

Introduction to the Campus Portal for Parents

Infinite Campus understands that parental access to information is a critical link in guiding and supporting students. The Campus Portal for Parents is designed to help you stay up to date with your student's assignments, activities and academic progress.

In this secure site, confidential information about your student is just a click away. You can view assignment details, email teachers, track attendance, review behavior records, and print unofficial report cards and transcripts.

Teachers, counselors and staff publish information as it is available; giving parents immediate access to ongoing student performance. You can login to the Campus Portal to view your student's information from any convenient location.

Schools post announcements, important notices, meetings and other "backpack" type messages quickly and efficiently onto the portal, allowing busy families to schedule, plan and stay informed.

Portal access is determined by your student's school. It gives access to some or all of the views listed in this document.

How it Works

To use the Campus Portal, you need a computer with Internet access. Once the school has created a portal account for you and your student(s), that account will remain active while your student remains within the district.

MINIMUM REQUIREMENTS

PC:

Windows 98, 2000 or XP

P2 Processor

128 RAM

IE 6.0

Firefox 1.5x

Macintosh:

OS9

Firefox 1.5x

RECOMMENDED REQUIREMENTS

PC:

Windows 2000 or XP

P3 Processor

256 RAM

IE 7.0

Firefox 1.5x

Macintosh:

OS9

Firefox 1.5x

Access to the Campus Portal

Your district determines access to Campus Portal. Instructions for your username and login are provided by you school or district. The school or district will also provide the URL for access to the Campus Portal. Visit your district's Web Site (www.wdmcs.org) or contact the school for more details.

Accessibility to the various screens stated in this User Guide is also determined by the school or district. Access for one school or building may vary from access for another school within the same district.

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 they have been given permission, to ensure student privacy.

The Campus Portal allows for 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.

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

Navigating the Campus Portal

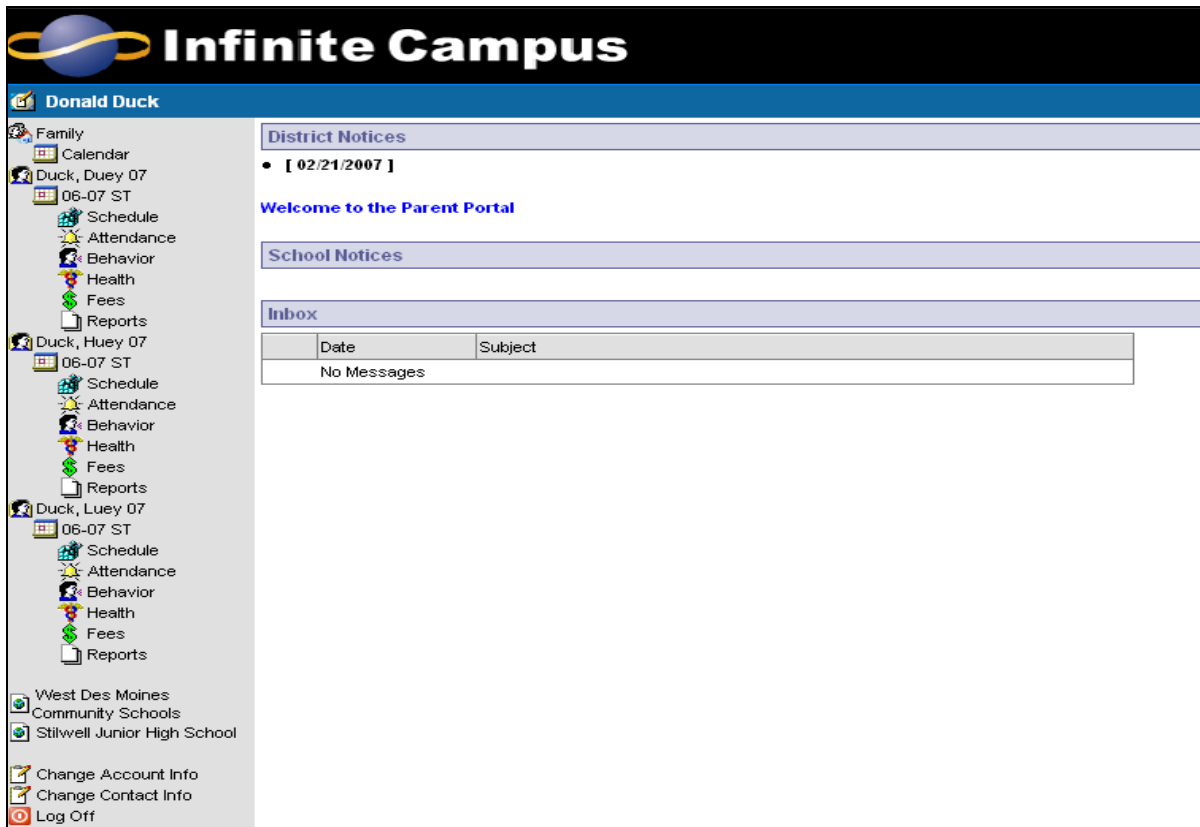
Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent's name will appear under the Campus Portal header. Each student's name is listed below, with links to their school information.

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

On the main section of the screen, you will find:

School and District Notices

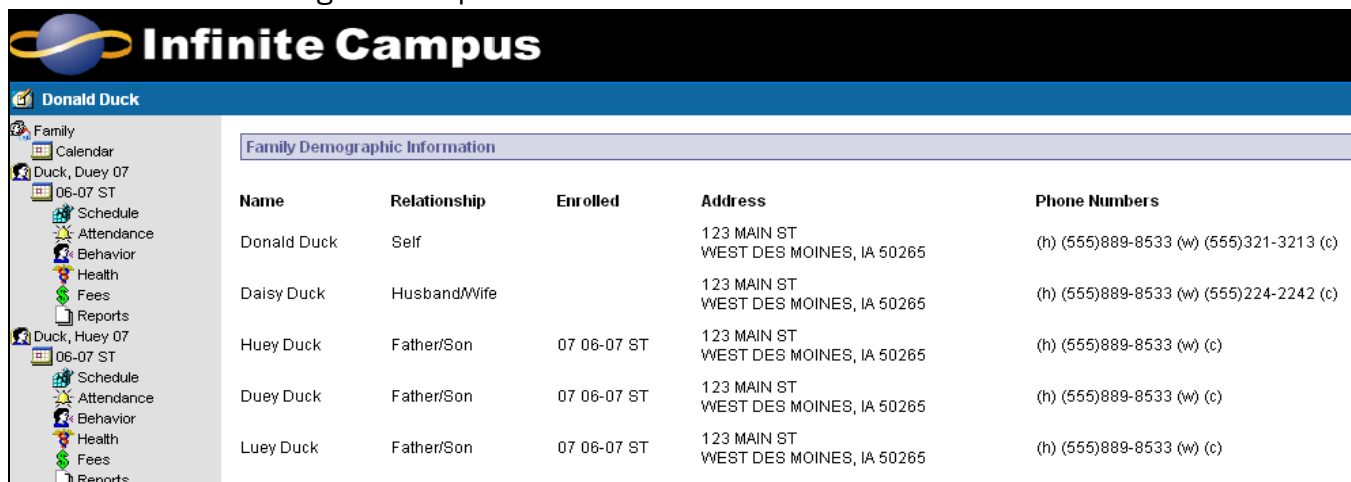
When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.



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

Family

This is the demographic information about your family, such as address, email, phone and a list of the 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 students, 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 schedule 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 students’ assignments that are due on a certain day. You can view a quick snapshot of your students’ coursework to track upcoming homework to avoid missing or late assignments.

Infinite Campus

Donald Duck

<< February 2007 >>

Assignment (s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22 <i>In Service</i>	23	24
25	26	27	28			

West Des Moines Community Schools

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.

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.

Click on the name of the class. This will bring up the assignment information, with possible points, due date, assigned date, percent, comments and scores for all assignments in that class. You also will be able to see later or missing assignments, so there are no surprises at conference time. *To view a specific assignment, click on the name of the assignment. If the teacher has entered a description of the assignment, the information will be displayed now.*

If there is an envelope link by the teacher's name (✉), you may click on the name to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated. If you do not have an email account you will not be able to use this feature. Free email accounts can be created at www.yahoo.com or www.gmail.com.

Attendance

Students who miss a lot of school may risk falling behind and doing poorly on exams. Tracking your 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 you can see if and when any classes were missed during the day.

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.

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

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.
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.

Fees

This tool provides a list of all 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.

Reports

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

Graduation Planning

Graduation is the ultimate goal of the high school experience. You can monitor graduation requirements for your student by viewing this information. For example, this screen shows how many credits in each category your student has completed towards the graduation requirements and how many your student still needs to complete. This information is input from the school's guidance counselors, teacher and staff.

The screen is color coded for easy readability, so you 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.

Registration (for students only)

For maximum convenience in course selection, students may be allowed to 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.

The screenshot shows the Infinite Campus website interface. At the top, the user is identified as Donald Duck. The main navigation menu includes options like Family, Calendar, and Registration. The current view is for 'Duey Duck 07-08 ST'. A search bar is present with 'sewing' entered in the 'Course Name' field. Below the search bar, there are sections for 'Required Courses' (listing ENG801 English and MTH801 Basic Math), 'Requested Courses' (listing SCI801 Science and SOC801 Social Studies), and 'Alternate Courses'. The 'FAM811 Sewing' course is highlighted, with a description: 'One semester course. This semester long course will provide students the opportunity to improve their machine and hand sewing skills. Students will several sewing projects (frog, sports bag, a clothing item such as flannel pants, etc.) that will teach many sewing techniques as well as fabric selection care. Students will explore the areas of design, color, and the history of clothing. For a class final project, students may create a project by using a computer-aided program or an independently chosen alternative project. Students will need to pay for additional materials for optional projects.' Below the description, it states 'Scheduling Units: 4' and provides two buttons: 'Request this Course' and 'Request as an Alternate'.

Other Links

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

Change Account Info

Parents are given the rights to change their account information online. Parents can only change the password, not the username.

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 preference are also available.

Log Off

When finished using the portal, parents and students must click the log-off option.

Campus Portal Summary

Being involved in your student's academic life open communication between you, your student and the school. Using the Campus Portal to review daily attendance, behavior items and assignments aids in your child being more active and aware of their success as a student.