

CHS: How To Create Family Observer Accounts in CANVAS



Families of Central Students have the ability to monitor their child's progress by becoming an observer in CANVAS. Student's that are closely monitored by family and supportive adults stay on track to graduate.

To ACCESS CANVAS AS AN FAMILY OBSERVER:

STEP 1: Log in to Student Canvas Account

A screenshot of the Canvas user interface. At the top, it says "Open Settings". Below that, there's a user profile for "Emily Boone" with a "Logout" button. A sidebar on the left contains various navigation options: Account, Dashboard, Courses, Groups, Calendar, Inbox, Studio, and Help. The "Account" link in the sidebar is circled in red with a "1" next to it. In the main content area, the "Settings" link is circled in red with a "2" next to it. Below the screenshot, there is a caption: "In Global Navigation, click the **Account** link [1], then click the **Settings** link [2]."

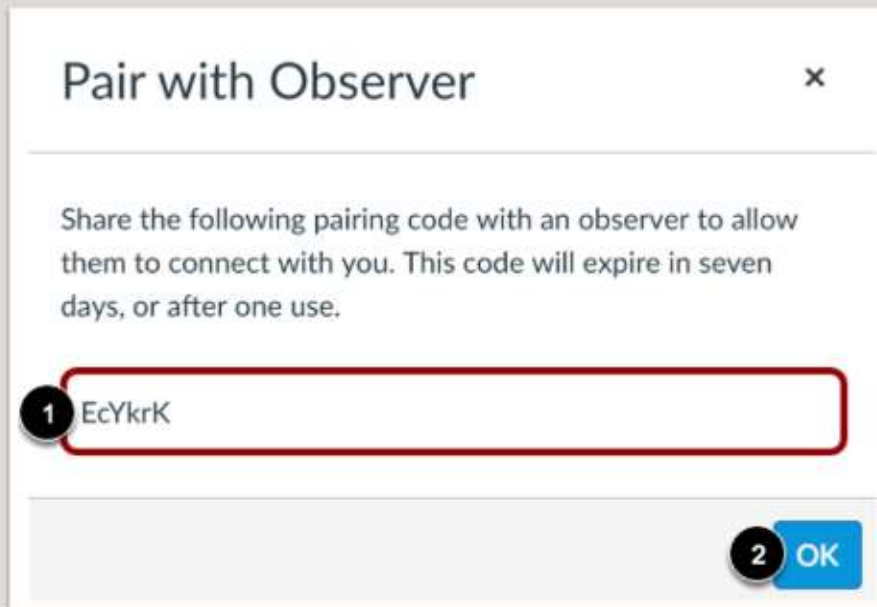
Step 2: Pair With Observer

A screenshot of the "Pair with Observer" dialog box. It contains four buttons: "Edit Settings", "Download Submissions", "Pair with Observer", and "Download Course Content". The "Pair with Observer" button is highlighted with a red border. Below the screenshot, there is a caption: "Click the **Pair with Observer** button."

Step 3: Receive 6-Digit Pairing Code

After you pair with Observer, you will receive a six-digit code that is needed for the next step.

Copy Pairing Code



Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use.

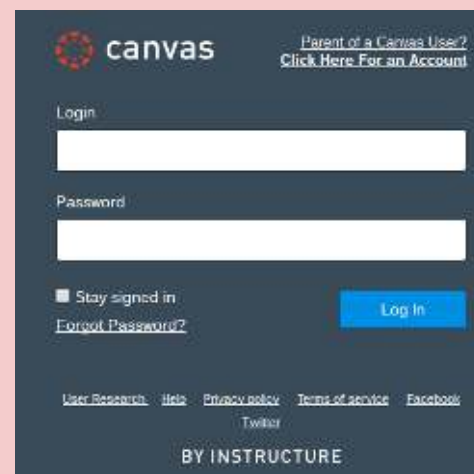
To close the window, click the **OK** button [2].

Note: Pairing codes are case sensitive.

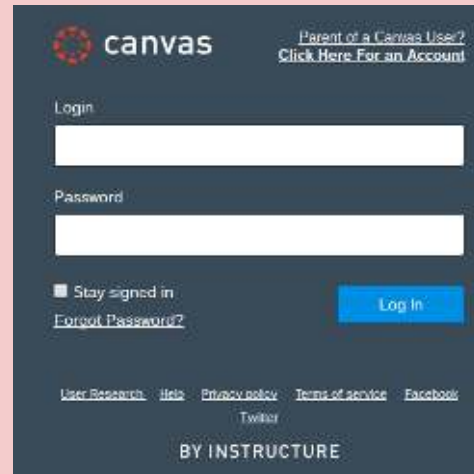
Step 4: Create the observer account and pair with your student.

1. Go to Canvas using this link:

<https://lacrosseschools.instructure.com/login/canvas>

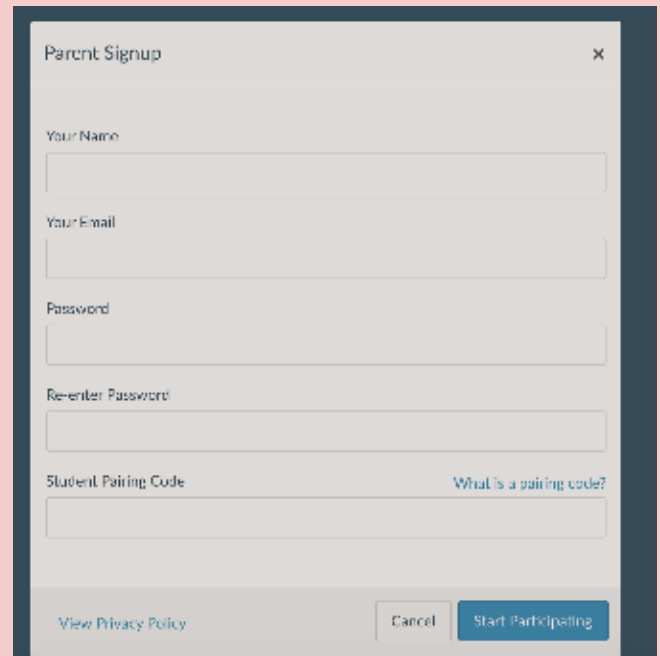


2. Select [Click here For an Account.](#)



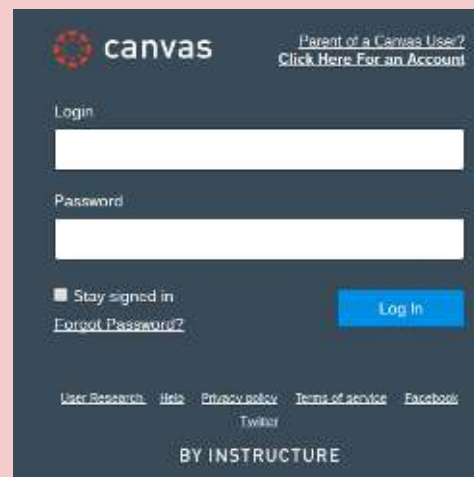
3. Complete each text box:

- a. Enter your name and email
- b. Enter the pairing code you have received from your student or their teacher.
- c. Click “Start Participating”



4. In the future, you’ll be able to use your email and password to access Canvas with this link:

<https://lacrosseschools.instructure.com/login/canvas>



If you run into any problems with this process, please contact Lisa Renstrom renstro@lacrossesd.org. Thank you for your involvement with your child’s education!