

## Our District's Portal URL:

<https://campus.berea.k12.oh.us/campus/portal/berea.jsp>

# Portal Basics

## Support Reference



### Logistics (before you get started)

#### Supported Browsers

##### PC:

- Internet Explorer
- Mozilla FireFox

##### Apple/Mac:

- Safari
- Mozilla FireFox
- Camino

#### Adobe Reader

Adobe Reader is a free program used to view PDF reports in Campus.

- <http://www.adobe.com/reader>

#### URL

Your Campus site is secure and protected. It cannot be found by using a search engine. Users will need to either type in the URL directly into the browser, bookmark or favorite the site, or click a link to get here.

#### Real Time Data

Infinite Campus displays real time data. In some cases, users may see information as soon as it has been entered, before staff has had a chance to notify parents.

#### Account Safety

Protect your student's information:

- Do not write down passwords in non-secure locations.
- Change your password on a regular basis.

#### Account Locked?

- Accounts are locked after three consecutive incorrect login attempts.
- Please contact your child's school for a password reset if one is needed.

#### Portal Languages

At the bottom of the Index, there are four language options. Click the language to change the view. District notices will not auto-translate.

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

### Creating an Account

#### First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

#### Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

#### Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key  
{  -  -  -  -  }

#### Campus Portal account creation successful!

Welcome **New User**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password

1.

#### Creating an Account

Before logging in, a user must have an account. Once an account has been created, simply enter the **User Name** and **Password** to log in.

**8y@!** {8 y @}

- To create an account using the **GUID** or **Campus Portal Activation Key** provided by your school district, click the blue link outlined in red and continue to steps 2 and 3

2.

#### Entering the Activation Key

Enter the unique 20 digit Activation Key into the appropriate fields. Only one account may be created with each GUID. Once you entered the GUID, click **Submit**.

3.

#### User Name and Password

After entering the GUID, you will be asked to select a User Name. This name needs to be unique or you will be asked to select a new user name when clicking the Create Account button.

#### Strong Passwords

- Strong passwords are encouraged or may be required by your district.
- A strong password is at least eight characters long with a combination of case-sensitive letters, numbers, or special characters.

## Navigating the Portal (General)

### Home Page

To return to the Home Page, click your name in the blue bar at the top.

- **District Notices** – Notices from the District are listed by date
- **School Notices** – Notices from the schools that your students attend are listed by date
- **Process In-Box** – System messages from teachers, school and district. Click the blue link to view

### Other Links

- **Access Log** – This tool lists the IP address, timestamp, and success of each login attempt
- **Change Account Info** – Change password information
- **Log Off** – For security reasons, it is best to click the Log Off button to end the session
- **Change Contact Information** – Allows the user to change contact information such as email

## (General)

### Hershey Bautista's Attendance for 320 05-06

Term	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	Date	01	02	03	04	05	06	07	08	09	10	Legend	
<b>Term 1st Quarte</b>	01	02	03	04	05	06	07	08	09	10													
Absent	3	3	3	4	5	5	5	0	0	3	11/18/2005	A	A	A	A	A	A	A				A	A = Absent
Early Release	0	0	0	0	0	0	0	0	0	0	11/16/2005	T											T = Tardy
Tardy	2	1	0	2	0	0	0	0	0	0	11/15/2005	A			A	A							E = Early Release
<b>Term 2nd Quarte</b>	01	02	03	04	05	06	07	08	09	10	11/10/2005	A	A	A	A	A	A	A					Unknown
Absent	4	4	4	3	3	3	3	0	0	3	11/07/2005	T											Excused
Early Release	0	0	0	0	0	0	0	0	0	0	11/04/2005												Unexcused
Tardy	4	1	1	0	0	0	0	0	0	0	11/03/2005	A											Exempt
<b>Term 3rd Quarte</b>	01	02	03	04	05	06	07	08	09	10	10/27/2005	A	A	T									
Absent	0	0	0	0	0	0	0	0	0	0	10/21/2005	A	A	A	A	A	A	A					
Early Release	0	0	0	0	0	0	0	0	0	0	10/18/2005	T											
Tardy	0	0	0	0	0	0	0	0	0	0	10/11/2005					A	A	A					
<b>Term 4th Quarte</b>	01	02	03	04	05	06	07	08	09	10	10/07/2005					A	A	A					
Absent	0	0	0	0	0	0	0	0	0	0	10/06/2005	A											
Early Release	0	0	0	0	0	0	0	0	0	0	09/29/2005	A	A	A	A	A	A	A					
Tardy	0	0	0	0	0	0	0	0	0	0	09/28/2005	T											
											09/19/2005	A	A	A	A	A	A	A					
											09/14/2005	T											
											09/12/2005				A	A	A	A					
											09/09/2005	T											
											08/31/2005	A	A			T							
											08/18/2005	A											

### Attendance

The teacher or the building attendance clerk enters absences and tardy designations as they occur. These absences are posted immediately after the teacher or clerk saves the input, so the parent can see if and when any classes are missed.

To print the attendance page, users can go to File>Print in Firefox or IE to print the browser page. In order for the attendance information to print in color, make sure the browser is set to print background colors and images.

# Gradebook

## Assignments for a course...

Clicking on the name of a course from the **schedule** will bring up a view of that teacher's gradebook for your student.

- From here you can see a summary of the teacher's grading tasks (*events*) as well as specific assignments that are part of those grading tasks.
- Color coding lets you know what phase the grades are in (*final, in-progress, etc.*)
- Clicking the link at the top will allow you to see the specific set of scores/marks used in grading this course's assignments

[Back to the top](#)

Secondary Scale	
Grade	Min Percent
A	93.000
A-	90.000
B+	87.000
B	83.000
B-	80.000
C+	77.000
C	73.000
C-	70.000
D+	67.000
D	63.000
D-	60.000
NC	0.000

## Specific assignments...

Clicking on an assignment will bring up the specifics of that assignment.

- Your student's score
- Teacher comments
- Assignment name
- Due Date
- Date Assigned
- Total Points possible
- Multiplier – *a way for teachers to make some assignments worth more than others*
- Description of the assignment

Jane's Gradebook Assignment Detail for 3501-5 Modern Bio I

3501-5 Modern Bio I  
Teacher: Demo, Teacher

[Back to the complete Gradebook view for 3501-5 Modern Bio I](#)

Score Detail	
Score	5 (100.000%)
Comments	100% Way to go!

Assignment Detail	
Name	Syllabus
Due Date	09/16/2009
Date Assigned	09/13/2009
Total Points	5
Multiplier	1
Description	Week 2 Quiz - Mitosis & Cell Structures (Animal)

[Back to the complete Gradebook view for 3501-5 Modern Bio I](#)

Jane Person's Gradebook Assignments for 3501-5 Modern Bio I

Teacher's comments about Jane:

3501-5 Modern Bio I  
Teacher: Demo, Teacher

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Grading Task Summary				
Legend: <input checked="" type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Terms Q1	Terms Q2	Terms Q3	Terms Q4
Mid Quarter				
Quarter	B+ 88.5%			
Exam				
Semester		B+ 88.5%		

Term Q1 Mid Quarter Detail  
This Grading Task has no assignments assigned to it.

Term Q1 Quarter Detail

Homework/ Vocabulary/ Worksheets (40.0%)									
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments		
Quiz 2	09/16/2009		1.0	5	5	100			
CSI-Hypotheses	09/16/2009		1.0	5	Missing	0			
Lab Safety Packet	09/21/2009		1.0	18	17	94.44			
Metric System Worksheet	09/22/2009		0.5	35	35	100			
Chapter 1 Homework	09/24/2009		1.0	18	17	94.44			
<b>Homework/ Vocabulary/ Worksheets Totals</b>				<b>63.5</b>	<b>56.5</b>	<b>88.98%</b>			

Tests/ Labs/ Projects (60.0%)									
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments		
Lab Safety Quiz	09/22/2009		1.0	10	10	100			
Compound Light Microscope Lab	09/29/2009		1.0	15	15	100			
<b>Tests/ Labs/ Projects Totals</b>				<b>55</b>	<b>48.5</b>	<b>88.18%</b>			

Term Q1 Quarter Totals  
88.5%  
B+

## Additional information seen here...

In addition to seeing the teacher's gradebook and the details of specific assignments, this view allows you to do a lot of analysis of your student's progress.

- The Grading Task Summary section offers a colorful glance at your student's progress, here is a more in depth discussion of what each piece means:
  - **GREEN:** Cells colored green represent the final grade for that term. If the cell is not green, then the grade and percentage seen are NOT final yet
  - **YELLOW:** Cells colored yellow represent a grade and percentage that are still in-progress and subsequently are in flux
  - **WHITE:** Cells colored white represent a grade that is not recorded yet. Please allow teachers time to assess and record grades once assignments are collected. Please refer to the school policy regarding what is considered an appropriate amount of time for posting scores
  - **(NONE) -or- LIGHT PURPLE:** The lack of color (*same color as the background*) represents that there is not a grade expected for that term. This is most often found with classes that meet for an entire semester that do not post grades for the quarter. In the example pictured above there is no grade expected for the "Semester" or "Exam" grading task in Term/Quarter 1 because those grading tasks are only offered/assessed at the end of Term/Quarter 2.
- Each of the dark purple headers are specific groups of assignments along with their different weights (*if the teacher chose to weight groups*)
  - Each of these groups count as a percentage of your student's grade
  - In the pictured example, the group called "Homework/Vocabulary/Worksheets" is worth 40% of the student's total grade while the group called "Tests/Labs/Projects" is worth 60% of the student's total grade.
  - Please also notice that each group has it's own sub-total at the bottom of each group (*light purple*) as well as a master total (*dark purple*) for all groups together
  - This means that while your student may be getting 88.98% in one group (*as pictured above*) that is not their total score for the term. It is really 88.98% of whatever that group's overall weight is – in this case 40% of the total grade for the class.
- There are breakdowns with percentages of each group so you can see at a glance how your student is doing without digging into each assignment
- As the year progresses, this view will stretch to include the entire record of the course so you'll see every detail the teacher has to show – no secrets here!

## Fees

### Fees - General

Clicking on the "Fees" icon under each student's name from the left-hand menu will bring up a summary of the student's fees, credits and balance on file.

- This table will display the details of all fees that the student was assigned throughout the calendar year. Details include:
  - Number of fees assigned
  - Total amount of debt incurred by student
  - Outstanding balance on the student's account

**Jane Person's Fee Statement**

Fees: 2  
Debit: \$48.00  
Balance: \$40.00

Due Date	Fee	Type	Debit	Credit	Balance
01/11/2010	Fine Arts Fee	Activity	\$40.00	\$0.00	\$40.00
	Registration Fee SrH	Enrollment	\$8.00	\$8.00	\$0.00
	Payment	\$8.00 Check: 7419		\$8.00	
<b>Total Balance Due for Fees:</b>					<b>\$40.00</b>

Person, Jane 10

- Registration: 2010-11 High School
- 2009-2010 Calendar
- Schedule
- Attendance
- Behavior
- Health
- Assessment
- Graduation Planner
- Transportation
- Fees
- School Choice
- To Do List
- Reports
- Account 1172

### Specific Fees...

- The table on the bottom of the screen will list the specific details of each fee assigned to the student, such as:
  - Specific due date(s) for each individual fee (*RED fees are those that are overdue*)
  - Fee name
  - Fee Type
  - Fee Amount (*debit*)
  - Fee Credits (*any credits being applied to this fee and/or any adjustments made to the fee for the student*)
  - Fee Balance (*debit - credits = balance*)
  - Total amount owed in fees (*same as above*)
- If there are any district or school comments about behavior in general, they will appear at the bottom
- If you see anything that needs to be changed/updated, please contact the appropriate school to do so

## Schedule

**Jane Person's Schedule**

= Click on Class Name for Current Assignments and Scores  
 = Click on Teacher Name for Email  
 = Click on Date for Current Newsletter

	Term Q1 (07/01/09-11/06/09)	Term Q2 (11/07/09-01/22/10)	Term Q3 (01/23/10-03/19/10)	Term Q4 (03/20/10-06/30/10)
00	0000-69 Advisory Demo Teacher Rm: 360	0000-69 Advisory Demo Teacher Rm: 360	0000-69 Advisory Demo Teacher Rm: 360	0000-69 Advisory Demo Teacher Rm: 360
01	3501-5 Modern Bio I Demo Teacher Rm: 344	3501-5 Modern Bio I Demo Teacher Rm: 344	1703-6 English 10 Demo Teacher Rm: 236	1703-6 English 10 Demo Teacher Rm: 236
02	1702-8 English 10 Demo Teacher Rm: 239	1702-8 English 10 Demo Teacher Rm: 239	3502-6 Modern Bio II Demo Teacher Rm: 236 01/13/2010 (more)	3502-6 Modern Bio II Demo Teacher Rm: 344
03	8626-1 Ojibwe I Demo Teacher Rm: 126	8626-1 Ojibwe I Demo Teacher Rm: 126	8627-1 Ojibwe II Demo Teacher Rm: 126	8627-1 Ojibwe II Demo Teacher Rm: 126
04	6503-2 Phy Ed 10 Demo Teacher Rm: 003	6503-2 Phy Ed 10 Demo Teacher Rm: 003	0066-4 Study 9 Demo Teacher Rm: 128	0066-4 Study 9 Demo Teacher Rm: 128
05	9006-1 Parenting Demo Teacher Rm: 110	9006-1 Parenting Demo Teacher Rm: 110	0601-2 Lunch II Rm: Caf	0601-2 Lunch II Rm: Caf
06	0600-3 Lunch I Rm: Caf	0600-3 Lunch I Rm: Caf	5700-12 Health Science Demo Teacher Rm: 100	
07	4012-4 Geometry I Demo Teacher Rm: 383	4012-4 Geometry I Demo Teacher Rm: 383	2703-8 U.S. History Demo Teacher Rm: 391	
08	2702-4 U.S. History Demo Teacher Rm: 330	2702-4 U.S. History Demo Teacher Rm: 330	4013-2 Geometry Demo Teacher Rm: 115	

### Student Schedule

Clicking on the schedule icon under each student's name in the left-hand menu will bring up their daily schedule

- The schedule is broken down into terms and periods
- Each cell of the grid represents a course that the student is enrolled in and provides the following information about that course:
  - Course Number
  - Section Number
  - Course Title
  - Teacher/Instructor's Name
  - Room Number
- If the district/school allows for it, you might see the teacher's name as a link, clicking on it will allow you to send them an email (*envelope icon*)
- Clicking on the course title will allow you to see the current scores and assignments for that course (*see the Gradebook section*)
- Clicking on the date next to the "letter icon" will allow you to see the newsletter the teacher has created along with when they created it.

## Reports

**Jane Person**

- Student Schedule
- Missing Assignments
- Midquarter Q1 Report Card
- Midquarter Q2 Report Card
- Midquarter Q3 Report Card
- Midquarter Q4 Report Card
- Quarter 1 Report Card
- Quarter 2 Report Card
- Quarter 3 Report Card
- Quarter 4 Report Card
- Unofficial Transcript

Person, Jane 10  
**Registration: 2010-11**  
 High School  
 2009-2010 Calendar  
 Schedule  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List  
**Reports**  
 Account 1172

Reports on this page require the Adobe Acrobat Reader (free).

Here is where news about your student's reports will appear

### Reports

Clicking on the "Reports" icon under each student's name from the left-hand menu will bring up a collection of various reports you can view and print.

- There are a number of different reports you can view and print such as report cards, schedules and transcripts.
- The reports are in Adobe PDF format, so you'll need the Adobe Reader to view and print them. A link to the Adobe site to download and install the Reader is necessary
- If there are any district or school comments about reports in general, they will appear at the bottom
- Assignments are not considered missing unless so marked by the teacher. Using the Missing Assignments report under Reports on the left Index will help you find these assignments in all classes.
- If you see anything that needs to be changed/updated, please contact the appropriate school to do so

Robert TEST

Household To Do List

Filter By Date: All Dates

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
TEST, Lukas	0549-4 Spanish III C	Assignment 1		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 2		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 3		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Mid-Term Exam		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Final Exam		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 1		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 2		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 1		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 2		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 1		04/28/2009	-29

Family To Do List

Robert TEST

Lukas TEST's To Do List

Filter By Date: All Dates

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
0549-4 Spanish III C	Assignment 1		04/28/2009	-29
0549-4 Spanish III C	Assignment 2		04/28/2009	-29
0549-4 Spanish III C	Assignment 3		04/28/2009	-29
0549-4 Spanish III C	Mid-Term Exam		04/28/2009	-29
0549-4 Spanish III C	Final Exam		04/28/2009	-29
0549-4 Spanish III C	Project 1		04/28/2009	-29
0549-4 Spanish III C	Project 2		04/28/2009	-29
0549-4 Spanish III C	Assignment 1		04/28/2009	-29
0549-4 Spanish III C	Assignment 2		04/28/2009	-29
0549-4 Spanish III C	Project 1		04/28/2009	-29

Individual To Do List

The To Do List provides a summary of assignments that are due and/or late. This list, like the Calendar icon, appears for the Family and for the Student.

The individual To Do List displays course, assignment, date assigned, date due and days remaining/overdue. Days remaining/overdue is the difference between the date due and the current date.