Canvas and Technology Information

What is Canvas Instucture?

Canvas Instructure – or what we refer to as just Canvas – is a Learning Management System (LMS) where students have access to class information such as assignments, calendars for important dates, a To-Do list, and resources needed for learning. Canvas will provide students and parents a consistent place to access important class information for all grade levels K-12.

If you need help with…	Do this…
Logging into your ERA GSuite account for the first time	Watch **this video**. Follow **these instructions**.
Your ERA GSuite password is not working	Email your teacher for a password reset.
Accessing Canvas through GSuite	Read **this document** on accessing the Canvas app.
Class/Course Zoom Links– can't find it on teacher sites and/or not working	Email or message your teacher.
How to navigate Canvas as a student	Watch **this video** from Canvas. Read **this document** on navigating class/course home pages.
How to use Canvas daily	Read **this document** on using Canvas while distance learning.

If you need help with…	Do this…
Finding class/course information	Email or message your teacher. Ask for help during class.
Completing and submitting work	Email or message your teacher. Ask for help during class.
Canvas not working as it should	Fill out a Canvas tech ticket by clicking on the "Report a Problem" link located in the Help button while in your Canvas account. You can find more information on how to do this **here**.
How to set up a parent (Canvas Observer) account	Please scroll down on this page to the section below titled "Canvas Information for Parents" and read the question titled "How do I get an Observer account for my child?".
How to use a parent (Canvas Observer) account	Watch **this video** from Canvas.
Learning more about Canvas and its features	Search the Canvas Guides located in the Help button while in your Canvas account. You can find more information on how to do this **here**.

Canvas Information for Students

***Note on Logging into your Device:** If you have received an Academy-issued Windows device and need a log-in for the home screen, please use:

Username: student *Password:* #1school

If you have received an Academy-issued Chromebook or Chromebox, please use your child's GSuite email address and password to sign in.

How do I set up my Eagle Ridge Academy GSuite account?
Click here to read step by step instructions.
Click here to watch an instructional video.

How is Canvas different from Infinite Campus?
Infinite Campus is what stores student records such as attendance, report cards, transportation information, etc. Canvas works like a website that provides access to learning resources.

How do I activate my Canvas account?
All grades K-6 and grades 7-12 new enrollees to Eagle Ridge – please set up your Eagle Ridge Gsuite account. Step by step instructions and an instructional video are available above.

All returning students – Sign into your Eagle Ridge GSuite account with your Eagle Ridge Academy email. Use the password you set last year. If you do not remember your password, enter your email address into google.com and follow the links to reset your password.

The formula for ERA student email addresses is:

The initial of a student's first name, the student's whole last name, the last 2 digits of the student's graduation year@student.eagleridgeacademy.org

Example: Sally Cooper will graduate in the year 2031 so her email address will be scooper31@student.eagleridgeacademy.org

Students will have access to Canvas through their Eagle Ridge Academy GSuite account. This is referred to a Single Sign-On (SSO).

Students will sign into Google with their Eagle Ridge Academy email address and password. Canvas will then appear as an option in the apps button. Students will be shown how to access Canvas the first week of school.

How do I access the Canvas app through GSuite?
Please click here to read step by step instructions.

How do I use Canvas?
Please click here to learn how to use Canvas.

What is the daily process to access class at home through Canvas?
Please click to read more information on accessing class through Canvas at home.

How do I access Help options in Canvas?
Please click here to learn how to access Help options in Canvas.

Can I have a Canvas overview?
Please click to watch a Canvas overview.

Please Note: This video is intended to provide a general idea of how students will use Canvas features. Teachers may vary in what features they utilize and how they want students to access those features. Information teachers provide directly to students or parents will be the most accurate and preferred way for students to use the features.

Canvas Information for Parents

How do parents gain access to Canvas?
Parents are invited to access student accounts by creating what is called an Observer account. Parents will connect with their student's Canvas account with a student pairing code.

Observer Overview Video

Note: If you do not see an option in your observer/parent account that is in this video, it is because there is not yet content to be accessed or it is not a feature being used by your child's teacher at this time.

What does an Observer account (parent account) allow you to do in Canvas?
An observer account will be able to access information such as the course calendar, assignments, announcements, grades, and feedback for individual students in the course. Observers are viewers only and do not have access to participate in the course/class sessions, activities, or work assigned.

An Observer account is a great way to track your child's progress in the areas of academic progress, participation in class activities, completion of assigned work, and organization of materials and tasks.

How do I get an Observer account for my child?
Read the tips and then follow the step-by-step instructions.

Tip #1: Schedule a time to set up the account with your child(ren) sitting next to you. You will need to enter a code for each child. This code is created by your child in his/her account. Each pairing code is time sensitive and may only be used once.

Tip #2: If you have multiple children at ERA, you will set up your account with one child's pairing code first. Once that is accessible, there will be a way for you to add additional children to your existing Observer account.

Tip #3: Individual parents and/or guardians can create separate Observer accounts; however, a different pairing code for *each account* and for *each child* will need to be created from the student account. This is to increase security and data privacy.

Tip #4: Create an Observer account on a desktop or laptop computer. You will be able to easily add a mobile app after you have created an account through a web browser.

Tip #5: Watch this entire video (it is less than 5 minutes) before setting up your account. Then, go back and watch it again, pausing to complete each step.

Steps to get an Observer Account.

1. Get a pairing code from your child's Canvas account.
2. Enter this URL in a web browser eagleridgeacademy.instructure.com
3. Click on the upper right-hand part of the log-in screen to create a new account.
4. Fill out the log-in information requested and put the pairing code from your child's account in the field titled "Student Paring Code"
5. Accept the terms and then click the big blue "Start Participating" button
6. If applicable, follow these directions to connect additional children to your account. Each additional child will need to get a pairing code through their Canvas account in order to connect to your parent account.

Written Directions
Video Instructions
How to get a pairing code

How do I access my parent account through a mobile app with a QR code?
Tip #1: Set up an account through a web browser first so you can scan a QR code to connect your account to a mobile device.

Tip #2: Be sure you give permission for Canvas to use the camera to scan the QR code. Sometimes you will be asked this while in the app itself, or you may have to provide permission in the settings of your mobile device.

Steps to connect a Canvas account through a Mobile App

Step 1: Download the Canvas Parent app on an Android or iOS device.

Step 2: Open the app and grant access to your parent account by scanning the QR code found in your Parent/Observer account.

This same process works to connect a student's Canvas account through a mobile app as well. Students download the Canvas Student App on an Android or iOS device and follow the directions here for the QR code.