



## Creating a Parent (Observer) Account in Canvas

San Marcos CISD values the role of parents and guardians and encourages your participation in the student learning process. Parents and guardians may view their students' course content (assignment due dates, assignments, course modules, etc.) by creating a Canvas "Observer" account linked to their respective student account. Once a parent/guardian creates an account, he/she may use that same account each year.

### What can Observers do in Canvas?

- See the course Modules page
- Preview course documents
- View the course Calendar
- View course Announcements
- View the course Assignments page
- Access their student's conversations (course messaging), if copied by the teacher and/or student.
- View grades for course assignments and the overall course grade
- Communicate with the teacher

### What can Observers not do in Canvas?

- Submit Assignments
- Take Quizzes
- Join course Groups
- Read course Discussions
- Send messages to (other) students
- See course rosters
- Access unpublished courses

### Please note:

- When students and teachers access Canvas, they get logged in automatically via Clever, which is a portal that allows them to sign in to various platforms with their SMCISD accounts.
- When parents/guardians access Canvas, you must do so by visiting this link, <https://smcisid.instructure.com/login/canvas>, and entering your login credentials
  - Your username is the same one you use for Home Access Center, HAC.
  - If SMCISD created your account (Spring 2020), your password is the same as it is for HAC
  - If you created your account (Fall 2020+), you set your own password.



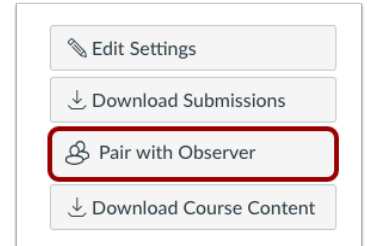
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## Instructions for Creating an Observer Account

Note: follow all steps below *using a web browser on any device, not the app.*

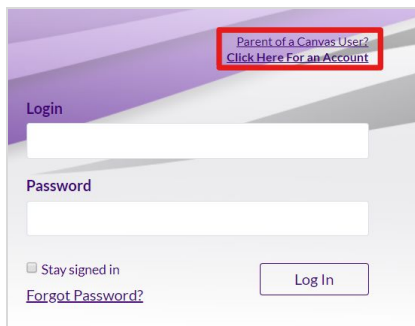
### I. Get Pairing Code

- A. Have your student login to his/her Canvas account
- B. Click on Account, then Settings
- C. Click on the Pair with Observer button; this will generate a Pairing Code with 6 characters; write down this code.
- D. Click Ok to return to your account. The student may log out at this time.
- E. *Note: This code expires after 7 days and is only valid for one use. If the code expires before you use it, simply have your student login and generate a new code.*



### II. Create Your Account

- A. Visit <https://smcisd.instructure.com/login/canvas>. → **Tip: Bookmark this site!**
- B. Click on the link for "Parent of a Canvas User? Click Here For an Account"



- C. Fill in the required information (name, email address, password, pairing code), then click the Start Participating button.

- D. **Note:** your student must be enrolled in courses before you can sign up to observe the student. You may need to wait until after school starts to create your account.



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## III. Validate your account

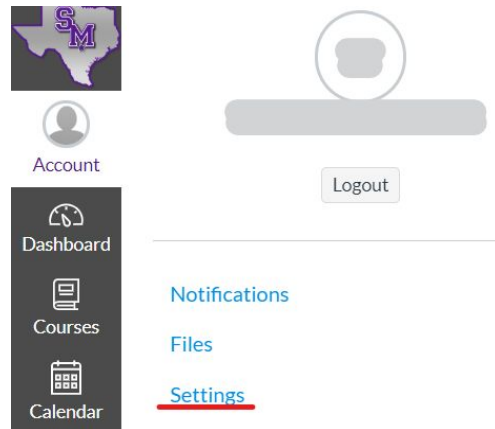
- A. Login to the email account that you used to create your Canvas Observer account
- B. Open the email from Canvas Instructure to Confirm Registration and click on the link to finish the registration process

## IV. Access your account

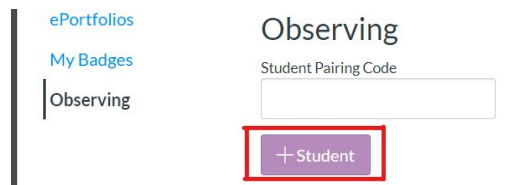
- A. Return to <https://smcisd.instructure.com/login/canvas> to confirm access to your account has been validated
- B. Your username is your email address; your password is the one that you created.

## V. Link your account to your other children, as needed

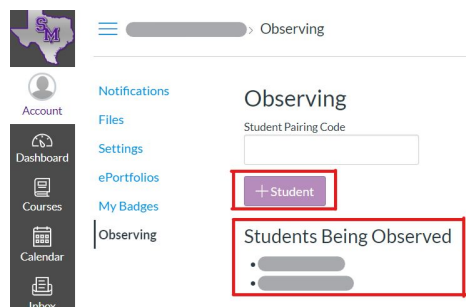
- A. Have your other child(ren) login to Canvas and generate a Pairing Code as described in Step I above.
- B. Login to your Canvas Observer account using a web browser (not the app).
- C. Click on Account in the Global Navigation menu, then click Settings.



- D. Click on Observing. Enter the additional child's 6-character Pairing Code in the entry box and then click on the "+Student" button. This will link the second child to your account.



- E. Repeat steps A-E as needed for any additional children.
- F. Under Students being Observed, you will see a list of all students that you are linked to as an observer.





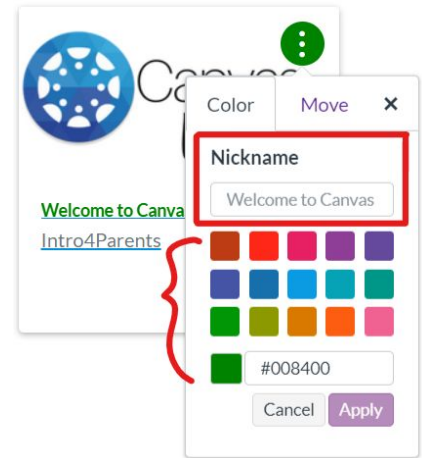
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## Tips for Observing multiple students in Canvas

Once you have access to Canvas, you will find lots of useful information regarding your children's courses, however, it may become slightly overwhelming! Here are a few tips for keeping it all under control.

### Set 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, such as "D-Eng" or "Eng-D"
- Course nicknames appear in the Dashboard, course navigation menu, course breadcrumbs, notification emails, and in the Canvas app.
- The course nickname is only available to the individual user who created the nicknames. Your child (or the teacher) may use a different nickname for the course.
- To access the nickname field, click the three dots in the top right-hand corner of the course card.



### Use Color Coding

- 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 on the course card is synced with the color for the course in the Calendar.
- Course card colors are set per individual user and may appear differently to your child or the teacher.
- To select a color, click the three dots in the top right-hand corner of the course card.

### Arrange Course Cards

- You may click-and-drag course cards to rearrange them in a way that makes sense to you, such as all of each child's courses together.

### Manage Your Notifications

- You may adjust your Notification settings to ensure that you receive the information you want in a timely manner. Too many? Turn some off. Not enough? Turn some on.
- Click on your Account, then click Notifications. Adjust as needed.
- You may also wish to install the Parent app and receive Push Notifications.

\*Note: If you have a student in High School, courses are divided into the Fall semester and Spring semesters. You may have to rename courses again when the new semester begins and new courses are added/published.