

Navigating the Campus Portal

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 to which the user has access is listed below, with links to their school information.

School and District Notices

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

Family

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

The household is based on the relationships established between students, guardians and siblings. This definition fits the traditional family model as well as other organizations, such as a student who belongs to two different households.

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.

(**Note: this information may be out of date for the first few weeks of school until all the information you provided on the registration form is updated) If it remains outdated after October 1, please inform the office of the correct information.

Calendar

Calendars appear in two places in the Portal, one which applies to the family as a whole and one under each student's index.

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

The Calendar Link underneath a 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 or school. This tool can help track the coursework for an individual.

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, date due and days remaining/overdue. Days remaining/overdue is the difference between the date due and the current date.

Class Schedule (turned off until the first day of school)

The Class Schedule lists the student's classes in each period and term, along with the time and location the class meets. Parents can use this tool to find out where their student is during the day or what classes they are taking.

Parents and students can see assignments and grades by clicking on the class name within the period. To view assignments, click on the name of the school next to the notebook icon. This will bring up the detailed assignment information, with possible point and scores for all assignments in that class. The users will also be able to see late or missing assignments. In some districts, posting assignments is optional for teachers.

If there is an envelope link in the class schedule, the user may click the teacher's name to send an email. This opens a new email message using the preferred email software with the teacher's address already populated.

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 the student as a middle man in communication.

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 determined by the teacher or until a new entry is provided by the teacher.

Attendance

The teacher or the building attendance clerk enters absences and tardy designations 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. Both functions are optional.

To print the attendance page, users can go to File > Print in Firefox or IE to print the browser page. In order for attendance information to print in color, make sure the browser is set to print background colors and images.

Health

Every state mandates a series of vaccinations to be given to students over several academic years. After parents give the school the documentation verifying that students have received the required immunizations, this module can be used as an easy reference for tracking that the student's vaccinations are up-to-date.

Print this screen to use when documentation of compliance is required, such as when it is needed to attend camps or participate in athletics outside the district.

Assessment

Tests appearing here may be federally required or district-wide. Initially you will see the most recent (Spring 2010) California Standards Test Scores.

They are important tools to benchmark academic achievements and are reported to the district and federal government to determine the district's success in teaching required standards. It is important that the parent is aware of these achievement tests and knowledgeable of whether their student has demonstrated competency in these areas.

Graduation Planner (High School Only - will be fully setup by mid September

Parents can use this tool to monitor progress towards accomplishing graduation requirements for their students. This screen shows how many credits in each category a student has completed towards the graduation requirements and how many the student still needs to complete. This information is provided by school guidance counselors, teachers and staff.

The screen is color coded, differentiating among the various credit options which count towards graduation requirements:

Green	Requirements are met and the student is on-track for graduation.
Pink	The student is missing some requirements in this area.
Yellow	The student has taken additional (overflow) credits in this area.
White	These credits are not required for graduation.

Fees

This tool provides a list of all the fees assigned to the student. It may be a lab fee for a science class, a fee for a field trip or the cost of an athletic activity. Fees that have been charged, what has been paid and the ongoing balance are all viewable. Each school will use this to track different fees.

Reports list a student schedule and any transcripts or report cards available.

Other Links

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

Access Log	This tool lists the IP address from which parents access the portal, the time it was accessed and if it was a successful login.
Change Account Info	Parents given the rights to change their account information online. Parents can only change the password, no the username.
Log Off	When finished using the portal, parents and students must click the log-off option for security reasons, rather than simply closing the browser window.

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.