Family Quick-Start Guide to Canvas

FIRST! PowerSchool is still active. You can continue to view your student's schedule, attendance, academic progress, and course grades using PowerSchool just as before. Student work in Canvas will be reported in PowerSchool during a nightly sync operation. If you are confident that your student can do their work independently in Canvas, you may choose not to gain access to that program at all. It is your choice based on your comfort level.

That said, below are the "quick-start" instructions for gaining "Observer" access to Canvas. In Canvas, parents and guardians are called "Observers". This is different from the Student role in the system.
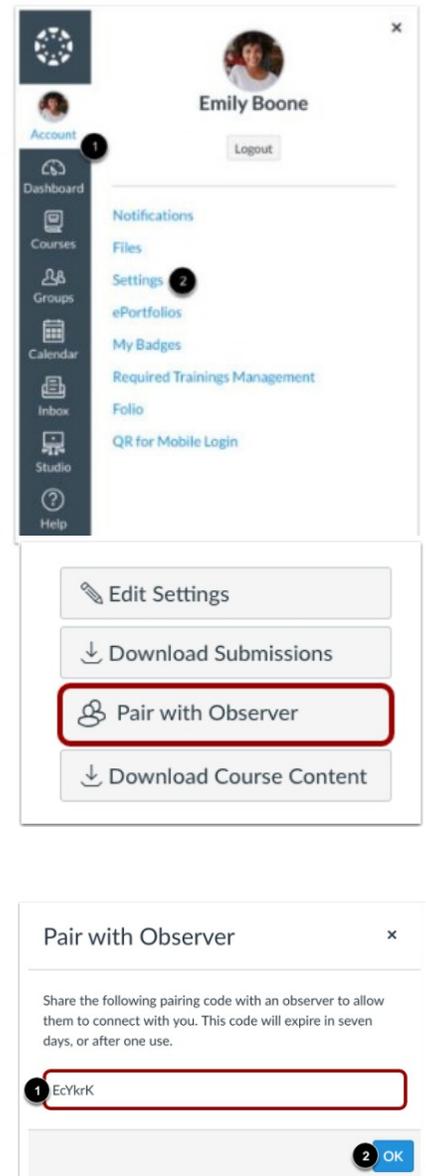
How to Get Observer Access

FIRST YOUR STUDENT MUST … Instructions for Your Student: Using a web browser, have your student log into Canvas at https://gorockets.instructure.com/. Use your TASD Network username (your full email address) and password.

- Student Username will look like this: aledebur08@tasd.gorockets.org
- Student Password will look like this: Al!123456

1. Click "Account".

2. Click "Settings"

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

4. Copy or write down the six-digit alphanumeric pairing code that appears [1].

5. Give this code to the Observer (parent/guardian) who will link to your account. The pairing code will expire after seven days or its first use. Pairing codes are case sensitive.

6. To close the window, click the OK button [2].

THEN THE PARENT/GUARDIAN MUST … Instructions for Observers (parents/guardians):

1. Using your DESKTOP or LAPTOP computer internet browser, go to our District Observers Canvas site: https://gorockets.instructure.com/login/canvas
2. Note: a mobile phone app is available but not currently active for Observers
3. Click on "Parent of a Canvas User? Click Here for an Account" in the upper right of the screen.
4. Complete the form. Enter the "student pairing code" provided to you from your student.

If you are a District employee with a Teacher role in Canvas *and* you have a student in our schools, please use your personal email address to create an Observer role. If not, conflicts may occur with your Teacher account.

Observer/Parent First Time Setup

Notifications: It is essential that you personalize your notification settings. We strongly recommend you limit your notifications to a weekly summary email of your student's progress in their classes.

You will create more stress in your life and the life of your student if you are constantly receiving emails/texts about every class, assignment, and grade.

1. Log in to Canvas using your NEW username and password.
2. Click the Account link [1], then click the Notifications link [2].

3. Set **Notification Preferences**

- You can select to view an observed student's name in a notification. Select the Show name of observed students in notifications checkbox [1]. Currently only grade update notifications include observed student names.
- Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.
- To receive a notification right away, click the check mark icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.
- To receive a daily notification, click the clock icon [2].
  - To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.
  - If you do not want to receive a notification, click the remove icon [4].