

What is Canvas?

Canvas is the learning management system (LMS) used at Francis Tuttle Technology Center. It is one of the primary tools instructors use to deliver content and communicate with their students. Through Canvas, students have access to assignments, grades, and other resources depending upon the specific course.

What is a Parent Observer?

Parent Observer is a user role in Canvas. It is Francis Tuttle's tool for improving communication between parents, students, and instructors. A Parent Observer account provides parents/guardians with access to information about their student's academic progress.

Observers are able to view Canvas Courses that the student is enrolled in, including assignments, events, and course interactions. Observers do not have the ability to interact with any content, submit assignments, or communicate with other students or observers in the course(s).

Instructors can turn access to specific features on or off, and as a result, the available information in any one course may be limited compared to other courses. However, observers will always have the ability to see student grades.

How are Parent Observer accounts created?

The accounts are available to parents/guardians of high school students who are actively enrolled in a program at Francis Tuttle Technology Center. All Parent Observer accounts are linked to a student account. Creating a Parent Observer account requires a pairing code that is generated within the student account. Once parents/guardians have a student's pairing code, they can go to canvas.francistuttle.edu and follow the instructions for creating a Parent Observer account. Specific instructions for generating a pairing code and creating an observer account are provided below.

Who do I contact if I have questions?

Francis Tuttle Technology Center's Canvas LMS is managed by the Instructional Design, Development and Delivery department (ID3). If you have issues or questions related to creating a Parent Observer account, please contact us by email at id3@francistuttle.edu or phone at 405.717.4226. Questions related to content and information within a student's courses should be directed to the appropriate instructor.

Parent Observer Acceptable Use Policy

By creating a Parent Observer account, users agree to the following acceptable use policy.

Francis Tuttle Technology Center is using Parent Observer as a means to further promote educational excellence and to enhance communication with parents. Parent Observer allows parents to observe their child's grades and progress in courses. Because the grades are accessed via a website, the student's academic progress can be accessed anywhere, anytime via the Internet. To gain access to the system, parents are required to agree to the following guidelines:

- Parents **will not share their passwords** with anyone, including their children.
- Parents will not attempt to harm or destroy data of their own children, of another user, school or district network or the internet.
- Parents will not use Parent Observer for any illegal activity, including violation of Data Privacy laws.
- Parents will not access data or any account owned by another parent.
- Parents who identify a security problem with Parent Observer must notify Francis Tuttle Technology Center immediately, without demonstrating the problem to anyone else.
- Parents who are identified as a security risk to Parent Observer will be denied access.

Security

This site has security measures in place to protect the loss, misuse and alteration of the information under our control. Our database server has a backup system to prevent loss of data. This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line.

Only authorized employees have access to sensitive information online. Only employees who need the information to perform a specific function have access to students' personally identifiable information.

To help protect your account, please keep your password secure. We suggest that you pick a secure password that contains at least six characters and mixes numbers and letters. In addition, we recommend that you do not divulge your password to anyone. Ultimately, you are responsible for maintaining the secrecy of your passwords and any account information.

Remember to log out of your Francis Tuttle registered user account and close your browser window whenever you leave your computer. This is to ensure that others cannot access your personal information, because your computer may be accessible to others or used in a shared setting such as a school computer lab, library, or classroom. Francis Tuttle Technology Center's policy does not extend to anything that is inherent in the operation of the Internet, and therefore beyond Francis Tuttle's control, and is not to be applied in any manner contrary to applicable law or governmental regulation.

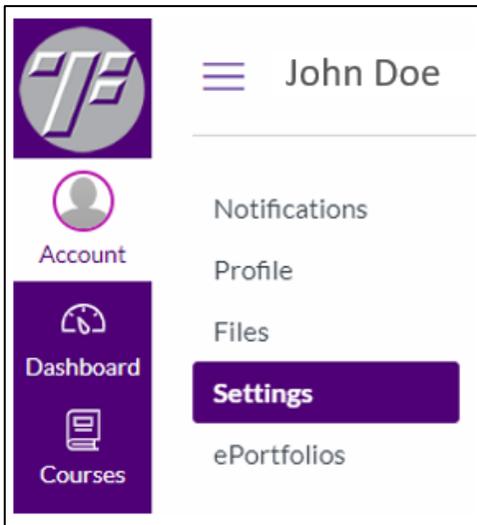
Creating a Parent Observer Account in Canvas

Please note:

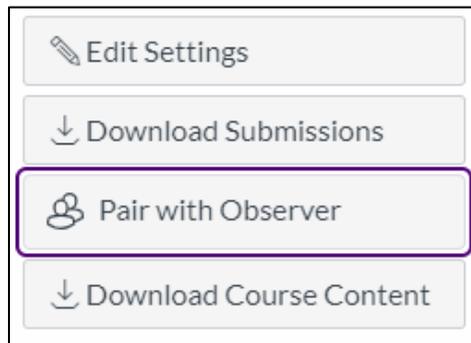
- It is recommended that accounts are first set up using a computer (not a mobile device).
- The Canvas Parent app for mobile devices may be used once your account is set up.
- The following web browsers are recommended when using Canvas: Chrome, Safari, Firefox.

Generate a pairing code:

1. The student will need to login to their Canvas account (either on a computer or a mobile device).
2. In the student account, go to **Account** > **Settings**.



3. In the Settings page, click on the **Pair with Observer** button.



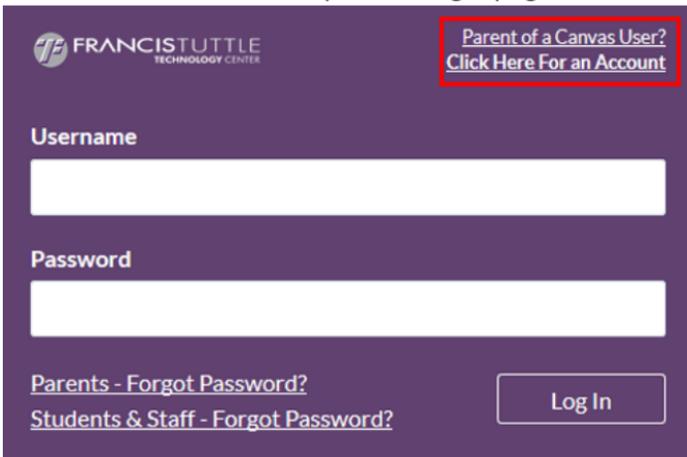
4. A window will appear with the pairing code. Copy this to use when creating the observer account.

Note:

- The code is case sensitive.
- The pairing code will expire after 7 days. If it does expire, you can simply generate a new one.
- Pairing codes may only be used once. However, a student can generate more than one pairing code if two or more observer accounts are being created.

Create the Parent Observer account

1. Go to canvas.francistuttle.edu
2. Click the link at the top of the login page, **Parent of a Canvas User? Click Here for an Account.**



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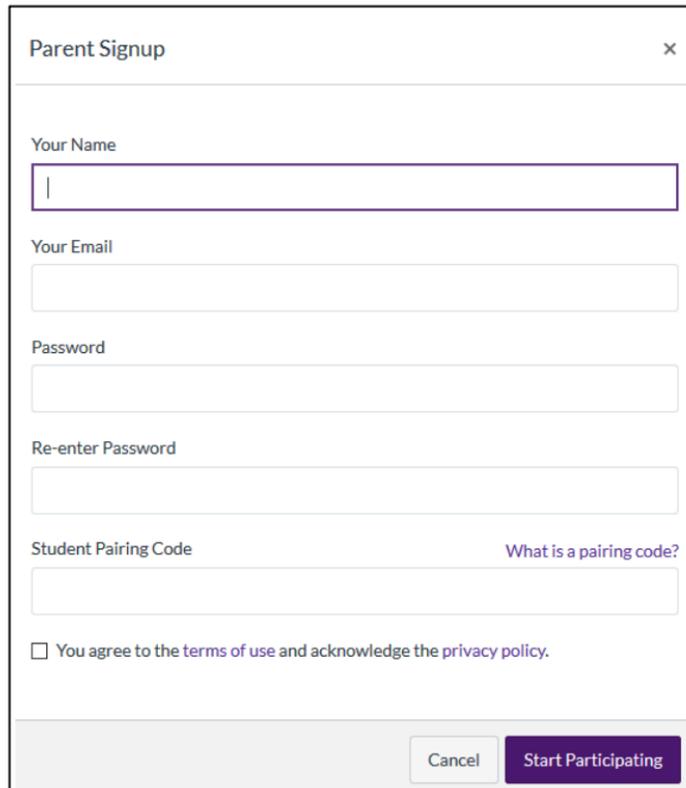
Parent of a Canvas User?
Click Here For an Account

Username

Password

[Parents - Forgot Password?](#)
[Students & Staff - Forgot Password?](#)

Log In



Parent Signup

Your Name

Your Email

Password

Re-enter Password

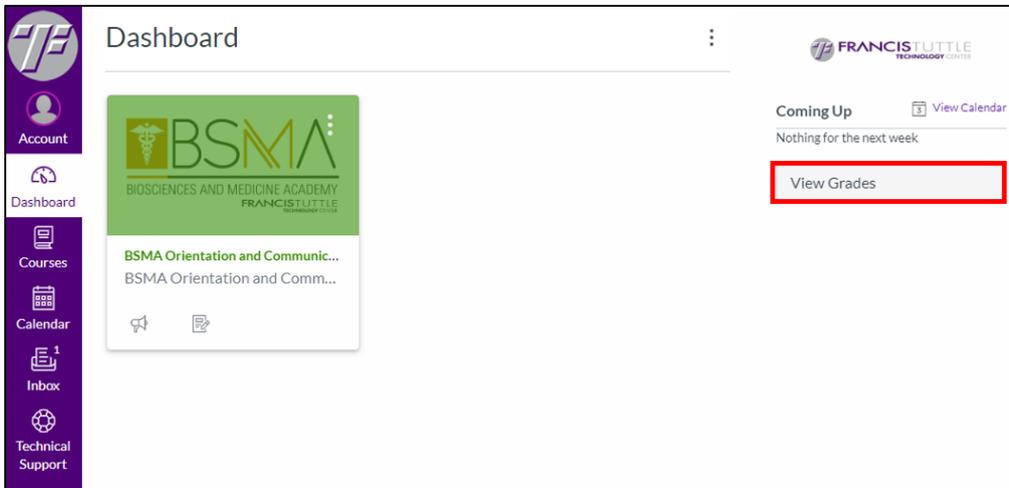
Student Pairing Code [What is a pairing code?](#)

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

Cancel Start Participating

3. Fill in the required information, including the pairing code. Click on **Start Participating** to activate your Parent Observer account.

Once you click **Start Participating**, you should be logged in and your dashboard will appear. You may click on the course that you would like to view and then click on **Grades** to see your student's grades, or you may click on the **View Grades** button on your homepage.



The screenshot shows a user's dashboard in the Canvas LMS. On the left is a purple sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Technical Support. The main area is titled 'Dashboard' and features a course card for 'BSMA Orientation and Communication' from the 'BIOSCIENCES AND MEDICINE ACADEMY'. A red box highlights the 'View Grades' button on the course card. In the top right corner, there is a 'Coming Up' section with a 'View Calendar' link and another 'View Grades' button, also highlighted with a red box.

Email/Text notifications

Canvas includes a set of default notification preferences you can receive for the courses you are observing. Notifications are sent to Canvas contact methods as specified in your account User Settings. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to the student you are observing.

Instructions for setting notifications: <https://community.canvaslms.com/docs/DOC-10910-4144710318>

How do I add additional students to my observer account?

Once you have created a Parent Observer account, you can add students to observe within the same institution. You do not need to create a new account to add another student.

Instructions for adding additional students: <https://community.canvaslms.com/docs/DOC-10915-4144237751>

Forgot my Password

If you are unable to login, click on the Parents – Forgot Password? link to reset your password. You will use the email you registered with as your username and a link will be sent to that email address to reset your password.