

CANVAS PARENT OBSERVER

A STEP BY STEP GUIDE

UPDATED FOR 2018-2019

STUDENT PROVIDES PARENT WITH PAIRING CODE

1. Previously, parents could create a parent observer account with their child's student ID and birthday.
2. As of Fall 2018, students must now generate a pairing code to link an observer to their Canvas account. An observer can enter the pairing code when registering or, if they already have an observer account, in their User Settings Observing tab.
3. Students, be aware that you must create a separate pairing code for each observer who wants to link to your account.

STUDENT DIRECTIONS

Step #1 – Open Settings

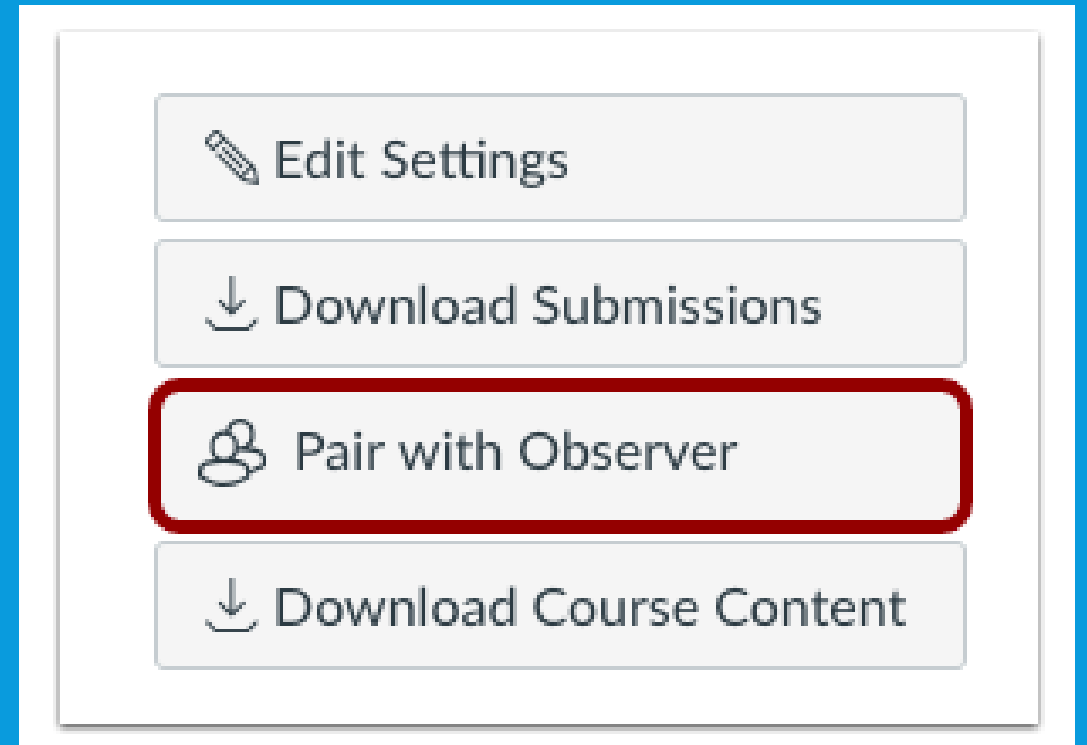
- In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

The screenshot displays a user interface for a student named Emily Boone. On the left is a dark vertical sidebar with icons and labels for 'Account', 'Dashboard', 'Courses', 'Groups', 'Calendar', 'Inbox', and 'Help'. The 'Account' link is highlighted with a white circle containing the number '1'. On the right, the user's profile is shown with a red circular icon, the name 'Emily Boone', and a 'Logout' button. Below the profile, a list of settings options is displayed: 'Settings' (highlighted with a white circle containing the number '2'), 'Notifications', 'Files', and 'ePortfolios'. A close button (an 'x' icon) is located in the top right corner of the interface.

STUDENT DIRECTIONS

Step #2 – Pair With Observer

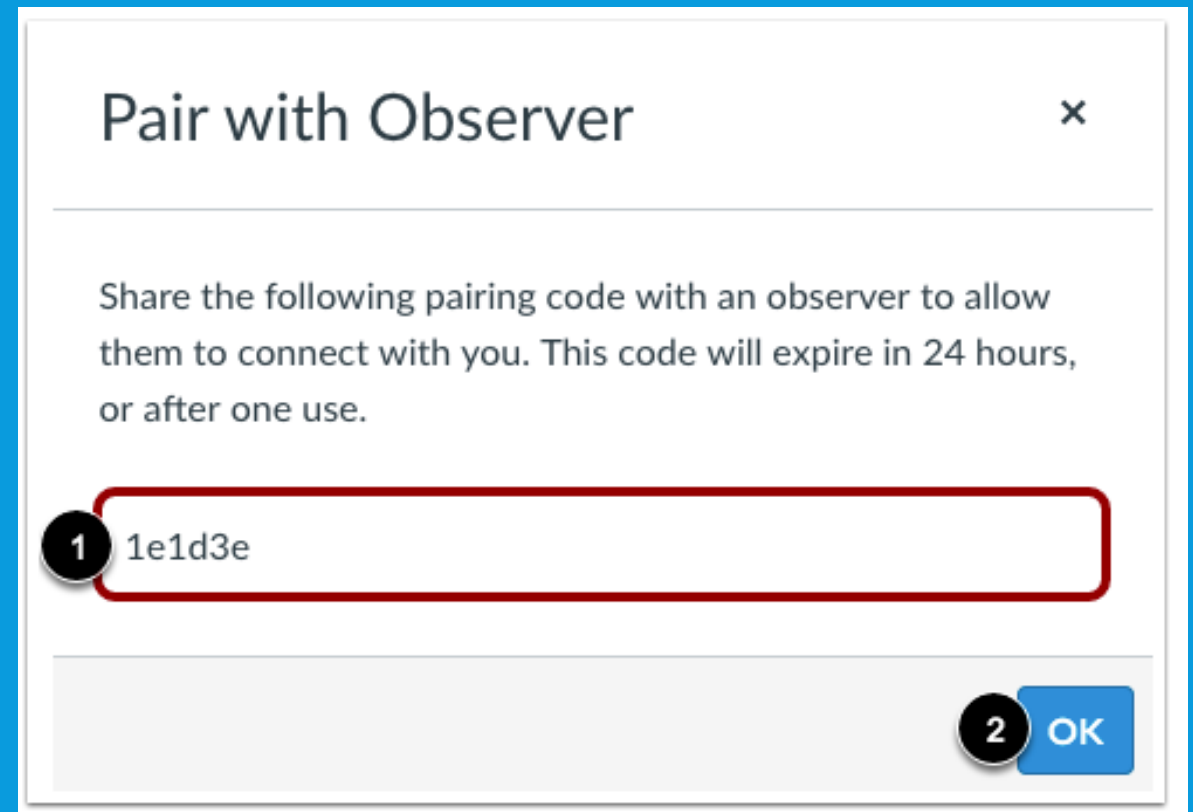
- Click the **Pair with Observer** button.



STUDENT DIRECTIONS

Step #3 – Copy Pairing Code

- Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after 24 hours or its first use.
- To close the window, click the **OK** button [2].



PARENT DIRECTIONS

Step #1 – Open Canvas URL

- To begin, creating a **parent account** in Canvas you will need to launch **Google Chrome** and enter the institution's Canvas URL.

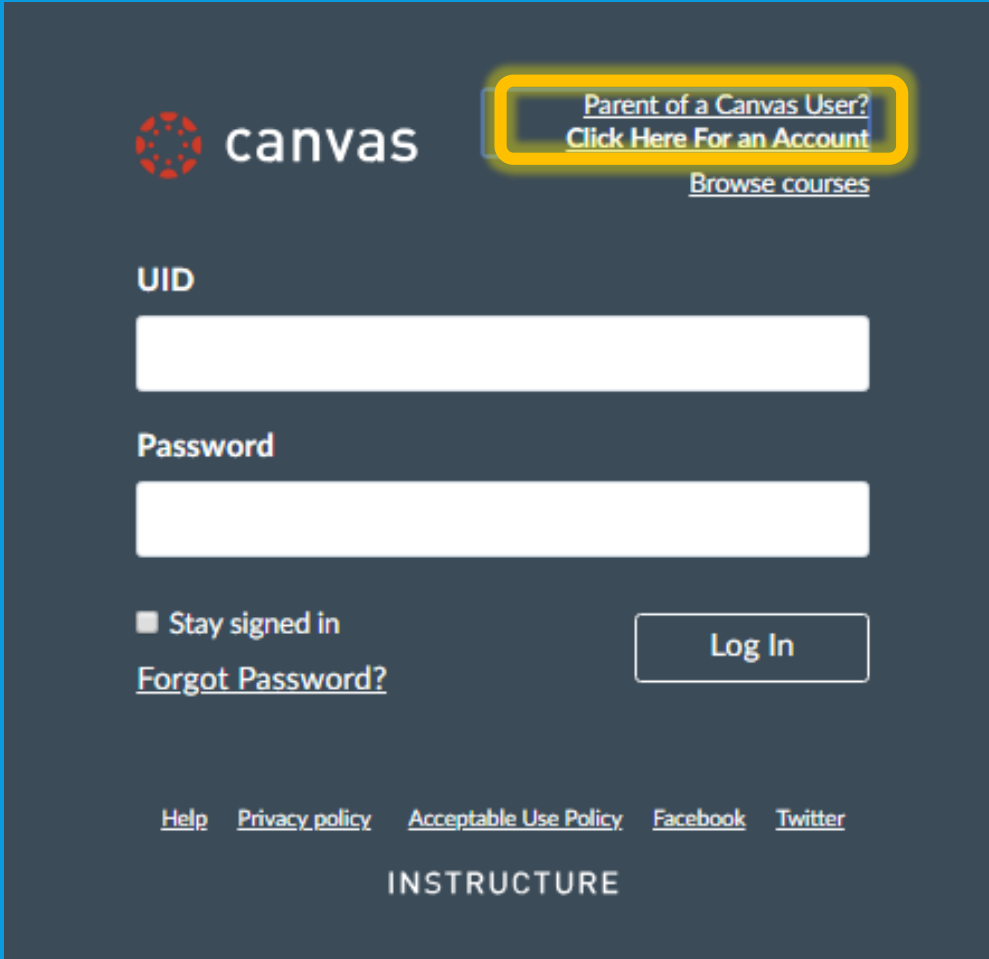


Secure | <https://gcs.instructure.com/login/canvas>

PARENT DIRECTIONS

Step #2 – Click to Register

- Click the account link at the top of the page.



The screenshot shows the Canvas login interface. At the top left is the Canvas logo. To its right, a yellow box highlights the link "Parent of a Canvas User? Click Here For an Account". Below this link is the text "Browse courses". The main form area contains two input fields: "UID" and "Password". Below the "UID" field is a "Log In" button. There is also a checkbox for "Stay signed in" and a link for "Forgot Password?". At the bottom of the page, there are links for "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter". The word "INSTRUCTURE" is displayed at the very bottom.

canvas

Parent of a Canvas User?
Click Here For an Account

[Browse courses](#)

UID

Password

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

PARENT DIRECTIONS

Step #3 – Enter Signup Details

- Enter the following information:
- Enter your name in the **Your Name** field.
- Enter your email in the **Your Email** field.
- Enter your password in the **Password** field.
- Re-enter your password in the **Re-enter Password** field.
- Enter a pairing code to link your account to your student in the **Student Pairing Code** field.
- Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
- Click the **Start Participating** button.

The screenshot shows a 'Parent Signup' form with the following fields and elements:

- 1** Your Name
- 2** Your Email
- 3** Password
- 4** Re-enter Password
- 5** Student Pairing Code (with a link 'What is a pairing code?')
- 6** You agree to the [terms of use](#) and acknowledge the [privacy policy](#).
- 7** Start Participating button

At the bottom right, there are two buttons: 'Cancel' and 'Start Participating'.

PARENT DIRECTIONS

Step #4 – Begin Observing

- You can begin observing your student in Canvas immediately, but don't forget to verify your email.
- Learn how to observe additional students in your account.
- Learn how to modify your Canvas notification preferences.

