

Canvas Parent/Observer Accounts

South Paulding Middle School will be utilizing Canvas as its parent communication tool. 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 receive communications concerning assignments, tests, and other general information. All of your students in the Paulding County School district can be linked together. Once an account has been created it will follow the student(s) so you will not need to do this each year.

To setup an account, you must know the student's Canvas username and password. This combination was also used for computer access.

SPMS students' usernames and passwords use the following format:

Usernames are the students' ID numbers.

Passwords are first and last Initials both capitalized, followed by spms all lower cased, and finally the number 18

Example:

Username: 12345

Password: CPspms18

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

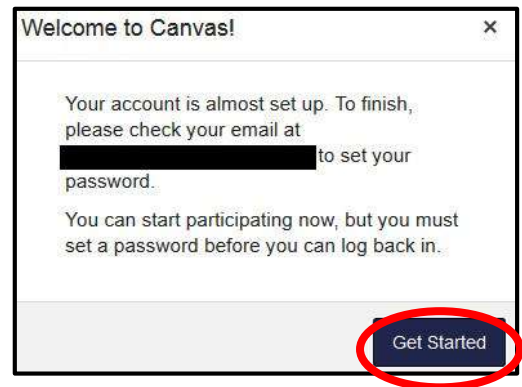
- In your browser, go to www.paulding.k12.ga.us/canvas

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

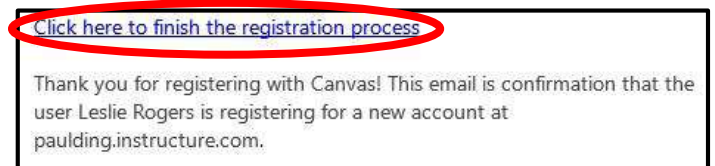
- Enter your name and email address.
- Enter your student's lunch number in the Child's Username field. ***If you have more than one student, enter the username for any of your students; you can connect all students to your one observer account.***
- Enter the password your student uses at school.
- Click the checkbox to agree to the terms of use.



- Click **Start Participating**.
- Even though your account isn't set up entirely, you can begin participating immediately by clicking **Get Started**.



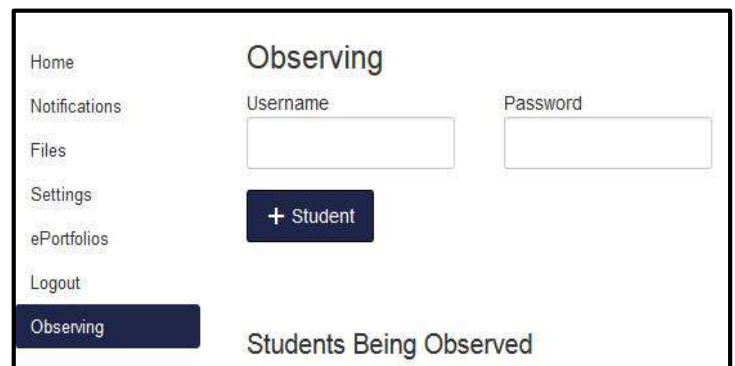
- To complete the registration process, log into the email account you registered with, open the email from Instructure Canvas, and click the link to complete your account setup.



- You will receive an email for each class your student is enrolled in letting you know you are now an observer for that class. No action is required for these email messages.
- If you already have a Canvas id, click **Yes** to merge your Canvas accounts.
- If you do not already have a Canvas id, enter a password, select a time zone, and click **Register**.
- You will be redirected to the Canvas login page; enter your id and password to log in.

Adding Additional Students to Observe

- Click the **Account** link in the navigation pane on the left.
- Click **Settings**.
- Click **Observing** at the bottom of the navigation list.
- Enter the student username and password, then click **+Student**.



- The name of the student you added should appear in the Students Being Observed section.

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:

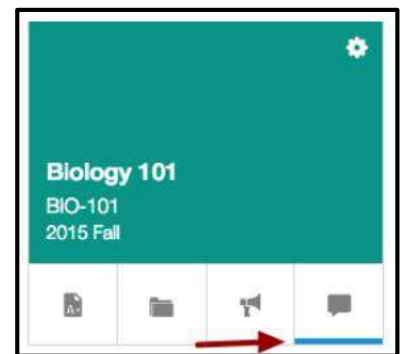
- **Checkmark** – immediate notification of any change
- **Clock** – daily notification of any change
- **Calendar** – weekly notification of any change
- **X** – no notification of any change



Other Options for Observing Students

The Dashboard

- The dashboard contains cards for all courses your student is enrolled in.
- The tabs on the card show Announcements, Assignments, Discussions, and Files for the course if the teacher chooses to display these.
- A line beneath a tab indicates new activity. Click the tab 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.



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. Please note that these are only grades for assignments completed inside Canvas. Any assignment completed outside of Canvas will require parents to use Parent Portal for Infinite Campus.
- **Syllabus** – displays the syllabus showing all course events, assignments, and due dates.
- **Account** – allows you to set up and personalize Canvas communication preferences.

