



Canvas

# Canvas Guide for Parents and Students

## LOGGING INTO CANVAS

- Open Clever
  - On a district computer, double-click on the Clever icon on the main computer desktop.
  - If you are on your own computer, go to <https://clever.com/in/hcps>



- Log In to Clever
  - When Clever opens, click on "Log In with Active Directory" at the bottom of the screen.



- Log In to Active Directory
  - Enter your username (lunchnumber@hcps.net)
  - Enter your district password.
  - Click Sign In.



- Open Canvas
  - Click on the Canvas Icon in Clever to Open.



- Canvas Dashboard
  - Since you are already logged into Clever, you will automatically go to your Canvas Dashboard. Click on the course you want to enter.



## ACCESSING YOUR ASSIGNMENTS

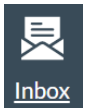
- You will need to go into each course for the assignment in that subject.
- Click on the blue assignment links on the right side of your screen, in the **To Do** list.
- You can also click on the **Assignments** tab on the left side of the screen.

## WHAT ARE THE WORDS ON THE LEFT SIDE OF THE PAGE?

- Those are links to different sites.
- The **Home** button will take you to the main home page.
- The **Assignments** button will take you to all assignments for that course.
- The **i-Ready** and **Savvas Realize** (Envision Math) buttons will take you to your assignments within those programs if they were given.
- The **Zoom** button will provide you with links to your Zoom sessions.

## MESSAGING YOUR TEACHER

- Send a message to the teacher by clicking on the **Inbox** button on the left side of your screen.
- Create a new message by clicking on the **Compose a New Message** button at the top of the page.
- Type in your teacher's name, the subject, and the message and click **Send**.



## NEED HELP WITH CANVAS?

- You can click on the **Help** button on the left side of any screen in Canvas.
- Then Click on **Hillsborough Canvas STUDENT Guide** or search for what you need help with **Search the Canvas Guides**.

