



Greetings Parents,

For those who are new to our online tools, the Canvas learning management system (LMS) is the primary tool that our teachers in grades 4-12 use to post their course content as well as ongoing grade progress.

In Canvas, you can:

- view your students' course dashboard, upcoming assignments, and calendar.
- view regular grade progress and electronic feedback on assignments.
- view multiple students to check up on each of your children at CHCA.
- set your own notification preferences to receive alerts and progress reports from Canvas.

Now that courses are live and assignments are visible in the system, we encourage you to set up your own parent accounts to track your students' progress if you have not done so already. If you already have a parent account and need to add another student this year, please be aware of the new process for adding students to your parent account.

How Can I Set Up My Parent Account with a Student Pairing Code?

Canvas now requires you to enter a **Student Pairing Code** to add a student to your account. Please follow the instructions below to create your parent account and add any students you have. The links below take you directly to the Canvas Parent Guide with step-by-step instructions, but here are the "quick steps":

1. Have your student log into **CHCA Canvas: <https://chca-oh.instructure.com>**
2. Student click's the "Account" icon at the top left, then clicks "Settings."
3. Student clicks the "Pair with Observer" button on the right side of the screen to generate the pairing code. The student gives this code to the parent. This code is good for a single use and will last for 7 days. If a second parent wishes to add the student to a separate email account, follow these steps to generate an additional pairing code.
4. **Parent (if you're creating a new parent account):** go to the CHCA Canvas login portal and click the "Parent of a Canvas User" link. Enter the information in each of the fields, including the student pairing code. **Instructions:** <https://community.canvaslms.com/docs/DOC-10913-414473163>

OR,

4. Parent (if you're an existing parent user adding a new student): Once you have logged into your existing parent account, click your "Account" icon on the top left, then click the "Observing" link in the popup on the left side of the screen. In the blank that opens on the Observing page, enter the pairing code that your student generated for you. **Instructions:** <https://community.canvaslms.com/docs/DOC-10915-4144237751>

For a quick video showing this process in action (1:57), **click here:** <https://youtu.be/tQw9dbjPUuU>

I hope that Canvas is a helpful resource for you and your students once again this year. Please reach out to me at kris.gilbert@chca-oh.org, and let me know if there is anything I can do to help you.

Blessings,

Kris Gilbert, Director of 21st Century Learning

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