How to Add an Observer in Canvas

An observer is a trusted guide who supports your journey through your course(s). Their role and responsibility is to commit to supporting you, monitor your progress, view your submissions and grades, and receive occasional email communication from your teacher when support is needed.
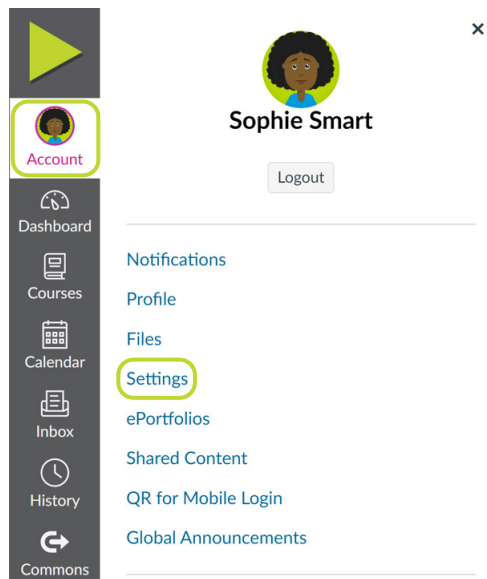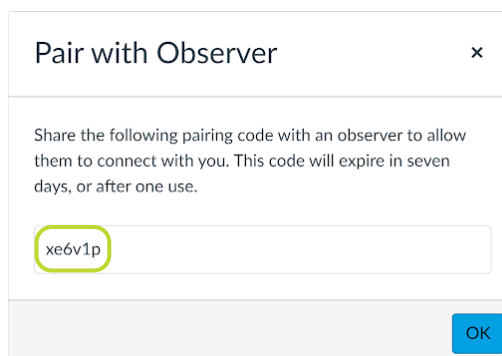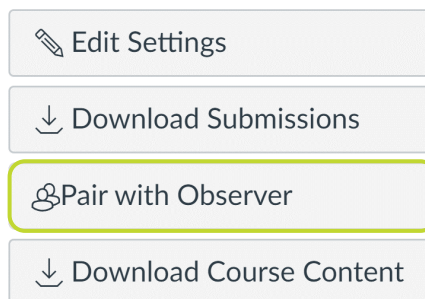
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Directions for Students

Must be completed before the *Directions for Observers*:

1. **Student:** <u>click here</u> to log into the Online Classroom (Canvas). From the left-hand navigation bar, select ***Account > Settings.***

2. In the right column of the **settings** page, select ***Pair with Observer.***

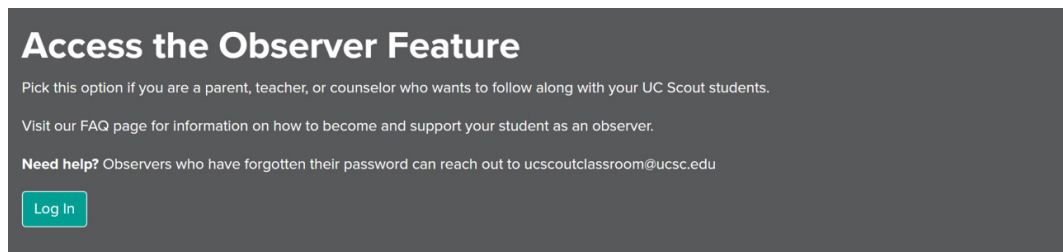3. A ***Pair with Observer*** box will pop up. Copy the observer code!

» Each pairing code can be used for one observer.

» Students can generate a maximum of 5 unique pairing codes.

» Generating a 6th code will deactivate the first pairing code.

» Pairing codes expire after one week.

» After the 5th observer, you will need to contact our Help Desk team, ucscout@ucsc.edu, to process additional observer requests.

» Students remain linked with their Observers for all future course enrollments with UC Scout. If a student needs an Observer to be removed, please request the Observer to follow the Observer Removal Instructions.

4. Share the directions on the next two pages with your course observer in addition to your **individual** pairing code.

Directions for Observers

You can only observe a student with an *active* enrollment. Once paired with a student, you can observe all future enrollments.

1. New Observers: From the **UC Scout website**, navigate to ***Log in Here > Access the Observer Feature > Login***, or visit the direct link here: **Observer Login Page**.

Access the Observer Feature

Pick this option if you are a parent, teacher, or counselor who wants to follow along with your UC Scout students.

Visit our FAQ page for information on how to become and support your student as an observer.

Need help? Observers who have forgotten their password can reach out to ucscoutclassroom@ucsc.edu

Log In

2. On the Observer Login Page, select ***Click Here For an Account*** and enter your desired Observer account information in the Parent Signup window, including the Pairing Code provided by your student. The email you enter on this screen will be your Login username to access your Observer account in Canvas.

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Parent of a Canvas User?
Click Here For an Account

Staff/Observer Login

Password

☐ Stay signed in

Forgot Password?

Log In

3. Existing Observers: From the left-hand navigation bar, select:

Account > Settings > Observing > Enter the Pairing Code > Save

Observer Removal

Observers will remain with a student so long as the student is enrolled in UC Scout courses. Observers can stop observing a student by following these steps:

1. Click *Account > Settings > Observing*

2. Click *Remove* next to the name of student to be unlinked
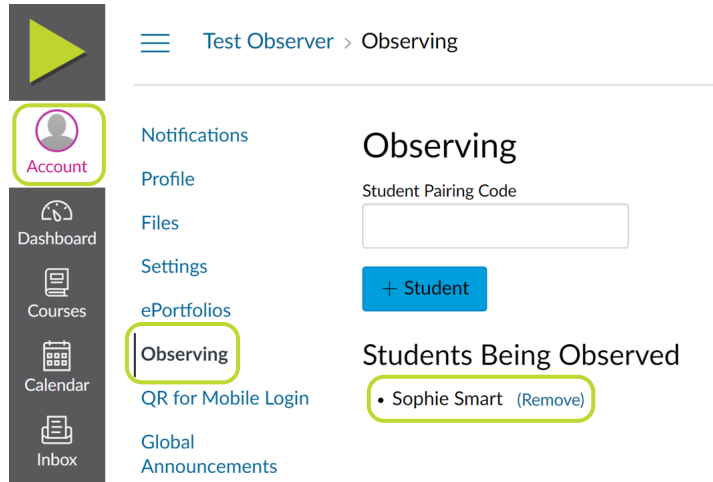
3. A pop-up will appear, "Are you sure you want to stop observing *Student Name*?". Click OK.