

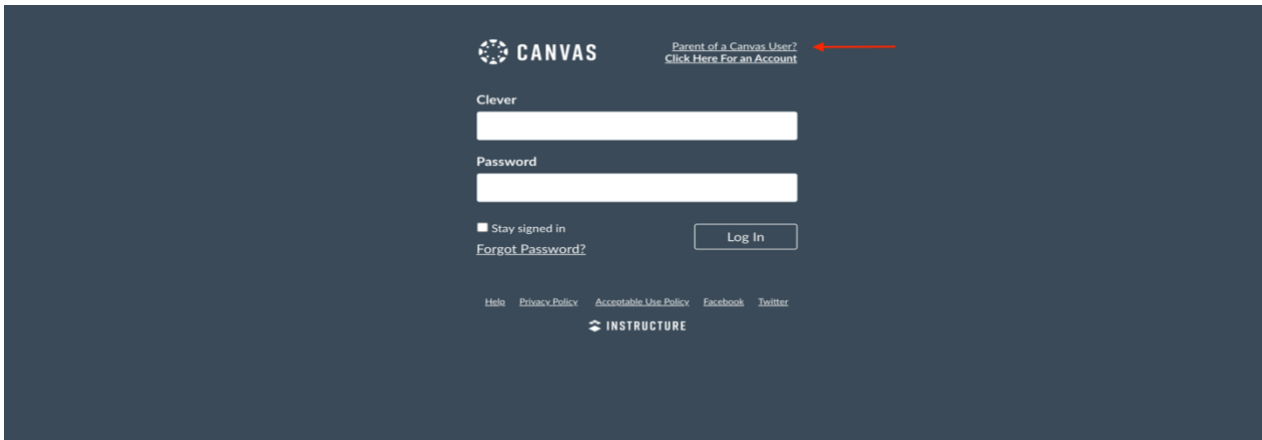


## Instructions for setting up a Parent / Observer Canvas account and how to get a Parent Code

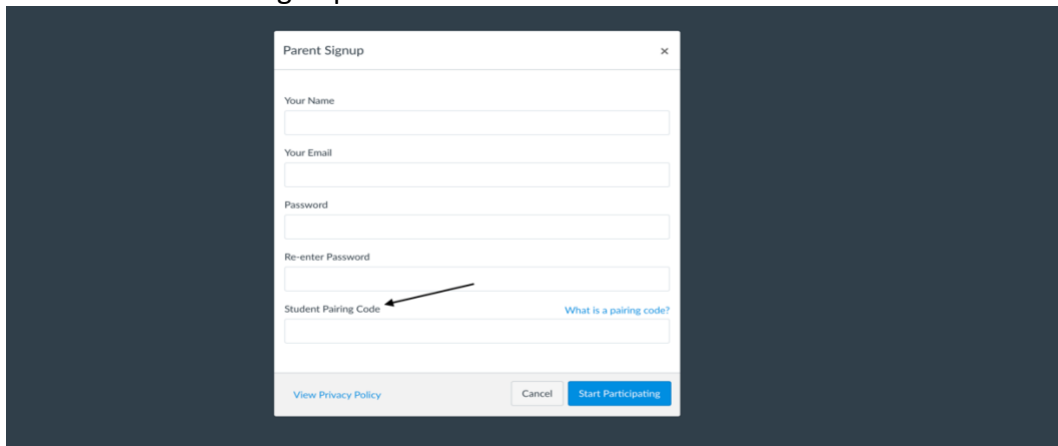
### SECTION 1:

On a computer / laptop (PC or Mac) – (Please first set up your account on a computer (PC or MAC, laptop or desktop) and you will also see the instructions on how to set up your Parent Canvas APP on a mobile device (i.e smart phone, tablet etc) in this document.

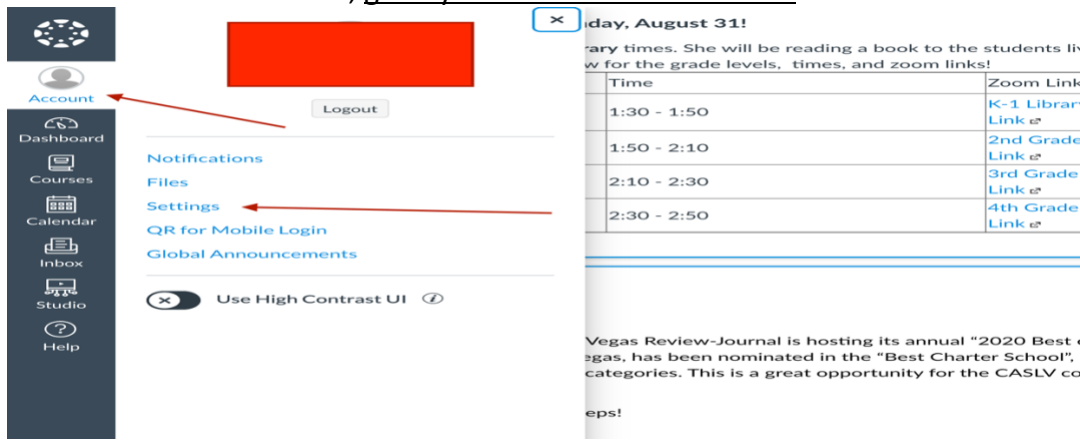
1. Go to <https://caslv.instructure.com/login/canvas>
2. Click on Parent of a Canvas User?



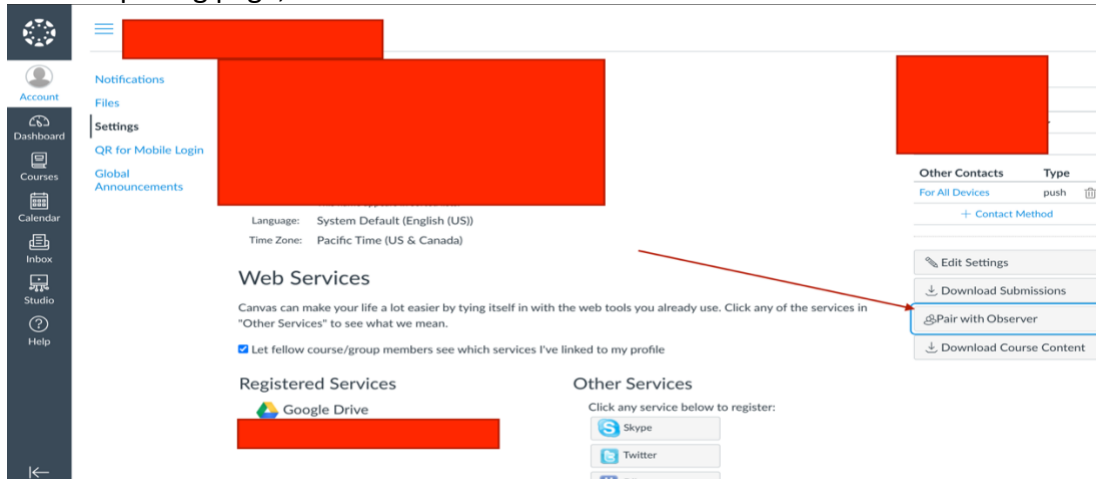
3. Fill out the form to sign up



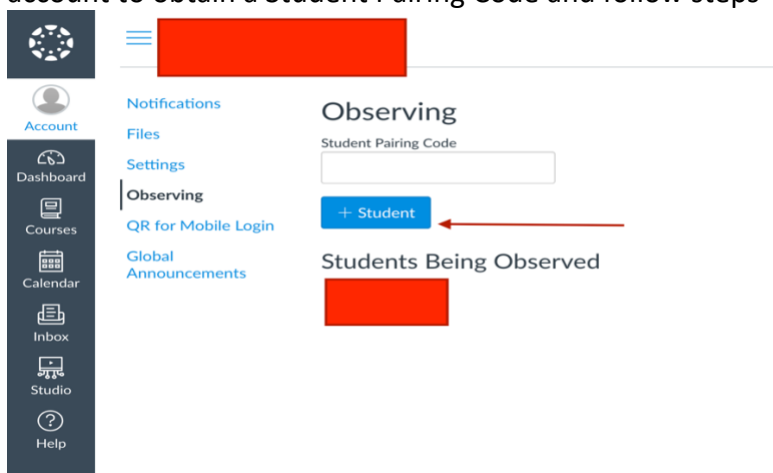
4. To obtain the Parent Code, go to your child's Canvas account. Click on ACCOUNT → SETTINGS



5. On the opening page, click on “Pair with Observer”



- Once you click on it, a small window will open and show you a 6 digit (alphanumeric) password. Please copy it on the form in step 3 above and complete the parent registration. If you have multiple children, for now, using one of your children's pairing code is sufficient. You will see the instructions on how to add the others below.
- Now you can sign into your parent account. Once again, the URL is <https://caslv.instructure.com/login/canvas>
- On your parent account, click on Account tab and then click on Observing tab. You will see how to add another student. Once again, if you have multiple children, you will need to go to each child's canvas account to obtain a Student Pairing Code and follow steps 4,5, and 6 above.



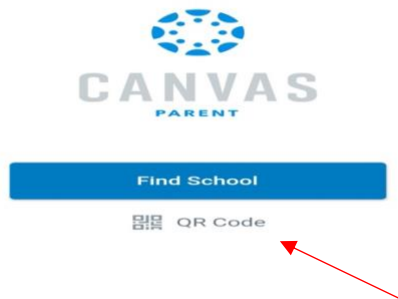
## SECTION 2:

# INSTRUCTIONS ON SETTING UP PARENT CANVAS APP ON MOBILE DEVICES (SMARTPHONES, TABLETS ETC)

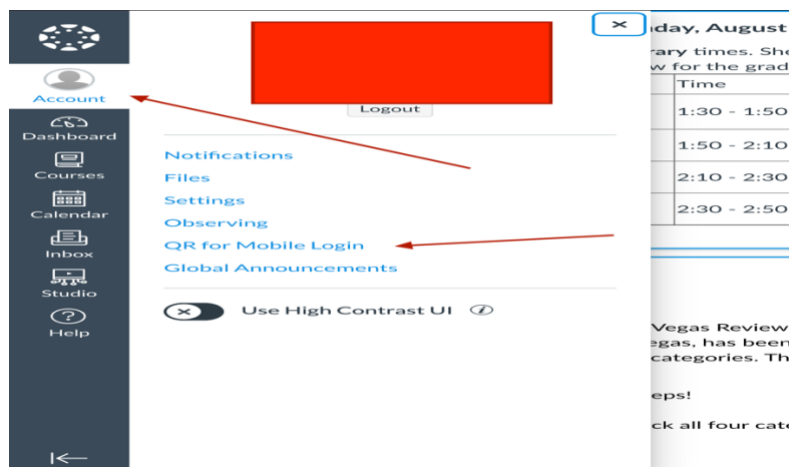
1. As a parent, you can also set up your parent Canvas APP on any mobile device. On your mobile device, Find the Parent Canvas App on On Google Play Store or Apple Store. The parent Canvas App icon is a blue one and you should not be downloading the red (student) or the yellow (teacher)



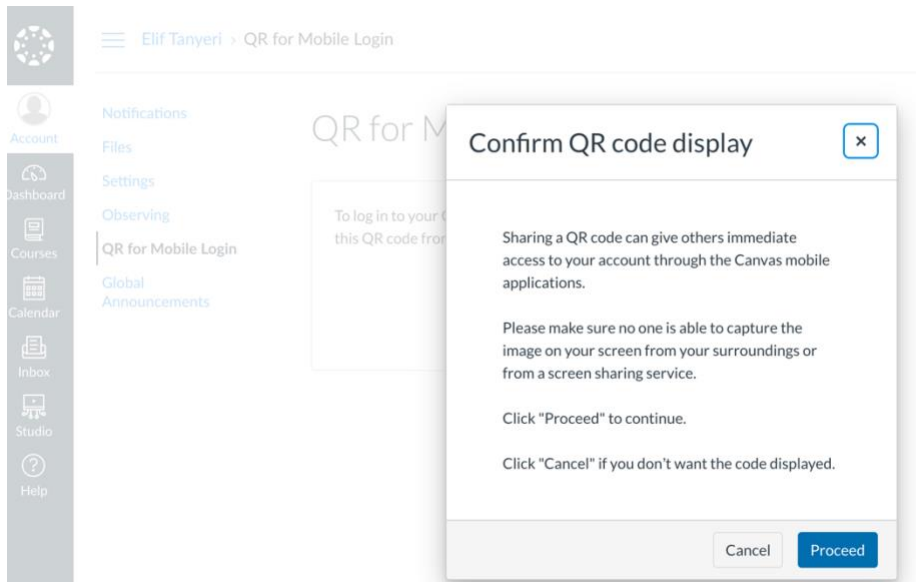
2. You will see the below screen on your mobile device. Choose “QR Code”



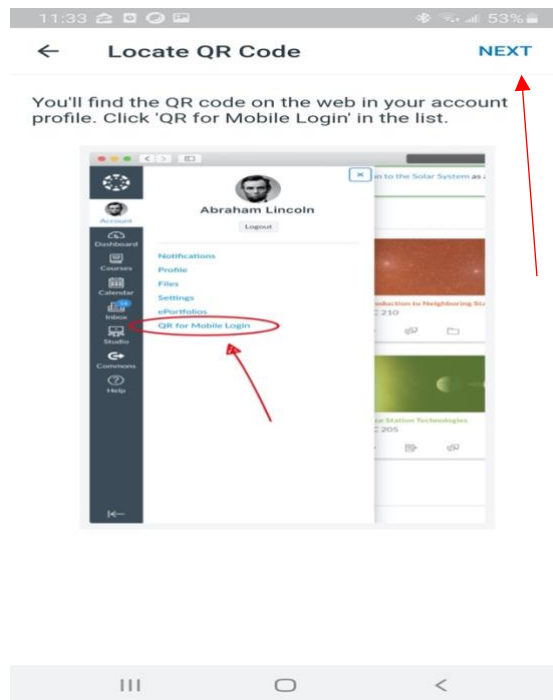
3. To get the “QR Code”, sign into your parent canvas account on your computer (PC, MAC, desktop or laptop). The URL is <https://caslv.instructure.com/login/canvas>
4. On your parent account, click on Account and then choose “QR for Mobile Login”



5. On the opening screen click on “Proceed” and you will see the QR Code on your screen



6. While the QR code is on the screen, get your mobile device and click on QR code on the Canvas Parent App (see screenshot on Step #2 above). You will see the below screen. Click “NEXT”

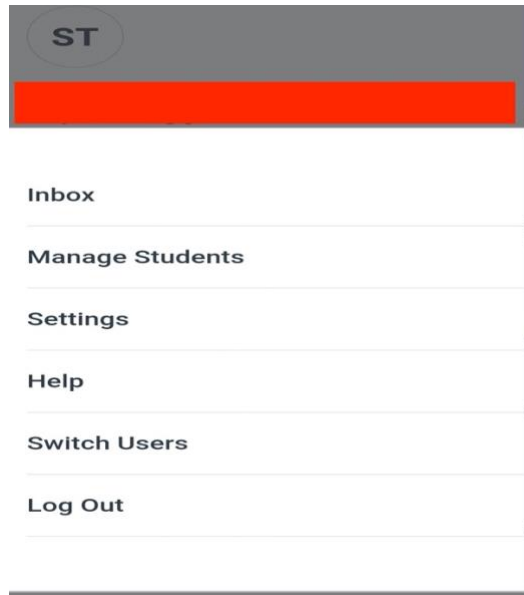


7. Your device will ask you to “allow” accessing your camera and should automatically turn on the camera once you click “allow”
8. Have your mobile device camera scan the QR code on your computer screen and then your account will be ready to go. Since you already paired yourself with your children in Section 1 of this document, your children should appear on your mobile device.

Here is how the menu should look on your mobile device screen. By clicking on the  icon on the top left, you can see menu items. You can also add student by clicking the “+” sign



9. You can manage students under the “manage students” option. You can add another user (parent/observer) and switch between the users under “Switch user” option



10. For any questions, please contact your school administration.