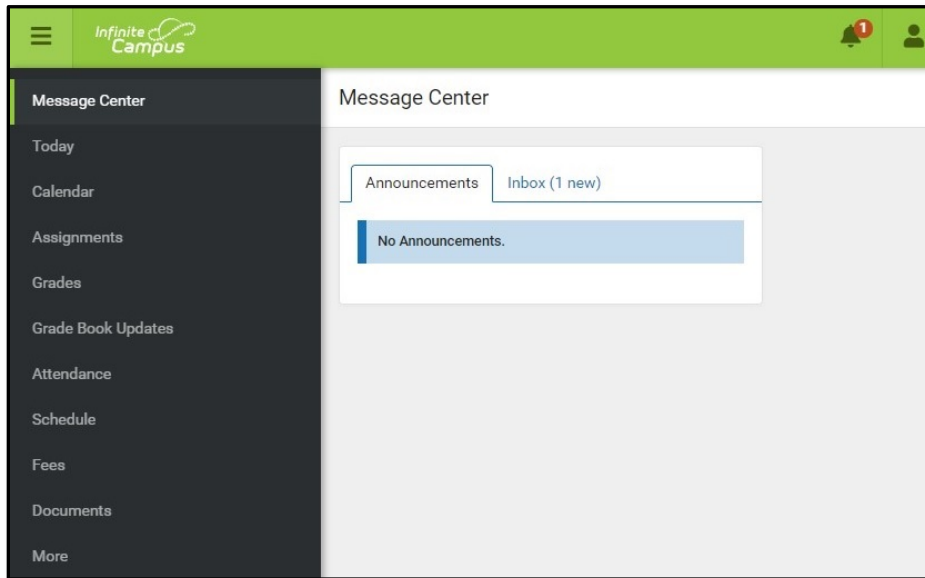


# Navigating the Parent Portal

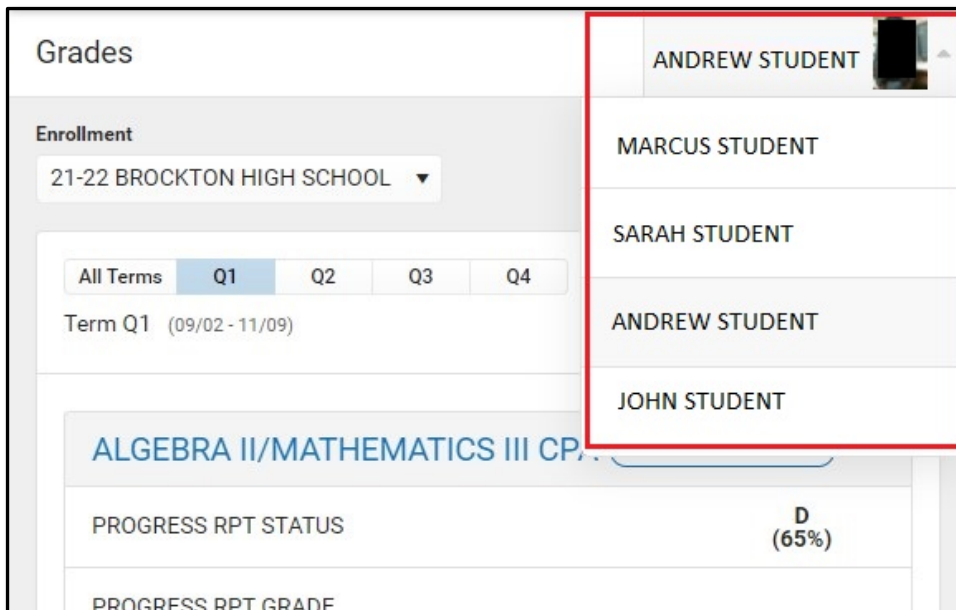
The Campus Parent Portal is designed specifically for parents and is optimized for use on mobile devices and tablets.

In the Campus Parent Portal, navigate between *tools* in the menu on the left.

Once you log in the landing page is the *Message Center*. The Message Center includes announcements posted at a school or district level. Click Show More to display additional text for longer announcements. Additionally, the *Inbox* displays messages sent to the parent, including those from teachers.



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.



# Tools Available in the Campus Parent

## 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 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.

Today Wednesday, January 2nd 2019

Andrew Student  
Student Number  
123456789  
18-19 Harrison High  
Grade 12

Food Service Balance: **\$0.00**

Assignments Due Today

 Themes Worksheet - Bildungsroman /10  
AP English

Assignments Due Tomorrow

3 (12/31 - 03/29)

DAY: DAILY

1	8:00AM - 8:55AM	AP English	Teacherson, Katie	Rm: 1211
3	10:00AM - 10:55AM	Physics A	Yarham, Dennis	Rm: 367
4	11:00AM - 11:55AM	American & British Literature	Teacherson, Katie	Rm: 1018
6	1:00PM -	Pre-Calculus A	Lifellearn, Zelos	Rm: 1001

## 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.

Calendar

Assignments Schedule Attendance

Nov  
Dec  
2019  
April 2019  
TODAY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

AP Literature  
1 Absent Excused ABSENT EXCUSED  
College Visit  
Pre-Calc

## Assignments

The Assignments tool collects all a student's assignments with the focus on today. Click on specific 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.

Assignments ANDREW STUDENT

Missing Current Term Today

What do you know about World War II United States History II CP 5/5 (100%)

Monday 11/08 TODAY

Bacteria Article BIOLOGY CPA

Lesson 5: Activity 3 Skills Practice GEOMETRY/MATHEMATICS II CP

Famous Hispanics. Reeach Project SPANISH I CP

Peer Review Presentation SPANISH I CP

## Grades

The Grades tool shows all 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.

The screenshot shows the 'Grades' interface. At the top, there are tabs for 'All Terms' (1, 2, 3, 4) and 'Term 1 (07/01 - 10/04)'. Below this is a 'Settings' menu with options: 'Hide dropped courses' (unchecked) and 'Hide rows without grades or assignments' (checked). There are 'Expand All' and 'Collapse All' buttons. The 'Cumulative GPA: 2.05' is displayed. The main content area shows two courses: 'Pre Calculus' and 'English 10'. The 'Pre Calculus' course shows a 'Term Grade' of 'B+ (89%) In-progress' with a grey arrow next to it. A red box highlights this arrow, and a red arrow points to a callout box on the right. The callout box shows details for 'Pre-Calculus': '(1) Term Grade' with a 'B+ (89%) In-progress' grade, 'Grade Total' of '89/100', and 'Homework' of '89/100 (89%)'. Below this are three assignments: 'Trig Worksheet' (20/25, 80%), 'pg 45 - #1, 3, 7, 9, 13' (46/50, 92%), and 'Introduction to Pre-Calc' (23/25, 92%).

## Grade Book Updates

Grade Book Updates lists all 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.

The screenshot shows the 'Grade Book Updates' interface for 'ANDREW STUDENT'. The main heading is 'Recent Updates'. Below this is a list of three assignments, each with a blue folder icon, the assignment name, the course name, and the score/percentage. Each row has a grey arrow to the right. The assignments are: 'Introduction to Organic Molecules' (BIOLOGY CPA, 10/10 (100%)), 'Carbohydrate and Lipid Readings and Questions' (BIOLOGY CPA, 10/10 (100%)), and 'Organic Molecule Mini Posters' (BIOLOGY CPA, 20/20 (100%)).

## 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 course 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.

Attendance			Andrew Student ▾
2	< Last Term	<input checked="" type="radio"/> Current Term	Next Term >
COURSE	ABSENT	TARDY	
AP Calculus	0	0	>
AP English	2	0	>
Physics A	1	2	>
World History A	0		
<b>Period Totals</b>	<b>3</b>		

AP English				
Period Absences				
EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN	
1	1	0	0	
Period Tardies				
EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN	
0	0	0	0	
Absences				
12/15/2016 - Absent Unexcused				
10/28/2016 - Absent Excused				

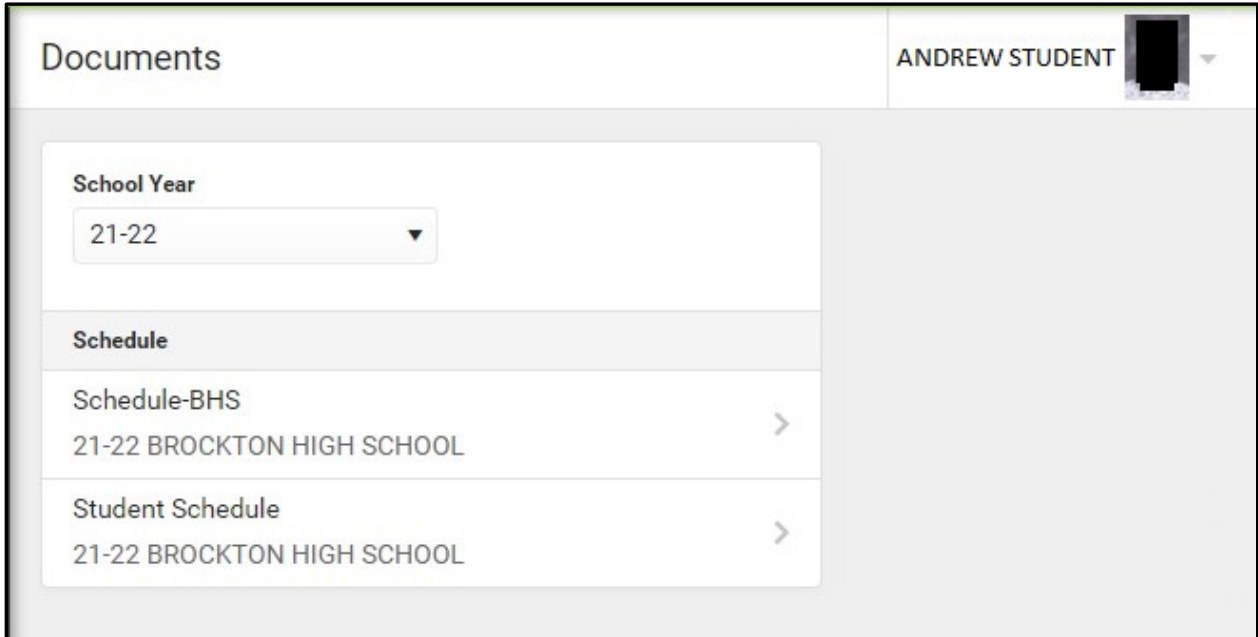
## Schedule

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 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.

Schedule			Andrew Student ▾
<b>1</b> (07/03/2017 - 10/06/2017)			
<b>1</b> 8:40AM - 9:35AM	<a href="#">AP Literature</a>	Teacherson, Katie	Rm: 1004
<b>2</b> 9:45AM - 10:05AM	<a href="#">Personal Finance</a>	Abra, Dean	Rm: 210
<b>3</b> 10:10AM - 11:05AM	<a href="#">AP US History</a>	Benson, Denna	Rm: 1004
<b>4</b> 11:05AM - 12:04PM	<a href="#">Spanish II A</a>	Lifellearn, Lewis	Rm: Tech Lab B

## Documents

The Documents tool collects a PDF version of the student's schedule. Select a School Year from the dropdown to view documents associated with a particular year.



The screenshot shows a web interface for a student named Andrew Student. The page title is "Documents". In the top right corner, the student's name "ANDREW STUDENT" is displayed next to a profile picture icon. Below the header, there is a "School Year" dropdown menu currently set to "21-22". Underneath, there is a "Schedule" section with two items, each with a right-pointing arrow:

- Schedule-BHS  
21-22 BROCKTON HIGH SCHOOL
- Student Schedule  
21-22 BROCKTON HIGH SCHOOL

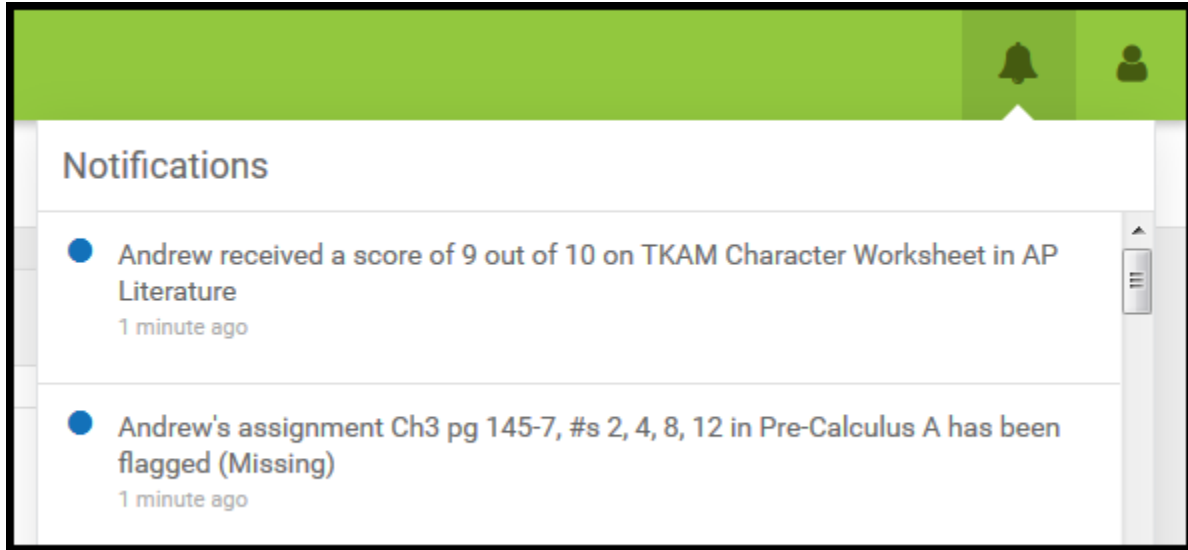
## More

The More tab displays the following:

- **Address Information** for the student's household(s). You can request to update your phone number on this page.
- **Assessments** that list the student's test scores for state 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.
- **Important Dates** such as holidays, late starts, and other school calendar events.
- **Lockers** assigned to the student with locations and combinations.
- **Backpack:** This is where you will find all Progress Reports and Report Cards for all students for all years.

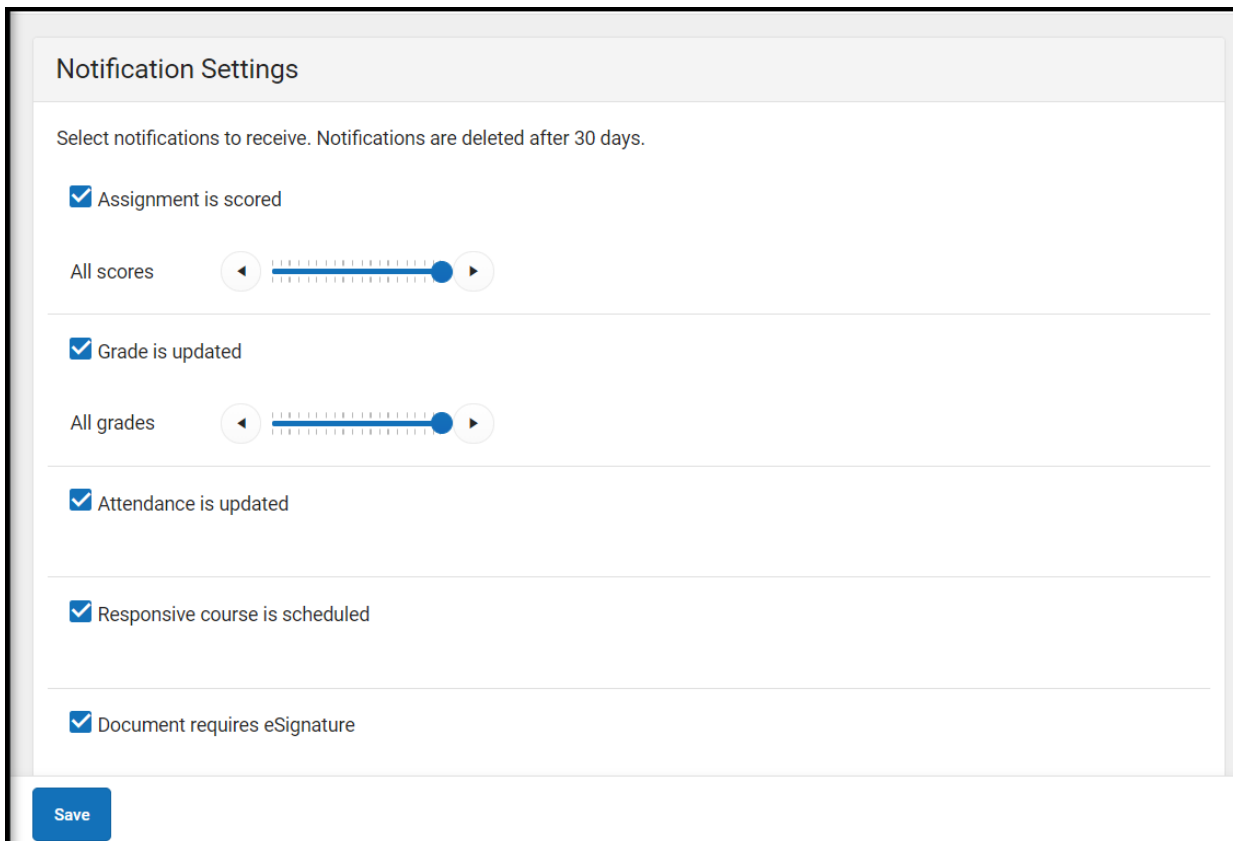
## Notifications

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.



## 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.

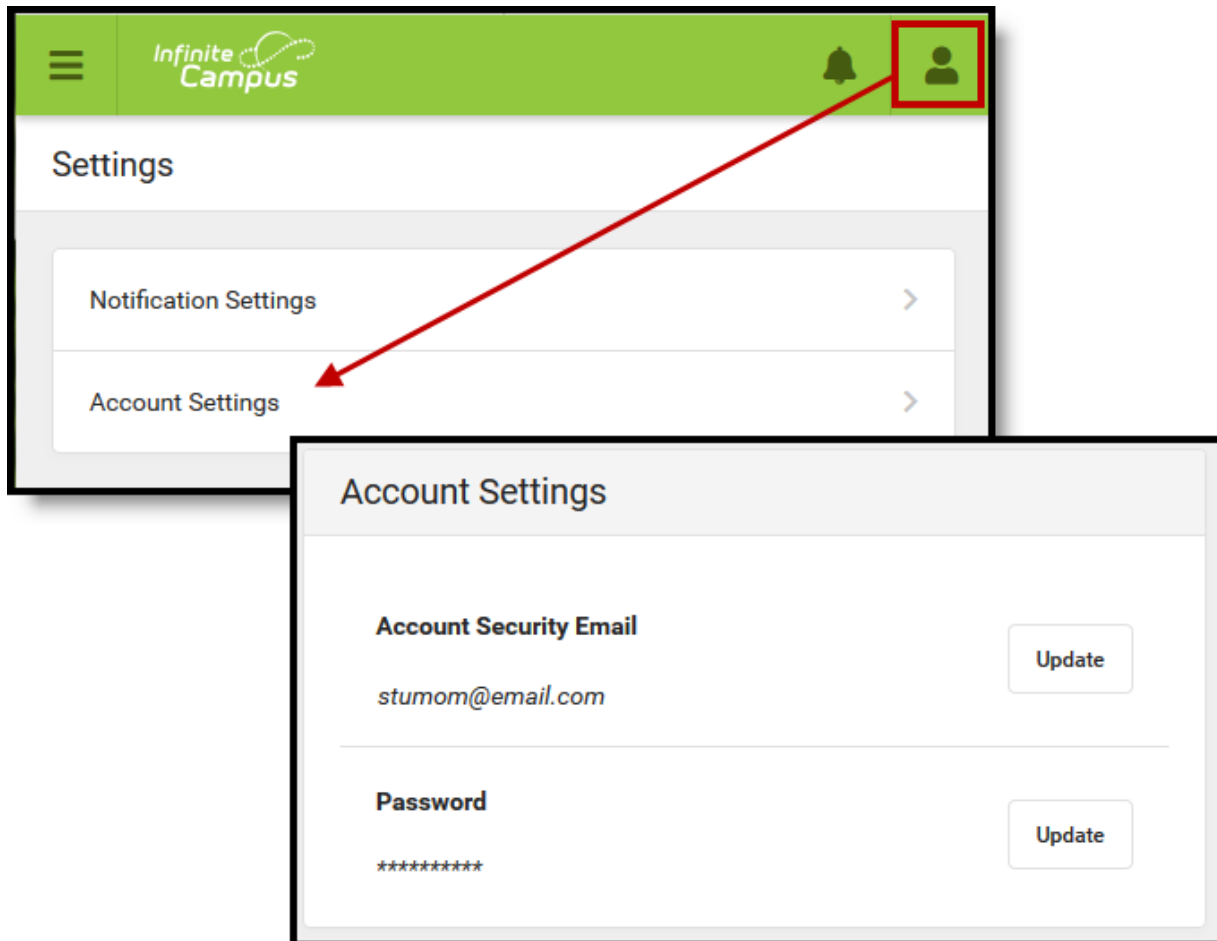




## Account Settings

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.



## Language Settings

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.

