

Campus Portal for Parents and Students

August 2011



This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2010 Infinite Campus, Inc. All rights reserved.

INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

Campus Portal for Parents and Students

[Overview](#) | [Accessing the Portal](#) | [Access to the Campus Portal](#) | [Security Features](#) | [Navigating the Campus Portal](#) | [Family Section](#) | [Student Section](#) | [User Account](#) | [Other Links](#) | [Portal Languages](#)

✓ 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*

Each district that uses Campus is provided with Portal functionality. Schools should allow the use of the Portal only after data within Campus is accurate. Campus settings should have been verified, addresses should be correct, grades entered, etc.

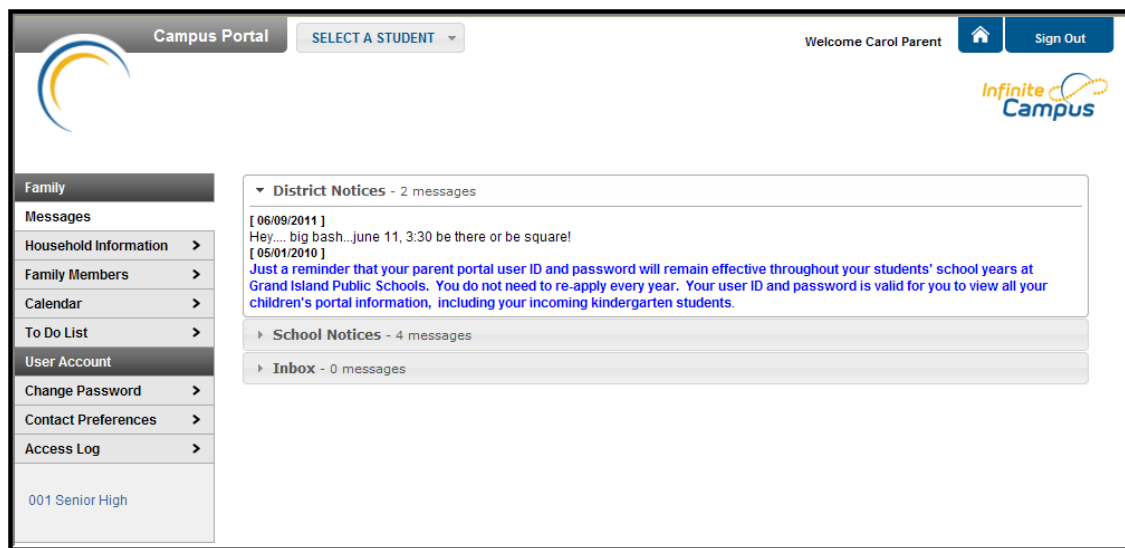


Image 1: *Campus Parent Portal*

Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the [Relationships](#) tool. Students can also be given access to the Portal, but they will only be able to access their own information.

✓ Infinite Campus recommends that districts require all Portal users to sign an "Acceptable Use" policy before allowing Portal access. A district may also wish to require that Portal users sign a Web Access Agreement. See the [Suggestions for Portal Policies Section](#) at the end of this article for further guidance.

The Portal web address is `https://<campus district access>/databasename/portal/<district name>.jsp`. Thus, a district

with a web application name of ICCampus and a district name of ICCSS would have a portal address of: <
https://campus.iccampus.k12.state.us/campus/portal/ICCSS.jsp_>.

The home page of the Portal is a login page:

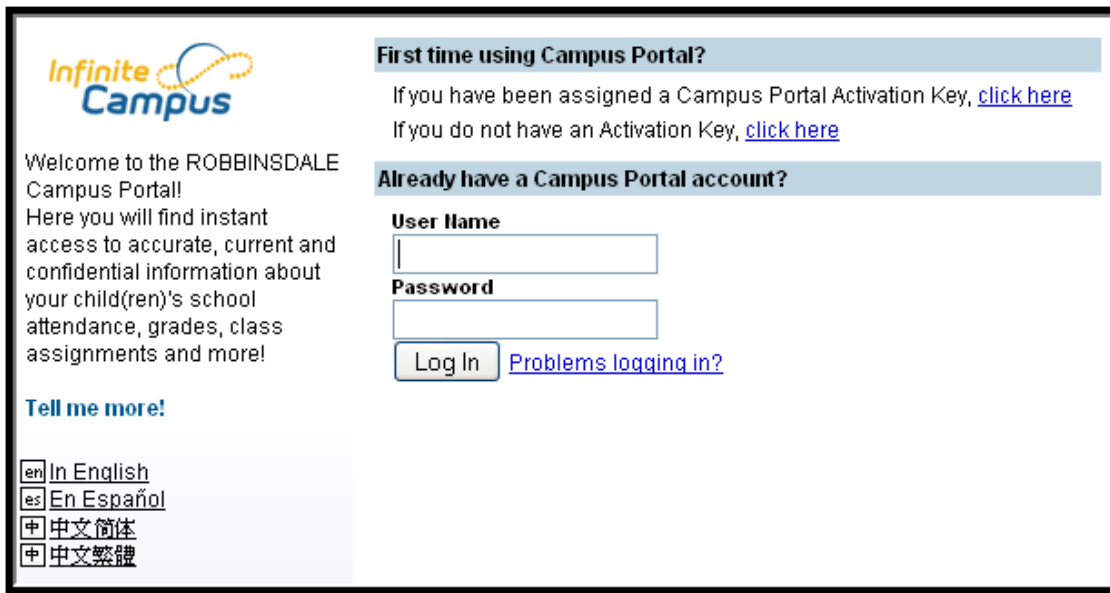



Image 2: Portal Login


 Not all options mentioned here may be available.

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.

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.

Infinite Campus

Welcome to the GRAND ISLAND PUBLIC SCHOOLS Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

Tell me more!

[en In English](#)
[es En Español](#)
[中 中文简体](#)
[中 中文繁體](#)

First time using Campus Portal?
 If you have been assigned a Campus Portal Activation Key, [click here](#)
 If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

Image 2: Campus Portal Sign In

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 Portal allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least six 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 may 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 (usually between 25 and 60 minutes). This may vary from district to district since the district can establish the duration before the session times out.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will

need to contact the school or district to have the account reactivated.

If enabled by the district, additional user account settings are found in the [User Account](#) section of the navigation pane. Users are able to change their account password and see the account access log.

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 3: 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.

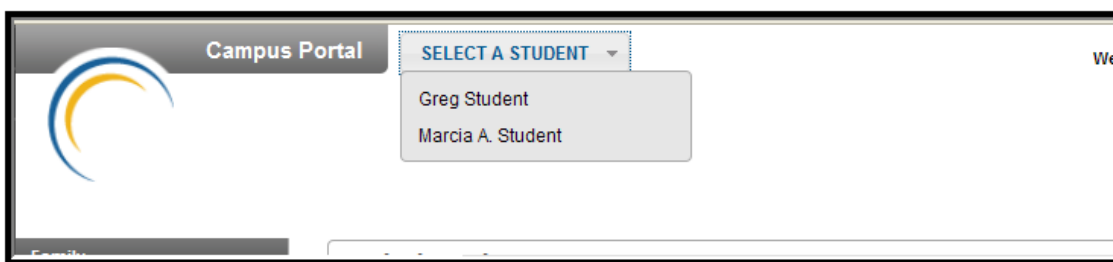


Image 4: Switch Student Option

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.

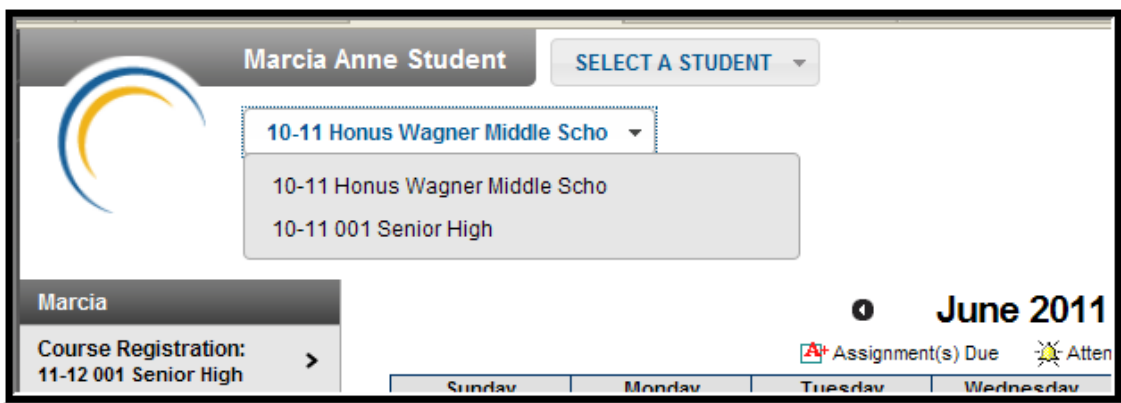


Image 5: Switch School Option

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.

The following information is detailed in order of appearance, beginning with the Family and Student sections and then the User Account section of the navigation pane.

Family Section

The following sections describe the various tabs which appear in the Family section. Districts can control what information appears in the Campus Portal, so it is possible that not all of the following tabs will appear for all users. When a tab in the Family section is selected the user will be removed from the context of a student if one was selected in the switch student drop list.

Messages

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.

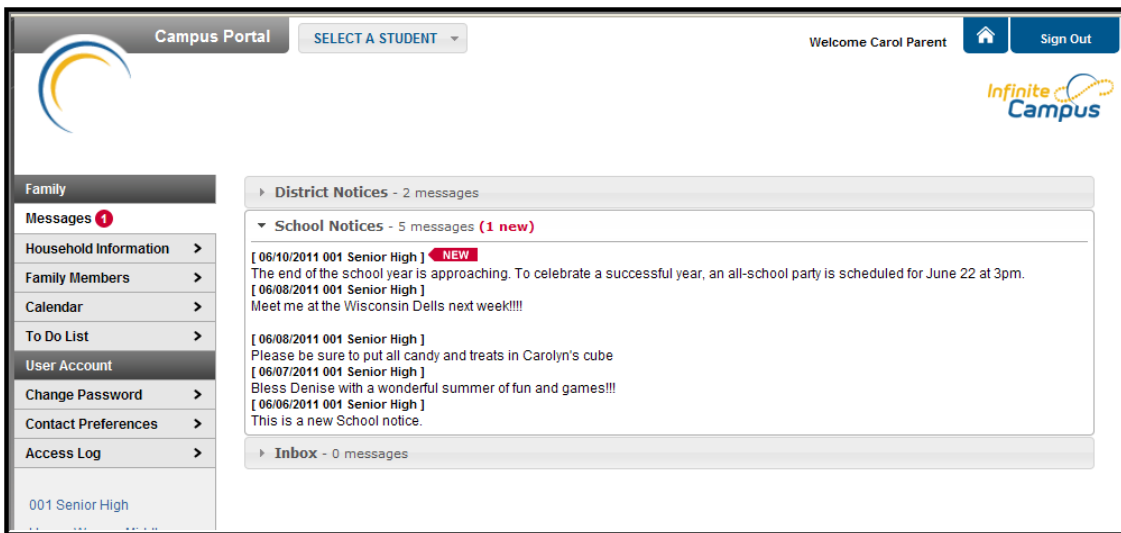


Image 6: Messages

A count of all messages is noted next to the message type. An indication of new messages since the last visit will appear in the left hand navigation pane. The new message is also noted by a NEW flag and the message toggle field lists the number of new messages in that section.

Household Information

This tab lists the household phone number and all current addresses of the household.

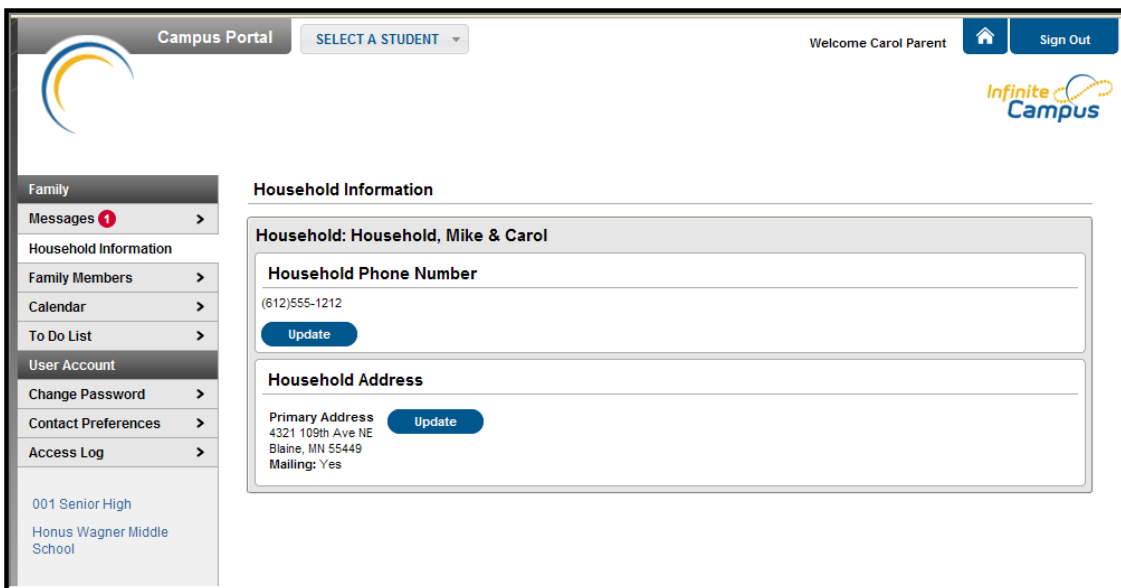


Image 7: Portal Household Information

Updating Household Information

Depending on district settings, parents/guardians may have the opportunity to review and request changes to household information that includes requesting a change to the household address(es) and a change to the household phone number.

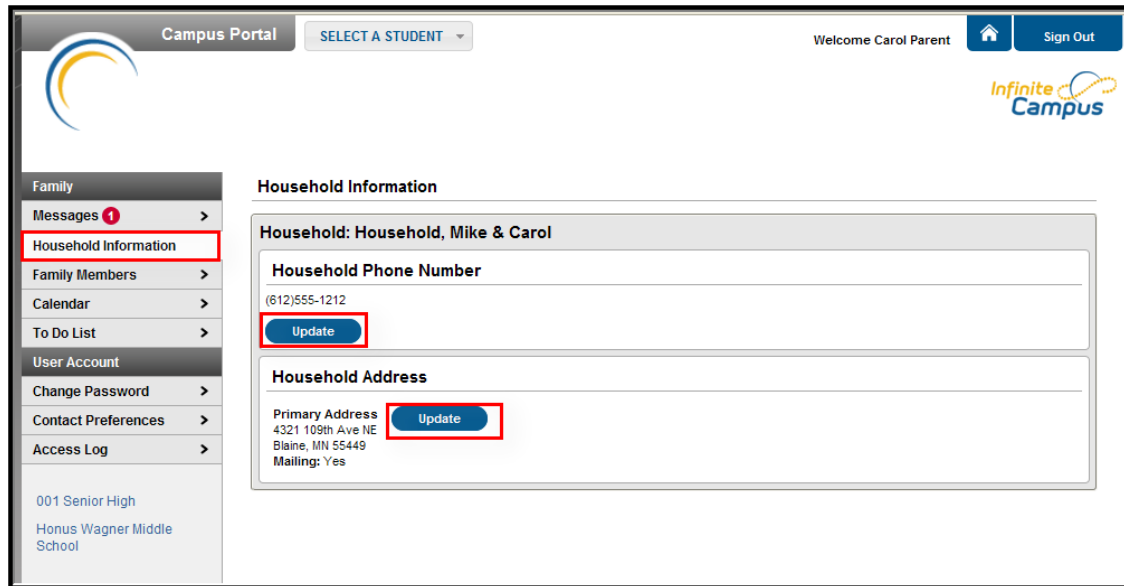


Image 8: Update Household Information Options

- ✔ Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Household Information

Update Phone Number

1. Click the **Update** button below the **Household Phone Number** field. A pop-up window will appear.
2. Enter the updated 10-digit household number (i.e., area code plus number).
3. Enter any **Comments** related to the modified information. These comments are seen by the staff person processing the request.
4. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
5. Click **OK** to return to the **Household Information** view.

- ✔ Updating this phone number will update the home phone number for all members of the household.

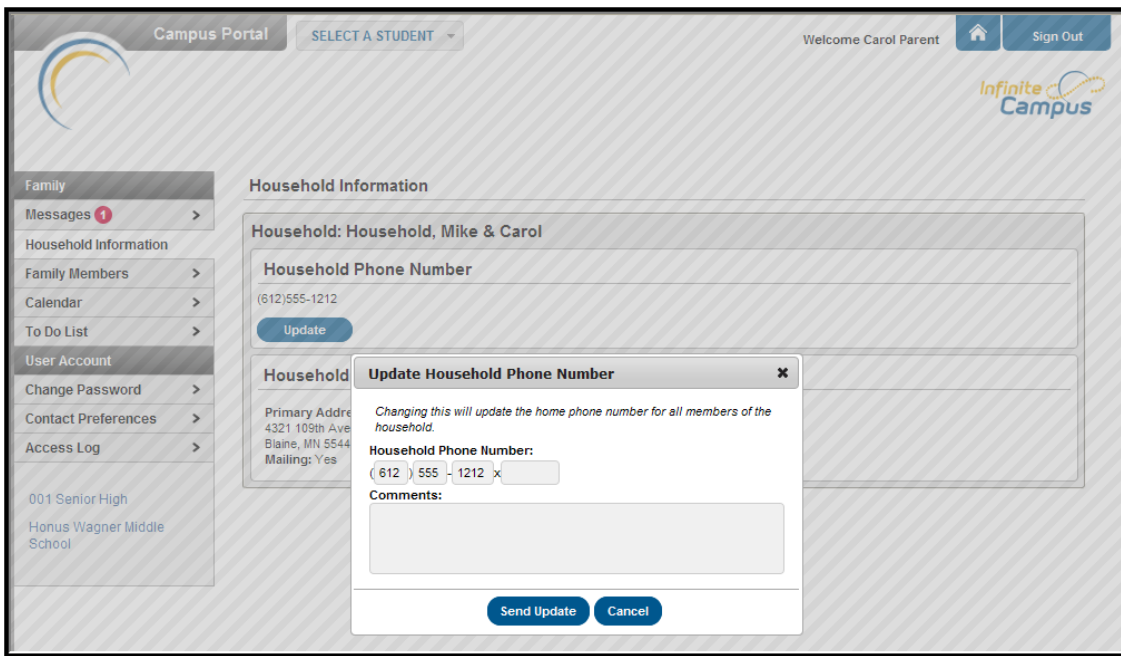


Image 9: Update Household Phone Number

Update Household Address

1. Click the **Update** button next to the Address that should be changed (a household may have more than one address). A pop-up window will appear.
2. Enter the correct address information in the appropriate fields. For definitions on these fields, see the [Address Fields](#) table following these instructions.
3. If mail should be sent to this address, mark the **Send mail to this address** checkbox.
4. Determine the type of change for this address and select the correct radio button.
 - a. I am changing my address because I moved or will be moving. This selection requires the entry of an Address Effective Date, meaning the address change will not take effect until the date entered (all mail sent between now and the effective date will be sent to the existing address). A calendar pop-up will display to easily select the date the new address should take effect.
 - b. I am correcting my address information because it was incorrect.
5. Enter any **Comments** related to the modified information. These comments are seen by the staff person processing the request.
6. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
7. Click **OK** to return to the **Household Information** view.

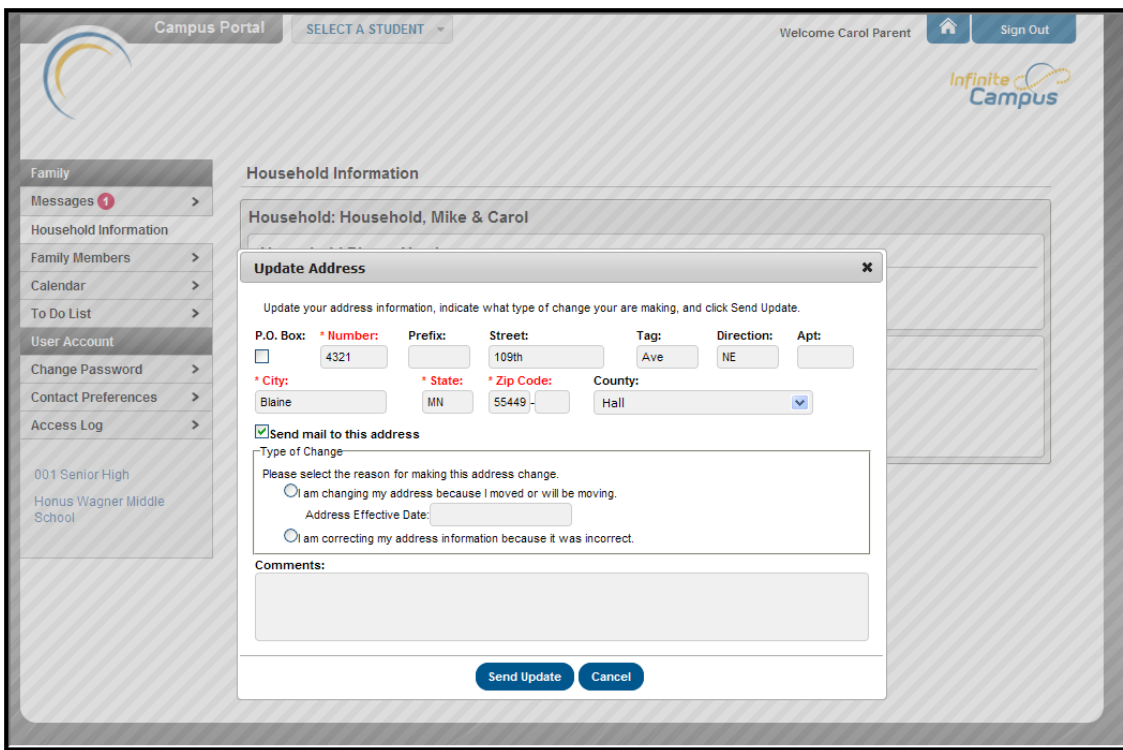


Image 10: Update Household Address Request

To cancel these requests, click the **Cancel** button.

When the district approves or denies a request, a message will be visible on the Portal in the Inbox section indicating the request has been processed.

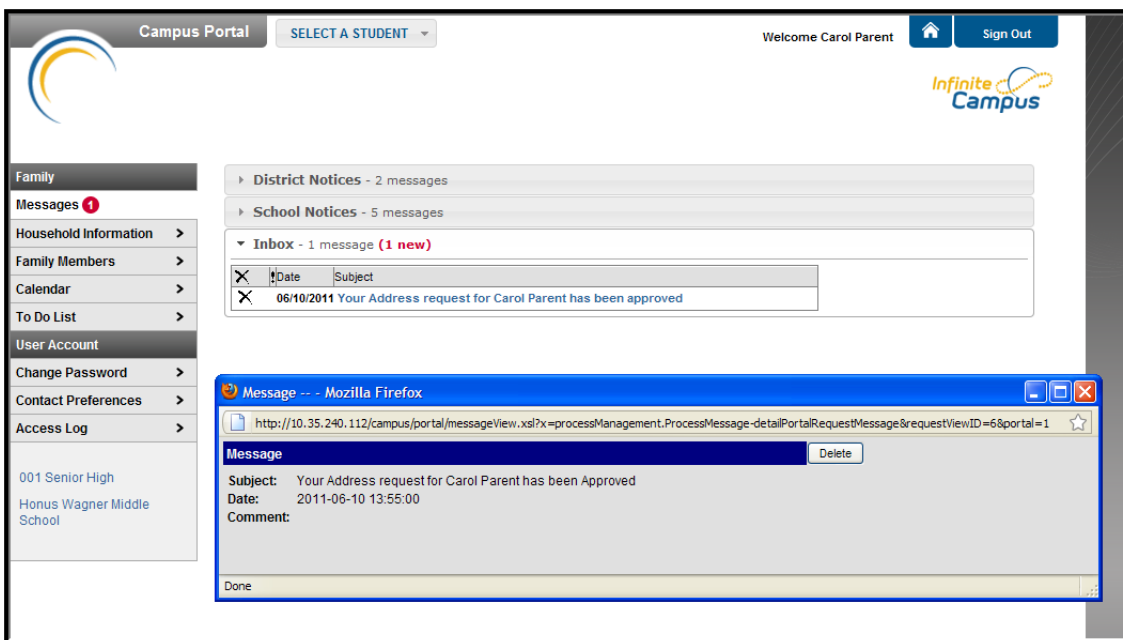


Image 11: Update Request - Process Message

Address Fields

Field	Definition
P.O. Box	Indicates the address is not a street address and mail is sent to the resident Post Office for collection. When a household has a P.O. box as the mailing address, a second address is often listed for transportation (bus) drop offs.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , South is the prefix.
Street	Name of the street. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555</i> , 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.

Family Members

This tab details the demographics information of all household members. Here, parents can review each person's contact information and relationships between all household members..

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.

Updating Family Member Information

Depending on district settings, parents may have the opportunity to review and request changes to Family Member data. Parents can request changes to the following fields:

- Contact information, including:
 - First Name, Middle Name, Last Name, Suffix and Gender (for non-students only)
 - Cell Phone
 - Work Phone
 - Other Phone
 - Email Address
- Relationships
 - Type of relationship
 - Contact Order
 - Legal Guardian Relationship

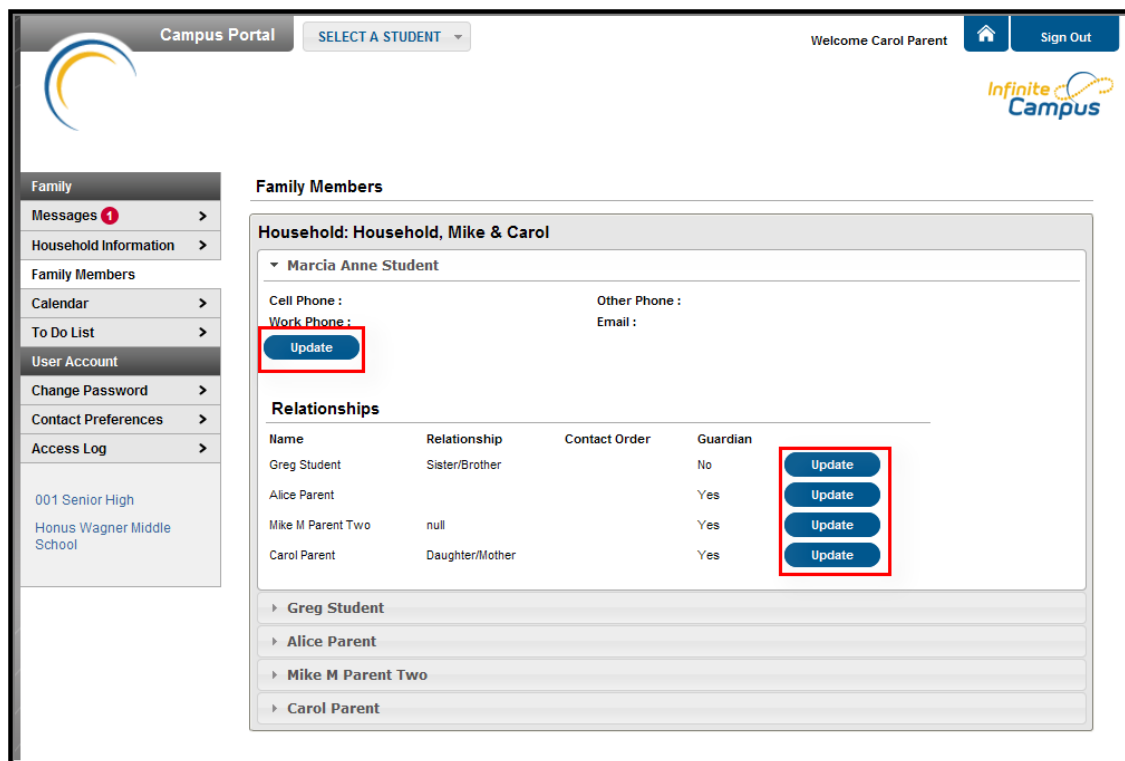


Image 12: Update Options for Family Members

- ✔ Requests to change census data will be reviewed by district personnel and approved accordingly. There may be a short lag time between the time the request for change was submitted and when changes are reflected.

Updating Contact Information

1. Select the appropriate family member for which to request a change in information.
2. Click the **Update** button below the **Work Phone** field. A pop-up window will appear.
3. Enter the updated contact information. For phone numbers, enter the 10-digit number (i.e., area code plus number); for email addresses, enter the full email address (i.e., name@internetprovider.com).
4. Enter any **Comments** related to the requested information. These comments are seen by the staff person processing the request.
5. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
6. Click **OK** to return to the Family view.

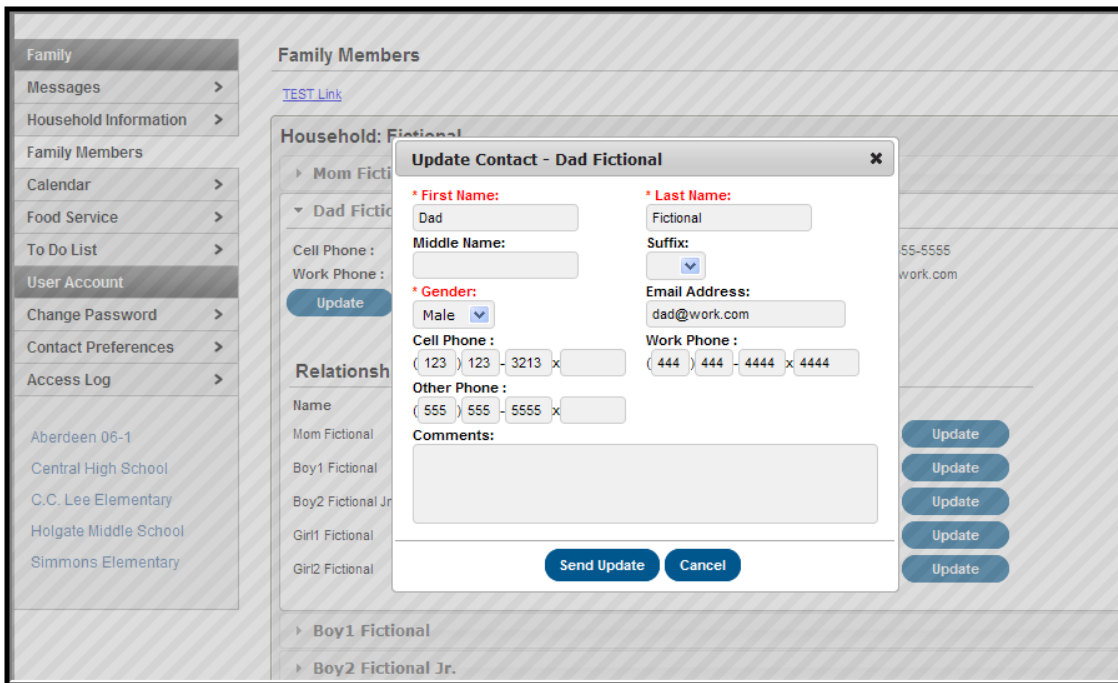


Image 13: Update Contact Information

Updating Relationship Information

1. Select the appropriate relationship to request a change in information.
2. Click the **Update** button to the right of the person's name. A pop-up window will appear.
3. Select the relationship between the person's information that is currently being viewed and the chosen person. This is a required field.
4. Enter the Contact Order for this relationship.
5. Select whether the relationship is a **Legal Guardian Relationship**.
6. Enter any **Comments** related to the requested change in information. These comments are seen by the staff person processing the request.
7. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
8. Click **OK** to return to the Family view.

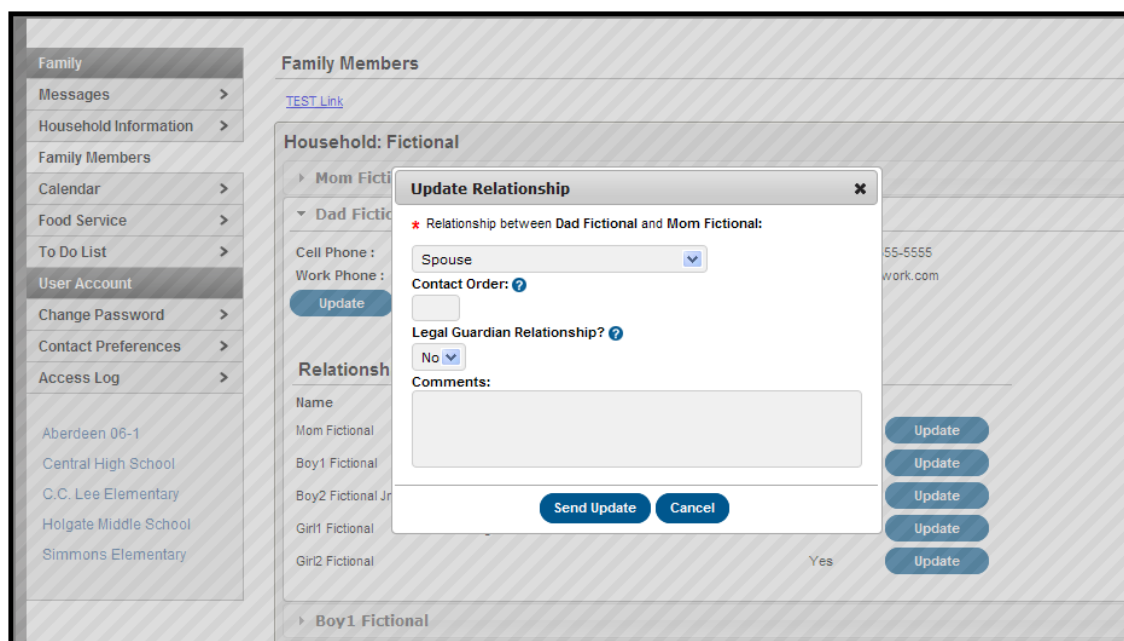


Image 14: Update Relationship Information

Calendar

The **Calendar** tab, when accessed from the Family section displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

Image 15: Family Calendar

All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content.

✔ For additional information on attendance features in the Portal, see the [Attendance](#) article.

Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Period	Course	Time	Description	Comments
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ADNE: ADMINISTRATIVE-NOT EXCUSED	
1	802 MATH	08:15 AM - 09:00 AM		
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	ADNE: ADMINISTRATIVE-NOT EXCUSED	
3	822 PHYS ED	10:01 AM - 10:46 AM		
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM		
5	813 FCS	11:42 AM - 12:17 PM	ADNE: ADMINISTRATIVE-NOT EXCUSED	
6	888 LUNCH	12:19 PM - 01:10 PM		
7	805 SCIENCE	01:12 PM - 01:55 PM		
8	202 PULL OUT MATH	01:57 PM - 02:42 PM		
ACT	110 TEAM MATES	03:31 PM - 03:32 PM		

Kid2 "Happy"

Course Registration:
11-12 Newton Senior High School >

Calendar >

Schedule >

Attendance >

Behavior >

Health >

Assessment >

eTranscripts >

Graduation Planner >

Transportation >

Fees >

School Choice >

To Do List >

Reports >

Demographics >

Family

Messages >

Household Information >

Family Members >

December 2010

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
05	06	07	08	09	10	11
12 <i>In Service Inclement Weather</i>	13 <i>Holiday - Other</i>	14 <i>Inclement Weather</i>	15	16 <i>Kid2 "Happy"</i>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Image 25: Student Calendar

Icons indicating **Assignments Due** and **Attendance Events** are also links to additional content. See the section on the Family [Calendar](#) for a further description of these links.

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

Calendar >

Schedule >

Attendance >

Behavior >

Health >

Assessment >

Graduation Planner >

Transportation >

Fees >

School Choice >

To Do List >

Reports >

Diabetic >

Early Entry >

Family

Messages >

Family Members >

Calendar >

Course Schedule

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.

= Click on Class Name for Current Assignments and Scores
 = Click on Teacher Name for Email
 = Click on Date for Current Newsletter

	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 POHLMEIER L Rm: 809	801B-2 LANGUAGE ARTS POHLMEIER L Rm: 809	801B-2 LANGUAGE ARTS POHLMEIER L Rm: 809	801B-2 LANGUAGE ARTS POHLMEIER 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 HIST TECH (Day Odd) ZLONKE P Rm: 503 Lab B	821S-1 HIST TECH (Day Odd) ZLONKE P Rm: 503 Lab B
	821-2 HIST TECH (Day Even) Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	821-2 HIST 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 26: Student 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 and a date under a teacher's name indicate that the teacher has posted a newsletter. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher 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 as 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 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 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 Assginment 1	10/10/2010	10/01/2010	55		Many assignments are late and incomplete

Image 27: Grade Book for a Course

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 28: 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.

Grade Book Assignment Detail for 702even2-1 MATH

702even2-1 MATH
Teacher: Kom, Mom A

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Score Detail	
Score	55 (55.000%)
Comments	Many assignments are late and incomplete

Assignment Detail	
Name	Standard Assginment 1
Due Date	10/10/2010
Date Assigned	10/01/2010
Total Points	100
Description	Test standard assignment description
Objectives	test
References	test

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Image 29: Assignment Detail within Grade Book



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

Attendance

Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student. The **Calendar** allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 202 PULL OUT MATH	LARSEN C	2	0	0	1
▶ 801B LANGUAGE ARTS	POHLMEIER L	3	0	0	0
▶ 802 MATH	FALLDORF I	2	0	1	0
▶ 804 SOCIAL STUDIES	BRIDGER L	2	0	0	0
▶ 805 SCIENCE	CARPENTER C	2	0	0	1
▶ 813 FCS	BUSHHOUSEN L	2	0	0	0
▶ 814 ART B	CYBORON G	1	0	0	0

Image 30: Student Attendance

The attendance colors are defined as follows. These definitions can vary by district.

Color	Code	Definition
Green	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, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
Grey	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
Yellow	Unknown	The reason for the absence has not been verified by school staff. <div style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc;"> Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned. </div>

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. Attendance Details displays a detailed view of the day listing each period long with the course and time detail.

If an attendance event occurred on the day, then the attendance code and description will display in the **Description** column. If a school has selected attendance comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top right corner to return to the original screen.

Period	Course	Time	Description	Comments
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ERex:Early Release Excused	
1	802 MATH	08:15 AM - 09:00 AM	ERex:Early Release Excused	
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM		
3	821 INST TECH	10:01 AM - 10:46 AM		
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM		
5	813 FCS	11:42 AM - 12:17 PM		
6	888 LUNCH	12:19 PM - 01:10 PM		
7	805 SCIENCE	01:12 PM - 01:55 PM		
8	202 PULL OUT MATH	01:57 PM - 02:42 PM		
9	833 VOCAL MUSIC	02:45 PM - 03:30 PM		
ACT	110 TEAM MATES	03:31 PM - 03:32 PM		

Image 31: Attendance Detail for a Specific Date

Each summary tab provides a detailed view of the students period-based attendance. Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the Attendance Details for the day. When a period count link is selected a pop up displays excuse type detail. The Period tab allows the user to move from one term to the next using the arrows located below Attendance Summary by Period. The Term tab offers an additional column displaying Whole/Half day attendance for each term.

Course Period Day Term

Attendance Summary by Period

Term: **QT2**
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
▼ PT (08:00 AM-08:13 AM)	2	0	1	0
01/03/2011 Monday - Present Exempt				
01/04/2011 Tuesday - Early Release Excused				
01/07/2011 Friday - Absent Unexcused				
01/10/2011 Monday - Absent Excused				
▶ 1 (08:15 AM-09:00 AM)	1	0	1	0
▶ 2 (09:03 AM-09:59 AM)	2	0	0	0
▶ 3 (10:01 AM-10:46 AM)	1	0	0	0

Image 32: Attendance Summary by Period

In the Attendance Summaries, numbers or dates indicating attendance events can be clicked on to generate an additional detail screen about that attendance event or day. Clicking a number, such as an absence total, will display a detail screen as in the image below, describing attendance events as Excused, Unexcused, Exempt or Unknown..

Course Period Day Term

Attendance Summary by Day

Date	PT	1	2	3	4	5	6	7	8	9	ACT
01/18/2011 Tue											
01/11/2011 Tue											
01/10/2011 Mon	A	A	A	A	A						
01/07/2011 Fri	A	A									
01/05/2011 Wed					E						
01/04/2011 Tue	E	E									
01/03/2011 Mon	P	P	P	P	P	P	P	P	P		
10/04/2010 Mon	A	A	A	A	A	A	A	A	A	A	
Absent Totals	3	2	3	2	2	3	2	2	2	2	0
Tardy Totals	0	0	0	0	0	0	0	0	0	1	0
Early Release Totals	1	1	0	0	0	0	0	0	0	0	0
Present Totals	0	0	0	0	0	0	1	1	1	0	0

Absent Details ✕

Period: PT

Excused	2
Unexcused	1
Exempt	0
Unknown	0

Image 33: Attendance Detail Screen

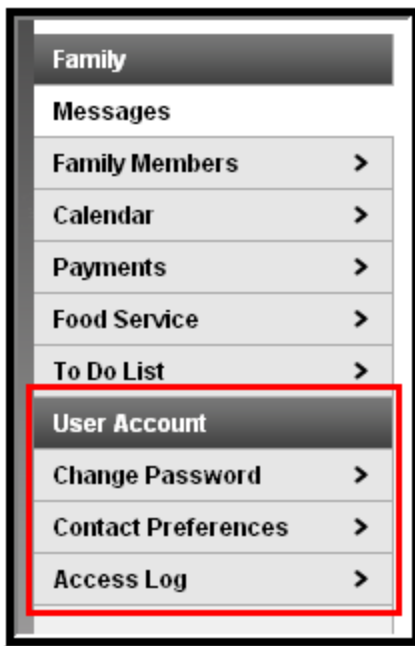


Image 47: User Account Toolbar

Change Password

Some districts require users to reset their passwords from time to time, but users also have the option of changing their passwords at any time. See the [Security Features](#) section above for guidelines on creating strong passwords.

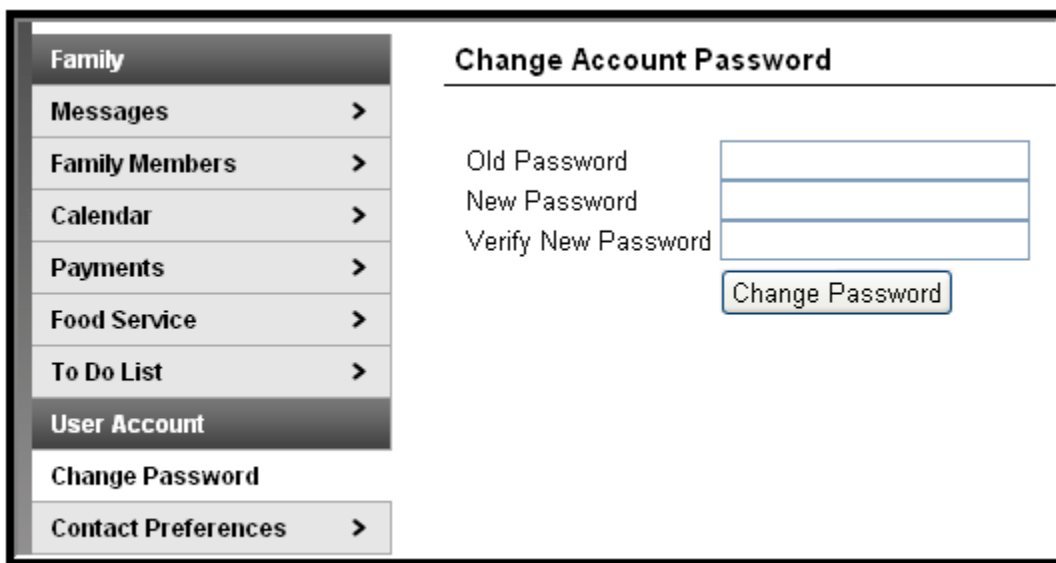


Image 48: Changing User's Password

Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Not all districts use this program. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address, such as high priority, attendance, behavior and general notices. Users can also use this tab to select the preferred language for messages, English or Spanish.

✔ See the [Change Contact Info](#) article for additional information.

Message Contact Preferences

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (555)263-7482	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (555)101-1024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (555)332-7683	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (555)110-5122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language:

Image 49: Message Contact Preferences

✔ See the [Change Contact Information \(Portal\)](#) article for more information about this option.

Access Log

This tab lists the IP addresses from which parents access the Portal, the times it was accessed and whether the login was successful.

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 link 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 tab are not translated.

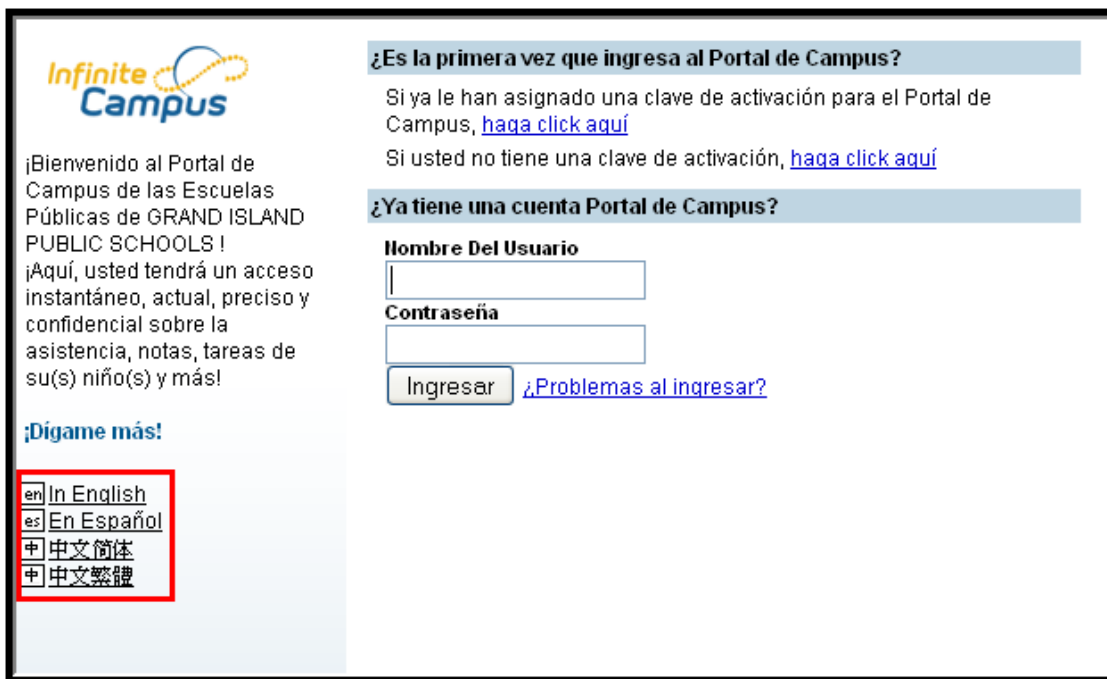


Image 50: Campus Portal in Spanish

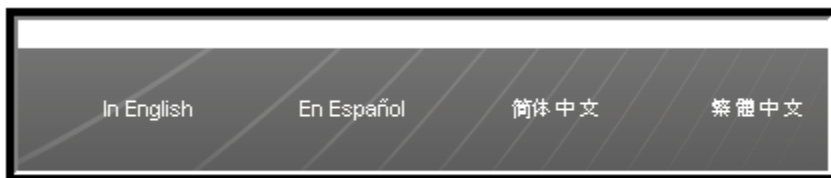


Image 51: Language Selection at the Bottom of the Portal