

# Infinite Campus Parent Portal User's Guide

## Introduction:

This document will explain how to access the Parent Portal of Infinite Campus and give an explanation of student data. Using the Parent Portal daily to review attendance and assignments helps you and your student become more actively aware of his/her academic success.

## First time access to the Parent Portal:

1. Go to <https://mocloud1.infinitecampus.org/campus/portal/center.jsp>.

2. If this is your first time entering the Parent Portal, you will need your **Campus Portal Activation Key number**.

If you do not have this activation key, contact your building secretary or Joyce Suedmeyer.

Early Childhood – 349-3700

Boone Elementary – 349-3613

Center Elementary – 349-3444

Indian Creek – 612-4250

Red Bridge – 612-4200

Center Alternative School – 349-3440

Center Middle School – 612-4000

Center High School – 349-3330

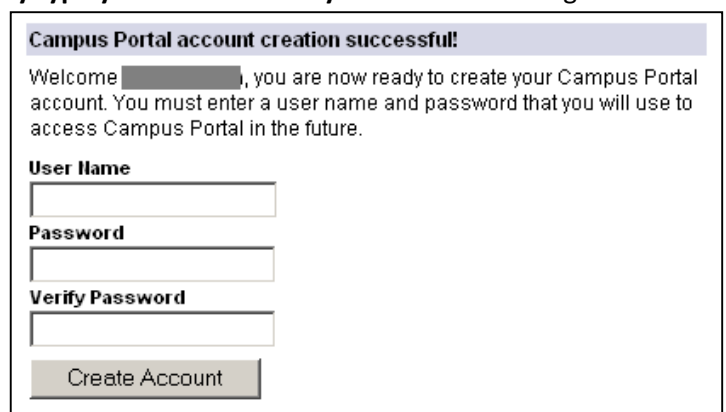
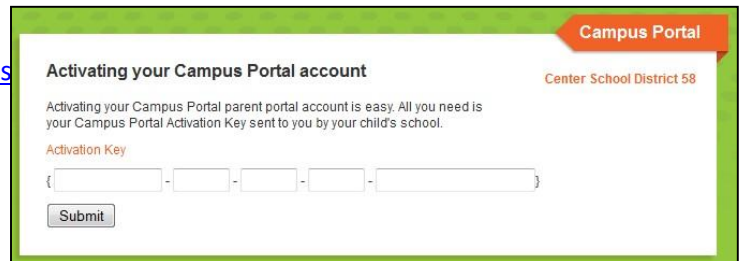
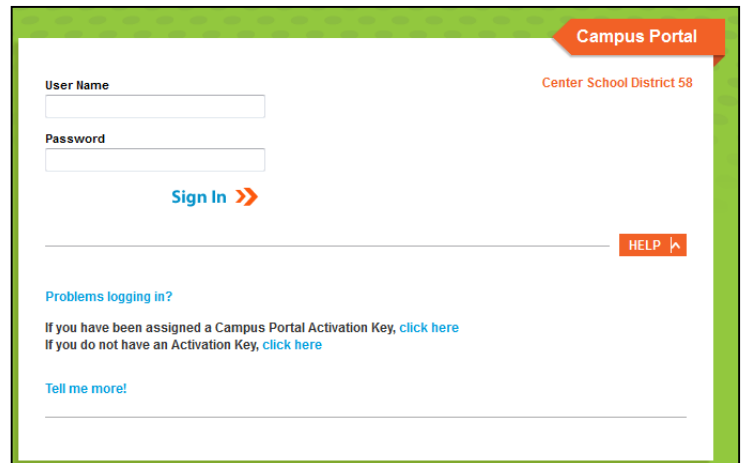
Joyce Suedmeyer – [jsuedmeyer@center.k12.mo.us](mailto:jsuedmeyer@center.k12.mo.us)

3. Click on the **Help** button to expand the menu of options. Select the **click here** link next to having been assigned a Campus Portal Activation Key.

4. A window will open where you will need to **carefully type your Activation Key number**. The 32 digit activation code must be exact.

5. If you typed the Activation Key correctly, the window that opens should be welcoming you to create your portal account.

Before going any further, **make sure your name is correctly displayed!** If your name is not the name that is displayed, call your building secretary.



**Create a user name and password then verify your password.** This will be the information you will use to log into your portal account from here on out so be sure to make it something that is common to you or write it down so you don't forget.

Now that you have created a user name and password, you will not need the Activation Key number again.

6. Now you get a congratulations page. Click the link to enter the Campus Portal login page.

#### Campus Portal account creation

Congratulations! You have successfully created your Campus Portal account. [Click here](#) to enter Campus Portal login page.

This will take you back to the log in page. This time enter the user name and password you just created for yourself.

This also would be a good time to bookmark this page for future reference.

The screenshot shows a login page with a green header. On the right side of the header, it says "Campus Portal" and "Center School District 58". Below the header, there are two input fields: "User Name" and "Password". Below the "Password" field is a blue "Sign In >>" button. At the bottom right, there is a red "HELP" button with a dropdown arrow.

#### Returning users to the Parent Portal:

1. Go to

#### First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)

If you do not have an Activation Key, [click here](#)

#### Already have a Campus Portal account?

User Name

Password

Log In

[Problems logging in?](#)

<https://mocloud1.infinitecampus.org/campus/portal/center.jsp> If you need to, bookmark this site.

2. Log in with the username and password you developed for yourself.

## Navigating the Parent Portal

Now that you are logged in, you will see a list of available information for each student on the left of the screen. Your name will be listed under the Infinite Campus header. If you have more than one student attending in the district, you will see each student's name listed with links to his/her information.

## District and School Notices

Notices from the district and school are listed by date

## Process Inbox

System messages from teachers, school and/or the district

## Other links:

**Access log** – lists the IP address, time and success of each login

**Change Account Info** – Manage and change your password information

**Change Contact Information** – allows you to change email contact information and preferred language (Spanish or English)

**Log Off** – For security reasons, it's always a good idea to click the log off button to end each session

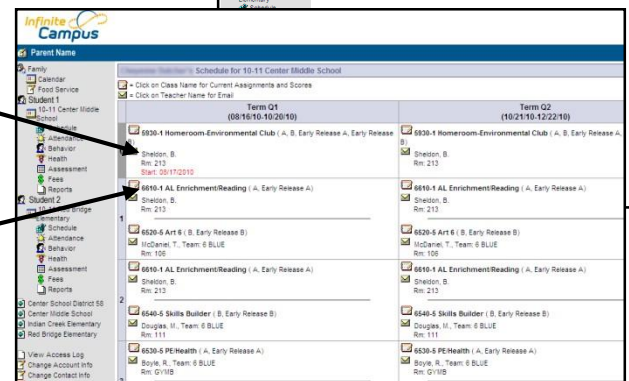
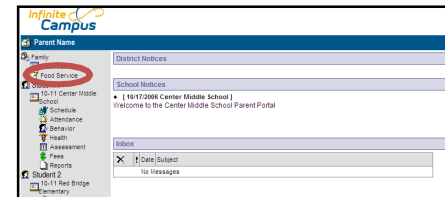
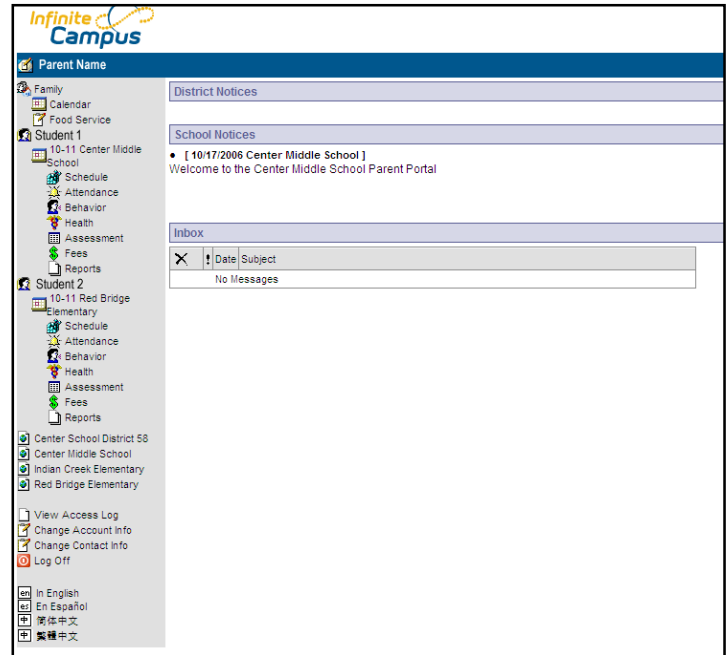
## Schedule

Selecting the schedule link will display the student's schedule, grades for each subject or hour, and teacher contact information.

Click the **Schedule** link in the left hand column. This will display the student's daily schedule.

Clicking the **teacher's name** will launch your email program to send an email to the teacher.

Clicking **subject/block** will take you to that class's current grades. The information in Infinite Campus's gradebook is current and live.



## Grading and the Gradebook

The gradebook gives you quick information about student progress. Here is some of what it will show you:

### Grading Task Summary

Shows **overall** current achievement

- **Green** sections represent **final** grades for that term. If the cell is not green, grade and percentage seen are NOT final.
- **Yellow** sections represent an **in-progress** grade.
- **White** sections represent a grade that has not been recorded. Please allow teachers time to assess and record grades once assignments are collected.

### Term Q1 Quarter Detail

These tables organize the assignments, due dates, points possible, scores and comments.

Click on the assignment name and you'll see additional information about the assignment – your student's score, teacher comments, if any, assignment name, due dates and descriptions of the assignment.

- There is a blue hyperlink to navigate back to the gradebook view.

Grading Task Summary				
Legend: <span style="background-color: #d9ead3;"> </span> Final Grade <span style="background-color: #fff2cc;"> </span> In-Progress Grade <span style="background-color: #f2f2f2;"> </span> Grade Not Available Yet				
Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
Citizenship	1			
Progress	A- 91.18%	C 76.69%		
Quarter	B 83.18%	C 76.69%		
Semester		C+ 79.94%		

Term Q1 Progress Detail							
This Grading Task has no assignments assigned to it.							

Term Q1 Citizenship Detail							
This Grading Task has no assignments assigned to it.							

Term Q1 Quarter Detail								
assessment (60.0%)								
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments	
<a href="#">Sharing MY Giftedness</a>	08/26/2010		1.0	10	10	100		
<a href="#">final group project</a>	09/11/2010		1.0	50	48	96		
<a href="#">book reflection</a>	10/11/2010		1.0	55	37	67.27		
<a href="#">Individual Unit Assessment</a>	10/19/2010		1.0	50	39	78		
				<b>assessment Totals</b>	<b>165</b>	<b>134</b>	<b>81.21%</b>	

class activities (20.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
<b>6610-1 AL Enrichment/Reading</b>							
Teacher: Sheldon, B.							
<a href="#">Back to the complete Gradebook view for 6610-1 AL Enrichment/Reading</a>							
Score Detail							
Score	39 (78.000%)						
Comments							
Assignment Detail							
Name	Individual Unit Assessment						
Due Date	10/19/2010						
Date Assigned							
Total Points	50						
Multiplier	1						
Description							
<a href="#">Back to the complete Gradebook view for 6610-1 AL Enrichment/Reading</a>							

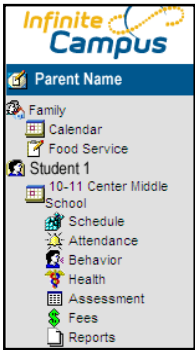
### Assignment weighting

Each of the purple headers is the specific groups of assignments along with their weights. Weights are set by the district.

- Each of these groups count as a **percentage** of your student's grade. You'll notice in the sample here, "Assessment" is worth 60%, "Class Activities" is 20%, "Homework" is 10% and "Participation" is 10%.
- Because of weighting, the sub group total (in purple rows) won't necessarily be the student's overall grade.
- Each group has its own overall score.
- The detail block has the overall quarter total where all grades and weights have been taken into account.

Term Q1 Quarter Detail							
assessment (60.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
<a href="#">Sharing MY Giftedness</a>	08/26/2010		1.0	10	10	100	
<a href="#">final group project</a>	09/11/2010		1.0	50	48	96	
<a href="#">book reflection</a>	10/11/2010		1.0	55	37	67.27	
<a href="#">Individual Unit Assessment</a>	10/19/2010		1.0	50	39	78	
				<b>assessment Totals</b>	<b>165</b>	<b>134</b>	<b>81.21%</b>
class activities (20.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
<a href="#">The Ideal Me</a>	08/20/2010		1.0	10	8	80	(Late)
<a href="#">Writing your dreams in pencil</a>	08/20/2010		1.0	15	14	93.33	
<a href="#">insect paper</a>	09/11/2010		1.0	100	67	67	
<a href="#">Current Events</a>	09/20/2010		2.0	20	20	100	
<a href="#">Individual Unit classwork</a>	10/19/2010		1.0	50	24	48	
				<b>class activities Totals</b>	<b>215</b>	<b>153</b>	<b>71.16%</b>
homework (10.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
<a href="#">Just Like Me poem</a>	08/18/2010		1.0	10	10	100	
<a href="#">final AR points</a>	10/16/2010		1.0	100	100	100	
<a href="#">Independent Unit Homework</a>	10/19/2010		1.0	50	60	120	
				<b>homework Totals</b>	<b>160</b>	<b>170</b>	<b>106.25%</b>
participation (10.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
<a href="#">participation points (start with 25 then lose)</a>	08/13/2008		1.0	25	24	96	
				<b>participation Totals</b>	<b>25</b>	<b>24</b>	<b>96%</b>
					<b>Term Q1 Quarter Totals</b>	<b>83.18%</b>	<b>B</b>

## Attendance



Selecting the Attendance link in the left column will display student attendance for the current term with previous terms shown in numeric format. The legend indicates:

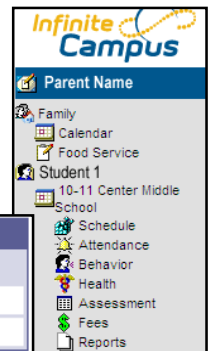
- **Yellow** cells indicate an unknown reason for the absence
- **Red** cells indicate an unexcused absence
- **Green** cells indicate an exempt absence
- **A** = absent; **T** = tardy; and **E** = Early Release

Term Q1	0	1	2	3	4	5	6	7	8	9	Date	0	1	2	3	4	5	6	7	8	9	Legend	
Absent	1	1	1	1	1	2	2	2	2	0	11/15/2010	P	P	P	P	P	P	P	P	P	P	P	A = Absent
Early Release	0	0	0	0	0	0	0	0	0	0	11/12/2010	A	A	A	A	A	A	A	A	A	A	A	T = Tardy
Tardy	0	0	0	0	0	0	0	0	0	0	11/11/2010												E = Early Release
											11/08/2010												Yellow = Unknown
											10/21/2010	T											White = Excused
											10/13/2010												Red = Unexcused
											09/16/2010	A	A	A	A	A	A	A	A	A	A	A	Green = Exempt
											09/14/2010												
Term Q3	0	1	2	3	4	5	6	7	8	9													
Absent	0	0	0	0	0	0	0	0	0	0													
Early Release	0	0	0	0	0	0	0	0	0	0													
Tardy	0	0	0	0	0	0	0	0	0	0													
Term Q4	0	1	2	3	4	5	6	7	8	9													
Absent	0	0	0	0	0	0	0	0	0	0													
Early Release	0	0	0	0	0	0	0	0	0	0													
Tardy	0	0	0	0	0	0	0	0	0	0													

## Behavior

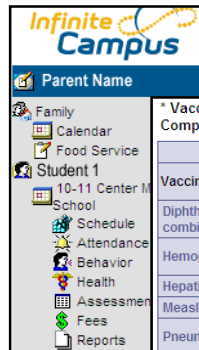
Selecting the Behavior link in the left column will display any behavior events, dates and resolutions recorded in Infinite Campus.

Behavior Events				
Date	Event	Demerits	Role	Resolution
08/30/2010-11:46 AM	Fighting	0	Offender	Central Office Referral
09/21/2010-02:02 PM	Threat to Adult	0	Offender	Violator of Probation



## Health

Selecting the Health link in the left column will display all health records, vaccinations and dates of compliance.



\* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.

Vaccine	Compliance Status	Doses				
		1	2	3	4	5
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Compliant	04/14/1998	05/29/1998	08/08/1998	03/09/1999	03/23/2003
Hemophilus influenza, type B [Hib]	No Requirement	04/14/1998	05/29/1998	08/08/1998		
Hepatitis B [Hep B]	Compliant	04/14/1998	11/12/1998	01/15/2003		
Measles-Mumps Rubella [MMR]	Compliant	03/09/1999	03/28/2003			
Pneumococcal	No Requirement					
Polio [IPV, OPV]	Compliant	04/14/1998	05/29/1998	08/08/1998	03/09/1999	03/28/2003
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	No Requirement					
Varicella	No Requirement					

## Assessment

Selecting the Assessment link in the left column will display all the state and district assessments as well as your student's score on those assessments.

**State Tests**

MAP Comm Arts	Date:	Score:	Result:
2007_08 MAP_CommArts (administerd April 07)		666.000	3
2007_08 MAP_Lexile (administerd April 07)		770.000	3
2008-09 MAP Comm Arts (Administered April 08)		657.000	3
2010_11 MAP CA6 (Spring 2010) ()		680.000	
MAP Math	Date:	Score:	Result:
2007-08 MAP_Math (administerd April 07)		652.000	3
2008-09 MAP Math (Administered April 08)		667.000	4
2010_11 MAP MA6 (Spring 2010) ()		673.000	
MAP Science	Date:	Score:	Result:
2007-08 MAP_Science (administerd April 07)		626.000	3

**District Tests**

Date:	Score:	Result:
2006-07 SRI Fall ()		3
2006-07 SRL_Spring ()		3
2006-07 SRI_Winter ()		3
2006-07 Terra Nova-CB-Total Score (Fall)	645.000	4
TN-CB-Math	620.000	
TN-CB-SS	625.000	
2006-07 Terra Nova-Survey (Fall)	645.000	4
2007-08 SRI_Fall ()		3
2007-08 SRI_Fall ()	08/15/2007	
2007-08 SRI_January ()		3
2007-08 SRI_January ()	08/15/2007	
2008_09 Fall SRI ()	09/04/2008	905.000
2009-10 FALL SRI (FALLSRI)		984.000
2009-10 January SRI ()		1075.000
2010_2011 FALL SRI GRADE 7 ()		1215.000

## Fees

Selecting the Fees link in the left column will display all, if any, fees incurred by your student. There will be contact information if you have questions about your student's fees.

**Fee Statement for 10-11 Center High School**

Fees: 3  
Debit: \$74.98  
Balance: \$74.98

Due Date	Fee	Type	Debit	Credit	Balance
	CLLB		\$52.98	\$0.00	\$52.98
	SHMF		\$10.00	\$0.00	\$10.00
	SHMF		\$12.00	\$0.00	\$12.00
<b>Total Balance Due for Fees:</b>					<b>\$74.98</b>

Please Contact Mrs. Sheila Johnston with any fee que  
sjohnston@center.k12.mo.us

## Reports

Selecting the Reports link in the left column will display reports you can run. Some of these might include your student's schedule, quarterly attendance, progress reports or transcripts. - You will need Adobe Acrobat Reader in order to generate these reports.

**De'Sha Baynham 10-11 Center Middle School Reports**

- Student Schedule
- Missing Assignments
- 1st QUARTER
- 3-Week Progress Report

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

