

Setting up your Parent Canvas Observer Account

In Canvas, the Observer role is used to enroll parents, guardians, mentors, and tutors. Observers have limited permissions that allow them to see what is going on in a course without interrupting the flow of daily course communication. When observers are paired with a student, they can follow along with that student's work, including seeing feedback and grades. Observers only see the work of the student they are paired with and will not see any of the other student's work. Like students, Observers cannot view a course until it is published and the course has started.

To get started, your student needs to create a pairing code. They can do this from their Canvas account. Use the directions for creating a pairing code below. Once you have the pairing code, you have 7 days to create your observer account in Canvas. You have the choice of using the Parent App or the computer to create your course, see the links below. If you need to connect to more than one student, each student needs to create their own code and after creating your account, you can add the rest of your students by following the directions below. Finally, for a full description of what you can do and not do with your parent observer account, follow the link to an infographic. If you have any questions, click on the help link.

[How do I get a pairing code?](#)

[Using the Parent App \(Android and iOS\)](#)

[Using a computer](#)

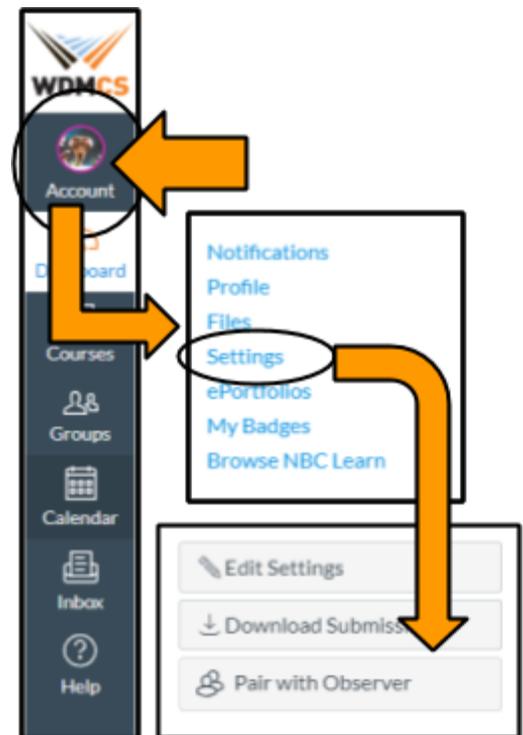
[Adding more students to your Observer Account](#)

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[Help!](#)

How do I get a pairing code?

1. Only your student can create the pairing code for you to access their account. Have your student log into Canvas with their own account.
2. Click on Account at the top of the global navigation menu on the far left of the screen.
3. Click on Settings in the Account menu.
4. In the far right of the settings screen, click on “Pair with Observer” to create the code.
5. The “Pair with Observer” window opens providing a 6-digit code of capital and lowercase letters. Carefully write the code down. If you are unclear about letters (specifically the letters i or l) you can click “OK” and repeat step 4 until you get a clear code.



6. This use. If student, the student will need to create a second code.

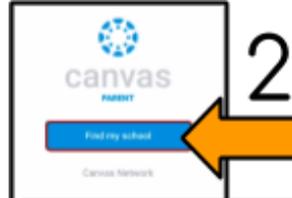
code is only good for seven (7) days and for a ONE time both parents and/or guardians want to pair with a

Using the Parent App (Android and iOS)

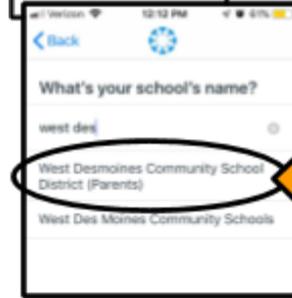
1. On your phone, download the parent app from Google Play or the App Store. Canvas offers apps for the individual roles, so make sure that you download “Canvas Parent” not student or teacher apps.



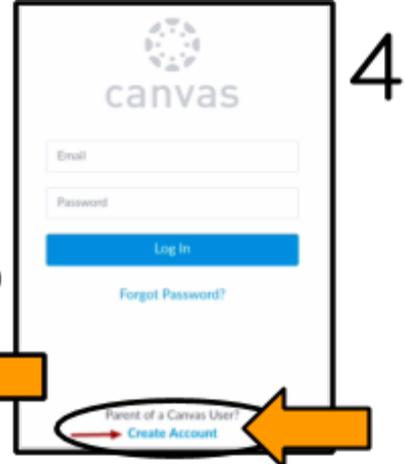
2. Open the app and tap the “Find My School” button.



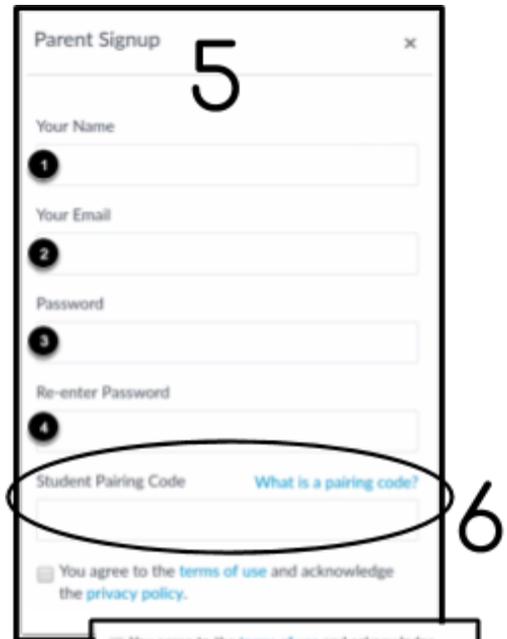
3. Start typing in “West Des Moines” until the option, “West Des Moines Community School District (Parents)” pops up. Select it by tapping on it.



4. Tap the “Create Account” link.

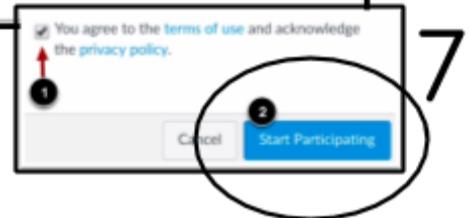


5. In the “Parent Signup” window, create your account by entering your name (1) and email address (2) into the corresponding fields. Then create a password by entering it into the Password field (3) and retype it in the Re-enter Password (4) field.



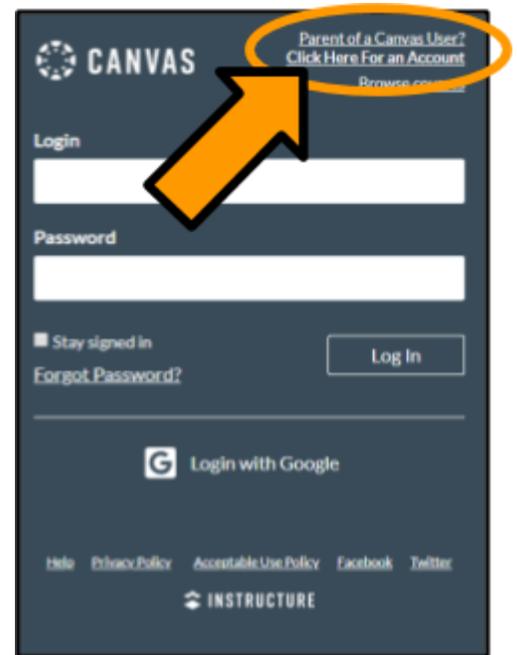
6. Enter the six-digit pairing code for the student you want to link into the Student Pairing Code field. You will be able to add other students to your account after setting up the app.

7. To complete your registration, check to agree to the Terms of Use and Privacy Policy. Then tap the Start Participating button. You will be able to see your student’s courses.

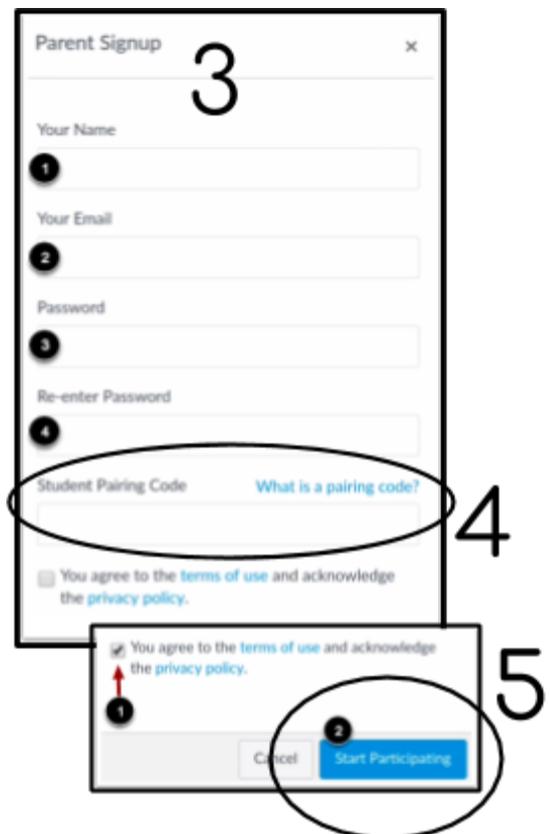


Using a computer

1. Go to the WDMCS website, <http://www.wdmcs.org>, and click on the Parents tab. From the Quicklinks for Parents list, click on “Canvas Parent Portal.” You have to log in to Canvas from this link or the Canvas link at the bottom of the website. **Just searching for Canvas will not get you to the WDMCS Canvas page. You will return to this page to log back into Canvas every time you want to check on your students.**
2. On the login screen, click on “Click Here for an Account” at the top right.



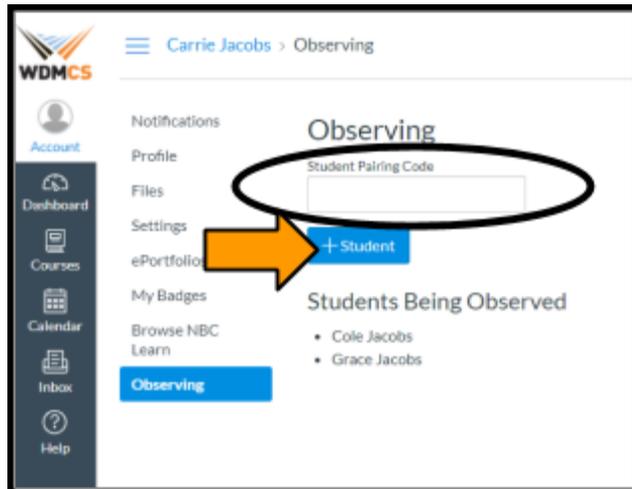
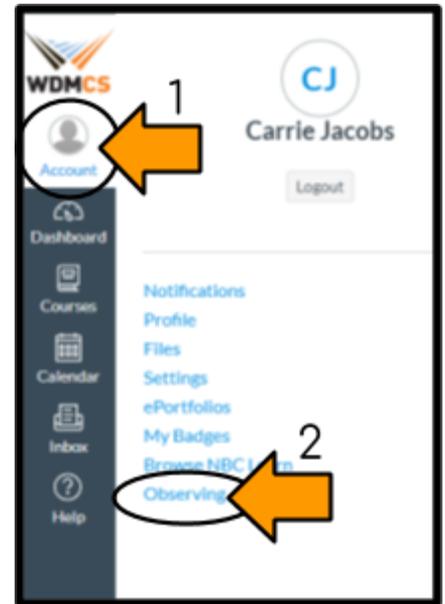
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4. Enter the six-digit pairing code for the student you want to link into the Student Pairing Code field. You will be able to add other students to your account after setting up the app.
5. To complete your registration, check to agree to the Terms of Use and Privacy Policy. Then tap the Start Participating button. You will be able to see your student’s courses.



Adding more students to your Observer Account

Once you have created your Canvas account and connected it to one of your students, you can add any other students you need from your account settings.

1. In Canvas, click on “Account” at the top of the left-hand grey vertical menu.
2. Click “Observing” at the bottom of the Account menu.
3. There, you will see the name of the first student you connected to when setting up your account, under the “Students Being Observed” title.
4. To add any other students, type the code they created from their account and click “+Student”. Click “Dashboard” to find your student’s courses.



What can you do with your Observer Account?

Observers can

- View and read announcements
- View assignments index page
- View the calendar
- Join conferences, if invited
- Join collaborations, if invited
- View personal inbox
- Send conversation messages to instructor and student they are observing
- View the dashboard
- View and read discussions
- View files unless they are locked
- View grades, view assignment due dates and comments, and print grades
- View modules and see due dates and point values
- View pages and contribute if the instructor enables the Anyone can edit it setting
- View profile pictures, if available
- View syllabus
- View outcomes
- View quizzes index page

Canvas Parent/Observer Role

Observers cannot

- Comment on announcements or discussions
- Submit assignments or quizzes
- View course rosters
- Send conversation messages to students in the course they are not observing
- View locked files or folders
- Join groups
- View unpublished courses
- Access the Chat tool
- Reserve appointment slots in the Scheduler
- View grade audit trail

Observer Limitations

- Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.
- Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.
- Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.
- Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may not see links to certain features.

Help!

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