



How to Set-up a Parent Observer Account in Canvas

Canvas in LUHSD

LUHSD recently worked with Canvas, our learning management system, to allow parents to access/observe student accounts.

Incentive(s) for parents to access and use Canvas in LUHSD is to view assignment due dates and scores.

Although Aeries continues to be used by LUHSD, it is primarily our student information system and used for attendance and end of grading term marks.

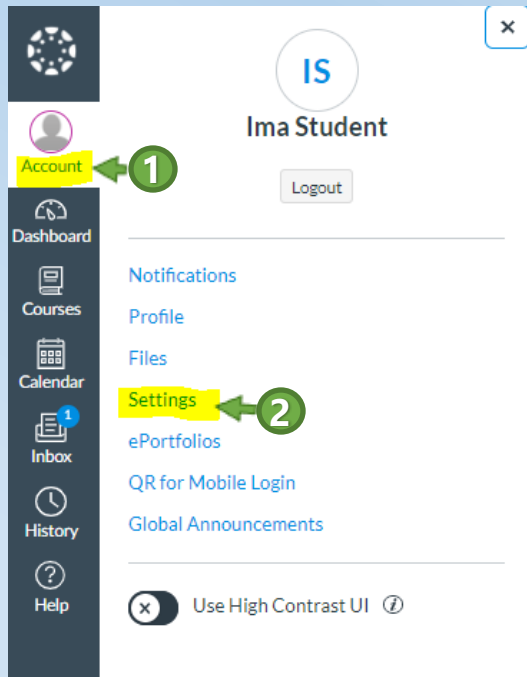


Viewing:	Canvas	Aeries
day-to-day assignments and expectations	Yes	
day-to-day due dates	Yes	
day-to-day scores by assignment	Yes	
communication with teacher (via "inbox")	Yes	
end of grading term marks for student		Yes

Step 1 -Obtain Pairing Code

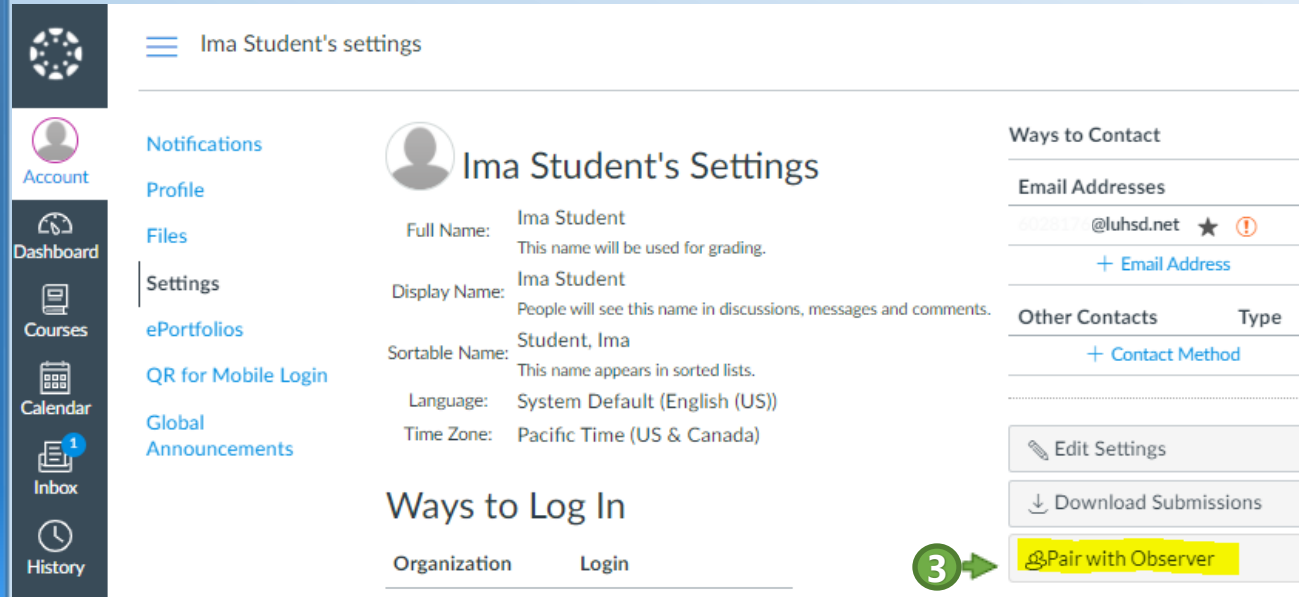
Have your student log into Canvas to access and generate a pairing code. Separate codes must be created for each observer.

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



The image shows the Canvas Global Navigation menu. The 'Account' link is highlighted with a green circle and the number 1. The 'Settings' link is highlighted with a green circle and the number 2. The 'Logout' button is visible next to the user's name 'Ima Student'.

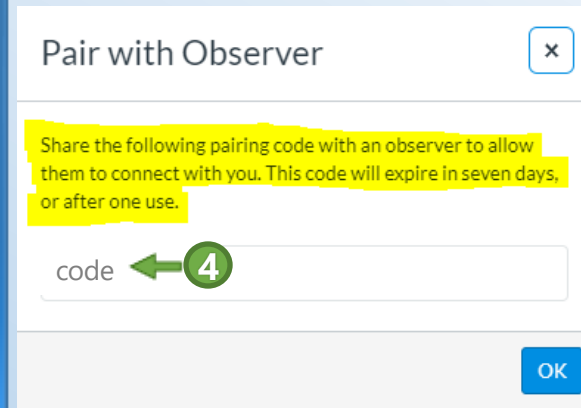
Click the **Pair with Observer** button [3].



The image shows the 'Ima Student's settings' page. The 'Pair with Observer' button is highlighted with a green circle and the number 3. The page displays user information, settings, and contact methods.

Organization	Login

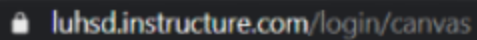
Copy the unique six-digit alphanumeric **pairing code** [4]. Share this code with the observer who will link to your account. Each observer will need a separate code. *Codes expire after seven days or after one use.*



The image shows the 'Pair with Observer' dialog box. The pairing code is displayed in a text field, highlighted with a green circle and the number 4. The 'OK' button is visible at the bottom right.

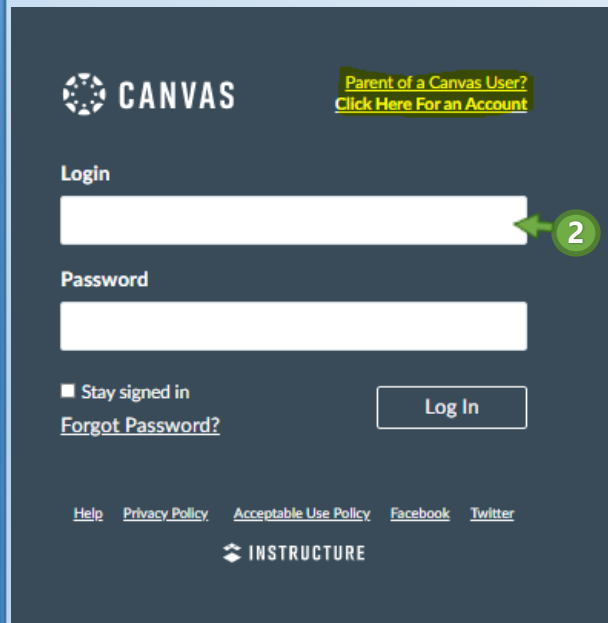
Step 2 -Create a Parent Observer Canvas Account

Using Chrome or other web browser, open luhsd.instructure.com/login/canvas [1]:

 luhsd.instructure.com/login/canvas

1

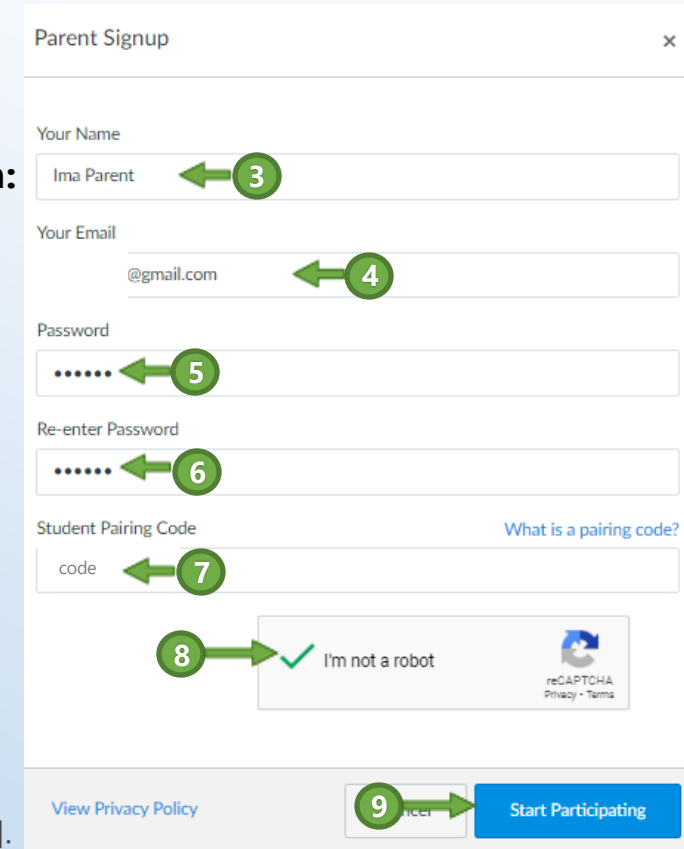
Click the "Parent of Canvas User?" Link [2]:



The image shows the Canvas login page. At the top right, there is a yellow link that says "Parent of a Canvas User? Click Here For an Account". Below this, there are fields for "Login" and "Password". A green arrow labeled "2" points to the "Login" field. At the bottom, there is a "Log In" button and a "Stay signed in" checkbox. Links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter" are at the bottom. The INSTRUCTURE logo is at the bottom center.

Enter the following information:

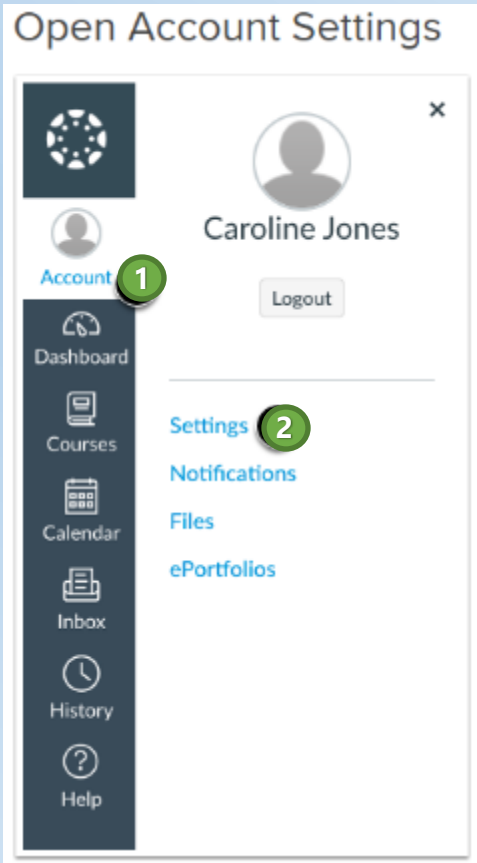
- Enter your name in the **Your Name** field [3]. *Using your complete first/last name will allow teacher to better identify you as parent.*
- Enter your email in the **Your Email** field [4].
- Enter your password in the **Password** field [5].
- Re-enter your password in the **Re-enter Password** field [6].
- Enter a pairing code to link your account to your student in the **Student Pairing Code** field [7].
- Confirm that you are not a robot by completing the Captcha form (if enabled by your student's school) [8].
- Click the **Start Participating** button [9].



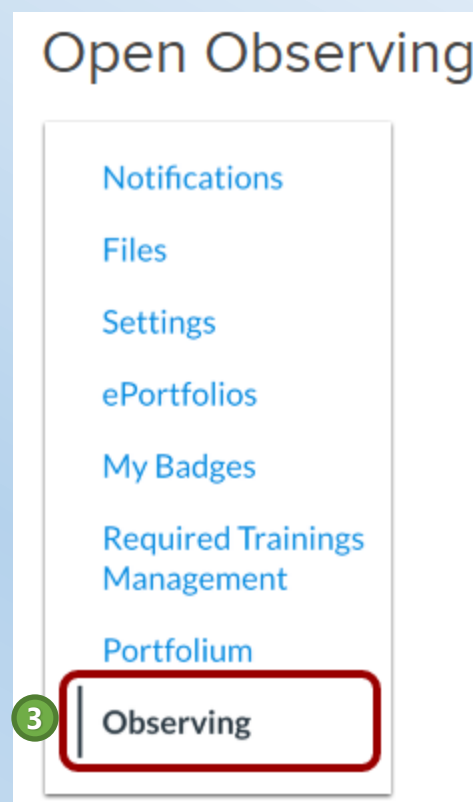
The image shows the "Parent Signup" form. It has fields for "Your Name", "Your Email", "Password", "Re-enter Password", and "Student Pairing Code". A green arrow labeled "3" points to the "Your Name" field. A green arrow labeled "4" points to the "Your Email" field. A green arrow labeled "5" points to the "Password" field. A green arrow labeled "6" points to the "Re-enter Password" field. A green arrow labeled "7" points to the "Student Pairing Code" field. A green arrow labeled "8" points to the "I'm not a robot" checkbox. A green arrow labeled "9" points to the "Start Participating" button. There is a "View Privacy Policy" link at the bottom left.

Optional - Pair additional students

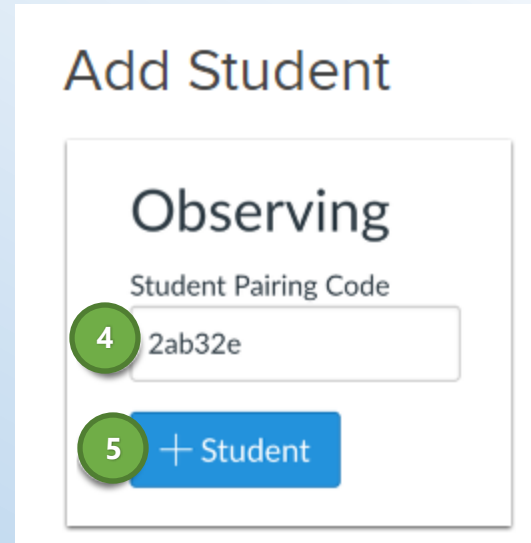
If you have more than one LUHSD student, follow the steps below. You may skip this step if you only have one LUHSD student.



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

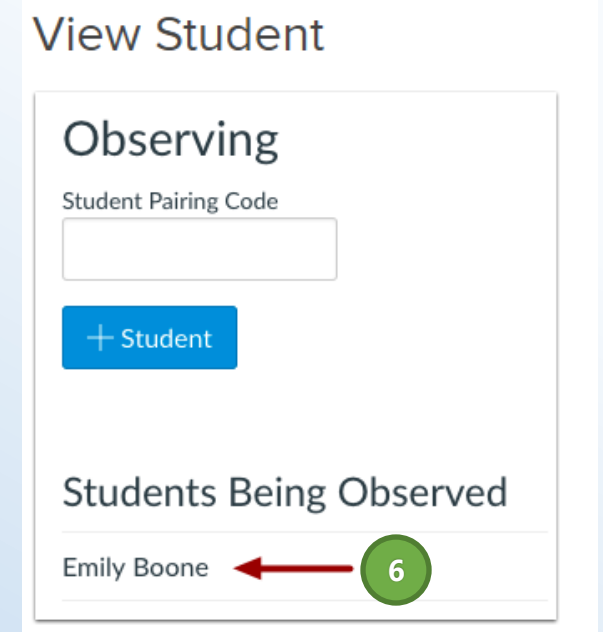


In User Navigation, click the **Observing** link [3].



Type the pairing code in the **Student Pairing Code** field [4] and click the **Add Student** button [5].

Note: Each student is required to generate separate pairing codes for each observer (see page 3).



View the paired student [6].

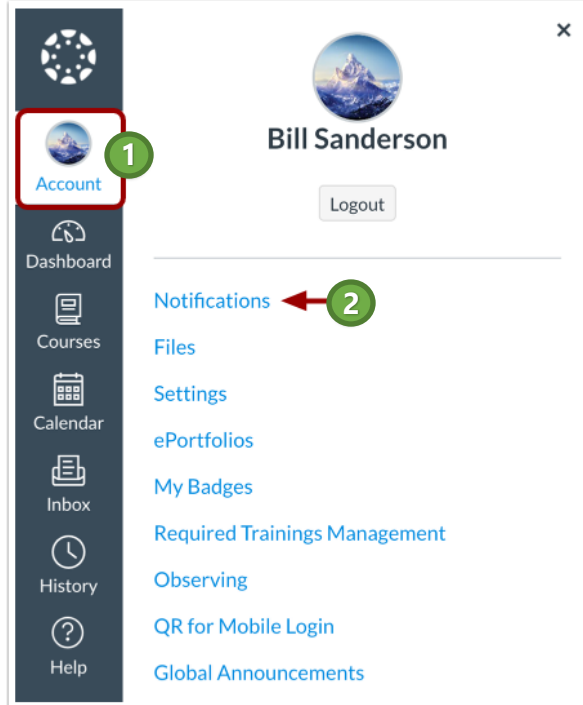
Step 3 -Review Notficiation Settings

Canvas includes a set of default notification preferences. However, you can change the default settings by setting your own notification preferences. Your notification preferences only apply to you; your notification settings do not affect course notifications sent to the student you are observing.

You can select one of four delivery frequency options for each notification type:

- Notify me right away
- Daily summary
- Weekly summary
- Don't send.

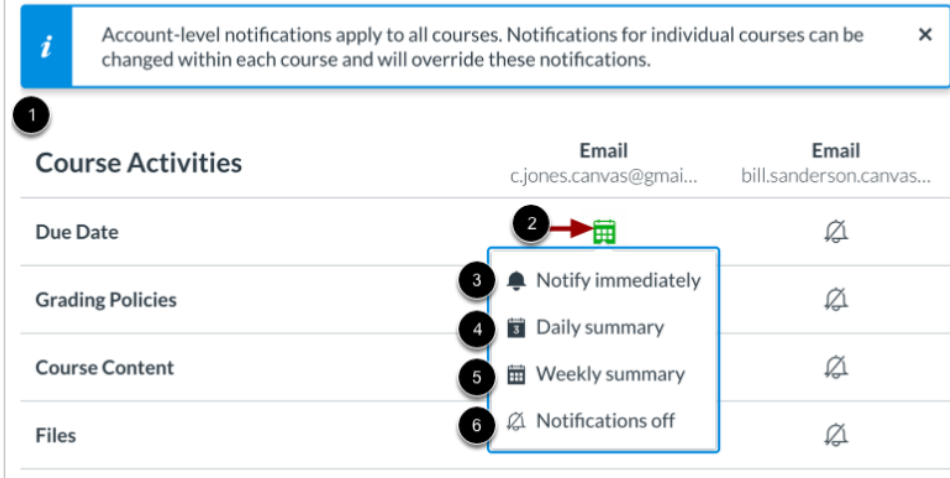
Open Account Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Set Notification Preferences

Account Notification Settings



To view an 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.

Begin Observing as a Parent

To learn more about observer account navigation or how to install the Canvas app on a mobile device click the links below.

Canvas Observer Guides:

- [How do I navigate a Canvas course as an observer?](#)
- [How do I view the Grades page for a student as an observer?](#)

