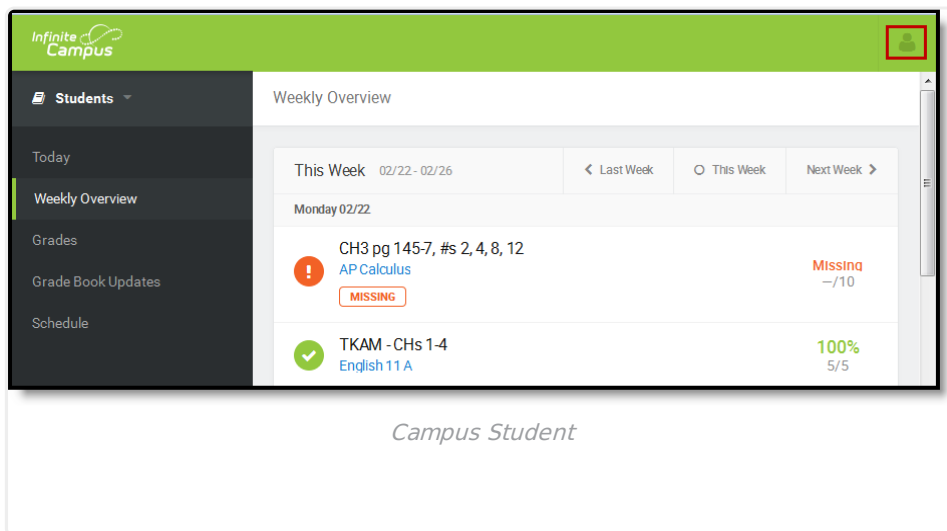# Campus Student Portal

Last Modified on 02/01/2022 9:50 am CST

The Campus Student Portal includes useful features for students and is optimized for use on mobile devices and tablets.

In Campus Student, navigate between tools in the menu on the left. On mobile devices, this menu shrinks to a "hamburger" or "three bars" icon to save space.
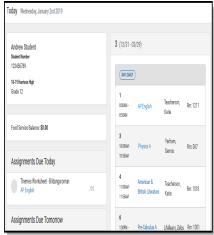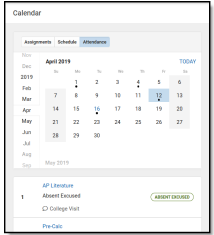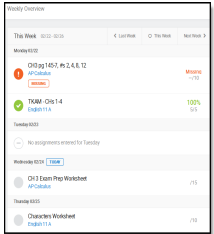
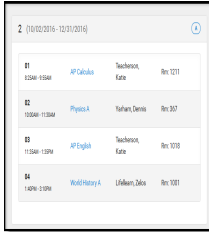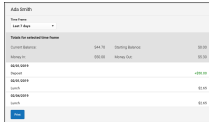Click the Person icon in the top right to log out or view Notification Settings. To switch to the previous Portal, click the Students dropdown and select Portal.
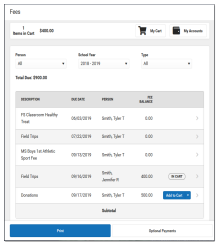

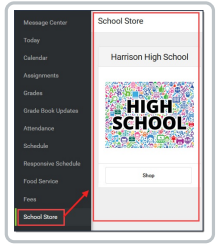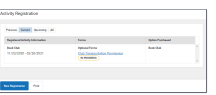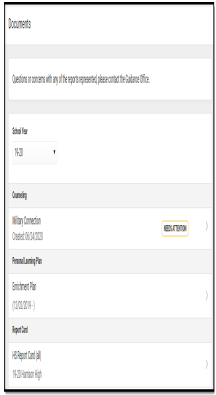*Campus Student*

Tools Available in Campus Student

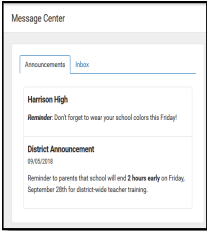To enlarge Example Images, right click and select View Image. Click BACK to return to the article.

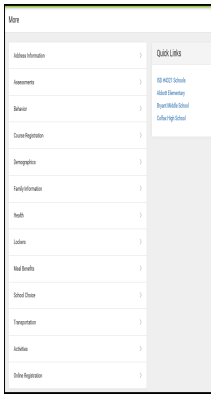| Tool Name	Description	Example Image
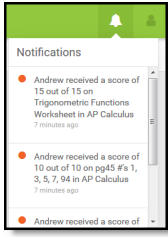
Tool Name	Description	Example Image
Today	The Today view shows the student's schedule for the current day and lists any assignments due today or tomorrow. The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned. The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name to view details. In districts that use Campus Food Service, the student's Lunch Balance displays at the top. If your school is using Virtual Attendance, check out the Blended Learning section later in this article for more information about virtual attendance and attendance Check-Ins.	
Calendar	The Calendar displays data in three different modes, *Assignments*, *Schedule*, and *Attendance*. For *Assignments* and *Attendance*, dots display below dates that have data. Select a mode and date to view data for that day. In *Assignments* mode, a button displays to show the Weekly Overview, which shows all assignments for the selected week.	
Weekly View (within Calendar)	The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, students can view assignments for the week and see scores. Assignments display for the calendar day on which they are **Due**. Flagged assignments, such as the Missing assignment above, are also shown. Scored assignments are shown with the points possible, if applicable, or the percentage or rubric score earned.	

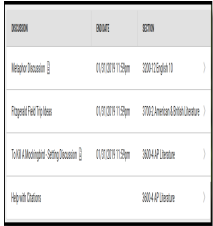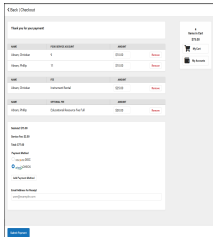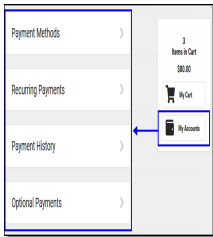| Tool Name	Description	Example Image
Assignments	The Assignments tool collects all of a student's assignments with the focus on today. Click assignments to view details and scroll to see previous and future assignments. Use the **Missing** and **Current Term** buttons at the top to filter assignments.	
Grades	The Grades tool shows all of the grades earned by the student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades tab if enabled. Show grades for a single term or for the whole year by selecting an option at the top. Expand the Settings menu to *Hide dropped courses*, *Hide rows without grades or assignments,* or expand or collapse all courses. Where the grey arrow displays for a task or standard, click the task to view the Categories that contribute to the grade. Expand categories to view all included assignments. Click assignments to view details. Grades that are part of a composite or rollup grading setup are indicated.	
Grade Book Updates	Grade Book Updates lists all of the assignments that have been scored or otherwise updated in the last 14 days. Click on the assignment or the course name to view details.	
Attendance	The Attendance tool lists the absences and tardies for attendance taking periods in the selected term. Navigate between terms using the options at the top. Click on a period to view details. On the detail view, absences and tardies are divided by type (excused, unexcused, exempt, or unknown), with all absences and tardies listed below. When attendance is recorded via present minutes, this attendance screen displays the total Present Time and Expected Time by section. Click on a section to view the Time In, Time Out, and Present Time recorded by date. The display of attendance is has been localized for Kentucky.	

Tool Name	Description	Example Image
Schedule	The Schedule tool shows the student's schedule for each term, including any day rotations. Schedules are shown for all the whole year, all terms, and all of the student's enrollments. Each schedule includes the times of the periods during the day and the student's courses, with the teacher's name and room assigned. If a day rotation is in place, the day is indicated in the top right corner of the schedule. Click on the course name to view details. If a student drops a course, it continues to display on the student's schedule until the end of the day.	
Responsive Scheduling	The Responsive Scheduling tool lets users select which sessions to attend for an upcoming responsive day. Available offerings are listed for each available responsive period. See the Responsive Scheduling article for more information.	
Academic Plan	The Academic Plan displays the student's assigned Academic Program and the courses the student has planned to take in each school year. Students can add courses to their plan, and print their Course Plan and their Progress Report from here. See the Academic Plan (Campus Student) article for more information. It's recommended that the Academic Plan be viewed on a larger device, if possible.	
Food Service	The Food Service tool allows students access to the following food service information: • Current account balances • Transactions (food item purchases, account deposits of cash, check and credit card, when enabled) • Account history (historical transaction records) • Account adjustments (debits/credits) The link to the Food Service tool does not display for everyone. Specific school operations and settings determine whether this link displays.	

Tool Name	Description	Example Image
Fees	The Fees tools shows the fees assigned to a student. Fees can include things like a lab fee for a science course, a fee for a field trip or the cost of an athletic activity. Fees that are still owed, have been paid, or were made void appear in this list, followed by the ongoing balance for these fees. The School Years dropdown list allows you to view fees according to the school year in which they were assigned.	
School Store	The School Store is where you can select spirit wear, purchase school supplies, pay for activity fees or make donations. Every School Store is unique and the items available for purchase may be different at every school.	
Activity Registration	Activity Registration is where you can see the activities for which a student is registered, the option purchased and any associated forms. To be considered "registered," the activity fee must be paid. The Activity Registration area in the portal includes a link to the School Store where users can register for activities.	
Documents	The Documents tool collects files relevant to the student including IEPs, Evaluations, PLPs, a PDF version of the student's schedule, report cards and transcripts, forms, and program participation documents.

Documents are grouped by module and document type, i.e. Counseling, Report Cards, Special Education, etc. Select a **School Year** from the dropdown to view documents associated with a particular year. Documents not associated with a calendar year display in the Other section. Click on an entry to view the file as a PDF.

> **Note:** Expired forms display as read-only with an "Expired" watermark.

eSignature Forms
Certain forms will require users to review and sign, such as Health updates, Notices, Consent Forms, etc. Upon login, the **Documents Need Attention** section displays any documents that require a signature. Click on the document name or navigate to the Documents tool to Sign or Decline the form.

A status displays next to the name of the form on the | |

Tool Name	Description	Example Image
	Documents tool. This indicates if the document is pending action by other users, including additional signatures needed or completion by the district.	

	If one person Declines to sign a form, no other user can eSign the form. **Fillable Forms** Certain forms may require data entry as well as a signature. Upon login, the **Documents Need Attention** section displays any documents that require a signature or data entry. Click on the document name or navigate to the Documents tool to fill out and sign the form. Only one user can edit the form, even if multiple users have the ability to edit. A warning displays indicating the form will become read-only for other users until you finish editing and sign the form. **Confirm Editing** Once you begin editing, this form cannot be edited by other users. Would you like to continue? **Continue Edit** Cancel Other users can view a read-only version of the form while you edit. The **Next Action** button navigates you to the next required field or the eSignature line if no other fields are required. Once all edits are made, sign the form and click **Submit**. See the Notification Settings information section for information about turning document notifications on or off.	
Message Center	The Message Center includes announcements posted at a school or district level. Click *Show More* to display additional text for longer announcements. Announcements display based on the timeline set by the creator and cannot be deleted or archived. Additionally, the Inbox displays messages sent to the student, including those from teachers and the Surveys tab displays surveys given to students.	Message Center Announcements Inbox **Harrison High** **Reminder:** Don't forget to wear your school colors this Friday! **District Announcement** 07/03/2018 Reminder to parents that school will end **2 hours early** on Friday, September 28th for district-wide teacher training.
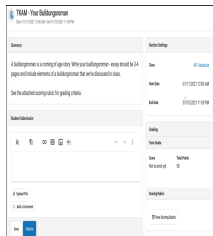
Tool Name	Description	Example Image
More	The More tab displays the following: • **Address Information** for the student's household(s). • **Assessments** that list the student's test scores for state, national and district tests. • **Behavior** incident information that displays any behavior events in which the student was involved. • **Demographics** information for the student and any non-household relationships. • **Family Information**, including contact information for family members. • **Health Information**, including recorded vaccinations, immunizations and daily health screenings. • A list of Learning Tools for students to browse learning materials. • **Lockers** assigned to the student with locations and combinations. • The **Meal Benefits** application • **Transportation** information including buses and parking permits. • **Activities** in which the student is involved (clubs, sports, etc.) • If the district is using **Online Registration**, those tools display here. • **Important Dates** such as holidays, late starts, and other school calendar events. • **Course Registration**, where students (and parents) can request courses for the next school year. See the Course Registration article for more information. The Quick Links section displays the websites for the districts and schools in which the student is enrolled, if available. Users may be able to update address information, demographic data and family information (this requires the district to turn on certain preferences). When these preferences are turned on, parents and guardians may submit updates for their household information.	
Notifications	The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments. Click the user menu at the top right of screen to establish Notification Settings.	

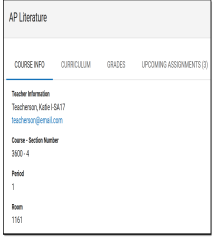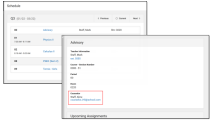| Tool Name	Description	Example Image
Discussions	The discussions list collects all discussions assigned to the student, both those aligned to assignments and those that aren't. Click a discussion to respond to the teacher's prompt or respond to a classmate.Scored discussions are indicated by the 📄 icon. Students can also access discussions aligned to an assignment through that specific assignment. inappropriate content can be **flagged**, which alerts the teacher that there is content which should be reviewed.	
My Cart	My Cart is where you pay fees and add money to your food service account. You can add items to My Cart from any of the following areas: • Food Service • Fees • Optional Payments	
My Accounts	My Accounts is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.	

Links in Campus Student

In various areas of Campus Student, clicking links opens details for items such as assignments and courses.

> To enlarge Example Images, right click and select View Image. Click BACK to return to the article.

Available Link	Description	Example Image
Assignment	Click on an assignment to view details, such as dates, scoring information, and the description. Files attached by teachers and submission options also display on this screen, as applicable. At the top of an assignment, the bread crumbs show the course and any folders used by the teacher to organize curriculum. Click a link in the bread crumbs to view all assignments in the course/folder.	

| Available Link	Description	Example Image
Course Name	Click on a course name to view the Course/Section number, Period, Room, section Website. From the Course detail, a list of all Curriculum in the course, a Grades screen and a list of Upcoming Assignments are also available.	
Counselor Email	From the Course detail, click the counselor's email to discuss schedule changes (a pre-formatted email form displays), or discuss other topics with your counselor.	

Student Questions

The Student Questions tool allows students to ask teachers simple questions and receive an answer in Campus Student.

This tool must be enabled by the district and by the teacher for each section. Once enabled, a hand icon displays for students in various places around Campus Student, such as in the schedule on the Today screen.

Students click the hand icon to enter a question and click **Raise Hand** to submit it. They can also click Raise Hand without asking a question, such as to get the teacher's attention in a classroom setting. Students can modify their question or remove it at any time.

Once a student submits raises their hand, the hand icon displays as red. Once a teacher responds, the icon changes to a green speech bubble. Resolve the question to clear it, or ask a new one.
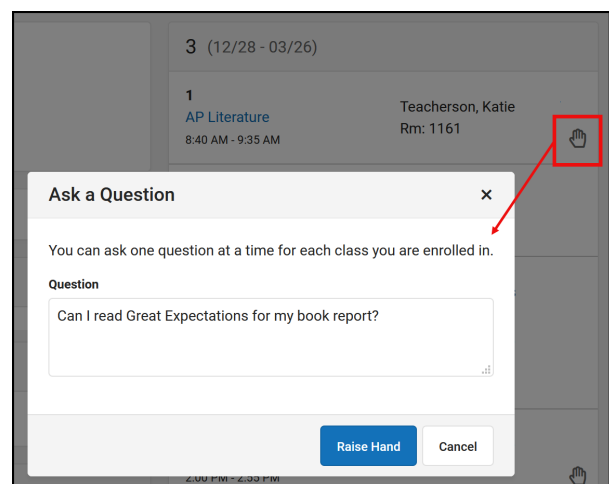
Notification Settings

Notification settings allow users to opt out of receiving specific kinds of notifications and establish thresholds for those they want to receive. Set thresholds to only receive notifications when a grade or score falls below the selected percentage or a lunch balance falls below the selected dollar amount. From the User Menu, select Settings, then Notification Settings. Click the arrows to change the threshold or click and drag the dot.

Notifications are not sent for any tools that have been disabled by the district. Only districts using Campus Food Service receive low balance notifications.

Enable notifications and set thresholds to determine when notifications are sent.

Blended Learning

Some schools are using blended learning for the 20-21 school year, with some students attending school physically and some attending virtually.

Am I Virtual Today?

Check the **Today** screen to see if you are physical or virtual today. A **Virtual** tag displays at the top of the schedule on days you're attending virtually.

To check another day, go to the **Calendar** screen, click *Schedule* and click a day in the calendar to see if you are attending in-school or virtually that day.

Attendance Check-Ins

Depending on how your school is using virtual attendance, you may be required to respond to an attendance Check-In to show that you're participating in school while virtual. These Check-Ins may display for each virtual section or one per day; some students are required to respond during the period the section would normally meet and other have all day to respond. Contact your school if you have questions about how they're doing virtual attendance.

To respond to a Check-In, click the Check-In on the Today screen and then click **Yes, I'm Here**.

Respond to a Check-In to show that you're participating in school virtually.

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN. From the User Menu, select Settings, then Account Settings.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.

Access Account Settings to update basic account information.
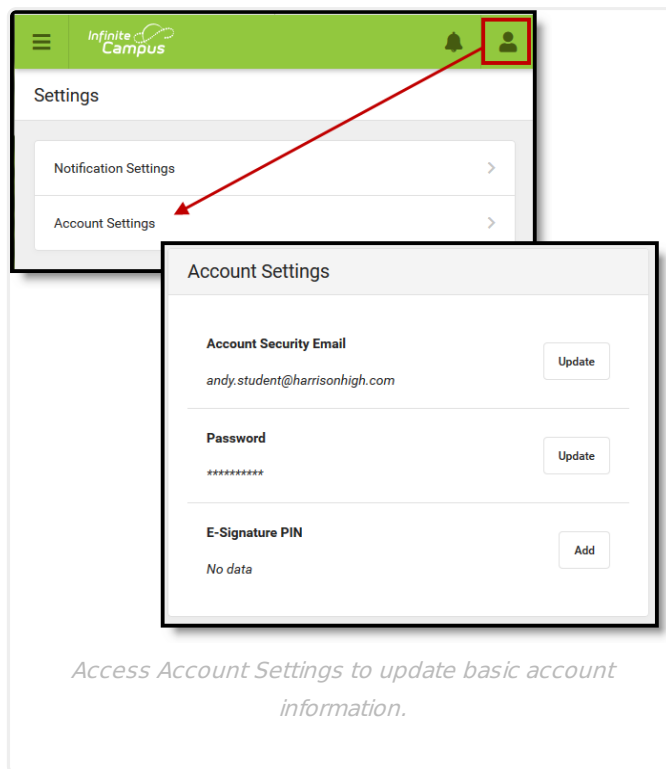
Language

From the user menu, click **Language** to change the language that Campus Student displays in. Campus provides translations into Spanish and Chinese; districts may provide additional translations.

Select a Language to translate Campus Student. Spanish and Chinese translations are provided by Campus.
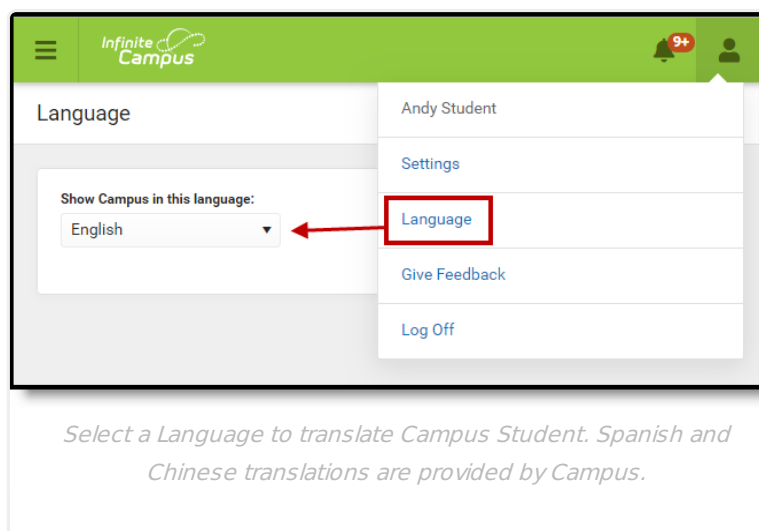
Contact Preferences

Manage your contact preference by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message). If your school has turned on certain options, you may be able to modify your phone numbers and email addresses.

From the **User Menu**, select **Settings**, then select **Contact Preference**. Review existing contact

information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

Infinite Campus

Settings

Account Settings	>
Contact Preferences	>
Current Devices	
Notification Settings	

Contact Preferences

Cell Phone

(612)555-2688x_____

Work Phone

(612)555-7960x_____

Other Phone

(___)___-____x_____

Email Address

user@example.com

Secondary Email Address

user@example.com

Preferred Language

Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

US English ▼

Message Preferences

For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.

If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone | Email

ANDERSON HOUSEHOLD PHONE (612)555-0682	VOICE	TEXT (SMS)
Priority	☑	☐
Attendance	☑	☐
General	☑	☐
Teacher	☐	☐
Behavior	☑	☐
Emergency	☑	☐

CELL PHONE (612)555-2688	VOICE	TEXT (SMS)
Priority	☐	☐
Attendance	☐	☐
General	☐	☐
Teacher	☐	☐
Behavior	☐	☐
Emergency	☐	☐

WORK PHONE

Contact Preferences

Access Log

The Access Log lists the date, time, operating system, browser, and IP address of each time this account has been accessed. Failed attempts are indicated.

Settings

Notification Settings >

Account Settings

Contact Preferences

Current Devices

Access Log

Access Log

DATE	DETAIL
01/03/2019 11:32AM	**Windows 7** Mozilla 5.0 IP: ~~10.35.54.240~~
01/02/2019 4:19PM	**Windows 7** Firefox 64.0 IP: ~~10.35.54.241~~
12/03/2018 2:49PM	**Windows 7** Chrome 70.0.3538.110 IP: ~~10.35.129.243~~

Use the Access Log to see information for each login.

Previous Versions