

NORTH WARREN REGIONAL SCHOOL DISTRICT



Infinite Campus Portal

for Parents and Students

Version: 2012-01

User Guide: Accessing the Campus Portal, and Viewing Student Information

CONTENTS

Introduction.....	2
Minimum System Requirements.....	2
PC Users.....	2
Macintosh Users.....	2
All Users.....	3
How to Find the Portal.....	3
Establish a Username and Password.....	4
Parent/Guardian Accounts.....	4
Using the Activation Key to Initially Create Usernames and Passwords.....	4
Logging on to the Campus Portal.....	5
Lost or Forgotten Password Recovery.....	6
Student Accounts.....	7
School and District Notices.....	7
Selecting A Student in the Household.....	7
Using the Index to Navigate around the Portal.....	8
Calendar.....	8
Class Schedule and Teacher Grade-book.....	9
Attendance.....	10
Behavior.....	11
To Do List.....	11
Progress Reports, Report Cards.....	12
Course Requests.....	13
Portal Languages.....	14
How to Get Help.....	14
Feature Updates.....	15
Terms of Service.....	15

INTRODUCTION

This user guide provides information on how parents and students can access the Campus Portal. The information in this document is divided into concepts corresponding to a specific function of the Campus Portal. Each section contains functional instructions, with graphics to guide the user through the process. This document is written for the portal user, and not for school or district personnel.

MINIMUM SYSTEM REQUIREMENTS

PC USERS

Platform	Supported
Operating System	Windows 2000, Windows XP, Windows Vista, or Windows 7
Internet Browser	IE 6.0 or newer Firefox 2.0.x or newer
Java Plug in	Java 1.5.10 or newer
Adobe Acrobat Reader	Version 8 or newer

MACINTOSH USERS

Platform	Supported
Operating System	OS X 10.3.9, or OS X 10.5.x
Internet Browser	Safari 2.0.x or newer Camino 1.0 or newer Firefox 2.0.0.6 or newer
Java Plug in	Java 1.3.1 or newer
Adobe Acrobat Reader	Version 8 or newer

ALL USERS

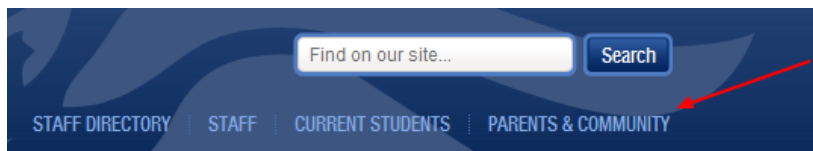
If you require Java, this can be downloaded and installed from
<http://www.java.com/en/download/index.jsp>

If you require Adobe Acrobat Reader, this can be downloaded and installed from
<http://get.adobe.com/reader/>

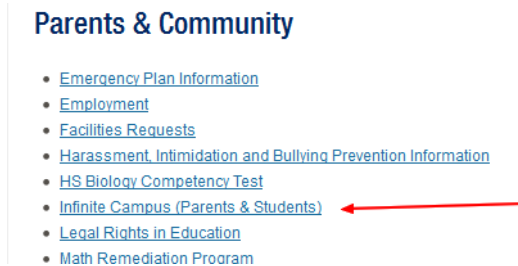
HOW TO FIND THE PORTAL

To access the Campus Portal, follow these steps:

- Visit the School Web Site at <http://www.northwarren.org>
- Click on Parents & Community



- Find the Infinite Campus link



- Click on the Indicated Parent and Student Portal URL at
<https://campus.northwarren.org/campus/portal/nwarren.jsp>

ESTABLISH A USERNAME AND PASSWORD

PARENT/GUARDIAN ACCOUNTS

The first time you access Campus, you will have to type in an Activation Key, in order to create a username and password. Activation keys are provided in a separate mailing. If you do not have an Activation Key, please contact your student's counselor so that we might resolve the matter. Activation Keys are only required on the first time you access the Campus portal. Once this step is complete, and you have successfully created your user account, you may log on using the username and password you set up.

USING THE ACTIVATION KEY TO INITIALLY CREATE USERNAMES AND PASSWORDS

- From the Portal Login page, select the first **Click Here** option under the *First Time using Campus Portal?* Heading.

The screenshot shows a web form titled "First time using Campus Portal?". It contains two paragraphs of text: "If you have been assigned a Campus Portal Activation Key, [click here](#)" and "If you do not have an Activation Key, [click here](#)". The second "click here" link is highlighted with a red box. Below this is a section titled "Already have a Campus Portal account?" which includes input fields for "User Name" and "Password", a "Log In" button, and a link for "Problems logging in?".

- The **Activation Screen** will display. Enter your **Activation Key** in the field provided, and then Click **Submit**.

The screenshot shows a web form titled "Activating your Campus Portal account". It contains a paragraph: "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." Below this is a section labeled "Activation Key" with a large input field containing five boxes separated by hyphens, enclosed in curly braces: { [] - [] - [] - [] - [] }. A "Submit" button is located at the bottom left of the form.

- The activation key will be verified, and when approved, a screen will display where you can create a username and password.

- Enter a **Username**. The username must be at least 6 characters long.
- Enter a **Password**. The password must meet the following complexity requirements:
 - At least one lower case letter
 - At least one upper case letter
 - A number
 - A minimum of 8 characters long
- Enter the password a second time in the **Verify Password** field.
- Click the **Create Account** button.

Campus Portal account creation successful!

Welcome Susan Test, 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

Use the *Click Here* link on the account creation page to log on. Once the Activation Key has been used to create an account, it cannot be used again.

LOGGING ON TO THE CAMPUS PORTAL

Fill your **Username** and **Password** into the appropriate fields, and click **Log In**.



Welcome to the North Warren Regional 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!](#)

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?

User Name

Password

[Problems logging in?](#)

LOST OR FORGOTTEN PASSWORD RECOVERY

If the school has your email address recorded in the census, you can recover a forgotten user name and password through the following workflow:

- Click “Problems logging in?”

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?

User Name

Password

Log In

[Problems logging in?](#)



- Then type in your email address and click “Send Reminder”

Having problems logging into Campus Portal?

When I try to login the page says *Either your user name or password is not correct. Please try*

Be sure that you have typed your login name and password correctly. If you forgot your u send yourself a password reminder. Otherwise, please contact your district's administr

When I try to login the page says *Your user account has been disabled!*

After 3 unsuccessful login attempts, your user account will be disabled until you contac

Please note that an unsuccessful login attempt will also give you information about yc

This is part of system security to prevent and document unauthorized access attempts.

[Click here to login.](#)

Email Address



Send Reminder

Note that if the School does not have your email address recorded, or the account is locked, you will have to contact your student’s counselor for assistance with recovering your username and password.

STUDENT ACCOUNTS

Students may access the Campus Portal by using their student number as the username and their lower-case initials and birthdate (f1MMDDYY) as the password.

SCHOOL AND DISTRICT NOTICES

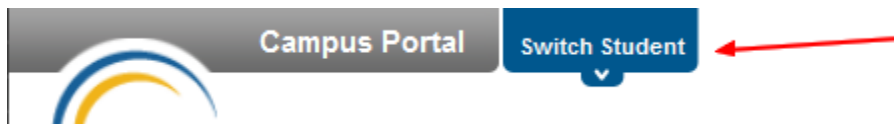
When viewing the Campus Portal, any relevant notices are displayed in the main frame of the screen. Notices are organized by district-wide messages, or school specific notices.

Click on either of the District, School or Inbox bars to reveal notices and messages.



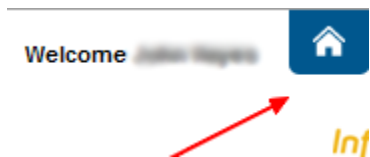
SELECTING A STUDENT IN THE HOUSEHOLD

If there are multiple students in the household, click “Switch Student” to reveal different students in the household.



Clicking the student’s name will bring you to the individual student’s data.

To return to the Home screen in order to select a different child in the household, simply click the Home icon.



USING THE INDEX TO NAVIGATE AROUND THE PORTAL



Once logged in, and a student is chosen through the “Switch Student” button, an index of accessible information for the chosen student is listed in the left navigation area of the screen.

Calendar	>
Schedule	
Attendance	>
Behavior	>
To Do List	>
Reports	>
Family	
Messages	>
Calendar	>
To Do List	>
User Account	
Contact Preferences	>
Access Log	>


CALENDAR

Calendar link can be used to track attendance events and homework, upcoming, missing or late assignments.

◉ June 2011 ◉

 Assignment(s) Due  Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
	05	06	07	08	09 Abbreviated Day	10
	11	12 Abbreviated Day	13 Abbreviated Day	14 Abbreviated Day	15 Abbreviated Day	16 Abbreviated Day
	17	18	19 Abbreviated Day	20	21	22
	23	24	25	26	27	28
	29	30				

The Assignments Due icon  indicates assignments that are due on a specific day.

CLASS SCHEDULE AND TEACHER GRADE-BOOK

The Class Schedule lists the student's classes in each period and term, along with the time, location and day rotation that the class meets. Parents can use this tool to find out where their student is during the day, or what classes they are taking.

Parents and students can see the teacher's grade-book and posted grades by clicking on the course name within the period.

Course Schedule				
<input type="checkbox"/> = Click on Class Name for Current Assignments and Scores <input checked="" type="checkbox"/> = Click on Teacher Name for Email				
Term MP1 (09/07/10-11/11/10)	Term MP2 (11/12/10-04/31/11)	Term MP3 (02/01/11-04/04/11)	Term MP4 (04/05/11-06/20/11)	
<input type="checkbox"/> 8121-1 CERAMICS <input checked="" type="checkbox"/> Janowicz, Kate Rm: HS26	<input type="checkbox"/> 8121-1 CERAMICS <input checked="" type="checkbox"/> Janowicz, Kate Rm: HS26	<input type="checkbox"/> 8121-1 CERAMICS <input checked="" type="checkbox"/> Janowicz, Kate Rm: HS26	<input type="checkbox"/> 8121-1 CERAMICS <input checked="" type="checkbox"/> Janowicz, Kate Rm: HS26	
<input type="checkbox"/> 3111-1 BSI MATH--Every other day (Day A) <input checked="" type="checkbox"/> Arden Forest	<input type="checkbox"/> 3111-1 BSI MATH--Every other day (Day A) <input checked="" type="checkbox"/> Arden Forest	<input type="checkbox"/> 3111-1 BSI MATH--Every other day (Day A) <input checked="" type="checkbox"/> Arden Forest	<input type="checkbox"/> 3111-1 BSI MATH--Every other day (Day A) <input checked="" type="checkbox"/> Arden Forest	

The teacher grade-book as accessed through the schedule by clicking on the class name shows detailed information about assignments and grades, with possible point scores for all assignments in that course.

Grade Book Assignments for 8121-1 CERAMICS							
Teacher's comments about 8121-1 CERAMICS							
8121-1 CERAMICS Teacher: Janowicz, Kate							
View the scoring rubric(s) and/or grading scale(s) for this class.							
Grading Task Summary							
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet							
Grading Task	Marking Period MP1	Marking Period MP2	Marking Period MP3	Marking Period MP4			
Interim Progress	81 81%	77 76.67%	89 88.75%	68 68.24%			
Marking Period	81 80.81%	86 85.84%	79 78.68%	82 82.33%			
Exam		79 79%		93 93%			
Final Grade				83 82.73%			
Term MP1 Interim Progress Detail							
This Grading Task has no assignments assigned to it.							
Term MP1 Marking Period Detail							
Weekly Class participation (40.0%)							
Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Comments
Weekly Class participation	09/24/2010	09/20/2010	1.0	100	75	75	
Weekly class participation	10/01/2010	09/27/2010	1.0	100	85	85	
Weekly Class Participation	10/08/2010	10/04/2010	1.0	100	89	89	
Weekly Class Participation	10/15/2010	10/11/2010	1.0	100	80	80	
Weekly Participation	10/22/2010	10/18/2010	1.0	100	76	76	
Weekly Participation	10/29/2010	10/25/2010	1.0	100	76	76	
Weekly Class Participaion	11/12/2010	11/08/2010	1.0	100	80	80	
Weekly Class participation Totals				800	636	79.5%	

ATTENDANCE

The teacher and building attendance clerk enter absences and tardy designations as they occur, and are saved immediately after the teacher or attendance clerk save the input.

Attendance

April 2011 May 2011 June 2011

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

3 4 5 6 7 8 9 1 2 3 4 5 6 7 5 6 7 8 9 10 11

10 11 12 13 14 15 16 8 9 10 11 12 13 14 12 13 14 15 16 17 18

17 18 19 20 21 22 23 15 16 17 18 19 20 21 19 20 21 22 23 24 25

24 25 26 27 28 29 30 22 23 24 25 26 27 28 26 27 28 29 30

29 30 31

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	Early Release
▶ 10200 STUDY HALL Sem	Ayhan, Emrah	13	0	1
▶ 10260 STUDY HALL Alt	Zisa, Debbie R	13	1	0
▶ 1302 ENGLISH 11	Serzan, Christine	28	4	1
▶ 160 LUNCH—Fall		10	1	2
▶ 161 LUNCH—Spring		13	7	1

Clicking the tabs for Course, Period, Day and Term provide different drill-down views of the student’s attendance statistics.

The color indicates whether the absence was excused or not.

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, college visits, etc.
Red	Unexcused	Districts have determined these are not excused absences. This might include family vacations, etc.
Yellow	Unknown	The school has not been contacted with a reason for the absence, or the student was not present in a class. Often, this appears after the teacher records the absence, but before the attendance office resolves the absence.
Grey	Exempt	These are usually school-sponsored events such as field trips, concerts or athletic activities, etc.

BEHAVIOR

Behavior information records discipline events allowing parents to learn more about their actions and consequences, along with the remedial steps taken by the school. The parent will see the date of the incident, a description of the event, and activities and/or consequences related to the student's role in the event.

Calendar	>
Schedule	>
Attendance	>
Behavior	>
To Do List	>
Reports	>
Family	>
Messages	>

Behavior Events

Date	Event	Demerits	Role	Resolution
10/27/2010-08:42 AM	Truancy	20	Offender	Saturday Morning School
10/27/2010-08:45 AM	Concern Report	0	Participant	
11/09/2010-07:58 AM	Concern Report	0	Participant	
12/08/2010-01:34 PM	Unexcused Lateness to School	0	Offender	Warning
02/07/2011-02:20 PM	Unexcused Lateness to School	2	Offender	One Hour Detention
02/25/2011-09:02 AM	Cutting Class	10	Offender	One Hour Detention

TO DO LIST

The Family To Do List provides a summary of assignments that are due and/or late for the student.

Calendar	>
Schedule	>
Attendance	>
Behavior	>
To Do List	>
Reports	>
Family	>
Messages	>
Calendar	>

Student's To Do List

Filter by Date Print








Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue
6311-5 PE11HEALTH	exam		06/17/2011	-1
4302-4 CHEMISTRY	exam		06/17/2011	-1
3301-3 ALGEBRA 2	factotr fraction test ... 9.4		06/08/2011	-8
4302-4 CHEMISTRY	equilibrium quiz		06/02/2011	-12
4302-4 CHEMISTRY	Kc worksheet		06/01/2011	-13
4302-4 CHEMISTRY	solutions quiz		05/24/2011	-18

PROGRESS REPORTS, REPORT CARDS

Reports list a selection of reports including a Schedule, Missing Assignments, Marking Period Progress Reports and Report Cards available for parents to download. Progress Reports and Report Cards are the reports that are released at mid-marking period, and end-marking period intervals, and include the Interim Progress Report released at the middle of each marking period, and the last released report card. These reports are generated for download as .pdf files.

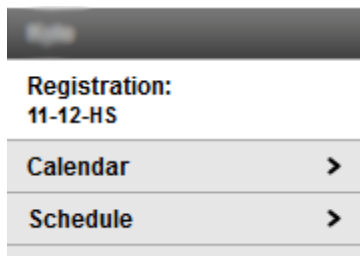
Calendar	>
Schedule	>
Attendance	>
Behavior	>
To Do List	>
Reports	
Family	
Messages	>

Reports

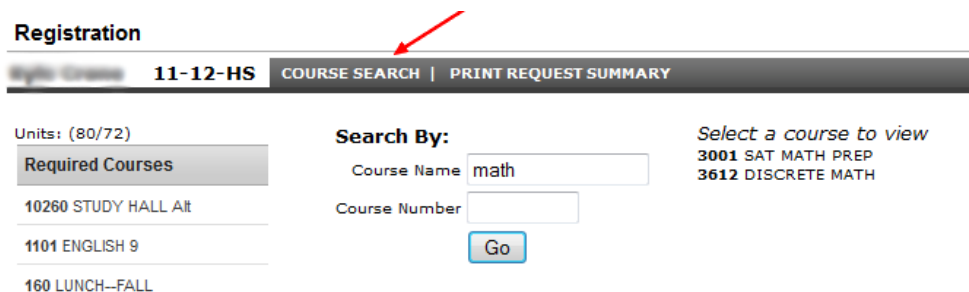
-  Student Schedule
-  Missing Assignments
-  NWR HS MP1 Progress Report
-  NWR HS MP2 Progress Report
-  NWR HS MP3 Progress Report
-  NWR HS MP4 Progress Report
-  NWR HS Report Card

COURSE REQUESTS

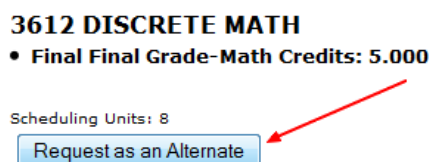
When it is time to make course requests for your schedule next school year, a registration link will become available in the index. To start the course request process, click this link.



Click Course Search and enter a course name to find the courses you wish to request.



Click on one the courses you wish to request as listed under the Select course to view heading. The course details will show in the lower portion of the browser. Click Request as Alternate.



Teacher recommendations are shown as "Requested Courses, student requests are "Alternate" and "Required Courses" are provided administratively by the School Counselors and Master Scheduler.

If you change your mind, you can click on one of the Alternate Courses and then click Drop this request.

Units: (80/72)

Required Courses

10260 STUDY HALL Alt

1101 ENGLISH 9

160 LUNCH--FALL

161 LUNCH--SPRING

2102 WORLD CULTURES

3101 ALGEBRA 1

3111 BSI MATH--Every other day

4801 INTEGRATED SCIENCE

5311 GERMAN 1

6111 PE9HEALTH

Requested Courses

7451 FRMFNCT WOOD

8111 DRWGPAINTING 1

Alternate Courses

1.) 8121 CERAMICS

2.) 7711 INTRO TO AGRICULTURE

8121 CERAMICS

• Final Final Grade-Vi:

Scheduling Units: 8

Drop This Request

PORTAL LANGUAGES

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

HOW TO GET HELP

If you experience difficulty with:

- User account activation
- Have not received an activation key
- Forgotten usernames or passwords
- Account security lockout after multiple failed login attempts

Please contact your student's counselor, who will pursue the matter internally and contact you with a resolution.

FEATURE UPDATES

This document describes the features available at the time this of writing. From time to time newer versions of this document will be created to include new features that have recently been announced.

TERMS OF SERVICE

- Parent/Guardian status is required for access to student information.
- Information accuracy is a shared responsibility between the school, parents/guardians and students.
- The district maintains the right to add, modify or delete information and portal functions at any time, as well as the right to deny parents access with suitable cause.
- Usernames must be at least 6 characters long and Passwords must meet the complexity requirements described under the section entitled “Establish a Username and Password”.
- Parents must have their own individual accounts rather than household accounts.
- Minimum system requirements must be met.
- Users may receive technical support limited to logon problems and unlocking accounts according to the procedure described in the section entitled “How to get Help”.
- Use of the Campus Portal is subject to electronic monitoring by the district, as well as other specific rights the district maintains.