Parent & Guardian Co-Enrollment in Canvas
Creating an Account Instructions

Parents and guardians often want the ability to see their students' grades, assignment dues dates, course assignments, announcements, and other content. Ludington Area Schools values and encourages parent/guardian participation in the student learning process. The district has enabled parents and guardians to self-enroll and create a Canvas account while simultaneously linking their account to their students'. Canvas is a student-centered Learning Management System that helps teachers organize and distribute course content. Please note that Canvas is not our district's grade book and Power School should be used to view all current grades.

What can observers do in Canvas?

- Read course announcements
- See the course assignments page
- Preview course documents
- View the course syllabus
- View their personal message inbox
- View Discussions
- View the quizzes index page
- View the course calendar
- Examine their student's grades (Note: see Power School for final grades)
- Access their student's conversations (course messaging)
- Communicate with the course instructor and the student they are observing

What can observers not do in Canvas?

- Submit assignments
- Participate in course discussions or announcements
- Take quizzes and view the actual quiz
- Join course groups
- Send messages to students other than those they are observing
- See course rosters
- See unpublished courses
- Access Chat tool

Please be aware:

- To create an observer account and link it to a student's account, <u>the parent/guardian must know the student's Canvas pairing code</u>. Please see the instructions found below to learn where to find this unique pairing code.
- The student must be enrolled in the course before the parent/guardian can sign up to observe the student.

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Instructions for Co-Enrolling in Canvas as an Observer

Step One: Go to **https://lasd.instructure.com**
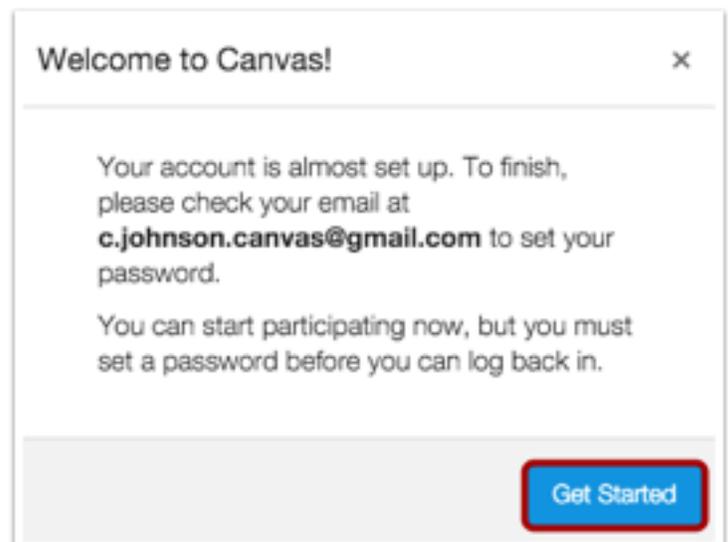
Step Two: Click on the parent self-enrollment link.
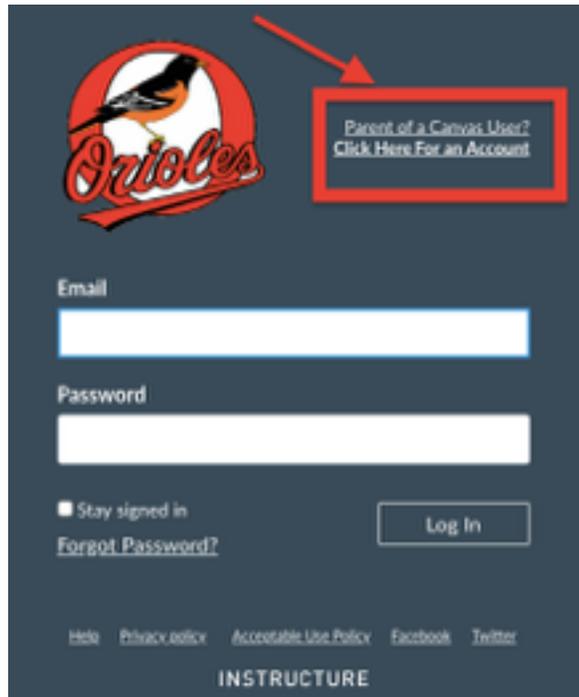
Step Three: Complete the Registration Form and Click the Blue Button ('Start Participating'). If you have an LASD email, please use another email for registration.

Step Four: Get Started

Step Five: Complete the Registration Process

To finish registering for Canvas, log into your email account. Open the email from Instructure (Canvas). Click the link provided to visit the provided URL and complete the registration process.

## Instructions for Locating the Student Pairing Code

In order for parents to observe their students, they will need to enter in a Student Pairing Code upon registration. Below you will find the instructions students will use to locate this code. Please note: Each observer will need a separate pairing code. The code will expire in 24 hours or immediately after the first use. (**Please contact your child's teacher if you need them to generate this code for you).**
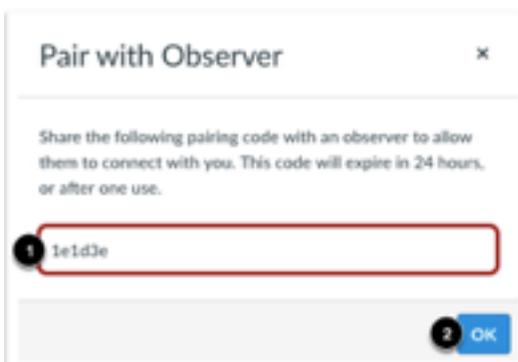
Step One: Open Settings
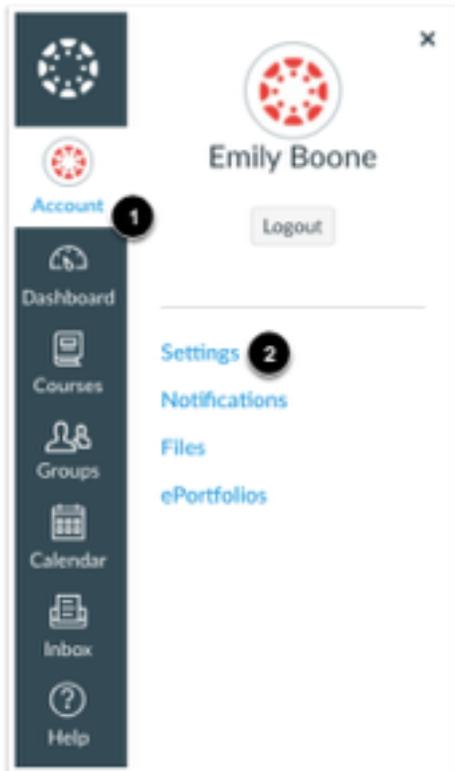
Click the **Account** link (1), then click the **Settings** link (2).

Step Two: Pair with Observer
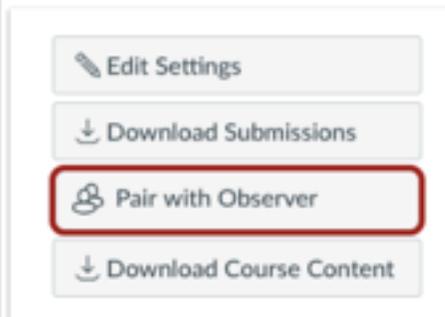
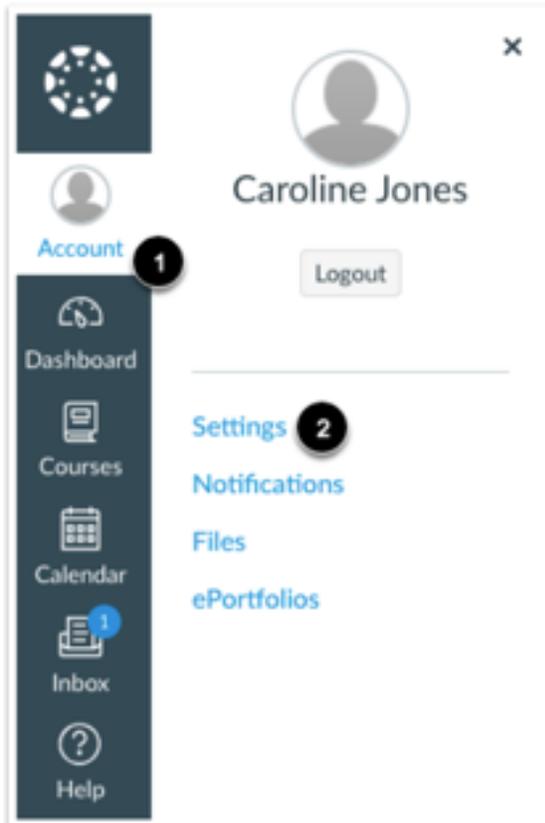Click the **Pair with Observer** button.

Step Three:

This six-digit alphanumeric pairing code will be valid for one observer for 24 hours.

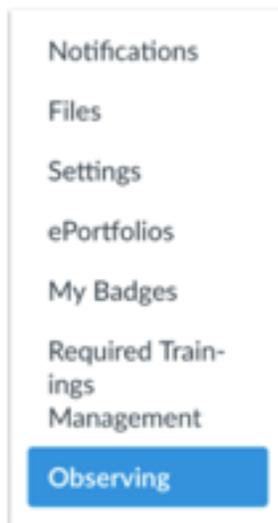**Parent & Guardian Co-Enrollment in Canvas**
Creating an Account Instructions

Already have a Canvas Parent Observer Account?
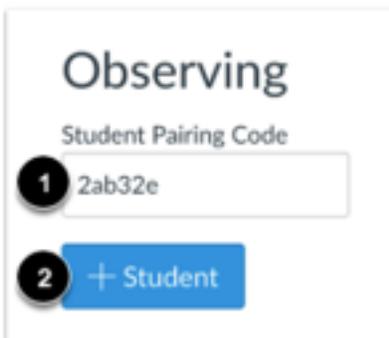**Instructions for how to add a student to an existing Parent Account:**

Step One:

Click the **Account** link (1), then click the **Settings** link (2).

Step Two: Click the Observing link

Step Three: Add Student
You will need to do this for each new student you are observing.
Type the pairing code in the **Student Pairing Code** field (1) and then click the **Add Student** button (2).

Questions?

Please contact the LASD Technology Department at

cmoegge@lasd.net or jcollins@lasd.net