

# NAVIGATING THE PARENT PORTAL

**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?](#)

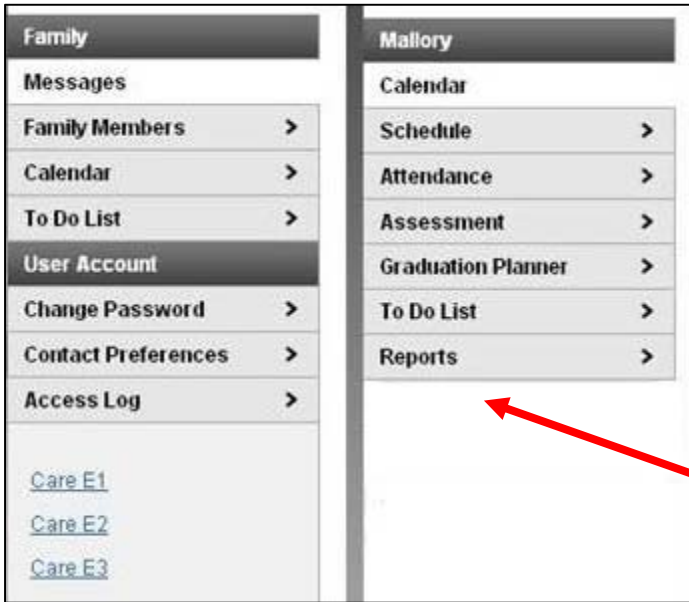
Log in to the Campus Portal with your user name and password. Click the log in button.

The screenshot shows the Campus Portal homepage. At the top left is the 'Campus Portal' logo and a 'Switch Student' dropdown menu. At the top right, it says 'Welcome Holly Kommer' next to a home icon and a 'Sign Out' button. Below the logo is the 'Infinite Campus' logo. On the left side, there is a navigation pane with sections: 'Family', 'Messages', 'Family Members', 'Calendar', 'To Do List', 'User Account', 'Change Password', 'Contact Preferences', and 'Access Log'. The main content area shows 'District Notices' and 'School Notices' with a notice dated 01/17/2011 for '001 Senior High'.

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. This displays any district or school notices for parents and students.

The screenshot shows the 'Switch Student' dropdown menu open. The menu lists the following students: Emily N. Kommer, Jarred L. Kommer, Jessica Kommer, Mallory S. Kommer, Marylou R. Kommer, and Riley L. Kommer. Below the list, it says 'District Notice for 1/2/2010'.

Use the **Switch 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.



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 **Switch 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.

Family		Family Demographic Information				
Name	Relationship	Enrolled	Address	Phone Numbers	Email	
Holly Kommer	Self		2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482 (w) (555)332-7683 (c) (555)101-1024		
Randy Anderson	Husband/Wife		2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482 (c) (555)101-1158		
Marylou Kommer	Daughter/Mother	03 09-10 Reg 018 Engleman Elem	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482		
Jarred Kommer	Son/Mother	07 10-11 019 Westridge MS	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482		
Riley Kommer	Son/Mother	01 09-10 Reg 018 Engleman Elem	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482		

This tab details the demographics information of the household, such as address, email, phone and a list of other members of the household. The household's physical and mailing addresses and all individuals designated as part of that household are viewable. Upon clicking an individual's email address, an email addressed to that person will open in the current user's preferred email program. 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. If any of the information listed on the family members tab is incorrect please contact your child's school.

Family

- Messages >
- Family Members >
- Calendar**
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

January 2011

Assignment(s) Due Attendance

Sunday	Monday	Tuesday	Wednesday
	02 Mallory Jessica Jarred	03 Mallory Jessica Jarred	04 Mallory Jessica Jarred
	09	10 In Service Inclement Weather Teacher Vacation	11 In Service Parent-Teacher Conference Inclement Weather

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. 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.


January 2011

Assignment(s) Due Attendance Event(s)

Monday	Tuesday	Wednesday	Thursday	Friday
	03 Mallory Jessica Jarred	04 Mallory Jessica Jarred	05 Mallory Jessica Jarred	06 Mallory Jessica Jarred
	10 In Service Inclement Weather Teacher Vacation	11 In Service Parent-Teacher Conference Inclement Weather	12	13

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.

**Attendance Details for Mallory**

 **January 7, 2011 - Friday (Odd Day)**  
Term: QT2

Period	Course	Time	Description
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ADNE:ADMINIST
1	802 MATH	08:15 AM - 09:00 AM	
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	ADNE:ADMINIST
3	822 PHYS.ED.	10:01 AM - 10:46 AM	

**January 2011**

Assignment(s) Due   
 Attendance Event(s)

Monday	Tuesday	Wednesday	Thursday	Friday
03	04	05	06	07
Mallory  Jessica  Jarred 	Mallory  Jessica  Jarred 	Mallory  Jessica  Jarred 	Jessica  Jarred 	Mallory  Jessica  Jarred 
	10 In Service Inclement Weather Teacher Vacation	11 In Service Parent-Teacher Conference Inclement Weather	12	13
				14

Clicking on an **Assignment** icon takes the user to another screen which provides details of the student assignment, including a description of the assignment and the date due. Clicking the browser back button will return the user to the calendar.

**Jessica's Assignments and Activities for 01/05/2011**

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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

Family	Household To Do List									
Messages > Family Members > Calendar > <b>To Do List</b>	Filter by Date: All Dates   Print									
	<table border="1"> <thead> <tr> <th>Student</th> <th>Course</th> <th>Assignment</th> </tr> </thead> <tbody> <tr> <td>Kommer, Jarred</td> <td>702even2-1 MATH</td> <td>Task Assignment A2</td> </tr> <tr> <td>Kommer, Jessica</td> <td>702even2-1 MATH</td> <td>Task Assignment A2</td> </tr> </tbody> </table>	Student	Course	Assignment	Kommer, Jarred	702even2-1 MATH	Task Assignment A2	Kommer, Jessica	702even2-1 MATH	Task Assignment A2
Student	Course	Assignment								
Kommer, Jarred	702even2-1 MATH	Task Assignment A2								
Kommer, Jessica	702even2-1 MATH	Task Assignment A2								

The **To Do List** tab provides a summary of assignments that are due and/or late for all students in the family. The summary includes the Student to whom the assignment was given, the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue.

**Mallory**

- Calendar >
- Schedule
- Attendance >
- Assessment >
- Graduation Planner >
- To Do List >
- Reports >
- Family
- Messages >
- Family Members >
- Calendar >

### Course Schedule

Test Schedule  
**PLEASE NOTE: A projected final grade is displayed in the Grading Summary for teachers to determine the final grade (average, middle, or more than the grade on your student's report card. This is particularly true if a semester or there are missing assessment or performance task scores those scores represent understanding that had not been demonstrated.**

- = 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)
PT	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802
1	<b>802-1 MATH</b> FALLDORF I Rm: 811	<b>802-1 MATH</b> FALLDORF I Rm: 811
2	<b>801B-2 LANGUAGE ARTS</b> POHLMEER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMEER L Rm: 809
	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym

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.

	Term QT1 (07/01/10-11/01/10)	Term QT2 (11/02/10-01/23/11)
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	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym

Clicking the teacher's name with an **Email** icon next to 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. 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:  Final Grade  In-Progress Grade  Grade Not Available Y

Standard	GRADE QT1	GRADE QT2
Application, Problem Solving, & Communication	Dev	
Classroom Behaviors	Dev	



### 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

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 includes 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.

**Mallory**

- Calendar >
- Schedule >
- Attendance**
- Assessment >
- Graduation Planner >
- To Do List >
- Reports >
- Family**
- Messages >
- Family Members >
- Calendar >
- To Do List >

### Attendance

Test Attendance

December 2010

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

January 2011

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Dates that are highlighted can be clicked to view daily period details. ■ Excused

Course    Period    Day    Term

#### Attendance Summary by Course

Course	Teacher	Periods Absent	Ta
▶ 202 PULL OUT MATH	LARSEN C	2	

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 parents 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 details 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.

Family

Messages

Family Members >

Calendar >

To Do List >

**User Account**

Change Password >

Contact Preferences >

Access Log >

The user account navigation pane can be used to manage account details, such as passwords and contact information.

Family

Messages >

Family Members >

Calendar >

To Do List >

**User Account**

**Change Password**

### Change Account Password

Old Password

New Password

Verify New Password

The change password tab gives users the option of changing their passwords at any time. If additional assistance is needed, please contact your child's school.

Family

Messages >

Family Members >

Calendar >

To Do List >

**User Account**

Change Password >

**Contact Preferences**

Access Log >

[Care E1](#)

[Care E2](#)

[Care E3](#)

### 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"/>				
Other Phone (555)110-5122	<input checked="" type="checkbox"/>				
Email	<input type="checkbox"/>				

↑ Your district may send some communications in languages other than English. Please specify your preferred language.

Preferred Language

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. 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, and general notices. Users can also use this tab to select the preferred language for messages, English or Spanish.