Creating a Canvas Observer Account using a Student Generated Pairing Code

This tutorial explains how to create a Canvas Observer account using a student generated pairing code. Creating an observer account and pairing with a student will allow a student’s parent(s) to create a Canvas Account and link to their child.

Generating a Pairing Code

1. Have the UCPS Student log in to Canvas through their IAM/NCEdCloud Account https://my.ncedcloud.org

2. In the Global Navigation, click Account, and then click Settings.
3. Click the **Pair with Observer** button.

4. Share the six-digit pairing code with the observer who will link to the student account. The pairing code will expire after seven days or its first use.

## Creating the Observer Account Using a Pairing Code

1. Navigate to Union County Public School’s Canvas - [https://ucps.instructure.com](https://ucps.instructure.com)
2. Select, **Parent/Observer Login**

![Parent/Observer Login]

3. Click the link for **Parent of a Canvas User? Click Here For an Account**

![Parent of a Canvas User? Click Here For an Account]

4. Enter the information required to sign up for an account - Your Name, Your Email, Password, and Student Pairing Code. The student pairing code is a six-digit code that is generated by your child *(see the Generating Pairing Codes section of this tutorial for assistance.)*

![Parent Signup]

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In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.
5. Once you have entered the information necessary to create your account, click the checkbox to Agree to the terms or use... and then click the Start Participating button. This will take you in to your Canvas Observer Account.

![Canvas Observer Account dashboard](image)

6. To login after your account is created, navigate to Union County Public School’s Canvas - [https://ucps.instructure.com](https://ucps.instructure.com) and click the Parent/Observer Login button.

![Canvas login page](image)

Enter your Username and Password and click the Log In button.

![Canvas login page](image)

Observing more than one child? go to step 7. If not, you are ready to follow your child in Canvas.
7. To link yourself to another student, you will need each additional student’s-specific pairing code. Each child must generate their pairing codes from their User Settings.

Notes:

- You cannot add students whose accounts are not within your same institution (Ex. NCVPS courses). To observe students in another institution, you must sign up for an account using that institution's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.
- 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.

Let's add another student; We will start by logging in

Once logged-in, In Global Navigation, click your Account link [1], then click the Settings link [2].
Open Observing - In User Navigation, click the Observing link.

Notifications
Profile
Files
Settings
ePortfolios

Add Another Student by entering the additional code[1] then click [2]
View Student - Once you have added students they will be listed below the Students Being Observed heading.

Once you have added students the students you have access to follow should be visible below the Students Being Observer heading.

You may now return to the dashboard and begin your observations.