

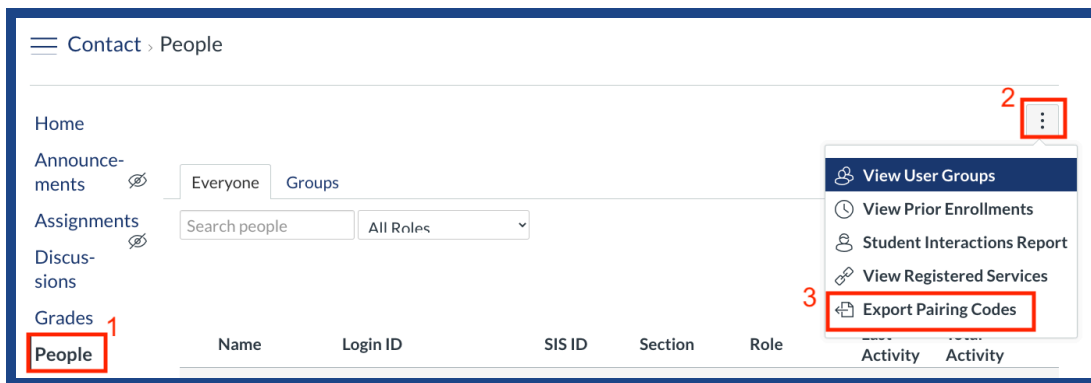
Parents need a pairing code from Canvas to create a Parent Canvas Account. Students can generate the pairing code from their Canvas account, but a teacher can also generate pairing codes for each student.

Steps for a teacher to generate a pairing code for all students at one time.

Click on “MANAGE SUBJECT” at the top left**



1. Click on the People tab of your course.
2. Click on the ellipsis in the top right corner.
3. Click on “Export Pairing Codes”.



4. A spreadsheet will be downloaded and will have each student’s first and last name, their unique pairing code, and the date on which it expires. (Pairing codes are valid for 7 days and 1 can be used for only one observer.)

Last Name	First Name	Pairing Code	Expires At
1	STUDENT	6045bd	#####
2	STUDENT	1b2bce	#####
3	STUDENT	c41d97	#####
4	STUDENT	cc1aa6	#####

5. Column D, the “Expires At” column may not be formatted correctly when you first open the spreadsheet. To re-format
 - a. Select column D.
 - b. Right click.
 - c. Select “Format Cells”.
 - d. Choose Date, then Ok.

1 Select column D and right click.

2 Format Cells...



A	B	C	D
Last Name	First Name	Pairing Code	Expires At
1	STUDENT	6045bd	6/27/20
2	STUDENT	1b2bce	6/27/20
3	STUDENT	c41d97	6/27/20
4	STUDENT	cc1aa6	6/27/20

Sometimes the pairing code generated may be difficult to use. For example:

- Lowercase l, capital I, number 1 can all look alike.
- Capital O and number zero can look alike.

To assist families, you may want to generate a new code for a single student. You do not have to wait 7 days, you may generate immediately for the entire class or individual students. The codes are good for 7 days.

Steps for a teacher to generate a pairing code for a single student.

1. In the People tab of your course, click on the student's name. A box will pop up on the right hand side. Click on the student's name here as well.
2. Click on "Pair with Observer".
3. Record the pairing code.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
STUDENT 1	STUDENT1	STUDENT1	Contact Student Course	Student		
STUDENT 2	STUDENT2	STUDENT2	Contact Student Course	Student		



STUDENT 1

Contact

Biography

STUDENT 1 hasn't added a bio

Enrollments

- Student in Demo Class for SDI Teacher Canvas Training
- Student in Contact Student Course

Links

STUDENT 1 hasn't added any links

Student Grades
Interactions Report
Access Report
New Analytics

3
Pair with Observer

Pair with Observer

Share the following pairing code with an observer to allow them to connect with STUDENT 1. This code will expire in seven days, or after one use.

4

QNyIrd

OK