

# The NCVPS Canvas Observer Quick Access Sheet

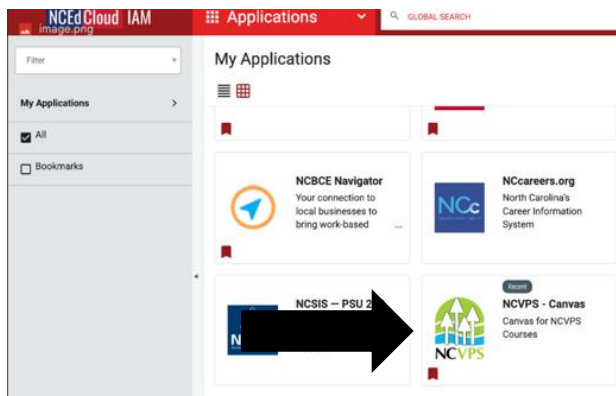
For Teachers, Instructional Aides, Lab Facilitators, Advisors, and Other School-Based Support Staff

**About the Canvas Parent App:** Canvas allows designated school personnel to monitor students' NCVPS course activity as **Observers**. Use the **Canvas Parent App** on a mobile device or access Canvas from a computer for full **Observer Access**. Follow the directions below to create an Observer Account to pair with students.

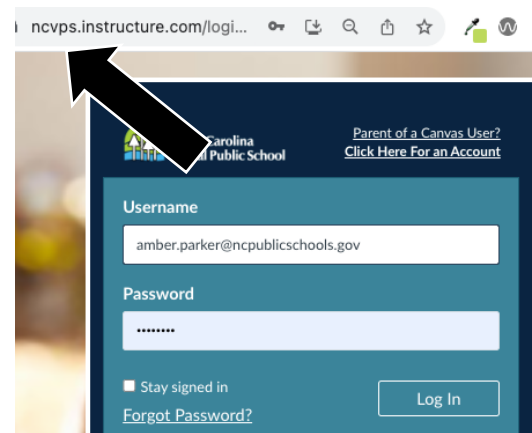
**Note:** This process is for observing a student in a traditional NCVPS course. It does not add the observer as a co-teacher in the course.

## STEP 1: Have the Student(s) Generate Pairing Code(s)

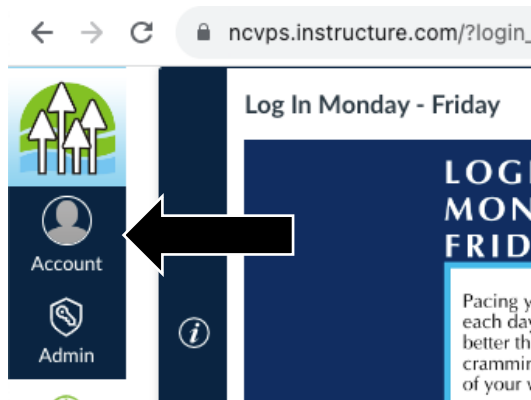
- A. Have the student Log into Canvas using their NCEdCloud account. (if your school does not use NCEdCloud, go to step B)



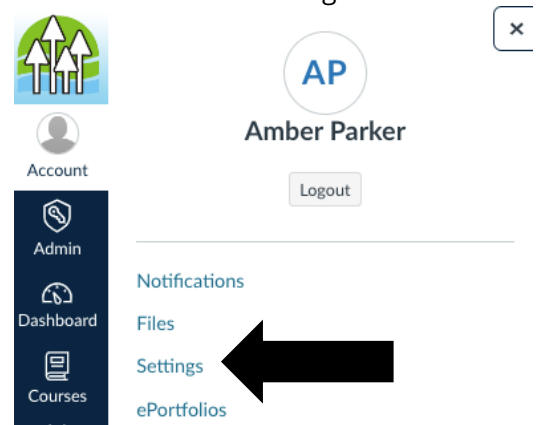
- B. Have Student Log into Canvas. Make sure ncvps appears in the URL



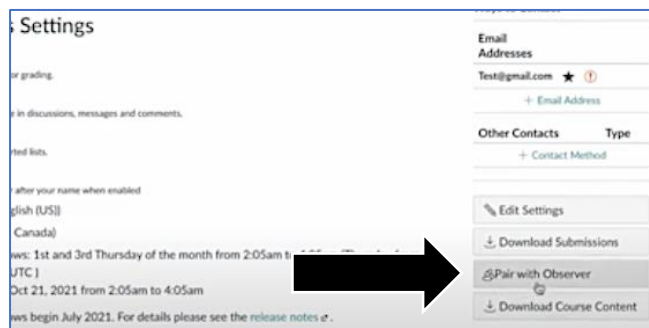
- C. Have Student Click 'Account' icon



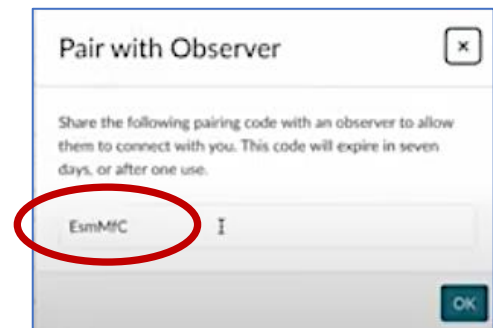
- D. Have student click 'Settings'



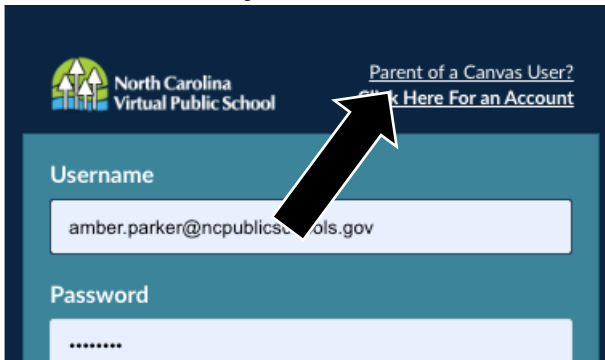
- E. Have Student Click 'Pair with Observer'



- F. Results: **Make a note of the code**



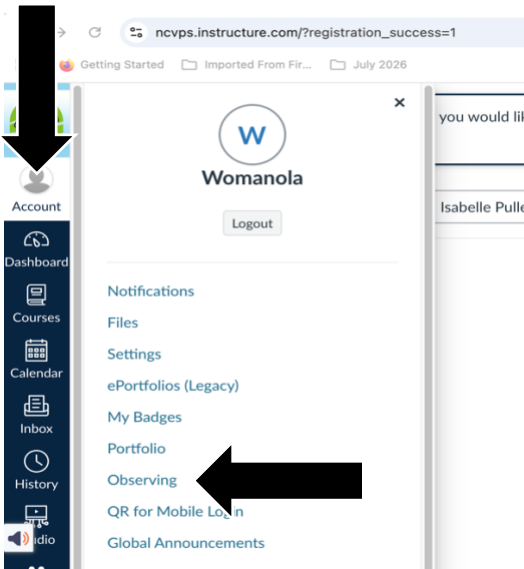
## STEP 2: Create your Canvas Observer Account:



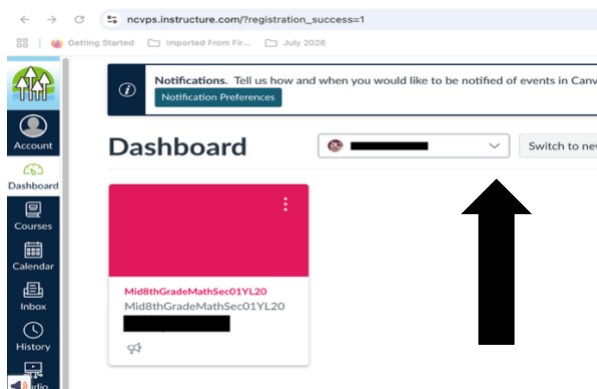
Go to <https://ncvps.instructure.com/login/canvas> and select **Click Here for an Account**.

Fill in your information, **enter student pairing code** from STEP 1, agree to the Acceptable Use Policy, and click **Start Participating**. You will be taken to the student's dashboard.

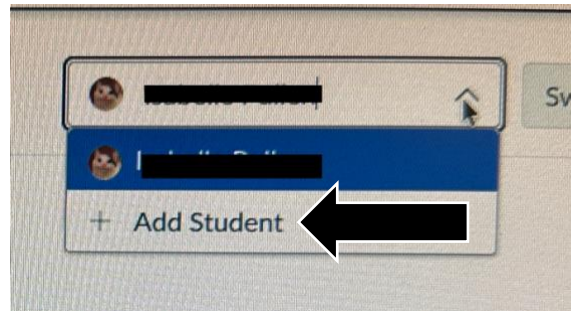
**To add additional students:** From your Account, click Observing



You will see a dropdown list of students you are currently observing.



To add additional students, click the dropdown and **'+ Add Student.'**



### Important: Removing Students.

Observers can remove students they no longer need to monitor. **However, always keep at least one student connected to your Observer account.**

If you remove your **last remaining student**, Canvas will remove your Observer role. You will no longer be able to add students to that account on your own. The NCVPS Help Desk will then need to delete the account so that you can create a new Observer account and start the pairing process again.