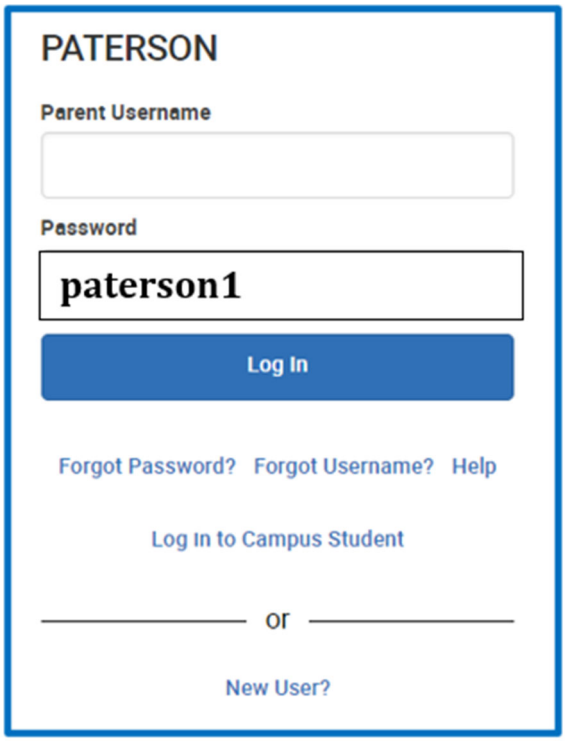
Infinite Campus – Campus Parent Portal Guide

The Paterson Public School District is pleased to provide you with access to the Infinite **Campus Parent Portal**. The Infinite **Campus Parent Portal** is a web-based student management program that enables parents/guardians the opportunity to monitor and to assist with the progress of their child's educational growth. It enables parents/guardians to view their child(ren)'s contact information, attendance, class schedule, class assignments, progress reports, and report cards. Campus Parent Portal will also be used to process applications and surveys and to collect necessary electronic signatures (eSignature) on applicable forms from the parent/guardian.

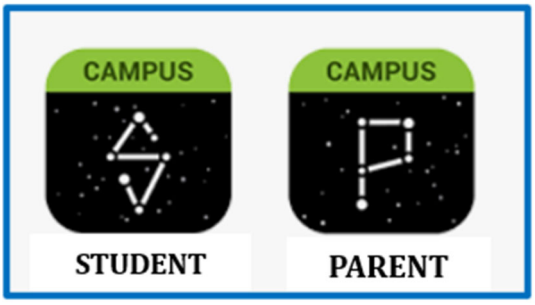
We know that this is an important tool in helping you to gain information about your child(ren)'s progress in school, and we welcome this additional means of communication with parents. Each parent/guardian of a student in our district has been assigned a unique portal activation key code and/or username.



<u>Logging into the Campus Parent app</u>

The Campus Parent and Campus Student apps 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 child(ren)'s school should you need assistance with your portal username and/or password.

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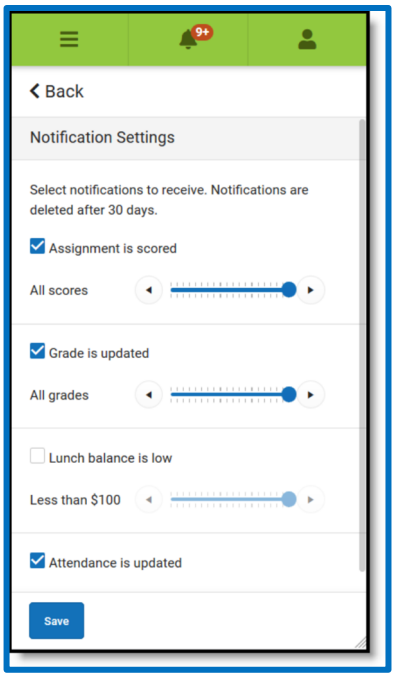
How do I get Notifications?:

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

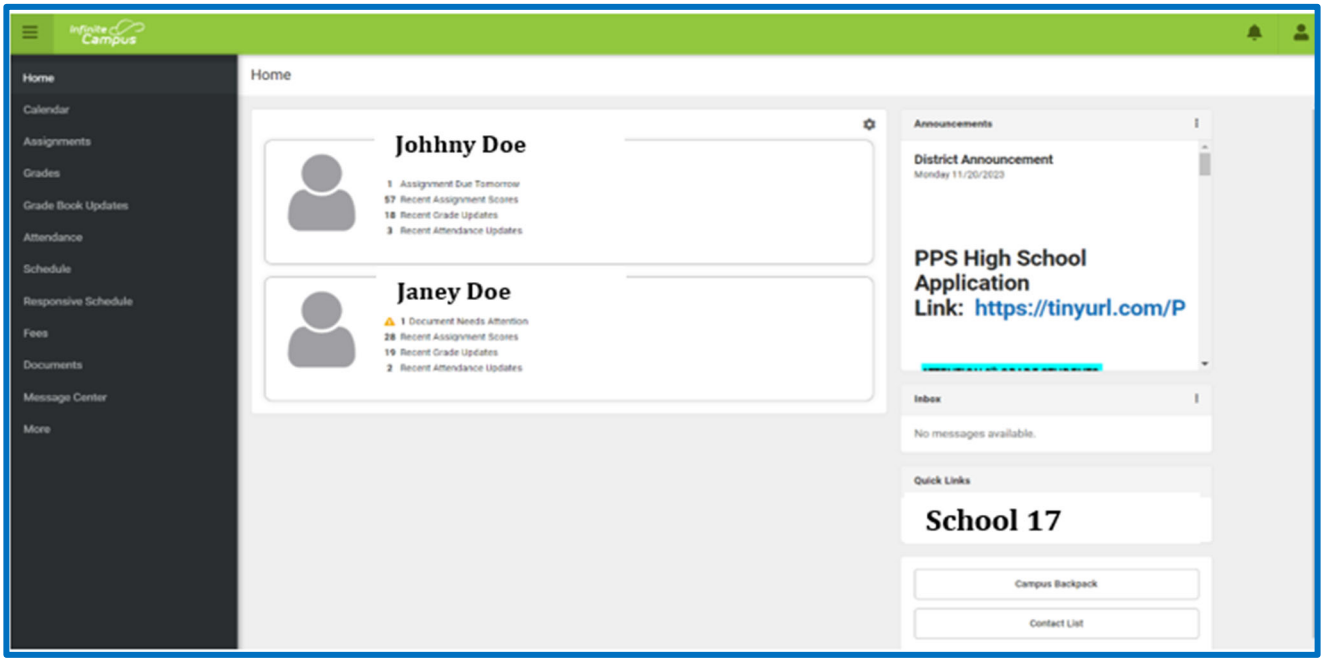
1. Before you log in, mark **Stay Logged In** to receive notifications.
2. After logging in, click the **user menu** in the top right and then click **Settings** and **Notification Settings**.
3. From there, indicate which types of notifications you'd like to receive and set the threshold for notifications. 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 child(ren)
- Student name tiles - individual boxes for the child(ren) associated with the parent/guardian with a summary of information and items needing attention for the child(ren)
- Announcement – displays announcements placed by the school district
- Campus Backpack – displays documents available to view/download for your child(ren)
- Contact List – displays the teacher name and email address per their assigned course to your child(ren)



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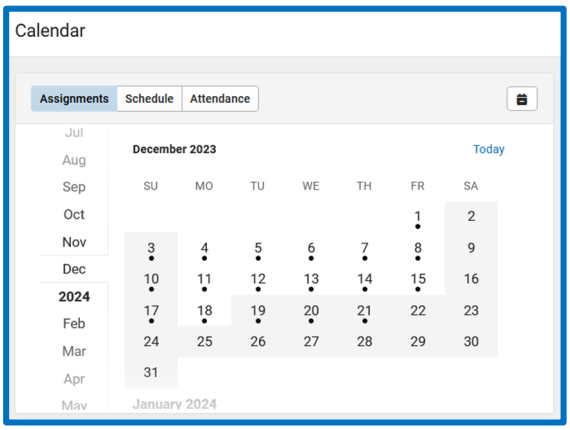
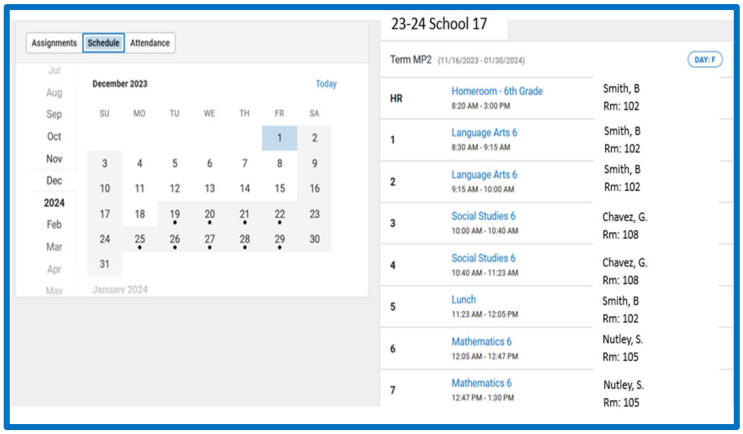
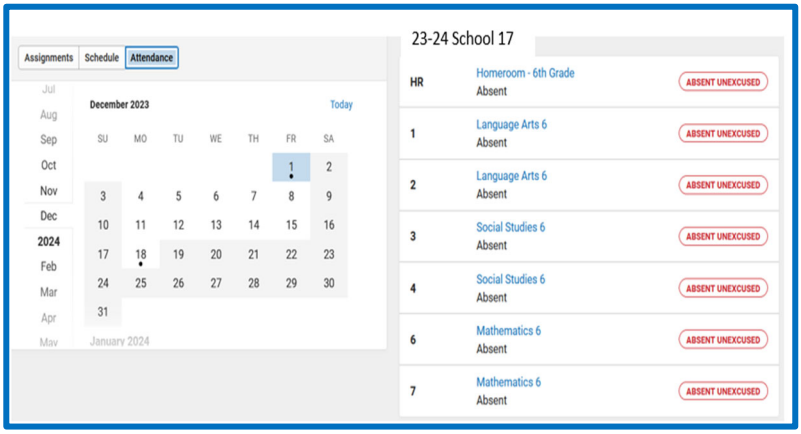
Calendar:

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.

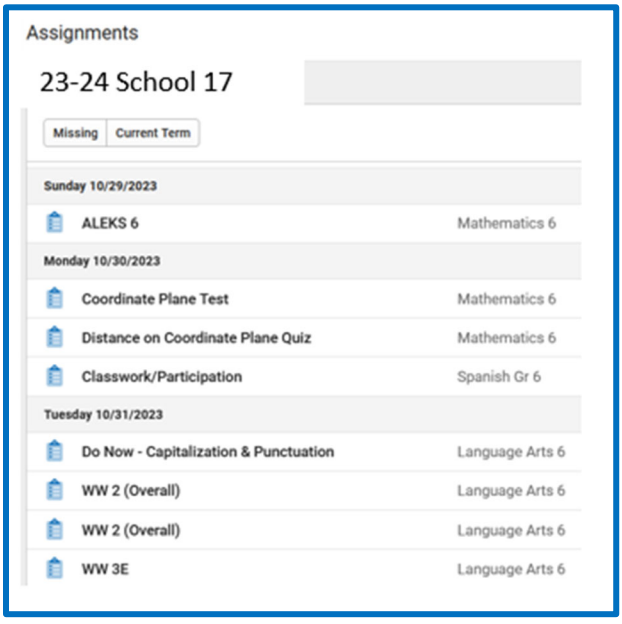






Assignments:

The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details 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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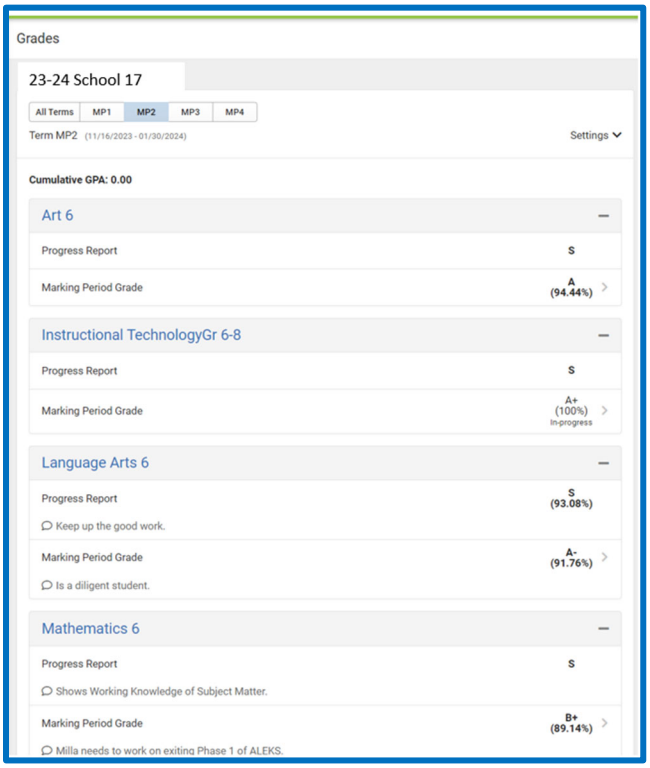
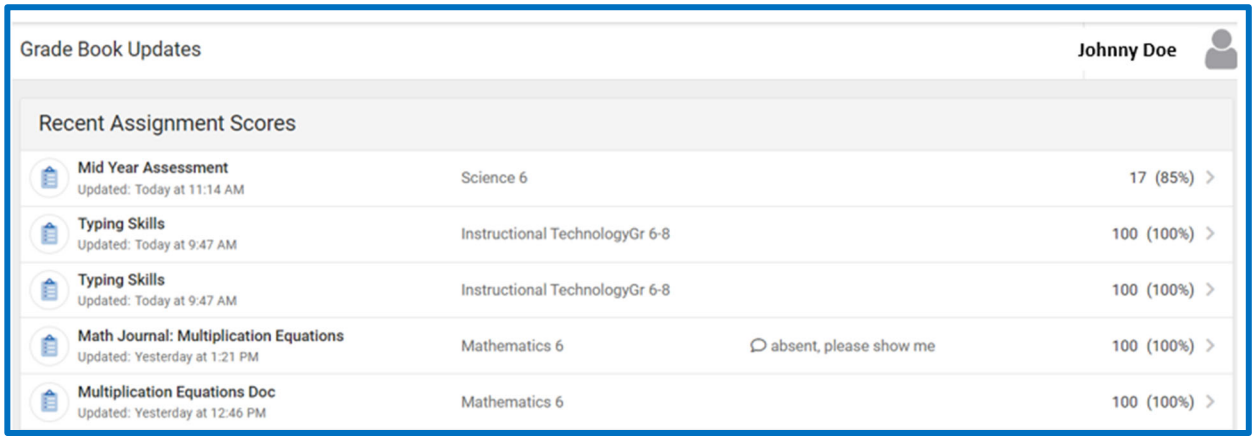
Grades:

The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled. Show grades for a single term or for the whole year by selecting an option at the top. Expand the Settings menu to *Hide dropped courses*, *Hide rows without grades or assignments,* or expand or collapse all courses. Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details. Grades that are part of a composite or rollup grading setup are indicated.



Grade Book Updates:

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



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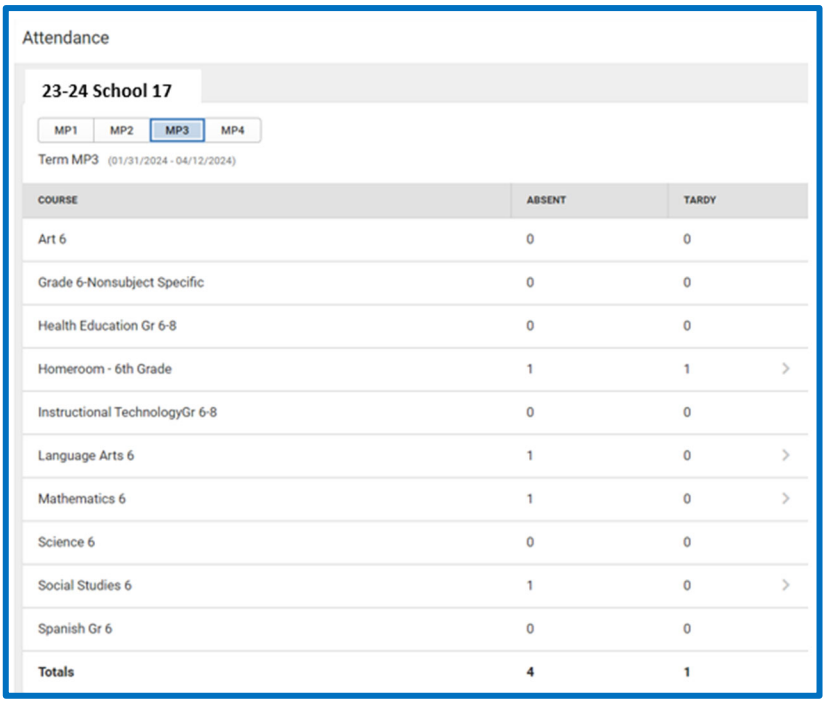
Attendance:

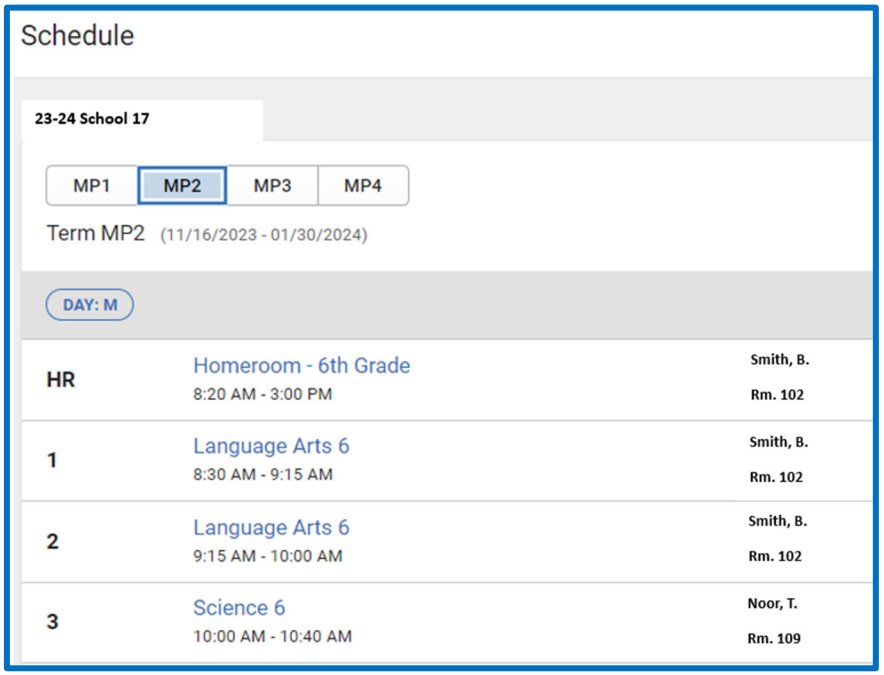
The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all 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.



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.



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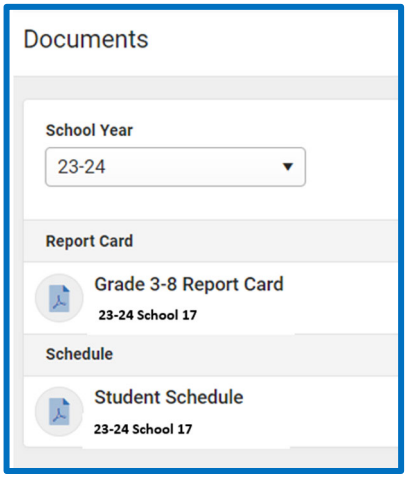
Documents:

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.

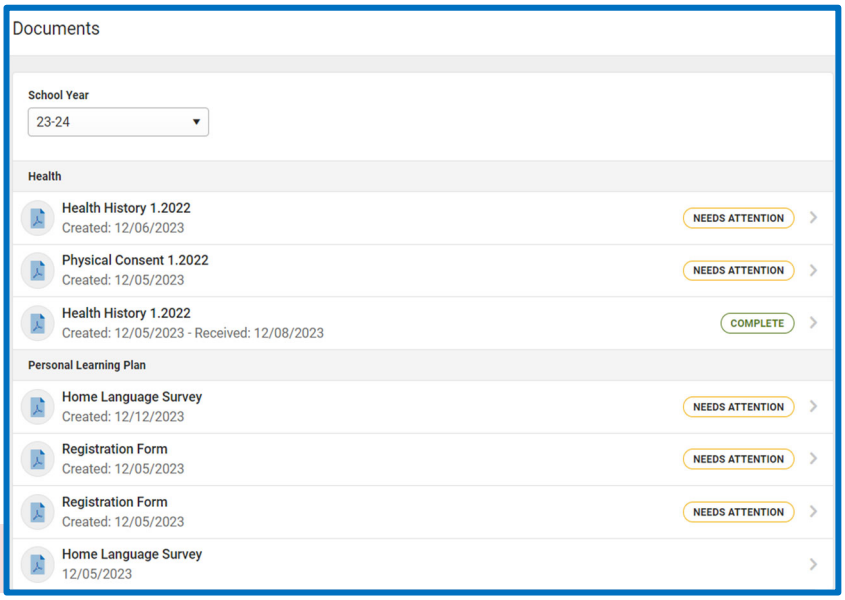


eSignature Forms

Certain forms will require users to review and sign, such as Health updates, Notices, Consent Forms, etc. Upon login, the **Documents Need Attention** section displays any documents that require a signature. Click on the document name or navigate to the Documents tool to Sign or Decline the form.

A status displays next to the name of the form on the Documents tool. This indicates if the document is pending action by other users, including additional signatures needed or completion by the district.

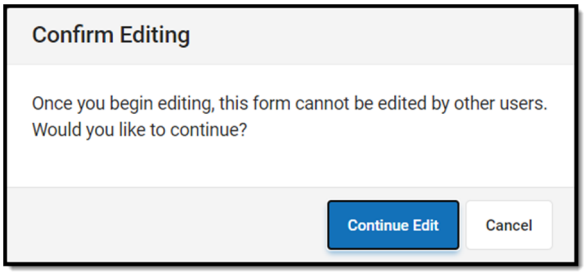
If one person Declines to sign a form, no other user can eSign the form.



Fillable Forms

Certain forms may require data entry as well as a signature. Upon login, the **Documents Need Attention** section displays any documents that require a signature or data entry. Click on the document name or navigate to the Documents tool to fill out and sign the form.

Only one user can edit the form, even if multiple users have the ability to edit. A warning displays indicating the form will become read-only for other users until you finish editing and sign the form.



Other users can view a read-only version of the form while you edit. The **Next Action** button navigates you to the next required field or the eSignature line if no other fields are required. Once all edits are made, sign the form and click **Submit**.

See the Notification Settings information section for information about turning document notifications on or off.

Note: Expired forms display as read-only with an "Expired" watermark.

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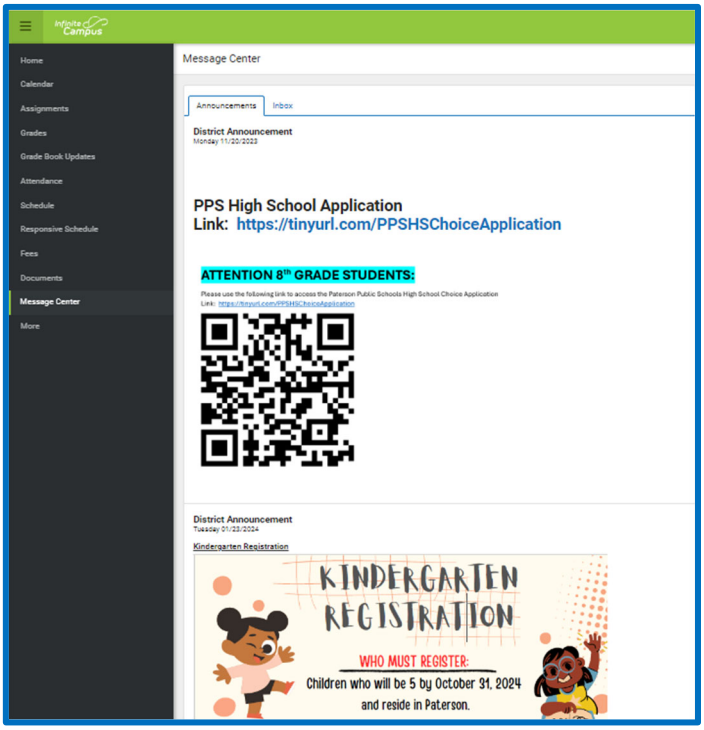
Message Center:

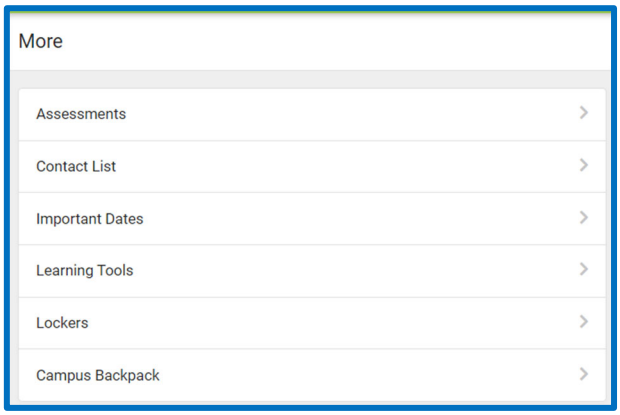
The Message Center includes announcements are posted at a school or district level. Click *Show More* to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to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



More:

Contact List – lists the names of the teachers assigned to your child(ren) and their email address

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



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	