Canvas Guide for Parents and Students

Logging onto Canvas

- Go to www.bb-sd.com
- Click on the Canvas icon.
- Enter username (first name.last name@bb-sd.com)
- Enter password (bbsd+student ID number)

Access the class

- Once you login you should see your dashboard.

Send a message to the teacher:

- On the left hand side you will see a button called "inbox". Click this. You will then see a button in the top right hand corner, it will be a leaf and say compose a message. Find your course and the correct teacher to send it to. Type your message, then hit send.

Using the Dashboard:

- The dashboard is a place where you will see all of the courses your child is enrolled in. Simply click on your homeroom course and begin working!

To complete an Assignment:

- Follow the directions that you teacher has provided. Once you are finished click Submit Assignment and it will guide you through how to submit the assignment.

Using the Calendar:

- To access the calendar look on your left hand side then click the calendar button.

- The calendar will show you your assignments for each course (this will be color coded).

How to use Conferences:

- To open a conference, go to the left hand side of your screen and click "Conferences". This will show you details about new and previous conferences that have or will be held.
- To join a session in progress, click the blue button on the right side that says 'Join'.
- To view an old conference, a link will be posted on the bottom of the conference box.

How to Use a Discussion Board:

- To open a discussion board, look on the left hand side of your screen and click on the button "Discussions". This will take you to the discussions page.
- Discussions: these are current discussions within the class. You will only see the heading.
- Pinned Discussions: These are discussions that the teacher wants you to pay close attention to. THEY ARE IMPORTANT!!!
- Closed for Comments: This means this discussion has passed the due date and is turned off by the teacher.

Viewing Grades:

- To see your grades, click the Grades button on the left hand side of your page.