Best Practices for Observers in Canvas

1. Update your Notifications & Settings

Stay up to date with your student's learning by making sure your notifications are going to the correct email address or phone number.

- How to **Update Your Contact Information**
  - Log in to Canvas as an **Observer**.
  - Select your **Account** button, then select the **Settings** link.
  - Make sure the correct email address and/or phone number is up to date

- How to **Update Your Notifications**
  - Select your **Account** button, then select the **Notifications** link.
  - Set Notifications to receive them when you would like them:

✓ Notify me right away	🕐 Send daily summary	📅 Send weekly summary	✕ Do not send me anything

  - Recommended Notifications to turn on right away: **Due Date**, **Announcement**, **Grading**, **Invitation, Conversation Message.**

2. Activate Your Student's Canvas Calendars for Viewing (By You)

Make sure your **Canvas Calendar** is set up to view your student's assignments. By accessing the **Calendar,** you can view everything that your student(s) has to do for their courses.

- In the Global Navigation left-hand bar, choose the **Calendar** icon.
- In the Calendar, turn each academic calendar "**ON**" by selecting the box next to the course name.
- If desired, you can color code your student's courses.
- Select an assignment's link to view its details.
- A crossed-out assignment means your student submitted it.

Pro Tip #1: If your student is consistently missing assignment deadlines, ask to check *their* Calendar view. Your student may have accidentally turned "OFF" their academic calendars.
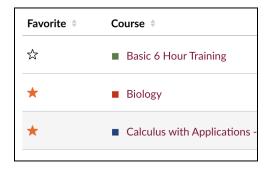
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3. Organize Your Canvas Dashboard and View Course Content

Your Dashboard lets you see the courses your student is enrolled in. These are called **course tiles**.

On the Dashboard, you can:

- Select the **name dropdown** to switch between your view of Canvas and your student's view.

- Drag and drop course tiles to re-organize them to your liking.
  - You can also select the three dots in the course tile, then choose **Move**.
    - **Move** the course tile to the top, down, up, or bottom.

- Hide or unhide courses you don't need to see.
  - Select the **Courses** button in **Global Navigation.**
    - Select a filled-in star to **unfavorite** (hide) the course.
  - You can also **"un/favorite" courses** in the course three-dots.

Favorite ⇕	Course ⇕
☆	■ Basic 6 Hour Training
★	■ Biology
★	■ Calculus with Applications -

- **Select a course tile to view the content** inside. modules, files, pages, assignments, discussions, announcements, and quizzes.   You can **check your student's grades** in the course, or select "**View Grades**" on the Dashboard.

Pro Tip #2: If you have multiple students, you can see on the bottom of the course tile which student is in that particular course.

4. Download and Use the Canvas Parent App

In the **Canvas Parent App**, you can check your student's grades, view assignment details, message the teacher, and set/view alerts of student activity.

The **Canvas Parent app** is available on **Android** and **iOS** devices. You can also set push notifications for your student's courses and grades so you can get updates sent directly to your phone.

To learn more about your Observer Role, visit the Canvas Observer Guides and Observer Video Guides.