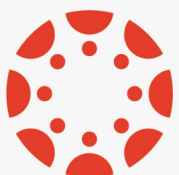
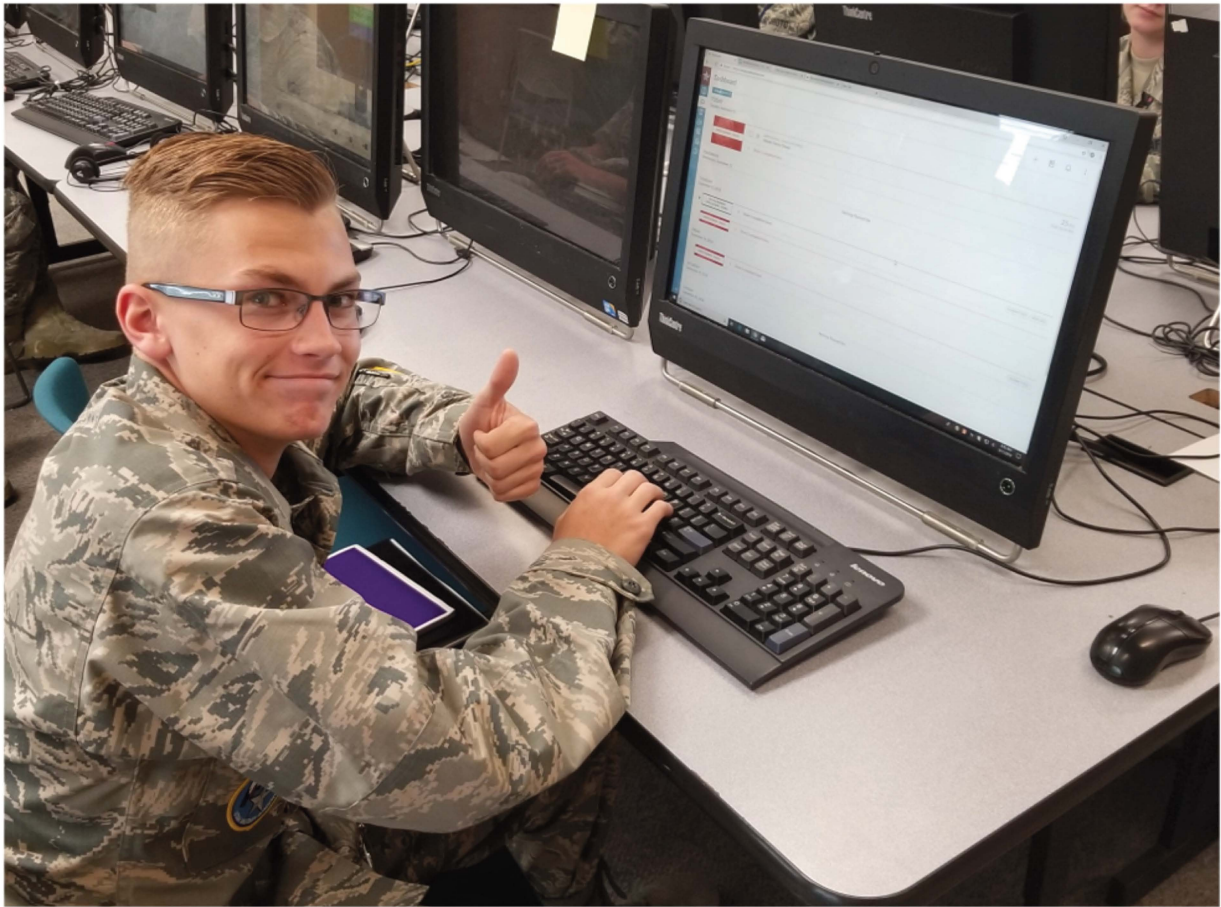


# UTAH MILITARY ACADEMY

## CANVAS PARENT'S GUIDE



canvas





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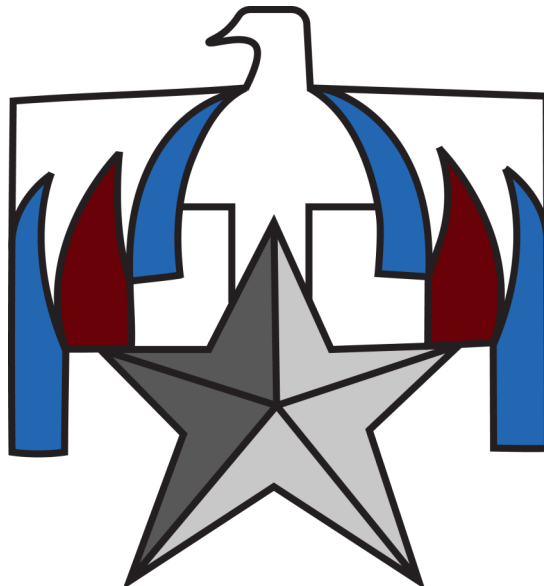
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# WHAT IS CANVAS?

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. Cadet must be logged into their school google account first, as Canvas uses the google account to authorize the sign in. Please follow this URL to get to UMA's CADET Canvas accounts (parents, your link is at the end of this guide):

Cadets: <https://umavp.instructure.com/>

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

Once there, students will sign in using their UMA email address and password. Parents can sign in here as well, if they have created 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 LMS dashboard. On the left is a blue sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area has a header with a star icon, a notification banner, and the word 'Dashboard'. Below the header are three course tiles: 'Int. Science 7 - Childs' (with a DNA helix image), 'Language Arts 7 - Larson' (with a bookshelf image), and 'Math 7 - Fritzsche' (with a red background and '7TH GRADE MATH' text). A fourth tile is partially visible at the bottom. On the right is a 'To Do' list with five items, each with a document icon, a title, details, and a close button (X). The items are: 'Metric Conversions Practice' (40 points, due Aug 28), 'Measurement Lab' (35 points, due Aug 29), 'Plants and Animals' (20 points, due Aug 30), 'Absolute Value IRL' (due Aug 31), and 'Absolute Value Practice' (10 points, due Aug 31). A 'Show All' link is at the bottom of the list.

Notifications. Tell us how and when you would like to be notified of events in Canvas.  
[Notification Preferences](#)

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

Help

Int. Science 7 - Childs  
Int. Science 7 - Childs  
2018/2019 - Utah Military Academy-Hill...

Language Arts 7 - Larson  
Language Arts 7 - Larson  
2018/2019 - Utah Military Academy-Hill...

Math 7 - Fritzsche  
Math 7  
2018/2019 - Utah Military Academy-Hill...

To Do

- Metric Conversions Practice  
Int. Science 7 - Childs  
40 points |  
Aug 28 at 11:59pm
- Measurement Lab  
Int. Science 7 - Childs  
35 points |  
Aug 29 at 11:59pm
- Plants and Animals  
Utah Studies - Ririe  
20 points |  
Aug 30 at 11:59pm
- Absolute Value IRL  
Aug 31 at 11:59pm
- Absolute Value Practice  
Math 7 - Fritzsche  
10 points |  
Aug 31 at 11:59pm

[Show All](#)

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

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

TUESDAY  
August 21, 2018

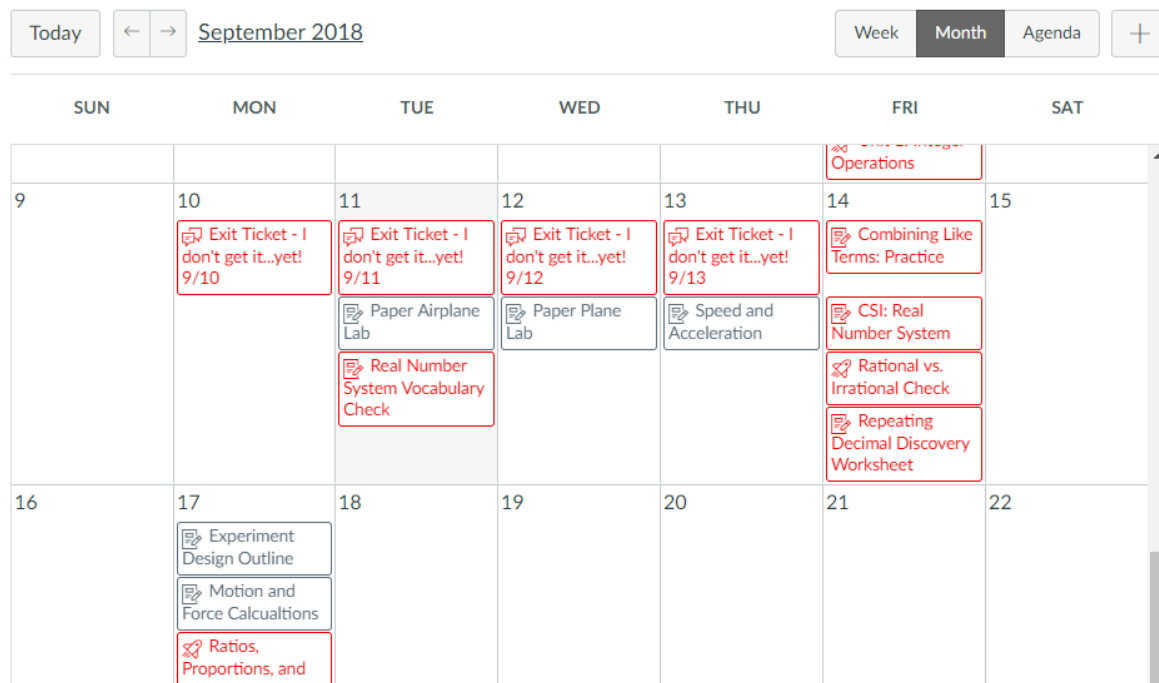
|                                                                                     |                                                                                                                                                                              |                                      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



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

Modules

Discussions

Grades

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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://umahf.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 displays a course interface for 'Utah Studies - Ririe'. On the left is a vertical navigation bar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area shows the course title and a breadcrumb trail to 'Modules'. 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 'Modules' section is expanded, showing a 'Welcome to Class!' module with items like 'Syllabus.docx', 'Syllabus Quiz', and 'Introduce yourself!'. Below this is the 'Natural Utah' module, which lists topics such as 'How the Rocky Mountains were formed', 'Rocky Mountain Province', 'Colorado Plateau', 'Basin and Range', 'Lake Bonneville', and 'Bodies of Water'.

**Utah Studies - Ririe > Modules**

2018/2019 - Utah Military A...

**Home**

- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Quizzes
- Modules**
- Conferences
- Collaborations
- Google Drive

**▼ Welcome to Class!**

- [Syllabus.docx](#)
- [Syllabus Quiz](#)  
6 pts
- [Introduce yourself!](#)  
Aug 31 | 20 pts

**▼ Natural Utah** Prerequisites: Welcome to Class!

- [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](#)
- [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 |

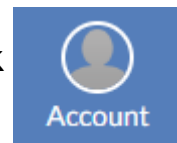
The gradebook lists every published assignment and the score your Cadet received. The Canvas gradebook is better than traditional gradebooks, however, because it allows you to put in scores for ungraded assignments to see how your grade will change in the future. This doesn't actually change the grade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

# HOW TO LOGIN AS A PARENT

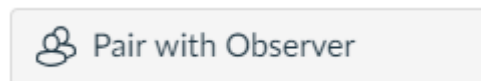
One of the best features of Canvas is the ability to observe Cadets in their Canvas classes as a parent. You will be able to see everything they can, but you will not be able to complete their assignments for them. Here are the steps you must follow to become an observer in Canvas:

## 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.

### Pair with Observer



Share the following pairing code with an observer to allow them to connect with you. This code will expire in seven days, or after one use.



## 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).

 CANVAS

[Need a Canvas Account?](#)  
[Click Here, It's Free!](#)  
[Browse courses](#)

Login

Password

☐ Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy Policy](#) [Cookie Notice](#) [Acceptable Use Policy](#)  
[Facebook](#) [X.com](#)

 INSTRUCTURE

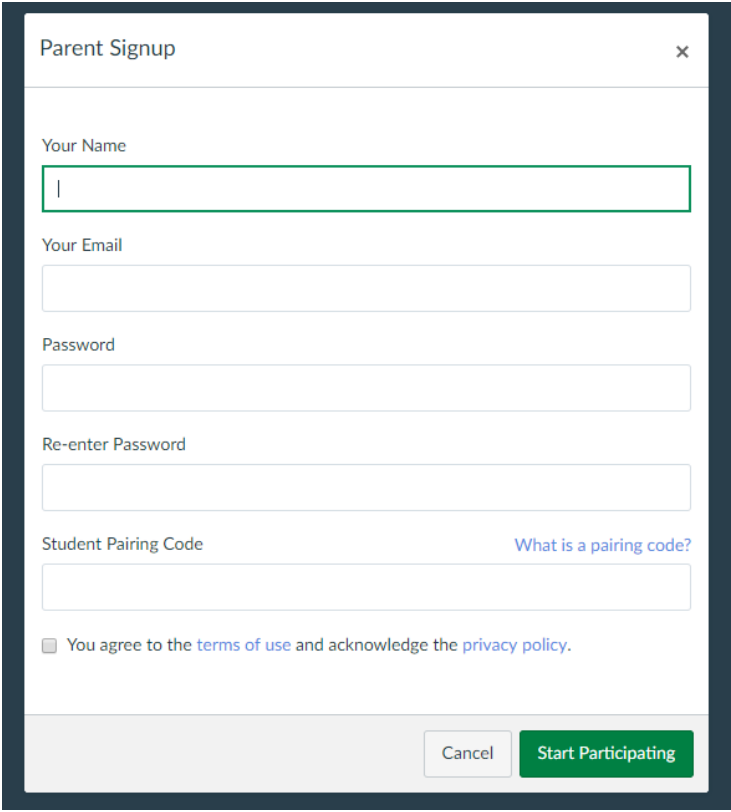
Meet the Instructure Learning Platform:

[Canvas LMS](#) [Mastery Connect](#) [Elevate Analytics](#) [Impact](#)

# HOW TO LOGIN AS A PARENT

Click the link at the top of the menu that reads “Parent of a Canvas user? Click here, for an account” This menu will pop up:

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

A screenshot of a 'Parent Signup' form. The form is titled 'Parent Signup' with a close button (x) in the top right corner. It contains several input fields: 'Your Name' (with a green border), 'Your Email', 'Password', 'Re-enter Password', and 'Student Pairing Code'. To the right of the 'Student Pairing Code' field is a link that says 'What is a pairing code?'. Below the input fields is a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' At the bottom right of the form are two buttons: 'Cancel' and 'Start Participating' (which is green).

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**