



## Allowing Parent Access to Canvas

Lyndon Institute IS Department

# Contacts

If you or your child needs support, we can provide it remotely. Please contact the Lyndon Institute IS Department.

Our hours of operation are 8:00 AM to 4:00 PM

Email [it@lyndoninstitute.org](mailto:it@lyndoninstitute.org)

Phone (802)535-3727

## Allowing Observers, Parents, and Guardians Access to Canvas from a Chromebook, Mac or PC

There are two ways an observer/parent/guardian can be given permission to view their student's Canvas account.

1. The student can give their parents a pairing code.
2. Teachers and admins can generate pairing codes for students by class

Once the pairing codes have been generated an observer/parent/guardian can create a Canvas account and link to a student account as an observer.

# Student generated pairing code

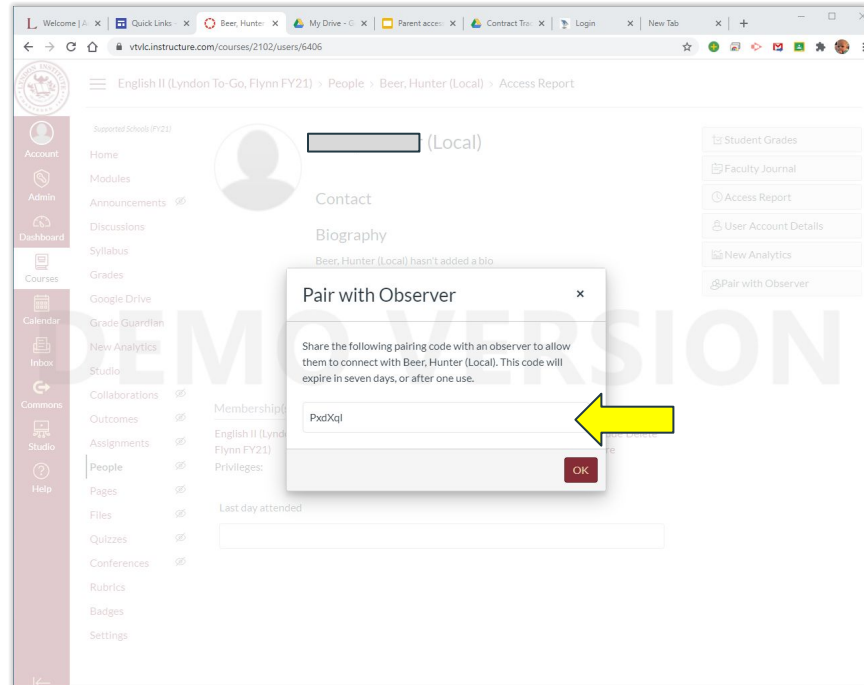
Step 1. Students open their accounts

Step 2. Select Pair with Observer

The screenshot shows a web browser window displaying a user profile page for 'Beer, Hunter (Local)'. The browser's address bar shows the URL 'vtyvcinstructure.com/courses/2102/users/6406'. The page has a dark red sidebar on the left with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Studio, and Help. The main content area is divided into several sections: 'Supported Schools (FY21)', 'Home', 'Modules', 'Announcements', 'Discussions', 'Syllabus', 'Grades', 'Google Drive', 'Grade Guardian', 'New Analytics', 'Studio', 'Collaborations', 'Outcomes', 'Assignments', 'Pages', 'Files', 'Quizzes', 'Conferences', 'Rubrics', 'Badges', and 'Settings'. The 'Contact' section shows a profile picture and a name field. The 'Biography' section shows a name field and a note that the user hasn't added a bio. The 'Enrollments' section shows a table with columns for course name, enrollment status, creation date, and actions. The 'Links' section shows a name field and a note that the user hasn't added any links. The 'Membership(s)' section shows a table with columns for course name, enrollment status, creation date, and actions. The 'Privileges' section shows a list of permissions. The 'Last day attended' section shows a date field. On the right-hand side of the page, there is a vertical sidebar with buttons for 'Student Grades', 'Faculty Journal', 'Access Report', 'User Account Details', 'New Analytics', and 'Pair with Observer'. A yellow arrow points to the 'Pair with Observer' button.

# Student generated pairing code

Step 3. Selecting Pair with Observer generates a code to give to the observer/parent/guardian.



# Teacher/Admin generated pairing code

Step 1. Teachers/admins open a class.

Step 2. Select People from the menu.

Step 3. Click on the three dots in the upper right corner of the screen

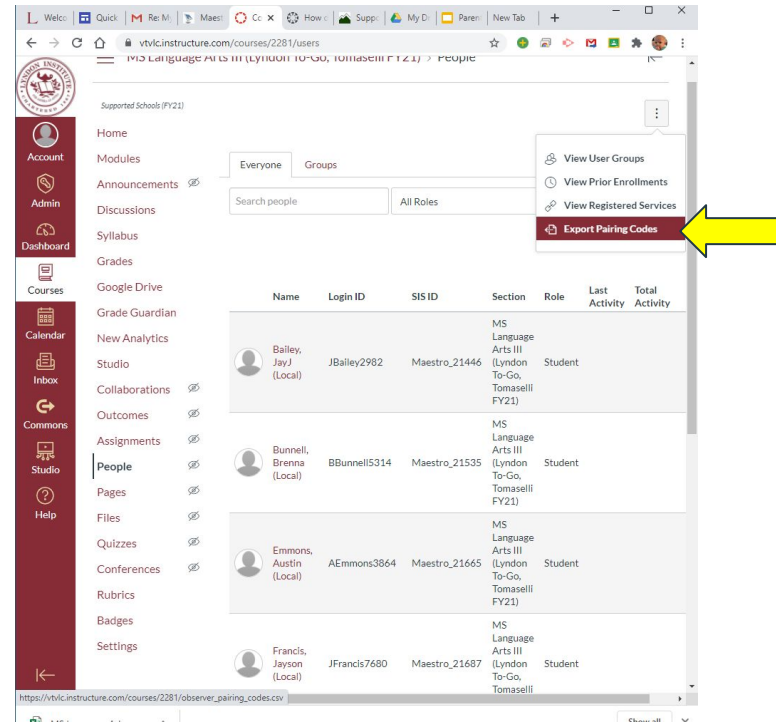
The screenshot shows a web application interface with a dark red sidebar on the left and a main content area on the right. The sidebar contains various menu items, including 'Account', 'Admin', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'Commons', and 'Help'. The 'People' menu item is highlighted with a yellow arrow. The main content area displays a list of users with columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. A yellow arrow points to the three-dot menu icon in the top right corner of the main content area.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Bailey, Jay (Local)	JBailey2982	Maestro_21446	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Bunnell, Brenna (Local)	BBunnell5314	Maestro_21535	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Emmons, Austin (Local)	AEmmons3864	Maestro_21665	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Francis, Jayson (Local)	JFrancis7680	Maestro_21687	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		

# Teacher/Admin generated pairing code

Step 4. Click on Export Pairing Codes from the drop down menu.

An Excel spreadsheet of the Pairing Codes for each Observer/Parent/Guardian will be downloaded



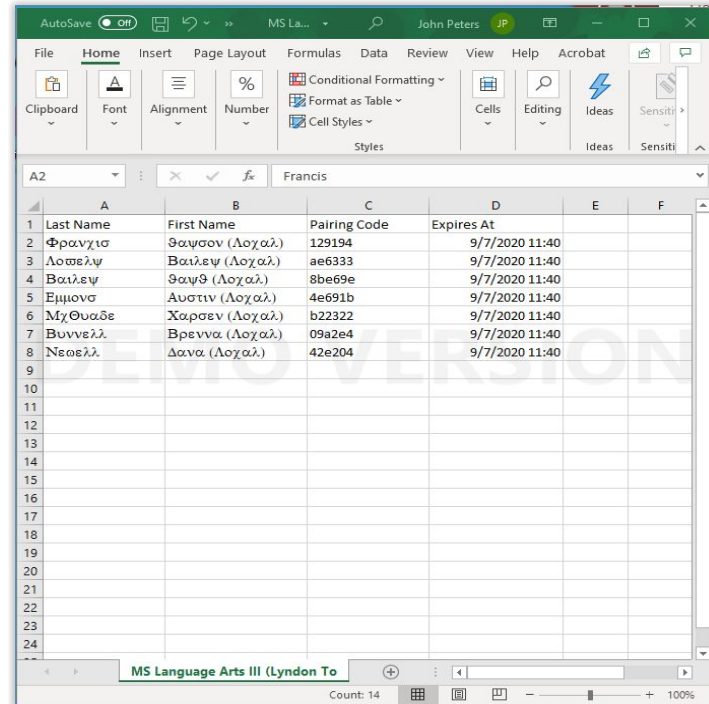
The screenshot shows the vtiC.instructure.com interface. A dropdown menu is open over the 'People' section, with 'Export Pairing Codes' highlighted by a yellow arrow. The interface includes a sidebar with navigation options like Home, Modules, Announcements, Discussions, Syllabus, Grades, Google Drive, Grade Guardian, New Analytics, Studio, Collaborations, Outcomes, Assignments, Pages, Files, Quizzes, Conferences, Rubrics, Badges, and Settings. The main content area displays a table of users with columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Bailey, Jay J (Local)	JBailey2982	Maestro_21446	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Bunnell, Brenna (Local)	BBunnell5314	Maestro_21535	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Emmons, Austin (Local)	AEmmons3864	Maestro_21665	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		
Francis, Jayson (Local)	JFrancis7680	Maestro_21687	MS Language Arts III (Lyndon To-Go, Tomaselli FY21)	Student		

## Teacher/Admin generated pairing code

The Excel spreadsheet lists the Pairing Codes for each student by name with an expiration date.

Observer/Parent/Guardian Pairing Codes expire 7 days after they are generated. If they are not used within 7 days, they must be re-generated.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Last Name	First Name	Pairing Code	Expires At		
2	Φραντζισ	Θαψσον (Λοχαλ)	129194	9/7/2020 11:40		
3	Λοωελψ	Βαίλεψ (Λοχαλ)	ae6333	9/7/2020 11:40		
4	Βαίλεψ	Θαψθ (Λοχαλ)	8be69e	9/7/2020 11:40		
5	Είμιονσ	Αυστιν (Λοχαλ)	4e691b	9/7/2020 11:40		
6	ΜχΘουαδε	Χαρσεν (Λοχαλ)	b22322	9/7/2020 11:40		
7	Βυννελλ	Βρεννα (Λοχαλ)	09a2e4	9/7/2020 11:40		
8	Νεωελλ	Δανα (Λοχαλ)	42e204	9/7/2020 11:40		
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A yellow arrow points to the right side of the spreadsheet.



# Creating an Observer/Parent/Guardian account

Please go to the Canvas login page:

<https://vtvlc.instructure.com/login/canvas>

And click on:

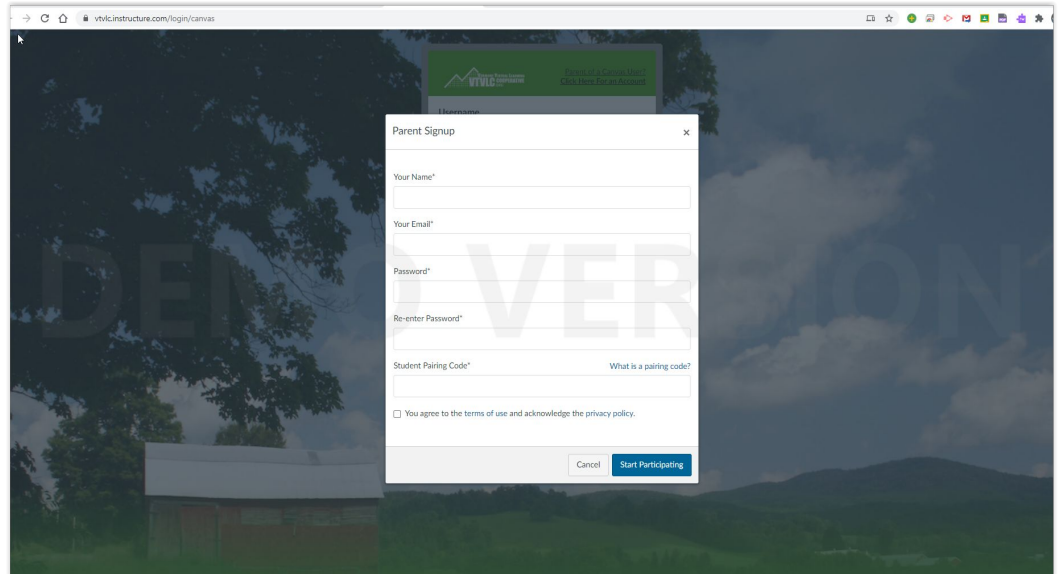
“Parent of a Canvas User?  
Click Here For an Account”

The screenshot shows the Canvas login interface for VTVC Cooperative. At the top, there is a green header with the VTVC logo and the text "VTVC COOPERATIVE". A red-bordered button in the top right corner of the header reads "Parent of a Canvas User? Click Here For an Account". Below the header, there are two input fields: "Email" and "Password". A "Stay signed in" checkbox is located below the password field. A blue "Log In" button is positioned to the right of the password field. The footer of the page includes links for "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter", and the text "BY INSTRUCTURE". A large "DEMO VERSION" watermark is overlaid on the page.

# Creating an Observer/Parent/Guardian account

Enter the following information:

1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter a password and confirm the password
4. Agree to the terms of use by clicking **You agree to the terms of use** check box.
5. Click the **Start Participating** button.



The screenshot shows a web browser window with the URL `vtlcstructure.com/login/canvas`. The page features a background image of a building and trees. A modal window titled "Parent Signup" is open, containing the following fields and elements:

- A "Username" label above a text input field.
- A "Your Name\*" label above a text input field.
- A "Your Email\*" label above a text input field.
- A "Password\*" label above a text input field.
- A "Re-enter Password\*" label above a text input field.
- A "Student Pairing Code\*" label above a text input field, with a "What is a pairing code?" link to its right.
- A checkbox labeled "You agree to the terms of use and acknowledge the privacy policy."
- At the bottom right, there are two buttons: "Cancel" and "Start Participating".

# Allowing Parent Access to Canvas

In order to login to Canvas as an observer, parent, or guardian reminders:

1. You must obtain a Pairing Code from your student, your student's teacher or the Lyndon Institute IS Department.
2. You must sign into Canvas and create a parent account.

If you need assistance you can refer to this website:

**[Signing Up for a Canvas Account as a Parent](#)**

Or contact the Lyndon Institute IS department at [it@lyndoninstitute.org](mailto:it@lyndoninstitute.org)