

HOW TO ADD A PARENT AS AN OBSERVER IN CANVAS

1. First – the student must go into their Canvas account.

- Go to the **Account** button in the Global Navigation Bar on the left.
- Go to **Settings**.
- Over on the far right, look for the option to **Pair With Observer**. Click on this.
- Share the **Pairing Code** that you get with your parent or other observer. Pairing Codes are case sensitive. Pairing Codes can only be used with one observer and expire if not used.

2. Second – the parent or observer creates their Canvas account.

- Get to Canvas by the link on the GSA website (under the banner pictures) or go directly to georgestevensacademy.instructure.com
- On that website, in the top right corner of the sign-in box, click on *Parent of Canvas User? Click Here for an Account*.
- Enroll and set up your account.
 - Put in your name; email; a Canvas Account password you choose.
 - Put in the Pairing Code your student generated.
 - click the **Start Participating** button at the bottom and you are in.
- Bookmark the url and save your password!

3. Third – the parent or observer should set up key things in their Canvas account to make it work for them.

- **Notifications** – really important! Click on **Account** in the maroon Global Navigation Bar and then click on the blue link **Notifications**. Here's where you tell your new Canvas account when to send messages to your email. You can ask to be notified immediately, once a day, once a month, or never for each of the items. If you turn off these notifications, you'll still see all this information when you go to Canvas – you just won't get emails sent to you. You have to decide – what do you want Canvas to tell your email?
- You can also change a few items on your **Profile** and in your **Settings**. When you are in each part of your account, click on **Edit Profile** or **Edit Settings** over on the right-hand side of the page.
- If you have an additional child you want to add as an observer, have that child generate their own pairing code. You can just use the same account but now add the new pairing code under the **Observing** link.

3. Get the Canvas app for your phone if you want.

- Once you've created your Canvas account, you can get the Canvas Parent app for your phone by going to your app store. When you are asked to connect to a school, look for georgestevensacademy (all one word, not George Stevens Academy).