McKenzie County Public School District No. 1

Dear Parents and Guardians,

As we begin the 2025–2026 school year, we want to ensure that communication between families and teachers is both effective and secure. To support this goal, our district is using **Canvas** as the primary platform for classroom communication.

Canvas offers a built-in messaging feature that allows you to contact your child's teacher directly. This tool is designed to streamline communication, keep messages organized, and provide a safer environment for both students and families.

📌 How to Use Canvas to Message a Teacher:

- Log in to your **Canvas Observer Account** (instructions for setting up your account are provided below for K-5 and 6-12).
- Navigate to your child's course.
- Use the **Inbox** feature to send a message directly to the teacher.
- Teachers will respond within a reasonable timeframe during school hours.

✅ Why Use Canvas?

- Ensures messages are tied to your child's coursework and progress.
- Keeps communication secure and centralized.
- Reduces confusion caused by using multiple platforms.

While teachers may still share their school email addresses, we ask that you **avoid using Canvas** for important or time-sensitive messages such as attendance updates or transportation changes. These should be communicated directly to the school office.

Thank you for partnering with us to create a safe and connected learning environment. We're looking forward to a great year ahead!

Thank you for your support,
McKenzie County Public School District #1

McKenzie County Public School District No. 1

🎓 Creating a Canvas Observer Account in the URL – Must be done prior to downloading the Parent App

Step 1: Prior to setting up your Canvas observer account, make sure you have a student pairing code and your Canvas URL: https://mckenziecounty.instructure.com

Step 2: Once you have the pairing code, complete the following:
● In a browser, enter your Canvas URL: https://mckenziecounty.instructure.com
● Click Parent of a Canvas User? *(step 1)*
● Enter your information for the Parents sign up *(step 2)*
● Make sure to enter the information required, including the pairing code and click the Start Participating button *(step 3)*

Step 3: 🔑 Student Pairing Code

- K-5 students will have brought their student pairing code home on the first day of school.
- 6-12 students will follow these steps to get their pairing code:
    - To receive a pairing code for your student, your student must log in to their Clever Account and log into Canvas
    - Then, on the left-hand side, click Account
    - In the account drop down, click on settings
    - On the right-hand side, you will see Pair with Observer. Click on it.
    - A pairing code will automatically generate for you to put into the URL and pair with your student. Your student will need to generate a second pairing code for any additional guardian or parent wanting to pair with their Canvas account.
    - ***Note:*** Generated pairing codes are only good for 7 days.
- If you have more than 1 student, once you have paired one student in your account, up in the right-hand side of your screen for the URL and center of your screen for the app, you should see your students name and can click it to see the drop down.
- Then you can add another student to your account with their pairing code.

Step 4: Once completed, you can now download the Canvas Parent App on your phone using the login information you created through the URL link process and begin observing your student in Canvas immediately.

🎓 Canvas Parent App:

Step 1: Download the Canvas Parent App

- **iOS (Apple)**: Go to the App Store and search for **Canvas Parent**.
- **Android**: Go to Google Play and search for **Canvas Parent**.
- Download and install the app.

Step 2: Open the App and Find Your School

1. Open the Canvas Parent app.
2. Tap **Find School**.
3. Type **McKenzie County - Parents**
4. Select **McKenzie County - Parents**

Step 3: Create Your Observer Account

1. Tap **Next**.
2. Enter the following information from your observer account create in the previous steps:
   - **Email**
   - **Password**
3. Tap **Log In**.