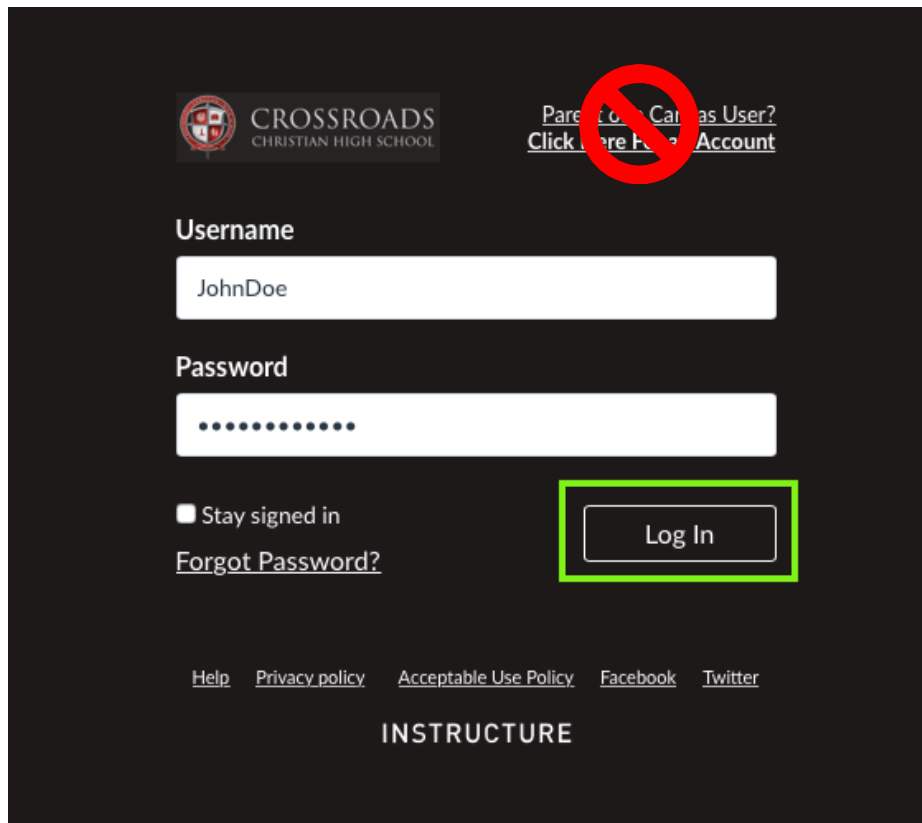


CANVAS SETUP INSTRUCTIONS

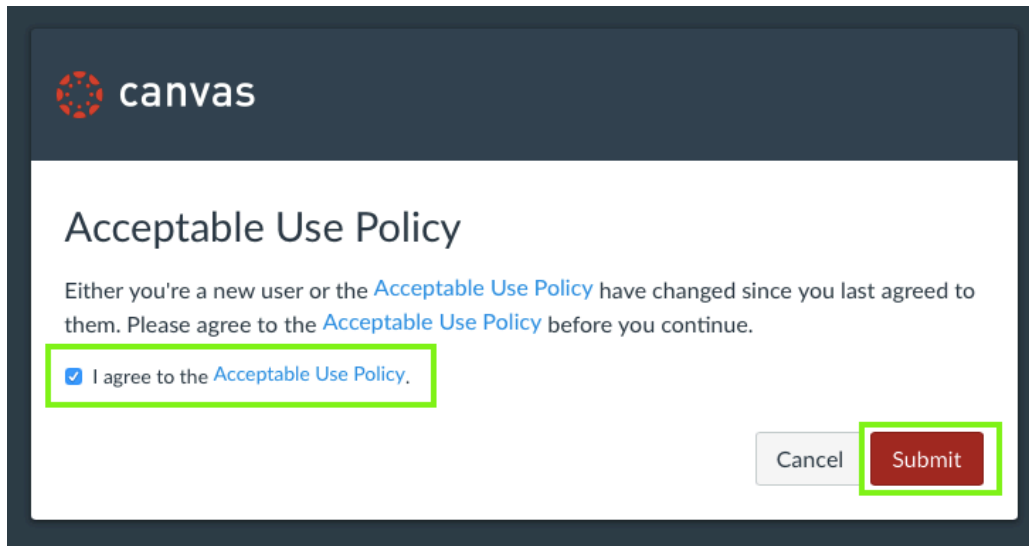
Signing In:

- 1) CCS has already created an account for every Canvas User in our school and will simply be supplying you the instructions to Log In using a default username and password, and then proceed by changing your password. **You will NOT need to create a new account, but instead, simply use the instructions below to login using the information given, and then change your password for security purposes.**
- 2) Login to your Canvas Account at <https://crossroadsschool.instructure.com> under the **default username and password below** and then accept “Terms and Agreements”:
 - **Username:** FirstnameLastname (example: JohnSmith – use YOUR name!)
 - **Password:** CCScanvas!



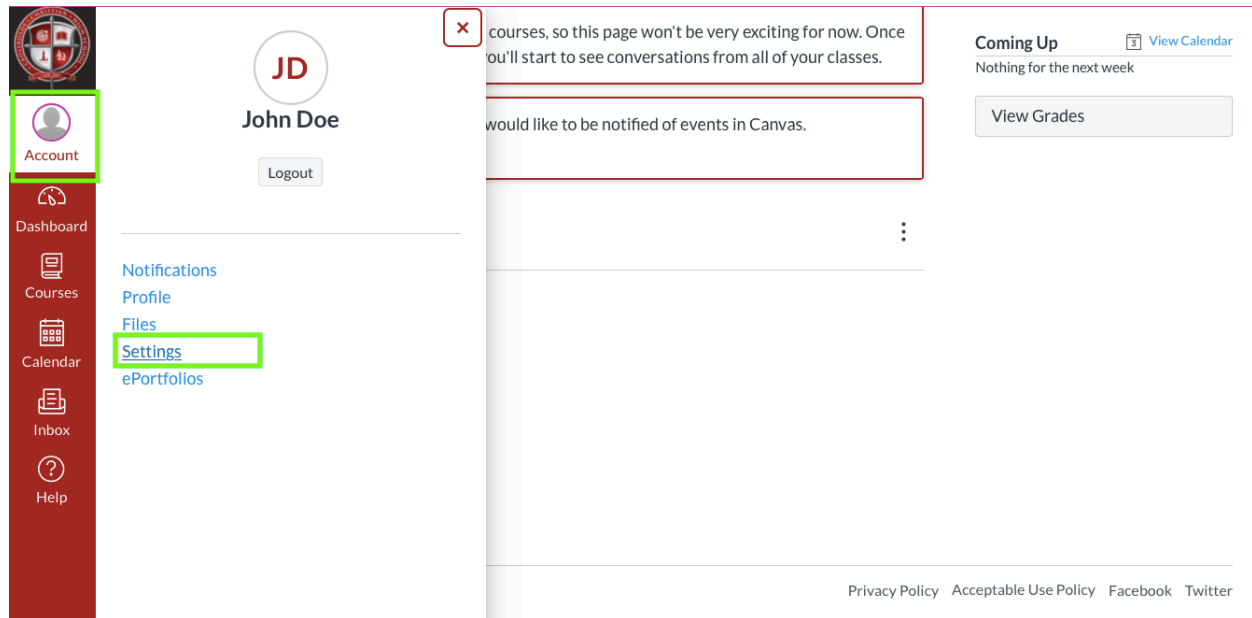
Please do not create a new Parent Account. Simply log in using the default username and password instructions given above.

- 3) Check the box that says, “I agree to the Acceptable Use Policy” and then click the red button that says “Submit”



Changing Your Password:

- 4) When you reach the home page, click “Account” icon in the menu on the left-hand side, and then click “Settings”



- 5) Click the “Edit Settings” button on the right side of the screen

John Doe's settings

Account

Dashboard

Courses

Calendar

Inbox

Help

Notifications

Profile

Files

Settings

ePortfolios

John Doe's Settings

Full Name: John Doe
This name will be used for grading.

Display Name: John Doe
People will see this name in discussions, messages and comments.

Sortable Name: Doe, John
This name appears in sorted lists.

Language: System Default (English (US))

Time Zone: Pacific Time (US & Canada)

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile

Registered Services Other Services

Ways to Contact

Email Addresses

johndoe@crossroad... ★
[+ Email Address](#)

Other Contacts Type

[+ Contact Method](#)

[Edit Settings](#)

[Download Submissions](#)

[Download Course Content](#)

6) Select the "Change Password" checkbox to move forward, and then scroll down.

John Doe's settings

Account

Dashboard

Courses

Calendar

Inbox

Help

Notifications

Profile

Files

Settings

ePortfolios

John Doe's Settings

Full Name: John Doe
This name will be used for grading.

Display Name: John Doe
People will see this name in discussions, messages and comments.

Sortable Name: Doe, John
This name appears in sorted lists.

Language: System Default (English (US))

This will override any browser or account settings.

Time Zone: Pacific Time (US & Canada) (-08)

Password: Change Password

[Cancel](#) [Update Settings](#)

Ways to Contact

Email Addresses

johndoe@crossroad... ★
[+ Email Address](#)

Other Contacts Type

[+ Contact Method](#)

[Download Submissions](#)

[Download Course Content](#)

- 7) Type in the default password “CCScanvas!” in the “Old Password” Field. Then type the password of your choice into the “New Password” and “Confirm Password” fields.

After doing this, select the red “UPDATE SETTINGS” button on the bottom of the page.

The screenshot shows the Canvas user settings page. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Settings' and includes fields for Full Name, Display Name, Sortable Name, Language, and Time Zone. The 'Password' section is highlighted with a green box and contains the following fields: 'Change Password' (checked), 'Password For' (JohnDoe), 'Old Password' (masked with dots), 'New Password' (masked with dots), and 'Confirm Password' (masked with dots and a toggle for visibility). At the bottom of the settings form are two buttons: 'Cancel' and 'Update Settings'. A red arrow points to the 'Update Settings' button.

You are now ready to use Canvas!