CANVAS PARENT ANDROID GUIDE
# Table of Contents

## General Information
- How do I download the Canvas Parent app on my Android device? ................................................................. 4
- How do I create an account in the Canvas Parent app on my Android device? ........................................ 5
- How do I log in to the Canvas Parent app on my Android device with a Canvas URL? .......................... 9
- How do I log in to the Parent app on my Android Device with a QR code? ............................................. 17
- How do I use the Canvas Parent app on my Android device? ................................................................. 22
- How do I log in to the Canvas Parent app on my Android device with a Canvas URL? .......................... 27
- How do I clear my cache in the Parent app on my Android device? .................................................... 33
- How do I get help with the Canvas Parent app on my Android device? ............................................. 38
- How do I switch to another account in the Canvas Parent app on my Android device? .................... 46
- How do I log out of the Canvas Parent app on my Android device? ................................................... 49

## App Features
- How do I link additional students to my account in the Canvas Parent app on my Android device? 52
- How do I view the calendar of events and assignments for a student in the Canvas Parent app on my Android device? .......................... 60
- How do I view my Canvas Inbox in the Canvas Parent app on my Android device? .......................... 64
- How do I create a reminder for an assignment or event in the Canvas Parent app on my Android device? .......................... 70
- How do I set alerts for a student in the Canvas Parent app on my Android device? .......................... 77
- How do I view alerts in the Canvas Parent app on my Android device? ........................................... 82
- How do I manage my settings in the Canvas Parent app on my Android device? ........................................... 84

## Course Features
- How do I view courses for a student in the Canvas Parent app on my Android device? .......................... 87
- How do I view a course front page for a student in the Parent app on my Android device? .................... 92
- How do I send a message to an instructor from the course page in the Canvas Parent app on my Android device? .......................... 96
- How do I view details for an assignment in the Canvas Parent app on my Android Device? ................ 100
- How do I send a message from an assignment page in the Canvas Parent app on my Android device? .......................... 103
- How do I view a course syllabus in the Parent app on my Android device? .......................... 108
General Information
How do I download the Canvas Parent app on my Android device?

You can download the Canvas Parent app from the Google Play store onto your Android device.
The images in this lesson are shown for a phone display. Unless otherwise noted, tablet displays mirror the same steps.

Open Google Play Store

Open your Android device and tap the Play Store icon.

Open Search

In the app menu, tap the Search field.
Search for App

In the search field, enter Canvas Parent [1].
When the app appears, tap the name [2].

Install App

Tap the Install button.
Download App

Verify app download and installation.

Open App

When the app finishes download and installation, access the app immediately by tapping the Open button.
View App on Android Home Screen

You can also open the app on your Android home screen by tapping the Canvas Parent icon.
How do I create an account in the Canvas Parent app on my Android device?

In the Canvas Parent app, you can create a Canvas observer account to view student course information. If you already have an account, you can log in to the Parent app.

To link yourself to a student, you will need to enter a student-specific pairing code that will link you to the student. Pairing codes are valid for seven days. Students can generate pairing codes from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes. For more information on pairing codes, view the Pairing Codes - Frequently Asked Questions PDF.

Note: If you are not able to create an account, your school has not enabled self-registration. Please contact your school to create your account.

Open App

On your mobile device, tap the Canvas Parent icon.
Find Your School

To find your institution, tap the **Find School** button [1]. To create an account using a generated pairing QR code, tap the **QR Code** link [2].
Create Account using QR Code

To create an account using a QR code, tap the **I don't have a Canvas account** link [1] and tap the **Next** link [2]. Open the Canvas Student app and scan the QR code.
Find Institution

Enter the name of your institution or school district in the text field [1]. When the full name appears in the search list, tap the name [2].

**Note:** If you are an admin and your school does not appear in the search list, please contact your CSM about mobile smart search.

Enter Canvas URL

You can also log in using your Canvas URL. Enter your institution's Canvas URL in the search field [1]. Then tap the Next link [2].

If you don't know your Canvas URL, tap the **How do I find my school or district?** link [3].
Create Account

To create an account, tap the Create Account link.

Note: If the Create Account link does not display, your student’s institution has disabled creating accounts for observers.
Create Account Credentials

Enter your name in the **Your Name** field [1] and email address in the **Your Email** field [2].

Then create a new password by entering it in the **Password** field [3]. Confirm your new password in the **Re-enter Password** field [4].

**Enter Pairing Code**

Enter the six-digit alphanumeric pairing code for the student you want to link to in the **Student Pairing Code** field.
Notes:

- Students can generate pairing codes from their User Settings. Depending on institution permissions, admins and instructors may also be able to generate pairing codes.
- After your account is created, you can link additional students to your account in the Parent app.

Complete Registration

To complete your registration, agree to the Terms of Use and Privacy Policy [1]. Then tap the Start Participating button [2].
View Parent App

View your linked student in the Canvas Parent app.
How do I log in to the Canvas Parent app on my Android device with a Canvas URL?

In the Canvas Parent app, you can log in with Canvas observer credentials to view student course information. If you do not have a Canvas account, you can [create an account in the Parent app](#).

This lesson shows how to log into the Canvas Parent app using a URL. Learn how to [log into the app using a QR code](#).

**Open App**

On your mobile device, tap the Canvas Parent icon.
Find School

To log in using your institution's URL, tap the **Find School** button [1].

If you previously logged into the app, your login information may display in **Previous Logins** [2]. To login using a previous login profile, tap your username.

For help logging in to the Parent app, tap the **Help** icon [3].
Find Institution

Enter the name of your institution or school district in the text field [1]. When the full name appears in the search list, tap the name [2].

Note: If you are an admin and your school does not appear in the search list, please contact your CSM about mobile smart search.

Enter Canvas URL

You can also log in using your Canvas URL. Enter your institution's Canvas URL in the search field [1]. Then tap the Next link [2].

If you don't know your Canvas URL, tap the How do I find my school or district? link [3].
Enter Login Credentials

After you've found your institution, the Canvas URL displays at the top of the screen [1]. Enter your email [2] and password [3]. Then tap the Log In button [4].

If you don't know your password, tap the Forgot Password? link [5].

Notes:

- The Canvas email field credential varies according to institution. Some institutions may require a username or account number.
- If your Canvas mobile login page does not show the Forgot Password? link, contact your institution if you need to reset your password.
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.
View Dashboard

View the course list for your student.

Learn how to use the Canvas Parent app.
How do I log in to the Parent app on my Android Device with a QR code?

Once you download the Canvas Parent app from the Google Play store, you can use the app to log in to your Canvas account.

You can generate a unique QR code from your Canvas web browser to quickly log into the app. This method uses your credentials from the QR code to log you into the app. The QR code is located in your account profile (User Navigation Menu).

If you do not want to locate your Canvas URL every time you log in to Canvas, learn how to switch to another user account.

In the Canvas Parent app, you can log in with Canvas observer credentials to view student course information. If you do not have a Canvas account, you can create an account in the Parent app.

Open App

On your mobile device, tap the Canvas Parent icon.
Open QR Login

Tap the QR Login link.
Review the instructions for locating the QR code in the web version of Canvas. The QR code is located in your account profile (User Navigation Menu).

When you have located the QR code, click the Next button.
Scan QR Code

Hold your phone up to your computer screen to scan the QR code. Once the code is located, the app will update automatically.

Notes:

- You may have to grant permission for your phone to use your camera.
- The app may take a few minutes to log you in.
View the Dashboard for your user account.

Learn how to use the Canvas Parent app.
How do I use the Canvas Parent app on my Android device?

The Canvas Parent app lets you view a student’s course events, upcoming assignments, and grades. You can also add and view multiple students in your account.

Notes:

- The Canvas Parent app uses your device’s settings to set the time zone used within the app.
- When creating an account, you can link one observed student in the Parent app. Learn how to link additional students in the Parent app.
- You cannot remove observed students in the Parent app.
- To change the language displayed in the Parent app, select a language in Canvas from a web browser, log out of the Parent app, and log in again.

View Parent App

In the Canvas Parent app, you can view the User Menu [1], select a student [2], and view the student’s courses [3], the student’s weekly calendar [4], and alerts about the student’s course participation [5].
Open User Menu

In the Dashboard, tap the Menu icon.

View User Menu
From the user menu, you can:

- View your Canvas Inbox [1]
- Manage students and alerts [2]
- Manage your Canvas Parent app settings [3]
- Get help with the app [4]
- Switch users [5]
- Log out of the app [6]

**View Students**

![Image of Canvas Parent app interface showing student names and course grades]

Your added student's name and profile picture display in the Parent app. If you have multiple students associated with your account, you can view another student by tapping the Student drop-down menu [1], then tapping the name of the student [2].

**Note:** Student profile pictures only display if the student's institution allows students to upload profile pictures.
View Courses

By default, the Parent app opens to the Courses page. You can view a list of courses and current course grades for the student you are viewing. Learn how to view course assignments and activity details.
View Calendar

You can view course assignments and events in the Calendar page. Learn how to view the calendar.
View Alerts

The Alerts page displays grade and assignment alerts. Learn how to view alerts.

Note: The Parent app displays assignment details and grades. Student assignment submissions can only be viewed in a Canvas browser.
How do I clear my cache in the Parent app on my Android device?

You can clear your cache in the Canvas Parent app on your Android device. Clearing your cache will clear all information on your device that is specific to the app, including login details and app settings.

You may want to use a cache reset if you experience errors when logging in to the app. Because a cache reset will remove app information from your device, you may want to try resetting your password or uninstalling the app first.

Open Settings

On the home screen, tap the Settings icon.
Open Storage

- **Apps & notifications**
  Assistant, recent apps, default apps
- **Battery**
  24% - 58 min until fully charged
- **Display**
  Styles, wallpapers, screen timeout, font size
- **Sound**
  Volume, vibration, Do Not Disturb
- **Storage**
  34% used - 42.41 GB free
- **Privacy**
  Permissions, account activity, personal data

On the Settings screen, tap the **Storage** link.
Open Other Apps

On the Storage screen, tap the **Other apps** link.
Open Parent App Storage

In the Apps Storage menu, tap the Canvas Parent link.
Clear Cache

Tap the **Clear cache** icon.
How do I get help with the Canvas Parent app on my Android device?

From the Help Menu, you can reference the Canvas Guides, report a problem, request a new feature, write a review, or view legal information.

Open User Menu

In the Dashboard, tap the Menu icon.
Open Help

Tap the Help link.
Search the Canvas Guides

To search the Canvas Guides, tap the **Search the Canvas Guides** link. The app will open your mobile browser and display the Canvas Guides search page.
Report a Problem

If you encounter a problem in the Parent app, tap the **Report a Problem** link.
Create Report

Enter a brief description of your problem in the **Subject** field [1]. The Parent app automatically includes your Canvas URL and the Parent app version you are using.

Compose your message with an explanation of your problem in the **Description** field [2].

Specify the impact of this problem using options in the **How is this affecting you?** drop-down menu [3].

When you are ready to submit your report, tap the **Send** link [4].
Submit a Feature Idea

If you have a recommendation for improving the app, or to request a feature in the app, tap the **Submit a Feature Idea** link. You can send an email with your update request to the Canvas mobile support team from your user account email address. The email will auto-populate with your contact and Parent app details.
To leave a review of the Canvas Parent app, tap the **Share Your Love for the App** link. The app will open the Play Store where you can leave feedback.
Open Legal Documents

To view the privacy policy, terms of use, or open source information, tap the Legal link.
How do I switch to another account in the Canvas Parent app on my Android device?

If you use Canvas in more than one account (Canvas URL), you can change between accounts on your device without having to log out of the app.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu

In the Dashboard, tap the Menu icon.
Switch User

Tap the **Switch Users** link.
Your login information may display in Previous Logins [1]. To login using a previous profile, tap your username. To remove a profile, tap the Remove icon [2].

To add an account, log in to Canvas [3].

To get help logging in to the Canvas Parent app, tap the Help icon [4].
How do I log out of the Canvas Parent app on my Android device?

You can easily log out of Canvas Parent when you are finished using the app.

Open User Menu

In the Dashboard, tap the Menu icon.
Log Out

Tap the **Log Out** link.
App Features
How do I link additional students to my account in the Canvas Parent app on my Android device?

You can link your Canvas account to additional student accounts from the Canvas Parent app. Students can be linked to your account from your Parent app user menu or from the Parent app dashboard.

To link your account, you will need a student pairing code provided by your student, their instructor, or an admin from your student’s institution.

Learn more about pairing codes.

Link from User Menu

Basic Written Communications
BWC 101
89.09%

Biology 101
BIO 101

To link a student account from your User Menu, tap the Menu icon.
Open Manage Students

Tap the Manage Students link.
Add Student

The Manage Students page displays a list of students currently linked to your account [1].

To link a student to your account, tap the Add Student link [2].
Link from Dashboard

The Student List displays the students linked to your account [1].

To link a student to your account tap the Add Student link [2].

Note: Depending on the number of students linked in your account, you may need to swipe to view the Add Student link.
Select Pairing Option

Select a pairing option. You can select Pairing Code [1] or QR Code [2].
Enter the student pairing code into the **Pairing Code** field [1]. Then tap the **OK** button [2].
Scan QR Code

Tap the **Next** link. Scan the pairing QR code generated by your student in the Canvas Student app.
View Managed Students

View the added student in your list of managed students [1] and in the Students list [2].

To view course details for a student, tap the student name.
How do I view the calendar of events and assignments for a student in the Canvas Parent app on my Android device?

The Week page displays a calendar of assignments and events for the student(s) you are observing.

Open Calendar

In the Dashboard, tap the Calendar icon.
View Calendar

The Calendar page shows all assignments and events for all the student’s courses. By default, the calendar displays assignments and events by week. The current date is always selected and indicated by the solid background [1]. Any assignments or events on the current date display below the calendar in an agenda format.

Assignments or events on other dates are indicated by a dot below the date. Multiple dots indicate multiple assignments or events, which can be viewed by tapping the date [2].
Manage Calendars

You can manage the courses displayed in the calendar by tapping the Calendars link.

View Additional Dates

To view assignments and events for other dates, swipe the week view left or right [1].
You can also expand to the calendar Month view by tapping the name of the month [2] and swiping the month view left or right.

**View Individual Event or Assignment**

To view the details of an individual assignment or event, tap the name of the assignment or event.
How do I view my Canvas Inbox in the Canvas Parent app on my Android device?

You can access your Canvas Inbox on your mobile device to view and send messages to your student's Canvas instructor. Learn more about sending messages to the course instructor in the courses page and an assignment page.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open User Menu

In the Dashboard, tap the Menu icon.
Open Inbox

Tap the Inbox link [1]. If the Inbox link includes a numbered badge, the badge indicates the number of unread messages in your inbox [2].
View Inbox

Messages display in chronological order, with the most recent message at the top.

To refresh the Inbox, pull down on the Inbox page.
Send Message

To send a new message, tap the Message icon.
Open Message

To view a message in your inbox, tap the message you want to open.
View Message Thread

![Message Thread]

View the selected message thread. If a message includes multiple replies, the thread displays replies chronologically with the most recent reply at the top.

To reply, tap the Reply icon.
How do I create a reminder for an assignment or event in the Canvas Parent app on my Android device?

You can set course assignment and event reminders from a course page or from the Calendar. When setting a reminder, you can select the date and time that you would like to receive the reminder. Reminders are sent as push notifications to your device.

Set Reminder from Course Page

In the Courses page, tap the name of the class for which you wish to set reminders.
Open Assignment or Event

Tap the name of the assignment for which you wish to set a reminder.
Set Reminder from Calendar

To open the Calendar page, tap the Calendar link [1].

To open the assignment or event details, tap the assignment name [2].
Set Reminder

Tap the Remind Me toggle.
Select Reminder Date

Select the date when you want to receive the reminder [1]. Tap the OK link [2].
Set Reminder Time

Set the time that you would like to receive the reminder [1]. Tap the OK link [2].
View Reminder on Details Page

View your scheduled reminder on the assignment or event details page.

**Note:** You can disable scheduled notifications by tapping the Remind Me toggle.
How do I set alerts for a student in the Canvas Parent app on my Android device?

In the Canvas Parent app, you can set alerts and receive notifications about your linked students' course activity and progress. You can view your alerts on the Alerts page.

Open User Menu

In the Dashboard, tap the Menu icon.
Open Manage Students

Tap the Manage Students link.
Open Student Alert Page

← Manage Students

Emily Boone

Max Johnson

Bruce Jones

Tap the name of a student.
Set Alerts

You can enable or disable missing assignment, course announcement, and institution announcement alerts. To manage a toggle alert, tap the alert toggle button [1].

You can also receive course and assignment grade alerts. To manage grade alerts, tap the grade criteria link [2].
Set Grade Percentage Criteria

Enter a number in the **Percentage** field [1]. Then tap the **Save** link [2].

**Note:** You can disable a grade percentage alert by re-opening the alert and tapping the **Never** link [3].
How do I view alerts in the Canvas Parent app on my Android device?

The Alerts page displays assignment and grade alerts for the student(s) you are observing. Learn how to set alerts about a student's coursework.

Open Alerts

Tap the Alerts icon.
View Alerts

View alerts for the student you are observing. To mark an alert as read, tap the alert [1]. When you tap an alert, the Canvas Parent app opens the course page or assignment details page.

To remove an alert, tap the Remove icon [2].
How do I manage my settings in the Canvas Parent app on my Android device?

You can select display settings from the Canvas Parent app User Menu, including dark mode and high contrast mode.

**Open User Menu**

In the Dashboard, tap the **Menu** icon.
Open Settings

Tap the **Settings** link.
Select Display Settings

In the Settings page, you can select a display theme. By default, the Light Mode theme is enabled [1]. To enable a dark theme, tap the Dark Mode icon [2].

To enable a high contrast display in the app, tap the High Contrast Mode toggle [3].
How do I view courses for a student in the Canvas Parent app on my Android device?

The Courses page displays the current courses for the student(s) you are observing.

View Courses

By default, the Parent app opens to the Courses page for the student you are viewing.
Open Course

To view course information, tap the name of a course.
The course page displays the student’s course grade [1], as well as a list of all assignments in the course [2].
View Assignments List

Each assignment displays an assignment-type icon [1]. You can also view the assignment name [2], due date [3], submission status [4], and your student's assignment score [5].

To view the details of an individual assignment, tap the assignment name [6].
How do I view a course front page for a student in the Parent app on my Android device?

You can view a course front page for the student(s) you are observing in the Parent app.

Note: A course front page will only display if a front page is selected as the course homepage in Canvas.

Open Courses

By default, the Parent app opens to the Courses page for the student you are viewing [1].

To open a course page, tap the course name [2].
Open Front Page

To view the course front page, tap the **Front Page** tab.

**Note:** A course front page will only display if a front page is selected as the course homepage in Canvas.
View the front page for the course. To open linked content, tap the linked item.
View Front Page Links

Opened links display in Canvas Web preview window.

To return to the Parent app, tap the Previous icon.
How do I send a message to an instructor from the course page in the Canvas Parent app on my Android device?

You can send a message to your student's Canvas instructor from the course page using your mobile device. You can also send a message to your student’s Canvas instructor from an assignment page and your Canvas Inbox.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

To open a course, tap the course name.
Open Message

To send a message to the course instructor, click the Message icon.
Compose New Message

The course instructor’s name automatically displays in the To field [1]. If the course has multiple instructors or TAs, you can add or remove recipient(s) by tapping the Recipients icon [2].

The subject of the message displays automatically. However, you can edit the subject content, by tapping the Subject field [3].

To compose your message, tap the Message field [4]. Use the keyboard to type your message.

To attach a file to your message, click the Attach icon [5].
Send Message

New message
SOLAR

Madeline Khan
Teacher

Regarding: Emily Boone, Grades

Hi Ms. Kahn,
I see that Emily has a handful of missing assignments. I was wondering if I could confirm with you that they're not turned in. Emily says that one or two of them were submitted on paper in class.
Thank you for your help!
- C. Jones

To send your message, click the Send link [1].

To discard your message draft, click the Back link [2].
How do I view details for an assignment in the Canvas Parent app on my Android Device?

You can view details for your students’ assignments from the Grades page or by viewing an individual assignment. This lesson displays how to view assignment details from the Courses page. You can also open an assignment from the Calendar.

Open Course

The Parent app opens to the Courses page [1], where you can view all the current courses your student is enrolled in. To change the student you are viewing, tap the Students List icon [2].

To view a course, tap the name of the course [3].
View Assignments Page Details

The course page displays all assignments in your student’s course. Each assignment displays the assignment title [1], due date and time [2], grade [3], and points possible [4].

Each assignment also displays a status [5]. Status options include Submitted, Not Submitted, Missing, or Late.

To view details for an individual assignment, tap the name of the assignment [6].
View Assignment

Each assignment displays the assignment status [1], due date [2], and any assignment details added by the instructor [3].

To **create a reminder for the assignment**, tap the **Set Reminder** button [4].

**Note:** The Due Date field will not display for assignments without a due date.
How do I send a message from an assignment page in the Canvas Parent app on my Android device?

You can send a message to your student's Canvas instructor from an assignment page in the Canvas Parent app using your mobile device. You can also send a message to your student's Canvas instructor from the course page and your Canvas Inbox.

The images in this lesson are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps.

Open Course

On the Courses page, tap the course name.
Open Assignment

The Science of the Solar System

Total Grade: 86%

Assignments:

- **Essay #1: The Rocky Planets**
  - Due Apr 1 at 11:59 PM
  - Grade: 4 / 5

- **Questions for NASA Guest Speakers**
  - No Due Date
  - Grade: - / 5
  - Not Submitted

- **Midterm**
  - No Due Date
  - Grade: - / 50
  - Not Submitted

Assignments:

- **Essay #2: Jupiter**
  - Due Apr 20 at 11:59 PM
  - Grade: - / 10
  - Missing

- **Essay #3: Saturn**
  - Due Apr 27 at 11:59 PM
  - Grade: - / 10
  - Submitted

- **Essay #4: The Ice Giants**
  - Due May 4 at 11:59 PM
  - Grade: - / 10
  - Not Submitted

Open the course assignment.
Open Message

To send a message to the course instructor, tap the Message icon.
Composing New Message

The course instructor's name automatically displays in the To field [1]. If the course has multiple instructors or TAs, you can add or remove recipient(s) by tapping the Recipients icon [2].

The subject of the message displays automatically with the name of the assignment. However, you can edit the subject content, by tapping the Subject field [3].

To compose your message, tap the Message field [4]. Use the keyboard to type your message.

To attach a file to your message, click the Attach icon [5].
Send Message

![New message dialog box with message content]

Regarding: Emily Boone, Assignment - Essay #4: The Ice C

Hi Ms. Kahn,
Emiky has already completed this assignment. Can she submit it early?
Thank you for your help!
- C. Jones

To send your message, click the **Send** link [1].

To discard your message draft, click the **Back** link [2].
How do I view a course syllabus in the Parent app on my Android device?

You can view a course syllabus for the student(s) you are observing in the Parent app.

Note: A course syllabus will only display if the course has a populated Syllabus page in Canvas.

View Courses

By default, the Parent app opens to the Courses page for the student you are viewing [1]. To view another student’s account, tap the Students List menu [2].

To view details for an individual course, tap the course name [3].
Open Course Syllabus

To view the course syllabus, tap the **Syllabus** tab.

**Note:** A course syllabus will only display if the course has a populated Syllabus page in Canvas.
Welcome to Introductory Biology!

Each week, review the syllabus section entitled "Schedule of Deliverables" for an overview of the material we will be covering and a list of that week's gradable activities.

If questions arise at any time - Ask! The only truly stupid question is the one left unasked!

I am looking forward to a wonderful collaborative year of learning with you all ~ Mr. Jurek

Objectives

This course meets the Massachusetts State standards for biology. These standards state that at the end of this course:

Students will understand:

- That living organisms interact with one another and their environment.
- That all organisms are composed of one or more cells that are made of molecular parts.

View the course Syllabus.
Open Course Summary

To view a summary of the course's assignments and events, tap the Summary tab.
Assignments are indicated by the **Assignments** icon [1], events are indicated by the **Calendar** icon [2], and discussions are indicated by the **Discussions** icon [3]. Locked assignments display a **Lock** icon [4].

To view the details for the assignment or event, tap the title of the item [5].
Admin Features
How do I act as a user in the Parent app on my Android device as an admin?

If you are an admin, you can act as an observer in the Parent app and take any action in the app as if you were the observer. Only account-level users with the Act as users account permission can act as other users. This permission does not apply to sub-account admins.

In order to act as a user, you must log in to the app using your admin credentials.

Open User Menu

On the Dashboard, tap the Menu icon.
Act as User

Tap the **Act as User** link.

**Note:** If the Act as User link is not available in your User Menu, you do not have the permission to perform this action.
Enter User ID

View the domain in the **Domain** field [1]. It will already be populated for you.

In the **User ID** field [2], enter the Canvas ID number for the user. Then tap the **Act as User** button [3].

**Note:** The user’s Canvas ID can be found as part of the user’s URL in the web version of Canvas. Make sure you have the user’s ID associated with the correct Canvas URL.
View App as User

View the Parent app as the user. A magenta border will display on every page while you are acting as the user.

Note: The app may restart in order to view the app as the selected observer.
Stop Acting as User

To stop acting as user, tap the Close icon.
Confirm Action

To confirm and return to your account, tap the OK button.