

Instructions for Downloading Schedules

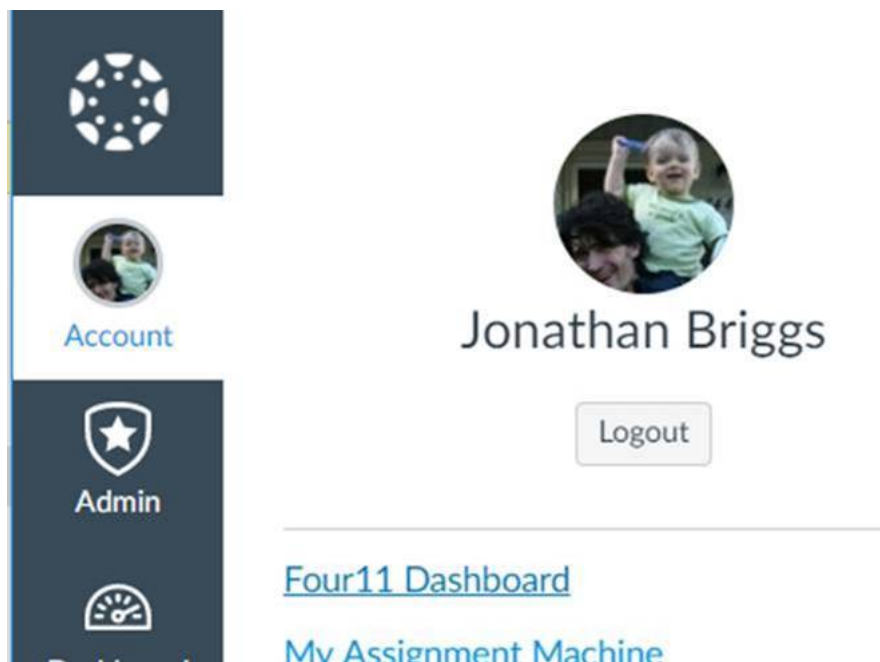
To look at your student's schedule, you log into Canvas. You can find the link to canvas by going to www.eastsideprep.org and clicking on the Canvas button near the top (the URL is <https://eastsideprep.instructure.com>):



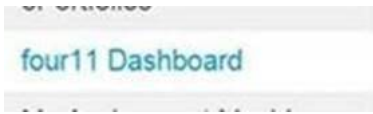
Your user account is the email address you provided Eastside Prep in the admissions process. Your default password is "goeagles":



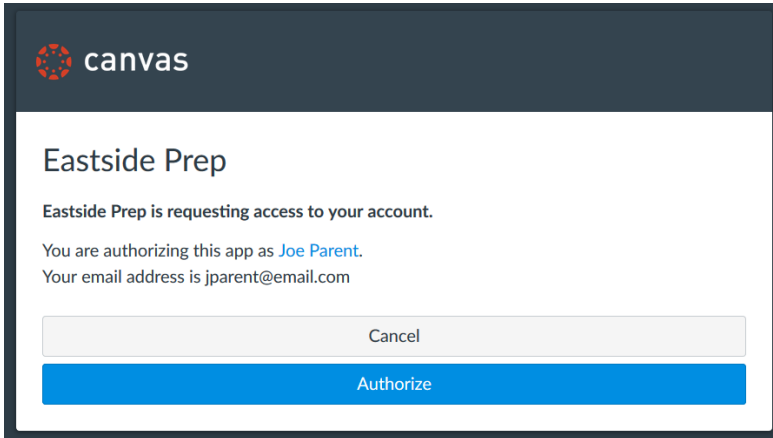
Once in, you can click on account (top left) and then four11 dashboard (**note, lately we have had to open the account menu twice in order to bring up four11 dashboard, click once to open, again to close, click it open again and the links will appear**):



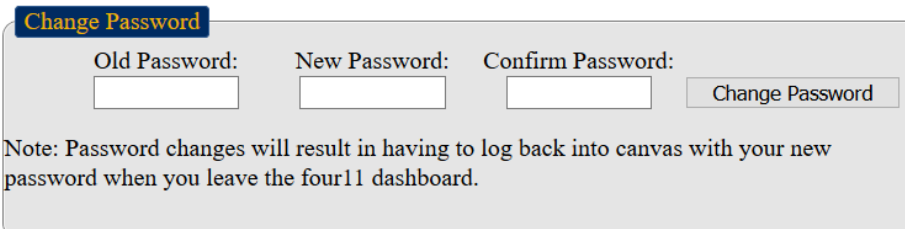
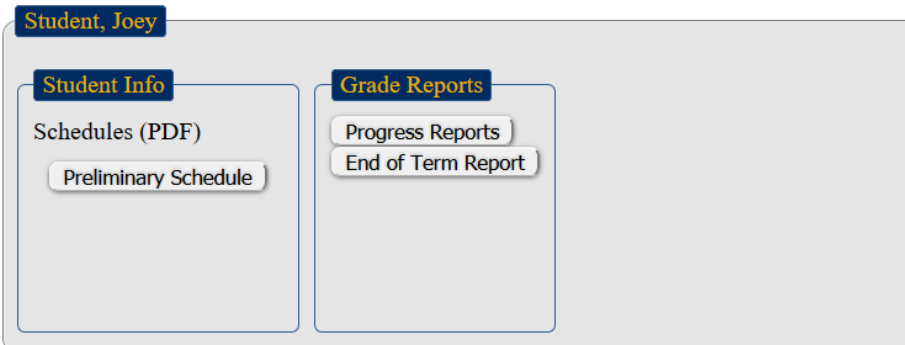
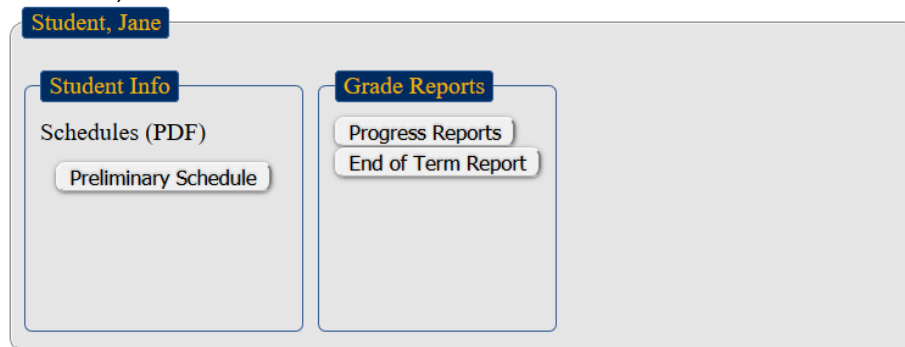
Note: the notifications link on this same menu is where you can reduce the amount of email that Canvas “helpfully” sends you to something more manageable. Click on four11 dashboard if you haven’t already:



Note: Canvas will want you to authorize linking to Eastside Prep servers. You’ll see a page like this on your first connection to the four11 dashboard:



Click authorize and you’ll be sent to this page where you can access schedules, grade reports and change your Canvas password (note, students new to Eastside Prep will have no information under Grade Reports and will get errors if clicked on):



Note: Password changes will result in having to log back into canvas with your new password when you leave the four11 dashboard.

At this point, you will only be interested in changing your password and looking at the preliminary schedule for next year:



Note that when you click that button it starts a PDF download; it doesn't bring you to a different page. Also note that your Canvas password needs to be longer than 6 characters (if this is your first time logging in your "old password" will still be goeagles). If you ever forget it or have other troubles logging in – let us know at tech@eastsideprep.org.