Parent Canvas Reference Sheet
eLearning Day

Parent Canvas Access Instructions:

From the P-H-M School Corporation Homepage at http://www.phmschools.org , hover over Parents and choose Canvas Login. The URL is https://phm.instructure.com/login. This is the only URL for Canvas that works for P-H-M. You can also access Canvas from any elementary school's page, under Resources, choose Canvas Login.

1. Enter your "**parent**" username and password. It is the same as your parent HAC username and password that your school provided you. If you do not know what your login is, either contact the school office or email HAC@phm.k12.in.us. Please tell us all the students you have attending a P-H-M school.
2. Your student's teacher will have notified you of which class contains the eLearning lessons. If you have more than one student, you will see all of their classes. Click anywhere in the rectangle to open a class.

Parent Canvas Navigation:

1. Log into Canvas.
2. Reminder - Parents have view-only privileges.
3. All Courses appear as colored rectangles. You can change the color using the pencil in the upper right.
4. You will see the class your student's teacher has told you about for eLearning Day. If you have more than one student, you will see all of the classes they are in. Choose the course you would like to view.
5. Choose **Announcements** to see all announcements made by the teacher of that particular course. On eLearning Days, the teacher will make announcements here. If you have an email address in our system, you will also receive the Announcements by email.
6. The **eLearning** button takes you to the lessons.
7. Choose **Inbox** located on the far left. This feature allows you to send a message to the teacher. Students may also 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.

Parent Canvas Notifications:

1. Do this if you wish to change the way you receive Announcements and other information.
2. Choose **Account** located at the left.
3. Choose **Notifications**. Your notification preferences will appear. Notice that your email address should already be listed as a notification destination.
4. Check which information has been selected to be sent to you. You may alter the regularity by which they are sent. These notification preferences hold true for all courses your students may be in. The ones in a white "box" are the chosen preferences.
5. Choose the
   a. **Checkmark** to choose Notify me right away,
   b. **Clock** to choose Send a daily summary,
   c. **Calendar** to choose Send weekly summary,
   d. or an **X** to choose Do not send me anything.
6. If the main email address needs to be changed, please contact your student's school office. You may add a second email address or a cell number (text messaging rates apply) if you like.
   a. Go to **Settings** in the left navigation menu.
   b. Go to the right margin and choose **Add Email Address** or **Add Contact Method**. Be sure to **Update Settings** in order to save your changes.