

Infinite Campus Portal User Guide

Welcome to the Adams 12 Five Star Schools Parent/Student Portal. With this connection to the district, parents/guardians will be able to monitor their student's educational progress. The portal will provide access to current information on attendance, schedule, and grades. This guide was developed to assist with creating a parent log-in and to show the basic navigation of the site.

Accessing the Portal

1. Open an internet browser and enter the Adams 12 Five Star Schools webpage www.adams12.org.
2. Scroll down the page and locate the 'Infinite Campus Student/Parent Portal' icon on the right.
3. Click on the icon and the Campus Portal Log In screen will appear.

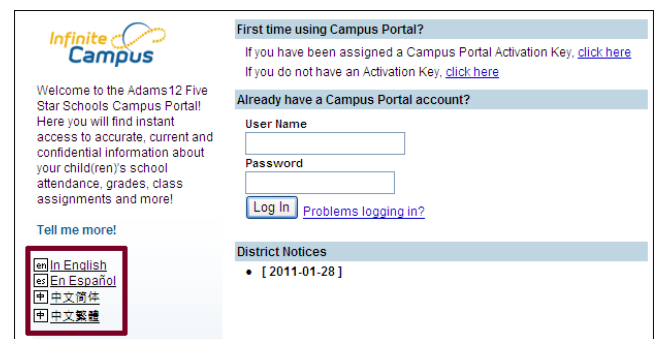


Portal Languages

Portal users have the ability to display the Portal framework in one of the following languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

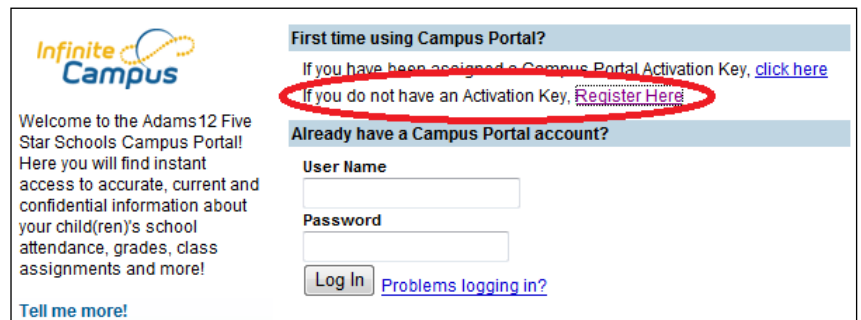
Users can select which option best fits their needs. Selecting the language will redisplay the chosen screen and all other screens in that language. Only general Portal information can be translated, not student-specific data.



Creating Your User Account

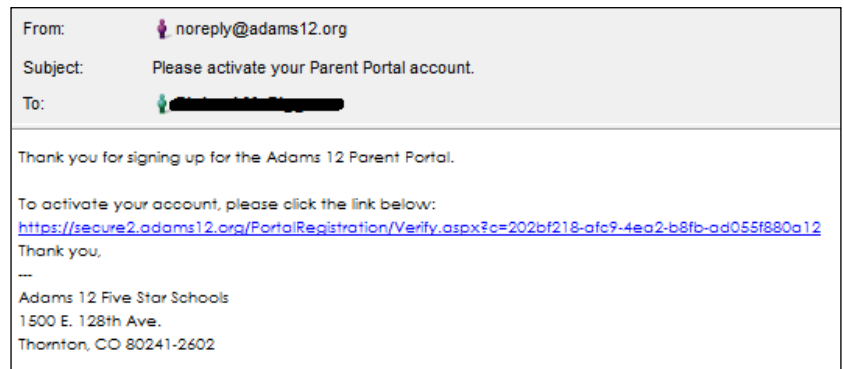
For first-time portal access, a user name and password must be created.

1. Click the Register Here link under *First time using Campus Portal?*
2. The Parent Registration screen will display. **All fields are required on this form to correctly match you to your student.**
3. Your child's Student Number is printed on their ID card, or you can contact their school to obtain that number.
4. When entering the address, enter just the numeric house number (but not the street name), then click LookUp. A list of street addresses will display, then select your street address from the list.



5. Enter the captcha text at the bottom of the screen.
6. When this form is completely filled out, click Register.

7. A confirmation email is immediately sent to the address entered on the Parent Registration form. Click the link or copy and paste the link into your internet browser.

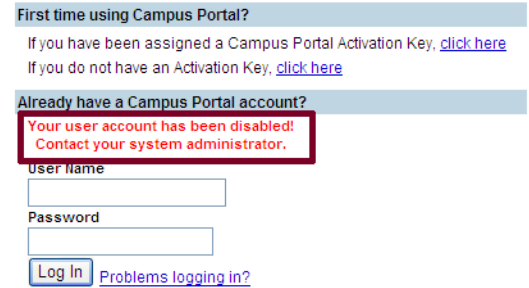


Creating a Password

Passwords must be a minimum of eight characters and contain at least one letter, one number and one symbol (#, \$, %, etc.)

1. Your User Name is your email address.
2. Enter a Password.
3. Verify the Password.
4. Click Create Account.
5. A window will appear if the account was created successfully. Click the 'Parent Portal' link and enter the user name and password created.

NOTE: The portal tracks log-in attempts. If a password is entered incorrectly five times, the account will be disabled and the following screen will appear. In order to use the portal again, users will need to contact the school to have the account reactivated.



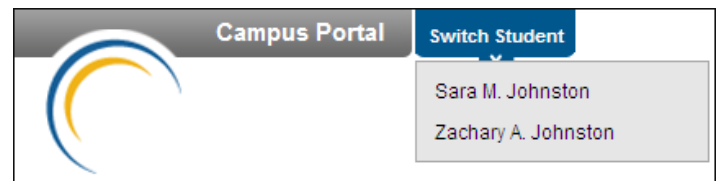
Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. Sign Out and Home buttons appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Clicking the Home button will take the user back to the homepage seen upon signing in. This page contains the Family and User Account sections of the navigation pane. When a user first log's in the Message tab located in the Family section is selected.

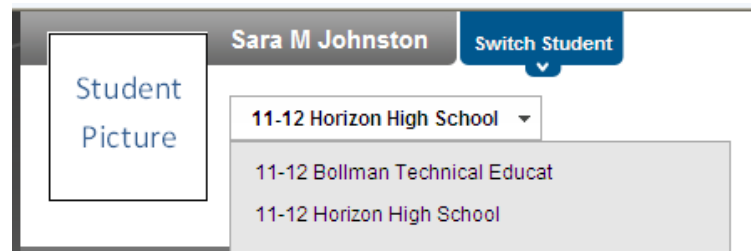


Portal Information on Multiple Students

Use the Switch Student drop down in the top left of the screen to view all of the students a user has rights to view, select a student to view Portal information for that student only. Only students with an enrollment in the current year or an enrollment next year will display in the list.



Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year. (In Adams 12, students with classes at Bollman Technical Education Center will have this). If your student has transferred from one Adams12 school to another during the school year, both enrollments will display in this dropdown list, allowing you to view grades and attendance from the previous school.



Student Section Navigation

The tabs in the Family section apply to all students to which that parent has rights. For example, when accessing the Calendar tab from the Family section, a calendar will display assignments, day events and attendance for all of the students. But when accessing the Calendar tab from the student section, only information specific to that student will display.

Student's Name	
Calendar	>
Schedule	>
Attendance	>
Health	>
Fees	>
Reports	>

- Student Calendar – View information for one student.
 - Clicking on the Assignment icon (A+) takes the user to another screen which provides details of the student’s assignment. Clicking the browser back button will return the user to the calendar.
 - Clicking on the Attendance icon (A) will display an additional screen over the Calendar which provides details of the attendance event.

December 2011

Assignment(s) Due
 Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
				B A+	B A+	
04	B A+ A	05	06	07	08	09
	B A+ A	B A+ A	B A+	B A+	B A+	10
11		12	13	14	15	16
	B A+	B A+		B A+		17
18		19	20	21	22	23
				B A+		24
25		26	27	28	29	30
						31

- Schedule. View class schedule.
 - Clicking on the course name takes the user to the student’s grades and assignment detail.
 - Clicking on the instructor’s name will allow the user to send an email through Outlook.

Course Schedule

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

	Term Q1 (08/18/11-10/14/11)	Term Q2 (10/17/11-12/15/11)	Term S1 (08/18/11-12/15/11)	Term Q3 (01/03/12-03/09/12)	Term Q4 (03/12/12-05/25/12)	Term S2 (01/03/12-05/25/12)
0	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
1	1908-11 ENGLISH 9 LIT/COMP Wolverton, Diane, Team: Core #4 Rm: Q2706	1908-11 ENGLISH 9 LIT/COMP Wolverton, Diane, Team: Core #4 Rm: Q2706	1908-11 ENGLISH 9 LIT/COMP Wolverton, Diane, Team: Core #4 Rm: Q2706	1908-11 ENGLISH 9 LIT/COMP Wolverton, Diane, Team: Core #4 Rm: Q2706	1908-11 ENGLISH 9 LIT/COMP Wolverton, Diane, Team: Core #4 Rm: Q2706	1908-11 ENGLISH 9 LIT/COMP Wolverton, Diane, Team: Core #4 Rm: Q2706
2	3905-21 US GOVERNMENT I Nelson, Lou, Team: Core #4 Rm: Q2707	3905-21 US GOVERNMENT I Nelson, Lou, Team: Core #4 Rm: Q2707	3905-21 US GOVERNMENT I Nelson, Lou, Team: Core #4 Rm: Q2707	3155-21 ECONOMICS Nelson, Lou, Team: Core #4 Rm: Q2707	3155-21 ECONOMICS Nelson, Lou, Team: Core #4 Rm: Q2707	3155-21 ECONOMICS Nelson, Lou, Team: Core #4 Rm: Q2707
3	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
4	5020-41 BIOLOGY Woods, Melba Rm: C0310	5020-41 BIOLOGY Woods, Melba Rm: C0310	5020-41 BIOLOGY Woods, Melba Rm: C0310	5020-41 BIOLOGY Woods, Melba Rm: C0310	5020-41 BIOLOGY Woods, Melba Rm: C0310	5020-41 BIOLOGY Woods, Melba Rm: C0310
5	2250B-51 CONTEMP MATH I Olson, Cheryl Rm: Mbl 5	2250B-51 CONTEMP MATH I Olson, Cheryl Rm: Mbl 5	2250B-51 CONTEMP MATH I Olson, Cheryl Rm: Mbl 5	2255B-52 CONTEMP MATH II Olson, Cheryl Rm: Mbl 5	2255B-52 CONTEMP MATH II Olson, Cheryl Rm: Mbl 5	2255B-52 CONTEMP MATH II Olson, Cheryl Rm: Mbl 5
6	6125-70 MARCHING BAND Wagner, Robert Rm: H0810	6140-80 SYMPHONIC BAND Wagner, Robert Rm: H0810	6140-80 SYMPHONIC BAND Wagner, Robert Rm: H0810	6140-80 SYMPHONIC BAND Wagner, Robert Rm: H0810	6140-80 SYMPHONIC BAND Wagner, Robert Rm: H0810	6140-80 SYMPHONIC BAND Wagner, Robert Rm: H0810
7	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
8	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
9	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
10	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
11	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
Clubs	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY
Athletics	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY	EMPTY

- Attendance – Parents can monitor attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time.
 - On the calendar, green indicates an excused tardy or absence, red indicates unexcused, yellow is unknown (their attendance event has not yet been assigned to excused or unexcused) and gray is exempt.
 - The bottom half shows an attendance summary by Course, Period, Day or Term.

Attendance

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October 2011
 November 2011
 December 2011

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

■ Excused
 ■ Unexcused
 ■ Exempt
 ■ Unknown

Course:
 Period:
 Day:
 Term:

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ 1908 ENGLISH 9 LIT/COMP	Wolverton, Diane	2	8
▶ 3905 US GOVERNMENT I	Nelson, Lou	2	6
Total		2	7

- Health. View vaccinations and compliance status.

Health

Immunizations

* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.

Vaccine	Compliance Status	Doses		
		1	2	3
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Compliant	12/12/1996	12/11/1997	09/13/2004
Hemophilus influenza, type B [Hib]	No Requirement	12/12/1996	02/11/1997	
Hepatitis B [Hep B]	Compliant	12/12/1996	02/11/1997	04/15/1997
Measles-Mumps Rubella [MMR]	Exempt - Compliance Exempt	09/13/2004		
Pneumococcal	No Requirement			
Polio [IPV, OPV]	Compliant	12/01/1996	12/11/1997	09/13/2004
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	Compliant	08/18/2009		
Varicella	Exempt - Disease			

- Fees. View a record of assessed and paid fees, along with a current balance.

Fee Statement

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Amount Due: \$0.00

Due Date	Fee	Type	Debit	Credit	Balance
08/08/2011	HHS Technology HHS	Enrollment	\$10.00	\$10.00	\$0.00
	Payment \$175.00	Check: 8015		\$10.00	
08/08/2011	HHS Handbook HHS	Enrollment	\$3.00	\$3.00	\$0.00
	Payment \$175.00	Check: 8015		\$3.00	
08/17/2011	HHS Locker HHS	Optional	\$2.00	\$2.00	\$0.00
	Payment \$175.00	Check: 8015		\$2.00	
08/17/2011	HHS Yearbook	Optional	\$65.00	\$65.00	\$0.00
	Payment \$175.00	Check: 8015		\$65.00	
Total Balance Due for Fees:					\$0.00

- Reports. View and print schedules, missing assignments, progress reports, grades report and transcripts (currently high school only).

Reports

null

-  Student Schedule
-  Missing Assignments
-  Midterm Report
-  Progress Report
-  Report Card
-  Report Card Q1

Family Section Navigation

The tabs in the Family section apply to all students.

- Messages. Displays messages from the District, all schools attended by any of the students, or your students’ teachers.
- Family Members. Displays the family’s relationships. The Relationships column indicates how you are related to the person in the Name column. When you see your student’s name with “Father” or “Mother” beside it, that’s because you are that person’s father or mother.
- Change Password. Enter your current password, then the new password to change it.
- Contact Preferences. Allows you to change your email address, and modify which types of communications to receive at that email address. (Note: Changing the email address here will not change the username to log into the portal.)
- Choice Application. This link initiates the process for submitting choice applications to attend a school outside of your boundary area.

The remaining entries are links to the respective websites for the district and the individual schools.

Family	
Messages	
Family Members	>
User Account	
Change Password	>
Contact Preferences	>
Choice Application	>
Adams12 Five Star Schools	>
Thornton High School	>
Thornton High School	>
Horizon High School	>