



## Canvas Tips for Parents

### Introducing Canvas

Millington Municipal Schools is now using Canvas as our learning management system that supports online learning and teaching. To help support students in teaching and learning activities via Canvas, Parents & Guardians can claim an **Observer role**, which allows them to view courses where their students are enrolled, view the course syllabus and calendar, and monitor their student's performance on Canvas assignments. This quick guide provides information about how to create an Observer account on your desktop or laptop computer and how to pair the account with your student(s).

---

### Update your Notifications & Settings

Stay up to date with your student's learning by making sure your notifications are going to the correct email address or phone number.

- [Updating Contact Information](#)
  - Go into Account>Settings
  - Make sure the correct email address and/or phone number is up to date
- [Updating Your Notifications](#)
  - Go into Account>Notifications
  - Set Notifications to receive them when you would like

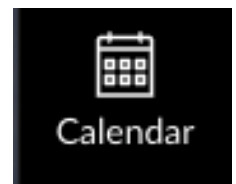
<input checked="" type="checkbox"/> Notify me right away	<input type="checkbox"/> Send daily summary	<input type="checkbox"/> Send weekly summary	<input type="checkbox"/> Do not send me anything
--	---	--	--

- Recommended Notifications to turn on right away: Announcements, Grading, invitations, Conversation Message, Appointments

### Canvas Calendar

Make sure your [Canvas Calendar](#) is set up and your student's assignments. By accessing the calendar you can view everything that your student(s) has to do for their courses.

- On the Global Navigation, Choose the Calendar Icon
- On the right hand side, make sure your student's active courses are turned 'ON' by selecting the box next to the course name
- Color code the courses (you can color code based on student or course)
- Click directly on the assignment to see it's details
- If an assignment is crossed out, that means the student submitted it.





## Canvas Parent App



In the Canvas Parent App, as an Observer, you can check your student's grades, view assignment details, message the teacher, and view alerts of student activity. The Canvas

Parent app is available on [Android](#) and [iOS](#) devices. You can also set push notifications to receive notifications about your student's courses directly to your phone.

## Organize Your Canvas Dashboard

When you log into Canvas, you land on the dashboard where you can see all or most of the courses your student is enrolled in, those are called **course tiles**. You are able to drag and drop courses to organize them to your liking. You can also hide courses you don't need to see by clicking on the three dots in the course tile, choose 'Move' then 'Unfavorite.' This will place the course in the 'Courses' Tab of the Global Navigation.

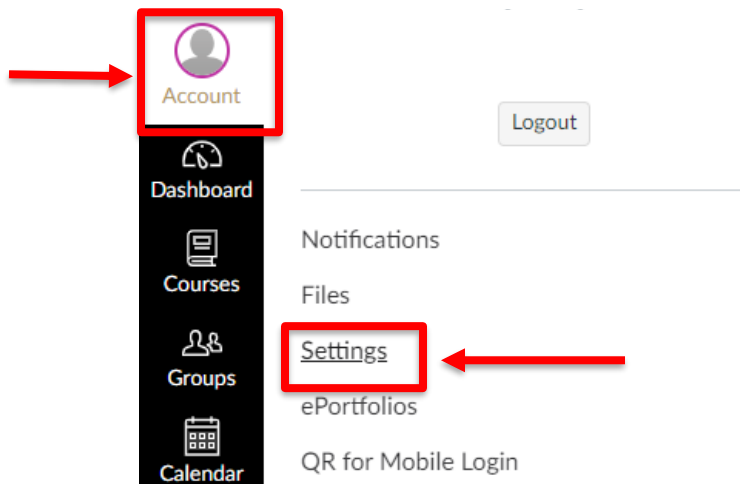
\*If you have multiple students, you can see on the bottom of the course tile, which student is in that particular course



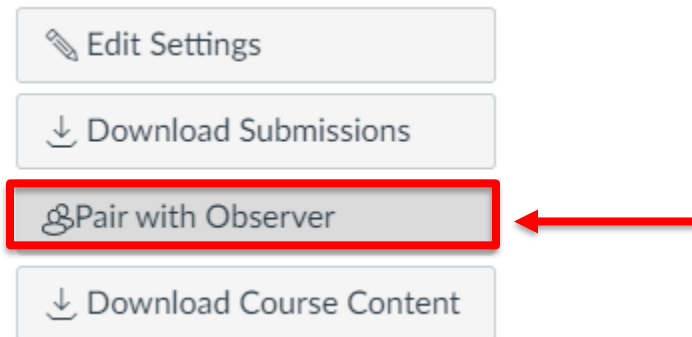
## Creating an Observer Account in Canvas

### Generate a Pairing Code (7-12 Grade Only)

1. Have your student open his/her Canvas account on his/her district-provided laptop. The Paring Code is only valid for seven days.
2. Click on **Account** then Click **Settings**



3. On the right side of the page, Click **Pair with Observer**





4. Copy down the pairing code (**it will be different for each student & is CaSe-sEnSiTiVe**).  
Click **OK**

## 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.

SBldeI

OK



## Claim and set up your Canvas Observer Account

1. Open a browser window and enter  
<https://millingtonschools.instructure.com/login/canvas>
2. Click ***Click Here For an Account***

MILLINGTON MUNICIPAL  
SCHOOLS

Parent of a Canvas User?  
Click Here For an Account

Login

Password



3. Complete the fields in the **Parent Signup**, notice Student Paring Code. Click **Start Participating**

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.


4. You should see your student's classes as an **Observer**.


 **Notifications.** Tell us how and when you would like to be notified of ever  
[Notification Preferences](#)


## Dashboard


 Account

 Dashboard

 Courses

 Calendar

 Inbox

 History

**Creative Writing Fall**  
Creative Writing Fall  
Millington Central Middle High-Semester...  
**Observing:**

**Honors English I**  
Millington Central Middle High-Year-202...  
**Observing:**



### Pairing your observer account with additional students

1. Have the pairing codes from the student's account using the above instructions (**7-12 Only**) or reach out to your student's teacher (**Pre-K-6 Only**).
2. Login in using your new account login information.

Parent of a Canvas User?  
[Click Here For an Account](#)

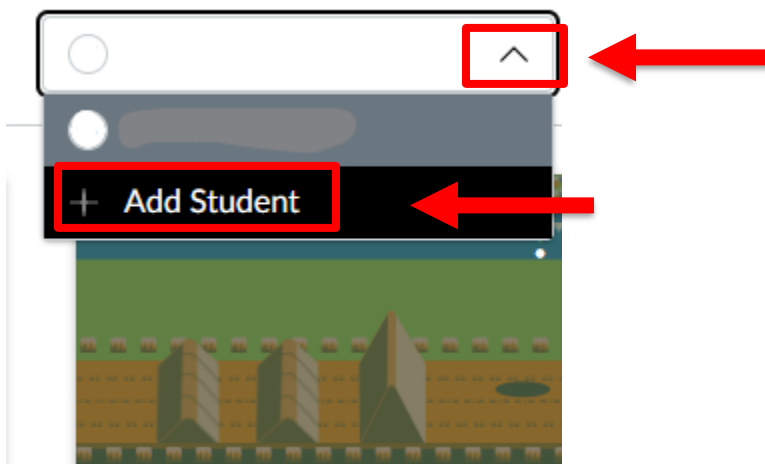
**Login**

**Password**

Stay signed in

[Forgot Password?](#)

3. On the right of the **Dashboard**, Click the **dropdown** menu and Click **+ Add Student**





4. Type the pairing code in the **Pairing Code** field and click the **Pair** button.

Pair with student ×

---

Enter a student pairing code below to add a student to observe.

←

Visit Canvas Guides to learn more.

---

←