



**MOUNT ST. JOSEPH  
GIRLS' COLLEGE**  
Virtue Courage



# Canvas Parent Guide

Mount St Joseph Girls' College

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# CANVAS PARENT GUIDE

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## About Canvas

Canvas is a cloud-based Learning Management System (LMS) that provides a platform for educators and instructors to create, manage, and deliver course content to students. Canvas offers features such as assignment management, grading, communication tools, and analytics to make teaching and learning more efficient and effective.

For each formative assessment (tasks at the end of a learning cycle), Canvas will provide parents and carers access to:

- Teacher feedback
- Marks
- Descriptions for each assessment task
- In some cases, a copy of your daughters' submission

By providing access to up-to-date information on your daughter's assessment tasks, you will be better equipped to support her at home.

If you have any questions regarding logging in or accessing Canvas, please contact our IT Helpdesk at [helpdesk@msj.vic.edu.au](mailto:helpdesk@msj.vic.edu.au).

## Using Canvas

Canvas is accessed via the following link: <https://msj.instructure.com/>

Once you have entered in your username and password, click on the '**Parent and Carer Log In**' button to sign into CANVAS.

This will bring you to the **Dashboard** screen, where you can view your daughter's current subjects.

You can also view any upcoming tasks, such as assignments, and view your daughter's grades via the '**View Grades**' button.

## CANVAS PARENT GUIDE

The screenshot shows the Canvas Dashboard interface. On the left is a vertical navigation menu with icons for Simon, Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main area displays a grid of course tiles. At the top right, there is a 'Coming Up' section with a 'View Calendar' link and a 'View Grades' button highlighted with a red rectangular border.

Dashboard

Coming Up View Calendar

View Grades

Simon Account

Dashboard

Courses

Calendar

Inbox

History

Help

Junior Reading Program  
2021JRP  
2021  
Observing: Jane Canvas, Mary Canvas

Pastoral  
7PG\_2021  
2021  
Observing: Mary Canvas

Pathways at MSJ  
Pathways2021  
2021  
Observing: Jane Canvas

Year 7 Drama  
7DRA\_2021  
2021  
Observing: Mary Canvas

Year 7 English  
7ENGL\_2021  
2021  
Observing: Mary Canvas

Year 7 Health and Physical Education  
7HPED\_2021  
2021  
Observing: Mary Canvas

Here, you will be shown an average of all tasks for each subject.

The screenshot shows the 'Grades' page for Sarah Canvas. The page title is 'Sarah Canvas > Grades'. Below the title is a section titled 'Linked Student Accounts' which contains a table listing various student accounts and their average marks.

Sarah Canvas > Grades

Linked Student Accounts

Jane Canvas, Pastoral	no mark
Mary Canvas, Pathways at MSJ	no mark
Jane Canvas, Year 7 Italian	86.15%
Jane Canvas, Year 7 English	94%
Jane Canvas, Year 7 Humanities	94%
Jane Canvas, Year 7 Mathematics	94%
Jane Canvas, Year 7 Religion	94%
Jane Canvas, Year 7 Health and Physical Education	94%
Jane Canvas, Junior Reading Program	no mark
Mary Canvas, Year 9 Outdoor and Environmental Studies Semester 2	94%
Mary Canvas, Year 9 Religion	94%
Mary Canvas, Year 9 Science	94%

To see individual tasks, click on one of the subject names.

## CANVAS PARENT GUIDE

2021

Home

Assignments

Discussions

Marks

Pages

Files

Syllabus

Modules

Collaborations

Class Notebook

Tentacle Insights

### Grades for Mary Canvas

Course: Year 9 Science

Arrange By: Due Date

Apply














Print Grades

Total: 94%

Show All Details

Course assignments are not weighted.

☒ Calculate based only on marked assignments

Name	Due	Status	Score	Out of	
Onion Cell Prac Report	Feb 22, 2021 by 23:59		94%	27	  
Specialised Cells Worksheet	Feb 26, 2021 by 23:59	✓		0	
Digestion Worksheets 1 & 2	Apr 20, 2021 by 23:59			0	
Student Led Conference	Apr 26, 2021 by 23:59			0	
Kidney Dissection	May 4, 2021 by 23:59		94%	27	  
Chemical Reactions	Jun 29, 2021 by 23:59		94%	23	  

By clicking on the comment, score details or rubric buttons next to each assignment, you will be able to see teacher feedback and marking for each assignment.

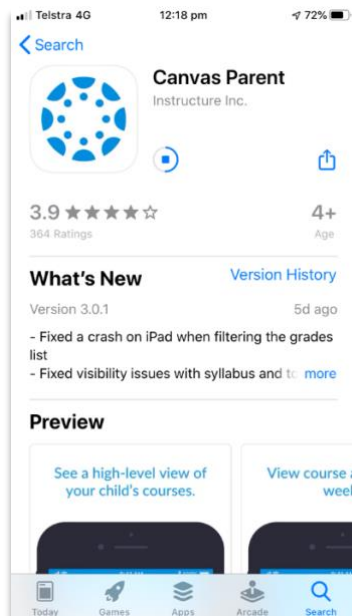
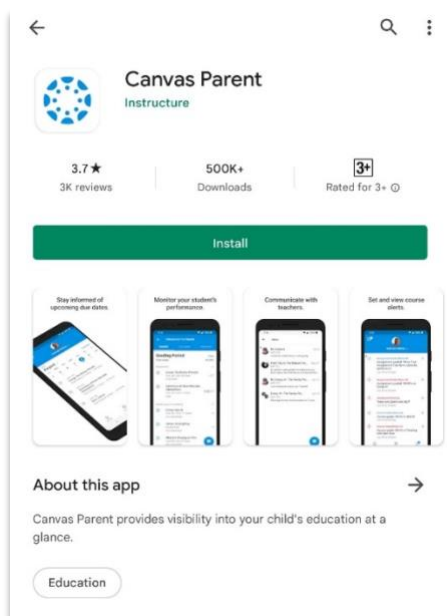
Clicking on an individual subject will take you to that subject's main page, where you can view subject outlines, assignments, and results.

## CANVAS PARENT GUIDE

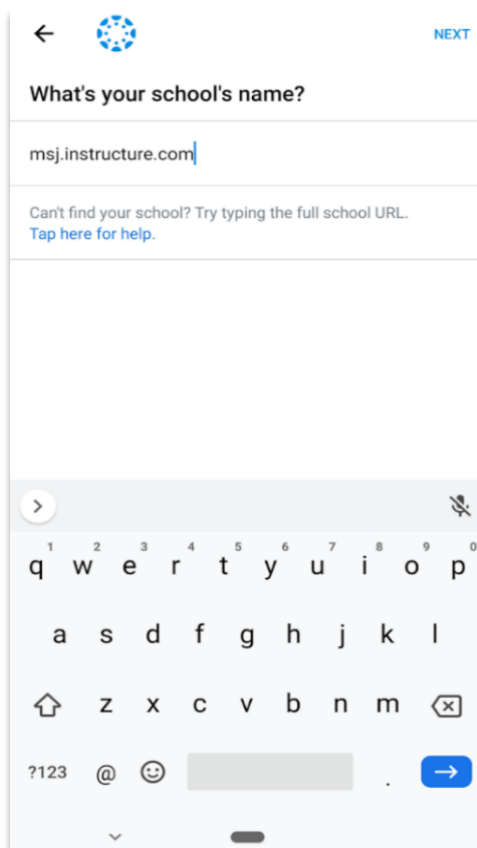
### Using the Canvas Parent Mobile App

The CANVAS mobile app can be installed on your Android or Apple phone. Please use the following instructions to install this app on your specific device.

1. Open the **Google Play store** (for Android devices) or the **App Store** (for Apple devices) and search for the '**Canvas Parent**' app.
2. Download the application.



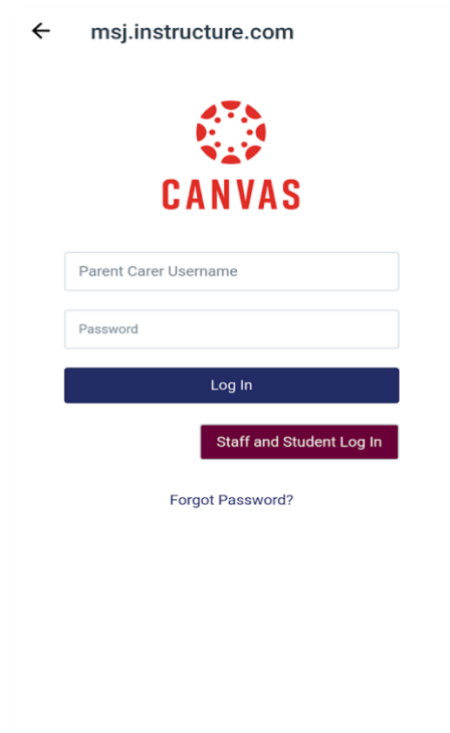
3. Open the app. Click '**Find school**', and under '**What's your school's name?**' enter '**msj.instructure.com**'.



## CANVAS PARENT GUIDE

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4. You will then be redirected to the login page – enter your school provided username and password, and press '**Log in**'.



← msj.instructure.com

**CANVAS**

Parent Carer Username

Password

Log In

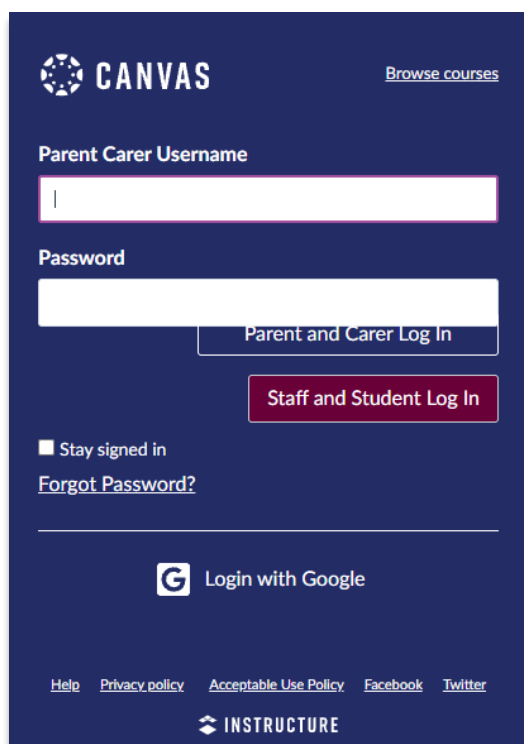
Staff and Student Log In

[Forgot Password?](#)

## Resetting your Password

If you forget your password, you can reset it as long as you have access to the email address associated with the account.

1. On the login page, press '**Forgot Password?**'



**CANVAS** [Browse courses](#)

Parent Carer Username


Password

Parent and Carer Log In


Staff and Student Log In

☐ Stay signed in

[Forgot Password?](#)

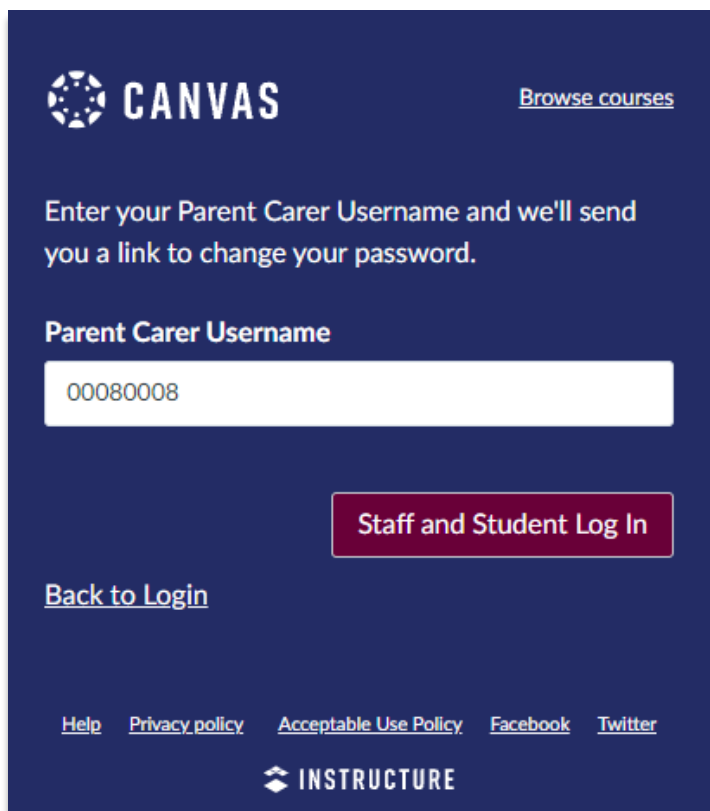
 Login with Google

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 INSTRUCTURE

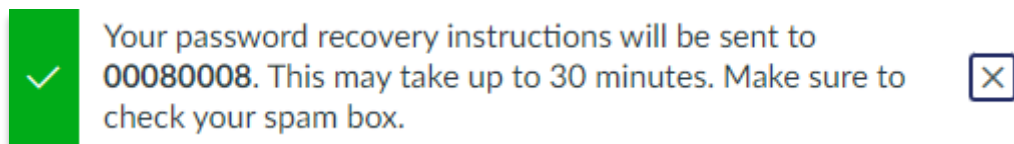
## CANVAS PARENT GUIDE

2. Enter your school-provided username into the box, and press '**Enter**'.



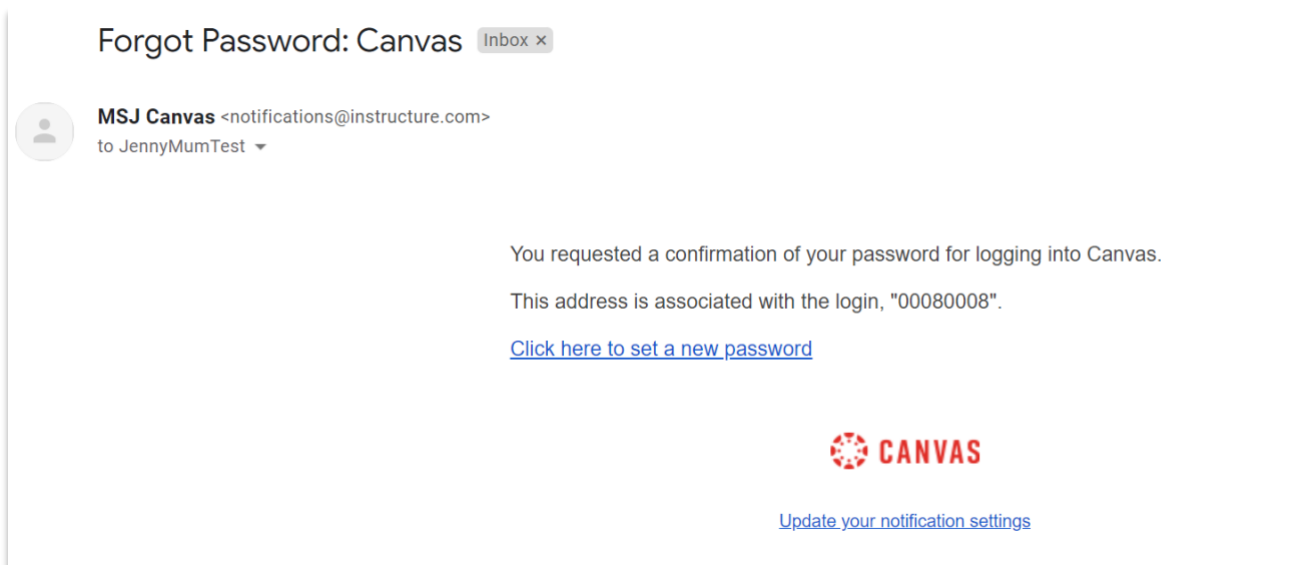
The image shows the Canvas 'Forgot Password' page for Parent Carers. It has a dark blue background. At the top left is the Canvas logo, and at the top right is a link 'Browse courses'. The main text says 'Enter your Parent Carer Username and we'll send you a link to change your password.' Below this is a label 'Parent Carer Username' and a text input field containing '00080008'. To the right of the input field is a red button that says 'Staff and Student Log In'. Below the input field is a link 'Back to Login'. At the bottom, there are links for 'Help', 'Privacy policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', followed by the 'INSTRUCTURE' logo.

3. You will receive the following message.



A green notification box with a white checkmark icon on the left. The text inside says: 'Your password recovery instructions will be sent to 00080008. This may take up to 30 minutes. Make sure to check your spam box.' There is a close button (an 'X' in a square) in the top right corner.

4. The email can take up to 30 minutes to arrive and may be sent to your Spam folder. Please check your inbox during this time. When you receive the email, press '**Click here to set a new password**'.



The image shows an email interface. The subject line is 'Forgot Password: Canvas' with an 'Inbox' label. The sender is 'MSJ Canvas <notifications@instructure.com>' and it's addressed 'to JennyMumTest'. The body of the email says: 'You requested a confirmation of your password for logging into Canvas. This address is associated with the login, "00080008".' Below this is a blue link: 'Click here to set a new password'. At the bottom right is the Canvas logo and a link: 'Update your notification settings'.



5. Enter your new password twice.

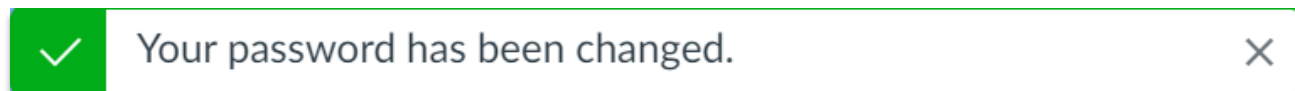
### Change login password for Jenny Test

JennyMumTest@gmail.com

New Password:

Confirm New Password:

6. When you have successfully entered your new password, you will receive this message.



7. You will then be able to sign in with your new password.

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*Educating Today, Shaping Tomorrow*



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