

Infinite Campus Parent Portal Script

1 Welcome

Welcome to the Infinite Campus Parent Portal. This portal provides parents and students alike with the most current attendance, assignment and grade information available. As a teacher records their class attendance, your student's information is updated immediately - in real time. The portal also provides real-time access to assignments and grades for all of your student's classes. Let's take a closer look at what is available in the Campus Parent Portal.

2 Portal Liaison

First, have you created your portal account yet? If you have then you are ready to proceed. If not, be sure to contact your school and ask to speak with your Portal Liaison. Each school has a Portal Liaison and their job is to assist parents and students with creating accounts and changing passwords. If additional help is needed you can also contact the User Support Help Desk at 702-799-7678.

Now, let's get started.

3 Campus Login Video

Let's take a quick tour of the Campus Parent Portal.

You will begin by logging in to campusportal.ccsd.net. If you don't know how to create your account or need assistance, please contact your school's Portal Liaison.

After you have logged in, you will see any district or school notices and announcements that have been posted to the portal.

Let's begin by selecting which student information we want to view. If you have more than one student in your household, you can choose which information to view by selecting the Select a Student drop-down. Choose your student.

4 Select Student Type

Now that you are logged in, it is time to choose which of the students to view. Click Elementary if you have an elementary student or secondary if you have a middle and/or high school student. You will automatically be returned to this menu if you need to view both options. When you have finished viewing the grades information, click the next button to continue.

Please note that the student information you are about to see is fictitious - no real students were used in the creation of these videos.

5 Elementary – Video (optional)

The student's name, school, student ID number, and grade are displayed. The calendar for the student is shown. The monthly calendar shows any attendance and /or assignments that have been given to your student. Using the mouse pointer, simply hover over the event for a brief description, or click on the icon for more information.

Under Attendance you see all attendance events for your student. By expanding the period information, more details regarding attendance for that particular period are displayed.

The Grades section provides important information regarding the student's academic performance. You will see any recently graded assignments, as well as all courses the student is enrolled in. The courses are listed in alphabetical order.

In elementary school, subjects are graded based on standards or groups of standards known as standard clusters. If there is not a grade for a particular standard that simply means no assignment or grade has been recorded for that standard or cluster. At the bottom of each subject is the progress grade (as it appeared on the progress report) and the overall grade for the school year. Grades shown in yellow are the most up to date grades for your student and they are called an in progress grade. They are dynamic and can change every time a teacher enters a grade. Grades shown in green are called posted grades. These are static and are used for reports such as progress reports and report cards.

To return to the entire grade book view select Grades from the task pane on the left side of the screen.

Now let's see what reports are available for our elementary student. You can see the student's current schedule, as well as a list of any assignments that have been marked as missing. The last report is an unofficial transcript. This document shows the student's academic history by school and grade level. Only subjects that have been completed will be listed on the transcript. Any reports you generate will appear as a pop-up window. When you have finished reviewing the report simply close the window.

If you are ready to leave the portal, you should always select sign out from the upper right corner of the portal window.

6 Secondary – Video (optional)

The student's name, school, student ID number, and grade are displayed. The calendar for the student is also shown. The monthly calendar shows any attendance and /or assignments that have been given to your student. Using the mouse pointer, simply hover over the event for a brief description, or click on the icon for more information.

The Schedule displays the student's current class schedule, by period and quarter. From this window you can: view assignment and grade information, email the teacher, and read any newsletters for a particular subject.

Under Attendance you see all attendance events for your student. By expanding the period information, more details regarding attendance for that particular period are displayed.

The Grades section provides important information regarding the student's academic performance. You will see any recently graded assignments, as well as all courses the student is enrolled in. The courses are listed in alphabetical order.

Each course displays grades by quarter. Each quarter should include a Progress Grade (as it appeared on the Progress Report), a Quarter Grade and Citizenship. Grades shown in yellow are the most up to date grades for your student and they are called an in progress grade. They are dynamic and can change every time a teacher enters a grade. Grades shown in green are called posted grades. These are static and are used for reports such as progress reports and report cards.

To view assignments for a particular subject, simply click on the subject name. All assignments (and their grades) are listed by quarter and category. To see any details added to the assignment by the teacher, click on the assignment name.

To return to the entire grade book overview select Grades from the task pane on the left side of the screen.

The Graduation Progress area shows your student's current progress towards various diploma types. To see the student's progress towards meeting a credit type, simply expand the credit type. You will then see all courses that have been completed and courses your student is currently enrolled in that meet the credit type.

Now let's see what reports are available for this student. You can see the student's current schedule, as well as a list of any assignments that have been marked as missing. You will also see progress reports and report cards based on the quarter. The last report is an unofficial transcript. This document shows the student's academic history by school and grade level. The GPA Summary section provides information regarding the student's cumulative GPA and Class Rank. It is important to note that only subjects that have been completed will be listed on the transcript. Any reports you generate will appear as a pop-up window. When you have finished reviewing the report simply close the window.

If you are ready to leave the portal, you should always select sign out from the upper right corner of the portal window.

7 App Intro

Did you know there is also an app for mobile devices? The free Infinite Campus app is available from the iTunes, Google Play and Amazon app stores. Once you have downloaded the app, you will be asked to enter the district id. This id is found on the home page of the web browser version of the Infinite Campus parent portal. Simply click the Get your District ID button in the portal for complete instructions. Remember, you must have your web browser account created before you can access the mobile app.

8 IC Apps

Through the mobile apps you can view much of the same student information as the web browser. For a quick tour of the app, click on your type of device.

9 iPad/iPhone (optional)

We have already reviewed the types of information included in the Infinite Campus Parent Portal. To see where this information is located in your mobile app, using your mouse, click the menu icon to begin.

10 iPad/iPhone, Cont. (optional)

No audio

11 Android

We have already reviewed the types of information included in the Infinite Campus Parent Portal. To see where this information is located in your mobile app, using your mouse, click on the option you wish to view

12 Conclusion

Well that was pretty easy wasn't it? If you have any questions, be sure to contact your school's designated staff for Infinite Campus.