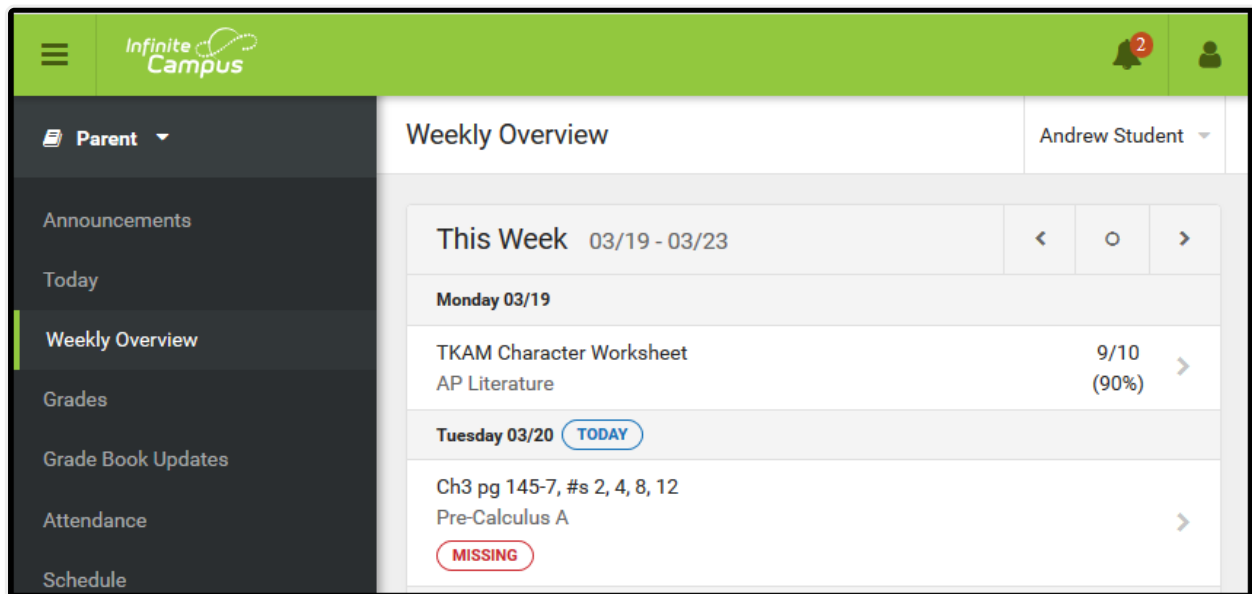# Campus Parent Portal

Last Modified on 07/01/2021 9:09 am CDT

The Campus Parent Portal is designed specifically for parents and is optimized for use on mobile devices and tablets.

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 like Announcements.
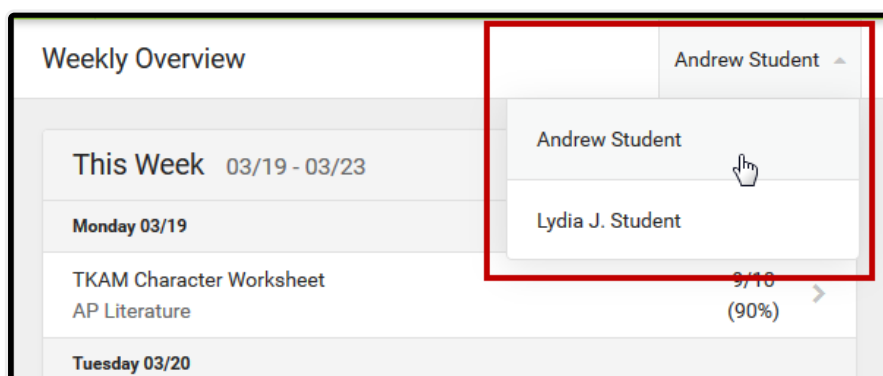
Switch between students using the dropdown list in the corner.

If a student has multiple enrollments, a dropdown list displays at the top of tools like Grades and Schedule listing each enrollment. Other tools, such as Behavior, show multiple enrollments on one screen, with data separated by enrollment.
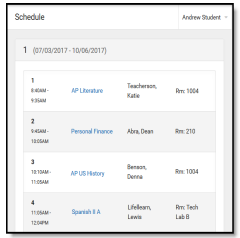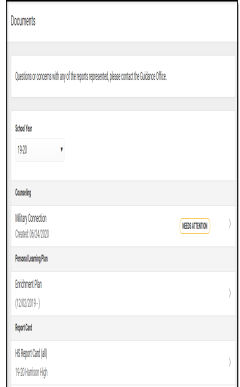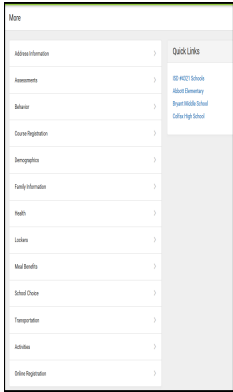
Select which enrollment to view if the student has multiple enrollments.
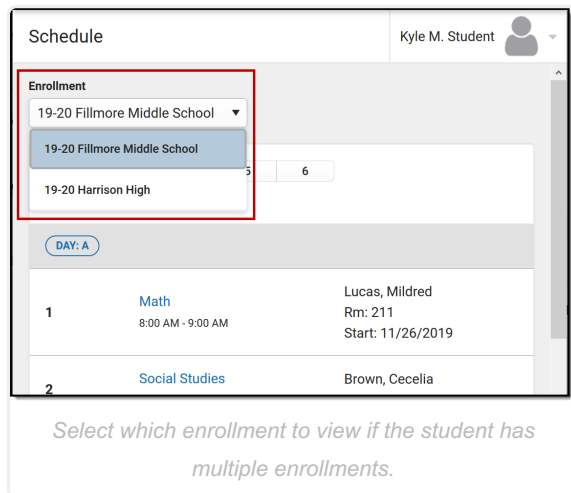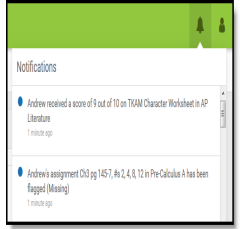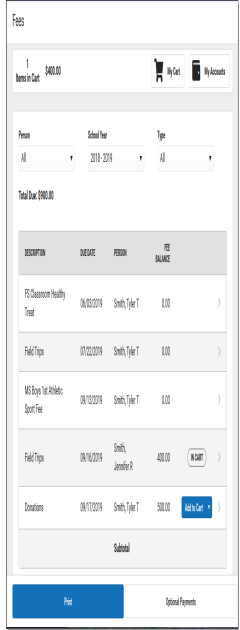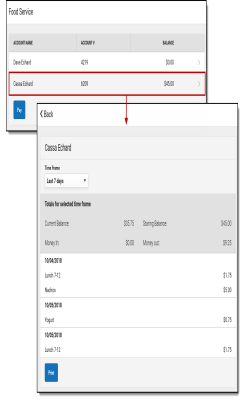
Tools Available in the Campus Parent

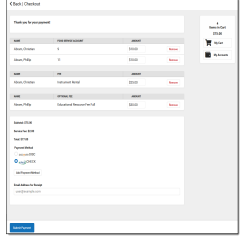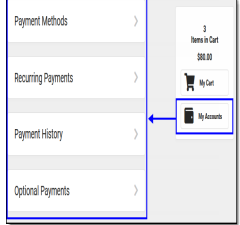To enlarge Example Images, right click and select View Image. Click BACK to return to the article.
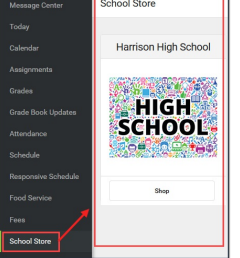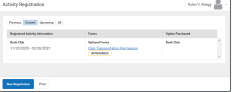
Tool Name	Description	Example Image
Message Center	The Message Center includes announcements are posted at a school or district level. Click *Show More* to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the parent, including those from teachers.	
Today	The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow. The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned. 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. In districts that use Campus Food Service, the student's Lunch Balance displays at the top. If your student's school is using Virtual Attendance, check out the Blended Learning section later in this article for more information about virtual attendance and attendance Check-Ins.	
Calendar	The Calendar displays data in three different modes, *Assignments, Schedule*, and *Attendance*. For *Assignments* and *Attendance*, dots display below dates that have	

	data. Select a mode and date to view data for that day. In *Assignments* mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.	
Weekly Overview 📘 (within Calendar)	The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which they are **Due**. Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.	
Assignments	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. Use the **Missing** and **Current Term** buttons at the top to filter assignments.	
Grades	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. Show grades for a single term or for the whole year by selecting an option at the top. Expand the Settings menu to *Hide dropped courses*, *Hide rows without grades or assignments,* or expand or collapse all courses. 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. Grades that are part of a composite or rollup grading setup are indicated.	
Grade Book Updates	Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view details.	
Attendance	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. 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. 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.	

Tool Name	Description	Example Image
	~~recorded by date.~~ The display of attendance has been localized for Kentucky.	
Schedule	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. 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.	
Documents	The Documents tool collects files relevant to the student including IEPs, Evaluations, PLPs, a PDF version of the student's schedule, report cards and transcripts, forms, and program participation documents. Documents are grouped by module and document type, i.e. Counseling, Report Cards, Special Education, etc. Select a **School Year** from the dropdown to view documents associated with a particular year. Documents not associated with a calendar year display in the Other section. Click on an entry to view the file as a PDF. **Note:** Expired forms display as read-only with an "Expired" watermark. **eSignature Forms** Certain forms will require users to review and sign, such as Health updates, Notices, Consent Forms, etc. Upon login, the **Documents Need Attention** section displays any documents that require a signature. Click on the document name or navigate to the Documents tool to Sign or Decline the form. A status displays next to the name of the form on the Documents tool. This indicates if the document is pending action by other users, including additional signatures needed or completion by the district. If one person Declines to sign a form, no other user can eSign the form. **Fillable Forms** Certain forms may require data entry as well as a signature. Upon login, the **Documents Need Attention** section displays any documents that require a signature or data entry. Click on the document name or navigate to the Documents tool to fill out and sign the form. Only one user can edit the form, even if multiple users have the ability ~~to edit. A warning displays indicating the form will be rear only when~~	

Tool Name	Description	Example Image
	to edit. A warning displays indicating the form will become read-only for other users until you finish editing and sign the form.	

Confirm Editing

Once you begin editing, this form cannot be edited by other users. Would you like to continue?

[Continue Edit] [Cancel]

Other users can view a read-only version of the form while you edit. The **Next Action** button navigates you to the next required field or the eSignature line if no other fields are required.

Once all edits are made, sign the form and click **Submit**.

See the Notification Settings information section for information about turning document notifications on or off.

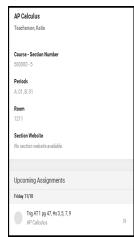| Tool Name	Description	Example Image
More	The More tab displays the following: • **Address Information** for the student's household(s). • **Assessments** that list the student's test scores for state, national and district tests. • **Behavior** incident information that displays any behavior events in which the student was involved. • **Demographics** information for the student and any non-household relationships. • **Family Information**, including contact information for family members. • **Health Information**, including recorded vaccinations, immunizations and daily health screenings. • A list of Learning Tools for students to browse learning materials. • **Lockers** assigned to the student with locations and combinations. • The **Meal Benefits** application • **Transportation** information including buses and parking permits. • **Activities** in which the student is involved (clubs, sports, etc.) • If the district is using **Online Registration**, those tools display here. • **Important Dates** such as holidays, late starts, and other school calendar events. • **Course Registration**, where students (and parents) can request courses for the next school year. See the Course Registration article for more information. • **School Choice**, where parents can apply for enrollment in schools within the district to meet their students' needs. The Quick Links section displays the websites for the districts and	

Tool Name	Description	Example Image
	schools in which the student is enrolled, if available. Users may be able to update address information, demographic data and family information (this requires the district to turn on certain preferences). When these preferences are turned on, parents and guardians may submit updates for their household information.	
Notifications	The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments. Click the user menu at the top right of screen to establish Notification Settings.	
Academic Plan	The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their Course Plan and their Progress Report from here. See the Academic Plan (Campus Student) article for more information. It's recommended that the Academic Plan be viewed on a larger device, if possible.	
Fees	The Fees tool provides a list of all fees assigned to a person. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees according to the school year in which they were assigned. Fees only display when the portal user (typically, a student's guardian/parent) is assigned Portal access by the school district. From here, users can click the Pay button.	
Food Service	The Food Service tool allows parents and students access to the following food service information: • Current account balances • Transactions (food item purchases, account deposits of cash, check and credit card, when enabled) • Account history (historical transaction records) • Account adjustments (debits/credits) The link to the Food Service tool does not display for everyone. Specific school operations and settings determine whether this link displays. Similarly, the Pay button, which allows you to electronically	

Tool Name	Description	Example Image
	displays. Similarly, the Pay button, which allows you to electronically deposit funds into food service accounts, is only available if that feature is used by the school.	
Responsive Scheduling	The Responsive Scheduling tool lets users view which sessions their student has selected to attend for an upcoming responsive day. Available offerings are listed for each available responsive period. See the Responsive Scheduling article for more information.	
My Cart	My Cart is where you pay fees and add money to your food service account. You can add items to My Cart from any of the following areas: • Food Service • Fees • Optional Payments	
My Accounts	My Accounts is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.	
School Store	The School Store is where you can select spirit wear, purchase school supplies, pay for activity fees or make donations. Every School Store is unique and the items available for purchase may be different at every school.	
Activity Registration	Activity Registration is where you can see the activities for which your student is registered, the option purchased, and any associated forms. To be considered "registered," the activity fee must be paid. The Activity Registration area in the portal includes a link to the School Store where users can register for activities.	

Links in Campus Parent

In various areas of Campus Parent, clicking links opens details for items such as assignments and courses.

To enlarge Example Images, right click and select View Image. Click BACK to return to the article.

Available Link	Description	Example Image
Assignment	Click on an assignment to view details, such as dates, scoring information, and the description. Files attached by teachers also display on this screen, as applicable. Parents are able to view submissions and Quick Assessments made by their students once the students have turned them in. However, viewing those submissions may be limited by parents' access to third-party programs enabled by the school, such as Google Drive or Naiku.	
Course Name	Click on a course name to view the Course/Section number, Period, Room, section Website, and any upcoming assignments.	
Counselor Email	From the Course detail, click the counselor's email to discuss schedule changes (a preformatted email form displays), or discuss other topics with your student's counselor.	

Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot.

Notifications are not sent for any tools that have been disabled by the district. Only districts using Campus Food Service receive low balance notifications.

Enable notifications and set thresholds to determine when notifications are sent.

Blended Learning

Some schools are using blended learning for the 20-21 school year, with some students attending school physically and some attending virtually.

Is My Student Virtual Today?

Check the **Today** screen to see if your student is physical or virtual today. A `Virtual` tag displays at the top of the schedule on days the student attending virtually.

To check another day, go to the **Calendar** screen, click *Schedule* and click a day in the calendar to see if your student is attending in-school or virtually that day.

Attendance Check-Ins

Depending on how your student's school is using virtual attendance, students may be required to respond to an attendance Check-In to show that they're participating in school virtually. These Check-Ins may display for each virtual section or one per day; some students are required to respond during the period the section would normally meet and other have all day to respond. Parents may also be able to respond for their students. Contact your school if you have questions about how they're doing virtual attendance.

To see if your student has responded to a Check-In, click on the Check-In on the Today screen. To respond to a Check-In for your student, click the Check-In and then click the blue **Yes** button.

Respond to a Check-In for your student to indicate that they are participating virtually.

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.

Language

From the user menu, click **Language** to change the language that Campus Parent displays in. Campus provides translations into Spanish and Chinese; districts may provide additional translations.

Select a Language to translate Campus Parent. Spanish and Chinese translations are provided by Campus.
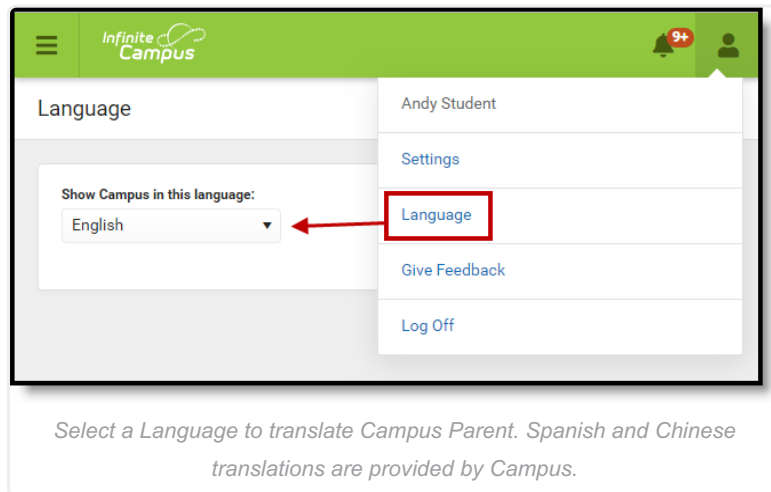
Contact Preferences

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.

Settings

Account Settings	›
Contact Preferences	›
Current Devices	
Notification Settings	

Contact Preferences

Cell Phone
(555)555-1234x_____

Work Phone
(___)___-___x_____

Other Phone
(___)___-___x_____

Email Address
CampusParent@fakemail.com

Secondary Email Address
user@example.com

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.

US English ▼

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	☑	☐
Attendance	☑	☐
General	☑	☐
Teacher	☐	☐
Behavior Messenger	☑	☐
Emergency	☑	☐
Food Service	☑	☐

CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority	☑	☑
Attendance	☑	☑
General	☑	☑
Teacher	☐	☐
Behavior Messenger	☑	☑
Emergency	☑	☑
Food Service	☑	☑

Contact Preferences

Access Log

The Access Log lists the date, time, operating system, browser, and IP address of each time this account has been accessed. Failed attempts are indicated.

Use the Access Log to see information for each login.

Previous Versions

Campus Parent Portal [.2044 - .2116]

Campus Parent Portal [.2032 - .2040]

Campus Parent Portal [.2028]

Campus Parent Portal [.2012 - .2024]