

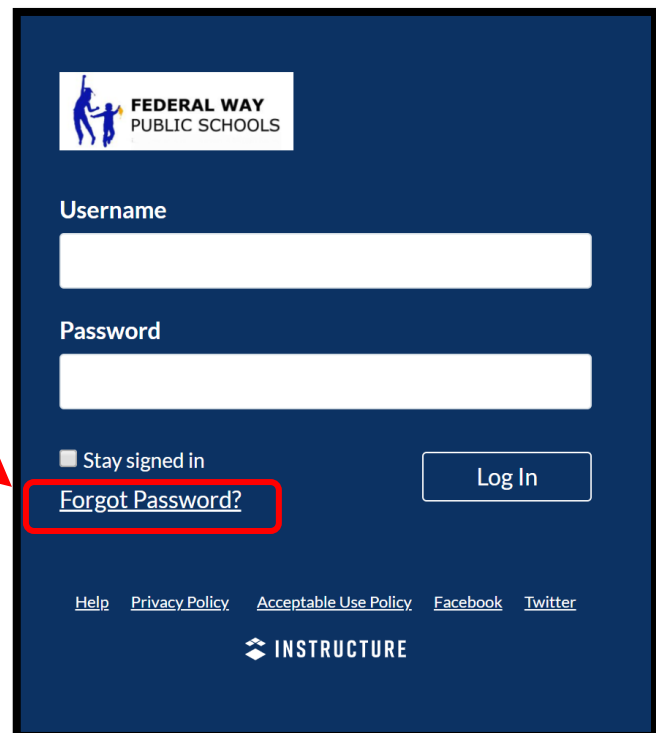
How to **Set Up Your Canvas Observer Account**

Teachers are using Canvas to post weekly schedule and remote learning activities with your scholar. If your scholar's teacher is using a Canvas Course for a specific class, you will be added as an observer. Follow these steps to set up your observer account and begin exploring your scholar's learning in Canvas.

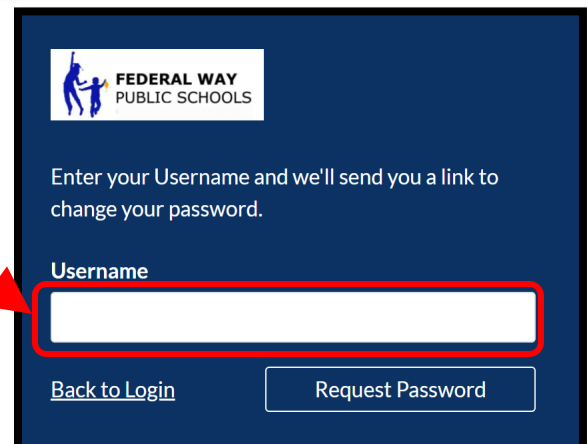
On a Windows, Mac or Chromebook Computer

Step 1: In a browser (we recommend Chrome) go to <https://fwps.instructure.com>.

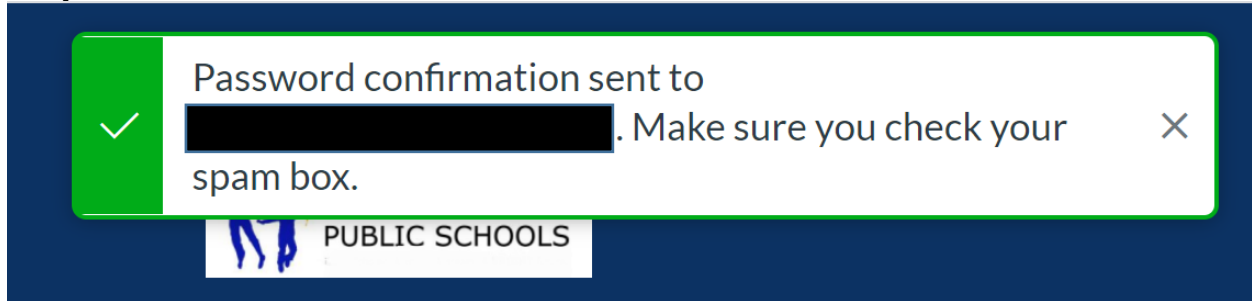
Step 2: Your username will be your personal e-mail address on file with Federal Way Public Schools. To set up a password, click on "Forgot Password?"



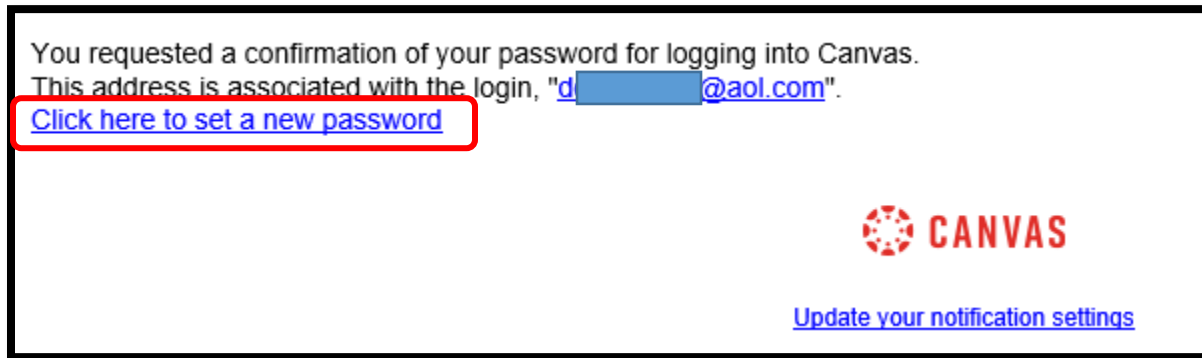
Step 3: Enter your e-mail address as the username and click "Request Password."



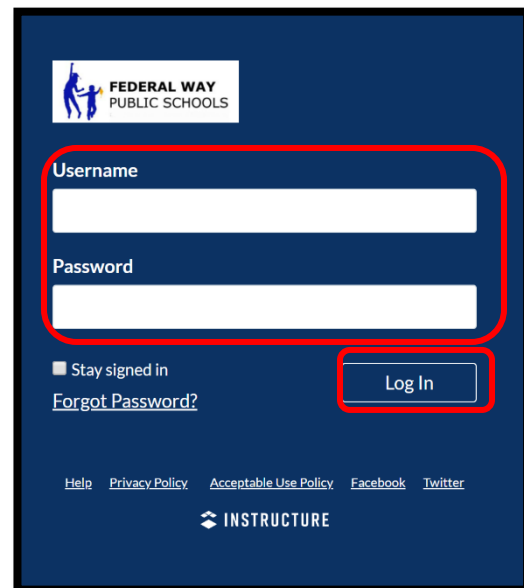
Step 4: You will see the notice below that a confirmation will be sent.




Step 4: Check your e-mail and click the link to reset your password. Set up and confirm your new password.




Step 5: Login with your e-mail address and new password.

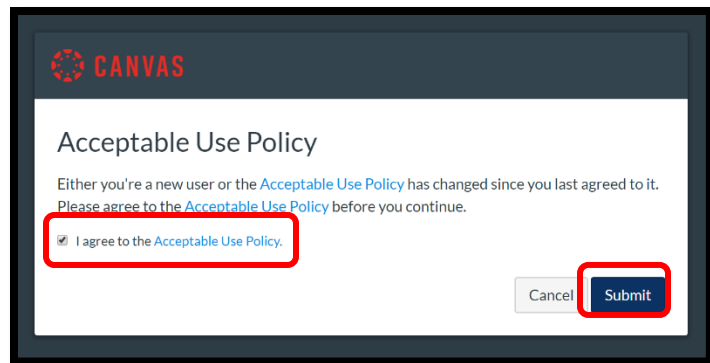



Username
[input field]
Password
[input field]

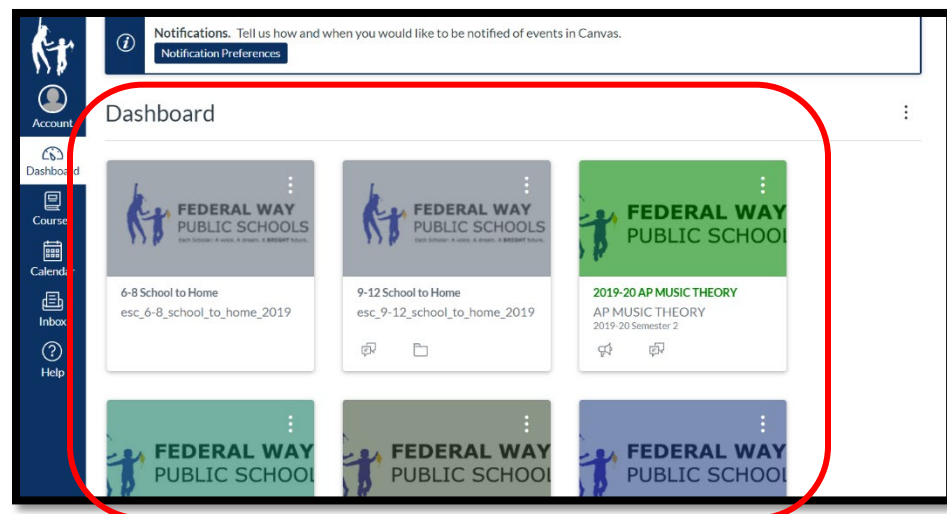
Stay signed in
[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)


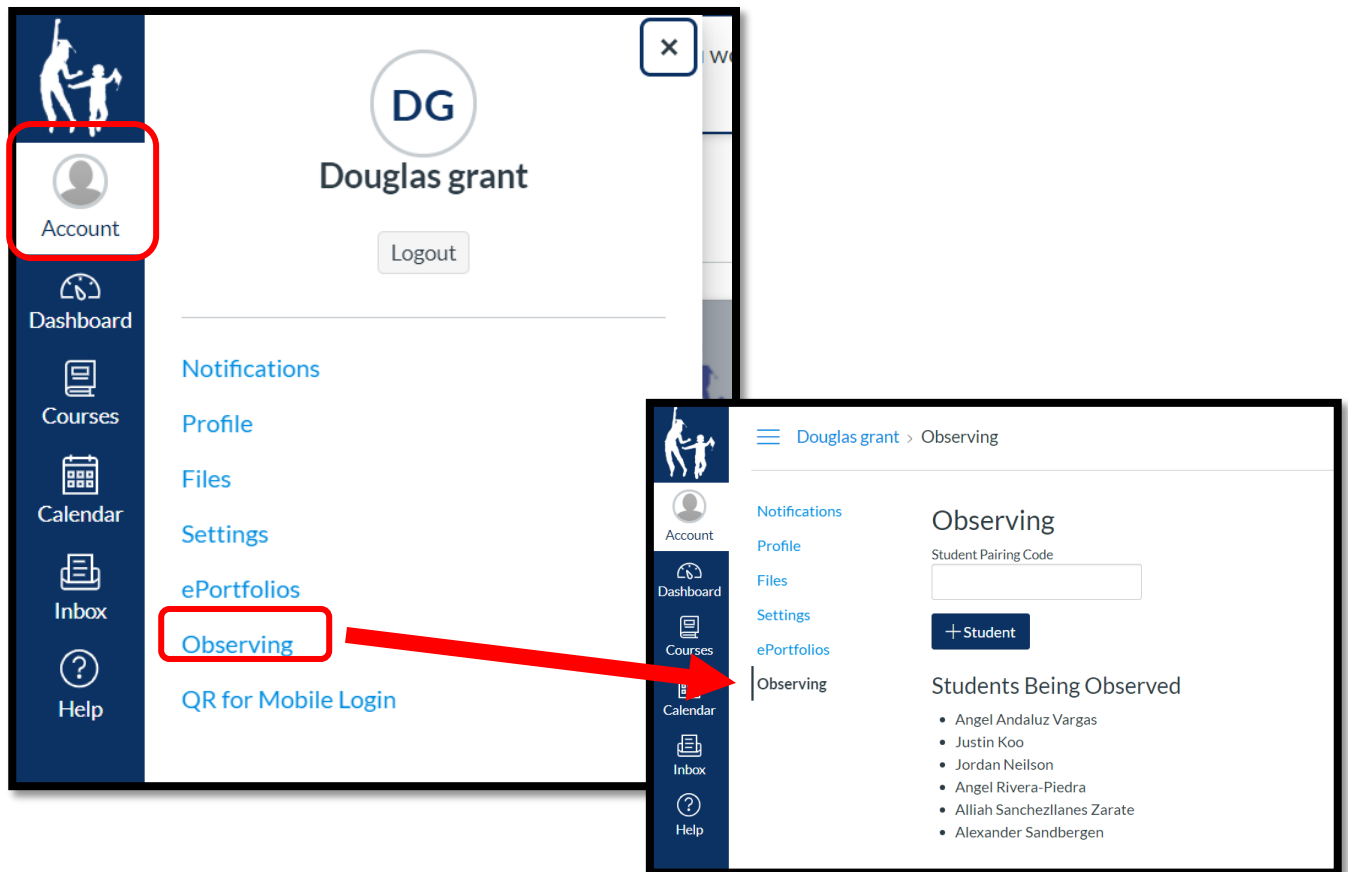
Step 6: Review the Acceptable Use Policy and click Submit if you agree.



Step 7: Once you are logged in you will see your Canvas dashboard. The rectangular tiles on your dashboard are the courses of your scholar(s). Click on a tile to explore your scholar's learning.



Step 8: From the global menu on the left, you can also see all of your scholars that you are able to observe by clicking on “Account:”, then selecting “Observing.”



NOTE: Contact your child’s teacher if they do not appear on this list, or you need to add one of your children to your observation list.

Congratulations on completing this step by step tutorial!