



Campus Parent User Guide

Campus Parent is a confidential and secure website where users access real-time academic information. This tool gives families access to students' attendance records, grades, class assignments and much more. Families can also update household phone contact information, email address and message preferences on how district and school messages are received. If you do not have a Campus Parent account, visit our <u>Campus Parent Support</u> (apps2.fcps.net/ic-support) page to start an electronic request.

Note: Schools determine which tools and information are available for parents to view in Campus Parent. This guide displays all the tool and information possible within the application.

Home

The home page of Campus Parent collects the most important items for all their students at a quick glance.

Information Displayed on the Home Screen:

- Assignment Due Today
- Assignment Missing
- Recent Assignment Scores
- Recent Grade Updates
- Recent Attendance Updates
- Unpaid Fees



By default, the home page will display two weeks of information. Settings can be to change the Data Timeframe to Today, Yesterday & Today, or One Week.

	Settings
•	Recent Data Timeframe Today Yesterday & Today One Week Two Weeks
	Close

Campus Parent Settings

At the top right corner, clicking on the icon of the person will give you the options for Settings, Language and Give Feedback.

	≜ " _
	User: fayettemom
	Settings
	Language 2
3	Give Feedback
	About Campus SIS Open
	Log Off

- 1. <u>Settings</u> will show you four options.
 - a. Notification Settings
 - b. Account Settings
 - c. Contact Preferences
 - d. Current Devices

	Settings	
a	Notification Settings	>
	Account Settings b	>
	Contact Preferences	>
ŕ	Current Devices	>

a. <u>Notification Settings</u> – will allow you to decide what notification should be sent to your account.

Notification Settings				
Select notifications to receive. Notifications are deleted after 30 days.				
Ssignment is scored				
All scores				
✓ Grade is updated				
All grades				
✓ Attendance is updated				
✓ Responsive course is scheduled				
Document requires eSignature				

b. <u>Account Settings</u> – provides a place to enter an account security email that can be used if you get locked out of your account and has the option to update your password.

Account Settings	
Account Security Email No data	Add
Password	Update

c. <u>Contact Preferences</u> – allows you to manage your contact preference. The Preferred Language drop down allows you to indicate to us which language you prefer to receive district communications (email, phone call, or text message).

Priority must be selected to receive snow day or weather-related phone messages.

Secondary Email Address					
ser@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 preferred language.					
ssage Preferences					
each notification type, select how you prefer to receive messages by checking Voi	ice, Text (SMS), or Email.				
e Text (SMS) option is enabled, message and data rates may apply. Charges are d	lependent on your service plan, whic	h may include fees from			
ier to send and receive text messages. To opt out, uncheck the Text (SMS) box at	any time.				
hone					
BACH (SMITH) HOUSEHOLD HOUSEHOLD DHONE					
(555)555-9876	VOICE	TEXT (SMS)			
Priority					
Attendance					
General					
Teacher					
Behavior Messenger					
Emergency					
Food Service	~				
	VOICE				
CELL PHONE		TEXT (SMS)			
CELL PHONE (SSS)SS5-1234 Priority		TEXT (SMS)			
CELL PHONE (555)555-1234 Priority Attendance		TEXT (SMS)			
CELL PHONE (SSS)SSS-1234 Priority Attendance		TEXT (SMS)			

- d. **Current Devices** displays the name of the device your account is signed into.
- 2. <u>Language</u> allows you to switch the language of the application. Currently there are only two language options: Chinese and Spanish.

Language

Show Campus in this language:				
	English 🔹			
	English			
	Español			
	简体中文			
	繁體中文			

Navigating Student Details

From the Home screen, click on the student to view detail information. The student's name, current enrollment, and other basic information at the top of the screen. Below the student's information are items you can select for more detailed information.

- 1. Student Enrollment Information
- 2. Fee Information
- 3. Today's Schedule
- 4. Documents Need Attention
- 5. Assignments: To-Do
- 6. Recent Updates
- 7. Announcements
- 8. Inbox
- 9. Quick Links
- 10. Contact Information
- 11. Online Registration

K Back Hor	ne				4	Jack Fayette
2	Jack Fayette Envoltment 23-24 Frederick Douglass High	Student Number 333333333	۵	Announcements Edythe Jones Hayes Middle School Monday 01/28/2008 WELCOME	B 7	
▲ Fees	Unpaid Balance >			Hopefully you will find the Parent Portal very helpful in monitoring your child's academic success. If you have any questions please let us know, 381-4922.		
Today's Sched 23-24 Frederic Term Sem 1	ule k Douglass High (08/16/2023 - 12/31/2023)		E DAY: A	Grades – You can view your student's grades by clicking on the Schedule link.		
Advisory 1 2	Advisory 825 AM - 900 AM AP Celoulus BC 900 AM - 1029 AM AP Research 1029 AM - 11.58 AM	Teacher, Jane Rm: E106 Teacher, Susan Rm: B114 Teacher, Tom Rm: C208		District Announcement Tweday 01/19/2021 To begin the registration process for a new student, please click on the "More" link on the left and Online Registration Collow the steps to provide the necessary information about your new student.		
Documents Ne No document	Show More ~		I	Inbox No messages available.	1	
Assignments: Missing (1) Week 1 AP Resi MISSIN	To-Do Due Today Due Tomorrow		i (0%) >	Oulck Links Fayette County Edythe Jones Hayes Middle School Frederick Douglass High School FCPS Food Service Menu		
Recent Update Assignment So Sept 12	s cores (7) Grades (3) Attendance (1) Exit Slip List Istenden	6	11	Contact List Online Registration	10	

Tools are specific to a single student, such as Grades or Schedule. A student dropdown lists in the top right corner will allow you to select other students in your household.

	Jack Fayette	
View All S	tudents	
Jack Faye	tte	
John Faye	ette	
Suzi Fayet	ite	
•		

After selecting your student, navigate to the menu to select different options for more information. Click on the three-horizontal line in the upper left-hand corner close the Infinite Campus logo.

Home – displays all students and the summary information along with assignments, assignment scores and recent grade updates.

Assignments – displays all student assignments with the ability to view them in detail.

Calendar – displays three different modules: Assignments, Schedules and Attendances.

Grades – shows both In-progress and Posted scores.

Grade Book Updates – lists all assignments that have been scored or otherwise updated in the last 14 days.

Attendance – list the absences and tardies for each nine weeks.

Schedule – shows the student's schedule for each nine weeks including day rotations.

Fees – displays the fees that have been assigned to the student for the school year.

Documents – documents that have been published to the portal will be displayed here. This includes Student Progress and Report Cards.

Message Center – shows messages sent out from both the district and school.

More – give you the ability to see more information about your student and your household.



Update Phone Numbers and Email Addresses

Following the above steps, navigate to the **More** section of Campus Parent Portal.

Select Family Information.

More

Address Information	>
Assessments	>
Contact List	>
Demographics	>
Family Information	>

Click the update button next the person whose information needs to be updated.

Mom Fayette			
Contact Information			
Phone Cell: (859)555-0000 Work: (859)555-1000x1002	Email mom.fayette@email.com	Update	

Enter in the new information and click the Update button to save the information

Update Contact: Mom	Fayette		
Cell Phone			
(859)555-0000x]		
Work Phone			
(859)555-1000x1002]		
Other Phone			
()x]		
Email Address			
mom.fayette@email.com			
Secondary Email Address			
user@example.com			
Comments			
Update Cancel			

Address change requests must be made at the school level. Please contact the registrar at your child's school for more information.

Printing Student Progress and Report Cards

- 1. Click the Menu Button Three lines in the upper left-hand corner.
- 2. Click on Documents

	≡	Infinite Campus	
	Home		
	Calendar Assignments Grades Grade Book Updates Attendance		
	Sched	lule	
	Fees		
2	Documents		
ŕ	Message Center		
	More		

3. Select the student whose progress or report card you would like to view in the upper right-hand corner. Then click the progress or report card to view.

	4 °*
Documents	Jack Fayette
School Year	Jack Fayette
23-24	John Fayette
Gifted & Talented	Suzi Fayette
GSSP	
Report Card	
1st Semester Progress 1 23-24 Frederick Douglass High	>
1st Semester Progress 2 23-24 Frederick Douglass High	>
1st Semester Report Card 23-24 Frederick Douglass High	>
23-24 Frederick Douglass High	>
23-24 Frederick Douglass High	>
Transcript	
Transcripts Portal 23-24 Frederick Douglass High	>
Other (Documents not related to a specific school year)	
Academic Progress	