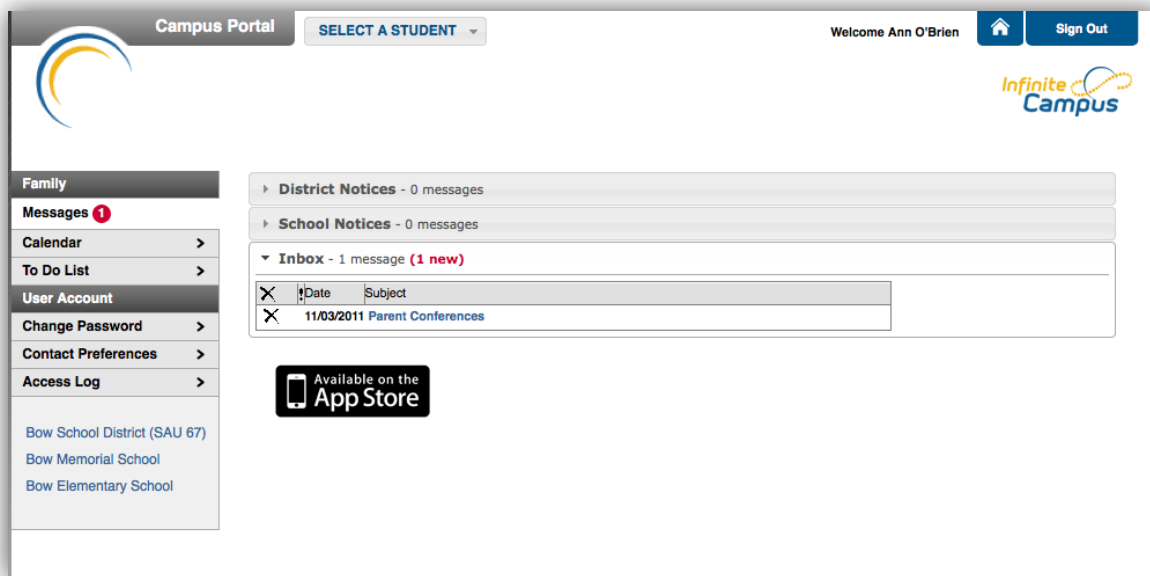


Campus Portal for Parents and Students

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.

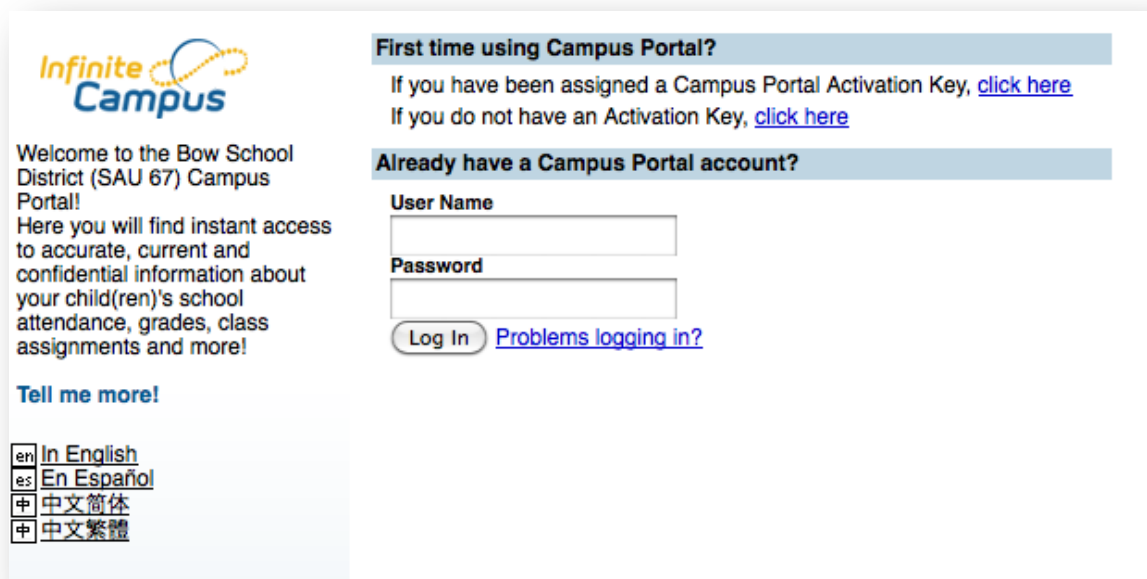


The screenshot shows the Campus Portal interface. At the top, it says "Campus Portal" and "SELECT A STUDENT". The user is logged in as "Ann O'Brien" and can "Sign Out". The "Infinite Campus" logo is in the top right. On the left, there is a navigation menu with sections: "Family" (Messages, Calendar, To Do List), "User Account" (Change Password, Contact Preferences, Access Log), and school information (Bow School District (SAU 67), Bow Memorial School, Bow Elementary School). The main content area shows "District Notices - 0 messages", "School Notices - 0 messages", and "Inbox - 1 message (1 new)". The inbox message is dated "11/03/2011" with the subject "Parent Conferences". There is also an "Available on the App Store" badge.

Security Features

The Campus Portal incorporates the highest level of security. 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.)



The screenshot shows the login page for the Campus Portal. It features the "Infinite Campus" logo and a welcome message: "Welcome to the Bow School District (SAU 67) Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!". There are two main sections: "First time using Campus Portal?" with links for activation keys, and "Already have a Campus Portal account?" with a login form. The login form includes fields for "User Name" and "Password", a "Log In" button, and a link for "Problems logging in?". At the bottom left, there are language selection options: "en In English", "es En Español", "中 中文简体", and "中 中文繁體".

Five unsuccessful login attempts will disable the portal account. In order to use the portal again, users will need to

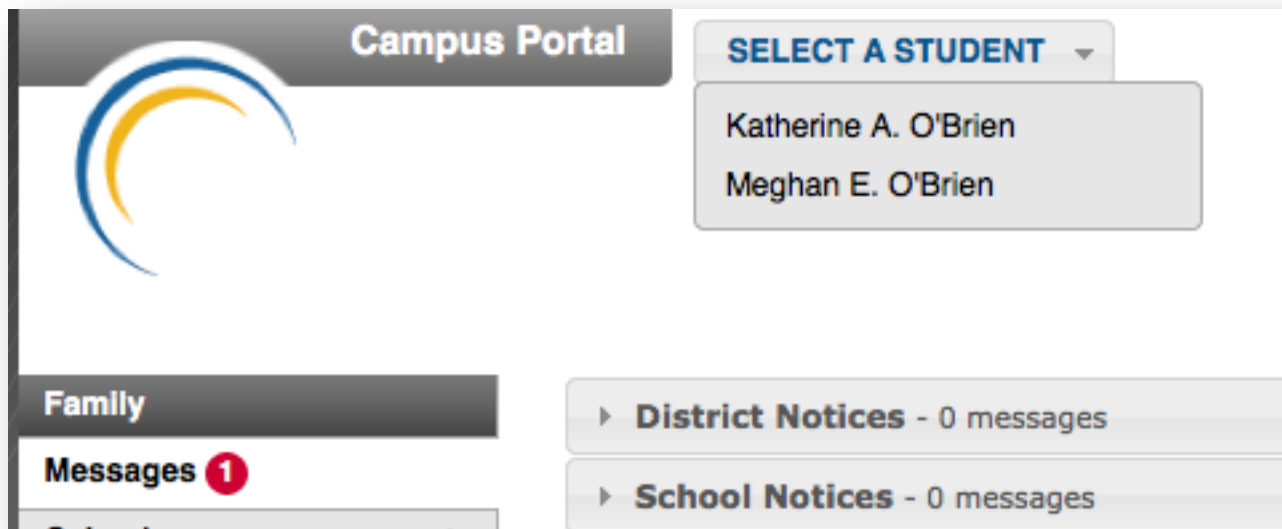
contact the school to have the account reactivated.

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.



Use the **Select 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.



When signed in as a parent, the **Family** and **User Account** navigation panes appear on the left side of the screen. When a student is selected in the **Select Student** option, an information section specific to that student will appear above the Family section in the navigation pane. The tabs in the Family section apply to all students to which that user has rights. For example, when accessing the **Calendar** tab from the Family section, a calendar will display assignments (currently for BHS & BMS only), day events and attendance for all of the students, whereas when accessing the **Calendar** tab from the student section, only information specific to that student will appear on the calendar.

Family Section

The following sections describe the various tabs, which appear in the Family section.

Messages

The **Messages** tab is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. **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. Possible messages include missing assignment notices, failing grade notices (for BHS & BMS), attendance notices, behavior notices, surveys and general information notices. Users can view notices at any time by selecting the **Messages** tab or by clicking the **Home** button in the top

Family

- Messages
- Calendar >
- To Do List >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Bow School District (SAU 67)
Bow Memorial School
Bow Elementary School

▸ **District Notices** - 0 messages

▸ **School Notices** - 0 messages

▾ **Inbox** - 1 message

X	Date	Subject
X	11/03/2011	Parent Conferences

Available on the App Store

Calendar

The **Calendar** tab, when accessed from the **Family section** displays calendar events for each school in which a student is enrolled. 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. All student assignments and attendance events (such as absences and tardies) also appear on the **Family Calendar**. The name of the student to whom the event or assignment relates will appear over the assignment or attendance icon, which is also a link to additional content.

Clicking on an **Attendance Event** will produce an additional screen over the Calendar which provides the details of the attendance event, including what class periods the event affected and the status of the event.

Meghan

- Calendar
- Schedule >
- Attendance >
- Health >
- Assessment >
- Transportation >
- Permissions >
- Family
- Messages >
- Calendar >
- To Do List >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Bow School District (SAU 67)
Bow Memorial School
Bow Elementary School

o **November 2011** o

Assignment(s) Due Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		01	02	03	04	05
06	07	08	09	Parent/Teacher Conference	Veteran's Day	12
13	14	15	16	17	18	19
20	21	22	Thanksgiving Recess	23	Thanksgiving Recess	24
27	28	29	30	25	26	26


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. Icons indicating **Assignments Due** (BHS & BMS Only) 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 location the class meets. Times are not noted for BES but but if you have older students at BHS & BMS periods will be noted. 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. 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 (Available for BHS & BMS). As BES uses more specific standards for each developing skill grade book can not be used. Grades will be posted as a report card and the end of Trimester 1, 2 & 3.

Course Schedule

 = Click on Class Name for Current Assignments and Scores

 = Click on Teacher Name for Email

	Term T1 (08/31/11-12/03/11)	Term T2 (12/05/11-03/14/12)	Term T3 (03/15/12-06/14/12)
AM	 GRD3-33 Grade 3	 GRD3-33 Grade 3	 GRD3-33 Grade 3
PM	 Normandin, K	 Normandin, K	 Normandin, K
Specials	 ART3-33 Grade 3 Art	 ART3-33 Grade 3 Art	 ART3-33 Grade 3 Art
	 Bryant, K Rm: 202	 Bryant, K Rm: 202	 Bryant, K Rm: 202
	 MUSC3-33 Grade 3 Music	 MUSC3-33 Grade 3 Music	 MUSC3-33 Grade 3 Music
	 Wickham, James J	 Wickham, James J	 Wickham, James J
	 PE3-33 Grade 3 PE	 PE3-33 Grade 3 PE	 PE3-33 Grade 3 PE
	 Dowe, R.	 Dowe, R.	 Dowe, R.

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.

Attendance

Please note that you are seeing absences and tardies the moment a teacher saves attendance. Office personnel may not have had a chance to reconcile the attendance or confirm its accuracy.



Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

Course Period Day Term

Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy
▶ GRD3 Grade 3	Normandin, K	0	1
Total		0	1

The attendance colors are defined as follows.

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.

Attendance taken by the teacher displays in yellow until it has been verified by school staff and an excuse type has been assigned.

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. Click the "X" in the top right corner to return to the original screen.

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.

Health

Every state mandates a series of vaccination to be administered to students over the course of their time in school. Campus tracks compliance with these vaccine requirements based on state requirements. After parents provide documentation verifying that students have received immunizations, the **Immunizations** section can be used as an easy reference for tracking that a student's vaccinations are up-to-date.

Meghan

- Calendar >
- Schedule >
- Attendance >
- Health
- Assessment >
- Transportation >
- Permissions >
- Family
- Messages >
- Calendar >
- To Do List >
- User Account
- Change Password >
- Contact Preferences >
- Access Log >

Health

Immunizations

* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.

Vaccine	Compliance Status	Doses				
		1	2	3	4	5
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Compliant	12/17/2002	03/14/2003	05/16/2003	10/19/2004	01/17/2007
Hemophilus influenza, type B [Hib]	No Requirement	12/17/2002	03/14/2003	05/16/2003	10/16/2003	
Hepatitis B [Hep B]	Compliant	12/17/2002	03/14/2003	07/14/2003		
Measles-Mumps Rubella [MMR]	Compliant	10/16/2003	02/06/2007			
Pneumococcal	*	12/17/2002	03/05/2003	05/16/2003	10/16/2003	
Polio [IPV, OPV]	Compliant					
Polio [IPV]	*	03/05/2003	05/16/2003	07/14/2003	01/17/2007	
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	No Requirement					
Varicella	Compliant	10/19/2004	02/06/2007			

This screen can be printed to use when proof of vaccine compliance is required, such as when documentation is needed to attend camps or participate in athletics outside of the district.

User Account

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

Change Password

Users also have the option of changing their passwords at any time. See the [Security Features](#) section above for guidelines on creating strong passwords.

- Family
- Messages >
- Calendar >
- To Do List >
- User Account
- Change Password
- Contact Preferences >
- Access Log >

Change Account Password

Old Password

New Password

Verify New Password

[Change Password](#)

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. Users should verify that contact information is correct and contact the student's home campus if any changes/updates need to be made. Users can also use this tab to select the preferred language for messages, English or Spanish.

Family

Messages >

Calendar >

To Do List >

User Account

Change Password >

Contact Preferences

Access Log >

Bow School District (SAU 67)

Bow Memorial School

Bow Elementary School

Message Contact Preferences

Email Address:

Instructions:

For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.

	High Priority	Attendance	Behavior	General	Teacher
Email (atobrien@gmail.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

Preferred Language:

Save

Access Log

This tab lists the IP addresses from which parents access the Portal, the times it was accessed and whether the login was successful.

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.