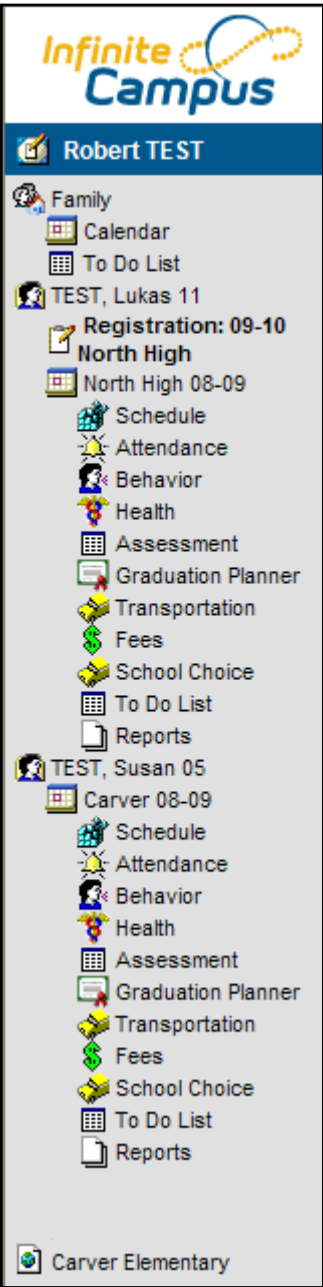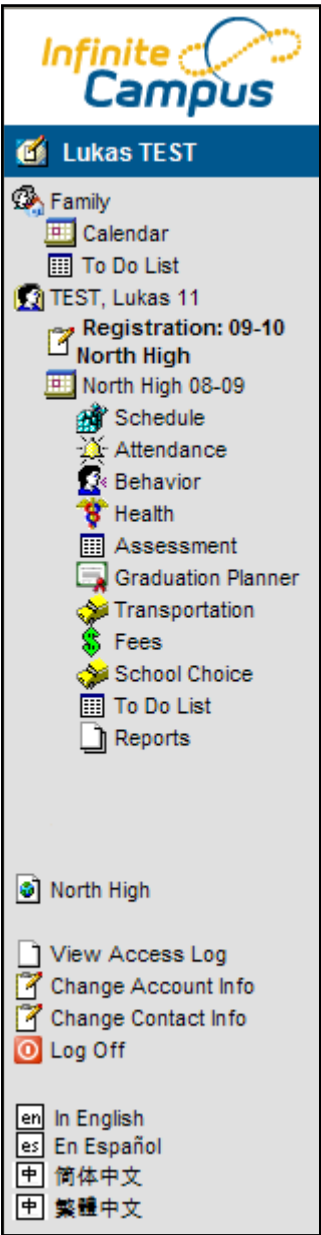# Navagating the Campus Portal

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.

Parent User

Student User

The following information is detailed in order of appearance.

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.

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.

Family To Do List

Individual To Do List

Class Schedule

The Class 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 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. In some districts, providing a teacher email contact is optional.

Student Schedule

Student Gradebook Accessed Through Schedule

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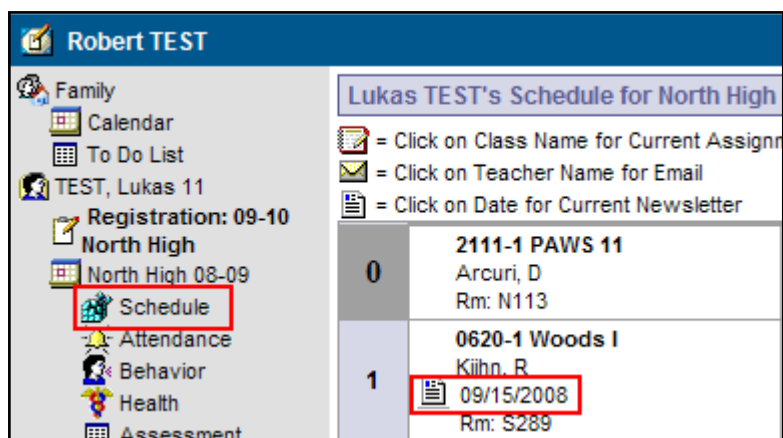
The parent can decide to print the information by selecting the print icon. The newsletter will remain either until the end date of the newsletter determined by the teacher or until a new entry is provided by the teacher.

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.

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