

Canvas Parent Registration Instructions

There are multiple steps in this process.

1. Each of your students will need to visit their Canvas account and create a Pairing Code for each observer.
2. The parent/guardian will access Canvas to create an account and pair their new account with their student.
3. Once an account is created, the observer can add additional students to observe. These directions are in Step 3.

If you already have a Canvas account for observing your older students, follow Step 1 to create a pairing code and Step 3 explains how to add your new student to your existing account.

Step 1

Student creates Pairing Code:

Student logs into student account and will be at the Dashboard.

Click Account

Click Settings

On the right side of the screen is a button labeled "Pair with Observer"

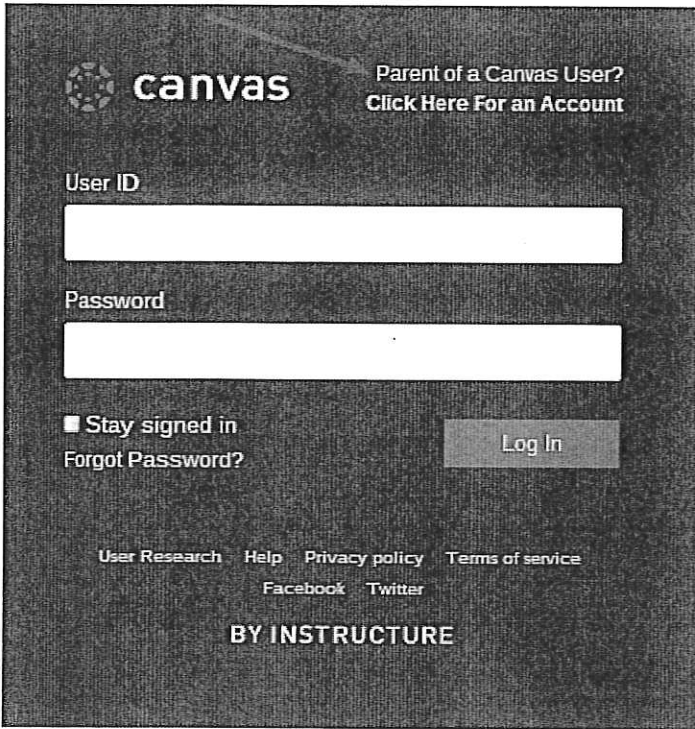
Click this button and a Pairing Code appears. ****NOTE this code is only works for 24 hours and only works once.**

Make a note of the code and proceed to **step 2.**

The screenshot shows a web browser window with the URL <https://fgschools.instructure.com/profile/settings>. The page title is "6thgrade test's settings". A modal dialog box titled "Pair with Observer" is open in the center, displaying the pairing code "4dfa9b" and a warning: "Share the following pairing code with an observer to allow them to connect with you. This code will expire in 24 hours, or after one use." The dialog has an "OK" button at the bottom right. On the right side of the settings page, the "Pair with Observer" button is circled in red. The page also shows sections for "Web Services" and "Registered Services".

Step 2

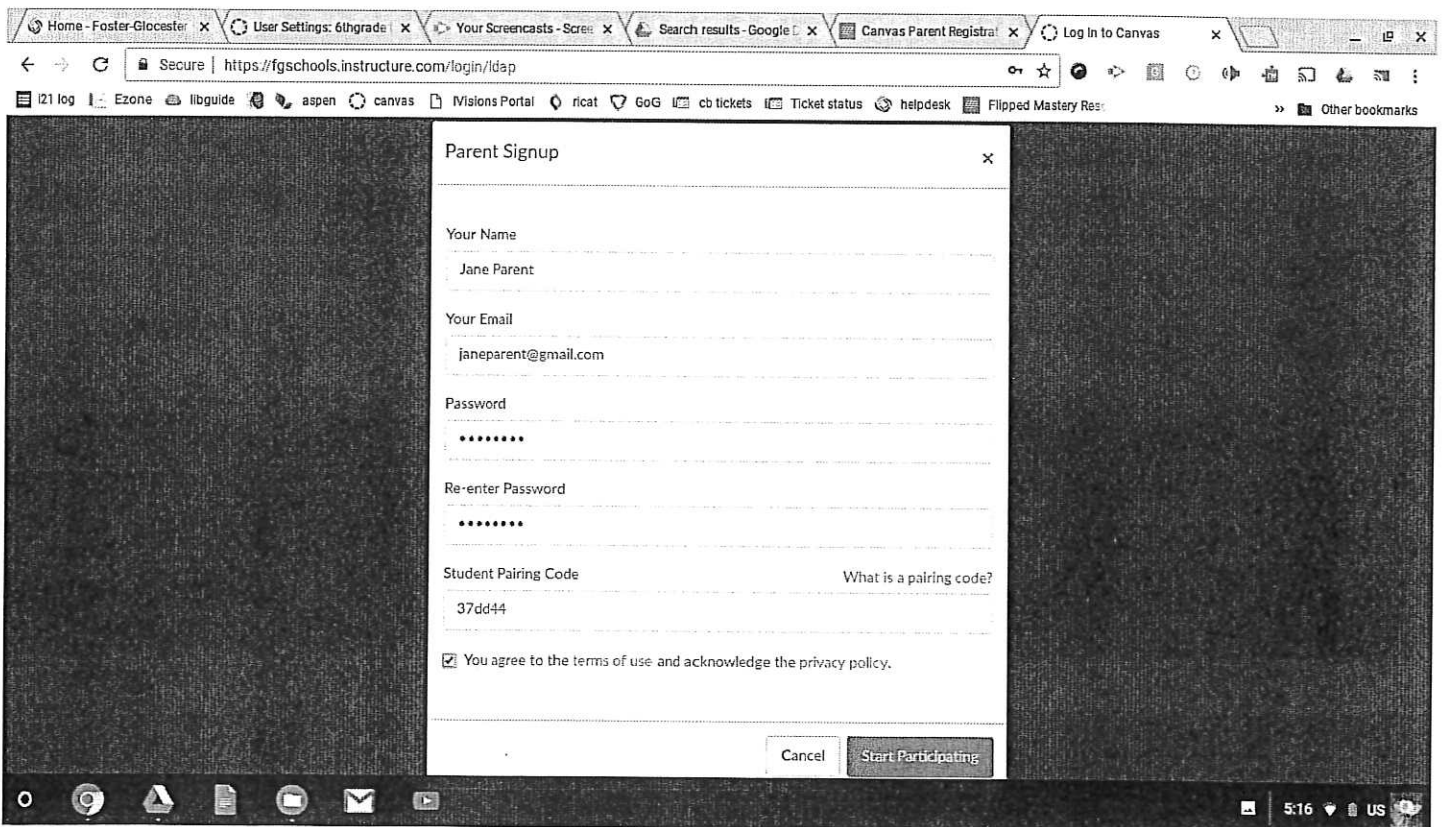
To Create a New Parent Account:



1. Browse to <https://fgschools.instructure.com/> or visit the district website at www.fg.k12.ri.us, highlight “For Parents” and click on “Canvas”.

2. At the login screen, look to the right of the Canvas logo where it says “Parent of a Canvas User? Click here for an account.”

3. The Parent Signup Box appears. You will need to enter:



Your full name

Your email

Indicate a password and re-enter to confirm.

The unique Student Pairing Code generated from your student's account. (See directions in Step 1 above)

Check the box next to "You agree to the terms of use..."

Click "Start Participating"

You will be taken to your Canvas Dashboard and should see the courses the student is enrolled in.

Step 3

To add other students to observe, you must be logged in to your Canvas account and follow these steps:

- Click on Account
- Click on Settings
- Click on Observing
- Use the blue **+Student** button to add other children's unique Pairing Code.

The screenshot displays the 'Jane Parent's settings' page in a web browser. The browser's address bar shows the URL 'https://fgschools.instructure.com/profile/settings'. The page layout includes a top navigation bar with a hamburger menu and the text 'Jane Parent's settings'. On the left, a vertical sidebar contains icons for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', and 'Help'. The 'Observing' option is highlighted with a black box. The main content area is titled 'Jane Parent's Settings' and includes the following sections:

- Notifications**
- Files**
- Settings** (highlighted)
- ePortfolios**
- My Badges**
- Observing** (highlighted)

The 'Jane Parent's Settings' section contains the following information:

- Full Name:** Jane Parent (This name will be used for grading.)
- Display Name:** Jane Parent (People will see this name in discussions, messages and comments.)
- Sortable Name:** Parent, Jane (This name appears in sorted lists.)
- Language:** System Default (English (US))
- Time Zone:** None

The **Web Services** section includes a description: 'Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.' There is a checkbox labeled 'Let fellow course/group members see which services I've linked to my profile' which is checked.

The **Registered Services** and **Other Services** sections are partially visible at the bottom of the page.

On the right side of the page, there are sections for **Ways to Contact**, **Email Addresses** (with 'janeparent@gmail.c...' listed), **Other Contacts**, and buttons for **Edit Settings**, **Download Submissions**, and **Download Course Content**.

Other steps we recommend:

Adjust your communication preferences. From the same menu, click "Notifications". Canvas provides many of options for notifications of course activity. You can choose which activities will cause a notification and how frequently to receive them.

View your student's course content, assignments and grades. Menu Buttons are easy to use to locate information in Canvas. Each teacher is using Canvas for their individual course.

Your student will be the best person to give you a tour of Canvas features!