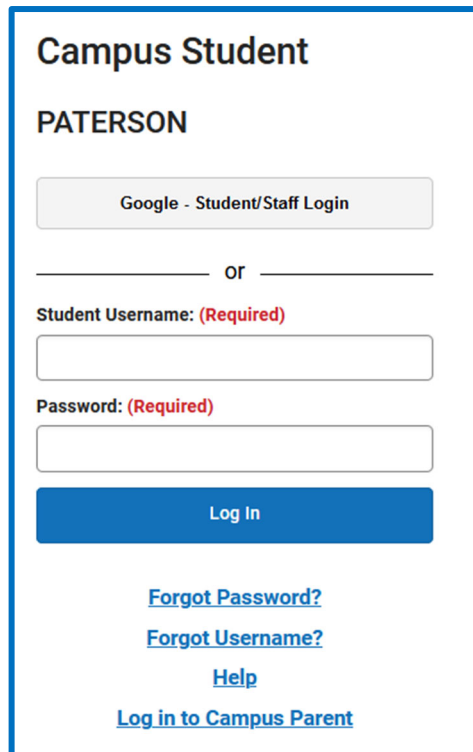# Infinite Campus – Campus Student Portal Guide

The Paterson Public School District is pleased to provide you with access to the Infinite **Campus Student Portal**. The Infinite **Campus Student Portal** is a web-based student management program that enables students and their parent/guardian the opportunity to monitor and to assist with the progress of the student's educational growth. It enables students to view their class schedule, class assignments, grades, attendance, teacher's contact information, progress reports, and report cards.

We know that this is an important tool in helping you to gain information about your progress in school. Each student in our district has been assigned a unique username. Student's will use their Paterson Public Schools Google credentials to log into their Campus Student portal by signing into their Google account then clicking on the **Google – Student/Staff Login** ribbon:

Logging into the Campus Student app

The Campus Student app provide the same tools as the browser version, with the benefit of the option to Stay Logged In and receive push notifications.

1. Download the app from the App Store or Google Play
2. Search for your **District Name** and **State**, entering at least 3 characters of your district's name to search. Select your district from the list. (Paterson, New Jersey)
3. Enter your **Username** and **Password**, provided by your school district (see below).
4. If using a secure, private device, mark **Stay Logged In** to receive mobile push notifications.
5. Click **Log In**!

Please contact your school should you need assistance with your portal username and/or password.

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How do I get Notifications?

Notifications are available through the Campus Student and
Campus Parent mobile apps You may need to enable notifications on your
device as well, in addition to the app settings.

1. Upon log in mark **Stay Logged In** to receive notifications.
2. After logging in, click the **user menu** in the top right and then
   click **Settings** and **Notification Settings**.
3. From there, indicate which types of notifications you'd like to receive
   and set the threshold for notifications. For example, indicate if you only
   want to receive Assignment notifications if the score is below 70%.
4. Click **Save**.
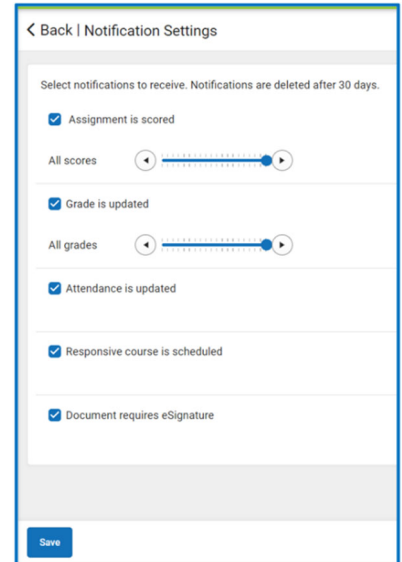
Home:

The Home screen displays the following:

- Toolbar – lists the various options available containing information specific to the student
- Student Profile - summary of student information and items needing attention for the student including
  Student Identification Barcode
- Today's Schedule – snapshot of student schedule
- Documents Need Attention - lists any documents that need the student's attention
- Assignments: To-Do – lists what assignments are Missing, Due Today and/or Due Tomorrow as posted by the
  subject teacher
- Announcement – displays announcements placed by the school district
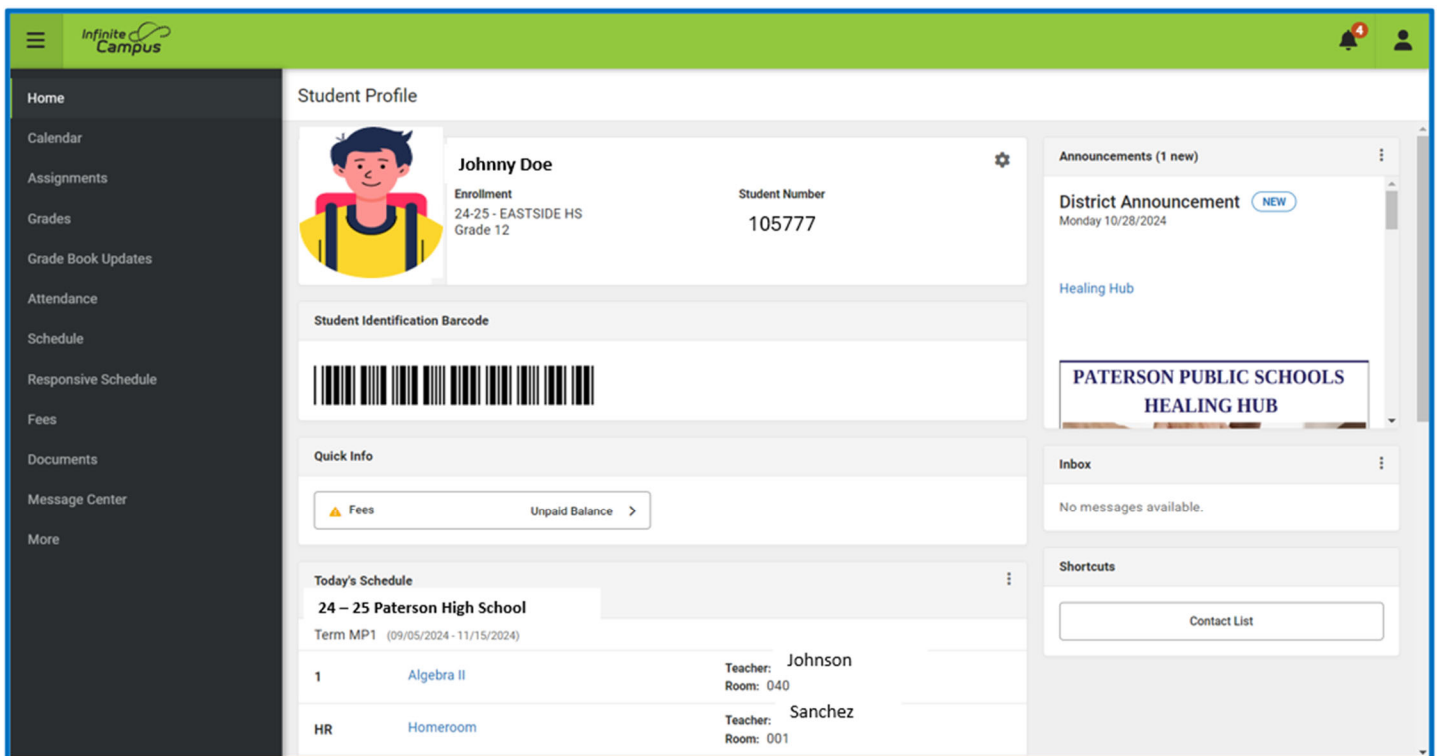
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Calendar:

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.
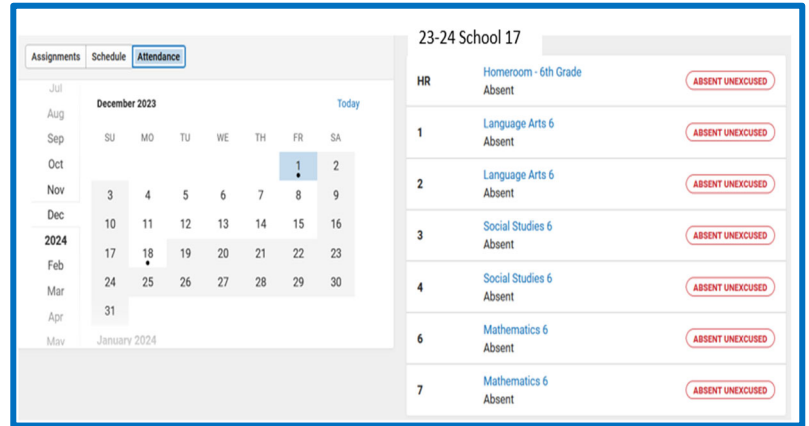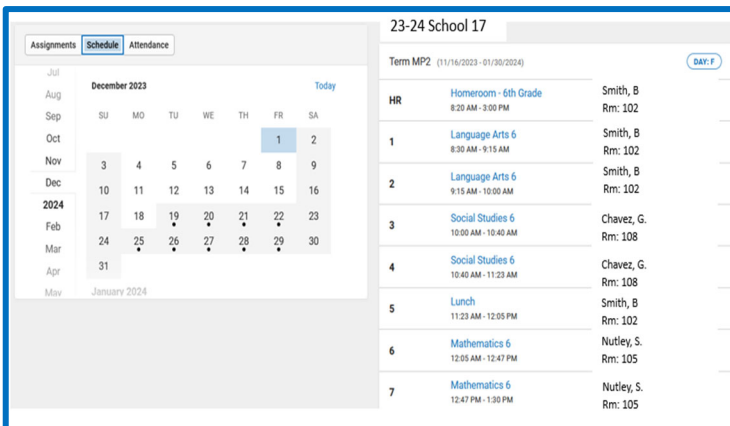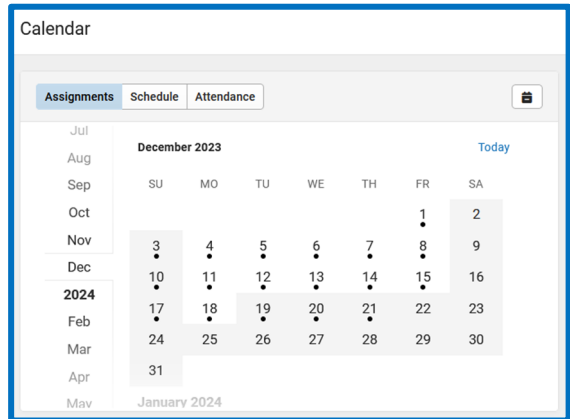
Assignments:

The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view <u>details</u> and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.
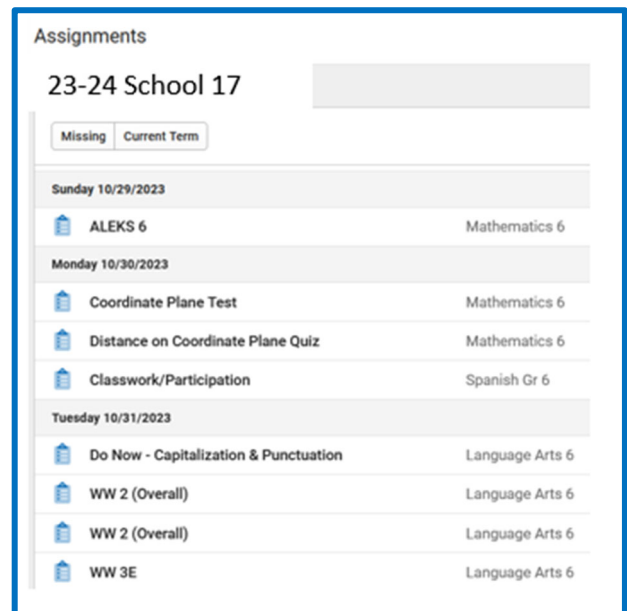
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Grades:

The Grades tool shows all of the grades earned by the student for all tasks (such as All Terms or Marking Period 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. The grey arrow displayed by a grade allows you to click by the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view <u>details</u>. Grades that are part of a composite or rollup grading setup are indicated.

Grade Book Updates:

Grade Book Updates lists all the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view details.

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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.

When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date.

Attendance

23-24 School 17

| MP1 | MP2 | MP3 | MP4 |

Term MP3 (01/31/2024 - 04/12/2024)

COURSE	ABSENT	TARDY	
Art 6	0	0	
Grade 6-Nonsubject Specific	0	0	
Health Education Gr 6-8	0	0	
Homeroom - 6th Grade	1	1	>
Instructional TechnologyGr 6-8	0	0	
Language Arts 6	1	0	>
Mathematics 6	1	0	>
Science 6	0	0	
Social Studies 6	1	0	>
Spanish Gr 6	0	0	
Totals	**4**	**1**	

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.

Schedule

23-24 School 17

| MP1 | MP2 | MP3 | MP4 |

Term MP2 (11/16/2023 - 01/30/2024)

(DAY: M)

HR	Homeroom - 6th Grade 8:20 AM - 3:00 PM	Smith, B. Rm. 102
1	Language Arts 6 8:30 AM - 9:15 AM	Smith, B. Rm. 102
2	Language Arts 6 9:15 AM - 10:00 AM	Smith, B. Rm. 102
3	Science 6 10:00 AM - 10:40 AM	Noor, T. Rm. 109

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Responsive Schedule: The Responsive Scheduling tool lets users select which sessions to attend for an upcoming responsive day. Available offerings are listed for each available responsive period. This feature is not always enabled for each school/student.

Fees: Shows the fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity or Chromebook charges. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees according to the school year in which they were assigned.

Fees				
Select filtering options, if needed, and click Apply to view applicable records. Payment amount can be adjusted in cart if fee is not being paid in full at this time.				

Filter By School Year
2023 - 2024 ▼

Filter By Type
Unpaid ▼

Apply

Total Due: $238.50

DESCRIPTION	DUE DATE	FEE BALANCE	
Chromebook	09/13/2023	238.50	Details
	Subtotal	238.50	
	Total	238.50	

Documents:

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

Documents are grouped by module and document type, i.e. Counseling, Report Cards, etc. Select a **School Year** from the dropdown to view documents associated with a particular year. Documents not associated with a calendar year display in the Other section. Click on an entry to view the file as a PDF.

Documents

School Year
23-24 ▼

Report Card
Grade 3-8 Report Card
23-24 School 17

Schedule
Student Schedule
23-24 School 17

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Message Center:

The Message Center includes announcements that are posted at a school or district level. Click *Show More* to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the parent, including those from teachers.
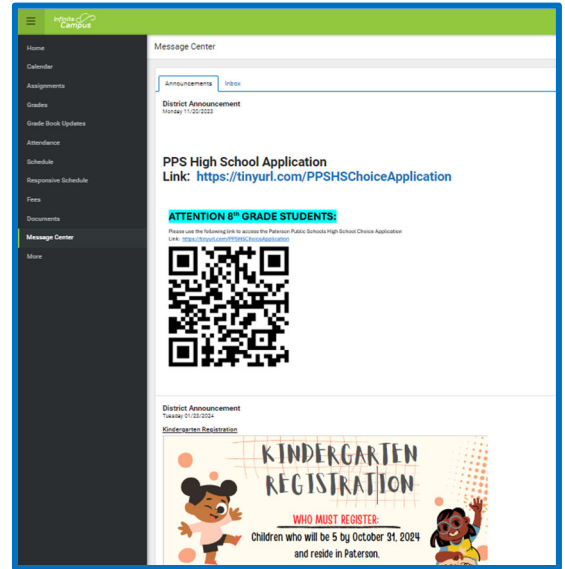
More:

**Assessments –** lists the assessment records, if any

Contact List – lists the names of the teachers assigned to you by subject and their email address

Important Dates – lists important calendar dates Set forth by the school district

Learning Tools – The Learning Tools list provides links to all the providers of learning materials enabled by your district.

Lockers - assigned to the student with locations and combinations.

Campus Backpack - is a warehouse of student documents to include, but not limited to, Report Cards, Progress Reports, Assessment Results, Correspondence to Parent/Guardian regarding: Transportation, School/Program Placement/Exit. The Campus Backpack identifies the Document Name, Published Date, Acknowledgement and View.
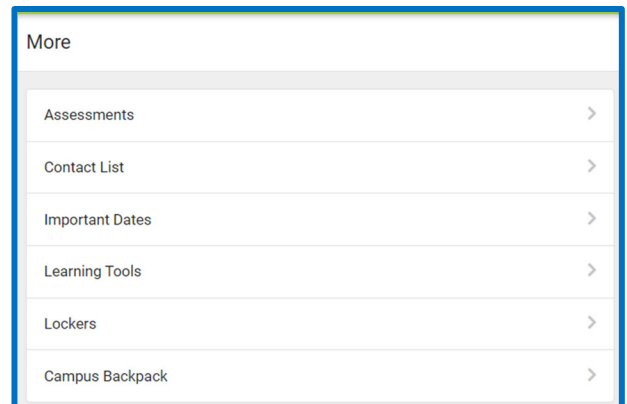
Student Name	Document Name	Published Date	Acknowledged	View
Johnny Doe	19-20_sch19_mp2_3-8_rc	Feb 14, 2020 12:02 PM	No	➤
	19-20_sch19_mp3_3-8_rc	May 12, 2020 3:44 PM	No	➤
	19-20_sch19_mp4_3-8_rc	Jul 2, 2020 5:34 AM	No	➤
	2019_sch19_EOY_K2	Sep 9, 2019 12:20 PM	No	➤
	2020_mp1_elem_rptcard_3	Nov 22, 2019 9:31 AM	No	➤
	2020_sch19_mp1_progress	Oct 9, 2019 10:12 PM	No	➤
	2021_Sch19_MP1_3-8_Reportcard	Nov 20, 2020 12:15 PM	No	➤
	2021_Sch19_MP1_progressrpt	Oct 14, 2020 9:09 PM	No	➤