

# PARENT PORTAL GUIDE

For those of you that have been using Parent Portal for the past few years you'll see that it has gotten a face lift. Infinite Campus has made some changes with how you navigate to the different information. It is a lot different than how you moved around before so here is a guide with a few pictures & steps to help you find your way around.

**Campus Portal** **Switch Student** **Welcome Parent Name** **Sign Out**

**Family**  
**Messages**  
**Family Members** >  
**Calendar** >  
**To Do List** >  
**User Account**  
**Contact Preferences** >  
**Access Log** >  
Ceres Unified

**District Notices**  
**School Notices**  
**Inbox**

**If you wanted to see if there are any notices about events coming up at your school you can click on the arrows & it will expand to show any notices or messages you might have**



If you see errors in this information, it is up to you to contact the school sites & give them the correct & updated information.

- Family
- Messages >
- Family Members**
- Calendar >
- To Do List >
- User Account
- Contact Preferences >
- Access Log >
- Ceres Unified


### Family Demographic Information

Name	Relationship	Enrolled	Address	Phone Numbers	Email
Student 1	Mother	01 10-11 La Rosa Elementary	Ceres, CA 95307	(h) [redacted]	
Student 2	Mother	12 10-11 Central Valley High Scho	Ceres, CA 95307	(h) [redacted] (c) [redacted]	
Grad. Student	Mother	12 08-09 Central Valley High Scho	Ceres, CA 95307	(h) [redacted] (c) [redacted]	
Student 3	Mother	04 10-11 La Rosa Elementary	Ceres, CA 95307	(h) [redacted]	
Parent	Self		Ceres, CA 95307	(h) [redacted] (w) [redacted] (c) [redacted]	Parent's email address

The Family Members tab shows you the members of your Household & their relationship to you, as the parent. It also shows what school they are enrolled at, the address & primary contact numbers listed for them. This does not show any emergency contact information, only informatin for people in the "Household".

For phone numbers:  
(h) is for home phone  
(c) is for cell phone  
(w) is for work number


If you want an overview of all your students attendance and assignments that were due you can click on the Calendar & it will show you.



Campus Portal

Switch Student

Welcome Parent Name
Home
Sign Out



Family

Messages >

Family Members >

Calendar

To Do List >

User Account

Contact Preferences >

Access Log >

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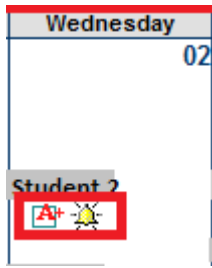
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## February 2011

A+ Assignment(s) Due
☀ Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
		<b>Student 1</b> <span>A+ ☀</span>				
		<b>Student 2</b> <span>☀</span>	<b>Student 2</b> <span>A+ ☀</span>	<b>Student 2</b> <span>A+</span>	<b>Student 2</b> <span>A+ ☀</span>	
		<b>Student 3</b> <span>A+ ☀</span>	<b>Student 3</b> <span>A+</span>	<b>Student 3</b> <span>☀</span>	<b>Student 3</b> <span>A+</span>	
	06	07	08	09	10	11
	<b>Student 1</b> <span>☀</span>					<b>Student 2</b> <span>A+ ☀</span>
	<b>Student 3</b> <span>A+</span>	<b>Student 1</b> <span>☀</span>	<b>Student 2</b> <span>☀</span>	<b>Student 2</b> <span>☀</span>	<b>Student 3</b> <span>A+</span>	
<b>Student 2</b> <span>A+</span>						12

If you want more detail on the attendance event or homework that was due you can click on the icons themselves



As you can see below a window appears that shows the students entire schedule with the times of the classes & shows what attendance got marked for that date. You can hit the X in the upper right hand corner of that window to close it & return to the Calendar view

Period	Course	Time	Description
P1	4403 P Spanish II S2	07:50 AM - 08:46 AM	
P2	5267 Multi Media S2	08:52 AM - 09:48 AM	TDY:Tardy
P3	4312 P Economics	09:54 AM - 10:50 AM	UNV:Unverified
P4	4447 P Choraliers S2	10:56 AM - 11:54 AM	
P5	4509 World Crafts S2	12:41 PM - 01:36 PM	
P6	4045 P Eng 12 S2	01:42 PM - 02:37 PM	TDY:Tardy
P7	5118 Advisory S2	02:38 PM - 03:38 PM	

If you click on the A+ to look at the assignment information it takes you to a new page. This page will show you the assignment that was due & for which class it was due. It gives you the name of the assignment and the total possible points. If the student turned in the assignment and it was graded already you would see what the student earned in the Score section. If the teacher had any comments to make they would be listed there. Most teachers tend to only put comments if the score is low because the student turned the assignment in late so only got partial credit.

<b>Family</b>	
Messages	>
Family Members	>
Calendar	>
To Do List	>
<b>User Account</b>	
Contact Preferences	>

**Student 2 Assignments and Activities for 02/02/2011**

<b>5267-1 Multi Media S2</b>			
<b>Assignments</b>			
Name	Project 24 logo	Total Points Possible	25
Due Date	02/02/2011	Score	25
Date Assigned	02/02/2011	Comments	

To leave this page & return back to the Calendar you must click on it again on the left

The next section here is the TO DO LIST. This feature shows you all the overdue or upcoming assignments for all of your children. It can help you see what your children still need to work on or what they need to be preparing for.

At the high school level the teachers tend to assign projects or term papers etc months in advance to give the students plenty of time to do the research and get them done. Most students tend to procrastinate until the last minute but if the teacher inputs the assignment in the gradebook as soon as they assign it, it gives you, the parent the opportunity to try to motivate your student to get at least part of it done early on.

You can see the example below the high school student has a lot of assignments due far into the future & a few overdue. Student 3 is an elementary student and the To Do List only shows past due items for that student.

Family

Messages >

Family Members >

Calendar >

**To Do List**

User Account

Contact Preferences >

Access Log >

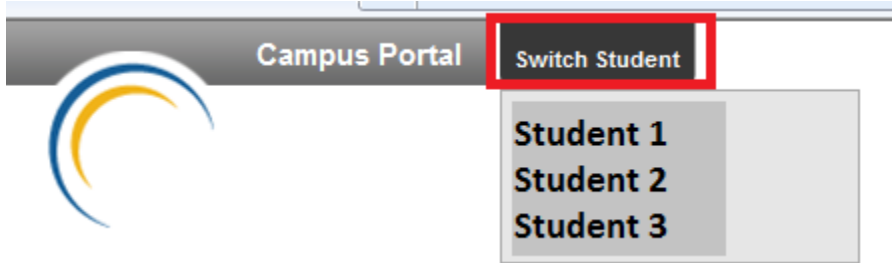
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## Household To Do List

Filter by Date   Print

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Over
<b>S T U D E N T  2  H I G H S C H O O L</b>	4447-1 P Choraliers S2	PEP #10		06/02/2011	61
	4403-7 P Spanish II S2	Participacion	01/04/2011	06/02/2011	61
	4045-9 P Eng 12 S2	May 23-27		05/27/2011	58
	4045-9 P Eng 12 S2	May 16-20		05/20/2011	53
	4447-1 P Choraliers S2	PEP #9		05/20/2011	53
	4045-9 P Eng 12 S2	May 9-13		05/13/2011	48
	4045-9 P Eng 12 S2	May 2-6		05/06/2011	43
	4447-1 P Choraliers S2	PEP #8		05/06/2011	43
	4045-9 P Eng 12 S2	April 18-21		04/21/2011	38
	4045-9 P Eng 12 S2	April 11-15		04/15/2011	34
	4447-1 P Choraliers S2	PEP #7		04/15/2011	34
	4045-9 P Eng 12 S2	April 4-8		04/08/2011	29
	4045-9 P Eng 12 S2	March 28-April1		04/01/2011	24
	4447-1 P Choraliers S2	PEP #6		04/01/2011	24
	4045-9 P Eng 12 S2	March 21-25		03/25/2011	19
	4447-1 P Choraliers S2	PEP #5		03/25/2011	19
	4045-9 P Eng 12 S2	March 14-18		03/18/2011	14
	4045-9 P Eng 12 S2	March 7-11		03/11/2011	9
	4045-9 P Eng 12 S2	Feb. 28-March 4		03/04/2011	4
	4447-1 P Choraliers S2	PEP #4		03/04/2011	4
<b>Student 3</b>	<b>15003-6 Homeroom Grades 3-6</b>	<b>Reading Project-Postcard</b>		<b>02/11/2011</b>	<b>-5</b>
<b>Student 2</b>	<b>4447-1 P Choraliers S2</b>	<b>PEP #3</b>		<b>02/11/2011</b>	<b>-5</b>
<b>Student 3</b>	<b>15003-6 Homeroom Grades 3-6</b>	<b>Response to Literature: #3</b>		<b>02/01/2011</b>	<b>-13</b>
<b>Student 2</b>	<b>4312-6 P Economics</b>	<b>Library 1/31/11</b>		<b>02/01/2011</b>	<b>-13</b>
	<b>4312-6 P Economics</b>	<b>Chapter 1</b>		<b>01/11/2011</b>	<b>-27</b>
<b>Student 3</b>	<b>15003-6 Homeroom Grades 3-6</b>	<b>Chapter 12 Test</b>		<b>12/10/2010</b>	<b>-37</b>
	<b>15003-6 Homeroom Grades 3-6</b>	<b>chapter 4 review p. 73</b>		<b>09/29/2010</b>	<b>-84</b>

To get to your student and see their information you need to click on the Switch Student option at the top of the screen. A drop down will appear and you select whichever student you want to look at.



Student Name: 10-11 La Rosa Elementary ▼ If your student is a secondary student & enrolled in another academic program such as afterschool or are taking some classes at another Ceres high school or Adult Ed School then you can click on the arrow & it will allow you to choose the other school. Most students will have other options but keep in mind that the Gradebook is not used for Elementary After School programs & not widely used in general until 3rd grade

Student Number: [Redacted]  
Grade: 04

- Student Name
- Calendar
- Schedule >
- Attendance >
- Health >
- Assessment >
- Transportation >
- Fees >
- To Do List >
- Reports >

### February 2011

A+ Assignment(s) Due   
 ☀ Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri
		01	02	03	
		Student Name <span style="color: red;">A+</span> <span style="color: yellow;">☀</span>	<span style="color: red;">A+</span>		<span style="color: red;">A+</span>
06	07	08	09	10	
	<span style="color: red;">A+</span>				<span style="color: red;">A+</span>
13	14	15	16	17	



As a parent the thing you're most interested in is your child's grades. Once you've already selected the child you want then click on Schedule just like you used to in the old Portal Version. Just like the old version it shows you the classes & you click on the Class Name for whichever Term it falls under.

**Student Name**

Calendar >

Schedule

Attendance >

Health >

Assessment >

### Course Schedule

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

	Term T1 (08/11/10-11/05/10)	Term T2 (11/08/10-03/04/11)	Term T3 (03/07/11-06/02/11)
P1	15003-6 Homeroom Grades 3-6 Schemmel, Alice M	15003-6 Homeroom Grades 3-6 Schemmel, Alice M	15003-6 Homeroom Grades 3-6 Schemmel, Alice M

It will then bring up the same Grade page you used to see. Grades are in the top section & below that are assignments for the different subjects with scores etc

### Grade Book Assignments for 15003-6 Homeroom Grades 3-6

Teacher's comments about [redacted]:

**15003-6 Homeroom Grades 3-6**  
 Teacher: Schemmel, Alice M


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


Standards Summary				
Legend: <input checked="" type="checkbox"/> Final Grade <input type="checkbox"/> Grade Not Available Yet				
Standard	Terms T1	Terms T2	Terms T3	
Modified Grades				
Modified Standards				
Reading	B 89.09%	A 93.97%		
Writing/Language Conventions	B 82.77%	B+ 89.29%		
Spelling	A 98.54%	A 98.81%		
Mathematics	C 72.19%	B 85.76%		
Science/Health	A 90%	A 95.56%		
History/Social Science	A 96.36%	A 100%		
English Language Development				





























There is a new column now though that says Turned In. This is up to the teacher to use or not but if the assignment was due today, the teacher has the opportunity to mark that the assignment was turned in until they get time to grade them & enter the scores. This is not a mandatory option, this is completely up to the individual teacher. We just wanted to let you know what the new column meant & represented if a teacher chose to use it.

Term T1 Writing/Language Conventions Detail					
Quizzes					
Name	Due Date	Assigned Date	Score	Turned In	Comments
sentence quiz #1	08/27/2010		100		
pronoun quiz	09/06/2010		19		
Sentence Quiz #2	09/10/2010		45		
sentence quiz #3	09/24/2010		20		
Benchmark Writing test #1	10/08/2010		85		
Sentence Quiz #4	10/22/2010		19		

## Course Schedule

 = Click on Class Name for Current Assignments and Scores

 = Click on Teacher Name for Email

	Term S1 (08/11/10-12/17/10)	Term S2 (01/04/11-06/02/11)
P1	 4402-7 P Spanish II S1  Gasca, Maria Rm: E1-31	 4403-7 P Spanish II S2  Gasca, Maria Rm: E1-31
P2	 5266-1 Multi Media S1  Griffin, James Rm: E2-12	 5267-1 Multi Media S2  Griffin, James Rm: E2-12
P3	 4313-6 P Prin of Democ  Jones, Steve W Rm: H1-01	 4312-6 P Economics  Jones, Steve W Rm: H1-01
P4	 4446-1 P Choraliers S1  Chamberlain, Candace S Rm: E1-09	 4447-1 P Choraliers S2  Chamberlain, Candace S Rm: E1-09
P5	 4508-1 World Crafts S1  Carriker, Marcie Rm: E1-26	 4509-1 World Crafts S2  Carriker, Marcie Rm: E1-26
P6	 4044-9 P Eng 12 S1  Holliday, Mike Rm: H1 09	 4045-9 P Eng 12 S2  Holliday, Mike Rm: H1-09
P7	 5117-2812 Advisory S1  Giddens, Veronica Rm: E2-09	 5118-2812 Advisory S2  Giddens, Veronica Rm: E2-09

The difference between elementary and secondary is fairly obvious when looking at the schedule. A secondary student will have multiple periods plus the differences in the terms. Make sure you select the class & term that you want to view the assignments for.

There are 2 major differences when you look at the grades between elementary & secondary. You'll notice a grade in yellow which means it's in progress. Also the secondary shows the total points possible on that made grade page.