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.

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.
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.

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.

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 instruction days may be selected.
Non-instructional days are grayed out and cannot be selected.

(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**

<table>
<thead>
<tr>
<th>Period</th>
<th>Course</th>
<th>Time</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>24310000 English 10</td>
<td>08:00 AM - 09:00 AM</td>
<td>T. Unknown</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>27220000 Psychology I</td>
<td>08:00 AM - 09:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>14850400 Trigonometry H</td>
<td>08:00 AM - 09:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>27030400 U.S. History H</td>
<td>08:00 AM - 09:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>2600400 Anat/Phys H</td>
<td>08:00 AM - 09:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>24320400 English 11 H</td>
<td>08:00 AM - 09:00 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

### Attendance Summary by Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Teacher</th>
<th>Periods Absent</th>
<th>Tardy</th>
</tr>
</thead>
<tbody>
<tr>
<td>24310000 English 10</td>
<td>Lynch, Sharon</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**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 |

<table>
<thead>
<tr>
<th>Recently Graded Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posted</strong></td>
</tr>
<tr>
<td>23 hours ago</td>
</tr>
<tr>
<td>1 day ago</td>
</tr>
<tr>
<td>2 days ago</td>
</tr>
<tr>
<td>2 days ago</td>
</tr>
<tr>
<td>2 days ago</td>
</tr>
</tbody>
</table>

| Grades By Course |

- **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))
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

<table>
<thead>
<tr>
<th>Fees</th>
<th>Description</th>
<th>Due Date</th>
<th>Type</th>
<th>Date</th>
<th>Exempt</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTH</td>
<td>Payment</td>
<td>04/08/2014</td>
<td>In Office</td>
<td>04/08/2014</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>LIB</td>
<td></td>
<td>04/09/2014</td>
<td></td>
<td></td>
<td>5.00</td>
<td>5.00</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

- Student Schedule
- Missing Assignments

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