

Everything needed for a parent to receive Announcements through Canvas

Teachers or students will have to create a PAIRING CODE that is case sensitive. Each time that one creates a pairing code, the code is different.

Option 1

For Teachers: You will have to go into a course that you teach in Canvas. Go to PEOPLE. Then for each student, you will have to select the three dots on the far right beside the student's name. Select **User Details** from the drop down menu that appears. Then on the right side of the screen choose **Pair with Observer**. This is when a code will be created. The code is Case Sensitive (capital letters matter). You will have to write/print this code and send it home with each student. The parents **MUST** have this when creating their parent accounts so they can observe the correct student(s).

Option 2

For Students: Students can create their own Pairing Code by logging into Canvas. Go to the Account button on the left. Go to Settings. On the right click Pair with Observer. This will create a pairing code that parents can use to Observe students. Parents will receive email notifications. Parents will **NOT** receive Announcement notifications through TEXT unless they follow further directions on RECEIVING NOTIFICATIONS.

Things a parent will need in order to create a Parent Account:

- active email account
- student Pairing Code - Your child or your child's teacher can create this Pairing Code
- a computer/chromebook to use
- NON_VERIZON Phone number for receiving Notifications through text
- [Canvas App](#) - If you have Verizon, you must have the the Canvas App in order to receive notifications from Canvas.

Already have a Canvas Parent Account. Skip to **RECEIVING NOTIFICATIONS**

Parent will create a Canvas account at <https://columbiaschools.instructure.com>. On the top of [this webpage](#) there is a place for parents to "Click Here For an Account". If you already have an account, but forgot your password, select Forgot Password to reset it. You will receive an email to reset your password.

RECEIVING NOTIFICATIONS

- After creating a Canvas Parent Account, parents must do the following in order to receive Announcements immediately:
- While logged into Canvas, Parent will go to Settings and + **Contact Method** - enter your 10 digit phone number with NO spaces
- Select Carrier for phone service (Verizon customers must download the Canvas App)
- Click the blue Register SMS button (just means that you will receive text messages)
- Check your text and Confirm SMS number
- To activate SMS, enter the four-character confirmation code sent to your phone number (**601*******). The Code is case sensitive. (This may take several minutes to receive the confirmation message. You may have to resend the message until it comes through.)
- Now you need must go to Notifications (on the left side of the screen while logged into Canvas). Here you can select a number of Canvas notifications to receive.
- Today we are working on Announcements. Your phone number should be visible in the upper right corner beside your email address.

Find the Announcements and select the check box for “immediately” receive notifications for Announcements under your phone number. All other notifications are up to you.

Login or Create Canvas Account from the link below.

<https://columbiaschools.instructure.com>

Create Account

Parent of a Canvas User?
[Click Here For an Account](#)
[Browse courses](#)

DISTRICT USERNAME - (PARENTS-Use Email Address)

Sign in if you have an account

Password

[Forgot Password?](#)

Click here if you forgot your Password. [policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

When creating an account, you will see the next image on your screen.

Parent Signup



Your Name

Your Name will go here.

Your Email

Use an email that you check

Password

Re-enter Password

Student Pairing Code

[What is a pairing code?](#)

Teachers and Students can create a pairing code|

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

Cancel

Start Participating