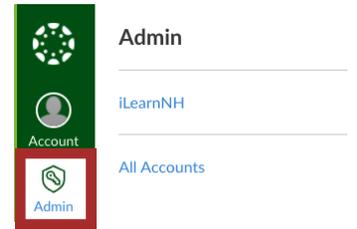


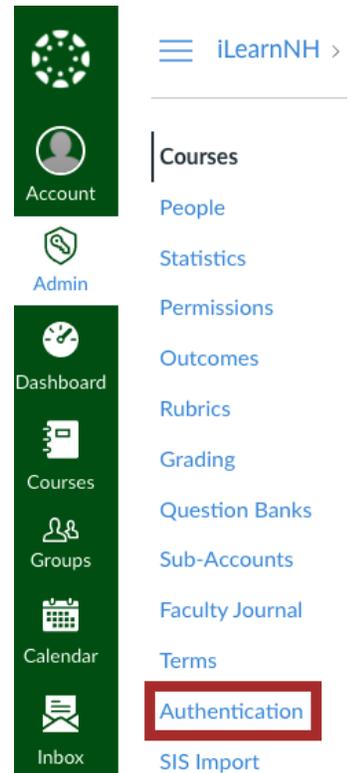
CONFIGURE YOUR INSTANCE TO ALLOW **OBSERVER ACCOUNTS**

Step 1: Configure Settings to Allow Observer Accounts

- 1 After logging into your Canvas Account, click the **Admin** badge in the Global Navigation menu on the left side of the screen, then select your root/main account.



- 2 Select **Authentication** from the Navigation menu.



- 3 Locate the Current Provider section. Under Self Registration, select **Observer Accounts Only**. Note that self registration *must be turned on*.

Current Provider

Canvas

You can log in directly with this provider by going to /login/canvas

Self Registration

Disabled

All Account Types

Observer Accounts Only

Require Captcha for Self Registration

- 4 For added security, check **Require Captcha for Self Registration**.

- 5 Click **Save**.

Current Provider ✓

Canvas

You can log in directly with this provider by going to /login/canvas

Self Registration

Disabled

All Account Types

Observer Accounts Only

Require Captcha for Self Registration

Position

ADDITIONAL INFORMATION

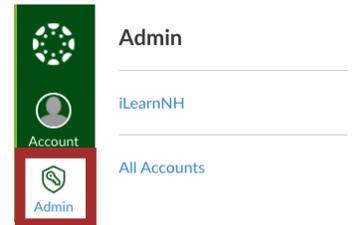
For more detailed information about Observer Accounts, please see this [Canvas Guide](#).

Step 2: Review Role Permissions

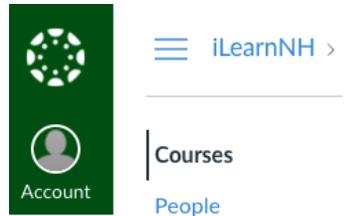
iLearnNH recommends reviewing the permissions in the Observer Role to ensure student privacy is protected in alignment with FERPA and district policies. To see the default configuration of Observer Roles, [click here](#).

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.

- 1 After logging into your Canvas Account, click the **Admin** badge in the Global Navigation menu on the left side of the screen, then select your root/main account.



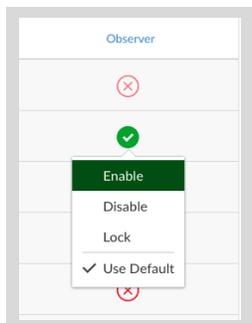
- 2 Select **Permissions** from the Navigation menu.



- 3 Locate the **Observer Role**.

Permissions	Student	Teacher	TA	Designer	Observer
Analytics - view pages	⊗	✓	✓	⊗	⊗
Announcements - view	✓	✓	✓	✓	✓
Conversations - send messages to entire class	⊗	✓	✓	✓	⊗
Conversations - send messages to individual course members	✓	✓	✓	✓	⊗
Course Calendar - add / edit / delete	⊗	✓	✓	✓	⊗
Course Content - add / edit / delete	⊗	✓	✓	✓	⊗
Courses - change visibility	⊗	✓	✓	✓	⊗
Courses - view usage reports	⊗	✓	✓	✓	⊗
Discussions - create	✓	✓	✓	✓	⊗

- 4 To change the role permission, click on the icon under the 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

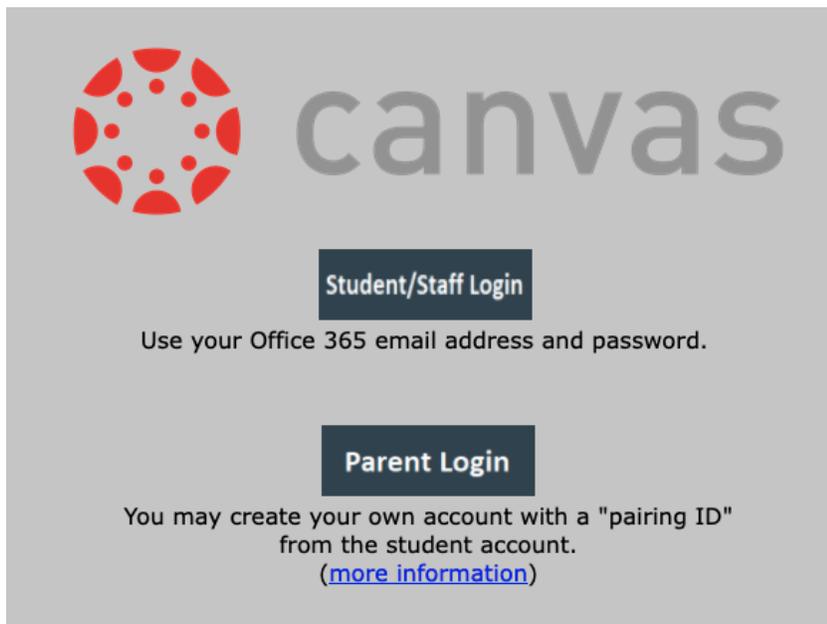
Because Observers can see discussion board posts from all course participants, we recommend turning off the ability to view discussion boards.

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:

- 1 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: info@iLearnNH.org.

You can also find us at the [iLearnNH website](#) or on [Instagram](#) and [Facebook](#).