Step 1: Infinite Campus: Create your Canvas Observer Accounts (see side 2 to complete your Annual Update)

Canvas Observer accounts are a great way to observe your student's online classroom. With an observer account you will be able to view class assignments, view teacher announcements and view the class calendar.
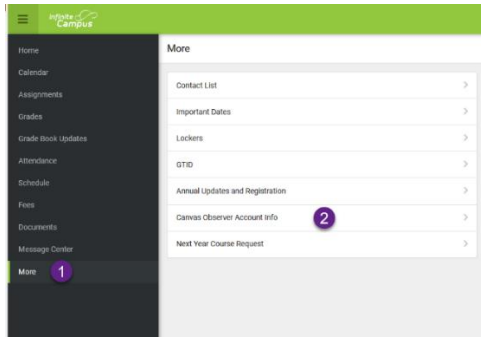
1. **To create a Parent Canvas Observer Account account on your computer, please follow these steps:**
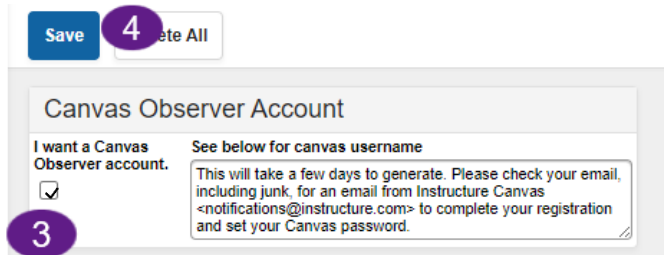   a. Log into your Infinite Campus parent portal account,

      https://campus.rockdale.k12.ga.us/campus/portal/parents/rockdale.jsp or scan the QR code
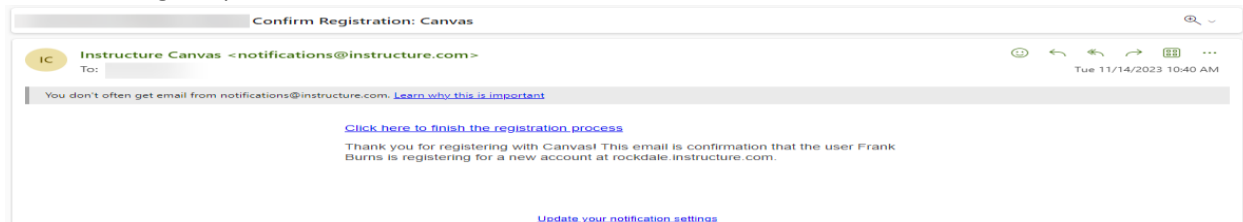2. Click on "More" and then "Canvas Observer Account Info"

3. Check the box for "I want a Canvas Observer Account" and then click "Save"
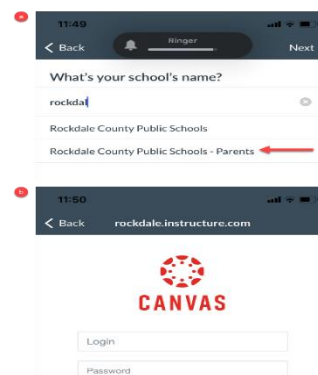

4. Within the next few days (it is not immediate) continue to check your email inbox linked to your Infinite Campus Parent Portal account, for an email from Instructure Canvas notifications@instructure.com. Please check junk/spam/clutter/etc as well.
5. The email you will receive will resemble the screenshot below. It's important to be aware that the link included in the email will be valid for a single use within seven days of being sent. We encourage you to promptly set up your account using the provided link.

1. Once setup, you can access your account from https://rockdale.instructure.com/login/canvas on your computer. You can also login from the cellphone app by doing the following:
   a. Download the Canvas Parent app by Instructure from the Google Play or Apple Stores
   b. Click **Find School**
   c. Choose **Rockdale County Public Schools – Parents**

Now, go to the other side of this paper to complete step **2: Annual Update**
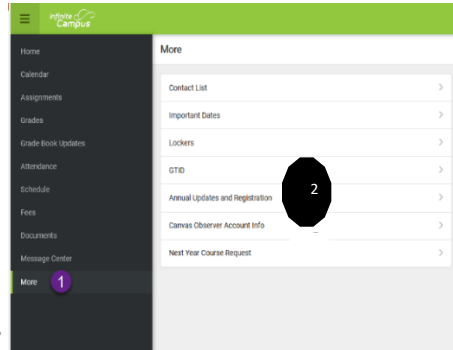
Step 2: Infinite Campus: Complete the Yearly Annual Update

The Annual Update is required for each student to receive a County Public Schools laptop or iPad and to access RCPS online instructional programs. This update provides us with current contact and health information.

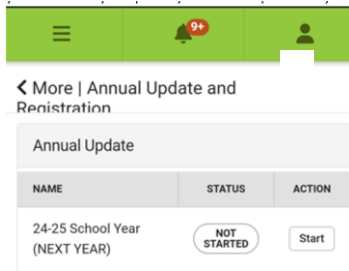1. **To complete the annual update on your computer, phone or tablet, please follow these steps:**
    a. Log into your Infinite Campus parent portal account,

    https://campus.rockdale.k12.ga.us/campus/portal/parents/rockdale.jsp or scan the QR code

2. Click on "**More**" and then "**Annual Updates and Registration**."

3. Under Annual Update and Registration, click on **Start** for the 24-25 School Year and then **Begin Registration.** *(If you see COMPLETE under STATUS, you have already completed your Annual Update and you only need to resubmit if you are making an address change or to update your child's record.)*

4. Review each page and table for ALL STUDENTS in your household.
5. When you are finished, click **SUBMIT**.
6. Be sure you see, "**Thank you for completing Online Registration for Rockdale County Public Schools!**" on the following screen-this means you're finished.