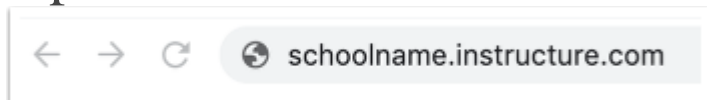


Creating Observer Accounts in Canvas

Open Canvas URL



In a browser window, enter and bookmark the page <https://capousd.instructure.com/login/canvas>

Create Canvas Account

A screenshot of the Canvas login page. The page has a dark blue background. At the top left is the Canvas logo and the text "CANVAS FREE FOR TEACHER". At the top right, there is a red-bordered box containing the text "Need a Canvas Account? Click Here, It's Free!". Below this is a link for "Browse courses". The main form area has two input fields labeled "Email" and "Password". Below the "Password" field is a checkbox labeled "Stay signed in" and a "Log In" button. A link for "Forgot Password?" is located below the "Log In" button. At the bottom of the form area are social media icons for Facebook, GitHub, Google+, LinkedIn, Microsoft, and Twitter. At the very bottom of the page are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the word "INSTRUCTURE".

Click the **Need a Canvas Account?** link.

Sign Up As a Parent (Free Account)



Click the **Parents sign up here** link.

Enter Signup Details

Parent Signup ×

Your Name

1

Your Email

2

Password

3

Re-enter Password

4

Student Pairing Code [What is a pairing code?](#)

5

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

7

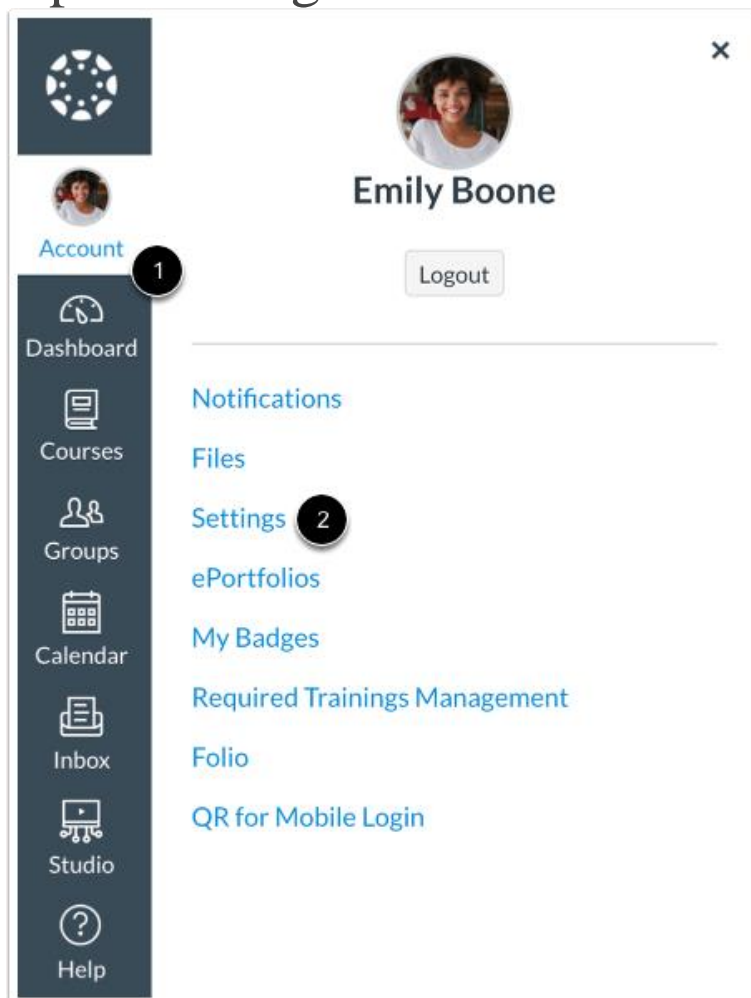
Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a pairing code to link your account to your student in the **Student Pairing Code** field.****
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Click the **Start Participating** button.

******Note:** Students can [generate pairing codes](#) from their User Settings.

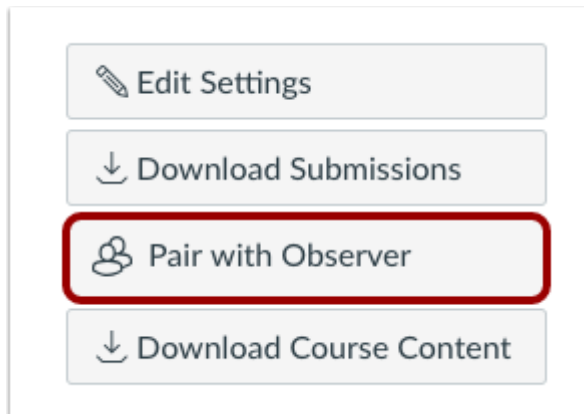
Here is how to generate a pairing code:

Open Settings



In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

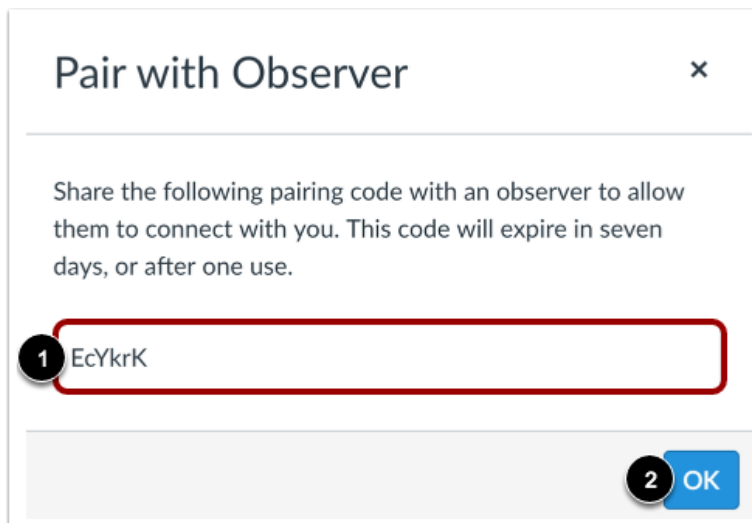
Pair with Observer



Click the **Pair with Observer** button.

Note: If the Pair with Observer button doesn't display in your User Settings, please contact your institution for assistance with pairing with an observer.

Copy Pairing Code



Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. **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.

Begin Observing

The screenshot displays the Canvas LMS dashboard. On the left is a dark navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area features a blue notification banner at the top with the text "Notifications. Tell us how and when you would like to be notified of events in Canvas." and a "Notification Preferences" link. Below this is the "Dashboard" heading. A central card displays "History 101" twice, with icons for documents, messages, and folders. On the right, a "Coming Up" section shows "Nothing for the next week" and a "View Calendar" link, with a "View Grades" button below it.