CANVAS OBSERVER GUIDE
# Table of Contents

## Introduction
- How can I use Canvas on my mobile device as an observer? .......................................................... 4
- How do I sign up for a Canvas account as a parent? ........................................................................ 5
- How do I accept an invitation to join a course as an observer? ..................................................... 9
- How do I link a student to my user account as an observer? ......................................................... 11

## Calendar
- How do I use the Calendar as an observer? ...................................................................................... 15

## Conferences
- How do I join a conference in a course as an observer? ................................................................. 26

## Course Navigation
- How do I navigate a Canvas course as an observer? ........................................................................ 33

## Files
- How do I view my user files as an observer? ..................................................................................... 37
- How do I view course files as an observer? ....................................................................................... 42

## Pages
- How do I edit a course page as an observer? ..................................................................................... 47

## Profile and User Settings
- How do I reset my password as an observer? .................................................................................... 56
- How do I set my Canvas notification preferences as an observer? ................................................. 61
- How do I edit my profile in my user account as an observer? ....................................................... 51
- How do I change the language preference in my user account as an observer? ......................... 74
- How do I set up multi-factor authentication for my user account as an observer? .................... 77

## Web Services
- How do I connect to web services outside of Canvas as an observer? ......................................... 82
Introduction
How can I use Canvas on my mobile device as an observer?

Canvas is built on open web standards and uses minimal instances of Flash, so most features are supported on mobile devices.

Mobile Browsers

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is designed to be used within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has one native mobile application for observers free for download on both phones and tablets.

- **Canvas Parent** (iOS 8.0+, Android 4.2+). This app is designed for you to engage in your students' education and view assignments, events, and grades. Access to Canvas Parent is managed by your student’s institution.

You can learn more about mobile applications in the Canvas Mobile Guides.
How do I sign up for a Canvas account as a parent?

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content. Observers can view the course content but cannot participate in the course.

This lesson is for parents who do not have a Canvas account and want to observe their students in their courses.

If you already have an account from your student's institution, log in to Canvas using the credentials given to you.

Notes:

- If the registration banner is not available in the login page, the institution has not enabled this feature. Please contact your student's institution for assistance. The registration banner is enabled through Canvas authentication.
- To observe a student, you must have a student pairing code.
- Once you have an account, you may be able to view student information through the Canvas Parent app. Access to the Canvas Parent app is controlled by the student's institution. If you already have an account from your student's institution as an observer, you can always view student information through the Canvas Parent app.

Open Canvas URL

In a browser window, enter the institution's Canvas registration URL (e.g. canvas.instructure.com).
Click to Register

Canvas Observer Guide Updated 2018-08-06
Click the Parents sign up here link.

**Enter Signup Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
<td>Enter your name</td>
</tr>
<tr>
<td>Your Email</td>
<td>Enter your email</td>
</tr>
<tr>
<td>Password</td>
<td>Enter your password</td>
</tr>
<tr>
<td>Re-enter Password</td>
<td>Re-enter your password</td>
</tr>
<tr>
<td>Student Pairing Code</td>
<td>Enter a paring code</td>
</tr>
<tr>
<td>Agree to terms of use</td>
<td>Agree to terms of use</td>
</tr>
</tbody>
</table>

Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a paring code to link your account to your student in the **Student Pairing Code** field.
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Click the **Start Participating** button.

**Note:** Students can [generate pairing codes](#) from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes.
Begin Observing

You can begin observing your student in Canvas immediately.

Learn how to observe additional students in your account.

Learn how to modify your Canvas notification preferences.
How do I accept an invitation to join a course as an observer?

Instructors invite observers to join their courses. By default, when you are added to a course, you will be able to view the course without having to accept a course invitation.

Note: If you do not receive an invitation to join the course, please contact the instructor.

Receive Email Invitation

You will receive the course invitation via email. The invitation will include the course name [1] and your user role in the course [2]. To complete registration, click the Get Started button [3].

Note: You will have to sign in to Canvas to accept the course invitation. If you don't have a Canvas account you'll be able to create one as part of the course invitation.
Complete Registration

Welcome Aboard!

In order to finish signing you up for the course US History, we'll need a little more information.

- **Login:**
  - Enter your email address.

- **Password:**
  - Create a password.

- **Time Zone:**
  - Select your time zone.

- **Terms of Use:**
  - Read and agree to the terms of use.

- **Privacy Policy:**
  - Read and agree to the privacy policy.

Then click the **Register** button.

If you need to set up an account, you will need to create a password, enter your time zone, and view the privacy policy. Then click the **Register** button.
How do I link a student to my user account as an observer?

If you signed up for a Canvas account as a parent, you can add students to observe within the same institution. Additionally, if an institution created an observer account linked to a student for you, you can add students to observe.

To link yourself to a student, you will need to enter a student-specific pairing code. Pairing codes are valid for 24 hours. Students can generate pairing codes from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes.

Notes:

- You cannot add students whose accounts are not within your same institution (Canvas URL). To observe students in another institution, you must sign up for an account using that institution's Canvas URL.
- If you are not able to access all of a student's courses, the option to link to additional students is not available to you.
- Once you have linked to a student from the Observing page, you cannot remove the student. To remove a student, please contact the student's instructor.

Open User Settings
In Global Navigation, click the **Account** link, then click the **Settings** link.

**Open Observing**

- Notifications
- Files
- Settings
- ePortfolios
- My Badges
- Required Trainings
- Management
- Observing

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

**Add Student**

In **Observing**, type the pairing code in the **Student Pairing Code** field and click the **Add Student** button.

Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].
View Student

Observing

Student Pairing Code

+ Student

Students Being Observed

Emily Boone

View the paired student.
Calendar
How do I use the Calendar as an observer?

The Calendar is a great way to view everything a linked student has to do for all their courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas. However, observers cannot reserve appointments on behalf of a student.

Observers cannot view events in a student's personal calendar or appointments reserved through the Scheduler. Please note that an observer can view a student's reserved appointment(s) in the Canvas Parent App.

Open Calendar

In Global Navigation, click the Calendar link.
View Calendar

The Calendar displays everything you are enrolled in since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

Add Calendar Items

Each calendar view shows any assignments or events that have been added to the calendar. You can add personal events at any time in the navigation bar by clicking the Add button.
Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar [1]. For instance, in the above example, assignments and events from the US History course will appear as purple in the calendar view.

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

**Note:** Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.
View Undated Events List

- Biology Overview
- General Class Question and Answer
- Test Quiz
- Quiz B
- File Upload Quiz
- Unnamed Quiz (1 student)
- Quiz 6
- Quiz 8
- Quiz 7
- Quiz 10
- Quiz 9
- Quiz 4

Expanding the Undated items link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color.
View Calendar by Month

In the Month view, click the arrow buttons [1] to move from month to month. To view events for the current date, click the Today button [2].

To view a specific date, click the month link [3] and type a date in the date field [4] or select a date from the calendar [5].
View Assignments and Events

Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].
View All-Day Events

All-day events display the Events icon and do not include a specific event time.

If you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates in the current month.
View Wrapped Assignments and Events

<table>
<thead>
<tr>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>11a Articles of Confederation vs. Constitution Topic Discussion</td>
<td>Holiday - No Class</td>
<td>11a Biology 101 Study Group</td>
<td>Laboratory Field Trip</td>
<td>12p History Study Group</td>
</tr>
<tr>
<td>6p Plant Genetics Paper</td>
<td></td>
<td></td>
<td></td>
<td>6:59p Bill of Rights Topic Discussion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sign-up</td>
<td>5:59p Safety in Science - Symbols</td>
<td>3p Declaration of Independence Topic Discussion</td>
<td>4p Group Assignment</td>
<td>Field Trip</td>
</tr>
<tr>
<td>2:05p The Bill of Rights Quiz (2 students)</td>
<td></td>
<td>9:29p Research Paper</td>
<td>7:29p Patriotism or Treason?</td>
<td>2p Study Group</td>
</tr>
<tr>
<td>5:29p Course Introductions</td>
<td></td>
<td></td>
<td>To Sign or Not to Sign Discussion</td>
<td></td>
</tr>
<tr>
<td>7:59p Revisionist History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your calendar view may show entire assignment and event titles as part of the calendar entry. This calendar view is only available in the Month view and can only be enabled by your institution. The wrapped assignment and event title view allows you to view the entire calendar item without having to hover over the title.
View Calendar by Week

To view the calendar by week, click the **Week** button. The Week view shows all calendar items by date and time. Note that some assignments may be due at 11:59 pm, which appear at the bottom of the calendar view.

**View All-day Events**

All-day events appear at the top of the calendar week. These events do not include a specific event time.

Like in the Month view, if you want to extend an all-day event across multiple days, hover over the edge of the event until you see a black arrow. Drag your event across all required dates. In Week view, you can only drag your event to the end of the week that you are viewing.
To view all your calendar items in an agenda format, click the Agenda button.
Conferences
How do I join a conference in a course as an observer?

You can join a conference that has already been started by the conference host.

Open Conferences

In Course Navigation, click the Conferences link.

Join Conference

Next to the conference you want to join, click the Join button.

Note: You cannot join a conference until the conference host has started the conference.
Join the Audio

Before joining a conference, you will be asked how you want to join the conference audio: via microphone or listen only. Listen Only allows users to quickly join the conference as a listener only (no microphone check). You will be able to change your audio preference once you've joined the conference.

Learn more about how to set up your audio.

Chrome Microphone Permissions

Click Allow to give Chrome permission to use your microphone.
If you are using Chrome, you will have to accept a Chrome-specific permission for access to your microphone. This prompt is just below the address bar. Click the Allow button.

Firefox Microphone Permissions

If you are using Firefox, you will have to accept a Firefox-specific permission to access your microphone. Choose your microphone from the Microphone to share drop-down menu [1] and click the Share Selected Device button [2].

Note: If you don't see the list of microphones, click the microphone icon [3] to the left of the address bar.
Audio Test

It is recommended that you use a headset with a microphone for best audio experience. To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the Yes button [1]. To choose a different microphone and repeat the audio test, click the No button [2]. If you need help with your hardware, click the Question Mark icon [3].
Accept Adobe Flash Player Settings

To use Conferences, you must give Adobe Flash Player access to your camera and microphone settings. Click the **Allow** button.

**Note:** Users of Internet Explorer and Safari will continue to participate with existing Flash-based audio.
View the conference.
Course Navigation
How do I navigate a Canvas course as an observer?

Navigating a Canvas course as an observer is simple.

Open Course

In Global Navigation, click the Courses link [1], then click the name of the course [2].

- The Global Navigation helps you get to where you want to go across all of your Canvas courses [1].
- The Course Navigation helps you get to where you want to go within your canvas course [2].
- The Breadcrumb Navigation shows you where you have navigated to inside of a course and gives you a quick and easy way to move backward [3].
- The Sidebar will be mostly empty for Observers, but will come in handy when its time to edit a course Page [4].
- The Help link is very important. When you need assistance from your instructor or the Canvas Support Team, click the Help link [5].

The Course Navigation links on the left side of your screen help you get to where you want to go inside of Canvas. As an Observer, you will see up to 11 links. They are:

- Announcements
- Assignments
- Discussions
- Pages
- Files
- Syllabus
- Outcomes
• Quizzes
• Modules
• Conferences
• Collaborations

If you ever have trouble in Canvas and need to communicate with the Instructor about what you are looking at, use these terms and he or she will understand exactly what you mean.
Files
How do I view my user files as an observer?

Personal files include profile pictures and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas.

Open Files

In Global Navigation, click the Account link [1], then click the Files link [2].
View User Files and Upload a File

View your files. To add a file, click the Upload button.

Select File From Computer
Browse to a file on your computer and click the **Open** button.

**Open File**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Modified By</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>commentstostudent.doc</td>
<td>Feb 6, 2014</td>
<td>Jun 8, 2014</td>
<td>Canvas Observer</td>
<td>1 KB</td>
</tr>
<tr>
<td>conversation attachments</td>
<td>Feb 6, 2014</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>My Stuff</td>
<td>Feb 6, 2014</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Click the name of the file.

**Preview File**

The preview displays the file and file information details, as well as a link to download the file.

You can scroll through the document, zoom in and out, and view the document in full screen.
View Button

You can also preview a file by clicking the View button.

Download File

Click the Options icon [1] and then click the Download link [2].
Create Folder

To create an empty folder, click the Add Folder button.
How do I view course files as an observer?

Observers may only be able to access certain course files.

Open Course Files

- Announcements
- Discussions
- Pages
- Files
- Quizzes
- Conferences

In Course Navigation, click the Files link.
Open a Folder

To open folder contents in the preview pane on the right-hand side, click an unlocked folder from the left-hand side.

Open File

Click the name of the file.
The preview displays the file and file information details, as well as a link to download the file.

You can scroll through the document, zoom in and out, and view the document in full screen.
View Button

You can also preview a file by clicking the View button.

Download Files

Click the Options icon [1] and then click the Download link [2].
How do I edit a course page as an observer?

If an instructor allows observers to edit course pages, you can edit a page in a course.

Open Pages

Syllabus
Grades
Announcements
Discussions

PAGES

Files
Quizzes

In Course Navigation, click the Pages link.

View Pages

View All Pages

Front Page
Published
Edit

Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the View All Pages button.
Choose Page

<table>
<thead>
<tr>
<th>PAGE TITLE</th>
<th>CREATION DATE</th>
<th>LAST EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build Ideas</td>
<td>Jan 5, 2018</td>
<td>Jan 5, 2018</td>
</tr>
<tr>
<td>Build Ideas Copy</td>
<td>Jan 5, 2018</td>
<td>Jan 5, 2018</td>
</tr>
<tr>
<td>Environment</td>
<td>Jan 5, 2018</td>
<td>Jan 5, 2018</td>
</tr>
<tr>
<td>Home</td>
<td>Jan 5, 2018</td>
<td>Jan 5, 2018 by Doug Roberts</td>
</tr>
<tr>
<td>Laboratory Bench</td>
<td>Jan 5, 2018</td>
<td>Jan 5, 2018</td>
</tr>
</tbody>
</table>

Click the title of the page you wish to edit.

Edit Page

Click the Edit button.

Note: You will only see the Edit button if you are allowed to edit the page.
To format text and embed external links, YouTube Videos, and Flickr images, use the Rich Content Editor [1]. To gain access to all publicly available Files and Images from course Files, click the Content Selector [2] in the Sidebar. You can also quickly link to existing pages and past Discussions. When you are finished editing the page, click the Save button [3]. Canvas saves a new version of the page each time a user saves, so no changes will ever be lost.
Profile and User Settings
How do I edit my profile in my user account as an observer?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in courses you are observing.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile

In Global Navigation, click the Account link [1], then click the Profile link [2].
Edit Profile

Mr. Bill

Contact
No registered services, you can add some on the settings page.

Biography
Mr. Bill hasn't added a bio

Links
Mr. Bill hasn't added any links

Click the Edit Profile button.
Edit Profile Picture

Mr. Bill

Contact
No registered services, you can add some on the settings page.

Biography
Mr. Bill hasn't added a bio

Links
Mr. Bill hasn't added any links

To upload a profile picture, click the profile picture icon.

Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

Edit Name and Title

Name:
Mr. Bill

Title:
If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

**Add Contact Methods**

**Contact**

- Check the contact methods you'd like to be visible to others on your profile.
- Manage Registered Services

If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the Manage Registered Services link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact you through Canvas Conversations. It cannot be selected by any other users.

**Note:** As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

**Edit Bio**

**Biography**

I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master’s degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near Boston where I

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.
Edit Links

<table>
<thead>
<tr>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add another link</th>
</tr>
</thead>
</table>

To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the **remove** icon to delete the link [3]. Click the **Add another link** button to add another link [4].

Save Profile

Click the **Save Profile** button.
How do I reset my password as an observer?

If you created your own Canvas account, you can reset your password through a link in the password request email.

If your login credentials were provided to you by your institution, you may not be able to reset your Canvas password on your own. Additionally, if you log in to Canvas using your institution's authentication system, you may need to reset your password using your institution's website. If you request a password reset and the email does not have a password reset link, it will include your Canvas email address and the institution that provided you with your password. To change or verify your password, contact the system administrators at your institution.

Notes:

- Password reset emails expire after two hours.
- If you can log in to Canvas and want to change your password, you may be able to change your password in your User Settings page

Email Errors

If you enter your email address and never get a password reset email, review the following password tips.

- **Have you typed your email address correctly?** Sometimes email addresses can be misspelled.
- **Are you accessing the correct Canvas URL?** You will not get the reset email if you are trying to reset your password on a site where you are not enrolled (such as canvas.instructure.com instead of myinstitution.instructure.com).
- **Is your Canvas email sponsored by your institution?** If your mail email address is part of a campus firewall system that blocks emails from mass senders, you won't be able to receive the email. Contact your institution's IT department for assistance.
- **Are you the owner of your email address?** If your email address is owned by someone else and you can't receive email for that address, you won't be able to get the reset email. Contact the owner of the email address for assistance.
Reset Password

In a new browser window, open to your Canvas login page. Click the **Forgot Password?** link.

**Note:** If your login screen does not show the password reset link, contact your institution for assistance.
Request Password

Enter the login information associated with your Canvas account and click the Request Password button.

**Note:** The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.

Check Email

Return to your email account and sign in. Open the *Forgot Password* email. (If the email is not in your Inbox, check your Spam folder.)

If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.
Open Password Link

Click the **Click here to set a new password** link.

Change Password

**Change login password for Caroline Jones**

c.jones.canvas@gmail.com

New Password: 

Confirm New Password: 

[Update Password]

Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.
Log in to Canvas

With your login credential and new password, log in to Canvas.
How do I set my Canvas notification preferences as an observer?

Canvas includes a set of default notification preferences you can receive for the courses you are observing. Notifications are sent to Canvas contact methods as specified in your account User Settings. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to the student you are observing.

**Some notifications may not apply to the observer role.** To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](#).

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all courses you are observing; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.
Open Notifications

In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].
Set Notification Preferences

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the check mark icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, click the clock icon [2].

To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the remove icon [4].

Notes:

• Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
• Twitter and SMS notification preferences do not support daily summary or weekly summary options.
Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

View Privacy Notice

Privacy Notice

Notice: Some notifications may contain confidential information. Selecting to receive notifications at an email other than your institution provided address may result in sending sensitive Canvas course and group information outside of the institutional system.

If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the OK button. Once the warning has been displayed, it will not display again.
How do I set my Canvas notification preferences as an observer?

Canvas includes a set of default notification preferences you can receive for the courses you are observing. Notifications are sent to Canvas contact methods as specified in your account User Settings. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to the student you are observing.

**Some notifications may not apply to the observer role.** To learn more about each notification, default settings, and notification triggers, view the [Canvas Notifications PDF](https://www.canvas.com/help/canvas-observer-guide).

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all courses you are observing; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.
Open Notifications

In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].
Set Notification Preferences

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the check mark icon [1]. *These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

To receive a daily notification, click the clock icon [2].

To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the remove icon [4].

**Notes:**

- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the OK button. Once the warning has been displayed, it will not display again.
How do I edit my profile in my user account as an observer?

Some institutions may enable a feature in Canvas called Profiles. Profiles allows you to update your name, preferred contact methods, and any personal links for your account. Your profile information can be viewed by all users in courses you are observing.

Note: If you do not see the Profiles tab in your user navigation menu, this feature has not been enabled for your institution.

Open Profile

In Global Navigation, click the **Account** link [1], then click the **Profile** link [2].
Edit Profile

Mr. Bill

Contact
No registered services, you can add some on the settings page.

Biography
Mr. Bill hasn't added a bio

Links
Mr. Bill hasn't added any links

Click the Edit Profile button.
Edit Profile Picture

Mr. Bill

Contact

No registered services, you can add some on the settings page.

Biography

Mr. Bill hasn't added a bio

Links

Mr. Bill hasn't added any links

To upload a profile picture, click the profile picture icon.

Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

Edit Name and Title

Name:

Mr. Bill

Title:

2
If you are allowed to change your name, type your name in the name field [1]. Type your title in the title field [2].

**Add Contact Methods**

**Contact**

Check the contact methods you'd like to be visible to others on your profile.

- [ ] Manage Registered Services

If you have connected to any web services, click the checkbox underneath the web service to indicate how you wish to be contacted via that service [1]. To add additional services, click the Manage Registered Services link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon [2] automatically appears as a contact method for Admins so users can contact you through Canvas Conversations. It cannot be selected by any other users.

**Note:** As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

**Edit Bio**

**Biography**

I was born into a family of educators who instilled in me a love of learning. I earned my Bachelor of Science degree in Biology from the University of Massachusetts and my Master’s degree in Education from Lesley University in Cambridge, Massachusetts. I enjoy the challenge of teaching higher education students. I currently live near Boston where I

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.
Edit Links

To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field [1]. Type the URL in the URL field [2]. Click the remove icon to delete the link [3]. Click the Add another link button to add another link [4].

Save Profile

Click the Save Profile button.
How do I change the language preference in my user account as an observer?

English is Canvas' language default, but you can choose to view the Canvas interface in another language.

**Note:** Instructors have the option to change the language preference for their courses. If you observing a student in a course where the instructor has made this change (most often for a foreign language course), the course language will override the language in your user settings.

Open User Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].
Edit Settings

Click the Edit Settings button.

Select Language

In the Language drop-down menu, choose your preferred language.
Update Settings

Click the **Update Settings** button.

View Preferred Language

View Canvas in your preferred language.
How do I set up multi-factor authentication for my user account as an observer?

Your institution may enable multi-factor authentication for your user account. Multi-factor authentication adds security to your account by verifying you are the user accessing your account. Multi-factor authentication may be optional or required.

You must have a mobile device to set up multi-factor authentication for your user account. Your device must be able to send text (SMS) messages, or if you have a smartphone, you can download the Google Authenticator app for iPhone or Android.

Note: This lesson shows how to set up multi-factor authentication if it is an optional setting in your user account. However, if multi-factor authentication is required by your institution, you will be shown the multi-factor authentication page directly after you log in to Canvas.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Set Up Multi-Factor Authentication

Click the **Set Up Multi-Factor Authentication** button.

Verify via Google Authenticator

To verify multi-factor authentication with Google Authenticator, download the app for your device (iPhone or Android) [1]. Use the app to scan the QR code and generate a code. Enter the code in the **Verification Code** field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the **Remember this computer** checkbox [4].
Click the Verify button [5].

Verify via Text Message

To verify multi-factor authentication via text message, any existing SMS notification type displays in the drop-down menu [1]. This is the number where your multi-factor verification code will be sent. To select a new text (SMS) number, select the drop-down menu and enter the option to add a new phone number. You will need to know the phone number and mobile carrier (provider).

Once you have set up your new phone number, or selected an existing phone number, click the Send button [2]. Your mobile device will receive a verification code. Enter the code in the Verification Code field [3].

If you want multi-factor authentication to remember the computer you are using to log in to Canvas, click the Remember this computer checkbox [4].

Click the Verify button [5].
Manage Multi-Factor Authentication

Once multi-factor authentication is enabled, your User Settings page may display additional options to manage your authentication.

You can choose to create multi-factor authentication codes to use as backup in case your authentication device is not available [1]. This option is available to all users with multi-factor authentication.

If multi-factor authentication is optional for your account, you can also choose to reconfigure authentication [2] or disable authentication [3].
Web Services
How do I connect to web services outside of Canvas as an observer?

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user settings page.

Open User Settings

In Global Navigation, click the Account link [1], then click the Settings link [2].
Link Services to Profile

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile

When you register other web services with Canvas, you can integrate your account with services you already use. Each of these services also generates a contact method for other people in your course or group.

If Profiles is enabled for your account, and you want to show any of your registered web services on your profile page, click the Let fellow course/group members... checkbox. You can select specific services to display by editing your profile.

Note: If you do not have a profile page, your institution has not enabled this feature.

Connect to Web Services

Other Services

Click any service below to register:

- Google Drive
- Skype
- LinkedIn
- Twitter
- Delicious

You may be able to integrate Canvas with the following web services:

- Google Drive
• Twitter
• Skype
• LinkedIn
• Delicious