

ISD 197 Infinite Campus Parent Portal Instructions

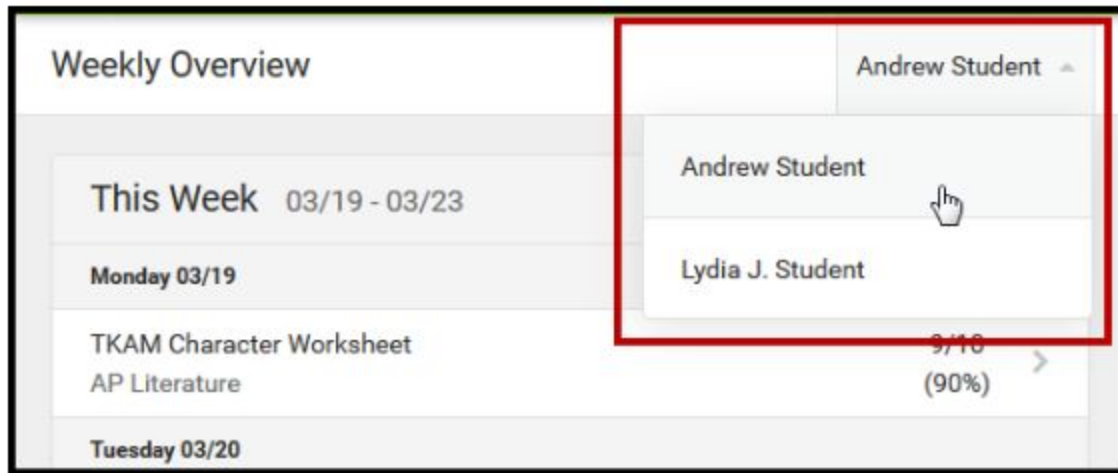
The Campus Parent Portal is designed specifically for parents and is optimized for use on mobile devices and tablets. In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space. Click the user icon in the top right to view Notification Settings.

The screenshot displays the Infinite Campus Parent Portal interface. At the top, there is a green header with the Infinite Campus logo on the left, a notification bell icon with a red '2' badge in the center, and a user profile icon on the right. Below the header is a dark grey sidebar menu with the following items: Parent (with a dropdown arrow), Announcements, Today, Weekly Overview (highlighted with a green bar), Grades, Grade Book Updates, Attendance, and Schedule. The main content area is titled 'Weekly Overview' and shows the user 'Andrew Student' with a dropdown arrow. The current week is 'This Week 03/19 - 03/23', with navigation arrows for previous and next weeks. The overview is organized by day:

- Monday 03/19**
 - TKAM Character Worksheet AP Literature: 9/10 (90%) with a right-pointing arrow.
- Tuesday 03/20** (marked as **TODAY**)
 - Ch3 pg 145-7, #s 2, 4, 8, 12 Pre-Calculus A: MISSING (in a red rounded rectangle) with a right-pointing arrow.

ISD 197 Infinite Campus Parent Portal Instructions

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.

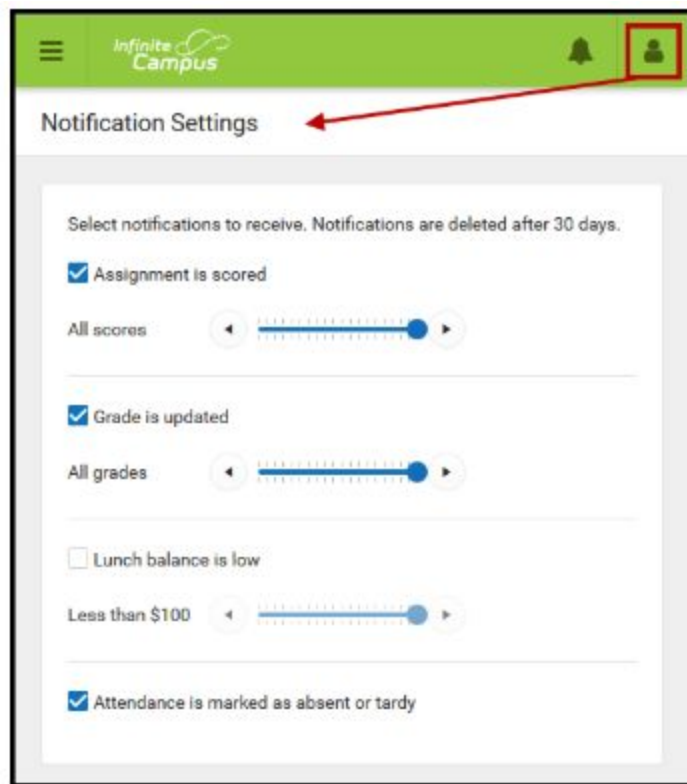


Switch between students using the dropdown list in the corner.

ISD 197 Infinite Campus Parent Portal Instructions

Notifications 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. Click the arrows to change the threshold or click and drag the dot.

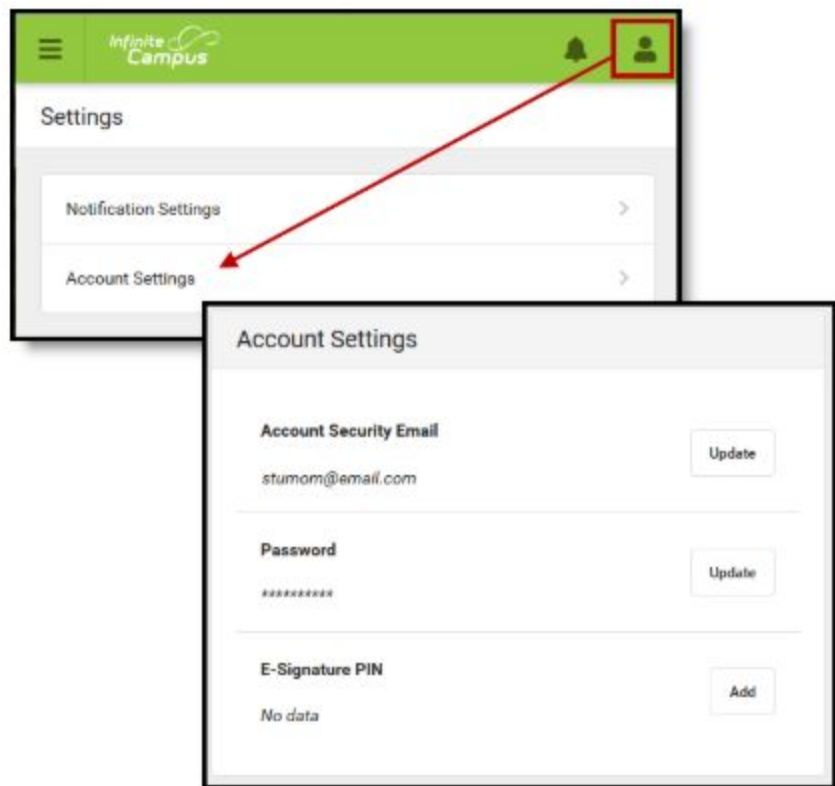


ISD 197 Infinite Campus Parent Portal Instructions

Account Settings

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

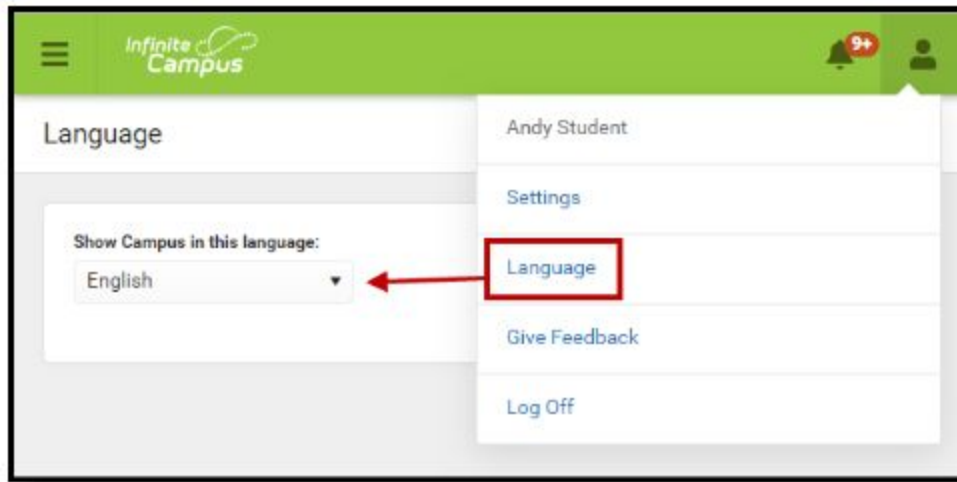
- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, numbers, and characters to make them more secure.



ISD 197 Infinite Campus Parent Portal Instructions

Language Settings

From the user menu, click **Language** to change the language that Campus Parent displays in. Campus provides translations into Spanish.



ISD 197 Infinite Campus Parent Portal Instructions

Contact Preferences

Manage your contact preferences by selecting the desired language and when you receive a message, and how you receive that message (phone call, email, or text message). You may modify your phone number in the portal, however you will need to request an address and email address change.

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

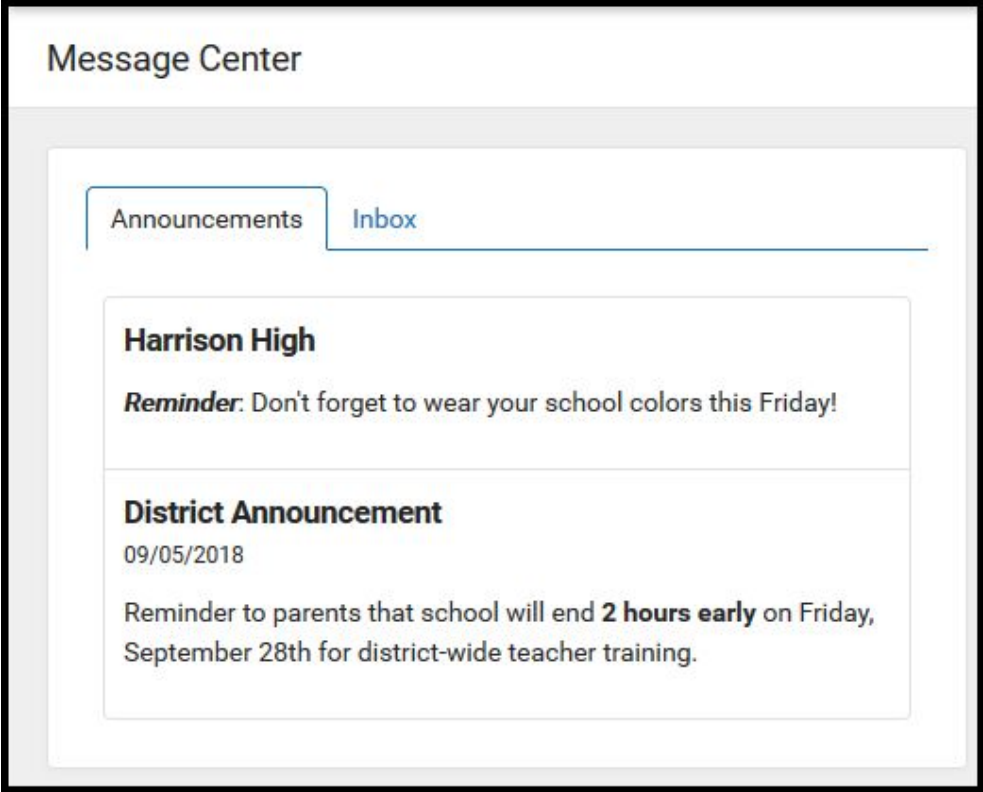
Message Preferences
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive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

Phone | **Email**

	VOICE	TEXT (SMS)
BACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE (555)555-9876		
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		
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"/>

ISD 197 Infinite Campus Parent Portal Instructions

Tools Available in the Campus Parent Portal

Tool Name	Description	Example Image
Message Center	<p>The Message Center includes announcements are posted at a school or district level.</p> <p>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>The screenshot shows the 'Message Center' interface. At the top, there are two tabs: 'Announcements' and 'Inbox'. The 'Inbox' tab is selected. Below the tabs, there are two message cards. The first card is titled 'Harrison High' and contains the text: 'Reminder: Don't forget to wear your school colors this Friday!'. The second card is titled 'District Announcement' and contains the text: '09/05/2018' followed by 'Reminder to parents that school will end 2 hours early on Friday, September 28th for district-wide teacher training.'</p>

ISD 197 Infinite Campus Parent Portal Instructions

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.

The screenshot displays the 'Today' view for Wednesday, January 2nd, 2019. It is organized into several sections:

- Student Information:** Andrew Student, Student Number 123456789, 18-19 Harrison High, Grade 12.
- Food Service Balance:** \$0.00.
- Assignments Due Today:** A list showing 'Themes Worksheet - Bildungsroman' for 'AP English' with a progress indicator of /10.
- Assignments Due Tomorrow:** A section for assignments due the following day.
- Schedule:** A grid showing the student's daily schedule for the period 12/31 - 03/29. The current day is highlighted as 'DAY: DAILY'. The schedule includes:
 - Period 1:** 8:00AM - 8:55AM, AP English, Teacherson, Katie, Rm: 1211.
 - Period 3:** 10:00AM - 10:55AM, Physics A, Yarham, Dennis, Rm: 367.
 - Period 4:** 11:00AM - 11:55AM, American & British Literature, Teacherson, Katie, Rm: 1018.
 - Period 6:** 1:00PM - Pre-Calculus A, Lifellearn, Zelos, Rm: 1001.

ISD 197 Infinite Campus Parent Portal Instructions

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	April 2019							TODAY
Dec	Su	Mo	Tu	We	Th	Fr	Sa	
2019		1	2	3	4	5	6	
Feb		•			•			
Mar	7	8	9	10	11	12	13	
Apr	14	15	16	17	18	19	20	
May	21	22	23	24	25	26	27	
Jun	28	29	30					
Jul								
Aug								
Sep	May 2019							

[AP Literature](#)

1 Absent Excused ABSENT EXCUSED

🗨 College Visit

[Pre-Calc](#)

ISD 197 Infinite Campus Parent Portal Instructions

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.

The screenshot shows the 'Assignments' tool interface for a student named Andrew. At the top right, the student's name 'Andrew' is displayed with a dropdown arrow. Below this, there are two filter buttons: 'Missing' and 'Current Term', with 'Current Term' being the active filter. To the right of these buttons is a 'Today' button. The main content area lists assignments with their titles, subjects, and completion percentages. Each assignment has a right-pointing arrow icon. The interface is organized by date, with sections for 'Friday 08/10' (marked 'TODAY'), 'Monday 08/13', and 'Tuesday 08/14'. A vertical scrollbar is visible on the right side of the assignment list.

Assignments		Andrew ▾
Missing Current Term		Today
TKAM Character Worksheet American & British Literature	13/15 (86.66%)	>
Africa Map Comparison Worksheet English 10	8/10 (80%)	>
Friday 08/10 TODAY		
Cell Model Project AP Literature		>
pg. 47 #1, 3, 5, 7, 9 Pre-Calculus A		>
Monday 08/13		
TKAM Character Essay American & British Literature		>
Nelson Mandela Book Report English 10		>
Tuesday 08/14		
pg. 53 #1, 3, 7, 9, 13 Pre-Calculus A		>

ISD 197 Infinite Campus Parent Portal Instructions

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

All Terms 1 2 3 4

Term 1 (07/01 - 10/04) Settings ^

Grades Settings

Hide dropped courses

Hide rows without grades or assignments

Expand All Collapse All

Cumulative GPA: 2.05

Pre Calculus -

Progress	A- (92%)
Term Grade	B+ (89%) In-progress

English 10 -

Demonstrate proficiency in basic concepts of scholarly writing	P
Cite thorough textual examples (explicit and inferred) to support analysis	P
Determine theme and explain how specific details reveal the author's theme	I
Summarize the story without including personal opinions	HP
Analyze how complex characters develop, interact, and advance the plot	P

Pre-Calculus

(1) Term Grade	B+ (89%) In-progress
Grade Total	89/100
Homework	89/100 (89%)
Trig Worksheet Due: 08/21/2019	20/25 (80%) >
pg 45 - #1, 3, 7, 9, 13 Due: 08/19/2019	46/50 (92%) >
Introduction to Pre-Calc Due: 08/16/2019	23/25 (92%) >

ISD 197 Infinite Campus Parent Portal Instructions

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.

Grade Book Updates		Andrew Student ▾
Recent Updates		
Wk 1 Reading - Ch 1-5 AP Literature	8/10 (80%)	>
Ch3 pg 145-7, #s 2, 4, 8, 12 Pre-Calculus A	5/5 (100%)	>
TKAM Character Worksheet AP Literature	9/10 (90%)	>

ISD 197 Infinite Campus Parent Portal Instructions

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.

Attendance

Andrew Student

2

< Last Term ○ Current Term Next Term >

COURSE	ABSENT	TARDY
AP Calculus	0	0
AP English	2	0
Physics A	1	2
World History A	0	
Period Totals	3	

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

ISD 197 Infinite Campus Parent Portal Instructions

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.

The screenshot shows the 'Schedule' tool interface. At the top, it says 'Schedule' and 'Andrew Student' with a dropdown arrow. Below this, a section for '1 (07/03/2017 - 10/06/2017)' contains a table of four classes:

Period	Course	Teacher	Room
1 8:40AM - 9:35AM	AP Literature	Teacherson, Katie	Rm: 1004
2 9:45AM - 10:05AM	Personal Finance	Abra, Dean	Rm: 210
3 10:10AM - 11:05AM	AP US History	Benson, Denna	Rm: 1004
4 11:05AM - 12:04PM	Spanish II A	Lifellearn, Lewis	Rm: Tech Lab B

ISD 197 Infinite Campus Parent Portal Instructions

Reports

The Reports tool collects files relevant to the student including learning documents such as a PDF version of the student's schedule, report cards and transcripts, and program participation.

Click on an entry to view the file in PDF.



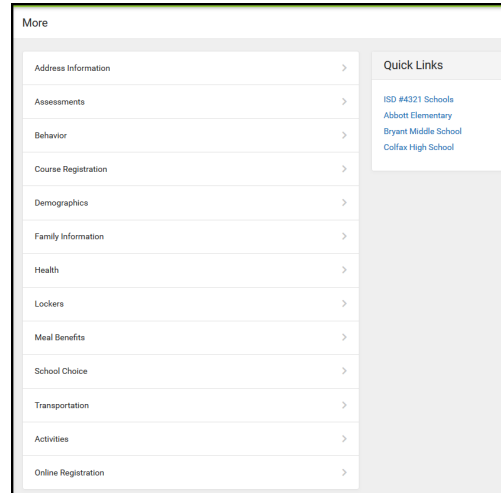
Reports	Andrew ▾
Student Schedule	>
Personal Learning Plan (08/01/2018 -)	>
Program Participation Report	>

ISD 197 Infinite Campus Parent Portal Instructions

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.
- 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 screenings..
- Lockers assigned to the student with locations and combinations.
- Transportation information including buses and parking permits.
- Important Dates such as holidays, late starts, and other school calendar events.
- Users are able to update, demographic data and family information for their household.



ISD 197 Infinite Campus Parent Portal Instructions