

Canvas Parent Readiness Checklist: Creating an Observer Account with Pairing Code

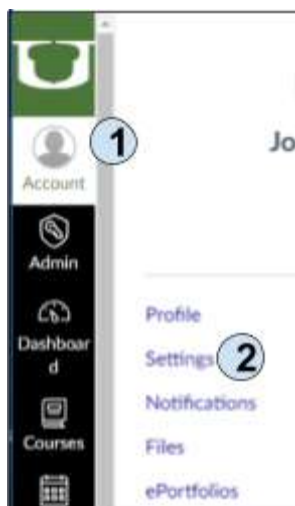
This tutorial explains how to create a Canvas Observer account using a student generated pairing code. Creating an observer account and pairing with a student will allow a student's parent(s) to create a Canvas Account and link to their child. To learn more about the Canvas Observer role visit: <https://bit.ly/UCPScpr1>

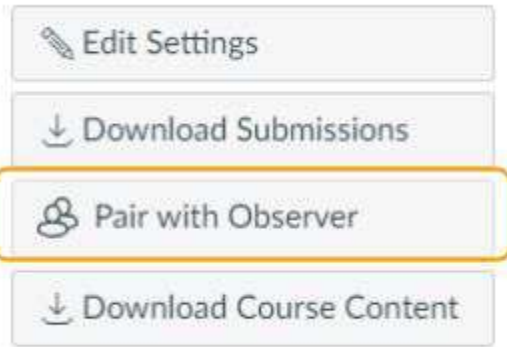
Part 1: Generating a Pairing Code

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



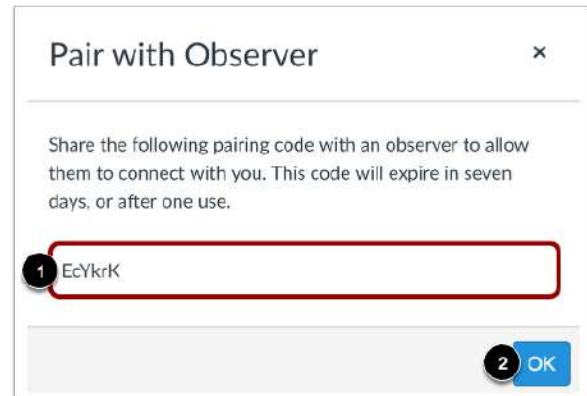
2. In the Global Navigation, click **Account**, and then click **Settings**.





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.**



Part 2: Creating the Observer Account Using a Pairing Code



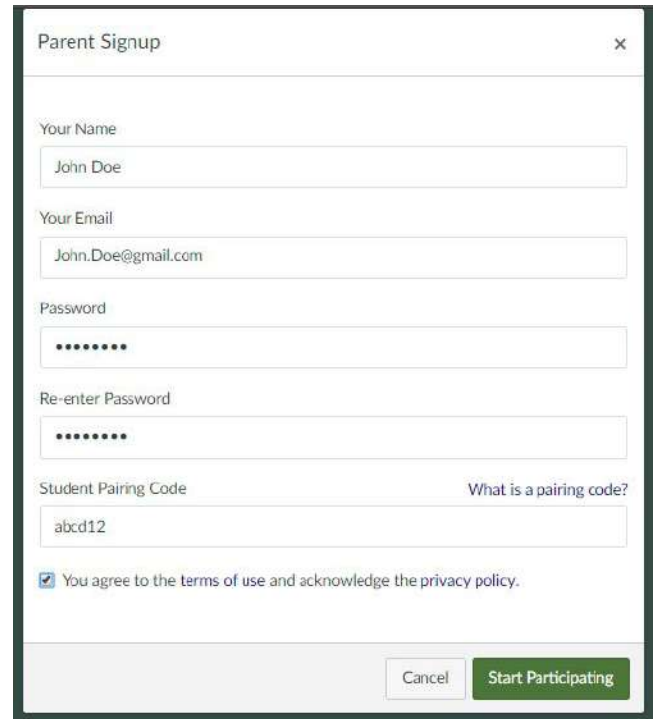
5. Navigate to Union County Public School's Canvas - <https://ucps.instructure.com>

6. Select, **Parent/Observer Login**



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

8. 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 steps 1-4 of this tutorial for assistance.*)
9. 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



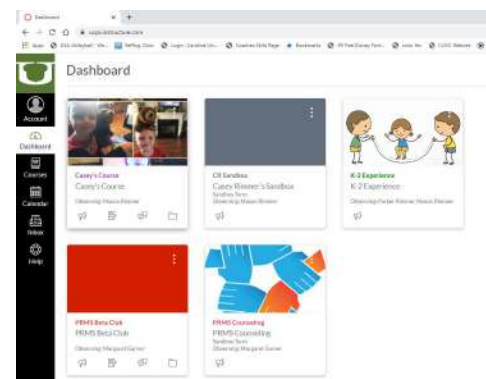
The screenshot shows a 'Parent Signup' form with the following fields: 'Your Name' (John Doe), 'Your Email' (John.Doe@gmail.com), 'Password' (masked with dots), 'Re-enter Password' (masked with dots), 'Student Pairing Code' (abcd12), and a checkbox for 'You agree to the terms of use and acknowledge the privacy policy.' which is checked. At the bottom right are 'Cancel' and 'Start Participating' buttons.

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



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

Observing more than one child? Continue to step 12. If not, you are ready to follow your child in Canvas.



Part 3: Linking Additional Children

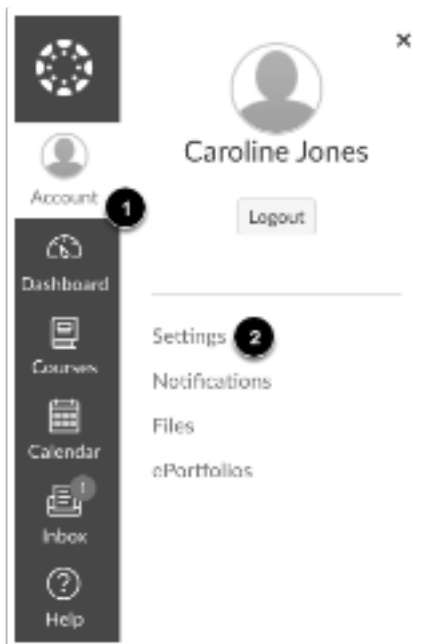
12. To link yourself to another student, you will need each additional student's-specific pairing code. Each child must generate their pairing codes from their User Settings.

Note:

- You cannot add students whose accounts are not within your same institution (Example: CMS, or NCVPS courses).
- 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.

13. To link additional students, first log into your observer account

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



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

Notifications
Profile
Files
Settings
ePortfolios

Observing



16. Add another student by entering the additional code and +Student

Observing

Student Pairing Code

+ Student

Students Being Observed

Emily Boone ←

17. Once you have added students they will be listed below the Students Being Observed heading.

18. For navigation tips view the resources below or visit the EmpowerED Family Portal

- Tutorial: <https://bit.ly/UCPScpr5>
- Video: <https://bit.ly/UCPScpr7>
- EmpowerED Family Portal: <http://bit.ly/STUsup>