

Parent Portal Setup

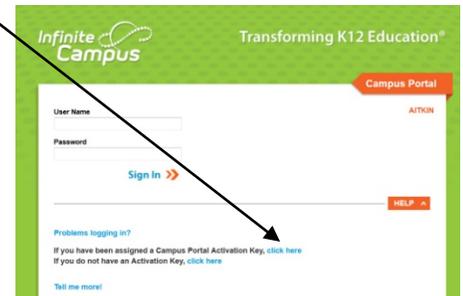
1. Open your web browser and enter the following address: <https://arcc.infinitecampus.org/campus/portal/aitkin.jsp>
OR browse to the Aitkin Public Schools home page, www.isd1.org. On the “ISD 1 Quick Links” list, click on “Infinite Campus Portal”. Bookmark this page for easy access later.



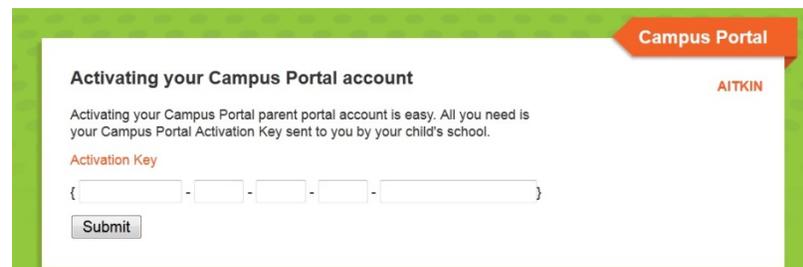
2. The Parent Portal Login page will display
3. Click on the orange “HELP” box.



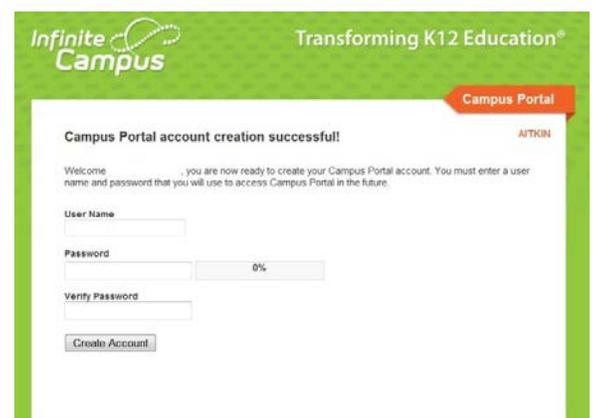
4. If you have an activation key, click here



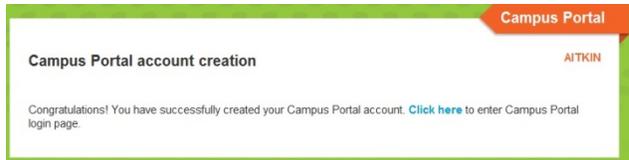
5. Type your activation key into the blanks provided, exactly as they are written, and click “Submit”



6. You will be prompted to create a username and password. Click on “Create Account”.



7. Once your account is successfully created, a congratulations message will appear. Click the “click here” button to enter the Campus Portal login page.



8. Enter your newly created username and password and then click the “Log In” button.

Parent Portal Quick Reference

For more detailed information please see the Parent Portal User Guide found on the Aitkin Public Schools website.

PORTAL HOME PAGE

On the top right is the name of the user who is signed in, a “Home” button and a “Sign Out” button.

The navigation bar on the left shows information for the entire family.

“**Family Members**” Allows you to see your contact information.

“**Calendar**” ~ Allows you to see assignment information as well as events for all students you have access to.



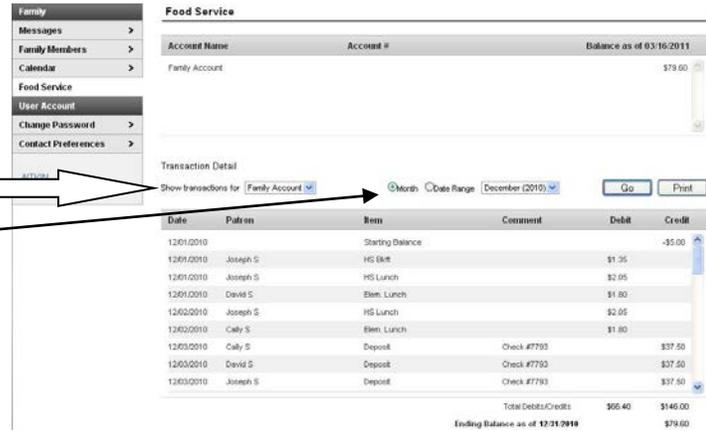
FOOD SERVICE

To view details for a particular transaction(s):

Select the student from the drop down menu under Family Account.

Choose a month or date range

Click “Go”



INDIVIDUAL STUDENT INFORMATION

To look at individual student information, click on Switch Student and choose the student from the drop down menu:



You will now see a “student navigation bar” above the family navigation bar and calendar for the student you have chosen, showing only assignments and events for that student.

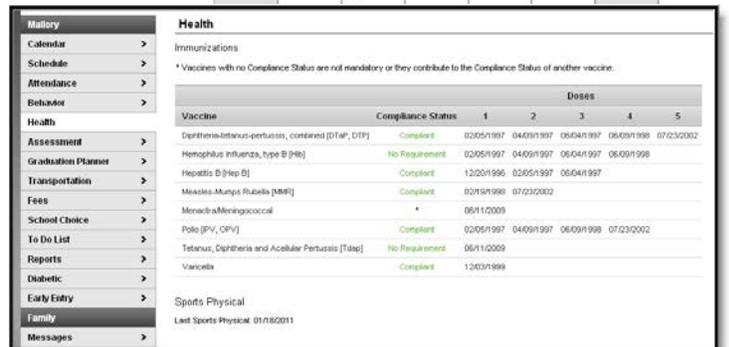
All items under this navigation bar pertain to the individual student whose name is above it.



Health

Campus tracks compliance with state vaccine requirements. After parents provide documentation verifying that students have received immunizations, the Immunizations section can be used as an easy reference for tracking that a student's vaccinations are up-to-date.

This screen can be printed to use when proof of vaccine compliance is required, such as when documentation is needed to attend camps or participate in athletics outside of the district.



Schedule

The schedule shows the classes your student is enrolled in, what period their classes meet (high school). Elementary are listed only as AM, PM and Specialist.

- *Click on the teacher's name to open a new email message to the teacher.
- *Click on the name of the class to open the page that shows all of your student's assignments and scores for the current grading period.



Joseph T Sargent [Switch Student](#)

10-11 001-Aitkin Secondary
Student Number:
Grade: 08

Welcome Linda Sargent [Home](#) [Sign Out](#)



Joseph

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Course Schedule

NOTE TO PARENTS: If there is not a link to a particular class' grade book, please contact that teacher for grade information.

Click on Class Name for Current Assignments and Scores
 Click on Teacher Name for Email

	Term T1 (09/07/10-12/03/10)	Term T2 (12/06/10-03/04/11)	Term T3 (03/07/11-06/02/11)
1	8SOC1001-4 Social 8 Smith, Sean Rm. 108	8SOC1002-4 Social 8 Smith, Sean Rm. 108	8SOC1003-4 Social 8 Smith, Sean Rm. 108
2	8COM1001-2 Comp App 8 Sandberg, Kristi Rm. 309	8PHY1001-3 Physical Education 8 Waldorf, Jennifer Rm. New Gym	8IID1001-3 Industrial Arts 8 Jacobson, Steve Rm. 148
3	8ENG1001-2 English 8 Kaiser, Lindsey Rm. 110	8ENG1002-2 English 8 Kaiser, Lindsey Rm. 110	8ENG1003-2 English 8 Kaiser, Lindsey Rm. 110
4	8MTHA01-1 Math 8 - Acc Hopperstad, Kerry Rm. 111	8MTHA02-1 Math 8 - Acc Hopperstad, Kerry Rm. 111	8MTHA03-1 Math 8 - Acc Hopperstad, Kerry Rm. 111
5	8SH1001-2 8th Grade Studyhall Del Zoppo, Andrea Rm. 303 Lunch: 5A	8SH1002-2 8th Grade Studyhall Jacobson, Steve Rm. 148 Lunch: 5A	8SH1003-1 8th Grade Studyhall Hopperstad, Kerry Rm. 111 Lunch: 5A
6	78BND101-1 Band 7:8 Halvorson, Chris Rm. 120	78BND102-1 Band 7:8 Halvorson, Chris Rm. 120	78BND103-1 Band 7:8 Halvorson, Chris Rm. 120
7	8SCH1001-4 Science 8 Del Zoppo, Andrea Rm. 303	8SCH1002-4 Science 8 Del Zoppo, Andrea Rm. 303	8SCH1003-4 Science 8 Del Zoppo, Andrea Rm. 303

Attendance

Absences are updated in real time, however are listed as "Unknown" until a note is brought in.

For more information on the colors used on the attendance calendar, see the "Campus Portal Guide" on the high school web page

Clicking on any instructional day in the calendar will generate an Attendance Detail pop up for that day.

Attendance Details displays a detailed view of the day listing each period long with the course and time detail.

If an attendance event occurred on the day, then the attendance code and description will display in the Description column. If a school has selected attendance comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top tight corner to return to the original screen.

Each *summary tab* provides a detailed view of the student's period-based attendance. Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the Attendance Details for the day. When a period count link is selected a pop up displays the excuse type detail.

The Period tab allows the user to move from one term to the next using the arrows located below Attendance Summary by Period.

The Term tab offers an additional column displaying Whole/Half day attendance for each term.



Joseph T Sargent [Switch Student](#)

10-11 001-Aitkin Secondary
Student Number:
Grade: 08

Welcome Linda Sargent [Home](#) [Sign Out](#)



Joseph

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Attendance

January 2011
February 2011
March 2011

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

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

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 78BND101 Band 7:8	Halvorson, Chris	3	0
▶ 8COM1001 Comp App 8	Sandberg, Kristi	3	0
▶ 8ENG1001 English 8	Kaiser, Lindsey	1	0
▶ 8MTHA01 Math 8 - Acc	Hopperstad, Kerry	1	0
▶ 8MTHA02 Math 8 - Acc	Hopperstad, Kerry	1	0

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
01/03/2011 Monday - Present Exempt				
01/04/2011 Tuesday - Early Release Excused				
01/07/2011 Friday - Absent Unexcused				
01/10/2011 Monday - Absent Excused				
▶ 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