

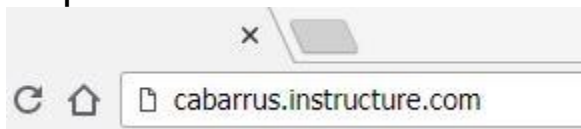
# Signing up as a Parent Observer in Canvas

Parents (Observers) can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. If an institution that is a Canvas client wants parents to observe a student via linked accounts, that institution must create user accounts for parents or guardians, or they will provide self-registration on their Canvas URL login page. Remember, Observers can view the course content but cannot participate in the course.

## Notes:

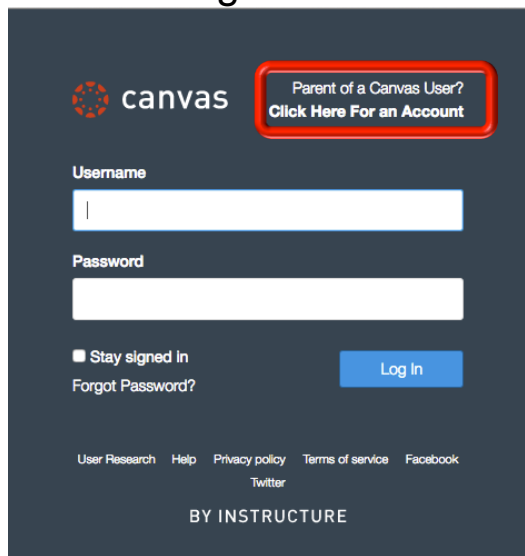
- Observers will create a Canvas account using the institution's Canvas URL. These steps are relevant to any institution that allows the self-registration banner on their Canvas URL login page.
- To observe a student, you must know the student's Canvas username and password. The user name will be in the form of: first letter of first name followed by the full last name followed by the last four digits of their student number. For example, John Smith's user name would be JSmith1234. The student's password will be their full student number.

## Open Canvas URL



In a browser window, enter the Canvas registration URL for Cabarrus County Schools (e.g. [cabarrus.instructure.com](https://cabarrus.instructure.com)).

## Click to Register



Click the account link at the top of the page.

**Note:** If you already have a Canvas account, and you are linked to the other user, just log in with your credential

## Enter Signup Details

The screenshot shows a 'Parent Signup' window with the following fields and elements:

- 1. 'Your Name' field containing 'Anakin Skywalker'.
- 2. 'Your Email' field containing 'usetheforce2016@gmail.com'.
- 3. 'Child's Username' field containing 'lw1000'.
- 4. 'Child's Password' field containing six dots.
- 5. A checked checkbox with the text 'You agree to the terms of use and acknowledge the privacy policy.'.
- 6. A blue 'Start Participating' button.

Enter the following information:

1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter your child's username in the child's username field.
4. Enter your child's password in the child's password field.
5. Agree to the terms of use by clicking the **You agree to the terms of use** check box.
6. Click the **Start Participating** button.

## Use Canvas

The screenshot shows a 'Welcome to Canvas!' window with the following text:

Your account is almost set up. To finish, please check your email at **usetheforce2016@gmail.com** to set your password.

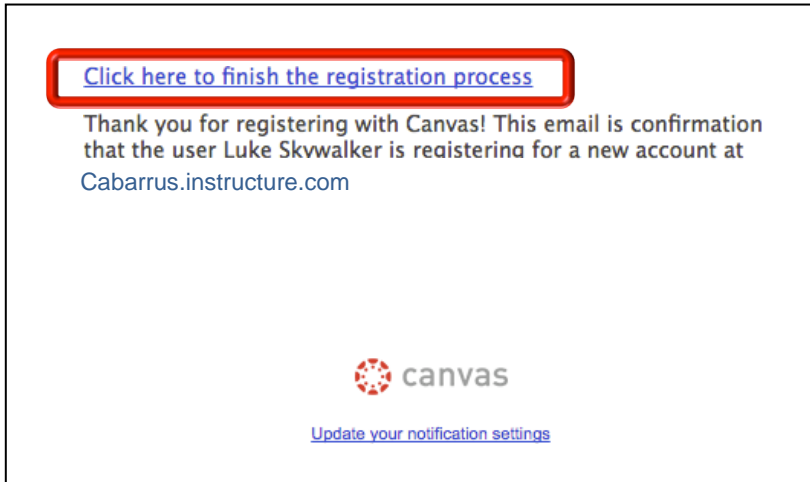
You can start participating now, but you must set a password before you can log back in.

A blue 'Get Started' button is highlighted with a red border.

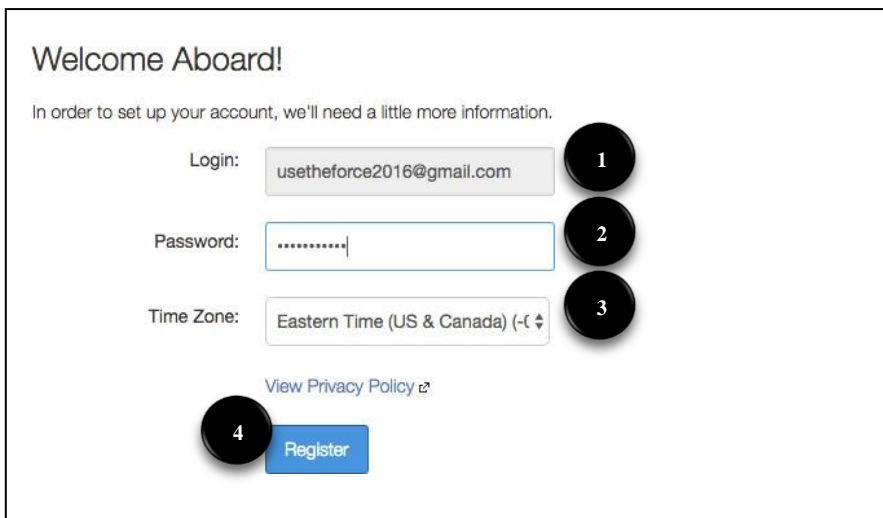
While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button. To finish registering for Canvas, log into your email account.

## Complete Registration Process

Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.



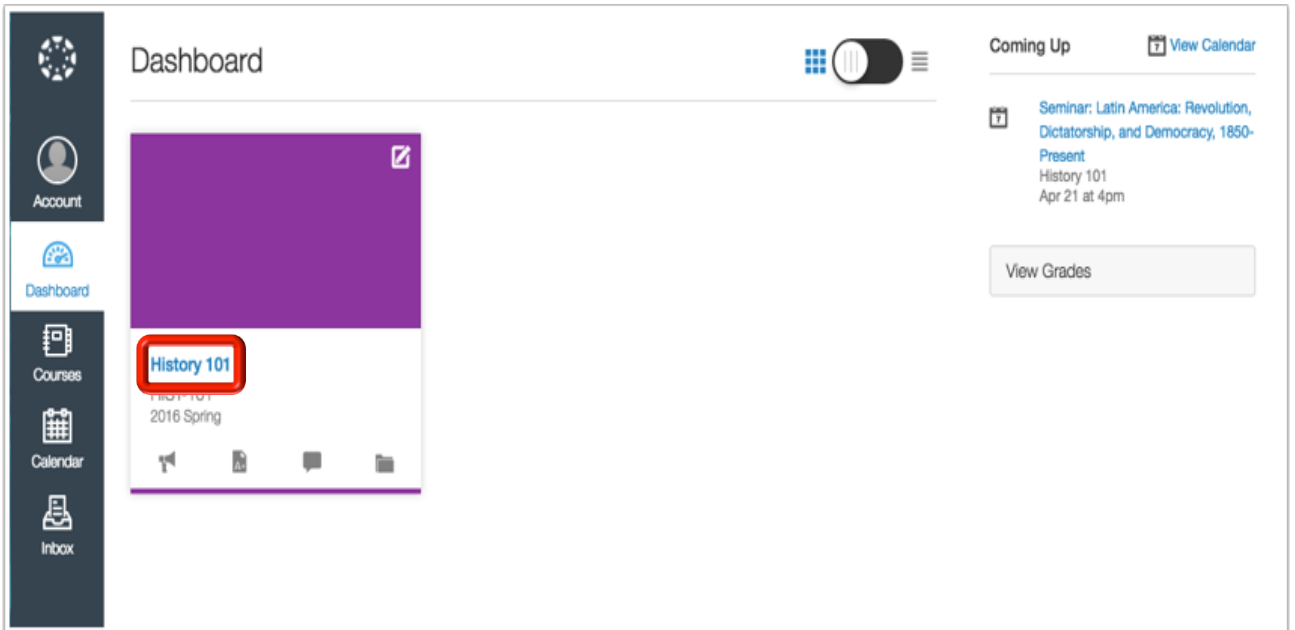
## Register for a Parent Account



To complete the registration process, fill out the following fields:

1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your time zone by selecting the time zone drop-down menu.
4. Click the **Register** button. You will be redirected to the Canvas URL login page for your account.

## View User Dashboard



The screenshot displays a user dashboard with a dark blue sidebar on the left containing navigation icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled "Dashboard" and features a large purple card with a white box containing the text "History 101" and "2016 Spring". The text "History 101" is highlighted with a red rectangular box. To the right of the main content, there is a "Coming Up" section with a "View Calendar" link and a seminar entry: "Seminar: Latin America: Revolution, Dictatorship, and Democracy, 1850-Present" for "History 101" on "Apr 21 at 4pm". Below this is a "View Grades" button.

To view the course, click on the name of the course.

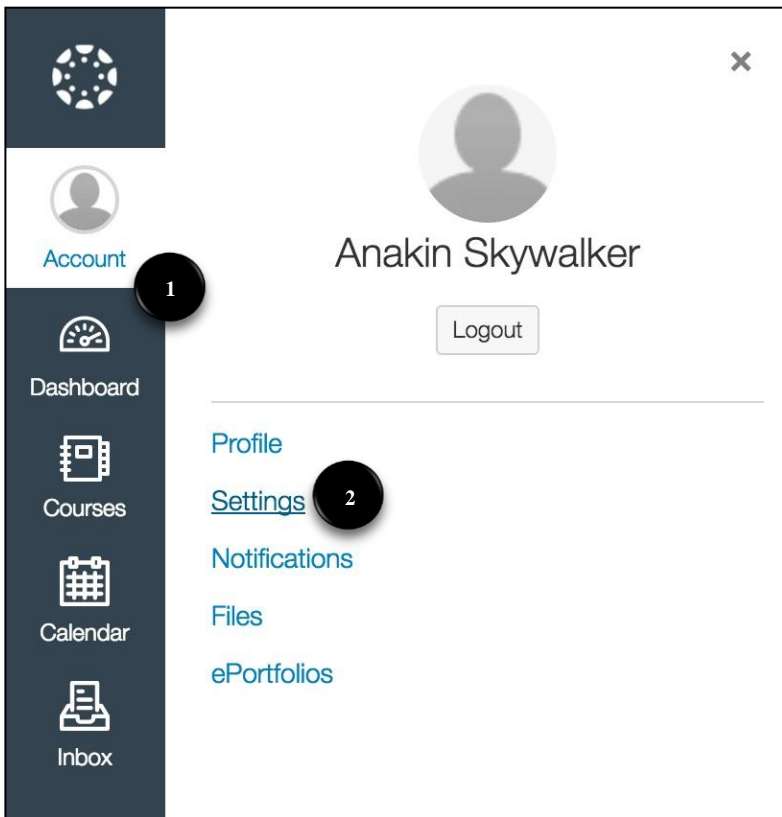
# Linking to another student as an Observer

If you signed up for a Canvas account as a parent and linked yourself to a student, you can add additional students to observe within the same institution.

## Notes:

- You cannot add students whose accounts are not within the same institution (Canvas URL) as yours. To observe students in another institution, you must sign up for an account using that institution's Canvas URL.

## Open User Settings

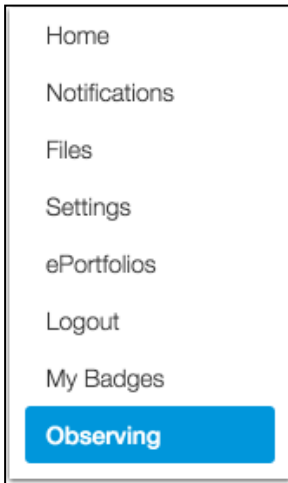


In Global Navigation,

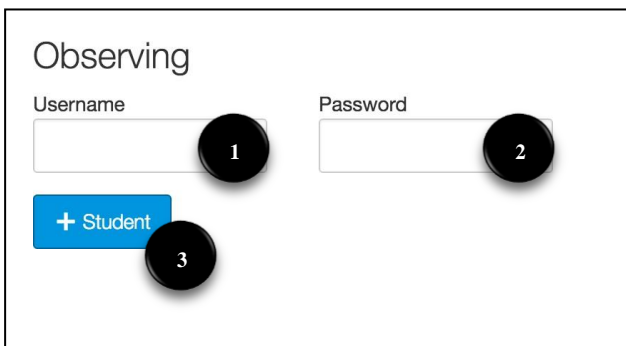
1. Click the **Account** link.
2. Click the **Settings** link.

# Open Observing

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



## Add Student

A form titled "Observing" with a white background and a thin black border. It contains two input fields: "Username" and "Password". Below the "Username" field is a blue button with a white plus sign and the text "+ Student". Three black circular callouts with white numbers are overlaid on the form: callout 1 is over the Username input field, callout 2 is over the Password input field, and callout 3 is over the "+ Student" button.

Enter the following information:

1. Enter your child's username in the child's username field.
2. Enter your child's password in the child's password field.
3. Click the **Add Student** button.