

New Parent Portal Help Document

When you login you will see Switch Student at the top – pick one of your children.

The screenshot shows the Infinite Campus Parent Portal interface. At the top, there is a navigation bar with a 'Switch Student' dropdown menu. Below this, a list of student names is visible: Blair L. Adams and Cameron J. Adams. The main content area includes a 'District Notices' section with a notice dated 03/24/2008 about an ILP link. A left-hand navigation menu contains several options: Family, Messages, Family Members, Calendar, Food Service, To Do List, User Account, Change Password, and Contact Preferences. A callout box on the right provides instructions for 'Food Service', 'Change Account info', and 'Change contact info'. Red arrows point from the callout box to the 'Switch Student' menu, the 'Calendar' menu item, the 'Change Password' menu item, and the 'Contact Preferences' menu item.

Food Service: See account information for your children's café accounts.

Change Account info: You can change your password here.

Change contact info: This is where you can change your email address.

Once you pick one of your children you now have a different screen with choices for just your one child or Family:

The screenshot shows a user interface for a school management system. At the top, there is a navigation bar with a 'Switch Student' button, a 'Welcome Mandi Johnson' message, and a 'Sign Out' button. Below this, the user's name 'Mandi Johnson' and school 'Lincoln High School' are displayed. The main content area features a calendar for March 2011, with days of the week as columns and dates as rows. The calendar shows dates from 01 to 31, with '03' marked as 'Planning' and '17' as 'Professional Day'. A sidebar menu on the left lists various options: Calendar, Schedule, Attendance, Health, Fees, To Do List, Reports, Family (highlighted), Messages, Family Members, Calendar, Food Service, To Do List, User Account, Change Password, and Contact Preferences. At the bottom, there is a status bar with 'Local intranet' visible.

Choices

Under your child's name:

Schedule – Click here to see your child's schedule. You then will click on the course name and you will see all the grades for each grading period.

Attendance – Click here to see your child's attendance.

Health – Click here to see your child's immunization information.

FEES – Click to see unpaid school fees

To Do List: click here to what assignments are coming due for THIS CHILD(also will show on the calendar)

Reports – Click here to see or print progress reports, report cards student schedule or missing assignments.

Food Service - Click here to see Cafeteria information for just this child.

Under Family:

This will take you back to the original screen with information based on your family

To View Grades:

Click **Schedule** on one of your children's screen then click on one of the **course names** for grade information or click on the **newsletter icon** for assignment information current by grading period.

- Calendar
- Schedule**
- Attendance
- Health
- Fees
- To Do List
- Reports
- Family
- Messages
- Family Members
- Calendar
- Food Service
- To Do List
- User Account
- Change Password
- Contact Preferences

Course Schedule

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

| | Term 1st Term (08/19/10-10/15/10) | Term 2nd Term (10/16/10-01/04/11) | Term 3rd Term (01/05/11-03/11/11) | Term 4th Term (03/12/11-06/01/11) |
|----|---|---|---|---|
| 1 | 2518-1 AP BIOLOGY Haggard, D. 01/03/2011 (more) Rm: 312 | 2518-1 AP BIOLOGY Haggard, D. 01/03/2011 (more) Rm: 312 | 2518-1 AP BIOLOGY Haggard, D. 01/03/2011 (more) Rm: 312 | 2518-1 AP BIOLOGY Haggard, D. 01/03/2011 (more) Rm: 312 |
| HR | 12B -1 Homeroom Miller, Janet Rm: 013 | 12B -1 Homeroom Miller, Janet Rm: 013 | 12B -1 Homeroom Miller, Janet Rm: 013 | 12B -1 Homeroom Miller, Janet Rm: 013 |
| 2 | 2221-2 GEOGRAPHY Rash, N. 01/03/2011 (more) Rm: 305 | 2221-2 GEOGRAPHY Rash, N. 01/03/2011 (more) Rm: 305 | 2221-2 GEOGRAPHY Rash, N. 01/03/2011 (more) Rm: 305 | 2221-2 GEOGRAPHY Rash, N. 01/03/2011 (more) Rm: 305 |
| 3 | 2532-1 AP PHYSICS B McCallister, David 08/19/2010 (more) Rm: 313 | 2532-1 AP PHYSICS B McCallister, David 08/19/2010 (more) Rm: 313 | 2532-1 AP PHYSICS B McCallister, David 08/19/2010 (more) Rm: 313 | 2532-1 AP PHYSICS B McCallister, David 08/19/2010 (more) Rm: 313 |
| 4 | 2719-1 AP STATISTICS Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch | 2719-1 AP STATISTICS Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch | 2719-1 AP STATISTICS Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch | 2719-1 AP STATISTICS Brand, Stacey 01/03/2011 (more) Rm: 012 Lunch: first lunch |
| | 2308-2 AP ENG LIT & COMP Stacey, Brand | 2308-2 AP ENG LIT & COMP Stacey, Brand | 2308-2 AP ENG LIT & COMP Stacey, Brand | 2308-2 AP ENG LIT & COMP Stacey, Brand |

Once you click on one of the Course names – grade information for that class will open. It is a scrolling window with that includes all grading terms – 1st quarter assignments and grades first then continuing to 2nd quarter etc...

You can also click on one of the assignments to see more information about that particular assignment.

[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 | QUARTERS 1st Term | QUARTERS 2nd Term | QUARTERS 3rd Term | QUARTERS 4th Term | | |
| Semester Exam | | A+/100 100% | | | | |
| Progress Report | A+/100 101.09% | A/96 96.2% | A/96 95.93% | | | |
| Semester Grade | | A+/100 99.56% | | | | |
| Quarter Grade | A+/100 100.65% | A/98 98.25% | A/96 95.83% | | | |
| Final Grade | | | | | | |
| Term 1st Term Progress Report Detail | | | | | | |
| This Grading Task has no assignments assigned to it. | | | | | | |
| Term 1st Term Quarter Grade Detail | | | | | | |
| Homework/Participation | | | | | | |
| Name | Due Date | Assigned Date | Pts Poss | Score | % | Comments |
| Commercial Part | 08/24/2010 | | 20 | 20 | 100 | |
| Me Participation | 08/25/2010 | | 20 | 20 | 100 | |
| World Map Test Prep | 09/07/2010 | | 20 | 20 | 100 | |
| 9/11 Article Resource | 09/13/2010 | | 30 | 30 | 100 | |
| CH. 2 Class Review | 09/21/2010 | | 20 | | | |
| 9/11 Final Draft Part | 09/25/2010 | | 50 | 50 | 100 | |
| Regional Difference | 10/15/2010 | | 45 | 45 | 100 | |

As always if you have problems accessing the parent portal or understand how to find your child’s information feel free to contact your child’s school or teacher.