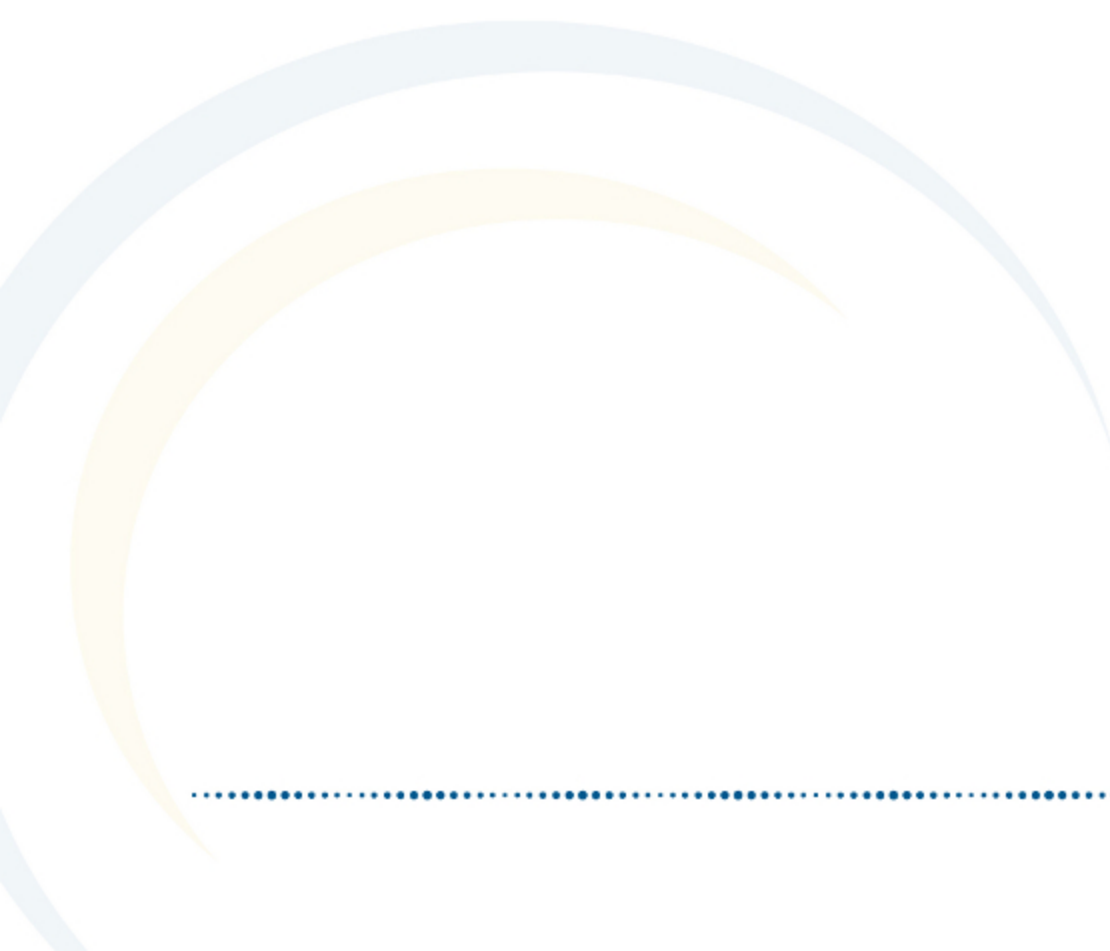


Please note that this is a general purpose guide that was created by Infinite Campus for multiple states/school districts that utilize this program.

Some of the features outlined in this guide will not be available to the parents/students of Ballard County Schools.

## Campus Portal for Parents and Students

February 2011



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# Campus Portal for Parents and Students

Overview | Access to the Campus Portal | Security Features | Navigating the Campus Portal | Family Section | Student Section | User Account | Other Links | Portal Languages

## Overview

### PATH: *Campus Portal*

The Campus Portal establishes a line of communication between parents and the schools their students attend. Using the Portal, parents can track student progress and participation, and monitor such aspects as Attendance and Grades.

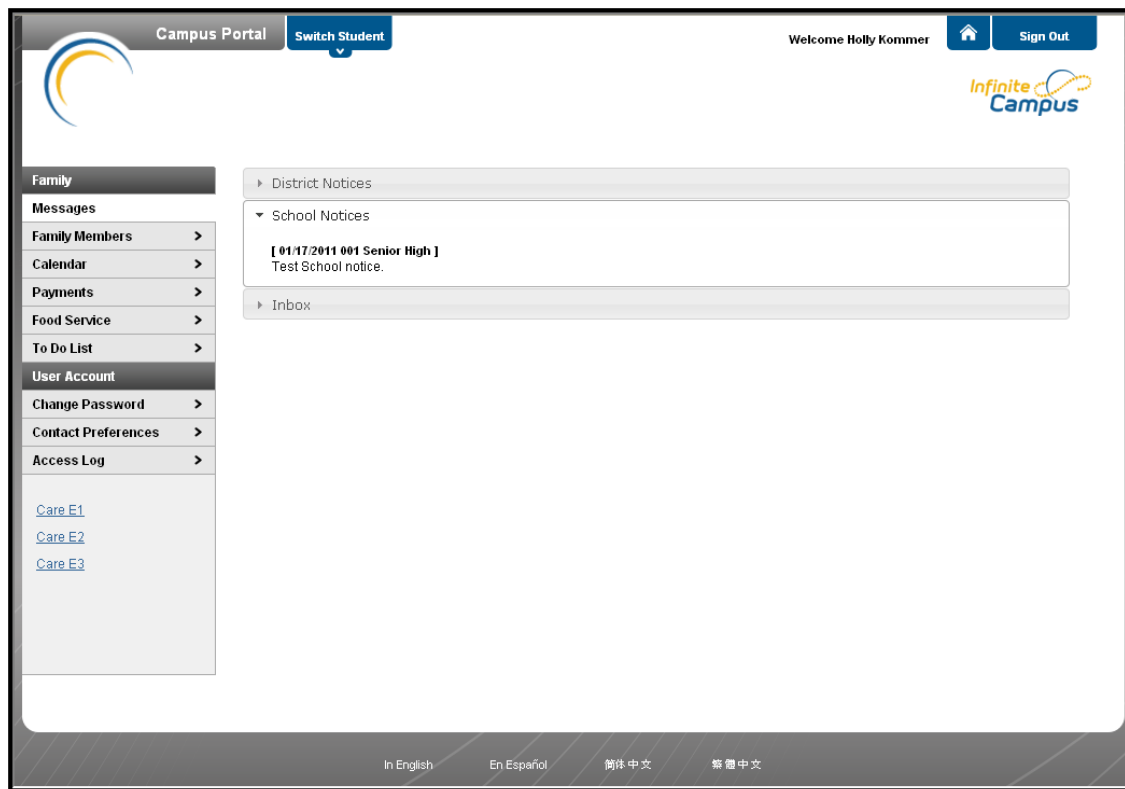


Image 1: *The Campus Portal*

## 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.

## 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 **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.

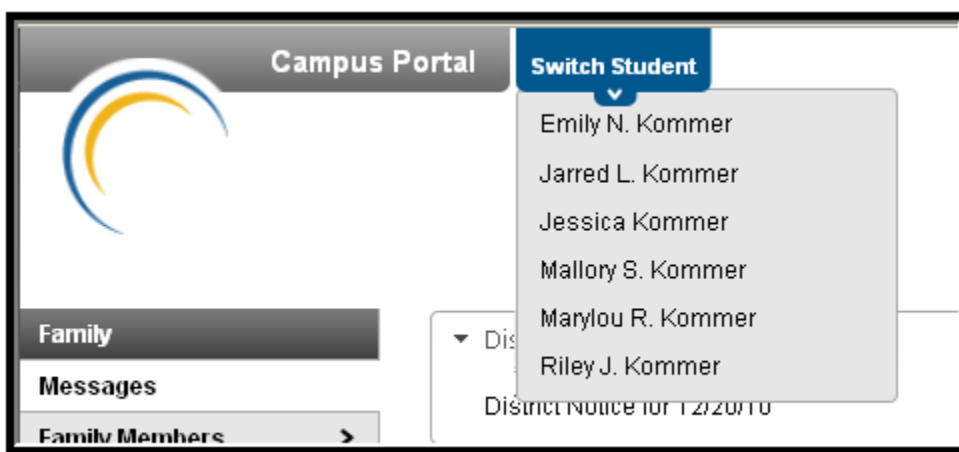
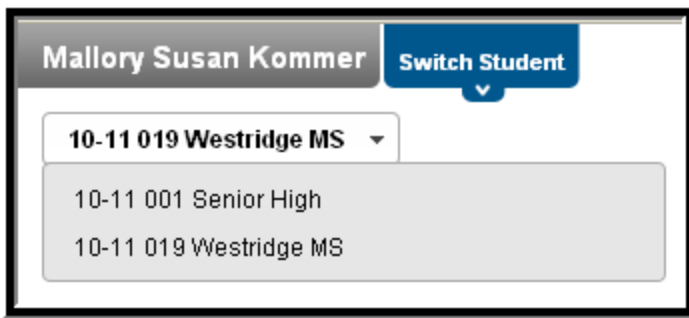


Image 4: Switch Student Option

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 **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.

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.

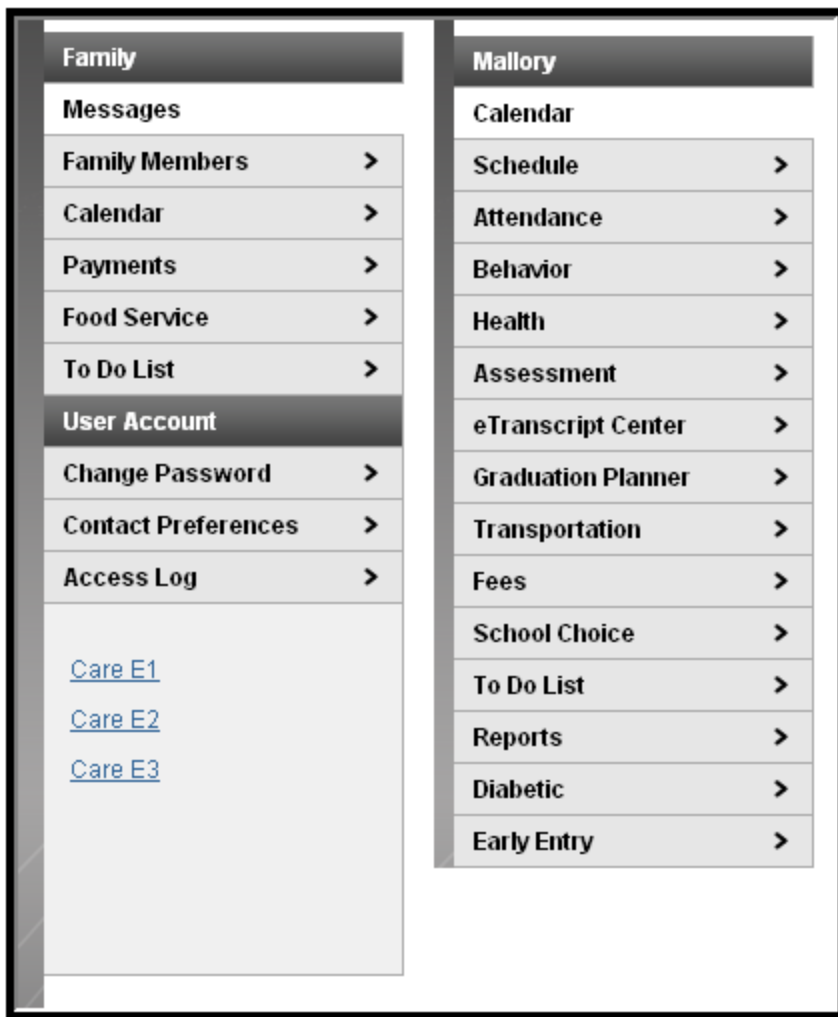


Image 6: Left-side Toolbar for a Family/Household and for a Student

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 7: Messages

## Family Members

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.

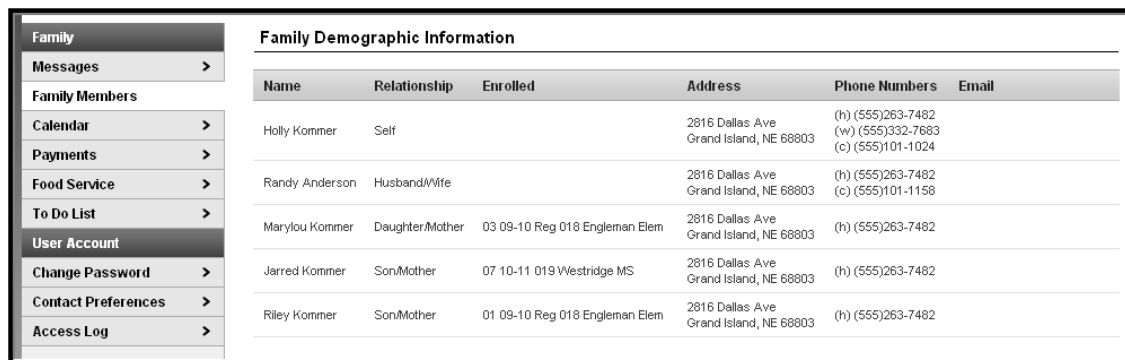


Image 8: Family Demographic Information

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

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.

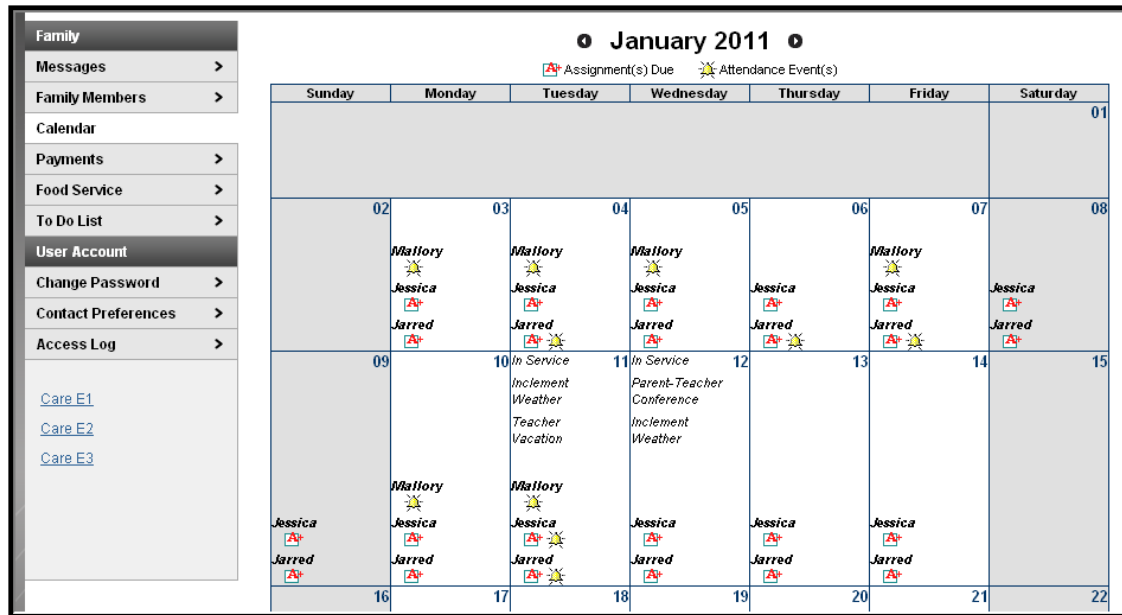


Image 9: Family Calendar

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.

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	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		

Image 10: Attendance Detail from the Family Calendar

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**

**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

**References**  
this is a test activity reference

Image 11: Assignment Detail from the Family Calendar

## Payments

The **Payments** tab allows users to view students' food service balances and any fees assessed to students to whom the user has rights. Users can also make payments online using a credit card. Add credit card and banking details by clicking **Register your credit cards and banking information**. Click **Modify your credit cards and banking information** to make changes to existing payment methods.

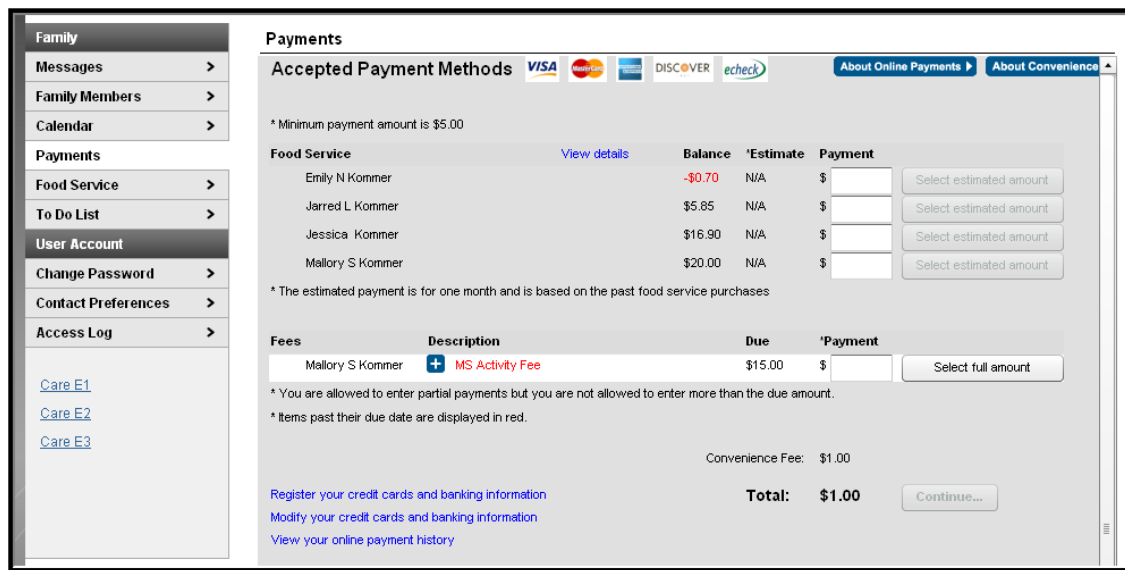


Image 12: Family Payments

Users can click **View your online payment history** to view a **Transaction History**.

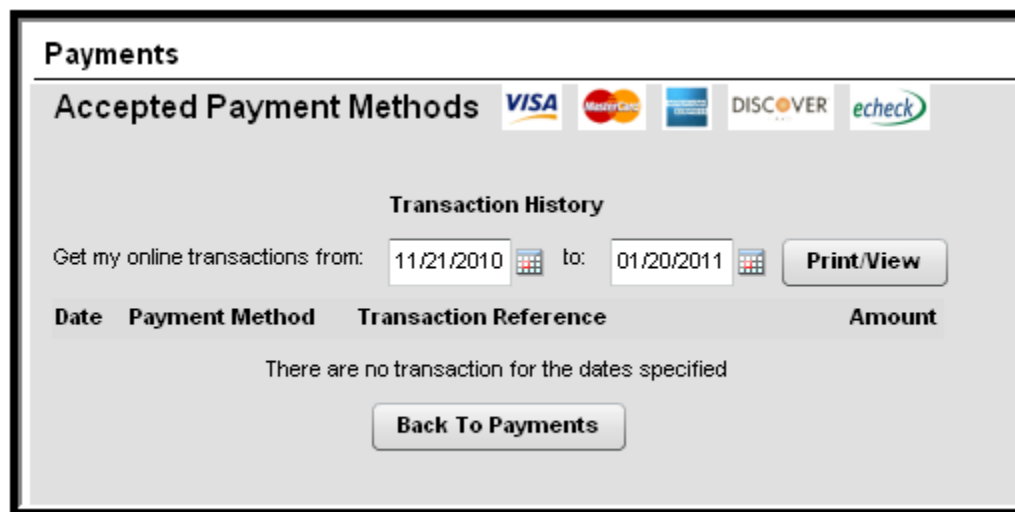


Image 13: Transaction History on the Payments tab

✔ See the Portal Payments articles for additional information about **Managing Payment Information** and **Making a Payment Online**.

## Food Service

The **Food Service** tab allows parents to track the **Account Balances** and Food Service **Purchases** of their students. At the top of the Food Service screen is a summary section which lists student's account numbers and the balances of their accounts.

Food Service		
Account Name	Account #	Balance as of 01/20/2011
Kommer, Emily N	15726	\$-0.70
Kommer, Jarred L	3356	\$5.85
Kommer, Jessica	15725	\$16.90
Kommer, Mallory S	2706	\$20.00

Image 14: Family Food Service Summary

Parents also have the option of viewing the **Transaction Detail** for a particular student:

1. Select the student to **Show transactions for** from the drop down list, which will include all students in the family who have food service accounts.
2. Indicate if the transaction detail should draw from a specific **Month** or a **Date Range** chosen by the user.
3. Depending on the selection made in #2, choose a month from the drop down list or enter a date range in *mmdyyy* format or by clicking the calendar icon and selecting a date.
4. Click **Go** to refresh the Food Service Screen and show the Transaction Detail for the chosen student. Parents also have the option to print the Transaction Detail. Clicking **Print** will generate the Transaction Detail in PDF format to be printed.

Date	Patron	Item	Comment	Debit	Credit
01/01/2011		Starting Balance			\$4.00
01/18/2011	Emily K	Fruit, Fresh Whole		\$0.50	
		2 X Rc Krspy		\$1.60	
		3 X Peanut Butter cup		\$1.20	
		2 X Lg Cookie		\$0.80	
		Yogrt		\$0.60	
Total Debits/Credits				\$4.70	\$4.00
Ending Balance as of 01/20/2011					\$-0.70

Image 15: Transaction Detail for a Single Student

All transactions for the selected time period will appear, including deposits, meal purchases and a la carte purchases. Below the list of transactions is the student balance at the end of the selected time period.

## To Do List

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.

Family	Household To Do List					
Messages >	Filter by Date   All Dates <input type="button" value="Print"/>					
Family Members >						
Calendar >						
Payments >						
Food Service >						
To Do List						
Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Over due	
Kommer, Jarred	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5	
Kommer, Jessica	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5	

Image 16: Family To Do List

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the list in PDF format to be printed.

## Student Section

The following sections describe the Student section, which appears above the Family section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provide in these tabs is specific to the student named in the Student section header. As with the Family section, districts can control which tabs and information are available for parents to see.

## Registration

Some schools allow students to be a part of selecting the courses they will take. This tab is enabled by a school as a part student registration, usually done in the spring. The **Registration** tab allows student to view required courses and make requests. Clicking on **Course Search** will cause the Search By options to appear. By entering a Course Name or Course Number and clicking Go, a list of available courses that meet the search requirements will appear to the right of the search fields. Selecting one of these courses will generate a course detail at the bottom of the screen, with options to **Request this Course** or **Request as an Alternate**. Once the all requests have been made, click **Print Request Summary**, which lists all requested courses and alternates and has a signature line for parents.

Image 17: Registration

Any required courses are already listed in the **Required Courses** section. This list cannot be modified by the user. Also, students can only request courses, not course sections (period meeting times). Counselors finalize students' registration.

✔ See the [Student Registration \(Portal\)](#) for more information about registration on the Portal.

## Calendar

The Calendar tab, when accessed from the Student section, displays all day events, assignments and attendance events for that student only. 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 18: 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	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<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	<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> POHLMIEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER 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	<b>821S-1 HIST TECH (Day Odd)</b> ZLOMKE P Rm: 503 Lab B	<b>821S-1 HIST TECH (Day Odd)</b> ZLOMKE P Rm: 503 Lab B
3	<b>821-2 HIST TECH (Day Even)</b> Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	<b>821-2 HIST TECH (Day Even)</b> Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	<b>822S-2 PHYS ED (Day Even)</b> DENOYER S Rm: 200 Gym	<b>822S-2 PHYS ED (Day Even)</b> DENOYER S Rm: 200 Gym
4	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803

Image 19: 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:  Final Grade  In-Progress Grade  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:  Final Grade  In-Progress Grade  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
<a href="#">Standard Assginment 1</a>	10/10/2010	10/01/2010	55		Many assignments are late and incomplete

Image 20: 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 21: 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 22: 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.

**Attendance**

Test Attendance

December 2010      January 2011      February 2011

Su Mo Tu We Th Fr Sa      Su Mo Tu We Th Fr Sa      Su Mo Tu We Th Fr Sa

5 6 7 8 9 10 11      2 3 4 5 6 7 8      6 7 8 9 10 11 12

12 13 14 15 16 17 18      9 10 11 12 13 14 15      13 14 15 16 17 18 19

19 20 21 22 23 24 25      16 17 18 19 20 21 22      20 21 22 23 24 25 26

26 27 28 29 30 31      23 24 25 26 27 28 29      27 28

30 31

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

Course    Period    Day    Term

**Attendance Summary by Course**

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 23: Student Attendance

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

Color	Code	Definition
<b>Green</b>	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.
<b>Red</b>	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
<b>Grey</b>	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
<b>Yellow</b>	Unknown	The reason for the absence has not been verified by school staff.  <div style="background-color: yellow; padding: 10px; border: 1px solid black;">  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 24: 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: **1** QT2 **1**  
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 25: 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	
<b>Absent Totals</b>	<b>3</b>	2	3	2	2	3	2	2	2	2	0
<b>Tardy Totals</b>	0	0	0	0	0	0	0	0	0	1	0
<b>Early Release Totals</b>	1	1	0	0	0	0	0	0	0	0	0
<b>Present Totals</b>	0	0	0	0	0	0	1	1	1	0	0

**Absent Details** ✕

Period: PT

Excused	2
Unexcused	1
Exempt	0
Unknown	0

Image 26: Attendance Detail Screen

## Behavior

The **Behavior** tab displays records for both positive behavior events, such as a student being recognized for a special accomplishment, and negative behavior events, such as disruptive or violent behavior. The information in this tab allows parents to learn more about actions, consequences and remedial steps taken by the school.

Date	Event	Demerits	Role	Resolution
01/18/2011-01:38 PM	Bus Violation #2	0	Offender	

Image 27: Student Behavior Events

This tab lists the date an event occurred, what the event was, the number of demerits received as a result of the incident, the role of the student in the event and the steps taken to resolve the event. Hovering over the Event or the Resolution displays the comments that have been entered by the school.

## Health

Every state mandates a series of vaccination to be administered to students over the course of their time in school. Campus tracks compliance with these vaccine requirements based on state requirements. After parents provide documentation verifying that students have received immunizations, the **Immunizations** section can be used as an easy reference for tracking that a student's vaccinations are up-to-date.

A note indicating when the student received his or her last **Sports Physical** also appears in the Health tab.

Vaccine	Compliance Status	Doses				
		1	2	3	4	5
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Compliant	02/05/1997	04/09/1997	06/04/1997	06/09/1998	07/23/2002
Hemophilus influenza, type B [Hib]	No Requirement	02/05/1997	04/09/1997	06/04/1997	06/09/1998	
Hepatitis B [Hep B]	Compliant	12/20/1996	02/05/1997	06/04/1997		
Measles-Mumps Rubella [MMR]	Compliant	02/19/1998	07/23/2002			
Menactra/Meningococcal	*	06/11/2009				
Polio [IPV, OPV]	Compliant	02/05/1997	04/09/1997	06/09/1998	07/23/2002	
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	No Requirement	06/11/2009				
Varicella	Compliant	12/03/1999				

Sports Physical  
Last Sports Physical: 01/18/2011

Image 28: Student Health

This screen can be printed to use when proof of vaccine compliance is required, such as when documentation is needed to attend camps or participate in athletics outside of the district.

✔ See the [Health \(Portal\)](#) article for more information about immunizations on the Portal.

## Assessment

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments. Although each state or district may label these tests differently, they still serve as important benchmarks of a student's academic achievements, and can be reported to districts and state and federal governments to determine a district's success in teaching required standards. The information displayed here helps parents to be aware of assessments and knowledgeable of their student's progress in them.

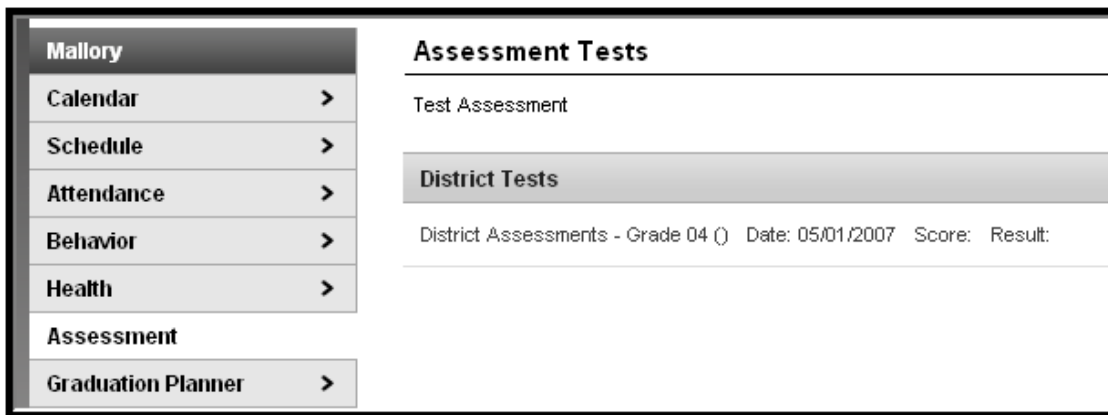


Image 29: Student Assessments

Assessments and the scores earned on them will appear in this tab. Not all assessments will appear on the Portal.

## Graduation Planner

The **Graduation Planner** tab can be used to track student progress towards graduation, including taking and completing required courses. This screen first shows the student's Grade Point Average (GPA) and then shows any specific **Course Requirements** and the student's progress towards accomplishing them. Next, the Graduation Planner lists various required **Standards** and the number of credits that the student has earned in each term or grade level towards meeting that standard. This information is provided by school guidance counselors, teachers and staff.

<b>Mallory</b>	<b>Graduation Planner</b>														
Calendar >	Test Grad Planner														
Schedule >	Program: GISH 220 credits														
Attendance >	<b>Criteria</b>	<b>Requirement</b>	<b>Progress</b>												
Behavior >	Min Overall GPA	0.00	3.74												
Health >	<b>Course Group Requirements</b>		<b>Requirement</b>						<b>Progress</b>						
Assessment >	Grade:09- AMERICAN HISTORY 1	Courses:1 - GPA:0.5						Courses Passed:0- Failed							
<b>Graduation Planner</b>	Grade:09- AMERICAN HISTORY 2	Courses:1 - GPA:0.5						Courses Passed:0- Failed							
Transportation >	Standard: Middle School														
Fees >	<b>Credit / Standard</b>		06	06	06	07	07	07	08	08	08	<b>SUB</b>	<b>IP</b>	<b>OF</b>	<b>TOT</b>
School Choice >	MS Courses	52.5/0	52.5/0	52.5/0	0/0	0/0	0/0	0/0	0/0	0/0	157.5/0	90	-247.5	0/0	
To Do List >	(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+247.5	0/0	
Reports >	Total	52.5/0	52.5/0	52.5/0	0/0	0/0	0/0	0/0	0/0	0/0	157.5/0	90	N/A	247.5/0	
Diabetic >	Standard: Life Skills Rubric														
Early Entry >	<b>Credit / Standard</b>		06	06	06	07	07	07	08	08	08	<b>SUB</b>	<b>IP</b>	<b>OF</b>	<b>TOT</b>
Family	(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0	
Messages >	Total	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0	
Family Members >	Standard: Middle School - Band														
Calendar >	<b>Credit / Standard</b>		06	06	06	07	07	07	08	08	08	<b>SUB</b>	<b>IP</b>	<b>OF</b>	<b>TOT</b>
	(Overflow)	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0	
	Total	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0	

Image 30: Student Graduation Planner

The information in the **Graduation Planner** is color coded as follows:

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

## Transportation

The **Transportation** tab stores two kinds of transportation information. First, it lists the details of the **Bus(es)** the student takes to and from school, including bus number, time of pickup and dropoff, location of bus stop, late bus information, if applicable, and the number of miles transported. Below the Bus Detail is the student's **Parking** information, if applicable. This section lists the make, model and color of the vehicle the student drives to school, as well as the license plate number and whether the student has a parking permit.

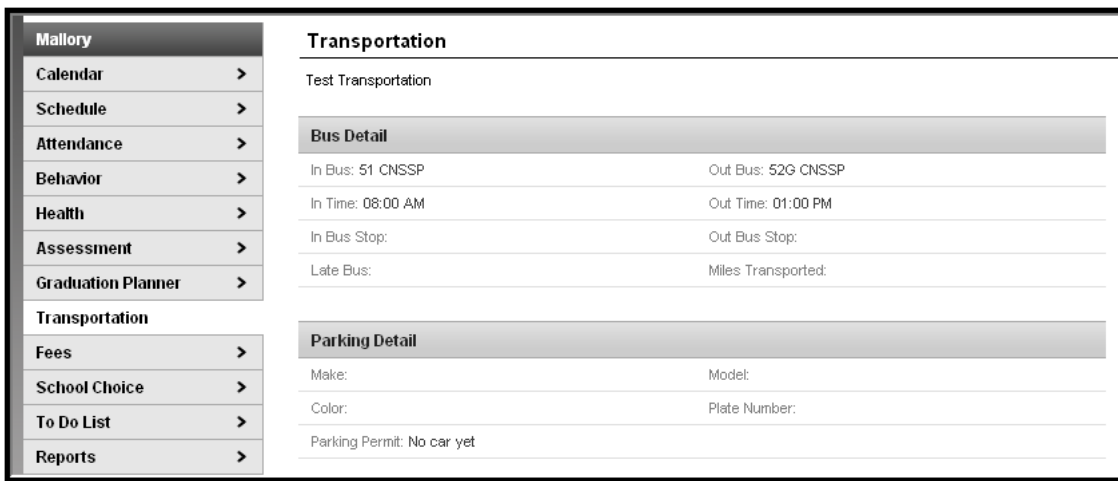


Image 31: Student Transportation

## Fees

The **Fees** tab provides a list of all fees assigned to the student. These fees can include a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

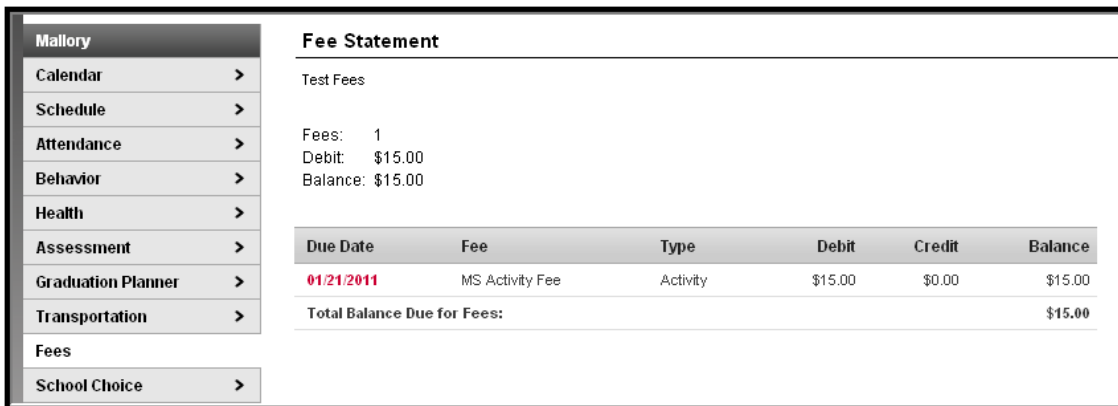


Image 32: Student Fees

## School Choice

School Choice allows students to attend a different school than the one mandated by their geographic location and its attendance school and district boundaries. Not all districts use this program. In area where School Choice is used, students can apply to attend a variety of participating private and public schools, usually based on a system of vouchers, tax credits and scholarships. The program is designed to give parents more input as to which primary and secondary schools their children attend.

The **School Choice** tab allows parents to submit school choice applications and track their status towards possible admission and enrollment in the following school year.

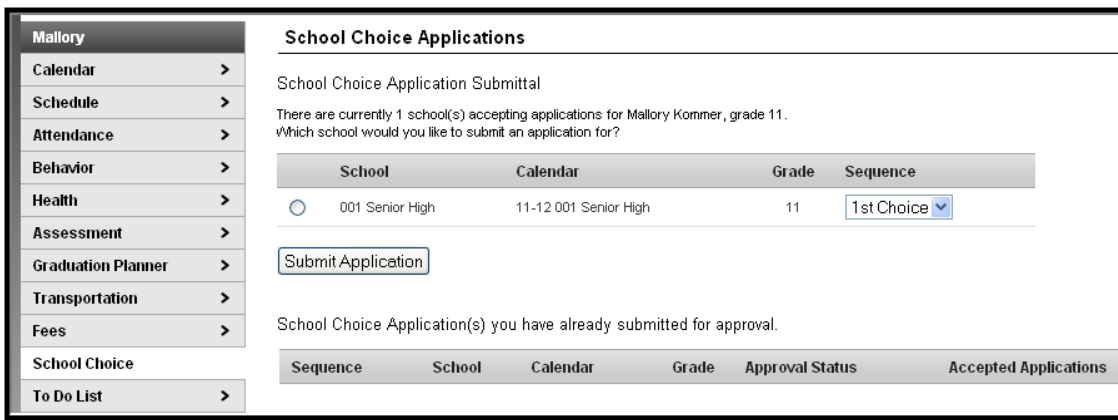


Image 33: Student School Choice

## To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for that student. The summary includes the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue.

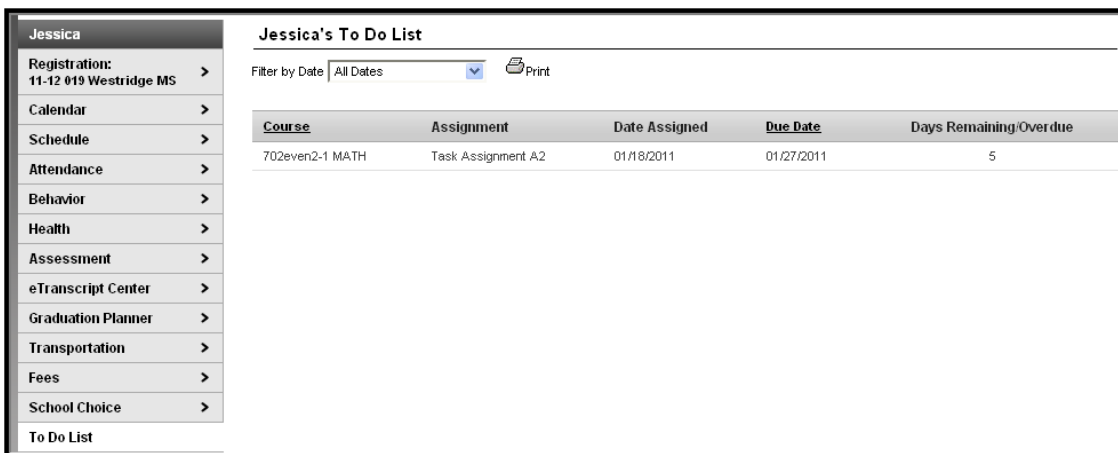


Image 34: Student To Do List

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the List in PDF format to be printed.

## Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available.

These reports generate in PDF format using Adobe Acrobat Reader.

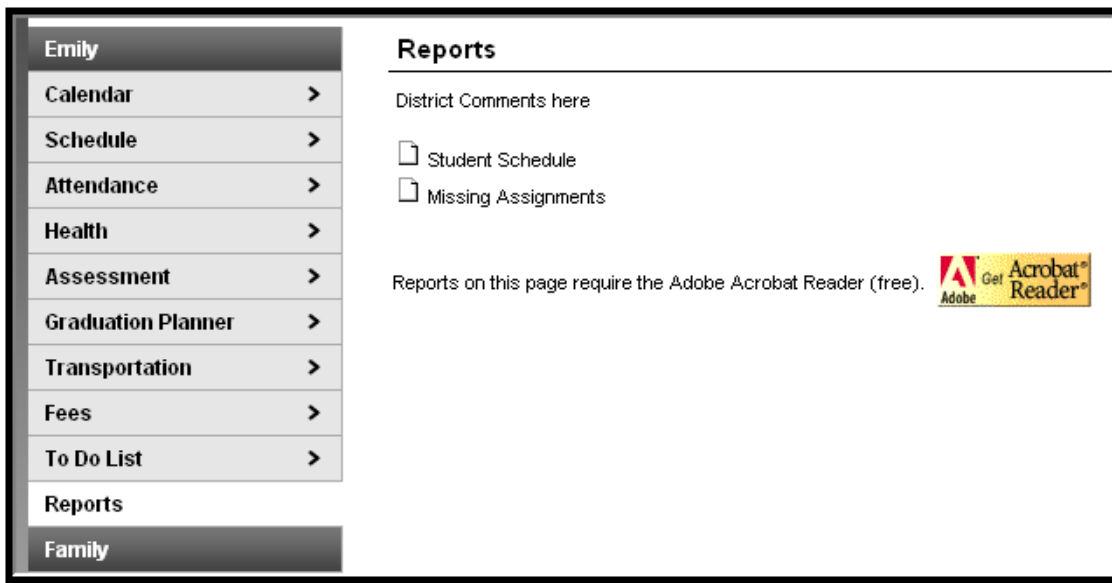


Image 35: Student Reports

If applicable, a student's Personalized Learning Plan (PLP) may be listed here. A PLP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and viewing education in a broad and unified way. Parents can view student progress and accomplishments for each student PLP here.

Also, a student's Individualized Education Plan (IEP) may be posted here. Each public school child who receives special education and related services must have an IEP. Each IEP is designed for one student only and is a personalized document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities.

## Custom Tabs

Districts have the option to create custom tabs to allow parents to monitor other aspects of students' participation in school. Examples of custom tabs include tracking additional programs a student participates or specific medical needs. Custom Tabs that are marked to display in the portal and are not external links display in the student section if information has been entered and saved for the student. Custom tab labels are not translated if a user is viewing the portal in a language other than English. Custom tabs that are marked to display in the portal and are external links will display in blue at the bottom of the navigation pane.

## User Account

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

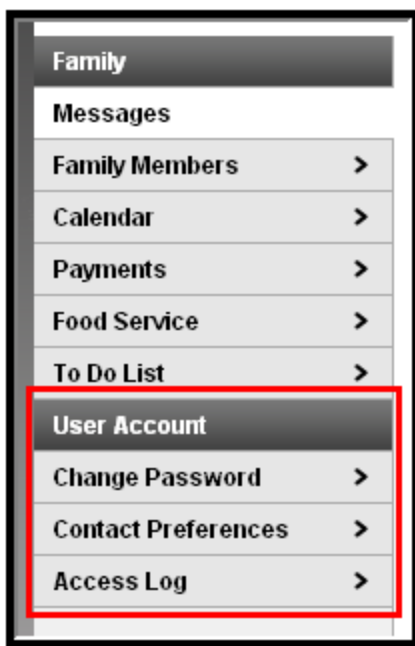


Image 36: User Account Toolbar

## 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.

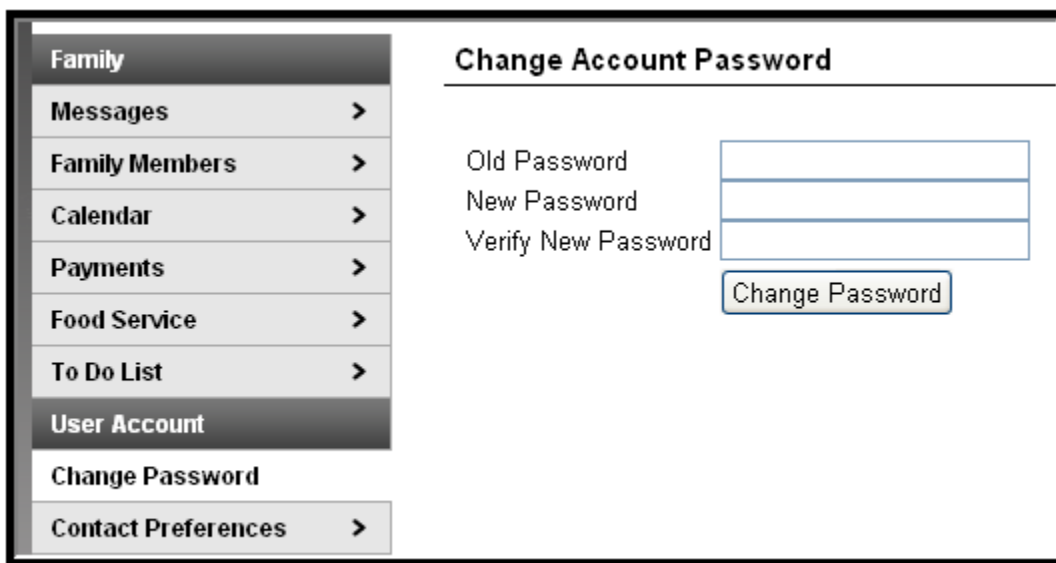


Image 37: Changing User's Password

## 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.

**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 38: 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.

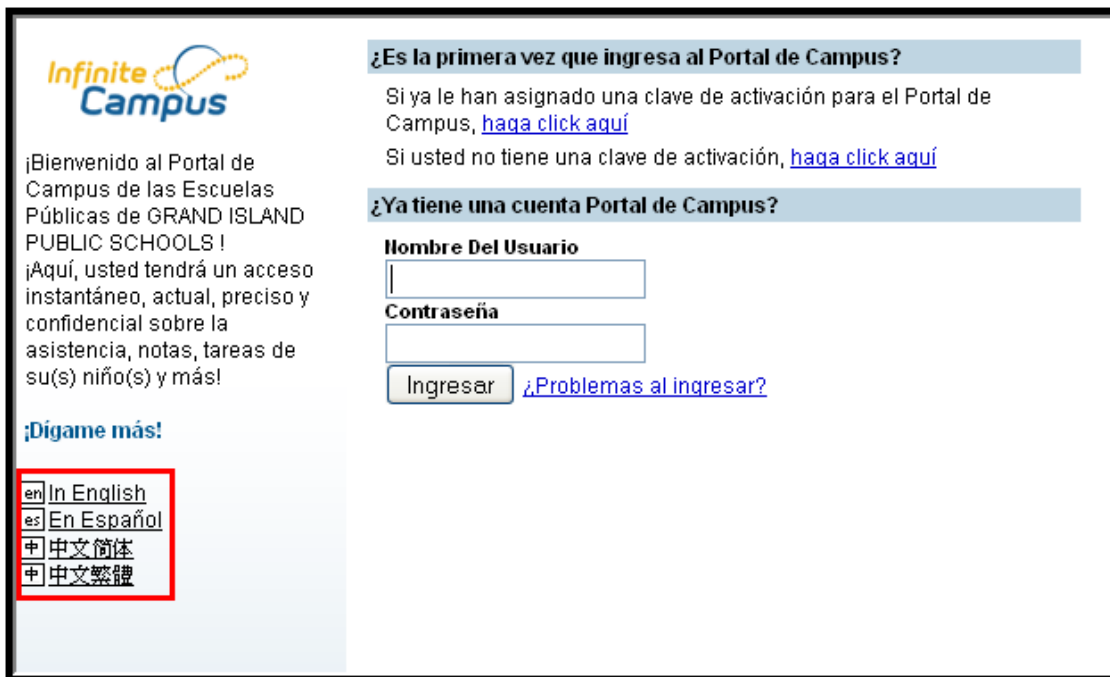


Image 39: Campus Portal in Spanish

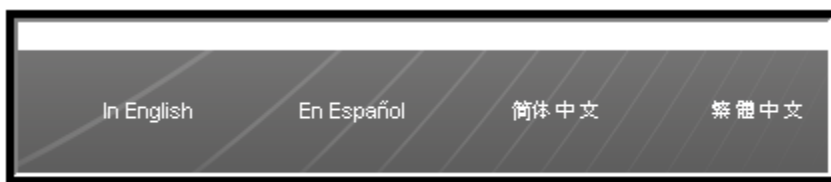


Image 40: Language Selection at the Bottom of the Portal