



*Every Student Matters, Every Moment Counts*

**Morton School District #214**  
**Home of the Timberwolves!**

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[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

[@MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [@MSD21214](https://www.twitter.com/MSD21214)

**Morton Jr/Sr High School**

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

**Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

November 13th, 2020

To: Parents/Guardians of Morton School District Students

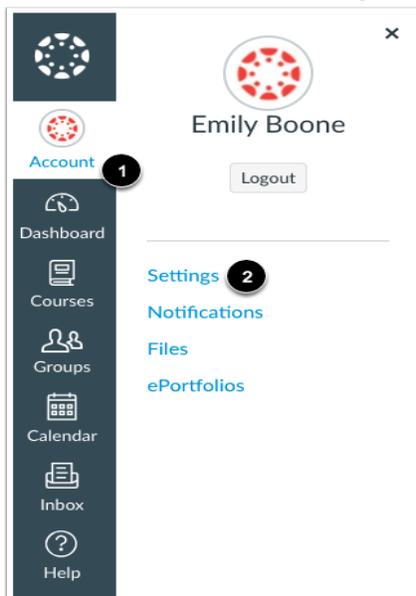
There have been a lot of changes in the programs used for the education of our students over the last few years. This year Canvas was added in nearly every grade level, and the Jr/Sr High School continues to use Classrooms as our online grading system.

To assist Parents/Guardians in monitoring their student's work and progress we are sharing how you can access these online programs.

**Canvas Parent Monitoring**

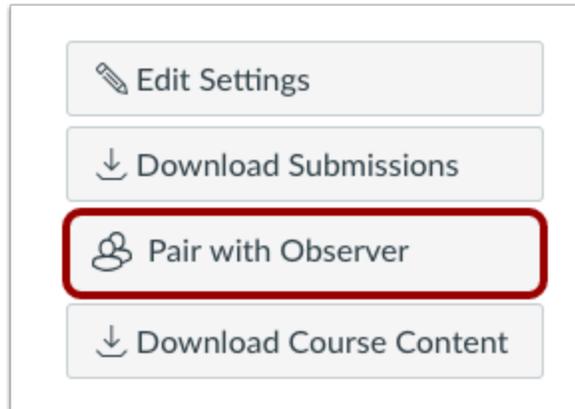
Parents/Guardians can generate a pairing code in order to view their student's Canvas account. There will be a separate pairing code for each observer, or Parent/Guardian, of an account. An observer may be a parent, guardian, mentor, counselor, or another individual who needs to view a Canvas account. Linked observers can view and participate in certain elements of a Canvas account, but not all. For more information on the observer role, view the [Observer Visibility and Participation PDF](#).

To create a pairing code, your student needs to login into their own account and then open their settings. In Global Navigation bar on the left, click the **Account** link [1], then click the **Settings** link [2].



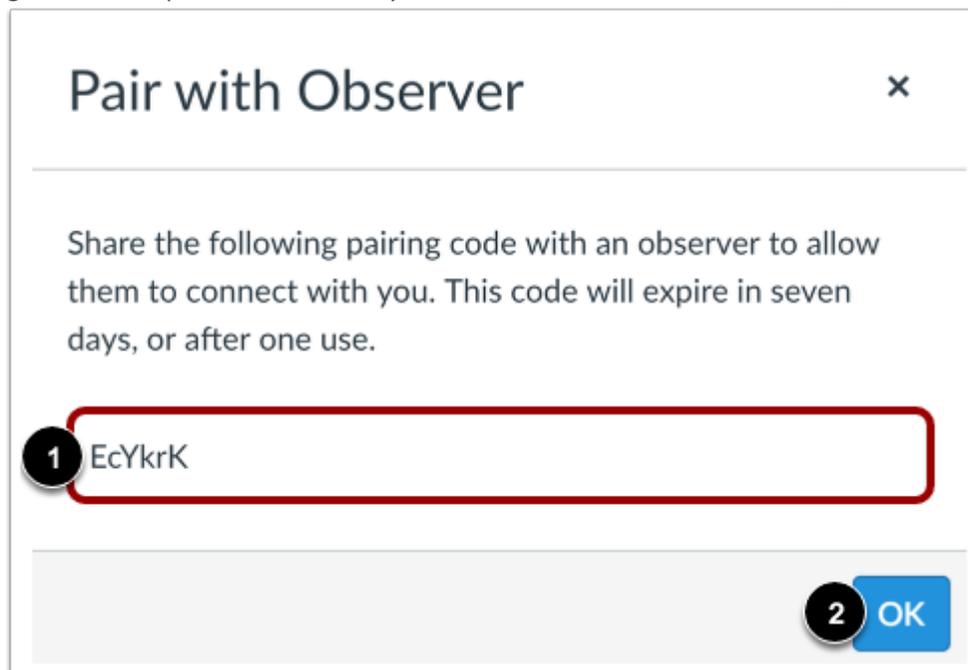
*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, [jhannah@morton.k12.wa.us](mailto:jhannah@morton.k12.wa.us), or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, [bbrooks@morton.k12.wa.us](mailto:bbrooks@morton.k12.wa.us).*

Once the settings section has opened, on the far right a button labeled, Pair with Observer will be present.



Click the **Pair with Observer** button.

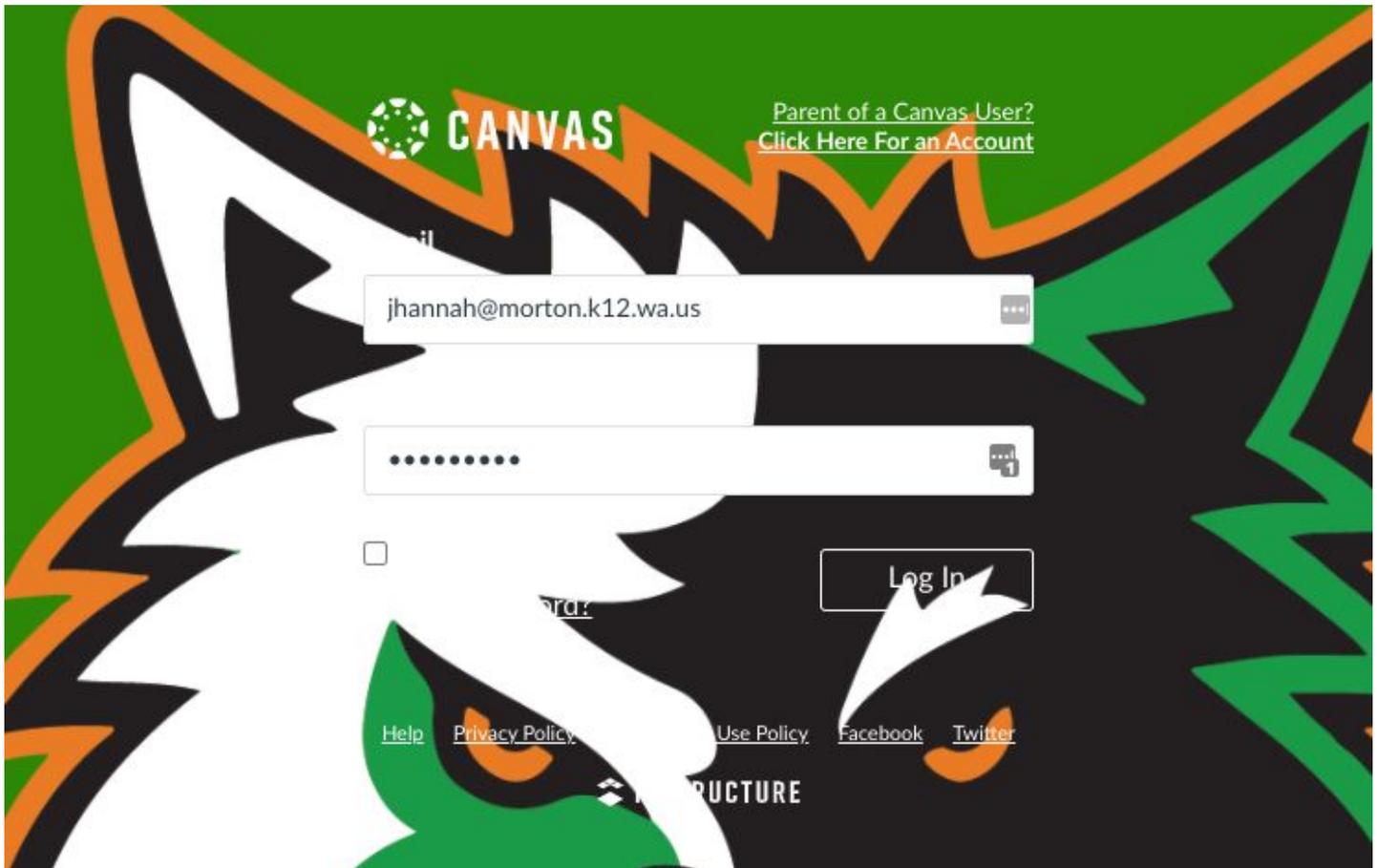
Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after seven days or its first use. To close the window, click the **OK** button [2].



**Note: Pairing codes are case sensitive.**

Once you have your pairing code you have multiple options to create your observer account.

First, you can go to our district's Canvas site <https://morton.instructure.com/login/canvas>. Once there, in the upper right-hand corner, there is a link to the parent login. The link is the *Parent of a Canvas User?* which is on top and towards the right. From here you just fill in the required information including your parent code.



Your second option is to download the Canvas Parent App. You still need the pairing code, but the instructions for this can be found at:  
<https://community.canvaslms.com/t5/Canvas-Parent-Android-Guide/How-do-I-create-an-account-in-the-Canvas-Parent-app-on-my/ta-p/2032>

### Classrooms Parent Access

The first step in getting started with Classrooms is to contact the Jr/Sr High School office and get your Skyward username. Christy in the office can look up your username as you will need this later on in the process.

After you have your username go to <https://morton.schooldata.net/classroom>. Once there, you will reset your password for Classrooms by clicking on the *Reset Your Password* in the lower-left corner.

All first time users for Classrooms need to initiate their account by clicking on the *Reset Your Password* link. After you click the link, online prompts will guide you through the process.

If you forget your password you can follow the same instructions as above.

Once you are in the program navigation has you select which student of yours you wish to look at, and then navigate through tabs across the top of the page.