



Creating a Parent/Guardian Observer Account

Parents/Guardians can 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.

What can Observers do in Canvas?

- See the course modules page
- Preview course documents
- View the course calendar
- Communicate with the teacher

What can Observers NOT do in Canvas?

- Submit assignments
- Take quizzes
- Join course groups
- Send messages to students
- See course rosters
- Access unpublished courses

Please note:

- To create an account and link to your student, you must know your student's username and password.
- The student must be enrolled in courses before you can sign up to observe the student.
- Directions for linking to multiple students are located at the end of this document.

Instructions:

Step 1:

On a desktop or laptop computer, go to www.ecasd.instructure.com. Bookmark this site for future access.

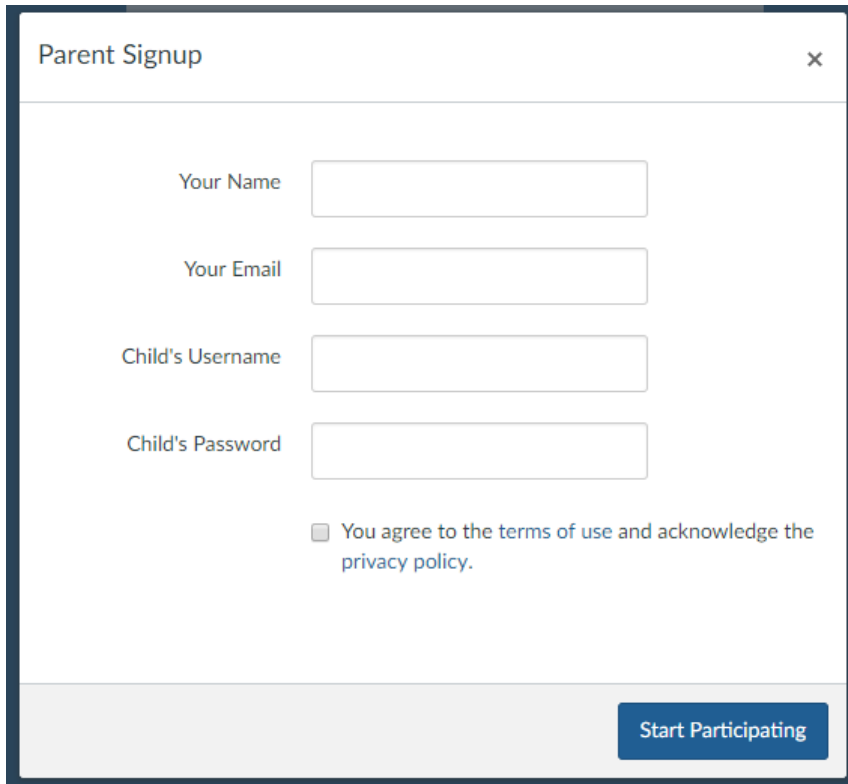
Step 2:

Click on the **Parent of a Canvas User? Click Here for an Account** text.

A screenshot of the Canvas login page for Eau Claire Area School District. The page has a blue header with the district logo and navigation links. The main content area is white and contains a login form with a yellow highlighted box for the username, a white box for the password, a "Log In" button, and a "Stay signed in" checkbox. There are also links for "Forgot Password?" and "Parent of a Canvas User? Click Here for an Account". The footer includes links for "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter", and the word "INSTRUCTURE".

Step 3:

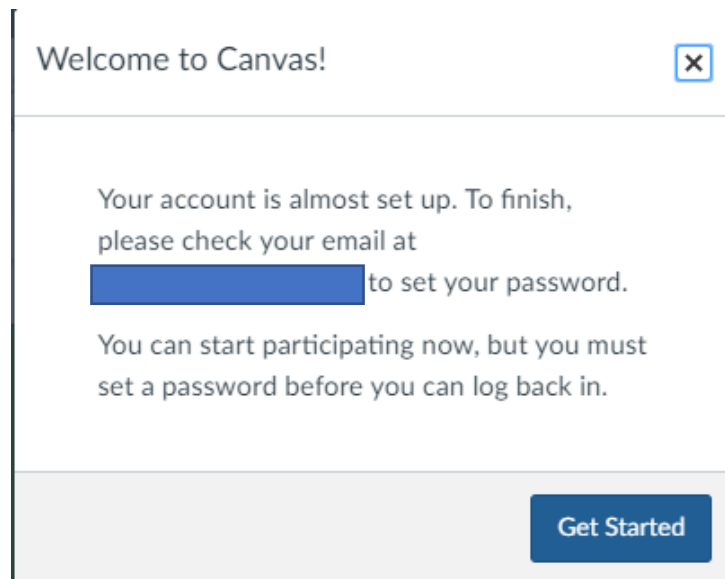
Complete the registration and select Start Participating



A screenshot of a 'Parent Signup' form. The form is titled 'Parent Signup' in the top left corner, with a close button (X) in the top right corner. The form contains four input fields: 'Your Name', 'Your Email', 'Child's Username', and 'Child's Password'. Below these fields is a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' At the bottom right of the form is a blue button labeled 'Start Participating'.

Step 4:

Your account is not completely set up at this point, but you can begin participating at a limited capacity by clicking **Get Started**.

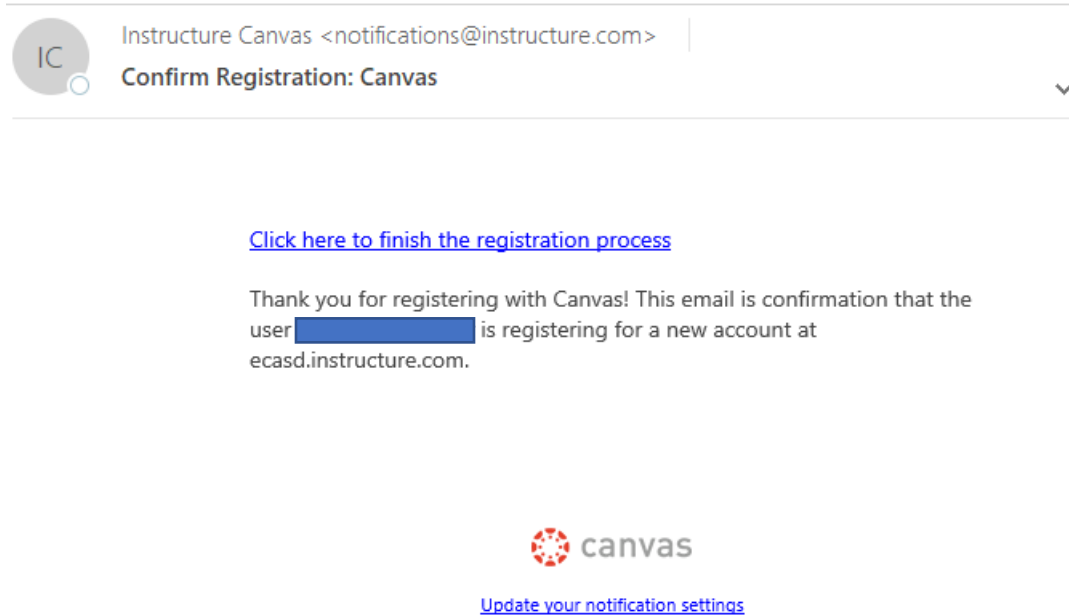


A screenshot of a 'Welcome to Canvas!' message box. The box is titled 'Welcome to Canvas!' in the top left corner, with a close button (X) in the top right corner. The message text reads: 'Your account is almost set up. To finish, please check your email at [redacted] to set your password. You can start participating now, but you must set a password before you can log back in.' At the bottom right of the box is a blue button labeled 'Get Started'.

Step 5:

Sign in to the email account you provided in step three. Open the **Confirm Registration: Canvas** email from Canvas by Instructure. If you the email is not in your inbox, check the Clutter or Junk folder. Next, select the link provided in the email to finish the Registration process.

Note: You will also get an initial email notification for each course in which your student is enrolled. These come from the Skyward Gradebook automatically. No action is required on your part.



Step 6:

To complete the registration process, fill out the following fields:

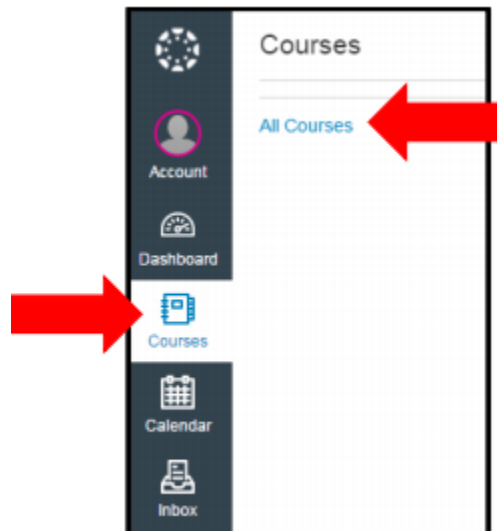
1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your time-zone by selecting the time-zone in the drop-down menu.
4. Click the Register button. You will be redirected to the Canvas URL login page for your account. (www.ecasd.instructure.com)

The image shows a screenshot of a web browser displaying the Canvas 'Welcome Aboard!' registration page. The page has a dark header with the Canvas logo and the word 'canvas'. Below the header, the text 'Welcome Aboard!' is prominently displayed. Underneath, a message states: 'In order to set up your account, we'll need a little more information.' There are three input fields: 'Login:' with a text box, 'Password:' with a text box, and 'Time Zone:' with a dropdown menu currently showing 'Central Time (US & Canada)'. Below these fields is a link 'View Privacy Policy' with an external link icon. At the bottom is a blue 'Register' button.

Step 7:

To view the course that your student is enrolled in, click the Courses icon on the left navigation, select All Courses, and click the title of the course from the list.

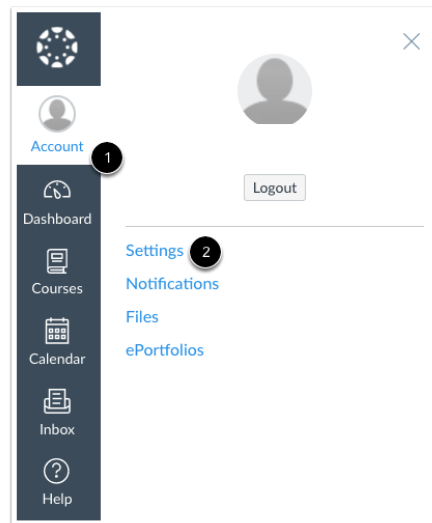
Note: You will only have access to classes that are using Canvas for the 2016-2017 school year.



More than one ECASD Student?

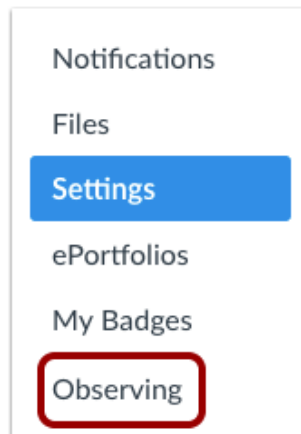
Step 1:

Select Account on the left navigation and click Settings.



Step 2:

Open Observing



Step 3:

Add a student by enter the student's username and password. Then select the +Student button

