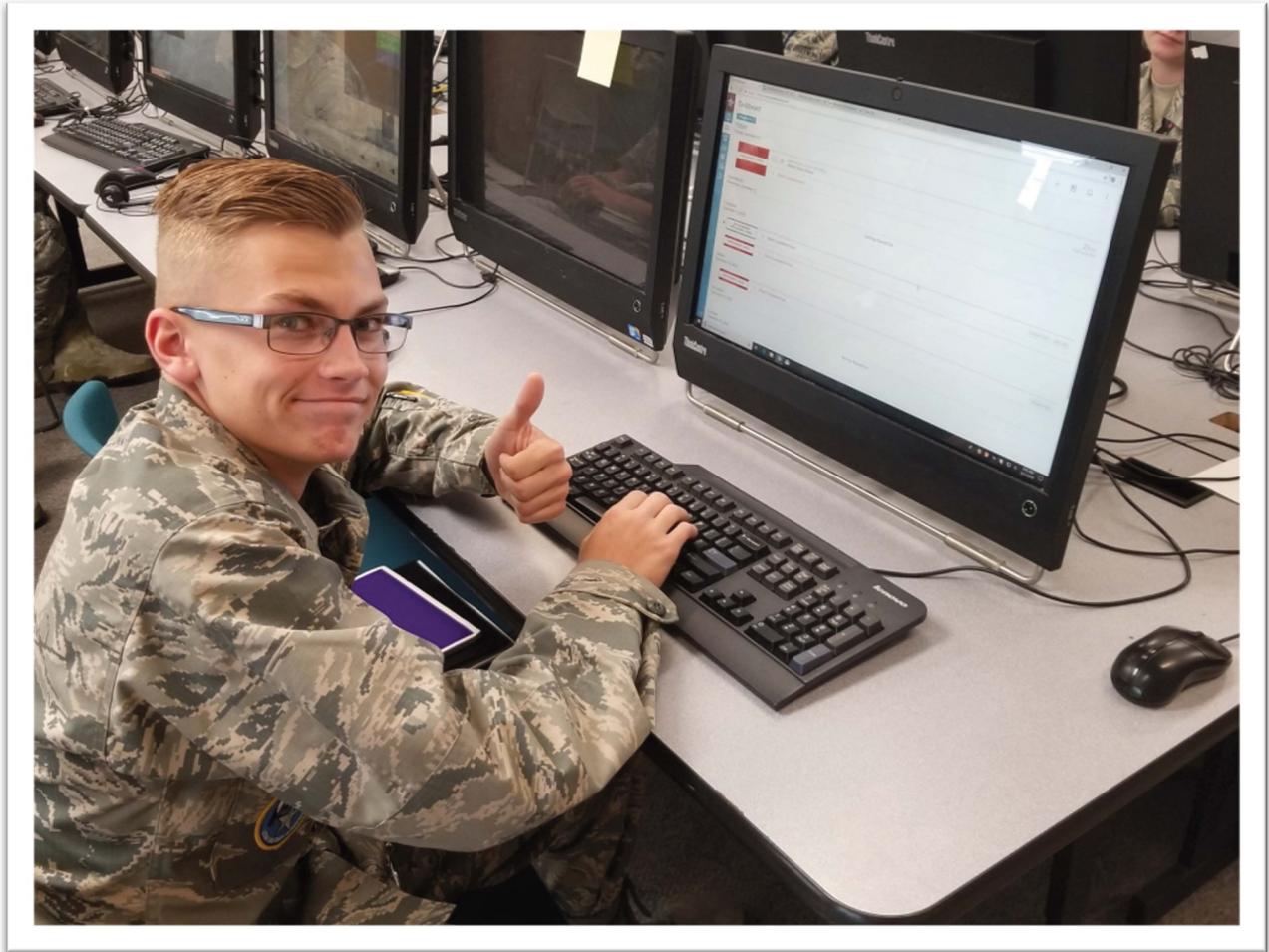
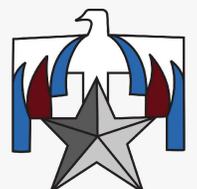


# UTAH MILITARY ACADEMY

## CANVAS PARENT'S GUIDE



canvas





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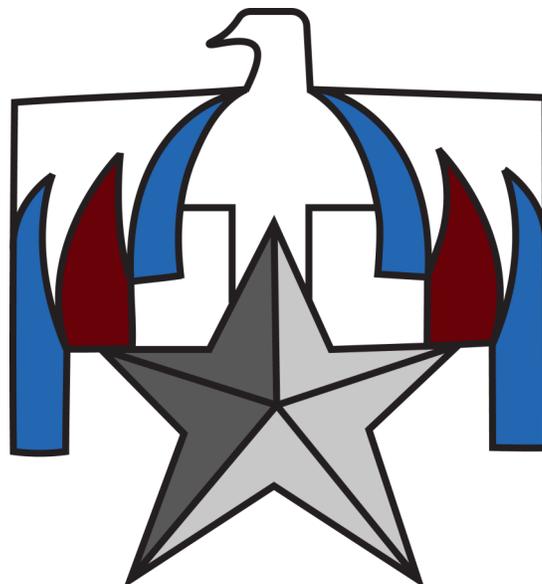
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# WHAT IS CANVAS?

I'm sure your Cadet has come home at some time in the last week talking about this new fancy system we're using here at UMA called Canvas. I'm also sure that when you ask them any further questions they shrug their shoulders and their eyes drift away into the horizon. I get it. So I'm here to school you on what Canvas is, why we are using it, how to help your Cadet if they have trouble logging in at home, and how you can get access so you can spy on your kids.

Canvas is an LMS (Learning Management System) that is being used by universities all over the country and now in public schools right here in Utah. Most school districts in the state use Canvas to deliver content to their students because it provides students with more control over their learning, and it provides teachers with more flexibility in their lessons.

We are very excited about our adoption of Canvas this year, and we hope that you will get excited too!

Learning a new system can sometimes be a challenge. This guide will hopefully make this a bit easier for you and your Cadets.

# HOW DO I USE IT?



ENROLLMENT APPLICATION



CANVAS



ATHLETICS

**Utah Military Academy**

A 7-12 free public charter school located in Ogden, Utah.



At the right of the Utah Military Academy homepage, we now have a link to Canvas under portals. It is extremely important that you use either that link or type in the URL listed below to get access to the system. Many of our students use Google for everything. If you Google “Canvas” and click the first thing you see, you will not be able to sign in to our system. Please follow this URL to get to UMA’s CADET Canvas accounts (parents, your link is at the end of this guide):

**<https://umahf.instructure.com/>**

Once there, students will sign in using their UMA email address and password. Parents can sign in here as well, once you create an account. This will be covered later in the guide.

# THE DASHBOARD

Once logged in, Cadets will see a dashboard with all of their classes listed in tile form. Some classes may not be on their dashboard. In that case, contact the teacher for the course and they will help you access their content.

The screenshot shows the Canvas dashboard interface. At the top left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled "Dashboard" and features three course tiles: "Int. Science 7 - Childs", "Language Arts 7 - Larson", and "Math 7 - Fritzsche". Each tile displays the course title, instructor name, and a notification icon with a number. To the right of the dashboard is a "To Do" list with six items, each showing a course name, points, and a due date. A "Show All" link is located at the bottom of the "To Do" list.

Course	Points	Due Date
Metric Conversions Practice	40 points	Aug 28 at 11:59pm
Measurement Lab	35 points	Aug 29 at 11:59pm
Plants and Animals	20 points	Aug 30 at 11:59pm
Absolute Value IRL	10 points	Aug 31 at 11:59pm
Absolute Value Practice	10 points	Aug 31 at 11:59pm

In the dashboard, Cadets can manage their account, open their calendar, read their messages, and see which assignments are due. To access a class, they simply click on the title of the course, or click the courses menu on the side. If they do not see a course listed on the dashboard, have them go to the left, click on courses to see all courses they are enrolled in.

# LIST VIEW

The dashboard view can be changed to show all assignments in every class. This view is called “List View”, and can be set by clicking the three dots to the right of the word “Dashboard”.

MONDAY  
August 20, 2018

MATH 7 - FRITZSCHE	<input type="checkbox"/>		MATH 7 - FRITZSCHE ASSIGNMENT About Me	20 PTS DUE: 11:59 PM
	<input type="checkbox"/>		MATH 7 - FRITZSCHE ASSIGNMENT Math Mentality	50 PTS DUE: 11:59 PM

TUESDAY  
August 21, 2018

INT. SCIENCE 7 - CHILDS	<input type="checkbox"/>		INT. SCIENCE 7 - CHILDS ASSIGNMENT Disclosure Statement	GRADED	10 PTS DUE: 11:59 PM	
MATH 7 - FRITZSCHE	<input type="checkbox"/>		MATH 7 - FRITZSCHE DISCUSSION Carol Dweck and Growth Mindset	MISSING	REPLIES	DUE: 11:59 PM

In List View Cadets can see all of their assignments, organized by due date. They can also see which assignments have been graded and what score they received.

Using List View is highly recommended as it is an easy way to keep track of your Cadet’s responsibilities.

# CALENDAR

The calendar works much like the List View, in that it displays all of the assignments in each class. In the calendar, however, the assignments are grouped by which day they are due.

The screenshot shows a calendar interface for September 2018. At the top, there are navigation buttons for 'Today', left and right arrows, and the month 'September 2018'. To the right, there are view options: 'Week', 'Month' (selected), 'Agenda', and a '+' button. The calendar grid has columns for days of the week (SUN to SAT) and rows for dates. Assignments are listed in boxes within the grid cells. Red boxes highlight specific assignments: 'Exit Ticket - I don't get it...yet!' (9/10, 9/11, 9/12, 9/13), 'Operations' (9/14), 'Combining Like Terms: Practice' (9/14), 'CSI: Real Number System' (9/14), 'Rational vs. Irrational Check' (9/14), 'Repeating Decimal Discovery Worksheet' (9/14), 'Experiment Design Outline' (9/17), 'Motion and Force Calculations' (9/17), and 'Ratios, Proportions, and...' (9/17). Other assignments include 'Paper Airplane Lab' (9/11), 'Paper Plane Lab' (9/12), and 'Speed and Acceleration' (9/13).

Cadets can sort the calendar by week, month, or agenda which displays the assignments in a condensed list.

The calendar can be an important tool to help your Cadets stay organized.

# SYLLABUS

Each course will have a detailed syllabus which will help you and your Cadet become familiar with the class. At the bottom of the syllabus, there is a list of all published assignments in that course, and when they are due.

2018/2019 - Utah Military A...

Home

Syllabus

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Google Drive

## Course Syllabus

[Jump to Today](#)

Integrated Science 7, 2018-2019

[Disclosure Statement](#)

**Instructor:** Ms. Childs

**UMA Phone:** (801) 689-3013

**Email:** [echilds@utahmilitaryacademy.org](mailto:echilds@utahmilitaryacademy.org)

**Canvas:** [umahf.instructure.com](https://uma.hf.instructure.com)

### Curriculum

Integrated Science 7 focuses on the cause and effect relationships in nature. Over the course of the year, the class will investigate the interactions between matter, the changes to Earth over time, the structure and functions of life, the inheritance of genetic traits, and the changes in species over time. Cadets will also develop and improve their skills of observation, inquiry, data collection, critical thinking, and communicating scientific ideas.

### Class Rules: STAR

Sit smart.

Track the speaker.

Ask and answer questions.

Respect all.

### Materials Needed

Each cadet must bring the following items to class everyday.

1. 3 Ring binder with loose leaf paper and dividers\*
2. Pencil and eraser, pen with blue/black ink
3. Highlighter

\*Each Cadet will be required to keep all class papers in a dedicated science binder. This binder will be used to monitor progress, track grades, study, and reflect on learning. Binders will be checked for completion and organization twice a month, and will count toward participation.

### Academic Grade

...

# MODULES

Classes are usually organized in modules (lessons and assignments that are grouped together) for easier navigation through the course. To view the modules for the course, click “Modules” on the left side of the screen.

The screenshot shows a course interface for 'Utah Studies - Ririe'. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The 'Modules' option is highlighted in blue. The main content area shows a breadcrumb trail 'Utah Studies - Ririe > Modules' and a course title '2018/2019 - Utah Military A...'. Below this is a list of navigation options: Home, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Quizzes, Modules (highlighted), Conferences, Collaborations, and Google Drive. The main content area displays a 'Welcome to Class!' section with items: Syllabus.docx, Syllabus Quiz (6 pts), and Introduce yourself! (Aug 31 | 20 pts). Below this is a 'Natural Utah' section with prerequisites: Welcome to Class!. It contains items: How the Rocky Mountains were formed, Rocky Mountain Province (Aug 22 | 20 pts), Colorado Plateau (Aug 23 | 20 pts), Basin and Range (Aug 24 | 20 pts), Lake Bonneville, and Bodies of Water.

# GRADES

The gradebook can be found by clicking “Grades” on the left side of the screen.

Name	Due	Score	Out of
Rocky Mountain Province	Aug 22 by 11:59pm	-	20
Colorado Plateau	Aug 23 by 11:59pm	-	20
Basin and Range	Aug 24 by 11:59pm	-	20
Plants and Animals	Aug 30 by 11:59pm	-	20
Introduce yourself!	Aug 31 by 11:59pm	-	20
Bodies of Water	Aug 31 by 11:59pm	-	20
Ute History	Sep 13 by 11:59pm	-	20
Power Standards Term 1	Oct 16 by 11:59pm	-	10
Power Standards Term 2	Jan 7, 2019 by 11:59pm	-	25
Syllabus Quiz		-	6
Assignments		N/A	0.00 / 0.00
Total		N/A	0.00 / 0.00

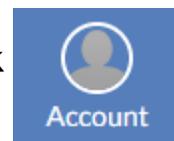
The gradebook lists every published assignment and the score your Cadet received. The Canvas gradebook is better than traditional gradebooks, however, because it allows you to put in scores for ungraded assignments to see how your grade will change in the future. This doesn't actually change the grade but it helps Cadets see where they stand academically in the class.

# HOW TO LOGIN AS A PARENT

One of the best features of Canvas is the ability to observe Cadets in their Canvas classes as a parent. You will be able to see everything they can, but you will not be able to complete their assignments for them. Here are the steps you must follow to become an observer in Canvas:

## 1. Have your Cadet create a “Pairing Code”

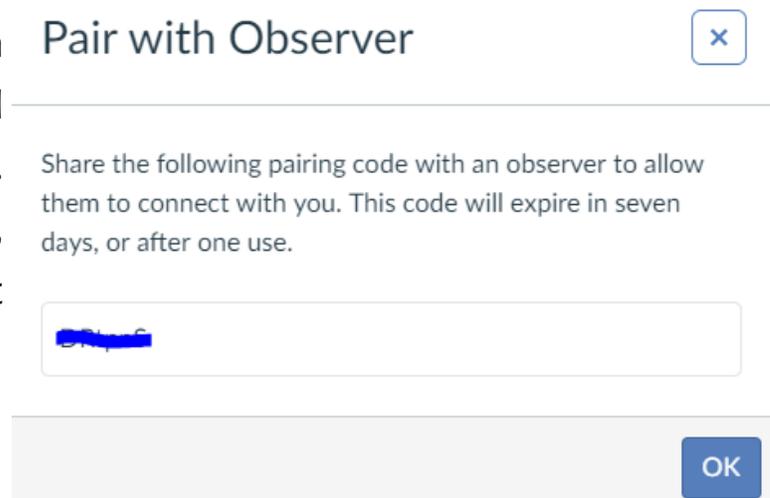
Once your Cadet is signed in to Canvas, have them click on their account picture in the top left of the screen.



Next, have them click “Settings”. In the settings menu, on the right side of the screen, you should see a button labelled “Pair With Observer”



When they click “Pair with Observer” a new panel will pop up with a code. Write that code down, you will need it in the next step.

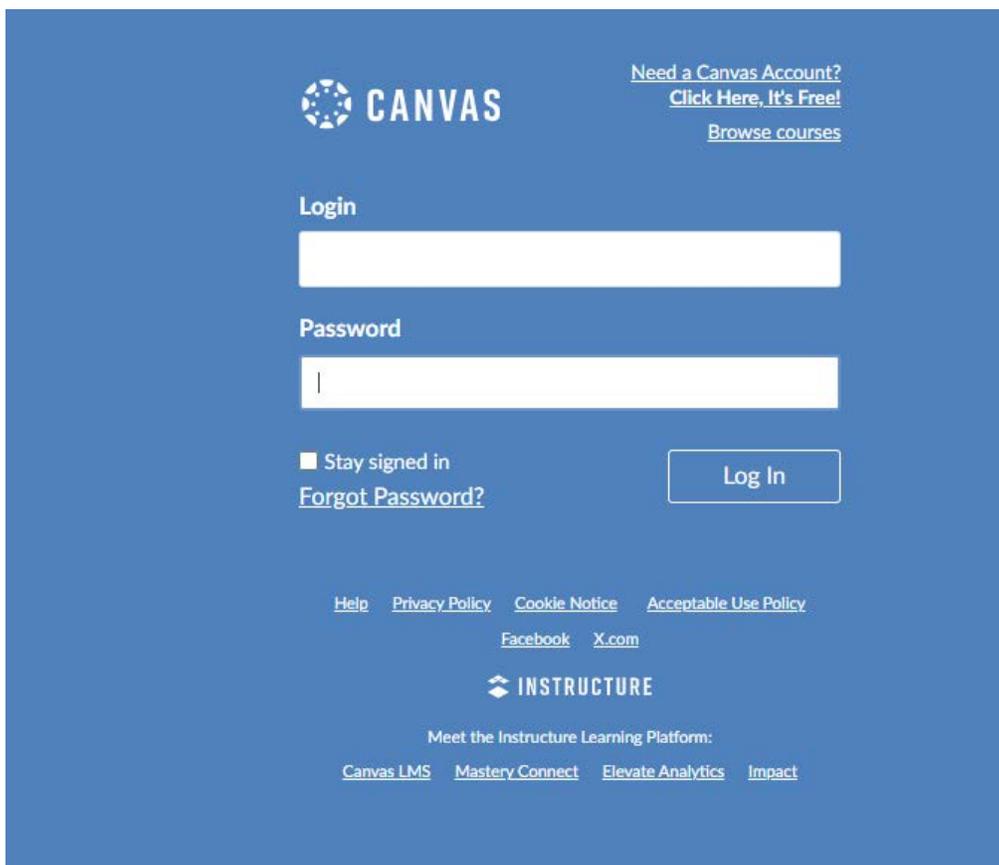


## 2. Create an Parent, or "Observer" account

Once you have your pairing code, have your Cadet log out of Canvas, then go to this website:

**<https://umahf.instructure.com/login/canvas>**

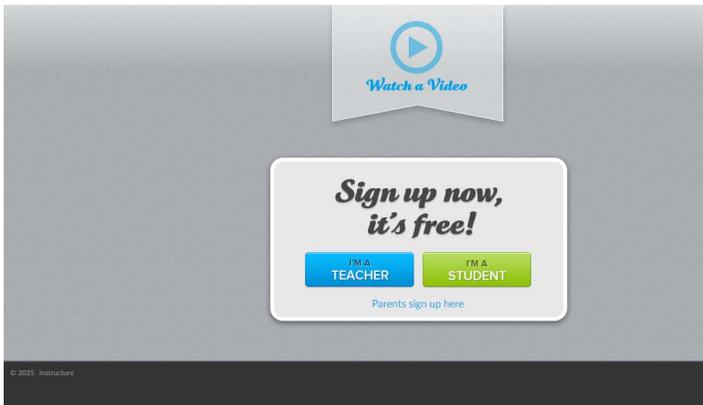
You should see this screen: (sometimes a screen comes up stating log in error, if you see that screen, refresh or log in again as the system is authenticating the google school account).



The screenshot shows the Canvas login interface. At the top left is the Canvas logo. To the right, there are links: "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". Below this is the "Login" section with a text input field. Underneath is the "Password" section with a password input field. To the left of the password field is a checkbox labeled "Stay signed in" and a link "Forgot Password?". To the right of the password field is a "Log In" button. At the bottom, there are links for "Help", "Privacy Policy", "Cookie Notice", and "Acceptable Use Policy". Below these are social media links for "Facebook" and "X.com". The Instructure logo is centered at the bottom, followed by the text "Meet the Instructure Learning Platform:" and links for "Canvas LMS", "Mastery Connect", "Elevate Analytics", and "Impact".

# HOW TO LOGIN AS A PARENT

Click the link at the top of the menu that reads “Need a Canvas Account? Click here, It's Free!” This menu will pop up:



Click on "parents sign up here" and this page will load:

A screenshot of the "Parent Signup" form. The form has a title bar with "Parent Signup" and a close button. It contains several input fields: "Your Name", "Your Email", "Password", "Re-enter Password", and "Student Pairing Code". There is a link "What is a pairing code?" next to the pairing code field. At the bottom, there is a checkbox for "You agree to the terms of use and acknowledge the privacy policy." and two buttons: "Cancel" and "Start Participating".

Fill this out, including the Pairing Code at the bottom, then click “Start Participating”.

# LOGIN ISSUES

As with any system, errors can happen when signing in to Canvas. I will list all of the login issues I've encountered and how to overcome them. If you have a new issue I haven't listed here, please feel free to let me know. I love solving new problems!

## 1. "Improper user name / password"

There can be any number of things going on here, but the most common reason Cadets see this error is that they are going to the wrong website. Because Canvas is being used by so many organizations, there are hundreds of Canvas login screens out there. Your Cadet's login credentials will not work if they are trying to login to Weber State's Canvas system, for example. Make sure they are going to that URL I listed earlier in this guide. If they go to the correct URL, they should never see a Canvas login screen.

## 2. "An account does not exist for this user"

Every student at UMA *should* have a Canvas account. If you see this warning, double check the email address they used to sign in. If everything looks right, but you still can't sign in, please let me know as soon as possible. My email address is:

**whorning@utahmilitaryacademy.org**