

## 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.

Operating System	Windows 2000 Pro	OS X 10.3.9	2000 Pro 6.0 or XP 7.0	Vista	OS X 10.5.x
Processor	P3	G3	P4	1 GHz 32-bit	G4
RAM	256	256	512	1 GB	512
Internet Browser	IE 6.0 Firefox 2.0.x	Safari 2.0.x Camino 1.0 Firefox 2.0.0.6	IE 6.0 Firefox 3.0.x	IE 7 Firefox 3.0.x	Safari 3.2.1 Camino 1.6.5 Firefox 3.0.x
Java Plug-in	Java 1.5.10	Java 1.3.1	Java 1.5.10	Java 1.5.10	Java 1.4.2
Adobe Acrobat Reader	All Windows users will need the most current version of Reader.				

\*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](http://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.

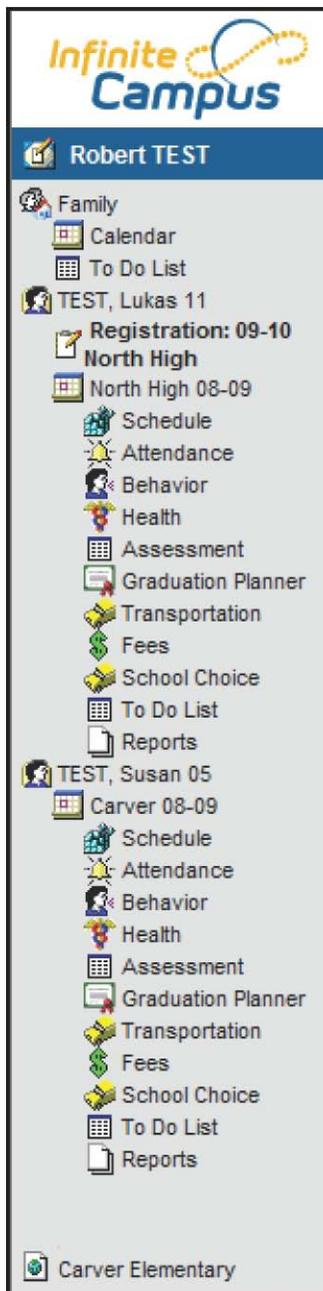
The Campus Portal allows districts to force strong password usage by all users including parents and guardians. This requires a password that is at least six characters long and must meet three of the four qualifications listed:

- 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.)

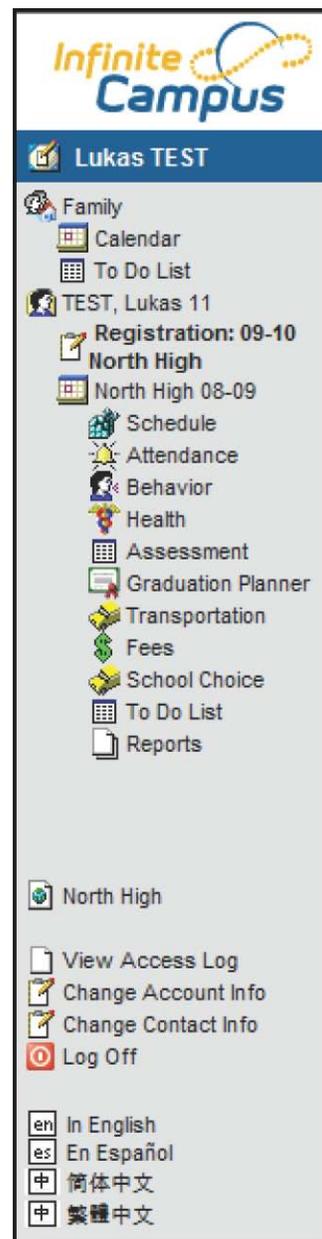
Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to contact the school or district to have the account reactivated. Additional security settings include an access log and options to change the contact account information.

# 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.



Parent User



Student --

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.

**District Notices**

- [ 08/07/2008 ]

**ATTENTION PARENTS:**  
**Student schedules will not be displayed in the Portal until after the start of the school year, thus allowing for last-minute changes. Thank you.**

- [ 06/04/2008 ]

[Welcome to the ISD](#)    [Parent Portal!](#)

Please select an item from the menu on the left to view.

Technical issues, including difficulties accessing the Parent Portal, should be directed to the Portal Help Desk at

Please note that student's current grades do not necessarily reflect the final grade that will appear on the student's report card. Grading information stated here is subject to corrections and revisions.

**PLEASE KEEP YOUR USER NAME AND PASSWORD IN A SAFE PLACE FOR FUTURE REFERENCE. YOUR ACCESS TO THE PORTAL WILL BE DELAYED SHOULD YOU NEED TO HAVE THIS INFORMATION RESENT TO YOU.**

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**School Notices**

- [ 06/02/2009 North High ]

MONDAY - regular day schedule with finals for seniors periods 1,3,5

TUESDAY - regular day schedule with finals for seniors periods 2,4,6

WEDNESDAY - shortened day for grades 9 - 11 8:00 - 11:00 with finals for periods 1,3,5  
 - Graduation - 6:00 pm - Aldrich Arena

THURSDAY - shortened day for grades 9 - 11 8:00 - 11:00 with finals for periods 2,2,6  
 - 3rd term ends.

FRIDAY - Staff Development/Prep day. Fees and grades due at noon

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**Inbox**

✕	↑	Date	Subject
No 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.

Robert TEST

- Family
- Calendar
- To Do List
- TEST, Lukas 11
- Registration: 08-10
- North High
- North High 03-09
- Schedule
- Attendance
- Behavior
- Health
- Assessment
- Graduation Planner

**Family Demographic Information**

Name	Relationship	Enrolled	Address	Phone Numbers
Sandy TEST	Husband/Wife		123 Main St: Any City, MN 55128	(h) (555) 18-8464 (w) (c) (555) 192-3923
Robert TEST	Self		123 Main St: Any City, MN 55128	(h) (555) 18-8464 (w) (555) 334-0824 (c)
Lukas TEST	Father/Son	11 North High 08-09	123 Main St: Any City, MN 55128	(h) (555) 18-8464 (w) (c)

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.

Family  
 Calendar  
 To Do List  
 TEST, Lukas 11  
 Registration: 09-10  
 North High  
 North High 08-09  
 Schedule  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List

<< June 2009 >>  
 Assignment (s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01 Lukas	02	03 Susan	04	05	06
07	08	Last Day of School	09 In-Service	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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.

Family  
 Calendar  
 To Do List  
 TEST, Lukas 11  
 Registration: 09-10  
 North High  
 North High 08-09  
 Schedule  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List

<< June 2009 >>  
 Assignment (s) Due Attendance Event(s)

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

# 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.

Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
TEST, Lukas	0549-4 Spanish III C	Assignment 1		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 2		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 3		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Mid-Term Exam		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Final Exam		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 1		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 2		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 1		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Assignment 2		04/23/2009	-29
TEST, Lukas	0549-4 Spanish III C	Project 1		04/23/2009	-29

Family To Do List

Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
0549-4 Spanish III C	Assignment 1		04/23/2009	-29
0549-4 Spanish III C	Assignment 2		04/23/2009	-29
0549-4 Spanish III C	Assignment 3		04/23/2009	-29
0549-4 Spanish III C	Mid-Term Exam		04/23/2009	-29
0549-4 Spanish III C	Final Exam		04/23/2009	-29
0549-4 Spanish III C	Project 1		04/23/2009	-29
0549-4 Spanish III C	Project 2		04/23/2009	-29
0549-4 Spanish III C	Assignment 1		04/23/2009	-29
0549-4 Spanish III C	Assignment 2		04/23/2009	-29
0549-4 Spanish III C	Project 1		04/23/2009	-29

Individual To Do List

# 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.

**Robert TEST**

Family  
 Calendar  
 To Do List  
 TEST, Lukas 11  
 Registration: 09-10  
 North High  
 North High 08-09  
**Schedule**  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List  
 Reports

North High  
 View Access Log  
 Change Account Info  
 Change Contact Info  
 Log Off

en In English  
 es En Español  
 中 简体中文  
 中 繁體中文

**Lukas TEST's Schedule for North High 08-09**

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

0	2111-1 PAWS 11 Arcuri, D Rm: N113	2111-1 PAWS 11 Arcuri, D Rm: N113	2111-1 PAWS 11 Arcuri, D Rm: N113
1	0620-1 Woods I Kiihn, R Rm: S289	0739-1 Accel. Alg 2/Pre-Calc B Hazzard, P Rm: N328	0642-1 Engineer Drafting Blom, G Rm: S292 Start: 05/13/2009
2	0322-5 U.S. Literature A Hackney, R Rm: N119	0840-2 AP US History B Reynolds, K Rm: N214	0205-12 Career Investig. Rosen, S Rm: N206
3	0547-4 Spanish III A Reade, S Rm: N109	0548-4 Spanish III B Reade, S Rm: N109	0549-4 Spanish III C Admin, Admin Rm: N109
4A	1995-1 Lunch Rm: Cafe	0323-3 U.S. Literature B Hackney, R Rm: N119	1997-1 Lunch Rm: Cafe
4B	0770-6 Chemistry A Johnson, K Rm: N305	1996-3 Lunch Rm: Cafe	0772-6 Chemistry C Johnson, K Rm: N305
4OL5			
5A	0738-2 Accel. Alg 2/Pre-Calc A Hazzard, P Rm: N328	0771-7 Chemistry B Johnson, K Rm: N305	0841-4 AP US History C Reynolds, K Rm: N214
5B			
6	0839-5 AP US History A Reynolds, K Rm: N214	0449-1 Strength Train for Athletes II Danielson, C Rm: S176	0740-3 Accel. Alg 2/Pre-Calc C Hazzard, P Rm: N328

This is custom HTML Schedule text.

Student Schedule

**Robert TEST**

Family  
 Calendar  
 To Do List  
 TEST, Lukas 11  
 Registration: 09-10  
 North High  
 North High 08-09  
**Schedule**  
 Attendance  
 Behavior  
 Health  
 Assessment  
 Graduation Planner  
 Transportation  
 Fees  
 School Choice  
 To Do List  
 Reports

North High  
 View Access Log  
 Change Account Info  
 Change Contact Info  
 Log Off

en In English  
 es En Español  
 中 简体中文  
 中 繁體中文

**Lukas TEST's Gradebook Assignments for 0549.4 Spanish III C**

Teacher's comments about Lukas:  
 0549.4 Spanish III C  
 Teacher: Admin, Admin

**Grading Task Summary**

Legend:  Final Grade  In-Progress Grade  Grade Not Available Yet

Grading Task	Trimesters 1	Trimesters 2	Trimesters 3
Final Grade			
Mid-Term 4 week Grade			A- 92.5%

**Term 3 Final Grade Detail**

**Assignments**

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Assignment 1	04/28/2009		1.0	100			
Assignment 2	04/28/2009		1.0	100			
Assignment 3	04/28/2009		1.0	100			
Assignment 4	04/28/2009		1.0	100			
Assignment 5	04/28/2009		1.0	100			
Assignment 6	04/28/2009		1.0	100			
<b>Assignments Totals</b>							

**Exams**

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Mid-Term Exam	04/28/2009		1.0	100			
Final Exam	04/28/2009		1.0	100			
<b>Exams Totals</b>							

**Projects**

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Project 1	04/28/2009		1.0	100			
Project 2	04/28/2009		1.0	100			
<b>Projects Totals</b>							
<b>Term 3 Final Grade Totals</b>							

Student Gradebook Accessed Through Schedule

## 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 screenshot shows the Infinite Campus interface for Robert TEST. The left sidebar contains navigation links: Family, Calendar, To Do List, TEST, Lukas 11, Registration: 09-10, North High, North High 08-09, Schedule (highlighted with a red box), Attendance, Behavior, Health, and Assessment. The main content area displays 'Lukas TEST's Schedule for North High' with a legend: a calendar icon for 'Click on Class Name for Current Assignn', an envelope icon for 'Click on Teacher Name for Email', and a document icon for 'Click on Date for Current Newsletter'. The schedule table has two rows:

Class	Teacher	Date	Room
2111-1 PAWS 11	Arcuri, D		Rm: N113
0620-1 Woods I	Kiuhn, R	09/15/2008 (highlighted with a red box)	Rm: S289

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.

Robert TEST																							
Lukas TEST's Attendance for North High 08-09																							
Term 1	0	1	2	3	4A	4B	4OL	5A	5B	6	Date	0	1	2	3	4A	4B	4OL	5A	5B	6	Legend	
Absent	0	0	0	0	0	0	0	0	0	0	06/01/2009	A											A = Absent
Early Release	0	0	0	0	0	0	0	0	0	0	03/06/2009	A	A	A	A		A	A	A	A	A		T = Tardy
Tardy	0	0	0	0	0	0	0	0	0	0													E = Early Release
																							<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> = Unknown
																							<span style="background-color: white; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> = Excused
																							<span style="background-color: red; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> = Unexcused
																							<span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> = Exempt
Term 2	0	1	2	3	4A	4B	4OL	5A	5B	6													
Absent	0	0	0	0	0	0	0	0	0	0													
Early Release	0	0	0	0	0	0	0	0	0	0													
Tardy	0	0	0	0	0	0	0	0	0	0													
Term 3	0	1	2	3	4A	4B	4OL	5A	5B	6													
Absent	2	1	1	1	0	1	1	1	1	1													
Early Release	0	0	0	0	0	0	0	0	0	0													
Tardy	0	0	0	0	0	0	0	0	0	0													

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.

White

Excused

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.

Red

Unexcused

Districts have determined these are not excused absences. This might include family vacations, driver's training class, etc.

# Reports

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

The screenshot displays a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes the following items:

- Family
  - Calendar
  - To Do List
- TEST, Lukas 11
  - Registration: 09-10
  - North High
    - North High 08-09
      - Schedule
      - Attendance
      - Behavior
      - Health
      - Assessment
      - Graduation Planner
      - Transportation
      - Fees
      - School Choice
      - To Do List
      - Reports**

The main content area is titled "Lukas TEST North High 08-09 Reports" and contains a list of reports, each with a document icon:

- Student Schedule
- Missing Assignments
- T1 North HS Report Card AA
- T2 North HS Mid-Term Report
- T2 North HS Report Card
- T3 North HS Mid-Term Report
- T3 North HS Report Card
- NHS Schedule - Table w/LockerAA
- AT Transcript Term
- ATTranscript Grade
- DA Standard Test Tree - Term
- DA Standard Test Tree- Grade

At the bottom of the report list, there is a note: "Reports on this page require the Adobe Acrobat Reader (free)." followed by the Adobe Acrobat Reader logo.