

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.

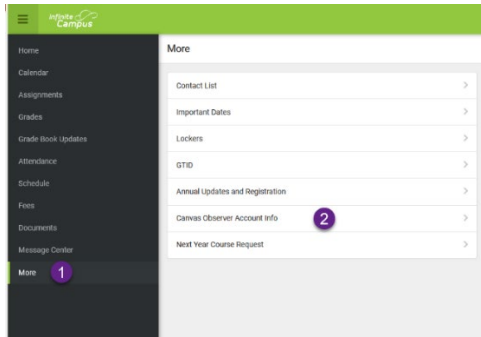
1. **To create a Parent Canvas Observer Account on your computer, please follow these steps:**

- a. Log into your Infinite Campus parent portal account,

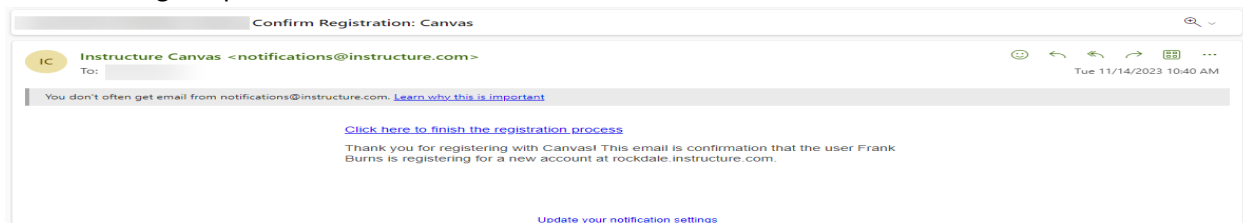
<https://campus.rockdale.k12.ga.us/campus/portal/parents/rockdale.jsp> or scan the QR code



2. Click on "More" and then "Canvas Observer Account Info". (If you don't see MORE, click on the 3 lines in the upper left corner.



3. Click "I want a Canvas Observer Account". Click in the box 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.



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**

