



Canvas

Parent Observer Account

With Canvas, Helix's LMS, parents have the ability to view the courses their students are taking. This allows parents to monitor their student's progress by viewing assignments, due dates, and grades in each class. To do this you will need a Helix Parent Observer Canvas account.

NOTE: You will need to have an active email account (one you can access) AND your student's CANVAS Username (id#@helixcharter.net) and Password (ask your student).

To create your Canvas account:

1. Using Chrome, Firefox or Safari type in the URL <https://helix.instructure.com/login>

2. Click "Parents of a Canvas User? Click here for an Account" link

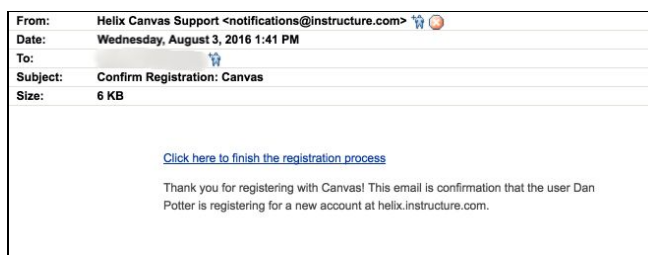
3. Enter Contact Information

- Enter your name in the name field
- Enter your email address in the email field. *If you do not have an active email address (you must know the password) then please create one before you proceed.*
- Enter your child's Canvas username.
 - It's their Helix email address (id#@helixcharter.net)
Example: 1234@helixcharter.net
- Enter your child's Canvas password.
 - Ask your student for this password if you don't already have it. You will not be able to observe your student's progress without it.
- Agree to the terms of use by clicking the "You agree to the terms of use" check box.
- Click the "Start Participating" button.

4. To finish registering for Canvas, log into your email account

Complete Registration Process

1. Open the email from Helix Canvas Support. Click the link to visit the provided URL and complete the registration process.

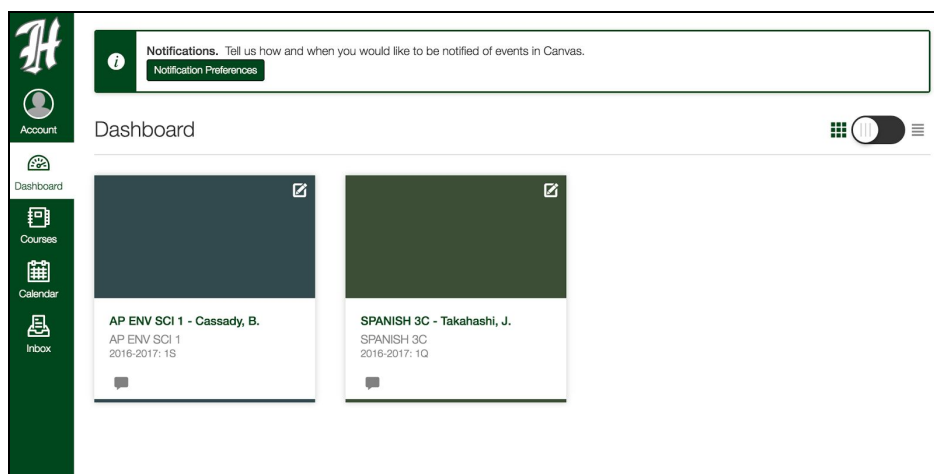


2. To complete the registration process fill out the following fields:

- Verify your email in the login field.
- Set your password by typing in the password field.
- Set your timezone by selecting the timezone drop-down menu.
- Click the Register button.

A screenshot of the Canvas registration form. It has a dark header with the Canvas logo. The main content area is white and says 'Welcome Aboard!'. Below this, it says 'In order to set up your account, we'll need a little more information.' There are three input fields: 'Login:' with a greyed-out field, 'Password:' with a field containing six dots, and 'Time Zone:' with a dropdown menu showing 'Pacific Time (US & Canada) (-07)'. Below these is a link 'View Privacy Policy' and a green 'Register' button.

Quick Canvas Overview



- To view your student's current courses, click the **Dashboard** or **Courses** and you will see a list of your students courses. Courses will be added at the beginning of each quarter or Semester.
- To view **Assignment** due dates, click the **Calendar** link
- To change/update your account information, click the Account link and choose Settings.
- [How do I navigate a Canvas course as an observer?](#)- Official Canvas help document
- For more information about the Canvas Observer account please view official [Canvas guides](#)

If you have more than one student attending Helix, you will need to add any additional students to your Observing list. Please continue to the next page to learn how to do this!

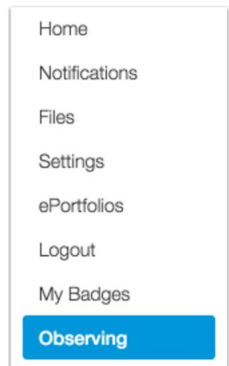
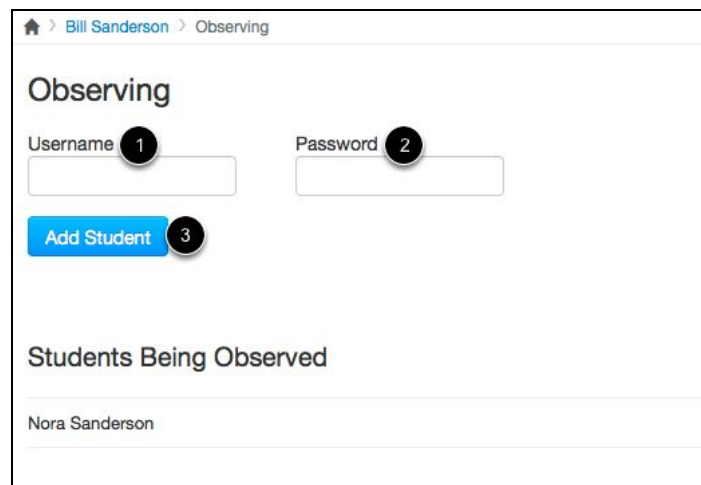
Do you have more than one student attending Helix????

To add/link an ADDITIONAL student to your Parent Observer account*

If you have more than one student here at Helix, you will need to add each of them to your Observer account. This will allow you to view for ALL of your students' grades/class assignments using one login.

**You will need to know the username and password for each student in order for the linking process to work*

1. If not already logged in, please log in to Helix Canvas using your Observer account email address and password.
2. Click the **Account** link in the top left corner and choose **Settings**. This will open your personal settings.
3. Click the **Observing** link
 - a. You should see two areas in the Observing window; list of Students being Observed and an area to add other students



4. In the **Username and Password** fields, enter your student's username and password
5. Click the **Add Student** button
6. You should now see the new student you are observing listed on the bottom.



That's it! You should now be able to view the all the courses for your students from the Course menu in the upper left.