

## Generating a Pairing Code

First do this:

1. log into your student's Launchpad and click on the Canvas app.
2. Click on the profile picture on the top left.
3. Click Settings

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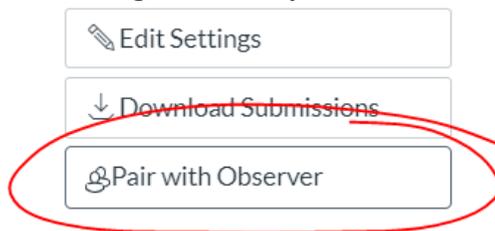
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4. On the right side of your screen click Pair with Observer.



5. Write down the code, exactly like it is in the box (or highlight and copy)

Now do this:

6. Click this link <https://rcboe.instructure.com/login/canvas>

7. Click the link that says *Parent of a Canvas user?*



*\*If you click on the link to create an account and it takes you to your child's Canvas account, you will need to clear your cache. Click the 3 dots in the top right corner of your browser. Select More Tools and then Clear Browsing Data. After you do this you should be able to click the link to create an account and proceed to the next step.*

8. Fill out the form with your name, email address, and a password at least 8 characters long. Enter the pairing code exactly like you wrote it down (or paste it if you copied)

The image shows a "Parent Signup" form. It has a title bar with a close button (X). The form contains the following fields: "Your Name" (text input), "Your Email" (text input), "Password" (password input with asterisks), "Re-enter Password" (password input with asterisks), and "Student Pairing Code" (text input). There is a link "What is a pairing code?" next to the pairing code field. At the bottom, there is a "View Privacy Policy" link, a "Cancel" button, and a "Start Participating" button.

9. Click Start Participating.

## Adding Students to Observer Accounts

### Canvas Parent app

When you first use the Canvas app, you will need to find the school name. For the parent app it is RCBOE Parent (the student app is RCBOE Student)

You can add students by tapping the menu (3 lines in the top left corner)

Select Manage Students

Tap the + in the top right corner

Enter the pairing code.

### Online Parent Account

<https://rcboe.instructure.com/login/canvas>,

Click on your account profile picture

Click on Observing

Click +Student

Enter pairing code.

Keep in mind that each pairing code is good for one use and expires in 7 days. You will need to generate a new code for each observer.