

Subject: Parent/Guardian Canvas Observer Account Login Instructions

Dear Parents and/or Guardians,

I am excited to share that I am part of a group piloting Canvas LMS at Olathe Public Schools. Our district has created your Parent/Guardian Canvas Observer accounts using the email address you provided the school to create your account. **If you are a teacher or staff member in the district you will need to provide your student's school with a personal email address to use in creating an Observer account. *Once Canvas has created your district teacher account, it cannot use the same email to also create an observer role.**

With a Canvas Observer account, there are two ways to access your account:

1. Access through the Canvas Website <http://olatheschools.instructure.com/login/canvas>
 - a. You will use the email address you provided to the district
 - b. If this is your first time signing in, select "Forgot Password" to reset your password
2. Access through the Canvas Mobile App
 - a. Enter your Apple App Store or Google Play Store
 - b. Search and select "Canvas Parent"
 - c. Download the app and open it
 - d. Select "Find School"
 - e. Type in "Olathe Public Schools - Parents"
 - f. Use your email address provided by the district
 - g. If this is your first time signing in, select "Forgot Password" to reset your password



There are many benefits to a Canvas Observer Role, including:

- Parents can review upcoming or past assignments, check on grades, and receive alerts for student activity.
- If a parent/guardian has multiple students attending schools in the district, there will only be one Observer account.
 - A drop down at the top of the page allows parents/guardians to switch between individual student Dashboards/Classes.
- Observers have limited permissions that allow them to see what is going on day-to-day in a course without interrupting the flow of daily course communication.

Please find some additional information about the Canvas Observer Role below:

- On the mobile app you can use a QR Code found in your Canvas account to login quicker.
 - [How do I view the QR Code to log into the apps?](#)
- If a student has multiple parents/guardians who have only provided one email address, the account will be created with the parent's/guardian's name who comes alphabetically first meaning there will only be one login.
 - To have separate logins, parents/guardians will need to provide a second email address to the district
- For more information on what is available in the Observer role:
 - [Canvas Observer Guides](#)

Please reach out to the OPS Canvas Support team at canvas.support@olatheschools.org if you have any questions!