



## HOW TO CREATE A PARENT ACCOUNT FOR CANVAS

A Parent Account on Canvas will allow you to monitor your student's Canvas account. This account will provide you access to assignments, due dates, and grades. It will not let you submit assignments on behalf of your student. It will also allow you to set up daily notifications of when assignments are due and when they are submitted. It also provides an option to send messages to teachers although it is preferable to send emails directly to the teacher's email address.

### Step 1 – Obtain a Pairing Code

- 1) Log on to the student's Canvas account.
- 2) Click on the "Account" icon and then on the settings option.
- 3) On the right side of the Settings Page, click on "Pair with Observer".
- 4) Copy down the six-digit code.
- 5) Click "OK" to close the window.
- 6) Log out of the student's account.

### Step 2 – Create a Parent Account

- 1) Go to [summitacademy.instructure.com](http://summitacademy.instructure.com).
- 2) Click on the option at the top right, "Click Here For an Account".
- 3) Fill in the boxes for your name, your email, and create a password.
- 4) Enter the student's pairing code obtained in the previous step.
- 5) You will now be able to see your student's Canvas courses.
- 6) If you cannot see a course, click on the "Courses" icon on the left side and then click on "All Courses".

### Step 3 – Logging Back into Canvas

- 1) Go to [summitacademy.instructure.com](http://summitacademy.instructure.com).
- 2) Enter your email address in the box titled "Student ID#".
- 3) Enter your chosen password in the box provided.
- 4) Click on the "Log In" button.