AUSTIN PUBLIC SCHOOLS
INSPIRE • EMPOWER • ACCELERATE

Need Support?
portal@austin.k12.mn.us

Infinite Campus

CAMPUS PARENT & CAMPUS STUDENT GUIDE

AVAILABLE VIA WEB PORTALS OR MOBILE APPS



Say Hello to Your Sidekick. Login Today!

Campus Parent and Campus Student, the Infinite Campus web portals and mobile apps, allow parents and students real-time access to grades, attendance, assignments, and schedules. These portals and apps connect parent to teacher, teacher to student, and student to parent.

Announcements
Quickly see district announcements as they are posted.

Assignments
Browse assignments by specific class or due date.

Attendance
Review attendance events in summary and detail form.

Academic Plan
View the courses a student has planned to take in each school year.

Fees
View outstanding and paid fees.

Food Service
View account balance, transactions, account history and payments.

Grades
Immediate access to grades as they are posted.

Schedule
Review schedule from anywhere, at any time.

School Store
Select spirit wear, purchase school supplies, pay for activity fees, or make donations.

Documents
Explore files such as report cards and transcripts, forms, program participation, and more.

Message Center
See announcements posted at a school or district level.

My Cart
Pay fees and add money to your food service account.

Notifications
List of notifications received, such as graded assignments.

Link Multiple Accounts*
Seamlessly view students attending different districts.
*Available in select states.

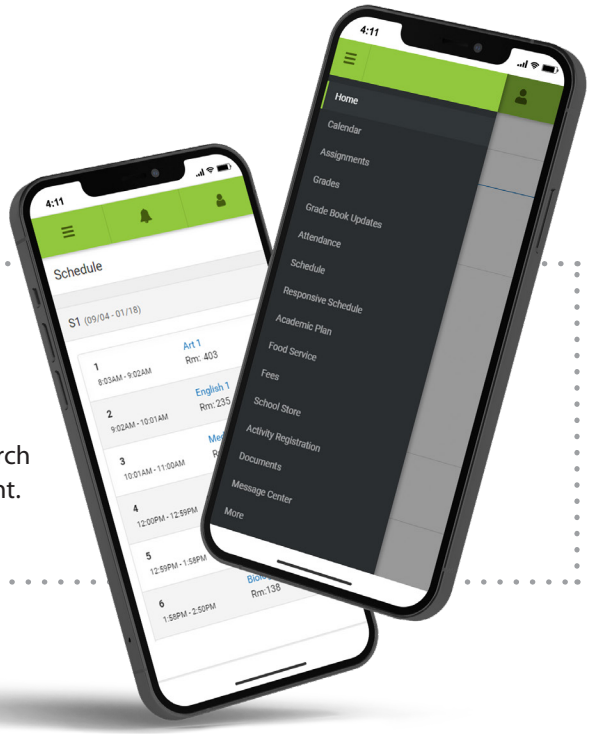
More
Address, Assessments, Behavior, Demographics, Family Information, Health, Lockers, Transportation, Activities, and more.

Information displayed varies based on district.

DOWNLOAD YOUR MOBILE APP TODAY!

CAMPUS P CAMPUS S

To download the apps, visit the App Store or Google Play and search Campus Parent or Campus Student.

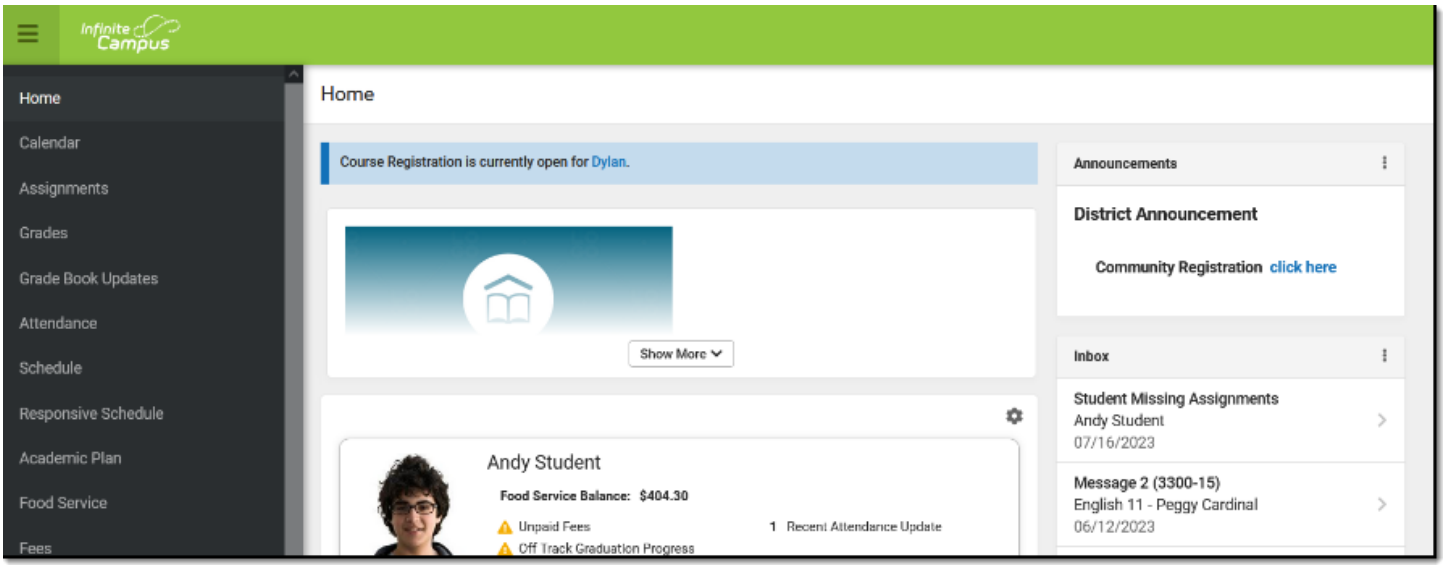


Campus Parent / Campus Student

Overview

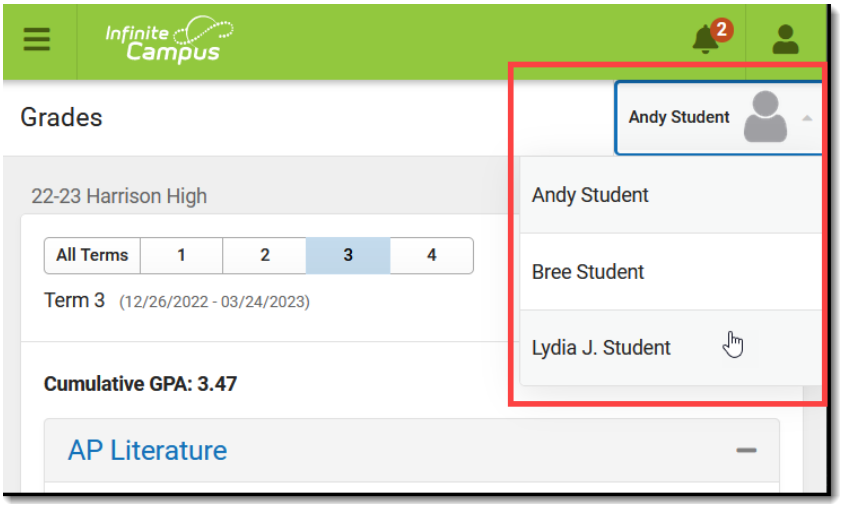
PATH: Campus Parent / Campus Student

Austin Public Schools provides Parents and Students access to the Campus Parent and Campus Student apps to provide information as it is being entered by teachers, counselors and staff. Here you will find instant access to accurate, current and confidential information about your student's school, attendance, grades, class assignments and more!



The Campus Parent Portal

If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements and Payments.



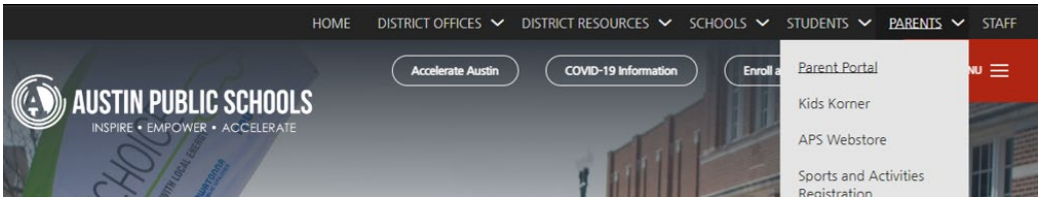
Switch between students using the dropdown list in the corner.

Accessing Campus Parent/Campus Student

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students they are a Guardian for. Students can also access the Portal, but they will only be able to access their own information.

https://austinmn.infinitecampus.org/campus/portal/austin.jsp

You can also access the Campus Parent/Student Portals using the short-cuts found on the district web page (www.austin.k12.mn.us) under the **Students -> Student Portal or Parents -> Parent Portal** option – also recommend installing the apps!

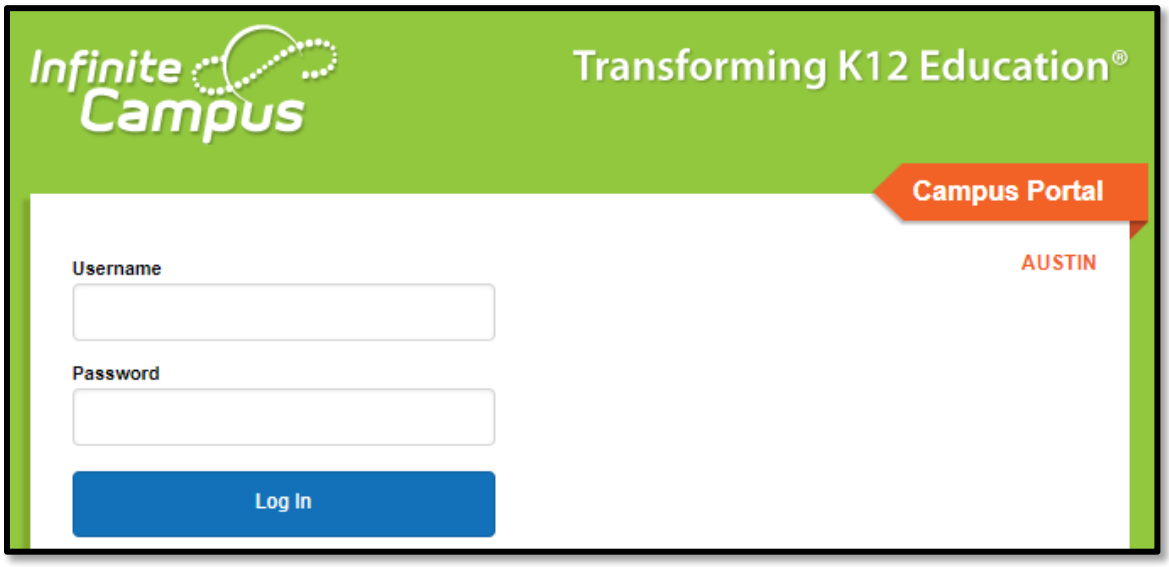


CAMPUS CAMPUS

Download on the App Store

ANDROID APP ON Google play

The home page of the Portal is a login page:



If you do not have a Username/Password or an Activation Key, please contact support at:
portal@austin.k12.mn.us

Security Features

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

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 Parent allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least eight 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.)

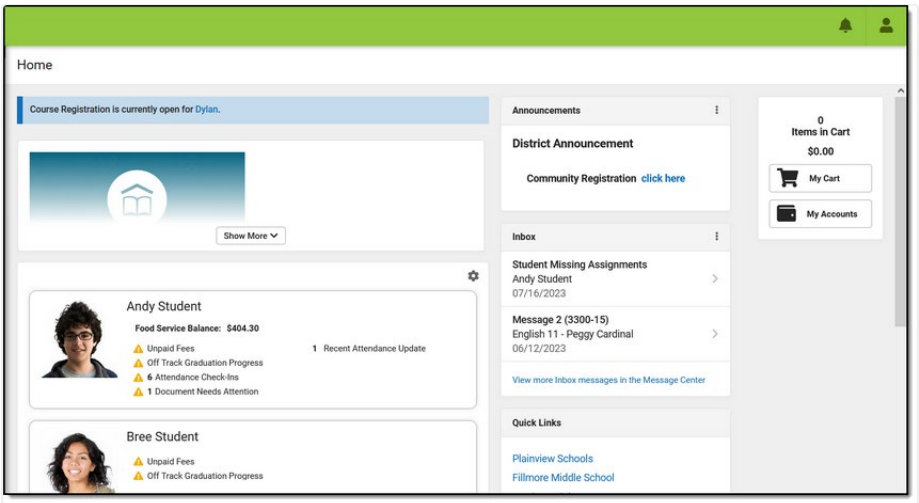
In addition, the district's administrator my force users to reset their passwords from time to time. By default, a dormant session will automatically end after a set amount of time determined by the district.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to contact the portal support team at portal@austin.k12.mn.us.

Tools Available in the Campus Parent Portal

Home

The home page of Campus Parent collects the most important items needing parents' and guardians' attention for all of their students and makes helpful information easily accessible.

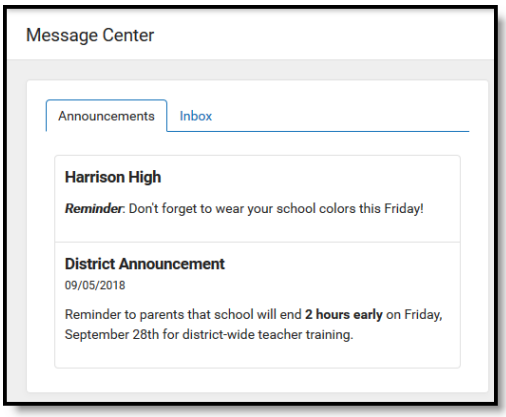


A summary of student information needing attention displays on the Home screen.

Message Center

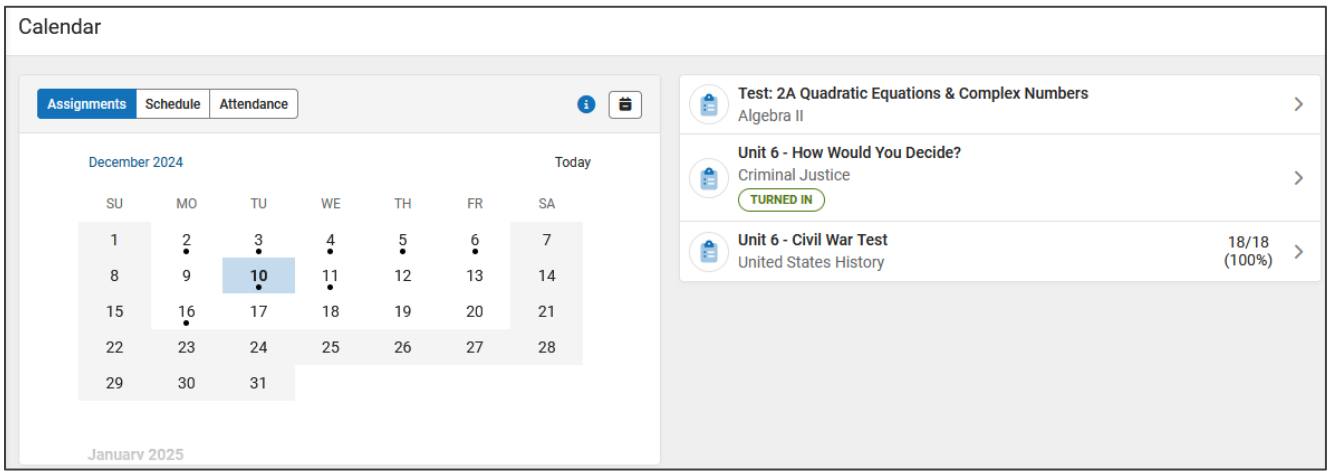
The Message Center includes announcements are posted at a school or district level. Click *Show More* to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived.

Additionally, the Inbox displays messages sent to the parent, including those from teachers.



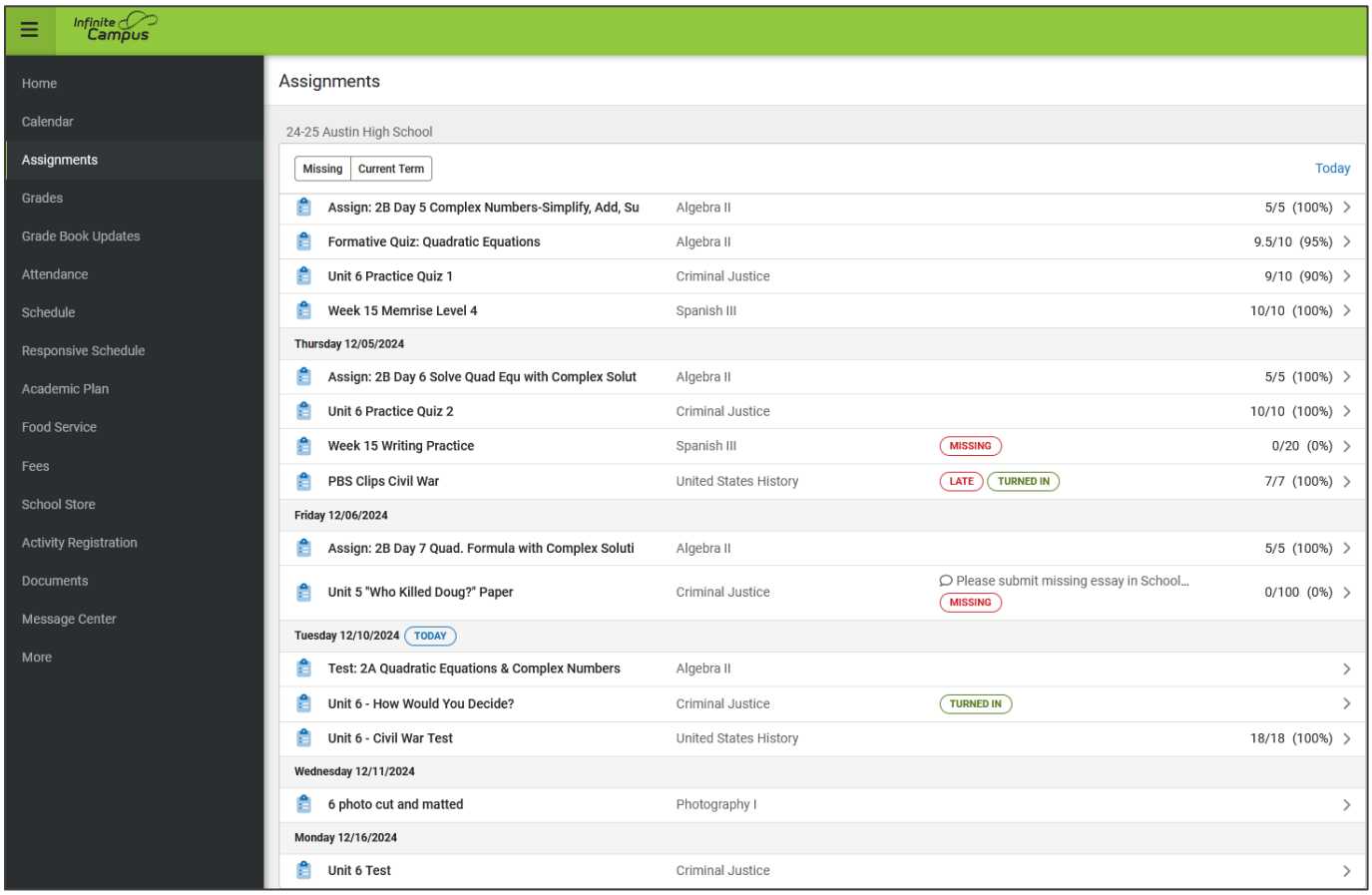
Calendar

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

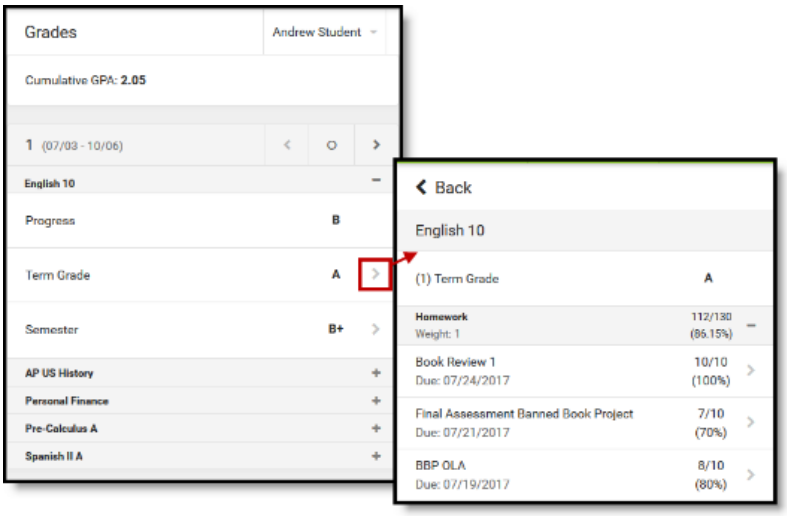
The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.



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.

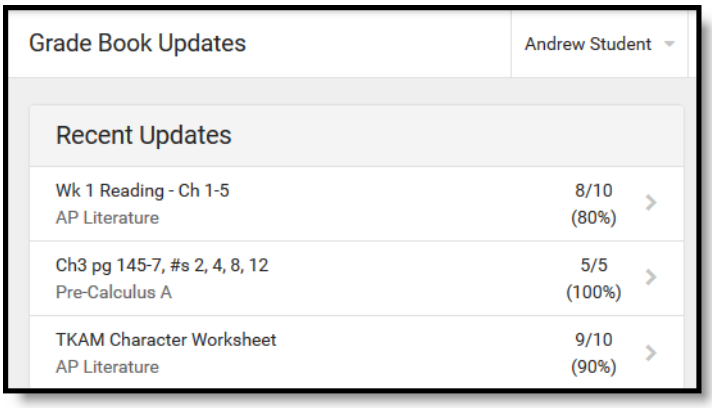
Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details. Grades that are part of a composite or rollup grading setup are indicated.



Please contact your child's teacher for school-specific grading practices and posting of assignments timelines as they can vary from teacher to teacher and school to school!

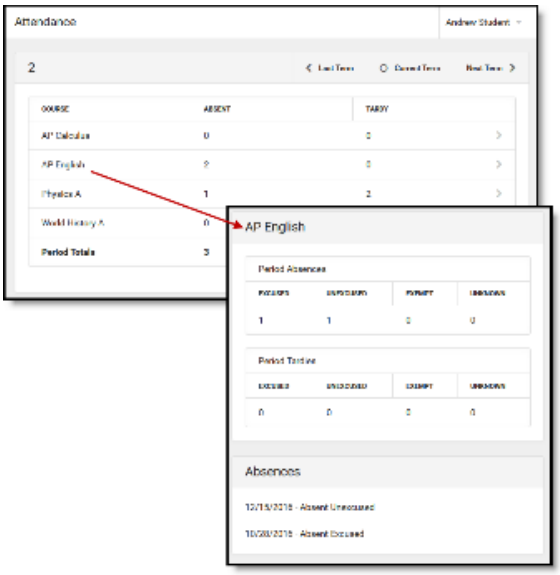
Grade Book Updates

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.



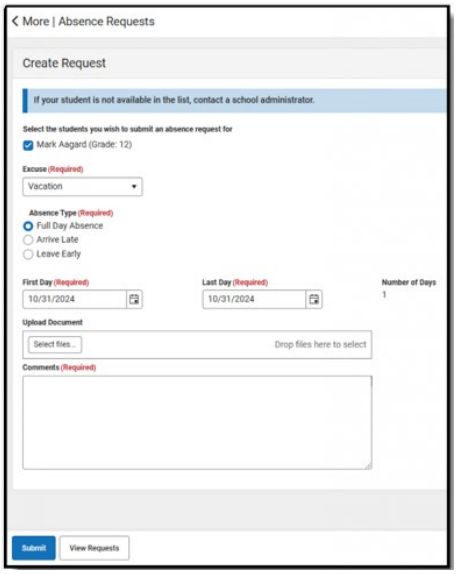
Attendance

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.



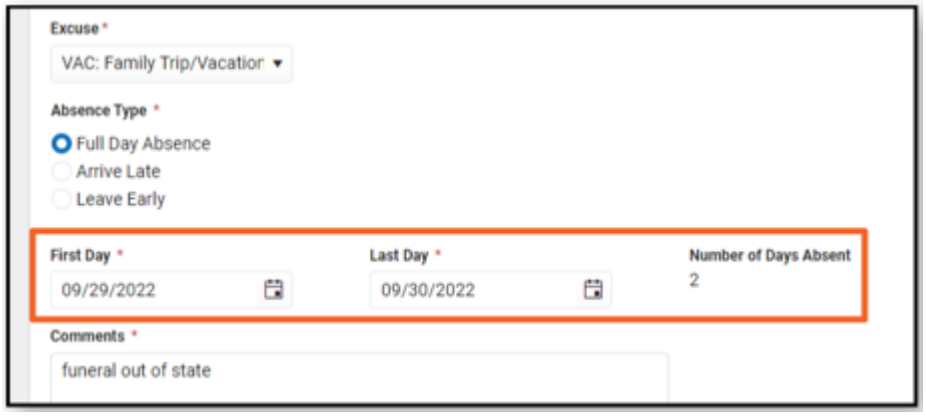
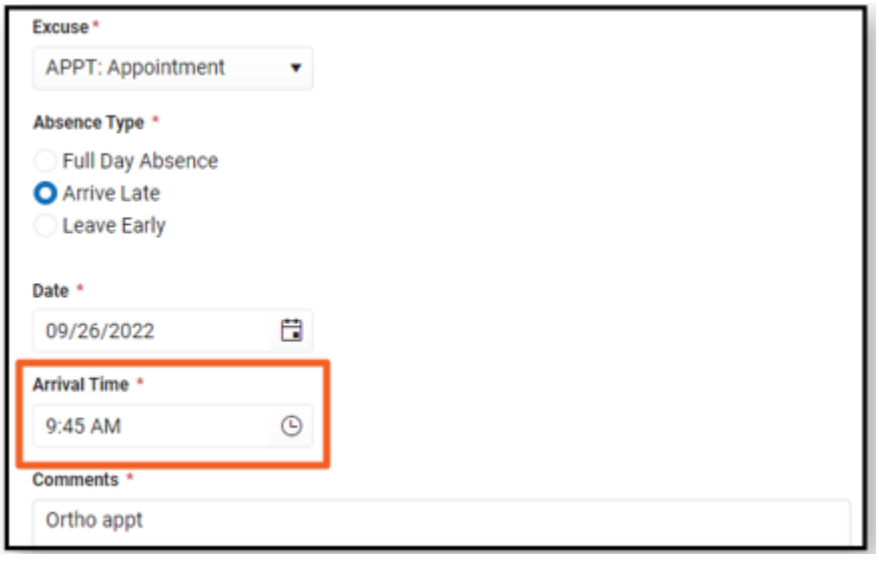
Absence Request

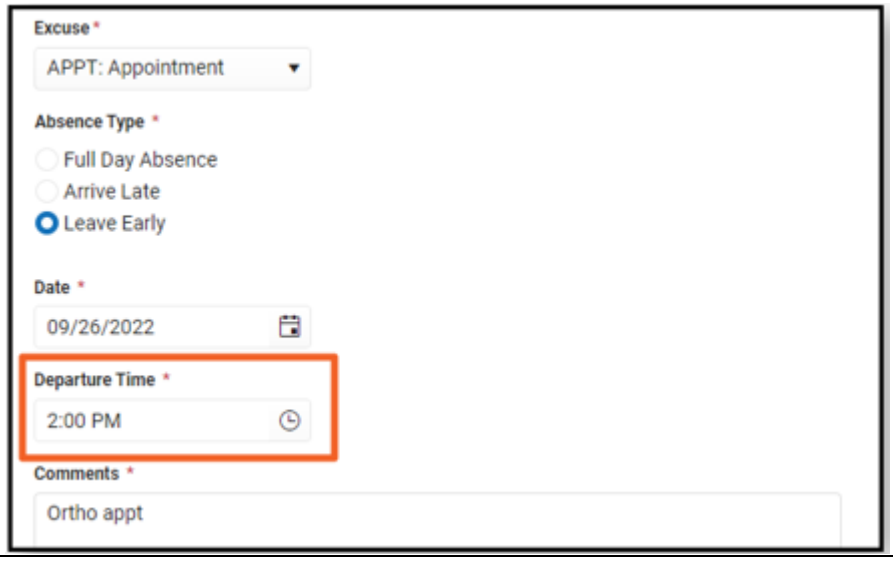
Parents and guardians can use the Absence Request tool to submit a request that informs the office in advance when their student is not going to be in school. After the request is processed, Campus creates an attendance record for the student.



Submit a New Absence Request

1. Mar the student for whom you are submitting the absence request.
2. Select the reason for the student will be absent from the **Excuse** dropdown list.
3. Select the **Absence Type**.

Absence Type	Description
Full Day Absence	This option allows you to submit a request for an entire day. You may request more than one day. Be sure to enter the dates in the **First Day** and **Last Day** fields. 
Arrive Late	If you select the Arrive Late option, enter the time your student will arrive in the **Arrival Time** field. NOTE: Arrival Time must be between 6 am and 6 pm. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops a student off and then remembers to enter an absence request for them. 

Leave Early	If you select the Leave Early option, enter the time your student will leave in the Departure Time field. Note: Departure Time must be between 6 am and 6 pm. Parents can enter a time 5 minutes into the past. This allows for instances where a parent drops a student off and then remembers to enter an absence request for them. 

4. Enter the date(s) for the absence.

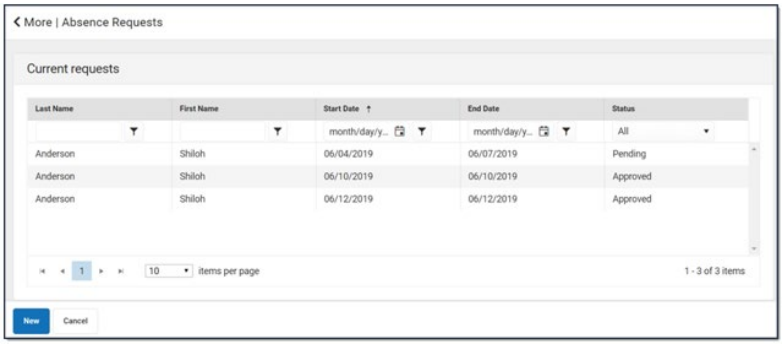
5. Upload any optional/required documents. Only one document is allowed per request and it will be attached to every student in the request.

6. Enter Comments about the absence reason. (Comments are limited to 100 characters)

7. Click **Submit** when finished.

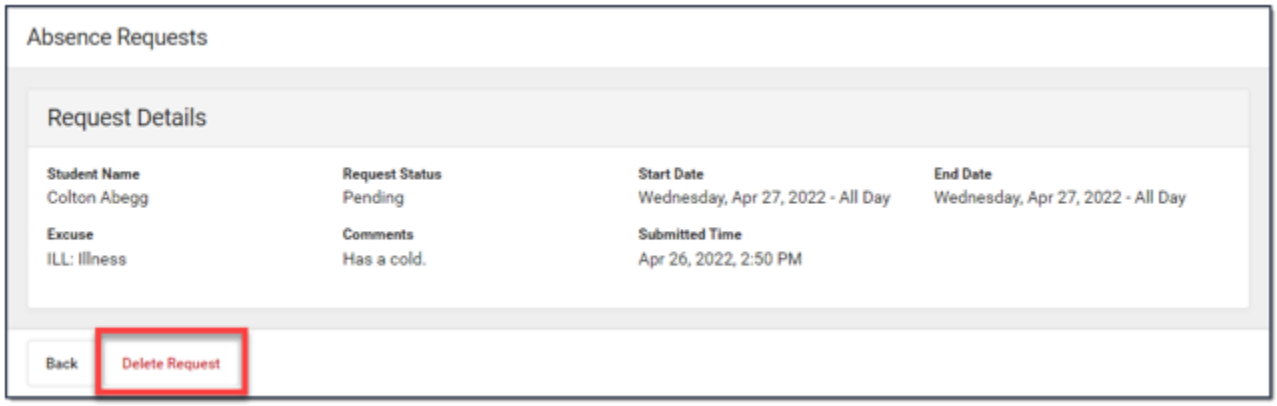
View Absence Requests

To view all previously submitted absence requests for the student, click the View Requests button. The Current Requests displays details of existing requests and can be viewed by selecting the record.



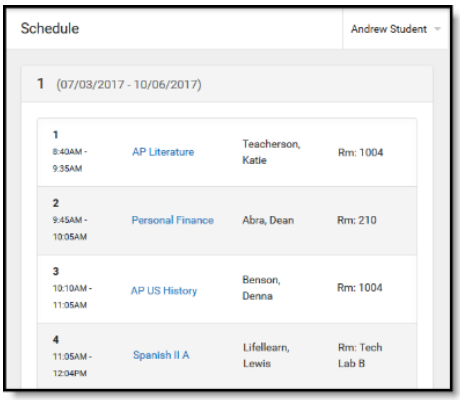
Delete a Request

To delete an unprocessed absence request, click the request on the Current Requests screen then click the Delete Request button



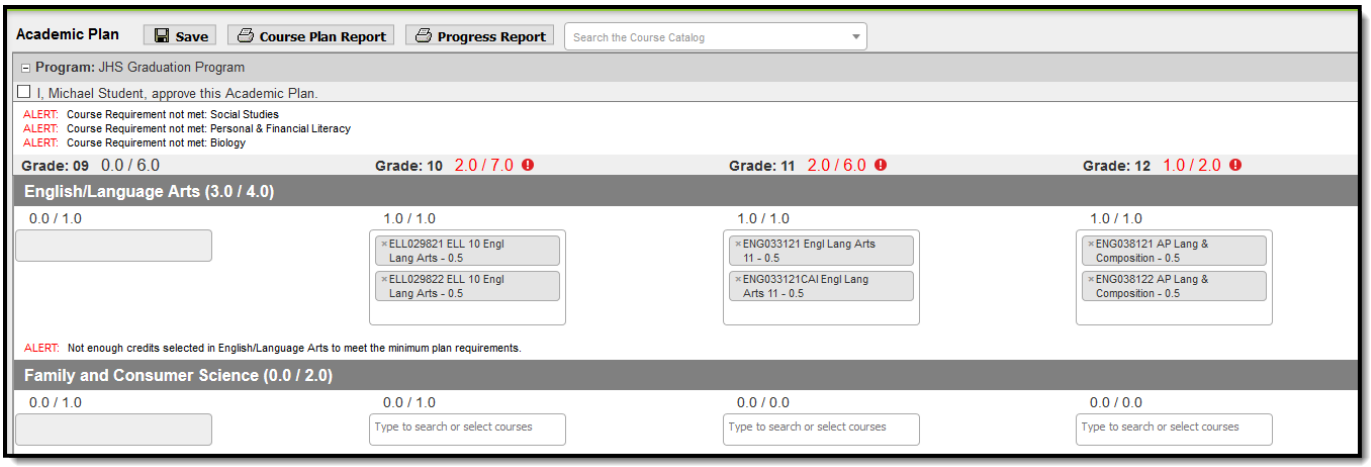
Schedule

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.



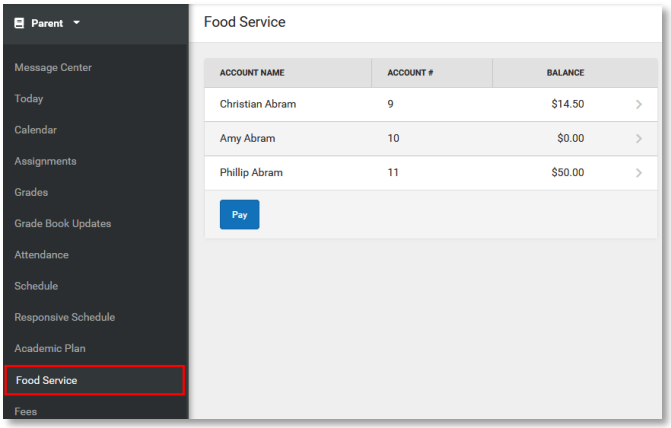
Academic Plan

The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their Course Plan and their Progress Report from here.



Food Service (My Cart)

The **Food Service** tool allows you to see what meals and food items were purchased as well as add money to your Food Service account. From here you can also view: current account balances, money in/out, and adjustments made to accounts.

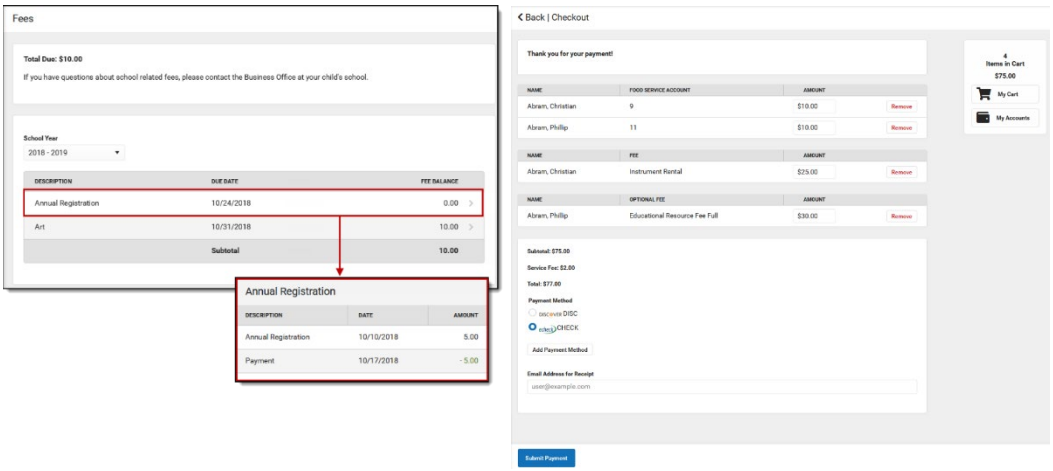


How do I add money to my Food Service Account?

1. Select **Pay**.
2. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school.
3. Select **Add to Cart**.
4. Select **My Cart**. The Checkout Screen displays.
5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
6. Select **Submit Payment**.

Fees (My Cart)

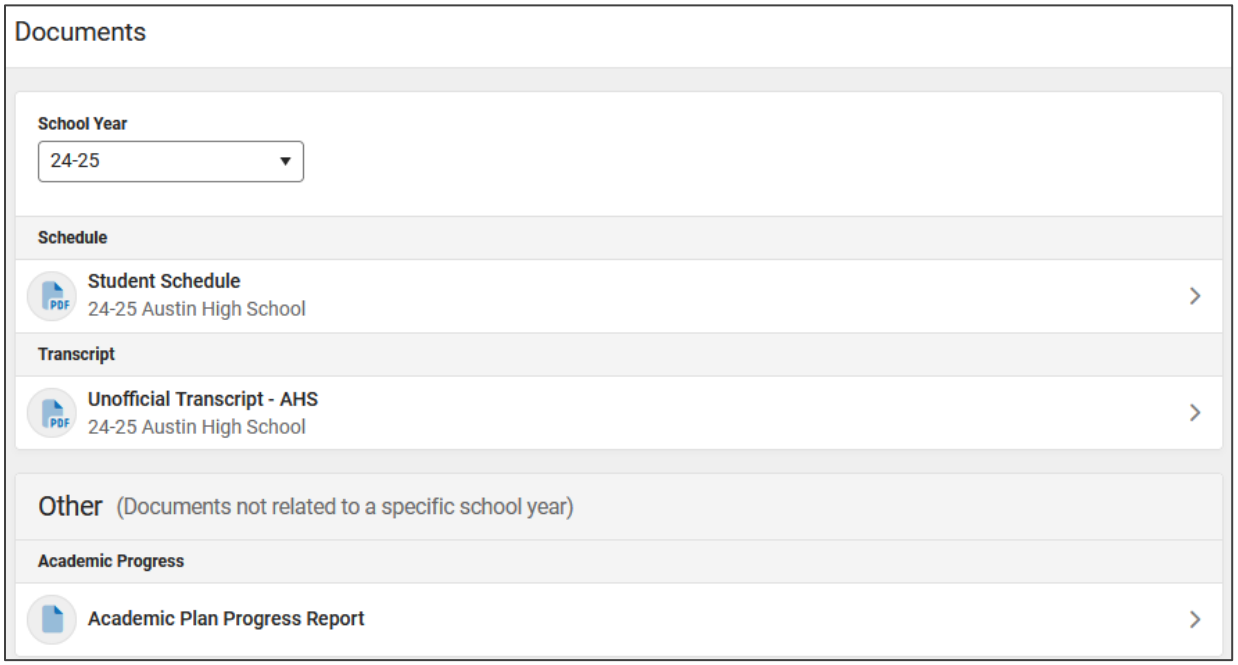
The Fees tool provides a list of all fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for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



My Cart is where you pay fees, activity registrations and add money to your Food Service Account.

Documents

The Documents tool collects files relevant to the student including learning documents such as IEPs and PLPs, a PDF version of the student's schedule, report cards and transcripts, and program participation. Click on an entry to view the file in PDF.

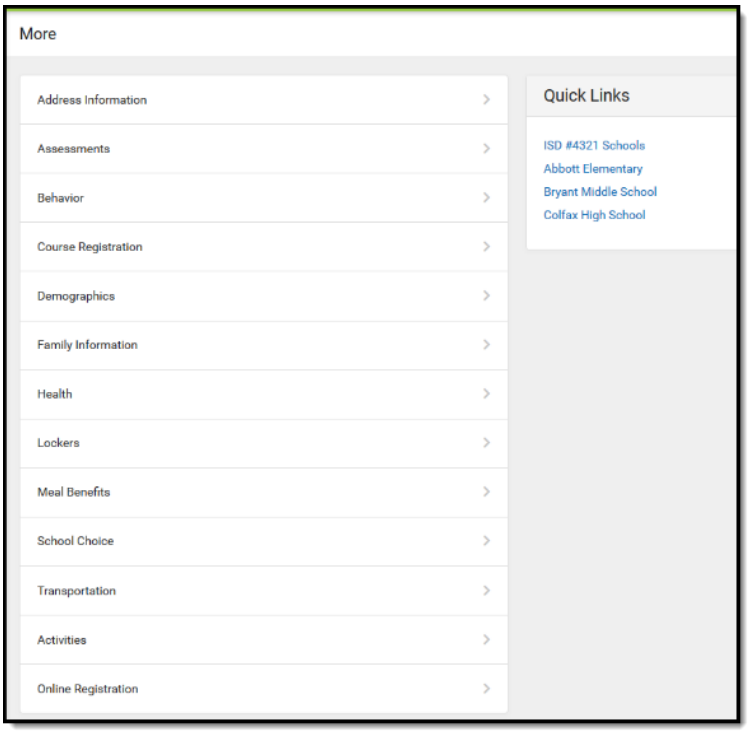


More

The More tab displays the following:

- **Address Information:** for the student's household(s).
- **Contact List:** Emails and phone numbers for teachers.
- **Demographics:** information for the student and any non-household relationships.
- **Family Information**: including contact information for family members.
- **Health Information**: including recorded vaccinations and immunizations.
- **Important Dates:** such as holidays, late starts, and other school calendar events.
- **Lockers:** assigned to the student with locations and combinations.
- **Meal Benefits:** Online Educational Benefits from for Free/Reduced Lunch
- **Online Registration:** Where families can update annual Existing Student Registration information or add New Student Registrations.
- **Course Registration**, where students (and parents) can request courses for the next school year.

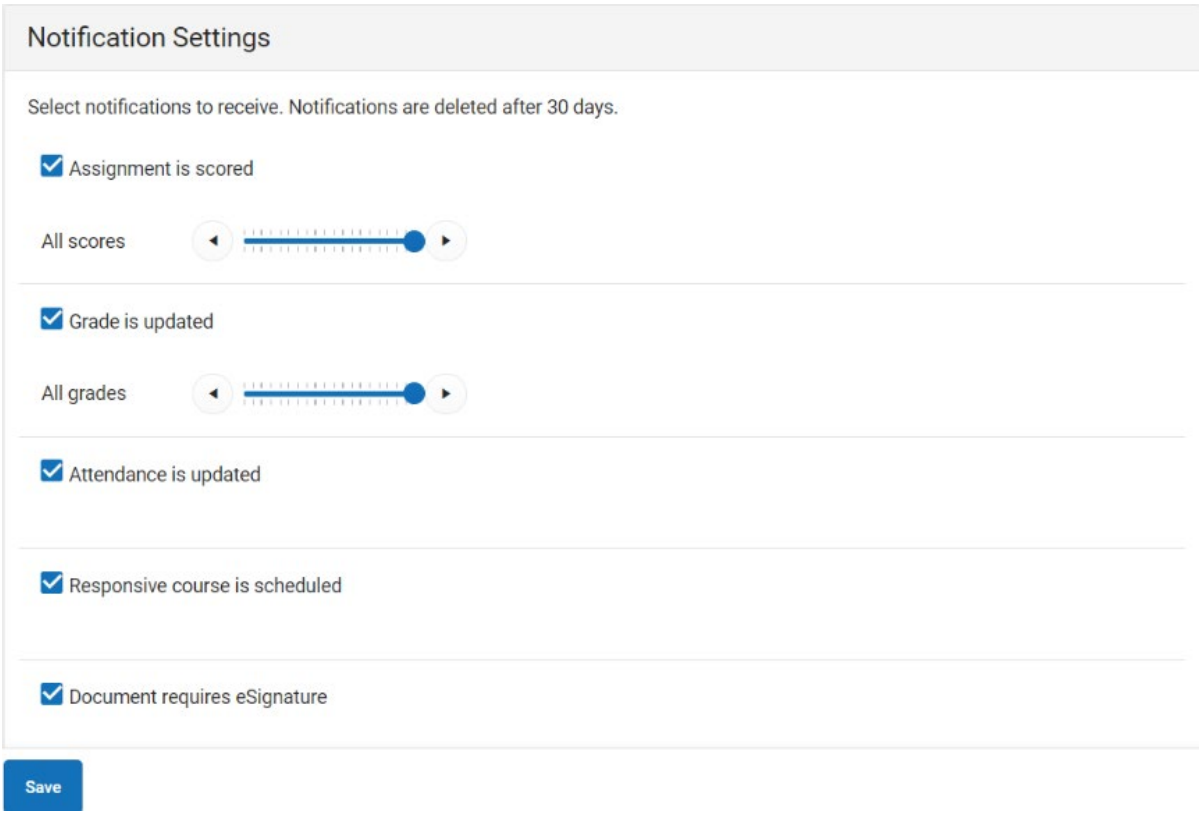
The Quick Links section displays the websites for the districts and schools in which the student is enrolled, if available.



Notifications Settings

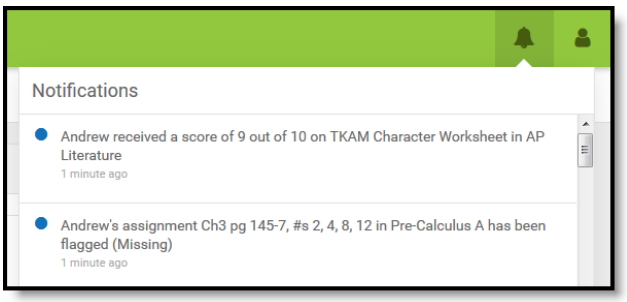
Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot.

Notifications are not sent for any tools that have been disabled by the district. Only districts using Campus Food Service receive low balance notifications.



Notifications

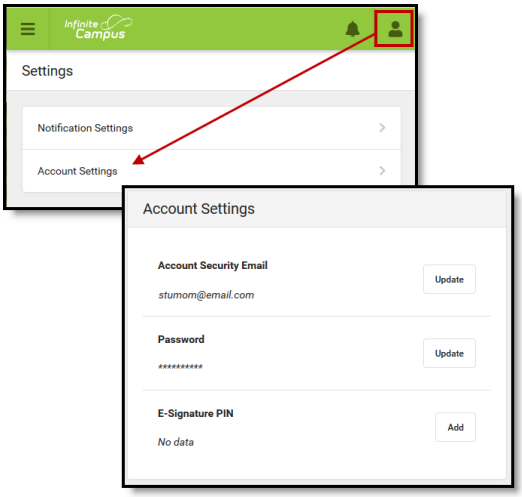
The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments. Click the user menu at the top right of screen to establish Notification Settings.



Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.



Contact Preferences

Manage your contact preference by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the **User Menu**, select **Settings**, then select **Contact Preference**. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

