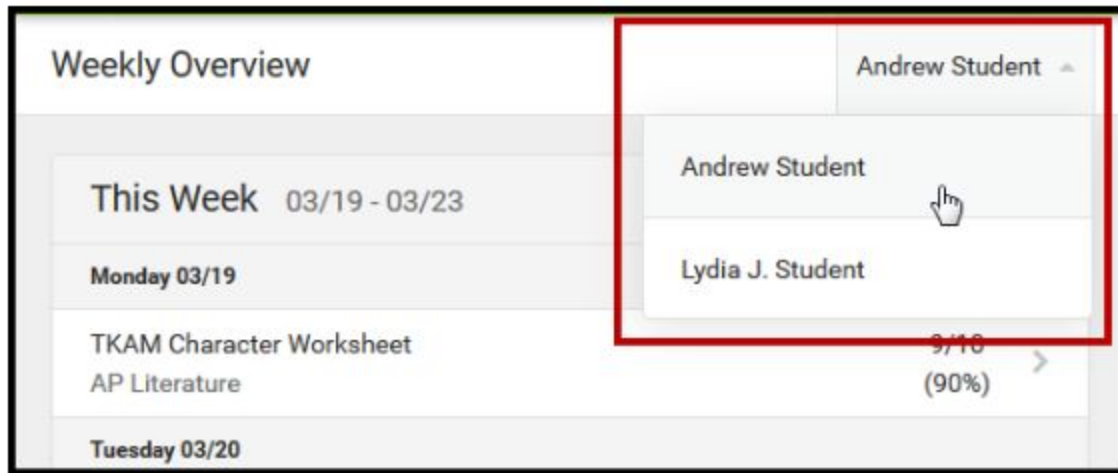# ISD 197 Infinite Campus Parent Portal Instructions

The Campus Parent Portal is designed specifically for parents and is optimized for use on mobile devices and tablets. In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.
Click the user icon in the top right to view Notification Settings.

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If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements.


Switch between students using the dropdown list in the corner.

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Notifications Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage. Click the arrows to change the threshold or click and drag the dot.
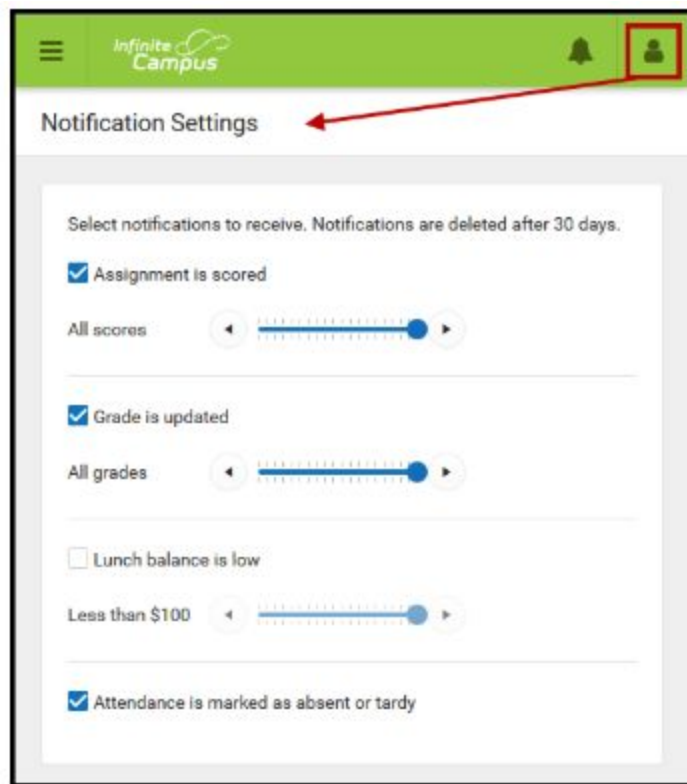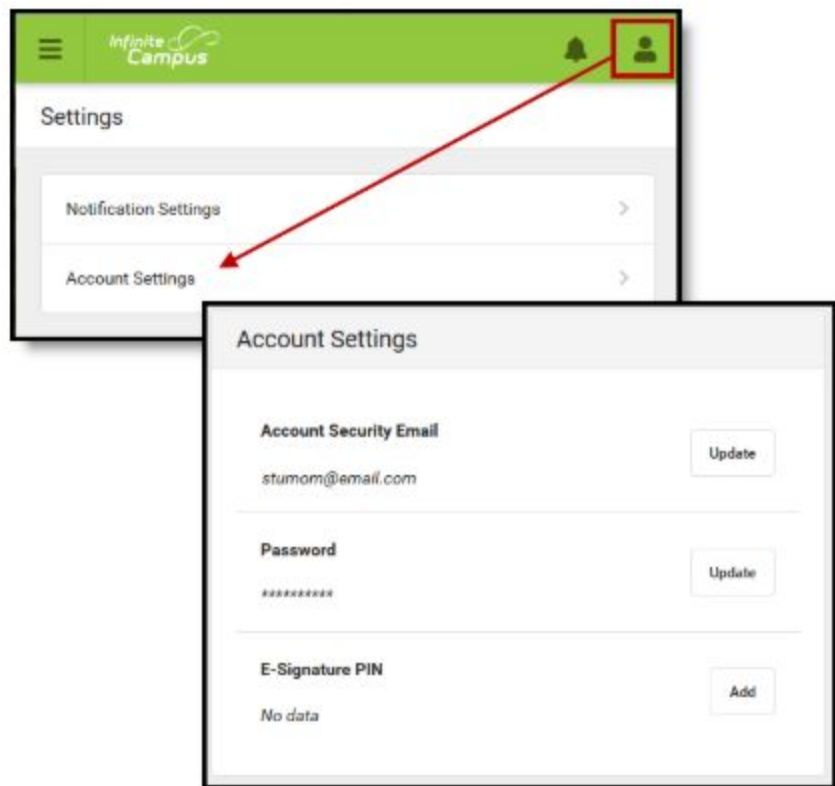
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Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, numbers, and characters to make them more secure.

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Language Settings

From the user menu, click **Language** to change the language that Campus Parent displays in. Campus provides translations into Spanish.
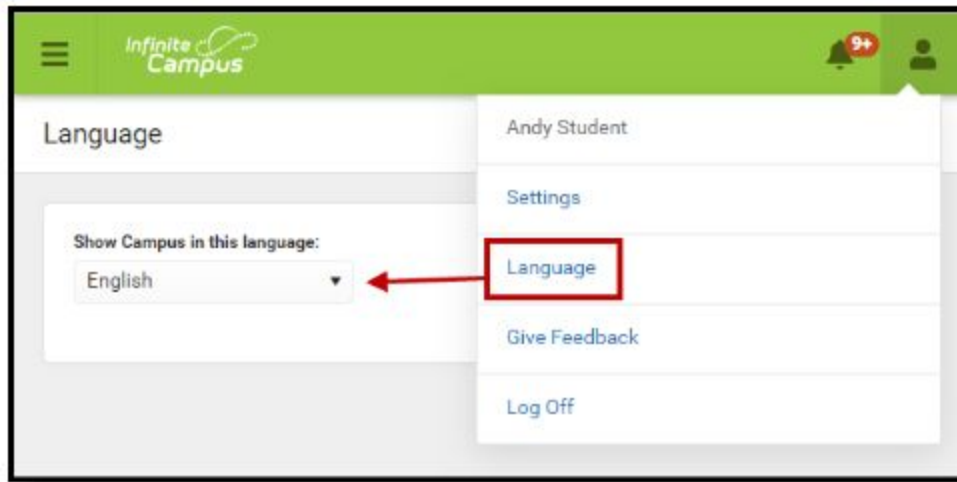
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Contact Preferences

Manage your contact preferences by selecting the desired language and when you receive a message, and how you receive that message (phone call, email, or text message). You may modify your phone number in the portal, however you will need to request an address and email address change.

From the User Menu, select Settings, then select Contact Preference. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

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Tools Available in the Campus Parent Portal

Tool Name	Description	Example Image
Message Center	The Message Center includes announcements are posted at a school or district level. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the parent, including those from teachers.	

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| Today | The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.

The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.

The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details. | |

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Calendar

The Calendar displays data in three different modes, *Assignments, Schedule*, and *Attendance*.

For *Assignments* and *Attendance*, dots display below dates that have data. Select a mode and date to view data for that day.

In *Assignments* mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.

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Assignments	The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments. Use the Missing and Current Term buttons at the top to filter assignments.	

Assignments　　　　　　　　　　　　　　　　　Andrew ▾

| Missing | Current Term | | Today |

| TKAM Character Worksheet
American & British Literature | 13/15
(86.66%) | › |
| Africa Map Comparison Worksheet
English 10 | 8/10
(80%) | › |

Friday 08/10 (TODAY)

| Cell Model Project
AP Literature | › |
| pg. 47 #1, 3, 5, 7, 9
Pre-Calculus A | › |

Monday 08/13

| TKAM Character Essay
American & British Literature | › |
| Nelson Mandela Book Report
English 10 | › |

Tuesday 08/14

| pg. 53 #1, 3, 7, 9, 13
Pre-Calculus A | › |

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Grades	The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled. Show grades for a single term or for the whole year by selecting an option at the top. Expand the Settings menu to *Hide dropped courses*, *Hide rows without grades or assignments,* or expand or collapse all courses. Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details.	

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Grade Book Updates	Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view details.	**Grade Book Updates** — Andrew Student **Recent Updates** Wk 1 Reading - Ch 1-5 — AP Literature — 8/10 (80%) › Ch3 pg 145-7, #s 2, 4, 8, 12 — Pre-Calculus A — 5/5 (100%) › TKAM Character Worksheet — AP Literature — 9/10 (90%) ›

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Attendance

The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top.

Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.

Attendance

Andrew Student

2 | ‹ Last Term | ○ Current Term | Next Term ›

COURSE	ABSENT	TARDY	
AP Calculus	0	0	›
AP English	2	0	›
Physics A	1	2	›
World History A	0		›
Period Totals	**3**		

AP English

Period Absences

EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN
1	1	0	0

Period Tardies

EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN
0	0	0	0

Absences

12/15/2016 - Absent Unexcused

10/28/2016 - Absent Excused

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Schedule

The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.

Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details.

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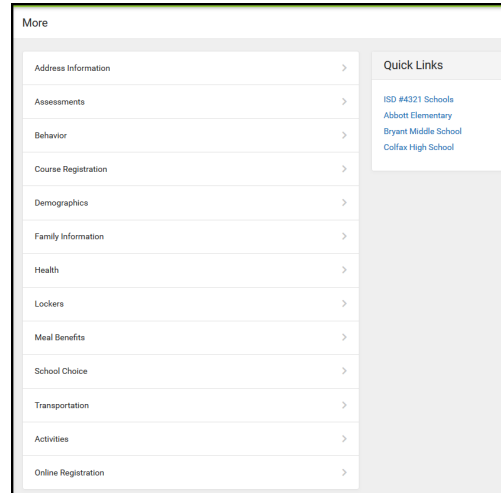|		
Reports	The Reports tool collects files relevant to the student including learning documents such as a PDF version of the student's schedule, report cards and transcripts, and program participation. Click on an entry to view the file in PDF.	

More

The More tab displays the following:

- Address Information for the student's household(s).
- Assessments that list the student's test scores for state, national and district tests.
- Demographics information for the student and any non-household relationships.
- Family Information, including contact information for family members.
- Health Information, including recorded vaccinations, immunizations and screenings..
- Lockers assigned to the student with locations and combinations.
- Transportation information including buses and parking permits.
- Important Dates such as holidays, late starts, and other school calendar events.
- Users are able to update, demographic data and family information for their household.

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