Setting up your parent Canvas account:

1. Go to https://gws.instructure.com
2. Click on **Parent of a Canvas User? Click here for an account.**

3. In the next screen, fill in your **name**, **email address**, and **your student's GWS username and password** (your student should know this. . . it is the same 6-digit id number and password they use at school).   Accept the Terms and Conditions and click **Start Participating**.

4. A *Welcome Screen* appears. While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the Get Started button. To finish registering for Canvas, log into your email account.
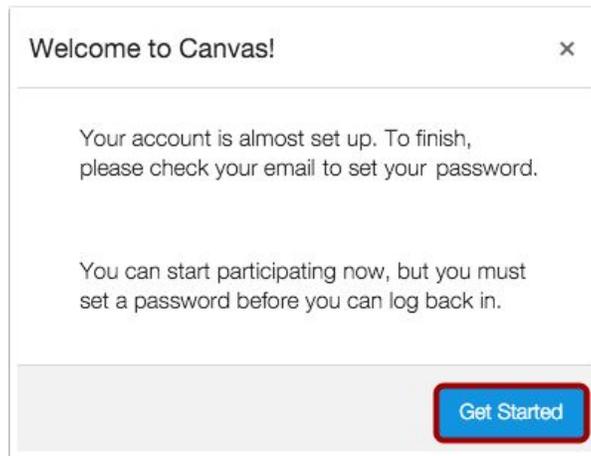
Welcome to Canvas! ✕

Your account is almost set up. To finish, please check your email to set your password.

You can start participating now, but you must set a password before you can log back in.

Get Started

5. Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.

Click here to finish the registration process

Thank you for registering with Canvas! This email is confirmation that the user Conrad Johnson is registering for a new account at canvas.instructure.com.

6. To complete the registration process fill out the following fields:To complete the registration process fill out the following fields:
    a. Verify your email in the login field.
    b. Set your password by typing in the password field.
    c. Set your timezone by selecting the time zone drop-down menu.
    d. Click the Register button. You will be redirected to the Canvas URL login page for your account.
    e. Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.

Welcome Aboard!

In order to set up your account, we'll need a little more information.

Login: c.johnson.canvas@gmail.com 1

Password: 2

Time Zone: Mountain Time (US & Canada) ⇕ 3

☑ I want to receive information, news and tips from Instructure

View Privacy Policy ⧉

Register 4

View User Dashboard

Upon login, the default view is the **User Dashboard**. The User Dashboard will display your student's Canvas courses as colored tiles. Click on any of the tile titles to view assignments, announcements, and files.   As a parent, you are an OBSERVER, so you have VIEW ONLY access to Course Materials.
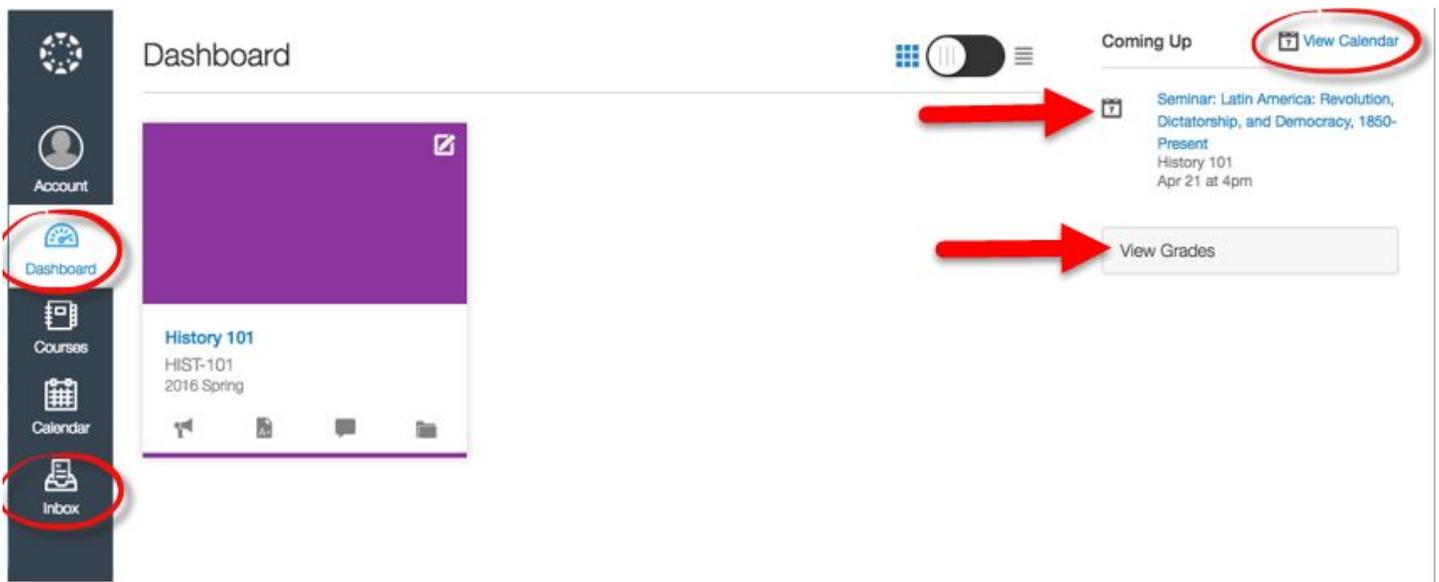
Click on **View Calendar** (upper right corner) to view assignment due dates and other class activities. The Coming Up area will display any upcoming assignments or activities that are scheduled for the week. Click on **View Grades** to see your student's grades.

The **left-hand toolbar** (called the Universal Menu) will provide access to the Inbox, which will allow you to easily communicate with the teacher within Canvas.

Click on the **Account** icon in the Universal menu to set up preferences for notifications from Canvas.