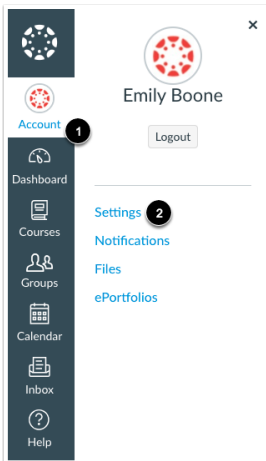


How to Observe Your Child's Canvas Classes

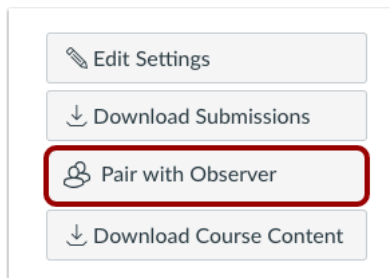
(Dubuque Community Schools, Fall 2018)

First, have your child open his/her Canvas courses at dubuque.instructure.com and sign into the site.

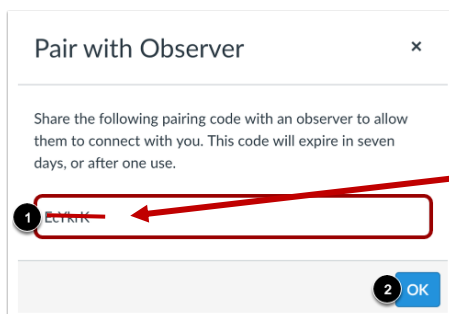
Open Settings: Click the Account link [1], then click the Settings link [2].



Pair with Observer (look for this option on the right side of the screen).



Click the Pair with Observer button. Copy or write down the Pairing Code.



Make a note of the Student's Pairing Code. You will use this code later in the directions.

Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the parent or person who will link to your account (observer). 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.

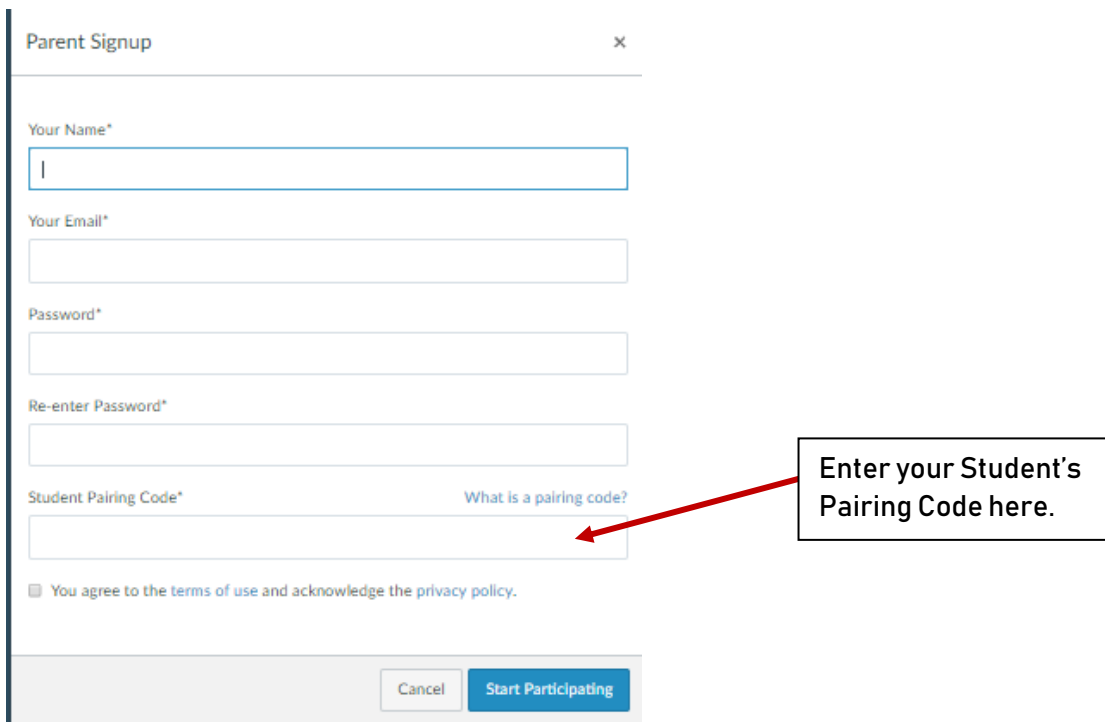
Next, as a parent or observer, you will need to create an account with Canvas if you have not already.

***Please note, if you already have an existing parent account in Canvas, you will NOT need to create a new account, as any student you observed in the past will continue to appear in your account as long as they are a student enrolled in the Dubuque Schools. [Skip to the next page for directions on how to add additional students to your existing account.](#)**

If you have never created a Canvas account, first visit dubuque.instructure.com and choose “Parent of a Canvas User? Click Here For an Account” in the top, right corner



Enter your information and include the Student Pairing Code as noted in the first set of instructions above here.

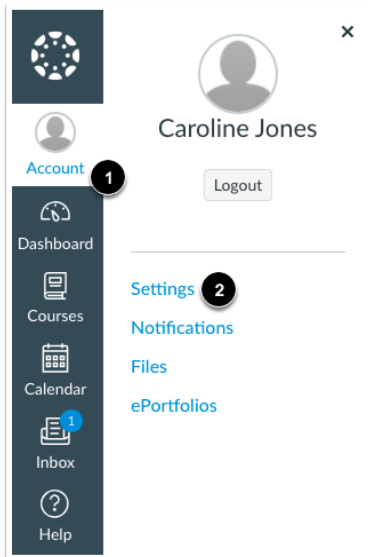


If you have an existing account and just need to add another student because they are now in secondary school, sign into your account rather than make a new account. *You may observe multiple students under one parent account.*

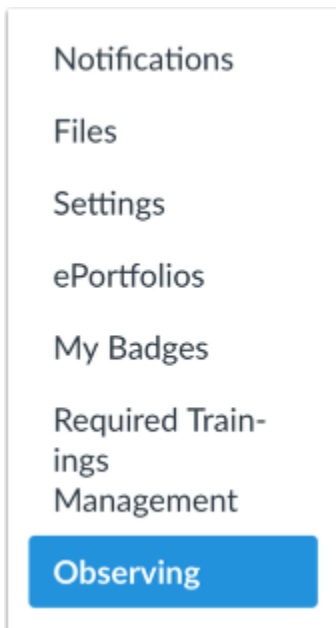
If you need to add a student to your already existing Canvas account, follow the directions below:

First, sign into your Parent/Observer account at dubuque.instructure.com

Open User Settings: Click the Account link [1], then click the Settings link [2].



Open Observing



Click the Observing link.

Add Student

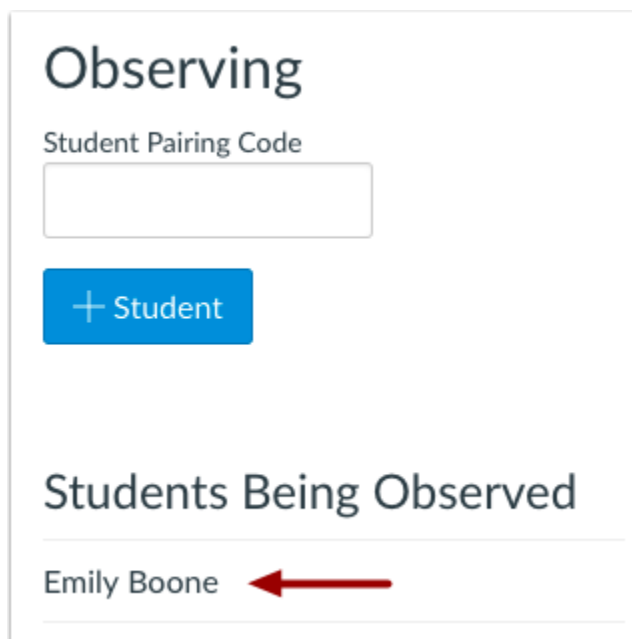


The screenshot shows a form titled "Observing". Below the title is a label "Student Pairing Code" followed by a text input field containing the code "Zab32e". A red line is drawn over the code. To the left of the input field is a circular icon with the number "1". Below the input field is a blue button with a white plus sign and the text "+ Student". To the left of this button is a circular icon with the number "2". A red arrow points from a text box on the right to the input field.

Do NOT enter the code printed here. Enter your Student's Pairing Code that was generated.

Type the pairing code in the Student Pairing Code field that you generated with your child at the top of this page [1] and click the Add Student button [2].

View Student



The screenshot shows the "Observing" interface after the student has been added. The "Student Pairing Code" field is now empty. Below it is the blue "+ Student" button. Further down is a section titled "Students Being Observed" with a horizontal line below it. Below the line, the name "Emily Boone" is listed. A red arrow points to the name.

View the paired student.

You should now be able to view your student's Canvas course. However, keep in mind that observer permissions are limited to protect the privacy of the other students in the course.