

Signing into Canvas Parent Account through the App

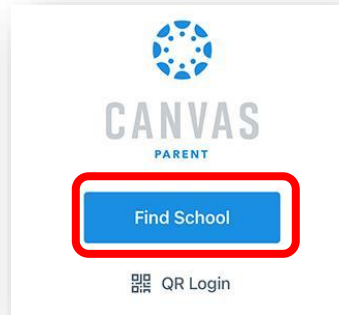


1. Download the Canvas Parent App

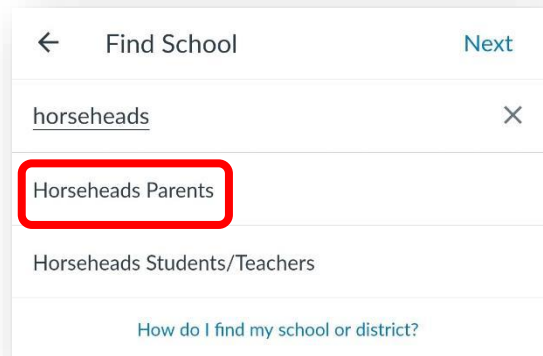


- [Android](#)
- [IOS](#)

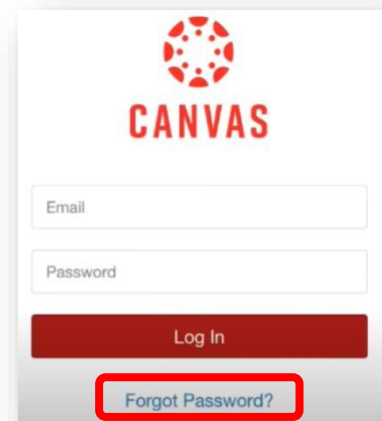
2. Open the app and click: "Find School"



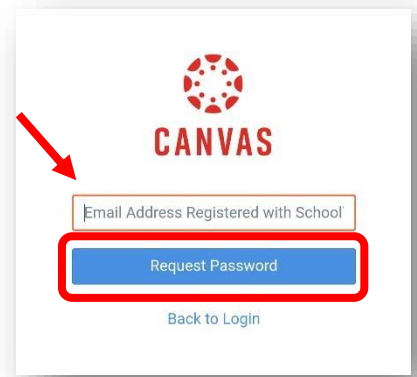
3. Type "horseheads" and choose: Horseheads Parent



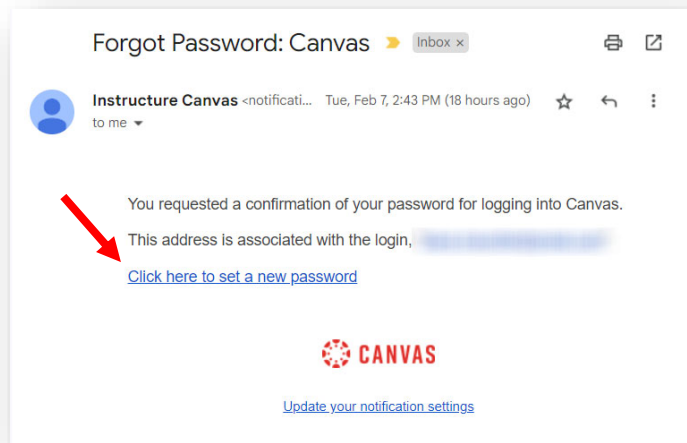
4. Click the forgot password link.
(This will ONLY need to be done the first time you login)



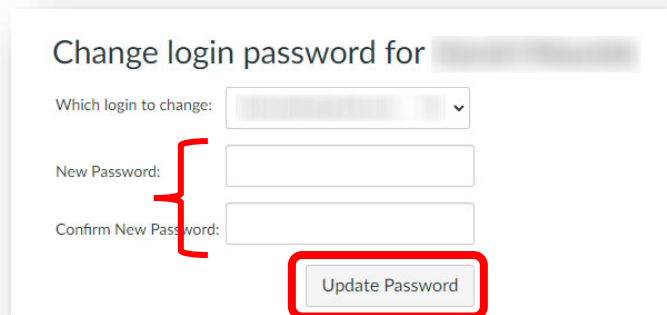
5. Enter the email address you have registered in SchoolTool and click “Request Password.”



6. Go to your email and click here to set your password.



7. Type your password in both boxes and click Update Password.



After you set your password, you will be prompted to login.
You will then be brought to your Dashboard in the Canvas Parent App!

Signing into Canvas Parent Account through the Website

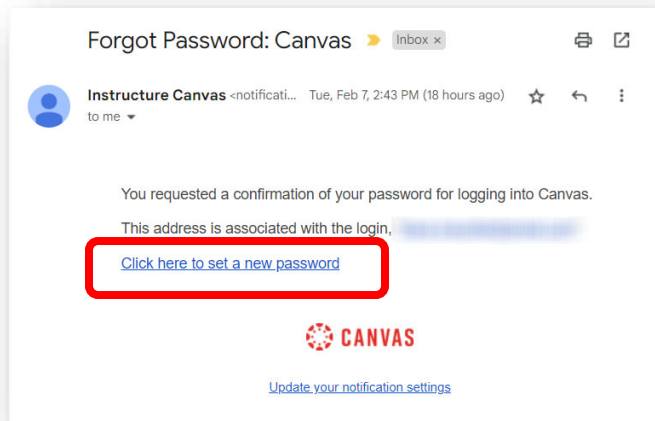


1. Go to: <https://horseheadsdistrict.instructure.com/login/canvas>

2. The first time you go to Canvas as a parent, you will need to click the forgot password link.
(This will ONLY need to be done the first time you login)

A screenshot of the Canvas login page. The page has a dark blue background. At the top left is the Canvas logo. Below it, there are two white input fields: "Email Address Registered with SchoolTool" and "Password". At the bottom left, there is a checkbox labeled "Stay signed in" which is checked, and a link labeled "Forgot Password?" which is highlighted with a red box. At the bottom right, there is a "Log In" button.

3. You will receive an email that looks similar to the one below.
Click the link at the bottom to reset your password



4. Type your password in both boxes and click Update Password.

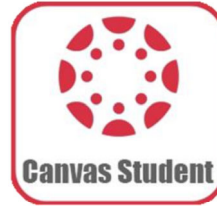
A screenshot of the Canvas password reset form. The title is "Change login password for [redacted]". There is a dropdown menu for "Which login to change:". Below that are two input fields: "New Password:" and "Confirm New Password:". A red bracket groups these two fields. At the bottom right, there is an "Update Password" button highlighted with a red box.

5. You can now go back to the link in Step 1 and login!

Logging in to the Canvas Student App



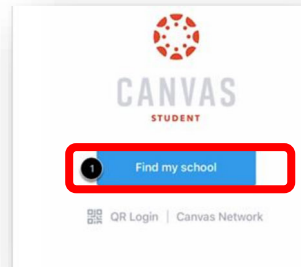
1. Download the Canvas Student App



NEED HELP?

- [Android](#)
- [IOS](#)

2. Open the app and click: "Find School"

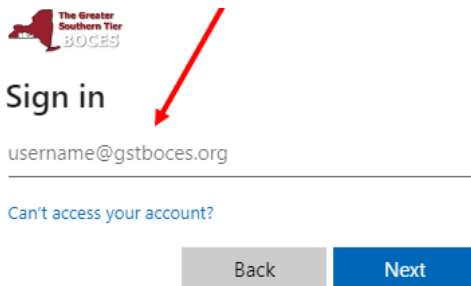


3. Type: horseheads and choose: Horseheads Student/Teacher



4. You will be taken to a Microsoft login screen

Enter your **student email address** (username@hh.gstboces.org)

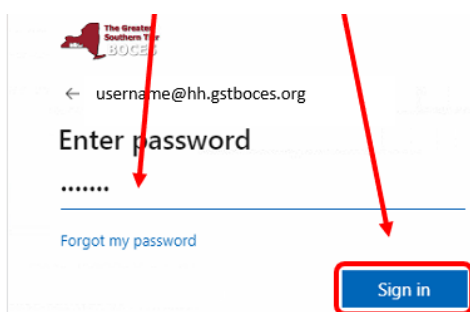


Click Next

IMPORTANT INFORMATION

Grades PK-6 Only

5. Enter your Password and click Sign



- **Username:** Lastname-Firstname
- **Password:** HH+StudentID#+First3Letters of Last Name+Day of Birth
- **Example:** Joan Smith, DOB 10/02/2016
 - Username: Smith-joan
 - Password: HH1234567Smi02

(Note: the "S" is case sensitive)
- **Student email address:** (username@hh.gstboces.org)



Accessing Canvas from a Computer

canvas

(Laptop or Desktop)

Take Note

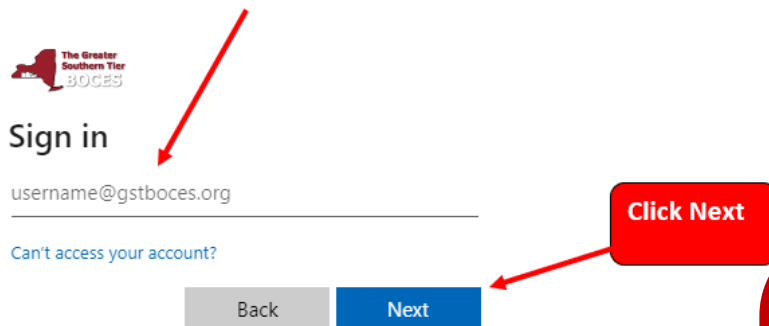
On a school computer, the student enters Canvas after step 2. Home computers require steps 3 and 4

1. Go to the District Website: horseheadsdistrict.com

Click on Canvas in the Quick Links



2. You will be taken to a Microsoft login screen
Enter your student email address (username@hh.gstboces.org)



IMPORTANT INFORMATION

Grades PK-6 Only

- **Username:** Lastname-Firstname
- **Password:** HH+StudentID#+First3Letters of Last Name+Day of Birth
- **Example:** Joan Smith, DOB 10/02/2016
 - Username: Smith-joan
 - Password: HH1234567Smi02

(Note: the "S" is case sensitive)
- **Student email address:** (username@hh.gstboces.org)

3. Enter your Password and click **Sign in**



If a student is already signed into their Microsoft Account on a home device, and click on the Canvas link, they should sign in automatically.

Class Home Page Navigation



Home Page



BIG FLATS
ELEMENTARY SCHOOL



Mrs. Smith's Classroom

Welcome to our Online Classroom! We are going to have so much fun!



Quick Access



General
Classroom
information

Class Software
and websites

This is the main page where
classroom content will be found.

Back to
Dashboard

Basic Classroom
Schedule





Student Dashboard Navigation



The screenshot shows the Canvas Student Dashboard interface. At the top left is the 'H' logo. Below it is a vertical sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main area is titled 'Dashboard' and contains several tiles: 'Mrs. Smith's Classroom' (with a 'WELCOME' sign), 'Art', 'Library', 'Music', and 'P.E.'. On the right side, there is a 'To Do' section with 'Coming Up' and 'Recent Feedback' subsections. A red box labeled 'Class Tiles' has arrows pointing to the Classroom, Art, and Library tiles. A blue box labeled 'Sidebar' has arrows pointing to the sidebar and the 'To Do' section. A green box labeled 'Global Navigation' has an arrow pointing to the sidebar.

Class Tiles

To Do

Coming Up 3 [View Calendar](#)

Nothing for the next week

Recent Feedback

Nothing for now

Sidebar

- View Upcoming Assignments
- View Graded Assignments and Feedback

Global Navigation

- Change Notification Settings in: Account
- Check due dates of assignments in: Calendar
- Contact Teacher in: Inbox