



MT 4010 Portal

August 2009

CONTENTS

PORTAL OPTIONS	3
CREATING ACCOUNTS FOR STUDENTS	5
CREATING ACCOUNTS FOR PARENTS	6

Product Version: 2009.2
Last modified: 17 August 2009

©2009 Infinite Campus, Inc. All rights reserved.
INFINITE CAMPUS, the INFINITE CAMPUS logo and Transforming K12 Education are the trademarks of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Ave NE, Blaine MN 55449. (651) 631-0000; email info@infinitecampus.com

SYSTEM ADMIN: CAMPUS PORTAL



Overview

The Campus Portal is a powerful tool to communicate student data to students and to people authorized to view their information. Authorized access is set by having a relationship to the student marked as Portal in Census. While parents will have one login to see all students they have a relationship to, the types of information displayed can vary from school to school. This lesson will cover setting options for which type of data is displayed in the Campus Portal. Each school will need to set the type of data to display in the Portal, meaning the district may pilot the Portal at a few schools, and/or allow each school to choose which parts of the Portal to open.

Navigating to Portal Options

1. Select the school in the dropdown menu on the gray header bar.
2. Expand System Administration and the Resources folder.
 - *Path: System Administration > Resources > Resources*
3. Select the Portal options tab.
4. If particular types of information are not checked, that particular information will not be seen on the Portal. Building and district P&P will determine which types of information are displayed on the Portal.



Data from the Campus application is available instantaneously in the Campus Portal. There is no synch or update process, allowing parents to instantly check on their student's attendance, grades, behavior information, and lunch account information for schools using Campus Food Service.

A screenshot of the "Portal Options" configuration window. It is divided into two main sections: "Display Preferences" and "Schedule Preferences".
Display Preferences:

- Attendance:
- Reports:
- Default Student Schedule:
- Missing Assignment Report:
- Behavior:
- Contact Information:
- Access Log:
- IEP:
- Assessment:
- Health:
- Newsletter:

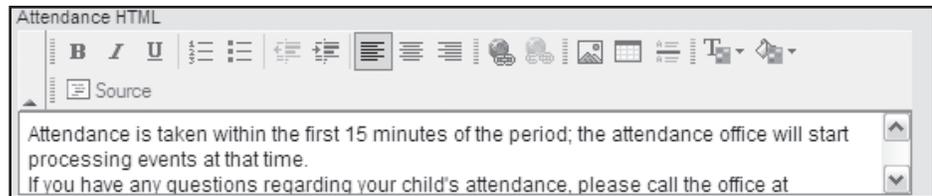
Schedule Preferences:

- Schedule: 08-09 (dropdown menu)
- Display Terms: Q1 Q2 Q3 Q4

- **Attendance** will display the students' attendance history for the school year.
 - **Reports** will provide the ability for parents to access and print report cards and transcripts. Parents will also be able to print a student schedule and missing assignment report.
 - The **IEP** checkbox will provide parents who are on their child's team with access to the locked IEP through the Portal.
 - The **Newsletter** checkbox will enable parents to access teacher newsletters (created in the Instruction module's Newsletter tool) with a link in the course entry on the student's schedule.
 - **Behavior** will display the students' behavior events and associated comments for the school year.
 - **Contact Info** will allow parents to change their email address and Messenger contact preferences.
 - **Assessment** will display state and national test scores.
 - The **Health** option will let parents check immunization records only.
 - **The Access Log** displays a record of where and when the user accessed the portal account.
5. The Schedule Preferences allow users to select which schedule and which term to show by selecting the calendar from the drop-

System Administration: Campus Portal

- down list and checking the appropriate term checkboxes.
- The text fields may be used to provide parents with school policies or other information on the specified page in the Portal. As an example, some high schools will put their attendance reporting and process policy on the attendance page of the Portal.



- When finished setting portal options, click Save.

USER ACCOUNTS



OVERVIEW

This tool allows users to make batch changes to all student portal accounts in a selected calendar.

OBJECTIVES

At the conclusion of this lesson, learners will be able to complete student account maintenance.

Student Accounts

Path: System Administration > User Security > Student Accounts

A wizard exists in the User Security folder that can be used to mass create and maintain student portal accounts for the school selected. The wizard will create accounts with the students' local student number as the user name and their birthdate (in MMDDYY format) as the password. Their accounts can be flagged to force a password change when the student logs in for the first time.

A screenshot of the "Student Accounts" tool interface. The title bar reads "Student Accounts". Below the title bar, a message states: "This tool will allow you to make batch changes to all student accounts for the currently selected calendar." The main area contains five radio button options, each with a description:

- Add Users: Adds user accounts with the student number as the username and the birthdate (MMDDYY) as the password for students without accounts in this calendar.
- Delete Users: Deletes all student user accounts for this calendar.
- Disable Accounts: Disables all student user accounts for this calendar.
- Enable Accounts: Enables all student user accounts for this calendar.
- Force Password Change: Forces all student accounts for students in this calendar to change their passwords.

At the bottom of the form is a button labeled "Change Accounts".

Add Users – adds user accounts with the student number as the username and the student's birth date (mmddy) as the password.

Delete Users – deletes all student user accounts for the selected calendar.

Disable Accounts – disables all student user accounts for the selected calendar.

Enables Accounts – enables existing student accounts for the selected calendar.

Force Password Change – forces all students to modify their passwords.

The recommended procedure for updating student accounts prior to the start of a new school year are listed below.

1. Select the previous year, school and calendar from the Campus toolbar.
2. Select the Disable Accounts radio button.
 - **Optional:** Select the Delete Accounts radio button to start the new school year with completely new student portal accounts. This is only necessary if a compromise in security was discovered with previously created accounts. If this is the case, it is recommended that the user enable Force Password change at the same time.
3. Click Change Accounts.
4. Select the new school year, school and calendar from the Campus toolbar.
5. Select Enable Accounts radio button.
6. Click Change Accounts.



Student and Parent Portal Accounts

7. With the new school year, school and calendar selected select the Add Users radio button.
8. Click Change Accounts.
 - **Optional:** Select the Force Password Change radio button, Click Change Accounts. This will force each student to change their password from their birth date to a password of the student's choosing.

Student accounts may also be created one at a time if needed. The accounts are created by searching for the potential user, clicking on their name in the search results and defining the user name and password. A student should be set up with the Campus Portal as their home page so they will be directed to the Portal. Students will only have access to their own information in the portal.

Portal Accounts for Parents & other Portal Contacts

Portal accounts for people who need access to student's data (such as parents) can be created by two methods.

Staff-created Portal Accounts

Some Campus districts will require parents to sign up for Portal access; the internal process prior to creating the Portal account may include checking Census to be sure relationships are set correctly. The district will need to decide any external processes as part of P&P. Once any checks or verifications are made, the account is created in the same manner as creating a staff account but Campus Portal is selected in the Home page dropdown.

 Welcome to the Plainview School District 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! Tell me more! en In English es En Español	First time using Campus Portal? If you have been assigned a Campus Portal Activation Key, click here If you do not have an Activation Key, click here
	Already have a Campus Portal account? Logged Off User Name <input type="text"/> Password <input type="password"/> <input type="button" value="Log In"/> Problems logging in?

Student and Parent Portal Accounts



Self-Service Portal Accounts Using the GUID

The second option involves using the GUID (Global Unique Identifier) that is unique to each person in the Campus database as a one-time registration key on the Portal. A link on the Portal homepage allows the user to enter their GUID. The user may then choose their own user name and password. An Ad hoc filter may be created to extract the GUID for contacts marked with Portal rights. This Ad hoc can then be extracted out of Campus and used in a Mail Merge to create form letters or labels for distribution to parents and other Portal account contacts.

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ C727082F - 6F44 - 45E4 - B512 - 58F22C0828C7 }

Campus Portal account creation successful!

Welcome **Lamar Achilles**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.

User Name

Password

Verify Password



Student and Parent Portal Accounts