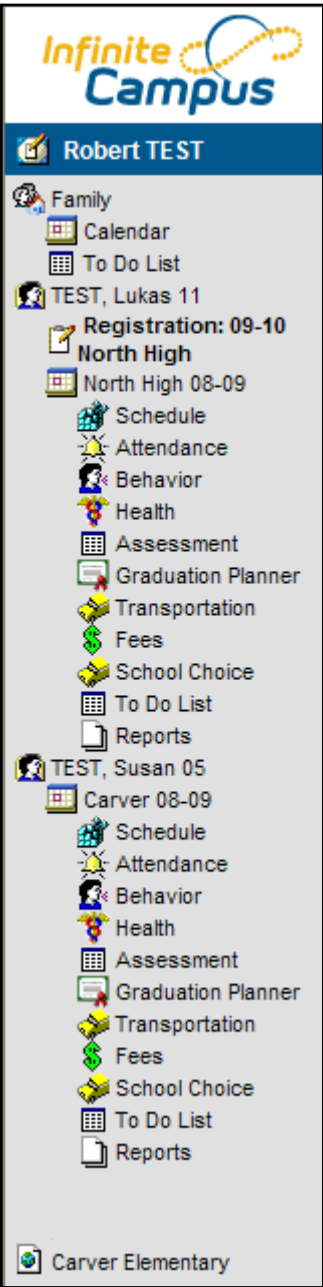
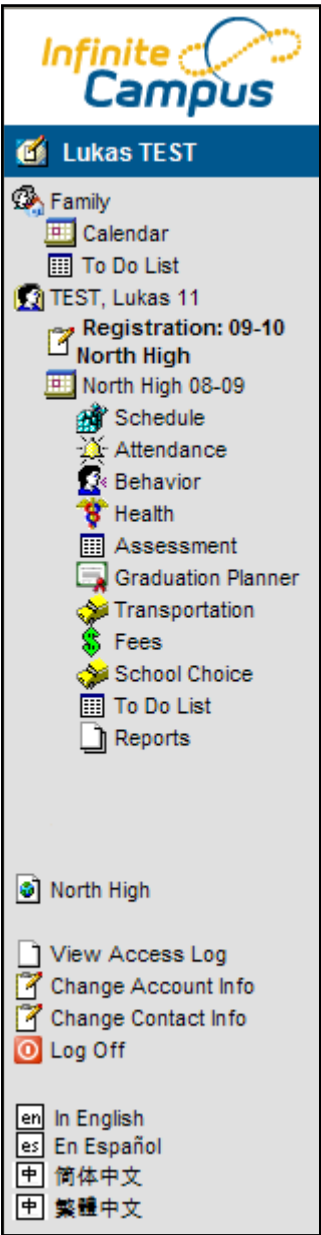


# Navagating the Campus Portal

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.

District Notices

[ 06/07/2008 ]

ATTENTION PARENTS:

Student schedules will not be displayed in the Portal until after the start of the school year, thus allowing for last-minute changes. Thank you.

[ 06/04/2008 ]

[Welcome to the ISD](#) [Parent Portal!](#)

Please select an item from the menu on the left to view.

Technical issues, including difficulties accessing the Parent Portal, should be directed to the Portal Help Desk at

Please note that student's current grades do not necessarily reflect the final grade that will appear on the student's report card. Grading information stated here is subject to corrections and revisions.

PLEASE KEEP YOUR USER NAME AND PASSWORD IN A SAFE PLACE FOR FUTURE REFERENCE. YOUR ACCESS TO THE PORTAL WILL BE DELAYED SHOULD YOU NEED TO HAVE THIS INFORMATION RESENT TO YOU.

School Notices

[ 06/02/2009 North High ]

MONDAY - regular day schedule with finals for seniors periods 1,3,5

TUESDAY - regular day schedule with finals for seniors periods 2,4,6

WEDNESDAY - shortened day for grades 9 - 11 8:00 - 11:00 with finals for periods 1,3,5  
- Graduation - 6:00 pm - Aldrich Arena

THURSDAY - shortened day for grades 9 - 11 8:00 - 11:00 with finals for periods 2,2,6  
- 3rd term ends.

FRIDAY - Staff Development/Prep day. Fees and grades due at noon

Inbox

X

!

Date

Subject

No 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.

Robert TEST

Family

Calendar

To Do List

TEST, Lukas 11

Registration: 09-10

North High

North High 08-09

Schedule

Attendance

Behavior

Health

Assessment

Graduation Planner

Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers
Sandy TEST	Husband/Wife		123 Main St Any City, MN 55128	(h) (555)118-8464 (w) (c) (555)192-3923
Robert TEST	Self		123 Main St Any City, MN 55128	(h) (555)118-8464 (w) (555)334-0824 (c)
Lukas TEST	Father/Son	11 North High 08-09	123 Main St Any City, MN 55128	(h) (555)118-8464 (w) (c)

2

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.

Family  
 Calendar  
 To Do List  
 TEST, Lukas 11  
 Registration: 09-10  
 North High  
 North High 08-09  
 Schedule  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List

<< June 2009 >>  
 Assignment (s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 Lukas	02	03 Susan	04	05	06
07	08	Last Day of School	09 In-Service	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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.

Family  
 Calendar  
 To Do List  
 TEST, Lukas 11  
 Registration: 09-10  
 North High  
 North High 08-09  
 Schedule  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List

<< June 2009 >>  
 Assignment (s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 Lukas	02	03	04	05	06
07	08	Last Day of School	09 In-Service	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# 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.

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
TEST, Lukas	0549-4 Spanish III C	Assignment 1		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 2		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 3		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Mid-Term Exam		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Final Exam		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 1		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 2		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 1		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 2		04/28/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 1		04/28/2009	-29

Family To Do List

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
0549-4 Spanish III C	Assignment 1		04/28/2009	-29
0549-4 Spanish III C	Assignment 2		04/28/2009	-29
0549-4 Spanish III C	Assignment 3		04/28/2009	-29
0549-4 Spanish III C	Mid-Term Exam		04/28/2009	-29
0549-4 Spanish III C	Final Exam		04/28/2009	-29
0549-4 Spanish III C	Project 1		04/28/2009	-29
0549-4 Spanish III C	Project 2		04/28/2009	-29
0549-4 Spanish III C	Assignment 1		04/28/2009	-29
0549-4 Spanish III C	Assignment 2		04/28/2009	-29
0549-4 Spanish III C	Project 1		04/28/2009	-29

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.

**Robert TEST**

Family  
Calendar  
To Do List  
TEST, Lukas 11  
Registration: 09-10  
North High  
North High 08-09  
**Schedule**  
Attendance  
Behavior  
Health  
Assessment  
Graduation Planner  
Transportation  
Fees  
School Choice  
To Do List  
Reports

North High  
View Access Log  
Change Account Info  
Change Contact Info  
Log Off

In English  
En Español  
简体中文  
繁體中文

**Lukas TEST's Schedule for North High 08-09**

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

0	2111-1 PAWS 11 Arcuri, D Rm: N113	2111-1 PAWS 11 Arcuri, D Rm: N113	2111-1 PAWS 11 Arcuri, D Rm: N113
1	0620-1 Woods I Kilhn, R Rm: S289	0739-1 Accel. Alg 2/Pre-Calc B Hazzard, P Rm: N328	0642-1 Engineer Drafting Blom, G Rm: S292 Start: 05/13/2009
2	0322-5 U.S. Literature A Hackney, R Rm: N119	0840-2 AP US History B Reynolds, K Rm: N214	0205-12 Career Investig. Rosen, S Rm: N206
3	0547-4 Spanish III A Reade, S Rm: N109	0548-4 Spanish III B Reade, S Rm: N109	<b>0549-4 Spanish III C</b> Admin, Admin Rm: N109
4A	1995-1 Lunch Rm: Cafe	0323-3 U.S. Literature B Hackney, R Rm: N119	1997-1 Lunch Rm: Cafe
4B	0770-6 Chemistry A Johnson, K Rm: N305	1996-3 Lunch Rm: Cafe	0772-6 Chemistry C Johnson, K Rm: N305
4OL5			
5A	0738-2 Accel. Alg 2/Pre-Calc A Hazzard, P Rm: N328	0771-7 Chemistry B Johnson, K Rm: N305	0841-4 AP US History C Reynolds, K Rm: N214
5B			
6	0839-5 AP US History A Reynolds, K Rm: N214	0449-1 Strength Train for Athletes II Danielson, C Rm: S176	0740-3 Accel. Alg 2/Pre-Calc C Hazzard, P Rm: N328

This is custom HTML Schedule text.

Student Schedule

**Robert TEST**

Family  
Calendar  
To Do List  
TEST, Lukas 11  
Registration: 09-10  
North High  
North High 08-09  
**Schedule**  
Attendance  
Behavior  
Health  
Assessment  
Graduation Planner  
Transportation  
Fees  
School Choice  
To Do List  
Reports

North High  
View Access Log  
Change Account Info  
Change Contact Info  
Log Off

In English  
En Español  
简体中文  
繁體中文

**Lukas TEST's Gradebook Assignments for 0549-4 Spanish III C**

Teacher's comments about Lukas:

**0549-4 Spanish III C**  
Teacher: Admin, Admin

**Grading Task Summary**

Legend: ☒ Final Grade ☐ In-Progress Grade ☐ Grade Not Available Yet

Grading Task	Trimesters 1	Trimesters 2	Trimesters 3
Final Grade			
Mid-Term 4 week Grade			A- 92.5%

**Term 3 Final Grade Detail**

**Assignments**

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Assignment 1	04/28/2009		1.0	100			
Assignment 2	04/28/2009		1.0	100			
Assignment 3	04/28/2009		1.0	100			
Assignment 4	04/28/2009		1.0	100			
Assignment 5	04/28/2009		1.0	100			
Assignment 6	04/28/2009		1.0	100			
<b>Assignments Totals</b>							

**Exams**

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Mid-Term Exam	04/28/2009		1.0	100			
Final Exam	04/28/2009		1.0	100			
<b>Exams Totals</b>							

**Projects**

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Project 1	04/28/2009		1.0	100			
Project 2	04/28/2009		1.0	100			
<b>Projects Totals</b>							

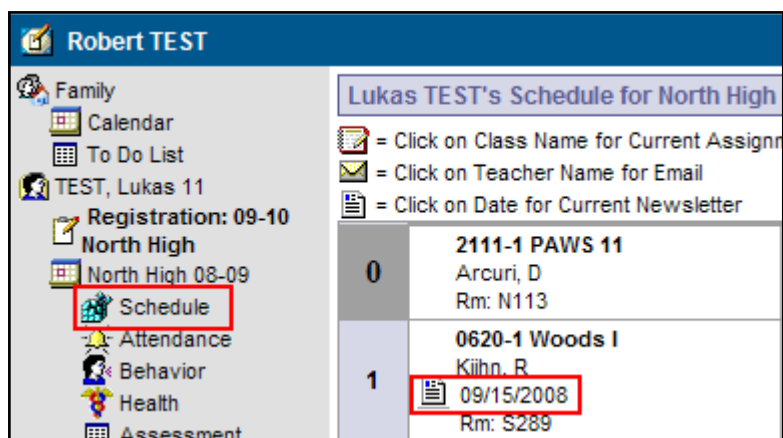
**Term 3 Final Grade Totals**

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 information to print in color, make sure the browser is set to print background colors and images.