

# Infinite Campus Portal User Guide

## Logging In

You will locate the Infinite Campus Portal login page by visiting [www.infinitecampus.com](#) and selecting the Infinite Campus Portal icon.

**PARENTS:** Refer to the [Parent User ID and Password](#) instructions on obtaining a user ID and password.

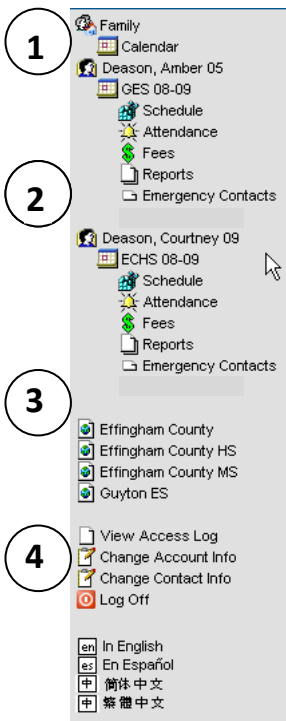
**STUDENTS:** Your UserID is your **Student ID** number. This number is found on most common reports, such as printed report cards and schedules. Your initial password is your Date of Birth in **MMDDYY** format.

If you need help, please call your child's school and ask to speak to the school data clerk.

## District / School Notices

The **District / School Notices** section (largest area of screen) is used to post any information the district or school administration wants parents to be aware of.

## The Index



The Index is located at the left side of the screen and is used to navigate to different areas of Portal. The index is organized into 4 main areas:

**1 Family Information:** Used by parents to view members of the household, relationship to the children of the household, and a consolidated family calendar showing attendance and assignments for all children in the household in one convenient location. *(Not assessable to students)*

**2 Student Information:** Used to access various student-specific information. If you are a parent / guardian, there will be a separate listing of options for each child in your household to whom you are tagged as a parent / guardian. Students will only see information on themselves.

**3 School Links:** Hyperlinks to the website of the district and any schools at which you have children attending.

**4 User Information:** Allows you to change your password, and update your e-mail address in the Infinite Campus system.

## Family (Viewable by parents)

The **Family** link provides information about each person in the household and the relationship of the user logged in to each student in the household. Relationships to other adults in the household most likely read 'Null.' This is fine since we are primarily concerned with adult relationships to students.

Also included on this page are the addresses, phone numbers, and e-mail addresses for every person in the household. If you find that either the addresses or phone numbers are inaccurate, please report this to your child's school data clerk. If YOUR e-mail address is incorrect, you may correct this yourself by going to the **Change Contact Info** link on the Index.

### Family Demographic Information


Name	Relationship	Enrolled	Address	Phone Numbers	Email
Amber Deason	Mother	05 GES 08-09	[Redacted] Guyton, GA 31312	(h) (912)772 [Redacted]	
Courtney Deason	Mother	09 ECHS 08-09	[Redacted] Guyton, GA 31312	(h) (912)772 [Redacted] (c) (912)856 [Redacted]	
Noralee Deason	Self		[Redacted] Guyton, GA 31312	(h) (912)772 [Redacted] (912)754-2507 (c) (912)308 [Redacted]	ndeason@effingham.k12.ga.us
John Deason	null		[Redacted] Guyton, GA 31312	(h) (912)772 [Redacted] (c) (912)398 [Redacted]	jedeason@[Redacted]


















*NOTE: You may also find that parent / guardians are duplicated on this screen. Do not be concerned. This is an issue related to data conversion that we will be working to clean-up in the coming months.*

## Family – Calendar (Viewable by parents)

The **Family Calendar** provides a consolidated display of assignment and attendance information for all students in your household to whom you have access.



<< **March 2009** >>

 Assignment (s) Due  Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02 Courtney 	03 Courtney  Amber 	04 Courtney  Amber 	05 Courtney  Amber  	06 Courtney  Amber 	07
08 Amber 	09 Amber 	10 Courtney  Amber 	11 Courtney  Amber 	12 Courtney 	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Assignment(s) Due




**NOTE:** The calendar is one of two ways a parent can view assignments and grades. The calendar view is most useful in viewing upcoming assignments for those teachers who choose to enter assignments in advance or for seeing information on multiple children simultaneously. See the **Schedule** section for another method of viewing student assignments and grades in list form.

- The  indicates an assignment is / was due on this date.
- Left-click on the  to obtain details about the assignments that were due on that date for all classes in which your student is enrolled:

27.2810091-1 Math I - GT			
Assignments			
Name	Factoring Polynomials: Group Project	Total Points Possible	100
Due Date	03/17/2009	Score	
Date Assigned		Comments	
Name	Factoring Polynomials Independent Practice	Total Points Possible	100
Due Date	03/17/2009	Score	83*Late
Date Assigned		Comments	5 Points Deducted - 2 Days Late
Description	Page 231, 1-31 (Odd); Page 232, 2-18 (Even)		

- Don't be concerned if the Score is missing for an assignment and less than one week has passed since the Due Date. Grading is a time-consuming task. Please allow teachers **at least one week** to score assignments before inquiring about a specific grade. In the case of **extensive** writing assignments or projects, scoring may take longer than a week.
- The **Score** will appear for any graded assignments. The teacher may tag the assignment with certain indicators such as LATE, MISSING, CHEATED, DROPPED, or INCOMPLETE. Additional information may also appear in the Comments area, giving additional information about your child's performance.

## Attendance Events

- The  indicates that an attendance event occurred on that date.
- Left-click on the  to obtain attendance details.
- Notice the Legend  to the right of the screen that explains the color coding.

**Student - Calendar**



The functionality provided beneath the Student – Calendar is exactly the same as Family, except it is limited to assignments and attendance events for one student.















**Student - Attendance**

Provides the same screen that appears when an attendance event is opened from with the Calendar.

**Student - Schedule**

As was possible through the calendar, student assignment details can also be accessed from the Student Schedule:

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

	Term 1	Term 2	Term 3	Term 4
Adv	00.0000001-10 Homeroom (M, T, W, R, F)  Plotrowski, Elsabe S Rm: 906			
01	23.0610091-10 Ninth Grd Eng (M, T, W, R, F)  WardK Rm: 905		 27.0810091-209 Math I (M, T, W, R, F)  Lowe Rm: 901	
02	53.0361091-201 Conc Band I (M, T, W, R, F)  Hasty Rm: Band		 53.0741092-201 Conc Band I B (M, T, W, R, F)  Hasty Rm: Band	
03	17.0110090-205 Health (M, T, W, R, F)  Onorato Rm: 701	36.0510090-12 Personal Fitness (M, T, W, R, F)  Onorato Rm: Gym	 32.4330091-14 Workplace Rdness (M, T, W, R, F)  BPierce Rm: 912	
04	45.0830092-13 World History (M, T, W, R, F)  Daniels Rm: 903		 26.0120092-15 Biology I (M, T, W, R, F)  lke Rm: 902	

**Assignment Details**

- To access assignment details from the Schedule, simply click on the **Course Title**.

*Note: There is no ability to click on the Course Title if no assignments have been entered. For example, you will never be able to open a Homeroom section because assignments are not attached. Please allow 2 weeks from the start date of a class for assignments to start appearing. Also, please be aware that detailed assignments are not posted for the following elementary subjects: Penmanship, Music, PE, Art, and Technology.*

- At the top of the screen there may be general notes the teacher has made about the student, such as the one that follows. These will be student-specific items the teacher wishes to communicate that do not apply to a specific assignment recorded in the grade book.

**Teacher's comments about Brainy:**

3/17/09 - Brainy completed an extra credit essay on "Careers in Math". He will have 3 points added to his final average at the end of the 9-weeks.

- Notice the color coding on the **Grading Task Summary**. Scores highlighted in **Green** are grades which have been posted during an official grading term. Scores highlighted in **Yellow** are NOT final grades. These are current averages based on the scores that have been recorded by the teacher so far in the current term.

You may also notice Semester and/or Final Averages in **Yellow**. Again, these are not static scores. They are changing continually based on grades entered by the teacher. Once the final averages are calculated based on posted grades, the highlight will change to **Green**.

Grading Task Summary				
Legend: <span style="background-color: #90EE90;"> </span> Final Grade <span style="background-color: #FFFF00;"> </span> In-Progress Grade <span style="background-color: #D3D3D3;"> </span> Grade Not Available Yet				
Grading Task	Terms 1	Terms 2	Terms 3	Terms 4
Progress Report			70 70.3%	
9 Week Grade			74 74.46%	95 95%
EOCT				
Semester				85 84.73%
Final				

- To view current grades, scroll to the current term (quarter).

Term 4 9 Week Grade Detail							
Daily Work (30.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Factoring Polynomials: Quiz	03/16/2009		1.0	100	85	85	
Factoring Polynomials: Group Project	03/17/2009		1.0	100			
<b>Daily Work Totals</b>				<b>100</b>	<b>85</b>	<b>85</b>	
Tests (60.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Factoring Polynomials - Unit Exam	03/15/2009		1.0	100			
<b>Tests Totals</b>							
Homework (10.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Factoring Polynomials Independent Practice	03/17/2009		1.0	100	<b>*Missing</b>	0	May make up by 3-25-09 with 10 point reduction in grade.
Factoring Polynomials Independent Practice #2	03/19/2009		1.0	100	81	81	
<b>Homework Totals</b>				<b>200</b>	<b>81</b>	<b>40.5</b>	
<b>Term 4 9 Week Grade Totals</b>					<b>73.88%</b>		

- Notice that you the assignments are organized by **Assignment Type** (in this case – Daily Work, Tests, Homework). You can also see on the Assignment Type header row the weight that each assignment type carries in the overall student average.

*NOTE: A category will not appear on Infinite Campus Portal if no assignments have not yet been recorded. It will not be unusual to see categories not adding up to 100% early in the 9-weeks. This should correct itself as more assignments are entered.*

- The current average for each assignment type is displayed at the bottom of each category in the % column.
- The current overall average is displayed at the bottom of the 9 Week Grade Detail.
- Notice that you can also view special tags (i.e., Missing) and comments entered by the teacher on specific assignments.

- Click on the Name of the assignment to view more details about the assignment:

Score Detail	
Score	<b>*Missing</b>
Comments	May make up by 3-25-09 with 10 point reduction in grade.

Assignment Detail	
Name	Factoring Polynomials Independent Practice
Due Date	03/17/2009
Date Assigned	
Total Points	100
Multiplier	1
Description	Page 231, 1-31 (Odd); Page 232, 2-18 (Even)

[Back to the complete Gradebook view for 27.2810091-1 Math I - GT](#)

- Click ***Back to the complete Gradebook....*** to return to the previous screen.