

## Learn to use Canvas- parents (observer)

Teachers in grades 6-9 at Early Light Academy will be using Canvas for communication with parents. Teachers will also be using the Canvas calendar to show what is coming up (two weeks at a glance). Canvas will be replacing teacher websites. Here you will find important dates and news about your students' classrooms. Some teachers may also use Canvas for assignments and assessments. Please take time to set up your parent account as soon as possible so you can observe what your students are doing in class this year.

Start Here: <https://earlylightacademy.instructure.com>

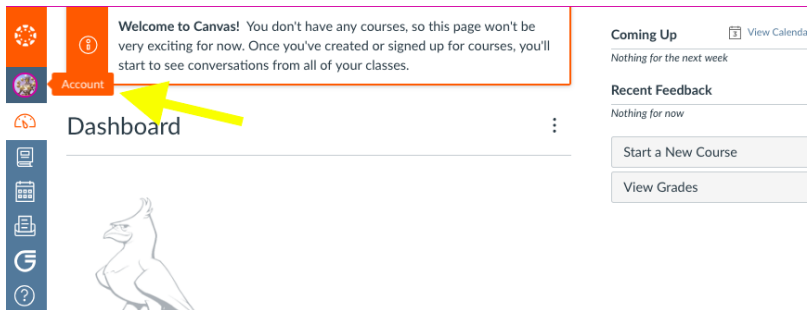
You will first need to have your student log into their Canvas account. Their username is their SSID number located in Aspire. Their password is ela followed by that same number.

Example:

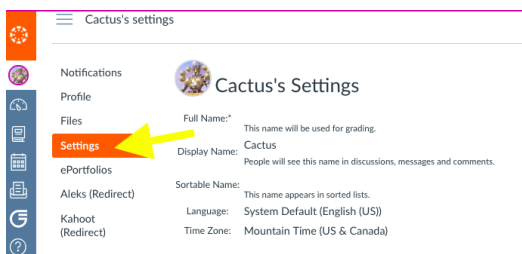
User ID: 9876543

Password:ela9876543

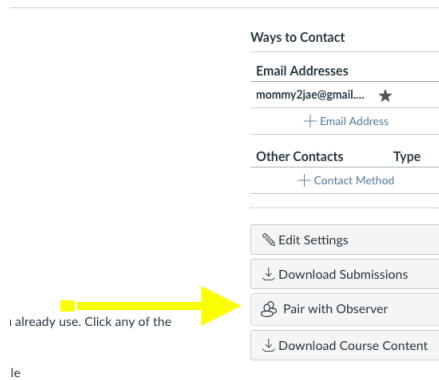
In your student's account, click on "Account", then click on "Settings"



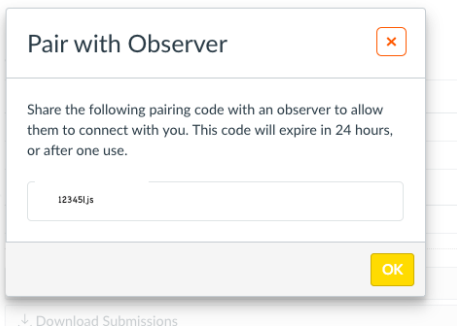
Next, click on "settings"



On the left-hand side will find, “pair with observer”. Click on that button

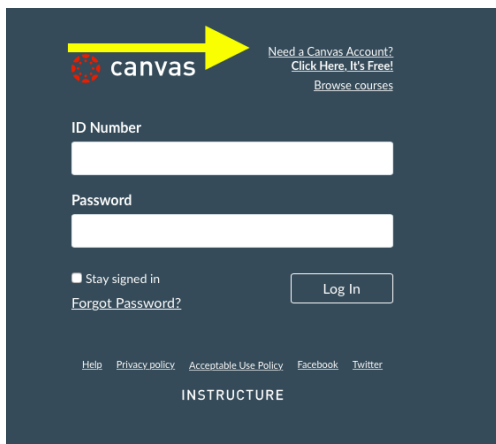


This will then give you a code to add into your parent/ observer account.

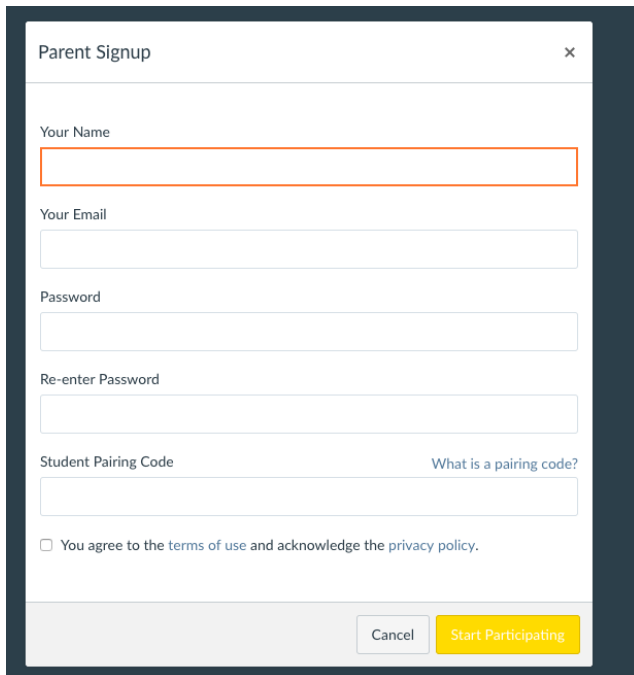


It would be best to write down the “Pair with Observer” codes for each of your children at this point.

To set up your parent account, make your you are logged out of all of the student accounts and go back to <https://earlylightacademy.instructure.com> Click on “Need a Canvas Account”



Next, click, “Sign up as a parent”



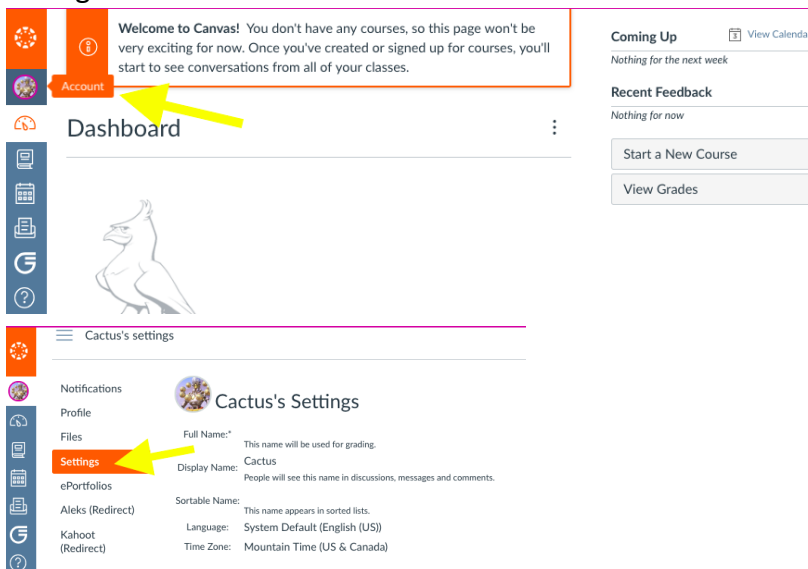
The screenshot shows a 'Parent Signup' form with the following fields and options:

- 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.

At the bottom, there are two buttons: 'Cancel' and 'Start Participating'.

You will then fill out the required information. This is where you will enter the Student Pairing Code for one of your students. You will be able to add other students after your account is made. After you have filled out the information, click the yellow, “Start Participating” button.

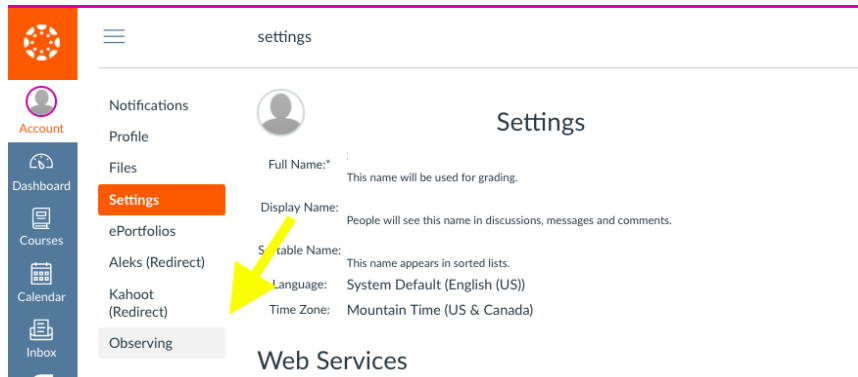
To add students to your account, log in to your parent account, click on account and then settings as before.



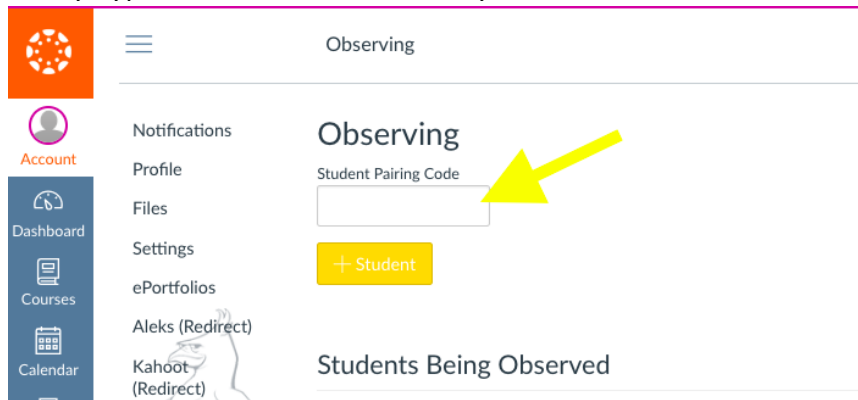
The screenshot shows the Canvas LMS interface. At the top, a 'Welcome to Canvas!' message is displayed. Below it, the 'Account' link is highlighted with a yellow arrow. The 'Dashboard' section is visible, along with a 'Coming Up' section and a 'Recent Feedback' section. The 'Settings' link is also highlighted with a yellow arrow. The 'Cactus's Settings' page is shown, with the following settings:

Setting	Value	Description
Full Name:	Cactus	This name will be used for grading.
Display Name:	Cactus	People will see this name in discussions, messages and comments.
Sortable Name:		This name appears in sorted lists.
Language:	System Default (English (US))	
Time Zone:	Mountain Time (US & Canada)	

Then click on “observing”. You will be able to see the students that you are observing in your account as well as add new students.



Finally, type in the code that was on your student’s account and click “+ student”.



For further assistance, you may use the guides located at the following websites.  
For forgotten passwords, please contact Shannon Berry at [sberry@earlylightacademy.org](mailto:sberry@earlylightacademy.org)

Online self-paced course

<https://community.canvaslms.com/community/answers/resources>

Parent set up guide

<https://community.canvaslms.com/docs/DOC-10913-414473163>

<https://community.canvaslms.com/docs/DOC-10917>

