

Parent Access to the Spartan Learning Portal



What is the Spartan Learning Portal?

The Spartan Learning Portal is the electronic learning management system used by teachers and students at Garden Spot High School and Middle School. Canvas by Instructure is the name of the company that administers the Spartan Learning Portal for the Elanco School District. Teachers will utilize this system to make learning resources available to students, as well as to post homework and class announcements.

Parents have the ability to create their own “observer” account that provides access to all of their child’s courses so they can see assignment due dates, announcements, and other course content. Observers can view the course content but cannot participate in the course. These directions will show parents how to sign up for a parent observer account, link their account to their student(s), and setup their notifications.

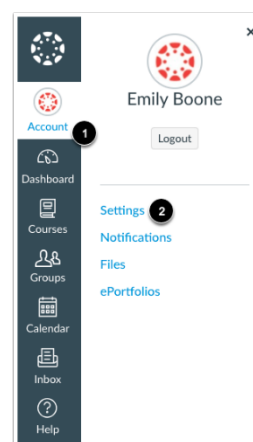
How do I sign up for a Spartan Learning Portal account as a Parent?

The following instructions explain how parents can self-register for an observer account for Elanco’s Spartan Learning Portal. To create an account and to observe a student, you must first have a student pairing code.

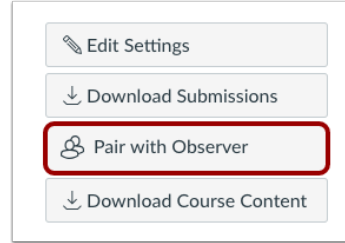
How do I get a pairing code for my student?

Students can generate a pairing code to link a parent observer to their Canvas account by following the following steps (or contact the technology department).

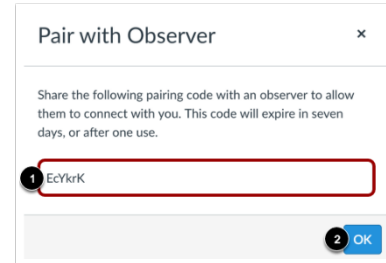
1. Students will log in at class.instructure.com. In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



2. Click the **Pair with Observer** button.

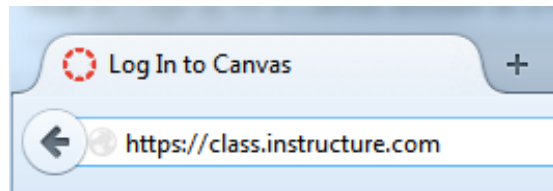


3. **Copy the six-digit alphanumeric pairing code** [1]. The pairing code will expire after seven days or its first use. Note: Pairing codes are case sensitive.

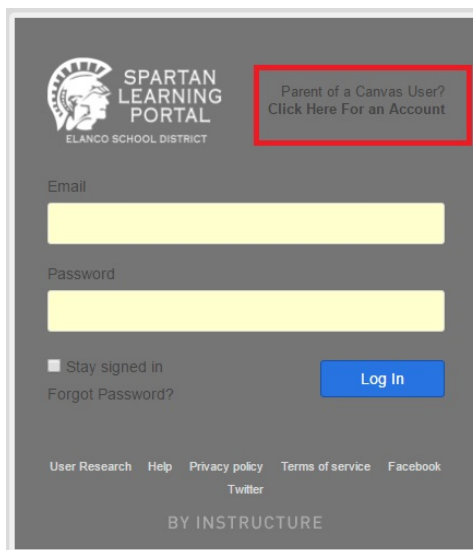


To create a Parent Observer account, open the Spartan Learning Portal website

1. In a browser window, enter the Spartan Learning Portal URL: **class.instructure.com**

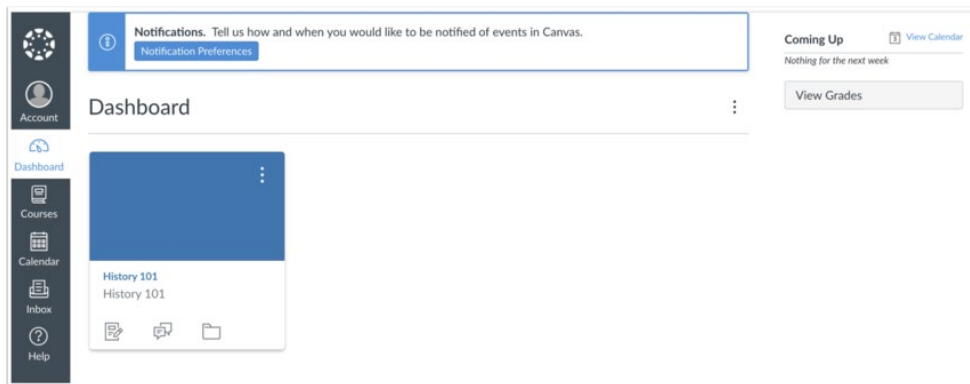


2. Click on the link below Parent of a Canvas User? – **Click Here for an Account**



- Enter the information in fields 1-6 (create your own password), then click the **Start Participating** button [7].

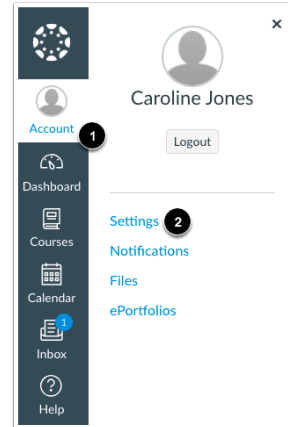
- You can begin observing your student in Canvas immediately.



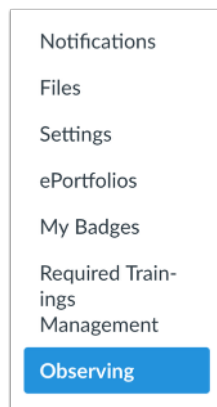
How do I link an additional student to my user account as a parent observer?

To link yourself to another student, parents will need to enter another student-specific pairing code. Pairing codes are case sensitive and are valid for seven days. Students can generate pairing codes from their User Settings.

1. In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].



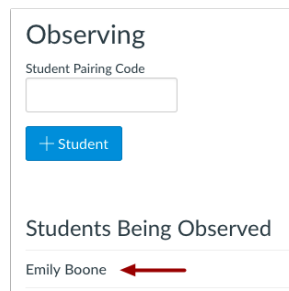
2. In User Navigation, click the **Observing** link.



3. Type the pairing code in the **Student Pairing Code** field [1] and click the **Add Student** button [2].



4. View the paired student.



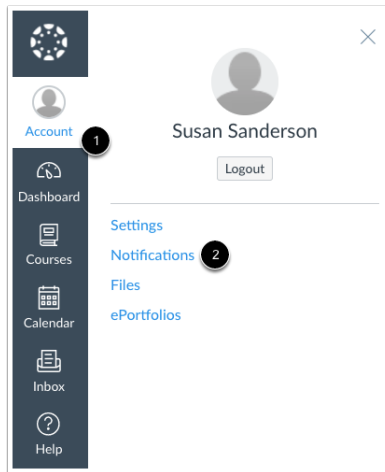
How do I set my Canvas notification preferences as an observer?

Canvas includes a set of default notification preferences you can receive for the courses you are observing. Notifications are sent to Canvas contact methods as specified in your account User Settings. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to the student you are observing.

Notifications are sent as one of four delivery types: **notify me right away, daily summary, weekly summary, or don't send**. If you change a setting, the change is made immediately to your account.

Notification settings apply to all courses you are observing; you cannot change settings for individual courses.

1. In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].



2. Set **Notification Preferences**.

The 'Notification Preferences' page shows a header with radio buttons for 'Notify me right away' (selected), 'Send daily summary', 'Send weekly summary', and 'Do not send me anything'. Below this is a checkbox labeled '1' for 'Show name of observed students in notifications.' The main content is a table with two columns for 'Email Address' (bill.sanderson.canvas@gmail.com and canvasobserver.canvas@gmail.com) and rows for various notification categories. Numbered callouts highlight: 2 (checkmark for Due Date), 3 (clock for Grading Policies), 4 (calendar for Course Content), and 5 (X for Files).

Course Activities	Email Address	Email Address
	bill.sanderson.canvas@gmail.com	canvasobserver.canvas@gmail.com
Due Date	2 ✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Grading Policies	3 ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Course Content	✓ 4 📅 ✕	✓ ⌚ 📅 ✕
Files	✓ ⌚ 5 ✕	✓ ⌚ 📅 ✕
Announcement	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Announcement Created By You	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕
Grading	✓ ⌚ 📅 ✕	✓ ⌚ 📅 ✕

You can select to view an observed student's name in a notification. Select the Show name of observed students in notifications checkbox [1]. Currently only grade update notifications include observed student names.

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the check mark icon [1]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, click the clock icon [2].

To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the remove icon [4].