

## Creating a Canvas Observer Account using a Student Generated Pairing Code

This tutorial explains how to create a Canvas Observer account using a student generated pairing code. Creating an observer account and pairing with a student will allow a student's parent(s) to create a Canvas Account and link to their child.

### Generating a Pairing Code

1. Have the UCPS Student log in to Canvas through their IAM/NCedCloud Account  
<https://my.ncedcloud.org>



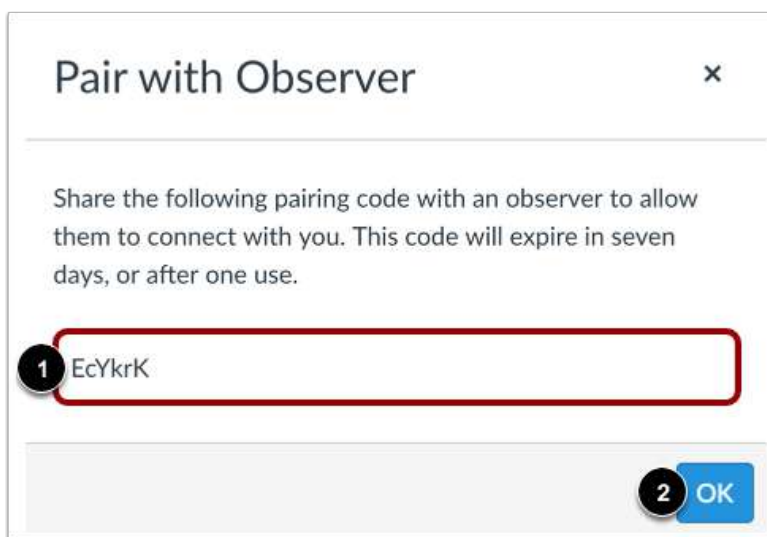
2. In the Global Navigation, click **Account**, and then click **Settings**.



3. Click the **Pair with Observer** button.



4. Share the six-digit pairing code with the observer who will link to the student account. The pairing code will expire after seven days or its first use.



## Creating the Observer Account Using a Pairing Code

1. Navigate to Union County Public School's Canvas - <https://ucps.instructure.com>



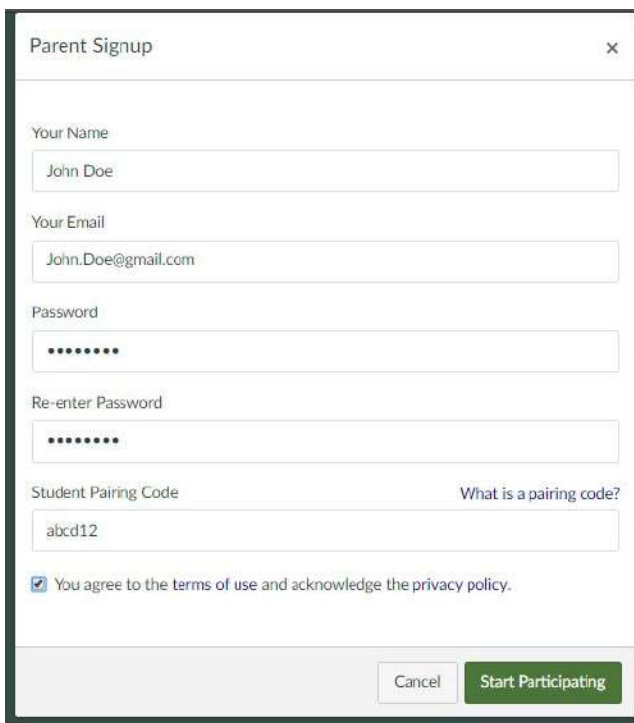
## 2. Select, **Parent/Observer Login**



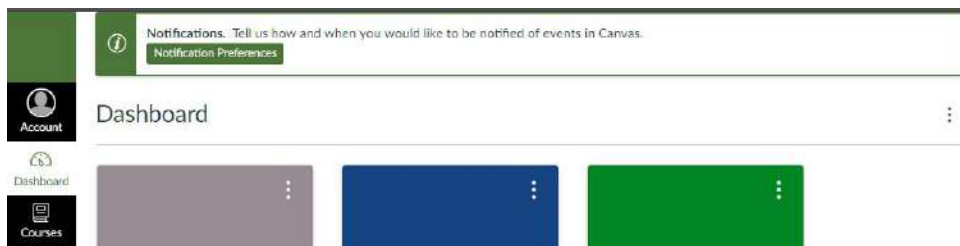
## 3. Click the link for **Parent of a Canvas User? Click Here For an Account**



## 4. Enter the information required to sign up for an account - Your Name, Your Email, Password, and Student Pairing Code. The student pairing code is a six-digit code that is generated by your child (see the *Generating Pairing Codes* section of this tutorial for assistance.)



- Once you have entered the information necessary to create your account, click the checkbox to **Agree to the terms or use...** and then click the **Start Participating** button. This will take you in to your Canvas Observer Account



- To login after your account is created, navigate to Union County Public School's Canvas - <https://ucps.instructure.com> and click the **Parent/Observer Login** button.



Enter your Username and Password and click the **Log In** button.

A screenshot of the Canvas login form for Union County Public Schools. The form has a green background. At the top left, it says "Union County Public Schools". At the top right, there are links: "Parent of a Canvas User? Click Here For an Account" and "Browse courses". The form contains two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". A "Log In" button is located at the bottom right of the form.

Observing more than one child? go to step 7. If not, you are ready to follow your child in Canvas.

7. To link yourself to another student, you will need each additional student's-specific pairing code. Each child must generate their pairing codes from their User Settings.

**Notes:**

- You cannot add students whose accounts are not within your same institution (Ex. NCVPS courses). To observe students in another institution, you must sign up for an account using that institution's Canvas URL.
- Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

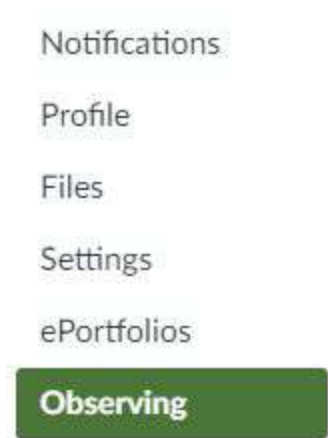
Let's add another student; We will start by logging in

The image shows the Canvas login page for Union County Public Schools. The page has a dark blue header with the school's name and a link for parents. Below the header are input fields for Username and Password. There is a 'Log In' button, a 'Stay signed in' checkbox, and a 'Forgot Password?' link.

Once logged-in, In Global Navigation, click your **Account** link [1], then click the **Settings** link [2].



**Open Observing - In User Navigation, click the Observing link.**



**Add Another Student by entering the additional code[1] then click [2]**



**View Student** - Once you have added students they will be listed below the Students Being Observed heading.

### Observing

Student Pairing Code

+ Student

### Students Being Observed

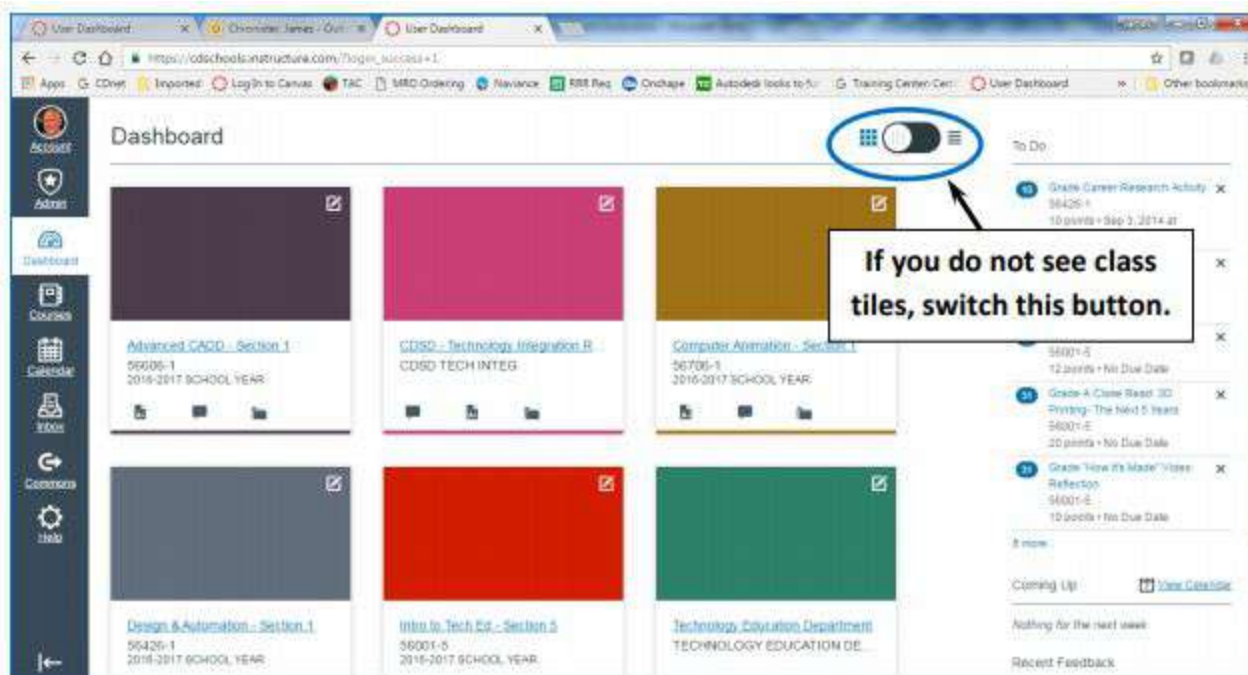
Emily Boone ←

Once you have added students the students you have access to follow should be visible below the Students Being Observer heading.

You may now return to the dashboard and begin your observations.



## The Canvas Interface



When you first enter Canvas, you will see the user dashboard. The dashboard will display your entire current courses. You will also see a bar on the left with some account and other options to explore. Current assignments and other information entered by the teachers will be displayed on the right.

By clicking on a class, you will be taken into the main stream of that course. Since Canvas can be set up to display the course in a variety of ways, you may see a web page structure, a course stream, or even a module list. Explore the site and if you have any specific questions about the structure, you should email the teacher for assistance. The left sidebar displays many important features such as assignments, quizzes, grades, etc. Your child will be able to help you navigate the site. For additional assistance, explore the Help button found at the bottom of the far left menu.



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