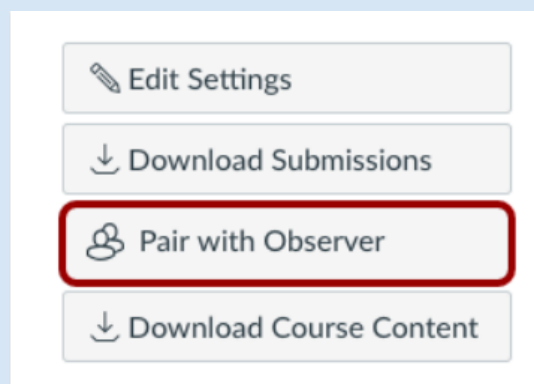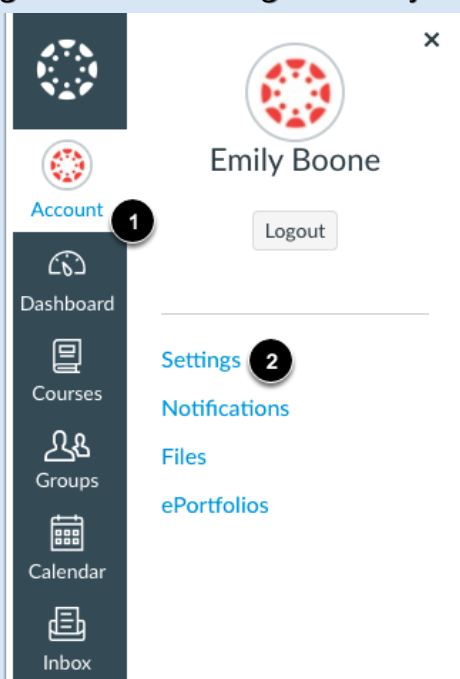# Canvas Quick Start Guide: Observer Accounts

In addition to the tips below, this Introduction to Canvas video will guide you step by step through the account creation process and other useful features. A parent or guardian is called an Observer in Canvas.

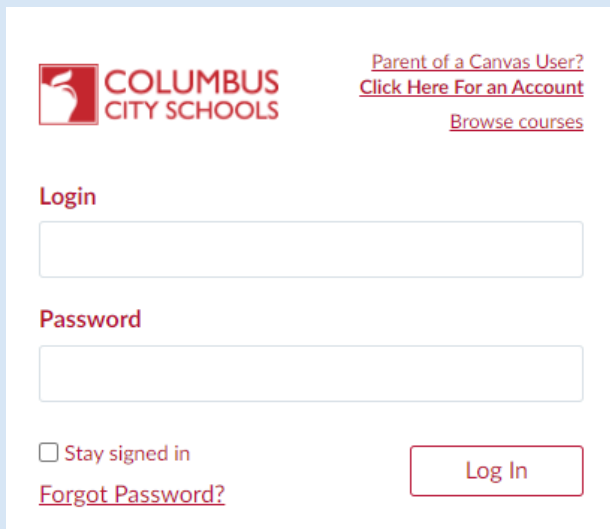## You need a PAIRING CODE to be an OBSERVER:

Your child can generate a code through their online Canvas account. You only have to pair with a student once for as long as they are in the district. You can also add the pairing code later after creating your account (see below FAQs).

Note: Pairing codes cannot be generated from the Canvas mobile apps.

Create Your OBSERVER CANVAS Account:

Using a Browser - Go to: https://ccsoh.instructure.com/login/canvas and click **'Parent of a Canvas User?'.** Enter your signup details on the screen.

Resources: How do I sign up online?; Account Registration and Pairing Video

Using the App: After downloading the Canvas Parent App to your mobile device, click on 'Find School' and follow the signup directions.

Tip! If you have created an account online already, you can generate a QR code to quickly log in to the app.

Resources: Canvas Parent App Video; Create Account in Android or iOS.

Frequently Asked Questions

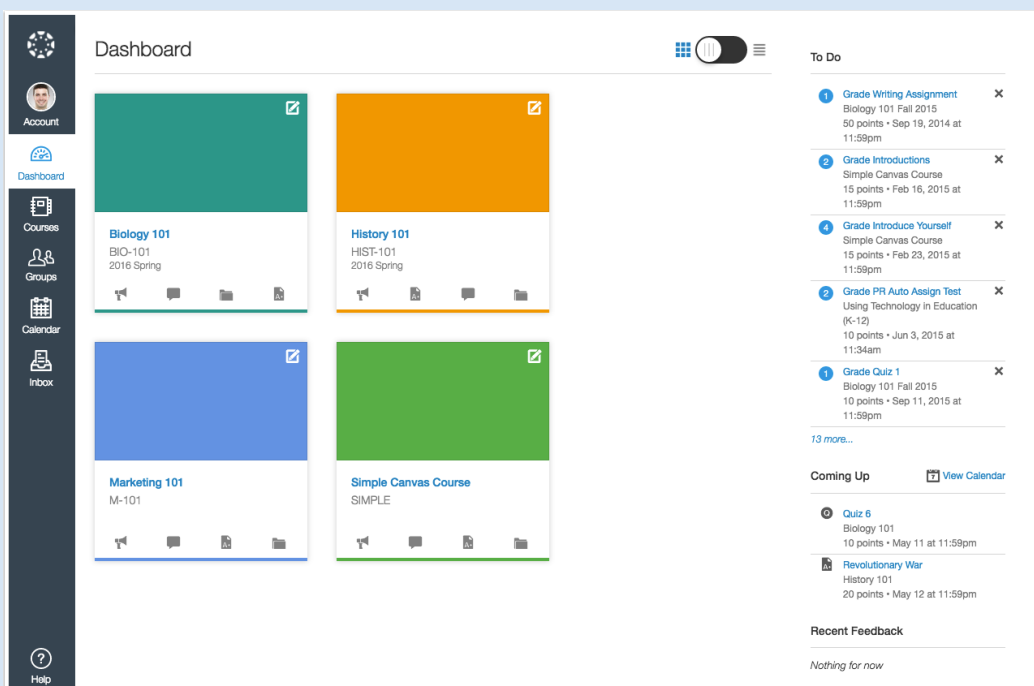**If I have multiple students, do I need to create multiple accounts?**
No. Additional students can be linked to a single Observer account, but you will need to generate a new Pairing Code associated with the new student.

Can a single pairing code be used by two separate Observers?
No. The student will need to generate a different pairing code for each observer. For example, two parents of the same child will each need to use a unique pairing code.

What is the Dashboard and how do I customize it? (online only)
The Dashboard shows each of your child's courses. You can customize the course cards with a nickname or other colors as well.

What's on the Calendar?
Anything with a due date appears on the calendar automatically. Teachers may place other activities on it as well but it is advisable to look through a course for more detail.
- View the calendar online.
- View calendar on the App - iOS, Android.

How do I message a teacher?
The Canvas Inbox allows you to communicate with teachers - online, iOS, Android.

Frequently Asked Questions

How do I view grades & other course information?
- Online - Select '**View Grades**' from the Dashboard's right side for an overview of all courses. Select a Course Card from the Dashboard or a specific course from Courses for more detail.
- App - clicking on Courses at the bottom will show all grades. Clicking on a specific course will show additional information -iOS, Android.

How do I adjust my notifications if I'm getting too many messages? (online only)
Go to Account > Notifications and adjust your preferences.

Set Alerts on the App!
- Manage alerts for your students - iOS, Android. Click Manage Students > select student > adjust alerts. Includes: course grades, missing assignments, assignment grades, and announcements.
- View your alerts (iOS) (Android)

Tip! - Select an Assignment to set a reminder. (iOS, Android)

This guide, 'What can you see as an Observer?' provides a detailed overview of Canvas features you can participate in and covers what parts of a course are visible to you.

Need more information? Try the Canvas Observer/Parent Guides.