4 September, 2019

Dear Parent / Guardian:

I hope you are well and having a great start to your school year. Canvas, our online learning management system, offers the opportunity for parents and guardians to participate as observers of student accounts with the ability to see grades and upcoming assignments. Following is a link to a screencast video with instructions for how to start a Canvas Parent account. Also following is a screenshot guide for how to pair your new account with your child's account.

Please contact me by email if you need further assistance.

Chad Olivard, M.Ed.
Instructional Technology Specialist
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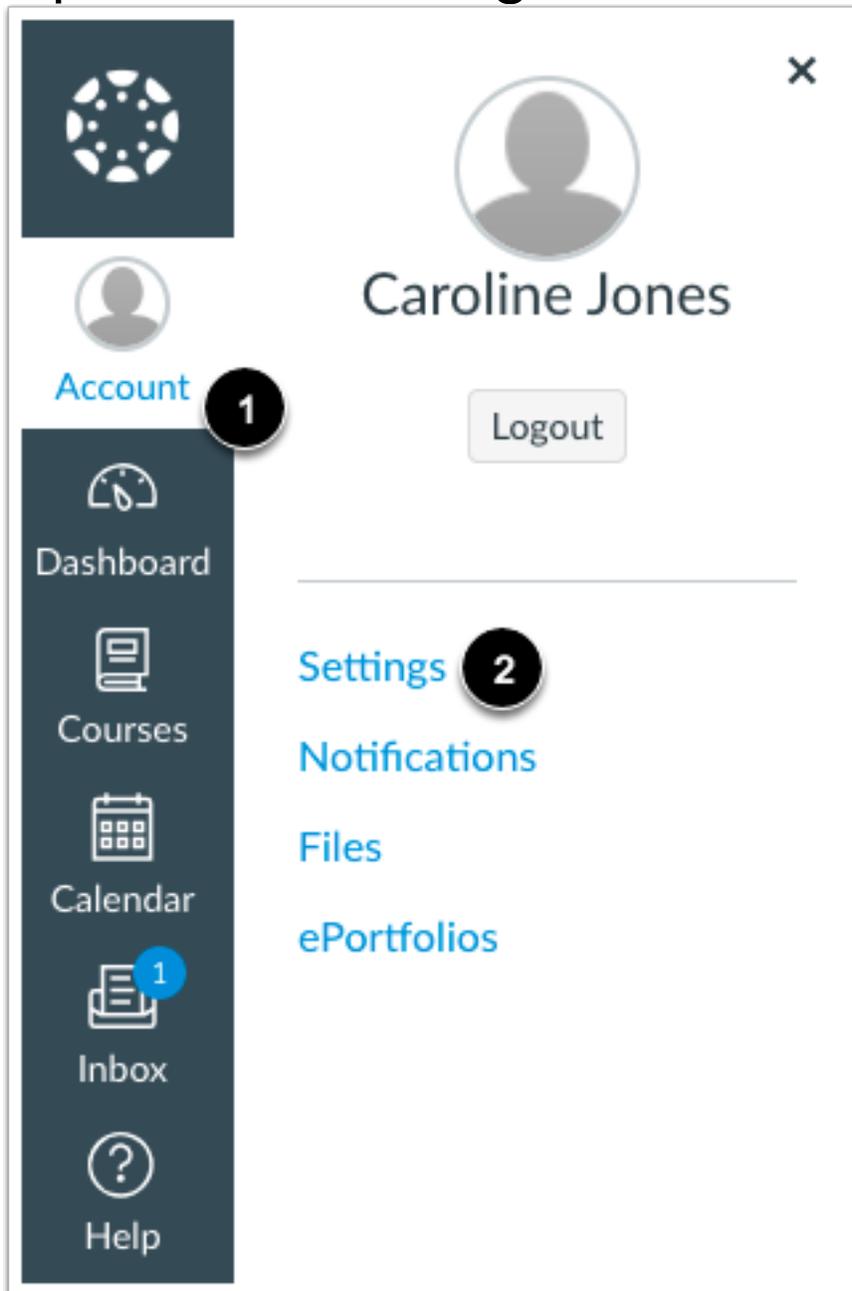https://drive.google.com/file/d/1UcZvxu01ibMiaWnBrbrjG_byvQgSTLkn/view?usp=sharing

Instructions on How to Add a Student To an Existing Canvas Observer Account
How do I link a student to my user account as an observer?

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If you signed up for a Canvas account as a parent, you can add students to observe in the Berks Catholic Canvas portal.
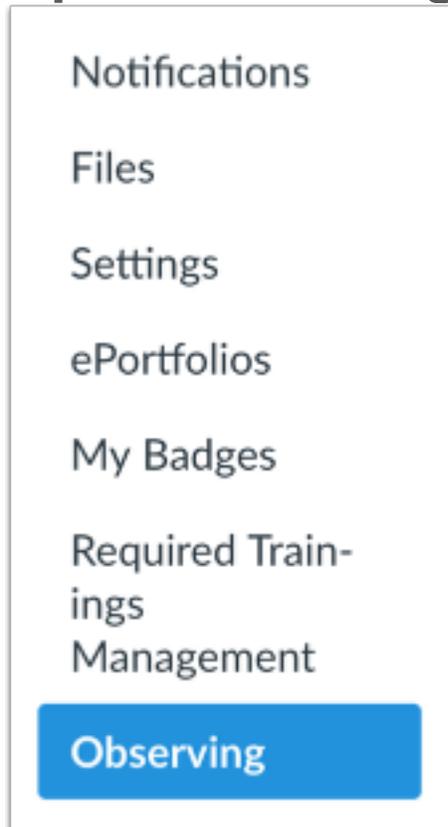
To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings. Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact Chad Olivard, Berks Catholic's instructional technology specialist.
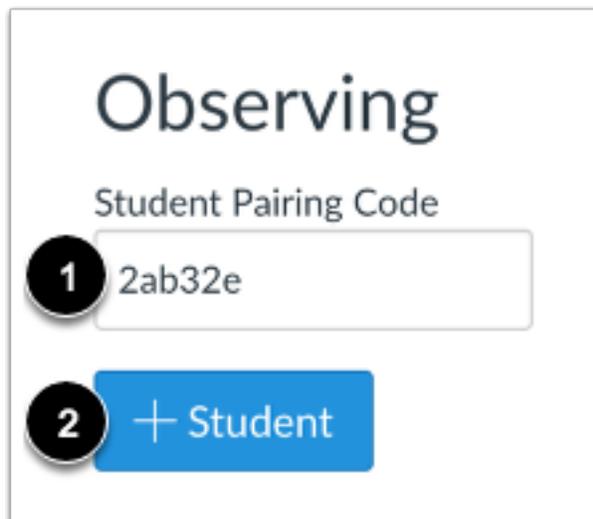
Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
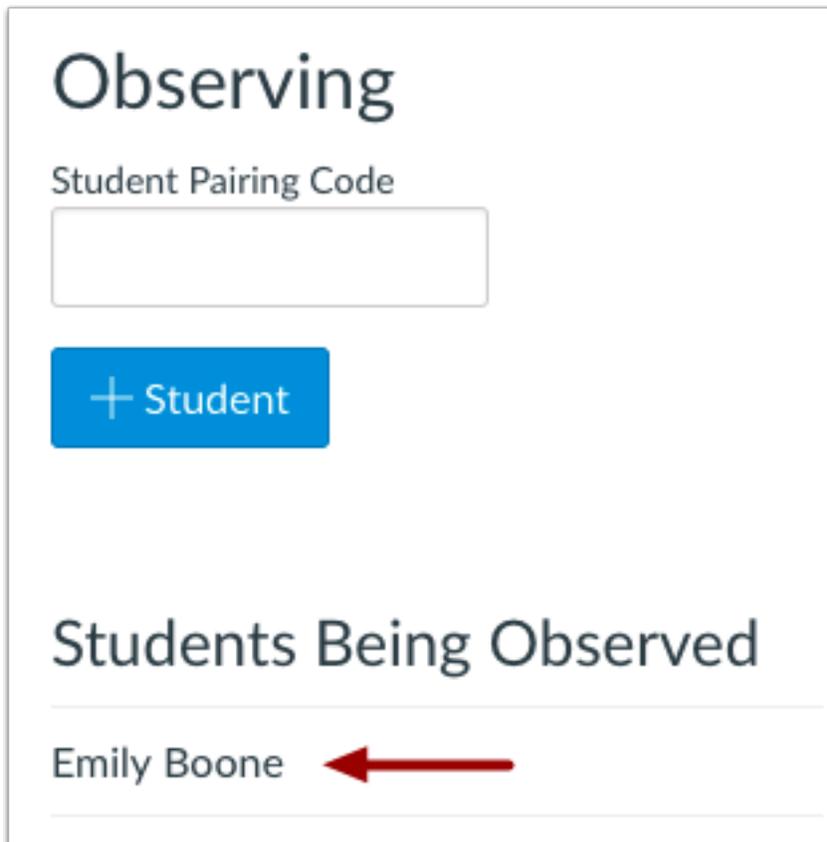
Open Observing

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

Add Student

Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].

View Student

Observing

Student Pairing Code

[ ]

+ Student

Students Being Observed

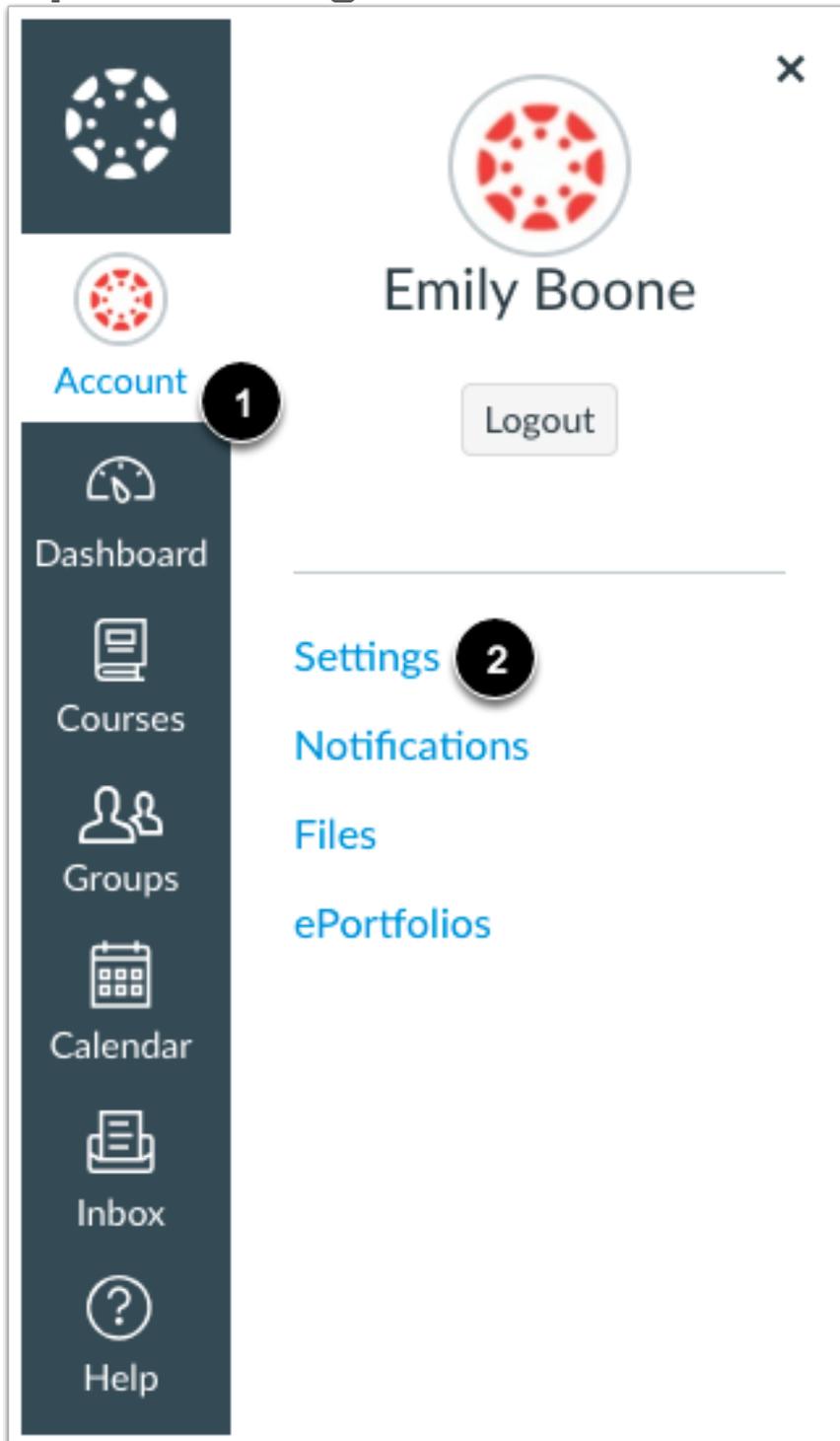Emily Boone ⬅

View the paired student.

How do I generate a pairing code for an observer as a student?

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A student can generate a pairing code to link an observer to a parent or guardian Canvas account. He or she must create a separate pairing code for each observer who wants to link to your account. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions PDF.

For more information on the observer role, view the Observer Visibility and Participation PDF.
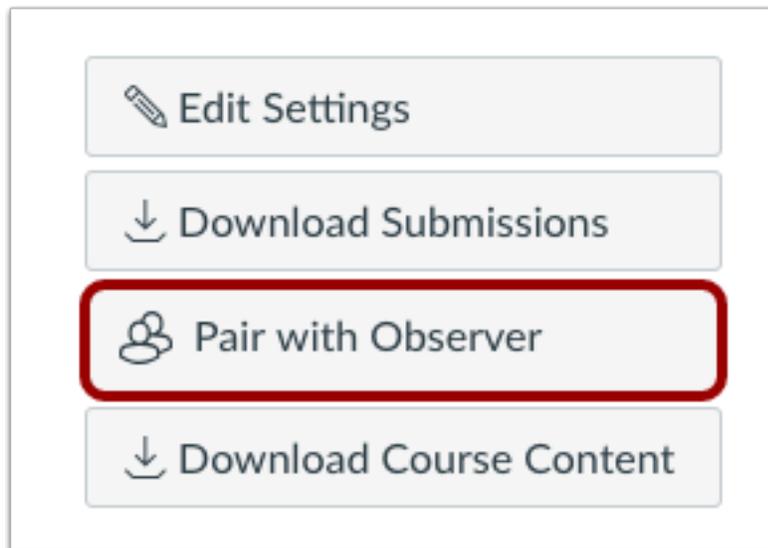
Note: If you are an observer and want to generate a pairing code for a student, the student will need to log into his or her Canvas account and follow the steps in this lesson. After you have copied the pairing code, you can link to the student by entering the code in your User Settings.
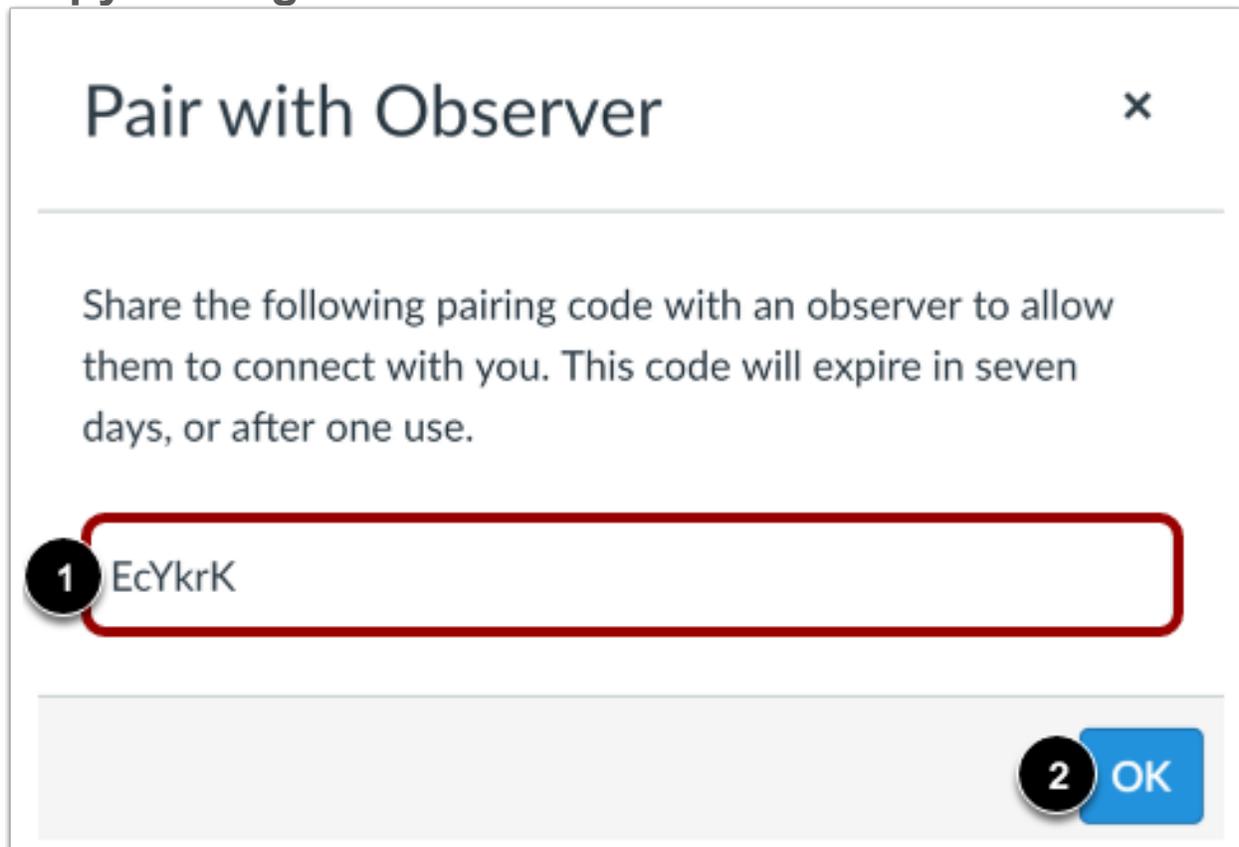
Open Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].

Pair with Observer

Click the **Pair with Observer** button.

Copy Pairing Code

Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.
To close the window, click the **OK** button [2].
Note: Pairing codes are case sensitive.