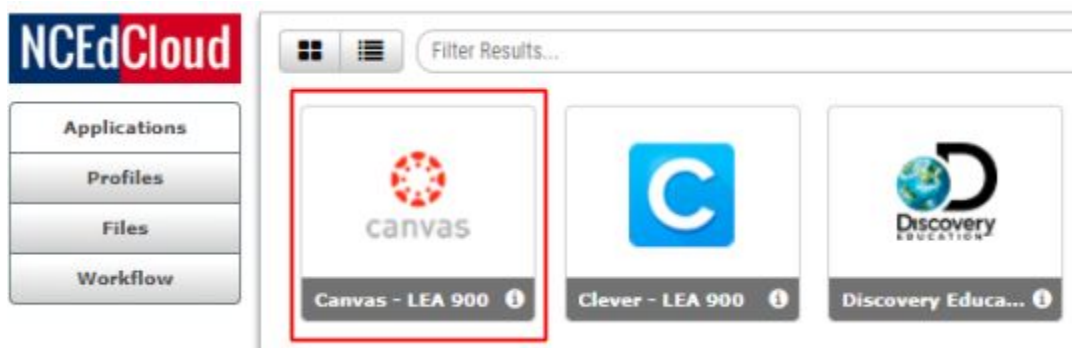


Canvas Parent Readiness Checklist: Creating an Observer Account with Pairing Code

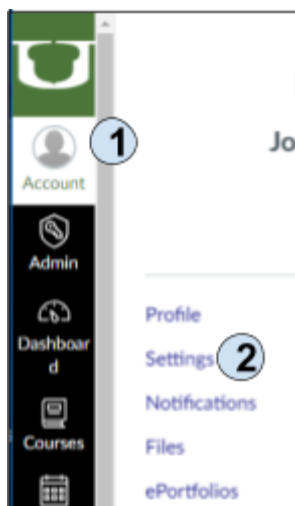
This tutorial explains how to create a Canvas Observer account using a student generated pairing code. Creating an observer account and pairing with a student will allow a student’s parent(s) to create a Canvas Account and link to their child. To learn more about the Canvas Observer role visit: <https://bit.ly/UCPScpr1>

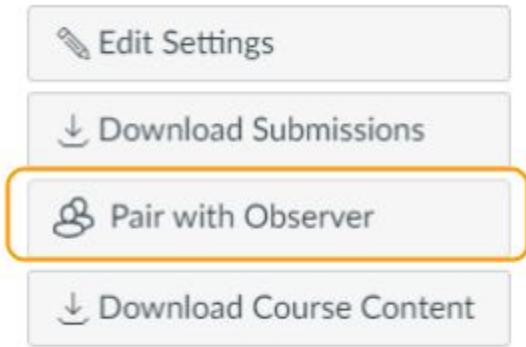
Part 1: Generating a Pairing Code

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



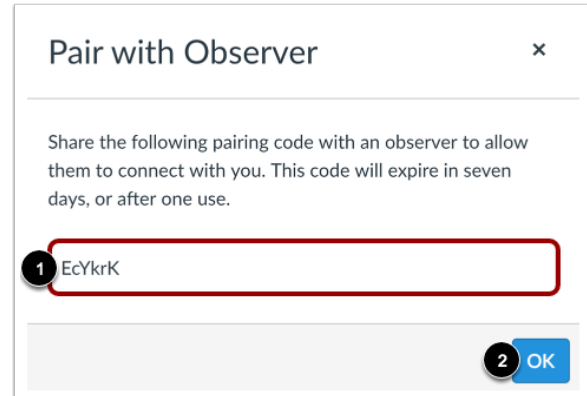
2. In the Global Navigation, click **Account**, and then click **Settings**.





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.**

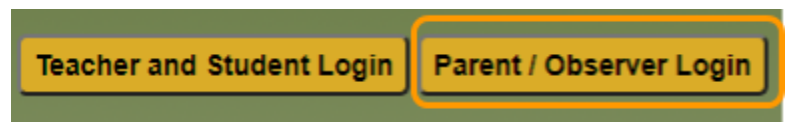


Part 2: Creating the Observer Account Using a Pairing Code



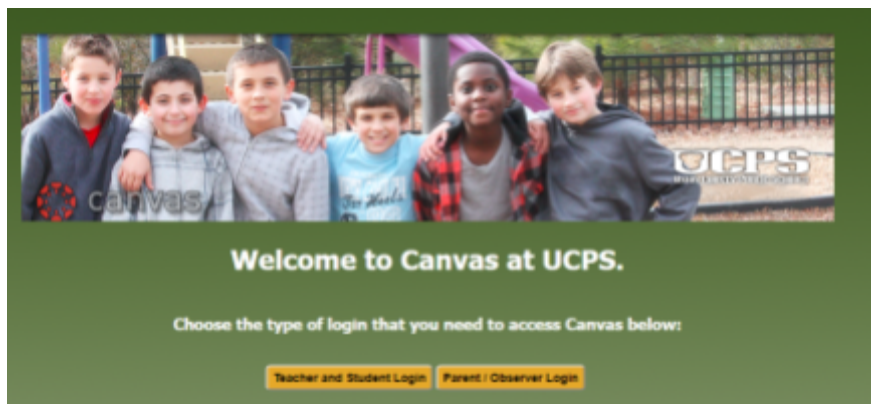
5. Navigate to Union County Public School's Canvas - <https://ucps.instructure.com>

6. Select, **Parent/Observer Login**



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

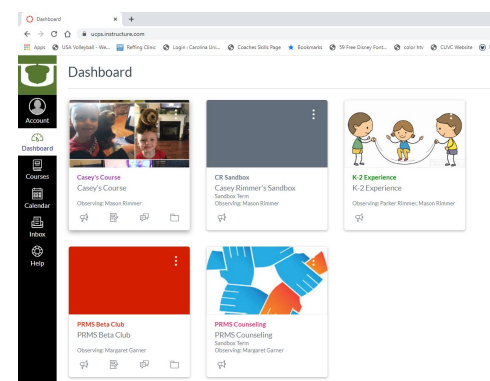
- Enter the information required to sign up for an account - Your Name, Your Email, Password, and Student Pairing Code. The student pairing code is a six-digit code that is generated by your child (*see the steps 1-4 of this tutorial for assistance.*)
- Once you have entered the information necessary 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



- To login after your account is created, navigate to Union County Public School's Canvas Portal - <https://ucps.instructure.com> and click the **Parent/Observer Login** button.

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

Observing more than one child? Continue to step 12. If not, you are ready to follow your child in Canvas.



Part 3: Linking Additional Children

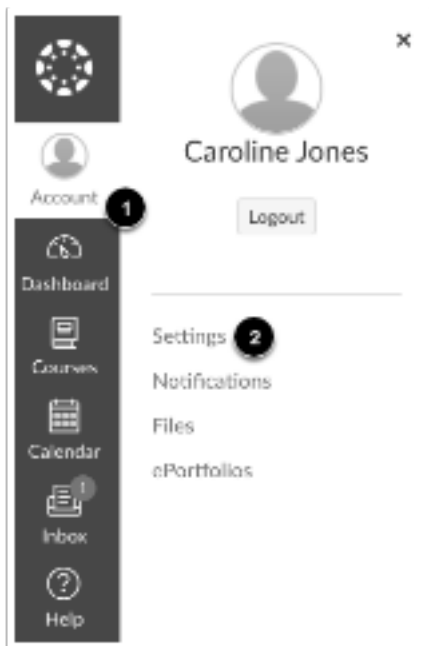
12. To link yourself to another student, you will need each additional student's-specific pairing code. Each child must generate their pairing codes from their User Settings.

Note:

- You cannot add students whose accounts are not within your same institution (Example: CMS, or NCVPS courses).
- 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.

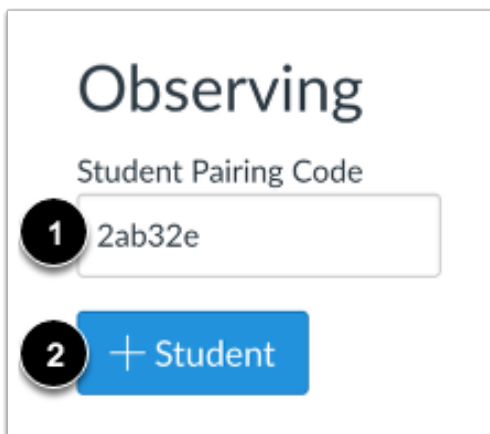
13. To link additional students, first log into your observer account

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



- Notifications
- Profile
- Files
- Settings
- ePortfolios

15. Open Observing - In User Navigation, click the Observing link.



16. Add another student by entering the additional code and +Student

Observing

Student Pairing Code

+ Student

Students Being Observed

Emily Boone ←

17. Once you have added students they will be listed below the Students Being Observed heading.

18. For navigation tips view the resources below or visit the EmpowerED Family Portal
- Tutorial: <https://bit.ly/UCPScpr5>
 - Video: <https://bit.ly/UCPScpr7>
 - EmpowerED Family Portal: <http://bit.ly/STUsup>