



# *Campus Portal for Parents*

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May 2008  
User Guide

**Objectives:**

Accessing the Campus Portal  
Viewing Student Information



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## Introduction to this User Guide

This user guide provides information on how parents and students can access the Campus Portal. Detailed instructions are available for logging into the Portal, viewing student data and generating available reports.

The information in this document is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains instructions and graphics to guide the user through the process.

This document is written for the user of the Portal, not the school or district personnel.

## Documentation and Support

Parents should contact the school or district for issues with the Campus Portal.

## Feature Updates

As of the date of this document, no changes have been made to the features discussed within this document.

## Hardware Requirements

The following are the supported platforms for the Campus Portal. School districts may have additional requirements. Contact the district for additional information.

**PC:** Campus supports Windows Vista, XP, and 2000 Professional.

**Macintosh:** Campus supports Mac OS X and OS 9.2.2.

Platform	Supported Minimums		Recommended Minimums		
	PC	Macintosh	PC Windows	PC Vista*	Macintosh
<b>Operating System</b>	Windows 2000 Pro	OS X OS 9.2.2 (until 06/08)	2000 Pro or XP	Vista	OS X
<b>Processor</b>	P3	G3	P4	1 GHz 32-bit	G4
<b>RAM</b>	256	256	512	1 GB	512
<b>Internet Browser</b>	IE 6.0 Firefox 2.0.x	Safari 1.3.2 Camino 1.0 Firefox 2.0.0.6	IE 6.0 Firefox 2.0.x	IE 7	Safari 2.0.x Camino 1.5.1 Firefox 2.0.0.7

Platform	Supported Minimums		Recommended Minimums		
	PC	Macintosh	PC Windows	PC Vista*	Macintosh
<b>Java Plug-in</b>	Java 1.5.10	Java 1.3.1 Apple Java (MRJ 2.2.5 for OS 9.2.2)	Java 1.5.10	Java 1.5.10	Java 1.3.1
* Vista users: Please refer to Vista Disclaimer					

## Vista Disclaimer

Campus supports Vista with the following warning:

Users should be aware that operating Vista at or below the Microsoft minimum requirements is likely to cause performance issues with Campus reporting and application processes. Vista users should also be aware that third-party applications may significantly decrease the performance of web-based applications running in the IE 7 browser.

Campus recommends that Vista users exceed Microsoft's minimum requirements and perform extensive performance testing within the Campus application to determine the proper hardware configuration needed for desired performance levels.

NOTE: For additional requirements, contact the school's/district's Campus Administrator.

## Access to the Campus Portal

The district determines access to Campus Portal. Instructions for receiving a user name and login are provided by the school or district. The school or district will also provide the URL for access to the Campus Portal. Visit the district's Web site or contact the school for more details.

Accessibility to the various screens stated 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.

Involvement in a student's academic life opens communication between the parent, student and school. Using the Campus Portal to review daily attendance, behavior items and assignments aids in the student being more active and aware of their academic success.

## Security Features

The Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view through the use of strong passwords, forced password resets and session timeouts.

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 to the links to which they have been given permission, to ensure student privacy.

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 eight characters long and is case sensitive. In addition, the district's administrator may force users to reset their passwords from time to time. By default, the system will automatically end any user session that has been dormant for 60 minutes. This may vary from district to district since the district can establish the timeframe for session timeouts.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to contact the school or district to have the account reactivated. Additional security settings include an access log, and options to change and contact account information.

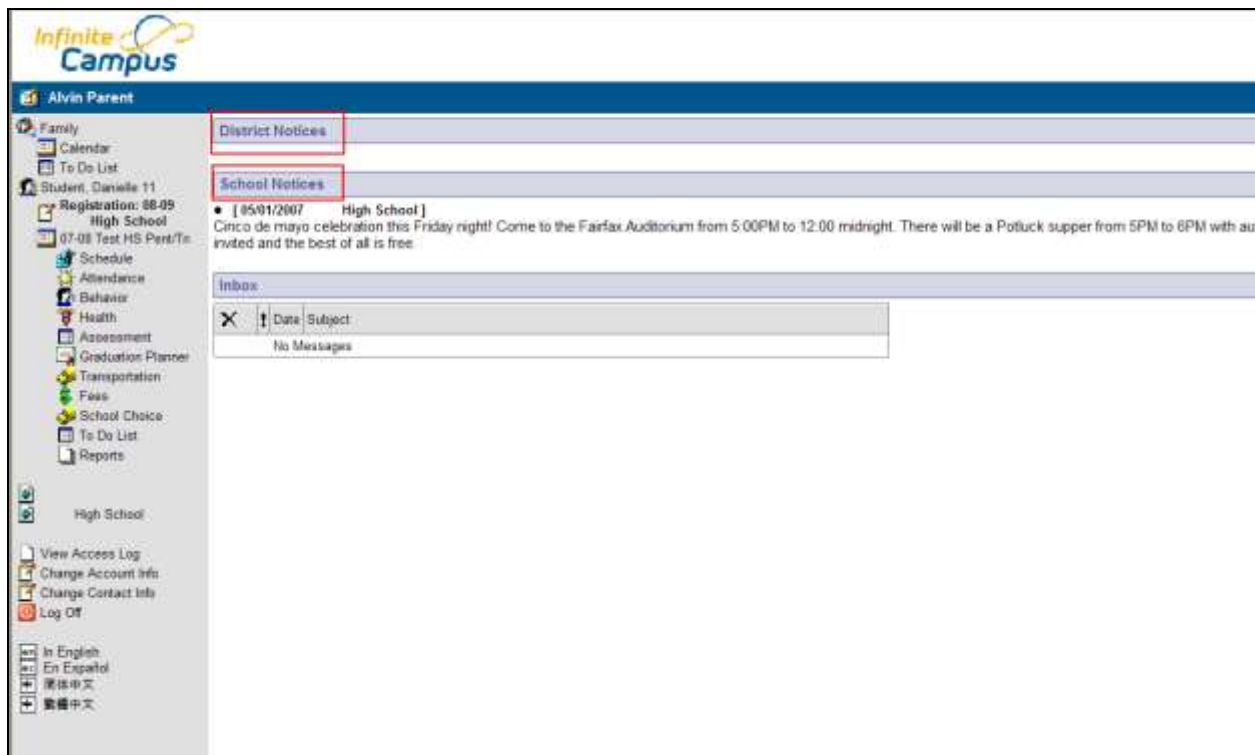
## Navigating the Campus Portal

Navigating the Campus Portal is easy. 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 is listed below, with links to their school information.

*Information is explained in order of appearance within the Campus Portal.*

## School and District Notices

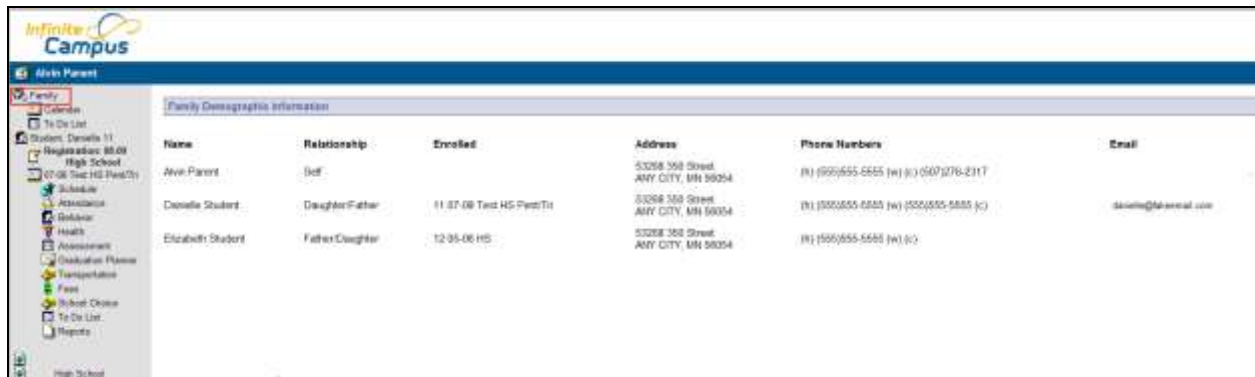
When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.



Viewing the left navigation of the screen, and scrolling down the list of options, the user may find:

## Family

This is the demographic information about the student's family, such as address, email, phone and a list of other members within the household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable.



The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in a traditional family, there may be one household with two parents, the student and siblings living at one address with both parents having full access to all information.

In the situation of a blended or split family, a student may be listed in two households at different addresses and with different sibling structures. 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

There are two calendars listed here: Calendar under the Family heading and Calendar under the student's name.





The Family Calendar link displays school and district notices, special events or “no school” notices. It also provides a list of all the student’s assignments that are due on a certain day. The user can view a quick snapshot of the student’s coursework to track upcoming homework and avoid missing or late assignments.

The Calendar link underneath a particular 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 and school. This can help you track the coursework for the particular individual student to avoid missing or late assignments.

The screenshot shows the Infinite Campus interface for Alvin Parent. The main area displays a calendar for May 2008. The calendar grid shows dates from Sunday to Saturday. A red box highlights the '07-08 High School' link in the left sidebar. The calendar shows an attendance event for Brittany on May 04 and May 21.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	Brittany	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	Brittany	23	24
25	26	27	28	29	30	31

## 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, due date and days remaining/overdue. Days remaining/overdue is the different between the due date and today’s date.

The screenshot shows the Infinite Campus interface for Alvin Parent. The left sidebar has 'To Do List' highlighted. The main content area is titled 'Danielle Student's To Do List' and includes a 'Filter By Date' dropdown set to 'All Dates'. Below is a table with the following data:

Course	Assignment	Date Assigned	Due Date	Days Remaining/Over
Customer Items	Test 1		04/19/2008	-42
Spanish II	Test 1		04/19/2008	-42
Customer Items	Test Assign		03/27/2008	56
Spanish II	Test Assign		03/27/2008	56

Individual To Do List

The screenshot shows the Infinite Campus interface for Alvin Parent. The left sidebar has 'To Do List' highlighted. The main content area is titled 'Household To Do List' and includes a 'Filter By Date' dropdown set to 'All Dates'. Below is a table with the following data:

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Student, Danielle	Customer Items	Test 1		04/19/2008	-42
Student, Danielle	Spanish II	Test 1		04/19/2008	-42
Student, Danielle	Customer Items	Test Assign		03/27/2008	56
Student, Danielle	Spanish II	Test Assign		03/27/2008	56

Household To Do List

## Class Schedule

Parents may need to know where their student is during the day, or may be curious what classes their students are taking and when. The Class Schedule lists the student's classes in each period and each term, along with the time and location it meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed.

To help manage homework time, parents and students can see assignments and grades by clicking on the class name within the period. To view the assignments, click on the Notebook. This will bring up the detailed assignment information, with possible points and scores for all assignments in that class. The users will also be able to see late or missing assignments, so there are no surprises at conference time. In some districts, posting assignments is optional for teachers.

If there is an envelope link in the class schedule, the user may click on it to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated. In some districts, providing a teacher email contact is optional.

**Infinite Campus**

**Alvin Parent**

Family

- Calendar
- To Do List
- Student, Brittany 10
  - Registration: 08-09 High School
  - 07-08 High School
    - Schedule**
    - Attendance
    - Behavior
    - Health
    - Assessment
    - Graduation Planner
    - Transportation
    - Fees
    - School Choice
    - To Do List
    - Reports
  - 07-08 Test HS Pent/Tri
    - Schedule
    - Attendance
    - Behavior
    - Health
    - Assessment
    - Graduation Planner
    - Transportation
    - Fees
    - School Choice

**Danielle Student's Schedule for 07-08 Test HS Pent/Tri**

📌 = Click on Class Name for Current Assignments and Scores  
✉ = Click on Teacher Name for Email

	Term 1	Term 2	Term 3
	SN16151-11 Study Hall Sherwood, Susan Rm: 133 SpEd		SN16151-11 Study Hall Sherwood, Susan Rm: 133 SpEd
1	0000-1 Customer Demo Administrator, System Rm: 000000-1 90 Minute Course Administrator, System Rm: 0000-1 Customer Demo Administrator, System Rm: 000000-1 90 Minute Course Administrator, System Rm:		
	AG001-18 Animal Science Rm: Start 04/06/2008	Empty	

**Infinite Campus**

**Alvin Parent**

Family

- Calendar
- To Do List
- Student, Brittany 10
  - Registration: 08-09 High School
  - 07-08 High School
    - Schedule
    - Attendance
    - Behavior
    - Health
    - Assessment
    - Graduation Planner
    - Transportation
    - Fees
    - School Choice
    - To Do List
    - Reports
  - 07-08 Test HS Pent/Tri
    - Schedule
    - Attendance
    - Behavior
    - Health
    - Assessment
    - Graduation Planner
    - Transportation
    - Fees
    - School Choice
    - To Do List
    - Reports

**Danielle Student's Gradebook Assignments for 0000-1 Customer Demo**

**Teacher's comments about Danielle:**

**0000-1 Customer Demo**  
Teacher: Administrator, System

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

**Standards Summary**

**Legend:**  Final Grade  Grade Not Available Yet

Standard	Penters		Trimesters		Penters		Penters	
	1	1	2	2	3	3	4	5
dan2 dan2 dan2 xlasjkjf lskdjf asdfjkj asldfjfl/asddfjkasdjfll hsaad (1)					3			
Grandchild 1	3							
Grandchild 2								
Standard #1 (Standards Bank)								
Standard #2 (Standards Bank)								

**Grading Task Summary**

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

Grading Task	Penters		Trimesters		Penters		Penters	
	1	1	2	2	3	3	4	5
0000-1 Customer Demo								

## 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 lost messages sent from a teacher to a student’s backpack.

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.

**Infinite Campus**

**Alvin Parent**

- Family
  - Calendar
  - To Do List
- Student, Brittany 10
  - Registration: 08-09
  - GFW High School
    - 07-08 GFW High School
      - Schedule**
      - Attendance
      - Behavior
      - Health
      - Assessment
      - Graduation Planner
      - Transportation

**Danielle Student's Schedule for 07-08 Test HS Pent/Tri**

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

	Term 1	Term 2	Term 3
	<b>SN161S1-11 Study Hall</b> Sherwood, Susan Rm: 133 SpEd		<b>SN161S1-11 Study Hall</b> Sherwood, Susan Rm: 133 SpEd
	<b>0000-1 Customer Demo</b> Administrator, System <b>09/03/2007 (more)</b> Rm:		

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 or until a new entry is provided by the teacher.

## Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking a student’s attendance is easy. Either teachers or the building’s attendance clerk enters absences and tardy designations for each class 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.

If the school subscribes to Campus Messenger or Campus Messenger with Voice, parents may elect to be immediately contacted via email or phone when their student is absent or tardy. Campus Messenger and Campus Messenger with Voice is optional for schools.

**Infinite Campus**

**Alvin Parent**

**Danielle Student's Attendance for 07-08 Test HS Pent/Tri**

Term	1	2	3	4	5	6	7	8	9	Date	1	2	3	4	5	6	7	8	9	Legend
Absent	1	1	0	0	0	0	0	0	0	05/19/2008	A	A	A							A = Absent
Early Release	0	0	0	0	0	0	0	0	0	09/12/2007	A	A								T = Tardy
Tardy	0	0	0	0	0	0	0	0	0											E = Early Release
<b>Term 2</b>																				
Absent	0	0	0	0	0	0	0	0	0											Unknown = Unknown
Early Release	0	0	0	0	0	0	0	0	0											Excused = Excused
Tardy	0	0	0	0	0	0	0	0	0											Unexcused = Unexcused
<b>Term 3</b>																				
Absent	0	0	0	0	0	0	0	0	0											Exempt = Exempt
Early Release	0	0	0	0	0	0	0	0	0											
Tardy	0	0	0	0	0	0	0	0	0											
<b>Term 4</b>																				
Absent	1	1	1	0	0	0	0	0	0											
Early Release	0	0	0	0	0	0	0	0	0											
Tardy	0	0	0	0	0	0	0	0	0											
<b>Term 5</b>																				
Absent	0	0	0	0	0	0	0	0	0											
Early Release	0	0	0	0	0	0	0	0	0											

When viewing attendance through the Portal, however, the color indicates whether absences were excused or not. District policy determines the definitions of the terms below for the color coding system for attendance.

Color	Code	Definition
White	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, college visits, etc.
Red	Unexcused	Districts have determined these are not excused absences. This might include family vacations, driver's training class, etc.
Yellow	Unknown	The school has not been contacted with a reason for the absence.
Green	Exempt	These are usually school-sponsored events such as field trips, concerts or athletic activities, etc.

## Behavior

Parents want to know when their student is recognized for a special accomplishment, or if they were involved in a disruptive behavior. This option lets parents learn more about social situations, the consequences and the remedial steps taken by the school.

The screenshot shows the Infinite Campus portal interface. On the left is a navigation menu for 'Alvin Parent' with various options like Family, Calendar, To Do List, Student, Registration, High School, Attendance, Behavior (highlighted with a red box), Health, Assessment, Graduation Planner, Transportation, Fees, School Choice, To Do List, Reports, and Test HS Parent/Tri. The main content area displays 'Danielle Student's Behavior Events' in a table format.

Date	Event	Demerits	Role	Resolution
09/25/2007-01 42 PM	cheating	0	Offender	In-school suspension
10/03/2007-10 57 AM	cheating	0	Offender	
11/08/2007-10 59 AM	cheating	0	Offender	

For example, if a student was awarded a certificate of achievement for most improved scores for the quarter and there was a small ceremony during a class period, the parent can see a notation of the award ceremony.

On the other hand, if a student was disrespectful and disruptive in class and a meeting is required, this would be posted here for the parent to be informed about the situation.

The parent will see the date the behavior occurred, what happened, any activities or consequences related to the event, and the student's role in the event. After appropriate steps have been taken to resolve this issue, there will be a citation explaining the details. This is a great way for parents to keep current about their student's activities.

## Health

Every state mandates a series of vaccinations to be given to students over several academic years. After parents give the school the documentation that the student received the required immunizations, this module can be used as an easy reference for tracking that the student's vaccinations are up-to-date.

Print this screen to use any time documentation of compliance is required, such as when needed to attend camps, participate in athletics outside of the district, etc.

Vaccine	Doses				
	1	2	3	4	5
Meningitis					
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	10/27/1992	01/21/1993	03/22/1993	03/28/1994	08/14/1997
Fall Asleepitis					
SleepyHead					
Bartitis					
Tetanus-diphtheria [Td]	11/17/2004				
Tetanus-diphtheria-pertussis [Tdap]					
The Deadly Black Spider Bite					
Polio [IPV, OPV]	10/27/1992	01/21/1993	03/28/1994	08/14/1997	
Measles-Mumps Rubella [MMR]	12/27/1993	11/17/2004			
Hepatitis B [Hep B]	10/27/1992	01/21/1993	08/14/1997		
Hepatitis B - 2 Dose [Hep B - 2 Dose]					
Hemophilus influenza, type B [Hib]	10/27/1992	01/21/1993	03/22/1993	01/27/1997	
Pneumococcal					
Varicella					
Measles					
Rubella					
Mumps					
Hepatitis A [Hep A]					
Tetanus, Diphtheria and Acellular Pertussis [Tdap]					
Diphtheria and Tetanus [DT]					

## Assessment

The passage of No Child Left Behind has created a series of tests and assessments required throughout a student’s schooling. These standardized tests may be federally required or district-wide.

Although each state may call these standardized tests something different, they are important tools to benchmark academic achievement and are reported to the district and the federal government to determine the district’s success in teaching required standards. It is important that the parent is aware of these achievement tests and knows if their student has demonstrated competency in these areas.

The screenshot shows the Infinite Campus portal interface. On the left is a navigation menu for 'Alvin Parent' with various links like Family, Calendar, To Do List, Student, Registration, High School, Schedule, Attendance, Behavior, Health, Assessment (highlighted with a red box), Graduation Planner, Transportation, Fees, School Choice, To Do List, and Reports. The main content area is titled 'Danielle Student's Testing Scores' and contains a table of state tests.

State Tests			
<b>BST Math</b>			
Minnesota State Math Test (MSMT:04)	Date: 02/03/2004	Score: 559.0	Result: XS
Minnesota State Math Test (MSMT:04)	Date: 07/21/2004	Score: 580.0	Result: XS
Minnesota State Math Test (MSMT:05)	Date: 02/03/2005	Score: 590.0	Result: XS
<b>BST Reading</b>			
Minnesota State Reading Test (MSRT:04)	Date: 02/05/2004	Score: 611.0	Result: PS
<b>MCA Math</b>			
MCA II - Mathematics (MCAM:06)	Date: 02/07/2006	Score: 0.0	Result: PS
<b>MCA Writing</b>			
Minnesota State Written Composition Test (MSWT:06)	Date: 01/31/2006	Score: 0.0	Result: PS

The Assessment link lists the standardized tests the student has taken and their scores on those assessments.

## Graduation Planner

Graduation is the ultimate goal of the high school experience. Parents can monitor graduation requirements for their students by viewing this information.

For example, this screen shows how many credits in each category a student has completed towards the graduation requirements and how many the student still needs to complete. This information is input from the school's guidance counselors, teachers and staff.

The screen is color coded for easy readability, so the user can immediately see all the variable credit options towards graduation requirements.

Green: Requirements are met and the student is on-track for graduation.

Pink: The student is missing some requirements in this area.

Yellow: The student has taken additional (overflow) credits in this area.

White: These credits are not required for graduation.



**Brittany Student's Graduation Planner**

Program: Gen HS

Criteria	Requirement	Progress
Min Overall GPA	1.00	/ 1.00

Course Group Requirements	Requirement	Progress
Grade 10- Science 10	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 09- Science 9	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 09- Social Studies 9	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 10- Social Studies 10	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 09- English 9	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 10- English 10	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 11- English 11-12 Reading	Courses: 1 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 11- English 11-12 Writing	Courses: 1 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 12- English 11-12 Reading	Courses: 1 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 12- English 11-12 Writing	Courses: 1 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 11- Science 11-12	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 11- Social Studies 11	Courses: 2 - GPA: 0.0	Courses Passed: 0 - Failed
Grade 12- Economics	Courses: 1 - GPA: 0.0	Courses Passed: 0 - Failed
Grade 10- PE/Health	Courses: 2 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 12- Mathematics 9-12	Courses: 6 - GPA: 1.0	Courses Passed: 0 - Failed
Grade 12- Fine Arts	Courses: 1 - GPA: 1.0	Courses Passed: 0 - Failed

Standard: HS Credits	09	10	11	12	SUB	IP	OF	TOT
Agriculture	0/0	0/0	0/0	0/0	0/0	0	0	0/0
Art	0/0	0/0	0/0	0/0	0/0	0	0	0/0
Business Education	0/0	0/0	0/0	0/0.5	0/0.5	0	0	0/0.5
Computer Science	0/0	0/0	0/0	0/0	0/0	0	0	0/0
Electives	0.25/0	0/0	0/0	0/0	0.25/0	0	-0.25	0/0
English	0/1	0/1	0/1	0/1	0/4	1	0	1/4
Family and Consumer Science	0/0	0/0	0/0	0/0	0/0	0	0	0/0

## Transportation

The Transportation view lists the bus the student takes to and from school, or the car the student drives to school.

**Danielle Student's Bus Transportation**

In Bus	1	Out Bus	
In Time		Out Time	
In Bus Stop		Out Bus Stop	
Late Bus		Miles Transported	

**Danielle Student's Parking**

Make	Honda	Model	Civic
Color		Plate Number	
Parking Permit			

Here is the transportation text.

## Fees

This tool provides a list of all the fees assigned to the student. It may be a lab fee for a science class, a fee for a field trip, or the cost of an athletic activity. You can view fees that have been charged, what has been paid, and the ongoing balance.

The screenshot shows the Infinite Campus portal for Alvin Parent. The main content area displays the following information:

**Danielle Student's Fee Statement for 07-08 Test HS Pent/Tri**

Fees: 1  
 Debit: \$25.00  
 Balance: \$25.00

Due Date	Fee	Type	Debit	Credit	Balance
	HS Fine Arts - Winter		\$25.00	\$0.00	\$25.00

## School Choice

The opportunity to choose a specific school within the district lets the parent play a key role in his or her student’s education. Making good decisions about which school to enroll the student requires careful consideration of goals and of the student’s needs as a learner.

When researching a school choice, one should consider:

- What applications or entrance tests are required?
- How will my student be transported? How long is the ride?
- What about transportation for after-school activities?
- How will the distance from school affect our family?
- Does the school have both formal and informal means of communicating with me?
- What opportunities exist to participate in decision making, planning, fund raising and volunteer activities?

When a decision has been made to apply to various schools, this tool provides an easy way to submit applications online and to track their status for admission and possible enrollment in the next school year.

The screenshot shows the Infinite Campus portal for 'Alvin Parent'. The left sidebar contains a navigation menu with 'School Choice' highlighted in a red box. The main content area is titled 'Danielle Student's School Choice Applications' and includes a 'School Choice Application Submittal' section. This section states that there are currently 2 schools accepting applications for Danielle Student, Grade 01, and asks which school the parent would like to submit an application for. Below this is a table with columns for School Name, Calendar, Grade Level, and Sequence. Two options are listed: Elementary School (08-09, Grade 01) and High School (high School 08-09, Grade 12), both with a '1st Choice' dropdown menu. A 'Submit Application' button is located below the table. At the bottom, there is a section for 'School Choice Application(s) you have already submitted for approval' with a table of columns: Sequence, School Name, Calendar, Grade Level, Approval Status, and Accept Application.

## Food Service

Good nutrition for students is an important concern for parents and schools. The Account link gives real-time access to student's meal selections and the costs incurred from the cafeteria.

The Food Service section can be accessed by selecting the student's account number in the index.

The screenshot shows the Infinite Campus portal for 'Pamela Atlers'. The left sidebar contains a navigation menu with 'Account #3564' highlighted in a red box. The main content area is titled 'Journal' and shows a table of transactions for the month of September 2007. The table has columns for Date, Patron, Item, Cat, Debit, and Credit. The transactions include a starting balance of \$14.85, several lunch items for \$1.65 each, a hot entree for \$0.90, and a deposit of \$30.00. The net balance at the end of the month is \$19.20. A 'Generate Report' button is located at the bottom right of the table.

Date	Patron	Item	Cat	Debit	Credit
09/01/2007		Starting Balance			\$14.85
09/04/2007	Alexandria A	LUNCHItem	M	\$1.65	
09/05/2007	Alexandria A	LUNCHItem	M	\$1.65	
09/07/2007	Alexandria A	LUNCHItem	M	\$1.65	
09/10/2007	Alexandria A	LUNCHItem	M	\$1.65	
09/11/2007	Alexandria A	LUNCHItem	M	\$1.65	
09/12/2007	Alexandria A	LUNCHItem	M	\$1.65	
09/13/2007	Alexandria A	Hot Ent -brk	A	\$0.90	
09/13/2007	Alexandria A	Deposit			\$30.00
				Net Balance	25.65
				End of Month Balance	19.20

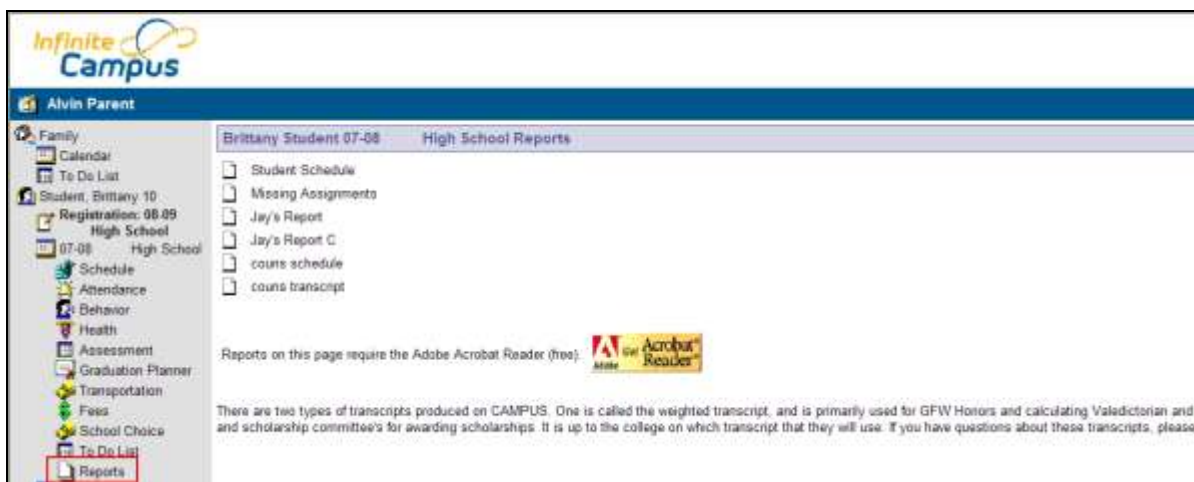
All transactions for the selected month are displayed in a table, including deposits, meal purchases and a la carte purchases. Below the table is the student's balance at the end of the selected month.

To print a copy of the transactions, select Generate Report, which is located in the bottom-right of the page. A PDF view will appear.

Understanding what a student eats can be a valuable tool for discussing good eating habits and can help the parent to guide them towards a nutritional awareness that can last a lifetime.

## Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices. Reports list a student’s schedule and any transcripts or report cards available.

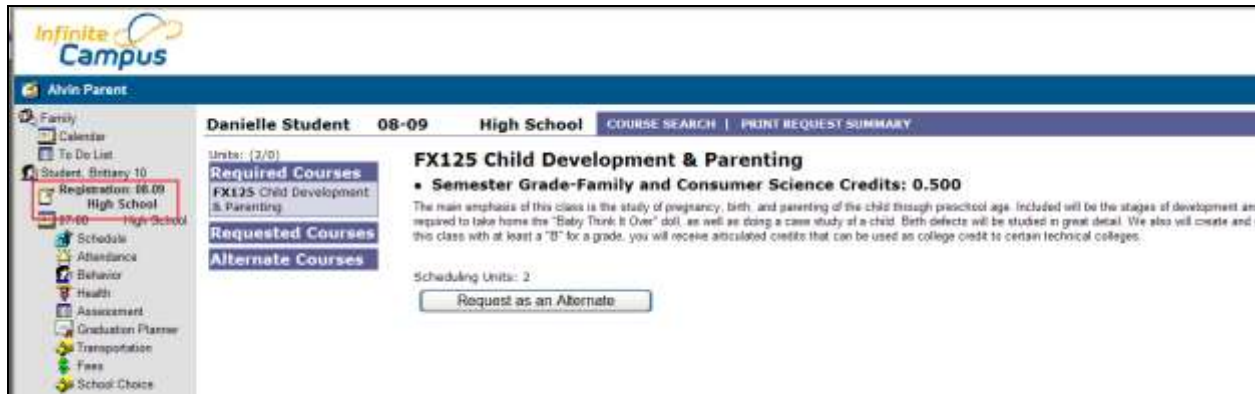


If applicable, a student’s Individualized Learning Plan (ILP) may be listed here. An ILP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and helping to view education broadly and coherently. Parents can view the progress and accomplishments of each student’s ILP 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 must be designed for one student and must be a truly *individualized* 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. The IEP is the cornerstone of a quality education for each student with a disability. Adobe Acrobat Reader is required to view these reports.

## Registration (for students only)

For maximum convenience in course selection, students may register for classes online. Students can view and select the courses they would like to take for the next school year. They can search for specific classes, view required courses and print a request summary.



Any required courses are listed in the REQUIRED COURSES list. Students cannot change any required courses listed for them. Students only request courses, not course sections (period meeting times). Counselors finalize the registration for students.

Only students are allowed to see this information. This view is only available for a short time each school year, usually in the spring.

## Other Links

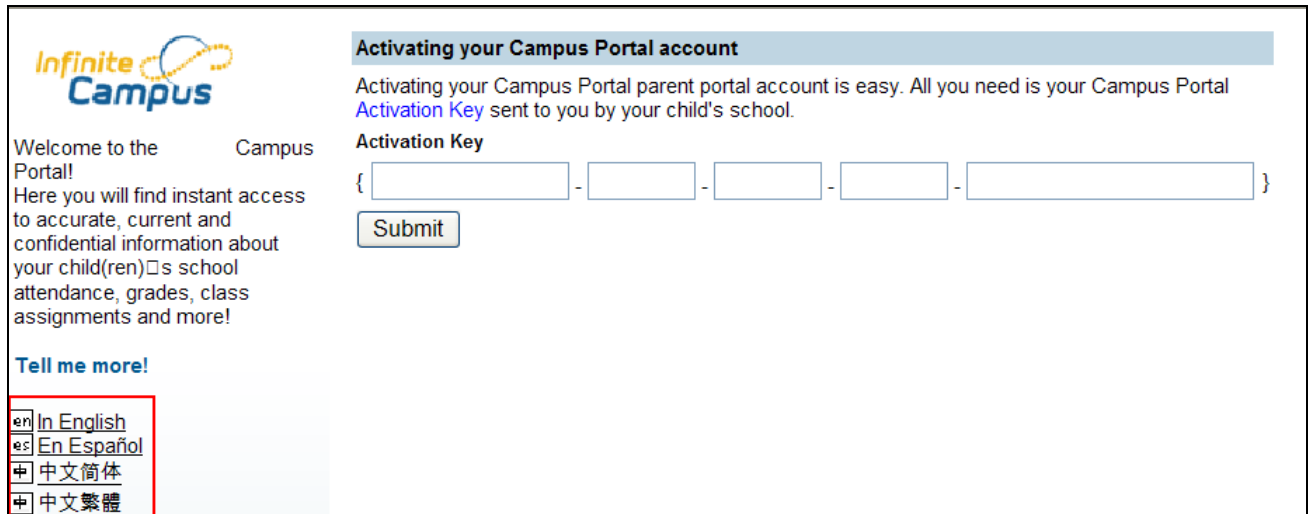
Links to the school or district Web site available via the Campus Portal include:

Link	Definition
Access Log	This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login.
Change Account Info	Parents are given the rights to change their account information online. Parents can only change the password, not the username.
Log Off	When finished using the portal, parents and students must click the log-off option.
Change Contact Info	Parents can email the school district to change their email address, mailing address, etc. For schools using Campus Messenger with Voice, phone numbers and language preferences are also available.

## Portal Languages

The Portal is available in four languages:

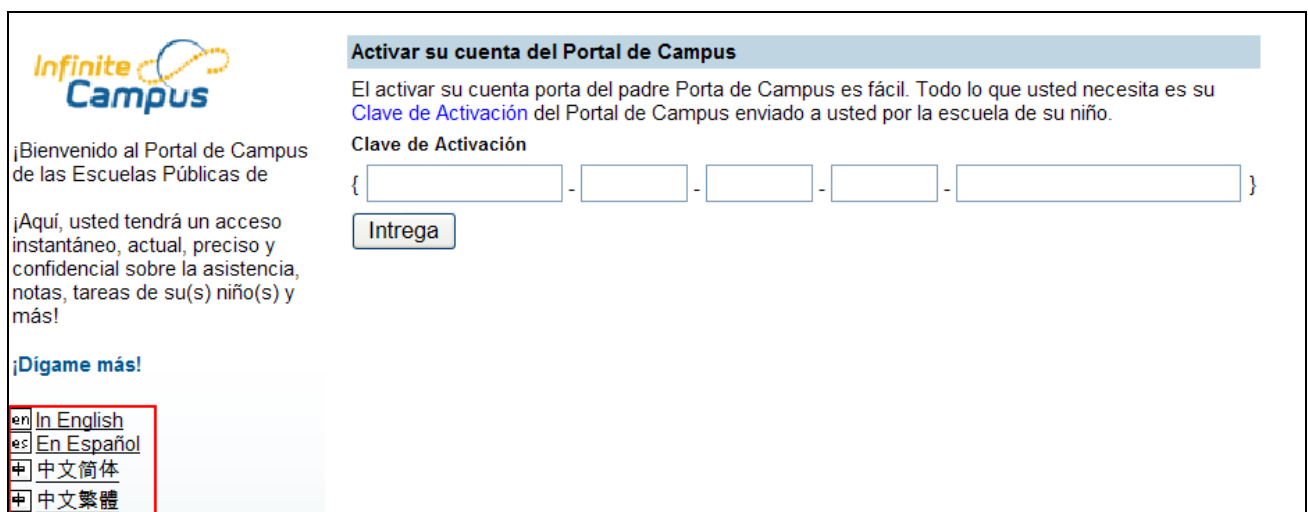
- English
- Spanish
- Simplified Chinese
- Traditional Chinese



The screenshot shows the English version of the Infinite Campus parent portal activation page. On the left, there is a logo for 'Infinite Campus' and a welcome message: 'Welcome to the 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!'. Below this is a 'Tell me more!' link and a language selection menu with four options: 'en In English', 'es En Español', '中 中文简体', and '中 中文繁體'. The main content area has a blue header 'Activating your Campus Portal account' and text explaining that activation is easy and requires an 'Activation Key' sent by the school. Below this is a form with five input boxes separated by dashes, a 'Submit' button, and a 'Clave de Activación' label.

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language.

Selecting a language will redisplay the chosen screen and all other screens in that language until another language is chosen.



The screenshot shows the Spanish version of the Infinite Campus parent portal activation page. On the left, there is a logo for 'Infinite Campus' and a welcome message: '¡Bienvenido al Portal de Campus de las Escuelas Públicas de...'. Below this is a '¡Dígame más!' link and a language selection menu with four options: 'en In English', 'es En Español', '中 中文简体', and '中 中文繁體'. The main content area has a blue header 'Activar su cuenta del Portal de Campus' and text explaining that activation is easy and requires a 'Clave de Activación' sent by the school. Below this is a form with five input boxes separated by dashes, an 'Intrega' button, and a 'Clave de Activación' label.