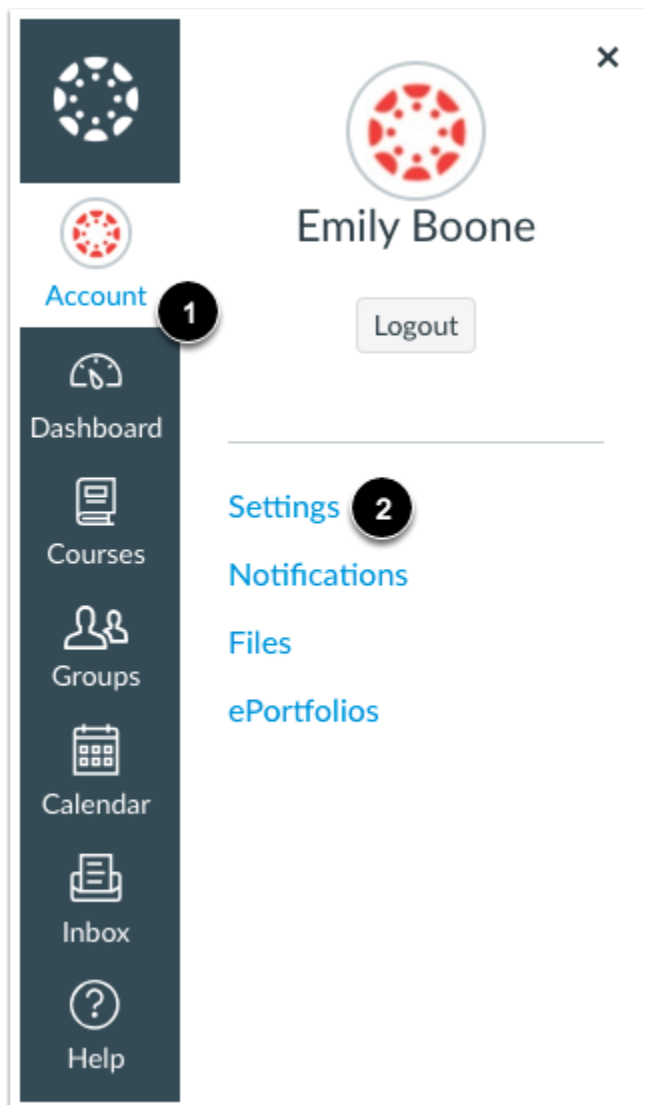# How to Observe Your Child's Canvas Classes
(Dubuque Community Schools)
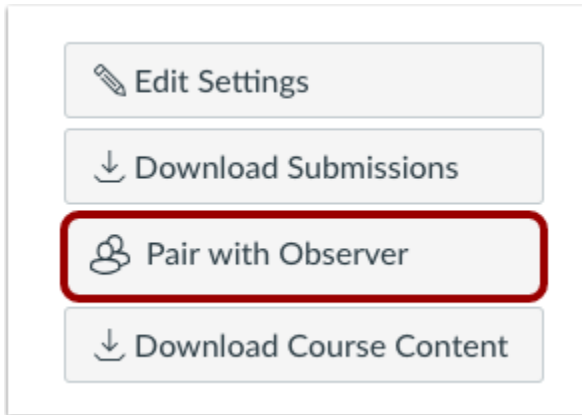
First, have your child open his/her Canvas courses at dubuque.instructure.com and sign into the site.
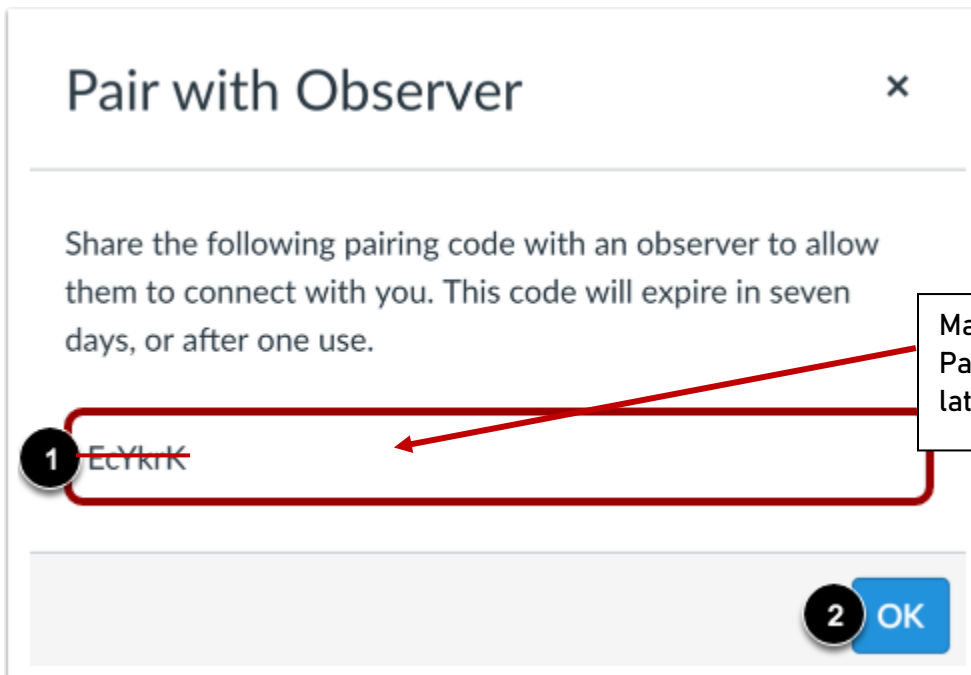
Open Settings

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)

Edit Settings

Download Submissions

Pair with Observer

Download Course Content

Click the Pair with Observer button.

Copy Pairing Code

Pair with Observer ✕

Share the following pairing code with an observer to allow them to connect with you. This code will expire in seven days, or after one use.

1 EcYkrK

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

2 OK

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. Scroll down 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.

Parent Signup   ✕

Your Name*

[|]

Your Email*

[ ]

Password*

[ ]

Re-enter Password*

[ ]

Student Pairing Code*   What is a pairing code?

[ ]

☐ You agree to the terms of use and acknowledge the privacy policy.
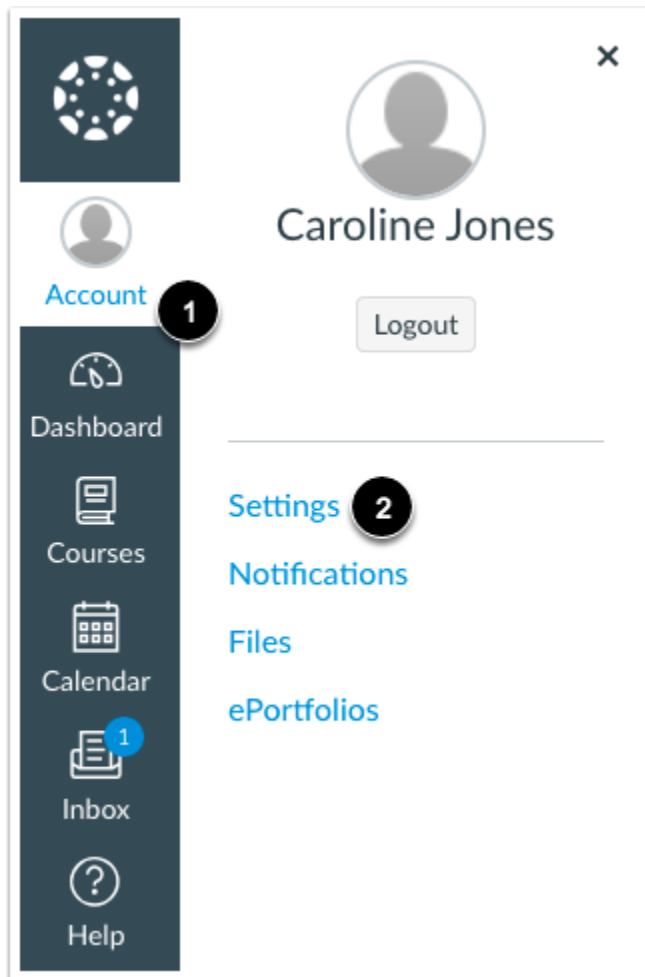
Cancel   **Start Participating**

Enter your Student's Pairing Code you generated at the top of this page 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:
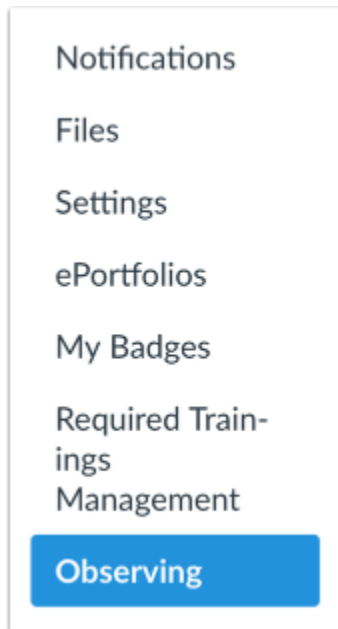
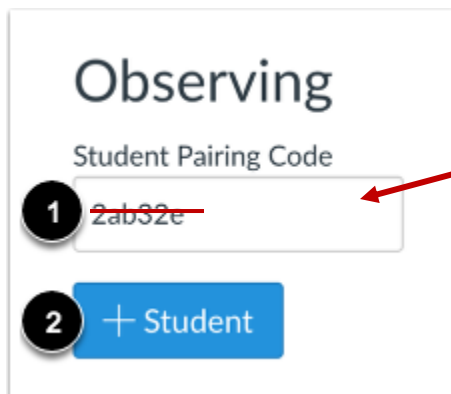First, sign into your Parent/Observer account at dubuque.instructure.com

Open User Settings

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

Open Observing

Notifications

Files

Settings

ePortfolios

My Badges

Required Train-
ings
Management

Observing

Click the Observing link.

Add Student

Observing

Student Pairing Code

1 2ab32e

2 + Student

Do NOT enter the code printed here.
Enter your Student's Pairing Code
you generated at the top of this
page

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

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.