



Campus Portal for Parents

User Guide

Objectives:

- Accessing the Campus Portal
- Viewing Student Information

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

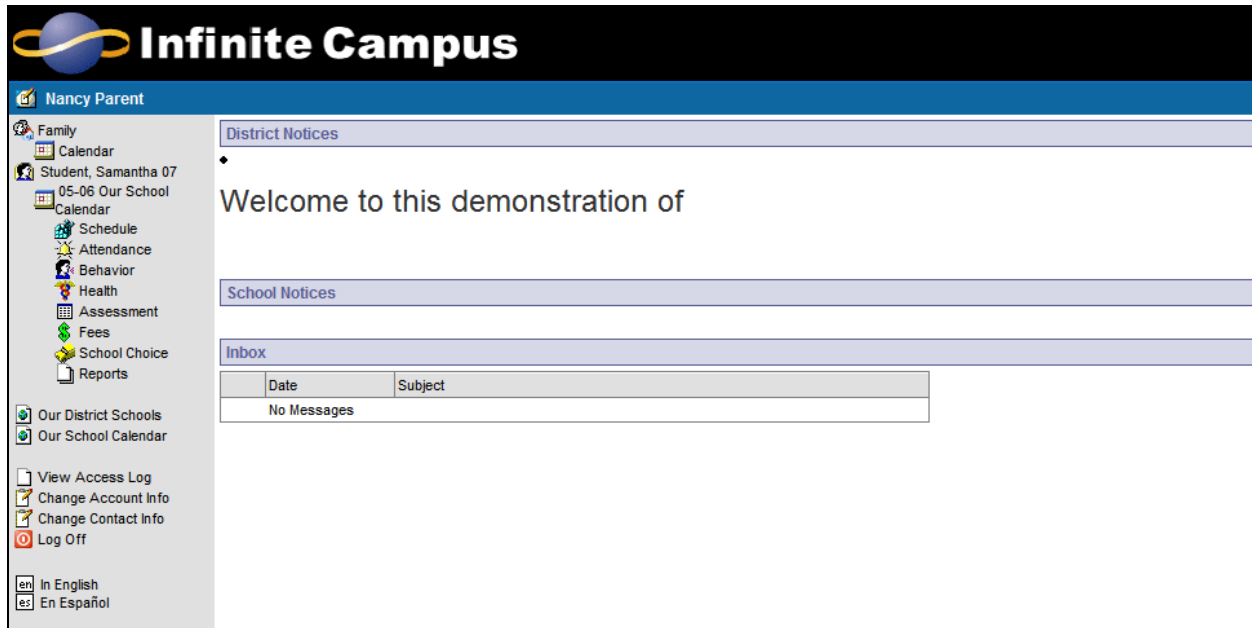
Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent's name will appear under the Campus Portal header. Each student's name is listed below, with links to their school information.

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

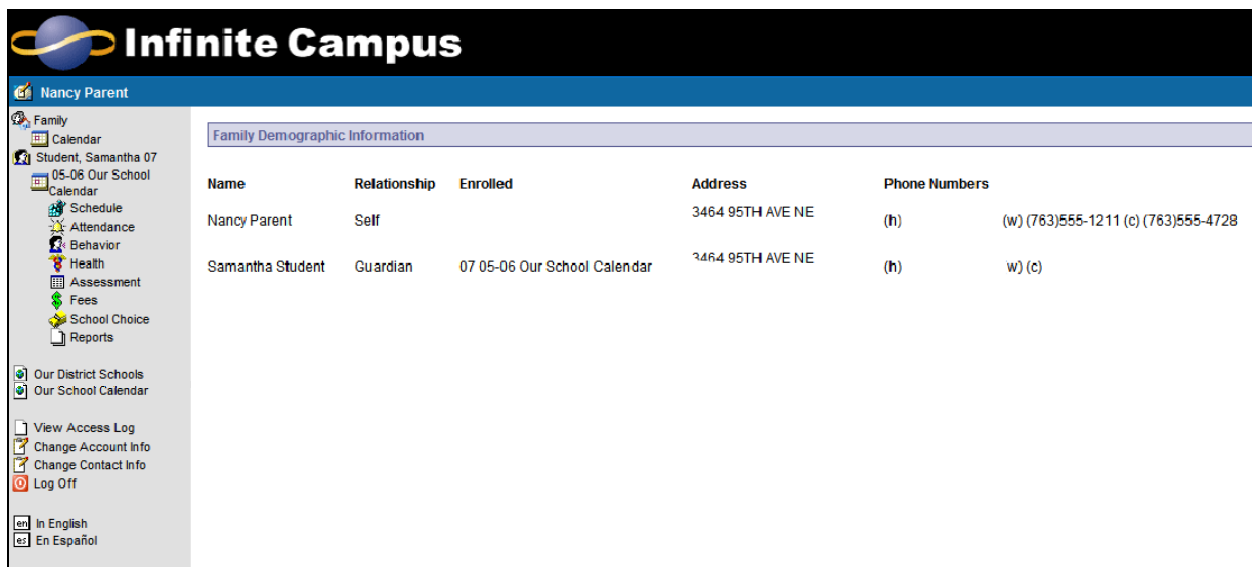
When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.



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.