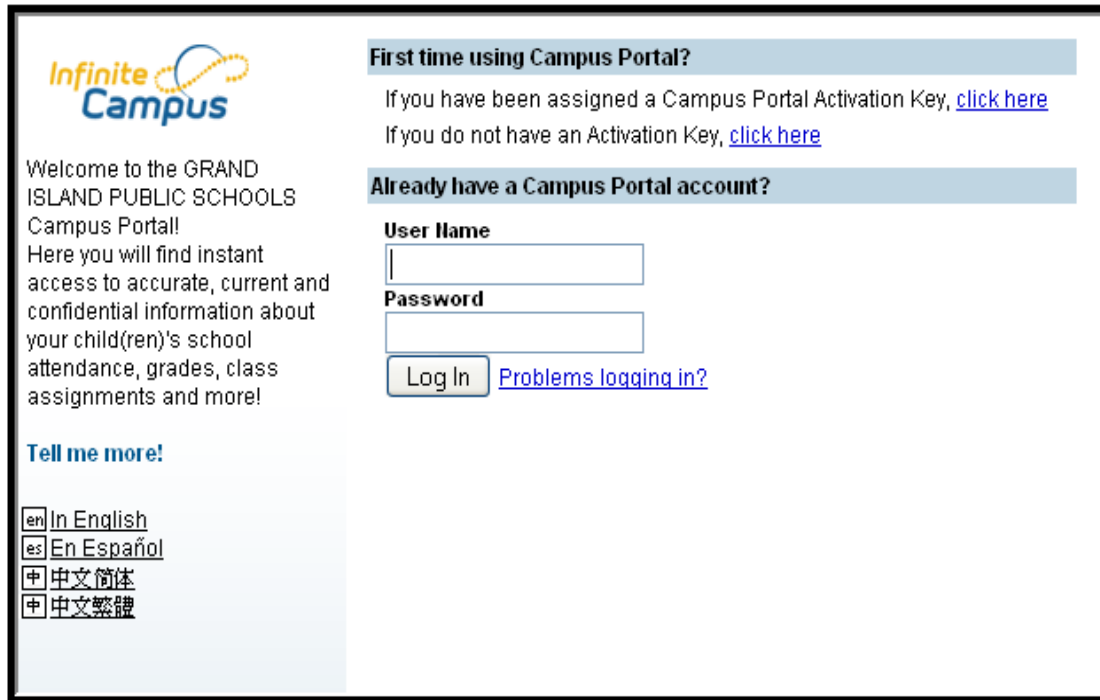


Campus Portal for Parents and Students –February 2011

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. The use of strong passwords, forced password reset and session timeouts ensure secure access.



The screenshot shows the login interface for the Infinite Campus Campus Portal. On the left, there is a welcome message and a list of language options. On the right, there are two main sections: 'First time using Campus Portal?' and 'Already have a Campus Portal account?'. The 'First time' section includes links for users with and without an activation key. The 'Already have an account' section contains fields for 'User Name' and 'Password', a 'Log In' button, and a link for 'Problems logging in?'.

Infinite Campus

Welcome to the GRAND ISLAND PUBLIC SCHOOLS 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!

Tell me more!

- ☐ In English
- ☐ En Español
- ☐ 中文简体
- ☐ 中文繁體

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

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 the links to which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.

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 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.)

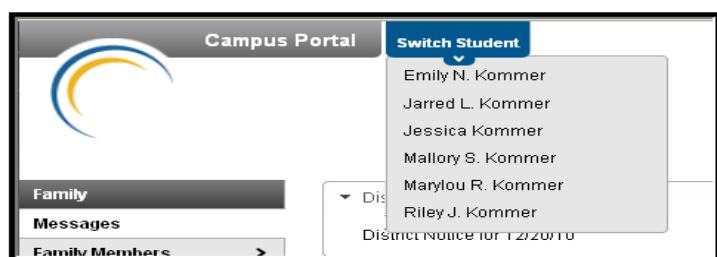
Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to contact the school or district to have the account reactivated.

Navigating the Campus Portal

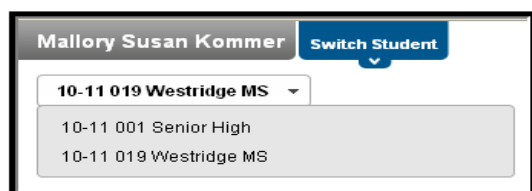
Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. 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 view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.

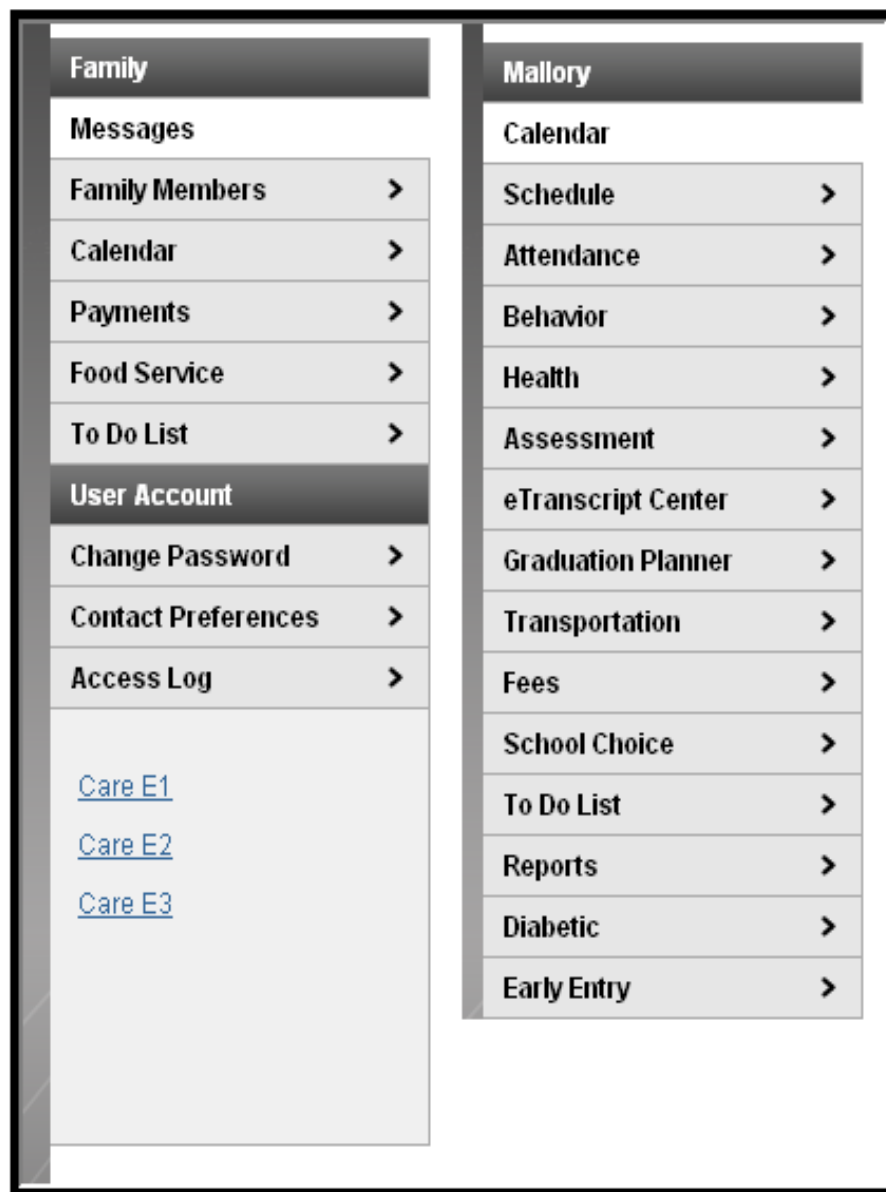


Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.



When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Switch Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.



The following information is detailed in order of appearance, beginning with the Family and Student sections and then the User Account section of the navigation pane.

Family Section

The following sections describe the various tabs which appear in the Family section. Districts can control what information appears in the Campus Portal, so it is possible that not all of the following tabs will appear for all users. When a tab in the Family section is selected the user will be removed from the context of a student if one was selected in the switch student drop list.

Messages

The **Messages** tab is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.



Family Members

This tab details the demographics information of the household, such as address, email, phone and a list of other members of the household. The household's physical and mailing addresses and all individuals designated as part of that household are viewable. Upon clicking an individual's email address, an email addressed to that person will open in the current user's preferred email program.

Family

Messages

Family Members

Calendar

Payments

Food Service

To Do List

User Account

Change Password

Contact Preferences

Access Log

Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers	Email
Holly Kommer	Self		2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482 (w) (555)332-7683 (c) (555)101-1024	
Randy Anderson	Husband/Wife		2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482 (c) (555)101-1158	
Marylou Kommer	Daughter/Mother	03 09-10 Reg 018 Engleman Elem	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482	
Jarred Kommer	Son/Mother	07 10-11 019 Westridge MS	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482	
Riley Kommer	Son/Mother	01 09-10 Reg 018 Engleman Elem	2816 Dallas Ave Grand Island, NE 68803	(h) (555)263-7482	

The household is based on the relationships established between students, 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.

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

The **Calendar** tab, when accessed from the Family section displays calendar events for each school in which a student is enrolled. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

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](#)

January 2011

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	03	04	05	06	07	08
	Mallory Jessica Jarred	Mallory Jessica Jarred	Mallory Jessica Jarred	Jessica Jarred	Mallory Jessica Jarred	Jessica Jarred
09	10	11	12	13	14	15
Jessica Jarred	Mallory Jessica Jarred	In Service Inclement Weather Teacher Vacation Mallory Jessica Jarred	In Service Parent-Teacher Conference Inclement Weather Jessica Jarred	Jessica Jarred	Jessica Jarred	
16	17	18	19	20	21	22

All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content. Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Attendance Details for Mallory

January 7, 2011 - Friday (Odd Day)
Term: QT2

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 takes the user to another screen which 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.

Family

Messages >

Family Members >

Calendar >

Payments >

Food Service >

To Do List

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

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the list in PDF format to be printed.

Student Section

The following sections describe the Student section, which appears above the Family section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provide in these tabs is specific to the student named in the Student section header. As with the Family section, districts can control which tabs and information are available for parents to see.

Calendar

The Calendar tab, when accessed from the Student section, displays all day events, assignments and attendance events for that student only. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

Jessica

Registration: 11-12 019 Westridge MS

Calendar

Schedule

Attendance

Behavior

Health

Assessment

eTranscript Center

Graduation Planner

Transportation

Fees

School Choice

To Do List

Reports

January 2011

Assignment(s) Due

Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						01
02	03	04	05	06	07	08
	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>
09	10	11	12	13	14	15
		In Service Inclement Weather Teacher Vacation	In Service Parent-Teacher Conference Inclement Weather			
<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	<div>Jessica</div> <div> </div>	
16	17	18	19	20	21	22

Icons indicating **Assignments Due** and **Attendance Events** are also links to additional content. See the section on the Family [Calendar](#) for a further description of these links.

Schedule

The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed.

Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

Mallory	Course Schedule			
Calendar >	<p>Test Schedule</p> <p>PLEASE NOTE: A projected final grade is displayed in the Grading Summary for each course. Because there is more than one legitimate way for teachers to determine the final grade (average, middle, or most frequent score), this projected final grade may be different than the grade on your student's report card. This is particularly true when a student's performance has been inconsistent during the semester or there are missing assessment or performance task scores. Also, more recent scores may be given added emphasis if those scores represent understanding that had not been demonstrated earlier in the grading period.</p> <p> = Click on Class Name for Current Assignments and Scores = Click on Teacher Name for Email = Click on Date for Current Newsletter </p>			
Schedule				
Attendance >				
Behavior >				
Health >				
Assessment >				
Graduation Planner >				
Transportation >				
Fees >				
School Choice >				
To Do List >				
Reports >				
Diabetic >				
Early Entry >				
Family				
Messages >				
Family Members >				
Calendar >				
	Term QT1 (07/01/10-11/01/10)	Term QT2 (11/02/10-01/23/11)	Term QT3 (01/24/11-03/11/11)	Term QT4 (03/14/11-06/30/11)
PT	850-5 PRIMETIME LARSEN C Rm: 802	850-5 PRIMETIME LARSEN C Rm: 802	850-5 PRIMETIME LARSEN C Rm: 802	850-5 PRIMETIME LARSEN C Rm: 802
1	802-1 MATH FALLDORF I Rm: 811	802-1 MATH FALLDORF I Rm: 811	802-1 MATH FALLDORF I Rm: 811	802-1 MATH FALLDORF I Rm: 811
2	801B-2 LANGUAGE ARTS POHLMEIER L Rm: 809	801B-2 LANGUAGE ARTS POHLMEIER L Rm: 809	801B-2 LANGUAGE ARTS POHLMEIER L Rm: 809	801B-2 LANGUAGE ARTS POHLMEIER L Rm: 809
3	822-1 PHYS ED (Day Odd) DENOYER S Rm: 200 Gym	822-1 PHYS ED (Day Odd) DENOYER S Rm: 200 Gym	821S-1 INST TECH (Day Odd) ZLOMKE P Rm: 503 Lab B	821S-1 INST TECH (Day Odd) ZLOMKE P Rm: 503 Lab B
	821-2 INST TECH (Day Even) Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	821-2 INST TECH (Day Even) Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	822S-2 PHYS ED (Day Even) DENOYER S Rm: 200 Gym	822S-2 PHYS ED (Day Even) DENOYER S Rm: 200 Gym
4	804-3 SOCIAL STUDIES BRIDGER L Rm: 803	804-3 SOCIAL STUDIES BRIDGER L Rm: 803	804-3 SOCIAL STUDIES BRIDGER L Rm: 803	804-3 SOCIAL STUDIES BRIDGER L Rm: 803

Clicking the teacher's name with an **Email** icon next it will generate an email in the user's preferred email program.

A **Paper** icon and a date under a teacher's name indicate that the teacher has posted a newsletter. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher newsletter provides a way for teachers to communicate with parents and eliminates the need for a teacher to print off announcements and other types of communication. A newsletter will remain available until the end date selected by the teacher. All newsletters whose end date has not been reached as available by clicking the >> or and << in the newsletter display page.

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.

Grade Book Assignments for 702even2-1 MATH

Teacher's comments about Jessica:

702even2-1 MATH
Teacher: Kom, Mom A

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

Standards Summary

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

Standard	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
Application, Problem Solving, & Communication	Dev			
Classroom Behaviors	Dev			
Initiative and Effort	Beg			
Mathematical Knowledge	Dev			
Study Skills	Beg			
Work Completion	Beg 55%	C 77%		

Grading Task Summary

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

Grading Task	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
QUARTER	D 66%	F 44%		
PROGRESS			D	

Term QT1 Application, Problem Solving, & Communication Detail
This Grading Task has no assignments assigned to it.

Term QT1 Classroom Behaviors Detail
This Grading Task has no assignments assigned to it.

Term QT1 Initiative and Effort Detail
This Grading Task has no assignments assigned to it.

Term QT1 Mathematical Knowledge Detail
This Grading Task has no assignments assigned to it.

Term QT1 Study Skills Detail
This Grading Task has no assignments assigned to it.

Term QT1 Work Completion Detail

Standards Group

Name	Due Date	Assigned Date	Score	Turned In	Comments
Standard Assignment 1	10/10/2010	10/01/2010	55		Many assignments are late and incomplete

Clicking **View the scoring rubric(s) and/or grading scale(s) for this class** will take the user to the bottom of the screen, where the **Grading Scale(s)** and **Rubric(s)** appear.

Grading Scale(s)

MIDDLE SCHOOL GRADING

Grade	Min Percent
A+	98.000
A	93.000
A-	89.500
B+	88.000
B	83.000
B-	79.500
C+	78.000
C	73.000
C-	69.500
D+	68.000
D	63.000
D-	59.500
F	0.000
P	-3.000
INC	-1.000
WV	-2.000

Rubric(s)

MID SCH - Life Skills, Music/PE

Score	Description
Adv	Advanced
Prof	Proficient
Dev	Developing
Beg	Beginning

MID SCH - Rubric

Score	Description
Adv	Advanced
Pro	Proficient
Dev	Developing
Beg	Beginning

[Back to the top](#)

From within the Grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and 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 702even2-1 MATH

702even2-1 MATH
Teacher: Kom, Mom A

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Score Detail	
Score	55 (55.000%)
Comments	Many assignments are late and incomplete

Assignment Detail	
Name	Standard Assginment 1
Due Date	10/10/2010
Date Assigned	10/01/2010
Total Points	100
Description	Test standard assignment description
Objectives	test
References	test

[Back to the complete Gradebook view for 702even2-1 MATH](#)

In some districts, posting assignments is optional for teachers, so this information may not always be available.

Attendance

Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student.

Student

Calendar >

Schedule >

Attendance

Reports >

Family

Messages >

Family Members >

Calendar >

User Account

Change Password >

Contact Preferences >

Attendance

Enrollment	Days			
	Present	Absent	Enrolled	Scheduled
Start Date: 08/05/2010	102.00	17.00	176	171.00
End Date:	Tardy: 6	Unexcused Count: 7		

Date	Period							Absent Minutes
	1	2	3	4	5	6	7	
02/25/2011	A	A	A					180
02/21/2011	A	A	A	A	A	A		310
02/18/2011	A	A	A	A	A	A	A	405
02/17/2011	A	A	A	A	A	A	A	405
02/01/2011	A	A	A	A	A	A	A	405
01/31/2011	A	A	A	A	A	A	A	405
01/19/2011	A	A	A	A	A	A	A	405
01/13/2011	A	A	A	A				240
12/21/2010				A	A	A	A	185
12/08/2010	A							51
11/30/2010	A	A	A	A	A	A	A	405
11/19/2010	A							15
11/15/2010	A	A						95
11/09/2010	A							2
10/27/2010	A	A	A	A	A	A	A	405
10/26/2010	A	A	A	A	A	A	A	405
10/21/2010	A	A						65
10/11/2010	A	A	A	A	A	A	A	405
09/17/2010	A	A	A	A	A	A	A	405
09/16/2010	A	A	A	A	A	A	A	405
09/15/2010	A	A	A	A	A	A	A	405
09/10/2010	A	A	A	A	A	A	A	405
09/02/2010	A	A	A	A	A	A	A	405

Legend

A = Absent

T = Tardy

Ex = Excused

Un = Unexcused

Em = Exempt

[Click Date for Detail](#)

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.

Course	Assignment	Date Assigned	Due Date	Days Remaining/Over due
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. Clicking the **Print** icon will generate the List in PDF format to be printed.

Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available. These reports generate in PDF format using Adobe Acrobat Reader.

District Comments here

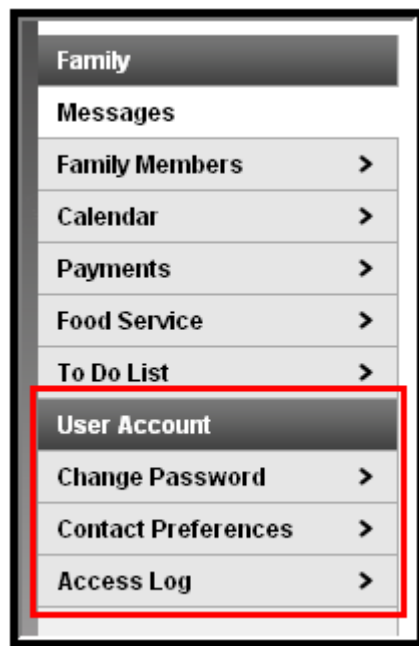
Student Schedule

Missing Assignments

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

User Account

The third navigation pane can be used to manage account details, such as passwords and contact information.



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. See the [Security Features](#) section above for guidelines on creating strong passwords.

A screenshot of a web form titled "Change Account Password". On the left is a navigation pane with items: Family, Messages >, Family Members >, Calendar >, Payments >, Food Service >, To Do List >, User Account (highlighted), Change Password, and Contact Preferences >. The main content area has the title "Change Account Password" and three input fields labeled "Old Password", "New Password", and "Verify New Password". Below these fields is a "Change Password" button.

Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Not all districts use this program. 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. Users can also use this tab to select the preferred language for messages, English or Spanish.

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

Save