

Campus Portal for Parents

May 2008

User Guide

Objectives:

Accessing the Campus Portal

Viewing Student Information

User Guide – Campus Portal for Parents

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Introduction to this User Guide

This user guide provides information on how parents and students can access the Campus Portal. Detailed instructions are available for logging into the Portal, viewing student data and generating available reports.

The information in this document is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains instructions and graphics to guide the user through the process.

This document is written for the user of the Portal, not the school or district personnel.

Documentation and Support

Parents should contact the school or district for issues with the Campus Portal.

Feature Updates

As of the date of this document, no changes have been made to the features discussed within this document.

Hardware Requirements

The following are the supported platforms for the Campus Portal. School districts may have additional requirements. Contact the district for additional information.

PC: Campus supports Windows Vista, XP, and 2000 Professional.

Macintosh: Campus supports Mac OS X and OS 9.2.2.

Operating System

Windows 2000 Pro

OS X / OS 9.2.2 (until 06/08)

2000 Pro or XP

Vista OS X

Processor P3 G3 P4 1 GHz 32-bit G4

RAM 256 256 512 1 GB 512

Internet Browser

IE 6.0

Firefox 2.0.x

Safari 1.3.2 Camino 1.0

Firefox 2.0.0.6

IE 6.0

Firefox 2.0.x

IE 7 Safari 2.0.x

Camino 1.5.1

Firefox 2.0.0.7

Platform Supported Minimums Recommended Minimums

Java Plug-in Java 1.5.10 Java 1.3.1

Apple Java (MRJ 2.2.5

for OS 9.2.2)

Java 1.5.10 Java

1.5.10

Java 1.3.1

* Vista users: Please refer to Vista Disclaimer

Vista Disclaimer

Campus supports Vista with the following warning:

Users should be aware that operating Vista at or below the Microsoft minimum requirements is likely to cause performance issues with Campus reporting and application processes. Vista users should also be aware that third-party applications may significantly decrease the performance of web-based applications running in the IE 7 browser.

Campus recommends that Vista users exceed Microsoft's minimum requirements and perform extensive performance testing within the Campus application to determine the proper hardware configuration needed for desired performance levels.

NOTE: For additional requirements, contact the school's/district's Campus Administrator.

Access to the Campus Portal

The district determines access to Campus Portal. Instructions for receiving a user name and login are provided by the school or district. The school or district will also provide the URL for access to the Campus Portal. Visit the district's Web site or contact the school for more details. Accessibility to the various screens stated 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.

Involvement in a student's academic life opens communication between the parent, student and school. Using the Campus Portal to review daily attendance, behavior items and assignments aids in the student being more active and aware of their academic success.

Security Features

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

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 to the links to which they have been given permission, to ensure student privacy.

The Campus Portal 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 is case sensitive. In addition, the district's administrator may force users to reset their passwords from time to time. By default, the system will automatically end any user session that has been dormant for 60 minutes. This may vary from district to district since the district can establish the timeframe for session timeouts.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to contact the school or district to have the account reactivated. Additional security settings include an access log, and options to change and contact account information.

Navigating the Campus Portal

Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent's name will appear under the Campus Portal header. Each student's name is listed below, with links to their school information.

Information is explained in order of appearance within the Campus Portal.

School and District Notices

When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.

Viewing the left navigation of the screen, and scrolling down the list of options, the user may find:

Family

This is the demographic information about the student's family, such as address, email, phone and a list of other members within the household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable.

The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in a traditional family, there may be one 5

household with two parents, the student and siblings living at one address with both parents having full access to all information.

In the situation of a blended or split family, a student may be listed in two households at different addresses and with different sibling structures. The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Calendar

There are two calendars listed here: Calendar under the Family heading and Calendar under the student's name.

The Family Calendar link displays school and district notices, special events or "no school" notices. It also provides a list of all the student's assignments that are due on a certain day. The user can view a quick snapshot of the student's coursework to track upcoming homework and avoid missing or late assignments.

The Calendar link underneath a particular student's name will only show information for that student. It displays assignments that are due on a specific day, as well as events specific to that student and school. This can help you track the coursework for the particular individual student to avoid missing or late assignments.

To Do List

The To Do List provides a summary of assignments that are due and/or late. This list, like the Calendar icon, appears for the Family and for the Student.

The individual To Do List displays course, assignment, date assigned, due date and days remaining/overdue. Days remaining/overdue is the difference between the due date and today's date.

Individual To Do List
Household To Do List

Class Schedule

Parents may need to know where their student is during the day, or may be curious what classes their students are taking and when. The Class Schedule lists the student's classes in each period and each term, along with the time and location it meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. To help manage homework time, parents and students can see assignments and grades by clicking on the class name within the period. To view the assignments, click on the Notebook.

This will bring up the detailed assignment information, with possible points and scores for all assignments in that class. The users will also be able to see late or missing assignments, so there are no surprises at conference time. In some districts, posting assignments is optional for teachers.

If there is an envelope link in the class schedule, the user may click on it to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated. In some districts, providing a teacher email contact is optional.

Teacher Newsletter

The Teacher Newsletter provides a way for teachers to communicate with all course sections within Infinite Campus. This tool eliminates the need for the teacher to print off announcements and other types of communication. Parents and students can review the newsletter as often as desired, increasing communication between teacher and parent and eliminating lost messages sent from a teacher to a student's backpack.

To access the Teacher Newsletter from the Portal, navigate to the Schedule of the student. Select the date, which is found below the course name and teacher name. A PDF view of the newsletter will appear.

The parent can decide to print the information by selecting the print icon. The newsletter will remain either until the end date of the newsletter or until a new entry is provided by the teacher.

Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking a student's attendance is easy. Either teachers or the building's attendance clerk enters absences and tardy designations for each class as they occur. These absences are posted immediately after the teacher or clerk saves the input, so the parent can see if and when any classes are missed.

If the school subscribes to Campus Messenger or Campus Messenger with Voice, parents may elect to be immediately contacted via email or phone when their student is absent or tardy.

Campus Messenger and Campus Messenger with Voice is optional for schools.

When viewing attendance through the Portal, however, the color indicates whether absences were excused or not. District policy determines the definitions of the terms below for the color coding system for attendance.

Color Code Definition 7

- **White Excused** Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, college visits, etc.
- **Red Unexcused** Districts have determined these are not excused absences. This might include family vacations; driver's training class, etc.
- **Yellow Unknown** The school has not been contacted with a reason for the absence.
- **Green Exempt** These are usually school-sponsored events such as field trips, concerts or athletic activities, etc.

Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices. Reports list a student's schedule and any transcripts or report cards available.

If applicable, a student's Individualized Learning Plan (ILP) may be listed here. An ILP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and helping to view education broadly and coherently. Parents can view the progress and accomplishments of each student's ILP 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 must be designed for one student and must be a truly *individualized* 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. The IEP is the cornerstone of a quality education for each student with a disability. Adobe Acrobat Reader is required to view these reports.

Other Links

Links to the school or district Web site available via the Campus Portal include:

Link Definition

Access Log

This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login.

Change Account Info

Parents are given the rights to change their account information online. Parents can only change the password, not the username.

Log Off

When finished using the portal, parents and students must click the log-off option.

Change Contact Info Parents can email the school district to change their email address, mailing address, etc. For schools using Campus Messenger with Voice, phone numbers and language preferences are also available.

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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.

Selecting a language will redisplay the chosen screen and all other screens in that language until another language is chosen.