



## Adding an Observer

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**

## Instructions

1. *Student 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.

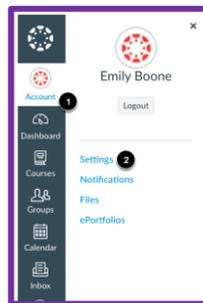
An observer may be a parent, guardian, mentor, counselor, or another individual who needs to view a student's Canvas courses.

### ☑ Open Settings

1. Click **Account**

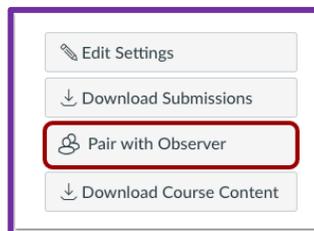


2. Click **Settings**



### ☑ Pair with Observer

1. Click the **Pair with Observer** button

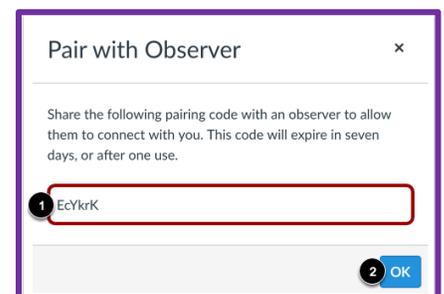


### ☑ Copy Pairing Code

1. Copy the six-digit pairing code. 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.*

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

*Note:* Pairing codes are case sensitive.



# Adding *Observers* to a Student's Canvas Courses



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

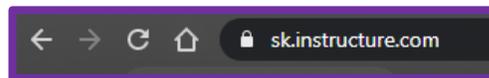
Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.

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.

### ☑ Open Canvas URL

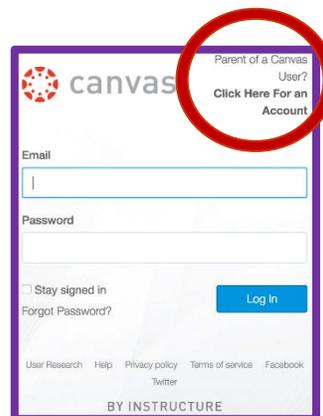
1. In a browser window, enter the institution's Canvas registration URL

<https://sk.instructure.com/login/canvas>



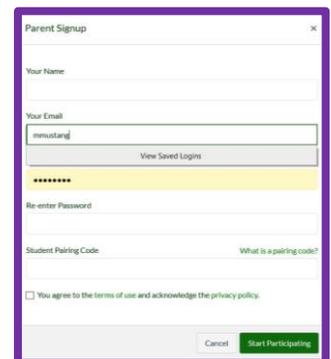
### ☑ Click to Create Account

1. Click the account link at the top of the page

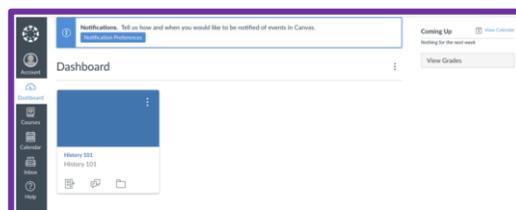


### ☑ Enter Signup Details

1. Add personal information (Name, Email)
2. Enter a pairing code to link your account to your student in the **Student Pairing Code** field.
3. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
4. Click the **Start Participating** button.



### ☑ Begin Observing



# Adding *Observers* to a Student's Canvas Courses



## 3. Add an *additional student* 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.

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.

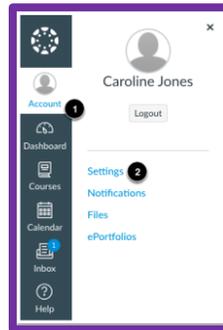
Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

### ☑ Open User Settings

1. Click **Account**



2. Click **Settings**



### ☑ Open *Observing*

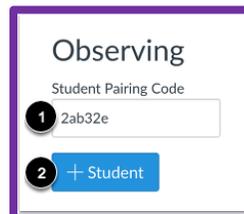
1. In User Navigation, click the **Observing** link

Notifications  
Files  
Settings  
ePortfolios  
My Badges  
Required Trainings Management  
**Observing**

### ☑ Add Student

1. Type the **Student Pairing Code**

2. Click the **Add Student** button



### ☑ View Student, Begin Observing

