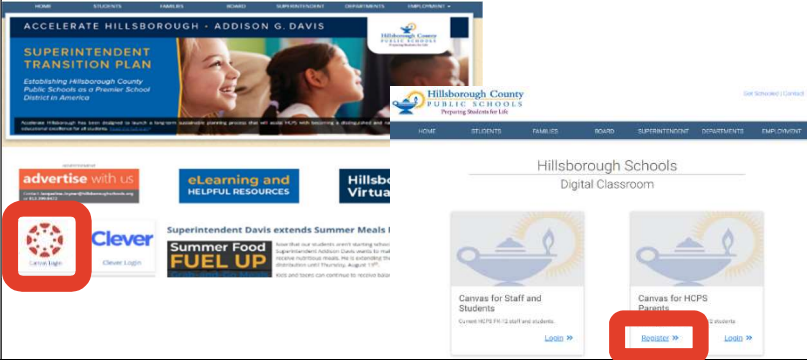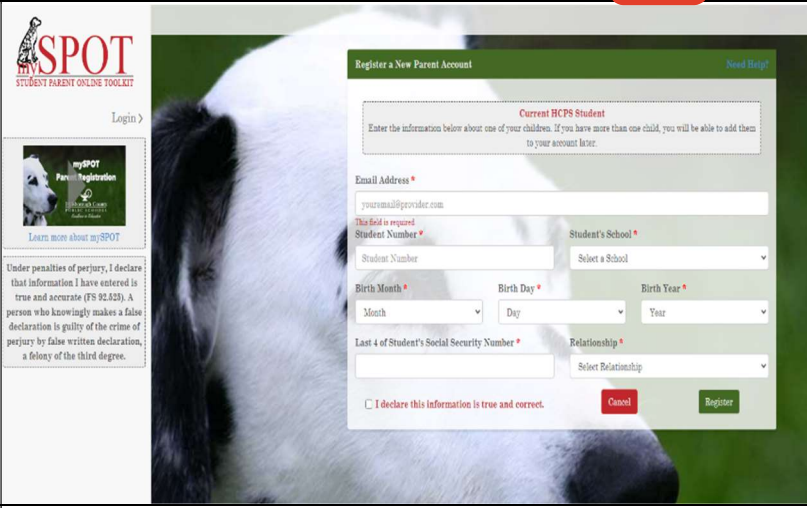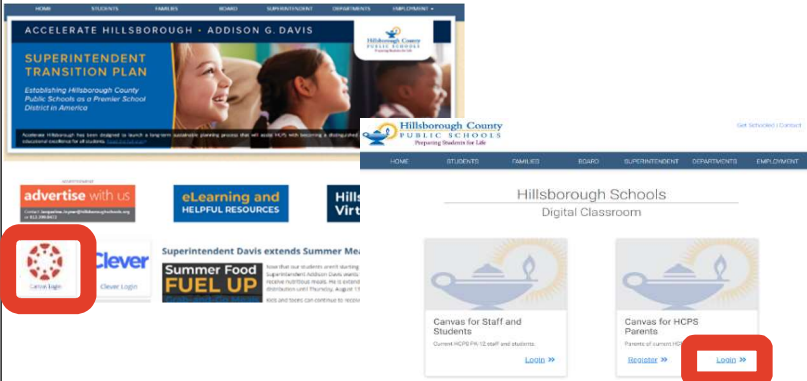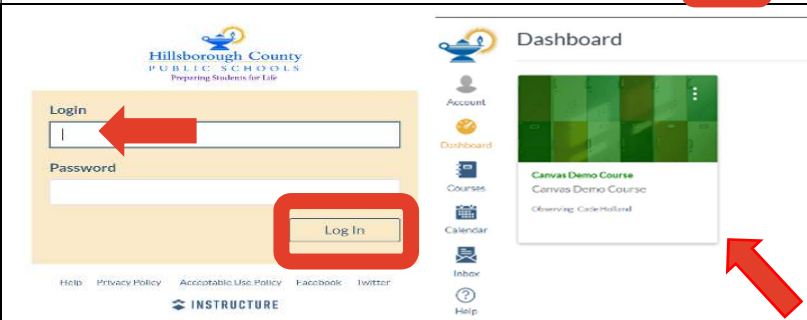## Creating a Canvas Parent Account
Note: If you have already created a mySPOT account, you do not need to complete this process
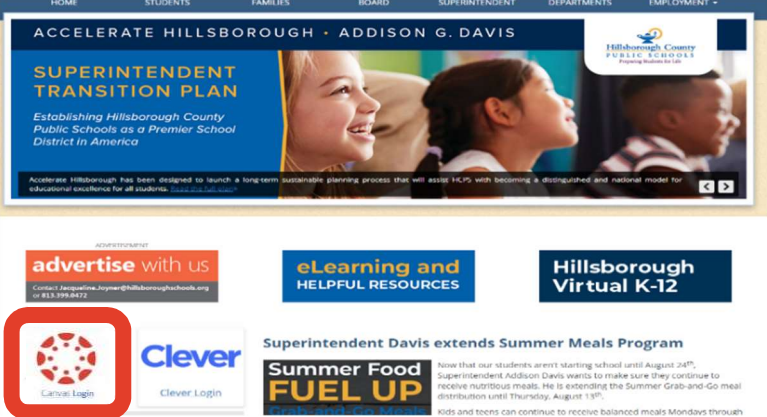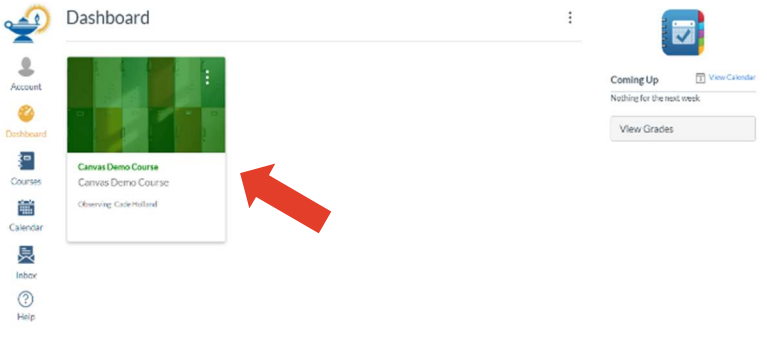
To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

1.	Access the district webiste at **www.hillsboroughschools.org** and then click the **Canvas Log In** icon in bottom left. Then on the Hillsborough Schools Digital Classroom page, click **Register** under the **Canvas for HCPS Parents** tile.
2.	On the **mySPOT** page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select **Register**. A **confirmation email** will be sent to complete the registration and create a password for your MySPOT account. Note: Additional students can be added in mySPOT after registration is complete.
3.	After registering at mySPOT, your account will not be active in Canvas until the next day. With your active mySPOT account, access the district website at **www.hillsboroughschools.org** Click **Canvas Log In** icon in bottom left of the website. Then click **Log In** under the **Canvas for HCPS Parents** tile on the right side.
4.	Type the **email** and **password** registered on your mySPOT account. Click **Login** The Parent Canvas account will **open** to the **Dashboard** and you may view your student's courses.

Access the Complete Hillsborough Schools Canvas Family Guide at: https://bit.ly/canvasfamilyguide

Logging in to Canvas Parent Accounts

Canvas Parent Accounts can be accessed with the same email and password used to create and login to in mySPOT accounts. MySPOT accounts are used to access district systems like Canvas, Online Report Cards, School Choice, and many other district systems.

1.	Access the district webiste at **www.hillsboroughschools.org** Click **Canvas Log In** icon in bottom left of the website.	
2.	On the right side, click **Login** under the **Canvas for HCPS Parents** tile. Note: If you **do not have an account**, click **Register** to register for an account through mySPOT.	
3.	Type the **email** and **password** registered on your mySPOT account. Click **Login**	
4.	Parent Canvas account will **open** to the **Dashboard**. View your student's courses.	

How to View Grades

As an observer, you can view grades for students you are observing. The Grades page in a course displays your student's current course grade as well as all current grades for course assignments. You can also view assignment scoring details, comments, and rubrics. If the instructor is using multiple grading periods, you can also filter grades by grading period.

You can also view grades for your student's concluded courses from the Global Navigation Menu Courses link.

Note:

- Some details in the Grades page, such as scoring details and the total grade, may be restricted in your student's courses.
- You can also access the Grades page using the Dashboard View Grades link.

How to View Grades in the Dashboard

You can view overall course grades in the Dashboard. This button is available to all user roles and displays grades for both courses being taken and courses being taught, if any.

Note: You may not be able to view grade totals.

Open Grades

In the Dashboard sidebar, click the **View Grades** button.

View Courses

The **Linked Student Accounts** heading displays the name of each student and their linked courses [1], as well as their current overall grade. [2]. If no grades have been assigned, the grade appears as *no grade* [3].

To view grading details for a student in a course, click the student name and course link [4].

Note: Your instructor may restrict you from viewing grade totals.
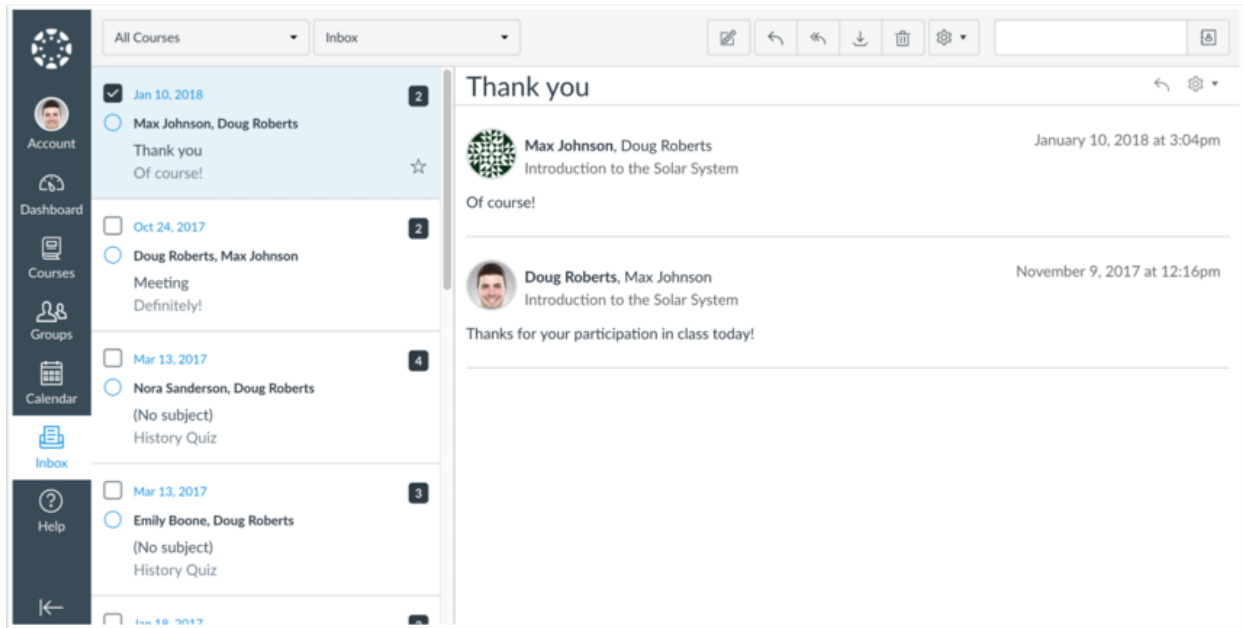
View Grading Periods

If your student's course is using multiple grading periods, the course displays the name and grade of the current grading period [1]. To view grades for another grading period, click the grading period drop-down menu [2].

Note: Your instructor may restrict you from viewing grade totals.

How to Use Inbox and Communicate with Teachers

The Inbox is a messaging tool used to communicate with a student's teacher.
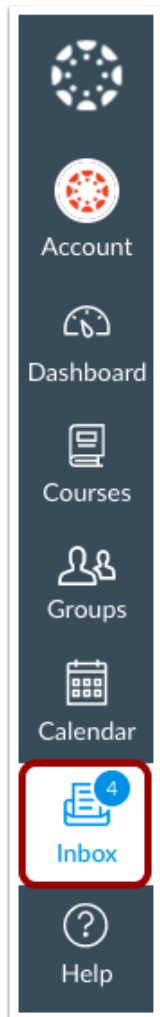
When would I use the Inbox?

Use the Inbox to:

- Recieve a message from your student's teachers
- Send a message to your student's teachers
- Reply to messages from student's teachers

You can adjust your notification preferences to receive messages using external channels.

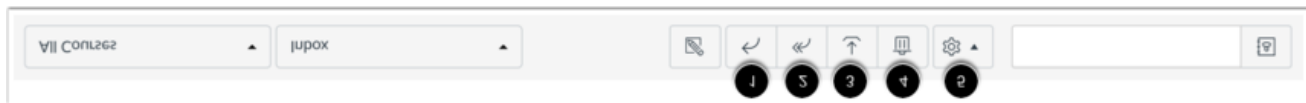# Open Inbox

In Global Navigation, click the **Inbox** link.

If the Inbox link includes a numbered indicator, the indicator shows how many <u>unread messages</u> you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Toolbar

The toolbar includes global message options. To load conversations, [filter your messages](#) by course. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can [compose a message](#) at any time using the compose icon [3].

You can also search for conversations by user in the **Search by user** field [4].

Once you have selected a conversation, you can use the other options in the toolbar to:

1. [Reply](#) to a conversation
2. Reply-all to a conversation
3. [Archive](#) a conversation
4. [Delete](#) a conversation
5. [Forward](#), mark a conversation as read or unread, and conversations

*This will be the main way for parents to communicate with teachers and send requests for conferences with teachers if necessary.

For more information, please view the Hillsborough CANVAS Family Guide @ https://sdhc.instructure.com/courses/3146