

## Parent Access to the Spartan Learning Portal



### What is the Spartan Learning Portal?

The Spartan Learning Portal is the electronic learning management system used by teachers and students at Garden Spot High School and Middle School. Canvas by Instructure is the name of the company that administers the Spartan Learning Portal for the Elanco School District. Teachers will utilize this system to make learning resources available to students, as well as to post homework and class announcements.

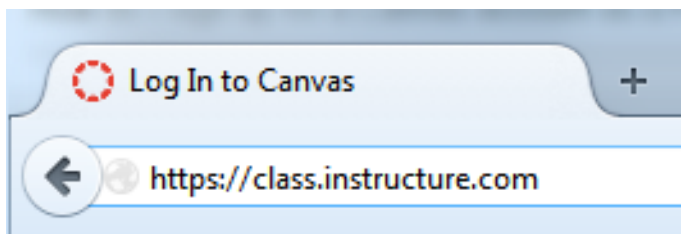
Parents have the ability to create their own “observer” account that provides access to all of their child’s courses so they can see assignment due dates, announcements, and other course content. Observers can view the course content, but cannot participate in the course.

### How do I sign up for a Spartan Learning Portal account as a Parent?

The following instructions explain how parents can self-register for an observer account for Elanco’s Spartan Learning Portal.

In order to register for a Parent-Observer Account, parents will need to know their son/daughter’s Spartan Learning Portal username and password.

### Open the Spartan Learning Portal URL



In a browser window, enter the Spartan Learning Portal URL: **class.instructure.com**

## Click to Register

SPARTAN LEARNING PORTAL  
ELANCO SCHOOL DISTRICT

Parent of a Canvas User?  
Click Here For an Account

Email

Password

Stay signed in

Forgot Password?

Log In

User Research Help Privacy policy Terms of service Facebook  
Twitter

BY INSTRUCTURE

Click on the link below Parent of a Canvas User? – **Click Here for an Account**

## Enter Signup Details

Parent Signup

Your Name

Your Email

Child's Username

Child's Password

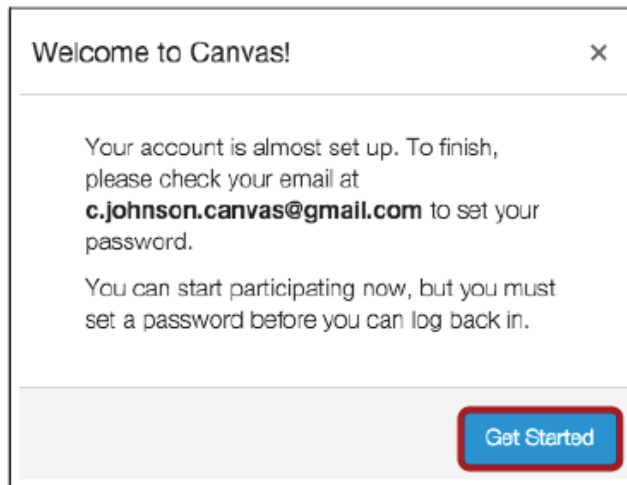
You agree to the terms of use and acknowledge the privacy policy.

Start Participating

Enter the following information:

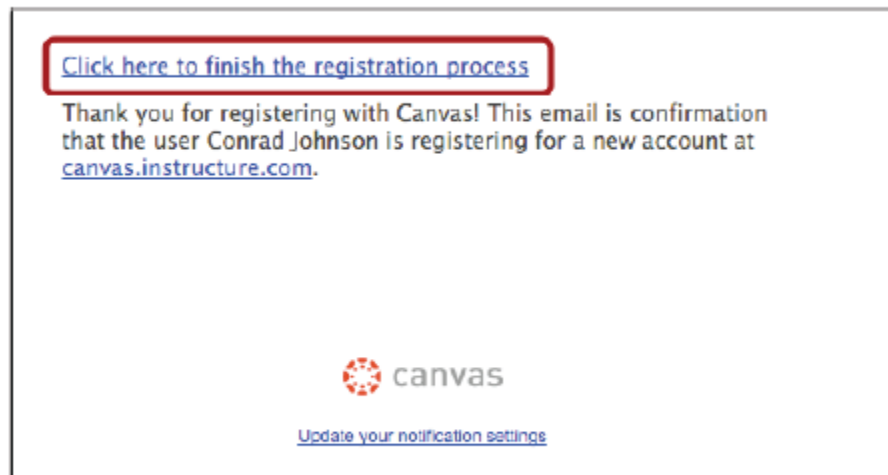
1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter your child's username in the child's username field.
4. Enter your child's password in the child's password field.
5. Agree to the terms of use by clicking the **You agree to the terms of use** check box.
6. Click the **Start Participating** button.

## Use Canvas



While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the Get Started button. To finish registering for Canvas, log into your email account.

## Complete Registration Process



Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.

## Register for a Parent Account

Welcome Aboard!

In order to set up your account, we'll need a little more information.

Login:  1

Password:  2

Time Zone:  3

I want to receive information, news and tips from Instructure

[View Privacy Policy](#)

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To complete the registration process fill out the following fields:

1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your timezone by selecting the time zone drop-down menu.
4. Click the **Register** button. You will be redirected to the Canvas URL login page for your account.

## View User Dashboard

Dashboard

Account

Dashboard

Courses

Calendar

Inbox

History 101

HIST-101

2016 Spring

View Grades

Coming Up

View Calendar

Seminar: Latin America: Revolution, Dictatorship, and Democracy, 1800-Present

History 101

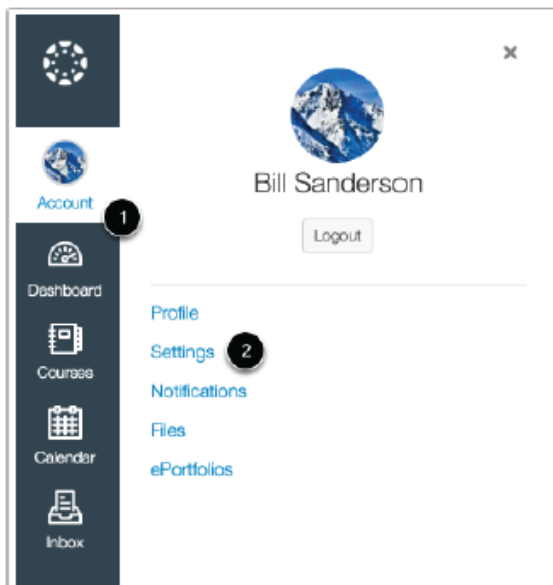
Apr 21 at 4pm

View the user dashboard for your Canvas account.

# How do I link a student to my user account as an observer?

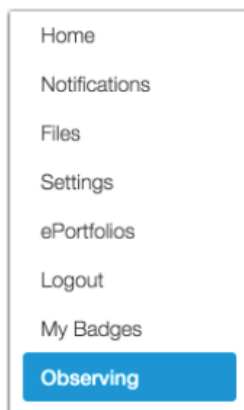
If you [signed up for a Canvas account as a parent](#) and linked yourself to a student, you can add additional students to observe within the same institution.

## Open User Settings



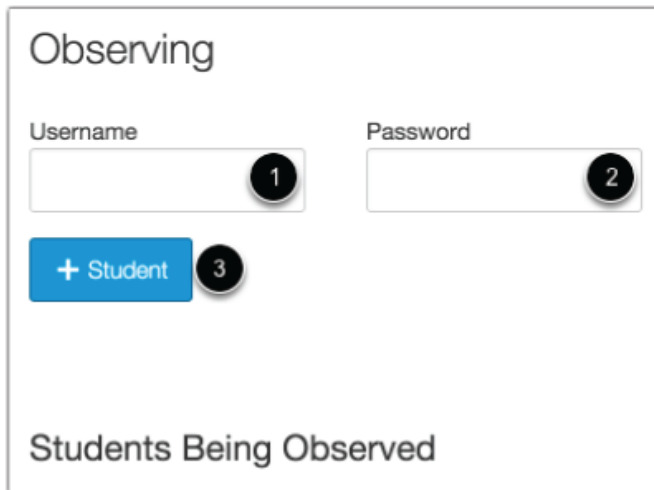
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

## Open Observing



In User Navigation, click the **Observing** link.

## Add Student

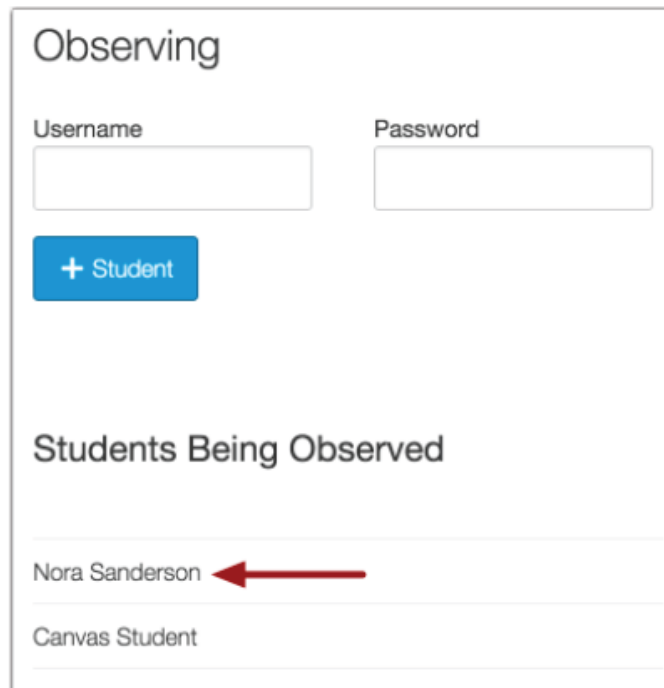


The screenshot shows a form titled "Observing". It contains two input fields: "Username" and "Password". Below these fields is a blue button labeled "+ Student". At the bottom of the form is the heading "Students Being Observed". Three black circles with white numbers are overlaid on the form: circle 1 is over the Username field, circle 2 is over the Password field, and circle 3 is over the "+ Student" button.

In the Username [1] and Password [2] fields, enter the student's username and password.

Click the **Add Student** button [3].

## View Student



The screenshot shows the same "Observing" form as above, but with a list of students under the heading "Students Being Observed". The list contains two entries: "Nora Sanderson" and "Canvas Student". A red arrow points to the name "Nora Sanderson".

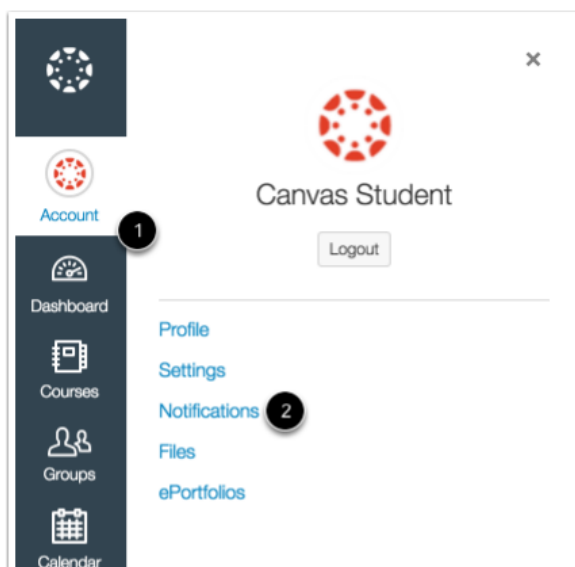
View the new student you are observing.

# How do I set my Canvas notification preferences?

Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to [Canvas contact methods](#) as specified in your account. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#).






















Notifications are sent as one of four delivery types: send right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses; you cannot change settings for individual courses.



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

## Set Notification Preferences

Notification Preferences	
Course Activities	Email Address cnvsstudent@gmail.com
Due Date	   
Grading Policies	  
Course Content	   
Files	  
Announcement	   
Announcement Created By You	  

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **check mark** icon [1]. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

To receive a daily notification, click the **clock** icon [2].

To receive a weekly notification, click the **calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **remove** icon [4].

**Note:** Each set notification preference will automatically apply to all of your courses. They cannot be set individually.