How to Add an Observer in Canvas

**Directions for Students**

Must be completed before the **Directions for Observers**:

1. **Student:** [click here](#) 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.

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.

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.
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.