

Creating Canvas Parent/Observer Accounts

Parents can register for a Canvas account to observe their student(s) and their student(s) interactions within a course. Observers cannot submit work on behalf of the students they observe, but they can see student grades*, assignments and events, and course interactions. Observers can also view student information through the Canvas Parent app.

This document briefly covers the following topics:

- **Creating an Account**
- **Pairing Students**
- **Viewing Grades***
- **Notification Preferences**

For more information about these topics, please visit www.paulding.k12.ga.us/Page/28792

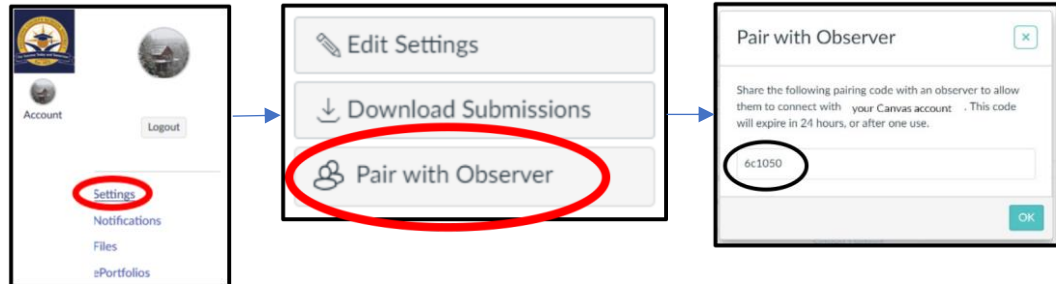
Creating an Account

- In your browser, visit www.paulding.k12.ga.us/canvas
- On the login page, in the top right corner under **Parent of a Canvas User?**, click **Click Here For An Account**.
- Enter your name and email address
- Enter and re-enter a password
- Enter the pairing code from your student. (see Pairing Students)
- Click the checkbox to agree to the terms of use.
- Click **Start Participating**.

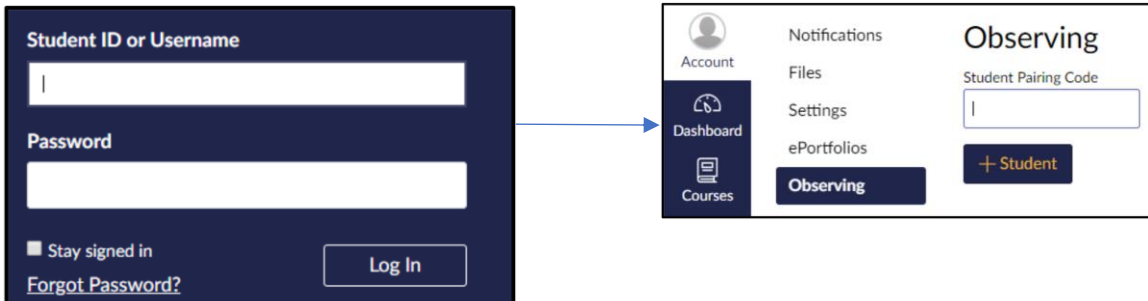
The image shows two screenshots of the Canvas Parent Signup process. The left screenshot is the Paulding County School District login page. It features the school's logo and a navigation menu. A red circle highlights the link 'Parent of a Canvas User? Click Here For an Account'. Below the logo is a 'Student ID or Username' input field. An arrow points from this link to the right screenshot, which is the 'Parent Signup' form. The form includes the following fields: 'Your Name', 'Your Email', 'Password', 'Re-enter Password', and 'Student Pairing Code'. There is a checkbox for 'You agree to the terms of use and acknowledge the privacy policy.' and a 'Start Participating' button at the bottom right.

Pairing Students

- To pair a student to your Observer account, you will need a Pairing Code.
 - Have your student login to Canvas, click on **Account**, and click **Settings**
 - Click **Pair with Observer**.
 - Remember the pairing code that appears in the box.
 - Have your student logout.

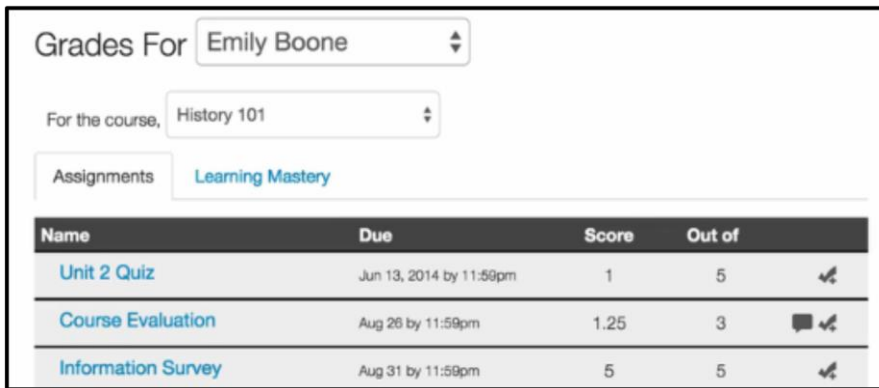


- Login to your Observer account.
- Click **Account**, then click **Settings**.
- Click **Observing**
- Enter your student's pairing code in the box.
- Click **+Student**.
- You should see a message stating that you are now following your student.



Viewing Grades*

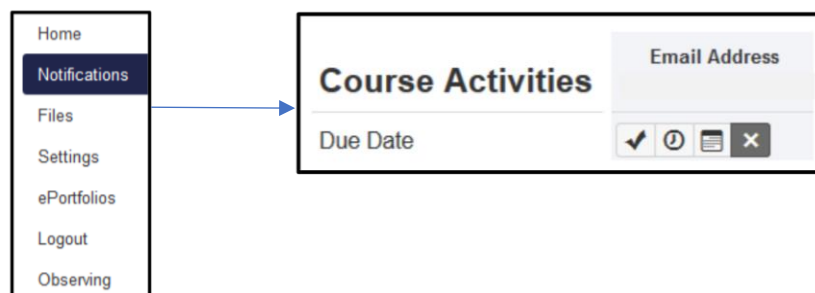
- To view grades for a course on the dashboard, click **View Grades**.
- Click the student name and course to view the grades for a particular class.
- The assignment list shows the assignment name, due dates, and scores.
- To view the assignment details, click the name of the assignment.
 - Note: you can only view assignments submitted in Canvas
- To view grades for a different course, click the **For the course** dropdown and choose a different class.



Name	Due	Score	Out of
Unit 2 Quiz	Jun 13, 2014 by 11:59pm	1	5
Course Evaluation	Aug 26 by 11:59pm	1.25	3
Information Survey	Aug 31 by 11:59pm	5	5

Notification Preferences

- Canvas will notify a user when various events occur within a course. These notifications come by email and/or phone text messages based on your preferences.
 - Note: notification preferences apply to all courses; they cannot be set individually
- Click **Account** in the navigation pane
- Click **Notifications**
- In the section you want to change, hover over the activity you want to change and select one of the following options:
 - **CHECKMARK** – immediate notification of any change
 - **CLOCK** – daily notification of any change
 - **CALENDAR** – weekly notification of any change
 - **X** – no notification of any change



*Please note that Infinite Campus is Paulding County School District's official grade book. Grades in Canvas may not reflect the actual grade for a course. Check your [Parent Portal Account](#) for up-to-date course grades.