iLearnNH

CONFIGURE YOUR INSTANCE TO ALLOW OBSERVER ACCOUNTS

Step 1: Configure Settings to Allow Observer Accounts

After logging into your Canvas Account, click Admin the Admin badge in the Global Navigation menu iLearnNH on the left side of the screen, then select your All Accounts root/main account. 8 Select Authentication from the Navigation menu. 2 iLearnNH > $(\mathbf{\Omega})$ Locate the Current Provider section. Under Self 3 Courses Account Registration, select Observer Accounts Only. People \bigcirc Note that self registration must be turned on. Statistics Admin Permissions Current Provider 22 Outcomes Dashboard Canvas Rubrics You can log in directly with this provider by going to /login/canvas Self Registration Grading Disabled Courses All Account Types **Question Banks** Observer Accounts Only $\mathcal{A}_{\mathcal{B}}$ Require Captcha for Self Registration Sub-Accounts Groups **Faculty Journal** Calendar Terms For added security, check Require Captcha 4 J Authentication for Self Registration. Inbox SIS Import 5

Click Save.

Current Provider		~			
Canvas					
You can log in directly with this provider by going to /login/canvas					
Self Registration	Self Registration				
O Disabled	O Disabled				
 All Account Type 	All Account Types				
 Observer Account 	Observer Accounts Orly				
Sequire Captcha for Self Registration					
Position	1				↓ •
					Delete Save

ADDITIONAL INFORMATION

For more detailed information about Observer Accounts, please see this Canvas Guide.

Step 2: Review Role Permissions

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Course Roles Account Roles

Search Permissions

Analytics - view pages

Announcements - view

Course Calendar - add / edit /

Course Content - add / edit / delete

Courses - change visibility

Courses - view usage reports

Discussions - create

Permissions

iLearnNH recommends reviewing the permissions in the Observer Role to ensure student privacy is protected in alignment with FERPA and district policies. To see the default configuration of Observer Roles, click here.

Note that Observer Roles are the only course roles that will work with pairing codes. You cannot create a new role for parents/guardians or others who will link to students with pairing codes.

After logging into your Canvas Account, click Admin the Admin badge in the Global Navigation menu iLearnNH on the left side of the screen, then select your Accour All Accounts 8 root/main account. Select **Permissions** from the Navigation menu. iLearnNH > _ Locate the Observer Role. $(\mathbf{\Omega})$ Courses Account People Q All Roles × 9 **Statistics** ТА Admin \otimes 0 0 Permissions 0 Ø Ø Ø Ø **.** Outcomes Conversations - send messages to entire class \otimes 0 0 \otimes 0 Dashboard Conversations - send messages to individual course members 0 0 Ø Ø \otimes Rubrics \bigotimes Ø Ø Ø \otimes Grading \otimes 0 Ø Ø Courses 0 Ø Ø **Question Banks** $\mathcal{A}_{\mathcal{B}}$ 0 Ø 0 Sub-Accounts Groups Ø Ø Ø Ø \otimes **Faculty Journal** Calendar Terms To change the role permission, click on the icon under the Þ Authentication

role you would like to change. Then select enable (check), disable (x), lock, or use default. **Default** will reset the permission to those outlined in the Observer Roles guide.





RECOMMENDATION

Because Observers can see discussion board posts from all course participants, we recommend turning off the ability to view discussion boards.

The discussion board assignment will still appear in a module or the discussion board area, but when an Observer clicks the link they will receive a notification that something is broken.

Step 3: Observer Accounts and Discovery Pages

If you have a Canvas Discovery page:

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Instruct parents or guardians to type in [InsertyourSchool/SAUhere].instructure.com/login/canvas to bypass any external authentication login page (Google, Microsoft, etc.).

2 Add a link for parents or guardians on your discovery page that directs them to [InsertyourSchool/SAUhere].instructure.com/login/canvas.



STILL HAVE QUESTIONS?

Send us a line: <u>info@iLearnNH.org</u>. You can also find us at the <u>iLearnNH website</u> or on <u>Instagram</u> and <u>Facebook</u>.