

Parent Canvas Guide



August 2020

Contents



.....	5
Welcome!.....	5
Why teachers are using Canvas Teachers can use Canvas to:.....	5
How students benefit from working in Canvas	5
Prefer a different language?	6
Open Settings	6
Edit Settings	6
Select Language	7
Update Settings.....	7
Types of Parent Access.....	8
Canvas Observer Role.....	8
Canvas Parent App.....	8
How do I choose what access I need?	8
Creating a Parent Observer Account.....	8
How do I sign up for a Canvas account as a parent/guardian?	8
Open Canvas URL	9
Create Canvas Account.....	9
Sign Up As a Parent (Free Account)	10
Enter Signup Details.....	10
Begin Observing.....	11
Open User Settings	12
Open Observing	12
Add Student.....	13
View Student	13
Pairing Codes from the Student Side	13
Open User Settings	14
Open Observing	15
Add Student.....	15
View Student.....	16
What an observer can do	16
See the calendar	16
View and read announcements	17

See Canvas grades	17
Access conversations	17
What an observer cannot do	18
Submit Assignments	18
Take Quizzes.....	18
Join Course Groups.....	18
See Course Discussions	18
Send Messages to Students.....	18
See Course Rosters	18
See Unpublished Courses	18
Observer Limitations	18
Observer Navigation	19
The Canvas Course Interface.....	19
What can I see in Canvas?	19
Canvas Parent App.....	20
What to Know about the Parent App	20
Logging in to the Parent App	20
Starting the Parent App	20
Find Your Student's School.....	21
Search for Institution Name.....	21
Enter Login Credentials.....	22
View Dashboard.....	22
Using the Canvas Parent app on my device	23
View Parent App	23
Open User Menu.....	24
View User Menu.....	24
View Student.....	25
View Courses	25
View Calendar.....	26
View Alerts	26
Tips for Managing Multiple Students.....	27
Course Nicknames.....	27
Course Colors	27
Canvas Parent App	27
Technical Details	28
Computer Specifications	28

Supported Browsers.....	28
Update Your Desktop Browser.....	29
Browser Privacy Settings	29
Chrome Security	29
Chrome Media Permissions	29
Additional Information	30

This material was compiled from Canvas Instructure.

All student accounts used as illustrations are fictional people.



Welcome!

We are glad you are here. This guide has been created for parents and guardians who have students using Canvas in their SLCSD. It includes information about Canvas Learning Management System for grades PreK-12 and general instructions for using Canvas as a parent/observer.

A Learning Management System (LMS) is a way to simplify teaching and learning by connecting the digital tools teachers, students, and parents use into one place.

Why teachers are using Canvas

Teachers can use Canvas to:

- Receive and grade student assignments, discussions, and quizzes.
- Easily align assignments and rubrics to standards and/or learning objectives.
- Provide students with written, audio, or video feedback and multiple revision/submission opportunities.
- Organize all work and course-related events into one, drag-and-drop calendar.
- Push course notifications to students via email.

How students benefit from working in Canvas

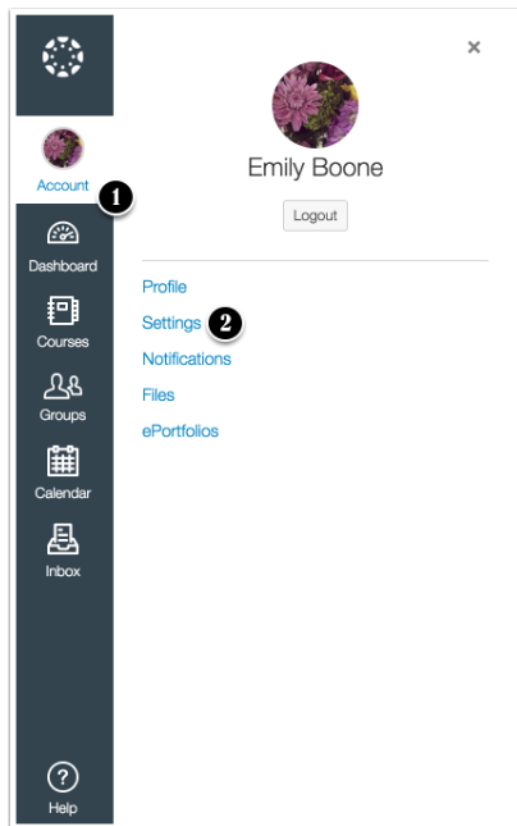
Students can use Canvas to:

- Access class materials (calendar, assignments, quizzes, etc.) online using any device or any browser.
- Track their progress through ongoing teacher feedback tools.
- Receive course announcements, grade notifications, etc. instantaneously on their preferred device(s).
- Easily collaborate with peers and teachers.

Prefer a different language?

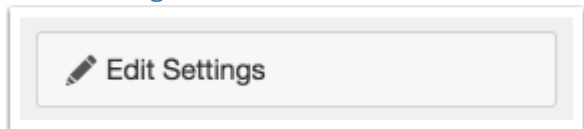
If you would like to change your account settings in order to view the Canvas interface (menus, settings, etc.) in a language other than English, please continue reading this page.

Open Settings



Select account in the Global Navigation [1] and click **Settings** [2] from the slide-out menu.

Edit Settings



Click the **Edit Settings** button.

Select Language

Language:

System Default (English (US))

This will override any browser or account settings.

Choose your preferred language in the Language drop-down menu.

Update Settings

Cancel

Update Settings

Click the **Update Settings** button.

Emily Boones Profil

Startseite

Benachrichtigungen


Dateien

Einstellungen

ePortfolios

Abmelden

My Badges



Emily Boones Profil

Vollständiger Name:*

Emily Boone

Dieser Name wird von den Dozenten bei der Leistungsbewertung verwendet.

Name anzeigen:

Emily Boone

Andere Benutzer sehen diesen Namen in Diskussionen, Nachrichten und Kommentaren.

Sortierbarer Name:

Boone, Emily

Dieser Name wird in sortierten Listen angezeigt.

Standard-e-mailadresse:

emily.boone.canvas@gmail.com

Sprache:

Deutsch

Zeitzone:

Mountain Standard Time (USA und Kanada)

Webdienste

View Canvas in your preferred language.

7

SLCSD Parent Guide August 2020 v.1

Types of Parent Access

You have two options for how you view your student's Canvas information: with an Observer Role in the class, or by using the Canvas Parent App.

Canvas Observer Role

The Canvas observer role parents have the ability to view their students' course content (assignment due dates, assignments, course modules, etc.). When a parent creates a Canvas "Observer" account they have the ability linked to their student(s) account and follow their student in Canvas. [Parent Visibility/Participation as an Observer](#)

Canvas Parent App

The Canvas parent app is a simplified version of student view. With the Canvas Parent app, you can view a student's course events, upcoming assignments, and grades. You can also add and view multiple students in your account.

How do I choose what access I need?

- Observer role is a more detailed view of a course (course pages, assignments, quiz index, discussions-if allowed, messaging option to teacher and your student, grades, syllabus, announcements, calendar)
- Parent app is a simplified view (student course calendar, grades, assignments)

Creating a Parent Observer Account

Parents have the ability to view their students' course content (assignment due dates, assignments, course modules, etc.) by creating a Canvas "Observer" account that is linked to their student(s) account.

To get started you must have the following:

- Your student must log in to Canvas, go to Account settings, and get the pairing code. *(NOTE: The pairing code is valid for seven (7) days after it is generated.)*
- The student must be enrolled in courses before you can sign up to observe the student. *(TIP: Wait until after the first week of school.)*

How do I sign up for a Canvas account as a parent/guardian?

Parents and guardians can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.

This lesson is for parents who do not have a Canvas account and want to observe their students in their courses. In order to create a Canvas account, you will need the SLCSd Canvas URL, which is:

slcschools.instructure.com

If you already have an account from your student's institution, log in to Canvas using the credentials given to you.

Notes:

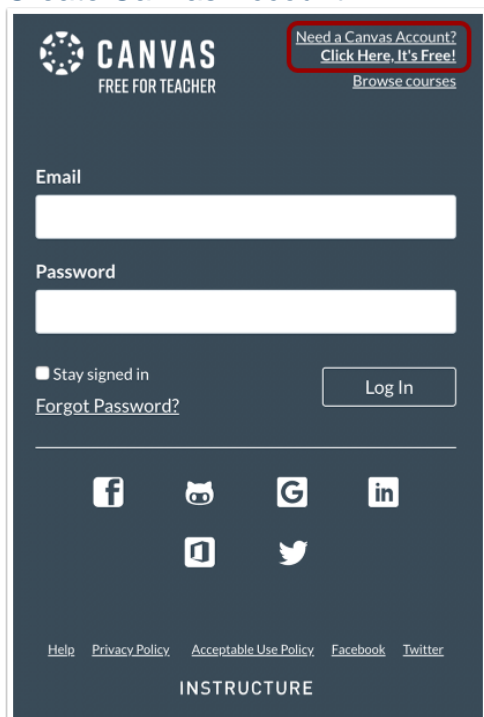
- To observe a student, you must have a [student pairing code](#).
- Once you have an account, you may be able to view student information through the Canvas Parent app. Access to the Canvas Parent app is controlled by the student's institution. If you already have an account from your student's institution as an observer, you can always view student information through the Canvas Parent app.

Open Canvas URL



In a browser window, enter your institution's Canvas URL (slcschools.instructure.com).

Create Canvas Account



Click the **Need a Canvas Account?** link.

Sign Up As a Parent (Free Account)



Click the **Parents sign up here** link.

Enter Signup Details

A form titled "Parent Signup" with a close button (x) in the top right corner. The form contains several input fields, each with a numbered circle next to its label: 1. "Your Name" with a text input field. 2. "Your Email" with a text input field. 3. "Password" with a text input field. 4. "Re-enter Password" with a text input field. 5. "Student Pairing Code" with a text input field and a link "What is a pairing code?". 6. A checkbox labeled "You agree to the terms of use and acknowledge the privacy policy." with links to "terms of use" and "privacy policy". 7. At the bottom right, there are two buttons: "Cancel" and "Start Participating".

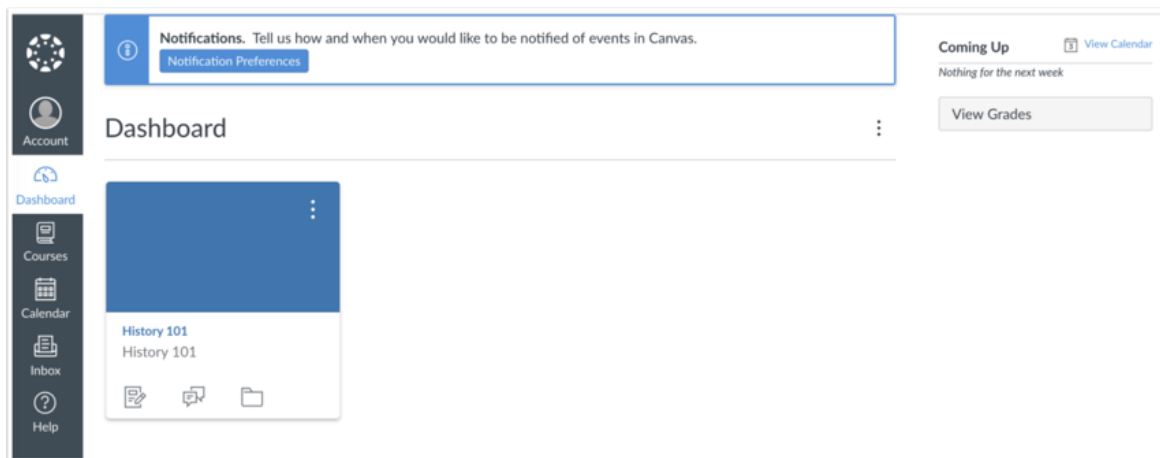
Enter the following information:

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

Note: Students can [generate pairing codes](#) from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes.

Begin Observing

You can begin observing your student in Canvas immediately.



Learn how to [observe additional students](#) in your account.

Learn how to modify your Canvas [notification preferences](#).

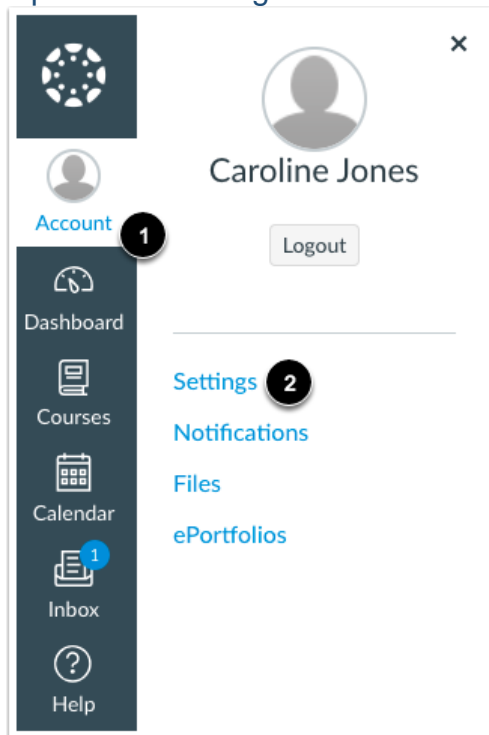
If you [signed up for a Canvas account as a parent/guardian](#), you can add students to observe within the same district.

To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings.

Notes:

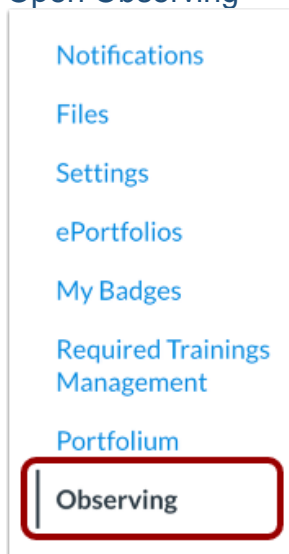
- You cannot add students whose accounts are not enrolled in the same district (Canvas URL). To observe students in another district, you must sign up for an account using that district's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.
- Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

Open User Settings



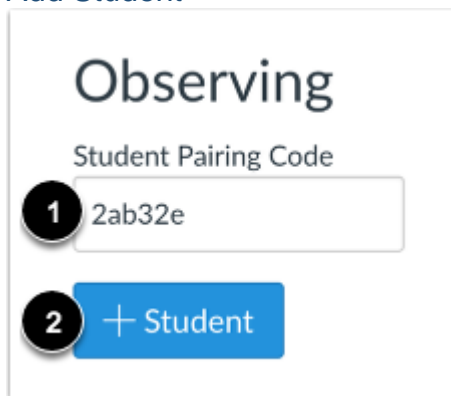
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Open Observing



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

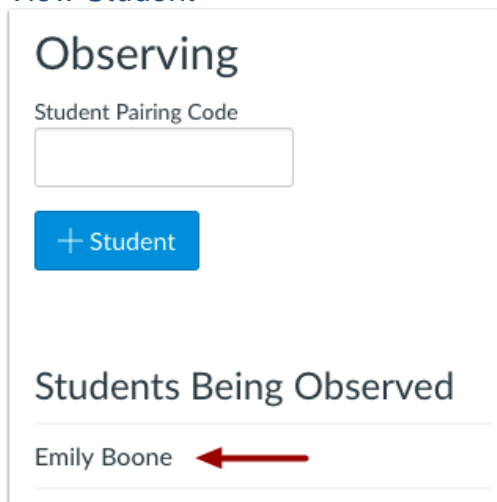
Add Student



The screenshot shows a card titled "Observing". Inside the card, there is a label "Student Pairing Code" above a text input field. The input field contains the text "2ab32e". To the left of the input field is a black circle with the number "1". Below the input field is a blue button with a white plus sign and the text "+ Student". To the left of this button is a black circle with the number "2".

Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].

View Student



The screenshot shows a card titled "Observing". Inside the card, there is a label "Student Pairing Code" above an empty text input field. Below the input field is a blue button with a white plus sign and the text "+ Student". Below the button is a section titled "Students Being Observed". Under this section, there is a list item "Emily Boone" with a red arrow pointing to it from the right.

View the paired student.

Pairing Codes from the Student Side

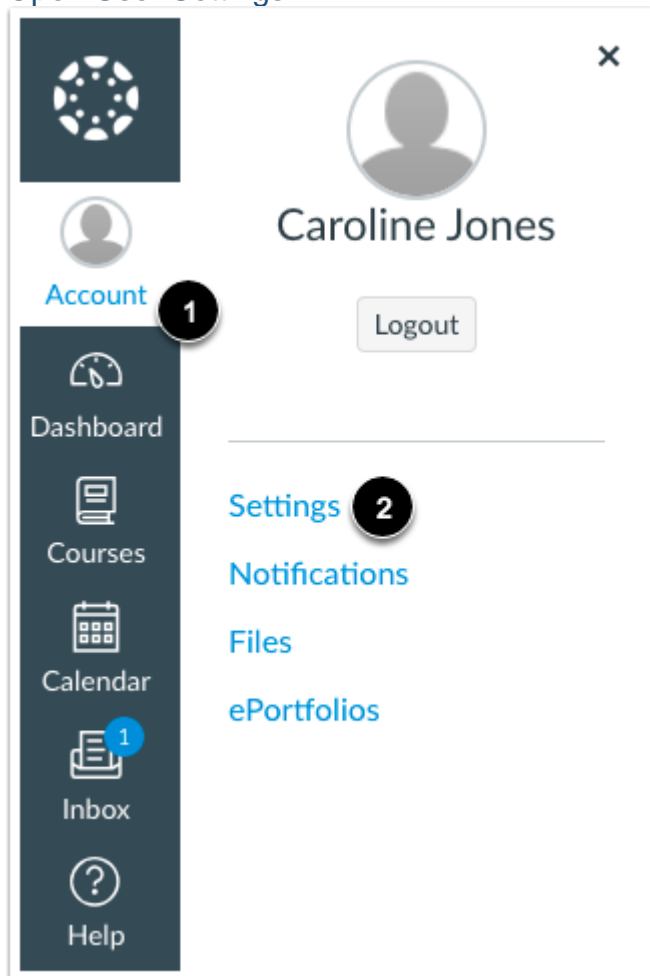
If you [signed up for a Canvas account as a parent/guardian](#), you can add students to observe within the same district.

To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings.

Notes:

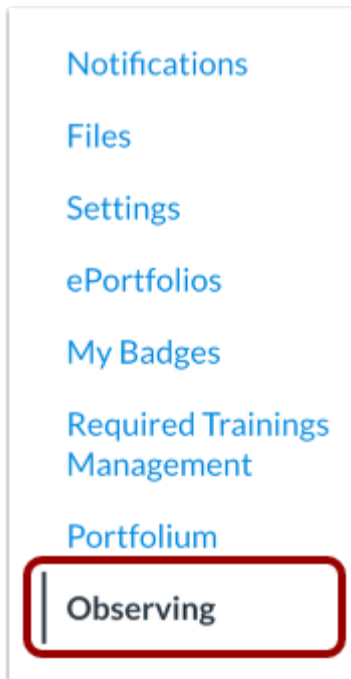
- You cannot add students whose accounts are not enrolled in the same district (Canvas URL). To observe students in another district, you must sign up for an account using that district's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.
- Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

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 'Observing' page interface. It features a title 'Observing' at the top. Below it is a label 'Student Pairing Code' followed by a text input field containing '2ab32e'. A black circle with the number '1' is positioned to the left of the input field. Below the input field is a blue button with a white plus sign and the text '+ Student'. A black circle with the number '2' is positioned to the left of this button.

Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].

View Student

Observing

Student Pairing Code

+ Student

Students Being Observed

Emily Boone ←

View the paired student.

Click these links for step-by-step guides to the following actions:

- [Edit your profile](#). (Please note that not all profile settings will be available.)
- [Add your cell phone](#) (to receive text message alerts for course events).
- [Change your notification preferences](#).

In Canvas, parents function as **observers**. As an observer, you will have limited permissions that allow you to see what is going on in a course without interrupting or participating in the course.

What an observer can do

See the calendar



Today ◀ ▶ September 2014 Week Month Agenda Scheduler +						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2 Osmosis	3 Course Evaluation	4	5 Biology History	6
7	8 Pre-Assessment	9	10	11	12 Introduce Yourself	13
					12 Introduction Assignment	
					Unit 1 Assignment	
14	15 10p Biology Quiz	16 6:30p Biology Project	17 10:20a Taxonomy Assignment 1 11:10a Taxonomy Assignment 2	18 Unit 1 Discussion	19 Writing Assignment	20



Observers can see all Events and Assignments due on the Calendar, filter the calendar view by the different courses the student is enrolled in, and view undated events and assignments.

NOTE: Up to 15 calendars can be selected for viewing at one time in a web browser.

View and read announcements

Field Trip Forms


Don't forget to bring your field trip forms tomorrow! [Here is a copy](#)   in case you need it.
This announcement is closed for comments

Unread  

Observers can view course announcements by clicking **Announcements** in the course navigation.

See Canvas grades

Grades For Test Student

 Print grades

Assignments







Learning Mastery


Name	Due	Score	Out of
1.B - Introductions Discussion	Oct 29 by 11:59pm	-	15
1.C - Module 1 Quiz	Oct 29 by 11:59pm	-	20
SMART Goal (Module 2. B)	Oct 29 by 11:59pm	-	25
4.B - "I Can't Wait" Discussion	Dec 7 by 11:59pm	-	15
Assignments		N/A%	
Total		N/A%	

Access conversations

All Courses ▾

Inbox ▾


Search by user 

Greetings!!


This sounds very creative Jeff. I definitely agree that one platform to create and keep track of...

Oct 31, 2014

Assignment Deadline Reminders

Thanks  If there is a way for me to screw-up the technology, I usually will! Have a happy

Greetings!!

 ... +74 more

Canvas Innovators' Course

This sounds very creative Jeff. I definitely agree that one platform to create and keep track of all of these cool ideas and plans for our students would be ideal!

November 8, 2014 at 1:02pm

Observers can click on the Inbox link to access student Conversations if the teacher or student copied them on the message. Observers can also message the instructor.

Click [here](#) for Canvas Observer Help Guides.

What an observer cannot do

As an observer, you will have limited permissions that allow you to see what is going on in a course without interrupting or participating in the course.

Submit Assignments

There is no submission button on Assignment detail pages.

Take Quizzes

Observers cannot take Quizzes. There is no link to "Take this Quiz".

Join Course Groups

Instructors and students can create groups inside of Canvas that make it easy to collaborate in smaller groups. Observers cannot be added to or interact inside of Groups.

See Course Discussions

Because of student privacy issues, observers are not allowed to view class discussions.

Send Messages to Students

Observers can only send messages to Instructors (teachers). They cannot send messages to Students in the course.

See Course Rosters

Observers will not be able to see the names of enrolled Students or their Registered Services.

See Unpublished Courses

Like students, Observers cannot view a course until it is published and the course has started.

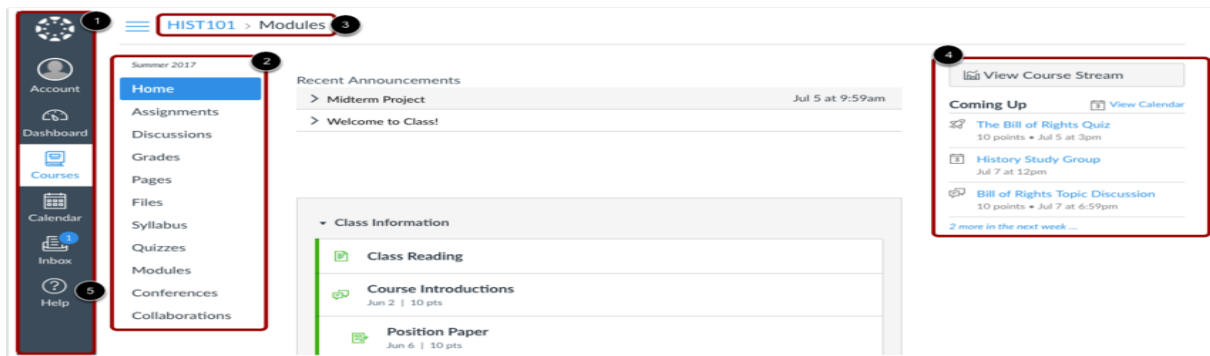
Observer Limitations

- Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.
- Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.
- Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.
- Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may not see links to certain features.

Visit the [Canvas Observer Help Guides \(Links to an external site\)](#) for further assistance.

Observer Navigation

The Canvas Course Interface



Observers can view Global Navigation, Course Navigation, Navigation, Sidebar, and Help link.

- The Global Navigation helps you get to where you want to go across all of your Canvas courses [1].
- The Course Navigation helps you get to where you want to go within your Canvas course [2].
- The Navigation shows you where you have navigated to inside of a course and gives you a quick and easy way to move backward [3].
- The Sidebar will be mostly empty for Observers [4].
- The Help link is very important. Click the **Help** link when you need assistance. [5].

The Course Navigation links on the left side of your screen help you get to where you want to go inside of Canvas.

What can I see in Canvas?

- Published course(s) your student is in
- Standard course navigation
- Course home page with contact information
- Course disclosures that includes basic information for the course
- Link to online classroom and schedule
- Assignments noted on the calendar on the date they are due. These assignments will typically be items that are due in class the following day or in the near future. (*Note: Work completed entirely in class will not generally be listed on the calendar in Canvas.*)

Canvas Parent App



What to Know about the Parent App

The Canvas Parent App gives parents the ability to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.

Canvas Parent can be used by any Canvas user *with an observer account*.

Parents can use the Canvas Parent app on Android devices using Android 5.0 or later and iOS devices using iOS 10.0 or later.

This video goes through the features of the Canvas Parent App:

[Click here to view video](#)



Logging in to the Parent App

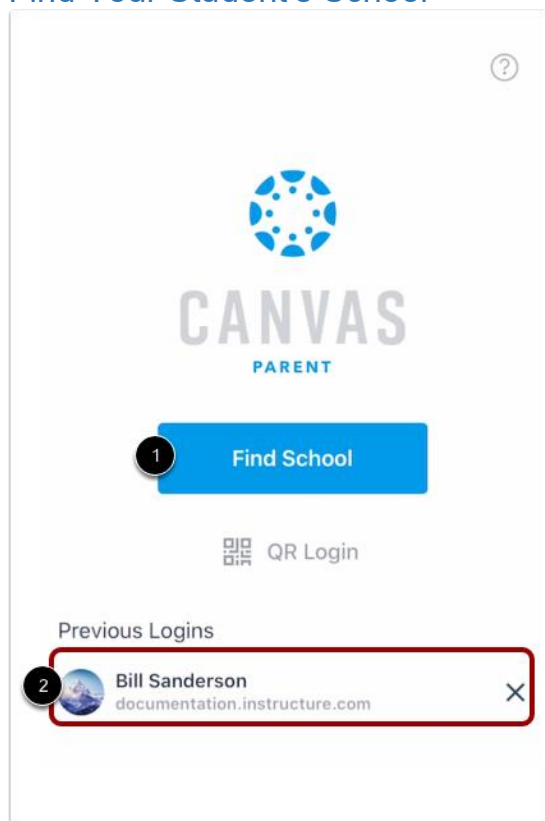
Starting the Parent App

Download the app from your app store

Open your device and tap the **Canvas Parent** icon.



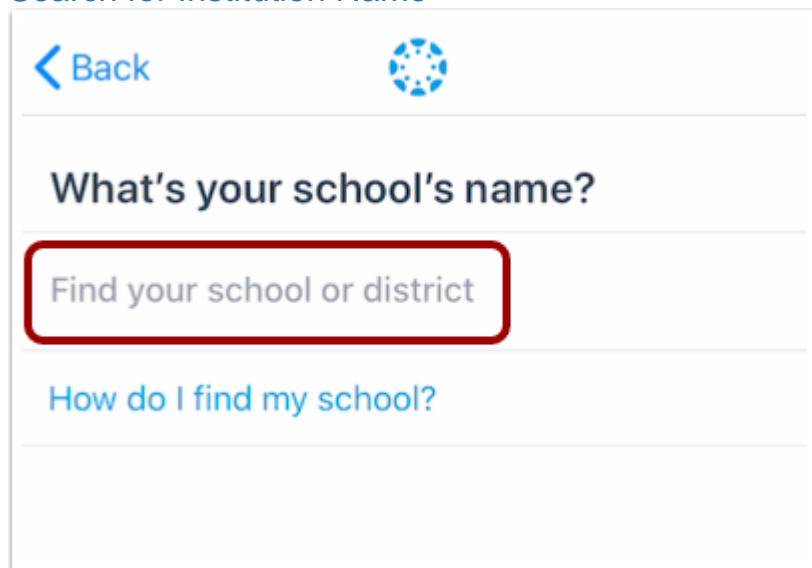
Find Your Student's School



To find your institution, tap the **Find School** button [1].

If you have previously logged into the app, you may be able to log into the app using a previous login. To use a previous login, tap your username [2].

Search for Institution Name



Enter the name of your institution or school district. If the full name appears in the search list, tap the name.

Enter Login Credentials

The image shows the Canvas login interface. At the top, a back arrow is followed by a red-bordered box containing the URL 'documentation.instructure.com' with a callout '1'. Below this is the Canvas logo. There are two input fields: 'Email' with callout '2' and 'Password' with callout '3'. A blue 'Log In' button has callout '4'. Below the button is a link 'Forgot Password?' with callout '5'. At the bottom, it says 'Parent of a Canvas User?' followed by a 'Create Account' link.

After you've located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Tap the **Log In** button [4].

If you don't know your password, tap the **Forgot Password?** link [5].

Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the reset password option, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.

View Dashboard

The image shows a user's dashboard. At the top is a purple header with a menu icon, a profile picture, and the name 'Nora Sanderson' with a dropdown arrow. Below the header, there are two course entries: 'History 101' (HIST 101) with a 'Pass 81.35%' status, and 'Zoology 101' (ZOO 101) with a 'No Grade' status. At the bottom is a navigation bar with icons for 'Courses', 'Calendar', and 'Alerts'.

View the Dashboard for your user account.

Using the Canvas Parent app on my device

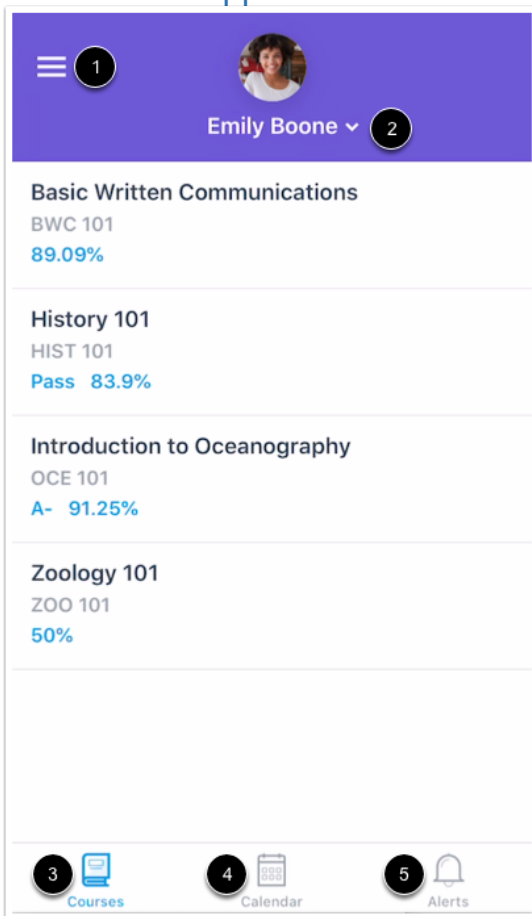
The Canvas Parent app lets you view a student's course events, upcoming assignments, and grades. You can also add and view multiple students in your account.

Notes:

The Canvas Parent app uses your device's settings to set the time zone used within the app.

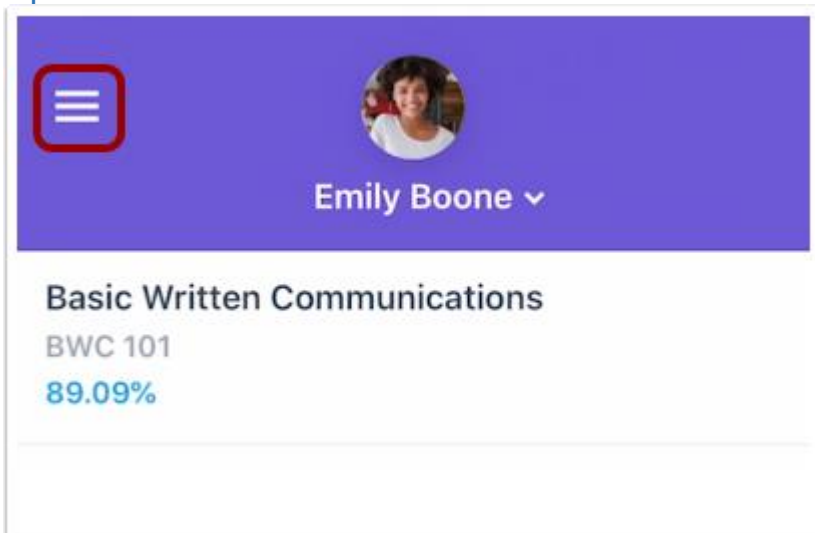
- When creating an account, you can link one observed student in the Parent app. Learn how to [link additional students](#) in the Parent app.
- You cannot remove observed students in the Parent app.
- To change the language displayed in the Parent app, select a language in Canvas from a web browser, log out of the Parent app, and log in again.

View Parent App



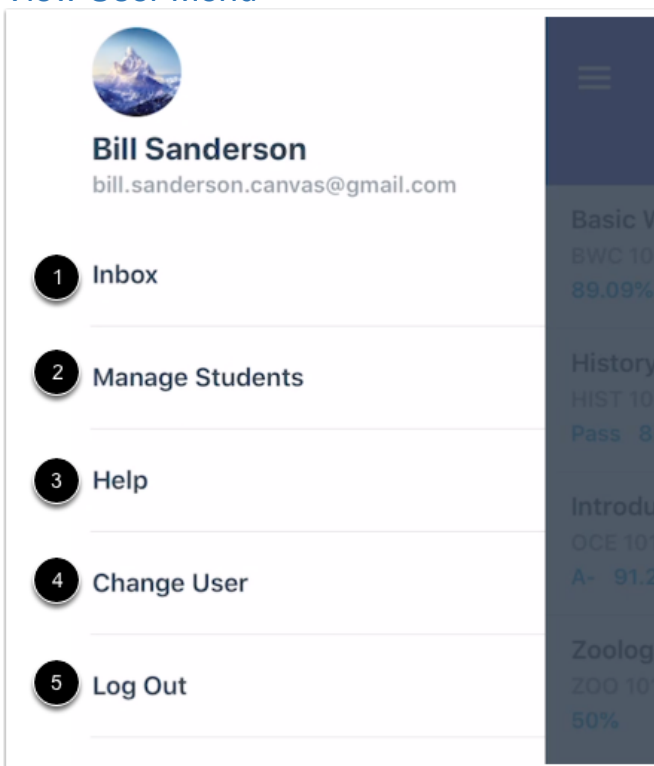
In the Canvas Parent app, you can view your User Menu [1], select a student [2], and view the student's courses [3], the student's weekly calendar [4], and alerts about the student's course participation [5].

Open User Menu



To open the User Menu, tap the **Menu** icon.

View User Menu



From the user menu, you can:

[View the Canvas Inbox](#) [1]

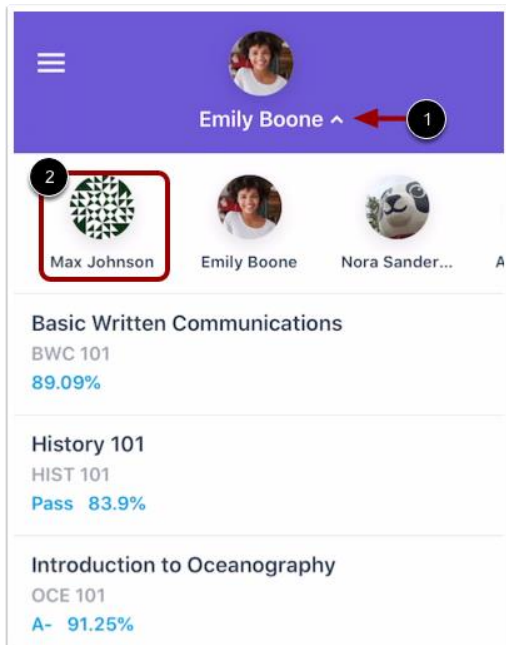
[Manage children and alerts](#) [2]

[Get help with the app](#) [3]

[Change users](#) [4]

[Log out of the app](#) [5]

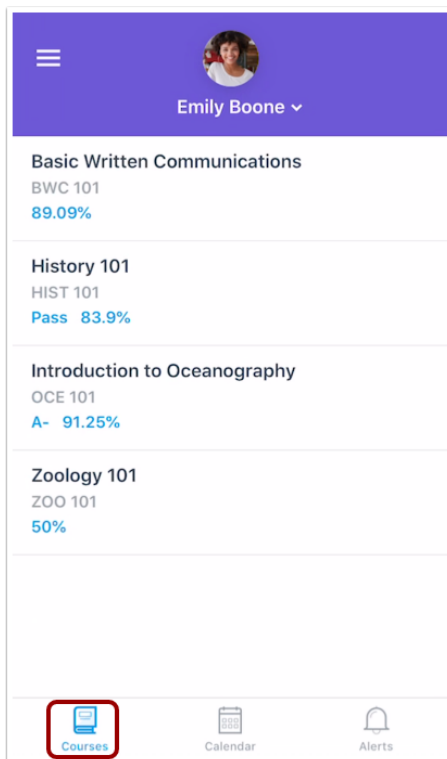
View Student



Your student's name and profile picture display in the Parent app. To view additional students associated with your account, tap the **Student Selector** [1]. Then tap the name of the student [2].

Note: Student profile pictures only display if the student's institution allows students to upload profile pictures.

View Courses



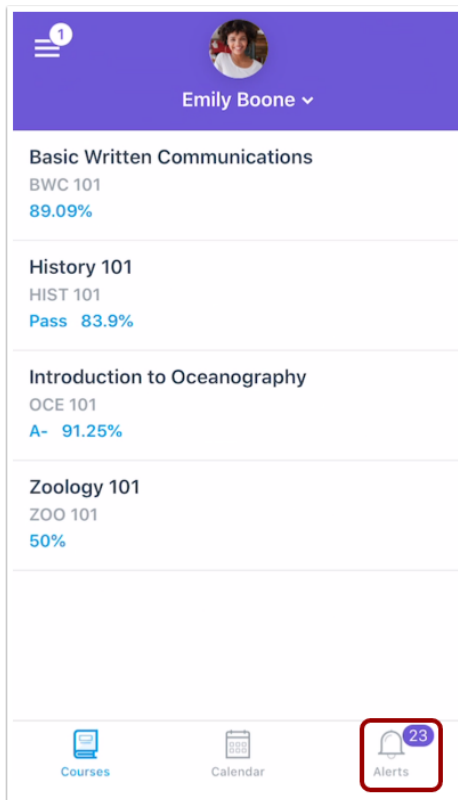
The Parent app defaults to the Courses page and displays the list of courses for the student you are viewing. Learn how to [view courses](#).

View Calendar



The Calendar page displays a calendar of assignments and events for a given week. Learn how to [view the calendar](#).

View Alerts

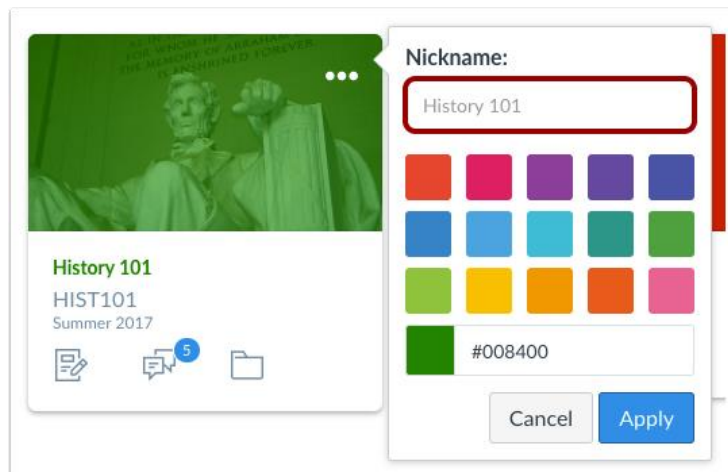


The Alerts page displays grade and assignment alerts. Learn how to [view alerts](#).

Tips for Managing Multiple Students

As a Parent Observer, you have access to a lot of great information, and it can be challenging to navigate the information efficiently, especially if you are actively monitoring the courses of more than one student.

Depending on how many students you follow and in how many courses your students are enrolled, the dashboard can become overwhelming. Following are a few tips for managing multiple students under your single Parent Observer account.



Course Nicknames

- You may adjust the nickname for each course. That way, you can include each child's first initial or name ahead of the course name (ie: K: US History or Kelly: US History).
- Course nicknames appear in the Dashboard, course navigation menu, and notification emails. The nicknames will also appear on the Canvas app.
- The course nickname is only available to the individual user who created the nicknames.
- To access the nickname field, click the three dots in the top right hand corner of the course card.

Course Colors

- Another option is to color code the course cards so all of child #1's courses are one color, all of child #2's courses are a second, etc.
- The color that is shown on the course card is synced with the color shown for the course in the Calendar.
- The course card colors are only available to the individual user who selected the colors.
- To select course card colors, click the three dots in the top right hand corner of the course card.

Canvas Parent App

- While viewing Canvas from a web browser as an Observer gives you very detailed information about the course, the Canvas Parent App allows the Observer to view a student's course events (calendar) and upcoming assignments, and course announcements.
- The Parent App allows the Observer to view one student's course information at a time.

Technical Details

Canvas is easy to use, but it will work a lot better in certain situations than in others. So, for those who need to know or encounter problems accessing/working in Canvas, here are the technical details.

Computer Specifications

Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Screen Size

- Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas [mobile app](#).

Operating Systems

- Windows 7 and newer (users on Windows 10 need to download the [Windows 10 Anniversary Update](#) to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux – chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Supported Browsers

Because it is built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the current and first previous major releases of the following browsers:

- **Internet Explorer** 11 and Edge 40 and 41 (*Windows only*—please make sure your operating system is also current as noted in the [Canvas computer specifications](#) lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- **Chrome** 63 and 64
- **Safari** 10 and 11

Some browser plugins or extensions may conflict with Canvas and affect functionality. If you experience behavior that does not allow you to view or participate in Canvas courses, please ensure you have disabled any extensions or plugins that interact directly with your web browser. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies. Learn how to clear your cache on a [Mac](#) or a [PC](#).

Update Your Desktop Browser

There are a couple of different ways to update your desktop browser.

Every time you open your browser, it will check to make sure it is using the most current version. If it is not updated, your browser will prompt you with a notification and walk you through the update process.

Download the latest version of your desktop browser directly. Click the name of your browser below to visit your browser's download page:

- [Internet Explorer](#)
- [Chrome](#)
- [Safari](#) (Safari 7 is only included with OS X Mavericks; Safari 8 is only included with OS X Yosemite)
- [Firefox](#)

Browser Privacy Settings

We recommend following any browser security policies established by your institution, especially if you are using Canvas on a computer provided by your institution.

Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix [http://](#) in the URL and can create mixed content in your Canvas Page. Secured content is identified with the [https://](#) prefix in the URL.

If you are using a browser that is affected, please be aware of possible restrictions. The following are known issues in specific browsers that may block or create mixed content within Canvas. [Known Browser Behaviors](#)

Chrome Security

Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Chrome will display a shield icon in the browser address bar.

You can choose to override the security restriction and display the content anyway by clicking the shield icon and then clicking the **Load unsafe script** button.

Chrome Media Permissions

Chrome has its own media permission within the browser. To use your computer camera and microphone within any Canvas feature, you will have to approve two permissions:

1. Allow access to Canvas via the Adobe Flash Player Settings. This prompt appears in the center of the video and audio pop-up windows, or the center of the browser if you are accessing Conversations.
2. Allow access to Canvas via Chrome's media permission settings. This prompt appears just below the address bar. Click the **Allow** button.

Additional Information

If you have additional questions, please reach out to the school principal who will be able help you or connect you to the person who can.

Thank you for supporting students and teachers in the Salt Lake City School District.