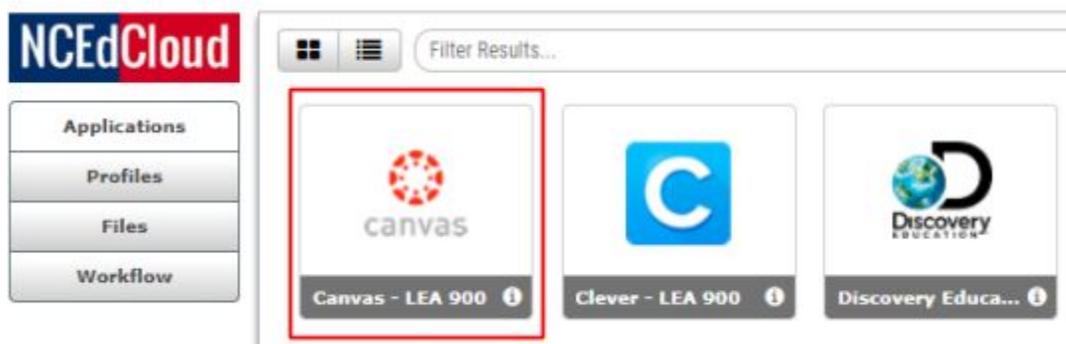


Creating a Canvas Observer Account using a Student Generated Pairing Code

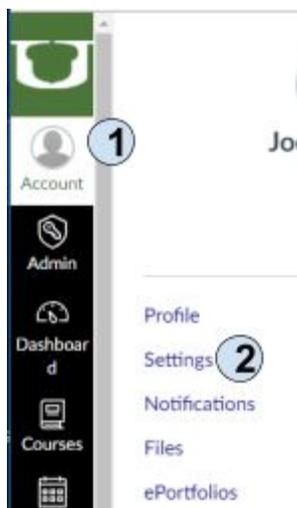
This tutorial explains how to create a Canvas Observer account using a student generated pairing code. Creating an observer account and paring with a student will allow a student's parent(s) to create a Canvas Account and link to their child.

Generating a Pairing Code

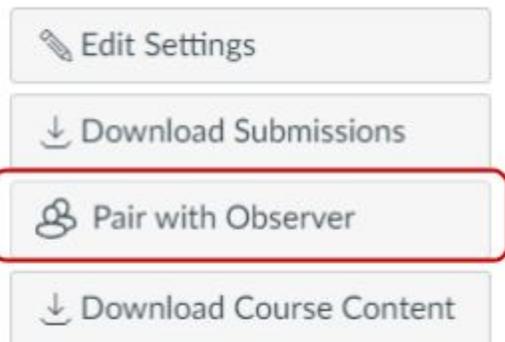
1. Have the UCPS Student log in to Canvas through their IAM/NCedCloud Account <https://my.ncedcloud.org>



2. In the Global Navigation, click **Account**, and then click **Settings**.



3. Click the **Pair with Observer** button.



4. Share the six-digit pairing code with the observer who will link to the student account. The pairing code will expire after seven days or its first use.



Creating the Observer Account Using a Pairing Code

1. Navigate to Union County Public School's Canvas - <https://ucps.instructure.com>



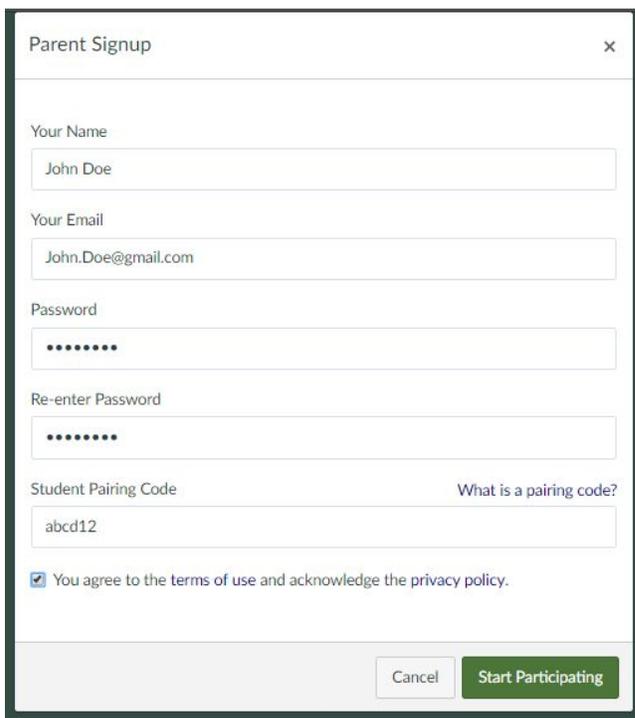
2. Select, **Parent/Observer Login**



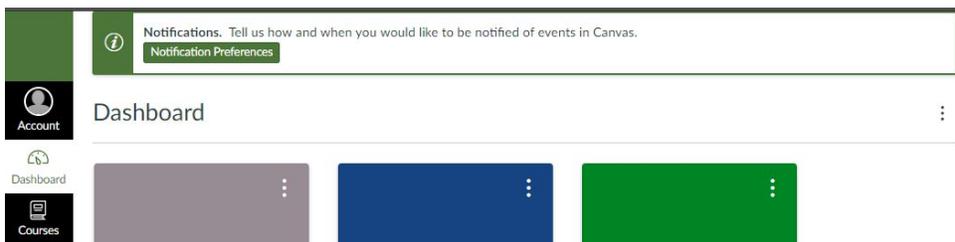
3. Click the link for **Parent of a Canvas User? Click Here For an Account**



4. Enter the information required to sign up for an account - Your Name, Your Email, Password, and Student Pairing Code. The student pairing code is a six-digit code that is generated by your child (see the *Generating Pairing Codes* section of this tutorial for assistance.)

A screenshot of a 'Parent Signup' form. The form is titled 'Parent Signup' and has a close button (x) in the top right corner. It contains several input fields: 'Your Name' with the value 'John Doe', 'Your Email' with the value 'John.Doe@gmail.com', 'Password' with a masked value of seven dots, and 'Re-enter Password' with a masked value of seven dots. There is also a 'Student Pairing Code' field with the value 'abcd12' and a link 'What is a pairing code?'. At the bottom, there is a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' which is checked. Two buttons are at the bottom right: 'Cancel' and 'Start Participating'.

- Once you have entered the information necessary to create your account, click the checkbox to **Agree to the terms or use...** and then click the **Start Participating** button. This will take you in to your Canvas Observer Account



- To login after your account is created, navigate to Union County Public School's Canvas - <https://ucps.instructure.com> and click the **Parent/Observer Login** button.



Enter your Username and Password and click the **Log In** button.

A screenshot of the Canvas login form. The form is on a green background. At the top left, it says "Union County Public Schools". At the top right, there are links for "Parent of a Canvas User? Click Here For an Account" and "Browse courses". The form has two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox for "Stay signed in" and a link for "Forgot Password?". A "Log In" button is highlighted with a yellow border.

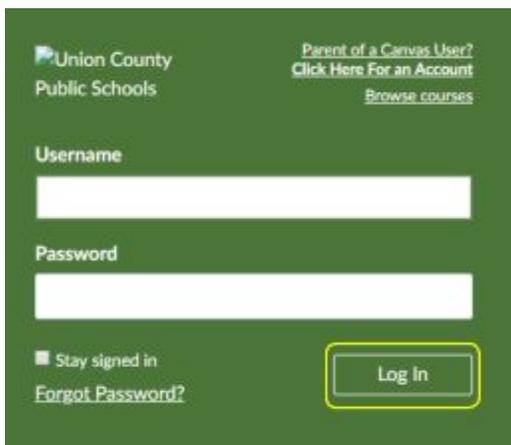
Observing more than one child? go to step 7. If not, you are ready to follow your child in Canvas.

7. To link yourself to another student, you will need each additional student's-specific pairing code. Each child must generate their pairing codes from their User Settings.

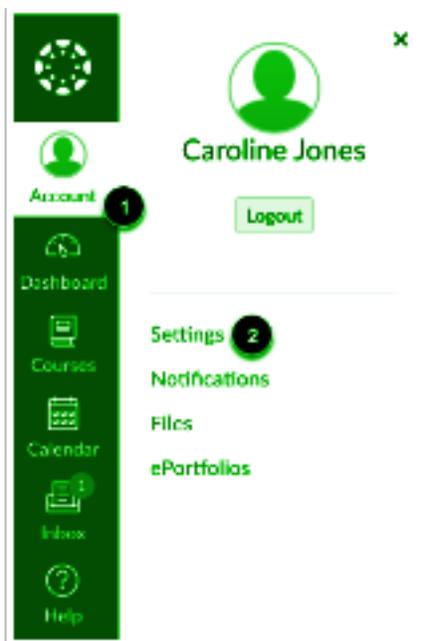
Notes:

- You cannot add students whose accounts are not within your same institution (Ex. NCVPS courses). To observe students in another institution, you must sign up for an account using that institution'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.

Let's add another student; We will start by logging in



Once logged-in, In Global Navigation, click your **Account** link [1], then click the **Settings** link [2].



Open Observing - In User Navigation, click the Observing link.

Notifications

Profile

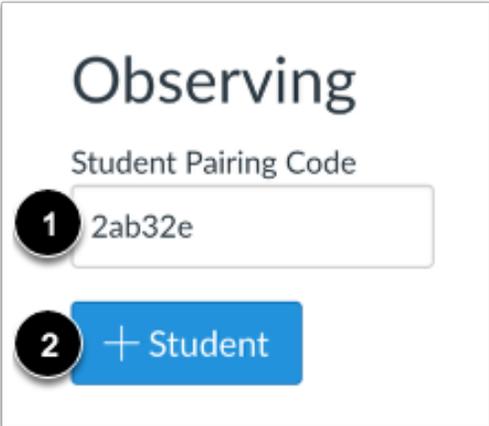
Files

Settings

ePortfolios

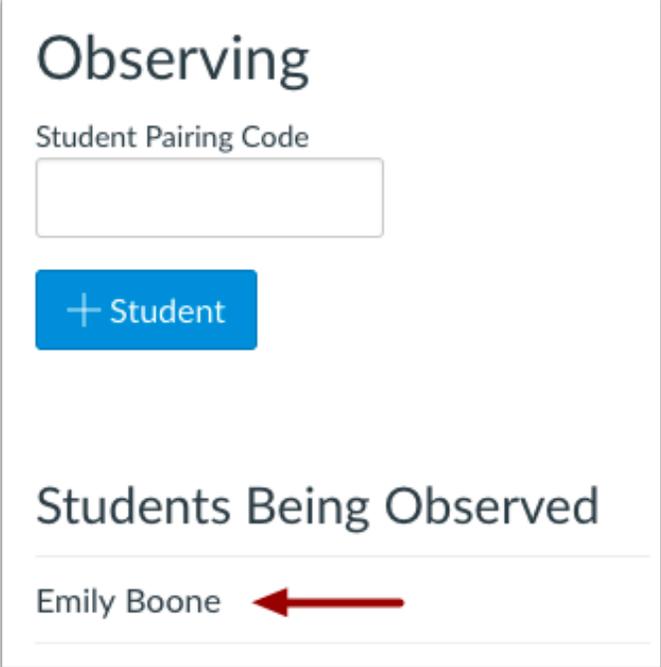
Observing

Add Another Student by entering the additional code[1] then click [2]



The screenshot shows the 'Observing' section of a user interface. At the top, the word 'Observing' is displayed in a large, dark font. Below it, the text 'Student Pairing Code' is shown. A text input field contains the alphanumeric code '2ab32e', with a small black circle containing the number '1' positioned to its left. Below the input field is a blue button with a white plus sign and the text '+ Student', with a small black circle containing the number '2' positioned to its left.

View Student - Once you have added students they will be listed below the Students Being Observed heading.



The screenshot shows a user interface for observing students. At the top, the heading "Observing" is displayed. Below it is a "Student Pairing Code" label followed by an empty text input field. Underneath the input field is a blue button with a white plus sign and the text "+ Student". Below the button is another heading, "Students Being Observed". Under this heading, the name "Emily Boone" is listed, and a red arrow points to it from the right.

Once you have added students the students you have access to follow should be visible below the Students Being Observer heading.

You may now return to the dashboard and begin your observations.