



## Parent Learner Link Information

### What is Learner.Link?

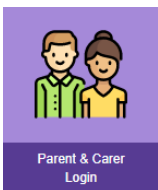
Learner.Link is the learning management system (LMS) used by each College operated by Christian Community Ministries. It operates on a platform known as Canvas and is used by teachers to support teaching and learning from a digital perspective.

Each parent or carer recorded in Edumate, our student information system, who is configured to receive academic reports is automatically provisioned with observer access in Canvas. As an observer you can monitor your student's progress and engagement with learning activities and assessment tasks set by the teacher. You will also receive notifications when activities are due.

### Logging in to Canvas

Learner.Link on Canvas is available by visiting <http://www.learner.link>

To login as an observer you must select the "Parent & Carers" icon.



Your username is the email address as recorded in the Edumate school management system. Like Edumate, you must have a unique email address recorded for each parent or you will not be able to login to Canvas. To login for the first time, you must reset your password by selecting the "Forgot Password" link and entering your username. A password will be emailed to you.

*If you need to update your email address, please contact College Administration on 4948 5100 or email [mail@whitsunday.qld.edu.au](mailto:mail@whitsunday.qld.edu.au) Once updated in Edumate, changes will take up to 24 hrs to be reflected in Canvas.*

*If you are a parent who is also an employee of the College, you must select the "Teacher & Staff" login icon.*

### Managing your courses

You can select which courses are visible on your dashboard by selecting the "Courses" icon in the left menu and then selecting "All Courses". Clicking the star icons will enable or disable the course from being included on the dashboard. A course is created for every class that your child is enrolled in, however not all classes will have an active Canvas page. These will be listed on your "All Courses" page as an unpublished course.

# Installing the mobile app

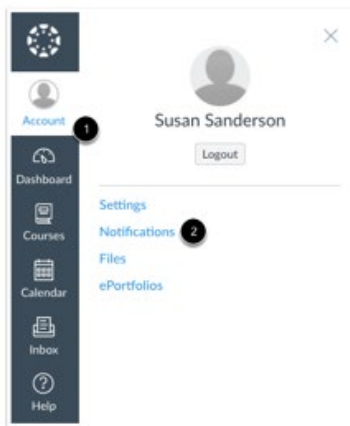
1. Search for Canvas in the Google Play or iOS App stores.
2. Install the Parent app with a blue icon.
3. When prompted to find the school, type “**Learner.Link**” and press “Go”.

## Changing your notification preferences

Canvas includes a set of default notification preferences, however you can change the default settings by setting your own notification preferences.

To change your notifications:

1. Select the “Account” icon from the left menu.
2. Select Notifications from the pop-out menu.



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 checkmark icon. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time [1].
- To receive a daily notification, click the clock icon [2].
- To receive a weekly notification, click the calendar icon. The date and time of your weekly notifications are posted at the bottom of the notifications page [3].
- If you do not want to receive a notification, click the cross icon [4].

Notification Preferences		
✓ Notify me right away   ⌚ Send daily summary   📅 Send weekly summary   ✕ Do not send me anything		
1 <input type="checkbox"/> Show name of observed students in notifications.		
Course Activities	Email Address bill.sanderson.canvas@gmail.com	Email Address canvasobserver.canvas@gmail.com
Due Date	2 ✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Grading Policies	3 ⌚ 4 📅 ✕	✓ ⌚ 📅 ✕
Course Content	✓ 4 📅 ✕	✓ ⌚ 📅 ✕
Files	✓ ⌚ 5 ✕	✓ ⌚ 📅 ✕
Announcement	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Announcement Created By You	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Grading	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕

These preferences only apply to you; they are not used to control how course updates are sent to the student you are observing. Notification settings apply to all courses you are observing; you cannot change settings for individual courses.