



CANVAS

Parent (Observer) Account Overview

Spanish Version Available at bit.ly/PairParentSp



Parents have the ability to view their students' course content (assignment due dates, assignments, course modules, etc.) by creating a Canvas "Observer" account linked to their student(s) account. Once a parent creates an account, he/she may use that same account each year.

What can Observers do in Canvas?

- See the course modules page
- Preview course documents
- View the course calendar
- View course announcements
- Access their student's conversations (course messaging), if copied by the teacher and/or student.
- Communicate with the teacher

What can Observers not do in Canvas?

- Submit assignments
- Take quizzes
- Join course groups
- Send messages to students
- See course rosters
- Access unpublished courses

Please note:

- To create an account and link to your student, **your student must first generate a Pairing Code and share it with you**. This code is only valid for 24 hours or one use. If the code expires before you use it, simply have your student generate a new code.
- The student must be enrolled in courses before you can sign up to observe the student.
- Directions for linking to multiple students are located on the last page of this document.
- Once you create your account, you will log in using your email address as your username and the password will be one that you created.



CANVAS


Creating a Parent (Observer) Account

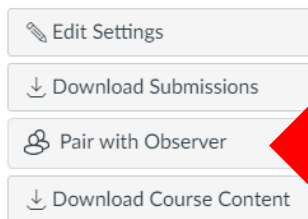
Instructions:

Step 1:

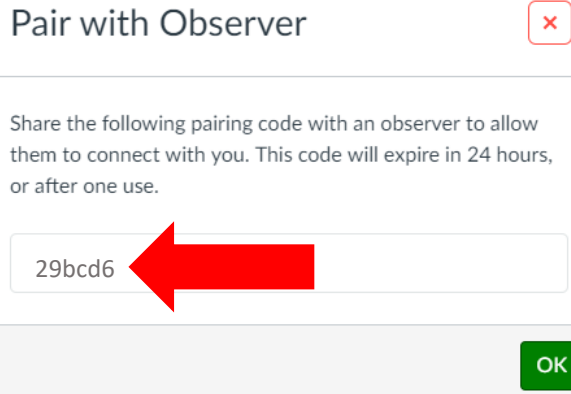
Your **student** will generate an access code by **signing in to his/her account** (<https://castleberry.instructure.com/>) on a laptop or computer (NOT a mobile device). (Students log in using their district username and ID lunch)


Once signed in to Canvas:

1. In the **Global Navigation**, click the **Account** icon , then click **Settings** from the slide out menu.
2. Click the **Pair with Observer** button from the right side menu.



3. The student will then copy the six-digit alphanumeric pairing code, and share the code with the parent/observer who will link to the account. The code is valid for 24 hours or one use.



4. Have your student log out of Canvas by clicking the **Account** icon , then **Logout** from the slide out menu.



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Step 2:

On a desktop or laptop computer, go to <https://castleberry.instructure.com/>

Tip: Bookmark this site for future access.

Click on the **Parent of a Canvas User? Click Here For an Account** text.

The screenshot shows the Canvas login interface. At the top right, the text "Parent of a Canvas User? Click Here For an Account" is highlighted with a red arrow. Below this, there are input fields for "Username" and "Password", a "Log In" button, and a "Stay signed in" checkbox. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter".

Step 3:

Complete the Parent Signup form and click **Start Participating**.

The screenshot shows the "Parent Signup" form. The "Your Email" field is highlighted with a red arrow. To the right of the form, a text box states: "This email address will serve as your Canvas username each time you log in." At the bottom of the form, the "Start Participating" button is highlighted with a red arrow. The form includes fields for "Your Name", "Your Email", "Password", "Re-enter Password", and "Student Pairing Code". There is also a checkbox for "You agree to the terms of use and acknowledge the privacy policy."



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Creating a Parent (Observer) Account

Step 4:

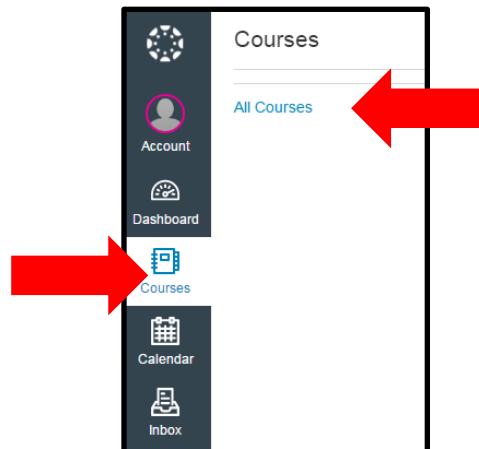
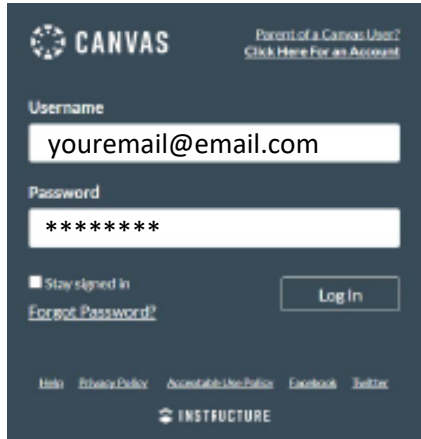
Log in to the email account you provided in step three. Open the **Confirm Registration: Canvas** email from Canvas by Instructure. Click the link provided to finish the Registration process.

Note: You might also get an initial email notification for each course in which your student is enrolled. These come from the Skyward Gradebook automatically. No action is required on your part.

Step 5:

Return to Canvas (<https://castleberry.instructure.com/>) to view the courses where your student is enrolled. Your **username** is your email address and the **password** is the one you created during registration. Once logged in, click the **Courses** icon in the global navigation, select **All Courses**, and click the title of the course from the list. If a course is not "clickable," it means that the teacher has not published the course.

**Please email your student's teacher if you have questions about access.*





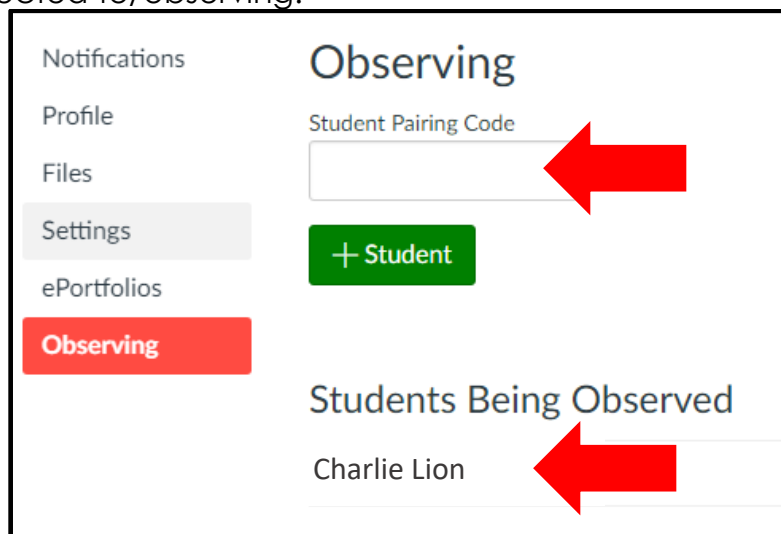
CANVAS

Adding Multiple Students to Account

More than one CISD Student using Canvas?

If you have more than one student who is working in Canvas this year, have the additional student(s) generate a pairing code following the same process described in step one. Once you have the additional pairing code:

1. **Log in** to your Canvas Observer account on a desktop or laptop computer.
2. Select **Account** in the global navigation, then select **Settings** from the slide out menu.
3. Select **Observing** from the navigation.
4. On the Observing page, enter the additional student's pairing code, then select **+ Student**.
5. Under **Students Being Observed** you will see a list of students you are connected to/observing.



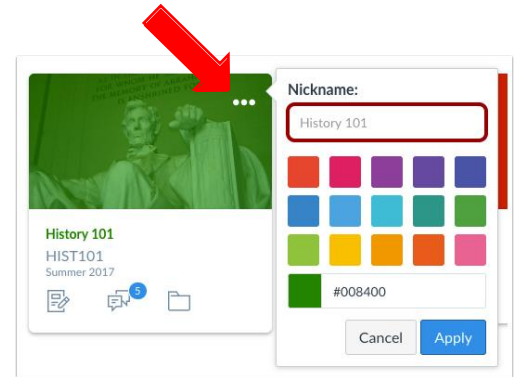
d.



CANVAS

Tips for Managing Multiple Students in Canvas

As a Parent Observer, you have access to a lot of great information, and it can be challenging to navigate the information efficiently, especially if you are actively monitoring the courses of more than one student. Depending on how many students you follow and in how many courses your students are enrolled, the dashboard can become overwhelming. Below are a few tips for managing multiple students under your single Parent Observer account.



Course Nicknames

- You may adjust the nickname for each course. That way, you can include each child's first initial or name ahead of the course name (ex- K: US History or Kelly: US History).
- Course nicknames appear in the Dashboard, course navigation menu, course breadcrumbs, and notification emails. The nicknames will also appear on the Canvas app.
- The course nickname is only available to the individual user who created the nicknames.
- To access the nickname field, click the three dots in the top right hand corner of the course card.

Course Colors

- Another option is to color code the course cards so all of child #1's courses are one color, all of child #2's courses are a second, etc.
- The color that is shown on the course card is synced with the color shown for the course in the Calendar.
- The course card colors are only available to the individual user who selected the colors.
- To select course card colors, click the three dots in the top right hand corner of the course card.

Canvas Parent App

- While viewing Canvas from a web browser as an Observer gives you very detailed information about the course, the Canvas Parent App allows the Observer to view a student's course events (calendar) and upcoming assignments, and course announcements.
- The Parent App allows the Observer to view one student's course information at a time.
- For more information and instructions on the Parent App, visit <http://bit.ly/CISDParentFAQ> (case-sensitive link).