

# CCPS CANVAS

QUICK START GUIDE TO BECOME  
PARENT/GUARDIAN OBSERVERS



## PARENT & GUARDIAN OBSERVERS

Parents and guardians often desire the ability to see their students' course assignments, due dates, announcements, and other content. Covington City Public Schools values and encourages parent and guardian participation in the student learning process. The district has enabled parents and guardian Canvas account creation and self-enrollment. These accounts can be linked to those of their students.

<b>What can observers do in Canvas?</b>	<b>What can observers not do in Canvas?</b>
<ul style="list-style-type: none"><li>● Read course announcements</li><li>● See the course assignments page</li><li>● Preview course documents</li><li>● View the course syllabus</li><li>● See course outcomes (learning standards)</li><li>● View the course calendar</li><li>● Examine their student's grades on assignments</li><li>● Access their student's conversations</li><li>● Communicate with the course instructor</li></ul>	<ul style="list-style-type: none"><li>● Submit assignments</li><li>● Read course discussions</li><li>● Take quizzes</li><li>● Join course groups</li><li>● Send messages to students (other than the one they are observing)</li><li>● See course rosters</li><li>● See unpublished courses</li></ul>

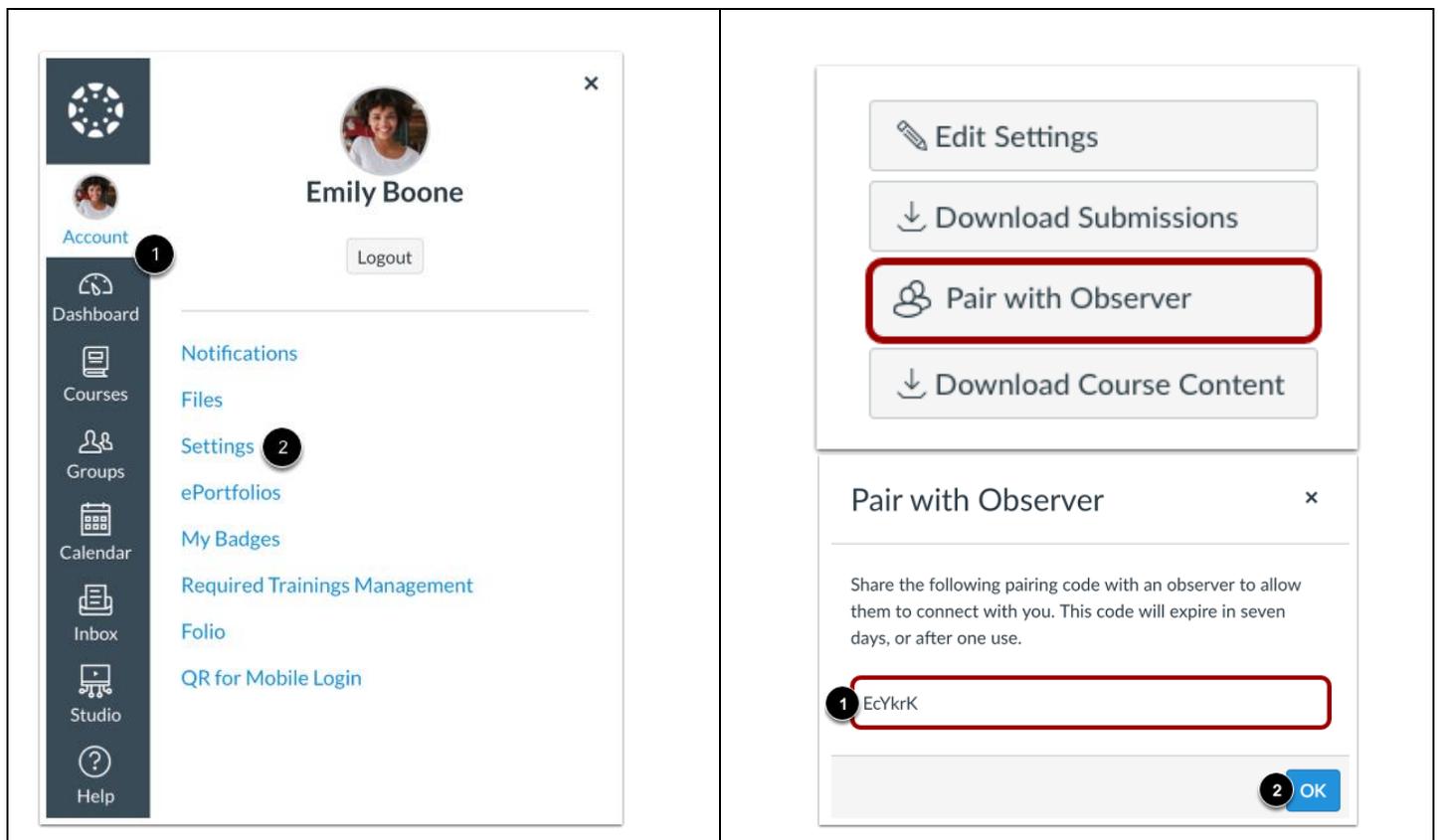
### Please be aware:

- That the permissions referenced above are given to parent and guardian observers, but individual teachers are able to customize their course menus to better suit the needs of their specific classes. You may not be able to view each of the features listed under "What can observers do in Canvas?" if a classroom teacher does not make use of a specific feature.

- That the student must have an account and be enrolled in Canvas courses before the parent or guardian can sign up to observe the student.

## INSTRUCTIONS FOR CO-ENROLLING IN CANVAS AS AN OBSERVER

**Prior to Enrolling:** Have your student generate a student pairing code from their own account in Canvas. This is done by clicking on the student’s profile picture and selecting the “Settings” option.



When you have a code, you are ready to begin.

**Step One:** Navigate to

[covington.instructure.com/login/canvas](https://covington.instructure.com/login/canvas). You will see the screen on the right.

**Step Two:** Click on “[Parent Sign Up Here](#)” link beneath the teacher/student buttons.

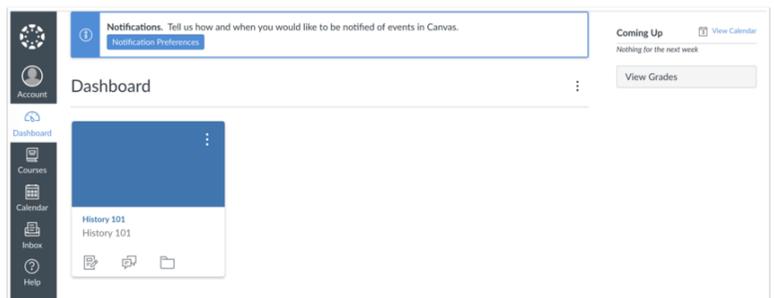


**Step Three:** Complete the Registration

Form and click the blue “Start Participating” button. Enter the student pairing code your student generated earlier in the field highlighted by the red box.

A screenshot of a "Parent Signup" form. The form is titled "Parent Signup" with a close button (X) in the top right corner. It contains several input fields, each with a numbered circle (1-7) to its left. Field 1 is "Your Name". Field 2 is "Your Email". Field 3 is "Password". Field 4 is "Re-enter Password". Field 5 is "Student Pairing Code" with a blue link "What is a pairing code?" to its right. Field 6 is a checkbox labeled "You agree to the [terms of use](#) and acknowledge the [privacy policy](#).". Field 7 is a blue button labeled "Start Participating". A "Cancel" button is located to the left of the "Start Participating" button.

**Step Four: Get Started!** You will be taken to your Canvas account dashboard. You can now log in at any time by navigating to the URL in Step One. We recommend you bookmark it for easy reference!



## **Do you have more than one student in Covington City Public Schools?**

If you have more than one student who is working in one or more classes in Canvas, go to <https://community.canvaslms.com/t5/Observer-Guide/How-do-I-link-a-student-to-my-user-account-as-an-observer/ta-p/539> to learn how to link to and observe additional students.