How to Observe Your Student in Canvas

1. Student generates a pairing code.

2. Parent creates a Canvas account and enters the pairing code.

or

3. Parent enters an additional pairing code to add a student to existing Canvas account.

Detailed instructions for each step above are included below.

1. <u>Student</u> generates a pairing code for an observer

Students can generate a pairing code to link an observer to their Canvas account. An observer can enter the pairing code in their User Settings Observing tab. A separate pairing code must be created for each observer who wants to link to your account.
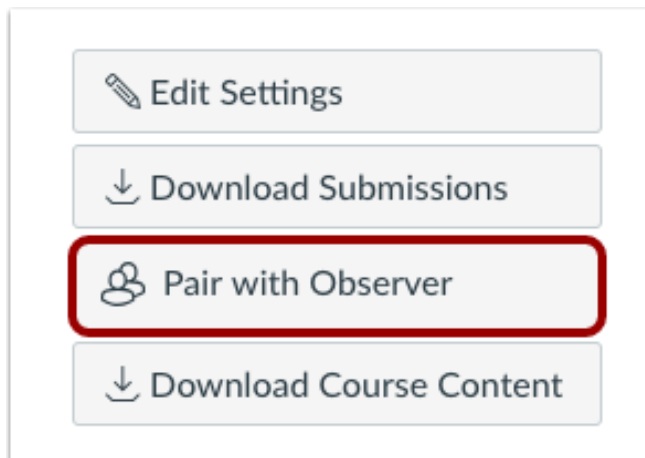
An observer may be a parent, guardian, mentor, counselor, or another individual who needs to view a student's Canvas courses.
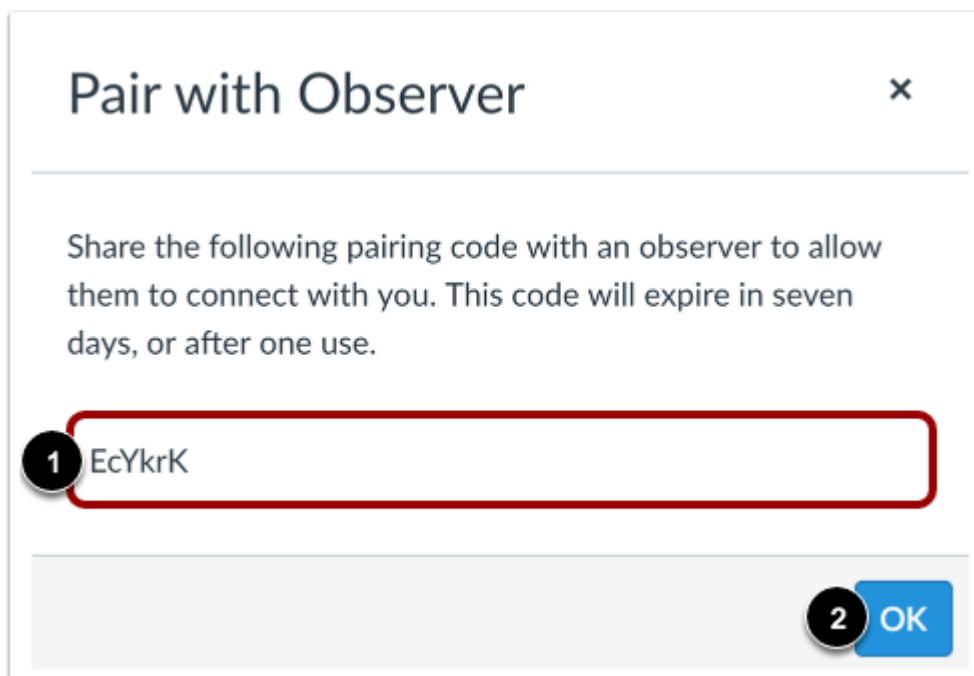
Open Settings
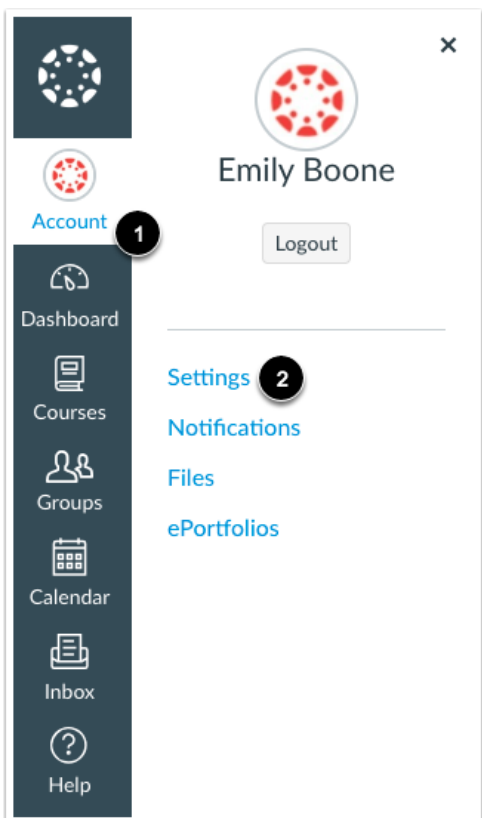
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Pair with Observer

Click the **Pair with Observer** button.

Copy Pairing Code

Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.

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

Note: Pairing codes are case sensitive.

2. **Parent** creates a Canvas account and adds the pairing code.

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.
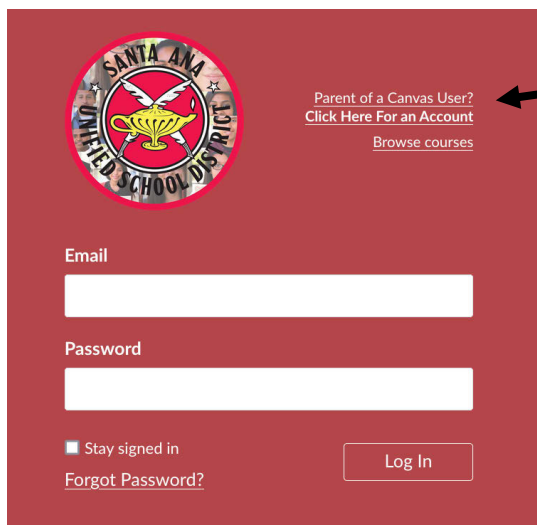
Notes:

- To observe a student, you must have a [student pairing code](#).
- Once you have an account, you will be able to view student information through the Canvas Parent app. If you already have an account from your student's institution as an observer, you can always view student information through the Canvas Parent app.

Open Canvas URL

In a browser window, enter the institution's Canvas registration

URL **https://sausd.instructure.com/login/canvas**

Click to Create Account
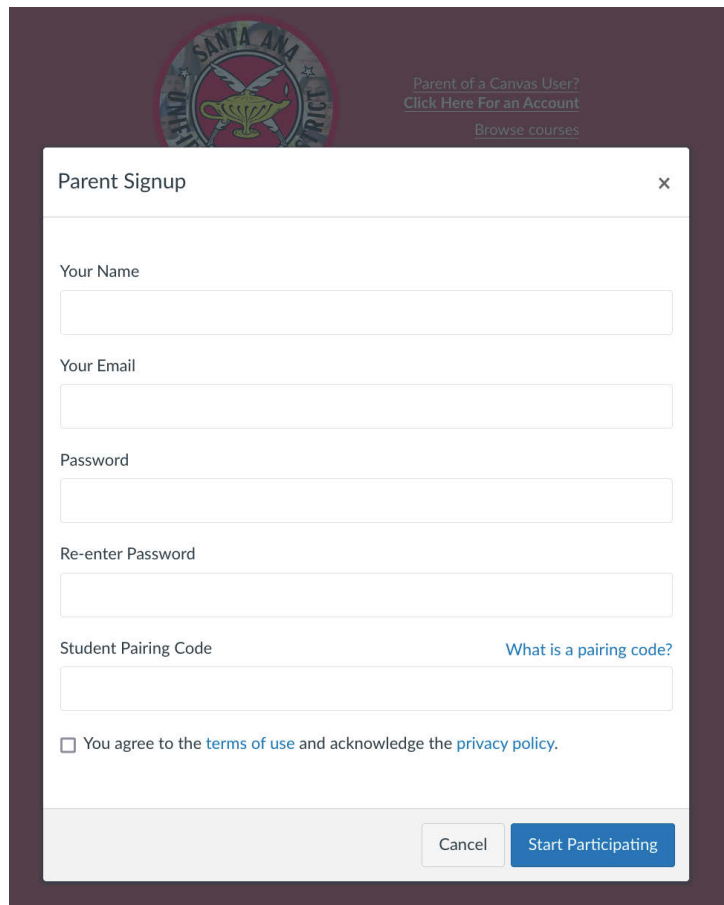
Click the account link at the top of the page.

Enter Signup Details

Enter the following information:

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 paring 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.

Note: Students can [generate pairing codes](#) from their User Settings. Admins and instructors may also generate pairing codes.

Begin Observing
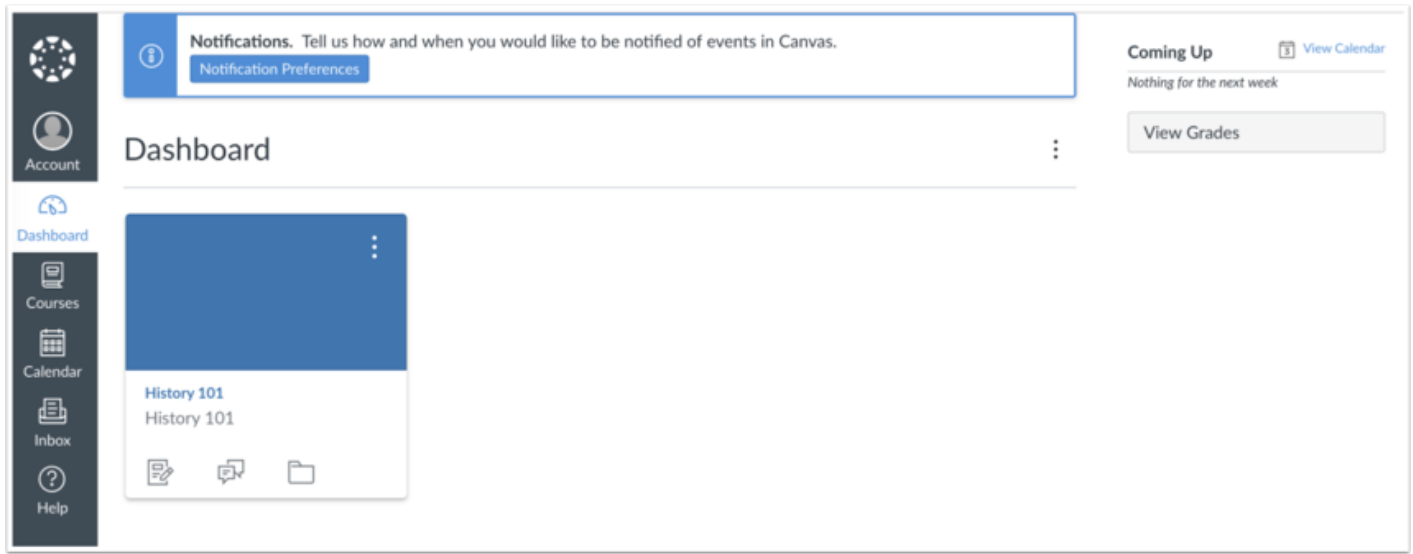
You can begin observing your student in Canvas immediately.

# 3. Add an <u>additional student</u> to existing Canvas Account

If you signed up for a Canvas account as a parent, you can add students to observe within the same institution.

To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings. Admins and instructors can also generate pairing codes.

Notes:

- You cannot add students whose accounts are not within your same institution (Canvas URL). To observe students in another institution, you must sign up for an account using that institution's Canvas URL.
- Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

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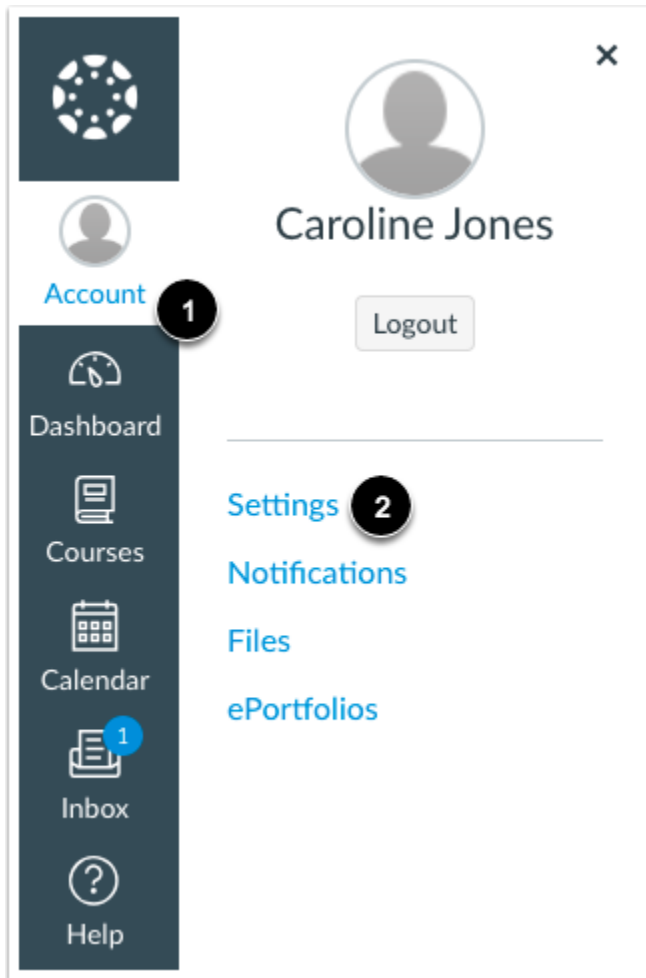
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Open Observing
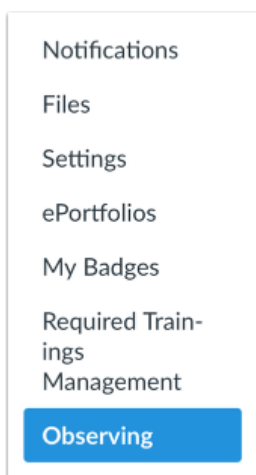
In User Navigation, click the **Observing** link.

Add Student

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

View Student

View the paired student.