

## 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:

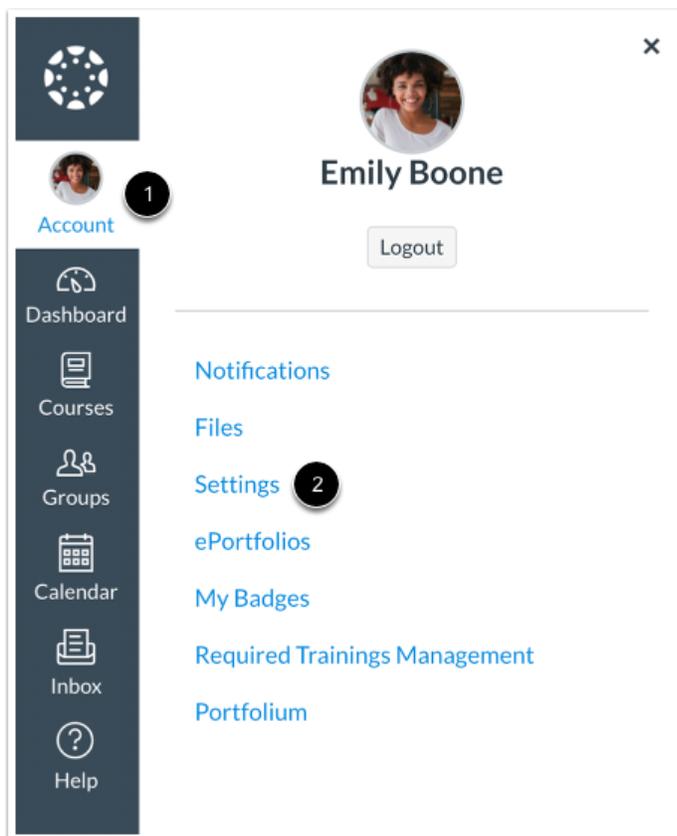
### **BEGIN HERE:**

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.

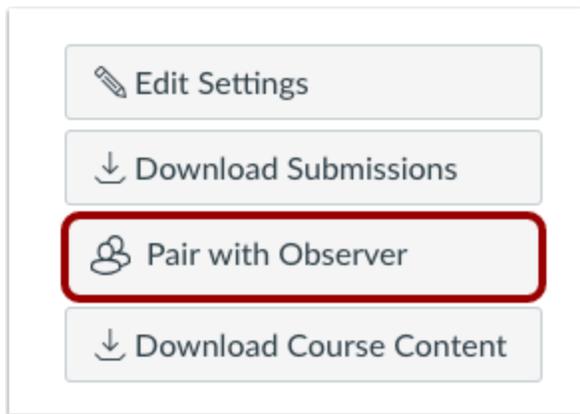
### **STUDENT INSTRUCTIONS TO OBTAIN PAIR CODE**

#### **Student enters Canvas**

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

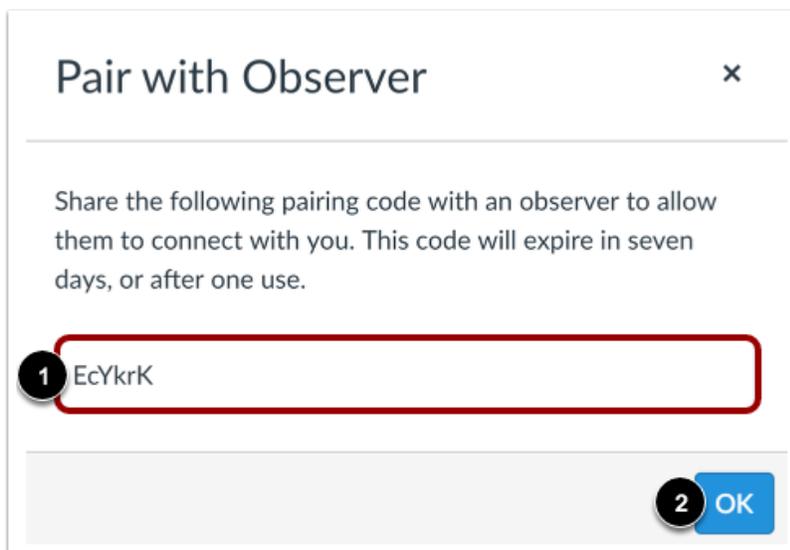


Click the **Pair with Observer** button (located in right hand menu)



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.**

## PARENT / OBSERVER ACCOUNT SET-UP INSTRUCTIONS

In a browser window, enter the institution's Canvas registration URL provided below or click the blue hyperlink.

URL → [northposey.instructure.com/login/canvas](https://northposey.instructure.com/login/canvas) (type or click)

You may also find this link on our web page [www.northposey.k12.in.us](http://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))

Metropolitan School District of  
North Posey County

Parent of a Canvas User?  
[Click Here For an Account](#)

User Name

Password

Stay signed in

[Forgot Password?](#)

[Log In](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

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 5 [What is a pairing code?](#)

6 You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

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

The screenshot shows the Canvas LMS dashboard. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a blue header with a notification banner that says "Notifications. Tell us how and when you would like to be notified of events in Canvas." Below this is the "Dashboard" title. A large blue card is partially visible, showing "History 101" and "History 101" with icons for documents, chat, and folders. On the right side, there is a "Coming Up" section with a "View Calendar" link and a "View Grades" button.

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.

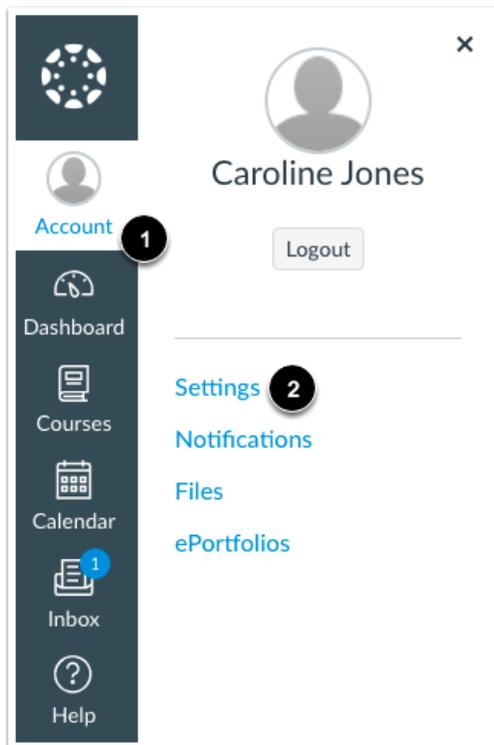


**When using the parent app ALL users search for “North Posey”.** Parents or observers will select “North Posey – Parents”.

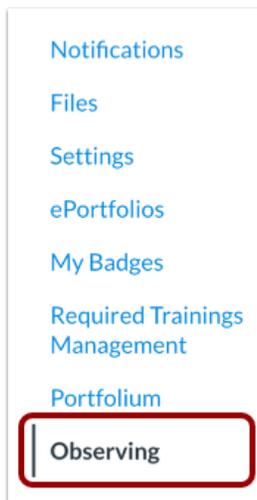
- Account Creation (Canvas Parent app - Android): [How do I create an account in the Canvas Parent app on my Android device?](#)
- Account Creation (Canvas Parent app - iOS): [How do I create an account in the Canvas Parent app on my iOS device?](#)

## ADD ADDITIONAL STUDENTS TO YOUR ACCOUNT

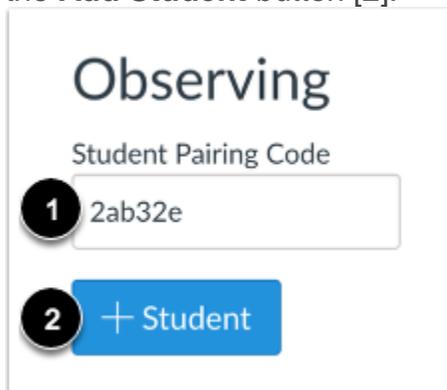
Open User Settings by clicking on the **Account** link [1], then click the **Settings** link [2].



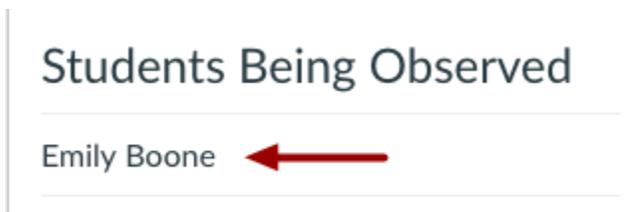
## Click on the Observing link



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



## View Student

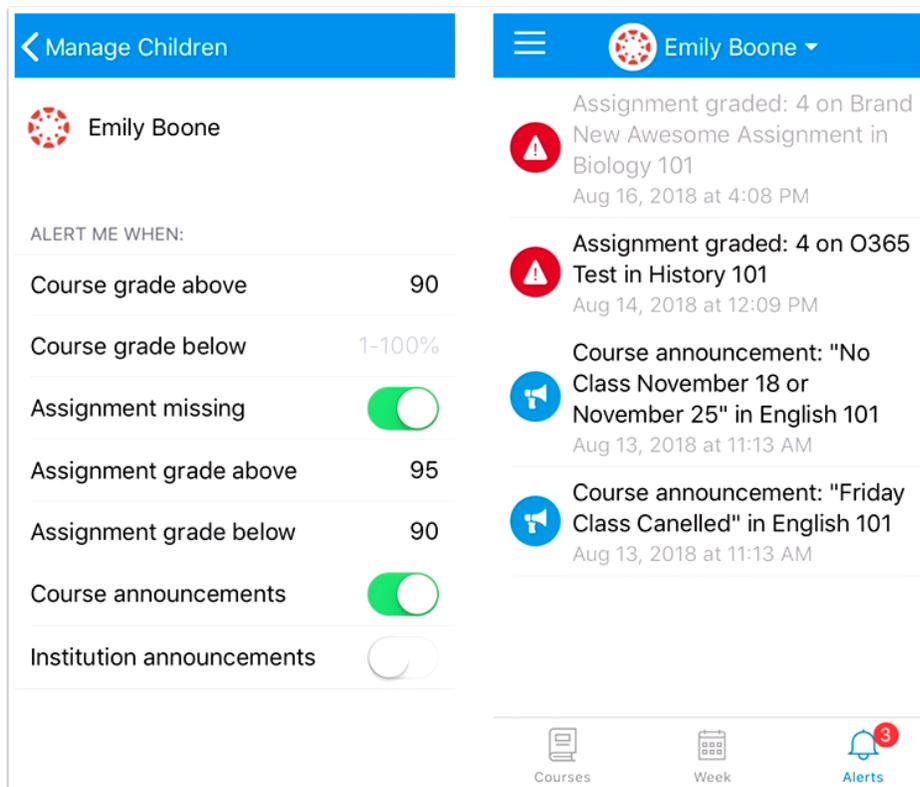


**IMPORTANT NOTICE:** All assignment grades and final class grades are in the student information system, Harmony. Teachers may choose not to record grades in Canvas or not to transfer all assignments to Harmony.

## 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



**Manage Children** Emily Boone

Emily Boone

ALERT ME WHEN:

Course grade above	90
Course grade below	1-100%
Assignment missing	<input checked="" type="checkbox"/>
Assignment grade above	95
Assignment grade below	90
Course announcements	<input checked="" type="checkbox"/>
Institution announcements	<input type="checkbox"/>

Assignment graded: 4 on Brand New Awesome Assignment in Biology 101  
Aug 16, 2018 at 4:08 PM

Assignment graded: 4 on O365 Test in History 101  
Aug 14, 2018 at 12:09 PM

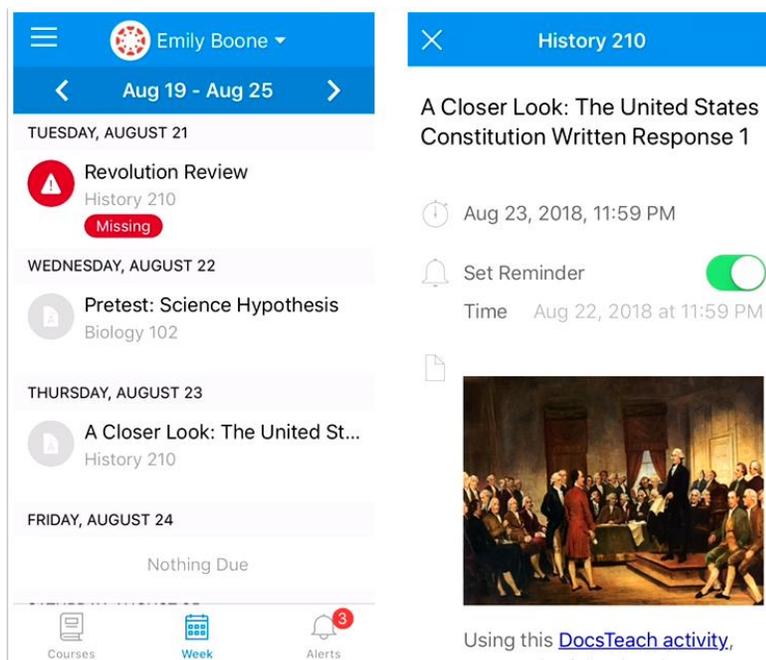
Course announcement: "No Class November 18 or November 25" in English 101  
Aug 13, 2018 at 11:13 AM

Course announcement: "Friday Class Canelled" in English 101  
Aug 13, 2018 at 11:13 AM

Courses Week Alerts 3

### 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.



Emily Boone

Aug 19 - Aug 25

TUESDAY, AUGUST 21

Revolution Review  
History 210  
Missing

WEDNESDAY, AUGUST 22

Pretest: Science Hypothesis  
Biology 102

THURSDAY, AUGUST 23

A Closer Look: The United St...  
History 210

FRIDAY, AUGUST 24

Nothing Due

History 210

A Closer Look: The United States Constitution Written Response 1

Aug 23, 2018, 11:59 PM

Set Reminder

Time Aug 22, 2018 at 11:59 PM

Using this [DocsTeach activity](#),

Courses Week Alerts 3