

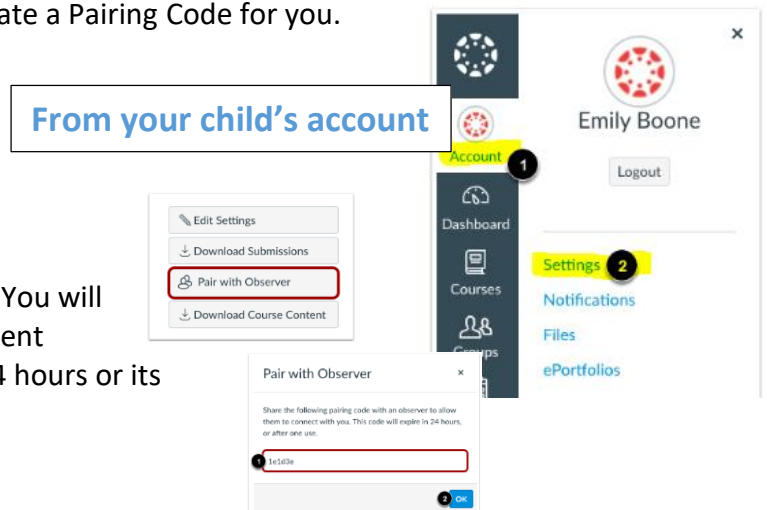


# CANVAS

## Creating a NEW Parent Account

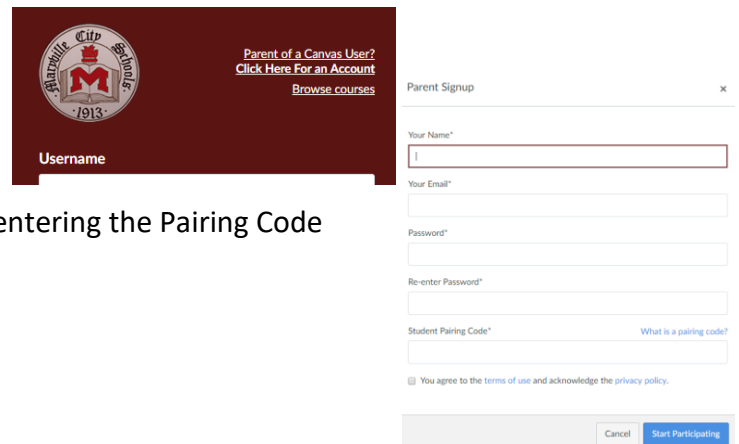
Step 1: Your child has to first login to Canvas and create a Pairing Code for you.

- Student logs in to Canvas. <https://maryville-schools.instructure.com/login/ldap>
- Click on Account.
- Click on Settings.
- Click on “Pair with Observer.”
- Copy the six-digit alphanumeric Pairing Code. You will need this code to add this student to your parent account. (The pairing code will expire after 24 hours or its first use.)
- Click OK.



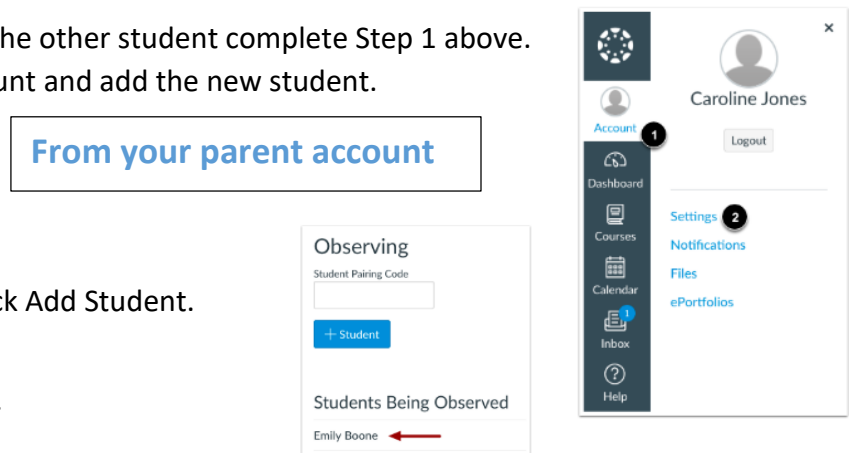
Step 2: Create your Parent account.

- Go to MCS Canvas Site. <https://maryville-schools.instructure.com/login/ldap>
- Choose Click Here for an Account.
- Complete the Parent Signup page, including entering the Pairing Code you received from your student in step 1.
- Choose Start Participating.



Step 3: Adding additional students

- If you have more students to add, have the other student complete Step 1 above.
- Login into Canvas with your parent account and add the new student.
- Parent logs into Canvas.
- Click on Account.
- Click on Settings.
- Click on Observing.
- Type in the Student Pairing Code and click Add Student.



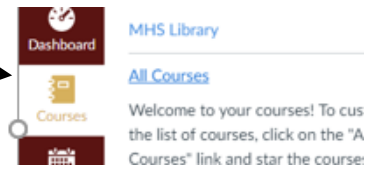
You have completed setting up your parent account.

## Navigation Information

### Dashboard

The dashboard will list all of your child(ren)'s courses alphabetically. You can control what is on your dashboard (and see all courses) by going to courses, then all courses.

You may select "View Grades" from the dashboard. Please note that not all assignments that students complete for a grade go through Canvas. For complete grade information, please use Powerschool.



### Courses

Your child(ren)'s class digital content may be found in courses.

Click the stars to control what is seen on your dashboard. Filled stars will show on your dashboard, empty stars will only be seen when you click Courses, All Courses.

### Calendar

All assignments for all classes for your child(ren) will appear by default. You can deselect classes to display on the calendar by clicking the boxes. Empty boxes will not show on the calendar. Filled boxes will show on the calendar.

Note that this does not impact what assignments show in the "coming up" area on your dashboard.