

How to Navigate in the Infinite Campus Portal

Campus Portal **Switch Student** **Welcome Name of Parent** **Sign Out**

SWITCH STUDENT – Click to change from all family members to viewing a single student.

INDEX - main portal navigation

Family

Messages

Family Members > District Notices

Calendar > School Notices

To Do List >

User Account

Change Password >

Contact Preferences >

Access Log >

INBOX MESSAGES – Click on the message to open it. The message may be deleted from inside the message or by clicking the “X” in front of the message.

X	Date	Subject
X	03/10/2011	MGHS Student
X	03/09/2011	MGHS Parent/Teacher Conferences
X	03/07/2011	MGHS Progress Reports
X	03/04/2011	Parent Teacher Conferences (81402-2)

SCHOOL WEBSITES – You may access the District or School websites by clicking on the name of the school.

LODI

INDEX

Family

Messages

Family Members >

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Family – You will view information for all family members when the **INDEX** is set to **Family**.

Messages – You will view messages for all family members.

Family Members – The **Family Demographic Information** is listed in this area. You will see the address, phone numbers, email address and the schools listed in Campus for each member of the family.

Calendar – The **Calendar** shows the events, schedule and grades for all family members.

TO DO LIST – List of class assignments and the due date for all family members.

User Account – Allows you to make changes in Campus

Change Password – Clicking here will allow you to change your password. You will be asked to enter your old password and then enter your new password.

Contact Preferences – You may change your email address in this area and select how you would like to receive messages from your student’s school.

Always remember to click SAVE to save your changes.

Student Name

Switch Student

Switch Student – When you click on **Switch Student** you are given a list of family members to choose from. After selecting the student, his/her name will appear at the top of the screen and at the top of the **INDEX**. You will also see the students picture, the school they are attending and grade.

Student Name

Calendar

Schedule >

Attendance >

Health >

Fees >

To Do List >

Reports >

Calendar – A **Calendar** with specific events, schedule and grades for the student you selected.

Schedule – The course schedule for the selected student

Attendance – The attendance for the selected student by course, period, day and term.

HEALTH – Displays immunizations and date of immunizations for the selected student.

FEES – A list of the student fees by date, payments and balance due.

TO DO LIST – Provides a list of class assignments and the due dates for the selected student.

REPORTS – A list of reports available for the selected student.

EXAMPLE: Calendar

<< December 4 >>

Assignment(s) Due

Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<div>01</div> <div>Alexandra</div> <div>Carmen</div>	<div>02</div> <div>End of Trimester</div> <div>Alexandra</div> <div>Carmen</div>	<div>03</div> <div>Alexandra</div> <div>Carmen</div>	
<div>05</div> <div>Alexandra</div> <div>Carmen</div>	<div>06</div> <div>Alexandra</div> <div>Carmen</div>	<div>07</div> <div>Alexandra</div> <div>Carmen</div>	<div>08</div> <div>Alexandra</div> <div>Carmen</div>	<div>09</div> <div>Alexandra</div> <div>Carmen</div>	<div>10</div> <div>Alexandra</div> <div>Carmen</div>	<div>11</div>
<div>12</div> <div>Alexandra</div> <div>Carmen</div>	<div>13</div> <div>Alexandra</div> <div>Carmen</div>	<div>14</div> <div>Alexandra</div> <div>Carmen</div>	<div>15</div> <div>Alexandra</div> <div>Carmen</div>	<div>16</div> <div>Alexandra</div> <div>Carmen</div>	<div>17</div> <div>Alexandra</div> <div>Carmen</div>	
<div>19</div> <div>Alexandra</div> <div>Carmen</div>	<div>20</div> <div>Carmen</div>	<div>21</div> <div>Carmen</div>	<div>22</div> <div>Holiday - Winter Break</div>	<div>23</div> <div>Holiday - Winter Break</div>	<div>24</div> <div>Holiday - Winter Break</div>	<div>25</div>
<div>26</div> <div>Holiday - Winter Break</div>	<div>27</div> <div>Holiday - Winter Break</div>	<div>28</div> <div>Holiday - Winter Break</div>	<div>29</div> <div>Holiday - Winter Break</div>	<div>30</div> <div>Holiday - Winter Break</div>	<div>31</div> <div>Holiday - Winter Break</div>	

Clicking the “A+” on the calendar will provide you with assignments due for the day.

Clicking on the “Bell” will display a list of absences.

You will also see special days tagged; early release, holiday, winter/spring breaks, parent teacher conference, etc.

EXAMPLE: Schedule View

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

	Term T1 (09/02/10-11/08/10)	Term T2 (11/09/10-01/25/11)	Term T3 (01/26/11-04/05/11)
01	61141-1 Algebra Support (Day A) Hafele N Rm: 308	61141-1 Algebra Support (Day A) Hafele N Rm: 308	32112-8 English 9AB (Day A) Fritz Rm: 228
	61111-3 Algebra 1A (Day B) Hafele N Rm: 308	61111-3 Algebra 1A (Day B) Hafele N Rm: 308	61112-3 Algebra Hafele N Rm: 308
02	74110-3 PE 1 - Rec Sports (Day A) Storms B	74110-3 PE 1 - Rec Sports (Day A) Storms B	SH1A2-2 Study Maurer Rm: 252
	02601-1 Concert Choir 9 (Day B) Nahimiak L Rm: 137	02601-1 Concert Choir 9 (Day B) Nahimiak L Rm: 137	02602-1 Concert Nahimiak L Rm: 137
03	LNHA1-1 LUNCH A S1 (Day A) HS Staff	LNHA1-1 LUNCH A S1 (Day A) HS Staff	41202-8 Spanish 2 (Day A) Flesch E Rm: 179
	LNHB1-1 LUNCH B S1 (Day B) HS Staff	LNHB1-1 LUNCH B S1 (Day B) HS Staff	91110-8 European History (Day B) Roth J Rm: 207

Click on the name of the Course to view current assignments and the teacher's grade book.

You may email the teacher by clicking on the teacher name next to the envelope. An email window will pop up for you to type your message.

EXAMPLE: Grade Book View

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Main T1	Main T2	Main T3	Main T4
Progress Grade		F 65.21%		
Final Exam				
Term Grade	C 73.05%			
Semester Grade		D 63.24%		
Effort Grade		D- 61.91%		
Citizenship				
Knowledge and Skills		D 63.8%		

Clicking on the Course in Schedule View will allow you to view teacher grade book detail.

Term T2 Semester Grade Detail			
	Pts Poss	Score	%
T2 Effort Grade (25.0%) See the Detail section of this Grading Task for more detail.	3800.0	2352.5	61.91% D-
T2 Knowledge and Skills (60.0%) See the Detail section of this Grading Task for more detail.	800.0	524.0	63.8% D
T2 Final Exam (15.0%) See the Detail section of this Grading Task for more detail.			
Term T2 Semester Grade Totals ho			63.24% D

Term T2 Effort Grade Detail							
Homework							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Student letter	09/07/2010	09/02/2010	1.0	100	80	80	
Famous Geometers worksheets	09/07/2010	09/02/2010	1.0	100	0	0	*Missing
parent signature	09/09/2010	09/02/2010	1.0	100	100	100	
GSP practice 1 and square	09/13/2010	09/09/2010	1.0	100	40	40	need to send assignment 1 GSP
1.1 p33, 1-341	09/13/2010	09/07/2010	1.0	100	100	100	
1.2 p42, #1-23, 30-35	09/13/2010	09/09/2010	1.0	100	100	100	
Geometers Sketchpad assignment 2 & 3	09/15/2010	09/13/2010	1.0	100	97.5	97.5	
p 51, #1-201.3	09/17/2010	09/15/2010	1.0	100	80	80	Late

Clicking on the Course will also allow you to view the grade book to see assignments, scores and any comments; missing, late, exempt entered for any of the assignments. Click the assignment to view assignment detail.