Canvas Guide for Parents and Students

LOGGING INTO CANVAS

• Open Clever
  o On a district computer, double-click on the Clever icon on the main computer desktop.
  o If you are on your own computer, go to https://clever.com/in/hcps
• Log In to Clever
  o When Clever opens, click on "Log In with Active Directory" at the bottom of the screen.
• Log In to Active Directory
  o Enter your username (lunchnumber@hcps.net)
  o Enter your district password.
  o Click Sign In.
• Open Canvas
  o Click on the Canvas Icon in Clever to Open.
• Canvas Dashboard
  o 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?

• Those are links to different sites.
• The Home button will take you to the main home page.
• The Assignments button will take you to all assignments for that course.
• The i-Ready and Savvas Realize (Envision Math) buttons will take you to your assignments within those programs if they were given.
• The Zoom button will provide you with links to your Zoom sessions.

MESSAGING YOUR TEACHER

• 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.

ACCESSING YOUR ASSIGNMENTS

• You will need to go into each course for the assignment in that subject.
• Click on the blue assignment links on the right side of your screen, in the To Do list.
• You can also click on the Assignments tab on the left side of the screen.

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 or search for what you need help with Search the Canvas Guides.