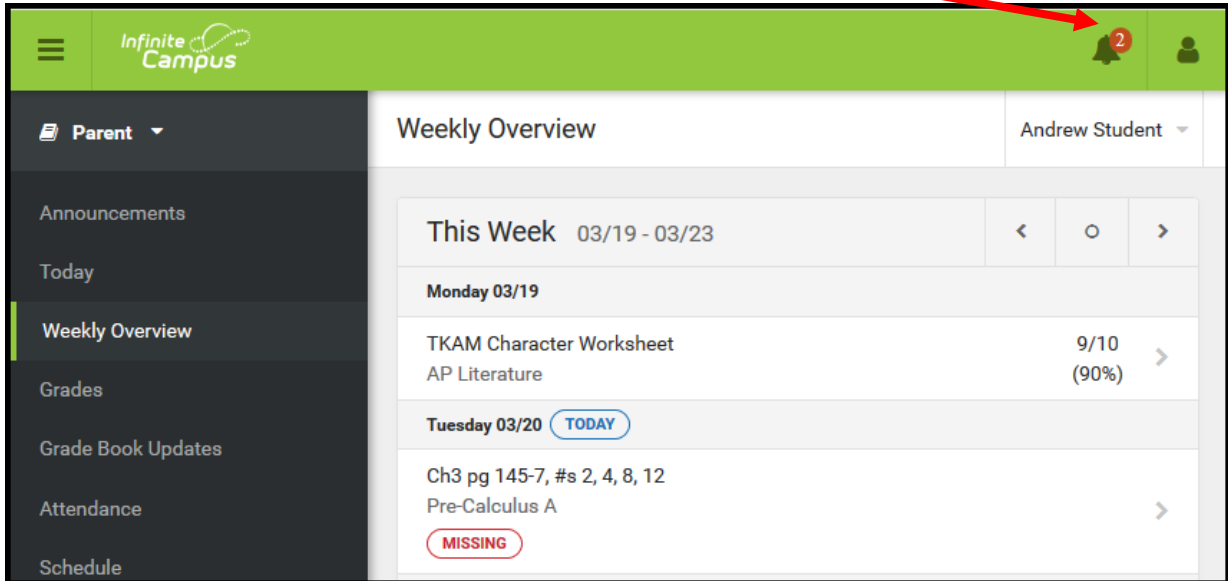


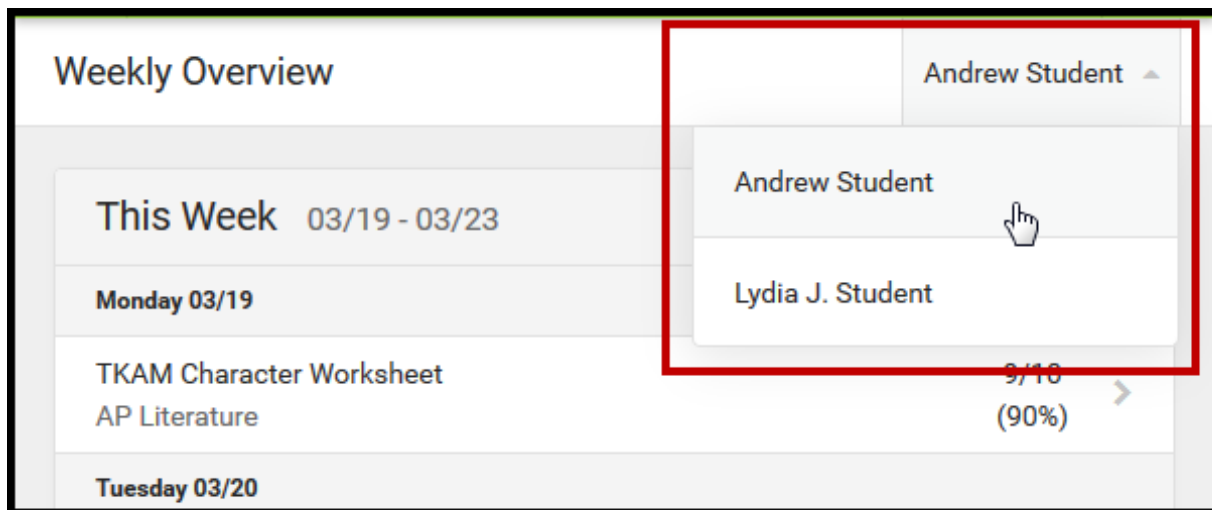
# Using the Campus Parent Portal

In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.

Click the user icon in the top right to view Notification Settings.

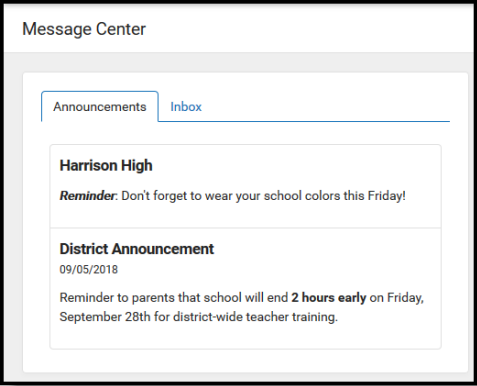
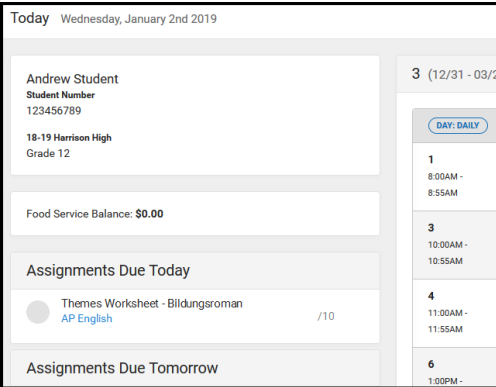
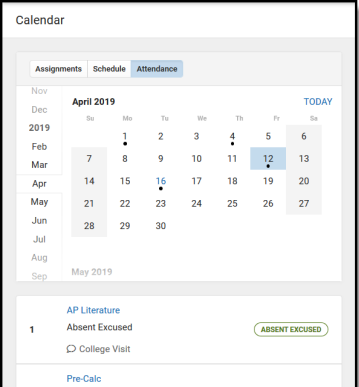


If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements and Payments.



Switch between students using the dropdown list in the corner.

# Tools Available in the Campus Parent Portal

Tool Name	Description	Example Image
<b>Message Center</b>	<p>The Message Center includes announcements are posted at a school or district level. Click <i>Show More</i> to display additional text for longer announcements.</p> <p>Announcements display based on the timeline set by the creator and cannot be deleted or archived.</p> <p>Additionally, the Inbox displays messages sent to the parent, including those from teachers.</p>	 <p>The screenshot shows the 'Message Center' interface. It has two tabs: 'Announcements' and 'Inbox'. Under 'Announcements', there are two items: 'Harrison High' with a reminder to wear school colors, and a 'District Announcement' dated 09/05/2018 reminding parents about school ending 2 hours early on Friday, September 28th.</p>
<b>Today</b>	<p>The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.</p> <p>The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.</p> <p>The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details.</p> <p>In districts that use Campus Food Service, the student's Lunch Balance displays at the top.</p>	 <p>The screenshot shows the 'Today' view for Wednesday, January 2nd, 2019, for Andrew Student (ID: 123456789, Grade 12). It displays the student's schedule with periods 1 through 6, including times and course names like 'AP English'. It also shows a 'Food Service Balance' of \$0.00 and a list of 'Assignments Due Today' and 'Assignments Due Tomorrow'.</p>
<b>Calendar</b>	<p>The Calendar displays data in three different modes, <i>Assignments</i>, <i>Schedule</i>, and <i>Attendance</i>.</p> <p>For <i>Assignments</i> and <i>Attendance</i>, dots display below dates that have data. Select a mode and date to view data for that day.</p> <p>In <i>Assignments</i> mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.</p>	 <p>The screenshot shows the 'Calendar' interface with three tabs: 'Assignments', 'Schedule', and 'Attendance'. The 'Assignments' tab is selected, showing a monthly calendar for April 2019. Dots below dates indicate assignments. Below the calendar, there's a section for 'AP Literature' with an 'Absent Excused' button and a 'College Visit' checkbox.</p>

## Weekly Overview



(within Calendar)

The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview.

In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which they are **Due**.

Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.

Weekly Overview		Andrew Student
This Week 03/19 - 03/23		
Monday 03/19		
TKAM Character Worksheet	9/10	>
AP Literature	(90%)	
Tuesday 03/20		
No Assignments		
Wednesday 03/21 <b>TODAY</b>		
Lord of the Flies Essay		>
AP Literature		
Thursday 03/22		
Ch3 pg 145-7, #s 2, 4, 8, 12		>
Pre-Calculus A		

## Assignments

The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments.

Use the **Missing** and **Current Term** buttons at the top to filter assignments.

Assignments		Andrew
Missing	Current Term	Today
TKAM Character Worksheet		
American & British Literature	13/15	>
	(86.66%)	
Africa Map Comparison Worksheet		
English 10	8/10	>
	(80%)	
Friday 08/10 <b>TODAY</b>		
Cell Model Project		>
AP Literature		
pg. 47 #1, 3, 5, 7, 9		>
Pre-Calculus A		
Monday 08/13		
TKAM Character Essay		>
American & British Literature		
Nelson Mandela Book Report		>
English 10		
Tuesday 08/14		
pg. 53 #1, 3, 7, 9, 13		>
Pre-Calculus A		

## Grades

The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress."

Where the grey arrow displays for a task or standard, click the task to view the Categories, if any, that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details.

Grades		Andrew Student
Cumulative GPA: 2.05		
1 (07/03 - 10/06)		
English 10		
Progress	B	
Term Grade	A	>
Semester	B+	>
AP US History	+	
Personal Finance	+	
Pre-Calculus A	+	
Spanish II A	+	

Back

English 10

(1) Term Grade

Homework

Weight: 1

Book Review 1

Due: 07/24/2017

Final Assessment Banned Book Project

Due: 07/21/2017

BBP OLA

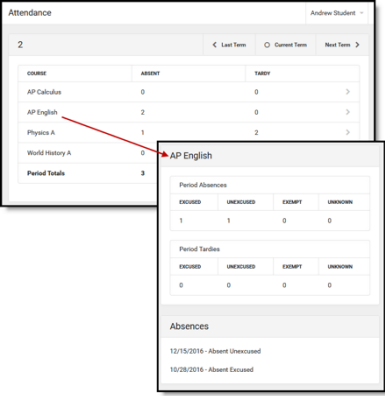
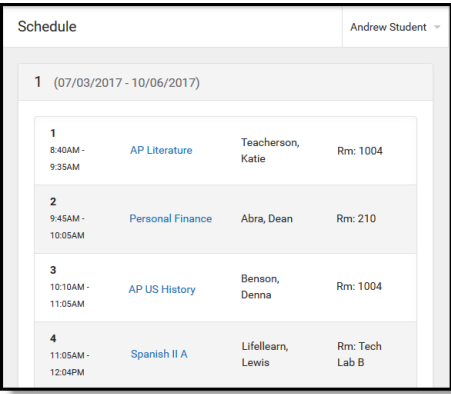
Due: 07/19/2017

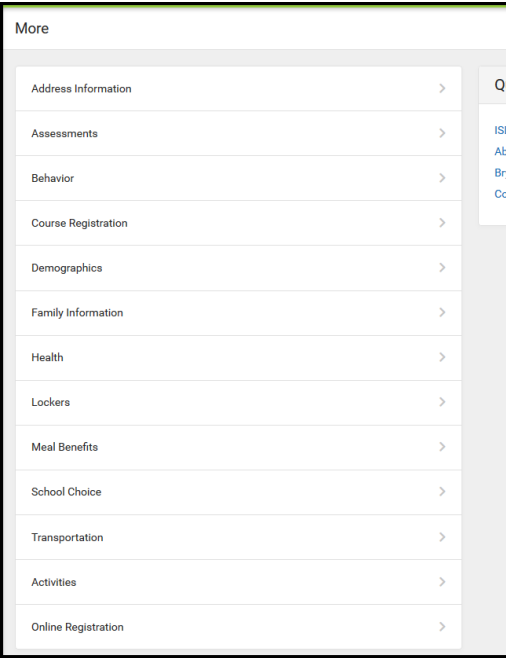
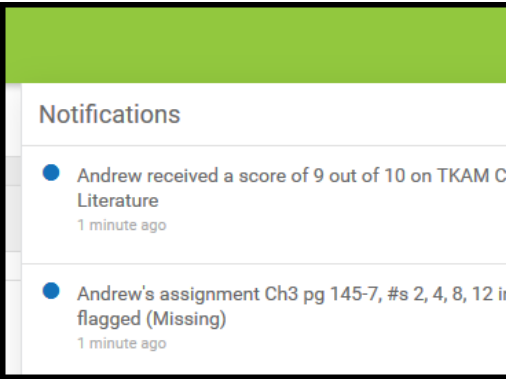
## Grade Book Updates

Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days.

Click on the assignment or the course name to view details.

Grade Book Updates		Andrew Student
Recent Updates		
Wk 1 Reading - Ch 1-5	8/10	>
AP Literature	(80%)	
Ch3 pg 145-7, #s 2, 4, 8, 12	5/5	>
Pre-Calculus A	(100%)	
TKAM Character Worksheet	9/10	>
AP Literature	(90%)	

<p><b>Attendance</b></p>	<p>The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top.</p> <p>Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.</p>	
<p><b>Schedule</b></p>	<p>The Schedule tool shows the student's schedule for each term. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.</p> <p>Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details.</p>	
<p><b>Documents</b></p>	<p>The Documents tool collects files relevant to the student including IEPs, Evaluations, PLPs, a PDF version of the student's schedule, report cards and transcripts, forms, and program participation documents.</p> <p>Documents are grouped by module and document type, i.e. Counseling, Report Cards, Special Education, etc. Select a <b>School Year</b> from the dropdown to view documents associated with a particular year. Documents not associated with a calendar year display in the Other section. Click on an entry to view the file as a PDF.</p>	

<b>More</b>	<p>The More tab displays the following:</p> <p><b>Address Information</b> for the student's household(s).</p> <p><b>Assessments</b> that list the student's test scores for state, national and district tests.</p> <p><b>Demographics</b> information for the student and any non-household relationships.</p> <p><b>Family Information</b>, including contact information for family members.</p> <p><b>Health Information</b> – Student vaccinations.</p> <p><b>Lockers</b> assigned to the student (only available on Campus Student).</p> <p><b>Important Dates</b> such as holidays, late starts, and other school calendar events.</p> <p><b>Course Registration</b>, where students (and parents) can request courses for the next school year. Only available during Spring registration.</p> <p>The Quick Links section displays the websites for the districts and schools in which the student is enrolled, if available.</p> <p>Users may be able to update address information, demographic data and family information (this requires the district to turn on certain preferences). When these preferences are turned on, parents and guardians may submit updates for their household information.</p>	 <p>The screenshot shows a mobile application interface for the 'More' tab. At the top, there is a header bar with the word 'More' on the left and a 'Quick Links' dropdown menu on the right. Below the header is a list of 14 categories, each with a right-pointing arrow: Address Information, Assessments, Behavior, Course Registration, Demographics, Family Information, Health, Lockers, Meal Benefits, School Choice, Transportation, Activities, and Online Registration. The list is presented in a clean, white box with a thin border.</p>
<b>Notifications</b>	<p>The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments.</p> <p>Click the user menu at the top right of screen to establish Notification Settings.</p>	 <p>The screenshot shows a mobile application interface for the 'Notifications' dropdown. It features a green header bar with the word 'Notifications' in white. Below the header is a list of two notifications, each with a blue circular icon, a title, and a timestamp: 'Andrew received a score of 9 out of 10 on TKAM C Literature 1 minute ago' and 'Andrew's assignment Ch3 pg 145-7, #s 2, 4, 8, 12 ir flagged (Missing) 1 minute ago'. The list is presented in a clean, white box with a thin border.</p>

## Academic Plan

**NOT CURRENTLY AVAILABLE.**

The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their Course Plan and their Progress Report from here.

It is recommended that the Academic Plan be viewed on a larger device, if possible.

Academic Plan | Save | Course Plan Report | Progress Report | Search the Course Catalog

Program: JHS Graduation Program

I, Michael Student, approve this Academic Plan.

ALERT: Course Requirement not met: Social Studies  
ALERT: Course Requirement not met: Personal & Financial Literacy  
ALERT: Course Requirement not met: Biology

Grade: 09 0.0 / 6.0 Grade: 10 2.0 / 7.0

English/Language Arts (3.0 / 4.0)

0.0 / 1.0 1.0 / 1.0

ELL0296021 ELL 10 Engl Lang Arts - 0.5  
ELL0296022 ELL 10 Engl Lang Arts - 0.5

ALERT: Not enough credits selected in English/Language Arts to meet the minimum plan requirements.

Family and Consumer Science (0.0 / 2.0)

0.0 / 1.0 0.0 / 1.0

Type to search or select courses

## Fees

The Fees tool provides a list of all fees assigned to a student. (Does not include lunch account) Fees are typically used for sports/activity fees, MacBook Insurance, MacBook repair bills. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees assigned to the student according to the school year in which they were assigned.

Fees only display for students where the portal user (typically, the student's guardian/parent) is assigned Portal access by the school district.

From here, users can click the Pay button to pay for fees online.

Fees

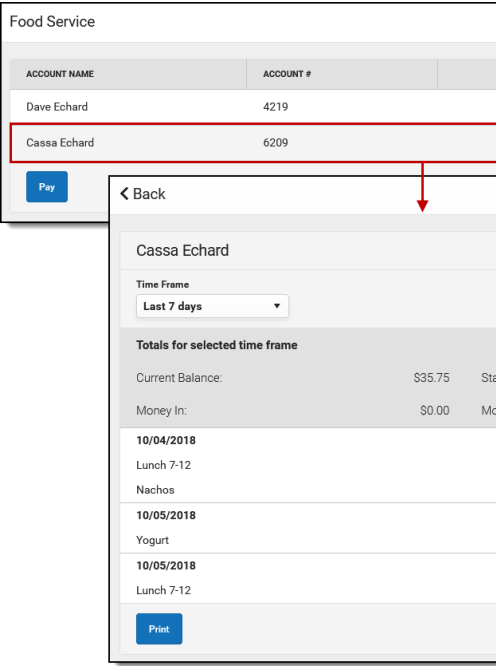
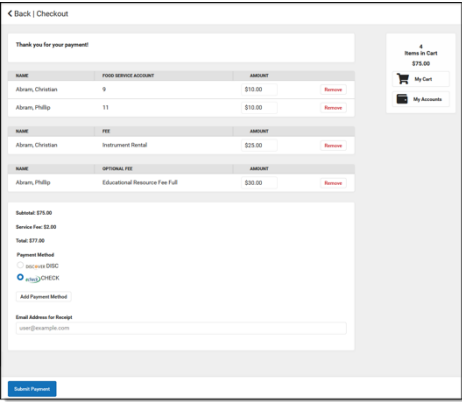
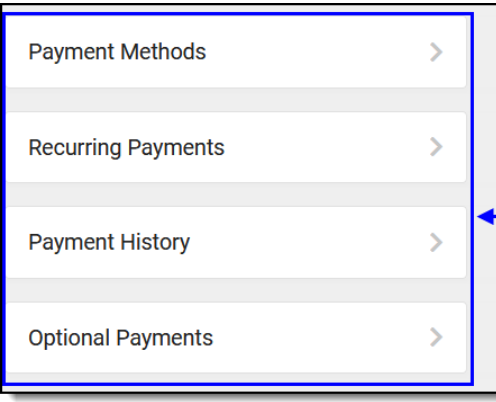
1 Items in Cart \$400.00 | My Cart | My Accounts

Person: All School Year: 2018 - 2019 Type: All

Total Due: \$900.00

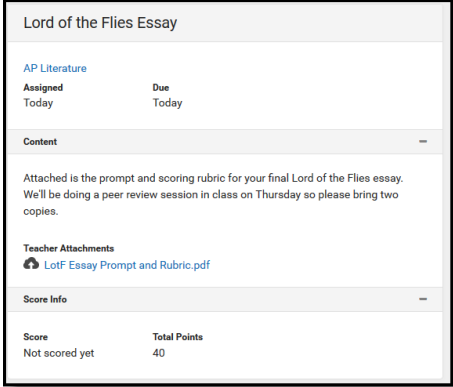
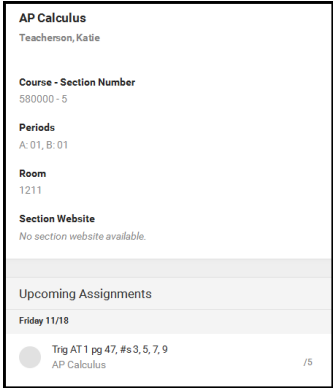
DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
FS Classroom Healthy Treat	06/03/2019	Smith, Tyler T	0.00	>
Field Trips	07/22/2019	Smith, Tyler T	0.00	>
MS Boys 1st Athletic Sport Fee	09/13/2019	Smith, Tyler T	0.00	>
Field Trips	09/16/2019	Smith, Jennifer R	400.00	IN CART >
Donations	09/17/2019	Smith, Tyler T	500.00	Add to Cart >
Subtotal				

Print | Optional Payments

<b>Food Service</b>	<p>The Food Service tool allows parents and students access to the following food service information:</p> <ul style="list-style-type: none"> <li>*Current account balances</li> <li>*Transactions (including account deposits of cash or check)</li> <li>*Account history (historical transaction records)</li> <li>*Account adjustments (debits/credits)</li> </ul>	
<b>My Cart</b>	<p>My Cart is where you pay fees and add money to your food service account. You can add items to My Cart from any of the following areas:</p> <ul style="list-style-type: none"> <li>• <a href="#">Food Service</a></li> <li>• <a href="#">Fees</a></li> <li>• <a href="#">Optional Payments</a></li> </ul>	
<b>My Accounts</b>	<p><a href="#">My Accounts</a> is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.</p>	

# Links in Campus Parent

In various areas of Campus Parent, clicking links opens details for items such as assignments and courses.

Available Link	Description	Example Image
Assignment	Click on an assignment to view details, such as dates, scoring information, and the description. Files attached by teachers also display on this screen, as applicable.	
Course Name	Click on a course name to view the Course/Section number, Period, Room, section Website, and any upcoming assignments.	

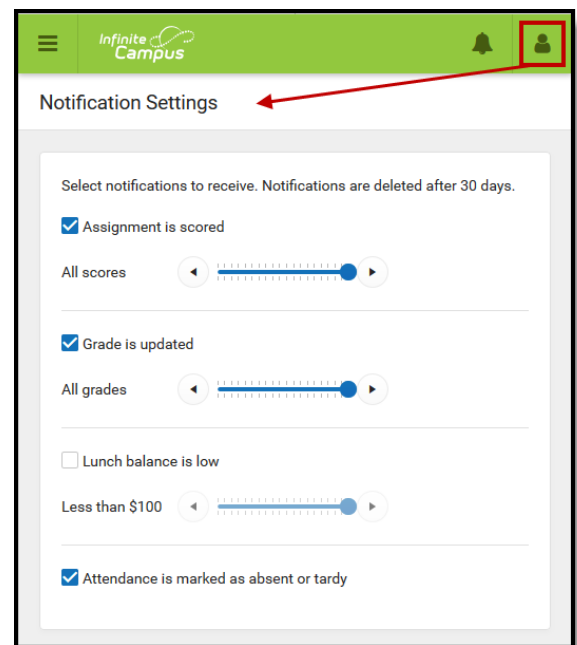
## Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot.

Notifications are not sent for any tools that have been disabled by the district. Only districts using Campus Food Service receive low balance notifications.

## Account Settings

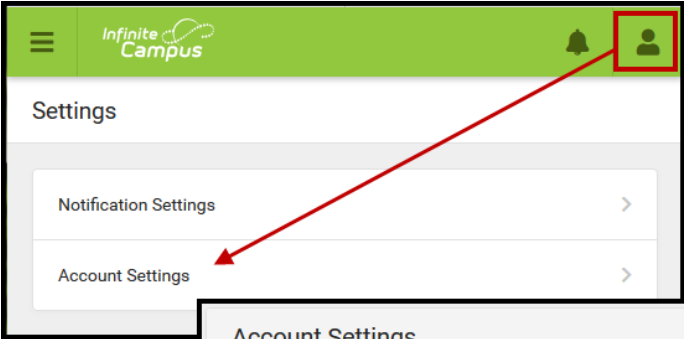
Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.



- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.



- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district. **(Not currently enabled)**



**Settings**

- Notification Settings
- Account Settings

**Account Settings**

**Account Security Email**  
stumom@email.com Update

**Password**  
\*\*\*\*\* Update

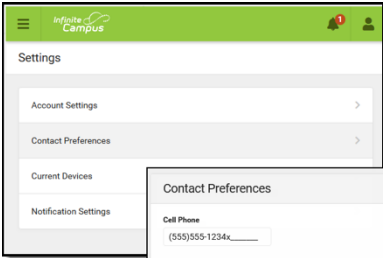
**E-Signature PIN**  
No data Add

## Contact Preferences

Manage your contact preference by selecting the desired language and when you receive messaged, and how you receive those messages (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the **User Menu**, select **Settings**, then select **Contact Preference**. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. **The school suggests that you have at least one of your contacts (phone, email, etc.) set to receive at least “Emergency” messages.**

When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.



**Contact Preferences**

**Cell Phone**  
(555)555-1234x\_\_\_\_\_

**Work Phone**  
( )-\_\_\_\_-\_\_\_\_

**Other Phone**  
( )-\_\_\_\_-\_\_\_\_

**Email Address**  
CampusParent@fakemail.com

**Secondary Email Address**  
user@example.com

**Preferred Language**  
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.  
US English

**Message Preferences**  
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.  
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

**Phone** **Email**

BACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE (555)555-9876	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Access Log

The Access Log lists the date, time, operating system, browser, and IP address of each time this account has been accessed. Failed attempts are indicated.

Settings	
Notification Settings	>
Account Settings	
Contact Preferences	
Current Devices	
Access Log	

Access Log	
DATE	DETAIL
01/03/2019 11:32AM	Windows 7 Mozilla 5.0 IP: 10.35.54.240
01/02/2019 4:19PM	Windows 7 Firefox 64.0 IP: 10.35.54.241
12/03/2018 2:49PM	Windows 7 Chrome 70.0.3538.110 IP: 10.35.129.243