

# Navigating the Campus Portal

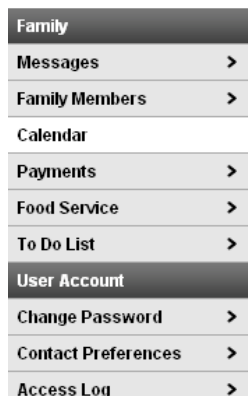
**Sign Out** and **Home** buttons appear in the top right corner of the screen, with the **Name** of the individual logged into the Portal appearing next to these buttons. Clicking the **Home** button will take the user back to the homepage seen upon signing in. This page contains the **Family** and User Account sections of the navigation pane.



When a user first logs in the Messages tab located in the Family section is selected. **Please check here for school related information.**

Listed down the left hand-side of the screen you will see all the information that is available for the household as a whole. To access individual students information. One of the options is Calendar. This may look familiar from last year but now you cannot access students schedules through this calendar. For that you must got to select a student.

## Calendar



January 2011

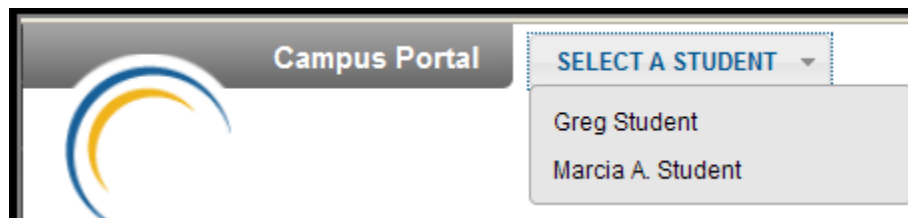
Assignment(s) Due Attendance Event

Sunday	Monday	Tuesday	Wednesday	Thursday
	02	03	04	05
	Mallory Attendance Event	Mallory Attendance Event	Mallory Attendance Event	Jessica Attendance Event
	Jessica Assignment(s) Due	Jessica Assignment(s) Due	Jessica Assignment(s) Due	Jessica Assignment(s) Due
	Jarred Assignment(s) Due	Jarred Assignment(s) Due	Jarred Assignment(s) Due	Jarred Assignment(s) Due

The **Calendar** tab, when accessed from the Family section displays calendar events for each school building 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. To access students attendance, schedule/grades/assignments etc. You must got to **Select A Student**.

## Select a Student: Individual students information.



Click the **Select Student** drop down in the top left of the screen to view all of the students in the household and select

the individual student that you wish to view. Only students with an enrollment in the current year will display in the list.

# Attendance

**Mallory**

Calendar >

Schedule >

**Attendance**

Test Attendance

❶ December 2010

January 2011

February 2011

December 2010							January 2011							February 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	
			1	2	3	4							1				1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28					
							30	31												

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

Course
Period
Day
Term

### Attendance Summary by Course

Course	Teacher	Periods Absent	Tardy	Early Release	Present
▶ 202 PULL OUT MATH	LARSEN C	2	0	0	1
▶ 801B LANGUAGE ARTS	POHLMEIER L	3	0	0	0
▶ 802 MATH	FALLDORF I	2	0	1	0

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.

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

**Attendance Details**

**January 4, 2011 - Tuesday (Even Day)**

Term: QT2

Period	Course	Time	Description
PT	850 PRIMETIME	08:00 AM - 08:13 AM	ERex:Early Release Excused
1	802 MATH	08:15 AM - 09:00 AM	ERex:Early Release Excused
2	801B LANGUAGE ARTS	09:03 AM - 09:59 AM	
3	821 INST TECH	10:01 AM - 10:46 AM	
4	804 SOCIAL STUDIES	10:48 AM - 11:40 AM	
5	813 FCS	11:42 AM - 12:17 PM	

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. If a school has selected attendance

comments as an option on the Portal Options tab then attendance comments will be displayed. Click the "X" in the top tight corner to return to the original screen.

Each summary tab provides a detailed view of the students period-based attendance.

Course    Period    Day    Term

Attendance Summary by Period

Term: **QT2**  
11/02/2010 - 01/23/2011

Period	Absent	Tardy	Early Release	Present
▼ PT (08:00 AM-08:13 AM) <a href="#">01/03/2011 Monday - Present Exempt</a> <a href="#">01/04/2011 Tuesday - Early Release Excused</a> <a href="#">01/07/2011 Friday - Absent Unexcused</a> <a href="#">01/10/2011 Monday - Absent Excused</a>	2	0	1	0
▶ 1 (08:15 AM-09:00 AM)	1	0	1	0

Selectable links are displayed in blue. Clicking a right facing triangle displays a list of the dates which are included in the attendance period totals. Selecting a date allows the user to view the Attendance Details for the day. When a period count link is selected a pop up displays excuse type detail. The Period tab allows the user to move from one term to the

next using the arrows located below Attendance Summary by Period. The Term tab offers an additional column displaying Whole/Half day attendance for each term.

## Schedule

The Course Schedule lists the student's classes in each period and term, along with the time and location the class meets. If a school uses a rotating day or alternating day schedule, the day the class meets will be listed – day 1, day 2 etc. 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.

**Mallory**

Calendar >

Schedule

Attendance >

= Click on Class Name for Current Assignments and Scores  
 = Click on Teacher Name for Email  
 = Click on Date for Current Newsletter

	Term QT1 (07/01/10-11/01/10)	Term QT2 (11/02/10-01/23/11)
PT	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802	<b>850-5 PRIMETIME</b> LARSEN C Rm: 802
1	<b>802-1 MATH</b> FALLDORF I Rm: 811	<b>802-1 MATH</b> FALLDORF I Rm: 811
2	<b>801B-2 LANGUAGE ARTS</b> POHLMEIER L Rm: 809	<b>801B-2 LANGUAGE ARTS</b> POHLMEIER L Rm: 809
3	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym	<b>822-1 PHYS ED (Day Odd)</b> DENOYER S Rm: 200 Gym
	<b>821-2 IIIST TECH (Day Even)</b> Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B	<b>821-2 IIIST TECH (Day Even)</b> Kom, Mom A 01/10/2011 (more) Rm: 503 Lab B

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.

### Grade Book Assignments for 702even2-1 MATH

Teacher's comments about Jessica:

#### 702even2-1 MATH

Teacher: Kom, Mom A

[View the scoring rubric\(s\) and/or grading scale\(s\) for this class.](#)

Standards Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Standard	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
Application, Problem Solving, & Communication	Dev			
Classroom Behaviors	Dev			
Initiative and Effort	Beg			
Mathematical Knowledge	Dev			
Study Skills	Beg			
Work Completion	Beg 55%	C 77%		

Grading Task Summary				
Legend: <input type="checkbox"/> Final Grade <input type="checkbox"/> In-Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	GRADE QT1	GRADE QT2	GRADE QT3	GRADE QT4
QUARTER	D 66%	F 44%		
PROGRESS			D	

#### Term Q1 Quarter Detail

##### Participation (50.0%)

Name	Due Date	Assigned Date	Multiplier	%	Comments
Workbook 1	09/03/2011	09/03/2011	1.0	95	
Dinner speech	09/14/2011	09/14/2011	1.0	93	Great subject material
<b>Term Q1 Quarter Totals</b>				<b>94%</b> <b>A</b>	

### Grade Book Assignment Detail for 702even2-1 MATH

#### 702even2-1 MATH

Teacher: Kom, Mom A

[Back to the complete Gradebook view for 702even2-1 MATH](#)

Score Detail	
Score	55 (55.000%)
Comments	Many assignments are late and incomplete

Assignment Detail	
Name	Standard Assginment 1
Due Date	10/10/2010
Date Assigned	10/01/2010
Total Points	100
Description	Test standard assignment description
Objectives	test
References	test

[Back to the complete Gradebook view for 702even2-1 MATH](#)

From within the Grade book, clicking the name of an **Assignment** will open a screen which provides the details for that specific assignment. This screen including assignment detail and allows parents to see missing and late assignments. Clicking **Back to the complete Grade book** will return the user to the Grade book screen.

# NEW THIS YEAR!!

## Newsletter

**Paper** icon and a date under a teacher's name indicate that the teacher has posted a newsletter (this is a new feature this year and we are still in the works to be able to use this. I will put a notice on the messenger board when we have this up and going). 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.

## To Do List

The **To Do List** tab provides a summary of assignments that are due and/or late for all students in the family or for a student (To Do Lists will appear in the Family toolset and in the Student toolset). The summary includes the Student to whom the assignment was given, the Course and Assignment, the Date Assigned, Due Date and the Days Remaining or Overdue. The To Do List can be filtered to show All Dates or only assignments for a specific month. Clicking the **Print** icon will generate the list in PDF format to be printed.

Family	Household To Do List																		
Messages >	Filter by Date <input type="text" value="All Dates"/> Print																		
Family Members >																			
Calendar >																			
Payments >																			
Food Service >																			
To Do List																			
	<table border="1"><thead><tr><th>Student</th><th>Course</th><th>Assignment</th><th>Date Assigned</th><th>Due Date</th><th>Days Remaining/Overdue</th></tr></thead><tbody><tr><td>Kommer, Jarred</td><td>702even2-1 MATH</td><td>Task Assignment A2</td><td>01/18/2011</td><td>01/27/2011</td><td>5</td></tr><tr><td>Kommer, Jessica</td><td>702even2-1 MATH</td><td>Task Assignment A2</td><td>01/18/2011</td><td>01/27/2011</td><td>5</td></tr></tbody></table>	Student	Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdue	Kommer, Jarred	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5	Kommer, Jessica	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5
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Kommer, Jessica	702even2-1 MATH	Task Assignment A2	01/18/2011	01/27/2011	5														

## Assessment

### Assessment Tests

Test Assessment

#### District Tests

District Assessments - Grade 04 () Date: 05/01/2007 Score: Result:

The **Assessment** tab stores information regarding a student's performance on various standardized district-wide, state and federal tests and assessments. Although each

state or district may label these tests differently, they still serve as important benchmarks of a student's academic achievements, and can be reported to districts and state and federal governments to determine a district's success in teaching required standards. The information displayed here helps parents to be aware of assessments and knowledgeable of their student's progress in them. We hope to have ITBS information available in this area by the end of the year.

