

# 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.**

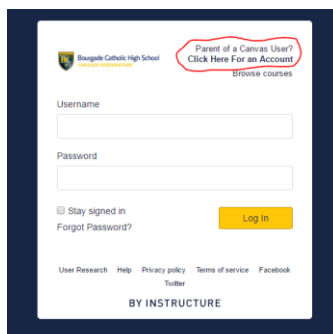
Note: The initial sign up must be done from a computer (not a mobile device).

## 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.



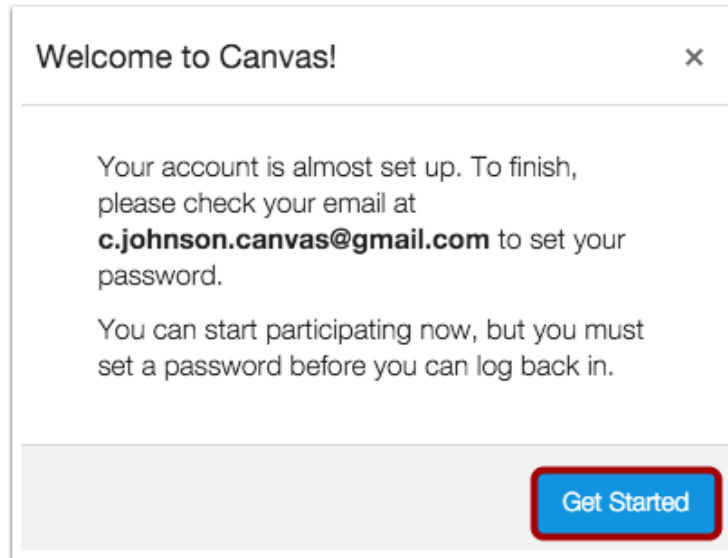
## 3. Enter Contact information

The image shows a "Parent Signup" form with a white background and a dark border. It contains four input fields: "Your Name", "Your Email", "Child's Username", and "Child's Password". Below the fields is a checkbox labeled "You agree to the terms of use and acknowledge the privacy policy." At the bottom right, there is a dark blue button labeled "Start Participating".

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

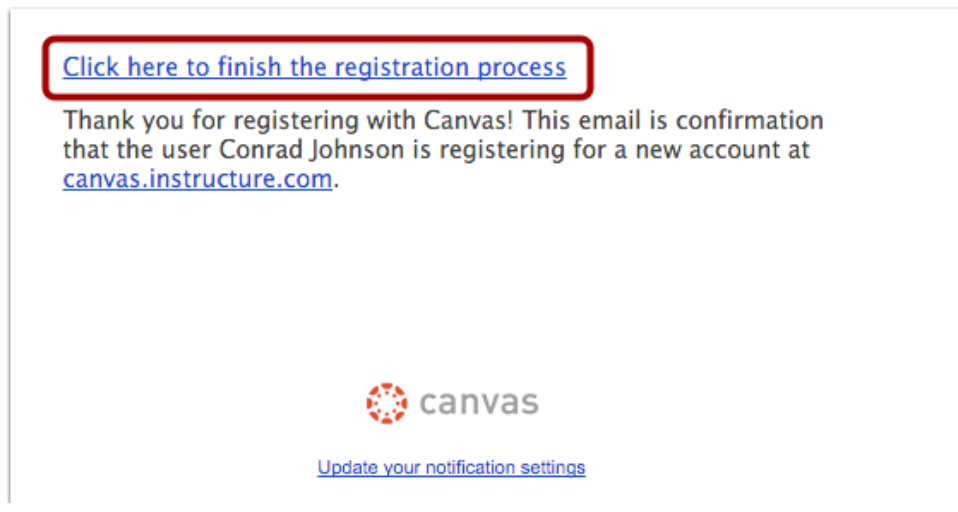
## 4. Use Canvas



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

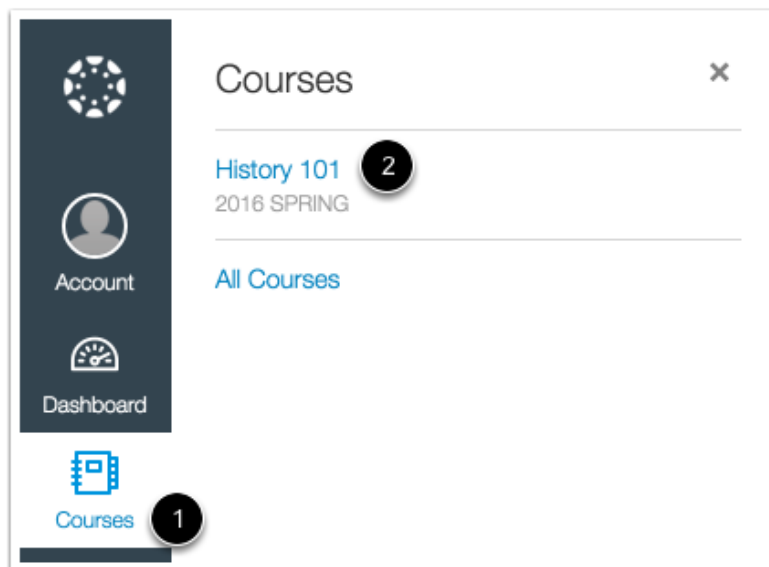
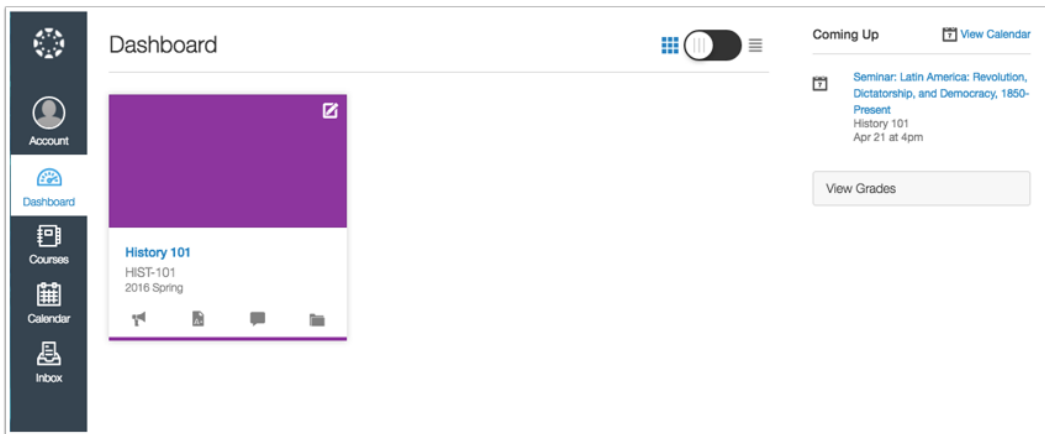
I want to receive information, news and tips from Instructure

[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.

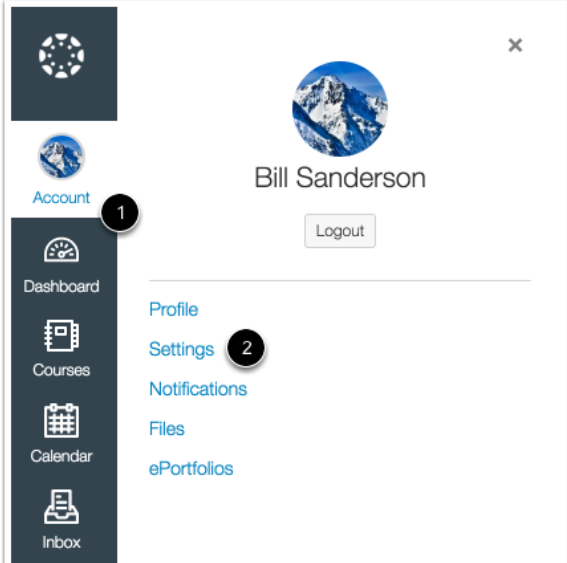
## 7. View Dashboard



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

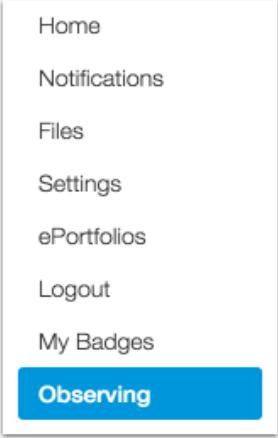


Account 1

Settings 2

Logout

### Open Observing



Home

Notifications

Files

Settings

ePortfolios

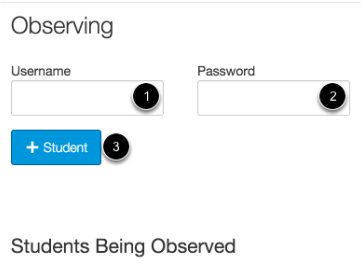
Logout

My Badges

**Observing**

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

### Add Student



Observing

Username 1

Password 2

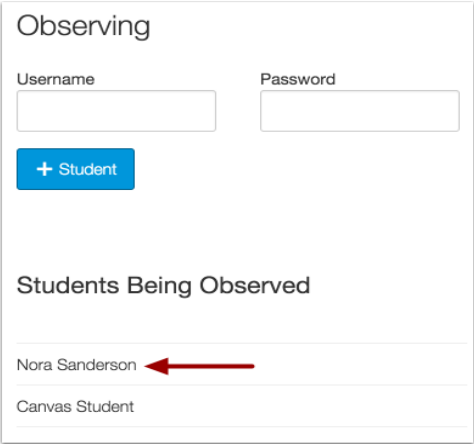
+ Student 3

Students Being Observed

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

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

### View Student



Observing

Username

Password

+ Student

Students Being Observed

Nora Sanderson ←

Canvas Student

View the new student you are observing.