

Campus Portal for Parents and Students

February 2011

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Campus Portal for Parents and Students

Overview | Access to the Campus Portal | Security Features | Navigating the Campus Portal | Family Section | Student Section | User Account | Other Links | Portal Languages

Overview

PATH: Campus Portal

The Campus Portal establishes a line of communication between parents and the schools their students attend. Using the Portal, parents can track student progress and participation, and monitor such aspects as Attendance and Grades.

	ampus P	Portal Switch Student	Welcome Holly Kommer	Sign Out
				Infinite Campus
Family		District Notices		
Messages		 School Notices 		
Family Members	>	[01/17/2011 001 Senior High]		
Calendar	>	Test School notice.		
Payments	>	► Inbox		
Food Service	>			
To Do List	>			
User Account				
Change Password	>			
Contact Preferences	>			
Access Log	>			
Care E1				
Care E2				
Care E3				
		In English En Español 简称中文 繁複中		

Image 1: The Campus Portal

Access to the Campus Portal

The district determines access to the Campus Portal. Instructions for receiving a username and password are provided by the school or district. The School or district will provide the URL for access to the Campus Portal. Visit the district's website or contact the school for more details.

Accessibility to various screens described in this guide is determined by the school or district. Access for one school or building may vary from access for another school within the same district. Some tabs and features may not be available for some users.

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Security Features

The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view. The use of strong passwords, forced password reset and session timeouts ensure secure access.

Infinite Campus	First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, <u>click here</u> If you do not have an Activation Key, <u>click here</u>
Welcome to the GRAND ISLAND PUBLIC SCHOOLS Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more! Tell me more!	Already have a Campus Portal account? User Name Password Log In Problems logging in?
en <u>In English</u> es <u>En Español</u> 中中文简体 中中文繁體	

Image 2: Campus Portal Sign In

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will have access only the links to which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.

The Campus Portal allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least six characters long and meets three of the four qualifications listed:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)

- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)

In addition, the district's administrator may force users to reset their passwords from time to time. By default, a dormant session will automatically end after a set amount of time determined by the district (usually between 25 and 60 minutes). This may vary from district to district since the district can establish the duration before the session times out.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will

need to contact the school or district to have the account reactivated.

If enabled by the district, additional user account settings are found in the User Account section of the navigation pane. Users are able to change their account password and see the account access log.

Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. When a user first logs in the Messages tab located in the Family section is selected.



Image 3: User Name and Home and Sign Out Buttons

Use the **Switch Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.

Campus Po	ortal	Switch Student
		Emily N. Kommer
		Jarred L. Kommer
		Jessica Kommer
		Mallory S. Kommer
Family	📼 Dis	Marylou R. Kommer
Messages	01.	Riley J. Kommer
Family Members >	Diś	3 INCLINULICE TOF T 272 OFT 0

Image 4: Switch Student Option

Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.



Image 5: Switch School Option

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Switch Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

Family		Mallory	
Messages		Calendar	
Family Members	>	Schedule	>
Calendar	>	Attendance	>
Payments	>	Behavior	>
Food Service	>	Health	>
To Do List	>	Assessment	>
User Account		eTranscript Center	>
Change Passwor	rd >	Graduation Planner	>
Contact Preferen	ices >	Transportation	>
Access Log	>	Fees	>
		School Choice	>
Care E1		To Do List	>
Care E2		Reports	>
Care E3		Diabetic	>
		Early Entry	>

Image 6: Left-side Toolbar for a Family/Household and for a Student

The following information is detailed in order of appearance, beginning with the Family and Student sections and then the User Account section of the navigation pane.

Family Section

The following sections describe the various tabs which appear in the Family section. Districts can control what information appears in the Campus Portal, so it is possible that not all of the following tabs will appear for all users. When a tab in the Family section is selected the user will be removed from the context of a student if one was selected in the switch student drop list.

Messages

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.

Family		► District Notices
Messages		▼ School Notices
Family Members	>	Fod H770044 004 Caning High 1
Calendar	>	Test School notice.
Payments	>	
Food Service	>	· 1000

Image 7: Messages

Family Members

This tab details the demographics information of the household, such as address, email, phone and a list of other members of the household. The household's physical and mailing addresses and all individuals designated as part of that household are viewable. Upon clicking an individual's email address, an email addressed to that person will open in the current user's preferred email program.

Family		Family Demo	graphic Inform	nation			
Messages	>						
Family Members		Name	Relationship	Enrolled	Address	Phone Numbers	Email
Calendar	>	Holly Kommer	Self		2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482 (w) (555)332-7683	
Payments	>					(0) (555)101-1024	
Food Service	>	Randy Anderson	Husband/Wife		2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482 (c) (555)101-1158	
To Do List	>	Marylou Kommer	Daughter/Mother	03 09-10 Reg 018 Engleman Elem	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482	
User Account					01 anu 13ianu, 142 00003		
Change Password	>	Jarred Kommer	Son/Mother	07 10-11 019 Westridge MS	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482	
Contact Preferences	>	Riley Kommer	Son/Mother	01 09-10 Reg 018 Engleman Elem	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482	
Access Log	,						

Image 8: Family Demographic Information

The household is based on the relationships established between students, guardians and siblings. This definition fits the traditional family model as well as other organizations, such as a student who belongs to two different households.

The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Calendar

The **Calendar** tab, when accessed from the Family section displays calender events for each school in which a student is enrolled. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.



Image 9: Family Calendar

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All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content.

Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Attendance Details for Mallory							
January 7, 2011 - Friday (Odd Day) Term: QT2							
Period	Course	Time	Description	Comments			
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ADNE: ADMINISTRATIVE-NOT EXCUSED				
1	802 MATH	08:15 AM - 09:00 AM					
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	ADNE: ADMINISTRATIVE-NOT EXCUSED				
3	822 PHYS ED	10:01 AM - 10:46 AM					
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM					
5	813 FCS	11:42 AM - 12:17 PM	ADNE: ADMINISTRATIVE-NOT EXCUSED				
6	888 LUNCH	12:19 PM - 01:10 PM					
7	805 SCIENCE	01:12 PM - 01:55 PM					
8	202 PULL OUT MATH	01:57 PM - 02:42 PM					
	110 TEAM MATES	03:31 PM - 03:32 PM					

Image 10: Attendance Detail from the Family Calendar

Clicking on an **Assignment** icon takes the user to another screen which provides details of the student assignment, including a description of the assignment and the date due. Clicking the browser back button will return the user to the calendar.

Jessica's Assignments and Activities for 01/05/2011							
702even2-1 N	ЛАТН						
In-Class Activ	rities (not graded)						
Name	Test Activity	Date(s)	01/03/2011 - 01/14/2011				
Description							
This is a test ac	tivity description						
Objectives							
this is a test act	iivity objective						
References							
this is a test act	ivity reference						

Image 11: Assignment Detail from the Family Calendar

Payments

The **Payments** tab allows users to view students' food service balances and any fees assessed to students to whom the user has rights. Users can also make payments online using a credit card. Add credit card and banking details by clicking **Register your credit cards and banking information**. Click **Modify your credit cards and banking information** to make changes to existing payment methods.

Accepted Payment Methods V/A Convent About Convent							~			_
nuity Members > alendar > alendar > alendar > ayments Food Service tood Service > b Do List > b Do List > aser Account 480/r9 hange Password > Mailory S Kommer \$20.00 NA \$ Beside Cestimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one month and is based on the past food service purchases * The estimated payment is for one on the past food service purchases * You are allowed to enter partial payments but you are not allowed to enter more than unchase the idue are displayed in red. * You are allowed to enter partial payments but you are not allowed to enter references * You are allowed to enter partial payments but you are not allowed to enter references * You are allowed to enter partial payments but you are not allowed to enter ref	essages	>	Accepted Payme	nt Methods	4 👓 🔤 🛙	ISCOVER ec	heck	About On	line Payments About Conv	enie
alendar * Minimum payment amount is \$5.00 ayments Food Service View details Balance * Estimate Payment bod Service > Service \$000 Service N/A \$ Select estimated amount bod Service > Jarred L Kommer \$5.85 N/A \$ Select estimated amount ser Account Jassica Kommer \$15.90 N/A \$ Select estimated amount Mailory S Kommer \$20.00 N/A \$ Select estimated amount * The estimated payment is for one month and is based on the past food service purchases Select estimated amount * The estimated payment is for one month and is based on the past food service purchases Select full amount * The estimated payment is for one month and is based on the past food service purchases Select full amount * The estimated payment is for one month and is based on the past food service purchases Select full amount * You are allowed to enter partial payments but you are not allowed to enter more than Select full amount * You are allowed to enter partial payments but you are not allowed to enter more than Select full amount * You are allowed to enter partial payments but you are not allowed to enter references \$1.00 <th>mily Members</th> <th>></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	mily Members	>								
Food Service View details Balance * Estimate Payment ood Service > Service * Source *	alendar	>	* Minimum payment amount	is \$5.00						
Food Service > In Do List > Jeer Account Jarred L Kommer Change Password > Change Password > Access Log > Care E1 Care E2 Care E3 Convented t cards and banking information Register your credit cards and banking information	Payments		Food Service		View details	Balance	'Estimate	Payment		
io Do List > Jarred L Kommer \$5.85 N/A \$ Select estimated amount Jessica Kommer \$16.90 N/A \$ Select estimated amount Mallory S Kommer \$20.00 N/A \$ Select estimated amount Mallory S Kommer \$20.00 N/A \$ Select estimated amount * The estimated payment is for one month and is based on the past food service purchases * Select estimated amount * The estimated payment is for one month and is based on the past food service purchases * Select estimated amount * The estimated payment is for one month and is based on the past food service purchases * Select full amount * The estimated payment is for one month and is based on the past food service purchases * Select full amount Care E1 * You are allowed to enter partial payments but you are not allowed to enter more than the due amount. * * You are allowed to enter partial payments Conversience Fee: \$1.00 Conversience Fee: \$1.00 Continue Modify your credit cards and banking information Total: \$1.00	ood Service	>	Emily N Kommer			-\$0.70	N/A	\$	Select estimated amount	
Jessica Kommer \$16.90 N/A \$ Select estimated amount Change Password >> Mallory S Kommer \$20.00 N/A \$ Select estimated amount Mallory S Kommer \$20.00 N/A \$ Select estimated amount Select estimated amount * The estimated payment is for one month and is based on the past food service purchases * Fees Description Due 'Payment Care E1 Mallory S Kommer MS Activity Fee \$15.00 \$ Select full amount * You are allowed to enter partial payments but you are not allowed to enter more than the due amount. * * * You are allowed to enter partial payments but you are not allowed to enter more than the due amount. * * * tems past their due date are displayed in red. Convenience Fee: \$1.00 \$1.00 Register your credit cards and banking information Total: \$1.00 Continue	Fo Do List	>	Jarred L Kommer			\$5.85	N/A	\$	Select estimated amount	
Change Password >> Change Password >> Change Password >> Contact Preferences >> Access Log >> Care E1 Care E1 Care E2 Care E3 Convenience Fee: \$1.00 Register your credit cards and banking information Register your credit cards and banking information Register your credit cards and banking information Mailory S Kommer S20.00 N/A \$ Select estimated amount Select full amount Select full amount Select full amount Convenience Fee: \$1.00 Continue	User Account		Jessica Kommer			\$16.90	N/A	\$	Select estimated amount]
* The estimated payment is for one month and is based on the past food service purchases Fees Description Due 'Payment Care E1 Care E2 Care E3 Care E3 Convenience Fee: \$1.00 Register your credit cards and banking information Modify your credit cards and banking information Total: \$1.00 Continue	Change Password	>	Mallory S Kommer			\$20.00	N/A	\$	Select estimated amount	
Access Log	Contract Desferences		* The estimated payment is	for one month and is ba	sed on the past foo	I service purch	hases			
Access Log Fees Description Due 'Payment Care E1 Mailory S Kommer MS Activity Fee \$15.00 \$ Select full amount Care E1 'You are allowed to enter partial payments but you are not allowed to enter more than the due amount. *tems past their due date are displayed in red. Convenience Fee: \$1.00 Care E3 Convenience Fee: \$1.00 Continue Register your credit cards and banking information Total: \$1.00 Continue	Contact Preferences	-								
Care E1 Malory S Kommer MS Activity Fee \$15.00 \$ Select full amount Care E2 * You are allowed to enter partial payments but you are not allowed to enter more than the due amount. * Items past their due date are displayed in red. Care E3 Convenience Fee: \$1.00 Register your credit cards and banking information Total: \$1.00 Modify your credit cards and banking information Total: \$1.00	Access Log	>	Fees	Description			Due	'Payment		
Care E1 * You are allowed to enter partial payments but you are not allowed to enter more than the due amount. Care E2 * Items past their due date are displayed in red. Care E3 Convenience Fee: \$1.00 Register your credit cards and banking information Total: \$1.00 Modify your credit cards and banking information Continue			Mallory S Kommer	HS Activity Fee			\$15.00	\$	Select full amount]
Care E2 * Items past their due date are displayed in red. Care E3 Convenience Fee: \$1.00 Register your credit cards and banking information Total: \$1.00 Modify your credit cards and banking information	Care E1		* You are allowed to enter	partial payments but you	are not allowed to	enter more tha	n the due amo	unt.		
Care E3 Convenience Fee: \$1.00 Register your credit cards and banking information Total: \$1.00 Continue Modify your credit cards and banking information	Care E2		* Items past their due date	are displayed in red.						
Register your credit cards and banking information Total: \$1.00 Modify your credit cards and banking information Continue	Care E3					0		P1 00		
Register your credit cards and banking information Total: \$1.00 Continue Modify your credit cards and banking information Continue Continue						Conve	eniencé Fee:	\$1.00		
Modify your credit cards and banking information			Register your credit cards	and banking information			Total:	\$1.00	Continue	
			Modify your credit cards a	nd banking information						

Image 12: Family Payments

Users can click View your online payment history to view a Transaction History.

Payments	
Accepted Payment Methods	s VISA 🗪 🔜 DISCOVER echeck
Transac	action History
Get my online transactions from: 11/21/20	2010 📰 ^{to:} 01/20/2011 📰 Print/View
Date Payment Method Transactio	on Reference Amount
There are no transact	tion for the dates specified
Back Te	To Payments

Image 13: Transaction History on the Payments tab

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See the Portal Payments articles for additional information about Managing Payment Information and Making a Payment Online.

Food Service

The **Food Service** tab allows parents to track the **Account Balances** and Food Service **Purchases** of their students. At the top of the Food Service screen is a summary section which lists student's account numbers and the balances of their accounts.

Family		Food Service		
Messages	>			
Family Members	>	Account Name	Account #	Balance as of 01/20/2011
Calendar	>	Kommer, Emily N	15726	\$-0.70
Payments	>	Kommer, Jarred L	3356	\$5.85
Food Service		Kommer, Jessica	15725	\$16.90
To Do List	>	Kommer, Mallory S	2706	\$20.00
User Account				

Image 14: Family Food Service Summary

Parents also have the option of viewing the Transaction Detail for a particular student:

- 1. Select the student to **Show transactions for** from the drop down list, which will include all students in the family who have food service accounts.
- 2. Indicate if the transaction detail should draw from a specific Month or a Date Range chosen by the user.
- 3. Depending on the selection made in #2, choose a month from the drop down list or enter a date range in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
- 4. Click Go to refresh the Food Service Screen and show the Transaction Detail for the chosen student. Parents also have the option to print the Transaction Detail. Clicking Print will generate the Transaction Detail in PDF format to be printed.

Transaction [Show transaction	Detail	⊙Month ODate f	Range January (2011) 💌	Go	Print
Date	Patron	ltem	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krspy		\$1.60	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.80	
		Yogrt		\$0.60	
					X
			Total Debits/Credits	\$4.70	\$4.00
			Ending Balance as of 01/20/2011		\$-0.70

Image 15: Transaction Detail for a Single Student

All transactions for the selected time period will appear, including deposits, meal purchases and a la carte purchases. Below the list of transactions is the student balance at the end of the selected time period.

To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for all students in the family. The summary includes the Student to whom the assignment was given, the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue.

Family		Household To	Do List				
Messages	>	Filter by Date All Date	s 🔽 🖨	3 Print			
Family Members	>						
Calendar	>	Student	<u>Course</u>	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Payments	>	Kommer, Jarred	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5
Food Service	>	Kommer, Jessica	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5
To Do List							

Image 16: Family To Do List

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the list in PDF format to be printed.

Student Section

The following sections describe the Student section, which appears above the Family section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provide in these tabs is specific to the student named in the Student section header. As with the Family section, districts can control which tabs and information are available for parents to see.

Registration

Some schools allow students to be a part of selecting the courses they will take. This tab is enabled by a school as a part student registration, usually done in the spring. The **Registration** tab allows student to view required courses and make requests. Clicking on **Course Search** will cause the Search By options to appear. By entering a Course Name or Course Number and clicking Go, a list of available courses that meet the search requirements will appear to the right of the search fields. Selecting one of these courses will generate a course detail at the bottom of the screen, with options to **Request this Course** or **Request as an Alternate**. Once the all requests have been made, click **Print Request Summary**, which lists all requested courses and alternates and has a signature line for parents.

Jessica	Registration	
Registration: 11-12 019 Westridge MS	Jessica Kommer	11-12 019 Westridge MS COURSE SEARCH PRINT REQUEST SUMMARY
Calendar >	Units: (18/72)	Search By: <u>Select a course to view</u>
Schedule >	Required Courses	Course Name Math 602 MATH 702even2 MATH
Attendance >	Requested Courses	Course Number
Behavior >	604 SOCIAL STUDIES	Go
Health >	614 CENERAL MUSIC	
Assessment >		
Graduation Planner >	860 FAME	
Transportation >	Alternate Courses	
Fees >	1.) 605 SCIENCE	
School Choice >		
To Do List >		602 MATH
Reports >		 QT QUARTER-MS Courses Credits: 2.500
Family		Schedulina Units: 8
Messages >		
Family Members >		Request this Course Request as an Alternate
Calendar >		

Image 17: Registration

Any required courses are already listed in the **Required Courses** section. This list cannot be modified by the user. Also, students can only request courses, not course sections (period meeting times). Counselors finalize students' registration.

See the Student Registration (Portal) for more information about registration on the Portal.

Calendar

The Calendar tab, when accessed from the Student section, displays all day events, assignments and attendance events for that student only. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.



Image 18: Student Calendar

Icons indicating **Assignments Due** and **Attendance Events** are also links to additional content. See the section on the Family Calendar for a further description of these links.

Schedule

The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Mallory		Co	ourse Schedule			
Calendar	>	Tes	t Schedule			
Schedule		PLI wa	EASE NOTE: A projected final grade y for teachers to determine the fi	e is displayed in the Grading Summ nal grade (average, middle, or mo	nary for each course. Because the st frequent score), this projected	ere is more than one legitimate final grade may be different
Attendance	>	tha	n the grade on your student's rep mester or there are missing asse	oort card. This is particularly true essment or performance task sco	when a student's performance have res. Also, more recent scores ma	as been inconsistent during the av be given added emphasis if
Behavior	>	the	se scores represent understand	ing that had not been demonstrat	ed earlier in the grading period.	.,
Health	>	2	Click on Class Name for Current Assi	ignments and Scores		
Accessment			Click on Teacher Name for Email			
Assessment	· ·	<u> </u>	Click on Date for Current Newsletter		1	
Graduation Planner	>		Term QT1	Term QT2	Term QT3	Term QT4
			(07/01/10-11/01/10)	(11/02/10-01/23/11)	(01/24/11-03/11/11)	(03/14/11-06/30/11)
Transportation	>		850-5 PRIMETIME	850-5 PRIMETIME	850-5 PRIMETIME	850-5 PRIMETIME
-		PT	LARSEN C	LARSEN C	LARSEN C	LARSEN C
Fees	>		Rm: 802	Rm: 802	Rm: 802	Rm: 802
School Choice	~		802-1 MATH	802-1 MATH	802-1 MATH	802-1 MATH
School choice	•	1	FALLDORF I	FALLDORF I	FALLDORF I	FALLDORFT
To Do List	>		RM: 611	Rm: 611	RM 811	Rm: 611
		2	801B-2 LANGUAGE ARTS	801B-2 LANGUAGE ARTS	801B-2 LANGUAGE ARTS	801B-2 LANGUAGE ARTS
Reports	>	2	POHLWEIER L Rev: 900	PORLWEIER L Rev: 900	PORLIVEER L	PORLWEICK L
Dishatia			822-1 PHVS ED (Day Odd)	822-1 PHVS ED (Dev Odd)	8215-1 IUST TECH (Day Odd)	8215-1 WST TECH (Day Odd)
Diabetic	,		DENOVER S	DENOVER S	7LOMKEP	7LOMKE P
Early Entry	>		Rm: 200 Gym	Rm: 200 Gvm	Rm: 503 Lab B	Rm: 503 Lab B
		2	821-2 INST TECH (Day Even)	821-2 INST TECH (Day Even)	822S-2 PHYS ED (Day Even)	822S-2 PHYS ED (Day Even)
Family		3			DENOYER S	DENOYER S
1			Kom, Mom A	Kom, Mom A	Rm: 200 Gvm	Rm: 200 Gym
Messages	>		≡01/10/2011 (more)	≡01/10/2011 (more)		
Family Mombore			Rm: 503 Lab B	Rm: 503 Lab B		
ranny members			804-3 SOCIAL STUDIES	804-3 SOCIAL STUDIES	804-3 SOCIAL STUDIES	804-3 SOCIAL STUDIES
Calendar	>	4	BRIDGER L	BRIDGER L	BRIDGER L	BRIDGER L
			Rm: 803	Rm: 803	Rm: 803	Rm: 803

Image 19: Student Schedule

Clicking the teacher's name with an **Email** icon next it will generate an email in the user's preferred email program.

A **Paper** icon and a date under a teacher's name indicate that the teacher has posted a newsletter. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher newsletter provides a way for teachers to communicate with parents and eliminates the need for a teacher to print off announcements and other types of communication. A newsletter will remain available until the end date selected by the teacher. All newsletters whose end date has not been reached as available by clicking the >> or and << in the newsletter display page.

Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades.

Grade Book Assig	Inments for 702e	even 2-1 l	MATH	ł		
Teacher's comments a	bout Jessica:					
702even2-1 MATH Teacher: Kom, Mom A						
View the scoring rubric(s)	and/or grading scale(s) for this cla	SS.			
Standards Summary						
Legend: 🛛 Final Grade	e 🔲 In-Progress Gra	ade 🗖 Gra	ade No	t Available Y	et	
Stan	dard	GRAD	E QT1	GRADE QT2	GRADE QT3	GRADE QT4
Application, Problem Solvin	g, & Communication	De	ev			
Classroom Behaviors		De	W.			
Initiative and Effort		Be	g			
Mathematical Knowledge		De	ev			
Study Skills		Be	g			
Work Completion		Be	eg Ar	C		
		55	76	1176		
Grading Task Summary	/					
Legend: 🛛 Final Grade	e 🗖 In-Progress Gra	ade 🗖 Gra	ade No	t Available Y	et	
Grading Task	GRADE QT1	GRADE C)T2	GRADE C	QT3 G	RADE QT4
QUARTER	D	F				
	66%	44%				
PROGRESS				D		
Term QT1 Application,	Problem Solving, & (Communic	ation D)etail		
This Grading Task has no a	assignments assigned to	oit.				
Term QT1 Classroom E	Behaviors Detail					
This Grading Task has no a	assianments assianed to	oit.	_			
Term QT1 Initiative and	Effort Detail					
This Grading Task has no a	assignments assigned to	oit.				
Term QT1 Mathematica	al Knowledge Detail					
This Grading Task has no a	assignments assigned to	oit.				
Term QT1 Study Skills	Detail					
This Grading Task has no a	assignments assigned to	oit.				
Term QT1 Work Compl	etion Detail					
Standards Group						
Name D	ue Date Assigned Da	te Score Tu	irned l	n	Comments	•
Standard Assginment 1 10	/10/2010 10/01/2010	55		Many assign	ments are late	and incomplete

Image 20: Grade Book for a Course

Clicking **View the scoring rubric(s) and/or grading scale(s) for this class** will take the user to the bottom of the screen, where the **Grading Scale(s)** and **Rubric(s)** appear.

.....

Grading Scale	e(s)
MIDDL	E SCHOOL GRADING
Grade	Min Percent
A+	98.000
A	93.000
A-	89.500
B+	88.000
В	83.000
B-	79.500
C+	78.000
С	73.000
C-	69.500
D+	68.000
D	63.000
D-	59.500
F	0.000
P	-3.000
INC	-1.000
W	-2.000
Rubric(s)	
MID SCH	- Life Skills,Music/PE
Score	Description
Adv	Advanced
Prof	Proficient
Dev	Developing
Beg	Beginning
M	ID SCH - Rubric
Score	Description
Adv	Advanced
Pro	Proficient
Dev	Developing
Beg	Beginning
Back to the top	

Image 21: Grading Scales and Rubrics

From within the Grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade book** will return the user to the Grade book screen.

Grade Boo 702even2-1 M Teacher: Kom,	k Assignment Detail for 702even2-1 MATH IATH ^{Mom A}									
Back to the comp	blete Gradebook view for 702even2-1 MATH									
Score Detail										
Score	55 (55.000%)									
Comments	Many assignments are late and incomplete									
Assignment	Detail									
Name	Standard Assginment 1									
Due Date	10/10/2010									
Date Assigned	10/01/2010									
Total Points	100									
Description	Test standard assignment description									
Objectives	test									
References	test									
Back to the comp	olete Gradebook view for 702even2-1 MATH									

Image 22: Assignment Detail within Grade Book

In some districts, posting assignments is optional for teachers, so this information may not always be available.

Attendance

Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student. The **Calendar** allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

_																				
>	Test A	ttenda	ince																	
>	0	D	ecen	nber	201	0			January 2011						February 2011					
	Su	Mo	ти	We	ть	Fr	Sa		Mo	ти	we	ть	Fr	Sa	S	Mo	ти	we	ть	Er
>	50			1	2	3	4	34			we			1	34		1	2	3	ċ
>	5	6	- 7	8	- 9	10	11	- 2	3	4	5	6	7	8	6	- 7	8	9	10	1
>	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	1
>	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	
· >	26	27	28	- 29	30	31		23	24	25	26	27	28	29	27	-28				
									31											
e >		that ar	e high	l ighte c Perioc	i can l	be clio Day	cked to	view o	łaily p	eriod	details		Exc	ised	Une	xcuse	ed	Exerr	npt 📒	
> > > > > > > > > > > > > > > > > > > >		burse Atte	e high P	nighted Period	ican I i e Su	be clid Day	cked to	view o ⁱ erm by (faily p	eriod	details		Exc	ised	Une	excuse	ed	Exerr	npt 📕	
> > > > >	Dates	that ar ourse Atte Cour	e high enda	nighted Period	ican I I Su	be clia Day	cked to T nary Tex	view o ierm by (acher	łaily p Coul	rse	details Perio	ods Al	Excu	used	Une	excuse arly F	ed e leas	Exem	npt –	nt
> > > > >	Dates	that ar ourse Att∈ Cour	e high enda rse 202 P	nighteo Perioo ance	ican I I SU	Day Imn	nary	view o ferm by (acher	łaily p Coul	rse	details Perio	ds Al	Exce	used t Tard	Une	excuse arly F	ed teleas	Exem	npt resei 1	nt
> > > > > > > > > > > > > > > > > > > >		that ar ourse Atte Cour	e high enda rse 202 P 801B	Period ance ULL O LANG	i can i i s Su ut m/ uage	Day Imm ATH	nary LAP	view of ferm by (acher RSEN C	taily p Coul	rse	details Perio	dis Al 2 3	Excu	t Tard	Une	arly F	teleas	Exerr	resel 1	nt
> > > > >		ihat ar burse Atte Cour F	e high enda 202 P 801B 802 M	ULL O LANG	l can I I I UAGE	Day IMM ATH E ART	Tary Tea LAI S POI	view of erm by (acher RSEN O HLMEIE	faily p COUI R L F I	rse	Perio	ds Al 2 3 2	Excu	t Tard	Une	arly F	ed teleas 0 1	Exem	resei 1 0	nt
> > > > > > > >		that ar burse Atte Cour F	e high enda 202 P 801B 802 M 804 S	ULL O LANG	l can I I UT M/ UAGE	be clid Day IMM ATH E ART DIES	Tary Tex LAI S POI FAI BRI	view of ferm by (acher RSEN of HLMEIEI LLDORF	laily p COUI : : : :	rse	Perio	ds Al 2 3 2 2 2	Excu	t Tard	Une	arly F	teleas 0 1 0	Exern	reser 1 0 0	nt
> > > >		ihat ar burse Atte Cour >	e high enda 202 P 801B 802 M 804 S 805 S	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	I can I I UT M, ULAGE	Day Imm ATH E ART	Texes to Tex	view of erm by (acher RSEN O HLMEIE LLDORF DGER L	taily p COUI R L F I -	rse	details Perio	ds Al 2 3 2 2 2 2	Excu	t Tard	Une	arly F	teleas 0 1 0 0	Exern	resel 1 0 0 1	nt
•		ihat ar burse Atte b b b	e high enda 202 P 801B 802 M 804 S 805 S 813 F	ULL O LANG AATH COCIAL	I can I I UT M/ ULAGE	be clia Day IMM ATH E ART DIES	Tee LAI S POI FAI BRI CAI	view of 'erm by (acher RSEN C HLMEIEI LLDORF LLDORF LLDORF SHHOU	Haily p COUI : R L F I : ER C SEN L	rse	Perio	eds Al 2 3 2 2 2 2 2 2	Excu	t Tard	Une	arly F	teleas 0 1 0 0 0 0	Exern	reser 1 0 0 1 1 0	nt

Image 23: Student Attendance

The attendance colors are defined as follows. These definitions can vary by district.

Color	Code	Definition
Green	Excused	Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
Grey	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
Yellow	Unknown	The reason for the absence has not been verified by school staff.
		Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. Attendance Details displays a detailed view of the day listing each period long with the course and time detail.

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If an attendance event occurred on the day, then the attendance code and description will display in the **Description** column. If a school has selected attendance comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top tight corner to return to the original screen.

	January 4, 2011 - Tuesday (Even Day) Term: QT2										
Period	Course	Time	Description	Comments							
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ERex:Early Release Excused								
1	802 MATH	08:15 AM - 09:00 AM	ERex:Early Release Excused								
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM									
3	821 INST TECH	10:01 AM - 10:46 AM									
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM									
5	813 FCS	11:42 AM - 12:17 PM									
6	888 LUNCH	12:19 PM - 01:10 PM									
7	805 SCIENCE	01:12 PM - 01:55 PM									
В	202 PULL OUT MATH	01:57 PM - 02:42 PM									
9	833 VOCAL MUSIC	02:45 PM - 03:30 PM									
ACT	110 TEAM MATES	03:31 PM - 03:32 PM									

Image 24: Attendance Detail for a Specific Date

Each summary tab provides a detailed view of the students period-based attendance. Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the Attendance Details for the day. When a period count link is selected a pop up displays excuse type detail. The Period tab allows the user to move from one term to the next using the arrows located below Attendance Summary by Period. The Term tab offers an additional column displaying Whole/Half day attendance for each term.

Course Period Day	Term			
Attendance Summa Term: O Q1 11/02/2010 - 01/2	179 by F 72 D 23/2011	Period		
Period	Absent	Tardy	Early Release	Present
 PT (08:00 AM-08:13 AM) 	2	0	1	0
01/03/2011 Monday - Pres 01/04/2011 Tuesday - Earl 01/07/2011 Friday - Absen 01/10/2011 Monday - Abse	ent Exempt y Release I it Unexcusi ent Excuse	Excused ed d		
1 (08:15 AM-09:00 AM)	1	0	1	0
 2 (09:03 AM-09:59 AM) 	2	0	0	0
► 3 (10:01 AM-10:46 AM)	1	0	0	0

Image 25: Attendance Summary by Period

In the Attendance Summaries, numbers or dates indicating attendance events can be clicked on to generate an additional detail screen about that attendance event or day. Clicking a number, such as an absence total, will display a detail screen as in the image below, describing attendance events as Excused, Unexcused, Exempt or Unknown..

Attendance Sun	nm	ary	/ b	Y	Da	ау								
Date	PT	1	2	3	4	5	6	7	8	9	ACT			
01/18/2011 Tue						1	Abs	en	t D	etai	ils		×	
01/11/2011 Tue							à							
01/10/2011 Mon	A	A	A	A	A	(2			Pe	eriod: PT	
01/07/2011 Fri	A		A			-				Exc	used		2	
01/05/2011 Wed					E					Une	excused		1	
01/04/2011 Tue	E	E								Unk	nown		0	
01/03/2011 Mon	Р	Р	P	Р	P	P	Р	P	P					
10/04/2010 Mon	A	A	A	A	A	A	A	A	A	A				
Absent Totals	3	2	3	2	2	3	2	2	2	2	0			
Tardy Totals	0	0	0	0	0	0	0	0	0	1	0			
Early Release Totals	1	1	0	0	0	0	0	0	0	0	0			
Present Totals	0	0	0	0	0	0	1	1	1	0	0			

Image 26: Attendance Detail Screen

Behavior

The **Behavior** tab displays records for both positive behavior events, such as a student being recognized for a special accomplishment, and negative behavior events, such as disruptive or violent behavior. The information in this tab allows parents to learn more about actions, consequences and remedial steps taken by the school.

Mallory		Behavior Events				
Calendar	>	Test Behavior				
Schedule	>					
Attendance	>	Date	Event	Demerits	Role	Resolution
Behavior		01/18/2011-01:38 PM	Bus Violation #2	0	Offender	
Health	>					

Image 27: Student Behavior Events

This tab lists the date an event occurred, what the event was, the number of demerits received as a result of the incident, the role of the student in the event and the steps taken to resolve the event. Hovering over the Event or the Resolution displays the comments that have been entered by the school.

Health

Every state mandates a series of vaccination to be administered to students over the course of their time in school. Campus tracks compliance with these vaccine requirements based on state requirements. After parents provide documentation verifying that students have received immunizations, the **Immunizations** section can be used as an easy reference for tracking that a student's vaccinations are up-to-date.

A note indicating when the student received his or her last **Sports Physical** also appears in the Health tab.

Mallory	Health
Calendar >	Immunizations
Schedule >	* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.
Attendance >	
Behavior >	Doses
Health	Vaccine Compliance Status 1 2 3 4 5
Assessment >	Diphtheria-tetanus-pertussis, combined [DTaP, DTP] Compliant 02/05/1997 04/09/1997 06/04/1997 06/09/1998 07/23/2002
Graduation Planner >	Hemophilus influenza, type B [Hib] No Requirement 02/05/1997 04/09/1997 06/04/1997 06/09/1998
Transportation >	Hepatitis B [Hep B] Compliant 12/20/1996 02/05/1997 06/04/1997
	Measles-Mumps Rubella (MMR) Compliant 02/19/1998 07/23/2002
Cabaal Chaine	Menactra/Meningococcal * 06/11/2009
School Choice >	Polio [IPV, OPV] Compliant 02/05/1997 04/09/1997 06/09/1998 07/23/2002
To Do List >	Tetanus, Diphtheria and Acellular Pertussis [Tdap] No Requirement 06/11/2009
Reports >	Varicella Compliant 12/03/1999
Diabetic >	
Early Entry >	Sports Physical
Family	Last Sports Physical: 01/18/2011
Messages >	

Image 28: Student Health

This screen can be printed to use when proof of vaccine compliance is required, such as when documentation is needed to attend camps or participate in athletics outside of the district.

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See the Health (Portal) article for more information about immunizations on the Portal.

Assessment

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments. Although each state or district may label these tests differently, they still serve as important benchmarks of a student's academic achievements, and can be reported to districts and state and federal governments to determine a district's success in teaching required standards. The information displayed here helps parents to be aware of assessments and knowledgeable of their student's progress in them.

Mallory		Assessment Tests
Calendar	>	Test Assessment
Schedule	>	
Attendance	>	District Tests
Behavior	>	District Assessments - Grade 04 () Date: 05/01/2007 Score: Result:
Health	>	
Assessment		
Graduation Planner	>	

Image 29: Student Assessments

Assessments and the scores earned on them will appear in this tab. Not all assessments will appear on the Portal.

Graduation Planner

The **Graduation Planner** tab can be used to track student progress towards graduation, including taking and completing required courses. This screen first shows the student's Grade Point Average (GPA) and then shows any specific **Course Requirements** and the student's progress towards accomplishing them. Next, the Graduation Planner lists various required **Standards** and the number of credits that the student has earned in each term or grade level towards meeting that standard. This information is provided by school guidance counselors, teachers and staff.

Mallory		Graduation Planner													
Calendar	>	Test Grad Planner													
Schedule	>	Program: GISH 220 credits													
Attendance	>	Criteria		Requ	iremen	t		P	rogres	s					
Attendance		Min Overall GPA	0.00				3.74								
Behavior	>														
Health		Course Group Requirements	Requi	ement			Prog	ress							
nealui	-	Grade:09- AMERICAN HISTORY	Course	e:1 - GP	A-0.5		Cou	see Pa	ssedið	- Eailed					
Assessment	>	1	Sourse		A.0.0		cou	scora	oocu.v	- raneu					
Graduation Planner		Grade:09- AMERICAN HISTORY 2	Grade:09- AMERICAN HISTORY Courses:1 - GPA:0.5 Courses Passed:0- Failed												
Transportation	>	Standard: Middle School													
Fees	>	Credit / Standard	06	06	06	07	07	07	08	08	08	SUB	IP	OF	TOT
School Choice	>	MS Courses	52.5/0	52.5/0	52.5/0	0/0	0/0	0/0	0/0	0/0	0/0	157.5/ 0	90	-247.5	0/0
		(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+247.5	0/0
To Do List	>	Total	52.5/0	52.5/0	52.5/0	0/0	0/0	0/0	0/0	0/0	0/0	157.5/	90	N/A	247.5/ 0
Reports	>											v			•
Diabetic	>	Standard: Life Skills Rubric													
Early Entry	``	Credit / Standard	06	06	06	07	07	07	08	08	08	SUB	IP	OF	TOT
Carry Enu y		(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0
Family		Total	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0
Messages	>	Standard: Middle School - Band													
Family Members	>	Credit / Standard	06	06	06	07	07	07	08	08	08	SUB	IP	OF	тот
r analy monitorio		(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0
Calendar	>	Total	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0

Image 30: Student Graduation Planner

The information in the **Graduation Planner** is color coded as follows:

Color	Definition
Green	Requirements are met and the student is on-track for graduation.
Pink	The student is missing some requirements in this area.
Yellow	The student has taken additional (overflow) credits in this area.
White	These credits are not required for graduation.

Transportation

The **Transportation** tab stores two kinds of transportation information. First, it lists the details of the **Bus(es)** the student takes to and from school, including bus number, time of pickup and dropoff, location of bus stop, late bus information, if applicable, and the number of miles transported. Below the Bus Detail is the student's **Parking** information, if applicable. This section lists the make, model and color of the vehicle the student drives to school, as well as the license plate number and whether the student has a parking permit.

Mallory	Transportation	
Calendar >	Test Transportation	
Schedule >		
Attendance >	Bus Detail	
Behavior >	In Bus: 51 CNSSP	Out Bus: 52G CNSSP
Health >	In Time: 08:00 AM	Out Time: 01:00 PM
Assessment >	In Bus Stop:	Out Bus Stop:
Graduation Planner >	Late Bus:	Miles Transported:
Transportation		
Fees >	Parking Detail	
School Choice >	Make:	Model:
To Do List >	Color:	Plate Number:
Reports >	Parking Permit: No car yet	

Image 31: Student Transportation

Fees

The **Fees** tab provides a list of all fees assigned to the student. These fees can include a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

Mallory		Fee Stateme	nt				
Calendar	>	Test Fees					
Schedule	>						
Attendance	>	Fees: 1	1				
Behavior	>	Balance: \$15.00)				
Health	>						
Assessment	>	Due Date	Fee	Туре	Debit	Credit	Balance
Graduation Planner	>	01/21/2011	MS Activity Fee	Activity	\$15.00	\$0.00	\$15.00
Transportation	>	Total Balance Du	le for Fees:				\$15.00
Fees							
School Choice	>						

Image 32: Student Fees

School Choice

School Choice allows students to attend a different school than the one mandated by their geographic location and its attendance school and district boundaries. Not all districts use this program. In area where School Choice is used, students can apply to attend a variety of participating private and public schools, usually based on a system of vouchers, tax credits and scholarships. The program is designed to give parents more input as to which primary and secondary schools their children attend.

The **School Choice** tab allows parents to submit school choice applications and track their status towards possible admission and enrollment in the following school year.

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Mallory		School Choic	e Applicatio	ons						
Calendar	>	School Choice A	oplication Sub	mittal						
Schedule	>	There are currently 1 school(s) accerting annications for Mallory Kommer, grade 11								
Attendance	>	Which school would	you like to subm	it an application for?						
Behavior	>	School		Calendar		Grade	Sequence			
Health	>	001 Senio	r High	11-12 001 Senior	High	11	1st Choice 💙			
Assessment	>									
Graduation Planner	>	Submit Applicat	ion							
Transportation	>									
Fees	>	School Choice A	oplication(s) y	ou have already	submitted for app	proval.				
School Choice		Sequence	School	Calendar	Grade	Approval Sta	atus Ac	cepted Appl		
To Do List	>									

Image 33: Student School Choice

To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for that student. The summary includes the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue.

Jessica	Jessica's To Do List
Registration: 11-12 019 Westridge MS	Fitter by Date All Dates 😽 🖨 Print
Calendar	
Schedule	<u>Course</u> Assignment Date Assigned <u>Due Date</u> Days Remaining/Overdue
Attendance	7 702even2-1 MATH Task Assignment A2 01/18/2011 01/27/2011 5
Behavior	
Health	
Assessment	
eTranscript Center	
Graduation Planner	
Transportation	
Fees	
School Choice	
To Do List	-

Image 34: Student To Do List

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the List in PDF format to be printed.

Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available.

These reports generate in PDF format using Adobe Acrobat Reader.

Emily	Reports
Calendar >	District Comments here
Schedule >	Student Schedule
Attendance >	Missing Assignments
Health >	
Assessment >	Reports on this page require the Adobe Acrobat Reader (free).
Graduation Planner >	Acture
Transportation >	
Fees >	
To Do List >	
Reports	
Family	

Image 35: Student Reports

If applicable, a student's Personalized Learning Plan (PLP) may be listed here. A PLP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and viewing education in a broad and unified way. Parents can view student progress and accomplishments for each student PLP here.

Also, a student's Individualized Education Plan (IEP) may be posted here. Each public school child who receives special education and related services must have an IEP. Each IEP is designed for one student only and is a personalized document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities.

Custom Tabs

Districts have the option to create custom tabs to allow parents to monitor other aspects of students' participation in school. Examples of custom tabs include tracking additional programs a student participates or specific medical needs. Custom Tabs that are marked to display in the portal and are not external links display in the student section if information has been entered and saved for the student. Custom tab labels are not translated if a user is viewing the portal in a language other than English. Custom tabs that are marked to display in the portal and are external links will display in blue at the bottom of the navigation pane.

User Account

The third navigation pane can be used to manage account details, such as passwords and contact information.

Family	
Messages	
Family Members	>
Calendar	>
Payments	>
Food Service	>
To Do List	>
User Account	
Change Password	>
Contact Preferences	>
Access Log	>

Image 36: User Account Toolbar

Change Password

Some districts require users to reset their passwords from time to time, but users also have the option of changing their passwords at any time. See the Security Features section above for guidelines on creating strong passwords.

Family		Change Account Pa	asswoi
Messages	>		
Family Members	>	Old Password	
Calendar	>	New Password	
Payments	>	verity New Password	
Food Service	>		Change
To Do List	>		
User Account			
Change Password			
Contact Preferences	>		

Image 37: Changing User's Password

Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Not all districts use this program. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address, such as high priority, attendance, behavior and general notices. Users can also use this tab to select the preferred language for messages, English or Spanish.

Family		Message Contact Preferences					
Messages	>						
Family Members	>	Email Address: kommermom@email.com					
Calendar	>						
Payments	>	Instructions:					
Food Service	>						
To Do List	>	For each type of message (High Priority, Attendand You may select to receive a message on more that	e, General, Teacher) s one device.	select how you prefe	r to receive that r	nessage.	
User Account		To change or add a phone number you will need to	contact your school's	administrative offices	5.		
Change Password	>		High Priority	Attendance	Behavior	General	Teacher
Contact Preferences		Household Phone (555)263-7482	v				
Access Log	>	Cell Phone (555)101-1024	✓	~		~	
		Work Phone (555)332-7683	V				
Care E1		Other Phone (555)110-5122	V			~	
Care E2		Email					
		↑ Your district may send some communications in I specify your preferred language. Preferred Language US English ❤ Save	anguages other than Ei	nglish, if you prefer to	be contacted in	a another langu	age please

Image 38: Message Contact Preferences

See the Change Contact Information (Portal) article for more information about this option.

Access Log

This tab lists the IP addresses from which parents access the Portal, the times it was accessed and whether the login was successful.

Other Links

Districts and schools can choose to enter a URL on the School Information and District Information tab. The URLs entered will appear as link at the bottom of the navigation pane. These links display in a separate window allowing easy access to the district and school websites.

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Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tab are not translated.

Infinite Campus	¿Es la primera vez que ingresa al Portal de Campus? Si ya le han asignado una clave de activación para el Portal de Campus, <u>haga click aquí</u>	
¡Bienvenido al Portal de Campus de las Escuelas	Si usted no tiene una clave de activación, <u>haga click aquí</u>	
Públicas de GRAND ISLAND PUBLIC SCHOOLS ! ¡Aquí, usted tendrá un acceso instantáneo, actual, preciso y confidencial sobre la asistencia, notas, tareas de su(s) niño(s) y más! ;Dígame más! en In English es En Español 中史文简体 中史文简体	Aombre Del Usuario Contraseña Ingresar ¿Problemas al ingresar?	

Image 39: Campus Portal in Spanish

In English	En Español	简体中文	

Image 40: Language Selection at the Bottom of the Portal