

Exploring Infinite Campus Portal

What is Infinite Campus Portal?

Infinite Campus portal allows parents to access student information (schedules, attendance, grades, and report cards) at the click of a mouse. Infinite Campus Portal has replaced progress reports that were printed and sent home every two weeks. While quarterly report cards will still be sent home, they will also be available on Portal.

System Requirements

Microsoft Internet Explorer 5.5 or higher and Mozilla Firefox work best. The Portal may not work well with Safari. For best results, Microsoft Windows 2000, XP, or Vista or Macintosh OS X is recommended. You will also need [Adobe Acrobat Reader](#) software installed on your computer to access any reports from the portal.

Accessing Parent Portal

To access the portal, select *Control* + *click* on the web address below:

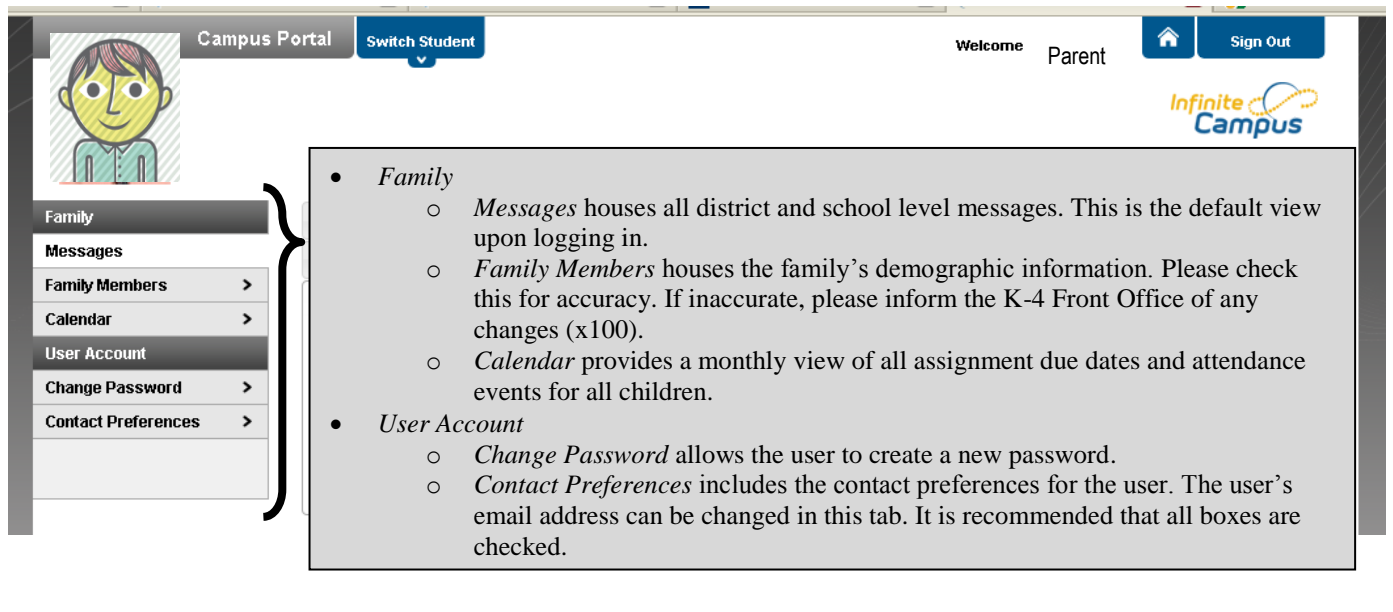
Off-Campus <https://icampus.cmca12.com/campus/portal/cmcharter.jsp>

On-Campus <https://192.168.10.4/campus/portal/cmcharter.jsp>

If you do not have a Infinite Campus Portal account, please contact a building secretary (x100 for Grades K-4, x242 for Grades 5-6, x255 for Grades 7-8, or x200 for Grades 9-12). They will be able to activate your account.

OVERVIEW OF HOME SCREEN

Infinite Campus Portal's look and features were updated in 2011. Below is what you can expect to see when you now log in to Portal.

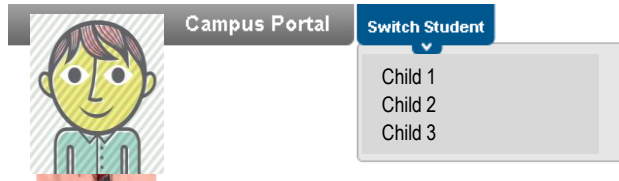


The screenshot shows the Infinite Campus Portal home screen. At the top, there is a navigation bar with "Campus Portal" and a "Switch Student" button. On the right, it says "Welcome Parent" and has "Sign Out" and "Home" buttons. The Infinite Campus logo is in the top right. On the left, there is a user profile picture and a navigation menu with the following items: Family, Messages, Family Members, Calendar, User Account, Change Password, and Contact Preferences. A callout box points to the navigation menu and contains the following text:

- *Family*
 - *Messages* houses all district and school level messages. This is the default view upon logging in.
 - *Family Members* houses the family's demographic information. Please check this for accuracy. If inaccurate, please inform the K-4 Front Office of any changes (x100).
 - *Calendar* provides a monthly view of all assignment due dates and attendance events for all children.
- *User Account*
 - *Change Password* allows the user to create a new password.
 - *Contact Preferences* includes the contact preferences for the user. The user's email address can be changed in this tab. It is recommended that all boxes are checked.

OVERVIEW OF HOME SCREEN FOR A CHILD

To view information related to a specific child, please click on the **Switch Student** icon, located near the top of the window. If you have more than one child, a drop down menu will appear. Click on a child.



You will notice that a menu of options appear on the left side of the screen for this particular child.

- Calendar* provides a monthly view of all assignment due dates and attendance events for this particular child.
- Schedule* shows the schedule and student grades for all courses.
- Attendance* lists all attendance events for this particular child, including absences and tardies.
- Health* provides a list of the particular child's immunizations. If this list appears inaccurate, please contact the school nurse (x141).
- Reports* provide printable schedules (for 7th-12th graders) as well printable report cards (for K-12th graders).

ACCESSING STUDENT GRADES & CONTACTING TEACHERS

To view student grades, please click on **Schedule** on the left side of the screen. First and second semester schedules will be visible. To view grades for a specific course, please click on the course name (ex: Honors Chemistry, Advanced Math I).

To contact a teacher directly via email, click on the mail icon next to the teacher's name.

Course Schedule

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

	Term Sem 1 (08/01/10-01/14/11)	Term Sem 2 (01/18/11-06/02/11)
0	EMPTY	EMPTY
HR	020-1 10th Gra Petrun, Brander	
1	320-A-1 Honors Chemistry Russell, Pam Rm: 216	320-B-1 Honors Chemistry Petrun, Branden
2	404-A-2 Advanced Math I (Day M-Th) VanWieren, Matthew Rm: 109	404-B-1 Honors Chemistry Petrun, Branden
	ASSEM-19 Assembly (Day F)	ASSEM-19 Assembly (Day F)
Pass Time	404-A-2 Advanced Math I (Day F) VanWieren, Matthew Rm: 109	404-B-2 Advanced Math I (Day F) VanWieren, Matthew Rm: 109
3	STUDY1-89 Study Hall Sartin, Roy Jo Rm: 207	STUDY1-189 Study Hall Sartin, Roy Jo Rm: 207

VIEWING THE GRADE SUMMARY

Upon clicking on a particular course, the **Grade Book Assignments** will appear. Near the top of the window will have a **Grading Task Summary** to provide an overview of a student's grade. In-Progress Grades, shaded in yellow, are the student's current grade at this point in time pulled directly from the teacher's gradebook. Final grades, shaded in green will be given for quarters, semesters, and final exams.

★ Please note that the progress report grades will no longer be appear shaded in green. Instead, they will be the yellow, in-progress grade that appear for the Quarter (for K-8) or for the Semester (for 9-12). The star below indicates where to look for progress report grades. Please refer to the website for a list of progress reports days for the school year.

Grade Book Assignments for 404-B-2 Advanced Math I

Teacher's comments about Student Name:

404-B-2 Advanced Math I

Teacher: VanWieren, Matthew

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

Grading Task Summary		
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet		
Grading Task	Semesters Sem 1	Semesters Sem 2
Progress Reports		A
Semester Exam		A
Semester Final Grade		..
Semester		A

Below the **Grading Task Summary** is the **Final Grade Detail**, which identifies all components that make up the final grade. Notice that in this example using a high school course, the Semester grade makes up 77% of the Semester Final Grade. The Semester Exam makes up 23% of the Semester Final Grade. (In the Junior High, each Quarter is 20% of the Final Grade and each Semester Exam is 10% of the Final Grade.)

Term Sem 2 Semester Final Grade Detail			
	Pts Poss	Score	%
Sem 2 Semester (77.0%)			
See the Detail section of this Grading Task for more detail.	2930.0	2830.5	96.03%
Sem 2 Semester Exam (23.0%)			
See the Detail section of this Grading Task for more detail.	225.0	217.0	96.44%
Term Sem 2 Semester Final Grade Totals			96.12%

$$\begin{array}{r}
 .77 * 96.03 = 73.94 \\
 .23 * 96.44 = 22.18 \\
 \hline
 73.94 \\
 + 22.18 \\
 \hline
 96.12
 \end{array}$$

VIEWING ASSIGNMENT GRADES

Below the Final Grade Detail are the assignment grades, grouped by category (ex: Homework, Quizzes, Labs, etc.) Any comments teachers add in their gradebook, including comments such as Late and Missing, will be visible in the Comments column.

Homework (35.0%)						
Name	Due Date	Assigned Date	Pts Poss	Score	%	Comments
Section 9.1 pg 304	01/19/2011		6	6	100	
Section 9.1 pg 330 24,25,27ab	01/20/2011		16	16	100	
Lecture Note Check Section 9.1	01/20/2011		20	20	100	
Section 9.1 pg 330 27c,28a,30	01/21/2011		10	10	100	
Section 9.2 pg 330 31-33	01/25/2011		16	14	87.5	
Section 9.2 pg 330 34-39	01/26/2011		12	12	100	
Section 9.3 pg 322 and 331	01/27/2011		10	10	100	
Section 9.3 pg 331	01/28/2011		14	12	85.71	
Section 9.1 Review Study Guide	01/31/2011		33	32	96.97	
Section 9.2 Review Study Guide	02/03/2011		28	28	100	
Section 9.3 Review Study Guide	02/07/2011		12	12	100	

VIEWING STUDENT ATTENDANCE

To view student attendance, please click on **Attendance** on the left side of the screen. Small calendar icons show any attendance events (excused, unexcused, and exempt absences). Below the calendar view is a list view. Attendance events can be viewed by course, period, day, or term.

Walter

- Calendar >
- Schedule >
- Attendance**
- Health >
- Reports >
- Family
- Messages >
- Family Members >
- Calendar >
- User Account
- Change Password >
- Contact Preferences >

Attendance

April 2011

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Su	Mo	Tu	We	Th	Fr	Sa	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused Exempt Unknown

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 020 10th Grade Homeroom	Petrun, Branden	8	2
▶ 120-A Honors European Lit & Comp	Stickel, Rachel	7	3
▶ 120-B Honors European Lit & Comp	Stickel, Rachel	3	1