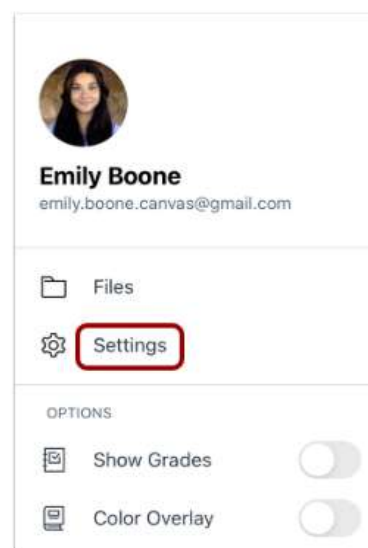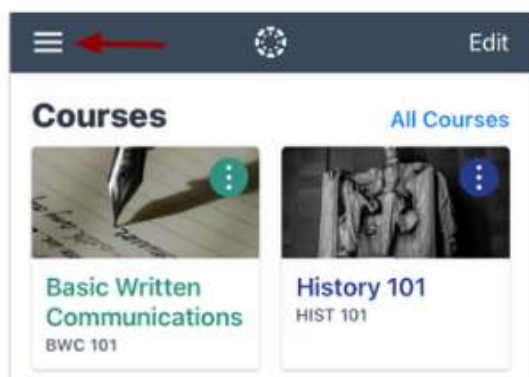# Creating an Observer Account in Canvas (Desktop)

Introducing Canvas

The Citrus County School District is now using Canvas as our learning management system that supports online learning and teaching. To help support students in teaching and learning activities via Canvas, Parents & Guardians can claim an **Observer role**, which allows them to view courses where their students are enrolled, view the course syllabus and calendar, and monitor their student's performance on Canvas assignments. This quick guide provides information about how to create an Observer account on your desktop or laptop computer and how to pair the account with your Citrus student(s).

Generate a Pairing Code on your student's district-provided iPad

1. Open the Canvas Student app on your student's district-provided iPad
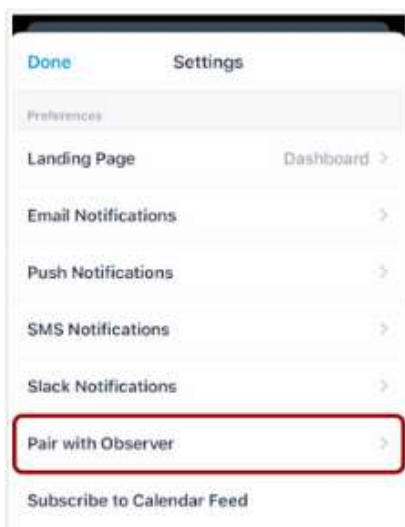2. From the User Menu on your student's Canvas Student app, tap the Settings Link:

3. Tap the **Pair with Observer link**
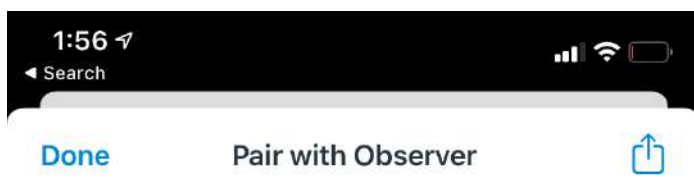

4. Copy down the pairing code (it is CaSe-sEnSiTiVe)

Claim and set up your Canvas Observer Account

1. Open a new browser window and enter citrus.instructure.com/login/canvas.
2. Click **Need a Canvas Account? Click Here, It's Free!**

3. Click **Parents sign up here**

4. Complete the fields in the sign up field:

Pairing your observer account with additional students

1. Have additional students generate pairing codes from their Canvas accounts, using the instructions above.
2. In the Global Navigation, click your profile picture, then click **Observing**

Citrus County School District

"Where learning is the expectation and caring is the commitment."

Superintendent
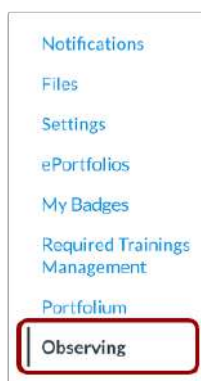**Sandra "Sam" Himmel**

3. Type the pairing code in the **Student Pairing Code** field and click the **Add Student** button.