

## New Parental portal Help Document

When you login you will see Switch Student at the top – pick one of your children.

The screenshot shows the Infinite Campus Parental Portal interface. At the top, there is a navigation bar with a "Switch Student" dropdown menu. Below this, a list of student names is visible: Blair L. Adams and Cameron J. Adams. The main content area is divided into sections: "District Notices" (with a notice dated 03/24/2008 about ILP), "School Notices", and "Inbox". On the left side, there is a sidebar menu with the following items: Family, Messages, Family Members, Calendar, Food Service, To Do List, User Account, Change Password, and Contact Preferences. A red box on the right side of the page contains three instructions, each with a red arrow pointing to a specific element in the interface:

- Food Service:** See account information for your children's café accounts. (Arrow points to the "Food Service" menu item in the sidebar.)
- Change Account info:** You can change your password here. (Arrow points to the "Change Password" menu item in the sidebar.)
- Change contact info:** This is where you can change your email address. (Arrow points to the "Contact Preferences" menu item in the sidebar.)

Additional annotations include a red arrow pointing to the "Switch Student" dropdown menu and another red arrow pointing to the student names list.

Once you pick one of your children you now have a different screen with choices for just your one child or Family:

MS Switch Student

Welcome Mandi Johnson Sign Out

Mandi Johnson  
: 6422

March 2011

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		01	02	03	Planning
06	07	08	09	10	
13	14	15	16	17	Professional Day
20	21	22	23	24	
27	28	29	30	31	

- Calendar
- Schedule >
- Attendance >
- Health >
- Fees >
- To Do List >
- Reports >
- Family
- Messages >
- Family Members >
- Calendar >
- Food Service >
- To Do List >
- User Account
- Change Password >
- Contact Preferences >

Local Intra

## Choices

### Under your child's name:

**Schedule** – Click here to see your child's schedule. You then will click on the course name and you will see all the grades for each grading period.

**Attendance** – Click here to see your child's attendance.

**Health** – Click here to see your child's immunization information.

**FEES** – Click to see information about school fees

**To Do List:** click here to what assignments are coming due for THIS CHILD(also will show on the calendar)

**Reports** – Click here to see or print progress reports, report cards student schedule or missing assignments.

**Food Service** - Click here to see Cafeteria information for just this child.

### Under Family:

**This will take you back to the original screen with information based on your family**

To View Grades:

Click **Schedule** on one of your children's screen then click on one of the **course names** for grade information or click on the **newsletter icon** for assignment information current by grading period.

**Course Schedule**

= Click on Class Name for Current Assignments and Scores  
 = Click on Teacher Name for Email  
 = Click on Date for Current Newsletter

	Term 1st Term (08/19/10-10/15/10)	Term 2nd Term (10/16/10-01/04/11)	Term 3rd Term (01/05/11-03/11/11)	Term 4th Term (03/12/11-06/01/11)
1	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm: 312	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm: 312	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm: 312	<b>2518-1 AP BIOLOGY</b> Haggard, D. 01/03/2011 (more) Rm: 312
HR	<b>12B -1 Homeroom</b> Miller, Janet Rm: 013	<b>12B -1 Homeroom</b> Miller, Janet Rm: 013	<b>12B -1 Homeroom</b> Miller, Janet Rm: 013	<b>12B -1 Homeroom</b> Miller, Janet Rm: 013
2	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm: 305	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm: 305	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm: 305	<b>2221-2 GEOGRAPHY</b> Rash, N. 01/03/2011 (more) Rm: 305
3	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm: 313	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm: 313	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm: 313	<b>2532-1 AP PHYSICS B</b> McCallister, David 08/19/2010 (more) Rm: 313
4	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch	<b>2719-1 AP STATISTICS</b> Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch
	<b>2308-2 AP ENG LIT &amp; COMP</b> 	<b>2308-2 AP ENG LIT &amp; COMP</b> 	<b>2308-2 AP ENG LIT &amp; COMP</b> 	<b>2308-2 AP ENG LIT &amp; COMP</b> 

Once you click on one of the Course names – grade information for that class will open. It is a scrolling window with that includes all grading terms – 1<sup>st</sup> quarter assignments and grades first then continuing to 2<sup>nd</sup> quarter etc...

You can also click on one of the assignments to see more information about that particular assignment.

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Grading Task Summary						
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet						
Grading Task	QUARTERS 1st Term	QUARTERS 2nd Term	QUARTERS 3rd Term	QUARTERS 4th Term		
Semester Exam		A+/100 100%				
Progress Report	A+/100 101.09%	A/96 96.2%	A/96 95.93%			
Semester Grade		A+/100 99.56%				
Quarter Grade	A+/100 100.65%	A/98 98.25%	A/96 95.83%			
Final Grade						
Term 1st Term Progress Report Detail						
This Grading Task has no assignments assigned to it.						
Term 1st Term Quarter Grade Detail						
Homework/Participation						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
<a href="#">Commercial Part</a>	08/24/2010		20	20	100	
<a href="#">Me Participation</a>	08/25/2010		20	20	100	
<a href="#">World Map Test Prep</a>	09/07/2010		20	20	100	
<a href="#">9/11 Article Resource</a>	09/13/2010		30	30	100	
<a href="#">CH. 2 Class Review</a>	09/21/2010		20			
<a href="#">9/11 Final Draft Part</a>	09/25/2010		50	50	100	
<a href="#">Regional Difference</a>	10/15/2010		45	45	100	

As always if you have problems accessing the parent portal or understand how to find your child’s information feel free to contact your child’s school or teacher.