



How Parents/Guardians Set-Up Canvas Observer Accounts

Parents can view their students' course content (assignment due dates, assignments, course modules, etc.) by creating a Canvas "Observer" account linked to their student(s) account(s). Once a parent creates an account, he/she may use that same account each year.

| What can Observers do in Canvas? | What can Observers NOT do in Canvas? |
|--|---|
| <ul style="list-style-type: none"> ● See the course modules page ● Preview course documents ● View the course calendar ● View course announcements ● Access their student's conversations (course messaging), if copied by the teacher and/or student. ● Communicate with the teacher ● See assignment or assessment feedback entered in Canvas | <ul style="list-style-type: none"> ● Submit assignments ● Take quizzes ● Join course groups ● Send messages to students ● See course rosters ● Access unpublished courses |

NOTE:

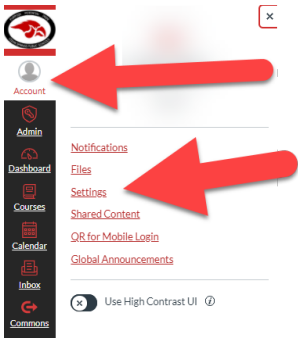
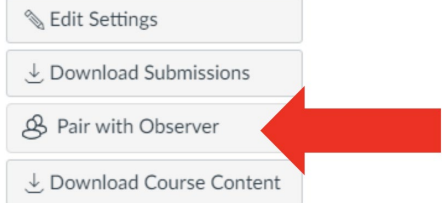

- To create an account and link to your student, each of **your students must first generate a Pairing Code** from their student accounts and share it with you. **This code is only valid for 7 days or one time use.** If the code expires before you use it, simply have your student generate a new code.
- If 2 or more people would like to create an observer account, another pairing code will have to be generated.
- The student must be enrolled in courses before you can sign up to observe the student.
- Directions for linking to multiple students are located on the last page of this document.
- Once you create your account, you will log in using your email address as your username and the password will be one that you created.

INSTRUCTIONS:

Step 1 - Generating an Access Code

Your **student** will generate an access code by **signing in to his/her Canvas account** (csredhawks.instructure.com) on a laptop or computer (NOT a mobile device). (Students log in using CSPS email/google login and password.)

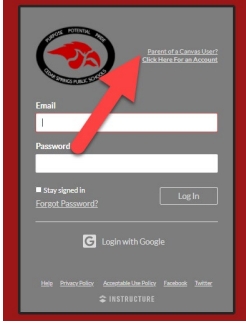
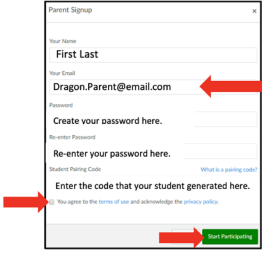
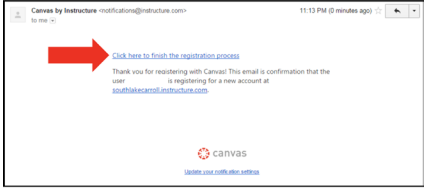
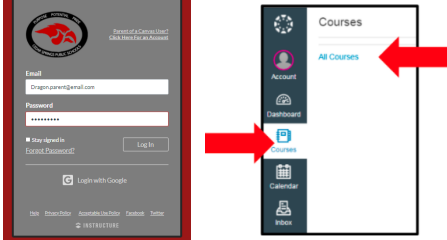
Once signed in to Canvas:

| Written Steps for Generating an Access Code | Image of where they are located on the software |
|---|--|
| 1. In the Global Navigation , click the Account icon, then click Settings from the slide-out menu. |  A screenshot of the Canvas Global Navigation menu. A red arrow points to the 'Account' icon at the top. Another red arrow points to the 'Settings' option in the slide-out menu. |
| 2. Click the Pair with Observer button from the right side menu. |  A screenshot of the Canvas Settings page. A red arrow points to the 'Pair with Observer' button. |
| 3. The student will then copy the six-digital alphanumeric pairing code, and share the code with the parent/observer who will link to the account. The code is valid for 24 hours or one use |  A screenshot of the 'Pair with Observer' dialog box. It shows a pairing code '29bcd6' in a text field. A red arrow points to the code. There is an 'OK' button at the bottom right. |

4. Have your student log out of Canvas by clicking the **Account** icon, then **Logout** from the slide-out menu.

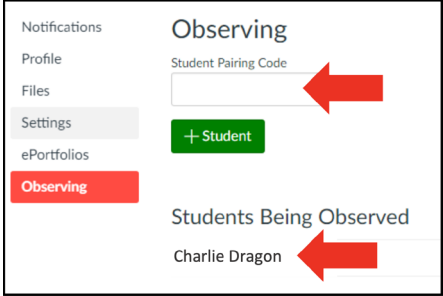
Step 2 - Using the Access Code to Set Up Observer Account

The Parent/Guardian goes to <https://csredhawks.instructure.com/login/canvas> on a desktop or laptop computer (cell phone will not work) - **Tip: Bookmark this site for future access.**

| Written Steps for Generating an Access Code | Image of where they are located on the software |
|---|---|
| <p>1. Click on the Parent of a Canvas User? Click Here For an Account text.</p> |  |
| <p>2. Complete the Parent Signup form and click Start Participating.</p> |  <p>This email address will serve as your Canvas username each time you log in.</p> |
| <p>3. Log in to the email account you provided in step three. Open the Confirm Registration: Canvas email from Canvas by Instructure. Click the link provided to finish the registration process.</p> <p>Note: You might also get an initial email notification for each course in which your student is enrolled. These come from the Powerschool Gradebook automatically. No action is required on your part.</p> |  |
| <p>4. Return to Canvas at csredhawks.instructure.com/login/canvas to view the courses where your student is enrolled. Your username is the email address and the password you created when you registered your Canvas Parent Observer Account. Once logged in, click the Courses icon in the global navigation, select All Courses, and click the title of the course from the list. If a course is not “clickable,” it means that the teacher has not yet published the course.</p> |  |

Do you Have more than one CSPA student using Canvas?

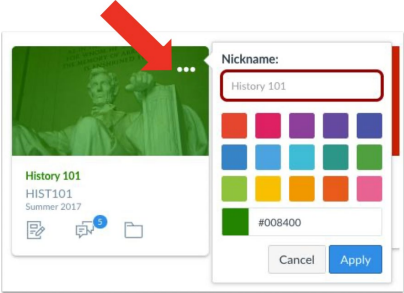
If you have more than one CSPA student, have the additional student(s) generate a pairing code from their Canvas accounts following the same process described in step one above. Once you have the additional pairing code(s):

| Written Steps for Generating an Access Code | Image of where they are located on the software |
|---|---|
| <ol style="list-style-type: none"> 1. Log in to your Canvas Observer account on a desktop or laptop computer. 2. Select Account in the global navigation, then select Settings from the slide-out menu. 3. Select Observing from the navigation. 4. On the Observing page, enter the additional student's pairing code, then select + Student. 5. Under Students Being Observed, you will see a list of students you are connected to/observing. |  |

Tips for managing multiple students in Canvas:

As a Parent Observer, you have access to a lot of great information, and it can be challenging to navigate the information efficiently, especially if you are actively monitoring the courses of more than one student. Depending on how many students you follow and in how many courses your students are enrolled, the dashboard can become overwhelming. Below are a few tips for managing multiple students under your single Parent Observer account:

Course Nicknames

| Written Steps for Generating an Access Code | Image of where they are located on the software |
|---|---|
| <ul style="list-style-type: none"> • You may adjust the nickname for each course. That way, you can include each child's first initial or name ahead of the course name (ex- K: US History or Kelly: US History). • Course nicknames appear in the Dashboard, course navigation menu, course breadcrumbs, and notification emails. The nicknames will also appear on the Canvas app. The nicknames are unique to your Observer Account. The course nickname is only available to the individual user who created the nicknames. • To access the nickname field, click the three dots in the top right-hand corner of the course card. |  |

Course Colors

- Another option is to color code the course cards so all of child #1's courses are one color, all of child #2's courses are a second, etc.
- The color that is shown on the course card is synced with the color shown for the course in the Calendar. The course card colors are only available to the individual user who selected the colors.
- To select course card colors, click the three dots in the top right-hand corner of the course card.

Canvas Parent App

- While viewing Canvas from a web browser as an Observer gives you very detailed information about the course, the **Canvas Parent App** allows the Observer to view a student's course events (calendar) and upcoming assignments, and course announcements.
- The Parent App allows the Observer to view one student's course information at a time.
- The Parent App will only work once your student(s)' accounts show their courses.
- For more information and instructions on the Parent App for iOS/Apple devices, visit https://community.canvaslms.com/t5/Canvas-Parent-iOS-Guide/tkb-p/parent_ios
- For more information and instructions on the Parent App for Android devices, visit https://community.canvaslms.com/t5/Canvas-Parent-Android-Guide/tkb-p/parent_android