



Canvas

Canvas Guide for Parents and Students

LOGGING INTO CANVAS

- Open Clever
 - On a district computer, double-click on the Clever icon on the main computer desktop.
 - If you are on your own computer, go to <https://clever.com/in/hcps>



- Log In to Clever
 - When Clever opens, click on "Log In with Active Directory" at the bottom of the screen.



- Log In to Active Directory
 - Enter your username (lunchnumber@hcps.net)
 - Enter your district password.
 - Click Sign In.



- Open Canvas
 - Click on the Canvas Icon in Clever to Open.



- Canvas Dashboard
 - Since you are already logged into Clever, you will automatically go to your Canvas Dashboard. Click on the course you want to enter.



WHAT ARE THE WORDS ON THE LEFT SIDE OF THE PAGE ON CANVAS?

- Those are links to different sites and sections within Canvas
 - The **Home** link will take you to the main home page.
 - The **Assignments** link will take you to all assignments for that course.
 - The **Grade** link will take you to your grades for that course
 - Teachers can link to integrated apps used for that course

ACCESSING GRADES

- Navigate to the course you wish to view the grade in
 - In the app, select Grades in the page that opens
 - On the webpage, click Grades in the links on the left side of the page

MESSAGING YOUR TEACHER

- Webpage
 - Send a message to the teacher by clicking on the **Inbox** button on the left side of your screen.
 - Create a new message by clicking on the **Compose a New Message** button at the top of the page.
 - Type in your teacher's name, the subject, and the message and click **Send**.



- App
 - Send a message to the teacher by clicking on the **Inbox** on the bottom right of the screen
 - Select the + Sign, select the course. In the To section type the teacher's name in the search or select the + access a drop down selection. Add a subject, message, and optionally an attachment using the paperclip.
 - Use the arrow in the top right to send the message.

NEED HELP WITH CANVAS?

You can click on the **Help** button on the left side of any screen in Canvas.



- Then Click on **Hillsborough Canvas STUDENT Guide/ Hillsborough Canvas FAMILY Guide** or search for what you need help with **Search the Canvas Guides**.

DOWNLOADING THE APP

- Go to the app store for your device.
- Download either **Canvas Parent** or **Canvas Student** app
- Find my school: **Hillsborough County Public Schools**
- Select Login under Canvas for Staff and Students or Canvas for HCPS Parents.
 - Students: Sign in using lunchnumber@hcps.net and district password
 - Parents: Sign in using ParentVue account credentials



QR Guide | Canvas Network

Need Further Assistance? HCPS Technology Help Line: 813-744-6673