

# Sign up for a Bourgade Catholic Canvas account as a Parent or Guardian 2016

Bourgade Catholic faculty are using **Canvas**, a Learning Management system, to post student grades. Additionally teachers may also use Canvas to post assignments and class materials, which you, as a parent or guardian, will be able to see along with the grades.

\* **Before starting, you will need your student's Canvas login and password. Please ask your student for this information or have them enter the information for you during sign up.**

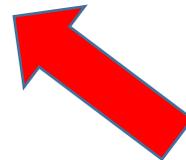
Note: The initial sign up must be done from a computer (not a mobile device).

## 1. Open Canvas URL

From any web browser go to <https://bourgadecatholic.instructure.com/> or click on the Canvas icon on the school website.



## 2. Click to Register - Please Click the Parent of a canvas user? Click Here for an Account.

The image shows a screenshot of the Canvas login page for Bourgade Catholic High School. The page has a white background with a dark blue header. At the top right, there is a link "Parent of a Canvas User? Click Here For an Account" circled in red. Below this are fields for "Username" and "Password", a "Log In" button, and a checkbox for "Stay signed in". At the bottom, there are links for "User Research", "Help", "Privacy policy", "Terms of service", and "Facebook".

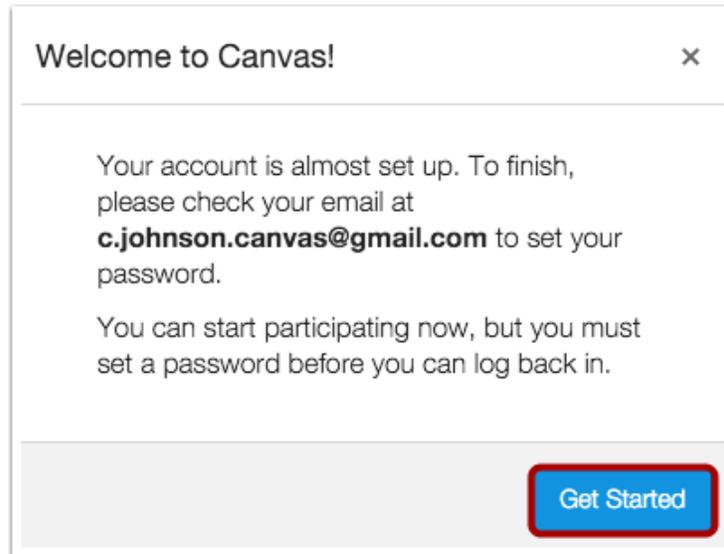
## 3. Enter Contact information

The image shows a "Parent Signup" form with a white background and a dark border. It has a close button (X) in the top right corner. The form contains four input fields: "Your Name", "Your Email", "Child's Username", and "Child's Password". Below these fields is a checkbox labeled "You agree to the terms of use and acknowledge the privacy policy." and a "Start Participating" button at the bottom right.

Enter the following information:

1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter your child's username in the child's username field. **This will be their school email address**
4. Enter your child's Canvas password in the child's password field.
5. Agree to the terms of use by clicking the **You agree to the terms of use** check box.
6. Click the **Start Participating** button

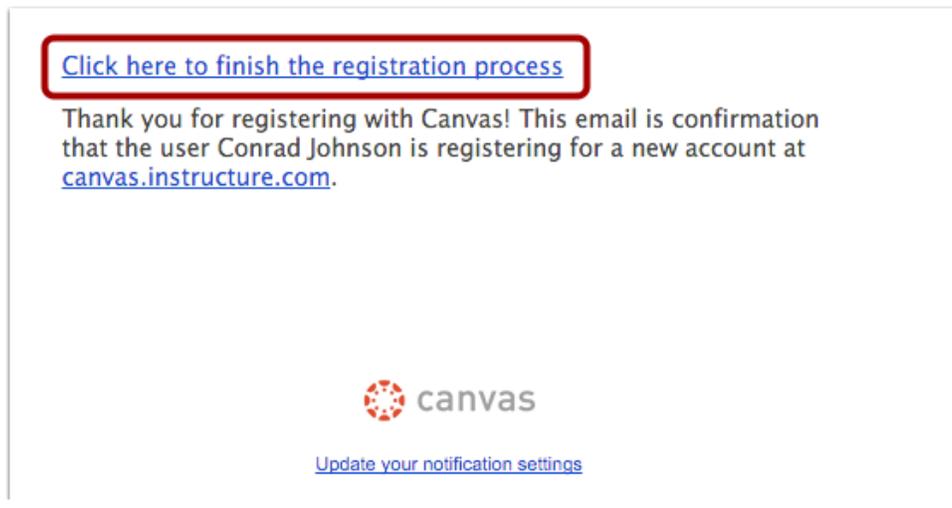
## 4. Use Canvas



Substitute your email address for [c.johnson.canvas@gmail.com](mailto:c.johnson.canvas@gmail.com) in the above screenshot.

While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button. To finish registering for Canvas, log into your email account.

## 5. Complete Registration Process



Open the email from Instructure Canvas. Click the link provided to visit the URL and complete the registration process.

## 6. Register for a Parent Account

Welcome Aboard!

In order to set up your account, we'll need a little more information.

Login:  ①

Password:  ②

Time Zone:  ③

I want to receive information, news and tips from Instructure

[View Privacy Policy](#)

④

To complete the registration process fill out the following fields:

1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your timezone by selecting the time zone drop-down menu.
4. To receive information from Instructure click on the **I want to receive information, news and tips from Instructure** checkbox.
5. Click the **Register** button.

## 7. View Dashboard

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

History 101  
HIST-101  
2016 Spring

Coming Up [View Calendar](#)

Seminar: Latin America: Revolution, Dictatorship, and Democracy, 1850-Present  
History 101  
Apr 21 at 4pm

[View Grades](#)

Courses

History 101 ②  
2016 SPRING

[All Courses](#)

Account

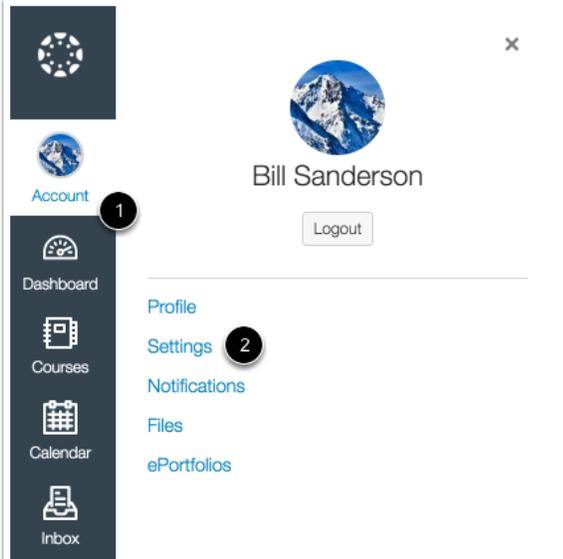
Dashboard

Courses ①

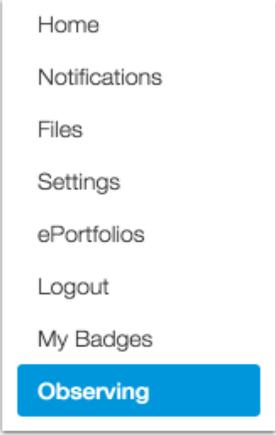
In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

8. If you have another student at Bourgade Catholic, you need to add them by following the instructions below.

### Open User Settings

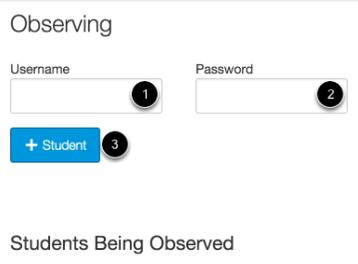


### Open Observing



In User Navigation, click the **Observing** link.

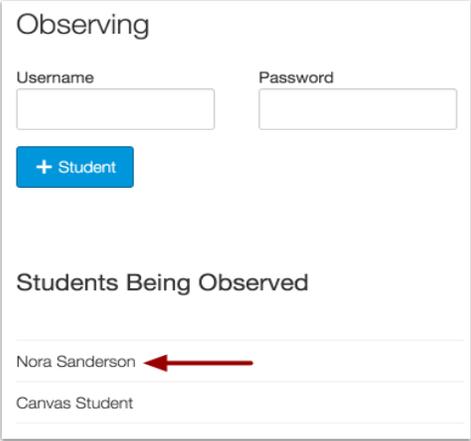
### Add Student



In the Username [1] and Password [2] fields, enter the student's username and password.

Click the **Add Student** button [3].

### View Student



View the new student you are observing.