

Helpful User Information for Infinite Campus Parent Portal

Security Preferences/ Password Retrieval

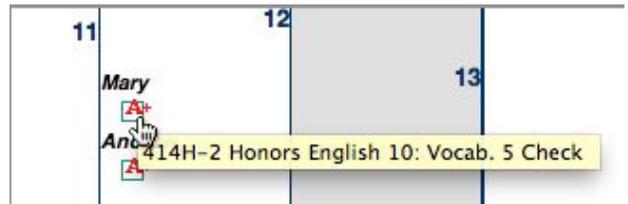
Please set up your security preferences the first time you log in. This allows the system to send forgotten passwords automatically through your email without the need for Help Desk personnel to manually send it. Preferences can be set up and edited in the "Account Management" screen.

Changing Passwords

Open the Account Management screen. Type a new password (click on the  for helpful suggestions). Create a password that's 100% secure. After retyping the new password to verify, go to the bottom of the screen, enter your current (old) password, then Save.

Hover for Helpful Tips

Infinite Campus frequently uses pop-up messages for instructions and additional information. To see these windows, hover over the word or icon.



Mary's Assignments and Activities for 10/12/2012

414H-2 Honors English 10			
Assignments			
Name	Vocab. 5 Check	Total Points Possible	10
Due Date	10/12/2012	Score	9
Date Assigned	10/12/2012	Comments	

Clicking on icons usually allows you to see more detailed information.

Grades

Clicking on the Grades tab will display the "In-Progress" grade for the current quarter (in yellow) as well as the posted (called the "Final") grade for any grading task (including interim marks, semester exams, etc.). These cells are green. Please be aware that the "In-Progress" grades will fluctuate greatly throughout the quarter as teachers enter scores.

 In-Progress Grade
 Final Grade

	Q1	Q2	Q3	Q4
Interim Grade	93.4% B+	B		
Quarter Grade	A-	95.4% A		
Semester Exam				
Semester Average				
Final Grade				95.0% A

IMPORTANT!

Please ignore any "In-Progress Grade" that appears in the Final Grade area. Pickerington Local Schools uses a final grade calculation that is run after all quarter grades are posted and may differ from the grade that appears here. Information regarding grade calculations can be found in the student handbook.

Clicking on a specific course will bring up detailed assignment information for the course.



Continued

Click on a specific assignment for more detail. Some teachers mark assignments as “Turned In” when they have the work, but haven’t had a chance to grade/record it. Please contact your student’s teacher if you have questions about how they use the grade book.

Lab									
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments	
Pineapple Enzyme Lab	09/21/2012	09/21/2012	1.0	14	11	78.57			
Lab Report	10/05/2012	10/05/2012	1.0	100	93	93			
Chemistry of Carbohydrates Lab	10/08/2012	10/08/2012	1.0	15	15	100			

Assignments without scores

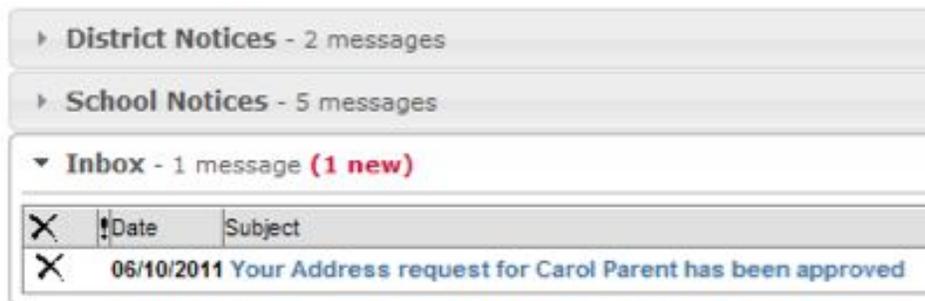
The portal allows students and parents to view assignment scores for past assignments, and also serves as a planner for future assignments. When a teacher creates an assignment, it appears, with the due date, on the portal. These assignments are not calculated in the “In-Progress” grade unless the teacher marks it as missing, or enters a zero. Assignments appear in both the Calendar and the To Do List to help families plan for upcoming due dates.

Reports

The Reports tab allows you to print student schedules, unofficial report cards/transcripts, and missing assignment reports right out of the portal.

Incorrect Information

If any Family, Household or Student Demographic information is incorrect, click on the Update button, enter the appropriate information and click Submit Update. Users will receive a message in their “Inbox” once the data has been corrected. Please note these updates may take some time to verify and approve, especially the first few weeks that the portal is available to parents.



Mobile Apps/District ID

The Infinite Campus parent/student portal is available on many popular mobile devices. For setup instructions, including the six character **District ID#**, log into the portal on a computer, then click on the icon for the app that matches your device.



Videos showing the mobile device features are available on the Infinite Campus channel on YouTube at <http://www.youtube.com/user/theinfinitecampus?feature=watch>

Additional information for the mobile apps can be found at: <http://media.infinitecampus.com/public/html/mobile/index.html>