# 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?** | **What can observers NOT do in Canvas?** |
|---|---|
| ● Read course announcements<br>● See the course assignments page<br>● Preview course documents<br>● View the course syllabus<br>● See course outcomes (learning standards)<br>● View the course calendar<br>● Examine their student's grades on assignments<br>● Communicate with the course instructor | ● Submit assignments<br>● View or participate in course discussions<br>● Take quizzes<br>● Join course groups<br>● Send messages to students (other than the one they are observing)<br>● See course rosters<br>● See unpublished courses |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-- grades listed on this screen in the Canvas mobile app are not official. Synergy remains the official source for SCPS student grade information.***
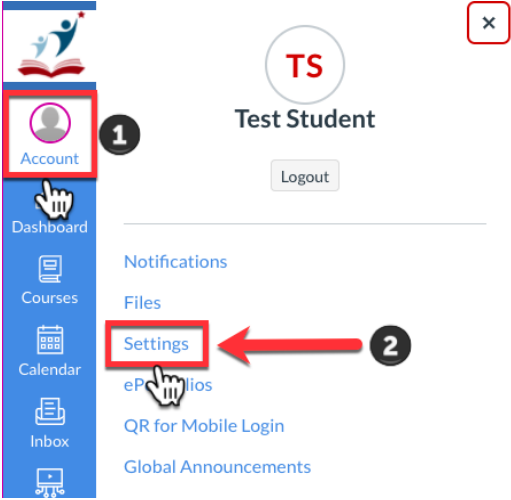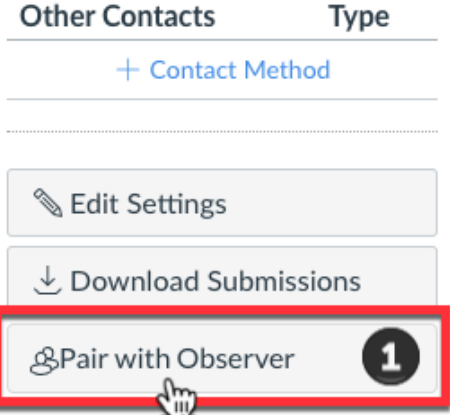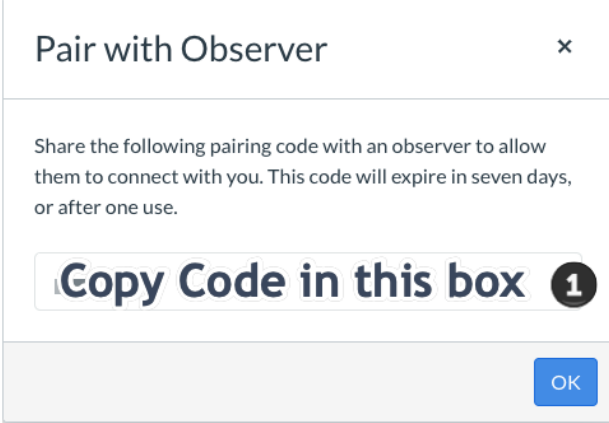
# Student Pairing Codes

**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

| | |
|---|---|
| 1. Click on Student **Account** Icon<br><br>2. Click on **Settings** |  |
| On the right hand side of the screen.<br><br>1. Click on the **Pair with Observer** button. |  |
| 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. |  |

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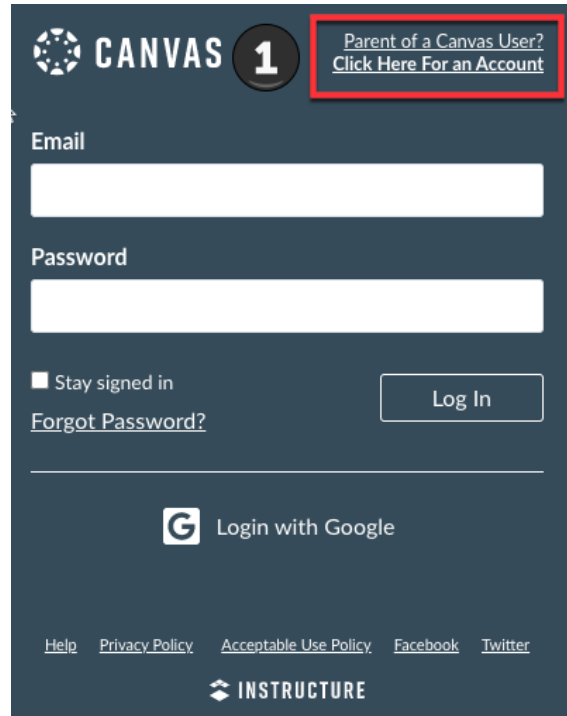
# Creating an Account

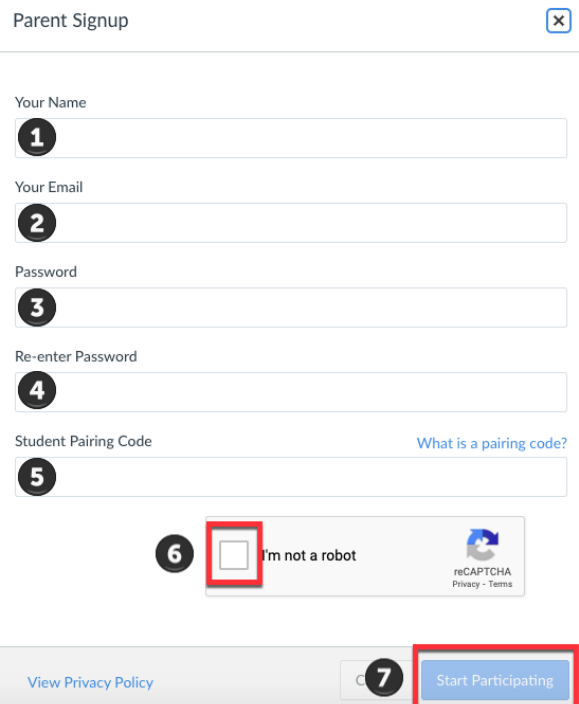The parent or guardian must first sign up for a Canvas account at

**https://staffordschools.instructure.com/login/canvas**

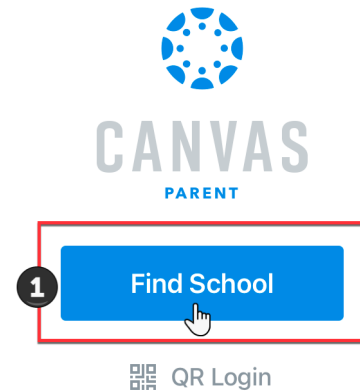| | |
|---|---|
| 1. Go to the SCPS Canvas Login Page | **https://staffordschools.instructure.com/login/canvas** |
| 1. For New Accounts click on the link that says Parent of a Canvas User? Click Here For an Account | CANVAS ❶  Parent of a Canvas User? Click Here For an Account<br><br>Email<br><br>Password<br><br>☐ Stay signed in   Log In<br>Forgot Password?<br><br>G Login with Google<br><br>Help  Privacy Policy  Acceptable Use Policy  Facebook  Twitter<br><br>◆ INSTRUCTURE |
| Fill out the Parent Signup<br><br>1. Enter your **Name**<br><br>2. Add your **Email** (this will be the email you use to sign in<br><br>3. Create a **password**<br><br>4. Re-enter the created password<br><br>5. Enter the Student Pairing Code you obtained from the Student Pairing Code Directions from above. **CASE-SENSITIVE**<br><br>6. Click on the Captcha check box<br><br>7. Click the Blue **Start Participating** Button | Parent Signup  ☒<br><br>Your Name<br>❶<br><br>Your Email<br>❷<br><br>Password<br>❸<br><br>Re-enter Password<br>❹<br><br>Student Pairing Code      What is a pairing code?<br>❺<br><br>❻ ☐ I'm not a robot  reCAPTCHA<br>Privacy - Terms<br><br>View Privacy Policy    ❼ Start Participating |

# 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.

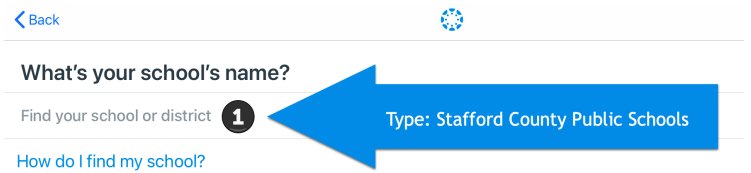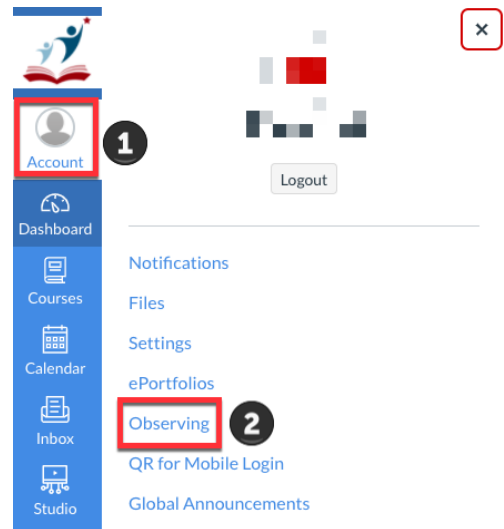| | |
|---|---|
| • Locate the Canvas Parent App on your Android or iOS Device App Store<br><br>• Download the App | CANVAS PARENT |
| 1. Open the App and Click on **Find School** | CANVAS PARENT<br>**1** Find School<br>QR Login |
| 1. Type in the Find your school or district box the words:<br><br>   Stafford County Public Schools (Parents) | ‹ Back<br>**What's your school's name?**<br>Find your school or district **1**<br>How do I find my school?<br>Type: Stafford County Public Schools |
| Enter the Parent Information you created when signing up for the account in the previous directions<br><br>1. Enter your **Email Address**<br><br>2. Enter your **Password**<br><br>3. Click **Log In** | CANVAS<br>**1** Login<br>**2** Password<br>**3** Log In<br>Forgot Password? |
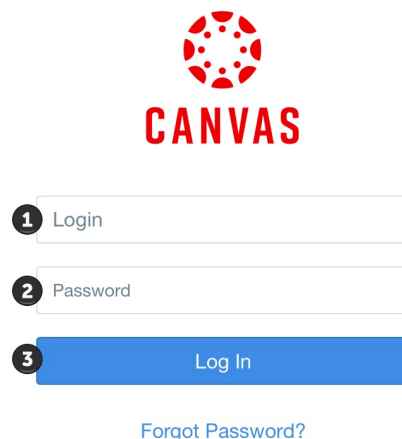
# Adding Additional Students

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

| | |
|---|---|
| 1. Click on **Account**<br><br>2. Click on the **Observing** |  |
| 1. Add **Student Pairing Code**<br><br>2. Click **+Student** button<br><br>*You will notice the additional student listed under 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**<br><br>2. Click on the **Notifications** |  |
| 1. To receive a notification right away, click the **check mark** icon.<br><br>2. To receive a daily notification, click the **clock** icon.<br><br>3. To receive a weekly notification, click the **calendar** icon.<br><br>4. If you do not want to receive a notification, click the **remove (X)** icon. |  |
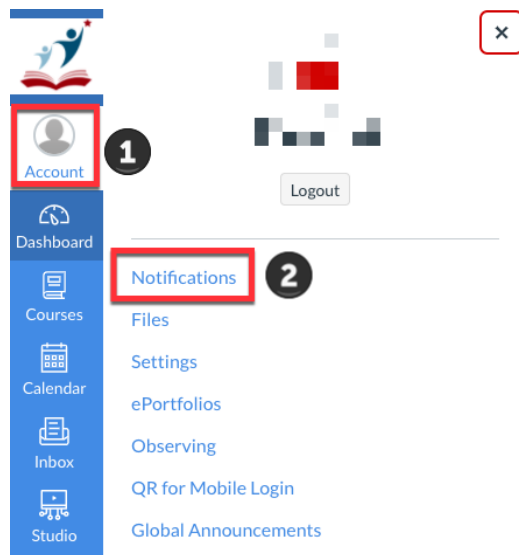
[Additional Information on Observer Notifications](#)

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