

## 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](http://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**.

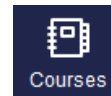
## Observing Students

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

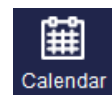


- To “favorite” a course so it always shows on the dashboard,
  - click **Courses** in the Global Navigation pane and select **All Courses**.
  - click the star in front of a course name to add the course to the dashboard.



### 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.



| Name                               | Due                     | Score | Out of |   |
|------------------------------------|-------------------------|-------|--------|---|
| <a href="#">Unit 2 Quiz</a>        | Jun 13, 2014 by 11:59pm | 1     | 5      |    |
| <a href="#">Course Evaluation</a>  | Aug 26 by 11:59pm       | 1.25  | 3      |   |
| <a href="#">Information Survey</a> | Aug 31 by 11:59pm       | 5     | 5      |    |

## Other Resources

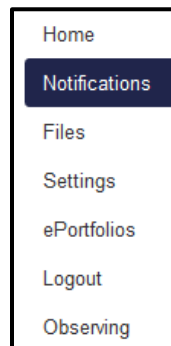
- **Assignments** – displays a list of all the assignments in the course; click the title of an assignment to view individual assignment details
- **Discussions** – allows you to view, but not participate in, discussions and student replies.
- **Grades** – displays course-specific grades and assignment 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** - 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

