



## Allowing Parent Access to Canvas

Lyndon Institute IS Department

# Contacts

If you or your child needs support, we can provide it remotely. Please contact the Lyndon Institute IS Department.

Our hours of operation are 8:00 AM to 4:00 PM

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## Allowing Observers, Parents, and Guardians Access to Canvas from a Chromebook, Mac or PC

There are two ways an observer/parent/guardian can be given permission to view their student's Canvas account.

1. The student can give their parents a pairing code.
2. Teachers and admins can generate pairing codes for students by class

Once the pairing codes have been generated an observer/parent/guardian can create a Canvas account and link to a student account as an observer.

# Student generated pairing code

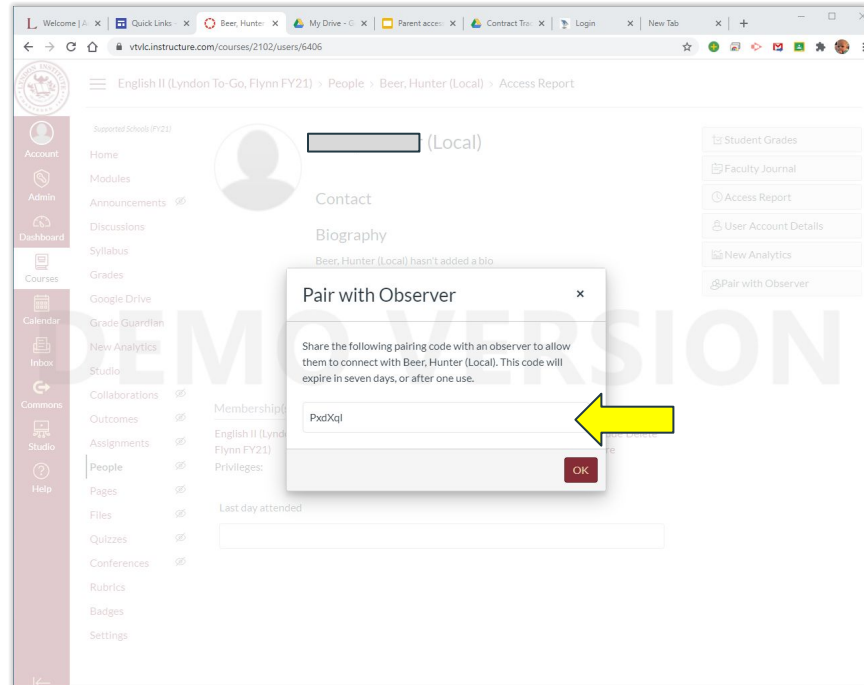
Step 1. Students open their accounts

Step 2. Select Pair with Observer

The screenshot shows a web browser window displaying a user profile page for 'Beer, Hunter (Local)'. The browser's address bar shows the URL 'vtyvcinstructure.com/courses/2102/users/6406'. The page has a dark red sidebar on the left with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Studio, and Help. The main content area is titled 'English II (Lyndon To-Go, Flynn FY21) > People > Beer, Hunter (Local) > Access Report'. It features a user profile card with a placeholder for a profile picture and a name field containing '(Local)'. Below the profile card are sections for 'Contact', 'Biography', 'Enrollments', and 'Links', each with a placeholder for user information. On the right side of the page, there is a vertical list of buttons: 'Student Grades', 'Faculty Journal', 'Access Report', 'User Account Details', 'New Analytics', and 'Pair with Observer'. A yellow arrow points to the 'Pair with Observer' button. A large, semi-transparent watermark 'DEMO VERSION' is overlaid across the center of the page.

# Student generated pairing code

Step 3. Selecting Pair with Observer generates a code to give to the observer/parent/guardian.



# Teacher/Admin generated pairing code

Step 1. Teachers/admins open a class.

Step 2. Select People from the menu.

Step 3. Click on the three dots in the upper right corner of the screen

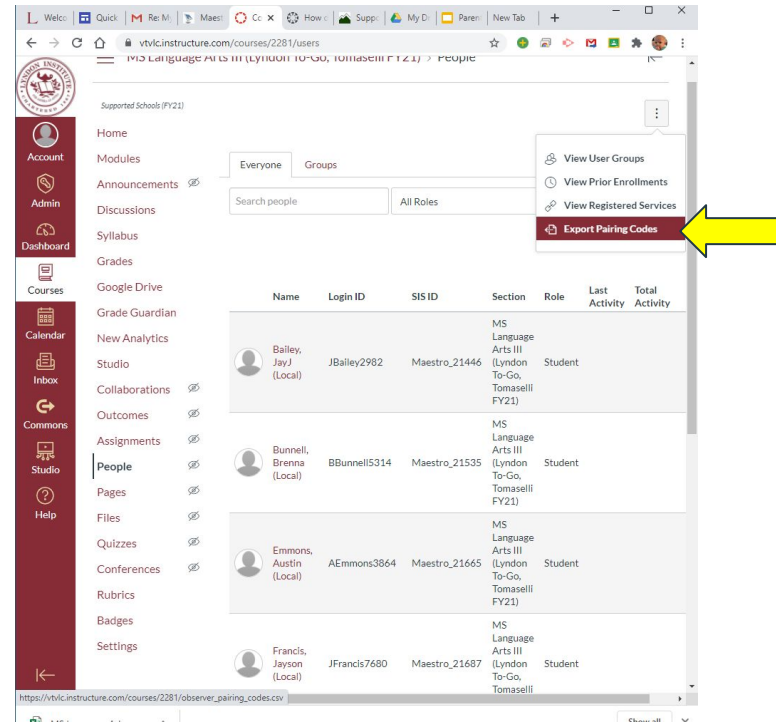
The screenshot shows a web application interface with a dark red sidebar on the left and a main content area on the right. The sidebar contains various menu items, including 'Account', 'Admin', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'Commons', and 'Help'. The 'People' menu item is highlighted with a yellow arrow. The main content area displays a list of users with columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. A yellow arrow points to the three-dot menu icon in the top right corner of the main content area.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Bailey, Jay (Local)	JBailey2982	Maestro_21446	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Bunnell, Brenna (Local)	BBunnell5314	Maestro_21535	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Emmons, Austin (Local)	AEmmons3864	Maestro_21665	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Francis, Jayson (Local)	JFrancis7680	Maestro_21687	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		

# Teacher/Admin generated pairing code

Step 4. Click on Export Pairing Codes from the drop down menu.

An Excel spreadsheet of the Pairing Codes for each Observer/Parent/Guardian will be downloaded



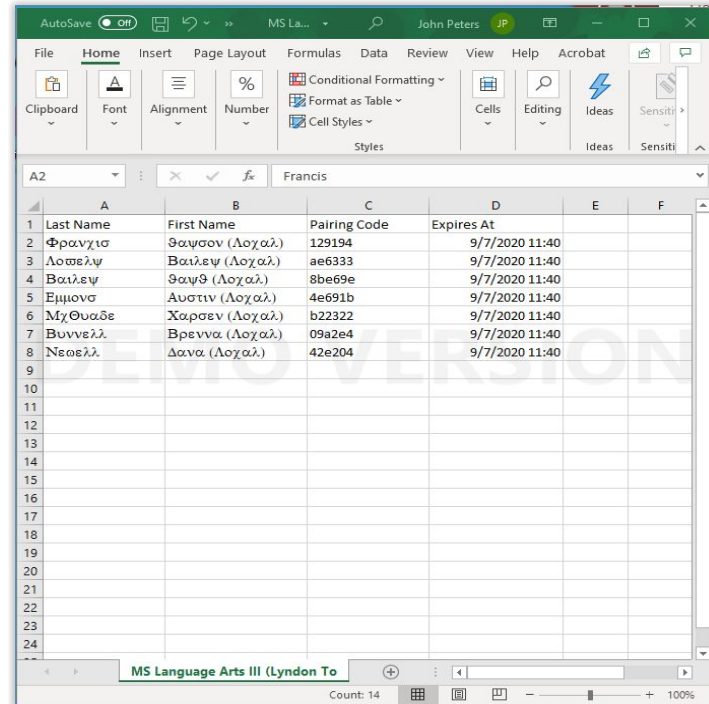
The screenshot shows the vtiC.instructure.com interface. A dropdown menu is open over the 'People' section, with 'Export Pairing Codes' highlighted by a yellow arrow. The interface includes a sidebar with navigation options like Home, Modules, Announcements, Discussions, Syllabus, Grades, Google Drive, Grade Guardian, New Analytics, Studio, Collaborations, Outcomes, Assignments, Pages, Files, Quizzes, Conferences, Rubrics, Badges, and Settings. The main content area displays a table of users with columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Bailey, Jay J (Local)	JBailey2982	Maestro_21446	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Bunnell, Brenna (Local)	BBunnell5314	Maestro_21535	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Emmons, Austin (Local)	AEmmons3864	Maestro_21665	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Francis, Jayson (Local)	JFrancis7680	Maestro_21687	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		

## Teacher/Admin generated pairing code

The Excel spreadsheet lists the Pairing Codes for each student by name with an expiration date.

Observer/Parent/Guardian Pairing Codes expire 7 days after they are generated. If they are not used within 7 days, they must be re-generated.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Last Name	First Name	Pairing Code	Expires At		
2	Φραντζισ	Θαψσον (Λοχαλ)	129194	9/7/2020 11:40		
3	Λοωελψ	Βαίλεψ (Λοχαλ)	ae6333	9/7/2020 11:40		
4	Βαίλεψ	Θαψθ (Λοχαλ)	8be69e	9/7/2020 11:40		
5	Είμιονσ	Αυστιν (Λοχαλ)	4e691b	9/7/2020 11:40		
6	ΜχΘουαδε	Χαρσεν (Λοχαλ)	b22322	9/7/2020 11:40		
7	Βυννελλ	Βρεννα (Λοχαλ)	09a2e4	9/7/2020 11:40		
8	Νεωελλ	Δανα (Λοχαλ)	42e204	9/7/2020 11:40		
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The spreadsheet is titled "MS Language Arts III (Lyndon To)". A yellow arrow points to the right side of the spreadsheet.



## Creating an Observer/Parent/Guardian account

Please go to the Canvas login page:

<https://vtvlc.instructure.com/login/canvas>

And click on:

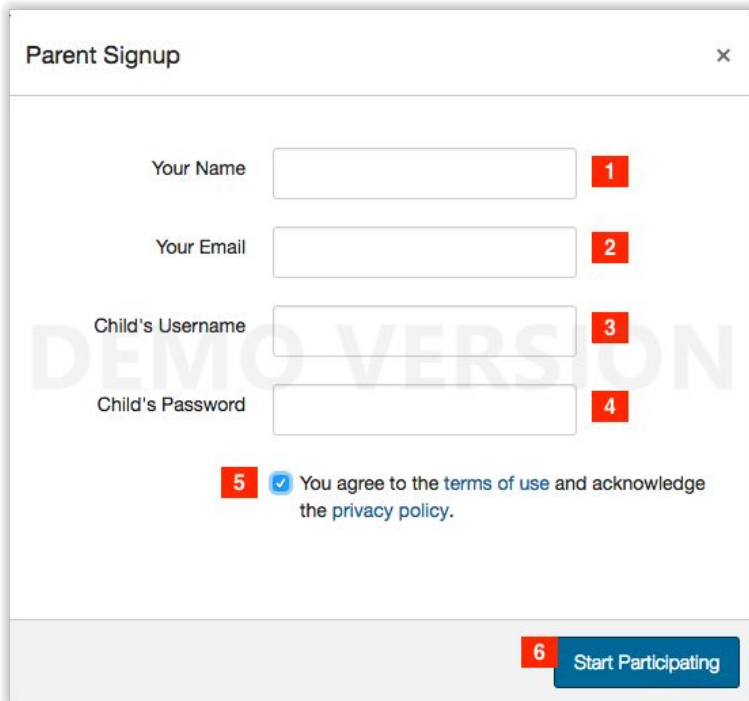
“Parent of a Canvas User?  
Click Here For an Account”

The screenshot shows the Canvas login interface for VTVC Cooperative. At the top, there is a green header with the VTVC logo and the text "VTVC COOPERATIVE". A red-bordered button in the top right corner of the header reads "Parent of a Canvas User? Click Here For an Account". Below the header, there are two input fields: "Email" and "Password". A "Stay signed in" checkbox is located below the password field. A blue "Log In" button is positioned to the right of the password field. The footer of the page includes links for "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter", and the text "BY INSTRUCTURE". A large "DEMO VERSION" watermark is overlaid on the page.

# Creating an Observer/Parent/Guardian account

Enter the following information:

1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter your child's username in the child's username field. (This is the username generated by Maestro. These credentials were emailed to the student upon account creation.)
4. Enter your child's password in the child's password field.
5. Agree to the terms of use by clicking **You agree to the terms of use** check box.
6. Click the **Start Participating** button.



The screenshot shows a 'Parent Signup' form with the following fields and elements:

- Your Name**: Input field with callout 1.
- Your Email**: Input field with callout 2.
- Child's Username**: Input field with callout 3.
- Child's Password**: Input field with callout 4.
- 5**: A red box with the number 5 next to a checked checkbox.
- 6**: A red box with the number 6 next to the 'Start Participating' button.

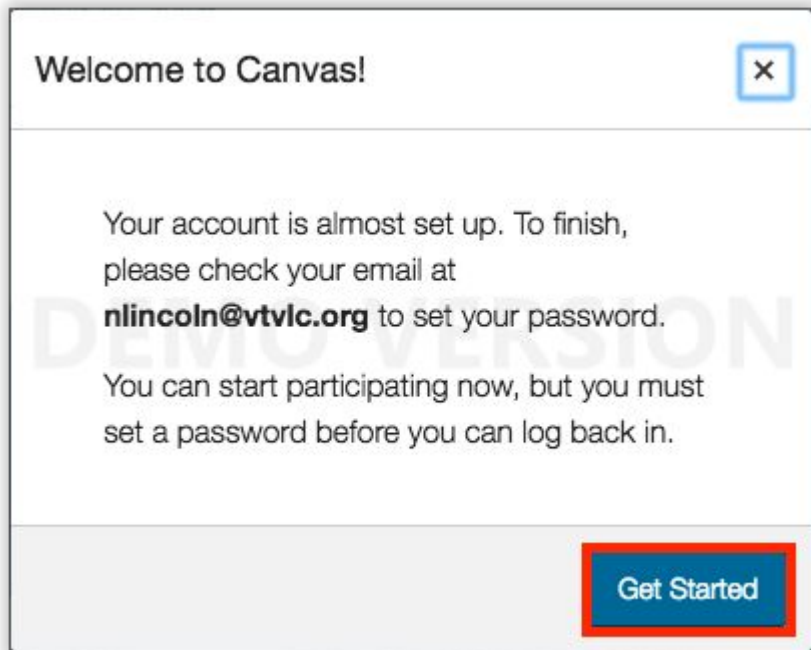
You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

**Start Participating**

## Creating an Observer/Parent/Guardian account

Once you click start participating, you will get the message on the right.

While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the Get Started button. To finish registration for Canvas, login to your email account.



# Creating an Observer/Parent/Guardian account

## Complete Registration Process

In the email you provided, you should receive the message at the right in your email.

This will allow you to set up your password so you can login to Canvas in the future.

[Click here to finish the registration process](#)

Thank you for registering with Canvas! This email is confirmation that the user Nancy Lincoln is registering for a new account at [vtvlc.instructure.com](http://vtvlc.instructure.com).

# Allowing Parent Access to Canvas

In order to login to Canvas as an observer, parent, or guardian reminders:

1. You must obtain a Pairing Code from your student or your student's teacher.
2. You must sign into Canvas and create a parent account.
3. You must finish registration by checking your email to create a password

If you need assistance you can refer to this website:

**[Signing Up for a Canvas Account as a Parent](#)**

Or contact the Lyndon Institute IS department at [it@lyndoninstitute.org](mailto:it@lyndoninstitute.org)