See Canvas grades................................................................. 17
Access conversations.......................................................... 17
What an observer cannot do ................................................. 18
Submit Assignments............................................................. 18
Take Quizzes......................................................................... 18
Join Course Groups.............................................................. 18
See Course Discussions....................................................... 18
Send Messages to Students.................................................. 18
See Course Rosters.............................................................. 18
See Unpublished Courses..................................................... 18
Observer Limitations........................................................... 18
Observer Navigation........................................................... 19
The Canvas Course Interface.............................................. 19
What can I see in Canvas?..................................................... 19
Canvas Parent App............................................................. 20
Logging in to the Parent App............................................... 20
Starting the Parent App........................................................ 20
Find Your Student’s School.................................................. 21
Search for Institution Name................................................. 21
Enter Login Credentials..................................................... 22
View Dashboard................................................................. 22
Using the Canvas Parent app on my device.............................. 23
View Parent App ............................................................... 23
Open User Menu............................................................... 24
View User Menu............................................................... 24
View Student................................................................... 25
View Courses................................................................. 25
View Calendar................................................................. 26
View Alerts........................................................................... 26
Tips for Managing Multiple Students ................................... 27
Course Nicknames............................................................. 27
Course Colors................................................................. 27
Canvas Parent App........................................................... 27
Technical Details............................................................. 28
Computer Specifications..................................................... 28
Welcome!
We are glad you are here. This guide has been created for parents and guardians who have students using Canvas in their SLCSD. It includes information about Canvas Learning Management System for grades PreK-12 and general instructions for using Canvas as a parent/observer.

A Learning Management System (LMS) is a way to simplify teaching and learning by connecting the digital tools teachers, students, and parents use into one place.

Why teachers are using Canvas
Teachers can use Canvas to:
- Receive and grade student assignments, discussions, and quizzes.
- Easily align assignments and rubrics to standards and/or learning objectives.
- Provide students with written, audio, or video feedback and multiple revision/submission opportunities.
- Organize all work and course-related events into one, drag-and-drop calendar.
- Push course notifications to students via email.

How students benefit from working in Canvas
Students can use Canvas to:
- Access class materials (calendar, assignments, quizzes, etc.) online using any device or any browser.
- Track their progress through ongoing teacher feedback tools.
- Receive course announcements, grade notifications, etc. instantaneously on their preferred device(s).
- Easily collaborate with peers and teachers.
Prefer a different language?
If you would like to change your account settings in order to view the Canvas interface (menus, settings, etc.) in a language other than English, please continue reading this page.

Open Settings


Edit Settings

Click the **Edit Settings** button.
Select Language

Choose your preferred language in the Language drop-down menu.

Update Settings

Click the **Update Settings** button.

View Canvas in your preferred language.
Types of Parent Access

You have two options for how you view your student's Canvas information: with an Observer Role in the class, or by using the Canvas Parent App.

Canvas Observer Role

The Canvas observer role parents have the ability to view their students’ course content (assignment due dates, assignments, course modules, etc.). When a parent creates a Canvas “Observer” account they have the ability linked to their student(s) account and follow their student in Canvas. Parent Visibility/Participation as an Observer

Canvas Parent App

The Canvas parent app is a simplified version of student view. With the Canvas Parent app, you can view a student’s course events, upcoming assignments, and grades. You can also add and view multiple students in your account.

How do I choose what access I need?

- Observer role is a more detailed view of a course (course pages, assignments, quiz index, discussions-if allowed, messaging option to teacher and your student, grades, syllabus, announcements, calendar)
- Parent app is a simplified view (student course calendar, grades, assignments)

Creating a Parent Observer Account

Parents have the ability to view their students’ course content (assignment due dates, assignments, course modules, etc.) by creating a Canvas “Observer” account that is linked to their student(s) account.

To get started you must have the following:

- Your student must log in to Canvas, go to Account settings, and get the pairing code. (NOTE: The pairing code is valid for seven (7) days after it is generated.)
- The student must be enrolled in courses before you can sign up to observe the student. (TIP: Wait until after the first week of school.)

How do I sign up for a Canvas account as a parent/guardian?

Parents and guardians can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.
This lesson is for parents who do not have a Canvas account and want to observe their students in their courses. In order to create a Canvas account, you will need the SLCSD Canvas URL, which is:

[slcschools.instructure.com](slcschools.instructure.com)

If you already have an account from your student's institution, log in to Canvas using the credentials given to you.

**Notes:**

- To observe a student, you must have a [student pairing code](slcschools.instructure.com).
- Once you have an account, you may be able to view student information through the Canvas Parent app. Access to the Canvas Parent app is controlled by the student's institution. If you already have an account from your student's institution as an observer, you can always view student information through the Canvas Parent app.

**Open Canvas URL**

[slcschools.instructure.com](slcschools.instructure.com)

In a browser window, enter your institution's Canvas URL (slcschools.instructure.com).

**Create Canvas Account**

Click the [Need a Canvas Account?](slcschools.instructure.com) link.
Sign Up As a Parent (Free Account)

Click the Parents sign up here link.

Enter Signup Details

<table>
<thead>
<tr>
<th>Parent Signup</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
<td>1</td>
</tr>
<tr>
<td>Your Email</td>
<td>2</td>
</tr>
<tr>
<td>Password</td>
<td>3</td>
</tr>
<tr>
<td>Re-enter Password</td>
<td>4</td>
</tr>
<tr>
<td>Student Pairing Code</td>
<td>5</td>
</tr>
<tr>
<td>You agree to the terms of use and acknowledge the privacy policy</td>
<td>6</td>
</tr>
</tbody>
</table>

Enter the following information:

1. Enter your name in the Your Name field.
2. Enter your email in the Your Email field.
3. Enter your password in the Password field.
4. Re-enter your password in the Re-enter Password field.
5. Enter a pairing code to link your account to your student in the Student Pairing Code field.
6. Agree to the terms of use by clicking the You agree to the terms of use checkbox.
7. Click the Start Participating button.

Note: Students can generate pairing codes from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes.
Begin Observing

You can begin observing your student in Canvas immediately.

Learn how to **observe additional students** in your account.

Learn how to modify your Canvas **notification preferences**.

If you **signed up for a Canvas account as a parent/guardian**, you can add students to observe within the same district.

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.

**Notes:**

- You cannot add students whose accounts are not enrolled in the same district (Canvas URL). To observe students in another district, you must sign up for an account using that district's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.
- 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.
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

View the paired student.

**Pairing Codes from the Student Side**

If you [signed up for a Canvas account as a parent/guardian](#), you can add students to observe within the same district.

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.
Notes:

- You cannot add students whose accounts are not enrolled in the same district (Canvas URL). To observe students in another district, you must sign up for an account using that district's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.
- 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.

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

[Button: + Student]

Students Being Observed

Emily Boone

View the paired student.

Click these links for step-by-step guides to the following actions:

- Edit your profile. (Please note that not all profile settings will be available.)
- Add your cell phone (to receive text message alerts for course events).
- Change your notification preferences.

In Canvas, parents function as observers. As an observer, you will have limited permissions that allow you to see what is going on in a course without interrupting or participating in the course.

What an observer can do
See the calendar

Observers can see all Events and Assignments due on the Calendar, filter the calendar view by the different courses the student is enrolled in, and view undated events and assignments.

NOTE: Up to 15 calendars can be selected for viewing at one time in a web browser.
View and read announcements

Observers can view course announcements by clicking **Announcements** in the course navigation.

See Canvas grades

Access conversations

Observers can click on the Inbox link to access student Conversations if the teacher or student copied them on the message. Observers can also message the instructor.

Click [here](#) for Canvas Observer Help Guides.
What an observer cannot do

As an observer, you will have limited permissions that allow you to see what is going on in a course without interrupting or participating in the course.

Submit Assignments
*There is no submission button on Assignment detail pages.*

Take Quizzes
*Observers cannot take Quizzes. There is no link to "Take this Quiz".*

Join Course Groups
*Instructors and students can create groups inside of Canvas that make it easy to collaborate in smaller groups. Observers cannot be added to or interact inside of Groups.*

See Course Discussions
*Because of student privacy issues, observers are not allowed to view class discussions.*

Send Messages to Students
*Observers can only send messages to Instructors (teachers). They cannot send messages to Students in the course.*

See Course Rosters
*Observers will not be able to see the names of enrolled Students or their Registered Services.*

See Unpublished Courses
*Like students, Observers cannot view a course until it is published and the course has started.*

Observer Limitations
- Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.
- Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.
- Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.
- Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may not see links to certain features.

Visit the [Canvas Observer Help Guides](https://www.canvas.com/help) for further assistance.

- The Global Navigation helps you get to where you want to go across all of your Canvas courses [1].
- The Course Navigation helps you get to where you want to go within your Canvas course [2].
- The Navigation shows you where you have navigated to inside of a course and gives you a quick and easy way to move backward [3].
- The Sidebar will be mostly empty for Observers [4].
- The Help link is very important. Click the Help link when you need assistance. [5].

The Course Navigation links on the left side of your screen help you get to where you want to go inside of Canvas.

What can I see in Canvas?
- Published course(s) your student is in
- Standard course navigation
- Course home page with contact information
- Course disclosures that includes basic information for the course
- Link to online classroom and schedule
- Assignments noted on the calendar on the date they are due. These assignments will typically be items that are due in class the following day or in the near future. *(Note: Work completed entirely in class will not generally be listed on the calendar in Canvas.)*
Canvas Parent App

What to Know about the Parent App
The Canvas Parent App gives parents the ability to engage in their children’s education. Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.

Canvas Parent can be used by any Canvas user with an observer account.

Parents can use the Canvas Parent app on Android devices using Android 5.0 or later and iOS devices using iOS 10.0 or later.

This video goes through the features of the Canvas Parent App:

Click here to view video

Logging in to the Parent App
Starting the Parent App

Download the app from your app store

Open your device and tap the Canvas Parent icon.
Find Your Student’s School

To find your institution, tap the **Find School** button [1].

If you have previously logged into the app, you may be able to log into the app using a previous login. To use a previous login, tap your username [2].

Search for Institution Name

Enter the name of your institution or school district. If the full name appears in the search list, tap the name.
Enter Login Credentials

After you’ve located an account, you can view the Canvas URL at the top of the screen [1]. Enter your email [2] and password [3]. Tap the **Log In** button [4].

If you don’t know your password, tap the **Forgot Password?** link [5].

Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the reset password option, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution’s login page.

View Dashboard

View the Dashboard for your user account.
Using the Canvas Parent app on my device

The Canvas Parent app lets you view a student’s course events, upcoming assignments, and grades. You can also add and view multiple students in your account.

Notes:

The Canvas Parent app uses your device’s settings to set the time zone used within the app.

- When creating an account, you can link one observed student in the Parent app. Learn how to link additional students in the Parent app.
- You cannot remove observed students in the Parent app.
- To change the language displayed in the Parent app, select a language in Canvas from a web browser, log out of the Parent app, and log in again.

View Parent App

In the Canvas Parent app, you can view your User Menu [1], select a student [2], and view the student's courses [3], the student's weekly calendar [4], and alerts about the student's course participation [5].
Open User Menu

To open the User Menu, tap the **Menu** icon.

View User Menu

From the user menu, you can:

1. **View the Canvas Inbox**
2. **Manage children and alerts**
3. **Get help with the app**
4. **Change users**
5. **Log out of the app**
View Student

Your student's name and profile picture display in the Parent app. To view additional students associated with your account, tap the **Student Selector** [1]. Then tap the name of the student [2].

**Note:** Student profile pictures only display if the student's institution allows students to upload profile pictures.

View Courses

The Parent app defaults to the Courses page and displays the list of courses for the student you are viewing. Learn how to view courses.
View Calendar

The Calendar page displays a calendar of assignments and events for a given week. Learn how to [view the calendar](#).

View Alerts

The Alerts page displays grade and assignment alerts. Learn how to [view alerts](#).

Tips for Managing Multiple Students
As a Parent Observer, you have access to a lot of great information, and it can be challenging to navigate the information efficiently, especially if you are actively monitoring the courses of more than one student.

Depending on how many students you follow and in how many courses your students are enrolled, the dashboard can become overwhelming. Following are a few tips for managing multiple students under your single Parent Observer account.

Course Nicknames
- You may adjust the nickname for each course. That way, you can include each child's first initial or name ahead of the course name (ie: K: US History or Kelly: US History).
- Course nicknames appear in the Dashboard, course navigation menu, and notification emails. The nicknames will also appear on the Canvas app.
- The course nickname is only available to the individual user who created the nicknames.
- To access the nickname field, click the three dots in the top right hand corner of the course card.

Course Colors
- Another option is to color code the course cards so all of child #1’s courses are one color, all of child #2’s courses are a second, etc.
- The color that is shown on the course card is synced with the color shown for the course in the Calendar.
- The course card colors are only available to the individual user who selected the colors.
- To select course card colors, click the three dots in the top right hand corner of the course card.

Canvas Parent App
- While viewing Canvas from a web browser as an Observer gives you very detailed information about the course, the Canvas Parent App allows the Observer to view a student’s course events (calendar) and upcoming assignments, and course announcements.
- The Parent App allows the Observer to view one student’s course information at a time.
Technical Details

Canvas is easy to use, but it will work a lot better in certain situations than in others. So, for those who need to know or encounter problems accessing/working in Canvas, here are the technical details.

Computer Specifications
Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Screen Size

- Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Operating Systems

- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux – chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Supported Browsers
Because it is built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the current and first previous major releases of the following browsers:

- Internet Explorer 11 and Edge 40 and 41 (Windows only—please make sure your operating system is also current as noted in the Canvas computer specifications lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)
- Chrome 63 and 64
- Safari 10 and 11

Some browser plugins or extensions may conflict with Canvas and affect functionality. If you experience behavior that does not allow you to view or participate in Canvas courses, please ensure you have disabled any extensions or plugins that interact directly with your web browser. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies. Learn how to clear your cache on a Mac or a PC.
Update Your Desktop Browser
There are a couple of different ways to update your desktop browser.

Every time you open your browser, it will check to make sure it is using the most current version. If it is not updated, your browser will prompt you with a notification and walk you through the update process.

Download the latest version of your desktop browser directly. Click the name of your browser below to visit your browser’s download page:

- Internet Explorer
- Chrome
- Safari (Safari 7 is only included with OS X Mavericks; Safari 8 is only included with OS X Yosemite)
- Firefox

Browser Privacy Settings
We recommend following any browser security policies established by your institution, especially if you are using Canvas on a computer provided by your institution.

Some browsers may occasionally make modifications to privacy settings to protect users from possible unsecured content. Unsecured content is identified with the prefix http:// in the URL and can create mixed content in your Canvas Page. Secured content is identified with the https:// prefix in the URL.

If you are using a browser that is affected, please be aware of possible restrictions. The following are known issues in specific browsers that may block or create mixed content within Canvas. Known Browser Behaviors

Chrome Security
Google Chrome verifies that the website content you view is transmitted securely. If you visit a page in your Canvas course that is linked to insecure content, Chrome will display a shield icon in the browser address bar.

You can choose to override the security restriction and display the content anyway by clicking the shield icon and then clicking the Load unsafe script button.

Chrome Media Permissions
Chrome has its own media permission within the browser. To use your computer camera and microphone within any Canvas feature, you will have to approve two permissions:

1. Allow access to Canvas via the Adobe Flash Player Settings. This prompt appears in the center of the video and audio pop-up windows, or the center of the browser if you are accessing Conversations.
2. Allow access to Canvas via Chrome’s media permission settings. This prompt appears just below the address bar. Click the Allow button.
Additional Information
If you have additional questions, please reach out to the school principal who will be able help you or connect you to the person who can.

Thank you for supporting students and teachers in the Salt Lake City School District.