Parent Observer Account

Richmond Consolidated School

This document was designed to provide parents and guardians with an introduction to logging into Canvas, our RCS learning management system.

Parents can sign up for a free Canvas account to stay informed and connected to your child's teacher and coursework. As a parent/guardian observer, you will have the ability to:

- Read class announcements
- View calendars
- Access course syllabus (for middle/high school courses)
- See the child's assignments and quizzes with due dates
- View the child's grades
- Use the Inbox to contact the teacher
- View the Modules page
- View files and pages in the course
- Set up notifications to get emails or texts for announcements, assignments, etc.

Because RCS teachers and staff value and encourage the participation of all stakeholders in ensuring high levels of student learning, including the vital involvement of parents and guardians, this document has been made available to any parent or guardian who wants to know more about Canvas.

We are excited that you are here taking the next steps to support your child's education and appreciate you taking the time to familiarize yourself with Canvas.

Remote Learning Expectations:

Students Role:

1. Come to the online class prepared and dressed appropriately for the session.
2. [Visual](#) for younger students and virtual meeting expectations.
3. Arrive at your virtual meeting on time and exit the class when your teacher has dismissed you.

4. Make sure you are pictured on the screen throughout the class and are an active participant during the lesson. Avatars will not be allowed during online class time. Webcams must remain on at all times.

5. Make sure all non-instructional devices (i.e., cell phones, TVs, gaming systems) are turned off during synchronous sessions.

6. Be attentive to synchronous sessions at all times, just as when school is in normal operation.

7. Complete the lessons and learning activities assigned by the teacher.

8. Try your best to complete each assignment and reach out to your teacher when you have a question.

9. Note the due dates for assigned work and turn them in on the appropriate date.

10. Students are expected to use appropriate language online and to follow Richmond Consolidated School's Acceptable Use Policy for Technology.

Parents/Guardians Role:

1. Contact Principal Pompi at jpompi@richmondconsolidated.org if they do not have access to a device such as a chrome book or tablet for their child to complete online activities on or do not have Internet access.

2. Notify the school if your child is unable to attend the online class for any reason, parents should send an email to Mrs. Gingras in the office at ngingras@richmondconsolidated.org and cc: the teacher on the correspondence. Attendance will be kept for all remote learning days.

3. Provide an appropriate workspace to support your child's learning. This space should be quiet and free from any distractions such as television or high traffic areas in the house.

4. Review your child's remote learning schedule. Know when Virtual Meetings take place and when your child is expected to work independently on assignments.

5. Look at your child's assignments for the day and note when they are due. Emphasize the importance of learning and education by discussing with your child how to organize their time to see assigned tasks to their completion.

6. Understand that Synchronous Learning Sessions are not intended to replace parental/family/guardian supervision.

7. Reach out to your child's teacher when you have a question/concern.

How to Become a Parent Observer in Canvas
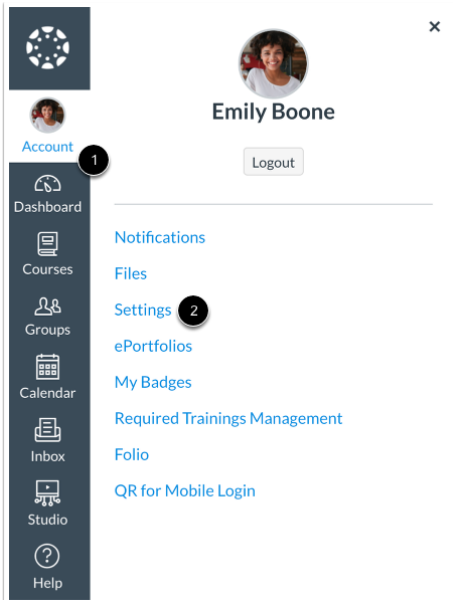
STEP #1:

Obtain a Student Pairing Code from the Student Account

You must have a pairing code to connect your parent/observer account to your child's. **Pairing codes are generated from the student account** and are a random series of letters and numbers.

Have your child log-in to their student Canvas account and follow these instructions:
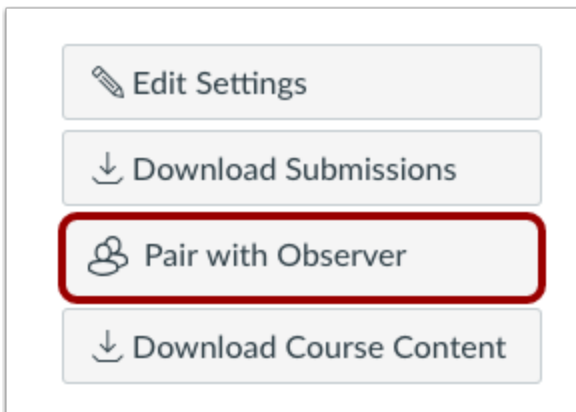
1. Open Settings

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

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.
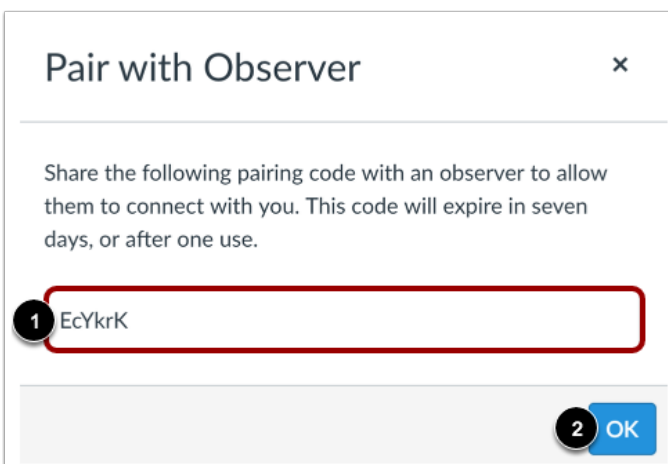

3. Copy Pairing Code

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.

STEP #2:

Create a Parent/Observer Account

From a laptop or desktop, you will open your browser (Google Chrome is preferred) and type the following web address: richmondconsolidated.instruction.com/login/canvas

You will want to set up your account and link your student(s) first from a laptop or desktop, and then if interested download the mobile app once the original account has been established.

How Do I Create a Parent/Observer Account?

1. Click on the link that says "Click Here for an Account"

2. Enter Parent/Guardian **FIRST AND LAST NAME**

3. Enter Parent/Guardian Email Address

4. Create a password for your Parent/Observer Account

5. Enter the Student Pairing Code**

6. Click the box that says "Agree to Terms"

7. Click the blue box that says "Start Participating"

** Student Pairing Codes are generated from the Student Accounts. Student Paring Codes can only be used one time and are valid for 7 days.

Once you have completed the steps above, you will ALWAYS use the following link when logging into your Canvas Parent Account:
richmondconsolidated.instructure.com/login/canvas

The parent access link is different from the student access link, so **please bookmark or save it**. When you come back to the link to log in each time, you will use your email address in the "LOGIN" box and the password you established in the "PASSWORD" box.

Linking Additional Students into Parent Account

If you have additional children and wish to link multiple children to a single parent account, you will need to follow these steps:

• Log into your Canvas account.

• From your dashboard, click account, which is on the left-side navigation bar.

• Select settings

• When the account settings page opens, select the word "observing".

• When the observing page opens, you will already see the name of the first student you linked to when setting up the account. Enter the Student Pairing Code. Your additional student's name will populate under the first student's name. This process can be repeated for multiple children.

Observers Can….

In Canvas, parents & guardians function as **observers**. This means that you will have limited permissions that allow you to see what is going on in a course without interrupting or participating in the course. Please note that teachers frequently hide one or more items from the course navigation menu (left hand side of the Canvas interface). Hidden items are not available for student or observer access/viewing.

Observers can:

✔️ **Read Announcements**

Observers can read student replies to course Announcements, but they cannot add their own comments.

✔️ **See the Course Assignments Page**

Observers can see a list of Assignments due and click on their titles.

✔️ **Preview Documents in Course Pages**

Observers can view documents in an inline document previewer.

An observer can view course Files, but if an Instructor locks a folder in course Files, Observers will not be able to view the content.

✔️ **See the Syllabus Page**

Observers can see the Syllabus page and they can also see how the final grade is calculated.

✔️ **See the Outcomes Page**

Observers can see all course Outcomes and Outcome descriptions.

✔️ **See the Quizzes Page**

Observers can see Quiz titles.

✔️ **See the Modules Page**

Observers can see how an Instructor has organized course content in Modules. They can also see the point values for individual assignments.

✅ **See the Calendar**

Observers can see all Assignments due on the Calendar, filter the calendar view by the different courses the student is enrolled in, and view undated events and assignments.

✅ **See Grades**

From the Course Navigation Menu, if an Observer clicks on Grades, they will see a list of the student's assignments and total grade. If they click on 'Learning Mastery,' they will see student progress on standards (if the teacher has aligned assignments, discussions, quizzes, etc. with standards).

✅ **See Teacher Comments/Feedback**

*If your student's instructor left a comment on the assignment, the assignment displays a comment icon [1]. To view comments, click the icon. Comments display chronologically [2]. To close comments, click the **close** link [3].*

✅ **Message Teacher through Inbox**

*To view your Inbox, click the **Inbox** link. The Inbox is the Canvas messaging system where you can communicate with other users in your courses. The number of new messages are shown as part of the Inbox icon.*

✅ **Access Student Conversations**

Observers can click on the Inbox link to access student Conversations.

Observer's Cannot...

❌ Submit Assignments

There is no submission button on Assignment detail pages.

❌ Take Quizzes

Observers cannot take Quizzes. There is no link to "Take this Quiz".

❌ Join Course Groups

Instructors and students can create groups inside of Canvas that make it easy to collaborate in smaller groups. Observers cannot be added to or interact inside of Groups.

❌ See Course Discussions

Because of student privacy issues, observers are not allowed to view class discussions.

❌ Send Messages to Students

Observers can only send messages to Instructors. They cannot send messages to Students in the course.

❌ See Course Rosters

Observers will not be able to see the names of enrolled Students or their Registered Services.

❌ See Unpublished Courses

Like students, Observers cannot view a course until it is published and the course has started.