

Accessing the Canvas learning management system for the first time

PLEASE NOTE when using a web browser, you must access the Illuminate student information system and the Canvas learning management system from the "For Parents" menu on our school web site.

- 1) From a DESKTOP or LAPTOP, go to <http://rsfschool.net>.
- 2) Mouse over the "For Parents" menu and select "Canvas LMS".
- 3) In the upper right corner, select "Parent of a Canvas User? Click here for an account".
- 4) Enter you first and last name and your e-mail address.
- 5) Enter the Google username and password for just ONE of your children (this information was printed and given to middle school parents at middle school registration day and sent home with the elementary students the first week of school. If you need your child's login information, the front desk of the school office can provide you with it in person).
- 6) Check the agree to terms box and select "Start Participating".
- 7) Then check your e-mail and follow the link to complete the registration process.
- 8) Complete the prompts on the final screen- NOTE, the password you set up here is YOUR password for the future, not a student password.

You are now set up!

To add additional students to your Canvas account

- 9) Go to the "Accounts" icon at the upper left.
- 10) Select "Settings" then select "Observing"
- 11) Enter the Google username and password for your SECOND child and then select "+ Student".

To use the Canvas mobile app- FOLLOW STEPS CAREFULLY

- 1) AFTER setting up your account on a desktop or laptop computer, go to the App Store or Google Play Store and install the "Canvas Parent" app (blue icon).
- 2) Launch the app.
- 3) Near the bottom of the screen, select "Log in with Canvas" (do not try to login using the fields above).
- 4) Start to type "Rancho Santa Fe..." and our school should appear. Tap on it.
- 5) Select "Parents" and then login using the username and password you set up on your desktop or laptop.
- 6) Tap on the tool cog icon at the upper left.
- 7) Tap on the "+" symbol.
- 8) Start to type out "Rancho Santa Fe..." and our school should appear. Tap on it.
- 9) Select "Students" at the bottom.
- 10) Enter the Google username for your child and tap on "Next".
- 11) Enter the Google password for your child and tap "Sign in".
- 12) Repeat steps 6 through 11 for additional children.

You app is now set up! BUT WAIT, SEE BELOW!

Additional Useful Canvas Information for Parents

- In a mobile or full browser, from your dashboard you can go to the “View Calendar” link on the right to see all calendars for your child(ren)’s courses. Select the “Calendar Feed” link on the right if you would like to subscribe to a single calendar feed for ALL of your child(ren)’s courses.
- If you are interested in a calendar feed for only a *single* course, go into that course from your dashboard, and select the link at the top of the screen in the bright green bar. That will subscribe you to the feed for only that course.
- Under Account, Notifications, you can tell the system how often and for what you would like to see e-mail notifications from the Canvas system. **ELEMENTARY PARENTS-** be sure to select the immediate check mark for ANNOUNCEMENTS.
- The Canvas app also has access to the course calendars.