Navigation Tips & Tricks
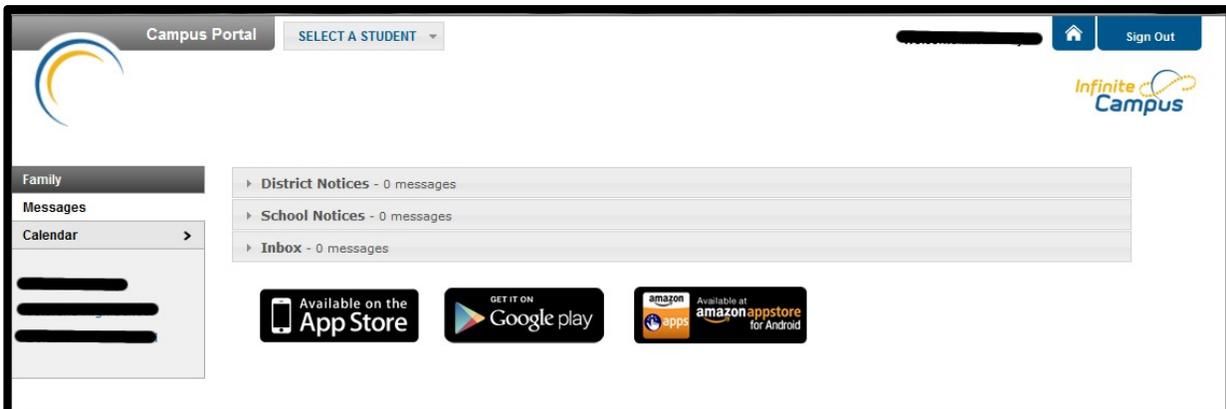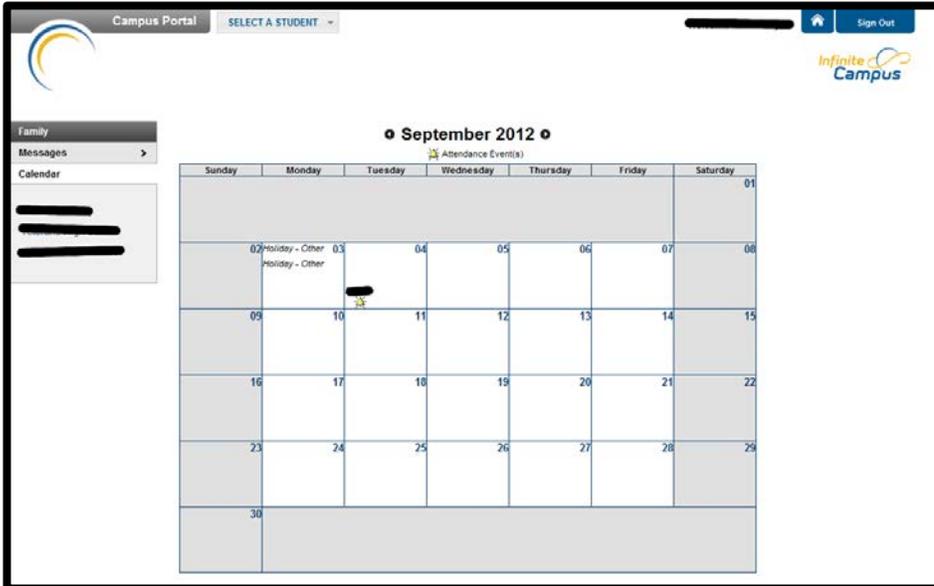
1. Login into the Infinite Campus Parent Portal.

2. This will bring you to the Infinite Campus Parent Portal home screen.
   a. This is your home screen as well as your message screen.
   b. If you have more than one child all messages will come to this general home screen.
   c. Messages can be viewed from the district, from your child(ren)'s school and from your child(ren)'s teacher(s).

Houston County Board of Education
Infinite Campus Parent Portal

3. From the Parent Portal home screen you can also view your child(ren)'s calendar. Click on the calendar option on the left hand menu.
    a. This will bring up your child(ren)'s calendar.
    b. From this screen you can view upcoming events and Holiday.
    c. You can also view your child(ren)'s attendance. If your child(ren) was absent or tardy you will see a bell symbol on the day of the occurrence ☀.
    d. You can also click on the bell symbol to learn more about the specific occurance.

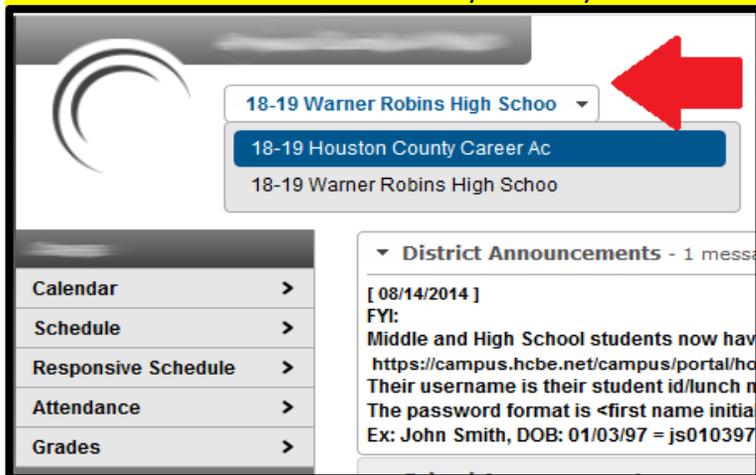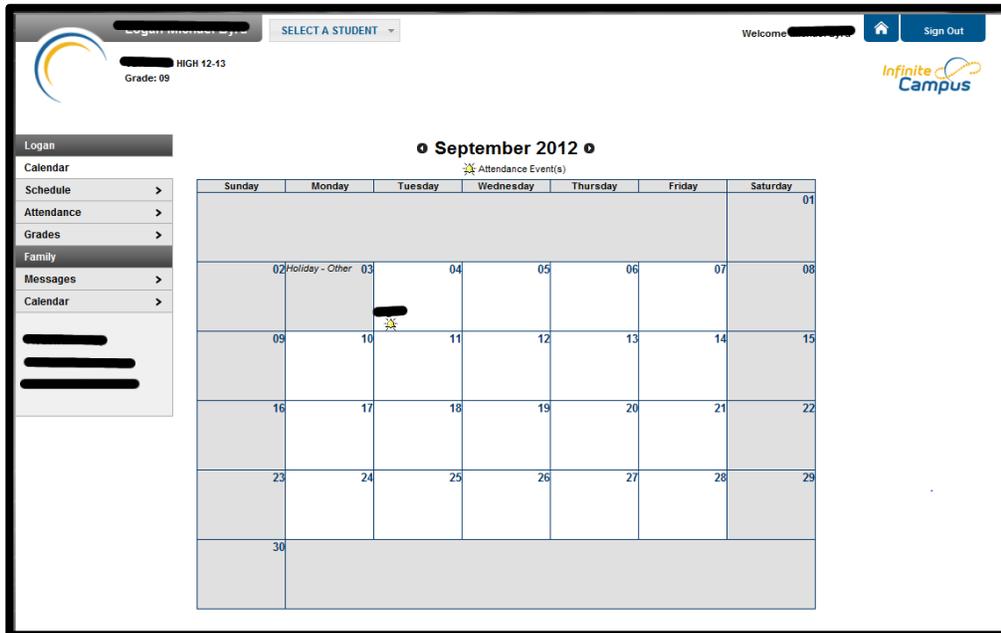4. From the home screen, you can also find the select a student option.

    a. This option allows you to view specific information about your student(s).
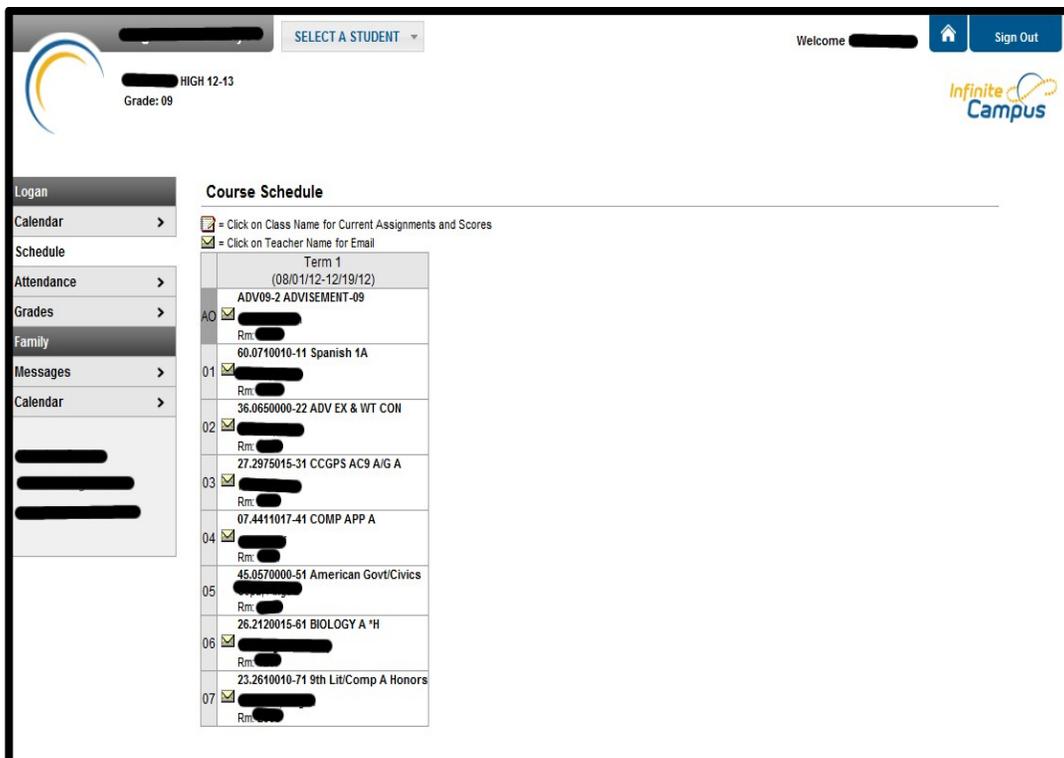   b. Please click the student that you wish to view.

**If your Student attends The Houston County Career Academy, then you will have an option to choose schools. Grades taken at the Career Academy will only be visible under the Career Academy School.

Houston County Board of Education
Infinite Campus Parent Portal

5. Once you have selected a student, then you will find the following options:

a. **Calendar**- which you can also view from the home screen.
b. **Schedule**- View your student(s) current schedule.

Houston County Board of Education
Infinite Campus Parent Portal

c. **Attendance**- View your child(ren)'s attendance, you can view by course, period, day or term.

d. **Grades**-View your child(ren)'s in progress and final grades.

e. **Family**- this option is not yet available.
f. **Messages**- which you can also view from the home screen.
g. ****REMEMBER** THESE OPTIONS ARE SPECIFIC TO THE STUDENT THAT YOU ARE VIEWING WHEN YOU CLICKED **SELECT A STUDENT** FROM THE HOME SCREEN. ******

6. To return to the home screen at any time click the home button in the top right hand corner of your screen [home icon].

7. To sign out simply click Sign Out in the upper right hand corner.
8. If you have any questions or concerns, please contact your school.

Houston County Board of Education
Infinite Campus Parent Portal