Introduction

This user guide provides information on how parents and students can access the Campus Portal. Detailed instructions are available for logging into the Portal, viewing student data and generating available reports.

The information in this document is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains functional instructions and graphics to guide the user through the process.

This document is written for the user of the Portal and not the school or district personnel.

Hardware Requirements

The following is the supported platforms for the Campus Portal. School Districts may have additional requirements. Contact the district for additional information.

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

**Macintosh:** Campus supports Mac OS X.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Windows 2000</th>
<th>OS X 10.3.9</th>
<th>2000 Pro 6.0 or Vista</th>
<th>XP 7.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>P3</td>
<td>G3</td>
<td>P4</td>
<td>1 GHz 32-bit</td>
</tr>
<tr>
<td>RAM</td>
<td>256</td>
<td>256</td>
<td>512</td>
<td>1 GB 512</td>
</tr>
<tr>
<td>Internet</td>
<td>IE 6.0</td>
<td>Safari 2.0.x</td>
<td>IE 6.0</td>
<td>IE 7 Firefox 3.0.x Sanaari 3.2.1</td>
</tr>
<tr>
<td>Browser</td>
<td>Firefox 2.0.x</td>
<td>Camino 1.0</td>
<td>Firefox 3.0.x</td>
<td>Camino 1.6.5 Firefox 3.0.x</td>
</tr>
<tr>
<td>Java Plug-in</td>
<td>Java 1.5.10</td>
<td>Java 1.3.1</td>
<td>Java 1.5.10</td>
<td>Java 1.5.10</td>
</tr>
<tr>
<td>Adobe Acrobat Reader</td>
<td>All Windows users will need the most current version of Reader.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Vista Users: Please refer to Vista Disclaimer*
Vista Disclaimer

Campus supports Vista with the following warning:

Users should be aware that operating Vista at or below the Microsoft minimum requirements is likely to cause performance issues with Campus reporting and application processes.

Campus recommends that Vista users exceed Microsoft’s minimum requirements and perform extensive performance testing within the Campus application to determine the proper hardware configuration needed for performance levels.

NOTE: For additional requirements, contact the school’s/district’s Campus Administrator.
Access to the Campus Portal

To access the Parent Portal, visit the CH-UH website, www.chuh.org, and click on the Infinite Campus link in the left menu or go to https://campus.chuh.org/campus/portal/CHUH.

Security Features

The Campus Portal incorporates the highest level of security. Parents/guardians can see only information related to the students they are authorized to view. The use of strong passwords, forced password resets and session timeouts ensure secure access.

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 to which they have been given permission, to ensure student privacy. Students who have access to the Portal only have access to view their own data.

The Campus Portal allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least six characters long and must meet three of the four qualifications listed:

• A lower case letter (a, j, r, etc.)
• An upper case letter (A, J, R, etc.)
• A number (3, 7, 1, etc.)
• A symbol (@, %, &, etc.)

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to contact the school or district to have the account reactivated. Additional security settings include an access log and options to change the contact account information.
Navigating the Campus Portal

Once logged in, an index of accessible information for each student is listed within the left navigation of the screen. The parent’s name will appear under the Campus Portal header. Each student’s name to which the user has access is listed below, with links to their school information.

The following information is detailed in order of appearance.
School and District Notices

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

Family

This is the demographic information about the student’s household, such as address, email, phone and a list of other members within the household. The household’s physical and mailing address and all individuals designated as part of that household are viewable.
The household is based on the relationships established between students, guardians and siblings. This definition fits the traditional family model as well as other organizations, such as a student who belongs to two different households.

The school can give access rights to all parents/guardians to whom the student 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.

**Calendar**

Calendars appear in two places in the Portal, one which applies to the family as a whole and one under each student’s index.

The Family Calendar link displays school and district notices, special events or *no school* notices. It also provides a list of all student assignments that are due on a certain day. The user can view student homework and track upcoming, missing or late assignments.

The Calendar Link underneath a 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 or school. This tool can help track the coursework for an individual.
To Do List

The To Do List provides a summary of assignments that are due and/or late. This list, like the Calendar icon, appears for the Family and for the Student.

The individual To Do List displays course, assignment, date assigned, date due and days remaining/overdue. Days remaining/overdue is the difference between the date due and the current date.

Class Schedule

The Class Schedule lists the student’s classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed. Parents can use this tool to find out where their student is during the day or what classes they are taking.

Parents and students can see assignments and grades by clicking on the class name within the period. To view assignments, click on the name of the school next to the notebook icon. This will bring up the detailed assignment information, with possible point and scores for all assignments in that class. The users will also be able to see late or missing assignments. In some districts, posting assignments is optional for teachers.

If there is an envelope link in the class schedule, the user may click the teacher’s name to send an email. This opens a new email message using the preferred email software with the teacher’s address already populated. In some districts, providing a teacher email contact is optional.
Teacher Newsletter

The Teacher Newsletter provides a way for teachers to communicate with all course sections within Infinite Campus. This tool eliminates the need for the teacher to print off announcements and other types of communication. Parents and students can review the newsletter as often as desired, increasing communication between teacher and parent and eliminating the student as a middle man in communication.

To access the Teacher Newsletter from the Portal, navigate to the Schedule of the Student. Select the date, which is found below the course name and teacher name. A PDF view of the newsletter will appear.

The parent can decide to print the information by selecting the print icon. The newsletter will remain either until the end date of the newsletter determined by the teacher or until a new entry is provided by the teacher.

Attendance

The teacher or the building attendance clerk enters absences and tardy designations as they occur. These absences are posted immediately after the teacher or clerk saves the input, so the parent can see if and when any classes are missed.

If the school subscribes to Campus Messenger or Campus Messenger with Voice, parents may elect to be immediately contacted via email or phone when their student is absent or tardy. Both functions are optional.

To print the attendance page, users can go to File > Print in Firefox or IE to print the browser page. In order for attendance information to print in color, make sure the browser is set to print background colors and images.
When viewing attendance through the Portal, the color indicates whether absences were excused or not. District policy determines the definitions of the terms below for the color coding system of attendance.

<table>
<thead>
<tr>
<th>Color</th>
<th>Definition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Excused</td>
<td>Parents notify the school with a reason for the absence and district policy determines if this is an excused absence, such as illness, funerals, medical appointments, college visits, etc.</td>
</tr>
<tr>
<td>Red</td>
<td>Unexcused</td>
<td>Districts have determined these are not excused absences. This might include family vacations, driver’s training class, etc.</td>
</tr>
</tbody>
</table>
Reports

Reports list a student schedule and any transcripts or report cards available.