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Campus Portal User Guide

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.



DISTRICT/SCHOOL NOTICES

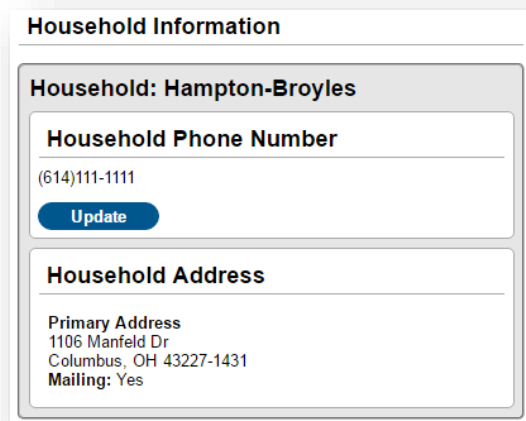
The District/School Notices sections are used to post any information the district or school administration feels parents should have. **All notices will display on this page, regardless of the student or school selected.**

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

Household: Hampton-Broyles

Household Phone Number

(614)111-1111

[Update](#)

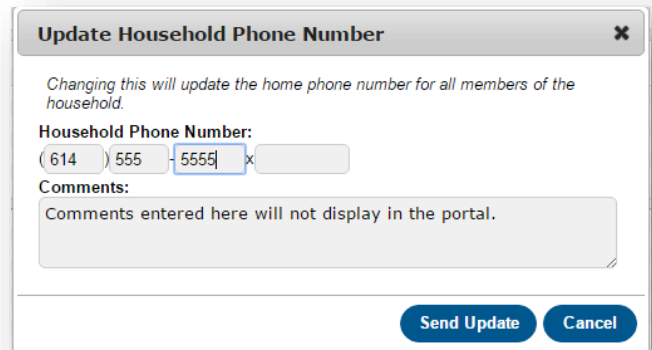
Household Address

Primary Address
1106 Manfeld Dr
Columbus, OH 43227-1431
Mailing: Yes

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.



Update Household Phone Number ✕

Changing this will update the home phone number for all members of the household.

Household Phone Number:

(614) 555 - 5555 x

Comments:

Comments entered here will not display in the portal.

[Send Update](#) [Cancel](#)

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.

FAMILY MEMBERS (FAMILY)

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.

Christine Hutchinson

Cell Phone : (614)274-0555 Email : chutch123@gmail.com
 Work Phone : (740)586-1111 Secondary Email :
 Other Phone :

Christine's Relationships

Name	Relationship with Christine	Contact Order	Guardian
Angela Marie Broyles	Mother	1	Yes
Alexandria Broyles	Mother		No
Jenna Christine Broyles	Mother	1	Yes

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

Update Contact - Christine Hutchinson ✕

* **First Name:** * **Last Name:**

Middle Name: **Suffix:**

* **Gender:** **Email Address:**

Cell Phone : (614) 972-0512 x **Secondary Email Address:**

Work Phone : (614) 972-0512 x **Other Phone :** () - - x

Comments:

- 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.

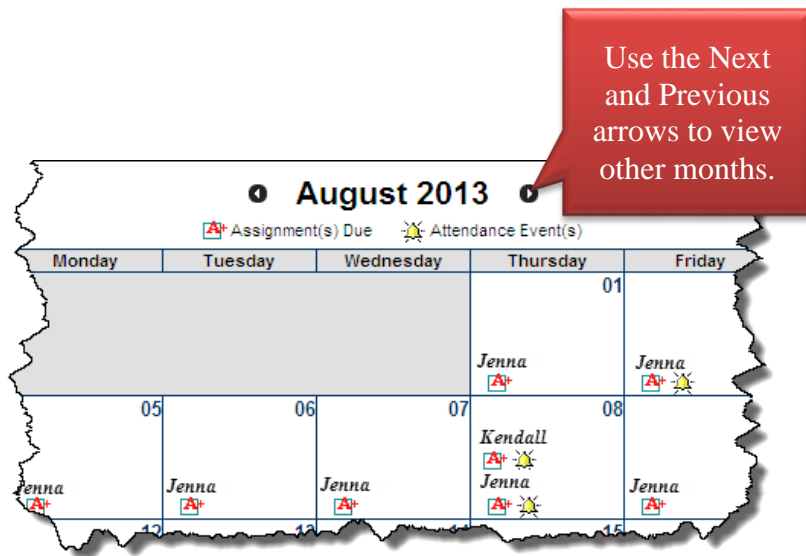
- If the Processor has entered comments, they will display in the message in the Inbox.
- Click OK to the message.



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.

Kendall's Assignments and Activities for 09/03/2013

246060-4 PHYSICAL SCIENCE			
Assignments			
Name	Metric Conversion Stair Step Method	Total Points Possible	40
Due Date	09/03/2013	Score	
Date Assigned	08/30/2013	Comments	


Click on the name of the assignment for more details.

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.

Attendance Details for Kendall

 **August 8, 2013 - Thursday**
Term: Q1

Period	Course	Time	Description	Comments
1	220000 EXPLORATION LIT & COMP 9	07:35 AM - 08:20 AM	UNX:Un-excused	
2	239100 SPANISH 2	08:24 AM - 09:14 AM	UNX:Un-excused	
3	231515 WORLD STUDIES 1750-PRESENT 9	09:18 AM - 10:08 AM	UNX:Un-excused	
4	226300 College/Career Ready Literacy	10:12 AM - 10:57 AM	UNX:Un-excused	
5	399999 LUNCH	11:02 AM - 11:47 AM	UNX:Un-excused	
6	240501 HS Common Core Math I	11:52 AM - 12:42 PM	UNX:Un-excused	
7	250305 PC APPLICATIONS I	12:46 PM - 01:30 PM	UNX:Un-excused	
8	246060 PHYSICAL SCIENCE	01:40 PM - 02:30 PM	UNX:Un-excused	


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.

Attendance Details for Jenna

 **August 26, 2013 - Monday**
Term: Q1

Period	Course	Time	Description	Comments
AM	000010 AM Attendance - ES	09:00 AM - 12:15 PM	EXC:Excused	Ill per note from mom
PM	000020 PM Attendance - ES	12:16 PM - 03:30 PM	EXC:Excused	Ill per note from mom
LangArts	030100 LANGUAGE ARTS 3	-		
SocStudies	030200 SOCIAL STUDIES 3	-		
Math	030300 MATHEMATICS 3	-		
Science	030410 SCIENCE 3	-		
Reading	030110 READING 3	-		
Music	030700 MUSIC 3	-		
Art	030600 ART 3	-		
PhysEd	030800 PHYSICAL EDUCATION 3	-		
Health	030400 HEALTH 3	-		
WorkSocial	0000WS Work and Social Behavior	-		
InterimK-5	0000KS Interim	-		

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.

Course Schedule

Below is the student's current class schedule.

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

	Term Q1 (07/24/13-10/11/13)	Term Q2 (10/28/13-12/20/13)	Term Q3 (01/21/14-03/28/14)	Term Q4 (04/21/14-06/12/14)
1	 220000-1 EXPLORATION LIT & COMP 9 Rm: 0303 	 220000-1 EXPLORATION LIT & COMP 9 Rm: 0303 	 220000-1 EXPLORATION LIT & COMP 9 Rm: 0303 	 220000-1 EXPLORATION LIT & COMP 9 Rm: 0303 
2	 239100-2 SPANISH 2 Rm: 0301 	 239100-2 SPANISH 2 Rm: 0301 	 239100-2 SPANISH 2 Rm: 0301 	 239100-2 SPANISH 2 Rm: 0301 

Grade Book Assignments for 220000-1 EXPLORATION LIT & COMP 9

Teacher's comments about Jenna
comment
220000-1 EXPLORATION LIT & COMP 9
Teacher: Mrs. George F

View the scoring rubric(s) and/or grading scale(s) for this class

Grading Task Summary

Legend: Final Grade In-Progress Grade Graded

Grading Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
Interim				
Quarter	C 75.65%			
Exam				
Final				C 75.65%

Term Q1 Interim Detail

This Grading Task has no assignments assigned to it.

Term Q1 Quarter Detail

HOMEWORK

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Student information	07/26/2013	07/24/2013	1.0	5	10	200		
			1.0					

If a teacher has entered notes regarding the student, they will display here.

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.

Use the Next and Previous arrows to view other months.

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
220000 EXPLORATION LIT & COMP 9	Ms. [Name]	2	0
08/08/2013 Thursday - Absent Unexcused			
08/23/2013 Friday - Absent Unexcused			
226300 College/Career Ready Literacy	Ms. [Name]	2	1
226515 WORLD STUDIES 1750-PRESENT 9	Ms. [Name]	2	0
Math I	Ms. [Name]	2	0
Science	Ms. [Name]	2	3
SI	Ms. [Name]	2	1
Total		14	5

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.

Attendance Summary by Period

Term: Q1
07/24/2013 - 10/11/2013

Period	Absent	Tardy
1 (07:35 AM-08:20 AM)	2	0
08/08/2013 Thursday - Absent Unexcused		
08/23/2013 Friday - Absent Unexcused		
2 (08:24 AM-09:14 AM)	2	0
3 (09:18 AM-10:08 AM)	2	0
4 (10:12 AM-10:57 AM)	2	1
5 (11:02 AM-11:47 AM)	0	0
6 (11:52 AM-12:42 PM)	2	0
7 (12:46 PM-01:30 PM)	2	1
8 (01:40 PM-02:30 PM)	2	3
Total	14	5

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.

Attendance Summary by Term

Term: Q1
08/21/2013 - 10/25/2013

Period	Absent	Tardy
AM (09:00 AM-12:15 PM)	2	0
08/21/2013 Wednesday - Absent Excused		
08/26/2013 Monday - Absent Excused		
PM (12:16 PM-03:30 PM)	2	0
LangArts	0	0
SocStudies	0	0
Math	0	0
Science	0	0
Reading	0	0
Music	0	0
Art	0	0
PhysEd	0	0
Health	0	0
WorkSocial	0	0
InterimK-5	0	0
Total	4	0

Course	Period	Day	Term					
Attendance Summary by Day								
Date	1	2	3	4	5	6	7	8
09/03/2013 Tue								T
08/29/2013 Thu								T
08/27/2013 Tue								T
08/23/2013 Fri	A	A	A	A	A	A	A	A
08/08/2013 Thu	A	A	A	A	A	A	A	A
08/02/2013 Fri			T					
07/25/2013 Thu								T
Absent Totals	2	2	2	2	0	2	2	2
Tardy Totals	0	0	0	1	0	0	1	3



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.

Course	Period	Day	Term
Attendance Summary by Term			
Term	Days Absent	Periods Absent	Tardy
▼ Q1 (07/24/2013-10/11/2013)	2	14	5
07/25/2013 Thursday - Tardy Unexcused			
08/02/2013 Friday - Tardy Excused			
08/08/2013 Thursday - Absent Unexcused			
08/23/2013 Friday - Absent Unexcused			
08/27/2013 Tuesday - Tardy Unknown			
08/29/2013 Thursday - Tardy Unknown			
09/03/2013 Tuesday - Tardy Unknown			
Q2 (10/28/2013-12/20/2013)	0	0	0
Q3 (01/21/2014-03/28/2014)	0	0	0
Q4 (04/21/2014-06/12/2014)	0	0	0
Total	2	14	5

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

Posted	Course	Assignment	Score	Total	Percent
2 hours ago	226300 - College/Career Ready Literacy	Welcome Week	60	60	100.0%
6 hours ago	220000 - EXPLORATION LIT & COMP 9	Participation 8/16	43	50	86.0%
6 hours ago	220000 - EXPLORATION LIT & COMP 9	QODs 8/16	5	25	20.0%

Grades By Course						
Expand All		Collapse All				
		In-Progress Grade		Final Grade		
▼	220000-1 EXPLORATION LIT & COMP 9 - DistB, George F	Interim	Q1	Q2	Q3	Q4
		Quarter	75.7% C			
		Exam				
		Final				75.7% C
▼	240501-3 HS Common Core Math I - DistB, George F					

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			
State Tests			
GA R			
OAA READING (OAA READ)	Date: 05/01/2012	Score: 400.000	Result: PASS
ACQUISITION OF VOCABULARY		3.000	-
APPLICATION: INFORMATIONAL-TECHNICAL-PERSUASIVE TEXT		9.000	+
LITERARY TEXT		3.000	-
READING PROCESS: CONCEPTS-COMPREHENSION		3.000	+
GA S			
OAA SCIENCE (OAA SCI)	Date: 05/01/2013	Score: 441.000	Result: PASS
EARTH AND SPACE SCIENCES		9.000	+
LIFE SCIENCES		6.000	+
PHYSICAL SCIENCES		13.000	+
SCIENTIFIC PROCESSES		8.000	+

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

Message Contact Preferences

Email Address: 1

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message.

	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Email (chutchinson@email.com) 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

3

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.