



The administration, faculty and staff of  
**William H. Spencer High School**  
would like for all parents to join us *VIRTUALLY* for our

# Annual Title I Parent Meeting & Open House

Monday, September 28, 2020

Title I Parent meeting begins at 5:00 pm

Open House begins at 5:15 pm

**You can access the meetings above at:**

**<https://muscogee.zoom.us/j/88232664184>**

Meet your child's teachers and learn about course expectations.

#### Instructions

1. Parents should click on the Zoom link above for the Title I/Open House Meeting.
2. After the Zoom meeting, click on the Families and Students portal on the Muscogee County Schools website (<https://muscogee.k12.ga.us/>) and login to Canvas with your child's credentials or pair your Canvas with your child's using the instructions below, at least **24 hours prior**. If you are not going to pair, secure your child's credentials prior to the start of the meeting.
3. Follow your child's schedule utilizing the links provided on the landing page of each course in Canvas.

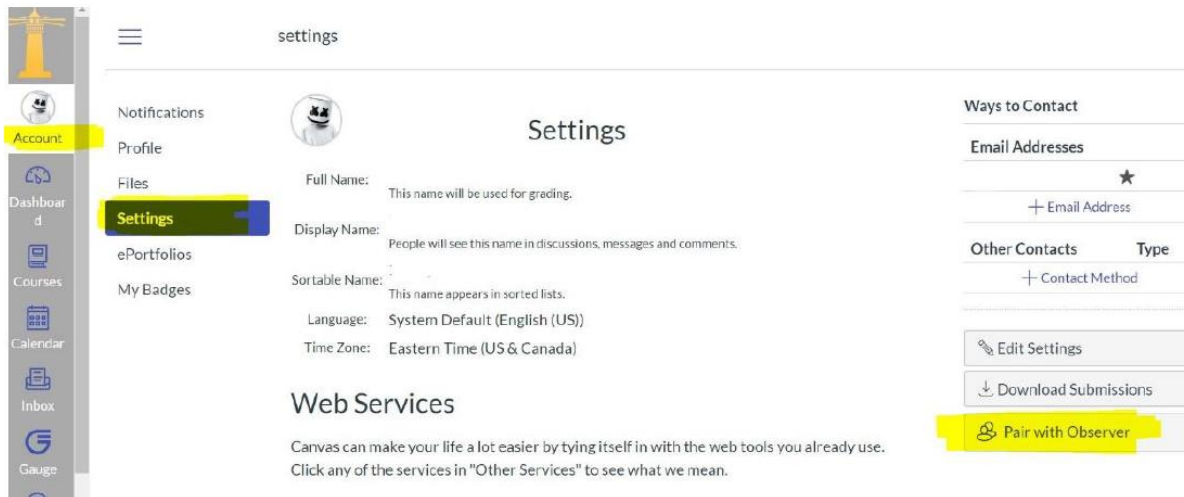
## Pairing Parents with Student Classes in Canvas

Parents can always login as their child, using their child's credentials to see activity in Canvas.

If a Parent would like to follow their child in Canvas as an "Observer" and receive updates of Announcements and Class Activities, they will need the "pairing code" to setup their account.

### Step 1: Student must login to get code.

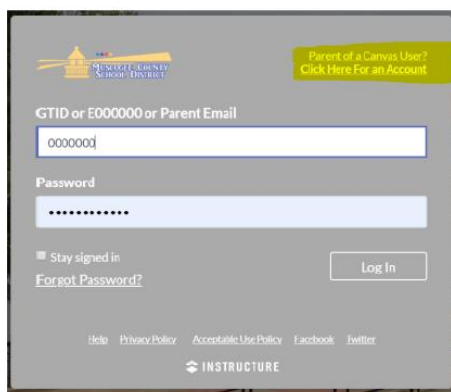
To locate the pairing code, the student must [login to Canvas](#), click on **Account**, **Settings**, then **Pair with Observer**. The code will appear.



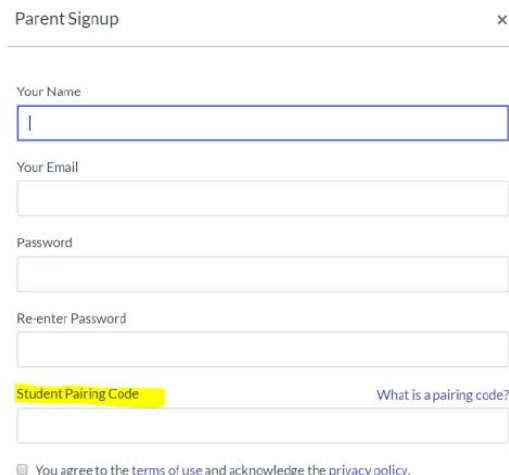
The screenshot shows the Canvas user interface. On the left, a sidebar contains navigation icons, with 'Account' and 'Settings' highlighted. The main area is titled 'settings' and 'Settings'. It includes sections for 'Notifications', 'Profile', 'Files', 'ePortfolios', and 'My Badges'. The 'Profile' section contains fields for 'Full Name', 'Display Name', 'Sortable Name', 'Language', and 'Time Zone'. Below this is the 'Web Services' section. On the right, there are sections for 'Ways to Contact', 'Email Addresses', and 'Other Contacts'. At the bottom right, the 'Pair with Observer' button is highlighted in yellow.

### Step 2: Parent creates account and enters code.

The parent can then go to the [Canvas website](#) and click to create their account. The pairing code should be entered in the appropriate blank.



The screenshot shows the Canvas Parent Signup form. It includes a header with the school logo and a yellow starburst highlighting the link 'Parent of a Canvas User? Click Here For an Account'. The form has fields for 'GTID or E000000 or Parent Email', 'Password', and 'Re-enter Password'. There is a 'Log In' button and a 'Forgot Password?' link. At the bottom, there are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', and the 'INSTRUCTURE' logo.



The screenshot shows the Canvas Parent Signup form. It includes a header with the school logo and a yellow starburst highlighting the link 'Parent of a Canvas User? Click Here For an Account'. The form has fields for 'Your Name', 'Your Email', 'Password', and 'Re-enter Password'. There is a 'Log In' button and a 'Forgot Password?' link. At the bottom, there are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', and the 'INSTRUCTURE' logo.

Please check the school's website for up-to-date information: <http://sites.muscogee.k12.ga.us/spencer/>