Teachers: Generating Pairing Codes for Observers in Canvas

Introduction

Teachers can generate pairing codes for individual students or for all students in their Canvas courses.

Note: Teachers must use the web version of Canvas to generate Observer pairing codes.

Getting Started

1. **Log in** to Canvas through the FWISD app portal.

    https://www.fwisd.org/myfwisd

2. **Select** a course.

Generating a Pairing Code For Individual Student

1. In the Course Navigation Menu, **click** the People link.

2. **Click** the [1] three dot menu icon for an individual student. Then, [2] **click** on the User Details link.
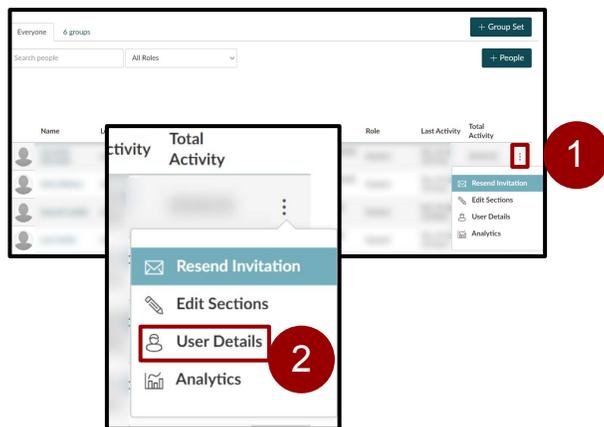
3. **Click** the Pair with Observer link.
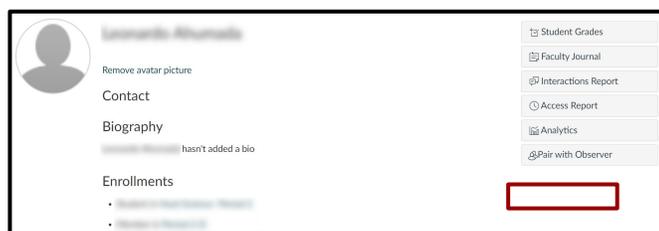
4. **Confirm** [1] the name of the student. [2] **Copy** the six-digit alphanumeric pairing code. You will need to **share** this code with the observer who will link to the student's account. The pairing code will expire after seven days or its first use.

    To close the window, [3] **click** the OK button.

    Note: Pairing codes are case sensitive.

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Exporting Pairing Codes for All Students

1. In the People option of the Course Navigation Menu, [1] **click** the three dot menu icon in the upper right corner. Then, [2] **select** the Export Pairing Codes link. Canvas exports a CSV file with one pairing code for each student in the course.
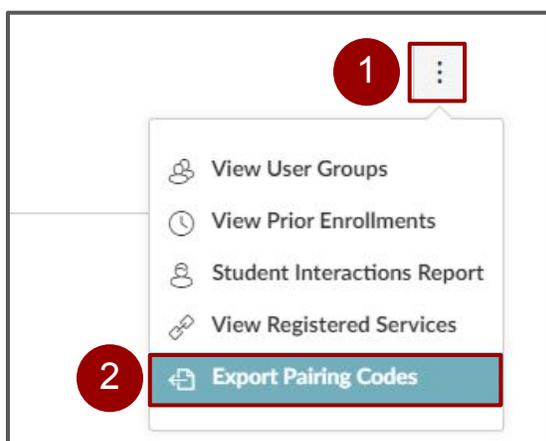
2. **Locate** and **open** the pairing codes CSV file on the computer. The CSV file displays the first and last name of each student, the student's pairing code, and the date and time at which the pairing code will expire.