

Dear Parents,

I hope you find this letter as a resource for you.

As you may know, students have a Canvas account at ALA. Teachers at ALA are utilizing Canvas to relay information to our students, make assignments, or provide lessons/links to resources during this time away from the classroom. I just wanted to reach out and let you know that you as a parent(s) can become an Observer to your students Canvas account. By doing this you should have access to all of her courses and by extension able to see the information communicated to your student. There is a Canvas Parent app for Android and iOS but in my testing it was more user friendly to initially setup via normal website which can be done on desktop or smartphone, and here are the instructions:

1. Go to <https://americanleadership.instructure.com/login/canvas> (or copy this URL into your browser's address bar)
2. In the upper right corner you will see a link that says "Parent of a Canvas User?"...click that link.
3. Complete the Parent Signup data fields. The last one asks for a Student Pairing Code...(The student pairing code is only good for a limited time and for one use.)
4. Once you have created your parent account and logged in you can set your notification preferences, add more students to observe etc. These options can be found by clicking on Account (in the upper left).
5. Continue using the website or the Canvas Parent App...enjoy!

NOTE: If the pairing code expires or another parent wants to be an observer the student can retrieve another code by going into Account > Settings and on the right hand side, bottom button it says "Pair with Observer".

I hope these steps are clear and this information allows you to stay organized. Please let me know if you have any questions getting this up and running, and of course if your student is struggling in any way with content please encourage them to reach out!

Sincerely,