


Campus Parent Portal/Campus Parent Mobile App

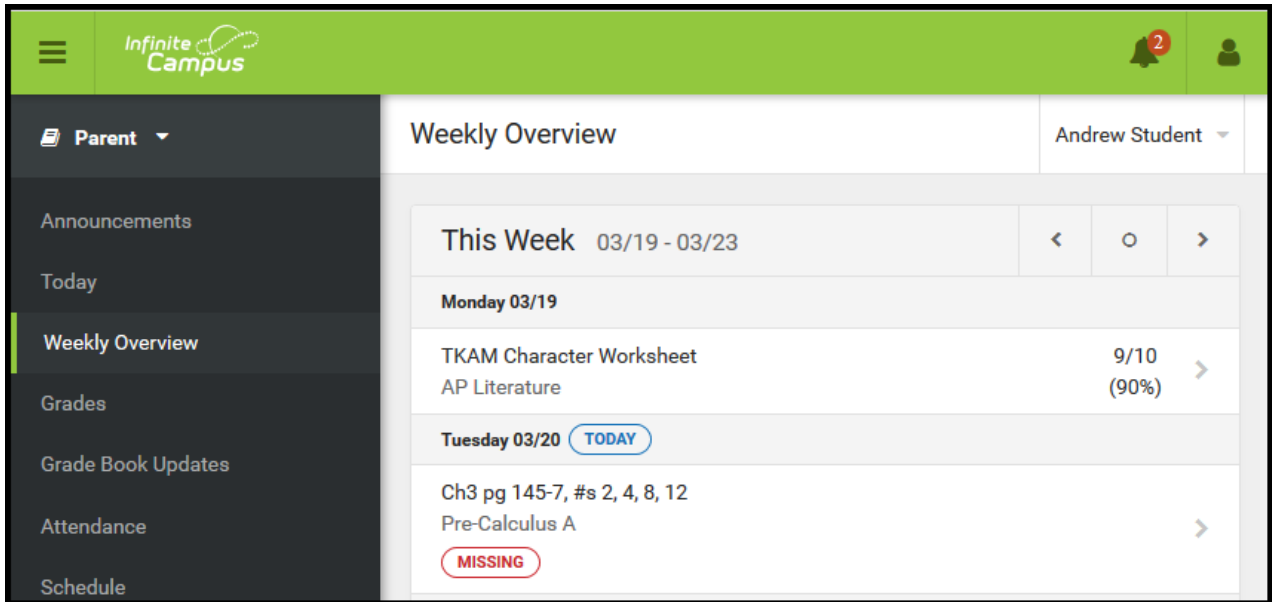
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General Information

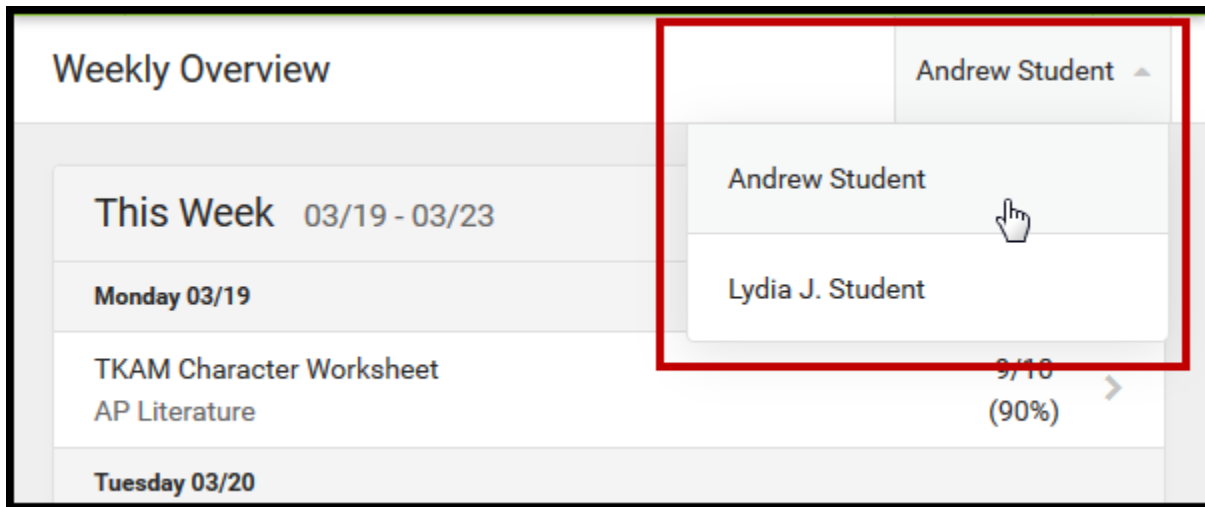
The Campus Parent Portal/Campus Parent Mobile App is designed specifically for parents and is optimized for use on mobile devices and tablets.

In the Campus Parent Portal, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.



The Campus Parent Portal

If a tool is specific to a single student, such as Grades, Schedule, Fees, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements.



Switch between students using the dropdown list in the corner.

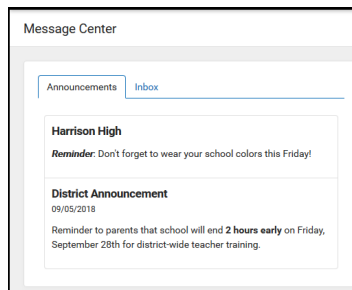
Tools Available in the Campus Parent Portal

Tool Name	Description	Example Image (click to view)
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Message Center

The Message Center includes announcements posted at a school or district level. Click *Show More* to display additional text for longer announcements. 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.



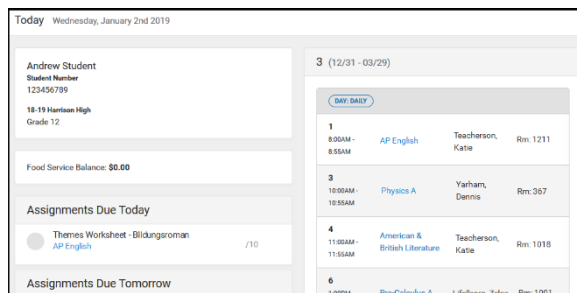
Today

The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow.

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 assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details.

The student's Lunch Balance displays at the top.

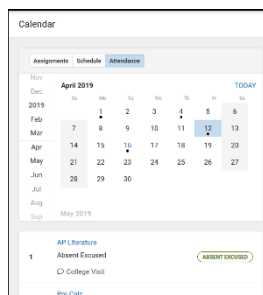


Calendar

The Calendar displays data in three different modes, *Assignments*, *Schedule*, and *Attendance*.

For *Assignments* and *Attendance*, dots display below dates that have data. Select a mode and date to view data for that day.

In *Assignments* mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.

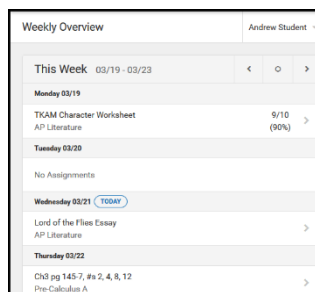


Weekly Overview (within Calendar)

The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview.

In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which they are **Due**.

Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.

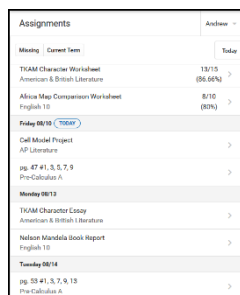


Assignments

Middle and High School Only

The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments.

Use the **Missing** and **Current Term** buttons at the top to filter assignments.



Grades

Middle and High School Only

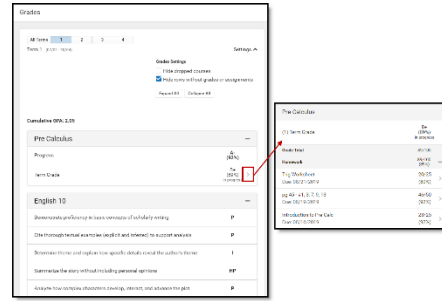
The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled.

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.

Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details.

Grades that are part of a composite or rollup grading setup are indicated.

Grades are shown for middle and high school only.

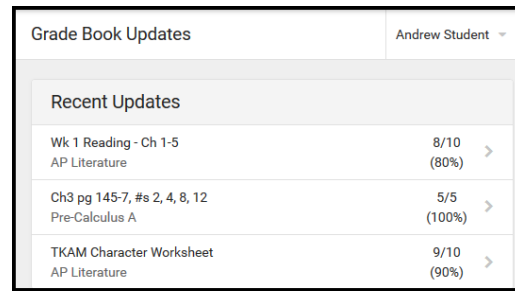


Grade Book Updates

Middle and High School Only

Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days.

Click on the assignment or the course name to view details.

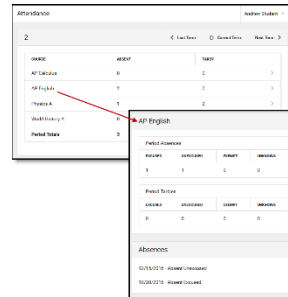


Attendance

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.

Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below.

When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date.

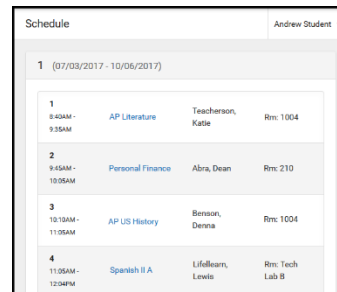


Schedule

Middle and High School Only

The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments.

Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details.



Reports

The Reports tool collects files relevant to the student including learning documents such as the student's schedule, report cards and transcripts.

Click on an entry to view the file in PDF.

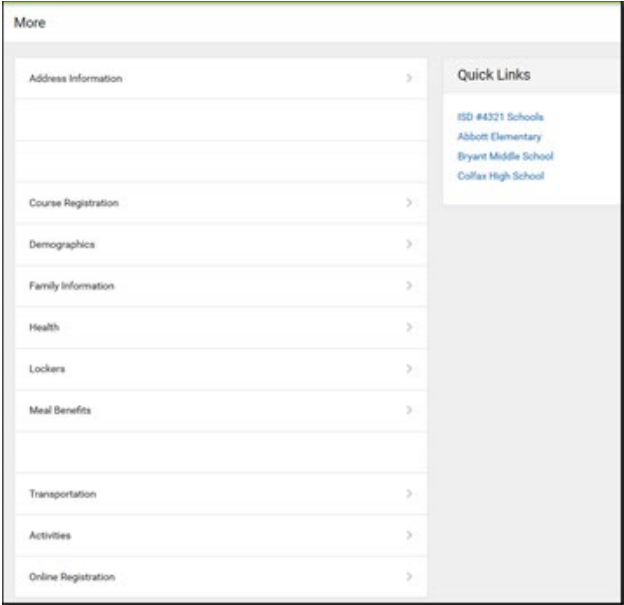


More

The More tab displays the following:

- Address Information** for the student's household(s).
- Demographics** information for the student and any non-household relationships.
- Family Information**, including contact information for family members.
- Health Information**, including recorded vaccinations, immunizations and screenings.
- Lockers** assigned to the student with locations and combinations.
- The **Meal Benefits** application
- Transportation** information including buses and parking permits.
- Online Registration** for the annual update is found here.
- Course Registration**, where students (and parents) can request courses for the next school year. This is available at the high school level only at this time. Information on when course registration at the high school will be open will be sent directly from the high school.

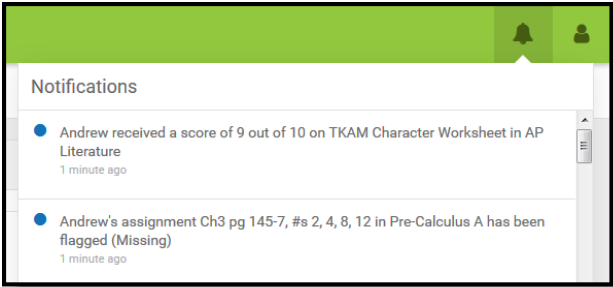
Users are able to update address information, demographic data and family information. Parents and guardians may submit updates for their household information.



Notifications

The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments.

Click the user menu at the top right of screen to establish Notification Settings.

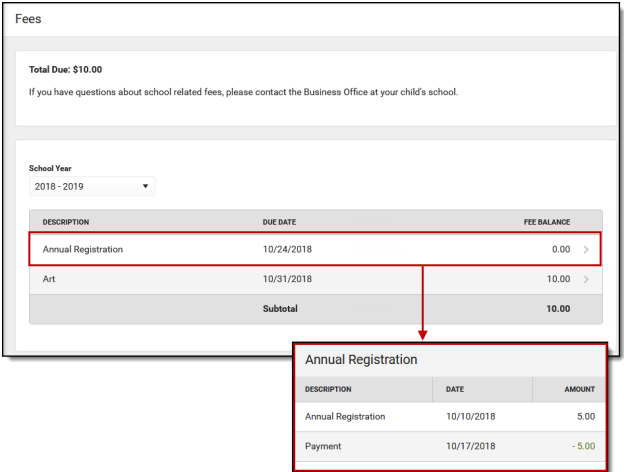


Fees

The Fees tool provides a list of all fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees assigned to the student according to the school year in which they were assigned.

Fees only display for students where the portal user (typically, the student's guardian/parent) is assigned Portal access by the school district.

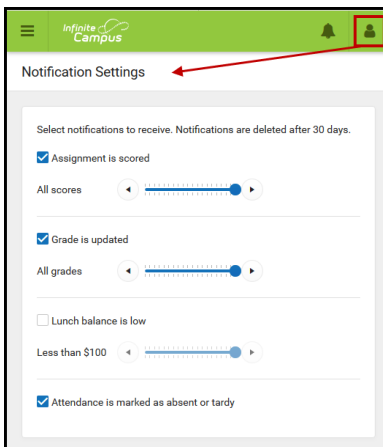
From here, users can click the Pay button.



<p>Food Service</p>	<p>The Food Service tool allows parents and students access to the following food service information:</p> <ul style="list-style-type: none"> Current account balances Transactions (food item purchases, account deposits of cash, check and credit card, when enabled) Account history (historical transaction records) Account adjustments (debits/credits) 	
<p>My Cart</p>	<p>My Cart is where you pay fees and add money to your food service account. You can add items to My Cart from any of the following areas:</p> <p>Food Service Fees Optional Payments</p>	
<p>My Accounts</p>	<p>My Accounts is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.</p>	

Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. Click the arrows to change the threshold or click and drag the dot.

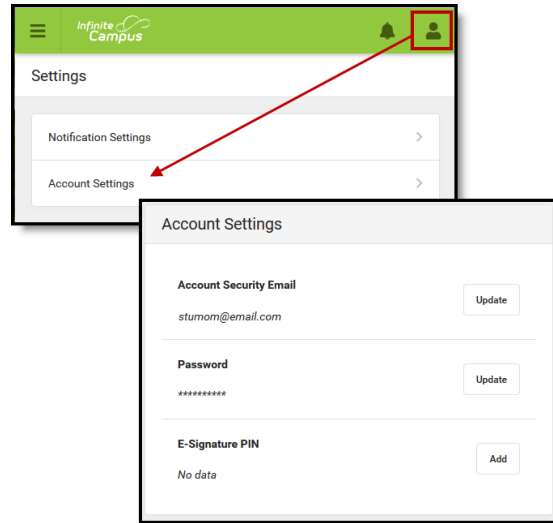


Enable notifications and set thresholds to determine when notifications are sent.

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- The Account Security Email is the email used if a user forgets their username or password.
- Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications.



Access Account Settings to update basic account information.