

Campus Portal User Guide

Introduction to this User Guide

This user guide provides information on how parents and students can use the Campus Portal. Detailed instructions are available for logging into the Campus Portal, viewing student data and generating available reports. The information in this guide is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains instructions and some graphics to guide the user through the process.

This document is written for the Campus Portal user, not school or District personnel. Updates to this user guide will be made as additional features of the Campus Portal are released. **Please note:** Not all sections are always available to view. Periodically, sections will be disabled for a period of time.

Access to the Campus Portal

The Clark County School District determines access to Campus Portal. For questions about your access rights, please contact your child's school. This document does not provide instructions on how to sign on to Campus Portal. For information on how to sign on to Campus Portal, please go to ccsd.net, click on **Infinite Campus**.

Security Features

- The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view through the use of a secure connection, strong passwords and session timeouts.
- The Campus Portal enables the District to force strong password usage by all users, including parents/guardians. This requires a password that is case sensitive and at least eight characters long. The password must also contain at least three of the following: a capital letter, lower case letter, number or symbol. In addition, a student will be forced to change their password the first time logging in.
- Five unsuccessful login attempts will disable the Campus Portal account. To use Campus Portal again, parents will need to contact their child's school.
- The Campus Portal also monitors the activity in each session. As part of security settings, an Access Log is included. By default, the system will time-out any user after a period of time and requires the user to log in again.

Navigating the Campus Portal

Navigating the Campus Portal is easy. The left side of the screen is used to navigate the Campus Portal. The right side of the screen contains the main frame which displays topic specific information.

Messages

The Messages tab will bring you back to the home page. The home page displays district notices, school notices and your inbox.

Portal Languages

The Portal navigation tools are available in four languages by clicking on the hyperlink found at the bottom of the Portal web page on all screens:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Select A Student

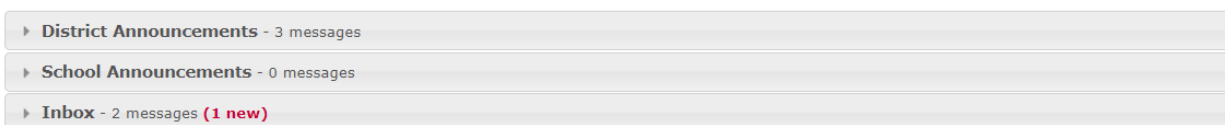
To view student schedules, attendance, grades, academic planner, graduation progress, fees or reports, you must first select the student you want to view. Select the student by clicking on Select A Student at the top of the screen and then choose the student you want to view.



District, School and Inbox Notices

The Campus Portal homepage displays school and District notices in the main frame located on the right side of the screen. Notices are organized by district-wide messages and by school-specific messages. The Campus Portal also has a built-in messaging system. Your inbox will contain any messages sent to you. You can access the homepage by clicking on the parent's name under the Infinite Campus header.

The Inbox message center is for all system communication relevant to a user of the Campus Portal. Announcements appearing in the Inbox are tailored to the currently logged-in user.



Account Setting

The Account Settings tool allows users to change their existing account password and update their account email address used when recovering a forgotten password or Campus username from the Campus login screen.

Account Security Email – Add

To establish your Account Security Email address for the first time, click the **Add** button in the Account Security Email Column.

Account Security Email:
Add an account security email.

[Add](#)

Change Email

Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

Enter Password

[Cancel](#) [Save](#)

Enter information and click the **Save** button.

Account Security Email - Edit

To change your existing Account Security Email address, click the **Edit** button in the Account Security Email column.

Account Security Email:
test@email.com

[Edit](#)

Change Email

Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

Current Account Security Email	test@email.com
New Account Security Email	<input type="text" value="newtest@email.com"/>
Confirm New Account Security Email	<input type="text" value="newtest@email.com"/>
Enter Password	<input type="password" value="....."/>

Enter information and click the **Save** button. Your new password is now saved in Campus and the Account Management screen will show “**Email successfully saved**”.

Account Security Password

If you would like to change your account password, click the **Edit** button.

Password: *****	<input type="button" value="Edit"/>
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Change Password

Your password must be strong. Enter a series of characters or a two or three word phrase that includes letters, numbers, and special characters.

Old Password	<input type="password" value="....."/>	
New Password	<input type="password" value="....."/>	<input type="button" value="100%"/>
Verify New Password	<input type="password" value="....."/>	

Enter information and click the **Save** button.

NOTE: The box to the right of the New Password field indicates the strength of the new password. Red means weak, yellow mean medium, and green means strong. Users cannot save a password that is weak (red) or medium (yellow).

Account Security-E-Signature PIN:

The District is not currently using this feature.

Contact Preferences

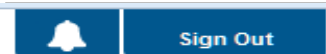
This will allow the user to add an email address and a secondary email address. You may choose how you prefer to receive a message by type i.e. Emergency, Attendance, General Notification, Priority Notification, Teacher. You may also select a preferred language. This information is populated in the student information system.

Access Log

The Access Log lists the IP address (location from which parents access the Portal), the times it was accessed and whether the login was successful. Users do not have the ability to modify data here.

Notification Settings

Parents may subscribe to school notifications to receive alerts to attendance, grade, and assignment changes. The notification bell is located in the upper right hand corner of your Campus Portal screen.



Calendar

Calendar Events for all students in the family will display if you do not have a specific student selected. The Calendar tab displays assignments and attendance events for each student. The Calendar tab appears in both the Family section and Student section of the portal.

Samuel
15-16 Silverado Coll Prep HS
Student Number:
Grade:

Welcome

Sign Out

Infinite Campus

Samuel

Calendar

Schedule >
Attendance >
Grades >
Health >
Academic Planner >
Academic Progress >
Fees >
To Do List >
Reports >
Cafeteria Balance >
Family
Messages >
Discussions >
Fees >
Payments >
User Account
Account Management >
Contact Preferences >
Access Log >
Notification Settings >

Online Registration
PARENTS ONLY

August 2016

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Schedule

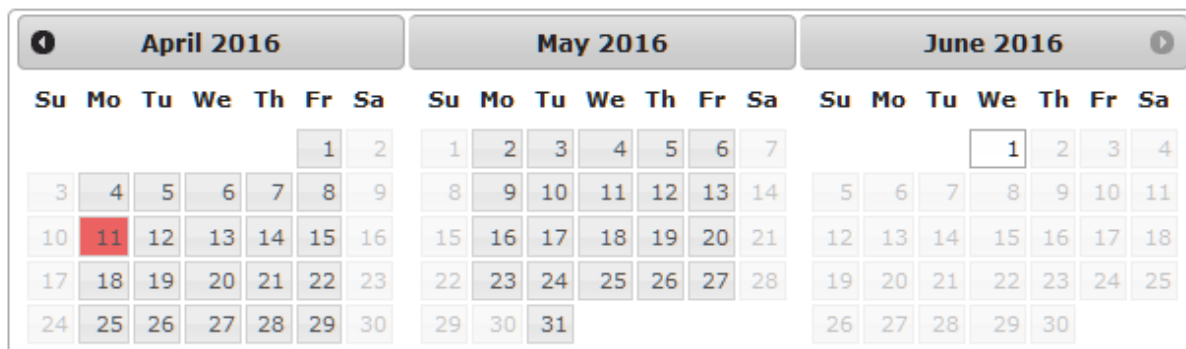
The Schedule tab lists your child's classes in each period and each term. For each class, you will find the name of the course, the days it meets, the teacher's name and room number. You may click on the class name for current assignments and scores, and on the teacher's name to send the teacher an email. You may click on the date for a current newsletter by a class teacher.

Attendance

The Attendance tab allows parents to track student attendance using a variety of summary options and attendance views. This section is updated in real-time, as the teacher or attendance clerk enters daily or period attendance.

The attendance calendar at the top of the attendance screen provides color-coded absence and tardy information for the selected student. The current day is outlined in blue. Clicking the black arrow icons will allow the user to view previous and future months. All instructional days may be selected. Non-instructional days are grayed out and cannot be selected.

Attendance



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

(Clicking on April 11th on the calendar view shows an attendance detail for that day)

The student was marked tardy in period one.

Attendance Details



April 11, 2016 - Monday (3 Day)

Term: Q4

Period	Course	Time	Description
00	ACT101AA0 ACT Preparation	-	
01	54609002 Phys Cond w/Wghts	07:00 AM - 08:22 AM	
03	20900002 Algebra II	08:27 AM - 09:55 AM	
05	81500002 Sch Rel Work Exp	10:00 AM - 11:52 AM	
07	44440002 Civil Rghts & Lib	11:57 AM - 01:19 PM	T:Unexcused Missed Instruction
09	ATHVBB Varsity Baseball	-	

Below the Calendar, four tabs allow users to view summaries of attendance information by Course, by Period, by Day and by Term. Dates in the summary tabs can be selected to generate a detail window.

Course	Period	Day	Term
Attendance Summary by Course			
Course	Teacher	Periods Absent	Tardy
▶ 24310000 English 10	Lynch, Sharon	1	1
Total		1	1

Grades

Parents and students are able to see all grading tasks, grades, and assignments for a particular course.

Parents and students are also able to view any newsletters the teacher has sent and may email the teacher by clicking on the teacher's name.

Grades

Grades By Course

Expand All
Collapse All

In-Progress Grade
 Final Grade

▶ [20900002-5 Algebra II - GOODFELLOW, ELIZABETH L](#)

▶ [20900001-5 Algebra II - GOODFELLOW, ELIZABETH L](#)

▶ [44440002-4 Civil Rghts & Lib - OLDFIELD, STEFANY H](#)

▶ [44600001-4 Crime & Justice - OLDFIELD, STEFANY H](#)

Academic Planner

The Academic Planner displays the student's assigned Academic Program and the courses the student has planned to take in each school year (by grade level). Counselors have a similar view to this that allows them to see the student's chosen courses and make modifications, if necessary. Based on the assigned Academic Program, students must meet credit requirements, course requirements, test requirements and GPA requirements. The goal is to meet each requirement for each grade level. Parents may be asked by the school to approve their child's Academic Plan by checking a box.

Approved by parent/legal guardian

Academic Progress

The Graduation Progress tool allows students and parents/guardians a color-coded view of a student's progress toward the completion of an Academic Plan. The tab displays the student's assigned academic program, listing the total credit the student has received and planned in each credit type assigned to the academic program.

- You may view the student's overall progress in the assigned academic program
- You may see the student's course, test and GPA requirements for the assigned academic plan
- You may see the student's Academic Program progress for another academic program
- You may expand areas to display more detail by clicking on the + sign (i.e. English 1 (1))

Viewing progress towards Academic Program: Advanced Diploma

Credit Type	09	10	11	12	Subtotal	Overflow	Total
English	1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	0.0 / 1.0	3.0 / 4.0		3.0 / 4.0
Algebra (1)	0.75 / 0.5				0.75 / 0.5	-0.25	0.5 / 0.5
Algebra (2)	0.75 / 0.5		0.5 / 0.0		1.25 / 0.5	-0.75	0.5 / 0.5
Mathematics	2.5 / 0.0	0.5 / 1.0	0.5 / 1.0	0.0 / 1.0	3.5 / 3.0	-0.5	3.0 / 3.0
Grade	Course	Score	Credit toward Academic Program		Credit Explanation		
09	15900400 Alg I H Math Inst	A			0.25 credit overflow from Algebra (1)		
09	20804001 Geometry H-AMSAT	A	0.75				
09	20804002 Geometry H-AMSAT	A	0.75				
09	20904001 Algebra II H	A	0.5	0.5 credit overflow to Electives			
09	20904002 Algebra II H	A	0.5	0.5 credit overflow to Electives			
09	25900400 Alg I H Math Inst	A			0.25 credit overflow from Algebra (2)		
10	21454002 PreCalculus H	B	0.5	0.5 credit overflow to Electives			
11	21802001 AP Calculus AB	In-Progress	0.5				
11	21802002 AP Calculus AB	In-Progress			0.5 credit overflow from Algebra (2)		
Science		1.0 / 1.0	1.0 / 1.0	1.0 / 1.0	3.0 / 3.0		3.0 / 3.0
World Hist/Geography/Human (1)		0.5 / 0.5			0.5 / 0.5		0.5 / 0.5
World Hist/Geography/Human (2)		0.5 / 0.5			0.5 / 0.5		0.5 / 0.5
US History (1)			0.5 / 0.5		0.5 / 0.5		0.5 / 0.5
US History (2)			0.5 / 0.5		0.5 / 0.5		0.5 / 0.5
US Government (1)				0.0 / 0.5	0.0 / 0.5		0.0 / 0.5
US Government (2)				0.0 / 0.5	0.0 / 0.5		0.0 / 0.5
Physical Education		1.0 / 1.0	1.0 / 1.0		2.0 / 2.0		2.0 / 2.0
Health Education		0.5 / 0.5			0.5 / 0.5		0.5 / 0.5
Use of Computers		1.5 / 0.5			1.5 / 0.5	-1.0	0.5 / 0.5
SocStd/Arts/Human/OccEd		1.5 / 0.0	2.0 / 0.0	2.0 / 1.0	5.5 / 1.0	-4.5	1.0 / 1.0
Electives		1.0 / 1.0	1.5 / 1.0	2.0 / 1.0	0.0 / 3.0	7.0	11.5 / 6.0
Total		11.5 / 6.0	8.0 / 6.0	8.0 / 6.0	0.0 / 6.0		27.5 / 24.0

Green Cells—On track for the Academic Program

Red Cells—Not on track for the Academic Program

Yellow Cells—Student has credit types that have credits overflowing from one credit type to another

Fees

The Fees tab provides a list of all fees assigned to the student, i.e. lab fee, field trip fee, athletic activity, library fine. You may view fees that have been charged, what has been paid and the ongoing balance.

Fee Statement

[Print](#) Filter By: All Years

Fees							
Description	Due Date	Type	Date	Exempt	Debit	Credit	Balance
OTH	04/08/2014				25.00		0.00
↳ Payment		In Office	04/08/2014			25.00	
LIB	04/09/2014				5.00		5.00
Subtotals					30.00	25.00	5.00

Amount Due: 5.00

To Do List

The To Do List displays assignments and assignment due dates for all students in the family if you do not have a specific student selected. The To Do List may be filtered by date and printed.

Family

Messages >

Household Information >

Family Members >

Calendar >

To Do List

User Account

Account Management >

Contact Preferences >

Access Log >

Household To Do List

Filter by Date: All Dates Print

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
Dahill, Leigh Allison	24310000-1 English 10	Homework 3	04/03/2014	04/22/2014	5
Dahill, Leigh Allison	24310000-1 English 10	Project 4	04/03/2014	04/15/2014	0
Dahill, Leigh Allison	24310000-1 English 10	Test 2	03/28/2014	03/28/2014	-12

Reports

The Reports tab allows parents to generate printed reports of information such as a student’s schedule, a missing assignment report, and any transcripts or report cards that are available. Adobe Acrobat Reader is required and may be downloaded at no cost. Below are some report examples you may find on Campus Portal:

- Student Schedule
- Missing Assignments
- Secondary Progress Report-Q1
- Secondary Progress Report-Q2
- Secondary Progress Report-Q3
- Secondary Report Card-Q1
- Secondary Report Card-Q2
- Secondary Report Card-Q3
- HS Transcript-Unofficial

Reports on this page require the Adobe Acrobat Reader (free).

Cafeteria Balance

The Cafeteria Balance tab will display your child’s balance.

Online Registration

The **Online Registration-Parents Only** tab will be available during the District’s re-registration period. Parents will have the ability to re-register their child online. A message will be posted on Campus Portal to announce the opening and closing of the re-registration period.

User Account	
Account Management	>
Contact Preferences	>
Access Log	>
Notification Settings	>
Online Registration	
PARENTS ONLY	