

Parent & Guardian Canvas Account Creation

[Para direcciones en español haga clic aquí](#)

Parents and guardians often desire the ability to see their students' course assignments, due dates, announcements, and other content. Stafford County Public Schools values and encourages parent and guardian participation in the student learning process.

This document will guide you in creating your observer account in Canvas in five steps.

1. [Acquire the student pairing code](#)
2. [Creating an Observer account in Canvas](#)
3. [Accessing the Canvas Parent App](#)
4. [Adding additional students to your account](#)
5. [Setting your Observer Notifications](#)

What can observers do in Canvas?

- Read course announcements
- See the course assignments page
- Preview course documents
- View the course syllabus
- See course outcomes (learning standards)
- View the course calendar
- Examine their student's grades on assignments
- Communicate with the course instructor

What can observers NOT do in Canvas?

- Submit assignments
- View or participate in course discussions
- Take quizzes
- Join course groups
- Send messages to students (other than the one they are observing)
- See course rosters
- See unpublished courses

Please be aware:

- The permissions referenced above are given to parent and guardian observers, but individual teachers are able to customize their course menus to better suit the needs of their specific classes. You may not be able to view each of the features listed under "What can observers do in Canvas?" if a classroom teacher does not make use of a specific feature.
- The student must have an account and be enrolled in Canvas courses before the parent or guardian can sign up to observe the student.
- While the Parent mobile app provides an on-the-go glimpse at course calendars, assignments, and due dates, Canvas provides a much richer observer experience on desktop browsers, where more content is available to view using an interface similar to a student's. We encourage you to access Canvas via a desktop browser to view more content.
- Before beginning to create an account in Canvas, please ensure that you are using a supported browser. Canvas supports the current and first previous releases of Chrome, Firefox, Safari, and Microsoft Edge.

****Please note that grades listed on this screen in the Canvas mobile app are not official. Synergy remains the official source for SCPS student grade information.****

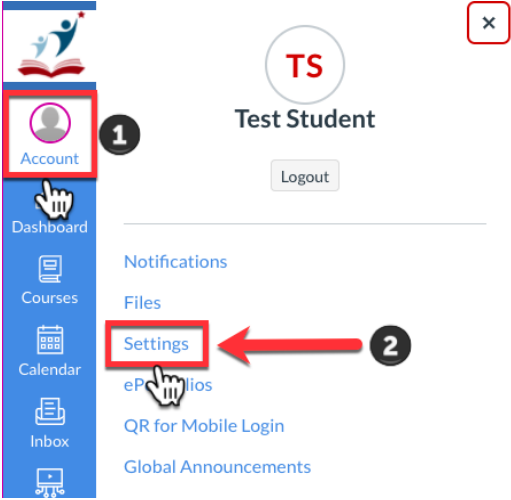
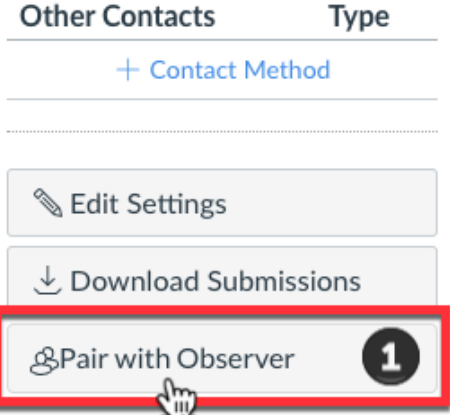
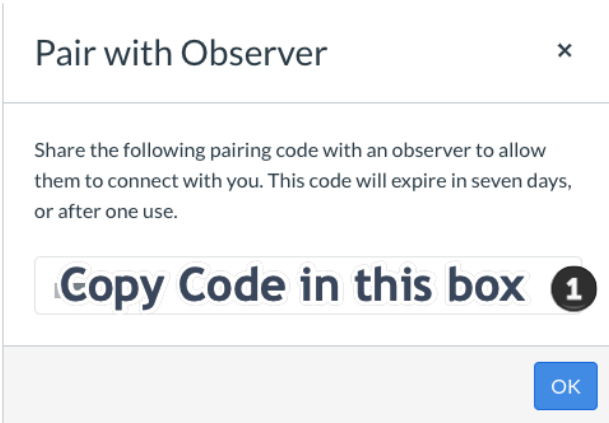
Student Pairing Codes

IMPORTANT

Prior to Enrolling as a Parent Observer:

Have your student generate a student pairing code from their own account in Canvas.

Obtaining Student Pairing Code Directions

<ol style="list-style-type: none">1. Click on Student Account Icon2. Click on Settings	 <p>A screenshot of the Canvas user interface. On the left is a blue sidebar with icons for Dashboard, Courses, Calendar, Inbox, and a computer icon. The 'Account' icon (a person silhouette) is circled in red with a '1' next to it. On the right, the user's profile is shown as 'TS Test Student' with a 'Logout' button. Below the profile, a list of options includes Notifications, Files, Settings (circled in red with a '2' and a red arrow pointing to it), ePortfolio, QR for Mobile Login, and Global Announcements.</p>
<p>On the right hand side of the screen.</p> <ol style="list-style-type: none">1. Click on the Pair with Observer button.	 <p>A screenshot of the 'Other Contacts' section in Canvas. It has a header with 'Other Contacts' and 'Type' and a '+ Contact Method' button. Below are three buttons: 'Edit Settings', 'Download Submissions', and 'Pair with Observer'. The 'Pair with Observer' button is circled in red with a '1' next to it.</p>
<ol style="list-style-type: none">1. In the pop up window copy the code located in the box. Take note once this code is generated it will only last for 7 days or after one use.	 <p>A screenshot of a 'Pair with Observer' pop-up window. It contains the text: 'Share the following pairing code with an observer to allow them to connect with you. This code will expire in seven days, or after one use.' Below this text is a box with the text 'Copy Code in this box' and a '1' next to it. At the bottom right is an 'OK' button.</p>

Write down the pairing code which is **Case-Sensitive**. You will need the code during the next steps.

Creating an Account

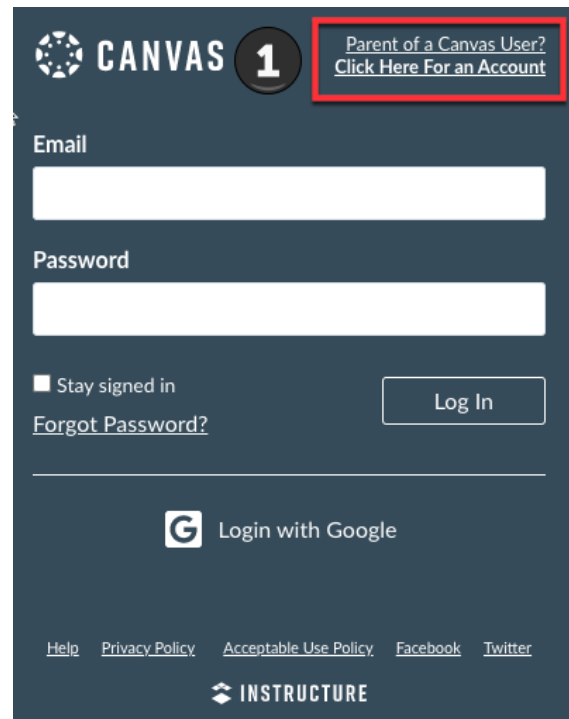
The parent or guardian must first sign up for a Canvas account at

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

1. Go to the SCPS Canvas Login Page

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

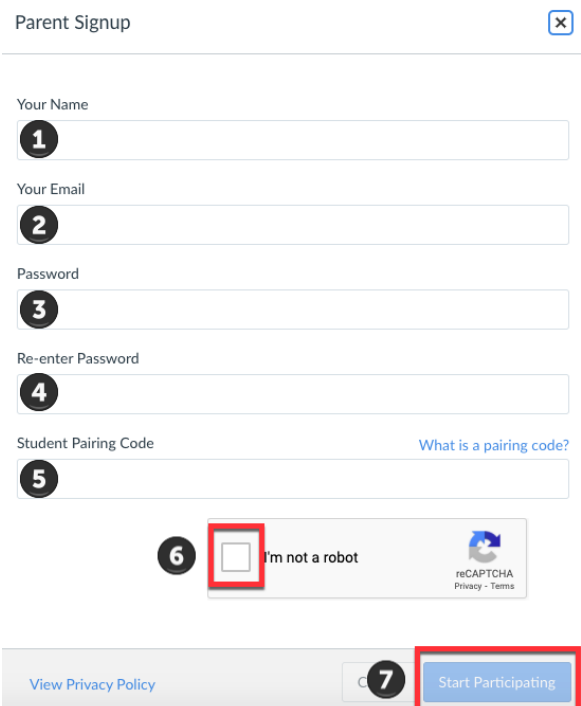
1. For New Accounts click on the link that says Parent of a Canvas User? Click Here For an Account



The screenshot shows the Canvas login interface. At the top left is the Canvas logo with a circled '1' next to it. In the top right corner, a red box highlights the text 'Parent of a Canvas User? Click Here For an Account'. Below the logo are input fields for 'Email' and 'Password'. There is a 'Log In' button, a 'Stay signed in' checkbox, and a 'Forgot Password?' link. At the bottom, there is a 'Login with Google' button and a footer with links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', along with the 'INSTRUCTURE' logo.

Fill out the Parent Signup

1. Enter your **Name**
2. Add your **Email** (this will be the email you use to sign in)
3. Create a **password**
4. Re-enter the created password
5. Enter the Student Pairing Code you obtained from the Student Pairing Code Directions from above. **CASE-SENSITIVE**
6. Click on the Captcha check box
7. Click the Blue **Start Participating** Button



The screenshot shows the 'Parent Signup' form. It includes fields for 'Your Name', 'Your Email', 'Password', 'Re-enter Password', and 'Student Pairing Code'. A red box highlights the 'I'm not a robot' checkbox, and another red box highlights the 'Start Participating' button. Circled numbers 1 through 7 indicate the sequence of steps: 1. Your Name, 2. Your Email, 3. Password, 4. Re-enter Password, 5. Student Pairing Code, 6. I'm not a robot checkbox, and 7. Start Participating button. There is also a 'View Privacy Policy' link and a 'What is a pairing code?' link.

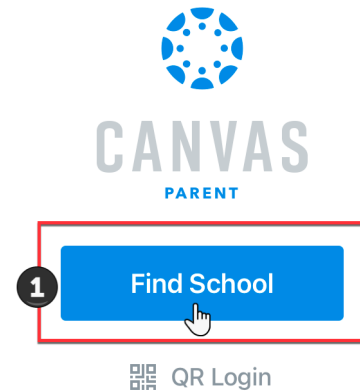
Using the Canvas Parent App

While the Parent mobile app provides an on-the-go glimpse at course calendars, assignments, and due dates, Canvas provides a much richer observer experience on desktop browsers, where more content is available to view using an interface similar to a student's. We encourage you to access Canvas via a desktop browser to view more content.

- Locate the Canvas Parent App on your Android or iOS Device App Store
- Download the App



1. Open the App and Click on **Find School**



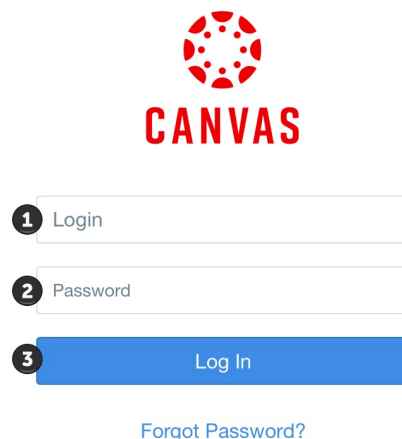
1. Type in the Find your school or district box the words:

Stafford County Public Schools (Parents)



Enter the Parent Information you created when signing up for the account in the previous directions

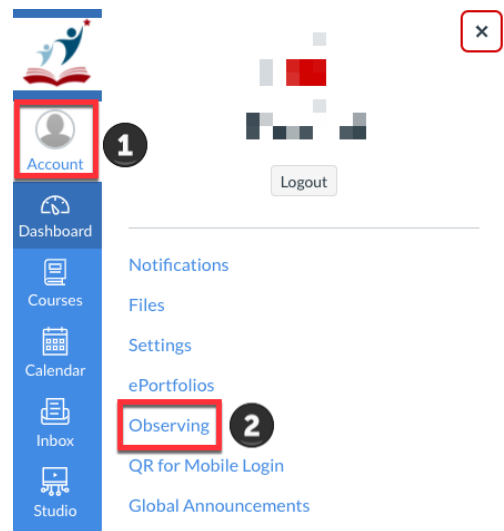
1. Enter your **Email Address**
2. Enter your **Password**
3. Click **Log In**



Adding Additional Students

Remember to repeat the [Student Pairing Code Directions](#) before starting these steps.

1. Click on **Account**
2. Click on the **Observing**



1. Add **Student Pairing Code**
2. Click **+Student** button

You will notice the additional student listed under Students Being Observed

Observing

Student Pairing Code

1

+ Student

2

Students Being Observed

[Adding additional Students from iOS Device](#)

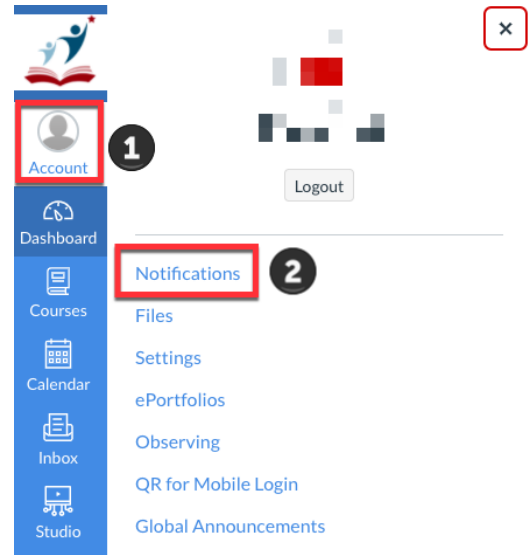
[Adding additional Students from an Android Device](#)

Observer Notifications

When logged in as an Observer you can customize the notifications you receive from Canvas.

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

1. Click on **Account**
2. Click on the **Notifications**



1. To receive a notification right away, click the **check mark** icon.
2. To receive a daily notification, click the **clock** icon.
3. To receive a weekly notification, click the **calendar** icon.
4. If you do not want to receive a notification, click the **remove (X)** icon.

Notification Preferences

Notify me right away Send daily summary Send weekly summary Do not send me anything

Show name of observed students in notifications.

Course Activities

	Email Address bill.sanderson.canvas@gmail.com	Email Address canvasobserver.canvas@gmail.com
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

[Additional Information on Observer Notifications](#)

[Additional Information on managing Observer Notifications in a Single Course](#)