

## Dual Credit Canvas Observer Instructions

Ranger College dual credit high school partners are now able to view dual credit students' grades in Canvas in each semester as an "Observer" for each student enrolled in a dual credit course.

### Logging into your Canvas Observer account:

1. [rangercollege.instructure.com/login/canvas](https://rangercollege.instructure.com/login/canvas)

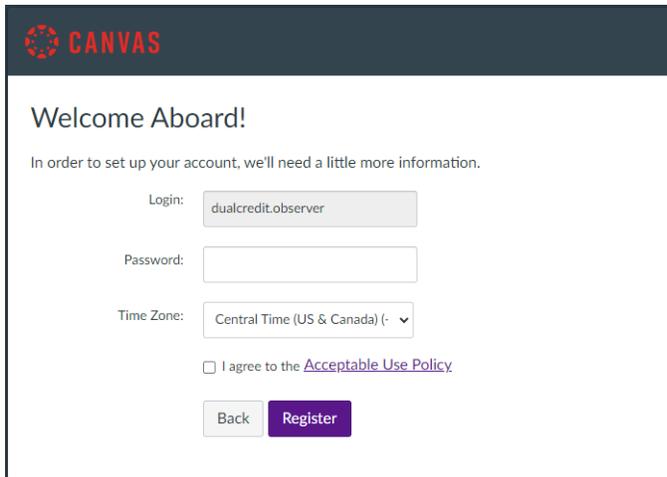
Go to the manual login page for Ranger College at [rangercollege.instructure.com/login/canvas](https://rangercollege.instructure.com/login/canvas) (This is not the same login that is listed on the Ranger College website. That link requires a Ranger College email address.)

2. Login using your Observer account credentials listed below:

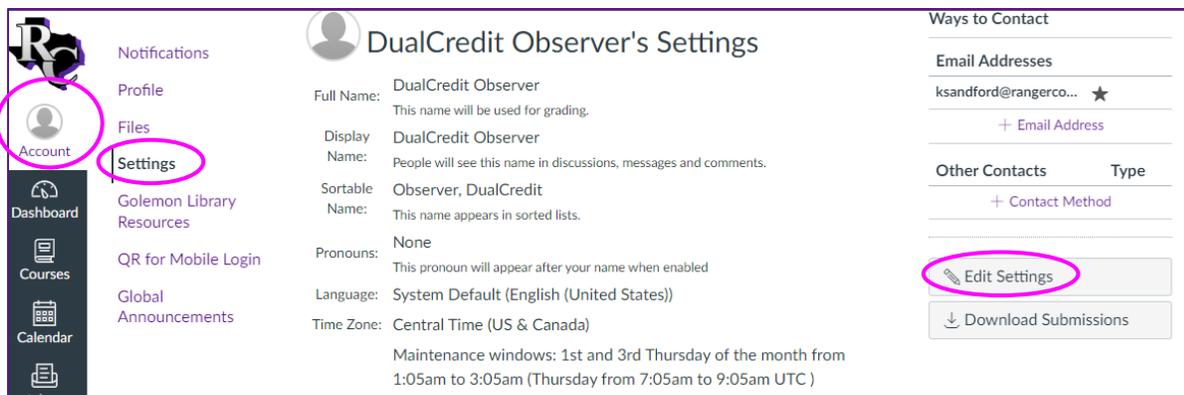
Username: **firstname.lastname**

Password: **Ranger1926**

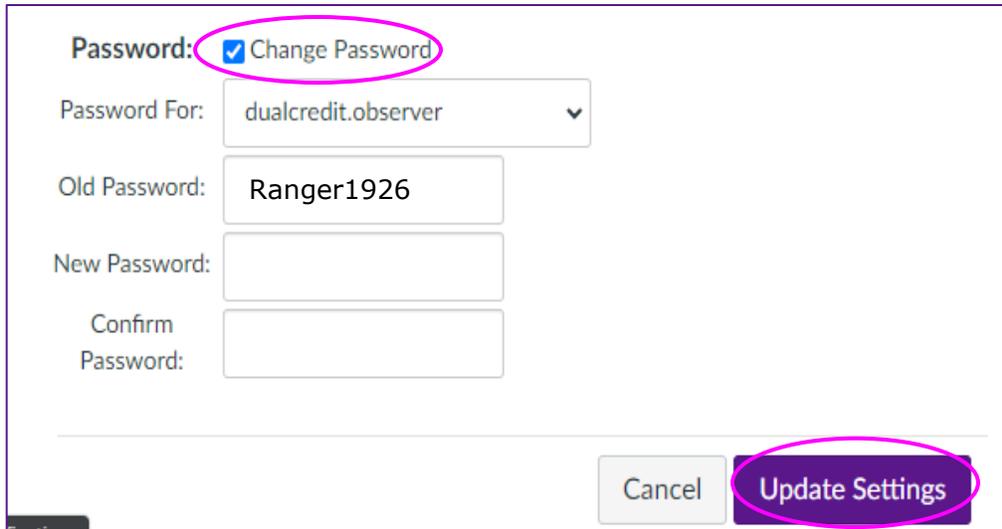
3. Finish setting up your Canvas account.



4. After successfully logging into your account, you can change your password by clicking on **Account > Settings > Edit Settings** (on right side of window).



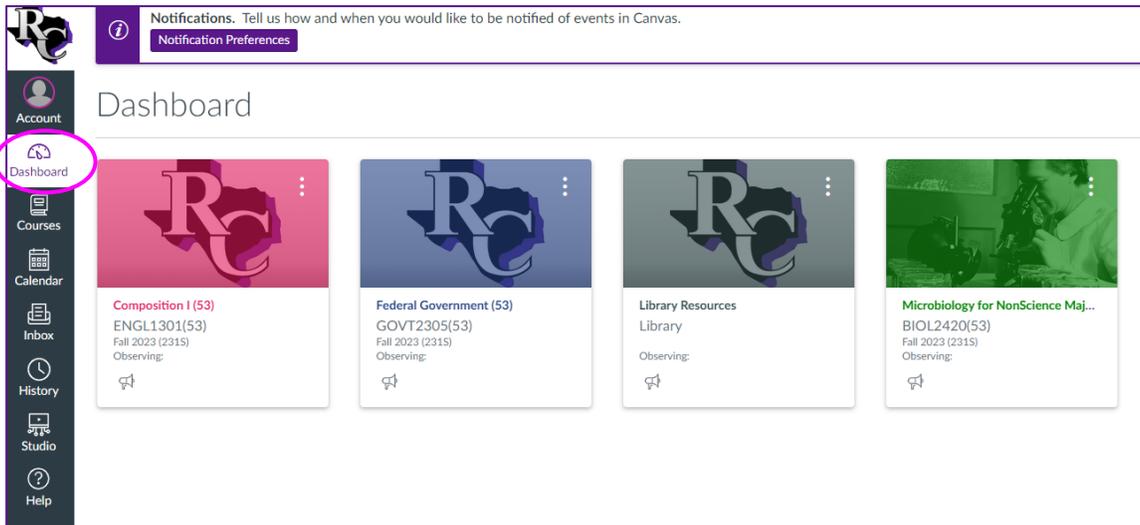
5. Check the "Change Password" box. Change password, then choose Update Settings.



The screenshot shows a web form for changing a password. At the top, the label "Password:" is followed by a checked checkbox labeled "Change Password", which is circled in pink. Below this, there is a dropdown menu for "Password For:" with the value "dualcredit.observer". The "Old Password:" field contains the text "Ranger1926". There are two empty input fields for "New Password:" and "Confirm Password:". At the bottom right, there are two buttons: "Cancel" and "Update Settings", with the latter circled in pink.

## Accessing Dual Credit Student Grades

When you navigate to your Canvas ***Dashboard***, you may see several courses displayed. These are some of the courses in which the dual credit students at your high school are enrolled, and will vary according to each student account selected.



## Quick View of Student Grades

1. For a quick overall view of all student grades, look at the bottom of the Dashboard window and click on **View Grades**.

The screenshot shows the Instructure dashboard interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area features several course cards: 'Composition I (15) ENGL1301(15) Fall 2023 (231S)' and 'Federal Government (12) GOVT2305(12) Fall 2023 (231S)'. Below these is a 'Library Resources' card. On the right, there is a 'Recent Feedback' section listing quizzes and tests with scores. At the bottom right, a 'View Grades' button is highlighted with a pink circle.

2. Grades will be listed for each student at your high school taking dual credit courses through Ranger College.

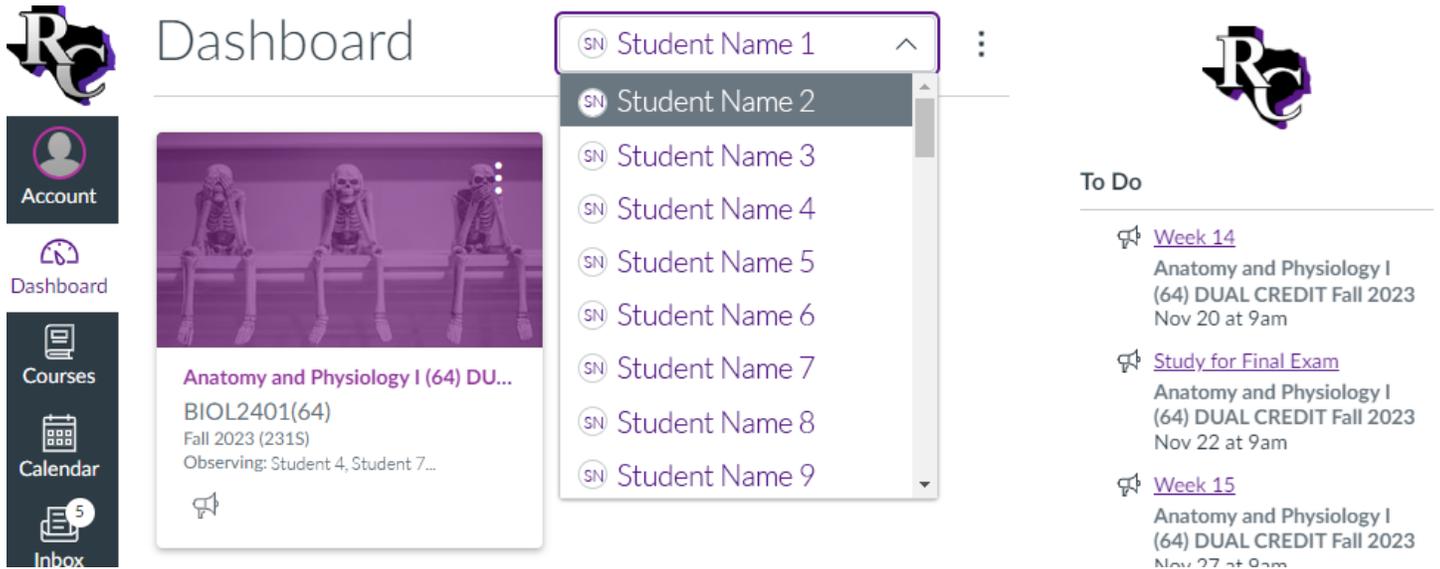
\*Some courses are for student information and will not have grades, such as the Library Resources course.

## Linked Student Accounts

Student Name, Anatomy and Physiology I DUAL CREDIT Fall 2023	82.24%
Student Name, College Algebra	78.68%
Student Name, Biol for Sci Major I DUAL CREDIT Fall 2023	57.54%
Student Name, Principles SkinCare/Facials,Theory Fall 2023	88.59%
Student Name, Library Resources	no grade

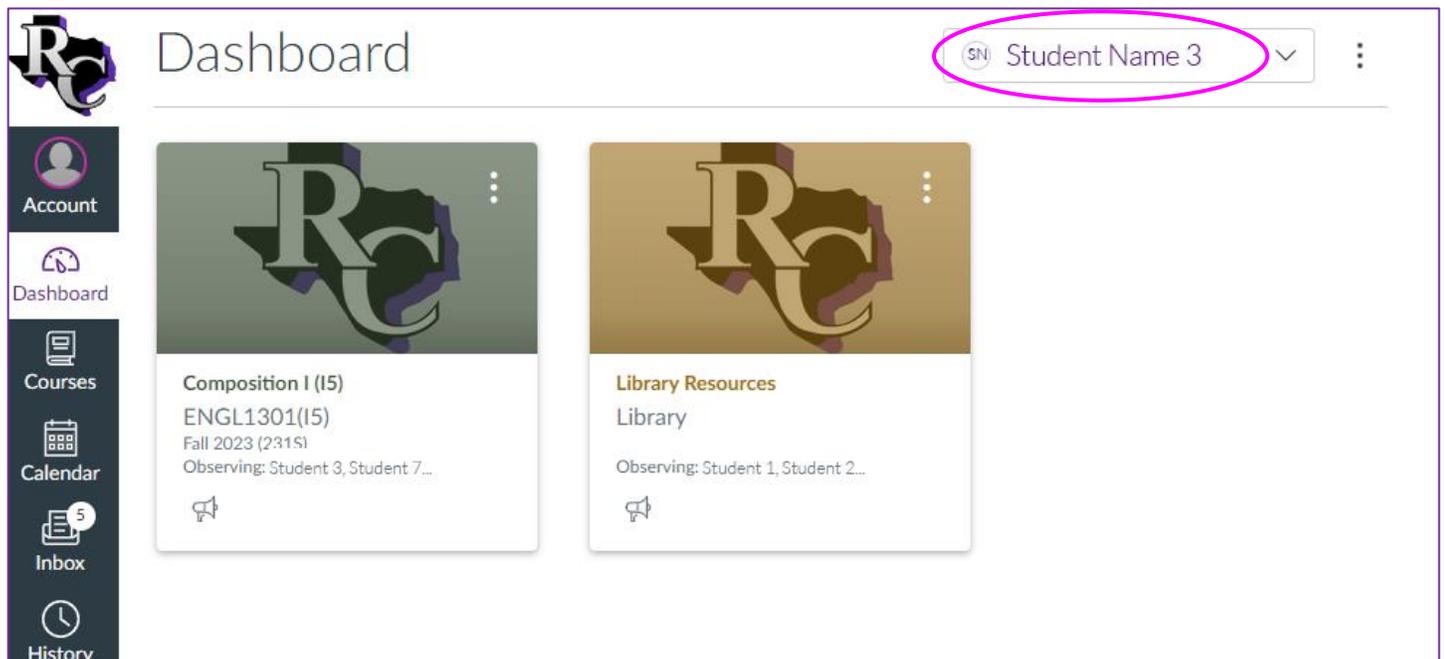
## Dashboard View of Students' Grades

1. To see individual student course activity, navigate back to the Canvas Dashboard, and choose a student from the drop-down menu at the top of the window.



The screenshot shows the Canvas Dashboard interface. At the top left is the Ranger College logo. Below it is a vertical navigation menu with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled "Dashboard" and features a course card for "Anatomy and Physiology I (64) DU..." with the course ID BIOL2401(64) and semester Fall 2023 (231S). A dropdown menu is open at the top right, displaying a list of student names from "Student Name 1" to "Student Name 9". To the right of the dashboard is a "To Do" list with items for "Week 14" and "Week 15", each with a notification icon and details about the course and exam dates.

2. The courses displayed on the Dashboard will vary according to the student that is selected.



This screenshot shows the same Canvas Dashboard interface but with a different student selected. The dropdown menu at the top right is circled in pink and shows "Student Name 3". The course cards in the main content area are now "Composition I (I5) ENGL1301(I5) Fall 2023 (231S)" and "Library Resources Library". The navigation menu and "To Do" list are not visible in this view.

\*If you have questions about your Observer account access or questions about Canvas, please contact Kim Sandford: [ksandford@rangercollege.edu](mailto:ksandford@rangercollege.edu) or 325-203-5015.