

Accessing Canvas Grades at InTech

Parent Setup Guide | InTech Collegiate Academy

This guide explains how parents and guardians can set up and access a Canvas Parent (Observer) account to view student grades, assignments, course announcements, and notifications.

Overview & Access Methods

There are two primary ways to access your student's Canvas grades and course updates. Both platforms connect to the same parent account.

Feature / Platform	Web Version (Desktop / Laptop)	Canvas Parent App (Mobile)
Best For	Comprehensive view of modules and assignment details	On-the-go grade monitoring and immediate alerts
Access Point	Web browser via intechacademy.org	iOS App Store or Google Play Store (Blue Logo)
Key Capabilities	Full gradebook, assignment details, course materials, email notifications	Grade summaries, missing assignment alerts, custom push notifications

Step 1: Obtain a Student Pairing Code

Before setting up your Parent account, you must generate a pairing code from your student's Canvas account.

1. Have your student log in to Canvas on their school laptop or device.
2. Click **Account** (the profile icon on the left global navigation bar), then select **Settings**.
3. On the right sidebar, click the **Pair with Observer** button.
4. Copy or write down the generated **Pairing Code** (a case-sensitive alphanumeric code).

Note: Pairing codes expire after 24 hours or after a single use.

Step 2: Web Version Setup (Desktop / Laptop)

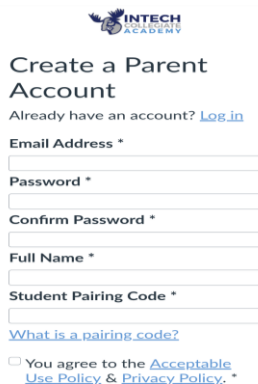
1. Go to the InTech Collegiate Academy website at intechacademy.org.
2. Hover over or click **Grades / LMS** in the main navigation menu and select **Canvas Parent Setup** (or **Canvas Parent**).
3. On the Canvas login page, click the link that says "**Parent of a Canvas User? Click here for an account**".
4. Complete the registration form:
 - **Your Name:** Enter your full name.
 - **Your Email:** Enter your email address.
 - **Password & Re-enter Password:** Create a secure password.
 - **Student Pairing Code:** Enter the code retrieved in Step 1.
5. Click **Start Participating**.

Viewing Grades & Configuring Notifications

- **Dashboard Overview:** Displays course tiles for every class your student is taking. Select a course tile to view **Grades** (a list of all assignments and current scores) or **Modules** (assignments arranged in learning order).
- **Notification Settings:** Click **Account** -> **Notifications** to customize email alerts for graded assignments, course announcements, and due dates. Options include immediate alerts, daily summaries, weekly summaries, or turning notifications off.

Step 3: App Version Setup (Canvas Parent Mobile App)

1. Download the **Canvas Parent** app from the Apple App Store or Google Play Store (*ensure you select the version with the blue logo*).
2. Open the app and tap **Find my school**.
3. Type **intech** into the search bar and select **InTech Collegiate High School - Parent**.
4. Tap **Create Account** at the bottom of the login screen (or log in if you already created an account via the web version).
5. Fill out your account details and enter the **Student Pairing Code**.
6. Tap **Start Participating**.



The screenshot shows the 'Create a Parent Account' screen. At the top is the InTech Academy logo. Below it is the title 'Create a Parent Account' and a link 'Already have an account? Log in'. The form contains several input fields: 'Email Address *', 'Password *', 'Confirm Password *', 'Full Name *', and 'Student Pairing Code *'. Below the 'Student Pairing Code' field is a link 'What is a pairing code?'. At the bottom, there is a checkbox for 'You agree to the Acceptable Use Policy & Privacy Policy. *'.

Adding Additional Students & Setting Mobile Alerts

- **Add Additional Students:** Tap the **Menu** icon -> **Manage Children** -> **Add Student**. A unique pairing code generated by the additional student is required.
- **Alert Settings:** Under **Manage Children**, select a student to configure alerts for missing assignments, course announcements, or specific grade thresholds (alerts when grades fall above or below a set percentage).

IT Helpdesk Support

If you have questions or require technical assistance setting up your account, please contact the InTech IT Helpdesk:

- Email: tickets@intechacademy.org
- Phone: 435-775-2552