



How to Observe Your Student in Canvas

Step 1: **Student** generates a pairing code.

Step 2: **Parent** creates a Canvas account and enters the pairing code.

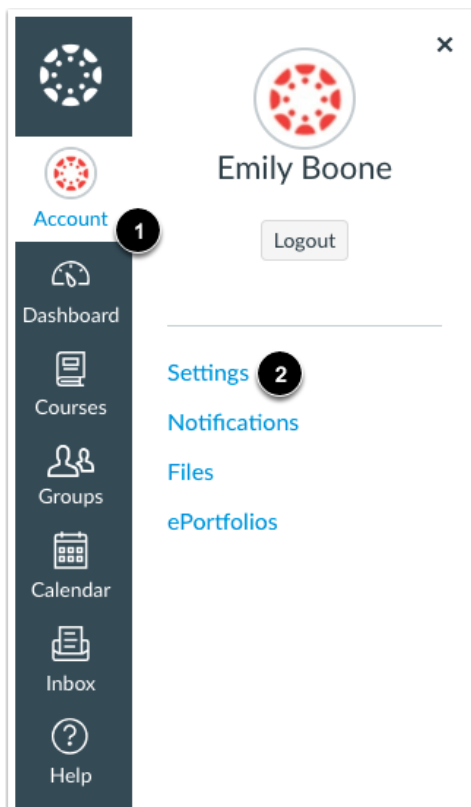
Detailed instructions for each step above are included below.

Step 1: **Student** generates a pairing code for an observer

Students can generate a pairing code to link an observer to their Canvas account. An observer can enter the pairing code in their User Settings Observing tab. A separate pairing code must be created for each observer who wants to link to your account.

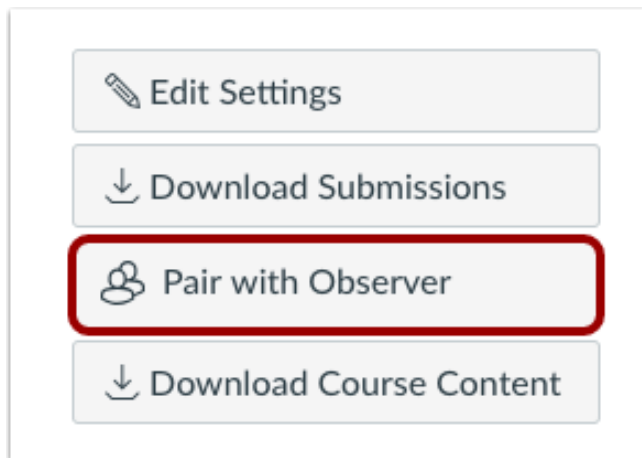
An observer may be a parent, guardian, mentor, counselor, or another individual who needs to view a student's Canvas courses.

Open Settings



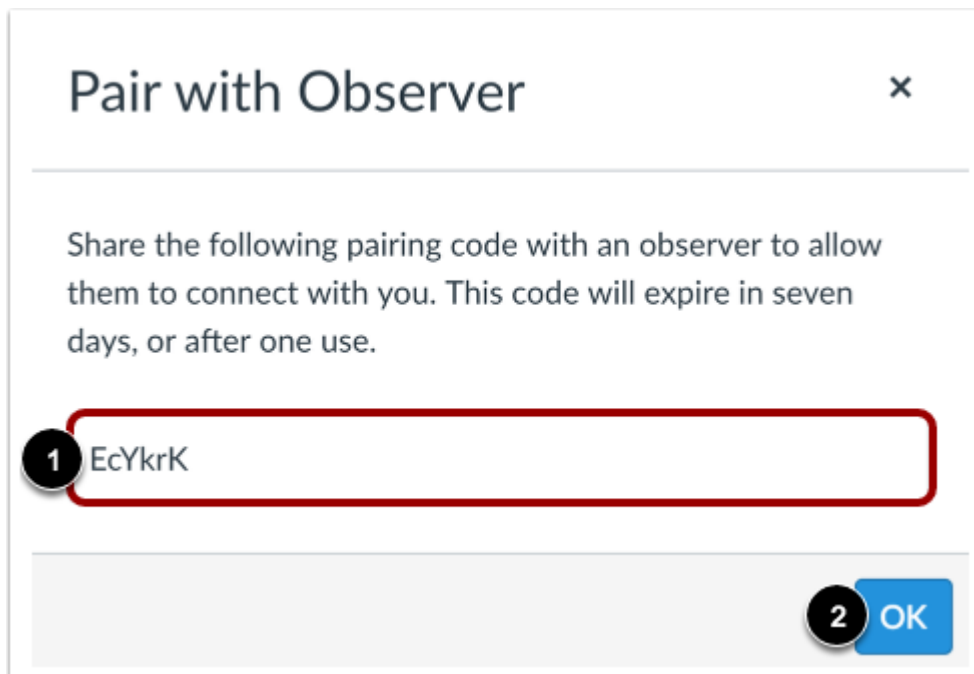
In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Pair with Observer



Click the **Pair with Observer** button.

Copy Pairing Code



Copy the six-digit, case-sensitive, 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 2: Parent creates a Canvas account and adds the pairing code.

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.

Notes:

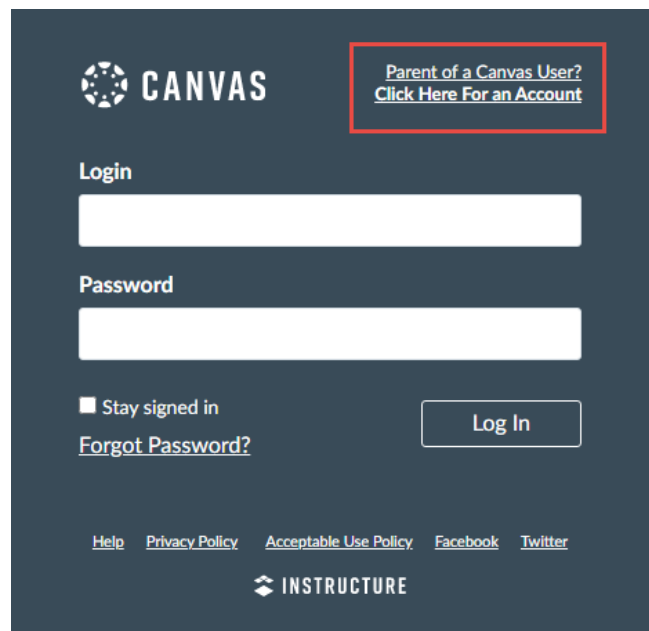
- To observe a student, you must have a [student pairing code](#).
- Once you have an account, you will be able to view student information through the Canvas Parent app. If you already have an account from your student's institution as an observer, you can always view student information through the Canvas Parent app.

Open Canvas URL

Observers can access the New Horizons Canvas registration page at the link below.

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

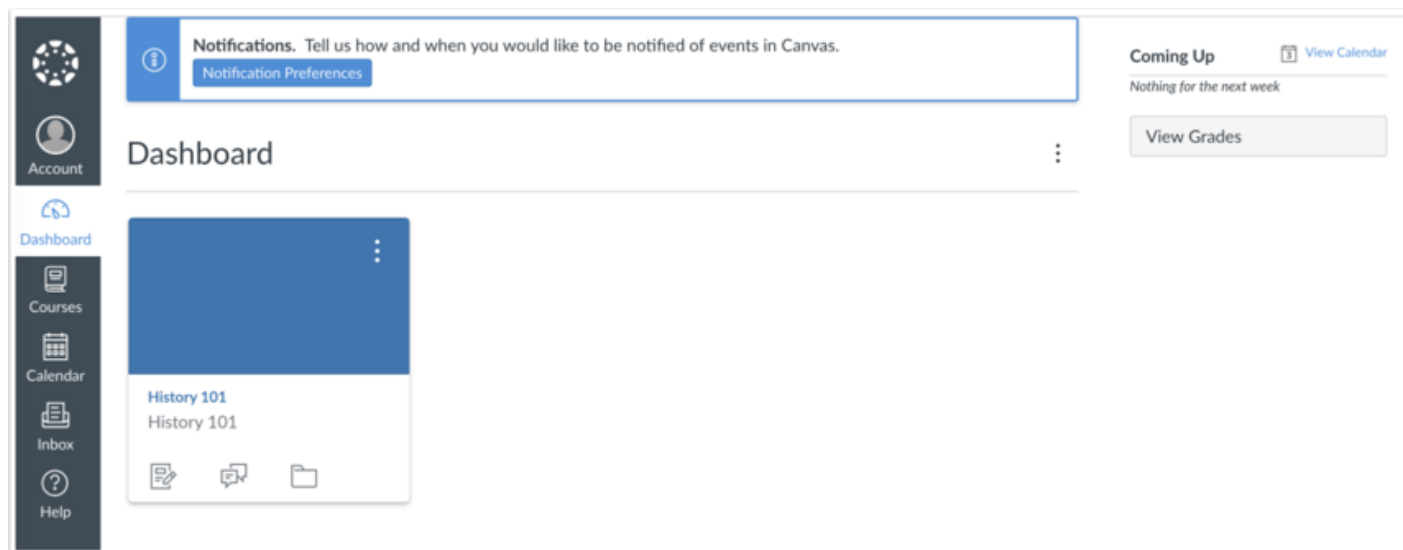
Click to Create Account



The screenshot shows the Canvas login interface. At the top left is the Canvas logo. In the top right corner, a red rectangular box highlights a link that reads "Parent of a Canvas User? Click Here For an Account". Below the logo, there are input fields for "Login" and "Password". Under the "Login" field is a "Forgot Password?" link. To the right of the "Password" field is a "Log In" button. At the bottom of the page, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.

Enter the required information including the student pairing code generated in step 1.

Begin Observing



You can begin observing your student in Canvas immediately.

Add an additional student to existing Canvas Parent Account

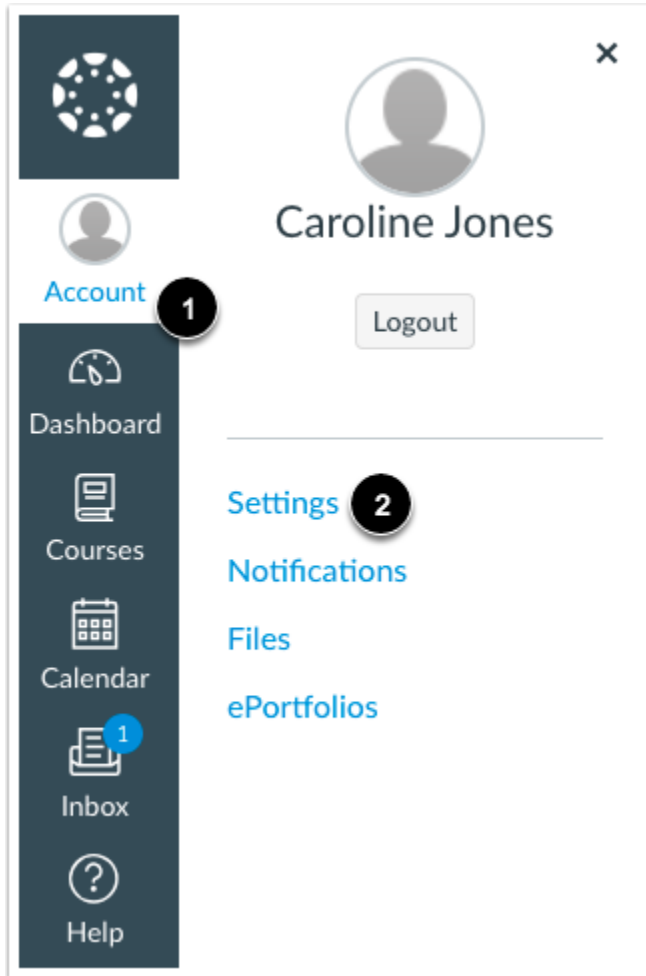
If you signed up for a Canvas account as a parent, you can add students to observe within the same institution. Each student will need to generate their own pairing code.

To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings. Admins and instructors can also generate pairing codes.

Notes:

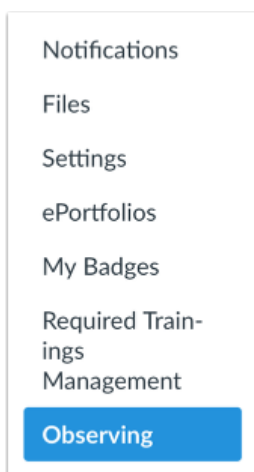
- You cannot add students whose accounts are not within your same institution (Canvas URL). To observe students in another institution, you must sign up for an account using that institution's Canvas URL.
- Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

Open User Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

Open Observing



In User Navigation, click the **Observing** link.

Add Student

Observing

Student Pairing Code

1

2

+ Student

Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].

View Student

Observing

Student Pairing Code

+ Student

Students Being Observed

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View the paired student.