How to Use Canvas - for Parents of Elementary Students

Canvas is used by many teachers on eLearning Days. The teacher should have communicated with you prior to the day about their expectations and plans for eLearning. Some teachers use Google Classroom instead of Canvas, because they use it extensively and feel parents and students already know how to access it.

The URL for Canvas is https://phm.instructure.com

You can also reach it from any school's homepage under Resources as shown on the right.

Do not Google “Canvas.” You are likely to be directed to Canvas at the wrong school district or at a college. It is used in many places!

As a guardian or parent, you have a username and password for Canvas. It is the same one you use to log into HAC.

If you don’t know your HAC username and password, either check with your school or email HAC@phm.k12.in.us. If you email HAC, please include your student’s name and ID or Date of Birth. You will receive an email with the information you need.

Students have their own login which allows them to submit assignments and enter personal events on the calendar. The teacher should have shown them how to do so and that login can be used on eLearning Day.

When logged in as an Observer (Parent), you cannot submit assignments or view the student’s calendar events. However, you can see events and assignments entered by the teacher. If you have more than one student, you will see classes for all your students.

The child's login follows this pattern:
Username: First Initial + Last Name + Last 3 digits of ID
Password: ID+phm

NOTE: Students can change their password. If they do so, we can reset it, but can’t see it.

Example:
Jack Spratt with an ID of 122345
Username: jspratt345
Password: 122345phm

Teachers must “publish” a class before you can see it. If you don’t see a particular class, contact the teacher.

Parents are Observers. If you’d like to know more about Canvas you can find a lot more information here: HELP for Observers.
This is a typical Dashboard.

The teacher should have sent a message telling you which class will contain their eLearning lessons. Open a class by clicking on the colored part of the box, or click on the name of the class just below the colored part.

If you have questions about what to do, you can email the teacher through Canvas.

To do that:
Click **Inbox** in the left menu.

Click **Compose a New Message** in the upper right corner.

Choose the **Course** from the list.
Then click on **To** - click **Teachers** and then choose
the teacher’s name.

If you choose **Students**, the only student you will see
is your own.

Put in a **Subject** line and write your message. It will
go to the teacher.

Teachers can also use the Inbox to send messages
to you.

**Notification Preferences** - If you are getting too many Notifications from Canvas or not getting any, you will
want to change your Notification Preferences.

To do that, begin by clicking on the **Account** icon
and then **Notifications**.

Make choices by clicking on the Symbol that matches what you want to have happen.
If you would like to change the email that the messages go to, you can. You can also add additional email accounts and can receive text messages if you wish.

That is found under Account - Settings.

Click on +Email Address

Note: The original email address you see is the one that we have entered in our student information system. If you want that changed, please notify the school.

Type the email address you wish to have announcements and message sent to, then click Register Email.