

How to Get Parent/Observer Access on Canvas

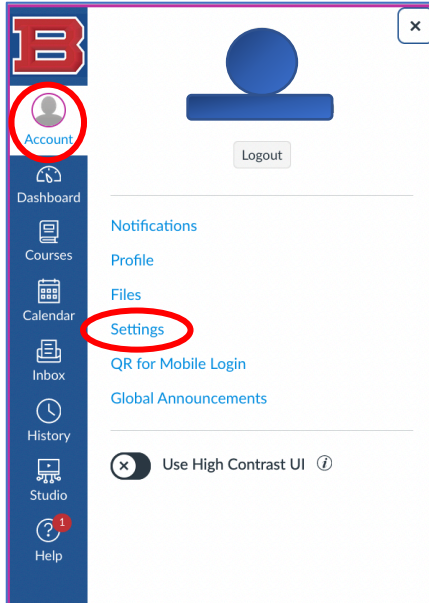
You will continue to use PowerSchool to view your student’s schedule, attendance, academic progress, and course grades just as before. PowerSchool should continue to be the primary source for student grades. If you are confident that your student can do their work independently in Canvas, you may choose not to gain access to this program at all. It is your choice based on your comfort level. In Canvas, parents and guardians are called “Observers”. Below are instructions to set up your Canvas Observer Account.

First, Instructions for Your Student:

All students should log in to Canvas through Clever: <https://clever.com/in/bartlettschools>. Students will log in with their Student # as both their username and password.

- Student Username will look like this: 12345
- Student Password will look like this: 12345

Once logged into Clever, click on the Canvas icon.



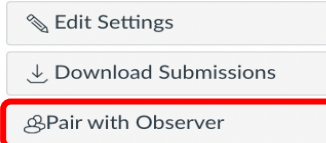
The screenshot shows the Canvas user interface. On the left is a dark blue sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The 'Account' icon is circled in red. The main content area shows a user profile with a blue circle for a picture and a 'Logout' button. Below the profile are links for Notifications, Profile, Files, QR for Mobile Login, and Global Announcements. The 'Settings' link is circled in red. At the bottom of the main area is a toggle for 'Use High Contrast UI'.

1. Click “Account”.
2. Click “Settings”.

3. Next, click the **Pair with Observer** button.



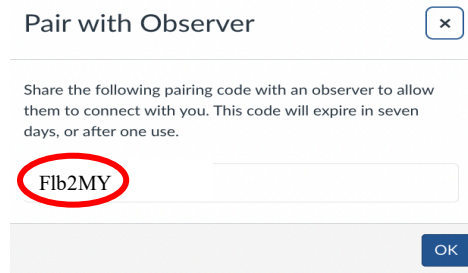
Canvas



Three buttons are shown in a vertical stack. The top button is 'Edit Settings' with a pencil icon. The middle button is 'Download Submissions' with a download icon. The bottom button is 'Pair with Observer' with a person icon and is circled in red.

Note: If the Pair with Observer button doesn't display in your User Settings, please contact your school technology team for assistance with pairing with an observer.

4. Copy or write down the six-digit alphanumeric pairing code that appears.



5. Give this code to the Observer (parent/guardian) who will link to your account. The pairing code will expire after seven days or its first use. Pairing codes are case sensitive.

6. To close the window, click the **OK** button.

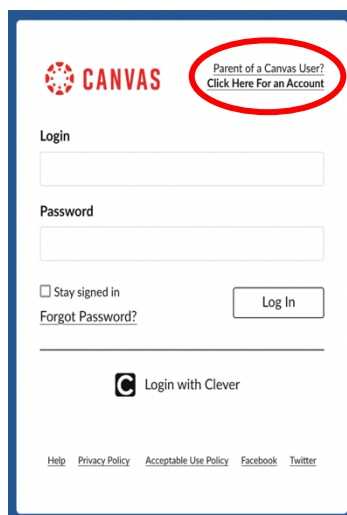
Now, Instructions for Observers (parents/guardians):

1. Using your DESKTOP or LAPTOP computer internet browser, go to our District Observers Canvas site:

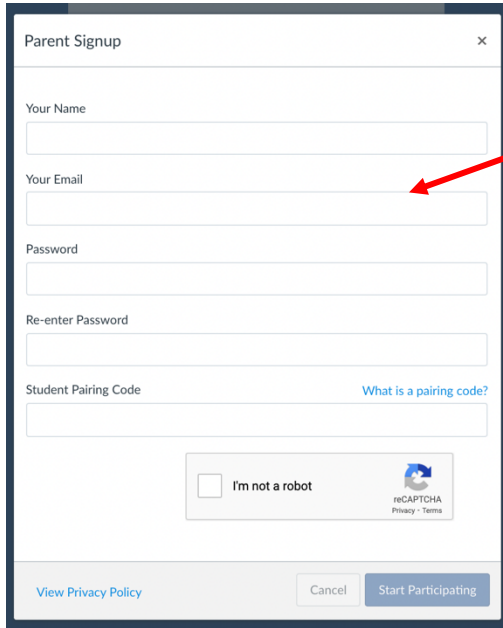
<https://bartlett.instructure.com/login/canvas>

*You can use the Canvas Parent phone app once your observer account is set up.

2. Click on “Parent of a Canvas User? Click Here for an Account” in upper right of screen.



3. Complete the form. Enter the “student pairing code” provided to you from your student.



The screenshot shows the 'Parent Signup' form in Canvas. It includes fields for 'Your Name', 'Your Email', 'Password', 'Re-enter Password', and 'Student Pairing Code'. A red arrow points to the 'Your Email' field. At the bottom, there is a reCAPTCHA checkbox labeled 'I'm not a robot' and a 'Start Participating' button.

If you are a District employee with a Teacher role in Canvas *and* you have a student in our schools, please use your personal email address to create an Observer role. If not, conflicts may occur with your Teacher account.

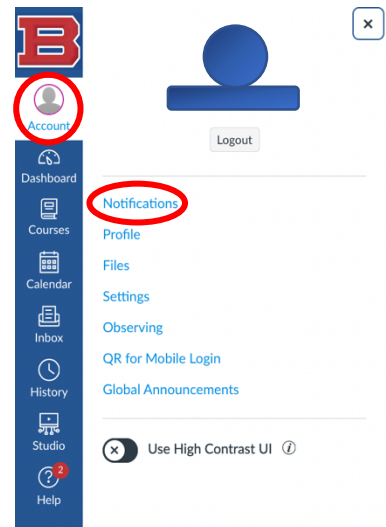
Observer/Parent First Time Account Set Up

Notifications: It is essential that you personalize your notification settings. It is strongly recommended that you limit notifications to a weekly summary email of your student’s progress in their classes.

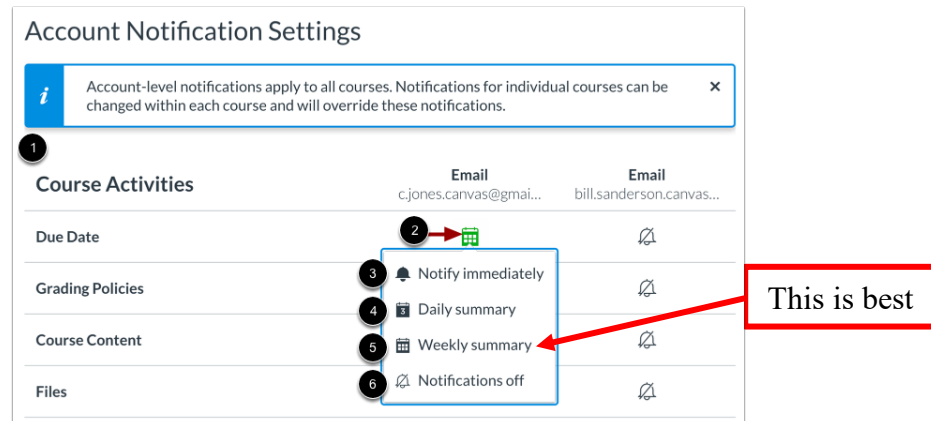
You will create more stress in your life and the life of your student if you are constantly receiving emails/texts about every class, assignment, and grade.

1. Log in to Canvas using your NEW username and password.

2. Click the **Account** link, then click the **Notifications** link.



3. Set Notification Preferences



To view the observed student's name in notifications, click the **Show name of observed students in notifications** checkbox [1]. Currently only grade update notifications include observed student names.

To change a notification delivery frequency for a contact method, locate the notification and contact method. Then click the notification icon [2]. You can select one of four delivery frequency types:

- **Notify immediately** [3]: receive these notifications right away. *These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*
- **Daily summary** [4]: receive a daily summary for this notification type.
- **Weekly summary** [5]: receive a weekly summary for this notification type.
- **Notifications off** [6]: no notifications sent for this notification type.

Notes:

- Each set notification preference will automatically apply to all of your students' courses/classes. They cannot be set individually.
- SMS (Text message) notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

Other Considerations

Observer/Parent Roles

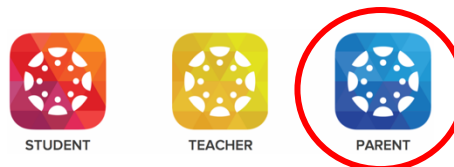
Observers/Parents can view course data but cannot participate in all Canvas areas. The observer's role is to link authorized family members to their student(s). Observers can be linked to one or more students and view the data in their courses. Observers cannot submit work on behalf of the students they observe, but they can see student grades, assignments, events, and course interactions.

Observers Can:	Observers Cannot:
View the dashboard	Comment on announcements or discussions
View and read announcements	Submit assignments or quizzes
View the calendar	Join groups
View modules and see due dates and point values	Reserve appointment slots in the Scheduler
View grades, view assignment due dates and comments, and print grades	View course rosters
View and read discussions	
View syllabus	
Use personal inbox	
Send conversation messages to instructor and student they are observing	

Additional Resources:

- [Canvas LMS for Parents Video](#)
- [Canvas For Parents \(Spanish\)](#)
- [Parent Pointers: Understanding Your Child's Canvas Account](#)
- [Canvas Overview for Observers](#)
- [“How-To Guides”](#)

How to Set up the Canvas Parent App

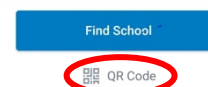


Canvas Parent enhances the potential for parents to engage in their children's education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity. Canvas Parent can be used by any Canvas user with an observer account and is available for both Android and iOS devices.

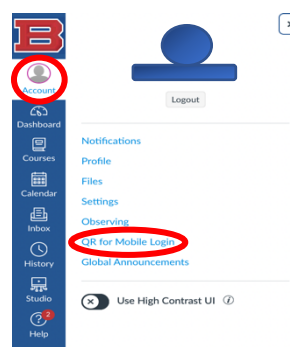
Download the Canvas Parent app from iTunes or Google Play Store, you can use the app to log in to your Canvas account.



1. Open the Canvas Parent App and tap QR Code.



2. On a separate device, log into Canvas in a web browser. Click the **Account** link, then click **QR for Mobile Login**.



Additional Resources:

- [Canvas Parent App features](#)
- [Android Guide](#)
- [iOS Guide](#)
- [Parent App Video Guide](#)