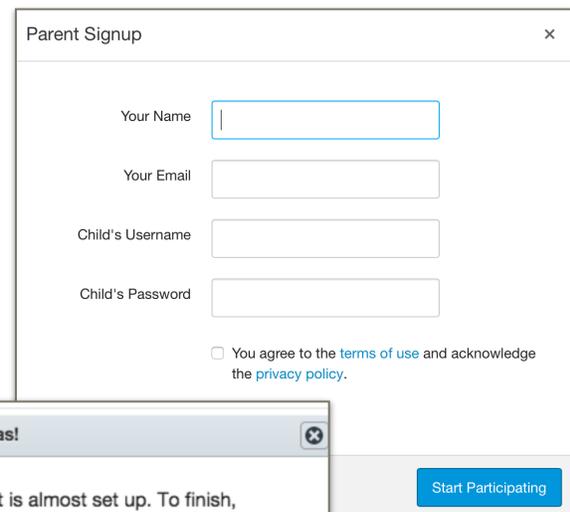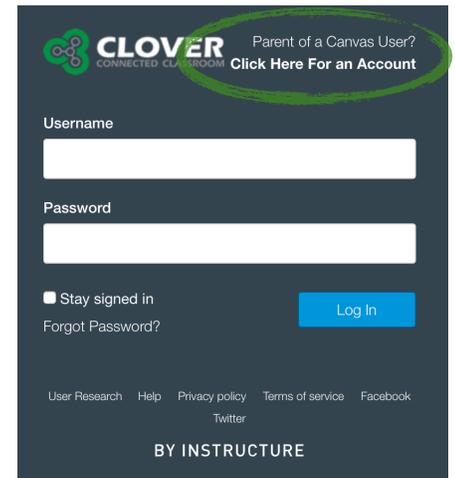**CLOVER**
CONNECTED CLASSROOM

## How do I sign up for Canvas?

Parents (Observers) can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. If an institution that is a Canvas client wants parents to observe a student via linked accounts, that institution must create user accounts for parents or guardians, or they will provide self-registration on their Canvas URL login page. Remember, Observers can view the course content but cannot participate in the course.

**If you previously signed up for an account with Canvas, your account is still active. if you need to register additional students, please refer to the "Using Canvas" section below.**
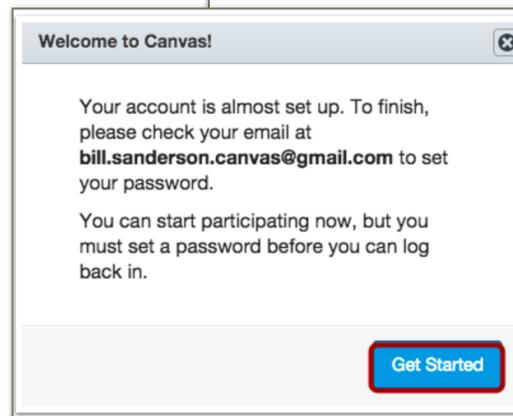
1. Open Canvas at the following URL:
   https://clover.instructure.com

2. To Register click the "Parent of a Canvas User? Click Here For an Account" link near the top right.

3. Enter the following information:

   A. Enter your name in the name field.
   B. Enter your email in the email field.
   C. Enter your child's username in the child's username field.
      1. Example:lastnamefirstnamemiddleinitial or smithjohna
   D. Enter your child's password in the child's password field, which should be the last five digits of student ID.
   E. Agree to the terms of use by clicking the "You agree to the terms of use" check box.
   F. Click the Start Participating button.

## Activating Your Canvas Observer Account

You can begin participating in Canvas immediately by clicking the **Get Started** button. However, to finish activating your account, log into your email account.

1. Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.







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2. To complete the registration process fill out the following fields:
   A. Verify your email in the login field.
   B. Set your password by typing in the password field.
   C. Set your timezone by selecting the time zone drop-down menu.
   D. Click the "Register" button. You will be redirected to the Canvas URL login page for your account.

## Using Canvas

1. View the user dashboard for your Canvas account.

2. To view the course where your student is enrolled, click the **Courses & Groups** link and click the title of the course.

3. To observe multiple students
   A. Click on the "Account" link on the top left corner.
   B. A drop down menu will appear, scroll down to "Observing" link.
   C. Enter the username and password fields for the student you would like to add.
   D. Click "Add Student" button.
   E. Now view the new student you are observing.

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