Parent/Observer Accounts

Parents can register for a Canvas account to observe their student(s) and their 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. *To observe a student, you must get a pairing code from your student*.

Observers can also view student information through the Canvas Parent app, though Canvas Parent accounts are separate from web accounts created in Canvas.

Creating an Account

- In your browser, go to www.paulding.k12.ga.us/canvas

- On the login page under **Parent of a Canvas User?**, click **Click Here For An Account**.

- Enter your name and email address.

- Enter and then re-enter a password.

- Enter the pairing code given to you by your child.

- Click the checkbox to agree to the terms of use.
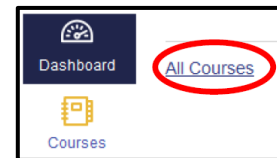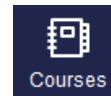
- Click **Start Participating**.

Observing Students

The Dashboard

- The dashboard contains cards for all courses your student is enrolled in.

- The icons on the card show Announcements, Assignments, Discussions, and Files for the course if the teacher chooses to display these.

- A number next to an icon indicates new activity. Click the icon to go to that section of the course.

- To open a course
    - click the name of the course

  or

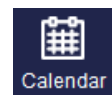   - click **Courses** in the navigation pane and click the course name.

- To "favorite" a course so it always shows on the dashboard,

    - click **Courses** in the Global Navigation pane and select **All Courses**.

    - click the star in front of a course name to add the course to the dashboard.

The Calendar

- Click **Calendar** in the navigation pane to view events on your personal calendar and any assignments and due dates for your students' courses.
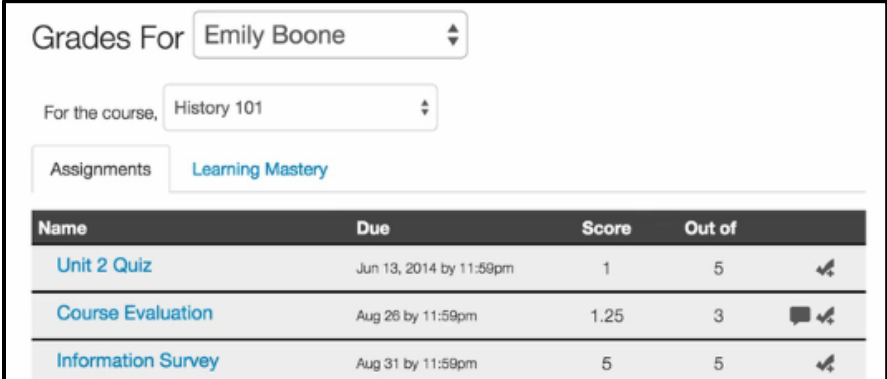
Viewing Grades

- 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 names, due dates, and scores.

- To view the assignment details, click the name of the assignment.

  NOTE: you can only view assignments submitted online in Canvas; assignments submitted on paper or in class are not viewable here.
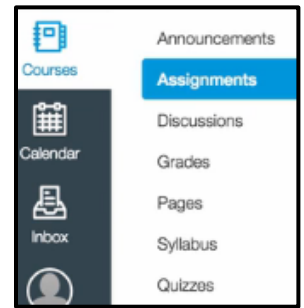
- To view grades for a different course, click the **For the course** dropdown and choose a different class.

Grades For Emily Boone

For the course, History 101

Assignments   Learning Mastery

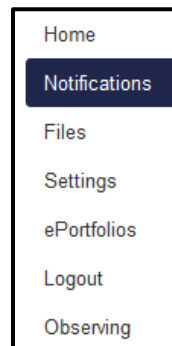| Name	Due	Score	Out of	
Unit 2 Quiz	Jun 13, 2014 by 11:59pm	1	5	
Course Evaluation	Aug 26 by 11:59pm	1.25	3	
Information Survey	Aug 31 by 11:59pm	5	5	

Other Resources

- **Assignments** – displays a list of all the assignments in the course; click the title of an assignment to view individual assignment details
- **Discussions** – allows you to view, but not participate in, discussions and student replies.
- **Grades** – displays course-specific grades and assignment submissions.
- **Syllabus** – displays the syllabus showing all course events, assignments, and due dates.
- **Account** – allows you to set up and personalize Canvas communication preferences.

Notification Preferences

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 these 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