



Campus Portal for Parents

User Guide

January 2007

Objectives:

- Accessing the Campus Portal
- Viewing Student Information

User Guide – Campus Portal for Parents

January 2007

Table of Contents

Introduction to the Campus Portal for Parents	I
How it Works	I
Access to the Campus Portal	2
Security Features	2
Navigating the Campus Portal	2
School and District Notices	3
Family	3
Calendar	4
Class Schedule	5
Attendance	5
Behavior	5
Health	6
Assessment	7
Fees	7
Food Service	8
School Choice	8
Reports	9
Graduation Planning	9
Registration (for students only)	10
Other Links	10
Campus Portal Summary	11

Introduction to the Campus Portal for Parents

Infinite Campus understands that parental access to information is a critical link in guiding and supporting students. The Campus Portal for Parents is designed to help you stay up-to-date with your student's assignments, activities and academic progress.

In this secure site, confidential information about your student is just a click away. You can view assignment details, email teachers, track attendance, review behavior records, and print report cards and transcripts.

Teachers, counselors and staff publish information as it is available, giving parents immediate access to ongoing student performance. You can login to the Campus Portal to view your student's information from any convenient location.

Schools post announcements, important notices, meetings and other "backpack" type messages quickly and efficiently onto the portal, allowing busy families to schedule, plan and stay informed.

Portal access is determined by your student's school. It gives access to some, or all, of the views listed in this document.

How it Works

To use the Campus Portal, you need a computer with Internet access. Once the school has created a portal account for you and your student(s), that account will remain active while your student remains within the district.

MINIMUM REQUIREMENTS

PC:

Windows 98, 2000 or XP

P2 Processor

128 RAM

IE 6.0

Firefox 1.5x

Macintosh:

OS9

Firefox 1.5x

RECOMMENDED REQUIREMENTS

PC:

Windows 2000 or XP

P3 Processor

256 RAM

IE 7.0

Firefox 1.5x

Macintosh:

OS9

Firefox 1.5x

Access to the Campus Portal

Your district determines access to Campus Portal. Instructions for your user name and login are provided by your school or district. The school or district will also provide the URL for access to the Campus Portal. Visit your district's Web site or contact the school for more details.

Accessibility to the various screens stated in this User Guide is also determined by the school or district. Access for one school or building may vary from access for another school within the same district.

Security Features

The Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view through the use of strong passwords, forced password resets and session timeouts.

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will have access only to the links they have been given permission, to ensure student privacy.

The Campus Portal allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least eight characters long and is case sensitive. In addition, the district's administrator may force users to reset their passwords from time to time. By default, the system will automatically end any user session that has been dormant for 60 minutes. This may vary from district to district since the district can establish the timeframe for session timeouts.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to contact the school or district to have the account reactivated. Additional security settings include an access log, and options to change and contact account information.

Navigating the Campus Portal

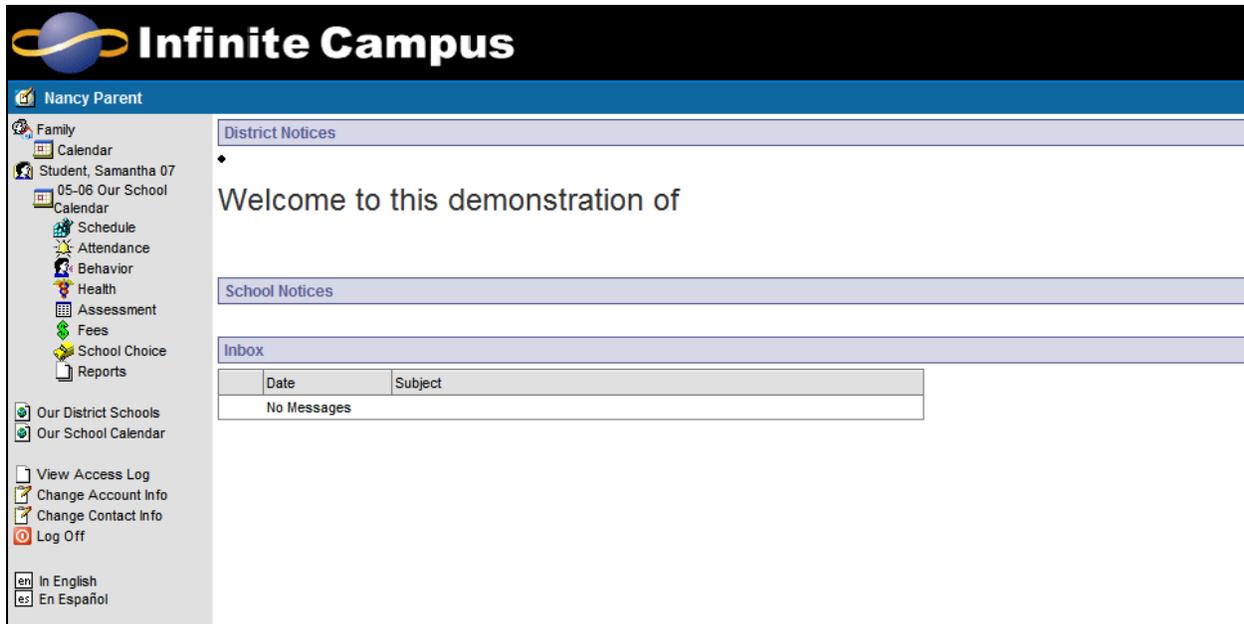
Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent's name will appear under the Campus Portal header. Each student's name is listed below, with links to their school information.

Information is explained in order of appearance within the Campus Portal.

On the main section of the screen, you will find:

School and District Notices

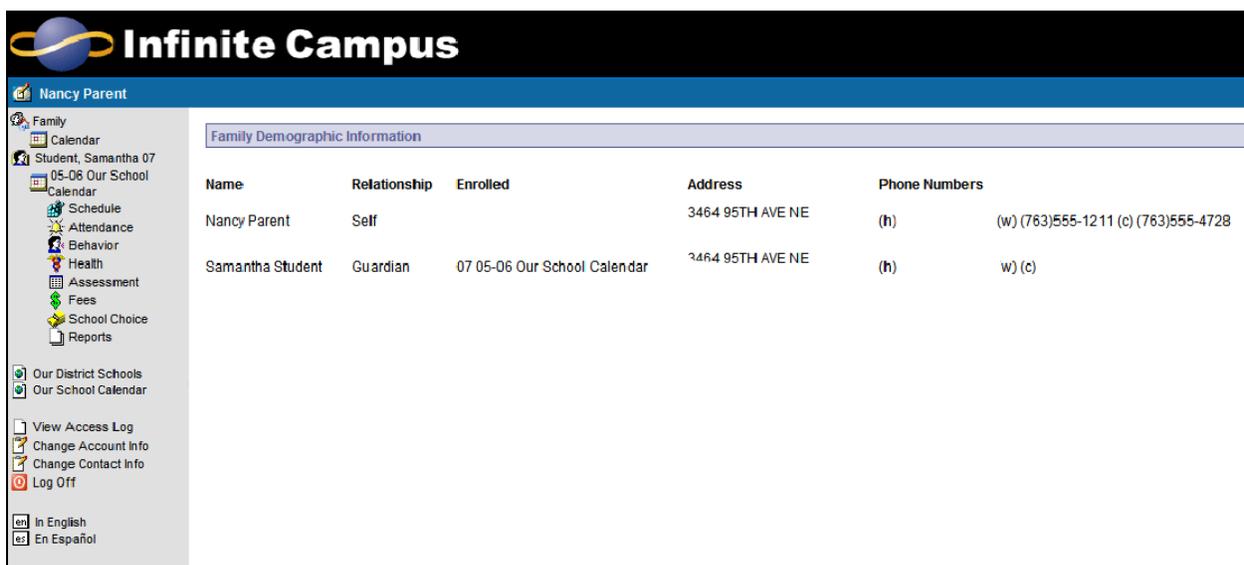
When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.



Viewing the left navigation of the screen, and scrolling down the list of options, you may find:

Family

This is the demographic information about your family, such as address, email, phone and a list of other members within the household (family unit). The household’s physical and mailing address and all individuals designated as part of that household are viewable.



The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in a traditional family there may be one household with two parents, the student and siblings living at one address with both parents having full access to all information.

In the situation of a blended or split family, a student may be listed in two households at different addresses and with different sibling structures. The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Calendar

There are two calendars listed here: Calendar under the Family heading and Calendar under the student’s name.

The Family Calendar link displays school and district notices, special events or “no school” notices. It also provides a list of all students’ assignments that are due on a certain day. You can view a quick snapshot of your student’s coursework to track upcoming homework to avoid missing or late assignments.

Infinite Campus

Nancy Parent

Family

- Calendar
- Student, Samantha 07
- 05-06 Our School Calendar
- Schedule
- Attendance
- Behavior
- Health
- Assessment
- Fees
- School Choice
- Reports

Our District Schools

Our School Calendar

View Access Log

Change Account Info

Change Contact Info

Log Off

In English

<< January 2007 >>

Assignment (s) Due
 Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

The Calendar link underneath a particular student’s name will only show information for that student. It displays assignments that are due on a specific day, as well as events specific to that student and school. This can help you track the coursework for the particular individual student to avoid missing or late assignments.

Class Schedule

Parents may need to know where their student is during the day, or may be curious what classes their students are taking and when. The Class Schedule lists the student's classes in each period and each term along with the time and location it meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed.

To help manage homework time, parents and students can see assignments and grades by clicking on the class name within the period. To view the assignments, click on the notebook. This will bring up the detailed assignment information, with possible points and scores for all assignments in that class. You also will be able to see late or missing assignments, so there are no surprises at conference time. *In some districts posting assignments is optional for teachers.*

If there is an envelope link in the class schedule, you may click on that to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated. *In some districts, providing a teacher email contact is optional.*

Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking your student's attendance is easy. Either teachers or the building's attendance clerk enters absences and tardy designations for each class as they occur. These absences are posted immediately after the teacher or clerk saves the input so you can see if and when any classes were missed during the day.

If the school subscribes to Campus Messenger or Campus Messenger with Voice, parents may elect to be immediately contacted via email or phone when their student is absent or tardy. *Campus Messenger and Campus Messenger with Voice is optional for schools.*

When viewing attendance through the Portal, however, the color coding helps you know if absences were excused or not. District policy determines the definitions of the terms below for the color coding system for attendance.

White	Excused	Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, college visits, etc.
Red	Unexcused	Districts have determined these are not excused absences. This might include family vacations, driver's training class, etc.
Yellow	Unknown	The school has not been contacted with a reason for the absence.
Green	Exempt	These are usually school-sponsored events such as field trips, concerts or athletic activities, etc.

Behavior

Parents want to know when their student is recognized for a special accomplishment, or if they were involved in a disruptive behavior. This option lets parents learn more about social situations, the consequences and the remedial steps taken by the school.

For example, your student was awarded a certificate of achievement for most improved scores for the quarter and there was a small ceremony during a class period. You can see a notation of that award ceremony. Or, your student was disrespectful and disruptive in class, a meeting is required with the teacher, principal and the student to discuss the school code of conduct policy. This will be posted here for you to be informed about the situation.

You will see the date the behavior occurred, what happened, any activities or consequences related to the event, and the student’s role in the event. After appropriate steps have been taken to resolve this issue, there will be a citation explaining the details. This is a great way for parents to keep current about their student’s activities.

Health

Every state mandates a series of vaccinations to be given to students over several academic years. After parents give the school the documentation that the student received the required immunizations, this module can be used as an easy reference for tracking that your student’s vaccinations are up-to-date.

The screenshot shows the Infinite Campus parent portal interface. At the top, the 'Infinite Campus' logo is displayed. Below it, the user is identified as 'Nancy Parent'. A navigation menu on the left includes options like Family, Calendar, Student, and Health. The main content area is titled 'Samantha's Immunizations' and contains a table with the following data:

Vaccine	Doses				
	1	2	3	4	5
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	10/26/1993	12/15/1993	02/24/1994	11/30/1994	
Tetanus-diphtheria [Td]	10/26/1993	12/15/1993	02/24/1994	11/30/1994	08/31/1998
Polio [IPV, OPV]					
Measles-Mumps Rubella [MMR]					
Hepatitis B [Hep B]					
Hepatitis B - 2 Dose [Hep B - 2 Dose]					
Hemophilus influenza, type B [Hib]					
Pneumococcal					
Varicella	08/25/1993	10/02/1993	02/24/1994		
Measles					
Rubella	11/30/1994	08/31/1998			
Mumps					
Hepatitis A [Hep A]	10/26/1993	12/15/1993	02/24/1994	08/31/1998	
Tetanus, Diphtheria and Acellular Pertussis [Tdap]					
Diphtheria and Tetanus [DT]					
Hepatitis B - 3 Dose [Hep B - 3 Dose]					
Tuberculosis [BCG]					
Influenza	10/23/1995				
Meningococcal					

Print this screen to use any time documentation of compliance is required, such as when needed to attend camps, participate in athletics outside of the district, etc.

Assessment

The passage of No Child Left Behind has created a series of tests and assessments required throughout your student’s schooling. These standardized tests may be federally required or district-wide. Although each state may call these standardized tests something different, they are important tools to benchmark academic achievement and are reported to the district and the federal government to determine your district’s success in teaching required standards. It is important that you are aware of these achievement tests and to know if your student(s) has demonstrated competency in these areas.

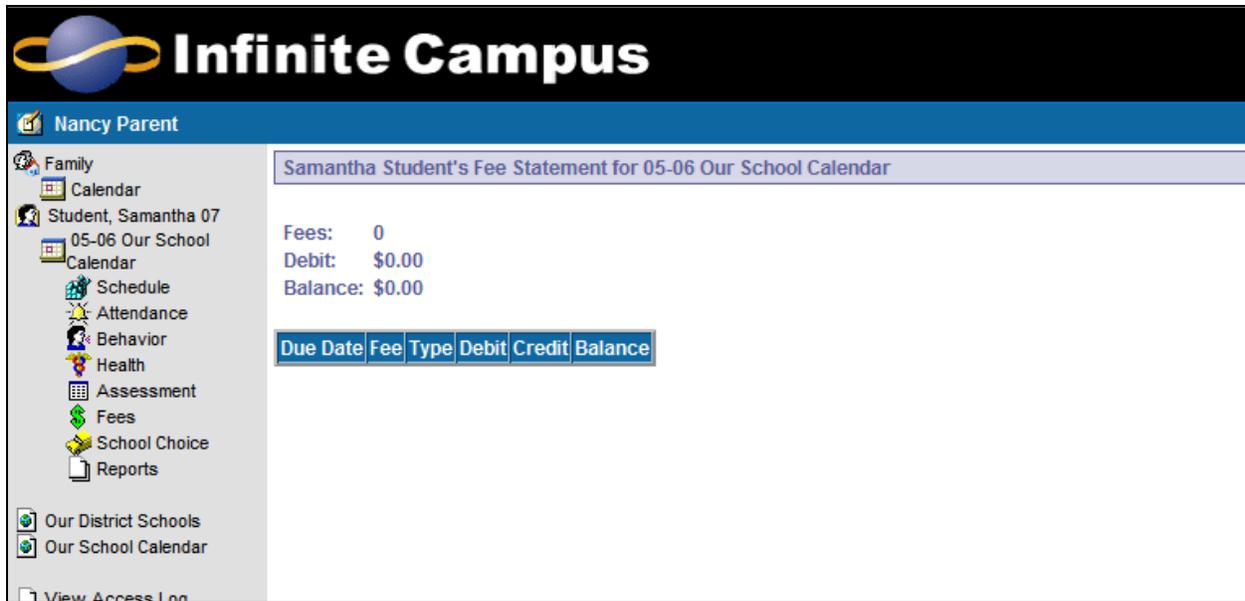
The Assessment link lists the standardized tests the student has taken and their scores on those assessments.

The screenshot shows the Infinite Campus parent portal interface. The user is logged in as Nancy Parent for student Samantha 07. The main content area displays 'Samantha Student's Testing Scores' under the 'State Tests' section. It lists scores for MCA Reading 2002 (MCAR:02) and MCA Math 2002 (MCAM:02).

State Tests			
MCA Reading			
MCA Reading 2002 (MCAR:02)	Date: 03/05/2002	Score: 1750.0	Result: 4
	ST1:Main Idea + Information Processing	23.0	
	ST2:Inference + Compare/Contrast + Analysis	32.0	
	ST3:Literary Passages	36.0	
	ST4:Information/Practical Passages	19.0	
	SUM1:Main Idea	19.0	
	SUM2:Information Processing	4.0	
	SUM3:Inference	15.0	
	SUM4:Compare/Contrast	8.0	
	SUM5:Analysis	9.0	
	SUM6:Literary	36.0	
	SUM7:Information/Practical Passages	19.0	
MCA Math			
MCA Math 2002 (MCAM:02)	Date: 03/12/2002	Score: 1450.0	Result: 2b
	ST1:Shape, Space & Measurement	14.0	
	ST2:Number Sense + Chance & Data	23.0	
	ST3:Problem Solving	22.0	
	ST4:Procedures & Concepts	15.0	
	SUM1:Shape, Space & Measurement	14.0	
	SUM3:Number Sense	19.0	

Fees

This tool provides a list of all the fees assigned to the student. It may be a lab fee for a science class, a fee for a field trip, or the cost of an athletic activity. You can view fees that have been charged, what has been paid, and the ongoing balance.

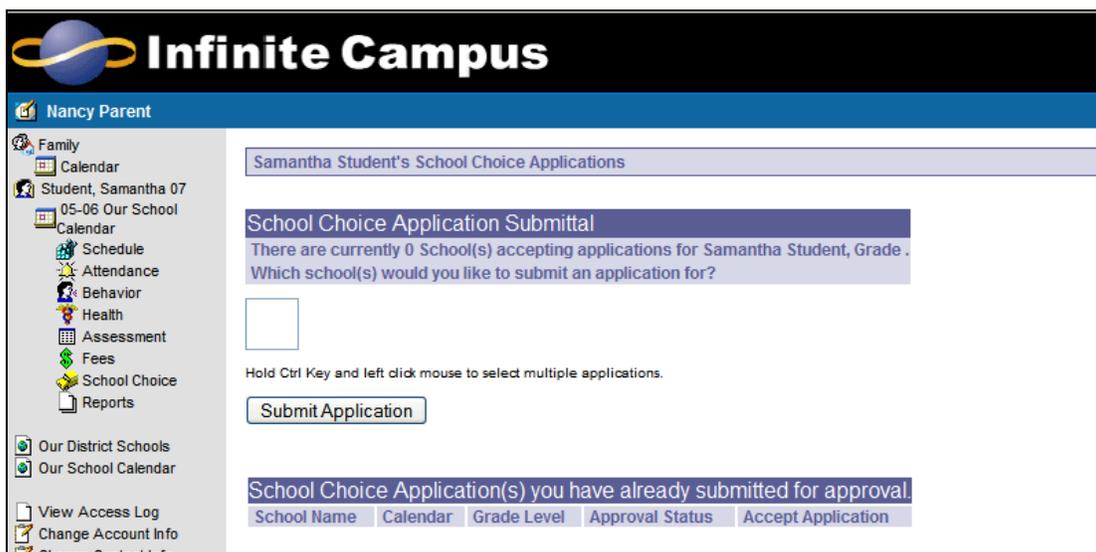


Food Service

Good nutrition for children is an important concern for parents and schools. This link gives you real-time access to your students’ meal selections and the costs incurred from the cafeteria. Understanding what your child eats can be a tool to discussing good eating habits and a guide to nutritional awareness that can last a lifetime.

School Choice

The opportunity to choose a specific school within the district lets you play a key role in your student’s education. Making good decisions about which school to enroll your student requires careful consideration of goals and of your child’s needs as a learner.



When researching a school choice, you should consider:

- What applications or entrance tests are required?
- How will my child be transported? How long is the bus ride?
- What about transportation for after-school activities?
- How will the distance from school affect our family?
- Does the school have both formal and informal means of communicating with me?
- What opportunities exist to participate in decision making, planning, fund raising and volunteer activities?

When a decision has been made to apply to various schools, this tool provides an easy way to submit applications online and to track their status for admission and possible enrollment in the next school year.

Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices. Reports list your student's schedule and any transcripts or report cards available.

If applicable, a student's Individualized Learning Plan (ILP) may be listed here. An ILP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and helping to view education broadly and coherently. You can view the progress and accomplishments of each student's ILP here.

Also, a student's Individualized Education Plan (IEP) may be posted here. Each public school child who receives special education and related services must have an IEP. Each IEP must be designed for one student and must be a truly *individualized* document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel, and students (when appropriate) to work together to improve educational results for children with disabilities. The IEP is the cornerstone of a quality education for each child with a disability.

Adobe Acrobat Reader is required to view these reports.

Graduation Planning

Graduation is the ultimate goal of the high school experience. You can monitor graduation requirements for your students by viewing this information. For example, this screen shows how many credits in each category your student has completed towards the graduation requirements and how many your student still needs to complete. This information is input from the school's guidance counselors, teachers and staff.

The screen is color coded for easy readability, so you can immediately see all the variable credit options towards graduation requirements.

Green: Requirements are met and the student is on-track for graduation.

Pink: The student is missing some requirements in this area.

Yellow: The student has taken additional (overflow) credits in this area.
 White: These credits are not required for graduation.

Registration (for students only)

For maximum convenience in course selection, students may register for classes online. Students can view and select the courses they would like to take for the next school year. They can search for specific classes, view required courses and print a request summary.

Any required courses are listed in the **REQUIRED COURSES** list. Students cannot change any required courses listed for them. Students only request courses, not course sections (period meeting times). Counselors finalize the registration for students.

Only students are allowed to see this information. This view is only available for a short time each school year, usually in the spring.

The screenshot shows the Campus Portal registration interface for Amanda Aas, 06-07 HS. The interface includes a sidebar with navigation options such as Calendar, Registration, Schedule, Attendance, Behavior, Health, Assessment, Fees, Reports, and Summer School. The main content area displays 'Units: (0/0)' and three tabs: 'Required Courses', 'Requested Courses', and 'Alternate Courses'. A search box is present with 'AP' entered in the 'Course Name' field. A list of courses is shown, including AP Biology, AP Government, AP Literature & Composition, Computer Applications, Applied Eng. & Architecture, and Adaptive PE. The 'AP065S1 AP Literature & Composition' course is highlighted, with a description and a 'Request as an Alternate' button.

Other Links

Links to the school or district Web site available via the Campus Portal include:

Access Log

This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login.

Change Account Info

Parents are given the rights to change their account information online. Parents can only change the password, not the username.

Log Off

When finished using the portal, parents and students must click the log-off option.

Change Contact Info

Parents can email the school district to change their email address, mailing address, etc. For schools using Campus Messenger with Voice, phone numbers and language preferences are also available.

Campus Portal Summary

Being involved in your student's academic life opens communication between you, your student and the school. Using the Campus Portal to review daily attendance, behavior items and assignments aids in your child being more active and aware of their success as a student.

For additional information on the Campus Portal, contact your school's administration office or school district.