



Create a Guardian Account

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

To learn more about what you can do as an Observer Visit **Top 5 Observer Tips: <https://bit.ly/3dH17jJ>**

To Create an Observer Account

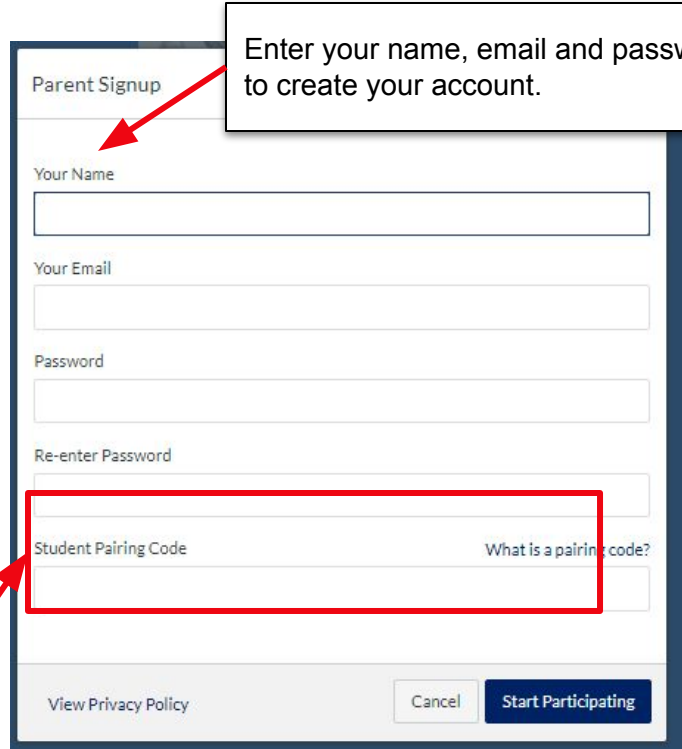
1

Go to: <https://fhsd.instructure.com/login/canvas>



If you do not already have a Canvas Account, click here to create your account.

2



Enter your name, email and password to create your account.

3

Enter the "pairing code" given to you by your student's teacher or school. (To generate a pairing code from your child's account visit: bit.ly/3bDWxAd)

Note: Pairing Codes are only valid for seven days.

You may begin observing announcements, assignment due dates and other content immediately.

4

Set notification preferences for your Canvas account

Notification preferences can be set by going to “Account” or by clicking on the notification when you first log in.

Notifications. Tell us how and when you would like to be notified of events in Canvas.

[Notification Preferences](#)

Coming Up [View Calendar](#)

Nothing for the next week

[View Grades](#)

Dashboard

History 101
History 101

Notifications are sent as one of four delivery types:

- notify me right away
- daily summary
- weekly summary
- don't send.

If you change a setting, the change is made immediately to your account.

Notification settings apply to all courses you are observing; you cannot change settings for individual courses.

Notification Preferences

Notify me right away
 Send daily summary
 Send weekly summary
 Do not send me anything

Show name of observed students in notifications.

If you have more than one student using Canvas, check “Show name” to include your students’ names in the email notifications.

Course Activities	Email Address
Due Date	parent@email.com
Grading Policies	✓ ⌚ 📅 ✕
Course Content	✓ ⌚ 📅 ✕
Files	✓ ⌚ 📅 ✕
Announcement	✓ ⌚ 📅 ✕
Announcement Created By You	✓ ⌚ 📅 ✕
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ ⌚ 📅 ✕
Invitation	✓ ⌚ 📅 ✕
Submission Comment	✓ ⌚ 📅 ✕
Blueprint Sync	✓ ⌚ 📅 ✕
Discussions	
Discussion	✓ ⌚ 📅 ✕

Scroll through all “Course Activities” to select the icon that indicates the type of notification that you wish to receive for that activity.

To Receive Text Notifications:

- Go to Account>Settings
- Select “Other Notifications” to add a cell phone number.

Ways to Contact

Email Addresses

parent@email.com ★

+ Email Address

Other Contacts	Type
+ Contact Method	

5

To add another child to your account

Go to:

- Account
- Observing
- +student

Add the pairing code for your student

Francis Howell School District

Paul Parent Observing

Account

Notifications

Files

Settings

Observing

QR for Mobile Login

Observing

Student Pairing Code

+ Student

Students Being Observed

- Sally Student

For a video tutorial visit:
bit.ly/2LsEC4u