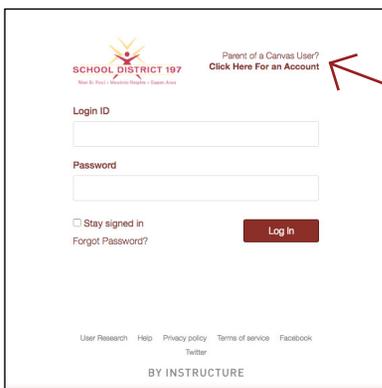


# How to Sign Up

The use of a Parent Observer account in Canvas will enable parents to access materials, announcements, assignments, and receive notifications when something is posted to Canvas. With the parent observer account, you can choose to received notifications pushed to you via text, email, or Twitter. Also with one parent account, you can be linked to multiple children across multiple schools. This gives you a single location to collect and view information posted. When you create a parent account, you will need to know your child's email address and 6-digit student ID number. You can find this information in the Infinite Campus Parent Portal. Once an account is created with one child, others may be added later.

# 1

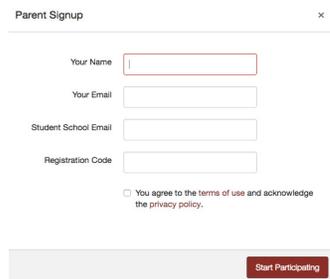
Go to [www.isd197.org/academics/canvas](http://www.isd197.org/academics/canvas)  
Click on the "Parent of a Canvas User" link



To create your account for the first time, click here.

# 2

Fill out the form with your name and email address. Then, enter your child's email address, 6-digit student ID number followed by the word "canvas". For example, "123456canvas" then click "Start Participating."

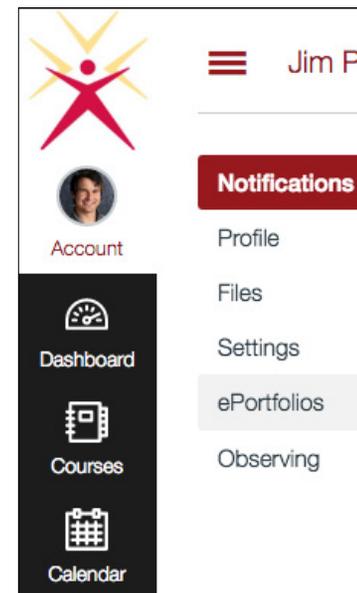


If everything is correct, you will see a "Welcome to Canvas" pop-up window. *you're invited to join a course, click accept.*

# 3

## Finish the Registration Process

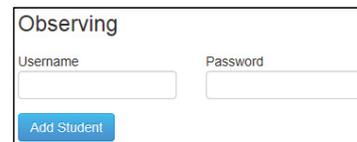
Please stop and check your email before you go any further to finish the registration process to set your Canvas password. Once you've logged into Canvas, you can modify your preferences by clicking on "Account" and then "Settings." To view courses or classrooms that your child is in, click the "Courses" menu. For assignments, click the "Assignments" menu.



# 4

## Adding Other Children

When you first create an account, one child is linked to you. To add additional children, Click "Account", then "Settings" in the top right corner. Then click "Observing" in the left menu. Enter their email address and 6-digit student ID number.



# 5

## Personalized Communication Preferences

You can choose how often you receive notifications based on the type of activity. The options are ASAP, Daily Summary, Weekly Summary, or Never. Click the "Account" option and then select "Settings" to add your preferred methods of contact. Click "Account" and "Notifications" to set up your notification options per activity.



**Optional Preferences** include the use of additional email addresses, Twitter, and text messaging. You can adjust your level of notifications and method.