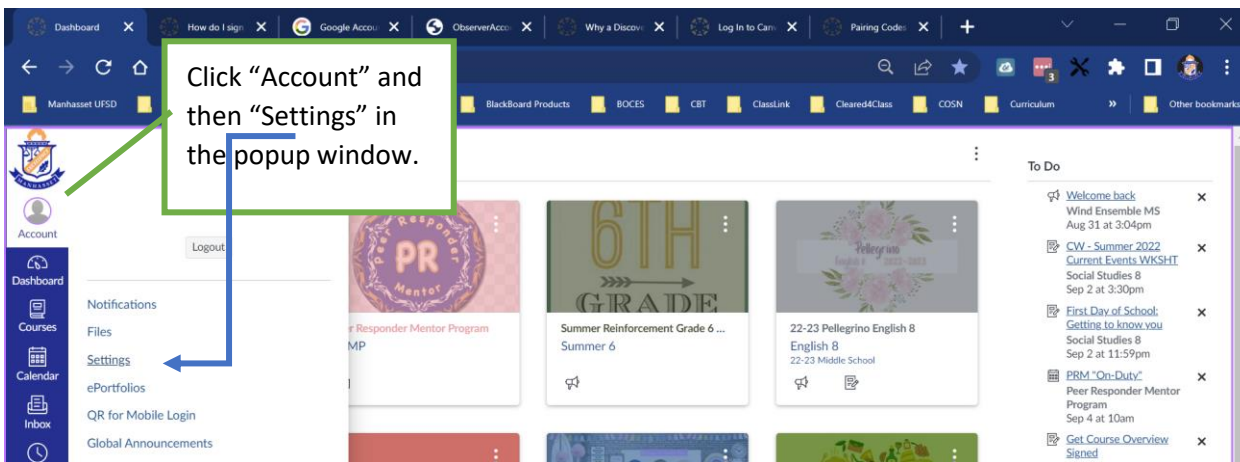


The instructions below walk you through the two-phase process to create a Canvas Observer account linked to your child(ren). Observers can view course content but cannot participate in a course.

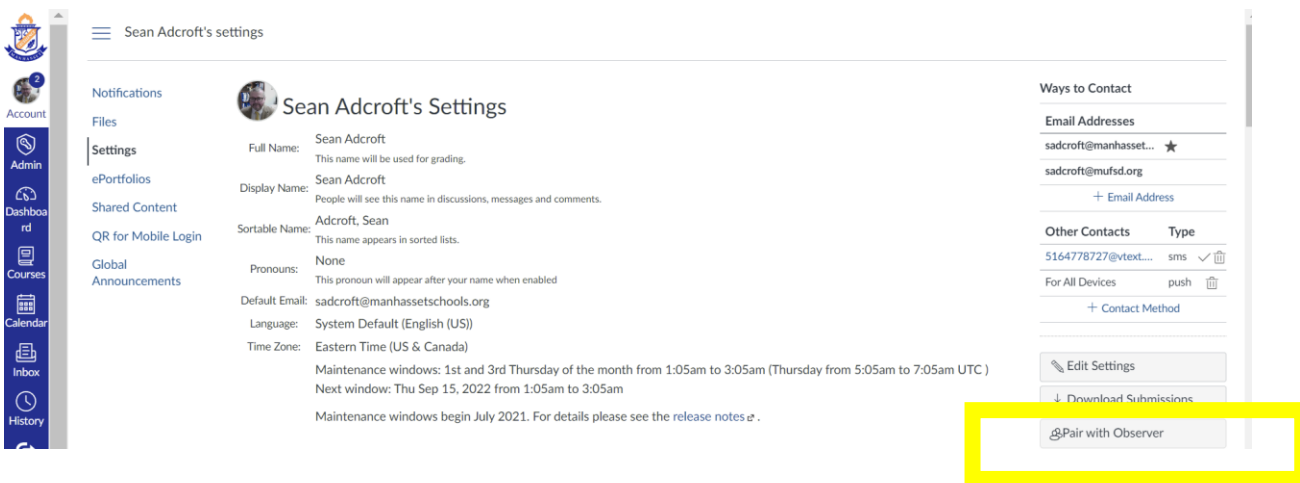
Phase 1 –Your child will need to create a *pairing code* which will link your observer account to their school account. They can do this by logging into their own school Canvas account @ <https://manhasset.instructure.com/> .

NOTE – if they are using a school issued Chromebook to access Canvas, the site will let them in automatically, as their username and password for Canvas are the same as their username and password for their Chromebook.

Once in Canvas,



Next, click the "Pair with Observer" link on the lower right-hand side of window highlighted below.



Once you click the link, a popup window will display a unique pairing code which may be used only once similar to that shown below. A student would need to create a 2nd pairing code for another parent/guardian observer account.



Sean Adcroft's Settings

Full Name: Sean Adcroft
This name will be used for graduation purposes.
Display Name: Sean Adcroft
People will see this name in discussions.
Sortable Name: Adcroft, Sean
This name appears in sorted lists.
Pronouns: None
This pronoun will appear after your name.
Default Email: sadcroft@manhassetchs.org
Language: System Default (English)
Time Zone: Eastern Time (US & Canada)
Maintenance windows:
Next window: Thu Sep 1

Pair with Observer

Share the following pairing code with an observer to allow them to connect with you. This code will expire in seven days, or after one use.

LxYFHS

OK

NOTE pairing codes are **case sensitive**. Be sure you copy the code exactly noting upper- and lower-case letters. Carefully make note of the pairing code as you will need it in the next phase.

Phase 2 – Create your parent/guardian observer account & pair with your child's account.

To sign up as an observer in Canvas go to - <https://manhasset.instructure.com/login/canvas>

(NOTE– this is a different URL than the one your child uses to reach Canvas)

Manhasset Public Schools
Excellence Through Effort

Parent of a Canvas User?
[Click Here For an Account](#)

Login

Password

Stay signed in

[Forgot Password?](#)

[Log In](#)

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

INSTRUCTURE

Click this link to begin creating your account.

Fill in each of the fields asked for; the password you enter will be your account password.

The screenshot shows a 'Parent Signup' form with the following fields and content:

- Sample Parent:** A text input field containing 'Sample Parent'.
- Your Email:** A text input field containing 'sadcroft@msn.com'.
- Password:** A password input field with masked characters '*****'.
- Re-enter Password:** A second password input field with masked characters '*****'.
- Student Pairing Code:** A text input field containing 'LxYFH9'. To the right is a link: 'What is a pairing code?'.
- Agreement:** A checked checkbox with the text 'You agree to the terms of use and acknowledge the privacy policy.'
- Verification:** A green checkmark icon with the text 'I'm not a robot' and a reCAPTCHA logo.
- Buttons:** 'Cancel' and 'Start Participating' buttons at the bottom right.

Once you are logged into your Observer Account, you should see a tile (square) for each of your child's classes. Elementary students will have fewer tiles than students in Secondary School.

The screenshot shows the 'Dashboard' for an Observer Account. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Commons. The main content area is titled 'Published Courses (13)' and displays a grid of course tiles:

- Daily Announcements:** A tile with a megaphone icon and the text 'Daily Announcements Daily'.
- Technology Tools - Well Beyond B...:** A tile with a laptop icon and the text 'Technology Tools - Well Beyond B... MUFSDIT'.
- PASSPORT CANVAS:** A tile with a globe icon and the text 'PASSPORT CANVAS Quick Start Guide for Students How to Use Canvas as a Student Canvas'.
- Student Guide to Using Canvas:** A tile with a crowd photo icon and the text 'Student Guide to Using Canvas'.
- Growing With Canvas:** A tile with a tree icon and the text 'Growing With Canvas How To Use Canvas'.
- Canvas 101 for Parents:** A tile with a school icon and the text 'Canvas 101 for Parents Manhasset Public Schools Excellence Through Effort Canvas 101 for Manhasset Parents'.

On the right side, there is a 'Coming Up' section with a 'View Calendar' link and a list of events:

- PRM "On-Duty" PRMP Sep 8 at 6pm
- PRM "On-Duty" PRMP Sep 8 at 8pm
- PRM "On-Duty" PRMP Sep 9 at 4pm

Below this is a 'Recent Feedback' section with the text 'Nothing for now' and buttons for 'Start a New Course' and 'View Grades'.

To pair your observer accounts with additional children, click the "Account" circle in the upper left-hand corner. Next, click "Observing" as shown below. Enter the additional pairing code(s) in the field provide (see image below).

The screenshot shows the 'Account' menu in the top left corner of the dashboard. A blue box with an orange border contains the text: 'Click "Account" and then "Observing"'. Two orange arrows point from this box to the 'Account' icon and the 'Observing' option in the menu. The 'Observing' section is expanded, showing a 'Student Pairing Code' input field and a '+ Student' button. Below this, the 'Students Being Observed' section lists 'Sean Adcroft (Remove)'.