

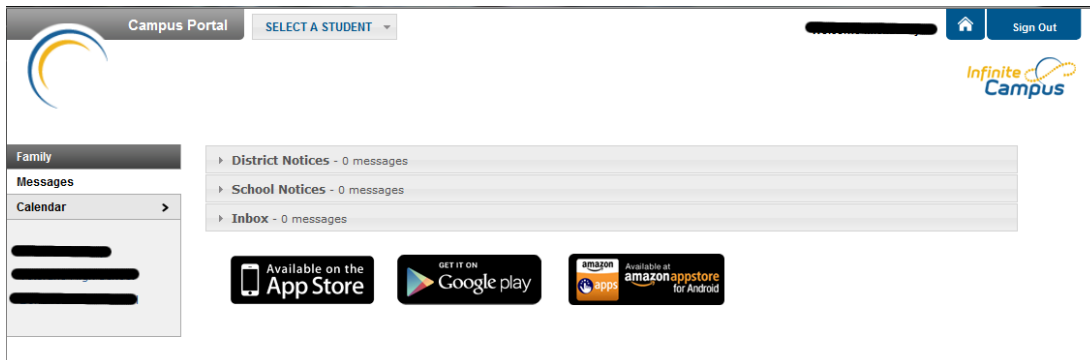


Navigation Tips & Tricks

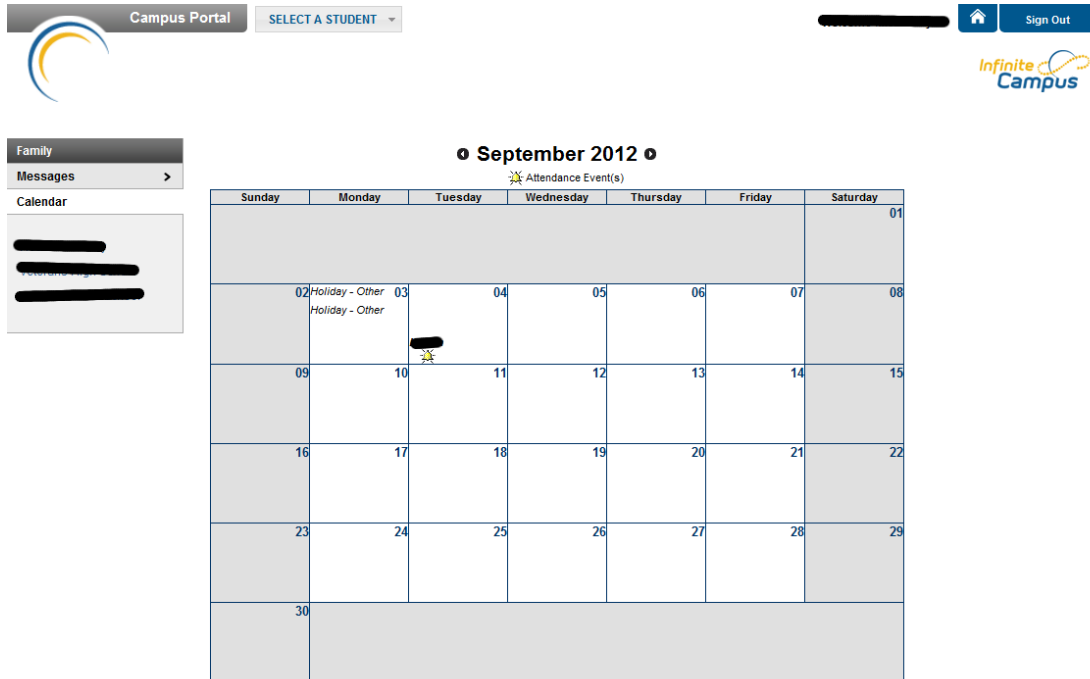
1. Login into the Infinite Campus Parent Portal.



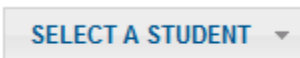
2. This will bring you to the Infinite Campus Parent Portal home screen.
 - a. This is your home screen as well as your message screen.
 - b. If you have more than one child all messages will come to this general home screen.
 - c. Messages can be viewed from the district, from your child(ren)'s school and from your child(ren)'s teacher(s).



3. From the Parent Portal home screen you can also view your child(ren)'s calendar. Click on the calendar option on the left hand menu.
 - a. This will bring up your child(ren)'s calendar.
 - b. From this screen you can view upcoming events and Holiday.
 - c. You can also view your child(ren)'s attendance. If your child(ren) was absent or tardy you will see a bell symbol on the day of the occurrence 🔔.
 - d. You can also click on the bell symbol to learn more about the specific occurrence.



4. From the home screen, you can also find the select a student option.



- a. This option allows you to view specific information about your student(s).
- b. Please click the student that you wish to view.

5. Once you have selected a student, then you will find the following options:

- a. **Calendar**- which you can also view from the home screen.
- b. **Schedule**- View your student(s) current schedule.

Term 1 (08/01/12-12/19/12)	
AO	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email ADV09-2 ADVISEMENT-09 Rm. [REDACTED]
01	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 60.0710010-11 Spanish 1A Rm. [REDACTED]
02	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 36.0650000-22 ADV EX & WT CON Rm. [REDACTED]
03	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 27.2975015-31 CCGPS AC9 A/G A Rm. [REDACTED]
04	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 07.4411017-41 COMP APP A Rm. [REDACTED]
05	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 45.0570000-51 American Govt/Civics Rm. [REDACTED]
06	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 26.2120015-61 BIOLOGY A 'H Rm. [REDACTED]
07	<input checked="" type="checkbox"/> Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> Click on Teacher Name for Email 23.2610010-71 9th Lit/Comp A Honors Rm. [REDACTED]

- c. **Attendance-** View your child(ren)'s attendance, you can view by course, period, day or term.


Course	Teacher	Periods Absent	Tardy
23.2610010 09 Lit/Comp A Honors	[Redacted]	1	0
20.2120015 BIOLOGY A - 9th	[Redacted]	1	0
36.0650000 ADV EX & WT COLS	[Redacted]	0	1
60.0710010 Spanish 1A	[Redacted]	1	0
Total		3	1

- d. **Grades-**View your child(ren)'s in progress and final grades.

Course	Period	Day	Term
23.2610010.71 9th Lit/Comp A Honors	1	2	
6 Week Progress	94.4%	94	
12 Week Progress			
Average	94.4%	94	
Exam			
Final Average	94.4%	94	

Course	Period	Day	Term
36.0650000.22 ADV EX & WT CON	1	2	
6 Week Progress	100.0%	100	
12 Week Progress			
Average	100.0%	100	
Exam			
Final Average	100.0%	100	

- e. **Family-** this option is not yet available.
 f. **Messages-** which you can also view from the home screen.
 g. ****REMEMBER** THESE OPTIONS ARE SPECIFIC TO THE STUDENT THAT YOU ARE VIEWING WHEN YOU CLICKED **SELECT A STUDENT** FROM THE HOME SCREEN. ******

6. To return to the home screen at any time click the home button in the top right hand corner of your screen .

7. To sign out simply click Sign Out in the upper right hand corner.

8. If you have any questions or concerns, please contact your school.