

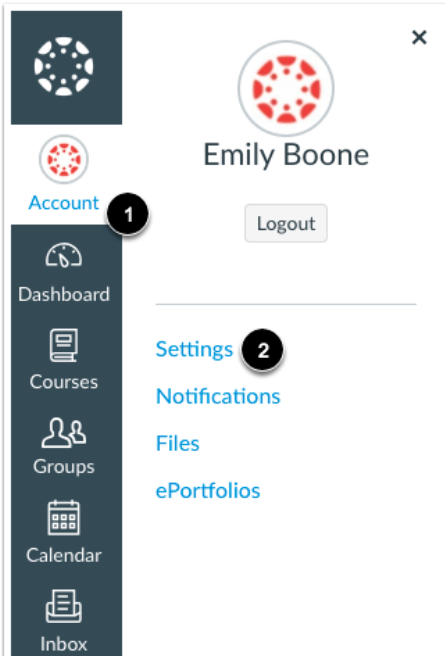
HOW DO I LINK ADDITIONAL STUDENTS TO MY CANVAS PARENT ACCOUNT?

If you signed up for a Canvas account as a parent and linked yourself to a student, you can add additional students to observe within Richmond Community Schools .

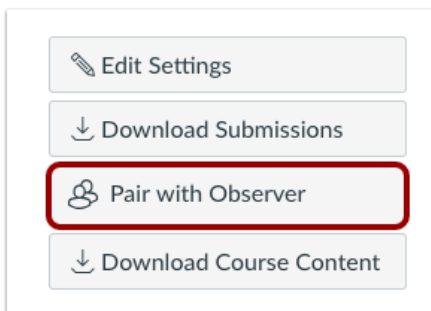
1. GETTING A PAIRING CODE

Parents will need their student(s) to log in to their Canvas account and complete the following steps pictured below.

Open Settings

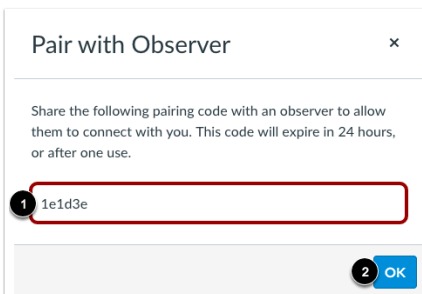


Pair with Observer



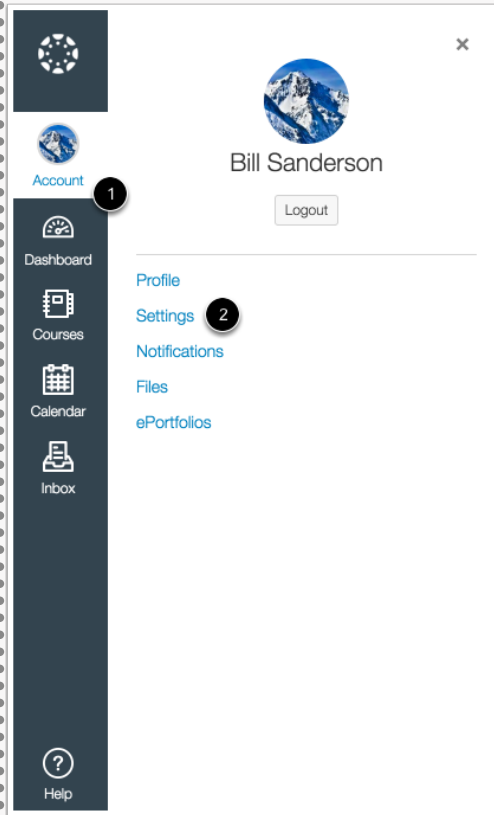
Click the **Pair with Observer** button.

Copy Pairing Code

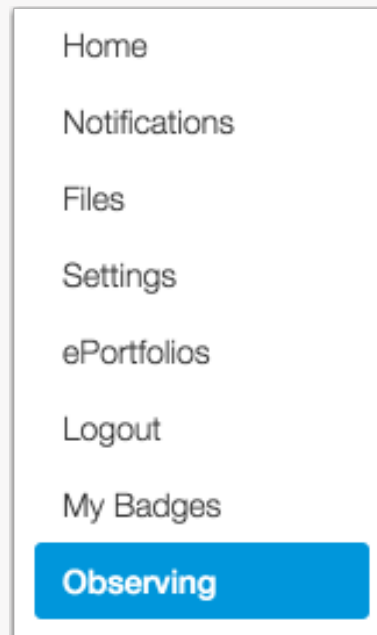


Copy the six-digit pairing code above. You will need this code as an observer of your child's account. The pairing code will expire after 24 hours or after first use.

2. OPEN USER SETTINGS



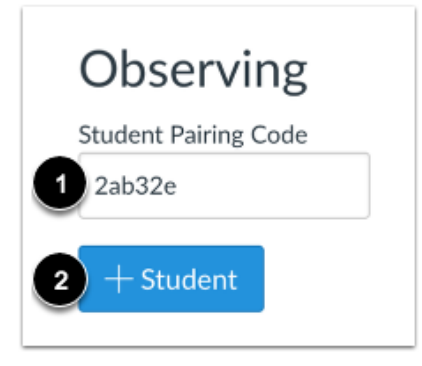
In Global Navigation, Left Hand Margin (RED), click the **Account** link [1], then click the **Settings** link [2].



- In User Navigation, click the **Observing** link.

3. ADD STUDENT

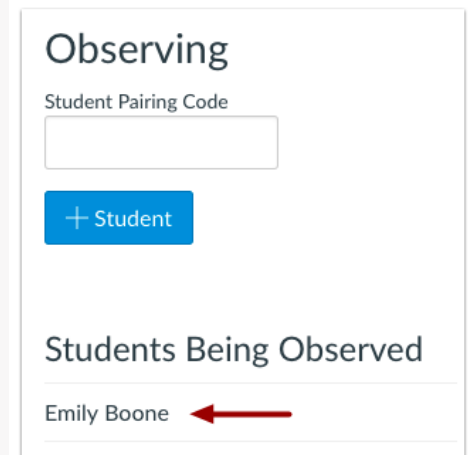
Add Student



Type the pairing code in the Student Pairing Code field [1] and Click the **+ Student** button [2].

4. VIEW STUDENT

View Student



- View the new student you are observing.
- Repeat as needed.