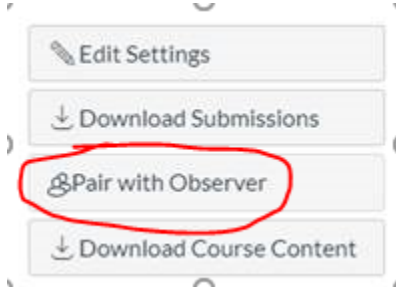


Student Steps

1. The student must generate a Student Pairing Code for the parent to use in linking to their Canvas account.
2. To get this, the student has to log in and look at their account “Settings” in Canvas <https://community.canvaslms.com/docs/DOC-15036-4212938128>
3. On the far right of their account Settings screen is a button “Pair with Observer” that they must click to view their code



4. There is a one-use code generated that is good for 7 days. If you do not use the code within the 7 day limit, it is no longer valid and a new code is needed.



5. Have the student give you their “Parent with Observer” code generated above to enter in your setup.

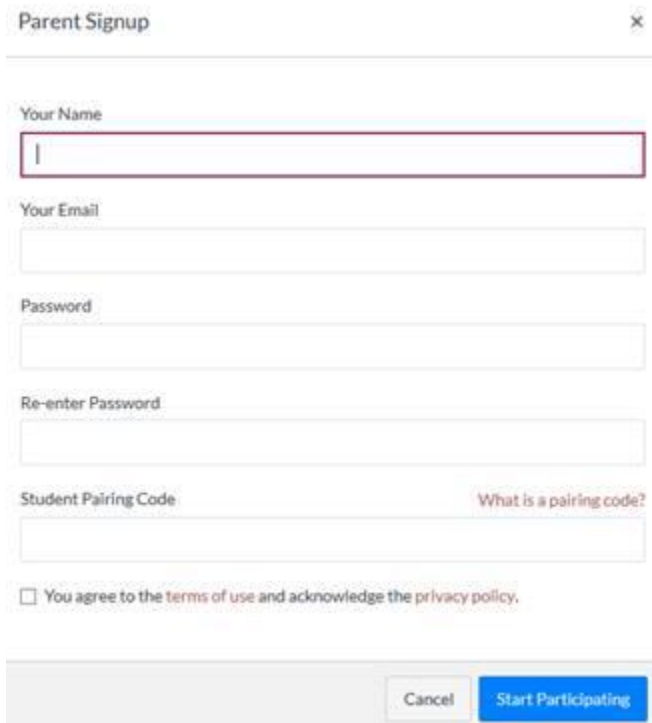
Parent Steps

6. For parents to login, they must go to a different URL than students and staff, go to... <https://cwls.instructure.com/login/canvas>



7. If you are creating a new account you click on the link “Parent of a Canvas User? Click Here for an Account” and go to step 8 below.
If you already have a parent account, log in and skip to step 10 below

8. Fill out the Parent Signup form when creating a new account



The screenshot shows the 'Parent Signup' form in Canvas. At the top, it says 'Parent Signup' with a close button (x). Below this are several input fields: 'Your Name', 'Your Email', 'Password', 'Re-enter Password', and 'Student Pairing Code'. There is a link 'What is a pairing code?' next to the pairing code field. At the bottom, there is a checkbox for 'You agree to the terms of use and acknowledge the privacy policy.' and two buttons: 'Cancel' and 'Start Participating'.

9. Click the blue “Start Participating” button in the Canvas “Parent Signup” form

10. To add more students, once the parent is logged in they must click on the account menu and select “Observing”

11. Enter the additional pairing codes from their other students



The screenshot shows the 'Observing' page in Canvas. It has a title 'Observing' and a 'Student Pairing Code' input field. Below the input field is a blue button with a plus sign and the text '+ Student'. Underneath, it says 'Students Being Observed' and lists one student: '• John-Paul Hoffman'.

To learn what a Parent Observer has access to in Canvas, please refer to the following document from Canvas: <https://s3.amazonaws.com/tr-learncanvas/docs/CanvasObserverVisibilityandParticipation.pdf>