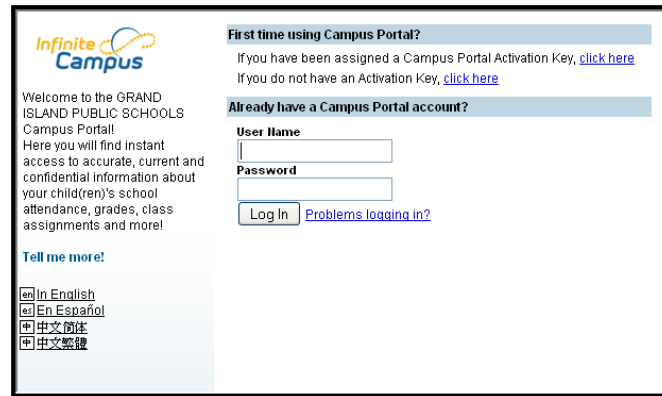# Campus Portal for Parents and Students



## Navigating the Campus Portal

- When logged in, an index for the household is listed on the left hand side of the screen.
- **Sign Out** and **Home** buttons appear in the top right corner of the screen.
- Clicking the **Home** button will take the user back to the original page.
- When a user first logs in the Messages tab located in the Family section is selected.



Use the **Switch Student** drop down in the top left of the screen to choose which student's information to view. Only students with an enrollment in the current year or an enrollment next year will display in the list.
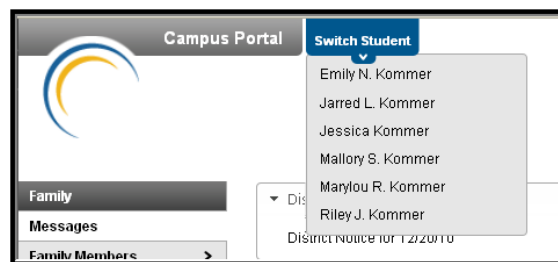


Students can be enrolled in multiple schools. When this happens, another dropdown menu will show under the student's name.  Choose which schools information you want to view.
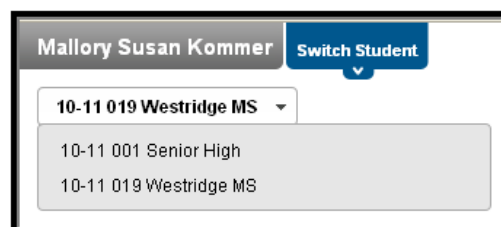
## Family Section

### Messages

The **Messages tab** is selected by default. It is divided into three sections: District Notices, School Notices and the Inbox. **Notices** are sorted by start date. The **Inbox** displays student related messages.
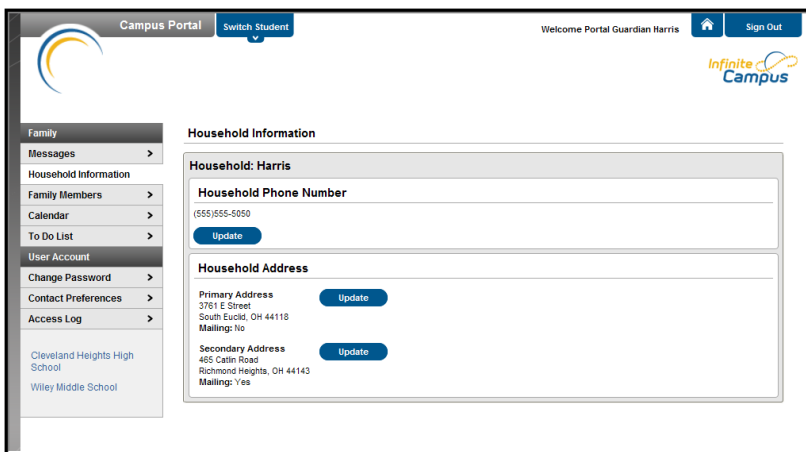


### Family Members

This area lists the demographics information of all household members. Parents can review each person's contact information and relationships between all household members.

### Household Information

This tab lists the household phone number and all current addresses of the household.



### Calendar

The **Calendar** area shows calendar events for each school in which a student is enrolled. The calendar opens to the current month but users are can see previous and future months by clicking the black arrow buttons.

All student assignments and attendance appear on the **Family Calendar**. The name of the student will appear over the assignment or attendance icon.

Clicking on an **Attendance Event** will bring up the details of the attendance event.

| 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 | | |

*Attendance Details for Mallory — January 7, 2011 - Friday (Odd Day), Term: QT2*

Clicking on an **Assignment** icon will 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

## 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.

**Household To Do List**

Filter by Date [All Dates] 🖶Print

| Student | Course | Assignment | Date Assigned | Due Date | Days Remaining/Overdue |
|---|---|---|---|---|---|
| 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 |

*Side navigation: Family — Messages, Family Members, Calendar, Payments, Food Service, To Do List*

The To Do List can be filtered to show All Dates or only assignments for a specific month. Once the student receives a grade for the assignment, it will no longer show on the list.

## Student Section

The information provided in these areas is specific to the student listed at the top of the screen.



## Calendar

The Calendar tab displays all day events, assignments and attendance events <u>for that student only</u>. The user can click on the icons in the calendar to view more detail about the event or assignment.



## Schedule

The Schedule lists the student's classes in each period and term, along with the time and location the class meets. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Clicking the teacher's name with an **Email** icon next it will generate an email. A **Paper** icon and a date under a teacher's name indicate a posted 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.

View the scoring rubric(s) and/or grading scale(s) for this class.

**Grading Task Summary**

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

| Grading Task | Quarter T1 | Quarter T2 | Quarter T3 | Quarter T4 |
|---|---|---|---|---|
| Term | | I | | |

**Term T2 Term Detail**

**Unit Contract**

| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments |
|---|---|---|---|---|---|---|---|
| Sources of Information | 02/04/2010 | | 1.0 | 100 | 100 | 100 | |
| Conflict | 02/16/2010 | | 1.0 | 100 | | | |
| Movement | 03/02/2010 | | 1.0 | 100 | | | |
| Era's | 03/09/2010 | | 1.0 | 100 | 100 | 100 | |
| American Dream | 03/09/2010 | | 1.0 | 100 | | | |
| Final Project Questions Research | 03/09/2010 | | 1.0 | 100 | | | |
| | | | Unit Contract Totals | 200 | 200 | 100% | |

**Assessments**

| Name | Due Date | Assigned Date | Multiplier | Pts Poss | Score | % | Comments |
|---|---|---|---|---|---|---|---|
| Digital History-Creating a Primary Source | 02/04/2010 | | 1.0 | 100 | 100 | 100 | |
| Letters of War | 02/16/2010 | | 1.0 | 100 | | | |
| Movement Project | 03/02/2010 | | 1.0 | 100 | 100 | 100 | |
| DBQ | 03/03/2010 | | 1.0 | 100 | | | |
| American Dream Paper | 03/09/2010 | | 1.0 | 100 | | | |
| Final Project Interview | 03/09/2010 | | 1.0 | 100 | | | |
| | | | Assessments Totals | 200 | 200 | 100% | |
| | | | Term T2 Term Totals | 400 | 400 | I | |

When viewing the Grade book, clicking the name of an **Assignment** will open a screen which shows the details for that specific assignment. This screen 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 SSC311-232 US History I**

**SSC311-232 US History I**
Teacher: Carrie Jacobs

Back to the complete Gradebook view for SSC311-232 US History I

**Score Detail**

| Score | 100 (100.000%) |
|---|---|
| Comments | |

**Assignment Detail**

| Name | Sources of Information |
|---|---|
| Due Date | 02/04/2010 |
| Date Assigned | |
| Total Points | 100 |
| Multiplier | 1 |
| Description | This units essential question is how do historians make history? Students will focus on primary and secondary sources and create a digital history with a writing reflection. |

## Attendance

Using the **Attendance** tab, parents can monitor student attendance using a variety of options. The attendance information displayed occurs in real time as the teacher or building attendance clerk enters the information. The **Calendar** allows parent to quickly view attendance for each month. Today is outlined in blue. Non-instructional days

are grayed out. Attendance events display in color according to the legend. Selecting a day in the calendar displays the details. A set of tabs allows a user to view attendance information by Course, Period, Day and Term.
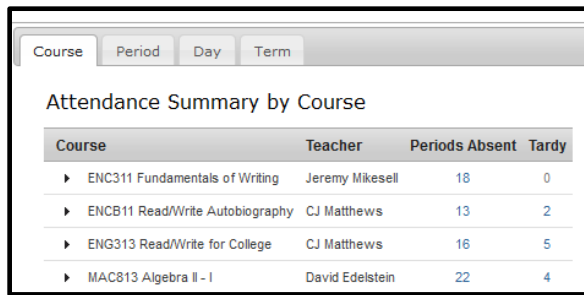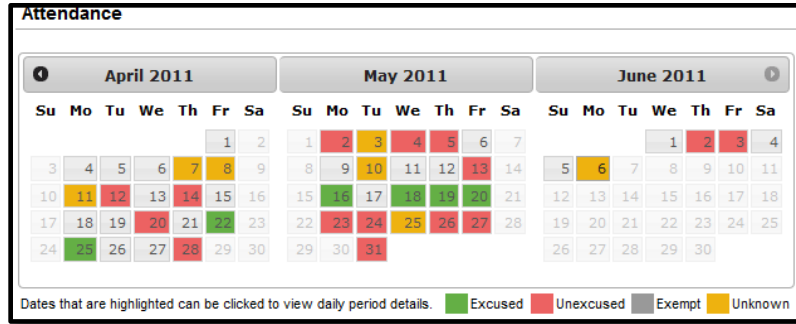




The attendance colors are defined as follows.

| Color | Code | Definition |
|-------|------|------------|
| Green | Excused | Parents notify the school with a reason for the absence and district policy determines if this is an excused absence,. |
| Red | Unexcused | Districts have determined that the absence is not excused. |
| Grey | Exempt | These are usually school-sponsored events, such as field trips, concerts or athletic activities. |
| Yellow | Unknown | The reason for the absence has not been verified by school staff. Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned. |

Clicking on a day will generate an **Attendance Detail** pop up. Attendance Details displays a listing each period along with the course and time. Click the "X" in the top tight corner to return to the original screen.
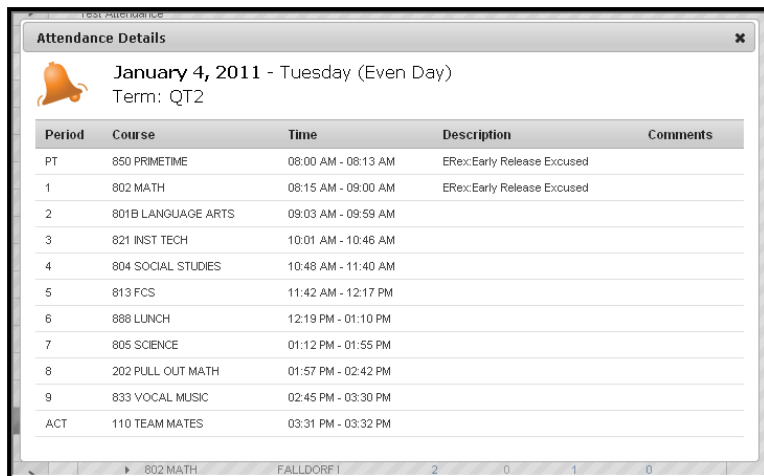
Each tab provides a detailed view of the students period-based attendance. Clicking a right facing triangle displays a list of the dates.



In the Attendance Summaries, clicking a number, such as an absence total, will display a detail screen, describing attendance events as Excused, Unexcused, Exempt or Unknown..



**Assessment**

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments.



**Transportation**

The **Transportation** tab stores transportation information. 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, and late bus information. 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.



## Fees

The **Fees** tab provides a list of all fees assigned to the student. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.



## 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. Clicking the **Print** icon will generate the List in PDF format to be printed.



## Reports

The **Reports** tab allows parents to generate a missing assignments report or a student's schedule.
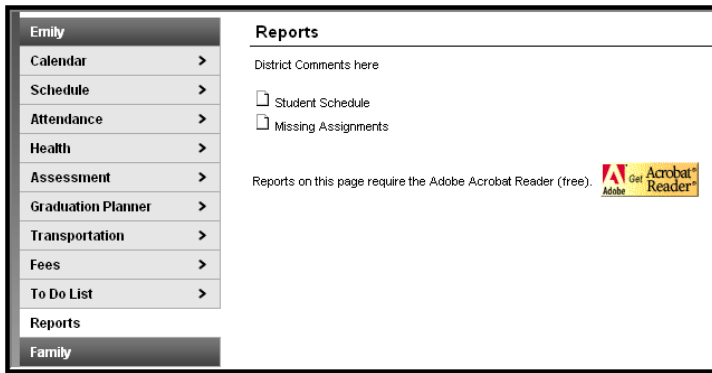


## User Account

### 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. 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.) |
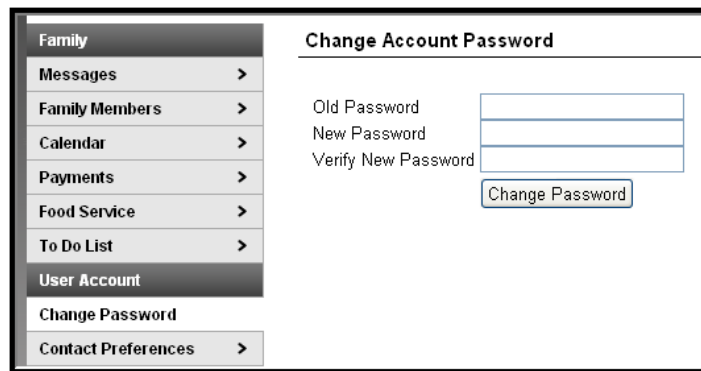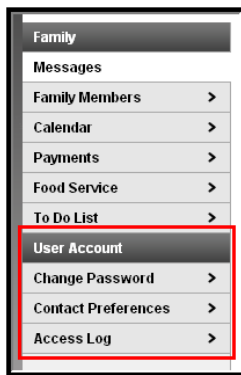


### Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus. 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.

**Message Contact Preferences**

| | | | | | |
|---|---|---|---|---|---|
| Family | | | | | |
| Messages | > | | | | |
| Family Members | > | | | | |
| Calendar | > | | | | |
| Payments | > | | | | |
| Food Service | > | | | | |
| To Do List | > | | | | |
| User Account | | | | | |
| Change Password | > | | | | |
| Contact Preferences | | | | | |
| Access Log | > | | | | |

Care E1
Care E2
Care E3

Email Address: kommermom@email.com

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 | ☑ | ☐ | ☐ | ☐ | ☐ |
| Cell Phone (555)101-1024 | ☑ | ☑ | ☑ | ☑ | ☐ |
| Work Phone (555)332-7683 | ☑ | ☐ | ☐ | ☐ | ☐ |
| Other Phone (555)110-5122 | ☑ | ☐ | ☐ | ☑ | ☐ |
| Email | ☐ | ☐ | ☐ | ☐ | ☐ |

† 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  US English ▼

[Save]