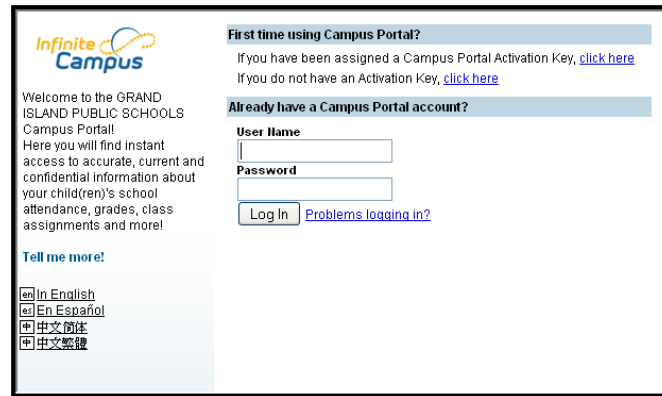


## Campus Portal for Parents and Students

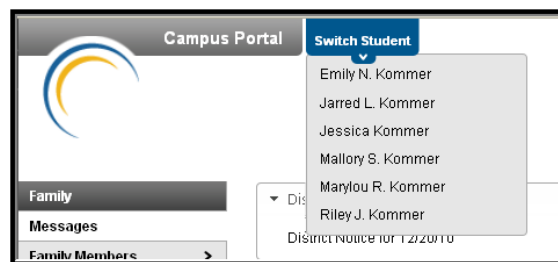


### Navigating the Campus Portal

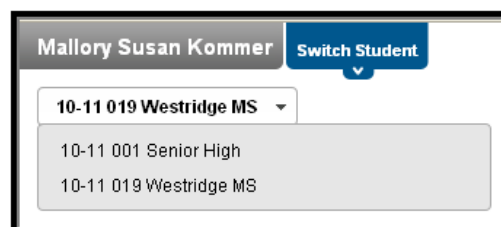
- When logged in, an index for the household is listed on the left hand side of the screen.
- **Sign Out** and **Home** buttons appear in the top right corner of the screen.
- Clicking the **Home** button will take the user back to the original page.
- When a user first logs in the [Messages](#) tab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

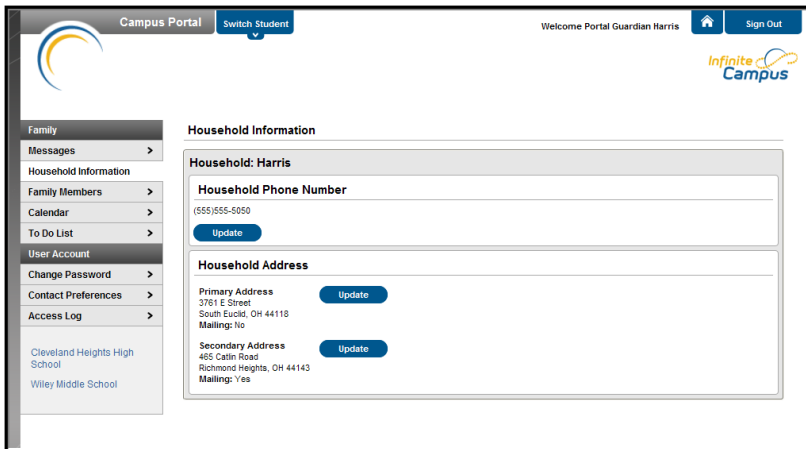


### Family Members

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.

◀ May 2011 ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]
08	09	10	11	12	13	14
	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]		Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]	Tessa [Assignment] [Attendance]
15	16	17	18	19	20	21

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		

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.

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

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.

The screenshot shows the top section of the student portal. On the left, there is a student profile for 'Boy1 Fictional' with a photo and details: '10-11 Holgate Mid', 'Student Number: 118', and 'Grade: 07'. A 'Switch Student' dropdown menu is open, listing 'Boy1 Fictional', 'Boy2 Fictional Jr.', 'Girl1 Fictional', and 'Girl2 Fictional'. The main area displays a calendar for April 2011 with icons for assignments and attendance events.

## Calendar

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

The screenshot shows the calendar for 'Jessica' for January 2011. The calendar grid includes dates from 01 to 22. Events are marked with icons: a red 'A' for assignments and a yellow star for attendance events. Specific events include 'In Service' on 10th, 11th, and 17th, and 'Parent-Teacher Conference' on 11th. The left sidebar contains navigation options like 'Registration', 'Calendar', 'Schedule', 'Attendance', 'Behavior', 'Health', 'Assessment', 'eTranscript Center', 'Graduation Planner', 'Transportation', 'Fees', 'School Choice', 'To Do List', and 'Reports'.

## 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.

The screenshot shows the 'Course Schedule' for 'Mallory'. It includes a 'Test Schedule' section with a 'PLEASE NOTE' regarding projected final grades. Below this is a table with columns for Term QT1, Term QT2, Term QT3, and Term QT4. The table lists classes such as '850-5 PRIMETIME', '802-1 MATH', '801B-2 LANGUAGE ARTS', '822-1 PHYS ED', '821-2 INST TECH', and '804-3 SOCIAL STUDIES' across different periods (PT, 1, 2, 3, 4) with teacher names and room numbers.

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			
<b>Unit Contract Totals</b>				<b>200</b>	<b>200</b>	<b>100%</b>	

**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			
<b>Assessments Totals</b>				<b>200</b>	<b>200</b>	<b>100%</b>	
<b>Term T2 Term Totals</b>				<b>400</b>	<b>400</b>	<b>I</b>	

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	

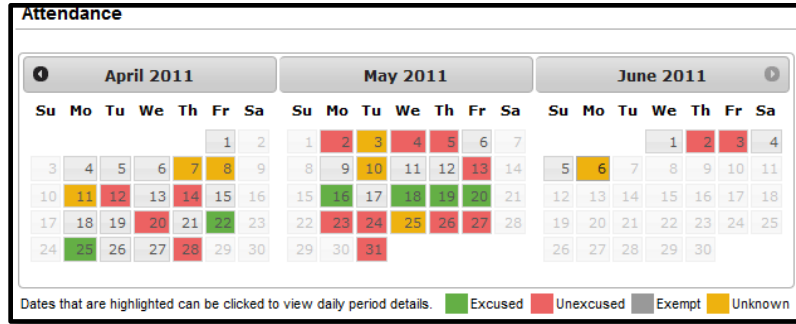
**Assignment Detail**

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.



Course    Period    Day    Term

### Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ ENC311 Fundamentals of Writing	Jeremy Mikesell	18	0
▶ ENCB11 Read/Write Autobiography	CJ Matthews	13	2
▶ ENG313 Read/Write for College	CJ Matthews	16	5
▶ MAC813 Algebra II - I	David Edelstein	22	4

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 right corner to return to the original screen.

Attendance Details  
 January 4, 2011 - Tuesday (Even Day)  
 Term: QT2

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		

Each tab provides a detailed view of the students period-based attendance. Clicking a right facing triangle displays a list of the dates.

Course Period Day Term

Attendance Summary by Period

Term: QT2  
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
PT (08:00 AM-08:13 AM)	2	0	1	0
<ul style="list-style-type: none"> <li>01/03/2011 Monday - Present Exempt</li> <li>01/04/2011 Tuesday - Early Release Excused</li> <li>01/07/2011 Friday - Absent Unexcused</li> <li>01/10/2011 Monday - Absent Excused</li> </ul>				
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

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..

Course Period Day Term

Attendance Summary by Day

Date	PT	1	2	3	4	5	6	7	8	9	ACT
01/19/2011 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	
Absent Totals	3	2	3	2	3	2	2	2	2	2	0
Tardy Totals	0	0	0	0	0	0	0	0	0	1	0
Early Release Totals	1	1	0	0	0	0	0	0	0	0	0
Present Totals	0	0	0	0	0	0	1	1	1	0	0

**Absent Details**

Period: PT

Excused: 2

Unexcused: 1

Exempt: 0

Unknown: 0

### Assessment

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

<b>Mallory</b>	<b>Assessment Tests</b>
Calendar >	Test Assessment
Schedule >	
Attendance >	<b>District Tests</b>
Behavior >	District Assessments - Grade 04 () Date: 05/01/2007 Score: Result
Health >	
Assessment	
Graduation Planner >	

### 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.

<b>Mallory</b>	<b>Transportation</b>
Calendar >	Test Transportation
Schedule >	
Attendance >	<b>Bus Detail</b>
Behavior >	In Bus: 51 CNSSP                      Out Bus: 52G CNSSP
Health >	In Time: 08:00 AM                      Out Time: 01:00 PM
Assessment >	In Bus Stop:                              Out Bus Stop:
Graduation Planner >	Late Bus:                                  Miles Transported:
Transportation	
Fees >	<b>Parking Detail</b>
School Choice >	Make:    Model:
To Do List >	Color:                                        Plate Number:
Reports >	Parking Permit: No car yet

**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.

<b>Mallory</b>	<b>Fee Statement</b>
Calendar >	Test Fees
Schedule >	Fees: 1
Attendance >	Debit: \$15.00
Behavior >	Balance: \$15.00
Health >	
Assessment >	
Graduation Planner >	
Transportation >	
Fees	
School Choice >	

Due Date	Fee	Type	Debit	Credit	Balance
01/21/2011	MS Activity Fee	Activity	\$15.00	\$0.00	\$15.00
<b>Total Balance Due for Fees:</b>					<b>\$15.00</b>

**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.

<b>Jessica</b>	<b>Jessica's To Do List</b>
Registration: 11-12 019 Westridge MS >	Filter by Date: All Dates <input type="button" value="Print"/>
Calendar >	
Schedule >	
Attendance >	
Behavior >	
Health >	
Assessment >	
eTranscript Center >	
Graduation Planner >	
Transportation >	
Fees >	
School Choice >	
To Do List	

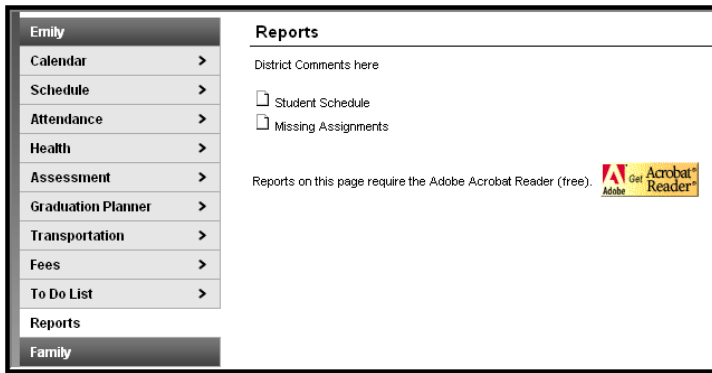
  

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5

**Reports**



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

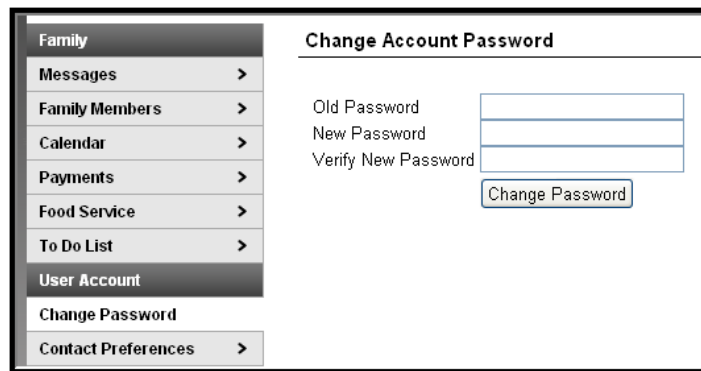
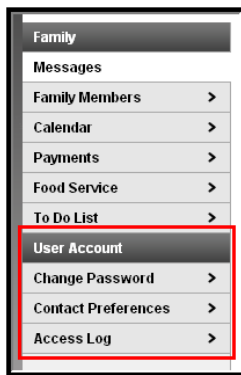


## User Account

### 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.

**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](#)

### 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