Infinite Campus
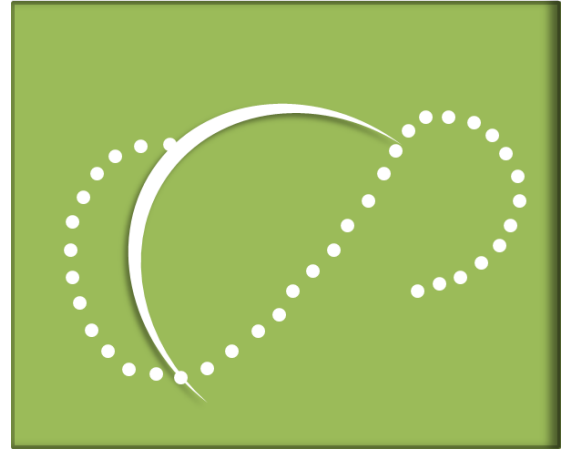
CAMPUS PARENT/STUDENT AND MOBILE APP USER GUIDE

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CAMPUS PARENT – CAMPUS STUDENT – MOBILE APP

Campus Parent/Campus Student and the Mobile App are available to help parents and students more effectively monitor student progress. They provide detailed, real-time information including: Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Health (Immunizations Only), Fees/Payments, Reports, District/School Notices, Cafeteria Balance, and School Meals Application.

Use your existing user name and password to access Campus Parent or Campus Student, and/or the Mobile App.

Mobile App

The new mobile applications, Campus Student (for students) and Campus Parent (for parents) can be downloaded from Google Play or the App Store. In the search field, enter either Campus Parent or Campus Student to find the application.
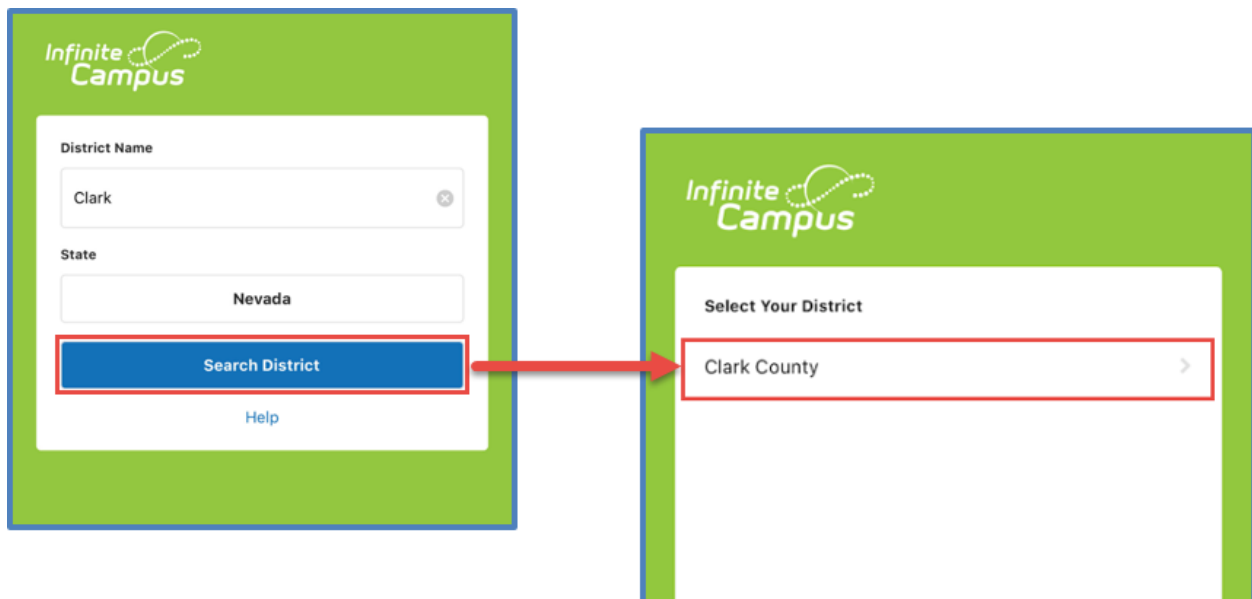
Campus Parent

Campus Student

Log In to the Mobile App

When logging in to the mobile app, type "**Clark**" into the District Name field, and select "Nevada" in the State field. Once you click on the "**Search District**" button, select "**Clark County**" District.

Login screen for Campus Parent/Campus Student

Whether you are logging in to the mobile app or on the web, you will need to enter your **Username** and **Password**. Click **Log In**.

Note: In the mobile app, there is a checkbox to "**Stay logged in**". When using this feature, you will not need to log in each time you access the mobile app.

To utilize the username/password recovery feature, you must set up your **Account Settings** in Campus Parent. If you need assistance, you may contact the **Portal Help Desk at 799-PORT (7678)**.
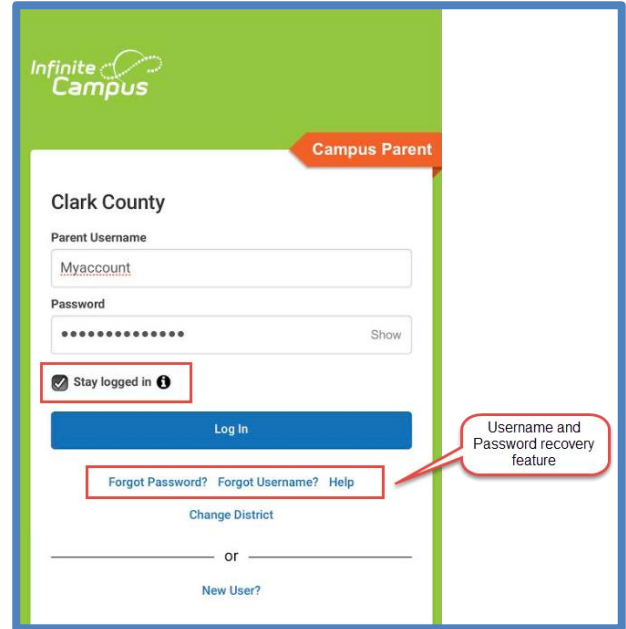
Settings

To access Settings, click on the **User Menu** (Silhouette Icon) in the upper right corner, and select **Settings.**

Within the settings menu, you have the ability to update your Account Settings, Contact Preferences, Current Devices, and Notification Settings.
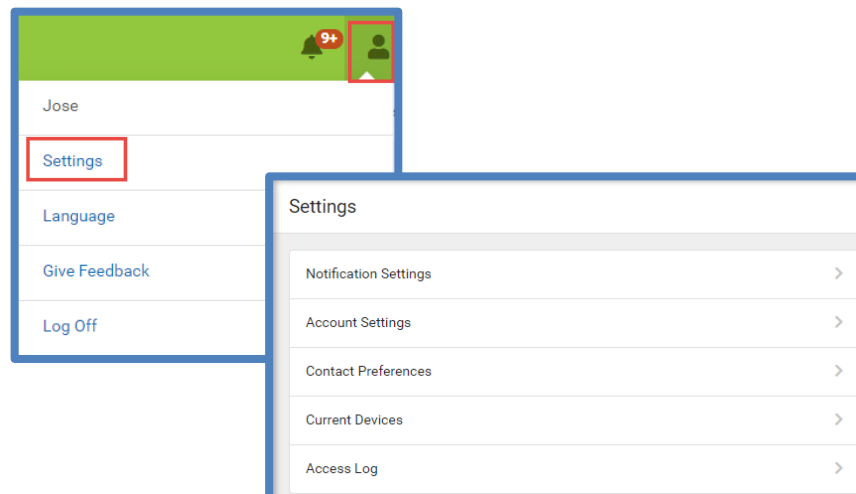
Settings > Account Settings

The **Account Settings** allow users to update their security email or change their password.

Click on the **User Menu** (Silhouette Icon) in the upper right corner, then select **Settings**, and click **Account Settings**.

From here, you will have the ability to update (change) the **Account Security Email** or **Password**. The **Account Security Email** is where you set up an email address to retrieve information for a username or password reset (allowing you to use the features on the sign-in page, "**Forgot Password?**" or "**Forgot Username?**").

Campus enforces strong passwords, meaning that passwords should have a mix of letters, numbers, and characters to make them more secure.

Upon updating the Account Security Email, the system will ask that you confirm the new email account by clicking on the confirmation link sent to the new email inbox.
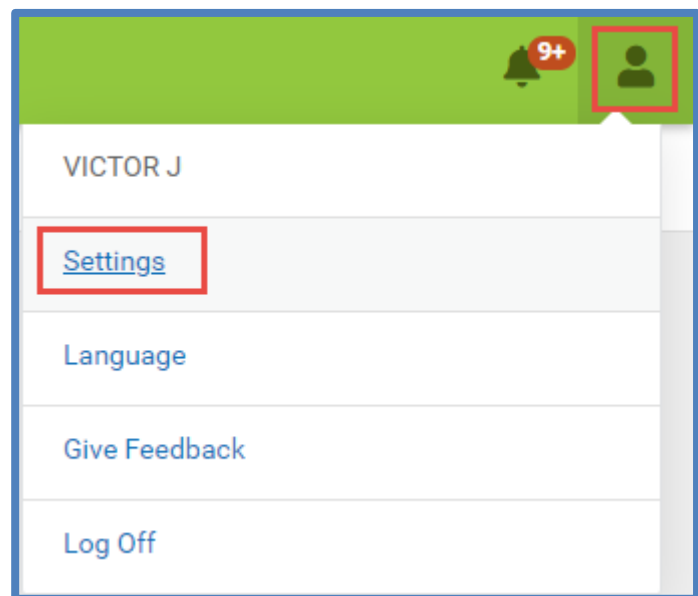
Settings > Contact Preferences (Phone Numbers & Email Addresses)

Parents and students can manage their personal contact information, including Cell Phone, Work Phone, Other Phone, and Email Address. When you update, the changes will go directly into Campus and school personnel will have the most current information.

Parents and students can also manage their contact preferences by selecting the desired language, when you receive messages, and how you receive that message. Currently, CCSD is only using email contacts.

To update contact preferences:

- Select the **User Menu** (Silhouette Icon) on the top right hand corner
- Select **Settings**, then select **Contact Preferences**

🍂 Enter the contact information for the current user such as phone numbers, email addresses, and language preference and click **Save**.

Note: The Household Phone Number can be updated by navigating to Index > More > Address Information.

Settings > Current Devices

Current Devices allows parents and students to view mobile devices that are currently logged in to their account using the mobile app. This tool allows users to remotely log out of a mobile device, which is helpful if you lose your device and want to log out of the application so that no one else can access information.

From the **User Menu**, select **Settings**, then select **Current Devices**, and a list of devices logged in to Campus Parent/Student or the mobile app will appear. Click **Log Off**.

Settings > Notification Setting

This tool allows users to opt out of receiving specific kinds of notifications and establishes thresholds for those they want to receive. For example, you can set thresholds to receive notifications when a grade or score falls below the selected percentage.

Click on the **User Menu** (Silhouette Icon) in the upper right corner, then select **Settings**, and click **Notification Settings**.
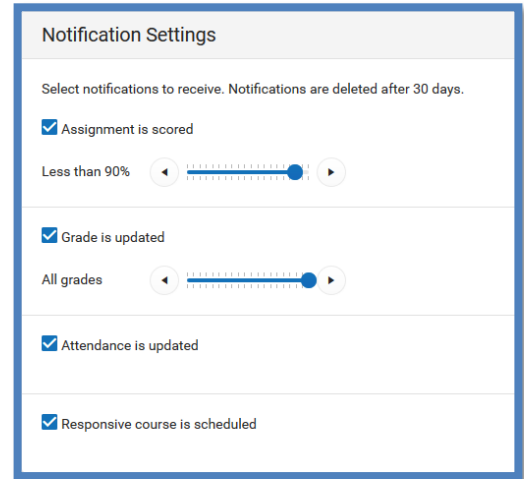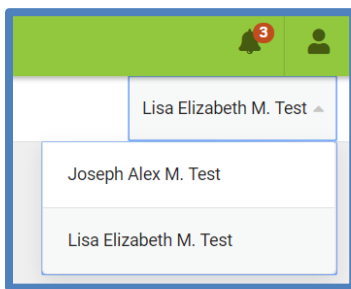

Notification
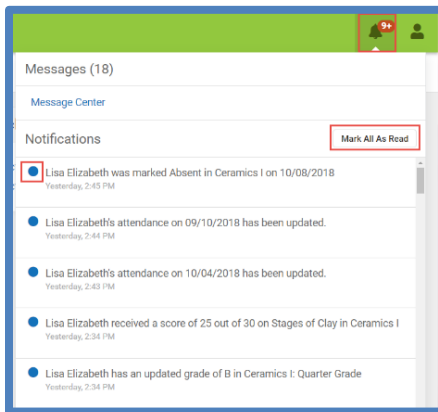
Click on the **Notifications** drop-down list (Bell icon), in the upper right corner, to see a list of notifications. Click on each notification to "**Mark as Read**", or use the "**Mark All As Read**" button.

Note: Using the "**Mark All As Read**" button will only remove the blue dot on new notifications but will not delete the notification.
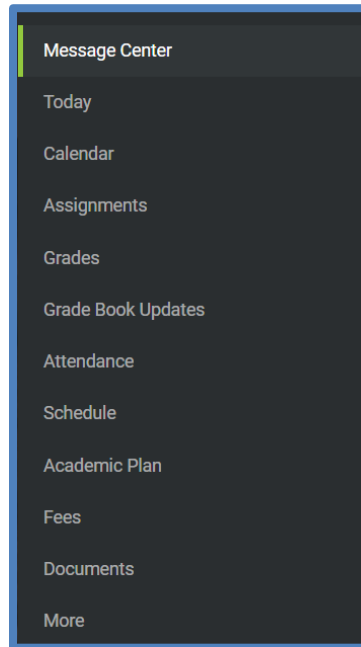
Selecting a Student

To view information for a specific child (student), click the drop-down list in the upper right corner.

The drop-down list only appears when you select specific tools, such as: Assignments, Attendance, Grades, Grade Book Update, Schedule, etc.

Available Tools

Below is a list of the tools available through all three applications:

Message Center

The Message Center includes announcements posted from the school or at the district level. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Click the "**Show More**" option to display additional text for longer announcements.
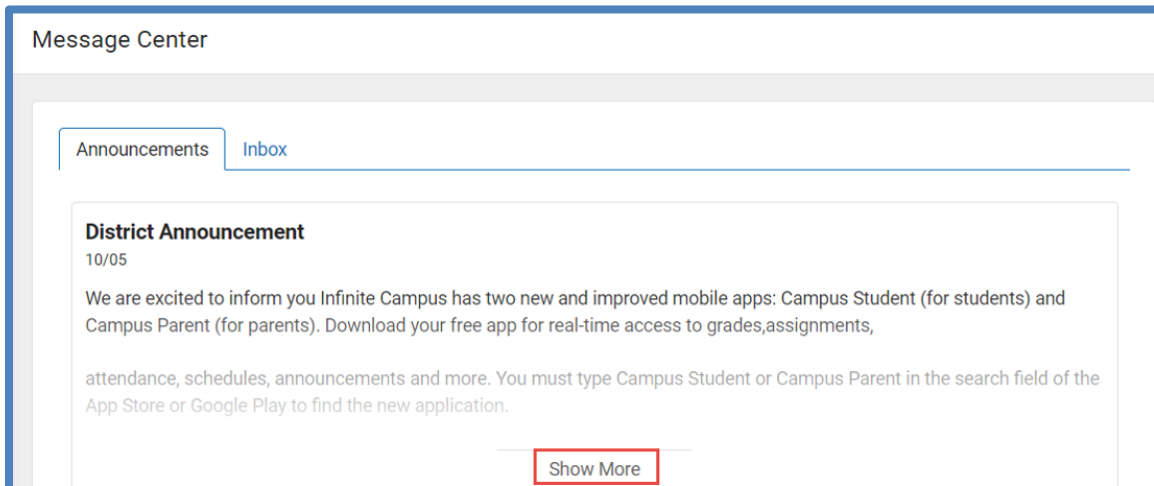
Additionally, the **Inbox** displays messages sent, including those from teachers.
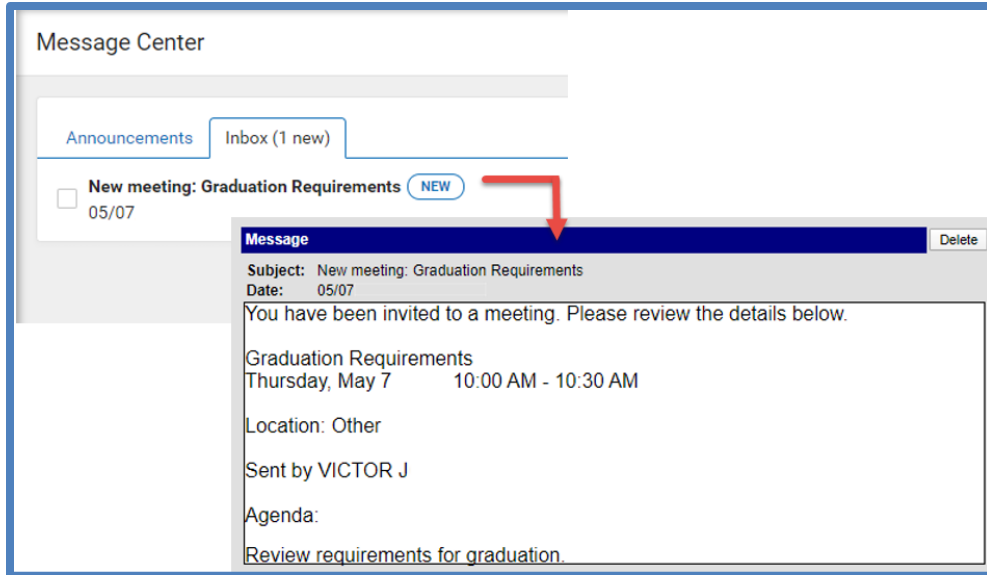
	Note: *You may see messages posted on the login screen, as well.*

Today

This tool shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.

The schedule shows the times of the period during the day and the student's course, with the teacher's name and room assigned.

This assignment 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.

Calendar

This tool collects the selected student's assignments for the week in a simple, single page overview.
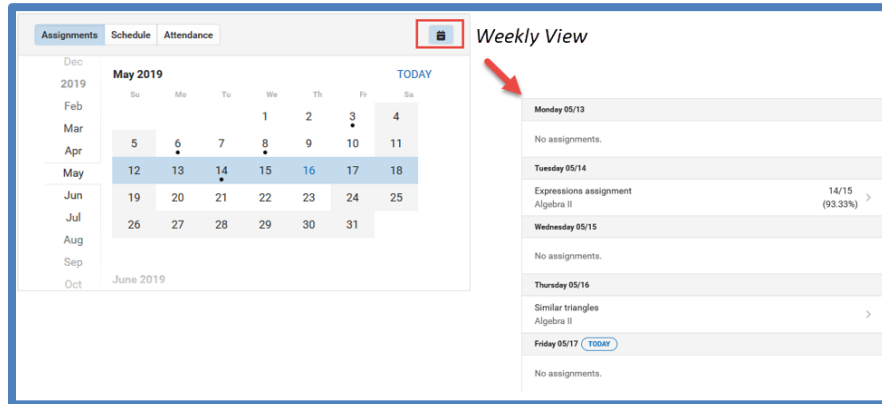
Toggle the Assignments Weekly View by selecting the small calendar icon on the top right.

Navigate to other weeks by selecting a week on the calendar.

In the Weekly View, you will see assignments for the week and scores. Assignments display for the calendar day on which they are due.

Flagged assignments, such as missing assignments, are also shown. Scored assignments show the points possible, if applicable, or the percentage or rubric score earned.

Click on the **assignment** or the **course name** to show the details page.
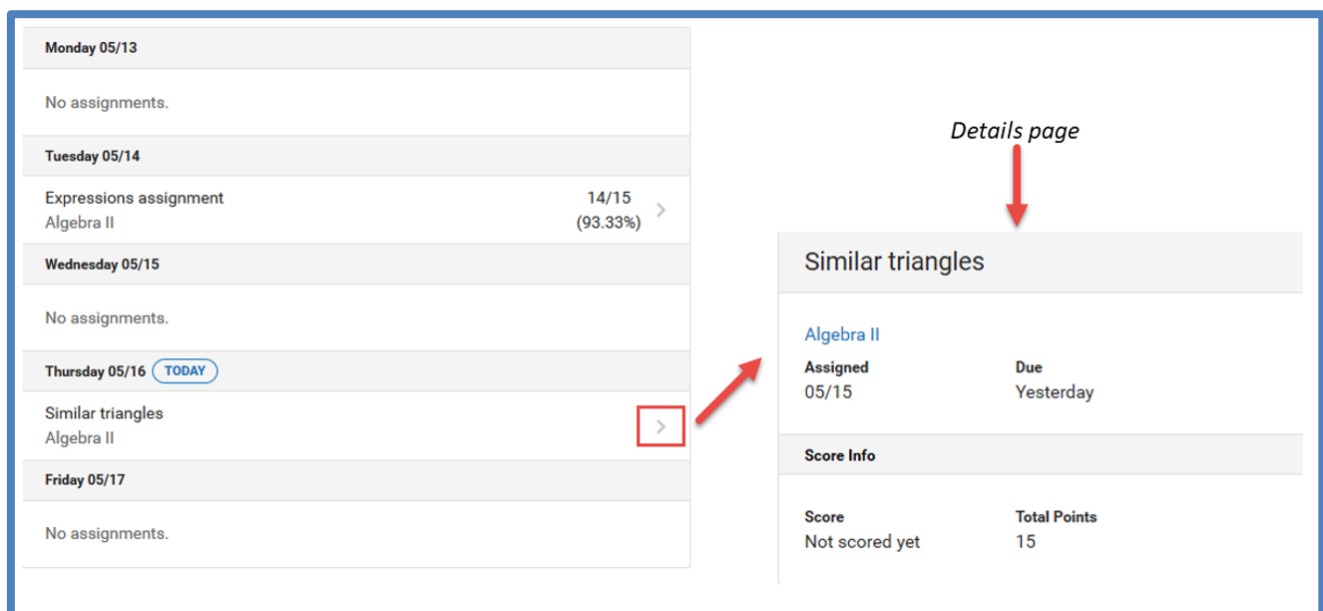
The "**Schedule**" mode contains student schedule information for the selected day.
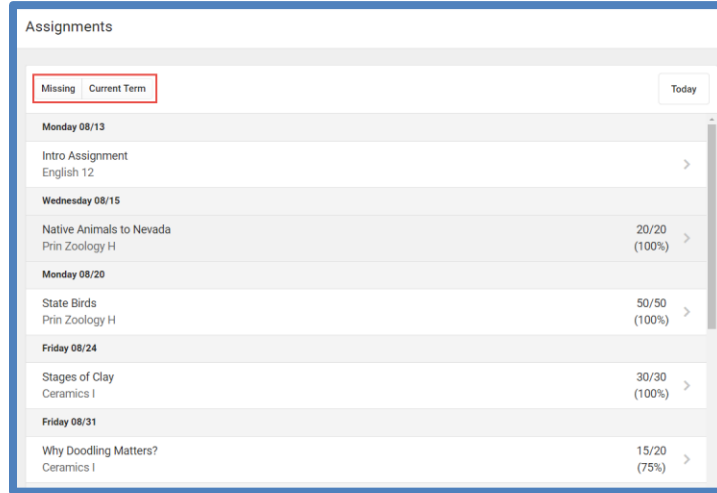

Selecting the "**Attendance**" mode will show any attendance data for the selected day.

Assignments

This tool collects all of a student's assignments with the focus on today; click on the specific **assignment** to view details and scroll to see previous and future assignments.

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

Grades

This tool shows all of the grades earned by the selected student for all tasks (such as semester grades) and standards. Posted grades display in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab, if enabled.

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

Grades that are part of a composite or rollup grading setup are indicated.

You can also view the Grading Scale or Rubric. Select the specific grade, and click the blue icon on the Detail Page.

Click **Close** to close the Grading Key view.

Grade Book Updates

This tool lists all of the assignments scored or updated in the last 14 days. Click on the **assignment** or the **course name** to view details.

Attendance

This tool lists the absences, tardies and early releases for attendance taking periods in the selected term. Navigate between terms using the option at the top.

Click on a **period** to view details. On the detail page, absences, tardies, and early releases are divided by type (excused, unexcused, exempt, or unknown), with all absences, tardies and early releases listed.

When recorded attendance is via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a **section** to view the Time In, Time Out, and Present Time recorded by date.

Detail Page

Schedule

This tool shows the student's schedule for each term, including any day rotations. Schedules shown are for the whole year, all terms, and all of the student's enrollments.

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.

Detail Page

Academic Plan

This tool 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.

Note: View the Academic Plan on a larger device, if possible.

When first accessing the Academic Planner, select and/or verify an **Academic Plan** from the drop-down list. Also select the desired **Post Grad Location** (where you are going to attend college) and your **Post Grad Plans**. Click the **Next** button to view the student's Course Plan.

- To print a copy of the Progress Report of the selected Academic Program, click the **Progress Report** button.
- Choose which program to print the progress, select to print a **Summary** or a **Detail** of the progress, and click **Generate Report**.
- The Summary Report includes information on the student's assigned graduation program, their on-track status, and the student's progress.
- The Detail Report includes all of the information in the summary report, plus the information on the specifics of the requirement, and allows the selection of credit type details, course requirement details, test requirement details and compound requirement details.

Fees

This tool provides a list of all fees assigned to a student/child. Fees that are still owed, have been paid, or were voided appear on the list, followed by the ongoing balance for these fees.

There is also a **School Year** drop-down list to view fees assigned to the student for a specific school year. Use the **Student** drop-down list to see specific information for each student/child.
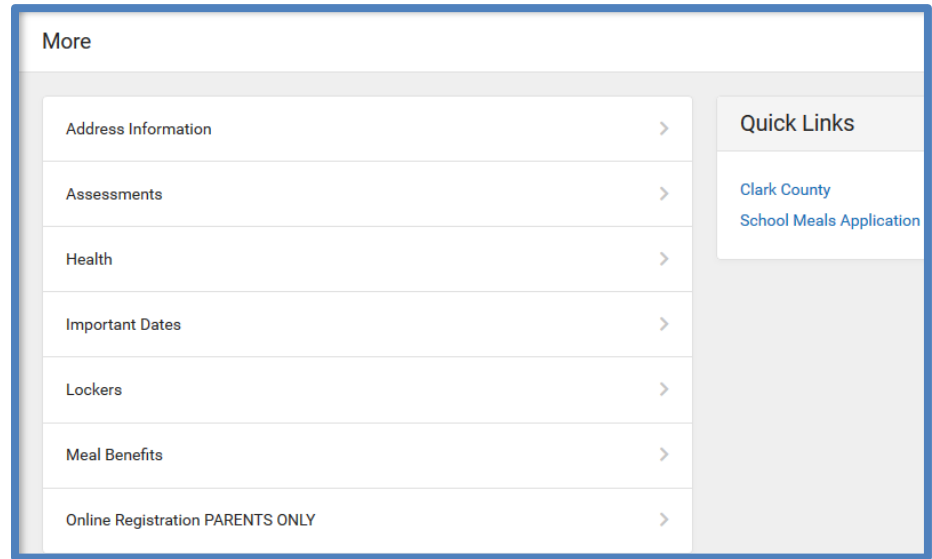

Documents

This tool collects files relevant to the student, including learning documents such as a PDF version of the student's schedule, progress report, report cards, and unofficial transcripts. Click on an entry to view the file as a PDF.

More

This tool displays the following:

Address Information (Household Phone Number)

Address information for the students in the household. Parents have the ability to change their household phone number here but will need to contact the school in order to change the household address.

To update the household phone number:

- Select the **Update** button
- Enter the updated household phone number
- Select the **Update** button on the bottom

Note: The current user's contact preferences (phone numbers and email addresses) can be updated by navigating to User Menu > Settings > Contact Preferences.
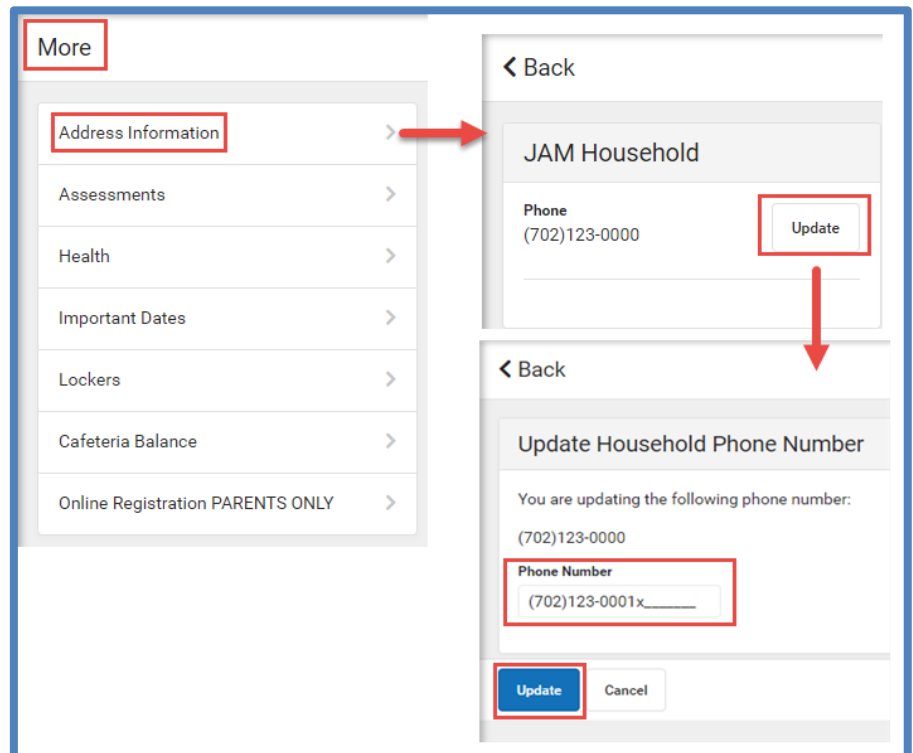
Assessments

Lists the student's test scores for state, national and district tests.

Health – Parents Only

Immunization information will display.

Important Dates

Lists holidays, late starts, and other school calendar events.

Lockers – Campus Student Only

This tool provides locker location and the combination, if enabled.

Cafeteria Balance

This tool shows cafeteria balances.

Online Registration – Parents only

A link to the Online Registration application for the current school year.

Quick Links

Displays the website for the District.

School Meals Application, if enabled.