

Creating a Parent (Observer) Account in Canvas

Please follow the steps below to create a parent account in the Canvas Learning Management System. If you need further technical assistance, please contact the Technology Department at 724-941-6251 x7261.

You should create ONE (1) parent account, per parent/guardian, for your family. You can connect multiple children to each parent account. This will allow you to review each of your children's information separately, but through a single login.

In order to initially create your account, you will need the pairing code for each child that you wish to view through your account. This information has been shared with parents under the **BUS INFO** tab in your parent PowerSchool account. (Please note that this is available via the computer only and not in the app.)

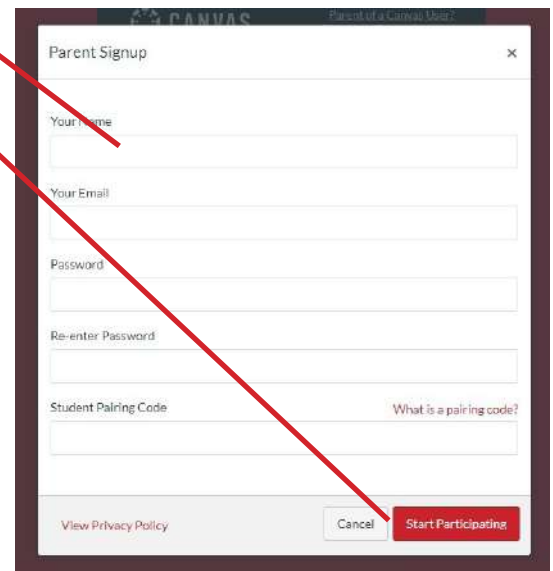
1. Access the Peters Township School District Parent Canvas Portal:
<https://ptsd.instructure.com/login/canvas>
2. In the upper right corner, click "Click Here for an Account"
3. Follow the prompts to enter your name, email, password and student pairing code.
4. Click the red "Start Participating" button to complete the account set up and you can begin observing immediately.



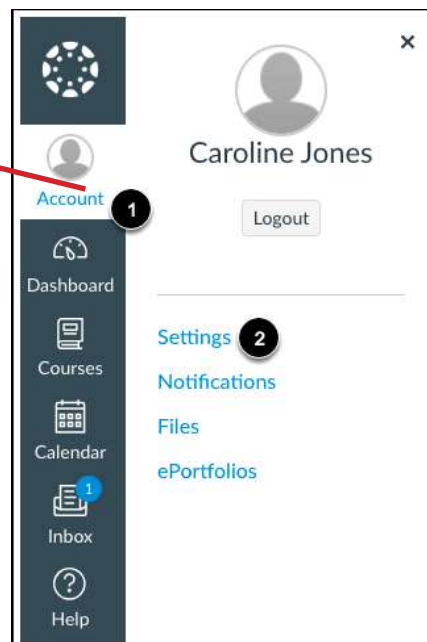
The image shows the Canvas login page. A red rectangular box highlights the top right corner, where the text "Parent of a Canvas User? Click Here for an Account" is located. Below this, there are fields for "Login" and "Password", a "Log In" button, and links for "Stay signed in" and "Forgot Password?". At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", and the "INSTRUCTURE" logo.

How to Add Additional Students to Your Account:

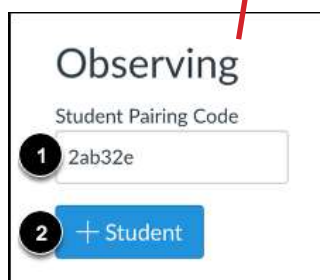
1. Log in to your account.
2. In Global Navigation, click the Account link [1], then click the Settings link [2].
3. Click the Observing Link.
4. Type in the Student Pairing Code in the field and click the Add Student button.



The image shows the "Parent Signup" form. It has fields for "Your Name", "Your Email", "Password", "Re-enter Password", and "Student Pairing Code". At the bottom right, there is a red button labeled "Start Participating". A red box highlights this button. There is also a "Cancel" button and a "View Privacy Policy" link.



The image shows the Canvas user dashboard for "Caroline Jones". On the left is a "Global Navigation" menu with links: "Account" (labeled with a red circle 1), "Dashboard", "Courses", "Calendar", "Inbox", and "Help". On the right, there are links: "Settings" (labeled with a red circle 2), "Notifications", "Files", and "ePortfolios". A "Logout" button is also visible.



The image shows the "Observing" form. It has a field for "Student Pairing Code" with the value "2ab32e" (labeled with a red circle 1). Below this is a blue button labeled "+ Student" (labeled with a red circle 2).