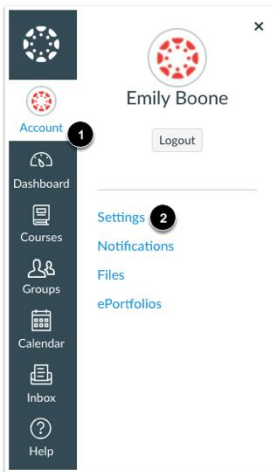


# INSTRUCTIONS FOR OBSERVING A STUDENT IN CANVAS

## START HERE WITH YOUR STUDENT:



Your student will need to generate a pairing code to link you as an observer to their Canvas account. They must create a separate pairing code for each observer who wants to link to your account (ex. one for mom and another one for dad, etc.).

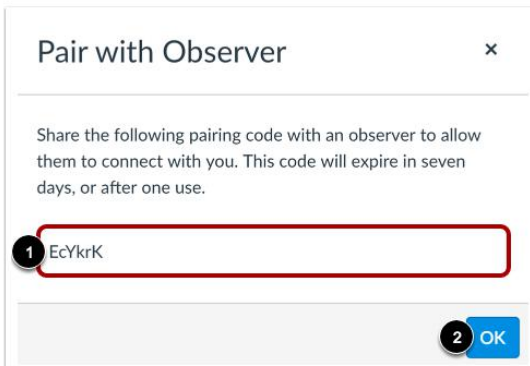
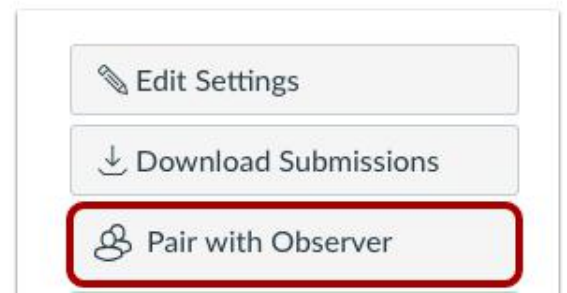
Once they have logged in to their Canvas account, have them:

- 1) Click on “Account.”
- 2) Click on “Settings” from the slide out menu.

That will take them to a new screen.

Next, they will need to click on “Pair with Observer.”

Hint: It will be located on the right side of the screen and looks like the image to the right.



Now have them 1) copy the six-digit alphanumeric pairing code. They will need to share the code with you and other observers who will link to their account. The pairing code will expire after seven days or its first use.

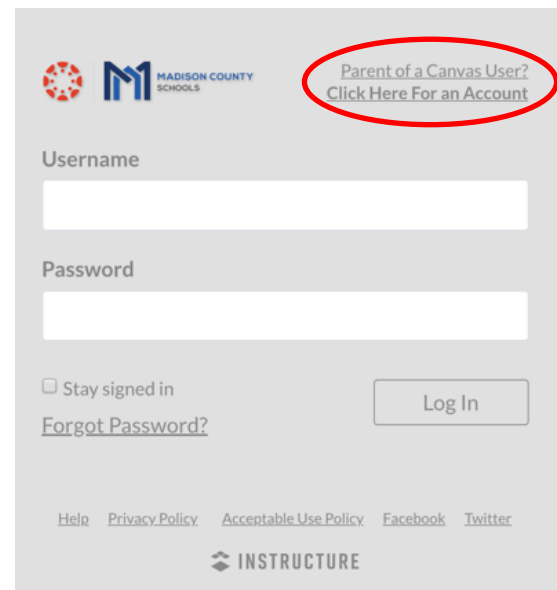
2) To close the window, click the OK button.

Note: Pairing codes are case sensitive.

## PARENT INSTRUCTIONS BEGIN HERE:

Visit <https://mcs.instructure.com/login/ldap> to sign up to observe a student in Canvas.

Click where it says “Parent of a Canvas User? Click Here For an Account.”



Next, the observer (parent) will do the following:

Enter your name in the **Your Name** field.

Enter your email in the **Your Email** field.

Establish a password in the **Password** and **Re-enter Password** fields.

Enter the pairing code obtained in the previous steps and enter it into the **Student Pairing Code** field.

Agree to the terms of use by clicking the **You agree to the terms of use** check box.

Click the **Start Participating** button.

To finish your account set up, you need to check your email (the one that you indicated during the set up) to confirm your registration and to set your password. Once confirmed, you have full observer access to your student's work.

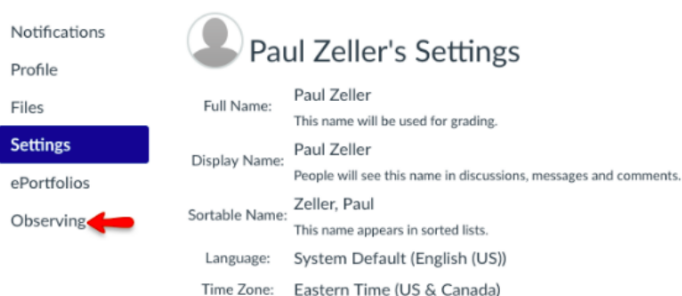
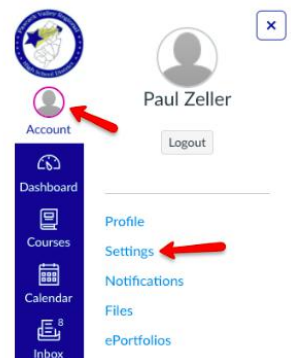
### **IF YOU HAVE MORE THAN ONE STUDENT THAT YOU NEED TO OBSERVE IN CANVAS:**

If you have more than one student to observe, follow the instructions below after you have completed steps for your first student as instructed in previous steps.

**Note: The additional students will need to be with you for this process**

You will need to login to Canvas with the account you created for your first student:

1. Click on **Account** to the left, then click **Settings**. (See the image to the right.)
2. Once in the **Settings** screen, click **Observing**. (See the image below.)



3. In the **Observing** screen, you will need to enter a pairing code that your student will need to provide as the first student did, using the first few steps in these instructions.

### Observing

Student Pairing Code

+ Student

4. Repeat steps 1-3 for all students you would like to observe.