

*Revised 8/13/17*

## **Introduction to the Infinite Campus Portal for Parents**

The Waterloo Community School district understands parental access to information is a critical link in guiding and supporting students. The Campus Portal for Parents is designed to help you stay up to date with your student's assignments, activities and academic progress.

In this secure site, information about your student is just a click away. You can view assignment details and scores, email teachers, track attendance, and print reports such as schedules or missing assignments. Teachers, counselors and staff publish information as it is available; giving parents immediate access to ongoing student performance. You can login to the Campus Portal to view your student's information from any convenient location.

## **Access to the Campus Portal**

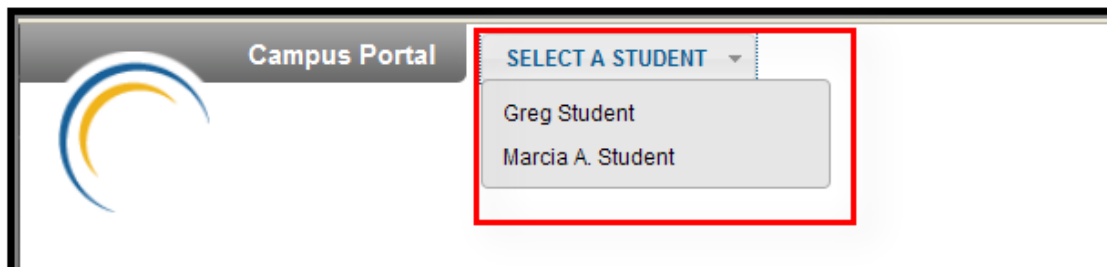
To use the Campus Portal, you need a device with Internet access. If you need a portal account, please contact your child's school for an activation key. Once you activate your account, it will remain active while your student remains within the district.

Schools create households to which the student belongs, depending on the information provided about parent and guardian rights, living arrangements, etc. Parents and guardians will have access only to the links they have been given permission, to ensure student privacy. Your connection to the Infinite Campus portal is via 128 bit SSL encryption, which is the same technology financial institutions use to protect information.

If, after creating your account, you forget your password or user name, please contact our technology help desk at 319.433.1858.

# Navigating the Campus Portal

First, if you have more than one student in the district, click on the “Select a Student” dropdown and click on the name of the student you want to see information for, as shown below.



<b>Student</b>
Calendar
Schedule >
Attendance >
Grades >
Assessment >
Transportation >
Fees >
To Do List >
Reports >
Demographics >
<b>Family</b>
Messages >
Household Information >
Family Members >
Calendar >
Food Service >
To Do List >
<b>User Account</b>
Account Management >
Contact Preferences >
Access Log >

### School and District Notices

When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.

### Inbox

Teachers can place messages in the inbox for parents to see. Just click on the message subject to view the message. Note that messages stay in the inbox until they are deleted.

### Student Information

Information about the selected student is accessed by clicking on items in the menu, located on the left portion of the screen, as shown.

### Grades

Grades By Course

Expand All Collapse All In-Progress Grade Final Grade

▼ SOC415-5 US Government - Oaks, Steve

	QT1	QT2	QT3	QT4
Mid Term				
Quarter				
Semester		92.7% A		

The Grades link now has a nice visual summary by course of the In-Progress Grade (yellow) and any posted Final Grades (Green). As with any area of Infinite Campus, clicking on a live link will send you to more detailed information. In this case, clicking on the course name (SOC415-5 US Government) will take you to detailed assignment scores, descriptions, and teacher comments.

Calendar

There are two calendars: Calendar under the Family heading and Calendar under the student’s name.

The Family Calendar link displays school and district notices, special events or “no school” notices. It also provides a list of all students’ assignments that are due on a certain day. You can view a quick snapshot of your students’ coursework to track upcoming homework to avoid missing or late assignments.

The Calendar link underneath a particular student’s name will only show information for that student. It displays assignments that are due on a specific day, as well as events specific to that student and school, including attendance events. This can help you track the coursework for the particular individual student to avoid missing or late assignments.

If you click on an assignment due, information about that particular assignment will

appear. Likewise, if you click on an Attendance Event, information about that absence or tardy will show, including the periods the absence was recorded and any reason codes that have been entered.

January 2011

Assignment(s) Due    Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday
02	03	04	05	06
	Mallory  Jessica A+ Jarred A+	Mallory  Jessica A+ Jarred A+	Mallory  Jessica A+ Jarred A+	Jessica A+ Jarred A+
09	10	11	12	13
Jessica A+ Jarred A+	In Service Inclement Weather Teacher Vacation  Mallory  Jessica A+ Jarred A+	In Service Parent-Teacher Conference Inclement Weather  Jessica A+ Jarred A+	Jessica A+ Jarred A+	Jessica A+ Jarred A+
16	17	18	19	20

Schedule

The Class Schedule lists the student’s classes in each period and each term along with the time and location it meets. **This section is also where you can go to see assignment and test information and scores.**

Click on the name of the class. This will bring up the assignment information, with possible points, due date, assigned date, percent, comments and scores for all assignments in that class. You also will be able to see late or missing assignments, so there are no surprises at conference time. To view a specific assignment, click on the name of the assignment. If the teacher has entered a description of the assignment, the information will be displayed. **Note that at the elementary level, information about particular math activities will be available for the ‘11-’12 school year.** Teacher may choose to input other assignments in other subjects as well. At the secondary level, all assignments and tests should appear.

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

	Term QT1 (08/20/09-10/23/09)	Term QT2 (10/26/09-01/12/10)	Term QT3 (01/14/10-03/23/10)	Term QT4 (03/24/10-06/01/10)
1	<b>SOC08-873 Social Studies 08</b> M. LANDERS Rm: 313	<b>SOC08-873 Social Studies 08</b> M. LANDERS Rm: 313	<b>SOC08-873 Social Studies 08</b> M. LANDERS Rm: 313	<b>SOC08-873 Social Studies 08</b> M. LANDERS Rm: 313
2	<b>RDG08-894 Reading 08</b> E. MCKEOWN Rm: 371	<b>RDG08-894 Reading 08</b> E. MCKEOWN Rm: 371	<b>RDG08-894 Reading 08</b> E. MCKEOWN Rm: 371	<b>RDG08-894 Reading 08</b> E. MCKEOWN Rm: 371
3	<b>LAGH08-885 Ad Lang Arts 08</b> L. HINTZMAN Rm: 314	<b>LAGH08-885 Ad Lang Arts 08</b> L. HINTZMAN Rm: 314	<b>LAGH08-885 Ad Lang Arts 08</b> L. HINTZMAN Rm: 314	<b>LAGH08-885 Ad Lang Arts 08</b> L. HINTZMAN Rm: 314

You may click on the envelope link by the teacher's name () to send the teacher an email. This opens a new email message using your default email software with the teacher's address already populated. If you do not have an email account you will not be able to use this feature.

Teachers can also publish electronic newsletters to the portal. To view a newsletter, click on the date of the newsletter entry next to the notebook icon () on a particular class' cell.

### Attendance

Tracking your student's attendance is easy. Absences are posted immediately after the teacher saves the input so you can see if and when any classes were missed during the day. When viewing attendance through the portal, the color coding helps you know if absences were excused or not.

White	Excused	
<b>Red</b>	Unexcused	Absences without a valid reason code. Please contact your child's school with information about this absence.
<b>Yellow</b>	Unknown	The absence has occurred today and a reason code has not been yet been entered. Absences with no reason codes entered by the end of the day are rolled over to unexcused absences.
<b>Green</b>	Excused	Parents have notified the school with a reason for the absence (such as illness, funerals, medical appointments, etc.)

### Fees

This tool provides a list of all fees assigned to the student. You can view fees that have been charged, what has been paid, and the ongoing balance.

### Reports

Reports list your student's schedule and missing assignments.

### Log Off

As an important security measure, please remember to log-off when you are finished using the portal.

### Updating Contact Information

Parents and guardians can update student contact information through the parent portal! It is very important to update your child's contact information every year and now it is much easier. To do so, select one of the following tabs:

- Select Household Information to update your home's phone number,
- Select Family Members to update individual family member phone numbers, such as work numbers.
- Select a student, then click on demographics. Here, you can update other contact information or add a new contact.

Please note that the update requests must be processed/approved by your child's school, so submitted changes will not immediately appear on the portal. You will be notified by a message on the portal when your change request has been processed. If you don't have a parent portal account, please contact your child's school to be issued an activation key, allowing you to sign-up for access on our website. Keeping your contact information updated is very important, so we hope you will take advantage of the portal to keep your records updated. You can also contact your child's school to request a change.

### Food Service Transaction Details

<b>Family</b>
<b>Messages</b> >
<b>Household Information</b> >
<b>Family Members</b> >
<b>Calendar</b> >
<b>Food Service</b>
<b>To Do List</b> >

Families can now not only check their current food services account balances, but they can also view and print transaction details by student. Select the Food Service link under the Family category. You will see a summary of balances, but below that you will see a filter by which you can select a student, select a month or date range, then click "Go" to view the transactions for that particular month or date range.

Show transactions for Central, Student

Month  Date Range 07/01/2012 to 08/08/2012

Date	Patron	Item	Comment	Debit	Credit
07/01/2012		Starting Balance			\$0.00
07/23/2012	Student C	Poptart		\$0.75	
		Milk		\$0.50	
07/24/2012	Student C	Sand-hot combo		\$3.00	
		LG Water		\$1.00	
		Fruit		\$0.75	
07/29/2012	Student C	Funds Transfer			\$10.00