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:

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

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.

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.

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**Returning users to the Parent Portal:**

1. Go to

   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.

**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.
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
</table>

Behavior

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Demerits</th>
<th>Role</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2010 11:46 AM</td>
<td>Fighting</td>
<td>0</td>
<td>Offender</td>
<td>Central Office Referral</td>
</tr>
<tr>
<td>07/21/2010 12:02 PM</td>
<td>Threat to Adult</td>
<td>0</td>
<td>Offender</td>
<td>Violation of Probation</td>
</tr>
</tbody>
</table>

Health

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

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Compliance Status</th>
<th>Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pneumococcal</td>
<td>Requirement</td>
<td></td>
</tr>
<tr>
<td>Rubella Bivalent (BOPV)</td>
<td>Compliant</td>
<td>1</td>
</tr>
<tr>
<td>Hepatitis A and B and Hepatitis B (HBV)</td>
<td>No Requirement</td>
<td>4</td>
</tr>
<tr>
<td>Influenza A and B (Hib)</td>
<td>Compliant</td>
<td>1</td>
</tr>
<tr>
<td>Mumps-Rubella-Varicella (MRV)</td>
<td>Compliant</td>
<td>3</td>
</tr>
<tr>
<td>Polio (IPV)</td>
<td>Compliant</td>
<td>1</td>
</tr>
<tr>
<td>Tetanus, Diphtheria and Acellular Pertussis (Tdap)</td>
<td>No Requirement</td>
<td>1</td>
</tr>
<tr>
<td>Varicella</td>
<td>No Requirement</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

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.