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# Campus Portal for Parents and Students

Overview | Access to the Campus Portal | Security Features | Navigating the Campus Portal | Family Section | Student Section | User Account | Other Links | Portal Languages

## Overview

### PATH: Campus Portal

The Campus Portal establishes a line of communication between parents and the schools their students attend. Using the Portal, parents can track student progress and participation, and monitor such aspects as Attendance and Grades.

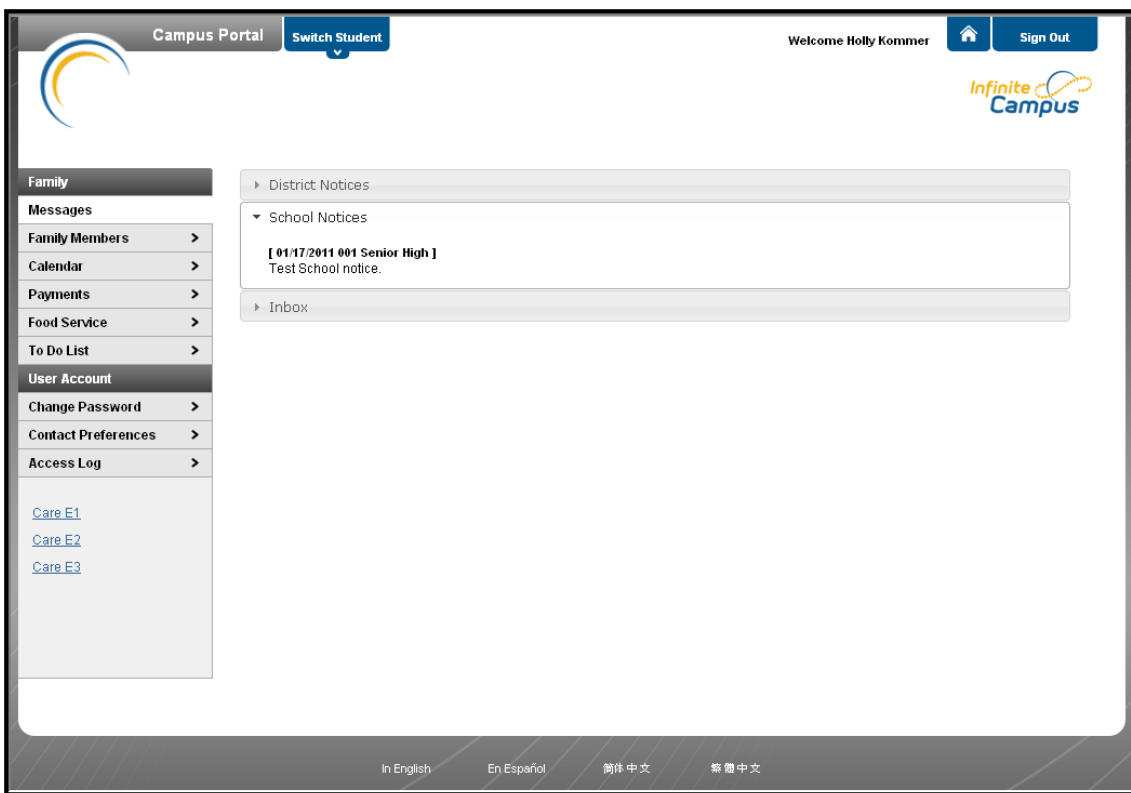


Image 1: The Campus Portal

## Access to the Campus Portal

The district determines access to the Campus Portal. Instructions for receiving a username and password are provided by the school or district. The School or district will provide the URL for access to the Campus Portal. Visit the district's website or contact the school for more details.

Accessibility to various screens described in this guide is determined by the school or district. Access for one school or building may vary from access for another school within the same district. Some tabs and features may not be available for some users.

## 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 reset and session timeouts ensure secure access.

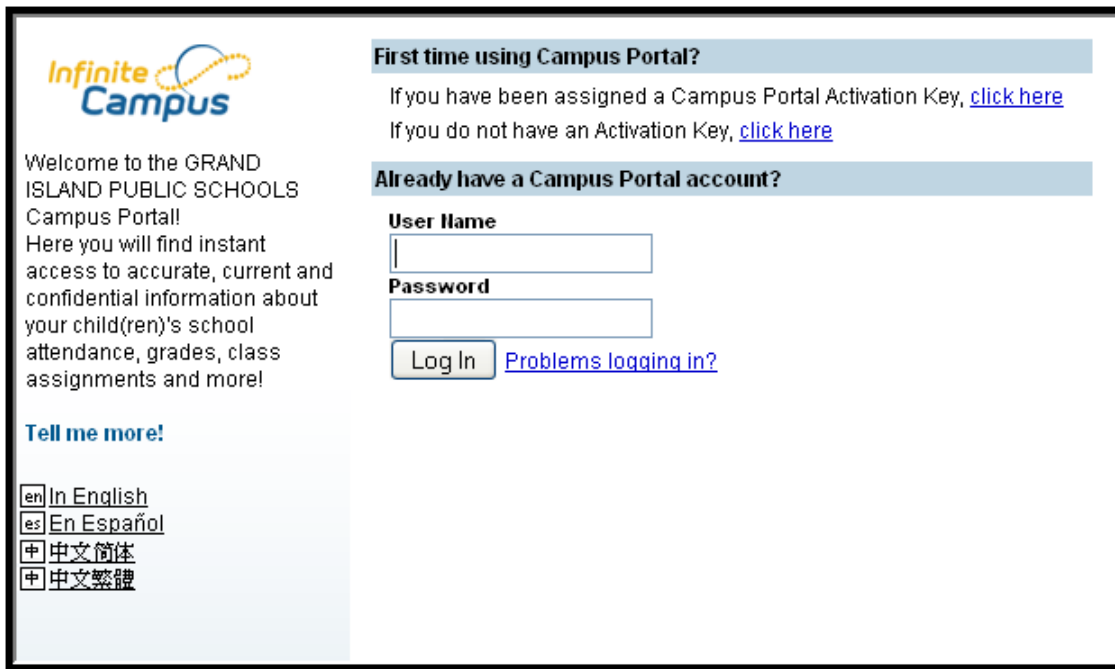


Image 2: Campus Portal Sign In

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 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 meets 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.)

In addition, the district's administrator may force users to reset their passwords from time to time. By default, a dormant session will automatically end after a set amount of time determined by the district (usually between 25 and 60 minutes). This may vary from district to district since the district can establish the duration before the session times out.

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.

If enabled by the district, additional user account settings are found in the [User Account](#) section of the navigation pane. Users are able to change their account password and see the account access log.

## Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. **Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and **User Account** sections of the navigation pane. When a user first logs in the **Messages** tab located in the **Family** section is selected.



Image 3: User Name and Home and Sign Out Buttons

Use the **Switch 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.

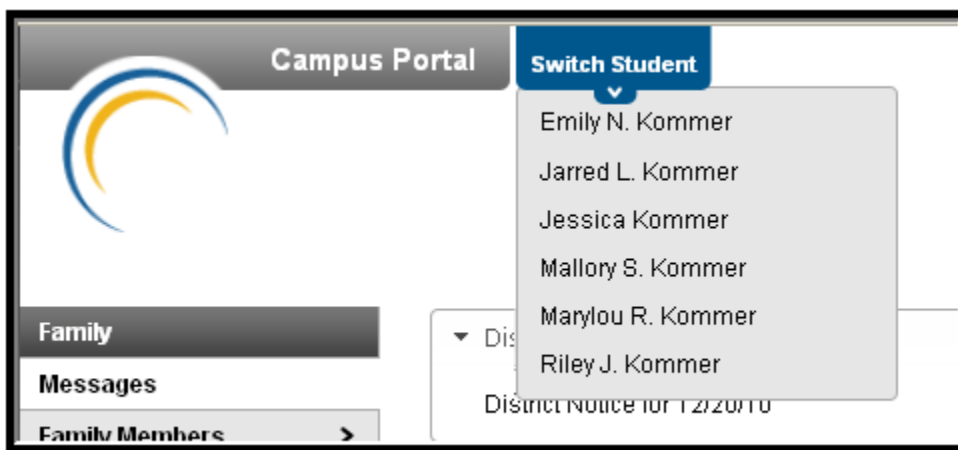


Image 4: Switch Student Option

Students can be enrolled in multiple calendars or schools. When this is the case, another dropdown menu will indicate which enrollment information is currently being viewed and will allow the user to view the information from other enrollments in the current year.

**Mallory Susan Kommer** **Switch Student**

**10-11 019 Westridge MS** ▾

- 10-11 001 Senior High
- 10-11 019 Westridge MS

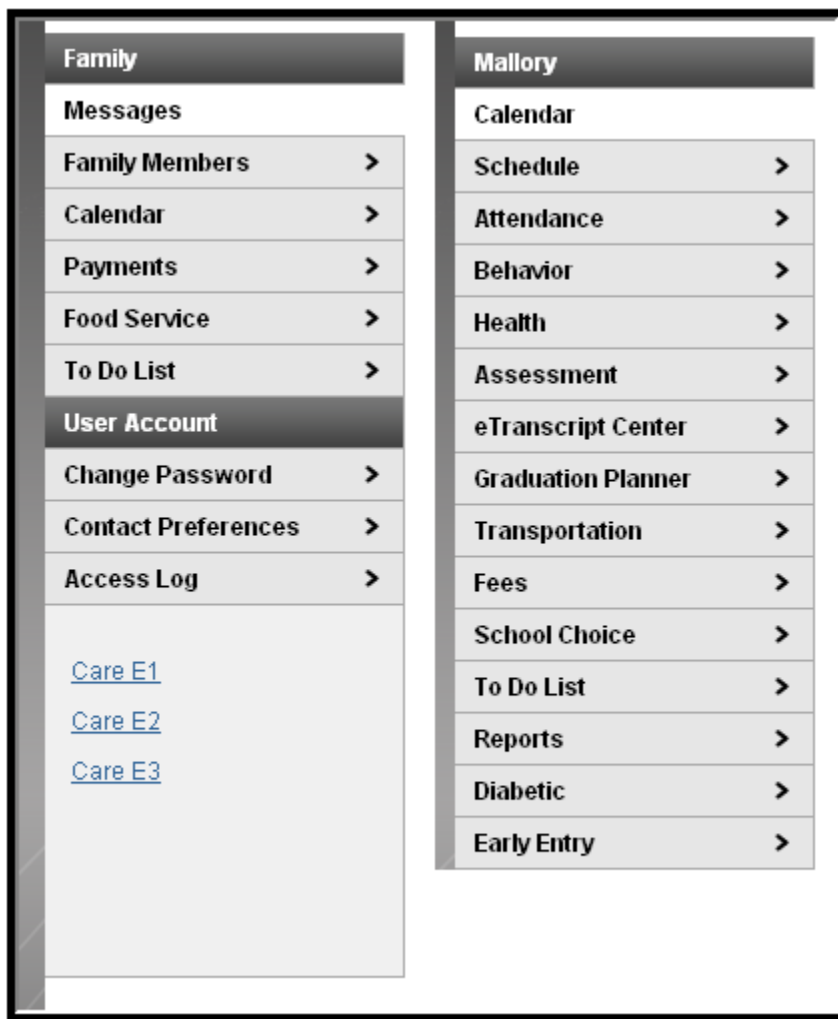


Image 6: Left-side Toolbar for a Family/Household and for a Student

The following information is detailed in order of appearance, beginning with the Family and Student sections and then the User Account section of the navigation pane.

## Messages

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default. **Notices** are sorted by start date and display until the expiration date is reached. The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices. Users can view notices at anytime by selecting the **Messages tab** or by clicking the **Home** button in the top right of the Portal.

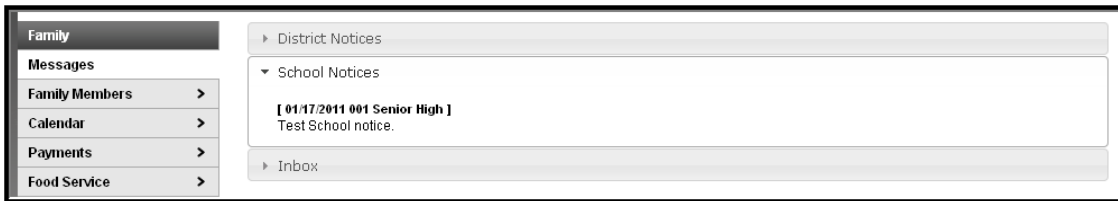


Image 7: Messages

## Demographics

This tab details the demographics information of the household, such as address, email, phone and a list of other members of the household. The household's physical and mailing addresses and all individuals designated as part of that household are viewable. Upon clicking an individual's email address, an email addressed to that person will open in the current user's preferred email program.

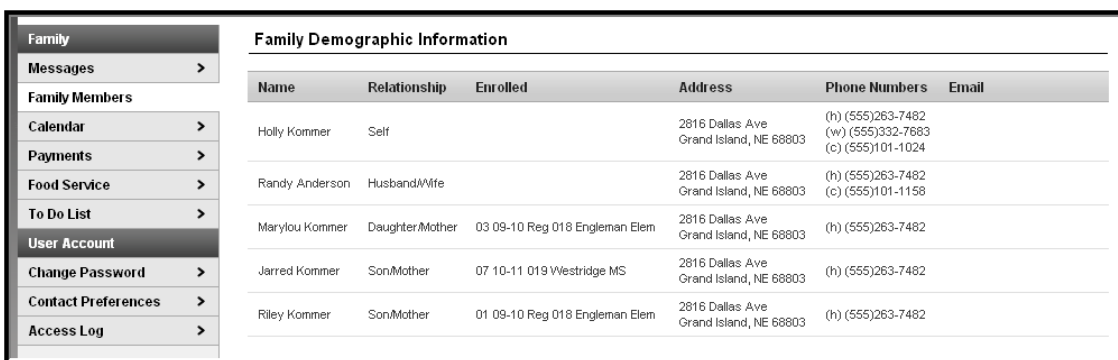


Image 8: Family Demographic Information

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.




Attendance Details for Mallory				
 <b>January 7, 2011 - Friday (Odd Day)</b> Term: QT2				
Period	Course	Time	Description	Comments
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ADNE: ADMINISTRATIVE-NOT EXCUSED	
1	802 MATH	08:15 AM - 09:00 AM		
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	ADNE: ADMINISTRATIVE-NOT EXCUSED	
3	822 PHYS ED	10:01 AM - 10:46 AM		
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM		
5	813 FCS	11:42 AM - 12:17 PM	ADNE: ADMINISTRATIVE-NOT EXCUSED	
6	888 LUNCH	12:19 PM - 01:10 PM		
7	805 SCIENCE	01:12 PM - 01:55 PM		
8	202 PULL OUT MATH	01:57 PM - 02:42 PM		
ACT	110 TEAM MATES	03:31 PM - 03:32 PM		

Image 10: Attendance Detail from the Family Calendar

Clicking on an **Assignment** icon takes the user to another screen which provides details of the student assignment, including a description of the assignment and the date due. Clicking the browser back button will return the user to the calendar.

Jessica's Assignments and Activities for 01/05/2011			
<b>702even2-1 MATH</b>			
<b>In-Class Activities (not graded)</b>			
<b>Name</b>	Test Activity	<b>Date(s)</b>	01/03/2011 - 01/14/2011
<b>Description</b>			
This is a test activity description			
<b>Objectives</b>			
this is a test activity objective			
<b>References</b>			
this is a test activity reference			

## Student Section

The following sections describe the Student section, which appears above the Family section in the navigation pane after selecting a student from the **Switch Student** drop list. The information provide in these tabs is specific to the student named in the Student section header. As with the Family section, districts can control which tabs and information are available for parents to see.

### Registration (Available at participating high/middle schools)

Some schools allow students to be a part of selecting the courses they will take. This tab is enabled by a school as a part student registration, usually done in the spring. The **Registration** tab allows student to view required courses and make requests. Clicking on **Course Search** will cause the Search By options to appear. By entering a Course Name or Course Number and clicking Go, a list of available courses that meet the search requirements will appear to the right of the search fields. Selecting one of these courses will generate a course detail at the bottom of the screen, with options to **Request this Course** or **Request as an Alternate**. Once the all requests have been made, click **Print Request Summary**, which lists all requested courses and alternates and has a signature line for parents.

Image 17: Registration

Any required courses are already listed in the **Required Courses** section. This list cannot be modified by the user. Also, students can only request courses, not course sections (period meeting times). Counselors finalize students' registration.

✔ See the [Student Registration \(Portal\)](#) for more information about registration on the Portal.

## Calendar

The Calendar tab, when accessed from the Student section, displays all day events, assignments and attendance events for that student only. The calendar defaults to the current month but users are able to view previous months and future months by clicking the black arrow buttons on either side of the month and year.

Image 18: Student Calendar

Icons indicating **Assignments Due** and **Attendance Events** are also links to additional content. See the section on the Family **Calendar** for a further description of these links.

## Schedule

The Course 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 the classes the student is taking along with the teacher's name and room number.

**Course Schedule**

Test Schedule  
**PLEASE NOTE: A projected final grade is displayed in the Grading Summary for each course. Because there is more than one legitimate way for teachers to determine the final grade (average, middle, or most frequent score), this projected final grade may be different than the grade on your student's report card. This is particularly true when a student's performance has been inconsistent during the semester or there are missing assessment or performance task scores. Also, more recent scores may be given added emphasis if those scores represent understanding that had not been demonstrated earlier in the grading period.**

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

	Term QT1 (07/01/10-11/01/10)	Term QT2 (11/02/10-01/23/11)	Term QT3 (01/24/11-03/11/11)	Term QT4 (03/14/11-06/30/11)
PT	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802
1	<b>802-1 MATH</b> FALLDORF I Rm: 811	<b>802-1 MATH</b> FALLDORF I Rm: 811	<b>802-1 MATH</b> FALLDORF I Rm: 811	<b>802-1 MATH</b> FALLDORF I Rm: 811
2	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMIEIER L Rm: 809
	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym	<b>821S-1 INST TECH (Day Odd)</b> ZLOMKE P Rm: 503 Lab B	<b>821S-1 INST TECH (Day Odd)</b> ZLOMKE P Rm: 503 Lab B
3	<b>821-2 INST TECH (Day Even)</b> Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	<b>821-2 INST TECH (Day Even)</b> Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	<b>822S-2 PHYS ED (Day Even)</b> DENOYER S Rm: 200 Gym	<b>822S-2 PHYS ED (Day Even)</b> DENOYER S Rm: 200 Gym
4	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803	<b>804-3 SOCIAL STUDIES</b> BRIDGER L Rm: 803

Image 19: Student Schedule

Clicking the teacher's name with an **Email** icon next it will generate an email in the user's preferred email program.

A **Paper** icon and a date under a teacher's name indicate that the teacher has posted a newsletter. Clicking the **Date** will open the most recent newsletter in a new tab of the browser in PDF format. This teacher newsletter provides a way for teachers to communicate with parents and eliminates the need for a teacher to print off announcements and other types of communication. A newsletter will remain available until the end date selected by the teacher. All newsletters whose end date has not been reached as available by clicking the >> or and << in the newsletter display page.

Clicking the **Name** of a course when a grade book icon appears next to it will send the user to the student's **Grade book** for that course, which includes assignments and grades.

**Grade Book Assignments for 702even2-1 MATH**

**Teacher's comments about Jessica:**

**702even2-1 MATH**  
Teacher: Kom, Mom A

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

**Standards Summary**

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

Standard	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
Application, Problem Solving, & Communication	Dev			
Classroom Behaviors	Dev			
Initiative and Effort	Beg			
Mathematical Knowledge	Dev			
Study Skills	Beg			
Work Completion	Beg 55%	C 77%		

**Grading Task Summary**

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

Grading Task	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
QUARTER	D 66%	F 44%		
PROGRESS			D	

**Term QT1 Application, Problem Solving, & Communication Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Classroom Behaviors Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Initiative and Effort Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Mathematical Knowledge Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Study Skills Detail**  
This Grading Task has no assignments assigned to it.

**Term QT1 Work Completion Detail**

**Standards Group**

Name	Due Date	Assigned Date	Score	Turned In	Comments
<a href="#">Standard Assgiment 1</a>	10/10/2010	10/01/2010	55		Many assignments are late and incomplete

Image 20: Grade Book for a Course

Clicking **View the scoring rubric(s) and/or grading scale(s) for this class** will take the user to the bottom of the screen, where the **Grading Scale(s)** and **Rubric(s)** appear.

Grading Scale(s)	
MIDDLE SCHOOL GRADING	
Grade	Min Percent
A+	98.000
A	93.000
A-	89.500
B+	88.000
B	83.000
B-	79.500
C+	78.000
C	73.000
C-	69.500
D+	68.000
D	63.000
D-	59.500
F	0.000
P	-3.000
INC	-1.000
W	-2.000

Rubric(s)	
MID SCH - Life Skills,Music,PE	
Score	Description
Adv	Advanced
Prof	Proficient
Dev	Developing
Beg	Beginning

MID SCH - Rubric	
Score	Description
Adv	Advanced
Pro	Proficient
Dev	Developing
Beg	Beginning

[Back to the top](#)

Image 21: Grading Scales and Rubrics

From within the Grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade book** will return the user to the Grade book screen.

### Grade Book Assignment Detail for 702even2-1 MATH

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**702even2-1 MATH**  
Teacher: Kom, Mom A

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Score Detail	
Score	55 (55.000%)
Comments	Many assignments are late and incomplete

Assignment Detail	
Name	Standard Assginment 1
Due Date	10/10/2010
Date Assigned	10/01/2010
Total Points	100
Description	Test standard assignment description
Objectives	test
References	test

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Image 22: Assignment Detail within Grade Book



In some districts, posting assignments is optional for teachers, so this information may not always be available.

## Attendance


Using the **Attendance** tab, parents can monitor student attendance using a variety of summary options. The attendance information displayed on the portal occurs in real time as the teacher or building attendance clerk enters absent and tardy designations.

Attendance tab displays for the selected student. The **Calendar** allows parent to quickly view attendance for each month. Clicking the black circled arrow allows parents to view each month in the current school calendar. Today is outlined in blue. All instructional days are selectable. Non-instructional days are grayed out and cannot be selected. Attendance events display in color according to the legend beneath the calendar. Selecting a colored day in the calendar displays the detailed in a pop up window. A set of four tabs allows a user to view attendance information by Course, by Period, by Day and by Term.

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 202 PULL OUT MATH	LARSEN C	2	0	0	1
▶ 801B LANGUAGE ARTS	POHLMEIER L	3	0	0	0
▶ 802 MATH	FALLDORF I	2	0	1	0
▶ 804 SOCIAL STUDIES	BRIDGER L	2	0	0	0
▶ 805 SCIENCE	CARPENTER C	2	0	0	1
▶ 813 FCS	BUSHHOUSEN L	2	0	0	0
▶ 814 ART B	CYBORON G	1	0	0	0

Image 23: Student Attendance

The attendance colors are defined as follows. These definitions can vary by district.

Color	Code	Definition
Green	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, etc.
Red	Unexcused	Districts have determined that the absence is not excused. This might include truancy, suspensions, unplanned vacations, etc.
Grey	Exempt	These are usually school-sponsored events, such as field trips, concerts or athletic activities.
Yellow	Unknown	The reason for the absence has not been verified by school staff.  <div style="background-color: #ffff00; padding: 10px; border: 1px solid #ccc;">  Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.                 </div>

Clicking on any instructional day in the calendars will generate an **Attendance Detail** pop up for that day. Attendance Details displays a detailed view of the day listing each period long with the course and time detail.



If an attendance event occurred on the day, then the attendance code and description will display in the **Description** column. If a school has selected attendance comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top right corner to return to the original screen.

Period	Course	Time	Description	Comments
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ERex:Early Release Excused	
1	802 MATH	08:15 AM - 09:00 AM	ERex:Early Release Excused	
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM		
3	821 INST TECH	10:01 AM - 10:46 AM		
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM		
5	813 FCS	11:42 AM - 12:17 PM		
6	888 LUNCH	12:19 PM - 01:10 PM		
7	805 SCIENCE	01:12 PM - 01:55 PM		
8	202 PULL OUT MATH	01:57 PM - 02:42 PM		
9	833 VOCAL MUSIC	02:45 PM - 03:30 PM		
ACT	110 TEAM MATES	03:31 PM - 03:32 PM		

Image 24: Attendance Detail for a Specific Date

Each summary tab provides a detailed view of the students period-based attendance. Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the Attendance Details for the day. When a period count link is selected a pop up displays excuse type detail. The Period tab allows the user to move from one term to the next using the arrows located below Attendance Summary by Period. The Term tab offers an additional column displaying Whole/Half day attendance for each term.

Course    Period    Day    Term

### Attendance Summary by Period

Term: **QT2**  
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
PT (08:00 AM-08:13 AM)	2	0	1	0
01/03/2011 Monday - Present Exempt 01/04/2011 Tuesday - Early Release Excused 01/07/2011 Friday - Absent Unexcused 01/10/2011 Monday - Absent Excused				
1 (08:15 AM-09:00 AM)	1	0	1	0
2 (09:03 AM-09:59 AM)	2	0	0	0
3 (10:01 AM-10:46 AM)	1	0	0	0

Image 25: Attendance Summary by Period

In the Attendance Summaries, numbers or dates indicating attendance events can be clicked on to generate an additional detail screen about that attendance event or day. Clicking a number, such as an absence total, will display a detail screen as in the image below, describing attendance events as Excused, Unexcused, Exempt or Unknown..

Course    Period    Day    Term

### Attendance Summary by Day

Date	PT	1	2	3	4	5	6	7	8	9	ACT
01/18/2011 Tue											
01/11/2011 Tue											
01/10/2011 Mon	A	A	A	A	A						
01/07/2011 Fri	A	A									
01/05/2011 Wed					E						
01/04/2011 Tue	E	E									
01/03/2011 Mon	P	P	P	P	P	P	P	P	P		
10/04/2010 Mon	A	A	A	A	A	A	A	A	A	A	
<b>Absent Totals</b>	<b>3</b>	2	3	2	2	3	2	2	2	2	0
<b>Tardy Totals</b>	0	0	0	0	0	0	0	0	0	1	0
<b>Early Release Totals</b>	1	1	0	0	0	0	0	0	0	0	0
<b>Present Totals</b>	0	0	0	0	0	0	1	1	1	0	0

**Absent Details** ✕

Period: PT

Excused	2
Unexcused	1
Exempt	0
Unknown	0

Image 26: Attendance Detail Screen

 For more information about Attendance on the Campus Portal, see the [Portal Attendance](#) article.

## Assessment

(This feature is not available for Murray Schools at this time but will be available 2012-2013 School Year)

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments. Although each state or district may label these tests differently, they still serve as important benchmarks of a student's academic achievements, and can be reported to districts and state and federal governments to determine a district's success in teaching required standards. The information displayed here helps parents to be aware of assessments and knowledgeable of their student's progress in them.

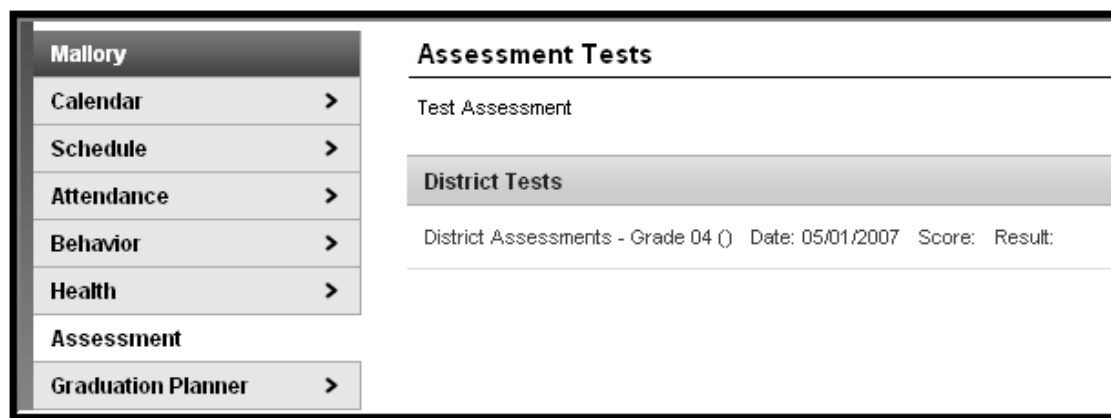


Image 29: Student Assessments

Assessments and the scores earned on them will appear in this tab. Not all assessments will appear on the Portal.

## Graduation Planner

Feature Not available at this Time

The **Graduation Planner** tab can be used to track student progress towards graduation, including taking and completing required courses. This screen first shows the student's Grade Point Average (GPA) and then shows any specific **Course Requirements** and the student's progress towards accomplishing them. Next, the Graduation Planner lists various required **Standards** and the number of credits that the student has earned in each term or grade level towards meeting that standard. This information is provided by school guidance counselors, teachers and staff.

<b>Mallory</b>	<b>Graduation Planner</b>														
Calendar >	Test Grad Planner														
Schedule >	Program: GISH 220 credits														
Attendance >	Criteria		Requirement				Progress								
Behavior >	Min Overall GPA		0.00				3.74								
Health >	Course Group Requirements		Requirement				Progress								
Assessment >	Grade:09- AMERICAN HISTORY 1		Courses:1 - GPA:0.5				Courses Passed:0- Failed								
Graduation Planner	Grade:09- AMERICAN HISTORY 2		Courses:1 - GPA:0.5				Courses Passed:0- Failed								
Transportation >	Standard: Middle School														
Fees >	Credit / Standard		06	06	06	07	07	07	08	08	08	SUB	IP	OF	TOT
School Choice >	MS Courses		52.5/0	52.5/0	52.5/0	0/0	0/0	0/0	0/0	0/0	0/0	157.5/0	90	-247.5	0/0
To Do List >	(Overflow)		0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+247.5	0/0
Reports >	Total		52.5/0	52.5/0	52.5/0	0/0	0/0	0/0	0/0	0/0	0/0	157.5/0	90	N/A	247.5/0
Diabetic >	Standard: Life Skills Rubric														
Early Entry >	Credit / Standard		06	06	06	07	07	07	08	08	08	SUB	IP	OF	TOT
Family	(Overflow)		0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0
Messages >	Total		0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0
Family Members >	Standard: Middle School - Band														
Calendar >	Credit / Standard		06	06	06	07	07	07	08	08	08	SUB	IP	OF	TOT
	(Overflow)		0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	+0	0/0
	Total		0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0	N/A	0/0

Image 30: Student Graduation Planner

The information in the **Graduation Planner** is color coded as follows:

Color	Definition
<b>Green</b>	Requirements are met and the student is on-track for graduation.
<b>Pink</b>	The student is missing some requirements in this area.
<b>Yellow</b>	The student has taken additional (overflow) credits in this area.
<b>White</b>	These credits are not required for graduation.

## Fees

### Feature Not available at this Time

The **Fees** tab provides a list of all fees assigned to the student. These fees can include a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Both fees that are still owed and ones that have been paid appear in this list, followed by the ongoing balance for all fees.

<b>Mallory</b>	<b>Fee Statement</b>
Calendar >	Test Fees
Schedule >	Fees: 1
Attendance >	Debit: \$15.00
Behavior >	Balance: \$15.00
Health >	
Assessment >	
Graduation Planner >	
Transportation >	
Fees	
School Choice >	




Due Date	Fee	Type	Debit	Credit	Balance
01/21/2011	MS Activity Fee	Activity	\$15.00	\$0.00	\$15.00
<b>Total Balance Due for Fees:</b>					<b>\$15.00</b>

Image 32: Student Fees

## Reports

The **Reports** tab allows parents to generate reports of information such as missing assignments, a student's schedule, and any transcripts or report cards that are available.

These reports generate in PDF format using Adobe Acrobat Reader.

<b>Emily</b>	<b>Reports</b>
Calendar >	District Comments here
Schedule >	 Student Schedule
Attendance >	 Missing Assignments
Health >	
Assessment >	Reports on this page require the Adobe Acrobat Reader (free). 
Graduation Planner >	
Transportation >	
Fees >	
To Do List >	
<b>Reports</b>	
<b>Family</b>	

*Image 35: Student Reports*

If applicable, a student's Personalized Learning Plan (PLP) may be listed here. A PLP helps students take responsibility for their learning by establishing academic goals, finding instructional strategies to meet those goals and viewing education in a broad and unified way. Parents can view student progress and accomplishments for each student PLP here.

Also, a student's Individualized Education Plan (IEP) may be posted here. Each public school child who receives special education and related services must have an IEP. Each IEP is designed for one student only and is a personalized document. The IEP creates an opportunity for teachers, parents, school administrators, related services personnel and students (when appropriate) to work together to improve educational results for children with disabilities.

## User Account

The third navigation pane can be used to manage account details, such as passwords and contact information.

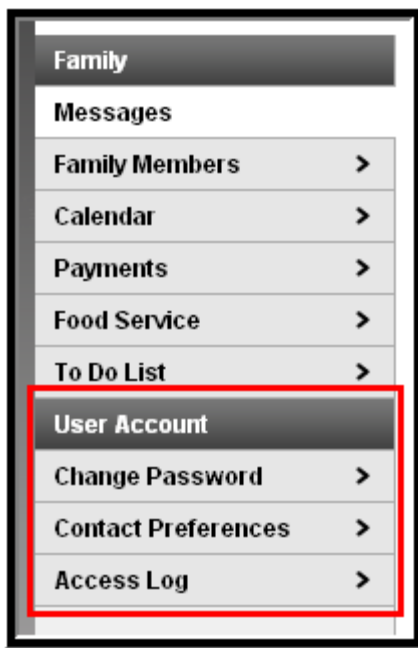


Image 36: User Account Toolbar

## Contact Preferences

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Not all districts use this program. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address, such as high priority, attendance, behavior and general notices. Users can also use this tab to select the preferred language for messages, English or Spanish.

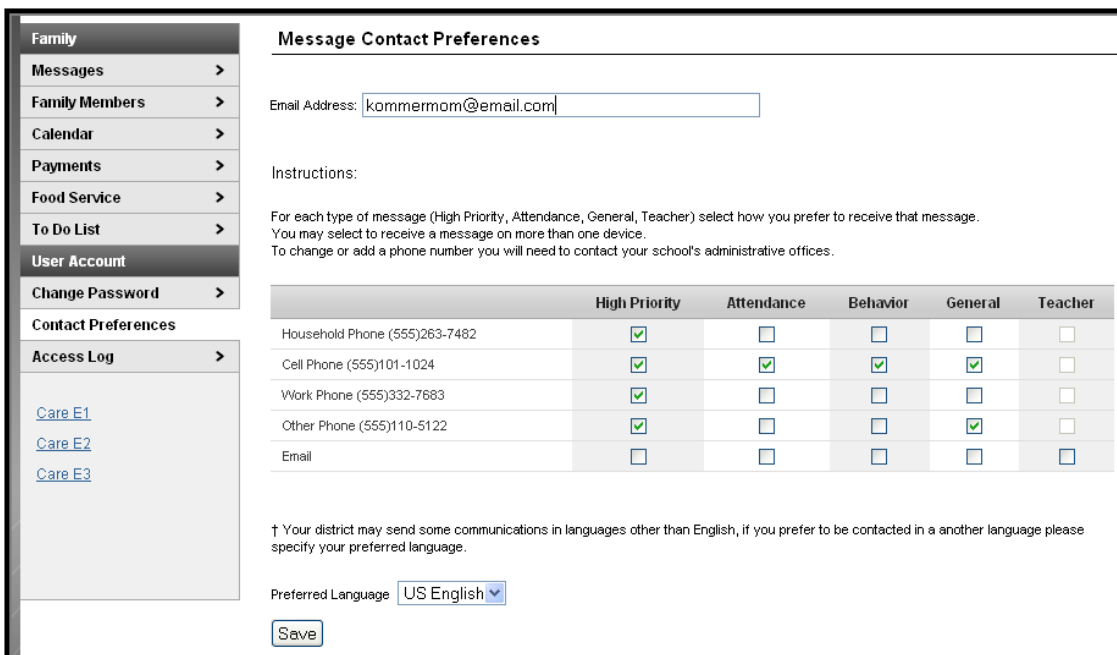


Image 38: Message Contact Preferences

✔ See the [Change Contact Information \(Portal\)](#) article for more information about this option.

## Portal Languages

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.