



# Canvas Observer Account Directions

## What is Canvas?

Canvas is the learning management system (LMS) utilized at all Penridge middle schools and the high school. It is a centralized hub for your child's courses. While PowerSchool is still the grade book of record, Canvas offers students and teachers a system to collect and return work, share course resources, and communicate regarding course events. An observer account allows parents and guardians to be a part of this process.

## What is an Observer Account?

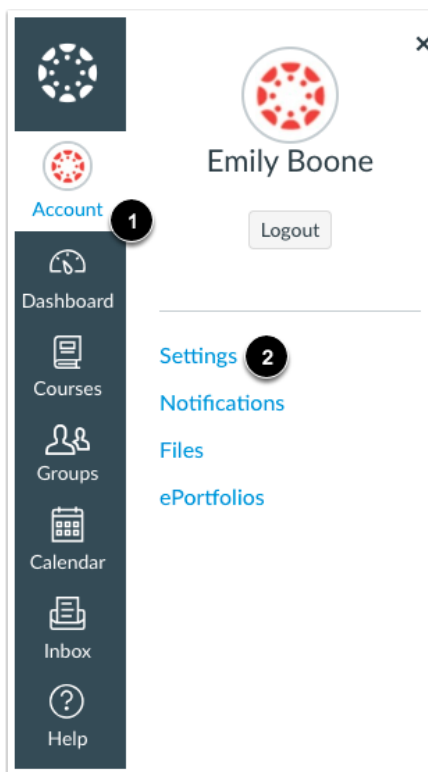
Observer accounts allow parents and guardians to view course materials and calendars. Observers cannot participate in the class, but can gain insight into what is happening in each of their high school children's classrooms.

**How do families get a Canvas Observer Account?** To create an observer account, follow these steps:

**Is there a Canvas Parent App?** Yes, an app is available for both Android and iOS. When searching for Penridge in the app, look for penridge.instructure.com

## Step 1: Your child must generate a Pairing Code from his/her account.

Figure 1



- Have your child sign into [penridge.instructure.com](https://penridge.instructure.com) using their username and password provided at school
- After logging-in, your child should click on **Account (1)** and then **Settings (2) (Figure 1)**
- On the far right of their screen, your child will see a button that says **Pair with Observer (Figure 2)**
- A **Code (1)** will be generated, copy this code (**Figure 3**) to use with the creation of your observer account and then click **OK**

Figure 2

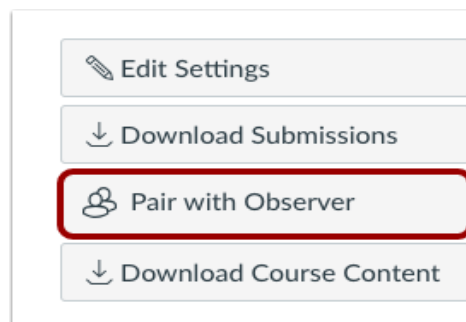
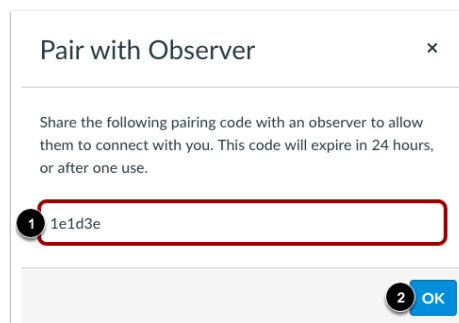
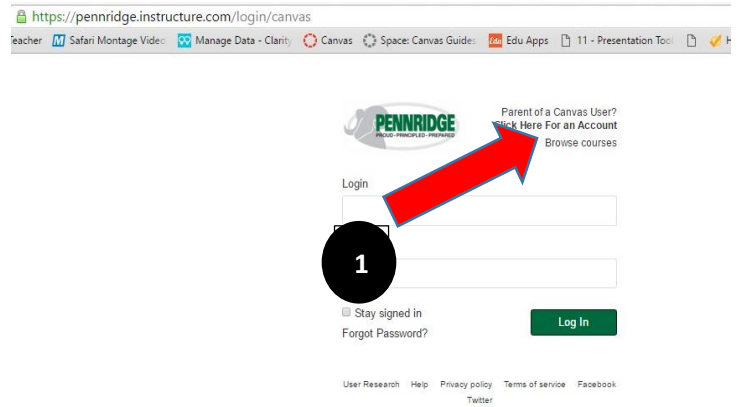


Figure 3



## Step 2- Create your Observer Account and Pair your Account with your child

1. Log-in to [pennridge.instructure.com/login/canvas](https://pennridge.instructure.com/login/canvas)  
As shown, click on “Click Here for an Account”



2. Fill in the form (shown at right) with the following information:
  - a. Your name
  - b. Your email address
  - c. A password of your choice
  - d. Re-enter your password
  - e. Your Child’s Pairing Code
  - f. Acknowledge and accept the terms of use and then click on the “***Start Participating***” button
3. The next time you visit Canvas via [pennridge.instructure.com/login/canvas](https://pennridge.instructure.com/login/canvas) simply enter the email you used to create the account and the password you entered in step C. You will now be able to view course materials and calendars.

## Have multiple students at the middle school or high school levels?

To add another student to the observer account you created:

1. Log-in to your existing observer account
2. Click on **Account** found in the Green Navigation strip on the left hand side of your screen
3. Select **Settings**
4. Select **Observing**
5. Enter the pairing code for the child you wish to add to your account. (The second child must follow the same steps as the first child in order to generate a code.)

The screenshot shows the Pennridge Observer Account interface. At the top left is the Pennridge logo. To its right is a hamburger menu icon and a blacked-out user name, followed by a breadcrumb trail '> Observing'. Below this is a horizontal line. On the left is a vertical green navigation strip with icons and labels: Account (with a profile icon), Dashboard, Courses, Calendar, Inbox (with a '35' notification badge), and Help (with a question mark icon). To the right of the navigation strip is a list of menu items: Notifications, Files, Settings, ePortfolios, My Badges, PHS Website, HS Daily Announcements, Student Handbook, and Observing (which is highlighted with a green background). The main content area is titled 'Observing' and contains a 'Student Pairing Code' label above a text input field. Below the input field is a green button with a white plus sign and the text '+ Student'. Underneath this is a section titled 'Students Being Observed' followed by a blacked-out area.

## Do you want to receive notifications via text and/or email regarding happenings in your child's courses?

Set text notifications by following these steps:

1. Log-in to your existing observer account
2. Click on **Account** found in the Green Navigation strip on the left hand side of your screen
3. Click on **Settings**
4. If you would like to add a cell phone number for text messages, select + Contact Method found on the upper right hand of the screen and follow the prompts.
5. Next select **Notifications** and customize the frequency of notifications you would like via email or text.

The image shows two screenshots of the Canvas Observer user interface. The top screenshot, titled 'Cara Gurysh's Settings', shows the 'Settings' menu highlighted in the left navigation strip (step 2). The 'Settings' menu is also highlighted in the main content area (step 3). On the right side of the settings page, the '+ Contact Method' button is highlighted with a red arrow and a circled '4' (step 4). The bottom screenshot, titled 'Notification Preferences', shows the 'Notifications' menu highlighted in the left navigation strip (step 5). The main content area shows notification preferences for 'Course Activities' with checkboxes for 'Notify me right away', 'Send daily summary', 'Send weekly summary', and 'Do not send me anything'. A table below lists notification categories with checkboxes and icons for email and text. The 'Email Address' column is highlighted with a red arrow and a circled '5'.

For more information on the features and uses of an observer account review the Observer Canvas Guides found [here](#) or by visiting <https://community.canvaslms.com/docs/DOC-4033>

***If you need help creating your Canvas Observer Account, email [canvasparentsupport@pennridge.org](mailto:canvasparentsupport@pennridge.org)***