

Canvas

Create a Parent Observer Account

This tutorial will guide you through the necessary steps to create an observer account in Canvas.

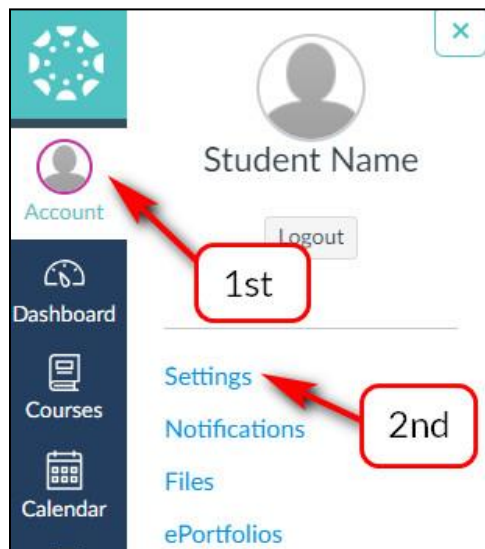
IUSD's Canvas Site: <https://iusd.instructure.com>

Step 1: Login to Your Student's Account

Visit <https://iusd.instructure.com> and have your student login to their district provided Canvas username (ex. 20StudentTest) and password. If you do not have access to your child's username or password, you can have a pairing code generated for you by emailing HelpDesk@iusd.org.



Once your student is logged in, please have them navigate to their User Settings by first clicking on Account in the left side menu and then clicking on Settings.



Once your student is in their User Settings, have them click on the Pair with Observer button on the right hand side of the page.

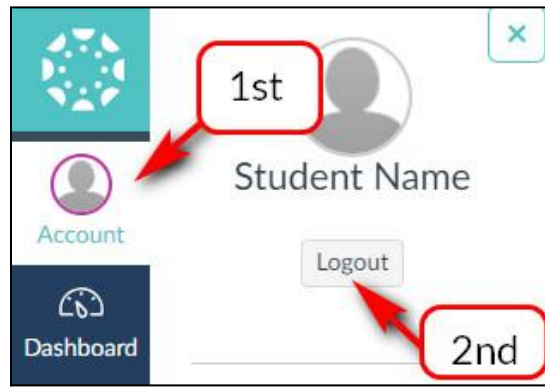
The screenshot shows the 'Emily Boone's settings' page. On the left is a navigation menu with 'Settings' highlighted. The main content area is titled 'Emily Boone's Settings' and includes fields for Full Name, Display Name, Sortable Name, Default Email, Language, and Time Zone. Below this is the 'Ways to Log In' section with a table of login methods. On the right, there are sections for 'Ways to Contact' (Email Addresses and Other Contacts) and a vertical list of actions: 'Edit Settings', 'Download Submissions', 'Pair with Observer' (highlighted with a red box and a red arrow), and 'Download Course Content'.

Organization	Login
Documentation Canvas	emily.boone.canvas@gmail.com
Documentation Canvas	emilyboone

After clicking Pair with Observer. The pop-up below will appear with a six-digit alphanumeric code. Once you get this code, write it down or copy it because you will need it to pair your observer account with your student's account. Pairing codes expire within 7 days of being generated.

The pop-up dialog is titled 'Pair with Observer' and contains the following text: 'Share the following pairing code with an observer to allow them to connect with you. This code will expire in 24 hours, or after one use.' Below the text is a text input field containing the code 'a51067'. At the bottom right of the dialog is a blue 'OK' button.

Logout of your student's Canvas account by first clicking on Account, then Log Out.



Step 2: Create Your Observer Account

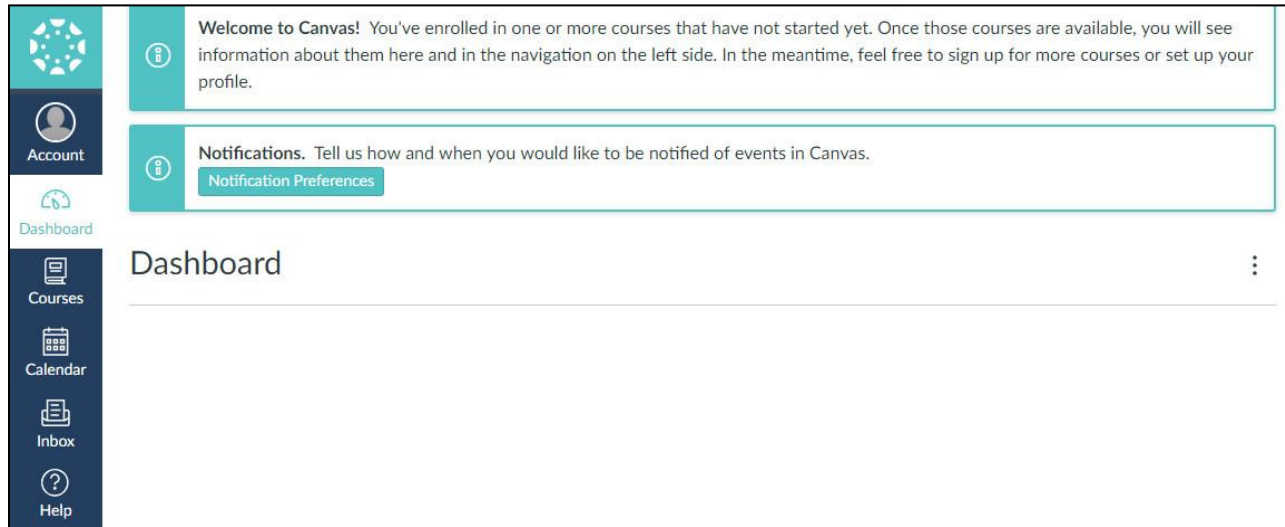
Once you are back at IUSD's Canvas homepage (<https://iusd.instructure.com>), click on *Click Here For an Account*.



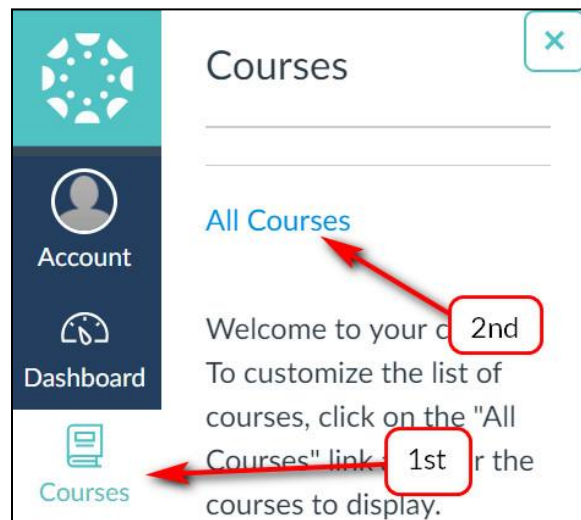
In the popup box, Enter your name, your email, then your pairing code. After you agree to the terms of use, click Start Participating to create your observer account.

A screenshot of a 'Parent Signup' popup form. The form contains the following fields: 'Your Name', 'Your Email', 'Password', 'Re-enter Password', and 'Student Pairing Code'. There is a link 'What is a pairing code?' next to the pairing code field. At the bottom, there is a checkbox for 'You agree to the terms of use and acknowledge the privacy policy.' and two buttons: 'Cancel' and 'Start Participating'.

Once you do this, you will be logged in to your Canvas parent account and will see your Dashboard. Once you see this screen, you will have read-only access to view your student's Canvas content.



If you do not see any courses on your Dashboard, the course may not yet be made visible by the teacher, which keeps it hidden from students and parents until the teacher opens the course up. You can view a list of all your student's courses, visible or not, by clicking on Courses, then All Courses.



Note: You only need to create a Parent Observer account once. If you have more than one child, you can add them into your single parent account following [these](#) instructions.

If you see an **"account already in use"** error message when trying to create your account please contact the help desk at helpdesk@iusd.org

This document was created for Irvine Unified School District by the Information Technology Department.

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For technical assistance, please email helpdesk@iusd.org



**IRVINE UNIFIED
SCHOOL DISTRICT**

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