

Elementary Technology Instructions for eLearning

Canvas Access Instructions:

Go to the primary launchpad (primary.phmschools.org) and choose Canvas. This takes you to the specific URL for Canvas that works for P-H-M.

1. Enter your child's username and password.
Username: first initial, last name, last three digits of ID number (ex: jsmith456)
Password: ID number phm (ex: 123456phm)
2. You should see a class from your student's teacher, a music class, and a PE class. Click anywhere in the rectangle for the class you want to see. Click on the eLearning button for the list of assignments.
3. For the first snow day, have your child complete assignments for day 1. For the second snow day, have your child complete the assignments for day 2, and so on.
4. If your child is missing a music or PE class on a snow day, he/she should complete the assignments for the missed day.
5. You are not required to print any of the assignments but may do so if you choose.
6. Work should be turned in to your child's teacher within 5 school days of the missed day.

Navigating Canvas Tips:

1. Choose **Announcements** from the left navigation menu. This will allow you to see all announcements made by the teacher of that particular course. On eLearning Days, the teacher may make announcements here.
2. Students may choose to **reply** to an announcement with questions or comments **but everyone in the class sees the replies to Announcements**. Teachers may have this feature turned off.
3. If you need assistance or have any questions, teachers will be available by email during regularly scheduled school hours on days when school is closed and eLearning takes place.

Canvas Help:

1. See "Canvas Help" and "eLearning" on the phmschools.org *Parent Tab* under "Programs & Resources" for more details and instruction.
2. See the [Tip Sheet](#) at the bottom of either web page for an illustrated Quick Reference Guide.