MyPCS Online – Parent Access

- Step 1: Create a Parent/Guardian Observer Account Information
- Step 2: Log-in to Parent/Guardian Observer Account after it is created to view their student's courses.

HOW TO CREATE AN ACCOUNT

- Visit https://www.pcsb.org/Page/33798 --> select "Parent/Family Canvas Login"

- Click on "Parent/Family Canvas Login"

- Select "Click Here for an Account"
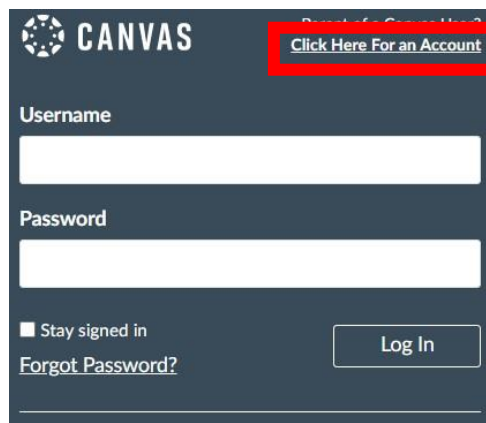
Fill in your information.

- First and Last Name
- Personal email address (this is your username when logging into your account after it is created)
- Password you select – We CANNOT access your password if you lose or forget it.
- Enter Student Pairing Code ○ Pairing Code can be retrieved by your student or you can reach out to the teacher/school
  - ✦ Pairing Code is single use/expires after 7 days
  - ✦ Pairing Code ONLY works for one email address
  - ✦ If a student needs to be paired with more than one email address, another pairing code is needed
- Check the box that you "agree".
- Click "Start Participating".

Parent Signup   ✕

Your Name

[   ]

Your Email

[   ]

Password

[   ]

Re-enter Password

[   ]

Student Pairing Code   What is a pairing code?

[   ] **GET FROM YOUR STUDENT/TEACHER**

☐ You agree to the terms of use and acknowledge the privacy policy.

                                    Cancel   **Start Participating**

- After clicking "Start Participating", your Canvas Dashboard will list the courses that your child is in with his or her name listed. In this example: Stacey is in two classes and I am observing her in both.
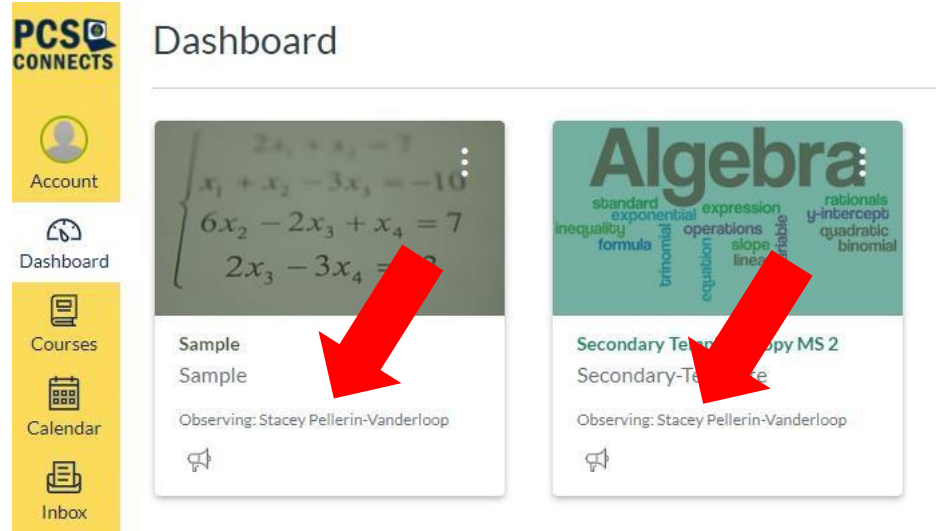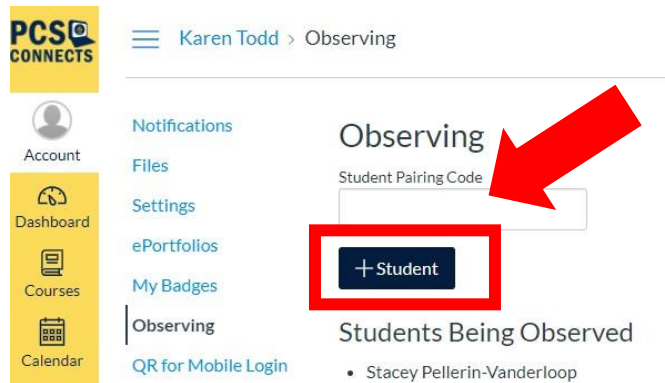

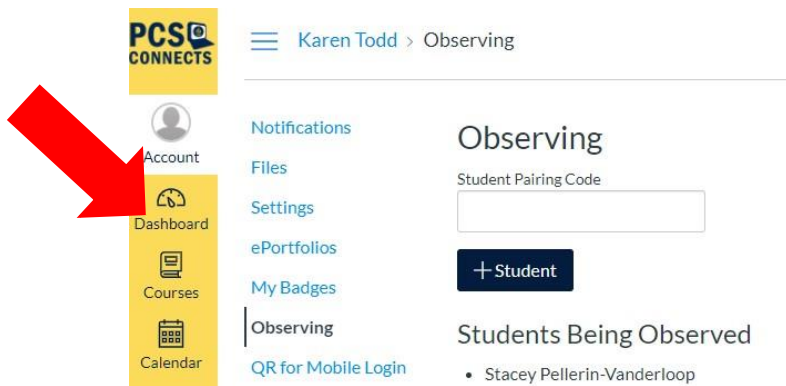## PAIRING MORE THAN ONE STUDENT TO THE SAME PARENT ACCOUNT

- If you have more than one child that you would like to observe, while in your account
- Select account → Select "Observing"
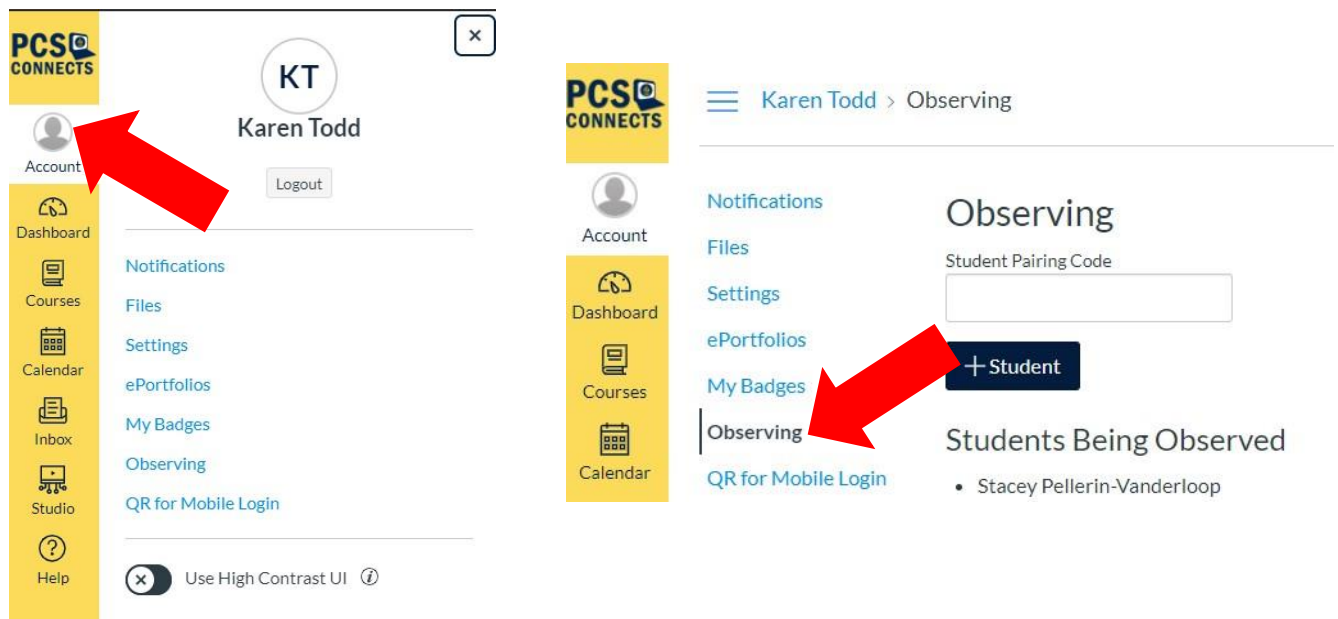
- Enter the student "Pairing Code" for your other child in the box and click
  +Student.

- Click Dashboard to return to see all the courses your child(ren) are taking.

LOGGING BACK IN TO YOUR ACCOUNT AFTER IT HAS BEEN CREATED

- Visit https://www.pcsb.org/Page/33798
- Username: is your personal email address you used to create your account

USERNAME is YOUR EMAIL ADDRESS

Parent/Guardian as Observers in Canvas:

Observers can
- View and read announcements
- View assignments index page
- View the calendar
- Join conferences, **if invited**
- Join collaborations, **if invited**
- View personal inbox
- Send conversation messages to instructor and student they are observing
- View the dashboard
- View and read discussions
- View files unless they are locked
- View grades, view assignment due dates and comments, and print grades
- View modules and see due dates and point values
- View pages and contribute **if the instructor enables** the Anyone can edit it setting
- View profile pictures, if available
- View syllabus
- View outcomes
- View quizzes index page

Observers cannot
- Comment on announcements or discussions
- Submit assignments or quizzes
- View course rosters
- Send conversation messages to students in the course they are not observing
- View locked files or folders
- Join groups
- View unpublished courses
- Access the Chat tool
- Reserve appointment slots in the Scheduler
- View grade audit trail

Observer Limitations
- Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.
- Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.
- Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.
- Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may not see links to certain features