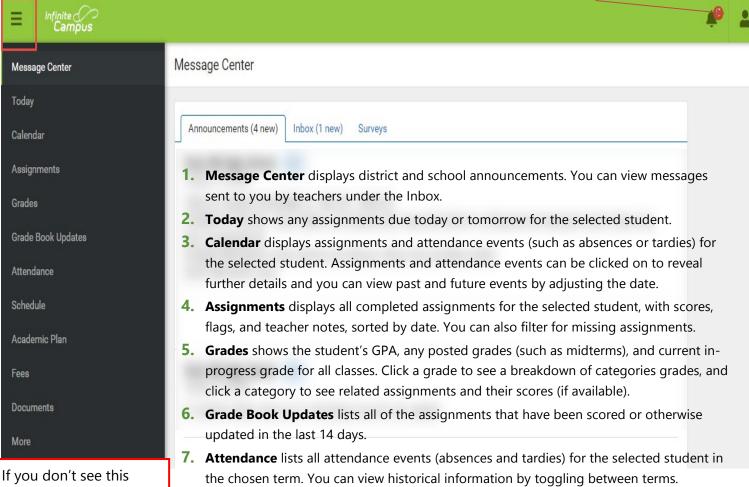# Guide to Campus Parent

This is your Campus Parent homepage. Use the tabs on the left to navigate. Click the **User Menu** icon to change settings.

If you don't see this menu on the left, click the three lines in the upper left corner

1. **Message Center** displays district and school announcements. You can view messages sent to you by teachers under the Inbox.
2. **Today** shows any assignments due today or tomorrow for the selected student.
3. **Calendar** displays assignments and attendance events (such as absences or tardies) for the selected student. Assignments and attendance events can be clicked on to reveal further details and you can view past and future events by adjusting the date.
4. **Assignments** displays all completed assignments for the selected student, with scores, flags, and teacher notes, sorted by date. You can also filter for missing assignments.
5. **Grades** shows the student's GPA, any posted grades (such as midterms), and current in-progress grade for all classes. Click a grade to see a breakdown of categories grades, and click a category to see related assignments and their scores (if available).
6. **Grade Book Updates** lists all of the assignments that have been scored or otherwise updated in the last 14 days.
7. **Attendance** lists all attendance events (absences and tardies) for the selected student in the chosen term. You can view historical information by toggling between terms.
8. **Schedule** 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.
9. **Academic Plan** shows the student's current progress towards minimum required credits for graduation *(high school students only)*.
10. **Fees** displays currently owed fees for each student and allows you to pay fees by credit card, debit card, or electronic check.
11. **Documents** allows parents to view and print student report cards.
12. The **More** tab shows all many other available portal tools *(See page 2 for more detail)*

Multiple students

When you <u>select a tab</u> or tool in Campus Parent, it will default to show one student's information. The student's name and picture displays on the top right. To switch to view another student's information, simply click the picture/name and select from the dropdown.

Once you've chosen a student, Campus Parent will default to show that student's information until you choose another.

More

Address Information	View and address and phone number for the household	›
Assessments	View student scores for state, national, and district tests.	›
Demographics	Student information and non-household relationships (emergency contacts)	›
Family Information	Contact information and relationship data for all members of the household	›
Important Dates	District Holidays	›
Transportation	Bus and/or parking permit information.	›
Parent Access	Code to access student's Schoology courses and FirstView	›
Online Verification and Residency	Enroll a new student or complete your annual verification & residency form (when available)	›

How do I...

Check my student's grades?

If you have multiple students, you will have to select a student at the top right to view their information.

Click the **Grades** tab. You will see in-progress and posted grades for each class, and you can click on a class to see more detailed assignment scores and information. See page 6 for more information.

Print a Report Card?

If you have multiple students, you will have to select a student at the top right to view their information.

Select the **Documents** tab and choose the term for which you want to print a card. See page 6 for more information.

See attendance information?

If you have multiple students, you will have to select a student at the top to view their information.

Select the **Attendance** tab. All absences and tardies for the current term will display. Click a course to see more detail, or use the arrows at the top to navigate between terms. See page 7 for more details.

See my fees and make payments?

If you have multiple students, you can view all of their fees together, or select a student to see individual fees.

Select the **Fees** tab to view all assessed fees. Please note that not all school fees are payable online at this time. You can pay fees in full or in installments. To pay a fee, click **Add to Cart**, then click **My Cart** to review and process your payment. See page 8 for more information.

Update my contact information?

Updates can be made under the **More** tab. Please note that you will not be able to make changes to information during the Online Verification & Residency window (typically April-July) as any updates should be included in the verification application. Changes must be reviewed and approved by school office staff before they will appear in Campus Parent.

To update the primary household number, select **Address Information.** You will see the current primary phone number and address for all members of your household. Click Update to request a change to the phone number. Addresses cannot be changed on the portal.

To update family contact information, select **Family Information**. Click Update under any name to request an update that individual's phone number or email address.

To update emergency contact information, select **Demographics** and select a student in the top right (if you have multiple). You can update, add, or remove emergency contacts.

View my student's current assignments?

If you have multiple students, select a student at the top right to see their individual assignments.

Click **Assignments** to view upcoming assignments from all classes. Please note these are organized from earliest to latest, with the most recent assignments at the bottom. Overdue assignments will appear in red - you can click **Missing** to view all overdue assignments.
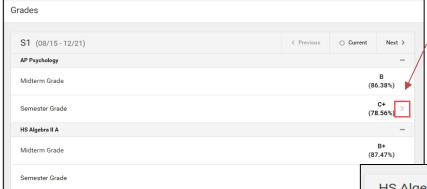
Change my Parent Portal password?

Click the User Menu icon at the top right and select **Settings**. Find the **Password:** box and click **Edit.** You must enter a strong password or the system will not accept it. Hover your cursor over the password strength box to see password requirements.

Grades

Select **Grades** and choose a student (if applicable) to view their grades. **Elementary grades are not available on the portal**, but you can print an elementary report card in the **Documents** area.

You will see all classes on the student schedule for the term. The high school year is divided into two semester terms (S1, S2), and middle school is divided into 4 quarter terms (Q1, Q2, Q3, Q4). You can toggle between terms using the arrows at the top.

View Assignment Scores
If assignment information for the course is available, there will be a light gray arrow next to the grade. Click it to see assignment categories.

Assignments are divided into teacher-defined categories in this view, and you can see the total grade earned in each category. **Click the plus icon to view the individual assignments and scores.**

Weights
Teachers may separate their assignments into categories, and give those categories different weights.

If a category is weighted higher than another, the assignment scores in the higher category will count for more in the over-all grades calculation.
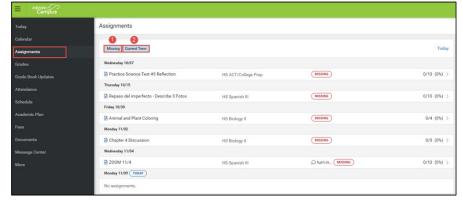
Missing Assignments (Secondary only)
To find missing assignments, click **Assignments**

This area will list all assignments from all classes by date, including old and future assignments.

1. Click the **'Missing'** toggle at the top to filter only missing assignments in the list.
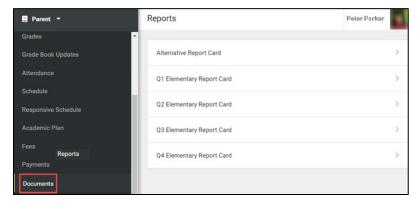2. Click the **'Current Term'** toggle at the top to filter out old or future Term assignments.

Report Cards
To print a report card, select the **Documents** tab. You may see several options for different terms, but regardless of which item you choose, **it will always print the report card for the most recent term**.

Once you make a selection, the report card will generate as a .pdf document. It may pop up in your browser or download to your device, depending on your browser settings.
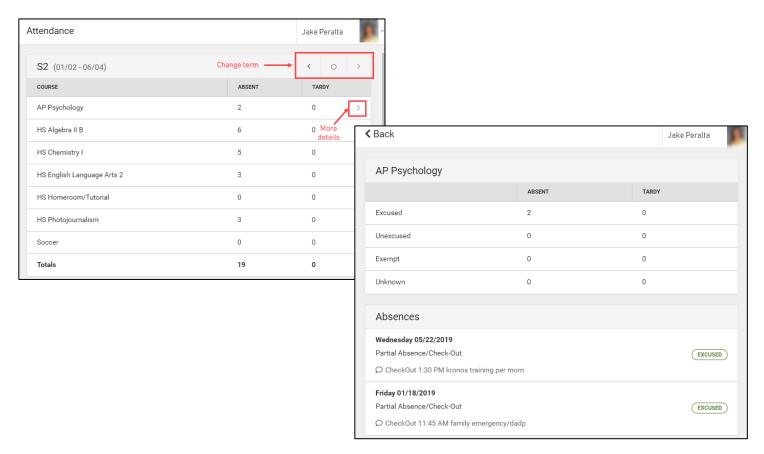
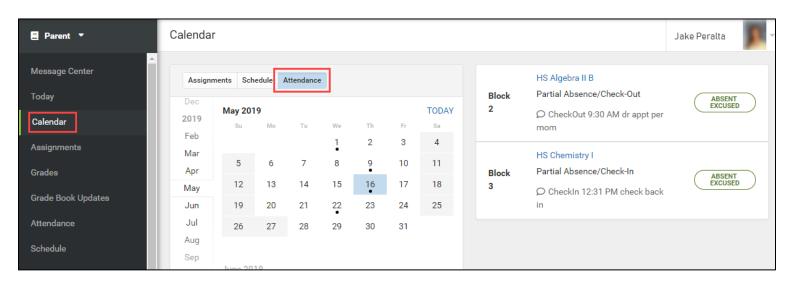You can save this document to your device or print it directly.

Attendance

Attendance in the portal is updated in real time based on the teachers' attendance taking. However, attendance is not considered finalized until it has been processed by the attendance secretary. This means if a student arrives tardy after the teacher has marked them as absent, the portal may display them as absent until the attendance secretary processes their attendance at the end of the day.

Select the **Attendance** tab to a total count of all absences and tardies for the student in the term. You can view past terms using the arrows at the top. Click the gray arrow on a class to see details about the listed attendance events.
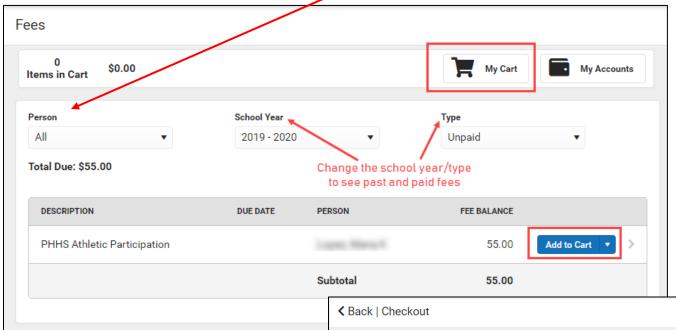

You can also check attendance in the **Calendar** tab. Click the **Attendance** button at the top of the calendar, and all days in the chosen month with an attendence event for the student will display a black dot. Select a day to view the attendance information.

Paying Fees

District students and parents can now pay some fees online through the Infinite Campus Parent Portal with an e-check or Visa, Mastercard, or Discover cards.

Select the **Fees** tab to see all assigned fees. To pay fees, click **Add to Cart** next to the fee(s) you wish to pay, then click **My Cart.** To see fees for a single student, select them from the **Person** dropdown.

My Cart
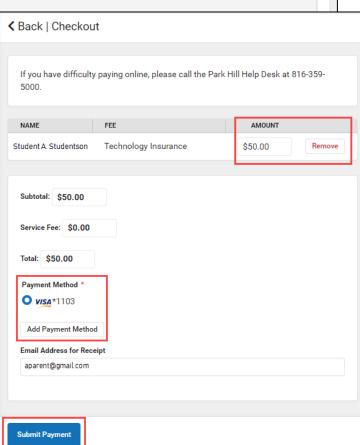Your cart will display all fees you selected.
To make a partial payment:

Click the **Amount** box next to the fee and enter the amount you want to pay towards that fee. You can make payments as low as $5, but fees must be paid in full by the due date.

Payment methods:

If there is no **Payment Method** listed, or if you wish the change the listed method, you must click **Add Payment Method** and enter your payment details.

Submit Payment:
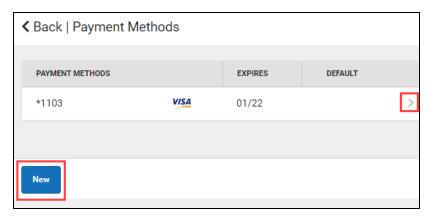To pay the total amount with the listed payment method, click **Submit Payment.**

Payment Methods

Any current payment methods you've previously entered will appear here. To review or edit a payment method details, click the gray arrow next to it.
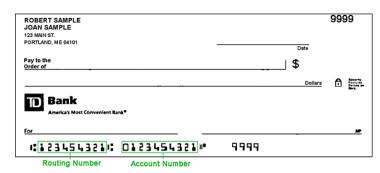
To enter a new payment method, click **New.**

❮ Back | Payment Methods

PAYMENT METHODS		EXPIRES	DEFAULT	
*1103	**VISA**	01/22		>

New

Select Checking, Savings, or Credit/Debit Card, then enter the account details or card number.
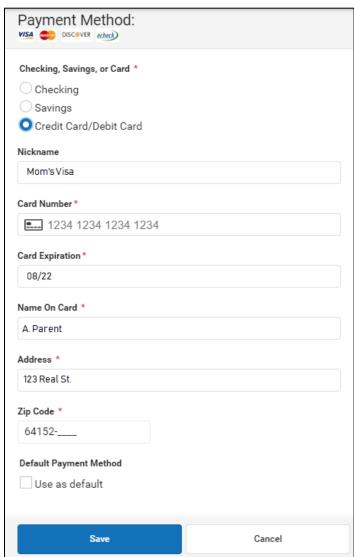
The **Nickname** is just for you to be able to distinguish your different payment methods.

For checking/savings accounts, there is no need to physically fill out a check. Enter the numbers shown and the amount indicated will be withdrawn from the account.

ROBERT SAMPLE
JOAN SAMPLE   9999
123 MAIN ST.
PORTLAND, ME 04101
                              Date
Pay to the
Order of $
                       Dollars
TD Bank
America's Most Convenient Bank®
For
⑆123454321⑆ ⑈0123454321⑈ 9999
Routing Number   Account Number

If you want this method to be the default for payments in the future, check the **Use as default box.** You always have the option to change payment methods before submitting payments through **My Cart**.
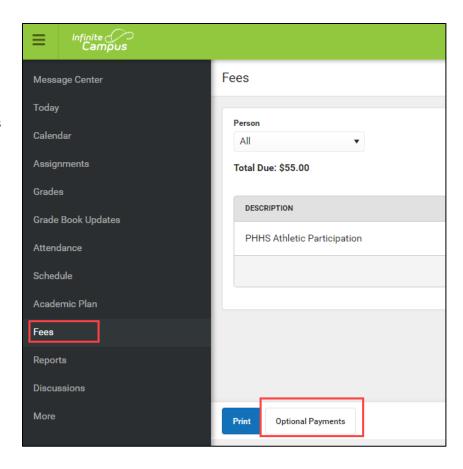
Click **Save** to save the payment method. You can add another payment option if you want, or click back to return to your previous screen.
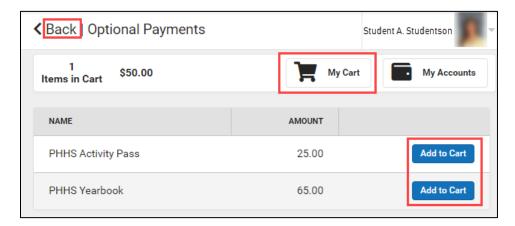
Payment Method:
VISA mastercard DISCOVER echeck

Checking, Savings, or Card *
○ Checking
○ Savings
● Credit Card/Debit Card

Nickname
Mom's Visa

Card Number *
1234 1234 1234 1234

Card Expiration *
08/22

Name On Card *
A. Parent

Address *
123 Real St.

Zip Code *
64152-____

Default Payment Method
☐ Use as default

Save   Cancel

Optional Fees

Some schools offer parents the choice to pay certain optional fees (such as activity passes, yearbooks, etc) through Campus Parent.

To view available optional fees, select the **Fees** tab and click the **Optional Payments** button near the bottom of the screen.

Any available optional fees will display for the selected students. Click **Add to Cart** on any fees you want, then click **My Cart** to make a payment or **Back** to return to the previous screen.

If you have questions about any assigned or optional fees, please contact your student's school. If you have technical trouble with the online payment system, you can contact our Help Desk at 816-359-5000.