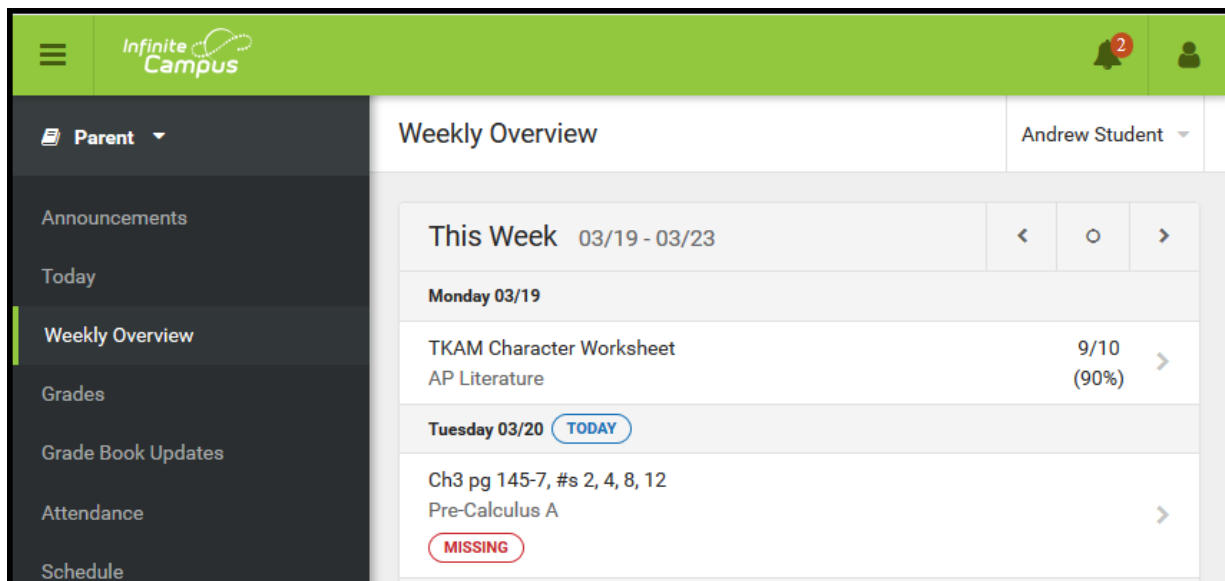# Campus Parent Portal

The Campus Parent Portal is designed specifically for parents and is optimized for use on mobile devices and tablets.

In the Campus Parent Portal, 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 user icon in the top right to view Notification Settings.

If a tool is specific to a single student, such as Grades or Schedule, a student dropdown list displays in the top right corner. This dropdown list does not display for tools that are not student specific like Announcements.

Switch between students using the dropdown list in the corner.

If a student has multiple enrollments, a dropdown list displays at the top of tools like Grades and Schedule listing each enrollment. Other tools, such as Behavior, show multiple enrollments on one screen, with data separated by enrollment.
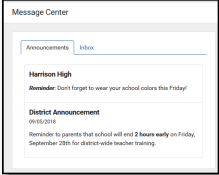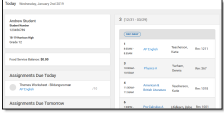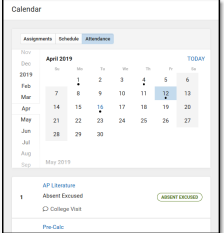
Tools Available in the Campus Parent

Tool	Description	Example
Message Center	The Message Center includes announcements are 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	

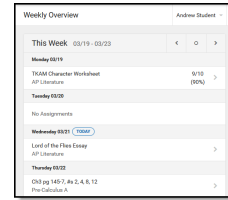| Today	The Today view shows the selected student's schedule for the current day and lists any assignments due today or tomorrow. The schedule shows the times of the periods during the day and the student's courses, with the teacher's name and room assigned. The assignments list covers all of the student's courses, including those that may not meet on the current day. Click on the assignment or the course name	
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	

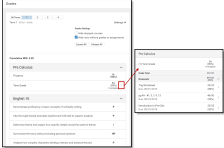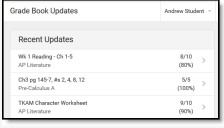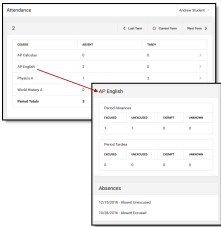|		
Week ly Overv iew (withi n	The Weekly View filters the Calendar to show a student's assignments for a week in a simple, single page overview. In this overview, view assignments for the week and see scores. Assignments display for the calendar day on which	
Assign ments	The Assignments tool collects 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.	
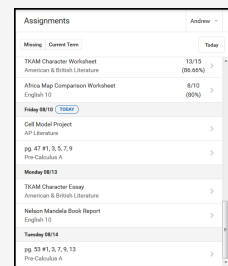
Grades	The Grades tool shows all of the grades earned by the selected student for all tasks (such as Trimester or Semester grades) and standards. Posted grades are displayed in bold, with In-Progress grades indicated as "In-progress." The student's Cumulative GPA also displays at the top of the Grades 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	
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	
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	
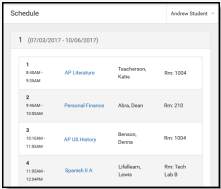
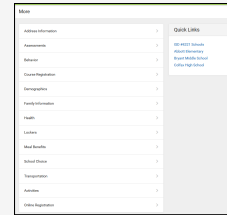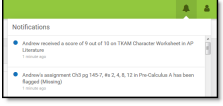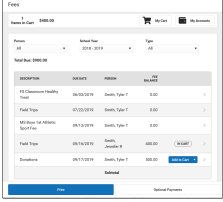|		
Docum ents	The Documents tool collects files relevant to the student including IEPs, Evaluations, PLPs, a PDF version of the student's schedule, report cards and transcripts, forms, and program participation documents. Documents are grouped by module and document type, i.e. Counseling, Report Cards, 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**	
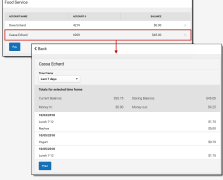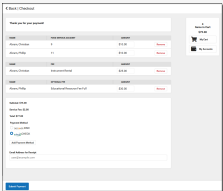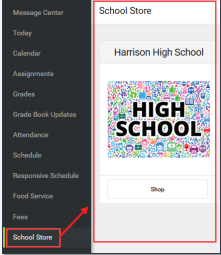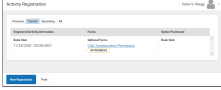
More	The More tab displays the following:	
	• **Address Information** for the student's household(s).	
	• **Assessments** that list the student's test scores for state, national and district tests.	
	• **Behavior** incident information that displays any behavior events in which the student was involved.	
	• **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.	

Notifications	The Notifications dropdown list shows a simple list of notifications the student has received, such as graded assignments.	
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.	
Fees	The Fees tool provides a list of all fees assigned to a person. 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	

Food Service	The Food Service tool allows parents and 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	
Responsive Scheduling	The Responsive Scheduling tool lets users view which sessions their student has selected to attend for an upcoming responsive day. Available	
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.	
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 your student is registered, the option purchased, and any associated forms. To be considered "registered," the activity fee must be	

Links in Campus Parent

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

Availa	**Description**	**Exampl**

Assignment	Click on an assignment to view details, such as dates, scoring information, and the description. Files attached by teachers also display on this screen, as applicable. Parents are able to view submissions and Quick Assessments made by their students	
Course Name	Click on a course name to view the Course/Section number, Period, Room, section Website, and any upcoming assignments.	
Counselor Email	From the Course detail, click the counselor's email to discuss schedule changes (a preformatted email form displays), or discuss other topics with your student's	

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. 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.


Attendance Check-Ins

Depending on how your student's school is using virtual attendance, students may be required to respond to an attendance Check-In to show that they're participating in school virtually. 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. Parents may also be able to respond for their students. Contact your school if you have questions about how they're doing virtual attendance.

To see if your student has responded to a Check-In, click on the Check-In on the Today screen. To respond to a Check-In for your student, click the Check-In and then click the blue Yes button.
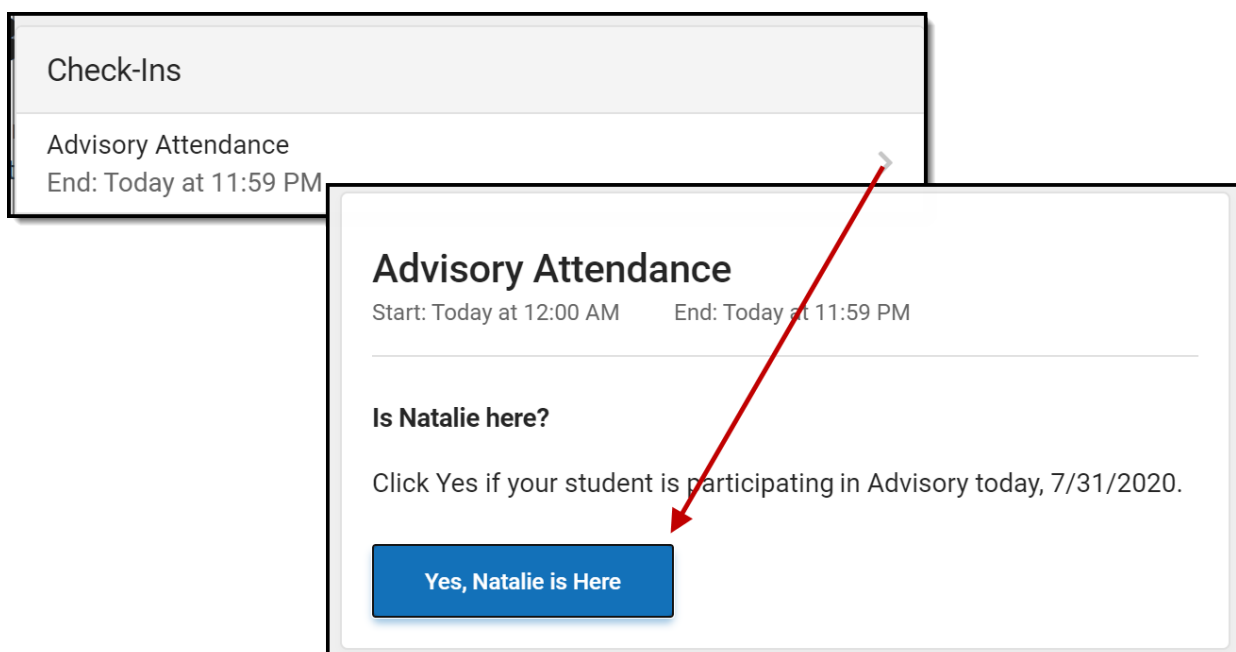

Respond to a Check-In for your student to indicate that they are participating virtually.

Account Settings

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN.

- 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.
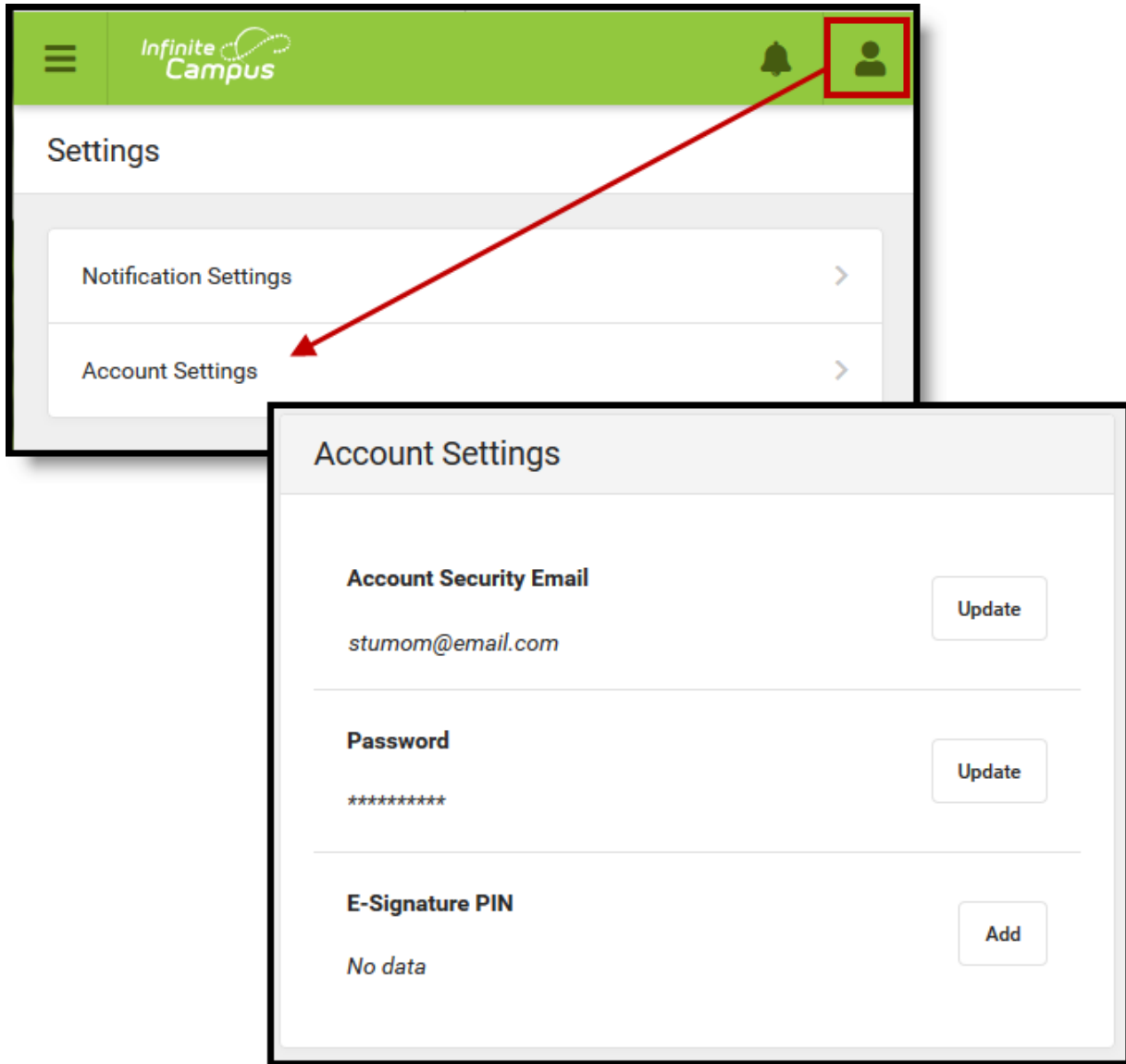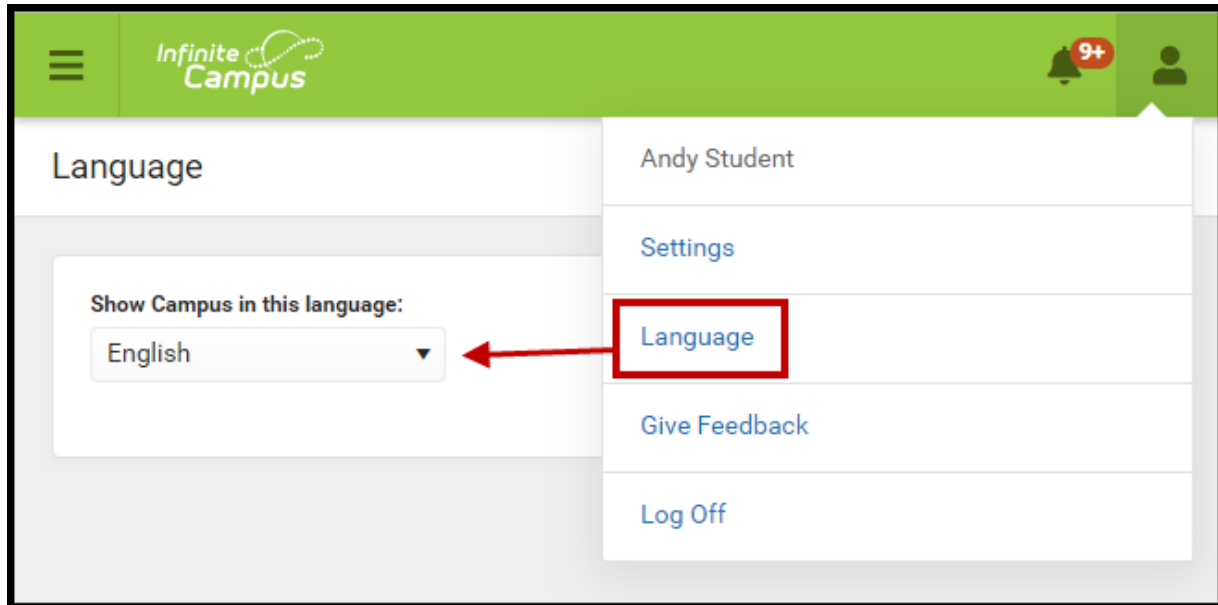
Access Account Settings to update basic account information.

Language

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

Select a Language to translate Campus Parent. 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.

Settings

Account Settings	›
Contact Preferences	›
Current Devices	
Notification Settings	

Contact Preferences

Cell Phone

(555)555-1234x_____

Work Phone

(___)___-___x_____

Other Phone

(___)___-___x_____

Email Address

CampusParent@fakemail.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

BACH (SMITH) HOUSEHOLD HOUSEHOLD PHONE (555)555-9876	VOICE	TEXT (SMS)
Priority	☑	☐
Attendance	☑	☐
General	☑	☐
Teacher	☐	☐
Behavior Messenger	☑	☐
Emergency	☑	☐
Food Service	☑	☐
CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority	☑	☑
Attendance	☑	☑
General	☑	☑
Teacher	☐	☐
Behavior Messenger	☑	☑
Emergency	☑	☑
Food Service	☑	☑