

# Campus Portal for Parents and Students

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September 2011



## Student Section

The following sections describe the Student section, which appears above the Family section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provide in these tabs is specific to the student named in the Student section header. As with the Family section, districts can control which tabs and information are available for parents to see.

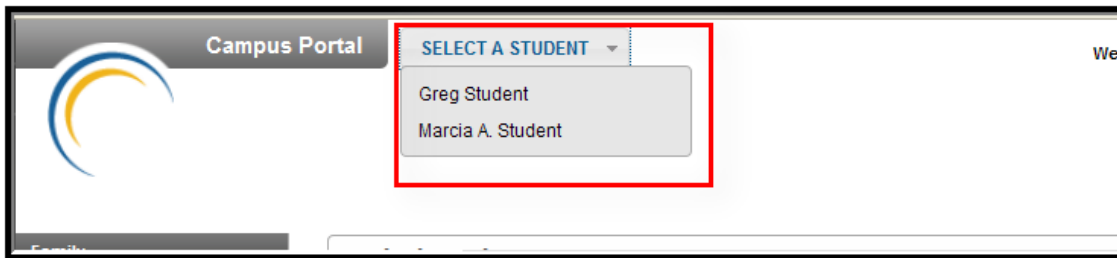


Image 23: Student Selection

## Course Registration

Some schools allow students to be a part of selecting the courses they will take. This tab is enabled by a school as a part course registration for the next school year, usually done in the spring. The **Course Registration** tab allows student to view required courses and make requests. Clicking on **Course Search** will cause the Search By options to appear. By entering a Course Name or Course Number and clicking Go, a list of available courses that meet the search requirements will appear to the right of the search fields. Selecting one of these courses will generate a course detail at the bottom of the screen, with options to **Request this Course** or **Request as an Alternate**. Once the all requests have been made, click **Print Request Summary**, which lists all requested courses and alternates and has a signature line for parents.

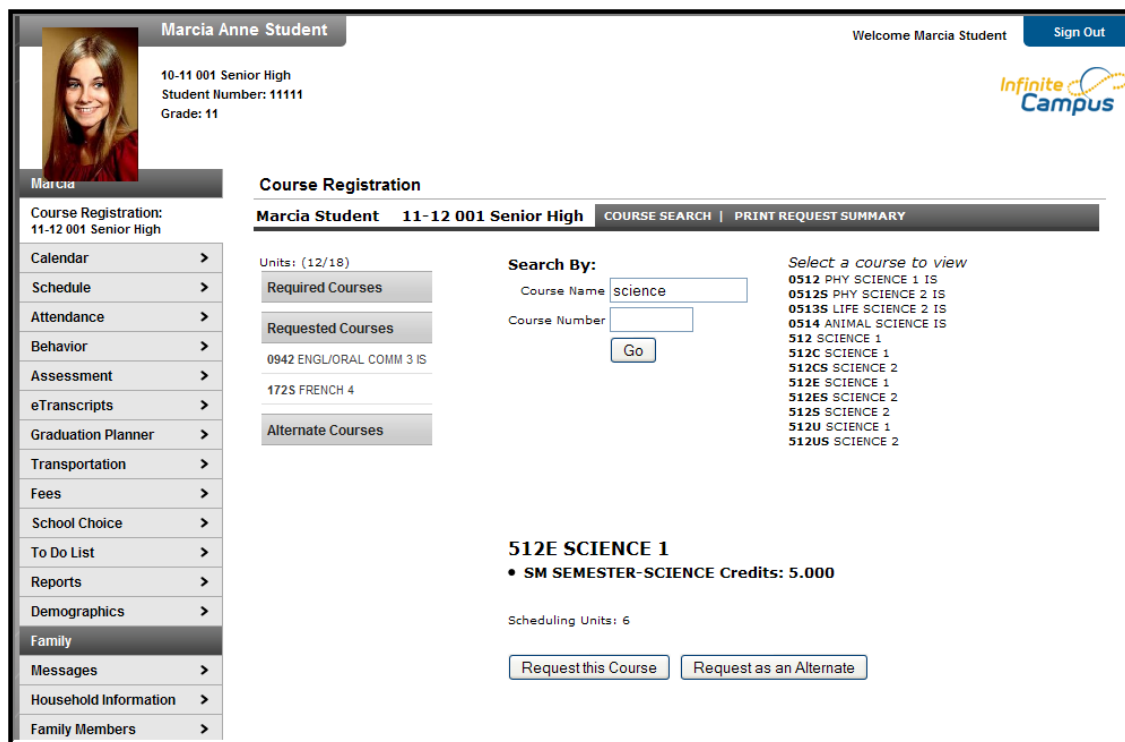


Image 24: Registration

Any required courses are already listed in the **Required Courses** section. This list cannot be modified by the user. Also, students can only request courses, not course sections (period meeting times). Counselors finalize students' registration.

✔ See the [Course Registration \(Portal\)](#) for more information about registration on the Portal.

## Calendar

The Calendar tab, when accessed from the Student section, displays all day events, assignments and attendance events for that student only. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

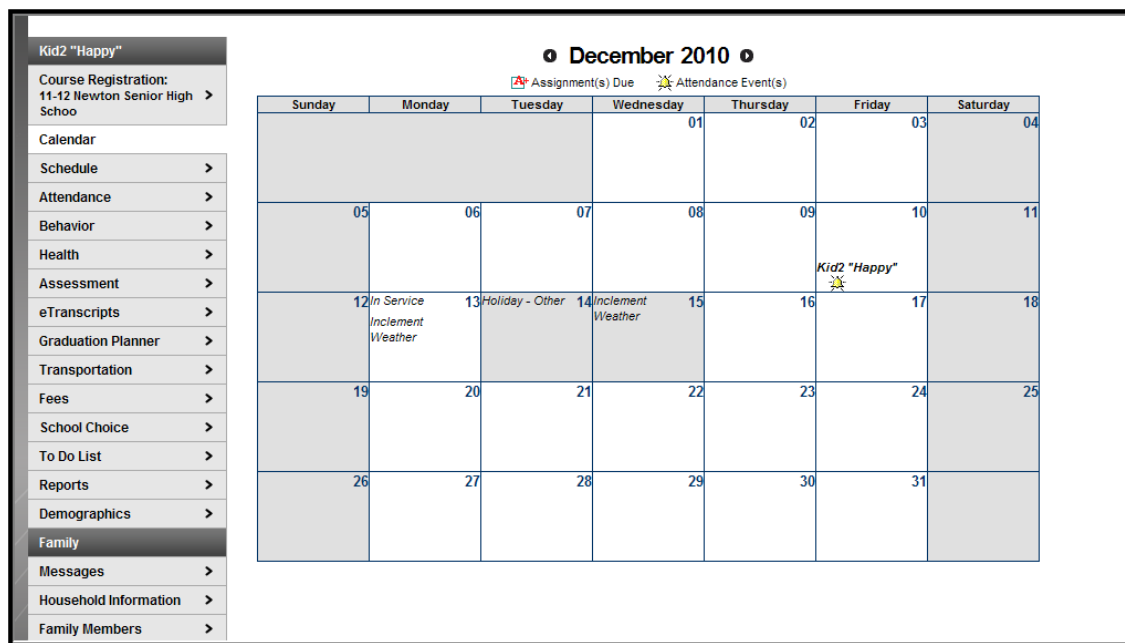


Image 25: Student Calendar

Icons indicating **Assignments Due** and **Attendance Events** are also links to additional content. See the section on the Family [Calendar](#) for a further description of these links.

## Schedule

The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out the classes the student is taking along with the teacher's name and room number.

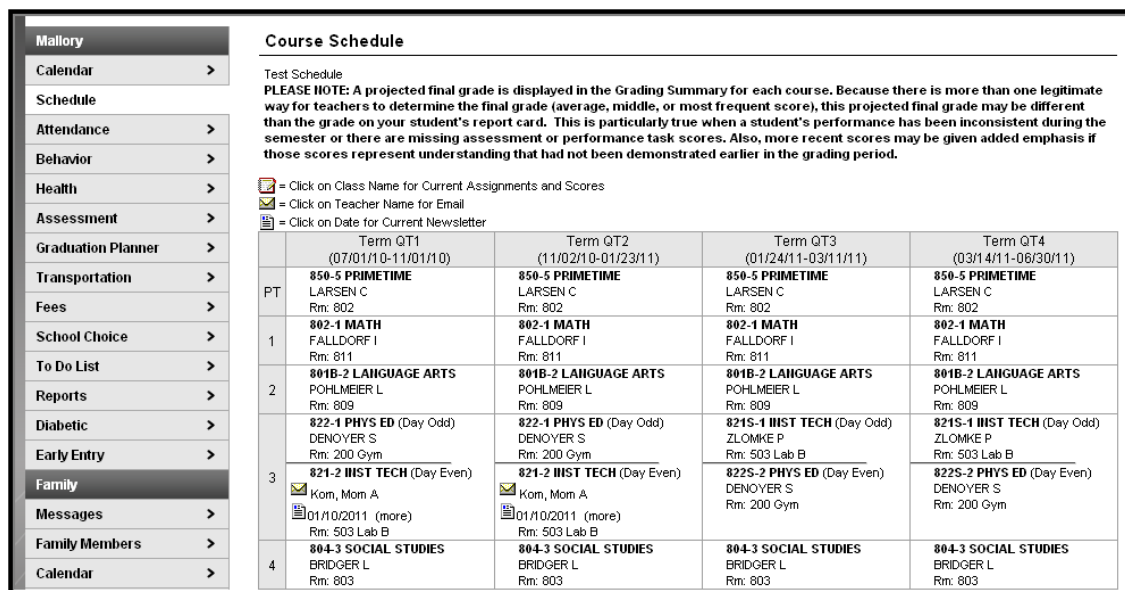


Image 26: Student Schedule

Clicking the teacher's name with an **Email** icon next it will generate an email in the user's preferred email program.

A **Paper** icon and a date under a teacher's name indicate that the teacher has posted a newsletter. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher newsletter provides a way for teachers to communicate with parents and eliminates the need for a teacher to print off announcements and other types of communication. A newsletter will remain available until the end date selected by the teacher. All newsletters whose end date has not been reached as available by clicking the >> or and << in the newsletter display page.

Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades.

### Grade Book Assignments for 702even2-1 MATH

**Teacher's comments about Jessica:**

**702even2-1 MATH**  
Teacher: Kom, Mom A

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Standards Summary					
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet					
Standard	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4	
Application, Problem Solving, & Communication	Dev				
Classroom Behaviors	Dev				
Initiative and Effort	Beg				
Mathematical Knowledge	Dev				
Study Skills	Beg				
Work Completion	Beg 55%	C 77%			

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
QUARTER	D 66%	F 44%		
PROGRESS			D	

**Term QT1 Application, Problem Solving, & Communication Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Classroom Behaviors Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Initiative and Effort Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Mathematical Knowledge Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Study Skills Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Work Completion Detail**

Standards Group					
Name	Due Date	Assigned Date	Score	Turned In	Comments
Standard Assginment 1	10/10/2010	10/01/2010	55		Many assignments are late and incomplete

Image 27: Grade Book for a Course

Clicking **View the scoring rubric(s) and/or grading scale(s) for this class** will take the user to the bottom of the screen, where the **Grading Scale(s)** and **Rubric(s)** appear.

Grading Scale(s)	
MIDDLE SCHOOL GRADING	
Grade	Min Percent
A+	98.000
A	93.000
A-	89.500
B+	88.000
B	83.000
B-	79.500
C+	78.000
C	73.000
C-	69.500
D+	68.000
D	63.000
D-	59.500
F	0.000
P	-3.000
INC	-1.000
W	-2.000

Rubric(s)	
MID SCH - Life Skills,Music/PE	
Score	Description
Adv	Advanced
Prof	Proficient
Dev	Developing
Beg	Beginning

MID SCH - Rubric	
Score	Description
Adv	Advanced
Pro	Proficient
Dev	Developing
Beg	Beginning

[Back to the top](#)

Image 28: Grading Scales and Rubrics

From within the Grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade book** will return the user to the Grade book screen.

### Grade Book Assignment Detail for 702even2-1 MATH

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**702even2-1 MATH**  
Teacher: Kom, Mom A

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Score Detail	
Score	55 (55.000%)
Comments	Many assignments are late and incomplete

Assignment Detail	
Name	Standard Assginment 1
Due Date	10/10/2010
Date Assigned	10/01/2010
Total Points	100
Description	Test standard assignment description
Objectives	test
References	test

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Image 29: Assignment Detail within Grade Book



In some districts, posting assignments is optional for teachers, so this information may not always be available.

## Attendance


Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student. The **Calendar** allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 202 PULL OUT MATH	LARSEN C	2	0	0	1
▶ 801B LANGUAGE ARTS	POHLMEIER L	3	0	0	0
▶ 802 MATH	FALLDORF I	2	0	1	0
▶ 804 SOCIAL STUDIES	BRIDGER L	2	0	0	0
▶ 805 SCIENCE	CARPENTER C	2	0	0	1
▶ 813 FCS	BUSHHOUSE L	2	0	0	0
▶ 814 ART B	CYBORON G	1	0	0	0

Image 30: Student Attendance

The attendance colors are defined as follows. These definitions can vary by district.

Color	Code	Definition
<b>Green</b>	Excused	Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, etc.
<b>Red</b>	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
<b>Grey</b>	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
<b>Yellow</b>	Unknown	The reason for the absence has not been verified by school staff.  <div style="background-color: #ffffcc; padding: 10px; border: 1px solid #ccc;">  Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.                 </div>

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. Attendance Details displays a detailed view of the day listing each period long with the course and time detail.

If an attendance event occurred on the day, then the attendance code and description will display in the **Description** column. If a school has selected attendance comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top right corner to return to the original screen.

Period	Course	Time	Description	Comments
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ERex:Early Release Excused	
1	802 MATH	08:15 AM - 09:00 AM	ERex:Early Release Excused	
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM		
3	821 INST TECH	10:01 AM - 10:46 AM		
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM		
5	813 FCS	11:42 AM - 12:17 PM		
6	888 LUNCH	12:19 PM - 01:10 PM		
7	805 SCIENCE	01:12 PM - 01:55 PM		
8	202 PULL OUT MATH	01:57 PM - 02:42 PM		
9	833 VOCAL MUSIC	02:45 PM - 03:30 PM		
ACT	110 TEAM MATES	03:31 PM - 03:32 PM		

Image 31: Attendance Detail for a Specific Date

Each summary tab provides a detailed view of the students period-based attendance. Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the Attendance Details for the day. When a period count link is selected a pop up displays excuse type detail. The Period tab allows the user to move from one term to the next using the arrows located below Attendance Summary by Period. The Term tab offers an additional column displaying Whole/Half day attendance for each term.

Course    Period    Day    Term

### Attendance Summary by Period

Term: **1** QT2 **1**  
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
▼ PT (08:00 AM-08:13 AM)	2	0	1	0
01/03/2011 Monday - Present Exempt				
01/04/2011 Tuesday - Early Release Excused				
01/07/2011 Friday - Absent Unexcused				
01/10/2011 Monday - Absent Excused				
▶ 1 (08:15 AM-09:00 AM)	1	0	1	0
▶ 2 (09:03 AM-09:59 AM)	2	0	0	0
▶ 3 (10:01 AM-10:46 AM)	1	0	0	0

Image 32: Attendance Summary by Period

In the Attendance Summaries, numbers or dates indicating attendance events can be clicked on to generate an additional detail screen about that attendance event or day. Clicking a number, such as an absence total, will display a detail screen as in the image below, describing attendance events as Excused, Unexcused, Exempt or Unknown..

Course    Period    Day    Term

### Attendance Summary by Day

Date	PT	1	2	3	4	5	6	7	8	9	ACT
01/18/2011 Tue											
01/11/2011 Tue											
01/10/2011 Mon	A	A	A	A	A						
01/07/2011 Fri	A	A									
01/05/2011 Wed					E						
01/04/2011 Tue	E	E									
01/03/2011 Mon	P	P	P	P	P	P	P	P	P		
10/04/2010 Mon	A	A	A	A	A	A	A	A	A	A	
<b>Absent Totals</b>	<b>3</b>	2	3	2	2	3	2	2	2	2	0
<b>Tardy Totals</b>	0	0	0	0	0	0	0	0	0	1	0
<b>Early Release Totals</b>	1	1	0	0	0	0	0	0	0	0	0
<b>Present Totals</b>	0	0	0	0	0	0	1	1	1	0	0

**Absent Details** ✕

Period: PT

Excused	2
Unexcused	1
Exempt	0
Unknown	0

Image 33: Attendance Detail Screen

✔ For more information about Attendance on the Campus Portal, see the [Portal Attendance](#) article.

## Behavior

The **Behavior** tab displays records for both positive behavior events, such as a student being recognized for a special accomplishment, and negative behavior events, such as disruptive or violent behavior. The information in this tab allows parents to learn more about actions, consequences and remedial steps taken by the school.

Behavior Events					
Date	Event	Demerits/Points	Role	Resolution	
08/03/2011-10:17 AM	Fighting	0	Offender	Detention	

Image 34: Student Behavior Events

This tab lists the date an event occurred, what the event was, the number of demerits received as a result of the incident, the role of the student in the event and the steps taken to resolve the event. Hovering over the Event or the Resolution displays the comments that have been entered by the school.

## Health

Every state mandates a series of vaccination to be administered to students over the course of their time in school. Campus tracks compliance with these vaccine requirements based on state requirements. After parents provide documentation verifying that students have received immunizations, the **Immunizations** section can be used as an easy reference for tracking that a student's vaccinations are up-to-date.

A note indicating when the student received his or her last **Sports Physical** also appears in the Health tab.

Doses						
Vaccine	Compliance Status	1	2	3	4	5
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Compliant	02/05/1997	04/09/1997	06/04/1997	06/09/1998	07/23/2002
Hemophilus influenza, type B [Hib]	No Requirement	02/05/1997	04/09/1997	06/04/1997	06/09/1998	
Hepatitis B [Hep B]	Compliant	12/20/1996	02/05/1997	06/04/1997		
Measles-Mumps Rubella [MMR]	Compliant	02/19/1998	07/23/2002			
Menactra/Meningococcal	*	06/11/2009				
Polio [IPV, OPV]	Compliant	02/05/1997	04/09/1997	06/09/1998	07/23/2002	
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	No Requirement	06/11/2009				
Varicella	Compliant	12/03/1999				

Sports Physical  
Last Sports Physical: 01/18/2011

Image 35: Student Health

# Campus Portal for Parents and Students

[Overview](#) | [Accessing the Portal](#) | [Access to the Campus Portal](#) | [Security Features](#) | [Navigating the Campus Portal](#) | [Family Section](#) | [Student Section](#) | [User Account](#) | [Other Links](#) | [Portal Languages](#)

✓ This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

## Overview

### PATH: *Campus Portal*

Each district that uses Campus is provided with Portal functionality. Schools should allow the use of the Portal only after data within Campus is accurate. Campus settings should have been verified, addresses should be correct, grades entered, etc.

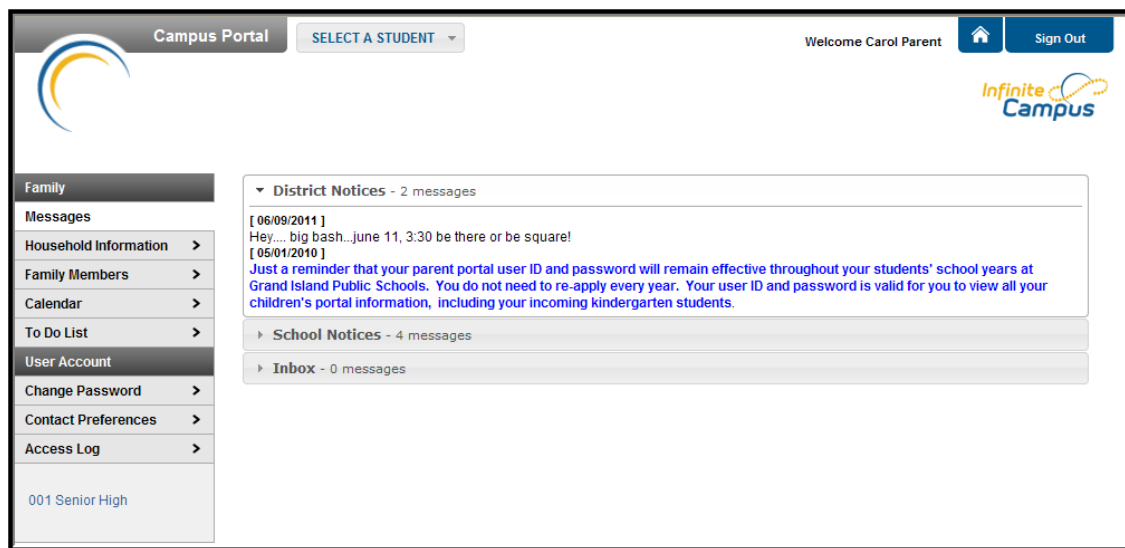


Image 1: *Campus Parent Portal*

## Accessing the Portal

The Portal can be accessed by parents of enrolled students. Parents will see all children in their household, or students that are related through the Guardian checkbox of the [Relationships](#) tool. Students can also be given access to the Portal, but they will only be able to access their own information.

✓ Infinite Campus recommends that districts require all Portal users to sign an "Acceptable Use" policy before allowing Portal access. A district may also wish to require that Portal users sign a Web Access Agreement. See the [Suggestions for Portal Policies Section](#) at the end of this article for further guidance.

The Portal web address is `https://<campus district access>/databasename/portal/<district name>.jsp`. Thus, a district

This screen can be printed to use when proof of vaccine compliance is required, such as when documentation is needed to attend camps or participate in athletics outside of the district.

✔ See the [Health \(Portal\)](#) article for more information about immunizations on the Portal.

## Assessment

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments. Although each state or district may label these tests differently, they still serve as important benchmarks of a student's academic achievements, and can be reported to districts and state and federal governments to determine a district's success in teaching required standards. The information displayed here helps parents to be aware of assessments and knowledgeable of their student's progress in them.

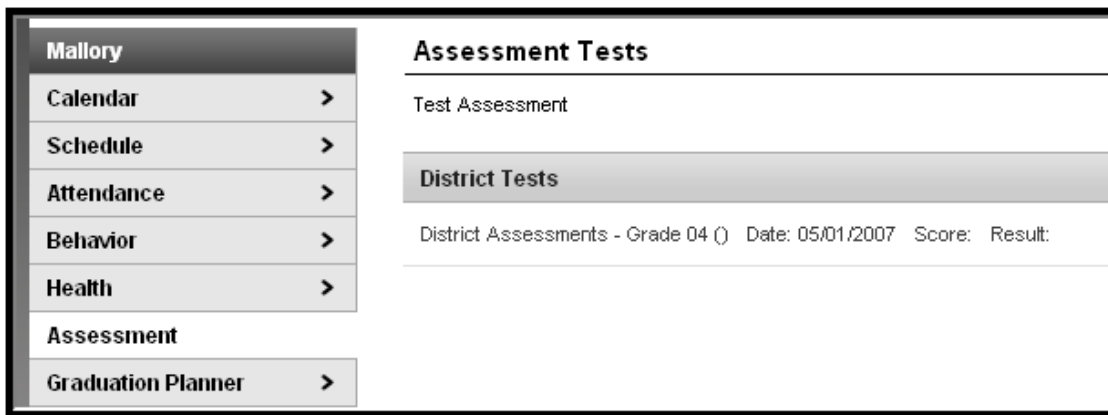


Image 36: Student Assessments

Assessments and the scores earned on them will appear in this tab. Not all assessments will appear on the Portal.

## Graduation Planner

The **Graduation Planner** tab can be used to track student progress towards graduation, including taking and completing required courses. This screen first shows the student's Grade Point Average (GPA) and then shows any specific **Course Requirements** and the student's progress towards accomplishing them. Next, the Graduation Planner lists various required **Standards** and the number of credits that the student has earned in each term or grade level towards meeting that standard. This information is provided by school guidance counselors, teachers and staff.

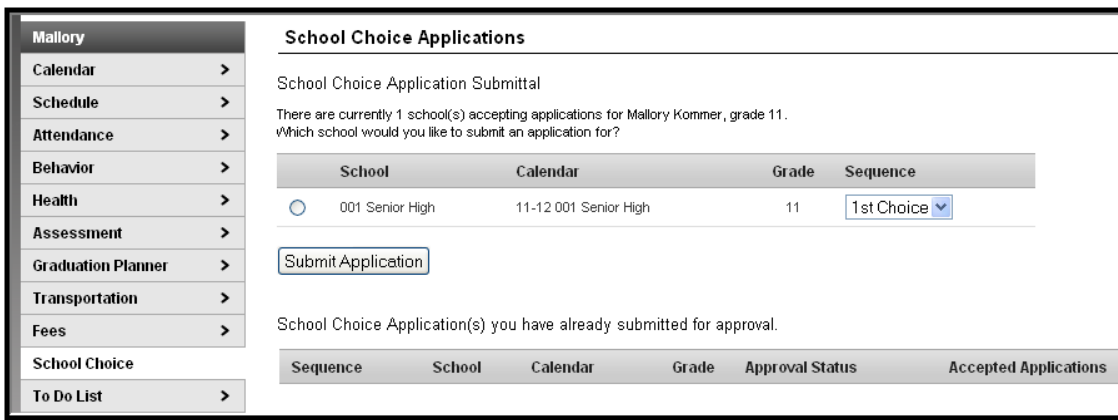


Image 40: Student School Choice

## To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for that student. The summary includes the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue.

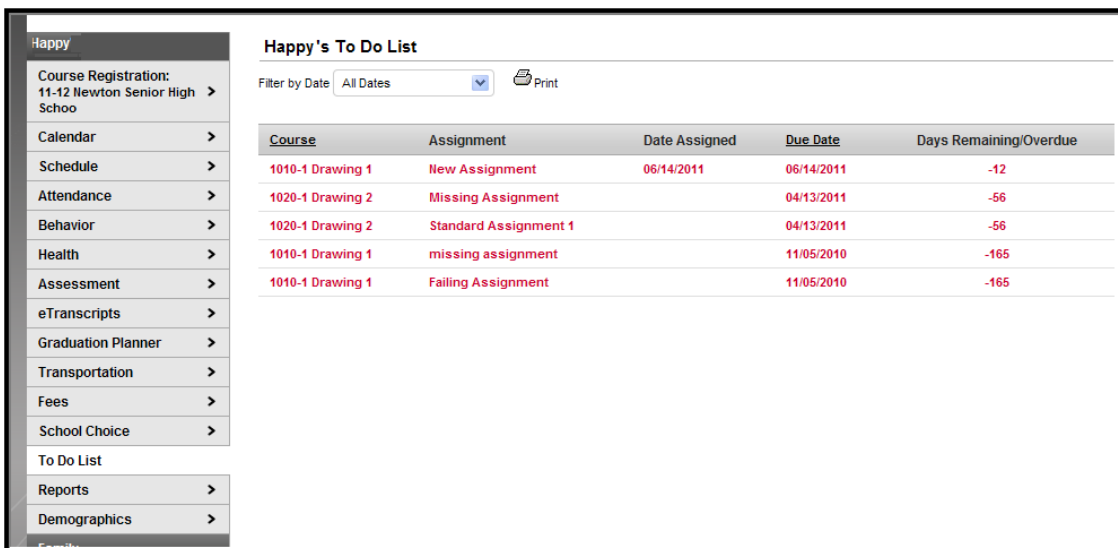


Image 41 Student To Do List

The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the List in PDF format to be printed.

## Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available.

These reports generate in PDF format using Adobe Acrobat Reader.

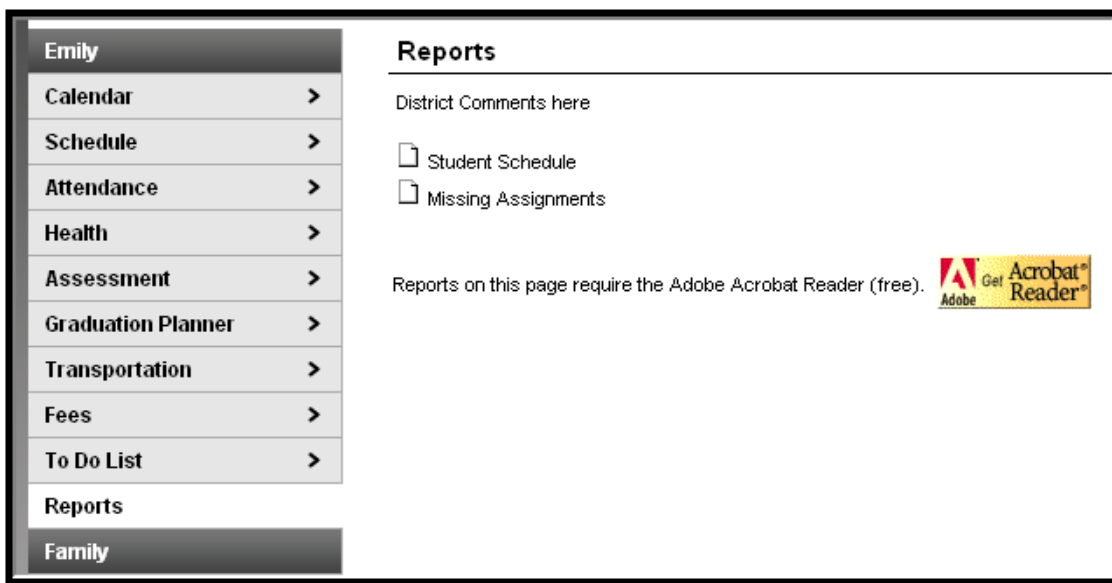


Image 42: Student Reports

If applicable, a student's Personalized Learning Plan (PLP) may be listed here. A PLP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and viewing education in a broad and unified way. Parents can view student progress and accomplishments for each student PLP here.

Also, a student's Individualized Education Plan (IEP) may be posted here. Each public school child who receives special education and related services must have an IEP. Each IEP is designed for one student only and is a personalized document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities.

## Demographics

The Demographics tab lists the information the school district currently has for the selected student. If the district allows parents/guardians to request changes to student data, modifications can be made to personal information and non-household contact information.

- ✔ Non-household contacts are those people who are related to the student or people who should be contacted in case of emergency for that student but do not live in a household with that student.

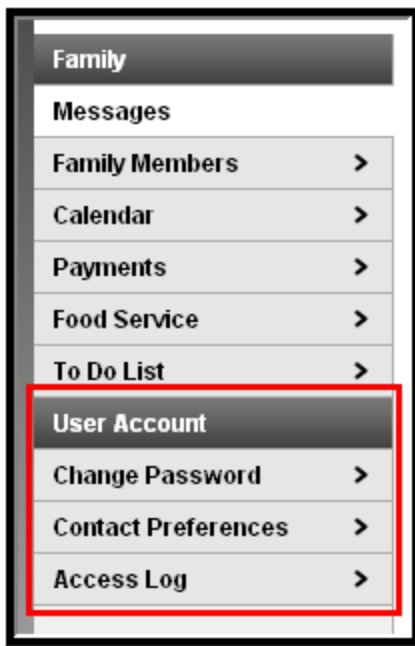


Image 47: User Account Toolbar

## Change Password

Some districts require users to reset their passwords from time to time, but users also have the option of changing their passwords at any time. See the [Security Features](#) section above for guidelines on creating strong passwords.

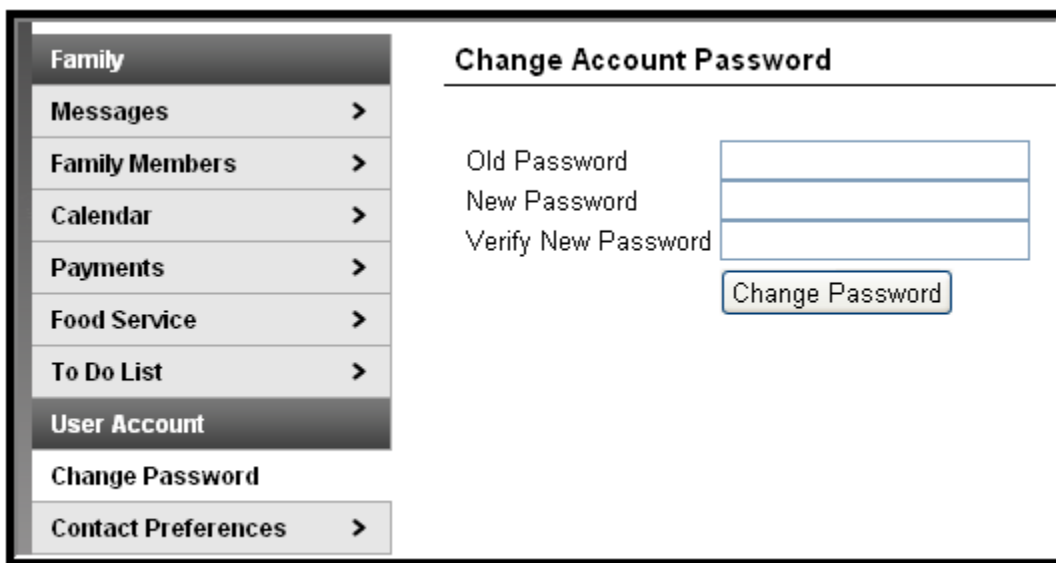


Image 48: Changing User's Password

with a web application name of ICCampus and a district name of ICCSS would have a portal address of: <  
[https://campus.iccampus.k12.state.us/campus/portal/ICCSS.jsp\\_](https://campus.iccampus.k12.state.us/campus/portal/ICCSS.jsp_)>.

The home page of the Portal is a login page:

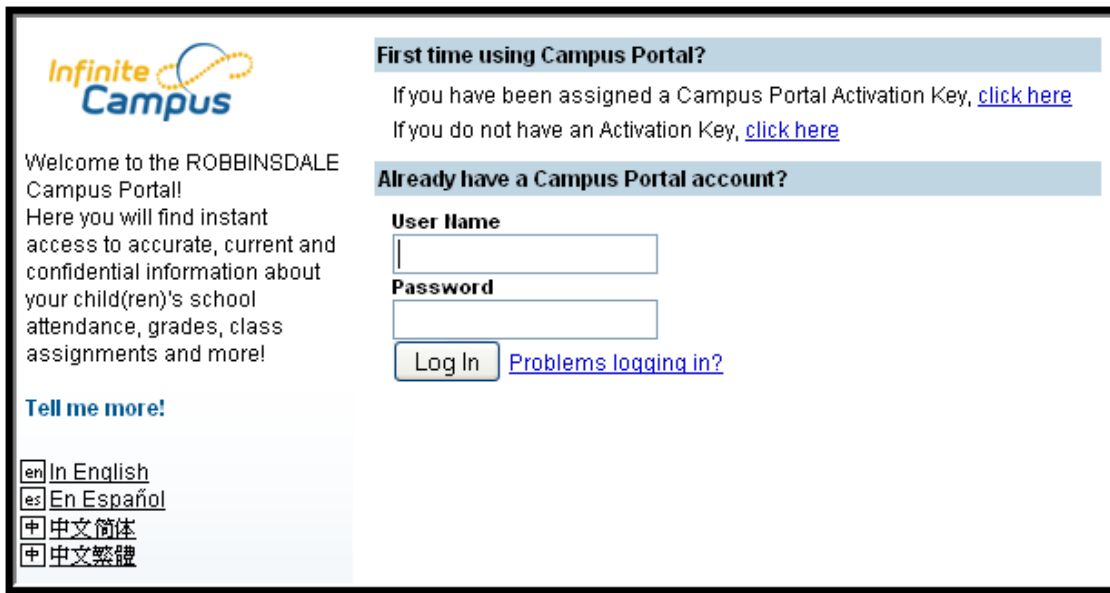



Image 2: Portal Login


 Not all options mentioned here may be available.

## Access to the Campus Portal

The district determines access to the Campus Portal. Instructions for receiving a username and password are provided by the school or district. The School or district will provide the URL for access to the Campus Portal. Visit the district's website or contact the school for more details.

Accessibility to various screens described in this guide is determined by the school or district. Access for one school or building may vary from access for another school within the same district. Some tabs and features may not be available for some users.

The following provides a summary of the areas that may be visible, depending on the district. Some areas may not be available.

 It is a district's decision to display information on the Portal.

## Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Not all districts use this program. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address, such as high priority, attendance, behavior and general notices. Users can also use this tab to select the preferred language for messages, English or Spanish.

✔ See the [Change Contact Info](#) article for additional information.

**Message Contact Preferences**

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device. To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (555)263-7482	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (555)101-1024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (555)332-7683	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone (555)110-5122	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

↑ Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language:

Image 49: Message Contact Preferences

✔ See the [Change Contact Information \(Portal\)](#) article for more information about this option.

## Access Log

This tab lists the IP addresses from which parents access the Portal, the times it was accessed and whether the login was successful.

## Other Links

Districts and schools can choose to enter a URL on the School Information and District Information tab. The URLs entered will appear as link at the bottom of the navigation pane. These links display in a separate window allowing easy access to the district and school websites.

## Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tab are not translated.

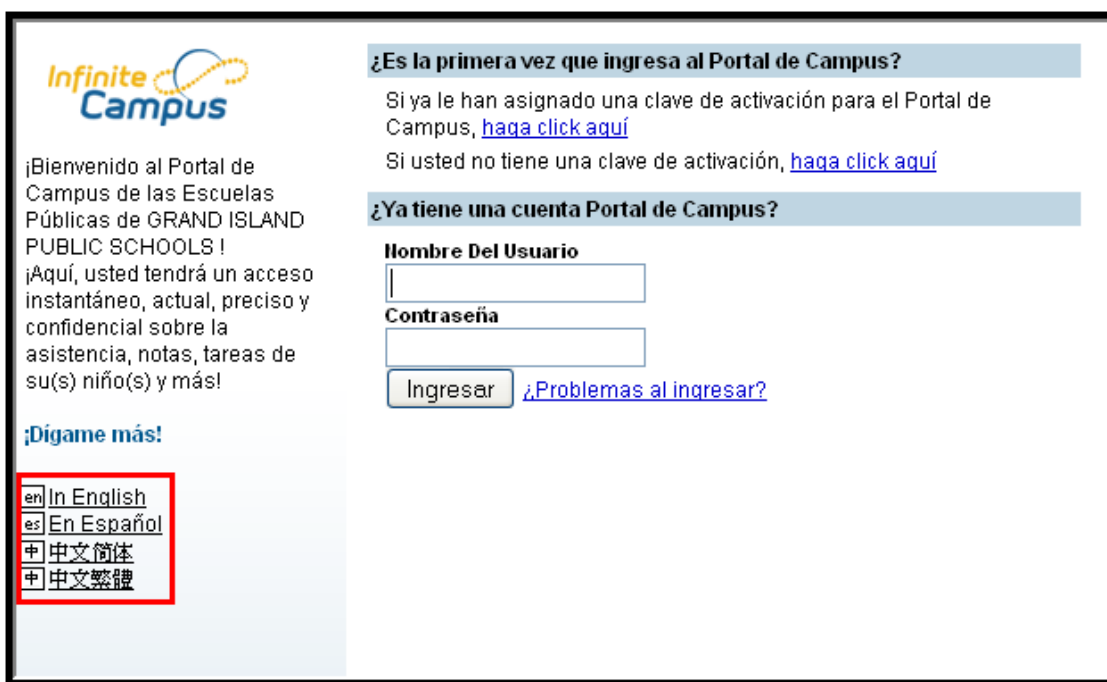


Image 50: Campus Portal in Spanish

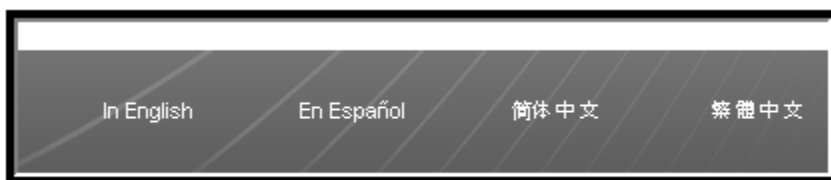


Image 51: Language Selection at the Bottom of the Portal

## Security Features

The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view. The use of strong passwords, forced password reset and session timeouts ensure secure access.

**Infinite Campus**

Welcome to the GRAND ISLAND PUBLIC SCHOOLS Campus Portal!  
Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!

**Tell me more!**

[en](#) In English  
[es](#) En Español  
[中](#) 中文简体  
[中](#) 中文繁體

**First time using Campus Portal?**  
If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

**Already have a Campus Portal account?**

**User Name**

**Password**

[Problems logging in?](#)

Image 2: Campus Portal Sign In

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will have access only the links to which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.

The Campus Portal allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least six characters long and meets three of the four qualifications listed:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)

In addition, the district's administrator may force users to reset their passwords from time to time. By default, a dormant session will automatically end after a set amount of time determined by the district (usually between 25 and 60 minutes). This may vary from district to district since the district can establish the duration before the session times out.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will

need to contact the school or district to have the account reactivated.

If enabled by the district, additional user account settings are found in the [User Account](#) section of the navigation pane. Users are able to change their account password and see the account access log.

## Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane. When a user first logs in the [Messages](#) tab located in the Family section is selected.



Image 3: User Name and Home and Sign Out Buttons

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.

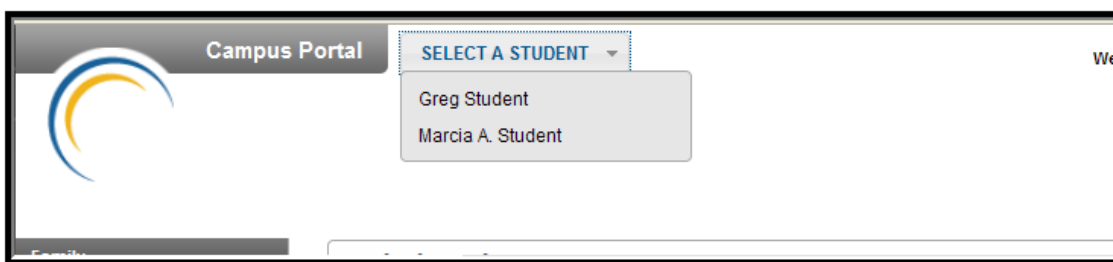


Image 4: Switch Student Option

Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.

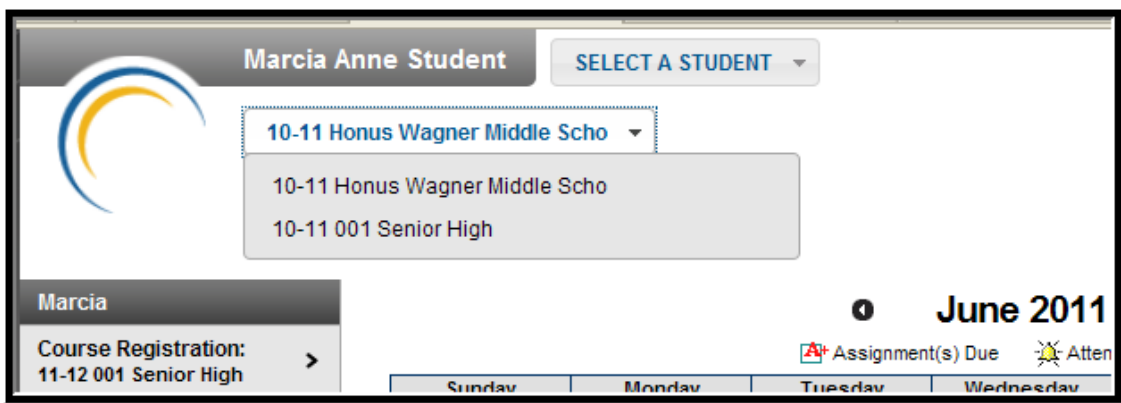


Image 5: Switch School Option

When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments, day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

External links, located at the bottom of the navigation panes, often lead to school or district websites and open in a separate browser window to increase the security of the Campus Portal.

The following information is detailed in order of appearance, beginning with the Family and Student sections and then the User Account section of the navigation pane.

## Family Section

The following sections describe the various tabs which appear in the Family section. Districts can control what information appears in the Campus Portal, so it is possible that not all of the following tabs will appear for all users. When a tab in the Family section is selected the user will be removed from the context of a student if one was selected in the switch student drop list.

## Messages

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.