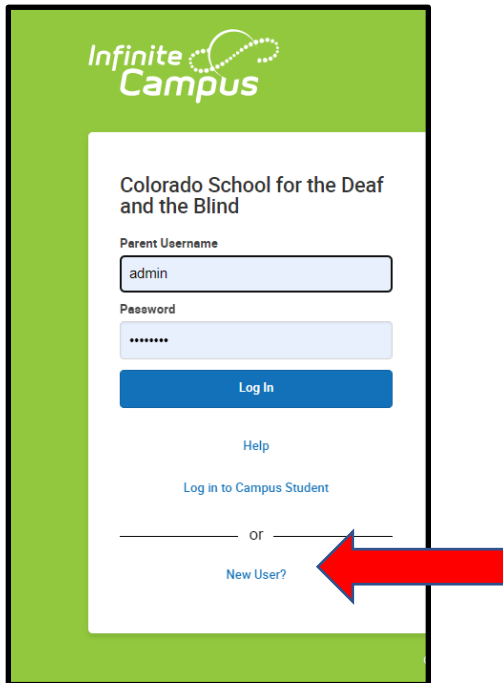


Campus Portal Guide

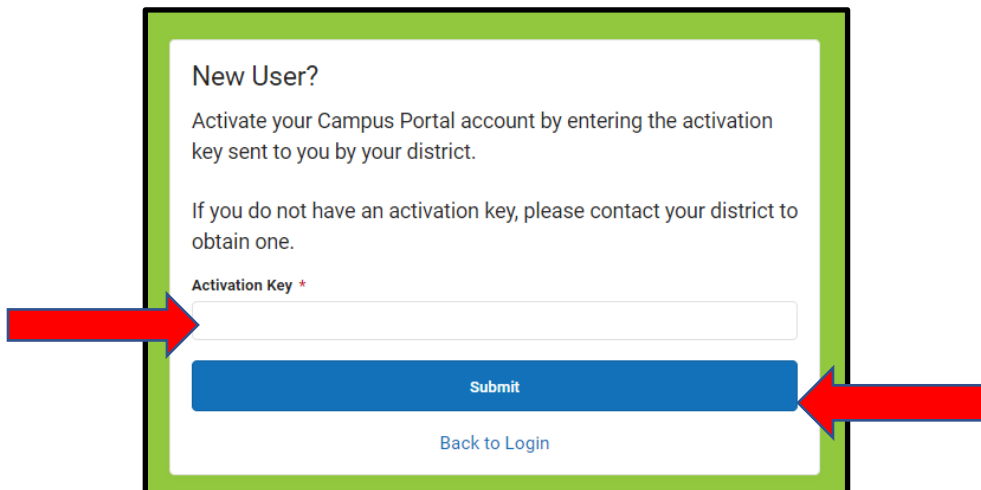
Account Creation

Once your student has been enrolled at CSDB, you will be provided with an Infinite Campus Portal Activation Key, enabling you to take the following steps to create a Portal account from a desktop or a laptop (not able to create an account on a tablet or smartphone).

1. Go to the CSDB website, [Campus Parent Portal](#), click on the link [Campus Parent Portal Login](#)
2. Select **New User?** link



3. Enter the **Activation Key** (do not copy and paste) and click the **submit** button.



4. Enter an alphanumeric **Username** (one that contain both letters and numbers)
5. Enter an alphanumeric **Password** that is at least 8 characters long
6. Re-enter the password in the **Confirm Password** field
7. Click the **Submit** button

The screenshot shows a web form titled "Create Campus Parent Account". At the top, it says "Welcome [redacted]". Below this are four input fields: "Username *", "Password *", "Confirm Password *", and "Password Strength". Each of the first three fields has a red error message below it that says "This field is required". To the right of the "Password *" field is a small blue information icon. Below the "Password Strength" field is a progress bar showing "0%". At the bottom of the form is a blue "Submit" button and a link that says "Back to Login". Four large red arrows point from the right side of the image towards the Username, Password, Confirm Password, and Submit fields.

8. Successful creation of a username and password will generate a confirmation message. Select the **Back to Login** to go to the Campus Portal logon page.

The screenshot shows a confirmation message with the heading "Success!". Below the heading, it says "Congratulations! You have successfully created your Campus Parent account!". At the bottom of the message is a blue button that says "Back to Login". A large red arrow points from the right side of the image towards the "Back to Login" button.

9. Enter your **Username** and **Password**
10. Click the **Login** button

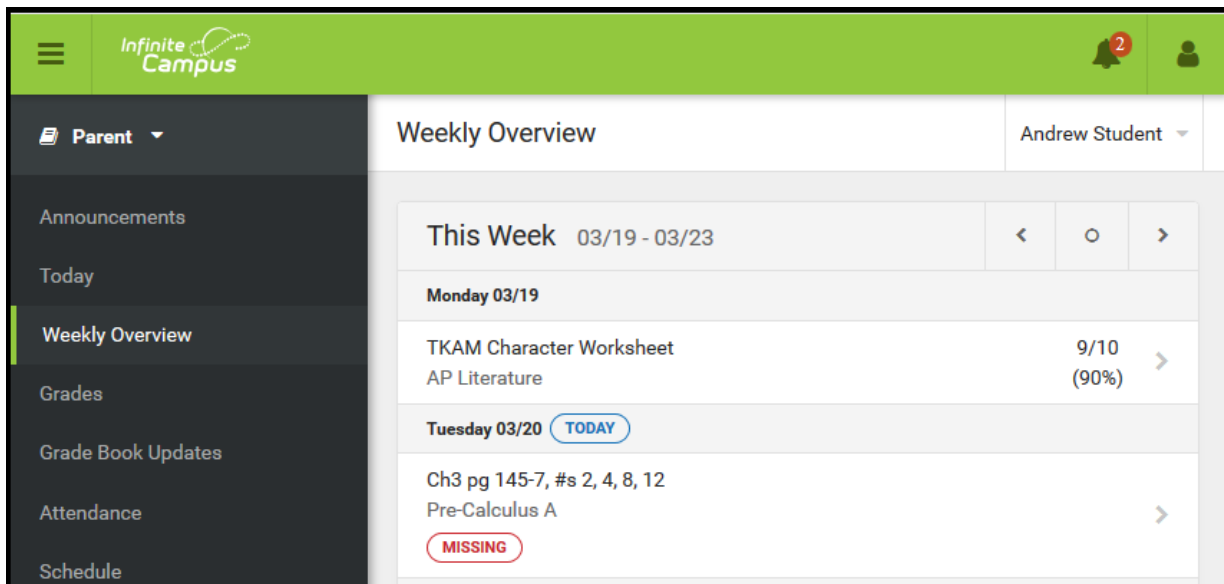
Portal

Campus Parent and Campus Student is a browser-based student information system that allows you to view student grades, attendance, and scheduling information as it is entered in the school district's database.

Parents / Guardians and Students can use Campus Parent and Campus Student to view student information.

Campus Menu

The menu options in the Campus Portal provide access to the portal's main pages. Choosing an icon from the menu displays a page of information on your student. In the Portal, navigate between pages in the menu on the left. On mobile devices, the menu shrinks to a "hamburger" or "three bars" icon.

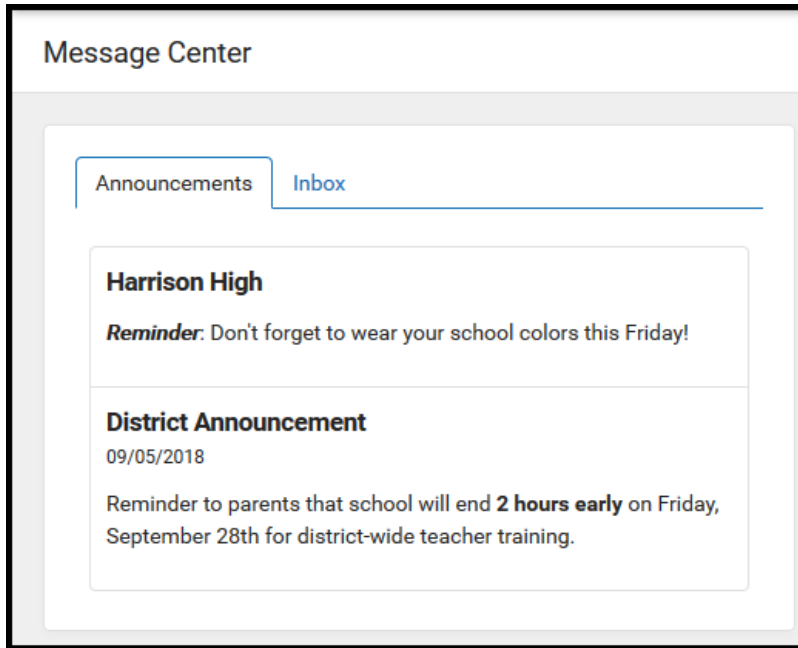


The screenshot shows the Infinite Campus Portal interface. At the top, there is a green header with the Infinite Campus logo on the left, a notification bell with a red '2' on the right, and a user profile icon. Below the header is a dark grey sidebar menu with the following options: Parent (selected), Announcements, Today, Weekly Overview, Grades, Grade Book Updates, Attendance, and Schedule. The main content area is titled 'Weekly Overview' and shows information for 'Andrew Student'. It displays a weekly overview for the week of 03/19 - 03/23. The current day is Tuesday, 03/20, which is marked as 'TODAY'. The overview shows two assignments: 'TKAM Character Worksheet' for AP Literature with a score of 9/10 (90%) and 'Ch3 pg 145-7, #s 2, 4, 8, 12' for Pre-Calculus A, which is marked as 'MISSING'.

Day	Assignment	Score
Monday 03/19	TKAM Character Worksheet AP Literature	9/10 (90%)
Tuesday 03/20 (TODAY)	Ch3 pg 145-7, #s 2, 4, 8, 12 Pre-Calculus A	MISSING

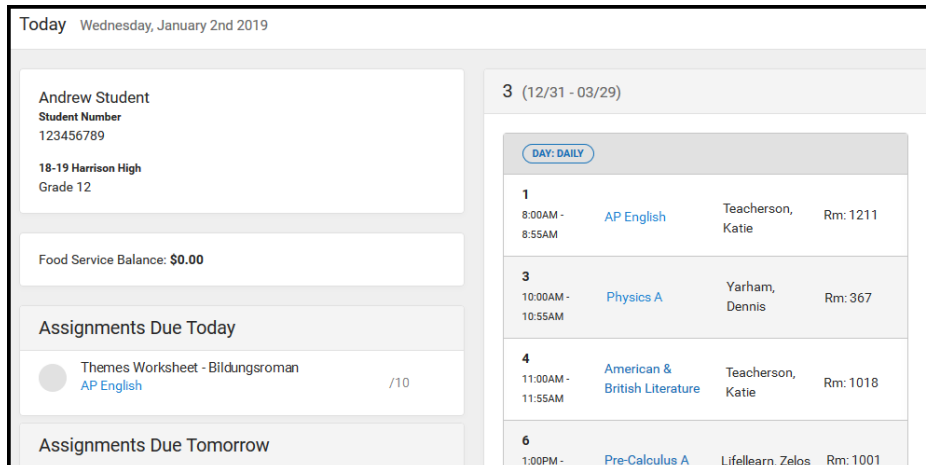
Message Center

- The Message Center includes announcements that are posted at the school level. Announcements display based on the timeline set by the creator and cannot be deleted or archived.
- Additionally, the Inbox displays messages sent to the parent, including those from teachers.



Today

- The Today view shows the selected student's schedule for the current day
- The Schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned.
- The Student's Lunch Balance is also available on this page.



Calendar

- The Calendar displays data in two modes, Schedule, and Attendance.
- For Attendance, dots display below dates that have data. Select a mode and date to view data for that day.

Calendar

Assignments Schedule Attendance

Nov
Dec
2019
April 2019 TODAY

	Su	Mo	Tu	We	Th	Fr	Sa
Nov							
Dec							
2019							
Jan							
Feb							
Mar	7	8	9	10	11	12	13
Apr	14	15	16	17	18	19	20
May	21	22	23	24	25	26	27
Jun	28	29	30				
Jul							
Aug							
Sep							

AP Literature

1 Absent Excused ABSENT EXCUSED

College Visit

Pre-Calc

Grades

- The Grades tool shows all the grades earned by the selected student for all tasks (quarter and semester) and standards.
- Posted grades are displayed in bold
- Show grades for a single term or for the whole year by selecting an option at the top.
- Expand the Settings menu to hide dropped courses, hide rows without grades or assignments or expand or collapse all courses.

Grades

All Terms 1 2 3 4

Term 1 (07/01 - 10/04) Settings ^

Grades Settings

Hide dropped courses

Hide rows without grades or assignments

Expand All Collapse All

Cumulative GPA: 2.05

Pre Calculus

Progress	A- (92%)
Term Grade	B- (89%) In-progress

English 10

Demonstrate proficiency in basic concepts of scholarly writing	P
Cite thorough textual examples (explicit and inferred) to support analysis	P
Determine theme and explain how specific details reveal the author's theme	I
Summarize the story without including personal opinions	HP
Analyze how complex characters develop, interact, and advance the plot	P

Pre-Calculus

(1) Term Grade	B- (89%) In-progress
Grade Total	89/100
Homework	89/100 (89%)
Trig Worksheet	20/25 (80%)
Due: 08/21/2019	
pg 45 - #1, 3, 7, 9, 13	46/50 (92%)
Due: 08/19/2019	
Introduction to Pre-Calc	23/25 (92%)
Due: 08/16/2019	

Attendance

- The Attendance Tool lists the absences and tardies for attendance taking periods in the selected term.
- Navigate between terms using the options at the top.
- Select a period to view details.
- On the detail view, absences and tardies are divided by type (excused, unexcused, unknow), with all absences and tardies listed below.

The screenshot shows the Attendance tool interface for a student named Andrew Student. The main view displays a table with columns for COURSE, ABSENT, and TARDY. The AP English row is highlighted, and a red arrow points to its details. The details view for AP English shows a breakdown of absences and tardies by type.

COURSE	ABSENT	TARDY
AP Calculus	0	0
AP English	2	0
Physics A	1	2
World History A	0	
Period Totals	3	

AP English			
Period Absences			
EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN
1	1	0	0

Period Tardies			
EXCUSED	UNEXCUSED	EXEMPT	UNKNOWN
0	0	0	0

Absences

- 12/15/2016 - Absent Unexcused
- 10/28/2016 - Absent Excused

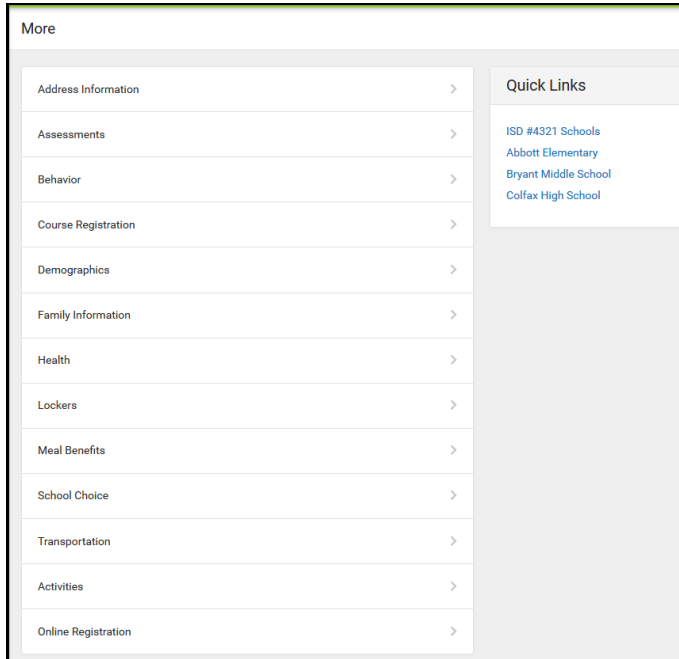
Schedule

- The Schedule tool shows the student's schedule for each term, including any day rotations.
- Schedules are shown for the whole year and all terms.
- Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned.
- Select the course name to view details.

Schedule		Andrew Student ▾	
1 (07/03/2017 - 10/06/2017)			
1 8:40AM - 9:35AM	AP Literature	Teacherson, Katie	Rm: 1004
2 9:45AM - 10:05AM	Personal Finance	Abra, Dean	Rm: 210
3 10:10AM - 11:05AM	AP US History	Benson, Denna	Rm: 1004
4 11:05AM - 12:04PM	Spanish II A	Lifellearn, Lewis	Rm: Tech Lab B

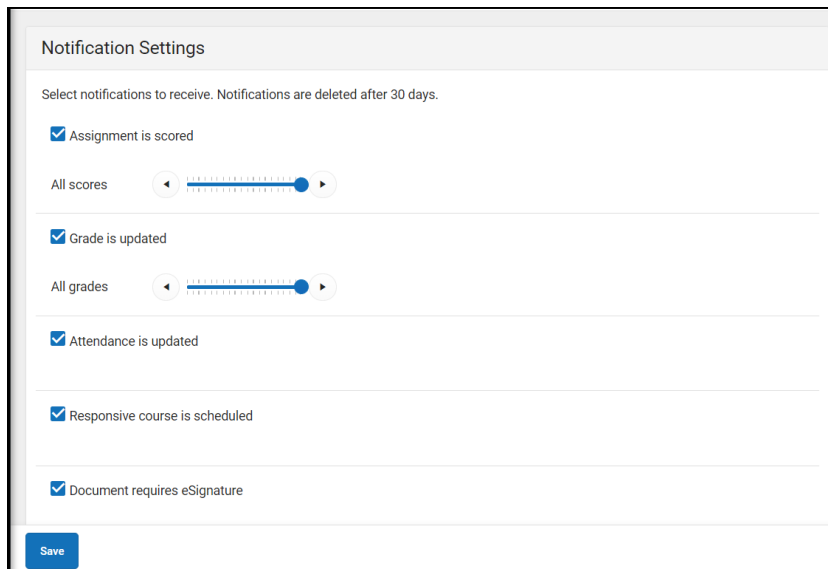
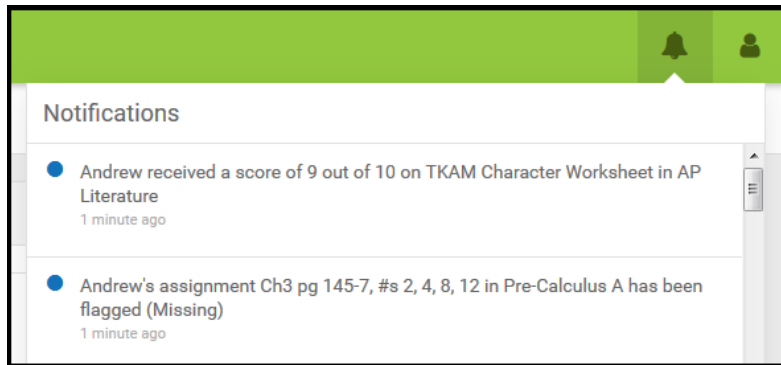
More

- The More tab displays the following:
- **Address Information** for the student(s) household(s)
- **Assessments** that list the student's test scores for state, national and district tests
- **Demographics** information for the student and any non-household relationships
- **Family Information**, including contact information for family members
- **Important Dates** such as holidays, late starts, and other school calendar events



Notifications

- The Notification dropdown list shows a simple list of notifications the student has received
- Open the user menu at the top right of screen to establish Notification Settings.
- Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive.



Academic Plan (9th -12th Grade)

- The Academic Plan displays the student's assigned Academic Program.
- The Academic Plan includes courses completed, in-progress, grades, credits, and test scores.

The screenshot displays the 'Academic Plan' interface for a student named Michael. At the top, there are navigation buttons for 'Save', 'Course Plan Report', and 'Progress Report', along with a search bar for the course catalog. The program is identified as 'JHS Graduation Program'. Below this, there are three alerts: 'ALERT: Course Requirement not met: Social Studies', 'ALERT: Course Requirement not met: Personal & Financial Literacy', and 'ALERT: Course Requirement not met: Biology'. The plan is organized by grade level: Grade 09 (0.0 / 6.0), Grade 10 (2.0 / 7.0), Grade 11 (2.0 / 6.0), and Grade 12 (1.0 / 2.0). Under the 'English/Language Arts (3.0 / 4.0)' section, there are four course slots. The first slot is empty (0.0 / 1.0). The second slot contains two courses: 'ELL029821 ELL 10 Engl Lang Arts - 0.5' and 'ELL029822 ELL 10 Engl Lang Arts - 0.5'. The third slot contains two courses: 'ENG033121 Engl Lang Arts 11 - 0.5' and 'ENG033121CAI Engl Lang Arts 11 - 0.5'. The fourth slot contains two courses: 'ENG038121 AP Lang & Composition - 0.5' and 'ENG038122 AP Lang & Composition - 0.5'. An alert below this section states: 'ALERT: Not enough credits selected in English/Language Arts to meet the minimum plan requirements.' The 'Family and Consumer Science (0.0 / 2.0)' section has three empty slots, each with a search bar labeled 'Type to search or select courses'.

Language

- From the main menu, click Language to change the language that Campus Portal displays in.
- Campus provides translations into Spanish and Chinese.

The screenshot shows the 'Infinite Campus' user interface. At the top, there is a green header with the 'Infinite Campus' logo, a notification bell with '9+' alerts, and a user profile icon. Below the header, a user profile card for 'Andy Student' is visible. A dropdown menu is open, showing options: 'Settings', 'Language', 'Give Feedback', and 'Log Off'. The 'Language' option is highlighted with a red box. A red arrow points from the 'Language' option in the dropdown to a language selection dropdown on the left side of the page, which currently shows 'English'.