If you have more than one child enrolled in the Columbus City Schools, there will be only one username and password for all children. Please note that assignments will only be viewable for students in middle or high school.

**CREATE AN ACCOUNT/LOGGING IN**

The Campus Portal can be accessed through the following URL address:  
https://campus.columbus.k12.oh.us/campus/portal/columbusCity.jsp

First time logging in:

1. If you have been assigned a Campus Portal Activation Key, Click here.
2. Click Here to open a screen to enter the activation key provided by your child’s school (see below). Once the key is entered, click Submit

You will then be prompted to create a username and password for your use. The password must be strong. It is suggested that it contain at least 6 characters, with a mix of upper and lower case letters, a number, and a symbol (such as *, @, or ").

The Portal opens to the Welcome page. If you have more than one child enrolled in the Columbus City Schools, select the name of the child from the SELECT A STUDENT drop-down list. When logged in as a parent with multiple children enrolled, the Family and User Account navigation panes appear on the left side of the screen. When a student is selected, or if there is only one student enrolled, an information section specific to that student will appear above the Family section.

Use the menus on the left side of the screen to navigate the Campus Portal. Return to the Welcome page at any time by clicking the Home icon in the upper-right corner.

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DISTRICT/SCHOOL NOTICES

The District/School Notices sections are used to post any information the district or school administration feels parents should have. All notices will display on this page, regardless of the student or school selected.

INBOX

School administration and teachers can communicate directly to parents and students through the portal. These messages will appear in your portal Inbox. Click on the name to open the message. Please note that parents are not able to reply to a message through the portal or send a new message through the portal.

Communication to teachers is available through email whenever you see the 📧 icon.

HOUSEHOLD INFORMATION (FAMILY)

Household information for each child displays on the screen, including home phone and address. Parents can now update the home telephone number on this screen.

- Click Update under the home telephone number.
  Note: if there is not a home land line, the mother’s cell phone number is usually used.

- Enter the new phone number. Delete the numbers in each field as needed, then enter the new numbers.
  Note: Comments entered in the Comments field will not display in the Portal.
- Click ‘Send Update’.
- A Request Sent message will open. Home phone number changes do not go through a review process. They are updated immediately. Click OK.

Click Household Information again to refresh the screen and see the changes made. If other household information is incorrect, please notify your child’s school.
The name of each person in the household will be listed. Below the name, information for that person will be displayed, such as contact information, which can now be updated on this screen, and relationships to other people in the household.

- Click Update to update contact information for a family member:

- Left mouse click in the field to be updated.
- Enter the new information. Note: If an update is being requested for a student, the name and gender fields will not be available.
- Comments entered in the Comments field will display for the Request Processor.
- Click Send Update.
- A Request Sent message will open. These change requests do go through an approval process. It may take a couple days for the changes to display in the portal.
- Approval notification will be sent to the Inbox on the Messages page.

- If the Processor has entered comments, they will display in the message in the Inbox.
- Click OK to the message.

The email address displayed here is the email that teachers have the option to use to send messages through the portal. It will also update on the Contact Preferences page.

If any other information is incorrect, please notify your child’s school.
CALENDAR (FAMILY)

The Family Calendar provides a consolidated display of assignment and attendance information for all students in your household to whom you have access. 

*Note:* If you have only one child enrolled in a Columbus City School, a Family Calendar will not display.

If you have selected one of your children from the SELECT A STUDENT drop-down list, the calendar will display Assignment and/or Attendance information for that student only.

**Assignment(s) Due**
The calendar is one of two ways to view assignments and grades. The calendar view is most useful in viewing upcoming assignments for students in middle or high school or for seeing information on multiple children simultaneously. See the Schedule section for another method of viewing student assignments and grades in list form.

The 💻 icon indicates an assignment is/was due on this date. Left-click on the icon to obtain details about the assignment.

**Attendance Events**
The ⌂ icon indicates an attendance event on that date. Left-click on the icon for further details. The attendance reason will display under Description (e.g. Exc=Excused) and any Comments entered will also display.
Middle and High School Students:
Attendance will display for each period.

Full/Half Day Absences
Daily absences are based on the number of minutes a student is present. If a student misses:
165 – 329 minutes = ½ day absent
330 and above = 1 full day absent

Elementary School Students:
Attendance will display for only the AM and PM periods. The attendance reason will display under Description (e.g. Exc=Excused) and any Comments entered will also display.

Full/Half Day Absences
AM and PM = full day absent
AM only = ½ day absent
PM only = ½ day absent

FEES (FAMILY)
If your child’s school is recording fees in Infinite Campus, the Fees tab will display a summary of your children’s fees, credits and balances. If you select a child from the Select A Student drop-down menu, the fees for only that child will display.

DEMOGRAPHICS (STUDENT)
If a student is selected, there is a Demographics tab where emergency contacts for the student will be listed for the student. If any information is incorrect, please notify your child’s school.
SCHEDULE

If assignments have been entered for a course, a grade book icon will display beside the course name. Click on the course name to view assignment details.

Note: Assignments will only be displayed for courses at middle or high schools.

Grades highlighted in Green are grades which have been posted to the report card. Grades highlighted in Yellow are not final grades, but are current averages based on graded assignments in the current term.

Click the icon beside the teacher’s name to open a new email message to the classroom teacher from your email account.

STUDENT ATTENDANCE

From Columbus City Schools Board Attendance Policy 5131.3:

Schools keep records of every excused and unexcused absence of each student. School administration shall notify parents and guardians of the expectation that the parents or guardian will report the student’s absence to the school officials before 9:30 a.m. each day the student is absent. In the event that such a report is not made, school officials shall notify the parent or guardian about the absence and request a written excuse signed by the parent within two (2) school days of the return from each absence. If no report of absence or written excuse is received, the absence shall be deemed unexcused.

Chronic and habitual truancy as defined in Board Policy 5132 may result in court intervention. Additionally, a student who has unexcused absences in excess of 10% of the required attendance days may fail a course or grade.

The following excuses shall be accepted for student absence:

1. Personal illness or quarantine.
2. Illness or death in the immediate household.
3. Emergencies or any other occurrences or situations which, in the judgment of the superintendent or designee, may necessitate absence from school for good and sufficient cause.
4. Religious holiday.
5. Medical or dental appointment.
6. College visitation.

Students in grade 12 may be excused from attendance for a maximum of three days to prepare for graduation ceremonies.
On the Attendance tab, parents can easily monitor attendance using a variety of summary options.

The Calendar allows parents to quickly view attendance for each month. The current day is outlined in blue. Details can be viewed by clicking on the day of the event.

A set of four tabs allows attendance information to be viewed by Course, Period, Day and Term.

Columbus City Schools only records daily attendance for state reporting purposes. The attendance on the Term tab is best view of the student’s daily attendance.

After clicking the Attendance tab, the Portal defaults to the Course tab. The Course tab displays the course name and the total number of absences or tardies.

The Period tab allows you to move from one term to the next using the arrows located below the Attendance Summary by Period.

Elementary students have attendance taken on a daily basis. No attendance will be displayed in any other periods. View the Term tab for daily attendance.

Click the right-facing triangle to display a list of dates with attendance events.
The Day tab displays all days that have an attendance event. Click the right facing triangle to display a list of dates with attendance events.

The Term tab displays total days absent, total periods absent, and total tardies for each Term. The Days Absent and Tardy will be reflected on the student’s report card.

**GRADES**

For middle and high school teacher’s using the grade book in Infinite Campus, the student’s recently graded assignments will display at the top of the Grades screen. The parent may have to utilize the scroll bar to view all assignments.

Posted grades will display by Course in the lower part of the screen.
ASSESSMENT

Assessment Tests

<table>
<thead>
<tr>
<th>Assessment Tests</th>
<th>Grade</th>
<th>Date</th>
<th>Score</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>OAA READING (OAA R)</td>
<td>Grade</td>
<td>10/31/2012</td>
<td>400.00</td>
<td>PASS</td>
</tr>
<tr>
<td>ACQUISITION OF VOCABULARY</td>
<td>Grade</td>
<td></td>
<td>3.00</td>
<td>-</td>
</tr>
<tr>
<td>APPLICATION: INFORMATIONAL/TECHNICAL/CONVERSATIONAL TEXT</td>
<td>Grade</td>
<td></td>
<td>9.00</td>
<td>+</td>
</tr>
<tr>
<td>LITERARY TEXT</td>
<td>Grade</td>
<td></td>
<td>2.00</td>
<td>-</td>
</tr>
<tr>
<td>READING PROCESS/TEXT COMPREHENSION</td>
<td>Grade</td>
<td></td>
<td>2.00</td>
<td>-</td>
</tr>
<tr>
<td>READING PROCESS/TEXT APPLICATION</td>
<td>Grade</td>
<td></td>
<td>2.00</td>
<td>-</td>
</tr>
<tr>
<td>OAA SCIENCE (OAA S)</td>
<td>Grade</td>
<td>10/31/2013</td>
<td>444.800</td>
<td>PASS</td>
</tr>
<tr>
<td>EARTH AND SPACE SCIENCES</td>
<td>Grade</td>
<td></td>
<td>9.009</td>
<td>+</td>
</tr>
<tr>
<td>LIFE SCIENCES</td>
<td>Grade</td>
<td></td>
<td>8.909</td>
<td>+</td>
</tr>
<tr>
<td>PHYSICAL SCIENCES</td>
<td>Grade</td>
<td></td>
<td>12.009</td>
<td>+</td>
</tr>
<tr>
<td>SCIENTIFIC PROCESSES</td>
<td>Grade</td>
<td></td>
<td>8.909</td>
<td>+</td>
</tr>
</tbody>
</table>

All standardized tests your child has taken are displayed here. Please note that it may take several weeks or months after tests are taken to view the results.

REPORTS

Reports

- Student Schedule
- Missing Assignments

Reports on this page require the Adobe Acrobat Reader (free).

On the Reports tab, you can print a copy of your child’s schedule or a report of missing assignments if the teacher has marked an assignment as missing in the grade book in Infinite Campus.

Adobe Reader is required to generate these reports. To download a free copy of Adobe Reader, go to www.adobe.com.

CONTACT PREFERENCES

Your email address can be updated in the Contact Preferences tab.

1. Update the email address. Updating the email address here automatically updates it on the Family Members page.
2. Select to receive various automated email messages by checking the applicable box. Uncheck a box to opt out of receiving automated email messages.
3. Save.
ACCOUNT SETTINGS

Use Account Settings to change your password, set or change the user account recovery email.

Once the changes are entered, save the changes by entering your current password and clicking Save Changes at the bottom of the page.

PORTAL ASSISTANCE

For Password Assistance:
On the Campus Portal login page:
Click Forgot your password?
A link to generate a new password will be sent to the email associated with the Campus Portal account.

To change your password, see ACCOUNT SETTINGS above.

For Username Assistance:
On the Campus Portal login page:
Click Forgot your username?
A link to generate a new username will be sent to the email.

All Other Assistance:
If you should need assistance other than the password or username in the Campus Portal or if you have questions or updates regarding the information displayed, please contact your child’s school.

IMPORTANT NOTICE:
Tabs and fields in the Campus Portal are updated occasionally through new versions of the Infinite Campus application.