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, please follow these steps:**
   a. Log into your Infinite Campus parent portal account from your cell phone, tablet or computer: https://campus.rockdale.k12.ga.us/campus/portal/parents/rockdale.jsp or scan the QR code.
   b. If you need assistance or you have forgotten your user id or password, email dprice@rockdale.k12.ga.us.
2. Click on “More” and then “Canvas Observer Account Info”. (If you don’t see MORE, click on the 3 lines in the upper left corner.

![Canvas Observer Account Info]

3. Click “I want a Canvas Observer Account”. Click in the box to the left of “I Want a Canvas Observer Account” and then click “Save”
4. Click on the X in the tab window to exit the window.
5. **You can now go to side 2 of this paper to do your Annual Update because you will need to wait for an email to have access to your child’s Canvas Account. 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.
6. 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.

![Confirmation Email]

7. 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

![Canvas Parent App]

Now, see below to complete step 2:

**The Infinite Campus Parent Portal 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. *(If not already logged in)* Log into your Infinite Campus parent portal account. IF already logged in, go to step 2.
   
   - [Link to Infinite Campus portal](https://campus.rockdale.k12.ga.us/campus/portal/parents/rockdale.jsp)
   - 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. **If you are not making changes to a section, you will not need to upload the same documents again if you click the Next button.**

6. When you are finished, click SUBMIT.

7. Be sure you see, “Thank you for completing Online Registration for Rockdale County Public Schools!” on the following screen-this means you’re finished.

8. Please email dprice@rockdale.k12.ga.us for assistance.