

Campus Portal for Parents and Students

April 2013

Portal Areas

The following areas are available on the Portal. Different schools within a district can determine which areas of the Portal are available.

Some of the following features may not be available in your area.


- [Student Assignment Submission \(Portal\)](#)
- [Online Registration \(Custom Development\)](#)
- [Family \(Portal\)](#)
- [Students \(Portal\)](#)
- [User Account \(Portal\)](#)
- [Student Online Assessment \(Portal\)](#)

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.

The following provides a summary of the areas that may be visible, depending on the district. Some areas may not be available.

 It is a district's decision to display information on the Portal.

The Portal is also available as an app for Android, iPhones, iPads and iPad Touch devices. Select the appropriate application button from the Portal Family Messages page to download the app and view student grades, attendance and assignments.

KNOWLEDGE BASE - CAMPUS PORTAL FOR PARENTS AND STUDENTS

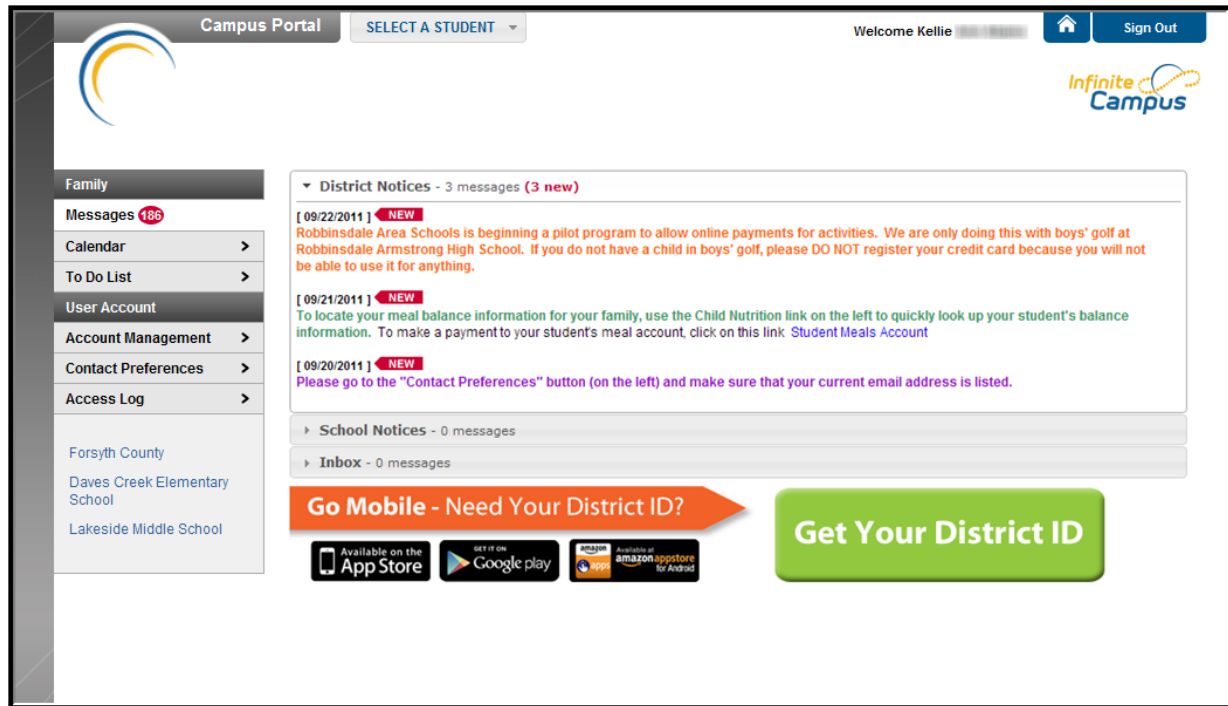


Image 3: Mobile Portal Download options

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.

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 only have access to the links 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.

Campus Portal security works differently depending on whether or not the district has enabled Password Reset Functionality.

⚠ The **Forgot Your Password? and **Forgot your username?** links are available by selecting the Help icon and are only available if Password Reset functionality has been enabled. See the [Recovering Usernames](#) and [Recovering Passwords](#) sections for more information.**

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 4: User Name and Home and Sign Out Buttons

Use the **Select 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.

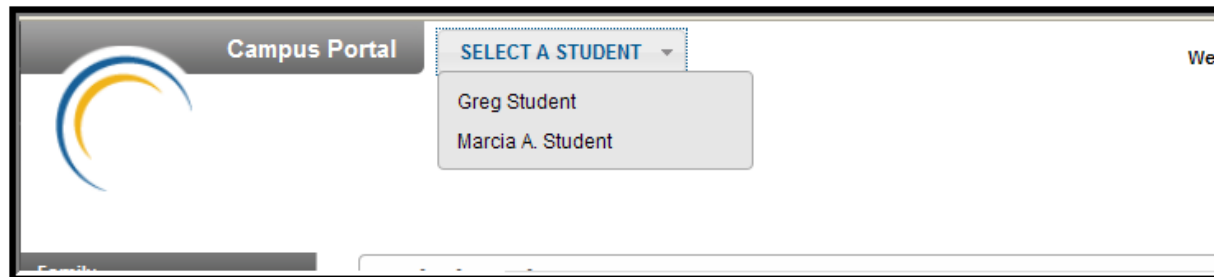


Image 5: Switch Student Option

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.

KNOWLEDGE BASE - CAMPUS PORTAL FOR PARENTS AND STUDENTS

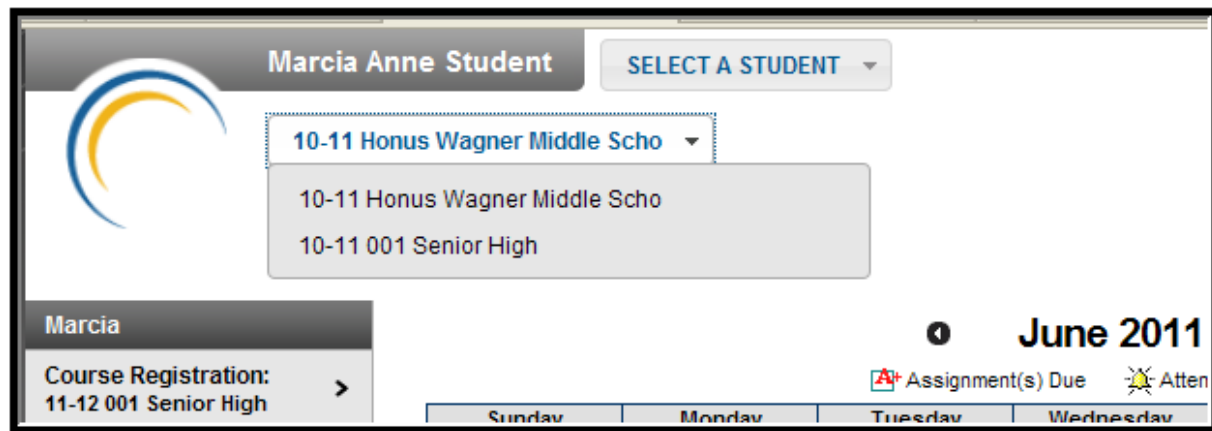


Image 6: Switch School Option

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 **Select 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.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.

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 links at the bottom of the navigation pane. These links display in a separate window allowing easy access to the district and school websites.

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 tabs are not translated.

Assessment (Portal)

[Overview](#) | [Assessments](#)

- ✓ This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

Overview

PATH: *Campus Portal > Student Selection > Assessments*

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments.

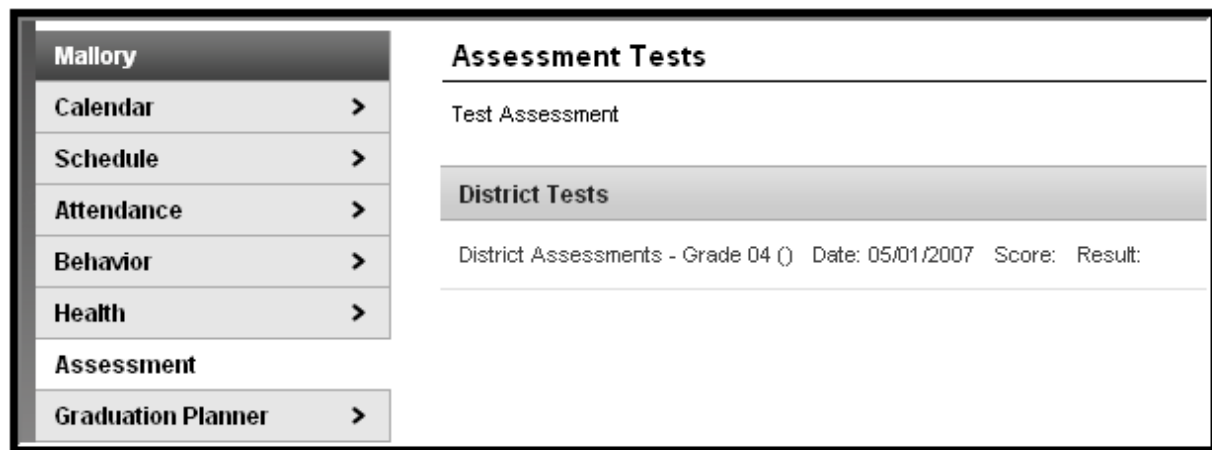


Image 1: Student Assessments

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.

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

Reports (Portal)

[Reports](#) | [Learning and Education Plans](#)

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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.



Image 1: Student Reports

- The Missing Assignments report lists any assignment that is marked as Missing in the teacher's grade book.
 - When a student in an active course section as of the current date, the report prints all missing assignments from that section. This includes sections that span multiple terms.
 - When a student drops a section and the drop date is prior to the current date, the report does not print those assignments.
 - If the course section or school year ends, the student or parent/guardian is not able to see missing assignments for that section within the report being generated after the end date.
- The Schedule report prints the student's current class schedule.

KNOWLEDGE BASE - REPORTS (PORTAL)

- The Report Card prints the student's posted course grades.
- The Transcript prints the student's grade history for end of term grades.

Learning and Education Plans

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.

Schedule (Portal)

[Overview](#) | [Navigating the Student's Schedule](#)

- ✓ This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

Overview

PATH: *Campus Portal > Student Selection > 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		Course Schedule			
Calendar	>	Test Schedule PLEASE NOTE: A projected final grade is displayed in the Grading Summary for each course. Because there is more than one legitimate way for teachers to determine the final grade (average, middle, or most frequent score), this projected final grade may be different than the grade on your student's report card. This is particularly true when a student's performance has been inconsistent during the semester or there are missing assessment or performance task scores. Also, more recent scores may be given added emphasis if those scores represent understanding that had not been demonstrated earlier in the grading period.			
Schedule		= Click on Class Name for Current Assignments and Scores = Click on Teacher Name for Email = Click on Date for Current Newsletter			
Attendance	>				
Behavior	>				
Health	>				
Assessment	>				
Graduation Planner	>				
Transportation	>				
Fees	>				
School Choice	>				
To Do List	>				
Reports	>				
Diabetic	>				
Early Entry	>				
Family					
Messages	>				
Family Members	>				
Calendar	>				
		Term QT1 (07/01/10-11/01/10)	Term QT2 (11/02/10-01/23/11)	Term QT3 (01/24/11-03/11/11)	Term QT4 (03/14/11-06/30/11)
PT		850-5 PRIMETIME LARSEN C Rm: 802	850-5 PRIMETIME LARSEN C Rm: 802	850-5 PRIMETIME LARSEN C Rm: 802	850-5 PRIMETIME LARSEN C Rm: 802
1		802-1 MATH FALLDORF I Rm: 811	802-1 MATH FALLDORF I Rm: 811	802-1 MATH FALLDORF I Rm: 811	802-1 MATH FALLDORF I Rm: 811
2		801B-2 LANGUAGE ARTS POHLMIEIR L Rm: 809	801B-2 LANGUAGE ARTS POHLMIEIR L Rm: 809	801B-2 LANGUAGE ARTS POHLMIEIR L Rm: 809	801B-2 LANGUAGE ARTS POHLMIEIR L Rm: 809
3		822-1 PHYS ED (Day Odd) DENoyer S Rm: 200 Gym	822-1 PHYS ED (Day Odd) DENoyer S Rm: 200 Gym	821S-1 INIST TECH (Day Odd) ZLOMKE P Rm: 503 Lab B	821S-1 INIST TECH (Day Odd) ZLOMKE P Rm: 503 Lab B
		821-2 INIST TECH (Day Even) Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	821-2 INIST TECH (Day Even) Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	822S-2 PHYS ED (Day Even) DENoyer S Rm: 200 Gym	822S-2 PHYS ED (Day Even) DENoyer S Rm: 200 Gym
4		804-3 SOCIAL STUDIES BRIDGER L Rm: 803	804-3 SOCIAL STUDIES BRIDGER L Rm: 803	804-3 SOCIAL STUDIES BRIDGER L Rm: 803	804-3 SOCIAL STUDIES BRIDGER L Rm: 803

Image 1: Student Schedule

Navigating the Student's 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 appears under the teacher's name indicating a newsletter has been posted. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher

KNOWLEDGE BASE - SCHEDULE (PORTAL)

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 are 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 Assignments for 702even2-1 MATH					
Teacher's comments about Jessica:					
702even2-1 MATH					
Teacher: Kom, Mom A					
View the scoring rubric(s) and/or grading scale(s) for this class.					
Standards Summary					
Legend: <input checked="" type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet					
Standard	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4	
Application, Problem Solving, & Communication	Dev				
Classroom Behaviors	Dev				
Initiative and Effort	Beg				
Mathematical Knowledge	Dev				
Study Skills	Beg				
Work Completion	Beg 55%	C 77%			
Grading Task Summary					
Legend: <input checked="" type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet					
Grading Task	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4	
QUARTER	D 66%	F 44%			
PROGRESS			D		
Term QT1 Application, Problem Solving, & Communication Detail					
This Grading Task has no assignments assigned to it.					
Term QT1 Classroom Behaviors Detail					
This Grading Task has no assignments assigned to it.					
Term QT1 Initiative and Effort Detail					
This Grading Task has no assignments assigned to it.					
Term QT1 Mathematical Knowledge Detail					
This Grading Task has no assignments assigned to it.					
Term QT1 Study Skills Detail					
This Grading Task has no assignments assigned to it.					
Term QT1 Work Completion Detail					
Standards Group					
Name	Due Date	Assigned Date	Score	Turned In	Comments
Standard Assignment 1	10/10/2010	10/01/2010	55		Many assignments are late and incomplete

Image 2: Grade Book for a Course

KNOWLEDGE BASE - SCHEDULE (PORTAL)

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(s)	
MIDDLE SCHOOL GRADING	
Grade	Min Percent
A+	98.000
A	93.000
A-	89.500
B+	88.000
B	83.000
B-	79.500
C+	78.000
C	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
MID SCH - Rubric	
Score	Description
Adv	Advanced
Pro	Proficient
Dev	Developing
Beg	Beginning
Back to the top	

Image 3: 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.

KNOWLEDGE BASE - SCHEDULE (PORTAL)

Jessica's Assignments and Activities for 01/05/2011			
702even2-1 MATH			
In-Class Activities (not graded)			
Name	Test Activity	Date(s)	01/03/2011 - 01/14/2011
Description			
This is a test activity description			
Objectives			
this is a test activity objective			
References			
this is a test activity reference			

Image 4: Assignment Detail within Grade Book



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

Grades (Portal)

[Navigating the Student Grades Tab](#)

PATH: *Portal > Student > Grades*

The Student Grades tab displays recent assignments that have been graded, a list of term grades by course, and the student's current Term GPA. Parents and students are able to see all grading tasks and grades and can easily view all assignments for a particular course.

Parents and students are also able to view any newsletters the teacher has sent, and can email or call the teacher for more information on the student (as long as the school has recorded that information).

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	Percent
1 hour ago	1065 - Pottery 3	Clay Manipulation	92	100	92.0%
8 days ago	1100 - Jewelry 2	assignment 1	50	100	50.0%
8 days ago	1060 - Pottery 2	Missing flag *Missing	0	100	0.0%

Grades By Course

Quarters Full Year

Expand All Collapse All

Legend: In-Progress Grade Final Grade

- 5812-1 Ath Strngth & Cndtng - Godfredsen, Thomas
- 2390-5 English II W - Moran, Michael
- 3490-4 Foods Ntrtn 2 - Thomas, Beverly
- 1100-1 Jewelry 2 - Lengeling, Laura
- 1060-1 Pottery 2 - DenHartog, Ruth

Q1	Q2	Q3	Q4
- 1065-2 Pottery 3 - DenHartog, Ruth - Newsletter 04/17/2012

Q1	Q2	Q3	Q4
C+		A	B-

Image 1: Portal Student Grades

Navigating the Student Grades Tab

The following lists the items available on the Student Grades tab.

KNOWLEDGE BASE - GRADES (PORTAL)

Recently Graded Assignment

At the top of the Grades tab, a list of **Recently Graded Assignments** displays. This section works like a news feed, where assignments scored and saved by the teacher in the Assignments tool are instantly viewable in the Portal, noting when the score was last updated (1 second ago, 5 minutes ago, etc.). These assignments display for 14 days and appear in Posted Date order, which is the date the teacher added the grade in his/her Grade Book. The name of the course, name of the assignment and the score the student received, total points possible and percent is also listed.

The screenshot shows the Infinite Campus portal interface. On the left is a navigation menu for a student named Damian. The main content area is titled 'Grades' and contains a 'Recently Graded Assignments' table. The table has columns for Posted, Course, Assignment, Score, Total, and Percent. One assignment, '1060 - Pottery 2' with 'Clay Manipulation' as the assignment name, is marked as 'Missing' with a score of 0. A red box highlights the 'Missing flag *Missing' text, and a red arrow points from it to the 'Assignment Detail' section below. The 'Assignment Detail' for '1060-1 Pottery 2' shows a 'Score Detail' section with a 'Score' of 'Missing' and an 'Assignment Detail' section with a 'Name' of 'Missing flag'.

Posted	Course	Assignment	Score	Total	Percent
1 hour ago	1065 - Pottery 3	Clay Manipulation	92	100	92.0%
8 days ago	1100 - Jewelry 2	assignment 1	50	100	50.0%
8 days ago	1060 - Pottery 2	Missing flag *Missing	0	100	0.0%

Assignment Detail for 1060-1 Pottery 2

1060-1 Pottery 2
Teacher: DenHartog, Ruth
Phone: (555)110-3880
[Grade Book view for 1060-1 Pottery 2](#)

Score Detail

Score: Missing
Comments: *Missing

Assignment Detail

Name: Missing flag
Due Date: 04/09/2012
Date Assigned: 04/09/2012
Total Points: 100
Multiplier: 1
Description:

[Grade Book view for 1060-1 Pottery 2](#)

Image 2: Assignment Detail

Assignments display in the Recently Graded Assignments list as follows:

- Assignments display in the recent assignment list for 14 days once the students score has been entered or modified.
- Assignment flags display to the right of the assignment name.
- Assignments marked as Missing or Cheated will display even when a score has not been entered.
- Dropped and Exempt assignments will not display in the recent assignments list.

KNOWLEDGE BASE - GRADES (PORTAL)

- If an assignment is marked as Turned In, Incomplete or Late, it only displays in the recent assignments list when a score has been entered.
- Unscored activities do not display in the recent assignments list.
- If a teacher modifies an existing score it will display in the recent assignments list for 14 days.

Additional information about the assignment is found when clicking on the name of the assignment. See the [Student Schedule](#) section for more information on this view.

Grades by Course

A summary of course grades can be viewed for each term schedule in the calendar. The course section grades include Final Grades (if available) and In-Progress Grades (grade the student currently has) for each grading task and standard.

- ✓ With the release of E.1306, when a student has dropped a course, posted grades will still appear in the Grades tab, but In Progress scores will not.

These courses can be collapsed to display only the available links for each section.

The student's **Grade Point Average** displays at the bottom of this view for each term in the school year.

Grades By Course

Quarters Full Year

Expand All Collapse All

In-Progress Grade Final Grade

- 5812-1 Ath Strngth & Cndtng - Teacher, Geoffrey
- 2390-5 English II W - Teacher, Michael
- 3490-4 Foods Ntrtn 2 - Teacher, Beverly
- 1100-1 Jewelry 2 - Teacher, Laura
- 1060-1 Pottery 2 - Teacher, Ruth
- 1065-2 Pottery 3 - Teacher, Ruth - Newsletter 04/17/2012

	Q1	Q2	Q3	Q4
Quarter Grade		57.1% F	D+	
Any time Standard	5			
New Standard		4.0% F	2	1
New Standard copy	100.0% 7			
Semester Grade	B-			B+
One time Standard				

Image 3: Grades by Course

Click the Name of the Course to view details of that course. This same view is displayed when selecting

KNOWLEDGE BASE - GRADES (PORTAL)

the Grade Book icon from the [Schedule](#) tab.

Select the Teacher's Name to display contact information (phone number and email) in a pop-up window. The Primary Teacher of the course will display first, followed by any other teacher assigned to the course.

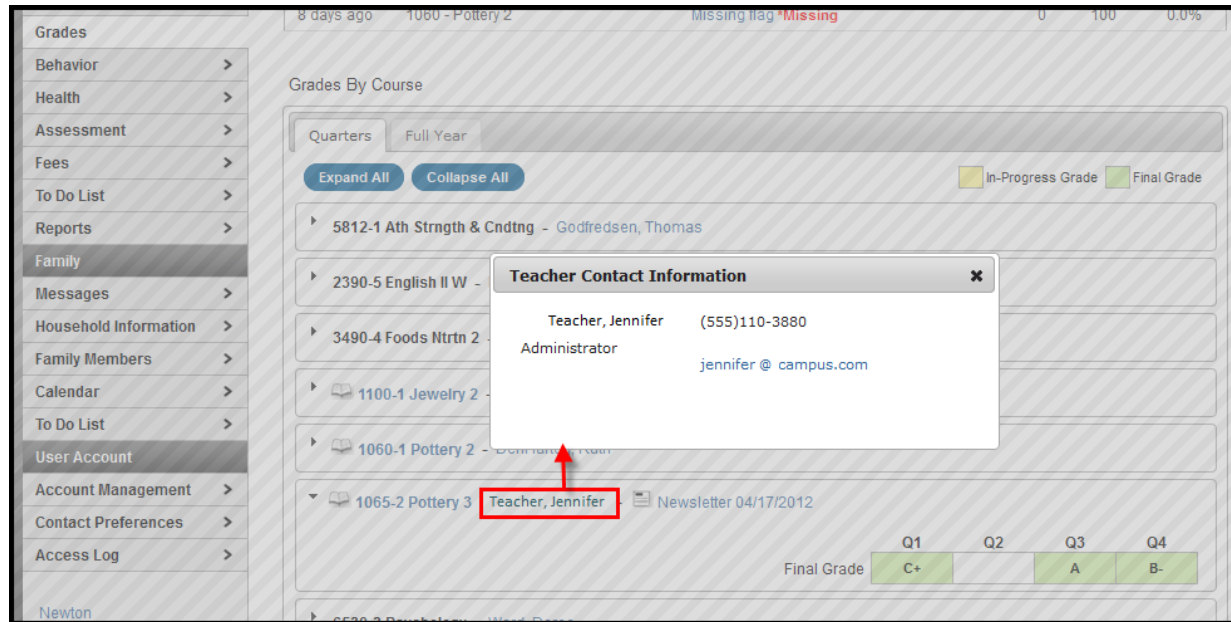


Image 4: Teacher Contact Information

Select the Newsletter link to view the newsletter the teacher created. This action displays newsletters for the selected course by date, allowing the parent or student to navigate all available newsletters and print the information as desired. If the teacher does not have any newsletters or the feature has not been turned on by the district, this option will not appear for selection.

KNOWLEDGE BASE - GRADES (PORTAL)

Grades
Behavior
Health
Assess
Fees
To Do Li
Reports
Family
Message
Househ
Family M
Calenda
To Do Li
User Account
Account Management
Contact Preferences
Access Log
Newton

Newsletter for 1065-2 Pottery 3

Newsletter 1 of 1

Teacher: Teacher, Ruth

Date: 04/17/2012

Pottery Newsletter 4/18/2012

This week in pottery we will be discussing in further detail the manipulation of clay. Students will learn how to free form the clay, mold the clay and prepare it for firing in the kiln.

al Grade

1065-2 Pottery 3 - Teacher, Ruth
Newsletter 04/17/2012

	Q1	Q2	Q3	Q4
Quarter Grade		57.1% F	D+	
Any time Standard	5			
New Standard		4.0% F	2	1
New Standard copy	100.0% 7			
Semester Grade	B-			B+
One time Standard				

Image 5: Teacher Newsletter Display

- ✓ Features on this tab require settings to be selected by the district. If you have concern about this tab, please contact your district.