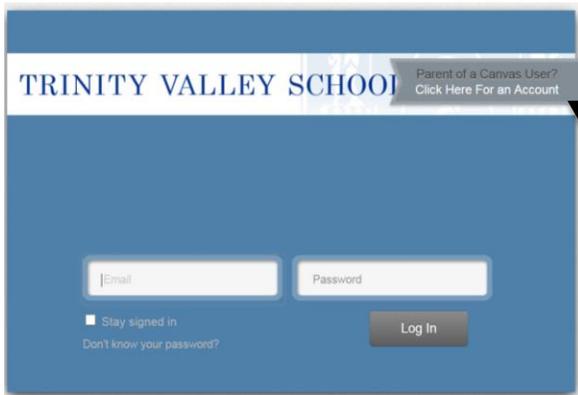


How to Create a Parent Account in Canvas to View Your Child's Assignments and Grades

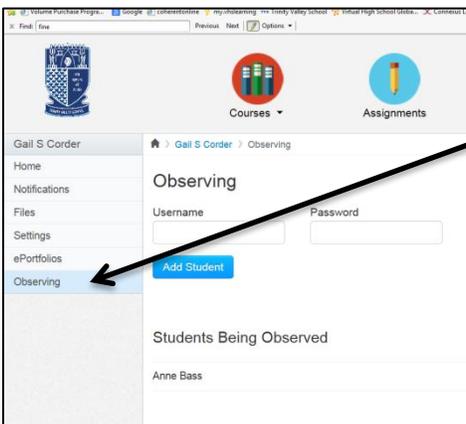
Note: Setting up your parent account must be done on a computer, not a mobile device. After the account is set up, you can access your account on any device by pointing the browser or app to tvs.instructure.com



1. Browse to tvs.instructure.com (no www).
2. Click on the banner to create a Parent Account.

3. Provide the information requested. You will need your child's Canvas username and password.
4. Check the **Agree** button and click **Start Participating**.

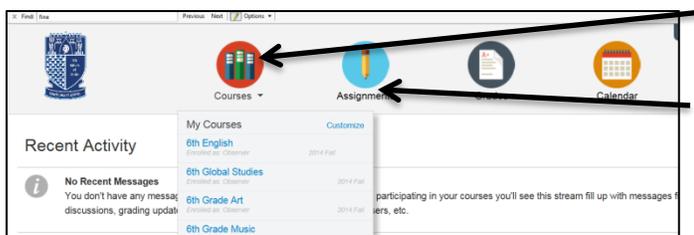
Note: You will receive a number of emails telling you that you are enrolled in various classes of your child's. You may disregard most of them. But there will be one email asking you to confirm your registration. You must click to confirm. After you do so, you will be enrolled as an observer in all of your child's courses.



5. If you have more than one child in the middle school, you will want to enroll yourself in your other child's classes as well. Click on the **Observing** button in the left hand menu.

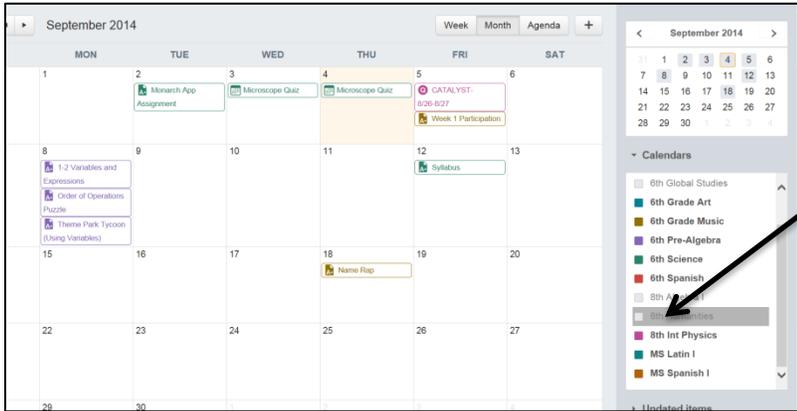
6. Enter the other child's username and password and click **Add Student**.

7. **Note:** If you do not see the **Observing** button, click on your name at the top right to go to your Home screen.



8. Once enrolled, you can pull down the **Courses** menu to explore the content of your child's courses.

9. To see a list of your child(ren)'s assignments, click the **Assignments** button.

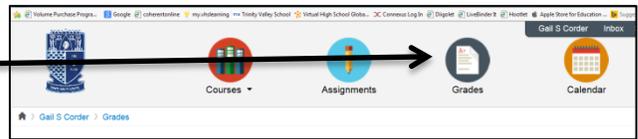


10. If you are observing more than one child, you may find it helpful to view assignments in the calendar.

11. Note that you can turn your child's classes on and off by clicking the colored box in the right hand pane. So you can see only the assignments you wish to see.

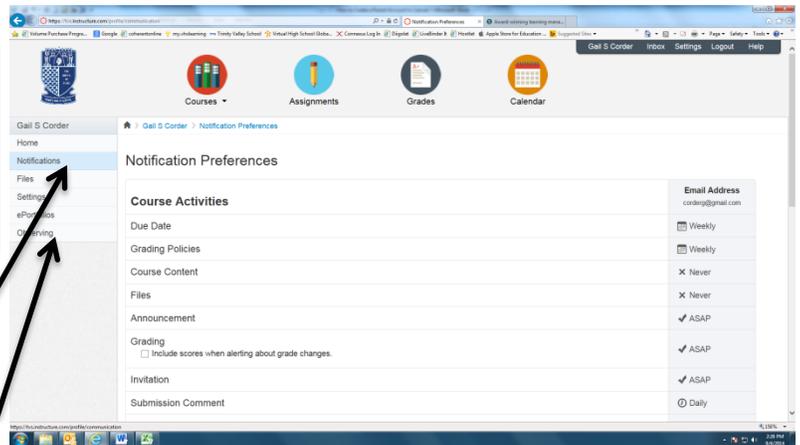
12. **IMPORTANT NOTE:** It is helpful to understand that in Canvas, the gradebook is linked to Assignments. Therefore, if a teacher wishes to enter a grade for work done on paper during class, an "Assignment" must be created. So many assignments may have already been completed, especially those with no due date entered.

13. To view a summary of your child's grades, click the **Grades** button.



14. To view further detail, click on the class in the **Grades** summary.

Note: In the iOS app, grades are not visible. However, by accessing Canvas through your mobile device browser (tvs.instructure.com) you can see your child's grades.



15. Notice that under **Notifications**, you can set how often you want to be notified of various events in your child's classes. For example, you can request a daily summary of your child's grades.

16. You can also choose your preferred contact method. Click on **Settings** and in the right hand pane, add an email address or other means of contacting you.