



## Adding Students to Parent Canvas Account

At NDP, we use Canvas as our learning management system campus-wide. Within Canvas, your child can view announcements/learning modules, submit assignments, view grades, receive notifications regarding class assignments/announcements, and communicate with his or her teachers directly. Parents must create an observer account to view their child's Canvas account. As an observer, you can observe your child's daily progress in the classroom and view grades. The purpose for the observer account is to ensure that all student work/communications are student-driven. To join your child's Canvas account as an observer, please follow the steps outlined below.

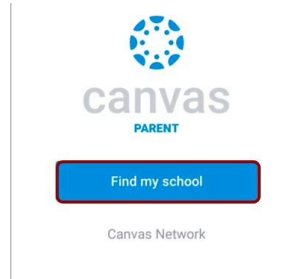
Before joining as an observer, you must first create a Canvas parent account.

- How to join Canvas as a parent if you do not already have an account:
  - Navigate to [ndpsaints.org](http://ndpsaints.org) and click on "Parents" on the top navigation bar.
  - Scroll down to the "Parent Resources" section and click on the box that reads "Canvas"
  - Bookmark the link to this site! This is our school's log-in page for Canvas. Or download the Canvas parent app (directions on next page)
  - On the log-in page, click "Need a Canvas Account?" in the top right corner
  - In the sign-up box, click the small blue text that reads "Parents sign up here"
  - Complete the sign-up box with your information
  - When asked for a student pairing code, follow the directions outlined below
  - Click "Start Participating"

To join as an observer, you need an individualized student pairing code so that your observer account is matched with the correct student account. Parents need a pairing code for each student they wish to observe.

- How to get a pairing code:
  - Have your student log in to his/her Canvas account on the web (*it will not work in the app*)
  - Navigate to "Account / Settings"
  - On the right-hand side, there will be a button that says, "Pair with Observer"
  - This will generate the pairing code you need to enter to pair with the student
  - Enter this code on your sign-up page
- To add additional students:
  - Log in to your parent Canvas account on the web (*it will not work in the app*)
  - Navigate to Account / Observing
  - Put the Pairing Code for the additional student (generated in the same fashion outlined above) in the blank and select the "+Student" button

## The Canvas Parent App



Canvas is designed for teachers and students, but the Canvas Parent App is designed with parents in mind.

How to Log-In on Canvas Parent App:

- To use the Canvas Parent App, you must first create an account in the online version (see directions above)
- Download the app. Search “Canvas parent” in any app store and download the app with the blue icon (red is for students)
- When opening the app for the first time, you will be prompted to “Find my school” which will take you to a screen with a text entry box and the question, “What’s your school’s name?”
- Enter “ndpsaints” and submit (Note: entering “NDP” or “Notre Dame Prep” or “Notre Dame” will not connect you to the correct school account. You must enter ndpsaints)
- Log in using the username and password you previously created

For any questions regarding Canvas set up, please contact the IT Department at NDP.

- Helpdesk Tickets: [helpdesk@ndpsaints.org](mailto:helpdesk@ndpsaints.org)
- Phone: 480-634-8222