Clark County School District

Campus Parent/Student Portal and Mobile App Manual

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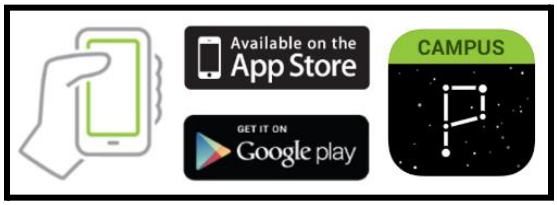
Campus Parent/Student Portal and Mobile App Manual
The purpose of this document is to provide guidance on how to use the Campus Parent/Student portal or mobile app. Campus Parent and Campus Student are available to help monitor student progress.

Campus Parent/Student Mobile App
Instructions-Install Campus Parent/Campus Student Mobile App

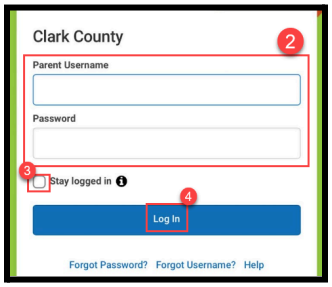
1. Download the application from the Apple App Store or Google Play Store.
2. Enter **CCSD** as the **District Name**.
3. Choose **Nevada**.
4. Select **Search District**.
5. Select **Clark County**.

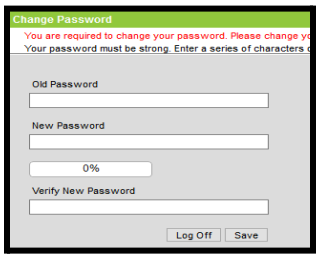


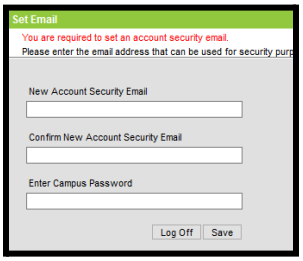
Campus Parent/Student Accounts
Campus Parent accounts are created by the student's school Campus Liaison. Students are provided with their login information. Contact the school Campus Liaison for assistance.

Instructions-Access Campus Parent/Student
Path: Campus Parent/Student or Mobile App

1. Navigate to https://campus.ccsd.net/campus/portal or the Mobile App.
2. Enter the **Parent/Student Username** and **Password**.
3. (Optional) Select **Stay logged in** to avoid logging in each time the mobile app is launched.
4. Select **Log In**.
5. Prompts to change the password and add an Account Security Email appear upon the initial login.







Forgot Username and Forgot Password Links
Username and Password recovery links are available on the Campus Parent/Student login page.

- Current students have the option to reset their password or retrieve their current CCSD Standard User ID (Google username) by visiting ***stutech.ccsd.net***.
- Utilizing **Forgot Username** and **Forgot Password** links require an account security email. Visit the Account Settings section for help with setting up an Account Security Email.
- Contact the school Campus Liaison for assistance.

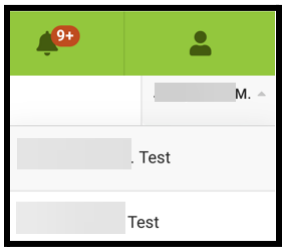
Instructions-Retrieve a Campus Parent/Student Username
Path: Campus Parent/Student Portal or Mobile App

1. Select **Forgot Username**.
2. Enter the **Account Security Email Address**.
3. Select **Submit.**
4. An email notification will be sent to the Account Security Email address.

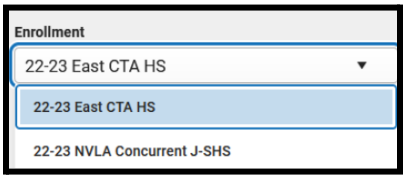
Instructions-Reset a Campus Parent Password
Path: Campus Parent Portal or Mobile App

1. Select **Forgot Password**.
2. Enter **Username**.
3. Select **Submit**.
4. An email notification will be sent to the Account Security Email address.

Navigation
Selecting a student
Select the student from the list in the upper right corner. **NOTE:** The list appears when student specific tools (e.g., Assignments) are selected.

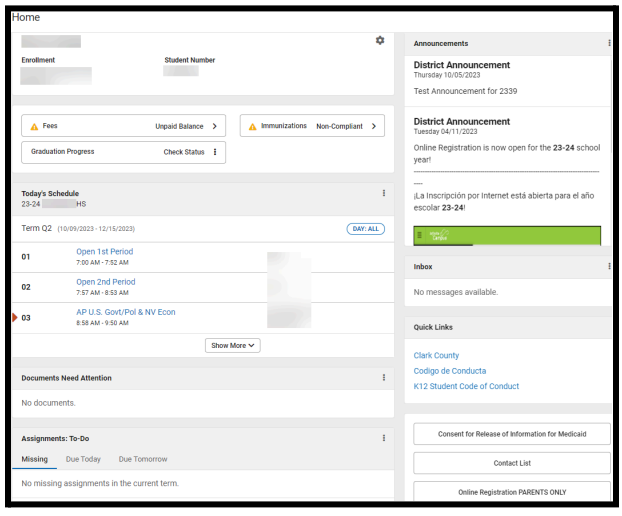


Students with multiple school enrollments
An enrollment list displays for students enrolled at multiple schools. Other tools (e.g., behavior) show student information on one screen separated by each school.

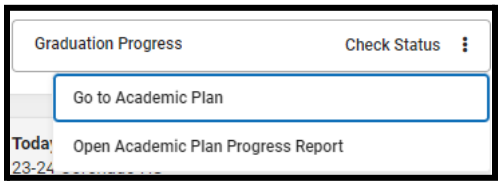


Home
The Home page organizes a summary of important information (e.g., Grade Updates, Attendance Updates, Graduation Progress).

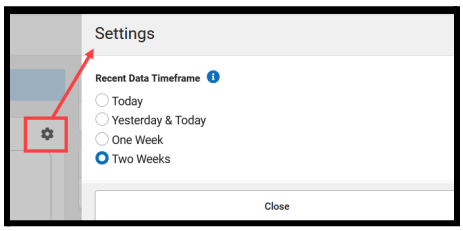
- Fees-This will appear with an unpaid fee balance and directs end users to the fees tab.
- Immunizations-This will appear with non-compliant immunizations and directs end users to the immunization tab.
- Graduation Progress-This displays a student's graduation status based on secondary student's coursework and assessments toward their assigned graduation program. Please reach out to the school counselor for more information.



- Quick Links-Common links for parents and students.
- Consent for Release of Information for Medicaid-This will display the Consent for Release of Information for Medicaid form for parents to sign.
- Contact List-Quick reference of contact information for student's teachers
- Online Registration PARENTS ONLY-This is a quick link for the CCSD OLR application for parents.



Select **Settings** to choose the timeframe for how student data displays. **NOTE:** The Recent Data Timeframe setting applies to all of the data on a parent's home page.



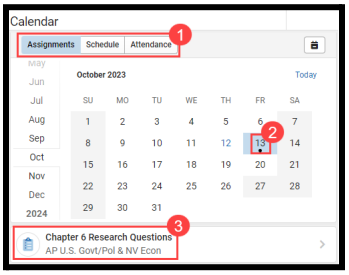
Calendar

Calendar displays in three different modes: Assignments, Schedule, and Attendance.

- A black dot on the calendar indicates an assignment or attendance mark.
- Scroll vertically on the calendar when using the mobile app to view other dates.

Instructions-View Assignment/Attendance Data for a Specific Day

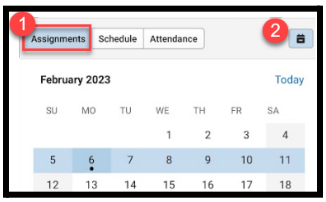
Path: Calendar



1. Select a **Mode (e.g., Assignments, Schedule, Attendance)**.
2. Select a **Date**.
3. Select **Assignment** or **Course Name**.

Instructions-View Assignment Data for the Week

Path: Assignments > Calendar



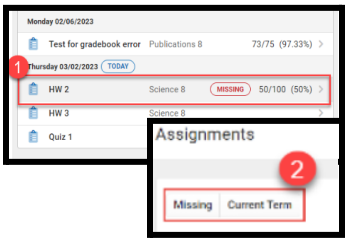
1. Select **Assignments**.
2. Select **Calendar**.

Assignments

The Assignments tool displays all student assignments with a focus on the current day.

Instructions-View Assignments

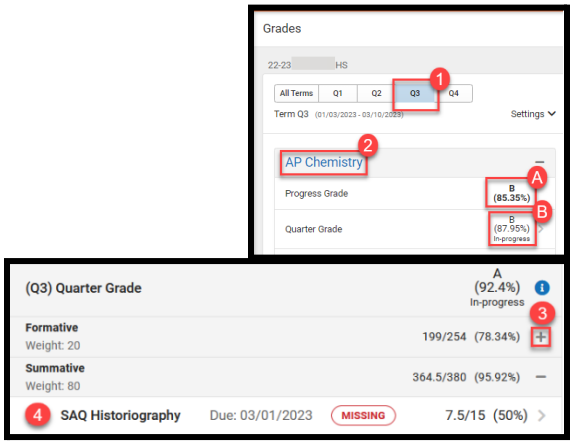
Path: Assignments



1. Select the **Assignment**.
2. Select **Missing** or **Current Term** to filter assignments.

Grades

The Grades tool displays the student's grades for all tasks (e.g., semester grades) and standards. The student's term Grade Point Average (GPA) may display.



Instructions-View Scored Assignments

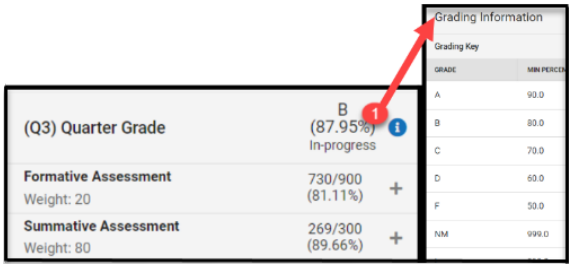
Path: Grades

1. Select the applicable **Term**.
2. Select the **Course Name.**
   a. Posted grades display in bold.
   b. Grades that aren't posted display as in-progress.
3. Select + to view all scored assignments.
4. Select an **Assignment**.

Instructions-View a Grading Scale or Rubric

Path: Grades > Detail

1. Select **Information** to display **Grading Information**.
2. Select **Close** to hide **Grading Information.**



Grade Book Updates

Grade Book Updates lists all the assignments scored or updated in the last fourteen days. Assignments may be flagged as **Turned In**, **Late**, or **Missing**.

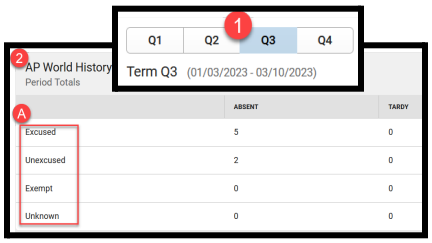
Attendance

Attendance lists any absences or tardies in the selected term.

Instructions-View Attendance

Path: Attendance

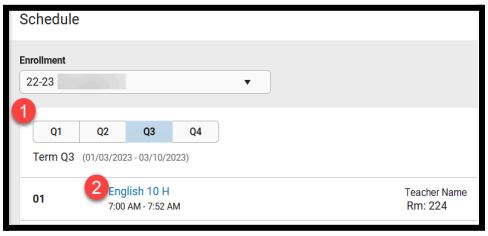
1. Select the **Quarter** or **Term**.
2. Select the **Course Name** or **Homeroom** to view details.
   a. Absences and tardies are separated by type (e.g., Excused, Exempt).



Schedule

The Schedule tool shows the student's schedule for each term. Each schedule includes Course Info, Curriculum, Grades, and Upcoming Assignments. Day rotations will be indicated within Course Info.

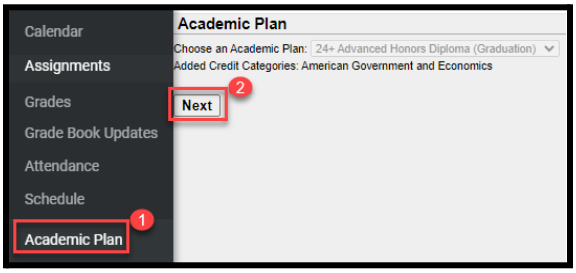
Instructions-View a Schedule
Path: Schedule



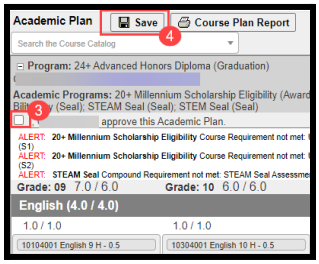
1. Select the **Quarter** or **Term**.
2. Select the **Course Name** to view details.

Academic Plan
Academic Plan reflects the student's interests, abilities, and goals through coursework/experiences. Plans are approved by the parent/guardian, the student, and the school counselor. Contact the student's school counselor for questions or concerns regarding the Academic Plan. See **Academic Plan Progress Report** under Documents for more information pertaining to Academic Planning.

IMPORTANT: Academic Plans should be viewed on a desktop or laptop device. Viewing from a mobile device is not recommended since performance may be limited.

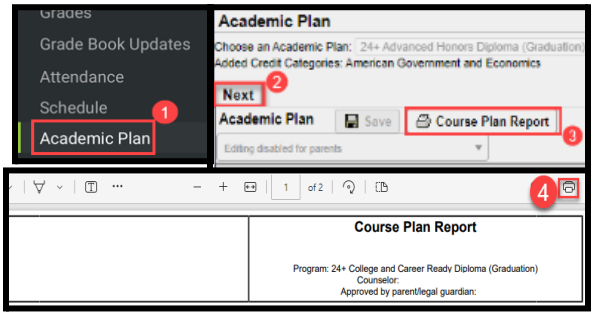


Instructions-Approve an Academic Plan
Path: Campus Parent > Academic Plan



1. Select **Academic Plan**.
2. Select **Next** to view the Academic Plan for approval.
3. Review the **Academic Plan**, and select **I approve this Academic Plan**.
4. Select **Save**.

Instructions-Print an Academic Plan
Path: Campus Parent > Academic Plan

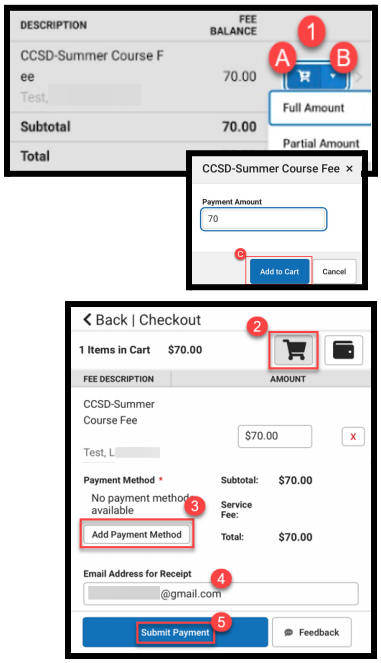


1. Select **Academic Plan**.
2. Select **Next.**
3. Select **Course Plan Report**.
4. Select **Print** .

Fees
Fees provides parents/guardians access to view, pay, and manage fee balances. Filter the list of fees by Person, School Year or Type. Select **My Accounts** to manage **Payment Methods**, **Payment History**, **Recurring Payments**, and **Optional Payments**.

Instructions-Pay an Outstanding Balance

Path: Campus Parent > Fees



1. Add the fee to the cart.
   a. Select to add the full amount.
   b. Select to choose **Full Amount** or **Partial Amount**.
   c. For partial amounts, enter **Amount** and select **Add to Cart.**
2. Select to checkout.
3. Select **Add Payment Method.**
   a. (Optional) Give the payment a **Nickname** for future payments.
   b. Enter **Card Number**.
   c. Enter **Card Expiration Date**.
   d. Enter **CVV.**
   e. Enter **Cardholder's name**.
   f. Enter **Billing Address**.
   g. Select **Use as default** to save for future use.
   h. Select **Save**.
4. Confirm the **Email Address**.
5. Select **Submit Payment**.

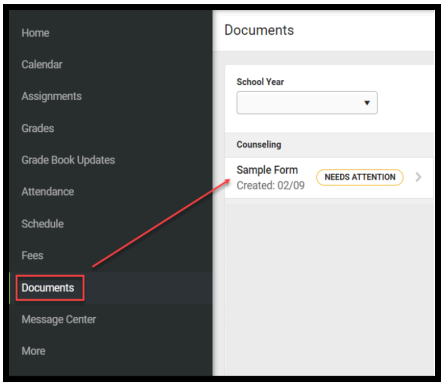
Documents

The Documents tool collects student reports and learning documents (e.g., forms, grades reports). Documents or forms requiring special attention from a parent/guardian will display **Needs Attention**. Report cards, schedules, and transcripts are available to view or print. A notice will display when the student's teacher assigns a Secondary Unsatisfactory Progress form.

Instructions-Complete and Sign a Form

Path: Campus Parent > Documents

Only one parent/guardian at a time can complete the form. The first parent/guardian must **Confirm Editing** to acknowledge the other parent/guardian will only be able to view the form while **In Progress,** until the parent/guardian selects **Submit.** When one parent/guardian **Declines** a form, no other parent/guardian can sign thereafter. Changes to the form cannot be made after selecting **Submit**.



1. Select the document/form that **Needs Attention**.
2. Review and fill out the appropriate fields.
3. Where applicable, **Next Action** navigates to the required fields or signature line.
   a. An **Action Needed** notification displays when a required field is missing.
4. Select **Save Progress** to save and return to the form at a later date/deadline.
5. Select **Sign** or **Decline.**
6. Select **Submit**.
   a. Signed forms display **Signed and Pending**.
   b. Declined forms display **Declined**.

Academic Plan Progress Report

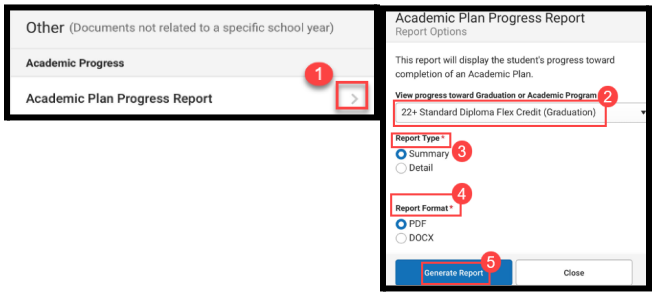
View or print the student's academic plan progress report in a summary or detail format.

- The Summary Report displays a student's graduation status.
- The Detail Report provides a summary of academic plan requirements.

Instructions-Print an Academic Plan Progress Report

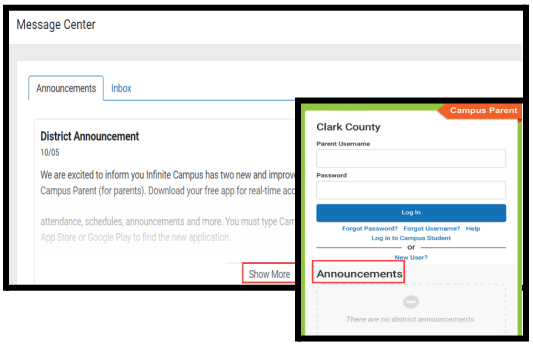
Path: Documents > Other

1. Select **Academic Plan Progress Report**.
2. Choose a **Program**.
3. Select **Summary** or **Detail**.
4. Select **PDF** or **DOCX**.
5. Select **Generate Report**.



Message Center

Message Center displays school/district announcements, inbox messages, and surveys.



Announcements

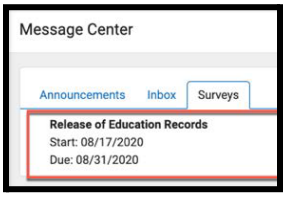
Announcements display on the login screen or the message center. Removing or deleting announcements is currently not available. Select **Show More** to display the full announcement.

Inbox

Inbox displays messages sent from teachers or school staff.

Surveys

A survey displays next to Inbox when assigned to a student or parent/guardian. Select the link within the message to complete the survey.



More

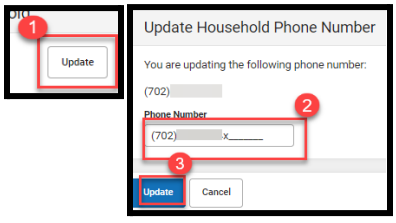
Address Information (Household Phone Number)

Parents/guardians can view or update the household phone number. Home address changes are processed at the student's school. **NOTE**: Parents/guardians can update their phone numbers and email addresses by navigating to **User Menu** > **Settings** > [Contact Preferences].

Instructions-Update the Household Phone Number

Path: Campus Parent > More > Address Information

1. Select **Update.**
2. Enter the **Phone number**.
3. Select **Update**.



Assessments
Assessments displays state, national, and district test scores.

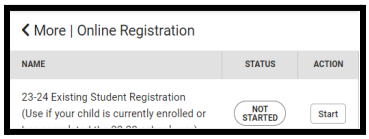
Health
Health provides immunization information (e.g., administered vaccine, compliance status, doses).

Important Dates
Important Dates lists holidays, late starts, and other school calendar events.

Lockers
Lockers provides a student's locker location and combination, if applicable.

Cafeteria Balance
Cafeteria Balance provides the student's school meal balance.

Online Registration-Parents Only
Online Registration is for parents/guardians to register their students.

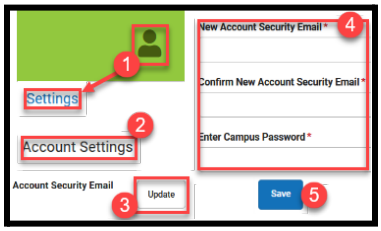


Quick Links
Quick links displays useful links to CCSD resources.

Account Settings
Account Settings provides a parent/guardian access to the account security email and password. Contact the school Campus Liaison for assistance.
NOTE: Parents/Guardians can update their contact email within the Contact Preferences tool.

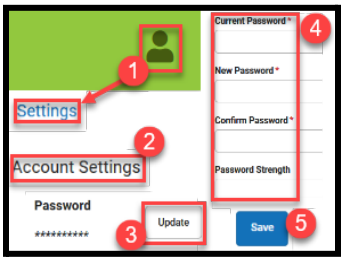
Instructions-Update an Account Security Email
Path: User Menu > Settings > Account Settings

1. Select **User Menu** and select **Settings.**
2. Select **Account Settings.**
3. Select **Update** in the Account Security Email section**.**
4. Enter **New Account Security Email, Confirm New Account Security Email** and **Campus Password.**
5. Select **Save** and an email will be sent to verify the change.
6. Select **Resend Verification Email** if the email is not received.



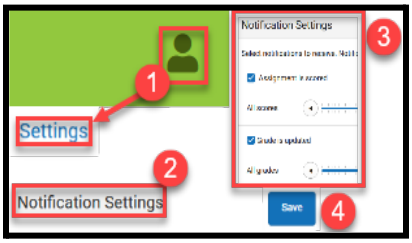
Instructions-Update an Account Password (Parent/Guardians Only)
Path: Campus Parent > User Menu > Settings > Account Settings
Create a strong password with a combination of character types (i.e., letters, symbols, numbers).

1. Select **User Menu** and select **Settings.**
2. Select **Account Settings.**
3. Select **Update** in the Password section.
4. Enter **Current Password, New Password,** and **Confirm Password.**
5. Select **Save** and an email will be sent to verify the change.
6. Select **Resend Verification Email** if the email is not received.



Notification Settings

Settings enabled in this section apply to in-app and mobile push notifications. Mobile users must select **Stay logged in** to receive mobile push notifications.



Instructions-Update Notification Settings

Path: Settings > Notification Settings

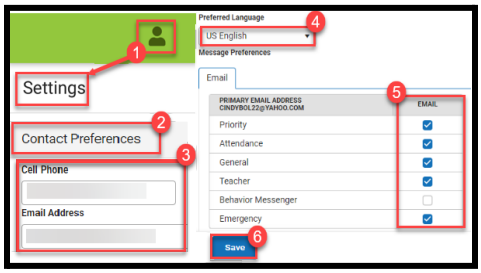
1. Select **User Menu** and select **Settings**.
2. Select **Notification Settings**.
3. Select/clear a setting.
4. Select **Save**.

Contact Preferences

Contact Preferences provides parents/guardians access to manage personal contact information, preferred language, and message preferences. **NOTE**: The parent/guardian can update the household phone number by navigating to Campus Parent > More > Address Information.

Instructions-Update Contact Preferences

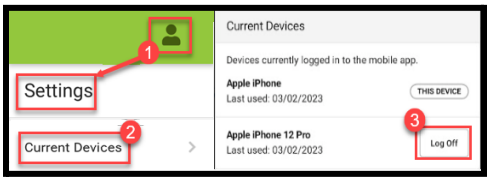
Path: Settings > Contact Preferences



1. Select **User Menu** and select **Settings**.
2. Select **Contact Preferences**.
3. Enter phone numbers or email addresses.
4. Select **Preferred Language**.
5. Select **Message Preferences** (e.g., Attendance, Teacher, Behavior Messenger).
6. Select **Save**.

Current Devices

The Current Devices tool provides a way to log off a device from Campus Parent/Student.

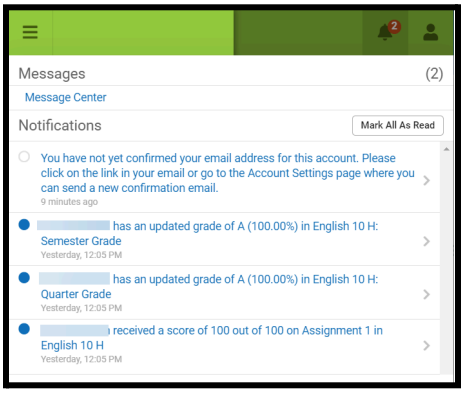


Instructions-Log Off a Device

Path: Settings > Current Devices

1. Select **User Menu** and select **Settings**.
2. Select **Current Devices**.
3. Select **Log Off**.

Notifications

The Notifications tool provides a list of student notifications (e.g., graded assignments). Deleting notifications is currently not available.

- Select the **Notification** to read the contents.
- The blue dot indicates a notification is unread.
- Open or select the **Blue Dot** to mark the notification as read.