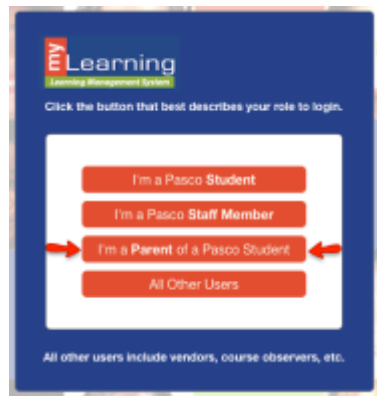


**How to set up a Parent/Observer Account in Canvas**

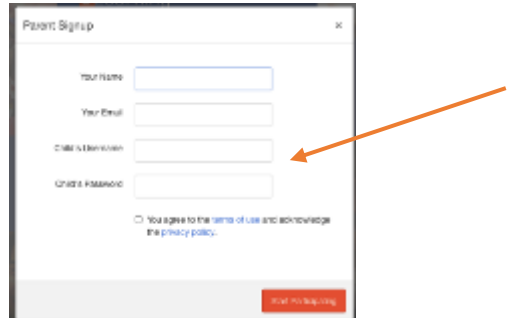
**Step 1:** Log to <https://pasco.instructure.com> and select "I'm a Parent of a Pasco Student"



**Step 2:** Click on the "Click Here for an Account" link from the Canvas login screen.

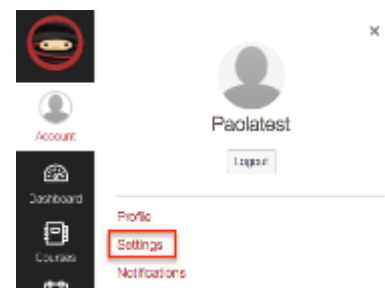


**Step 3:** Enter parent/guardian name & email. Enter the Student ID# and Student password for the student you would like to observe.

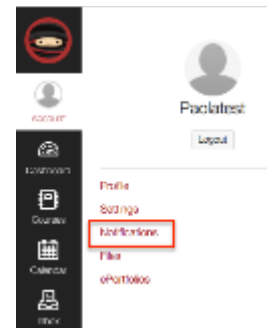


**Step 4:** Update any contact info from the Settings by going to Account, then Settings. Add email address where you would like to receive notifications.

[Click here for a Video Tutorial](#)



**Step 5:** Set Notification Preferences. Go to Account and click on the Notifications link.



Notifications are sent as one of four delivery types: send right away, daily summary, weekly summary, or don't send. Notification settings apply to all of your courses; you cannot change settings for individual courses.

**Step 6:** Locate the notification you would like to receive and click the icon for your preferred delivery type.

Notification Preferences

Course Activities	Email Address	Push Notifications
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

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.

**Additional Students**

To add additional students to your observer account, go to Account > Settings > Observing > Add Student. Enter the additional student's username and password to add them to your account

For additional help contact your student's teacher or visit the [Canvas Observer Guides](#).