

# Canvas Parent Guide

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## GENERAL INFORMATION ABOUT PARENT ACCOUNTS

Parents/guardians 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/guardian creates an account, he/she may use that same account each year.

### What can Parent Observers do in Canvas?

- See course information, assignments, calendars, documents, announcements, etc.
- Communicate with the teacher

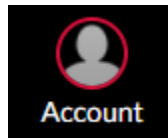
### What can Parent Observers NOT do in Canvas?

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- Access unpublished courses

## CREATING A CANVAS OBSERVER ACCOUNT

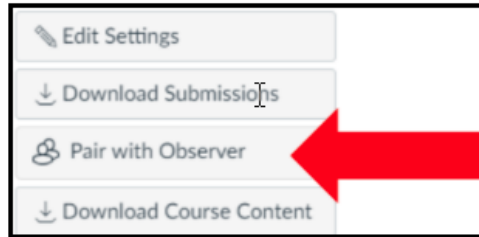
### Creating the Pairing Code

1. Your **student** will need to generate a pairing code by **signing in to his/her account**.
  - a. If you are **NOT** logging in on a Northview Chromebook, you **MUST** open an **[INCOGNITO WINDOW](#)**\*  
\*This step is not necessary if you are on a Northview owned student device
  - b. Visit [nvps.instructure.com](http://nvps.instructure.com)
  - c. Login with the student's NVPS email and password\*  
\*Student credentials can be found in your [Parentvue](#)
2. Once your student is signed in to **their** Canvas account, click the account icon



3. Click Settings

4. On the right hand side, click Pair with Observer



5. Copy the six-digital alphanumeric pairing code, this is case sensitive

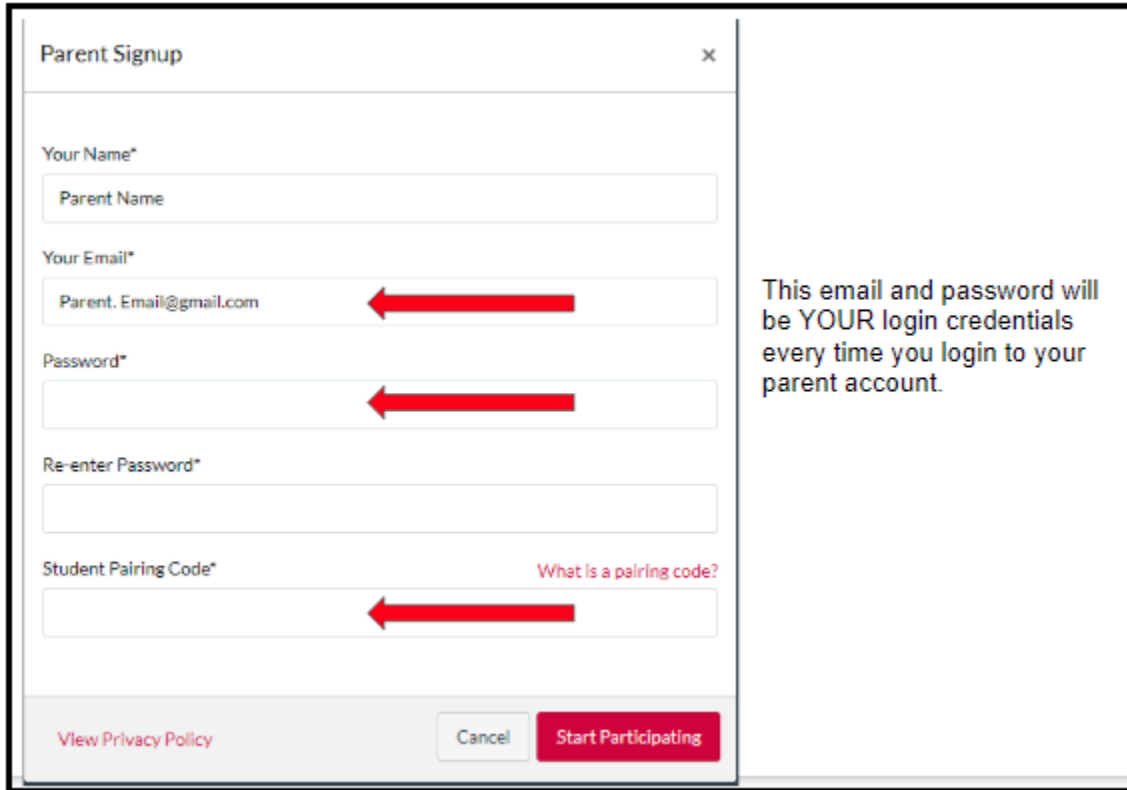


### Creating the Observer Account

1. Now the parent/guardian needs to create his/her own Canvas account to pair with the student account using the special pairing code
  - a. Visit [nvps.instructure.com/login/canvas](https://nvps.instructure.com/login/canvas)
  - b. Click Parent of a Canvas User? Click Here For an Account



2. Complete the Parent Signup form



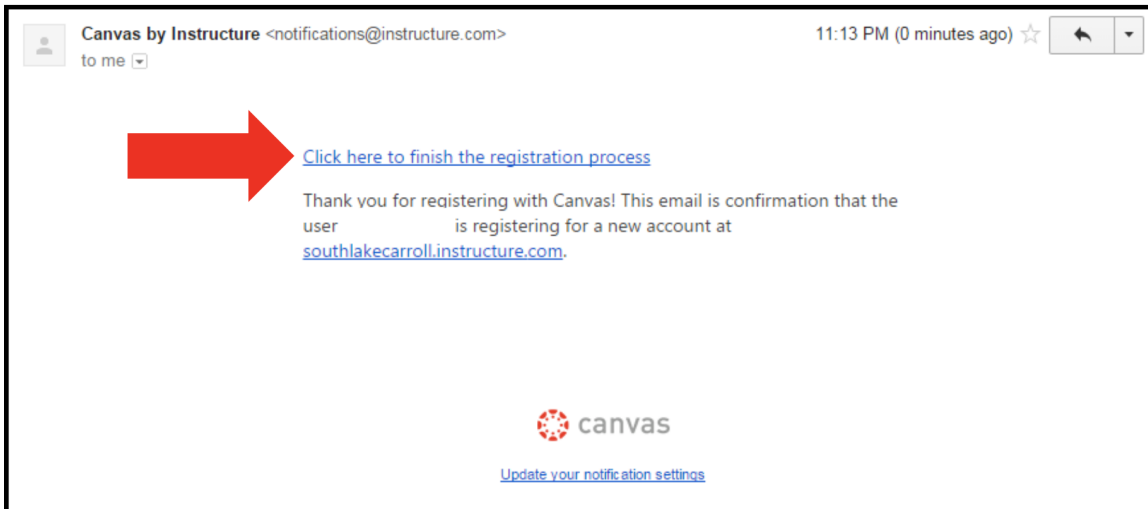
The screenshot shows a 'Parent Signup' form with the following fields and annotations:

- Your Name\***: Text input field containing 'Parent Name'.
- Your Email\***: Text input field containing 'Parent. Email@gmail.com'. A red arrow points to this field.
- Password\***: Text input field. A red arrow points to this field.
- Re-enter Password\***: Text input field.
- Student Pairing Code\***: Text input field. A red arrow points to this field. A link 'What is a pairing code?' is visible to the right of the field.

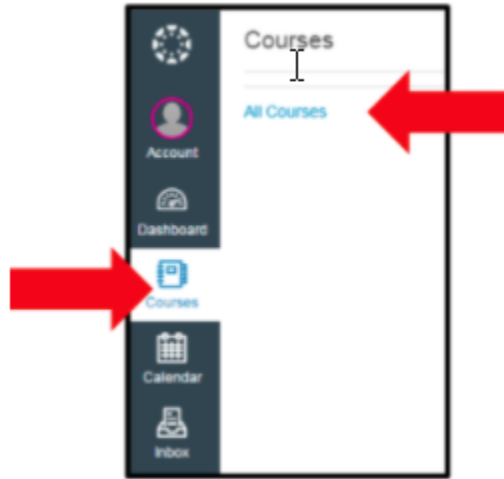
At the bottom of the form, there are three buttons: 'View Privacy Policy', 'Cancel', and 'Start Participating'.

To the right of the form, a text box states: 'This email and password will be YOUR login credentials every time you login to your parent account.'

4. Almost there! Finally, log in to the email account you provided above. Open the **Confirm Registration: Canvas email from Canvas by Instructure**. Click the link provided to finish the Registration process.



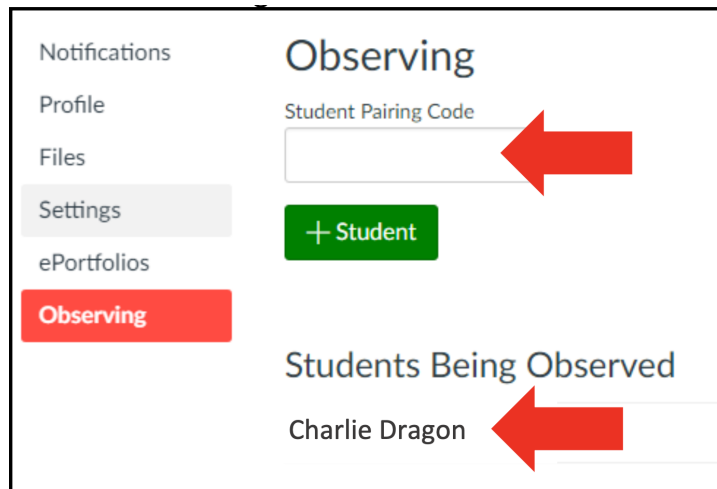
3. Return to Canvas at [nvps.instructure.com/login/canvas](https://nvps.instructure.com/login/canvas) to login and view the courses where your student is enrolled.
  - a. Your username is the email address and the password you created when you registered your Canvas Parent Observer Account.
  - b. Once logged in, click the **Courses** icon, 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.



## **ADDING ADDITIONAL STUDENTS**

If you have more than one NVPS student, you will want all of your student(s) to generate a pairing code from their Canvas accounts following the same process described above. Once you have the additional pairing code(s):

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. out menu.
4. Select **Observing** from the navigation.
5. On the Observing page, enter the additional student's pairing code, then select **+ Student**.
6. Under **Students Being Observed** you will see a list of students you are connected to/observing.



## **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 nicknames are unique to your Observer Account. 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.
- The Parent App will only work once your student(s)' accounts show their courses.
- For more information and instructions on the Parent App for iOS devices, visit [https://community.canvaslms.com/t5/Canvas-Parent-iOS-Guide/tkb-p/parent\\_ios](https://community.canvaslms.com/t5/Canvas-Parent-iOS-Guide/tkb-p/parent_ios)
- For more information and instructions on the Parent App for Android devices, visit [https://community.canvaslms.com/t5/Canvas-Parent-Android-Guide/tkb-p/parent\\_android](https://community.canvaslms.com/t5/Canvas-Parent-Android-Guide/tkb-p/parent_android)

## **MANAGING CANVAS OBSERVER NOTIFICATIONS**

You can receive Canvas notifications for the courses you are observing. Notifications are sent to Canvas contact methods listed in your account User Settings. Canvas includes a set of default notification settings. However, you can change the default settings by setting your own notification settings. Your notification settings only apply to you; your notification settings do not affect course notifications sent to the student you are observing.

Some notifications may not apply to the observer role. To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#).

You can select one of four delivery frequency options for each notification type:

- Notify me right away
- Daily summary
- Weekly summary
- Don't send.

If you change a setting, the change is effective immediately to your account.

If you reply directly to email notifications from outside of Canvas, your reply also appears in your Canvas Inbox. However, attachments added as part of an external reply are not included with the Canvas Inbox message.

Notes:

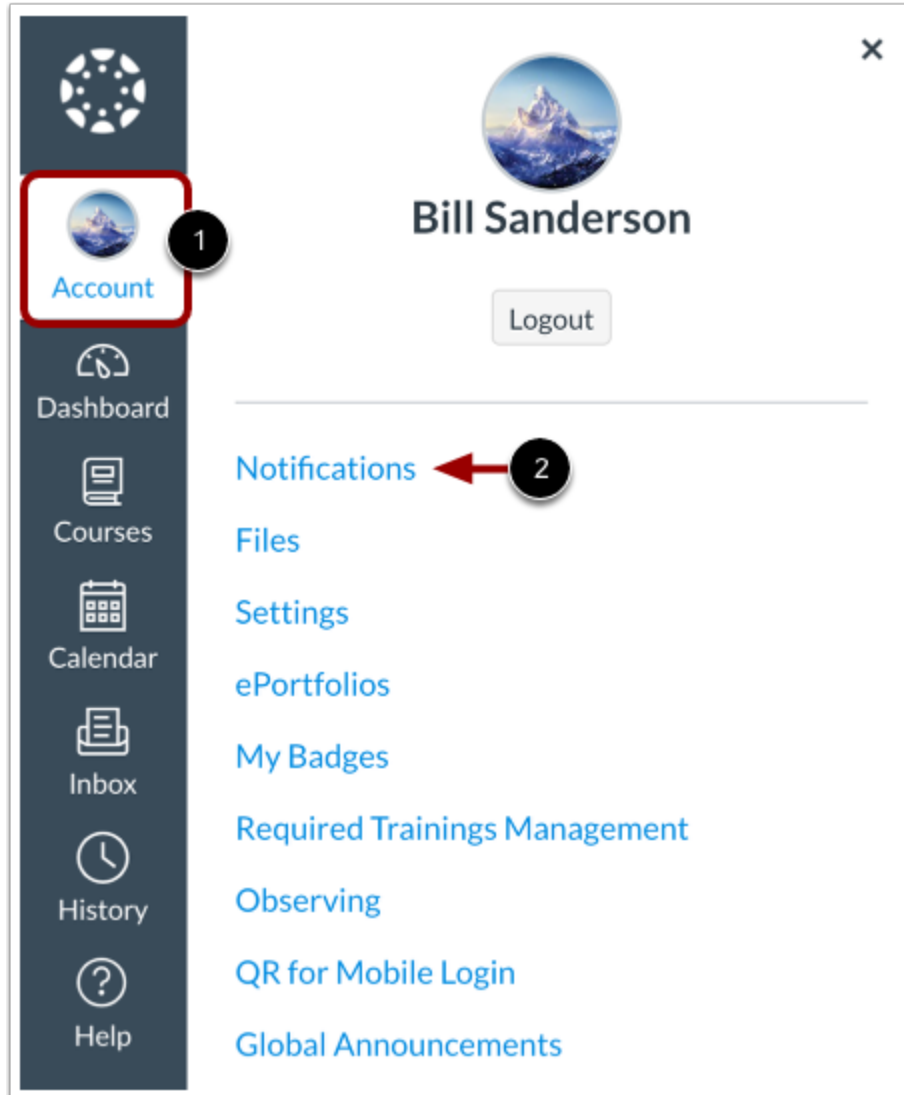
You may be able to select notification settings for an individual course. Learn more about [managing notifications for a single course](#).

Some notification categories include limited availability for push notifications. Full details about supported notifications for push notifications can be found in the [Canvas Notifications PDF](#).

### **Open Account Notifications**

1. In your Observer account, click Account then click Notifications





On the Notification Settings page, you can manage notification settings for your Canvas account and/or manage notification settings for individual courses using the Settings for dropdown menu.

Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon.

# Notification Settings

**i** Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Settings for

Account 1

Show name of observed students in notifications

Course Activities	Email
Due Date	susan.sanderson.canvas@gmai... 
Grading Policies	
Course Content	
Files	<span>4</span>
Announcement	Notify immediately

**3**

On the Notification Settings page, you can manage notification settings for your Canvas account and/or manage notification settings for individual courses using the Settings for dropdown menu.

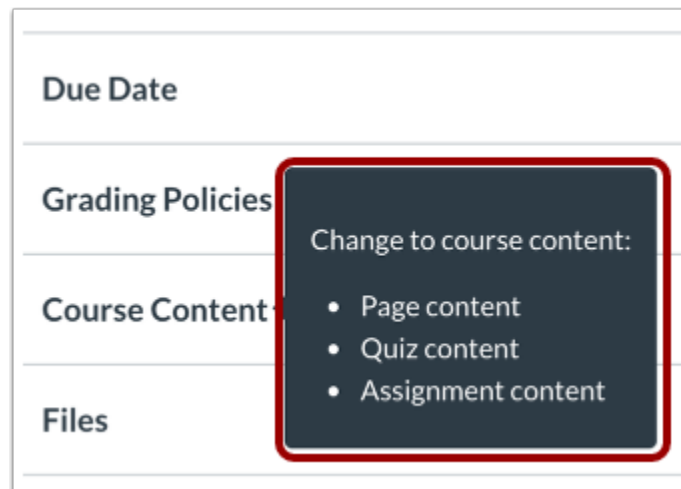
By default, the Settings for dropdown displays the Account option. Account-level notification settings apply to all of your Canvas courses, however, any course-specific notification settings override account notification settings.

View the account-level notification types and your listed contact methods.

Each notification has a default delivery frequency setting. To view the current notification delivery frequency for a notification type and contact method, hover over the notification icon.

## View Notification Details

To view details for a notification, hover over the notification name.



## Manage Notification Settings

To allow or disallow the name of the observed student to display in notifications, use the Show name of observed students in notifications toggle. Currently only grade update notifications include observed student names.

To change a notification delivery frequency for a contact method, locate the notification and contact method. Then click the notification icon. You can select one of four delivery frequency types:

- **Notify immediately:** receive these notifications right away. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
- **Daily summary:** receive a daily summary for this notification type.
- **Weekly summary:** receive a weekly summary for this notification type.
- **Notifications off:** no notifications sent for this notification type.

# Notification Settings



Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

## Settings for

Account



Show name of observed students in notifications

1

## Course Activities

### Email

susan.sanderson.canvas@gmai...

Due Date

Grading Policies

Course Content

Files



2

- 3 Notify immediately
- 4 Daily summary
- 5 Weekly summary
- 6 Notifications off

## Notes

- Account-level notification settings automatically apply to all of your courses. However, you may be able to manage notifications for a single course.
- Twitter notification settings do not support daily summary or weekly summary options.
- Unregistered contact methods display on the Account Notification Settings page but notifications will not be sent until you confirm the registration.