

Campus Portal User Guide

Introduction to this User Guide

This user guide provides information on how parents and students can use the Campus Portal. Detailed instructions are available for logging into the Campus Portal, viewing student data and generating available reports. The information in this guide 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 Campus Portal user, not school or District personnel. Updates to this user guide will be made as additional features of the Campus Portal are released.

Access to the Campus Portal

The Clark County School District determines access to Campus Portal. For questions about your access rights, please contact your child's school. This document does not provide instructions on how to sign on to Campus Portal. For information on how to sign on to Campus Portal, please go to ccsd.net. Click on Infinite Campus.

Security Features

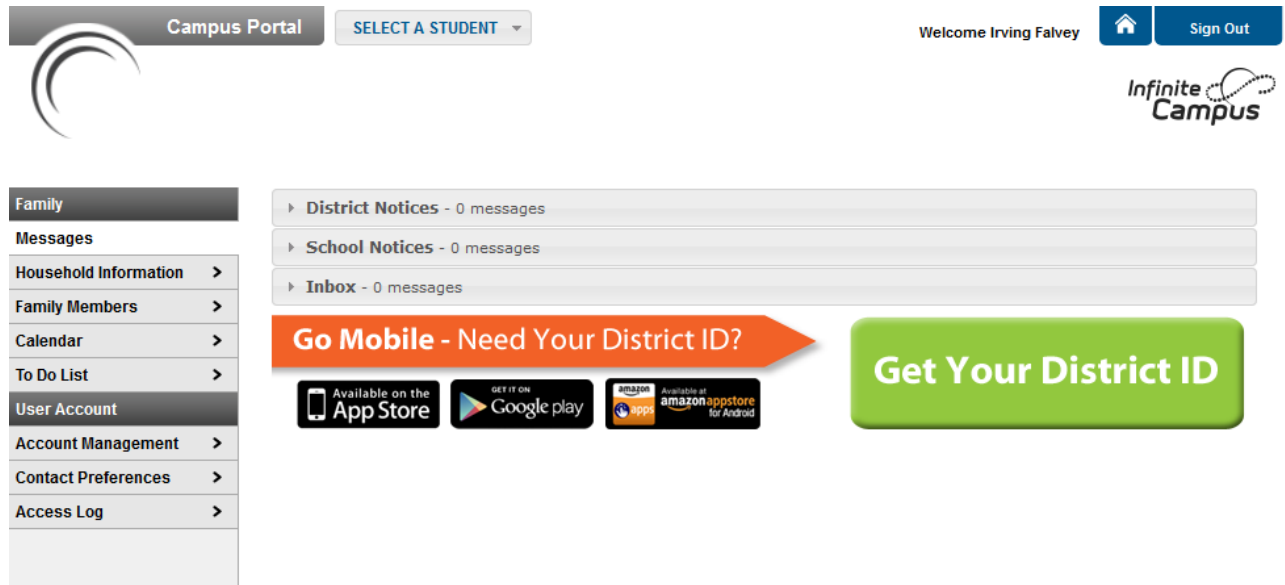
- The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view through the use of a secure connection, strong passwords and session timeouts.
- The Campus Portal enables the District to force strong password usage by all users, including parents/guardians. This requires a password that is case sensitive and at least eight characters long. The password must also contain at least three of the following: a capital letter, lower case letter, number or symbol. In addition, a student will be forced to change their password the first time logging in.
- Five unsuccessful login attempts will disable the Campus Portal account. To use Campus Portal again, parents will need to contact their child's school.
- The Campus Portal also monitors the activity in each session. As part of security settings, an Access Log is included. By default, the system will time-out any user after a period of time and requires the user to log in again.

Navigating the Campus Portal

Navigating the Campus Portal is easy. The left side of the screen is used to navigate the Campus Portal. The right side of the screen contains the main frame which displays topic specific information.

School and District Notices

The Campus Portal homepage displays school and District notices in the main frame located on the right side of the screen. Notices are organized by district-wide messages and by school-specific messages. The Campus Portal also has a built-in messaging system. Your inbox will contain any messages sent to you. You can access the homepage by clicking on the parent’s name under the Infinite Campus header.



Household Information and Family Members

The Household Information is based on the relationships established between students, parents/guardians and siblings. This definition fits the traditional family model, as well as other organizations, such as a student who belongs to two different households.

Family Members menu contains demographic information about your family, such as address, email, phone and a list of other members within the household. The household’s physical and mailing addresses and all individuals designated as part of that household are viewable.

The school can give access rights to all parents/guardians to whom the student has a relationship or only specific rights to one parent/guardian. Only parents/guardians with legal rights to student records may receive a Campus Portal account. Each family member with rights receives their own separate account. Accounts are NOT shared among more than one parent/guardian within a household.

Calendar

Calendar Events for all students in the family will display if you do not have a specific student selected. The Calendar tab displays assignments and attendance events for each student. The Calendar tab appears in both the Family section and Student section of the portal.

Family
Messages >
Household Information >
Family Members >
Calendar
To Do List >
User Account
Account Management >
Contact Preferences >
Access Log >

◉ April 2014 ◉

📅 Assignment(s) Due
 ☀️ Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03 <i>Leigh Allison</i> ☀️	04	05
06	07	08 <i>Leigh Allison</i> ☀️	09	10	11	12
13	14	15 <i>Leigh Allison</i> 📅	16	17	18	19
20	21	22 <i>Leigh Allison</i> 📅	23	24	25	26
27	28	29	30			

To Do List

The To Do List displays assignments and assignment due dates for all students in the family if you do not have a specific student selected. The To Do List may be filtered by date and printed.

Family
Messages >
Household Information >
Family Members >
Calendar >
To Do List
User Account
Account Management >
Contact Preferences >
Access Log >

Household To Do List

Filter by Date: Print

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Dahill, Leigh Allison	24310000-1 English 10	Homework 3	04/03/2014	04/22/2014	5
Dahill, Leigh Allison	24310000-1 English 10	Project 4	04/03/2014	04/15/2014	0
Dahill, Leigh Allison	24310000-1 English 10	Test 2	03/28/2014	03/28/2014	-12

Account Management and Contact Preferences

The Account Management tool allows a user to change the account password. The user must have a current password to make this change. Contact Preferences will allow the user to add an email address and a secondary email address. You may choose how you prefer to receive a message by type i.e. Emergency, Attendance, General Notification, Priority Notification, Teacher. You may also select a preferred language.

Access Log

The Access Log lists the IP address (location from which parents access the Portal), the times it was accessed and whether the login was successful. Users do not have the ability to modify data here. This tool is used to view when logins occurred with the username and password. Please contact your school if you suspect your account has been compromised.

Select A Student

To view student schedules, attendance, grades, academic planner, graduation progress, fees or reports, you must first select the student you want to view. Select the student by clicking on Select A Student at the top of the screen and then choose the student you want to view.

The screenshot shows the top navigation bar of the Infinite Campus Portal. On the left, there is a user profile for Leigh Allison Dahill with details: 12-13 006-Training HS, Student Number: 3445, Grade: 11. In the center, a 'SELECT A STUDENT' dropdown menu is open, showing two options: 'Leigh Allison Dahill' and 'Vanessa Dahill', both of which are circled in red. On the right, there is a 'Welcome Irving Falvey' message, a home icon, and a 'Sign Out' button. The Infinite Campus logo is visible in the bottom right corner of the navigation bar.

Messages

The Messages tab will bring you back to the home page. The home page displays district notices, school notices and your inbox.

Portal Languages

The Portal navigation tools are available in four languages by clicking on the hyperlink found at the bottom of the Portal web page on all screens:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Schedule

The Schedule tab lists your child's classes in each period and each term. For each class, you will find the name of the course, the days it meets, the teacher's name and room number. You may click on the class name for current assignments and scores, and on the teacher's name to send the teacher an email. You may click on the date for a current newsletter by a class teacher.

	Term T1 (08/27/13-10/25/13)	Term T2 (10/29/13-01/18/14)	Term T3 (01/22/14-03/22/14)	Term T4 (04/01/14-06/05/14)
00	EMPTY	EMPTY	EMPTY	EMPTY
01	13460000-195 Student Aide Holcomb, G, Team: 811 Rm: 917	13460000-195 Student Aide Holcomb, G, Team: 811 Rm: 917	24310000-1 English 10 Lynch, Sharon, Team: 362 04/03/2014 (more) Rm: 234	24310000-1 English 10 Lynch, Sharon, Team: 362 04/03/2014 (more) Rm: 234
02	17220000-2 Psychology I Perri, K, Team: 302 Rm: 800	17220000-2 Psychology I Perri, K, Team: 302 Rm: 800	27220000-2 Psychology I Perri, K, Team: 302 Rm: 800	27220000-2 Psychology I Perri, K, Team: 302 Rm: 800
03	24870400-8 PreCalculus H Erdman, F, Team: 149 Rm: 328	24870400-8 PreCalculus H Erdman, F, Team: 149 Rm: 328	14850400-6 Trigonometry H Erdman, F, Team: 149 Rm: 328	14850400-6 Trigonometry H Erdman, F, Team: 149 Rm: 328
04	17030400-2 U.S. History H Tynan, D, Team: 325 Rm: 810A	17030400-2 U.S. History H Tynan, D, Team: 325 Rm: 810A	27030400-2 U.S. History H Tynan, D, Team: 325 Rm: 810A	27030400-2 U.S. History H Tynan, D, Team: 325 Rm: 810A
05	16800400-3 Anat/Phys H VonGardner, L, Team: 582 Rm: 901	16800400-3 Anat/Phys H VonGardner, L, Team: 582 Rm: 901	26800400-3 Anat/Phys H VonGardner, L, Team: 582 Rm: 901	26800400-3 Anat/Phys H VonGardner, L, Team: 582 Rm: 901
06	14320400-6 English 11 H Alfaro, R, Team: 453 Rm: 210A	14320400-6 English 11 H Alfaro, R, Team: 453 Rm: 210A	24320400-6 English 11 H Alfaro, R, Team: 453 Rm: 210A	24320400-6 English 11 H Alfaro, R, Team: 453 Rm: 210A
07	EMPTY	EMPTY	EMPTY	EMPTY

Attendance

The Attendance tab allows parents to track student attendance using a variety of summary options and attendance views. This section is updated in real-time, as the teacher or attendance clerk enters daily or period attendance.

The attendance calendar at the top of the attendance screen provides color-coded absence and tardy information for the selected student. The current day is outlined in blue. Clicking the black arrow icons will allow the user to view previous and future months. All instructional days may be selected. Non-instructional days are grayed out and cannot be selected.

April 2014							May 2014							June 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

(Clicking on April 8th on the calendar view shows an attendance detail for that day)

The student was marked tardy in period one.



April 8, 2014 - Tuesday

Term: T4

Period	Course	Time	Description	Comment
01	24310000 English 10	08:00 AM - 09:00 AM	T: Unknown	
02	27220000 Psychology I	08:00 AM - 09:00 AM		
03	14850400 Trigonometry H	08:00 AM - 09:00 AM		
04	27030400 U.S. History H	08:00 AM - 09:00 AM		
05	26800400 Anat/Phys H	08:00 AM - 09:00 AM		
06	24320400 English 11 H	08:00 AM - 09:00 AM		

Below the Calendar, four tabs allow users to view summaries of attendance information by Course, by Period, by Day and by Term. Dates in the summary tabs can be selected to generate a detail window.

Course | Period | Day | Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 24310000 English 10	Lynch, Sharon	1	1
Total		1	1

Grades

The Grades tab displays recent assignments that have been graded, a list of term grades by course, and the student’s current Term GPA. Parents and students are able to see all grading tasks, grades, and assignments for a particular course.

Parents and students are also able to view any newsletters the teacher has sent and may email the teacher by clicking on the teacher’s name.

Grades

Recently Graded Assignments

Posted	Course	Assignment	Score	Total	P
23 hours ago	57560001 - PE 8	9/22-9/26	50	50	
1 day ago	20200001 - Algebra I	Function Notation	30	30	
2 days ago	47201001 - World Geo Acc 8	5 Themes notes	15	15	
2 days ago	37801001 - Science Acc 8	Scientific Models Worksheet	21	24	
2 days ago	49700001 - Leadership	Own It Homeroom Speech	14	15	9

Grades By Course

Expand All
Collapse All

In-Progress Grade
 Final

- ▶ [86350001-24 Advisory 8](#) - ALTOBELLA, MONETTE J
- ▶ [86350002-24 Advisory 8](#) - ALTOBELLA, MONETTE J
- ▶ [20200001-3 Algebra I](#) - ANDERSON, MONICA S
- ▶ [20200002-3 Algebra I](#) - ANDERSON, MONICA S
- ▶ [17301001-4 English Acc 8](#) - HAWKINS, KRISTIN K

Bus Schedule

A link to transportation will be located on the bottom left side of the Campus Portal home page for Bus Schedule information.

Cafeteria Balance

The Cafeteria Balance tab will display your child’s balance.

Academic Planner

The Academic Planner displays the student’s assigned Academic Program and the courses the student has planned to take in each school year (by grade level). Counselors have a similar view to this that allows them to see the student’s chosen courses and make modifications, if necessary. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level.

Parents may be asked by the school to approve their child’s Academic Plan by checking the box above.

Graduation Progress

The Graduation Progress tool allows students and parents/guardians a color-coded view of a student’s progress toward the completion of an Academic Plan. The tab displays the student’s assigned academic program, listing the total credit the student has received and planned in each credit type assigned to the academic program.

- You may view the student’s overall progress in the assigned academic program
- You may see the student’s course, test and GPA requirements for the assigned academic plan
- You may see the student’s Academic Program progress for another academic program
- You may expand areas to display more detail by clicking on the + sign (i.e. English 1 (1))

Viewing progress towards Academic Program: Advanced Diploma

Credit Type	09	10	11	12	Subtotal	Overflow	Total
English	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	3.0 / 4.0		3.0 / 4.0
Algebra (1)	0.75 / 0.5				0.75 / 0.5	-0.25	0.5 / 0.5
Algebra (2)	0.75 / 0.5		0.5 / 0.0		1.25 / 0.5	-0.75	0.5 / 0.5
Mathematics	2.5 / 0.0	0.5 / 1.0	0.5 / 1.0	0.0 / 1.0	3.5 / 3.0	-0.5	3.0 / 3.0
Grade	Course	Score	Credit toward Academic Program		Credit Explanation		
09	15900400 Alg I H Math Inst	A			0.25 credit overflow from Algebra (1)		
09	20804001 Geometry H-AMSAT	A	0.75				
09	20804002 Geometry H-AMSAT	A	0.75				
09	20904001 Algebra II H	A	0.5		0.5 credit overflow to Electives		
09	20904002 Algebra II H	A	0.5		0.5 credit overflow to Electives		
09	25900400 Alg I H Math Inst	A			0.25 credit overflow from Algebra (2)		
10	21454002 PreCalculus H	B	0.5		0.5 credit overflow to Electives		
11	21802001 AP Calculus AB	In-Progress	0.5				
11	21802002 AP Calculus AB	In-Progress			0.5 credit overflow from Algebra (2)		
Science	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0		3.0 / 3.0		3.0 / 3.0
World Hist/Geography/Human (1)		0.5 / 0.5			0.5 / 0.5		0.5 / 0.5
World Hist/Geography/Human (2)		0.5 / 0.5			0.5 / 0.5		0.5 / 0.5
US History (1)			0.5 / 0.5		0.5 / 0.5		0.5 / 0.5
US History (2)			0.5 / 0.5		0.5 / 0.5		0.5 / 0.5
US Government (1)				0.0 / 0.5	0.0 / 0.5		0.0 / 0.5
US Government (2)				0.0 / 0.5	0.0 / 0.5		0.0 / 0.5
Physical Education	1.0 / 1.0	1.0 / 1.0			2.0 / 2.0		2.0 / 2.0
Health Education	0.5 / 0.5				0.5 / 0.5		0.5 / 0.5
Use of Computers	1.5 / 0.5				1.5 / 0.5	-1.0	0.5 / 0.5
SocStd/Arts/Human/OccEd	1.5 / 0.0	2.0 / 0.0	2.0 / 1.0		5.5 / 1.0	-4.5	1.0 / 1.0
Electives	1.0 / 1.0	1.5 / 1.0	2.0 / 1.0	0.0 / 3.0	4.5 / 6.0	7.0	11.5 / 6.0
Total	11.5 / 6.0	8.0 / 6.0	8.0 / 6.0	0.0 / 6.0			27.5 / 24.0

Green Cells—On track for the Academic Program

Red Cells—Not on track for the Academic Program

Yellow Cells—Student has credit types that have credits overflowing from one credit type to another

Fees

The Fees tab provides a list of all fees assigned to the student, i.e. lab fee, field trip fee, athletic activity, library fine. You may view fees that have been charged, what has been paid and the ongoing balance.

Fee Statement

Print Filter By: All Years



Fees							
Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
OTH	04/08/2014				25.00		0.00
Payment		In Office	04/08/2014			25.00	
LIB	04/09/2014				5.00		5.00
Subtotals					30.00	25.00	5.00

Amount Due: 5.00

Reports

The Reports tab allows parents to generate printed reports of information such as a student's schedule, a missing assignment report, and any transcripts or report cards that are available. Adobe Acrobat Reader is required and may be downloaded at no cost.

District Comments here

-  Student Schedule
-  Missing Assignments

Reports on this page require the Adobe Acrobat Reader (free).

