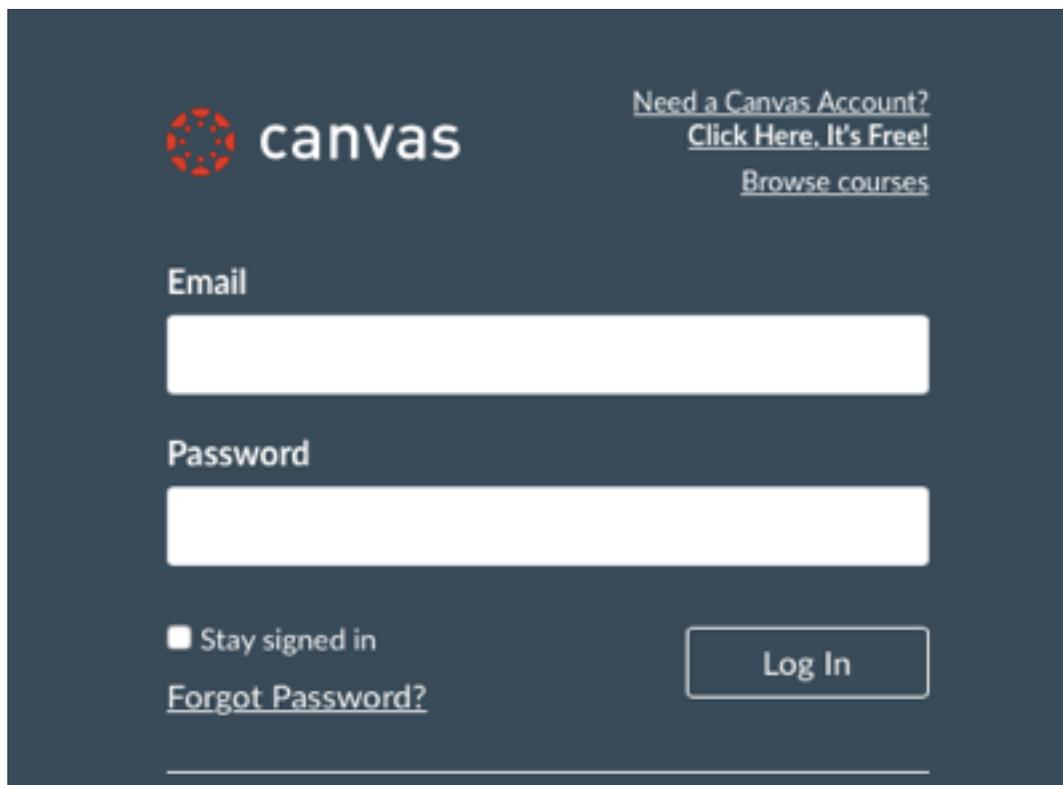# How to become a Parent Observer in Canvas

The following instructions are specific only to the parents/guardians of students attending the Academy of Careers and Exploration. As a parent/guardian, you may become a member of your student(s) Canvas class(es) as an observer. As an observer, you are able to see grades, assignments, due dates, calendar items, notes, comments, and you may also provide feedback. This is a powerful feature in Canvas, and it will help you keep your student(s) on track.

Please follow the instructions exactly. You must use an actual computer for the initial login. Using a phone or tablet may or may not work. After the initial setup, you may use a phone or tablet device to access Canvas. Your student may access Canvas by using the website **canvas.instructure.com**, or by using the free apps available for iOS and Android. Supported browsers include Firefox, Safari, or Chrome. Do <u>not</u> use Internet Explorer.

1. Launch your browser of choice on a computer.
2. Type in the following in the URL box: **canvas.instructure.com**.
3. The window shown below should appear. If it does not, then you need to clear the history, cache, and cookies on your computer. Consult your specific browser instructions.
4. Click on the Need a Canvas Account? Click Here its Free".

5. The window shown below should appear:
   a. Enter Your Name.
   b. Enter Your Email Address.
   c. Enter your child's username .

d. Enter your Child's Password. Ask your student if they have changed their original password.
e. Click on the "You agree to the terms of use and acknowledge the privacy policy".
f. Click "Start Participating". You will automatically become an observer for every class in which your student is enrolled.

Parent Signup

Your Name*

Your Email*

Child's Username*

Child's Password*

☐ You agree to the terms of use and acknowledge the privacy policy.

Start Participating

6. You will then see the window shown below:

Welcome to Canvas!

Your account is almost set up. To finish, please check your email at **utahkarate@gmail.com** to set your password.

You can start participating now, but you must set a password before you can log back in.

Get Started

7. Check your email to complete the registration process. If you don't do this, then you will only have minimal access to the features of Canvas, and you will not be able to login again.

8. Once logged in, you will see the information shown below. Click on the button that says "Configure Communication Preferences".

Configure Communication Preferences
Now that you're registered with Canvas, you might want to configure what notifications you'll receive as your courses progress. Canvas is flexible enough to let you choose how and for what events you'd like to be notified. When things happen in your courses you can choose to be emailed or texted to your cell immediately, daily or weekly.

Configure Communication Preferences

9. In this window you can change how often you get notifications. Scroll down to change any of the notification features. You can choose to be notified immediately, daily, weekly, or not at all.

Notification Preferences

Course Activities	Email Address
	~~redacted~~@bradyfamily.us
Due Date	📅 Weekly
Grading Policies	📅 Weekly
Course Content	
Files	
Announcement	✔ ASAP
Announcement Created By You	⏱ Daily
Grading ☐ Include scores when alerting about grade changes.	✔ ASAP
Invitation	✔ ASAP
Submission Comment	⏱ Daily

10. Click on "Settings either on the left side of the screen or at the top right near your name.

Home

Notifications

Files

Settings

ePortfolios

Observing

Ways to Contact

Email Addresses
★ s~~redacted~~e@bradyfamily.us
    ➕ Add Email Address

Other Contacts   **Type**
    ➕ Add Contact Method

✏ Edit Settings

11. On the right side of the screen you will see "Ways to Contact". Here you can add multiple emails, or even your cell phone number so that you can receive notifications (Add Contact Method"). You can always click on "Settings" to return to the Notifications window.

That's it! You can now keep track of your student(s) performance in school.