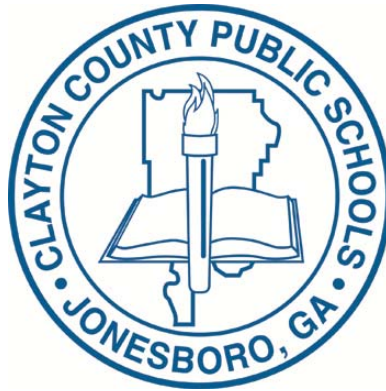


# **Clayton County Public School System**



## **Infinite Campus Parent Portal Guide**

# Infinite Campus Parent Portal Guide

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# Infinite Campus Parent Portal Guide

## Introduction

Clayton County Public Schools understands that parental access to information is a critical link in guiding and supporting students. The Campus Portal is designed to help you stay up-to-date with your child's assignments, activities and academic progress.

In this secure site, information about your child is just a click away. You can view assignment details, track attendance, and print report cards.

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 child's information from any convenient location around the world where internet access is available.

Schools post announcements, important notices, and meetings onto the portal, allowing busy families to schedule, plan and stay informed.

## How it Works

To use the Campus Portal, you need a computer with Internet access. Your account will remain active while your child remains within the district.

## Access to the Campus Portal

Instructions for acquiring your user name and login are provided on the CCPS web site.

<http://www.clayton.k12.ga.us/>.

- Select – Students and Parents
- Select – Infinite Campus for Parents
- Select – Parent Portal Quick Guide

## Security Features

The Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the child(ren) they are authorized to view.

Parents and guardians will have access only to the links they have been given permission. This is dependent upon the information provided about parent and guardian rights, living arrangements, etc.

By default, the system will automatically end any user session that has been dormant for 60 minutes.

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to contact the school to have the account reactivated. Additional security settings include an access log that monitors successful logins.

# Infinite Campus Parent Portal Guide

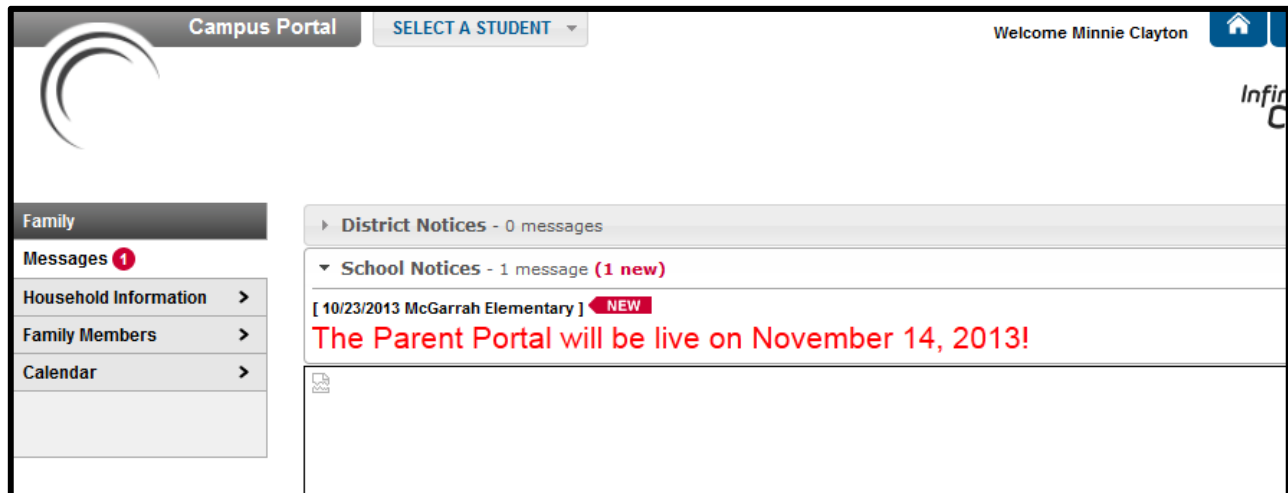
## Navigating the Campus Portal

Navigating the Campus Portal is easy. Once logged in, an index of accessible information for each child is listed within the left navigation of the screen. The parent's name will appear under the Campus Portal header. Each child's name is listed below, with links to their school information.

*Information is explained in order of appearance within the Campus Portal.*

## School and District Notices

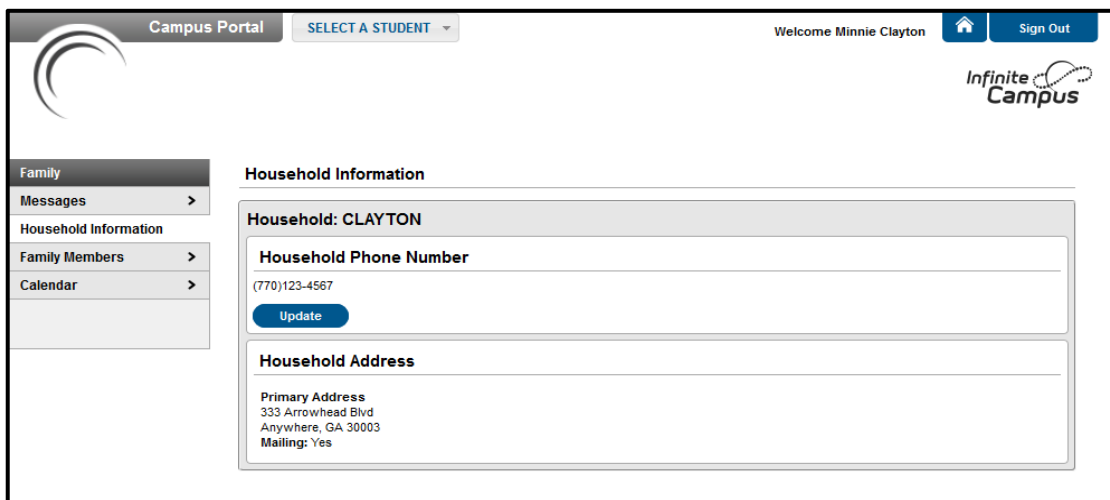
When viewing the Campus Portal for Parents, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages or by building-specific messages.



Viewing the left navigation of the screen, and scrolling down the list of options, you will find:

## Family

This is the demographic information about your family, such as address, email, phone and a list of other members within the household (family unit). The household's physical and mailing address and all individuals designated as part of that household are viewable.

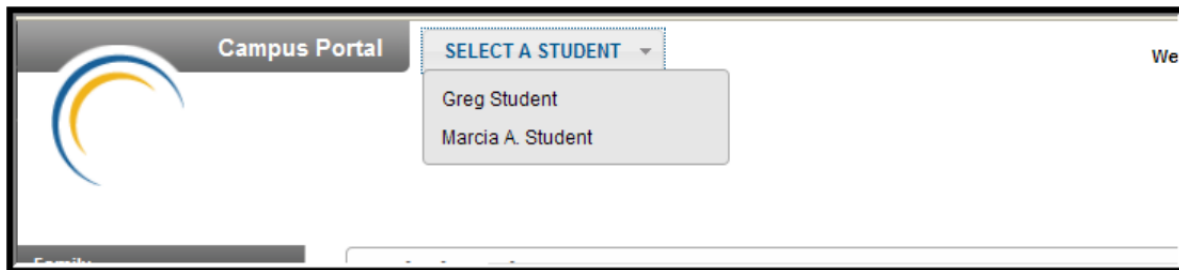


## Infinite Campus Parent Portal Guide

The household is primarily based on the relationships established between the student, parents, guardians and siblings. For example, in a traditional family there may be one household with two parents, the child and siblings living at one address with both parents having full access to all information.

In the situation of a blended or split family, a child may be listed in two households at different addresses and with different sibling structures. The school can give access rights to all parents/guardians to whom the child has a relationship or only specific rights to one parent or guardian. This authorization structure is established when the custodial parent or guardian informs the schools of the rights of each parent or guardian to this information.

Use the **Select Student** drop down in the top left of the screen to view all of the students a user has rights to view and 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.



### Calendar

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

◉ **October 2013** ◉

📅 Assignment(s) Due    
 🌟 Attendance Event(s)

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

# Infinite Campus Parent Portal Guide

## Class Schedule

Parents may need to know where their child is during the day, or may be curious what classes their child is taking and when. The Class Schedule lists the child's classes in each period and each term along with the time and location it meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed.

Course Schedule				
= Click on Class Name for Current Assignments and Scores = Click on Teacher Name for Email				
	Term Term 1 (08/12/13-10/09/13)	Term Term 2 (10/15/13-12/20/13)	Term Term 3 (01/07/14-03/14/14)	Term Term 4 (03/18/14-05/23/14)
HR	HR-KK-1 Homeroom KK Tejada, D, Team: 01 Rm: 113 Start: 09/03/2013	HR-KK-1 Homeroom KK Tejada, D, Team: 01 Rm: 113	HR-KK-1 Homeroom KK Tejada, D, Team: 01 Rm: 113	HR-KK-1 Homeroom KK Tejada, D, Team: 01 Rm: 113
1	KK COMP-KK.0-1 Language Arts Tejada, D, Team: 01	KK COMP-KK.0-1 Language Arts Tejada, D, Team: 01	KK COMP-KK.0-1 Language Arts Tejada, D, Team: 01	KK COMP-KK.0-1 Language Arts Tejada, D, Team: 01
2	MATH-KK.0-1 Mathematics KK Tejada, D, Team: 01	MATH-KK.0-1 Mathematics KK Tejada, D, Team: 01	MATH-KK.0-1 Mathematics KK Tejada, D, Team: 01	MATH-KK.0-1 Mathematics KK Tejada, D, Team: 01
3	SCI-KK.0-1 Science KK Tejada, D, Team: 01	SCI-KK.0-1 Science KK Tejada, D, Team: 01	SCI-KK.0-1 Science KK Tejada, D, Team: 01	SCI-KK.0-1 Science KK Tejada, D, Team: 01
4	SOC-KK.0-1 Social Studies KK Tejada, D, Team: 01	SOC-KK.0-1 Social Studies KK Tejada, D, Team: 01	SOC-KK.0-1 Social Studies KK Tejada, D, Team: 01	SOC-KK.0-1 Social Studies KK Tejada, D, Team: 01
5	READ-KK.0-1 Reading KK Tejada, D, Team: 01 Start: 09/03/2013	READ-KK.0-1 Reading KK Tejada, D, Team: 01	READ-KK.0-1 Reading KK Tejada, D, Team: 01	READ-KK.0-1 Reading KK Tejada, D, Team: 01

To help manage homework time, parents and students can see assignments and grades by clicking on the class name within the period. To view the assignments, click on the **Notebook**.

This will bring up the detailed assignment information, with possible points and scores for all assignments in that class. You also will be able to see late or missing assignments. If there is an envelope link in the class schedule, you may click on that to send the teacher an email. This opens a new email message using your preferred email software with the teacher's address already populated.

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Terms Term 1	Terms Term 2	Terms Term 3	Terms Term 4
4.5 Weeks				
9 Weeks	S			
Progress-Ongoing				
Phonics				
Phonological Awareness				
Reading Comprehension				
Reading Fluency				
Vocabulary				
Phonics-				
Phonological Awareness-				
Reading Comprehension-				
Reading Fluency-				
Vocabulary-				
<b>Term Term 1 4.5 Weeks Detail</b>				
This Grading Task has no assignments assigned to it.				
<b>Term Term 1 9 Weeks Detail</b>				
<b>Classwork (weight: 50.0)</b>				
Name	Due Date	Assigned Date	Comments	
Name the Letters (A-E)	08/16/2013	08/16/2013		
<b>Quiz (weight: 15.0)</b>				
Name	Due Date	Assigned Date	Comments	
Quiz 8/30 letter recognition	08/30/2013	08/30/2013		
<b>Homeowrk (weight: 5.0)</b>				
Name	Due Date	Assigned Date	Comments	
Phonics Homework	08/23/2013	08/19/2013		

# Infinite Campus Parent Portal Guide

## Attendance

Children who miss a lot of school may risk falling behind and doing poorly on exams. Tracking your child's attendance is easy. Either teachers' and/or the building's attendance clerk enters absences and tardy designations for each class as they occur. These absences are posted immediately after the teacher or clerk saves the input so you can see if and when any classes were missed during the day.

**Attendance**

October 2013
November 2013
December 2013

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

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Course    Period    Day    Term

**Attendance Summary by Course**


Course	Teacher	Periods Absent	Tardy	Present
▶ HR-KK Homeroom KK	Tejada, D	4	1	1
<b>Total</b>		<b>4</b>	<b>1</b>	<b>1</b>

When viewing attendance through the Portal, however, the color coding helps you know if absences were excused or not.

# Infinite Campus Parent Portal Guide

## Reports

Monitoring academic achievement is helpful for future college planning, scholarship opportunities and career choices.



**Daffey Clayton**

13-14 Babb Middle  
Student Number: 0393354  
Grade: 07

**SELECT A STUDENT**

**Reports**

- Student Schedule
- Missing Assignments

Reports on this page require the Adobe Acrobat Reader.

**Daffey**

- Calendar** >
- Schedule** >
- Attendance** >
- Grades** >
- To Do List** >
- Reports**

<p><b>13-14 Babb Middle</b></p> <p>5500 Reynolds Road, Forest Park, GA 30297 Generated on 11/10/2013 10:41:27 PM Page 1 of 1</p>	<p><b>Student Schedule For Clayton, Daffey</b></p> <p>Grade: 07 Student Number: 0393354 Courses enrolled: 2 Mailing Address: .</p>
--	--

	Term Term 1 (08/12/13- 10/09/13)	Term Term 2 (10/15/13- 12/20/13)	Term Term 3 (01/07/14- 03/14/14)	Term Term 4 (03/18/14- 05/23/14)
HR	EMPTY	EMPTY	EMPTY	EMPTY
1	301510-9 Language Arts 7 School, Vacancy	301510-9 Language Arts 7 School, Vacancy	301510-9 Language Arts 7 School, Vacancy	301510-9 Language Arts 7 School, Vacancy
2	431510-10 Mathematics 7 School, Vacancy	431510-10 Mathematics 7 School, Vacancy	431510-10 Mathematics 7 School, Vacancy	431510-10 Mathematics 7 School, Vacancy
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY
FL	EMPTY	EMPTY	EMPTY	EMPTY
RM	EMPTY	EMPTY	EMPTY	EMPTY

Adobe Acrobat Reader is required to view these reports. A free version may be installed from [www.adobe.com](http://www.adobe.com)



# Infinite Campus Parent Portal Guide

## Access Log

This tool lists the IP address from which parents accessed the portal, the time it was accessed and if it was a successful login. This can be used to monitor authorized account access.

## Change Account Info

Parents are given the rights to change their account information online. Parents can only change the password, not the username.

## Log Off

When finished using the portal, parents and students must click the log-off option. Failure to utilize this procedure may cause poor computer performance.

## Change Contact Info

Parents can email the school to change their email address, mailing address, etc.

## Minimum Computer Requirements

The following are the supported platforms for the Campus Portal.

PC: Campus supports Windows Vista, XP, and 2000 Professional.

Macintosh: Campus supports Mac OS X and OS 9.2.2.

## Campus Portal Summary

Being involved in your child's academic life opens communication between you, your student and the school. Using the Campus Portal to review daily attendance and assignments will aid your child in being more active and aware of their success as a student.

For additional information on the Campus Portal, contact your school's administration.

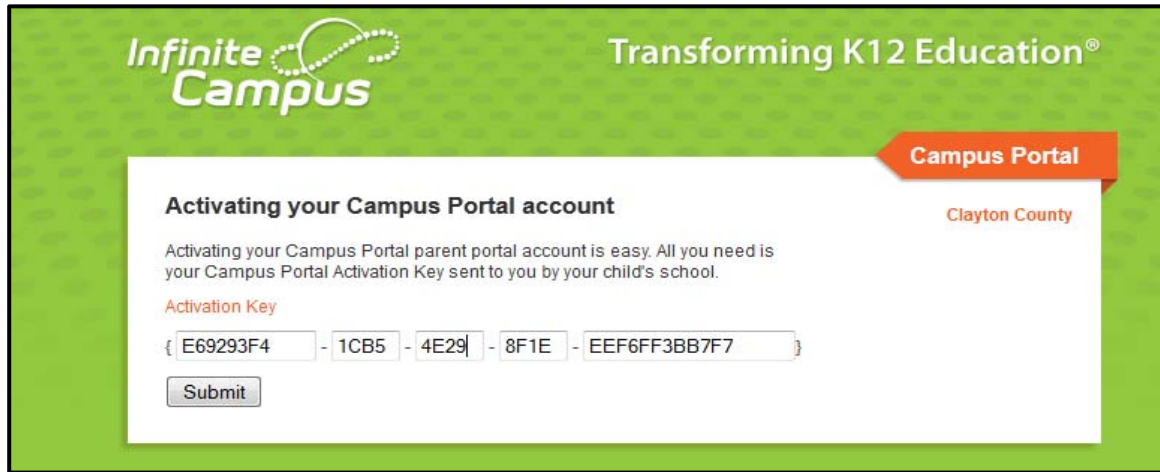
## Account Access Procedures

The first time you attempt to access the Parent Portal you will need to retrieve your activation key to create a username and password.

The **Activation Key** is only needed the first time you access the portal to create your username and password.

Portal Login Screen: <https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp>

1. From the **Portal Login** page, select the **Click Here** link next to "If you do not have an Activation Key". This option is only used when a username and password needs to be created. Enter the requested information and *click the* [Activate Your Parent Portal Account Now](#) to create your username and password.
2. The **Activation Screen** will display. Here is where you will enter the **Activation Key** you received in the previous step.



3. Click the **Submit** button. The activation key will be verified, and when approved will display a screen to create the **User Name** and **Password**
4. Enter a **User Name**. You must use an alphanumeric (letters and numbers) user name. Please do not use an all numeric username because it may conflict with the student usernames once this feature is activated.
5. Enter a **Password**. Again, it is best to use an alphanumeric password.
6. Enter the password a second time in the **Verify Password** field.
7. Click the Create Account button. This will create the username and password. The username and password will be verified, and upon approval the portal account will be created.

### Subsequent Portal Access

After the activation key is used to create a portal account, use the user name and password that you created for subsequent access.

The Infinite Campus app can be downloaded for free from the Apple App Store, Google Play Store or the Amazon AppStore for up-to-date information on the go.

**Download the App**

Download the Infinite Campus Mobile Portal application from any of the following app stores:

The image shows three app store logos. From left to right: the Apple App Store logo with a smartphone icon, the Google Play logo with the text "GET IT ON Google play", and the Amazon Appstore logo with the text "Available at amazon appstore for Android".

Once the app is downloaded, you must use the District ID: **JPRQHQ** and your **USERNAME** and **PASSWORD** to access your account.

# Infinite Campus Parent Portal Guide

LOGIN SCREEN IN FOR INFINITE CAMPUS MOBILE ACCESS (below):

