



LINDFIELD LEARNING VILLAGE

COLLABORATE ◦ THRIVE ◦ INSPIRE

Canvas Parent User Guide

Lindfield Learning Village (LLV) has chosen to use Canvas as the learning management system which has the capability to manage school course work, submission and marking of assignments, student calendars and more. Canvas Parent enhances the potential for parents to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.

Canvas Parent can be used by any Canvas user who has been set up by their child/ren's school with an observer account.

Accessing Canvas



Canvas can be accessed on a desktop browser at <https://llv.instructure.com/login/canvas> . For optimal experience it is best to use Google Chrome. **Please note** mobile browsers are not supported. It is best to use the Canvas App on your mobile.

The Canvas App can also be downloaded for free through the applicable App Store:

Google Play Store (suitable for Android devices 5.0 or later)



Apple App Store (suitable for iOS devices 10 or later)



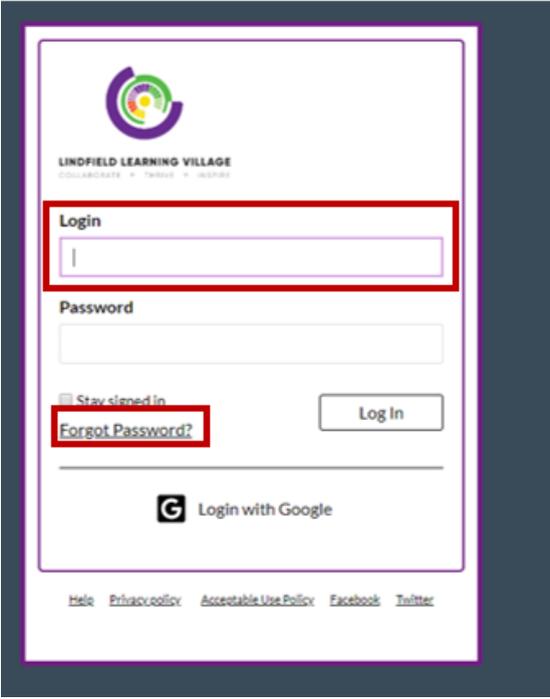
Logging in to Canvas

To log in for the **first time** whether this is using a desktop browser or mobile app; the *User name* is the email address you have provided to LLV as the primary contact email address.

If there are any log in issues, please contact LLV to check or update your email details.

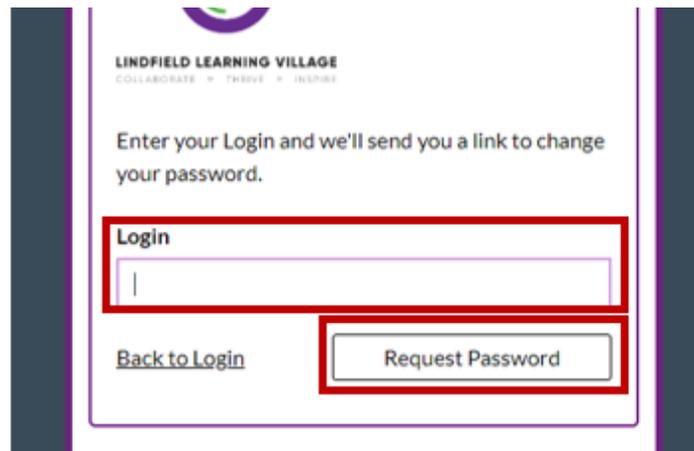
Desktop:

Click on this URL: <https://llv.instructure.com/login/canvas> , it should open in a browser. This will direct you to our Parent Login for Canvas:

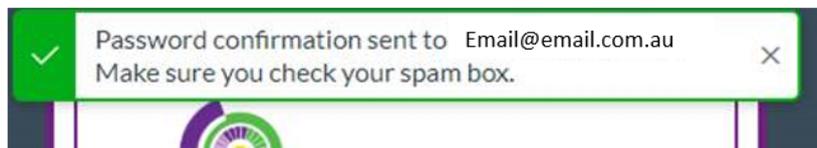


The screenshot shows the login interface for Lindfield Learning Village. At the top is the organization's logo and name. The main section contains a 'Login' text input field, a 'Password' text input field, a 'Stay signed in' checkbox, a 'Forgot Password?' link, and a 'Log In' button. Below the form is a 'Login with Google' button. The footer includes links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter'.

Type your email address into **Login** field; then select **Forgot Password**. A new box will appear; type your email address once more in **Login**, then select **Request Password**.



You will receive a notification that confirms you have successfully requested a new link.



You will receive an email to your nominated email; you select **Click here to set a new password**.



You requested a confirmation of your password for logging into Canvas.

This address is associated with the login, "email@email.com.au".

[Click here to set a new password](#)



[Update your notification settings](#)

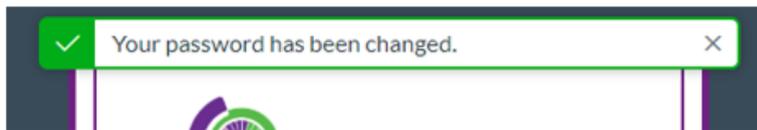
This will take you to a screen where you will enter a **New Password**, and confirm again in the **Confirm New Password** box.

Change login password for Parent NAME
email@email.com.au

New Password:

Confirm New Password:

Once this is completed, a pop up box will appear to let you know this has been successful.



You can now return to the <https://llv.instructure.com/login/canvas> to log in and proceed to view your child/ren's accounts.

Canvas Parent App:

Once you have downloaded the Canvas App on your mobile, open the app and select **Find my school**.



Start to type, and then select **Lindfield Learning Village (Parent Login)** in the *Find your School* search field.

←  NEXT

What's your school's name?

llv.instructure.com

Lindfield Learning Village
(Parent Login)

Lindfield Learning Village (staff
and student)

Can't find your school? Try typing the
full school URL.
[Tap here for help.](#)

This will take you to the login screen; enter your email, and select **Forgot Password?**

← llv.instructure.com



You will need to enter your email again, and then select **Request Password?**



[Back to Login](#)

Once this step is completed; check your nominated email for your link to reset your password.

A screenshot of a mobile browser interface. The address bar shows the URL "llv.instructure.com/pseudonyms/840/change_password/t". The page title is "Change login password for Parent NAME" followed by the email "email@email.com.au". There are two input fields: "New Password:" and "Confirm New Password:", both containing masked characters (dots). Below the fields is a button labeled "Update Password".

Change login password for Parent NAME
email@email.com.au

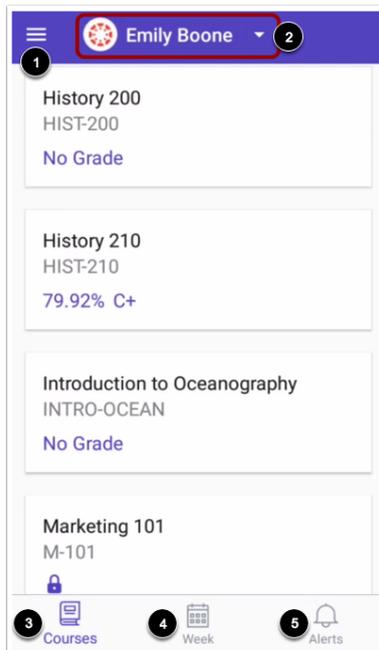
New Password:

Confirm New Password:

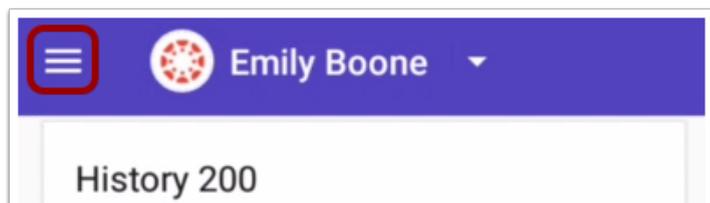
You will now be returned to the original home screen to log in.

Finding your way around Canvas Parent App

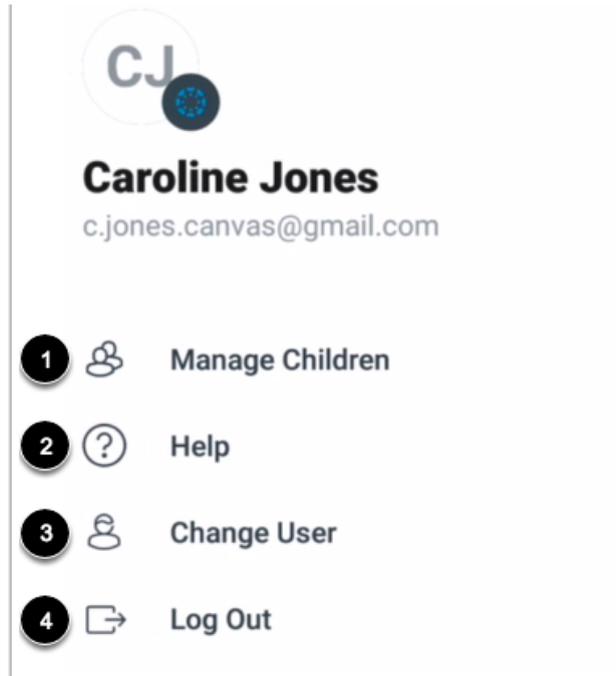
In the Canvas Parent app, you can view the User Menu [1], select a student [2], and view the student's courses [3], the student's weekly calendar [4], and alerts about the student's course participation [5].



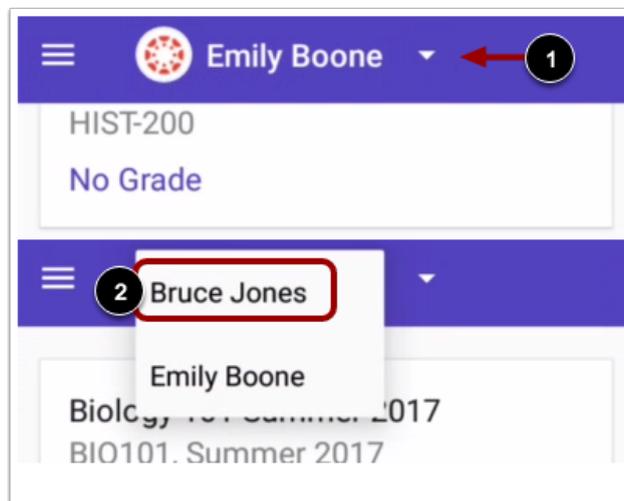
To open the User Menu, tap the **Menu** icon.



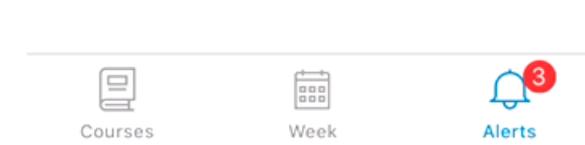
This menu allows you to view your child/ren's profiles [1], access help guides [2], change user [3], and log out [4].



When you select **Manage Children** from the menu above, this takes you to your view your child's *Courses* as the default home page within their profile. If you have more than one child with an account, you can view the other profiles from the drop down menu next to your child's name [1].



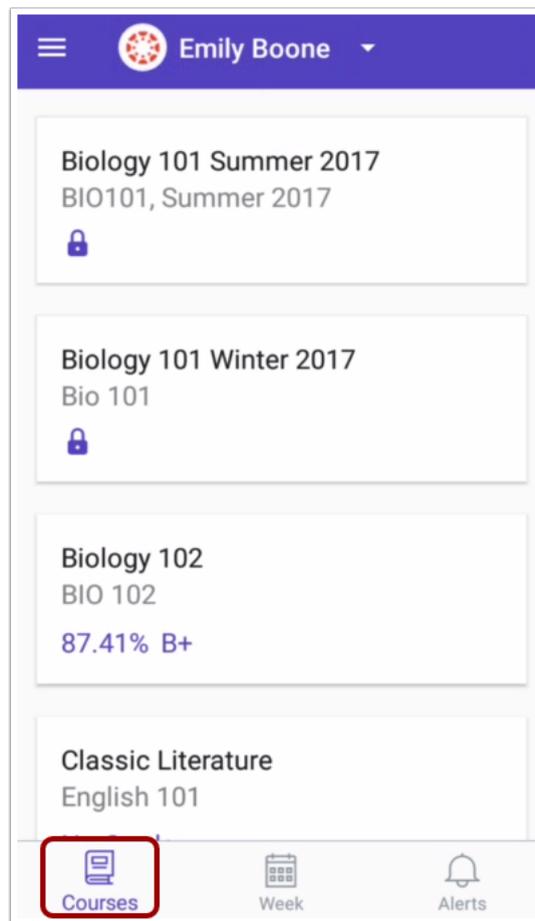
Within your child/ren's profile, there is a menu at the bottom of the screen that allows you to quickly navigate between *Courses*, their upcoming *week*, and any *Alerts*. Each function explored in more detail below.



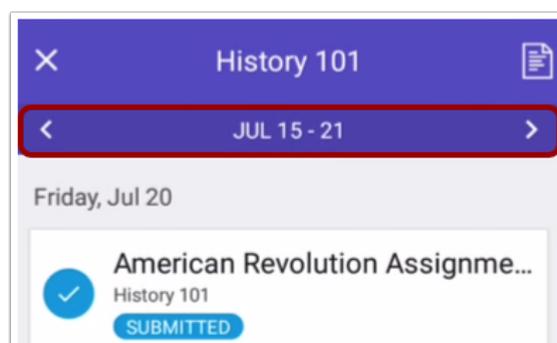
Courses

The *Courses* page displays the list of courses the student/s are enrolled in. For each course you can see grades, assignments and events. Grades will display according to the course grading scheme.

When you are in your child's profile, you can also select **Courses** at any time to take you back to this screen.



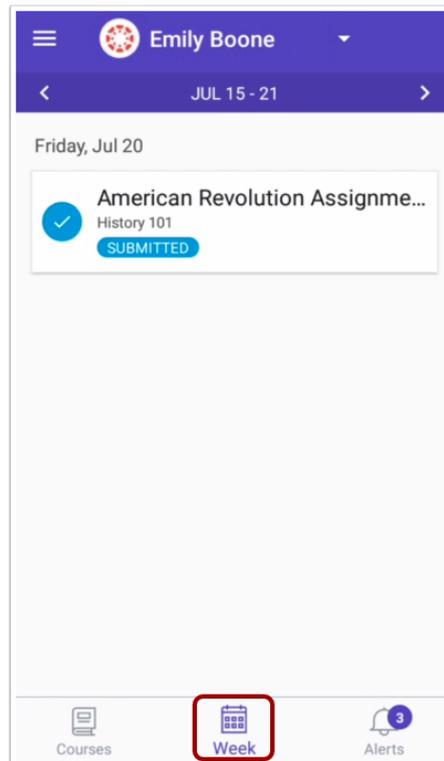
To see more information about a course, tap on it from the *Course* home screen (above). This will take you into the course content, where you can view week by week upcoming events and assignments. You can further tap on an assignment to view the details.



The Week

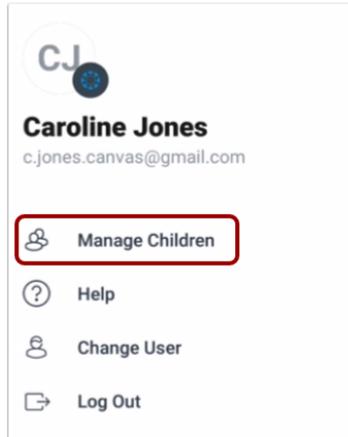
The *Week* page, similar to the *Course* content page; shows all assignments and events for all the student's courses. To view other assignments and events for all courses by week, tap the back or next arrows.

Parents can set reminders for a specific assignment or event, which are sent to mobile devices as push notifications.

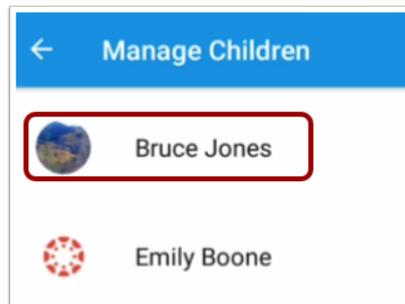


Alerts

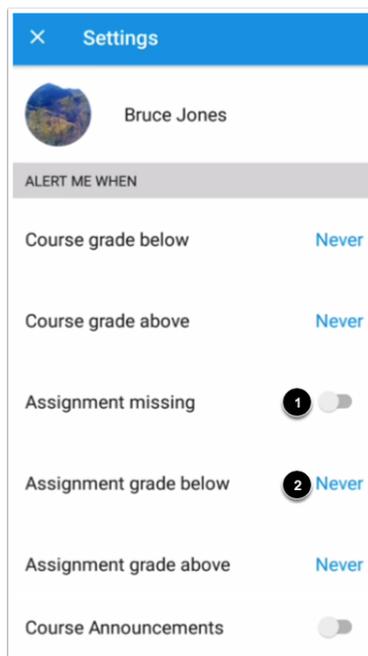
To manage students, select the **User menu**, then tap the **Manage Children** link.



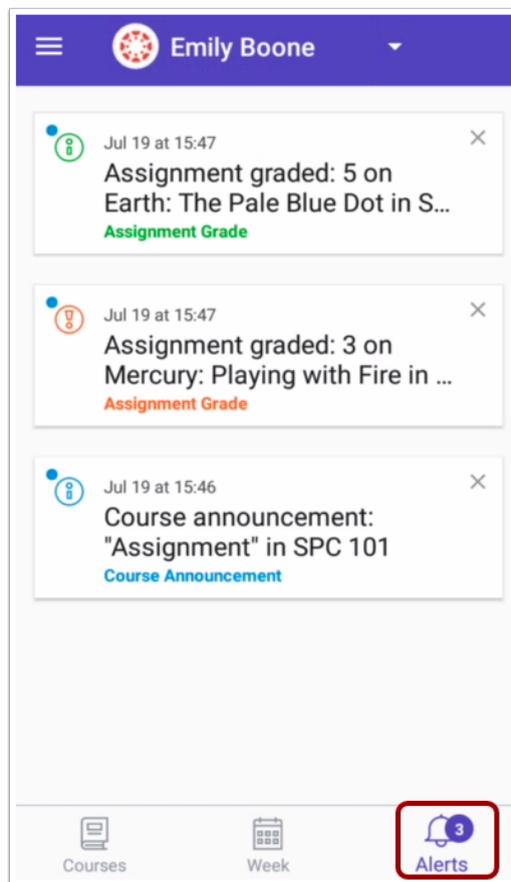
Select the name of the student whose alerts you would like to change:



The Settings screen will display; from here you are able to edit assignment and course alerts using the toggles [1] or by selecting the words [2].

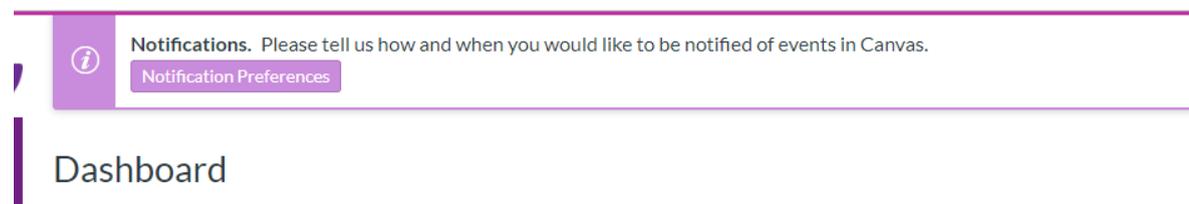


The alerts will display **Alerts** menu, depending on your personal settings (e.g. for individual assignments and/or course announcements). *PLEASE NOTE* Student assignment submissions can only be viewed in a Canvas browser.



Notifications

When you log into your Parent Portal for the first time on the desktop, there will be an alert at the top of your screen to ask you to set your Notifications preferences; this is useful specifically for Course Activities. Click on **Notification Preferences** to set notifications to be received instantly, daily, weekly or not at all.



Below are some of the default Notification settings; please note it is encouraged to review these so you only receive the notifications you would like:

Show name of observed students in notifications.

Course Activities	
Due Date	✓ ⌚ 📅 ✕
Grading Policies	✓ ⌚ 📅 ✕
Course Content	✓ ⌚ 📅 ✕
Files	✓ ⌚ 📅 ✕
Announcement	✓ ⌚ 📅 ✕
Announcement Created By You	✓ ⌚ 📅 ✕
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email, this means sensitive content will be sent outside of the institution.	✓ ⌚ 📅 ✕
Invitation	✓ ⌚ 📅 ✕
Submission Comment	✓ ⌚ 📅 ✕
Blueprint Sync	✓ ⌚ 📅 ✕

Notifications will be sent to your email for Course activities; new assignments and so on. From the email you will be about to select the Notification link which will take you to our Main Canvas log in page when all LLV users will log in from.

Select **Parents**. Once you have selected this; it will take you to our Parent login page where you will log in as normal and divert to the notification topic.

Canvas Login



LINDFIELD LEARNING VILLAGE
COLLABORATE • THRIVE • INSPIRE

Staff and Students

Parents

If you require any further information regarding the Canvas Parent Portal functions, please contact Lindfield Learning Village Administration Office or email Lindfieldlearningvillage@det.nsw.edu.au , where your enquiry will be directed accordingly.