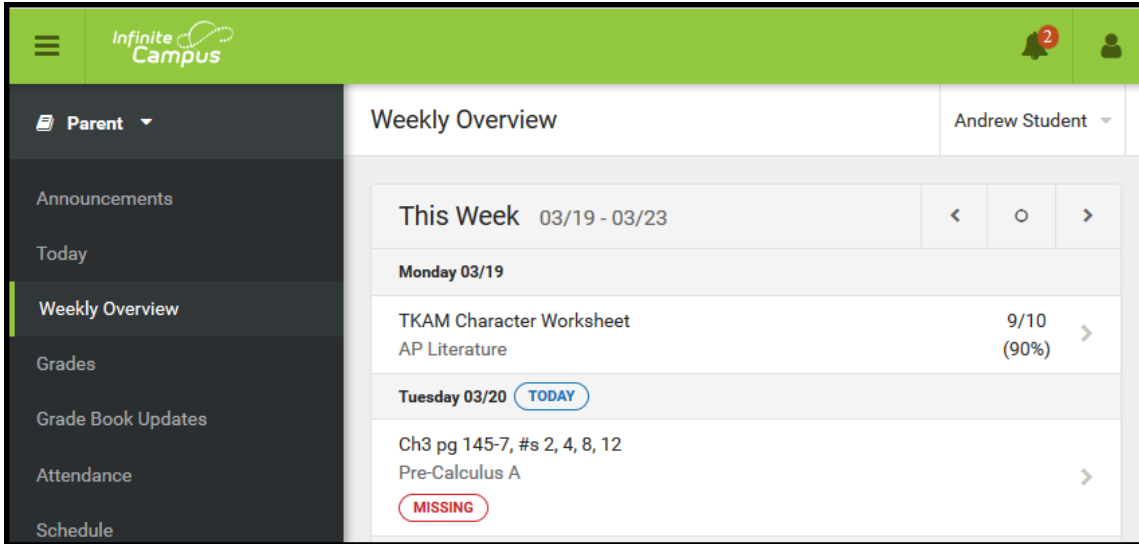


Campus Parent Portal (CPP) <https://ic.apsk12.org/campus/portal/atlanta.jsp>

APS CAMPUS PARENT PORTAL

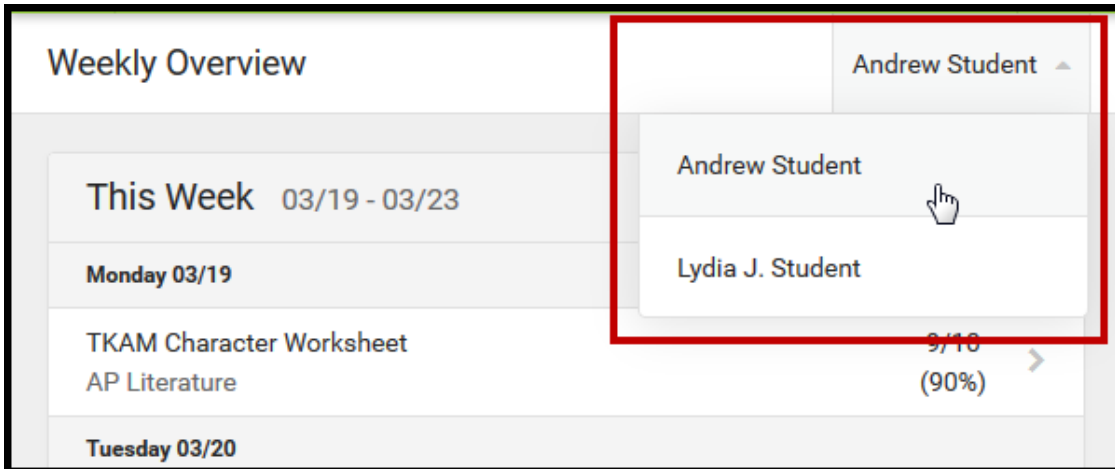
In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.

Click the user icon in the top right to view Notification Settings.



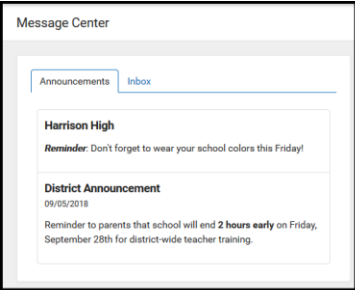
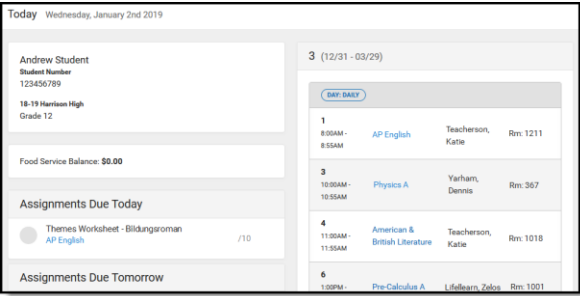
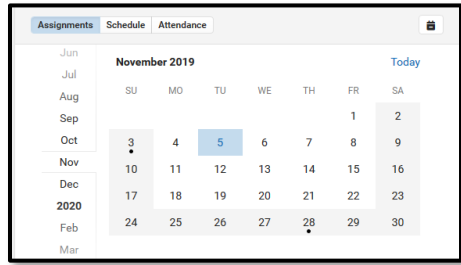
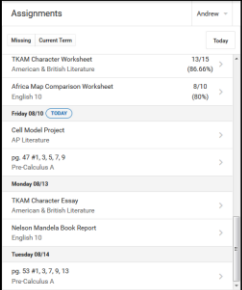
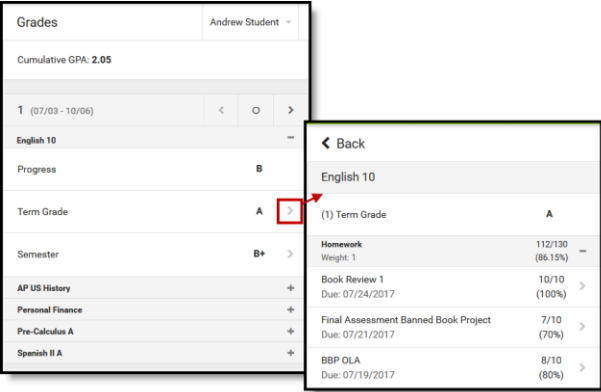
The Campus Parent Portal

If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific.

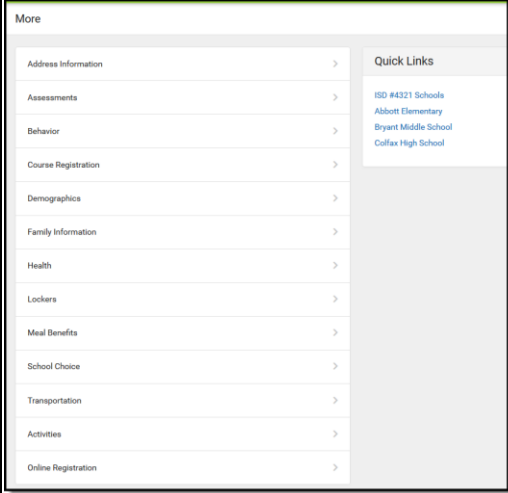
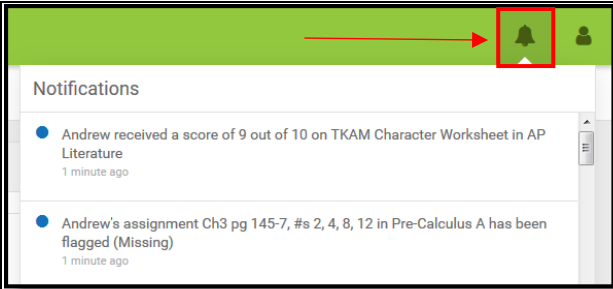


Switch between students using the dropdown list in the corner.

Tools Available in the Campus Parent Portal

Tool Name	Description	Example Image (click to view)
<p>Message Center</p>	<p>The Message Center includes announcements are posted at a school or district level. Click Show More to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived.</p> <p>Additionally, the Inbox displays messages sent to the parent, including those from teachers.</p>	
<p>Today</p>	<p>The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.</p> <p>The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.</p> <p>The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details.</p>	
<p>Calendar</p>	<p>The Calendar allows the selected student's assignments, schedule, and attendance to be viewed at a glance.</p> <p>Click the calendar dates to see each day at a glance. Use the Assignments, Schedule, and Attendance buttons at the top to view</p>	
<p>Assignments</p>	<p>The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments.</p> <p>Use the Missing and Current Term buttons at the top to filter assignments.</p>	
<p>Grades</p>	<p>The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled.</p> <p>Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details.</p> <p>Grades that are part of a composite or rollup grading setup are indicated.</p>	

<p>Grade Book Updates</p>	<p>Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days.</p> <p>Click on the assignment or the course name to view details.</p>	
<p>Attendance</p>	<p>The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top.</p> <p>Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.</p> <p>When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date.</p>	
<p>Schedule</p>	<p>The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.</p> <p>Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details.</p>	
<p>Reports</p>	<p>The Reports tool collects files relevant to the student including learning documents such as IEPs and PLPs, a PDF version of the student's schedule, report cards and transcripts, and program participation.</p> <p>Click on an entry to view the file in PDF.</p>	

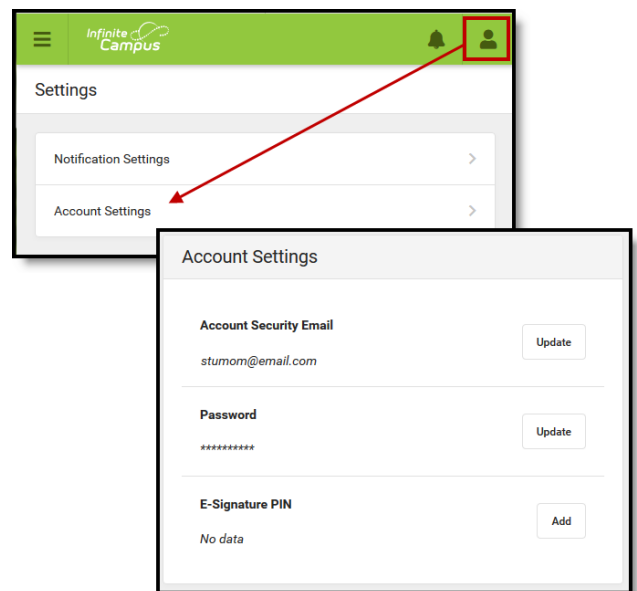
<p>More</p>	<p>The More tab displays the following:</p> <ul style="list-style-type: none"> • Address Information for the student's household(s). • Lockers assigned to the student with locations and combinations. • Important Dates such as holidays, late starts, and other school calendar events. <p>The Quick Links section displays the websites for the districts and schools in which the student is enrolled, if available.</p> <p>Users may be able to update preferences turned on by the district. When these preferences are turned on, parents and guardians may submit updates for their household information.</p>	 <p>APS allows parents to change the household phone number.</p>
<p>Notifications</p>	<p>The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments.</p> <p>Click the user menu at the top right of screen to establish Notification Settings.</p>	

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.

Access Account Settings to update basic account information.



Contact Preferences

Manage your contact preference by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the **User Menu**, select **Settings**, then select **Contact Preference**. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

Contact Preferences

Cell Phone

Work Phone

Other Phone

Email Address

Secondary Email Address

Preferred Language
 Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

Message Preferences
 For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.
 If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone Email

BACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE (555)555-9876	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Contact Preferences