Parent/Observer Canvas Instructions Grade 3-12

We encourage all parents/guardians to read all the instructions before setting up your account.

What is a pairing code and how do I use a pairing code as an observer?
A pairing code connects you as an observer to your child's canvas account. Observers must have a pairing code when creating his/her account in the Canvas Parent app or web browser. Observers can link to additional students using pairing codes from their User Settings once the initial account is established. Learn more about these options below:
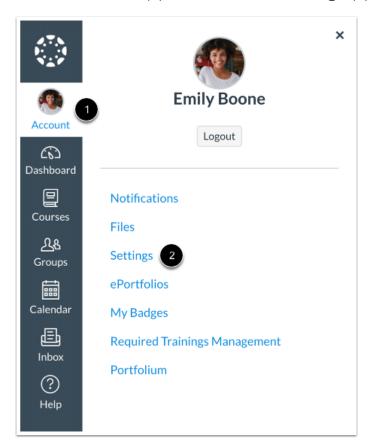
BEGIN HERE:

The student MUST provide you with a pairing code in order to get access to his/her records. Follow the step below with him/her to obtain the pairing code. Pairing codes are case sensitive.
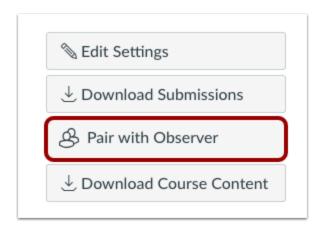
STUDENT INSTRUCTIONS TO OBTAIN PAIR CODE

Student enters Canvas

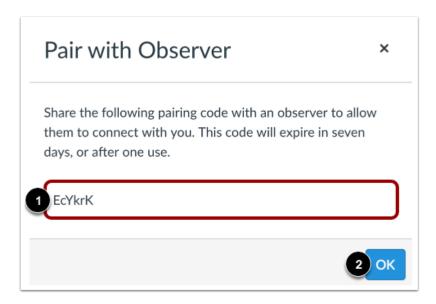Click on **Account** (1) link. Then click **Settings** (2) link

Click the **Pair with Observer** button (located in right hand menu)

Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account.

To close the window, click the **OK** button [2].

NOTE: Pairing codes are case sensitive. *The pairing code will expire after seven days or its first use.*
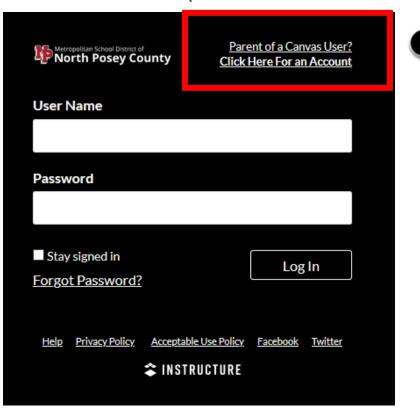
In a browser window, enter the institution's Canvas registration URL provided below or click the blue hyperlink.

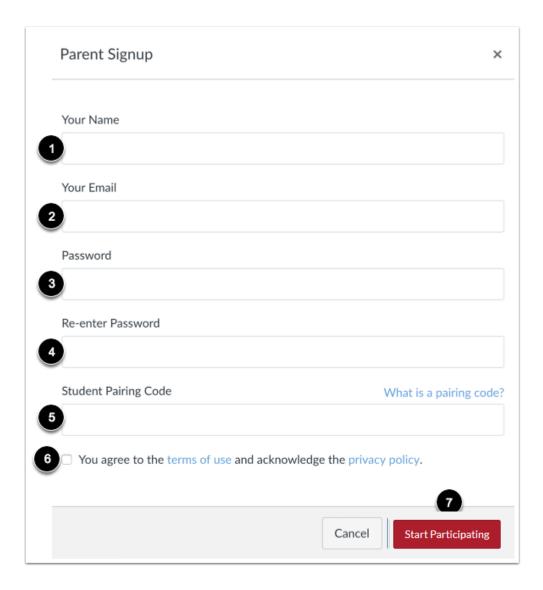URL ⟶   northposey.instructure.com/login/canvas (type or click)

You may also find this link on our web page www.northposey.k12.in.us (click Resources > Canvas > Canvas Parent / Observers Create Account Link).

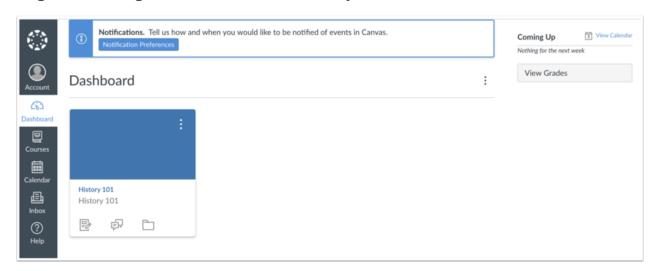**Create Canvas Account (Click the Parent of a Canvas User link (1))**

Enter Signup Details as follows:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a pairing code to link your account to your student in the **Student Pairing Code** field.
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Click the **Start Participating** button.

Parent Signup ✕

Your Name

1 [ ]

Your Email

2 [ ]

Password

3 [ ]

Re-enter Password

4 [ ]

Student Pairing Code   What is a pairing code?

5 [ ]

6 ☐ You agree to the terms of use and acknowledge the privacy policy.
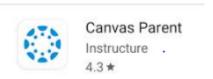
7

Cancel | Start Participating

Begin Observing – The calendar view is very beneficial for observers.

You can begin observing your student in Canvas immediately.

CANVAS MOBILE APP INSTRUCTIONS

Canvas is actively improving our native mobile applications to support as many Canvas features as possible. Instructure has one native mobile application for observers free for download on both phones and tablets.
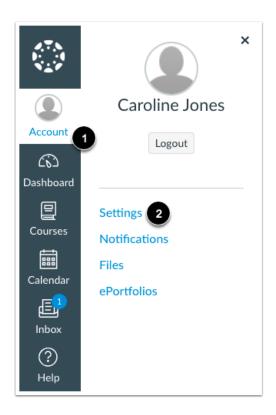
Canvas Parent
Instructure   .
4.3 ★

When using the parent app ALL users search for "North Posey". *Parents or observers will select "North Posey – Parents".*
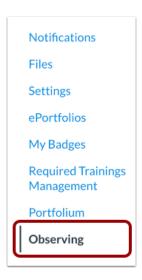
- Account Creation (Canvas Parent app - Android): How do I create an account in the Canvas Parent app on my Android device?
- Account Creation (Canvas Parent app - iOS): How do I create an account in the Canvas Parent app on my iOS device?
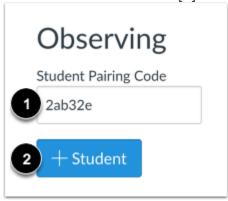
ADD ADDITIONAL STUDENTS TO YOUR ACCOUNT

Open User Settings by clicking on the **Account** link [1], then click the **Settings** link [2].

Click on the Observing link

Add Student by typing the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].
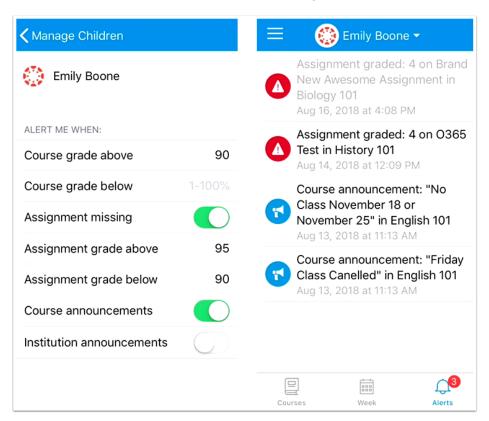

View Student

IMPORTANT NOTICE: **All assignment grades and final class grades are in the student information system, Harmony. Teachers may choose not to record grades in Canvas or not to transfer all assignments to Harmony.**

Optional Features

In the **Canvas Parent App** you can set alerts specific to each student. In the account settings under "Manage Children". Select the student and complete alerts options.

Set Alerts for Student Activity

View Student Assignments and Events

The Courses tab displays the list of courses for the selected student. For each course, the observer can see course grades, syllabus, assignments, and events if the teacher provides it.   You can set reminder for assignments by clicking on an assignment.